

PeopleSoft®

PeopleSoft Enterprise Mobile Time and Expense 8.9 PeopleBook

July 2005

PeopleSoft Enterprise Mobile Time and Expense 8.9 PeopleBook
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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 peoplebookspres@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.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press 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)	<p>When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.</p> <p>Ampersands also precede all PeopleCode variables.</p>

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 Mobile Time and Expense Preface

This preface discusses:

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

PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

- PeopleSoft Enterprise Expenses
- PeopleSoft Enterprise Project Costing
- PeopleSoft Enterprise Time and Labor

PeopleSoft Application Fundamentals

The *PeopleSoft Enterprise Mobile Time and Expense 8.9 PeopleBook* provides implementation and processing information for your Mobile Time and Expense application. Additional essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation (ESA), and Supply Chain Management (SCM) product lines.

Note. The *PeopleSoft Enterprise Mobile Time and Expense 8.9 PeopleBook* discusses setup and functionality that is unique to the mobile time and expense application. We do not define pages that are already discussed in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*, but we do discuss fields that are unique to Mobile Time and Expense or fields that act differently than the online Expenses application.

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

- *Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Mobile Agent*
- *Enterprise PeopleTools 8.46 PeopleBook: Security Administration*
- *PeopleSoft Application Fundamentals for HRMS PeopleBook*
- *PeopleSoft Enterprise Expenses 8.9 PeopleBook*
- *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*
- *PeopleSoft Global Options and Reports PeopleBook*

Common Elements Used in This PeopleBook

Personal digital assistants (PDAs)

A handheld computing device.

PeopleSoft Mobile Agent

PeopleSoft Mobile Agent enables users to work with PeopleSoft applications on laptop computers or PDAs while they are disconnected from the Internet or local network. PeopleSoft Mobile Agent uses standard internet tools and protocols—web browsers, HTTP, and XML—to access a mobile database containing application definitions and data. Changes that you make while disconnected are distributed across the network when you reconnect.

CHAPTER 1

Getting Started With PeopleSoft Enterprise Mobile Time and Expense

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

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

Understanding Mobile Time and Expense

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

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

Mobile Time and Expense Business Processes

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

- Expense reports
- Time reports

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

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

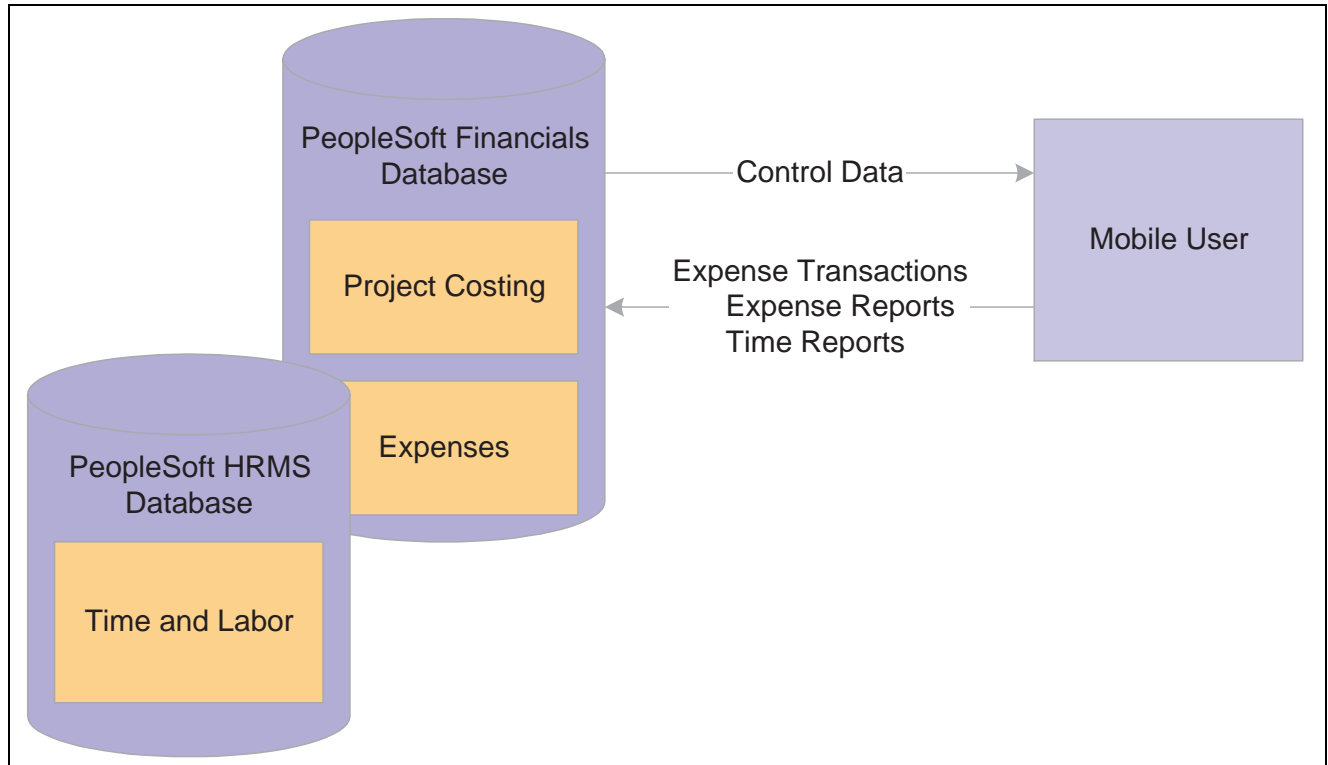
See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Preparing Expense Reports”

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Preparing Time Reports and Time Adjustments”

Mobile Time and Expense Integrations

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



Integrating Mobile Time and Expense with other PeopleSoft applications

Expenses

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

Project Costing

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

Time and Labor

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

We cover integration considerations for Mobile Time and Expense in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Integrating With Other PeopleSoft Products”

Mobile Time and Expense Implementation

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

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

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

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:

Expenses Components	Component Interface	Reference
Distance Rate (EX_AUTO_RT_TBL)	EX_AUTO_RATE_SETUP	See <i>PeopleSoft Enterprise Expenses 8.9 PeopleBook</i> , “Defining Location and Rates for Expenses,” Setting Up Distance Rates.
Expense Location (EX_LOCATION)	EX_LOCATION_SETUP	See <i>PeopleSoft Enterprise Expenses 8.9 PeopleBook</i> , “Defining Location and Rates for Expenses,” Setting Up Expense Locations and Amounts.
Expense Types 1 (EX_EXPENSE_TYPES1)	EX_TYPES_SETUP	See <i>PeopleSoft Enterprise Expenses 8.9 PeopleBook</i> , “Defining Accounting Data for Expenses,” Setting Up Expense Types.
Expenses Types 2 (EX_EXPENSE_TYPES2)	EX_TYPES_SETUP	See <i>PeopleSoft Enterprise Expenses 8.9 PeopleBook</i> , “Defining Accounting Data for Expenses,” Setting Up Expense Types.
Local Tax Table (LOCAL_TAX_TBL)	EX_LOCAL_TAX_SETUP	See <i>PeopleSoft Enterprise Expenses 8.9 PeopleBook</i> , “Defining Accounting Data for Expenses,” Setting Up Local Tax Tables.

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 *About These PeopleBooks*, with information on where to find the most up-to-date version of each.

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Getting Started with PeopleSoft Enterprise Expenses,” Expenses Implementation

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Setup Manager

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Component Interfaces

About These PeopleBooks

CHAPTER 2

Working with Mobile Applications

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

- Initialize mobile devices.
- Navigate within mobile transactions.

Understanding Mobile Device Initialization

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

Before you can initialize and begin using Mobile Time and Expense, you must install PeopleSoft Mobile Agent on the mobile device. We describe the installation process in the *Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Mobile Agent*.

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

See Also

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Mobile Agent

Understanding Synchronization Options

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

- Upload Changes
- Update Business Data
- Update Applications

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

See Also

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Mobile Agent

Initializing Mobile Devices

Initializing a mobile device requires a bootstrap synchronization.

This section discusses how to:

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

Performing Bootstrap Synchronizations

To initialize a mobile device:

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

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

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

To initialize a mobile device (bootstrap synchronization):

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

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

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

Performing PDA Initializations

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

To perform PDA initialization from your desktop or laptop:

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

5. After Update PDA Applications completes successfully, open the PDA PeopleSoft program folder to use the application.

Navigating Within Mobile Transactions

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

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

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

CHAPTER 3

Filtering Mobile Data

This chapter provides an overview of mobile data filters and discusses how to set up filters for mobile devices.

Understanding Mobile Data Filters

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

The Filter Mobile Data feature filters:

- Country codes.
- States and provinces.
- Localities.
- Currencies.
- Expense locations.
- Project Costing data (My Projects, project teams, and open projects).

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

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

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

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

Setting Up Mobile Data Filters

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

This section discusses how to:

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

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

Pages Used to Set Up Mobile Data Filters

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

Setting Up Filters for Countries

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

Mobile Time and Expense

Filter Mobile Data - Laptop Device

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

Country Selection

Click on the Search button to retrieve the latest rows.

Country	Find	View 100	First	1-5 of 239	Last
Selected	Country	Description			
<input checked="" type="checkbox"/>	AUS	Australia			
<input checked="" type="checkbox"/>	GBR	United Kingdom			
<input checked="" type="checkbox"/>	USA	United States			
<input type="checkbox"/>	ABW	Aruba			
<input type="checkbox"/>	AFG	Afghanistan			

Filter Mobile Data - [type] Device: Country page

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

Setting Up Filters for States and Provinces

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

Mobile Time and Expense


Filter Mobile Data - Laptop Device

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

Country/State (Provinces) Selection

*Country:

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

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

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

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

Setting Up Filters for Localities

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

Mobile Time and Expense

Filter Mobile Data - Laptop Device

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

Country Selection

Country: United States

Country/State/Locality Selection

State: Colorado **Locality Name:**

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

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

Filter Mobile Data - [type] Device: Locality page

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

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

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

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

Setting Up Filters for Currencies

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

Mobile Time and Expense

Filter Mobile Data - Laptop Device

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

Currency Selection

*Country:

 Include Currency codes that are not specific to a country.

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

Filter Mobile Data - [type] Device: Currency page

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

Include Currency codes that are not specific to a country. Select for Expenses to display all currency codes with no specific country associations.

Setting Up Filters for Expense Locations

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

Mobile Time and Expense

Filter Mobile Data - Laptop Device

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

Location Selection

Expense Location:

Expense Location			Find View All	First	1-6 of 6	Last
Selected	Location	Description				
<input checked="" type="checkbox"/>	AGANA	AGANA, Guam				
<input checked="" type="checkbox"/>	AIRES	BUENOS AIRES, Argentina				
<input checked="" type="checkbox"/>	AKRON	AKRON, Ohio				
<input checked="" type="checkbox"/>	ALBANY	ALBANY, New York				
<input checked="" type="checkbox"/>	ALSK	Alaska				
<input checked="" type="checkbox"/>	DENV	Denver, Colorado				

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

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

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

Setting Up Filters for Projects

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

Mobile Time and Expense

Filter Mobile Data - Laptop Device

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

Projects Selection

*Criteria: Project:

Description:

Projects				
Time	Expense	PC Bus Unit	Project	Description
<input type="checkbox"/>	<input type="checkbox"/>			

Find | View All | First 1 of 1 Last

Filter Mobile Data - [type] Device: Projects page

Projects Selection

Criteria

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

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

See *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*, “Creating and Maintaining Projects,” Tracking Your Projects.

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

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

Project

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

Description

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

Projects

Time

Select if this project is for time entries.

Expense

Select if this project is for expense entries.

Note. The Select All for Expense and Deselect All for Expense buttons display only on laptop mobile devices.

CHAPTER 4

Maintaining User Profile Information

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

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

Understanding User Profiles

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

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

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

Viewing Employee Personal Data

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

Understanding Employee Personal Data

Information on the Employee Data page is maintained and updated by the online expenses system and is display-only on the mobile device. The page displays information about the employee, such as telephone number, address, and where the employee is based. This page is the same as the online Employee Profile - Employee Data page, and the fields are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Maintaining Employee Profiles,” Maintaining Employee Personal Data

Page Used to View Employee Personal Data

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

Viewing Employee Organizational Data

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

Understanding Employee Organizational Data

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

Information on the Organizational Data page is display-only on the mobile device. This page is similar to the online Employee Profile - Organizational Data page, and the fields are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*. The system does not display these fields on the mobile device:

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

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Maintaining Employee Profiles,” Maintaining Employee Organizational Data

Pages Used to View Employee Organizational Data

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

Viewing Employee Organizational Data

Access the Organizational Data page.

Kenneth Schumacher							
GL Unit: US001 US001 NEW YORK OPERATIONS							
HR and Expenses Information Find View All First 1-1 of 1 Last							
Valid for Expenses	Reason for Status	Default Profile	Department	Department Description	Ignore Authorized Amounts	Cash Advance Level	
Yes	Passed All Validation Edits	<input checked="" type="checkbox"/>	41000	Engineering	<input type="checkbox"/>	Business Unit	
Role:							

Organizational Data page



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

Maintaining User Defaults

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

Understanding Maintenance of User Defaults

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

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Maintaining Employee Profiles,” Maintaining User Defaults

Page Used to Maintain User Defaults

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

Adding or Modifying User Defaults

Access the User Defaults page.

User Defaults

Name:

Default Creation Method

Online Expense Report:

Online Time Report:

Online Travel Authorization:

Mobile Expense Report:

Mobile Time Report:

Expense Defaults

Report Description:

Business Purpose:

***Billing Type:**

Originating Location:

Expense Location:

Number of Nights:

Payment Type:

Credit Card:

Per Diem Range:

Transportation ID:

User Defaults page (1 of 2)

Expense Type Defaults							Find View All
Expense Type	Payment Type	Billing Type	Preferred Merchant	Merchant			
Air Travel	<input type="text" value="Check"/> <input type="button" value="Q"/>	<input type="text" value="Billable"/> <input type="button" value="Q"/>	<input type="text" value="American Airlines"/> <input type="button" value="Q"/>				
Hotel/Lodging	<input type="text" value="Check"/> <input type="button" value="Q"/>	<input type="text" value="Billable"/> <input type="button" value="Q"/>	<input type="text" value="Marriott"/> <input type="button" value="Q"/>				
Conference/Meeting	<input type="text" value="Prepaid Expenditures"/> <input type="button" value="Q"/>	<input type="text" value="Internal"/> <input type="button" value="Q"/>					
<input type="button" value="Add"/>							

Project Defaults for Expenses				Find View All
Enabled	PC Bus Unit	Project	Activity	
<input checked="" type="checkbox"/>	<input type="text" value="US001"/> <input type="button" value="Q"/>	<input type="text" value="FININTPROJ"/> <input type="button" value="Q"/>	<input type="text" value="FININTACT"/> <input type="button" value="Q"/>	
<input type="button" value="Add"/>				

Time Defaults

Country:

State:

Locality:

Billing Action:

Project Defaults for Time				Find View All
Enabled	PC Bus Unit	Project	Activity	
<input type="button" value="Add"/>				

User Defaults page (2 of 2)

Default Creation Methods

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

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

Mobile Expense Report and Mobile Time Report

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

Expense Defaults

The fields in this region are the same as on the online Employee Profile - User Default page and are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*.

