PeopleSoft®

PeopleSoft Enterprise Expenses 8.9 PeopleBook

July 2005

PeopleSoft Enterprise Expenses 8.9 PeopleBook
SKU FSCM89EXP-B 0705
Copyright © 1992-2005, Oracle. All rights reserved.

The Programs (which include both the software and documentation) contain proprietary information; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent, and other intellectual and industrial property laws. Reverse engineering, disassembly, or decompilation of the Programs, except to the extent required to obtain interoperability with other independently created software or as specified by law, is prohibited.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If the Programs are delivered to the United States Government or anyone licensing or using the Programs on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the Programs, including documentation and technical data, shall be subject to the licensing restrictions set forth in the applicable Oracle license agreement, and, to the extent applicable, the additional rights set forth in FAR 52.227-19, Commercial Computer Software--Restricted Rights (June 1987). Oracle Corporation, 500 Oracle Parkway, Redwood City, CA 94065.

The Programs are not intended for use in any nuclear, aviation, mass transit, medical, or other inherently dangerous applications. It shall be the licensee's responsibility to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of such applications if the Programs are used for such purposes, and we disclaim liability for any damages caused by such use of the Programs.

The Programs may provide links to Web sites and access to content, products, and services from third parties. Oracle is not responsible for the availability of, or any content provided on, third-party Web sites. You bear all risks associated with the use of such content. If you choose to purchase any products or services from a third party, the relationship is directly between you and the third party. Oracle is not responsible for: (a) the quality of third-party products or services; or (b) fulfilling any of the terms of the agreement with the third party, including delivery of products or services and warranty obligations related to purchased products or services. Oracle is not responsible for any loss or damage of any sort that you may incur from dealing with any third party.

Oracle, JD Edwards, PeopleSoft, and Retek are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

Open Source Disclosure

Oracle takes no responsibility for its use or distribution of any open source or shareware software or documentation and disclaims any and all liability or damages resulting from use of said software or documentation. The following open source software may be used in Oracle's PeopleSoft products and the following disclaimers are provided.

Apache Software Foundation

This product includes software developed by the Apache Software Foundation (http://www.apache.org/). Copyright © 1999-2000. The Apache Software Foundation. All rights reserved.

THIS SOFTWARE IS PROVIDED "AS IS" AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE APACHE SOFTWARE FOUNDATION OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

OpenSSL

Copyright © 1998-2003 The OpenSSL Project. All rights reserved.

This product includes software developed by the OpenSSL Project for use in the OpenSSL Toolkit (http://www.openssl.org/).

THIS SOFTWARE IS PROVIDED BY THE OpenSSL PROJECT "AS IS" AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE OpenSSL PROJECT OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

SSLeay

Copyright © 1995-1998 Eric Young. All rights reserved.

This product includes cryptographic software written by Eric Young (eay@cryptsoft.com). This product includes software written by Tim Hudson (tjh@cryptsoft.com). Copyright © 1995-1998 Eric Young. All rights reserved. THIS SOFTWARE IS PROVIDED BY ERIC YOUNG "AS IS" AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE AUTHOR OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Loki Library

Copyright © 2001 by Andrei Alexandrescu. This code accompanies the book: Alexandrescu, Andrei. "Modern C++ Design: Generic Programming and Design Patterns Applied." Copyright © 2001 Addison-Wesley. Permission to use, copy, modify, distribute and sell this software for any purpose is hereby granted without fee, provided that the above copyright notice appear in all copies and that both that copyright notice and this permission notice appear in supporting documentation.

Helma Project

Copyright © 1999-2004 Helma Project. All rights reserved. THIS SOFTWARE IS PROVIDED “AS IS” AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE HELMA PROJECT OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Helma includes third party software released under different specific license terms. See the licenses directory in the Helma distribution for a list of these license.

Sarissa

Copyright © 2004 Manos Batsis.

This library is free software; you can redistribute it and/or modify it under the terms of the GNU Lesser General Public License as published by the Free Software Foundation; either version 2.1 of the License, or (at your option) any later version.

This library is distributed in the hope that it will be useful, but WITHOUT ANY WARRANTY; without even the implied warranty of MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE. See the GNU Lesser General Public License for more details.

You should have received a copy of the GNU Lesser General Public License along with this library; if not, write to the Free Software Foundation, Inc., 59 Temple Place, Suite 330, Boston, MA 02111-1307 USA.

Contents

General Preface

About This PeopleBook Preface xxvii

PeopleSoft Application Prerequisites xxvii

PeopleSoft Application Fundamentals xxvii

Documentation Updates and Printed Documentation xxviii

Obtaining Documentation Updates xxviii

Ordering Printed Documentation xxviii

Additional Resources xxix

Typographical Conventions and Visual Cues xxx

Typographical Conventions xxx

Visual Cues xxxi

Country, Region, and Industry Identifiers xxxii

Currency Codes xxxii

Comments and Suggestions xxxii

Common Elements Used in PeopleBooks xxxiii

Preface

PeopleSoft Enterprise Expenses Preface xxxv

PeopleSoft Products xxxv

PeopleSoft Application Fundamentals xxxv

Pages With Deferred Processing xxxvi

Common Elements Used in This PeopleBook xxxvi

Chapter 1

Getting Started with PeopleSoft Enterprise Expenses 1

Expenses Business Processes 1

Expenses Integration Touchpoints 1

Expenses Implementation 3

Chapter 2

Navigating in Expenses 5

Navigating in Expenses 5

Pages Used to Navigate in Expenses 5

Chapter 3
Defining Your Operational Structure for Expenses.....9
Understanding the Expense System Operational Structure.....9
Configuring Business Units for Expenses.....9
Pages Used to Configure Business Units for Expenses.....10
Configuring a Business Unit for Expenses.....10
Defining Specifications for a Business Unit.....13
Defining VAT Parameters for a Business Unit.....16
Defining Payment Defaults for a SetID.....17

Chapter 4
Securing Your Expenses System.....21
Understanding Security for Expenses.....21
Setting Up Authorized Users.....21
Page Used to Set Up Authorized Users.....22
Setting Up an Authorized User.....22
Delegating Entry Authority.....22
Implementing Self-Service Applications.....23
Understanding Security and Roles.....23
Setting Up Roles.....23

Chapter 5
Integrating With Other PeopleSoft Products.....25
Understanding Integrating With PeopleSoft Applications.....25
Integrating With Human Resources.....26
Page Used to Load Employee Data.....26
Staging Tables to Load Employee Data.....26
Loading Employee Data From Human Resources.....28
Loading Credit Card Data From Human Resources.....28
Integrating with North American Payroll.....29
Integrating With Time and Labor.....30
Integrating With Project Costing.....31
Integrating With Payables.....32
Mapping for Expense Report Data.....32
Mapping for Cash Advance Data.....43
Generating Payments.....55
Defining a Pay Cycle for Expenses.....55
Integrating With General Ledger.....56

Integrating With Commitment Control....56
Integrating with Mobile Time and Expense....56
Integrating with Program Management....57

Chapter 6
Understanding Accounting in Expenses....59
Expenses Accounting....59
Accounting Parameter Setup....59
Accounting Defaults and Accounting Details....60
Accounting Display Functionality....61
Header Level Default Accounting....62
Expense Transaction Line Default Accounting....62
Default Accounting Change Functionality....63

Chapter 7
Defining Accounting Data for Expenses....65
Understanding Accounting-Related Data Setup....65
Setting Up Cash Advance Sources....65
Understanding Cash Advance Source Setup....66
Pages Used for Setting Up Cash Advance Sources....66
Defining a Cash Advance Source....66
Defining Cash Advance Recipients....67
Setting Up Earnings Codes....67
Understanding Earnings Codes Setup....67
Page Used to Set Up Earnings Codes....68
Setting Up Expense Billing Codes....68
Page Used to Set Up Expense Billing Codes....68
Defining Expense Billing Codes....68
Setting Up Expense Types....69
Understanding Expense Types Setup....69
Pages Used to Set Up Expense Types....70
Defining Expense Type Usage and Requirements....70
Defining Accounting Distribution Defaults....73
Defining Per Diem and Merchant Parameters....74
Setting Up Expense Type Groups....75
Page Used to Set Up Expense Type Groups....75
Defining Expense Type Groups....75
Setting Up Local Tax Tables....76

Understanding Local Tax Table Setup....77
Page Used to Set Up Local Tax Tables....77
Defining Local Tax Tables....77
Setting Up Reimbursement Action Codes....77
Understanding Reimbursement Action Codes Setup....77
Page Used to Set Up Reimbursement Action Codes....78

Chapter 8
Defining Location and Rates for Expenses....79
Understanding Locations and Rates....79
Setting Up Distance Rates....79
Page Used to Set Up Distance Rates....80
Defining Distance Rates....80
Setting Up Expense Locations and Amounts....82
Understanding Expense Locations and Amounts....82
Pages Used to Set Up Expense Locations and Amounts....83
Defining Expense Locations....83
Defining Spending Limits for Expense Locations....84
Setting Up Per Diems....85
Understanding Per Diem Setup....86
Pages Used to Set Up Per Diems....86
Defining Per Diem Ranges....86
Defining Per Diem Amounts....87
Setting Up Transportation Types....88
Page Used to Set Up Transportation Type....88

Chapter 9
Defining Additional Required Data for Expenses....89
Setting Up Business Purposes....89
Understanding Business Purposes....89
Page Used to Set Up Business Purposes....89
Defining a Business Purpose....90
Setting Up Credit Card Vendors....90
Understanding how to Set Up Credit Card Vendors....90
Page Used to Set Up Credit Card Vendors....90
Defining a Corporate Credit Card Vendor....91
Setting Up Employee Notifications....92
Understanding Employee Notifications....92

Pages Used to Set Up Notifications....93
Defining System Workflow Rules....93
Defining Employee Notifications....93
Defining Notifications for the Approval Process....94
Setting Up Payment Types....95
Page Used to Set Up Payment Types....96
Defining Payment Types....96
Setting Up Preferred Merchants....97
Understanding Preferred Merchants....97
Page Used to Set Up Preferred Merchants....97
Setting Up Templates....97
Understanding Templates....98
Common Elements Used in This Section....98
Pages Used to Set Up Templates....98
Setting Up Time Reporting Codes....98
Pages Used to Define Time Reporting Codes....99
Defining Time and Labor Reporting Codes....99
Mapping Time Reporting Codes....100

Chapter 10
Setting Up Approvals and Audit Rules....101
Understanding Setting Up Approvals and Audit Rules....101
Additional Setup for Approvals....103
Defining Approver Types for Expenses....104
Page Used to Define Approver Types....104
Defining Approver Types....104
Configuring Transaction Types for Expenses....106
Understanding Transaction Definitions....106
Page Used to Configure Transactions for Approval....106
Configuring Transaction Definitions....106
Setting Up Approval Privilege Templates for Expenses....110
Understanding Approval Privilege Templates....110
Page Used to Set up Approval Privilege Templates....111
Setting Up Approval Privilege Templates....111
Setting Up Approval Refinement Templates in Expenses....113
Understanding Approval Refinement Templates....113
Page Used to Set Up Approval Refinement Templates....114
Setting Up Approval Refinement Templates....114
Defining Approver Profiles for Expenses....118

Understanding Approval Profiles....118
Page Used to Define Approver Profiles....118
Define Approver Profiles....118
Setting Up Approver Assignments in Expenses....120
Understanding Approver Assignments....120
Page Used to Define Approver Assignments....120
Assigning Approvers to Approver Profiles....121
Setting Up Approver Routing Lists in Expenses....121
Understanding How to Set Up Approver Routing List....121
Page Used to Set Up Approver Routing Lists....122
Setting Up Approver Routing Lists....122
Copying Approval Setup to Another SetID....124
Understanding How To Copy Approval Setup to Another SetID....124
Page Used to Copy Approval Setup to Another SetID....125
Using the Approval Setup Copy Utility....125
Configuring Summary Approval Options....125
Understanding Summary Approval Options....126
Page Used to Define Summary Approval Options....126
Setting up Summary Approval Options....126
Reassigning Work for Expense Transactions....128
Understanding How to Reassign Work in Expenses....128
Page Used to Reassign Work....129
Reassigning Work....129
Setting Up Receipt Verification Rules and Lists....129
Understanding Receipt Verification Rules and Lists....129
Pages Used to Set Up Receipt Verification Rules and Lists....130
Defining Receipt Verification Rules....130
Setting Up Receipt Verification Lists....131

Chapter 11
Defining Expenses Processing Roles and Exceptions....133
Understanding Expenses Processing Roles and Exceptions....133
Defining Expenses Processing Roles....133
Page Used to Define Expenses Processing Roles for Expenses....134
Defining Processing Roles for Expenses....134
Defining Expenses Processing Role Exceptions....135
Page Used to Define Processing Role Exceptions for Expenses....135
Defining Processing Role Exceptions for Expenses....135
Defining Expenses Processing Role Options for VAT....136

Page Used to Define Expenses Processing Role Options for VAT....136
Defining Processing Role Options for VAT....136

Chapter 12
Mapping Expense Data....137
Understanding Expense Data Mapping....137
Mapping Accounting Information....137
Pages Used to Map Accounting Information....138
Mapping Cash Advance Sources to Payroll Earnings Codes....138
Mapping Benchmark Expense Types to Expense Types....139
Mapping Expense Types to Payroll Earnings Codes....139
Mapping Hotel Wizard Types to Expense Types....140
Mapping Location Information....141
Pages Used to Map Location Information....142
Mapping Country Codes....142
Mapping Currency Codes....143
Mapping Expense Locations....143
Mapping State Codes....144
Mapping Corporate Card Data....145
Pages Used to Map Corporate Card Data....146
Mapping Data Sources to SetIDs....147
Mapping Credit Card Codes to Payment Types....147
Mapping Merchant Category Groups to Expense Types....148
Mapping Credit Card Cash Advance Codes to Cash Advance Sources....149
Mapping Merchant Category Groups....149

Chapter 13
Working with External Expense Data....151
Understanding External Expense Data....151
Loading External Expense Data....151
Page Used to Load External Expense Data....151
Loading External Data into Expenses....152
Loading Credit Card Data....153
Understanding Credit Card Data Loads....153
Loading Data from American Express....154
Loading Data from Diners Club....163
Loading Data from MasterCard....166
Loading Data from US Bank....178

Loading Data from Visa International....182
Handling Credit Card Errors....198
Understanding Credit Card Error Handling....198
Common Elements Used in This Section....198
Pages Used to Handle Credit Card Errors....199
Handling American Express Errors....200
Handling Diners Club Errors....200
Handling MasterCard Errors....201
Handling US Bank Errors....201
Handling Visa Errors....201
Reloading Credit Card Errors....202
Loading Benchmark Data....202
Pages Used to Load Benchmark Data....203
Loading Runzheimer Data....203
Loading CONUS Data....206
Loading OCONUS Data....207
Loading Airline Ticket Data from Vendors....208
Pages Used to Load Airline Ticket Data from Vendors....209
Loading Airline Ticket Data....209

Chapter 14
Maintaining Employee Profiles....211
Understanding Employee Profiles....211
Maintaining Employee Personal Data....212
Common Elements Used in This Section....212
Pages Used to Maintain Employee Data....212
Viewing Employee Personal Data....212
Editing Employee Personal Data....213
Maintaining Employee Organizational Data....214
Understanding Employee Organizational Data Maintenance....214
Common Elements Used in This Section....214
Pages Used to Maintain Employee Organizational Data....216
Viewing Employee Organizational Data....216
Editing Employee Organizational Data....216
Maintaining User Defaults....217
Understanding User Defaults....218
Page Used to Maintain User Defaults....219
Viewing or Modifying User Defaults....219
Maintaining Employee Bank Account Data....224

Pages Used to Maintain Employee Bank Account Data....224
Maintaining Bank Account Data for Employees....224
Specifying a Bank for Deposits....226
Entering Intermediary Bank Routings....228
Entering Employee EFT Options....228
Maintaining Employee Credit Card Data....229
Understanding Employee Credit Card Data....230
Page Used to Maintain Employee Credit Card Data....230
Maintaining Employee Credit Card Data....230
Maintain Employee Transportation Data....231
Understanding Employee Transportation Data....231
Page Used to Maintain Employee Transportation Data....232
Maintaining Employee Transportation Data....232

Chapter 15
Preparing Travel Authorizations....235
Understanding Travel Authorizations....235
Creating Travel Authorizations....235
Understanding Travel Authorization Creation Methods....235
Pages Used to Create Travel Authorizations....236
Creating Travel Authorizations....236
Entering Travel Authorization Information and Detail Expense Lines....237
Pages Used to Enter Travel Authorization Information and Detail Expense Lines....238
Entering Travel Authorization Information....239
Entering Detail Expense Lines....242
Copying or Adding Expense Lines....244
Understanding Copying Expense Lines....244
Understanding Adding Multiple Expense Lines....244
Pages Used to Copy or Add Expense Lines....245
Copying Expense Lines....245
Adding Multiple Expense Lines....246
Reviewing or Modifying Accounting Information....247
Understanding Expenses Accounting....248
Applying Project Defaults to Travel Authorizations....248
Pages Used to Review or Modify Accounting Information....249
Reviewing or Modifying Default Accounting....249
Adding or Modifying Accounting Detail....249
Viewing and Modifying Travel Authorizations....250
Pages Used to View and Modify Travel Authorizations....251

Viewing or Modifying Travel Authorizations....251
Deleting Travel Authorizations....252
Understanding Deleting Travel Authorizations....252
Pages Used to Delete Travel Authorizations....252
Deleting Travel Authorizations....252
Canceling Approved Travel Authorizations....253
Understanding Travel Authorization Cancellations....253
Page Used to Cancel Travel Authorizations....254
Canceling Approved Travel Authorizations....254

Chapter 16
Preparing Cash Advances....255
Understanding How to Prepare Cash Advances....255
Common Element Used in This Chapter....255
Creating Cash Advances....256
Understanding How to Create Cash Advances....256
Pages Used to Create Cash Advances....257
Creating Cash Advances....257
Importing ATM Advances....259
Viewing ATM Data....259
Viewing and Modifying Cash Advances....260
Common Elements Used in This Section....260
Pages Used to View and Modify Cash Advances....261
Viewing Cash Advances....261
Modifying Cash Advances....262
Reconciling Cash Advances....263
Understanding Cash Advance Reconciliations....263
Page Used to Reconcile Cash Advances....264
Reconciling Cash Advances....264
Deleting Cash Advances....265
Understanding Cash Advance Deletions....265
Page Used to Delete Cash Advances....265
Deleting Cash Advances....265
Closing Cash Advances....265
Understanding Closing Cash Advances....266
Page Used to Close Cash Advances....266
Closing a Cash Advance....266

Chapter 17
Preparing Expense Reports.....267
Understanding How to Prepare Expense Reports.....267
Common Element Used in This Chapter.....268
Creating Expense Reports.....268
Understanding Expense Report Creation Options.....268
Pages Used to Create Expense Reports.....269
Creating Expense Reports.....270
Entering Expense Report Information and Transaction Lines.....271
Understanding Expense Report Entry.....272
Common Elements Used in This Section.....272
Pages Used to Prepare Expense Reports.....274
Preparing Expense Reports.....274
Entering Expense Lines (Occasional User).....282
Copying or Adding Expense Lines.....283
Understanding How to Copy Expense Lines.....283
Understanding How to Add Multiple Expense Lines.....285
Pages Used to Copy or Add Expense Lines.....285
Copying Expense Lines.....285
Adding Multiple Expense Lines.....287
Viewing or Modifying Accounting Information.....288
Understanding Expenses Accounting.....288
Applying Accounting Defaults to Expense Reports.....288
Pages Used to Review or Modify Accounting Information.....289
Viewing or Modifying Default Accounting.....289
Viewing or Modifying Accounting Details.....290
Applying Cash Advances to Expense Reports.....290
Understanding Applying Cash Advances to Expense Reports.....290
Page Used to Apply Cash Advances to Expense Reports.....291
Applying Cash Advances to an Expense Report.....291
Correcting Expense Report Transaction Line Errors.....292
Understanding Expense Report Line Errors.....292
Page Used to Correct Expense Report Transaction Line Errors.....292
Correcting Expense Report Transaction Line Errors.....292
Splitting Receipts on Expense Reports.....294
Understanding How to Split Receipts.....294
Page Used to Split Receipts.....294
Splitting Receipts.....295
Itemizing Hotel Bills Using Hotel Wizard.....296
Understanding Hotel Bill Itemization Using Hotel Wizard.....297

Pages Used to Itemize Hotel Bills Using Hotel Wizard....298
Itemizing Hotel Bills Using Hotel Wizard....298
Viewing and Modifying Expense Reports....301
Pages Used to View and Modify Expense Reports....302
Viewing Expense Reports....302
Modifying Expense Reports....303
Deleting Expense Reports....303
Understanding Deleting Expense Reports....303
Page Used to Delete Expense Reports....304
Deleting Expense Reports....304
Managing My Wallet Transactions....304
Understanding My Wallet Transactions....305
Common Elements Used in This Section....305
Pages Used to Manage My Wallet Transactions....306
Applying My Wallet Transactions to Expense Reports....306
Viewing My Wallet Transaction Details....307
Reviewing, Adding, and Deleting Receipts in My Wallet....308
Manually Adding Transactions to My Wallet....310

Chapter 18
Processing Expense Report Exceptions....313
Understanding Expense Report Exceptions....313
Closing Expense Reports....313
Understanding How to Close Expense Reports....313
Pages Used to Close Expense Reports....314
Closing Expense Reports....314
Processing Closed Expense Reports....314
Unposting Expense Reports....314
Understanding How to Unpost Expense Reports....315
Pages Used to Unpost Expense Reports....315
Unposting Expense Reports....315
Adjusting Document Sequencing....316
Processing Unposted Expense Reports....317
Working With Unposted Expense Reports....317
Processing Journal Expense Reports....317
Understanding Journal Expense Report Processing....317
Pages Used to Process Journal Expense Reports....318
Creating Journal Expense Reports....318
Creating Reversal Accounting Entries....320

Processing Journal Expense Reports....320
Managing Expense Receipts....320
Understanding Managing Expense Receipt....321
Pages Used to Manage Expense Receipts....321
Matching Report ID Bar Codes to Receipt ID Bar Codes....321
Verifying Expense Report Receipts....321
Reconciling Airline Tickets....322
Understanding Airline Ticket Reconciliation....322
Common Elements Used in This Section....322
Pages Used to Reconcile Airline Tickets....323
Changing Airline Reconciliation Status....323
Reconciling Airline Tickets to Expense Reports....323

Chapter 19
Preparing Time Reports and Time Adjustments....325
Understanding Time Report Processing....325
Understanding Time Report Parameters and Defaults....326
Common Elements Used in This Chapter....326
Creating Time Reports....328
Understanding Time Report Creation....328
Pages Used to Create Time Reports....328
Creating Time Reports....328
Entering General Information on a Time Report....329
Page Used to Enter General Information on a Time Report....329
Entering General Time Report Information....329
Entering Time and Details on Time Reports....330
Pages Used to Enter Time and Details on Time Reports....330
Entering Project and Personal Hours....330
Entering Project Time Details....333
Adjusting Time Reports....334
Understanding Time Report Adjustments....334
Pages Used to Adjust Time Reports....335
Adjusting Time Reports....335
Viewing and Modifying Time Reports....336
Pages Used to View or Modify Time Reports....337
Viewing or Modifying Time Reports....337
Deleting Time Reports....338
Page Used to Delete Time Reports....338
Deleting a Time Report....338

Chapter 20
Setting Up and Using DCAA Compliance Functionality in Expenses.....339
Understanding DCAA Compliance Functionality.....339
Setting Up and Configuring Expenses for DCAA Compliance.....339
Pages Used to Set Up and Configure Expenses for DCAA Compliance.....340
Enabling and Disabling DCAA Compliance Functionality.....340
Setting Up DCAA Compliance Rules.....341
Enabling and Disabling Future Personal Time Reporting.....342
Setting Up Overage Accounting for Expense Reporting.....343
Pages Used to Set Up Overage Accounting for Expense Reporting.....343
Using DCAA Compliance Functionality for Time Reports.....343
Pages Used to Use DCAA Compliance Functionality for Time Reports.....344
Reporting Future Time.....344
Changing Time Report Information.....345
Entering Comments for Late Entries or Changes.....345
Logging Time Report Entries, Changes, and Violations.....345
Managing Employee Notifications and Acknowledgements.....346
Page Used for Employee Notifications and Acknowledgements.....347
Using Notifications and Acknowledgements.....347
Processing DCAA Notifications.....347

Chapter 21
Using Commitment Control With Expenses.....349
Understanding Commitment Control.....349
Common Elements Used in This Chapter.....350
Budget Checking Expense Transactions.....351
Understanding Budget Checking Expense Transactions.....352
Pages Used to Budget Check Expense Transactions.....356
Budget Checking Expense Transactions Online.....356
Budget Checking Expense Transactions in Batch Mode.....357
Selecting Transactions for Budget Checking.....358
Reviewing Travel Authorization Budget Exceptions.....359
Pages Used to Review Travel Authorization Exceptions.....360
Reviewing Travel Authorization Exceptions.....360
Reviewing Travel Authorization Line Exceptions.....361
Reviewing Travel Authorization Transaction Line Details.....363
Reviewing Expense Report Budget Exceptions.....363
Pages Used to Review Expense Report Exceptions.....364
Reviewing Expense Report Exceptions.....364

Reviewing Expense Report Line Exceptions....365
Reviewing Expense Report Transaction Line Details....365
Canceling Travel Authorizations....366
Understanding Canceling Travel Authorizations....366
Pages Used to Cancel Travel Authorizations....367
Canceling Approved Travel Authorizations....367
Canceling Approved Travel Authorizations (Batch Mode)....367
Rolling Over Travel Authorization Encumbrances to a new Budget Period....369
Understanding Rolling Over Travel Authorizations....369
Page Used to Roll Over Travel Authorization Encumbrances....370
Rolling Over Travel Authorization Encumbrances....370

Chapter 22
Managing Approvals in Expenses....373
Understanding Approvals in Expenses....373
Understanding Approver Types....374
Understanding Approval Rules....375
Using Summary Approvals for Expense Transactions....378
Understanding Summary Approvals....378
Pages Used for Summary Approvals....379
Using Summary Approvals for all Transactions....380
Using Summary Approvals for Expense Reports....385
Using Summary Approvals for Time Reports....386
Using Summary Approvals for Time Adjustments....386
Using Summary Approvals for Travel Authorizations....387
Using Summary Approvals for Cash Advances....388
Approving Expense Reports....388
Understanding How to Approve Expense Reports....389
Pages Used to Approve Expense Reports....389
Approving an Expense Report....391
Approving Expense Report Line Details....395
View Expense Report Default Accounting....396
Viewing Accounting Details....396
Viewing Exception Comments....397
Viewing VAT Information....397
Approving Time Reports....398
Understanding Time Report Approvals....398
Pages Used to Approve Time Reports....399
Approving a Time Report....399

Approving Time Adjustments....402
Pages Used to Approve Time Adjustments....402
Approving Time Adjustments....402
Approving Travel Authorizations....403
Understanding Travel Authorization Approvals....403
Pages Used to Approve Travel Authorizations....403
Approving a Travel Authorization....404
Approving Expense Detail Lines....407
Viewing Travel Authorization Exception Comments....408
Viewing Approval Comments....408
Approving Cash Advances....408
Understanding Cash Advance Approvals....408
Pages Used to Approve Cash Advances....409
Approving a Cash Advance....409
Viewing Approval Errors....411
Understanding Approval Errors....411
Page Used to View Approval Errors....412
Viewing Approval Errors....412
Modifying Approved Transactions....413
Pages Used to Modify Approved Transactions....413
Managing Workflow....415
Handling Notifications....415
Reassigning Approvals....415
Rerouting Approvals....415

Chapter 23
Processing Value Added Tax (VAT) Transactions in Expenses....417
Understanding How to Process VAT Transactions in Expenses....417
Setting Up VAT Driver Defaults for Expenses....418
Pages Used to Set Up VAT Drivers for Expenses....419
Setting Up VAT Defaults for Expenses Business Unit VAT Driver....419
Setting Up VAT Defaults for Expense Type VAT Driver....421
Entering VAT Information on Expense Reports....422
Understanding VAT Information....422
Pages Used to Enter VAT Information....422
Selecting VAT Options and Calculating VAT....422
Entering VAT Accounting Details....427
Understanding VAT Calculations....430

Chapter 24
Using Per Diems in Expenses.....433
Understanding Per Diem Processing in Expenses.....433
Setting up Expenses for Per Diem Processing.....433
Pages Used to Set Up Expenses for Per Diem Processing.....433
Setting Up Expenses for Per Diem Processing.....435
Using Per Diem Processing in Expenses.....436

Chapter 25
Running Expense Transaction Processes.....437
Understanding Running Expense Transaction Processes.....437
Selecting Parameters and Business Units.....437
Pages Used to Run Expense Transaction Processes.....438
Selecting Expense Process Parameters.....438
Selecting Business Units for Processes.....440

Chapter 26
Processing Expense Payments.....441
Understanding Expense Payments.....441
Common Elements Used in This Chapter.....441
Staging Payments.....441
Unstaging Payments.....442
Reviewing Staged Payments.....442
Pages Used to Review Staged Payments.....443
Reviewing Staged Cash Advance Payments.....443
Reviewing Staged Expense Report Payments.....443
Canceling Payments.....444
Page Used to Cancel Payments.....444
Canceling Expense Payments.....445

Chapter 27
Posting Expense Transactions.....447
Understanding Posting Expense Transactions.....447
Posting Liabilities.....447
Understanding Posting Liabilities.....447
Posting Expense Report Liabilities.....448
Posting Cash Advance Liabilities That Generate Payments.....448

Posting Cash Advance Liabilities That Do Not Generate Payments.....448
Posting Reconciled Cash Advance Accounting Entries.....449
Posting Payments.....449

Chapter 28
Viewing Accounting Transactions in Expenses.....451
Understanding Viewing Inquiries.....451
Common Elements Used in This Chapter.....451
Viewing Cash Advance Accounting Entries.....451
Page Used to View Cash Advance Accounting Entries.....452
Viewing Accounting Entries on a Cash Advance.....452
Viewing Expense Report Accounting Entries.....452
Pages Used to View Expense Report Accounting Entries.....453
Viewing Accounting Entries on an Expense Report.....453
Viewing Expense Report Journal Entries.....454
Viewing Employee Expense Data.....455
Pages Used to View Employee Expense Data.....455
Viewing Employee Expense Transaction History.....456
Viewing Employee Payment History.....457
Viewing Employee Payroll Payment History.....458
Viewing Payroll Payment Status.....458
Viewing Vendor Payment Data.....459
Page Used to View Vendor Payments.....459
Viewing a Vendor Payment.....460

Chapter 29
Managing Data for Mobile Time and Expense.....461
Understanding Data Integration.....461
Understanding PeopleSoft Mobile Architecture.....461
Understanding Mobile Data Synchronizations.....462

Chapter 30
Archiving Transactions in Expenses.....465
Understanding Archiving in Expenses.....465
Understanding Data Types Available for Archiving.....465
Data Types.....466
Travel Authorization Transaction Data.....467

Travel Authorization Approval Data.....468
Cash Advance Transaction Data.....468
Cash Advance Approval Data.....468
Expense Report Transaction Data.....468
Expense Report Approval Data.....468
Time Report Transaction Data.....468
Time Report Approval Data.....469
DCAA Audit Transaction Data.....469
Time Report Project Resource Data.....469
My Wallet Data.....469
Accounting Line Data.....469
Approval History Data.....469
Suggested Order of Data Removal.....469
Understanding Archive Objects Definitions, Query Definitions, and Template Definitions.....469
Archiving Data.....472
Understanding the Archive Process Flow.....472
Understanding History Tables.....473
Pages Used to Archive Data.....475
Restoring Archived Data.....475
Understanding Data Restoration.....475
Page Used to Restore Archived Data.....475

Appendix A
Configuring Batch Processes for Expenses.....477
Configuring Temporary Tables for Batch Processing.....477

Appendix B
Expenses Web Libraries.....481
Understanding Web Libraries.....481
Expenses Web Libraries.....481

Appendix C
Delivered Workflows for Expenses.....483
Delivered Workflows for Expenses.....483
Authorization Approval Error.....483
Authorization Request Approved.....483
Authorization Request Denied.....484

Authorization Request Reassign.....484
Authorization Request Routing.....484
Authorization Request SentBack.....484
Authorization Submit Error.....485
Cash Advance Approval Error.....485
Cash Advance Approved.....485
Cash Advance Denied.....486
Cash Advance Reassign.....486
Cash Advance Routing.....486
Cash Advance Sent Back.....487
Cash Advance Submit Error.....487
Expense Report Approval Error.....487
Expense Report Approved.....488
Expense Report Denied.....488
Expense Report Reassign.....488
Expense Report Routing.....489
Expense Report Send Back.....489
Expense Report Submit Error.....489
Time Adjustment Approval Error.....490
Time Adjustment Approved.....490
Time Adjustment Denied.....490
Time Adjustment Reassign.....491
Time Adjustment Routing.....491
Time Adjustment Sent Back.....491
Time Adjustment Submit Error.....492
Time Report Approval Error.....492
Time Report Approved.....492
Time Report Denied.....493
Time Report Reassign.....493
Time Report Routing.....493
Time Report Sent Back.....494
Time Report Submit Error.....494
Time Report Acknowledgement.....494
Time Report DCAA Past Due.....495
Time Report DCAA Reminder.....495

Appendix D
Expenses Reports.....497
PeopleSoft Expenses Reports: A to Z.....497

Expenses Selected Reports.....500

Glossary of PeopleSoft Terms.....501

Index 523

About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, 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.

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

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. 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 applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. 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 the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed 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 website. 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, https://www.peoplesoft.com/corp/en/login.jsp

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 website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	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 letter *O*.
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 the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (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.

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.

If the note is preceded by *Important!,* the note 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.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: "(FRA) Hiring an Employee"

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

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 Used in 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**	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. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
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).
Request ID	An ID that represents a set of selection criteria for a report or process.
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.
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.
User ID	An ID that represents the person who generates a transaction.

See Also

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler

Enterprise PeopleTools 8.46 PeopleBook: Using PeopleSoft Applications

PeopleSoft Enterprise Expenses Preface

This preface discusses:

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

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

PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

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

PeopleSoft Application Fundamentals

The *PeopleSoft Enterprise Expenses 8.9 PeopleBook* provides you with implementation and processing information for your Expenses system. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks apply specifically to Expenses:

- *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*
- *PeopleSoft Global Options and Reports PeopleBook*
- *PeopleSoft Banks Set Up and Processing PeopleBook*

- *PeopleSoft Enterprise Commitment Control PeopleBook*
- *PeopleSoft Supply Chain Management Integration PeopleBook*

Pages With Deferred Processing

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

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer, "Guidelines for Designing Pages"

Common Elements Used in This PeopleBook

Account ChartField that identifies the nature of a transaction for corporate accounts. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of General Ledger.

Activity ID Activity ID assigned to the individual tasks or events you want to update in a project.

Affiliate ChartField used to map transactions between business units when using a single interunit account.

As of Date The last date for which a report or process includes data.

Business Unit An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.

Class ChartField used to identify a unique appropriation budget key. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of General Ledger.

Department ChartField that indicates who is responsible for or affected by the transaction.

Description Freeflow text up to 60 characters.

Deselect All Click this button to remove all check marks on the page.

Effective Date Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.

	See *Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications,* "Working with Pages," Using Effective Dates
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Fund	An accounting entity established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of General Ledger.
Fund Affiliate	ChartField used to correlate transactions between funds when using a singe intraunit account.
Language or **Language Code**	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Operating Unit	ChartField used to identify a location, such as a distribution warehouse or sales center.
PC Business Unit	Business unit assigned to the project in Project Costing.
Process Frequency	Select the appropriate frequency from the drop-down box: *Process Once:* Executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run.* *Don't Run:* Ignores the request when the batch process runs. *Always Process:* Executes the request every time the batch process runs.
Process Monitor	This link takes you to the Process List page, where you can view the status of submitted process requests. See *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler,* "Understanding PeopleSoft Process Scheduler."
Product	ChartField that captures additional information useful for profitability and cash flow analysis by product sold or manufactured.
Program	ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.
Project	ChartField that captures information for project/grants accounting.
Report ID	The report identifier.
Report Manager	This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list). See *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler,* "Understanding PeopleSoft Process Scheduler."
Request ID	A request identification that represents a set of selection criteria for a report or process.

Resource Type	Resource category, such as labor, associated with a given cost. Used in conjunction with resource category, resource subcategories, and resource groups in Project Costing.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. See *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler,* "Understanding PeopleSoft Process Scheduler."
Run Control ID	An identification code that identifies the run parameters for a report or process.
Select All	Click this button to select all options on the page.
SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
Short Description	Freeflow text up to 15 characters.
Status	Indicates whether a row in a table is *Active* or *Inactive*. You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data you no longer use in order to maintain an audit trail.
User Defaults	User preferences and defaults used for Expenses and Mobile Time and Expense.
User ID	The system identifier for the individual who generates a transaction.

CHAPTER 1

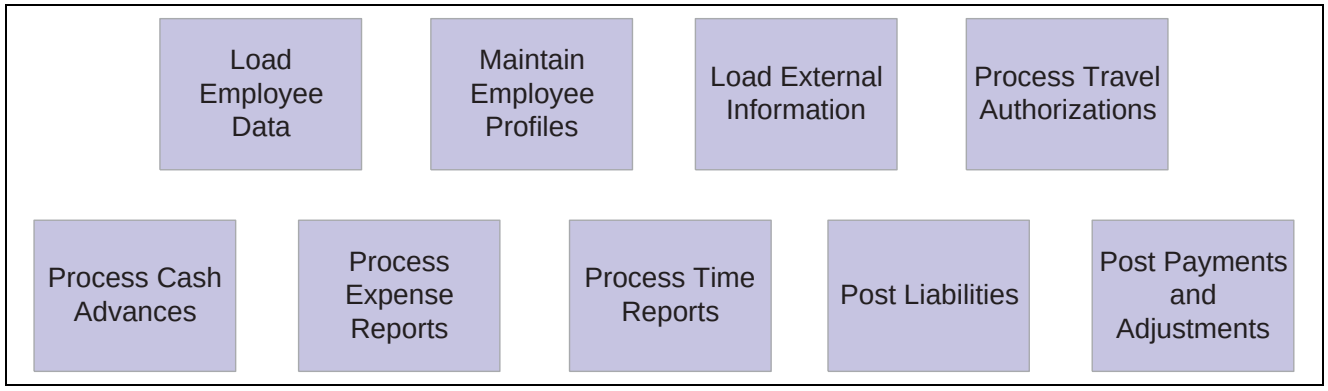
Getting Started with PeopleSoft Enterprise Expenses

This chapter discusses:

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

Expenses Business Processes

The following diagram lists Expenses business processes:



Expenses business processes

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

Expenses Integration Touchpoints

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

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

- Payables.
- General Ledger.
- Commitment Control.

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

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

Human Resources

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

North American Payroll

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

Time and Labor

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

Project Costing

Expenses supports Project Costing in several ways:

- When you create expense documents, you can charge expenses to ChartFields specific to Project Costing that require approval by a project manager.

  After approval and posting, transactions charged to projects populate the Expenses Accounting Line table (EX_ACCTG_LINE).
- Project Costing Cost Collection - Expenses Application Engine process (PC_EX_TO_PC) then pulls expense transactions into its own tables where billable items can be passed to Billing.
- Expenses provides time reporting data to Project Costing.

  The Expenses/Project Time Staging Application Engine process (EX_PC_TM_STG) writes data to the Expenses/Projects Resource Staging table (EX_PROJ_RES_STG). From there, the Project Costing Application Engine process (PC_EX_TO_PC) pulls the staged time reporting data into its own tables.

  If Project Costing is installed and you selected the Enable One Step Staging check box on the Installation Options - Expenses page, the EX_PC_TM_STG process automatically calls the PC_EX_TO_PC process. If you have not selected the Enable One Step Staging check box, you must manually run the PC_EX_TO_PC process after the EX_PC_TM_STG process completes.

Note. Although EX_PROJ_RES_STG is used to stage entries to Project Costing, this is not a temporary table and should not be deleted.

Payables

When expense reports and cash advances are approved for payment, Expenses stages data for payment processing by Payables. Expense report data is staged in EX_SHEET_PYMNT, and cash advance data is staged in EX_ADVNCE_PYMNT.

General Ledger

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

Commitment Control

If your organization uses Commitment Control, you must budget-check travel authorizations and expense reports. You can configure Expenses on the Expenses Options page to require budget-checking prior to approval or after approval. When a budget-checking exception occurs, you can navigate to the Commitment Control Exception page to view these errors directly from the Expenses page. Alternatively, you can navigate through the Portal menu to access these pages directly through the Commitment Control menu.

Expenses Implementation

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

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

This table lists all of the components that have component interfaces:

PeopleSoft Expenses Component	Component Interface	Reference
Distance Rate (EX_AUTO_RT_TBL)	EX_AUTO_RATE_SETUP	See Chapter 8, "Defining Location and Rates for Expenses," Setting Up Distance Rates, page 79.
Expense Type - Corporate Card (EX_CCET_MAP_TBL)	EX_CCET_MAP_SETUP	See Chapter 12, "Mapping Expense Data," Mapping Corporate Card Data, page 145.
Country Code (EX_COUNTRY_ MAP_PNL)	EX_COUNTRY_MAP_SETUP	See Chapter 12, "Mapping Expense Data," Mapping Country Codes, page 142.
Currency Code (EX_CURRNCY_ MAP_PNL)	EX_CURRENCY_MAP_SETUP	See Chapter 12, "Mapping Expense Data," Mapping Currency Codes, page 143.
Expense Location (EX_LOCTION_ MAP_PNL)	EX_LOCATION_MAP_SETUP	See Chapter 12, "Mapping Expense Data," Mapping Expense Locations, page 143.

PeopleSoft Expenses Component	Component Interface	Reference
Merchant Category Group (EX_VIS_MCG_TBL)	EX_VIS_MCG_MAP_SETUP	See Chapter 12, "Mapping Expense Data," Mapping Merchant Category Groups, page 149.
Employee Profile - Organizational Data (EX_EE_PROFILE2)	EX_EE_ORG_DTA_SETUP	See Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Organizational Data, page 214.
Employee Profile - Bank Accounts (EX_EE_PYMNT_DTL)	EX_EE_ORG_DTA_SETUP	See Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Bank Account Data, page 224.
Expense Location (EX_LOCATION)	EX_LOCATION_SETUP	See Chapter 8, "Defining Location and Rates for Expenses," Setting Up Expense Locations and Amounts, page 82.
Expense Types 1 (EX_EXPENSE_ TYPES1)	EX_TYPES_SETUP	See Chapter 7, "Defining Accounting Data for Expenses," Setting Up Expense Types, page 69.
Expenses Types 2 (EX_EXPENSE_ TYPES2)	EX_TYPES_SETUP	See Chapter 7, "Defining Accounting Data for Expenses," Setting Up Expense Types, page 69.
Expense Location Amount (EX_LOC_AMOUNT)	EX_LOC_AMOUNT_SETUP	See Chapter 8, "Defining Location and Rates for Expenses," Setting Up Expense Locations and Amounts, page 82.
Preferred Merchant (EX_ MERCHANT)	EX_MERCHANT_SETUP	See Chapter 9, "Defining Additional Required Data for Expenses," Setting Up Preferred Merchants, page 97.
Local Tax Table (LOCAL_TAX_TBL)	EX_LOCAL_TAX_SETUP	See Chapter 7, "Defining Accounting Data for Expenses," Setting Up Local Tax Tables, page 76.

Other Sources of Information

In the implementation planning phase, take advantage of all PeopleSoft sources of information, including the installation guides, data models, business process maps, and troubleshooting guidelines. A complete list of these resources is in the preface of the *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook,* with information on where to fine the most up-to-date version of each.

See Also

PeopleSoft Integration Broker PeopleBook

CHAPTER 2

Navigating in Expenses

This chapter discusses how to navigate in Expenses.

Navigating in Expenses

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

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

See Also

Using PeopleSoft Applications

Pages Used to Navigate in Expenses

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

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

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

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

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

CHAPTER 3

Defining Your Operational Structure for Expenses

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

Understanding the Expense System Operational Structure

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

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

Configuring Business Units for Expenses

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

- Expenses Definition (BUS_UNIT_TBL_EX.GBL)
- Expenses Options (BUS_UNIT_OPT_EX.GBL)

Use the BUS_UNIT_TBL_EX component interface to load data into the tables for the Expenses Definition component.

This section discusses how to:

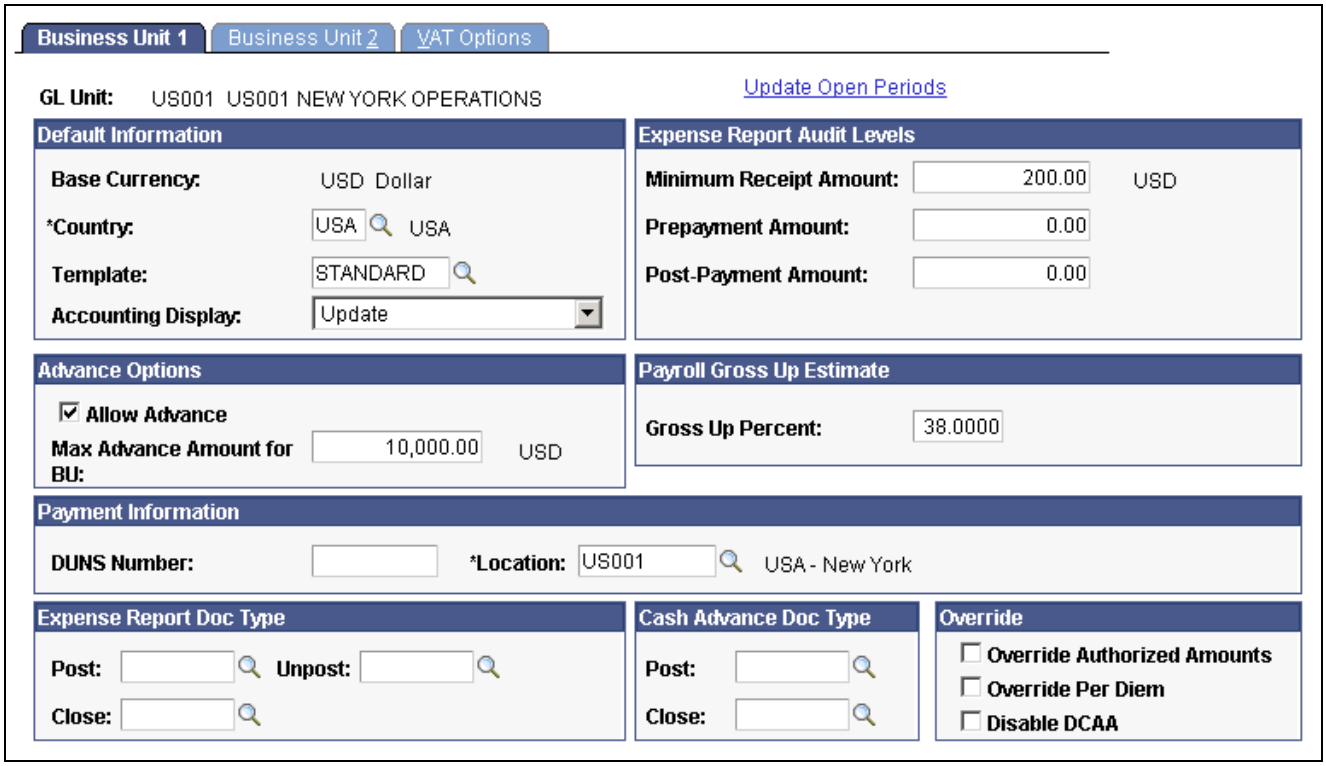
- Set up a general ledger business unit for Expenses.
- Define specifications for a business unit.
- Define VAT parameters for a business unit.
- Define payment defaults for a setID.

Pages Used to Configure Business Units for Expenses

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

Configuring a Business Unit for Expenses

Access the Expenses Definition - Business Unit 1 page.



Expenses Definition - Business Unit 1 page

Update Open Periods Click to display the Open Periods Maintenance (OPEN_PERIOD_SINGLE) page and define open period beginning and ending dates for Expenses that are different from open period date ranges in General Ledger. This feature enables you to control the transactions created and submitted with a specific accounting date. The accounting date of the transaction is checked against the begin and end date of the open period defined for the fiscal year to verify whether or not the transaction is eligible for submission.

Default Information

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

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

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

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

Accounting display options are:

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

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

See Chapter 6, "Understanding Accounting in Expenses," page 59.

Expense Report Audit Levels

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

Prepayment Amount or **Post-Payment Amount** Enter a maximum amount for an expense report. If the Amount Exceeded refinement is selected on the Approval Refinement Template page, Expenses will direct expense reports that exceed this amount to the auditor.

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

Advance Options

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

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

Payroll Gross Up Estimate

Gross Up Percent Enter a percentage to use for tax calculations. For example, if an employee is to receive a net amount of 1,000 GBP and the gross up estimate for taxes is 20 percent, you would pay the employee 1,200 GBP.

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

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

Payment Information

DUNS Number Dun & Bradstreet assigns this optional field for tracking purposes.

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

Location Select a business unit address to print on payment forms.

Expense Report Doc Type

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

Cash Advance Doc Type

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

Override

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

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

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

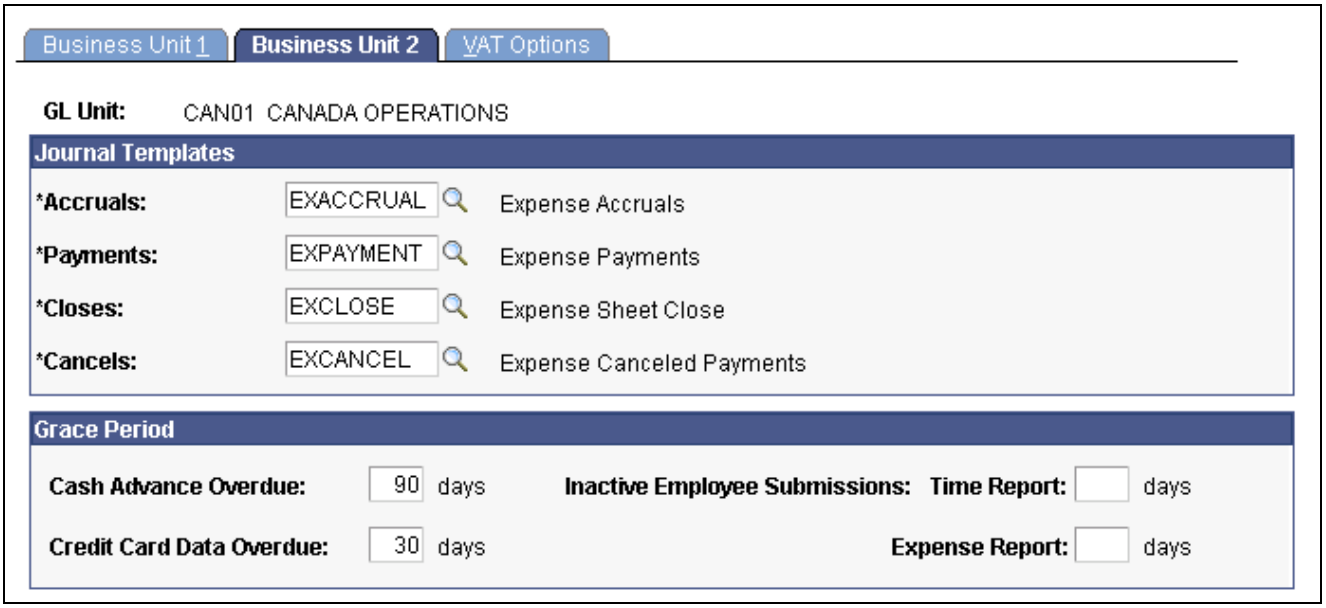
If not selected, employees in this business unit can enter an amount up to the authorized amount plus the benchmark tolerance for an expense type that is a per diem expense type. If an employee tries to enter an amount above the authorized amount plus the benchmark tolerance, the system will display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

Disable DCAA (disable Defense Contract Audit Agency) — Select to disable the requirement to enforce DCAA audit requirements for a general ledger business unit.

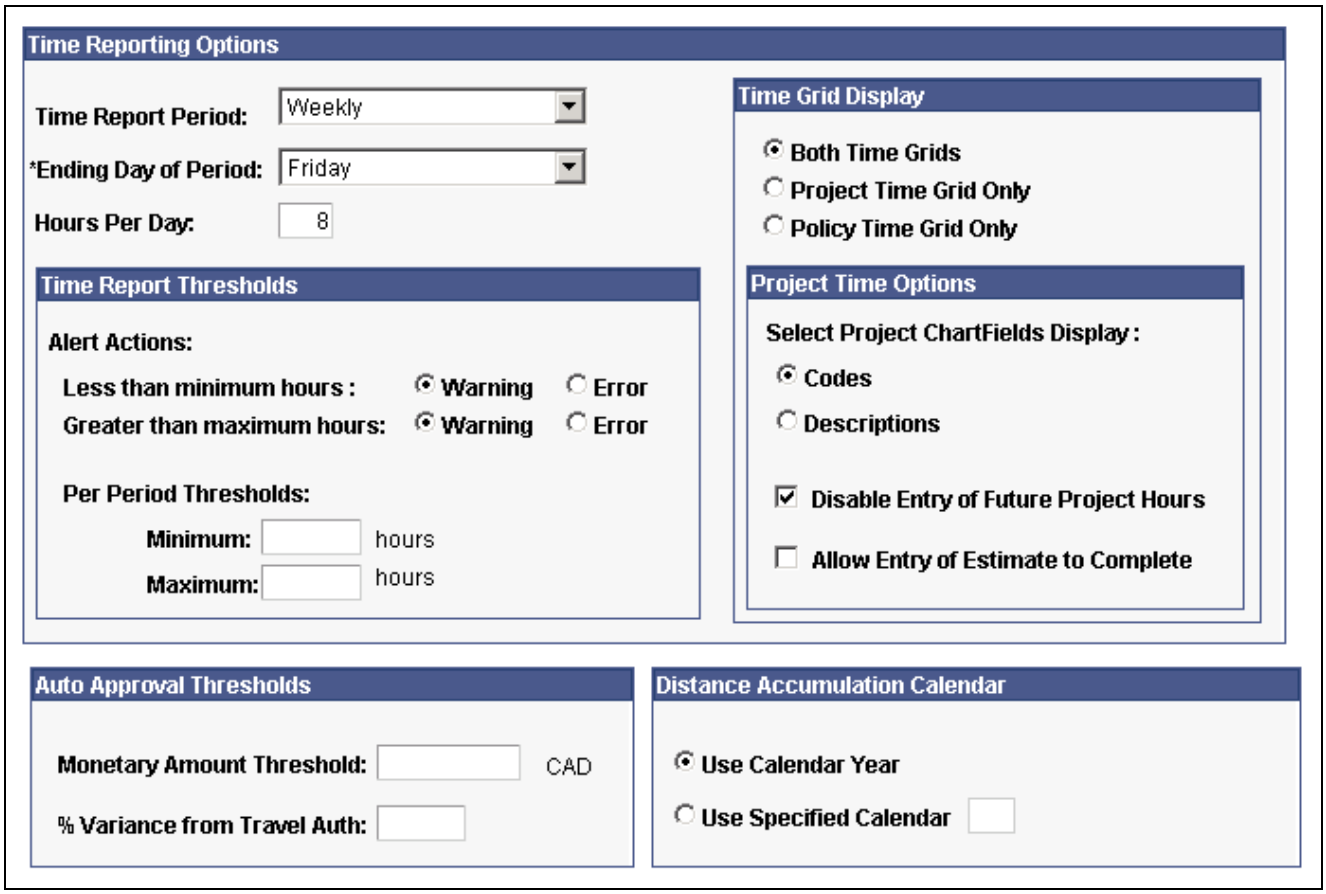
Note. Expenses displays this check box if DCAA Enabled is selected on the Installation Options - Expenses page.

Defining Specifications for a Business Unit

Access the Expenses Definition - Business Unit 2 page.



Expenses Definition - Business Unit 2 page (1 of 2)



Expenses Definition - Business Unit 2 page (2 of 2)

Journal Templates

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

Grace Period

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

Cash Advance Overdue The default is *90* days. Applies to cash advances that have not been processed and reconciled.

Credit Card Data Overdue The default is *30* days. Applies to credit card data loaded into the expenses system but not processed in an expense report.

Inactive Employee Submissions Enter the number of days to allow an authorized employee to enter time reports or expense reports on behalf of an inactive employee. The number of days refers to the time since the employee became inactive (using employee status and action date). At submit time, Expenses checks the employee status and action date. If the employee is inactive, Expenses verifies if the grace period has been exceeded and, if so, issues an error to prevent further processing of the expense transaction.

Time Reporting Options

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

Ending Day of Period The default is *Friday* and signifies the ending day for the time reporting period. This field applies only to weekly and biweekly time collection frequencies.

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

Hours Per Day This is currently not being used by Mobile Time and Expense.

Time Grid Display

Select to display project, policy, or both grids on time reports. If you select to display the project or policy grid, Expenses hides the other grid and the totals and functionality in the hidden grid will be inaccessible on time reports.

Time Report Thresholds

Establish thresholds for Expenses to issue warnings or errors if employees submit time reports over or under the required number of hours for a time reporting period. You can set time reporting thresholds by general ledger business unit or by employee.

See Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Organizational Data, page 214.

Alert Actions Select to issue warnings or errors for employees who submit time reports that are less than the minimum hours or greater than the maximum hours for a time reporting period.

Per Period Thresholds Enter the minimum and maximum number of hours for a time reporting period for Expenses to use to issue warnings or errors.

Project Time Options

Select Project ChartFields Display Select for Expenses to display Project Costing ChartField *Codes* or *Descriptions* on time reports.

Disable Entry of Future Project Hours Select to prohibit employees in the general ledger business unit from entering time against projects on a time report that has not been worked yet.

Allow Entry of Estimate to Complete Expenses displays this check box if Program Management is installed. Select to enable employees in the general ledger business unit to view remaining work hours for their projects and enter a new estimate of hours to complete projects on their time reports.

If you do not select the check box, Expenses will not display the Remaining Work and New Estimate fields on the Time Report Summary page.

Auto Approval Thresholds

Monetary Amount Threshold If the total amount of the expense report, travel authorization, or cash advance is less than or equal to the monetary threshold amount, Expenses automatically

approves the transaction. If you do not enter an amount in this field, Expenses will not automatically approve the transactions, even if you enabled the automatic approval functionality.

% Variance from Travel Auth (percent variance from travel authorization)

Enter a variance percentage for Expenses to automatically approve expense reports created from travel authorizations. Expenses calculates the difference between the expense report total amount and the travel authorization total amount as a percentage. If the percent difference is less than or equal to the percent variance, Expenses automatically approves the expense report.

If you do not enter a percent variance, Expenses will not automatically approve expense reports based on it's variance from the travel authorization, even if you enabled the automatic approval functionality. If the amount of the expense transaction exceeds the variance, but is within the monetary amount threshold, Expenses automatically approves the expense report.

Note. If Commitment Control is enabled, Expenses will not automatically approve expense reports if the option to require a valid budget checking status prior to approval is enforced and the budget status is set to require budget checking.

The Monetary Amount Threshold and % Variance from Travel Auth fields are not available if you disable automatic approval for all transaction types.

Distance Accumulation Calendar

Expenses enables you to accumulate automobile distance based on a fiscal or calendar year. When employees enter an automobile mileage expense on an expense report and specify the distance traveled, Expenses looks at the calendar specified for the employees' business unit to determine which year to add the distance to.

When employees enter an expense date for an automobile mileage expense on expense reports and the distance rate is variable, Expenses validates the date against the calendar that you establish on the Expenses Definition - Business Unit 2 page and updates the accumulated distance for the appropriate year.

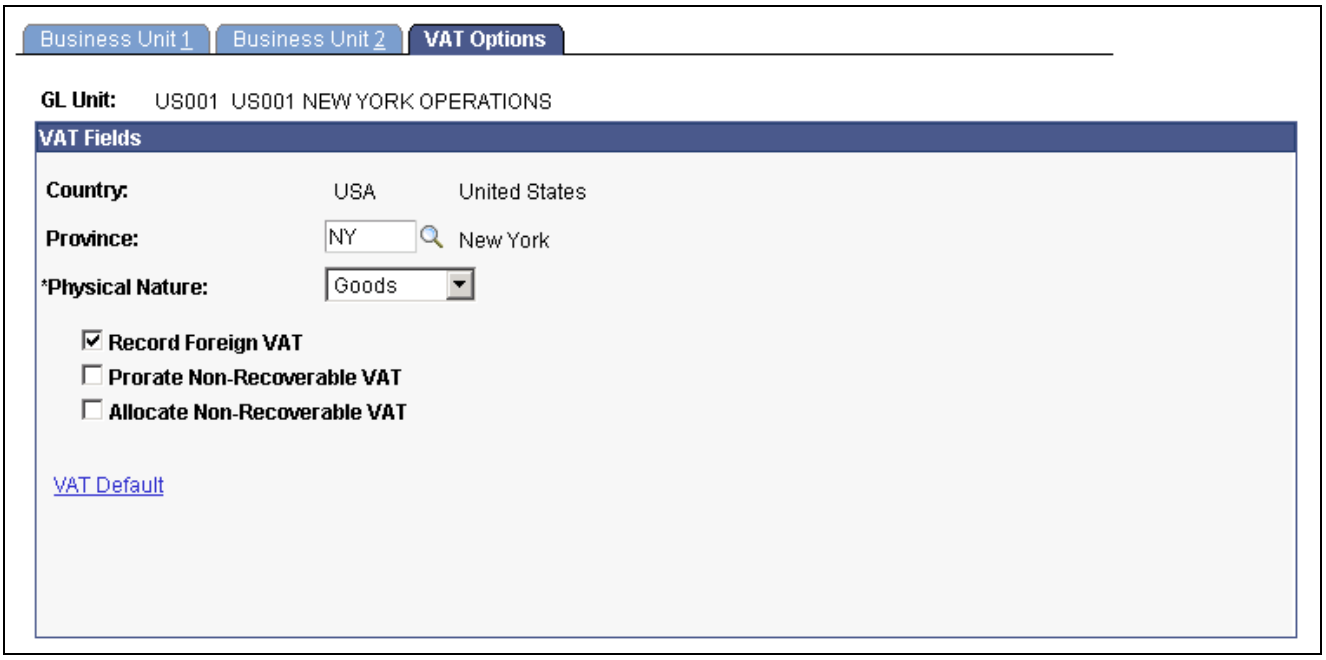
Use Calendar Year Select to use the calendar year (January through December) to accumulate automobile distance.

Use Specified Calendar Select to specify a detail calendar defined on the Calendar Periods page (DETAIL_CALENDAR1). The calendar that you specify determines how Expenses will accumulate automobile distance for employees within the business unit.

Warning! If you change options and employees in the business unit have accumulated miles or kilometers, Expenses displays a warning that the change could invalidate the existing accumulated distance data.

Defining VAT Parameters for a Business Unit

Access the Expenses Definition - VAT Options page.



Expenses Definition - VAT Options page.

VAT Fields

Physical Nature Select *Goods* or *Services* for VAT treatment.

Record Foreign VAT Select to record foreign VAT on expense sheets, regardless of whether you enabled VAT at the business unit level. This is for customers who want to record and reclaim foreign VAT.

Prorate Non-Recoverable VAT Expenses generates an accounting line for nonrecoverable VAT. If this check box is cleared, nonrecoverable VAT is charged to the nonrecoverable VAT account designated in the VAT code definition. When selected, nonrecoverable VAT is charged as an expense to GL ChartFields that are indicated in the expense report accounting detail page.

Allocate Non-Recoverable VAT If selected, the accounting comes from the VAT template. If cleared, the accounting comes from the VAT accounting template.

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

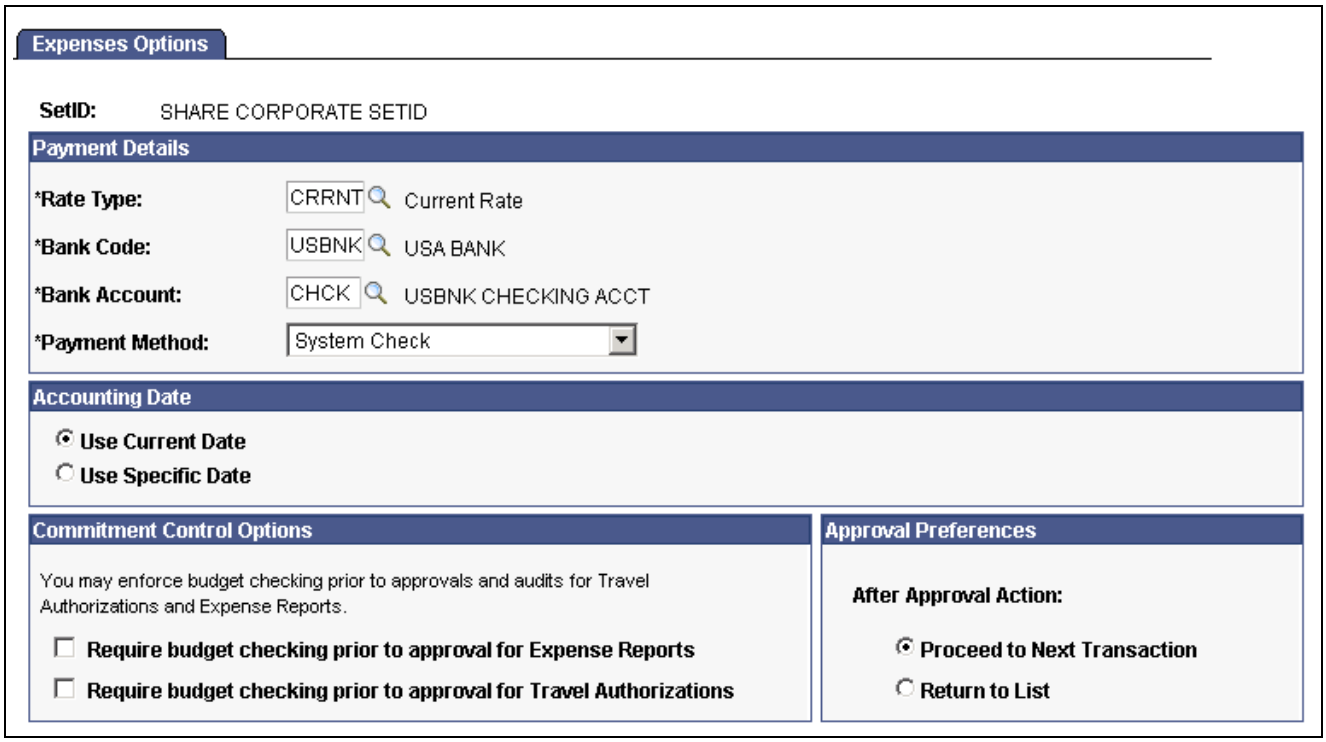
VAT Default Click to access the VAT Defaults Setup page.

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

See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT".

Defining Payment Defaults for a SetID

Access the Expenses Options page.



Expenses Options page

Payment Details

Select a rate type to perform exchange rate calculations.

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

Accounting Date

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

Commitment Control Options

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

Require budget checking prior to approval for Travel Authorizations — If selected, you cannot approve travel authorizations until you budget check the transactions and they pass with a valid budget status. This option is only applicable to business units that are enabled for commitment control.

Approval Preferences

Select a preference for how you want Expenses to behave when approving expense transactions. Although approvers may approve transactions at a summary level, they may also drill down to individual transactions to perform their approval action. The approval preference determines the behavior of the system after approvers perform their approval action.

After Approval Action Select *Proceed to Next Transaction* to access the next expense transaction that is available for approval action or select *Return to List* to return the approver to the Summary Approvals page from which they drilled down.

CHAPTER 4

Securing Your Expenses System

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

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

Understanding Security for Expenses

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

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

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

Setting Up Authorized Users

To set up authorized users, use the Authorize Users (TE_EE_AUTHORITY2) component.

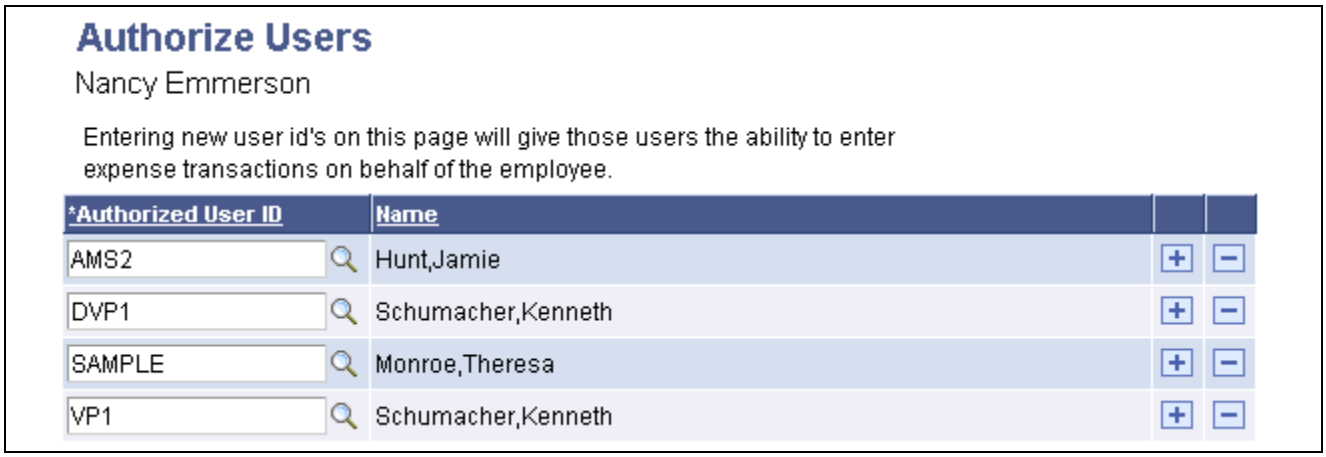
This section discusses setting up user IDs to enable employees to enter expense transactions for themselves and on behalf of others.

Page Used to Set Up Authorized Users

Page Name	Object Name	Navigation	Usage
Authorize Users	TE_EE_AUTHORITY	• Travel and Expenses, Manage Expenses Security, Authorize Expense Users • Employee Self-Service, Travel and Expenses, User Preferences, Delegate Entry Authority	Authorize access to employees to process expense transactions for themselves and on behalf of other employees.

Setting Up an Authorized User

If you manually enter and validate an employee in Expenses, the system will automatically insert that employee's User ID, if applicable, as an authorized user. Access the Authorize Users page.



Authorize Users page

Authorized User ID If employees enter their own transactions, they must each be entered as an authorized user for themselves. Select a user ID to grant the ability to enter expense transactions on behalf of the employee. You can authorize more than one ID for an employee. You must also select the user ID for the authorized users if they process expense transactions for themselves.

Delegating Entry Authority

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

Implementing Self-Service Applications

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

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

Understanding Security and Roles

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

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

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

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

Expenses uses roles to govern access to pages. Using the standard self-service menus, you can access Expenses pages using the employee, approver, and project manager roles. Expenses delivers these role definitions:

Role Name	Description
EX_EMPLOYEE	Employee
EX_APPROVAL	Expenses approver.
EX_AUDITOR	Expenses auditor.
EX_PROJMGR	Expenses project manager.

Setting Up Roles

To enable users to access self-service pages:

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

Employee Role

User IDs set up with the employee role can select:

- Delegate Entry Authority.
- Create/Update User Template.
- Create Travel Authorization.

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

Manager Role

User IDs set up with the manager role can select:

- Approve Transactions
- Modify Approved Transactions

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

Project Manager Role

User IDs set up with the project manager role can select Approve Transactions.

CHAPTER 5

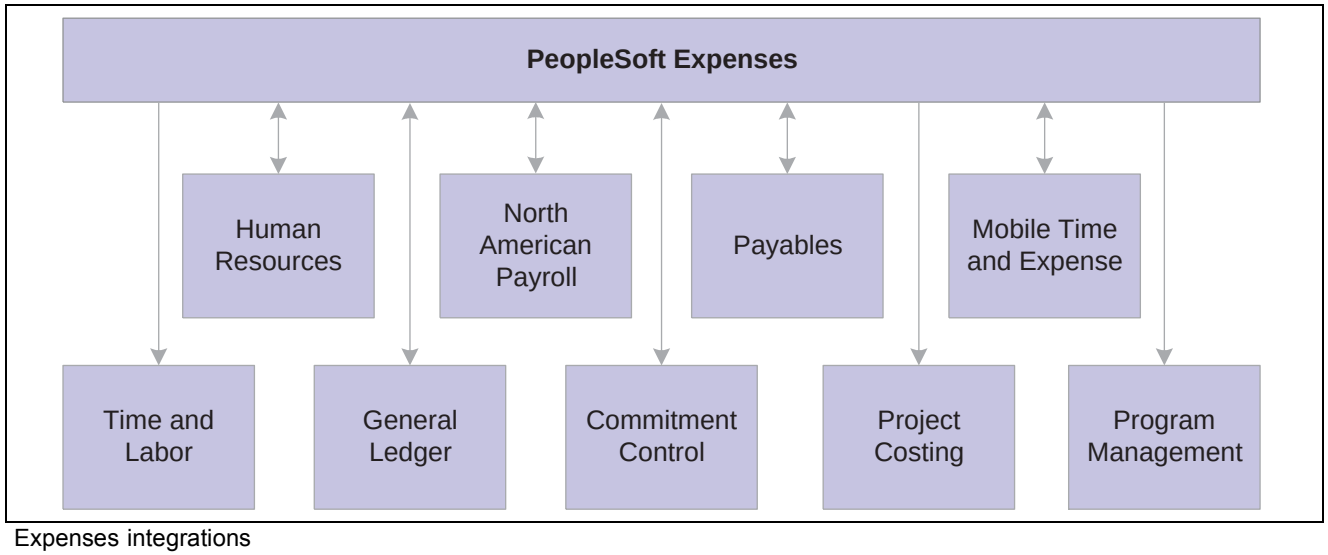
Integrating With Other PeopleSoft Products

This chapter provides an overview of integrating with PeopleSoft applications and discusses how to integrate with:

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

Understanding Integrating With PeopleSoft Applications

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



Expenses integrations

Integrating With Human Resources

If you use Human Resources Management System (HRMS), you can populate the employee tables with data from the Human Resources product. You accomplish this by using the Enterprise Integration tools delivered with the PeopleSoft Financials database. HRMS publishes application messages that Expenses receives and uses to populate intermediary or staging tables. Expenses then uses the employee data from the staging tables to populate the Expenses employee tables.

This section discusses how to:

- Stage tables to load employee data.
- Load employee data from Human Resources.
- Load credit card data from Human Resources.

Page Used to Load Employee Data

Page Name	Object Name	Navigation	Usage
Load Employee Data	RUN_EXEEUPDT	• Travel and Expenses, T and E Administration Center, Load Data, Load Employee Data • Travel and Expenses, Employee Information, Load Employee Data	Load employee data into Expenses tables according to the options selected. Runs the Application Engine process EX_EE_UPDATE using the Process Scheduler.

Staging Tables to Load Employee Data

Expenses is preconfigured to subscribe to the employee data messages listed below and writes their content to Expenses staging tables. The PSFT_HR node sends these messages upon changes to employee data or at the request of an administrative user.

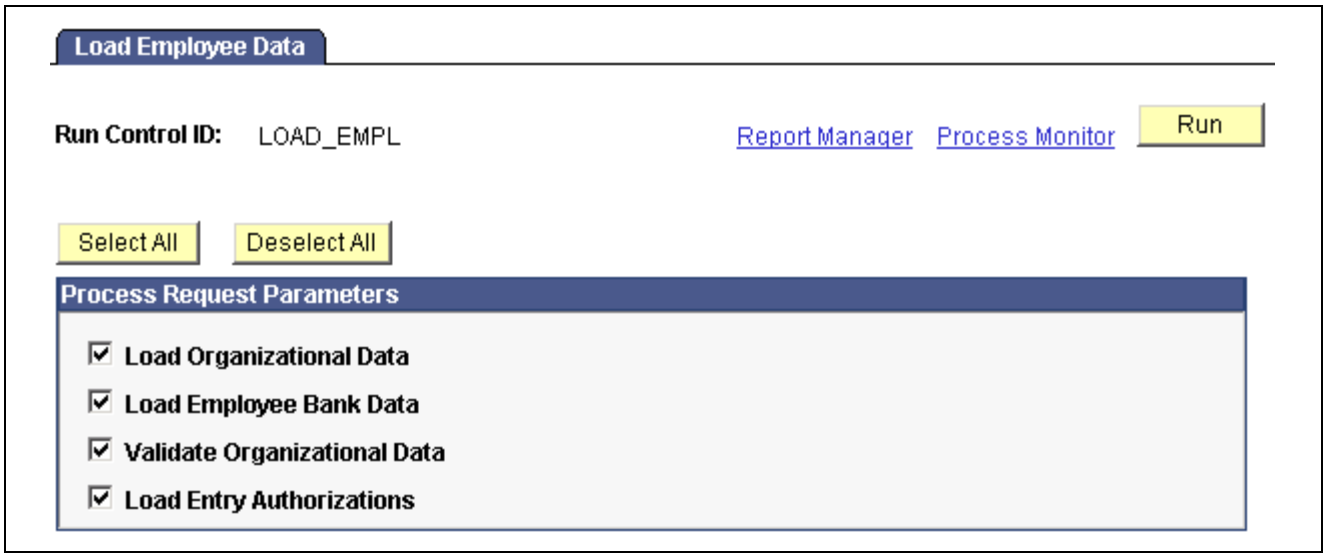
Message Channel	Message	Record	Description
HR_SETUP	BUS_UNIT_HR_ FULLSYNC	BUS_UNIT_TBL_HR	Full data load of HR business units.
HR_SETUP	BUS_UNIT_HR_SYNC	BUS_UNIT_TBL_HR	Incremental update of HR business units.
PERSON_DATA	PERSON_BASIC_ FULLSYNC	PERSONAL_DATA	Full data load of employee personal profile data.
PERSON_DATA	PERSON_BASIC_ FULLSYNC	EMAIL_ADDRESSES	Full data load of employee email address information.

Message Channel	Message	Record	Description
PERSON_DATA	PERSON_BASIC_ FULLSYNC	PERSONAL_PHONE	Full data load of employee personal phone information.
PERSON_DATA	PERSON_BASIC_ FULLSYNC	PERS_DATA_EFFDT	Full data load of employee effective date information.
PERSON_DATA	PERSON_BASIC_ FULLSYNC	PERS_NID	Full data load of employee identification information.
PERSON_BASIC	PERSON_BASIC_SYNC	PERSONAL_DATA	Incremental update of employee profile data.
PERSON_BASIC	PERSON_BASIC_SYNC	EMAIL_ADDRESSES	Incremental update of employee email address information.
PERSON_BASIC	PERSON_BASIC_SYNC	PERSONAL_PHONE	Incremental update of employee personal phone information.
PERSON_BASIC	PERSON_BASIC_SYNC	PERS_DATA_EFFDT	Incremental update of employee effective date information.
PERSON_BASIC	PERSON_BASIC_SYNC	PERS_NID	Incremental update of employee identification information.
PERSON_DATA	WORKFORCE_ FULLSYNC	EMPLOYMENT	Full data load of employee organizational data.
PERSON_DATA	WORKFORCE_ FULLSYNC	JOB	Full data load of employee job data.
PERSON_DATA	WORKFORCE_SYNC	EMPLOYMENT	Incremental update of employee organizational data.
PERSON_DATA	WORKFORCE_SYNC	JOB	Incremental update of employee job data.

Load the data from these staging tables into Expenses tables.

Loading Employee Data From Human Resources

Access the Load Employee Data page.



Load Employee Data page

Load Organizational Data Select to load employee information such as business unit, department, and supervisor. This also updates employee profiles with cash advance options defined for the expense business unit.

Load Employee Bank Data Select to load employee bank account data used for expense reimbursements.

Validate Organizational Data Select to verify that employees belong to valid departments and business units defined for Expenses. Employees must belong to valid business units and departments in order to process their expense transactions.

Load Entry Authorizations Select to load user IDs assigned to employees by the system security administrator. This enables employees to enter expense data using their user IDs.

Loading Credit Card Data From Human Resources

Application messages enable Expenses to send credit card data to and receive it from Human Resources. When one application changes a record, an application message automatically updates and synchronizes tables in the other application. Shared credit card data uses the message channel CORPORATE_CARD on message node PSFT_HR. The following application messages contain the data used to synchronize credit card information between the two databases:

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

Message Name	Records	Description
CORPORATE_CARD_ FULLSYNC	CC_CARD_TBL_EX	Full data load of corporate card vendors.
CORPORATE_CARD_SYNC	CC_CARD_TBL_EX	Incremental update of corporate card vendors.

Integrating with North American Payroll

In Expenses, you can designate whether you want employee reimbursements processed by Payables or by North American Payroll. Make this selection on the Installation Options - Expenses page. If you use your payroll system, application messages transmit data (earnings codes, bank data, and payment data) between the payroll and expense systems on the message node PSFT_HR. The following table lists application message detail used in the integration and whether Expenses publishes or subscribes to the message:

Message Channel	Message	Record	Pub/Sub	Description
EARNINGS_ SETUP	EARNINGS_ FULLSYNC	EARNINGS_TBL	SUB	Full data load of payroll earnings codes.
EARNINGS_ SETUP	EARNINGS_ SYNC	EARNINGS_TBL	SUB	Incremental update of payroll earnings codes.
DIRECT_ DEPOSIT_SETUP	DIRECT_ DEPOSIT_ FULLSYNC	DIRECT_ DEPOSIT	SUB	Full data load of employee bank information.
DIRECT_ DEPOSIT_SETUP	DIRECT_ DEPOSIT_ FULLSYNC	DIR_DEP_ DISTRIB	SUB	Full data load of employee bank information.
DIRECT_ DEPOSIT_SETUP	DIRECT_ DEPOSIT_SYNC	DIRECT_ DEPOSIT	SUB	Incremental update of employee bank information.
DIRECT_ DEPOSIT_SETUP	DIRECT_ DEPOSIT_SYNC	DIR_DEP_ DISTRIB	SUB	Incremental update of employee bank information.

Message Channel	Message	Record	Pub/Sub	Description
PAY_EXPENSES_ REQUEST	PAYMENT_ EXPENSES_ REQUEST	PAY_REQUEST	PUB	Publish staged payment data to PeopleSoft Payroll.
PAY_EXPENSES_ ACKNOWLEDGE	PAYMENT_ EXPENSES_ ACKNOWLEDGE	PAY_ ACKNOWLEDGE	SUB	Receive payment request acknowledgment.
PAY_EXPENSES_ ISSUE	PAYMENT_E XPENSES_ISSUE	PAY_ISSUED	SUB	Receive payment issue data from PeopleSoft Payroll.

Integrating With Time and Labor

Expenses enables you to collect data on how much time employees spend on various projects. Expenses publishes elapsed time data to Time and Labor and subscribes to time reporting codes. The following table lists messaging detail on the message node PSFT_HR used to exchange information with Time and Labor and whether Expenses publishes or subscribes to the message:

Message Channel	Message	Record	Pub/Sub	Description
TIME_AND_ LABOR_SETUP	TIME_ REPORTING_ CODE_ FULLSYNC	TL_TRC_TBL	SUB	Full data load of time reporting codes from Time and Labor.
TIME_AND_ LABOR_SETUP	TIME_ REPORTING_ CODE_SYNC	TL_TRC_TBL	SUB	Incremental update of time reporting codes from Time and Labor.
ELAPSED_TIME	ELAPSED_TIME_ ADD	TL_ELP_INTFC	PUB	Publishes elapsed time to Time and Labor.
ELAPSED_TIME	ELAPSED_TIME_ ADD	TL_ELPTSK_ INTFC	PUB	Publishes elapsed time to Time and Labor.

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

- DEPTID
- OPERATING_UNIT
- CLASS_FLD
- PROGRAM_CODE
- AFFILIATE
- AFFILIATE_INTRA1
- AFFILIATE_INTRA2
- FUND_CODE
- BUDGET_REF
- CHARTFIELD1
- CHARTFIELD2
- CHARTFIELD3

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

Integrating With Project Costing

Expenses supports Project Costing in several ways:

- When you create expense documents, you can charge expenses to ChartFields specific to Project Costing that require approval by a project manager. After approval and posting, transactions charged to projects populate the Expenses Accounting Line (EX_ACCTG_LINE) table.
- Project Costing Cost Collection - Expenses Application Engine process (PC_EX_TO_PC) then pulls expense transactions into its own tables where billable items can be passed to Billing.
- Expenses provides time reporting data to Project Costing. The Expenses/Project Time Staging Application Engine process (EX_PC_TM_STG) writes data to the Expenses/Projects Resource Staging table (EX_PROJ_RES_STG). From there, Project Costing (PC_EX_TO_PC) Application Engine process pulls the staged time reporting data into its own tables.

  If Project Costing is installed and you selected the Enable One Step Staging check box on the Installation Options - Expenses page, the EX_PC_TM_STG process automatically calls the PC_EX_TO_PC process. If you have not selected the Enable One Step Staging check box, you must manually run the PC_EX_TO_PC process after the EX_PC_TM_STG process completes.

Note. Although EX_PROJ_RES_STG is used to stage entries to Project Costing, this is not a temporary table and should not be deleted.

Integrating With Payables

When expense reports and cash advances are approved for payment, Expenses stages data for payment processing by Payables. Expense report data is staged in EX_SHEET_PYMNT, and cash advance data is staged in EX_ADVNCE_PYMNT.

This section discusses how to:

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

Mapping for Expense Report Data

Mapping details for payables (PYCYCL_DATA) and expense (EX_SHEET_PYMNT) tables are as follows:

Description From payables table.

Field Name From payables table.

Input Field Name From expense table.

Constant Defined in pay cycle mapping.

Output Field Name From expense table.

The following is the mapping for expense report data:

Description	Field Name	Input Field Name	Constant	Output Field Name
Accounting Date	ACCOUNTING_ DT	N/A		ACCOUNTING_ DT
Address Line 1	ADDRESS1	ADDRESS1		N/A
Address Line 2	ADDRESS2	ADDRESS2		N/A
Address Line 3	ADDRESS3	ADDRESS3		N/A
Address Line 4	ADDRESS4	ADDRESS4		N/A
Address Sequence Number	ADDRESS_SEQ_ NUM	ADDRESS_SEQ_ NUM		N/A
Address Field 1	ADDR_FIELD1	N/A		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Address Field 2	ADDR_FIELD2	N/A		N/A
Address Field 3	ADDR_FIELD3	N/A		N/A
Apply Credit Status	APPL_CREDIT_ STATUS	N/A	*"N"* (Not Applicable)	N/A
Bank Account	BANK_ACCT_ KEY	BANK_ACCT_ KEY		BANK_ACCT_ KEY
Bank Account Sequence Number	BANK_ACCT_ SEQ_NBR	N/A		N/A
Bank Code	BANK_CD	BANK_CD		BANK_CD
Replacement Status	BANK_RPL_ STATUS	N/A		N/A
Bank SetID	BANK_SETID	BANK_SETID		BANK_SETID
Base Currency	BASE_ CURRENCY	BASE_ CURRENCY		N/A
Base Currency of Bank GL Unit	BASE_ CURRENCY_BNK	N/A		BASE_ CURRENCY_BNK
Bank Exchange Rate Divisor	BNK_RATE_DIV	N/A		BNK_RATE_DIV
Exchange Rate	BNK_RATE_ MULT	N/A		BNK_RATE_ MULT
Business Unit	BUSINESS_UNIT	BUSINESS_UNIT_ GL		BUSINESS_UNIT_ GL
General Ledger Unit	BUSINESS_UNIT_ GL	N/A		BUSINESS_UNIT_ BANK
AP Business Unit	BUS_UNIT_ RELATED	N/A		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
City	CITY	CITY		N/A
Country	COUNTRY	COUNTRY		N/A
County	COUNTY	COUNTY		N/A
Payment Currency	CURRENCY_ PYMNT	N/A		CURRENCY_ PYMNT
Exchange Rate Type	CUR_RT_TYPE	RT_TYPE		N/A
Currency Rate Type	CUR_RT_TYPE_ BNK	N/A		RT_TYPE_BNK
Payment Rate Type	CUR_RT_TYPE_ PAID	N/A		N/A
Payment Currency Rate Type	CUR_RT_TYPE_ PYMNT	N/A		CUR_RT_TYPE_ PYMNT
More Information	DESCR254_MI XED	N/A		N/A
Draft Create Key	DFT_CREATE_ KEY	N/A		N/A
Draft Group Code	DFT_GROUP_CD	N/A		N/A
Draft Master ID	DFT_MASTER_ID	N/A		N/A
Draft Maturity Date	DFT_MAT_DT	N/A		N/A
Draft Scheduled Maturity Date	DFT_SCHED_ MAT_DT	N/A		N/A
Draft Sight Code	DFT_SIGHT_CD	N/A		N/A
Document Sequence Date	DOC_SEQ_DATE	N/A		DOC_SEQ_DATE

Description	Field Name	Input Field Name	Constant	Output Field Name
Document Sequence Number	DOC_SEQ_NBR	N/A		DOC_SEQ_NBR
Document Sequencing Status	DOC_SEQ_ STATUS	N/A		N/A
Document Type	DOC_TYPE	N/A		DOC_TYPE
Base Discount Amount	DSCNT_AMT_ BSE	N/A		N/A
Discount Due Date	DSCNT_DUE_DT	N/A		N/A
Payment Discount Amount	DSCNT_PAY_ AMT	N/A		N/A
Due Date	DUE_DT	DUE_DT		N/A
Discount Denied	ECN_DSCNT_ DNIE_FLG	N/A	*"N"* (No)	N/A
Bank Check Drawn On	EFT_CHECK_ DRAW_CD	EFT_CHECK_ DRAW_CD		N/A
Check Forwarding	EFT_CHECK_ FWRD_CD	EFT_CHECK_ FWRD_CD		N/A
Correspondent's Costs	EFT_CORR_ COSTS_CD	EFT_CORR_ COSTS_CD		N/A
Crossed Check	EFT_CROSSED_ CHECK	EFT_CROSSED_ CHECK		N/A
Domestic Costs	EFT_DOM_ COSTS_CD	EFT_DOM_ COSTS_CD		N/A
SetID	EFT_KEY_ FIELD1	N/A		N/A
Vendor ID	EFT_KEY_ FIELD2	N/A		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Vendor Location	EFT_KEY_ FIELD3	N/A		N/A
Effective Date	EFT_KEY_ FIELD4	N/A		N/A
Bank Account Seq Number	EFT_KEY_ FIELD5	N/A		N/A
Bank Account Seq Number	EFT_KEY_ FIELD6	N/A		N/A
Payment Instruction 1	EFT_PAY_INST_ CD1	EFT_PAY_INST_ CD1		N/A
Payment Instruction 2	EFT_PAY_INST_ CD2	EFT_PAY_INST_ CD2		N/A
Payment Instruction 3	EFT_PAY_INST_ CD3	EFT_PAY_INST_ CD3		N/A
Payment Instruction 4	EFT_PAY_INST_ CD4	EFT_PAY_INST_ CD4		N/A
Payment Instruction Ref 1	EFT_PAY_INST_ REF1	EFT_PAY_INST_ REF1		N/A
Payment Instruction Ref 2	EFT_PAY_INST_ REF2	EFT_PAY_INST_ REF2		N/A
Payment Format	EFT_PYMNT_ FMT_CD	EFT_PYMNT_ FMT_CD		N/A
Complex Routing	EFT_RTNG_FLG	N/A	*"D"* (Use DFI ID)	N/A
Routing Status	EFT_RTNG_ STATUS	EFT_RTNG_ STATUS		N/A
Transaction Handlings	EFT_TRANS_ HANDLING	EFT_TRANS_ HANDLING		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
EmplID	EMPLID	EMPLID		N/A
Exception Flag	EXCEPTION_ FLAG	N/A		N/A
Tax Vendor Geographical Code	GEO_CODE	GEO_CODE		N/A
Base Gross Amount	GROSS_AMT_ BSE	GROSS_AMT_ BSE		N/A
Control Group ID	GRP_AP_ID	N/A		N/A
Group by Payment Date	GRP_PYMNT_DT	N/A	*"N"* (No)	N/A
Days Before/After Holiday	HOL_PROC_ DAYS	N/A		N/A
Holiday Processing Option	HOL_PROC_OPT	N/A		N/A
Allow Due Date in Next Month	HOL_PROC_ OVERFL	N/A		N/A
House Type	HOUSE_TYPE	HOUSE_TYPE		N/A
Informational Only	INFO_ONLY_FLG	N/A	*"N"* (No)	N/A
Invoice Number	INVOICE_ID	INVOICE_ID		N/A
In City Limit	IN_CITY_LIMIT	IN_CITY_LIMIT		N/A
IPAC Payment	IPAC_PYMNT_ FLG	N/A		N/A
Late Charge Amount	LATE_CHRG_ AMT	N/A		N/A
Late Charge Amount Base	LATE_CHRG_ AMT_BSE	N/A		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Late Charge Code	LATE_CHRG_CD	N/A		N/A
Late Charge Denied	LATE_CHRG_ DNIE	N/A		N/A
Late Charge Denied Base	LATE_CHRG_ DNIE_BSE	N/A		N/A
Late Charge Option	LATE_CHRG_OPT	N/A	*"N"* (Not Applicable)	N/A
Late Charge Paid	LATE_CHRG_ PAID	N/A		N/A
Late Charge Paid Base	LATE_CHRG_ PAID_BSE	N/A		N/A
Letter of Credit ID	LC_ID	N/A		N/A
Name 1	NAME1	NAME1		N/A
Name 1 Alternate Char Set	NAME1_AC	NAME1_AC		N/A
Name 2	NAME2	NAME2		N/A
Name 2 Alternate Char Set	NAME2_AC	NAME2_AC		N/A
Number 1	NUM1	NUM1		N/A
Number 2	NUM2	NUM2		N/A
Paid Amount	PAID_AMT	N/A		PAID_AMT
Paid Amount - Base Bank Unit	PAID_AMT_BNK_ BSE	N/A		PAID_AMT_BNK_ BSE
Base Paid Amount	PAID_AMT_BSE	N/A		PAID_AMT_BSE

Description	Field Name	Input Field Name	Constant	Output Field Name
Discount on Paid Amount	PAID_AMT_ DSCNT	N/A		N/A
Base Discount Paid Amount	PAID_AMT_ DSCNT_BSE	N/A		N/A
Gross Paid Amount	PAID_AMT_ GROSS	N/A		N/A
Base Gross Payment Amount	PAID_AMT_ GROSS_BSE	N/A		N/A
Payment Exchange Rate Divisor	PAID_RATE_DIV	N/A		N/A
Payment Exchange Rate Multiplier	PAID_RATE_ MULT	N/A		N/A
Pay Cycle	PAY_CYCLE	N/A		PAY_CYCLE
Pay Cycle Sequence Number	PAY_CYCLE_ SEQ_NUM	N/A		N/A
Advice Date	PAY_DOC_DT	TRANS_DT		N/A
Advice ID	PAY_DOC_ID	SHEET_ID		SHEET_ID
Advice Sequence	PAY_DOC_SEQ	LINE_NBR		LINE_NBR
Pay Schedule Type	PAY_SCHEDULE_ TYPE	N/A		N/A
Postal Code	POSTAL	POSTAL		N/A
Preferred Language	PREFERRED_ LANGUAGE	PREFERRED_ LANGUAGE		N/A
Prenotification Status	PRENOTE_ STATUS	N/A		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Process Instance	PROCESS_ INSTANCE	N/A		N/A
Pay Cycle Place Holder 1	PYCYCL_FIELD1	N/A		N/A
Pay Cycle Place Holder 10	PYCYCL_ FIELD10	N/A		N/A
Pay Cycle Place Holder 2	PYCYCL_FIELD2	N/A		N/A
Pay Cycle Place Holder 3	PYCYCL_FIELD3	N/A		N/A
Pay Cycle Place Holder 4	PYCYCL_FIELD4	N/A		N/A
Pay Cycle Place Holder 5	PYCYCL_FIELD5	N/A		N/A
Pay Cycle Place Holder 6	PYCYCL_FIELD6	N/A		N/A
Pay Cycle Place Holder 7	PYCYCL_FIELD7	N/A		N/A
Pay Cycle Place Holder 8	PYCYCL_FIELD8	N/A		N/A
Pay Cycle Place Holder 9	PYCYCL_FIELD9	N/A		N/A
Pay Cycle Mapping Key Field 1	PYCYCL_KEY_ FIELD1	N/A		N/A
Pay Cycle Mapping Key Field 2	PYCYCL_KEY_ FIELD2	N/A		N/A
Pay Cycle Mapping Key Field 3	PYCYCL_KEY_ FIELD3	SEQ_NBR		SEQ_NBR

Description	Field Name	Input Field Name	Constant	Output Field Name
Payment	PYMNT_CNT_ RELATED	N/A		N/A
Payment Date	PYMNT_DT	N/A		PYMNT_DT
Gross Payment Amount	PYMNT_GROSS_ AMT	PYMNT_GROSS_ AMT		N/A
Pay Group Code	PYMNT_GROUP_ CD	N/A		N/A
Payment Handling	PYMNT_ HANDLING_CD	N/A		N/A
Payment Number	PYMNT_ID	N/A		PYMNT_ID
Payment Image ID	PYMNT_IMAGE_ ID	N/A		N/A
Payment Message	PYMNT_ MESSAGE	REFERENCE_ID		N/A
Payment Method	PYMNT_ METHOD	PYMNT_ METHOD		PYMNT_ METHOD
Payment Exchange Rate Divisor	PYMNT_RATE_ DIV	N/A		PYMNT_RATE_ DIV
Payment Exchange Rate Multiplier	PYMNT_RATE_ MULT	N/A		PYMNT_RATE_ MULT
Payment Reason Code	PYMNT_ REASON_CD	N/A		N/A
Payment Selection Status	PYMNT_SELCT_ STATUS	PYMNT_SELCT_ STATUS		PYMNT_SELCT_ STATUS
Separate Payment	PYMNT_ SEPARATE	N/A	*"N"* (No)	N/A
Sort Code	PYMNT_SORT_ CD	N/A		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Rate Divisor	RATE_DIV	RATE_DIV		N/A
Rate Multiplier	RATE_MULT	RATE_MULT		N/A
Maximum Rebate Percent	REBATE_MAX_ PERCENT	N/A		N/A
Daily Rebate Percent	REBATE_ PERCENT	N/A		N/A
Rebate Term Available	REBATE_TERM_ FLG	N/A		N/A
Remit Bank Code	REMIT_BANK_ CD	REMIT_BANK_ CD		N/A
Remit Bank SetID	REMIT_BANK_ SETID	REMIT_BANK_ SETID		N/A
Remit Bank Account	REMIT_BNK_ ACCT_KEY	REMIT_BNK_ ACCT_KEY		N/A
Remit SetID	REMIT_SETID	REMIT_SETID		N/A
Remit Vendor	REMIT_VENDOR	REMIT_VENDOR		N/A
Schedule ID	SCHEDULE_ID	N/A		N/A
Scheduled to Pay	SCHEDULED_ PAY_DT	SCHEDULED_ PAY_DT		N/A
Single Payment	SINGLE_PYMNT_ FLG	N/A	*"N"* (No)	N/A
Source Transaction	SOURCE_TXN	N/A		N/A
Specify Payment Exchange Rate	SPEC_PYMNT_E X_RT	N/A	*"N"* (No)	N/A
State	STATE	STATE		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Est Settlement Date	STTLMNT_DT_ EST	STTLMNT_DT_ EST		N/A
Transaction Currency	TXN_ CURRENCY_CD	TXN_ CURRENCY_CD		N/A
Short Vendor Name	VENDOR_NAME_ SHORT	VENDOR_NAME_ SHORT		N/A
Vendor Location	VNDR_LOC	VNDR_LOC		N/A
Service Type	VNDR_SERVICE_ TYPE	N/A		N/A
Voucher ID	VOUCHER_ID	N/A		N/A
Related Voucher	VOUCHER_ID_ RELATED	N/A		N/A
Withholding Applicable	WTHD_SW	N/A		N/A

Mapping for Cash Advance Data

Mapping details for payables (PYCYCL_DATA) and expense (EX_ADVNCE_PYMNT) tables are as follows:

Description From payables table.

Field Name From payables table.

Input Field Name From expense table.

Constant Defined in pay cycle mapping.

Output Field Name From expense table.

The following is the mapping for cash advance data:

Description	Field Name	Input Field Name	Constant	Output Field Name
Accounting Date	ACCOUNTING_ DT	N/A		ACCOUNTING_ DT
Address Line 1	ADDRESS1	ADDRESS1		N/A
Address Line 2	ADDRESS2	ADDRESS2		N/A
Address Line 3	ADDRESS3	ADDRESS3		N/A
Address Line 4	ADDRESS4	ADDRESS4		N/A
Address Sequence Number	ADDRESS_SEQ_ NUM	ADDRESS_SEQ_ NUM		N/A
Address Field 1	ADDR_FIELD1	N/A		N/A
Address Field 2	ADDR_FIELD2	N/A		N/A
Address Field 3	ADDR_FIELD3	N/A		N/A
Apply Credit Status	APPL_CREDIT_ STATUS	N/A	*"N"* (Not Applicable)	N/A
Bank Account	BANK_ACCT_ KEY	BANK_ACCT_ KEY		BANK_ACCT_ KEY
Bank Account Sequence Number	BANK_ACCT_ SEQ_NBR	N/A		N/A
Bank Code	BANK_CD	BANK_CD		BANK_CD
Replacement Status	BANK_RPL_ STATUS	N/A		N/A
Bank SetID	BANK_SETID	BANK_SETID		BANK_SETID
Base Currency	BASE_ CURRENCY	BASE_ CURRENCY		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Base Currency of Bank GL Unit	BASE_ CURRENCY_BNK	N/A		BASE_ CURRENCY_BNK
Bank Exchange Rate Divisor	BNK_RATE_DIV	N/A		BNK_RATE_DIV
Exchange Rate	BNK_RATE_ MULT	N/A		BNK_RATE_ MULT
Business Unit	BUSINESS_UNIT	BUSINESS_UNIT_ GL		BUSINESS_UNIT_ GL
General Ledger Unit	BUSINESS_UNIT_ GL	N/A		BUSINESS_UNIT_ BANK
AP Business Unit	BUS_UNIT_ RELATED	N/A		N/A
City	CITY	CITY		N/A
Country	COUNTRY	COUNTRY		N/A
County	COUNTY	COUNTY		N/A
Payment Currency	CURRENCY_ PYMNT	N/A		CURRENCY_ PYMNT
Exchange Rate Type	CUR_RT_TYPE	RT_TYPE		N/A
Currency Rate Type	CUR_RT_TYPE_ BNK	N/A		RT_TYPE_BNK
Payment Rate Type	CUR_RT_TYPE_ PAID	N/A		N/A
Payment Currency Rate Type	CUR_RT_TYPE_ PYMNT	N/A		CUR_RT_TYPE_ PYMNT
More Information	DESCR254_MI XED	N/A		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Draft Create Key	DFT_CREATE_ KEY	N/A		N/A
Draft Group Code	DFT_GROUP_CD	N/A		N/A
Draft Master ID	DFT_MASTER_ID	N/A		N/A
Draft Maturity Date	DFT_MAT_DT	N/A		N/A
Draft Scheduled Maturity Date	DFT_SCHED_ MAT_DT	N/A		N/A
Draft Sight Code	DFT_SIGHT_CD	N/A		N/A
Document Sequence Date	DOC_SEQ_DATE	N/A		DOC_SEQ_DATE
Document Sequence Number	DOC_SEQ_NBR	N/A		DOC_SEQ_NBR
Document Sequencing Status	DOC_SEQ_ STATUS	N/A		N/A
Document Type	DOC_TYPE	N/A		DOC_TYPE
Base Discount Amount	DSCNT_AMT_ BSE	N/A		N/A
Discount Due Date	DSCNT_DUE_DT	N/A		N/A
Payment Discount Amount	DSCNT_PAY_ AMT	N/A		N/A
Due Date	DUE_DT	DUE_DT		N/A
Discount Denied	ECN_DSCNT_ DNIE_FLG	N/A	*"N"* (No)	N/A
Bank Check Drawn On	EFT_CHECK_ DRAW_CD	EFT_CHECK_ DRAW_CD		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Check Forwarding	EFT_CHECK_ FWRD_CD	EFT_CHECK_ FWRD_CD		N/A
Correspondent's Costs	EFT_CORR_ COSTS_CD	EFT_CORR_ COSTS_CD		N/A
Crossed Check	EFT_CROSSED_ CHECK	EFT_CROSSED_ CHECK		N/A
Domestic Costs	EFT_DOM_ COSTS_CD	EFT_DOM_ COSTS_CD		N/A
SetID	EFT_KEY_ FIELD1	N/A		N/A
Vendor ID	EFT_KEY_ FIELD2	N/A		N/A
Vendor Location	EFT_KEY_ FIELD3	N/A		N/A
Effective Date	EFT_KEY_ FIELD4	N/A		N/A
Bank Account Seq Number	EFT_KEY_ FIELD5	N/A		N/A
Bank Account Seq Number	EFT_KEY_ FIELD6	N/A		N/A
Payment Instruction 1	EFT_PAY_INST_ CD1	EFT_PAY_INST_ CD1		N/A
Payment Instruction 2	EFT_PAY_INST_ CD2	EFT_PAY_INST_ CD2		N/A
Payment Instruction 3	EFT_PAY_INST_ CD3	EFT_PAY_INST_ CD3		N/A
Payment Instruction 4	EFT_PAY_INST_ CD4	EFT_PAY_INST_ CD4		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Payment Instruction Ref 1	EFT_PAY_INST_ REF1	EFT_PAY_INST_ REF1		N/A
Payment Instruction Ref 2	EFT_PAY_INST_ REF2	EFT_PAY_INST_ REF2		N/A
Payment Format	EFT_PYMNT_ FMT_CD	EFT_PYMNT_ FMT_CD		N/A
Complex Routing	EFT_RTNG_FLG	N/A	*"D"* (Use DFI ID)	N/A
Routing Status	EFT_RTNG_ STATUS	EFT_RTNG_ STATUS		N/A
Transaction Handling	EFT_TRANS_ HANDLING	EFT_TRANS_ HANDLING		N/A
EmplID	EMPLID	EMPLID		N/A
Exception Flag	EXCEPTION_ FLAG	N/A		N/A
Tax Vendor Geographical Code	GEO_CODE	GEO_CODE		N/A
Base Gross Amount	GROSS_AMT_ BSE	GROSS_AMT_ BSE		N/A
Control Group ID	GRP_AP_ID	N/A		N/A
Group by Payment Date	GRP_PYMNT_DT	N/A	*"N "*(No)	N/A
Days Before/After Holiday	HOL_PROC_ DAYS	N/A		N/A
Holiday Processing Option	HOL_PROC_OPT	N/A		N/A
Allow Due Date in Next Month	HOL_PROC_ OVERFL	N/A		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
House Type	HOUSE_TYPE	HOUSE_TYPE		N/A
Informational Only	INFO_ONLY_FLG	N/A	*"N "*(No)	N/A
Invoice Number	INVOICE_ID	N/A		N/A
In City Limit	IN_CITY_LIMIT	IN_CITY_LIMIT		N/A
IPAC Payment	IPAC_PYMNT_ FLT	N/A		N/A
Late Charge Amount	LATE_CHRG_ AMT	N/A		N/A
Late Charge Amount Base	LATE_CHRG_ AMT_BSE	N/A		N/A
Late Charge Code	LATE_CHRG_CD	N/A		N/A
Late Charge Denied	LATE_CHRG_ DNIE	N/A		N/A
Late Charge Denied Base	LATE_CHRG_ DNIE_BSE	N/A		N/A
Late Charge Option	LATE_CHRG_OPT	N/A	*"N "*(Not Applicable)	N/A
Late Charge Paid	LATE_CHRG_ PAID	N/A		N/A
Late Charge Paid Base	LATE_CHRG_ PAID_BSE	N/A		N/A
Letter of Credit ID	LC_ID	N/A		N/A
Name 1	NAME1	NAME1		N/A
Name 1 Alternate Char Set	NAME1_AC	NAME1_AC		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Name 2	NAME2	NAME2		N/A
Name 2 Alternate Char Set	NAME2_AC	NAME2_AC		N/A
Number 1	NUM1	NUM1		N/A
Number 2	NUM2	NUM2		N/A
Paid Amount	PAID_AMT	N/A		PAID_AMT
Paid Amount - Base Bank Unit	PAID_AMT_BNK_ BSE	N/A		PAID_AMT_BNK_ BSE
Base Paid Amount	PAID_AMT_BSE	N/A		PAID_AMT_BSE
Discount on Paid Amount	PAID_AMT_ DSCNT	N/A		N/A
Base Discount Paid Amount	PAID_AMT_ DSCNT_BSE	N/A		N/A
Gross Paid Amount	PAID_AMT_ GROSS	N/A		N/A
Base Gross Payment Amount	PAID_AMT_ GROSS_BSE	N/A		N/A
Payment Exchange Rate Divisor	PAID_RATE_DIV	N/A		N/A
Payment Exchange Rate Multiplier	PAID_RATE_ MULT	N/A		N/A
Pay Cycle	PAY_CYCLE	N/A		PAY_CYCLE
Pay Cycle Sequence Number	PAY_CYCLE_ SEQ_NUM	N/A		N/A
Advice Date	PAY_DOC_DT	ACCOUNTING_ DT		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Advice ID	PAY_DOC_ID	ADVANCE_ID		ADVANCE_ID
Advice Sequence	PAY_DOC_SEQ	LINE_NBR		LINE_NBR
Pay Schedule Type	PAY_SCHEDULE_ TYPE	N/A		N/A
Postal Code	POSTAL	POSTAL		N/A
Preferred Language	PREFERRED_ LANGUAGE	PREFERRED_ LANGUAGE		N/A
Prenotification Status	PRENOTE_ STATUS	N/A		N/A
Process Instance	PROCESS_ INSTANCE	N/A		N/A
Pay Cycle Place Holder 1	PYCYCL_FIELD1	N/A		N/A
Pay Cycle Place Holder 10	PYCYCL_ FIELD10	N/A		N/A
Pay Cycle Place Holder 2	PYCYCL_FIELD2	N/A		N/A
Pay Cycle Place Holder 3	PYCYCL_FIELD3	N/A		N/A
Pay Cycle Place Holder 4	PYCYCL_FIELD4	N/A		N/A
Pay Cycle Place Holder 5	PYCYCL_FIELD5	N/A		N/A
Pay Cycle Place Holder 6	PYCYCL_FIELD6	N/A		N/A
Pay Cycle Place Holder 7	PYCYCL_FIELD7	N/A		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Pay Cycle Place Holder 8	PYCYCL_FIELD8	N/A		N/A
Pay Cycle Place Holder 9	PYCYCL_FIELD9	N/A		N/A
Pay Cycle Mapping Key Field 1	PYCYCL_KEY_ FIELD1	N/A		N/A
Pay Cycle Mapping Key Field 2	PYCYCL_KEY_ FIELD2	N/A		N/A
Pay Cycle Mapping Key Field 3	PYCYCL_KEY_ FIELD3	SEQ_NBR		SEQ_NBR
Payment	PYMNT_CNT_ RELATED	N/A		N/A
Payment Date	PYMNT_DT	N/A		PYMNT_DT
Gross Payment Amount	PYMNT_GROSS_ AMT	PYMNT_GROSS_ AMT		N/A
Pay Group Code	PYMNT_GROUP_ CD	N/A		N/A
Payment Handling	PYMNT_ HANDLING_CD	N/A		N/A
Payment Number	PYMNT_ID	N/A		PYMNT_ID
Payment Image ID	PYMNT_IMAGE_ ID	N/A	*0*	N/A
Payment Message	PYMNT_ MESSAGE	N/A		N/A
Payment Method	PYMNT_ METHOD	PYMNT_ METHOD		PYMNT_ METHOD

Description	Field Name	Input Field Name	Constant	Output Field Name
Payment Exchange Rate Divisor	PYMNT_RATE_ DIV	N/A		PYMNT_RATE_ DIV
Payment Exchange Rate Multiplier	PYMNT_RATE_ MULT	N/A		PYMNT_RATE_ MULT
Payment Reason Code	PYMNT_ REASON_CD	N/A		N/A
Payment Selection Status	PYMNT_SELCT_ STATUS	PYMNT_SELCT_ STATUS		PYMNT_SELCT_ STATUS
Separate Payment	PYMNT_ SEPARATE	N/A	*"N"* (No)	N/A
Sort Code	PYMNT_SORT_ CD	N/A	*0*	N/A
Rate Divisor	RATE_DIV	RATE_DIV		N/A
Rate Multiplier	RATE_MULT	RATE_MULT		N/A
Rebate Term Available	REBATE_TERM_ FLG	N/A		N/A
Daily Rebate Percent	REBATE_ PERCENT	N/A		N/A
Maximum Rebate Percent	REBATE_MAX_ PERCENT	N/A		N/A
Remit Bank Code	REMIT_BANK_ CD	REMIT_BANK_ CD		N/A
Remit Bank SetID	REMIT_BANK_ SETID	REMIT_BANK_ SETID		N/A
Remit Bank Account	REMIT_BNK_ ACCT_KEY	REMIT_BNK_ ACCT_KEY		N/A
Remit SetID	REMIT_SETID	REMIT_SETID		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Remit Vendor	REMIT_VENDOR	REMIT_VENDOR		N/A
Schedule ID	SCHEDULE_ID	N/A		N/A
Scheduled to Pay	SCHEDULED_ PAY_DT	SCHEDULED_ PAY_DT		N/A
Single Payment	SINGLE_PYMNT_ FLG	N/A	*"N"* (No)	N/A
Source Transaction	SOURCE_TXN	N/A		N/A
Specify Payment Exchange Rate	SPEC_PYMNT_E X_RT	N/A		N/A
State	STATE	STATE		N/A
Est Settlement Date	STTLMNT_DT_ EST	STTLMNT_DT_ EST		N/A
Transaction Currency	TXN_ CURRENCY_CD	TXN_ CURRENCY_CD		N/A
Short Vendor Name	VENDOR_NAME_ SHORT	VENDOR_NAME_ SHORT		N/A
Vendor Location	VNDR_LOC	VNDR_LOC		N/A
Service Type	VNDR_SERVICE_ TYPE	N/A		N/A
Voucher ID	VOUCHER_ID	N/A		N/A
Related Voucher	VOUCHER_ID_ RELATED	N/A		N/A
Withholding Applicable	WTHD_SW	N/A		N/A

Generating Payments

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

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

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

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

Defining a Pay Cycle for Expenses

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

Expenses delivers these source transactions:

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

Mapping a Pay Cycle for EXPN

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

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

Mapping a Pay Cycle for EXAD

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

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

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

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

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

Integrating With General Ledger

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

See Also

Chapter 27, "Posting Expense Transactions," page 447

Integrating With Commitment Control

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

See Also

Chapter 21, "Using Commitment Control With Expenses," page 349

Integrating with Mobile Time and Expense

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

See Also

Chapter 29, "Managing Data for Mobile Time and Expense," page 461

Integrating with Program Management

Expenses integrates with Program Management using the Estimated Time to Complete functionality on time reports.

CHAPTER 6

Understanding Accounting in Expenses

This chapter discusses:

- Expenses accounting.
- Accounting display functionality.
- Travel authorization and expense report default accounting.
- Expense transaction line default accounting.
- Default accounting change functionality.

Expenses Accounting

The parameters that you establish for your general ledger business unit, organizational defaults, user defaults, and expense types, all play a part in how accounting functions within Expenses.

Expense reports and cash advances generate ledger entries for distribution of funds to and from specific accounts. Expense reports contain accounting defaults at the header level which have been derived from the employee's profile. These defaults may be modified if the employee is authorized to do so. The defaults in the header, in conjunction with accounting information from the expense type are then used to generate distributions for each expense line added to the report. Travel Authorizations support the same defaulting mechanism for distributions. These distributions are not used to generate accounting entries but can be used to record budget checking activity. Cash advances contain a distribution formed by combining general ledger ChartFields for the employee with the Account ChartField identified on the Accounting Entry Template for Expense to form the accounting entries recording cash transactions in the general ledger.

Transaction distribution lines can be maintained by employees or authorized approvers. Employee access to and modification of distribution actuals can be enabled or disabled by either business unit or expense processing role.

Accounting Parameter Setup

You establish parameters for your general ledger business unit, organizational defaults, user defaults, and expense types using these pages:

Page Name	Description
Expenses Definition - Business Unit 1	Set up business unit parameters for Expenses, including the Accounting Display option. You also select the journal generator templates to define the rules for accounting entries that form journals for recording expense activity in the general ledger. See Chapter 3, "Defining Your Operational Structure for Expenses," Configuring a Business Unit for Expenses, page 10.
Expenses Role Setup	Establish roles for employees depending on their positions in the company and define the Accounting Display option. See Chapter 11, "Defining Expenses Processing Roles and Exceptions," Defining Expenses Processing Roles, page 133.
Employee Profile - Organizational Data	View employee organizational information. See Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Organizational Data, page 214.
Employee Profile - User Defaults	View or modify general default preferences for travel authorizations, cash advances, expense reports, and time reports. See Chapter 14, "Maintaining Employee Profiles," Maintaining User Defaults, page 217.

Accounting Defaults and Accounting Details

Access the default accounting ChartFields for travel authorizations and expense reports from these pages:

Page Name	Description
Travel Authorization - Accounting Defaults	View or modify the default accounting ChartFields to which the entire travel authorization is charged. Redistribute the percentages of expenses to different ChartFields. See Chapter 15, "Preparing Travel Authorizations," Reviewing or Modifying Default Accounting, page 249.
Travel Authorization - Accounting Detail	View or modify the default accounting ChartFields for the expense line item. See Chapter 15, "Preparing Travel Authorizations," Adding or Modifying Accounting Detail, page 249.

Page Name	Description
Expense Report - Accounting Defaults	View or modify the default accounting ChartFields to which the entire expense report is charged. Redistribute the percentages of expenses to different ChartFields. See Chapter 17, "Preparing Expense Reports," Viewing or Modifying Default Accounting, page 289.
Expense Report - Accounting Detail	View or modify the default accounting ChartFields for the expense line item. See Chapter 17, "Preparing Expense Reports," Viewing or Modifying Accounting Details, page 290.

Accounting Display Functionality

The accounting display functionality allows you to determine if employees have access to view or change the accounting ChartFields on expense transactions. The Accounting Display option is located at the GL business unit level and at the employee role level and impacts expense transactions that you access through the Employee Self-Service navigation.

When you create expense transactions, Expenses determines what accounting information to populate the transactions with and whether to display or allow editing of that information. The system checks the employee profile first to determine if a role is designated. If a role is designated, Expenses checks the role to see what is defined for the accounting display option *(Business Unit Default, Display Only, Hide,* or *Update).* If a role is not designated, Expenses checks the GL business unit for the accounting display option *(Display Only, Hide,* or *Update).*

The accounting display options and their functionality are:

- *Business Unit Default:* Expenses uses the setting that is in effect for the employee's business unit.
- *Display Only:* Expenses displays links to the accounting distribution pages. On the accounting distribution pages for travel authorizations and expense reports, Expenses displays the information but you may not edit any of the ChartFields.

  If Project Costing is not installed, Expenses displays a Project ID ChartField on the accounting distribution pages for travel authorizations and expense reports but retains the PC business unit, project ID, activity ID ChartFields on time reports.
- *Hide:* Expenses does not display links to the accounting distribution pages on travel authorizations or expense reports.

  For time reports, Expenses hides the tab on the Project Time Details page for the general ledger ChartFields.
- *Editable:* Expenses displays links to the accounting distribution pages and you can modify the accounting information.

  If Project Costing is installed, Expenses displays all Project Costing and general ledger ChartFields.

  If Project Costing is not installed, Expenses displays a Project ID ChartField on the accounting distribution pages for travel authorizations and expense reports.

See Also

Chapter 3, “Defining Your Operational Structure for Expenses,” Configuring a Business Unit for Expenses, page 10

Chapter 11, “Defining Expenses Processing Roles and Exceptions,” Defining Expenses Processing Roles, page 133

Chapter 14, “Maintaining Employee Profiles,” Maintaining Employee Organizational Data, page 214

Header Level Default Accounting

When you create travel authorizations or expense reports, Expenses populates the reports with accounting defaults. The accounting defaults for travel authorizations or expense reports consist of general ledger accounting, project accounting information, and allocation percentages. Depending on the accounting display functionality, you may have access to view and change the accounting defaults.

Expenses obtains general ledger accounting ChartField values from the employee profile and populates new travel authorizations and expense reports with these values at the header level. The general ledger business unit (GL BU) is required for expense processing. Your human resource system updates the Expenses employee profiles with the default general ledger accounting ChartField values; however, you can add or change these default values on the Employee Profile - Organizational Data page providing that you have authorized access. The travel authorization and expense report default accounting for the distribution plan includes project defaults if they are set up in the employee profile.

Expense Transaction Line Default Accounting

Expense transaction lines obtain their initial distribution details from the accounting defaults, which are defined at the header level for expense reports and travel authorizations. When you add an expense transaction line, Expenses determines the accounting setup for the selected expense type and populates the accounting distribution default lines with:

- The GL business unit from the accounting distribution plan at the expense report header level.
- Project fields at the expense report header level, including the project split percentages.
- Account and, if required, alternate account ChartField information from the expense types table (based on the expense type and billing type combination).
- Other ChartFields from the expense types table, if they exist, or

  ChartFields from the accounting defaults at the expense report header level.

Default Accounting Change Functionality

When you create travel authorizations or expense reports and add expense transaction lines, Expenses copies the accounting defaults from the distribution plan at the header level down to each transaction distribution line. If you change the accounting defaults at the header level after you add expense transaction lines, Expenses changes the previously entered transaction distribution lines to reflect the new accounting defaults. However, if you change any of the ChartFields directly in an expense line distribution (accounting detail) and then modify the accounting defaults at the header level, the changes to the accounting defaults will not appear in the expense line distribution that you manually modified. When you modify a default distribution, you override the default and Expenses flags the distribution in order to preserve your entry.

For example:

1. Access the Expense Report Entry page to create an expense report.
2. Access the Expense Report - Accounting Defaults page and verify or change the accounting default for DeptID to 41000.
3. Return to the Expense Report Entry page and enter three expense transaction lines:
    a. Air travel
    b. Hotel
    c. Meals
4. Verify on the Expense Report - Accounting Detail page that Expenses created three accounting lines using DeptID 41000.
5. Access the Expense Report - Accounting Detail page and change the Hotel transaction line accounting detail DeptID from 41000 to 42000.
6. Access the Expense Report - Accounting Defaults page and change the DeptID from 41000 to 43000.
7. Return to the Expense Report Entry page and enter a fourth expense transaction line for Automobile Rental.
8. Verify on the Expense Report - Accounting Detail page that the DeptID for air travel, meals, and car rental is 43000; the DeptID for hotel is 42000.

CHAPTER 7

Defining Accounting Data for Expenses

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

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

Understanding Accounting-Related Data Setup

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

See Also

Chapter 8, "Defining Location and Rates for Expenses," page 79

Chapter 9, "Defining Additional Required Data for Expenses," page 89

Chapter 12, "Mapping Expense Data," page 137

Chapter 11, "Defining Expenses Processing Roles and Exceptions," page 133

Setting Up Cash Advance Sources

To set up cash advance sources, use the Cash Advance Source (EX_ADVANCE_SOURCE) component.

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

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

Understanding Cash Advance Source Setup

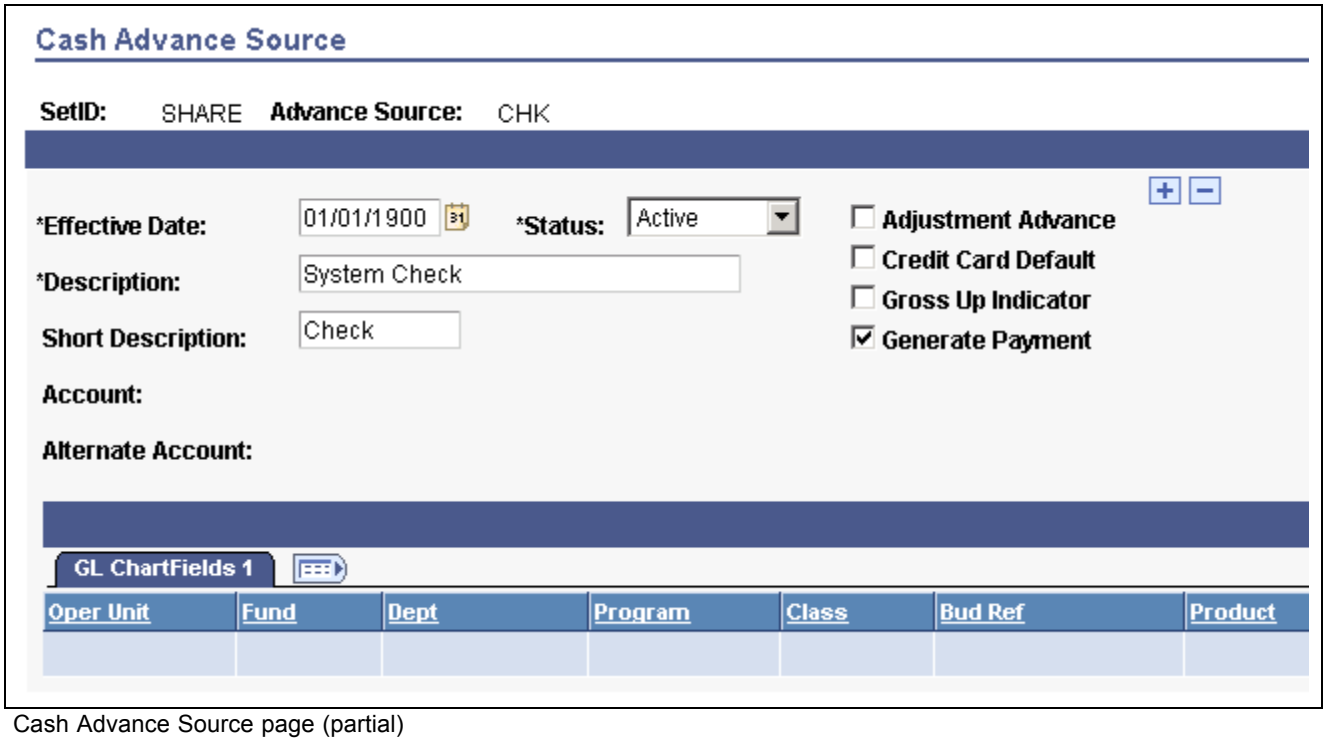
In order to set up cash advances, you need to define where cash advance funds originate and whether or not a particular funding source requires your system to create and generate payments. You also need to define whether the recipient of the cash advance is an expenses user or a vendor. If you select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

Pages Used for Setting Up Cash Advance Sources

Page Name	Object Name	Navigation	Usage
Cash Advance Source	EX_ADV_SOURCE	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Cash Advance Source • Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Cash Advance Source	Create and define a case advance source and its associated ChartFields.
Cash Advance Reimbursement Receipt	EX_ADV_REIMBURSE	Click the Reimbursement link on the Cash Advance Source page.	Define the recipient for the funds from this particular cash advance source.

Defining a Cash Advance Source

Access the Cash Advance Source page.



Cash Advance Source page (partial)

Advance Source Displays the identifier for a cash advance source.

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

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

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

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

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

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

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

Defining Cash Advance Recipients

Access the Cash Advance Reimbursement Recipient page.

Employee Select to generate payments to an employee.

