

PeopleSoft®

---

EnterpriseOne JDE5  
Expense Management  
PeopleBook

---

**May 2002**



EnterpriseOne JDE5  
Expense Management PeopleBook  
SKU JDE5EEM0502

Copyright© 2003 PeopleSoft, Inc. All rights reserved.

All material contained in this documentation is proprietary and confidential to PeopleSoft, Inc. ("PeopleSoft"), protected by copyright laws and subject to the nondisclosure provisions of the applicable PeopleSoft agreement. No part of this documentation may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, including, but not limited to, electronic, graphic, mechanical, photocopying, recording, or otherwise without the prior written permission of PeopleSoft.

This documentation is subject to change without notice, and PeopleSoft does not warrant that the material contained in this documentation is free of errors. Any errors found in this document should be reported to PeopleSoft in writing.

The copyrighted software that accompanies this document is licensed for use only in strict accordance with the applicable license agreement which should be read carefully as it governs the terms of use of the software and this document, including the disclosure thereof.

PeopleSoft, PeopleTools, PS/nVision, PeopleCode, PeopleBooks, PeopleTalk, and Vantive are registered trademarks, and Pure Internet Architecture, Intelligent Context Manager, and The Real-Time Enterprise are trademarks of PeopleSoft, Inc. All other company and product names may be trademarks of their respective owners. The information contained herein is subject to change without notice.

#### *Open Source Disclosure*

This product includes software developed by the Apache Software Foundation (<http://www.apache.org/>). Copyright (c) 1999-2000 The Apache Software Foundation. All rights reserved. THIS SOFTWARE IS PROVIDED "AS IS" AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE APACHE SOFTWARE FOUNDATION OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

PeopleSoft takes no responsibility for its use or distribution of any open source or shareware software or documentation and disclaims any and all liability or damages resulting from use of said software or documentation.



# Table of Contents

---

<b>Overview</b>	<b>1</b>
Expense Management Overview .....	1
The Expense Management Process .....	1
Expense Management Tables.....	4
<b>Setup</b>	<b>5</b>
Expense Management System Setup .....	5
User Defined Codes .....	5
Using Billable Business Units .....	14
Expense Management Policies .....	15
Setting Up Exchange Rate Identifiers.....	24
Setting Up Tax Mapping .....	25
Setting Up Expense Account Mapping.....	27
Setting Up Pay Type Mapping.....	28
Setting Up and Revising Expense Reimbursement Routing Rules.....	29
The Workflow Process for Expense Management .....	34
Accessing Online Policies and Procedures .....	37
Setting Up and Revising Group Profiles.....	37
Employee Profiles.....	39
Specifying a Proxy To Enter Expense Reports .....	50
Setting Up Credit Card Security .....	51
<b>Daily</b>	<b>53</b>
Entering Expense Reports .....	53
Using the Travel Advance Feature .....	53
Processing Options for Expense Entry (P09E2011) .....	64
Reviewing and Revising Expense Reports .....	70
Approving Expense Reports.....	71
<b>Periodic</b>	<b>76</b>
Using the Auditor's Workbench .....	76
Verifying Receipts Received.....	76
Auditing Expense Reports .....	77
Processing Options for Auditor's Workbench (P09E115).....	82
Reimbursing Employee Expenses .....	87
Processing Options for Expense Report Reimbursement (R20110).....	88
Changing the Expense Report Status .....	96
Reviewing Expense Reports by Manager .....	97
Reviewing Expense Reports by Employee .....	98
Reviewing the Expense Report History Log.....	99
Reviewing Reimbursement Entries .....	99

<b>Advanced &amp; Technical</b>	<b>100</b>
Employee Profile Conversion .....	100

## Overview

### Expense Management Overview

---

The J.D. Edwards Expense Management system (09E) is designed to help companies effectively manage reimbursement requests. The system facilitates entering expense reports and provides immediate error notification if information is missing or inaccurate. It also provides control mechanisms to monitor and audit expense reports, and it provides the flexibility needed to customize the system for evolving expense and travel policies.

With Expense Management you create and customize your expense reimbursement policies according to the type of expenses incurred. For each type of expense, you establish expense categories that you can customize to track pertinent information. For example, you might set up an expense category for airfare, and then further customize it to require the employee to enter a ticket number, ticket status, subledger, and so on. As you set up the expense categories in a policy, you can further define amount limits to require an audit when exceeded, and establish rules for when a receipt is required.

You set up group profiles and employee profiles to specify the reimbursement method and currency, as well as designate whether management approval is required for expense reports submitted. While you can set up this information for a group of employees, the system also allows you to override the information as needed on an individual basis. Employees can be reimbursed from the Accounts Payable system or the Payroll system, or you can directly reimburse a credit card company.

After expense reports are submitted, they might require management or auditor approval. The system provides a checklist to assist in tracking receipts received and managing expense exceptions.

After the approval and audit processes are completed, the system produces accounts payable vouchers or time card records that you use to process the payment.

### The Expense Management Process

The expense management process includes the following tasks:

- Entering expense reports  
To request reimbursement for work-related expenses such as business trip expenses, relocation expenses, or tuition expenses, employees must enter and submit expense reports. Each expense report consists of a header record and detail records. The header record contains the employee's Address Book number and other general information. The detail records contain information about each of the expenses incurred. Before submitting expense reports, employees can review report totals and verify the amounts expensed. Employees can also print reports for their records.
- Approving expense reports  
Many companies require expense reports to be approved by supervisors or managers before employees can be reimbursed. Managers can either approve or reject the reports. If a manager approves an expense report, the system changes the expense report status to indicate that it is ready for an auditor to review, if necessary, or ready for reimbursement. If the manager rejects an expense report, the system notifies the employee and the employee must revise and resubmit the report.

- Auditing expense reports

After expense reports are submitted and, if necessary, approved, they might need to be reviewed by an auditor. The auditor is responsible for verifying receipts received, and for approving reports that contain policy exceptions or reports submitted by employees who are monitored. The workflow process uses the policy audit limits and rules to determine which expense reports must be reviewed by an auditor. Auditors can either accept or reject the reports. If the auditor accepts an expense report, the system changes the expense report status to indicate that it is ready for reimbursement. If the auditor rejects an expense report, the system notifies the employee and the employee must modify and resubmit the report.

- Reimbursing employee expenses

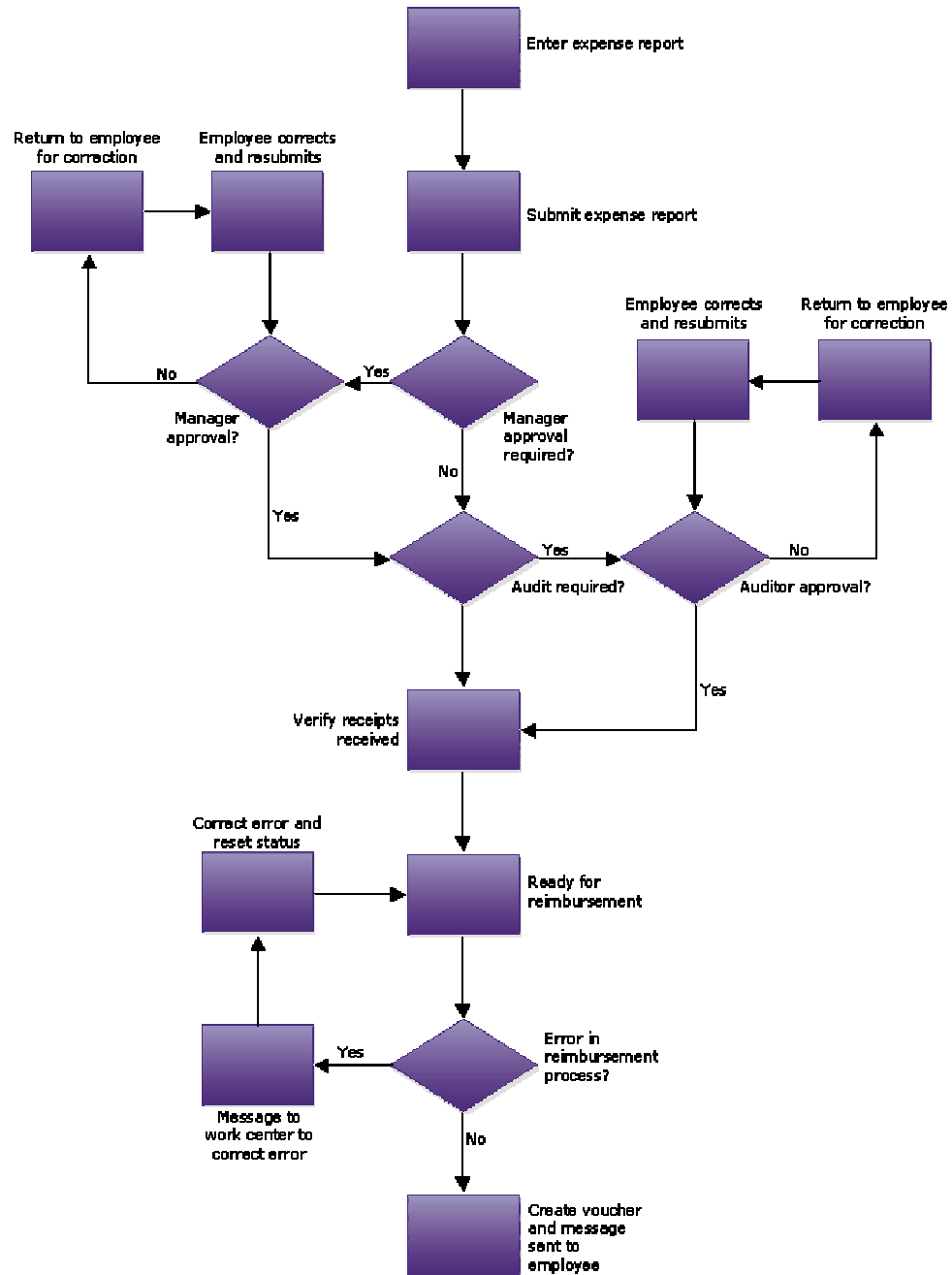
When the report status reaches the Reimbursement Process status, it is available for processing. You run the Expense Report Reimbursement program to generate the appropriate accounts payable or time card records. The system generates these records based on the reimbursement method specified in the employee group profile or the employee profile. When the system finishes processing the report, it notifies the employee.



## Illustration of Expense Management Process

The following illustrates the expense management process:

### Expense Reimbursement Process



## Expense Management Tables

The Expense Management system uses the following tables:

<b>Table</b>	<b>Description</b>
<b>Employee Profile Definition (F20103)</b>	Stores employee information, such as the approving manager.
<b>Expense Report Group Profiles (F20104)</b>	Stores employee group information, such as the reimbursement method and currency.
<b>Account Mapping Definition (F20106)</b>	Stores account information by expense category.
<b>Business Purpose History (F20107)</b>	Stores the last 10 business purposes that each employee enters on their expense report.
<b>Expense Report Header (F20111)</b>	Stores information about the expense report such as the employee ID, expense report type, expense report ending date, and expense report description.
<b>Expense Report Detail (F20112)</b>	Stores information about the expense report details, such as the expense report categories, expense date, and expense amount.
<b>Tax Mapping (F09E105)</b>	Stores tax information for each expense category by expense location.
<b>Policy Edit Rules (F09E108)</b>	Stores the policy rules for each expense category by expense report type.
<b>Expense Category Setup (F09E109)</b>	Stores the expense categories by expense report type.
<b>Audit Selection Rules (F09E110)</b>	Stores the audit rules for each policy that you establish.
<b>Exchange Rate Identifiers (F09E114)</b>	Stores the cross-reference information that the system needs to retrieve the appropriate exchange rate to reimburse expenses incurred in a foreign currency.
<b>Credit Card Information (F0075)</b>	Stores the credit card numbers, expirations dates, and credit card address book numbers.
<b>Expense Reimbursement Routing Rules (F09E119)</b>	Stores the routing rules for each expense report type.
<b>Expense Category/Report Type to Pay Type Mapping (F09E118)</b>	Stores the payroll PDBA (pay type, deduction, benefit, accrual) codes by expense report type and expense category.
<b>Expense Report Routing History Log (F09E120)</b>	Stores information about the expense report statuses that the system assigns during the reimbursement process.

## Setup

### Expense Management System Setup

---

Before using the Expense Management system, you must set up user defined codes and other system information such as expense categories, policies, group and employee profiles, and account information that the system uses during processing. This information can be customized for your business needs and revised as your business needs change.

Before using the Expense Management system, you must set up the following:

<b>User defined codes</b>	Allow users to customize data for their business.
<b>Policy rules</b>	Define acceptable expenditure amounts based on expense category, expense report type, and location.
<b>Audit rules</b>	Define how the system randomly selects expense reports for audit.
<b>Group profiles</b>	Organize employees into groups based on common criteria.
<b>Employee profiles</b>	Determine how an employee's expenses are processed and reimbursed.
<b>Exchange rate identifiers</b>	Identify the exchange rate to use from the Currency Exchange Rates table (F0015).
<b>Tax mapping table</b>	Specifies tax information by location for all expense categories.
<b>Account mapping table</b>	Maps each expense category and applicable business unit type to the appropriate object and subsidiary account numbers.
<b>Expense reimbursement routing rules</b>	Assign a status to the expense report to indicate its progress in the reimbursement process.
<b>Workflow</b>	Establishes the queues and persons to which workflow messages are routed during the reimbursement process.
<b>Online policies and procedures</b>	Allow the user to access the company's online policies and procedures from within the Expense Entry program (P09E2011).

### User Defined Codes

The Expense Management system uses user defined codes for many of its applications. Some of these user defined codes can be changed to meet your specific business needs, while other codes are hard coded and can not be changed. Even for codes that you cannot change, you can alter the description to make them more usable. Many of the Expense Management UDCs require you to specify a value in the Special Handling field.

#### See Also

- ❑ *User Defined Codes* in the *OneWorld Foundation Guide* for general information about user defined codes, including how to add, revise, and delete them.

## Reimbursement Method Codes (09E/RM)

Use these codes to specify the method by which the employee or corporate credit card company (CC) will be reimbursed. The following hard-coded reimbursement methods (codes 1 – 5) are available:

Code	Description	Use in the System
1	A/P Reimbursement To Employee	The system reimburses the employee for all expenses. The system produces a voucher for the employee through the Accounts Payable system.
2	A/P Reimbursement To CC	The system reimburses the corporate credit card company for all expenses. The system produces a voucher for the credit card company through the Accounts Payable system.
3	A/P Reimbursement To CC & Empl	The system reimburses any corporate credit card charges directly to the credit card company, and any remaining expenses to the employee. The system produces two vouchers to reimburse expenses through the Accounts Payable system: one to reimburse the credit card company for expenses charged to the corporate credit card and one to reimburse the employee for any remaining expenses.
4	Payroll Reimbursement To Empl	The system reimburses the employee for all expenses. The system produces a timecard for the employee to reimburse expenses through the Payroll system.
5	Payroll Reim-Empl /A/P Reim-CC	The system reimburses any corporate credit card charges directly to the credit card company and any remaining expenses to the employee. The system produces a voucher for the corporate credit card company through the Accounts Payable system, and a time card for the employee to reimburse any remaining expenses through the Payroll system.

## Expense Detail Field Codes (09E/EF)

Use these codes to further define an expense category with predefined values. These codes identify fields that you can display on the Expense Detail form for a specified expense category.

Examples of codes include:

- AIRLINE - Airline
- CARVEND - Car Rental Vendor
- FCLTYNM - Facility Name
- NUMNITES - Number of Nights
- TRIPDES - Trip Description

---

**Note**

All of the codes specified in the UDC table are based on fields that exist in the Expense Report Detail table (F20112).

---

**Database Field Codes (09E/DF)**

Use these codes to further define an expense category when you choose a data item from the data dictionary that you want to display on the Expense Detail form. The system provides three date, three numeric, and three text data types that you can use to further define the expense category:

- DATE1 - Date Field 1
- DATE2 - Date Field 2
- DATE3 - Date Field 3
- NUMERIC1 - Numeric Field 1
- NUMERIC2 - Numeric Field 2
- NUMERIC3 - Numeric Field 3
- TEXT1 - Text Field 1
- TEXT2 - Text Field 2
- TEXT3 - Text Field 3

**Expense Report Status Codes (09E/RS)**

Use these codes to indicate the status of an expense report during the reimbursement process. The numeric values are hard coded, but you can modify the status descriptions for your business needs. Employees can track the status of their expense reports by checking the Expense Report Status field on their expense report in the Expense Entry program (P09E2011). Expense report statuses include:

- 100 - PENDING COMPLETION
- 110 - Employee Review from Manager
- 120 - Employee Review from Auditor
- 200 - APPROVAL PROCESS
- 210 - Approval Required
- 300 - AUDIT PROCESS
- 310 - Audit Required
- 320 - Verify Receipts Received
- 900 - REIMBURSEMENT PROCESS
- 910 - Error During Reimbursement
- 950 - Complete-Zero Amt Reimbursed
- 999 - Reimbursed – Complete

## **Expense Status Codes (09E/ES)**

Use these codes to indicate the status of a specific expense on an expense report. Do not add new codes or modify the existing codes because they are hard coded for the expense management programs. You can modify the descriptions as necessary.

This status is hidden from the employee entering an expense report, but is visible to the auditor reviewing it. The available expense status codes are:

- 10 - Approved
- 15 - Incomplete Information
- 20 - Preferred Vendor Not Used
- 30 - Allowance Amount Exceeded
- 40 - Audit Amount Exceeded

If the policy is violated (for example, an allowance amount is exceeded or a preferred supplier was not used), the system marks the first column of the expense line with X to indicate that the expense is an exception. The number of exceptions on an expense report is one of the criteria that the system uses to determine whether an expense report is audited.

## **Expense Report Type Codes (09E/RT)**

Expense report types specify which expense categories are visible to employees when they enter their expense report data. Expense report types also specify how an expense report is processed. For example, a Travel and Entertainment expense report might be sent directly to the Accounting Department for reimbursement, but a Relocation Expenses report might be sent to the Human Resources Department prior to the Accounting Department so that the expensed amount is included in the taxable income for the employee.

Expense report type codes are not hard-coded, so you can add, revise, and remove any codes to correspond to your business needs.

Use these codes to specify the type of expense report that you want to use. Examples of expense report types include:

- A - Tuition Reimbursement
- P - Procurement Card
- R - Relocation Expenses
- T - Travel Expenses
- E - Entertainment Expenses

## **Expense Category Codes (09E/EC)**

Use this UDC table to define all expense categories that you want to use. You use expense categories to:

- Specify the types of expenses that you want to include in a policy so that you can define rules and limits
- Specify types of expenses for reporting purposes
- Determine the object and subsidiary accounts to which the expense is recorded in the general ledger

- Determine the appropriate tax rate area and tax explanation code for each expense, if applicable
- Determine whether an expense requires a separate receipt or whether the receipt can include multiple expenses

Examples of expense categories include:

- BSM - Business Meetings
- ENT - Entertainment
- LNDR - Laundry
- PARK - Parking
- TELE - Telephone

---

**Note**

The policy specifies whether a receipt is required for an expense category.

---

### **Expense Location Codes (09E/EL)**

Use these codes to indicate where an expense was incurred. You can use location codes when you set up policies so that expense limits based on geographic location. Expense location codes also determine which tax rate area and tax explanation code the system uses for each expense on an expense report.

A location can be defined as a city, region, state, province, or country. Each expense category has an expense limit that you define in the expense policy. However, these limits might differ depending on the city or country in which expenses are incurred. For example, hotel expenses in New York City are likely to be much higher than hotel expenses in other United States cities.