Get Range ID

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

Expense Type Defaults

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

The fields in this region are the same as on the online Employee Profile - User Default page and are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*.

Project Defaults for Expenses

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

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

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

The fields in this region are the same as on the online Employee Profile - User Default page and are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*.

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

Time Defaults

The fields in this region are the same as on the online Employee Profile - User Default page and are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*.

Project Defaults for Time

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

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

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

The fields in this region are the same as on the online Employee Profile - User Default page and are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*.

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

Viewing Employee Bank Account Information

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

Understanding Employee Bank Account Information

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

All the fields that appear on the mobile device for bank account information are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*; however, not all fields that appear on the online page appear on the mobile device, such as fields under the Prenote Info (prenote information) tab. On the mobile device, you cannot access information that appears on the Pay to Bank Accounts, Intermediary Bank Routings, or Employee EFT Options (employee electronic funds transfer options) pages; you must access this information through the online Expenses system.

See Also


PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Maintaining Employee Profiles,” Maintaining Employee Bank Account Data

Page Used to View Employee Bank Account Information

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

Viewing Employee Bank Account Information

Access the Default Bank Profile page.

Kenneth Schumacher				
Default Bank Profile Find View All First 1-1 of 1 Last				
GL Unit	Department	Default Profile	Payment Method	Hold Payment
 US001	41000	<input checked="" type="checkbox"/>	System Check	<input type="checkbox"/>

Default Bank Profile page



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

Viewing Employee Credit Card Information

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

Understanding Employee Credit Card Information

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

The fields on this page are the same as on the online Employee Profile - Corporate Card Information (CC_CARD_DATA) page and are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Maintaining Employee Profiles,” Maintaining Employee Credit Card Data

Page Used to View Employee Credit Card Information

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

Maintaining Employee Transportation Information

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

Understanding Employee Transportation Information

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

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

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Maintaining Employee Profiles,” Maintain Employee Transportation Data

Page Used to Maintain Employee Transportation Information

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

Viewing or Modifying Transportation Information

Access the Transportation Identification page.

Michael Buhler

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

Transportation ID	Transportation Type	Date Acquired	Status	Status Date	Lease	Car Allowance	Delete
TRUCK	5 HP	11/04/2003	Active	11/01/2003	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete

Add

Distances Traveled
Find | View All | First 0-0 of 0 Last

Transportation ID	Calendar Year	Distance Type	Total Distance

Save

Transportation Identification page

The fields in this region are the same as on the online Transportation Information page and are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*. These are exceptions for the mobile application:

Transportation ID

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

CHAPTER 5

Managing My Wallet Transactions

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

Note. Managing My Wallet transactions in Mobile Time and Expense is similar to managing My Wallet transactions in Expenses. The My Wallet functionality and the fields on the Review My Wallet Receipts page are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*. This chapter discusses only the functionality and page elements that are unique to the mobile application.

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Preparing Expense Reports,” Managing My Wallet Transactions

Understanding My Wallet Transactions Management in Mobile Time and Expense

My Wallet stores corporate credit card transactions, personal digital assistant (PDA) transactions, and user-entered expense transactions. You can apply these transactions to an expense report, thus saving data-entry time. Credit card feeds from a credit card company (such as Visa International, American Express, and US Bank) send corporate credit card transactions directly to the My Wallet databases in Expenses. The system downloads these credit card transactions during synchronization from Expenses to Mobile Time and Expense. You cannot modify transactions from a PDA. You cannot modify transactions from a feeder system except for expense types. In addition, the system sends all PDA receipt capture transactions to the My Wallet databases.

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

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

Viewing, Adding, and Deleting My Wallet Transactions

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

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

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

CHAPTER 6

Preparing and Managing Expense Reports

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

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

Understanding Expense Report Processing

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

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

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

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

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

Creating or Modifying Expense Reports

This section discusses how to create or modify expense reports.

Page Used to Create or Modify Expense Reports

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

Modifying or Creating New Reports

Access the Create/Modify Expense Report page.

Create/Modify Expense Report

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

Add

▶ Search

Create/Modify Expense Report page

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

Entering Expense Report Data

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

Understanding Expense Report Data

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

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

- View, add, or modify expense transaction lines.
- View or modify the default accounting.

- Populate expenses from My Wallet.
- Split receipts.

Page Used to Enter Expense Report Data

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

Entering Expense Report Data

Access the Expense Report Detail page.

Expense Report Detail
View Default Accounting

***Report Description:**

***Business Purpose:**

Default Location:

Reference:

Report Status: Pending

Comment:

Populate From My Wallet

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

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

Add

Expense Report Detail page (1 of 2)

Employee Expenses:	200.00	USD
Non-Reimbursable Expenses:		USD
Prepaid Expenses:		USD
Employee Credits:		USD
Vendor Credits:		USD
Cash Advances Applied:		USD
Due Employee:	200.00	USD
Due Vendor:		USD
Due Company:		USD

Submit during next synchronization

Approval History				
Seq Nbr	Routing	Name	Action	Date/Time
Find View All First 0-0 of 0 Last				

Save [Return to List](#)

Expense Report Detail page (2 of 2)

The fields on the Expense Report Detail page that are the same as the fields on the Expense Report - Expense Report Entry page in the online system are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*.

View Default Accounting

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

Note. The View Default Accounting tab is not available if the Accounting Display option for the business unit or the employee’s role is set to *Hide*. Employees cannot edit the distribution or ChartFields if this option is set to *Display Only*.

See *PeopleSoft Enterprise Expenses 8.9 PeopleBook*, “Preparing Expense Reports,” Viewing or Modifying Accounting Information.

Populate From My Wallet

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

View Expense Lines



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

Copy Line

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

Split

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

Delete

Click to delete the expense transaction line.

Add

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

Copy Selected Expense Lines

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

Submit During Next Synchronization

Submit during next synchronization

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

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

Note. A submit in Mobile Time and Expense takes place only when you select the Submit during next synchronization check box on the Expense Report Detail page. The synchronization process performs a check to see whether the submitting employee is active. If the submitting employee is not active, you receive an error that this employee is not an active employee and the synchronization process stops.

Approval History

Mobile Time and Expense uses the approval history tables to show approval and workflow related information. The table contains information about the actions already taken on a transaction. Therefore, no approval information is contained on a newly created pending report. A report has approval information after the approval has taken an action related to the report. The approval grid on this page shows all of the actions taken on a particular transaction. If there are comments from more than one approver, only the last comment is displayed in the grid.

Save

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

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

Return to List

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

Adding or Modifying Expense Line Details

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

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

Understanding Adding and Modifying Expense Line Details

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

Add Expense Lines

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

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

Copy Expense Lines

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

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

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

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Preparing Expense Reports,” Copying or Adding Expense Lines

Pages Used to Add or Modify Expense Line Details

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

Adding or Modifying Expense Line Details

Access the Expense Line Detail page.

Expense Line Detail
View Attendees
View Line Accounting

Expense Type:

***Expense Date:**

***Payment Type:**

***Billing Type:**

***Location:**

***Description:**

Non-Reimbursable **No Receipt**

***Amount Spent:**

Exchange Rate: **Default Rate**

Reimbursement Amt:

Save
Cancel
Return to List
Go Back

Expense Line Detail page

View Line Accounting

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

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

Refresh Per Diem Amounts

Click to calculate the per diem amounts.

Estimated Tax and Total Distribution

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

Exchange Rate

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

Save

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

Cancel

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

Return to List

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

Go Back

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

Copying Expense Line Details

Access the Expense Report Detail - Copy Line page.

Expense Report Detail - Copy Line page

This page is similar to the online Expense Report - Copy Selected Expenses page. The fields are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*.

Add

Not used for this release.

Note. Clicking the Add button interrupts the copy function and takes you to Expense Line Detail page. Click Go Back on the Expense Line Detail page to return to Expense Report Detail - Copy Line page (copy mode).

Copy Options

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

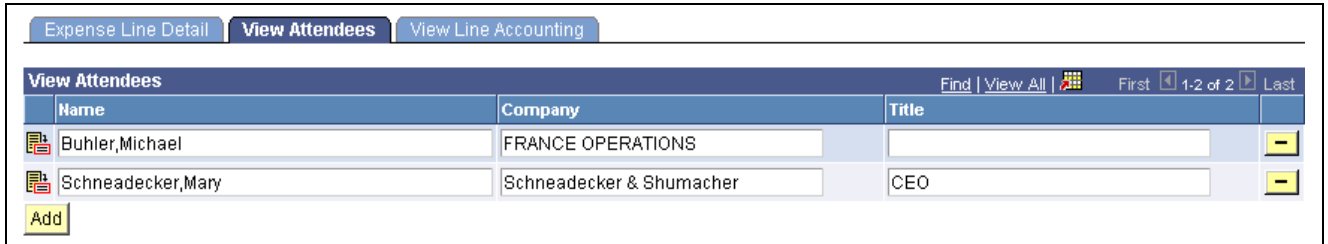
Select Copy to Range of Dates to copy each line multiple times with the expense date for the new lines set to each day within the date range that you specify.

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Preparing Expense Reports,” Copying or Adding Expense Lines

Adding Attendees for an Expense Type

Access the View Attendees page.



View Attendees page

Viewing or Modifying Accounting Information

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

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

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Understanding Accounting in Expenses”

Understanding Default Accounting

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

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

Pages Used to View or Modify Default Accounting

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

Viewing or Modifying Default Accounting

Access the View Default Accounting page.

Expense Report Detail		View Default Accounting		Populate From My Wallet	
View Default Accounting			Find View All		First 1-1 of 1 Last
% to Allocate	GL Unit	Dept	Reset All Defaults		-
100.00	US001	41000	Reset All Defaults		-
Add					

View Default Accounting page



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

% to Allocate (percent to allocate)

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

Reset All Defaults

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

Add

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

Adding or Modifying Expense Line Accounting Details

Access the Line Accounting Detail page.

Line Accounting Detail		
Amount:	<input type="text" value="155.00"/>	
*General Ledger Unit:	<input type="text" value="US001"/>	
Account:	<input type="text" value="650020"/>	<input type="button" value="🔍"/>
Alt Acct:	<input type="text"/>	<input type="button" value="🔍"/>
Operating Unit:	<input type="text"/>	<input type="button" value="🔍"/>
Fund:	<input type="text"/>	<input type="button" value="🔍"/>
Dept:	<input type="text" value="41000"/>	<input type="button" value="🔍"/>
Program:	<input type="text"/>	<input type="button" value="🔍"/>
Class:	<input type="text"/>	<input type="button" value="🔍"/>
Bud Ref:	<input type="text"/>	<input type="button" value="🔍"/>
Product:	<input type="text"/>	<input type="button" value="🔍"/>
Affiliate:	<input type="text"/>	<input type="button" value="🔍"/>
PC Bus Unit:	<input type="text" value="US001"/>	<input type="button" value="🔍"/>
Project:	<input type="text" value="PROJECTS01"/>	<input type="button" value="🔍"/>
Activity:	<input type="text" value="ACTIVITY1"/>	<input type="button" value="🔍"/>
Source Type:	<input type="text"/>	<input type="button" value="🔍"/>
Category:	<input type="text"/>	<input type="button" value="🔍"/>
SubCat:	<input type="text"/>	<input type="button" value="🔍"/>
Monetary Amount:	<input type="text" value="155.00"/>	<input type="text" value="USD"/>

Line Accounting Detail page.

Adding Transactions From My Wallet

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

Understanding My Wallet Transactions

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

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

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

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Preparing Expense Reports,” Managing My Wallet Transactions

Page Used to Add Transactions From My Wallet

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

Applying My Wallet Transactions to an Expense Report

Access the Populate From My Wallet page.

Populate From My Wallet page



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

Done

Click to return to the expense report.

Return to List

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

Splitting Receipts

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

Understanding Receipt Splits

Receipt split allows you to split a receipt into multiple expense lines. For example, a hotel bill might enter the expenses system through a credit card feed as one expense transaction; however, the bill may include charges for telephone calls, laundry service, room service, and parking. Some companies want to track, report, and book these items individually.

Here are some receipt split functions:

- Create a receipt split and go back and edit a receipt split.

- Allow multiple expense types to be added to the receipt split.
- Correct the original receipt amount.

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

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

Page Used to Split Receipts

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

Splitting Receipts

Access the View Receipt Split Lines page.

View Receipt Split Lines page

Add

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

Correct Original Receipt Total and Save Corrected Receipt Amount

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

Return from Receipt Split

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

Saving and Submitting Expense Reports

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

Viewing Expense Reports

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

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

Understanding Viewing Expense Reports

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

Pages Used to View Expense Reports

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

CHAPTER 7

Processing Time Reports

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

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

Understanding Time Reports

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

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

On the Installation Options - Mobile page, you set up the number of days of information that you want Expenses to download to the mobile client. When you access the Create/Modify Time Report page, the system displays a list of existing time reports that you can modify, or you can add a new time report. You cannot create a time report if one already exists on the mobile client for the same period end date. When you add a time report, the system creates a blank report and displays the Time General Information view with the default country, state, locality, and billing action fields prepopulated with information from the user default table, if it exists. When you continue to the Time Summary view, the system also prepopulates project data from the user default table; however, only selected or enabled projects that are active at the time of the last synchronization with Expenses appear on the time sheet.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Setting Installation Options for PeopleSoft Applications,” Defining Mobile Time and Expense Installation Options.

Time Report Processing Differences Between Mobile Time and Expense and Expenses

Processing time reports on a mobile application differs slightly from processing time reports in Expenses. For example, the time limits that you establish in Expenses at the business unit or employee level do not apply to the time reports that you create on a mobile device. Navigation to the Mobile Time and Expense time report pages is different from the navigation in Expenses. Also, with time report processing in Mobile Time and Expense, you cannot:

- Perform prior period adjustments.

- Integrate directly with forecasting.
- Perform approvals.
- Delete time reports.

Creating and Modifying Time Reports

This section discusses how to:

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

Pages Used to Create and Modify Time Reports

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

Creating or Modifying Time Reports

Access the Create/Modify Time Report page.

Create/Modify Time Report			
Period End Date	Version	Time Report ID	Status
03/04/2005	Original Version	NEXT	Marked for Submit
04/29/2005	Original Version	NEXT	Marked for Submit
05/06/2005	Original Version	NEXT	Pending
<input type="button" value="Add"/>			
<input type="text" value="Search"/>			

Create/Modify Time Report page

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

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

Adding or Modifying General Information on Time Reports

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

The fields on this page and view are the same as on the Time Report - General Time Report Information page and are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Preparing Time Reports and Time Adjustments,” Entering General Information on a Time Report

Entering Time and Details on Time Reports

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

Page Used to Enter Time and Details on Time Reports

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

Entering Project and Personal Time Details

Access the Time Summary page.