Vendor Select to generate payments to a vendor. Selecting this option requires you to input vendor data.

Setting Up Earnings Codes

To set up your earnings codes tables, use the Earnings Code (EX_EARNINGS_TBL) component.

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

Understanding Earnings Codes Setup

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

Note. Do not update earnings codes in your expense system if you use a PeopleSoft payroll application. The system overrides these codes when the payroll system uses application messages (EARNINGS_FULLSYNC and EARNINGS_SYNC) to publish any earnings codes to Expenses.

Page Used to Set Up Earnings Codes

Page Name	Object Name	Navigation	Usage
Earnings Code	EX_EARNINGS_TBL	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Earnings Code • Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Earnings Code	Set up earnings codes to use for payroll reimbursements.

Setting Up Expense Billing Codes

To set up expense billing codes, use the Expense Billing Code (EX_BILL_CD_TBL.GBL) component.

This section discusses how to define expense billing codes.

Page Used to Set Up Expense Billing Codes

Page Name	Object Name	Navigation	Usage
Expense Billing Code	EX_BILL_CD_TBL	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Billing Code • Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Expense Billing Code	Create billing codes to identify expense items that are billable and charged to PeopleSoft Project Costing ChartFields. These items are then passed to PeopleSoft Project Costing and PeopleSoft Billing for processing.

Defining Expense Billing Codes

Access the Expense Billing Code page.

Default Select to make this billing code a preset value on expense documents.

Billing Action Options are:

Billable: Select to identify an expense that is chargeable to a client.

Internal: Select to charge an expense item to accounts that are within the organization.

Nonbillable: Select to identify a project-related expense that is not billable to anyone.

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

Setting Up Expense Types

To set up expense types, use the Expense Type (EX_EXPENSE_TYPE.GBL) component. Use the EX_TYPES_SETUP component interface to load data into the table for this component.

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

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

Understanding Expense Types Setup

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

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

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

See Also

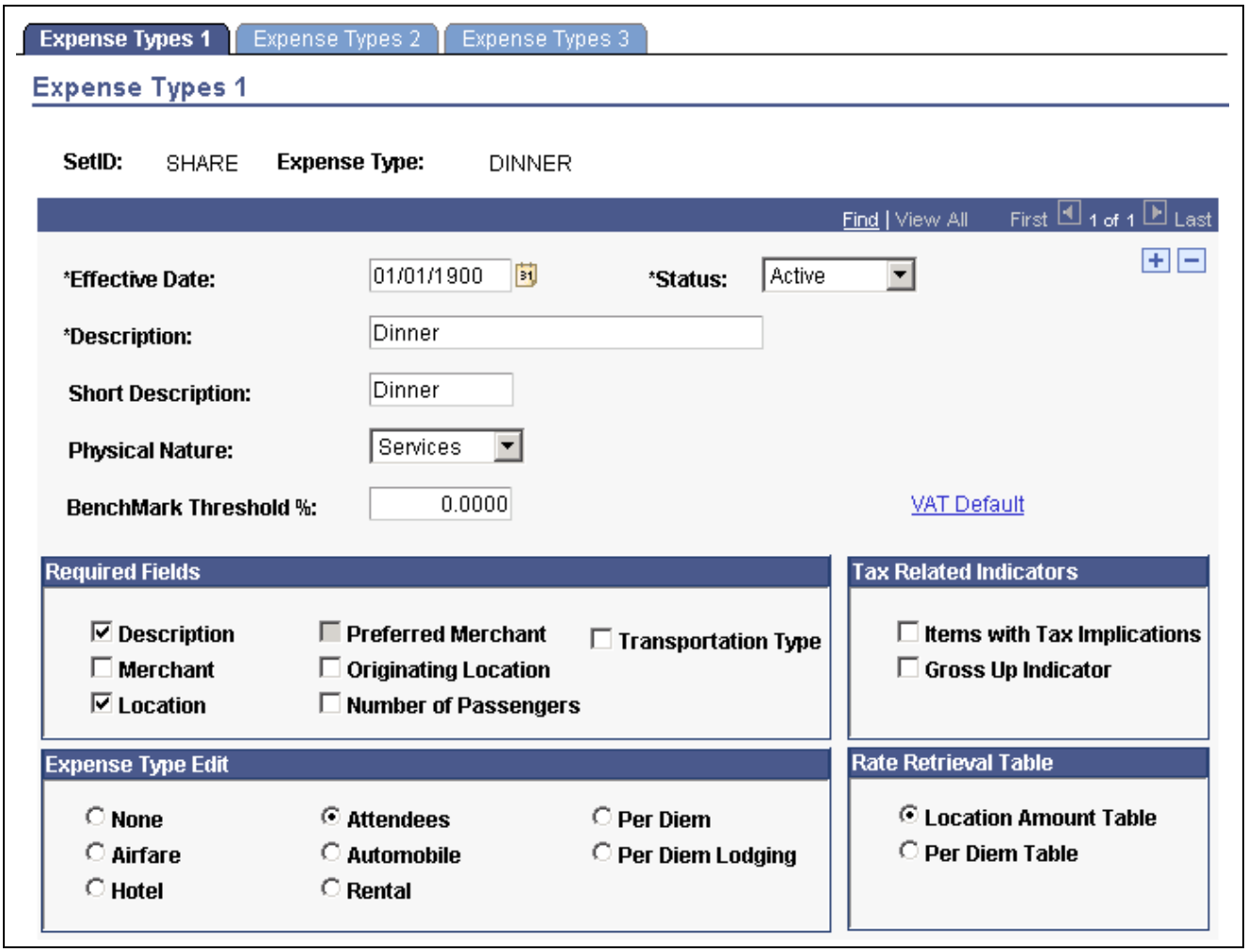
Chapter 7, “Defining Accounting Data for Expenses,” Setting Up Expense Type Groups, page 75

Pages Used to Set Up Expense Types

Page Name	Object Name	Navigation	Usage
Expense Types 1	EX_EXPENSE_TYPES1	• Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type • Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Expense Type	Define usage and requirements for an expense type.
Expense Types 2	EX_EXPENSE_TYPES2	Click the Expense Types 2 tab on the Expense Types 1 page.	Define accounting distribution defaults for the expense type's billing codes. You can also define the accounts that are used for overage amounts. For example, if an employee charges an amount that is greater than the per diem amount, the overage/unallowable amount can be booked to a different account.
Expense Types 3	EX_EXPENSE_TYPES3	Click the Expense Types 3 tab of the Expense Types 1 or Expense Types 2 page.	Define parameters for per diems, preferred merchants, or both.

Defining Expense Type Usage and Requirements

Access the Expense Types 1 page.



Expense Types 1 page

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

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

VAT Default Click to access the VAT Defaults Setup page.

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

See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT".

Required Fields

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

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

Preferred Merchant Select to require employees to use preferred merchants that are associated with the expense type. If an employee does not select a preferred merchant, the system asks for a reason. If you select to require employees to use preferred merchants, then you must also set up one or more preferred merchants on the Expenses Types 3 page.

Transportation Type Select to indicate that an expense type requires a transportation type for tracking reimbursable mileage. The Transportation Type field appears when the user selects this expense type, and the system requires a value.

Merchant Select to require employees to enter a merchant or vendor for an expense type. This does not need to be a preferred merchant.

Originating Location Select to require employees to enter their starting points for an expense type, such as airfare.

Location Select to require employees to enter where charges for the expense type occurred. This field is important when calculating per diem reimbursements.

Number of Passengers Select to indicate that the number of passengers is required for this expense type. This field is informational only.

Tax Related Indicators

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

Items with Tax Implications Select if the expense type, such as an airline ticket that is associated with moving an employee's family, is subject to income tax.

Gross Up Indicator Select if estimated taxes are added to the expense type to reimburse an employee for a committed amount. For example, if 1,000 USD is promised as a lump-sum payment for moving costs and the employee's income tax rate is about 28 percent, gross up the payment to 1,280 USD.

Expense Type Edit

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

None Select if no editing is required.

Attendees Select to require employees to provide names and organizations for individuals attending a function that is a business expense.

Per Diem Select to prompt for input of times that include the start and end of the business day. Activates a per diem information button in an expense report, enabling the employee to select meals that another party, such as a vendor or lodging establishment, provides. The expense system can then deduct the appropriate amount from the per diem for that day.

Airfare Select to require an airline ticket number.

Automobile Select to require the distance to calculate reimbursement when using a personal automobile for business purposes. You must also define a distance rate for this expense type.

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

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

Rental Reserved for future functionality.

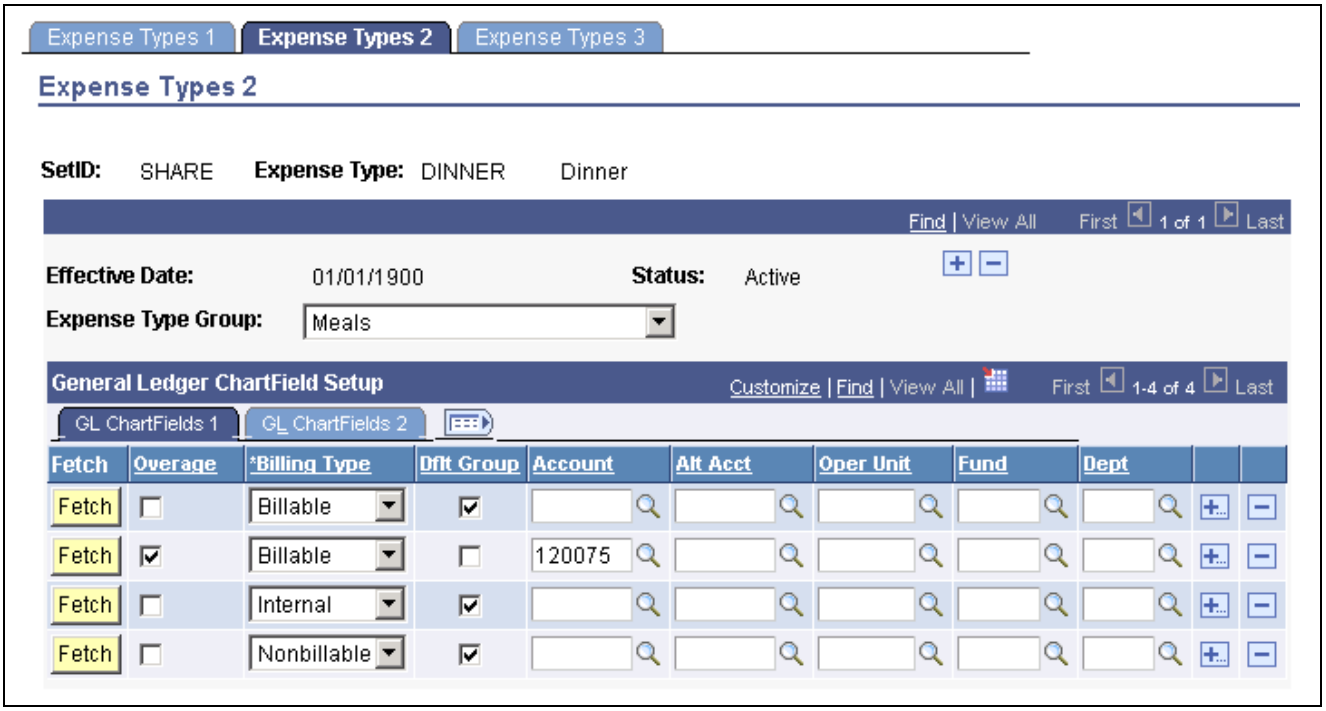
Rate Retrieval Table

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

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

Defining Accounting Distribution Defaults

Access the Expense Types 2 page.



Expense Types 2 page

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

GL ChartFields 1 Tab

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

Overage Select if you want amounts exceeding an expense amount ceiling to be booked to a different set of ChartFields.

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

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Expenses Installation Options.

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

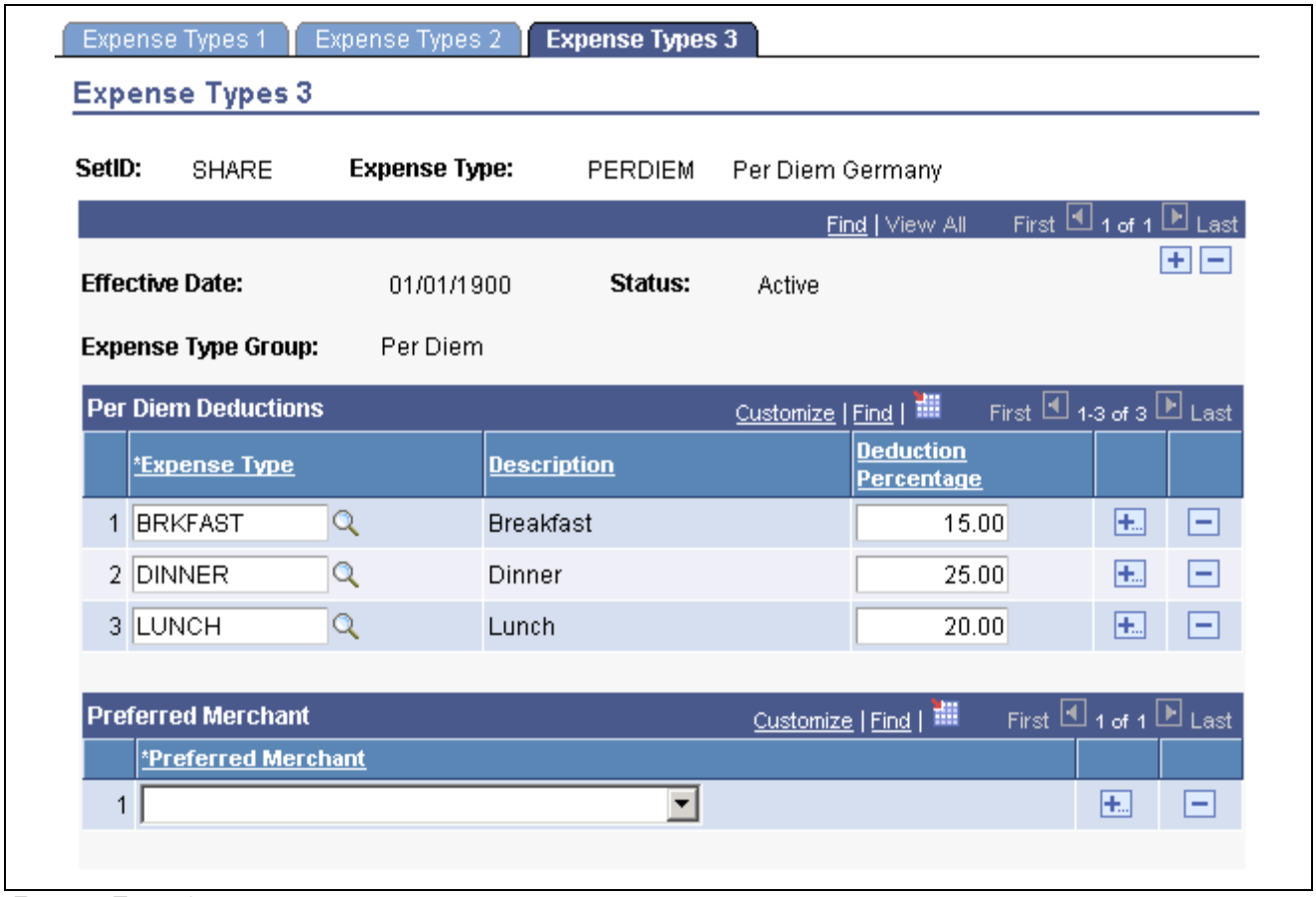
Dflt Group (default group) Select to use the group defaults for this expense type's billing codes.

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

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

Defining Per Diem and Merchant Parameters

Access the Expense Types 3 page.



Expense Types 3 page

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

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

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

Setting Up Expense Type Groups

To set up expense type groups, use the Expense Type Group (EX_EXP_TYPE_GRP.GBL) component.

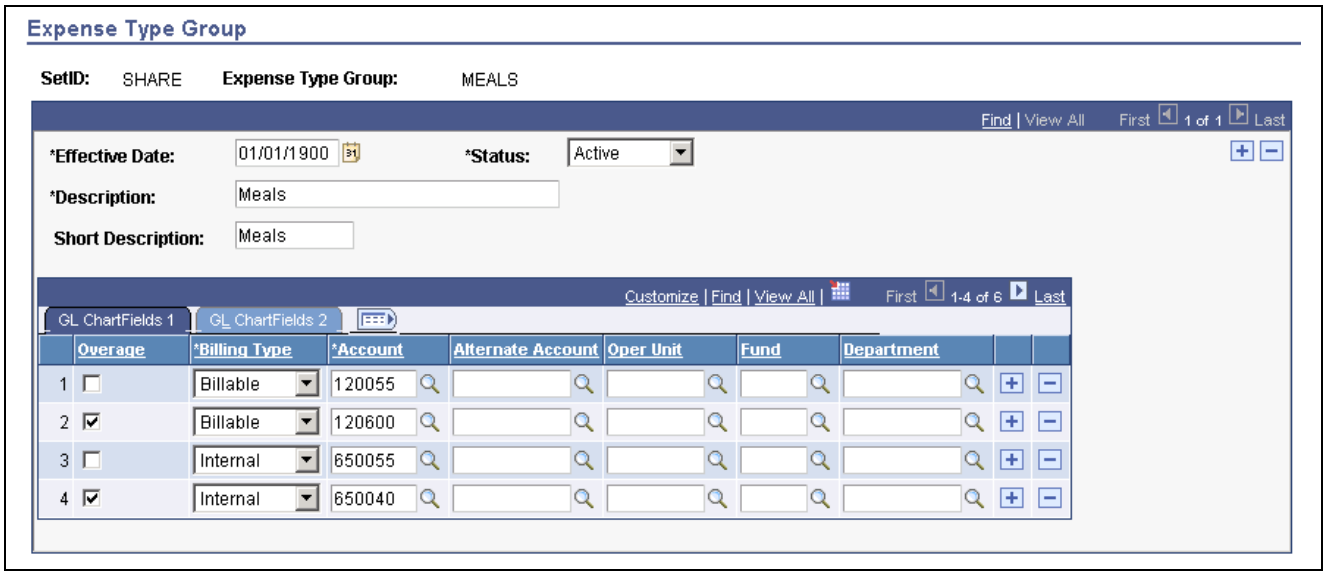
This section discusses how to define expense type groups.

Page Used to Set Up Expense Type Groups

Page Name	Object Name	Navigation	Usage
Expense Type Group	EX_TYPE_GRP	• Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type Group • Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Expense Type Group	Create a group to collect and classify expense types for reporting and tracking.

Defining Expense Type Groups

Access the Expense Type Group page.



Expense Type Group page

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

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

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Expenses Installation Options.

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

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

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

Setting Up Local Tax Tables

To set up location tax tables, use the Local Tax Table (LOCAL_TAX_TBL.GBL) component. Use the EX_LOCAL_TAX_SETUP component interface to load data into the table for this component.

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

Understanding Local Tax Table Setup

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

Page Used to Set Up Local Tax Tables

Page Name	Object Name	Navigation	Usage
Local Tax Table	LOCAL_TAX_TBL	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Local Tax Table • Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Local Tax Table	Define local tax tables for states and localities in the United States and its territories.

Defining Local Tax Tables

Access the Local Tax Table page.

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

Setting Up Reimbursement Action Codes

To set up reimbursement action codes, use the Reimbursement Action Code (EX_REIMB_ACTIONS.GBL) component.

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

Understanding Reimbursement Action Codes Setup

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

Page Used to Set Up Reimbursement Action Codes

Page Name	Object Name	Navigation	Usage
Reimbursement Action Code	EX_REIMB_ACTIONS	• Set Up Financials/Supply Chain, Product Related, Expenses, Payment Information, Reimbursement Action Code • Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Reimbursement Action Code	Set up codes to communicate your organization's policies regarding the reason an expense item is denied.

CHAPTER 8

Defining Location and Rates for Expenses

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

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

Understanding Locations and Rates

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

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

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

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

Setting Up Distance Rates

To set up distance rates, use the Distance Rate (EX_AUTO_RT_TBL.GBL) component. Use the EX_AUTO_RATE_SETUP component interface to load data into the table for this component.

This section discusses how to define distance rates.

Before you can establish a distance rate, you must:

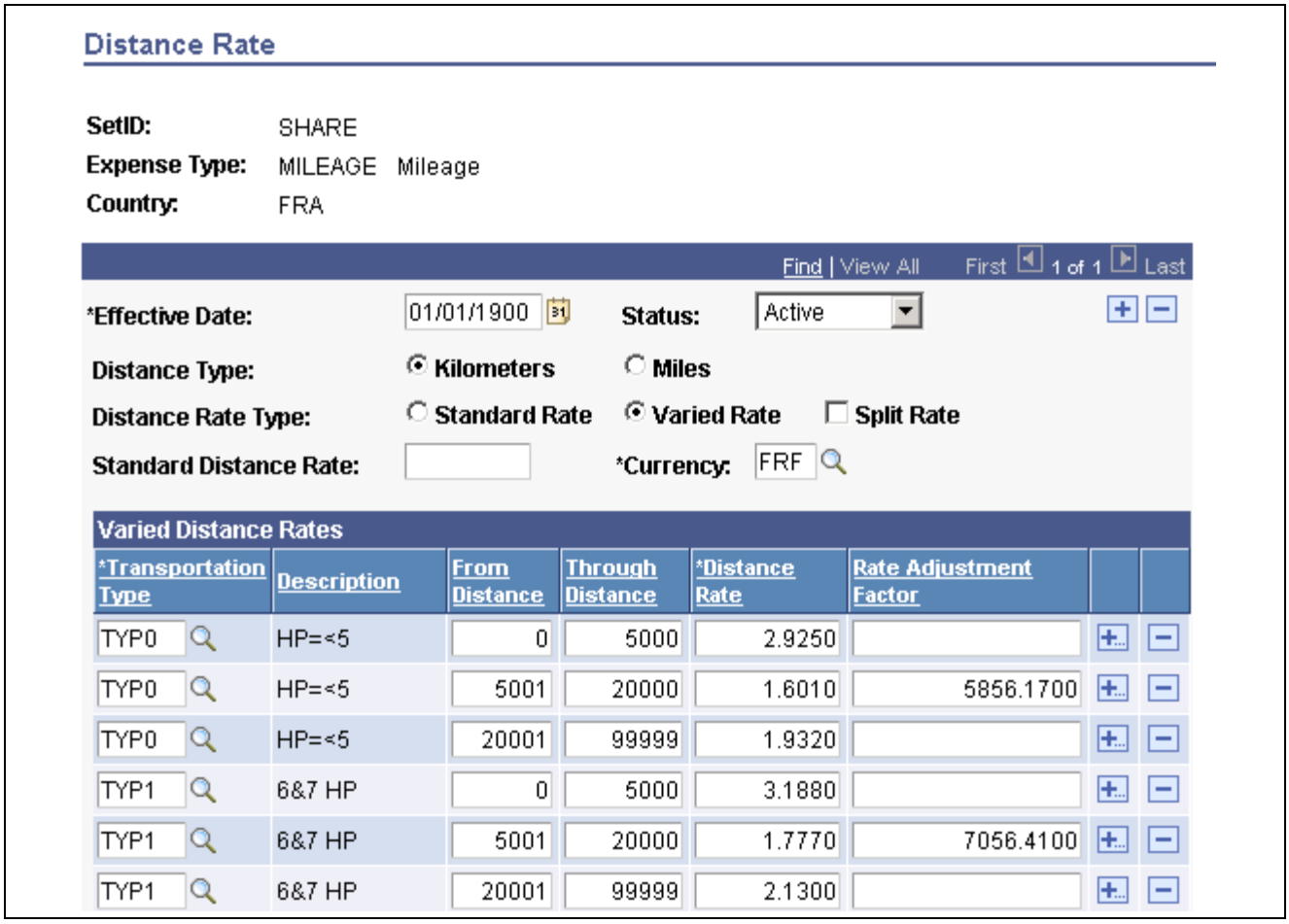
- Create an expense type (such as *Mileage*) to which the distance rate is applied.
- Select an expense type edit of *Automobile* for the expense type.

Page Used to Set Up Distance Rates

Page Name	Object Name	Navigation	Usage
Distance Rate	EX_AUTO_RT_TBL	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Distance Rate • Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Distance Rate	Define distance rates for various base countries, with each combination tied to an expense type.

Defining Distance Rates

Access the Distance Rate page.



Distance Rate page

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

Distance Rate Type

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

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

Split Rate

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

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

For example: Kilometers 0 through 5,000 has a distance rate of 2.925 EUR; kilometers 5,001 through 20,000 has a distance rate of 1.601 EUR. The accumulated miles are 4,925, and you travel 100 kilometers. If *Split Rate* is selected, Expenses calculates 75 kilometers at 2.925 EUR and 25 kilometers at 1.601 EUR. If *Split Rate* is not selected, Expenses calculates 100 kilometers at 1.601 EUR.

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

Standard Distance Rate

If the Distance Rate Type is *Standard Rate,* indicate the monetary amount to reimburse per unit that is driven.

Currency

Enter a currency to use for the distance rate. If the employee's base currency is different from the currency that is on the Distance Rate page, Expenses converts the amount to the employee's base currency.

Varied Distance Rates

Transportation Type

Designate modes of transportation that employees use. For instance, in many countries, mileage is reimbursed based on the horsepower of the car that is driven, so the transportation types would be 3HP, 4HP, and so on.

From Distance and **Through Distance**

Enter the beginning or end of a range in which an employee is reimbursed a particular distance rate. The range is for cumulative mileage that is driven by an employee in a calendar year.

Distance Rate

Enter the rate at which to reimburse an employee within the specified range.

Rate Adjustment Factor

Enter a rate to create a sliding scale for auto mileage reimbursement. This factor is used in the formula to determine the mileage rate reimbursement, which is based on distance rate and distance that is accumulated (in miles or kilometers) that an employee travels in a calendar year.

The rate adjustment factor is used in countries such as France and Belgium. The rate that results is determined by this formula:

Adjusted Distance Rate = ((Distance Rate * Total Distance) + Rate Adjustment Factor) / Total Distance)

Setting Up Expense Locations and Amounts

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

- Expense Location (EX_LOCATION.GBL)
- Expense Location Group (EX_LOCATION_GRP.GBL)
- Expense Location Amount (EX_LOC_AMOUNT.GBL)

Use the EX_LOCATION_SETUP component interface to load data into the expense location table and the EX_LOC_AMT_SETUP component interface to load data into the expense location amount table.

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

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

Understanding Expense Locations and Amounts

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

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

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

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

See Also

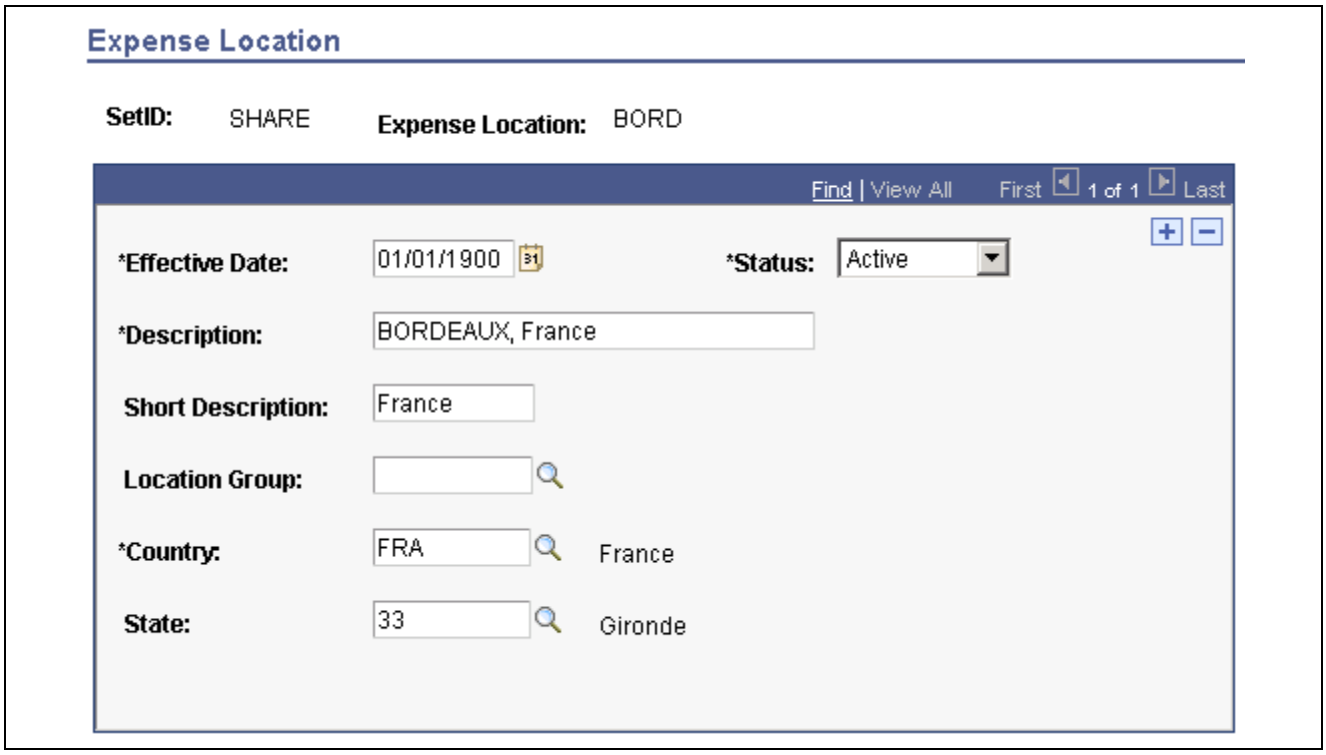
Chapter 7, "Defining Accounting Data for Expenses," Setting Up Expense Types, page 69

Pages Used to Set Up Expense Locations and Amounts

Page Name	Object Name	Navigation	Usage
Expense Location Group	EX_LOCATION_GRP	• Set Up Financials/Supply Chain, Product Related, Expenses, Location, Expense Location Group • Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Expense Location Group	Create a common classification (such as Europe) for a group of travel destinations.
Expense Location	EX_LOCATION	• Set Up Financials/Supply Chain, Product Related, Expenses, Location, Expense Location • Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Expense Location	Create an expense location that is to be used on an expense report.
Expense Location Amount	EX_LOC_AMOUNT	• Set Up Financials/Supply Chain, Product Related, Expenses, Location, Expense Location Amount • Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Expense Location Amount	Establish spending limits for business travel in a particular location.

Defining Expense Locations

Access the Expense Location page.



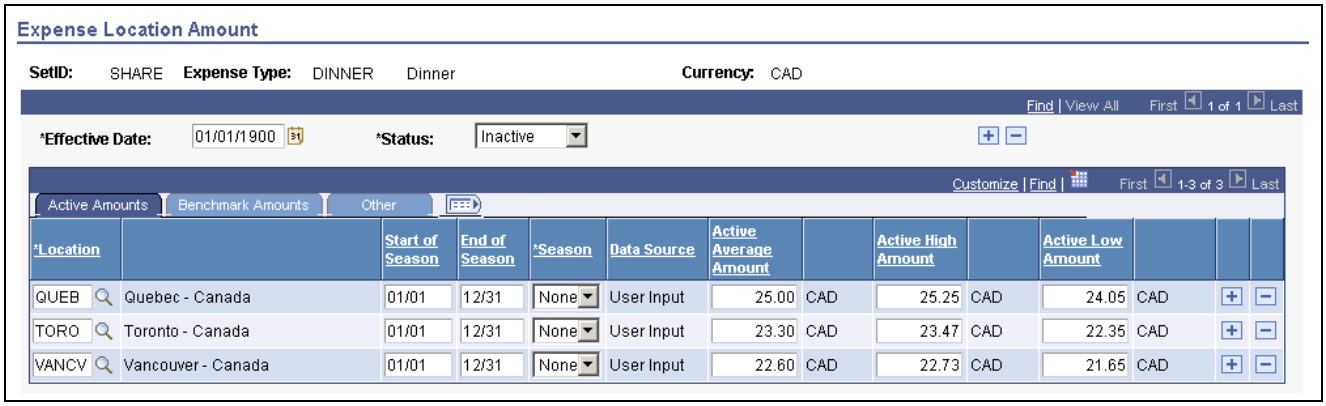
Expense Location page

Location Group Link the expense location to a predefined expense location group.

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

Defining Spending Limits for Expense Locations

Access the Expense Location Amount page.



Expense Location Amount page

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

All tabs display the following information:

Location Geographical site (such as a city, state, or office).

Start of Season Beginning date that is used for locations where rates vary (perhaps due to tourism).

End of Season Ending date that is used for locations where rates vary (perhaps due to tourism).

Season Select whether this location amount is *In* season, *Out* of season, *MidSeas* (mid-season), or *None*.

Data Source Origin of expense location amounts. This value can be entered manually or loaded from an external source such as Runzheimer or CONUS.

Active Amounts Tab

Active Average Amount Displays the current mean value for the location amount that is used for online comparison to the amount that is on an expense line.

Active High Amount and **Active Low Amount** Displays the current maximum and minimum for the location amount.

Benchmark Amounts Tab

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

Benchmark Average Amount Displays the mean value of the location amount benchmark. The grid on the right displays the amount's currency.

Benchmark High Amount Displays the maximum value of the location amount benchmark.

Benchmark Low Amount Displays the minimum value of the location amount benchmark.

Other Tab

This tab tracks the following update information for audit purposes:

Last Update User ID Displays the user ID that is used to make the most recent modification to this row.

Last Update Date/Time Displays the date and time of the most recent modification to this row.

Add rows to designate more expense location amounts.

Setting Up Per Diems

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

- Per Diem Amount (EX_PER_DIEM_AMT.GBL)
- Per Diem Range (EX_PER_DIEM_RANGE.GBL)

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

- Define per diem ranges.

- Define per diem amounts.

Understanding Per Diem Setup

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

See Also

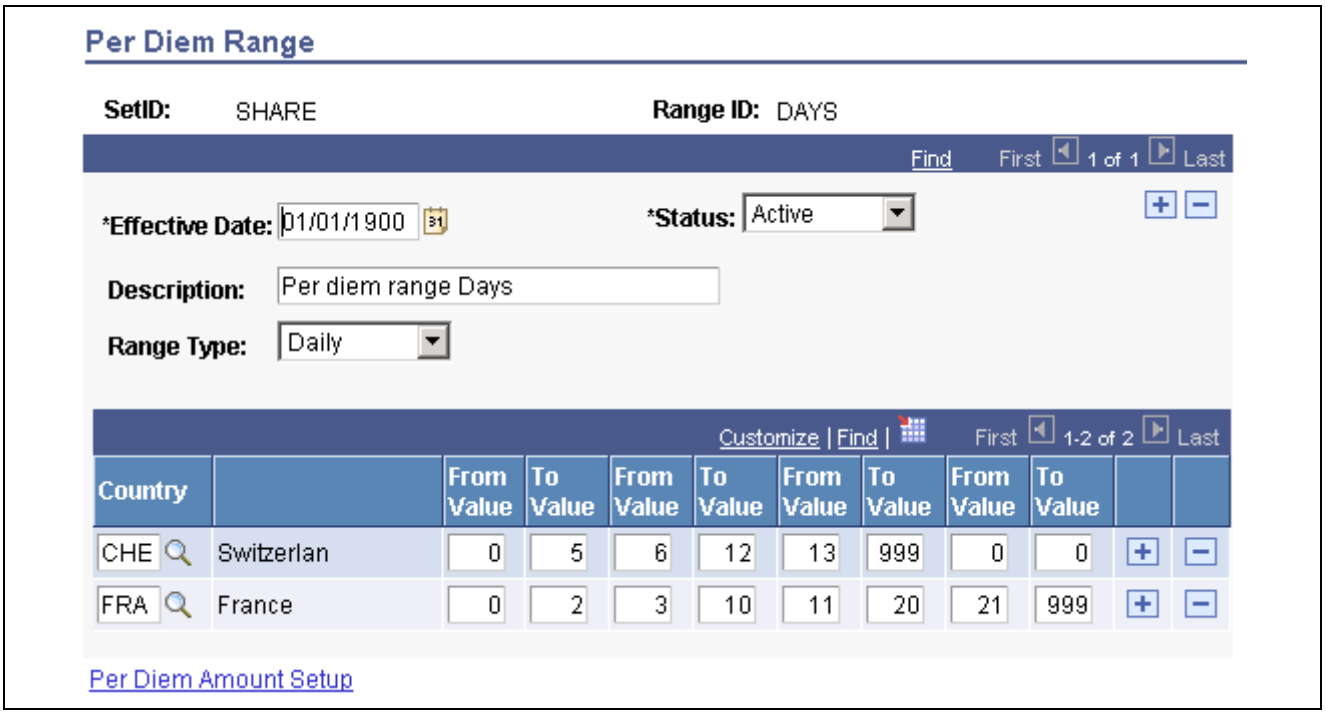
Chapter 24, "Using Per Diems in Expenses," page 433

Pages Used to Set Up Per Diems

Page Name	Object Name	Navigation	Usage
Per Diem Range	EX_PER_DIEM_RANGE	• Set Up Financials/Supply Chain, Product Related, Expenses, Location, Per Diem Range • Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Per Diem Range • Click the Per Diem Range Setup link on the Per Diem Amount page.	Allows companies to set up hourly or daily ranges to define per diem reimbursement percentages.
Per Diem Amount	EX_PER_DIEM_AMT	• Set Up Financials/Supply Chain, Product Related, Expenses, Location, Per Diem Amount • Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Per Diem Amount • Click the Per Diem Amount Setup link on the Per Diem Range page.	Sets the amount that an employee is reimbursed within a per diem range.

Defining Per Diem Ranges

Access the Per Diem Range page.



Per Diem Range page

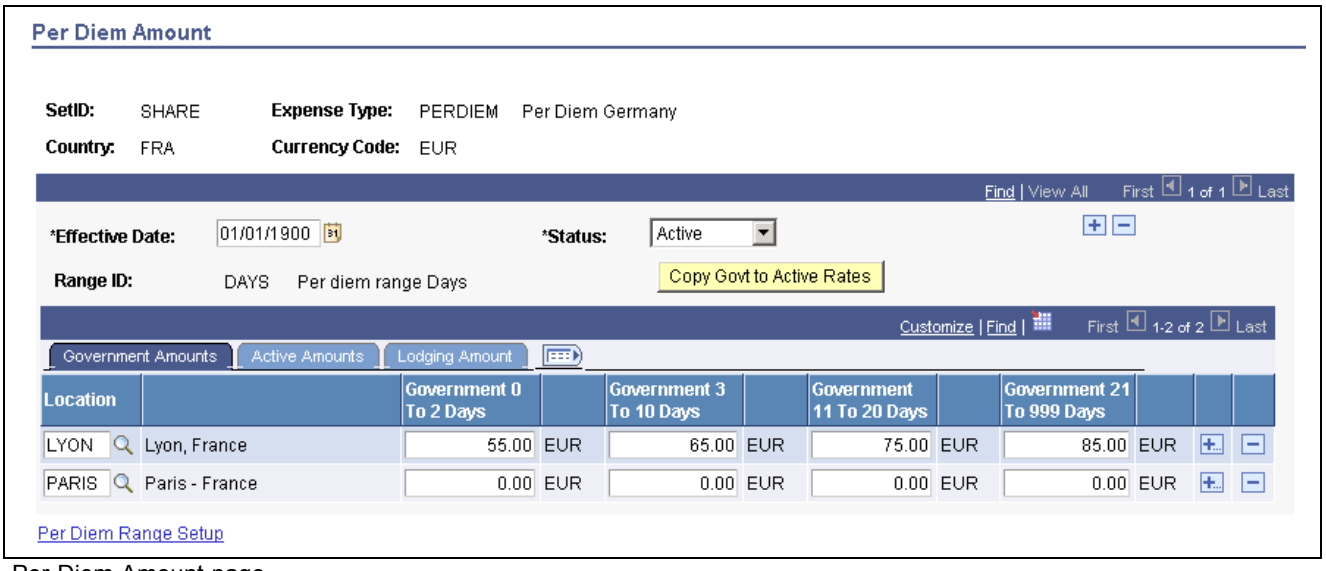
Range Type Select *Daily* or *Hourly.* Daily allows you to increase reimbursement if an employee is on a longer-than-normal business trip. Hourly allows you to incrementally reimburse per diem amounts based on a 24-hour period.

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

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

Defining Per Diem Amounts

Access the Per Diem Amount page.



Per Diem Amount page

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

Copy Govt to Active Rates(copy government to active rates) Click to populate the active amounts with the government rates.

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

Government Amounts Tab

Location Select the location to apply a per diem rate.

Active Amounts Tab

Expenses uses these amounts during expense report entry.

Lodging Amount Tab

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

Setting Up Transportation Types

To set up transportation types, use the Transportation Types (EX_TRNSPT_TYPES.GBL) component.

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

Page Used to Set Up Transportation Type

Page Name	Object Name	Navigation	Usage
Transportation Types	EX_TRNSPT_TYPES	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Transportation Types • Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Transportation Types	Define car types by setID.

CHAPTER 9

Defining Additional Required Data for Expenses

This chapter discusses how to:

- Set up business purposes.
- Set up credit card vendors.
- Set up employee notifications.
- Set up payment types.
- Set up preferred merchants.
- Set up templates.
- Set up time reporting codes.

Setting Up Business Purposes

To define business purposes, use the Business Purpose (EX_PURPOSE.GBL) component.

This section provides an overview of business purposes and discusses how to define a business purpose.

Understanding Business Purposes

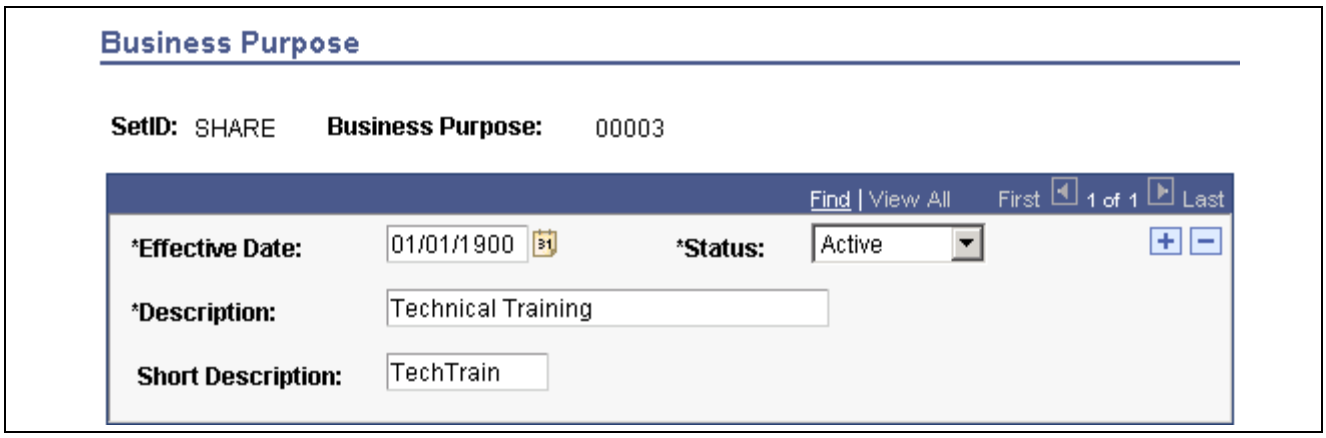
With Expenses, you can create business purposes that justify business expenses. For consistency in reporting and analysis, you can also use business purposes to sort and total expenses, which lets you see how much your company spends on meetings, trade shows, customer visits, and other items.

Page Used to Set Up Business Purposes

Page Name	Object Name	Navigation	Usage
Business Purpose	EX_PURPOSE	• Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Business Purpose • Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Business Purpose	Create business purposes that justify a business expense as a corporate tax deduction.

Defining a Business Purpose

Access the Business Purpose page.



Business Purpose page

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

Setting Up Credit Card Vendors

To define credit card vendors, use the Corporate Card Vendor (CC_CARD_TBL.GBL) component.

This section provides an overview of how to set up credit card vendors and discusses how to define a corporate credit card vendor.

Understanding how to Set Up Credit Card Vendors

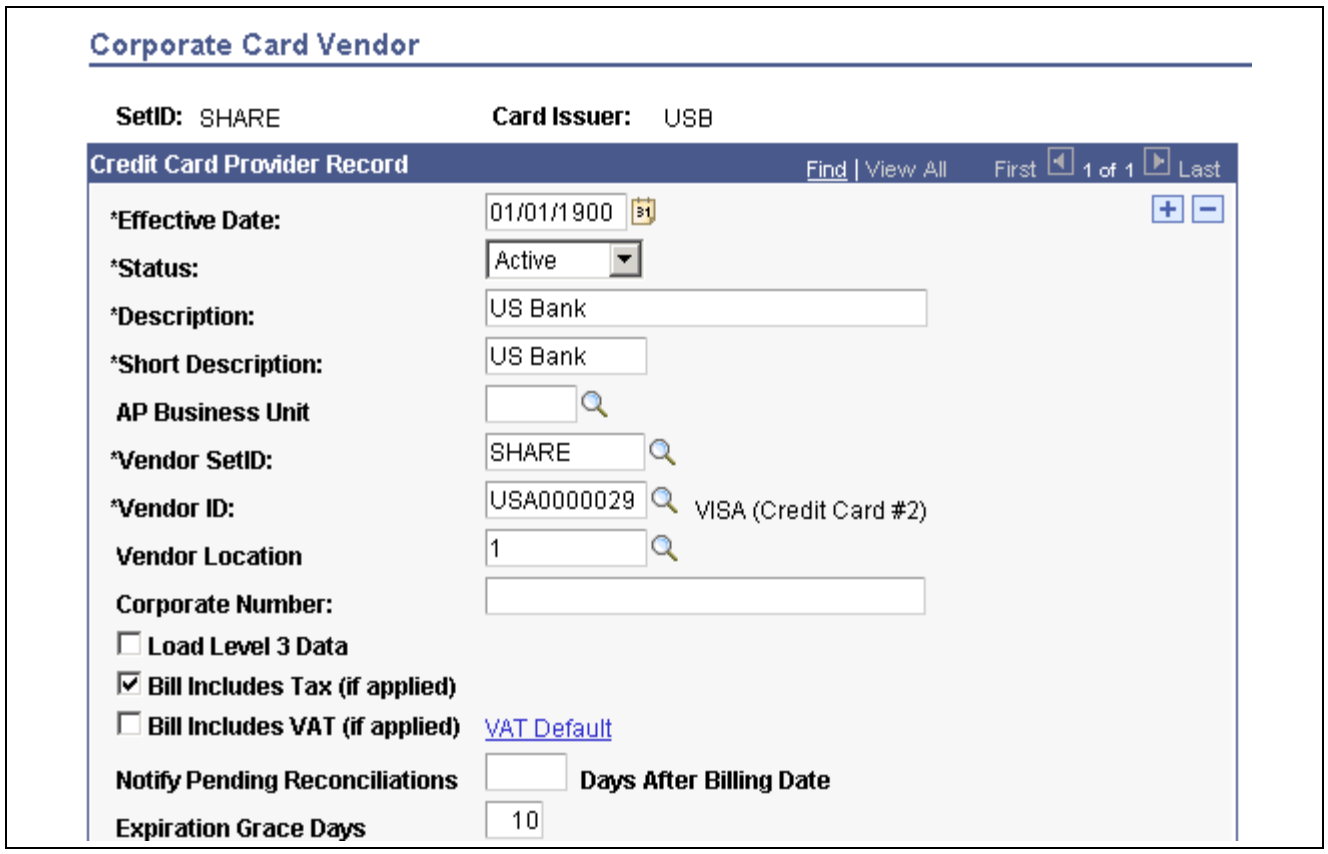
Link vendor IDs with your organization's corporate ID number to ensure that the transactions you receive from the vendors are legitimate charges from your employees.

Page Used to Set Up Credit Card Vendors

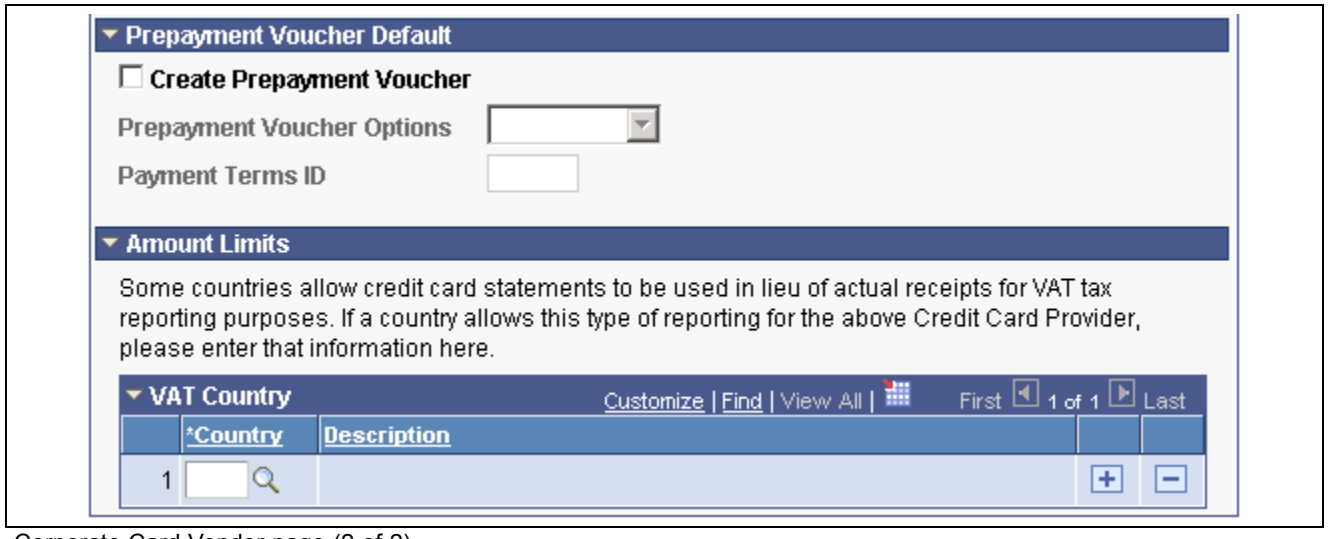
Page Name	Object Name	Navigation	Usage
Corporate Card Vendor	CC_CARD_TBL	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Corporate Card Vendor • Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Corporate Card Vendor	Define credit card vendors so that your expense system can process credit card transactions.

Defining a Corporate Credit Card Vendor

Access the Corporate Card Vendor page.



Corporate Card Vendor page (1 of 2)



Corporate Card Vendor page (2 of 2)

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

Note. Fields not define here are defined in the *PeopleSoft Enterprise Purchasing 8.9 PeopleBook.*

See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Managing Procurement Cards," Defining Card Issuers.

Credit Card Provider Record

Corporate Number Enter your company's identifier for the selected vendor.

Bill Includes Tax (if applied) and **Notify Pending Reconciliations** Not applicable for Expenses but used by PeopleSoft Purchasing.

Bill Includes VAT (if applied) Not applicable for Expenses but used by PeopleSoft Purchasing.

VAT Default Click to access the VAT Defaults Setup page.

The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page, you can define corporate credit card vendor defaults as applicable.

See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT".

Amount Limits

This section is not applicable to Expenses.

Setting Up Employee Notifications

This section provides an overview of employee notifications and discusses how to:

- Define system workflow rules.
- Define employee notifications.
- Define notifications for the approval process

Understanding Employee Notifications

If you use PeopleSoft Workflow, your expense system can send email notifications about expense-related events. A message can inform an employee that they have an outstanding cash advance or that the system has processed a payment for a cash advance or expense report. To implement a notification system, you define system workflow rules and run a process to send notifications about things such as expense payments or overdue items.

You define email notifications for the Expenses approval processes on the Generic Template Definition page.

Pages Used to Set Up Notifications

Page Name	Object Name	Navigation	Usage
System Workflow Rules	EX_SYS_WF_RULES	Set Up Financials/Supply Chain, Common Definitions, Workflow, System Rules	Set up email or worklist notifications for various transactions.
Employee Notification	RUN_EX_EMPNOTIFY	Travel and Expenses, Manage Employee Information, Process Employee Notifications	Notify employees about expense-related events. The PeopleSoft Process Scheduler runs the EX_EMPNOTIFY process at user-defined intervals and sends out notifications based on the parameters you select.
Generic Template Definition	WL_TEMPLATE_GEN	Set Up Financials/Supply Chain, Utilities, Approvals, Generic Templates	Set up or modify notifications for the approval process under the Approval Workflow Engine (AWE).

Defining System Workflow Rules

Access the System Workflow Rules page.

To set up workflow rules for Expenses:

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

See Also

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

Defining Employee Notifications

Access the Employee Notification page.

Employee Notification Select an employee notification event. Options are:

Employee Payments: Payment has been processed from a cash advance or expense report.

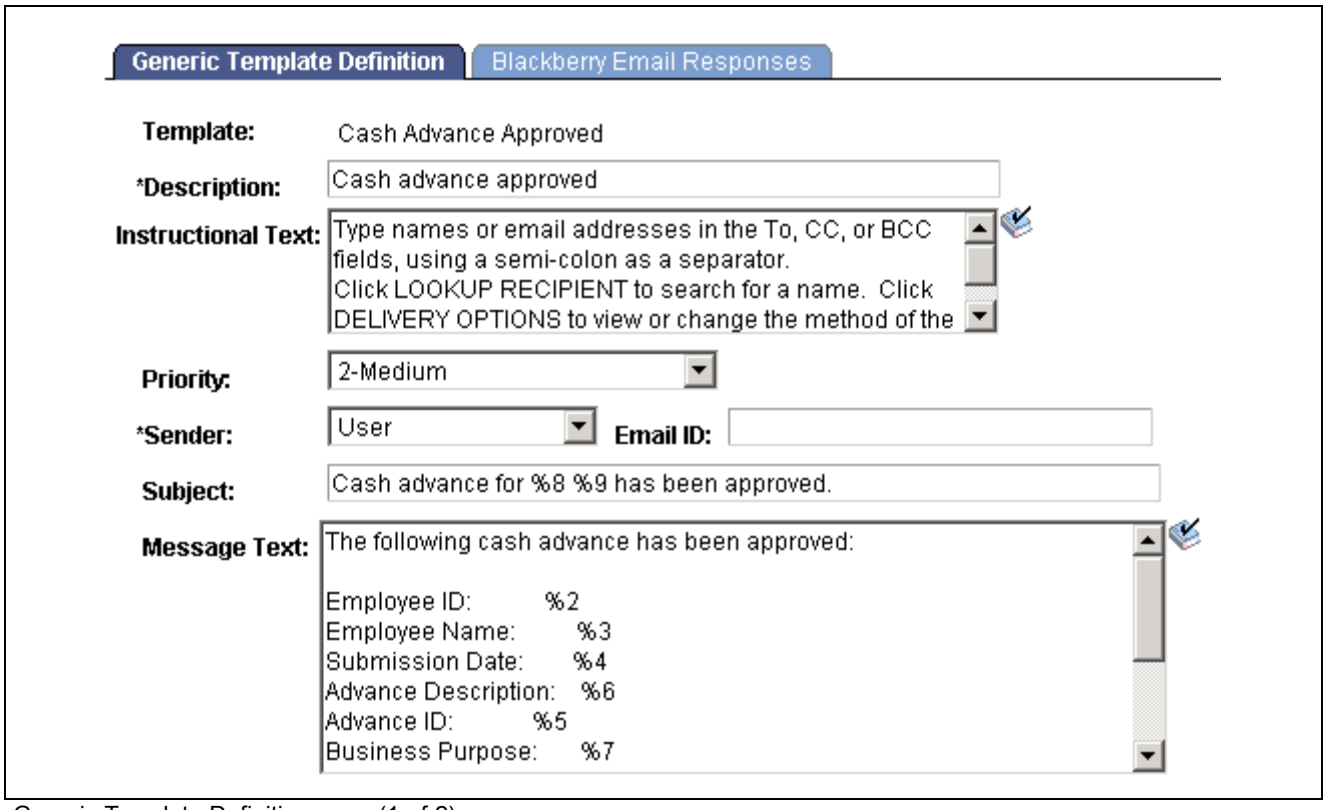
New Credit Card Transaction: If your organization receives corporate credit card feeds, employees are notified when they need to process new transactions linked to their employee profiles.

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

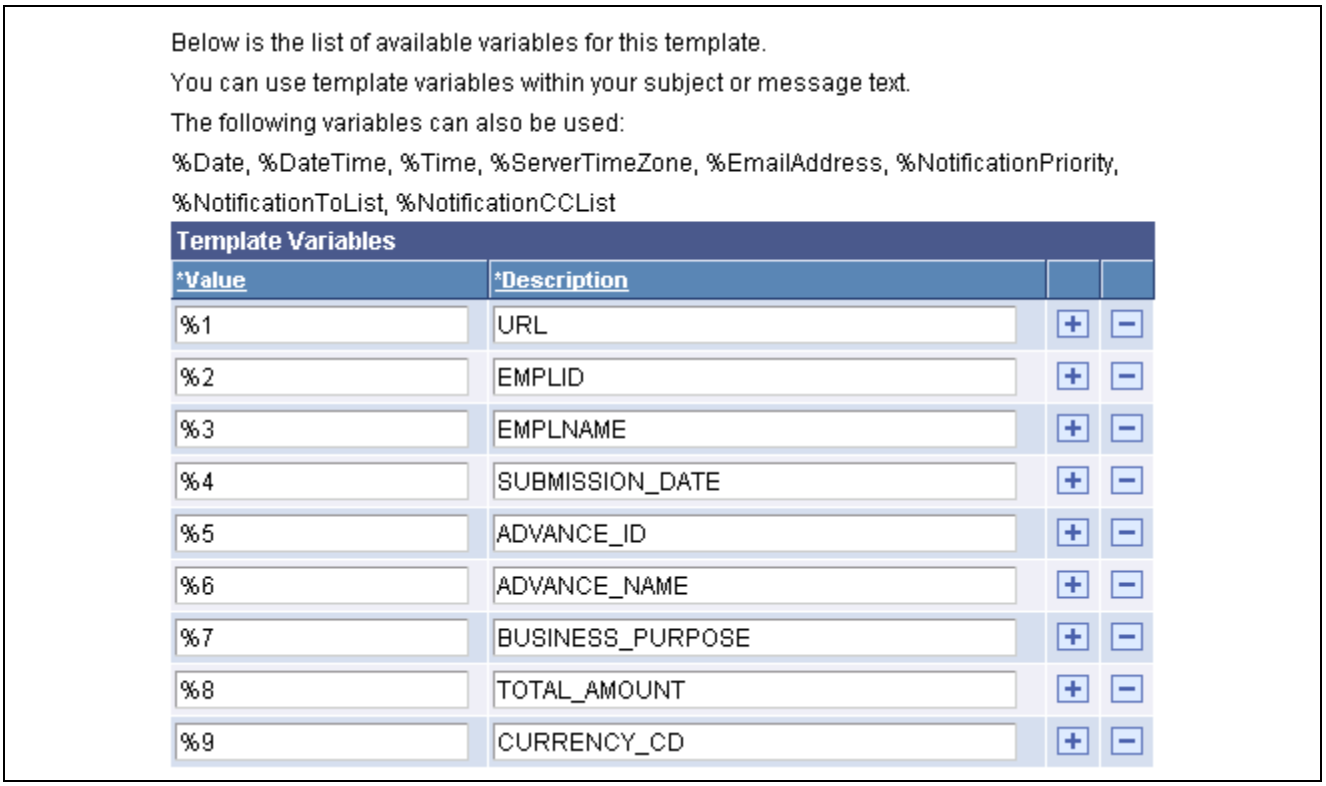
Overdue Credit Card Txn (overdue credit card transaction): Employees are notified of outstanding credit card transactions not selected for processing in an expense report because too much time has passed. Your organization defines the overdue period.

Defining Notifications for the Approval Process

Access the Generic Template Definition page.



Generic Template Definition page (1 of 2)


Below is the list of available variables for this template.

You can use template variables within your subject or message text.

The following variables can also be used:

%Date, %DateTime, %Time, %ServerTimeZone, %EmailAddress, %NotificationPriority, %NotificationToList, %NotificationCCList

Template Variables

*Value	*Description
%1	URL
%2	EMPLID
%3	EMPLNAME
%4	SUBMISSION_DATE
%5	ADVANCE_ID
%6	ADVANCE_NAME
%7	BUSINESS_PURPOSE
%8	TOTAL_AMOUNT
%9	CURRENCY_CD

Generic Template Definition page (2 of 2)

Use generic templates to establish common formats for ad hoc notifications.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Workflow, "Using Notification Templates"

Setting Up Payment Types

To set up payment types, use the Payment Type (EX_EXPEND_MTHD.GBL) component.

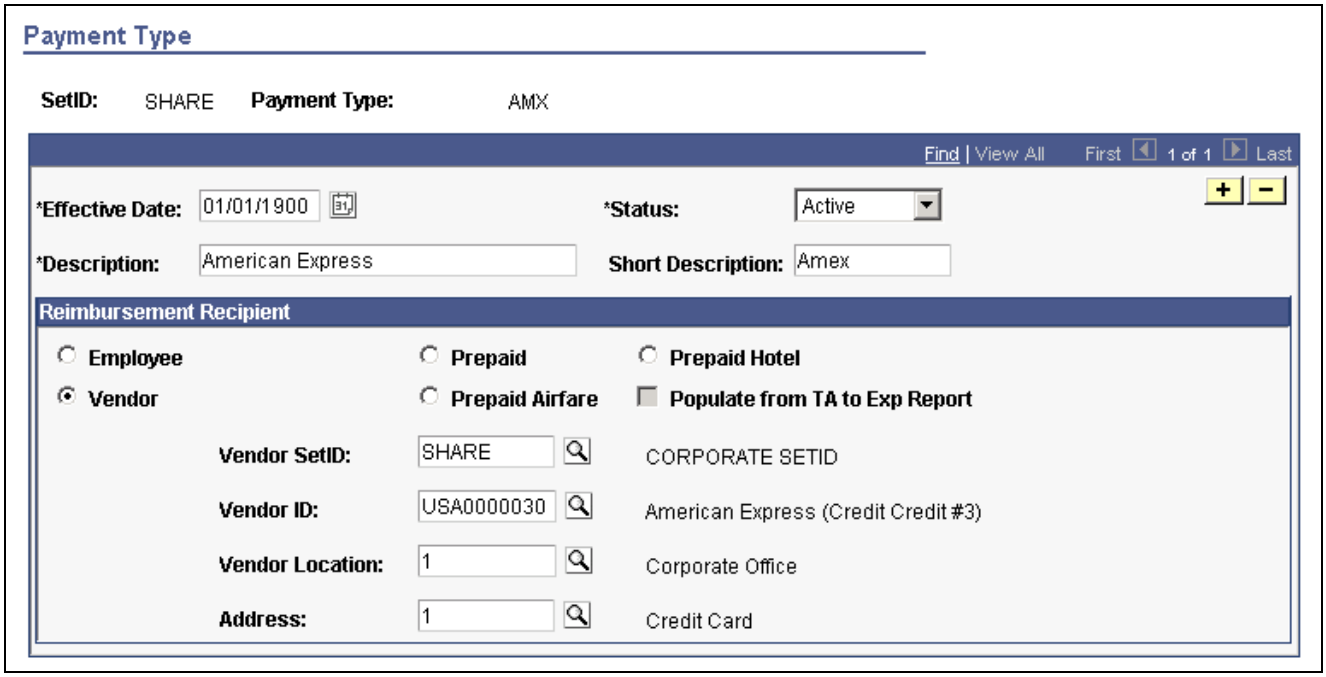
This section discusses how to define payment types.

Page Used to Set Up Payment Types

Page Name	Object Name	Navigation	Usage
Payment Type	EX_EXPEND_MTHD	• Set Up Financials/Supply Chain, Product Related, Expenses, Payment Information, Payment Type • Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Payment Type	Create payment types that show how an expense item was paid for on an expense report.

Defining Payment Types

Access the Payment Type page.



Payment Type page

Reimbursement Recipient

Select a reimbursement recipient from the following:

Employee Select to generate a payment to the employee.

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

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

Vendor	Select to generate a payment to the vendor. You must also select a vendor setID, vendor ID, vendor location, or address to indicate which vendor to reimburse.
Prepaid Airfare	Select to designate airfare expenses already paid, for example, through your payables system. This credits the prepaid airfare expense account that you designate in your accounting entry template and does not generate a payment.
Populate from TA to Exp Report (populate from travel authorization to expense report)	When you select any of the prepaid options as a reimbursement recipient, this option activates. If you select this option, the system includes the payment type when populating expense report lines from travel authorizations.

Setting Up Preferred Merchants

To set up preferred merchants, use the Preferred Merchant (EX_MERCHANT.GBL) component. Use the EX_MERCHANT_SETUP component interface to load data into the table for this component.

This section discusses how to set up preferred merchants.

Understanding Preferred Merchants

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

Page Used to Set Up Preferred Merchants

Page Name	Object Name	Navigation	Usage
Preferred Merchant	EX_MERCHANT	• Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Preferred Merchant • Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Preferred Merchant	Define preferred merchants to select during expense report preparation.

Setting Up Templates

The set up templates, use the Template (EX_TEMPLATE.GBL) component.

This section discusses how to set up:

- Public templates.
- User templates.

Understanding Templates

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

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

Common Elements Used in This Section

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

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

Pages Used to Set Up Templates

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

Setting Up Time Reporting Codes

To define personal time codes and descriptions for time reports for use with PeopleSoft Time and Labor, use the Time Reporting Codes (EX_TRC_EX.GBL) component. To map third party time reporting codes, use the Time Reporting Code (EX_TRC_MAP_TBL.GBL) component.

This section discusses how to define time reporting codes.

Warning! If you use Time and Labor, you must set up and validate time reporting codes on the EX_TRC_MAP_TBL page.

See Also

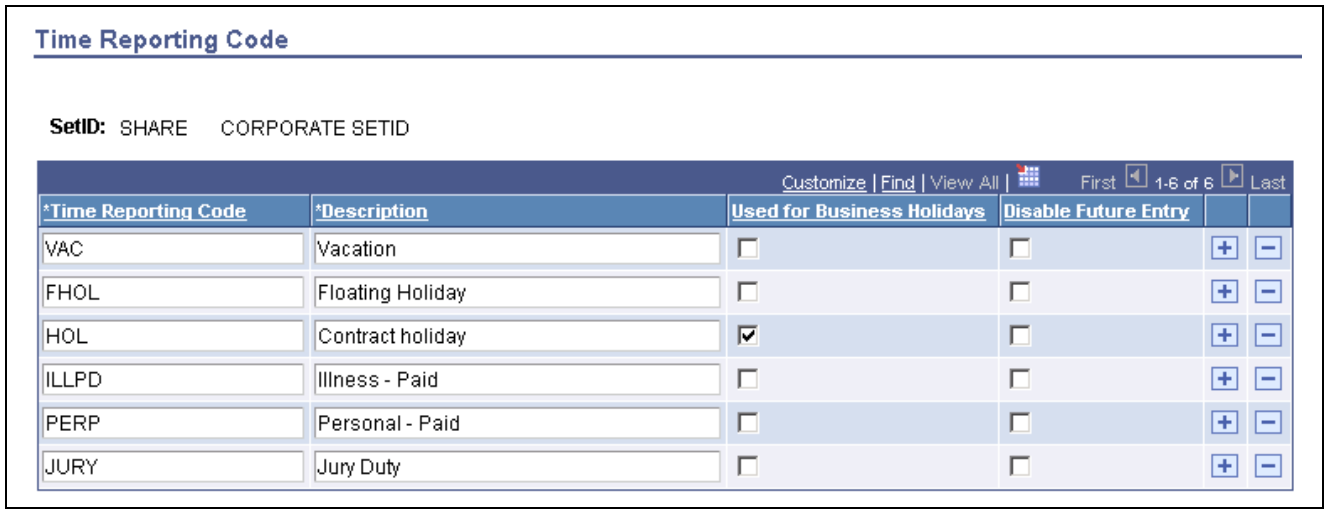
Chapter 9, "Defining Additional Required Data for Expenses," Mapping Time Reporting Codes, page 100

Pages Used to Define Time Reporting Codes

Page Name	Object Name	Navigation	Usage
Time Reporting Codes (EX_TRC_EX)	EX_TRC_EX	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Time Reporting Code • Travel and Expenses, T and E Administration Center, Configure Expense System, Additional Required Data, T&L Time Reporting Codes	Define personal time codes and descriptions for time reports. Use this page to manage PeopleSoft Time and Labor reporting codes.
Time Reporting Code (EX_TRC_MAP_TBL)	EX_TRC_MAP_TBL	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Time Reporting Code • Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Maintain Time Reporting Codes	Map time reporting codes to time reporting descriptions. Use this page to map third party time reporting codes.

Defining Time and Labor Reporting Codes

Access the Time Reporting Code (EX_TRC_EX) page.



Time Reporting Code (EX_TRC_EX) page

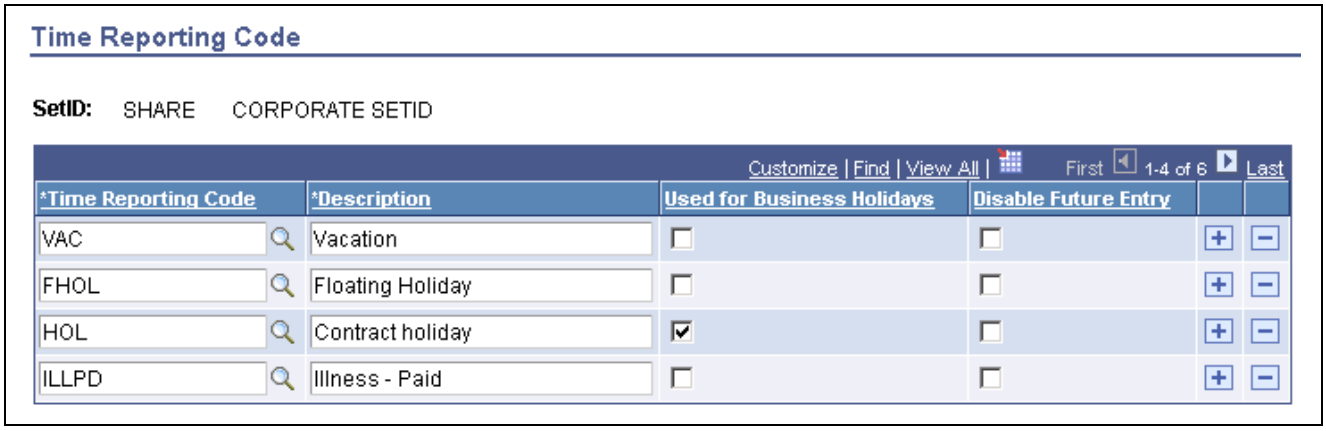
Time Reporting Code and **Description** Appears on time reports for items such as vacation or sick leave, and determines what time reporting codes are available to the user for charging personal time to projects.

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

Disable Future Entry Select to prohibit employees from entering personal hours on a time report if the date entered on the report is after the current date. By default, Expenses does not select the check box.

Mapping Time Reporting Codes

Access the Time Reporting Code (EX_TRC_MAP_TBL) page.



Time Reporting Code (EX_TRC_MAP_TBL) page

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

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

Disable Future Entry Select to prohibit employees from entering personal hours on a time report if the date entered on the report is after the current date. By default, Expenses does not select the check box.

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

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

CHAPTER 10

Setting Up Approvals and Audit Rules

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

- Define approver types for Expenses.
- Configure transaction types for Expenses.
- Set up approval privilege templates for Expenses.
- Set up approval refinement templates in Expenses.
- Define approver profiles for Expenses.
- Set up approver assignments in Expenses.
- Set up approver routing lists in Expenses.
- Copy approval setup to another set ID.
- Configure summary approval options.
- Reassign work for expense transactions.
- Set up receipt verification rules and lists.

Note. Expenses delivers an approval and workflow configuration as part of system data. You can activate or inactivate transactions and approver types to match your business requirements. PeopleSoft recommends that you manage your approval rules *only* through the Expenses configuration pages; otherwise, modifications to the Approval Workflow Engine (AWE) configuration data could disrupt approval routing.

Understanding Setting Up Approvals and Audit Rules

Expenses provides flexibility in managing approvals and audits by allowing users to configure workflow rules that are specific for their organization. Expenses delivers preconfigured approval and audit rules that you can inactivate or modify. All you have to do is identify your internal process for managing the approval and audit functions and disable those roles, rules, and routings that do not apply to your organization.

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

Configuring Expenses approval and audit rules is broken down into these major areas:

- Approval options
- Approver types
- Transaction definitions
- Refinement templates
- Privileges

- Approver profiles
- Approver lists
- Approver assignments
- Auto approval thresholds
- Approval preferences

Approval Options

On the Installation Options - Expenses page, you determine how Expenses handles email notifications and routes expense documents for approvals.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Expenses Installation Options.

Approver Types

Approver types map to the appropriate AWE transaction registry entry and process definition.

Transaction Definitions

Transaction definitions activate specific Expenses transactions for the approval process. The definition is where you determine the types of approvers authorized for the transaction, the nature of their approval, and the actions an approver can take on the transaction type. Expenses supports these transactions for approvals and workflow:

- Travel authorizations
- Cash advances
- Expense reports
- Time reports
- Time adjustments

Refinement Templates

Approval refinements are filters for expense transactions that are subject to approval.

Privileges

Privileges enable or deny the authority for approvers to modify areas of transactions. These areas include the general ledger ChartFields, project ChartFields, expense line information, distributions, and accounting defaults.

Approver Profiles

An approver profile is associated with a set of attributes that govern what transaction types are assigned to the role or profile. You can define profiles and assign them to any number of the approver population in your organization. The properties of the profile will:

- Authorize types of transactions eligible for the approver.
- Refine their approval and audit activity by configuring filters.
- Control the approver's access to view and make changes to transactions assigned to them.

Approver Lists

Approver lists enable you to route expense transactions based on the routing ChartFields and monetary amounts.

Approver Assignments

When using approver list routing, approvers must be assigned to profiles by business unit and range of routing ChartField values that they are authorized for.

Auto Approval Thresholds

Use the Business Unit 2 page to establish thresholds and variance percentages for Expenses to automatically approve expense transactions.

See Chapter 3, "Defining Your Operational Structure for Expenses," Defining Specifications for a Business Unit, page 13.

Approval Preferences

Use the Expenses Options page to select a preference for how you want Expenses to behave when approving expense transactions.

See Chapter 3, "Defining Your Operational Structure for Expenses," Defining Payment Defaults for a SetID, page 17.

Additional Setup for Approvals

Additionally, there are areas of the AWE configuration that contain Expenses-related information, and are defined in detail in the *PeopleSoft Enterprise eProcurement* and *PeopleSoft Enterprise Supply Chain Management Common Information* PeopleBooks. For each section listed below, Expenses delivers preconfigured data, and no additional configuration will typically be required:

- Register the approval transaction.

  Use the Approval Transaction Registry page to register the approval transaction. The approval transaction registry is the interface that application developers use to register an application with the approval workflow engine.

- Define workflow approval process stages.

  Use the Approval Process Definition page to define workflow approval process stages for expense transactions.

- Define user-list definitions.

  Use the User List Definition page to define user sources for use with steps in the approval process.

- Define email notification messages.

  Use the Generic Template Definition page to create email messages used for event notifications such as Report Approval.

See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, "Using Workflow and Managing Approvals," Defining the Approval Transaction Registry.

See *PeopleSoft Enterprise eProcurement 8.9 PeopleBook*, "Using Approval Workflow Within PeopleSoft eProcurement," Defining Roles, Actions, and User-List Definitions.

See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, "Using Workflow and Managing Approvals," Using Dynamic Approvals.

See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, "Using Workflow and Managing Approvals," Defining Notification Templates for Approval Workflow.

Defining Approver Types for Expenses

Valid approver types must be defined and mapped to the appropriate AWE transaction registry entry and process definition. Expenses delivers approver types data as part of system data, which can be used as is.

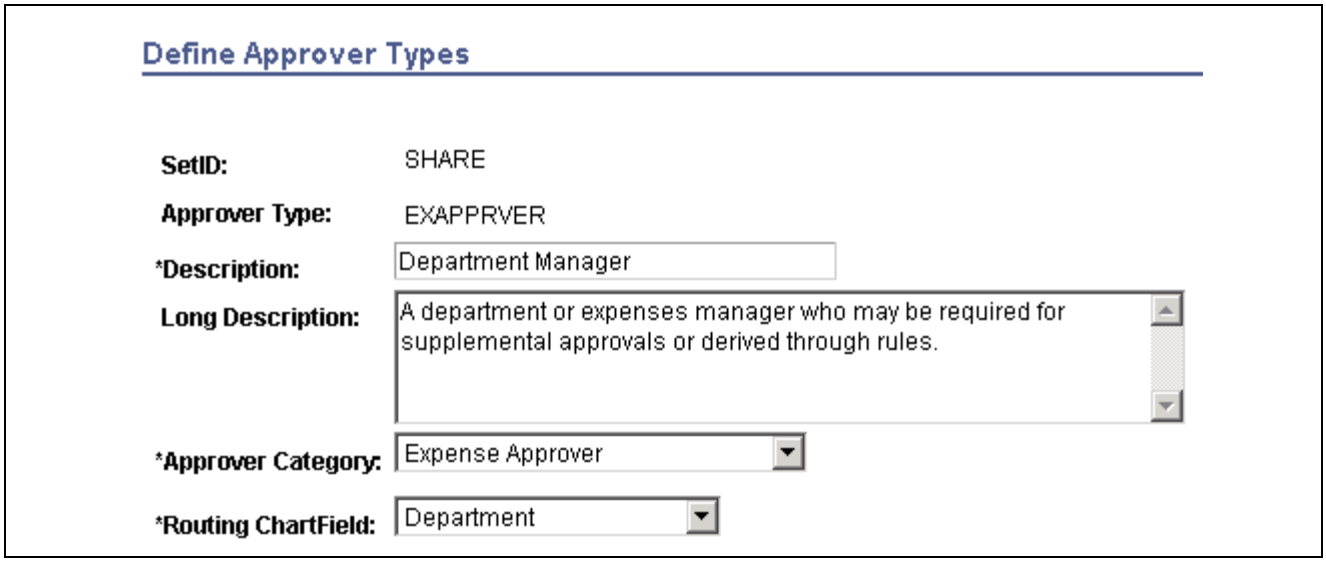
This section discusses how to define approver types.

Page Used to Define Approver Types

Page Name	Object Name	Navigation	Usage
Define Approver Types	EX_APPRVR_TYPE	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver Types • Travel and Expenses, T and E Administration Center, Manage Approvals, Approver Types	Define new and modify existing approver types.

Defining Approver Types

Access the Define Approver Types page.



Define Approver Types page

Approver Type An approver type represents an approval role. You can change the descriptions of the approver types to match titles or roles in your organization. Expenses delivers these approver types:

- *EXAPPROVER:* A department or expenses manager who may be required for supplemental approvals that you define through rules.
- *POSTPAYAUD:* Post payment auditors can take action on expense transactions that have completed the processing cycle. Certain combinations of transactions and approval actions are not allowed for this role.
- *PREPAYAUD:* This approver type supports an auditor process prior to payment processing for review and approval. You can configure this role to allow changes to approved transactions.
- *PROJAPPRVR:* The person designated for project time and expense approvals can be the project manager as defined in Project Costing, or the HR Supervisor as an option in Expenses.
- *PROJSUPP:* This approver type is a supplemental or conditional approver for expense transactions relating to projects. The system currently only routes by project ChartField.
- *REVIEWER:* Department reviewer can screen expense transactions for policy compliance prior to the approval process. When you use this approver type, Expenses does not process approvals until a reviewer has reviewed the transactions.
- *SUPERVISOR:* This role is the supervisor to whom the employee, contractor, or consultant directly reports to, as defined in your HR system. It is the type associated with the HR Supervisor setting on the Installation Options page.

Approver Category

The approver category identifies the type of approver or role in the approval process. Options are:

- *Expense Approve:* Select for an expense manager specifically assigned through a list to approve expense transactions.
- *Post Pay Audit* (post payment audit): Select for a post payment auditor approver or role.
- *Pre Pay Audit* (prepayment audit): Select for a prepayment auditor approver or role.
- *Project Supplemental:* Select for a project supplemental approver.
- *Project Manager:* Select for a project manager approver.
- *Reviewer:* Select for a reviewer role.
- *HR Supervisor:* Select for the employee's supervisor, as assigned in the HR system.

Routing ChartField

Select the expense transaction distribution ChartField that Expenses will use to route approvals for this approval type. If you only use HR Supervisor approvals or Project Manger approvals, it is not necessary to select a routing ChartField because the approver is determined through the employee profile. You can still select a ChartField for these types, but the system will ignore them.

Note. The ChartField that you select as your routing ChartField must be populated on the expense transaction distributions; otherwise, Expenses cannot properly route transactions to the appropriate approver.

Configuring Transaction Types for Expenses

To configure transaction types, use the Transaction Definition (EX_TRANS_DEFN.GBL) component.

This section provides an overview of transaction definitions and discusses how to configure transaction definitions.

Understanding Transaction Definitions

Expenses uses transaction definitions to activate or inactivate transactions that are subject to approvals and the types of approvals that are required for each transaction type. In each transaction definition, you can activate or inactivate types of approver types and configure the approval actions required for each approver in the transaction.

Expenses delivers system data for the five transaction types (cash advance, expense report, travel authorization, time report, and time report adjustment) that maps valid approver types to the appropriate stage in AWE for expense transaction routing and notifications.

There are some constraints enforced by Expenses to avoid data or accounting integrity problems. Expenses does not deliver a mapping configuration for project managers to approve cash advances. Expenses also does not deliver mapping configuration for post payment auditors to approve travel authorizations, time reports, or time adjustments.

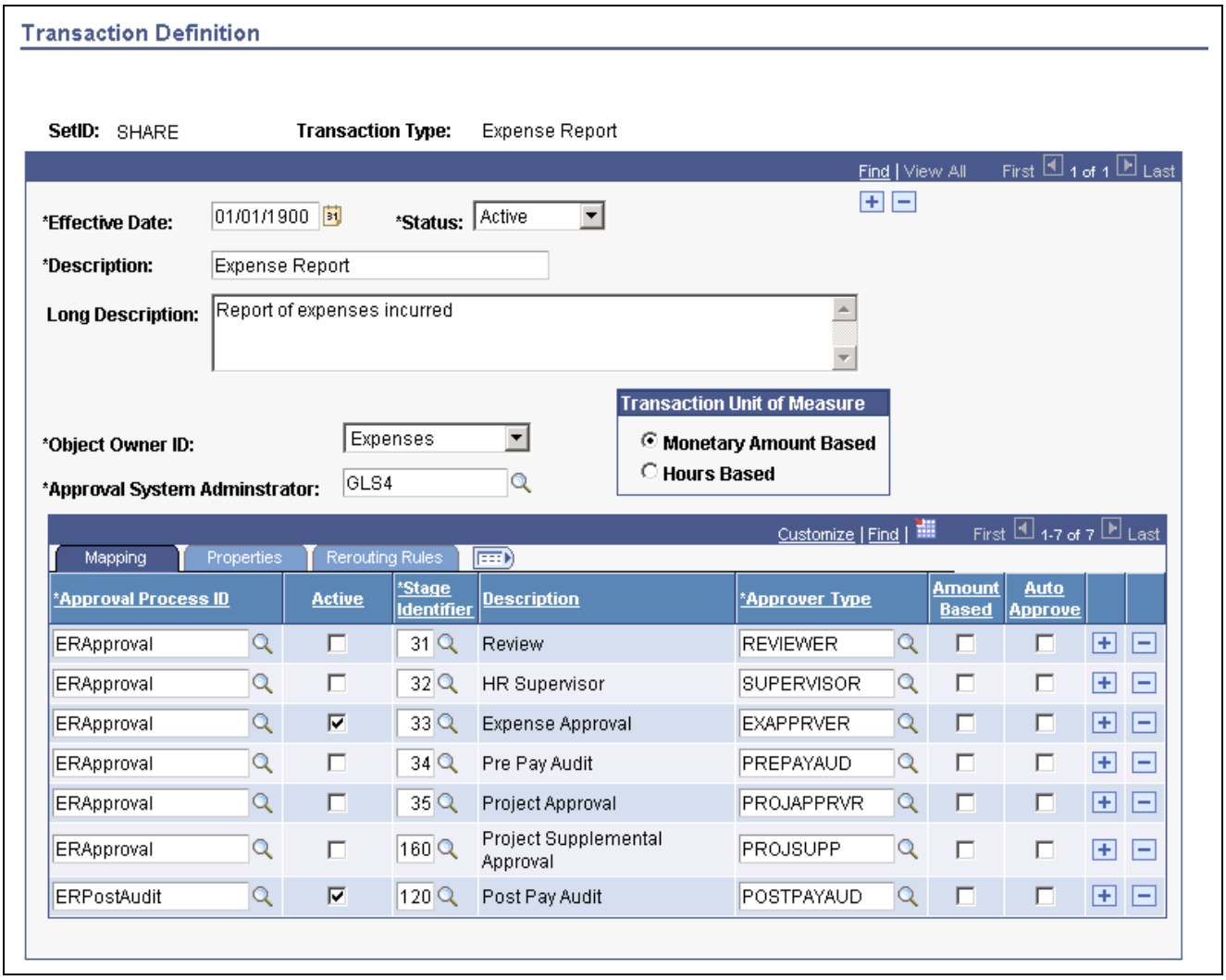
For Post payment auditors, you cannot select the Hold, Deny, or Send Back check boxes for cash advances; you cannot select the Hold or Send Back check boxes for expense reports.

Page Used to Configure Transactions for Approval

Page Name	Object Name	Navigation	Usage
Transaction Definition	EX_TRANS_DEFN	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Transaction Definition • Travel and Expenses, T and E Administration Center, Manage Approvals, Transaction Definition	Map approver types to the stage in AWE for expense transaction approval routing and notifications.

Configuring Transaction Definitions

Access the Transaction Definition page.



Transaction Definition page

Effective Date Enter an effective date for the transaction type definition. The system compares the last submitted date of the transactions to the effective-dated transaction definitions to select the appropriate configuration for approval processing.

Status Select *Active* or *Inactive* to turn approvals on or off for the combination of approver and transaction type.

Object Owner ID Select the product that is associated with this transaction.

Approval System Administrator Select a person to receive notifications for transactions that fail the normal approval routing process.

Routing failure occurs if an approver is not properly defined and there is no other business defaulting rule in place. The Approval System Administrator can use the reassign functionality to route these transactions to the appropriate approvers.

Transaction Unit of Measure Select whether the transaction type is a monetary amount based transaction, such as travel authorizations, cash advances, and expense reports or is a hours based transaction, such as time reports and time report adjustments.

Mapping Tab

Page elements on the Mapping tab enable you to map defined approver types to preconfigured approval stages and process definitions in AWE.

Approval Process ID Indicates the approval engine stage that is mapped.

Active Select to enable the transaction type for approval by the approver type. If not selected, the approver type is not authorized to review or approve that transaction type.

Stage Identifier Indicates the AWE approval engine stage key identifier.

Approver Type Indicates the approver type, such as a reviewer, supervisor, and prepayment auditor.

Amount Based Select to enable the approval process to use amount-based routing rules. Amount-based routing rules does not apply for hours-based transactions such as time reports and time adjustments. It also does not apply to the Supervisor or Project Manager approver types, and Expenses ignores the check boxes if you select them. If you select for other approver types, an approver list must exist that contains the amount rules by routing ChartField.

Auto Approve Select to enable automatic approvals for travel authorizations, cash advances, and expense reports. You define a monetary amount threshold and a percent variance from travel authorizations on the Business unit 2 page for Expenses to automatically approve transactions.

Note. If you use Commitment Control and you enable the option to require budget checking of transactions prior to approval, Expenses will not automatically approve expense transactions that do not have a valid budget checking status.

Properties Tab

Page elements on the Properties tab enable you to select specific attributes of an approver type for the transaction type. Only the rows that you selected in the Active column on the Mapping tab are available. This section also contains the approval actions—such as Approve, Deny, Send Back, and Hold—that you can enable for an approver for the transaction. These settings control which buttons appear on the transaction approval pages.

Routing Chartfield Displays the ChartField used for routing approvals for each approver type. Expenses does not display a routing ChartField for the *Supervisor* or *Project Manager* approver types.

Approve Payment This option is only available for expense report transactions and must be selected to authorize an approver type to approve a transaction for payment or reimbursement. At least one approver type must be authorized to approve for payment.

Note. For every active approver type for expense reports, you must select either Approve Payment, Approve Billing, or both. If you do not select Approve Payment, then you must select Approve Billing.

Approve Billing This option is only available for expense report transactions and must be selected to authorize an approver type to approve a transaction to be staged to Project Costing for billing.

Note. For every active approver type for expense reports, you must select either Approve Payment, Approve Billing, or both. If you do not select Approve Billing, then you must select Approve Payment.

Approve Select to authorize an approver type to approve a transaction. If you select Approve, then you cannot select the Reviewed check box.

Deny Select to authorize an approver type to deny a transaction, which permanently terminates it. If you deny a transaction, it cannot be returned to the employee or made available for another approver.

If you are only authorized to approve/deny one or more lines but not the entire transaction, clicking the Deny button will be treated as denial of your authorized lines but not a full deny of the transaction itself.

Send Back Select to authorize an approver type to send the transaction back to the originator, typically for correction or revision.

Hold Select to authorize an approver type to hold a transaction from further approval processing until the approver releases it by taking a different action, such as Send Back or Approve.

Review Select to authorize an approver type to acknowledge that a transaction is ready for approval. This approver type is typically a reviewer or screener who reviews expenses reports to ensure that receipts are included or that expenses are in compliance with organizational policies. If you select Review, then you cannot select the Approve check box.

Rerouting Rules Tab

Page elements on the Rerouting Rules tab enables you to reroute transactions after a specified number of days or hours. The system determines the age of the approvals in an approver's queue. If the duration meets the criteria that you establish in the rerouting rules, Expenses reroutes transactions to the HR supervisor or another approver that you specify. Establish rerouting rules for each transaction type and approver type.

Duration Days and **Duration Hours** Enter a number of days or hours after which Expenses reroutes the transaction. You can enter either days, hours, or both. For example, you may use a duration of one day, or four hours, or one day and four hours. If you do not enter a duration for days or hours, Expenses will not reroute transactions.

Route to Supervisor Select to reroute transactions to the HR supervisor. If you do not select the Route to Supervisor check box and you do not enter a user ID in the Route to Other Approver field, Expenses will not reroute transactions.

Route to Other Approver Select a user ID from the drop-down list box to whom to reroute transactions. If you do not select a user ID from the drop-down list box and you do not select the Route to Supervisor check box, Expenses will not reroute transactions.

Setting Up Approval Privilege Templates for Expenses

To set up approval privilege templates, use the Privilege Template (EX_PRIV_TMPL.GBL) component.

This section provides an overview of approval privilege templates and discusses how to set up approval privilege templates.

Understanding Approval Privilege Templates

Approval privilege templates is a collection of attribute privileges that defines the type of access to fields and records that approvers have access to in their approval queue. You can create your own templates; however, Expenses delivers approval privilege templates, which you can modify for your organizational needs and requirements. Every approver must have an approval privilege template associated with them in order to access the transaction approval pages and perform reviews or approvals.

The approval privileges range from viewing accounting dates to adding expense lines. You configure the privilege attributes for a specific type of access, depending on the nature of the attribute. Privileges enable approvers to view and modify areas of a transaction and, in some cases, to add or delete other areas of a transaction. Some privileges may supersede others. For example, if an approver has the authority to add or delete an expense line, they automatically have the authority to add or delete distributions, change amounts, and change ChartFields. Expenses disables privileges that are not applicable to the transaction type. For example, Receipt Required is not relevant to a time report transaction type.

Approval privilege templates are effective-dated to enable you to create future-dated changes to approver privileges. You can create templates only for active transaction types; however, you can create multiple templates for the same transaction type. When you create a template, Expenses sets all the attributes to *View* and you can reset each attribute to an appropriate access type for your organization.

The approval privilege types are:

- *View:* Approvers can only read the attribute on the transaction; they cannot change or delete the attribute.
- *Modify:* Approvers can modify the attribute on the transaction.
- *Add:* Approvers can add this attribute on the transaction.
- *Delete:* Approvers can delete this attribute from the transaction.
- *Full:* Approvers can modify, add, or delete the attribute on the transaction.
- *Hide:* Do not display this attribute on the transaction.

Each approval privilege attribute can be set to an appropriate access type. Field attributes, such as Receipt Verified and Accounting Date, can only be viewed or modified. Record row type attributes, such as Transaction Lines and Distributions, can be viewed, modified, added, or deleted. Some attributes supersede others. For example, if you select full access for Transaction Lines and Distributions, Expenses also grants full access for GL ChartFields and PC ChartFields.

Expenses disables privilege attributes for some transaction types to prevent system administrators from selecting attributes that do not apply. For example, travel authorizations and time reports do not need privilege attributes that pertain to cash advances, so Expenses disables those attributes. The following table shows the attributes that Expenses enables for expense reports (ER), travel authorizations (TA), cash advances (CA), time reports (TR), and time adjustments (TJ) and the privilege type that you can grant:

Attribute	ER	TA	CA	TR	TJ	Privilege Type
Default Accounting	X	X				Hide, View, Modify
User Defaults	X	X	X	X	X	Hide, View
Distributions	X	X				Full, View, Modify, Hide
Transaction Lines	X	X	X	X	X	View, Modify, Full, Add, Delete
Accounting Date	X		X			Hide, View, Modify
GL ChartFields	X	X		X	X	Hide, View, Modify
Receipt Required	X					Hide, View
Cash Advance Applied	X					Hide, View, Modify
PC ChartFields	X	X		X	X	Hide, View, Modify
Receipt Verified	X					Hide, View, Modify
Cash Advance Tax			X			Hide, View, Modify
VAT Information	X					Hide, View, Modify
Cash Advance Adjustment	X					Hide, View, Modify
Document Sequence Type			X			Hide, View, Modify

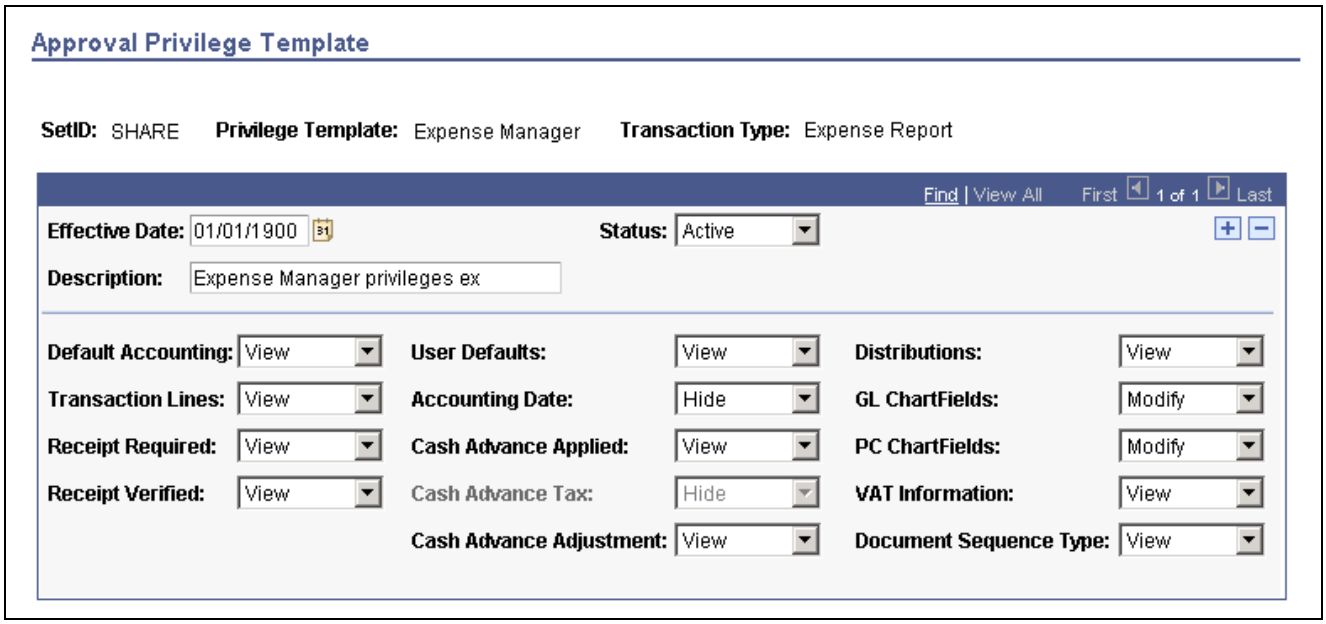
Note. Selecting the Change All check box on the Approver Profile page enables an approver type to modify all details of a transaction type and overrides the privilege attributes that you set up on the Approval Privilege Template page.

Page Used to Set up Approval Privilege Templates

Page Name	Object Name	Navigation	Usage
Approval Privilege Template	EX_PRIV_TMPL	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Privilege Template • Travel and Expenses, T and E Administration Center, Manage Approvals, Privilege Template	Configure approval privilege templates to control the areas of transactions that approvers have access to.

Setting Up Approval Privilege Templates

Access the Approval Privilege Template page.



Approval Privilege Template page

Default Accounting Select a privilege type for approvers to modify the default accounting for travel authorizations and expense reports, and reset accounting lines based on the modified defaults. Privilege types for this attribute are *Hide, Modify,* and *View.*

Transaction Lines Select a privilege type for approvers to access the transaction lines. The lines represent expense lines for expense reports and travel authorizations, time lines for time reports and time adjustments, and advance source lines for cash advances. This privilege also allows access to the general ledger and Project Costing ChartFields that are associated with distributions for the lines in expense reports and travel authorizations. If you give an approver the privilege to add lines in transactions, the system automatically sets those lines to approved and they cannot be denied. For monetary transactions, such as expense reports, the lines an approver adds will automatically be approved for payment. If there are subsequent approvers, they can not access, modify, or deny the line. You should only give this privilege to certain authorized approvers for this reason. After the transaction completes the approval process, an authorized person can use the Modify Approved Transaction pages to make corrections to the added line, if necessary.

Privilege types for this attribute are *Add, Delete, Full, Modify,* and *View.*

Receipt Required Select a privilege type for approvers to access the receipt required flag on expense reports. Privilege types for this attribute are *Hide* and *View.*

Receipt Verified Select a privilege type for approvers to access the receipt verified flag or check box on expense reports. Privilege types for this attribute are *Hide, Modify,* and *View.*

User Defaults Select a privilege type for approvers to access the employee's user defaults. Privilege types for this attribute are *Hide* and *View.*

Accounting Date Select a privilege type for approvers to access the accounting date on transactions. Privilege types for this attribute are *Hide, Modify,* and *View.*

Cash Advance Applied Select a privilege type for approvers to access the cash advance amount that is applied to an expense report. Privilege types for this attribute are *Hide, Modify,* and *View.*

Cash Advance Tax Select a privilege type for approvers to access cash advances. The privilege extends to applying tax. Privilege types for this attribute are *Hide, Modify,* and *View.*

Cash Advance Adjustment Select a privilege type for approvers to create cash advance adjustments. An cash advance adjustment is needed only if an employee owes money to the organization or a post payment auditor denied one or more lines on an expense report that was reimbursed to an employee. Privilege types for this attribute are *Hide, Modify,* and *View.*

Distributions Select a privilege type for approvers to access the distribution lines for an expense. Privilege types for this attribute are *Full, Hide, Modify,* and *View.*

If you select *Full* or *Modify,* approvers can add or delete distribution lines and edit amounts, and it enables them to access the general ledger and Project Costing ChartFields.

GL ChartFields Select a privilege type for approvers to access the general ledger ChartFields in travel authorizations, expense reports, time reports, or time adjustments. Privilege types for this attribute are *Hide, Modify,* and *View.*

PC ChartFields Select a privilege type for approvers to access the Project Costing ChartFields in travel authorizations, expense reports, time reports or time adjustments. Privilege types for this attribute are *Hide, Modify,* and *View.*

VAT Information Select a privilege type for approvers to access the calculated VAT information on expense transactions. Privilege types for this attribute are *Hide,Modify,* and *View.*

Document Sequence Type Select a privilege type for approvers to access the document sequence type that the system assigns to expense transactions. Privilege types for this attribute are *Hide, Modify,* and *View.*

Setting Up Approval Refinement Templates in Expenses

To set up approval refinement templates, use the Refinement Template (EXpREFINE_TMPL.GBL) component.

This section provides an overview of approval refinement templates and discusses setting up approval refinement templates.

Understanding Approval Refinement Templates

Approval refinements are filters for expense transactions that are subject to approval. Filters are used most often for special approvers or auditors who may not review every transaction but only those meeting specific criteria such as expense reports containing charges to projects. You can create your own templates; however, Expenses delivers refinement templates, which you can modify for your organization's needs and requirements.

Approval refinement templates are effective-dated and you can refine the filters based on values in transaction fields or other criteria. You create refinement templates for active transaction types and approver types.

Expenses enables or disables fields on the Approval Refinement Template page based on the transaction type that the refinement is associated with. For example, if the transaction type is *Expense Report,* Expenses disables the check boxes that relate to time reports, such as the Billable Hours and Non-Billable Hours check boxes.

When you enable multiple refinements, Expenses evaluates the criteria as an OR condition. For example, if you select Credit Card Feed and Non-Preferred Merchant on the approval refinement template for expense reports to be approved by an expense manager, expense reports with transactions from a credit card feed *or* transactions where the employee did not use a preferred merchant, Expenses forwards those expense reports to the expense manager for approval.

In addition to selecting refinements, you can also select to review expense transactions based on business units, departments, employee IDs, expense codes, and time codes. Expenses evaluates the criteria for these lists as an OR condition. If you select business units or departments, the system routes transactions based on the employee's home business unit and department, not the business unit and department listed in the transaction distributions.

Note. When using Business Unit or Department criteria in the refinement template, routing will be based on the employee's home business unit and department, not the business unit and department contained in the distributions.

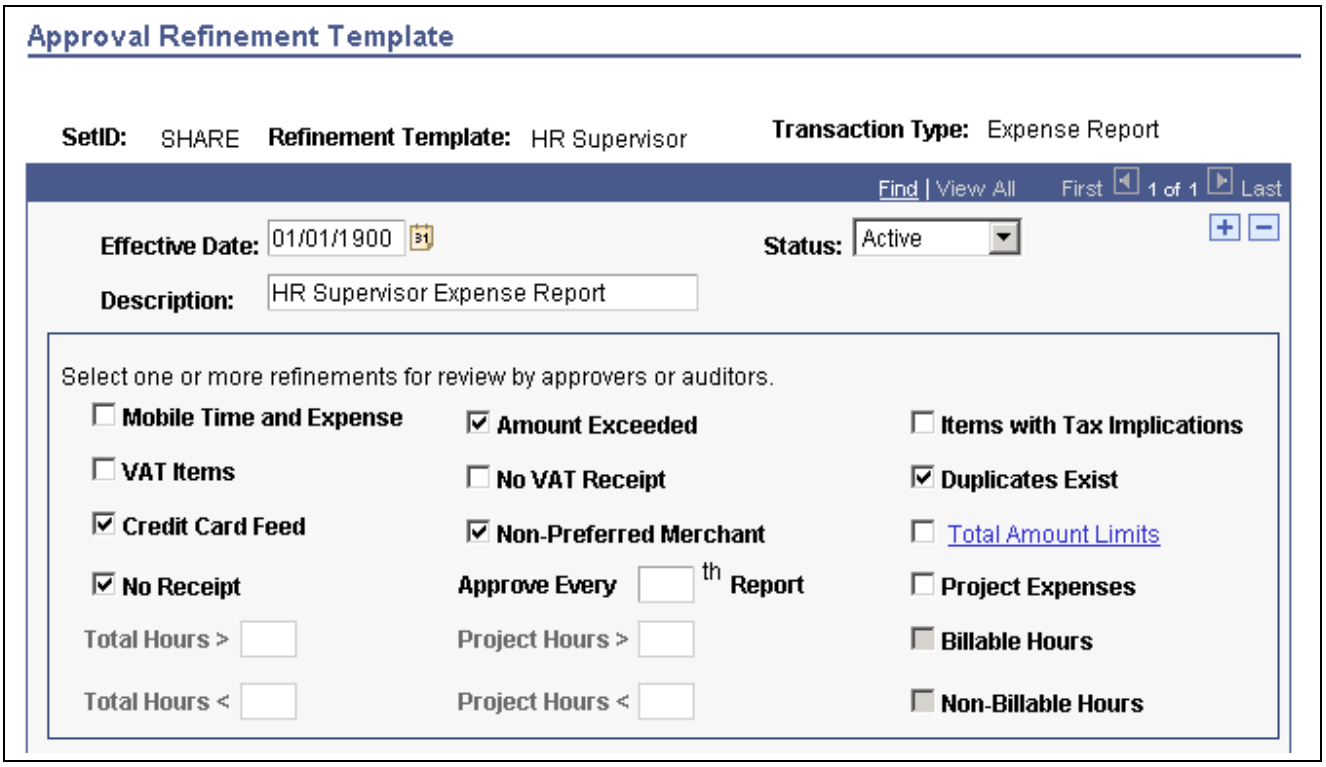
Note. If you create a refinement template, Expenses requires that you select at least one refinement.

Page Used to Set Up Approval Refinement Templates

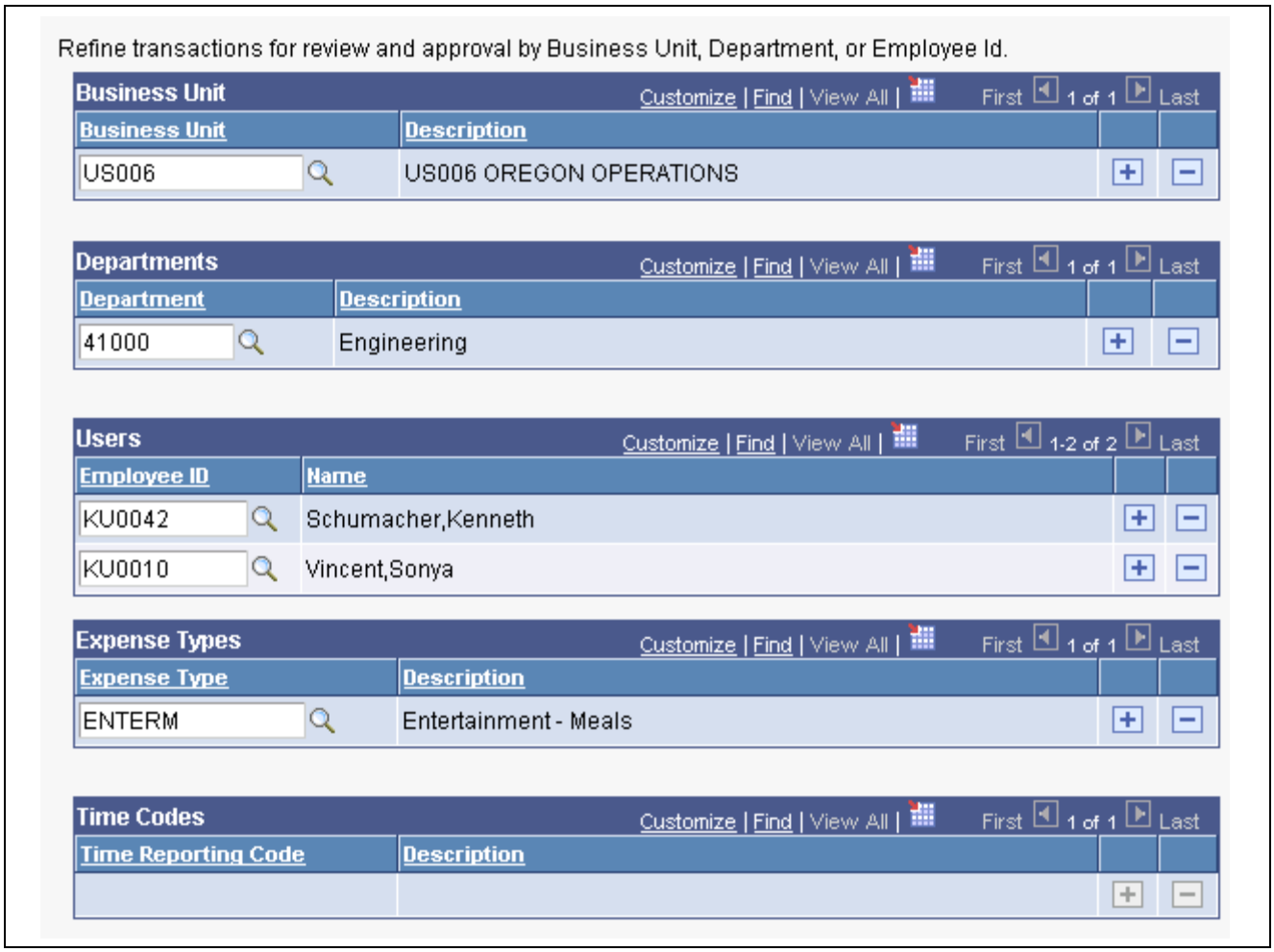
Page Name	Object Name	Navigation	Usage
Approval Refinement Template	EX_REFINE_TMPL	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Refinement Template • Travel and Expenses, T and E Administration Center, Manage Approvals, Refinement Template	Add or modify refinement templates that define, for a transaction type, the approval refinements used to filter transactions for approval.

Setting Up Approval Refinement Templates

Access the Approval Refinement Template page.



Approval Refinement Template page (1 of 2)



Approval Refinement Template page (2 of 2)

Mobile Time and Expense Select to review expense reports created and submitted using the mobile client.

Amount Exceeded Select to review expense transactions containing an expense item that is more than the defined expense location amount or the per diem amount.

Items with Tax Implications Select to review an expense report that include reimbursements for which an employee can be taxed.

VAT Items Select to review expense reports containing expenses that have value added tax.

No VAT Receipt Select to review expense reports for employees who have not provided a receipt for VAT expenses that normally require one.

Duplicates Exist Select to review expense reports where an expense item appears more than once in the same expense report or the item appears in another expense report for the same employee ID.

When employees submit expense reports, the system automatically detects duplicates by checking each line. A program extracts the expense type, transaction date, amount, and currency code fields, then looks for an expense line within the same expense report that has identical values as the extracted line. If the system finds an identical expense line, it flags the line. The

	program also searches for the same line in all expense reports for the employee and adds a comment to indicate that a duplicate exists. Some duplicates are legitimate; for example, if your organization pays moving expenses for an employee and a spouse, there may be two airline tickets to the same destination on the same day for the same amount. You can still submit an expense report when it has acceptable duplicates.
Credit Card Feed	Select to review expense reports containing an expense item that originated from a credit card transaction.
Non-Preferred Merchant	Select to review expenses reports that contain an expense item that was purchased from a merchant who is not defined as a preferred merchant for that expense type.
Total Amount Limits	Click the link to access the Business Unit 1 page and view the amount limits that you set up for business units.
No Receipt	Select to review expense reports where the employee has not provided a receipt for an expense that normally requires one.
Approve Every [number] Report	Select this option and enter a number to specify how often to select an expense report or cash advance for approval or audit. Expenses calculates whether a particular report is subject to the approval or audit process by dividing the number you enter in this field into the report ID or cash advance ID number. If there is a remainder, no action is required. If there is no remainder, the system selects the expense report or cash advance to undergo an approval or an audit.
Project Expenses	Select to review expense reports or travel authorizations containing expense transaction lines that are charged to projects.
Total Hours > and **Total Hours <**	Enter total hours greater than or total hours less than to indicate when you want Expenses to direct time reports or time adjustments to the approver.
Project Hours > and **Project Hours <**	Enter the total project hours greater than or total project hours less than to indicate when you want Expenses to direct time reports or time adjustments to the approver.
Billable Hours	Select to review time reports or time adjustments that contain billable hours.
Non-Billable Hours	Select to review time reports or time adjustments that contain non-billable hours.
Business Unit	Select an active business unit or a list of active business units. The system routes expense transactions based on the employee's home business unit, not the business unit listed in the transaction distributions.
Departments	Select an active department or a list of active departments. The system routes expense transactions based on the employee's home department, not the department listed in the transaction distributions.
Employees	Select an active employee or a list of employees.
Expense Types	Select an active expense type or a list of active expense types.
Time Report Codes	Select an active time report code or a list of active time report codes.

Defining Approver Profiles for Expenses

To define approver profiles, use the Approver Profile (EX_APPRVR_PROFILE.GBL) component.

This section provides an overview of approval profiles and discusses how to define approver profiles.

Understanding Approval Profiles

Use the Approver Profile pages to associate transaction types, privileges, and filters to an approver, and configure approval roles or specific approvers. Expenses delivers preconfigured profiles that match the supported approval roles. You can modify these profiles according to your organization's approval policies or you can create your own profiles using titles or role names that are meaningful to your organization.

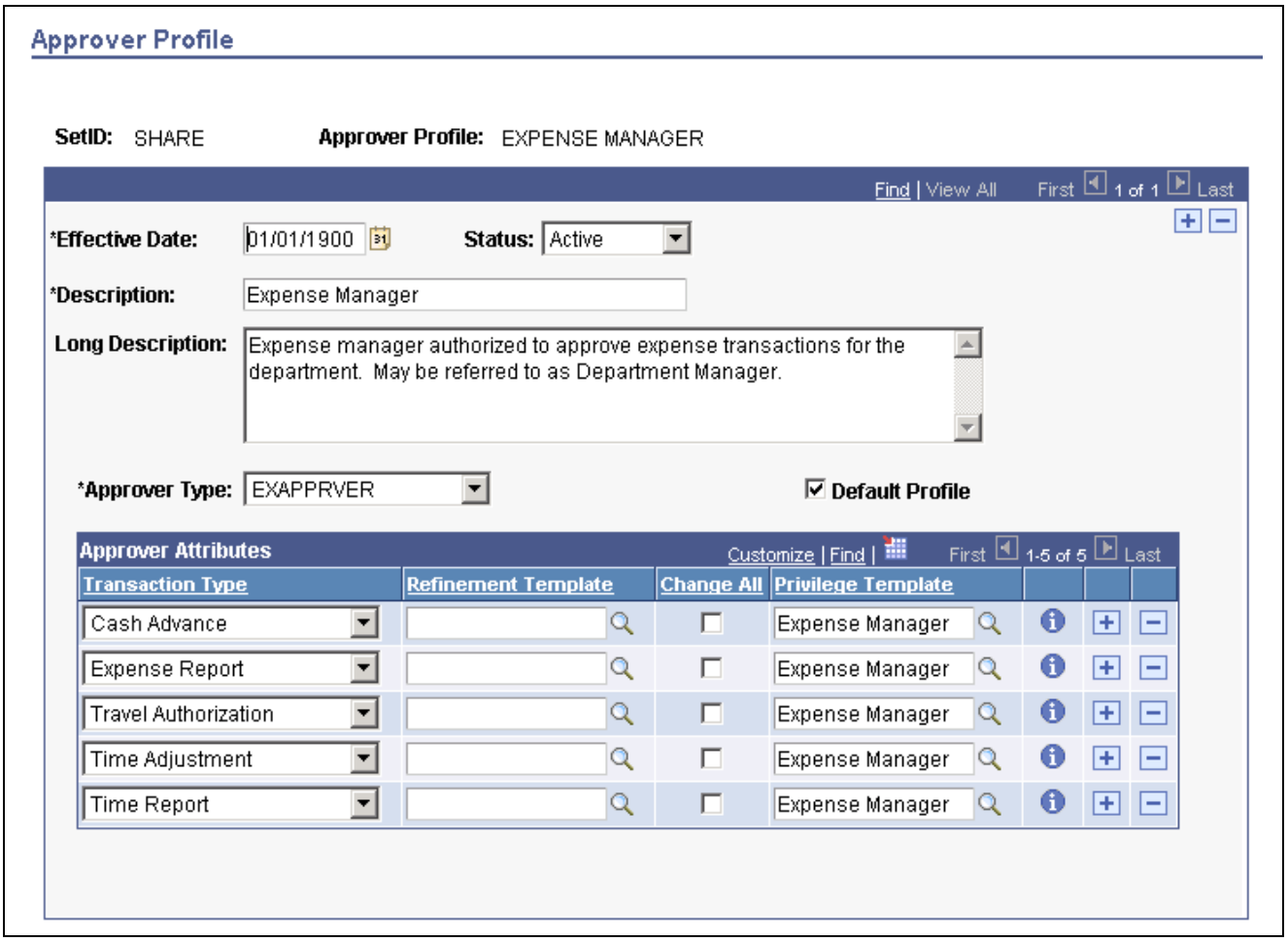
Every approver must have an associated profile in the system. When using the approver list routing, each approver must be assigned to a profile for the business unit. When HR Supervisor is used, it is not necessary to assign every supervisor to a profile as long as one profile marked as the default exists for the HR supervisor approver type for each transaction they are authorized to approve. The same rule applies to project managers when Project Manager is selected for project approvals. A profile marked as the default must exist for the project manager approver type for each transaction they are authorized to approve.

Page Used to Define Approver Profiles

Page Name	Object Name	Navigation	Usage
Approver Profile	EX_APPRVR_PROFILE	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver Profile • Travel and Expenses, T and E Administration Center, Manage Approvals, Approver Profile	Add and modify mappings of approver types and transactions to an approver privilege template and refinement template. The mapping also sets the change all and override privileges.

Define Approver Profiles

Access the Approver Profile page.



Approver Profile page

Approver Type Select an approver type for the profile.

Default Profile Select to make this profile the default for the approver type. You can only have one default per approver type.

Approver Attributes

Transaction Type Select an active transaction type.

Refinement Template (Optional) Select a refinement template that has filters configured for the transaction type. If you do not select a refinement template, Expenses assumes that there are not refinements.

Click the Show Refinements button to access the Approval Refinement Template page and view or modify the refinements for the approver type. If you do not select a refinement template, Expenses does not display this button.

Change All Select to enable an approver type full access (view, modify, add, and delete) to all details of a transaction type. Selecting Change All for the transaction type overrides the privilege attributes that you set up on the Approval Privilege Template page.

Note. You cannot select the Change All privilege for a post payment auditor for any transaction type.

Privilege Template Select an approval privilege template to use for the transaction type. If you select a privilege template, Expenses displays the Show Privileges button.

Note. If you selected Change All, Expenses does not enable you to select an approval privilege template because the change all functionality enables full access to the approver for the transaction type. If you selected Change All and a privilege template is already assign, Expenses ignore the request



Click the Show Privileges button to access the Approval Privilege Template page to view or modify the privileges for the approver type. If you do not select a privilege template, Expenses does not display this button.

Setting Up Approver Assignments in Expenses

To set up approver assignments, use the Approver Assignment (EX_APPRV_ASGN.GBL) component.

This section provides an overview of approver assignments and discusses how to assign approvers to approver profiles.

Understanding Approver Assignments

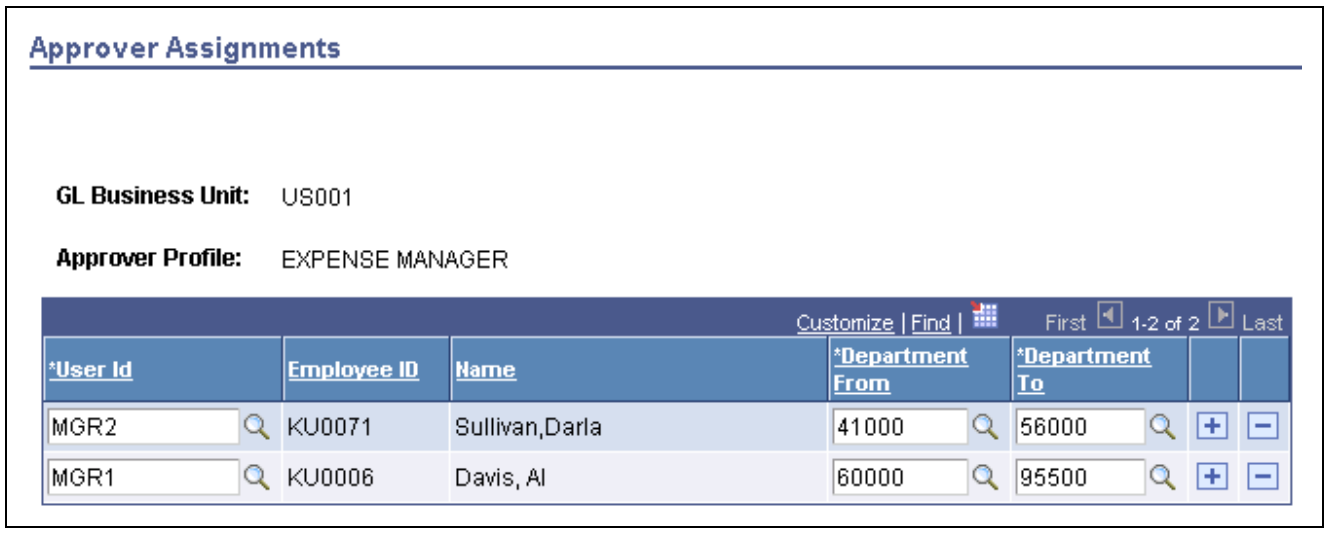
If you use HR supervisor routing for approvals, you do not need to assign your supervisors to approver profiles because the system routes transactions for approvals to supervisors identified in the employee profiles. If you use Project Manager routing for project approvals, you do not need to assign the project managers to approver profiles because the system routes transactions to project managers based on the project team definition in Project Costing. If you elect to use an approver list as the option or for supplemental approvals, you must assign the approvers to a profile and a range of routing ChartField values. You can assign one or many approvers to profiles using their user IDs, based on the range of values for the routing ChartField selected for the approver type. You can also assign approvers to more than one profile if they support multiple approval roles.

Page Used to Define Approver Assignments

Page Name	Object Name	Navigation	Usage
Approver Assignments	EX_APPRVR_ASGN	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver Assignment • Travel and Expenses, T and E Administration Center, Manage Approvals, Approver Assignment	Assign authorized approvers in Expenses to an approver profile.

Assigning Approvers to Approver Profiles

Access the Approver Assignments page.



Approver Assignments page

User Id Select an active user ID to associate them with the approver profile.

[ChartField] From and **[ChartField] To** Enter an active routing ChartField range for the approver. These page elements change according to routing ChartField that you associate with the approver type. In the Approver Assignments page shot above, Expenses displays Department From and Department To because department is the routing ChartField for the approver type. If you configure the project manager approver type to use the Project ChartField as the routing ChartField, Expenses displays Project From and Project To.

Setting Up Approver Routing Lists in Expenses

To set up approver routing lists, use the Approver List (EX_APPRVR_LIST.GBL) component.

This section provides an overview of how to set up the approver routing list and discusses setting up approver routing lists.

Understanding How to Set Up Approver Routing List

Expenses approval functionality includes approver lists that enable you to route expense transactions based on the routing ChartField, monetary amounts, and hours. You can set up the approver routing list as the preferred option for approvals or select to use supplemental approvals when transactions meet specific criteria.

You can use the approver routing list to set up routing rules based on monetary amounts. For example, you can use HR supervisor approvals for all expense reports, but use a supplemental approver for all expense reports over 500.00 USD. You can also use a supplemental approval for project approvals in the same way. You can also define different amount-based routing rules for different ChartField values. Some organizations have amount-based rules that differ between operating units or departments.

Set up approver routing lists by business unit, transaction type, and approver type. The system associates the routing ChartField with the approver type that you set up on the Define Approver Types page. When employees in the business unit submit expense transactions, the system automatically applies the approval rules and routes travel authorizations, cash advances, expense reports, time reports, and time adjustments to the appropriate approver.

When defining approver routing lists:

- Create only one list per approver type and transaction type for each business unit.
- If you use the *Reviewer, Prepayment Auditor, Expense Manager, Project Supplemental Approver,* or *Post Payment Auditor* approver types, you must create an approver list for each transaction type that they use.
- Establish amount-based rules only if the approver type that is associated with the transaction is enabled for amount-based routing on the Transaction Definition page.

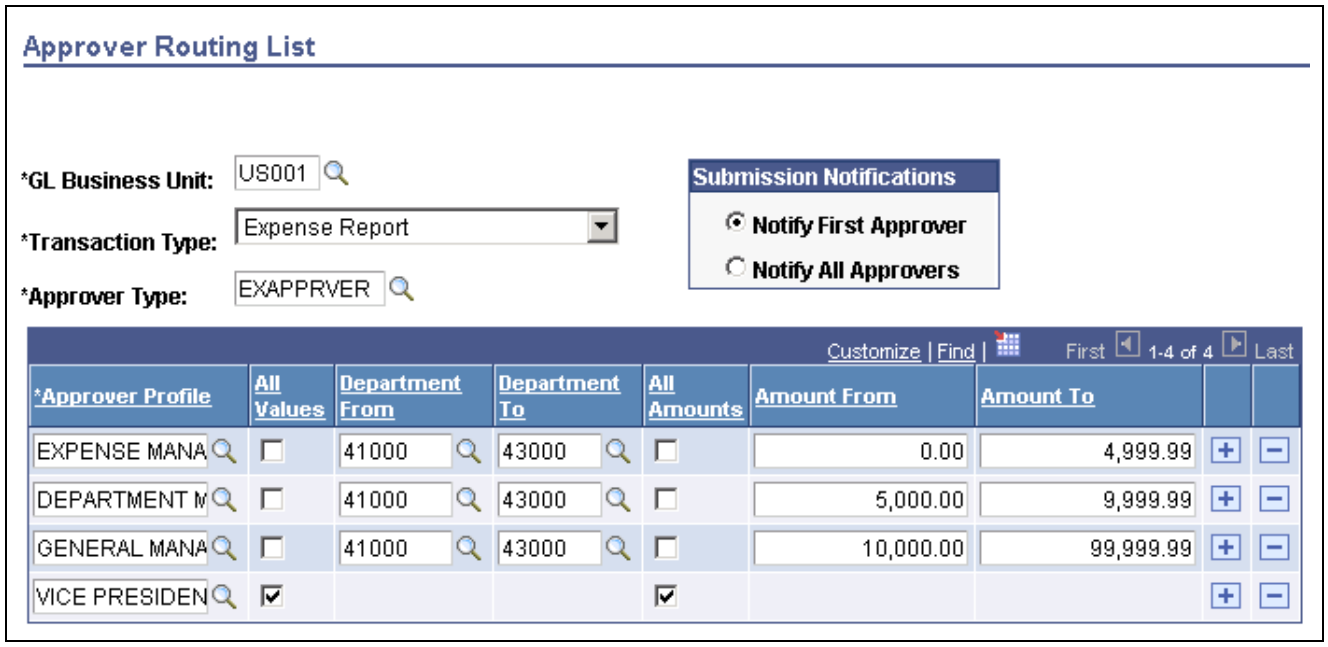
Note. If you do not enable HR Supervisor approvals on the Installation Options page but enable Approver List, then you must create expense approver routing lists for each transaction type.

Page Used to Set Up Approver Routing Lists

Page Name	Object Name	Navigation	Usage
Approver Routing List	EX_APPRVR_LIST	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver List • Travel and Expenses, T and E Administration Center, Manage Approvals, Approver List	Route expense transactions based on the routing ChartField ranges, monetary amounts, and hours.

Setting Up Approver Routing Lists

Access the Approver Routing List page.



Approver Routing List page

Submission Notifications Select how you want the system to send out approver notifications. Options are:

- *Notify First Approver:* Select to notify the first approver in the list when an employee submits a transaction.

  As each approver makes an approval action, the system sends a notification and routes the transaction to the next approver on the list. The sequence of approvers is top down, meaning that the system notifies the first approver on the list, then the second approver, and so on until all approvers process the transaction.

- *Notify All Approvers:* Select to notify and route transactions to all approvers in the list when an employee submits a transaction. This option allows any approver to access and approve the transaction at any time.

Approver Profile Select an approver profile. Expenses determines the approval order based on the order that you enter the approver profile lines. The approval process starts with the first row, regardless of the values in the From and To columns. If you insert a new row between two existing rows, Expenses updates the order of the approvals.

