



PeopleSoft Mobile Time and Expense 8.8 PeopleBook

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PeopleSoft Mobile Time and Expense 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.

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.

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.

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.

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.

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.

See Also

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

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
Bold	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.

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.

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

Common Elements in These PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	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.
Description	Enter up to 30 characters of text.
Effective Date	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.
Once, Always, and Don't Run	<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>
Report Manager	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).

Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Run	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.
Request ID	An ID that represents a set of selection criteria for a report or process.
User ID	An ID that represents the person who generates a transaction.
SetID	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.
Short Description	Enter up to 15 characters of text.
See Also	
	<i>Using PeopleSoft Applications</i>
	<i>PeopleSoft Process Scheduler</i>

PeopleSoft Mobile Time and Expense Preface

This preface discusses:

- PeopleSoft application fundamentals.
- Common elements used in this PeopleBook.

PeopleSoft Application Fundamentals

The *PeopleSoft Mobile Time and Expense 8.8 PeopleBook* provides implementation and processing information for your PeopleSoft Mobile Time and Expense application. 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 (ESA), and Supply Chain Management (SCM) product lines.

Note. The *PeopleSoft Mobile Time and Expense 8.8 PeopleBook* discusses setup and functionality that is unique to the mobile time and expense application. We do not define pages that are already discussed in the *PeopleSoft Expenses 8.8 PeopleBook*, but we do discuss fields that are unique to Mobile Time and Expense or fields that act differently than the online expenses application.

The following companion PeopleBooks apply specifically to PeopleSoft Mobile Time and Expense:

- *PeopleSoft Expenses 8.8 PeopleBook*
- *PeopleSoft Mobile Agent PeopleBook*
- *PeopleSoft Application Fundamentals for FIN, ESA, and SCM 8.8 PeopleBook*
- *PeopleSoft Application Fundamentals for HRMS PeopleBook*
- *PeopleSoft Global Options and Reports PeopleBook*
- *PeopleTools PeopleBook: Security*

Common Elements Used in This PeopleBook

Personal digital assistants (PDAs)

A handheld computing device.

PeopleSoft Mobile Agent

PeopleSoft Mobile Agent enables users to work with PeopleSoft applications on laptop computers or PDA devices while they are disconnected from the Internet or local network. PeopleSoft Mobile Agent uses standard internet tools and protocols—web browsers, HTTP, and Extensible Markup Language (XML)—to access a mobile database containing application

definitions and data. Changes that you make while disconnected are distributed across the network when you reconnect.

CHAPTER 1

Getting Started With PeopleSoft Mobile Time and Expense

This chapter provides an overview of PeopleSoft Mobile Time and Expense and introduces:

- PeopleSoft Mobile Time and Expense business processes.
- PeopleSoft Mobile Time and Expense integration touchpoints.
- PeopleSoft Mobile Time and Expense implementation tasks.

Understanding PeopleSoft Mobile Time and Expense

PeopleSoft Mobile Time and Expense is a detached client that operates independently of a customer's network and provides basic time and expense data capturing in a disconnected environment. Because Mobile Time and Expense is designed to store multiple time and expense reports, you determine when it is convenient to transfer your time and expense reports to PeopleSoft Expenses. PeopleSoft Mobile Time and Expense uses PeopleSoft Mobile technology to synchronize data between itself and PeopleSoft Expenses.

Through administrative and user level filtering, you synchronize a predefined set of control data down to the mobile device to support time and expense entry.

PeopleSoft Mobile Time and Expense Business Processes

PeopleSoft Mobile Time and Expense provides the following business processes for a mobile device:

- Expense reports
- Time reports

We cover these processes in the business process chapters of this PeopleBook.

Note. You cannot enter expense transactions on a mobile device on behalf of other employees.

See Also

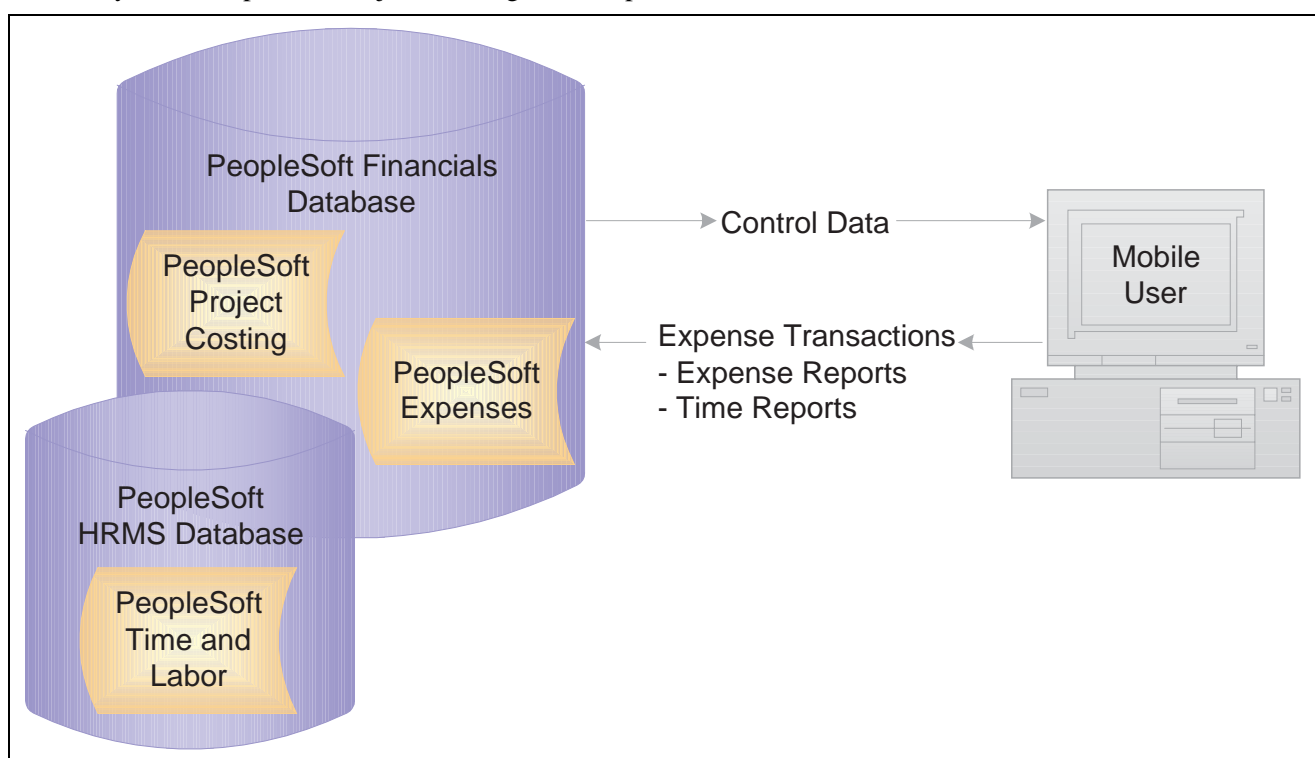
PeopleSoft Expenses 8.8 PeopleBook, “Preparing Expense Reports”

PeopleSoft Expenses 8.8 PeopleBook, “Processing Value Added Tax (VAT) Transactions in PeopleSoft Expenses”

PeopleSoft Expenses 8.8 PeopleBook, “Processing Time Reports”

PeopleSoft Mobile Time and Expense Integrations

PeopleSoft Mobile Time and Expense integrates directly with PeopleSoft Expenses and integrates indirectly with PeopleSoft Project Costing and PeopleSoft Time and Labor.



Integrating PeopleSoft Mobile Time and Expense with other PeopleSoft applications

PeopleSoft Expenses

Serves as PeopleSoft Mobile Time and Expense gatekeeper, downloading control data directly from PeopleSoft Expenses to PeopleSoft Mobile Time and Expense. Time and expense reports submit directly to PeopleSoft Expenses.

PeopleSoft Project Costing

Indirectly exchanges ChartFields and time data for project costing. This is an indirect integration through PeopleSoft Expenses.

PeopleSoft Time and Labor

Processes time reporting data used to create pay sheets. This is an indirect integration through PeopleSoft Expenses.

We cover integration considerations for Mobile Time and Expense in the *PeopleSoft Expenses 8.8 PeopleBook*.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Integrating With Other PeopleSoft Products”

PeopleSoft Mobile Time and Expense Implementation

PeopleSoft Mobile Time and Expense is a mobile application designed for maximum convenience and portability. There is very little installation or implementation required; however, you must install and implement PeopleSoft Expenses before you can use PeopleSoft Mobile Time and Expense.

Required data is obtained from PeopleSoft Expenses and configured for the mobile application when PeopleSoft Mobile Time and Expense is set up on your network. When you download the mobile application to your mobile device, the installation process automatically loads the required files. These files refresh when run a full synchronization and update application synchronization.

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 Components	Component Interface	Reference
Distance Rate (EX_AUTO_RT_TBL)	EX_AUTO_RATE_SETUP	See <i>PeopleSoft Expenses 8.8 PeopleBook</i> , “Defining Location and Rates for PeopleSoft Expenses,” Setting Up Distance Rates.
Expense Location (EX_LOCATION)	EX_LOCATION_SETUP	See <i>PeopleSoft Expenses 8.8 PeopleBook</i> , “Defining Location and Rates for PeopleSoft Expenses,” Setting Up Expense Locations and Amounts.
Expense Types 1 (EX_EXPENSE_TYPES1)	EX_TYPES_SETUP	See <i>PeopleSoft Expenses 8.8 PeopleBook</i> , “Defining Accounting Data for PeopleSoft Expenses,” Setting Up Expense Types.
Expenses Types 2 (EX_EXPENSE_TYPES2)	EX_TYPES_SETUP	See <i>PeopleSoft Expenses 8.8 PeopleBook</i> , “Defining Accounting Data for PeopleSoft Expenses,” Setting Up Expense Types.
Local Tax Table (LOCAL_TAX_TBL)	EX_LOCAL_TAX_SETUP	See <i>PeopleSoft Expenses 8.8 PeopleBook</i> , “Defining Accounting Data for PeopleSoft Expenses,” Setting Up Local Tax Tables.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Getting Started with PeopleSoft Expenses,”
PeopleSoft Expenses Implementation

CHAPTER 2

Working With Mobile Applications

This chapter provides overviews of mobile device initialization and synchronization options and discusses how to:

- Initialize mobile devices.
- Navigate within mobile transactions.

Understanding Mobile Device Initialization

Mobile device initialization is the process by which you install application metadata and business data to the mobile device for the first time. Although an administrator may install PeopleSoft Mobile Agent to the device, only the Mobile Agent user (defined by user ID and user role) can synchronize application metadata and business instance data from the server to the device.

Before you can initialize and begin using PeopleSoft Mobile Time and Expense, you must install PeopleSoft Mobile Agent on the mobile device. We describe the installation process in the *PeopleTools Mobile Agent PeopleBook*.

Note. Instance data is synonymous with business data, and metadata is synonymous with application metadata.

