

PeopleSoft®

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EnterpriseOne  
Expense Management 8.9  
PeopleBook

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**September 2003**



EnterpriseOne  
Expense Management 8.9 PeopleBook  
SKU REL9EEM0309

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## Overview of the Expense Management System

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

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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

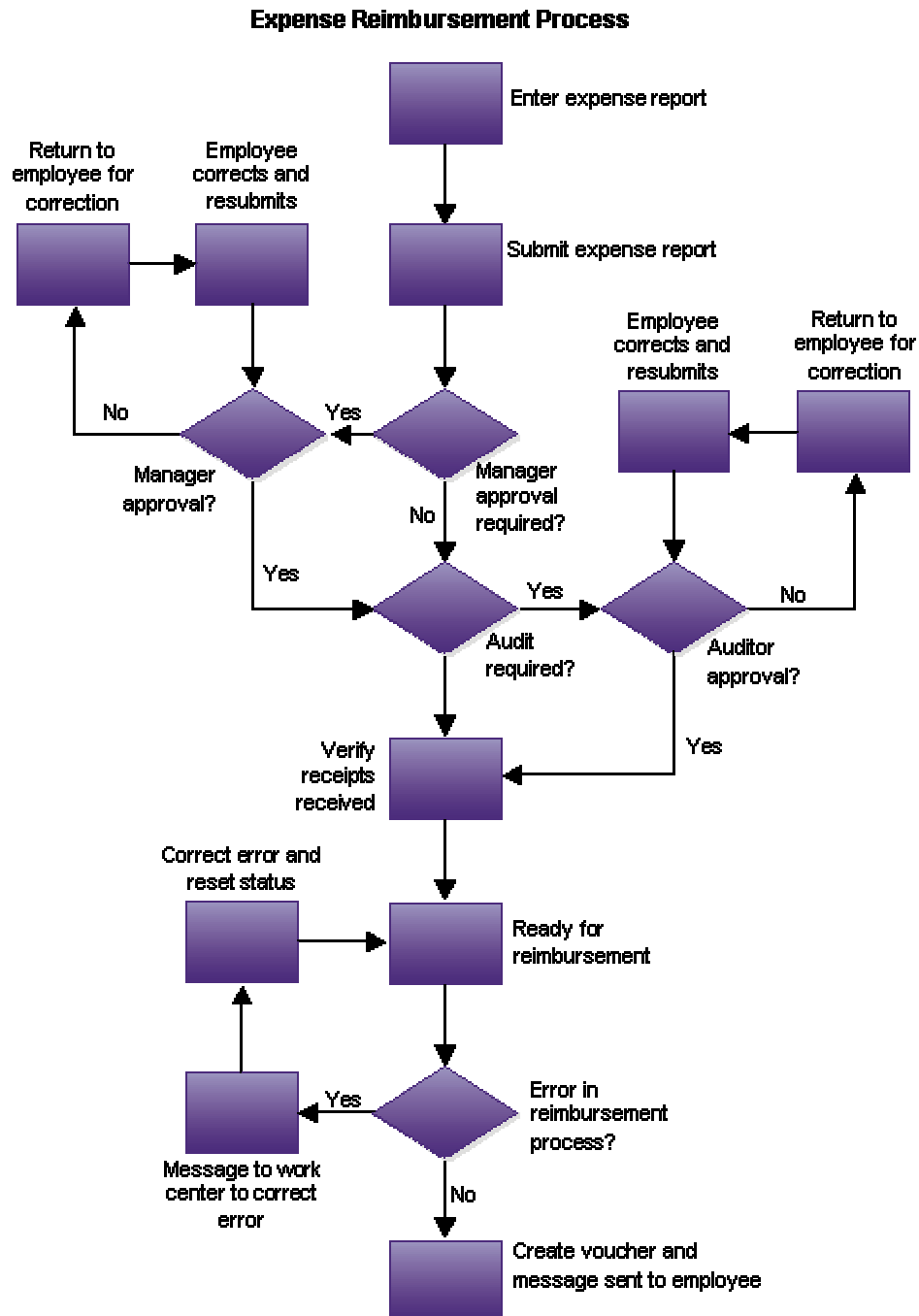
After expense reports are submitted and, if necessary, approved, they might need to be reviewed by an auditor. The auditor is responsible for verifying receipts received, and for approving reports that contain policy exceptions or reports submitted by employees who are monitored. The workflow process 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 Management Tables

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The Expense Management system uses the following tables:

Table	Description
<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.
<b>Credit Card Transaction Interface Table (F09E150)</b>	Stores information about credit card transactions received from the credit card company.

## 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>Pay type mapping</b>	Maps each expense category by expense report type to a pay type for reimbursement through the Payroll system.
<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

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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 meaningful. Many of the Expense Management UDCs require you to specify a value in the Special Handling field.

### See Also

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

## 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 and Entertainment

## Expense Category Codes (09E/EC)

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

- 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 the following:

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

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**Note**

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

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**Summary Receipts**

If one receipt has more than one type of expense, you can turn on the Summary Receipt option when you enter the expense report, specify the total amount of the receipt, and enter each expense separately. To be able to do this, you must set up a UDC code for a summary receipt and assign it a value of 10 in the Special Handling field. The system uses the special handling code to locate the UDC code to assign as the parent expense category. The system displays the parent expense category (SUMM) on the Edit Expense Report Information form. You can review the expenses that compose the summary receipt by using the Previous and Next links on the Edit Receipt Detail Information form.

The following table shows an example of how to set up the summary receipt UDC:

<b>Codes</b>	<b>Description 01</b>	<b>Special Handling</b>	<b>Hard Coded</b>
SUMM	Summary Receipt	10	Y

---

**Note**

You must use the code SUMM for summary receipts. No other code is valid.

---

**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)**

The system assigns an expense status to each expense to indicate its status. 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 following expense status codes are available:

- 10 - Approved
- 15 - Incomplete Information
- 20 - Preferred Vendor Not Used
- 30 - Allowance Amount Exceeded
- 40 - Audit Amount Exceeded
- 50 – Allowance & Audit Amt Exceeded
- 60 – Dup Expense on Current Rpt
- 70 – Dup Expense on Previous Rpt
- 80 – Dup Expense on Current & Prev
- 90 – Combination of Exceptions

### **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 can be 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

### **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 system provides the following charge to type codes:

- 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 nonreimbursable expenses to the bill, but the expense must be tracked to account for the receipt total.
- SJC – Split to Multiple Job Cost Types  
The expense is charged to multiple cost codes and cost types.
- SPT - Split to 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.
- SWO – Split to Multiple Work Orders
- WO – Work Order

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 to multiple business units
- 30 - Nonreimbursable
- 40 - Work order
- 45 – Split to multiple work orders
- 50 - Job cost
- 55 – Split to multiple job cost

---

### 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 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:

- AA - American Airlines
- BA - British Airways
- LUFT - Lufthansa Airlines
- OTHER - Other Airline
- UAL - 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.

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## 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
- 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.

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## 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.

---

## 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	The system reimburses the employee for all expenses.

	Empl	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 provide additional fields to display for the expense category when you use it on an expense report. Each code that you set up must exist in the Expense Report Detail table (F20112) as a field. You use the alias (field name) as the corresponding code. For example, if the field for school name is SCHLNAM, you set up the code as SCHLNAM. You can set up as many codes as you need. Because these codes must exist in the F20112 table, they are hard coded.

Examples of codes include the following:

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

---

### Note

Although the following fields exist in table F20112, they cannot be used as user defined codes:

- BENFTPD
  - ALTVEND
  - MILERT
  - MILESDR
- 

## Database Field Codes (09E/DF)

Use these codes in conjunction with a data dictionary item to provide additional fields to display for the expense category when you use it on an expense report. You use these codes to indicate the type of data dictionary item that you chose for the expense category. Because the values are hard coded, you can not add any other values to this UDC table. The system provides the following codes for you to use (three of each type):

- 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

### **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

### **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

### **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 – Rental Agency Not At Location
- NOTAVAIL – Cars Not Available

### **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 office expenses 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 Edit Expense Detail Information 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
- 7 – POSSIBLE DUPLICATE EXPENSE

**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:

<b>Codes</b>	<b>Description 1</b>	<b>Special Handling</b>
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
- 3 – Display my employee's expense reports
- 4 – Display all expense reports and hide the Display field

## **Credit Card Transaction Status (09E/CS)**

Use these codes to assign a status to a credit card transaction before you apply it to an expense report. The system assigns the default value of 0 (available) to all new transactions in the Credit Card Transaction Interface Table (F09E150), and automatically updates the status to 1 (applied) when you apply the transaction to an expense report.

The following values are hard coded and should not be changed:

- 0 – Available
- 1 – Applied to Expense Report
- 2 – In Dispute
- 3 – Nonreimbursable
- 4 – Obsolete

## 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.

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

See the following topics in the *Expense Management Guide* for more information about business unit types and how they are used throughout the Expense Management system:

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

## 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 you are 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.

## **Next Numbers for Expense Management**

---

The Expense Management system uses next numbers to assign expense report numbers if the Expense Report Number processing option in the Expense Entry program (P09E2011) is set appropriately. Otherwise, you must manually assign the expense report number.

Expense management does not use next numbers for any other purpose.

### **See Also**

- *Setting Up System Next Numbers* in the *General Accounting Guide* for more information

## **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 that you set up on three separate forms:

- 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.