Time Summary

Kenneth Schumacher

Period End Date: 03/04/2005

Time Report ID: NEXT

Project Time

PC Bus Unit	Project	Activity	Sa 26	Su 27	Mo 28	Tu 1	We 2	Th 3	Fr 4	Total
US003	BUILDING	FOUNDATION			2.00	3.00	2.00	5.00	4.00	16.00

Add Refresh Default Projects

Personal Time

	Sa 26	Su 27	Mo 28	Tu 1	We 2	Th 3	Fr 4	Total
Contract holiday								
Floating Holiday								
Illness - Paid			8.00					8.00
Jury Duty								
Personal - Paid					8.00			8.00
Vacation								

Total Project Related Hours: 16.00

Total Personal Hours: 16.00

Grand Total: 32.00 Update

Time Summary page (1 of 2)

Go To: [General Report Information](#)

Submit during next synchronization

Submit for Partial Month

Approval History

Routing	Name	Action	Date/Time
---------	------	--------	-----------

Save Return to List

Time Summary page (2 of 2)

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

Update

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

Submit during next synchronization

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

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

Note. A submit in Mobile Time and Expense takes place only when you select the Submit during next synchronization check box on the Time Summary page. The synchronization process performs a check to see whether the submitting employee is active. If the submitting employee is not active, you receive an error that this employee is not an active employee and the synchronization process stops.

Submit for Partial Month

Select to submit a report for part of a month.

This check box appears only if the project time spans two months.

Note. If you submit a partial report from a mobile device, you can modify the report for that time period only from Expenses. After the next successful synchronization you can see that report in view mode only.

Approval History

Mobile Time and Expense uses the approval history tables to show approval and workflow related information. The table contains information about the actions already taken on a transaction. Therefore, no approval information is contained on a newly created pending report. A report has approval information after the approval has taken an action related to the report. The approval grid on this page shows all of the actions taken on a particular transaction. If there are comments from more than one approver, only the last comment is displayed in the grid.

Save

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

Return to List

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

The remaining fields on this page and view are the same as on the Time Report - Time Report Summary page and are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*.

Viewing Time Reports

This section discusses how to view time reports.

Pages Used to View Time Reports

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

Viewing Time Reports

Access the View Time Report or Summarize Time Report page.

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

CHAPTER 8

Using Mobile Time and Expense for PDA

This chapter provides an overview of Mobile Time and Expense for personal digital assistant (PDA) and discusses how to:

- Synchronize data between your PDA and Expenses.
- View user profile information.
- Enter expense data for expense reporting.
- Enter time data for time reporting.
- Set up receipt and time capture defaults.

Understanding Mobile Time and Expense For PDAs

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

Synchronizing Data Between Your PDA and Expenses

This section discusses how to:

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

Uploading Changes to Expenses

The Upload Changes option provides the fastest synchronization.

To synchronize time and receipt entries to Expenses:

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

Updating Business Data

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

To update business data:

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

Updating Applications

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

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

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

See *Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Mobile Agent*

To update applications:

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

Viewing Synchronization Results, Error Lists, and Notifications

To view synchronization results:

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

You can also view errors and notifications on this page.

To view the error list:

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

To view notifications:

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

Viewing User Profile Information

This section discusses how to view employee data.

Note. The Employee Data page is display-only. This page is similar to the online Employee Profile - Employee Data page, and the fields are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Maintaining Employee Profiles,” Maintaining Employee Personal Data

Page Used to View User Profile Information

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

Entering Expense Data for Expense Reporting

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

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

Understanding Expense Reporting Data

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

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Preparing Expense Reports,” Entering Expense Report Information and Transaction Lines

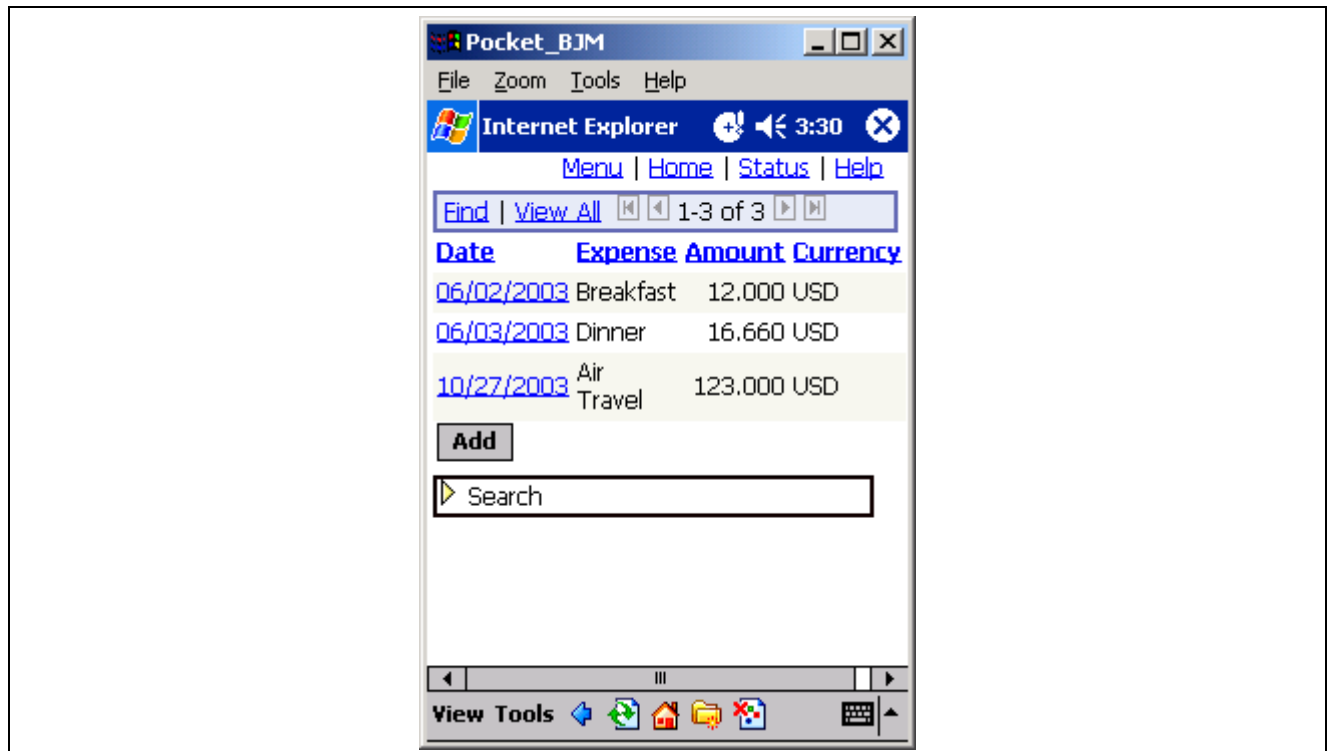
PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Preparing Expense Reports,” Managing My Wallet Transactions

Page Used to Enter Expense Data for Expense Reporting

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

Selecting or Adding Expense Transactions

Access the Capture Receipt (Select/Add) page.



Capture Receipt (Select/Add) page

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

Entering Expense Data

Access the Capture Receipt (Entry) page.

The screenshot shows a mobile browser window titled 'Pocket_BJM' running Internet Explorer. The page is the 'Capture Receipt (Entry)' form. It features the following fields and controls:

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

Capture Receipt (Entry) page

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

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

The system displays additional fields, depending on the expense type that you selected. The Receipt Capture (Entry) page is similar to the online Expense Report - Expense Detail for [expense type] page, and the fields are documented in the *PeopleSoft Enterprise Expenses 8.9 PeopleBook*. Enter as much data as possible to streamline the data entry in the online expense report.

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Preparing Expense Reports,” Entering Expense Report Information and Transaction Lines

Entering Time Data for Time Reporting

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

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

Understanding Time Reporting

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

See Also

PeopleSoft Enterprise Expenses 8.9 PeopleBook, “Preparing Time Reports and Time Adjustments”

Common Elements Used in This Section

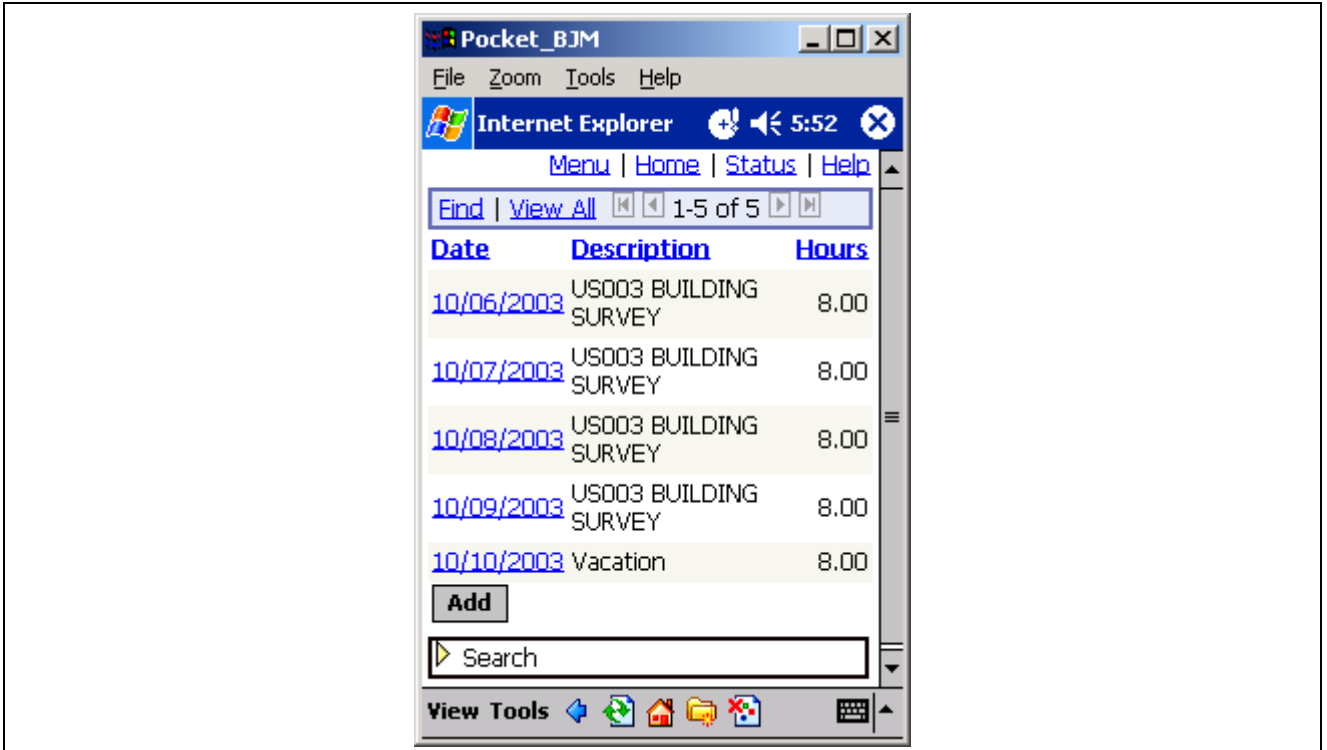
Date	Enter a date to which the time entry pertains.
Type	Select <i>Project</i> or <i>Personal</i> . The system changes the fields for the page based on your selection.
Repeat Until	Enter a date for Mobile Time and Expense for PDA to create a new time entry for each day between the date entered in the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

Pages Used to Enter Time Data for Time Reporting

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

Selecting or Adding Time Entries

Access the Time Entry (Select/Add) page.



Time Entry (Select/Add) page

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

Entering Project Times

Access the Time Entry (Project) page.

The screenshot shows a web browser window titled 'Pocket_BJM' displaying the 'Time Entry (Project)' page. The browser's address bar shows 'Internet Explorer' and the time is 5:53. The page contains a form with the following fields:

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

Time Entry (Project) page

Entering Personal Time

Access the Time Entry (Personal) page.

Personal Select the type of personal time taken.

Setting Up Receipt and Time Capture Defaults

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

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

Understanding Receipt and Time Entry Default Setup

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

Common Elements Used in This Section

Use Last Saved

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

Pages Used to Set Up Receipt and Time Capture Defaults

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

Setting Up Defaults for Receipt Entry

Access the (Expenses) Defaults page.



(Expenses) Defaults page

Preferred Merchants



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



Click to delete a preferred merchant for an expense type.

Add

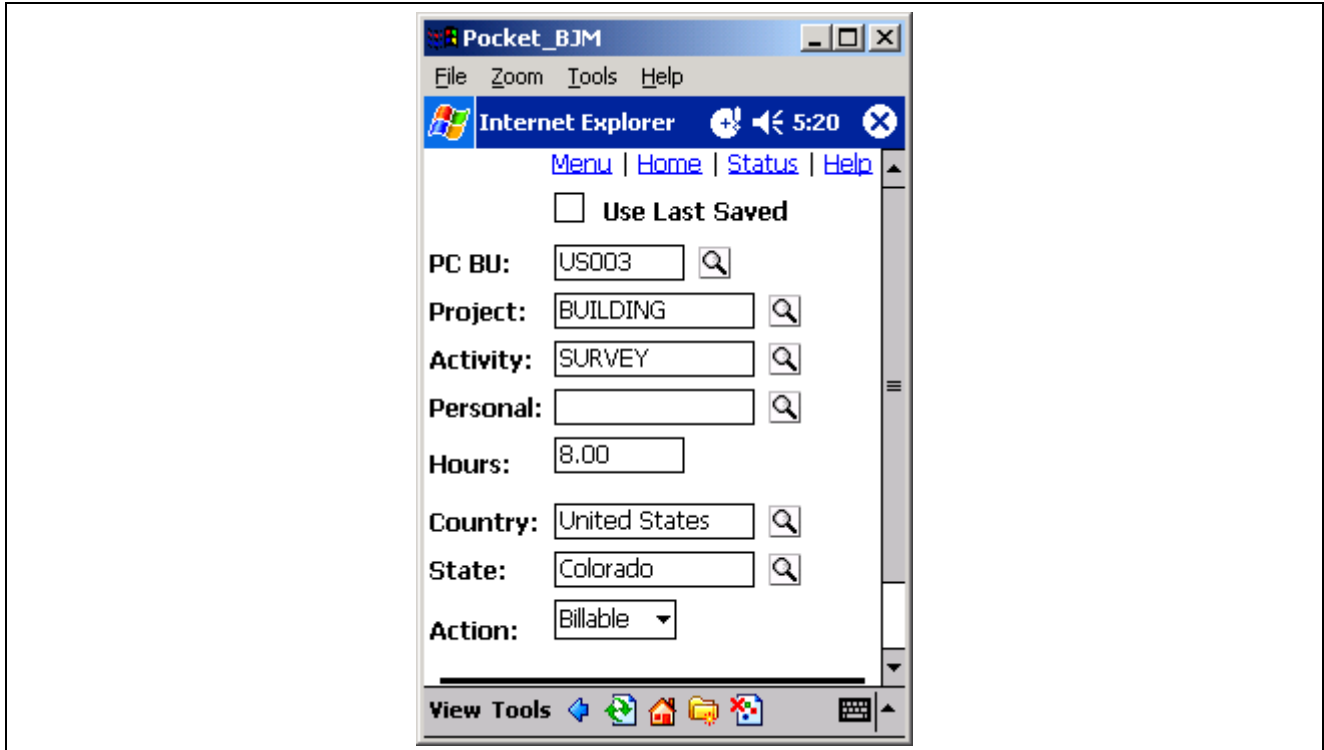
Click to add a new preferred merchant for an expense type.