See Also

PeopleSoft Mobile Agent PeopleBook

Understanding Synchronization Options

After device initialization (bootstrap synchronization), there are three synchronization options:

- Upload Changes
- Update Business Data
- Update Applications

Perform synchronization with the mobile device connected and logged onto the internet or local network. You can be connected directly to your local area network, through dialup, or through the internet.

See Also

PeopleSoft Mobile Agent PeopleBook

Initializing Mobile Devices

Initializing a mobile device requires a bootstrap synchronization.

This section discusses how to:

- Perform bootstrap synchronizations.
- Perform personal digital assistant (PDA) initializations.

Performing Bootstrap Synchronizations

To initialize a mobile device:

1. Install the PeopleSoft Mobile Agent software on the device.
2. Perform a bootstrap synchronization.

This requires that you sign on, which identifies the appropriate application metadata (the application definitions) and instance data (business data) to be downloaded to the device.

Generally, subsequent synchronizations do not require a complete synchronization of both metadata and instance data, but will upload changes only from the device to the server and reconcile changes between the device and server. You can, however, choose to update applications as well as data.

To initialize a mobile device (bootstrap synchronization):

1. If PeopleSoft Mobile Agent is not installed to start automatically, from the computer's Start menu, select Programs, PeopleSoft Mobile Agent, Start PeopleSoft Mobile Agent.
2. From the computer's Start menu, select Programs, PeopleSoft Mobile Agent, PS Mobile Application.
If you haven't initialized the device previously, the PeopleSoft Mobile Device Bootstrap page appears.
3. Enter your user ID and password.
4. Click Synchronize.

The PeopleSoft Mobile Synchronization Results page appears, showing the bootstrap synchronization progress.

5. When the bootstrap synchronization is complete, check for alerts or notifications.

Performing PDA Initializations

If PeopleSoft Mobile Agent is installed to a PDA, you use the processing power of the connected computer to perform initialization.

To perform PDA initialization from your desktop or laptop:

1. If PeopleSoft Mobile Agent is not installed to start automatically, from the Start menu of the computer that is connected to the PDA, select Programs, PeopleSoft Mobile Agent, Start PeopleSoft Mobile Agent.
2. From the same Start menu, select Programs, PeopleSoft Mobile Agent, PS Sync PDA.
The PeopleSoft Mobile Device Bootstrap page appears.
3. Enter your user ID and password.
4. Click Synchronize and view the bootstrap synchronization progress.
5. After Update PDA Applications completes successfully, open the PDA PeopleSoft program folder to use the application.

Navigating Within Mobile Transactions

PeopleSoft mobile applications use familiar navigation methods, including a menu, tabbed pages, links, and buttons. However, data that is available on the mobile device may be limited to a subset of the data that you expect when connected to the server.

On some PDA devices, the familiar menu structure cannot appear on every page due to space limitations; click Menu to return to the menu.

Note. The Menu link applies only to the PDA device, not to a laptop computer.

CHAPTER 3

Filtering Mobile Data

This chapter provides an overview of filtering for PeopleSoft Mobile Time and Expense and discusses how to set up filters for mobile devices.

Understanding Mobile Data Filters

The Filter Mobile Data feature enables PeopleSoft Mobile Time and Expense users to control the amount of data that they synchronize down to mobile devices—laptop computers and personal digital assistants (PDAs). The filters speed up the synchronization process and consolidate 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)

Note. It is recommended that you define your filters before using PeopleSoft Mobile Time and Expense.

If you do not have filters in place through the Filter Mobile Data process, PeopleSoft Mobile Time and Expense enforces a generic filter using these rules:

Data Type	Rules
Country Codes	If there is no user defined in the country code filter, PeopleSoft Mobile Time and Expense uses by default the employee's base country code only.
States/Provinces	If there is no user-defined state code filter, PeopleSoft Mobile Time and Expense uses by default all state and provinces within the employee's base country.
Locality	If there is no user-defined locality filter, PeopleSoft Mobile Time and Expense does not synchronize any locality data.

Data Type	Rules
Currency	If there is no user-defined currency code filter, PeopleSoft Mobile Time and Expense uses by default the employee's base currency.
Expense Location	<p>If there is no user-defined expense location filter, PeopleSoft Mobile Time and Expense:</p> <ol style="list-style-type: none"> 1. Filters all expense locations where the location country matches the employee's base country. 2. If the previous rule returns no rows, PeopleSoft Mobile Time and Expense brings down a preset maximum number of expense locations. <p>You define the preset maximum number of rows on the Installation - Mobile page.</p>
PeopleSoft Project Costing	<p>If there is no user-defined project filter, PeopleSoft Mobile Time and Expense:</p> <ol style="list-style-type: none"> 1. Selects all projects where the employee is a team member of those projects. 2. If the total projects returned from the above rule does not exceed the preset maximum number, PeopleSoft Mobile Time and Expense filters additional open projects until it reaches the maximum number. <p>You define the preset maximum number of projects on the Installation - Mobile page.</p>

Setting Up Mobile Data Filters

To set up mobile data filters, use the Filter Mobile Data (TE_FILTER) component.

This section discusses how to:

- Set up filters for countries.
- Set up filters for states and provinces.
- Set up filters for localities.
- Set up filters for currencies.
- Set up filters for expense locations.
- Set up filters for projects.

Note. Use PeopleSoft Expenses navigation to access the pages used to set up mobile data filters.

Pages Used to Set Up Mobile Data Filters

Page Name	Object Name	Navigation	Usage
Filter Mobile Data - [type] Device	TE_FLT_CNTRY	Employee Self-Service, Travel and Expense Center, Profiles and Preferences, Filter Mobile Data	Set up filters for countries.
Filter Mobile Data - [type] Device	TE_FLT_STATE	Employee Self-Service, Travel and Expense Center, Profiles and Preferences, Filter Mobile Data Click the State/Provinces link on the page.	Set up filters for states and provinces.
Filter Mobile Data - [type] Device	TE_FLT_LOCAL	Employee Self-Service, Travel and Expense Center, Profiles and Preferences, Filter Mobile Data Click the Localities link on the page.	Set up filters for localities. This link is only available if you selected United States as a country filter.
Filter Mobile Data - [type] Device	TE_FLT_CURR	Employee Self-Service, Travel and Expense Center, Profiles and Preferences, Filter Mobile Data Click the Currency link on the page.	Set up filters for currencies.
Filter Mobile Data - [type] Device	TE_FLT_LOC	Employee Self-Service, Travel and Expense Center, Profiles and Preferences, Filter Mobile Data Click the Expense Location link on the page.	Set up filters for expense locations.
Filter Mobile Data - [type] Device	TE_FLT_PRJ	Employee Self-Service, Travel and Expense Center, Profiles and Preferences, Filter Mobile Data Click the Projects link on the page.	Set up filters for projects.

Setting Up Filters for Countries

Access the Filter Mobile Data - [type] Device page. Click the Country link.

Mobile Time and Expense

Filter Mobile Data - Laptop Device

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Country
State/Provinces
Currency
Expense Location
Projects

Country Selection

Click on the Search button to retrieve the latest rows.

Search

Select All

Deselect All

Country

Find | View 100 | First 1-5 of 239 Last

Selected	Country	Description
<input checked="" type="checkbox"/>	AUS	Australia
<input checked="" type="checkbox"/>	GBR	United Kingdom
<input checked="" type="checkbox"/>	USA	United States
<input type="checkbox"/>	ABW	Aruba
<input type="checkbox"/>	AFG	Afghanistan

Filter Mobile Data - [type] Device: Country page

Select country codes to synchronize down to your laptop or PDA. PeopleSoft Expenses filters data for states and provinces, localities, and currencies based on your country code selections. For example, if you select the country code for France (FRF), all the provinces and currencies associated with FRF will be available to you on the pages used to set up filters for provinces and currencies.

Setting Up Filters for States and Provinces

Access the Filter Mobile Data - [type] Device page. Click the State/Provinces link.

Mobile Time and Expense

Filter Mobile Data - Laptop Device

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[Country](#)
[State/Provinces](#)
[Locality](#)
[Currency](#)
[Expense Location](#)
[Projects](#)

Country/State (Provinces) Selection

*Country: United States
Search

Select All
Deselect All

State/Provinces
Find | View All | 1-2 of 2

Selected	State	Description
<input checked="" type="checkbox"/>	CO	Colorado
<input checked="" type="checkbox"/>	PA	Pennsylvania

Filter Mobile Data - [type] Device: State/Provinces page

Select the state or province codes to synchronize down to your laptop or PDA. To set up filters for another country, select from the Country drop-down list box. PeopleSoft Expenses displays previously selected states and provinces for the selected country. Click Search to list more available states and provinces.

Setting Up Filters for Localities

Access the Filter Mobile Data - [type] Device page. Click the Locality link.

Mobile Time and Expense

Filter Mobile Data - Laptop Device

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[Country](#)
[State/Provinces](#)
[Locality](#)
[Currency](#)
[Expense Location](#)
[Projects](#)

Country Selection

Country: United States

Country/State/Locality Selection

State: Colorado
Locality Name:

Select All
Deselect All
Search

Locality

Find | View All | 1-3 of 3

Selected	Locality	Locality Name
<input checked="" type="checkbox"/>	04000	AURORA
<input checked="" type="checkbox"/>	04000ER	AURORA
<input checked="" type="checkbox"/>	20000	DENVER

Filter Mobile Data - [type] Device: Locality page

Select the tax locality codes to synchronize down to your laptop or PDA. PeopleSoft Expenses displays a maximum of 300 locality code rows. If more than 300 rows exist, PeopleSoft Expenses displays a warning message and a request to narrow your search criteria by entering a locality name.

State Select from the drop-down list box to set up filters for another state.

Locality Name Enter a full or partial name of a locality to narrow down the locality list.

Note. Locality is specific to the United States. The Locality link is not available for other countries.

Setting Up Filters for Currencies

Access the Filter Mobile Data - [type] Device page. Click the Currency link.

Mobile Time and Expense

Filter Mobile Data - Laptop Device

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[Country](#)
[State/Provinces](#)
[Currency](#)
[Expense Location](#)
[Projects](#)

Currency Selection

*Country:

Australia

▼


Search

Select All

Deselect All

☒ Include Currency codes that are not specific to a country.

Currency

Find | View All |  First 1-5 of 15 Last

Selected	Currency	Description
<input type="checkbox"/>	AUD	Australian Dollar
<input type="checkbox"/>	EUR	euro
<input type="checkbox"/>	XAG	Silver
<input type="checkbox"/>	XAU	GOLD
<input type="checkbox"/>	XBA	European Composite Unit

Filter Mobile Data - [type] Device: Currency page

Select currency codes to synchronize down to your laptop or PDA.

Include Currency codes that are not specific to a country.

Select for PeopleSoft Expenses to display all currency codes with no specific country associations.

Setting Up Filters for Expense Locations

Access the Filter Mobile Data - [type] Device page. Click the Expense Location link.