### **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 on 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 do not apply 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:

<p><b>Audit Rule #1</b></p>	<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>
<p><b>Audit Rule #2</b></p>	<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>
<p><b>Audit Rule #1 and #2</b></p>	<p>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.</p>

## 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 is used. 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 table F20112.

The system displays the expense category attributes that you set up as fields on the Additional tab when you enter the expense report.

## Related Information about Expense Management Policies

<b>Copying Expense Management Policies</b>	<p>If you need to add several similar policies, you can use the copy feature to copy policy rules.</p> <p>When you copy a policy, the system also copies the associated audit rules and expense category attributes.</p> <p>You can revise any information about the policy when you copy it.</p>
<b>Revising Policy Rules</b>	<p>You can revise any information related to the policy rules. Changes that you make to a policy do not affect expense reports that have been previously submitted.</p>
<b>Revising Audit Rules</b>	<p>You can add or revise the audit rules that are associated with a policy at any time. You access audit rules by choosing the corresponding selection from the Row menu on the Work With Policies form.</p>
<b>Revising Expense Category Attributes</b>	<p>You can add, remove, or revise expense category attributes that are associated with the policy at any time. You access expense category attributes by choosing Expense Category Setup from the System Setup menu (G09E41).</p>

### ► To set up policy rules

---

*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

OK Delete Cancel Form Row Tools

Policy Name: DEMO Sample Policy

Policy Currency Code: USD U.S. Dollar

Policy Rules:

Apply only to non-billable expenses  Apply to all expenses

Records: 1 - 10

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	0.00
<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  
Enter the description associated with the policy name in the unlabeled field.
  - Policy Currency Code
3. Click one of the following options to specify the type of expense to which the policy applies:
  - 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 this 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  
If you do not require a receipt, leave this field blank.
  
- Preferred Supplier
  
- Location

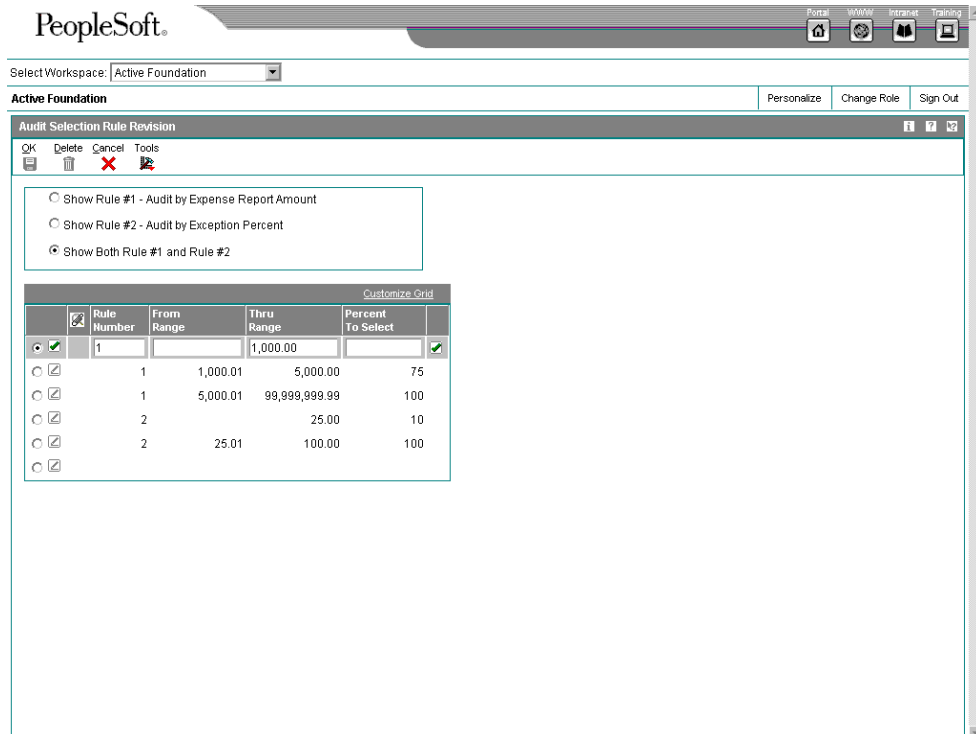
5. Click OK.

The Audit Selection Rule Revision form appears. Proceed to the task to set up audit rules for the policy or click Cancel to set up audit rules at a later time.

► **To set up audit rules for the policy**

---

After you set up policy rules, the system prompts you to set up audit rules for the policy.



On Audit Selection Rule Revision, do one of the following:

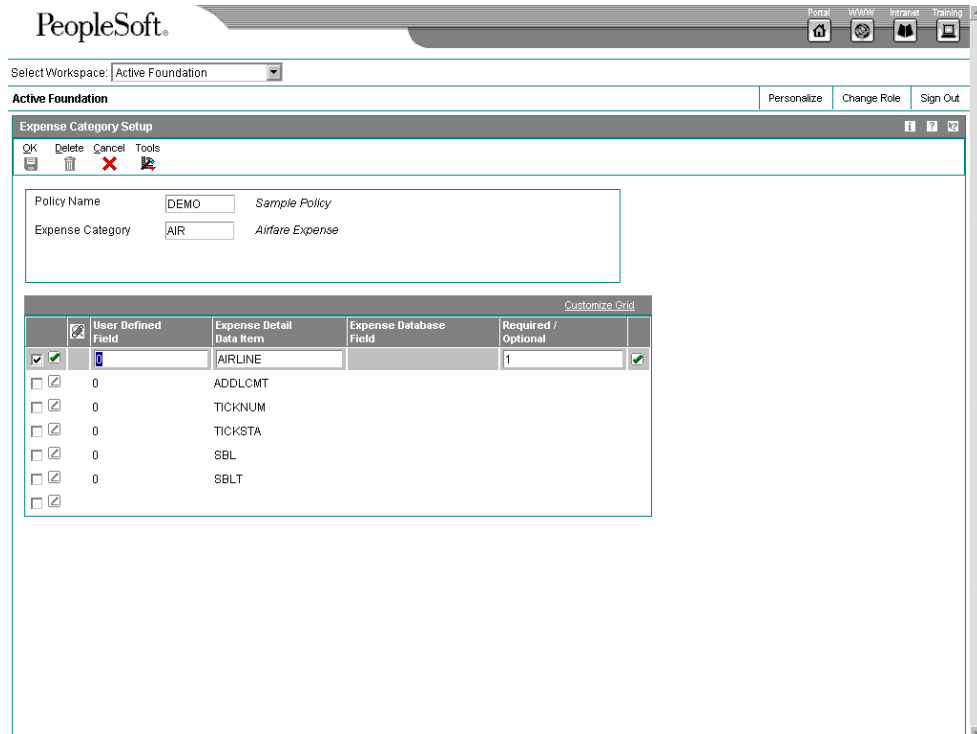
- To set up audit rules, complete the following fields and click OK:
  - Rule Number
  - From Range  
If you leave this field blank, the system uses 0 as the From Range.
  - Thru Range
  - Percent To Select

You can set up multiple ranges and percentages.

- To bypass setting up audit rules or to set them up at a later date, click Cancel. The system displays the form for setting up expense category attributes. Proceed to the task to set up expense category attributes.

► **To set up expense category attributes**

After you set up audit rules for the policy, the system prompts you to set up the attributes (additional information) for each expense category defined in the policy.



1. On Expense Category Setup, do one of the following:
  - To set up additional information for each expense category, complete the steps 2 through 4.
  - To bypass setting up expense category attributes or to set them up at a later date, click Cancel. Continue to click Cancel for each expense category that you want to bypass until the system displays the Work with Policies form. On Work with Policies, click Close to complete the policy setup.
2. Complete the following fields:
  - User Defined Field  
Enter 0 to specify a value from UDC 09E/EF.  
  
Enter 1 to specify a field from the data dictionary. If you enter 1, but then choose a field that is defined in the UDC table, the system changes the value to 0 automatically.
  - Expense Detail Data Item  
If you entered 0 in the User Defined Field, click the Search button to display a list of valid values from UDC 09E/EF and choose the appropriate item.

---

**Note**

You must set up ADDLCMT (additional comment) if the expense category is set up to use a preferred supplier.

---

If you entered 1 in the User Defined Field, click the Search button to display a data dictionary form that you can use to locate and select the appropriate item. You can choose up to nine fields from the data dictionary per expense category.

3. If you specified 0 in the User Defined Field, proceed to the next step. If you specified 1 in the User Defined Field, complete the following additional field:

- Expense Database Field

You must specify the type of information that the system accepts for the data dictionary field that you chose. You can choose text (alphanumeric), numeric, or date. Three values for each type can be used. Click the Search button to display the valid values.

For example, if you specified an address book category code field such as Region (AC01) for the Expense Detail Data Item, you must specify a text value for this field. If you enter an incorrect value, the system returns an error message that the field is not compatible with the data type.

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

---

**Note**

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 against the edit rule or UDC when you enter the expense report.

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 *Development Tools Guide* for additional information.

---

4. Specify whether the field is required when the expense category is used by completing the following field:

- Required / Optional

Enter 1 if the field is required.

---

**Note**

Additional Comment (ADDLCMT) is required for all expenses that are set up to use a preferred supplier, regardless of the setting of this field.

---

5. Click OK.

The system displays the next expense category.

6. Complete steps 1 through 4 for all expense categories.

## 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 that 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 specify the record in 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 set up a default exchange rate identifier to use that is not associated with an address book number.

Regardless of whether you set up exchange rates by address book, you must enter an exchange rate identifier in the group profile; therefore, you must set up at least one exchange rate identifier to use a default in the group profile. The system retrieves the appropriate exchange rates based on the value assigned. 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).