Edit/Display

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

Setting Up Defaults for Time Entry

Access the (Time Entry) Defaults page.



(Time Entry) Defaults page

APPENDIX A

Configuring ChartFields for Mobile Time and Expense

This appendix provides an overview of configuring ChartFields for Mobile Time and Expense and:

- Discusses how to add new ChartFields.
- Discusses how to delete ChartFields.
- Discusses how to change the order of ChartFields.
- Discusses how to rename ChartFields.
- Discusses dynamic prompting.
- Lists mobile objects that are related to ChartFields.
- Lists mobile pages that use ChartFields.
- Lists mobile transactions.

Understanding Configuring ChartFields

This appendix discusses the additional steps required to complete certain ChartField configuration actions for Mobile Time and Expense. Only the configuration actions discussed in this appendix require additional steps in Mobile Time and Expense. To benefit fully from the information covered in this appendix, you should have a thorough understanding of PeopleSoft Mobile technology. You should also be familiar with Expenses and with the Configuring ChartFields chapter of the *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*.

Configuring ChartFields includes one or more of the following types and actions:

Configuration Type	Configuration Actions
Configurations requiring no manual changes.	<ul style="list-style-type: none"> • Changing the field size of ChartFields. • Relabeling ChartFields. • Activating ChartFields. • Inactivating ChartFields. • Changing the display length of ChartFields.
Configurations requiring manual changes.	<ul style="list-style-type: none"> • Adding new ChartFields. • Deleting ChartFields. • Renaming ChartFields. • Changing the display order of ChartFields.

Adding New ChartFields

When you add a new ChartField using the Advanced ChartField Configuration process, you must also make the new ChartField visible in Mobile Time and Expense. This section discusses how to add a new ChartField, using FUND ChartField as our example in the steps detailed below, and includes making modifications or additions to all of the components, component interfaces, Mobile Time and Expense pages, and application packages.

New component, component interfaces, and mobile pages need to be added for every new ChartField. Changes to the existing application packages are also required for the new ChartFields to take effect.

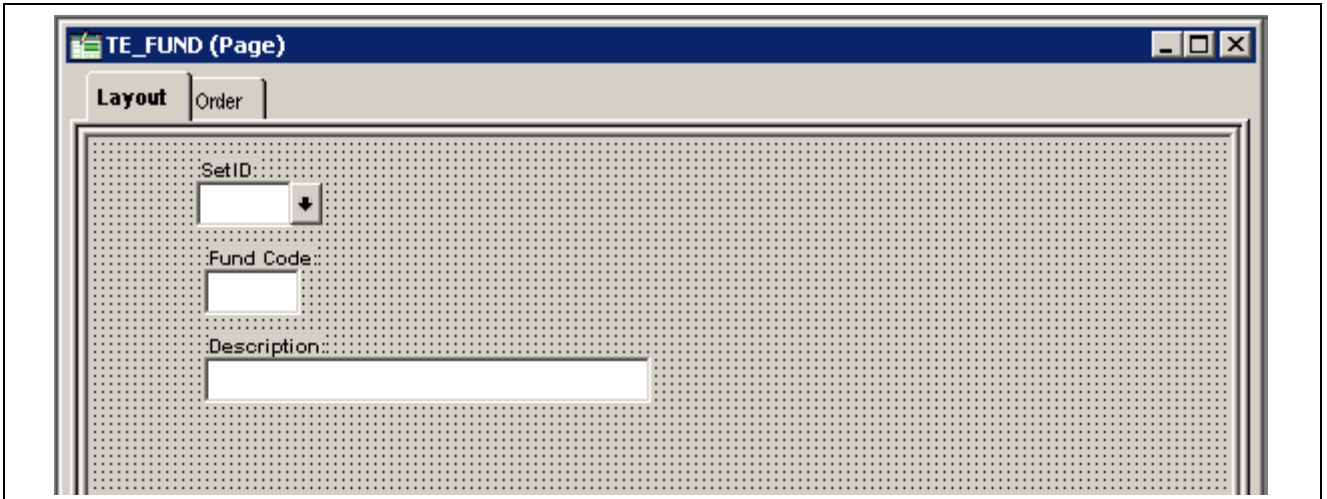
Below are steps that explain how to add a new ChartField. We use the FUND ChartField as our example in all of the steps, which include all the components, component interfaces, mobile pages, and application packages where you need to make changes or additions.

To add a new ChartField:

1. Define a new component and component pages.
2. Define a new component interface.
3. Define new mobile pages.
4. Add a new setID for the ChartField.
5. Add SETID_FUND to Expenses pages.
6. Add a ChartField to existing mobile pages.
7. Perform PeopleCode changes to component and component interface.
8. Perform PeopleCode changes to AppPackage.
9. Add component interfaces and mobile pages to ALLPAGES permission list.

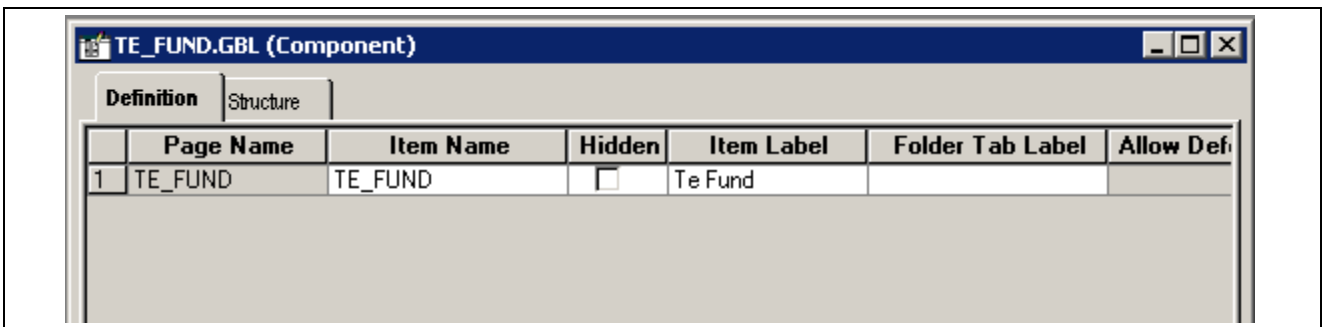
Define a New Component and Component Pages

To add a new ChartField, you must first add a new component page (TE_FUND) to use in the new component, which you will use in Expenses for the FUND values:



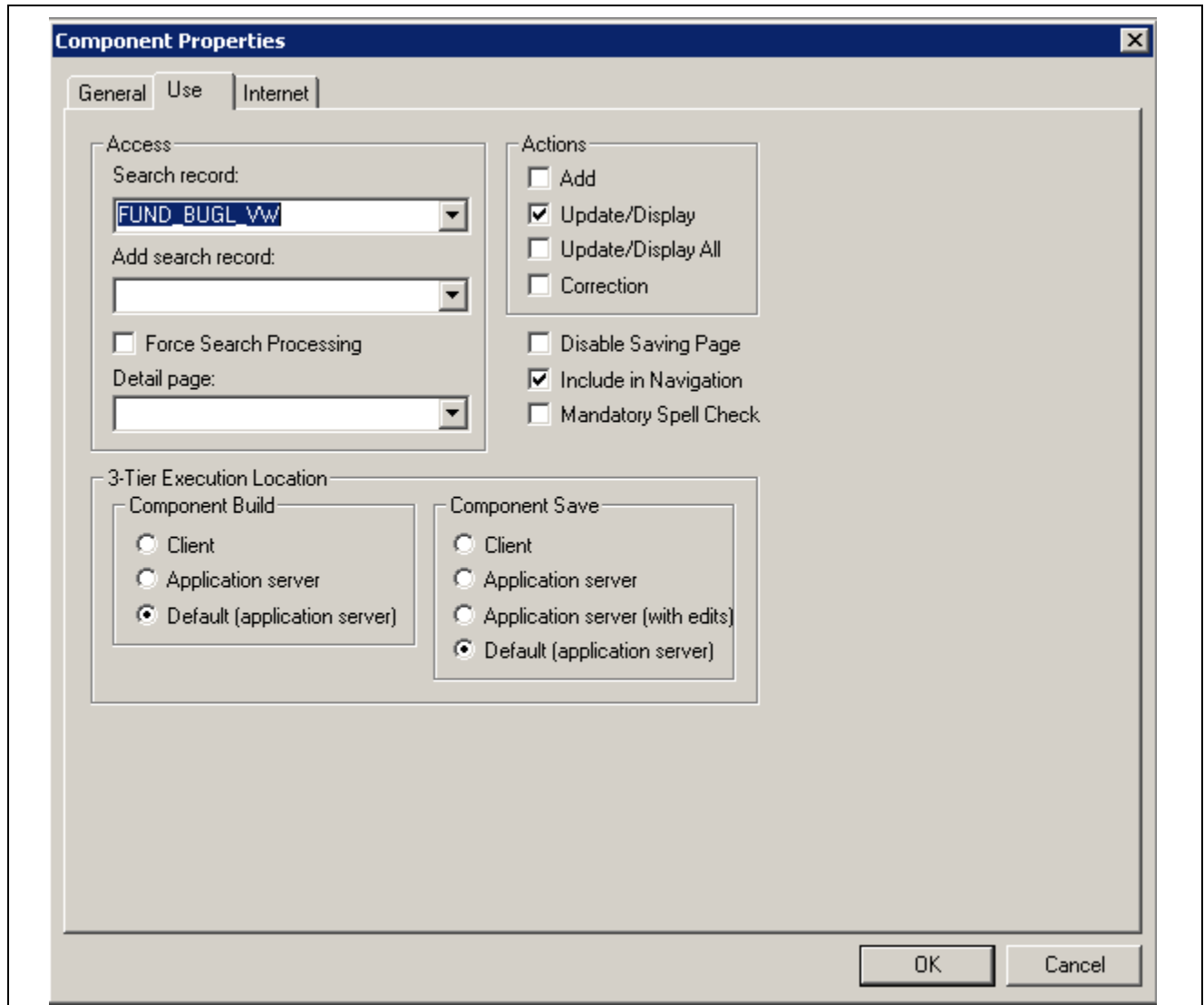
TE_FUND (Page): Layout tab

Next, add a new component (TE_FUND.GBL) and add the TE_FUND component page to it, as shown below:



TE_FUND.GBL (Component) page: Definition tab

You may need to write a new search view for the TE_FUND component so that PeopleCode in the record is not triggered. To set up a search view, access the Component Properties page, Use tab.



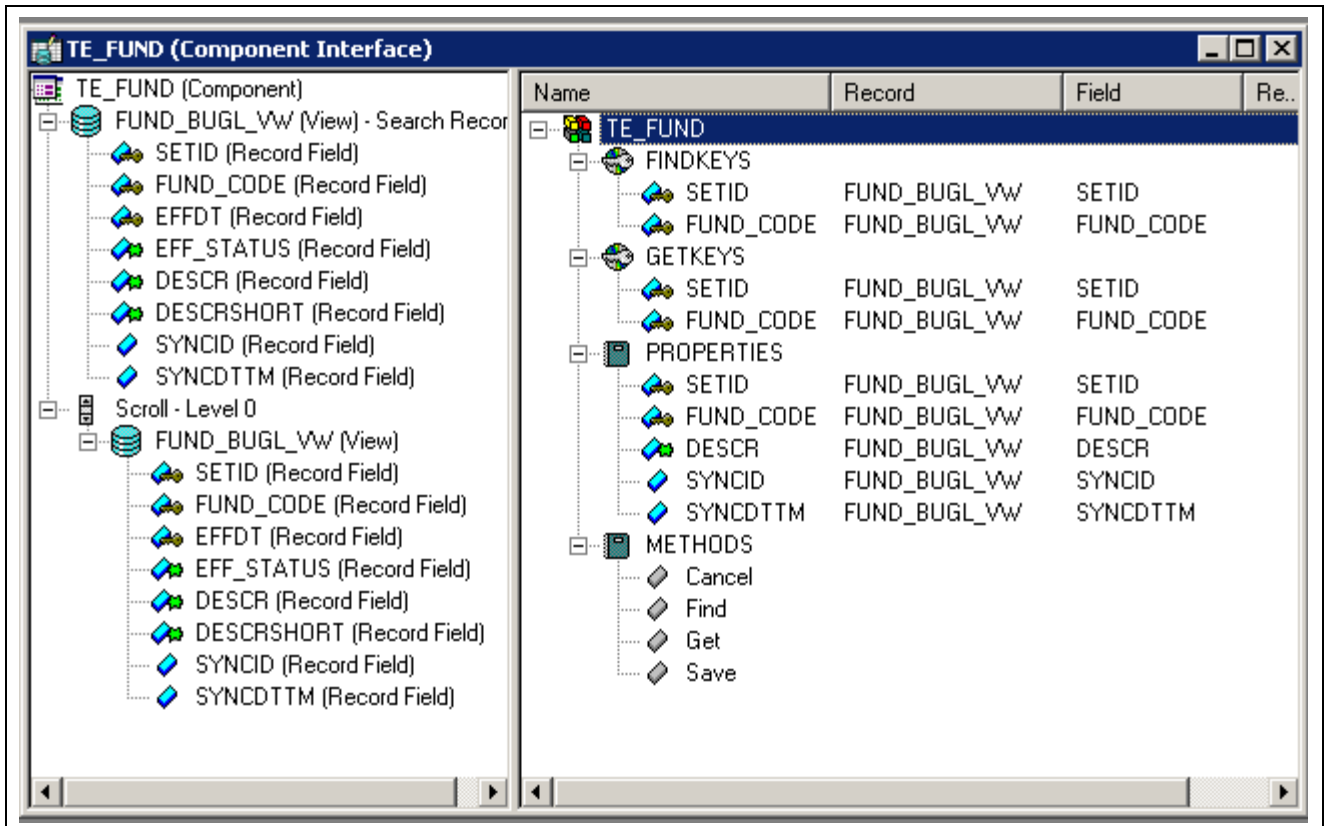
Component Properties page: Use tab

To create a new search view for the component:

1. Enter the name of the search record (FUND_BUGL_VW in our example) in the Access group box.
2. Select Update/Display in the Actions group box.
3. Select Include in Navigation.