Mobile Time and Expense

Filter Mobile Data - Laptop Device

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[Country](#)
[State/Provinces](#)
[Currency](#)
[Expense Location](#)
[Projects](#)

Location Selection

Expense Location:

Expense Location

Find | View All |
First 1-6 of 6 Last

Selected	Location	Description
<input checked="" type="checkbox"/>	AGANA	AGANA, Guam
<input checked="" type="checkbox"/>	AIRES	BUENOS AIRES, Argentina
<input checked="" type="checkbox"/>	AKRON	AKRON, Ohio
<input checked="" type="checkbox"/>	ALBNY	ALBANY, New York
<input checked="" type="checkbox"/>	ALSK	Alaska
<input checked="" type="checkbox"/>	DENV	Denver, Colorado

Filter Mobile Data - [type] Device: Expense Location page

Select expense locations to synchronize down to your laptop or PDA. PeopleSoft Expenses displays a maximum of 300 expense location rows. If more than 300 rows exist, PeopleSoft Expenses displays a warning message and a request to narrow the search criteria by entering an expense location.

Expense Location Enter a full or partial name of an expense location. PeopleSoft Expenses searches against the expense location description.

Setting Up Filters for Projects

Access the Filter Mobile Data - [type] Device page. Click the Projects link.

Mobile Time and Expense

Filter Mobile Data - Laptop Device

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Country

State/Provinces

Currency

Expense Location

Projects

Projects Selection

*Criteria: My Projects

Project:

Description:

Search

Select All

Deselect All

Projects

Find | View All | 1-2 of 2

Selected	PC Bus Unit	Project	Description
<input checked="" type="checkbox"/>	US001	ALLPROJECTS	All Projects
<input checked="" type="checkbox"/>	US004	IMPLEMENT	Implementation

Filter Mobile Data - [type] Device: Projects page

Projects Selection

Criteria

Select a type of project filter to use. Options are:

- *My Projects:* If selected, PeopleSoft Expenses displays a list of projects within the My Projects list.

See *PeopleSoft Project Costing 8.8 PeopleBook*, “Creating and Maintaining Projects,” Tracking Your Projects.

- *Project Team:* If selected, PeopleSoft Expenses displays a list of projects where the employee is a team member.
- *Open Projects:* If selected, PeopleSoft Expenses displays a list of all active projects.

PeopleSoft Expenses displays a maximum of 300 project rows. If more than 300 rows exist, PeopleSoft Expenses displays a warning message and a request to narrow the list by entering a project ID or a description.

Project

Enter a project ID to narrow the search criteria for open projects. PeopleSoft Expenses searches for an exact match on project ID.

Description

Enter a project description to narrow the search criteria for open projects. You can enter a partial description for PeopleSoft Expenses to search on.

CHAPTER 4

Maintaining User Profile Information

This chapter provides an overview of user profiles and discusses how to:

- View employee personal data.
- View employee organizational data.
- Maintain user defaults.
- View employee bank account information.
- View employee credit card information.
- Maintain employee transportation information.

Understanding User Profiles

During synchronization, PeopleSoft Mobile Time and Expense downloads user profile information from PeopleSoft Expenses to the mobile device. The User Profile Component Interfaces for Mobile Time and Expense are based on the PeopleSoft Expenses Employee Profile component.

The user profile information includes employee data, organizational data, user defaults, bank account information, credit card information, and transportation information. On the mobile device, you can enter new information or modify existing information on the User Defaults and Transportation Information pages; all other pages are display-only.

Note. When PeopleSoft Mobile Time and Expense is deployed on a personal digital assistant (PDA) device, only the employee information is available. PDA users do not have access to organizational data, users defaults, bank account information, credit card information, or transportation information.

Viewing Employee Personal Data

This section provides an overview of employee personal data and lists the page used to view employee personal data.

Understanding Employee Personal Data

Information on the Employee Data page is maintained and updated by the online expenses system and is display-only on the mobile device. The page displays information about the employee, such as telephone number, address, and where the employee is based. This page is the same as the online Employee Profile - Employee Data page, and the fields are documented in the *PeopleSoft Expenses 8.8 PeopleBook*.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Maintaining Employee Profiles,” Maintaining Employee Personal Data

Page Used to View Employee Personal Data

Page Name	Object Name	Navigation	Usage
Employee Data	TE_PROF_PERSONAL	User Profile, Employee Data	View personal employee information.

Viewing Employee Organizational Data

This section provides an overview of employee organizational data and discusses how to view employee organizational data.

Understanding Employee Organizational Data

To process an expense reimbursement, an employee must be assigned to a general ledger business unit and a department—fields populated from PeopleSoft Expenses. The employee’s general ledger business unit determines accounts to charge, allowable mileage rates, and cash advance limits.

Information on the Organizational Data page is display-only on the mobile device. This page is similar to the online Employee Profile - Organizational Data page, and the fields are documented in the *PeopleSoft Expenses 8.8 PeopleBook*. The system does not display these fields on the mobile device:

- Business Unit Limit Amount and Currency.
- Supervisor ID and Name.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Maintaining Employee Profiles,” Maintaining Employee Organizational Data

Pages Used to View Employee Organizational Data


Page Name	Object Name	Navigation	Usage
Organizational Data	TE_PROF_ORG	User Profile, Organizational Data	View employee organizational information.
Expenses Processing Data	TE_PROF_ORG	Click the Expenses Processing Data button on the Organizational Data page.	View organizational data and default ChartField values.

Viewing Employee Organizational Data

Access the Organizational Data page.

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GL Unit: US001 US001 NEW YORK OPERATIONS

HR and Expenses Information							Find	View All	First	1-1 of 1	Last
Valid for Expenses	Reason for Status	Default Profile	Department	Department Description	Ignore Authorized Amounts	Cash Advance Level					
 Yes	Passed All Validation Edits	<input checked="" type="checkbox"/>	41000	Engineering	<input type="checkbox"/>	Business Unit					

Role:

Organizational Data page



Click the Expenses Processing Data button to view default ChartField values for the employee's business unit.

Maintaining User Defaults

This section provides an overview of maintaining user defaults and discusses how to add or modify user defaults.

Understanding Maintenance of User Defaults

You can set up user defaults to minimize the amount of data entry and ensure accurate reporting on project-based costs. The User Defaults page is where you define general default preferences, expense type specific preferences, time report specific preferences, and project ChartField preferences.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Maintaining Employee Profiles,” Maintaining User Defaults

Page Used to Maintain User Defaults

Page Name	Object Name	Navigation	Usage
User Defaults	TE_PROF_DFLT	User Profile, User Defaults	View or modify general default preferences for expense and time reports.

Adding or Modifying User Defaults

Access the User Defaults page.

User Defaults

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Default Creation Methods

Online Expense Report: Open a Blank Report
Online Time Report: Open a Blank Report
Online Travel Authorization: Open a Blank Authorization
Mobile Expense Report: Open a Blank Report
Mobile Time Report: Open a Blank Report

Expense Transaction Defaults

Report Description: Trip to Albany
Business Purpose: General Travel and Expense
***Billing Type:** Internal
Originating Location: Denver, Colorado
Expense Location: ALBANY, New York
Number of Nights: 4
Payment Type: American Express
Credit Card: XXXX-XXXX-XXXX-0099
Per Diem Range: Get Range ID Get Range ID
Transportation ID:

User Defaults page (1 of 2)

Time Report Defaults

Country: United States
State:
Locality:
Billing Action: Internal

Expense Type	Payment Type	Billing Type	Preferred Merchant	Merchant
Air Travel	Check	Internal	American Airlines	

Add

Project Defaults					
Enabled	PC Bus Unit	Project	Activity	Percentage	Time Quantity
<input type="checkbox"/>	US003	BUILDING	SURVEY		
<input checked="" type="checkbox"/>	US003	0000000107	0000000000000002	50.00	4.00
<input checked="" type="checkbox"/>	US003	0000000107	0000000000000001	50.00	4.00

Add

User Defaults page (2 of 2)

Default Creation Methods

Online Expense Report, Online Time Report, and Online Travel Authorization

These creation methods do not apply to PeopleSoft Mobile Time and Expense. If you change the online creation methods on the mobile device, the changes are made to online expenses the next time that you synchronize.

Mobile Expense Report and Mobile Time Report These fields are not editable in PeopleSoft Mobile Time and Expense or online. *Open a Blank Report* is always the default value.

Expense Transaction Defaults

The fields in this region are the same as on the online Employee Profile - User Default page and are documented in the *PeopleSoft Expenses 8.8 PeopleBook*.

Get Range ID Click to access the per diem range page, where you select a range to use for the default value on per diem expense transactions.

Time Report Defaults

The fields in this region are the same as on the online Employee Profile - User Default page and are documented in the *PeopleSoft Expenses 8.8 PeopleBook*.

Expense Type Defaults

When you add an expense line on an expense report, the defaults that you set up here for a particular expense type prepopulate the expense line, based on the expense type edit and the required fields that are tied to the expense type. For example, if you select *Airfare* as the expense type, the Preferred Merchant list only displays airlines.

The fields in this region are the same as on the online Employee Profile - User Default page and are documented in the *PeopleSoft Expenses 8.8 PeopleBook*.

Project Defaults or Time Report Project Defaults

This region label changes from Project Defaults to Time Report Project Defaults if PeopleSoft Project Costing is not installed. The system hides the Resource Category, Resource Type, and Resource Subcategory fields, and the percent split column if Project Costing is not installed.

The appearance of the project default grid changes based on the following criteria:

- If PeopleSoft Project Costing is installed, then:
 - The title of the grid is Project Defaults.
 - The system displays the percentage split field.
 - The system displays the Resource Category, Resource Type, and Resource Subcategory fields.
- If PeopleSoft Project Costing is not installed, then:
 - The title of the grid is Time Report Project Defaults.
 - The system hides the Resource Category, Resource Type, and Resource Subcategory fields.
 - The system hides the percentage split field.

The fields in this region are the same as on the online Employee Profile - User Default page and are documented in the *PeopleSoft Expenses 8.8 PeopleBook*.

Note. The percentage split for enabled projects must equal 100 percent, or PeopleSoft Mobile Time and Expense does not allow you to save the User Default page.

Time quantity must be a number between 0 and 24, and the total for all enabled rows cannot be greater than 24, or PeopleSoft Mobile Time and Expense does not allow you to save the User Default page.

Viewing Employee Bank Account Information

This section provides an overview of employee bank account information and discusses how to view employee bank account information.

Understanding Employee Bank Account Information

Information about employee bank accounts tells the system how and where to send expense reimbursements if an employee chooses direct deposit. Information on the Default Bank Profile page is display-only on the mobile device, and you maintain the information on the Employee Profile - Bank Accounts page in PeopleSoft Expenses.

All the fields that appear on the mobile device for bank account information are documented in the *PeopleSoft Expenses 8.8 PeopleBook*; however, not all fields that appear on the online page appear on the mobile device, such as fields under the Prenote Info (prenote information) tab. On the mobile device, you cannot access information that appears on the Pay to Bank Accounts, Intermediary Bank Routings, or Employee EFT Options (employee electronic funds transfer options) pages; you must access this information through the online Expenses system.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Maintaining Employee Profiles,” Maintaining Employee Bank Account Data

Page Used to View Employee Bank Account Information


Page Name	Object Name	Navigation	Usage
Default Bank Profile	TE_PROF_BANK	User Profile, Bank Accounts	View employee bank account information.