### See Also

See the following tasks in the *Multicurrency Guide* for information about setting up exchange rates:

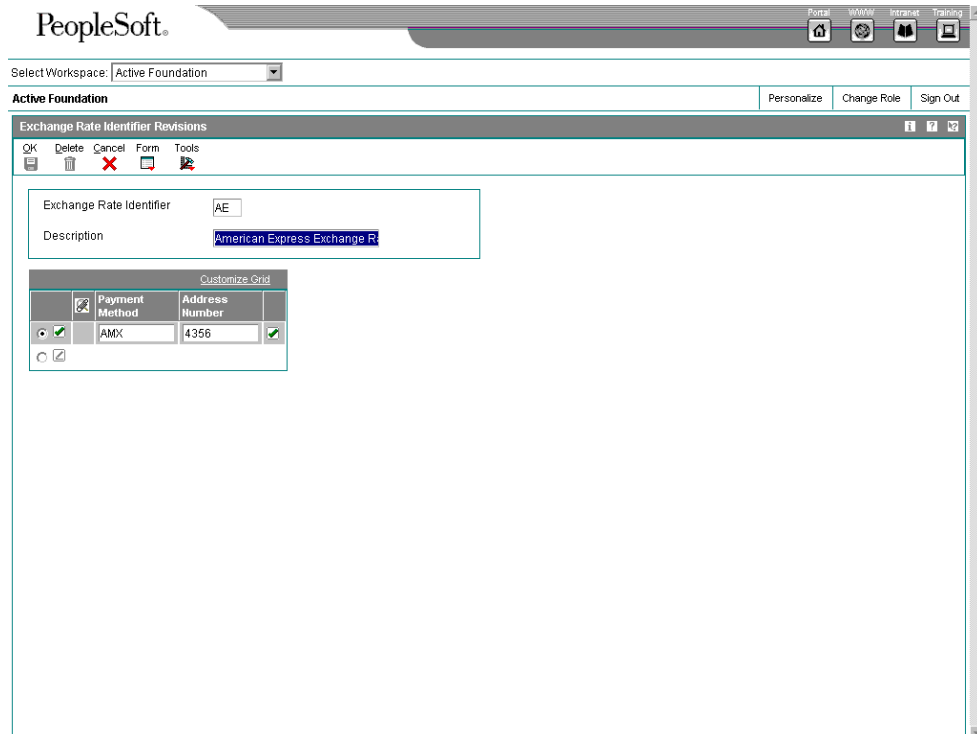
- ❑ *To set up exchange rates for the inverse method*
- ❑ *To set up exchange rates for the no inverse method*

### ► 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.



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.

---

**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.

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## Group Profiles

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You set up group profiles to provide default information for employees that share 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 'Define Group Profile' window in PeopleSoft. At the top, there's a 'Select Workspace' dropdown set to 'Active Foundation'. Below that, the window title is 'Define Group Profile'. The 'Group' field contains 'CORP' and the 'Description' field contains 'US Corporate Group'. The 'General' tab is active, showing 'Policy Name' as 'DEMO', 'Exchange Rate Identifier' as 'AE', and 'Approval Not Required' selected. The 'Reimbursement' tab is also visible.

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 required 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
5. Click the Reimbursement tab and complete the following fields:
  - Reimbursement Method
  - Reimbursement Currency

You can override the values for these fields in the employee profile if necessary.
6. Click OK.

## Employee Profiles

---

Every employee that uses the Expense Management system must have an employee profile set up. The employee profile defines how an employee's expense reports will be processed and reimbursed. The employee profile specifies the following:

- Whether the reports must be approved and by whom  
You can override the option from the group profile to require or not require manager approval, and you can specify the manager.
- Whether the expense reports must be audited
- The group profile to which the employee is associated and the overrides for the reimbursement method and currency
- Whether the employee is allowed to enter and submit expense reports for others  
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.

---

You can either set up the employee profile manually using the Employee Profile Entry program (P20103) or run the Employee Profile Batch Creation program (R09E121) to create the profiles automatically. The following table lists some of the advantages and disadvantages of both methods:

Employee Profile Creation Method	Advantages	Disadvantages/Limitations
Manual	At the time you enter the employee profile, you can additionally set up the following: <ul style="list-style-type: none"> <li>• Credit card information</li> <li>• Multiple employee authority</li> <li>• Override for manager approval option that is set up in the group profile</li> <li>• Option to audit expense reports</li> </ul>	You must set up all records individually, which could be time consuming.

<b>Automatic</b>	<p>You can set up multiple records quickly.</p> <p>You can run the program multiple times using different criteria that allows flexible setup.</p>	<p>You must assign the following manually:</p> <ul style="list-style-type: none"> <li>• Credit card information</li> <li>• Multiple employee authority option and designation of employees</li> <li>• Employee's manager*</li> <li>• Override from the group profile for manager approval</li> <li>• Option to require audit</li> </ul> <p>*If managers are not assigned from the employee master record, you must assign the same manager to all records that are processed, or assign the manager manually.</p>
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The system stores employee profiles in the Employee Profile Definition table (F20103). The system stores credit card information in the Credit Card Information table (F0075).

#### **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, and you must enter Y in the Payables Y/N/M field (on the Additional tab) or the employee will not be eligible for reimbursements. See *Address Book Maintenance* in the *Address Book Guide* for information about setting up address book records.
- ❑ 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. See *Entering Supplier Master Records* in the *Accounts Payable Guide* for information about setting up supplier master records.
- ❑ Set up a supplier record for each credit card company that you will reimburse directly for employee expenses.
- ❑ Set up employee master records for each employee that will be reimbursed from the Payroll system. See *Adding Employee Records One at a Time* in the *Workforce Management Foundation Guide* for information about setting up employee master records.

#### **► To set up employee profiles**

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

1. On Work With Employee Profiles, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Employee Profile Revisions

OK Cancel Form Tools

Employee ID 7504 Meade, Jane

Employee Reference Number

Required Fields Group Overrides

Home Business Unit

Source Table	Source Business Unit
<input type="radio"/> Address Book Master <input type="radio"/> Employee Master <input type="radio"/> Supplier Master	9 Corporate Administration

Manager ID

Group Profile CORP US Corporate Group

Multiple Employee Authority

Monitor Employee

2. On Employee Profile Revisions, enter the employee's address book number in the following field:
  - Employee ID
3. To search for the employee using a reference other than the employee's address book number, complete the following optional field:
  - Employee Reference Number

4. Complete the following required fields:

- 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

5. 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.

6. To grant authority for the employee to enter expense reports for coworkers, turn on the following option and complete steps 7 through 9. Otherwise, proceed to step 10.
  - Multiple Employee Authority
7. To set up the relationship between the employees, choose Authority Setup from the Form menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Address Parent/Child Revisions

OK Delete Cancel Form Tools

Parent Number: 7504 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							

8. 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
9. 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
10. 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

11. Turn on one of the following options to specify whether the manager must approve expense reports:
  - Use Group Profile Setting
  - Approval Required
  - Approval Not Required
  
12. To set up credit card information so that the credit card company can be reimbursed directly for expenses, choose Credit Cards from the Form menu and complete steps 13 and 14. Otherwise, click OK to complete the employee profile setup.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Credit Card Revisions

OK Delete Cancel Tools

Employee ID: 7504 Meade, Jane

	Credit Card Type	Credit Card Number	Expiration Date	Credit Card AB#	Credit Card Currency
<input checked="" type="checkbox"/>	AMX	415800214870106	06/30/05	4356	USD
<input type="checkbox"/>	CCC	4901005800115873	12/31/05	4355	USD
<input type="checkbox"/>					

13. 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
  
14. On Employee Profile Revisions, click OK.

## Related Information for Employee Profiles

The system completes the following option and field on the Employee Profile Revisions form based on the setting of the Home Business Unit Source processing option for the Employee Profile Entry program (P20103).

<b>Source Table</b>	Choose the table from which the system retrieves the business unit. The system displays a corresponding option on the Employee Profile Revisions form.
<b>Source Business Unit</b>	<p>Based on the source table that you choose, the system retrieves the business unit to use as a default value when you enter the expense report.</p> <p>If you change the value of the source table (using the processing option for Home Business Unit Source), the system automatically displays the new value for this field. To eliminate dual maintenance, the system does <i>not</i> store the business unit in the Employee Profile Definition table (F20103).</p>

### Revising Employee Profile Information

<b>Employee Multiple Authority Option</b>	If you turn off the Employee Multiple Authority option on the employee profile, the system deletes all associated records for the employee in the Address Organization Structure Master table (F0150). The employee will no longer have authorization to enter expense reports for other employees.
<b>Credit Card Information</b>	<p>Three options are available for you to revise employee credit card information:</p> <ul style="list-style-type: none"> <li>• Choose Employee Credit Cards from the System Setup menu (G09E41)</li> </ul> <p>Choose Employee Profile Entry from the System Setup menu, and then do either of the following:</p> <ul style="list-style-type: none"> <li>• Choose a profile, and then choose Credit Cards from the Row menu.</li> <li>• Choose a profile and click Select. Then, on the Employee Profile Revisions form, choose Credit Cards from the Form menu.</li> </ul>

## 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).

---

#### 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 the default search type that you want the system to use when you add a new address book record from the Employee Profile Definition program (P20103). You can override the value, if necessary. If you leave this processing option blank, the system uses E (employee).

---

### 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).

---

#### 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 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

You must enter the manager ID manually.