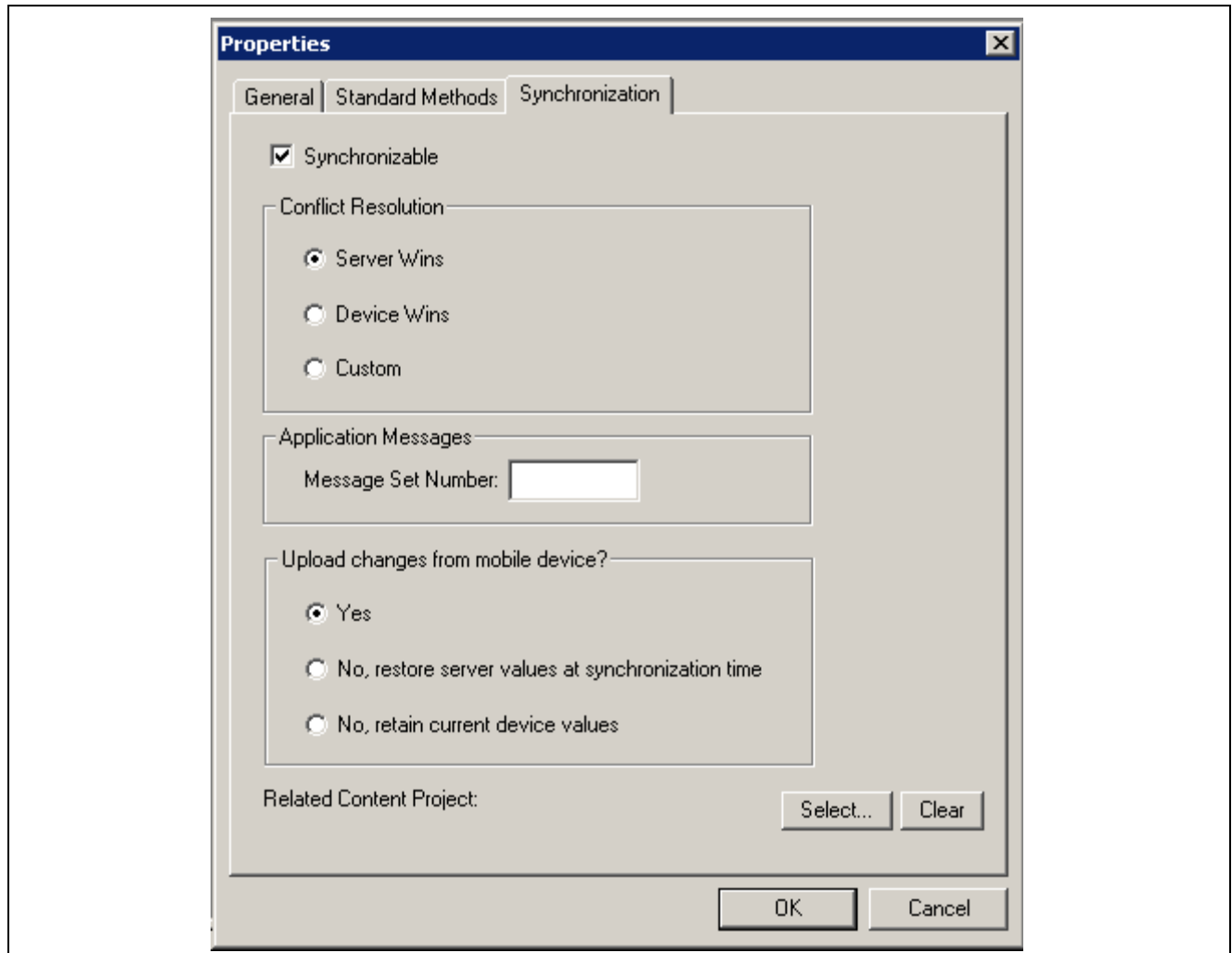
Define a New Component Interface

The second step to adding a ChartField is to define a new component interface for the component that you just added. Using FUND ChartField as our example, add a component interface named TE_FUND:



TE_FUND (Component Interface) page

Access the Properties page and select the Synchronization tab.



Properties page: Synchronization tab

On the Properties page, Synchronization tab, do the following:

- Select the Synchronizable check box.
- Select Server Wins in the Conflict Resolution group box.
- Select Yes to upload changes from a mobile device.

Access the Edit Property pages for FUND_CODE for all keys and properties. (To access the Edit Property page, right-click FUND_CODE on the Component Interface page and select Edit Property.)

Name	Record	Field	Rea...
TE_FUND			
FINDKEYS			
SETID	FUND_BUGL_VW	SETID	
FUND_CODE	FUND_BUGL_VW	FUND_CODE	
GETKEYS			
SETID	FUND_BUGL_VW	SETID	
FUND_CODE	FUND_BUGL_VW	FUND_CODE	
PROPERTIES			
SETID	FUND_BUGL_VW	SETID	
FUND_CODE	FUND_BUGL_VW	FUND_CODE	
DESCR	FUND_BUGL_VW	DESCR	
SYNCID	FUND_BUGL_VW	SYNCID	
SYNCDTTM	FUND_BUGL_VW	SYNCDTTM	
METHODS			
Cancel			
Find			
Get			
Save			

Edit Property

Name: Record: FUND_BUGL_VW
 Field: FUND_CODE

Comment:

Read Only Access

Mobile Property Persistence

Send Updates
 Do not Send Updates
 Derived

Edit Property page

On the Edit Property page, verify that all keys and properties on the component interface have the Mobile Property Persistence option set to *Send Updates*.

Define New Mobile Pages

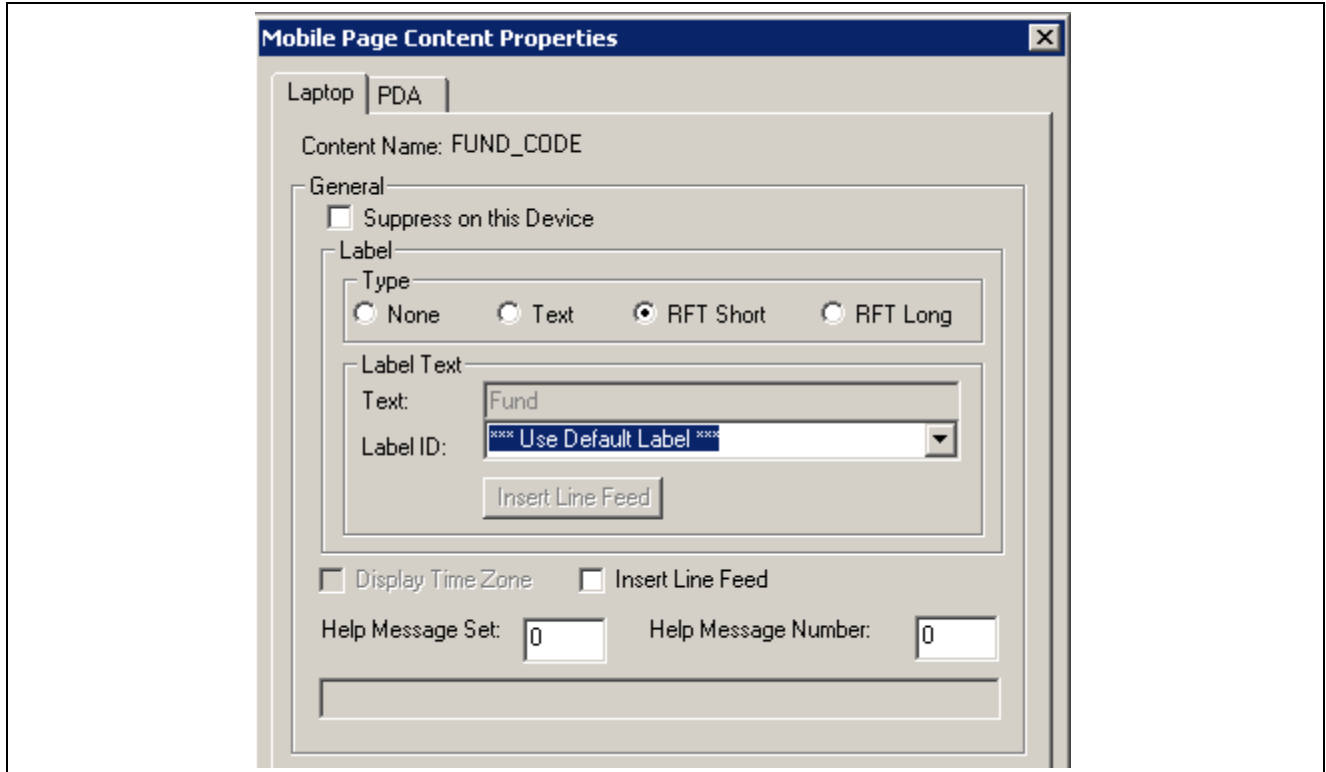
After you define a component interface, add mobile pages to it. In our example, we added TE_FUND and TE_FUND_REF. The TE_FUND page is used to obtain the list of FUND codes with their descriptions. The TE_FUND_REF page ties in the value selected on the prompt and populates the FUND_CODE value.

TE_FUND (Mobile Page)

TE_FUND_REF (Mobile Page)

When you add new pages for Mobile Time and Expense using the component interface, the component interface has additional fields that are not required for prompting or description display functionality. You must remove these fields. In our example, FUND_CODE and DESCR are required in the TE_FUND mobile page and only FUND_CODE is required on the TE_FUND_REF mobile page.

Access the Mobile Page Content Properties page for TE_FUND:



Mobile Page Content Properties page for TE_FUND (1 of 2)

The screenshot shows the 'Mobile Page Content Properties' dialog box for 'TE_FUND (2 of 2)'. It is organized into several sections:

- List View:**
 - List Box Item
 - HyperLink
 - Custom Column Percentage:
- Detail View:**
 - Display Only
 - Invisible
 - Include In Header
 - Horizontal Layout
 - Show Lookup Icon
 - Group Label
 - Custom Size:
 - Height In Lines:
 - Phone Number
 - Push Button
 - Show Detail Icon
- HTML Area:**
 - Render as HTML Area
 - Display Inline on Same Page
- Time Picker:**
 - Time Picker
 - Interval:
- Detail Mobile Page Object:**

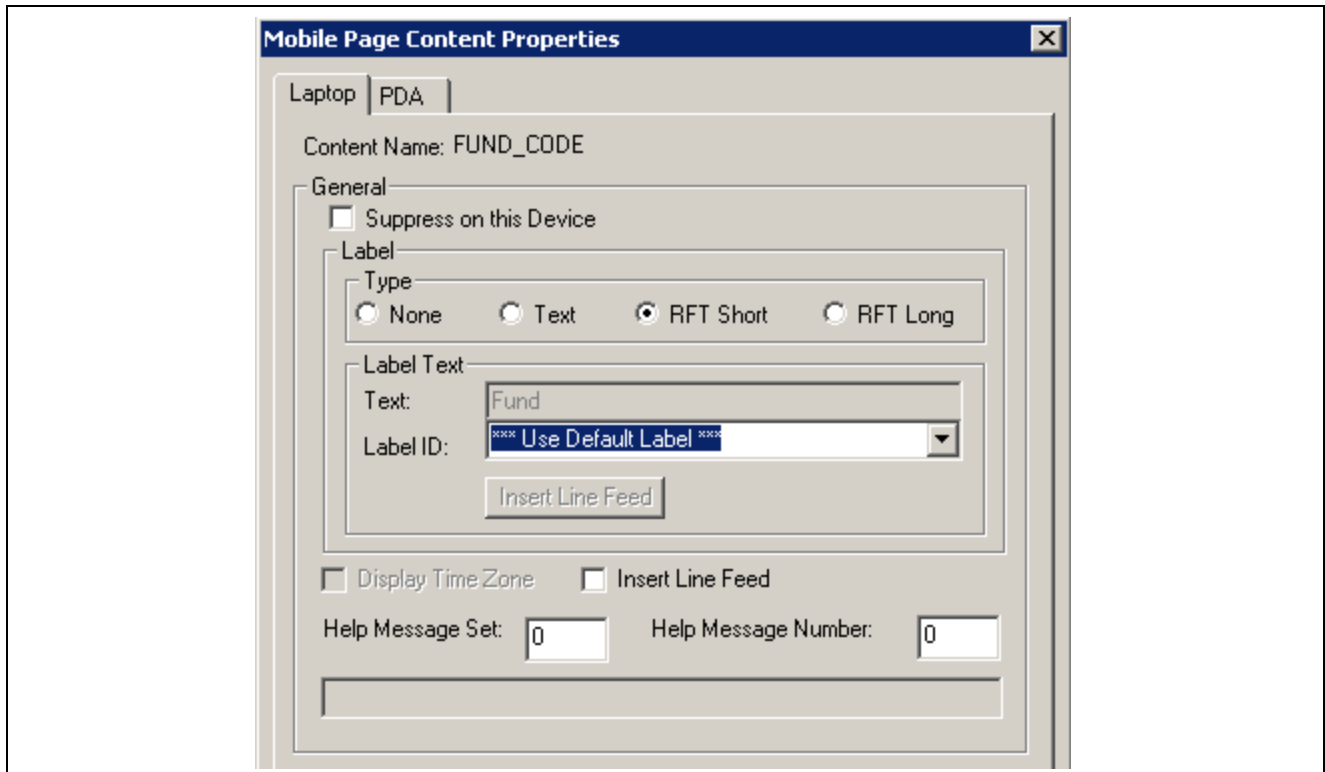
At the bottom right, there are 'OK' and 'Cancel' buttons.

Mobile Page Content Properties page for TE_FUND (2 of 2)

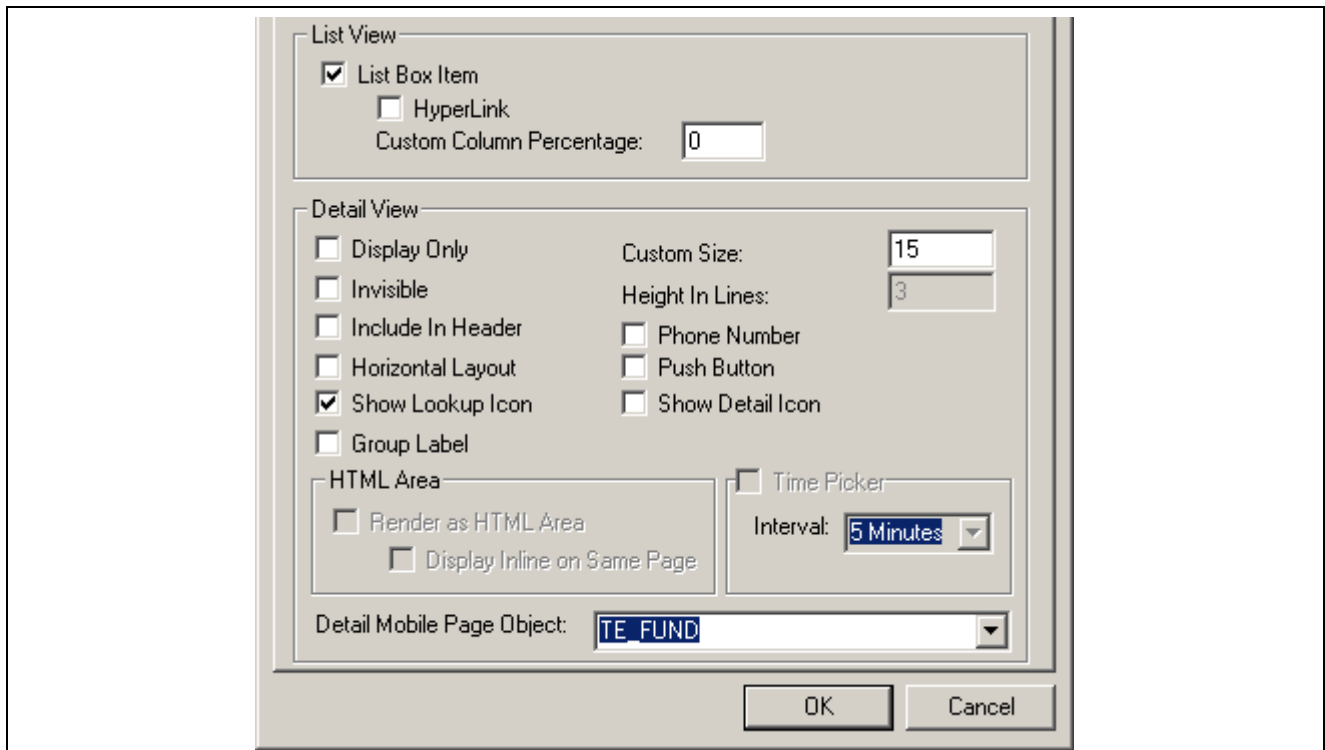
On the Mobile Page Content Properties page for TE_FUND, make the following changes:

- For FUND_CODE, select the List Box Item and HyperLink check boxes in the List View group box.
- For DESCR, select the List Box Item check box in the List View group box.