Viewing Employee Bank Account Information

Access the Default Bank Profile page.

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Default Bank Profile

Find | View All |  First 1-1 of 1 Last

GL Unit	Department	Default Profile	Payment Method	Hold Payment
 US001	41000	<input checked="" type="checkbox"/>	System Check	<input type="checkbox"/>

Default Bank Profile page



Click the Default Bank Profile button and view bank account information.

Viewing Employee Credit Card Information

This section provides an overview of employee credit card information and lists the page used to view employee credit card information.

Understanding Employee Credit Card Information

Information on the Card Data page is display-only on the mobile device and is maintained and updated by the system administrator in the online system. The mobile page displays information about credit cards that the employee uses. The system masks the card member number, except the last four digits, for security reasons.

The fields on this page are the same as on the online Employee Profile - Corporate Card Information (CC_CARD_DATA) page and are documented in the *PeopleSoft Expenses 8.8 PeopleBook*.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Maintaining Employee Profiles,”
Maintaining Employee Credit Card Data

Page Used to View Employee Credit Card Information

Page Name	Object Name	Navigation	Usage
Card Data	TE_PROF_CARD	User Profile, Corporate Card Information	View employee credit card information.

Maintaining Employee Transportation Information

This section provides an overview of employee transportation information and discusses how to view or modify transportation information.

Understanding Employee Transportation Information

Mobile users can add, update, or delete their transportation information if no miles or kilometers have been accrued. After miles or kilometers are accrued for a transportation ID, the system does not allow you to modify the transportation type, transportation ID, or date acquired information. You can update the Lease and Car Allowance check boxes. PeopleSoft Mobile Time and Expense displays this page only if your organization is configured for variable rate mileage.

Note. To ensure that the distance rates are accurate for expense report reimbursements, the online system accumulates the distance traveled and validates the mobile distance rates during synchronizations. The mobile system accumulates the distance values on the mobile device; however, during synchronization, the online system recalculates the distance values. If the server side has changed, auto mileage is recalculated during synchronization for lines entered on the mobile device.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Maintaining Employee Profiles,” Maintain Employee Transportation Data







Page Used to Maintain Employee Transportation Information




Page Name	Object Name	Navigation	Usage
Transportation Identification	TE_PROF_TRANSPORT	User Profile, Transportation Information	Review, add, modify, or delete transportation type data for an employee.

Viewing or Modifying Transportation Information

Access the Transportation Identification page.

Michael Buhler

Transportation Identification								Find View All 	First  1-1 of 1  Last
Transportation ID	Transportation Type	Date Acquired	Status	Status Date	Lease	Car Allowance	Delete		
TRUCK	5 HP	11/04/2003 	Active 	11/01/2003 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete		
Add									

Distances Traveled				Find View All 	First  0-0 of 0  Last
Transportation ID	Calendar Year	Distance Type	Total Distance		
Save					

Transportation Identification page

The fields in this region are the same as on the online Transportation Information page and are documented in the *PeopleSoft Expenses 8.8 PeopleBook*. These are exceptions for the mobile application:

Transportation ID

You can edit the transportation ID on the Mobile Transportation Information page. If you change this field, the system updates the transportation ID in PeopleSoft Expenses during the next synchronization. However, if the Transportation ID field is changed both online and on the mobile device and you synchronize, the server updates the mobile device.

CHAPTER 5

Managing My Wallet Transactions

This chapter provides an overview of My Wallet transactions management in PeopleSoft Mobile Time and Expense and discusses how to view, add, and delete My Wallet transactions.

Note. Managing My Wallet transactions in PeopleSoft Mobile Time and Expense is similar to managing My Wallet transactions in PeopleSoft Expenses. The My Wallet functionality and the fields on the Review My Wallet Receipts page are documented in the *PeopleSoft Expenses 8.8 PeopleBook*. This chapter discusses only the functionality and page elements that are unique to the mobile application.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Preparing Expense Reports,” Managing My Wallet Transactions
Chapter 6, “Preparing and Managing Expense Reports.” Adding Transactions From My Wallet, page 39

Understanding My Wallet Transactions Management in PeopleSoft Mobile Time and Expense

My Wallet stores corporate credit card transactions, personal digital assistant (PDA) transactions, and user-entered expense transactions. You can apply these transactions to an expense report, 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 the My Wallet databases in PeopleSoft Expenses. The system downloads these credit card transactions during synchronization from PeopleSoft Expenses to PeopleSoft Mobile Time and Expense. You cannot modify transactions from a PDA. You cannot modify transactions from a feeder system except for expense types. In addition, the system sends all PDA receipt capture transactions to the My Wallet databases.

Select My Wallet, Create/Modify to view a list of My Wallet transactions. Select the Mark For Delete check box if you want a transaction excluded from subsequent synchronizations. All transaction rows in My Wallet for the employee ID are copied to the mobile device. These rows are the same as those that you access on the online My Wallet application. After a synchronization, you can add more transaction rows to My Wallet or process transaction rows in the mobile expense report system. When you perform another synchronization, the system copies all changes back to the server side and new rows, along with changed rows, back to the mobile device.

During synchronization between PeopleSoft Expenses and PeopleSoft Mobile Time and Expense, the system downloads all My Wallet transactions to the mobile device. Also, after the system populates the My Wallet transactions into an expense report, those transactions no longer appear on the Populate From My Wallet Receipts selection entry page.

Viewing, Adding, and Deleting My Wallet Transactions

This section lists the pages used to view, add, and delete My Wallet transactions.

Pages Used to View, Add, and Delete My Wallet Transactions

Page Name	Object Name	Navigation	Usage
Review My Wallet Receipts	TE_MYWALLET	My Wallet, Create/Modify	View, add, and delete receipts in My Wallet.
Transaction Detail	TE_MYWALLET	<ul style="list-style-type: none">Click the Transaction Detail button on the Review My Wallet Receipts page.Click the Add button on the Review My Wallet Receipts page.	<ul style="list-style-type: none">Review details of existing expense transactions.Add expense transactions to My Wallet.

CHAPTER 6

Preparing and Managing Expense Reports

This chapter provides an overview of expense report processing and discusses how to:

- Create or modify expense reports.
- Enter expense report data.
- Create or modify expense line details.
- View or modify expense line accounting information.
- Add transactions from My Wallet.
- Split receipts.
- Save and submit expense reports to PeopleSoft Expenses
- View expense reports.

Understanding Expense Report Processing

With PeopleSoft Mobile Time and Expense, you can enter expense data daily, avoiding the need to remember such details as which customers you took to lunch, where you ate breakfast, or how much you spent on entertainment. When you complete your business trip, you can submit the expense report and any required receipts to PeopleSoft Expenses.

As part of the core PeopleSoft Mobile Time and Expense functionality, you can:

- Create expense reports.
- Modify reports that originate in PeopleSoft Expenses or PeopleSoft Mobile Time and Expense.
- Correct expense reports that were returned by an approver.
- Synchronize and submit pending expense reports to the online system for approvals and payment.
- View submit errors during synchronization.
- View submitted expense reports and monitor their progress.

Note. Approve and delete expense reports only in PeopleSoft Expenses. If you delete an expense report online, PeopleSoft Expenses returns wallet entries, decrements mileage, and handles other issues that may arise.

Note. You can print an HTML-based version of the expense report through your browser. Use the Expense Report/View Summary navigation to print a copy of your expense report.

Creating or Modifying Expense Reports

This section discusses how to create or modify expense reports.

Page Used to Create or Modify Expense Reports

Page Name	Object Name	Navigation	Usage
Create/Modify Expense Report	TE_EXPENSE_REPORT	Expense Report, Create/Modify	Select an expense report to modify or click the Add button to create a new expense report.

Modifying or Creating New Reports

Access the Create/Modify Expense Report page.

Create/Modify Expense Report

Report ID	Report Description	Report Status	Created On
0000000057	test	Pending	10/23/2003
NEXT	Trip to Albany	Pending	10/28/2003
NEXT	Trip to Albany	Pending	10/27/2003

Add

Search

Create/Modify Expense Report page

PeopleSoft Mobile Time and Expense displays a list of the existing expense reports that are in pending or marked for submit status. Click the link in the Report ID column to modify an existing expense report or click Add to create a new expense report. After selecting an existing report or clicking Add, PeopleSoft Mobile Time and Expense displays the Expense Report Detail page.

Entering Expense Report Data

This section provides an overview of expense reports and discusses how to enter expense report data.

Understanding Expense Report Data

After you select an existing expense report to view or modify on the Create/Modify Expense Report page, PeopleSoft Mobile Time and Expense displays the Expense Report Detail page that is populated with data from the selected report. If you add an expense report, the system creates a blank report and displays the Expense Report Detail page with the Report Description and Business Purpose fields populated with information from the user default table, if it exists.

On the Expense Report Detail page, you can add or modify expense report data and flag the expense report for submittal to PeopleSoft Expenses. From this page, you access pages to:

- View, add, or modify expense transaction lines.

- View or modify the default accounting.
- Populate expenses from My Wallet.
- Split receipts.

Page Used to Enter Expense Report Data

Page Name	Object Name	Navigation	Usage
Expense Report Detail	TE_EXPENSE_REPORT	Select an expense report or click the Add button on the Create/Modify Expense Report page.	<ul style="list-style-type: none"> • Add or modify expense report data. • View expense lines. • Flag the expense report for submittal to PeopleSoft Expenses. • Navigate to additional pages to populate expenses from My Wallet, add expense lines, split receipts, view or modify default accounting, and view or modify expense line details.

Entering Expense Report Data

Access the Expense Report Detail page.

Expense Report Detail | **View Default Accounting**

***Report Description:**

***Business Purpose:**

Default Location:

Reference:

Report Status:

Comment:

View Expense Lines
Find | View All |
First 1-2 of 2 Last

Copy Line	Expense Type	Expense Date	Reimbursement Amt			
<input type="checkbox"/>	Air Travel	10/20/2003	222.00	USD	<input type="button" value="Split"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	Hotel/Lodging	10/20/2003	555.00	USD	<input type="button" value="Split"/>	<input type="button" value="Delete"/>

Expense Report Detail page (1 of 2)

Employee Expenses:

777.00

USD

Non-Reimbursable Expenses:

USD

Prepaid Expenses:

USD

Employee Credits:

USD

Vendor Credits:

USD

Cash Advances Applied:

USD

Due Employee:

222.00

USD

Due Vendor:




555.00


USD

Due Company:

USD

Current Approval Status

Find | View All |  First  1-1 of 1  Last

	Routing	Approver	Status	Date of Approval
	Originator	Kenneth Schumacher	In Process	

☐ Submit during next synchronization

Save

Return to List

Expense Report Detail page (2 of 2)

Page elements on the Expense Report Detail page that are the same as the page elements on the Expense Report - Expense Report Entry page in the online system are documented in the *PeopleSoft Expenses 8.8 PeopleBook*.