For example, if an approval sequence starts with Department Manager on the first row, then Director on the second row, when you insert a row for Vice President between the two, the Vice President in the new row now becomes the second approver.

Note. Only users who are assigned to profiles supporting the same routing ChartFields may be selected.

All Values Select to use the full range of ChartField values for the assigned routing ChartField. If you select the All Values check box, Expenses disables the [ChartField] From and [ChartField] To fields.

[ChartField] From and **[ChartField] To**	Enter a range that corresponds with the routing ChartField that you selected on the Define Approver Types page for the approver type. For example, if you selected *Department* as your routing ChartField, Expenses displays Department From and Department To headings. If you use amount-based rules for the transaction and want to apply different rules for different departments or any other ChartField that you selected for routing on the Define Approver Types page, you can enter a range that corresponds with the routing ChartField, then enter the from and to amounts for the rule. This is the only time that you can enter routing ChartField values. These fields are not available if you selected the All Values check box.
All Amounts	Select to use the full range of monetary amounts or hours, depending on the transaction type. If you select the All Amounts check box, Expenses disables the Amount From and Amount To fields.
Amount From and **Amount To**	If you selected Monetary Amount Based as the unit of measure for the transaction type on the Transaction Definition page, Expenses displays the Amount From and Amount To headings where you can enter a monetary range.

Copying Approval Setup to Another SetID

To copy an approval setup to another setID, use the Approval Setup Copy Utility (EX_APPRV_COPY.GBL) component.

This section provides an overview of how to copy approval setup to another setID and discusses how to use the Approval Setup Copy Utility.

Understanding How To Copy Approval Setup to Another SetID

Expenses delivers approval configuration data as system data under the SHARE setID. You can adjust your table set control to point to this setID for record group EX_04, which is the record group for the approvals configuration. However, you can use the Approval Setup Copy Utility to create a copy also create a copy of the delivered configuration for the setID of your choice using the Approval Setup Copy Utility. If you use your own setID, PeopleSoft recommends that you not modify the system data under setID SHARE. First, copy the configuration data set to your new setID, then make the configuration changes for that setID. This procedure keeps the system data in its initial state should you want to go back to the delivered configuration.

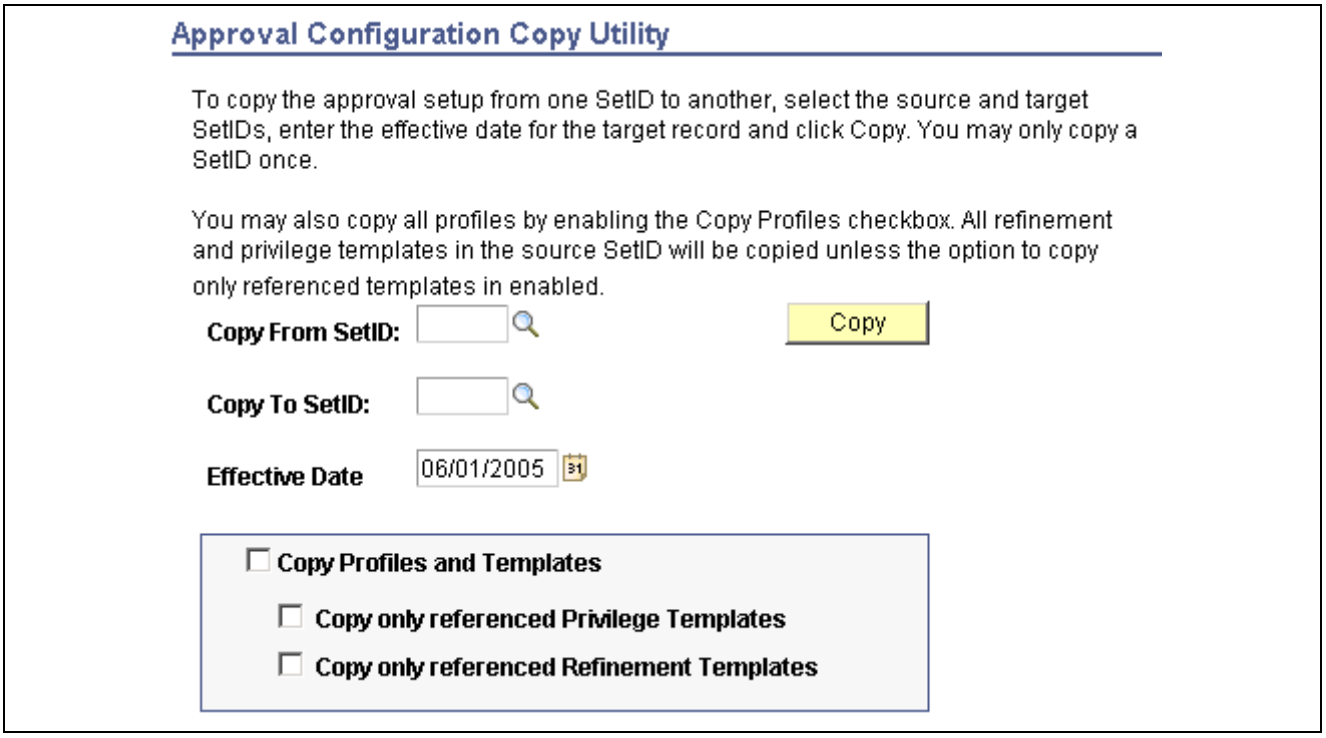
You cannot copy to the same setID. For example, you cannot copy from US001 to US001. Also, you can only perform a copy once to a setID. If, for example, you copy US001 to US002 but you forgot to enable the Copy only referenced Privilege Templates check box, you cannot copy from US001 to US002 again because the system will not allow you to select US002. In this case, you can make manual corrections to the approval configuration for US002.

Page Used to Copy Approval Setup to Another SetID

Page Name	Object Name	Navigation	Usage
Approval Configuration Copy Utility	EX_APPRV_COPY	Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approval Setup Copy Utility	Copy an approval setup from one setID to another.

Using the Approval Setup Copy Utility

Access the Approval Configuration Copy Utility page.



Approval Configuration Copy Utility page

Copy Profiles and Templates Select to copy all of the profiles and templates that Expenses delivers as system data.

Copy only referenced Privilege Templates Select to copy only the active privilege templates assigned in approver profiles.

Copy only referenced Refinement Templates Select to copy only the active Refinement templates assigned in approver profiles.

Configuring Summary Approval Options

To configure summary approval options, use the Summary Approval Options (EX_SUM_APPR_OPT.GBL) component.

This section provides an overview of summary approval options and discusses how to set up summary approval options.

Understanding Summary Approval Options

Summary approvals is a feature in Expenses that enables approvers to select multiple transactions to approve with one action. The Summary Approval pages consist of an overview page, which supports all transaction types, and individual transaction pages the display transactions according to transaction type. The Overview page is the initial page that an approver accesses to begin the approval process.

Expenses supports options to enable or disable the ability to perform approvals at a summary level. You can set the summary approval option preferences according to your organization's policies.

Configure summary approval options to:

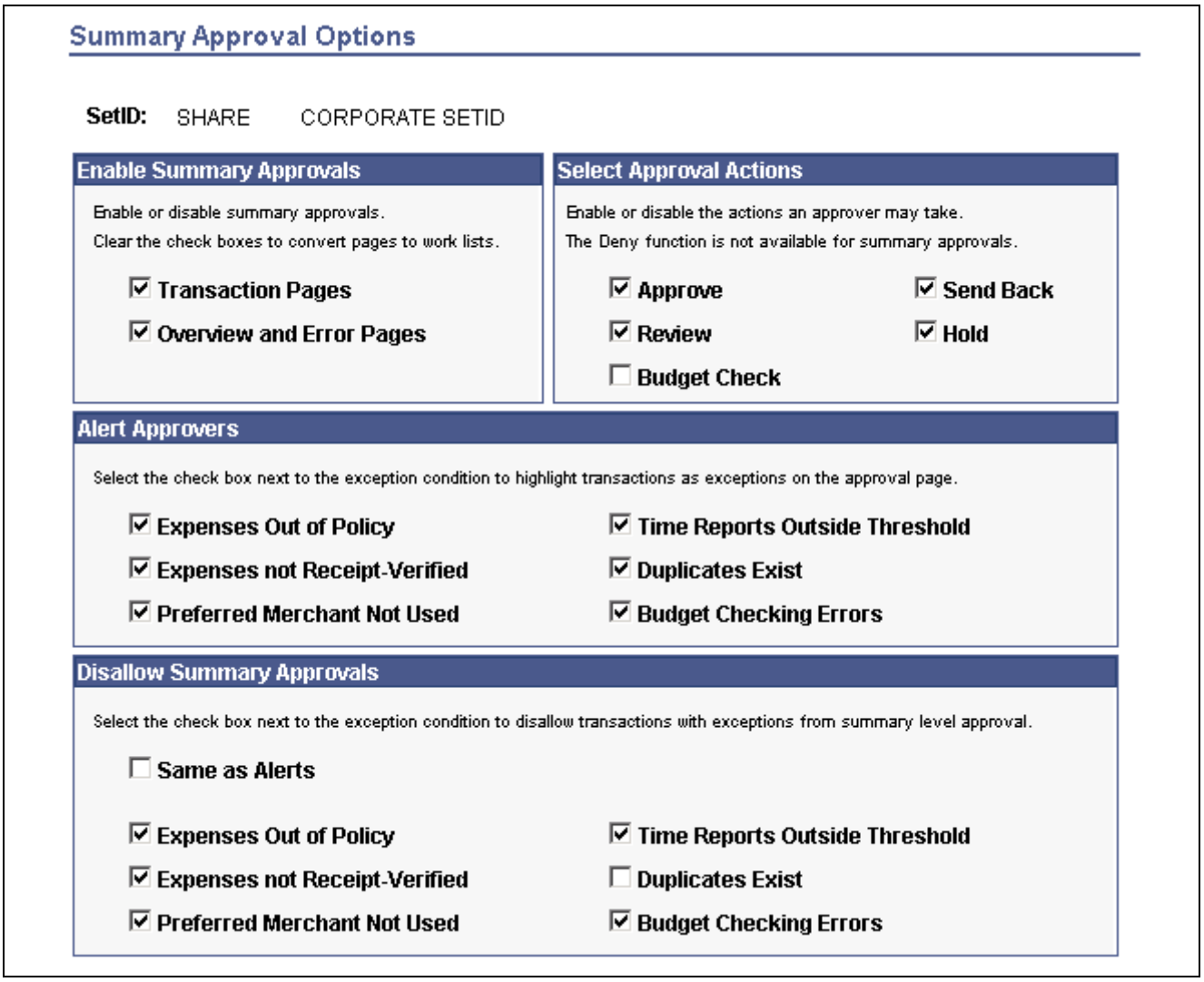
- Enable approvers to approve some or all expense transactions in their queue with one action.
- Force approvers to drill down to transaction details to view additional information and perform approval actions.
- Enable approvers to approve all types of expense transactions on one page or by transaction type.
- Control the approver actions used on the mass approval pages.
- Disable summary approvals if it violates organizational policy for expense approvals.
- Alert approvers if the expense transactions contain exceptions, such as out of policy expenses.
- Disable transactions for approval on the summary approval pages if they contain exceptions.

Page Used to Define Summary Approval Options

Page Name	Object Name	Navigation	Usage
Summary Approval Options	EX_SUM_APPR_OPT	Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Summary Approval Options	Define summary approval options.

Setting up Summary Approval Options

Access the Summary Approval Options page.



Summary Approval Options page

Enable Summary Approvals

Transaction Pages Select to enable approvers to perform approval actions on the individual transaction pages for expense reports, time reports, time adjustments, travel authorizations, and cash advances. If not selected, these pages become work lists and Expenses does not display the approval action buttons or the Select, Select All, and Clear All check boxes, and approvers must drill down to the transaction detail pages to perform approval actions.

Overview and Error Pages Select to enable approvers to perform approval actions on the Overview and Errors pages for all transaction types. If not selected, these pages become work lists and Expenses does not display the approval action buttons or the Select, Select All, and Clear All check boxes, and approvers must drill down to the transaction detail pages to perform approval actions.

Select Approval Actions

Select approval action buttons that you want Expenses to display on the summary approval pages. If you do not select an approval action, Expenses does not display that button on the summary approval pages and approvers must drill down to the transaction detail pages to take the appropriate action. If you select approval actions but cleared the Transaction Pages or Overview and Error Pages check boxes in the Enable Summary Approvals group box, Expenses does not display the approval action buttons for those pages.

When you select approval action buttons, approvers can press the button on the summary approval pages; however, Expenses checks the approver's configuration after they press the action button. If the approver is not authorized for the action, the transaction remains in the queue and the system flags it as an error. Expenses displays an error message on the Errors page.

Note. The *Deny* functionality is not available for summary approvals. The Budget Check check box is available only if you enabled Commitment Control for Expenses on the Installation Options - Products page.

Alert Approvers

Select the check box next to the exception condition to highlight transactions as exceptions on the approval pages. Expenses displays an icon on the approval pages as a visual indicator for transactions with exceptions.

Disallow Summary Approvals

Select the check box next to the exception condition to not allow approval on the summary approval pages for transactions with this exception. Expenses disables these check boxes on the summary approval pages. The approver must drill down to the detail level to approve the transaction. Select Same as Alerts to duplicate the selection from the Alert Approvers section.

Reassigning Work for Expense Transactions

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

Understanding How to Reassign Work in Expenses

Workflow and approval in Expenses enables business processes to move expense transactions through the system. The Expenses approval process integrates with the PeopleTools process to provide worklist and email capability. Depending on your user settings in PeopleSoft security, you can receive worklist entries and email notifications from your system. Although standard workflow functionality supports delegated approvals for mangers, Expenses supports delegation when routing the transactions to the next approver. There can be circumstances in your organization where the transactions in an approver's queue must be reassigned to a different approver.

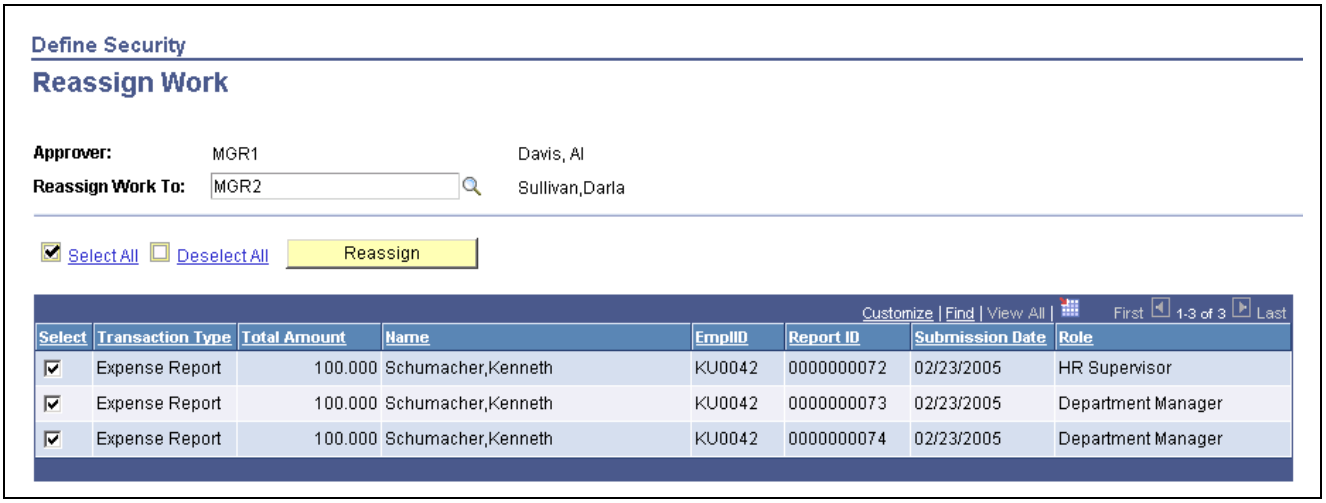
Note. The Define Security - Reassign Work functionality moves *only* Expenses-related work from one approver to another approver.

Page Used to Reassign Work

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

Reassigning Work

Access the Reassign Work page.



Reassign Work page

Select the transactions and the user ID that you want to reassign work to. Expenses generates an error and terminates the reassign operation if you enter the same approver in the Reassign Work To field. For example, MGR1 cannot reassign work to MGR1.

Setting Up Receipt Verification Rules and Lists

To set up receipt verification rules, use the Receipt Verification Rule (EX_RCPT_VER_RULES.GBL) component.

This section provides an overview of receipt verification rules and lists and discusses how to:

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

Understanding Receipt Verification Rules and Lists

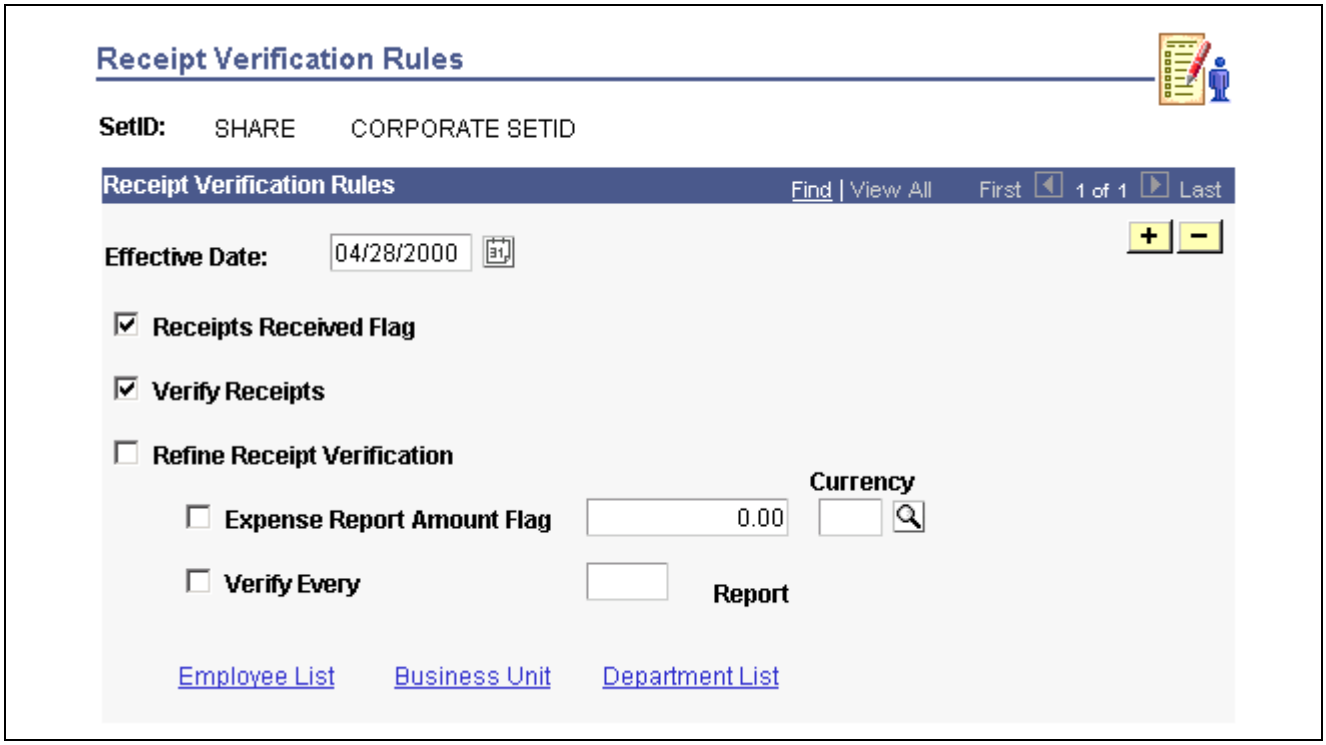
If you require employees to substantiate their expenses with receipts, you can create a receipt verification rule and set up your system to track receipts.

Pages Used to Set Up Receipt Verification Rules and Lists

Page Name	Object Name	Navigation	Usage
Receipt Verification Rules	EX_RCPT_VER_RULES	Set Up Financials/Supply Chain, Product Related, Expenses, Payment Information, Receipt Verification Rule	Create criteria to track receipts.
Verify Receipts for Specific Employees	EX_RCPT_VER_EE	Click the Employee List link on the Receipt Verification Rules page.	Select employees who are required to provide receipts with their expense reports.
Verify Receipts for Specific Business Units	EX_RCPT_VER_BU	Click the Business Unit link on the Receipt Verification Rules page.	Select business units that are required to verify receipts.
Verify Receipts for Specific Departments	EX_RCPT_VER_DEPTS	Click the Department List link on the Receipt Verification Rules page.	Select departments that are required to verify receipts.

Defining Receipt Verification Rules

Access the Receipt Verification Rules page.



Receipt Verification Rules page

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

Verify Receipts	Requires that receipts are validated on all expense reports by having employees or someone in your travel and expense department check off transactions as they are matched with employee receipts.
Refine Receipt Verification	Select to require receipt verification for specific circumstances. When you select this option, the system activates other options in this section. You may require receipt verification to occur when only one or both of the following conditions exist: Expense Report Amount Flag: The expense report exceeds a specified total. Enter the maximum amount in the space provided and select the appropriate currency. Any expense report that exceeds the specified maximum will require verification of receipts. Verify Every Report: Enter a number to specify how often to select an expense report to verify receipts.
Employee List, Business Unit, and **Department List**	Select to build the appropriate receipt verification lists.

Setting Up Receipt Verification Lists

Access one of the following pages:

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

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

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

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

CHAPTER 11

Defining Expenses Processing Roles and Exceptions

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

- Define Expenses processing roles.
- Define Expenses processing role exceptions.
- Define Expenses processing role options for value added tax (VAT).

Understanding Expenses Processing Roles and Exceptions

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

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

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

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

Defining Expenses Processing Roles

To define processing roles for Expenses, use the Expense Role (EX_ROLE.GBL) component.

This section discusses how to define processing roles for Expenses.

Page Used to Define Expenses Processing Roles for Expenses

Page Name	Object Name	Navigation	Usage
Expenses Role Setup	EX_ROLE	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Role • Travel and Expenses, T and E Administration Center, Define Expenses System, Roles and Exceptions, Expense Roles	Establish roles for employees depending on their positions in the company.

Defining Processing Roles for Expenses

Access the Expenses Role Setup page.

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

Accounting display options are:

- *Business Unit Default:* Expenses uses the setting that is in effect for the employee's business unit.
- *Display Only:* Expenses displays links to the accounting distribution pages. On the accounting distribution pages, Expenses only displays the information; you may not edit any of the ChartFields.
- *Hide:* Expenses does not display links to the accounting distribution pages on travel authorizations or expense reports.
- *Update:* Expenses displays links to the accounting distribution pages and you can modify the accounting information.

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

See Also

Chapter 6, "Understanding Accounting in Expenses," page 59

Chapter 3, "Defining Your Operational Structure for Expenses," Configuring a Business Unit for Expenses, page 10

Chapter 14, "Maintaining Employee Profiles," Maintaining User Defaults, page 217

Defining Expenses Processing Role Exceptions

To define processing role exceptions for Expenses, use the Expense Role Exceptions (EX_ROLE_EXCEPTION.GBL) component.

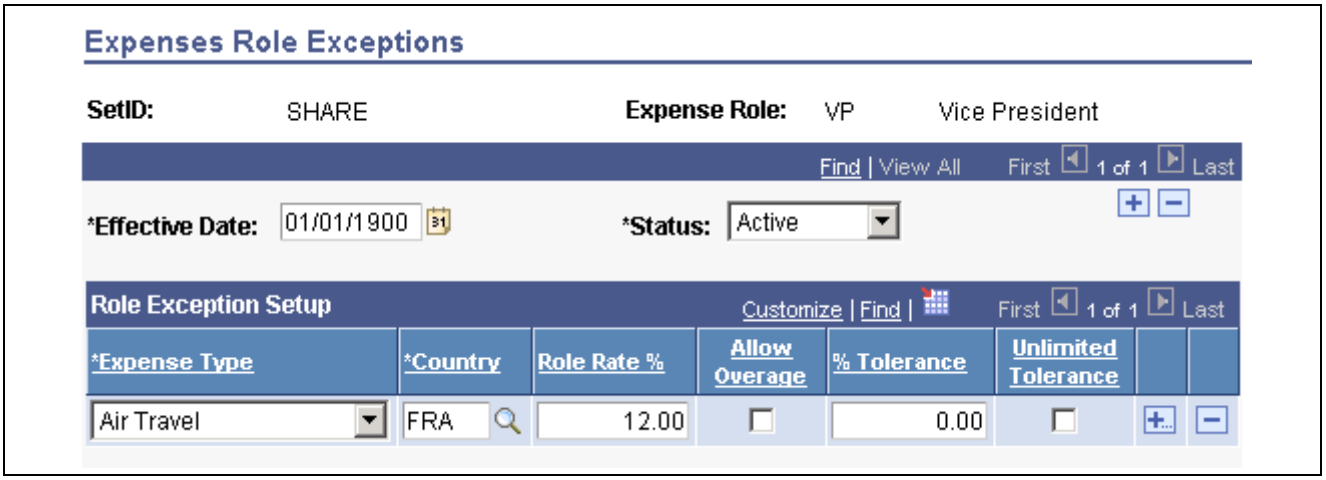
This section discusses how to define processing role exceptions for Expenses.

Page Used to Define Processing Role Exceptions for Expenses

Page Name	Object Name	Navigation	Usage
Expenses Role Exceptions	EX_ROLE_EXCEPTION	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Role Exceptions • Travel and Expenses, T and E Administration Center, Define Expense System, Roles and Exceptions, Expense Role Exceptions	Establish allowable amounts by role by expense type.

Defining Processing Role Exceptions for Expenses

Access the Expenses Role Exceptions page.



Expenses Role Exceptions page

Role Exception Setup

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

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

Allow Overage Select to allow an employee in this role to exceed the location or per diem rate up to the tolerance percentage above the role rate. If not selected, the system

will enforce stop limits and not allow employees to exceed the allowable amount on an expense report.

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

Unlimited Tolerance Select to allow an employee in this role to enter any amount for the expense type without the system requiring a comment.

Defining Expenses Processing Role Options for VAT

To define Expenses processing role options for VAT, use the Expense Role Options - VAT (EX_ROLE_VAT.GBL) component.

This sections discusses how to define processing role options for VAT.

Page Used to Define Expenses Processing Role Options for VAT

Page Name	Object Name	Navigation	Usage
Expense Role Options - VAT	EX_ROLE_VAT	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Role Options - VAT • Travel and Expenses, T and E Administration Center, Define Expense System, Roles and Exceptions, Expense Role Exceptions - VAT	Determine the visibility of VAT fields by role.

Defining Processing Role Options for VAT

Access the Expense Role Options - VAT page.

Edit Select to allow an employee in this role to edit the VAT field.

Display Only Select to allow an employee in this role to view the VAT field.

Hide Select to hide the VAT field for an employee in this role.

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

See Also

Chapter 23, “Processing Value Added Tax (VAT) Transactions in Expenses,” page 417

CHAPTER 12

Mapping Expense Data

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

- Map accounting information.
- Map location information.
- Map corporate card data.

See Also

Chapter 9, "Defining Additional Required Data for Expenses," Mapping Time Reporting Codes, page 100

Understanding Expense Data Mapping

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

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

Mapping Accounting Information

To map accounting information, use the following components:

- Adv Source - Payroll (EX_PY_MAP_AS.GBL).
- Expense Type - Benchmark (EX_BMXPNTP_MAP_PNG.GBL).
- Expense Type - Payroll (EX_PY_MAP_TBL.GBL).
- Expense Type - Wizard Type (EX_WIZARD_TBL.GBL).

This section discusses how to:

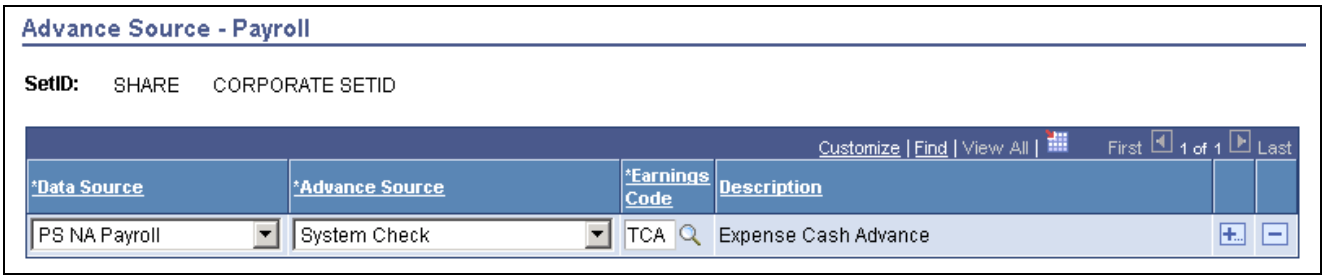
- Map cash advance sources to payroll earnings codes.
- Map benchmark expense types to expense types.
- Map expense types to payroll earnings codes.
- Map Hotel Wizard types to expense types.

Pages Used to Map Accounting Information

Page Name	Object Name	Navigation	Usage
Advance Source - Payroll	EX_PY_MAP_AS	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Adv Source - Payroll • Travel and Expenses, T and E Administration Center, Define Expense System, Map Accounting Information, Adv Source - Payroll	Map cash advance sources to payroll earnings codes.
Expense Type - Benchmark	EX_BMXPNTP_MAP_PNL	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Benchmark • Travel and Expenses, T and E Administration Center, Define Expense System, Map Accounting Information, Expense Type - Benchmark	Map benchmark expense types to expense types.
Expense Type - Payroll	EX_PY_MAP_TBL	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Payroll • Travel and Expenses, T and E Administration Center, Define Expense System, Map Accounting Information, Expense Type - Payroll	Map expense types to payroll earnings codes.
Expense Type - Wizard Type	EX_WIZARD_TBL	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Wizard Type • Travel and Expenses, T and E Administration Center, Define Expense System, Map Accounting Information, Expense Type - Wizard Type	Map Hotel Wizard types to expense types.

Mapping Cash Advance Sources to Payroll Earnings Codes

Access the Advance Source - Payroll page.



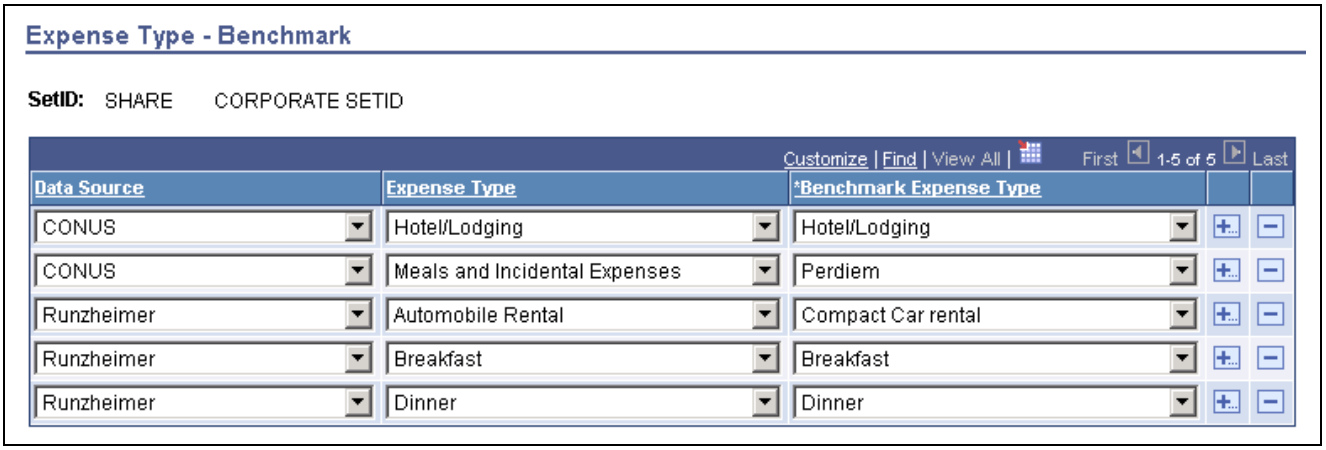
Advance Source - Payroll page

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

Mapping Table	Mapping From	Mapping To
EX_PY_MAP_AS	EX_ADV_SRC_TBL	EARNINGS_TBL

Mapping Benchmark Expense Types to Expense Types

Access the Expense Type - Benchmark page.



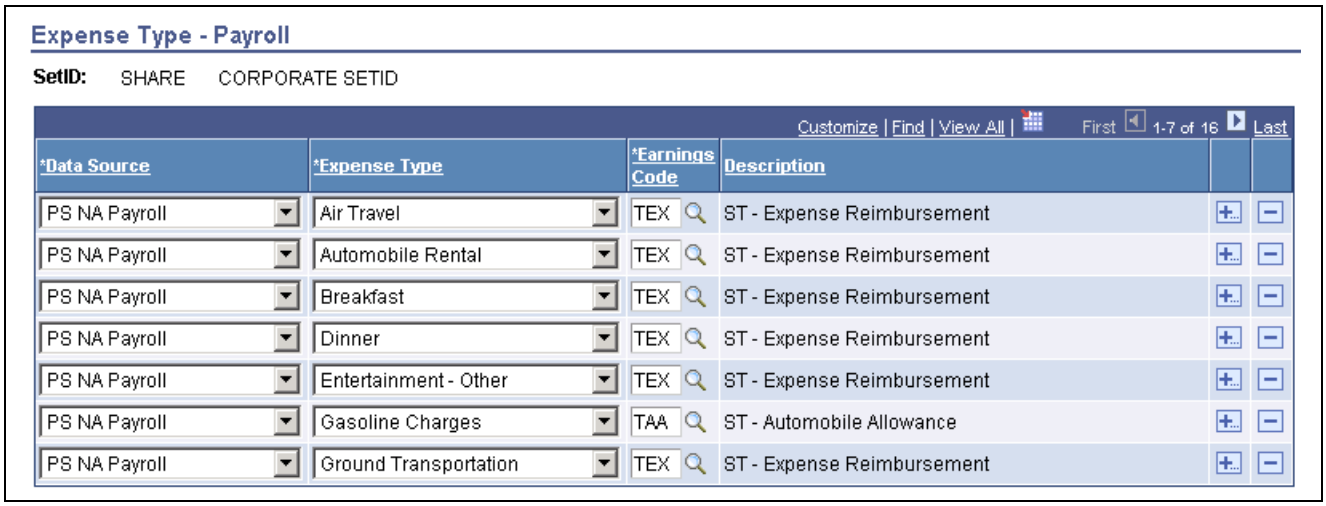
Expense Type - Benchmark page

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

Mapping Table	Mapping From	Mapping To
EX_BMXPNSTP_MAP	External data file	EX_TYPES_TBL

Mapping Expense Types to Payroll Earnings Codes

Access the Expense Type - Payroll page.



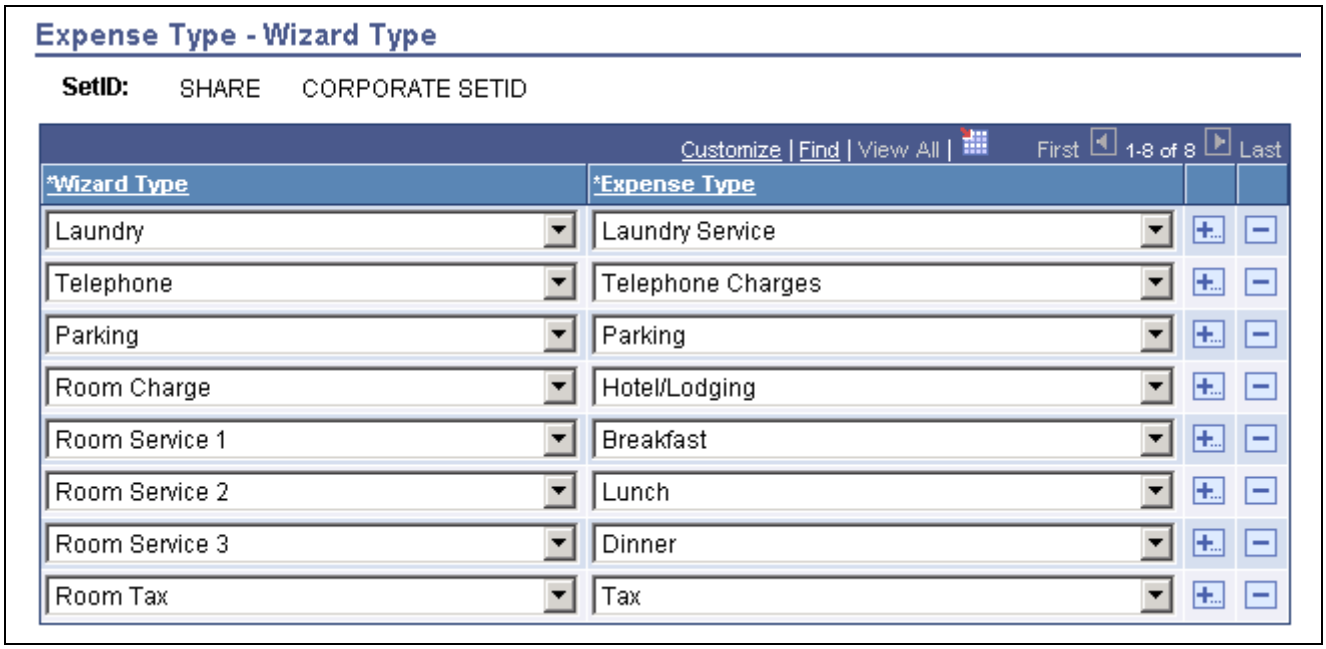
Expense Type - Payroll

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

Mapping Table	Mapping From	Mapping To
EX_PY_MAP_TBL	EX_TYPES_TBL	EARNINGS_TBL

Mapping Hotel Wizard Types to Expense Types

Access the Expense Type - Wizard Type page.



Expense Type - Wizard Type page

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

Mapping Table	Mapping From	Mapping To
EX_WIZARD_TBL	PSXLATITEM	EX_TYPES_TBL

Mapping Location Information

To map location information, use the following components:

- Country Code (EX_COUNTRY_MAP_PNG.GBL).
- Currency Code (EX_CURRNCY_MAP_PNG.GBL).
- Expense Location (EX_LOCTION_MAP_PNG.GBL).
- State Code (EX_STATE_MAP.GBL).

This section discusses how to:

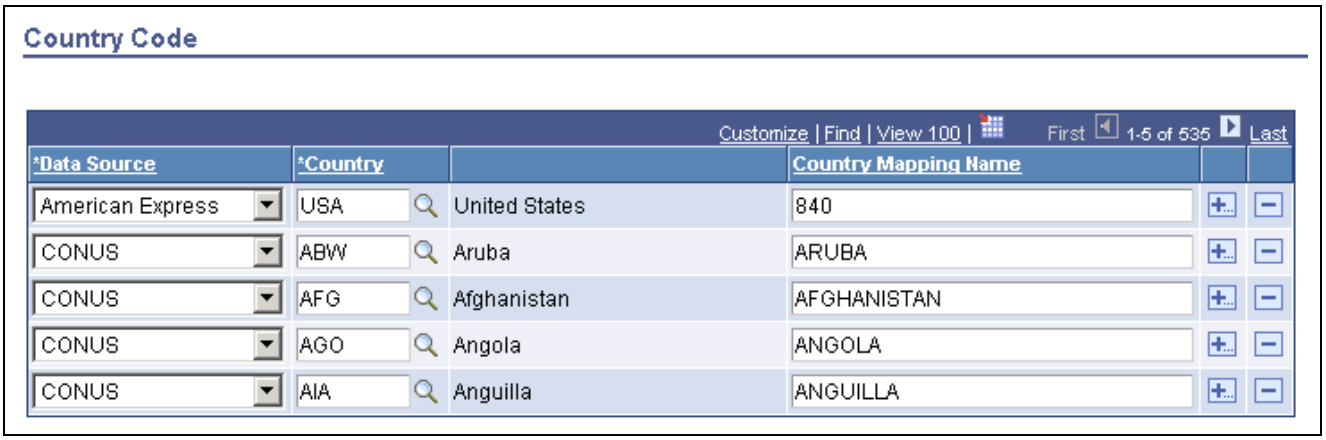
- Map country codes.
- Map currency codes.
- Map expense locations.
- Map state codes.

Pages Used to Map Location Information

Page Name	Object Name	Navigation	Usage
Country Code	EX_COUNTRY_MAP_PNL	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Country Code • Travel and Expenses, T and E Administration Center, Define Expense System, Map Location Information, Country Code	Map external source country names to country codes.
Currency Code	EX_CURRNCY_MAP_PNL	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Currency Code • Travel and Expenses, T and E Administration Center, Define Expense System, Map Location Information, Currency Code	Map external source currency abbreviations to currency codes.
Expense Location	EX_LOCTION_MAP_PNL	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Location • Travel and Expenses, T and E Administration Center, Define Expense System, Map Location Information, Expense Location	Map external data source locations to expense locations.
State Code	EX_STATE_MAP	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, State Code • Travel and Expenses, T and E Administration Center, Define Expense System, Map Location Information, State Code	Map external data source state names to state codes.

Mapping Country Codes

Access the Country Code page.



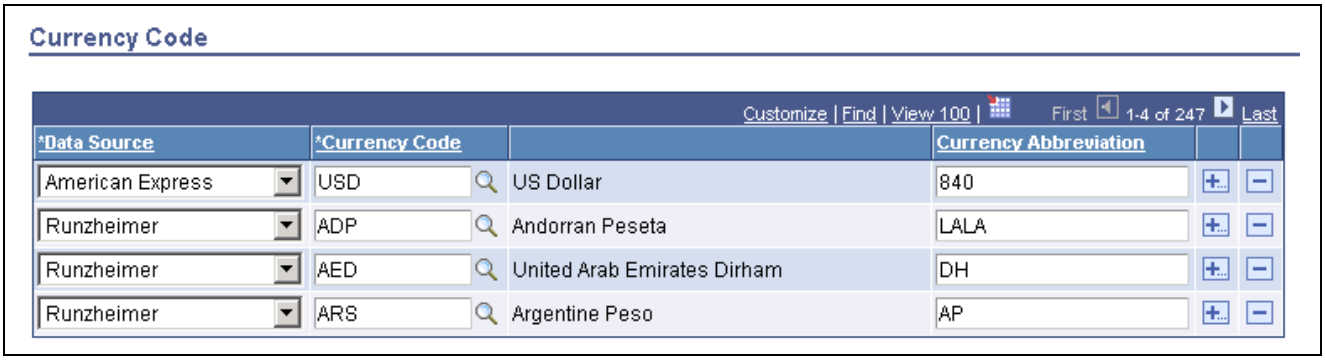
Country Code page

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

Mapping Table	Mapping From	Mapping To
EX_COUNTRY_MAP	External data file	COUNTRY_TBL

Mapping Currency Codes

Access the Currency Code page.



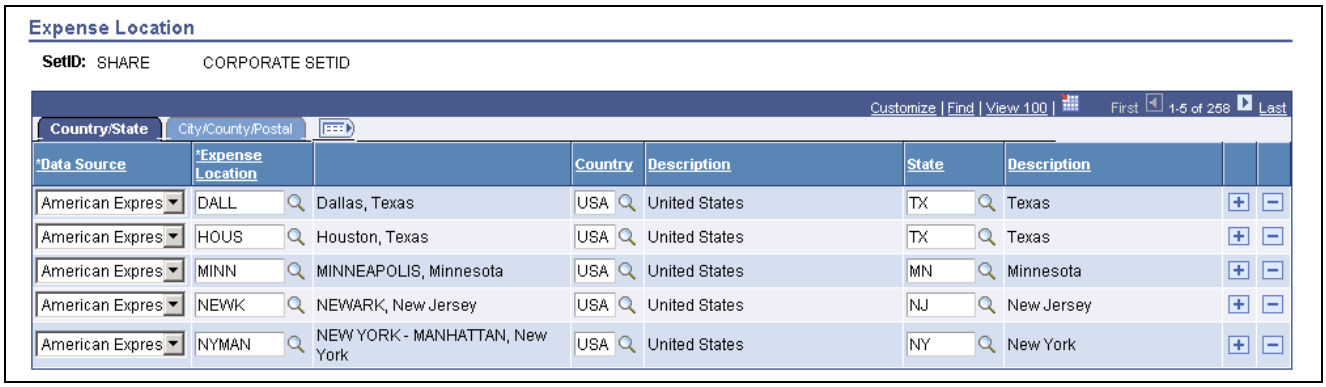
Currency Code page

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

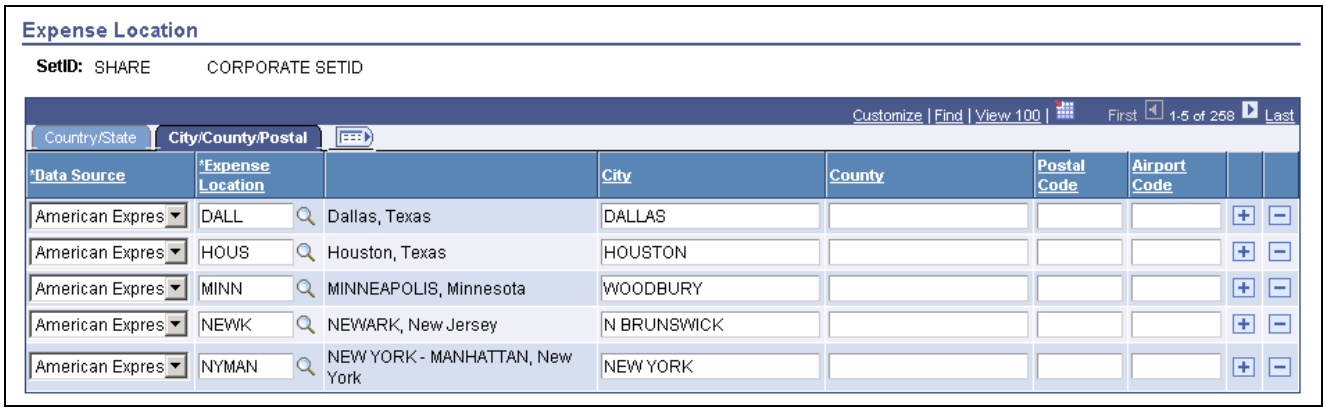
Mapping Table	Mapping From	Mapping To
EX_CURRENCY_MAP	External data file	CURRENCY_CD_TBL

Mapping Expense Locations

Access the Expense Location page.



Expense Location page: County/State tab



Expense Location page: City/County/Postal tab

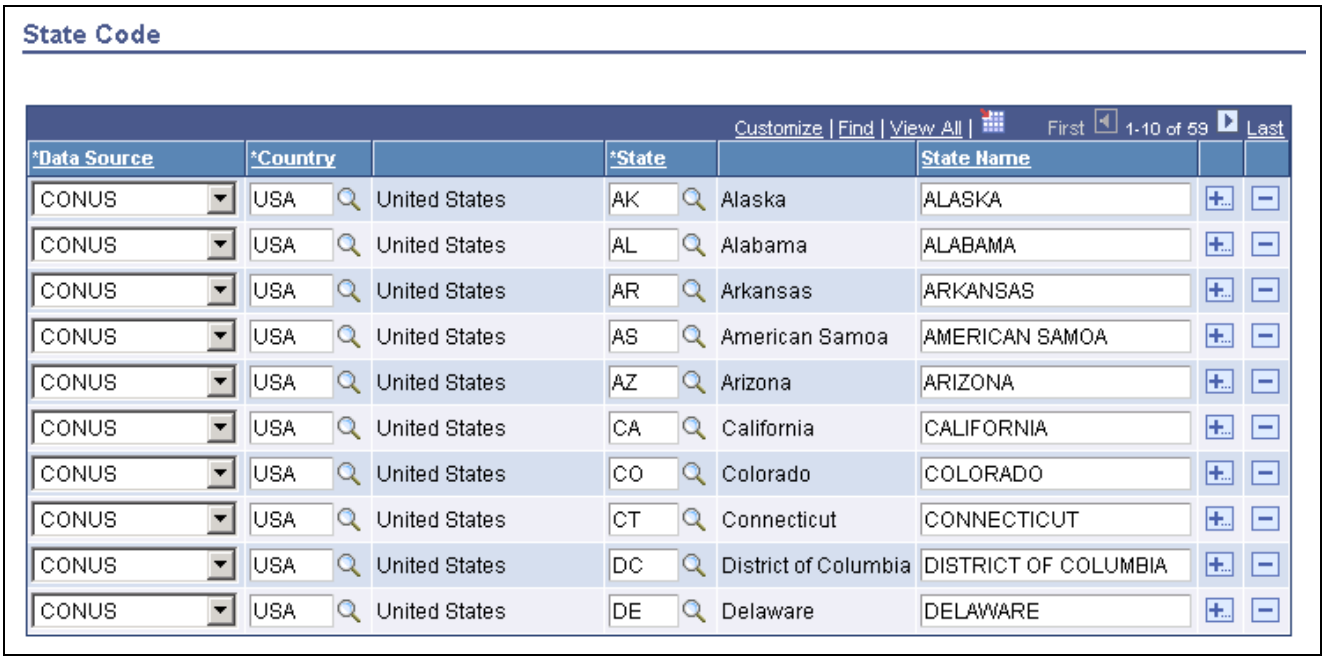
This table maps location details from an external data file to an Expenses expense location. The table works with the Country Code and State Code maps to associate specific country details—such as state, city, or postal code—with an expense location.

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

Mapping Table	Mapping From	Mapping To
EX_LOCATION_MAP	External data files	EX_LOCATION_TBL

Mapping State Codes

Access the State Code page.



State Code

Customize | Find | View All | First 1-10 of 59 Last

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

State Code page

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

Mapping Table	Mapping From	Mapping To
EX_STATE_MAP	External data files	STATE_TBL

Mapping Corporate Card Data

To map corporate card data, use the following components:

- Adv Source - Corporate Card (EX_ADV_SRC_MAP.GBL).
- Expense Type - Corporate Card (EX_CCET_MAP_TBL.GBL).
- Data Source - SetID (EX_SETID_MAP_PNG.GBL).
- Payment Type - Corporate Card (EX_EM_MAP_TBL.GBL).
- Merchant Category Group (EX_VIS_MCG_MAP.GBL).

This section discusses how to:

- Map data sources to setIDs.
- Map credit card codes to payment types.
- Map credit card cash advance codes to cash advance sources.
- Map credit card vendor merchant category groups to expense types.
- Map merchant category groups.

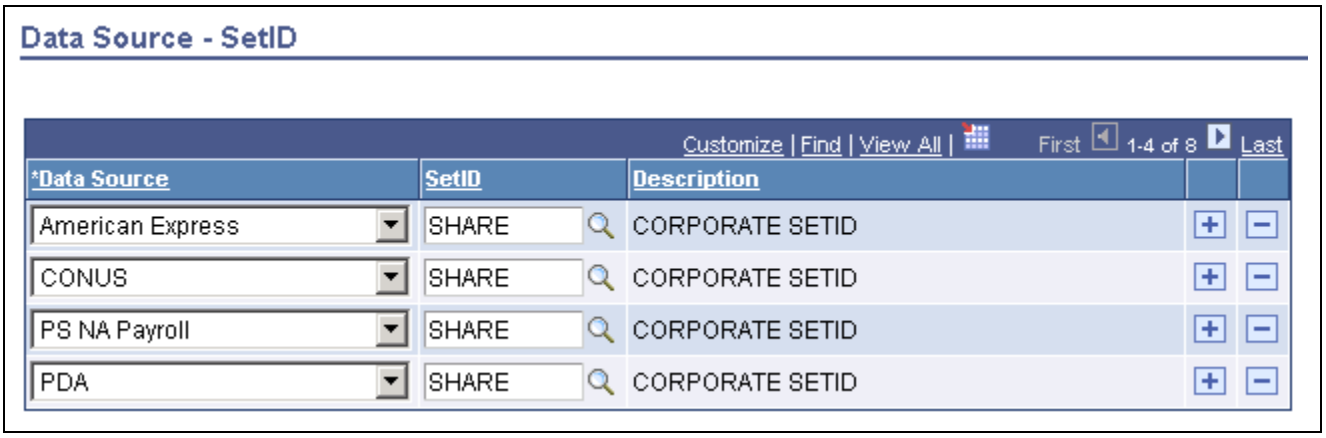
Pages Used to Map Corporate Card Data

Page Name	Object Name	Navigation	Usage
Data Source - SetID	EX_SETID_MAP_PNL	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Data Source - SetID • Travel and Expenses, T and E Administration Center, Define Expense System, Map Corporate Card Data, Data Source - SetID	Map external data sources to setIDs.
Payment Type - Corporate Card	EX_EM_MAP_TBL	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Payment Type - Corporate Card • Travel and Expenses, T and E Administration Center, Define Expense System, Map Corporate Card Data, Payment Type - Corporate Card	Map credit card codes to payment types.
Expense Type - Corporate Card	EX_CCET_MAP_TBL	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Corporate Card • Travel and Expenses, T and E Administration Center, Define Expense System, Map Corporate Card Data, Expense Type - Corporate Card	Map a credit card vendor's merchant category group to expense types.
Advance Source - Corporate Card	EX_ADV_SRC_MAP	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Adv Source - Corporate Card • Travel and Expenses, T and E Administration Center, Define Expense System, Map Corporate Card Data, Adv Source - Corporate Card	Map credit card cash advance codes to cash advance sources.

Page Name	Object Name	Navigation	Usage
Merchant Category Group	EX_VIS_MCG_MAP	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Merchant Category Group • Travel and Expenses, T and E Administration Center, Define Expense System, Map Corporate Card Data, Merchant Category Group	Map merchant category codes to merchant category groups.

Mapping Data Sources to SetIDs

Access the Data Source - SetID page.



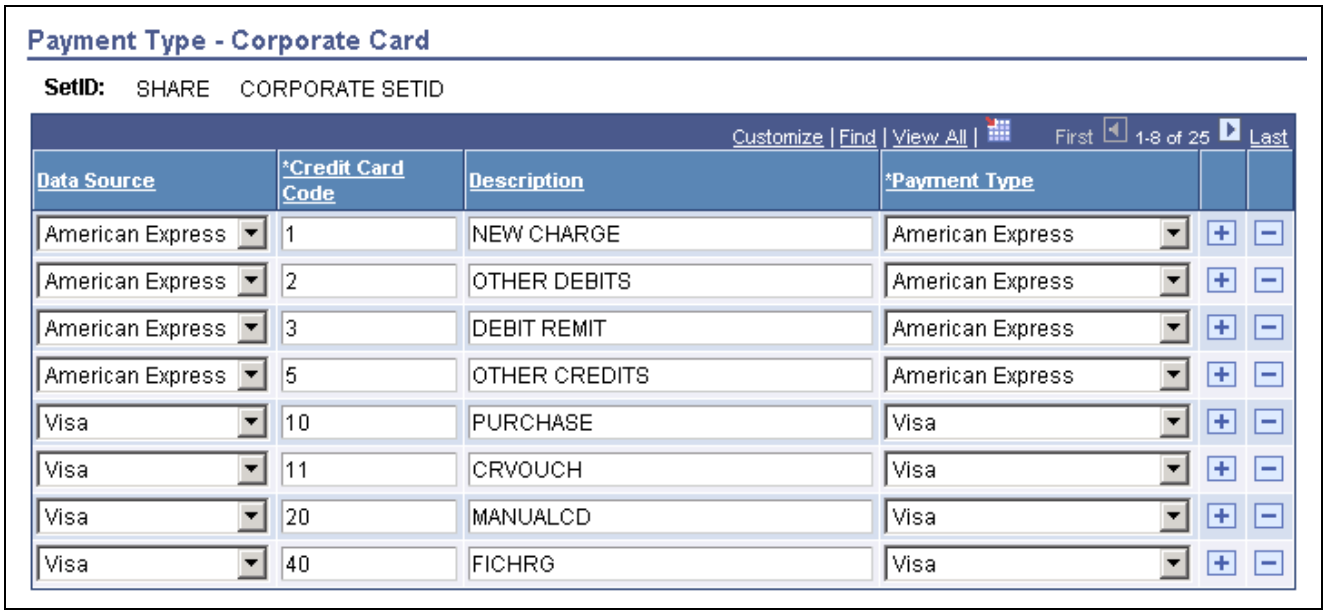
Data Source - SetID page

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

Mapping Table	Mapping From	Mapping To
EX_BNCHMRKSETID	External file	SETID_TBL

Mapping Credit Card Codes to Payment Types

Access the Payment Type - Corporate Card page.



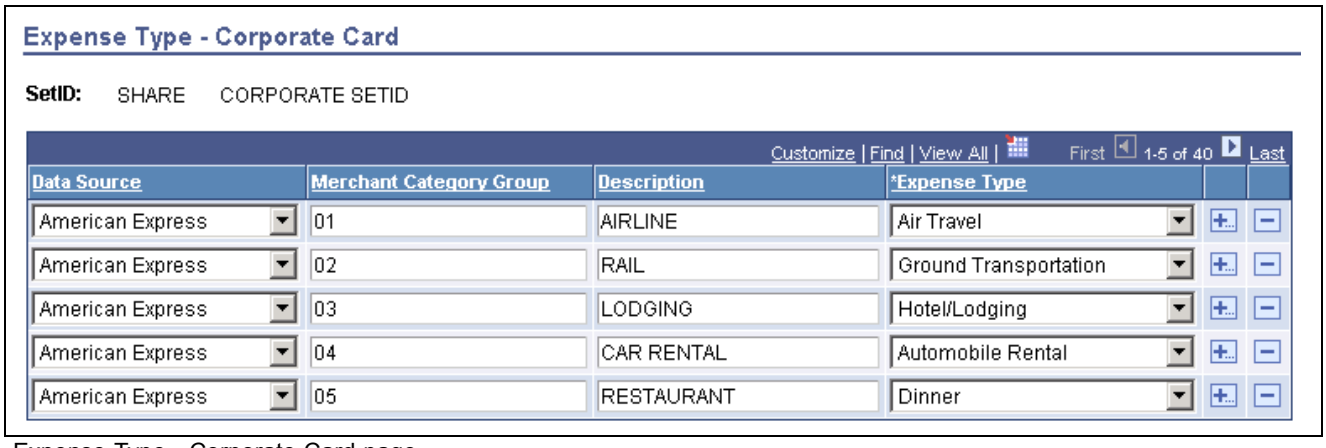
Payment Type - Corporate Card page

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

Mapping Table	Mapping From	Mapping To
EX_EM_MAP_TBL	External data files	EX_EXP_MTHD_TBL

Mapping Merchant Category Groups to Expense Types

Access the Expense Type - Corporate Card page.



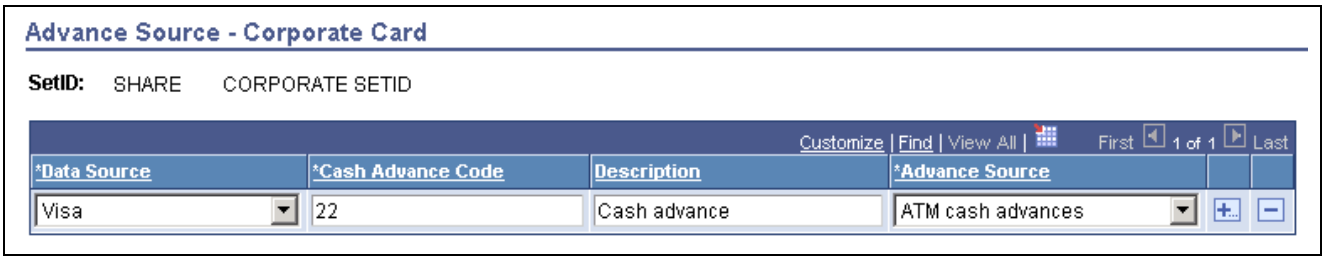
Expense Type - Corporate Card page

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

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

Mapping Credit Card Cash Advance Codes to Cash Advance Sources

Access the Advance Source - Corporate Card page.



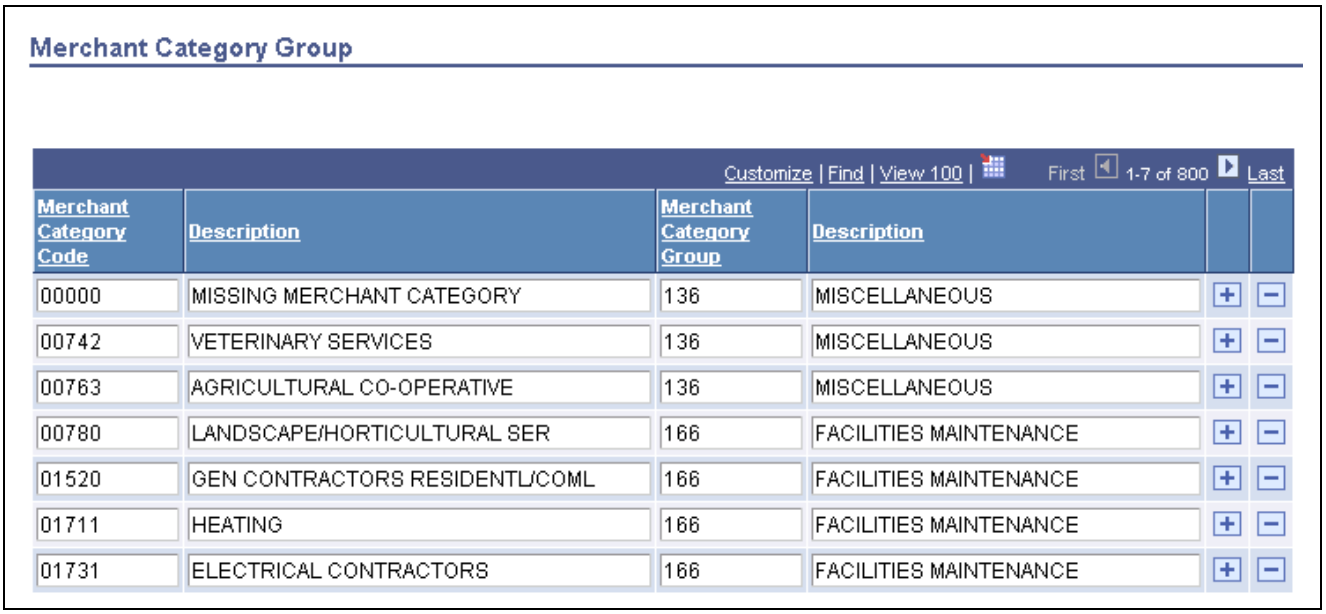
Advance Source - Corporate Card page

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

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

Mapping Merchant Category Groups

Access the Merchant Category Group page.



Merchant Category Group page

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

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

See Also

Chapter 13, “Working with External Expense Data,” Loading Credit Card Data, page 153

CHAPTER 13

Working with External Expense Data

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

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

Understanding External Expense Data

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

For successful expense processing, data files are already formatted properly for staging and loading. Depending on the data source, staging processes differ; however, you use the Load External Data Application Engine process (EX_DATA_LOAD) to load external data.

Loading External Expense Data

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

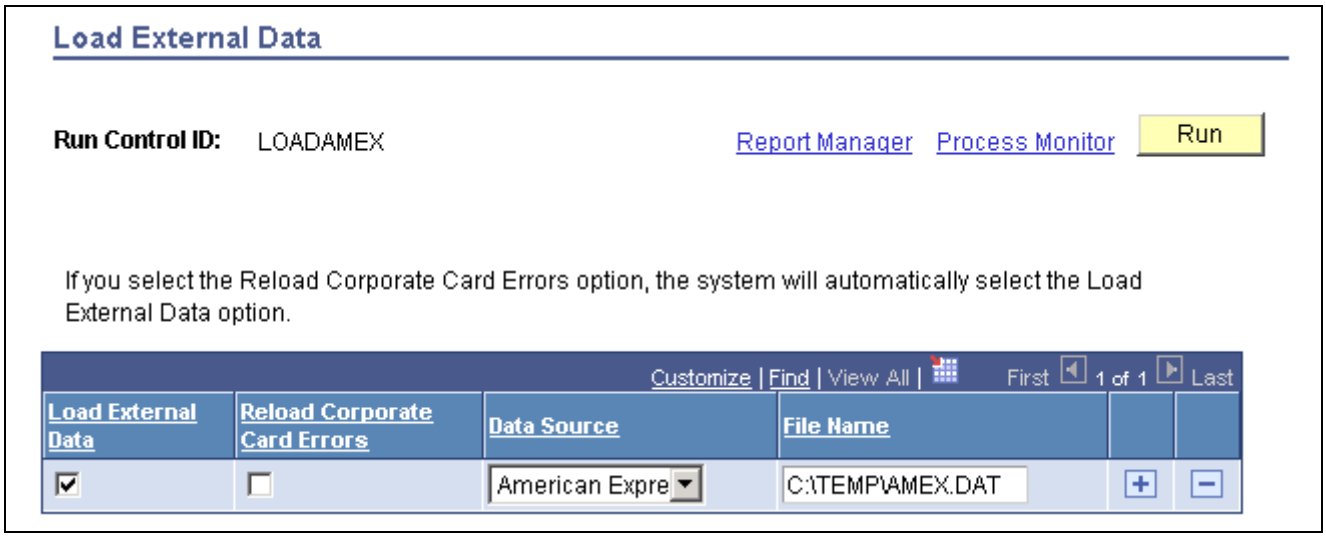
This section discusses how to load external data into Expenses.

Page Used to Load External Expense Data

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

Loading External Data into Expenses

Access the Load External Data page.



Load External Data page

Load External Data Select to load data files that you specify in the File Name field into Expenses tables. The EX_LOAD Application Engine process loads valid data into the EX_TRANS table and loads invalid data into vendor-specific error tables.

Reload Corporate Card Errors Select to have the EX_LOAD Application Engine process reload corrected credit card data from the EX_STG_ERR table.

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

See Chapter 13, "Working with External Expense Data," Handling Credit Card Errors, page 198.

Data Source Select a source. Options are:

- *American Express:* Loads credit card transactions from American Express.
- *Diners Club:* Loads credit card transactions from Diners Club.

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

- *MasterCard:* Loads credit card transactions from MasterCard.
- *US Bank:* Loads credit card transactions from US Bank.
- *Visa:* Loads credit card transactions from Visa International.

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

Loading Credit Card Data

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

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

Understanding Credit Card Data Loads

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

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

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

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

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

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

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

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

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

See Also

Chapter 9, "Defining Additional Required Data for Expenses," Setting Up Payment Types, page 95

Chapter 12, "Mapping Expense Data," page 137

Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Credit Card Data, page 229

Loading Data from American Express

Access the Load External Data page.

To load data from American Express:

1. Select a data source of *American Express.*
2. In the File Name field, enter the path and name of the American Express data file.

   Entering a file name and path is optional if you reload credit card data.
3. Select Load External Data.

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

Process Scheduler runs the Load External Data Application Engine process that drives the staging process (EX_PUB_AMEX) and the loading process (EX_LOAD_AMEX). The staging process publishes data and subscribes to a message that populates the staging table (EX_AMEX_STG). The loading process then:

1. Checks for invalid values and loads errors into the EX_AMEX_STG_ERR table.
2. Completes the load process by loading data into the EX_TRANS table.

American Express KR-1025 - Transaction Type 1

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

Field Name	Type	Length	Comments
Record Type	Char	1	Record Type. *1:* Detail Billing Data.
Requesting Control Account Number	Char	19	Account number that is requesting the report.
Requesting Control Account Name	Char	35	Name that is associated with the account that's requesting the report.
Billing Basic Control Account Number	Char	19	Billed basic control account (BCA) for the account number that is billed.
Billing Basic Control Account Name	Char	35	Name that is associated with the billed BCA for the billed account number.
FIPS Code	Char	4	Internal U.S. Federal Agency grouping.
Billing Account Number	Char	19	Billed account number. Can be a CM or a diverted account.
Cardmember Embossed Name	Char	26	Name of the card member who incurs the charge.
Employee ID	Char	10	Client-assigned text field.
Cost Center	Char	10	Client-assigned text field.
Universal Number	Char	25	Client-assigned text field.
Social Security Number	Char	10	Client-assigned text field.

Field Name	Type	Length	Comments
Language Preference Code	Char	1	Language preference of the card member for American Express correspondence. For example: *' ':* English; for U.S. corporate (default) *'0':* English *'1':* French *'2':* Spanish *'3':* Portuguese
Corporate Identifier Number	Char	19	Number that represents a corporate client.
Supplier Ref Number	Char	11	Number that represents the supplier.
Sign Indicator	Char	1	Positive (+) or negative (-) amount indicator.
Billed Amount	Nbr	15,0	Amount that was charged.
Billed Tax Amount	Nbr	15,0	Tax amount.
Billed Currency Code	Char	3	International Standards Organization (ISO) code for the billed currency.
Billed Decimal Place Number	Char	1	Number of decimal places (one through nine) for the billing currency. For example, *1* is one decimal place.
Local Charge Amount	Nbr	15,0	Charge amount in local currency.
Local Tax Amount	Nbr	15,0	Tax amount in local currency.

Field Name	Type	Length	Comments
Local Currency Code	Char	3	ISO code for the local currency.
Local Decimal Place Number	Char	1	Number of decimal places (one through nine) for the local currency. For example, *1* is one decimal place.
Currency Exchange Rate	Nbr	15,8	Exchange rate from the local currency to U.S. dollars.
Transaction Type Code	Char	2	Type of charge or credit for a transaction. Values are: *01:* Adjustment *02:* Remittance Attention *03:* Remittance Regular *04:* Life Insurance Premium *05:* Returned Check Remittance *06:* Annual Fee *07:* Deferred *08:* Regular Charges *09:* Fee Reversal *10:* Charge Write-off *11:* Delinquency Charge Adjustment *12:* Delinquency Charge *13:* Air Insurance Charge *14:* Open Balance Correction

Field Name	Type	Length	Comments
Financial Category Code	Char	1	Financial category of transaction. Values are: *01:* New Charge *02:* Other Debits *03:* Debit Remittance *04:* Payment *05:* Other Credit
Account Type	Char	5	Type of card member account. Values are *CM, PREV, SUPP, BTA, BTBA, ACB, FCB, CRCB, TC, BEMYG, CACB.*
Originating Base Control Account Number	Char	19	Originating BCA for the originating CM account number in diverted transactions.
Originating CM Account Number	Char	19	Originating CM account number for the actual charge in diverted transactions.
Transaction Number	Char	15	This field consists of the three fields that follow it.
Charge Date	Char	8	Date on which the transaction was charged to the account.
Business Process Date	Char	8	Date on which American Express processed the transaction.
Bill Date	Char	8	Date on which the transaction was billed.
CM Reference Number	Char	17	Field that the CM defines at the point of sale.

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

Field Name	Type	Length	Comments
Charge Description Line 4	Char	42	Fourth line of description for the ROC.
Charge Description Line Other	Char	206	Other line of description for redefines.
SE Number	Char	10	Establishment Services account number for the SE that incurred the charge.
SE Chain Code	Char	10	
SE Name 1	Char	40	First SE name field.
SE Name 2	Char	40	Second SE name field.
SE Street 1	Char	40	First SE address line.
SE Street 2	Char	40	Second SE address line.
SE City	Char	40	SE's city name.
SE State	Char	6	SE's state code.
SE Zip Code	Char	15	SE's ZIP code.
SE Country Name	Char	35	SE's country name.
SE Country Code	Char	3	ISO country code.
SE Corporate Status Code	Char	1	Corporate status. Values are: *S:* Sole proprietorship *P:* Partnership *C:* Corporation *None:* Unidentified

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

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

Field Name	Type	Length	Comments
Terminal Location	Char	40	ATM location.
Network Route and Transit Number	Char	10	
Terminal Route and Transit Number	Char	10	
Cash Batch Number	Char	6	Internal number that identifies the type of transaction for cash transactions.
Filler	Char	630	Filler.

Loading Data from Diners Club

Access the Load External Data page.

Select and enter these parameters:

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

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

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

Process Scheduler runs the Load External Data Application Engine process, which drives the staging process (EX_PUB_DC) and the loading process (EX_LOAD_DC). The staging process publishes data and subscribes to a message that populates the staging table (EX_DC_STG). The loading process:

- Checks for invalid values and loads errors into the EX_DC_STG_ERR table.
- Completes the load process by loading data into the EX_TRANS table.

ACCOUNT.DAT File

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

Field Name	Type	Length
Account Number	Character	19
Cardholder Name	Character	50
Last Name	Character	30
First Name	Character	26

TRANS.DAT File

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

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

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

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

Loading Data from MasterCard

Access the Load External Data page.

Select and enter these parameters:

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

MasterCard produces multiple transaction types with Common Data Format 2.0 file. Expenses uses:

- Transaction type 4300 – Account Address Maintenance Record
- Transaction type 5000
  - Addendum type 0 – Financial Transaction Record
  - Addendum type 2 – Passenger Transport Addendum Record
  - Addendum type 3 – Lodging Addendum Record

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

- EX_MC_4300
- EX_MC_5000_0
- EX_MC5000_2
- EX_MC5000_3

The loading process:

1. Combines EX_MC_XX staging tables into one table (EX_MC_STG).
2. Checks for invalid values and loads errors into the EX_MC_STG_ERR table.
3. Completes the load process by loading data into the EX_TRANS table.

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

4300 - Account Address Maintenance Record

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

5000 (0) - Financial Transaction Record

Field Name	Type	Length	Comments
RecordIdentifier	Char	4	Identifies the record type.

Field Name	Type	Length	Comments
IssuerICA	Number	5	Issuer's ICA number.
IssuerNumber	Char	11	Identifies the issuer along with the ICA number (blank - filled right justified).
CorpNumber	Char	19	Identifies the corporation to the issuer (blank-filled right justified).
AddendumType	Char	3	Code to identify the addendum type. For example, 0 - Financial Transaction - not an addendum, 01 - Financial User Amount Addendum, 02 - Financial Cost Allocation, 03 - Split Transaction, 031 - Split User Amount (not implemented), 032 - Split Cost Allocation, 1 - Purchasing Card, 11 - Purchasing Card User Amount Addendum, 12 - Purchasing Card Cost Allocation, 3 - Lodging, 4 - Car Rental, 5 - Generic, 6 - Fleet Card, 61 - Fleet Card Item, 7 - Merchant Description, 2 - Passenger Transport, and 21 - Passenger Transport Leg. Blank-filled left justified.
ProvidingEffectiveDate	Char	17	Original date and time stamp (in *YYYYMMDD HH24:MI:SS* format).
ReservedField	Char	6	This field is reserved for internal use and should be kept blank.
MerchantActivity Indicator	Char	1	Indicates whether a transaction is a merchant transaction or an account adjustment
AccountNumber	Char	19	Account number that the corporation owns.

Field Name	Type	Length	Comments
MCTransReference Number	Char	10	This MasterCard-assigned transaction reference number is passed down to the desktop applications. This field should be kept blank by the input source.
AcquirerReference Number	Char	23	In case of adjustment activities, this stores the processor's unique identifier for the adjustment.
RecordType	Char	1	Reversal transaction if *R,* original if blank.
TransactionType	Char	1	These values are available when the MerchantActivityIndicator value is *Merchant:* *5:* Retail Sale *6:* Credit *7:* Cash Disbursements *8:* Unique *9:* ATM These values are available when MerchantActivityIndicator value is *Activity:* *1:* Corporate Level Activity *2:* Organization Point Activity *3* Account Level Activity
DebitCreditIndicator	Char	1	Indicates debit or credit.
TransactionAmount	Number	16,4	Transaction amount.
PostingDate	Char	8	Date (in *YYYYMMDD* format) on which the transaction was posted to the cardholders account.
TransactionDate	Char	8	Date (in *YYYYMMDD* format) on which the transaction took place.

Field Name	Type	Length	Comments
ProcessingDate	Char	8	The date (in *YYYYMMDD* format) that comes in on the DPFheader. If this is not present, it should be taken from the 1000 Customer Header record.
MerchantName	Char	25	Merchant's name. Required if MerchantActivityIndicator is *M*.
MerchantCity	Char	13	Merchant's city. Required if the MerchantActivityIndicator value is *M*.
MerchantStateProvince	Char	3	Merchant's state or province (or any geographic region equivalent of a U.S. state). Either this field or field #41, MerchantLocationState-ProvinceCode, must be required. Required if the MerchantActivityIndicator value is *M*.
MerchantCountry	Char	3	Merchant's country. Required if the MerchantActivityIndicator value is *M*.
MerchantMCC	Char	4	MasterCard-assigned code to the merchant. Required if the MerchantActivityIndicator value is *M*.
AmountInOriginal Currency	Number	16	Amount in original currency.
OriginalCurrencyCode	Char	3	Original currency code.
CurrencyConversion Date	Char	5	Currency conversion date (in Julian format, *YYJJJ*).
PostedCurrencyCode	Char	3	Posted currency code.
INETConversionRate	Number	16,7	INET conversion rate (signed decimal).
INETConversionExponent	Number	1	INET conversion exponent.

Field Name	Type	Length	Comments
AcquiringICA	Number	4	MasterCard-assigned bank identification number.
CustomerCode	Char	17	Code that the corporation assigns to the merchant.
SalesTaxAmount	Number	16,4	Tax paid on goods purchased.
SalesTaxCalcIndicator	Char	1	MasterCard calculates the sales tax if the external source does not supply it. In such an event, the Sales Tax calculation indicator has these values: *0:* Estimated tax not calculated. *1:* Destination ZIP code used. *2:* Merchant ZIP code used. *3:* Merchant city used. *4:* Information supplied at point of sale. *5:* Unable to calculate estimated sales tax. *6:* Tax exempt. *7:* Cardholder province used. *8:* Merchant state used.
SalesTaxRatePct	Number	5	The percentage that is used to calculate sales tax. This field is populated for outbound distribution. The provider system performs sales tax computation if the sales tax calculation indicator indicates that a sales tax needs to be calculated. The decimal is implied.
FreightAmount	Number	16,4	Freight charges portion of the total amount.
DestinationPostalCode	Char	10	Postal code where purchased goods are delivered.

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

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

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

5000 (2) - Passenger Transport Addendum Record

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

Field Name	Type	Length	Comments
CorpNumber	Char	19	The corporation to the issuer (blank-filled, right-justified).
AddendumType	Char	3	Code to identify the addendum type. For example: 0 - Financial Transaction - not an addendum 01 - Financial User Amount Addendum 02 - Financial Cost Allocation 03 - Split Transaction 031 - Split User Amount (not implemented) 032 - Split Cost Allocation 1 - Purchasing Card 11 - Purchasing Card User Amount Addendum 12 - Purchasing Card Cost Allocation 3 - Lodging 4 - Car Rental 5 - Generic 6 - Fleet Card 61 - Fleet Card Item 7 - Merchant Description 2 - Passenger Transport, and 21 - Passenger Transport Leg. Blank-filled left-justified.
ProvidingEffectiveDate	Char	17	Original date and time stamp (in *YYYYMMDD HH24:MI:SS* format).
ReservedField	Char	6	This field is reserved for internal use and should be kept blank.
PassengerName	Char	25	Person to whom the ticket was issued.

Field Name	Type	Length	Comments
DepartureDate	Char	8	Departure date (in *YYYYMMDD* format).
CityOfOrigin/Airport Code	Char	5	City of origin airport code.
TravelAgencyCode	Char	8	Code that is assigned to the travel agency.
TravelAgencyName	Char	25	Name of the travel agency that is issuing the ticket.
TicketNumber	Number	15	Ticket number.
CustomerCode	Char	64	Code that the cardholder gave the merchant.
IssueDate	Char	8	Date (in *YYYYMMDD* format) on which the ticket was issued to the customer.
IssuingCarrier	Char	4	Standard abbreviation for the airline or railway carrier that is issuing the ticket.
TotalFare	Number	16,4	Ticket amount.
TotalFees	Number	16,4	Amount of the fees that are associated with the ticket.
TotalTaxes	Number	16,4	Amount of the taxes that are associated with the ticket.
InputFileRecordNumber	Number	6	This field is populated internally when the CDF is converted from the DPF. It contains the record number of the corresponding record in the DPF. When the input source gives file in the CDF format, the source should populate this field by the record number.
ReserveField	Char	6	Outbound error code. The Provider system formats this field if the record is rejected back to the input source (processor or issuer).

5000 (3) - Lodging Addendum Record

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

Loading Data from US Bank

Access the Load External Data page.

Select and enter these parameters:

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

US Bank produces multiple transaction types. Expenses uses transaction types 2, 5, and 10.

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

- EX_USB_02_INFO
- EX_USB_05_INFO
- EX_USB_10_INFO

The loading process:

1. Combines the EX_USB_INFO_XX staging tables into one table (EX_USB_STG).
2. Checks for invalid values and loads errors into the EX_USB_STG_ERR table.
3. Completes the load process by loading data into the EX_TRANS table.

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

US Bank Record Type 2

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

US Bank Record Type 5

Field Name	Type	Length	Description
Record ID	Char	2	Code designating transaction information.
Account Number	Char	16	USB account number.
Reference Number	Char	23	Transaction reference number that the merchant assigns at transaction time.
TSYS Tran Code	Char	4	Detailed transaction code.
Transaction Date	Char	8	Date on which the transaction occurred.
Posting Date	Char	8	Date on which the transaction was posted.
Source Curr Code	Char	3	Currency code of the country in which the transaction occurred.
Source Currency Amt	Nbr	12	Amount of purchase in source currency. Two decimals are implied for all currencies.
Billing Curr Code	Char	3	Billing currency code (always U.S. dollars).
Billing Currency Amt	Nbr	12	Amount of purchase in billing currency.
SIC Code	Char	4	Standard industrial classification for merchant.
Merchant Name	Char	25	Merchant's name. For passenger itinerary transactions, the original ticket number is in positions 13 through 25 of this field.
Merchant City	Char	26	Merchant's city.
Merchant State	Char	3	Merchant's state or province code.
Merchant Country	Char	3	Merchant's country code.
Merchant Zip	Char	9	ZIP code where merchant is located.

Field Name	Type	Length	Description
Merchant VAT No./Single Business Ref (merchant value-added tax number/single business reference)	Char	20	The ID number that the taxing authority assigns to the merchant. Canada:Single Bus Ref no. (Purch Card)
Customer VAT No. (customer value-added tax number)	Char	13	ID that value-added tax (VAT) authorities assign to buying company. (Purch Card)
Summary Commodity Code	Char	4	European VAT requirement that describes the items in the purchase. Used for VAT reporting. (Purch Card)
Accounting Code	Char	35	General ledger account number.
Memo Post Flag	Char	1	Specifies if the transaction is a memo that is posted to this cardholder. Values are: *Y:* Memo Post *N:* Live Dollars, Not Memo Post
LocalTax Included Flag	Char	1	Indicates presence of state or provincial tax information. Values are: *0:* No Tax Provided *1:* Tax Provided
Local Tax Amount	Char	12	State, local and other tax for calling card transactions. Also used for total amount of state or provincial tax included in this transaction. In the U.S., this is sales tax.
National Sales Tax Included Flag	Char	1	Indicator of presence of national tax information. 0: No Tax Provided 1: Tax Provided

Field Name	Type	Length	Description
National Sales Tax	Char	12	This field is used for federal tax on calling card transactions. Also used for the total amount of national or VAT tax included in the transaction amount. The amount must be in the source currency.
Other Tax	Char	12	Total amount of all of the other taxes in this transaction, excluding local and national tax. Not applicable in U.S. (Purch Card only)
Purchase Identifier Flag	Char	1	Information type that is provided in the purchase identifier field. Values are: *1:* Order Number *2:* Customer Defined Data *3:* Car Rental Agreement Number (Corp Card) *4:* Hotel Folio Number (Corp Card)
Purchase Identifier	Char	25	Identifies purchase to issuer and cardholder. Contains customer reference identifier, including customer code or merchant order number. Used mainly for purchasing card.
Service Identifier	Char	6	Value that is assigned to identify the type of record.
Source Currency Exchange Rate	Nbr	13	Currency exchange rate. Six decimal positions. U.S. transactions hold an exchange rate of *1*.
Filler	Char	83	

US Bank Record Type 10

Field Name	Position	Length	Description
Record ID	Char	2	Code designating Transaction Detail for Airline Data
Account Number	Char	16	USB Account number.
TSYS Tran Code	Char	4	Detailed transaction code.
Departure Date	Char	8	The date on which travel begins.
Origination City/Airport Code	Char	3	IATA airport code for origination city.
Ticket Number	Char	13	For passenger itinerary trans, Merchant Name field provides the original ticket number in positions 13 through 25 (of these 25).
Passenger Name	Char	20	Name of passenger as indicated on ticket.
Restricted Ticket	Char	1	Code indicating a restricted (nonrefundable) ticket. (Not currently available.) Values are: *0:* No restriction *1:* Restricted (nonrefundable ticket)
Travel Agency Name	Char	25	Name of travel agency that supplied the ticket.
Travel Agency Code	Char	8	Unique code for the travel agency that supplied the ticket.
Number of Legs	Char	2	Number of legs of itinerary data that follow; up to 16.
Filler	Char	298	

Loading Data from Visa International

Access the Load External Data page.

Select and enter these parameters:

1. Select a data source of *Visa.*

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

Visa International produces multiple transaction types with InfoSpan software. Expenses uses transaction types 3, 4, 5, 9, and 14 from InfoSpan version 3.0 and 4.0.

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

- EX_VISA_INFO_03
- EX_VISA_INFO_04
- EX_VISA_INFO_05
- EX_VISA_INFO_09
- EX_VISA_INFO_14

The loading process:

1. Combines the EX_VISA_INFO_XX staging tables into one table (EX_VISA_STG).
2. Checks for invalid values and loads errors into the EX_VISA_STG_ERR table.
3. Completes the load process by loading data into the EX_TRANS table.

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

InfoSpan Version 3.0 and 4.0 - Transaction Type 3

Field Name	Type	Length	Comments
Load Transaction Code	Nbr	1	Code that determines how the InfoSpan load function processes this transaction.
Cardholder Information	Char	20	Unique identification numbers, such as employee numbers, by which a client company identifies employees or cardholders.
Account Number	Nbr	19	Cardholder account number that appears on the front of the card as Base II transmits it.

Field Name	Type	Length	Comments
Hierarchy Node	Char	40	Active hierarchy (organization chart) node to which the card account belongs. A card account can be associated with only one hierarchy node for a specific period.
Effective Date	Nbr	8	Date on which the relation with the new node becomes effective after a change. The relation with the old hierarchy node ends the day before the effective date. The system ignores the effective date if the new hierarchy node is the same as the old one in InfoSpan.
Account Open Date	Nbr	8	Date on which the cardholder account was opened and on which the relation with a hierarchy node starts for a new account.
Account Close Date	Nbr	8	Date on which the cardholder's account closed.
Card Expire Date	Nbr	8	Expiration date of the card account.
Card Type	Nbr	1	Code that identifies the type of Visa card. **Note.** Purchasing card includes Fleet Service.
Spending Limit	Nbr	16	Spending limit that is permitted for the purchasing account in a billing period.
Statement Type	Nbr	1	Code that indicates the billing frequency.

Field Name	Type	Length	Comments
Last Revision Date	Nbr	8	Date on which the issuer last reviewed this account.
Transaction Spending Limit	Nbr	16	Maximum amount that is allowed per transaction for a purchasing card account.
Corporation Payment Indicator	Nbr	1	Values are *Yes* (the client company pays the bill) and *No* (the cardholder pays).
Billing Account Number	Nbr	19	Card account to which the transactions are billed.
Cost Center	Char	50	Default cost center for an account.
G/L Sub-account	Char	76	Default general ledger sub-account for an account.
Transaction Daily Limit	Nbr	8	Represents the maximum number of transactions that can be charged to a card account in a day.
Transaction Cycle Limit	Nbr	8	Represents the maximum number of transactions that can be charged to a card account in a billing cycle.
Cash Limit Amount	Nbr	16	Represents the maximum amount of cash advance transactions that can be charged to the account in a billing cycle.
Status Code	Nbr	2	Status of a card account.
Reason Status Code	Nbr	2	Reason for a change in card account status.

Field Name	Type	Length	Comments
Status Date	Nbr	8	Date on which the card account status changed.
Pre-funded Indicator	Nbr	1	Indicates if the card account is prefunded.
City Pair Program Indicator	Nbr	1	Indicates that the card account is subject to a City Pair Program.
Task Order Number	Char	26	Specifies and authorizes required products and services and the negotiated price for them.
Fleet Service Indicator	Nbr	1	Indicates that the card account can receive Fleet Service data.

InfoSpan Version 3.0 and 4.0 - Transaction Type 4

Field Name	Type	Length	Comments
Load Transaction Code	Nbr	1	Code that determines how the InfoSpan load function processes this transaction.
Company Identification	Nbr	10	Issuer-assigned company identification number. It identifies multiple companies in an issuer's portfolio.
Cardholder Information	Char	20	Unique identification numbers, such as employee numbers, by which a client company identifies employees or cardholders.

Field Name	Type	Length	Comments
Hierarchy Node	Char	40	Number that represents the active hierarchy (organization chart) node to which the card account belongs. A card account can be associated with only one hierarchy node for a specific period.
First Name	Char	20	Cardholder's first name.
Last Name	Char	20	Cardholder's last name.
Address Line 1	Char	40	First line of cardholder's address.
Address Line 2	Char	40	Second line of cardholder's address.
City	Char	20	City where the cardholder works.
State/Province Code	Char	4	State or province code for where the cardholder works.
ISO Country Code	Nbr	5	ISO (International Organization for Standardization) code for the country in which the cardholder works.
Postal Code	Char	10	Postal code for the cardholder's business address. For cardholders in the U.S., it contains the ZIP code of the business address. For cardholders in other countries, it contains the country postal code.
Address Line 3	Char	40	Third line of cardholder's address.

Field Name	Type	Length	Comments
Mail Stop	Char	14	Cardholder's physical location number at work.
Phone Number	Char	14	Cardholder's business telephone number.
Fax Number	Char	14	Cardholder's business fax number.
SSN Other ID (social security number other ID)	Char	20	Cardholder's social security number or other identifying number (other than the Cardholder Identification field).
Training Date	Nbr	8	Visa Cards training date for the cardholder.
E-mail Address	Char	128	Cardholder's email address.

InfoSpan Version 3.0 and 4.0 - Transaction Type 5

Field Name	Type	Length	Comments
Load Transaction Code	Nbr	1	Code that determines how the InfoSpan load function processes this transaction.
Account Number	Nbr	19	Cardholder account number that appears on the front of the card.
Posting Date	Nbr	8	Posting date of a transaction.
Transaction Reference Number	Char	24	Reference number for a transaction.

Field Name	Type	Length	Comments
Sequence Number	Nbr	10	Transaction sequence number that the processor assigns during posting to uniquely identify a transaction within a posting run.
Period	Nbr	5	Billing period number that the issuer's processor assigns.
Acquiring BIN (acquiring bank identification number)	Nbr	6	Bank identification number of a supplier that is related to the transaction.
Card Acceptor ID	Char	26	Reserved for future use.
Supplier Name	Char	26	Supplier name that is included in a transaction.
Supplier City	Char	14	City of a supplier that is included in a transaction.
Supplier State/Province Code	Char	4	Code of a supplier state or province that is included in a transaction.
Supplier ISO Country Code	Nbr	5	ISO country code of the country in which the supplier is located. The system converts alphabetic ISO country codes to their numeric equivalents.
Supplier Postal Code	Char	14	Postal code of a supplier location that is included in a transaction.
Source Amount	Nbr	16	Supplier source amount of a transaction.
Billing Amount	Nbr	16	Amount to be billed or credited to the cardholder.

Field Name	Type	Length	Comments
Source Currency Code	Nbr	5	Currency of the course amount of the transaction.
Merchant Category Code	Nbr	4	Four-digit numeric classification identifier, modeled after the Standard Industrial Classification code, designed to group suppliers that are in similar lines of business.
Transaction Type Code	Char	2	Code that identifies the type of account posting that results from a transaction.
Transaction Date	Nbr	8	Date of the transaction.
Billing Currency Code	Nbr	5	Currency in which the transaction amount is billed.
Tax Amount	Nbr	16	Sales tax amount included by point of sale (POS) supplier. For U.S. only.
Dispute Amount	Nbr	16	Amount that is in dispute for a transaction.
Dispute Reason Code	Nbr	1	Code that indicates the reason for a disputed transaction.
Dispute Date	Nbr	8	Date of disputed transaction.
Commodity Code	Char	4	Code that identifies a commodity for VAT purposes. For VAT, the commodity code means line item detail (LID) or summary tax data (SUMM).

Field Name	Type	Length	Comments
Supplier VAT Number	Char	20	Supplier's VAT identification number.
Supplier Order Number	Char	50	Supplier's purchase order number for a transaction.
Customer VAT Number	Char	14	Customer's VAT registration number.
VAT Amount	Nbr	16	VAT amount of a transaction.
GST Amount	Nbr	16	Goods and services tax (GST) or harmonized sales tax (HST) amount for a transaction.
Purchase Identification Format	Char	2	Format of a purchase identification in a transaction.
Purchase Identification	Char	50	Identification code for POS transactions.

InfoSpan Version 3.0 and 4.0 - Transaction Type 9

Field Name	Type	Length	Comments
Load Transaction Code	Nbr	1	Code that determines how the InfoSpan load function processes this transaction.
Account Number	Nbr	19	Cardholder account number that appears on the front of the card as is transmitted by BASE II.
Posting Date	Nbr	8	Posting date of a transaction.
Transaction Reference Number	Char	24	Reference number of a transaction.

Field Name	Type	Length	Comments
Sequence Number	Nbr	10	Transaction sequence number that the processor assigns during posting to uniquely identify a transaction within a posting run.
No Show Indicator	Nbr	1	Indicator of a transaction that results from a customer's failure to appear.
Check In Date	Nbr	8	Date that the customer checked into the hotel. This is the scheduled arrival date for a no show or an advance lodging reservation.
Daily Room Rate	Nbr	16	Daily rental rate for a hotel room.
Other Charges	Nbr	16	Additional charges as identified by the Lodging Extra Charges code in a lodging transaction. This includes no show charges in a transaction where the Lodging No Show indicator is *Yes*.
Total Tax Amount	Nbr	16	Total tax amount for a hotel lodging transaction.
Food/Beverage Charges	Nbr	16	Charges for food and beverages as a part of a hotel lodging transaction. This value does not include minibar charges.
Prepaid Expenses	Nbr	16	Total of any prepaid amounts or deposits applied against the folio.
Folio Cash Advances	Nbr	16	Total of cash advances that were charged on the folio against the folio.

Field Name	Type	Length	Comments
Valet Parking Charges	Nbr	16	Valet parking charges as a part of a hotel lodging transaction.
Mini Bar Charges	Nbr	16	Total minibar food and beverage expenses.
Laundry Charges	Nbr	16	Laundry charges in a hotel lodging transaction.
Telephone Charges	Nbr	16	Telephone charges, including in-room fax machine usage.
Gift Shop Purchases	Nbr	16	Total of gift shop and merchandise purchases.
Movie Charges	Nbr	16	Total charges for movies and other in-room entertainment expenses.
Business Center Charges	Nbr	16	Total of copies, faxes, and other business center expenses.
Health Club Charges	Nbr	16	Total of health club or pool expenses, including court and equipment rental and golf green fees.
Extra Charge Code	Char	6	Type of additional charges to a bill after checkout. Each position may indicate a type of charge.
Total Room Tax Amount	Nbr	16	Amount of all room taxes for this transaction.
Lodging Nights	Nbr	2	Length of stay (in nights).
Total Non-Room Charges	Nbr	16	All non-room-related charges.

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

Field Name	Type	Length	Comments
Supplier Name	Char	26	The name of the supplier, according to the financial transaction. This information is used to match enhanced data with the transaction.
Supplier Postal Code	Char	14	Postal code of a supplier, according to the financial transaction. This information is used to match enhanced data with the transaction.

InfoSpan Version 3.0 and 4.0 - Transaction Type 14

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

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

Field Name	Type	Length	Comments
Purchase ID	Char	50	Merchant-assigned number for the transaction. It can be a supplier order number, a folio number, or a car rental agreement number. This information is used to match enhanced data with the transaction.
Source Amount	Nbr	16	Amount (in source currency) that was charged to the card account for the transaction. This information is used to match enhanced data with the transaction.
Transaction Date	Nbr	8	Date of the purchase, according to the financial record. This information is used to match enhanced data with the transaction.
Merchant Category Code	Nbr	4	Merchant category code for the transaction, according to the financial transaction. This information is used to match enhanced data with the transaction.
Supplier Name	Char	26	The name of the supplier, according to the financial transaction. This information is used to match enhanced data with the transaction.
Supplier Postal Code	Char	14	Postal code of a supplier, according to the financial transaction. This information helps match enhanced data with the transaction.

Handling Credit Card Errors

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

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

Understanding Credit Card Error Handling

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

Common Elements Used in This Section

Account Number Employee's credit card account number.

Cardholder's Name Employee to whom the corporate card is assigned.

Invalid EmpID (invalid employee ID) Displays *Y* if the credit card error is due to an invalid employee ID that is associated with the transaction. To correct this error, use the Employee Profile - Corporate Card Information page to add a corporate account number to the profile.

Invalid Expense Type Displays *Y* if the credit card error is due to an invalid expense type that is associated with the transaction. To correct this error, use the Expense Type - Corporate Card Mapping page to ensure that the credit card's MIS industry code (also known as merchant category group) is correctly mapped to an expense type in Expenses.

Invalid Monetary Currency Displays *Y* if the credit card error is due to an invalid currency for the country in which the transaction occurred. To correct this error, use the Currency Code Mapping page to ensure that the credit card's currency code is correctly mapped to a currency code in Expenses.

Invalid Transaction Currency Displays *Y* if the credit card error is due to an invalid currency for the employee's country. To correct this error, use the Currency Code Mapping page to ensure that the credit card's currency code is correctly mapped to a currency code in Expenses.

Reload Transaction Select the transactions that you corrected and want to reload the next time that you run the Load External Data Application Engine process.

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

See Also

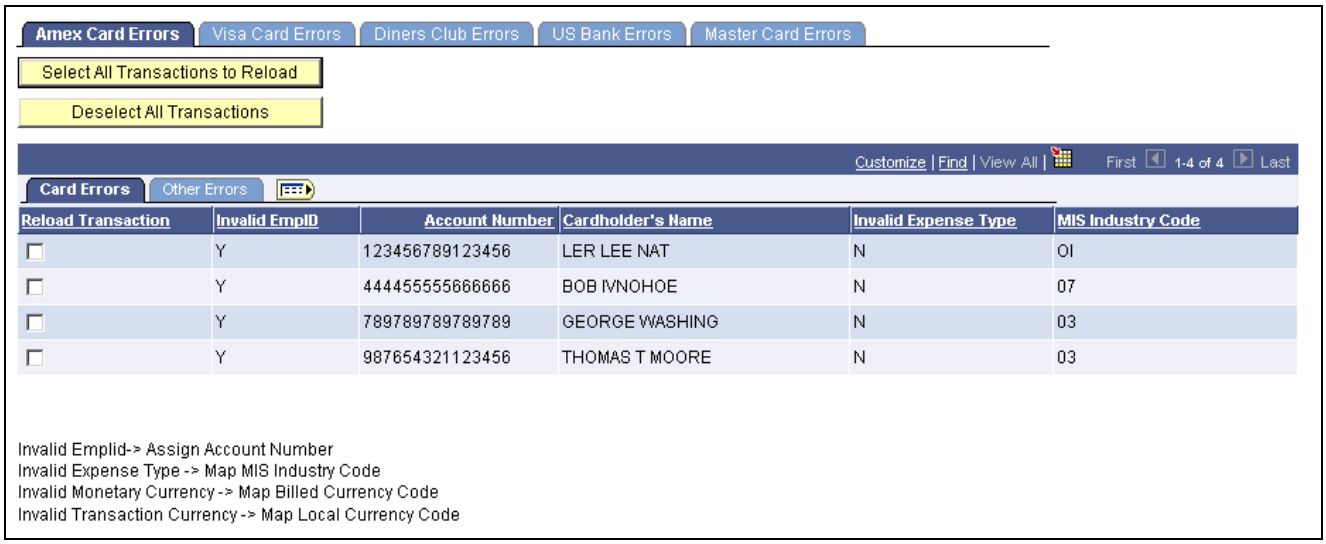
Chapter 12, “Mapping Expense Data,” page 137

Pages Used to Handle Credit Card Errors

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

Handling American Express Errors

Access the Amex Card Errors page.



Amex Card Errors page

Card Errors Tab

MIS Industry Code Displays the American Express code for the type of expense transaction. Expenses displays *Y* in the Invalid Expense Type field if this code is not mapped correctly.

Other Errors Tab

Billed Currency Code Displays American Express code for the currency of the country in which the expense transaction occurred. Expenses displays *Y* in the Invalid Monetary Currency field if this code is not mapped correctly.

Local Currency Code Displays American Express code for the currency of the employee's country. Expenses displays *Y* in the Invalid Transaction Currency field if this code is not mapped correctly.

Handling Diners Club Errors

Access the Diners Club Card Errors page.

Card Errors Tab

Standard Industry Code Displays Diners Club code for the type of expense transaction. Expenses displays *Y* in the Invalid Expense Type field if this code is not mapped correctly.

Other Errors Tab

Billing Currency Code Displays the Diners Club code for the currency of the country in which the expense transaction occurred. Expenses displays *Y* in the Invalid Monetary Currency field if this code is not mapped correctly.

Original Currency Code Displays the currency code of the employee's country. Expenses displays *Y* in the Invalid Transaction Currency field if this code is not mapped correctly.

Handling MasterCard Errors

Access the Master Card Errors page.

Card Errors Tab

Merchant Type Displays the MasterCard code for the type of expense transaction. Expenses displays *Y* in the Invalid Expense Type field if this code is not mapped correctly.

Other Errors Tab

Posted Currency Code Displays the MasterCard code for the currency of the country in which the expense transaction occurred. Expenses displays *Y* in the Invalid Monetary Currency field if this code is not mapped correctly.

Original Currency Code Displays the MasterCard code for the currency of the employee's country. Expenses displays *Y* in the Invalid Transaction Currency field if this code is not mapped correctly.

Handling US Bank Errors

Access the US Bank Card Errors page.

Card Errors Tab

Standard Industry Code Displays the US Bank code for the type of expense transaction. Expenses displays *Y* in the Invalid Expense Type field if this code is not mapped correctly.

Other Errors Tab

Billing Currency Displays the US Bank code for the currency of the country in which the expense transaction occurred. Expenses displays *Y* in the Invalid Monetary Currency field if this code is not mapped correctly.

Original Currency Displays the US Bank code for the currency of the employee's country. Expenses displays *Y* in the Invalid Transaction Currency field if this code is not mapped correctly.

Handling Visa Errors

Access the Visa Card Errors page.

Card Errors Tab

Merchant Cat Cd (merchant category code) Displays the Visa code that indicates the type of expense transaction. Expenses displays *Y* in the Invalid Expense Type field if this code is not mapped correctly.

Other Errors Tab

Visa Billing Currency Displays the Visa code for the currency of the country in which the expense transaction occurred. Expenses displays *Y* in the Invalid Monetary Currency field if this code is not mapped correctly.

Visa Source Currency Displays the Visa code for the currency of the employee's country. Expenses displays *Y* in the Invalid Transaction Currency field if this code is not mapped correctly.

Reloading Credit Card Errors

Access the Load External Data page.

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

1. Select a data source of *American Express, Diners Club, MasterCard, US Bank,* or *Visa.*
2. Enter the path and file name for the American Express, Diners Club, MasterCard, US Bank, or Visa data.
3. Select Load External Data and Reload Corporate Card Errors.

Loading Benchmark Data

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

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

This section discusses how to:

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

Pages Used to Load Benchmark Data

Page Name	Object Name	Navigation	Usage
File Inbound	EO_FILE_INBOUND	Enterprise Components, Integration Definitions, Inbound File Rule	Set up inbound flat file processing. See *PeopleSoft Enterprise Components 8.9 PeopleBook.*
Inbound File	EO_FILETOMSG	Enterprise Components, Integration Definitions, Initiate Processes, Inbound File Publish	Initiate inbound flat file processing. This file-to-message processing function reads the file row set and publishes it as a message. See *PeopleSoft Enterprise Components 8.9 PeopleBook.*

Loading Runzheimer Data

Access the File Inbound page.

Select and enter these parameters:

Location	File Identifier	Inbound File	Definition Name	Message Name
United States	BENCHMARK_ RNZ_USA_LOAD	BENCHMARK_ RNZ_USA_DAT	BENCHMARK_ RNZ_USA	BENCHMARK_ RNZ_LOAD
Non-United States	BENCHMARK_ RNZ_NONUSA_ LOAD	BENCHMARK_ RNZ_NONUSA_ DAT	BENCHMARK_ RNZ_NONUSA	BENCHMARK_ RNZ_LOAD

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

- EX_BNCHMARK_MRK1_TAO
- EX_BNCHMARK_MRK2_TAO
- EX_BNCHMARK_MRK3_TAO
- EX_BNCHMARK_MRK4_TAO

Subscription PeopleCode on the BENCHMARK_RNZ_LOAD message triggers a PeopleSoft Application Engine program that loads Runzheimer data into the EX_LOC_AMOUNT and EX_LOC_AMT_DTL tables.

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

Runzheimer Data Format

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

Field Name	Type	Length	Comments
DATE_STRING	Char - Mixed	25	Date string.
CITY	Char - Mixed	30	City.
STATE	Char - Upper	6	State.
COUNTRY_FLD	Char - Upper	18	Country field.
COUNTRY_NAME	Char - Mixed	30	Country.
RPT_DT	Char - Upper	15	Report date.
FLAG_SEASONAL	Char - Upper	2	Seasonal indicator.
START_DT_JULIAN	Nbr	3	Julian start date.
END_DT_JULIAN	Nbr	3	Julian end date.
CURRENCY_ABRV	Char - Upper	5	Currency abbreviation.
DESCR	Char - Mixed	30	Description.
CUR_EXCHNG_RT	Nbr	7.8	Exchange rate.
AVG_BREAKFAST_ AMT	Sign	13.2	Average breakfast amount.
LOW_BREAKFAST_ AMT	Sign	13.2	Low breakfast amount.
HIGH_BREAKFAST_ AMT	Sign	13.2	High breakfast amount.
AVG_LUNCH_AMT	Sign	13.2	Average lunch amount.
LOW_LUNCH_AMT	Sign	13.2	Low lunch amount.

Field Name	Type	Length	Comments
HIGH_LUNCH_AMT	Sign	13.2	High lunch amount.
AVG_DINNER_AMT	Sign	13.2	Average dinner amount.
LOW_DINNER_AMT	Sign	13.2	Low dinner amount.
HIGH_DINNER_AMT	Sign	13.2	High dinner amount.
AVG_DLX_HOTEL_ AMT	Sign	13.2	Average deluxe hotel amount.
LOW_DLX_HOTEL_ AMT	Sign	13.2	Low deluxe hotel amount.
HIGH_DLX_HOTEL_ AMT	Sign	13.2	High deluxe hotel amount.
AVG_1ST_HOTEL_ AMT	Sign	13.2	First class hotel, average amount.
LOW_1ST_HOTEL_ AMT	Sign	13.2	First class hotel, low amount.
HIGH_1ST_HOTEL_ AMT	Sign	13.2	First class hotel, high amount.
AVG_ECON_HOTEL_ AMT	Sign	13.2	Economy hotel, average amount.
LOW_ECON_HOTEL_ AMT	Sign	13.2	Economy hotel, low amount.
HIGH_ECONHOTEL_ AMT	Sign	13.2	Economy hotel, high amount.
STD_3MEAL_AMT	Sign	13.2	Standard three meal amount.
STD_PER_DIEM_AMT	Sign	13.2	Standard per diem amount
AMT1	Sign	23.3	Amount 1.

Field Name	Type	Length	Comments
DESCR_LN1	Char - Mixed	50	Description line 1.
DESCR_LN2	Char - Mixed	50	Description line 2.
AMT2	Sign	23.3	Amount 2.
DESCR_LN3	Char - Mixed	50	Description line 3.
AMT3	Sign	23.3	Amount 3.
DESCR_LN4	Char - Mixed	50	Description line 4.
AMT4	Sign	23.3	Amount 4.
AMT5	Sign	23.3	Amount 5.
AMT6	Sign	23.3	Amount 6.
LODGING_TAX	Sign	7.8	Typical lodging tax.
START_OF_SEASON	Char	5	Start of season.
END_OF_SEASON	Char	5	End of season.

Loading CONUS Data

Access the File Inbound page.

Select and enter these parameters:

File Identifier	Inbound File	Definition Name	Message Name
CONUS_LOAD	CONUSNM.TXT	CONUS_DATA_FL	CONUS_LOAD

After you set up the inbound file rule, access the Inbound File page to run the EOP_PUBLISHF Application Engine process, which publishes the data and uses subscription codes to populate the staging table (EX_CONUS_TAO).

CONUS Data Format

When you import CONUS data, the input file is formatted as shown in this table:

Field Name	Type	Length	Comments
STATE	Char	60	State.
LOCALITY/CITY	Char	60	Locality or city.
COUNTY	Char	32	County.
SEASON BEGIN	Char	5	Beginning date of season.
SEASON END	Char	5	Ending date of season.
MAX LODGING	Nbr	17	Maximum lodging amount.
NO GOVERNMENT MEALS	Nbr	17	No government meals.
PROPORTIONAL MEALS	Nbr	17	Proportional meals.
MAX PER DIEM RATE	Nbr	17	Maximum per diem rate.
EFFECTIVE DATE	Char	10	Effective date.

Loading OCONUS Data

Access the Inbound File Rule page.

Select and enter these parameters:

File Identifier	Inbound File	Definition Name	Message Name
OCONUS_LOAD	OCONUSNM.TXT	OCONUS_DATA_FL	OCONUS_LOAD

Use the Inbound File page to run the staging program (EOP_PUBLISHF), which publishes the data and uses subscription codes to populate the staging table (EX_OCONUS_TAO).

OCONUS Data Format

When you import OCONUS data, the input file is formatted as shown in this table.

Field Name	Type	Length	Comments
COUNTRY	Char	60	Country.
LOCALITY/CITY	Char	60	Locality or city.
SEASON BEGIN	Char	5	Beginning date of season.
SEASON END	Char	5	Ending date of season.
MAX LODGING	Nbr	17	Maximum lodging amount.
NO GOVERNMENT MEALS	Nbr	17	No government meals.
PROPORTIONAL MEALS	Nbr	17	Proportional meals.
OFF BASE INC.	Nbr	17	Off base.
FOOTNOTE	Nbr	17	Footnote.
FOOTNOTE RATE	Nbr	17	Footnote rate.
MAX PER DIEM RATE	Nbr	17	Maximum per diem rate.
EFFECTIVE DATE	Char	10	Effective date.

Loading Airline Ticket Data from Vendors

Expenses accepts airline ticket data that populates expense lines. This data is used to reconcile airline tickets with business trips that employees take. To process airline ticket data in your expense system, obtain a comma-delimited file (a .CSV file) from your vendor.

This section discusses how to load airline ticket data.

Pages Used to Load Airline Ticket Data from Vendors

Page Name	Object Name	Navigation	Usage
File Inbound	EO_FILE_INBOUND	Enterprise Components, Integration Definitions, Inbound File Rule	Set up inbound flat file processing. See *PeopleSoft Enterprise Components 8.9 PeopleBook.*
Inbound File	EO_FILETOMSG	Enterprise Components, Integration Definitions, Initiate Processes, Inbound File Publish	Initiate inbound flat file processing. This file-to-message processing function reads the file row set and publishes it as a message. See *PeopleSoft Enterprise Components 8.9 PeopleBook.*

Loading Airline Ticket Data

Access the File Inbound page.

Select and enter these parameters:

File Identifier	Inbound File	Definition Name	Message Name
AIRLINE_TKT	AIRLINETKT.CSV	EX_AIRLINE_TKT	AIRLINE_TKT

Access the Inbound File page and run the staging program (EOP_PUBLISHF), which publishes the data and uses subscription codes to populate the EX_AIRLINE_TKT table.

Airline Ticket Data (AIRLINETKT.CSV) Format

When you import airline ticket data, the input file must be formatted as shown in this table:

Field Name	Type	Length	Comments
AIRFARE_RCPT_NBR	Char	16	Airfare receipt number.
EMPLID	Char	11	Employee ID.
AIR_TKT_RECON_ STAT	Char	1	Airline ticket reconciliation.
MERCHANT	Char	40	Merchant.
MONETARY_AMOUNT	Sign	28	Monetary amount.

Field Name	Type	Length	Comments
CURRENCY_CD	Char	3	Currency code.
CRDMEM_ACCT_NBR	Char	20	Cardmember account number.

See Also

Chapter 18, “Processing Expense Report Exceptions,” Reconciling Airline Tickets, page 322

CHAPTER 14

Maintaining Employee Profiles

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

- Employee personal data.
- Employee organizational data.
- User default data.
- Employee bank account information.
- Employee credit card information.
- Employee transportation information.

Understanding Employee Profiles

Employee data is the foundation of Expenses. PeopleSoft provides centralized access to employee information, such as their cost center codes, credit card numbers, check printing addresses, direct deposit bank accounts, and transportation data. The employee profile also stores default values and settings that Expenses uses to streamline the time and expense report entry.

Although we highly recommend that your human resource system regularly update your employee tables, you may need to add or edit employee profiles manually to provide data required for expense reimbursement. Expenses enables you to add and maintain personal, organizational, and financial data. Because of the sensitivity of employee information, we suggest that you authorize access to these pages carefully.

To update employee data, use the Update Profile page (EX_EE_PROFILE2). You can also user the EX_EE_ORG_DTA_SETUP component interface to load data into the tables during implementation. Whenever you manually add a new employee, you must validate that new employee and associate them with a valid user ID to enable them to enter information in Expenses. You perform the manual validation on the Organization Data page in the Update Profile component. Access the Authorize Users page to add a validated employee to the Authorize User table.

Note. If Expenses receives data from human resources, updates from human resources may overwrite changes made through the expense system unless you customize your loading process. PeopleSoft recommends using the Employee Self-Service navigation if human resources feeds your expense system. The pages accessed through the Employee Self-Service navigation are displayed in read-only mode, with the exception of the User Defaults page.

Expenses allows employees to set up their own user defaults in order to reduce data entry time for travel authorizations, cash advances, expense reports, and time reports, and they can easily change these defaults during data entry. Employees can also set up project defaults, accounting distributions, and number of hours worked per day.

Maintaining Employee Personal Data

To update employee profiles, use the Update Profile (EX_EE_PROFILE2.GBL) component.

Expenses enables you to send reimbursement checks to home addresses or other mailing addresses, such as a company location. This helps those who receive reimbursements while on long assignments away from their primary residences.

This section lists common elements and discusses how to:

- View employee personal data.
- Edit employee personal data.

Common Elements Used in This Section

Employee Information group box — Personal data originates in your human resource system or is entered manually through the Travel and Expenses navigation.

Personnel Status — Indicates whether the individual is an *Employee* or a *Non-Employee.*

Telephone — Displays the employee's telephone number.

Employee Base — Indicates where the employee works.

Send Payments To — Indicates where reimbursement checks are sent. *Home Address* is the default.

Home Address group box — Displays the employee's residential address. Select a country to activate the appropriate address fields.

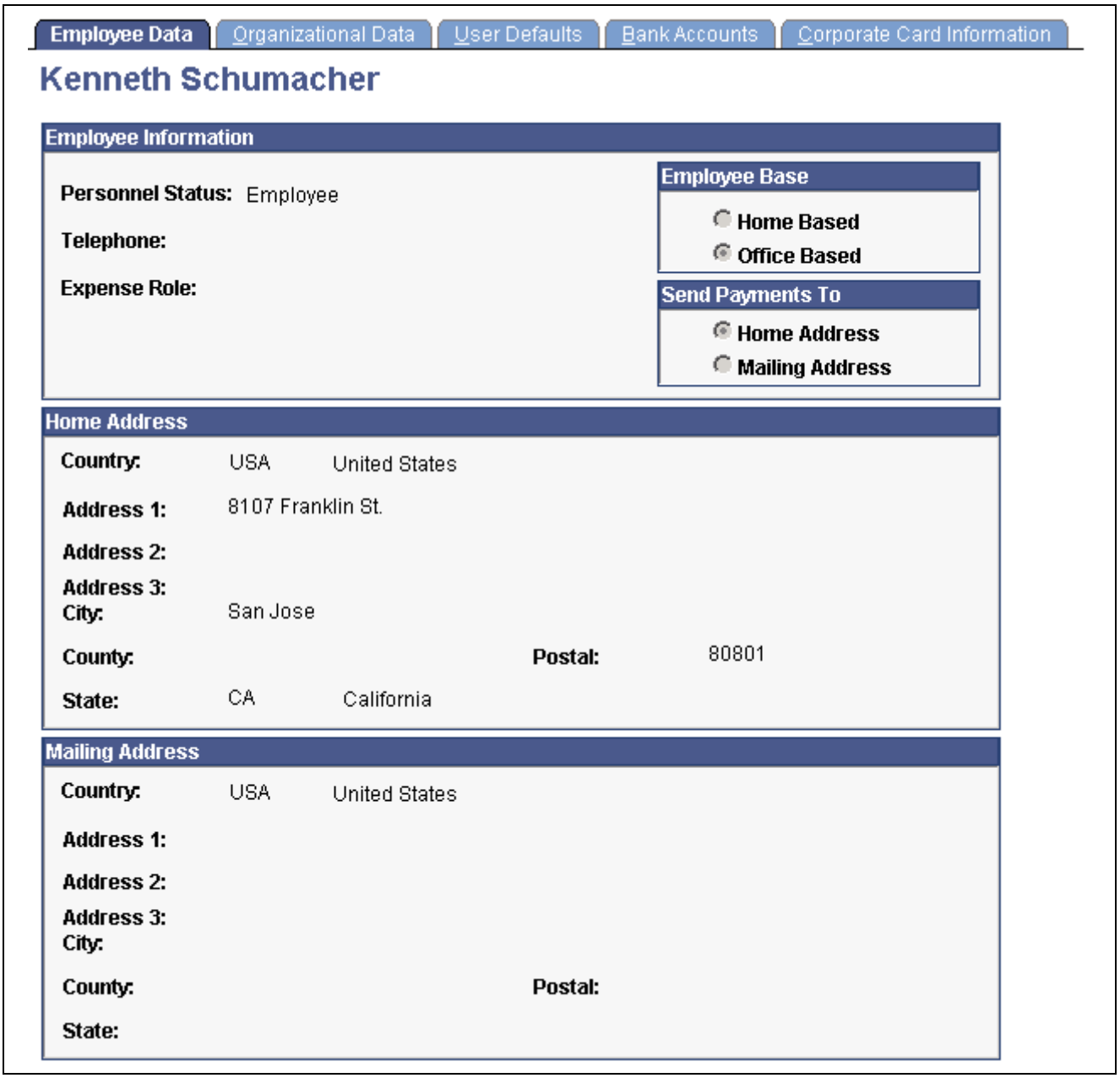
Mailing Address group box — Displays an alternate address to which to send reimbursement checks. Select a country to activate the appropriate address fields.

Pages Used to Maintain Employee Data

Page Name	Object Name	Navigation	Usage
Employee Profile - Employee Data	EX_PERSONAL_DATA, EX_PERSONAL_DATA2	• Employee Self-Service, Travel and Expenses, Review/Edit Profile • Travel and Expenses, Employee Information, Update Profile	• View employee personal information. • Edit employee data that Expenses uses to distribute reimbursements.

Viewing Employee Personal Data

Access the Employee Profile - Employee Data page using the Employee Self-Service navigation.



Employee Profile - Employee Data page

This is a display-only page. Make changes through the human resources department or by editing the profile in Expenses using the Travel and Expenses navigation.

Editing Employee Personal Data

Access the Employee Profile - Employee Data page using the Travel and Expenses navigation.

You can edit personal information about an employee on this page; however, subsequent updates from human resources may overwrite your manual changes.

Maintaining Employee Organizational Data

This section discusses employee organizational data maintenance, lists common elements, and discusses how to:

- View employee organizational information.
- Edit employee organizational information.

Understanding Employee Organizational Data Maintenance

To process an expense reimbursement, you must assign an employee to a general ledger business unit that is enabled for Expenses. This business unit and other relevant ChartFields are populated from the human resource system. The way you set up a business unit determines expense parameters such as accounting defaults, expense report IDs, and mileage rates. All of these factors apply to each employee assigned to the business unit.

When you add employees to the expenses system, you need to validate their organizational data before Expenses marks the employees as valid for expense entry. To do this, you can run the Validate Organizational Data process from the Load Employee Data page, which validates organizational data for all new employees. Another option is to add a new employee profile using the Travel and Expenses navigation and click the Validate button on the User Profile - Organizational Data page to initiate the validation process for that employee.

See Also

Chapter 3, “Defining Your Operational Structure for Expenses,” page 9

Chapter 5, “Integrating With Other PeopleSoft Products,” Loading Employee Data From Human Resources, page 28

Common Elements Used in This Section

Expenses Processing Data section — Indicates whether the employee’s organizational data is validated, verifying that the employee is eligible for expense processing. To validate employee organizational data, select the *Validate Organizational Data* option when you run the Load Employee Data process or click the Validate button for new employees after you save the profile.

Valid for Expenses — The system verifies that the employee’s organizational data is valid and the employee is eligible for expense processing.

Validate — Click to initiate the validation process for a new employee. This button is available through the Travel and Expenses navigation only after you add a new employee and save the information.

Default Profile — Select to make this profile the employee’s default.

Some employees have more than one profile if they work in multiple departments or jobs. If an employee has multiple profiles, designate one as the default profile to enable the employee to enter expense transactions.

Reason for Status — Indicates whether the employee passed all checkpoints when you loaded your employee tables from human resources.

Ignore Authorized Amounts

Select to exempt the employee from authorized amount spending limits on expense transactions. If you select this option, the system overlooks expense location amounts defined for expense types such as hotels or meals.

Disable DCAA (disable Defense Contract Audit Agency)

Select to disable the requirement to enforce DCAA audit requirements for an employee.

Note. Expenses displays this check box if DCAA Enabled is selected on the Installations Options - Expenses page and is not disabled on the Expenses Definition - Business Unit 1 page.

This check box is display-only for employees using the Employee Self-Service navigation and editable for administrators using the Travel and Expenses navigation.

Employee Status, GL Unit, and **Department**

Displays information about an employee's organizational affiliation. This information comes over from human resources; however, you can manually change these fields using the Travel and Expenses navigation.

Hours Per Period

Select the Use Business Unit Default check box for Expenses to use the time reporting thresholds established for the employee's general ledger business unit. Clear the check box to override the general ledger business unit Per Period Thresholds settings and enter minimum and maximum hours that the employee can enter for a time reporting period.

See Chapter 3, "Defining Your Operational Structure for Expenses," Defining Specifications for a Business Unit, page 13.

Supervisor Information section

Displays information about the employee's supervisor. This information comes over from human resources; however, you can manually change this using the Travel and Expenses navigation. The supervisor identified here may be one of the approvers for the employee's travel authorizations and expense reports as defined in the approval rules. If there is a reporting manager in the employee's HR data but no supervisor, then the system displays the reporting manager's ID instead.

Designated Approver

Select an approver for the employee. Expenses displays this field if there is no HR Supervisor or Reports To employee ID defined in the employee profile.

For example, the CEO of an organization does not have a supervisor, so you can designate the CFO as the approver for the CEO.

Default ChartField Values section

Use to predefine one or more of the ChartField values for this employee profile. The system uses these values to populate the default accounting information of expense related transactions created by the employee.

Cash Advance Level

Select *Business Unit* to indicate that the maximum amount for the business unit applies to the employee. The system displays the amount.

Select *Specific Amount* to open a new field to input the maximum advance amount authorized for the employee.

Select *None* if the employee is not authorized for cash advances.

Expense Processing Role

You can assign an expense role to associate the employee with; however, you may only assign one expense role per employee, even if they hold more than one job in the company.

Establish roles for employees depending on their positions in the organization. Roles determine the authorized amounts employees can spend, the visibility of VAT fields, and the accounting ChartField behaviors.

See Chapter 11, "Defining Expenses Processing Roles and Exceptions," page 133.

Pages Used to Maintain Employee Organizational Data

Page Name	Object Name	Navigation	Usage
Employee Profile - Organizational Data	EX_EE_ORG_DTA, EX_EE_ORG_DTA2	• Employee Self-Service, Travel and Expenses, Review/Edit Profile • Travel and Expenses, Employee Information, Update Profile	• View employee organizational information. • Assign an employee to a general ledger business unit and a department for expense reimbursement. The employee's business unit determines such things as accounts to charge, allowable mileage rates, and cash advance limits.

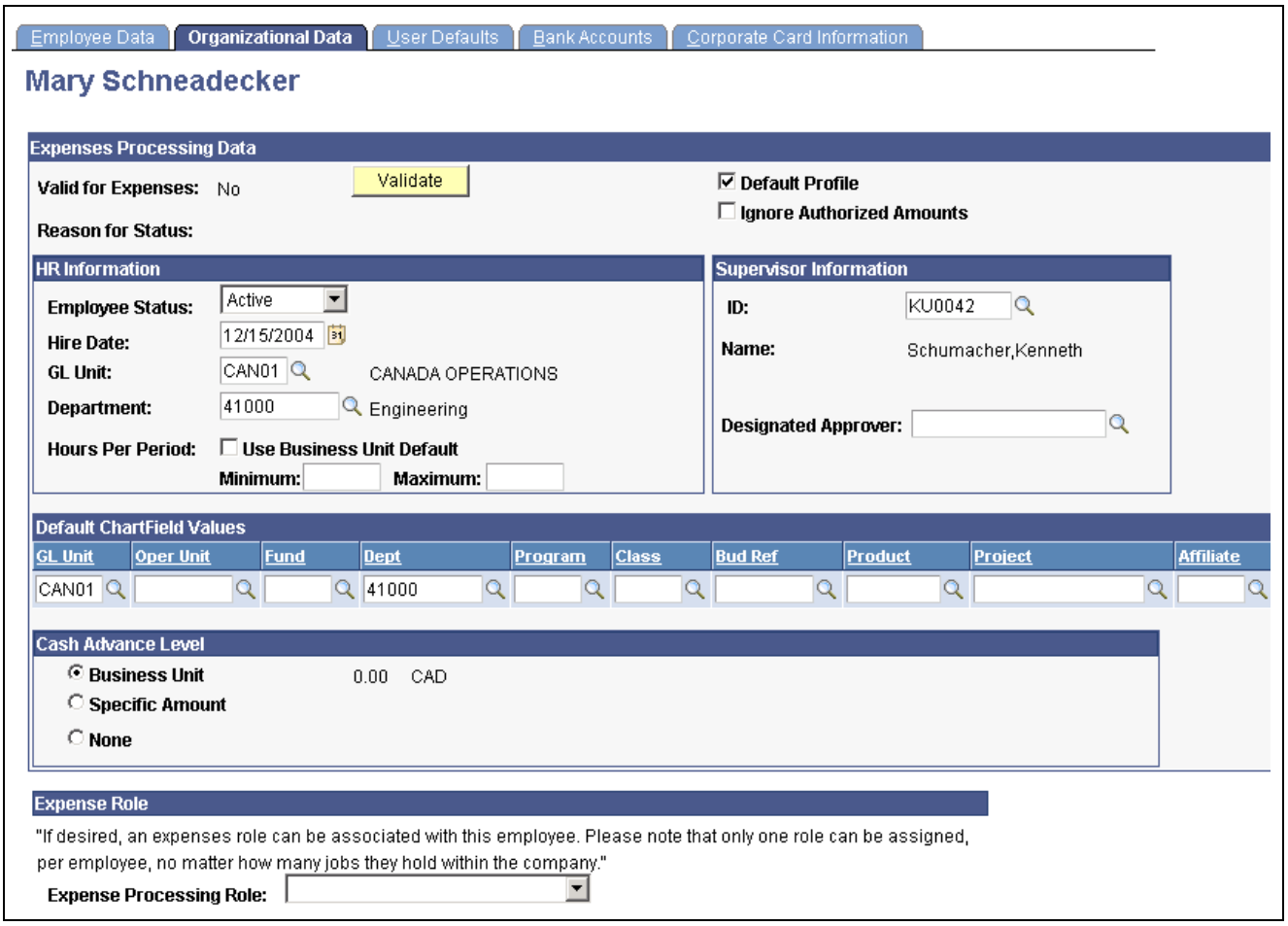
Viewing Employee Organizational Data

Access the Employee Profile - Organization Data page using the Employee Self-Service navigation.