Access the Mobile Page Content Properties page for TE_FUND_REF:



Mobile Page Content Properties page for TE_FUND_REF (1 of 2)



Mobile Page Content Properties page for TE_FUND_REF (2 of 2)

On the Mobile Page Content Properties page for TE_FUND_REF mobile page, make the following changes for FUND_CODE:

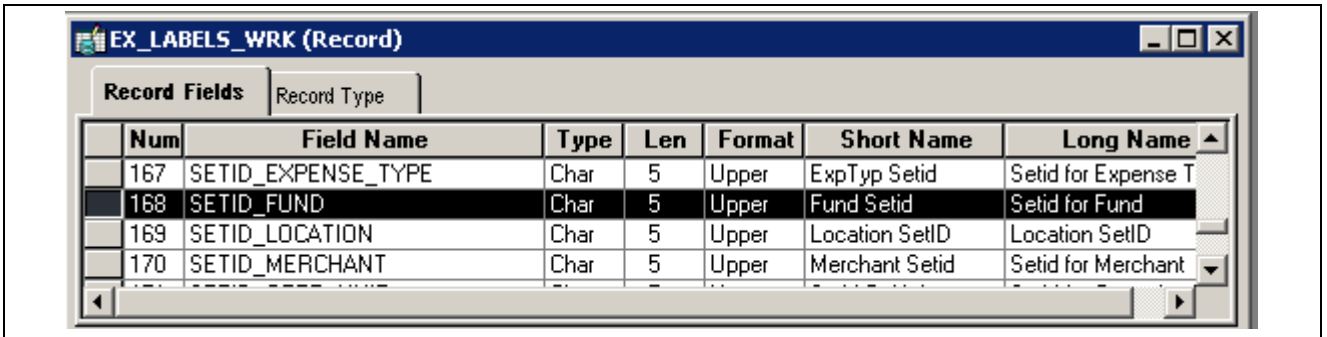
1. Select the List Box Item check box in the List View group box.

2. Select the Show Lookup Icon check box in the Detail View group box.
3. Select *TE_FUND* page as the Detail Mobile Page Object.

After these additions, you should see the ChartField and its corresponding prompt values in Mobile Time and Expense.

Add New SetID for the ChartField

To add a new setID field for the ChartField, access the EX_LABELS_WRK Record page:



EX_LABELS_WRK (Record) page: Record Fields tab

On the EX_LABELS_WRK Record page, add the new SETID_FUND field.

Add SETID_FUND to Expenses Pages

After you add a new setID for the FUND ChartField, you can add the SETID_FUND field to Expenses pages so that the field is available for Mobile Time and Expense pages. The TE_SHEET_DIST and TE_SHEET_SPLIT pages belong to the TE_EXPENSE_SHEET component for Expenses. Add the SETID_FUND field to the component, the component interface, and then to the mobile page.

Access the Edit Box Properties page for the TE_SHEET_DIST and TE_SHEET_SPLIT pages.

Note. To access the Edit Box Properties page, right-click SETID_FUND on the page and select Page Field Properties.

The screenshot shows the 'Edit Box Properties' dialog box with the 'Record' tab selected. The 'Field' section contains 'Record Name: EX_LABELS_WRK' and 'Field Name: SETID_FUND'. The 'Style' is set to '*** Use Default Style ***'. The 'Size' section has radio buttons for 'Average', 'Maximum', and 'Custom' (selected). The 'Alignment' section has radio buttons for 'Auto' (selected), 'Left', and 'Right'. The 'Family Name' and 'Display Name' fields are empty. The 'Display Options' section includes checkboxes for 'Display Zero', 'Password', 'Show Prompt Button' (checked), 'Auto Fill', 'Display Time Zone', 'Display Century', 'Currency Symbol', '1000 Separator', 'Auto Decimal', and 'Enable Spell Check'. The 'Fill Character' field is empty. 'OK' and 'Cancel' buttons are at the bottom.

Edit Box Properties page: Record tab

On the Edit Box Properties pages for both TE_SHEET_DIST and TE_SHEET_SPLIT component pages, add SETID_FUND as a *Display Only* and *Invisible* field.

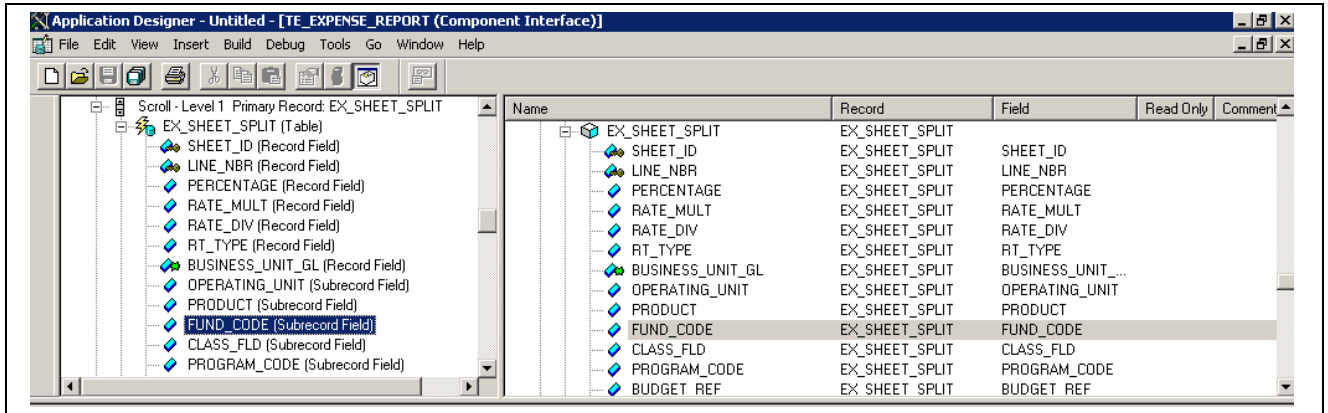
See Refer to Mobile Transactions for pages where the setID fields need to be added for each Mobile page mentioned in the next step.

Add ChartField to Existing Mobile Pages

After you add SETID_FUND field to Expenses pages, you are ready to add the ChartField to the existing PeopleSoft Mobile pages:

- TE_EXPENSE_REPORT
- TE_EXPENSE_REPORT_INQ
- TE_TIME_ENTRY
- TE_TIME_ENTRY_INQ
- TE_PROF_ORG

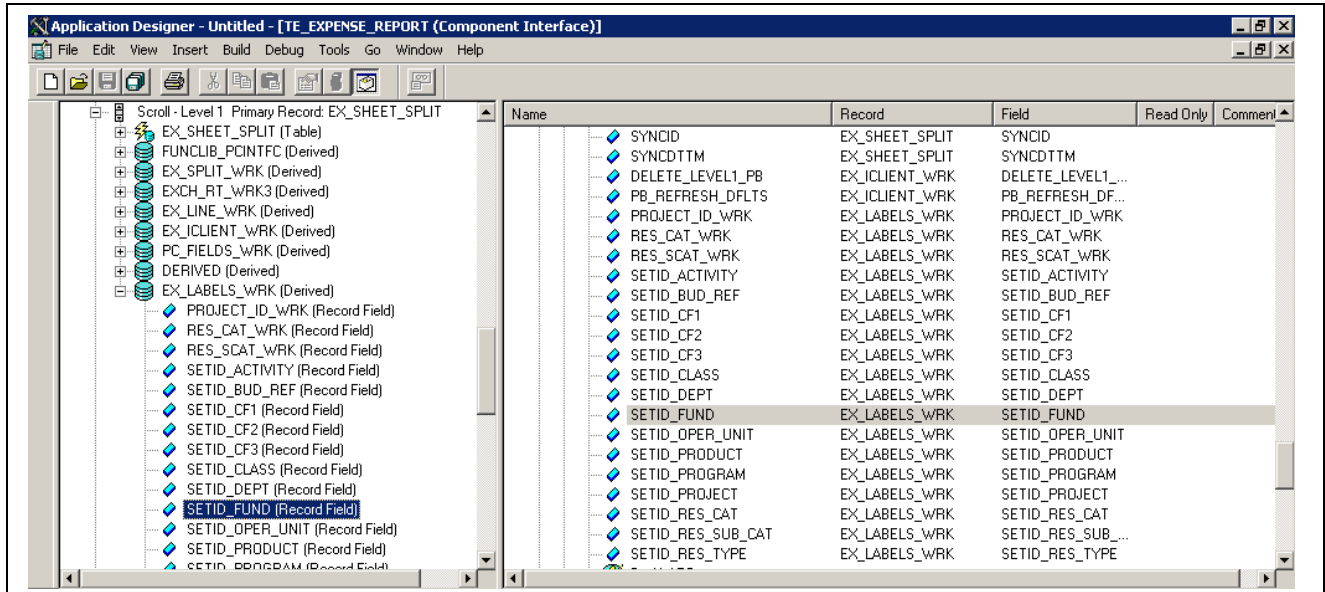
Add the new ChartField and the related setID field to the component interfaces and their associated mobile pages:



Application Designer-TE_EXPENSE_REPORT Component Interface page for FUND_CODE

Follow these steps to add the new ChartField and the related setID to the component interfaces and their associated mobile pages:

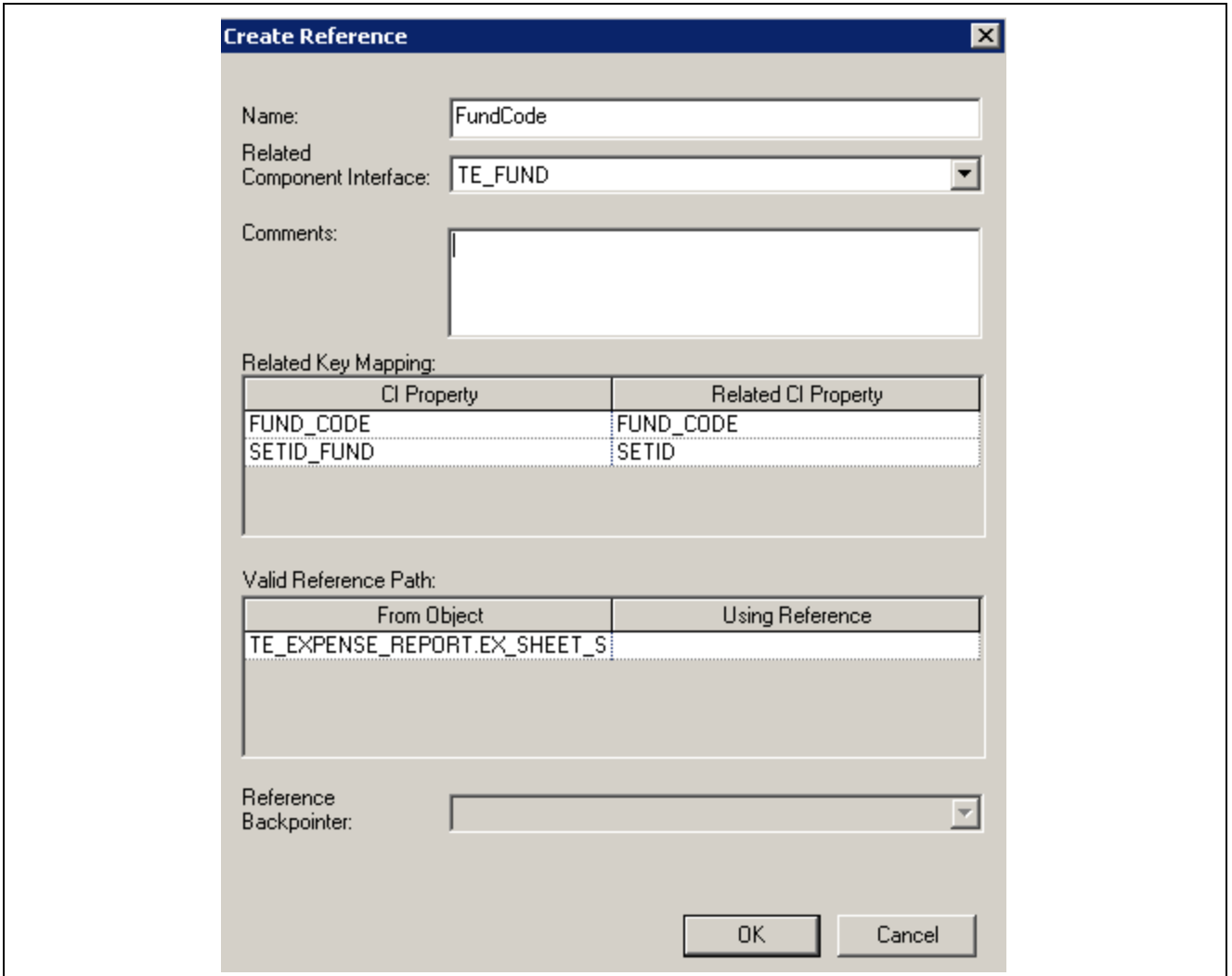
1. Add the field FUND_CODE and SETID_FUND to the properties of the TE_EXPENSE_REPORT component interface.
2. Add FUND_CODE reference tag at the split level.
 - Identify the FUND_CODE field in the TE_EXPENSE_SHEET component under the EX_SHEET_SPLIT record at Level 1.
 - Verify that the FUND_CODE field is in the same level under properties of TE_EXPENSE_REPORT component interface.
 - Verify that the SETID_FUND field in the EX_LABELS_WRK record in TE_EXPENSE_SHEET component is present at the same level under the properties of TE_EXPENSE_REPORT component interface.
3. Add FUND_CODE reference tag at the distribution level.
 - Identify the FUND_CODE field in the TE_EXPENSE_SHEET component under the EX_SHEET_DIST record at Level 2 under EX_SHEET_LINE at Level 1.
 - Verify that the FUND_CODE field is in the same level under properties of TE_EXPENSE_REPORT component interface.
 - Verify that the SETID_FUND field in the EX_SHEET_WRK record in TE_EXPENSE_SHEET component is present at the same level under the properties of TE_SHEET_DIST of the TE_EXPENSE_REPORT component interface.