View Default Accounting

Click the View Default Accounting tab to view the general ledger (GL) business unit and department that are associated with the expense report. From this page, you can drill down to view the default accounting details.

Note.

The View Default Accounting tab 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*.

See *PeopleSoft Expenses 8.8 PeopleBook*, “Preparing Expense Reports,” Reviewing or Modifying Accounting Information.

Populate From My Wallet

Click to access the Populate From My Wallet page and select expenses to copy into the expense report.

View Expense Lines



Click the Expense Line Detail button to access the Expense Line Detail page and view details about the expense transaction line.

Copy Line

Select to copy existing expense lines. After you select an expense line, the Copy Selected Expense Lines button appears.

Split

Click to access the Expense Report Detail page with the View Receipt Split Lines grid and divide a receipt into multiple expense lines.

Delete

Click to delete the expense transaction line.

Add

Click to access the Expense Line Detail page and add a new expense transaction line to the expense report.

Copy Selected Expense Lines

Click to access the Expense Report Detail page in the Copy Line view and copy an expense transaction line.

Current Approval Status**Submit during next synchronization**

Select to set the expense report status to *Marked for Submit*, which is a state between pending and submitted. The next time that you synchronize with PeopleSoft Expenses, the system submits the expense report to the online system.

If you decide before you synchronize with PeopleSoft Expenses that you do not want to submit the report, clear the check box to change the expense report status back to *Pending*.

Save

Click to save the expense report, at which time the system validates the data to ensure a successful synchronization and submission to PeopleSoft Expenses. If the system encounters an edit error, it displays an error message page that details the error condition and possible solution. The system then returns you to the Expense Line Detail page, where you can make corrections or add missing information.

Note. You cannot save an expense report if errors exist.

Return to List

Click to return to the Create/Modify Expense Report page. The system prompts you if you have unsaved information.

Adding or Modifying Expense Line Details

This section provides an overview of adding and modifying expense line details and discusses how to:

- Add or modify expense line details.
- Copy expense line details.
- Add attendees for an expense type.

Understanding Adding and Modifying Expense Line Details

PeopleSoft Mobile Time and Expense enables you to add expense lines one at a time or copy from an existing expense line.

Add Expense Lines

The Expense Line Detail page shows the detail information regarding the expense transaction line. On the initial page, you select an expense type and then click Continue. Based on the expense type that you select, PeopleSoft Mobile Time and Expense displays fields that are applicable for the expense type.

Note. To add a new expense transaction line while on the Expense Line Detail page, click the Go Back link to access the Expense Report Detail page and click Add in the view Expense Lines grid.

Copy Expense Lines

When you select expense lines to copy and you click Copy Selected Expense Lines, the Expense Report Detail page displays only the information about the expense lines that you want to copy. On this page, select the Copy to One Date to copy each selected line just one time using the To Date as the new expense date, or select Copy to Range of Dates to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. After you enter a date or date range to copy, you can select to include holidays and weekends and whether to copy attendees.

The copy functionality is the same as PeopleSoft Expenses and is for all expense types, including per diem expense types. When you copy an expense line to create new expense lines, the system populates the new expense lines with the same ChartField and VAT account information as the original line item.

Note. The Copy Selected Expense Lines button appears only after you select an expense line to copy.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Preparing Expense Reports,” Copying or Adding Expense Lines

Pages Used to Add or Modify Expense Line Details

Page Name	Object Name	Navigation	Usage
Expense Line Detail	TE_EXPENSE_REPORT	<ul style="list-style-type: none"> Click Add on the Expense Report Detail page. Click the Expense Line Detail button on the Expense Report Detail page. 	<ul style="list-style-type: none"> Add new expense transaction lines to an expense report. Modify or view existing transaction lines on an expense report.
Expense Report Detail - Copy Line	TE_EXPENSE_REPORT	Select an expense type line to copy and click the Copy Selected Expense Lines button on the Expense Report Detail page in the View Expense Lines grid.	Copy expense transaction lines within an expense export.
View Attendees	TE_EXPENSE_REPORT	Click the View Attendees tab on the Expense Line Detail page	Add attendees for an expense line. This tab appears only for expense types with an edit type of <i>ATT</i> (attendees).

Adding or Modifying Expense Line Details

Access the Expense Line Detail page.

Expense Line Detail		View Attendees	View Line Accounting
Expense Type:	Dinner		
*Expense Date:	10/20/2003		
*Payment Type:	American Express		
*Billing Type:	Internal		
*Location:	ALBANY, New York		
*Description:			
	<input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt		
*Amount Spent:	555.00	USD	
Exchange Rate:	1.00000000	<input checked="" type="checkbox"/> Default Rate	
Reimbursement Amt:	555.00	USD	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> Return to List Go Back			

Expense Line Detail page

View Line Accounting

Click the tab to access the View Line Accounting page and the Line Accounting Detail page where you can view, add, or modify accounting details for the expense line.

Note. The View Line Accounting tab is not available if the Accounting Display option for the business unit or the employee's role is set to *Hide*. If the Accounting Display option is *Display Only* or *Editable*, PeopleSoft Expenses does not display the View Line Accounting tab until you enter an expense type, billing type, amount spent, and currency code. You cannot edit the distribution or ChartFields if the Accounting Display option is set to *Display Only*.

Refresh Per Diem Amounts

Click to calculate the per diem amounts.

Estimated Tax and Total Distribution

These amounts represent an estimate of the tax burden to the company and do not affect the employee's reimbursement total. The actual tax burden is calculated by your payroll system. These fields appear only if the gross up indicator for the expense type is selected.

Exchange Rate

You can override the system-supplied exchange rate. However, if you deviate more than 2.5% (upward or downward) from the supplied rate, you will get an error message at synchronization time.

Save

Click to save the expense line detail and validate the information. PeopleSoft Mobile Time and Expense prompts you if the expense line has missing or invalid information. If there are no errors, click Go Back to return to the Expense Report Detail page.

Cancel

Click to access the Expense Report Detail page without saving any changes that you made.

- Return to List**

Click to access the Create/Modify Expense Report page. PeopleSoft Mobile Time and Expense prompts you if you have unsaved transaction lines.
- Go Back**

Click to access the Expense Report Detail page. PeopleSoft Mobile Time and Expense enables you to return to the Expense Report Detail page even if the expense line detail has missing or invalid information.

Copying Expense Line Details

Access the Expense Report Detail - Copy Line page.

Expense Report Detail

View Expense Lines

Find | View All |

First 1-1 of 1 Last

Copy Line	Expense Type	Expense Date	Amount		Split
<input checked="" type="checkbox"/>	Air Travel	02/03/2003	150.000	USD	Split -

Add

Copy Options:

Copy to Range of Dates

From Date: 02/04/2003

To Date: 02/07/2003

Include Weekends: ☐

Include Holidays: ☐

Copy Selected Expense Lines

Cancel Copy

Expense Report Detail - Copy Line page

This page is similar to the online Expense Report - Copy Selected Expenses page and the fields are documented in the *PeopleSoft Expenses 8.8 PeopleBook*.

- Add**

Not used for this release.
- Note.** Clicking the Add button interrupts the copy function and takes you to Expense Line Detail page. Click Go Back on the Expense Line Detail page to return to Expense Report Detail - Copy Line page (copy mode).
- Copy Options**

Select Copy to One Date to copy each selected line just once using the To Date as the new expense date.



Select Copy to Range of Dates to copy each line multiple times with the expense date for the new lines set to each day within the date range that you specify.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Preparing Expense Reports,” Copying or Adding Expense Lines

Adding Attendees for an Expense Type

Access the View Attendees page.

Expense Line Detail				View Attendees		View Line Accounting	
View Attendees				Find View All First 1-2 of 2 Last			
	Name	Company	Title				
	Buhler, Michael	FRANCE OPERATIONS					-
	Schneadecker, Mary	Schneadecker & Shumacher	CEO				-
Add							

View Attendees page

Viewing or Modifying Accounting Information

This section provides an overview of accounting in PeopleSoft Mobile Time and Expense and discusses how to:

- Review or modify default accounting.
- Add or modify expense line accounting details.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Understanding Accounting in PeopleSoft Expenses”

Understanding Default Accounting

When you create a new expense report, the system establishes the default accounting distribution (split distribution) based on the default ChartField values that you set up on the Employee Profile - Organizational Data page and the project defaults that you set up on the User Defaults page. The minimum information that the system requires is the GL business unit and department ID; if other accounting distribution fields are in the employee’s profile, they automatically appear in the expense report.

Note. Combination edits do not occur on the mobile device. PeopleSoft Mobile Time and Expense defers these edits until you synchronize the expense report back to PeopleSoft Expenses. Also, PeopleSoft Mobile Time and Expense supports only intraunit accounting for account distributions.

Pages Used to View or Modify Default Accounting

Page Name	Object Name	Navigation	Usage
View Default Accounting	TE_EXPENSE_REPORT	Click the View Default Accounting tab on the Expense Report Detail page.	View or edit the distribution or ChartFields for the expense report.
Default Accounting Detail	TE_EXPENSE_REPORT	Click the Default Accounting Detail button on the View Default Accounting page.	View or edit the default accounting ChartFields for the expense line item.

Viewing or Modifying Default Accounting


Access the View Default Accounting page.



Expense Report Detail

View Default Accounting

Populate From My Wallet

View Default Accounting

Find | View All |  First 1-1 of 1 Last

% to Allocate	GL Unit	Dept	Reset All Defaults	-
 100.00	US001	41000 	Reset All Defaults	-

Add

View Default Accounting page



Click the Default Accounting Detail button and drill down to the Default Accounting Detail page.

% to Allocate (percent to allocate)

The accounting split is 100 percent for the set of default ChartFields, and it applies to the entire expense report. When you add a new row, enter the percentage of expense to charge to the ChartFields that you select in this section. The sum of all the lines must equal 100 percent, otherwise the system displays an error message. If you add additional default accounting lines, you must manually reduce the original default percentages; the system does not calculate this for you.

Reset All Defaults

Select for the system to reset the default accounting for this expense report.

Add

Click to access the Default Accounting Detail page where you can add a new default account line.

Adding or Modifying Expense Line Accounting Details

Access the Line Accounting Detail page.

Line Accounting Detail		
Amount:	155.00	
*General Ledger Unit:	US001	
Account:	650020	
Alt Acct:		
Operating Unit:		
Fund:		
Dept:	41000	
Program:		
Class:		
Bud Ref:		
Product:		
Affiliate:		
PC Bus Unit:	US001	
Project:	PROJECTS01	
Activity:	ACTIVITY1	
Source Type:		
Category:		
SubCat:		
Monetary Amount:	155.00	USD

Line Accounting Detail page.

Adding Transactions From My Wallet

This section provides an overview of My Wallet transactions and discusses how to add transactions from My Wallet to expense reports.

Understanding My Wallet Transactions

Click Populate From My Wallet on the Expense Report Detail page to view and select My Wallet expense transactions to apply to the expense report. The Populate From My Wallet page is similar to the Review My Wallet Receipts page. You can select one transaction at a time or select all the transactions appearing on the page. You can also drill down to My Wallet Transaction Detail to view additional details of the transaction.