Location information is also used to establish tax rate area and tax explanation codes. You can set up locations to the degree of detail that you think is necessary. However, J.D. Edwards recommends that you set up locations at the highest level possible to minimize confusion. Examples of expense location codes include:

- ENG – England
- HONG – Hong Kong
- LAV – Las Vegas
- NYSF – New York City and San Francisco
- US – United States

### **Airline Ticket Status Codes (09E/TS)**

Use these codes to specify the status of the airline ticket on the expense report. This status allows a company to track and regain the cost of unused airline tickets. Examples of airline ticket status codes include:

- ADV - Advanced Purchase
- CRE - Credit Due

- CXL - Cancelled
- FUL - Fully used
- IS - Issued
- PAR - Partially used
- RES - Reservation Booked

### **Preferred Airline Codes (09E/PA)**

Use these codes to identify the airlines with which your company has negotiated preferential pricing or other status. Examples of preferred airline codes include:

- AMERICAN - American Airlines
- BRITISH - British Airways
- LUFT - Lufthansa Airlines
- OTHER - Other Airline
- UNITED - United Airlines

---

#### **Note**

The UDC value that you use to specify airlines that are not preferred suppliers (for example, OTHER) must include the value 10 in the Special Handling field.

If you enter an expense report for an airline that is not preferred and the policy requires that you use a preferred airline, the system prompts you to enter a reason in the Additional Comments field on the Expense Detail form. The system also marks the expense as an exception and your expense report will be audited.

---

### **Airline Reason Codes (09E/AR)**

Use these codes to indicate the reason that you did not use the preferred airline as specified by the policy. You enter the code in the Additional Comments field on the Enter Expense Detail form. Examples of airline reason codes include:

- DESTIN – Destination Not Serviced
- SCHED – Scheduling Conflict
- TICKET – Ticket Not Available For Day

### **Payment Method Codes (09E/PM)**

Use these codes to specify the means by which an expense was paid. Payment method codes are not hard-coded, so you can add, revise, and remove any codes to correspond to your business needs. Examples of payment method codes include:

- AMX - American Express
- CCC - Corporate Credit Card
- CSH - Cash
- MSC - Mastercard



- PCK - Personal check
- VIS - Visa

You must enter a value in the Special Handling field for each payment method. The special handling code specifies who is reimbursed. Valid values for the Special Handling field are:

- 10 - Employee payment (reimburse the employee)
- 20 - Corporate payment (reimburse the corporate credit card directly)

### **Charge To Type Codes (09E/CT)**

Use these codes to specify the entity to which an expense should be billed. The charge to type codes are:

- BU - Business Unit  
The expense is charged to one business unit.
- NON - Nonreimbursable  
The expense is included on a receipt but is not reimbursed to the employee. This is common with hotel receipts for which the employee can charge non-reimbursable expenses to the bill, but the expense must be tracked to account for the receipt total.
- SPT - Split among multiple business units  
The expense is charged to multiple business units. If you choose this code, you must specify the amount to be billed to each business unit.

You must enter a value in the Special Handling field for each charge to type code that you define. Valid values are:

- 10 - Business unit
- 20 - Split charge
- 30 - Nonreimbursable

---

#### **Note**

As long as you identify the code appropriately by using the Special Handling field, you can add, revise, or remove any charge to type codes to meet your business needs.

---

### **Preferred Car Rental Company Codes (09E/PC)**

Use these codes to identify the rental car companies with which your company has negotiated preferential pricing. Examples of preferred rental car company codes include:

- AVIS - Avis Car Rental
- BUDGET - Budget Car Rental
- DOL - Dollar Car Rental
- HERTZ - Hertz Car Rental
- NATIONAL - National Car Rental
- OTHER - A Rental Company Not Listed

---

**Note**

The UDC value that you use to specify car rental agencies that are not preferred suppliers (for example, OTHER) must include the value 10 in the Special Handling field.

If you enter an expense report for a car rental agency that is not preferred and the policy requires that you use a preferred car rental agency, the system prompts you to enter a reason in the Additional Comments field on the Expense Detail form. The system also marks the expense as an exception and your expense report will be audited.

---

### **Car Rental Reason Codes (09E/CR)**

Use these codes to indicate the reason that you did not use the preferred car rental agency, as specified by the policy. You enter the code in the Additional Comments field on the Enter Expense Detail form. Examples of car rental reason codes include:

- LOCATION – Car Rental Agency Not Avail
- NOTAVAIL – Cars Not Available

### **Preferred Hotel Codes (09E/PH)**

Use these codes to identify hotels with which your company has negotiated preferential pricing. Examples of preferred hotel codes include:

- BUDGET - Budget Inn
- COURTYD - Courtyard Hotel
- HILTON - Hilton Hotel
- HYATT - Hyatt Hotel
- MARRIOTT - Marriott Hotel
- OTHER - A Hotel Not Listed

---

**Note**

The UDC value that you use to specify hotels that are not preferred suppliers (for example, OTHER) must include the value 10 in the Special Handling field.

If you enter an expense report for a hotel that is not preferred and the policy requires that you use a preferred hotel, the system prompts you to enter a reason in the Additional Comments field on the Expense Detail form. The system also marks the expense as an exception and your expense report will be audited.

---

### **Hotel Reason Codes (09E/HR)**

Use these codes to indicate the reason that you did not use the preferred hotel, as specified by the policy. You enter the code in the Additional Comments field on the Enter Expense Detail form. Examples of hotel reason codes include:

- BOOKED – Preferred Hotels Booked
- LOCATION – Preferred Hotel Not At Location

## Preferred Supplier (09E/PS)

Use these codes to identify preferred suppliers other than airline, car rental agency, or hotel with which your company has negotiated preferential pricing. For example, you might want to set up a preferred supplier for meals or other types of transportation. Use this table for any UDC that you require.

---

### Note

The UDC value that you use to specify suppliers that are not preferred (for example, OTHER) must include the value 10 in the Special Handling field.

If you enter an expense report for a supplier that is not preferred, and the policy requires that you use a preferred supplier, the system prompts you to enter a reason in the Additional Comments field on the Expense Detail form. The system also marks the expense as an exception and your expense report will be audited.

---

## Reasons for Audit (09E/RA)

The system assigns the reasons for audit based on the employee's profile, for example Employee Is Being Monitored, or based on the items expensed and the policy used. The system displays the reasons for audit in the Auditor's Workbench only. The following reasons for audit are hard coded and cannot be changed:

- Blank - REASON FOR AUDIT UNKNOWN
- 1 – EMPLOYEE IS BEING MONITORED
- 2 – AUDIT AMOUNT EXCEEDED
- 3 – PREFERRED SUPPLIER NOT USED
- 4 – RANDOM AUDIT SELECTION
- 5 – REPORT MANUALLY SET FOR AUDIT
- 6 – EXPENSE REPORT ROUTING RULES

## Expense Report Sorting (09E/SD)

Use these codes to specify the order in which expense reports appear when you access the Expense Entry program (P09E2011). You must enter a value in the Special Handling field for each code.

The following table lists the expense report codes and their associated values for the Special Handling field:

Codes	Description 1	Special Handling
01	Expense Report End Date	EXRPTDTE
02	Submitted Date	DATESUB
03	Employee Number	EMPLOYID
04	Report Status	EXRPTSTA

You can add expense report sort codes to the UDC table, but you must specify the alias for the data item in the Special Handling field.

## Expense Report To Display (09E/RD)

Use these codes to specify which expense reports the system displays. The following codes are hard coded and should not be changed:

- 0 – Display all expense reports
- 1 – Display expense reports to approve
- 2 – Display employee's expense reports

## Business Unit Type Codes (00/MC)

You can organize similar business units into groups by assigning business unit type codes (00/MC). Business unit types are useful when creating accounts dynamically or duplicating business units. For example, accounts that have the same business unit types can be automatically duplicated from a model business unit to a group of new business units.

You can also use the business unit type to specify whether a business unit is billable by entering 10 in the Special Handling field. The Expense Management system uses billable business unit types to determine policy rules, expense account mapping, and tax mapping.

## Using Billable Business Units

When you set up business units, you can specify a business unit type. You use business unit types to group similar business units together or to designate the business unit as being a model, a job, and so forth. In addition to setting up UDC codes for business unit types, you can specify any business unit type as billable or nonbillable. See *Business Unit Type Codes*.

In the Expense Management system, the business unit against which employees charge expenses can be billable or nonbillable. Expenses that will be charged to and paid by the client are billable. Specifying a business unit as billable provides you with the following additional features:

- You can set up a policy for nonbillable business units so that the system does not apply policy rules to expenses that will be charged to the client.
- You can set up unique account numbers to use for the journal entries that the system creates to charge expenses against. For example, you could set up expense account mapping to use account number 4550 to charge hotel expenses for nonbillable business units and account 4555 for hotel charges that the client will pay.
- The system validates billable accounts against billable business units when you run the Expense Report Reimbursement program (R20110) and returns an error if:
  - The account is nonbillable and the business unit type is billable.
  - The account is billable and the business unit type is nonbillable.
- You can specify tax rates for expense categories based on whether the expense is billable. The system uses the Billable field on the Work with Tax Mapping form as one of several criteria to locate the appropriate tax rate area.

### See Also

- ❑ *Expense Management Policies*
- ❑ *Setting Up Tax Mapping*
- ❑ *Setting Up Expense Account Mapping*

## Expense Management Policies

A company's expense reimbursement policy contains rules regarding how employees track, manage, and report expenses incurred while doing business for the company. Depending on the needs of its employees, a company might have numerous expense reimbursement policies. For example, a company might define one policy for senior management and another for its other employees. A company might also define additional policies for employees who work or conduct business in countries that have currencies different from the currency in which they are normally reimbursed.

Policies are defined by expense category, expense report type, and location. The employee's group profile specifies which policy applies to an employee. You define rules for each expense category in the policy to define acceptable expenditure amounts. These amounts are associated with a currency in the group profile. For example, if an employee's expense exceeds the amount specified in the policy rule, the system might send a warning or error message. Depending on the audit amount specified in the policy, the system might also mark the report to indicate that it needs to be reviewed by an auditor.

Expense management policies encompass three types of information:

- Policy Rules
- Audit Rules
- Expense Category Attributes

### Policy Rules

Policy rules define levels of acceptable expenditures by expense category. You must establish the rules for reimbursement for each expense category in a policy.

The system provides a sample policy named DEMO that contains the most common expense categories for each expense report type such as airfare, hotel, meals, car rental, and mileage. You can copy the expense categories and policy rules from the sample policy and modify them, if necessary, or create your own.

---

#### Note

The sample DEMO policy is not available for release Xe.

---

### Use Rate and Rate Override Fields

You use the Use Rate and Rate Override fields to establish rules for the rates that you use for each expense category that you define on the policy. For some expenses, like mileage, you might have a fixed rate for which you will not accept an override. For other expenses, you might have a rate set up but allow exceptions. The values that you enter in the Use Rate and Rate Override fields are contingent upon one another.

The following table explains how to complete these fields to obtain the desired result:

Use Rate Value	Rate Override Value	Result
Blank (or zero)	Blank (or zero)	The Use Rate, Rate, and Rate Override fields are not applicable to the expenses entered on the report. For example, meals and airfare expenses do not require rate information.

Blank (or zero)	1	The default rate is not used, but you can enter your own rate. For example, a hotel charges a daily rate, but the rate fluctuates from day to day.
1	Blank (or zero)	The default rate is used and cannot be overridden. For example, a reimbursement rate such as mileage might already be established in an employee's policy.
1	1	The default rate is used, but it can be overridden. Enter 1 in these fields when a standard rate is common, but exceptions are allowed. For example, a car rental company uses a standard daily rate, but an employee might receive a discounted rate for a specified period of time.

---

**Note**

The system assigns zero if you leave the Use Rate or Rate Override fields blank.

---

**Audit Rules**

Audit rules specify how the system randomly selects expense reports for audit. You can choose to have a percentage of expense reports audited based on one of the following:

- Total amount of the report
- Percentage of exceptions on the report

Audit rules are based on the reimbursement currency of the employee.

The following table describes each audit rule:

<b>Audit Rule #1</b>	<p>The system randomly selects a specified percentage of expense reports based on the total amount of the report. You specify the range for the amounts and the percentage of reports that you want audited. The amounts that you enter are in the currency specified by the policy. You can define multiple rules for different amounts and percentages.</p> <p>For example, you might want to randomly audit 10 percent of the reports when the amount is between 500 and 1000, 25 percent of the reports when the amount is between 1001 and 5000, and 100 percent of the reports when the amount exceeds 10,000.</p>
<b>Audit Rule #2</b>	<p>The system randomly selects a specified percentage of expense reports based on the percent of exceptions on the report. You specify the range for the percent of exceptions and the percentage of the reports that you want audited. The system marks expense items as exceptions when the expense amount exceeds a predefined policy limit, or when a preferred supplier is required by the policy but is not used.</p> <p>For example, you might want to randomly audit 20 percent of the reports that have 10 to 20 percent exceptions, 50 percent of the reports that have 30 to 40 percent exceptions, and so on.</p>

**Audit Rule #1 and #2**

If a policy has both types of audit rules defined (rule 1 and rule 2), the system randomly selects expense reports that meet the criteria of Audit Rule #1 and then selects expense reports that meet the criteria of Audit Rule #2.

## Expense Category Attributes

When you set up a policy, you can also define additional fields (expense category attributes) for the employee to complete for each expense category that you use. For example, if the expense category is Airfare, you can define additional fields, such as Ticket Number, Ticket Status, Airline, and so on, to track the information that is important to your business.

When you define expense category attributes, you can either choose values from UDC 09E/EF (Expense Detail Field) that directly correspond to fields in the Expense Report Detail table (F20112) or choose fields from the data dictionary, which allows you to set up user defined fields if a field does not exist in the Expense Report Detail table.

### ► To add an expense management policy

From the System Setup menu (G09E41), choose Policy Entry.

1. On Work With Policies, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Policy Definition Entry

Policy Name: DEMO Sample Policy

Policy Currency Code: USD U.S. Dollar

Policy Rules:  Apply only to non-billable expenses  Apply to all expenses

Expense Category	Effective Date	Expense Report Type	Daily Allowance	Hard Edit	Percent Tolerance	Audit Amount	Use Rate	Rate Override	Rate
<input checked="" type="checkbox"/> AIR	01/01/02	T		0		1,500.00	0	0	0.00
<input type="checkbox"/> AUTO	01/01/02	T		0		0	0	0	0.00
<input type="checkbox"/> BSM	01/01/02	T		0		500.00	0	0	0.00
<input type="checkbox"/> CAR	01/01/02	T		0		500.00	0	0	0.00
<input type="checkbox"/> COMM	01/01/02	*		0		100.00	0	0	0.00
<input type="checkbox"/> COMP	01/01/02	P		0		1,000.00	0	0	0.00
<input type="checkbox"/> ENT	01/01/02	T		0		500.00	0	0	0.00
<input type="checkbox"/> HOF	01/01/02	P		0		500.00	0	0	0.00
<input type="checkbox"/> HTL	01/01/02	T	175.00	0		225.00	0	0	0.00
<input type="checkbox"/> HTL	01/01/02	T	225.00	0		275.00	0	0	0.00

2. On Policy Definition Entry, complete the following fields:

- Policy Name
- Policy Currency Code

3. Click one of the following options to specify when rules should be applied to the policy:
  - Apply only to non-billable expenses  
If you turn on this option, the system does not apply policy rules to expenses charged to billable business units.
  - Apply to all expenses  
If you turn on this option, the system applies the policy rules to all expenses entered on the expense report, regardless of the business unit type.
4. Complete the following fields to define policy rules for each expense category:
  - Expense Category
  - Effective Date  
If you leave the Effective Date field blank, the system will use the current system date as the effective date for the policy rule.
  - Expense Report Type  
Enter \* to specify that the rule applies to all expense report types that are not specifically defined.
  - Daily Allowance
  - Hard Edit
  - Percent Tolerance
  - Audit Amount
  - Use Rate
  - Rate Override
  - Rate
  - Unit Of Measure
  - Receipt Required
  - Receipt Amount  
If you do not require a receipt, you can leave this field blank.
  - Preferred Supplier
  - Location
5. Click OK.  
The system displays the Audit Selection Rule Revision form, on which you define your audit rules. If you do not need to define audit rules or you want to set them up



later, click Cancel. See the task *To revise audit rules* if you choose to set up audit rules later.

If you click Cancel, the system displays the Expense Category Setup form that you use to define attributes for the expense categories that you added to the policy. If you do not need to add expense category attributes or you want to set them up later, click Cancel to complete the setup of the policy. See the task *To revise expense category attributes* if you choose to set up expense category attributes later.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Audit Selection Rule Revision

OK Delete Cancel Tools

Show Rule #1 - Audit by Expense Report Amount  
 Show Rule #2 - Audit by Exception Percent  
 Show Both Rule #1 and Rule #2

Customize Grid

	Rule Number	From Range	Thru Range	Percent To Select	
<input checked="" type="checkbox"/>	1		1,000.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	1	1,000.01	5,000.00	75	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1	5,000.01	99,999,999.99	100	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2		25.00	10	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2	25.01	100.00	100	<input checked="" type="checkbox"/>
<input type="checkbox"/>					<input checked="" type="checkbox"/>

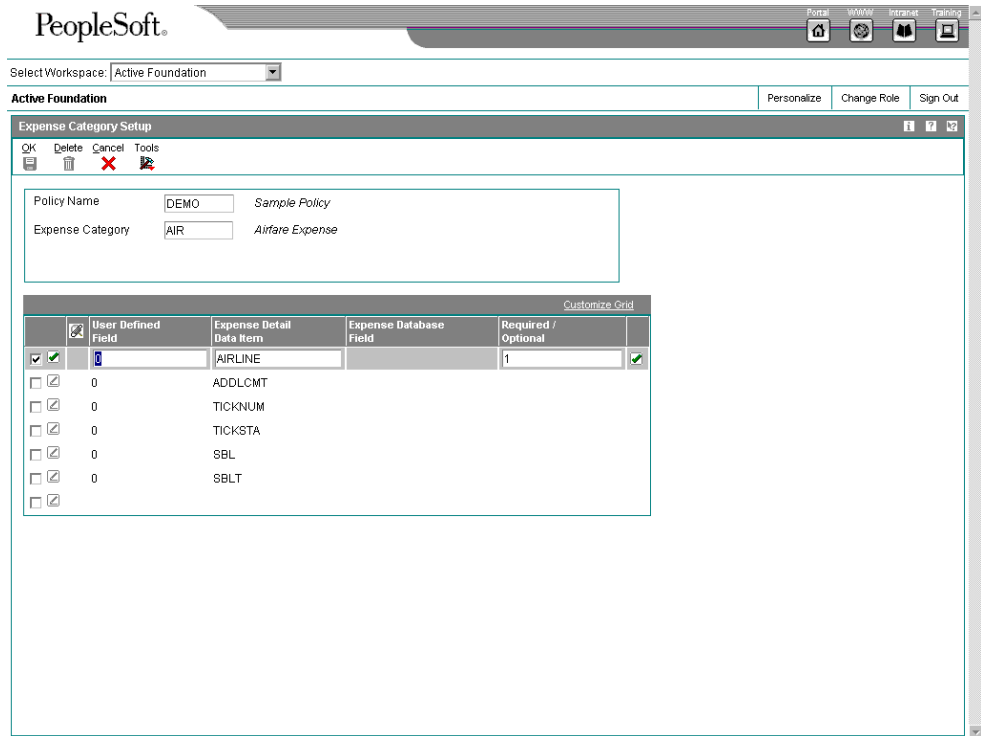
6. On Audit Selection Rule Revision, complete the following fields:

- Rule Number
- From Range  
If you leave this field blank, the system uses 0 as the From Range.
- Thru Range
- Percent To Select

You can set up multiple ranges and percentages.

7. Click OK.

The system displays the Expense Category Setup form that you use to define attributes for the expense categories that you added to the policy. If you do not need to add expense category attributes or you want to set them up later, click Cancel to complete the setup of the policy. See the task *To revise expense category attributes* if you choose to set up expense category attributes later.



8. On Expense Category Setup, complete the following field based on whether you want to use a field from the Expense Report Detail table (UDC 09E/EF) or a field from the data dictionary to further define an expense category:

- User Defined Field

Enter 0 to specify a value from UDC 09E/EF, or enter 1 to specify a field from the data dictionary.

---

**Note**

If you enter 1, but then choose a field that is defined in the UDC table, the system changes the value to 0 automatically.