1

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

---

## 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 processing option blank and the reimbursement is through the Accounts Payable system (methods 1, 2 or 3),

the system uses the reimbursement currency that is set up in the group profile.

If you leave this processing option blank and the reimbursement is through the Payroll system (methods 4 or 5), the system uses the currency code of the company associated with employee's home business unit that is entered on the expense report.

---

### **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 (Optional default value for 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 (Validate 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.

---

## Employee Profile Conversion

*From the J.D. Edwards Windows environment, choose Batch Versions from the System Administration Tools menu (GH9011).*

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

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

---

Workflow 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 work center or e-mail 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 e-mail or workflow messages.
- 92 - Audit Expense Reports  
Auditors who approve expense reports should be granted authority to this queue to receive e-mail or workflow messages.

---

**Note**

You determine the number of queues that 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.

---

## 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.

**See Also**

- ❑ *Setting Up External Mail Preferences* in the *Foundation Guide*
- ❑ *Expense Reimbursement Routing Rules* in the *Expense Management Guide* for detailed information about setting up and using the expense report routing rules

See the following topics in the *J.D. Edwards Workflow Tools Guide* for more detailed information:

- ❑ *Setting Up Queues*
- ❑ *Creating a Workflow Process*

## 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.

The system automatically sends messages to address book number 7372:

- If you have not used address book number 7372, you can assign it to a single auditor or you can use it as the parent for the group of auditors.
- If you have already used address book number 7372, you can designate a different address book number in the corresponding processing option for the Expense Entry program (P09E2011) or you can override the auditor ID in the Expense Reimbursement Routing Rules program (P09E119). The address book number can represent a single auditor or a group of auditors.

You establish a group of auditors by entering an address book record for the group (such as Managers of Expense Management or Auditors of Expense Management), and then using its address book number as the parent in the organizational structure for structure type ERA (Expense Report Auditor). The children that you attach to the group are the address book numbers of the auditors.

You can use the Workflow 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/B - Org Structure Browse program (P0150) that allows expense reports to be routed according to 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 Also

- *Expense Reimbursement Routing Rules* in the *Expense Management Guide* for information about overriding the auditor for workflow messaging

The following topics in the *J.D. Edwards Workflow Tools Guide* for more detailed information:

- *Setting Up Distribution Lists*
- *Adding a Recipient Rule*

### Before You Begin

- Verify that the Send email to Auditor processing option is set to 1 in the Expense Entry program (P09E2011). Messages to the auditor are not sent if this processing option is not set to 1.

### ► To set up a distribution list of auditors for workflow messaging

---

Use one of the following navigations:

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

In the J.D. Edwards Windows environment, from the Workflow Management Setup menu (G0241), choose *Group Revisions*.

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.

---

#### Note

If you do not want to use address book number 7372, you can set up a distribution list for a different address book number. You specify this address book number in the corresponding processing option of the Expense Entry program (P09E2011) for all expense reports or in the Auditor ID Override field in the Expense Management Routing Rules for a specific expense report type.

---

- 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.

---

1. Workflow message to manager when 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.

---

## 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 Workflow system to send the appropriate e-mail or work center messages, as well as to update the expense report status.

For example, the system automatically sends a message to the manager if the employee's expense report requires approval. Similarly, the system sends the employee a message if their expense report is rejected.

---

### Note

The system does not automatically send a message to the auditor, even if auditing is set up as part of the routing rules. A processing option for the Expense Entry program (P09E2011) controls whether the auditor receives messages.

---

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

Status Code	Description
<b>100</b>	<b>PENDING COMPLETTION</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.

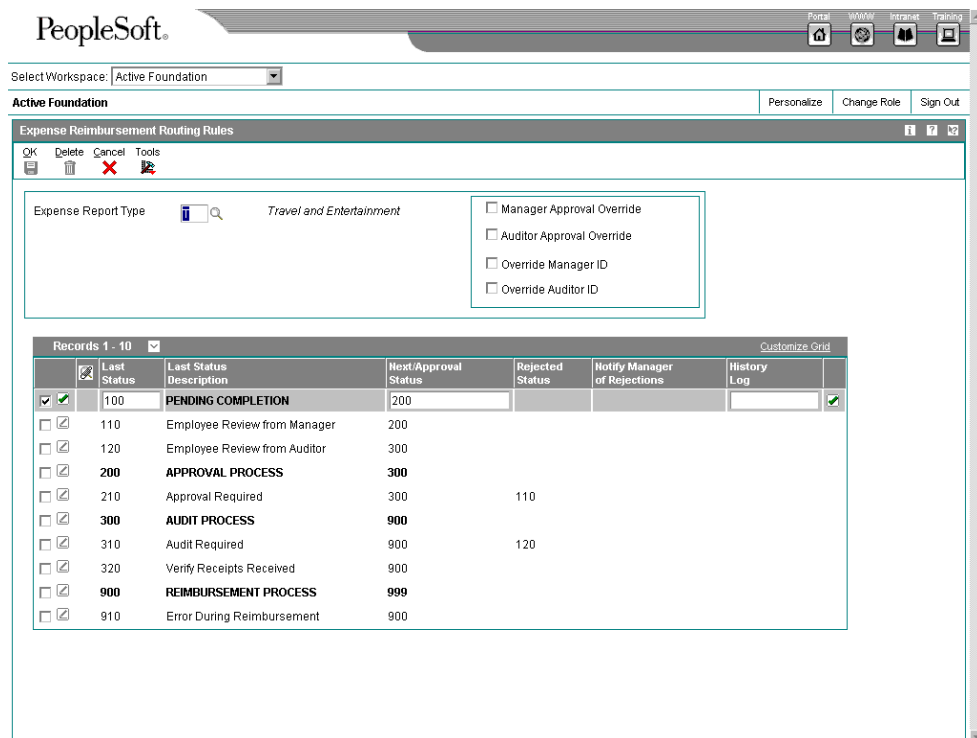
When you establish the next status for a routing rule, you must use rules that end in 00 so that the system initiates the appropriate workflow process. For example, if you require management approval, you would *not* set the next status for PENDING COMPLETION to 210 for Approval Required. Instead, you 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 and to your group profiles.

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

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



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

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

## History Log Option

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), which is accessed when you run the Expense Report History report (R09E128).

## Overrides for Manager Approval, Manager ID, and Auditor ID

In addition to setting up the rules for routing messages for each expense report type, you can also specify the overrides using the following options:

- **Manager Approval Override**  
By turning on this option, you specify that a manager must approve all expense reports for the expense report type specified, regardless of the setting in the group profile or the employee profile.
- **Auditor Approval Override**  
By turning on this option, you specify that an auditor must approve all expense reports for the expense report type specified, regardless of how the policy is set up. For example, you might want all relocation expenses to be audited without having to set up individual limits for each expense category in the policy.
- **Override Manager ID**  
By turning on this option, you specify that a manager different from the manager specified in the employee profile must approve expense reports. The system displays the corresponding field for Approver ID, which you use to enter the address book number of the approving manager. This option overrides only the approving manager for the expense report type specified.

---

### Note

The address book number that you specify cannot be a distribution list.

---

- **Override Auditor ID**  
By turning on this option, you specify that an auditor different from the auditors defined in the distribution list for address book number 7372 receive messages. The system displays the corresponding field for Auditor Approver ID, which you use to enter the address book number of the auditor or distribution list of auditors. The system is hard coded to send messages to the distribution list associated with address book number 7372 unless you turn on this option and specify another address book number. This option overrides the auditor for the expense report type specified.

---

### Note

To override the auditor to whom messages should be sent, regardless of expense report type, enter a value in the corresponding processing option for the Expense Entry program (P09E2011).

---

If you enter an address book number that is a distribution list, you must set up the members of the list in the organization structure for structure type ERA.

## See Also

See the following topics in the *Expense Management Guide*:

- ❑ *The Workflow Process for Expense Management* for additional information about workflow requirements
- ❑ *Setting Up Auditors for Workflow Messaging* for information about setting up a distribution list

### ► 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*.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Expense Reimbursement Routing Rules

Expense Report Type: Travel and Entertainment

Manager Approval Override  
 Auditor Approval Override  
 Override Manager ID  
 Override Auditor ID

Records 1 - 10		Customize Grid				
	Last Status	Last Status Description	Next Approval Status	Rejected Status	Notify Manager of Rejections	History Log
<input checked="" type="checkbox"/>	100	<b>PENDING COMPLETION</b>	200			<input checked="" type="checkbox"/>
<input type="checkbox"/>	110	Employee Review from Manager	200			
<input type="checkbox"/>	120	Employee Review from Auditor	300			
<input type="checkbox"/>	200	<b>APPROVAL PROCESS</b>	300			
<input type="checkbox"/>	210	Approval Required	300	110		
<input type="checkbox"/>	300	<b>AUDIT PROCESS</b>	900			
<input type="checkbox"/>	310	Audit Required	900	120		
<input type="checkbox"/>	320	Verify Receipts Received	900			
<input type="checkbox"/>	900	<b>REIMBURSEMENT PROCESS</b>	999			
<input type="checkbox"/>	910	Error During Reimbursement	900			

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 IDIf 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 1 (or Y) for each status that you want to update to the history log.

---

**Note**

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

---

6. Click OK.

## **Displaying Messages and the Reimbursement Policy Online**

The system provides two processing options for the Expense Entry program (P09E2011) that allow you to specify media queues:

- A processing option that directs you to the location of your company's reimbursement policies and procedures (on the Policy tab)
- A processing option that directs you to the location of the message that appears when an employee submits an expense report (on the Message tab)

### **Accessing Your Company's Reimbursement Policy and Procedures**

To display your company's reimbursement policy and procedures, you can specify either a media queue or an HTML page.