Application Designer TE_EXPENSE_REPORT Component Interface page for SETID_FUND

To move fields from the left pane (TE_EXPENSE_SHEET component) to the right pane (TE_EXPENSE_REPORT component interface), highlight the field and drag and drop it where needed.

After FUND_CODE and SETID_FUND are in the component interface at the split and distribution levels, create the FundCode reference tags. To create the reference tags, highlight FUND_CODE and SETID_FUND and select the Create Reference menu option on the Application Designer Component Interface page.



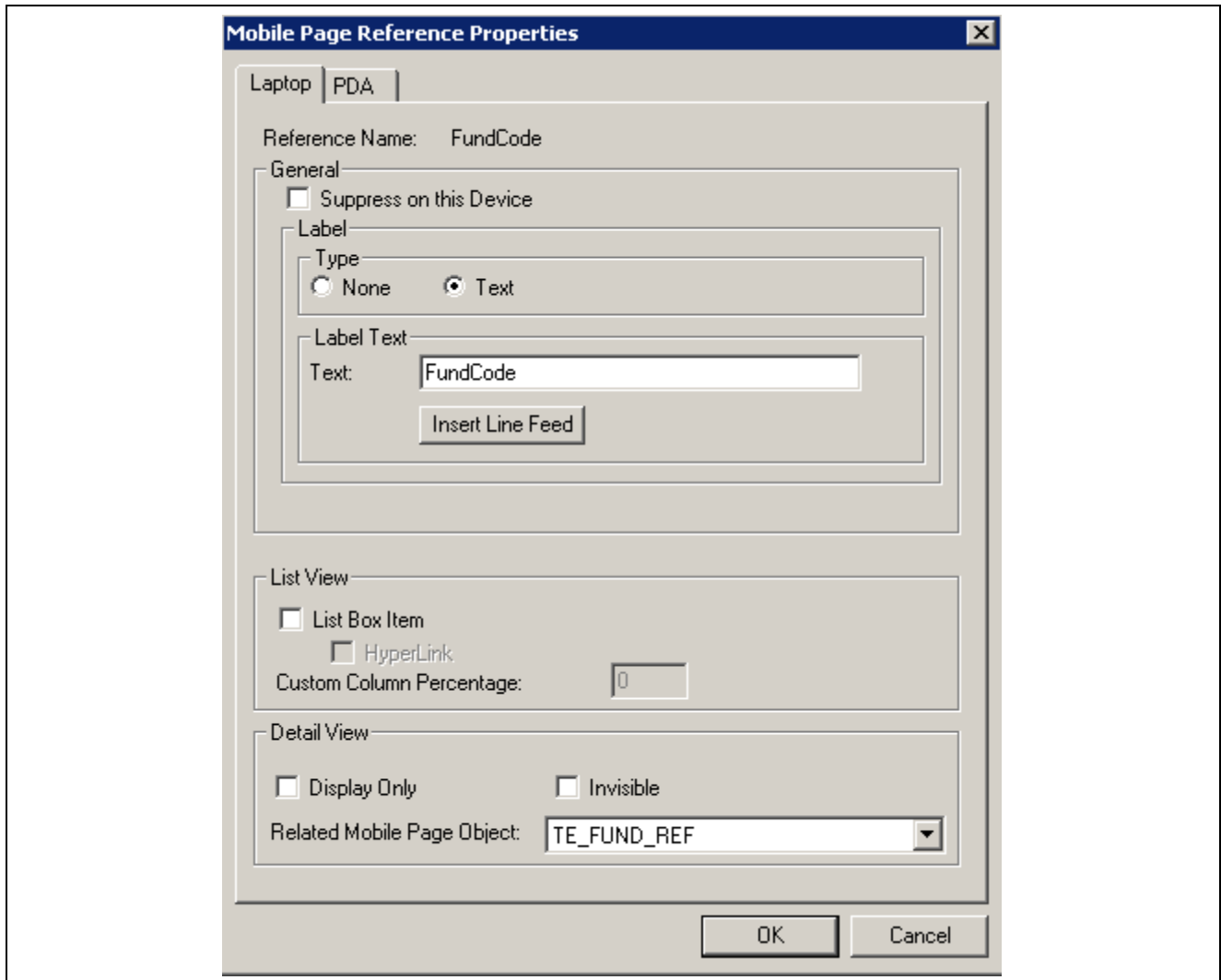
Create Reference page

On the Create Reference page, verify that the reference properties are populated as shown in the above example. Complete these fields for both EX_SHEET_DIST and EX_SHEET_SPLIT:

- Name** Enter the name of the reference, which is the same on each component interface that you add the reference to.
- Related Component Interface** Enter the name of the component interface that you defined for the ChartField used for the prompt.
- Related Key Mapping** Match the field name from this component interface to the same field defined in the Related Component Interface field.
- Valid Reference Path** Match the field name from this component interface to the same field defined in the Related Component Interface field.

After you create the reference, the FundCode reference appears in the TE_EXPENSE_REPORT component interface.

Access the Mobile Page Reference Properties page to add Fund_Code to the TE_EXPENSE_REPORT mobile page:



Mobile Page Reference Properties page

On the Mobile Page Reference Properties page, the FundCode field reference on the TE_EXPENSE_REPORT mobile page is tied to the TE_FUND_REF mobile page object. This is the same for the TE_EXPENSE_REPORT_INQ mobile page with the exception that the field is display-only. The TE_TIME_ENTRY and TE_TIME_ENTRY_INQ mobile pages also have the FundCode field.

FundCode ChartField is a display-only field on the Organizational Data page under the User Profile. It gets the value from the TE_FUND_REF mobile page object.

Perform PeopleCode Changes to Component and Component Interface

Add PeopleCode at the component interface level for synchronization-related activities as noted below:

Component Interface	PeopleCode
TE_FUND	TE_FUND.OnSelect

Look for FUND_CODE in the PeopleCode in the following components and change PeopleCode as needed for the new ChartField:

Component	PeopleCode
TE_EXPENSE_SHEET	<ul style="list-style-type: none"> TE_EXPENSE_SHEET.GBL.EX_SHEET_DIST.RowInit TE_EXPENSE_SHEET.GBL.EX_SHEET_SPLIT.RowInit
EX_EE_PROFILE	EX_EE_PROFILE.GBL.EX_EE_ORG_DTL.RowInit
TE_EXP_SHEET_INQ	<ul style="list-style-type: none"> TE_EXP_SHEET_INQ.EX_SHEET_DIST.RowInit TE_EXP_SHEET_INQ.EX_SHEET_SPLIT.RowInit
TE_EXP_TYPE_GRP_CF	TE_EXP_TYPE_GRP_CF.EX_LABELS_WRK.RowInit
TE_EXPENSE_TYPE_CF	TE_EXPENSE_TYPE_CF.EX_LABELS_WRK.RowInit
TE_MBL_TIME_ENTRY	TE_MBL_TIME_ENTRY.EX_TIME_DTL.RowInit
TE_MBL_TIME_ENTRY	TE_MBL_TIME_ENTRY.GBL.SavePreChange Note. This change is only applicable to Mobile Time Entry.

Perform PeopleCode Changes to AppPackage

Change PeopleCode in the following AppPackages:

AppPackage	Class	Methods
TE_MOBILE	ChartFields	<ul style="list-style-type: none"> ChartFields (includes basic ChartField properties). DisplayCFRow (ChartField display).
TE_EXPENSE	SheetHeader	CopyLines (Copy functionality).
TE_EXPENSE	SheetDist	<ul style="list-style-type: none"> SetNewDist (copy the current line data to a new line). ReplaceDistCFs (inserts new distribution records equal to number of split records).
TE_EXPENSE	SheetSplit	SetDefaults (copy the User Profile defaults to the split row).
TE_TIME	Time Report	AddLineToProject (default ChartField values from User Profile are populated into references).

Add Component Interfaces and Mobile Page to ALLPAGES Permission List

Add all the new component interfaces and the mobile pages to the ALLPAGES permission list and any other permission list to be used. PeopleSoft delivers LAPTOP and PDA permission lists for Mobile Time and Expense.

Deleting ChartFields

When you delete a ChartField using the Advanced ChartField Configuration process, we recommend that the related Mobile Time and Expense objects and PeopleCode be removed to keep Expenses and Mobile Time and Expense synchronized.

When deleting a ChartField, exercise caution when you remove Mobile Time and Expense objects and PeopleCode. Each ChartField has an associated component, component page, component interface, and one or more pages used by Mobile Time and Expense. There can also be a reference to the ChartField in Component and AppClass PeopleCode.

Remove Mobile Time and Expense objects only after you verify that there are no references to the objects in the Mobile Time and Expense application. We suggest that you comment out all the PeopleCode related to the deleted ChartField, being careful to not delete PeopleCode that may impact other functionality.

The example steps that follow use the FUND ChartField to illustrate the objects and places where you need to delete PeopleCode. Steps include all the components, Component Interfaces, mobile pages, and application packages where the you need to make changes or additions.

1. Delete PeopleCode at the AppPackage level that is related to the FUND ChartField:

AppPackage	Class	Methods
TE_MOBILE	ChartFields	<ul style="list-style-type: none"> • ChartFields (includes basic ChartField properties). • Display CFRow (ChartField display).
TE_EXPENSE	SheetHeader	CopyLines (Copy functionality).
TE_EXPENSE	SheetDist	<ul style="list-style-type: none"> • SetNewDist (copy the current line data to a new line). • ReplaceDistCFs (inserts new distribution records equal to number of split records).
TE_EXPENSE	SheetSplit	SetDefaults (copy the user profile defaults to the split row).
TE_TIME	Time Report	AddLineToProject (Default ChartField values from User Profile are populated into references).

2. Delete PeopleCode at the Component level:

Component	PeopleCode
TE_EXPENSE_SHEET	<ul style="list-style-type: none"> • TE_EXPENSE_SHEET.GBL.EX_SHEET_DIST.RowInit • TE_EXPENSE_SHEET_GBL.EX_SHEET_SPLIT.RowInit
EX_EE_PROFILE	EX_EE_PROFILE_GBL.EX_EE_ORG_DTL.RowInit

Component	PeopleCode
TE_EXP_SHEET_INQ	<ul style="list-style-type: none"> TE_EXP_SHEET_INQ_EX_SHEET_DIST.RowInit TE_EXP_SHEET_INQ_EX_SHEET_SPLIT.RowInit
TE_EXP_TYPE_GRP_CF	TE_EXP_TYPE_GRP_CF.EX_LABELS_WRK.RowInit
TE_EXPENSE_TYPE_CF	TE_EXPENSE_TYPE_CF.EX_LABELS_WRK.RowInit
TE_MBL_TIME_ENTRY	<ul style="list-style-type: none"> TE_MBL_TIME_ENTRY_EX_TIME_DTL.RowInit TE_MBL_TIME_ENTRY_GBL.SavePreChange <p>Note. TE_MBL_TIME_ENTRY_GBL.SavePreChange is only applicable to PeopleSoft Mobile Time Entry. Use this instruction only if applicable.</p>

3. Delete PeopleCode at the Component Interface level:

Component Interface	PeopleCode
TE_FUND	TE_FUND.OnSelect

4. Remove the references to FUND from the ALLPAGES permission list or other mobile permission lists:

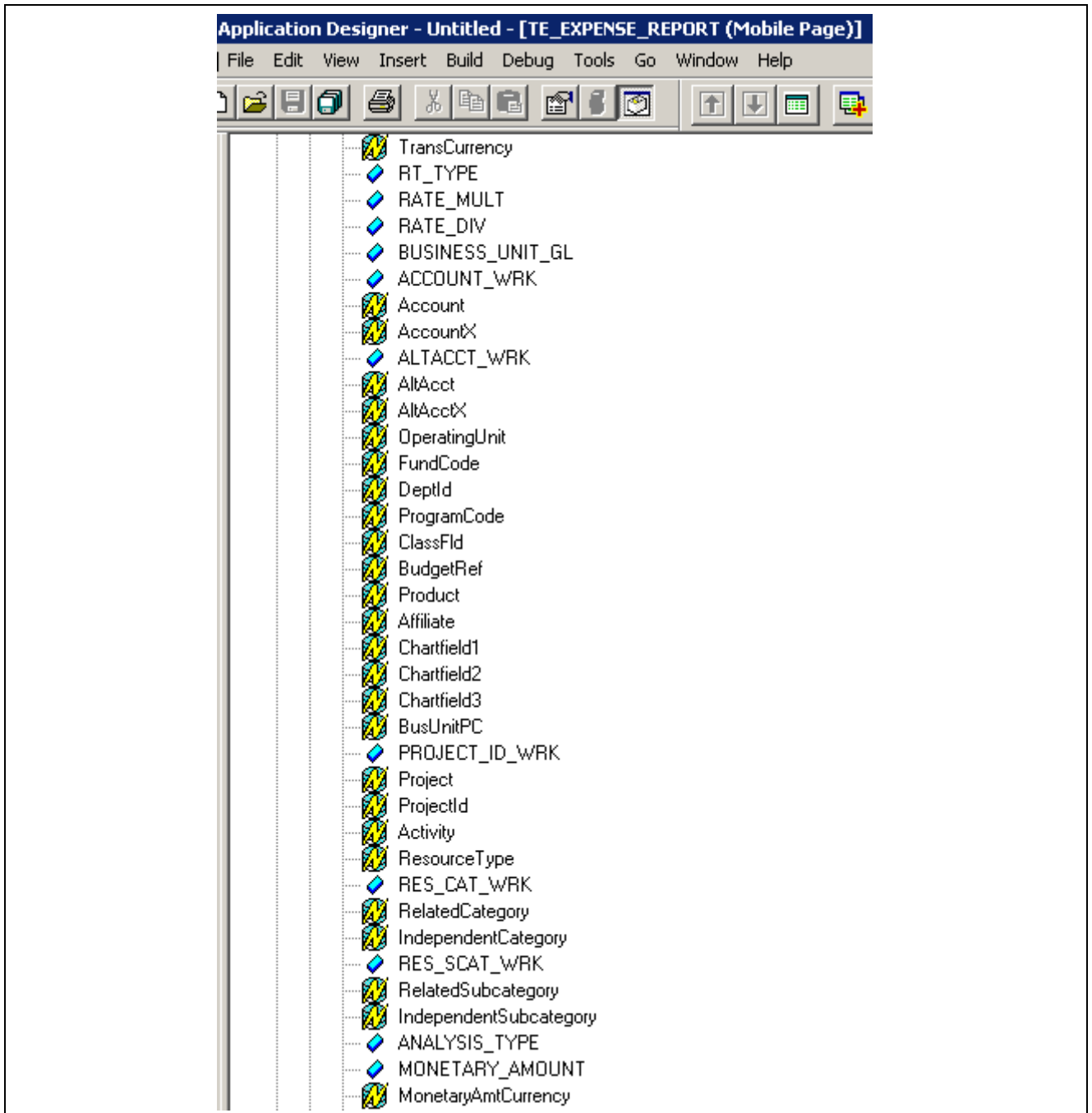
Component Interface	Mobile Pages
TE_FUND	<ul style="list-style-type: none"> TE_FUND TE_FUND_REF

- Delete the reference (FundCode) in the TE_EXPENSE_REPORT mobile page at EX_SHEET_DIST and EX_SHEET_SPLIT level.
- Delete the fields FUND_CODE and SETID_FUND from EX_SHEET_DIST and EX_SHEET_SPLIT from the TE_EXPENSE_REPORT Component Interface.
- Delete the SETID_FUND field from the TE_SHEET_DIST and TE_SHEET_SPLIT pages in Expenses.
- Delete the SETID_FUND field from the EX_LABELS_WRK record.
- Delete the SETID_FUND field.
- Delete the TE_FUND and TE_FUND_REF mobile pages.
- Delete the TE_FUND component interface.
- Delete the TE_FUND page.
- Delete the TE_FUND component.