---

9. Complete the following field:

- Expense Detail Data Item

If you entered 0 in the User Defined Field, use the Search button to display a list of valid values.

---

**Note**

If the policy requires a preferred supplier, you must include the predefined value for Additional Comment (ADDLCMT) as an additional expense category attribute.

---

If you entered 1 in the User Defined Field, use the Search button to display the Data Dictionary Search and Select by Alias form to locate the data item that you want to use.

You can choose no more than nine fields from the data dictionary, as follows:

- 3 text (alphanumeric)
- 3 numeric
- 3 date

10. On Data Dictionary Search and Select by Alias, enter the alias of the field or its description in the QBE row, click Find, choose the item, and then click Select.

11. If you specified a field from the data dictionary for the Expense Detail Data Item, on Expense Category Setup you must complete the following field:

- Expense Database Field

You must specify whether the data dictionary field that you specified requires a date, numeric value only, or text (alphanumeric). For example, if you want to use an address book category code field such as Region (AC01), you complete the Expense Database field with a value for Text. If you choose the value for Numeric, for example, the system returns an error message that the field is not compatible with the data type.

---

**Note**

Each database field can be used only once per expense category.

If you choose a data dictionary field that has an edit rule or is attached to a UDC, the system validates the information that you enter in the field against the edit rule or UDC accordingly. If the data item is not associated with a UDC code, or if you create a new data item, you can specify that it uses a UDC and then set up the code and valid values list. See *Data Dictionary* in the *OneWorld Development Tools Guide* for additional information.

The system changes the value in the User Defined Field from 1 to 0 if you choose a data dictionary field that also exists in UDC 09E/EF.

---

12. Click OK.

---

**► To revise policy rules**

---

After you set up a policy, you might need to revise it by changing information for existing expense categories or by adding or removing expense categories.

*From the System Setup menu (G09E41), choose Policy Entry.*

1. On Work With Policies, click Find to display all policies, or complete the following field to display a specific policy and click Find:

- Policy Name

2. Choose the policy and click Select.

3. On Policy Definition Entry, revise the following field if necessary:

- Policy Currency Code
4. Click one of the following options to change how audit rules should be applied to the policy, if necessary:
    - Apply only to non-billable expenses
    - Apply to all expenses
  5. Revise the desired expense category.
  6. To add an expense category, complete the required information on a blank line. See the task *To add an expense management policy*.
  7. To remove an expense category, choose the category and click Delete.
  8. Click OK.

► **To copy policy rules**

---

*From the System Setup menu (G09E41), choose Policy Entry.*

1. On Work With Policies, click Find.
2. Choose the DEMO policy and click Copy.
3. On Policy Definition Entry, complete the following fields:
  - Policy Name  
Enter the policy name and the description that you want to appear on the Work With Policies form.
  - Policy Currency Code
4. Click one of the following options to specify how audit rules should be applied to the policy:
  - Apply only to non-billable expenses
  - Apply to all expenses
5. Modify or delete policy rules as necessary and click OK.  
The Audit Selection Rule Revision form, on which you define your audit rules, appears. After you define your audit rules, you will be prompted to further define each expense category on the Expense Category Setup form. See the task *To add an expense management policy* for information about completing the audit rules and expense category attributes.

► **To revise audit rules**

---

You might need to revise audit rules after you set them up, or define them if you did not do so when you set up the policy rules.

1. On Work With Policies, click Find to display all policies, or complete the following field and click Find to display a specific policy:
  - Policy Name

2. Choose the policy and choose Audit Rules from the Row menu.
3. On Audit Selection Rule Revision, click one of the following options to display the audit rules that are set up for the policy:
  - Show Both Rule #1 and Rule #2
  - Show Rule #2 - Audit by Exception Percent
  - Show Rule #1 - Audit by Expense Report Amount
4. To change an existing rule, revise any of the following fields:
  - Rule Number
  - From Range  
If you leave this field blank, the system uses 0 as your From Range.
  - Thru Range
  - Percent To Select
5. To add a new rule, follow the steps to define an audit rule. See the task *To add an expense management policy* for more information.
6. To remove an audit rule, choose the rule and click Delete.
7. Click OK.

► **To revise or add expense category attributes**

---

You might need to revise expense category attributes after you set them up, or add them if you did not do so when you defined the policy.

*From the System Setup menu (G09E41), choose Expense Category Setup.*

1. On Work With Expense Categories, click Find to display all policies, or complete the following field and click Find to display a specific policy:
  - Policy Name
2. Choose the policy and expense category and click Select.
3. On Expense Category Setup, revise any of the following fields:
  - User Defined Field
  - Expense Detail Data Item
  - Expense Database Field
4. To add a new expense category attribute, follow the steps to define an expense category attribute. See the task *To add an expense management policy*.
5. To remove an expense category attribute, choose the attribute and click Delete.
6. Click OK.

## Setting Up Exchange Rate Identifiers

If you incur expenses in a currency that is different from the currency in which you are reimbursed, you must set up exchange rate identifiers for the system to locate the appropriate exchange rate to use. The exchange rate might vary depending on the method of payment you used when you incurred the expense. For example, if you charged expenses on an American Express credit card, the exchange rate that American Express uses to convert the currency might be different from the exchange rate that your company uses to reimburse you.

You set up exchange rate identifiers to specify the currency exchange rate to use for your payment method when converting expense amounts from one currency to another. You specify the exchange rate table that you want the system to use by entering an address book number for the identifier and setting up an exchange rate for that address number. The system searches for the currency conversion based on the address book number entered. If you do not want to differentiate exchange rates by payment method, you can omit the address book number and use the default exchange rate, which does not have an address book number associated with it.

The system retrieves the appropriate exchange rates based on the exchange rate identifier assigned in an employee's group profile. As employees enter expenses on their expense reports, the system converts the expense amount to the employee's reimbursement currency.

The system stores exchange rates in the Currency Exchange Rates table (F0015) and exchange rate identifiers in the Exchange Rate Identifiers table (F09E114).

### ► To set up exchange rate identifiers

*From the System Setup menu (G09E41), choose Exchange Rate Identifier.*

1. On Work With Exchange Rate Identifiers, click Add.

The screenshot shows the PeopleSoft interface for setting up exchange rate identifiers. The top navigation bar includes the PeopleSoft logo and links for Portal, WAFS, Intranet, and Training. Below the navigation bar, the workspace is set to 'Active Foundation'. The main content area is titled 'Exchange Rate Identifier Revisions' and contains a form with the following fields:

- Exchange Rate Identifier: AE
- Description: American Express Exchange R

Below the form is a 'Customize Grid' table with the following data:

	Payment Method	Address Number
<input checked="" type="checkbox"/>	AMX	4356

2. On Exchange Rate Identifier Revisions, complete the following fields:
  - Exchange Rate Identifier
  - Description
3. Complete the following fields and click OK:
  - Payment Method  
Enter the payment method for which you want to associate the exchange rate. The system locates the appropriate exchange rate based on the payment method and address book number entered.
  - Address Number  
If you do not need to use an exchange rate that is different from the default exchange rate, you can leave this field blank.
4. If you need to set up exchange rates for specific address book numbers after you set up exchange rate identifiers, choose Exchange Rate from the Form menu. See the task *To set up exchange rates for the multiplier or divisor method* in the *Multicurrency Guide* for information about adding a new exchange rate.

---

**Note**

The relationship between the exchange rate identifier and the payment method is one-to-one; therefore, you can specify only one payment method for the exchange rate identifier.

---

## Setting Up Tax Mapping

If your company conducts business in countries that use value-added taxes (VAT), and you incur reimbursable expenses, depending on that country's tax laws, your company might not be able to recover a portion of the VAT tax that you paid. For example, in Canada, the company cannot recover 50% of the tax for meals and entertainment.

You set up tax mapping for each expense category according to the country in which the employee resides, the country in which the taxable expense was incurred, and whether the expense is billable to the client. The system uses the map to locate the appropriate tax rate area and tax explanation code. For example, if an employee who resides in Canada enters an expense for the expense location Quebec and uses business unit 34, which is billable, the system tries to locate a tax explanation code and tax rate area from the Tax Mapping table (F09E105). The system uses the tax rate area and tax explanation code that you assign to the tax mapping record to determine the tax amount and the percent that is nonrecoverable. When the system creates the voucher record, it calculates the taxable and tax amounts based on the tax information that you set up. If the system cannot locate a record in the Tax Mapping table, it does not assess tax for the expense.

---

**Note**

The system calculates VAT taxes through the Accounts Payable system only. If your reimbursement method uses the Payroll system, the system does not include calculations for VAT taxes.

---

**► To set up tax mapping**

---

From the System Setup menu (G09E41), choose Tax Setup.

1. On Work With Tax Mapping, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Tax Mapping

Expense Category: ENT Entertainment

	Expense Location	Employee Country	Billable	Tax Expl Code	Tax Rate/Area	
<input checked="" type="checkbox"/>	QUEB	CA	*	V+	QUE	<input checked="" type="checkbox"/>

2. On Revise Tax Mapping, complete the following fields:

- Expense Category
- Expense Location

VAT tax incurred by an employee outside of the country is recoverable only if the company has met the requirements to recover VAT outside of their country of incorporation.

- Employee Country

If you leave this field blank, the system uses the country that is specified on the employee's address book record.



- Billable
- Tax Expl Code
- Tax Rate/Area

---

**Note**

You can enter \* in the Expense Location, Employee Country, and Billable fields to indicate all values that have not been specifically defined.

---

3. Click OK.

## Setting Up Expense Account Mapping

When you submit expense reports for reimbursement, the system creates vouchers or payroll time cards that you must post. To create these transactions, you must specify the accounts that you want the system to use to record the expenses. You use the Expense Account Mapping program (P20106) to specify the object and, optionally, the subsidiary that you want the system to use for each expense category. The system concatenates the business unit that you enter on the expense report to the object and subsidiary specified for that expense category and uses the resulting account in the journal entry.

If you want to specify multiple object accounts to use for one expense category, you can set up a business unit type. When the employee enters a business unit that is assigned the type specified, the system uses the associated object account. For example, your company uses account 8740 to record expenses for airfare except when the business unit represents a project. For projects, your company uses account 1362 to track airfare. You can specify a business unit type for project business units, and then use that business unit type in the expense account mapping application for the expense category airfare. The system then uses the appropriate account (1362) to record airfare for employees that are working on projects and uses account 8740 to record airfare for all other business units.

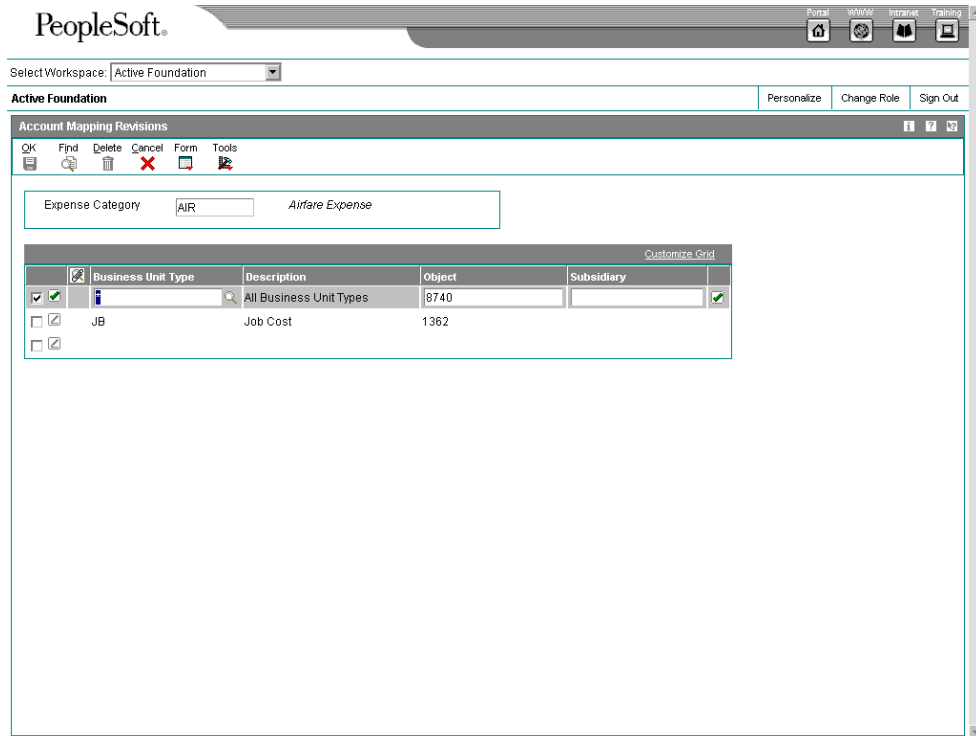
Similarly, you might want to use different account numbers for billable business units than you use for nonbillable business units. See *Using Billable Business Units*.

### ► To set up expense account mapping

---

From the System Setup menu (G09E41), choose Expense Account Mapping.

1. On Work With Account Mapping, click Add.



2. On Account Mapping Revisions, complete the following fields:

- Expense Category  
You must set up the account mapping for each expense category so that the system creates the appropriate general ledger records for each expense.
- Business Unit Type  
Enter \* in this field to indicate all values that have not been specifically defined.
- Object
- Subsidiary

3. Click OK.

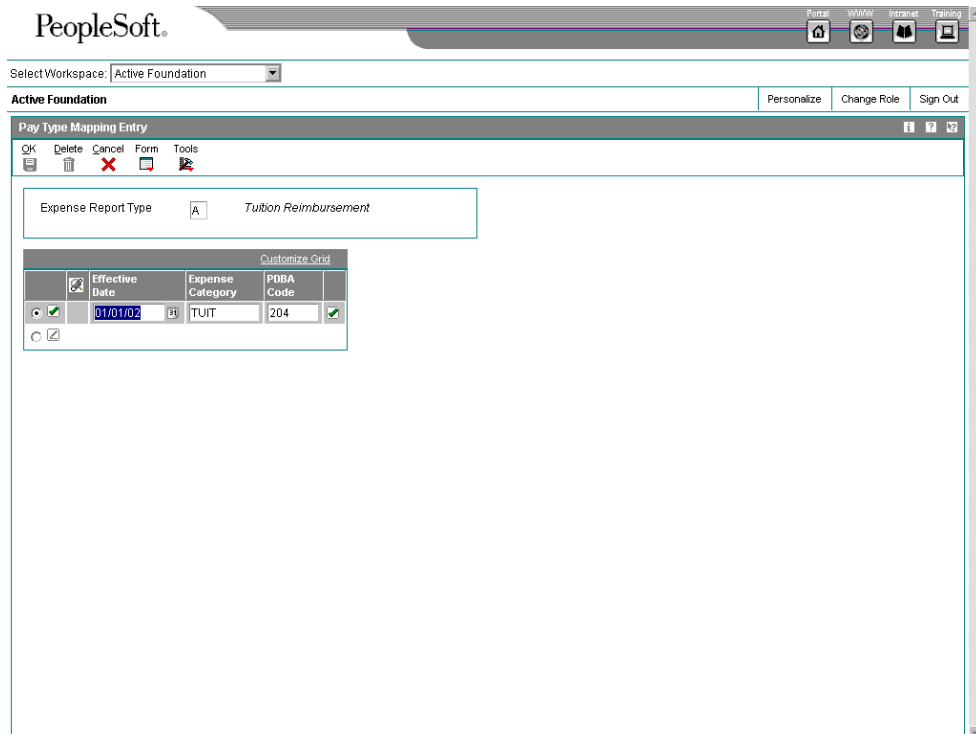
## Setting Up Pay Type Mapping

If you reimburse employees through the J.D. Edwards Payroll system, you must assign a pay type for each expense report type and expense report category combination that you use. The system uses the pay type to determine how it calculates the reimbursement amount, whether it issues a separate check or includes the reimbursement amount on the employee's paycheck, whether it includes the description that prints on the pay stub, and so on. See *Setting Up Pay Types* in the *Workforce Management Foundation Guide* for more information.

► **To set up pay type mapping**

From the System Setup menu (G09E41), choose Pay Type Mapping.

1. On Work With Pay Type Mapping, click Find to review all pay types that are currently assigned. To review pay types assigned to expense categories for a specific expense report type, complete the following field and click Find:
  - Expense Report Type
2. To set up a pay type for an expense category not listed, click Add.



3. On Pay Type Mapping Entry, complete the following fields and click OK:

- Expense Report Type
- Effective Date
- Expense Category
- PDBA Code

This code specifies the pay type. You might need to check with your Payroll Administrator to determine which code to assign.

## Setting Up and Revising Expense Reimbursement Routing Rules

You set up rules for expense reimbursement routing to establish the sequence of events that you want to occur when an expense report is submitted for reimbursement. The system uses

the rules that you set up in conjunction with the Enterprise Workflow Management system to direct the expense reports to the appropriate manager for approval, if necessary, and to the appropriate auditor, if necessary.

You set up the routing rules by expense report type and you use the following statuses that are defined in UDC 09E/RS (Expense Report Status):

Status Code	Description
<b>100</b>	<b>PENDING COMPLETION</b>
110	Employee Review from Manager
120	Employee Review from Auditor
<b>200</b>	<b>APPROVAL PROCESS</b>
210	Approval Required
<b>300</b>	<b>AUDIT PROCESS</b>
310	Audit Required
320	Verify Receipts Received
<b>900</b>	<b>REIMBURSEMENT PROCESS</b>
910	Error During Reimbursement
950	Complete-Zero Amt Reimbursed
999	Reimbursed – Complete

The statuses that end in 00 are hard coded to interface with the workflow system; do not change them. You can add other statuses, but they will not work with workflow unless you include them in the workflow process for EXPROUTING. See *Creating a Workflow Process* in the *Enterprise Workflow Management Guide* for more information.

When you establish the next status for a routing rule, you must use rules that end in 00 so that the system initiates the appropriate workflow process. For example, if you require management approval, you would *not* set the next status for PENDING COMPLETION to 210 for Approval Required. Instead, you would set the status for 200 APPROVAL PROCESS. After the expense report reaches the APPROVAL PROCESS routing rule, the system evaluates whether approval is required and, if it is, changes the expense report status to Approval Required. If approval is not required, the system assigns the next status for the APPROVAL PROCESS, which is AUDIT PROCESS. The system determines whether an expense report requires approval based on the employee and group profile.

---

**Caution**

If you specify that a process is required, such as management approval, but do not establish the appropriate routing rule, the expense report will not continue through the routing process. Therefore, you must establish expense routing rules that correspond to your policy and audit rules.

If you change routing rules after reports have been submitted for reimbursement, the system produces unpredictable results.

---

The system assigns the statuses 910 and 950; therefore, you do not set these up in the routing rules.

The following example shows how you might set up expense routing rules:

Last Status	Last Status Description	Next/Approval Status	Rejected Status
100	PENDING COMPLETTION	200	
110	Employee Review from Manager	200	
120	Employee Review from Auditor	300	
200	APPROVAL PROCESS	300	
210	Approval Required	300	110
300	AUDIT PROCESS	900	
310	Audit Required	900	120
320	Verify Receipts Received	900	120
900	REIMBURSEMENT PROCESS	999	
999	Reimbursed – Complete	999	

You must assign a rejected status to both the Approval Required and Audit Required routing rules.

When you set up rules for expense reimbursement routing, you can also specify whether you want the system to update information in a log for tracking purposes. For example, you might want to update the log any time an expense report reaches the audit status. You can choose which statuses you want the system to track. The system stores this information in the Expense Report Routing History Log table (F09E120). You must create a custom report to print the information from the log.