This is a display-only page. All changes must be made by the human resources department or by editing the profile in Expenses.

Editing Employee Organizational Data

Access the Employee Profile - Organization Data page using the Travel and Expenses navigation.



Employee Profile - Organizational Data page (Travel and Expenses navigation)

You can add or edit an employee's organizational data information on this page; however, updates from human resources may overwrite the changes. The ChartFields defined in the employee's profile will be used to populate the expense accounting distribution. For example, you can define defaults for the employee's business unit and other ChartFields that make up the employee's cost center in the employee profile, but define the Account ChartField default in the Expense Type or Expense Group. The combination of these ChartFields becomes the accounting distribution used to identify the appropriate cost center(s) for the employee's expenses. Project ChartField defaults can be used if an employee routinely works on one or more projects and allows you to define specific activity codes for each project. You can set up Project ChartField defaults separately between expense reports and time reports. This enables you to track time and expenses at different levels of the project if you use Project costing.

Billing type and payment type may default from the employee's profile but if you define defaults for these fields in the expense type they will supersede the defaults from the employee profile.

Maintaining User Defaults

This section provides an overview on user defaults and discusses how to set up and maintain the defaults.

Understanding User Defaults

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

How Defaulting Works

The user preference data defaults onto the transaction only during the Add mode, which means adding a new travel authorization, cash advance, expense report, or time report or adding a line into one of these reports. This functionality works when the employee enters his own report or for whomever an employee has given entry authority to.

Employees can edit the Employee Profile - User Defaults page from the Employee Self-Service menu; administrators can update the information for any employee from the Travel and Expenses menu. You can also change the defaulted information during data entry of travel authorizations, cash advances, expense reports, and time reports.

A User Defaults link appears on each transaction page that transfers you to the Employee Profile - User Defaults page where you can modify the default values. When you return to the transaction after modifying the defaults, Expenses does not refresh existing fields with the new default values. The system only applies the new default values to subsequent data entry.

If you want to update the accounting defaults after transferring to the Employee Profile - User Defaults page and making changes, click the Load Defaults button on the accounting defaults page. The new information defaults onto all distribution lines at Save and Submit time, as long as you have not previously changed the distribution information for a line. In other words, if you have a transaction with three lines and you changed the distribution on line two, Expenses updates lines one and three with the new split information, but the system does not change line two.

For time reports, because there is no split or distribution concept, Expenses deletes all existing time detail rows, except non-policy time, and replaces them with project rows defined in the profile (if any).

Expense Defaults

During line entry on a travel authorization or expense report, when you add a new line, Expenses pre-populates defaults based upon the expense type edit and the required fields that are tied to the expense type. For example, Expenses pre-populates the number of nights for lines where the expense type edit is *Hotel/Lodging*.

Expense Type Defaults

Define payment methods, preferred merchants, and billing type by expense type in this section. You can select a preferred merchant from those defined for the expense type, or you can enter a default merchant name if there are none defined at the expense type level.

Project Defaults and Time Reporting

Expenses enables you to have one set of project defaults for travel authorizations and expense reports and another set of project defaults for time reports.

You may add one or more rows of project accounting default values. Each row of project values may be enabled or disabled. When you create transactions, Expenses copies each enabled row of values into the relevant section of your new transaction.

If Project Costing is installed, then all project ChartFields will be available for default, including default percentage split for expense reports and default hours for time reports. If Project Costing is installed, the name of this grid is Project Defaults.

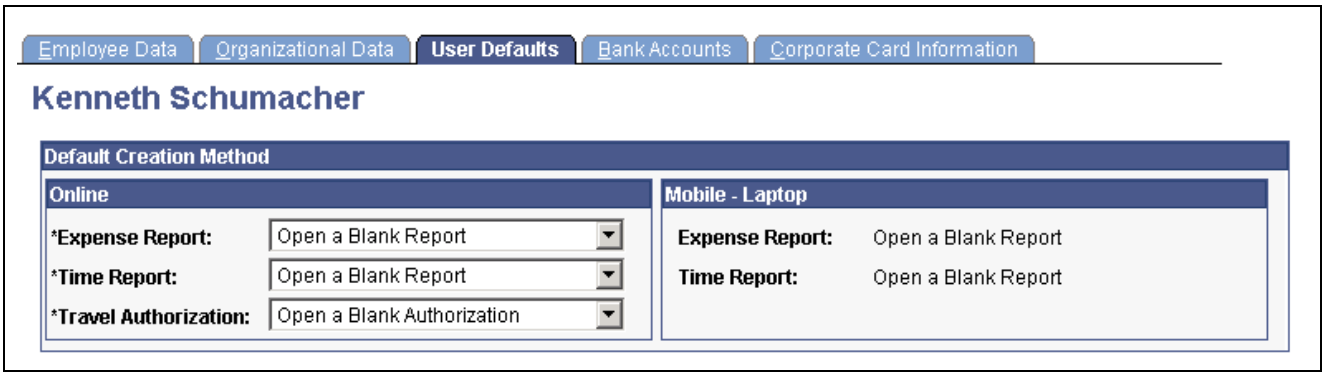
If Project Costing is not installed, then only the PC Business Unit, Project ID, and Activity ID ChartFields will be available for default for time reporting. If Project Costing is not installed, the name of this grid is Time Reporting.

Page Used to Maintain User Defaults

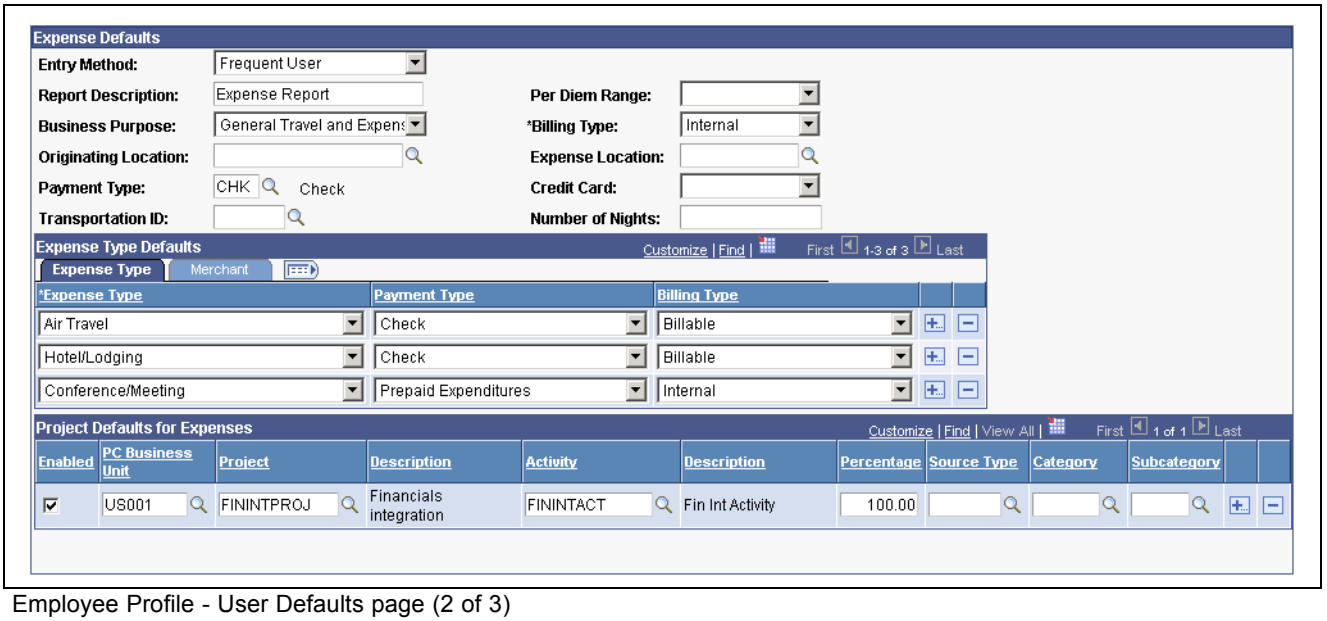
Page Name	Object Name	Navigation	Usage
Employee Profile - User Defaults	EX_EE_USER_PREF	• Employee Self Service, Travel and Expenses, Review/Edit Profile • Travel and Expenses, Employee Information, Update Profile	View or modify general default preferences and default preferences for travel authorizations, cash advances, expense reports, and time reports.

Viewing or Modifying User Defaults

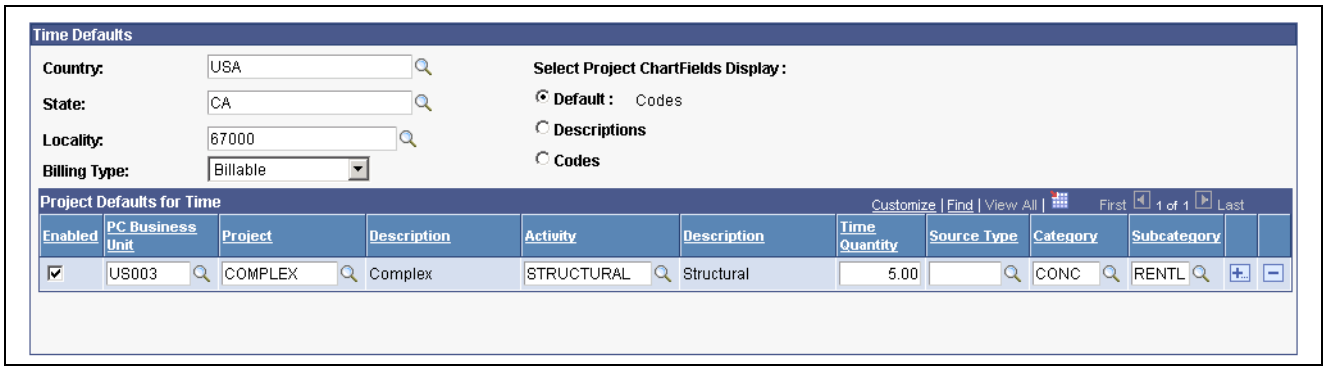
Access the Employee Profile - User Defaults page using the Employee Self-Service navigation.



Employee Profile - User Defaults page (1 of 3)



Employee Profile - User Defaults page (2 of 3)



Employee Profile - User Defaults page (3 of 3)

Default Creation Method: Online

Expense Report

Set up a default way to create an expense report. You can override the default on the expense report page.

Select one of the following methods to use as a default to create new expense reports:

- *Copy From a Template:* Expenses will display the Create Expense Report - Select a Template page where you can select a template to use or select the expense types and date to include in the expense report.
- *Copy From a Travel Auth.:* Expenses will display the Create Expense Report - Populate From a Travel Authorization page where you can select a travel authorization to copy from.
- *Copy an Existing Report:* Expenses will display the Create Expense Report - Copy From an Existing Expense Report page where you can select an expense report to copy.
- *Open a Blank Report:* Expenses will display the Create Expense Report - Expense Report Entry page.

Time Report

Set up a default way to create a time report. You can override the default on the time report page.

Select one of the following methods to use as a default to create new time reports:

- *Copy an Existing Report:* Expenses will display the Create Time Report - Copy From an Existing Time Report page where you can select a previous time report to copy.
- *Open a Blank Report:* Expenses will display the Create Time Report - General Time Report Information page where you can enter descriptive information about a time report.

Travel Authorization

Set up a default way to create a travel authorization. You can override the default on the travel authorization page.

Select one of the following methods to use as a default to create new travel authorizations:

- *Copy From a Template:* Expenses will display the Create Travel Authorization - Select a Template page where you can select a template to use or select the expense types and date to include in the travel authorization.

- *Copy an Existing Authorization:* Expenses will display the Create Travel Authorization - Copy From an Existing Travel Authorization page where you can select a travel authorization to copy.
- *Open a Blank Authorization:* Expenses will display the Create Travel Authorization - Travel Authorization Entry page where you can enter a date range and descriptive information about a travel authorization.

Default Creation Method: Mobile - Laptop

Expense Report *Open a blank Report* is the only default option available for Mobile expense report.

Time Report *Open a blank Report* is the only default option available for Mobile time report.

Expense Defaults

Entry Method Select the type of data entry method for the employee to use to prepare expense reports: *Frequent* or *Occasional.*

Report Description Enter a description that you want to default onto the header level of your travel authorizations, cash advances, and expense reports.

Per Diem Range Select *Hourly* or *Daily* to define per diem reimbursement based on either hours per day or number of days. A per diem configured for hourly uses a start time and end time to identify the appropriate reimbursement rate. A per diem configured for reimbursement based on number of days on a project or at a site requires the number of days to default into the expense report for the employee.

Business Purpose Select from a predefined list (created when your organization implemented the expenses system). The business purpose that you select defaults onto the header level of your travel authorizations, cash advances, and expense reports.

Billing Type Select the billing action that you want to default onto your travel authorizations, expense reports, and time reports.

If you use Project Costing, billing codes are required to identify project costs that are both billable and charged to project costing ChartFields. Expenses passes these items to Billing for processing.

Originating Location Select a city, country, or geographical area (established by your organization during system setup) that you want to default onto your travel authorizations and expense reports.

Expense Location Select a city, country, or geographical area where you will incur expenses that you want to default onto your travel authorizations and expense reports.

Payment Type Select how you pay for expenses that you want to default onto your travel authorizations and expense reports.

Credit Card Select a credit card number that you want Expenses to use as a default for expense transactions with a method that may directly reimburse the vendor. For security reasons, most of the numbers for each credit card will be masked. The credit card information for the employee is maintained on the Employee Profile - Corporate Card Information page.

Transportation ID and **Transportation Type** — The system displays the employee's active transportation IDs from which to choose. Select a transportation ID that you want to default onto your travel authorizations and expense reports.

Number of Nights — Enter the number of nights that you want to default onto your travel authorizations and expense reports for the expense type *Hotel/Lodging*.

Expense Type Defaults - Expense Type Tab

Expense Type — Select an expense type. When you select the expense type on your travel authorizations and expense reports, Expenses will populate the payment type, billing action, and merchant information.

Payment Type — Select how you pay for the expense type. When you select the expense type on your travel authorizations and expense reports, Expenses will populate the Payment Type field with this information.

Billing Type — Select the billing action that you want to default onto your travel authorizations and expense reports for the expense type.

If you use Project Costing, billing codes are required to identify project costs that are both billable and charged to project costing ChartFields. Expenses passes these items to Billing for processing.

Expense Type Defaults - Merchant Tab

Preferred Merchant or **Merchant** — Select a preferred merchant or a non-preferred merchant. When you select the expense type on your travel authorizations and expense reports, Expenses will populate the Preferred Merchant or Merchant field with this information.

Note. You may select a preferred merchant, a non-preferred merchant, or neither; however, you cannot select both.

Project Defaults for Expenses

Enabled — Select to indicate to the system to include the project as a default on travel authorizations and expense reports.

PC Business Unit — Select a business unit for a project that you want to default onto your travel authorizations and expense reports.

Project and **Description** — Select a project that you want to default onto your travel authorizations and expense reports.

Activity and **Description** — Select a project activity that you want to default onto your travel authorizations and expense reports. You create activities in Project Costing.

Percentage — If the project is enabled, enter a positive, non-zero amount less than or equal to 100. The sum total of all enabled projects must equal 100 percent.

Note. Expenses does not display this field if Project Costing is not installed.

Source Type, Category, and **Subcategory** — If applicable, select for which you want to record time. If you enabled the project default line, Expenses uses these entries to create the default accounting distribution for travel authorizations and expense reports.

Time Defaults

Country, State, and **Locality** Select a country, state, and locality (established by your organization during system setup) that you want to default onto the header of your time reports.

Billing Type Select the billing action that you want to default onto your time reports.

If you use Project Costing, billing codes are required to identify project costs that are both billable and charged to project costing ChartFields. Expenses passes these items to Billing for processing.

Select Project ChartFields Display: Select how you want Expenses to display Project Costing ChartFields displayed on your time reports. Options are:

- Default: Select for Expenses to use the Project Time Options selection on the Business Unit 2 page.
- Descriptions: Select for Expenses to display Project Costing ChartField descriptions on time reports. Selecting this option overrides the Project Time Options selection on the Business Unit 2 page.
- Codes: Select for Expenses to display Project Costing codes on time reports. Selecting this option overrides the Project Time Options selection on the Business Unit 2 page.

Project Defaults for Time

Enabled Select to indicate to the system to include the project as a default for time reports.

PC Business Unit Select a business unit for a project that you want to default onto your time reports.

Project and **Description** Select a project that you want to default onto your time reports for which you want to record time.

Activity and **Description** Select a project activity that you want to default onto your time reports for which you want to record time. You create activities in Project Costing.

Time Quantity If the project is enabled, enter the number of hours per day, per project to default onto the time report. You cannot exceed 24 hours on a single enabled row and you cannot exceed 24 hours for an accumulated total of all enabled rows.

Note. Expenses does not display this field if Project Costing is not installed.

Source Type, Category, and **Subcategory** If applicable, select for which you want to record time. If you enabled the project default line, Expenses uses these entries to create the default accounting distribution for time reports.

Maintaining Employee Bank Account Data

Information about employee bank accounts tells the system how and where to send expense reimbursements if an employee chooses direct deposit. There must be at least one bank account defined if an employee selects this payment method.

This section discusses how to:

- Maintain bank account data for employees.
- Specify a bank for deposits.
- Enter employee electronic funds transfer (EFT) options.
- Enter intermediary bank routings.

See Also

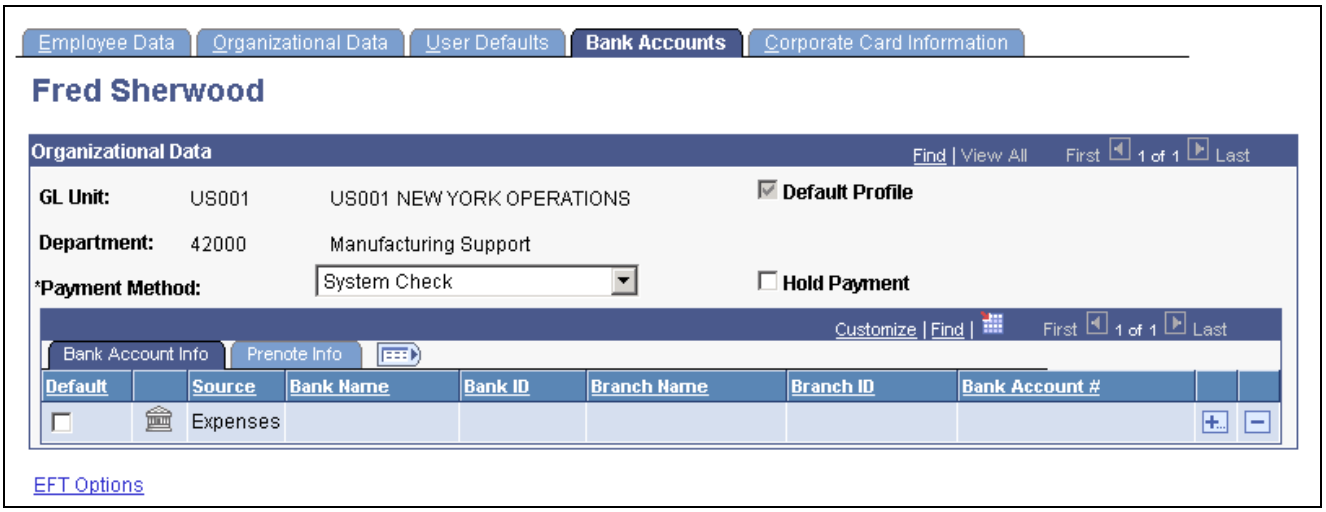
PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up Files for Electronic Funds Transfers," Defining EFT Payment Format Codes

Pages Used to Maintain Employee Bank Account Data

Page Name	Object Name	Navigation	Usage
Employee Profile - Bank Accounts	EX_EE_PYMNT_DTL	• Employee Self-Service, Travel and Expenses, Review/Edit Profile • Travel and Expenses, Employee Information, Update Profile	View or modify employee bank account information. If you use the Employee Self-Service navigation, you can only view information. If you use the Travel and Expenses navigation, you can view or modify information.
Intermediary Bank Routings	EX_EE_BANK_INT	Click the Routings icon on the Pay to Bank Accounts page. (This icon is only accessible through the Travel and Expenses navigation.)	Define the intermediary bank routings if funds must pass through several banks before the final bank.
Pay to Bank Accounts	EX_EE_BANK_ACCT	Click the Bank Account icon on the Employee Profile - Bank Accounts page.	Specify a bank for the deposit of employee expense reimbursement funds.
Employee EFT Options	EX_EFT_OPT_SEC	Click the EFT Options link on the Employee Profile - Bank Accounts page.	If the selected payment method for expense reimbursement is EFT, use the Employee EFT Options page to enter additional information for employees who live in certain countries.

Maintaining Bank Account Data for Employees

Access the Employee Profile - Bank Accounts page.



Employee Profile - Bank Accounts page

Organizational Data

Default Profile When selected, indicates if this profile is the employee's default.

See Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Organizational Data, page 214.

Payment Method Select a payment method. Options are:

- *Automated Clearing House:* Send all expense payments to a central location for distribution to individual employee bank accounts. If you select this payment method, select a default bank account for reimbursement deposits.
- *Default from Distribution Bank:* Payment comes from the distribution bank that is defined for the employee's general ledger business unit.
- *Electronic Funds Transfer:* Reimbursement is by direct deposit to the employee's bank account. If you select this payment method, select a default bank account for reimbursement deposits.

  If required by the employee's country, enter additional information on the EFT Payment Options page.
- *Giro - EFT:* Reimbursement is by EFT. Only Singapore supports this form of EFT.
- *System Check:* Reimbursement is in the form of a paper check. This is the default payment method.

Note. Expenses enables the Payment Method field only when you use the Travel and Expenses navigation.

Hold Payment If selected, reimbursement will not occur during a pay cycle until you remove the hold. For example, you can choose to withhold payment until an employee clears outstanding advances.

Note. Expenses enables the Hold Payment field only when you use the Travel and Expenses navigation.

Bank Account Info (bank account information) Tab

Default Select to indicate the default bank account for expense reimbursement if more than one bank appears in an employee profile and if the payment method is *Automated Clearing House* or *Electronic Funds.*

 Click the Bank Account button to access the Pay to Bank Accounts page, where you can identify a bank for the deposit of expense reimbursement funds.

Source Indicates the source of the bank account information. Options are *Expenses* or *Payroll*.

Bank Name, Bank ID, Branch Name, Branch ID, and **Bank Account #** (bank account number) Displays information about the bank.

Prenote Info (prenote information) Tab

Prenote is a test run that an organization performs to verify EFT information before sending an actual payment and advice. If you select *Electronic Funds Transfer* as the payment method for an employee, use this tab to change the status of the bank account.

Prenote Status Indicates the status of the test:

- *Confirmed:* Prenote was sent, and the bank verified the EFT information.
- *New:* Bank account is created, but prenotification has not occurred.
- *Pending:* Awaiting confirmation on a prenote that was sent.
- *Rejected:* Prenote was sent, but bank rejected it.
- *Submitted:* Prenote was sent, and bank acknowledged it.

Required Select to indicate if a prenote is required.

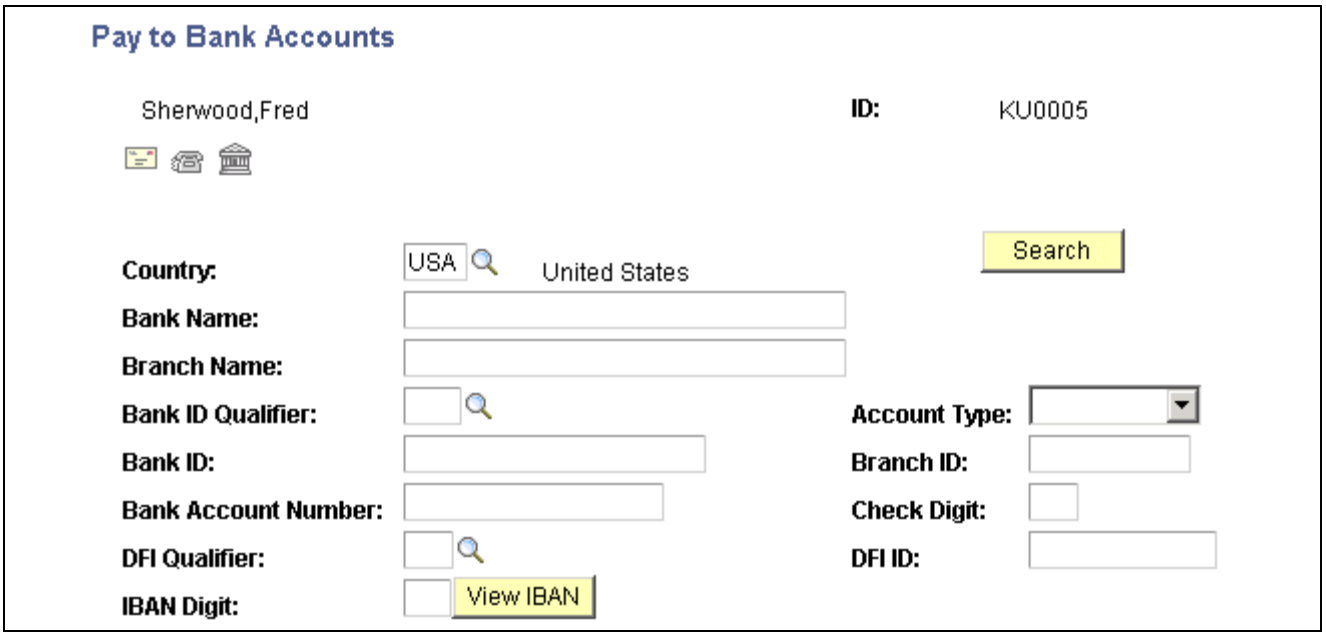
Prenotification Date Indicates the date that the prenote was sent to the bank.

Wait Days Enter the number of days from the prenotification date to wait before marking the prenote status *Confirmed.*

EFT Options Click to open the Employee EFT Options page and specify information for employees who live in certain countries. Use only if the payment method for expense reimbursement is *Electronic Funds Transfer.*

Specifying a Bank for Deposits

Access the Pay to Bank Accounts page.



Pay to Bank Accounts page

Click the Go To Address button to access the Bank Address page.

Click the Phone button to access the Phone Information page.

Click the Routings button to access the Intermediary Bank Routing page.

Country Enter the country of the employee's bank.

Bank Name Enter the name of the employee's bank.

Branch Name Enter the bank's branch name.

Bank ID Qualifier Determines which edit algorithm to use to check the Bank ID number sequence.

Account Type Indicates the type of account, such as *Check Acct* (checking account).

Bank ID Enter the routing number of the employee's bank.

Branch ID Enter the bank's branch number.

Bank Account Number Enter the employee's bank account number.

Check Digit Enter the two numeral check digit code for the country.

DFI Qualifier (Depository Financial Institution qualifier) Indicates what format (how many characters and numbers) appear in the DFI ID of the bank. Each type has a specific number of characters that you can enter:

- *Transit Number:* Exactly 9 numeric characters, plus check digit calculation.
- *Swift ID:* 8 or 11 characters; positions 5 and 6 must be a valid 2-character country code.
- *CHIPS ID:* 3 or 4 numeric characters.

- *Canadian Bank Branch/Institute:* No validation.
- *Mutually Defined:* No validation.

DFI ID — If you select a DFI qualifier, then provide an identification that conforms to the banking standards of the DFI qualifier country.

IBAN Digit (international bank account number digit) — Define the account's IBAN for transmittal with other account information for the bank account. Enter the two numeral check digit code for the country and click View IBAN. If the system successfully validates check digit, the IBAN for this account displays.

See Also

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up Banks"

Entering Intermediary Bank Routings

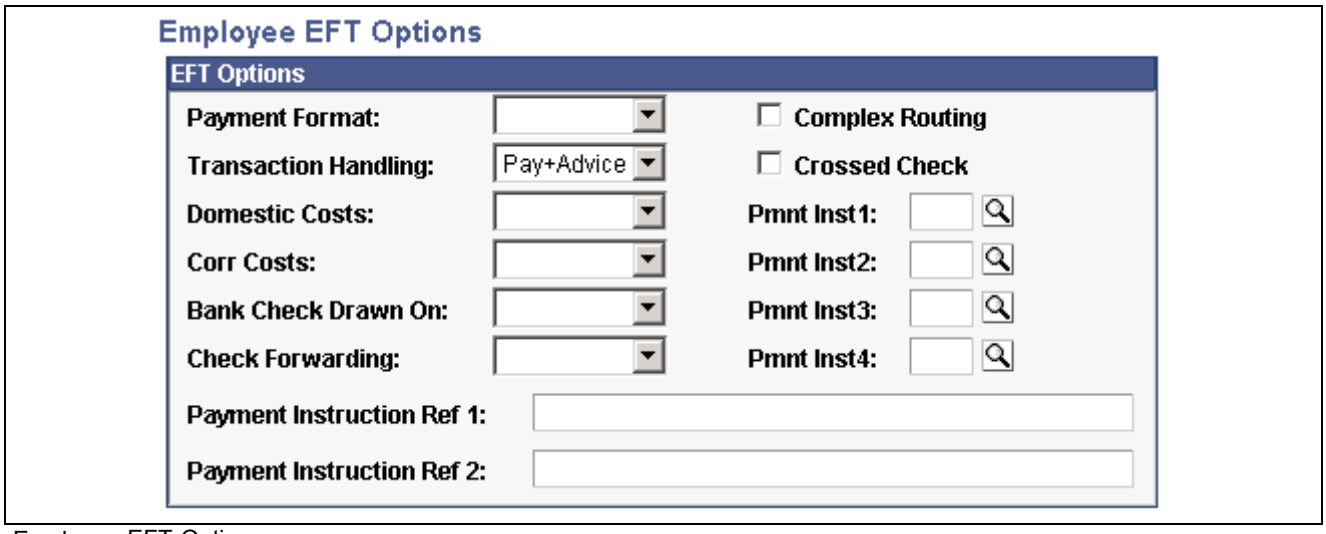
Access the Intermediary Bank Routings page.

Seq (sequence) — The sequence numbers indicate the relative order in which the funds flow through intermediary banks.

Routing — Select whether the routing will occur via a bank or DFI ID, and complete the appropriate fields.

Entering Employee EFT Options

Access the Employee EFT Options page.



Employee EFT Options page

Payment Format — Select a format for the employee's EFT option.

PeopleSoft Payables is preloaded with payment formats, such as *Check Std, Pay & Dep,* or *Wire.* Create your own payment formats, or modify existing ones with EFT Payment Format Codes.

See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Files for Electronic Funds Transfers".

Transaction Handling Determines which parts of the payment to include in the EFT file that is sent to the employee's bank. Select one:

- *Pay+Advice* (payment plus advice): Transmit both the actual payment and the advice.
- *Prenote:* Transmit a test run to verify all EFT before sending out an actual payment and advice.
- *Pymnt Only*(payment only): Transmit only the payment with the EFT file.

Domestic Costs and **Corr Costs** (correspondent costs) Depending on the country in which an EFT occurs, costs may be involved in executing such transactions, especially with a transfer between two countries.

Domestic Costs indicates who pays for the bank costs of the EFT. Banks assess correspondent costs if third parties are involved. When there are domestic costs or correspondent costs with an EFT transaction, select a source of payment. Options are:

- *Payee Acct* (payee account): Charge the employee's account.
- *Payr/Payee* (payer and payee): Charge the employee and the employer equally. This choice applies only to Domestic Costs.
- *Pyr D Acct* (payer domestic account): Assess the costs to the employer's domestic account.
- *Pyr F Acct* (payer foreign account): Charge the employer's foreign account.

Bank Check Drawn On Specify that a check comes from *(none), Payee Bank,* or *Payer Bank* to generate a check for an employee's EFT transactions.

Check Forwarding Indicate that the check goes to *(none), Payee, Payee Bank, Payer,* or *Pyr Bank* (payer bank) to forward a check.

Payment Instruction Ref 1-2 Provide any other comments regarding EFT transactions.

Complex Routing Select to indicate that the EFT is routed to the employee's bank through an intermediate party, whose routing information you provide when you define the account.

Crossed Check Select to indicate that the EFT involves a check that cannot be signed over to a third party.

Pmnt Inst 1-4 (payment instruction 1-4) Add further payment instructions for this employee's funds transfers. These fields contain standard EFT instruction codes that come delivered with your system.

Maintaining Employee Credit Card Data

This section provides an overview of employee credit card data and discusses how to maintain employee credit card data.

Understanding Employee Credit Card Data

Corporate credit card information about each employee is essential to your expense processing system. If you make payments directly to credit card vendors for employees, use credit card numbers to link payments to employee transactions and credit the appropriate accounts.

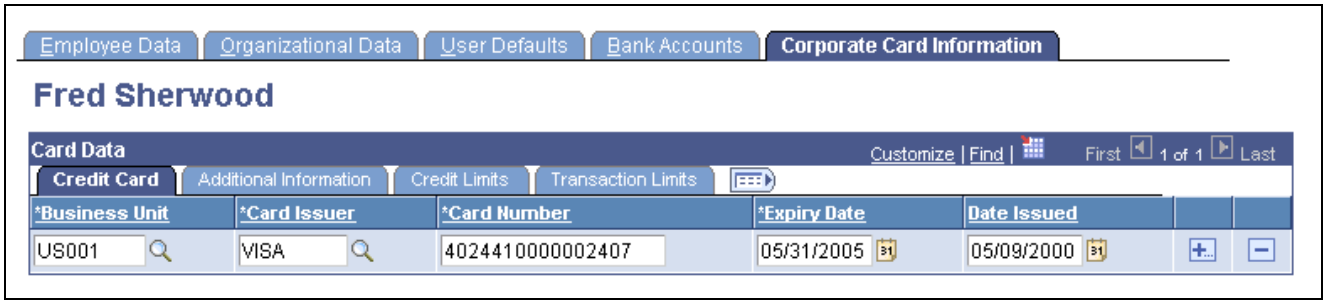
When employees perform expense transactions with a method that directly reimburses the vendor, credit card numbers that are associated with the vendor ID are used to identify employee accounts. When a company makes payments for employees, this enables the credit card vendor to apply the appropriate payments to each employee's credit card account.

Page Used to Maintain Employee Credit Card Data

Page Name	Object Name	Navigation	Usage
Employee Profile - Corporate Card Information	CC_CARD_DATA	• Employee Self-Service, Travel and Expenses, Review/Edit Profile • Travel and Expenses, Employee Information, Update Profile	• View employee credit card information. • View or change employee credit card information.

Maintaining Employee Credit Card Data

Access the Employee Profile - Corporate Card Information page.



Employee Profile - Corporate Card Information page

Credit Card Tab

Card Number Enter the credit card account number. For security reasons, Expenses masks all but the last four digits of the credit card number when you use the Employee Self-Service navigation.

Expiry Date (expiration date) Indicates the date that the credit card expires.

Additional Information Tab

Charge Function Indicates a specific purpose for the credit card: *Corporate Card, Debit Card, Phone Card,* or *Procurement Card.*

Credit Limits Tab

Maximum Credit Limit Enter the maximum amount that the employee can spend on the credit card.

Monthly Credit Limit	Enter the maximum amount that the employee can spend on the credit card each month.
Transaction Amount Limit	Enter the maximum amount that the employee can spend on a single expense transaction.
Currency	Indicates the base currency for each credit card vendor.

Transaction Limits Tab

Transactions Allowed Per Month	Enter the number of transactions per month that the employee can have on the credit card.
Transactions Allowed Per Day	Enter the number of transactions per day that the employee can have on the credit card.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Managing Procurement Cards"

Maintain Employee Transportation Data

This section provides an overview of employee transportation data and discusses how to maintain employee transportation data.

Understanding Employee Transportation Data

Mileage reimbursement requires that you establish certain transportation information. Expenses requires different information, depending on whether you use Standard mileage reimbursement or Variable Rate reimbursement.

Expenses allows employees the ability to update the transportation information for their own profiles. Employees and auditors can delete a record or update all fields in the transportation Identification table (except for the Transportation ID field) providing that there are no kilometers or miles associated with that Transportation ID in the Distance Traveled table.

After miles or kilometers are accrued for a transportation ID, Expenses will not allow employees or auditors to delete the line. Expenses will allow you to change the Status *(Active* and *Inactive)* and Status Date fields and the Lease Flag and Car Allowance Flag check boxes.

Note. The Employee Profile - Transportation Information page is available only if the distance rate associated with the employee's setID, expense type, and country is set to *Varied.*

See Also

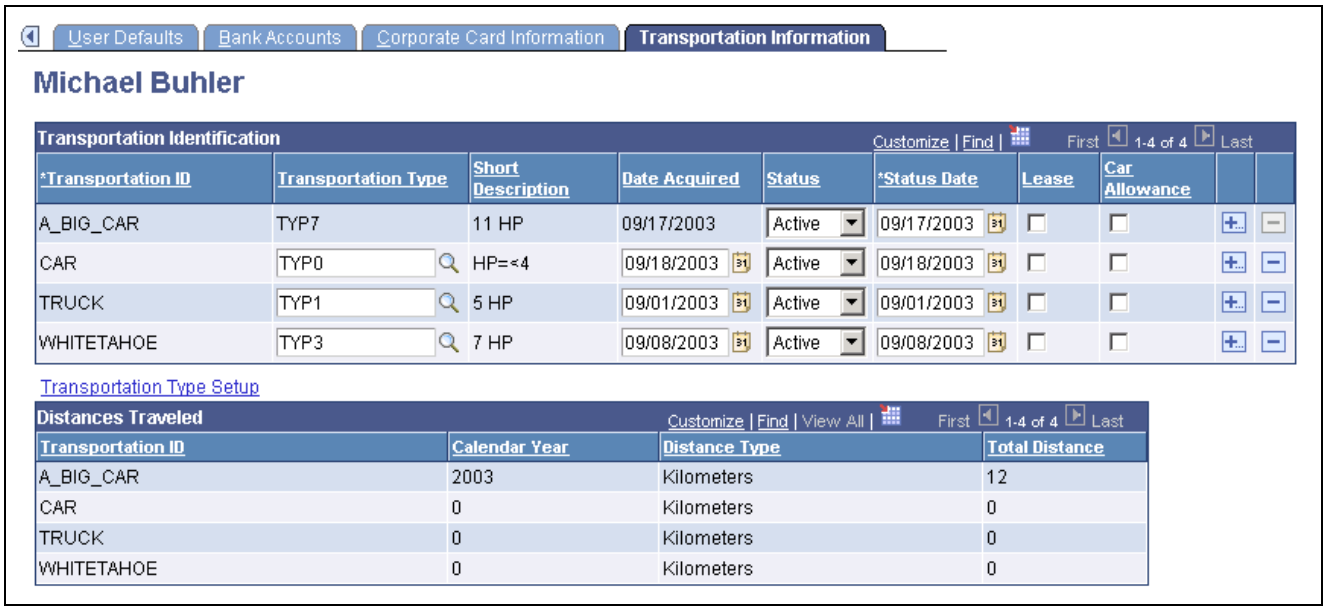
Chapter 8, "Defining Location and Rates for Expenses," Setting Up Distance Rates, page 79

Page Used to Maintain Employee Transportation Data

Page Name	Object Name	Navigation	Usage
Employee Profile - Transportation Information	EX_EE_TRANSPORT	• Employee Self-Service, Travel and Expenses, Review/Edit Profile • Travel and Expenses, Employee Information, Update Profile	Review, add, delete, or modify transportation type data for an employee.

Maintaining Employee Transportation Data

Access the Employee Profile - Transportation Information page.



Employee Profile - Transportation Information page

Transportation Identification

Transportation ID Provide a description of the transportation type. After you enter the transportation ID, you may not edit it. If you need to change the name of this field, you can delete the line and re-enter a new one, providing that there are no kilometers or miles associated with it.

Transportation Type Indicate the transportation category. Your organization defines these, and they can be based on the type of car (such as *compact* or *luxury)* or the horsepower (such as *3HP* or *4HP).*

You may not edit this field after kilometers or miles are accrued for the transportation ID.

Date Acquired Indicates the date that the employee acquired the vehicle. You may not edit this field after kilometers or miles are accrued for the transportation ID.

Status Select *Active* or *Inactive.*

Status Date Indicates the date when the employee received a transportation type. Expenses compares this date to expense report transaction dates to determine the availability of transportation ID's on the drop down list on the report.

Lease Select to indicate that the car is leased. This is informational only and is designed for the approver and auditor.

Car Allowance Select to indicate that the employee receives a car allowance. This is informational only, designed for the approver and auditor.

Transportation Type Setup Click to go to the Transportation Type Setup page.

Note. This link is available to employees who use the Travel and Expenses navigation, but it is not available to employees who use the Employee Self-Service navigation.



Click the Add multiple new rows button to add a new transportation identification record. When you click the Save button, Expenses creates a new line in the Distances Traveled section.



Click the Delete row button to delete a transportation identification record. When you click the Save button, Expenses deletes the corresponding line in the Distances Traveled section.

Note. The Delete row button is not available if you have accrued any miles or kilometers for the transportation identification record.

Distances Traveled

Calendar Year Indicates the year for tracking mileage.

Distance Type Indicates tracking by *Miles* or *Kilometers*.

Total Distance Indicates the total distance that an employee travels in a given calendar year.

CHAPTER 15

Preparing Travel Authorizations

This chapter provides an overview of travel authorizations and discusses how to:

- Create travel authorizations.
- Enter travel authorization information and detail expense lines.
- Copy or add expense lines.
- Review or modify default accounting information.
- View or modify travel authorizations.
- Delete travel authorizations.
- Cancel approved travel authorizations.

Understanding Travel Authorizations

Expenses provides a travel authorization system to manage the pre-trip approval of estimated travel costs. If you use Commitment Control, Expenses supports budget checking of travel authorizations. From the Travel and Expense Center, you can create, modify, view, cancel, delete, and print travel authorizations. As you prepare a travel authorization request, Expenses provides the options to create cash advances, modify the default accounting, or change the general information. You can save travel authorizations for more input at a later time—with invalid or missing information—or you can submit them for approval. Expenses provides functionality to decrease the time that you spend entering travel authorizations. You can:

- Create travel authorizations populated with information from user defaults.
- Copy expense transaction lines from another travel authorization.
- Copy multiple expense transaction lines at one time on a travel authorization.

Creating Travel Authorizations

This section provides an overview of the travel authorization creation methods and discusses how to create travel authorizations.

Understanding Travel Authorization Creation Methods

When you create a travel authorization, you have options on which to base the new document, and the selection that you make triggers other choices that prompt you for details about the travel authorization. You can start with a blank document or populate one with data from another source.

Pages Used to Create Travel Authorizations

Page Name	Object Name	Navigation	Usage
Travel Authorization Entry	EX_TAUTH_ENTRY	• Employee Self-Service, Travel and Expense Center, Travel Authorization, Create (if user default set to Open a Blank Authorization) • Travel and Expenses, Travel and Expense Center, Travel Authorization, Create	Create a new travel authorization request.
Copy From an Existing Travel Authorization	TE_COPY_TAUTH	• Employee Self-Service, Travel and Expense Center, Travel Authorization, Create (if user default set to Copy an Existing Authorization) • Select *An Existing Authorization* from the Quick Start drop-down list on the Travel Authorization Entry page.	Select an existing travel authorization from which to base a new authorization.
View Selected Travel Authorization	TE_TAUTH_LINES_SEC	Click the View Detail link in the Description column on the Copy From an Existing Travel Authorization page.	Review details of a travel authorization.
Select a Template	TE_TEMPLATE_SELECT	• Employee Self-Service, Travel and Expense Center, Travel Authorization, Create (if user default set to Copy From a Template) • Select *A Template* from the Quick Start drop-down list on the Travel Authorization Entry page.	Select a template for a new travel authorization.
Add to Travel Authorization	TE_TEMPLATE2	Click the Select button for a template on the Select a Template page.	Select the expense types listed for the template to use on the travel authorization.

Creating Travel Authorizations

When you use the Employee Self-Service, Travel and Expense Center, Travel Authorization, Create navigation, Expenses checks for a default creation method. Depending on what your default creation method is set to on the Employee Profile - User Defaults page, Expenses displays the next page based on the user defaults and prepopulates fields according to user defaults. The creation methods are:

- *Open a Blank Authorization:* Expenses displays the Travel Authorization Entry page.

- *Copy an Existing Authorization:* Expenses displays the Copy From an Existing Travel Authorization page where you can select an existing travel authorization on which to base a new authorization.

  To select an existing travel authorization:

  1. Enter a date range to display travel authorizations from a specified period and click Search.

     Expenses displays a list of available travel authorizations.

  2. Click the report ID in the Description column to access the View Selected Travel Authorization page.

     This page displays a summary of the expenses in a travel authorization to help you decide whether to use it as the basis for a new travel authorization.

  3. Click Select for the travel authorization that you want to copy from.

     Expenses displays the Travel Authorization Entry page and populates the fields with data from the travel authorization that you copied from.

- *Copy From a Template:* Expenses displays the Select a Template page.

  To copy from a template:

  1. Select a template to use to populate the travel authorization with.

     Expenses displays the Add to Travel Authorization page.

  2. Select a date range for the travel authorization.
  3. Select One Day or All Days to specify whether one instance of the expense type should be added to the travel authorization or whether one for each day in the date range should be added for that particular expense type.
  4. Click OK.

     Expenses displays the Travel Authorization Entry page and populates the date range and expense types that you selected on the Add to Travel Authorization page.

Entering Travel Authorization Information and Detail Expense Lines

This section discusses how to:

- Enter travel authorization information.
- Enter detail expense lines.

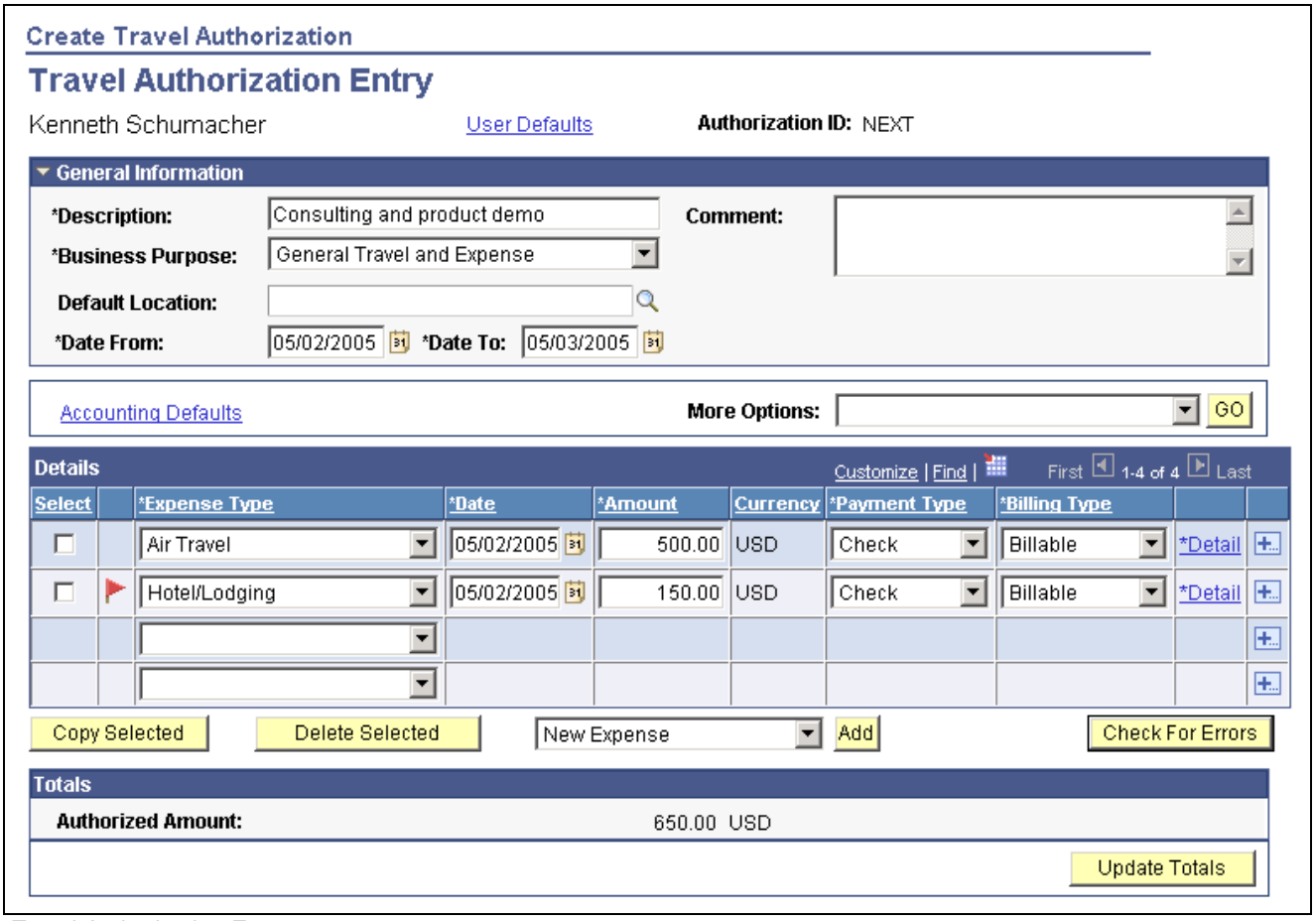
Pages Used to Enter Travel Authorization Information and Detail Expense Lines

Page Name	Object Name	Navigation	Usage
Travel Authorization Entry	EX_TAUTH_ENTRY	• Employee Self-Service, Travel and Expense Center, Travel Authorization, Create (if user default set to Open a Blank Authorization) • Travel and Expenses, Travel and Expense Center, Travel Authorization, Create	Create a new travel authorization request.
Missing or Invalid Project Defaults	TE_PROJ_ERR_SEC	If you have Project Costing installed and the employee has update authority for their accounting detail, Expenses displays this page when creating a travel authorization and project defaults are not valid.	Message indicating that the employee's profile contains invalid project defaults.
Authorization Detail for [expense type]	EX_TAUTH_DETAILS	Click the *Detail link on the Travel Authorization Entry page.	Enter additional information about an expense transaction line, such as merchant and location.
Travel Authorization Project Summary	TE_PROJ_SUMMARY_TA	Click the Project Summary link on the Travel Authorization Entry page.	View project ChartFields.
Warning for Copying Expense Lines	TE_COPY_CONFIRM	Click the Copy Selected button on the Travel Authorization Entry page after selecting one or more expense lines that have not been checked for or contain missing information or errors.	Expenses warns you if you selected expense lines that have errors or have not been checked for errors. Click the Cancel button to correct the appropriate error(s) or press OK to continue.
Travel Authorization - Delete Confirmation	TE_DELETE_CONFIRM	Click the Delete Selected button on the Travel Authorization Entry page after selecting expense lines to delete.	Delete one or more expense detail lines on a travel authorization.
Save Confirmation	TE_SAVE_CONFIRM	Click the Save for Later button on the Travel Authorization Entry page.	Expenses indicates that it successfully saved the travel authorization and indicates if missing or invalid information exists.
Submit Confirmation	TE_SUBMIT_CONFIRM	Click the Submit button on the Travel Authorization Entry page.	Expenses indicates that it successfully saved and submitted the travel authorization.

Page Name	Object Name	Navigation	Usage
Travel Authorization	TE_TAUTH_RPT	• Select the *Printable View* option from the More Options drop down list on the Travel Authorization Entry page. • Click the Printable View link on the Travel Authorization Entry page	Open a new browser to preview and print a printable version of the travel authorization.

Entering Travel Authorization Information

Access the Travel Authorization Entry page.



Travel Authorization Entry page

User Defaults Click to access the Employee Profile - User Defaults page and view or edit your defaults.

See Chapter 14, "Maintaining Employee Profiles," Maintaining User Defaults, page 217.

Quick Start Select a creation method for your travel authorization. Expenses initially displays this field based on what your default creation method is set to on the Employee Profile - User Defaults page, which you can override. Options are:

- *A Blank Authorization:* Select to start with a blank travel authorization.
- *A Template:* Select to access the Select a Template page and select existing templates from which to copy expense lines to the new travel authorization.
- *An Existing Authorization:* Click to access the Copy From an Existing Travel Authorization page and select existing travel authorizations to copy to the new travel authorization.

Note. Expenses hides the Quick Start page element after you select a creation method or enter your first expense type in the Details grid.

General Information

Description Enter a description to identify the travel authorization.

Comment Enter additional information about the travel authorization.

Business Purpose Enter a purpose from a predefined list, which was created when you implemented the expense system. Because tax laws require a business purpose for business expenses, this field is required.

Default Location Enter a city, country, or geographical area that is predefined by your organization with expense location amounts. Expenses uses what you enter in this field to automatically populate the expense location when you enter an expense type.

You can set up you user defaults for Expenses to populate this field every time you create a new travel authorization.

Accounting Defaults Click to access the Travel Authorization - Accounting Defaults page to view or modify the default accounting ChartFields and the distribution split for travel authorization expenses.

Note. This link is not available if the Accounting Display option for the business unit or the employee's role is set to *Hide.* Employees cannot edit the distribution or ChartFields if this option is set to *Display Only.*

See Chapter 15, "Preparing Travel Authorizations," Reviewing or Modifying Accounting Information, page 247.

More Options Options are:

- *Create Cash Advance:* Select to access the Create Cash Advance Report page in a new window and create a cash advance with the travel authorization request.

  See Chapter 16, "Preparing Cash Advances," Creating Cash Advances, page 256.

- *Printable View:* Select to access the Travel Authorization page to obtain a printable version of your travel authorization. This option is only available through the Employee Self-Service navigation.

  Note. You must save the travel authorization before you can print it.

- *Project Summary:* Select to access the Travel Authorization Project Summary page and view the Project Costing business unit, project, activity, amount, and currency information associated with the travel authorization. If there are multiple project costing business units, projects, or activities, Expenses displays a Multiple link to access the Travel Authorization - Accounting Details page. The Travel Authorization Project Summary page is read-only.

Details

Select Use in conjunction with the Copy Selected and Delete Selected buttons.



Click the Missing or invalid information was found button to access the Authorization Detail for [expense type] page to view and correct missing or invalid information pertaining to the expense transaction line. You can save a travel authorization with missing or invalid information on it; however, you cannot submit a travel authorization for approval with missing or invalid information.

Note. The Missing or invalid information was found button appears after you check for errors or attempt to submit the travel authorization for approval, and a transaction line contains missing or invalid information.

See Chapter 15, "Preparing Travel Authorizations," Entering Detail Expense Lines, page 242.

Expense Type Select an expense type to add an expense item.

Date Select the beginning date for the expense type.

Amount Enter the amount that you anticipate to spend for the expense transaction.

Expenses disables this field on this page if you selected the expense type edit *Attendees* on the Expense Types 1 page. You must click the *Detail link to go to the Authorization Detail for [expense type] page to enter a daily or nightly amount in conjunction with the number of days or nights. The system then displays the total amount of the expense transaction in the Amount field.

Currency Displays the currency associated with the expense transaction amount.

Payment Type Select how you will pay for the expense item.

Billing Type Select *Billable, Nonbillable,* or *Internal.* If you use Project Costing, billing codes are required to identify expense items that are both billable and charged to Project Costing ChartFields. Expenses sends the information to Project Costing, and Project Costing passes these items to Billing for processing.

***Detail** Click to access the Authorization Detail for [expense type] page and enter additional information for the expense transaction line.

See Chapter 15, "Preparing Travel Authorizations," Entering Detail Expense Lines, page 242.

Copy Selected Click to access the Copy Selected Expenses page and enter details about copying expense lines that you selected in the Details grid.

Expenses displays the Warning for Copying Expense Lines page if you selected expense lines that have errors or have not been checked for errors. Click the Cancel button to correct the appropriate error(s) or click OK to continue.

See Chapter 15, "Preparing Travel Authorizations," Copying Expense Lines, page 245.

Delete Selected Click to delete expense transaction lines that you selected in the Details grid. Expenses displays the Delete Confirmation page before completing the delete process.

Add Options are:

- *New Expense:* Select to add one blank line to the Details grid.
- *Multiple Expenses...:* Select to access the Add Multiple Expenses page and select expense types to add to the travel authorization.

See Chapter 15, "Preparing Travel Authorizations," Adding Multiple Expense Lines, page 246.

Check for Errors Click to check the expense transaction line(s) for missing or invalid information.

Totals

Update Totals Click to refresh your travel authorization totals.

Save for Later Click to save the travel authorization without submitting it for approval. You can save the report with or without invalid or missing information, and you can modify it later.

When you click the Save for Later button, Expenses displays the Save Confirmation page to indicate that it successfully saved the travel authorization and indicates if missing or invalid information exists.

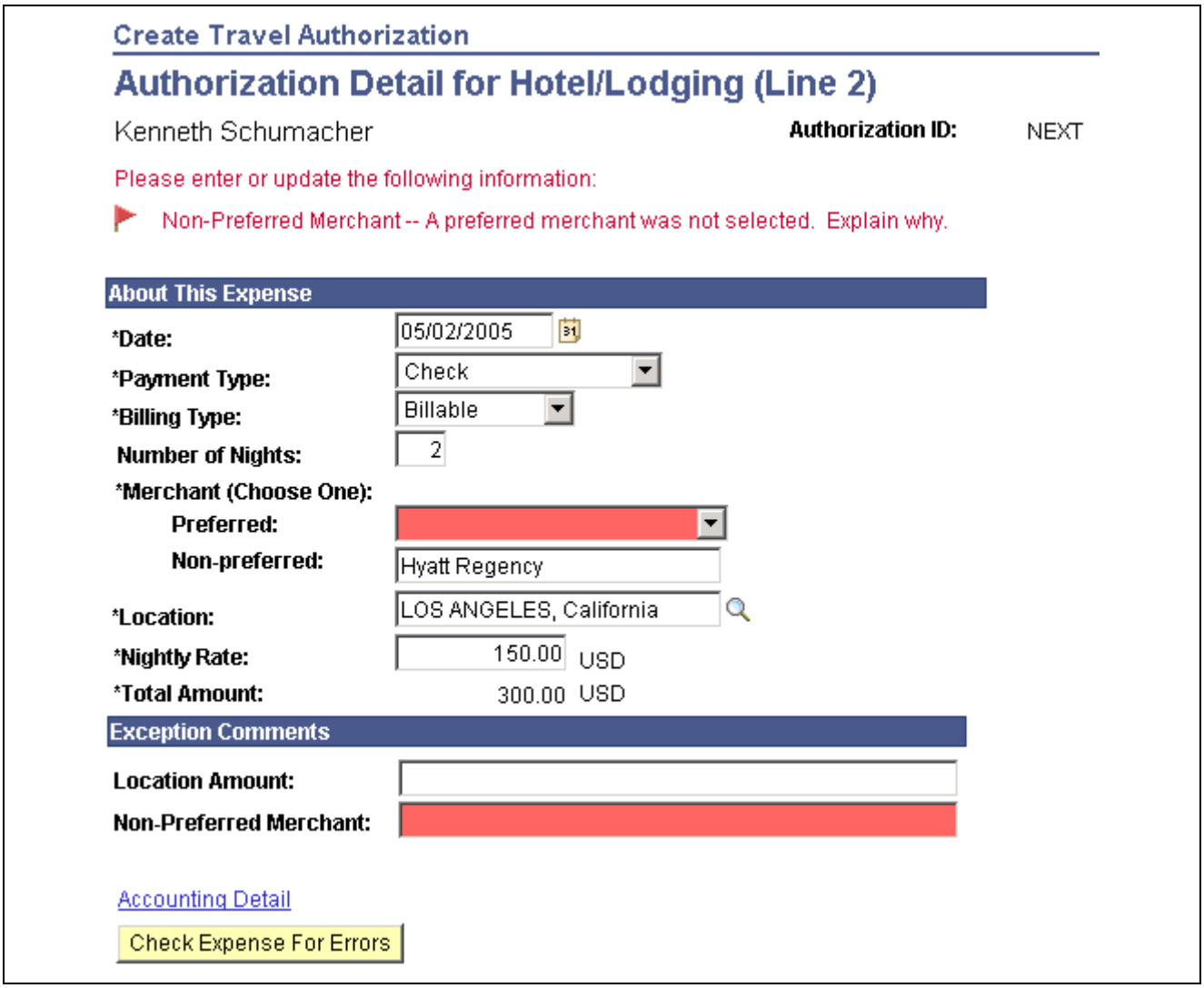
Submit Save the travel authorization and submit it for approval. When you click the Submit button, Expenses displays the Submit Confirmation page to indicate that it successfully saved and submitted the travel authorization.

If invalid or missing information exist, Expenses displays the Authorization Detail for [expense type] page where you can make corrections.

After you submit the travel authorization, you cannot modify it unless an approver returns it to you.

Entering Detail Expense Lines

Access the Authorization Detail for [expense type] page.



Authorization Detail for [expense type] page

If you checked for errors and the system detected invalid or missing information, Expenses displays messages at the top of this page and highlights the impacted fields.

About This Expense

This section varies, depending on which expense transaction line you selected and how your organization defined the expense type.

Date Select the beginning date for the expense type.

Payment Type Select how you will pay for the expense item.

Billing Type Select *Billable, Nonbillable,* or *Internal.* If you use Project Costing, billing codes are required to identify expense items that are both billable and charged to project costing ChartFields. Expenses sends the information to Project Costing, and Project Costing passes these items to Billing for processing.

Merchant Select *Preferred* to limit the merchant list to vendors with whom your organization has a contractual agreement, or select *Non-preferred* to enter any characters in the corresponding field.

Exception Comments

Location Amount Enter an exception comment if you exceeded the authorized amount for the expense type and location.

Non-Preferred Merchant Enter an exception comment if you did not use a preferred merchant.

Accounting Detail Click to access the Travel Authorization - Accounting Detail page and view or edit ChartFields. Expense items are charged to a set of ChartFields that represent the cost center of the employee who submits the travel authorization.

Note. This link is not available if the Accounting Display option for the business unit or the employee's role is set to *Hide.* Employees cannot edit the distribution or ChartFields if this option is set to *Display Only.*

See Chapter 15, "Preparing Travel Authorizations," Reviewing or Modifying Accounting Information, page 247.

Check Expense for Errors Click to check the expense transaction line for missing or invalid information.

Copying or Adding Expense Lines

This section provides overviews of copying expense lines and adding multiple expense lines, and discusses how to:

- Copy expense lines.
- Add multiple expense lines.

Understanding Copying Expense Lines

Expenses enables you to copy one or more selected expense lines for a single day or a range of dates. You can also indicate whether you want to include holidays and weekends. The functionality associated with the Travel Authorization - Copy Selected Expenses page is for all expense types, including per diem expense types. When you copy an expense line to create new expense lines, Expenses automatically populates the new expense lines with the same ChartFields as the original line item.

Understanding Adding Multiple Expense Lines

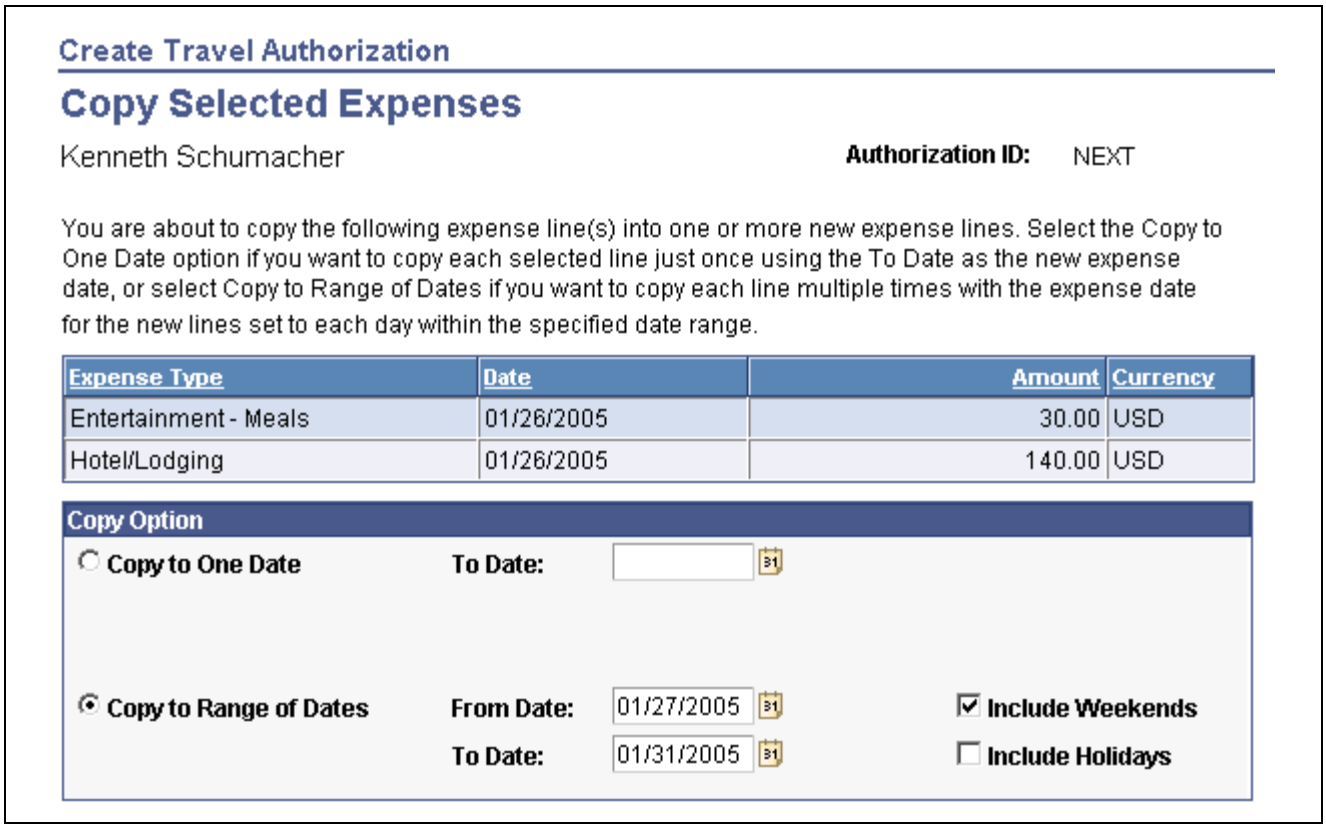
Expenses enables you to select multiple expense types to add to a travel authorization. You can also select whether to add one occurrence or a daily occurrence of the expense types for a date range that you specify. Expenses adds the multiple expense lines to your travel authorization and you enter the remaining information that pertains to each expense type.

Pages Used to Copy or Add Expense Lines

Page Name	Object Name	Navigation	Usage
Travel Authorization - Copy Selected Expenses	TE_COPY_TALINE_SEC	• Employee Self-Service, Travel and Expense Center, Travel Authorization, [Create or Modify] Click the Copy Selected button on the Travel Authorization Entry page after selecting one or more expense lines. • Travel and Expenses, Travel and Expense Center, Travel Authorization, [Create or Modify] Click the Copy Selected button on the Travel Authorization Entry page after selecting one or more expense lines.	Copy selected expense lines on a travel authorization. **Note.** If you click the Copy Selected button on the Travel Authorization Entry page after selecting one or more expense lines that have not been checked for or contain missing information or errors, Expenses displays the Warning for Copying Expense Lines page.
Travel Authorization - Add Multiple Expenses	TE_ADD_MULT_EXP	Select *Multiple Expenses...* from the Add drop down list on the Travel Authorization Entry page.	Select expense types to add to travel authorizations and whether you want to add one instance of the expense type or have an entry of that expense type for each day within a date range.
Warning for Copying Expense Lines	TE_COPY_CONFIRM	Click the Copy Selected button on the Travel Authorization Entry page after selecting one or more expense lines that have not been checked for or contain missing information or errors.	Expenses warns you if you selected expense lines that have errors or have not been checked for errors. Click the Cancel button to correct the appropriate error(s) or press OK to continue.

Copying Expense Lines

Access the Travel Authorization - Copy Selected Expenses page.



Travel Authorization - Copy Selected Expenses page

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

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

From Date and **To Date** Enter a date or a date range for Expenses to calculate the number of rows to create.

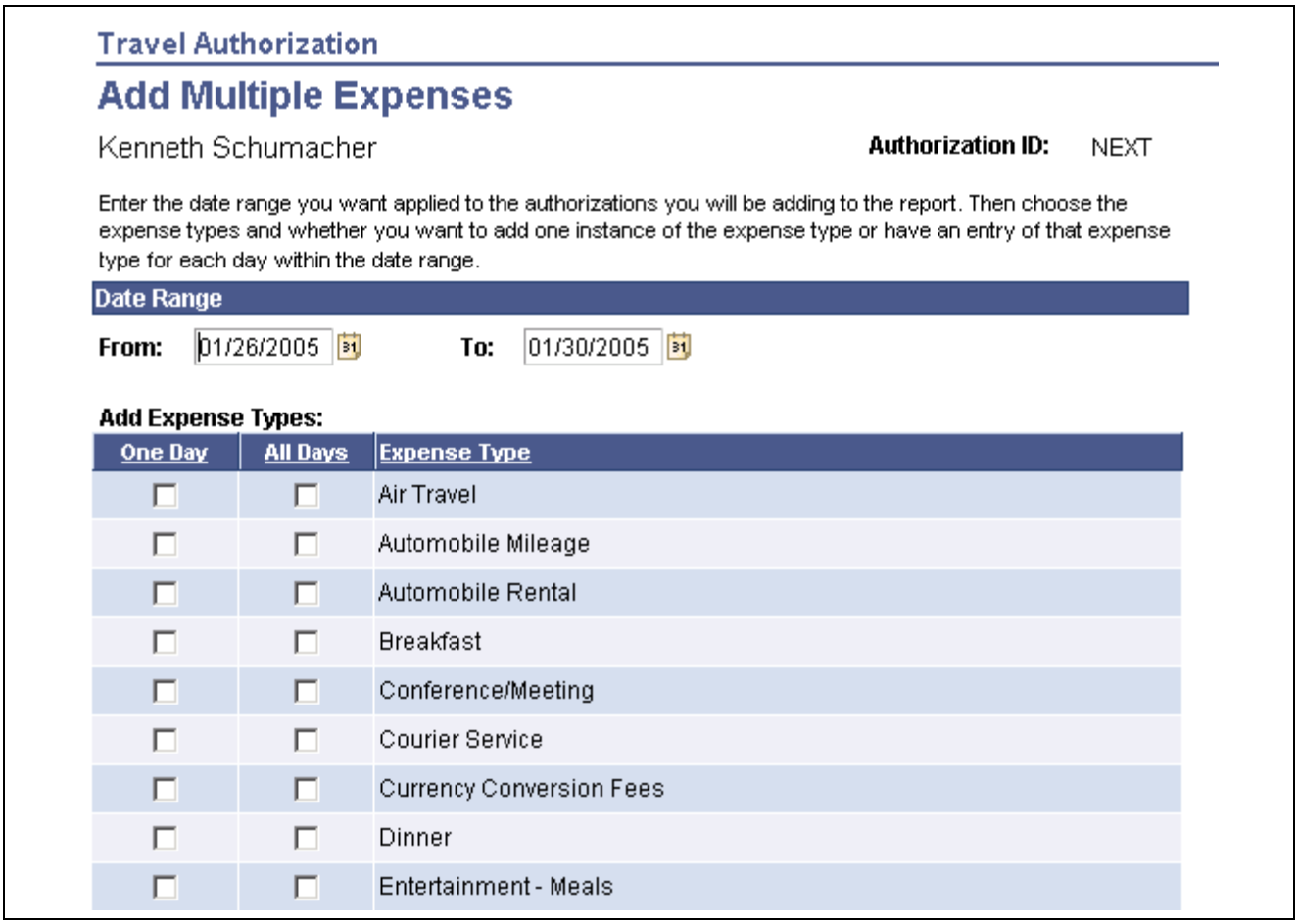
Include Weekends and **Include Holidays** Select to have Expenses copy the expense type for the entire date range.

If you do not select to include weekends, Expenses checks the day of the week and does not copy expense lines for Saturdays or Sundays.

If you do not select to include holidays, Expenses checks the holiday calendar for the employee's business unit. Expenses does not copy expense lines for days that the calendar designates as holidays.

Adding Multiple Expense Lines

Access the Travel Authorization - Add Multiple Expenses page.



Travel Authorization - Add Multiple Expenses page (partial)

Date Range Select a date range for Expenses to use to add expense lines to the travel authorization.

One Day or **All Days** Select to specify whether one instance of the expense type should be added to the travel authorization or whether one for each day in the date range should be added for that particular expense type.

Continue Click to return to the travel authorization, where the selected expense items appear.

Return to Authorization Entry Click to return to the Travel Authorization Entry page without adding expense lines. If you selected any expense items, Expenses does not add them to the travel authorization.

Reviewing or Modifying Accounting Information

This section provides an overview of Expenses accounting and applying project defaults to travel authorizations, and discusses how to:

- Review or modify default accounting.
- Review or modify accounting details.

Understanding Expenses Accounting

When you create a travel authorization, Expenses populates the authorization request with accounting defaults for the cost distributions based on the default ChartField values that you set up on the Employee Profile - Organizational Data page. The minimum information that Expenses requires is the general ledger business unit and department identification. If other accounting distribution fields are in the employee profile, they appear by default in the travel authorization.

Note. If employees have more than one profile in Expenses, the system uses the profile that you select as the default.

See Also

Chapter 6, "Understanding Accounting in Expenses," page 59

Applying Project Defaults to Travel Authorizations

When you create a travel authorization, Expenses applies user defaults from the employee file to the travel authorization. If Project Costing is installed, the system validates the project defaults to ensure that they are valid. If the user default project values are valid, the system continues with the creation process. If the project defaults are not valid and the employee has update authority for their accounting detail, the system displays the Missing or Invalid Project Defaults page. On this page, you can continue with the travel authorization without project defaults or you can access the Employee Profile - User Defaults page to correct the project information.

If you continue with the travel authorization process without project defaults, the system continues with a default row of accounting data based on the employee's business unit.

Expenses uses the project defaults that you set up on the Employee Profile - User Defaults page. Expenses creates one distribution line at 100 percent unless you define defaults with multiple percentage split lines.

The Travel Authorization - Accounting Defaults page displays the distribution of ChartFields for the travel authorization, which you may view or edit, depending on how you set up Expenses. This page is not available if the Accounting Distribution option for the business unit or the employee's role is set to *Hide.* You cannot edit the distribution or ChartFields if this option is set to *Display Only.*

Pages Used to Review or Modify Accounting Information

Page Name	Object Name	Navigation	Usage
Travel Authorization - Accounting Defaults	TE_TAUTH_SPLIT	Click the Accounting Defaults link on the Travel Authorization Entry page.	View or change the default accounting for an employee's travel authorization. You can also redistribute the percentages of expenses to different ChartFields. **Note.** These links are not available if the Accounting Display option for the business unit or the employee's role is set to *Hide.* Employees cannot edit anything in the distribution if this option is set to *Display Only.*
Travel Authorization - Accounting Detail	TE_TAUTH_DIST	Click the Accounting Details link on the Travel Authorization - Add Expense - [expense type] page.	View or change accounting details or ChartField allocations for the expense type.

Reviewing or Modifying Default Accounting

Access the Travel Authorization - Accounting Defaults page.

This page displays default accounting for a travel authorization. You can:

- Change the ChartFields.
- Add rows and redistribute the percentages.
- Delete rows that do not apply to the travel authorization.

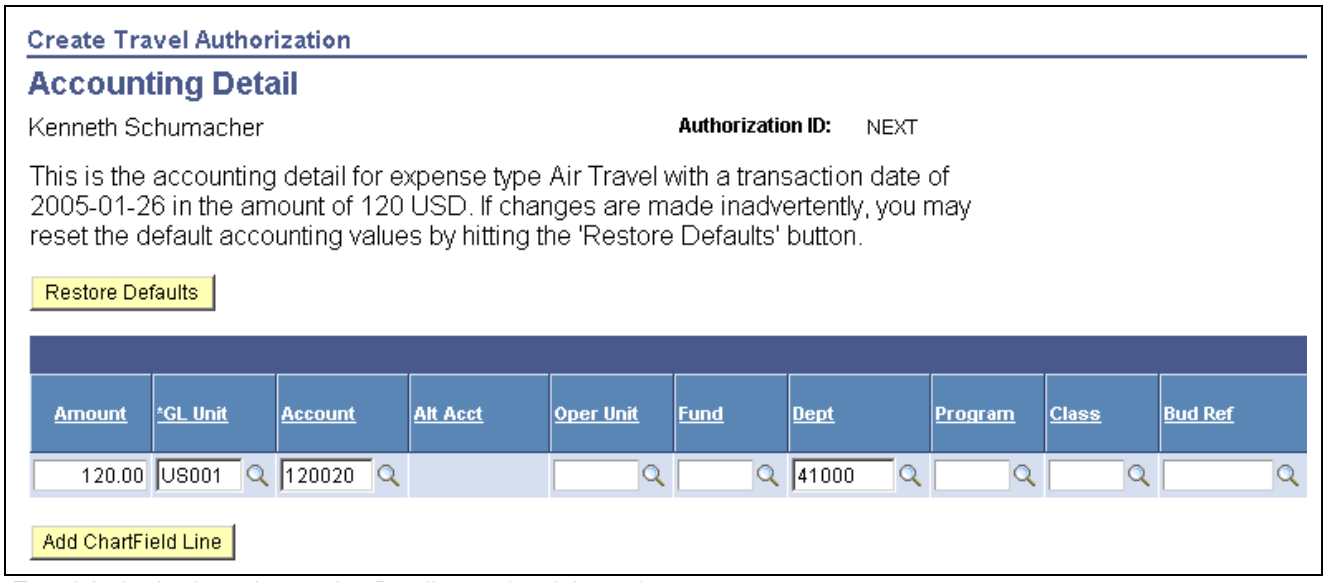
% (percentage) The accounting split percentage is 100 percent for the set of default ChartFields, and it applies to the entire travel authorization. When you add a new row, enter the percentage of expense to charge to the ChartFields that you select in this row.

Load Defaults Click to reset the accounting information back to the user defaults.

OK Click to return to the Travel Authorization Entry page. If you made changes to the default accounting, the changes apply only to new lines and to existing lines that you had not previously changed ChartField values for.

Adding or Modifying Accounting Detail

Access the Travel Authorization - Accounting Detail page.



Travel Authorization - Accounting Detail page (partial page)

You can override the default accounting for an expense type in a travel authorization.

Restore Defaults Click to reset default accounting values.

Add ChartField Line Click to add new accounting detail lines.

See Also

Chapter 6, “Understanding Accounting in Expenses,” page 59

Viewing and Modifying Travel Authorizations

This section discusses how to view or modify travel authorizations.

Pages Used to View and Modify Travel Authorizations

Page Name	Object Name	Navigation	Usage
Travel Authorization - Travel Authorization Details	EX_TAUTH_ENTRY	Employee Self-Service, Travel and Expense Center, Travel Authorization, [View or Modify]	View a travel authorization. Modify an unsubmitted travel authorization or a travel authorization that was submitted and returned by an approver.
View Approver Comments	EX_COMMENTS_RJCT	• Employee Self-Service, Travel and Expense Center, Travel Authorization, [View or Modify] Click the View Approver Comments link on the Travel Authorization Entry page. • Travel and Expenses, Travel and Expense Center, Travel Authorization, [View or Modify] Click the View Approver Comments link on the Travel Authorization Entry page.	When an approver sends back a travel authorization, you can review their comments in full by clicking on the comment link at the top of the page. This will take you to the View Approver Comments page where you may see the full comment.

Viewing or Modifying Travel Authorizations

Access the Travel Authorization - Travel Authorization Details page.

If you access the Travel Authorization - Travel Authorization Details page using the View navigation, Expenses displays the page in read-only mode. You can only view travel authorizations that you submitted for approval.

If you access the Travel Authorization - Travel Authorization Details page using the Modify navigation, Expenses enables you to edit all the fields. You can modify a travel authorization if you have not submitted it for approval or if an approver sent it back for revision or correction.

Note. Fields on the Travel Authorization - Travel Authorization Details page are the same as the fields on the Travel Authorization Entry page and are defined in that section of this PeopleBook chapter.

See Chapter 15, "Preparing Travel Authorizations," Entering Travel Authorization Information and Detail Expense Lines, page 237.

Sent Back for Revision and **View Approver Comments** Click the View Approver Comments link to access the View Approver Comments page and view the comments an approver made regarding the reason they sent the travel authorization back for revisions.

Action History

This section appears after you save a travel authorization.

Profile and **Name**	Displays the name of the originator, approver and their role.
Action	Displays the completed steps in the travel authorization approval process.
Date/Time	Displays the date and time on which the approval status was assigned.

Deleting Travel Authorizations

This section provides an overview of deleting travel authorizations and discusses how to delete travel authorizations.

Understanding Deleting Travel Authorizations

Expenses enables you to delete travel authorizations:

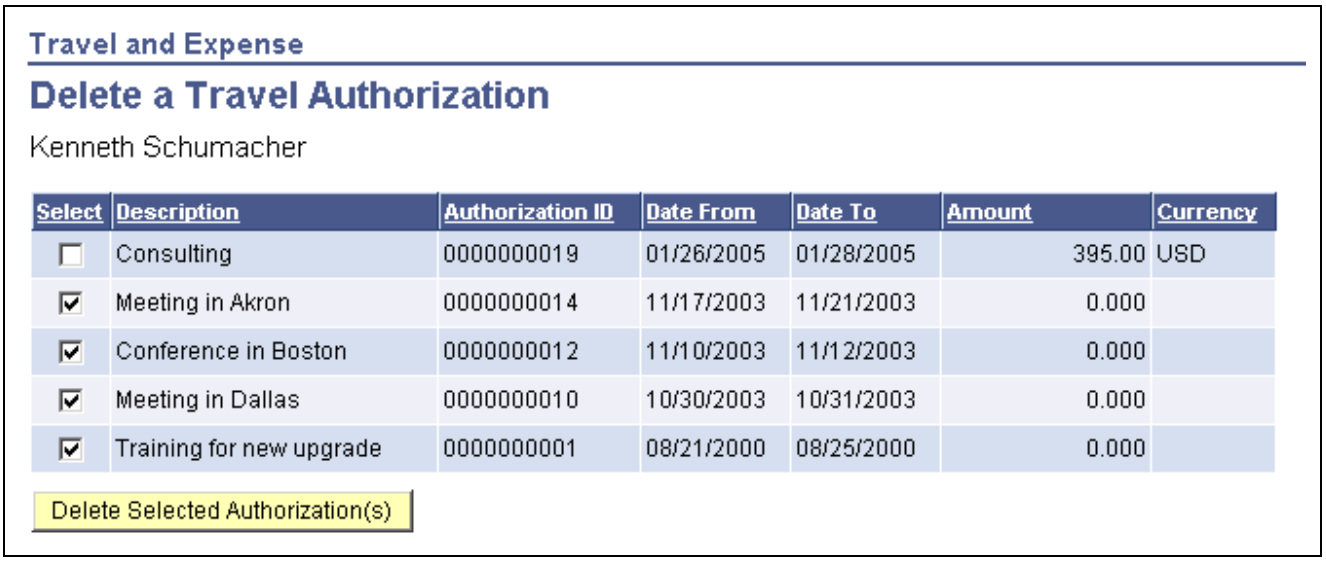
- If you create a travel authorization and decide not to process it, you can delete it before you submit it for approval.
- If you submit a travel authorization and the approver returns it to you, you can delete the travel authorization.
- If you cancel the travel authorization, you may delete it.

Pages Used to Delete Travel Authorizations

Page Name	Object Name	Navigation	Usage
Travel and Expense - Delete a Travel Authorization	TE_DEL_TAUTH	Employee Self-Service, Travel and Expenses, Travel Authorization, Delete	Delete a travel authorization.
Travel and Expense - Delete Confirmation	TE_DEL_CONFIRM	Click the Delete Selected Authorization(s) button on the Travel and Expense - Delete a Travel Authorization page after selecting travel authorizations.	Expenses displays a message that the system has deleted the selected transaction(s).

Deleting Travel Authorizations

Access the Travel and Expense - Delete a Travel Authorization page.



Travel and Expense - Delete a Travel Authorization page

Expenses displays a list of unsubmitted or denied travel authorizations. Use the Select column to select travel authorizations to delete and then click the Delete Selected Authorization(s) button.

Canceling Approved Travel Authorizations

This section provides an overview of travel authorization cancellations and discusses how to cancel an approved travel authorization request.

Understanding Travel Authorization Cancellations

The Cancel Approved Travel Authorization feature is available to employees and system administrators and provides the mechanism necessary to cancel unused travel authorizations that you have not applied to expense reports.

If you use Commitment Control, the Cancel Approved Travel Authorization feature automatically budget checks to reverse encumbrances associated with the travel authorizations being closed.

After you cancel a travel authorization, you can delete it.

See Also

Chapter 21, “Using Commitment Control With Expenses,” Canceling Travel Authorizations, page 366

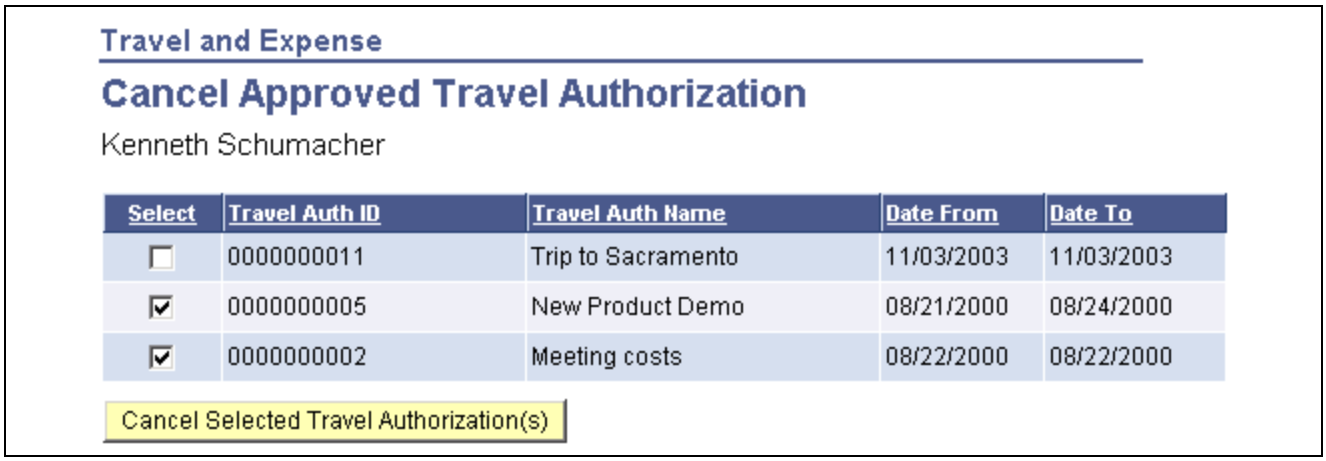
Chapter 21, “Using Commitment Control With Expenses,” Rolling Over Travel Authorization Encumbrances to a new Budget Period, page 369

Page Used to Cancel Travel Authorizations

Page Name	Object Name	Navigation	Usage
Cancel Travel Authorization	TE_CANCEL_TAUTH	Employee Self-Service, Travel and Expenses, Travel Authorization, Cancel	Cancel a travel authorization request.

Canceling Approved Travel Authorizations

Access the Cancel Approved Travel Authorization page.



Cancel Approved Travel Authorization page

The Cancel Approved Travel Authorization page displays all travel authorization requests that have been approved or approved and budget-checked, but not assigned to an expense report. Select the travel authorization requests that you want to cancel and click Cancel Selected Travel Authorization(s). If you use Commitment Control, the system then performs budget checking to reverse encumbrance amounts associated with the Travel Authorization(s).

CHAPTER 16

Preparing Cash Advances

This chapter provides an overview of how to prepare cash advances and discusses how to:

- Create cash advances.
- View and modify cash advances.
- Reconcile cash advances.
- Delete cash advances.
- Close cash advances.

Understanding How to Prepare Cash Advances

To minimize the impact of business travel on employee personal finances, you can provide cash advances to pay for items such as meals, ground transportation, and gratuities. With Expenses, you can process cash advances from the initial request through the final payment. Exception processing enables you to cover last-minute emergencies and unplanned situations.

Before preparing cash advances, you must set up:

- Employees.
- Cash advance sources.
- Business purposes.

Common Element Used in This Chapter

Status Depending on your organization's approval and audit policies, Expenses may assign these values to a cash advance:

- *Approved for Payment:* The advance is authorized for payment processing.
- *Closed:* The advance is marked for closure.

  You can only close advances that have been submitted, approved for payment processing, but not staged for payment.
- *Denied:* The advance was not approved by the approver or auditor.
- *Approvals in Process:* If your organization uses an approver and auditor or multiple approvers, and the first approver has approved the cash advance, Expenses changes the status to *Approvals in Process.*
- *Paid:* Payment processing is complete.

- *Pending:* An employee has not submitted the cash advance, or the approver or auditor denied and returned the cash advance to the employee.

  This is the default status for a newly-created cash advance.
- *Reconciled:* The cash advance is applied to an expense report, and the employee returned excess funds (if any).
- *Staged:* The cash advance is staged for payment.
- *Submitted for Approval:* The cash advance is ready for the approval or audit process.

Creating Cash Advances

This section provides an overview of how to create cash advances and discusses how to:

- Create cash advances.
- Import automated teller machine (ATM) advances.
- View ATM data.

Understanding How to Create Cash Advances

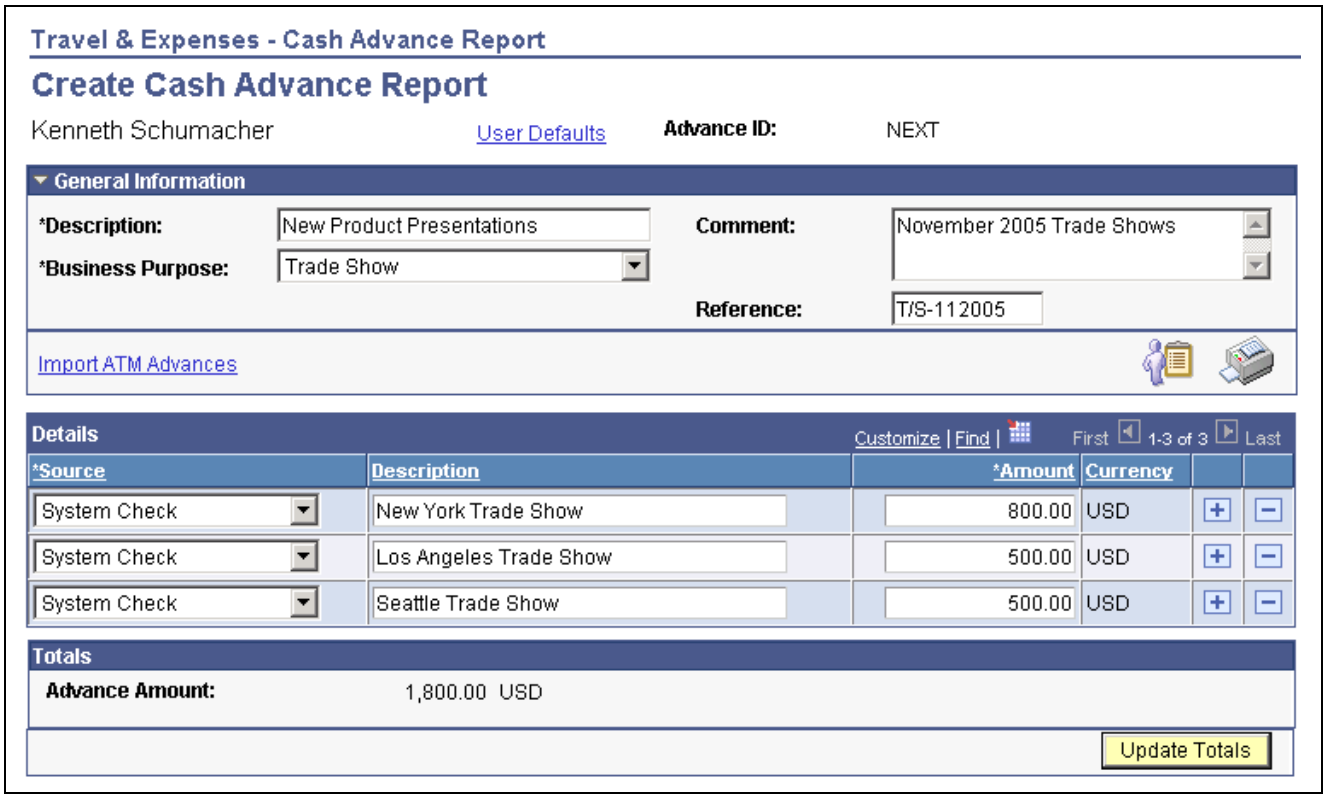
A cash advance has several parts to complete before submitting it for approval. The way you set up your expenses system determines what kinds of data are required and how your accounting system uses the data. If you have set up a report description and business purpose on the Employee Profile - User Defaults page, then Expenses prepopulates these fields on cash advances. As you go through the preparation process, you can import advances initiated at an ATM using a corporate credit card. You can save cash advances for further work, or you can submit them for approval.

Pages Used to Create Cash Advances

Page Name	Object Name	Navigation	Usage
Create Cash Advance Report	TE_ADVANCE	• Employee Self-Service, Travel and Expense Center, Cash Advance, Create • Travel and Expense, Travel and Expense Center, Cash Advance, Create	Create a cash advance request and submit it for approval or save it for further work.
Import ATM Advances	TE_ATM_TRANS_SEL	Click the Import ATM Advances link on the Create Cash Advance page.	Select an ATM transaction to add to a cash advance.
ATM Advance Detail	TE_ATM_TRANS3	Click the Detail link on the Import ATM Advances page.	View details associated with an ATM cash advance.
Cash Advance	TE_ADVANCE_RPT	Click the Printable View button on the Create Cash Advance Report page.	Print a hard-copy version of your cash advance request that Expenses formats for manual processing.
Submit Confirmation	TE_SUBMIT_CONFIRM	Click Submit on the Create Cash Advance Report page.	Confirm that you want to save the cash advance and submit it for further processing.

Creating Cash Advances

Access the Create Cash Advance Report page.



Create Cash Advance Report page

General Information

Description Enter a description to identify the cash advance. Expenses prepopulates this field if you have set up a report description on the Employee Profile - User Defaults page.

Business Purpose Select from a predefined list that was created when implementing your expense system. Expenses prepopulates this field if you have set up a business purpose on the Employee Profile - User Defaults page.

Tax laws require a business purpose to justify business expenses, so completing this field is mandatory before you save the cash advance request for further processing.

Reference Enter additional reference information about the cash advance.

Import ATM Advances Click to access the Import ATM Advances page and select credit card transactions to import into your cash advance request.

This link is available only in create or modify mode.

See Chapter 16, "Preparing Cash Advances," Importing ATM Advances, page 259.



Click the User Defaults button to access the Employee Profile - User Defaults page and view or modify default settings used for cash advances and other expense transactions.

See Chapter 14, "Maintaining Employee Profiles," Maintaining User Defaults, page 217.



Click the Printable View button to access a printable version of the cash advance request. Use the browser's print button to print a hard-copy version of the cash advance request.

Details

Source Select the method of payment to the employee for the cash advance.

Amount Enter an amount you are requesting for the cash advance for each source.

Totals

Advance Amount Displays the total amount of the cash advance request.

Update Totals Click to calculate the total amount of the cash advance request.

Save For Later Click to save and complete the cash advance request at a later time.

Finish and Submit Click to send the completed cash advance request to the approval process. Depending on how you set up your approval and audit rules, Expenses will send the cash advance for payment processing or forward to an approver's queue.

Importing ATM Advances

Access the Import ATM Advances page.

Date Displays the date that the employee initiated the ATM advance.

Merchant Displays the vendor from whom the advance was transacted.

Amount Displays the amount of the ATM transaction.

Detail Click to access the ATM Advance Detail page and view more information about the ATM transaction.

Viewing ATM Data

Access the ATM Advance Detail page.

Transaction Number Displays the transaction number associated with the ATM advance.

Trans Load Date (transaction load date) Displays the date that your system loaded the ATM advance.

Transaction Status Displays whether the ATM advance is assigned to a cash advance.

Cardmember Number Displays the employee's corporate credit card number.

Transaction Amount Displays the amount spent for the expense item.

Exchange Rate Displays the rate used to convert the ATM transaction to the base currency of the employee's business unit.

Amount Displays the amount in the base currency of the employee's general ledger business unit.

Description Line 1-4 Displays additional details regarding the ATM transaction.

Picked Up By Mobile Not used by Expenses.

Date/Time Displays the date and time of the ATM transaction.

Viewing and Modifying Cash Advances

This section discusses how:

- View cash advances.
- Modify cash advances.

Common Elements Used in This Section

Accounting Date Displays the accounting date for Expenses to use to generate new accounting entries in the Post Liabilities Application Engine process for cash advances reconciled through an employee reimbursement.

Post State Displays whether accounting entries for the cash advance have been posted to the general ledger.

Action History This section appears after you submit a cash advance for approval and:

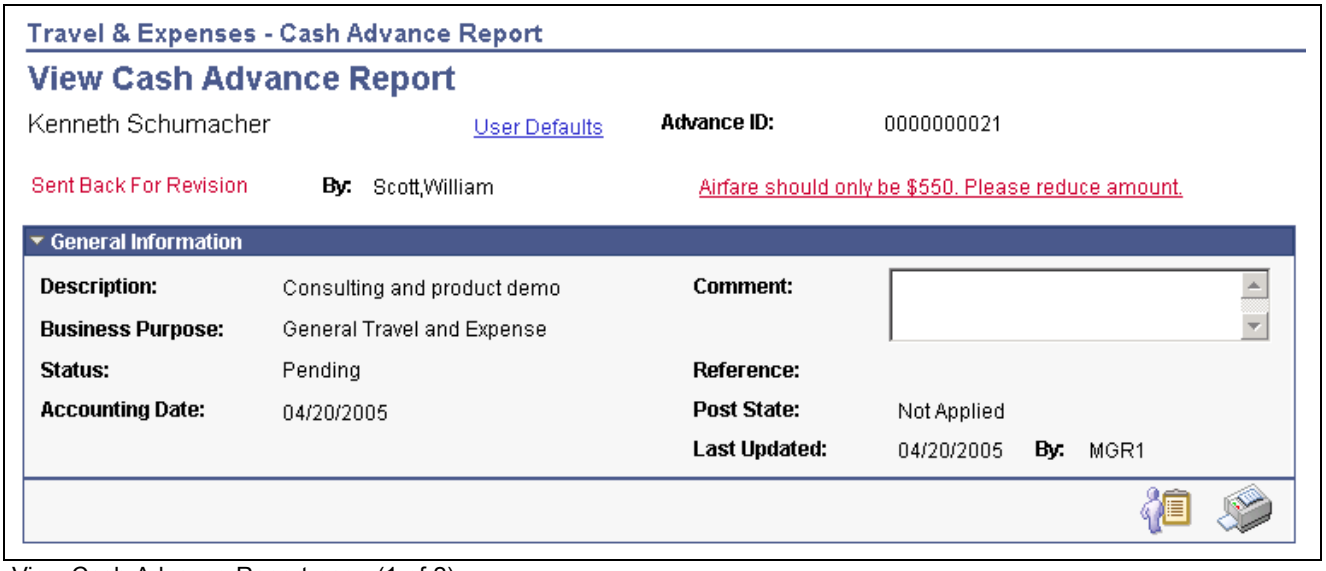
- Displays the name of the originator, approver, or project manager and their role.
- Displays the completed steps, such as *Submitted, Approved,* and *Denied,* in the cash advance approval process
- Displays the date and time on which the approval status was assigned.

Pages Used to View and Modify Cash Advances

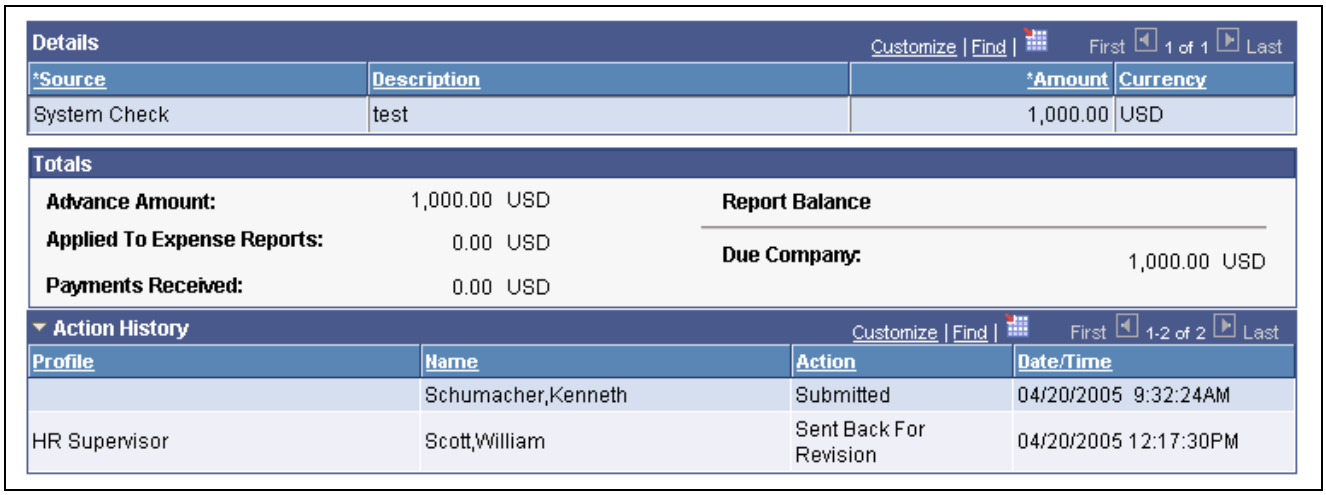
Page Name	Object Name	Navigation	Usage
View Cash Advance Report	TE_ADVANCE	• Employee Self-Service, Travel and Expense Center, Cash Advance, View • Travel and Expense, Travel and Expense Center, Cash Advance, View	View cash advance requests that have already been submitted.
Modify Cash Advance Report	TE_ADVANCE	• Employee Self-Service, Travel and Expense Center, Cash Advance, Modify • Travel and Expense, Travel and Expense Center, Cash Advance, Modify	Modify a cash advance request and submit it for approval or save it for further work.
View Approver Comments	EX_COMMENTS_RJCT	Click the approver comment button on the Modify Cash Advance Report page.	View approver's comments.

Viewing Cash Advances

Access the View Cash Advance Report page.



View Cash Advance Report page (1 of 2)



Details — Customize | Find | First 1 of 1 Last

*Source	Description	*Amount	Currency
System Check	test	1,000.00	USD

Totals

Advance Amount:	1,000.00 USD	Report Balance	
Applied To Expense Reports:	0.00 USD	Due Company:	1,000.00 USD
Payments Received:	0.00 USD		

Action History — Customize | Find | First 1-2 of 2 Last

Profile	Name	Action	Date/Time
	Schumacher,Kenneth	Submitted	04/20/2005 9:32:24AM
HR Supervisor	Scott,William	Sent Back For Revision	04/20/2005 12:17:30PM

View Cash Advance Report page (2 of 2)

Note. Fields on the View Cash Advance Report page are the same as the fields on the Create Cash Advance Report page and are defined in that section of this PeopleBook chapter. Fields and functionality that are unique to the View Cash Advance Report page are discussed in this section.

See Chapter 16, "Preparing Cash Advances," Creating Cash Advances, page 256.

View Approver Comments When an employee views a cash advance that an approver denied or returned to the employee for revisions, Expenses displays the first 30 characters of the approver's comments as a red link at the top of the View Cash Advance Report. Click the View Approver Comments link to access the View Approver Comments page to view all of the approver's comments.

Totals

Additional fields appear in this section after you save a cash advance.

Advance Amount Displays the total amount of the cash advance request.

Applied to Expense Reports Displays the total amount of the cash advance that the employee has applied to expense reports.

Payments Received Displays the total amount of checks the employee has written to offset a balance due the organization.

Modifying Cash Advances

Access the Modify Cash Advance Report page.

Note. Fields on the Modify Cash Advance Report page are the same as the fields on the Create Cash Advance Report page and are defined in that section of this PeopleBook Chapter. Fields and functionality that are unique to the Modify Cash Advance Report page are discussed in this section.

See Chapter 16, "Preparing Cash Advances," Creating Cash Advances, page 256.

View Approver Comments When an employee modifies a cash advance that an approver returned to the employee for revisions, Expenses displays the first 30 characters of the approver's comments as a red link at the top of the Modify Cash Advance

Report. Click the View Approver Comments link to access the View Approver Comments page to view all of the approver's comments.

Reconciling Cash Advances

This section provides an overview of cash advance reconciliations and discusses how to reconcile cash advances.

Understanding Cash Advance Reconciliations

When an employee uses a cash advance for business purposes and submits an expense report, the advance offsets some or all of the expenses the employee submits on the expense report. If you do not reconcile cash advances, your company may incorrectly reimburse more than the expenses that your employees incur.

When employees prepare expense reports, they designate the associated cash advance ID from a link on the Expense Report Entry page. The Apply Cash Advance(s), link opens a page where they select one or more cash advance IDs to apply the entire amount or a portion of a cash advance to their expense reports. The selected cash advance items become part of the expense report calculations that determine how much to reimburse the employees.

Expenses tracks the remaining balance due to the organization and identifies on the Cash Advance Reconciliation page the expense report IDs that employees applied the cash advance amounts to. If an employee received a cash advance but did not take the planned business trip or did not use the entire portion of the cash advance, the employee can submit a personal check to offset the balance due to the organization. You enter payments received from employees on the Cash Advance Reconciliation page.

To reconcile a cash advance, the cash advance must have a status of *Paid* and the total due to the company is zero. When you reconcile a cash advance, Expenses changes the status to *Reconciled.*

Note. When you define business units for Expenses, you can specify a grace period in which cash advances must be reconciled. If you use PeopleSoft Workflow, you can run the Employee Notification process to automatically send an email to employees who have outstanding cash advances that are older than the grace period.

See Also

Chapter 25, "Running Expense Transaction Processes," page 437

Chapter 3, "Defining Your Operational Structure for Expenses," Defining Specifications for a Business Unit, page 13

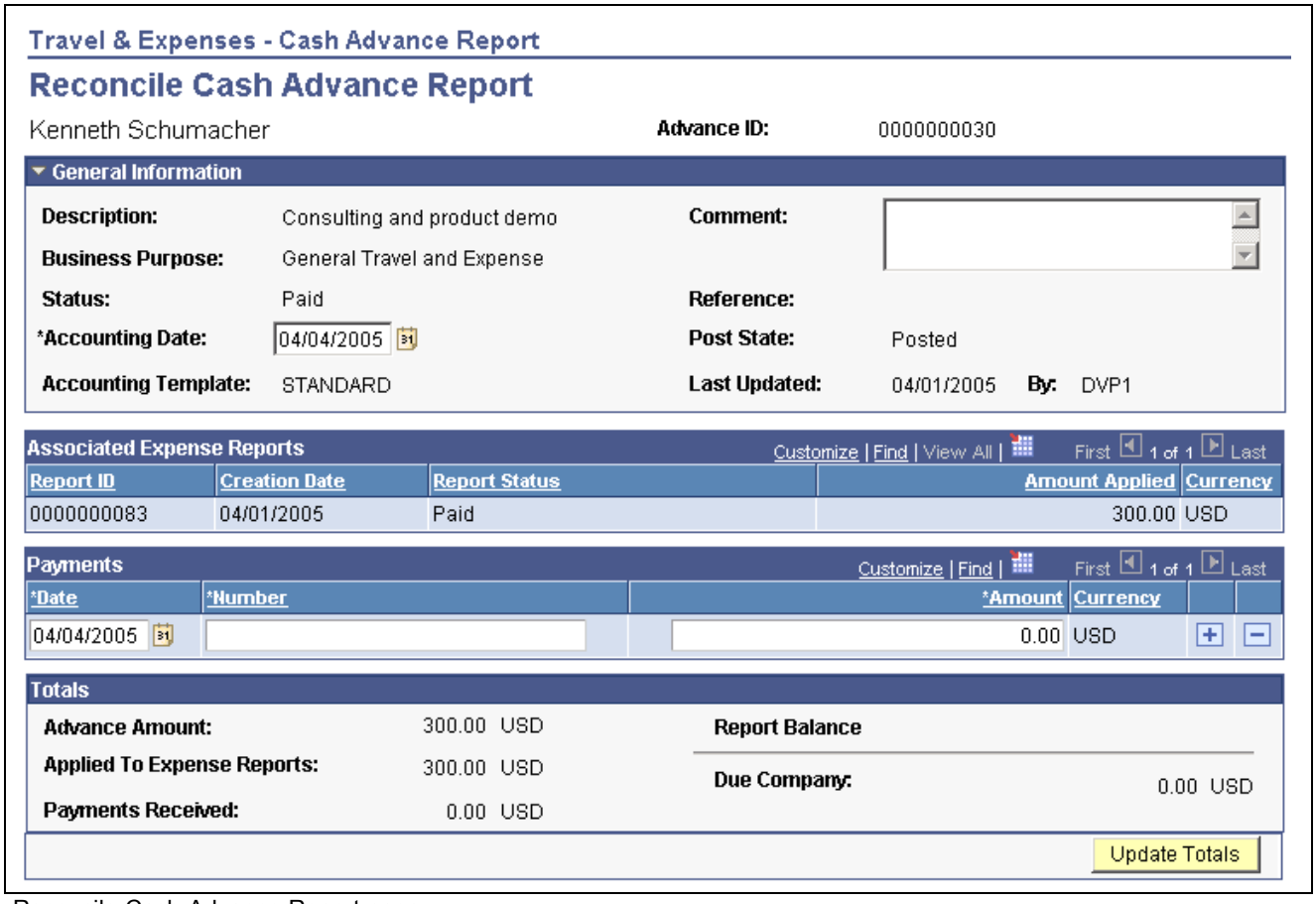
Chapter 9, "Defining Additional Required Data for Expenses," Setting Up Employee Notifications, page 92

Page Used to Reconcile Cash Advances

Page Name	Object Name	Navigation	Usage
Reconcile Cash Advance Report	EX_ADV_RECON	Travel and Expenses, Manage Accounting, Reconcile Cash Advance	Reconcile a cash advance. Compare the cash advance against a submitted expense report to correctly reimburse the employee.

Reconciling Cash Advances

Access the Reconcile Cash Advance Report page.



Reconcile Cash Advance Report page

Accounting Date Select the accounting date for Expenses to use to generate new accounting entries in the Post Liabilities Application Engine (EX_POST_LIAB) process for cash advances reconciled through an employee reimbursement.

Associated Expense Reports

If the cash advance is associated with an expense report, Expenses displays the expense report ID, creation date, report status, and amounts. If there is no report ID, you can still reconcile the cash advance. For example, if an employee received a cash advance but did not take the planned business trip or did not use all of the cash advance, the cash advance can be reconciled by the employee writing a check to your organization for the total displayed in the Due Company field.

Payments

Enter check numbers and check amounts when the employee submit checks for unused cash advance funds. Expenses enables you to enter more than one check payment.

Reconcile Click for Expenses to validate that the amount applied to expense reports and the total payments received from the employee equals the amount of the cash advance request. If the amount applied to expense reports and total payments received does not equal the cash advance request amount, Expenses displays an error message. If the amount applied to expense reports and total payments received equals the cash advance request amount, Expenses sets the cash advance status to *Reconciled.*

See Also

Chapter 25, "Running Expense Transaction Processes," page 437

Chapter 3, "Defining Your Operational Structure for Expenses," Defining Specifications for a Business Unit, page 13

Chapter 9, "Defining Additional Required Data for Expenses," Setting Up Employee Notifications, page 92

Deleting Cash Advances

This section provides an overview of deleting cash advances and discusses how to delete cash advances.

Understanding Cash Advance Deletions

Expenses allows you to delete a cash advance request providing that you have not submitted it for approval. You can also delete a cash advance request if it was submitted and denied.

Page Used to Delete Cash Advances

Page Name	Object Name	Navigation	Usage
Travel and Expense - Delete Cash Advance	TE_DEL_ADV	Employee Self-Service, Travel and Expense Center, Cash Advance, Delete	Delete a cash advance.

Deleting Cash Advances

Access the Delete Cash Advance page.

The page displays a list of unsubmitted cash advance requests for the employee whose ID you entered. Select the delete column to designate cash advance requests to delete.

Closing Cash Advances

This section provides an overview of closing cash advances and discusses how to close cash advances.

Understanding Closing Cash Advances

When a cash advance has been approved for payment processing, you can cancel it after you have posted its liabilities. You can close the cash advance if you have not staged payments for it.

Page Used to Close Cash Advances

Page Name	Object Name	Navigation	Usage
Cash Advance Close	EX_CLOSE_ADVANCE	Travel and Expenses, Process Expenses, Close Expenses, Mark Cash Advance for Close	Mark a cash advance for close if it has been approved for payment processing but not staged for payments.

Closing a Cash Advance

Access the Cash Advance Close page.



Cash Advance Close page

The information on the Cash Advance Close page comes from the cash advance description. To indicate the reversal date for Expenses to use to reverse the accounting liability entries, select Use Current Date or Use Specific Date. This opens a field for you to enter the date to reverse liability entries.

After you click Close and confirm your selections, Expenses marks the cash advance for closing and changes the status to *Close in Process.* You must then run the close liability process to generate accounting entries.

CHAPTER 17

Preparing Expense Reports

This chapter provides an overview of how to prepare expense reports, lists common elements, and discusses how to:

- Create expense reports.
- Enter expense report information and transaction lines.
- Copy or add expense lines.
- View or modify accounting information.
- Apply cash advances to expense reports.
- Correct expense report transaction line errors.
- Split receipts on expense reports.
- Itemize hotel bills using Hotel Wizard.
- View and modify expense reports.
- Delete expense reports.
- Manage My Wallet transactions.

Understanding How to Prepare Expense Reports

Expenses makes it easy to transform a handful of receipts into a final expense reimbursement. This chapter discusses how to convert expense transactions into expense reports that meet your auditing standards, approval policies, and tax reporting requirements. Expenses supports a variety of features designed to streamline your entry from defaults to importing credit card transactions. The way in which you set up your expense system determines what data is required and how your accounting system processes it. For example, if an employee takes a business trip that different departments within your organization fund, the expense report can reflect this so that the appropriate departments share the expenses.

Expenses provides functionality to decrease the time that you spend entering expense reports. You can:

- Create expense reports populated with information from user defaults.
- Populate information from My Wallet to expense reports.
- Apply cash advances to expense reports.
- Copy multiple expense lines at one time on an expense report.
- Insert multiple rows at one time on the Expense Report Entry page.
- Save an expense report with errors or missing information.

Common Element Used in This Chapter

Status

Depending on your organization's approval and audit policies, Expenses may assign these values to expense report transactions:

- *Approved for Payment:* The expense report is authorized for payment processing.
- *Closed:* The expense report is marked for closure. You can close only those expense reports that have been submitted and approved for payment processing, but that are not yet staged for payment.
- *Denied:* The expense report was not approved by the approver or auditor.
- *Approvals in Process:* Depending on your approval and audit requirements, after anyone on the approval list has approved the expense report, the status changes to *Approvals in Process.*There may also be situations where a transactions has been approved for payment but not yet approved for billing. In these instances, the approver may see the status *Pending Billing Approval.*
- *Paid:* The employee has been issued a reimbursement.
- *Pending:* An employee has not submitted the expense report, or the approver or auditor denied and returned the expense report to the employee. This is the default status for a newly created expense report.
- *Staged:* The expense report is staged for payment.
- *Submitted for Approval:* The expense report is ready for the approval or audit process.

Creating Expense Reports

This section provides an overview of expense report creation options and discusses how to create expense reports.

Understanding Expense Report Creation Options

When you create an expense report, you have several options on which to base the new document, and the selection that you make triggers other choices that prompt you for details about the report. You can start with a blank expense report or populate one with data from another source.

Pages Used to Create Expense Reports

Page Name	Object Name	Navigation	Usage
Expense Report Entry	EX_SHEET_ENTRY	• Employee Self-Service, Travel and Expense Center, Expense Reports, Create (if user defaults are set to *Open a Blank Report*). • Travel and Expenses, Travel and Expense Center, Expense Reports, Create (if user defaults are set to *Open a Blank Report*). • Select to start your report with *A Blank Report* from the Quick Start drop-down list box on the Expense Report Entry page.	Create expense reports.
Populate From A Travel Authorization	TE_POP_SHT_FROM_TA	• Employee Self-Service, Travel and Expense Center, Expense Reports, Create (if user defaults are set to *Copy From a Travel Auth.*). • Travel and Expenses, Travel and Expense Center, Expense Reports, Create (if user defaults are set to *Copy From a Travel Auth.*). • Select to start your report with *A Travel Authorization* from the Quick Start drop-down list box on the Expense Report Entry page.	Create new expense reports that contain information from approved travel authorizations, and modify the data.

Page Name	Object Name	Navigation	Usage
Copy From an Existing Expense Report	TE_COPY_SHEET	• Employee Self-Service, Travel and Expense Center, Expense Reports, Create (if user defaults are set to *Copy an Existing Report*). • Travel and Expenses, Travel and Expense Center, Expense Reports, Create (if user defaults are set to *Copy an Existing Report*). • Select to start your report with *An Existing Report* from the Quick Start drop-down list box on the Expense Report Entry page.	Create new expense reports that contain similar information as existing ones, and modify the data as necessary.
Select a Template	TE_TEMPLATE_SELECT	• Employee Self-Service, Travel and Expense Center, Expense Reports, Create (if user defaults are set to *Copy From a Template*). • Travel and Expenses, Travel and Expense Center, Expense Reports, Create (if user defaults are set to *Copy From a Template*). • Select to start your report with *A Template* from the Quick Start drop-down list box on the Expense Report Entry page.	Select a template from which to create new expense reports.
Add Expenses To Report	TE_TEMPLATE2	Select a template on the Select a Template page.	Select expense types to populate expense reports.

Creating Expense Reports

There are two navigation paths used to access the expense report entry pages. The navigation through Employee Self-Service incorporates special security for authorized users, whereas the navigation through the main Travel and Expense menu uses standard permission list security and may be used for centralized or delegated entry of expense reports. When you use the Employee Self Service, Travel and Expense Center, Expense Reports, Create navigation, Expenses checks for a default creation method. Depending on what your default creation method is set to on the Employee Profile - User Defaults page, Expenses displays the next page based on the user defaults and prepopulates fields according to user defaults. The creation methods are:

- *Open a Blank Report:* Expenses displays the Expense Report Entry page.
- *Copy From a Travel Auth.* (copy from a travel authorization): Expenses displays the Populate From A Travel Authorization page.

1. Select a date range to display approved travel authorizations from a specified period.
2. Click Search.

   Expenses displays travel authorizations for the dates that you specified.
3. (Optional) Click the link in the Travel Auth Description (travel authorization description) column to access the View Selected Travel Authorization page and view travel authorization details to decide whether to use the travel authorization as the basis for a new expense report.
4. Click Select to select the travel authorization to use as a basis for the expense report.

   Expenses displays the Expense Report Entry page and populates the fields with data from the travel authorization that you copied from.

- *Copy an Existing Report:* Expenses displays the Copy From an Existing Report page.
  1. Select a date range to display expense reports from a specified period.
  2. Click Search.

     Expenses displays expense reports for the dates that you specified.
  3. (Optional) Click the link in the Report ID column to access the View Selected Expense Report page and view an expense report before selecting it.
  4. Click Select to select the expense report to use as a basis for the new expense report.

     After you select an expense report to copy, the Expense Report Entry page appears. You must then update the relevant information, such as the transaction date, amount, and so on.
- *Copy From a Template:* Expenses displays the Select a Template page.
  1. Select a template to use for the expense report.

     After you select a template, Expenses displays the Add Expenses to Report page.
  2. Select a date range for the expense report.
  3. Select One Day for Expenses to add one transaction line of the expense type to the expense report. The transaction date for the line will be the From date.

     Select All Days for Expenses to add one expense transaction line for each day in the date range for that particular expense type.
  4. Click OK when you have finished entering a date range and selecting expense types.

     Expenses displays the Expense Report Entry page and populates rows with expense transaction lines that the system created for the dates that you specified. You can then continue completing the remaining information for the expense types.

Entering Expense Report Information and Transaction Lines

This section provides an overview of expense report entry and discusses how to:

- Prepare expense reports.
- Enter expense lines (occasional user).

Understanding Expense Report Entry

The Expense Report Entry page enables you to easily add expense lines and provide general information as well as other details that are specific for expense types. You may use the Employee Profile to set up default values for location, purpose, description, payment method, and distributions. These defaults are used to populate the expense report automatically when the expense report is initially created, but you may override these defaults during entry. Expense transactions may be directly entered or may be imported into your expense report from My Wallet if your organization is using a credit card feed or if you are using mobile Time and Expenses. Expense transactions that are uploaded to the online system from a personal digital assistance (PDA) will show up in My Wallet ready for use in an expense report.

Expenses also enables you to choose an expense report entry method: *Frequent User* or *Occasional User*. Employees and system administrators use the Employee Profile - User Defaults page or system administrators use the Installation Options - Expenses page to choose the entry method. The expense report entry method determines how Expenses displays the Details grid on the Expense Report Entry page. Frequent users navigate from left to right on an expense transaction line within the Details grid; however, after entering general information about an expense type, the occasional user clicks the *Detail link to access the Expense Detail for [expense type] page and enter additional information for the expense transaction.

Note. Expenses uses the entry method (frequent user or occasional user) that is designated for the person who prepares the expense report; however, Expenses uses all other employee user defaults for whom the report is created. For example, if Employee A prepares an expense report for Employee B, Expenses uses the entry method that is designated for Employee A and uses all the other user defaults (such as expense type and project defaults) that are set up for Employee B.

Report Information

The General Information section on the Expense Report Entry page defines general information about the expenses incurred for the report. Expenses populates most of these fields with information that you set up on the employee's user defaults page. This section appears the same for the occasional user and the frequent user.

Common Elements Used in This Section



Click the Missing or invalid information was found button to access the Expense Detail for [expense type] page and view and correct missing or invalid information pertaining to the expense transaction line. This button appears only after you check for errors and a transaction line contains missing or invalid information.



Click to view or modify comments for the expense transaction:

- *No Receipt Comment:* If you selected *No Receipt* and entered comments, click to access the No Receipt Included page, where you can view or modify comments.
- *Location Amount Exceed Comment:* If you exceeded the authorized amount for the expense type and location, click to access the Authorized Amount Exceeded page, where you can view or modify comments.
- *Non-Preferred Merchant Comment:* If you did not select a preferred merchant for the expense type, click to access the Preferred Merchant Not Selected page, where you can view or modify comments about why you did not use a preferred merchant.

- *Credit Comment:* Click to access the Credit information for line [number] page and enter a reference about the credit. The Credit Comment button appears only if you have a negative expense transaction amount.



Click the View Additional Fields For This Expense button to access the next field that is applicable for the expense type. This button appears if the expense transaction default entry method is set to *Frequent User* and is repeated on each tab in the Details grid. This button does not appear in the Details grid if the expense transaction default entry method is set to *Occasional User*.



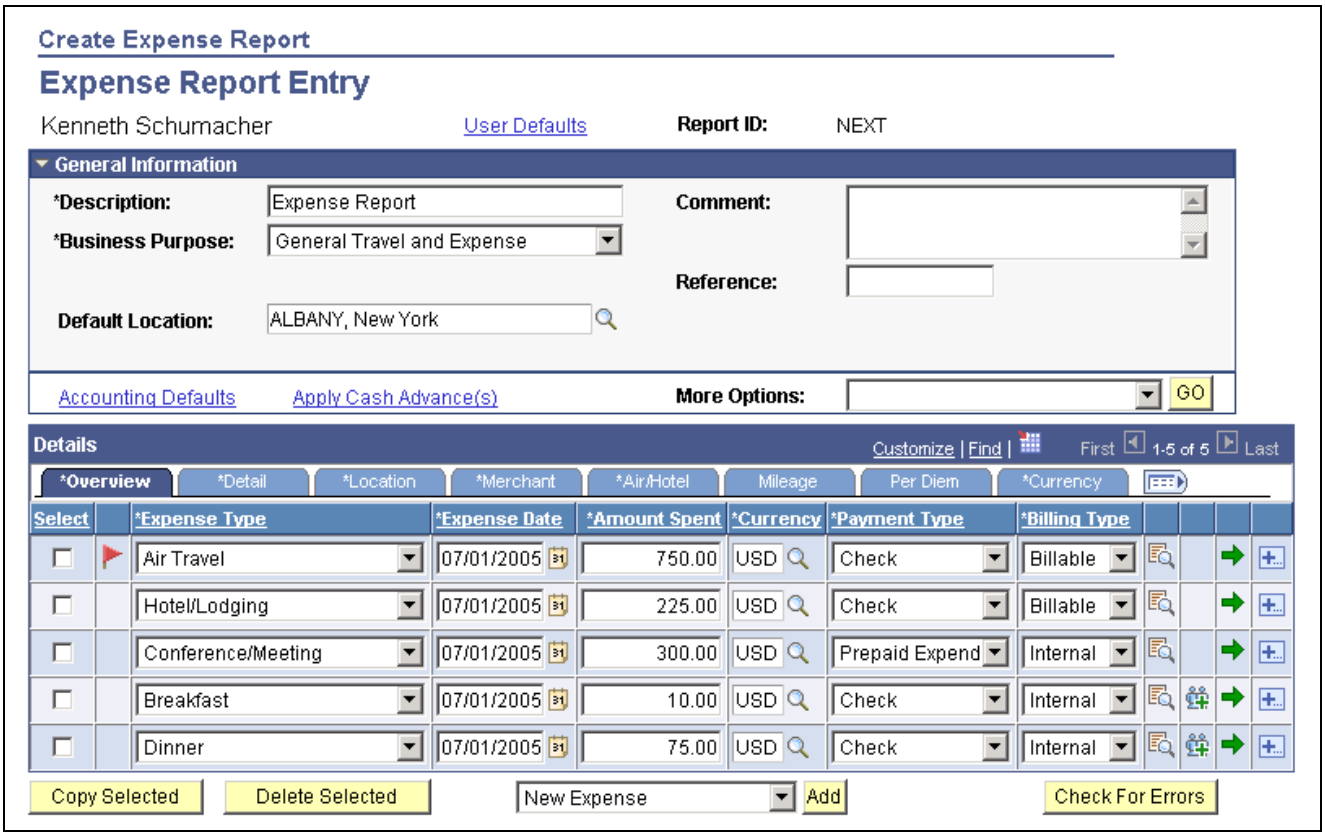
Click the Add Multiple New Rows button to insert one or more blank lines into the Details grid.