The advantage of using a media object queue is that it allows 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.

When you choose to specify the media object queue or the HTML page, the system displays the View Policy link on the Edit Expense Report Information form.

### **Displaying a Message When Reports Are Submitted**

To set up a message to display when an employee submits an expense report, such as a reminder to label their receipts or the person to whom the receipts should be forwarded, you must set up a media queue and specify the location of the document containing the message. You specify the media queue name in the processing option.

### **See Also**

- *Working with Media Object Queues* in the *System Administration Guide* for information about setting up, revising, and deleting media object queues

## 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 specify a business unit type. The system retrieves the business unit for the business unit type specified and 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 Also

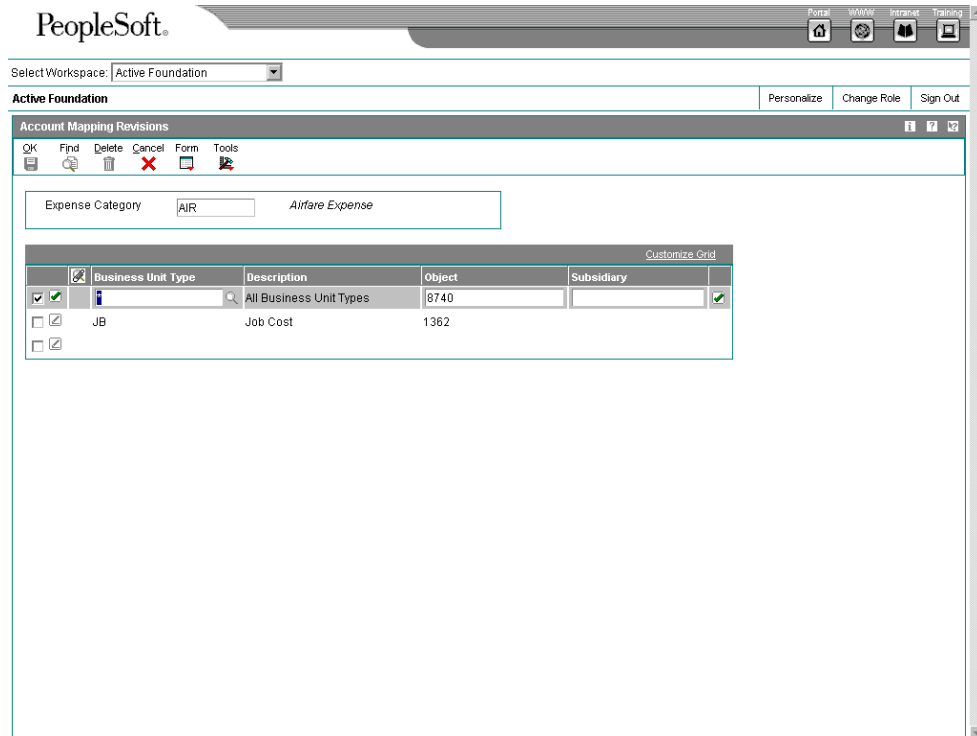
- *Using Billable Business Units* in the *Expense Management Guide* for more information

### ► 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 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 can 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
- 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, 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 calculate VAT taxes.

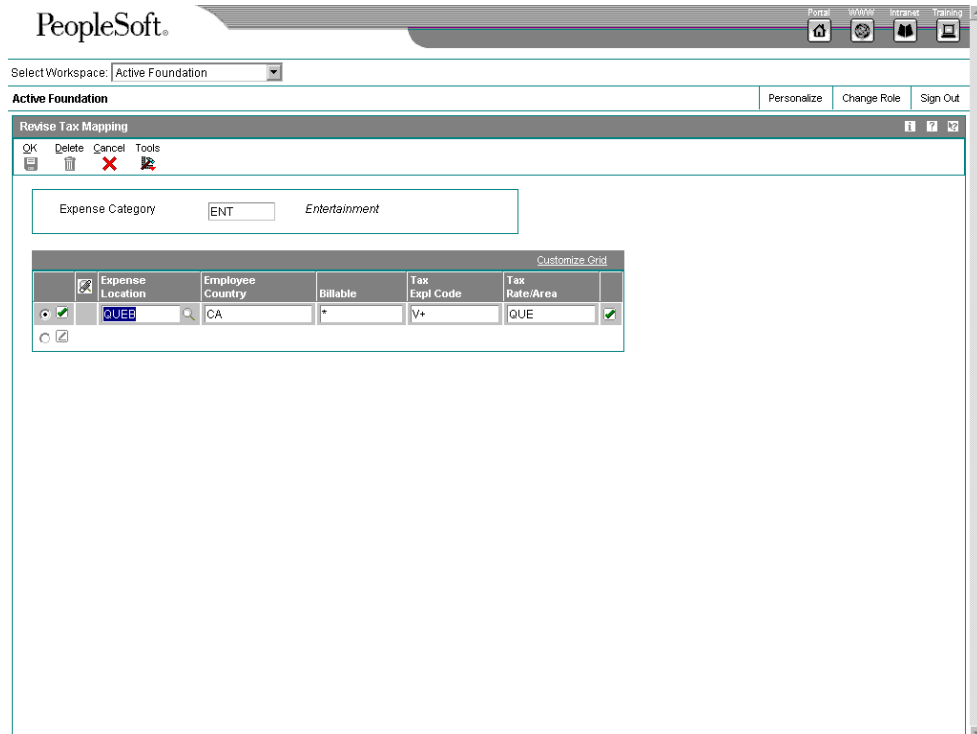
---

### ► To set up tax mapping

---

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

1. On Work With Tax Mapping, click Add.



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 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 Also

- ❑ *Setting Up Pay Types* in the *Workforce Management Foundation Guide* for more information about pay types used in the payroll system

### ► 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.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Pay Type Mapping Entry

Expense Report Type: A Tuition Reimbursement

Customize Grid			
	Effective Date	Expense Category	PDBA Code
<input checked="" type="checkbox"/>	01/01/02	TUIT	204

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 Employee Maintenance

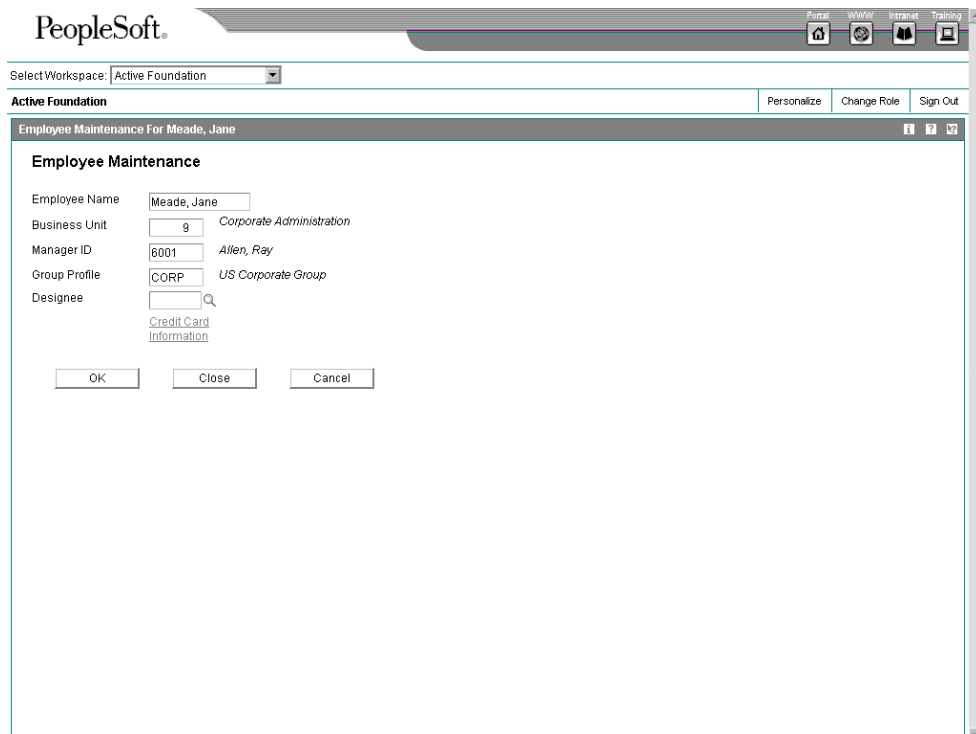
Frequently, employees do not enter their own expense reports. In some companies, executives grant their administrative assistants the authority to enter and submit expense reports. In some circumstances, an employee might not be able to complete their expense report before the cut-off date. The Employee Maintenance program (P09E103) allows every employee access to their profile for the sole purpose of authorizing one other person to act on their behalf.

For example, if Jane Smith cannot enter her expense report, she can designate that her coworker, Todd Jones, has the authority to act on her behalf by setting him up as her designee in the Employee Maintenance program.

Although you can grant multiple employee authority through the Employee Profile Entry program (P20103), most employees will not have access to this program. Additionally, with the Employee Maintenance program you can specify a different designee at any time. When you specify a designee, the system updates the parent/child relationship for the employee in the Address Organization Structure Master table (F0150) for structure type ERS. If you change the designee, the system removes the relationship.