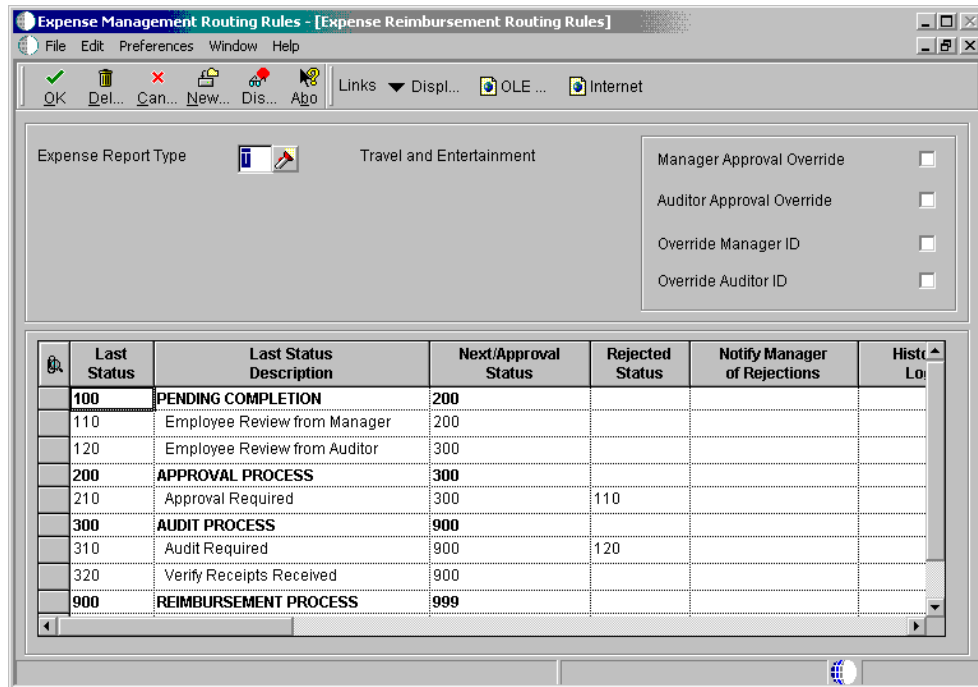
The system stores expense reimbursement routing rules in the Expense Reimbursement Routing Rules table (F09E119).

► **To set up expense reimbursement routing rules**

---

*From the System Setup menu (G09E41), choose Expense Management Routing Rules.*

1. On Work With Expense Reimbursement Routing Rules, click Find to show the rules that are set up for all expense report types, or use the fields in the QBE row to limit your search and click Find.
2. You add routing rules for each expense type. To add new routing rules, click Add.



3. On Expense Reimbursement Routing Rules, complete the following field:
  - Expense Report Type
  
4. If you want to override information that is set up in the employee or group profile, click one of the following options:
  - Manager Approval Override
  - Auditor Approval Override
  - Override Manager ID
 

If you click this option, you must also complete the following field:

    - Approver ID
 

Enter the address book number of the person who you want to approve expense reports for the expense report type entered.
  - Override Auditor ID
 

If you click this option, you must also complete the following field:

    - Auditor ID Override
 

Enter the address book number of the person who you want to audit expense reports for the expense report type entered.

5. In the detail area of the form, complete the following fields to set up the routing rules:

- Last Status

- Next/Approval Status

Do not assign the same status code to two rules.

- Rejected Status

You must assign a rejected status for the following last status codes:

- 210 – Approval Required

Use status 110 to specify that the manager returned the expense report.

- 310- Audit Required

Use status 120 to specify that the auditor returned the expense report.

- Notify Manager of Rejections

You complete this field only for the following status codes:

210 – Approval Required

310 – Audit Required

- History Log

Enter a 1 for each status that you want to update to the history log.

---

**Note**

Do not use status codes 910 and 950; the system assigns these codes.

You do not have to enter the statuses in order. The system will reorder the statuses after you click OK.

---

6. Click OK.

► **To revise expense reimbursement routing rules**

---

*From the System Setup menu (G09E41), choose Expense Management Routing Rules.*

1. On Work With Expense Reimbursement Routing Rules, click Find to display the rules that are set up for all expense report types, or use the fields in the QBE row to limit your search and click Find.
2. Choose the rule that you want to revise and click Select.  
The system displays all the rules that are set up for the expense report type.
3. On Expense Reimbursement Routing Rules, change any of the fields that the system allows.
4. To delete a rule, choose the rule and click Delete.

5. To add a rule, complete the desired fields on the first blank line. The system resequences the rule when you click OK.
6. Click OK.

## **The Workflow Process for Expense Management**

Enterprise Workflow Management is an electronic messaging system that automates tasks by using an e-mail-based process flow across a network. Participants in this process will either receive messages in the Employee Work Center or email messages, depending on the system setup. Information passes from one participant to another based on a set of procedural rules. These rules define the conditions that must be met for workflow to send the information from one step in the process to the next.

Workflow is an integral part of the following Expense Management system processes:

- Submitting expense reports for approval or audit
- Approving expense reports
- Auditing expense reports
- Submitting expense reports for reimbursement
- Reimbursing employee expenses

When an employee submits an expense report, the workflow system accesses the group profile to which the employee is assigned, the employee's profile, and the expense report routing rules to determine whether that employee's expense reports require manager approval. If they do, the system automatically sends a notification message to the manager specified in the employee's profile. If they do not require approval, the system sends a notification message to the manager only if the Send Message to Manager processing option for the Determine Next Activity Processing Option program (P09E0007) is set to 1.

The manager can approve or reject the report. If the manager approves the report, the expense report status changes from an Approval Required status to the next status that is defined in the expense routing rules. If the reviewer rejects the report, the employee receives notification that the report was rejected and must be modified and resubmitted. The expense report status changes from an Approval Required status to an Employee Review From Manager status.

Depending on the expense routing rules, after a manager has approved an expense report it might need to be reviewed by an auditor. The auditor can accept or reject the expense report. If the auditor accepts the report, the expense report status changes to a status that indicates that the report is ready for reimbursement processing. If the auditor rejects the report, the status changes to Employee Review From Auditor and the employee receives notification that the report was rejected and must be modified and resubmitted.

## **Workflow Queues for Expense Management**

The following workflow queues have been set up for the Expense Management system:

- 91 - Expense Reports  
Employees who submit expense reports and managers who approve expense reports should be granted authority to this queue to receive email or workflow messages.
- 92 - Audit Expense Reports



Auditors who approve expense reports should be granted authority to this queue to receive email or workflow messages.

---

**Note**

You determine the number of queues you want to use and whom you want set up in each queue. Depending on your company's procedures, managers and auditors might be the same person.

---

See *Setting Up Queues* in the *Enterprise Workflow Management Guide* for more information.

## Workflow Processes for Expense Management

The following workflow process is set up for the Expense Management system:

- **EXPROUTING**

The system uses the expense routing rules that you set up, in conjunction with the EXPROUTING process, to determine the workflow message to send.

## Setting Up Auditors for Workflow Messaging

After you determine who will be auditing expense reports, you must set them up in the workflow process so that they will receive workflow messages to approve expense reports. Otherwise, you can perform audits and verify receipts from the Auditor's Workbench, but the system will not deliver workflow messages.

You can set up auditors directly as recipients for the EXPROUTING process, or you can set up a group of auditors and set up the group as the recipient. The advantage of setting up auditors as a group is the ability to update the group without having to directly modify the recipient rules. You establish a group by entering an address book record for it (Managers of Expense Management or Auditors of Expense Management, for example), and then using it as the parent in an organizational structure. The children that you attach to the group are the address book numbers of the auditors. See *Setting Up Distribution Lists* in the *Enterprise Workflow Management Guide* for more information.

---

**Note**

If you do not set up auditors in the EXPROUTING process, the system sends workflow messages to address number 7372. See the task *To set up auditors for workflow messaging*.

---

You can use the Enterprise Workflow Management system to set up the following processes:

- Auditor hierarchy based on the dollar amount of the expense report.

You can set up a threshold in the A/R Org Structure Browse program (P0150) that allows expense reports to be routed according to dollar amount.

- Escalation rules to send expense reports to another auditor if the prescribed number of hours or days has passed.

You can set up escalation hours and minutes to route expense reports to another manager if the defined time period has elapsed.

You can also set up recipient conditions (data selection) in the workflow process to assign auditors to specific employees, a group of employees, or an expense report type. See *Adding Recipient Rules* in the *Enterprise Workflow Management Guide*.

**See Also**

- ❑ *Setting Up and Revising Expense Report Routing Rules*
- ❑ *Creating Workflow Processes in the Enterprise Workflow Management Guide*

► **To set up auditors for workflow messaging**

---

*From the Address Book Organizational Structure menu (G01311), choose Structure Inquiry.*

1. On Work With Distribution Lists, click Add.
2. On Address Parent/Child Revisions, complete the following fields with the values specified:
  - Parent Number  
Enter 7372.
  - Structure Type  
Enter ERA.
3. Complete the following field with the auditors (one for each detail line):
  - Address Number
4. Click OK.

**Processing Options for Determine Next Activity Processing Option (P09E0007)**

**Message Tab**

This processing option specifies whether to send a workflow message to the employee's manager when manager approval is not required.

---

**Blank = Do not send message to manager**

**1 = Send message to manager**

Use this processing option to specify whether to send a workflow message to the manager that is set up on the employee's profile when the manager approval is not required to process the expense reimbursement. Valid values are:

Blank

Do not send a workflow message to the manager when approval is not required.

1

Send a workflow message to the manager even though approval is not required.

---

## Accessing Online Policies and Procedures

The Expense Management system allows employees to access their company's online expense policies and procedures from within the Expense Entry program (P09E2011). To enable this function, you must set the processing options to access the appropriate media object queue and Web page.

Media object queues allow you to store location information about the object or Web page in one place. When the location of media objects on your server or the Internet changes, you need to update the system in one place only.

To connect to your company's online policies and procedures, you must ensure that your media object queues are set up. See *Working with Media Objects* in the *System Administration Guide* for information about setting up, revising, and deleting media object queues.

After your media object queues are defined, you can set the processing options to access your company's online expense policies and procedures from the Expense Entry program.

## Setting Up and Revising Group Profiles

You set up group profiles to identify employees that have the same general and reimbursement criteria.

General criteria include:

- Whether expense reports must be approved
- Whether travel advances are allowed
- Which policy you want associated with the group
- Which exchange rate table you want to use for multicurrency expenses

Reimbursement criteria include:

- The method by which group members should be reimbursed
- Currency reimbursement information

---

### Note

The reimbursement criteria can be overridden in the employee's profile on an exception basis. If the employee profile does not contain override reimbursement information, the system uses the information from the group profile.

---

You assign employees to a group profile when you set up their employee profiles. All of the employees assigned to a group profile must share the same general and reimbursement criteria. For example, your company might have five senior managers who travel frequently. Four of the managers travel within the United States and have the same expenditure limits, but the other manager travels to Japan and has different expenditure limits. You assign the manager that travels to Japan to a different group profile.

The system stores group profiles in the Expense Report Group Profiles table (F20104).

## Before You Begin

- ❑ Ensure that your policies and audit rules are set up.
- ❑ If employees incur expenses in multiple currencies, ensure that exchange rates and exchange rate identifiers are set up.

### ► To set up group profiles

---

From the System Setup menu (G09E41), choose Group Profile Entry.

1. On Work With Group Profiles, click Add.

The screenshot shows the PeopleSoft 'Define Group Profile' form. At the top, the 'PeopleSoft' logo is on the left, and navigation icons for Portal, WAFM, Intranet, and Training are on the right. Below the logo, a 'Select Workspace' dropdown menu is set to 'Active Foundation'. The main header area includes 'Active Foundation', 'Personalize', 'Change Role', and 'Sign Out' buttons. The form title is 'Define Group Profile'. Below the title is a toolbar with 'OK', 'Cancel', and 'Tools' buttons. The form contains several input fields: 'Group' (text box with 'CORP'), 'Description' (text box with 'US Corporate Group'), 'Policy Name' (text box with 'DEMO'), 'Sample Policy' (text box with 'American Express Exchange Rate'), and 'Exchange Rate Identifier' (text box with 'AE'). There are also radio buttons for 'Approval Required', 'Approval by Exception', and 'Approval Not Required' (which is selected), and a checkbox for 'Use Travel Advance'.

2. On Define Group Profile, complete the following fields to identify the profile:
  - Group
  - Description
3. On the General tab, complete the following fields:
  - Policy Name  
Specify the policy that you want to associate with the group of employees.
  - Exchange Rate Identifier  
This field appears only when multicurrency is activated in the General Accounting Constants.

4. Turn on the following options if applicable:
  - Approval Required
  - Use Travel Advance  
Use this option only if you do *not* process travel advances through the Accounts Payable or Payroll systems.
5. Click the Reimbursement tab and complete the following fields:
  - Reimbursement Method
  - Reimbursement CurrencyYou can override the values for these fields in the employee profile if necessary.
6. Click OK.

► **To revise a group profile**

---

*From the System Setup menu (G09E41), choose Group Profile Entry.*

1. On Work With Group Profiles, click Find to display all group profiles, or complete the following field to locate a specific profile and then click Find:
  - Group
2. Choose the group and click Select.
3. On Define Group Profile, revise any of the fields on the form and click OK.

---

**Caution**

Verify that the group profile still applies to all of the employees using it after the revision. You might need to assign employees to another group or set up an additional group profile. See *Setting Up Employee Profiles* for information about assigning an employee to a different group.

---

## Employee Profiles

Every employee that uses the Expense Management system must have an employee profile. Employee profiles define how employees' expenses will be processed and reimbursed.

Employee profiles retrieve employee information such as addresses, phone numbers, and other pertinent information from an employee's address book record; therefore, you must set up an address book record for each employee.

Additionally, employees who are reimbursed through the Payroll system must have an employee master record, and employees who are reimbursed through the Accounts Payable system must have a supplier record.

You can either set up the employee profile manually using the Employee Profile Entry program (P20103) or run the Employee Batch Creation program (R09E121) to create the profiles automatically.

The system stores employee profiles in the Employee Profile Definition table (F20103).

### See Also

- ❑ *Creating and Updating Address Book Records* in the *Address Book Guide* for information about setting up address book records
- ❑ *Entering Supplier Records* in the *Accounts Payable Guide* for information about setting up supplier records

### Before You Begin

- ❑ Set up an address book record for each employee who will use the Expense Management system. You must set up the employee's address book record with a search type of E, and you must set the option for the Payables Y/N/M field to Y (under the Additional tab) or the employee will not be eligible for reimbursements.
- ❑ Set up an address book record for each credit card company that you will reimburse directly for employee expenses.
- ❑ Set up a supplier record for each employee that will be reimbursed from the Accounts Payable system.
- ❑ Set up a supplier record for each credit card company that you will reimburse directly for employee expenses.

## Creating Employee Profiles Automatically

*From the Periodic Processing menu (G09E20), choose Employee Profile Batch Creation.*

If you already have address book and employee master records, you can run the Employee Batch Creation program (R09E121) to create the employee profiles for you. You create employee profiles for a specific group profile, business unit, reimbursement method, and reimbursement currency. You use the processing options to define these parameters, and then you use data selection to specify which employees you want to select for those parameters. You can either set up additional versions to run the program with different parameters or change the parameters of the existing version. Depending on the number of group profiles and currency codes that you use, you might have to run the program several times.

When you create employee profiles automatically, you must enter credit card information separately.

## Processing Options for Employee Batch Creation (R09E121)

### Defaults Tab

These processing options specify default values for the system to use when it creates employee profile records.

---

### 1. Group Profile

Use this processing option to specify the group profile that the system uses when it creates Employee Profile records. The group profile that you specify must exist in the Expense Report Group Profiles table (F20104).

---

---

## 2. Reimbursement Method

Use this processing option to specify the reimbursement method that the system assigns when it creates Employee Profile records. If you leave this processing option blank, the system uses the reimbursement method that is set up in the group profile. Valid values are:

1

The employee is reimbursed through the Accounts Payable system.

2

The employee's credit card company is reimbursed through the Accounts Payable System.

3

The employee and the employee's credit card company are reimbursed through the Accounts Payable system.

4

The employee is reimbursed through the Payroll system.

5

The employee is reimbursed through the Payroll system, and the employee's credit card company is reimbursed through the Accounts Payable system.

## 3. Reimbursement Currency

Use this processing option to specify the reimbursement currency that the system uses when it creates the Employee Profile. If you leave this field blank, the system uses the reimbursement currency that is set up in the group profile.

---

## Manager ID Tab

These processing options specify whether the system retrieves the manager ID in the employee profile from the Supervisor field in the Employee Master Information table (F060116) or uses a value that you specify.

---

### 1. Validate Employee Master Manager ID (F060116).

Use this processing option to specify whether the system assigns the Manager ID for the employee profile from Employee Master Information table (F060116), or uses the value specified in the following processing option (Employee Profile Manager ID). Valid values are:

Blank

Use the value specified in the following processing option for the Manager ID.

1

Retrieve the value from the Supervisor field in the Employee Master Information table (F060116). The system automatically updates the employee profile if the value of the Supervisor changes in the employee record. If the Supervisor field is blank or contains an invalid value, the system does not create an employee profile. In addition, the system generates an error that appears on the exception report.

### 2. Optional default value for Employee Profile Manager ID (F20103).

Use this processing option to specify the address book number that the system assigns for the Manager ID when it creates the employee profile. If you leave this processing option blank, as well as the previous processing option (Employee Master Manager ID), the system creates the employee profile record without a manager ID. You must update the appropriate field manually before the employee can enter an expense report.

---

## Source Tables Tab

This processing option specifies whether the system retrieves the value for the source business unit from the Address Book Master table (F0101), the Employee Master Information table (F060116), or the Supplier Master table (F0401).

---

### 1. Home Business Unit Source

**0 = Address Book Master (F0101) <default>**

**1 = Employee Master (F060116)**

---



---

## 2 = Supplier Master (F0401)

Use this processing option to specify whether the system assigns the value for the Home Business Unit for the employee profile record based on information from the Address Book Master table (F0101), the Employee Master Information table (F060116), or from the Supplier Master table (F0401). The system uses the business unit in the employee profile as the Charge To business unit in the Expense Entry program (P09E2011). Valid values are:

Blank or 0

Use the business unit from the employee's address book record.

1

Use the business unit from the employee record.

2

Use the business unit from the employee's supplier record. The system retrieves the business unit from the Default Expense Account field on the G/L Distribution tab of the Supplier Master Revision form. If a default expense account is not set up, the system used the business unit from the employee's address book record.

---

## Setting Up and Revising Employee Profiles

When you set up an employee profile manually, you can enter the employee's credit card information. You include credit card information when you want the company to reimburse the employee's credit card directly. The system stores credit card information in the Credit Card Information table (F0075).

Additionally, you can authorize the employee to review, enter, and submit expense reports for coworkers. You use an organizational structure to set up a hierarchical relationship between the employee who is authorized to review and enter expense reports for coworkers and the coworkers involved.

---

### Note

You cannot authorize more than one person to review or enter expenses for another. For example, if you authorize Mary Smith to review the expense reports for Bill Jones, you cannot additionally authorize Jane Miller to review expense reports for Bill Jones.

---

► **To set up employee profiles**

From the System Setup menu (G09E41), choose Employee Profile Entry.

1. On Work With Employee Profiles, click Add.

2. On Employee Profile Revisions, enter the employee's address book number in the following field:

- Employee ID

3. Complete the following fields:

- Employee Reference Number
- Manager ID

Depending on the setting of a processing option, the system might update this field automatically. Otherwise, enter the address book number of the employee's manager.

Unless you specify an override manager in the Expense Reimbursement Routing Rules program (P09E119), the person identified in this field must approve expense reports for this employee, if approval is required.

- Group Profile

4. Turn on the following option if necessary:
  - Monitor Employee
 

If you turn on this option, every expense report submitted by this employee will be audited, regardless of the audit rules established for the policy.
5. To grant authority for the employee to review, enter, or submit expense reports for coworkers, turn on the following option:
  - Multiple Employee Authority
6. To set up the relationship between the employees, choose Authority Setup from the Form menu.