Pages Used to Prepare Expense Reports

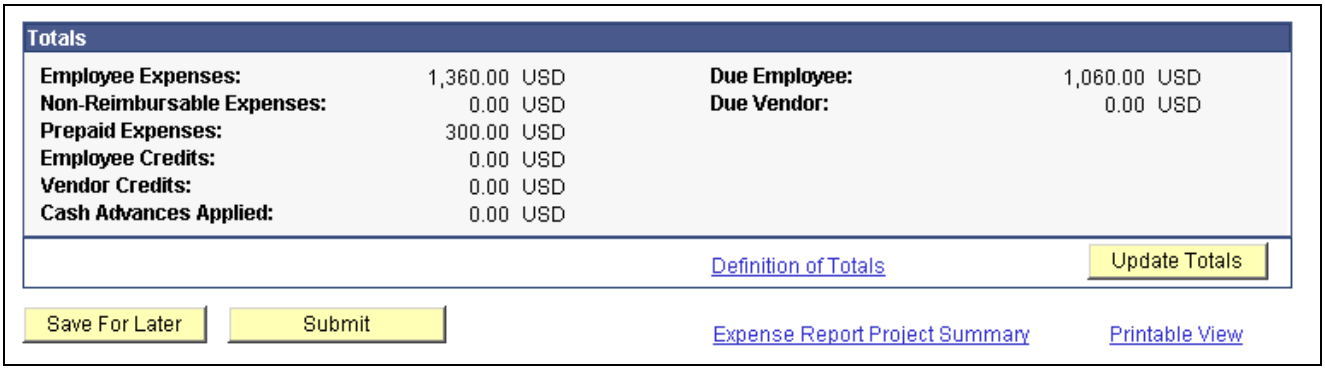
Page Name	Object Name	Navigation	Usage
Expense Report Entry	EX_SHEET_ENTRY	• Employee Self-Service, Travel and Expense Center, Expense Reports, Create • Travel and Expenses, Travel and Expense Center, Expense Reports, Create	Create expense reports.
Expense Detail for [expense type]	EX_SHEET_ERRORS	Click the Detail link on the Expense Report Entry page.	Enter details about the expense type. **Note.** This link is available only if the expense entry type is set to *Occasional User* on either the Installation Options - Expenses or User Profile - User Defaults page.
Attendees	TE_SHEET_ATT	Click the Add Additional Attendees button on the Expense Report Entry page on the Overview tab.	Add, view, or modify attendees for the expense transaction.
No Receipt Included	EX_NORCPT_COMMENT	Click the No Receipt Comment button on the Expense Report Entry page on the Detail tab.	Add, view, or modify comments about why a receipt for an expense is not included with the expense report.
Preferred Merchant Not Selected	EX_SH_PRFMRCH_CMNT	Click the Non-Preferred Merchant Comment button on the Expense Report Entry page on the Merchant tab.	Add, view, or modify comments about why a preferred merchant was not used.
Credit Card Selection	TE_CC_LOOKUP	Click the Credit Card Selection button on the Expense Report Entry page on the Detail tab.	Select a credit card to use for the expense item.
Exchange Rate Detail	EXCH_RT_DTL	Click the Rate Detail button on the Expense Report Entry page on the Currency tab.	View the exchange rate information that the system used for an expense.
Expense Report Project Summary	TE_PROJ_SUMMARY	Select *Expense Report Project Summary* from the More Options drop-down list box on the Expense Report Entry page.	View summary of expense line items.

Preparing Expense Reports

Access the Expense Report Entry page.



Expense Report Entry page (frequent user mode) (1 of 2)



Expense Report Entry page (frequent user mode) (2 of 2)

User Defaults Select to access the Employee Profile - User Defaults page to view or edit your defaults or preferences.

Quick Start Select from these values:

- *A Blank Report:* Select to start with a blank report.
- *A Template:* Select to access the Select a Template page, where you can select a template to use to base a new expense report on.
- *A Travel Authorization:* Select to access the Populate From A Travel Authorization page, where you can select a travel authorization from which to create a new expense report that contains similar information.

- *An Existing Report:* Select to access the Copy From an Existing Report page, where you can select an existing expense report from which to create a new expense report that contains similar information.
- *Entries From My Wallet:* Select to access the My Wallet page, where you can select transactions to add to the expense report.

Note. Expenses hides the Quick Start field after you select a creation method or enter your first expense type in the Details grid.

General Information

Description Enter a description to identify the expense report.

Comment Enter additional information about the expense report.

Business Purpose Select a purpose from a predefined list that was created when you implemented the expense system. Because tax laws require a business purpose for business expenses, this field is required.

Reference Enter characters for tracking or identification.

Default Location Enter a city, country, or geographical area where the expenses were generally incurred (which you establish during system setup). This location appears on each expense line where applicable, and you can change it throughout the expense report entry process. If you change the default location, Expenses applies the new location to newly added expenses; the change does not impact existing expense lines.

Note. If value-added tax (VAT) is enabled, you must enter a default location so that Expenses can determine the VAT treatment.

Authorization ID Displays the travel authorization number with which you created the expense report. Click the link to access the Travel Authorization Details page to view information about the travel authorization.

Accounting Defaults Click to access the Accounting Defaults page and view or modify the default accounting ChartFields and the distribution split. The default accounting is implemented at the expense report level, and each expense that you add to the report inherits it.

Note. The Accounting Defaults link is not available through the Employee Self-Service navigation if the Accounting Display option for the business unit or the employee's role is set to *Hide*. Employees cannot edit the distribution or ChartFields if this option is set to *Display Only*.

See Chapter 17, "Preparing Expense Reports," Viewing or Modifying Default Accounting, page 289.

Apply Cash Advance(s) Click to access the Apply Cash Advance(s) page and select and apply part or all of a cash advance to the expense report.

See Chapter 17, "Preparing Expense Reports," Applying Cash Advances to Expense Reports, page 290.

More Options: Options are:

- *Adjustment Cash Advance:* Select to have Expenses generate an adjustment cash advance if you owe money to the company.
- *Document Sequencing:* Select to access the Document Sequencing page. This link appears only if document sequencing is enabled for the employee's default general ledger business unit.
- *Expense Report Project Summary:* Select to access the Expense Report Project Summary page and view a summary of expense line items. This option is available only if Project Costing is installed.
- *Printable View:* Select to print a copy of the expense report. You must save the report before printing it to have the changes appear in the printed document. If you are creating a new report, you must save it first.

Details - Overview Tab

The elements on this tab are similar for both frequent users and occasional users.

Select Use in conjunction with the Copy Selected or Delete Selected buttons.

Expense Type Select an expense type to add an expense item.

Note. The expense type is not in deferred mode so that Expenses can determine which fields to apply and which fields to hide.

Expense Date Enter the date when the transaction began or occurred.

Amount Spent Enter the amount that you spent for the expense.

Currency Displays the currency associated with the transaction amount spent. This field initially defaults with the employee's base currency; however, you can change it.

Payment Type Enter how you paid for the expense, such as with a credit card or cash. This may default from the employee profile if it has been defined there.

Billing Type Select the appropriate billing type for the expense transaction.

If you use Project Costing, the system requires billing codes to identify project costs that are both billable and charged to project costing ChartFields. Expenses sends the information to Project Costing, and Project Costing passes these items to Billing for processing. The billing type determines the billing code that Project Costing uses.



Click the Accounting Detail button to access the Accounting Detail page and view or edit ChartFields. Expense items are charged to a set of ChartFields that represent the business unit or department of the employee who is submitting the expense report.

Note. The Accounting Detail button is not available through the Employee Self-Service navigation if the Accounting Display option for the business unit or the employee's role is set to *Hide.* Employees cannot edit the distribution or ChartFields if this option is set to *Display Only.*

See Chapter 17, "Preparing Expense Reports," Viewing or Modifying Accounting Information, page 288.



Click the Add Additional Attendees button to access the Attendees page and enter names (lastname,firstname), companies, and titles for an expense type that requires a list of attendees on your expense report.

Detail

Expenses displays this link if your entry method is *Occasional User.* Click the link to access the Expense Detail for [expense type] page to continue entering information about the expense transaction.

Note. The expense type determines what fields Expenses displays on the Expense Detail for [expense type] page. Fields that appear on the Expense Detail for [expense type] page are the same fields that Expenses displays on the Expense Report Entry page in the Details grid under the various tabs (such as the Location or Air/Hotel tab). Fields on the Expense Detail for [expense type] page are documented in the Preparing Expense Reports section of this chapter under the subtopics pertaining to each tab on the Expense Report Entry page for frequent users.

See Chapter 17, "Preparing Expense Reports," Entering Expense Lines (Occasional User), page 282.

Details - Detail Tab

Description

Enter a description about the expense transaction.

Non-Reimbursable

Select if charges are neither business related nor subject to employee reimbursement.

No Receipt

Select if there is no receipt to substantiate an expense item that requires a receipt. Expenses compares the expense to the minimum amount that is required for a receipt (as defined by the employee's business unit). If a receipt is required, you may need to provide an explanation on the No Receipt Included page for not having a receipt.



Click the Receipt Split button to access the Receipt Detail for Expense [expense type] page to itemize the charges on this receipt into smaller, detailed expenses.

See Chapter 17, "Preparing Expense Reports," Splitting Receipts on Expense Reports, page 294.



Click the Credit Card Selection button to access the Credit Card Selection page. If the user profile contains more than one credit card, select a credit card to use for the expense item.

Details - Location Tab

Location

Select the location where you incurred the expense. Expenses prepopulates this field if you enter a default location in the General Information group box or if you enter a previous line with a location.

Originating Location

Select the location (which you establish during system setup) from where you began your business travel. Expenses prepopulates this field if you enter an originating location on the Employee Profile - User Defaults page.

Details - Merchant Tab

Preferred Merchant Select from a list of merchants with whom your organization has a contractual agreement. The merchant list varies according to the expense type.

Non-preferred Merchant Enter the name of the non-preferred merchant that you used if you did not select a preferred merchant. Expenses may prompt you to enter an explanation about why you did not use a preferred merchant on the Preferred Merchant Not Selected page.



Click the Non-Preferred Merchant button to access the Preferred Merchant Not Selected page to enter an explanation as to why you did not use a preferred merchant for the expense type. This button appears only if you do not enter a preferred merchant.

Details - Air/Hotel Tab

Ticket Number Enter the unique airline ticket number. Expenses verifies that the ticket number is unique and prompts you (when you check for errors) if it detects that the ticket number has previously been used.

Nbr of Nights (number of nights) Enter the number of nights that the expense covers.



Click the Itemize Hotel Bill button to access the Itemize Hotel Bill page and itemize the hotel receipt into more specific charges, such as room and telephone charges. Once itemized, Expenses populates the main expense grid with each itemized charge. You may itemize the entire bill or only part of it if some expenses are non-reimbursable. Expenses supports the ability to itemize lodgings with different room rates.

See Chapter 17, "Preparing Expense Reports," Itemizing Hotel Bills Using Hotel Wizard, page 296.

Details - Mileage Tab

Transportation ID Select a transportation ID. This field is active if the distance rate for expense type Auto Mileage is *Varied.* This field does not appear if the distance rate for expense type Auto Mileage is *Standard.*

Rate Displays the rate that it uses to calculate the reimbursement for the distance traveled.



Click the Calculate Mileage Rate button to automatically calculate the mileage reimbursement amount. Expenses displays this button only when variable rates apply.

Passengers Enter the number of passengers in the automobile.

Originating Location Enter the originating location.

Details - Per Diem Tab

Per Diem Range Select a per diem range that defines the number of days at a specific location. Expenses uses this information for per diem calculations.

	Expenses looks at the employee's base country to determine whether to display the Per Diem Range field or the Start Time and End Time fields.
Start Time and **End Time**	Enter the start and end time for the day. Expenses looks at the employee's base country to determine whether to display the Per Diem Range field or the Start Time and End Time fields.
Amount Spent	Displays the calculated per diem amount based on the location and other per diem setup rules. You can override the Amount Spent field if you are authorized to do so.
Currency	Displays the employee's base currency.
	Click the Refresh Per Diem Amounts button to calculate the amount.
	Click the Per Diem Deductions button to access the Per Diem Deductions page and deduct qualified expense types from the per diem amount.

Details - VAT Tab

The VAT tab and corresponding fields appear only if you enable the Record Foreign VAT option on the VAT Options page or if the employee's business unit is associated with a VAT entity.

Calculated VAT (calculated value-added tax)	Expenses displays the calculated VAT unless the option has been set to hide for your organization.
	Click the Calculate VAT button to have Expenses calculate the VAT.
Override VAT (override value-added tax)	Select to override the calculated VAT.
No VAT Receipt (no value-added tax receipt)	Select if the employee did not submit a receipt for a VAT expense item that requires a receipt. You can set up approval and audit rules so that expenses with VAT but without receipts require approval and auditing because in many countries you cannot claim tax credits for the VAT without a receipt. When you select this option, Expenses sets the recovery percentage and rebate amount fields to zero.
	Click the VAT Information button to access the VAT Information page for the expense item.

See Chapter 23, "Processing Value Added Tax (VAT) Transactions in Expenses," page 417.

Details - Currency Tab

Exchange Rate	If the currency code for the transaction amount differs from the base currency of the employee's business unit, Expenses populates this field with the current market rate that is defined in the system rate tables. You can override the system-supplied exchange rate.
Dflt (default)	Indicates if system rate exchange tables or user-defined exchange rates are being used. If selected, Expenses is using the current market exchange rate that is defined in the system rate tables. If not selected, Expenses is using a user-defined exchange rate.



Click the Reset Rate button to change a user-defined exchange rate to the system-defined exchange rate.



Click the Rate Detail button to access the Exchange Rate Detail page and view the exchange rate information that the system used.

Reimburse Amt (reimbursement amount)

Displays the amount in the employee's base currency, which may be reimbursed to the employee.

Copy Selected

Click to access the Expense Report - Copy Selected Expenses page to enter details about copying expense lines that you selected in the Enter Expense Lines grid.

See Chapter 17, "Preparing Expense Reports," Copying or Adding Expense Lines, page 283.

Delete Selected

Click to delete expense lines that you selected in the Enter Expense Lines grid.

Add:

Select *Expenses from My Wallet...* to access the My Wallet page and select expense transactions to add to the expense report.

Select *Multiple Expenses...* to access the Add Multiple Expenses page and select several expense types to add to the expense report.

Select *New Expense* and add one blank line to the Details grid. You may then select the expense type on the line.

See Chapter 17, "Preparing Expense Reports," Applying My Wallet Transactions to Expense Reports, page 306.

See Chapter 17, "Preparing Expense Reports," Copying or Adding Expense Lines, page 283.

Check For Errors

Click to check the expense transaction lines for missing or invalid information. Lines flagged with errors display an error icon. You can click the icon to go to the Expense Report - Expense Detail for [expense type] page, which displays all the errors associated with the expense line.

See Chapter 17, "Preparing Expense Reports," Correcting Expense Report Transaction Line Errors, page 292.

Totals

Update Totals

Click to refresh your report totals.

Save For Later

Save the expense report without submitting it for approval. You can save the report with or without errors and you can modify it later.

Submit

Save the expense report and submit it for approval. If errors exist, Expenses displays the Expense Detail for [expense type] page, where you can correct the errors. After you submit the expense report, you cannot modify it.

Expense Report Project Summary

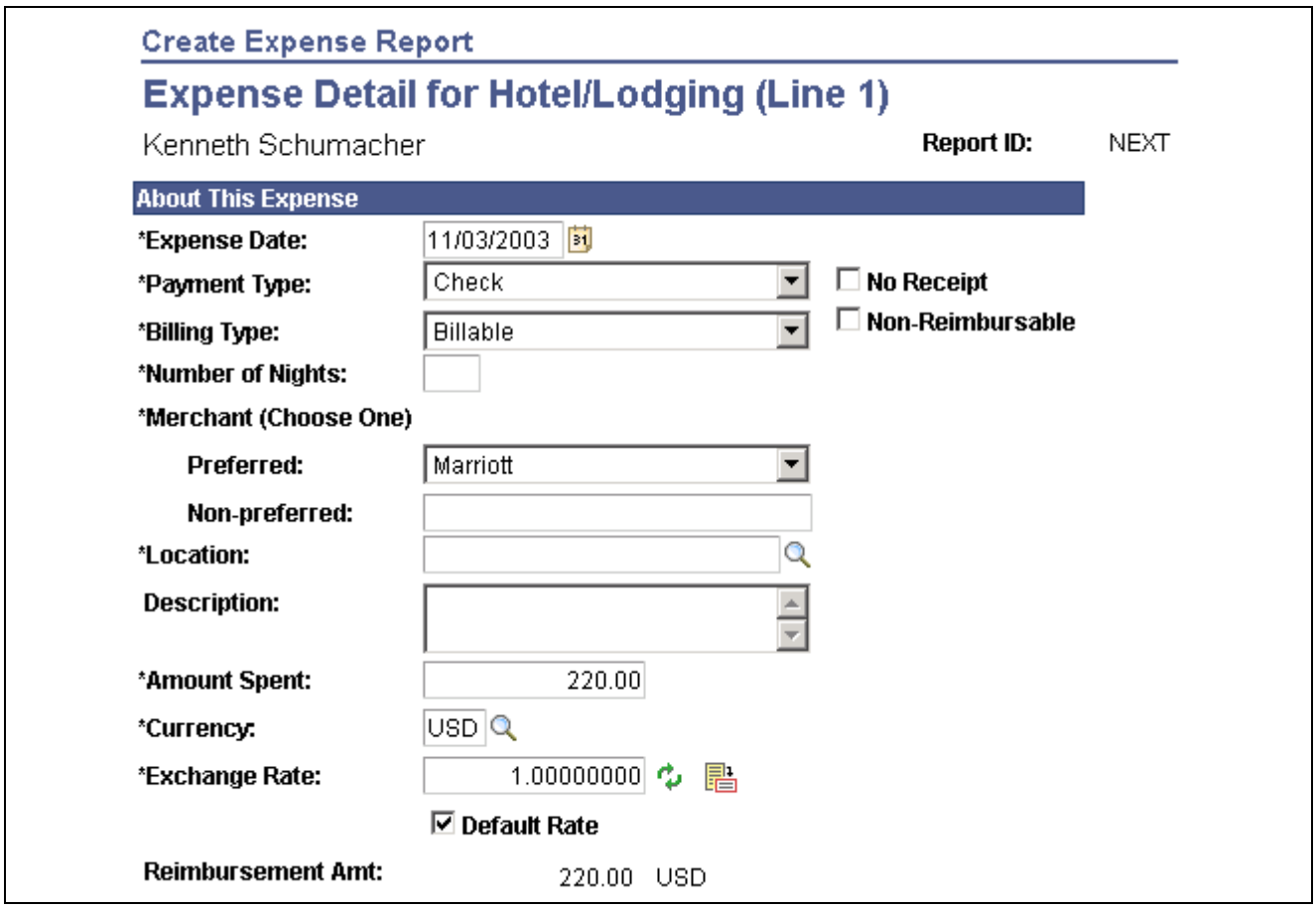
Select to access the Expense Report Project Summary page to view a summary of expense line items. Expenses displays this link if Project Costing is installed.

Printable View

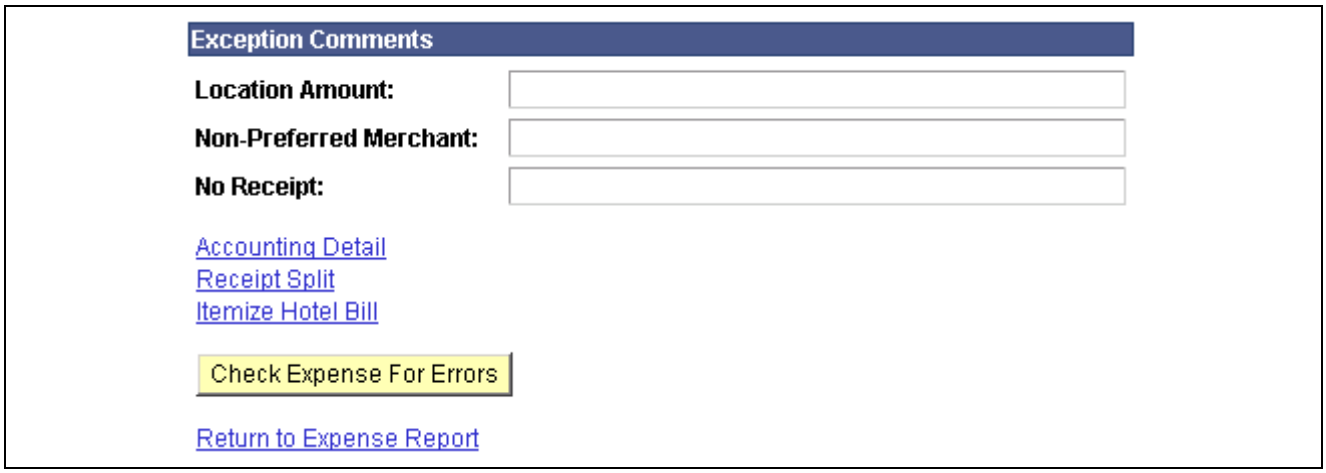
Select to print a copy of the expense report. You must save the report before printing it to have the changes appear in the printed document.

Entering Expense Lines (Occasional User)

For occasional users only, access the Expense Detail for [expense type] page.



Expense Report - Expense Detail for [expense type] page (1 of 2)



Expense Report - Expense Detail for [expense type] page (2 of 2)

Note. Fields on the Expense Detail for [expense type] page are the same as the fields on the Expense Report Entry page and are defined in the Preparing Expense Reports section of this PeopleBook chapter.

See Chapter 17, "Preparing Expense Reports," Preparing Expense Reports, page 274.

Return to Expense Report Click to return to the Expense Report Entry page.

Copying or Adding Expense Lines

This section provides overviews of how to copy expenses lines and add multiple expense lines, and discusses how to:

- Copy expense lines.
- Add multiple expense lines.

Understanding How to Copy Expense Lines

Expenses enables you to copy one or more selected expense lines for a single day or a range of dates. You can also indicate whether you want to include holidays and weekends and whether to copy attendees. The functionality associated with the Copy Selected Expenses page is for all expense types, including per diem expense types. When you copy an expense line to create new expense lines, Expenses automatically populates the new expense lines with the same ChartFields as the original line item.

Copy Expense Type Functionality Exceptions

After you enter data on the Copy Selected Expenses page and click OK, Expenses copies all of the data to each new line that it creates. The following table describes the expense types that have exceptions:

Expense Type	Copy Functionality
Airfare	Expenses copies all of the data except the ticket number to each new line that it creates.
Auto Mileage	Expenses copies the distance rate to each line. If the rate calculation type is *Variable,* Expenses recalculates the actual distance rate.

Expense Type	Copy Functionality
Per Diem	For per diem expense types that are set up for a daily range, Expenses copies the daily range amount on the original line to each new line that it creates. For per diem expense types that are set to an hourly range, Expenses creates new lines within your date range with a start time of 12:00 a.m. and an end time of 11:59 p.m. except for the last line, which displays the end time that you enter on the Copy Selected Expense(s) page. Expenses retrieves the appropriate rate from the Location Amount (EX_LOC_AMT_DTL) or Per Diem Amount (EX_PER_DIEM_AMT) table for the 24-hour period because the original line from which Expenses copied from may not be equal to 24 hours. For the last day, Expenses retrieves the appropriate rate from the table based on the per diem range of hours that the user specifies.
Per Diem Lodging	No exceptions exist for this expense type. Expenses copies all of the data to each new line that it creates.

The expense line from which you copy may have been created from sources such as a credit card feed or by using the Hotel Wizard. In some cases, the expense line that you copy may have exception comments. The following table describes the copy functionality for these types of expense lines:

Exception Type	Copy Functionality
Credit card feed	If you copy a line that came from a credit card feed, Expenses copies data based on the copy functionality for the expense type. Expenses also clears the card number, resets the credit card feed flag to *N*and clears the payment type.
Hotel Wizard	If you copy an expense that was created using Hotel Wizard, Expenses copies data based on the copy functionality for the expense type. Expenses also deletes the Hotel Wizard receipt number so that the new lines are not linked to the Hotel Wizard transactions.
Receipt split	If you copy a line that was created using the receipt split functionality, Expenses copies data based on the copy functionality for the expense type. Expenses does not copy the original receipt number for any of the new lines that it creates.
Exception comments	If you copy a line that already includes exception comments, Expenses copies the comments for each new line that it creates.

Understanding How to Add Multiple Expense Lines

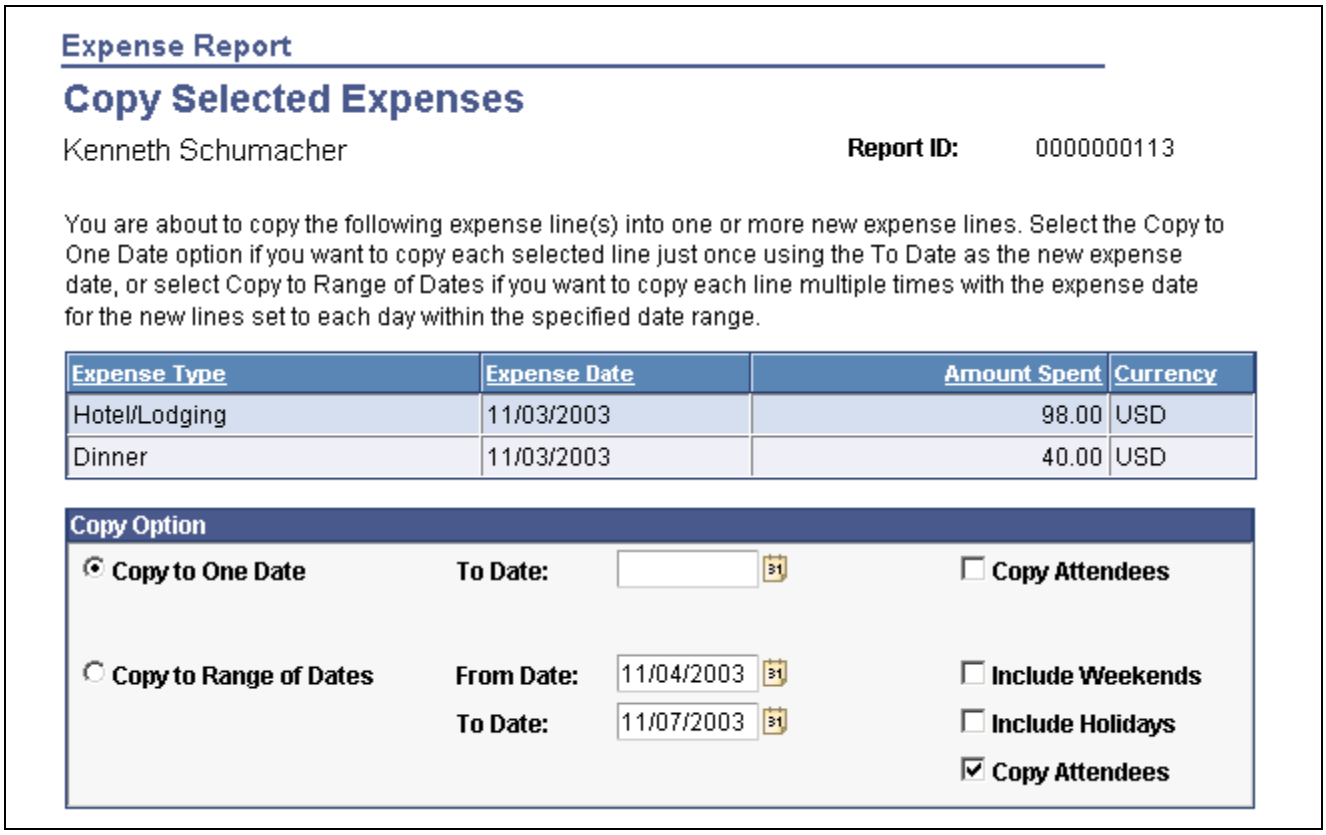
Expenses enables you to select multiple expense types to add to an expense report. You can also select whether to add one occurrence or a daily occurrence of the expense types for a date range that you specify. Expenses adds the multiple expense lines to your expense reports, and you enter the remaining information that pertains to each expense type.

Pages Used to Copy or Add Expense Lines

Page Name	Object Name	Navigation	Usage
Copy Selected Expenses	TE_COPY_LINE_SEC	• Employee Self-Service, Travel and Expense Center, Expense Report, Create Click the Copy Selected Expense(s) button on the Expense Report Entry page after selecting one or more expense lines. • Travel and Expenses, Travel and Expense Center, Expense Report, Create Click the Copy Selected Expense(s) button on the Expense Report Entry page after selecting one or more expense lines.	Copy selected expense lines on an expense report.
Add Multiple Expenses	TE_ADD_MULT_EXP	Select *Multiple Expenses...* from the Add drop-down list box on the Expense Report Entry page.	Select expense types to add to expense reports and whether you want to add one instance of the expense type or have an entry of that expense type for each day within a date range.

Copying Expense Lines

Access the Copy Selected Expenses page.



Copy Selected Expenses page

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

Copy Attendees Select to copy the attendee information to the new expense lines. If not selected, Expenses populates each line that it creates with only the employee's name in the attendees list. Expenses displays the Copy Attendees check box only if any of the selected expense types requires attendees.

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

From Date and **To Date** Enter a date or a date range for Expenses to calculate the number of rows to create. If you are copying a per diem expense type, you cannot enter a date prior to the copied per diem line.

Note. You cannot enter future dates.

End Time Enter the ending time that Expenses uses to calculate the per diem on the last line that it copies. For all other lines that the system creates within your date range, it enters a start time of 12:00 a.m. and end time of 11:59 p.m.

Note. Expenses displays this field only for per diem expense types that are set for hours.

Include Weekends and **Include Holidays**

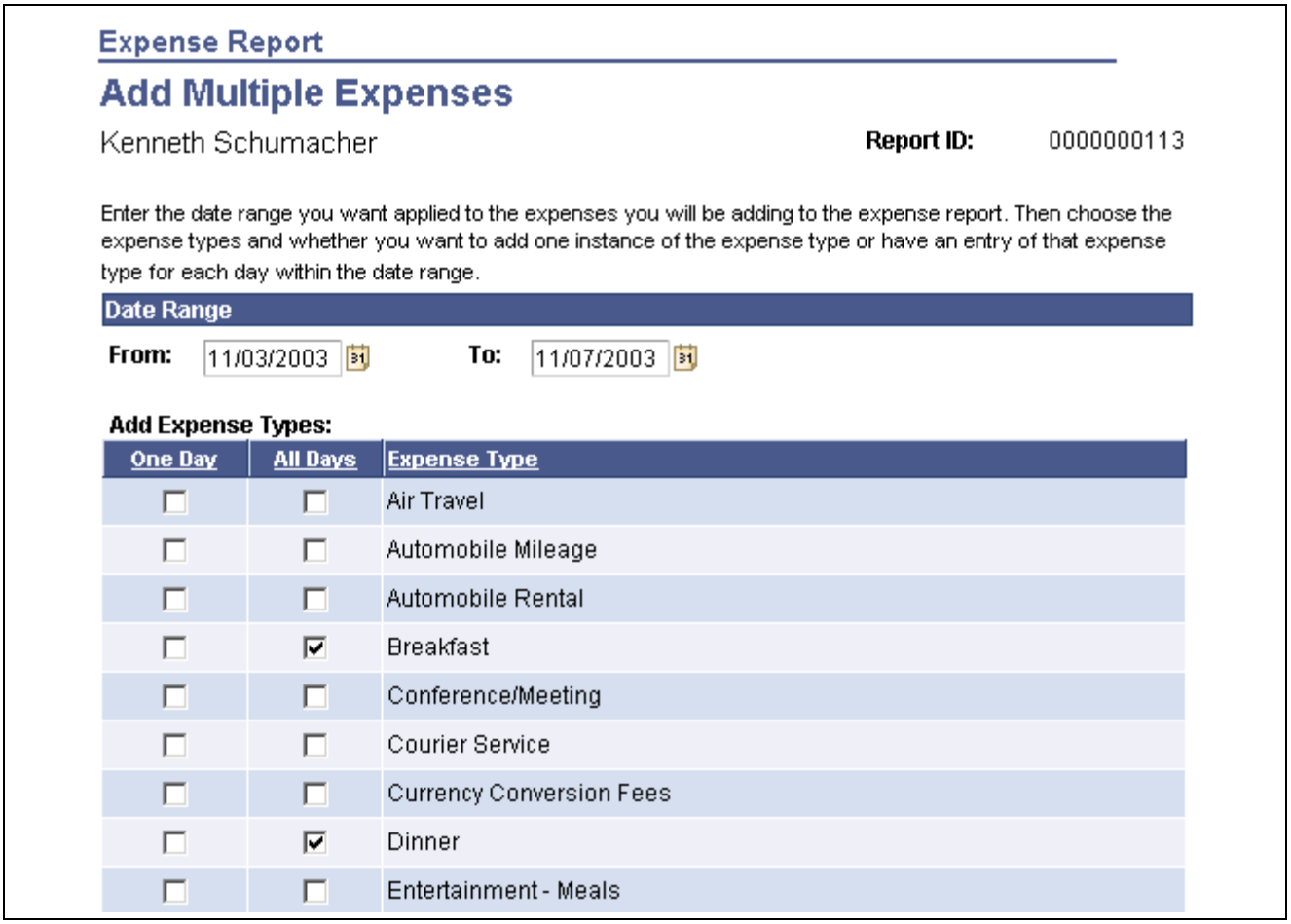
Select to copy the expense type for the entire date range.

If you do not select to include weekends, Expenses checks the day of the week and does not copy expense lines for Saturdays or Sundays.

If you do not select to include holidays, Expenses checks the holiday calendar for the employee's business unit. Expenses does not copy expense lines for days that the calendar designates as holidays.

Adding Multiple Expense Lines

Access the Add Multiple Expenses page.



Add Multiple Expenses page (partial page)

Date Range Select a date range for Expenses to use to add expense lines to the expense report. This range is used to generate a line for the expense type for each day if the All Days check box is selected.

One Dayand **All Days** Select to specify whether to add one instance of the expense type to the expense report or whether to add one for each day in the date range for that particular expense type.

Continue Click to return to the expense report, where the selected expense items appear.

Return to Expense Report Entry	Click to return to the Expense Report Entry page without adding expense lines. If you selected any expense items, Expenses does not add them to the expense report.

Viewing or Modifying Accounting Information

This section provides overviews of Expenses accounting and discusses how to:

- Apply accounting defaults to expense reports.
- View or modify default accounting.
- View or modify accounting details.

Understanding Expenses Accounting

When you create new expense reports, Expenses populates the expense report with accounting defaults for the cost distributions based on the default ChartField values that you set up on the Employee Profile - Organizational Data page. The minimum information that Expenses requires is the general ledger business unit. If you are using Approver List routing for your approvals workflow, the ChartField(s) that you select for routing must be populated in the expense transactions. For example, if you are routing by department, then this ChartField must be populated in the expense transactions. If other accounting distribution fields are in the employee profile, they appear by default in the expense reports.

Note. If employees have more than one profile in PeopleSoft Expenses, the system uses the profile that you select as the default.

See Also

Chapter 6, “Understanding Accounting in Expenses,” page 59

Chapter 14, “Maintaining Employee Profiles,” Maintaining Employee Organizational Data, page 214

Chapter 14, “Maintaining Employee Profiles,” Maintaining User Defaults, page 217

Applying Accounting Defaults to Expense Reports

Expenses uses the ChartField defaults that you set up on the Employee Profile. These defaults are used as part of the distribution created by Expenses when you enter an expense report. In addition to the primary ChartFields, if Project Costing is installed, you may also establish project defaults for Expense Reports and Project defaults for Time Reports in the User Defaults tab. Expenses uses the project defaults, which includes PC Business Unit, Project ID, and Activity, for expense reports that you set up on the Employee Profile - User Defaults page. Expenses creates one distribution line at 100 percent unless you define project defaults with multiple percentage split lines.

Project defaults are used if Project Costing is installed (defined in Installation Options); otherwise, Expenses uses project defaults only for time reporting. If Project Costing is not installed, but you use the Project ChartField, the field is presented in the same grid as the Department and other ChartFields. In all cases, the full distribution for an expense is created from a combination of the employee’s GL Business, GL ChartField defaults defined in the Organization tab of the profile, the Account ChartField associated with the expense type for each line, and any project default defined in the profile for expense reports.

The Accounting Defaults page displays the distribution of ChartFields for the expense report, which you may view or edit, depending on how you set up Expenses. This page is not available if the Accounting Display option for the business unit or the employee's role is set to *Hide*. You cannot edit the distribution or ChartFields if this option is set to *Display Only*.

See Also

Chapter 6, "Understanding Accounting in Expenses," page 59

Pages Used to Review or Modify Accounting Information

Page Name	Object Name	Navigation	Usage
Accounting Defaults	TE_SHEET_SPLIT	Click Accounting Defaultslink on the Expense Report Entry page.	View or modify the default accounting ChartFields. Redistribute the percentages of expenses to different ChartFields.
Accounting Detail	TE_SHEET_DIST	• If you are a frequent user, click the Accounting Detail button on the Expense Report Entry page, Overview tab. • Click the Accounting Detail link on the Expense Detail for [expense type] page.	View or modify the accounting ChartFields for the expense line item.

Viewing or Modifying Default Accounting

Access the Accounting Defaults page.

This page displays the default accounting for an employee. You can:

- Change the ChartFields.
- Add rows and redistribute percentages.
- Delete rows that do not apply to the expense report.

% (percentage) Enter the percentage of expense to charge to the ChartFields that you select when you add a new row. The accounting split must equal 100 percent for the set of default ChartFields.

Add ChartField Line Click to add new accounting lines.

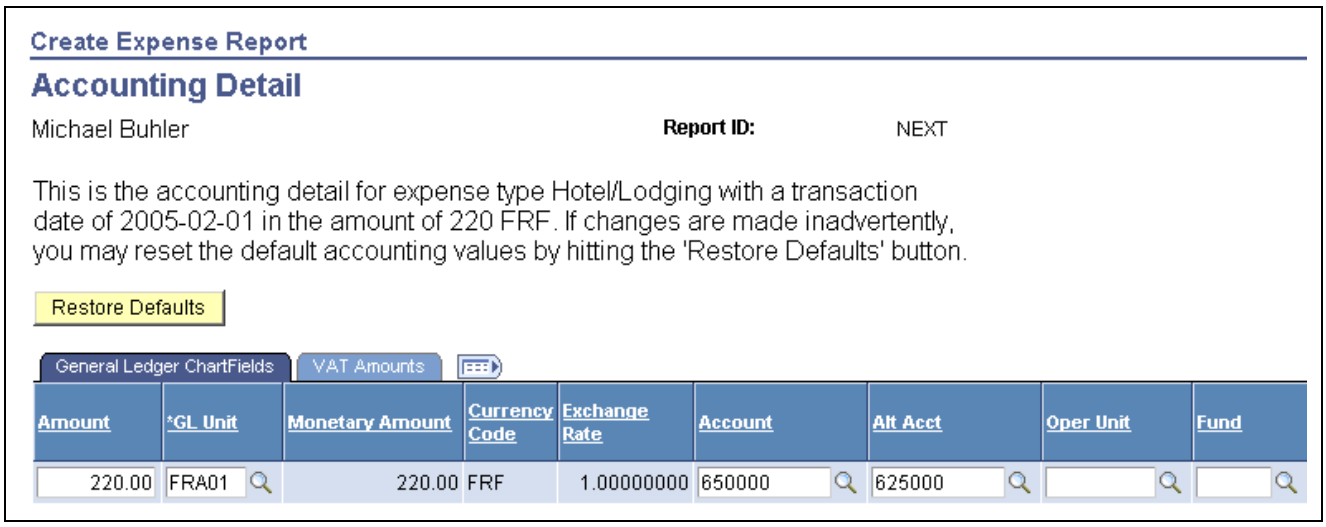
Load Defaults Click to reload the accounting defaults from the Employee Profile - Organizational Data and Employee Profile - User Defaults pages.

User Defaults Click to access the Employee Profile - User Defaults page.

OK Click to return to the Expense Report Entry page. If you made changes, the changes apply only to new lines and to existing lines that you had not previously changed the ChartField values.

Viewing or Modifying Accounting Details

Access the Accounting Detail page.



Accounting Detail page

Restore Defaults Click to reset the default accounting values.

VAT Amounts Tab

Expenses displays the VAT Amounts tab only if VAT is enabled for the employee.



Click the VAT Accounting Detail button to access the VAT Accounting Detail page and view accounting details for the distribution line.

Add Click to add new accounting detail lines.

Refresh Click for Expenses to recalculate the distribution amounts.

OK Click for Expenses to accept your accounting changes and return to expense entry.

Applying Cash Advances to Expense Reports

This section provides an overview of applying cash advances to expense reports and discusses how to apply cash advances to expense reports.

Understanding Applying Cash Advances to Expense Reports

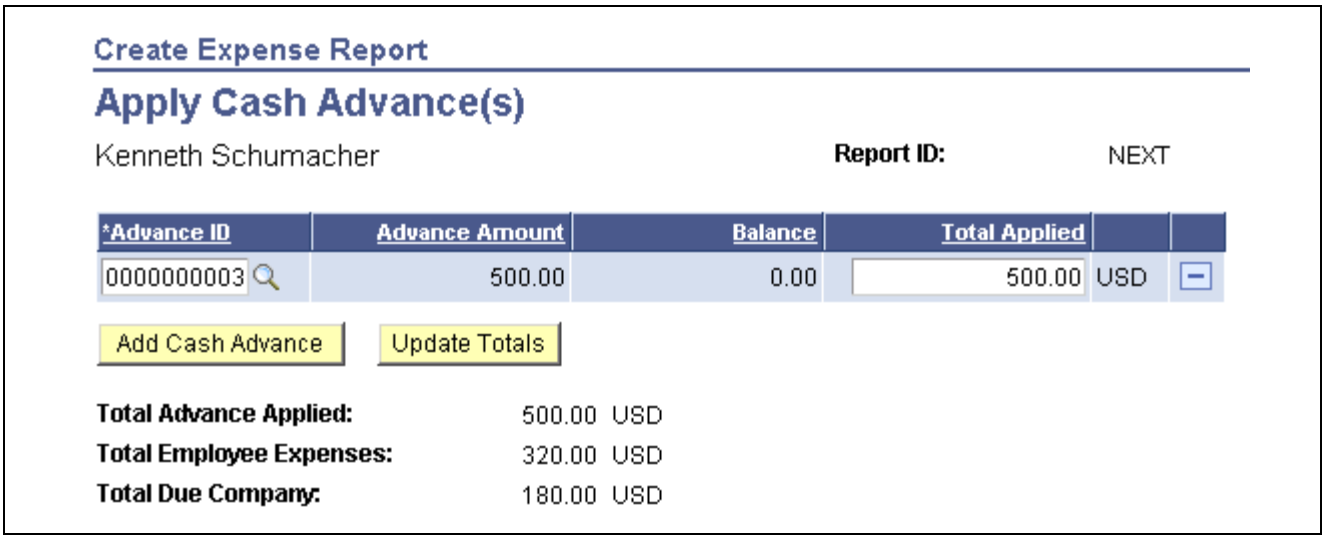
You can apply part or all of a cash advance to an expense report. You can apply a cash advance to more than one expense report, and you can apply more than one cash advance to an expense report. When a cash advance is applied, Expenses updates the cash advance balance accordingly. If the expense report is denied, the balance of the cash advance is restored and available for use on another expense report.

Page Used to Apply Cash Advances to Expense Reports

Page Name	Object Name	Navigation	Usage
Apply Cash Advance(s)	TE_ADD_ADVANCES	Click Apply Cash Advance(s) on the Expense Report Entry page and click Go.	Select cash advances to apply to expense reports.

Applying Cash Advances to an Expense Report

Access the Apply Cash Advance(s) page.



Apply Cash Advance(s) page

Advance ID Select the cash advance ID that you want to apply to the expense report. You can apply more than one cash advance to an expense report.

Total Applied Enter the amount of the cash advance that you want to apply to this expense report. You can apply part of the advance or the entire balance.

Add Cash Advance Click to add another line to select an additional cash advance to apply to the expense report.

Total Advance Applied Displays the sum of the cash advance amounts that you have applied to the expense report.

Total Employee Expenses Displays the total amount accrued on the expense report.

Total Due Employee or **Total Due Company** Indicates the amount due to either the employee or the company after applying the total cash advance amounts.

Update Totals If you change the cash advance applied amount, then click to update the Total Advance Applied and Total Due Employee fields.

OK Click to apply the cash advance amounts to the expense report and return to the Expense Report Entry page.

Correcting Expense Report Transaction Line Errors

This section provides an overview of expense report line errors and discusses how to correct expense report transaction line errors.

Understanding Expense Report Line Errors

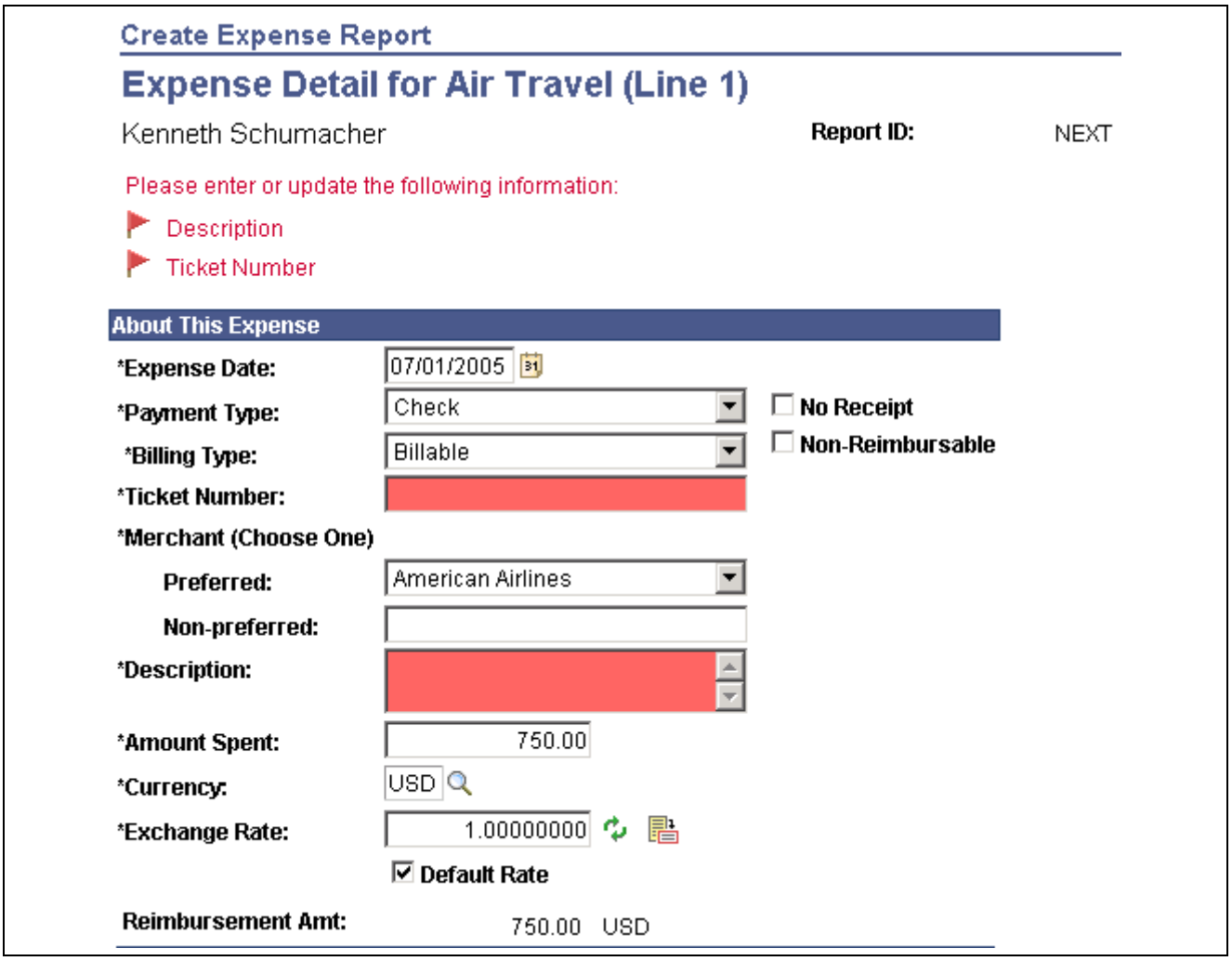
After you enter expense lines on the Expense Report Entry page, click Check For Errors for Expenses to immediately validate the data. Expenses displays visual indicators next to expense lines that have missing or invalid information. Frequent Users can correct errors on the expense line grid. Frequent Users and Occasional Users can click the Missing or invalid information button to access the Expense Detail for [expense type] page. The Expense Detail for [expense type] page displays each expense line with an explanation of the problem and highlights each expense line field that has missing or invalid information. When you correct the errors, the messages and visual indicators disappear after you check for errors. If you neglect to check for errors and elect to Save for Later or Submit, Expenses will still execute the validations. If there is any error associated with any expense line, Expenses will let you save the report but will not let you submit it.

Page Used to Correct Expense Report Transaction Line Errors

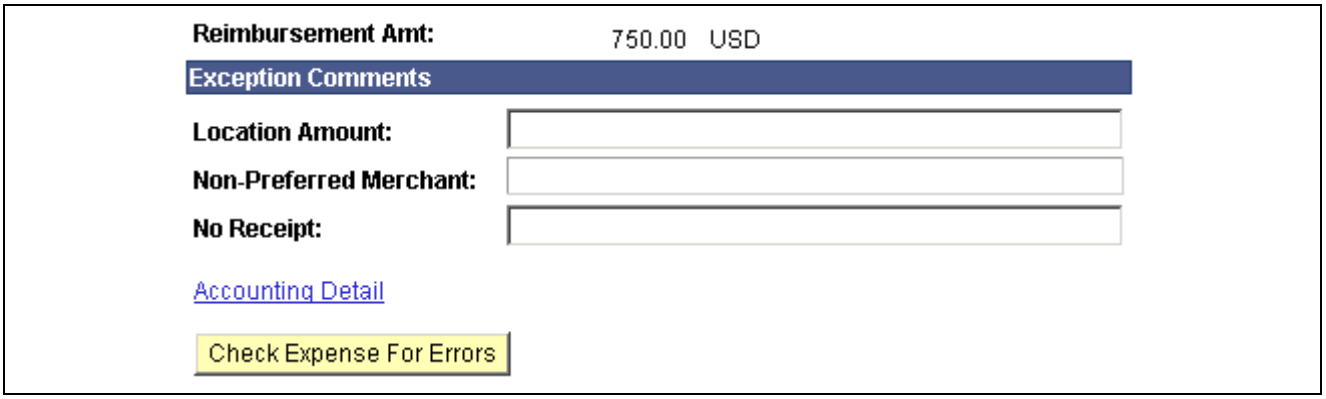
Page Name	Object Name	Navigation	Usage
Expense Detail for [expense type]	EX_SHEET_ERRORS	Click Check For Errors on the Expense Report Entry page. If errors exist, click the Missing or invalid information button next to the expense type.	View and correct missing or invalid information on expense transaction lines.

Correcting Expense Report Transaction Line Errors

Access the Expense Detail for [expense type] page.



Expense Detail for [expense type] page (1 of 2)



Expense Detail for [expense type] page (2 of 2)

Note. Fields on the Expense Detail for [expense type] page are the same as the fields on the Expense Report Entry page and are defined in that section of this PeopleBook chapter.

See Chapter 17, "Preparing Expense Reports," Preparing Expense Reports, page 274.

Check Expense For Errors Click to recheck the current expense line for errors.

Previous Expense and **Next Expense** Click to move to the previous or next expense line that contains errors.

Note. Both buttons are available for frequent users only if there is more than one expense line in error. Only the Next Expense button is available for occasional users in the process of submitting the expense report when there is more than one expense line in error.

Comments

If you are required to enter exception comments, you may enter or modify the comments on the Expense Detail for [expense type] page.

Splitting Receipts on Expense Reports

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

Understanding How to Split Receipts

Receipt splitting enables you to divide a receipt into multiple expense lines. Expenses supports two utilities for itemizing receipts: Receipt Split and Hotel Wizard. For example, a hotel bill may enter Expenses through a credit card feed as one expense transaction; however, the bill may include charges for telephone calls, laundry service, room service, and parking. You can track, report, and book these items individually if your organization requires it. You may have a receipt for several purchases, one of which is a personal expense. You can then split out the individual purchases in order to mark the personal expense as non-reimbursable.

You can:

- Split an expense on a receipt into small, detailed expenses.
- Add more expenses to a receipt.
- Edit an expense on the receipt.
- Change the receipt total amount.

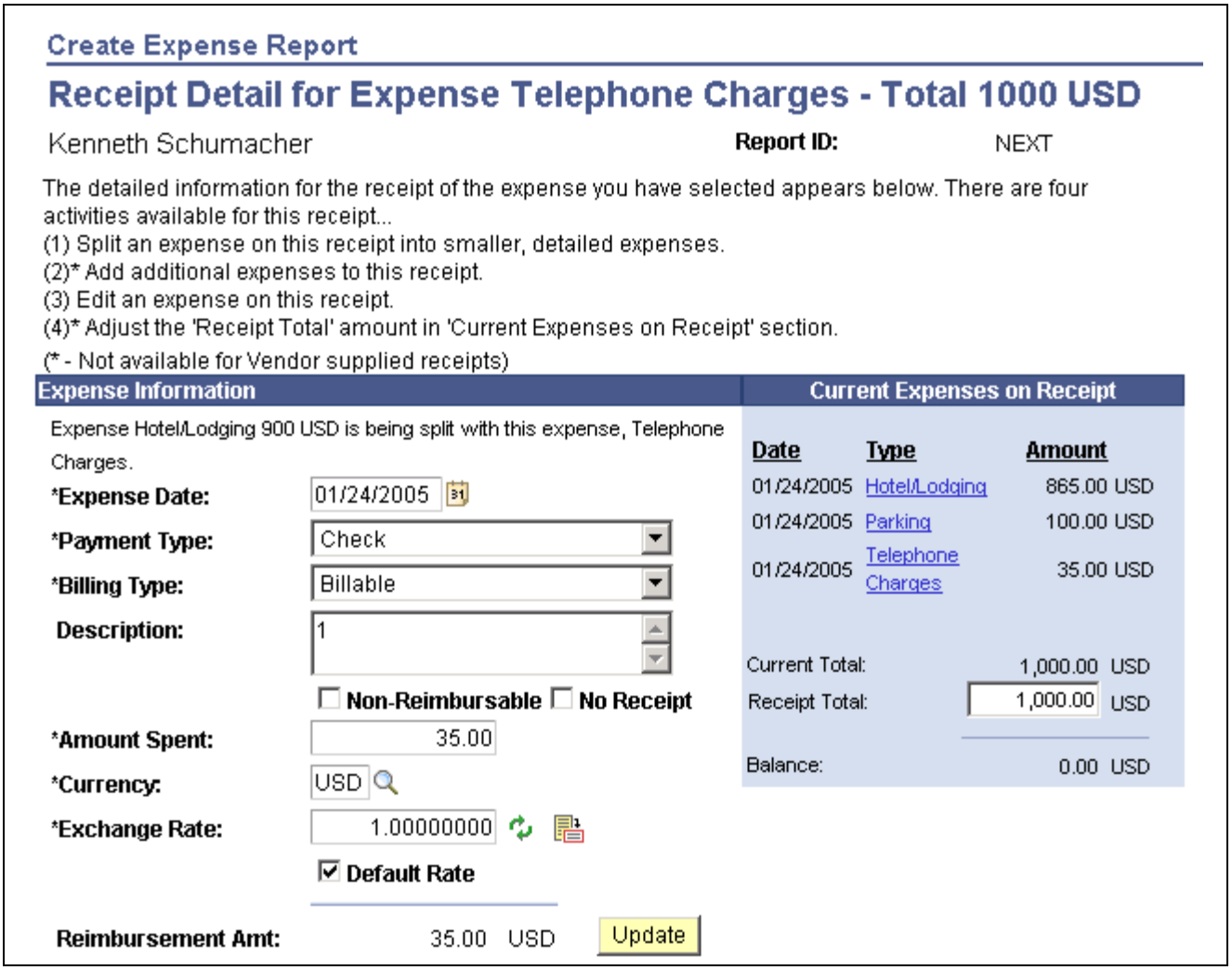
Note. If you split a receipt that came from a credit card vendor feed, Expenses prevents you from changing some fields on the Receipt Detail For Expense page, such as exchange rate and currency code. Also, if the receipt came from a credit card vendor feed, the sum of all the split lines must equal the original receipt total amount.

Page Used to Split Receipts

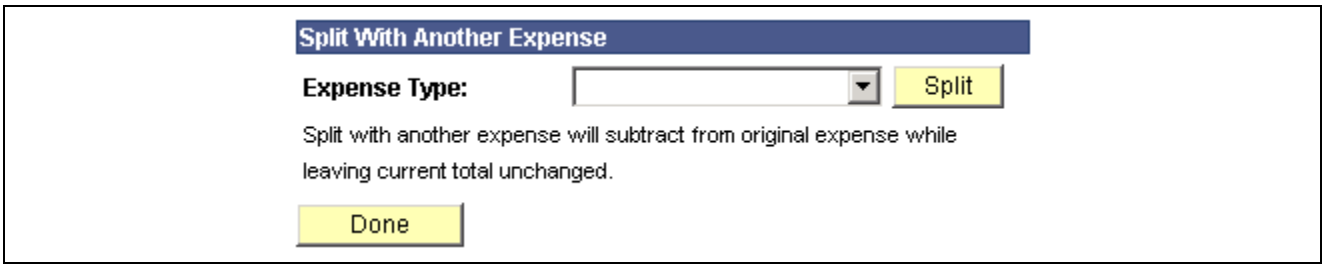
Page Name	Object Name	Navigation	Usage
Receipt Detail For Expense [expense type]	TE_RCPT_SPLIT	• Click the Receipt Split button on the Detail tab of the Expense Report Entry page. • Click the Receipt Split link on the Expense Detail for [expense type] page.	Itemize receipts into multiple expense lines.

Splitting Receipts

Access the Receipt Detail for Expense [expense type] page.



Receipt Detail for Expense [expense type] page (1 of 2)



Receipt Detail for Expense [expense type] page (2 of 2)

Current Expenses on Receipt

Each item that is associated with the receipt appears with the transaction date, expense type, and amount. Click an expense type to edit the information for that receipt item. Expenses updates this group box when you perform an add or split action.

Current Total	Displays the total of all receipt items, including those that you add to the original receipt total.
Receipt Total	Displays the total of the original receipt amount. The expense system does not change this field when you add new items, but you can enter a new total if the transaction did not originate from a credit card feed.
Balance	Displays the current total minus the receipt total.

Split with Another Expense

To split an item with another expense:

1. Select an expense type.
2. Click Split.

   Expenses refreshes the page, clears the expense information fields, and adds the selected expense type to the Current Expenses on Receipt group box.
3. Edit the new receipt item to enter an amount.
4. Tab out of the Amount field.

   Expenses subtracts the amount from the highlighted expense item in the Expense Information section, but the receipt total remains the same.

Note. You can split a receipt into more than two expense types. Expenses displays a message directly under the Expense Information section title that advises you which expense item that you are splitting. If you want to split a different expense item, click the expense item link in the Current Expenses on Receipt section.

Add Another Expense to a Receipt

To add an expense to a receipt:

1. Select an expense type.
2. Click Split.

   This refreshes the page, clears the Expense Information fields, and adds the expense type to the Current Expenses on Receipt group box.
3. Edit the new receipt item.
4. Tab out of the Amount field.

   Expenses adds the amount to the current total, which may result in an out of balance receipt total. To correct the out of balance situation, you can adjust the receipt total or adjust one of the expense line entries for the receipt. If you do not adjust the out of balance total and click Done, Expenses displays a message stating that the total of the items entered exceed the receipt amount and asks if you want to update the receipt total amount.

Itemizing Hotel Bills Using Hotel Wizard

This section provides an overview of hotel bill itemization using Hotel Wizard and discusses how to split a hotel bill using Hotel Wizard.

Understanding Hotel Bill Itemization Using Hotel Wizard

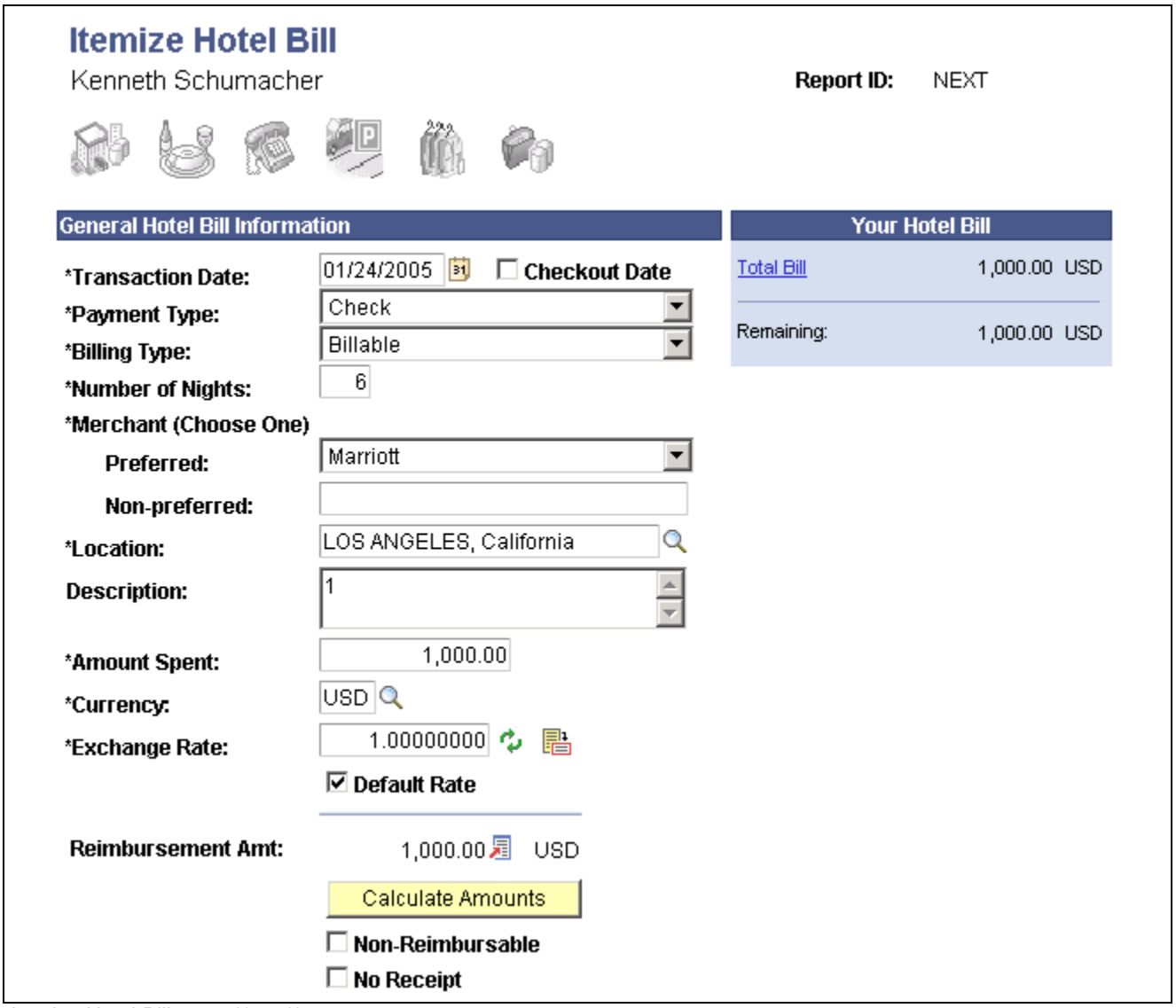
Expenses provides Hotel Wizard for you to quickly split a *Hotel/Lodging* expense type into multiple expense lines. For example, a hotel bill may enter your expenses system through a credit card feed as one expense transaction. Use Hotel Wizard to create expense lines for room charges for each day of a business trip and to separate charges for telephone calls, laundry service, room service, and parking. You can track, report, and book these items individually and daily. If you must make any adjustments after you complete Hotel Wizard, you may use the receipt split functionality to reconcile the bill later.

Pages Used to Itemize Hotel Bills Using Hotel Wizard

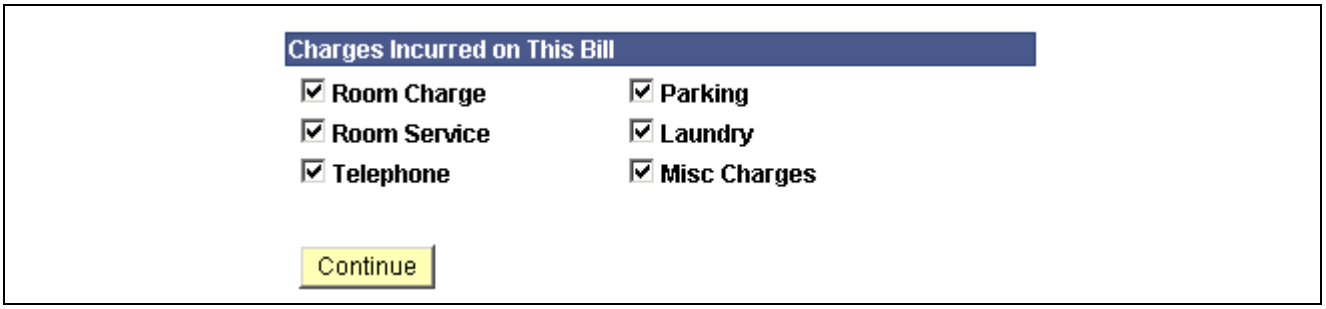
Page Name	Object Name	Navigation	Usage
Itemize Hotel Bill	TE_WIZARD_MAIN	• Click the Itemize Hotel Bill button on the Expense Report - Expense Report Entry page under the Air/Hotel tab. • Click the Itemize Hotel Bill link on the Expense Report - Expense Detail for [expense type] page.	Split hotel bills into itemized expenses.
Itemize Hotel Bill - Room Charge	TE_WIZARD_RC	Select the Room Charge check box on the Itemize Hotel Bill page or click the Room Charge button for the expense item.	Record room charges.
Itemize Hotel Bill - Room Service	TE_WIZARD_RS	Select the Room Service check box on the Itemize Hotel Bill page or click the Room Service button for the expense item.	Record room service.
Itemize Hotel Bill - Telephone	TE_WIZARD_PHN	Select the Telephone check box on the Itemize Hotel Bill page or click the Telephone button for the expense item.	Record telephone charges.
Itemize Hotel Bill - Parking	TE_WIZARD_PRK	Select the Parking check box on the Itemize Hotel Bill page or click the Parking button for the expense item.	Record parking expenses.
Itemize Hotel Bill - Laundry	TE_WIZARD_LDY	Select the Laundry check box on the Itemize Hotel Bill page or click the Laundry button for the expense item.	Record laundry expenses.
Itemize Hotel Bill - Miscellaneous	TE_WIZARD_MISC	Select the Misc Charges (miscellaneous charges) check box on the Itemize Hotel Bill page or click the Miscellaneous button for the expense item.	Record miscellaneous expenses.
Itemize Hotel Bill - Finish!	TE_WIZARD_FINISH	Click the Continue button on the last Itemize Hotel Bill - Expense Item page.	Complete itemization of hotel bills.

Itemizing Hotel Bills Using Hotel Wizard

Access the Itemize Hotel Bill page.



Itemize Hotel Bill page (1 or 2)



Itemize Hotel Bill page (2 of 2)

General Hotel Bill Information

The data in this section comes from the information that you entered on the Expense Report Entry page. You can modify fields just as you did when you originally added the expense item.

Checkout Date Select to indicate that the value in the Transaction Date field is the last day of the hotel stay. If selected, Expenses starts from the transaction date and creates expense lines moving backward in time.

Clear the check box to indicate that the value in the Transaction Date field is the first day of the hotel stay. If not selected, Expenses starts from the transaction date and creates expense lines moving forward in time.

If the hotel transaction is from a credit card fee, Expenses automatically selects the Checkout Date check box. If you manually entered the *Hotel/Lodging* expense type on the expense report, Expenses clears this check box. In either case, you can override the default for the check box as necessary.

Charges Incurred on This Bill

Select hotel charges to itemize, then click Continue to begin itemizing the bill by entering expense information on the various Hotel Wizard pages.



Click the Room Charge button to access the Itemize Hotel Bill - Room Charge page.

Room Rate Enter the daily hotel room rate. When itemizing room charges and tax, you can use different room rates by adding a new room charge.

Room Tax Enter the amount of the hotel room tax on the line associated with its room rate.

Your Hotel Bill This area keeps track of each itemized charge and calculates the amount of the remaining hotel bill.

Previous Return to the previous category. If you are at the first category, Expenses returns you to the Expense Report - Itemize Hotel Bill page.

Continue Continue through all of the selected categories until a message appears, stating that you are done.



Click the Room Service button to access the Itemize Hotel Bill - Room Service page.

Meal Type and **Amount** Enter these values for room service expenses. Add a row for each meal that you itemize.

Non-Reimbursable Select if the charge is not business related and not subject to employee reimbursement.

Attendees Click to access the Attendees page and list the people whose meals are a company expense. Enter the last name first in the Name field with no space after the comma (for example, *Ball,Nancy*).



Click the Telephone button to access the Itemize Hotel Bill - Telephone page.



Click the Parking button to access the Itemize Hotel Bill - Parking page.



Click the Laundry button to access the Itemize Hotel Bill - Laundry page.



Click the Miscellaneous button to access the Itemize Hotel Bill - Misc Charges page.

Hotel Itemization - Finish!

Remaining Displays the remaining balance.

Done Click to return to the Expense Report Entry page, which displays all the itemized expense items.

Note. If you return to the main expense report grid without clicking Done, you will lose your itemized expenses.

Viewing and Modifying Expense Reports

This section discusses how to:

- View expense reports.
- Modify expense reports.

Pages Used to View and Modify Expense Reports

Page Name	Object Name	Navigation	Usage
Expense Report Detail	EX_SHEET_ENTRY	• Employee Self-Service, Travel and Expense Center, Expense Reports, [View or Modify] • Travel and Expenses, Travel and Expense Center, Expense Reports, [View or Modify]	View an expense report.
Expense Report Entry	EX_SHEET_ENTRY	• Employee Self-Service, Travel and Expense Center, Expense Reports, Modify • Travel and Expenses, Travel and Expense Center, Expense Reports, Modify	Modify an unsubmitted expense report or an expense report that was submitted and returned by an approver.
View Approver Comments	EX_COMMENTS_RJCT	• Click the View Approver Comments link on the Expense Report Detail page. • Click the View Approver Comments link on the Expense Report Entry page.	View approver's comments as to why they denied or returned the expense report.

Viewing Expense Reports

Access the Expense Report Detail page.

When you access the Expense Report Detail page using the view navigation, Expenses displays the page in read-only mode. After you submit an expense report for approval, you can only view it. You can view expense reports with these statuses: *Approved, Closed, Denied, In Process, Paid, Pending, Submitted,* and *On Hold.*

Note. Fields on the Expense Report Detail page are the same as the fields on the Expense Report Entry page and are defined in the Entering Expense Report Information and Transaction Lines section of this chapter. Fields and functionality that are unique to the Expense Report Detail page in view or modify mode are discussed in this section.

View Approver Comments When an employee views an expense report that an approver denied or returned to the employee for revisions, Expenses displays the first 30 characters of the approver's comments as a red link at the top of the Expense Report Detail page. Click the View Approver Comments link to access the View Approver Comments page to view all of the approver's comments.

General Information

Post State Displays whether accounting entries for the expense report have been posted to the general ledger.

Pending Actions

This section appears after you save an expense report and there are actions pending, such as approvals.

Action History

This section appears after you save an expense report.

Profile and **Name** Displays the name of the originator and approver, and their role.

Action Displays the completed steps in the expense report approval process.

Date/Time Displays the date and time on which the approval status was assigned.

Modifying Expense Reports

Access the Expense Report Entry page.

Note. Fields on the Expense Report Entry page using the Modify navigation are the same as the fields on the Expense Report Entry page using the Create navigation and are defined in the Entering Expense Report Information and Transaction Lines section of this chapter. Fields and functionality that are unique to the Expense Report Entry page in modify mode are discussed in this section.

When you access the Expense Report Entry page using the modify navigation, Expenses enables you to edit all of the fields. You can modify an expense report if you have previously saved it but not submitted it for approval or if an approver sent it back for revision or correction.

View Approver Comments When an employee modifies an expense report that an approver returned to the employee for revisions, Expenses displays the first 30 characters of the approver's comments as a red link at the top of the Expense Report Entry page. Click the View Approver Comments link to access the View Approver Comments page to view all of the approver's comments.

Deleting Expense Reports

This section provides an overview of deleting expense reports and discusses how to delete expense transaction lines.

Understanding Deleting Expense Reports

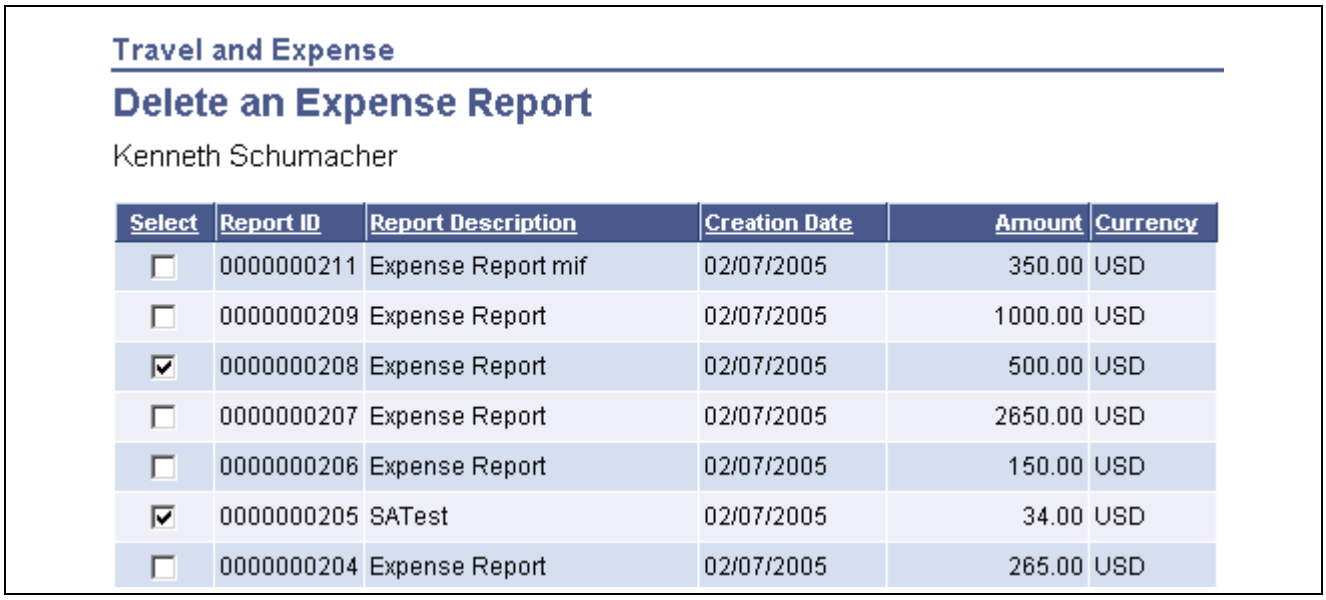
You can delete an expense report if you have not submitted it for approval. If it has been submitted, you can still delete it if the approver returns it for modifications or if the status is *Denied.*

Page Used to Delete Expense Reports

Page Name	Object Name	Navigation	Usage
Delete an Expense Report	TE_DEL_SHEET	• Employee Self-Service, Travel and Expense Center, Expense Reports, Delete • Travel and Expenses, Travel and Expense Center, Expense Reports, Delete	Select expense reports to delete.

Deleting Expense Reports

Access the Delete an Expense Report page.



Delete an Expense Report page

Expenses displays unsubmitted and denied expense reports for the employee ID that you entered on the search page. The system excludes submitted expense reports. You can delete denied expense reports even if a cash advance was applied to it. Expenses reinstates the cash advance when the approver denies the expense report.

Select expense reports to delete and click the Delete Selected Report(s) button.

Managing My Wallet Transactions

This section provides an overview of My Wallet transactions, lists common elements, and discusses how to:

- Apply My Wallet transactions to expense reports.
- View My Wallet transaction details.
- Review, add, and delete receipts in My Wallet.
- Add transactions to My Wallet.

Understanding My Wallet Transactions

My Wallet stores corporate credit card and user-entered expense transactions that you can apply to expense reports, thus saving data entry time. If you are using a PDA with Mobile Time and Expense to track your receipts, these charges are loaded into My Wallet when you sync your PDA with the online system. Credit card feeds from a credit card company (such as Visa International, American Express, and US Bank) send corporate credit card transactions in a file that is loaded into your system directly to My Wallet in Expenses. You cannot modify these expense transaction details that come from a credit card feed:

- Expense date.
- Credit card number.
- Payment type.
- Transaction amount.
- Transaction currency.
- Exchange rate.

Common Elements Used in This Section

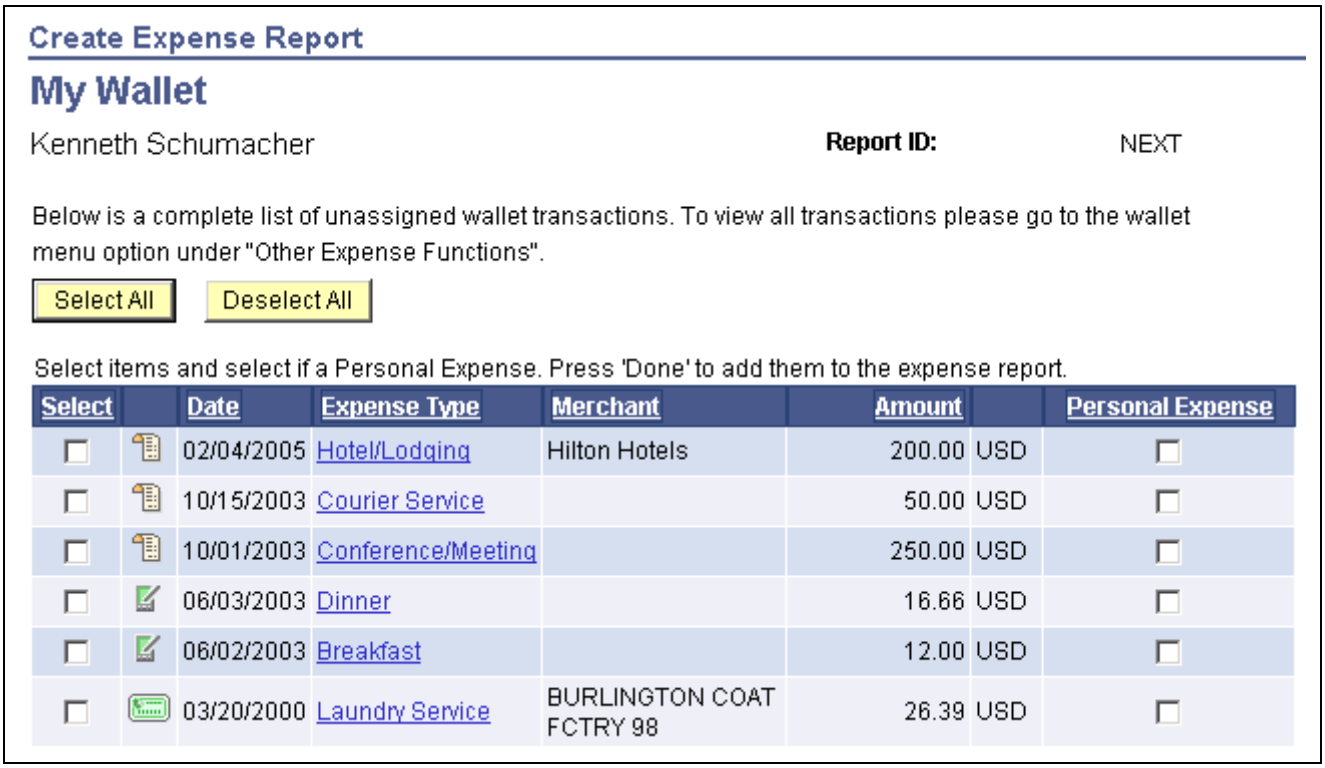
Cardmember Number	Displays the employee's corporate credit card number.
Expense Location	Displays the location where the expense was incurred.
Expense Type	Indicates the category of expense item.
Merchant	Indicates the transaction vendor.
Payment Type	Indicates the method of payment.
Transaction Amount	Displays the expense transaction amount in the currency that the transaction occurred.
Reimbursement Amt	Displays the transaction amount in the employee's base currency.
Transaction Date	Indicates the date of the transaction.

Pages Used to Manage My Wallet Transactions

Page Name	Object Name	Navigation	Usage
My Wallet	TE_EXP_WALLET	• Select *Entries from My Wallet* from the Quick Start drop-down list box on the Expense Report Entry page. • Select *Expenses from My Wallet...* from the Add drop-down list box on the Expense Report Entry page.	Select unassigned credit card transactions and manually entered expense transactions to add to expense reports.
Expense Report - My Wallet Detail	EX_TRANS3	Click the Expense Type link on the My Wallet page.	Review My Wallet transaction details.
Review My Wallet Receipts	TE_MY_WALLET	• Employee Self-Service, Travel and Expenses, My Wallet • Employee Self-Service, Travel and Expense Center, Other Expense Functions, My Wallet • Travel and Expenses, Travel and Expense Center, Other Expense Functions, My Wallet	Review, add, or delete receipts in My Wallet.
My Wallet - My Wallet Detail	EX_POP_WALLET1	• Select an expense type and click the Add button on the My Wallet - Review My Wallet Receipts page. • Click the date link on the My Wallet - Review My Wallet Receipts page.	• Manually enter expense transactions for future use. • Review or modify details of existing transactions.

Applying My Wallet Transactions to Expense Reports

Access the My Wallet page.



My Wallet page

Select All Click to select all items in the list to add to an expense report.

Deselect All Click to remove all check marks.

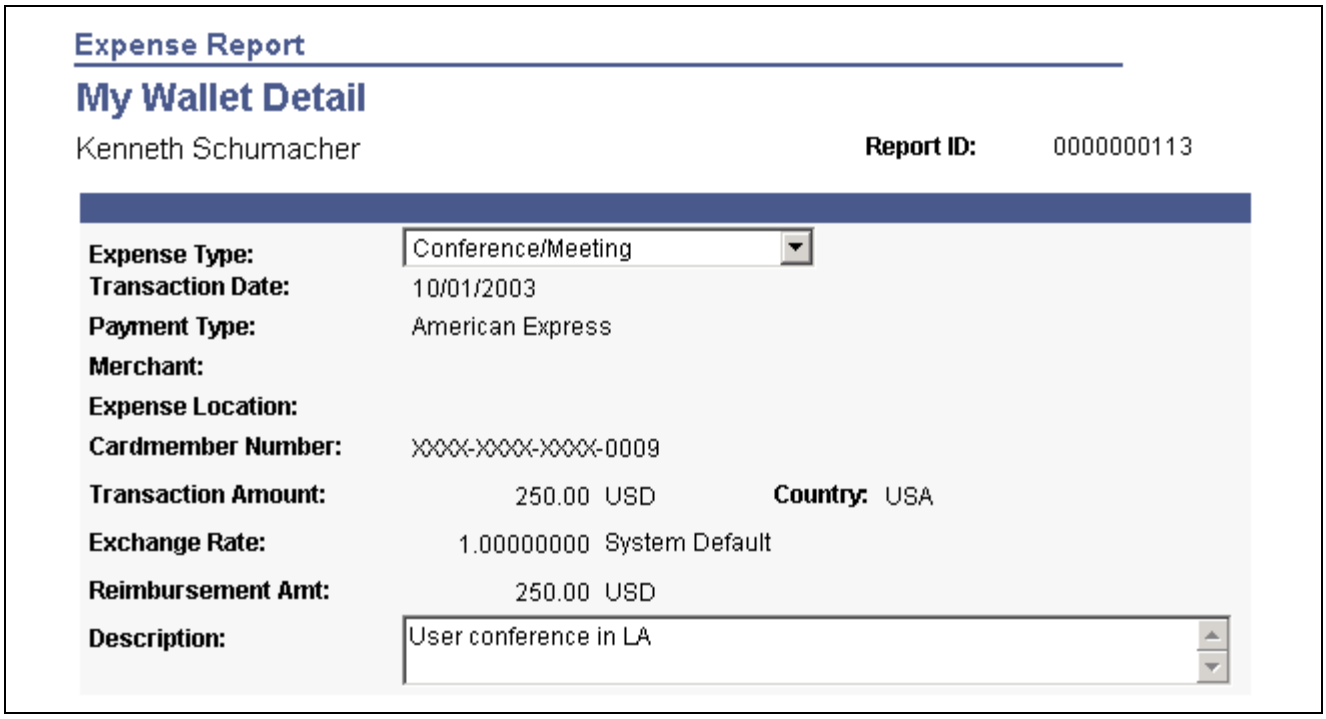
Select Select to add a transaction to an expense report.

Expense Type Click to access the My Wallet Detail page and view My Wallet transaction details.

Personal Expense Select transactions that are personal expenses that will be transferred to an expense report as non-reimbursable expense items.

Viewing My Wallet Transaction Details

Access the Expense Report - My Wallet Detail page.



My Wallet Detail page

Airfare Receipt Number Displays the airline ticket number.

Note. This field appears only for *Air Travel* expense types.

Number of Nights Displays the number of nights that the expense covers.

Note. This field appears only for *Hotel/Lodging* expense types.

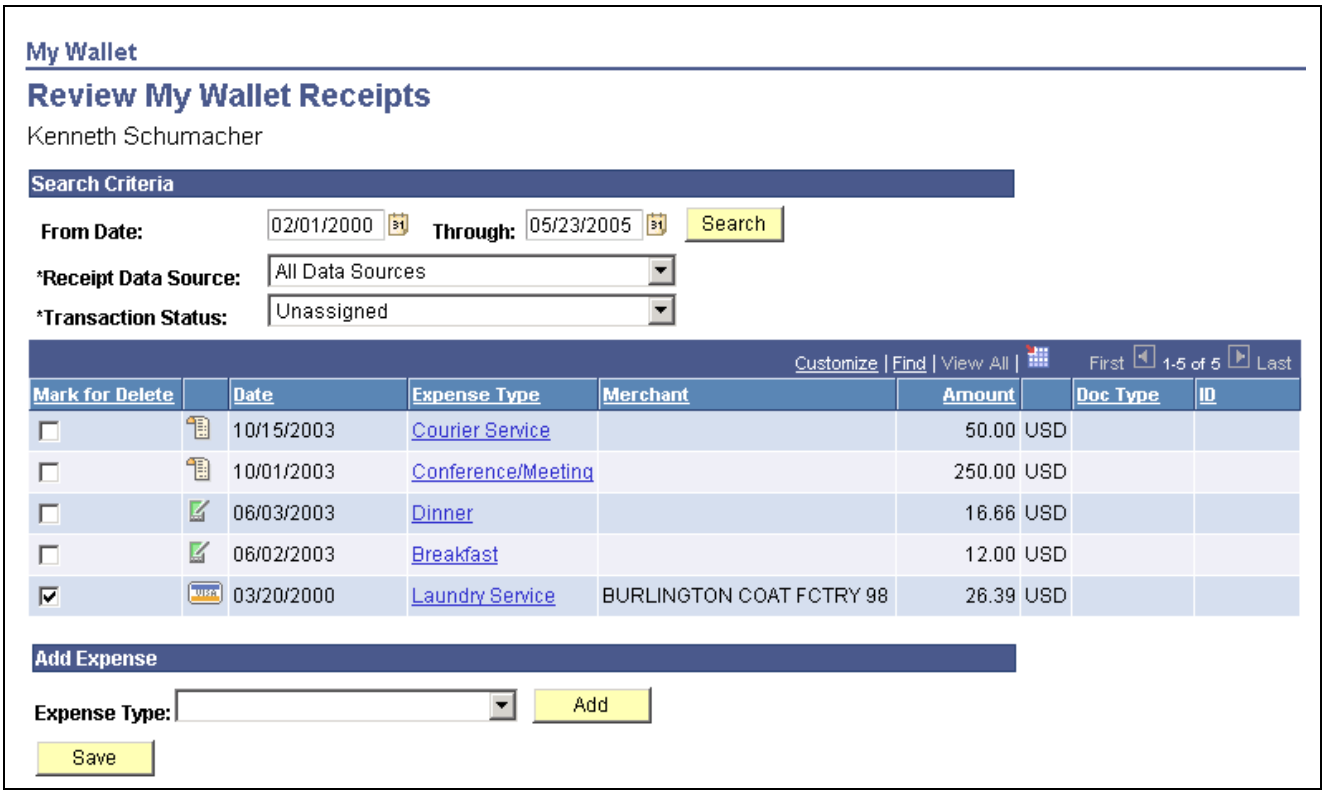
Transaction Amount Displays the expense transaction amount in the currency that the transaction occurred.

Exchange Rate Displays the currency exchange rate.

Description Enter additional transaction details.

Reviewing, Adding, and Deleting Receipts in My Wallet

Access the Review My Wallet Receipts page.



Review My Wallet Receipts

Search Criteria

Receipt Data Source Select a source, such as *Visa, American Express,* or *User Input.*

Transaction Status Select a transaction status. Values are:

- *All Transaction Status:* All expense transactions that are in the specified date range.
- *Assigned:* Transactions that are applied to an expense report or cash advance. ATM charges are associated with a cash advance.
- *Unassigned:* Transactions that are not applied to an expense report or cash advance.

Mark for Delete Select to delete a transaction from My Wallet. For example, you can delete personal expense transactions that come from a credit card feed because your organization would not reimburse you for those expenses. When you delete a transaction using this check box, Expenses no longer displays the transaction in My Wallet; however, the transaction remains in the EX_TRANS table for audit purposes.

Date Click to access the My Wallet Detail page to view details of the transaction.

Doc Type (document type) Displays, if the transaction is assigned, the kind of expense document to which it is assigned.

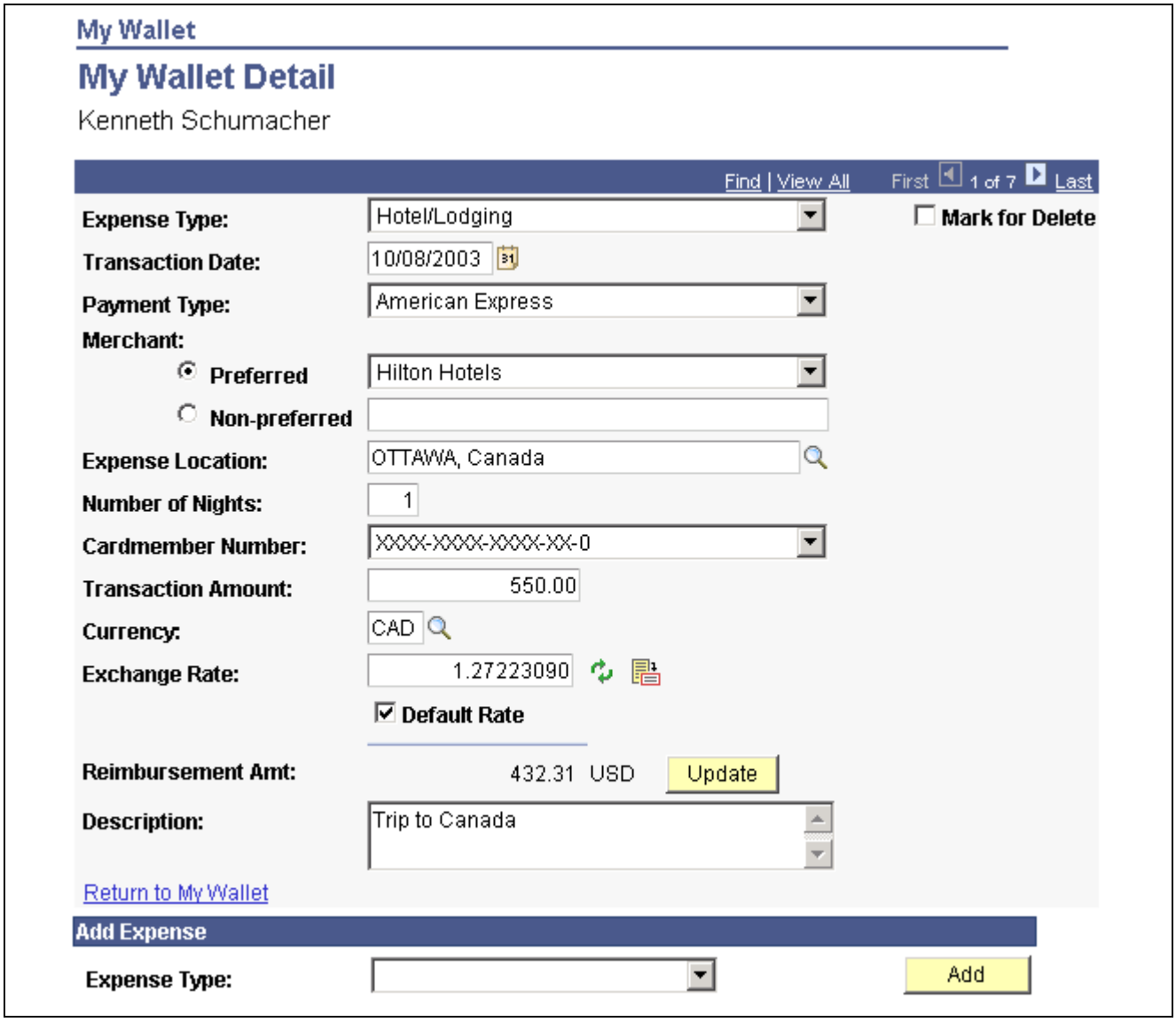
ID Click to view detailed expense report or cash advance information.

Add Expense

Expense Type Select an expense type and click Add to access the My Wallet Detail page to add an expense item to the Wallet. For example, you might use this feature if you charge to your personal credit card or paid cash for a business expense.

Manually Adding Transactions to My Wallet

Access the My Wallet - My Wallet Detail page.



My Wallet Detail page

Note. The page elements on the My Wallet Detail page vary, depending on how you set up your expenses system and which expense types you select.

Mark for Delete Select to delete a transaction from My Wallet. This check box is available only for transactions that you manually entered into My Wallet, not for transactions

	from a credit card feed. When you delete a transaction using this button, the transaction is removed permanently from the EX_TRANS table.
Transaction Amount and **Currency**	Enter the amount in the expense transaction currency and select the appropriate currency code.
Exchange Rate	If the currency code for the transaction amount differs from the base currency of the employee's business unit, Expenses populates this field with the current market rate that is defined in the system rate tables. If your invoice reflects an exchange rate that is different from the system-supplied rate, you can override the system-supplied exchange rate.
	Click the Reset Exchange Rate button to change a user-defined exchange rate to the system-defined exchange rate.
	Click the Exchange Rate Detail button to access the Exchange Rate Detail page to view or change exchange rate information.
Default Rate	Indicates if system rate exchange tables or user-defined exchange rates are being used. If selected, Expenses is using the current market exchange rate that is defined in the system rate tables. If not selected, Expenses is using a user-defined exchange rate.
Update	If you changed the transaction amount or the exchange rate, click to update the Reimbursement Amt field.

CHAPTER 18

Processing Expense Report Exceptions

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

- Close expense reports.
- Unpost expense reports.
- Work with unposted expense reports.
- Process journal expense reports.
- Manage receipts.
- Reconcile airline tickets.

Understanding Expense Report Exceptions

No matter how carefully you design and implement your reimbursement operations, there will sometimes be unforeseen situations that require special processing of expense reports. Depending on where your expense reports are in the processing cycle, Expenses provides a great amount of flexibility to help you deal with the unplanned contingencies that always seem to arise.

Closing Expense Reports

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

- Close expense reports.
- Process closed expense reports.

Understanding How to Close Expense Reports

When an expense report has been approved for payment processing, you might need to cancel it after you have already posted its liabilities. You can close an expense report if you have not staged payments for the expenses.

Pages Used to Close Expense Reports

Page Name	Object Name	Navigation	Usage
Expense Report Close	EX_CLOSE_SHEET	Travel and Expenses, Process Expenses, Close Expenses, Mark Expense Report for Close	Close expense reports.
Close Expense Report	EX_CLOSE_CNFRM_SEC	Click the Close button on the Expense Report Close page.	Confirm that you want to mark expense documents for closing.
Expense Processes	RUN_EXTRNPRC	Travel and Expenses, Process Expenses, Expense Processing	Process an expense report that is marked for closing.

Closing Expense Reports

Access the Expense Report Close page.

The information on the Expense Report Close page comes from the expense report description.

Reversal Date

Use Current Date Select to use the current date on which to reverse the accounting liability entries.

Use Specific Date Select to enter a specific date. When selected, Expenses opens a field to enter the day on which to reverse the accounting liability entries.

Close Click to close the expense report and access the Close Expense Report page to confirm that you want to mark the expense document for closing.

After you close and confirm your selection, Expenses marks the expense report for closing and changes the status to *Close in Process.*

Processing Closed Expense Reports

To process an expense report that is marked for closing, use the Expense Processes page and select Close Liabilities. When you run the Application Engine process, a program reverses the liability entries for expense reports that are marked for closing and changes the status to *Close.*

See Also

Chapter 25, “Running Expense Transaction Processes,” page 437

Unposting Expense Reports

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

- Unpost expense reports.
- Adjust document sequencing.

- Process unposted expense reports.

Understanding How to Unpost Expense Reports

If you post the liabilities for an expense report and need to change the accounting entries, you can unpost the expense report. This two-step operation requires you to mark the expense reports that you wish to unpost, then run a process to reverse the accounting liability entries and make the expense reports available for ChartField editing. If you are using Commitment Control, you also must budget-check the expense transaction.

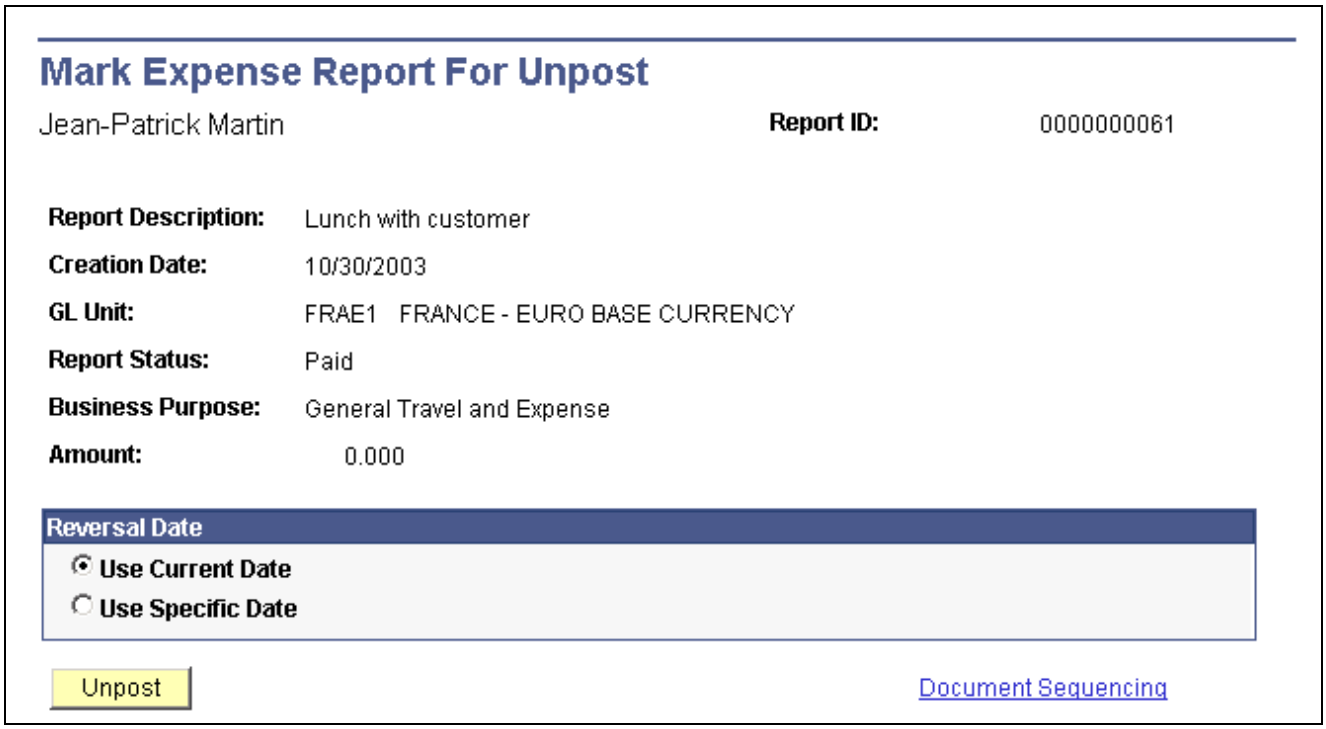
Note. The unposting process changes the posting status (POST_STATUS_EX) but not the expense report status (SHEET_STATUS). Because the expense report status does not change when you unpost it, you cannot deny or reapprove the expense report.

Pages Used to Unpost Expense Reports

Page Name	Object Name	Navigation	Usage
Mark Expense Report For Unpost	EX_UNPOST_SHEET	Travel and Expenses, Manage Accounting, View/Adjust Accounting Entries, Mark Expense Report for Unpost	Mark expense reports for unposting.
Document Sequence	TE_SHT_DOCSEQ_INFO	Click the Document Sequencing link on the Mark Expense Report for Unpost page.	Enter document sequencing information about unposted expenses reports.
Expense Processes	RUN_EXTRNPRC	Travel and Expenses, Process Expenses, Expense Processing	Process an expense report that is marked for unposting.

Unposting Expense Reports

Access the Mark Expense Report For Unpost page.



Mark Expense Report For Unpost page

The information on this page comes from the expense report description.

The information on the Expense Report Close page comes from the expense report description.

Reversal Date

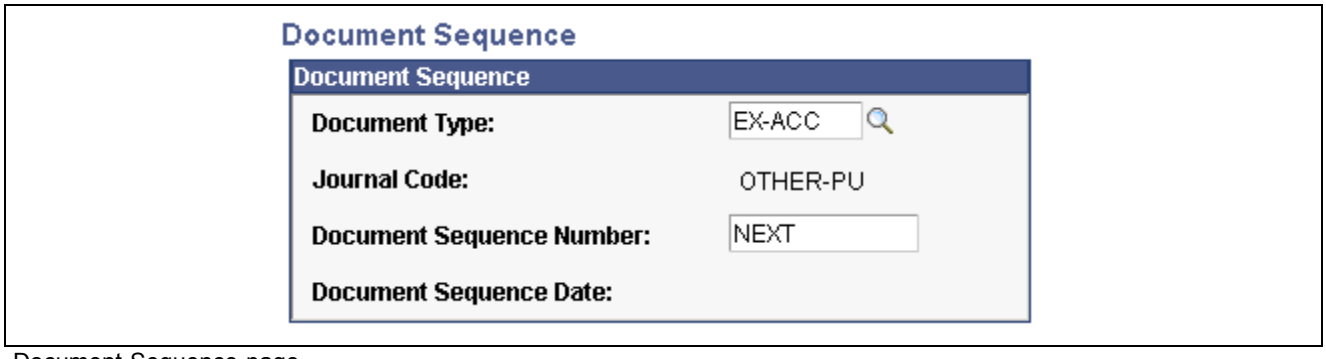
Use Current Date Select to use the current date on which to reverse the accounting liability entries.

Use Specific Date Select to enter a specific date. When selected, Expenses opens a field to enter the day on which to reverse the accounting liability entries.

Unpost Click to save the expense report with a status (POST_STATUS_EX) of *Mark for Unpost.*

Adjusting Document Sequencing

Access the Document Sequence page.



Document Sequence page

If you use document sequencing, you can enter the document type that is associated with the expense report that you mark for unposting. The unpost process adjusts the document sequence numbering based on the document type that you select.

Processing Unposted Expense Reports

To process an expense report that is marked for unposting, use the Expense Processes page and select Unpost Expense Report. When you run the Application Engine process, it drives a program that reverses the liability entries for expense reports that are marked for unposting and changes the status (POST_STATUS_EX) to *Unposted.*

See Also

Chapter 25, “Running Expense Transaction Processes,” page 437

Working With Unposted Expense Reports

When you unpost an expense report, the unposting process makes it available so that you can change the accounting entries. You can work with unposted expense reports using the Travel and Expense, Manage Accounting navigation.

To work with an unposted report, use the same page that you use to prepare the expense report. You can modify only the ChartFields for individual expense items; all other fields are display-only. Because the status of the expense report (SHEET_STATUS) does not change when you unpost it, you cannot deny or reapprove the expense report.

When you finish, click the Save button to change the expense report posting status (POST_STATUS_EX) to *Unpost and Process,* which enables you to post the revised expense report liabilities the next time that you run the Post Liabilities process.

See Also

Chapter 25, “Running Expense Transaction Processes,” page 437

Processing Journal Expense Reports

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

- Create journal expense reports.
- Create reversal accounting entries.
- Process journal expense reports.

Understanding Journal Expense Report Processing

If an auditor discovers an error during a prepayment audit, the auditor can correct the original expense report before processing it for payment. If an auditor discovers errors after the system issues a payment, make adjustments using journal expense reports.

Journal expense reports are not associated with changes to monetary amounts, nor do they create any payments. You process journal expense reports to correct accounting entries that have already been recorded in the general ledger. Performing the adjustment through Expenses keeps the detail transactions synchronized with the balances in the general ledger. If you use Commitment Control, you must also budget-check the journal expense report to reflect the same changes in the Commitment Control ledgers.

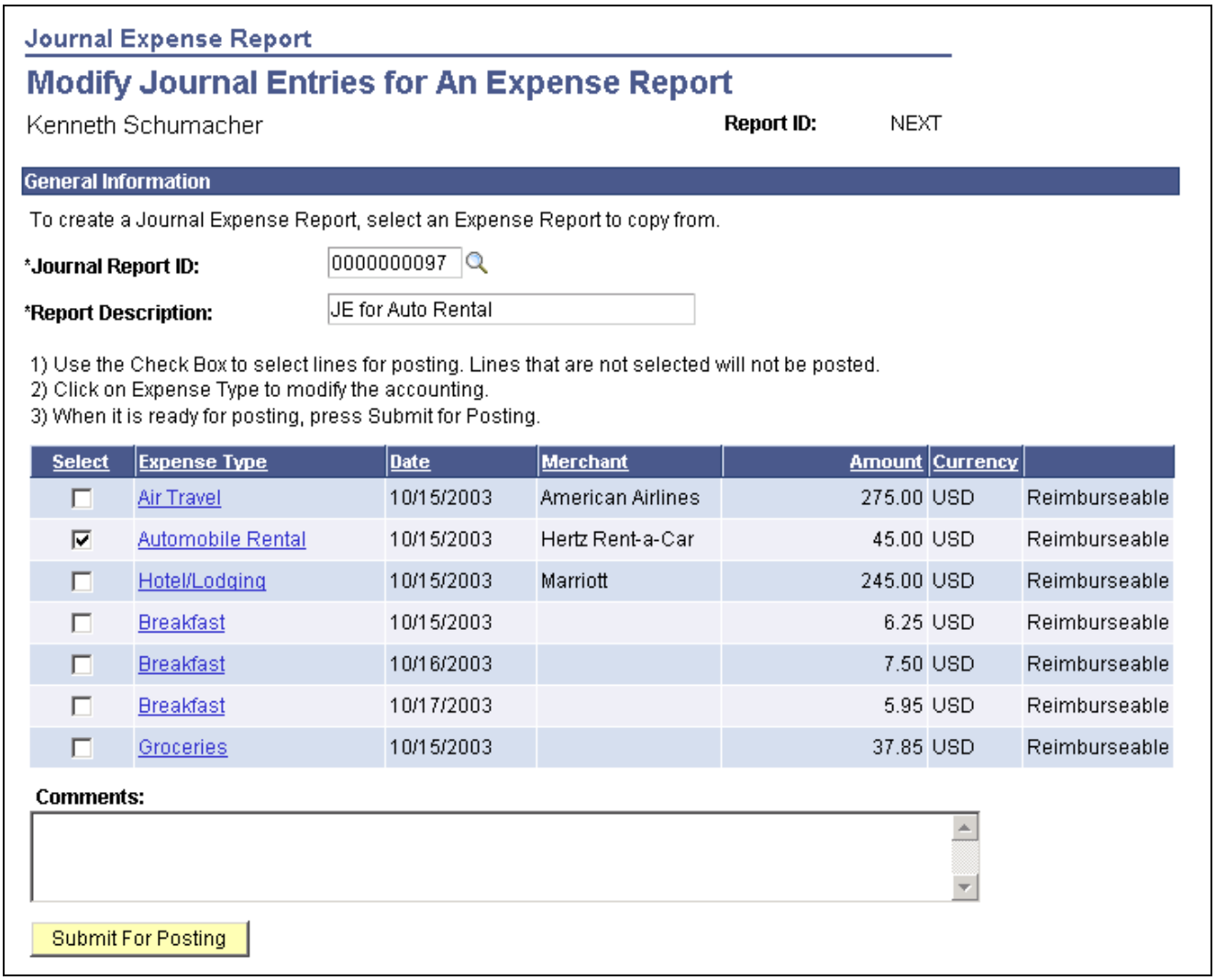
Note. You can create only one journal expense report for an expense report.

Pages Used to Process Journal Expense Reports

Page Name	Object Name	Navigation	Usage
Modify Journal Entries for An Expense Report	EX_SHEET_HDR_JRNL	Travel and Expenses, Manage Accounting, View/Adjust Accounting Entries, Adjust Paid Expenses	Create journal expense reports to correct errors and make adjustments to expense report payments to synchronize the expense system and general ledger.
Journal Expense Report - Accounting Detail	TE_SHEET_DIST_J	Click a link in the Expense Type column on the Journal Expense Report - Modify Journal Entries for An Expense Report page.	Correct errors and make adjustments to expense report payments to synchronize the expense system and general ledger.

Creating Journal Expense Reports

Access the Modify Journal Entries for An Expense Report page.



Modify Journal Entries for An Expense Report page

General Information

Journal Report ID Enter the original expense report ID that requires an adjustment. Available report IDs are those that are associated with employee IDs for whom the auditor has entry authority.

Report Description Enter a description for the journal expense report.

Select/Expense Type

Select Select lines to post. Lines not selected will not post.

Expense Type When you select an expense report ID, the system displays all line items in that report. To view or correct accounting information for a line item, click the link to access the Journal Expense Report - Accounting Detail page and modify the accounting for the expense.

Date Displays the date of the original transaction.

Comments Enter comments about this journal expense report.

Budget Status If you use Commitment Control and budget checking for expense reports is active, Expenses displays the budget status for the expense report.

Budget Options Click the Budget Check Options link to access the Commitment Control page to budget check the travel expense or view comments about the budget check. This link is available only if you use Commitment Control and budget checking for expense reports is active.

Note. If you make any changes to distributions or amounts, you must budget check the expense report again to reflect the changes in the commitment control ledgers.

Submit For Posting Submit the journal expense report for processing.

Creating Reversal Accounting Entries

Access the Journal Expense Report - Accounting Detail page.

This page displays the selected journal expense report line item and its associated ChartFields. A row displays a reversing entry that the system automatically created. You can modify the entry and create additional entries if necessary.

Important! All of the distribution amounts added together must equal zero for the expense line.

Add Click to insert a new row and create a reversing entry to offset the expense item. Your reversing entry must be a positive number.

Accounting Detail

Modify the ChartFields to which you want to charge the expense. If you charge the line to more than one set of ChartFields, adjust the amount to reflect the appropriate portion for these accounts.

Processing Journal Expense Reports

When you save a journal expense report, it is ready to post to the general ledger. The system saves only modified expense lines. It does not pass journal expense reports to the accounts payable system because they do not have monetary amounts. Instead, you can select the Post Liabilities function on the Expense Processes page to process the journal expense reports.

When you process the journal expense reports, the system rolls back the original accounting entries and posts the new entries. This corrects the general ledger to reflect the same entries that exist in the expense system. If you use Commitment Control, you must run budget checking to reverse out the entries in the Commitment Control ledgers.

Managing Expense Receipts

This section provides an overview of expense report management and discusses how to:

- Match report ID bar codes to receipt ID bar codes.
- Verify expense report receipts.

Understanding Managing Expense Receipt

Expenses enables you to track, itemize, and verify expense receipts. Some organizations track expense receipts by requiring you to place receipts in envelopes with preprinted barcodes, which Expenses supports. Expenses also collaborated with a third-party vendor to provide a receipt imaging process that enables you to submit receipts by fax, scanner, or mail.

Receipt imaging and barcode scanning enable you to notify Expenses that receipts for expense reports have been received. To verify the receipt amounts against the expense lines within expense reports, navigate to Travel and Expenses, Process Expenses, Verify Receipts, Receipts Verified, or select the Report Description link on the Barcode Receipt Verification page, which takes you directly there. If Report Description does not appear as a link, no receipt amount verification is required.

Pages Used to Manage Expense Receipts

Page Name	Object Name	Navigation	Usage
Barcode Receipt Verification	EX_RCPT_BARCD_VRFY	Travel and Expenses, Process Expenses, Verify Receipts, Receipts Received	Match report ID bar codes to receipt ID codes.
Verify Expense Receipts - Expense Report Summary	TE_SHEET_LINES	Travel and Expenses, Process Expenses, Verify Receipts, Validate Against Expenses	Verify that receipts have been received for the expense report.

Matching Report ID Bar Codes to Receipt ID Bar Codes

Access the Barcode Receipt Verification page.

Note. To scan bar codes, you must have Code 39 True Type Font installed, which is not delivered with your PeopleSoft applications.

Verifying Expense Report Receipts

Access the Verify Expense Receipts - Expense Report Summary page.

Note. Verifiers cannot edit descriptive information or line items.

Receipt Information

Receipts Received Select to indicate that the travel and expense department has the appropriate receipts on file. This field appears only if you set up your expense system to check that receipts are received; otherwise, the check box is hidden.

Receipts Received Date The expense system populates this field when you select the Receipts Received field and save the expense report.

View Receipts Click to view receipts that are identified with an expense report. This link is available if receipt imaging is enabled and receipts exist in your third-party receipt imaging system.

View Exception Queue Click to view receipts that are not linked to an expense report. Your third-party receipt imaging system's index program routes receipt images to this queue when it cannot read the bar code or optical character recognition (OCR) box.

This may occur because it cannot match the report ID on the receipt image to a report ID in the PeopleSoft Expenses database.

View Pending Queue Click to view receipt images in the pending queue. You third-party receipt imaging system has an index program that routes receipt images to this queue when it successfully reads a report ID on a receipt but cannot match it to a report ID in the PeopleSoft database.

Expense Line Items

Receipt Verified Select to indicate that a receipt matches a specific expense type. This field is inactive if receipt verification is not required.

Receipt Required If selected, a receipt is required to substantiate the expense type. This field is display-only.

Reconciling Airline Tickets

This section provides an overview of airline ticket reconciliation, lists common elements, and discusses how to:

- Change airline reconciliation status.
- Reconcile airline tickets to expense reports.

Understanding Airline Ticket Reconciliation

Expenses enables you to track unused airline tickets and control travel expenses by reconciling completed airline flight segments with purchased tickets.

Common Elements Used in This Section

Status Values are:

- *Cancelled:* The ticket was voided.
- *Not Reconciled:* The ticket is waiting to be reconciled with an expense report.
- *Reconciled:* The ticket was reconciled with an associated expense report.

Sort By Select a criterion to sort by: *Employee ID* (default), *Employee Name, Merchant, Reconciliation Status, Ticket Amount, Ticket Number,* or *Transaction Date.*

Sort Order Select to sort the airline tickets in ascending or descending order.

Pages Used to Reconcile Airline Tickets

Page Name	Object Name	Navigation	Usage
Airline Tickets	EX_AIRLINE_TICKETS	Travel and Expenses, Manage Accounting, Reconcile Airline Tickets	Query and update airline ticket data that was loaded from an external source.
Expenses with Airfare	EX_SHEET_TKT_LINES	Select the Expenses with Airfare tab on the Airline Tickets page.	Reconcile airline tickets to expense report IDs.

Changing Airline Reconciliation Status

Access the Airline Tickets page.

Reconciling Airline Tickets to Expense Reports

Access the Expenses with Airfare page.

Note. The Expenses with Airfare page lists airline tickets that are applied to an expense report but are not in the EX_AIRLINE_TKT table that stores airline data from a direct feed. Most likely, these tickets were entered manually into the expense system.

Report ID Click to access the Expense Report Detail page and view the line items of the expense report that is associated with the airline ticket.

CHAPTER 19

Preparing Time Reports and Time Adjustments

This chapter provides an overview of time report processing and time report parameters and defaults, and discusses how to:

- Create time reports.
- Enter general information on a time report.
- Enter project and personal hours on time reports.
- Adjust time reports.
- View or modify time reports.
- Delete time reports.

Understanding Time Report Processing

Expenses provides a time reporting system to track project and personal time for employees. Time reports replace written time sheets, punch cards, and spreadsheets that require manual monitoring or organizational budgets.

From the Travel and Expense Center, you can select to create, modify, view, delete, and print time reports. As you go through the preparation process, you can change general information and charge hours to projects or activities. If you have installed Program Management and enabled the Estimated Time to Complete functionality, employees can view and modify their remaining work estimates. You can save time reports for further work or submit them for approval.

You can submit time reports weekly, biweekly, or semimonthly. You define the submission frequency at the general ledger business unit level and approvals at the setID level. If your organization requires monthly billing, employees can submit their time reports at the end of the month and submit a time report adjustment with their hours for the remainder of their workweek.

When project or activity status is set to *Inactive,* hours or adjustments may not be booked to them. Inactive projects or activities are not available for selection on a time report or for a time report adjustment. if a project or activity status is set to *Closed,* you may enter hours on a time report or a time report adjustment if the project control action is set to *Warning* in Project Costing. However, you may not enter hours on a time report or time report adjustment for a closed project when the project control action is set to *Reject.*

Expenses does not allow you to enter negative hours or more than 24 hours per day on a time report or time report adjustment. Also, you cannot enter hours on time reports or time report adjustments for days prior to the employee's hire date.

See Also

Chapter 17, "Preparing Expense Reports," Copying or Adding Expense Lines, page 283

PeopleSoft Enterprise Project Costing 8.9 PeopleBook, "Working with Transactions," Controlling Incoming Transactions

Understanding Time Report Parameters and Defaults

You set up time reporting frequencies and thresholds on the Business Unit 2 page. The Time Report Period parameter determines the number of days to display for time entry. For example, if you select *Weekly,* Expenses displays a seven-day grid on the time report pages.

You can establish thresholds at the general ledger business unit level for Expenses to issue warnings or errors if employees submit time reports over or under the required number of hours for a time reporting period. For example, if you establish a maximum per period threshold of 50 hours per week and select an alert action to issue an error, Expenses prevents employees from submitting time reports that exceed 50 hours per week. If you select the *Warning* option, employees receive a warning message from the system, but they can still submit the report for approval. You can override these thresholds at the employee level on the Employee Profile - Organizational Data page by clearing the Use Business Unit Default check box and entering new minimum and maximum hours per period.

Also on the Business Unit 2 page, you can establish the window of time to submit transactions for inactivated employees. If you use the Inactive Employee Submissions option, Expenses checks the employee status and action date when a time report is submitted. If the employee is inactive, Expenses verifies if the grace period has been exceeded and, if so, issues an error to prevent further processing of the expense transaction.

The Time Grid Display group box on the Business Unit 1 page enables you to display project, policy, or both grids on time reports. If you select to display the project or policy grid, Expenses hides the other grid for employees in that general ledger business unit. You can also select on the Business Unit 2 page whether you want project codes or descriptions to prepopulate on time reports. Employees can override this setting by accessing the Employee Profile - User Defaults page where they can select their own defaults.

See Chapter 3, "Defining Your Operational Structure for Expenses," Configuring Business Units for Expenses, page 9 and Chapter 14, "Maintaining Employee Profiles," Maintaining User Defaults, page 217.

Common Elements Used in This Chapter

Billing Action The system populates this field with information, if it exists, from the employee profile defaults. You may override or update this value.

Select *Billable, Nonbillable,* or *Internal.* Billing action defaults to *Billable* if no user defaults are defined. If you use Project Costing, billing codes are required to identify project time that is both billable and charged to project costing ChartFields.

Period End Date Displays the date that the time reporting period ends for the employee (based on the setID of the employee ID). If you create the time report without specifying a date, the system uses the current date to calculate the actual period end date:

- For weekly or biweekly reporting, the system defaults to the closest calendar date that corresponds with the day of the week that the employee's time reporting period ends.
- For semimonthly reporting, the system defaults to the 15th if the current date is on or before the 15th, or defaults to the end of the month if the current date is on or after the 16th.

Post Status Displays the time report status from POST_STATUS_EX. Statuses are:

- *Closed*
- *Marked for Unpost* or *Marked*
- *Not Applied* or *Not Appl*
- *Unpost in Process* or *Unpost*
- *Posted*
- *Close in Process* or *Close*
- *Unposted*

Time Report Status Displays the time report status from TIME_SHEET_STATUS. Statuses are:

- *Approved*
- *Denied*
- *Denied by Approver*
- *Denied by Project Manager*
- *Hold by Approver*
- *Hold by Project Manager*
- *Hold*
- *Partial Approval*
- *Pending*
- *Pending Billing Approval*
- *In Process*
- *Submitted* or *Resubmitted*

User Defaults Click to access the Employee Profile - User Defaults page to view or modify the defaults, which include creation method and project defaults. Expenses displays this link only in create or modify mode; approvers and project managers do not have access to this link.

Version Displays the version type and version number of the time report. Values are:

- *Partial:* Indicates that the version is a partial time report for a time period. When employees select to adjust a partial time report, Expenses labels the next version the *Original.*
- *Original:* Indicates that the version is the original time report.
- *Revision [number]:* If you adjust an original time report, Expenses displays *Revision 1, Revision 2,* and so on to indicate the specific revision number for the time report.

Creating Time Reports

This section provides an overview of time report creation options and discusses how to create time reports.

Understanding Time Report Creation

When you create a time report, you have options on which to base the new document, and the selection that you make triggers other choices that prompt you for details about the time report. You can start with a blank time report that can be populated with defaults defined in the employee profile or populate it with data from another time report.

Pages Used to Create Time Reports

Page Name	Object Name	Navigation	Usage
General Time Report Information	TE_TIME_MAIN	Employee Self-Service, Travel and Expense Center, Time Report, Create	Create a new time report.
Create Time Report - Copy from an Existing Time Report	TE_COPY_TIME_RPT	• Employee Self-Service, Travel and Expense Center, Time Report, Create. • Click the Copy from an Existing Time Report link on the General Time Report Information page.	Select a previous time report as a basis for a new report.

Creating Time Reports

When you use the Employee Self-Service, Travel and Expense Center, Time Report, Create navigation, Expenses checks for a default creation method. Depending on what your default creation method is set to on the Employee Profile - User Defaults page, Expenses displays the next page based on the user defaults and prepopulates fields according to user defaults. If you do not have a default creation method, Expenses defaults to open a blank report.

The creation methods for time reports are:

- *Open a Blank Report:* Expenses creates a new time report and displays the General Time Report Information page with the country, state, locality, and billing action fields populated with information from the user default table, if it exists. The system also populates project data from the defaults in the employee profile; however, only active and enabled projects populate the time report.
- *Copy an Existing Report* or *Copy from an Existing Time Report:* Expenses displays the Copy from an Existing Time Report page.

  To copy from a previous time report, enter a date range to display existing reports and click Search. Expenses displays all time reports whose period end dates fall in the range defined by the From and To dates. When you select a time report to copy, Expenses creates a new time report that is similar to the one that is chosen and displays the General Time Report Information page.

Entering General Information on a Time Report

This section discusses how to enter general information on a time report.

Page Used to Enter General Information on a Time Report

Page Name	Object Name	Navigation	Usage
Time Report - General Time Report Information	TE_TIME_MAIN	• Employee Self-Service, Travel and Expense Center, Time Reports, Create (if your default creation method is Open a Blank Report). • Click the General Report Information link on the Time Report - Time Report Summary page.	Enter descriptive information about a time report.

Entering General Time Report Information

Access the General Time Report Information page.



General Time Report Information page

Note. Some fields on the General Time Report Information page do not appear in Create mode. Expenses displays these fields after you create the time report, save or submit the report, exit the component and return to the page.

Time Report Defaults

Country, State, and **Locality** The system populates these fields with information, if it exists, from the user default table. You may override or update these values.

Continue Click to access the Time Report Summary page and enter project and personal hours.

Copy from an Existing Time Report Click to access the Copy from an Existing Time Report page and select a time report to copy. This link appears only in create or modify modes.

Entering Time and Details on Time Reports

This section discusses how to:

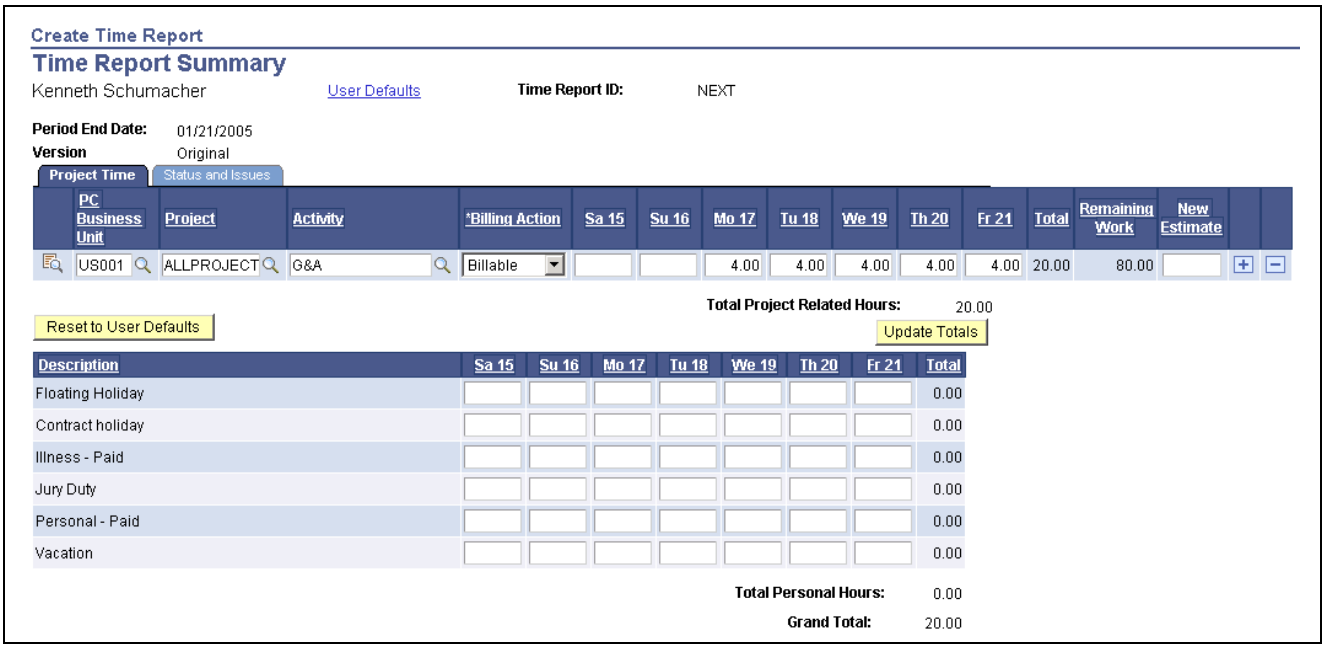
- Enter project and personal hours.
- Enter project time details.

Pages Used to Enter Time and Details on Time Reports

Page Name	Object Name	Navigation	Usage
Time Report Summary	TE_TIME_LINES	Click the Continue button on the General Time Report Information page.	Add, modify, or view project hours and personal hours for a time report.
Project Time Details	TE_TIME_DTL	Click the Details link under the Project Time tab on the Time Report Summary page.	Add, modify, or review project ChartField defaults for a time report.

Entering Project and Personal Hours

Access the Time Report Summary page.