### ► To set up employee maintenance

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



The screenshot shows the PeopleSoft interface for the Employee Maintenance program. The top navigation bar includes the PeopleSoft logo, a 'Select Workspace' dropdown menu set to 'Active Foundation', and utility links for 'Personalize', 'Change Role', and 'Sign Out'. The main content area is titled 'Employee Maintenance For Meade, Jane' and contains the following fields:

- Employee Name:
- Business Unit:  Corporate Administration
- Manager ID:  Allen, Ray
- Group Profile:  US Corporate Group
- Designee:

Below the fields are three buttons: 'OK', 'Close', and 'Cancel'. A link for 'Credit Card Information' is also visible below the Designee field.

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

Enter the address book number of the person to whom you are granting the authority to submit expense reports on your behalf.

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 Credit Card Transaction Interface Table (F09E150) if your credit card company transfers transactions electronically
  - 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
Credit Card Transaction Interface Table (F09E150)	P09E150 – Credit Card Expenses	To give the employees access to their credit card transactions
	R09E151 – Credit Card Expense Purge	To give the system access to remove processed credit card transactions
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*

---

## 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, such as airfare.

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.

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.

### Travel Advance Feature

If you receive a cash advance before you incur expenses, you can have the system automatically deduct the amount that you received from your reimbursement amount by specifying the amount of the cash advance in the Advance field when you enter an expense report. When your expense report is processed for reimbursement, the system generates two vouchers:

- A voucher that corresponds to the reimbursement amount on your expense report
- A negative voucher that corresponds to the amount specified in the Advance field

When the payment is processed, the system adds the two vouchers together to produce the correct reimbursement amount.

The following list presents guidelines for how and when to use the travel advance feature:

- To display the Advance field on the expense report entry form, you must turn on the Travel Advance option in the group profile.
- You cannot initiate a cash advance from the Expense Management system; you use the feature to account for an advance that you already received.
- You use the travel advance feature only when the advance you received was processed outside of the Accounts Payable or Payroll system. For example, you received the advance from petty cash or as a handwritten check.

You *do not* use the travel advance feature if the cash advance that you received was processed through the Accounts Payable system as a prepayment voucher or through the Payroll system as an interim check. Because both of these systems create the records necessary to account for a cash advance, using the travel advance feature in the Expense Management system causes the cash advance to be subtracted twice from the reimbursement amount.

For example, if you receive a cash advance for 500 that was processed through the Accounts Payable system as a prepayment voucher, the system has already generated two vouchers:

- One for 500 to process the cash advance
- One for – 500 to account for the cash advance

When you submit your expense report for reimbursement, the system produces a voucher for the amount of the reimbursement. When the reimbursement voucher is processed for payment, the system includes the outstanding negative voucher so that the amount advanced is paid back.

If you had additionally specified 500 as an advance amount when you entered the expense report, the system would have produced an additional voucher for –500, and a total of 1000 would have been subtracted from the reimbursement amount.

- Only employees that are reimbursed through the Accounts Payable system can use the travel advance feature (reimbursement methods 3, 4, and 5).

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

### **Summary Receipts**

If you have one receipt for several expenses, you must turn on the 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 turn on the Summary Receipt option, and then enter receipt details for each expense category separately.

The system keeps track of the expenses entered and the amount to be distributed for each summary receipt.

### **Expenses Split among Multiple Entities**

While entering expense information, you must specify the entity to which the expense will be charged, or specify that the expense is nonreimbursable. In some cases, you might need to split the expenses among multiple business units, jobs, or work orders. If you specify to split the expense among multiple entities, the system displays an additional form on which you enter allocation information (the amount that you want to charge and the entity to receive the charge).

#### **► To enter an expense report**

---

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

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

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: 03/31/03

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 type="checkbox"/> CAR	Car Rental	03/19/03	United States	AMX	BU	9
<input type="checkbox"/> MLS	Meals	03/20/03	United States	AMX	BU	9
<input type="checkbox"/> AUTO	Parking and Fuel Expenses	03/21/03	United States	AMX	BU	9
<input type="checkbox"/> AUTO	Parking and Fuel Expenses	03/21/03	United States	AMX	BU	9
<input 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

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
- Default Business Purpose
- 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.

4. To add expense details, click Add Expense.

The screenshot shows the 'Edit Expense Detail Information' form in PeopleSoft. The form is titled 'Expense Report By Meade, Jane' and has a 'View Policy' link. The 'Detail' tab is selected, and the 'Single Item' radio button is chosen. The form contains the following fields and values:

Expense Category	AIR
Expense Date	03/09/03
Charge To Type	Business Unit
Business Unit	g Corporate Administration
Expense Location	United States
Payment Method	American Express
Rate	464.670
Quantity	1.00
Expense Amount	464.67 USD
Reimbursable Amount	464.67 USD
Receipt Label	1
Exchange Rate	1.0000000

**Cumulative Total**

Expense Total	897.30	Total To Employee		Total To Credit Card	897.30
---------------	--------	-------------------	--	----------------------	--------

Buttons: Add New, Save, Save and Close, Cancel

The Edit Expense Detail Information form appears. If a processing option is set appropriately, you can access your company's reimbursement policy at any time by clicking the View Policy link.

- On Edit Expense Detail Information, click one of the following options:
  - Single Item
  - Summary Receipt
- If you specified Summary Receipt, complete the following field. Otherwise, proceed to the next step:
  - Receipt Total
- Complete the following fields for each expense:
  - Expense Category
  - Expense Date  
The system returns an error message if you enter a date that is later than the expense report end date that you specified.
  - Charge To Type

If you specify Job Cost, the system displays the following additional fields for you to complete:

- Subsidiary (Cost Code)
- Cost Type

The system displays this field only when the corresponding processing option is turned on.

If you specify Work Order, the system displays the following additional field for you to complete:

- Order No.

The system automatically completes the Business Unit, Subsidiary, Subledger, and Subledger Type fields based on the value that you enter.

If you specify a split business unit, job, or work order, the system applies the policy rules to all business units, jobs, or work orders specified regardless of whether they are billable. Similarly, if you specify nonreimbursable, the system ignores all policy rules.

- Business Unit

The value that you enter directly corresponds to the value of the Charge To Type field:

- If you specified Business Unit in the Charge To Type field, enter the business unit to which you are charging the expense. If you leave this field blank, the system either uses the business unit entered in the employee profile or issues an error message depending on the setting of a processing option.
- If you specified Job Cost in the Charge To Type field, enter the job to which you are charging the expense. You cannot leave this field blank.
- If you specified a split Charge To Type, leave this field blank. The system displays an additional form for you to specify the multiple entities.
- If you specified Nonreimbursable in the Charge To Type field, leave this field blank.

- Expense Location

You must specify a location. You cannot use None as a value.

- Payment Method

You must specify a payment method. You cannot use None as a value.

- Quantity

- Expense Amount

If you complete the Rate and Quantity fields, you can leave this field blank. The system calculates the expense amount for you.

8. If you specified the Multiple currency option, complete the following additional fields. Otherwise, proceed to the next step.
  - Currency Code  
This unlabeled field appears to the right of the Expense Amount field.
  - Exchange Rate  
The system uses the exchange rate from that which is set up in the Currency Exchange Rates table (F0015). The processing options for this program specify whether you can override the exchange rate.
9. The system completes the following fields:
  - 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 number sequence for each expense report that you enter.
10. Click the Additional tab and complete the additional fields.

The screenshot shows the PeopleSoft web interface for editing an expense report. The page title is "Expense Report By Meade, Jane". The main heading is "Edit Expense Detail Information" with a "View Policy" link. There are two tabs: "Detail" and "Additional", with "Additional" selected. The selected category is "AIRFARE EXPENSE". The form contains the following fields:

Airline	UAL
Additional Comments	
Airline Ticket Number	01672367236809
Airline Ticket Status	FUL
Subledger	
Subledger Type	<input type="checkbox"/>

At the bottom of the form are four buttons: "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

11. To continue entering expenses, click one of the following. Otherwise, continue to step 14 to complete the expense report entry process:

- Add Item to Summary

Click this button if you specified a summary receipt.

If you entered a Charge To type that splits the expense among multiple entities, continue to the next step. Otherwise, repeat steps 7 through 11 for each expense.

---

**Note**

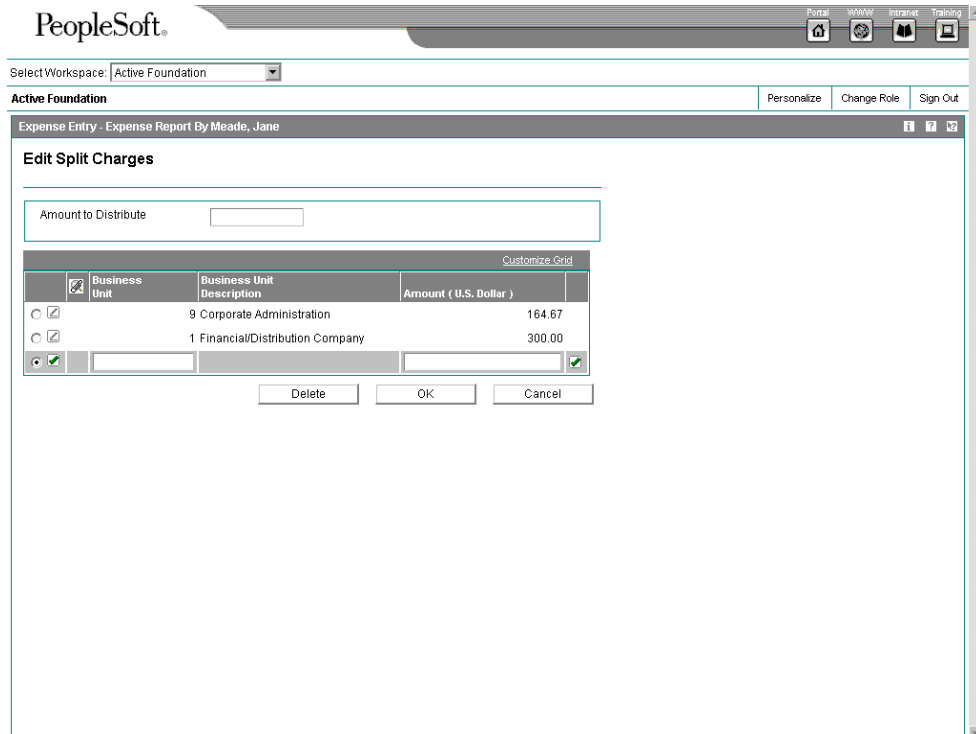
When you add expenses for a summary receipt, the total amount of the expenses must equal the amount that you entered in the Receipt Total field.