PeopleSoft. Portal WWW Intranet Training

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Address Parent/Child Revisions

OK Delete Cancel Form Tools

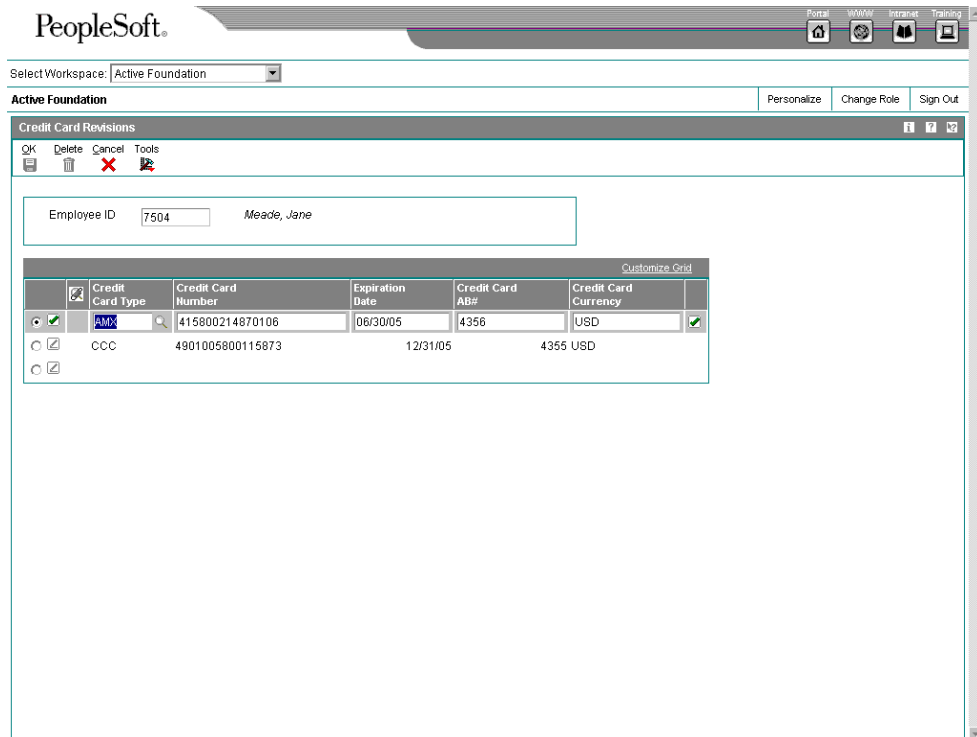
Parent Number: 7604 Meade, Jane  First Response  
 Structure Type: ERS Expense Report Security  Higher Level Override  
 Associated Data Item:   Authorization Required

	Group	Address Number	Alpha Name	Threshold Value	Escalation Hours	Escalation Minutes	Remark	Begin Eff Date
<input checked="" type="checkbox"/>	1.00	2479	Ellis, Jody A.	0.00				
<input type="checkbox"/>	2.00	5127	Ebby, Chester	0.00				
<input type="checkbox"/>	3.00	6002	Abbott, Dominique	0.00				
<input type="checkbox"/>	4.00							

7. On Address Parent/Child Revisions, complete the following field for each coworker for whom the employee can enter, review, and submit expense reports:
  - Address Number
8. If you want the authority you grant limited to a specific time period, complete the following additional fields, and then click OK:
  - Begin Eff Date
  - End Eff Date
9. On Employee Profile Revisions, to override information that is set up in the group profile, click the Group Overrides tab and complete the following fields:

- Reimbursement Currency
- Reimbursement Method
- Approval

10. To reimburse expenses directly to a credit card company, choose Credit Cards from the Form menu to set up credit card information. Otherwise, click OK to complete the employee profile setup.



11. On Credit Card Revisions, complete the following fields and click OK:

- Credit Card Type
- Credit Card Number
- Expiration Date
- Credit Card AB#
- Credit Card Currency

12. On Employee Profile Revisions, click OK.

## Related Information

<b>Home Business Unit</b>	You use a processing option to specify the table from which the system retrieves the business unit, which is displayed in the Source Business Unit field.
<b>Source Business Unit</b>	The system retrieves the value for this field from the table identified by the Home Business Unit option. If you change the value of the business unit in the source table (identified by the Home Business Unit option), the system automatically displays the new value. To eliminate dual maintenance, the system does <i>not</i> store the business unit in the Employee Profile Definition table (F20103).

### ► To revise employee profiles

---

*From the System Setup menu (G09E41), choose Employee Profile Entry.*

1. On Work With Employee Profiles, enter the employee's address book number in the following field and click Find:
  - Employee ID
2. To delete the employee profile, choose the employee profile record and click Delete.
3. To revise the employee profile, choose the employee profile record and click Select.
4. On Employee Profile Revisions, change any of the available fields and click OK.
5. To change credit card information, choose Credit Cards from the Form menu.
6. On Credit Card Revisions, change any of the information and click OK.
7. On Credit Card Revisions, to delete credit card information, choose the credit card and click Delete.

---

#### **Note**

You can also revise and delete credit card information by choosing Employee Credit Cards from the System Setup menu (G09E41). See the task *To revise credit card information*.

---

### ► To revise credit card information

---

*From the System Setup menu (G09E41), choose Employee Credit Cards.*

1. On Work With Credit Cards, click Find to display credit card information for all employees, or complete the following fields to limit your search and click Find:
  - Employee ID
  - Payment Method
  - Credit Card Number
2. Choose the credit card record and click Select to revise it.

You can revise information for all credit cards from any credit card record that exists for the employee.

3. On Credit Card Revisions, revise the information in any of the fields.
4. To add new credit card information, complete the fields in the detail area. See the task *To set up employee profiles* for more information.
5. To delete credit card information, choose the credit card record and click Delete.
6. Click OK.

---

**Note**

You can also revise credit card information by choosing Credit Cards from the Form menu on the Employee Profile Revisions form. See the task *To revise employee profiles*.

---

## Processing Options for Employee Profile Entry (P20103)

### Defaults Tab

This processing option specifies whether the system retrieves the value for the source business unit from the Address Book Master table (F0101), the Employee Master Information table (F060116), or the Supplier Master table (F0401).

---

### Linked Information Not Found

Use this processing option to specify whether the system assigns the value for the Home Business Unit for the employee profile record based on information from the Address Book Master table (F0101), the Employee Master Information table (F060116), or from the Supplier Master table (F0401). The system uses the business unit in the employee profile as the Charge To business unit in the Expense Entry program (P09E2011). Valid values are:

Blank or 0

Use the business unit from the employee's address book record.

1

Use the business unit from the employee record.

2

Use the business unit from the employee's supplier record. The system retrieves the business unit from the Default Expense Account field on the G/L Distribution tab of the Supplier Master Revision form. If a default expense account is not set up, the system used the business unit from the employee's address book record.

---

## Currency Tab

This processing option specifies whether currency information in the Supplier Master table (F0401) is updated. The Supplier Master table is maintained by the Address Book system.

---

### 1. Use Manager ID from Employee Master

**Blank = Require Entry of Employee Profile Manager ID (F20103)**

**1 = Default Supervisor ID from Employee Master (F060116)**

Use this processing option to specify whether the system updates the Default Code (CRRP) and A/B Amount Code (CRCA) fields in the Supplier Master table (F0401) with the value specified in the Reimbursement Currency field (REIMCRCY) in the employee or group profile. Valid values are:

Blank

Do not update currency fields in the Supplier Master record.

1

Update the currency fields in the Supplier Master record.

---

## Manager Tab

This processing option specifies whether you want to manually specify the value for the Manager ID field for the employee profile or use the value in the Supervisor field from the employee's record in the Employee Master Information table (F060116).

---

### Linked Information Not Found

Use this processing option to specify whether the system retrieves the value for the manager ID from the Supervisor field in the Employee Master Information table (F060116) or whether you must enter the value manually. Valid values are:

Blank

The manager ID must be entered manually.

1

The system retrieves the value for the manager ID from the Supervisor field in the Employee Master Information table (F06116). If the value of the supervisor changes, the system automatically displays the new value on the Employee Profile. This option eliminates the need to perform dual maintenance for this field.

---

## Specifying a Proxy To Enter Expense Reports

Depending on your company's policy, you might want to allow a second person, such as an administrative assistant, to enter expense reports for an employee. The Expense Management system allows you to set up authority for a second person to enter, review, and submit expense reports for reimbursement for another employee.

You use the Employee Maintenance program (P09E103) to specify who has authority to act on behalf of an employee with respect to expense reimbursement. When you specify a proxy, the system updates the parent/child relationship in the Address Organization Structure Master table (F0150)

---

### Note

The system automatically updates this program with a proxy if the employee is set up as a child on the Address Parent/Child Revisions form. See the task *To set up employee profiles* for more information.

---

### Before You Begin

- Verify that the Multiple Authority option is turned on in the employee profile.

### ► To specify a proxy to enter expense reports

---

*From the System Setup menu (G09E41), choose Employee Maintenance.*

On Employee Maintenance for *Employee Name* (where *Employee Name* is the name of the person accessing the form), complete the following field and click OK:

- Designee

The system updates this field automatically if a parent was previously specified as the proxy for the employee on the Address Book Parent/Child Revisions form.

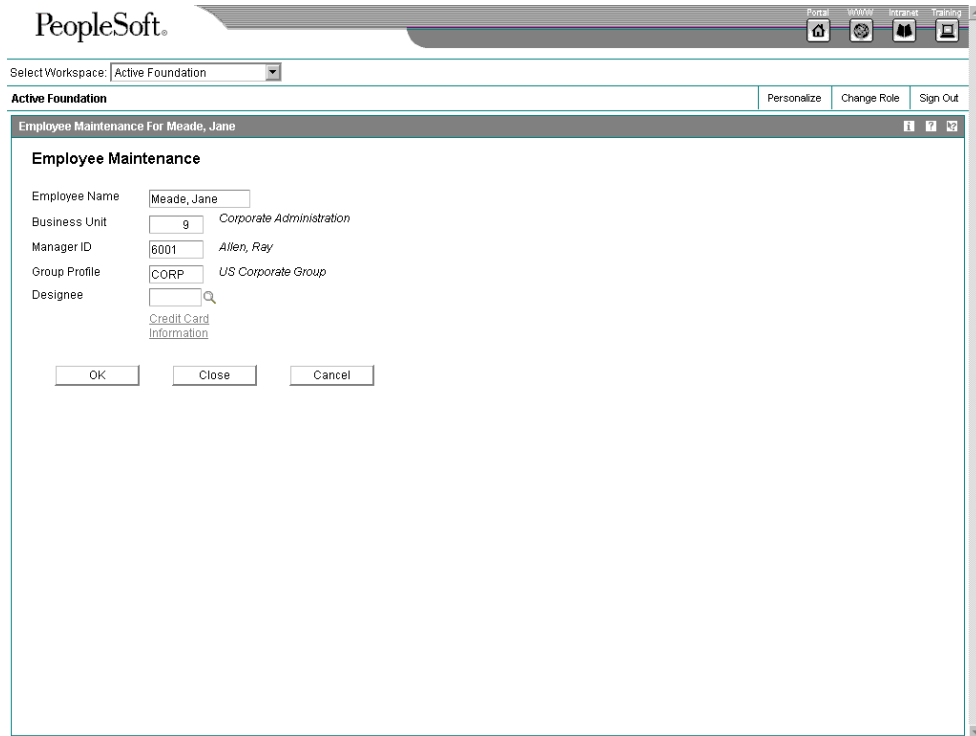
---

### Note

The system displays the values for all of the other fields that appear on the form based on the employee profile.

---





## Setting Up Credit Card Security

If you are concerned about securing credit card information for your employees, J.D. Edwards recommends the following security protocol:

- Set up table security on the following tables, which are the only tables that contain credit card information:
  - The Credit Card Information table (F0075)
  - The EDI Payment Order Remittance Advice – Outbound table (F47057) if you process payments using EDI.

Table security prevents access to credit card information for all users.

- Set up exclusive application security for each table for the following programs:

Secured Table	Exclusive Application Security	Reason for Access
Credit Card Information (F0075)	P09E122 – Employee Credit Cards	To give users access to their own credit card information
	P09E2011 – Expense Entry	To give the system access to retrieve the credit card address book number
	R47057 – Copy to Outbound EDI Files	To retrieve the credit card number to process the payment using EDI
EDI Payment Order Remittance Advice– Outbound (F47057)	R47057 – Copy to Outbound EDI Files	To write the credit card number to the F47057 table

Exclusive application security allows the programs that are necessary for processing reimbursements and EDI payments to have access to the necessary tables.

**See Also**

- ❑ *Working with Security Workbench in the System Administration Guide*
- ❑ *Understanding Signon Security in the System Administration Guide*

## Daily

### Entering Expense Reports

---

To request reimbursement for work-related expenses such as business trips, relocation expenses, or tuition, you must enter and submit an expense report. The reimbursement might be processed as a payment to you or as an automatic deposit, or it might appear as a payment on your credit card.

You can either enter the expense report by entering every expense individually or copy an existing expense report and modify the expense details.

You enter expenses as individual items by receipt, and specify each expense by using expense categories. The expense categories from which you can choose are set up in the policy by expense report type. For example, a business travel policy would have different expense categories than a relocation policy. If you have a receipt for the individual expense, you choose the corresponding expense category, for example, airfare. If you have one receipt for several expenses, you must choose a summary receipt option and then enter each expense on the receipt. For example, if you stay in a hotel for several days and charge meals, parking, and laundry to your room during your stay, you must choose the summary option, and then enter receipt details for each expense category separately.

When you are entering expenses, you might be prompted to enter additional information about the expense, depending on the expense category you have selected and how your policy is set up. For example, expense categories such as airfare or car rental will require you to add a comment if they were set up for a preferred supplier and you did not use one.

While entering expense information, you must also specify whether the expense will be charged to one business unit or multiple business units, or whether it is nonreimbursable. If you split an expense among multiple business units, you are prompted to enter allocation information on a separate form.

You can review your expense report for errors before submitting it. You can also review the expense report totals, verify the amounts that you or the credit card company will be reimbursed, and print the report for your records.

After you enter your expense report, you can add electronic attachments, such as comments or memos, to your expense report.

### Using the Travel Advance Feature

A travel advance option is available in the group profile. Before you activate this feature, be sure that you understand how it works in relation to other J.D. Edwards systems.

J.D. Edwards allows you to process travel advances from the following systems:

- Payroll – using interim checks
- Accounts Payable – using prepayment vouchers

If you use either of these systems to produce a travel advance, you do not complete the Travel Advance field when you use the Expense Management system. You enter your expenses as usual and process a voucher or time card for the full amount of the expense report. When the system produces a payment, it subtracts the amount of the travel advance and produces a payment for the difference.

For example, if you receive a travel advance processed through the Accounts Payable system for 500, the system generates two vouchers: one for 500 and one for – 500. The system processes the voucher for 500 and produces a payment for the advance. The negative voucher remains outstanding in the Accounts Payable system. If the total amount of expenses incurred is 1200, you enter an expense report for the total amount. When the system processes the expense report, it produces a voucher for 1200. When you process the payment, the system includes the voucher for – 500 and produces a reimbursement payment for the net amount, 700.

If you do not process travel advances from the Accounts Payable or Payroll systems—for example, you receive the advance from petty cash or the payment is handwritten—then you enter the amount of advance in the Travel Advance field on the expense report. If you are reimbursed through the Accounts Payable system, the system produces two vouchers: a voucher for the total amount of the expense report and a negative voucher for the amount of the travel advance. When you process the payment, the two vouchers net together to produce a payment for the difference.

---

**Note**

You cannot use the travel advance feature if you are reimbursed through the Payroll system. The system cannot produce a negative time card entry.

---

If the amount of the expense report is less than the amount of the travel advance, you can process the payment received from the employee through the Accounts Receivable system using the Credit Reimbursement program. This program creates a voucher in the Accounts Payable system that can be applied against the outstanding negative voucher to close records and create the proper journal entries. See *Credit Reimbursements* in the *Accounts Receivable Guide* for more information.

---

**► To enter an expense report**

---

*From the Daily Processing menu (G09E10), choose Expense Entry.*

1. On View Expense Report Information, to enter a report, click Add New Report on the Simple Search tab.

If a processing option is set appropriately, you can access your company's reimbursement policy at any time by clicking the page icon under the expense report status displayed in the upper right-hand corner of the Edit Expense Report Information form.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Expense Report By Meade, Jane

Row Tools

### Edit Expense Report Information

Currency  Single  Multiple

Employee ID: 7504 Meade, Jane

Expense Report Type: Travel and Entertainment

Expense Report End Date: 03/03/03

Expense Report Description: Entor Training

Default Business Purpose: Training

Report No.: 125

Expense Report Status: PENDING COMPLETION

Add Expense Get CC Expense

Total: 897.30 USD Reimburse Employee: USD Reimburse Credit Card: 897.30 USD

Expense Category	Description	Date	Expense Location	Payment Method	Charge To Type	Business Unit
<input checked="" type="checkbox"/> AIR	Airfare Expense	03/09/03	United States	AMX	BU	9
<input checked="" type="checkbox"/> CAR	Car Rental	03/19/03	United States	AMX	BU	9
<input checked="" type="checkbox"/> MLS	Meals	03/20/03	United States	AMX	BU	9
<input checked="" type="checkbox"/> AUTO	Parking and Fuel Expenses	03/21/03	United States	AMX	BU	9
<input checked="" type="checkbox"/> AUTO	Parking and Fuel Expenses	03/21/03	United States	AMX	BU	9
<input checked="" type="checkbox"/> HTL	Hotel Expense	03/21/03	United States	AMX	BU	9

2. On Edit Expense Report Information, click the appropriate currency option:

- Single
- Multiple

Click this option only if you incurred expenses in a currency other than the one in which you will be reimbursed.

3. Complete the following fields:

- Employee ID

The system completes this field with the address book number of the person who is signed on to the system. If you have authority to enter expense reports for other people, enter the address book number of the person for whom you are submitting expenses.

- Expense Report Type
- Expense Report End Date
- Expense Report Description
- Business Purpose

When you add a business purpose, the system stores it. The system stores up to 10 business purposes per user. You can either enter a new business purpose or

choose one that you entered previously. If you enter more than 10 business purposes, the system deletes the business purpose that was least used and stores the new one that you enter.

- Report No.

A processing option for this program specifies whether you can assign the expense report number or the system assigns it from the Next Number Revisions program (P0002).

- Advance

The system displays this field only when you turn on the Use Travel Advance option in the group profile. Do not complete this field if the travel advance was processed from the Accounts Payable or Payroll system. See *Using the Travel Advance Feature*.

4. To add expense details, click Add Expense.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Expense Report By Meade, Jane

Edit Expense Detail Information View Policy

Detail Additional

Single Item Summary Receipt

Single Expense Item

Expense Category AIR

Expense Date 03/09/03

Charge To Type Business Unit

Business Unit 9 Corporate Administration

Expense Location United States

Payment Method American Express

Rate 464.670

Quantity 1.00

Expense Amount 464.67 USD Exchange Rate 1.0000000

Reimbursable Amount 464.67 USD

Receipt Label 1

Cumulative Total

Expense Total 897.30 Total To Employee Total To Credit Card 897.30

Add New Save Save and Close Cancel

5. On Edit Expense Detail Information, complete one of the following options:

- Single Item

Use this option if the receipt applies to one expense category only.

- Summary Receipt

Use this option if the receipt applies to more than one expense category.

6. If you clicked the Summary Receipt option, complete the following additional field that the system displays:

- Receipt Total

7. Complete the following fields to record the expense:

- Expense Category
- Expense Date
- Charge To Type

If you specify a split business unit, the system applies the policy rules to all business units specified regardless of whether the business units are billable. Similarly, if you specify nonreimbursable, the system ignores all policy rules.

- Business Unit

Enter the business unit to which you are charging the expense. If you entered a single business unit in the Charge To Type field, the system completes this field with the business unit entered in the employee profile.

- Expense Location

You must specify a location for this field. You cannot use None.

- Payment Method

If you are entering a summary expense, if the expense is nonreimbursable, or if the expense should be charged to multiple business units, you will not be able to complete this field.

The system displays an additional field that you use to enter the currency code only when you turn on the Multiple option on the Edit Expense Report Information form.

- Rate

Depending on your policy setup, the system might display the rate for you, and you might be able to override the value.

- Quantity

If you complete the Rate and Expense Amount fields, the system calculates and displays the quantity for you.

- Expense Amount

This amount should correspond to the amount on the receipt.

If you use the Rate and Quantity fields, the system calculates the expense amount for you.

The system completes the following fields:

- Exchange Rate

The system displays this field only when you choose the Multiple option on the Edit Expense Report Information form.