Time Report Summary page

Note. For a weekly time reporting frequency, the system displays all days on a single page. For other frequencies, you must scroll through the pages by using the left or right arrows.

Time Report ID and **Status** The system automatically assigns these values when you save a time report for the first time. If you do not save the time report, the system does not display these fields.

Project Time Tab

You define Project Costing business units, project IDs and activity IDs in PeopleSoft Project Costing. You also define whether entry of Project Costing business unit, Project ID, and Activity ID on time reports is required or optional.

Note. Before you close or inactivate a project ID or activity ID, PeopleSoft recommends that you verify that there are no pending transactions associated with those project IDs or activity IDs.



Click the Details button to access the Time Report - Project Time Details page to view or modify general ledger ChartFields, and location defaults for a time report.

See Chapter 19, "Preparing Time Reports and Time Adjustments," Entering Project Time Details, page 333.

PC BU (project costing business unit) Select a business unit to report time for a project.

Project Select a project for which you want to record time. You create projects in PeopleSoft Project Costing.

Activity Select a project activity for which you want to record time. You create activities in PeopleSoft Project Costing.

Project Related Hours Enter hours for each project on the applicable dates.

Total Displays the total number of hours entered on the time report.

Remaining Work Displays the calculated difference between the remaining work totals from Project Costing and the hours entered into the daily totals on the time report.

Note. Expenses displays this field only you installed Program Management and selected the Allow Entry of Estimate to Complete check box on the Business Unit 2 page.

New Estimate Enter a new estimated time to complete the project or activity.

Note. Expenses displays this field only you installed Program Management and selected the Allow Entry of Estimate to Complete check box on the Business Unit 2 page.

Status and Issues Tab

This tab is available if Program Management is installed. The status and issues links are available to transfer you into Program Management to report project status and manage project issues.

Status and **Issues** Click to access the Status Report Entry component (PC_SR_ENTRY) and Issue Management Issue Detail component (PC_IM_ISSUE) in Program Management where you can report project or activity status and manage project issues.

Reset to User Defaults Click for the system to clear project hours and replace the PC BU, Project, and Activity ID fields with the information from the user default table. This button is not available to approvers or project managers.

Update Totals Select to update and verify the totals for project and policy time. The system hides this button when the page is in a display-only mode. This button is available to project managers but not available to approvers.

Description Enter hours to charge to nonproject time according to the mapped time report codes, such as floating holidays, contract holidays, illness, vacation, and so forth.

Save for Later and **Submit for Approval** You can save the time report or submit it for approval based on the following rules:

- If you do not enter hours in either grid and no prior period adjustments are associated with the time report, you can save the time report but you cannot submit it for approval.
- If you do not enter any hours but prior period adjustments are associated with the time report, then the system allows you to submit the report.
- If you enter hours in the project hours grid and there are project rows with no hours, the system displays a warning message that those project rows are deleted if you submit the time report for approval.

Submit for Partial Month Select to submit the time report for end of month processing, even if there are days remaining in the time reporting period.

For non-semimonthly time reporting, the end of a month may not fall at the end of an employee's workweek. If your organization requires billing at the end of

the month, employees can submit their time up to the end of the month and then submit another time report with the remaining hours for the time period.

Note. Employees cannot submit another time report with the remaining hours for the time period until the partial time report is approved and posted.

General Report Information Click to access the Time Report - General Time Report Information page to view the general information about the time report.

See Chapter 19, "Preparing Time Reports and Time Adjustments," Entering General Information on a Time Report, page 329.

Pending Actions

Expenses displays this section after you submit the time report.

Profile and **Name** Displays the names of the approvers and their roles.

Action Displays the pending actions in the time report approval process.

Date/Time Displays the date and time on which the approval status was assigned.

Action History

Expenses displays this section after you submit the time report.

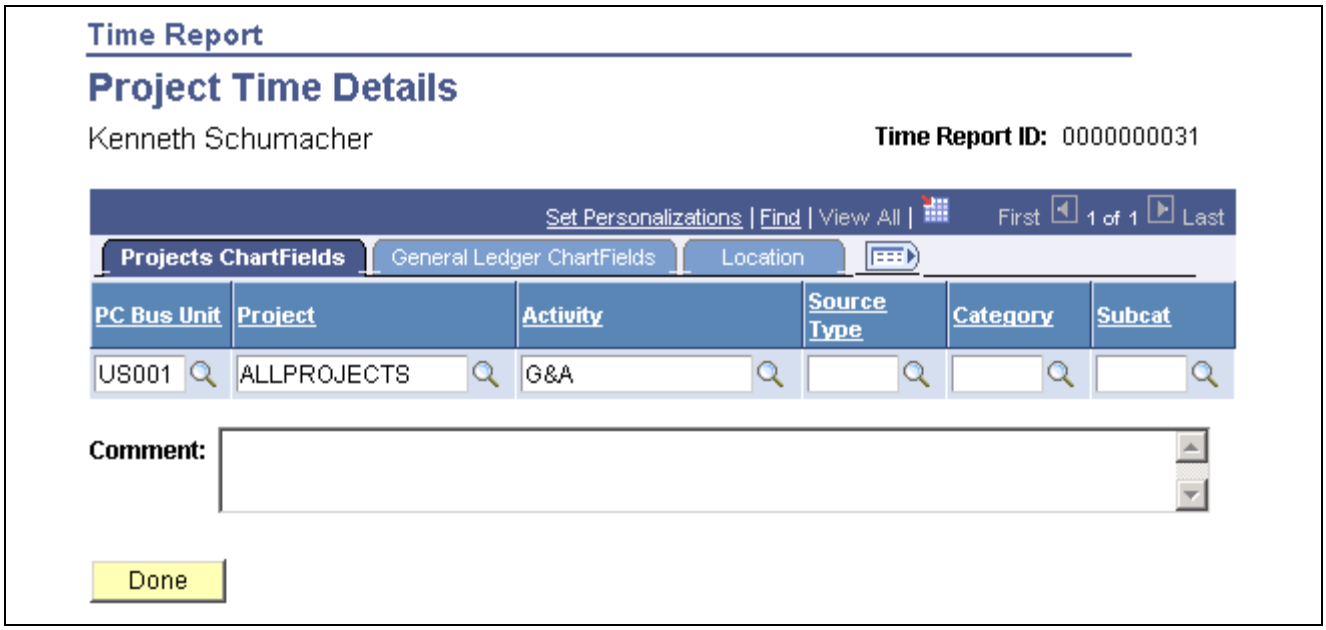
Profile and **Name** Displays the name of the originator, approver, and their role.

Action Displays the completed steps in the time report approval process.

Date/Time Displays the date and time on which the approval status was assigned.

Entering Project Time Details

Access the Time Report - Project Time Details page.



Time Report - Project Time Details page

Projects ChartFields Tab

If you install Project Costing, the system displays the PC Bus Unit (project costing business unit), Project, Activity, Source Type, Category, and SubCat (subcategory) fields where you can add or modify information.

Note. You define on the Projects Options page whether PC business unit, project, or activity are required or optional for PeopleSoft Project Costing.

If PeopleSoft Project Costing is not installed, the system displays the PC Bus Unit, Project, and Activity fields where you can add or modify information.

General Ledger ChartFields Tab

Add or modify general ledger ChartField information.

Location Tab

Locality This is a geographic area that your organization defines for reporting purposes. You can use this field to describe tax requirements that are local to the area.

Adjusting Time Reports

This section provides an overview of time report adjustments and discusses how to adjust time reports.

Understanding Time Report Adjustments

Employees can adjust time reports by creating a revision of the time report that they wish to adjust. Time reports become available for adjustments after they have been submitted, approved, and staged to Project Costing. You may not enter an adjustment for a time report if another adjustment is in progress for the same report.

For non-semimonthly time reports when the end of the month does not fall at the end of a workweek, employees can enter information up to the end of the month and submit a partial time report. After their partial time report has been approved and staged to Project Costing, they can add the remaining time as a new version of that report.

Use the Time Report, View navigation to create a revision of the time report that you want to adjust. If there is another adjustment pending for the time report, the time report ID link is not available for selection on the Time Report - Search Results page. The time report search page includes a Version column to indicate whether the time report is a *Partial,* the *Original,* or a *Revision.* Click the link in the Period End Date column on the Time Report - Search Results page to access any version of the time report. When Expenses displays the View Time Report - Time Report Summary page, you have the option to create a revision for the most current time report version. When you select *Create Revision* from the Version Action drop-down list box and click Go, Expenses creates a new time report with a new version identifier. If you navigate to an older version of the time report, either the original or a previous version, Expenses displays the report in view-only mode.

Internally, Expenses numbers an original time report as Version 1. When you adjust the time report, the system numbers it Version 2 but refers to it as Revision 1 in the search views. Expenses uses Version 0 for partial time reports. When you modify a partial time report to add remaining hours for the period, the system numbers it as Version 1. Subsequently, if you adjust that time report, Expenses numbers it Version 2 and refers to it as Revision 1 in the search views.

Note. If you use Mobile Time and Expense, Expenses downloads only the current version of the time report to the mobile device.

Note. You cannot perform a partial submit on a revision.

Pages Used to Adjust Time Reports

Page Name	Object Name	Navigation	Usage
Time Report - Search Results	TE_TIME_ENTRY_INQ	Employee Self-Service, Travel and Expense Center, Time Report, View	Select a time report to view.
View Time Report - Time Report Summary	TE_TIME_LINES	Employee Self-Service, Travel and Expense Center, Time Report, View	View time reports that have been submitted, approved, and staged. In view mode, you can create a prior period adjustment.
Time Report - Time Report Summary	TE_TIME_LINES	Select *Create Revision* in the Version Action drop-down list box on the View Time Report - Time Report Summary page.	Create an adjustment for a time report.

Adjusting Time Reports

Access the View Time Report - Time Report Summary page.

Note. Fields on the View Time Report - Time Report Summary page are the same as the files you see when you create a time report and are defined in that section of this chapter.

Version Action Select to create or view different versions of a time report. The Version Action page element appears only for time reports that have been submitted, approved, and staged to Project Costing. Options are:

- *Create Revision:* Select to create a revision of the most current time report, regardless of which version of the time report you are currently viewing. Expenses only allows you to revise the most current version or revision of a time report. For example, you have an original version and one revision and you want to create Revision 2. Whether you are viewing the original time report or Revision 1, when you select Create Revision on the View Time Report - Time Report Summary page, Expenses creates Revision 2.
- *View Partial Submit:* Select to view a partially-submitted time report.
- *View Original:* Select to view the original time report.
- *View Revision [number]:* Select to view Revision 1, Revision 2, Revision 3, and so forth.

View Other Version Select to view different versions of a time report.

The View Other Version drop-down list box appears instead of the Version Action drop-down list box if time reports are not available for prior period adjustments.

Viewing and Modifying Time Reports

This section discusses how to view or modify time reports.

Pages Used to View or Modify Time Reports

Page Name	Object Name	Navigation	Usage
Time Report - Search Results	TE_TIME_ENTRY_INQ	Employee Self-Service, Travel and Expense Center, Time Report, View	Select a time report to view.
View Time Report - Time Report Summary	TE_TIME_LINES	Employee Self-Service, Travel and Expense Center, Time Report, View	View time reports that have been submitted, approved, and staged. In view mode, you can create a prior period adjustment.
View Approver Comments	EX_COMMENTS_RJCT	• Employee Self-Service, Travel and Expense Center, Time Report, [View or Modify] Click the View Approver Comments link on the Time Report - Time Report Summary page. • Travel and Expenses, Travel and Expense Center, Time Report, [View or Modify] Click the View Approver Comments link on the Time Report - Time Report Summary page.	When an approver sends back a time report, you can review their comments in full by clicking on the comment link at the top of the page. This takes you to the View Approver Comments page where you can see the full comment.

Viewing or Modifying Time Reports

Access the Time Report - Time Report Summary page.

If you access the Time Report - Time Report Summary page using the View navigation, then Expenses displays the page in read-only mode. You can only view time reports that you submitted for approval.

If you access the Time Report - Time Report Summary page using the Modify navigation, then Expenses enables you to edit all of the fields. You can modify a time report if you have not submitted it for approval, or if an approver sent it back for revision or correction.

Note. Fields on the Time Report - Time Report Summary page are the same as the fields you see when you create a time report and are defined in that section of this chapter.

Sent Back for Revision and **View Approver Comments** — Click the View Approver Comments link to access the View Approver Comments page and view the comments an approver made regarding the reason they sent the time report back for revisions.

Deleting Time Reports

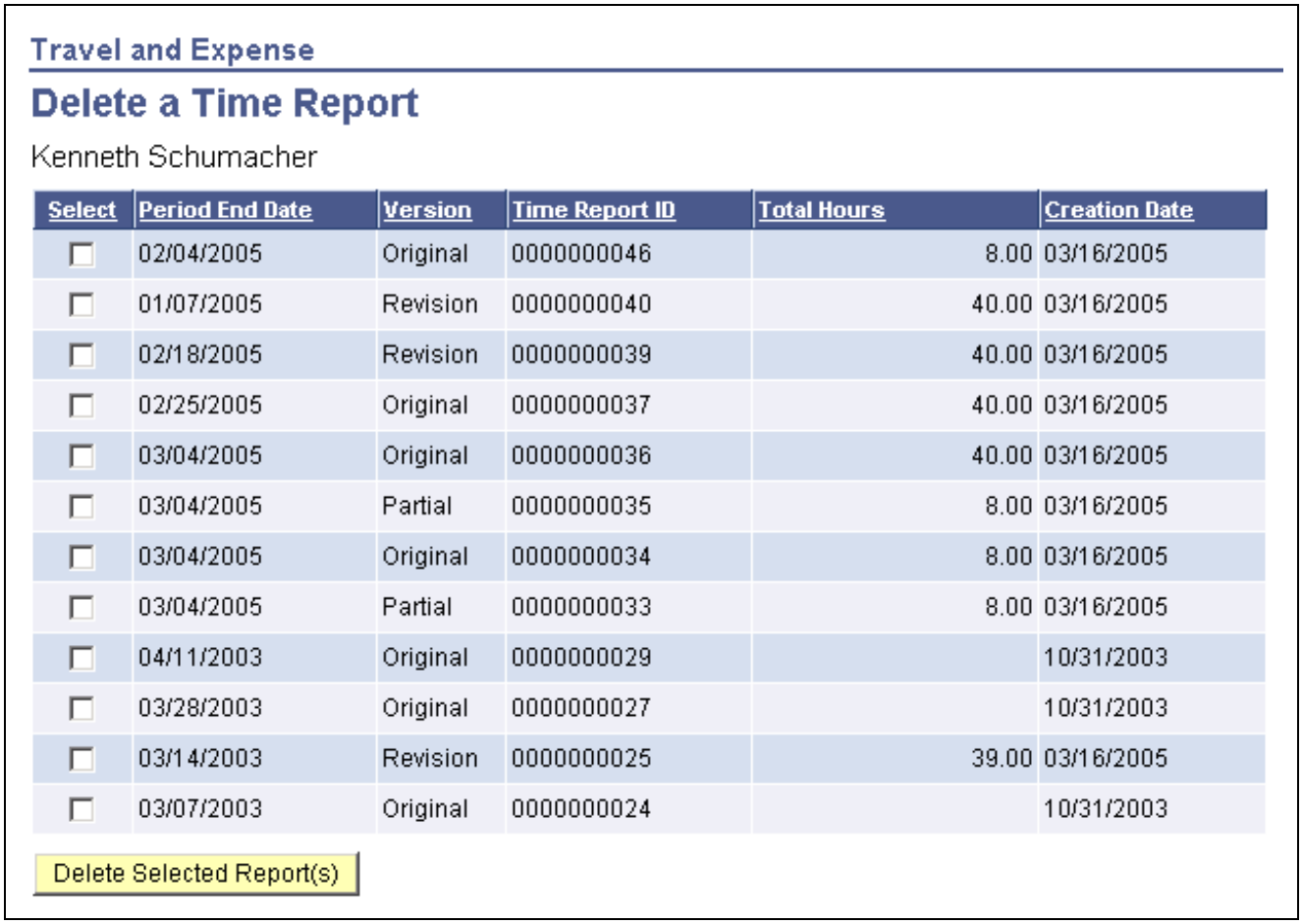
If you create a time report and decide not to process it, you can delete the time report if it is in *Pending* status. You can also delete a time report if the status is *Denied.*

Page Used to Delete Time Reports

Page Name	Object Name	Navigation	Usage
Travel and Expenses - Delete Time Report	TE_DEL_TIME	Employee Self-Service, Travel and Expense Center, Time Reports, Delete Travel and Expenses, Time Reports, Delete	Select and delete time reports from the expense system.

Deleting a Time Report

Access the Travel and Expense - Delete Time Report page.



Travel and Expense - Delete Time Report page

Expenses displays a list of pending and denied time reports. Select those that you wish to delete and click the Delete Selected Report(s) button.

CHAPTER 20

Setting Up and Using DCAA Compliance Functionality in Expenses

This chapter provides an overview of DCAA compliance functionality in Expenses and discusses how to:

- Set up and configure Expenses for DCAA compliance.
- Set up overage accounting for expense reports.
- Use DCAA compliance functionality for time reporting.
- Manage employee notifications and acknowledgements.

Understanding DCAA Compliance Functionality

Employees working on government projects are required to report time according to their organization's negotiated government contract. When you enable DCAA compliance functionality, employees must report their project and personal time by the cutoff that you establish for their general ledger business unit. In addition, employees cannot report project time for future dates and can be restricted in the type of personal time that they report for days in the future. DCAA regulations also define allowable amounts by location for valid expense types. If an expense type amount exceeds the allowable spending amount, Expenses books the difference to a different account using the overage accounting feature.

Setting Up and Configuring Expenses for DCAA Compliance

This section discusses how to:

- Enable and disable DCAA compliance functionality.
- Set up DCAA compliance rules.
- Enable and disable future personal time reporting.

Pages Used to Set Up and Configure Expenses for DCAA Compliance

Page Name	Object Name	Navigation	Usage
Installation Options - Expenses	INSTALLATION_EX	Set Up Financials/Supply Chain, Install, Expenses	Enable DCAA compliance requirements and overage accounting.
Business Unit 1	BUS_UNIT_TBL_EX1	Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, Business Unit 1	Disable DCAA compliance requirements at the general ledger business unit level for business units that are not required to be compliant.
Business Unit 2	BUS_UNIT_TBL_EX2	Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, Business Unit 2	Set up DCAA compliance rules, such as time report submission requirements and disabling future project time reporting.
Employee Profile - Organizational Data	EX_EE_ORG_DTA2	Travel and Expenses, Employee Information, Update Profile	Disable DCAA compliance requirements for the employee.
Time Reporting Codes	EX_TRC_EX	• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Time Reporting Codes • Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, T&L Time Reporting Codes	Enable and disable future entry time reporting.
Time Reporting Code	EX_TRC_MAP_TBL	• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Time Reporting Codes • Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Maintain Time Reporting Codes	Enable and disable future entry time reporting.

Enabling and Disabling DCAA Compliance Functionality

There are three levels in which you can enable or override DCAA compliance functionality:

- Installation Options - Expenses page

  In the Expenses Options group box, select the DCAA Enabled check box to indicate that you want Expenses to enforce DCAA audit requirements.

- Business Unit 1 page

Expenses provides an override at the general ledger business unit level and displays the Disable DCAA check box only if you selected the DCAA Enabled check box on the Installation Options - Expenses page.

When you add a new general ledger business unit, Expenses defaults to what you have set up at the Installation Options - Expenses page. If DCAA is enabled, the Disable DCAA check box is enabled.

- Employee Profile - Organizational Data (EX_EE_ORG_DTA2) page

  Expenses displays the Disable DCAA check box only if DCAA is enabled on the Installation Options - Expenses page and is not disabled for the employee's general ledger business unit. An administrator may override DCAA for an employee by selecting this check box, meaning that the employee will be exempt from meeting DCAA requirements.

When processing time reports, Expenses references the values set at the installation, general ledger business unit, and employee profile levels. This table summarizes when Expenses displays or hides the DCAA check boxes:

Level	Flag	Selected	Selected	Selected	Selected
Installation	Enable DCAA	Yes	Yes	Yes	No
GL Business Unit	Disable DCAA	No	No	Yes	Does not Display
Employee Profile	Disable DCAA	No	Yes	Does not Display	Does not Display
DCAA Compliance Required		Yes	No	No	No

See *PeopleSoft Enterprise PAF: Installation Options - Expenses page*

See Chapter 3, "Defining Your Operational Structure for Expenses," Configuring a Business Unit for Expenses, page 10.

See Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Organizational Data, page 214.

Setting Up DCAA Compliance Rules

Access the Business Unit 2 page.

Employees who work on government projects are required to report their time by a threshold set by their organization. This threshold is negotiated as part of the government contract and applies to all employees assigned to work on projects for that government agency. You can define the cutoff time differently for each general ledger business unit.

If employees report their time late or makes changes after the cutoff date, you can require them to enter a comment to explain their tardiness or the reason for the change. You also control whether employees can enter future time or restrict them to enter only time that they have worked.

The Business Unit 2 page enables you to apply DCAA compliance rules to general ledger business units. These fields on the Business Unit 2 page are specific to DCAA compliance rules:

Project Time Options

Disable Entry of Future Project Hours Select to prevent employees in the business unit from entering future project time on their time reports.

DCAA Compliance Rules

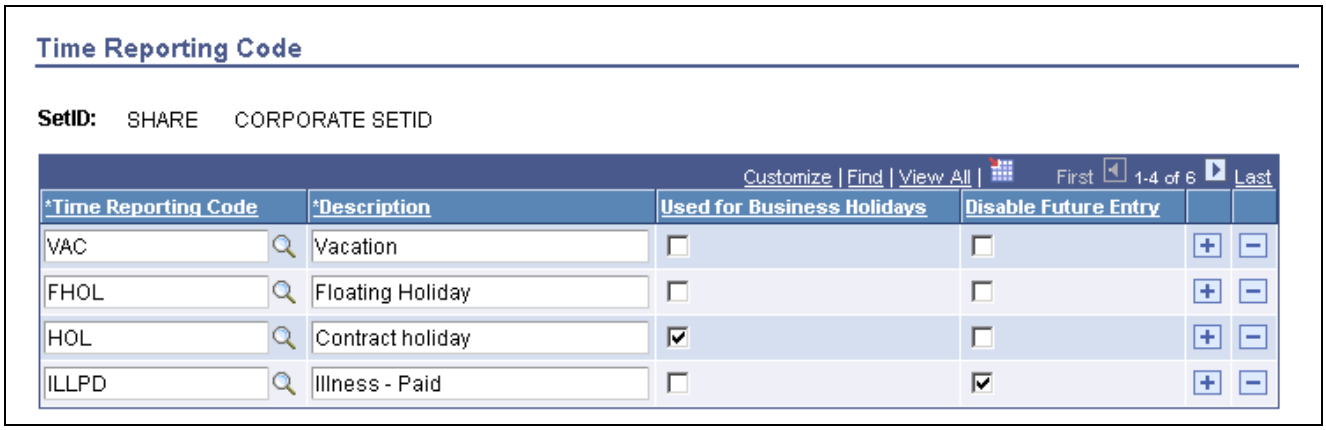
Submission Cutoff days	Enter how many calendar days employees have to report their time for a particular date. A zero in this field means that time must be reported the same day the employee worked it.
Time	Enter the time by which reporting should be completed and saved or submitted.
Time Zone	If not populated, Expenses uses the application server time as the clock to determine the cutoff time for saving or submitting time reports. If populated, employees are required to save or submit their time reports by the time indicated for the given time zone. For example, if you set up the submission time and time zone for 6:00 p.m. Eastern Time (U.S.), employees in California are required to save or submit their time reports by 3:00 p.m. Pacific Time.
Require Comments for Changes	Select to require comments when employees report their time late or make changes after the cutoff date.

Note. You must enter information in the fields listed above if Expenses displays the Disable DCAA check box and it is not selected for the general ledger business unit.

See Chapter 3, "Defining Your Operational Structure for Expenses," Defining Specifications for a Business Unit, page 13.

Enabling and Disabling Future Personal Time Reporting

Access the Time Reporting Code pages.



Time Reporting Code (EX_TRC_MAP_TBL) page

The Time Reporting Code (EX_TRC_EX and EX_TRC_MAP_TBL) pages enable you to prohibit reporting future personal time on time reports. Select the Disable Future Entry check box for a time reporting code to prohibit employees from entering personal hours on a time report if the date entered on the report is after the current date.

See Also

Chapter 9, "Defining Additional Required Data for Expenses," Setting Up Time Reporting Codes, page 98

Setting Up Overage Accounting for Expense Reporting

Expenses enables you to record the allowable portion of expenses to a unique chart of accounts while the unallowable portion of the expense is recorded to a separate chart of accounts.

This section lists the pages used to set up overage accounting for expense reporting.

See Also

PeopleSoft Enterprise PAF: Installation Options - Expenses page

Chapter 7, "Defining Accounting Data for Expenses," Defining Accounting Distribution Defaults, page 73

Pages Used to Set Up Overage Accounting for Expense Reporting

Page Name	Object Name	Navigation	Usage
Installation Options - Expenses	INSTALLATION_EX	Set Up Financials/Supply Chain, Install, Expenses	Select the Allow Overage Accounting check box to enable Expenses to process amounts exceeding approved limits for expense types.
Expense Types 2	EX_EXPENSE_TYPES2	• Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type Select the Expense Types 2 tab. • Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Expense Type Select the Expense Types 2 tab.	Enter a different Account ChartField to record amounts employees spend over their approved limits for expense types.

Using DCAA Compliance Functionality for Time Reports

This section discusses how to:

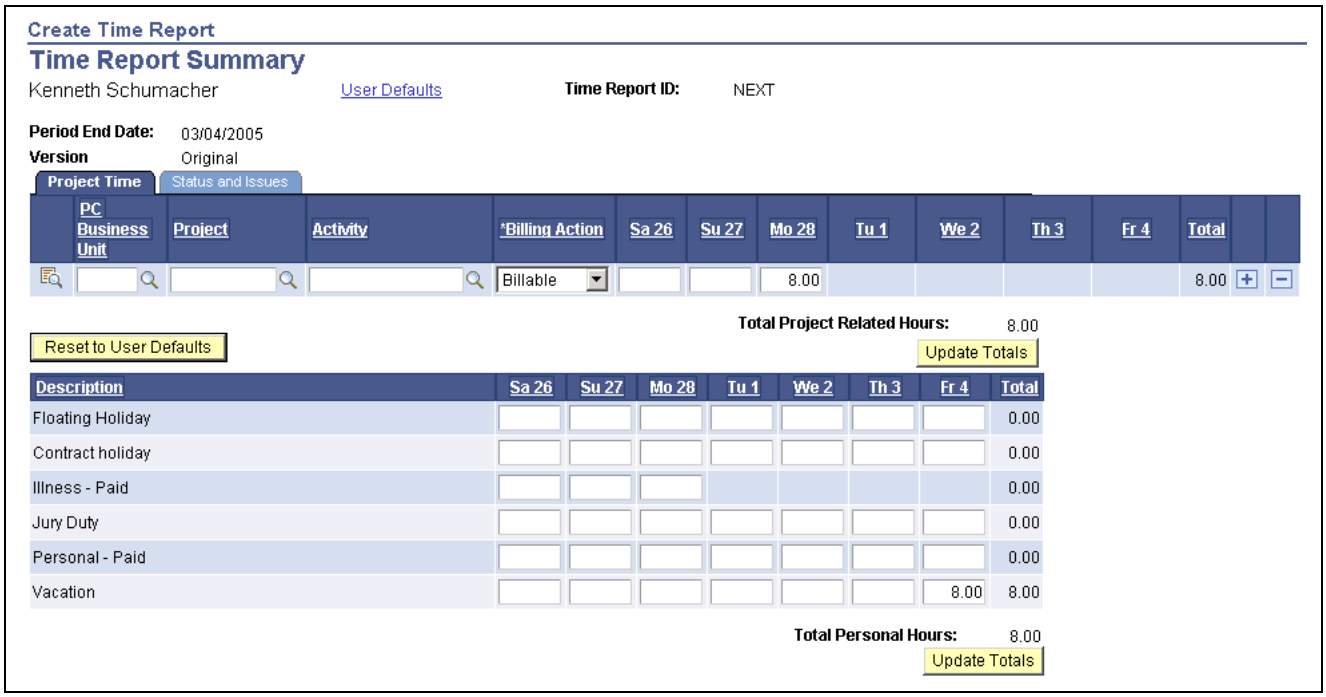
- Report future time.
- Change time report information.
- Enter comments for late entries or changes.
- Log time reporting entries, changes, and violations.

Pages Used to Use DCAA Compliance Functionality for Time Reports

Page Name	Object Name	Navigation	Usage
Time Report Summary	TE_TIME_LINES	• Employee Self-Service, Travel and Expenses, Travel and Expense Center, Time Report, Create • Travel and Expenses, Travel and Expense Center, Time Report, Create	Enter project and personal time.
Submit Confirmation	TE_SUBMIT_CONFIRM	Click the Submitbutton on the Time Report Summary page.	Enter an explanation as to why you are submitting the time report late or made changes.

Reporting Future Time

Access the Time Report Summary page.



Time Report Summary page

When you select the Disable Entry of Future Project Hours check box on the Business Unit 2 page, Expenses prevents employees in the business unit from entering future time on their time reports. Expenses disables the future days in the project time entry grid.

If you select the Disable Future Entry check box for a time reporting code on the Time Reporting Code (EX_TRC_EX and EX_TRC_MAP_TBL) pages, Expenses prohibits employees from entering personal hours on a time report if the date entered on the report is after the current date.

As displayed in the page shot above for a time report with a period end date of March 4, 2005, Kenneth Schumacher can only enter project time for the current date, February 28, 2005. In the personal grid, Expenses enables him to enter vacation time for March 4; however, Expenses does not enable Kenneth Schumacher to enter future time for illness.

Changing Time Report Information

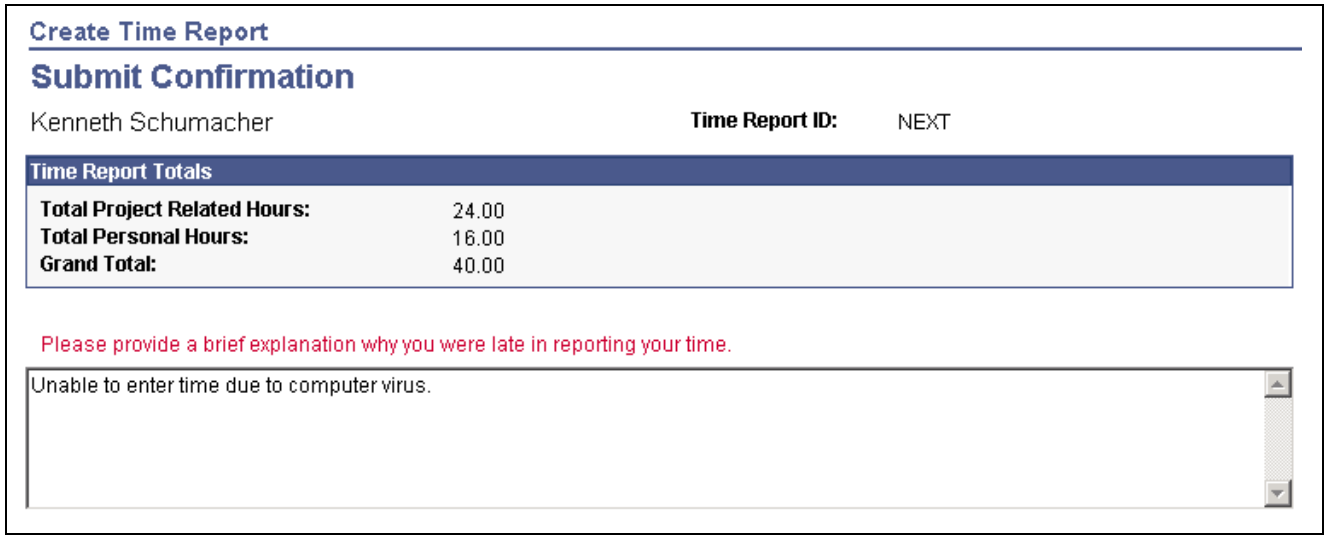
When you enable DCAA, Expenses tracks entries or changes made by someone other than the owner of the time report. If approvers or auditors make any changes, Expenses prompts them during the confirmation of the approval action taken to enter a reason for their changes. The authority to make changes to time reports is determined when approvals is configured during system setup. You can configure Expenses to prevent approvers from making changes to time reports, forcing them to send the reports back to the owners for revisions.

See Also

Chapter 10, "Setting Up Approvals and Audit Rules," page 101

Entering Comments for Late Entries or Changes

Access the Submit Confirmation page.



Submit Confirmation page

When employees submit time reports late or enter changes after the cutoff date, Expenses prompts them to enter an explanation as to why they are late or made changes.

Logging Time Report Entries, Changes, and Violations

To ensure that organizations are in compliance with their government contracts, DCAA compliance requires that Expenses maintain a log of entries, changes, and violations made by employees, authorized reporters, approvers, and auditors. Expenses records the transaction logs in the EX_AUDIT_DCAA record that includes some or all of the following fields:

- User ID of the person who makes the time report entry.
- Current server date and time when the transaction record was saved.
- Key information from the time report record.

- Key information from the transaction ID.
- Log entry reason (LOG_DCAA_REASON).
- Comments.

Time Entry by an Authorized Reporter

An authorized reporter is someone with authority to enter or change information on time or expense reports on behalf of an employee. DCAA compliance requires that Expenses log when an authorized reporter makes an entry in a time report prior to submitting the report and prior to the cutoff time. Expenses logs this information:

- User ID of the person who makes the time report entry.
- Current server date and time when the authorized reporter saved the time report.
- Key information from the time report record, such as the transaction ID.
- Log entry reason (LOG_DCAA_REASON = *E*).

Time Reporting Changes and Violations

DCAA compliance functionality in Expenses creates a log entry when you:

- Report time late (LOG_DCAA_REASON = *L*).

  Whether an employee or an authorized reporter misses the cutoff for reporting time, Expenses records the late entry. The time that Expenses compares against the cutoff time and logged is the time the report was save or submitted.

- Change reported time (LOG_DCAA_REASON = *C*).

  If after the initial save and prior to submission a time entry is changed past the cutoff time, Expenses logs the change.

- Delete pending time reports (LOG_DCAA_REASON = *D*).

  If an employee or authorized reporter deletes a pending time report, Expenses logs the transaction as a deleted action.

- Change time report or enter time late (LOG_DCAA_REASON = *B*).

  If and employee or authorized reporter changes hours or makes a new entry after the cutoff time, Expenses logs the information.

Time Reporting Changes by Approvers and Auditors

During confirmation of the approval action, if approvers or auditors made any changes to a time report, Expenses prompts them to enter a reason and logs the transaction as Approval Changes (LOG_DCAA_REASON = *A*).

Time Adjustments After Submission

Expenses logs adjustments to a prior period as Changed (LOG_DCAA_REASON = *C*).

Managing Employee Notifications and Acknowledgements

This section discusses how to:

- Use notifications and acknowledgements.
- Process DCAA notifications.

Page Used for Employee Notifications and Acknowledgements

Page Name	Object Name	Navigation	Usage
DCAA Notifications	RUN_EX_DCAA	Travel and Expenses, Manage Employee Information, Process DCAA Notifications	Set up and run reminder notifications, past due notifications, and notifications of time and expense reports requiring acknowledgements.

Using Notifications and Acknowledgements

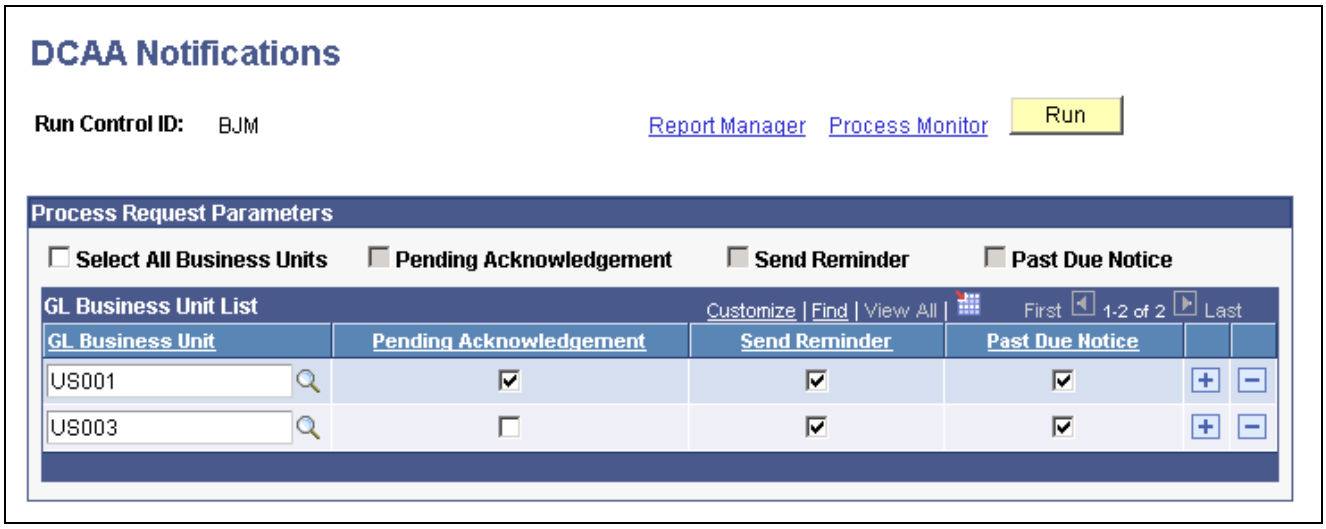
Employees are responsible for the information on their time reports when they submit them. Employees can submit their own time reports or have an authorized reporter submit them on their behalf. When an authorized reporter submits a time report on behalf of the employee, the owner of the time report receives a notification that they must acknowledge. Expenses generates a notification to the report owner when:

1. An authorized reporter submits the time report for approval, and
2. The submission date is the same or after the period end date, or
3. The submission date is before the period end date but daily hours have been entered to the end of the period, and
4. The report is not a prior period adjustment, and
5. The report owner is an active employee.

There are certain cases where partial time reports are submitted before the period end date. Partial time report submission may be required if, for example, a month-end falls in the middle of a time reporting period and your organization wants to complete the billing for projects for the month. If an authorized reporter submits a partial time report, Expenses does not send out a notification until the time report is submitted at the end of the time reporting period. The only exception to this is if the authorized reporter submits a time report with future personal time. In this case, Expenses checks if hours have been entered for all business days up to the period end date to determine if it needs to generate a request for acknowledgement.

Processing DCAA Notifications

Access the DCAA Notifications page.



DCAA Notifications page

You can create a process to manage all DCAA-related notification types. You can run the process for all general ledger business units enabled for DCAA compliance or you can select one or more business units. Before sending an email notification to employees, Expenses verifies that they are active and required to be DCAA compliant.

Select All Business Units Select to include all business units. If not selected, you must enter individual business units in the GL Business Unit List grid.

Pending Acknowledgement Select to send email notifications to remind employees if there are time and expense reports waiting for their acknowledgement.

Send Reminder Select to send email notifications to remind employees of upcoming deadlines.

Past Due Notice Select to send email notifications to remind employees of missed deadlines and to save time for a day if none is saved by the cutoff time.

CHAPTER 21

Using Commitment Control With Expenses

This chapter provides an overview of commitment control in Expenses and discusses how to:

- Budget check expense transactions.
- Review travel authorization budget exceptions.
- Review expense report budget exceptions.
- Cancel travel authorizations.
- Roll over travel authorization encumbrances to a new budget period

Understanding Commitment Control

Commitment control provides a mechanism for organizations to track or control expenditures and revenues against budget ledgers. The primary process that executes transaction validations against budgets is the Budget Processor. You define the rules that govern spending in the commitment control budget definitions. These rules may affect the behavior of budget checking activity in Expenses.

You may use a number of commitment control budget ledgers with varying sets of spending rules. You may configure budgets for commitment control, which disallows any expenditure over the amount of the budget plus a tolerance. You may configure budgets for only tracking, which means that there is no control over the total amount spent and the system only records the activity. Expense transactions that you budget check will be subject to all of the commitment control budget ledgers that are active for a business unit.

When approving travel authorizations and expense reports, click the Budget Options link to access the Commitment Control page, where you initiate the budget checking process. You can also run the budget check process in batch mode for expense reports and travel authorizations through the Request Budget Check page.

Encumbrance Accounting

Encumbrance accounting allows you to reserve funds for an anticipated expense. Organizations that pre-approve travel expenses and wish to reserve funds for authorized trips can budget check travel authorizations and expense reports. Budget checking records encumbrances, or the reservation of funds, in the commitment control budget and then reverses the encumbrances when actual expenses are recorded.

Budget checking journal expense reports will reflect changes made to posted accounting distributions in the commitment control budget.

Expenses delivers additional options for budget checking activity of expense transactions. Commitment control options supported in Expenses are the ability to cancel or close unused travel authorizations and reverse the associated encumbrances.

Budget Checking Exceptions

Budget checking exceptions are transactions that fail budget checking validations. These exceptions may be errors or warnings. Errors prevent the system from recording the transaction; warnings allow the system to record the transaction but inform you of the exception conditions. You may view these exceptions to determine the cause of the failure through Expenses or through the Commitment Control menu.

Expense transactions may fail budget checking for a variety of reasons and they may fail against one or more budget ledgers. They may fail because:

- The ChartFields in the accounting distributions are incorrect.
- There are insufficient funds to support the expense.
- The budget is permanently or temporarily closed.

If an expense transaction fails budget checking, or if warning conditions exist for an expense transaction, the budget processor marks the transaction as an error or warning exception. You can view these exceptions and override some error exceptions (with proper authority) on the budget exception pages. You can access errors and warnings through Expenses or the Commitment Control menu.

Some exception conditions may be eligible for override that allows an authorized user to force the transaction to record in the ledger. You must handle some exception conditions using the Expenses transaction pages. Check with your Commitment Control administrator to understand the control rules and authorizations associated with budget checking in Expenses.

See Also

PeopleSoft Enterprise Commitment Control 8.9 PeopleBook, "Managing Budget Exceptions"

Common Elements Used in This Chapter



Click the Budget Check button to run the Budget Processor Application Engine process again after you override budget checking for the transaction or a budget. Rerun the process when source transactions change.



Click the Budget Check Details button to open the Commitment Control page to see the source transaction type and amount type for the source transaction.



Click the Tran Override Available Info (transaction override available information) button to determine why you cannot override the budget check exception.

Click the Budget Override Available Info (budget override available information) button to determine why you cannot override a budget checking exception.



Click the Fetch Selection button to refresh the scroll area.

Budget Date Indicates the date of the source transaction line. When you create the travel authorization, the system assigns the same date for both the accounting date and the budget date for the transaction.

Exception Type Select the exception type to display: *Error* or *Warning*.

Line Status Displays a value for the budget checking line. Values are:

- *E* (error): The entry failed to pass budget checking.
- *N* (not checked): The Budget Processor Application Engine process has not processed the entry, or the source transaction has changed and is not budget checked. Exception data may be inaccurate if line status is N. Budget check the transaction again to update the exceptions.
- *V* (valid): The entry passed budget checking, and the process updated the control budget ledger.
- *W* (warning): The Budget Processor issued a warning, but updated the control budget ledger.

Maximum Rows Specify how many rows to display in the scroll.

More Budgets Exist Select if the source transaction has more exceptions than the number entered in the Maximum Rows field. Enter different search criteria to shorten the list, or increase the maximum number of rows.

Override Budget Select to override budget checking exception and update the control budget, even if the transaction exceeds the budget. This field is available only if the budget transaction failed budget checking and if you have authority to override the exception. It is unavailable if the source transaction type does not allow overrides or the Budget Header Status is *Not Checked.* If the Budget Header Status is not checked, you changed the source transaction after the Budget Processor issued the error exceptions and you have not rerun the Budget Processor.

After you override transactions with budget checking exceptions, the budget processor records the transaction and updates the expense transaction with a valid status.

Override Date Displays the date and time of an override, if you override the budget exception.

Override Transaction Select to enable the entire transaction to update the control budget, even if error exceptions exist.

This check box is available only for users with super user security access and is unavailable if the transaction passed budget checking with only warning exceptions. You can select it before budget checking or after you run the Budget Processor and receive errors.

Override User ID Displays your user ID, if you override the budget.

Budget Checking Expense Transactions

This section provides an overview of budget checking expense transactions and discusses how to:

- Budget check expense transactions online.
- Budget check expense transactions in batch mode.
- Select transactions to budget check.

Understanding Budget Checking Expense Transactions

This section discusses:

- Budget checking options.
- Budget checking date defaults.
- Budget checking eligibility.
- Online budget checking.
- Automatic budget checking.
- Approvals.
- Source transaction configuration.
- Accounting distribution changes.

Budget Checking Options

If your organization uses commitment control for any business unit, you may be required to budget check travel authorizations and expense reports. If any business unit in the expense report distributions (accounting detail) is enabled for commitment control, the transaction must be budget checked.

You can set parameters for requiring budget checking for travel authorizations and expense reports prior to approval by enabling the options on the Expenses Options page. When you enable the options, you cannot approve expense transactions until the transaction budget check status is *Valid.* If there are multiple approvers, only the first approver is required to budget check successfully prior to approval. If an approver modifies any of the accounting details, budget checking is required again to reflect the changes.

If you do not enable the option on the Expenses Options page, you can approve transactions prior to budget checking and you can perform budget checking any time during the approval process. However, Expenses requires you to budget check these transactions prior to posting liabilities. The system will not create or post accounting entries until the budget checking status is *Valid.*

You can budget check expense transactions individually online or in batch through the budget checking run control. Only approvers may budget check online through the approval page(s).

See Chapter 3, “Defining Your Operational Structure for Expenses,” Defining Payment Defaults for a SetID, page 17.

Budget Checking Date Defaults

The budget date determines the budget period that you record or liquidate encumbrances. Expenses uses the following rules to determine what budget date to use for travel authorizations and expense reports:

- Budget date in the travel authorization defaults to the accounting date, which you typically set to the system date.
- Budget date in the expense report defaults to expense report accounting date.

The accounting date determines the fiscal year and accounting period that the system records or liquidates encumbrances. When you liquidate travel authorizations through the expense report budget checking process, the system records the liquidations in the fiscal year and accounting period derived from the accounting date of the expense report. When you cancel travel authorizations, there are two ways in which the system records the encumbrance reversals, based on the Reversal Date Option on the Installation Options - Installed Products page.

- If you set the Reversal Date Option to Current Date, the Travel Authorization Cancellation run control prompts you for an accounting date. This allows you to control the period in which you record reversals. If

you do not enter a date, the system defaults to the system date. The system updates the accounting date on the travel authorization prior to budget checking and moves the original accounting date to a different field.

If you set the Reversal Date Option to Current Date, and you cancel a travel authorization on the Cancel Approved Travel Authorization page, the accounting date defaults to the current system date.

- If you set the Reversal Date Option to Prior Date, the Travel Authorization Cancellation run control does not prompt you for an accounting date. The period in which the system records the encumbrance reversal derives from the original accounting date on the travel authorization.

  If you set the Reversal Date Option to Prior Date, and you cancel a travel authorization on the Cancel Approved Travel Authorization page, the accounting date defaults to the original accounting date on the travel authorization.

Note. The Reversal Date Option applies to the fiscal year and accounting period; it does not affect the budget date or budget period.

Budget Checking Eligibility

The rule for determining when a travel authorization, expense report, or journal expense report is eligible for budget checking is based on several factors. When any of these transactions are eligible for budget checking, Expenses sets the budget status to *N* to indicate that the transaction requires budget checking. Transactions are eligible for budget checking if:

- Any of the distributions contain a business unit that is enabled for commitment control.
- The transaction was previously budget checked but is now being cancelled or denied.
- The amounts or distribution information were previously budget checked but were changed.
- The transaction was previously budget checked but is now being returned to the originator for revisions.
- The payment for an expense report is cancelled and voided (not to be reissued).

Online Budget Checking

You may individually budget check travel authorizations and expense reports online through the Manager Self-Service navigation. When you authorize approvers to approve transactions for business units that you enabled for commitment control, Expenses displays the Budget Options hyperlink on the approval pages. The Budget Options link takes you to the Commitment Control page used to initiate budget checking as well as to view the results when the budget checking process concludes.

How you configure the commitment control ledgers determines your budget checking errors and warnings. Budget checking against ledgers that you define as Track without Budget will never fail but may give warnings when certain conditions exist.

Online liquidation of travel authorization encumbrances occurs when you associate a travel authorization to an expense report. The following rules apply to online liquidation of travel authorizations:

- If you create an expense report by copying from a travel authorization and accept all of the expense transaction lines, then the system liquidates the entire amount of the travel authorization.

  Note. You cannot copy from a travel authorization if it requires budget checking.

- If you create an expense report by copying from a travel authorization and delete some of the lines, the system liquidates the lines that are matched in the expense report; however, the system does not liquidate lines that you deleted before the expense report was budget checked. In this case, the system sets a flag for the travel authorization that indicates to the Budget Processor to fully liquidate the remaining encumbrances during the next batch budget check.

- The system liquidates amounts based on the original travel authorization encumbrance amount.
- If you add new lines on an expense report, it will not have any effect on liquidation of travel authorization encumbrances.
- If an approver, project manager, or auditor denies an expense report at any point in the approval process, the system restores encumbrances for the associated travel authorization. If you delete an expense report, Expenses restores the travel authorization and makes it available for another expense report.

Automatic Budget Checking

Some transactions in Expenses automatically perform budget checking under certain conditions. You do not initiate budget checking except through an event and only if the transaction was previously budget checked. The budget checking process automatically executes to reverse the amounts when:

- An approver or auditor returns a travel authorization or expense report to the employee for revisions.
- An approver or auditor denies a travel authorization or expense report.
- You cancel a travel authorization through the Cancel Approved Travel Authorization page using the Employee Self-Service navigation.
- An administrator cancels one or more travel authorizations through the Cancel Travel Authorizations page using the Travel and Expense menu navigation.
- An administrator or authorized user uses the Travel Authorization Rollover process to move encumbrances from one fiscal year to a new fiscal year.

Budget checking under these conditions reverses amounts originally recorded and removes any previous budget checking activity from the processing logs.

Approvals

You can configure your expense system with multiple approvers and auditors. When there are multiple approvers, only the first approver needs to budget check the expense transactions. Subsequent approvers do not need to budget check the expense transactions unless they make a change to a distribution line, or delete or add expense transaction lines.

- When an approver makes changes to a distribution or expense transaction line, Expenses tracks the change activity and displays the Budget Options link when budget checking is required. If you enable the option to require budget checking, the system inactivates the approval action buttons until the transaction is successfully budget checked.
- When an approver denies a travel authorization or expense report, the system automatically budget checks the transactions to reverse out the recorded ledger amounts.
- When there are multiple approvers and one approver denies the transaction, the other approvers can not reverse the denied status by approving it.
- When an approver or prepayment auditor encounters a budget exception that requires changes to distribution ChartFields or transaction line amounts, they can access the accounting distribution lines to make the change The post payment auditor does not have access to make these types of changes.
- When an approver denies an expense report that the employee created from a travel authorization, the system reinstates the encumbrances for the travel authorization. The system reinstates the travel authorization, making it available for the employee to use on a different expense report. In order to liquidate the encumbrances, you must cancel the travel authorization.

Source Transaction Configuration

The commitment control source transaction governs some of the interaction between the budget processor and any defined expense transactions. The source transaction identifies eligible transactions for the budget processor based on specific fields and their values. For example, the definition for travel authorizations may identify transactions with a status of Submitted as the only transactions eligible for the budget processor.

Note. If you make changes to the delivered source transaction definitions for Expenses, you may also need to implement customized code to handle the change. Expenses only supports functionality based on the delivered source transaction definitions. Changes to source transactions must be done by an authorized administrator.

Accounting Distribution Changes

Organizations may need to modify the distribution ChartFields or transaction line amounts that have already been recorded in the commitment control budget ledgers.

An approver can have the authority to change the accounting distributions or amounts that have already been budget checked. If they make any changes, the transaction must be budget checked again to reflect those changes. If they are not successfully budget checked, Expenses does not allow you to post the liabilities for these transactions.

The prepayment auditor can make changes to accounting distributions or amounts that have already been budget checked and recorded in the commitment control budget ledgers.

The post payment auditor can only approve or deny a transaction.

The Modify Approved Transactions functionality enables authorized approvers to approve or deny an expense report. However, the system allows approvers to make changes that may require budget checking.

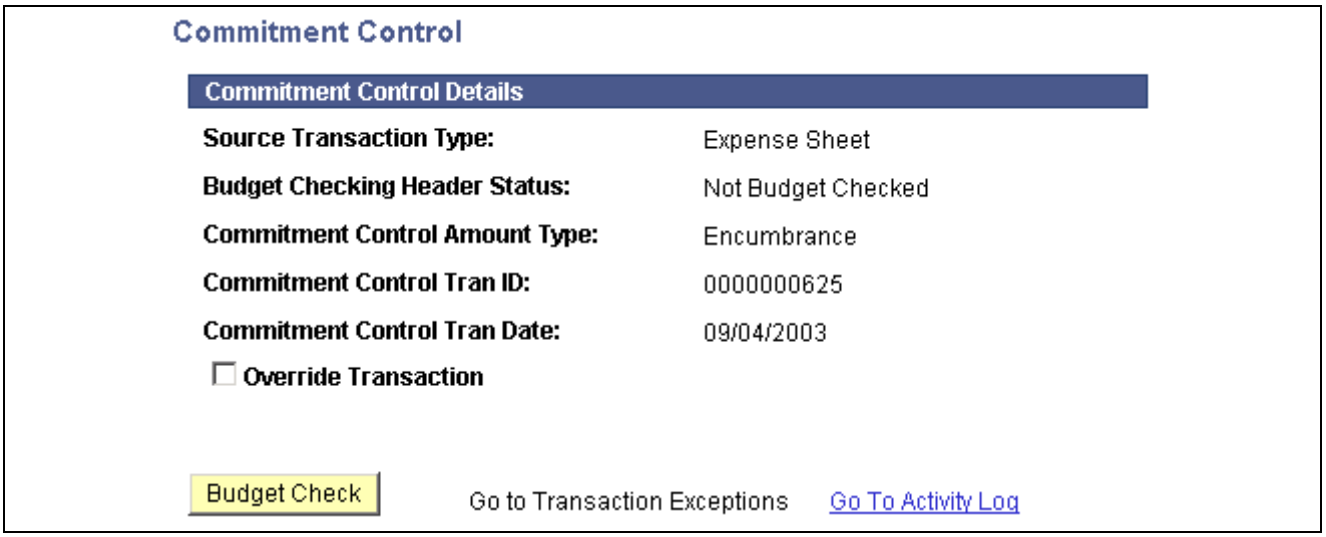
Use journal expense reports to make changes to accounting distributions for expense transactions that you have already posted. If you make a change through this feature in a commitment control-enabled business unit, you must budget check the changes that you have made. If changes are not budget checked, the commitment control budget ledgers will only reflect the last budget checking activity.

Pages Used to Budget Check Expense Transactions

Page Name	Object Name	Navigation	Usage
Commitment Control	KK_EXCPTN_OVER_SEC	• Click the Budget Options link on the Approve Travel Authorization - Travel Authorization Summary page using the Manager Self-Service navigation. • Click the Budget Options link on the Approve Expense Report - Expense Report Summary page using the Manager Self-Service navigation. • Click the Budget Options link on the Approve Travel Authorization - Travel Authorization Summary page using the Travel and Expenses navigation. • Click the Budget Options link on the Approve Expense Report - Expense Report Summary page using the Travel and Expenses navigation.	Check the travel authorization amount against commitment control budgets and record the amount as an encumbrance.
Request Budget Check	EX_BGTCHK_REQUEST1	Travel and Expenses, Manage Accounting, Request Budget Checking	Run the budget checking process for travel authorizations, expense reports, and journal expense reports. The Process Scheduler process runs the Commitment Control Budget Processor at user-defined intervals.
Transaction Details	EX_BGTCHK_REQUEST2	Click the View Transaction Details link on the Request Budget Check page.	Select a date range or specific expense transactions to be budget checked.

Budget Checking Expense Transactions Online

Access the Commitment Control page.



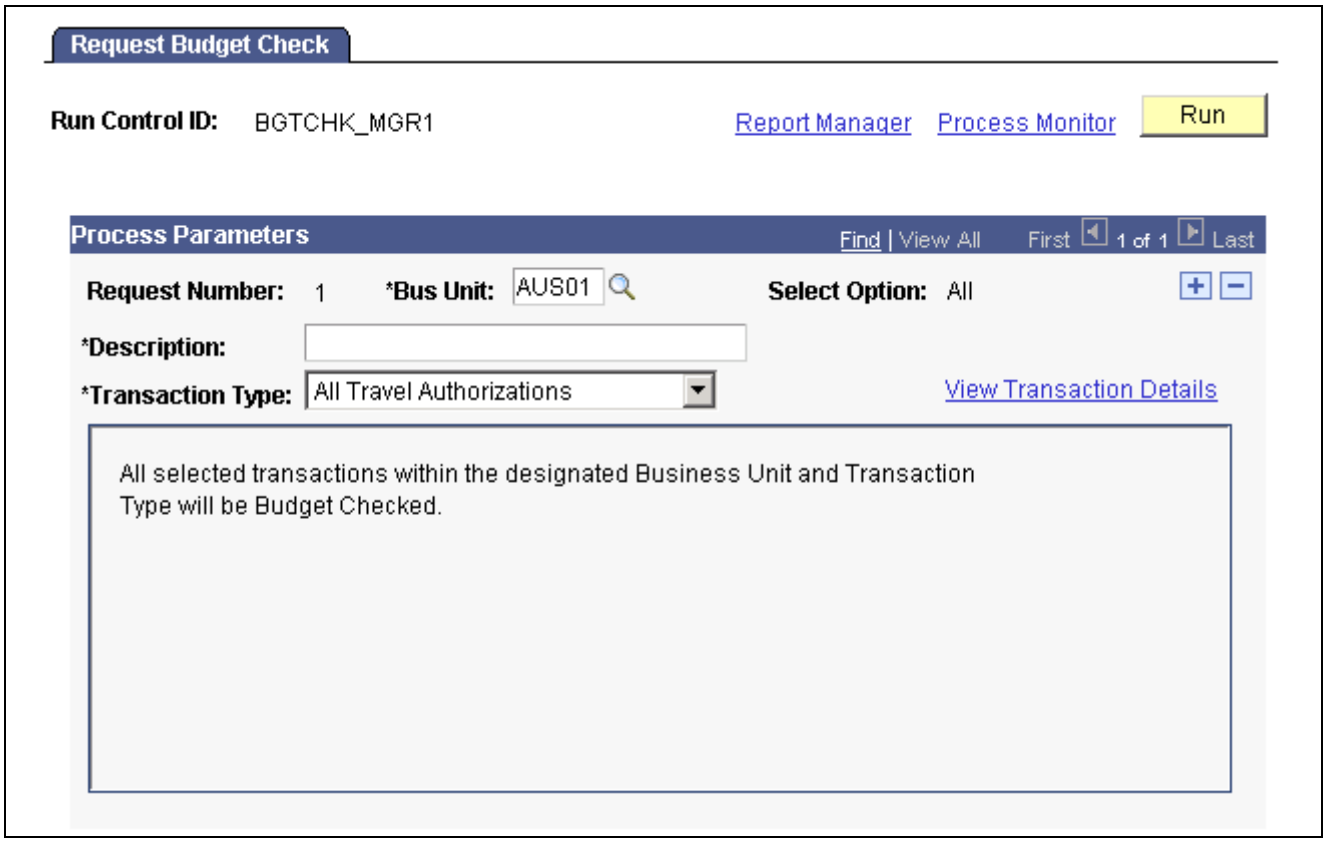
Commitment Control page

Commitment Control Details

Source Transaction Type	Displays the transaction as a travel authorization or an expense sheet.
Budget Checking Header	Indicates the current budget checking status.
Commitment Control Amount Type	Identifies this as an encumbrance transaction.
Commitment Control Tran ID (commitment control transaction identification)	Activity log transaction number for the commitment control transaction.
Override Transaction	Select to enable the entire transaction to update the control budget, even if error exceptions exist.
Budget Check	Click to run the Budget Processor for this transaction.
Go To Transaction Exceptions	Click to access the page where you can view budget checking errors or warning messages for travel authorization transactions. Users who have authority can override the budget exceptions on this page.
Go to Activity Log	Click to access the Commitment Control Activity Log page where you can view activity for all lines in a transaction that updated the control budget.

Budget Checking Expense Transactions in Batch Mode

Access the Request Budget Check page.



Request Budget Check page

Warning! Use different run control IDs for the budget checking processes such as budget check request, cancel travel authorization, and rollover travel authorizations. You must use a unique run control ID for each of these processes.

Bus Unit (business unit) Select a business unit.

Description Enter a description about the run control.

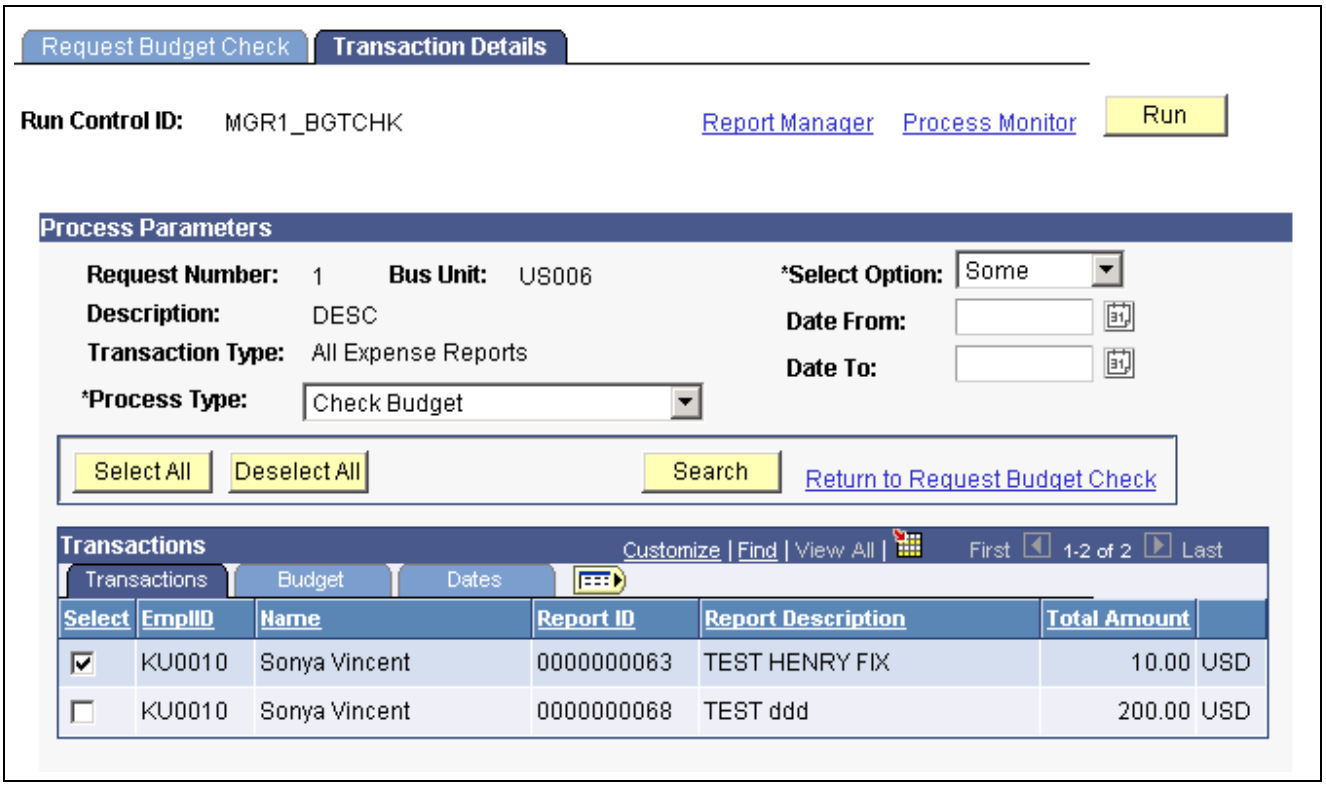
Transaction Type Select a Commitment Control transaction type. Expenses provides these transaction types: *All Expense Reports* and *All Travel Authorizations.*

- *All Expense Reports:* Select this option to budget check all expense reports.
- *All Travel Authorizations:* Select this option to budget check all travel authorizations.
- *Cancel Void Expense Reports:* Select this option to budget check voided expense reports (the payment is voided and not reissued).

View Transaction List Click to access the Transaction Details page to select parameters and transactions to budget check.

Selecting Transactions for Budget Checking

Access the Transaction Details page.



Transaction Details page

Use the Date From and Date To fields to search for transactions that are eligible for budget checking. To enter date criteria, select *Some* in the Select Option drop-down box. If you do not enter date criteria, all eligible transactions of the selected transaction type displays in the grid. You may then select some or all of the transactions to budget check. The Transactions, Budget, and Dates tabs display different information related to the expense transactions listed in the grid.

Warning! Do not run the payment staging process concurrently with the budget checking process to ensure that the system does not select the same transaction for both processes.

Reviewing Travel Authorization Budget Exceptions

This section discusses how to:

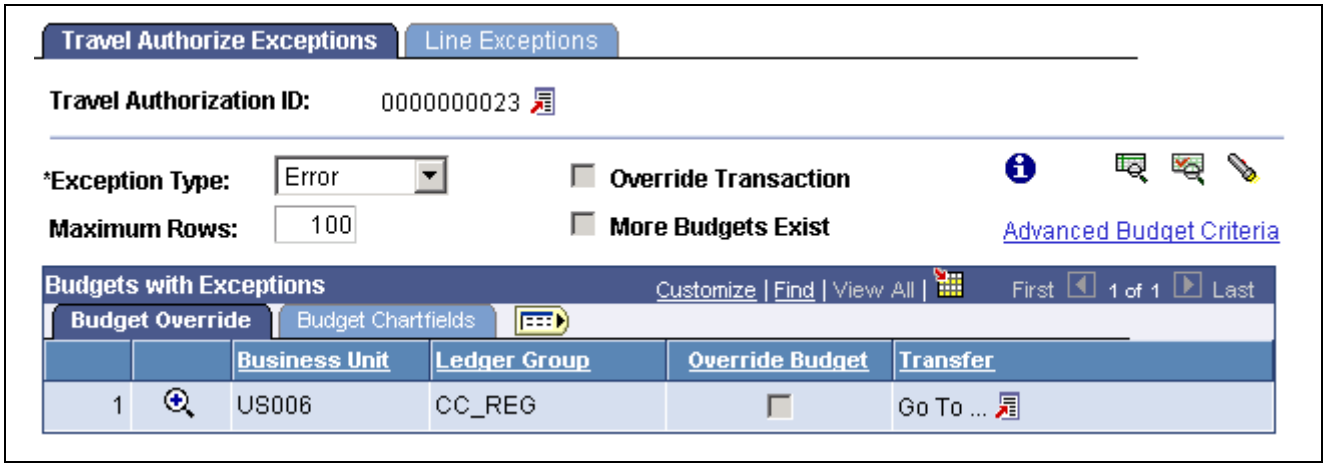
- Review travel authorization exceptions.
- Review travel authorization line exceptions.
- Review travel authorization transaction line details.

Pages Used to Review Travel Authorization Exceptions

Page Name	Object Name	Navigation	Usage
Travel Authorize Exceptions	KK_XCP_HDR_EX1	Travel and Expenses, Manage Accounting, Review Travel Auth Exceptions	Review travel authorization errors that did not pass budget checking.
Line Exceptions	KK_XCP_LN_EX1	Click the Line Exceptions tab on the Travel Authorize Exceptions page	Review and override travel authorization errors from the budget checking process.
Travel Authorization Line Drill Down	KK_DRL_EX1_SEC	Click the View Exceptions Details link on the Travel Authorize Exceptions or Line Exceptions pages.	View line details for travel authorization items with budget exceptions.

Reviewing Travel Authorization Exceptions

Access the Travel Authorize Exceptions page.



Travel Authorize Exceptions page

Common Page Information



Click the View Related Links button to open a page with the following link:

Go to Source Entry: Click to open the Travel Authorization Summary page where you can change the source transaction distribution that failed or override the entire transaction.

See Chapter 15, "Preparing Travel Authorizations," Entering Travel Authorization Information and Detail Expense Lines, page 237.

Advanced Budget Criteria Click to open the Refine Inquiry Criteria page and restrict rows to specific pages, ledger groups, and accounts. If these fields are blank, the system displays all values.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Inquiring on Budgets and Transaction Activities".

Budgets with Exceptions

The scroll area displays the budget ledgers with exceptions that meet your selection criteria.

Budget Override Tab



Click the View Exception Details button to open the Exception Details page and view the exception reason for each line and to drill down to line details.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Managing Budget Exceptions”.



Click the Related Links button to open a page with these links:

Go to Budget Exception: Opens the Budget Exception page where you can view other transactions with exceptions for the budget and override them. You must have authority to inquire on the budget to open the page.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Managing Budget Exceptions”.

Go to Budget Inquiry: Opens the Budget Details page where you can view the budget details, such as the available amount remaining, the attributes, and the amounts used by each ledger (pre-encumbrance, encumbrance, and so on) in the budget. You must have authority to inquire on the budget to open the page.

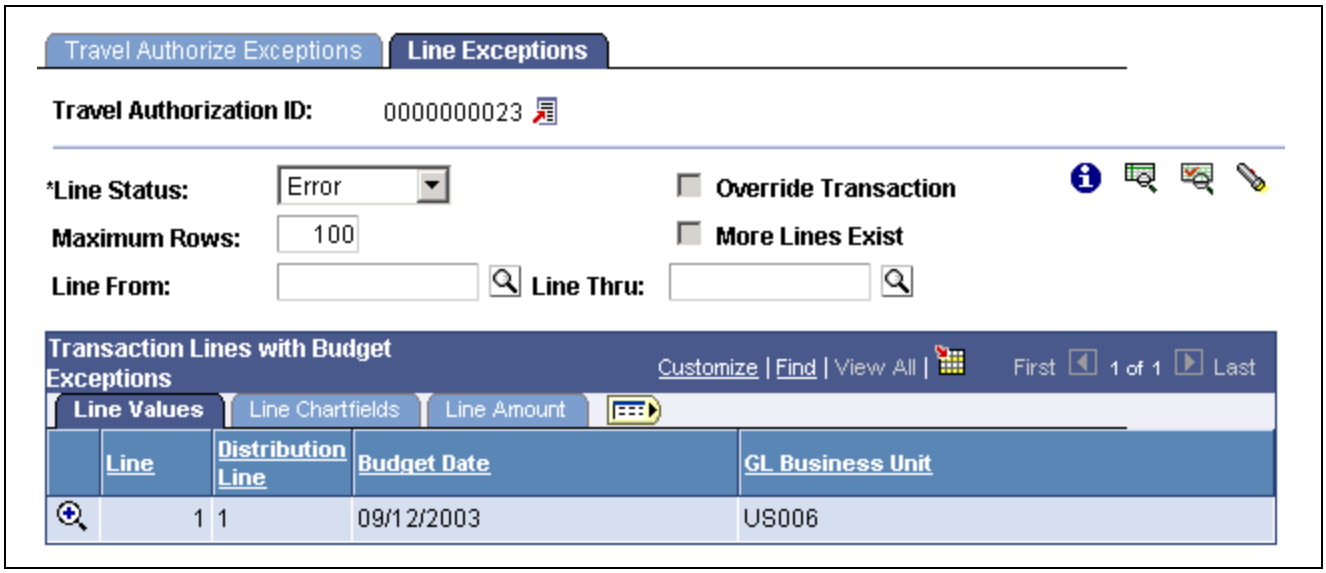
See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Inquiring on Budgets and Transaction Activities,” Viewing Budget Details and Transaction Activity.

Budget Chartfields Tab

The Budget Chartfields tab on the Travel Authorize Exceptions page displays the ChartField values for the budget. The budget period is the period the budget journal will post.

Reviewing Travel Authorization Line Exceptions

Access Line Exceptions page.



Line Exceptions page

Enter selection criteria to limit the number of budget line exceptions in the scroll area.

Common Page Information

Click the related links button to open a page with the following link:

Go to Source Entry: Click to open the Travel Authorization Summary page where you can change the transaction distribution or override the entire transaction.

See Chapter 15, "Preparing Travel Authorizations," Entering Travel Authorization Information and Detail Expense Lines, page 237.

Line Status Select the exception type to display: *Error* or *Warning*.

More Lines Exist Indicates that the source transaction has more exceptions than the number you entered in the Maximum Rows field. Enter different search criteria to shorten the list, or increase the maximum number of rows.

Line From or **Line To** Enter the source transaction line numbers. The list only displays journal lines with exceptions.

Transaction Lines with Budget Exceptions

The scroll area displays the source transaction lines with error or warning exceptions.

Line Values Tab

Click the View Exception Details button to open the Exception Details page to view reasons for error or warning exceptions, budget ChartFields, and existing overrides. You cannot override the budget on the Exceptions Details page. Use the Revenue Estimate Exceptions page to override the budget.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budget Transaction Exceptions and *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, "Using Commitment

	Control Processing in Receivables," Viewing Budget Checking Exceptions for Revenue Estimate Source Transactions.
Line	Indicates the line number of source transactions.
Budget Date	Indicates the date of the source transaction line. When you create the travel authorization, the system assigns the same date for both the accounting date and the budget date for the transaction.

Line Chartfields Tab

The system displays the budget ChartFields.

Line Amount Tab

Foreign Amount	Displays the line amount in the original currency.
Monetary Amount	Displays the line amount in the base currency of the primary ledger.
Quantity	Displays the statistical amount, if applicable.

Reviewing Travel Authorization Transaction Line Details

Access the Travel Authorization Drill Down page.

Transaction Line Identifiers

This group box provides information to identify the source transaction. It displays the page, travel authorization ID, line number, and distribution line for the travel authorization.

Transaction Line Details

This group box displays the ChartField name, value, and description for the ChartFields, depending on the budget.

Note. These may or may not match the budget ChartField values, because the Budget Processor Application Engine process uses the control budget definition to translate the transaction ChartField values into the corresponding budget ChartField values.

Reviewing Expense Report Budget Exceptions

This section discusses how to:

- Review expense report exceptions.
- Review expense report line exceptions.
- Review expense report transaction line details.

Pages Used to Review Expense Report Exceptions

Page Name	Object Name	Navigation	Usage
Expense Report Exceptions	KK_XCP_HDR_EX2	Travel and Expenses, Manage Accounting, Review Expense Report Exceptions	Review expense report errors that did not pass budget checking.
Line Exceptions	KK_XCP_LN_EX2	Click the Line Exceptions tab on the Expense Report Exceptions page.	View expense report line errors from the budget checking process.
Exception Report Drill Down	KK_DRL_EX2_SEC	Click the View Exceptions Details link on the Expense Report Exceptions or Line Exceptions pages.	View line details for expense report items with budget exceptions.

Reviewing Expense Report Exceptions

Access the Expense Report Exceptions page.



Click the related links button to open a page with the following link:

Go to Source Entry: Click to open the Expense Report Details page where you can change the source transaction or override the entire transaction.

See Chapter 17, “Preparing Expense Reports,” Entering Expense Report Information and Transaction Lines, page 271.

See Chapter 22, “Managing Approvals in Expenses,” Approving Expense Reports, page 388.

Budgets with Exceptions

The scroll area displays all commitment control budgets with exceptions for the source transaction. Enter selection criteria to limit the number of budget rows in the scroll area.

Advanced Budget Criteria Click to open the Refine Inquiry Criteria page where you can restrict budget rows to specific business units, ledger groups, accounts, and exception types. Leave these fields blank to return all values.



Click the View Exception Details button to open the Exception Details page, where you can view the reason for the exception for each line and drill down to line details.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Managing Budget Exceptions,” Viewing and Handling Budget Transaction Exceptions.

Budget Override



Click the Related Links button to open a page with the following options:

Go to Budget Exception: Opens the Budget Exception page where you can view other transactions with exceptions for the budget and override them. You must have authority to inquire on the budget to open the page.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Managing Budget Exceptions,” Viewing and Handling Budget Transaction Exceptions.

Go to Budget Inquiry: Opens the Budget Details page where you can view the budget details, such as the available amount remaining, the attributes, and the commitments and expenses recorded in the selected ledger. You must have authority to inquire on the budget to open the page.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Inquiring on Budgets and Transaction Activities”.

Budget ChartFields

This section displays the budget ChartField values.

Reviewing Expense Report Line Exceptions

Access the Expense Report Line Exceptions page.



Click the Related Links button to open a page with the following link:

Go to Source Entry: Click to open the Expense Report Details page where you can change the source transaction or override the entire transaction.

Transaction Lines with Budget Exceptions

The scroll area displays the source transaction lines with error or warning exceptions.



Click the View Exception Details button to open the Exception Details page where you can view the budgets with error or warning exceptions, the budget ChartFields, and any overrides. You cannot override the budget on this Exceptions Details page. Use the Revenue Estimate Exceptions page to override the budgets.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Managing Budget Exceptions,” Viewing and Handling Budget Transaction Exceptions and *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Using Commitment Control Processing in Receivables,” Viewing Budget Checking Exceptions for Revenue Estimate Source Transactions.

Line Chartfields

The system displays the ChartFields for the budget.

Line Amount

Foreign Amount Displays the line amount in the original currency.

Monetary Amount Displays the line amount in the base currency of the primary ledger.

Quantity Displays the statistical amount, if applicable.

Reviewing Expense Report Transaction Line Details

Access the Expense Report Drill Down page.

Transaction Line Identifiers

This group box provides information to identify the source transaction. It displays the report ID, distribution line, and line number for the expense report.

Transaction Line Details

This group box displays the details for the line: the ChartField name, value, and description, depending on the budget.

Note. These may or may not match the budget ChartField values because the Budget Processor Application Engine process uses the control budget definition to translate the transaction ChartField values into the corresponding budget ChartField values.

Canceling Travel Authorizations

This section provides an overview of canceling travel authorizations and discusses how to cancel travel authorizations.

Understanding Canceling Travel Authorizations

Unused travel authorizations that have been budget checked can be cancelled by the originator using the Employee Self-Service navigation or by a system administrator using the Travel and Expense navigation.

For approved travel authorizations, navigate to the Cancel Approved Travel Authorization page, select the desired travel authorizations to cancel and click the Cancel Selected Travel Authorization(s) button. This triggers an automatic budget checking process to reverse out encumbrances that were previously recorded.

Administrators can cancel, in batch mode, budget checked travel authorizations with a status of *Submitted* or *Approved.* The Cancel Travel Authorization process budget checks travel authorizations to liquidate their encumbrances in the commitment control ledgers.

Note. You cannot delete travel authorizations that have been budget checked.

Pages Used to Cancel Travel Authorizations

Page Name	Object Name	Navigation	Usage
Cancel Approved Travel Authorization	TE_CANCEL_TAUTH	• Employee Self-Service, Travel and Expense Center, Travel Authorizations, Cancel • Travel and Expense, Travel and Expense Center, Travel Authorizations, Cancel	Cancel approved travel authorization requests.
Cancel Travel Authorizations	EX_BGTCHK_TAUTH	Travel and Expenses, Process Expenses, Cancel Travel Authorizations	Cancel submitted or approved travel authorizations in batch mode.
Change Accounting Date	EX_BGTCHK_CANCEL2	Click the Change Accounting Date link on the Cancel Travel Authorizations page.	Change the accounting date to close in a different accounting period.

Canceling Approved Travel Authorizations

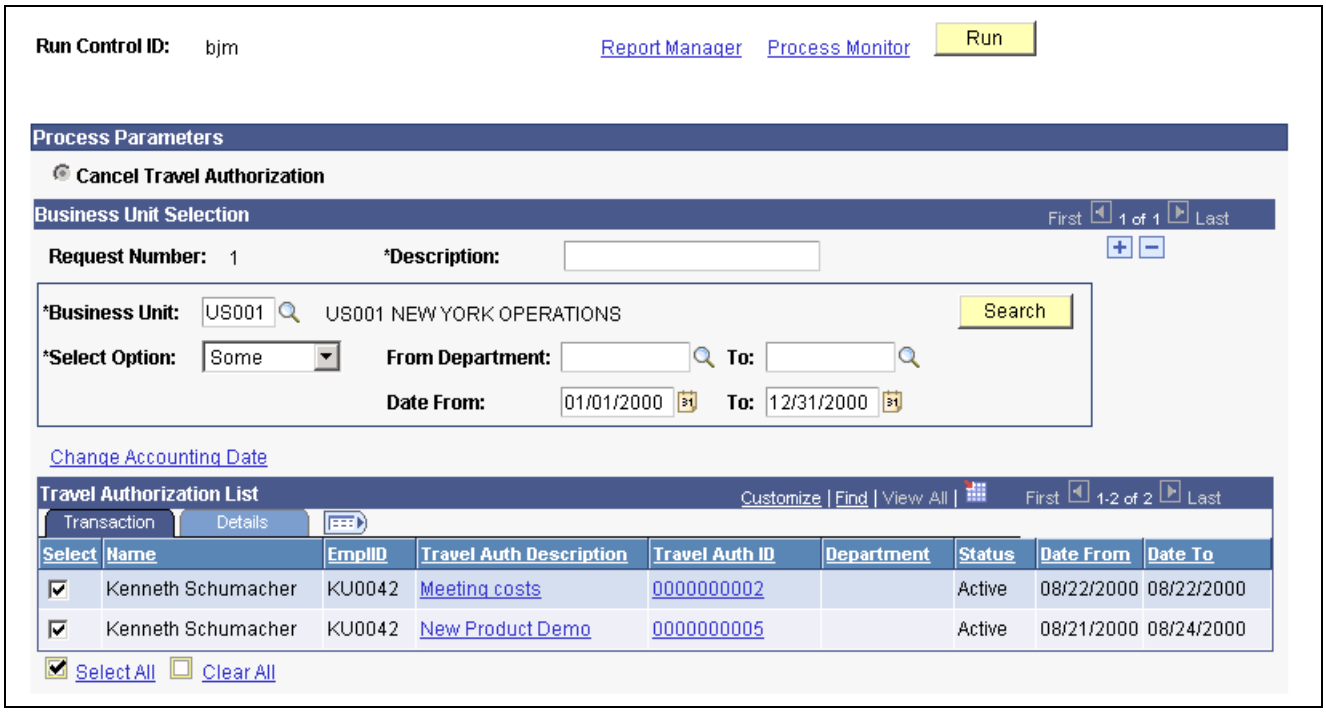
Access the Cancel Approved Travel Authorization page.

The cancel process closes travel authorizations and reverses encumbrances if the travel authorization was already budget checked. If a travel authorization is partially through the year-end process where the encumbrances are already reversed, the system simply closes the travel authorization.

See Chapter 15, “Preparing Travel Authorizations,” Canceling Approved Travel Authorizations, page 253.

Canceling Approved Travel Authorizations (Batch Mode)

Access the Cancel Travel Authorizations page.



Cancel Travel Authorizations page

Business Unit Selection

Description Enter a description of the defined set of parameters.

Business Unit Select a valid business unit.

Search Click to retrieve transactions based on the criteria specified. If you do not enter any criteria, Expenses retrieves and displays all eligible transactions.

Select Option Select *All* to retrieve all eligible travel authorizations. Select *Some* to select by business unit, department, or date criteria.

From Department and **To** Enter a value as criteria to select travel authorizations. The system will retrieve all travel authorizations with department numbers that fall within the specified range in the criteria.

Date From and **To** Enter a value as criteria to select travel authorizations. The system will retrieve all travel authorizations with dates that fall within the dates specified in the criteria.

Change Accounting Date Click to access the Change Accounting Date page to specify a different accounting date. The accounting date determines which accounting periods the reversals will be recorded in for the travel authorizations processed in this run. This link appears only if the Reversal Date Option on the Installation Options page is set to *Current.*

Rolling Over Travel Authorization Encumbrances to a new Budget Period

This section provides an overview of rolling over travel authorization and discusses rolling over travel authorization encumbrances to a new budget period.

Understanding Rolling Over Travel Authorizations

At the end of a budget period, you may have outstanding travel authorizations that employees have not applied to actual expenditures. To close out a budget year, organizations must either close out and cancel all outstanding encumbrances or roll them forward into the next period.

The travel authorization rollover process includes these tasks:

1. Cleanup of existing unused travel authorizations.

   Expenses enables you to cancel and close out existing encumbrances from travel authorizations that you do not want rolled forward:

   - Employees can cancel travel authorizations after they have been approved but not copied into an expense report.

     See Chapter 15, "Preparing Travel Authorizations," Canceling Approved Travel Authorizations, page 253.

   - Employees can delete their own travel authorizations if they are in a pending or denied status. In this case, either budget checking has not been performed or budget checking had been performed and reversed when the travel authorization was denied by an approver.

     See Chapter 15, "Preparing Travel Authorizations," Deleting Travel Authorizations, page 252.

   - Managers and auditors can cancel travel authorizations, providing that they have not been applied to an expense report. If the travel authorization has been budget checked, the system will liquidate the encumbrances.

2. Liquidate existing encumbrances.

   After managers and employees have cancelled, closed, or deleted any unnecessary travel authorizations, the budget analyst can access the Rollover Travel Authorization page and select the travel authorizations to rollover. Expenses performs the following:

   - Sets the budget header status to *N* (not checked) so that the Budget Processor Application Engine process picks up the transactions.
   - Sets the budget line status to *N* (not checked).
   - Sets the Rollover Status fields to *P* (progress).
   - Sets the commitment control close flag to *Y* so that the system reverses the encumbrance and closes it with an audit trail that reflects the reversal.
   - Calls the Budget Processor Application Engine.

3. Create new encumbrance in the new budget period.

   Expenses performs the following:

   - Creates new encumbrances in the new period for travel authorizations with budget header status set to *V,* rollover status set to *P,* and the commitment control close flag to *Y.*

- Sets the budget header status to *N* so that the Budget Processor will pick up the transaction.
- Sets the budget line status to *N*.
- Sets the accounting date to the value that you entered.

  If you selected the Change Budget Date To check box, you can enter a budget date. If not selected, the system uses the accounting date to set the budget date.
- Sets the Rollover Status field to *C*.
- Calls the Budget Processor Application Engine process.

  If there are any errors during the Budget Processor process, you can resolve the problems and run the Budget Processor process again. The new encumbrances will get booked appropriately since the accounting dates and flags were changed when you initially ran the process.

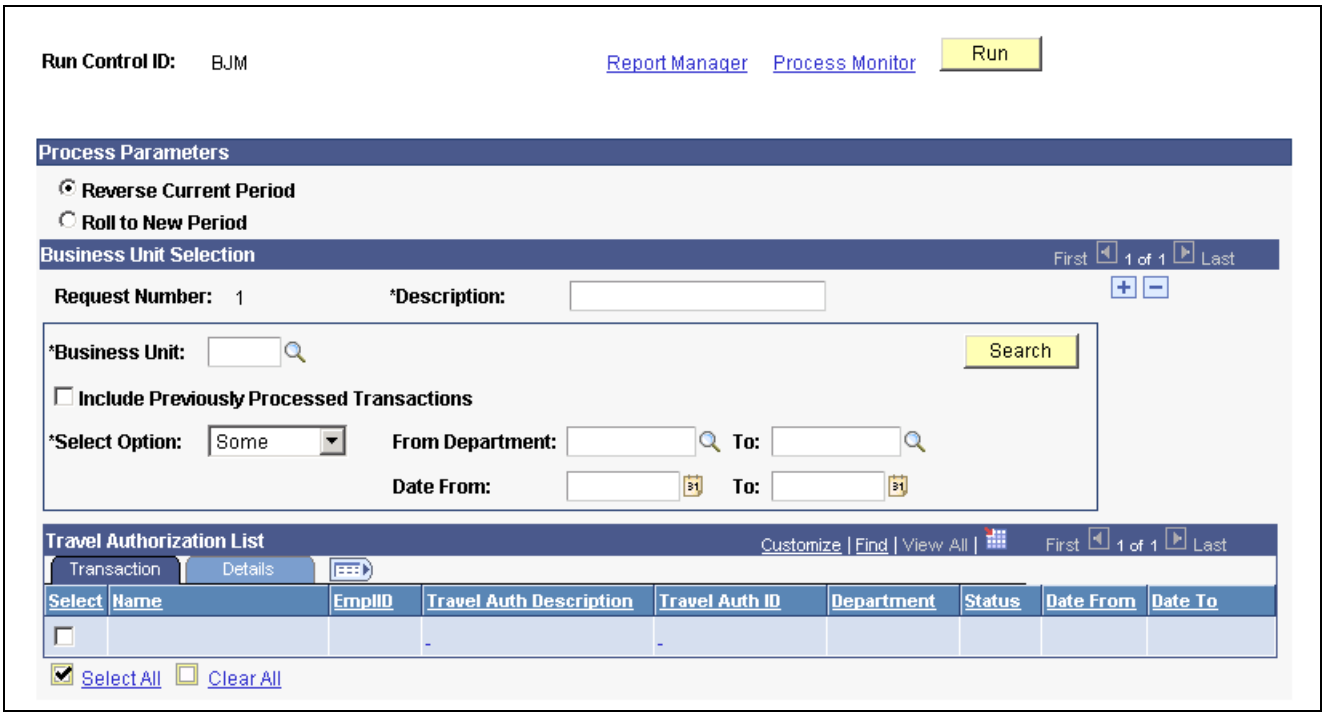
If in between the time when the list of authorizations are established and saved and when the process is initiated, an employee applies the travel authorization to an expense report or manually cancels the authorization request and makes other changes that would make it ineligible for processing, even if selected on the page, the check box for these records will appear as grayed out and the AE program will skip these and not process them. These records will continue to appear in the list until the administrator performs another search, even if it is with the same criteria as before.

Page Used to Roll Over Travel Authorization Encumbrances

Page Name	Object Name	Navigation	Usage
Rollover Travel Authorization	EX_BGTCHK_TAUTH	Travel and Expenses, Manage Accounting, Rollover Travel Authorization	Select travel authorizations to roll encumbrances over to a new budget period.

Rolling Over Travel Authorization Encumbrances

Access the Rollover Travel Authorization page.



Rollover Travel Authorization page

Process Parameters

Reverse Current Period Select to reverse out encumbrances from the prior period.

Roll to New Period Select to re-encumber funds in a new period. If selected, Expenses displays the Change Accounting Date To and Change Budget Date To fields.

Business Unit Selection

Description Enter a description of the defined set of parameters.

Business Unit Select a valid business unit.

Note. Expenses lists all general ledger business units, not just the business units enabled for commitment control. This ensures that Expenses retrieves all eligible travel authorizations, even when the general ledger business unit on the header record is not enabled for commitment control but the business unit on the associated distribution record is enabled.

Search Click to retrieve transactions based on the criteria specified. If you do not enter any criteria, Expenses retrieves and displays all eligible transactions.

Include Previously Processed Transactions Select to include transactions that were previously processed for rollover.

Select Option Select *All* to retrieve all eligible travel authorizations. Select *Some* to select by business unit, department, or date criteria.

From Department and **To** Enter a value as criteria to select travel authorizations. The system will retrieve all travel authorizations with department numbers that fall within the

specified range in the criteria. If you leave these fields blank, the system retrieves all departments.

Select a specific department by entering a department ID in the From Department field and leaving the To field blank.

Note. The system searches on the employee's department ID as of the time you run the process, not the distribution department.

Date From and **To** — Enter a value as criteria to select travel authorizations. The system will retrieve all travel authorizations with dates that fall within the dates specified in the criteria.

Change Accounting Date To — Enter a new accounting date to roll travel authorizations to. Expenses displays this field only if you selected Roll to a New Period and populates the field with the system date by default. The Budget Processor process validates the accounting date against the general ledger open period. If the new fiscal year is not open, the system prevents you from rolling over the travel authorizations to the new period.

Warning! Expenses does not validate the date that you enter other than to ensure that the period is open. If you enter an incorrect date and run the Budget Processor process, you must run the process to reverse the entries.

Change Budget Date To — Select to enable the date field where you can enter a new budget date. Expenses displays this field only if you selected Roll to a New Period and populates the budget date field with the accounting date by default. The system applies the budget date that you entered to the distribution lines for all the travel authorizations selected for the business unit. If not selected, the budget date on the distribution record is unchanged.

Travel Authorization List - Transaction Tab

Select — Select individual travel authorizations to process.

Name — Displays the name of the person who requested the travel authorization.

EmplID (employee ID) — Displays the employee ID of the person who requested the travel authorization.

Travel Auth Description — Displays the description of the trip for the travel authorization. Click the link to access the travel authorization inquiry page and view information about the travel authorization.

Travel Auth ID — Displays the travel authorization ID number. Click the link to access the travel authorization inquiry page and view information about the travel authorization.

Department — Displays the employee's department ID.

Status — Displays the current status of the travel authorization.

Date From and **Date To** — Displays the beginning and ending dates of the trip.

Travel Authorization List - Details Tab

Amount — Displays the total estimated cost of the trip, excluding any denied line amounts.

CHAPTER 22

Managing Approvals in Expenses

This chapter provides overviews of approvals in Expenses, approver types, and approval rules, and discusses how to:

- Use summary approvals for expense transactions.
- Approve expense reports.
- Approve time reports.
- Approve time adjustments.
- Approve travel authorizations.
- Approve cash advances.
- View approval errors.
- Modify approved transactions.
- Manage workflow.

Understanding Approvals in Expenses

Many organizations enforce rules and policies related to expenses that employees and contractors incur for which they seek reimbursement. To manage these rules and policies, organizations can require one or more approvals for expense transactions as a normal part of the business process. The expense transaction types supported for approvals in Expenses are travel authorizations, cash advances, expense reports, time reports, and time adjustments. You can activate all or some of the transaction types for approval through the approval configuration pages.

Organizations can have one or more types of approvers ranging from a departmental reviewer to an auditor who reviews expense transactions after reimbursements are processed. The approval process in Expenses can involve certain actions that an approver can perform such as Approve, Deny, Send Back, or Hold. The actions that an approver can take are determined through set up and configuration of the approver. Reviewing and approving expense transactions are performed through a set of pages that are entered through the Summary Approvals pages, worklist, or email notification. These are a centralized set of pages used by approvers and auditors. Expenses enables reviewers, approvers, and auditors to drill down to the transaction detail where they can view, modify, or take action on the transaction.

Summary Approvals

The Expenses approval functionality enables reviewers, approvers, and auditors to review and approve multiple expense transactions with one approval action. You control the approver actions that can be used on the summary approval pages. You can disable summary approvals if it violates company policy for expense approvals and disable transactions for approval on the summary approval pages if they have exceptions. You can also configure approvals so that an approver with multiple roles can see the same transaction only once. Depending on how you set up Expenses, reviewers, approvers, and auditors can:

- Approve some or all expense transactions in their queue with one action.
- Approve all expense transaction types on one page or approve by transaction type.
- Drill down to view additional information and take action on transactions at the detail level.
- Change the sort order of transactions and view them sequentially in the new order.
- Search for transactions in a pending approval status.
- View expense history for one or more employees prior to approval.

Pooled Approvers

You establish pooled approvers by assigning multiple approvers to the same routing range of ChartFields or by adding multiple profiles to the approver list. In both cases, you must select the Notify All Approvers check box in the Submission Notifications group box on the Approver Routing List page. The system defaults to require only one approver out of the pool to approve a transaction. You can modify this to reflect the number of approvers your organization requires by changing the Number of Approvers Needed value on the Approval Step Definition - Step page.

The following rules apply to pooled approver functionality:

- If you configure the system to require only one approver from a pool of approvers, and one of the approvers performs an approval action, the system withdraws the transaction from the other approvers' queues.
- If you establish multiple profiles on the approver list with multiple approvers assigned to each profile, the system only requires one approval from the pool if you set the Number of Approvers Needed field to *1*.
- If you define a profile on an approver list that is associated with a refinement or filter that excludes a transaction, the system excludes from the pool the approvers assigned to that profile. For example, Auditor1, Auditor2, and Auditor3 profiles are on the prepayment auditor approver list. Auditor2 uses a refinement that selects only expense reports that contain project-related expenses. When an employee submits an expense report that does not contain project-related expenses, the approver pool consists of approvers assigned to the Auditor1 and Auditor3 profiles.
- If the system excludes all approvers in a pool because of refinements associated with their profiles, the system automatically approves the transaction for that role.
- If all approvers on an approver list are defined with amount-based rules that exclude a submitted transaction, the system routes the transaction to the employee's supervisor. If the supervisor has already approved the transaction, the system routes the transaction to the next approval stage. If it is the last stage for approving an expense report or cash advance for payment, the system sets the status to *Approved for Payment.*

Understanding Approver Types

An approver type is a role, and Expenses delivers these approver types:

- Reviewer

  A department reviewer may screen expense transactions for policy compliance prior to the approval process. If you use this type of role, approvals will not be processed until the transaction has been reviewed.

- Expense Manager

  A department or expenses manager is authorized to approve some or all expense transactions. You can use the Expense Manager role instead of using a HR Supervisor or you can use the role in conjunction with the HR Supervisor for approvals of transactions meeting defined conditions, such as report total amount. You define these approvers through an approver list.

- HR Supervisor

  This role is the supervisor to whom the employee, contractor, or consultant directly reports to, and is defined in the employee's user profile.

- Project Manager

  The person designated for project time and expense approvals may be the project manager as defined in Project Costing, or the supervisor as an option in the product.

- Project Supplemental Approver

  A supplemental or conditional approver for project-related expense transactions. Use this approver type instead of project manager approvals, or in conjunction with project manager approvals for project-related transactions that meet defined conditions, such as report total amount or reports with billable project hours. You define these approvers through an approver list.

- Prepayment Auditor

  This approver type supports an auditor process prior to payment processing for review and approvals.

- Post Payment Auditor

  Post payment auditors may take action on expense transactions that have completed the processing cycle. Certain combinations of transactions and approval actions are disallowed for this role.

See Also

Chapter 10, "Setting Up Approvals and Audit Rules," Defining Approver Types for Expenses, page 104

Understanding Approval Rules

In general, employees cannot approve or audit their own expense transactions. Expenses compares the employee ID on the transaction with the employee ID that is associated with the user ID of the approver or auditor. This section also discusses:

- Deny and undeny rules.
- Final approval rules.
- Privilege rules.
- Routing rules.
- Reassigning rules.
- Approval constraints.
- Final approval status rules.

Deny and Undeny Rules

Expenses uses these rules for deny and undeny functionality:

- When an approver who is authorized to approve all transaction lines in an expense report clicks the Deny button for a transaction, Expenses sets the transaction status to *Denied.* The transaction cannot be modified or resubmitted. If there are multiple approvers, Expenses does not route the transaction to any subsequent approvers.

  For example, MGR1, MGR2, and MGR3 are required to approve expense reports. If MGR1 denies the expense report, Expenses does not route the report the MGR2 or MGR3.
- When an approver, who is authorized to approve some transaction lines, clicks the Deny button, Expenses denies at the line level. The transaction is eligible for routing to subsequent approvers, if applicable.
- When approvals are performed by a pool of approvers, the first approver who denies the transaction and is authorized to approve all of the transaction lines will set the transaction status to *Denied.* The system removes the transaction from the approval pool.
- An approver can undeny a line that a previous approver denied, providing that they are authorized to access the line for approval.

Final Approval Rules

Expenses uses these rules for final approvals:

- You must authorize at least one active approver type to approve expense report transactions for payment.
- You must authorize active approver types for expense report transactions to either approve for payment, approve for billing, or both.
- Expenses sets the status for travel authorizations, cash advances, time reports, and time adjustments to *Approvals In Process* until the final approver approves the transaction.
- Expense reports display a status of *Approvals In Process* until the final approver who is authorized to approve for payment has approved the transaction. Upon final approval, Expenses changes the status to *Approved for Payment.* If no reimbursement is due back to the employee, Expenses sets the status to *Paid.*
- If a transaction is in the *Staged* or *Paid* status, Expenses does not enable the Deny or Send Back actions for subsequent approvers and the transaction displays a *Pending Billing Approval* status. The exception to this rule is that a post payment auditor can deny lines on an expense report or deny the entire transaction.

Privilege Rules

Expenses uses these rules for privileges:

- If there are multiple approvers and one of the approvers adds a new line to an expense transaction, Expenses automatically sets the line to *Approved for Payment.* Subsequent approvers cannot deny the line. Use the Modify Approved Transactions page to modify or remove the line.
- If an approver adds a line or modifies a line to change the value of a routing ChartField in any distribution, Expenses does not route the transaction back to the beginning of the approval process; only subsequent approvers will see the line.

Routing Rules

Expenses uses these rules for routing:

- The general defaulting rule used in rerouting (escalation), delegation, or reassignment functionality is:
  - If the system cannot determine the appropriate approver based on the configuration, the system routes the transaction to the HR supervisor or designated approver in the employee's profile.

- If the system cannot determine an HR supervisor or designated approver through the employee's profile, the system routes the transaction to the Expense System Administrator that you define in the transaction definition.

- If the escalation process picks up a transaction for rerouting, and the approver who is designated as the target for rerouting is the same person as the employee or submitter, the system routes the transaction to the approver's supervisor.
- If the rerouting process picks up a transaction for rerouting, and the approver who is designated as the target for rerouting is the same person as the employee or submitter, the system routes the transaction to them but does not enable them to take any transaction approval action on the approval pages.
- If you reassign a transaction to an approver who has already approved the transaction, the system will not route the transaction to that approver again.

Reassigning Rules

When you use the Define Security - Reassign Work page to reassign work from one approver to another, Expenses validates user IDs and transactions:

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

  Example: MGR1 cannot reassign work to MGR1.

- If the originator of an expense transaction is the same as the reassigned approver, Expenses performs the reassignment but when the new approver attempts to perform an approval action, they receive a message indicating that they are not authorized to approve a transaction that they submitted.

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

- If the alternate approver is the same person as the approver whose work is being reassigned, the system reassigns the work as follows:

  Example: MGR1 assigns the work to MGR2. MGR1 is also the alternate approver for MGR2. The system ignores the delegation and reassigns the work to MGR2.

- If an approver reassigns work to another approver who has designated an alternate approver, who in turn has designated an alternate approver who is the original approver, it is considered a circular reference and the reassignment stops at the first approver it encounters who is not the originator.

  Example:

  - MGR1 designates MGR2 as the alternate approver.
  - MGR2 designates MGR3 as the alternate approver.
  - MGR3 designates MGR4 as the alternate approver.
  - MGR4 designates MGR1 as the alternate approver.

  The approval engine loops through the delegated approvers until it can find no more alternates or until an alternate appears who has already appeared once in the approval chain of alternates. In the example above, the system would route the transaction to MGR4 and stop there because the alternate is an approver who has already been processed in the loop.

Approval Constraints

Expenses has some approval constraints:

- The system routes time reports and time report adjustments containing only non-project hours to the HR supervisor or designated approver that you defined on the employee profile.

- You cannot route cash advances to project manager or project supplemental approvers.

Final Approval Status Rules

Expenses uses these rules for final approvals:

- For travel authorizations, cash advances, time reports, and time adjustments, all active approvers must approve before the system marks the transaction header with a final approval status. Final approval status is *Approved* for these transactions.
- For expense reports, Expenses sets the transaction header status to *Approved for Payment* upon approval by the last active approver type who is authorized to approve for payment. If subsequent approvers are active, the system routes the transaction to them; however, the expense report is eligible for payment processing, regardless of any subsequent approver actions. If the expense report is in *Approved for Payment status,* subsequent approvers can deny it or send it back for revision during the prepayment approval process. However, subsequent approvers cannot deny or send back for revision if the expense report has been staged for payment or paid.
- For expense reports, the system sets the billing status to *Approved for Billing* upon approval by the last active approver type who is authorized to approve for billing. If subsequent approvers are active, the system routes the transaction to them.
- For expense reports, a transaction status of *Approved for Payment* and project manager flag value of *N* sets the expense report to be eligible for staging to Project Costing.

Using Summary Approvals for Expense Transactions

This section provides an overview of summary approvals and discusses how to:

- Use summary approvals for all transactions.
- Use summary approvals for expense reports.
- Use summary approvals for time reports.
- Use summary approvals for time adjustments.
- Use summary approvals for travel authorizations.
- Use summary approvals for cash advances.

Understanding Summary Approvals

Expenses delivers a configuration design that enables you to configure an approver for any type of role, whether they are line managers or auditors. All approvers and auditors perform reviews and approval actions through the same approval pages. In some organizations, approvers can view and approve many transactions each day. Expenses enables reviewers, approvers, and auditors to view and approve some or multiple transactions in their queue with one action.

The Approve Transactions pages consist of a summary page of all transactions in an approver's queue and separate pages for each transaction type. On the Summary Approval Options page, you enable or disable the ability for approvers to act on multiple transactions on the Approve Transaction pages. For example, Expenses does not display the Approve, Reviewed, Send Back, Hold, or Budget Check buttons on the Approve Transaction - Overview page if you cleared the Overview and Error Pages check box on the Summary Approval Options page. In this case, Expenses displays the Approve Transaction - Overview page as a worklist and approvers must access the Approve Transactions pages for each transaction type (if enabled) or drill down to the transaction detail pages. Expenses supports the Deny button and its functionality only on the transaction approval pages but not on the summary pages.

Approvers click the link in the Description or Transaction ID columns to drill down to view transaction details. They can also approve transactions from the detail pages.

On the Expenses Options page, you select the approval preference to govern the system's behavior after an approval action at the transaction detail level. For example, if you select *Proceed to the Next Transaction* for the approval preference, Expenses displays the next transaction in the approver's queue that is of the same transaction type. If the approver is on the time report approval page, Expenses displays the next time report in the approver's queue. If you select *Return to List* for the approval preference, Expenses returns the approver to the Summary Approval page after each approval action taken at the detail level.

Approvers can select several transaction on the summary approval page and then click an approval action button. The system still performs all rules that you configured for approvals for each transaction. At any time, approvers can click Refresh List to update their approval queue. If the approver takes an action that requires a comment and they select many transactions for the action, the system applies the comment entered by the approver to all selected transactions.

See Also

Chapter 10, "Setting Up Approvals and Audit Rules," Configuring Summary Approval Options, page 125

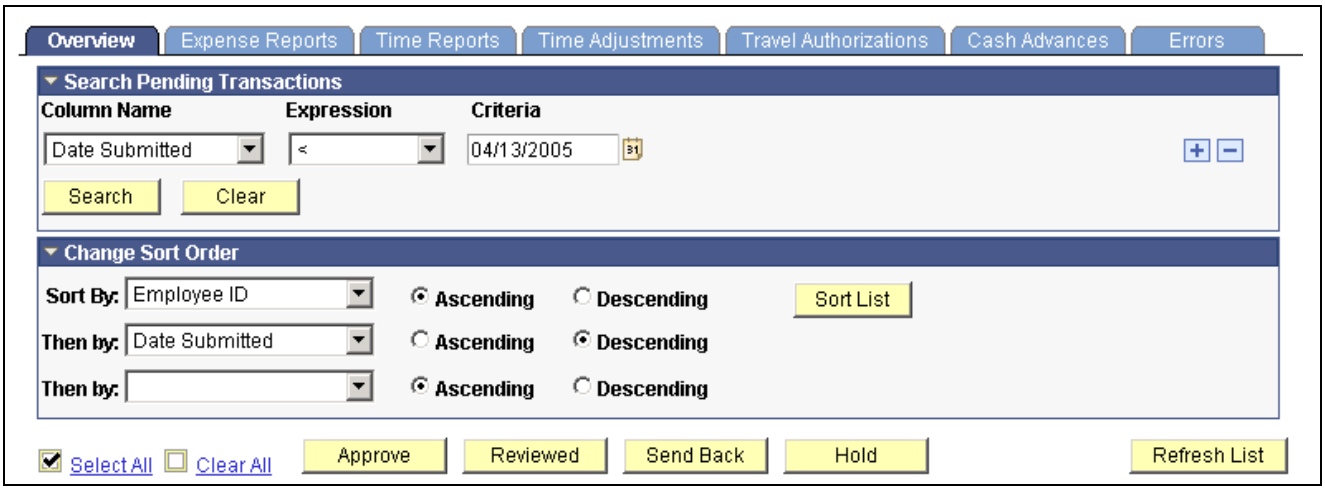
Pages Used for Summary Approvals

Page Name	Object Name	Navigation	Usage
Approve Transactions - Overview	EX_ALLTXN_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Overview • Travel and Expenses, Approve Transactions, Approve Transactions, Overview	View and approve multiple expense transactions in one approver action.
Approve Transactions - Expense Reports	EX_SHEET_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Expense Reports • Travel and Expenses, Approve Transactions, Approve Transactions, Expense Reports	View and approve multiple expense reports in one approver action.

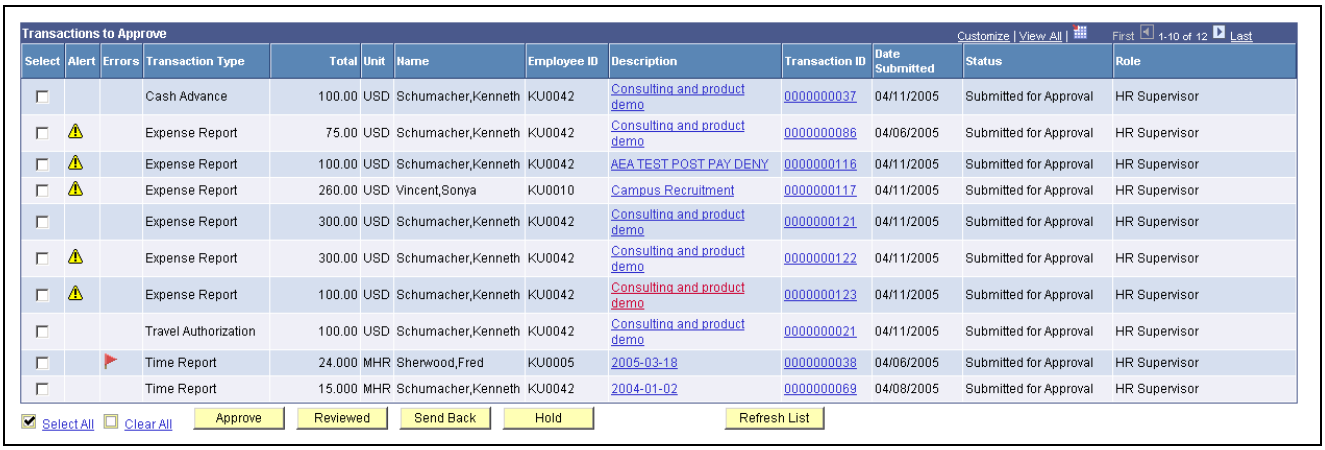
Page Name	Object Name	Navigation	Usage
Approve Transactions - Time Reports	EX_TIME_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Time Reports • Travel and Expenses, Approve Transactions, Approve Transactions, Time Reports	View and approve multiple time reports in one approver action.
Approve Transactions - Time Adjustments	EX_TADJ_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Time Adjustments • Travel and Expenses, Approve Transactions, Approve Transactions, Time Adjustments	View and approve multiple time adjustments in one approver action.
Approve Transactions - Travel Authorizations	EX_TAUTH_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Travel Authorizations • Travel and Expenses, Approve Transactions, Approve Transactions, Travel Authorizations	View and approve multiple travel authorizations in one approver action.
Approve Transactions - Cash Advances	EX_ADV_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Cash Advances • Travel and Expenses, Approve Transactions, Approve Transactions, Cash Advances	View and approve multiple cash advances in one approver action.

Using Summary Approvals for all Transactions

Access the Approve Transactions - Overview page.



Approve Transactions - Overview page (1 of 3)



Approve Transactions - Overview page (2 of 3)



Approve Transactions - Overview page (3 of 3)

Search Pending Transactions

Expenses provides a search utility for the summary approval pages that enable approvers to search for specific transactions in their queue that are pending approval. The search does not apply to transactions that the approver has already processed. This utility is intended for approvers who manage large numbers of transactions for review and approval. You can use this functionality to group transactions by some criteria to be approved with one action. For example, an approver can approve all expense and time reports for a special project before processing other transactions. The approver uses the search utility to select only those transactions.

The search utility enables approvers to add and delete rows; the conditional relationship between all rows is AND. If you select the Select All or Clear All check boxes after a search, the action only applies to those transactions returned in the search. If you click the Refresh List button, the system restores the approver's queue of pending transactions.

Column Name Expenses lists only columns that appear in the Transactions to Approve grid. If you select a column, then you must enter a criteria. Options are:

- *Transaction Type*
- *Total*
- *Unit*
- *Name*
- *Employee ID*
- *Description*

  This is available only for searches for expense reports, travel authorizations, and cash advances. If you enter a time report period end date for the criteria for a description field, the system does not return any time reports or time adjustments. Go to the Approve Transactions - Time Reports or Approve Transactions - Time Report Adjustments pages to search for those transactions using Period End Date as the column name.
- *Transaction ID*
- *Date Submitted*
- *Status*
- *Role*
- *Period End Date*

  Appears if the transaction type is time report or time adjustment.
- *Trip Date*

  Appears only for travel authorizations.
- *Budget Status*

  Appears for expense reports and travel authorizations.

Expression Select an operand to build the select criteria. Operands that appear for selection change based on the field that you select.

If you select the *Between* operand, the system displays a second criteria field to accept a value for the end of the range. The second criteria field must be a value that is not less than the value of the first criteria field.

Criteria Enter the specific condition of the select statement. For example, if you enter “2005 Annual Conference” for the criteria in the Description column, Expenses displays only those expense transactions that match that description.

Search Click to search the pending transactions in an approver’s queue using the selection criteria that you entered in the Search Pending Transactions grid. The system clears any transactions in the Transactions to Approve grid that you previously selected.

Clear Click to remove all search criteria lines.

Change Sort Order

This section enables you to select up to three columns to reorder transactions in the Transactions Pending Approval grid. Select a sort key from the drop-down list box, select the sort key order (*Ascending* or *Descending*), and click Sort List.

Transactions to Approve

Select Select transactions for an approval action. Expenses does not display this column if you did not enable summary approvals for the page. Expenses disables the Select check box if you disallowed summary approvals for transactions with exceptions on the Summary Approval Option page, which requires the approver to drill down to the transaction detail to perform the necessary approval action.

Alert Expenses displays a visual alert to indicate that there is an exception or error associated with the expense transaction. You cannot click on the alert to transfer to another page.

Exceptions are conditions that a transaction can be in that you can flag or exclude from summary approvals. An exception is not necessarily an error but is handled as a condition or state. You select the exception conditions, such as Expenses Out of Policy or Preferred Merchant Not Used, on the Summary Approval Options page.

Errors Indicates that an error occurred when the system processed the transaction. Errors are conditions that prevent the approval of a transaction on the summary approval page. Errors may be a budget checking status or an invalid action taken on a transaction, such as budget checking a time report.

Transaction Type Identifies the type of expense transaction, such as expense report or cash advance. Expenses displays this column only on the Approve Transactions - Overview page.

Total Displays the total amount for monetary transactions or total hours for time transactions.

Unit Displays the unit of measure. The submitter's general ledger business unit base currency code appears for monetary transactions. Expenses displays *MHR* for time reports and time adjustments.

Name Displays the name of the employee for whom the transaction is for.

Employee ID Displays the employee ID of the employee for whom the transaction is for.

Description Displays the transaction header description for expense reports, travel authorizations, and cash advances; displays the period end date for time reports and time adjustments.

Click the link to access one of the following pages, depending on the transaction type:

- Approve Expense Report - Expense Report Summary page.
- Approve Cash Advance Report page.
- Approve Travel Authorization - Travel Authorization Summary page.
- Approve Time Report - Time Report Summary page.

Note. Expenses uses the Approve Time Report - Time Report Summary page for time reports and time adjustments.

See Chapter 22, "Managing Approvals in Expenses," Approving Expense Reports, page 388; Chapter 22, "Managing Approvals in Expenses," Approving Time Reports, page 398; Chapter 22, "Managing Approvals in Expenses," Approving Time Adjustments, page 402; Chapter 22, "Managing Approvals in Expenses," Approving Travel Authorizations, page 403 and Chapter 22, "Managing Approvals in Expenses," Approving Cash Advances, page 408.

Transaction ID

Displays the transaction ID that Expenses assigned to the transaction.

Click the link to access one of the following pages, depending on the transaction type:

- Approve Expense Report - Expense Report Summary page.
- Approve Cash Advance Report page.
- Approve Travel Authorization - Travel Authorization Summary page.
- Approve Time Report - Time Report Summary page.

Note. Expenses uses the Approve Time Report - Time Report Summary page for time reports and time adjustments.

See Chapter 22, "Managing Approvals in Expenses," Approving Expense Reports, page 388; Chapter 22, "Managing Approvals in Expenses," Approving Time Reports, page 398; Chapter 22, "Managing Approvals in Expenses," Approving Time Adjustments, page 402; Chapter 22, "Managing Approvals in Expenses," Approving Travel Authorizations, page 403 and Chapter 22, "Managing Approvals in Expenses," Approving Cash Advances, page 408.

Date Submitted

Displays the date that the originator last submitted the expense transaction for approval. If an employee submits an expense transaction for approval on November 3, an approver returns the transaction to the employee on November 4, and the employee resubmits the transaction on November 5, Expenses displays the date submitted as November 5.

Status

Displays the current header status of the expense transaction.

Role

Displays the type of role or approver type that the approver has for the transaction. Some employees in an organization can be both approvers and auditors. If an approver has only one role in the approval process, they can use the grid's Customization feature to hide this column.

Select All and **Clear All**

Use in conjunction with the Approve, Reviewed, Send Back, Hold, and Budget Check buttons. Expenses does not display these buttons if you disabled summary approvals or the approval action on the Summary Approval Options page.

Approve

Click to approve an expense transaction. Expenses does not display this button if you disabled summary approvals or the approval action on the Summary Approval Options page.

Reviewed Click to indicate that you have reviewed an expense transaction. Expenses does not display this button if you disabled summary approvals or the approval action on the Summary Approval Options page.

Send Back Click to send an expense transaction back to the employee or the originator. Expenses does not display this button if you disabled summary approvals or the approval action on the Summary Approval Options page.

Hold Click to place the expense transaction on hold. Placing a transaction on hold reserves it for that approver until they take a subsequent action.

Expenses does not display this button if you disabled summary approvals or the approval action on the Summary Approval Options page.

Budget Check Click to budget check expense reports and travel authorizations. The system initially clears the transactions from the approval queue but redisplays them after the budget checking process completes.

Expenses does not display this button if you disabled summary approvals or the budget check action button is disabled on the Summary Approval Options page.

Note. If you make any changes to distributions or amounts, you must budget check the expense transaction again to reflect the changes in the commitment control ledgers.

Refresh List Click to retrieve new transactions that may have been submitted to the approver's queue.

Comments Enter a comment, which Expenses displays on all summary pages. Expenses displays the Comments section on the Approve Transaction pages if you selected the check box for Transaction Pages or Overview and Error Pages on the Summary Approval Options page.

Employee Expense History Click to access the Transaction History grid to view one or many employee expense transactions, past and current transactions, and drill down to the transaction details.

Using Summary Approvals for Expense Reports

Access the Approve Transactions - Expense Reports page.

The Approve Transactions - Expense Reports page is similar to the Approve Transactions - Overview page. In this section, we document the page elements that pertain to expense reports that Expenses does not display on the overview page.

See Chapter 22, "Managing Approvals in Expenses," Using Summary Approvals for all Transactions, page 380.

Transactions to Approve

Total Amount Displays the total amount of the expense report.

Curr (currency) Displays the currency associated with the expense report.

Budget Status Displays the budget checking status of the transaction. Values are:

- *Not Chk'd:* Indicates that budget checking is required.

- *Valid:* Indicates that the transaction was successfully budget-checked.
- *Error:* Indicates that a budget checking exception occurred during the budget checking process.

Description Displays the transaction header description for the expense report. Click the link to access the Approve Expense Report - Expense Report Summary page.

See Chapter 22, "Managing Approvals in Expenses," Approving Expense Reports, page 388.

Transaction ID Displays the transaction ID that Expenses assigned to the expense report. Click the link to access the Approve Expense Report - Expense Report Summary page.

See Chapter 22, "Managing Approvals in Expenses," Approving Expense Reports, page 388.

Using Summary Approvals for Time Reports

Access the Approve Transactions - Time Reports page.

The Approve Transactions - Time Reports page is similar to the Approve Transactions - Overview page. In this section, we document the page elements that pertain to time reports that Expenses does not display on the overview page.

See Chapter 22, "Managing Approvals in Expenses," Using Summary Approvals for all Transactions, page 380.

Transactions to Approve

Project Hours Displays the total project-related hours for the time report.

Personal Hours Displays the total personal-related hours for the time report.

Period End Date Displays the date that the time reporting period ends for the time report. Click the link to access the Approve Time Report - Time Report Summary page.

See Chapter 22, "Managing Approvals in Expenses," Approving Time Reports, page 398.

Transaction ID Displays the transaction ID that Expenses assigned to the time report. Click the link to access the Approve Time Report - Time Report Summary page.

See Chapter 22, "Managing Approvals in Expenses," Approving Time Reports, page 398.

Using Summary Approvals for Time Adjustments

Access the Approve Transactions - Time Adjustments page.

The Approve Transactions - Time Adjustments page is similar to the Approve Transactions - Overview page. In this section, we document the page elements that pertain to time adjustments that Expenses does not display on the overview page.

See Chapter 22, "Managing Approvals in Expenses," Using Summary Approvals for all Transactions, page 380.

Transactions to Approve

Project Hours Displays the total project-related hours for the time adjustment.

Personal Hours Displays the total personal-related hours for the time adjustment.

Period End Date Displays the date that the time reporting period ends for the time adjustment. Click the link to access the Approve Time Report - Time Report Summary page.

See Chapter 22, "Managing Approvals in Expenses," Approving Time Adjustments, page 402.

Transaction ID Displays the transaction ID that Expenses assigned to the time adjustment. Click the link to access the Approve Time Report - Time Report Summary page.

See Chapter 22, "Managing Approvals in Expenses," Approving Time Adjustments, page 402.

Version Displays the version number that Expenses assigned to the time adjustment.

Using Summary Approvals for Travel Authorizations

Access the Approve Transactions - Travel Authorizations page.

The Approve Transactions - Travel Authorizations page is similar to the Approve Transactions - Overview page. In this section, we document the page elements that pertain to travel authorizations that Expenses does not display on the overview page.

See Chapter 22, "Managing Approvals in Expenses," Using Summary Approvals for all Transactions, page 380.

Transactions to Approve

Total Displays the total amount of the travel authorization.

Curr (currency) Displays the currency associated with the travel authorization.

Budget Status Displays the budget checking status of the transaction. Values are:

- *Not Chk'd:* Indicates that budget checking is required
- *Valid:* Indicates that the transaction was successfully budget-checked.
- *Error:* Indicates that a budget checking exception occurred during the budget checking process.

Description Displays the transaction header description for travel authorizations. Click the link to access the Approve Travel Authorization - Travel Authorization Summary page.

See Chapter 22, "Managing Approvals in Expenses," Approving Travel Authorizations, page 403.

Transaction ID Displays the transaction ID that Expenses assigned to the transaction. Click the link to access the Approve Travel Authorization - Travel Authorization Summary page.

See Chapter 22, "Managing Approvals in Expenses," Approving Travel Authorizations, page 403.

Trip Date Displays the date the travel begins for the employee.

Using Summary Approvals for Cash Advances

Access the Approve Transactions - Cash Advances page.

The Approve Transactions - Cash Advances page is similar to the Approve Transactions - Overview page. In this section, we document the page elements that pertain to cash advances that Expenses does not display on the overview page.

See Chapter 22, "Managing Approvals in Expenses," Using Summary Approvals for all Transactions, page 380.

Transactions to Approve

Total Displays the total amount of the cash advance.

Curr (currency) Displays the currency associated with the cash advance.

Description Displays the transaction header description for cash advances. Click the link to access the Approve Cash Advance Report page.

See Chapter 22, "Managing Approvals in Expenses," Approving Cash Advances, page 408.

Transaction ID Displays the transaction ID that Expenses assigned to the transaction. Click the link to access the Approve Cash Advance Report page.

See Chapter 22, "Managing Approvals in Expenses," Approving Cash Advances, page 408.

Approving Expense Reports

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

- Approve an expense report.
- Approve expense report line details.
- View expense report default accounting.
- View exception comments.
- View approver comments.
- View VAT information.

Understanding How to Approve Expense Reports

After an employee submits an expense report, it goes through the approval process. Part of the approval process can include a review by an internal auditor. Expense reports can be audited before (prepayment) or after (post payment) reimbursement. The audit can be performed by one or many auditors, either sequentially or from a pool of auditors. In some organizations, auditors can only randomly or selectively review expense transactions for audit purposes. To selectively route expense transactions to an approver or auditor, define a refinement template and configure it for selective criteria, then assign to an approver. The criteria established in the refinement filters which transaction an approver or auditor see in their queue. For example, a post payment auditor can review only transactions with project expenses associated with it or expense reports that are missing receipts.

You can authorize approvers and auditors to modify expense transactions through the approvals configuration. The privileges associated with an approver determines what they can change, add, or delete on expense transactions. If you use Project Costing, you can charge some of your expense items to project-related ChartFields and your expense report approval procedures might include a review by a project manager. Project managers can also modify expense transactions if you enable that authorization through the privilege configuration. However, if an expense transaction has been processed for payment, some privileges can be constrained to maintain the integrity of payments issued or information already posted to other products.

Expenses delivers a feature for supplemental or conditional approvers. If you use HR supervisor approvals but want to have an additional approval required as a standard, or based on a transaction condition such as a monetary amount, you can use the expense approver list to define the supplemental approver by profile. If the condition is amount-based, you can define the amount rules for the profile on this list. The same concept applies for project approvals. You can use Project Manager as assigned in Project Costing for standard project approvals, but also use the Project Supplemental Approver list to define a supplemental or conditional approval for project-related expenses.

Note. When using Business Unit or Department criteria in the refinement template, routing is based on the employee's home business unit and department, not the business unit and department contained in the distributions.