---

- Add New

Click this button to add another expense.

If you entered a Charge To type that splits the expense among multiple entities, continue to the next step. Otherwise, repeat steps 7 through 11 for each expense.



12. On Edit Split Charges, complete the fields that correspond to the Charge To Type.
- If the Charge To Type is Split to Multiple Jobs, complete the following fields:
    - Business Unit
    - Subsidiary (Cost Code)
    - Cost Type
    - Expense Amount
  - If the Charge To Type is Split to Multiple Work Orders, complete the following fields:
    - Order No.
    - Subsidiary
    - Business Unit
    - Expense Amount
  - If the Charge To Type is Split to Multiple Bus. Units, complete the following fields:
    - Business Unit
    - Expense Amount

---

**Note**

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

---

13. Click the check mark to display another detail line and complete the fields for each entry until the Amount to Distribute field is blank, and then click OK.

14. On Edit Expense Detail Information, do one of the following:

- To continue entering expenses, return to step 11.
- To complete the expense report entry process, click Save and Close.

Depending on the policy rules and processing option settings, the system might display a warning or error message under the following circumstances:

- An expense exceeds the allowable amount specified.
  - If the system issues an error message, you cannot continue entering expenses and you must change the expense information.
  - If the system issues a warning message, you can continue entering expenses. The system marks the expense with X (for exception) in the first column on the Edit Expense Report Information form.
- The expense is a duplicate.
  - The system issues a warning message and marks the expense with X (for exception) in the first column on the Edit Expense Report Information form. The system requires an audit for all expense reports that have duplicate expenses.

15. On Edit Expense Report Information, do one of the following:

- Click Close

Use this function to save the report without submitting it. You can revise expenses entered or enter more expenses at a later date, if desired.

- Click Submit

Use this function to begin the reimbursement process for the expense report. The system will not process your expense report under the following conditions:

- Your expense report is missing information.
- The date specified in the Expense Report End Date field is more than one day in the future.
- You entered corporate credit card transactions and the processing option is set to require matching. This applies only to credit cards that are defined in UDC 09E/PM with a special handling code of 20.

---

**Caution**

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

---

16. 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 then 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.

## Processing Options for Expense Entry (P09E2011)

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### Defaults Tab

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

---

#### 1. Currency Mode

---

---

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 currency option. Expenses can be entered in any currency.

---

---

#### 2. Inquiry Mode For Employee with Audit Authorization

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- 
- 0 = Display all expense reports
  - 1 = Display expense reports to approve
  - 2 = Display employee's expense reports
  - 3 = Display my employee's expense reports
  - 4 = Display all expense reports and hide the Display field

Use this processing option to specify which option the system uses to display expense reports on the Work With Expense Reports 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 all the options (radio buttons) on the form.

---

---

### 3. Expense Report Number

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Blank = Number assigned manually

1 = Number assigned by Next Numbers

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.

---

---

### 4. Default Business Unit

---

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Blank = Employee's Profile

1 = Enter Business Unit manually

Use this processing option to specify whether the system supplies a default value for the Business Unit field if the Charge To Type field contains a value that is defined in UDC 09E/CT with the special handling code 10, such as Business Unit. Valid values are:

Blank

The system supplies the default business unit from the employee profile.

1

The system does not supply a default value; you must enter the business unit.

---

### **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.

---

#### **1. Allowable Expense Days**

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Zero = Any Prior date

Number of days prior to today

Use this processing option to specify the number of days prior to the system date for which you will allow expense reports and expense items to be entered. For example, if you enter 40 and the system date is 6/01/05, the system allows you to enter expense reports and expense items on or after 4/22/05. Enter 0 (zero) to allow expense reports and expense items to be entered for any date prior to the system date.

---

### **Exchange Rate Tab**

These processing options allow you to override the default exchange rate and to specify 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.

---

## 1. Exchange Rate Override

---

---

Blank = Do not allow override

1 = Allow override

2 = Allow Spot Rate

Use this processing option to specify whether to allow overrides to the exchange rate if the expense is entered manually through the Expense Entry program (P09E2011). 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.

If the expense is retrieved from the Credit Card Transaction Interface Table (F09E150) using the Select Credit Card Expenses to Apply form, the system does not allow overrides to the exchange rate.

If the exchange rate is set up in the Currency Exchange Rates table (F0015), the system validates the exchange rate entered against the tolerance limit specified in the Exchange Rate Tolerance processing option for this program.

Regardless of the setting for this processing option, the system allows overrides to the exchange rate only if the spot rates are allowed for the pair of currency codes in the Currency Exchange Rates table.

Valid values are:

Blank

Do not allow overrides to the exchange rate, even if spot rates are allowed in the Currency Exchange Rates table.

1

Allow overrides to the exchange rate if the expense is entered manually. An exchange rate must exist in the Currency Exchange Rates table to enter this value.

2

Allow overrides to the exchange rate if the expense is entered manually. An exchange rate does not have to exist in the Currency Exchange Rates table to enter this value.

---

---

## 2. Exchange Rate Tolerance

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Zero = No limit  
Percent of tolerance

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 the system can locate the policy document.

---

#### 1. Type of Online Policy

---

---

Blank = Do not display policy document  
1 = Media object queue name  
2 = HTML page name (open an Internet browser)

Use this processing option to specify whether to retrieve your company's expense reimbursement policy from the media object queue or from an HTML page so that you can review it online. If you leave this processing option blank, you cannot review the policy online. Valid values are:

1  
Media object queue name

2  
HTML page (Open an Internet browser)

---

---

#### 2. Policy Location

---

---

Media object queue name

OR

HTML page name

Use this processing option to specify the name of the media object queue or the name of the HTML page for the system to use to display the online policy.

Note: The media object queue name and path must be set up in P98MOQUE so that the system can locate the policy document.

---

### 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 the system can locate the message.

---

1. Display message when expense report is submitted

---

Blank = Do not display message

Specify media object queue name

Uses this processing option to specify the media object queue to use to display a user-defined message when you submit an expense report. For example, the message might be a reminder to label receipts or to specify the person to whom the expense report receipts should be sent. If you leave this processing option blank, the system does not display a message.

Note: The media object queue name and path must be set up in P98MOQUE so that the system 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.

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1. Time Entry

---

---

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.

---

---

## 2. Time Entry Type

---

---

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

---

---

## 3. Time Entry Version

---

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---

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 users version ZJDE0001.

---

### **Auditor Tab**

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

---

#### 1. Modify Expense Reports

---

---

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.

---

---

#### 2. Send email to Auditor

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---

Blank = Do not send email to auditor

1 = Send email to auditor

Use this processing option to specify whether to send an e-mail to the auditor when the expense report is ready to be audited. Valid values are:

Blank

Do not send an e-mail to the auditor.

1

Send an e-mail to the auditor.

---

---

### 3. Override Default Auditor

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Blank = Address number 7372 as default auditor

New address book for default auditor

Use this processing option to override the default distribution list for the auditor, address book number 7372.

If you set the Send E-Mail to Auditor processing option to 1 and you leave this processing option blank, the system sends e-mail messages to the persons set up on the organizational structure for parent number 7372, structure type ERA.

In addition to entering the address book number for the override distribution list and setting up the distribution list (organizational structure for the address book number and structure type ERA), you must specify the distribution list in the recipient rules for the workflow process EXPROUTING.

---

---

### 4. Validate for Duplication

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Blank = Do not validate

1 = Validate the current expense report only

2 = Validate the current and previously submitted expense reports

Use this processing option to specify whether the system validates for duplicate expenses. Duplicate expenses are defined as having the same information in the following fields: Employee ID, Expense Category, Expense Amount, Expense Currency, Expense Date. Valid values are:

Blank

Do not validate for duplicate expenses.

1

Validate for duplicate expenses on the current expense report only. The system includes Expense Report Number in addition to the other validation criteria.

2

Validate expenses between the current expense report and expense reports that were previously submitted. The system uses the value specified in the Number of Days to Use for Validation processing option to determine which expense reports to include in the validation process.

---

## 5. Number of Days to Use for Validation

Use this processing option to specify the number of days prior to the expense report end date used on the expense report to determine which expense reports to include in the validation for duplicate expenses. For example, if you enter an expense report end date of 6/30/03 and you enter 60 in this processing option, the system validates the expenses entered for the current expense report against all of your expenses entered between 5/02/03 and 6/30/03. This system uses this processing option only when the value of the Validate for Duplication processing option is set to 2. If you leave this processing option blank, the system validates for duplicate expenses on the current expense report only.