The system uses the exchange rate that is set up in the Currency Exchange Rates table (F0015). The processing options for this program specify whether you can override the exchange rate.

- Reimbursable Amount

- Receipt Label

If the policy requires a receipt for the expense specified or if the expense amount is greater than the required minimum defined by the policy, the system completes this field with the line number of the expense to identify the physical receipt. The system restarts the receipt-label number sequence for each expense report that you enter.

8. Click the Additional tab and complete the additional fields.

The screenshot shows the PeopleSoft interface for editing an expense report. The top navigation bar includes the PeopleSoft logo, a 'Select Workspace' dropdown set to 'Active Foundation', and utility links for 'Personalize', 'Change Role', and 'Sign Out'. The main window title is 'Expense Report By Meade, Jane'. The 'Edit Expense Detail Information' section is active, with a 'View Policy' link. The 'Additional' tab is selected, displaying a form for 'AIRFARE EXPENSE'. The form fields are: Airline (UAL), Additional Comments (empty), Airline Ticket Number (01672367236809), Airline Ticket Status (FUL), Subledger (empty), and Subledger Type (checkbox). At the bottom of the form are buttons for 'Add New', 'Save', 'Save and Close', and 'Cancel'.

The system displays the fields defined for the expense category if expense category attributes were set up. The system displays different fields depending on the expense category.

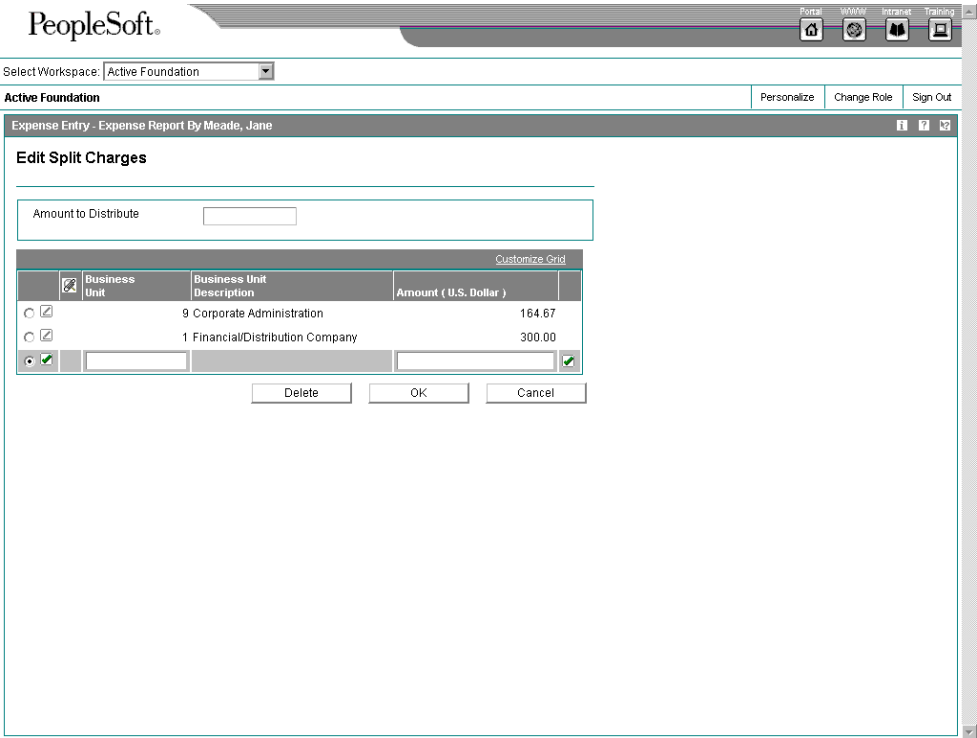


For example, if you are entering information about airfare expense, you might need to complete the following fields on the Enter Expense Detail form:

- Airline
- Airline Ticket Number
- Airline Ticket Status
- Subledger
- Subledger Type
- Additional Comments

9. Click OK.

If you specified that the expense amount should be split between multiple business units as indicated by the value in the Charge To Type field, the system displays the Split Charges form. Otherwise, proceed to step 12.



10. On Split Charges, complete the following fields for each business unit.

- Business Unit
- Expense Amount  
Enter the expense amount in the currency in which it was incurred.

---

**Note**

The system decreases the amount in the Amount to Distribute field as you distribute the expense.

---

11. Click OK.
12. On Edit Expense Detail Information, if you entered a summary receipt, click Add Item to Summary Receipt and continue entering expenses for the receipt until the amount is fully distributed. Otherwise, to add a new expense, click Add New and repeat steps 7 and 8.

---

**Note**

When you add expenses for a summary receipt, the total amount of the expenses must equal the amount that you entered in the Receipt Total field.

---

Depending on the policy rules, the system displays a warning or error message if an expense exceeds the allowable amount specified.

- If you receive an error message, you cannot continue entering expenses and must change the expense information.
  - If you receive a warning, you can continue entering expenses, but the system marks the expense with X (for exception) in the first column on the Edit Expense Report Information form, indicating that the expense is an exception. The number of exceptions on an expense report is one of the criteria that the system uses to determine whether an expense report will be audited.
13. Click Save and Close.
  14. On Edit Expense Report Information, click one of the following:
    - To save the report without submitting it, click Close. If your expense report is missing information, you cannot submit it.
    - To save the report and submit it for the next step of the process as defined in the expense routing rules, click Submit.

---

**Caution**

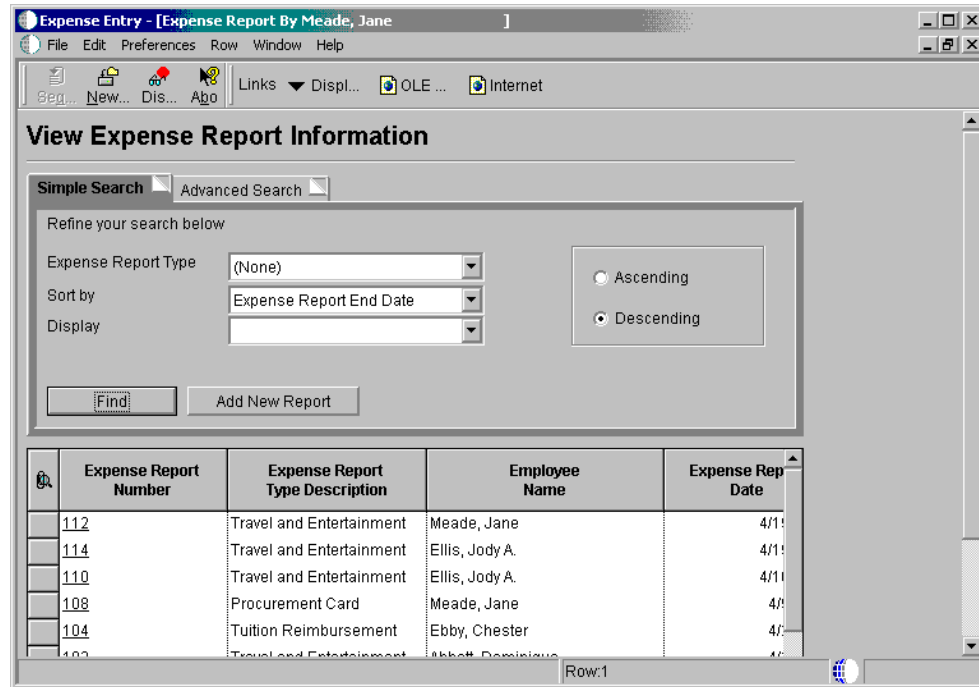
After you submit an expense report, you cannot revise it unless a manager or auditor rejects it during the reimbursement process.

---

15. Follow your company policy to process your receipts.

► **To locate an expense report**

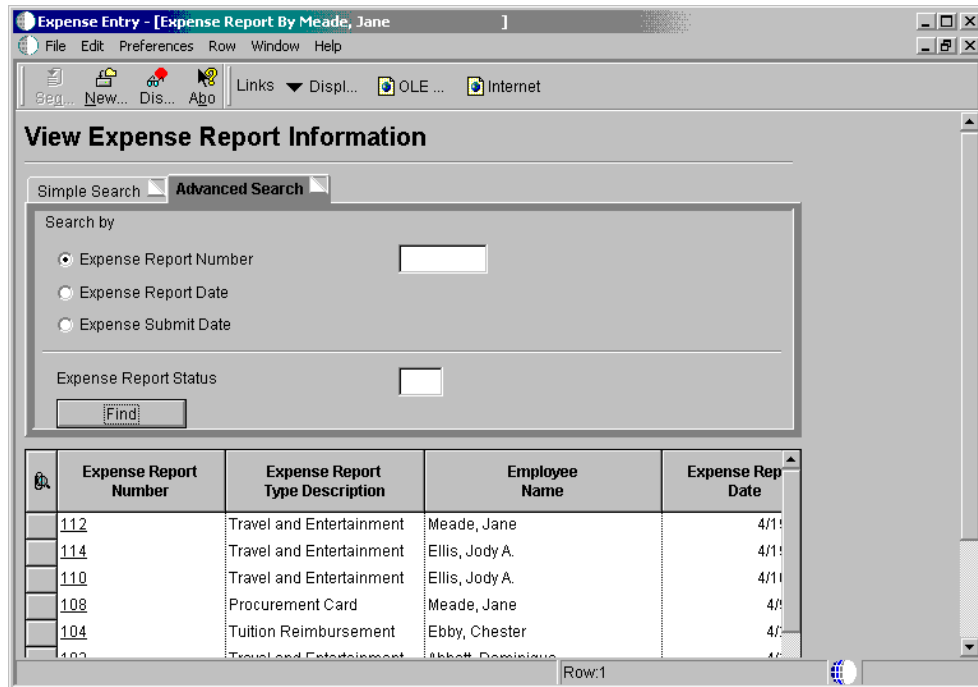
From the Daily Processing menu (G09E10), choose Expense Entry.



On View Expense Report Information, click Find to display all expense reports, or complete any of the following fields and options to limit your search criteria and click Find:

On the Simple Search tab:

- Expense Report Type
- Sort by  
Use the drop-down menu to choose a value.
- Display  
Use the drop-down menu to choose a value.
- Ascending
- Descending



On the Advanced Search tab, click one of the following options:

- Expense Report Number  
If you click this option, complete the Expense Report Number field.
- Expense Report Date  
If you click this option, complete the From and Thru fields to specify the date range.
- Expense Submit Date  
If you click this option, complete the From and Thru fields to specify the date range.

► **To add an attachment to an expense report or to an expense item**

After you enter your expense report, you can add electronic attachments to it. You can add the attachment to either the expense report or to an individual expense item. For example, you can attach an e-mail message to your expense report that provides pre-approval for a business trip.

*From the Daily Processing menu (G09E10), choose Expense Entry.*

1. On View Expense Report Information, follow the steps to locate an expense report.  
See the task *To locate an expense report*.
2. Choose the expense report.

3. To add an attachment to the expense report, choose Attachments from the Row menu and proceed to step 6.
4. To add an attachment to an expense item on the expense report, click the expense report number (the expense report number is underlined to indicate a link to the expense report).
5. On Edit Expense Report Information, choose the expense item, and then choose Attachments from the Row menu.
6. On Media Objects, choose New from the File menu, and then click the appropriate option:
  - Text
  - Image
  - OLE
  - Shortcut
  - URL/File
7. Add your attachment and choose Save & Exit from the File menu.

If you added the attachment to the expense report, the system displays a paper clip icon in the first column on the View Expense Report Information form to indicate that an electronic attachment exists for the expense report.

If you added the attachment to the expense item, the system displays a paper clip icon in the first column on the Edit Expense Report Information form to indicate that an electronic attachment exists for the expense item.

---

**Note**

The paper clip icon that appears on the header portion of the Edit Expense Report Information form allows you to access the attachment for the expense report. The icon appears regardless of whether an attachment exists.

---

---

**► To copy an expense report**

---

*From the Daily Processing menu (G09E10), choose Expense Entry.*

1. On View Expense Report Information, follow the steps to locate an expense report. See the task *To locate an expense report*.
2. Choose the expense report that you want to copy and click Copy.
3. On Copy Expense Report, click OK to copy the expense report.

The system assigns a new expense report number and displays the View Expense Report Information form.
4. On View Expense Report Information, click Find to display the new expense report.
5. To revise the new expense report, click the expense report number.
6. On Edit Expense Report Information, follow the steps to revise an expense report to add, delete, and modify expense items. See the task *To review and revise expense report information*.

## Processing Options for Expense Entry (P09E2011)

### Defaults Tab

These processing options specify default values for the currency mode, structure type, inquiry mode, and expense report numbering.

---

**Blank = Single currency mode.**

**1 = Multiple currency mode.**

Use this processing option to specify the default value for the currency options that appear on the Enter Expense Report form. You can override the value when you enter the expense report. Valid values are:

Blank

Single. The system activates the single currency option. All expenses must be entered in the reimbursement currency specified in the employee's profile.

1

Multicurrency. The system activates the multicurrency option. Expenses can be entered in any currency.

**Blank = Use 'ERS' for defining authority.**

**A specific organization structure type.**

Use this processing option to specify the structure type that you used if you activated the option for Multiple Employee Authority in the employee's profile and set up address book numbers on the Address Parent/Child Revisions form. If you leave this processing option blank, the system uses the default structure type ERS.

Note: If you leave this processing option blank and you set up parent/child relationships for another structure type, the system will not recognize that you have authority to review and submit expense reports for other employees.

**Blank = Display all expense reports**

**1 = Display expense reports to approve**

**2 = Display employee's expense reports**

**3 = Display all expense reports and hide radio buttons**

---

---

Use this processing option to specify which option the system uses to display expense reports on the View Expense Report Information form. Valid values are:

Blank

Display all expense reports that you are allowed to view.

1

Display all expense reports that require your approval.

2

Display only your expense reports.

3

Display all expense reports that you are allowed to view and hide the Display field on the form

**Blank = Number assigned manually.**

**1 = Next numbers will assign it.**

Use this processing option to specify whether you want to assign the expense report number manually or have the system assign it from the Next Number Revisions program (P0002). Valid values are:

Blank

You assign the report number manually.

1

The system assigns the report number

---

### **Dates Tab**

These processing options establish time limits for entering expense reports and for reporting individual expenses. The Expense Report End Date field and the Expense Date field are independent fields within the Expense Management system. Time limits are based on the system date. For example, if you enter a time limit of 60, the valid time limit for entering expenses is 60 days prior to the current system date. If the expense date is 61 or more days

prior to the current system date, the system displays an invalid date error at the time you enter the expense information.

---

Blank = Report dates for today only.

A specific number of days prior to today.

Use this processing option to specify the number of days prior to the system date that you can enter in the Expense Report End Date field on the expense report. For example, if you specify 60 and the system date is 6/30/05, you can enter any date between 4/02/05 and 6/30/05.

If you leave this processing option blank, you must use the system date as the expense report end date.

Blank = Expense dates for today only.

A specific number of days prior to today.

Use this processing option to specify the number of days prior to the system date that you can enter in the Date field for the expense item. For example, if you specify 90 and the system date is 6/30/05, you can enter any date between 4/02/05 and 6/30/05.

If you leave this processing option blank, you must use the system date as the date for each expense item.

---

### **Exchange Rate Tab**

These processing options allow you to override the default exchange rate and to identify the percentage amount that the override can deviate from the amount in the Currency Exchange Rates table (F0015). Use these processing options only when you have multicurrency expense reports.

---

**Blank = Do not allow overrides.**

**1 = Allow user overrides.**

Use this processing option to allow overrides to the exchange rate that the system retrieves from the Currency Exchange Rates table (F0015). The system uses the exchange rate identifier that is assigned to the group profile, in conjunction with the date on the expense report, to determine which exchange rate to retrieve. Valid values are:

Blank

Do not allow overrides to the exchange rate.

---



---

1

Allow overrides to the exchange rate

**Zero = Allow unlimited overrides.**

**A specific percent tolerance limit.**

If exchange rate overrides are allowed, use this processing option to specify the limits, expressed as a percentage, that the override exchange rate can vary from the exchange rate that the system retrieves from the Currency Exchange Rates table (F0015). Enter a number that specifies a percent tolerance limit. For example, if you enter 5 in this field, you can enter an exchange rate that is plus or minus 5 percent of the value retrieved by the system from the Currency Exchange Rates table (F0015). Enter 0 to allow unlimited variance to the exchange rate retrieved

---

### **Policy Tab**

These processing options specify whether your company's policies and procedures can be accessed online. The Media Object Queue name and path must be set up in P98MOQUE so that OneWorld can locate the policy document.

---

**Blank = Do not display policy document.**

**A specific media object queue name.**

Use this processing option to specify the queue where the media object for your company's reimbursement policies and procedures reside so that they can be viewed from the Edit Expense Report Information form. If you leave this processing option blank, you cannot review policies and procedures online.

Note: The Media Object Queue name and path must be set up in P98MOQUE so that OneWorld can locate the policy document.

**Blank = Use the default page.**

**A specific HTML page name.**

If you specified that you want to view your company's policies online, use this processing option to override the default page that is specified for the media object queue. Specify the URL that you want the system to use to display the company's reimbursement policies and procedures. If you leave this processing option blank, the system will use the URL that is specified for the media queue

## Message Tab

This processing option specifies whether the system displays a message when you submit an expense report. The Media Object Queue name and path must be set up in P98MOQUE so that OneWorld can locate the message.

---

### **Blank = Do not display message** **Specify media object queue name**

Use this processing option to specify the queue where the media object for your company's reimbursement policies and procedures reside so that they can be viewed from the Edit Expense Report Information form. If you leave this processing option blank, you cannot review policies and procedures online.

Note: The Media Object Queue name and path must be set up in P98MOQUE so that OneWorld can locate the policy document.

---

## Time Entry Tab

These processing options specify whether the system displays a link that allows you to access the time entry application from the Expense Entry program, and which time entry application and version the system uses if access is allowed.

---

### **Blank = Do not allow access to Time Entry programs** **1 = Allow access to Time Entry programs**

Use this processing option to specify whether to display a link that allows users to access a time entry application. Valid values are:

Blank

Do not allow users to access the time entry applications.

1

Allow users to access the time entry applications.

### **Blank = By Individual** **1 = Speed Time Entry** **2 = Line Detail** **3 = Daily**

Use this processing option to specify the time entry application to display if you allow access to it. Valid values are:

---

---

Blank

By Individual

1

Speed Time Entry

2

Line Detail

3

Daily

**Blank = Default Version  
Specify Time Entry version**

Use this processing option to specify the version of the Time Entry application for the system to use to process. If you leave this processing option blank, the system uses version ZJDE0001.

---

**Auditor Tab**

This processing option specifies whether the auditor can modify an expense report that is at an Audit status.

---

**Blank = Do not allow auditor to modify**

**1 = Allow auditor to modify**

Use this processing option to specify whether an auditor can modify an expense report that is at an audit status. Valid values are:

Blank

Do not allow the auditor to modify an expense report.

1

Allow the auditor to modify an expense report that is at an audit status.

---

## Reviewing and Revising Expense Reports

---

After you enter your expense report, you can review the report for errors, provide any missing information, or revise it before submitting it. You can also delete expenses and add new expenses, if necessary, and you can review the expense report totals to verify the amount that you or the credit card company will be reimbursed.

After you submit the expense report, you can track its progress through the reimbursement process by reviewing the status that the system assigns to it.

### ► To review and revise expense report information

---

From the Daily Processing menu (G09E10), choose Expense Entry.