After My Wallet transactions have been populated into an expense report, those transactions no longer appear in the Populate From My Wallet selection page; however, the transactions still show up in the Review My Wallet Receipts page.

If you delete an expense report or an expense line, the system releases those transactions and they will appear again on the Populate from My Wallet list.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Preparing Expense Reports,” Managing My Wallet Transactions

PeopleSoft Expenses 8.8 PeopleBook, “Preparing Expense Reports,” Applying My Wallet Transactions to Expense Reports

Page Used to Add Transactions From My Wallet

Page Name	Object Name	Navigation	Usage
Populate From My Wallet	TE_EXPENSE_REPORT	Click Populate From My Wallet on the Expense Report Detail page.	Select expense transactions from My Wallet to apply to the expense report.




Applying My Wallet Transactions to an Expense Report

Access the Populate From My Wallet page.

Expense Report DetailView Default AccountingPopulate From My Wallet

Populate From My Wallet

Find | View All | First 1-3 of 3 Last

Select	Expense Type	Data Source	Date	Amount		Personal Expense			
 <input type="checkbox"/>	Laundry Service	American Express	03/20/2000	26.39	USD	<input type="checkbox"/>	Select All	Deselect All	Done
 <input type="checkbox"/>	Breakfast	PDA	06/02/2003	12.00	USD	<input type="checkbox"/>			
 <input type="checkbox"/>	Dinner	PDA	06/03/2003	16.66	USD	<input type="checkbox"/>			

SaveReturn to List

Populate From My Wallet page



Click the Wallet Transaction Detail button to view more details about the transaction, including expense type and location.

Done

Click to return to the expense report.

Return to List

Click to access the Create/Modify Expense Report page. The system prompts you if you have unsaved information.

Splitting Receipts

This section provides an overview of receipt splitting and discusses how to split receipts.

Understanding Receipt Splits

Receipt split allows you to split a receipt into multiple expense lines. For example, a hotel bill may come into 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, and parking. Some companies want to track, report, and book these items individually.

Here are some receipt split functions:

- Create a receipt split and go back and edit a receipt split.
- Allow multiple expense types to be added to the receipt split.
- Correct the original receipt amount.

On the View Receipt Split Lines page, PeopleSoft Mobile Time and Expense adjusts the first expense amount of the receipt for each line that you add or delete. For example, if the original hotel expense transaction was for 150 USD and you add an expense transaction for 25 USD for dinner, the system automatically reduces the hotel expense transaction line to 125 USD.

Note. You cannot split a split. Also, if the expense transaction line originated from a credit card feed, you can split that expense line; however, PeopleSoft Mobile Time and Expense does not enable you to modify the original receipt amount and it hides the Correct Original Receipt Amount button.

Page Used to Split Receipts

Page Name	Object Name	Navigation	Usage
View Receipt Split Lines	TE_EXPENSE_REPORT	Click Split on the expense line on the Expense Report Detail page.	<ul style="list-style-type: none"> • Add expenses to a receipt. • Change total amount of a receipt.

Splitting Receipts

Access the View Receipt Split Lines page.

The screenshot shows the 'View Receipt Split Lines' page. At the top, there are tabs for 'Expense Report Detail' and 'View Default Accounting'. Below the tabs, a message states: 'The added expense line is part of a Receipt.' The main section is titled 'View Receipt Split Lines' and contains a table with the following data:

Expense Type	Expense Date	Reimbursement Amt	USD
Hotel/Lodging	05/01/2003	438.00	USD
Parking	05/01/2003	12.00	USD

Below the table, there is an 'Add' button. At the bottom, there is a summary section with the following information:

Current Total Listed:	450.000
Balance to Reconcile:	
Total Receipt Amount:	450.000

Next to the 'Total Receipt Amount' is a button labeled 'Correct Original Receipt Total'. At the bottom left, there is a link labeled 'Return from Receipt Split'.

View Receipt Split Lines page

Add

Click to add expenses to the receipt. The system adjusts the first expense amount in the receipt for each line that you add or delete.

Correct Original Receipt Total and Save Corrected Receipt Amount

Click to change the Total Receipt Amount field and to save the change. PeopleSoft Mobile Time and Expense does not display the Correct Original Receipt Total button if the transaction came from a credit card feed.

Return from Receipt Split

To complete the split, click to access the Expense Report Detail page.

Saving and Submitting Expense Reports

When you mark the expense report to submit during next synchronization, the system changes the expense report status to *Marked for Submit*, a state between pending and submitted. If the expense report is synchronized in this state, it triggers the submit process. If you decide before synchronization that you do not want to submit the report, click to undo the submit. A report in this new status is still accessible from the Create/Modify portal entry point.

Viewing Expense Reports

This section provides an overview of viewing expense reports and discusses how to:

- View expense report details.
- View expense report summaries.

Understanding Viewing Expense Reports

There are two navigations you can use to view expenses reports, and PeopleSoft Mobile Time and Expense displays both pages in a display-only view. PeopleSoft Mobile Time and Expense displays all reports except those in *Pending* or *Marked for Submit* status.

Pages Used to View Expense Reports

Page Name	Object Name	Navigation	Usage
View Expense Report	TE_EXPENSE_REPORT_INQ	Expense Report, View Details	View details and default accounting for the expense report or drill down to view details and accounting for expense lines.
Expense Report Summary	TE_EXPENSE_REPORT_SUM	Expense Report, View Summary	View a summary of the expense report, which includes general information about the report, expense lines, and amounts.

CHAPTER 7

Processing Time Reports

This chapter provides an overview of time reports and discusses how to:

- Create and modify time reports.
- Enter time and details on time reports.
- View time reports.

Understanding Time Reports

PeopleSoft Mobile Time and Expense provides a time reporting system that enables you to track time that employees spend on projects. Time reports replace written time sheets and spreadsheets, which require manual monitoring. With Mobile Time and Expense, you can create, modify, and view time reports. As you go through the preparation process, you can:

- Create time reports for billing purposes.
- Enter the daily hours worked on various projects.
- Enter the daily hours for personal time, such as vacations and sick leave.
- Submit the report to your organization.

When you access the Create/Modify Time Report page, the system displays a list of existing time reports that you can modify, or you can add a new time report. When you add a time report, the system creates a blank report and displays the Time General Information view with the default country, state, locality, and billing action fields prepopulated with information from the user default table, if it exists. When you continue to the Time Summary view, the system also prepopulates project data from the user default table; however, only selected or enabled projects that are active at the time of the last synchronization with PeopleSoft Expenses appear on the time sheet.

Time Report Processing Differences Between PeopleSoft Mobile Time and Expense and PeopleSoft Expenses

Processing time reports on a mobile application differs slightly from processing time reports in PeopleSoft Expenses. Navigation to the Mobile Time and Expense time report pages is different from the navigation in Expenses. Also, with time report processing in Mobile Time and Expense, you cannot:

- Perform prior period adjustments.
- Integrate directly with forecasting.
- Perform approvals.

- Delete time reports.

Creating and Modifying Time Reports

This section discusses how to:

- Create or modify time reports.
- Add or modify general information on time reports.




Pages Used to Create and Modify Time Reports

Page Name	Object Name	Navigation	Usage
Create/Modify Time Report	TE_TIME_MAIN	Time Report, Create/Modify	Select existing time reports to modify, or add new reports.
Time General Information	TE_TIME_MAIN	Select an existing time report or add a new report on the Create/Modify Time Report page.	Enter general information about the time entry.

Creating or Modifying Time Reports

Access the Create/Modify Time Report page.

Create/Modify Time Report

Find View All 		First  1-1 of 1  Last
Time Report ID	Period End Date	Status
0000000012	08/18/2000	Pending

Add

▶ Search

Create/Modify Time Report page

The system displays existing time reports that have a status of *Pending* or *Mark For Submit*. Select a time report ID to modify the corresponding time report, or click Add to create a new time report.

Note. If you synchronize a report that is in *Mark For Submit* status using Upload Changes, the report appears as *Submitted*, and you cannot open the report to edit. You must run Update Business Data to view the submitted report.

Adding or Modifying General Information on Time Reports

When you select an existing time report or if you add a new report on the Create/Modify Time Report page, the system displays the Time General Information page, where you view, modify, or add descriptive information about the time report.

The fields on this page and view are the same as on the Time Report - General Time Report Information page and are documented in the *PeopleSoft Expenses 8.8 PeopleBook*.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Processing Time Reports,” Entering General Information on a Time Report

Entering Time and Details on Time Reports

This section discusses how to enter project and personal time details.

Page Used to Enter Time and Details on Time Reports

Page Name	Object Name	Navigation	Usage
Time Summary	TE_TIME_ENTRY	Click the Continue button in the Time General Information view of the Create/Modify Time Report page.	View, modify, or add project time and personal time, and indicate if you want to submit the report to PeopleSoft Expenses during the next synchronization.

Entering Project and Personal Time Details

Access the Time Summary page.

Time Summary
Kenneth Schumacher
Time Report ID: 0000000012
Period End Date: 08/18/2000

Project Time											Find View All	First	1-1 of 1	Last
PC Bus Unit	Project	Activity	Sa 12	Su 13	Mo 14	Tu 15	We 16	Th 17	Fr 18	Total				
US001	ALLPROJECTS	INV			10.00	10.00	10.00	10.00	10.00	50.00				

Add
Refresh Default Projects

Personal Time											Find View All	First	1-6 of 6	Last
		Sa 12	Su 13	Mo 14	Tu 15	We 16	Th 17	Fr 18	Total					
	Vacation													
	Floating Holiday													
	Contract holiday													
	Illness - Paid													
	Personal - Paid													
	Jury Duty													

Total Project Related Hours: 50.00
Total Personal Hours:
Grand Total: 50.00

Time Summary page (1 of 2)

Approval Information

Find | View All |

First 1-1 of 1 Last

	Type	Approver	Status	Date of Approval
	Originator	Kenneth Schumacher		

Go To: [General Report Information](#)

Submit during next synchronization: ☐

Time Summary page (2 of 2)

Note. For a weekly or daily time reporting frequency, PeopleSoft Mobile Time and Expense displays all days on a single page. For other frequencies, scroll through the pages by using the Next or Previous buttons.

- Submit during next synchronization

Select to set the time report status to *MFS* (mark for submit), which is a state between pending and submitted. The next time that you synchronize with PeopleSoft Expenses, the system submits the time report to the online system.

If, before you synchronize with PeopleSoft Expenses, you decide that you do not want to submit the report, clear this check box to change the time report status from *MFS* back to *Pending*.
- Update

Click to obtain totals, as PeopleSoft Mobile Time and Expense does not automatically do this.
- Save

Click for PeopleSoft Mobile Time and Expense to validate the time report. The system issues an error or warning if it finds a problem. The system does not allow you to save a time report that has errors on it.
- Return to List

Click to return to the Create/Modify Time Report page. The system prompts you if you have unsaved information.