Changing the Order of ChartFields

Changing the order of ChartFields using the Standard ChartField Configuration process has a significant impact on Mobile Time and Expense pages. If you change the order of ChartFields, you must also modify the Mobile Time and Expense pages because the mobile page layout is dependent on the physical ordering of the ChartFields. If you do not modify the Mobile Time and Expenses pages to mirror the order of ChartFields, then the ChartFields might show incorrect values and, subsequently, Mobile Time and Expense might show incorrect amounts.

For example, notice that the ChartFields on the Line Accounting Detail (TE_EXPENSE_REPORT) page in Mobile Time and Expense appear in the same order as the fields listed in the AppDesigner:



Expense Line Distribution section of TE_EXPENSE_REPORT Mobile page

Line Accounting Detail

Amount:	<input type="text" value="500.00"/>	
GL Business Unit:	FRA01	
Account:	<input type="text" value="650055"/>	<input type="button" value="🔍"/>
Alt Acct:	<input type="text" value="625000"/>	<input type="button" value="🔍"/>
Operating Unit:	<input type="text"/>	<input type="button" value="🔍"/>
Fund:	<input type="text"/>	<input type="button" value="🔍"/>
Dept:	<input type="text" value="41000"/>	<input type="button" value="🔍"/>
Program:	<input type="text"/>	<input type="button" value="🔍"/>
Class:	<input type="text"/>	<input type="button" value="🔍"/>
Bud Ref:	<input type="text"/>	<input type="button" value="🔍"/>
Product:	<input type="text"/>	<input type="button" value="🔍"/>
Affiliate:	<input type="text"/>	<input type="button" value="🔍"/>
PC Bus Unit:	<input type="text"/>	<input type="button" value="🔍"/>
Project:	<input type="text"/>	<input type="button" value="🔍"/>
Activity:	<input type="text"/>	<input type="button" value="🔍"/>
Source Type:	<input type="text"/>	<input type="button" value="🔍"/>
Monetary Amount:	500.00	FRF

Mobile Time and Expense: Line Accounting Detail page

If you change the order of ChartFields using the Standard ChartField Configuration process, you may need to modify the physical order of ChartFields on the following Mobile Time and Expense pages:

Page	Page Description
TE_PROF_ORG	For general ledger-related ChartFields.
TE_PROF_DFLT	For project-related ChartFields only.
TE_TIME_ENTRY	For creating and modifying time reports on the mobile device.
TE_EXPENSE_REPORT	For creating and modifying expense reports on the mobile device. If necessary, perform changes at the EX_SHEET_DIST and EX_SHEET_SPLIT levels.
TE_EXPENSE_REPORT_INQ	Inquiry for expense reports on the mobile device. If necessary, perform changes at the EX_SHEET_DIST and EX_SHEET_SPLIT levels.
TE_EXPENSE_REPORT_SUM	Inquiry for summary project data on an expense report. If necessary, perform changes at the EX_SHEET_DIST and EX_SHEET_SPLIT levels.

Renaming ChartFields

Renaming a ChartField using the standard configuration process impacts Mobile Time and Expense. Although the configuration process automatically handles the majority of changes, you need to handle a change manually in Mobile Time and Expense. In the AppPackage TE_MOBILE class ChartFields.OnExecute, you must perform a change in the ChartFields method. Each ChartField field name is hardcoded as a string in this method; therefore, the renamed ChartField needs its associated string changed. There is an entry for each ChartField in Mobile Time and Expense. For example, if you change the ChartField FUND_CODE to FUNDCODE, then you need to change the string “FUND_CODE” to “FUNDCODE”.

Understanding Dynamic Prompting

Usually, a ChartField has one view or a table from which it looks up or stores its value. There are cases where a ChartField might have more than one view or table to look up, depending on a range of factors. This feature is known as *dynamic prompting*. Some ChartFields that use dynamic prompting are Account, Alternate Account, Project ID, and Activity.

PeopleCode takes care of picking up or storing values in the correct view or table, depending on various factors. These factors are different for each ChartField mentioned above. More than one reference are defined on Mobile Time and Expense pages for each field from different views and tables.

PeopleCode takes care of defining work fields required for synchronizing values. These work fields are required due to the behavior of PeopleTools where it overwrites values read from the first reference with the values from the second reference. It is possible that the second reference values might be blank or invalid, resulting in the wrong data getting synchronized. Because the PeopleTools field synchronization sequence is random, the ChartField functionality maintains work fields that update the correct value after synchronization is completed.

The following is an example of the PeopleCode changes for the work fields:

Object Type	Object PeopleCode
Component	TE_EXPENSE_SHEET
Events	<ul style="list-style-type: none"> • PreBuild • SavePreChange
AppPackage	TE_MOBILE
AppClass	ChartFields
Methods	<ul style="list-style-type: none"> • ChangeAccountFields • ChangeAccount • ChangeCategory • ChangeSubCat • ChangeAltAcct • ChangeProject

Object Type	Object PeopleCode
Component Interface	TE_EXPENSE_REPORT
Record	EX_SHEET_DIST
Field or Property	<ul style="list-style-type: none"> • Account • AccountX • AltAcct • AltAcctX • IndependentCategory • IndependentSubCategory • RelatedCategory • RelatedSubCategory
Event	OnChange

Mobile Objects Related to ChartFields

The following table shows the Mobile Time and Expense objects related to each ChartField:

General Ledger ChartFields	Component	Component Interface	Mobile Pages
Account	<ul style="list-style-type: none"> • TE_ACCOUNT • TE_ACCOUNTX 	<ul style="list-style-type: none"> • TE_ACCOUNT • TE_ACCOUNTX 	<ul style="list-style-type: none"> • TE_ACCOUNT • TE_ACCOUNT_REF • TE_ACCOUNTX • TE_ACCOUNTX_REF
Alternate Account	<ul style="list-style-type: none"> • TE_ALTACCT • TE_ALTACCTX 	<ul style="list-style-type: none"> • TE_ALTACCT • TE_ALTACCTX 	<ul style="list-style-type: none"> • TE_ALTACCT • TE_ALTACCT_REF • TE_ALTACCTX • TE_ALTACCTX_REF
Operating Unit	TE_OPER_UNIT	TE_OPER_UNIT	<ul style="list-style-type: none"> • TE_OPER_UNIT • TE_OPER_UNIT_REF
Fund Code	TE_FUND	TE_FUND	<ul style="list-style-type: none"> • TE_FUND • TE_FUND_REF
Department	TE_DEPARTMENT	TE_DEPARTMENT	<ul style="list-style-type: none"> • TE_DEPARTMENT • TE_DEPARTMENT_REF

General Ledger ChartFields	Component	Component Interface	Mobile Pages
Program Code	TE_PROGRAM	TE_PROGRAM	<ul style="list-style-type: none"> • TE_PROGRAM • TE_PROGRAM_REF
Class Field	TE_CLASS	TE_CLASS	<ul style="list-style-type: none"> • TE_CLASS • TE_CLASS_REF
Budget Reference	TE_BUDGET_REF	TE_BUDGET_REF	<ul style="list-style-type: none"> • TE_BUDGET_REF • TE_BUDGET_REF_REF
Product	TE_PRODUCT	TE_PRODUCT	<ul style="list-style-type: none"> • TE_PRODUCT • TE_PRODUCT_REF
Project ID	TE_PROJ_SETID	TE_PROJ_SETID	<ul style="list-style-type: none"> • TE_PROJ_SETID • TE_PROJ_SETID_REF • TE_PROJ_SETID_DSP
ChartField1	TE_CHARTFIELD1	TE_CHARTFIELD1	<ul style="list-style-type: none"> • TE_CHARTFIELD1 • TE_CHARTFIELD1_REF
ChartField2	TE_CHARTFIELD2	TE_CHARTFIELD2	<ul style="list-style-type: none"> • TE_CHARTFIELD2 • TE_CHARTFIELD2_REF
ChartField3	TE_CHARTFIELD3	TE_CHARTFIELD3	<ul style="list-style-type: none"> • TE_CHARTFIELD3 • TE_CHARTFIELD3_REF
Affiliate	TE_AFFILIATE	TE_AFFILIATE	<ul style="list-style-type: none"> • TE_AFFILIATE • TE_AFFILIATE_REF

The following table shows the PeopleSoft Project Costing objects related to each ChartField:

General Ledger ChartFields	Component	Component Interface	Mobile Pages
Project ID	TE_PROJECT TE_PROJECT_TR	TE_PROJECT TE_PROJECT_TR	<ul style="list-style-type: none"> • TE_PROJECT • TE_PROJECT_REF • TE_PROJECT_TR • TE_PROJECT_TR_REF

General Ledger ChartFields	Component	Component Interface	Mobile Pages
Activity	TE_PROJ_ACTIVITY TE_PROJACTIVITY_TR	TE_PROJ_ACTIVITY TE_PROJACTIVITY_TR	<ul style="list-style-type: none"> • TE_PROJ_ACTIVITY • TE_PROJ_ACTIVITY_REF • TE_PROJACTIVITY_TR • TE_PROJACTIVITY_TR_REF
Resource Category	TE_RES_CATEGORY	TE_RES_CATEGORY	<ul style="list-style-type: none"> • TE_RES_CATEGORY • TE_RES_CATEGORY_REF
Related Resource Category	TE_RES_CAT_REL	TE_RES_CAT_REL	<ul style="list-style-type: none"> • TE_RES_CAT_REL • TE_RES_CAT_REL_REF
Resource SubCategory	TE_RES_SUBCAT	TE_RES_SUBCAT	<ul style="list-style-type: none"> • TE_RES_SUBCAT • TE_RES_SUBCAT_REF
Related Resource SubCategory	TE_RES_SUBCAT_REL	TE_RES_SUBCAT_REL	<ul style="list-style-type: none"> • TE_RES_SUBCAT_REL • TE_RES_SUBCAT_REL_REF
Resource Type	TE_RESOURCE_TYPE	TE_RESOURCE_TYPE	<ul style="list-style-type: none"> • TE_RESOURCE_TYPE • TE_RESOURCE_TYPE_REF

Mobile Pages That Use ChartFields

The following table lists common Mobile Time and Expense pages that may be impacted by configurations requiring manual changes:

Mobile Page	Change ChartField Order	Add New ChartField	Delete ChartField
TE_EXPENSE_TYPES_CF		X	X
TE_EXP_TYPE_GRP_CF		X	X
TE_TIME_ENTRY	X	X	X
TE_TIME_ENTRY_INQ	X	X	X
TE_EXPENSE_REPORT	X	X	X

Mobile Page	Change ChartField Order	Add New ChartField	Delete ChartField
TE_EXPENSE_REPORT_INQ	X	X	X
TE_EXPENSE_REPORT_SUM	X	X	X
TE_PROF_ORG	X	X	X
TE_PROF_DFLTS	X	X	X

Mobile Transactions

The following table shows online pages and component interfaces where setID work fields are added or deleted for corresponding PeopleSoft Mobile Time and Expense pages:

Mobile Page	Expenses Page	Component Interface
TE_EXPENSE_REPORT	<ul style="list-style-type: none"> TE_SHEET_DIST (hidden) TE_SHEET_SPLIT (hidden) 	TE_EXPENSE_REPORT
TE_EXPENSE_REPORT_INQ	<ul style="list-style-type: none"> TE_SHEET_DIST (hidden) TE_SHEET_SPLIT (hidden) 	TE_EXPENSE_REPORT_INQ
TE_TIME_ENTRY	TE_TIME_LINES (hidden)	TE_TIME_ENTRY
TE_TIME_ENTRY_INQ	TE_TIME_LINES (hidden)	TE_TIME_ENTRY_INQ
TE_PROF_ORG	TE_MBL_ORG_PROF	TE_PROF_DFLTS

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	<p>In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.</p> <p>In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.</p> <p>In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.</p> <p>In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.</p>
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 <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
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 <i>detailed business process</i> .
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 <i>course</i> .
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
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 <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
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 <i>population</i> and <i>division</i> .
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 <i>communication key</i> .
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 <i>comm keys</i> or <i>speed keys</i>) 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	<p>In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.</p> <p>In PeopleSoft Enterprise 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.</p> <p>In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.</p>
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost-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	<p>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.</p> <p>See also <i>class</i>.</p>

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 <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
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 <i>donor pyramid</i> 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 <i>general ledger business unit</i> . A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also <i>business unit</i> .
GL entry template	Abbreviation for <i>general ledger entry template</i> . 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 <i>General Ledger Interface process</i> . 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 <i>update access</i> .
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 <code>ADVANCED_SHIPPING_ORDER</code> 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 <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
LMS	Abbreviation for <i>learning management system</i> . 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 <i>1</i> —is the address you use most often and may be different from the main address.
logistical task	In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
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 <i>3C engine</i> .
match group	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
meta-SQL	Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	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 <i>need analysis</i> .
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
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 <i>event</i> .
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 <i>division</i> and <i>cohort</i> .
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 <i>record input value-added tax flag</i> . 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 <i>record output value-added tax flag</i> . See <i>record input VAT flag</i> .
rename	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 <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
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 <i>Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message</i> . 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	<p>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.</p> <p>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.</p>
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 <i>communication key</i> .

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 <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
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 <i>Communications, Checklists, and Comments engine</i> . 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 <i>Communications, Checklists, and Comments group</i> . 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 <i>locked</i>) 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 <i>inquiry access</i> .
user interaction object	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
work order	In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
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 <i>eXtended Process Integrator</i> . 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 <i>zero-rated value-added tax</i> . A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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