1. On View Expense Report Information, follow the steps to locate an expense report.  
See the task *To locate an expense report*.
2. To review the status of the expense report, choose the expense report and scroll to the right of the form to display Report Status field.  
When the reimbursement process is complete, the system will send you a workflow message or an e-mail notifying you that reimbursement processing is complete.
3. To review the expense report details, click the expense report number (the expense report number is underlined to indicate a link to the expense report).
4. On Edit Expense Report Information, review the report information.
5. To delete an expense, choose the expense item, and then click Delete.
6. To revise an expense, click the link on the expense category, represented by the underline.
7. On Edit Expense Detail Information, revise any of the fields on the Detail tab, if necessary.
8. To revise expense category attribute information, click the Additional tab and revise any of the fields.
9. To revise charges split among multiple business units, click the Split Charges link.
10. On Edit Split Charges, revise any fields and click OK.
11. On Edit Expense Detail Information, click Close.
12. On Edit Expense Report Information, to add a new expense, click Add Expense.
13. On Edit Expense Detail Information, follow the steps to enter a new expense.  
See the task *To enter an expense report*.
14. After you complete revising expenses, on Edit Expense Report Information, click one of the following:
  - To save the report without submitting it, click Close. If your expense report is missing information, you cannot submit it.
  - To save the report and submit it for the next step of the process as defined in the expense routing rules, click Submit.

---

**Caution**

After you submit an expense report, you cannot revise it unless a manager or auditor rejects it during the reimbursement process.

---

15. Follow your company policy to process your receipts.

**Related Information**

<b>Printing Expense Reports</b>	As an alternative to reviewing expense reports online, you can print an expense report by choosing it and then clicking the Print Report link.
<b>Deleting Expense Reports</b>	You can delete an expense report only when it is in a status 100 (Pending Completion) by choosing it and clicking Delete.

---

## Approving Expense Reports

---

If your company requires management approval of expense reports before reimbursement and if you are set up as the manager on the employee profile, you must review and approve expense reports before the employees can be reimbursed.

After an employee submits an expense report, the system sends you a notification message that an expense report requires your approval. You can either accept or reject the report. If you accept an expense report, the report status changes according to your expense report routing rules. If you reject an expense report, you must specify the reason that you are rejecting it, and the employee receives a notification that their expense report was rejected and that it must be modified and resubmitted. The expense report status changes from a Manager Approval Required status to Employee Review From Manager status.

► **To approve an expense report**

---

*Use one of the following navigations:*

*From the Workflow Management menu (G02), choose Employee Work Center.*

*From the Daily Processing menu (G09E10), choose Expense Entry.*

*From Outlook, choose the e-mail delivered by the Employee Work Center.*

---

**Note**

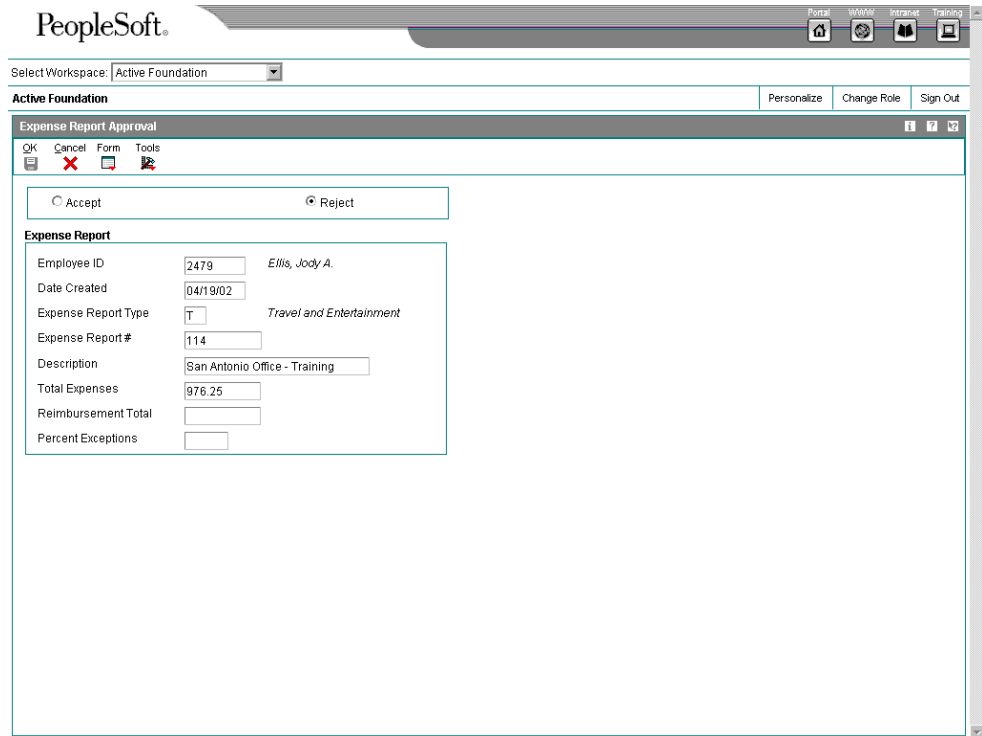
If you choose the first navigation, start with step 2.

If you choose the second navigation, start with step 1 and then skip to step 8.

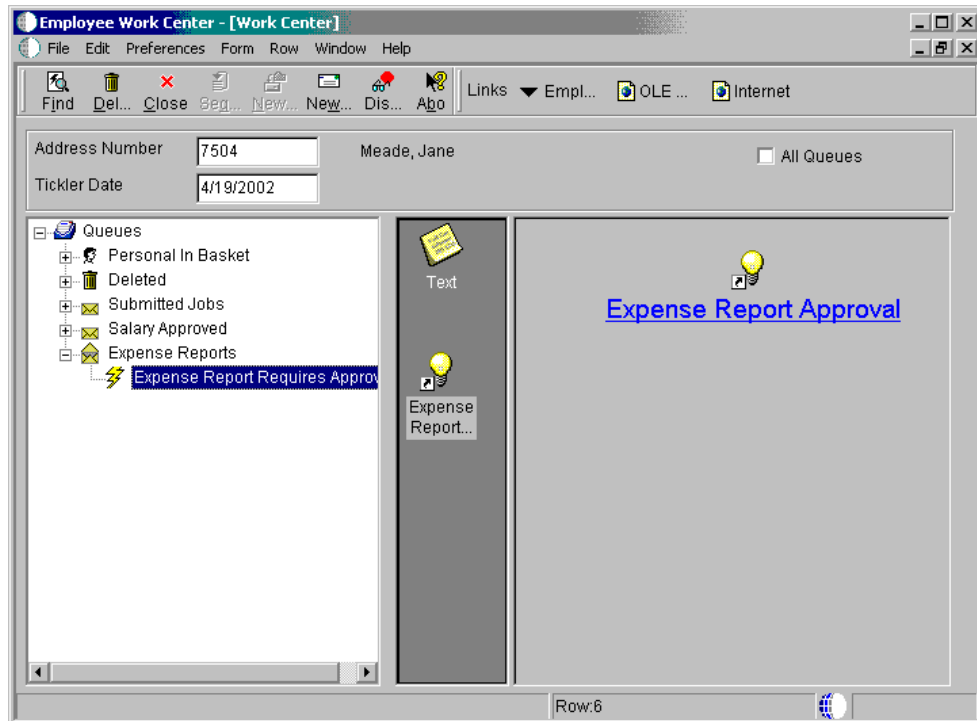
If you choose the third navigation, start with step 5.

---

1. On View Expense Report Information, enter 1 in the following field and click Find:
  - Display



2. On Work Center, click + on the Expense Report queue to display the expense reports awaiting your approval.
3. Choose the report and review the text that identifies the employee and the date that the report was submitted.
4. Click the Expense Report Approval icon in the center of the form.  
The Expense Report Approval shortcut appears on the right side of the form.



5. Click the Expense Report Approval shortcut.
6. On Expense Report Approval, review the expense report summary information.

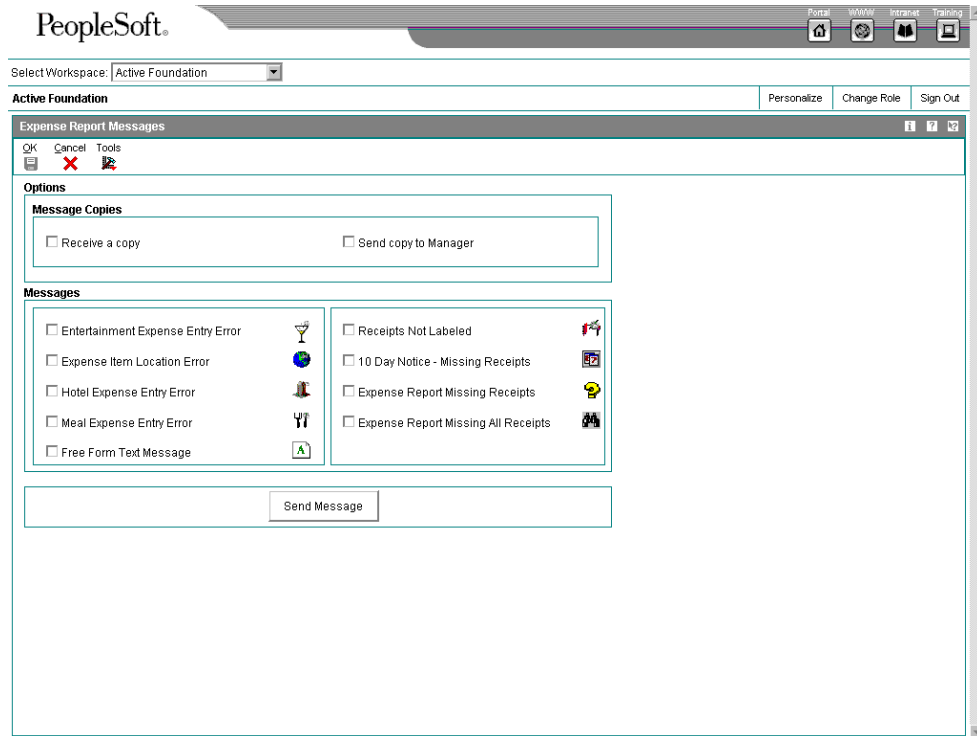
---

**Note**

If the report contains exceptions, the percentage of exceptions appears in the Percent Exceptions field. The number of exceptions on an expense report is one of the criteria the system uses to determine whether an expense report will be audited.

---

7. To view the expense report, choose Report Detail from the Form menu. You cannot change the information on the report. Click Cancel to exit the report.
8. On Expense Report Approval, click one of the following options:
  - To accept the report, click Accept and click OK.  
The system completes the Approved Date field on the expense report. This field is visible from the Auditor's Workbench program only. The system changes the report status according to your expense report routing rules.
  - To reject the report, click Reject and click OK.  
When you reject an expense report, you must provide a reason. The system displays the Expense Report Messages form for you to complete.



9. On Expense Report Messages, click the options that specify the reasons that you rejected the expense report. The system provides the following reasons:

- Entertainment Expense Entry Error
- Expense Report Missing Receipts
- Hotel Expense Entry Error
- Meal Expense Entry Error
- Expense Report Missing All Receipts
- Receipts Not Labeled
- 10 Day Notice – Missing Receipts
- Expense Item Location Error
- Free Form Text Message

10. Turn on the following options as necessary:

- Receive a copy
- Send copy to Manager

11. Click Send Message.

If you selected Free Form Text Message, the system displays a window for you to enter your rejection reason. Click OK when you complete your message.

12. Click Yes in the Confirmation window to reject the expense report.



The system changes the status of the expense report to Employee Review from Manager and sends the employee a notification message that the report must be revised and resubmitted for approval.

## Periodic

### Using the Auditor's Workbench

---

After expense reports have been submitted and, if necessary, approved, they might need to be reviewed by an auditor. You specify the audit process by setting the processing options for Auditor's Workbench (P09E115). You use the Auditor's Workbench program to review and approve expense reports that are in the following statuses:

- 310 – Verify Receipts Required  
The system displays expense reports in this status in blue.
- 320 – Audit Required  
The system displays expense reports in this status in red.

---

#### Note

The status Approval Required refers to manager approval, not auditor approval. Managers cannot approve expense reports from the Auditor's Workbench. See *Approving Expense Reports*.

---

When you audit an expense report, the system displays a checklist that you can use to track the expenses that you have reviewed. If the processing options are set appropriately, expenses that require a receipt or are marked as an exception must be approved (checked) before you can accept the report.

After you complete the checklist, the system displays the expense report details, which you can use to verify or revise expenses before you accept or reject the report.

### Verifying Receipts Received

Depending on the policy and the routing rules established, as the auditor, you might be required to verify receipts. Typically, the employee writes the expense report number on the envelope that contains the associated receipts. You can use this number to locate the expense report. Processing options specify whether you can approve the report without approving expense items that require a receipt.

An Approve option is available from a Row menu on the Auditor's Workbench when either of the following is true:

- You set the processing option for Required Receipts to blank (Do not require verification)
- The status of the expense report is 320 (Verify Receipts Received)

If the processing option is set to blank, but the report is not at status 320, you must select the report. The system does not require you to approve (check) the expense items that require receipts.

If the processing option for Required Receipts is set to 1 (Require auditor verification), you must use the Auditor's Checklist and approve (check) each expense item that requires a receipt. By approving the expense item, you indicate to the system that you have examined the receipt and that the receipt amount matches the amount expensed. You can also verify

that the total amount of receipts received is the same as the amount in the Total Expenses field (less nonreimbursable expenses and expenses that do not require receipts).

## Auditing Expense Reports

You audit expense reports by reviewing expense items and approving them, if required, and then accepting or rejecting the expense report. Expense items that the system marked as exceptions must be approved (checked) unless you set the processing option for Policy Exceptions to blank (Do not require approval). If you do not require expense items that are exceptions to the policy to be approved, you can bypass the auditor's checklist by clicking OK. The system provides the checklist for you to use according to your auditing practices.

After you complete the checklist, the system displays the expense report details. If necessary and if you have the authority, you can revise expense amounts or other information about the expense item before you accept or reject the report.

If you accept an expense report, the system changes its status to Reimbursement Process and the report is ready for reimbursement. If you reject an expense report, you must specify a reason. The system provides you with predefined reasons that you can use, or you can specify your own reason. The employee whose expense report was rejected receives a notification message, and the expense report must be modified and resubmitted. The system assigns rejected expense reports the status Employee Review from Auditor. When the employee resubmits the expense report, the system routes it to the same auditor to review and approve it.

### ► To audit expense reports

From the Periodic Processing menu (G09E20), choose Auditor's Workbench.

Expense Report Status	Co	Employee ID	Employee Name	Expense Report Number	Expense Report Date	Expense Rep Description
Audit Required	00001	6002	Abbott, Dominique	101	03/27/02	Midwest Sale
Audit Required	00001	7504	Meade, Jane	106	04/02/02	Quarterly Des
Audit Required	00001	7504	Meade, Jane	120	03/03/03	Miami Trip
Audit Required	00001	6002	Abbott, Dominique	127	04/04/03	Paris Trip
Audit Required	00050	4800	Josephson, Michael	128	04/08/03	Protective S
Verify Receipts Received	00001	7504	Meade, Jane	112	04/19/02	San Antonio
REIMBURSEMENT PROCESS	00001	7504	Meade, Jane	108	04/09/02	Home Office
REIMBURSEMENT PROCESS	00001	5651	Rothchild, Abigail E.	129	04/08/03	Boston - Ent
REIMBURSEMENT PROCESS	00001	6002	Abbott, Dominique	136	04/12/03	Time Manage
Reimbursed - Complete	00001	5127	Ebby, Chester	104	04/02/02	MBA Course

1. On Work With Auditor's Workbench, click Find to locate all expense reports, or complete any of the following fields to narrow your search:

- Employee ID
- Manager ID
- Auditor ID

An expense report does not have an auditor assigned to it until you approve, reject, or save it using the Audit Expense Report form. Therefore, you can use this search criterion only for reports previously audited.

- Expense Report Type
- Expense Report Number
- Expense Report Date

2. To locate reports by expense report status, complete the following fields:

- Report Status From
- To

---

**Note**

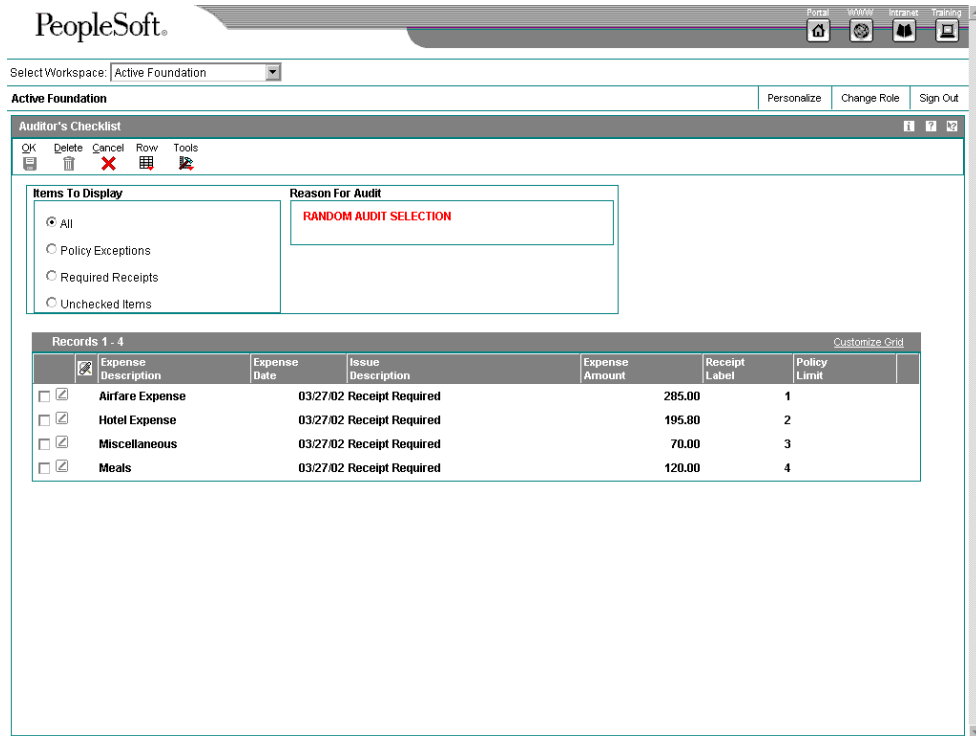
The system displays all expense reports, including those that have been previously processed, if you do not specify an expense report status range.

---

3. Click Find.

You can approve the report without approving individual expenses when the expense report status is Verify Receipts Received, or when the processing option for Required Receipts is blank.

4. To approve the report without approving individual expenses, choose Approve Report from the Row menu; otherwise, choose the report and click Select.
5. On Edit Expense Report Information, click Auditor's Checklist.



6. On Auditor's Checklist, turn on one of the following options to limit the expenses that appear:
  - All
  - Policy Exceptions
  - Required Receipts
  - Unchecked Items
7. To approve expenses, choose the expense, verify the information or the receipt, and then choose Approve from the Row menu.

---

**Note**

You can also double-click the expense item to approve it, instead of using the Row menu.

---

The system marks the expense with a check mark to indicate that you approved it. If you approve the wrong expense, choose Approve again to remove the check mark.

Although you can use the checklist to assist you in approving expenses, the system requires approval only for expenses that require a receipt or expenses that are policy exceptions, depending on how your processing options are set.

8. Continue approving expense items, as necessary, and then click OK.

9. On Edit Expense Report Information, examine the expense report details as necessary.

The system marks expense exceptions with an X in the first column of the detail row. Review the information in the Reason for Exception field for further explanation. You can also click the expense category to access Edit Expense Detail Information and further investigate the expense.

If an expense contains a check mark in the first column of the row on Edit Expense Report Information, it indicates that a preferred supplier was not used as required by the policy.

---

**Note**

Information about expense exceptions might be available. Click the envelope icon in the upper right corner of the Edit Expense Report Information form to read existing comments or make additional notes about the expense report.

---

10. If you have the authority and you need to revise expense report details, choose the expense and change the desired information.

A processing option for the Expense Entry program (P09E2011) determines whether the auditor has authority to modify the expense report.

11. After you review the expense report details, choose one of the following options and click OK:

- Accept

The system completes the Audit Complete Date field, changes the status of the expense report to Reimbursement Process (900).