The remaining fields on this page and view are the same as on the Time Report - Time Report Summary page and are documented in the *PeopleSoft Expenses 8.8 PeopleBook*.

Viewing Time Reports

This section discusses how to view time reports.

Pages Used to View Time Reports

Page Name	Object Name	Navigation	Usage
View Time Report	TE_TIME_MAIN_INQ	Time Report, View Details	Select to view time reports that are not pending.
Time General Information	TE_TIME_MAIN_INQ	Select an existing time report on the View Time Report page.	View general information about the time entry.
Time Summary	TE_TIME_ENTRY_INQ	Click Continue on the Time General Information page.	View project time and personal time.
Summarize Time Report	TE_TIME_REPORT	Time Report, View Summary	View summarized project data. Print from the browser.

Viewing Time Reports

Access the View Time Report or Summarize Time Report page.

To view a time report, click a report in the list view. Only reports that are not in pending status appear.

CHAPTER 8

Using PeopleSoft Mobile Time and Expense for PDA

This chapter provides an overview of PeopleSoft Mobile Time and Expense for PDA and discusses how to:

- Synchronize data between your personal digital assistant (PDA) and PeopleSoft Expenses.
- View user profile information.
- Enter expense data for expense reporting.
- Enter time data for time reporting.
- Set up receipt and time capture defaults.

Understanding PeopleSoft Mobile Time and Expense For PDAs

PeopleSoft Mobile Time and Expense for PDA provides a quick way to record expenses, time spent working on projects, and personal time, such as vacation and jury duty. You capture expenses and time on a PDA.

Synchronizing Data Between Your PDA and PeopleSoft Expenses

This section discusses how to:

- Upload changes to PeopleSoft Expenses.
- Update business data.
- Update applications.
- View synchronization results, error lists, and notifications.

Uploading Changes to PeopleSoft Expenses

The Upload Changes option provides the fastest synchronization.

To synchronize time and receipt entries to PeopleSoft Expenses:

1. Click Synchronize from the PeopleSoft menu on your PDA.

2. Click Upload Changes.
3. Enter a user ID and password.
4. Click the Synchronize button.

Updating Business Data

The Update Business Data option provides a complete refresh of all business data. Update changes are pushed to the server, and error messages are received from the server. All new and modified business data is received from the server.

To update business data:

1. Click Synchronize from the PeopleSoft menu on your PDA.
2. Click Update Business Data.
3. Enter a user ID and password.
4. Click the Synchronize button.

Updating Applications

The Update Applications option provides a complete refresh of all application and business data. Update changes are pushed to the server, and error responses are received from the server. The synchronization is aborted if any errors occur while updating. The Update Applications option removes all application and business data. All application definitions and business data are received from the server.

Note. You can take advantage of the processing power of your ActiveSync computer to load your PDA by selecting PS Sync PDA.

See [Chapter 2, “Working With Mobile Applications,” page 5](#).

See *PeopleSoft Mobile Agent PeopleBook*

To update applications:

1. Click Synchronize from the PeopleSoft menu on your PDA.
2. Click Update Applications.
3. Enter a user ID and password.
4. Click the Synchronize button.

Viewing Synchronization Results, Error Lists, and Notifications

To view synchronization results:

1. Click Synchronize from the PeopleSoft menu on your PDA.
2. Click Last Results.

You can also view errors and notifications on this page.

To view the error list:

1. Click Alerts from the PeopleSoft menu on your PDA.
2. Click Error List.

To view notifications:

1. Click Alerts from the PeopleSoft menu on your PDA.
2. Click Notifications.

Viewing User Profile Information

This section discusses how to view employee data.

Note. The Employee Data page is display-only. This page is similar to the online Employee Profile - Employee Data page, and the fields are documented in the *PeopleSoft Expenses 8.8 PeopleBook*.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Maintaining Employee Profiles,” Maintaining Employee Personal Data

Page Used to View User Profile Information

Page Name	Object Name	Navigation	Usage
Employee Data	TE_PROF_PERSONAL	User Profile, Employee Data	View employee personal information.

Entering Expense Data for Expense Reporting

This section provides an overview of time reporting data and discusses how to:

- Select or add expense transactions.
- Enter expense data.

Understanding Expense Reporting Data

PeopleSoft Mobile Time and Expense for PDA provides a quick way to record expenses. Create expense reporting data on your PDA and synchronize the data to PeopleSoft Expenses. The expense reporting data becomes My Wallet entries in PeopleSoft Expenses. On the Expense Report - Expense Report Entry page, select *Entries From My Wallet* or *Expenses From My Wallet* to populate your expense report with PDA expense reporting data.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Preparing Expense Reports,” Entering Expense Report Information and Transaction Lines

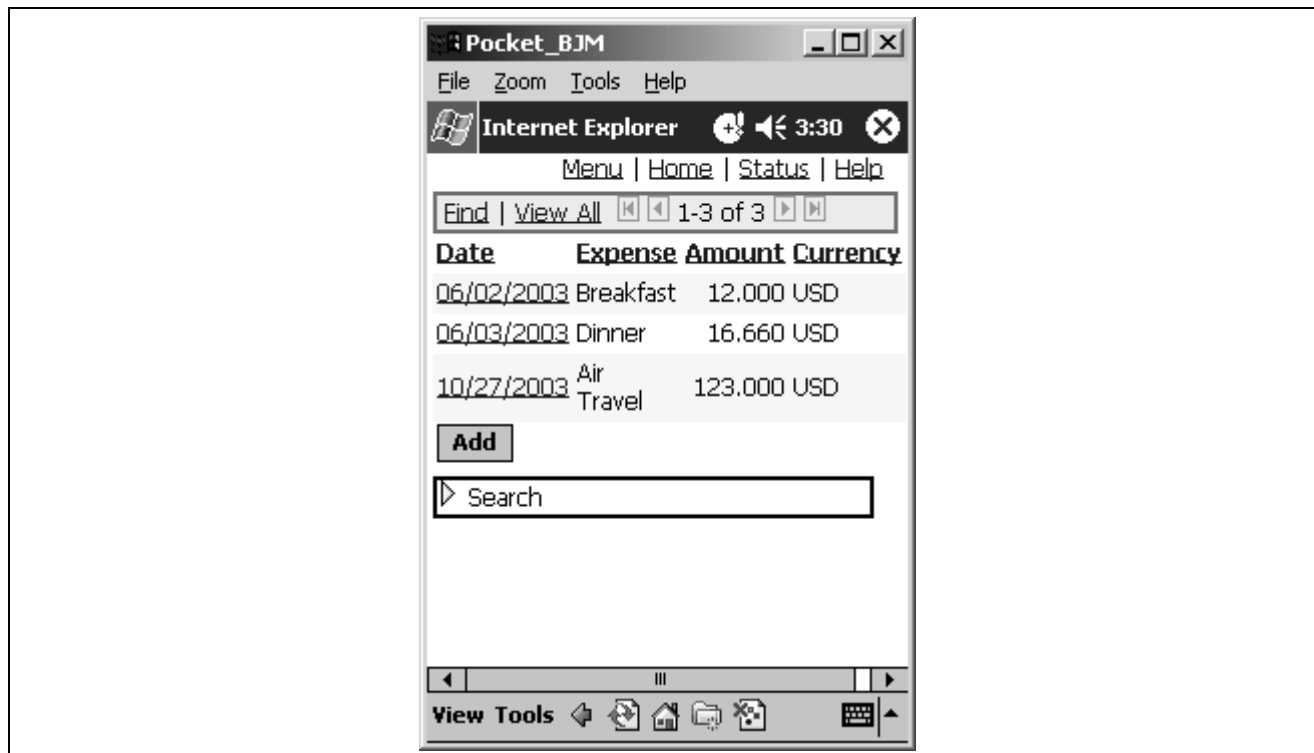
PeopleSoft Expenses 8.8 PeopleBook, “Preparing Expense Reports,” Managing My Wallet Transactions

Page Used to Enter Expense Data for Expense Reporting

Page Name	Object Name	Navigation	Usage
Capture Receipt (Select/Add), Capture Receipt (Entry)	TE_RECEIPT_CAPTURE	Expenses, Capture Receipt	Select an existing expense transaction to view or modify, or click the Add button to enter new expense transactions.

Selecting or Adding Expense Transactions

Access the Capture Receipt (Select/Add) page.



Capture Receipt (Select/Add) page

PeopleSoft Mobile Time and Expense for PDA displays a list of existing receipt entries. To modify an existing expense transaction, click the link in the Date column. Click Add to add a new entry.

Entering Expense Data

Access the Capture Receipt (Entry) page.

The screenshot shows a mobile application window titled 'Pocket_BJM' running in an Internet Explorer browser. The interface includes a menu bar with 'File', 'Zoom', 'Tools', and 'Help'. Below the menu, there's a status bar showing 'Menu | Home | Status | Help' and a clock displaying '3:47'. The main content area contains the following fields:

- Date:** 10/20/2003
- Expense:** Entertainment -
- Repeat Until:** 10/20/2003
- Amount:** 123.00
- Currency:** USD
- Location:** Denver, Colorado
- Payment:** Cash
- Comments:** (empty text area)

At the bottom of the form, there are two buttons: 'Save' and 'Return to List'. The browser's address bar and status bar are also visible.

Capture Receipt (Entry) page

If you clicked the Add button on the Capture Receipt (Select/Add) page, the system first prompts you to enter a date and select an expense transaction type before displaying the remaining page elements.

Date	Enter the date on which you incurred the expense.
Expense	Select the expense transaction type. The expense type determines which fields PeopleSoft Mobile Time and Expense for PDA displays on the page.
Repeat Until	Enter a date for PeopleSoft Mobile Time and Expense for PDA to create a new expense transaction line entry for each day between the date entered in the Date field and this field.
Status	Indicates the status of the expense transaction.
Save	Click to save the information about the expense transaction.
Return to List	Click to return to the Capture Receipt (Select/Add) page. If you did not save the information, the system prompts you before continuing.

The system displays additional fields, depending on the expense type that you selected. The Receipt Capture (Entry) page is similar to the online Expense Report - Expense Detail for [expense type] page, and the fields are documented in the *PeopleSoft Expenses 8.8 PeopleBook*. Enter as much data as possible to streamline the data entry in the online expense report.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Preparing Expense Reports,” Entering Expense Report Information and Transaction Lines

Entering Time Data for Time Reporting

This section provides an overview of time reporting data, lists common elements, and discusses how to:

- Select or add time entries.
- Enter project times.
- Enter personal time.

Understanding Time Reporting

PeopleSoft Mobile Time and Expense for PDA provides a quick way to record project and personal time. Create time entries on your PDA and synchronize them to PeopleSoft Expenses. When you create a time report in PeopleSoft Expenses, Expenses automatically populates PDA time entries into the time report that fall within the selected reporting period.