Pages Used to Approve Expense Reports

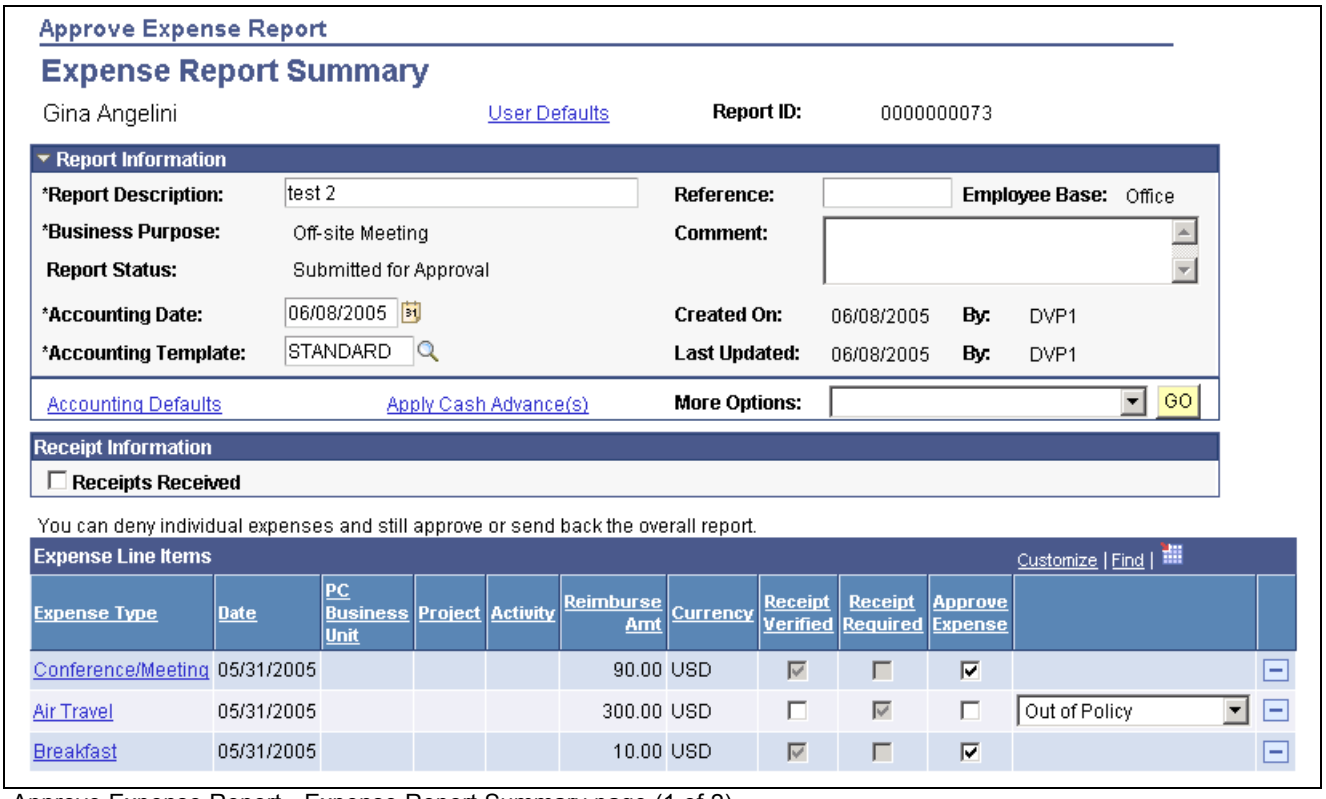
Page Name	Object Name	Navigation	Usage
Approve Transactions - Overview	EX_ALLTXN_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Overview • Travel and Expenses, Approve Transactions, Approve Transactions, Overview	Approve expense reports on the summary approval page.
Approve Transactions - Expense Reports	EX_SHEET_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Expense Reports • Travel and Expenses, Approve Transactions, Approve Transactions, Expense Reports	Approve expense reports.

Page Name	Object Name	Navigation	Usage
Approve Expense Report - Expense Report Summary	TE_SHEET_LINES	• Click the Description or Transaction ID link on the Approve Transactions - Summary page. • Click the Description or Transaction ID link on the Approve Transactions - Expense Reports page.	Approve expense reports.
Approve Expense Report - Expense Report Detail	EX_SHEET_ENTRY	Select *Expense Report Detail* from the More Options drop-down list box on the Approve Expense Report - Expense Report Summary page.	View transaction details for the expense report.
Approve Expense Report - Expense Detail for [expense type]	TE_SHEET_LINE_DTL	Click the expense type link on the Approve Expense Report - Expense Report Summary page.	View details about the expense transaction line.
Approve Expense Report - Accounting Defaults	TE_SHEET_SPLIT	Click the Accounting Defaults link on the Approve Expense Report - Expense Report Summary page.	View the accounting distribution summary for the expense report.
Approve Expense Report - Accounting Detail	TE_SHEET_DIST	Click the Update Accounting Detail link on the Approve Expense Report - Expense Detail for [expense type] page.	View, add, or modify accounting details for expense transaction lines.
Approve Expense Report - View Exception Comments	TE_EXCPTN_COMM_SHT	• Select *View Exception Comments* from More Options in the Report Information grid on the Approve Expense Report - Expense Report Summary page. • Click the Exceptions button on the Approve Expense Report - Expense Report Summary page in the Expense Line Items grid.	View exception comments for expense items.

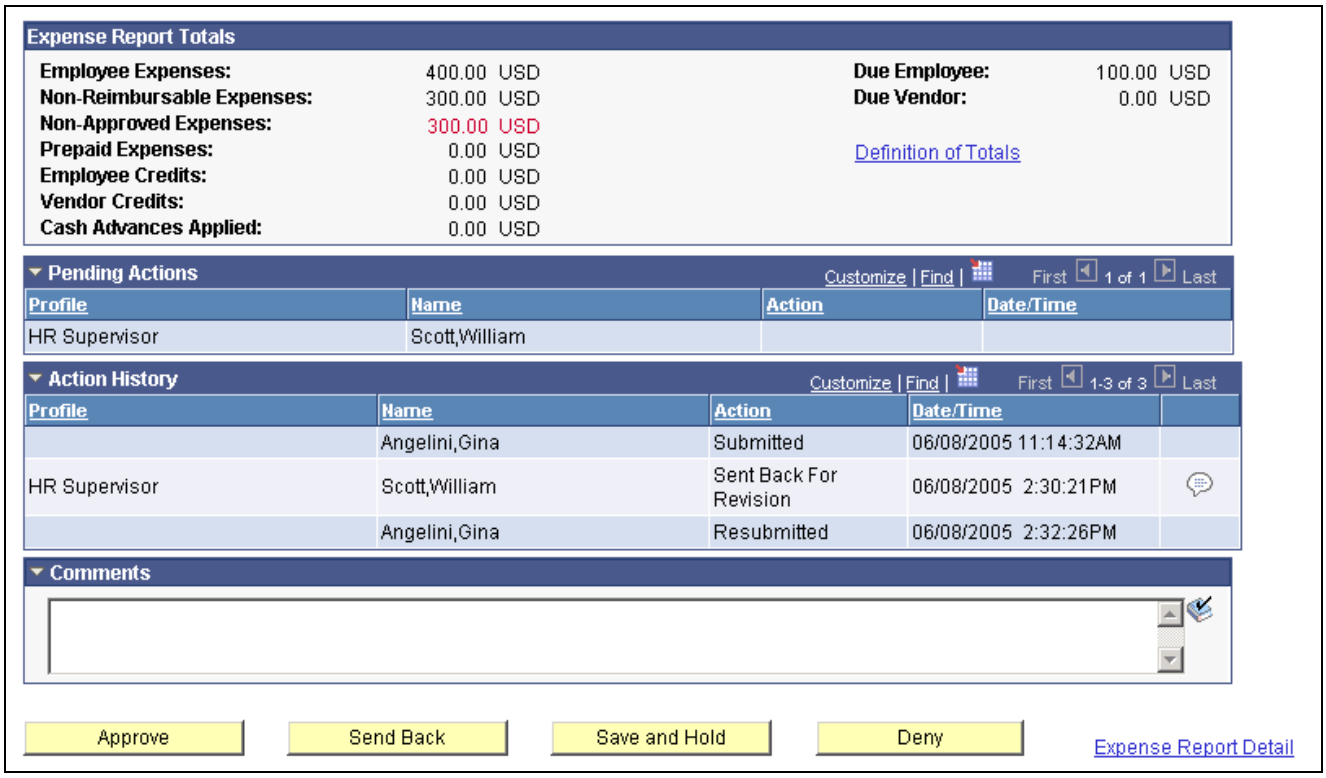
Page Name	Object Name	Navigation	Usage
Approve Expense Report - View Approver Comments	TE_APRVL_COMMENTS	Click the View Approver Comments button on the Approve Expense Report - Expense Report Summary page in the Approval History grid.	View approvals and comment history that approvers and auditors made. **Note.** The Approval History grid appears only when an employee resubmits an expense report that an approver previously denied and returned to the employee.
Approve Expense Report - VAT Information	TE_SHEET_VAT_SUM	Select *VAT Information* from the More Options drop-down list box on the Approve Expense Report - Expense Report Summary page.	View VAT information

Approving an Expense Report

Access the Approve Expense Report - Expense Report Summary page.



Approve Expense Report - Expense Report Summary page (1 of 2)



Approve Expense Report - Expense Report Summary page (2 of 2)

The fields on the Approve Expense Report - Expense Report Summary page are the same as the fields on the Create Expense Report - Expense Report Summary page and are documented in the Processing Expense Reports chapter of this PeopleBook. Fields that are unique for the expense report approval process are documented in this section.

User Defaults Click to access the Employee Profile - User Defaults page to view the employee's defaults and preferences.

Report Information

Accounting Defaults Click to access the Approve Expense Report - Accounting Defaults page to view or modify the accounting distribution summary for the expense report.

See Chapter 17, "Preparing Expense Reports," Viewing or Modifying Default Accounting, page 289.

View Cash Advance Click to access the View Cash Advance page and view information about cash advances the employee applied to the expense report. Expenses displays this link only if the employee applied a cash advance to the expense report.

Apply Cash Advances Click the link to access the Apply Cash Advance(s) page. Post payment auditors cannot apply cash advances to expense reports.

More Options Select from the list to view additional information about this expense report. Options are:

- *Adjustment Cash Advance:* Select to access the Request Cash Advance page or the View Cash Advance page.

An adjustment cash advance is needed only if the employee owes money to the company or an approver or auditor has denied one ore more lines on the expense report that have been reimbursed to the employee.

Approvers and auditors can create adjustment cash advances if they deny one or more lines on expense reports that employees have already been reimbursed for. After creating an adjustment cash advance, the approver or auditor can view it.

- *View Exception Comments:* Select to view the Approve Expense Report - View Exception Comments page.
- *Expense Report Detail:* Select to access the Approve Expense Report - Expense Report Detail page. Approvers can edit descriptive information and expense report line items, if their privileges authorized them to do so.
- *VAT Information:* Select to access the Approve Expense Report - VAT Information For Expense [type] page.
- *Document Sequencing:* Select to access the Document Sequencing page. This link appears only if document sequencing is enabled for the employee's default general ledger business unit.

Receipt Information

Receipts Received Select to indicate that the travel and expense department has the appropriate receipts on file. This field appears only if you set up your expense system to check that receipts are received; otherwise, the Receipt Information section and the Receipts Received check box are hidden.

Expense Line Items



Click the Exceptions button to access the Approve Expense Report - View Exception Comments page.

Expense Type Click the expense type link to access the Approve Expense Report - Expense Detail for [expense type] page to view details about the expense transaction line.

PC Business Unit, Project, and **Activity** If you have one distribution that contains the PC ChartFields, Expenses displays the existing values in the appropriate columns. If there are multiple project distributions for the expense line, Expenses displays the Multiple link.

Click the Multiple link to access the Approve Expense Report - Accounting Detail page to view, add, or modify the general ledger or project-related ChartFields, general ledger business unit, or the distribution split amount. If you change the distribution split amount, the total must equal the original amount of the expense transaction.

Receipt Verified Select if the receipt for the expense transaction matches an expense line item. If the expense item does not require a receipt, this field is not available.

Receipt Required If selected, a receipt is required to substantiate the expense type. This field is display-only.

Approve Expense Clear the check box if you do not approve a specific expense line. If you clear the check box, you must select a reason from the drop-down list box (next

to the Approve Expense check box) and optionally enter a comment in the Approval Detail section.

If you are authorized to add expense line, any line that you add is automatically set to *Approved for Payment* and subsequent approvers have no access to it. If approvers must make a correction to an added line, they must use the Modify Approved Transaction pages to make the correction after the transaction has completed the approval process. Because of this limitation, this privilege should be used carefully.

Select Reason... Select a reason why you did not approve a specific expense line.

Expense Report Totals

Definition of Totals Click to access the Definition of Totals page to view an explanation of each expense total.

Pending Actions

This section displays the names of the approvers, auditors, project managers, and other defined approvers who need to review and approve the expense report.

Action History

Expenses displays the transaction submittal and approval activities that have occurred, as well as the approver's name and date that they took action.



Click the View Approver Comments button to access the Approve Expense Report - View Approver Comments page and view comments that an approver made regarding expense lines.

Comments

Enter information regarding the expense report such as why you denied the expense report or an expense transaction line. If you enter comments and send the expense report back to the employee, Expenses displays your comments when the employee modifies the expense report; however, the system does not display comments to the employee in the view mode. After employees resubmit expense reports, Expenses displays comment history only to all approvers.

Review Click to indicate that you have reviewed the expense report. Some organizations use expense screeners to review expense transactions for policy compliance.

Approve Click to approve the expense report. This action changes the status to *Approved for Payment.* The expense report is ready for payment processing. If more than one approver is required, the status changes to *Approvals in Process*until the last authorized approver approves the expense report for payment.

Send Back Click to send the expense report to the employee for correction or revision. This action changes the status to *Pending.* If you send the expense report back to the employee, you must also provide an explanation in the Comments field.

Save and Hold Click to place the expense report on hold.

Deny Click to deny the entire expense report. This action changes the status to *Denied.* If you deny the expense report, you must also provide an explanation

in the Comments field. The system does not route denied expense transactions to subsequent approvers and the employee cannot resubmit it.

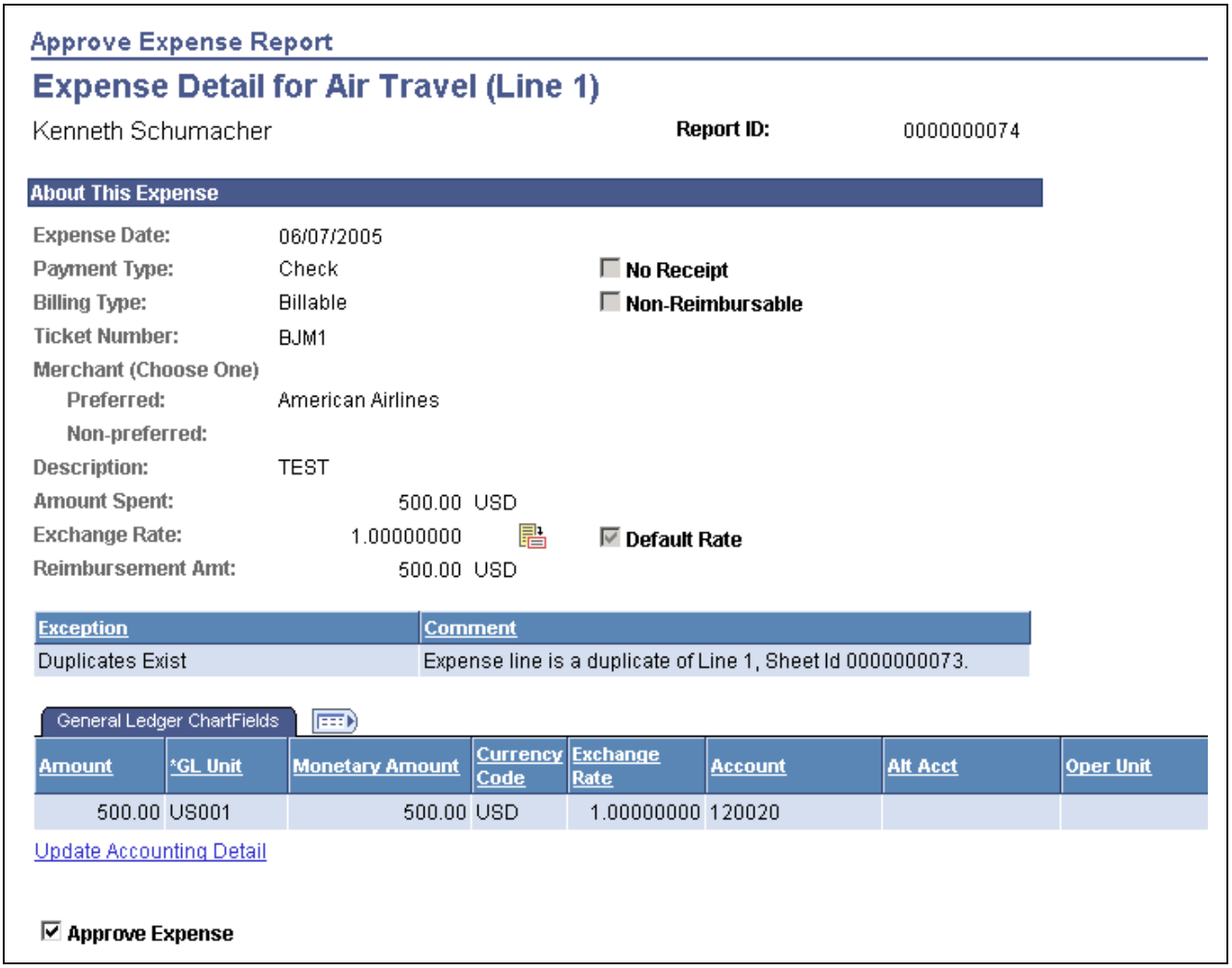
Expense Report Detail Click to access the Approve Expense Report - Expense Report Detail page. Expenses displays this link only if the approver is authorized to add, delete, or modify expense lines.

Budget Check Click to access the Commitment Control page to budget check the expense or view comments about the budget check. This link is available only if any of the accounting distributions contain a GL business unit that is enabled for Commitment Control.

Note. If you make any changes to distributions or amounts, you must budget check the expense report again to reflect the changes in the commitment control ledgers.

Approving Expense Report Line Details

Access the Approve Expense Report - Expense Detail for [expense type] page.



Approve Expense Report - Expense Detail for [expense type] page

Accounting Detail Click to access the Approve Expense Report - Accounting Detail page to view, add, or modify accounting details for expense transaction lines, depending on the privilege allowed for the approver. Approvers can modify the general ledger or project-related ChartFields, general ledger business unit, or the distribution split amount. If you change the distribution split amount, the total must equal the original amount of the expense transaction.

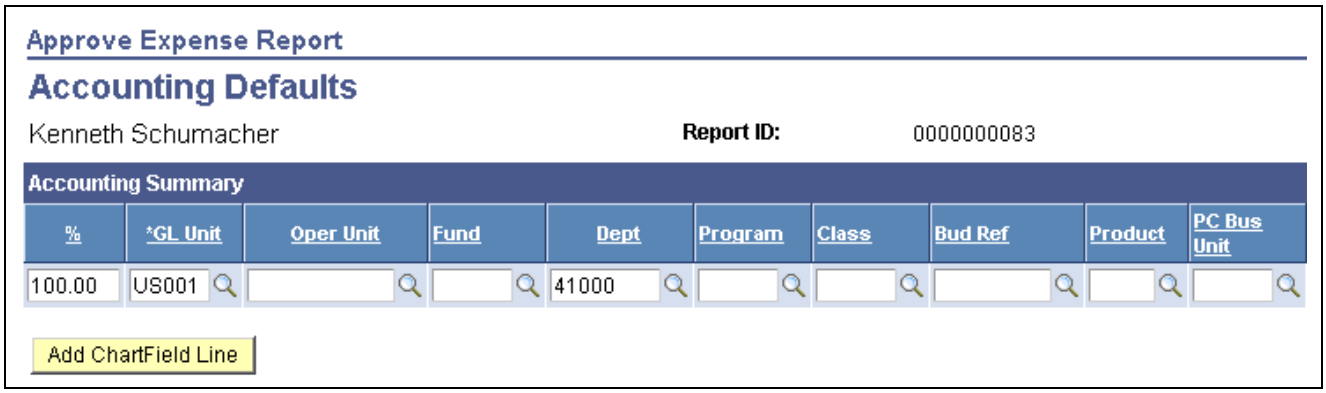
Add Additional Attendees Click to access the Expense Report - Attendees page to view the names, companies, and titles for an expense type that required a list of attendees on the expense report.

Receipt Split Click to access the Approve Expense Report - Receipt Detail for Expense [expense type] page to view the expenses on the receipt or to split an expense on the receipt into smaller, detailed expenses.

Itemize Hotel Bill Click to access the Approve Expense Report - Itemize Hotel Bill page to split the hotel receipt into more specific charges, such as room and telephone charges.

View Expense Report Default Accounting

Access the Approve Expense Report - Accounting Defaults page.



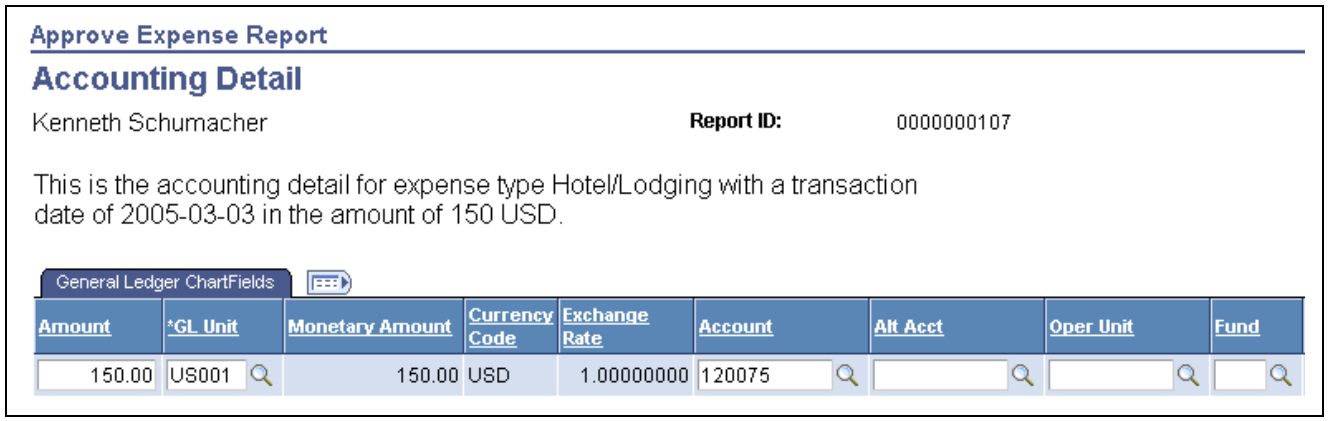
Approve Expense Report - Accounting Defaults page (partial page shot)

Access to the Approve Expense Report - Accounting Defaults page depends on how you set up your Approval Privilege Templates.

See Chapter 17, “Preparing Expense Reports,” Viewing or Modifying Default Accounting, page 289.

Viewing Accounting Details

Access the Approve Expense Report - Accounting Detail page.



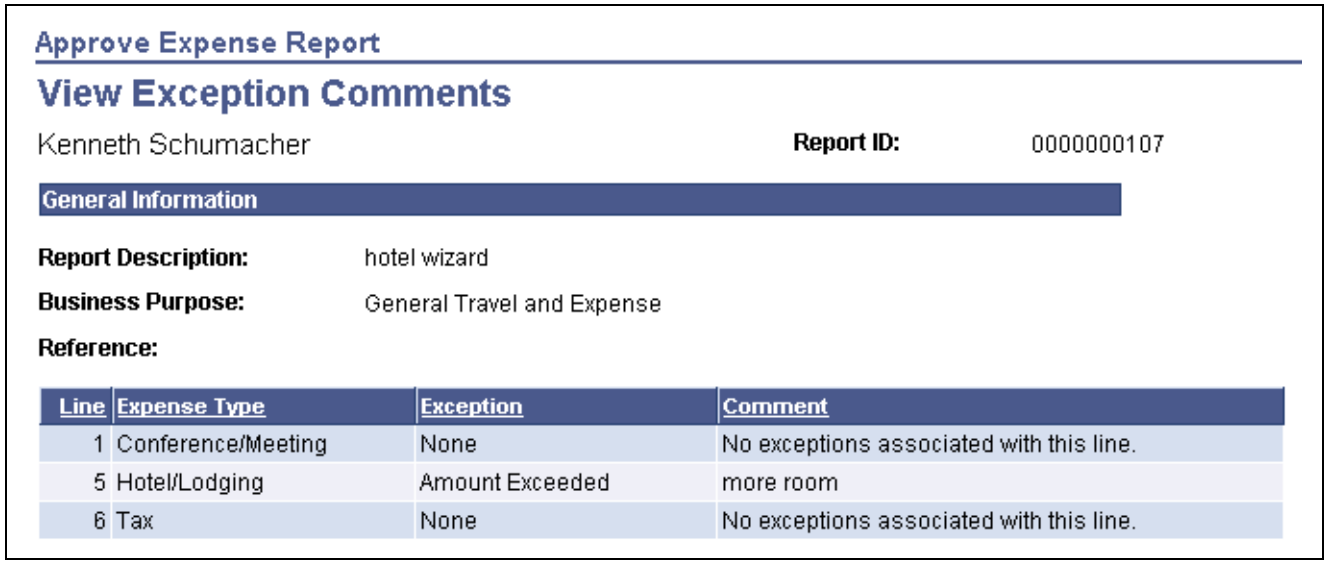
Approve Expense Report - Accounting Detail page (partial page shot)

Access to the Approve Expense Report - Accounting Detail page depends on how you set up your Approval Privilege Templates.

See Chapter 17, "Preparing Expense Reports," Viewing or Modifying Accounting Details, page 290.

Viewing Exception Comments

Access the Approve Expense Report - View Exception Comments page.



Approve Expense Report - View Exception Comments page

Expenses displays comments for each expense transaction line.

Viewing VAT Information

Access the Approve Expense Report - VAT Information page.

Expense Line VAT Information

Expense Type Click the link in the column to view VAT information about the expense transaction line.

VAT Accounting Detail

Distribution Line Number Click the link in the column to access the Approve Expense Report - VAT Accounting Detail page to view the VAT accounting detail for the expense transaction line.

Approving Time Reports

This section provides an overview of time report approvals and discusses how to approve a time report.

Understanding Time Report Approvals

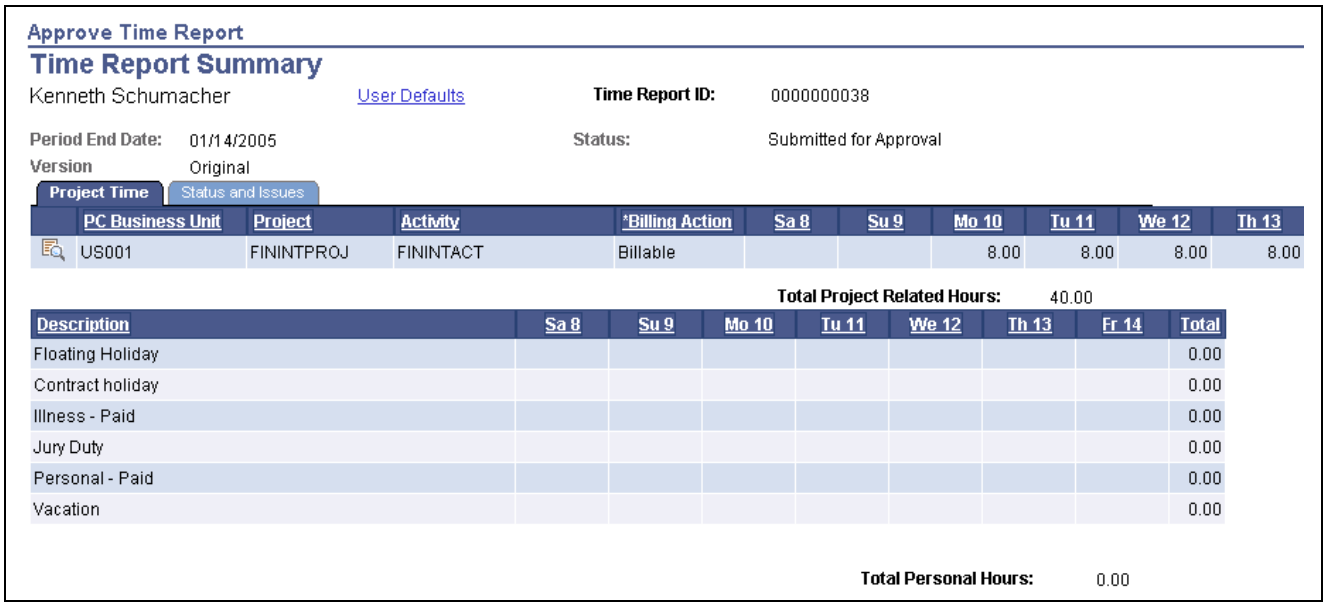
After you submit a time report, it goes through an approval process. When you enter a time report and submit it for approval, its status changes according to what action is taken at each stage of the process.

Pages Used to Approve Time Reports

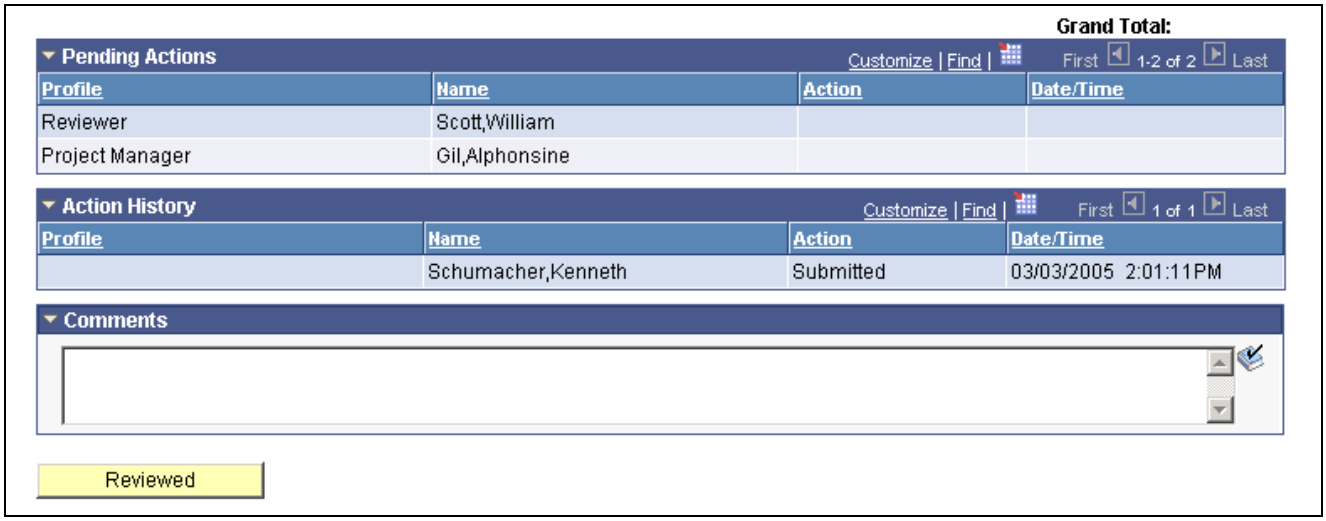
Page Name	Object Name	Navigation	Usage
Approve Transactions - Overview	EX_ALLTXN_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Overview • Travel and Expenses, Approve Transactions, Approve Transactions, Overview	Approve time reports on the summary approval page.
Approve Transactions - Time Reports	EX_TIME_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Time Reports • Travel and Expenses, Approve Transactions, Approve Transactions, Time Reports	Approve time reports on the summary approval page.
Approve Time Report - Time Report Summary	TE_TIME_LINES	• Click the Period End Date or Transaction ID on the Approve Transactions - Overview page. • Click the Period End Date or Transaction ID on the Approve Transactions - Time Reports page.	Review, approve, hold, send back, or deny time reports.
Approve Time Report - Project Time Details	TE_TIME_DETAIL	Click the Details button on the Approve Time Report - Time Report Summary page.	Add, modify, or review project ChartField defaults for a time report.
View Approver Comments	EX_COMMENTS_HIST	Click the Approve Approver Comments button in the Action History grid on the Approve Time Report - Time Report Summary page.	View approver comments.

Approving a Time Report

Access the Approve Time Report - Time Report Summary page.



Approve Time Report - Time Report Summary page (1 of 2)



Approve Time Report - Time Report Summary page (2 of 2)

The fields on the Approve Time Report - Time Report Summary page are the same as the fields on the Create Time Report - Time Report Summary page and are documented in the Processing Time Reports chapter of this PeopleBook. Fields that are unique for the approval process are documented in this section.

See Chapter 19, "Preparing Time Reports and Time Adjustments," page 325.

User Defaults Click to access the Employee Profile - User Defaults page to view the employee's defaults and preferences.

Project Time Tab

Click the Details button to access the Approve Time Report - Project Time Details page to view or modify project ChartFields, general ledger ChartFields, and location defaults for a time report.

Remaining Work Displays the calculated difference between the remaining work totals from Project Costing and the hours entered into the daily totals on the time report.

Note. Expenses displays this field only if you installed Program Management and selected the Allow Entry of Estimate to Complete check box on the Business Unit 2 page.

New Estimate Enter or modify an estimated time to complete the project or activity.

Note. Expenses displays this field only if you installed Program Management and selected the Allow Entry of Estimate to Complete check box on the Business Unit 2 page.

Change Requests Select to generate a change request when the approver approves the time report. If you clear the check box, the system will not generate a change request and will not update the Program Management tables.

The system enables the check box only for the project manager who owns the project; the system grays out the enabled check box for approvers who are not the project manager who owns the project.

Note. Expenses displays this field only if you installed Program Management and selected the Allow Entry of Estimate to Complete check box on the Business Unit 2 page.

Pending Actions

This section displays the names of the approvers and project managers who need to review and approve the time report.

Action History

Expenses displays the transaction submittal and approval activities that have occurred, as well as the approver's name and date that they took action.



Click the View Approver Comments button to access the View Approver Comments page and view comments that an approver made regarding the time report.

Comments

Enter information regarding the time report such as why you denied the time report. If you enter comments and send the time report back to the employee, Expenses displays your comments when the employee modifies the time report. After employees resubmit the time reports, Expenses displays comment history only to approvers and project managers.

Reviewed Click to indicate that you have reviewed the time report.

Approve Click to approve the time report. This action changes the status to *Approved.* If more than one approval is required, the status changes to *Approvals in Process* until the last approver approves the time report.

Send Back Click to return the time report to the employee for correction or revision. This action changes the status to *Pending.* If you send the time report back to the employee, you must also provide an explanation in the Comment field.

Save and Hold Click to place the time report on hold.

Deny Click to deny the time report. This action changes the status to *Denied.* If you deny the time report, you must also provide an explanation in the Comments field. The system does not route denied time report transactions to subsequent approvers and the employee cannot resubmit it.

Approving Time Adjustments

This section discusses how to approve a time adjustment.

Pages Used to Approve Time Adjustments

Page Name	Object Name	Navigation	Usage
Approve Transactions - Overview	EX_ALLTXN_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Overview • Travel and Expenses, Approve Transactions, Approve Transactions, Overview	Approve time adjustments on the summary approval page.
Approve Transactions - Time Adjustments	EX_TADJ_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Time Adjustments • Travel and Expenses, Approve Transactions, Approve Transactions, Time Adjustments	Approve time adjustments.
Approve Time Report - Time Report Summary	TE_TIME_LINES	• Click the Period End Date or Transaction ID on the Approve Transactions - Overview page. • Click the Period End Date or Transaction ID on the Approve Transactions - Time Adjustments page.	Review, approve, hold, send back, or deny time adjustments.

Approving Time Adjustments

Access the Approve Transactions - Time Adjustments page.

The fields on the Approve Time Report - Time Report Summary page are the same as the fields on the Create Time Report - Time Report Summary page and are documented in the Processing Time Reports chapter of this PeopleBook. Fields that are unique for the approval process of time adjustments are documented in this section.

See Chapter 19, “Preparing Time Reports and Time Adjustments,” page 325.

Version	Displays the adjustment number of the transaction.
View Other Version	Select to view different versions or adjustments of the time report.

Approving Travel Authorizations

This section provides an overview of travel authorization approvals and discusses how to:

- Approve a travel authorization.
- Approve expense detail lines.
- View travel authorization exception comments.
- View approval comments.

Understanding Travel Authorization Approvals

After an employee submits a travel authorization, it goes through the approval process. From the time that an employee creates the travel authorization until an approver approves it, the travel authorization's status changes, depending on the action taken at each step of the approval process.

Approvers use the Approve Transactions - Overview, Approve Transactions - Travel Authorizations, or Travel Authorization - Travel Authorization Summary pages to review, approve, hold, send back, or deny authorizations. The Travel Authorization - Travel Authorization Summary page is similar to the page that employees use to prepare travel authorization.

Pages Used to Approve Travel Authorizations

Page Name	Object Name	Navigation	Usage
Approve Transactions - Overview	EX_ALLTXN_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Overview • Travel and Expenses, Approve Transactions, Approve Transactions, Overview	Approve Travel Authorizations on the summary approval page.
Approve Transactions - Travel Authorizations	EX_TAUTH_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Travel Authorizations • Travel and Expenses, Approve Transactions, Approve Transactions, Travel Authorizations	Approve Travel Authorizations on the summary approval page.

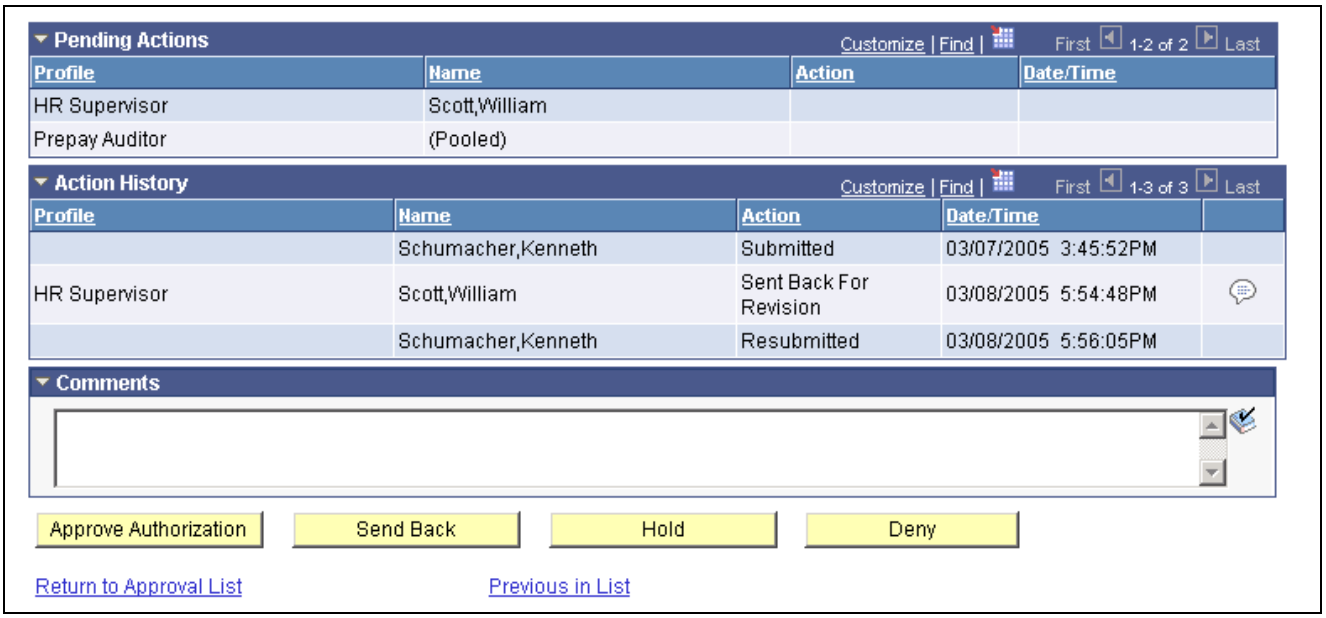
Page Name	Object Name	Navigation	Usage
Approve Travel Authorization - Travel Authorization Summary	TE_TAUTH_LINES	• Click the Description or Transaction ID link on the Approve Transactions - Overview page. • Click the Description or Transaction ID link on the Approve Transactions - Travel Authorization page.	Review a summary of travel authorization expenses and select an approval status. Managers and project managers who have authority to approve travel authorizations use this page.
Approve Travel Authorization - Accounting Defaults	TE_TAUTH_SPLIT	Click the Accounting Defaults link on the Travel Authorization Summary page.	View, add, or modify the accounting distribution summary for the travel authorization, depending on the privilege allowed for the approver.
Approve Travel Authorization - Travel Authorization Details	EX_TAUTH_ENTRY	Select *Travel Authorization Details* from the More Options drop-down list box on the Approve Travel Authorization - Travel Authorization Summary page.	View the travel authorization request details.
Approve Travel Authorization - View Exception Comments	TE_EXCPTN_COMM_TA	Select *View Exception Comments* from the More Options drop-down list box on the Approve Travel Authorization - Travel Authorization Summary page.	View travel authorization exception comments.
Approve Travel Authorization - Expense Detail for [expense type]	TE_TAUTH_LINE_DTL	Click the Expense Type link on the Approve Travel Authorization - Travel Authorization Summary page.	View and approve expense details on a travel authorization.
Approve Travel Authorization - Accounting Detail	TE_TAUTH_DIST	Click the Update Accounting Detail link on the Approve Travel Authorization - Expense Detail for [expense type] page.	View, add, or modify accounting details for expense transaction lines, depending on the privilege allowed for the approver.

Approving a Travel Authorization

Access the Travel Authorization Summary page.



Travel Authorization Summary page (1 of 2)



Travel Authorization Summary page (2 of 2)

The fields on the Travel Authorization Summary page are the same as the fields on the Travel Authorization Entry page and are documented in the Preparing Travel Authorization chapter of this PeopleBook. Fields that are unique for the approval process are documented in this section.

See Chapter 15, "Preparing Travel Authorizations," page 235.

User Defaults Click to access the Employee Profile - User Defaults page to view the employee's defaults and preferences.

General Information

The information in this section is from the Report Information page and is not editable by approvers.

Accounting Defaults Click to access the Accounting Defaults page and view or modify the accounting distribution summary for the travel authorization.

More Options Options are:

Travel Authorization Details: Select to access the Travel Authorization Details page.

View Exception Comments: Select to access the Travel Authorization - View Exception Comments page.

Details

Expense Type Click the link in this column to access the Expense Detail for [expense type] page and view or modify information about the expense lines.

Approve Clear the check box if you do not approve an expense line. You must select a reason from the drop-down list box (next to the Approve check box) and enter a comment in the Approval Detail section. If an authorized approver adds a line, Expenses automatically sets the line to *Approved* and subsequent approvers have no access to it. Because of this limitation, authorization to add expense lines should be used carefully.

Pending Actions

This section displays the names of the approvers, auditors, project managers, and other define approvers who need to review and approve the travel authorization.

Action History

Expenses displays the transaction submittal and approval activities that have occurred, as well as the approver's name and date that they took action.



Click the View Approver Comments button to access the View Approver Comments page and view comments that an approver made regarding travel authorization expense lines.

Comments

Enter information regarding the travel authorization such as why you denied it. If you enter comments and send the travel authorization back to the employee, Expenses displays your comments when the employee modifies the travel authorization; however, the system does not display comments to the employee in the view mode. After employees resubmit travel authorizations, Expenses displays comment history only to all approvers.

Approve Click to approve the travel authorization and change the status to *Approved* and automatically enter the current data and approver's user ID.

If you use budget checking, Expenses deactivates this button if it determines that the travel authorization request needs to be budget-checked prior to approval.

Send Back Click to return the travel authorization to the employee for correction or revision. This action changes the status to *Pending.* If you send the travel

authorization back to the employee, you must also provide an explanation in the Comments field.

Hold Click to place the travel authorization on hold and change the status to *Hold by Approver*.

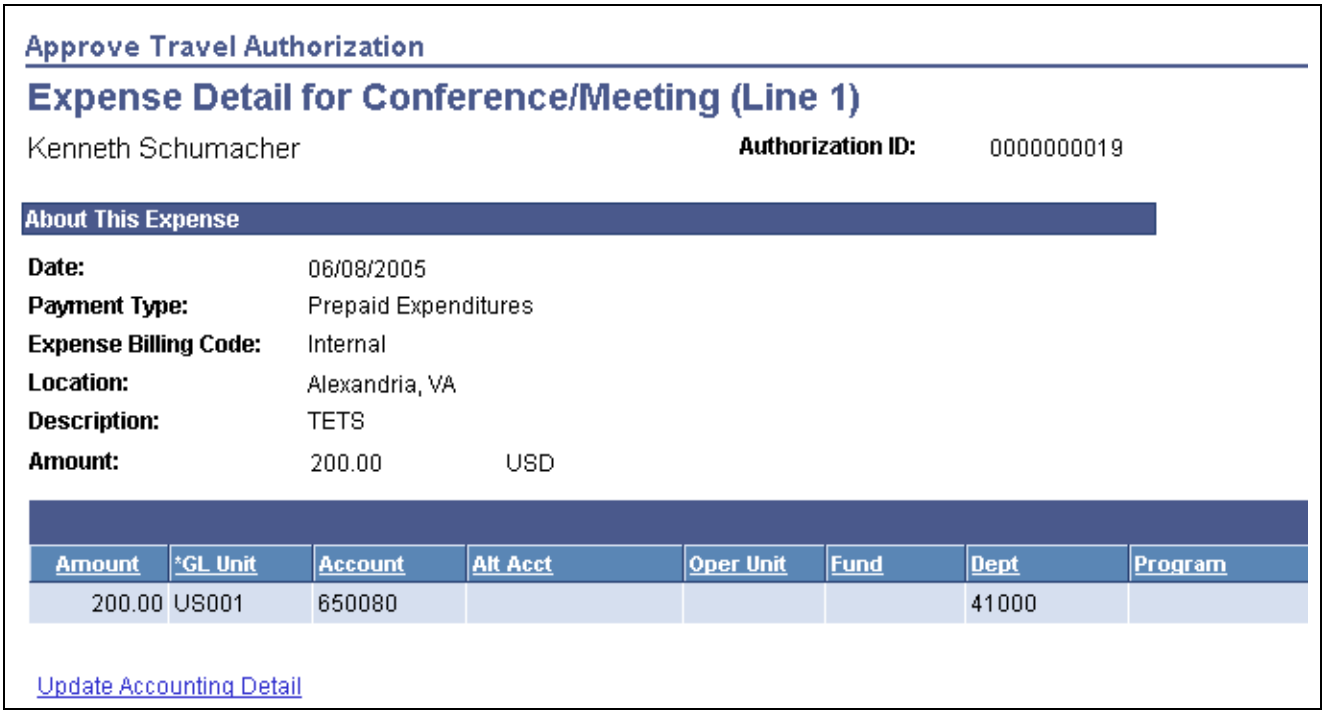
Deny Click to deny the entire travel authorization and change the status to *Denied*. If you deny the request, you must also provide an explanation in the Comments field. The system does not route denied travel authorizations to subsequent approvers and the employee cannot resubmit it.

Budget Check Click to access the Commitment Control page to budget check the travel authorization or view comments about the budget check. This link is available only if any of the accounting distributions contain a general ledger business unit that is enabled for Commitment Control.

Note. If you make any changes to distributions or amounts, you must budget check the expense report again to reflect the changes in the commitment control ledgers.

Approving Expense Detail Lines

Access the Approve Travel Authorization - Expense Detail for [expense type] page.



Approve Travel Authorization - Expense Detail for [expense type] page (partial)

Update Accounting Detail Click to access the Approve Travel Authorization - Accounting Detail page to view, add, or modify accounting details for expense transaction lines, depending on the privilege allowed for the approver. Approvers can modify the general ledger or project-related ChartFields, general ledger business unit, or the distribution split amount. If you change the distribution split amount, the total must equal the original amount of the expense transaction.

Approve Expense Clear the check box if you do not approve the expense line.

Viewing Travel Authorization Exception Comments

Access the View Exception Comments page.

For each travel authorization line item, Expenses displays the associated expense type, exception, and comment. You can review explanations for line items that do not follow organizational expense policies—for example, not using preferred merchants or exceeding expense location amounts. Click the expense type in the Expense Type column to access the View Expense [expense type] page.

Viewing Approval Comments

Access the View Approval Comments page.

The View Approval Comments page displays comments that approvers have made for the travel authorization request.

Approving Cash Advances

This section provides an overview of cash advance approvals and discusses how to approve a cash advance.

Understanding Cash Advance Approvals

Based on the approval rules that you set up, cash advances can be paid as soon as employees submit them, or they can go through one or more checkpoints for review. If your organization requires auditing, approvers must approve the cash advance before it is eligible for auditing.

From the time the employee creates a cash advance until it is ready for payment, the cash advance's approval status changes, depending on the action taken in each step of the approval process. Expenses immediately sets a cash advance to paid status of the cash advance source does not generate a payment.

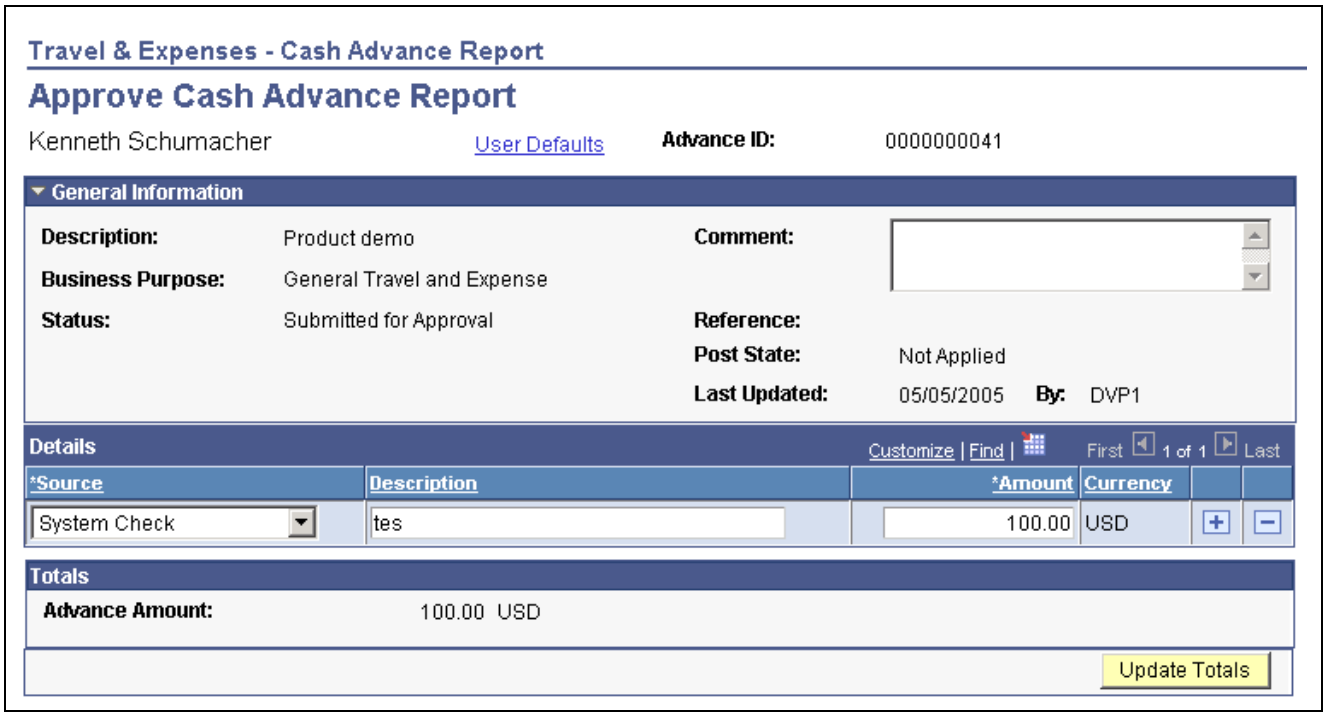
Approvers use the Approve Transactions - Overview, Approve Transactions - Cash Advances, or Approve Cash Advance Report pages to approve, hold, send back, or deny authorizations. The Approve Cash Advance Report page is similar to the page that employees use to prepare cash advance requests.

Pages Used to Approve Cash Advances

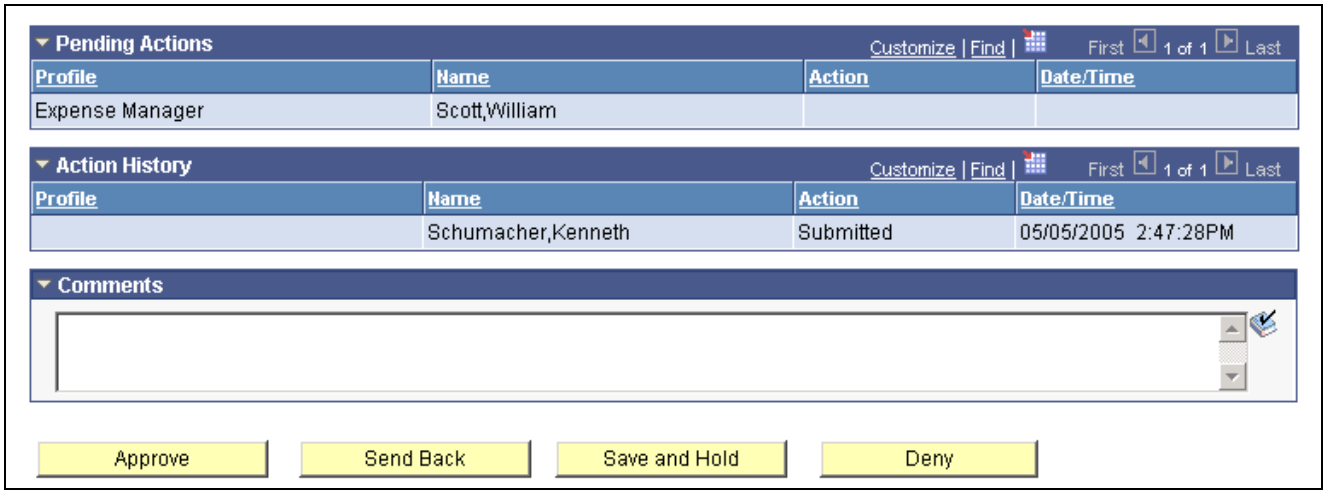
Page Name	Object Name	Navigation	Usage
Approve Transactions - Overview	EX_ALLTXN_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Overview • Travel and Expenses, Approve Transactions, Approve Transactions, Overview	Approve Travel Authorizations on the summary approval page.
Approve Transactions - Cash Advances	EX_ADV_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Cash Advances • Travel and Expenses, Approve Transactions, Approve Transactions, Cash Advances	Approve cash advances.
Approve Cash Advance Report	TE_ADVANCE	Click the Description or Transaction ID link on the Approve Transactions - Cash Advances page.	Approve cash advances.
Cash Advance - View Approval Comments	TE_APRVL_COMMENTS	Click the View Comments button on the Approve Cash Advance page.	View comment history.

Approving a Cash Advance

Access the Approve Cash Advance Report page.



Approve Cash Advance Report page (1 of 2)



Approve Cash Advance Report page (2 of 2)

The fields on the Approve Cash Advance Report page are the same as the fields on the Create Cash Advance Report page and are documented in the Preparing Cash Advances chapter of this PeopleBook. Fields that are unique for the approval process are documented in this section.

See Chapter 16, “Preparing Cash Advances,” page 255.

User Defaults Click to access the Employee Profile - User Defaults page to view the employee’s defaults and preferences.

Pending Actions

This section displays the names of the approvers, auditors, and project managers who need to review and approve the cash advance.

Action History

Expenses displays the transaction submittal and approval activities that have occurred, as well as the approver's name and date that they took action.



Click the View Approver Comments button to access the View Approver Comments page and view comments that an approver made regarding the cash advance.

Comments

Enter a comment. When you select to return the cash advance request to employees upon denial, the system displays the comments to the employees when they access the cash advance. After employees resubmit returned cash advance requests, the system displays comment history only to approvers.

Approve Click to approve the cash advance. This action changes the status to *Approved* for Payment and the cash advance is ready for payment processing. If more than one approver is required, the status changes to *Approval in Process* until the last authorized approver approves the expense report for payment.

Send Back Click to return the cash advance to the employee for correction or revision. This action changes the status to *Pending.* If you send the cash advance back to the employee, you must also provide an explanation in the Comments field.

Save and Hold Click to place the cash advance on hold and change the status to *Hold by Approver.*

Deny Click to deny the cash advance and change the status to *Denied,* If you deny the cash advance, you must also provide an explanation in the Comments field. The system does not route denied cash advance requests to subsequent approvers and the employee cannot resubmit it.

Viewing Approval Errors

This section provides an overview of approval errors and discusses how to view approval errors.

Understanding Approval Errors

When errors occur as a result of an action taken by an approver, the summary approval page initially refreshes and displays a red flag icon in the Errors column to indicate the transaction is in error from the approval process. Approvers click on the Errors tab to view error messages. Expenses displays an error message for each transaction. The transaction can have multiple errors, but the first error condition that prevented the transaction from being processed is the message that Expenses displays. The error conditions handled are:

- *Error in budget checking:* Indicates that a transaction has encountered an error in the budget checking process. Approvers must resolve the cause of the exception before performing another budget check.
- *Accounting date is invalid:* Indicates that the transaction's accounting date is in a closed period.
- *Approval action not allowed for your profile:* Indicates that the approver performed an approval action on the Approve Transactions pages that they are not authorized to use.

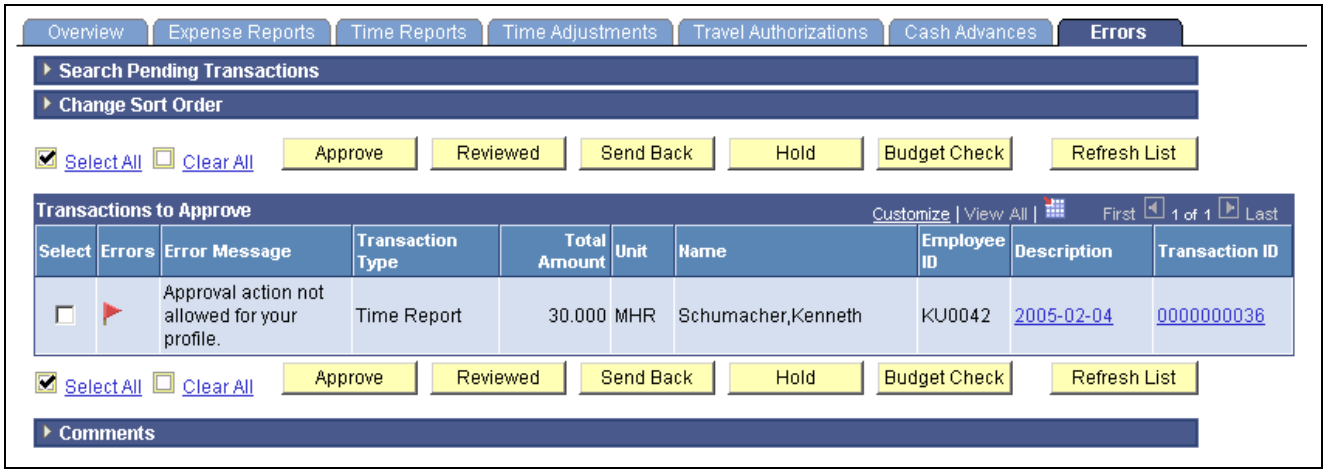
- *Transactions must be budget checked prior to approval:* Indicates that you must run the budget checking process before you can approve the transaction. This condition applies when an approver selects and tries to approve transactions that must be budget checked prior to approval.
- *Processing error – please contact your administrator:* Indicates that some type of programming error occurred.

Page Used to View Approval Errors

Page Name	Object Name	Navigation	Usage
Approve Transactions - Errors	EX_ALLERROR_APPR	• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Errors • Travel and Expenses, Approve Transactions, Approve Transactions, Errors	View approval errors.

Viewing Approval Errors

Access the Approve Transactions - Errors page.



Approve Transactions - Errors page

Description or **Transaction ID** Click the link to access one of the following pages, depending on the transaction type:

- Expense Report Summary page.
- Approve Cash Advance Report page.
- Travel Authorization Summary page.
- Time Report Summary page.

Modifying Approved Transactions

This section lists the pages used to modify approved transactions.

Note. The pages used to modify approved expense transactions are the same pages used to approve the transactions.

See Chapter 22, "Managing Approvals in Expenses," Approving Expense Reports, page 388; Chapter 22, "Managing Approvals in Expenses," Approving Time Reports, page 398; Chapter 22, "Managing Approvals in Expenses," Approving Time Adjustments, page 402; Chapter 22, "Managing Approvals in Expenses," Approving Travel Authorizations, page 403 and Chapter 22, "Managing Approvals in Expenses," Approving Cash Advances, page 408.

Pages Used to Modify Approved Transactions

Page Name	Object Name	Navigation	Usage
Approve Expense Report - Expense Report Summary	TE_SHEET_LINES	• Manager Self-Service, Travel and Expense Center, Approvals, Modify Approved Transactions Click the Description or Transaction ID link on the Overview or Expense Reports tab. • Travel and Expenses, Approve Transactions, Modify Approved Transactions Click the Description or Transaction ID link on the Overview or Expense Reports tab.	Modify expense reports after they have been approved for payment, but not staged for payment or paid. You can edit descriptive information, expense report line items, and accounting details.
Approve Travel Authorization - Travel Authorization Summary	TE_TAUTH_LINES	• Manager Self-Service, Travel and Expense Center, Approvals, Modify Approved Transactions Click the Description or Transaction ID link on the Overview or Travel Authorizations tab. • Travel and Expenses, Approve Transactions, Modify Approved Transactions Click the Description or Transaction ID link on the Overview or Travel Authorizations tab.	Modify travel authorizations after they have been approved.

Page Name	Object Name	Navigation	Usage
Approve Cash Advance Report	TE_ADVANCE	• Manager Self-Service, Travel and Expense Center, Approvals, Modify Approved Transactions Click the Description or Transaction ID link on the Overview or Cash Advances tab. • Travel and Expenses, Approve Transactions, Modify Approved Transactions Click the Description or Transaction ID link on the Overview or Cash Advances tab.	Modify cash advances after they have been approved for payment, but not staged for payment or paid.
Approve Time Report - Time Report Summary	TE_TIME_LINES	• Manager Self-Service, Travel and Expense Center, Approvals, Modify Approved Transactions Click the Period End Date or Transaction ID link on the Overview or Time Reports tab. • Travel and Expenses, Approve Transactions, Modify Approved Transactions Click the Period End Date or Transaction ID link on the Overview or Time Reports tab.	Modify time reports after they have been approved.
Approve Time Report - Time Report Summary	TE_TIME_LINES	• Manager Self-Service, Travel and Expense Center, Approvals, Modify Approved Transactions Click the Period End Date or Transaction ID link on the Overview or Time Adjustments tab. • Travel and Expenses, Approve Transactions, Modify Approved Transactions Click the Period End Date or Transaction ID link on the Overview or Time Adjustments tab.	Modify time adjustments after they have been approved.

Managing Workflow

This section discusses how to:

- Handle notifications.
- Delegate approvals.
- Reassign approvals.
- Reroute approvals

Handling Notifications

The Approval Workflow Engine (AWE) is responsible for sending out notifications based on the definitions set up on the Approval Transaction Registry page. The "Delivered Workflows for Expenses" appendix lists the notifications.

See Also

Appendix C, "Delivered Workflows for Expenses," page 483

Reassigning Approvals

The Reassign Work feature allows administrators to move approval transactions from one approver's queue to another. This can be necessary if an approver is on leave, but has not defined an alternate approver in their absence. This feature can be used to reroute a transaction that was sent to the wrong approver.

- Reassignment can only be done for the transaction that is pending approval or held in approver's queue.
- When reassigning a transaction to an approver who has already approved the transaction, the system automatically approves the transaction.
- When reassigning a transaction to an approver who is already one of the regular approvers for the transaction, then the transaction only appears once for that approver.

See Also

Chapter 10, "Setting Up Approvals and Audit Rules," Reassigning Work for Expense Transactions, page 128

Rerouting Approvals

You can reroute transactions to a different approver if you use the rerouting feature in the approval configuration. Rerouting is also referred to as "escalation." A professional services organization can set escalation to occur if an approver has not performed their approval for a transaction within the duration specified in the transaction definition. For example, if a duration of one day is set for a project manager for time reports and a specific time report has been in the project manager's queue for a day with no action taken, the system routes the transaction to the approver designated in the transaction definition. The escalation process must be enabled and running for this to properly occur.

See Also

Chapter 10, "Setting Up Approvals and Audit Rules," Configuring Transaction Types for Expenses, page 106

PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook, "Using Workflow and Managing Approvals," Using Escalations

CHAPTER 23

Processing Value Added Tax (VAT) Transactions in Expenses

This chapter provides an overview of how to process VAT transactions in Expenses and discusses how to:

- Set up VAT driver defaults for Expenses.
- Enter VAT information on expense reports.
- Understand VAT calculations for expense transactions.

Understanding How to Process VAT Transactions in Expenses

Expenses enables you to record and report VAT information associated with expense reports. The system loads the VAT information from expense reports into the VAT transaction table and then into the VAT reporting tables, which you use to create VAT returns and other VAT reports. Before you record and report VAT, set up your VAT environment and enable your business units for VAT. PeopleSoft accommodates a number of methods to calculate VAT based on the countries where your organization is located or with which it conducts business.

Set up VAT for Expenses and other PeopleSoft applications that process VAT transactions using the VAT and Intrastat components and pages. VAT setup and the associated system pages are described in detail in the *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook.*

Set up VAT for Expenses at the expense type and expense business unit levels. Both of these levels are represented by a VAT driver created by PeopleSoft. You can set up the VAT defaults for Expenses in a central VAT location by selecting the VAT driver for expense type or expenses business unit.

The global VAT defaulting routines provide a centralized mechanism for the storage and retrieval of VAT information. Expenses obtains VAT defaults by calling the global VAT defaulting routines. The basic elements that we refer to in VAT defaulting are:

- VAT Driver: An entity for which you can define VAT defaults, such as expenses business unit and expense types.
- Driver Keys: Application-specific key fields that identify a VAT driver instance. For example, the keys that identify the expense types VAT driver are setID and expense type. Driver keys are pulled from transactions during defaulting.
- VAT Defaults: Fields for which the common VAT defaulting routines supply default values. The system determines VAT defaults:
  - Using algorithm.

    Complex algorithms determine some fields such as VAT registration country or VAT treatment.

- Using the VAT Default Table.

  The system obtains some VAT default fields through a hierarchy of defaults from the common VAT Defaults table. The levels in the hierarchy represent the default source and are identified by the VAT driver (such as expense type, expenses business unit, and VAT entity). PeopleSoft centralizes this information into a single table and makes the values available through the common VAT defaulting routines.

The following table lists the VAT drivers and associated VAT driver keys in VAT default hierarchy sequence from most specific to least specific for the VAT Defaults component. There are no Expenses drivers that apply to the Services VAT Treatment Defaults.

Note. The VAT drivers that appear in this table include only those that apply to Expenses and appear in the order of the hierarchy that Expenses uses to process defaults.

VAT Driver	VAT Driver Keys	PeopleSoft Application	Country	State	Applicable to Regular VAT Defaults	Applicable to Services VAT Treatment Defaults
Expense Type	Set ID Expense Type	Expenses	Optional	Optional	Yes	No
Expenses Business Unit	Business Unit	Expenses	Optional	Optional	Yes	No
VAT Entity Registration	VAT Entity Country	All	Required	Optional	Yes	No
VAT Country	Country	All	Required	Optional	Yes	No

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Working with VAT"

Setting Up VAT Driver Defaults for Expenses

The VAT drivers for Expenses are:

- Expense Types
- Expenses Business Unit
- VAT Entity Registration
- VAT Country

This section discusses how to:

- Set up VAT driver defaults for expenses business units.
- Set up VAT driver defaults for expense types.

See Also

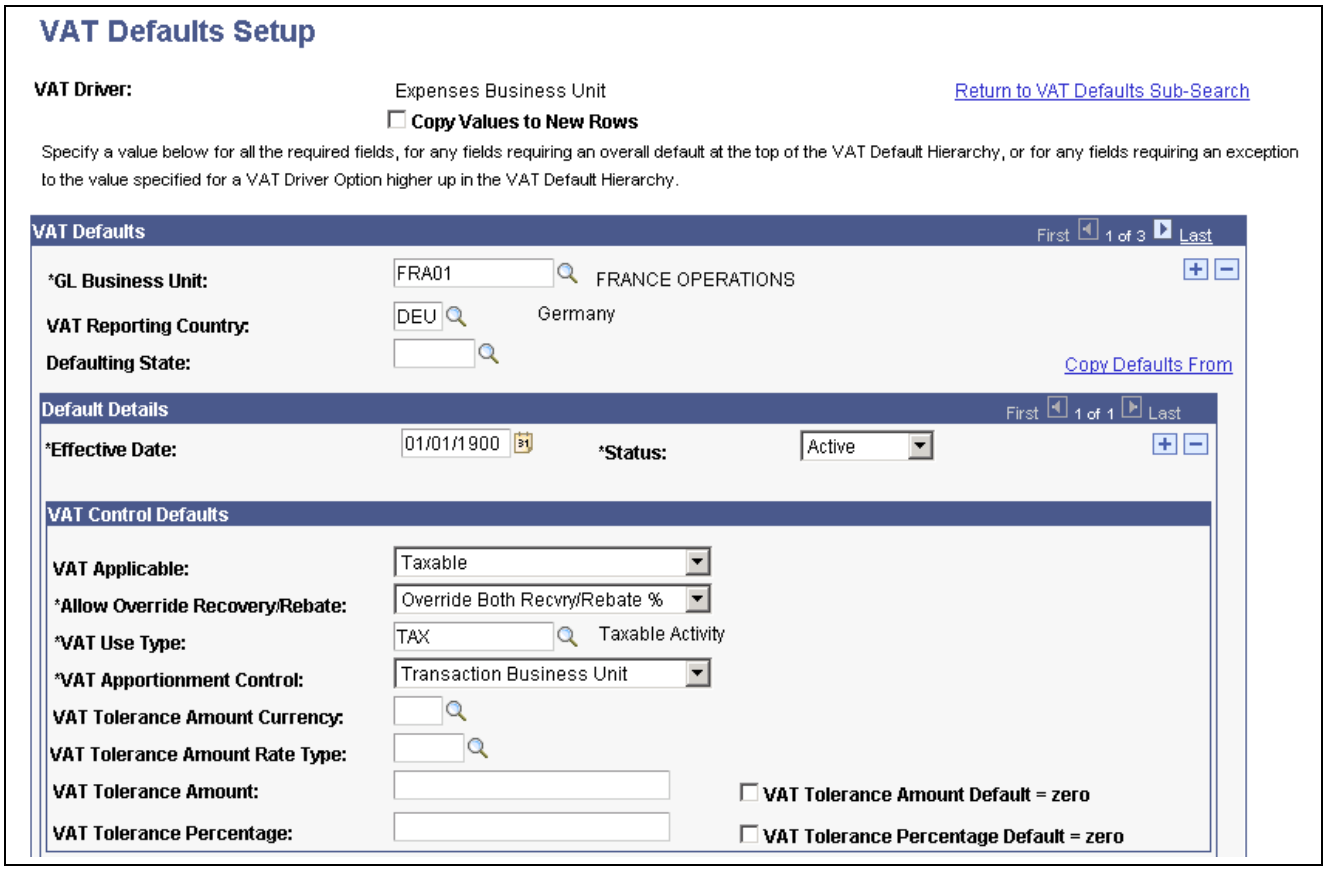
Chapter 3, "Defining Your Operational Structure for Expenses," Defining VAT Parameters for a Business Unit, page 16

Pages Used to Set Up VAT Drivers for Expenses

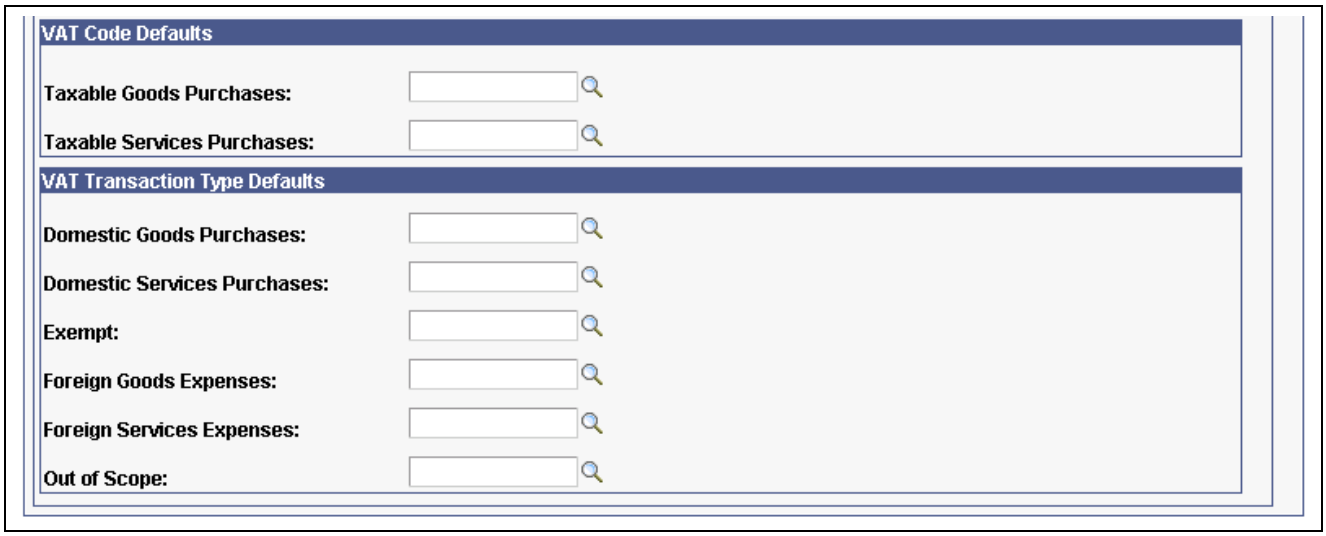
Page Name	Object Name	Navigation	Usage
VAT Defaults Setup (VAT Driver: Expenses Business Unit)	VAT_DEFAULTS_DTL	• Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Defaults, VAT Defaults Sub-Search, VAT Defaults Setup • Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, VAT Options Click the VAT Default link (on the VAT Options page).	Access the VAT defaults for expenses business units.
VAT Defaults Setup (VAT Driver: Expense Type)	VAT_DEFAULTS_DTL	• Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Defaults, VAT Defaults Sub-Search, VAT Defaults Setup • Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type Click the VAT Default link (on the Expense Types 1 page).	Access the VAT defaults for expense types.

Setting Up VAT Defaults for Expenses Business Unit VAT Driver

Access the VAT Defaults Setup page for expenses business unit VAT Driver.



VAT Defaults Setup - VAT Driver: Expenses Business Unit page (1 of 2)



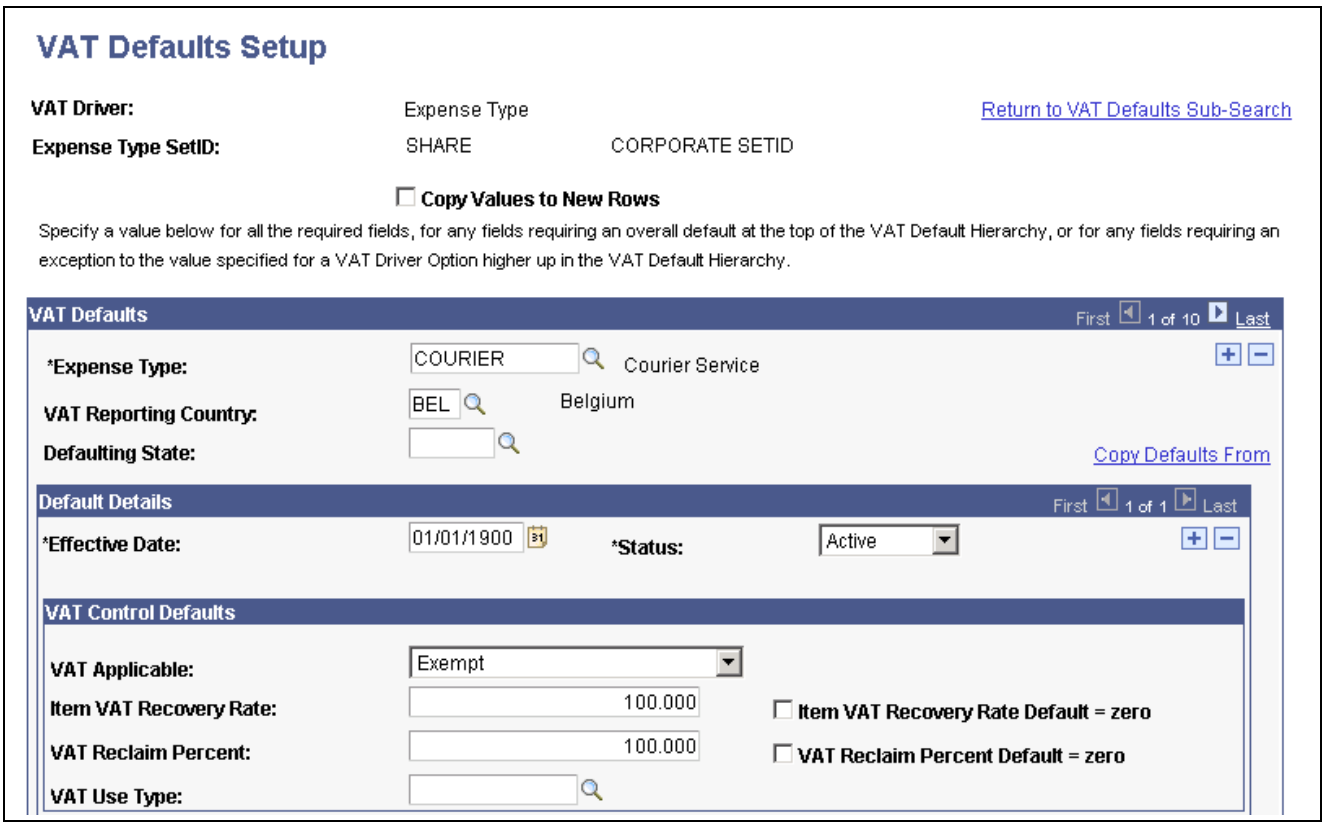
VAT Defaults Setup - VAT Driver: Expenses Business Unit page (2 of 2)

The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page, you define Expenses defaults as applicable for each PeopleSoft-defined Expenses VAT driver.

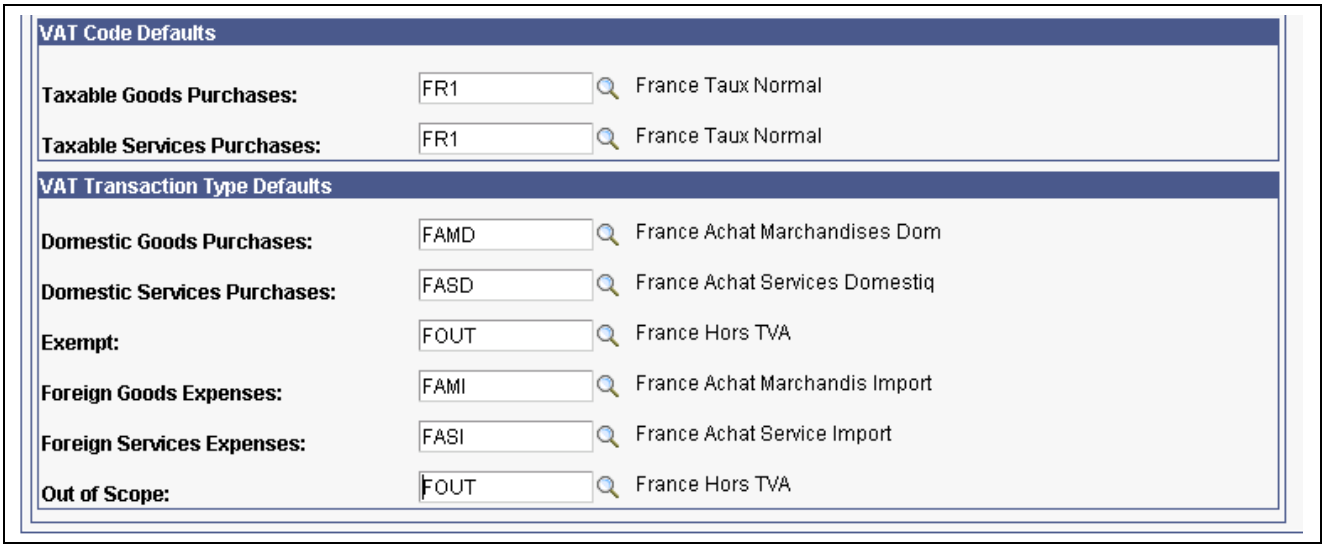
See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT".

Setting Up VAT Defaults for Expense Type VAT Driver

Access the VAT Defaults Setup page for expense type VAT Driver.



VAT Defaults Setup - VAT Driver: Expense Type page (1 of 2)



VAT Defaults Setup - VAT Driver: Expense Type page (2 of 2)

The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page, you can define Expenses defaults as applicable for each PeopleSoft-defined Expenses VAT driver.

See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT".

Entering VAT Information on Expense Reports

This section provides an overview of VAT information and discusses how to:

- Select VAT options and calculate VAT on expense reports.
- Enter VAT accounting details.

Understanding VAT Information

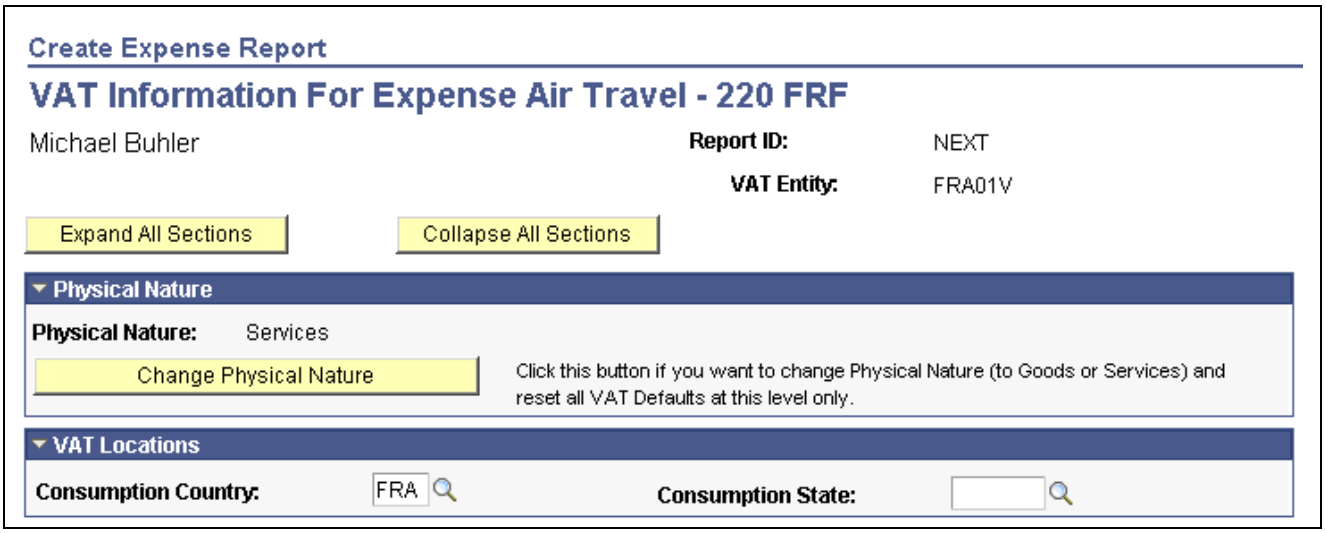
After entering an expense transaction line on the Expense Report Entry page, select the VAT tab (VAT must be enabled) and then click the VAT Information button to access the VAT Information For Expense Type page. The system defaults appear the first time you access the VAT Information For Expense Type page. You can easily change values and recalculate VAT.

Pages Used to Enter VAT Information

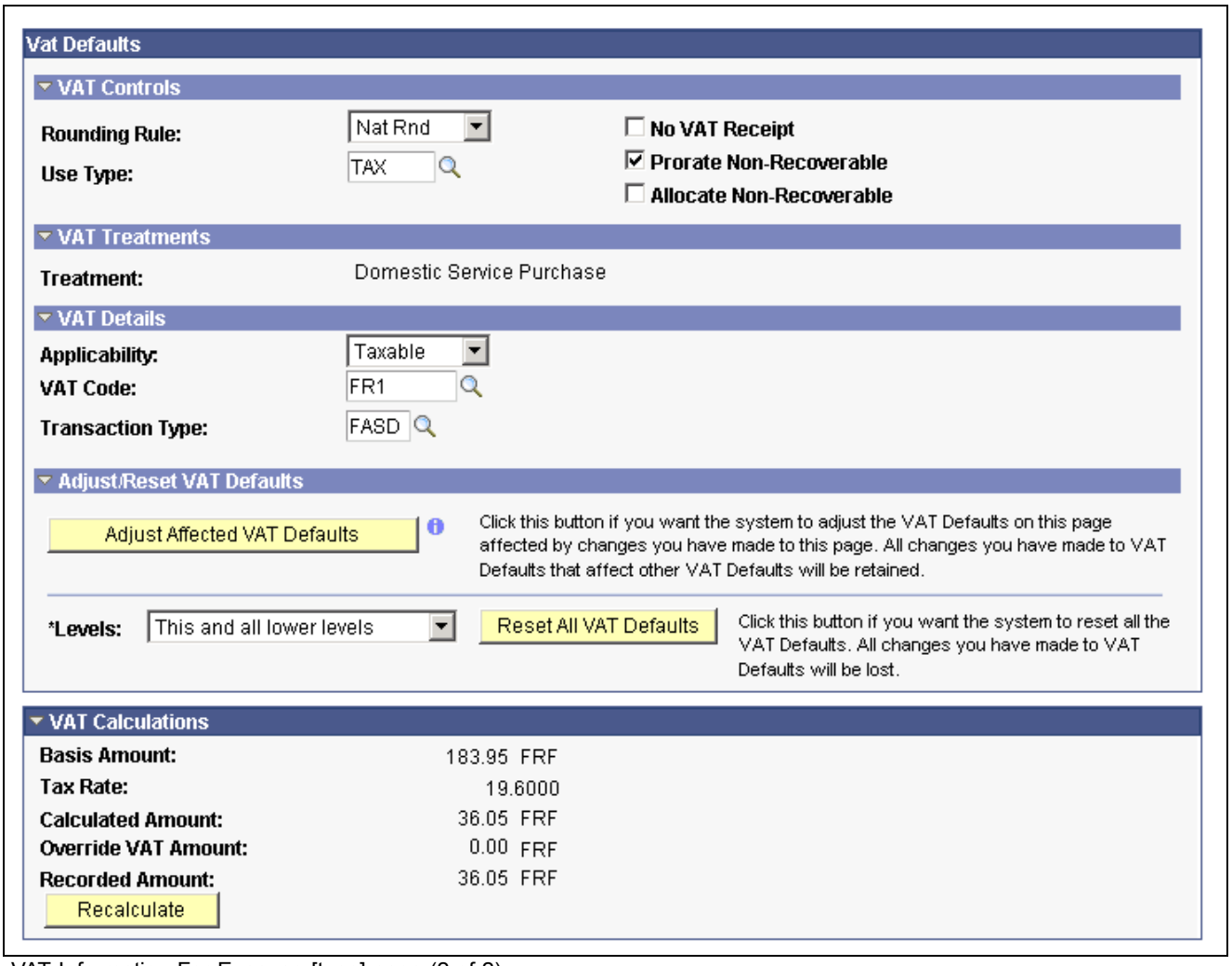
Page Name	Object Name	Navigation	Usage
VAT Information For Expense [type]	TE_SHEET_VAT_INFO	• For frequent users, enter an expense line on the Expense Report Entry page, select the VAT tab, and then click the VAT Information link. • For occasional users, enter an expense line on the Expense Report Entry page, click the Detail link, and then click the VAT Information link.	Select VAT options and calculate VAT for the expense item.
VAT Accounting Detail	TE_SHEET_ACCTG_VAT	• For frequent users, enter an expense line on the Expense Report Entry page, click the Accounting Detail button on the Overview tab, click the VAT Amounts tab on the Accounting Detail page, then click the VAT Accounting Detail button. • For occasional users, enter an expense line on the Expense Report Entry page, click the Detail link, click the Accounting Detail link, click the VAT Amounts tab, then click the VAT Accounting Detail button.	View or change VAT accounting details.

Selecting VAT Options and Calculating VAT

Access the VAT Information For Expense [type] page.



VAT Information For Expense [type] page (1 of 2)



VAT Information For Expense [type] page (2 of 2)

Physical Nature

Physical Nature Indicates whether an expense type is a good or a service. For many countries, there is a requirement to report the sale or purchase of goods separately from services. Expenses uses this field to retrieve values from the VAT Defaults table.

Change Physical Nature Click to override the default physical nature for this expense. The system resets all the VAT defaults.

VAT Locations

Consumption Country Enter the country where you incurred the VAT. Expenses uses this field to retrieve values from the VAT Defaults table.

The initial default value for this field comes from the location that you enter on the expense transaction line. If you do not enter a location on the expense transaction line, Expenses uses the default location from the expense report header.

Consumption State If the consumption country requires that you track VAT by state or province, enter the state, province, or geographic region within the country where you incurred the VAT. Expenses uses this field to retrieve values from the VAT Defaults table.

The initial default value for this field comes from the location that you enter on the expense transaction line. If you do not enter a location on the expense transaction line, Expenses uses the default location from the expense report header.

VAT Defaults - VAT Controls

Rounding Rule Select the VAT rounding rule that you want to use. The initial default value comes from either the VAT entity registration or VAT country VAT driver within the VAT defaults table. Values are:

- *Nat Rnd* (natural round): Rounds amounts normally (up or down) to the precision that is specified for the currency code. For example, for a currency that is defined with two decimal places, 157.4659 would round up to 157.47, but 157.4649 would round down to 157.46.
- *Up:* Rounds up and limits rounding precision to one additional decimal place. For example, for a currency that is defined with two decimal places, 157.4659 would round up to 157.47.
- *Down:* Rounds amounts down to the precision that is specified for the currency. For example, for a currency defined with two decimal places, 157.4659 would round down to 157.46.

Use Type Enter a value to categorize the use of a good or service by the tax status of the activity in which it is used—the tax status of the goods or services that is ultimately produced from those procured. VAT use is one of the main determinants in the recoverability of input VAT. The initial default value comes from the expense type or Expenses business unit VAT driver within the VAT defaults table.

No VAT Receipt Select if the employee did not submit a VAT receipt for a VAT expense item that requires one. If selected, Expenses sets the recovery percentage and rebate percentage fields to zero. You can set up approval and audit rules so that expenses with VAT but without VAT receipts require approval and auditing; in many countries, you cannot claim tax credits for the VAT without a VAT receipt. By default, this check box is not selected.

Prorate Non-Recoverable Expenses generates an accounting line for non-recoverable VAT. Clear this check box to charge non-recoverable VAT to the non-recoverable VAT account that is designated in the VAT code. Select this check box to charge non-recoverable VAT as an expense to ChartFields that are indicated in an expense report accounting split. The initial default value comes from the Expenses Definition - VAT Options page.

Allocate Non-Recoverable This check box is applicable only when non-recoverable VAT is not being prorated. When non-recoverable VAT is not being prorated, the account and alternate account for the non-recoverable VAT accounting entry will always be obtained from the VAT accounting template associated with the VAT code.

Select this check box to allow the other, non-account ChartFields to be obtained based on the ChartField Inheritence Options that have been defined for non-recoverable VAT. For each ChartField, these options allow you to specify whether the ChartField value is inherited from the expense distribution line, whether the value comes from the business unit defaults, or whether the value comes from the VAT accounting template.

Clear this check box to allow the other, non-account ChartFields to all be obtained from the VAT accounting entry template.

The value of this check box defaults from the Expenses Definition - VAT Options page.

VAT Defaults - VAT Treatments

Treatment Displays the appropriate VAT treatment value. Within PeopleSoft, VAT treatment values on the transactions lines—which come from complex algorithms—are used to apply the precise defaults that are applicable to the transaction lines. Options are:

- *Domestic Goods Purchases:* The purchase of goods where the VAT entity is registered in the consumption country.
- *Domestic Services Purchases:* The purchase of services where the VAT entity is registered in the consumption country.
- *Foreign Goods Expense:* The purchase of goods where the VAT entity is not registered in the consumption country and the Record Foreign VAT flag on the Expenses Business Unit definition is turned on.
- *Foreign Service Expense:* The purchase of services where the VAT entity is not registered in the consumption country and the Record Foreign VAT flag on the Expenses Business Unit definition is turned on.
- *No VAT Processing:* No VAT is processed for the expense line. This will be the case for the following scenarios:
  - The consumption country and employee base country are the same, but the Expenses business unit is not VAT-enabled.

- The consumption country and employee base country are the same, but the VAT Entity is not registered in that country.
- The consumption country and employee base country are not the same and the consumption country is not defined as having a value-added tax system.
- The consumption country and employee base country are not the same, the Expenses business unit is not VAT-enabled, and the Record Foreign VAT flag on the Expense business unit is turned off.
- The consumption country and employee base country are not the same, the VAT Entity is not registered in the consumption country, and the Record Foreign VAT flag on the Expense business unit is turned off.

VAT Defaults - VAT Details

Applicability Displays the appropriate status for VAT applicability. Options for Expenses are *Taxable, Exempt (not subject to VAT)* and *Outside (Outside of Scope of VAT)*. The value comes from an algorithm that uses the VAT Applicable default from the VAT default hierarchy (expense types, Expenses business unit, and VAT country VAT drivers) within the VAT defaults table, the treatment, and the exception type.

VAT Code Displays the rate at which the system calculates VAT for the expense line. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable VAT Code default from the VAT default hierarchy (expense types, Expenses business unit, and VAT country VAT drivers) within the VAT defaults table.

Transaction Type Displays a code that categorizes and classifies this transaction for VAT reporting and accounting. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable transaction type form the VAT default hierarchy (expense types, expenses business unit, and VAT entity registration VAT drivers) within the VAT defaults table.

VAT Defaults - Adjust/Reset VAT Defaults

Adjust Affected VAT Defaults Click this button to have the system adjust the VAT defaults that are affected by your changes. All changes you have made to VAT Defaults on this page that affect other VAT Defaults on this page will be retained.

PeopleSoft recommends that you always click the Adjust Affected VAT Defaults button after changing any defaults on the VAT page. Since values that appear lower down on the page can be dependent on values that appear higher up on the page, you should work from top to bottom and click the Adjust Affected VAT Defaults button in the Adjust/Reset VAT Defaults region as needed. This avoids updating values that you have already overridden.

 Click the List of fields to be selected icon to view a list of the fields whose values will be adjusted when you click the Adjust Affected VAT Defaults button.

Levels Before you click the Reset All VAT Defaults button, select the levels to which you want the action to apply. Options are:

- *All lower levels only:* Reset the VAT defaults for the expense distribution lines.

- *This and all lower levels:* Reset the defaults for the expense line and the expense distribution line.
- *This level only:* Reset the defaults for the only the expense line.

Reset All VAT Defaults Click to reset VAT defaults that you overwrote back to the original defaults before you saved the component. This includes changes that you made when you clicked the Adjust Affected VAT Defaults button. The reset default values will be saved onto the expense line, the distribution line or both levels depending on your selection in the Level field.

Note. Reset redetermines the VAT defaults. If you changed a VAT driver field, resetting VAT defaults does not return the original default values; it resets all of the default values based on the new driver value.

VAT Calculations

Basis Amount Displays the amount on which the VAT is calculated in the transaction currency.

Tax Rate Displays the applicable VAT percentage.

Calculated Amount Displays the system-calculated VAT amount in the transaction currency.

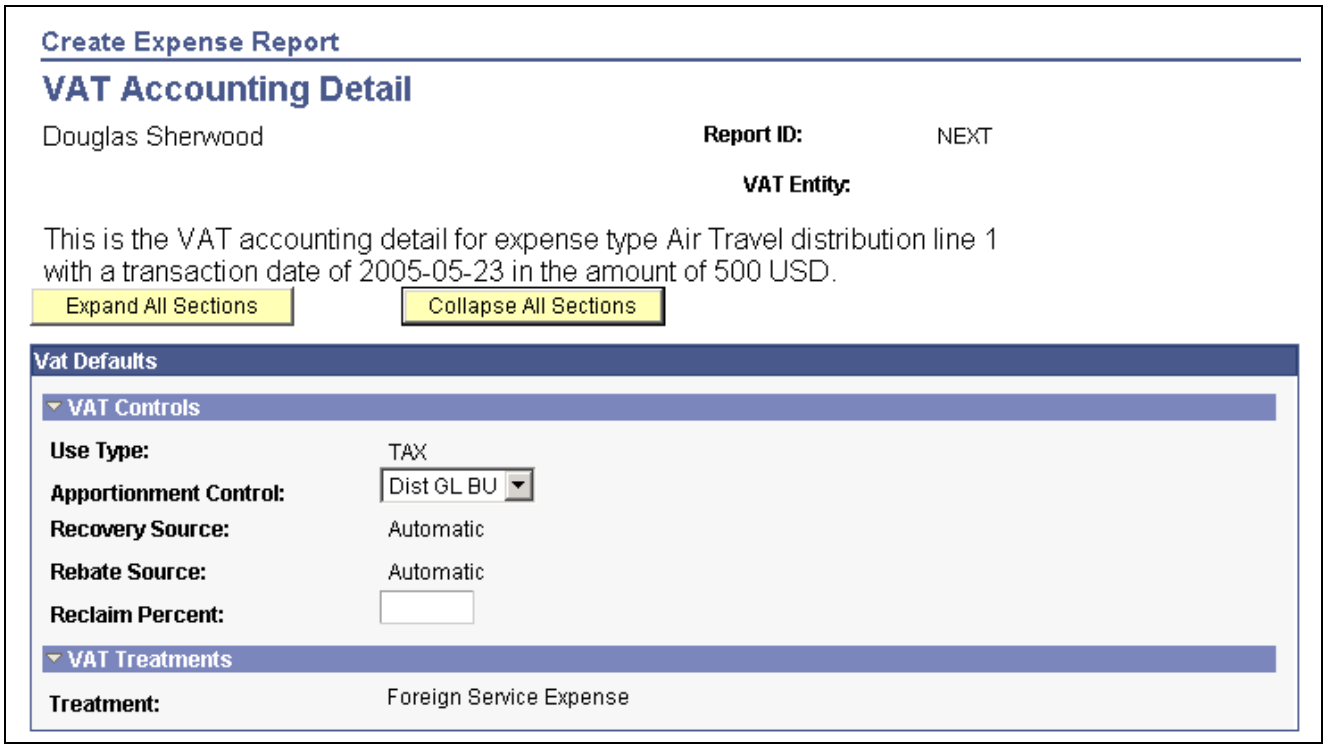
Override VAT Amount Displays the manually-entered VAT amount for the line when the calculated VAT amount is not equal to the VAT on the invoice being recorded; otherwise, this field is blank.

Recorded Amount Displays the amount of VAT that will be recorded for this transaction in the transaction currency. If the calculated VAT amount has been overridden, this will be the entered override VAT amount; otherwise, this will be the calculated amount.

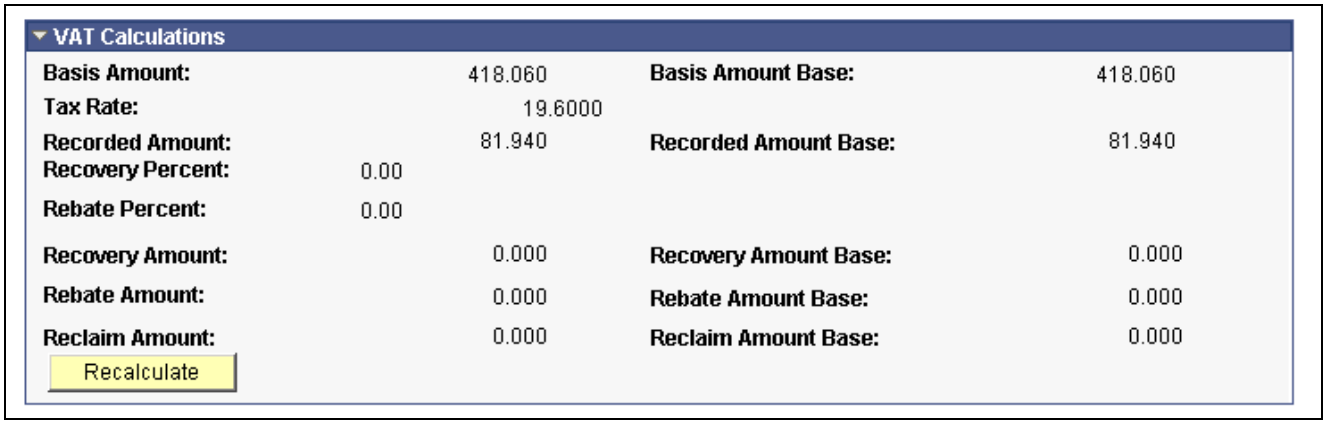
Recalculate Click to recalculate Basis Amount, Calculated Amount, and Recorded Amount, based on the changes made to VAT defaults. This button performs the same action that the calculate button on the expense line grid.

Entering VAT Accounting Details

Access the VAT Accounting Detail page.



VAT Accounting Detail page (1 of 2)



VAT Accounting Detail page (2 of 2)

VAT Defaults - VAT Controls

Use Type Displays the value from the VAT Information for Expense [type] page. You cannot modify this field.

Apportionment Control Displays the default value from the Expenses business unit VAT driver within the VAT defaults table. Select the option to use when searching for VAT apportionment information. Values are:

- *Dist GL BU* (distribution general ledger business unit): Select for the system to use the general ledger business unit on the distribution line to search for the taxable and exempt percentages.
- *Txn BU* (transaction business unit): Select for the system to use the expenses business unit associated with the employee to search for the taxable and exempt percentages.

- *Txn GL BU* (transaction general ledger business unit): Because Expenses uses the general ledger business unit, this option has the same behavior as *Txn BU*.

Recovery Source Select one of the following options:

- Automatic: Select for the system to calculate what percentages to use. This is the initial default value.
- Manual: Select if you want to override the percentage calculated by the system. You can enter the percentage of VAT entered that is recoverable.

Rebate Source Select one of the following values:

- Automatic: Select for the system to calculate what percentage to use. This is the initial default value.
- Manual: Select if you want to override the percentage calculated by the system. When you do, you can enter the percentage that is used to calculate the rebate.

Note. The availability of the Recovery and Rebate Source fields is dependent on the Allow Override Recovery/Rebate flag that you set on the expenses business unit VAT driver in the VAT defaults table.

For Automatic, the system-calculated percentages are based on the VAT use type or VAT apportionment for the ChartFields on the distribution line.

Reclaim Percent When the expense line has a foreign VAT treatment, you can specify a VAT reclaim percent. VAT recovery and VAT rebate are not available for foreign VAT treatments and you cannot modify those fields.

VAT Treatments

This section displays the VAT treatment, which defaults from the VAT Information For Expense [type] page.

VAT Calculations

Basis Amount Displays the amount on which the VAT is calculated in the employee business unit's base currency.

Basis Amount Base Displays the amount on which the VAT is calculated in the base currency for the business unit entered in the distribution line.

Tax Rate Displays the applicable VAT percentage.

Recorded Amount Displays the amount of VAT that will be recorded for this transaction in the employee business unit's base currency. If the calculated VAT amount has been overridden, this will be the entered override; otherwise, this will be the calculated VAT amount.

Recorded Amount Base Displays the amount of VAT that will be recorded for this transaction in the base currency for the business unit entered in the distribution line. If the calculated VAT amount has been overridden, this will be the entered override VAT amount; otherwise, this will be the calculated VAT amount.

Recovery Percent Indicates the rate used to recover domestic VAT.

Rebate Percent	Indicates the rate used to calculate the rebate amount.
Recovery Amount	VAT recovery amount calculated by the system based on the VAT recovery percentage.
Recovery Amount Base	VAT recovery amount in the base currency for the business unit entered in the distribution line.
Rebate Amount	The calculated rebate amount expressed in the employee business unit's base currency.
Rebate Amount Base	The calculated rebate amount expressed in the base currency for the business unit entered in the distribution line.
Reclaim Amount	The calculated reclaim amount expressed in the employee business unit's base currency.
Reclaim Amount Base	The calculated reclaim amount expressed in the base currency for the business unit entered in the distribution line.
Recalculate	Click to recalculate the recovery, rebate, and reclaim amounts.

Understanding VAT Calculations

VAT calculations on expense reports occur when you:

- Click on the Calculator button (frequent user) or Calculate VAT button (occasional user)
- Access the VAT Information for Expense [type] page.
- Access the VAT Accounting Detail page.
- Click the Save for Later button.

  The VAT calculation is done for each expense line where VAT has not been previously calculated.
- Click the Submit for Approval button.

  The VAT calculation is done for each expense line where VAT has not been previously calculated.

You can manually enter a VAT amount in the Override VAT Amount field if the VAT amount displayed in your receipt does not match with the VAT calculated amount by Expenses.

Managers and auditors can access the Expense Report - VAT Information (TE_SHEET_VAT_SUM) page to review a summary of VAT calculations. This page is not available when you create or edit an expense report and have not submitted it for approval.

Examples of VAT Calculations

The following is an example of VAT Calculations:

Expense Line	VAT Code	Reimbursement Amount
1	10%	110 EUR

Expense Line	VAT Code	Reimbursement Amount
2	15%	230 EUR
3	20%	300 EUR

Expenses always uses an *Inclusive* VAT calculation method. Expenses subtracts any VAT amount calculated or entered from the reimbursement amount to obtain the VAT basis amount.

Using the expense line 2 from the example above, you calculate the VAT basis amount:

(VAT Basis Amount) = (Reimbursement Amt) / (1 + (VAT Code / 100))

(VAT Basis Amount) = (230 EUR) / (1 + (15/100)) = 200 EUR

If a receipt has a VAT Amount of 35 EUR, enter 35 EUR in the VAT Override Amount field and click the Calculate button. The system recalculates the amounts as follows:

(VAT Basis Amount) = (Reimbursement Amt) – (VAT Override Amount)

VAT Basis Amount = (230 EUR) – (35 EUR) = 195 EUR

The VAT amount remains 35 EUR in our example.

The following table displays how all VAT amount fields are treated when you save for later or submit the expense report:

Expense Line	Reimbursement Amount	VAT Code	VAT Calculated Amount	VAT Override Amount	VAT Basis Amount
1	110 EUR	10%	10	-	100
2	230 EUR	15%	30	35	195
3	300 EUR	0%	-	-	300

CHAPTER 24

Using Per Diems in Expenses

This chapter provides an overview of per diem processing in Expenses and discusses how to:

- Set up Expenses for per diem processing.
- User per diem processing in Expenses.

Understanding Per Diem Processing in Expenses

Per Diem means the *daily* amount authorized to be spent in one day for an employee.

Expense amount defaulting and controls are defined by location in conjunction with expense type. The Expense Location and Expense Types pages must be set up appropriately to have the amount defaulting and controls.

Setting up Expenses for Per Diem Processing

This section discusses how to set up Expenses for Per Diem Processing.

Pages Used to Set Up Expenses for Per Diem Processing

Page Name	Object Name	Navigation	Usage
Installation Options - Expenses	INSTALLATION_EX	Set Up Financials/Supply Chain, Install, Installation Options, Expenses	To use overage accounting for amounts exceeding per diem amounts, select Allow Overage Accounting
Expense Types 1	EX_EXPENSE_TYPES1	• Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type • Travel and Expenses, T and E Administration Center, Define Expense System, Accounting Data, Expense Type	Define usage and requirements for an expense type.

Page Name	Object Name	Navigation	Usage
Expense Types 2	EX_EXPENSE_TYPES2	Click the Expense Types 2 tab on the Expense Types 1 page.	Define accounting distribution defaults for the expense type's billing codes. Also define the accounts that are used for overage amounts. For example, if an employee charges an amount that is greater than the per diem amount, the overage/unallowable amount can be booked to a different account.
Expense Types 3	EX_EXPENSE_TYPES3	Click the Expense Types 3 tab on the Expense Types 1 or Expense Types 2 page.	Define parameters for per diems, preferred merchants, or both.
Expense Location Amount	EX_LOC_AMOUNT	• Set Up Financials/Supply Chain, Product Related, Expenses, Location, Expense Location Amount • Travel and Expense, T and E Administration Center, Define Expense System, Locations and Rates, Expense Location Amount	Establish spending limits for business travel in a particular location.
Per Diem Range	EX_PER_DIEM_RANGE	• Set Up Financials/Supply Chain, Product Related, Expenses, Location, Per Diem Range • Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Per Diem Range • Click the Per Diem Range Setup link on the Per Diem Amount page.	Allows organizations to set up hourly or daily ranges to define per diem reimbursement percentages.
Per Diem Amount	EX_PER_DIEM_AMT	• Set Up Financials/Supply Chain, Product Related, Expenses, Location, Per Diem Amount • Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Per Diem Amount • Click the Per Diem Range Setup link on the Per Diem Range page.	Sets the amount that an employee is reimbursed within a per diem range.

Setting Up Expenses for Per Diem Processing

To set up Expenses to handle per diem processing:

1. If you allow employees to override the per diem amount to enter an amount greater than the allowed amount, select the Allow Overage Accounting option on the Installation Options - Expenses page to enable Expenses to record amounts exceeding a specified per diem to a different accounting line. When you set up an expense type, you can select a billing code parameter called Overage for that expense type.

   Selecting this option activates the Overage column on the Expense Types 2 page, which allows you to charge a different account for the amount spent over the per diem.

2. Select Location in the Required Fields group box on the Expense Types 1 page to require employees to enter where charges occurred for the expense type.

   See Chapter 7, "Defining Accounting Data for Expenses," Defining Expense Type Usage and Requirements, page 70.

3. Select Per Diem or Per Diem Lodging in the Expense Type Edit group box on the Expense Types 1 page.

   Select Per Diem to prompt for input of times that include the start and end of the business day. This activates a per diem information button in an expense report, enabling the employee to select meals that another party, such as a vendor or lodging establishment, provides. Expenses can then deduct the appropriate amount from the per diem for that day.

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

   See Chapter 7, "Defining Accounting Data for Expenses," Defining Expense Type Usage and Requirements, page 70.

4. Select Overage on the Expense Types 2 page if you want amounts exceeding a per diem amount to be booked to a different set of ChartFields.

   See Chapter 7, "Defining Accounting Data for Expenses," Defining Accounting Distribution Defaults, page 73.

5. Set up per diem deductions on the Expense Types 3 page.

   See Chapter 7, "Defining Accounting Data for Expenses," Defining Per Diem and Merchant Parameters, page 74.

6. Set up amounts for locations subject to per diem processing on the Expense Location Amount page using the per diem expense type as a key.

   See Chapter 8, "Defining Location and Rates for Expenses," Setting Up Expense Locations and Amounts, page 82.

7. Set up hourly or daily ranges to define per diem reimbursement percentages on the Per Diem Range page.

   See Chapter 8, "Defining Location and Rates for Expenses," Setting Up Per Diems, page 85.

8. Set up on the Per Diem Amount page amounts that employees are reimbursed within a per diem range.

   See Chapter 8, "Defining Location and Rates for Expenses," Setting Up Per Diems, page 85.

Using Per Diem Processing in Expenses

When you create an expense report, you use the per diem expense type that you defined in Step 3 and use a location that you defined in Step 6. This brings the Per Diem defaults into the expense report when you select Retrieve Per Diem Amount.

Note. An employee will still be able to enter an amount over the per diem amount defined if the option to override per diem is enabled for the business unit; however, the employee needs to provide an explanation for the overage. The per diem amounts are available as defaults only and the limit is not strictly enforced.

CHAPTER 25

Running Expense Transaction Processes

This chapter provides an overview of running expense transaction processes and discusses how to select parameters and business units.

Understanding Running Expense Transaction Processes

Several functions in Expenses require running processes that move data, change a record, or perform an intermediate step in processing expenses. You initiate many of these processes on the Expense Processes page.

Warning! Do not run the Stage Payments and the Unstage Payments processes in the same run control. Do not run the Stage Time to Project Costing and Publish Elapsed Time processes in the same run control. These combinations prevent staging.

If the stage, unstage, post liabilities, or post payment process abends during the process, you must restart the abended instance from the Process Scheduler.

Warning! Do not run the payment staging process concurrently with the budget checking process to ensure that the system does not select the same transaction for both processes.

Warning! When you run the Stage Payments and Post Liabilities processes, do not change the Accounting Entry Template. Specifically, do not populate the Accounting Entry Template with ChartFields that are already populated for employee-generated expense distributions.

See Also

PeopleSoft Application Engine PeopleBook

Selecting Parameters and Business Units

This section discusses how to:

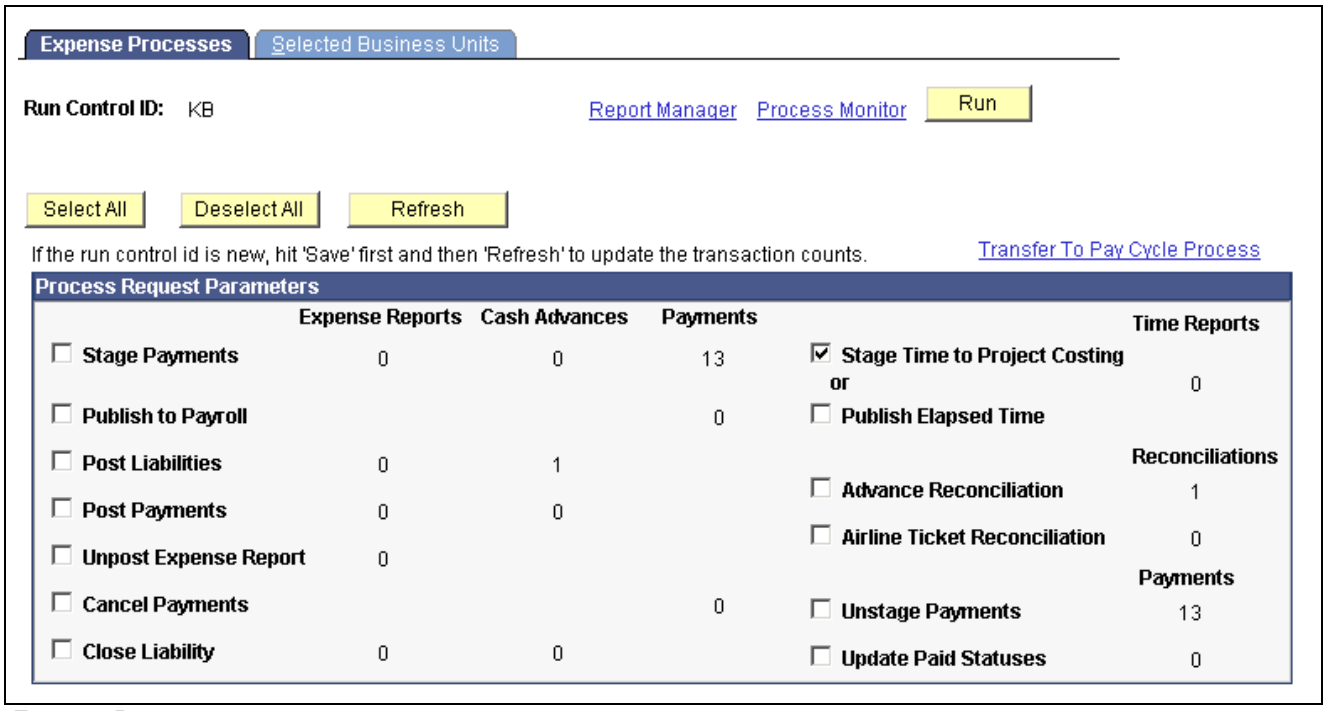
- Select expense process parameters.
- Select business units for processes.

Pages Used to Run Expense Transaction Processes

Page Name	Object Name	Navigation	Usage
Expense Processes	RUN_EXTRNPRC	Travel and Expenses, Process Expenses, Expense Processing, Expense Processes	Run jobs that are integral to the expense process. The Process Scheduler runs the EX_TRAN_PRCS process, which drives other programs, depending on the options selected.
Selected Business Units	RUN_EXTRNPRC_BU	Travel and Expenses, Process Expenses, Expense Processing, Selected Business Units	Specify business units for expense processing.

Selecting Expense Process Parameters

Access the Expense Processes page.



Expense Processes page

Refresh Click to redisplay the Expense Processes page and update the number of expense reports, cash advances, payments, time reports, reconciliations, and payments that await processing. Save a new run control before clicking Refresh to update the transaction counts.

Transfer to Pay Cycle Process Click to access the Pay Cycle Manager in Payables.

Stage Payments Select to move expense transaction data into staging tables for payables or payroll processing.

Publish to Payroll Select to trigger an application message that publishes expense data to your payroll system for employee reimbursement.

Post Liabilities Select to create rows in the EX_ACCTG_LINE table for the journal generator to send to General Ledger to post liabilities. The Post Liabilities process generates accounting entries for expense reports, cash advances, and reconciled cash advances.

The system adds accounting entries for expenses and for cash advances that you reconciled on the Cash Advance Reconciliation page.

OR: The system adds accounting entries for expenses and reconciled cash advances.

Post Payments Select to create rows in the EX_ACCTG_LINE table for the journal generator to send to General Ledger to post payments.

Unpost Expense Report Select to reverse accounting liability entries for expense reports that are marked for unposting. You can edit and resubmit unposted expense reports.

Cancel Payments Select to reverse accounting entries for payments that you canceled in Payables.

Note. If you selected the Do Not Reissue/Close Liability option on the Payment Cancellation - Cancel a Payment page, the Cancel Payments process in Expenses performs the close liability step and reverses the amounts. If you use Commitment Control, you must manually run budget checking on the Request Budget Check page and select Cancel Void Expense Reports as the transaction type.

If you selected the Re-Open Voucher(s)/Re-Issue option on the Payment Cancellation - Cancel a Payment page, the Cancel Payments process in Expenses will not perform the close liability step.

See *PeopleSoft Payables,* "Additional Processing Options."

Close Liability Select to reverse liability entries for cash advances and expense reports that are marked for closure.

Stage Time to Project Costing Select to run the EX_PC_TM_STG process to move time report data to staging tables for processing by Project Costing.

If Project Costing is installed and you selected the Enable One Step Staging check box in the Installation Options - page, the EX_PC_TM_STG process automatically calls the PC_EX_TO_PC process. If you have not selected the Enable One Step Staging check box, you must manually run the PC_EX_TO_PC process after the EX_PC_TM_STG process completes.

To use the one-step staging process, use the EX_TO_PC run control ID that Expenses delivers. A corresponding run control ID also exists in the Project Costing Cost Collection process. The one-step staging process runs properly only if matching run control IDs exist in both Expenses and Project Costing.

Publish Elapsed Time Select to trigger an application message that publishes elapsed time reporting data to Time and Labor for billing purposes.

Advance Reconciliation Select to update expense tables to indicate that cash advances are reconciled against corresponding expense reports.

Airline Ticket Reconciliation Select to update expense tables to indicate that airline tickets reconciled against expense reports.

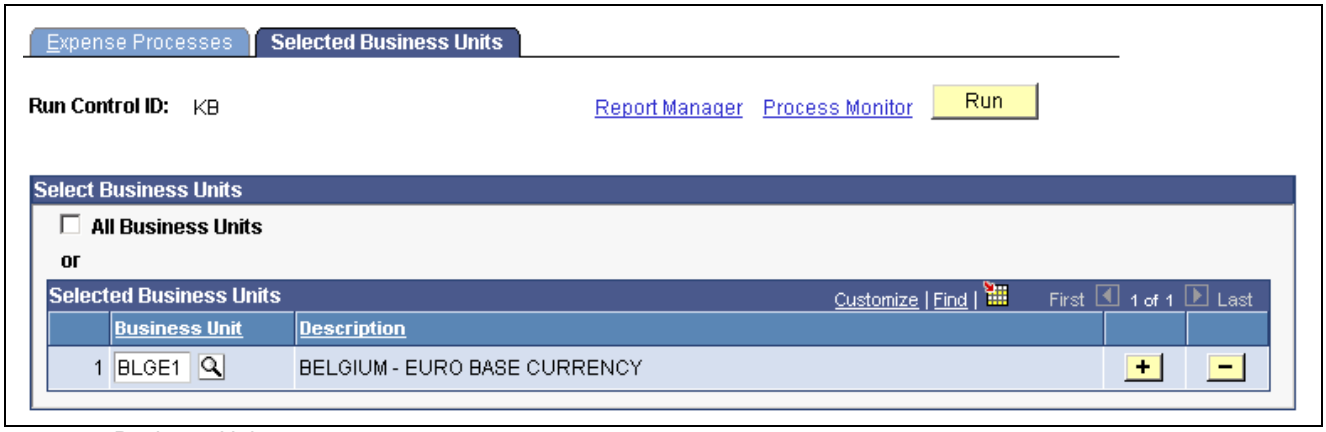
Unstage Payments Select to move expense transaction data out of staging tables that have not been selected by the payables or payroll systems.

Update Paid Statuses Select to change the status of cash advances or expense reports to *Paid.* Run this process to mark transactions as *Paid* prior to posting payments without generating accounting lines.

Note. Posting payments also changes the status of cash advances or expense reports to *Paid.*

Selecting Business Units for Processes

Access the Selected Business Units page.



Selected Business Units page

Select All Business Units or a specific business unit to process, as defined on the Expense Processes page. Add or delete rows to create a list of business units for processing.

CHAPTER 26

Processing Expense Payments

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

- Stage payments.
- Unstage payments.
- Review payments.
- Cancel payments.

Understanding Expense Payments

After expense reports or cash advances have undergone final approval, Expenses converts their detail lines into data used to generate payments. The process begins by staging and reviewing payments in your expense system, and completes when your payables system creates the actual payments. An individual employee payment can encompass multiple cash advances and expense reports. The amount you pay a vendor can encompass multiple transactions from multiple expense reports submitted by various employees.

Common Elements Used in This Chapter

Bank Code, Bank Account, or **Payment Method**
If you use Payables, these fields must match the bank and payment method criteria you set up for Pay Cycle Manager.

On Hold or **Hold Payment**
Select if you wish to delay paying an employee or vendor. You can hold all payments for an employee or vendor by going to the employee or vendor profile pages. You can also hold individual payments using the Cash Advance Payments, Expense Sheet Payments or Vendor Payments pages.

Staging Payments

The first step to set up payments is to execute a staging process that selects payments with a status of *Approved for Payment.* The staging process will not select employee payments if, in the employee's profile, the Hold Payments check box is selected on the Employee Profile - Bank Accounts page.

Select the Stage Payments check box on the Expense Processes page and run the Application Engine process to load approved payments into the cash advance staging table (EX_ADVNCE_PYMNT) or the expense report staging table (EX_SHEET_PYMNT). After staging a payment, you have one other opportunity to place a payment on hold during the review process.

Both accounts payable and payroll are staged using the staging payment process. If you select to reimburse using accounts payable, the payables pay cycle picks the data up form these staging tables. If you select reimbursement using your payroll system, we publish this request through the Publish to Payroll Application Engine process.

Unstaging Payments

For all previously staged payments that have not been selected for payment (pymnt_select_status = N), unstage payments will reset the *Approved for Payment* flag and changes the header and lines status back to APY (Approved for Payment). It then inserts a row on a new table for Unstaging (so that the staging process picks these up in subsequent runs) and then deletes the row from EX_SHEET_PYMNT or EX_ADVNCE_PYMNT. When the Staging process runs, it picks up these unstaged payments and restages them with current information.

Reviewing Staged Payments

After staging payments, you can review any expense report, cash advance, or vendor payments that are ready for your payables system. Before you actually create payments, you have the opportunity to modify bank information or place payments on hold. Expenses unstages rows that have not been selected by your accounts payable or payroll system for payment and reinsert the rows with the latest bank account (payment) information. If you hold payments here, they will not get selected for payment until the next Stage Payments Process is run.

This section discusses how to:

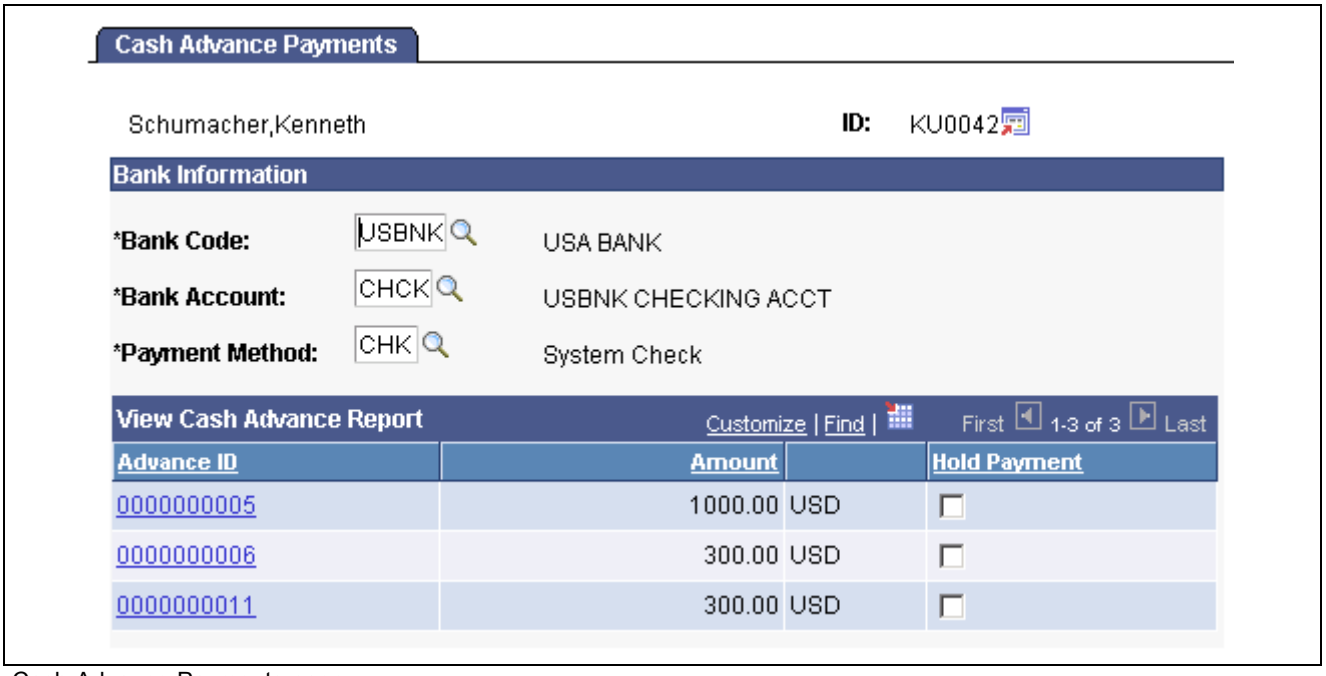
- Review cash advance payments.
- Review expense report payments.
- Review vendor payments.

Pages Used to Review Staged Payments

Page Name	Object Name	Navigation	Usage
Cash Advance Payments	EX_STG_EMP_ADVANCE	Travel and Expenses, Process Expenses, Update Staged Payments, Cash Advance Payments	Review cash advance payment totals staged for an individual employee, modify bank information, or place a cash advance payment on hold.
Expense Sheet Payments	EX_STG_EMP_REIMB	Travel and Expenses, Process Expenses, Update Staged Payments, Expense Report Payments	Review expense report payments staged for an individual employee, modify bank information, or place an expense report payment to an employee on hold.
Vendor Payments	EX_STG_VND_PAYMENT	Travel and Expenses, Process Expenses, Update Staged Payments, Vendor Payments	Review payments staged for an individual vendor, modify bank information, or place a payment to a vendor on hold.

Reviewing Staged Cash Advance Payments

Access the Cash Advance Payments page.