- Reject

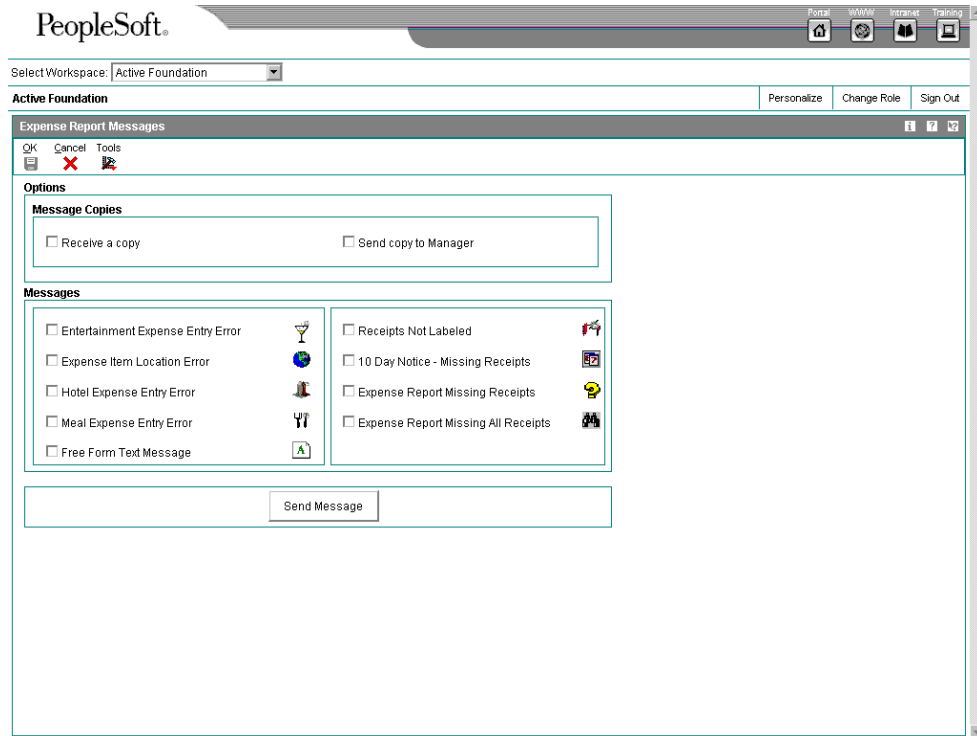
When you reject an expense report, you must provide a reason. The system displays the Expense Report Messages form for you to complete.

- Close

If you use this option, the system does not change the status of the report.

- Cancel

If you use this option, the system does not save any changes.



12. On Expense Report Messages, click the options that specify the reasons that you rejected the expense report. The system provides the following reasons:

- Entertainment Expense Entry Error
- Expense Report Missing Receipts
- Hotel Expense Entry Error
- Meal Expense Entry Error
- Expense Report Missing All Receipts
- Receipts Not Labeled
- 10 Day Notice – Missing Receipts
- Expense Item Location Error
- Free Form Text Message

13. Complete the following options as necessary:

- Receive a copy
- Send copy to Manager

14. Click Send Message.

If you selected Free Form Text Message, the system displays a window that you use to enter your rejection reason. Click OK when you complete your message.

15. Click Yes in the Confirmation window to reject the expense report.

The system changes the status of the expense report to Employee Review from Auditor and sends the employee a notification message that the report must be revised and resubmitted for approval.

## Processing Options for Auditor's Workbench (P09E115)

### Edits Tab

These processing options specify whether expenses that are exceptions to policy must be approved and whether expense report receipts must be verified before the expense report can be approved.

---

**Blank= Do not require approval.**

**1= Require auditor approval.**

Use this processing option to specify whether an auditor can approve an expense report that contains exceptions to the policy without approving each exception. Valid values are:

Blank

Do not require auditor approval. The auditor can approve an expense report without approving each exception.

1

Require auditor approval. The auditor must approve each exception before the expense report can be approved.

**Blank= Do not require verification.**

**1= Require auditor verification.**

Use this processing option to specify whether the auditor must verify receipts received, according to the policy, before the expense report can be approved. Valid values are:

Blank

Do not require auditor verification. The auditor can approve the expense report without verifying receipts.

1

Require auditor verification. The auditor must verify receipts before the expense report can be approved.

---



## Defaults Tab

These processing options specify the default values to use to display expense reports.

---

### Expense report status begin of range

#### Blank = 100

Use this processing option to specify the beginning of the report status range that the system uses to display expense reports. Valid values are:

100

Pending Completion

110

Employee Review from Manager

120

Employee Review from Auditor

200

Approval Process

210

Approval Required

300

Audit Process

310

Audit Required

320

Verify Receipts Received

---

900

Reimbursement Process

910

Error During Reimbursement

950

Complete - Zero Amt Reimbursed

999

Reimbursed Complete

If you leave this field blank, the system uses 100 (Pending Completion).

### **Expense report status end of range**

**Blank = 999**

Use this processing option to specify the end of the report status range that the system uses to displays expense reports. Valid values are:

100

Pending Completion

110

Employee Review from Manager

120

Employee Review from Auditor

200

Approval Process

---

210

Approval Required

300

Audit Process

310

Audit Required

320

Verify Receipts Received

900

Reimbursement Process

910

Error During Reimbursement

950

Complete - Zero Amt Reimbursed

999

Reimbursed Complete

If you leave this processing option blank the system uses 999 (Reimbursed Complete).

**Expense report field to sort on by default**

**Blank = None**

Use this processing option to specify how the system sorts the expense reports that it displays. Valid values are:

---

01

Expense Report End Date

02

Submitted Date

03

Employee Number

04

Report Status

If you leave this processing option blank, expense reports are not sorted by any criteria.

**Blank = Descending**

**1 = Ascending**

Use this processing option to specify the default sort order that the system uses to display expense reports. Valid values are:

Blank

The system sorts expense reports in descending order (highest to lowest, oldest to newest, and so on).

1

The system sorts expense reports in ascending order (lowest to highest, newest to oldest, and so on)

**Expense report type to search on by default**

**Blank = All**

Use this processing option to specify the default value for the expense report type that the system uses to display expense reports. The expense report type you specify must exist in the UDC 09E/RT. For example:

---

A

Tuition Reimbursement

R

Relocation Expenses

T

Travel and Entertainment

If you leave this processing option blank, the system displays all expense report types

---

## **Reimbursing Employee Expenses**

---

*From the Periodic Processing menu (G09E20), choose Expense Report Reimbursement.*

You run the Expense Report Reimbursement program (R20110) when expense reports reach the Reimbursement Process status (900). Depending on the reimbursement method that is set up for the employee, the system creates either a batch of vouchers or a batch of time cards. The system uses these records to reimburse employees or credit card companies.

If you reimburse a credit card company, the system updates the Payee Address Number field of the voucher it generates with the address book number of the credit card company, so that the payment is made to the appropriate party.

If you reported expenses in a currency other than your reimbursement currency, the system uses the date of the expense in conjunction with the exchange rate identifier to locate the appropriate exchange rate and convert the expense to your reimbursement currency.

The system generates a report that identifies the expense reports that have been processed successfully and those that have not. If the report processed successfully, the employee receives a message from the system that reimbursement processing is complete. If the system encounters an error and an expense report is not processed, the system sends a message to the employee who ran the Expense Report Reimbursement program that an error has occurred. The system also changes the status of the expense report to Error During Reimbursement (910), and you must resolve the problem and reset the status on the expense report so that it can be reprocessed.

## Processing Options for Expense Report Reimbursement (R20110)

### Defaults Tab

These processing options specify the G/L date that you want the system to assign to transactions generated from the Expense Management system.

---

**Blank = Use the current system date**

**1 = Use the report end date**

**2 = Use the date specified in the 2nd  
processing option**

Use this processing option to specify the G/L date that you want the system to assign to voucher and journal entry transactions that the system creates when it successfully processes an expense report. Valid values are:

Blank

Use the system date.

1

Use the value specified in the Expense Report End Date field (EXRPTDTE).

2

Use the date specified in the second processing option.

### 2. Default G/L Date

If you entered 2 for the G/L Date processing option, use this processing option to enter the G/L date that you want the system to assign to voucher and journal entries generated from the reimbursement process.

---

## Mode Tab

This processing option specifies the number of vouchers the system generates based on the currency of the expense and the reimbursement entity.

---

### Voucher Creation Mode

**Blank = Create multiple vouchers for each  
currency and reimbursable entity  
(default)**

- 1 = Create only one voucher for each  
expense report**
- 2 = Create a maximum of two vouchers  
for each expense report;  
Create one voucher if reimbursement  
currencies are the same**

Use this processing option to limit the number of vouchers the system generates when the reimbursement method is A/P. Valid values are:

#### Blank

Create one voucher for each reimbursement entity for each currency specified. The system generates one voucher for the employee in the reimbursement currency specified on the employee profile. The system generates one voucher in the reimbursement currency for each credit card company specified. The credit card reimbursement currency is specified in the Credit Card Currency field on the Work With Credit Cards and Credit Card Revisions forms. The system summarizes all expenses for the same currency and reimbursement entity.

#### 1

Create one voucher for each expense report for the employee regardless of the payment method entered for the expense. The system generates the voucher in the employee's reimbursement currency.

#### 2

Create a maximum of two vouchers for each expense report. The system generates two vouchers if the reimbursement currency for the default credit card is different from the employee's reimbursement currency. The system generates one voucher (same as value 1) if the reimbursement currency for the default credit card is the same as the reimbursement currency of the employee. The credit card reimbursement currency is specified in the Credit Card Currency field on the Work With Credit Cards and Credit Card Revisions forms.

---

## G/L Defaults Tab

These processing options specify how the system assigns information to the Explanation fields on the journal entry that the system creates for expense reimbursement.

---

1 = Use the report number

Blank or else use the supplier name

Use this processing option to specify the value that the system assigns to the Explanation field (EXA) on the journal entries that it generates. Valid values are:

Blank

Use the supplier name.

1

Use the expense report number.

Blank = Leave the field blank

1 = Use the business purpose

2 = Use the additional comment

3 = Use the report number

4 = Concatenate the expense category

and the expense date

Use this processing option to specify the text that the system enters in the Remark field (EXR) on the journal entry detail lines that it generates. Valid values are:

Blank

Do not populate the field.

1

Use the business purpose on the expense report.

2

Use the text from the Additional Comments field.

---



---

3

Use the expense report number.

4

Use the expense category and the expense date.

---

### **Voucher Tab**

These processing options specify how the system assigns information to the voucher when the reimbursement is processed through the Accounts Payable system. You can use the information that is set up in the supplier record or override that information with specific values. Additionally, you must specify how you want the system to update the Invoice Number, Invoice Date, and Remark fields.

---

#### **Blank = Use Supplier Master**

##### **A specific G/L offset**

Use this processing option to specify the G/L offset account to use for vouchers that the system generates. The system concatenates the value of the G/L offset to the AAI item PC to locate the A/P trade account. If you leave this field blank, the system uses the G/L offset from the Supplier Master record.

#### **Blank = Use Supplier Master**

##### **A specific payment term**

Use this processing option to specify the payment term that the system assigns to the voucher. If you leave this field blank, the system uses the payment term on the Supplier Master record

#### **Blank = Leave the field blank**

##### **1 = Use the report number**

Use this processing option to specify the value that the system assigns to the invoice number on the voucher. Valid values are:

---

---

Blank

Do not assign an invoice number.

1

Use the expense report number as the invoice number.

**Blank = Leave the field blank**

**1 = Use the business purpose**

**2 = Use the additional comment**

**3 = Use the report number**

**4 = Concatenate the expense category  
and the expense date**

Use this processing option to specify how to update the Remark field on the voucher that the system generates in the A/P Ledger table (F0411) for each expense item. Valid values are:

Blank

Do not update the Remark field.

1

Update the Remark field with the business purpose entered on the expense report.

2

Update the Remark field with the additional comment entered for the expense item.

3

Update the Remark field with the expense report number.

---

4

Update the Remark field with the expense category and expense date of the expense item.

**<Blank> = Use the report end date**

**1 = Use the current system date**

Use this processing option to specify the date that the system assigns as the invoice date on the voucher. Valid values are:

Blank

Use the expense report end date as the invoice date.

1

Use the system date as the invoice date

---

### **Payroll Tab**

These processing options specify the values that the system assigns to the Payroll Deduction Code, Payroll Date, and Explanation fields on the time card when the reimbursement is processed through the Payroll system.

---

**Blank = Today's Date**

**A specific payroll date worked**

Use this processing option to specify the PDDBA code (pay type, deduction, benefit, and accrual) for the system to assign to expenses.

If you leave this processing option blank, the system uses 9000.

**Blank = Leave the field blank**

**1 = Use the business purpose**

**2 = Use the additional comment**

**3 = Use the report number**

---

---

**4 = Concatenate the expense**

**category and the expense date**

Use this processing option to specify the work date that the system assigns to the time cards that it generates. If you leave this processing option blank, the system uses today's date.

**Linked Information Not Found**

Use this processing option to specify the value that the system assigns to the Explanation field on the time cards that it generates. Valid values are:

Blank

Do not assign a value.

1

Use the business purpose.

2

Use the additional comments for the expense category.

3

Use the expense report number.

4

Use the expense category and the expense date.

---

## **Advances Tab**

These processing options specify which A/P trade account you want the system to use for travel advances based on the G/L Class code that you enter, and whether you want to identify the travel advance by employee using their address book number as the subledger on the journal entry.

---

**Blank = Use PC only**

**A specific G/L class to be concatenated**

**with PC**

Use this processing option to specify the G/L offset account to use for debit memos (PD) that the system generates when you use the Travel Advance field (CASHADV) on the Enter Expense Report form. The system concatenates the value of the G/L offset to the AAI item PC to locate the A/P trade account. The system assigns this G/L offset to the debit memo only, not to the voucher (PV). If you leave this field blank, the system uses the AAI item PC to locate the A/P trade account for the debit memo.

**1 = Use Employee Address Book Number**

**Default = Do not use subledger**

Use this processing option to specify whether to complete the subledger field on the journal entry with the employee's address book number when you use the Travel Advance field. Valid values are:

Blank

Do not complete the subledger field.

1

Use the employee's address book number as the subledger

---

## **MBF Version Tab**

These processing options specify the version for the system to use for the Voucher Entry MBF Processing Options program (P0400047) and the Journal Entry MBF Processing Options program (P0900049) when the reimbursement is processed from the Accounts Payable system. They specify the version for the system to use for the Time Entry MBF Processing Options program (P050002A) when the reimbursement is processed from the Payroll System.

---

**Blank = Use ZJDE0001**

### **A specific MBF version**

Use this processing option to specify the version of the Voucher Entry MBF Processing Options program (P0400047) to use when the system generates vouchers. If you leave this processing option blank, the system uses version ZJDE0001.

**Blank = Use ZJDE0001**

### **A specific MBF Version**

Use this processing option to specify the version of the Journal Entry MBF Processing Options program (P0900049) to use when the system generates vouchers. If you leave this processing option blank, the system uses version ZJDE0001.

**Blank = Use ZJDE0001**

### **A specific MBF version**

Use this processing option to specify the version of the Time Entry MBF Processing Options program (P050002A) to use when the system generates time cards. If you leave this processing option blank, the system uses version ZJDE0001.

---

## **Changing the Expense Report Status**

---

If an error occurs during the reimbursement process, the system assigns the status Error During Reimbursement (910) to the report. You must resolve the problem and change the status on the expense report so that it can be reprocessed. The system identifies the reason for the error and records it in the Employee Work Center. You can change the expense report status only when an error occurs during reimbursement. The system changes the status from 910 back to 900 (Reimbursement Process).

---

**Note**

The system sends a workflow message about the expense report error only to the person who submits the Expense Report Reimbursement program (R20110). You locate the message in the Submitted Jobs queue.

---

---

**► To change the expense report status**

---

From the Periodic Processing menu (G09E20), choose Auditor's Workbench.

1. On Work With Auditor's Workbench, choose Error During Reimbursement in the following fields to locate expense reports in error and click Find:
  - Report Status From
  - To
2. Choose the expense report and choose Reset Report from the Row menu.  
The system changes the report status to Reimbursement Process (900).

---

**Reviewing Expense Reports by Manager**

---

*From the Periodic Processing menu (G09E20), choose Expense Reports By Manager.*

Two versions of this report are available:

- Open Expense Reports by Manager  
The system prints only those expense reports that have not been processed for reimbursement.
- Processed Expense Reports by Manager  
The system prints only those expense reports that have been successfully processed for reimbursement (status 900 or 950).

The Expense Reports By Manager program (R09E127) is designed to print only those expense reports that have a user ID or manager ID equal to the user ID of the person running the report. This allows managers to review their own reports, as well as those entered by their employees.

The program prints expense report details, and then provides a summary of expenses by business unit and payment method. After printing the details for each expense report, the report provides a summary of all the expenses by expense category. The summary includes the following information for each expense category:

- Number of occurrences
- Reimbursable total
- Nonreimbursable total
- Reimbursable currency

The report also prints reimbursable and nonreimbursable totals by employee and by manager, which allows managers to quickly review individual and total charges.

### **Data Selection, Data Sequence, and Processing Options**

You can use data selection to print specific reports.

Because totals are dependent on the data sequence, you should not change the data sequence of the report.

This report does not have associated processing options.

## **Reviewing Expense Reports by Employee**

---

*From the Periodic Processing menu (G09E20), choose Expense Report by Employee.*

Two versions of this report are available:

- Open Expense Reports by Employee  
The system prints only those expense reports that have not been processed for reimbursement.
- Processed Expense Reports by Employee  
The system prints only those expense reports that have been successfully processed for reimbursement (status 900 or 950).

As an alternative to printing expense reports individually, you can print a listing of all the expense reports that are open or that were successfully processed for an employee by running the Expense Report by Employee program (R09E126).

The program prints report details, and then provides a summary of expenses by business unit. It also prints amounts that were reimbursed to the employee and the credit card company, nonreimbursable amounts, and billable amounts.

After printing the details for each expense report, the report provides a summary of all the expenses by expense category. The summary includes the following information for each expense category:

- Number of occurrences
- Reimbursable total
- Nonreimbursable total
- Reimbursable currency

### **Data Selection, Data Sequence, and Processing Options**

You can use data selection to print specific reports.

Because totals are dependent on the data sequence, you should not change the data sequence of the report.

This report does not have associated processing options.



## Reviewing the Expense Report History Log

---

From the *Periodic Processing* menu (G09E20), choose *Expense Report History*.

To review the routing history of an expense report, run the Expense Report History program (R09E128). This report prints the following information:

- The status assigned to the report
- The user ID of the person who assigned the status
- The date on which the status changed
- The name of the employee's manager
- The name of the auditor
- Reimbursement total (to the employee)
- Credit card reimbursement total

The report prints information from the Expense Report Header (F20111) and the Expense Report Routing History Log (F09E120) tables.

### Data Selection, Data Sequence, and Processing Options

You can use data selection to choose which reports you want to print; otherwise, the program prints all the records found in the tables.

The report sorts the information by employee ID, expense report number, and line item. Totals by employee are dependent on the data sequencing, so you should not change the data sequence.

This report does not have associated processing options.

## Reviewing Reimbursement Entries

---

After you run the Expense Report Reimbursement program (R20110), the system creates vouchers or time card records, depending on the reimbursement method. You must post the vouchers to create the appropriate accounting entries and update account balances. Prior to posting reimbursement transactions, you can review and revise account entries. See *Revising Unposted Vouchers* in the *Accounts Payable Guide* for more information.

---

### Note

Changes to vouchers, journal entries, or timecards does not update the originating entries in the Expense Management system.

---

You must process time card records through the Payroll system to generate journal entries and then must post the journal entries to update account balances. See *The Payroll Cycle* in the *Payroll Guide* for more information.

## Advanced & Technical

### Employee Profile Conversion

---

*From the System Administration Tools menu (GH9011), choose Batch Versions.*

On Work With Batch Versions – Available Versions, enter R8920103 in the Batch Application field, click Find, choose version ZJDE0001, and click Select. On Version Prompting, choose Submit.

If you have a version of Expense Management (previously Expense Reimbursement) that is prior to release Xe, you must run the Convert F20103 Employee Profile Definitions program (R8920103) to update the Employee Profile Definition table (F20103). When you run this program, the system:

- Removes the ALPH (alpha name) field
- Removes the MCU2 (cost center 2) field
- Adds the HMCUSRCE (home business unit source) field