See Also

PeopleSoft Expenses 8.8 PeopleBook, “Processing Time Reports”

Common Elements Used in This Section

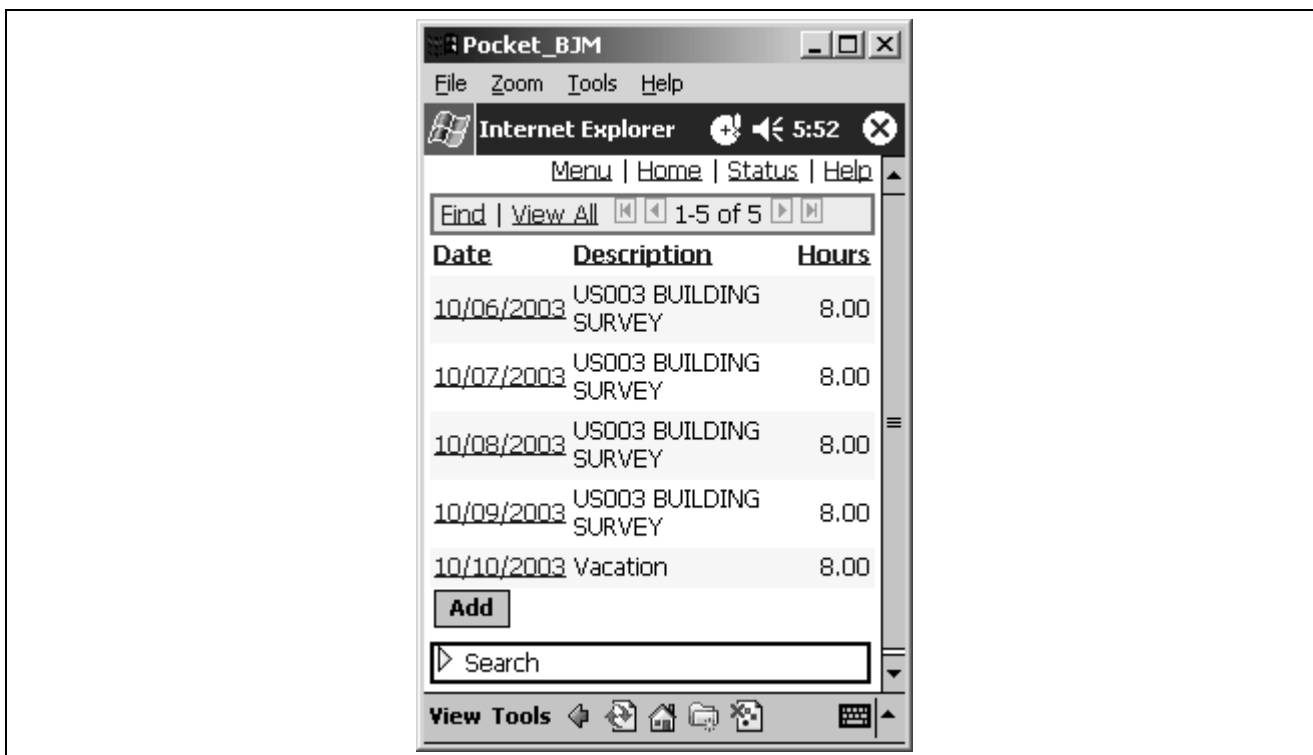
Date	Enter a date to which the time entry pertains.
Type	Select <i>Project</i> or <i>Personal</i> . The system changes the fields for the page based on your selection.
Repeat Until	Enter a date for PeopleSoft Mobile Time and Expense for PDA to create a new time entry for each day between the date entered in the Date field and this field.
Status	Indicates the status of the time entry.
Save	Click to save the time entry.
Return to List	Click to return to the Time Report (Select/Add) page. The system displays a message if you have not saved the current time entry.

Pages Used to Enter Time Data for Time Reporting

Page Name	Object Name	Navigation	Usage
Time Entry (Select/Add)	TE_TIME_CAPTURE	Time Report, Create/Modify	Select a time report ID to modify, or click Add to create a new time report.
Time Entry (Project)	TE_TIME_CAPTURE	Time Report, Create/Modify Select <i>Project</i> in the Type field.	Enter project-related time.
Time Entry (Personal)	TE_TIME_CAPTURE	Time Report, Create/Modify Select <i>Personal</i> in the Type field.	Enter personal-related time.

Selecting or Adding Time Entries

Access the Time Entry (Select/Add) page.



Time Entry (Select/Add) page

PeopleSoft Mobile Time and Expense for PDA displays a list of existing time entries. To modify an existing time entry, click the link in the Date column. Click Add to add a new entry.

Entering Project Times

Access the Time Entry (Project) page.

The screenshot shows a mobile application window titled 'Pocket_BJM' running on an Internet Explorer browser. The page is for entering time for a project. The fields are as follows:

Field	Value
Date:	10/06/2003
Type:	Project
Repeat Until:	10/10/2003
PC BU:	US003
Project:	BUILDING
Activity:	SURVEY
Action:	Billable
Hours:	8.00
Country:	United States

Time Entry (Project) page

Entering Personal Time

Access the Time Entry (Personal) page.

Personal Select the type of personal time taken.

Setting Up Receipt and Time Capture Defaults

This section provides an overview of receipt and time entry default setup, lists common elements, and discusses how to:

- Set up defaults for receipt entry.
- Set up defaults for time entry.

Understanding Receipt and Time Entry Default Setup

To reduce the amount of data entry in a PDA, PeopleSoft Mobile Time and Expense for PDA provides a default feature for receipt and time report entry. There are two options: use the last saved or user selected. In either case, when you create a new receipt entry, any field with a default value is preset to that value.

Common Elements Used in This Section

Use Last Saved

Select so that each time that you save a receipt or time entry, the system saves the entry values. The next time that you add a receipt or time entry, the system populates fields the new entry with the saved values.

Pages Used to Set Up Receipt and Time Capture Defaults

Page Name	Object Name	Navigation	Usage
(Expenses) Defaults	TE_REC_CAP_DEFAULTS	Expenses, Defaults	Set up defaults to use when entering new receipt data.
(Time Entry) Defaults	TE_TIME_CAP_DEFAULTS	Time Entry, Defaults	Set up defaults to use when entering new time entry data.

Setting Up Defaults for Receipt Entry

Access the (Expenses) Defaults page.

(Expenses) Defaults page

Preferred Merchants



Click to view or modify an existing preferred merchant for an expense type.



Click to delete a preferred merchant for an expense type.

Add

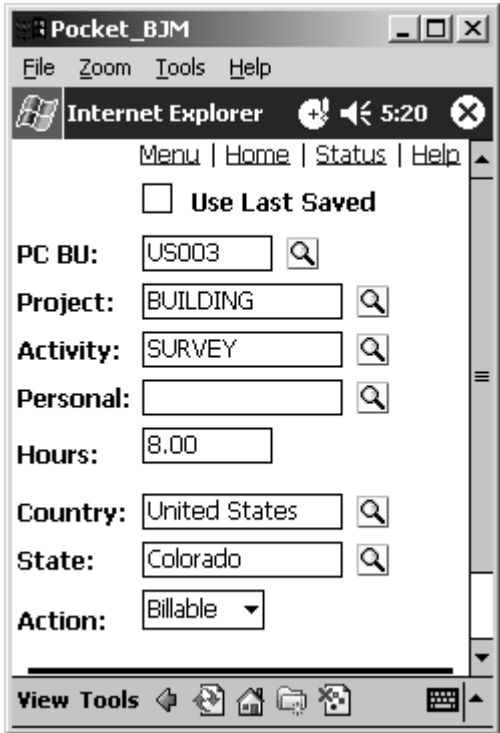
Click to add a new preferred merchant for an expense type.

Edit/Display

Click to edit all Expense and Merchant fields on the page or click to return to the display-only mode.

Setting Up Defaults for Time Entry

Access the (Time Entry) Defaults page.



The screenshot shows a mobile application window titled "Pocket_BJM". The window contains a form for setting defaults. The form includes the following fields and options:

- ☐ Use Last Saved
- PC BU: US003
- Project: BUILDING
- Activity: SURVEY
- Personal:
- Hours: 8.00
- Country: United States
- State: Colorado
- Action: Billable

The bottom of the window features a "View Tools" bar with icons for navigation and editing.

(Time Entry) Defaults page

Glossary of PeopleSoft Terms

absence entitlement	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.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
accounting class	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.
accounting date	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.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	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.
action reason	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.
action template	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.
activity	<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>

agreement	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.
allocation rule	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.
alternate account	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.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	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.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	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."
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	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.
budget period	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.
business event	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).
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	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.
catalog item	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.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	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.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	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.
checkbook	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.
Class ChartField	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> .
clone	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.
collection	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.

collection rule	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.
compensation object	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.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
condition	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.
configuration parameter catalog	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.
configuration plan	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.
content reference	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.
context	<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>
control table	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.
cost profile	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.
cost row	A cost transaction and amount for a set of ChartFields.
current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	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).
data elements	<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>
dataset	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.

delivery method	<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>
delivery method type	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.
directory information tree	In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.
document sequencing	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.
dynamic detail tree	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.
edit table	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.
effective date	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.
EIM ledger	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.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	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.
equitization	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.
event	<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>
event propagation process	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.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	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.
fact	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.
forecast item	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.
fund	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.
generic process type	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.
group	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.
incentive object	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.
incentive rule	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.
incur	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
item	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.
KPI	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.

LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
learner group	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.
learning components	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.
learning environment	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.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
ledger mapping	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.
library section	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.
linked section	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.
linked variable	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.
load	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.
local functionality	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.
location	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.
logistical task	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.
market template	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.
match group	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.
MCF server	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.
merchandising activity	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.
meta-SQL	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.
metastring	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.
multibook	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).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	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.
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	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.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
pending item	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.

PeopleCode	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.
PeopleCode event	An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.
PeopleSoft Internet Architecture	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.
performance measurement	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.
period context	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.
plan	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.
plan context	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.
plan template	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.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
portal registry	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.
price list	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.
price rule	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.

price rule condition	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.
price rule key	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.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	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.
process definition	Process definitions define each run request.
process instance	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.
process job	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.
process request	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.
process run control	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.
product category	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.
programs	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.
progress log	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.
project transaction	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
record group	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.
record input VAT flag	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>
record output VAT flag	<p>Abbreviation for <i>record output value-added tax flag</i>.</p> <p>See <i>record input VAT flag</i>.</p>
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	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).
reference transaction	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.
regional sourcing	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.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
role	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.
role user	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.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	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.
run control ID	A unique ID to associate each user with his or her own run control table entries.

run-level context	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.
search query	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.
section	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.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
serial genealogy	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.
serial in production	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
session	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.
session template	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.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	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.
single signon	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.
source transaction	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.
SpeedChart	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.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	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.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	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).
summary ledger	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.
summary time period	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.
summary tree	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.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
TableSet	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.
TableSet sharing	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.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
template	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.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
TimeSpan	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.
trace usage	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.
transaction allocation	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.
transaction state	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.
Translate table	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.
tree	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.
unclaimed transaction	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.
universal navigation header	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.
user interaction object	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).
variable	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.
VAT exception	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.
VAT exempt	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.
VAT exoneration	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.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order	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.
worksheet	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.
worklist	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.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
yield by operation	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
zero-rated VAT	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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