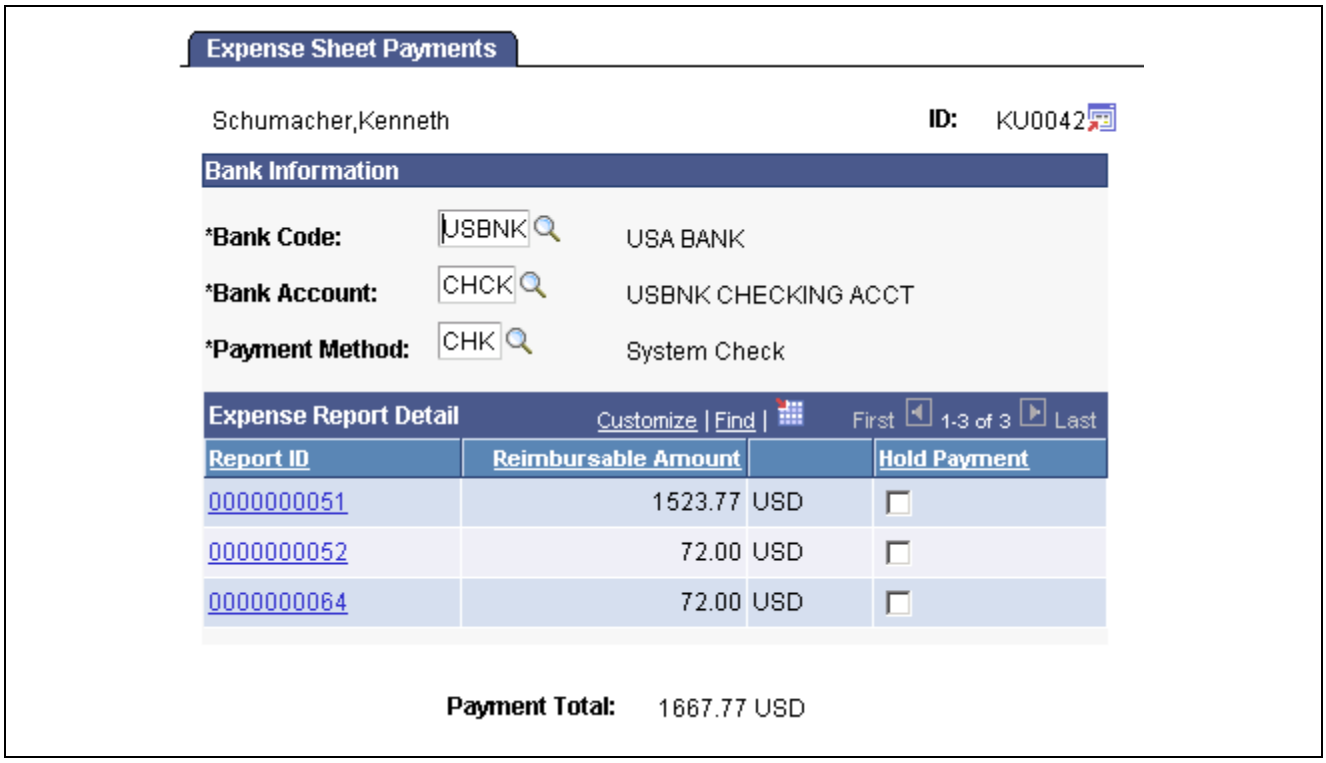


Cash Advance Payments page

Advance ID Click on the link to access the View Cash Advance Report page.

Reviewing Staged Expense Report Payments

Access the Expense Sheet Payments page.



Expense Sheet Payments page

Report ID Click on the link to view the View Expense Report - Expense Report Detail page.

See Chapter 17, "Preparing Expense Reports," Entering Expense Report Information and Transaction Lines, page 271.

Canceling Payments

If you use Payables to cancel a payment, the system updates payment tables so that the correct accounting entries can occur. Expenses delivers processes that accommodate the various cancel actions that are available in the Payables system. Expenses generates the correct accounting entries associated with cancelling the payment based upon the action selected for the cancel.

See Also

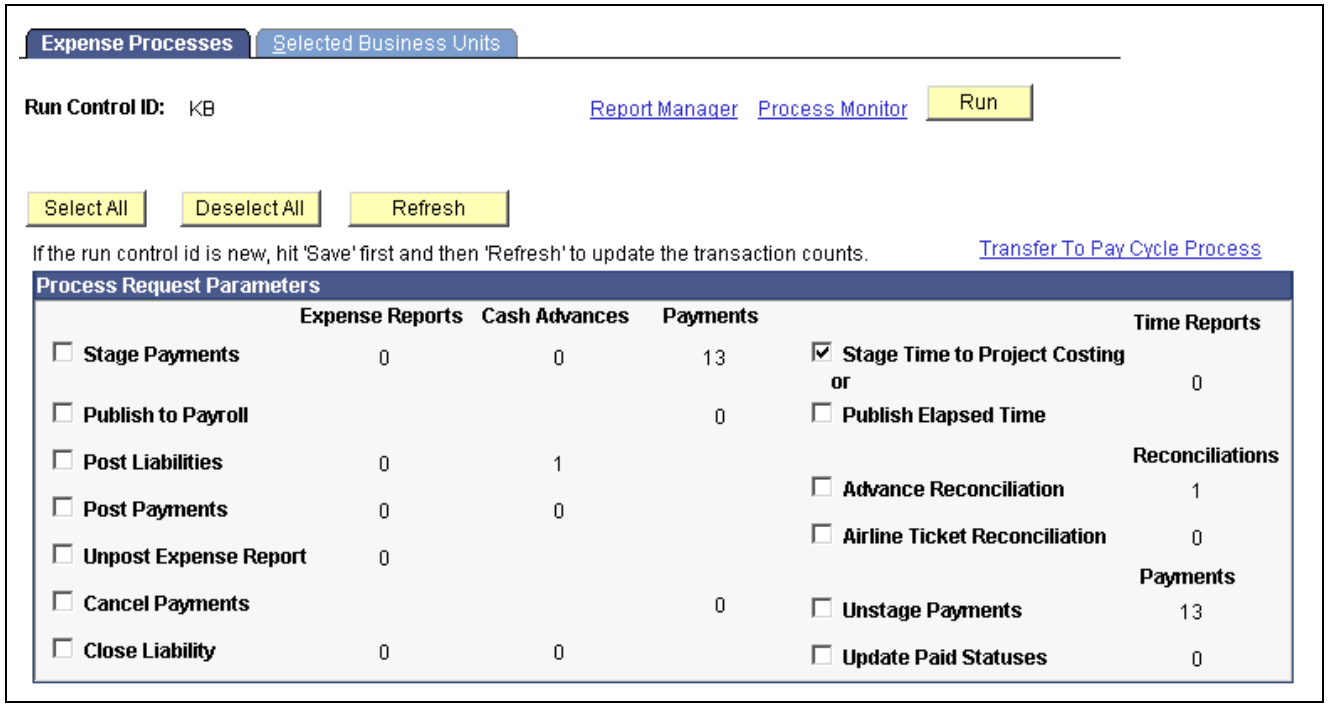
PeopleSoft Enterprise Payables 8.9 PeopleBook, "Using Additional Payment Processing Options," Canceling Payments

Page Used to Cancel Payments

Page Name	Object Name	Navigation	Usage
Expense Processes	RUN_EXTRNPRC	Travel and Expenses, Process Expenses, Expense Processing	Select options to cancel payments.

Canceling Expense Payments

Access the Expense Processes page.



Expense Processes page

Cancel Payments Reverses accounting entries for payments that you canceled in Payables.

Note. If you selected the Do Not Reissue/Close Liability option on the Payment Cancellation - Cancel a Payment page, the Cancel Payments process in Expenses performs the close liability step and reverses the amounts. If you use Commitment Control, you must manually run budget checking on the Request Budget Check page and select Cancel Void Expense Reports as the transaction type.

If you selected the Re-Open Voucher(s)/Re-Issue option on the Payment Cancellation - Cancel a Payment page, the Cancel Payments process in Expenses will not perform the close liability step.

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Using Additional Payment Processing Options,” Canceling Payments.

CHAPTER 27

Posting Expense Transactions

This chapter provides an overview of posting expense transactions and discusses how to:

- Post liabilities.
- Post payments.

Understanding Posting Expense Transactions

As expense reports and cash advances go through the approval and payment stages, you need to post the expense transactions. Expenses delivers posting mechanisms that adapt to the accounting practices and business operations of your organization. The predefined processes prepare liabilities and payments for final posting in your general ledger system.

See Also

Chapter 25, "Running Expense Transaction Processes," page 437

Posting Liabilities

This section provides an overview of posting liabilities and discusses how to:

- Post expense report liabilities.
- Post cash advance liabilities that generate payments.
- Post cash advance liabilities that do not generate payments.
- Post reconciled cash advance accounting entries.

Understanding Posting Liabilities

The Post Liabilities process creates the accounting lines for expense transactions that are used to generate journals for posting to General Ledger. This process uses defaults defined during implementation to generate balanced accounting entries for the appropriate accounting period in the General Ledger. The Post Liabilities and Unpost Expense Report processes use the EXACCRUAL Journal Template defined in the Business Unit 2 tab for the Expenses business unit definition. To post liabilities to the general ledger, navigate to the Expense Processes page and select the Post Liabilities check box. The Application Engine process populates the EX_ACCTG_LINE table with data staged for posting to the general ledger.

Note. If you use Commitment Control, all transactions must have a valid budget status in order to be eligible for the Post Liabilities process.

See Also

Chapter 21, "Using Commitment Control With Expenses," page 349

Posting Expense Report Liabilities

When posting expense report liabilities, the system debits actual expenses to the ChartFields you designate on the Expense Report - Accounting Detail page. The expense system then generates an offsetting credit to the expenses accrual account that you specified in the accounting entry template.

For example, here are the results if you post airfare and hotel expenses:

Debit		Credit	
Airfare	450 USD		
Hotel	100 USD		
		Expenses Accrual	(550) USD

Posting Cash Advance Liabilities That Generate Payments

When posting liabilities for a cash advance paid from a cash advance source that generates a payment, the system debits the advance to the employee advance account and credits the expenses accrual account. You specify both accounts in the accounting entry template.

For example, here are the results if you post a cash advance that generates a payment:

Debit		Credit	
Employee Advances	500 USD		
		Expenses Accrual	(500) USD

Posting Cash Advance Liabilities That Do Not Generate Payments

When posting liabilities for a cash advance paid from a cash advance source that does not generate a payment, the system debits the advance to the Employee Advances account designated in the accounting entry template. The expense system then creates an offsetting credit to the ChartFields that were selected when the cash advance source was created.

For example, here are the results if you post a cash advance that does not generate a payment:

Debit		Credit	
Employee Advances	500 USD		
		Traveler's Checks Payable	(500) USD

Posting Reconciled Cash Advance Accounting Entries

The Post Liabilities process generates new accounting entries when an employee pays an outstanding cash advance balance:

Debit		Credit	
Reconciled Cash Advance	500 USD		
		System check	(500) USD

Posting Payments

The Posting Payments process generates the accounting entries to cash accounts to record payments and updates the expense transaction status from staged (STG) to paid (PD) status. These accounting entries are then used to generate journals for the General Ledger. To post payments, navigate to the Expense Processes page and select the Post Payments check box. The Application Engine process populates the EX_ACCTG_LINE table with data staged for posting to the general ledger.

In posting expense payments, the system credits the cash account you indicate in an external account when you define banks. The system also generates an offsetting debit to the expenses accrual account that you specified in the accounting entry template.

For example, here are the results if you post expense payments:

Debit		Credit	
Expenses Accrual	550 USD		
		Cash	(550) USD

CHAPTER 28

Viewing Accounting Transactions in Expenses

This chapter provides an overview of viewing inquiries and discusses how to:

- View cash advance accounting entries.
- View expense report accounting entries.
- View employee expense data.
- View vendor payment data.

Understanding Viewing Inquiries

Expenses enables you to view expense documents, document details, payment information, and accounting entries. Certain people can see, but not modify, expense data.

Common Elements Used in This Chapter

ChartFields tab	This section provides ChartField-specific information about an employee's cash advances, expense reports, and journal entry transactions.
Currency tab	This section displays debit and credit amounts in the base currency of the employee's business unit.
Journal Information tab	This section displays detailed journal information for expense transactions.

Viewing Cash Advance Accounting Entries

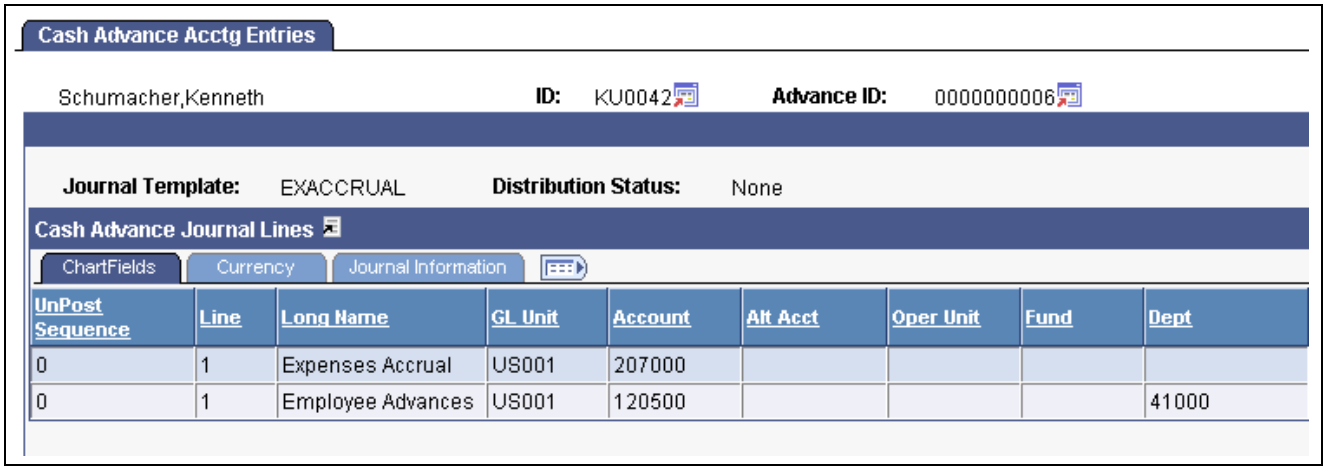
This section discusses how to view ChartFields, currency details, and journal information on a cash advance.

Page Used to View Cash Advance Accounting Entries

Page Name	Object Name	Navigation	Usage
Cash Advance Acctg Entries (cash advance accounting entries)	EX_ACCTG_LN_ADV	• Travel and Expenses, Manage Accounting, View/Adjust Accounting Entries, Cash Advance Acctg Entries • Travel and Expenses, T and E Administration Center, View Accounting Entries, Cash Advance	View an employee's cash advance accounting lines.

Viewing Accounting Entries on a Cash Advance

Access the Cash Advance Acctg Entries page.



Cash Advance Acctg Entries page (partial)

Click the Employee Profile button to view the Employee Profile - Employee Data page.

Click the Cash Advance Detail button to access the View Cash Advance Report page.

Click the View Related Links button to view additional general ledger journal information about the cash advance.

Viewing Expense Report Accounting Entries

This section discusses how to:

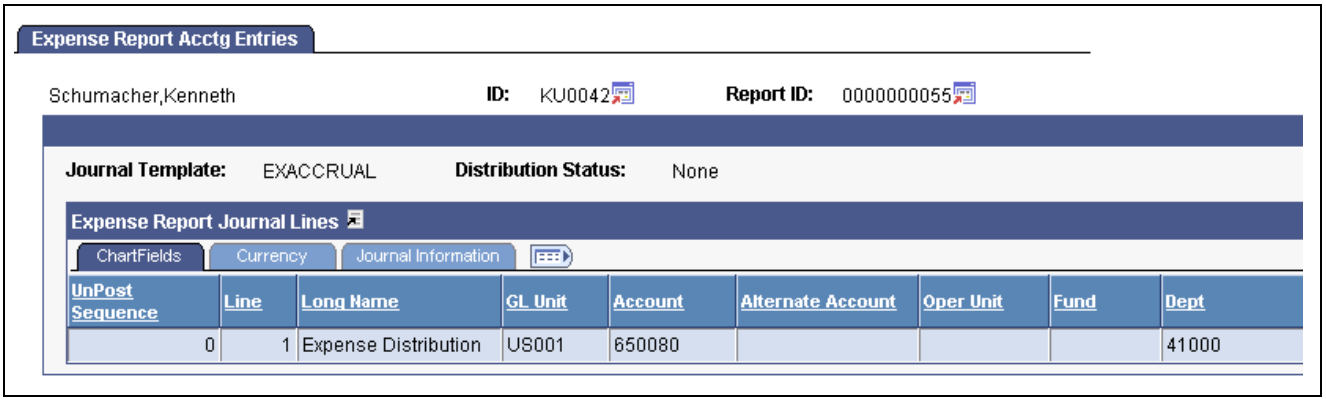
- View accounting entries on an expense report.
- View expense report journal entries.

Pages Used to View Expense Report Accounting Entries

Page Name	Object Name	Navigation	Usage
Expense Report Acctg Entries (expense report accounting entries)	EX_ACCTG_LN_SHEET	• Travel and Expenses, Manage Accounting, View/Adjust Accounting Entries, Expense Report Acctg Entries • Travel and Expenses, T and E Administration Center, View Accounting Entries, Expense Report	View an employee's expense report accounting lines.
Journal Lines	JOURNAL_LN_FS	Click the View Related Links button on the Expense Report Acctg Entries page.	Select a transaction line to view additional general ledger journal information about an expense report.
Journal entries	EX_ACCTG_GL_DRLDN	• Travel and Expenses, Process Expenses, Review Payments, Journal Entries • Travel and Expenses, T and E Administration Center, View Accounting Entries, Journal Entries • Travel and Expenses, T and E Administration Center, Adjust Accounting Entries, View Journal Entries • Click the GL Journal Line Number button on the Journal Lines page.	View expense report journal lines recorded in the General Ledger.

Viewing Accounting Entries on an Expense Report

Access the Expense Report Acctg Entries page.



Expense Report Acctg Entries page (partial)



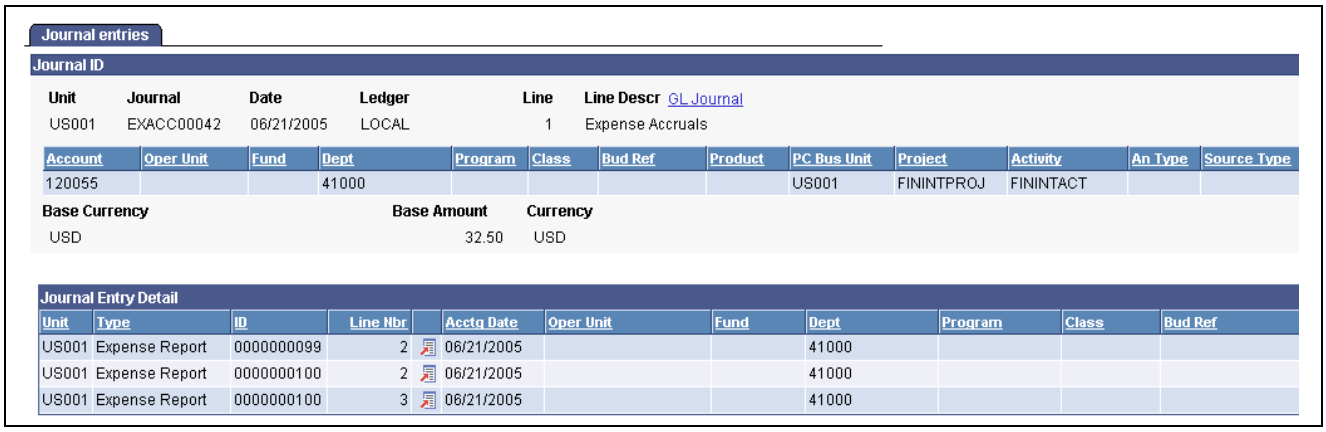
Click the Employee Profile button to view the Employee Profile - Employee Data page.

Click the Expense Report Detail button to access the View Expense Report - Expense Report Detail page.

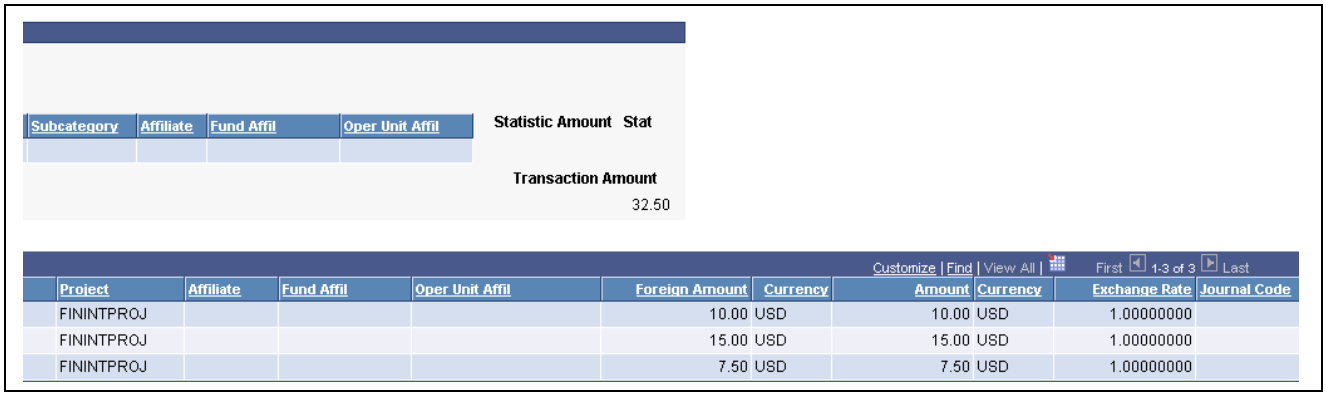
Click the View Related Links button to access the Journal Lines page where you select a line to view additional general ledger journal information about the expense report.

Viewing Expense Report Journal Entries

Access the Journal entries page.



Journal entries page (1 of 2)



Journal entries page (2 of 2)

GL Journal Click to access the Journal Lines page, where you can view all journal lines for the Journal ID. Journal lines are summarized according to the configuration of your journal generator template for Expenses.

Journal Entry Detail

Click the View Related Links button to access links to additional pages:

- *Transaction Detail:* Click to access the Expense Report - Expense Report Detail page or the Cash Advance - View Cash Advance page.
- *Exchange Rate Detail:* Click to access the Exchange Rate Detail page.
- *Journal Line Inquiry:* Click to access the Review Journal Status - Journal Lines page.

Viewing Employee Expense Data

This section discusses how to:

- View employee expense transaction history.
- View employee payment history.
- View employee payroll payment history.
- View payroll payment status.

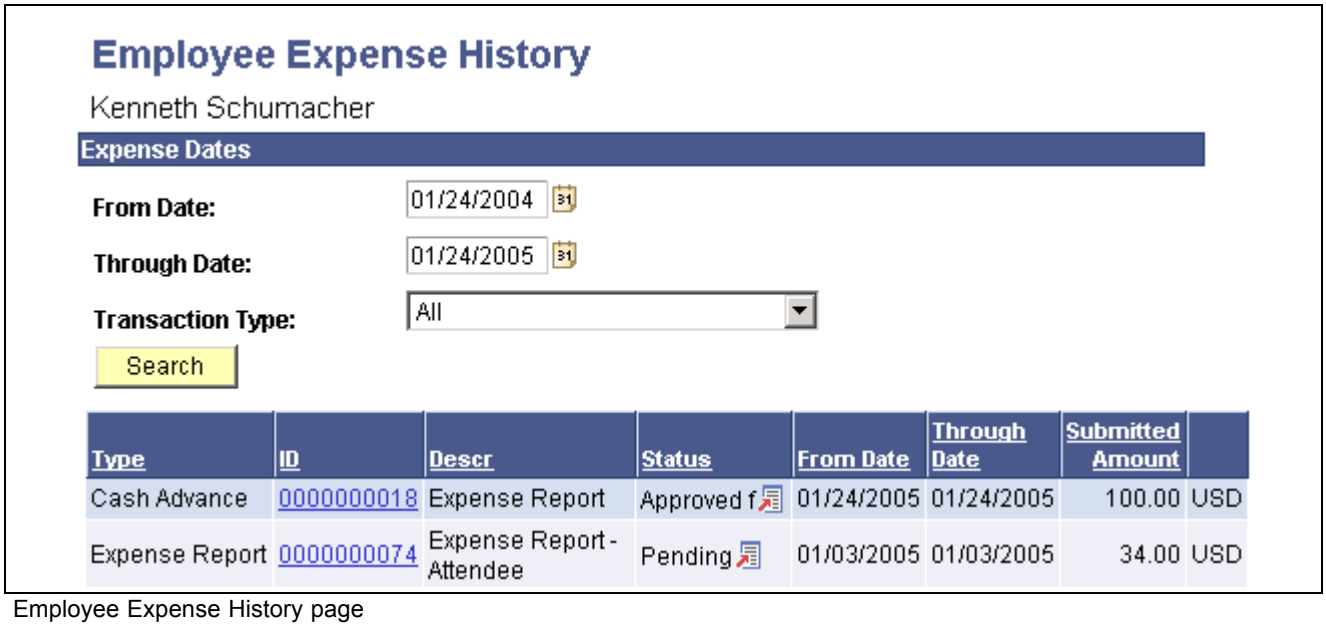
Pages Used to View Employee Expense Data

Page Name	Object Name	Navigation	Usage
Employee Expense History	TE_EE_INQ_HIST, TE_EE_INQ_HIST2	• Travel and Expenses, Process Expenses, Review Payments, Employee Expense History • Employee Self-Service, Travel and Expense Center, Review Payments, Review Expense History • Travel and Expenses, Travel and Expense Center, Review Payments, Review Expense History • Travel and Expenses, T and E Administration Center, Review Payments, Employee Expense History	View an employee's expense transactions for travel authorizations, cash advances, and expense reports.
Employee Payment History	TE_PYMT_INQ_EMP, TE_PYMT_INQ_EMP2	• Travel and Expenses, Process Expenses, Review Payments, Payment History • Employee Self-Service, Travel and Expense Center, Review Payments, Review Payments • Travel and Expenses, Travel and Expense Center, Review Payments, Review Payments • Travel and Expenses, T and E Administration Center, Review Payments, View Payment History	View, by check number, payments to employees for cash advances and expense report reimbursements.

Page Name	Object Name	Navigation	Usage
Employee Payroll Payment History	TE_PYRL_INQ_EMP, TE_PYRL_INQ_EMP2	• Travel and Expenses, Process Expenses, Review Payments, Payroll Payments • Employee Self-Service, Travel and Expense Center, Review Payments, Review Payroll Payments • Travel and Expenses, Travel and Expense Center, Review Payments, Review Payroll Payments • Travel and Expenses, T and E Administration Center, Review Payments, View Payroll Payments	View payroll payments for an employee.
Payroll Payments Status	EX_PY_PMT_INQ	• Travel and Expenses, Process Expenses, Review Payments, Payroll Payment Status • Travel and Expenses, T and E Administration Center, Review Payments, Payroll Payment Status	View payroll payment status by date and document type.

Viewing Employee Expense Transaction History

Access the Employee Expense History page.



Employee Expense History page

Transaction Type Select a type of transaction to display: *All, Cash Advances, Expense Reports,* or *Travel Authorizations.*

ID Click a report ID link in this column to open the expense document.

Status Displays the payment status for the expense transaction.

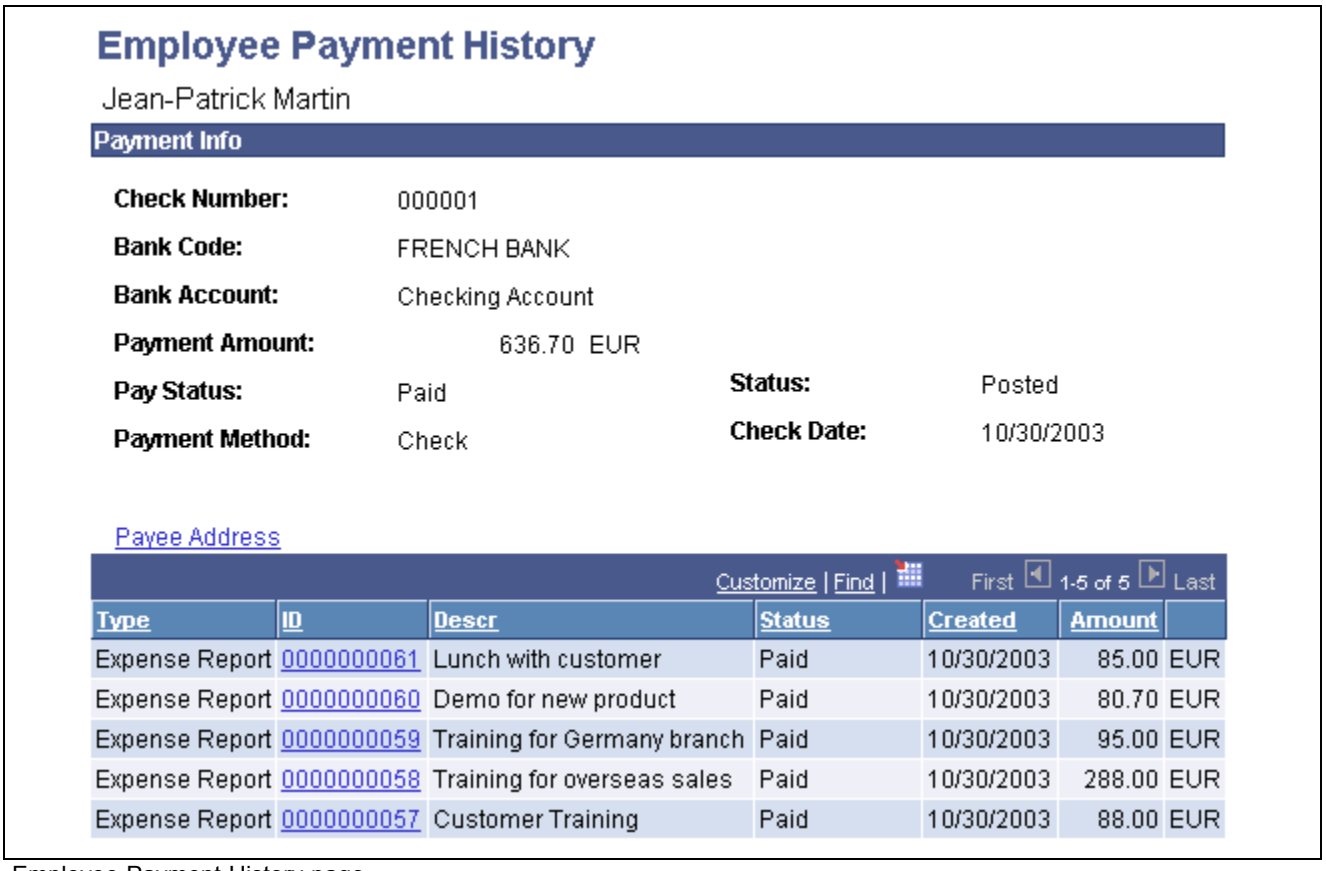
Click View Related Links button in this column to open the related links page, then select a link to view additional information. Options are:

- Transaction Detail
- Employee Payment Detail
- Vendor Payment Detail
- Accounting Detail

Note. The Employee Expense History page that you access through the Employee Self-Service navigation differs slightly from the page that you access through the Travel and Expenses navigation path.

Viewing Employee Payment History

Access the Employee Payment History page.



Employee Payment History page

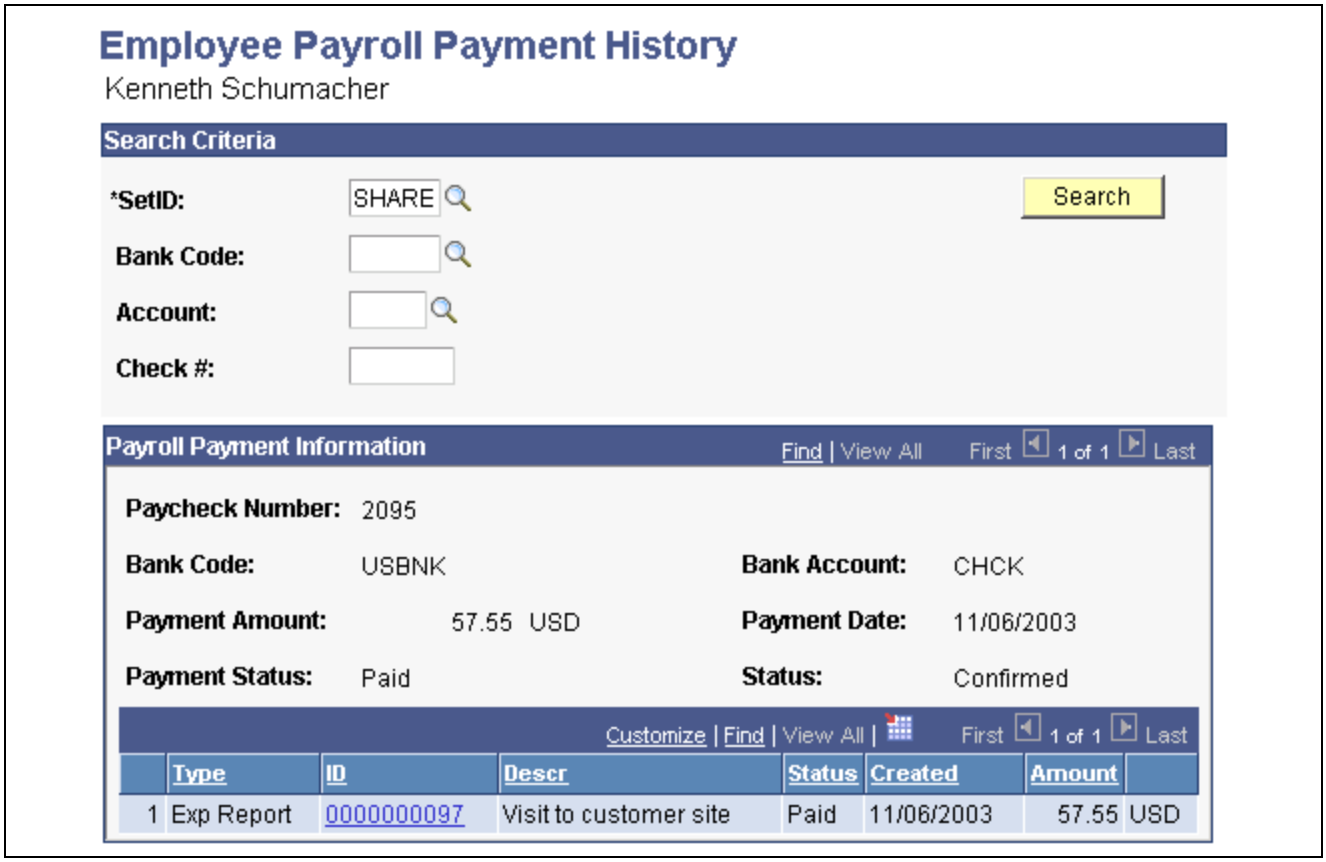
Payee Address Click to access the Payee Address Information - Employee Payment History page and view the employee's address information.

ID Click to view the View Expense Report - Expense Report Detail page or the Cash Advance - View Cash Advance page.

Note. The Employee Payment History page that you access through the Employee Self-Service navigation differs slightly from the page that you access through the Travel and Expenses navigation.

Viewing Employee Payroll Payment History

Access the Employee Payroll Payment History page.

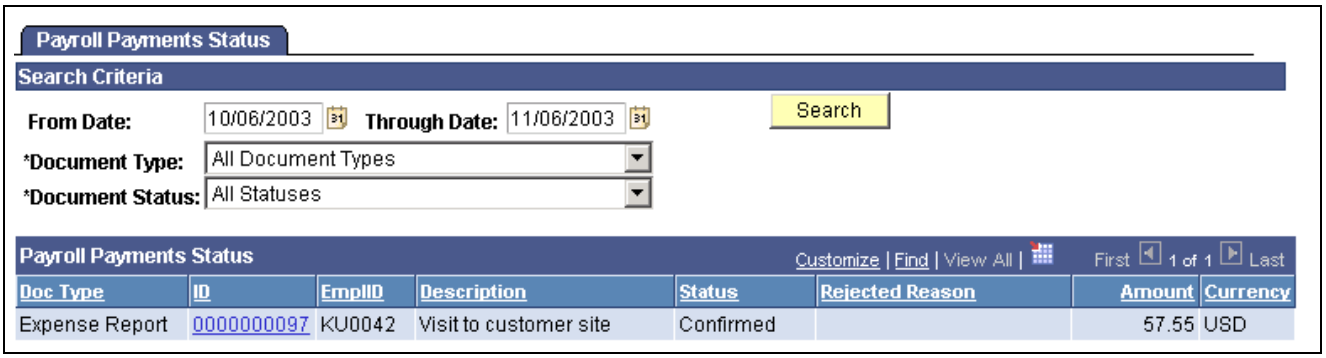


Employee Payroll Payment History page

ID Click the link in the ID column to access the View Expense Report - Expense Report Detail or Cash Advance - View Cash Advance page.

Viewing Payroll Payment Status

Access the Payroll Payments Status page.



Payroll Payments Status page

Document Type Select one of the following: *All Document Types, Cash Advances,* or *Expense Reports.*

Document Status Select one of the following statuses:

- *All Statuses:* Any payroll status. (Does not apply to the *Status* field within the grid.)
- *Confirmed by Payroll:* Payroll system verified payment of the document.
- *In Process:* Document is undergoing payroll processing.
- *None:* No status.
- *Published to Payroll:* Document was sent to the payroll system.
- *Rejected by Payroll:* The payroll system denied the document.
- *Reversal:* Payroll system reversed payment of the document.

ID Click to view the View Expense Report - Expense Report Detail page or the Cash Advance - View Cash Advance page.

Viewing Vendor Payment Data

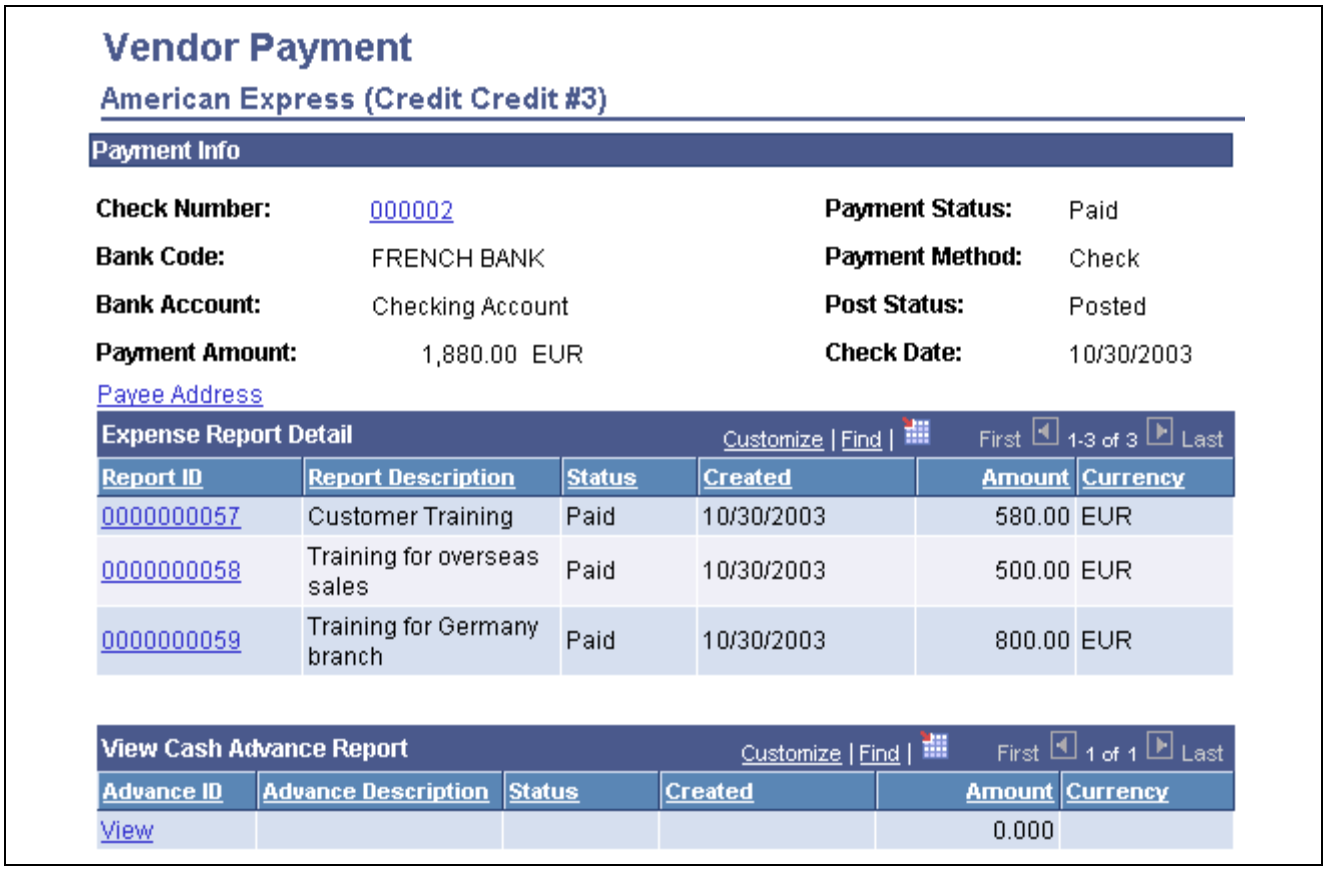
This page displays check information—check number, payment date, and amount—and lists expense reports to which the payment applies.

Page Used to View Vendor Payments

Page Name	Object Name	Navigation	Usage
Vendor Payment	TE_PYMT_INQ_VND	• Travel and Expenses, Process Expenses, Review Payments, Vendor Payments • Travel and Expenses, T and E Administration Center, Review Payments, View Vendor Payments	View a vendor's payment information.

Viewing a Vendor Payment

Access the Vendor Payment page.



Vendor Payment page

Payment ID or **Check Number** Click to access the Vouchers For a Payment page for the particular payment or check.

Payee Address Click to view the vendor's address information.

Report ID Click to view the View Expense Report - Expense Report Detail page.

Advance ID Click to access the Cash Advance - View Cash Advance page.

See Also

Appendix D, "Expenses Reports," EXC9000 - Vendor Payments, page 500

CHAPTER 29

Managing Data for Mobile Time and Expense

This section provides an overview of data management between Expenses and Mobile Time and Expenses (connected and disconnected environments) and discusses the following:

- PeopleSoft Mobile architecture.
- Synchronizing mobile data.

Understanding Data Integration

Employees use Mobile Time and Expense to enter time reports and expense reports when traveling or away from Expenses.

Tools are used to exchange data between your disconnected mobile environment (Mobile Time and Expense) and the connected, or online, server environment (Expenses). These tools include:

- PeopleSoft Mobile Agent.
- Synchronization (sync) Server.
- Mobile Application - Data Synchronization.
- User level filtering.

Understanding PeopleSoft Mobile Architecture

Mobile Time and Expense uses PeopleTools Mobile technology. This technology is made up of the following components:

- PeopleSoft Mobile Agent
- Synchronization (Sync) Server
- Component Interface

PeopleSoft Mobile Agent

PeopleSoft Mobile Agent is a memory-resident program installed onto the mobile device (laptop or personal digital assistant—PDA). Use Mobile Agent to construct the main mobile application and to bridge data back and forth from the mobile device to Expenses. Mobile devices must have PeopleSoft Mobile Agent installed.

Mobile Time and Expense is a part of the mobile application on the device. With Mobile Agent installed, you can synchronize expense reports and time reports to the mobile device. At this point, you can disconnect from Expenses and update and create expense reports and time reports.

You can reconnect back into Expenses using the synchronization options provided in the mobile application to synchronize the new or modified expense and time reports back into Expenses. Also during synchronization, new or modified expense and time report changes performed in Expenses are synchronized down to the mobile device (depending on the synchronization option that you select).

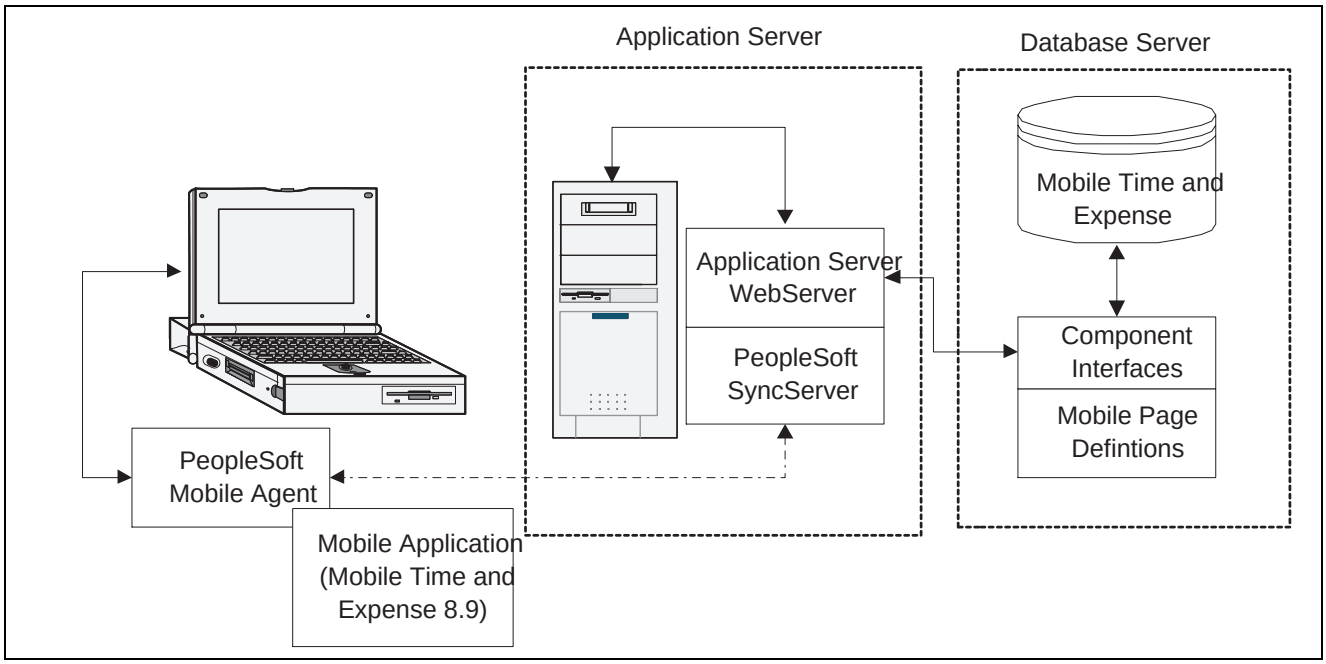
See *PeopleSoft Mobile Agent PeopleBook*

Synchronization (Sync) Server

In addition to the application server, you set up a synchronization (sync) server gateway that provides the mechanism to move the mobile time and expense data back and forth from the mobile device to the server.

Component Interface

PeopleTools Component Interface technology is used to extract all control data, including such information as employee profiles, expense types, currency code, and credit card data down to the mobile device. In addition, transaction data such as expense reports, time reports, and My Wallet entries are also extracted down through the component interfaces to the mobile device.



Mobile Time and Expense Using PeopleTools

See *PeopleSoft Component Interface PeopleBook*

Understanding Mobile Data Synchronizations

In order to use Mobile Time and Expense, do the following:

- Set up Synchronization (Sync) Server, which is performed by the system administrator.
- Apply user-level filtering for country, state, locality, currency, expense location, and project costing.
- Set up valid user ID on Expenses and provide proper security access.
- Install PeopleSoft Mobile Agent onto the mobile device.

- Connect the mobile device to the server to set up the application.

Synchronization Options

Options	Description
Upload Changes	A synchronization to bring newly created or updated data into the server and back to the mobile device. Only these changes will be synced between Expenses and the mobile device
Update Business Data	A two-way synchronization to bring newly created or updated data into the server and back onto the mobile device. Changes made on the mobile device are sent to Expenses first and then all transactional and control data are synchronized to the mobile device.
Update Applications	This synchronization brings down the entire application (including screens, control data, and business rules) down to the mobile device. This synchronization process installs Mobile Time and Expense onto the mobile device, and you need to run this process if any of the mobile objects change.

Filtering Mobile Data

The Filter Mobile Data feature allows Mobile Time and Expense users to control the amount of data that they synchronize down to the mobile devices. The filters speed up the synchronization process and consolidates information that is specific to each mobile user.

The Filter Mobile Data feature filters:

- Country codes.
- States and provinces.
- Localities.
- Currencies.
- Expense locations.
- Project Costing data (My Projects, project teams, and open projects)

Project Costing Data can be different for Time Reports and Expense Reports. This can be driven from the Filter Mobile Data page online.

See *PeopleSoft Enterprise Mobile Time and Expense 8.9 PeopleBook*, “Filtering Mobile Data”.

The Project Costing data from the Filter Mobile data settings can also be different from the project data in the transaction that were created online and brought down to the Mobile device. The set of project data brought down to the device can be inconsistent with the project data that exists in an online created transaction. In the case where the mobile user edits an online created transaction and tries to save with project data that is not part of the set brought down through the filter, an error will occur saying the Project data is not valid. The user would have to select valid values from the prompt to continue. This in effect will overwrite the project data selected online.

Synchronizing Control Data

Control data, such as expense types, projects, credit card, user profiles, and exchange rates are initially brought down to the mobile device during the Update Application Synchronization process. Subsequent synchronizations (Update Business Data) will only bring down control data that was updated since the last synchronization. On the Installation Options - Mobile page, you set up parameters for how many days of historical data that you want to synchronize from Expenses to the mobile device. Also on this page, you can select to not synchronize control data from Expenses to mobile devices if the data has already been downloaded.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Mobile Time and Expense Installation Options.

CHAPTER 30

Archiving Transactions in Expenses

This chapter provides an overview of archiving in Expenses, an overview of the data types available for archiving, an overview of archive objects definitions, PSQuery objects, and template objects, and discusses how to:

- Archive data.
- Restore archived data.

See Also

Enterprise PeopleTools PeopleBook: Data Management, "Using PeopleSoft Data Archive Manager"

Understanding Archiving in Expenses

For organizations where transactional volumes are large, retaining historical data on the PeopleSoft transactional tables can become a burden when the volumes of data reduce processing speed and efficiency in reporting or inquiring on information. To reduce this burden, you can schedule processes to archive and purge historical or obsolete data. Expenses enables you to archive inactive data on the transaction tables to history tables. If you need to access the data later, you can restore it.

PeopleSoft strongly recommends that you consider transaction relationships when you develop an archiving plan. For example:

- If you archive time reports and time adjustments through December 31, 2004, time adjustments made in 2005 will not list prior versions from the previous year.
- If you archive and purge approval history information up through the beginning of the current year, but keep expense reports in the transaction tables for the previous two years, the expense reports that refer to the purged approval history will not reflect the proper information.

Understanding Data Types Available for Archiving

This section discusses:

- Data types.
- Travel authorization transaction data.
- Travel authorization approval data.
- Cash advance transaction data.
- Cash advance approval data.

- Expense report transaction data.
- Expense report approval data.
- Time report transaction data.
- Time report approval data.
- Defense Contract Audit Agency (DCAA) audit transaction data.
- Time report project resource data.
- My Wallet data.
- Accounting line data.
- Approval history data.
- Suggested order of data removal.

Data Types

Expenses enables you to archive the inactive data on the transaction tables to the history tables. If you need to access the data later, you can restore it.

Type of Data	Description	Tables
Travel authorization transaction data	Travel authorization data, such as general information, expense transaction lines, and accounting information.	• EX_TAUTH_DIST • EX_TAUTH_HDR • EX_TAUTH_LINE • EX_TAUTH_SPLIT
Travel authorization approval data	Cross reference data used by AWE to process the travel authorization approval actions.	EX_TAUTH_AW
Cash advance transaction data	Cash advance data, such as general information, approval details, document sequencing (if applicable), and cash advance payment information.	• EX_ADV_CHK • EX_ADV_DIST • EX_ADV_DOCSEQ • EX_ADV_HDR • EX_ADV_LINE • EX_ADVNCE_PYMNT
Cash advance approval data	Cross reference data used by AWE to process the cash advance approval actions.	EX_ADV_AW

Type of Data	Description	Tables
Expense report transaction data	Expense report transaction data, such as general information, expense transaction lines, approval details, document sequencing (if applicable), attendee information, accounting details, expense report payment information. **Note.** Expenses also archives expense report transactions that originated in PeopleSoft Mobile Time and Expense.	• EX_SHEET_ADV • EX_SHEET_ATT • EX_SHEET_DIST • EX_SHEET_DOCSEQ • EX_SHEET_HDR • EX_SHEET_LINE • EX_SHEET_LN_PD • EX_SHEET_PYMNT • EX_SHEET_SPLIT
Expense report approval data	Cross reference data used by AWE to process the expense report approval actions.	EX_SHEET_AW
Time report transaction data	Time report transaction data, such as general information, personal and project-related details, prior period adjustment details, and approval details. **Note.** Expenses also archives time report transactions that originated in PeopleSoft Mobile Time and Expense.	• EX_TIME_DTL • EX_TIME_DTL_DLY • EX_TIME_HDR • EX_TIME_POL • EX_TIME_POL_DLY
Time report approval data	Cross reference data used by AWE to process the time report approval actions.	EX_TIME_AW
DCAA audit data	DCAA audit log of entries, changes or violations made by employees, authorized reporters, approvers, and auditors.	EX_AUDIT_DCAA
Time report project resource data	Approved time entries that are staged for the PC_EX_TO_PC Application Engine process to pick them up.	EX_PROJ_RES_STG
My Wallet data	My Wallet data, such as expense transactions from a credit card feed or transactions that employees manually entered into My Wallet.	EX_TRANS
Account entry data	Expenses accounting line information.	EX_ACCTG_LINE
Approval history data	Expenses approval action history information.	EX_APRVL_HIST

Travel Authorization Transaction Data

To be eligible to archive, travel authorization transactions must be:

- Budget-checked (if using Commitment Control).
- Approved (if approvals are active).
- Copied to an expense report, depending on system setup.

You can also archive travel authorization transactions with Closed and Denied status.

Selection for archival is general ledger business unit and accounting date.

Travel Authorization Approval Data

Selection for archival is last date modified or last approval date.

Cash Advance Transaction Data

To be eligible to archive, cash advances must have:

- Advance Status of closed, denied, or paid.
- Expenses Post Status of closed or posted.
- Cash advance balance of zero.

Selection for archival is general ledger business unit and accounting date

Cash Advance Approval Data

Selection for archival is last date modified or last approval date.

Expense Report Transaction Data

Expenses provides two archiving methods for expense reports:

- Archive all expense report transactions.
- Archive only nonbillable expense report transactions.

To be eligible to archive, expense report transactions must have:

- Report status of closed, denied, or paid.
- Expenses post status of closed or posted.

Selection for archival is general ledger business unit and accounting date.

Expense Report Approval Data

Selection for archival is last date modified or last approval date.

Time Report Transaction Data

To be eligible to archive, time report transactions must be sent to Project Costing and Time and Labor (if installed) and have a time report status of denied or approved.

Selection for archival is by general ledger business unit and period end date.

Time Report Approval Data

Selection for archival is last date modified or last approval date.

DCAA Audit Transaction Data

Selection for archival is by DCAA audit date, which is the server date and time when Expenses saved a record.

Time Report Project Resource Data

Selection for archival is by general ledger business unit and period end date.

My Wallet Data

Selection for archival is transaction date and that the transaction has been applied to an expense report.

Accounting Line Data

The EX_ACCTG_LINE table is archived separate from the transactions that created them in order to enable you to keep the data synchronized with the data in the general ledger. The selection for archival is by the accounting date range.

Approval History Data

The selection for archival is by approval date.

Suggested Order of Data Removal

There is no required order to archive Expenses data.

Understanding Archive Objects Definitions, Query Definitions, and Template Definitions

Expenses delivers archive object definitions, query definitions, and template definitions to archive:

- Travel authorization transaction data.
- Travel authorization approval data.
- Cash advance transaction data.
- Cash advance approval data.
- Expense transaction data.
- Expense approval data.
- Time report transaction data.
- Time report approval data.
- DCAA audit transaction data.
- Time report project resource data.

- My Wallet data.
- Account entry data.
- Approval history data.

You can modify them if needed using the Data Archive Manager. You can also use the Data Archive Manager to create your own archive object definitions, query definitions, and template definitions to archive other types of data.

Archive Object Definitions

An archive object definition identifies the tables that contain the data to be archived and the history tables that will be updated for each table. Expenses delivers these archive objects:

Data Type	Archive Object
Travel authorization transaction data	EX_TRAVELAUTH
Travel authorization approval data	EX_TRAVELAUTH_APPR_DATA
Cash advance transaction data	EX_EXADVANCE
Cash advance approval data	EX_EXADVANCE_APPR_DATA
Expense report transaction data	EX_EXSHEET
Expense report approval data	EX_EXSHEET_APPR_DATA
Time report transaction data	EX_TIMEREPORT
Time report approval data	EX_TIMEREPORT_APPR_DATA
DCAA audit transaction data	EX_AUDIT_DCAA
Time report project resource data	EX_TIME_PRJ_RESOURCE
My Wallet transaction data	EX_MYWALLET
Accounting line data	EX_ACCOUNTING
Approval history data	EX_APPROVAL_HIST

Archive Query Definitions

Each archive query definition defines the selection criteria to archive data from transaction tables. Expenses delivers these archive queries:

Data Type	Archive Query
Travel authorization transaction data	EX_TAUTH_ARCH
Travel authorization approval data	EX_TAUTH_APPR_DATA_ARCH
Cash advance transaction data	EX_ADV_ARCH

Data Type	Archive Query
Cash advance approval data	EX_ADV_APPR_DATA_ARCH
Expense report transaction data	• EX_EXSHT_ARCH • EX_EXSHT_ARCH_NONBILLABLE
Expense report approval data	EX_EXSHT_APPR_DATA_ARCH
Time report transaction data	EX_TIME_ARCH
Time report approval data	EX_TIME_APPR_DATA_ARCH
DCAA audit transaction data	EX_AUDIT_DCAA_ARCH
Time report project resource data	EX_TIME_PRJRES_ARCH
My Wallet transaction data	EX_MYWALLET_ARCH
Accounting line data	EX_ACCTG_ARCH
Approval history data	EX_APPROVAL_HIST_ARCH

Review these queries to determine whether you want to add additional selection criteria for the transactions to be archived.

Archive Template Definitions

When you archive data, you select an archive template definition. Each archive template definition includes one or more archive object definitions and the archive query definitions used to select the data. Expenses delivers these archive templates:

Data Type	Archive Template
Travel authorization transaction data	EX_TAUTH
Travel authorization approval data	EX_TA_AD
Cash advance transaction data	EX_EXADV
Cash advance approval data	EX_CA_AD
Expense report transaction data	EX_EXSHT
Expense report approval data	EX_ER_AD
Time report transaction data	EX_TIME
Time report approval data	EX_TR_AD
DCAA audit transaction data	EX_DCAA
Time report project resource data	EX_PRJRS

Data Type	Archive Template
My Wallet data	EX_MYWAL
Accounting line data	EX_ACCTG
Approval history data	EX_APPR

Archiving Data

This section provides an overview of the archive process flow, an overview of history tables, and lists the pages used to archive data.

Understanding the Archive Process Flow

Use the Data Archive Manager to archive transactions. You use the same run control page for each step in the process except for auditing the archive selection and generating archive candidate reports.

Perform these tasks to archive data:

1. Archive data to the history tables by selecting the archive template and query for the data type that you want to archive on the Archive Data to History page.

   Also, enter the archive date used to select the transactions by clicking Reset Query Find Variables on the Define Query Bind Variables page.

   This table shows what the system compares the archive date to for the different data types:

Data Type	Archive Date
Travel authorization transaction data	Accounting date
Travel authorization approval data	Last date modified or last approval date
Cash advance transaction data	Accounting date
Cash advance approval data	Last date modified or last approval date
Expense report transaction data	Accounting date
Expense report approval data	Last date modified or last approval date
Time report transaction data	Accounting date
Time report approval data	Last date modified or last approval date
DCAA audit data	DCAA audit date
Time report project resource data	Period end date
My Wallet transaction data	Transaction date

Data Type	Archive Date
Accounting line data	Accounting date
Approval history data	Approval date

Note. You can run the process multiple times to create various "what-if" scenarios based on the archive date.

2. (Optional) Review the number of rows that were selected for archiving for each table on the Audit Archiving page.

   This page lists the number of rows that were selected for archiving for each archive ID (template), archive batch number, and table combination.

   Note. This page displays data only if you selected the Audit Row Count check box on the Archive Data to History page.

3. Delete the data from the transaction tables for a specific archive ID (template) and batch number on the Archive Data to History page.
4. (Optional) Rollback the transaction data from the history tables for a specific archive ID (template) and batch number on the Archive Data to History page if you deleted the transaction data in error.
5. Remove the transaction data from the history tables for a specific archive ID (template) and batch number on the Archive Data to History page.

Understanding History Tables

Expenses updates these history tables when you run the selection process:

Data to Archive	History Tables
Travel authorization transaction data	• EX_TAUT_SPLIT_H • EX_TAUTH_DIST_H • EX_TAUTH_HDR_H • EX_TAUTH_LINE_H
Travel authorization approval data	EX_TAUTH_AW_H
Cash advance transaction data	• EX_ADV_CHK_H • EX_ADV_DIST_H • EX_ADV_DOCSEQ_H • EX_ADV_HDR_H • EX_ADV_LINE_H • EX_ADV_PYMT_H
Cash advance approval data	EX_ADV_AW_H

Data to Archive	History Tables
Expense report transaction data	• EX_SHEET_ADV_H • EX_SHEET_ATT_H • EX_SHEET_DIST_H • EX_SHEET_HDR_H • EX_SHEET_LINE_H • EX_SHEET_PYMT_H • EX_SHT_DOCSEQ_H • EX_SHT_LN_PD_H • EX_SHT_SPLIT_H
Expense report approval data	EX_SHEET_AW_H
Time report transaction data	• EX_TIME_DTL_H • EX_TIME_HDR_H • EX_TIME_POL_H • EX_TM_DTL_DLY_H • EX_TM_POL_DLY_H
Time report approval data	EX_TIME_AW_H
DCAA audit transaction data	EX_AUDIT_DCAA_H
Time report project resource data	EX_PRJ_RS_STG_H
My Wallet transaction data	EX_TRANS_H
Accounting line data	EX_ACCTG_LINE_H
Approval history data	EX_APRVL_HIST_H

The data in these tables is keyed by the archive ID (template) and batch number for each archive run. If you want to see all transactions that are selected to archive you can run a query on the history tables or you can run one of the Expenses archive candidate reports.

You may not want to delete data from the history tables each time that you select and delete data from the transaction tables. This way the data will be available for a period of time to enable you to restore the data into the transaction tables. We recommend that you create a schedule for deleting data from the history tables. Before you delete data from the history tables, you should use a database utility to copy the contents to a flat file.

Important! If you decide to run the archive selection process again because you didn't select the correct data, you must first use the Data Archive Manager option to remove the data from the history tables.

Pages Used to Archive Data

Page Name	Object Name	Navigation	Usage
Archive Data to History	PSARCHRUNCNTL	PeopleTools, Data Archive Manager, Archive Data to History	Select an archive template and query and select the action you want to take in the archiving process.
Define Query Bind Variables	PSARCHRUNQRYBND	Click Define Binds on the Archive Data to History page.	Enter the date used to select the transactions to archive by clicking the Reset Query Bind Variables button.
Audit Archiving	PSARCHIVEAUDIT	PeopleTools, Data Archive Manager, Audit Archiving	View the number of rows selected to be archived for each table for a specific archive run.

Restoring Archived Data

This section provides an overview of data restoration and lists the page used to restore data.

Understanding Data Restoration

The Selection option on the Archive Data to History page places a copy of the data in the transaction tables in the history tables and the Delete option removes the transaction data from the transaction tables. If you delete the data from transaction tables in error, you can restore the data from the history tables by using the Rollback option on the Archive Data to History page. The process restores all data for a specific archive ID (template) and process run. You cannot restore selected data. For example, you cannot specify that you want to restore data for a specific customer or group control.

Important! After you delete data from the history tables, you cannot restore it to the transaction tables unless you first manually restore it to the history tables from a flat file.

Page Used to Restore Archived Data

Page Name	Object Name	Navigation	Usage
Archive Data to History	PSARCHRUNCNTL	PeopleTools, Data Archive Manager, Archive Data to History	Select an archive ID (template) and the batch number for the process run of the data that you want to restore.

APPENDIX A

Configuring Batch Processes for Expenses

This appendix discusses how to configure temporary tables for batch processing in Expenses.

Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

Note. When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

Specify how many temporary table instances to dedicate for each of the following batch processes that can run in parallel in Expenses:

- Expenses Transaction Processing Driver (EX_TRAN_PRCS).

  Two or more Application Engine programs called by the Expenses Transaction Processing Driver share these temporary tables. These temporary tables are defined for this Application Engine program to avoid creating extra instances of the table on the database.

  The Expenses Transaction Processing Driver process uses these temporary tables:

  - BU_OPT_EX_TAO
  - EX_ACCTG_TMP
  - EX_ACCTLN_TAO
  - EX_AD_RST_TAO
  - EX_ALLOC_TAO
  - EXP_BUBANK_TAO
  - EX_CA_UPD_TAO
  - EX_DSTACT_TAO

- EX_EE_PMT_TAO
- EX_ER_UPD_TAO
- EX_SH_RST_TAO
- EX_SHTADV_TAO
- EX_SUMEMP_TAO
- EXACCTI2_TAO
- EXACCTIU_TAO
- EXADVKEY_TAO
- EXAIRTKT_TAO
- EXBUSET2_TAO
- EXBUSETID_TAO
- EXEMPBNK_TAO
- EXEMPLID_TAO
- EXEMPPMT_TAO
- EXEMPPMT2_TAO
- EXSHTKEY_TAO
- EXVNDPMT_TAO
- IU_TRAN_TAO
- VAT_IU_PR_TAO

• Stage Payments (EX_STAGE_PMT)

The Stage Payments process uses these temporary tables:

- EX_ADVLN_TAO
- EX_ADVLSS_TAO
- EX_STGSHT_TMP

• Post Liabilities (EX_POST_LIAB)

The Post Liabilities process uses these temporary tables:

- EX_ADV_TAO
- EX_SHEET_TAO
- EXVATACCT_TAO
- EXVTACCTA_TMP
- EXVTACCTB_TMP
- VAT_IU_EX_TAO

• Post Payments (EX_POST_PMT)

The Post Payments process uses these temporary tables:

- EX_AD_DST_TAO
- EX_AD_PST_TAO

- EX_SH_DST_TAO
- EX_SH_PST_TAO
- EX_SHTALC_TAO

- Cancel Payments (EX_CANCL_PMT)

  The Cancel Payments process uses these temporary tables:

  - EX_BUBNK2_TAO
  - EXCAN1_TAO
  - EXCAN2_TAO
  - EXCAN4_TAO
  - EXCANADV_TAO
  - EXCANAUT2_TAO
  - EXCANAUTO_TAO
  - EXCANPMT_TAO
  - EXINTR_CR_TAO
  - EXINTR_DB_TAO

- Expenses Synchronization Payments (EX_SYNC_PMT)

  The Expenses Synchronization Payments process uses the EX_SH_PMT_TAO temporary table.

- Travel Authorization Cancel, Reverse, and Rollover (EX_BCHK_AUTH)

  The Cancel, Reverse, and Rollover process uses the EX_TAUTH_TAO temporary table.

- DCAA Notifications (EX_DCAA_NTFY)

  The DCAA Notifications process uses the EX_DCAA_TAO temporary table.

The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

If you run any of the PeopleSoft General Ledger COBOL processes, also configure the temporary tables for those processes. The *PeopleSoft Enterprise General Ledger PeopleBook* discusses how to do this in detail.

See Also

PeopleSoft Enterprise General Ledger 8.9 PeopleBook, "Optimizing General Ledger Performance"

Enterprise PeopleTools PeopleBook: PeopleSoft Application Engine

APPENDIX B

Expenses Web Libraries

This appendix provides an overview of web libraries and discusses Expenses web libraries.

Understanding Web Libraries

A web library is a derived or work record whose name starts with WEBLIB_. PeopleSoft embeds all internet scripts (iScripts) in records of this type. An iScript is a specialized PeopleCode function that generates dynamic web content. Administrators must make sure that users have the proper access to web libraries. For example, the default navigation system for PeopleSoft Enterprise Pure Internet Architecture users is implemented by using a web library. If users do not have the proper authorization to the web library and its associated scripts, then they won't have proper access to the system. If users are not authorized to a particular web library or iScript, then they can't invoke it. After you add a web library, you set the access for each script function individually. Invoking an iScript requires the assembly of a URL. Developers assemble the URL by using PeopleCode.

See Also

Enterprise PeopleTools 8.45 PeopleBook: PeopleCode API Reference

Enterprise PeopleTools 8.45 PeopleBook: Security Administration

Enterprise PeopleTools 8.45 PeopleBook: Internet Technology

Expenses Web Libraries

This table lists the web libraries that are used and delivered with Expenses:

Web Library Name	Description
WEBLIB_EOPP_SC	Returns user to the Travel and Expense home page upon submission of a transaction.

Web Library Name	Description
WEBLIB_PORTAL	Contains the following six fields with FieldFormula iScript PeopleCode, each of which relate to a functional area of the portal: PORTAL_HOMEPAGE: Support for homepage runtime interaction, including the homepage version of the menu navigation. PORTAL_NAV: Main support routines for navigation. PORTAL_HEADER: Support for the header portion of the page and some generic routines. PORTAL_DYN_TEMP: Support for the dynamic template. PORTAL_PGLT_PREV: Support for the pagelet preview functionality.
WEBLIB_TE_NAV	Contains iScript used for Expenses CFAN navigation to a level more detailed than available on the left-hand navigation menu.

APPENDIX C

Delivered Workflows for Expenses

This appendix discusses delivered workflows for Expenses.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Workflow

Enterprise PeopleTools PeopleBook: Using PeopleSoft Applications

Delivered Workflows for Expenses

This section discusses Expenses workflow. The workflows are listed alphabetically by workflow name.

Authorization Approval Error

This section discusses the Authorization Approval Error workflow.

Description

Event Description	Approval processing terminates with errors.
Action Description	If the system cannot process the approval, it returns the transaction to the approver's queue.
Notification Method	Email and worklist.
Email Template	Authorization Approval Error.

Authorization Request Approved

This section discusses the Authorization Request Approved workflow.

Description

Event Description	The final approver clicks the Approve button on the Approve Transactions - Overview, Approve Transactions - Travel Authorizations, or Travel Authorization Summary page.
Action Description	When the final approver approves the travel authorization, the system sends a notification to the person who submitted the travel authorization.
Notification Method	Email.
Email Template	Authorization Request Approved.

Authorization Request Denied

This section discusses the Authorization Request Denied workflow.

Description

Event Description	An approver clicks the Deny button on the Approve Transactions - Overview, Approve Transactions - Travel Authorizations, or Travel Authorization Summary page.
Action Description	When an approver denies a travel authorization, the system sends a notification to the person who submitted the travel authorization.
Notification Method	Email.
Email Template	Authorization Request Denied.

Authorization Request Reassign

This section discusses the Authorization Request Reassign workflow.

Description

Event Description	A transaction is assigned to a different approver through the Reassignment page.
Action Description	When a transaction is reassigned to a different approver, the system sends the new approver a notification.
Notification Method	Email and worklist.
Email Template	Authorization Request Reassign.

Authorization Request Routing

This section discusses the Authorization Request Routing workflow.

Description

Event Description	If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes travel authorization requests to another approver after a specified number of days or hours.
Action Description	The system automatically reroutes travel authorization requests to the HR supervisor or to another designated approver after the specified number of days or hours has elapsed.
Notification Method	Email and worklist.
Email Template	Authorization Request Routing.

Authorization Request SentBack

This section discusses the Authorization Request SentBack workflow.

Description

Event Description	An approver clicks the Send Back button on the Approve Transactions - Overview, Approve Transactions - Travel Authorizations, or Travel Authorization Summary page.
Action Description	An approver sends a travel authorization back for revision. The system routes the travel authorization back to the employee and sends a notification.
Notification Method	Email.
Email Template	Authorization Request SentBack.

Authorization Submit Error

This section discusses the Authorization Submit Error workflow.

Description

Event Description	A travel authorization is submitted for approval but there are errors in processing it for approval.
Action Description	A travel authorization is submitted for approval but there are errors in processing it for approval.
Notification Method	Email.
Email Template	Authorization Submit Error.

Cash Advance Approval Error

This section discusses the Cash Advance Approval Error workflow.

Description

Event Description	Approval processing terminates with errors.
Action Description	If the system cannot process the approval, it returns the transaction to the approver's queue.
Notification Method	Email and worklist.
Email Template	Cash Advance Approval Error.

Cash Advance Approved

This section discusses the Cash Advance Approved workflow.

Description

Event Description	The final approver clicks the Approve button on the Approve Transactions - Overview, Approve Transactions - Cash Advances, or Approve Cash Advance page.
Action Description	When the final approver approves the cash advance, the system sends a notification to the person who submitted the cash advance.
Notification Method	Email.
Email Template	Cash Advance Approved.

Cash Advance Denied

This section discusses the Cash Advance Denied workflow.

Description

Event Description	An approver clicks the Deny button on the Approve Transactions - Overview, Approve Transactions - Cash Advances, or Approve Cash Advance page.
Action Description	When an approver denies a cash advance, the system sends a notification to the person who submitted the cash advance.
Notification Method	Email.
Email Template	Cash Advance Denied.

Cash Advance Reassign

This section discusses the Cash Advance Reassign workflow.

Description

Event Description	A transaction is assigned to a different approver through the Reassignment page.
Action Description	When a transaction is reassigned to a different approver, the system sends the new approver a notification.
Notification Method	Email and worklist.
Email Template	Cash Advance Reassign.

Cash Advance Routing

This section discusses the Cash Advance Routing workflow.

Description

Event Description	If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes cash advances to another approver after a specified number of days or hours.
Action Description	The system automatically reroutes cash advances to the HR supervisor or to another designated approver after the specified number of days or hours has elapsed.
Notification Method	Email and Worklist.
Email Template	Cash Advance Routing.

Cash Advance Sent Back

This section discusses the Cash Advance Sent Back workflow.

Description

Event Description	An approver clicks the Send Back button on the Approve Transactions - Overview, Approve Transactions - Cash Advances, or Approve Cash Advance page.
Action Description	An approver sends a cash advance back for revision. The system routes the cash advance back to the employee and sends a notification.
Notification Method	Email.
Email Template	Cash Advance Sent Back.

Cash Advance Submit Error

This section discusses the Cash Advance Submit Error workflow.

Description

Event Description	A cash advance is submitted for approval but there are errors in processing it for approval.
Action Description	A cash advance is submitted for approval but there are errors in processing it for approval.
Notification Method	Email.
Email Template	Cash Advance Submit Error.

Expense Report Approval Error

This section discusses the Expense Report Approval Error workflow.

Description

Event Description	Approval processing terminates with errors.
Action Description	If the system cannot process the approval, it returns the transaction to the approver's queue.
Notification Method	Email and worklist.
Email Template	Expense Report Approval Error.

Expense Report Approved

This section discusses the Expense Report Approved workflow.

Description

Event Description	The final approver clicks the Approve button on the Approve Transactions - Overview, Approve Transactions - Expense Reports, or Expense Report Summary page.
Action Description	When the final approver approves the expense report, the system sends a notification to the person who submitted the expense report.
Notification Method	Email.
Email Template	Expense Report Approved.

Expense Report Denied

This section discusses the Expense Report Denied workflow.

Description

Event Description	An approver clicks the Deny button on the Approve Transactions - Overview, Approve Transactions - Expense Reports, or Expense Report Summary page.
Action Description	When an approver denies an expense report, the system sends a notification to the person who submitted the expense report.
Notification Method	Email.
Email Template	Expense Report Denied.

Expense Report Reassign

This section discusses the Expense Report Reassign workflow.

Description

Event Description	A transaction is assigned to a different approver through the Reassignment page.
Action Description	When a transaction is reassigned to a different approver, the system sends the new approver a notification.
Notification Method	Email and worklist.
Email Template	Expense Report Reassign.

Expense Report Routing

This section discusses the Expense Report Routing workflow.

Description

Event Description	If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes expense reports to another approver after a specified number of days or hours.
Action Description	The system automatically reroutes expense reports to the HR supervisor or to another designated approver after the specified number of days of hours has elapsed.
Notification Method	Email and worklist.
Email Template	Expense Report Routing.

Expense Report Send Back

This section discusses the Expense Report Send Back workflow.

Description

Event Description	An approver clicks the Send Back button on the Approve Transactions - Overview, Approve Transactions - Expense Reports, or Expense Report Summary page.
Action Description	An approver sends an expense report back for revision. The system routes the expense report back to the employee and sends a notification.
Notification Method	Email.
Email Template	Expense Report Send Back.

Expense Report Submit Error

This section discusses the Expense Report Submit Error workflow.

Description

Event Description	An expense report is submitted for approval but there are errors in processing it for approval.
Action Description	An expense report is submitted for approval but there are errors in processing it for approval.
Notification Method	Email.
Email Template	Expense Report Submit Error.

Time Adjustment Approval Error

This section discusses the Time Adjustment Approval Error workflow.

Description

Event Description	Approval processing terminates with errors.
Action Description	If the system cannot process the approval, it returns the transaction to the approver's queue.
Notification Method	Email and worklist.
Email Template	Time Adjustment Approval Error.

Time Adjustment Approved

This section discusses the Time Adjustment Approved workflow.

Description

Event Description	The final approver clicks the Approve button on the Approve Transactions - Overview, Approve Transactions - Time Adjustments, or Time Report Summary page.
Action Description	When the final approver approves the time adjustment, the system sends a notification to the person who submitted the time adjustment.
Notification Method	Email.
Email Template	Time Adjustment Approved.

Time Adjustment Denied

This section discusses the Time Adjustment Denied workflow.

Description

Event Description	An approver clicks the Deny button on the Approve Transactions - Overview, Approve Transactions - Time Adjustments, or Time Report Summary page.
Action Description	When an approver denies a time adjustment, the system sends a notification to the person who submitted the time adjustment.
Notification Method	Email.
Email Template	Time Adjustment Denied.

Time Adjustment Reassign

This section discusses the Time Adjustment Reassign workflow.

Description

Event Description	A transaction is assigned to a different approver through the Reassignment page.
Action Description	When a transaction is reassigned to a different approver, the system sends the new approver a notification.
Notification Method	Email and worklist.
Email Template	Time Adjustment Reassign.

Time Adjustment Routing

This section discusses the Time Adjustment Routing workflow.

Description

Event Description	If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes time adjustments to another approver after a specified number of days or hours.
Action Description	The system automatically reroutes time adjustments to the HR supervisor or to another designated approver after the specified number of days or hours has elapsed.
Notification Method	Email and worklist.
Email Template	Time Adjustment Routing.

Time Adjustment Sent Back

This section discusses the Time Adjustment Sent Back workflow.

Description

Event Description	An approver clicks the Send Back button on the Approve Transactions - Overview, Approve Transactions - Time Adjustments, or Time Report Summary page.
Action Description	An approver sends a time adjustment back for revision. The system routes the time adjustment back to the employee and sends a notification.
Notification Method	Email.
Email Template	Time Adjustment Send Back.

Time Adjustment Submit Error

This section discusses the Time Adjustment Submit Error workflow.

Description

Event Description	A time adjustment is submitted for approval but there are errors in processing it for approval.
Action Description	A time adjustment is submitted for approval but there are errors in processing it for approval.
Notification Method	Email.
Email Template	Time Adjustment Submit Error.

Time Report Approval Error

This section discusses the Time Report Approval Error workflow.

Description

Event Description	Approval processing terminates with errors.
Action Description	If the system cannot process the approval, it returns the transaction to the approver's queue.
Notification Method	Email and worklist.
Email Template	Time Report Approval Error.

Time Report Approved

This section discusses the Time Report Approved workflow.

Description

Event Description	The final approver clicks the Approve button on the Approve Transactions - Overview, Approve Transactions - Time Reports, or Time Report Summary page.
Action Description	When the final approver approves the time report, the system sends a notification to the person who submitted the time report.
Notification Method	Email.
Email Template	Time Report Approved.

Time Report Denied

This section discusses the Time Report Denied workflow.

Description

Event Description	An approver clicks the Deny button on the Approve Transactions - Overview, Approve Transactions - Time Reports, or Time Report Summary page.
Action Description	When an approver denies a time report, the system sends a notification to the person who submitted the time report.
Notification Method	Email.
Email Template	Time Report Denied.

Time Report Reassign

This section discusses the Time Report Reassign workflow.

Description

Event Description	A transaction is assigned to a different approver through the Reassignment page.
Action Description	When a transaction is reassigned to a different approver, the system sends the new approver a notification.
Notification Method	Email and worklist.
Email Template	Time Report Reassign.

Time Report Routing

This section discusses the Time Report Routing workflow.

Description

Event Description	If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes time reports to another approver after a specified number of days or hours.
Action Description	The system automatically reroutes time reports to the HR supervisor or to another designated approver after the specified number of days or hours has elapsed.
Notification Method	Email and worklist.
Email Template	Time Report Routing.

Time Report Sent Back

This section discusses the Time Report Sent Back workflow.

Description

Event Description	An approver clicks the Send Back button on the Approve Transactions - Overview, Approve Transactions - Time Reports, or Time Report Summary page.
Action Description	An approver sends a time report back for revision. The system routes the time report back to the employee and sends a notification.
Notification Method	Email.
Email Template	Time Report Send Back.

Time Report Submit Error

This section discusses the Time Adjustment Submit Error workflow.

Description

Event Description	A time report is submitted for approval but there are errors in processing it for approval.
Action Description	A time report is submitted for approval but there are errors in processing it for approval.
Notification Method	Email.
Email Template	Time Report Submit Error.

Time Report Acknowledgement

This section discusses the Time Report Acknowledgement workflow.

Description

Event Description	An authorized reporter submits a time report on behalf of an employee who has DCAA functionality enabled.
Action Description	The system sends the employee a notification to acknowledge the content of the time report.
Notification Method	Email.
Email Template	TimeReportAcknowledgement.

Time Report DCAA Past Due

This section discusses the Time Report DCAA Past Due workflow.

Description

Event Description	System administrators run the Time Reporting Notifications process for DCAA-compliant business units.
Action Description	The system sends an email notification to employees to remind them of missed deadlines and to save or submit their time reports.
Notification Method	Email
Email Template	TimeReportDCAAPastDue.

Time Report DCAA Reminder

This section discusses the Time Report DCAA Reminder workflow.

Description

Event Description	System administrators run the Time Reporting Notifications process for DCAA-compliant business units.
Action Description	The system sends emails to employees to remind them of upcoming deadlines and to save time for a day if none is already saved by the time Expenses runs the Time Reporting Notifications process.
Notification Method	Email
Email Template	TimeReportDCAAReminder.

APPENDIX D

Expenses Reports

This appendix lists all the reports provided with Expenses and includes general information about each report.

Note. For samples of these reports, see the Portable Document Format (PDF) files that we publish on CD-ROM with your documentation.

Additional reports for Expenses are documented in *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook.*

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "PeopleSoft Financials Global Reports"

PeopleSoft Expenses Reports: A to Z

This table lists the Expenses reports, sorted alphanumerically by report ID. Use this table to find general information about any Expenses report.

Report ID and Report Name	Description	Navigation	Run Control Page
EXC1500 Business Units	Lists business units.	Set Up Financials/Supply Chain, Business Unit Related, Reports, Expenses Units	RUN_EXC1500
EXC2500 Employee Data by Department	Lists employee personal, organizational, and job data by department.	Travel and Expenses, Manage Employee Information, Employee Data by Department	RUN_EXC2500
EXC2501 Employee Data by Business Unit	Lists employee personal, organizational, and job data by business unit.	Travel and Expenses, Manage Employee Information, Employee Data by Unit Report	RUN_EXC2501
EXC2510 Business Purposes	Lists Business Purposes defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Business Purpose	RUN_EXC2510
EXC2515 Earnings Code	Lists the Earnings Codes defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Earnings Code	RUN_EXC2515

Report ID and Report Name	Description	Navigation	Run Control Page
EXC2521 Expense Type Groups	Lists the Expense Type Groups defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type Group	RUN_EXC2521
EXC2522 Expense Types	Lists Expense Types defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type	RUN_EXC2522
EXC2523 Expense Billing Code	Lists Expense Billing Codes defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Billing Code	RUN_EXC2523
EXC2525 Preferred Merchants	Lists Preferred Merchants defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Preferred Merchant	RUN_EXC2525
EXC2529 Authorized Expense Amounts by Location	Lists Expense Location Amounts defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Amount	RUN_EXC2529
EXC2530 Expense Locations	Lists Expense Locations defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location	RUN_EXC2530
EXC2531 Expense Location Groups	Lists Expense Location Groups defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Group	RUN_EXC2531
EXC2540 Reimbursement Actions	Lists Reimbursement Actions defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Reimbursement Action Code	RUN_EXC2540
EXC2550 Corporate Card Information	Lists employee corporate credit card information.	• Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Card Data • Travel and Expenses, Employee Information, Corporate Card Report	RUN_EXC2550
EXC2551 Credit Card Vendor	Lists Corporate Card Vendors defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Corporate Card Vendor	RUN_EXC2551
EXC2561 Payment Type	Lists Payment Types defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Payment Type	RUN_EXC2561
EXC2570 Auto Mileage Standard Distance Rates	Lists Standard Distance Rates defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Standard Distance Rates	RUN_EXC2570

Report ID and Report Name	Description	Navigation	Run Control Page
EXC2571 Auto Mileage Varied Distance Rates	Lists Varied Distance Rates defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Varied Distance Rates	RUN_EXC2571
EXC2581 Cash Advance Source	Lists Cash Advance Sources defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Cash Advance Source	RUN_EXC2581
EXC2596 Templates	Lists Templates defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Template	RUN_EXC2596
EXC2597 Wizard Types	Lists Wizard Types defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Wizard Type	RUN_EXC2597
EXC3500 General Ledger Balancing	Lists transaction balancing with general ledger entries.	Travel and Expenses, Manage Accounting, Print Reports, GL Balancing Report	RUN_EXC3500
EXC4500 Expense Report	Prints a standard expense report.	Travel and Expenses, Travel and Expense Center, Expense Report, Print	RUN_EXC4500
EXC4600 Expense Transactions by Department	Lists all expense transactions billed to a specific department.	Set Up Travel and Expenses, Manage Accounting, Print Reports, Expense Transactions by Dept	RUN_EXC4600
EXC4601 Expense Transactions by Unit	Lists all expense transactions billed to a specific business unit.	Travel and Expenses, Manage Accounting, Print Reports, Expense Transactions By Unit	RUN_EXC4601
EXC5500 Cash Advance	Prints a standard cash advance request.	Travel and Expenses, Travel and Expense Center, Cash Advance, Print Cash Advances	RUN_EXC5500
EXC5600 Cash Advances by Department	Lists all cash advances billed to a specific department.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advances by Department	RUN_EXC5600
EXC5601 Cash Advances by Business Unit	Lists all cash advances billed to a specific business unit.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advances by Unit	RUN_EXC5601
EXC5700 Cash Advance Aging by Department	Lists all outstanding cash advances for a department and how long they have been outstanding.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advance Aging by Dept	RUN_EXC5700
EXC5701 Cash Advance Aging by Business Unit	Lists all outstanding cash advances for a business unit and how long they have been outstanding.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advance Aging by Unit	RUN_EXC5701

Report ID and Report Name	Description	Navigation	Run Control Page
EXC7500 Time Report	Lists project hours and project descriptions	Travel and Expenses,Travel and Expense Center, Time Report, Print Report	RUN_EXC7500
EXC8500 Travel Authorization	Lists travel authorizations that are in the expense system.	Travel and Expenses,Travel and Expense Center, Travel Authorization, Print Travel Authorization	RUN_EXC8500
EXC9000 Vendor Payments	Summarizes all payments by vendor, payment bank account, payment date, and employee ID.	Travel and Expenses, Manage Accounting, Print Report, Vendor Payments	RUN_EXVNDRPMT
TE_ICRFORM Bar Code Receipt Form	Prints a form to attach receipts to if using receipt imaging.	• Employee Self-Service, Travel and Expenses, Print Bar Code Receipt Form • Employee Self-Service, Travel and Expense Center, Print Reports, Print Bar Code Receipt Form	HTML page

Expenses Selected Reports

This section provides detailed information about individual reports, including important fields. The reports are listed alphanumerically by report ID.

EXC9000 - Vendor Payments

Define parameters on the Vendor Payments (RUN_EXVNDRPMT) page for the Vendor Payments report:

Vendor SetID Enter a set ID for the vendor. This is a required field.

Vendor ID Select *All Vendors* for Expenses to run the report for all vendors or select *Specify* and enter vendor IDs.

Payment Date Enter a from and to date. These are required fields.

Export to File Name Enter a file name to use for the flat file. You do not need to enter a file name if you only run the Crystal report. Expenses will not override existing reports.

Run Click to run the Vendor Payments Export to File Application Engine (EX_VNDPT_EXP) process.

Note. For security reasons, Expenses displays only the last five digits of employee credit card numbers on the Vendor Payments report.

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.

academic career In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

academic institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

academic organization In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

academic plan In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

academic program In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

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 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.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

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.

address usage In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

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.

analysis database In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.

Application Messaging PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.

AR specialist Abbreviation for *receivables specialist.* 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.

audience In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.

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.

billing career In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.

bio bit or bio brief In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.

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 activity The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

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 process A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

business task The name of the specific function depicted in one of the business processes.

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.

campus In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

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.

category In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

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.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

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 *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

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.

comm key See *communication key.*

communication key In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

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.

component interface A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.

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.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

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 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.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.

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.

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-plus contract line A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.

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.

course In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class*.

course share set In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

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 cube In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.

data elements Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

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 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.

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.

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.

detailed business process A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

directory information tree In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

division In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

	See also *population* and *cohort*.
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 *Enterprise Incentive Management ledger.* 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.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	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. In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.
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.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

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.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

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.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GL business unit Abbreviation for *general ledger business unit*. A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit*.

GL entry template Abbreviation for *general ledger entry template*. In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process*. In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

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.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access*.

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

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.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations.

	You can use keywords as search criteria that enable you to locate specific records in a search dialog box.
KPI	An abbreviation for *key performance indicator.* 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 *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* 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 *rates*) 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.
LMS	Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
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 *1*—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.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine*.

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 *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* 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 Metastrings are special expressions included in SQL string literals. The metastrings, 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.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called *need analysis.*

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 *compensation object.*

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.

payment shuffle In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.

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 component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode event See *event.*

PeopleSoft Pure 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.

person of interest A person about whom the organization maintains information but who is not part of the workforce.

personal portfolio In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

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.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.

See also *division* and *cohort*.

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.

primacy number In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

primary name type In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

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 A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.

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.

product family A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.

product line The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

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.

prospects In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

publishing In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

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 *record input value-added tax flag.* Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT 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.

record output VAT flag Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname The name of a record that is used to determine the associated field to match a value or set of values.

recognition In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

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 *real-time event notification server* 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.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
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.
SCP SCBM XML message	Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
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.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.
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.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

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 key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

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.

speed key See *communication key.*

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.

standard letter code In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

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 *basis* 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.

system source The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch).

When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft system.

	For example, processes that import data from Microsoft Project into PeopleSoft applications create transaction rows with a source code of MSP (Microsoft Project).
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.
tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
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.
third party	A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.
3C engine	Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
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.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

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.

update access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access*.

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 *value-added tax exception.* 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 *value-added tax exempt.* 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 *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT suspension Abbreviation for *value-added tax suspension.* 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.

worker A person who is part of the workforce; an employee or a contingent worker.

workset A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

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 link The XML Linking language enables you to insert elements into XML documents to create a links between resources.

XML schema An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

XPI Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.

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 *zero-rated value-added tax.* 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.

Index

A

accounting
  expense transaction line defaults 62
  header level defaults 62
  refresh functionality 63
accounting defaults
  expense reports 289
  travel authorizations 247, 249
Accounting Defaults page
  approvers 390
  expense reports 289
  travel authorizations 249
Accounting Detail page
  approvers 390
  expense reports 289, 290
  journal expense reports 320
  travel authorizations 249
accounting display
  functionality 61
  setting up 11
accounting distribution defaults, expense types 73
accounting entries, viewing
  cash advances 451
  expense reports 452
acknowledgements, DCAA compliance 346
Add Expenses To Report page 270
Add Multiple Expenses page
  expense reports 285, 287
  travel authorization 245
Add to Travel Authorization page 236
additional documentation xxviii
Advance Reconciliation process 439
Advance Source - Corporate Card page 146, 149
Advance Source - Payroll page 138
airline ticket data
  data format 209
  load data from vendors 208
airline ticket reconciliation 322
Airline Ticket Reconciliation - Airline Tickets page 323
Airline Ticket Reconciliation - Expenses with Airfare page 323
Airline Ticket Reconciliation process 440
Airline Tickets page 323
Allow Advance field 12
American Express
  errors, handling 200
  KR-1025 Transaction Type 1 154
  load data 154
  reload errors 202
Amex Card Errors page 199
application fundamentals xxvii
Apply Cash Advance(s) link 263
Apply Cash Advance(s) page 291
  expense reports 291
approval actions, setting up 108
Approval Assignments page 120
Approval Configuration Copy Utility page 125
approval constraints 377
approval errors 411
Approval Privilege Template page 111
approval privilege templates 110
Approval Profile page 118
Approval Refinement Template page 114
approval refinement templates, setting up 113
approval rules
  budget checking 56
  constraints 377
  deny and undeny 376
  final approval status 378
  final approvals 376
  privilege 376
  reassigning 377
  routing 376
  understanding 101, 375
approvals
  all transactions 380
  cash advances 408
  errors 411
  expense reports 388
  managing 373
  reassigning work 128
  summary 378
  summary approvals 374
  time adjustments 402

time reports 398
travel authorizations 403
understanding 373, 378
approvals, setting up
approval actions 108
approval refinement template 113
approve for billing 109
approve for payment 108
approver assignments 120
approver profiles 118
approver routing lists 121
approver types 104
automatic approvals 108
copying to other setIDs 124
mapping approver types 108
privilege templates 110
rerouting rules 109
summary approval options 126
transaction routing failures 107
transaction types 106
understanding 101
Approve Cash Advance Report page 409
Approve Expense Report - Expense Report Detail page 390
Approve Time Report - Project Time Details page 399
Approve Time Report - Time Report Summary page 399, 402
Approve Transactions - Cash Advances page 380, 388
Approve Transactions - Errors page 412
Approve Transactions - Expense Reports page 379, 385
Approve Transactions - Overview page 379, 380
Approve Transactions - Time Adjustments page 380, 386
Approve Transactions - Time Reports page 380, 386
Approve Transactions - Travel Authorizations page 380, 387
Approve Travel Authorization - Accounting Defaults page 404
Approve Travel Authorization - Accounting Detail page 404
Approve Travel Authorization - Expense Detail for [expense type] page 404
Approve Travel Authorization - Travel Authorization Details page 404
Approve Travel Authorization - Travel Authorization Summary page 404
Approve Travel Authorization - View Exception Comments page 404
approver assignments 120
approver category 105
approver profiles, setting up 118
Approver Routing List page 122
approver routing lists 121
approver types, setting up 104
approvers
pooled 374
types 374
Archive Data Manager, using 472
Archive Data to History page 475
Archive Job Definition page 475
archive object definitions 470
archive template definitions 471
archiving
archive object definitions 470
archive query definitions 470
archive template definitions 471
deleting data from transaction tables 473
deleting history 473
overview of data type 465
process flow 472
restoring data 475
rolling back transaction data 473
selecting data 472
ATM Advance Detail page 257, 259
ATM data, cash advances 259
Attendees page 274, 278
Audit Archiving page 475
Authorization Detail for [expense type] page 238
Authorize Users page 22
authorized users
delegate access to others 22
setting up 21
automated teller machine (ATM) data
see ATM data 259
automatic approvals
budget checking 108
expense transactions 108

B

bank account data, employee
deposits 226
EFT options 228

loading 28
maintaining 224
Bank Accounts page 224
Barcode Receipt Verification page 321
benchmark data 202
See Also CONUS; Runzheimer
load data 202
threshold percentage 71
billing codes
default 68
setting up 68
budget checking
automatic approvals 108
budget override 361, 364
errors 361, 364
errors, expense reports 363
errors, travel authorizations 359
line status 351
budgets, overriding 364
BUS_UNIT_OPT_EX page 10
BUS_UNIT_TBL_EX1 page 10
BUS_UNIT_TBL_EX2 page 10
BUS_UNIT_TBL_EX3 page 10
business processes 1
Business Purpose page 89, 90
business purposes
setting up 89, 90
understanding 89
Business Unit 1 page 10
Business Unit 2 page 10, 13
business units
defining specifications 13
payment defaults 17
setting up 9, 10

C

Cancel Approved Travel Authorization page 367
Cancel Payments process 439, 445
Cancel Travel Authorization page 254
Cancel Travel Authorizations page 367
canceling payments 444
Cash Advance - View Approval Comments page 409
Cash Advance Acctg Entries page 452
Cash Advance Close page 266
cash advance data, mapping 43
Cash Advance page 257, 259
Cash Advance Payments page 443
Cash Advance Reimbursement Receipt page 66
Cash Advance Reimbursement Recipient page 67
Cash Advance Source page 66
cash advances
accounting entries, viewing 451
Advance Overdue in days field 14
applying to expense reports 290
approving 408
ATM advances, importing 259
ATM data, importing 259
ATM details 259
automatic approvals, setting up 108
closing 265
creating 256
deleting 265
general information 258
grace period 14
posting liabilities 448
printing 257
processing 255
reconciling 263
status 255
CC_CARD_DATA page 230
CC_CARD_TBL page 90
Change Accounting Date page 367
ChartFields
expense types 73
PeopleSoft Enterprise Time and Labor 30
projects 334
time reports 334
Close Expense Report page 314
Close Liability process 439
closing
cash advances 265
expense reports 313
comments, submitting xxxii
commitment control 349
Commitment Control page 356
common definitions xxxvi
common elements xxxiii
Component Interface utility 3
component interfaces
EX_AUTO_RATE_SETUP 3
EX_CCET_MAP_SETUP 3
EX_COUNTRY_MAP_SETUP 3
EX_CURRENCY_MAP_SETUP 3
EX_EE_ORG_DTA_SETUP 4

EX_LOC_AMOUNT_SETUP 4
EX_LOCAL_TAX_SETUP 4
EX_LOCATION_MAP_SETUP 3
EX_LOCATION_SETUP 4
EX_MERCHANT_SETUP 4
EX_TYPES_SETUP 4
EX_VIS_MCG_MAP_SETUP 4
contact information xxxii
CONUS
data format 206
stage data 206
Copy From an Existing Expense Report page 270
Copy From an Existing Time Report page 328
Copy From an Existing Travel Authorization page 236
copy government to active rates 88
Copy Selected Expenses page
expense reports 285
travel authorizations 245
Corporate Card Information page 230
Corporate Card Vendor page 90, 91
corporate credit card vendors, setting up 90
Country Code page 142
Create Cash Advance Report page 257
creating
cash advances 256
expense reports 268
journal expense reports 318
time reports 328
travel authorizations 235
creation methods, setting up
expense report 220
laptop 221
time reports 220
travel authorizations 220
credit card data
employee 229, 230
errors 198
load data 153
load defaults 14
PeopleSoft Human Resources 28
reload errors 202
credit card default 67
Credit Card Selection page 274, 278
credit card vendors, setting up 90
cross-references xxxi
Currency Code page 142, 143
custom navigation center pages
T and E Administration Center 5
Travel and Expense Center 5
Customer Connection website xxviii

D

data
archived data, restoring 475
archiving 465
types available for archiving 465
Data Source - SetID page 146, 147
DCAA (Defense Contract Audit Agency), *See* DCAA Compliance
DCAA Compliance
authorized reporter 346
business units, setting up 13
changes by approvers or auditors 346
changing time report information 345
enabling and disabling 340
entering comments 345
entering future time 344
future personal time reporting 342
late entries and changes 345
notifications and acknowledgements 346
overage accounting 343
processing notifications 347
rules 341
setting up 339
time adjustments after submission 346
time entry by authorized reporter 346
time reporting 343
time reporting changes 346
time reporting violations 346
transaction logs 345
understanding 339
DCAA Notifications page 347
DCAA notifications, processing 347
defaults
creation method 220
creation methods, laptop 221
entry method 221
expense transactions 221
expense types 218, 222
preferred merchant 222
projects 218, 223
time reports 218, 223
user 217
Defense Contract Audit Agency (DCAA), *See* DCAA Compliance

deferred processing xxxvi
Define Approver Types page 104
Define Query Bind Variables page 475
definitions, common xxxvi
Delete a Travel Authorization page 252
Delete an Expense Report 304
Delete an Expense Report page 304
Delete Cash Advance page 265
Delete Confirmation page
travel authorization expense lines 238
travel authorizations 242, 252
Delete Time Report page 338
deleting
cash advances 265
expense reports 303
time reports 338
travel authorizations 252
Diners Club
errors, handling 200
load data 163
reload errors 202
Diners Club Card Errors page 199
Distance Rate page 80
distance rates
country 11
rate adjustment factor 81
reports 498, 499
setting up 79
split 81
standard 81
understanding 79
varied 81
document sequencing
cash advances 12
expense reports 12, 316
Document Sequencing page 315
documentation
printed xxviii
related xxviii
updates xxviii

E

Earnings Code page 68
earnings codes
mapping cash advances 138
mapping expense types 139
report 497
setting up 67
EE_EE_BANK_INT page 224, 228
email notifications, routing failures 107
employee data 26
See Also employee profiles
credit card data 28
expense transactions 456
loading from PeopleSoft Enterprise Human Resources 28
payment history 457
payroll payment status 458
staging tables, preparing 26
Employee Data page 212
Employee EFT Options page 224, 228
employee expense history 385
Employee Expense History page 455, 456
Employee Notification page 93
employee notifications 93
Employee Payment History page 455
Employee Payroll Payment History page 456, 458
Employee Profile - Bank Accounts page 224
Employee Profile - Corporate Card Information page 230
Employee Profile - Employee Data page 212
Employee Profile - Organizational Data page 216
Employee Profile - Transportation Information page 232
Employee Profile - User Defaults page 219
employee profiles
bank account data 224
credit card data 229, 230
EFT options 228
maintain 211
organizational data 214, 216
personal data 212, 213
specify a bank for deposits 226
transportation data 231
entry method 221
EO_FILE_INBOUND page 203, 209
EOPP, web library 481
errors, approval 411
errors, expense reports 292
estimated time to complete
approvals 401
new estimate 401
estimated to complete
remaining work 400
EX_ACCTG_GL_DRLDN page 453

EX_ACCTG_LN_ADV page 452
EX_ACCTG_LN_SHEET page 453
EX_ADV_APPR page 380, 388
EX_ADV_RECON page 264
EX_ADV_REIMBURSE page 66
EX_ADV_SOURCE page 66
EX_ADV_SRC_MAP page 146
EX_AIRLINE_TICKETS page 323
EX_ALLERROR_APPR page 412
EX_ALLTXN_APPR page 379, 380
EX_AMEX_STG_ERR page 199
EX_APPRV_COPY page 125
EX_APPRVR_ASGN page 120
EX_APPRVR_LIST page 122
EX_APPRVR_PROFILE page 118
EX_APPRVR_TYPE page 104
EX_AUTO_RT_TBL page 80
EX_BGTCHK_CANCEL2 page 367
EX_BGTCHK_REQUEST1 page 356
EX_BGTCHK_REQUEST2 page 356
EX_BGTCHK_TAUTH page 367, 370
EX_BILL_CD_TBL page 68
EX_BMXPNTP_MAP_PNL page 138
EX_CCET_MAP_TBL page 146
EX_CLOSE_ADVANCE page 266
EX_CLOSE_CNFRM_SEC page 314
EX_CLOSE_SHEET page 314
EX_COMMENTS_HIST page 399
EX_COMMENTS_RJCT page 261
EX_COUNTRY_MAP_PNL page 142
EX_CURRNCY_MAP_PNL page 142
EX_DC_STG_ERR page 199
EX_EARNINGS_TBL page 68
EX_EE_BANK_ACCT page 224
EX_EE_ORG_DTA page 216
EX_EE_ORG_DTA2 page 216
EX_EE_PYMNT_DTL page 224
EX_EE_TRANSPORT page 232
EX_EE_USER_PREF page 219
EX_EFT_OPT_SEC page 224
EX_EM_MAP_TBL page 146
EX_EXPEND_MTHD page 96
EX_EXPENSE_TYPES1 page 70
EX_EXPENSE_TYPES2 page 70
EX_EXPENSE_TYPES3 page 70
EX_LOC_AMOUNT page 83
EX_LOCATION page 83
EX_LOCATION_GRP page 83
EX_LOCTION_MAP_PNL page 142
EX_MC_STG_ERR page 199
EX_MERCHANT page 97
EX_NORCPT_COMMENT page 274
EX_PER_DIEM_AMT page 86
EX_PER_DIEM_RANGE page 86
EX_PERSONAL_DATA page 212
EX_PERSONAL_DATA2 page 212
EX_POP_WALLET1 page 306, 310
EX_PRIV_TMPL page 111
EX_PURPOSE page 89
EX_PY_MAP_AS page 138
EX_PY_MAP_TBL page 138
EX_PY_PMT_INQ page 456
EX_RCPT_BARCD_VRFY page 321
EX_RCPT_VER_BU page 130
EX_RCPT_VER_DEPTS page 130
EX_RCPT_VER_EE page 130
EX_RCPT_VER_RULES page 130
EX_REFINE_TMPL page 114
EX_REIMB_ACTIONS page 78
EX_ROLE page 134
EX_ROLE_EXCEPTION page 135
EX_ROLE_VAT page 136
EX_SETID_MAP_PNL page 146
EX_SH_PRFMRCH_CMNT page 274, 279
EX_SHEET_APPR page 379, 385
EX_SHEET_ENTRY page 390
  create 269
  create or modify 274
EX_SHEET_ERRORS 278
EX_SHEET_ERRORS page
  errors 292
  occasional user 274, 282
EX_SHEET_HDR_JRNL page 318
EX_SHEET_TKT_LINES page 323
EX_STATE_MAP page 142
EX_STG_EMP_ADVANCE page 443
EX_STG_EMP_REIMB page 443
EX_SUM_APPR_OPT page 126
EX_SYS_WF_RULES page 93
EX_TADJ_APPR page 380, 386
EX_TAUTH_APPR page 380, 387
EX_TAUTH_DETAILS page 238
EX_TAUTH_ENTRY page 236, 238, 404
EX_TEMPLATE page 98
EX_TIME_APPR page 380, 386
EX_TRANS_DEFN page 106
EX_TRANS3 page 306, 307
EX_TRC_EX page 99

EX_TRC_MAP_TBL page 99
EX_TRNSPT_TYPES page 88
EX_TYPE_GRP page 75
EX_UNPOST_SHEET page 315
EX_USB_STG_ERR page 199
EX_VIS_MCG_MAP page 147
EX_VISA_STG_ERR page 199
EX_VNDPT_EXP process 500
EX_WIZARD_TBL page 138
Excel to Component Interface utility 3
Exception Report Drill Down page 364
expense amounts
  setting up 82, 84
  spending limits 84
Expense Billing Code page 68
expense billing codes
  report 498
  setting up 68
Expense Detail for [expense type] page 390
  errors 292
  occasional user 274, 278, 282
expense lines, copying 283
Expense Location Amount page 83, 84
Expense Location Group page 83
Expense Location page 83, 142
expense locations
  groups 82
  setting up 82, 83
expense manager, role 375
expense payments
  canceling 444
  reviewing 442
  staging 441
  vendor 443
Expense Processes page
  canceling payments 444
  generating payments 55
  posting liabilities 447
  posting payments 449
  processing closed expense reports 314
  processing journal expense reports 320
  processing unposted expense reports 317
  running 438
  selecting run parameters 438
  staging payments 441
expense processing
  posting 447, 448
  running 437
expense processing roles
  exceptions 135
  setting up 133, 134
  VAT 136
Expense Report - Accounting Detail page
  journal entry 318
Expense Report - My Wallet Detail page 306
Expense Report Acctg Entries page 453
Expense Report Close page 314
expense report data, mapping 32
Expense Report Detail page 390
Expense Report Entry page
  create 269
  create or modify 274
expense report errors 292
Expense Report Project Summary page 274
Expense Report Summary page
  approver 390
  verify expense receipts 321
expense reports
  accounting 288
  accounting defaults 62
  accounting entries, viewing 452
  air and hotel 279
  approving 388
  automatic approvals, setting up 108
  budget checking 349
  budget checking errors 363, 364
  budget checking override 364
  closing 313, 314
  copying expense lines 283
  creating 268, 270
  currency 280
  deleting 303
  document sequencing, adjusting 316
  errors, correcting 292
  frequent user 274
  journal entries, viewing 454
  journal expense reports 317
    See Also journal expense reports
  location 278
  merchant 279
  mileage 279
  My Wallet, applying receipts 306
  occasional user 282
  per diem 279
  posting liabilities 447
  preparing 267

report information 276
splitting receipts 294
transaction line accounting defaults 62
unposting 314, 315, 317
VAT 280
Expense Role Options - VAT page 136
Expense Sheet Exceptions page 364
Expense Sheet Payments page 443
expense transactions
defaults 221
posting 447
Expense Type - Benchmark page 138, 139
Expense Type - Corporate Card page 146, 148
Expense Type - Payroll page 138, 139
Expense Type - Wizard Type page 138, 140
expense type defaults 218, 222
Expense Type Group page 75
expense types
accounting distribution defaults 69, 73
groups 69, 75
per diem parameters 69
setting up 69, 70
Expense Types 1 page 70
Expense Types 2 page 70, 73
Expense Types 3 page 70, 74
Expenses Definition - Business Unit 1 page 10
Expenses Definition - Business Unit 2 page 10, 13
Expenses Definition - VAT Options page 10
Expenses Options page 10
Expenses Role Exceptions page 135
Expenses Role Setup page 134
Expenses with Airfare page 323
external expense data
load data 151
external expense data, load data 151
See Also load data

F

fields, common definitions xxxvi
File Inbound page 209
Finish! page 298
frequent user 221
functions
web libraries 481

G

general information
cash advances 258
time reports 329
General Time Report Information page 328, 329
glossary 501
gross up indicator 67
Gross Up Percent field 12

H

history tables, archived data 473
homepages, web library 482
Hotel Wizard
Finish! page 301
Itemize Hotel Bill page 298
Laundry page 301
Miscellaneous page 301
Parking page 301
Room Charge page 300
Room Service page 300
Telephone page 300
using 296
HR supervisor, role 375

I

implementation, PeopleSoft Enterprise Expenses 3
Import ATM Advances page 257, 259
integrating with
PeopleSoft Enterprise Commitment Control 3, 56
PeopleSoft Enterprise General Ledger 3, 56
PeopleSoft Enterprise Human Resources 2, 26
PeopleSoft Enterprise North American Payroll 2, 29
PeopleSoft Enterprise Payables 3, 32
PeopleSoft Enterprise Project Costing 2, 31
PeopleSoft Enterprise Time and Labor 2, 30
integrations, PeopleSoft applications 1, 25
Intermediary Bank Routings page 224, 228
Itemize Hotel Bill - Finish! page 298
Itemize Hotel Bill - Laundry page 298

Itemize Hotel Bill - Miscellaneous page 298
Itemize Hotel Bill - Parking page 298
Itemize Hotel Bill - Room Charge page 298
Itemize Hotel Bill - Room Service page 298
Itemize Hotel Bill - Telephone page 298
Itemize Hotel Bill page 298

J

Journal Entries page 453
journal entries, viewing 454
Journal Expense Report - Accounting Detail page 318, 320
Journal Expense Report page 318
journal expense reports
  accounting entries 320
  creating 318
  posting 320
  processing 317
journal generator templates 14
Journal Lines page 453, 454
JOURNAL_LN_FS page 453

K

KK_DRL_EX1_SEC page 360
KK_DRL_EX2_SEC page 364
KK_EXCPTN_OVER_SEC page 356
KK_XCP_HDR_EX1 page 360
KK_XCP_HDR_EX2 page 364
KK_XCP_LN_EX1 page 360
KK_XCP_LN_EX2 page 364

L

Laundry page 298
Line Exceptions page
  expense reports 364
  travel authorizations 360
load data
  airline ticket data from vendor 208
  American Express 154
  benchmark data 153
  credit card data 153
  data source 152
  Diners Club 163
  external expense data 151
  MasterCard 166
  reload credit card errors 152, 202
  Runzheimer International 203
  US Bank 178
  VISA 182
Load Employee Data page 26, 28
Load External Data page 151, 199
Local Tax Table page 77
local tax tables, setting up 76, 77
LOCAL_TAX_TBL page 77

M

mapping
  approver profiles 118
  approver types 108
  benchmark expense types 139
  cash advance data 43
  cash advance sources 138
  country codes 142
  credit card cash advance codes 149
  credit card codes 147
  credit card vendors 148
  currency codes 143
  data sources 147
  expense data 137
  expense locations 143
  expense report data 32
  expense types 139
  hotel wizard types 140
  merchant category groups 149
  pay cycle for cash advances 55
  pay cycle for expense reports 55
  setIDs 147
  state codes 144
  time report codes 100
Mark Expense Report for Unpost page 315
Master Card Errors page 199
MasterCard
  errors, handling 201
  load data 166
  reload errors 202
Merchant Category Group page 147, 149
Minimum Receipt Amount field 11
Miscellaneous page 298
Missing or Invalid Project Defaults page 238, 248
MMA Partners xxviii
Modify Cash Advance Report page 261, 262
modifying expense transactions, *See* modifying approved transactions

My Wallet
adding 308, 310
adding, manually 310
applying receipts to expense reports 306
deleting 308
mark for delete 309
reviewing 308
transaction status 309
viewing details 307
My Wallet - My Wallet Detail page 306, 310
My Wallet Detail page
expense report 306, 307
My Wallet 306, 310
My Wallet page 306
My Wallet transactions, managing 304

N

No Receipt Included page 274
notes xxxi
notifications
DCAA compliance 346
email, setting 92
employee 93

O

occasional user entry 221
OCONUS
data format 207
stage data 207
Organizational Data page 216
Override Authorized Amounts field 12
Override Per Diem field 13

P

Parking page 298
pay cycle, defining 55
Pay to Bank Accounts page 224, 227
Payment Type - Corporate Card page 146, 147
Payment Type page 96
payment types
reimbursement recipient 96
setting up 95, 96
payments
canceling 444
generating 55
posting 449
reviewing 442
staging 441
vendor 443
Payroll Payments Status page 456, 458
PeopleBooks
ordering xxviii
PeopleCode, typographical conventions xxx
PeopleSoft application fundamentals xxvii
PeopleSoft Enterprise Commitment Control
integrating with 3, 56
using 349
PeopleSoft Enterprise Expenses
business processes 1
integrations 1, 25
navigating 5
operational structure 9
pay cycle, defining 55
reports 497
setting up 133
viewing inquiries 451
PeopleSoft Enterprise General Ledger, integrating with 3, 56
PeopleSoft Enterprise Human Resources
employee data, loading 26, 28
integrating with 2, 26
PeopleSoft Enterprise Mobile Time and Expense
filtering data 463
synchronizing control data 464
PeopleSoft Enterprise Mobile Time and Expense, data management 461
PeopleSoft Enterprise North American Payroll, integrating with 2, 29
PeopleSoft Enterprise Payables
cash advance data, mapping 43
expense report data, mapping 32
generating payments 55
integrating with 3, 32
pay cycle, defining 55
PeopleSoft Enterprise Project Costing
integrating with 2, 31
PeopleSoft Enterprise Time and Labor
ChartFields 30
integrating with 2, 30
PeopleSoft EnterpriseCommitment Control
using 349
See Also budget checking
PeopleSoft Human Resources

employee credit card data, loading 28
staging tables 26
PeopleSoft Mobile Agent 461
PeopleSoft Setup Manager 3
PeopleSoft Workflow
notifications 92
per diem
amounts 87
deduction percentage 75
expense types 74
processing 433, 436
ranges 86
setting up 85, 433
understanding 433
Per Diem Amount page 86, 87
Per Diem Range page 86
pooled approvers 374
Populate From A Travel Authorization page 269
Post Liabilities process 439, 447
post payment amounts, setting 11
post payment auditor, role 375
Post Payments process 439, 449
posting
cash advance liabilities 448
expense report liabilities 448
expense transactions 447
journal expense reports 320
liabilities 447
payments 449
preferred merchant default 222
Preferred Merchant Not Selected page 274, 279
Preferred Merchant page 97
preferred merchants
expense types 74
setting up 97
prepayment amounts, setting up 11
prepayment auditor, role 375
prerequisites xxvii
printed documentation xxviii
privilege rules 376
processing
closed expense reports 314
expense payments 441
expense transactions 437
processing roles
exceptions 133
setting up 133, 134
VAT 136
project defaults 223
project manager, role 375
project supplemental approver, role 375
Project Time Details page 330, 333
Public Templates page 98
Publish Elapsed Time process 437, 439
Publish to Payroll process 439

R

rate adjustment factor field 81
Reassign Work page 129
reassigning rules 377
Receipt Detail For Expense [expense type] page 294, 295
receipt verification
lists 129, 131
rules 129, 130
Receipt Verification Rules page 130
receipts received flag option 130
receipts, splitting 294
Reconcile Cash Advance Report page 264
refresh accounting functionality 63
Reimbursement Action Code page 78
reimbursement action codes
setting up 78
reimbursement action codes, setting up 77
related documentation xxviii
reports
EXC1500 - Business Units 497
EXC2500 - Employee Data by Department 497
EXC2501 - Employee Data by Business Unit 497
EXC2510 - Business Purposes 497
EXC2515 - Earnings Code 497
EXC2521 - Expense Type Groups 498
EXC2522 - Expense Types 498
EXC2523 - Expense Billing Code 498
EXC2525 - Preferred Merchants 498
EXC2529 - Authorized Expense Amounts by Location 498
EXC2530 - Expense Locations 498
EXC2531 - Expense Location Groups 498
EXC2540 - Reimbursement Actions 498
EXC2550 - Corporate Card Information 498
EXC2551 - Credit Card Vendor 498
EXC2561 - Payment Type 498

EXC2570 - Auto Mileage Standard Distance Rates 498
EXC2571 - Auto Mileage Varied Distance Rates 499
EXC2581 - Cash Advance Source 499
EXC2596 - Templates 499
EXC2597 - Wizard Types 499
EXC3500 - General Ledger Balancing 499
EXC4500 - Expense Report 499
EXC4600 - Expense Transactions by Department 499
EXC4601 - Expense Transactions by Unit 499
EXC5500 - Cash Advance 499
EXC5600 - Cash Advances by Department 499
EXC5601 - Cash Advances by Business Unit 499
EXC5700 - Cash Advance Aging by Department 499
EXC5701 - Cash Advance Aging by Business Unit 499
EXC7500 - Time Report 500
EXC8500 - Travel Authorization 500
EXC9000 - Vendor Payments 500
TE_ICRFORM - Bar Code Receipt Form 500
Request Budget Check page 356
required fields, setting up options 71
rerouting transactions, setting up 109
restoring archived data 475
Review My Wallet Receipts page 306, 308
reviewer, role 375
reviewing
payments 442
travel authorizations 250
roles
approvers 374
employee 23
exceptions 135
manager 24
processing 133
project manager 24
self-service 23
setting up 23, 133
rolling back archived data 473
Rollover Travel Authorization page 370
Room Charge page 298
Room Service page 298
routing ChartField 105
routing rules 376
routings, bank 228
rules
approval 375
approval contraints 377
deny and undeny 376
final approval 376
final approval status 378
pooled approvers 374
privilege 376
reassigning 377
receipt verification 129, 130
routing 376
workflow 93
RUN_EX_DCAA page 347
RUN_EX_EMPNOTIFY page 93
RUN_EXDATALD page 151, 199
RUN_EXEEUPDT page 26
RUN_EXTRNPRC page 314, 438, 444
RUN_EXTRNPRC_BU page 438
RUN_EXVNDRPMT page 500
Runzheimer International
data format 204
load data 203

S

Save Confirmation page 238, 242
search pending transactions 381
security
authorized users, setting up 21
delegate authority to others 22
setting up 21
Select a Template page 236, 270
Selected Business Units page 438, 440
self-service applications
implementing 23
roles 23
security 23
setting up
business units 9, 10
DCAA compliance 339
per diems 433
roles 23
users 21
Setup Manager 3
sort order, changing 383
split rate, distance rates 81
splitting receipts 294

Stage Payments process 437, 438
Stage Time to Project Costing process 437, 439
staging data
CONUS 206
OCONUS 207
staging payments 441
State Code page 142, 144
status
cash advances 255
Submit Confirmation page
cash advances 257
travel authorizations 238, 242
Submit for Partial Month 332
suggestions, submitting xxxii
summary approval options 126
Summary Approval Options page 126
summary approvals 374, 380
changing sort order 383
search pending transactions 381
System Workflow Rules page 93

T

T and E Administration Center 7
tables, archiving data 466
tax tables, *See* local tax tables
TE_ADD_ADVANCES page 291
TE_ADD_MULT_EXP page
expense reports 285, 287
travel authorizations 245
TE_ADVANCE page
approve 409
create 257
modify 261, 262
view 261
TE_ADVANCE_RPT page 257, 259
TE_APRVL_COMMENTS page 391, 409
TE_ATM_TRANS_SEL page 257, 259
TE_ATM_TRANS3 page 257, 259
TE_CANCEL_TAUTH page 254, 367
TE_CC_LOOKUP 278
TE_CC_LOOKUP page 274
TE_COPY_CONFIRM page 238
TE_COPY_LINE_SEC page 285
TE_COPY_SHEET page 270
TE_COPY_TALINE_SEC page 245
TE_COPY_TAUTH page 236
TE_COPY_TIME_RPT page 328
TE_DEL_ADV page 265
TE_DEL_CONFIRM page 252
TE_DEL_SHEET page 304
TE_DEL_TAUTH page 203, 252
TE_DEL_TIME page 338
TE_DELETE_CONFIRM page 238
TE_EE_AUTHORITY page 22
TE_EE_INQ_HIST page 455
TE_EE_INQ_HIST2 page 455
TE_EE_REASSIGN page 129
TE_EXCPTN_COMM_SHT page 390
TE_EXCPTN_COMM_TA page 404
TE_EXP_WALLET page 306
TE_MY_WALLET page 306, 308
TE_OPR_TEMPLATE page 98
TE_POP_SHT_FROM_TA page 269
TE_PROJ_ERR_SEC page 238
TE_PROJ_SUMMARY page 274
TE_PROJ_SUMMARY_TA page 238, 241
TE_PYMT_INQ_EMP page 455
TE_PYMT_INQ_EMP2 page 455
TE_PYMT_INQ_VND page 459
TE_PYRL_INQ_EMP page 456
TE_PYRL_INQ_EMP2 page 456
TE_RCPT_SPLIT page 294, 295
TE_SAVE_CONFIRM page 238
TE_SHEET_ACCTG_VAT page 422, 427
TE_SHEET_ATT 278
TE_SHEET_ATT page 274
TE_SHEET_DIST page 289, 290, 390
TE_SHEET_DIST_J page 318
TE_SHEET_LINE_DTL page 390
TE_SHEET_LINES page
approver 390
verify expense receipts 321
TE_SHEET_SPLIT page
approve 390
expense reports 289
view or modify 289
TE_SHEET_VAT_INFO page 422
TE_SHEET_VAT_SUM page 391
TE_SHT_DOCSEQ_INFO page 315
TE_SUBMIT_CONFIRM page 238, 257
TE_TAUTH_DIST page 249, 404
TE_TAUTH_LINE_DTL page 404
TE_TAUTH_LINES page 404
TE_TAUTH_LINES_SEC page 236
TE_TAUTH_RPT page 239
TE_TAUTH_SPLIT page 249, 404

TE_TEMPLATE_SELECT page 236, 270
TE_TEMPLATE2 page 236, 270
TE_TIME_DETAIL page 399
TE_TIME_DTL page 330, 333
TE_TIME_LINES page 402
  approve 399
  create, modify, or view 330
  DCAA compliance 344
TE_TIME_MAIN page 328, 329
TE_WIZARD_FINISH page 298
TE_WIZARD_LDY page 298
TE_WIZARD_MAIN page 298
TE_WIZARD_MISC page 298
TE_WIZARD_PHN page 298
TE_WIZARD_PRK page 298
TE_WIZARD_RC page 298
TE_WIZARD_RS page 298
Telephone page 298
templates
  approval privilege 110
  approval refinement 113
  copying 124
  journals 14
  private 97
  public 97
  setting up 97
templates, archiving 471
terms 501
time adjustments
  approvals 402
  preparing 325
Time Report - Copy from an Existing time Report 328
Time Report - General Time Report Information page 329
Time Report - Project Time Details page 333
time report defaults 223
Time Report Summary page
  create, modify, or view 330
  DCAA compliance 344
Time Reporting Code page
  EX_TRC_EX 99
  EX_TRC_MAP_TBL 99, 100
time reports
  accounting details 333
  approvals 398
  creating 328
  deleting 338
  general information 329
  personal hours 330
  post status 327
  preparing 325
  prior periods, adjusting 334
  project hours 330
  report status 327
Transaction Definition page 106
Transaction Details page 356
transaction history 385
transaction logs, DCAA compliance 345
transaction type definitions 106
transactions, archiving 465
transportation data
  employee 232
transportation data, employee 231
Transportation Information page 232
Transportation Types page 88
transportation types, setting up 88
Travel and Expense - Delete a Travel Authorization page 252
Travel and Expense - Delete Cash Advance page 265
Travel and Expense - Delete Confirmation page 252
Travel and Expense Center
  centralized 7
  employee 5
  manager 6
Travel and Expense CFAN Navigation, web library 482
Travel and Expenses - Delete Time Report page 338
Travel Authorization - Accounting Defaults page 249
Travel Authorization - Accounting Detail page 249
Travel Authorization - Add Multiple Expenses page 245
Travel Authorization - Copy Selected Expenses page 245
Travel Authorization - Delete Confirmation page 238
Travel Authorization Entry page 236, 238
Travel Authorization Line Drill Down page 360
Travel Authorization page 239
Travel Authorization Project Summary page 238, 241
travel authorizations

accounting defaults 62, 247
accounting detail 249
approving 403
automatic approvals, setting up 108
budget checking 349
budget checking errors 359, 361
budget overrides 361
canceling 253
creating 235
deleting 252
preparing 235
project defaults, applying 248
reviewing 250
transaction line accounting defaults 62
Travel Authorize Exceptions page 360
typographical conventions xxx

U

Unpost Expense Report process 439
unposting expense reports 315, 317
Unstage Payments process 437, 440
Update Open Periods field 11
Update Paid Statuses process 440
US Bank
errors, handling 201
load data 178
reload errors 202
US Bank Card Errors page 199
user defaults 217
User Defaults page 219
User Template page 98
users, authorizing 21

V

validating new employees 211
VAT
calculations 427, 429
calculations, understanding 430
controls 428
Controls 424
defaults, adjust and reset 426
details 426
expense processing role options 136
expense reports 422
locations 424
parameters, defining 16
treatments 425, 429
VAT Accounting Detail page 422, 427
VAT Defaults Setup page
expense type 419
expense types 421
expenses business unit 419
VAT Information For Expense [type] page 422
VAT Information page 391
VAT Options page 10
VAT_DEFAULTS_DTL page
expense types 419, 421
expenses business unit 419
vendor data, viewing payments 459
Vendor Payment page 459, 460
vendor payments 443
Vendor Payments (EXC9000) report 500
Vendor Payments Export to File Application Engine process 500
Vendor Payments page 443, 500
vendor payments, viewing 459
Verify Expense Receipts - Expense Report Summary page 321
Verify Receipts for Specific Business Units page 130, 131
Verify Receipts for Specific Departments page 130, 131
Verify Receipts for Specific Employees page 130, 131
Verify Receipts option 131
View Approver Comments page 261, 391, 399
View Cash Advance Report page 261
View Exception Comments page 390
View Exception Details button 362
View Selected Travel Authorization page 236
viewing inquiries 451
VISA
errors, handling 201
load data 182
reload errors 202
Transaction Type 14 195
Transaction Type 3 183
Transaction Type 4 186
Transaction Type 5 188
Transaction Type 9 191
Visa Card Errors page 199
visual cues xxxi

W

Warning for Copying Expense Lines psage 238

warnings xxxi
workflow
notifications 92
reassigning 128
rules 93