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## Job Cost Tab

This processing option specifies whether to display the Cost Type field when the charge to type is Job Cost or Split Among Multiple Jobs.

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1. Cost Type

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Blank = Do not display cost type

1 = Display and allow users to enter a cost type

Use this processing option to specify whether to display the Cost Type field when you specify either Job Cost or Split to Multiple Job Cost as the "charge to" type. Valid values are:

Blank

Do not display the Cost Type field.

1

Display the Cost Type field. The system does not require a value if you display this field.

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### **Credit Card Expense Tab**

These processing options specify whether to allow users access to credit card transactions, whether to require employees who process credit card transactions to match them from the Credit Card Transaction Interface Table (F09E150), and the version of the Credit Card Expenses program (P09E150) to use during the matching process.

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#### 1. Credit Card Expenses

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Blank = Do not allow access to credit card expenses.

1 = Allow users to select credit card expenses to apply to expense reports.

Use this processing option to specify whether to allow employees access to their credit card transactions in the Credit Card Transaction Interface Table (F09E150) so that they can apply them to their expense reports. If employees have authority to enter expense reports for others, they will also have access to those credit card transactions. Valid values are:

Blank

Do not allow access to credit card expenses. The system hides the Get CC Expense button on the Expense Report Entry form.

1

Allow employees access to their own credit card expenses and to those of other employees for whom they are authorized to enter expense reports. The system displays the Get CC Expense button on the Expense Report Entry form.

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## 2. Require matching of CC Expense records

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Blank = Do not require credit card expense matching.

1 = Require credit card expense matching.

Use this processing option to specify whether to require employees to match each credit card expense from the Credit Card Transaction Interface Table (F09E150) with the expense in the Expense Report Detail table (F20112). Valid values are:

Blank

Do not require employees to match their credit card expenses. Employees can manually enter and submit credit card expenses for reimbursement using the Expense Entry program (P09E2011).

Note: If you choose this option, integrity between the two tables (F09E150 and F20112) is not maintained.

1

Require employees to match their credit card expenses. Employees are allowed to either select a credit card expense using the Get CC Expense button during expense entry, or enter the credit card expense manually using the Expense Entry program (P09E2011), and then match it to the credit card record using the Credit Card Expenses program (P09E150) before submitting their expense report.

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## 3. Credit Card Expenses Version (P09E150)

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Blank = ZJDE0001

Use this processing option to specify the version of the Credit Card Expenses program (P09E150) to use when adding credit card expenses from the Expense Entry program (P09E2011). If you leave this processing option blank, the system uses the default version, ZJDE0001.

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## **Additional Methods for Entering Expense Reports**

The Expense Entry program (P09E2011) provides additional features that you can use when entering expense reports.

### **Credit Card Interface**

The credit card interface feature allows you to review the expenses charged to a corporate credit card and directly apply them to your expense report. Using this feature eliminates the task of manually entering every expense charged to your credit card. Instead, you review your credit card expenses, update those that are personal as nonreimbursable, and then apply the appropriate expenses to your expense report. The more information supplied to the Credit Card Transaction Interface Table (F09E150), the less you must enter manually.

After credit card expenses are applied, the system updates them to a status that prohibits them from being applied twice. After expense reports are processed, you can purge table F09E150.

### **Import Expense Report**

The import feature allows you to enter expenses on a spreadsheet, such as Microsoft Excel, and import them directly into your expense report. Depending on your access to the web environment and the speed of your connection, importing expenses from a spreadsheet might be faster than completing the expense details interactively.

When you use the import feature, you can still revise, remove, and add expenses to your expense report manually. No limitations exist.

## Using the Credit Card Interface Feature

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The process to reimburse employees for business expenses is time consuming. Employees must sort and copy receipts, as well as accurately transcribe information to a report. To ensure accuracy, expense reports often require management approval and auditing before employees can be reimbursed. Delays in the review process can directly impact the company's ability to reimburse employees in a timely manner.

If your company issues a corporate credit card to employees, you can expedite the expense reimbursement process by uploading employee credit card transactions from the credit card company to the Credit Card Transaction Interface Table (F09E150) in the Expense Management system so that transactions can be directly applied to expense reports. Using the credit card interface not only saves employees time entering expenses; it also provides the company with a better method of tracking and reporting on expenses.

The process for using the credit card interface is as follows:

1. Transactions are updated to the Credit Card Transaction Interface Table using a custom program.
2. The employee reviews each transaction and updates the Transaction Status field as follows:
  - If the transaction is personal, the employee updates the transaction status to Nonreimbursable.
  - If the transaction is in dispute, the employee updates the transaction status to In Dispute.
  - If the transaction has been applied manually (prior to its appearing in table F09E150), the employee updates the status to Applied and uses an additional form to "match" the credit card transaction to the applied expense.
  - If the transaction is a duplicate and should be purged, the employee or system administrator updates the status to Obsolete.

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### Note

You can also add custom transaction status codes to UDC 09E/CS (Credit Card Transaction Status) and assign them to credit card transactions.

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3. The employee applies the appropriate credit card transactions to the expense report.
4. The system administrator purges the Credit Card Transaction Interface Table as necessary.

### Applying Credit Card Transactions to the Expense Report

To maintain an audit trail that you can use for tracking and reporting purposes, the system updates the following fields in table F09E150 from table F20112 when you apply a credit card transaction to an expense report:

- Expense Report Type
- Expense Report Date Created

- Expense Report Number
- Expense Category
- Workstation ID

Conversely, the system updates the following fields in table F20112 from table F09E150 when you apply a credit card transaction to an expense report:

- Credit Card Transaction Number
- Record Source

The system updates the field to 1.

## Mapping to the Credit Card Transaction Interface Table

To receive transactions from your credit card company in a format that the system accepts, you must understand how to map the information from the credit card company to the Credit Card Transaction Interface Table (F09E150). Employees can retrieve their credit card transactions directly from table F09E150 to use on their expense reports.

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### Note

When employees apply credit card transactions to their expense reports, the system uses the information to update the Expense Report Detail table (F20112) only; the system does *not* update fields in the Expense Report Header table (F20111).

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The following tables list each field in table F09E150 and describe the type of data expected by the system and how the field is used.

### Required Fields

Alias	Field Name	Type	Length	Description
CCTN	Credit Card Transaction Number	Alpha	20	<p>A unique identifier for the credit card transaction.</p> <p>You can use the transaction number assigned by the credit card company, devise your own unique key by concatenating the values of several fields, or use a next numbering routine.</p> <p>The system uses this field as the primary key for locating and tracking credit card expenses. By assigning a unique value for each credit card expense, you eliminate the possibility of reimbursing the expense more than once.</p> <p>The value that you specify should not exist in the F09E150 table.</p>

EMPLOYID	Employee ID	Number	8	<p>The address book number of the employee.</p> <p>This field is required if the Credit Card Number field is blank. The system uses the employee ID in conjunction with the payment method specified to retrieve the credit card number from the Credit Card Information table (F0075).</p>
CRCRDNUM	Credit Card Number	Alpha	25	<p>The number of the employee's credit card.</p> <p>This field is required if the Employee ID field is blank. The system uses the credit card number in conjunction with the payment method specified to retrieve the employee ID from the Credit Card Information table (F0075).</p>
PMTMETH	Payment Method	Alpha	3	<p>A user defined code that corresponds to the payment method of the employee.</p> <p>The value that you enter must exist in UDC 09E/PM.</p>
TRANSTAT	Transaction Status	Alpha	2	<p>A code that specifies that the transaction is available for processing.</p> <p>Enter 0 (zero) for all transactions.</p>
EXPDATE	Expense Date	Date	6	<p>The date that the expense was incurred.</p> <p>Enter the date in a format that your database accepts.</p>
EXPAMT	Expense Amount	Number	15	<p>The amount of the expense in the currency in which it was incurred.</p> <p><b>Note</b></p> <p>If you do not use multicurrency or if the amount is in the domestic currency, the expense amount should be the same as the billed amount.</p>
EXPCRCD	Expense Currency Code	Alpha	3	<p>The currency code of the expense amount.</p> <p>The value that you specify must exist in the Currency Codes table (F0013).</p> <p>This field is required only if multicurrency is turned on.</p>

BILLAMT	Billed Amount	Number	15	<p>The billed amount of the expense in the currency of the credit card company.</p> <p><b>Note</b></p> <p>If you do not use multicurrency or if the amount is in the domestic currency, the billed amount should be the same as the expense amount.</p>
BILLCRCD	Billed Currency Code	Alpha	3	<p>The currency code of the amount billed by the credit card company.</p> <p>The value that you specify must exist in the Currency Codes table (F0013).</p> <p>This field is required only if multicurrency is turned on.</p>

### Optional Fields That Appear on Forms

The following table lists the fields that are optional to complete for the credit card interface, but either are required for expense report entry or appear on one of the interactive forms that you complete to enter an expense report.

Alias	Field Name	Type	Length	Description
CHRGTO	Charge To Type	Alpha	3	<p>A user defined code that indicates whether the expense is reimbursable and the entity to which it should be charged.</p> <p>The value that you specify must exist in UDC 09E/CT.</p>
MCU	Business Unit	Alpha	12	<p>The business unit to which the expense should be charged.</p> <p>If you complete this field, the Charge To Type field must contain the code that specifies business unit.</p> <p>The value that you specify must exist in the Business Unit Master table (F0006).</p>
EXPTYPE	Expense Category	Alpha	4	<p>The category that best describes the expense.</p> <p>The value that you specify must exist in UDC 09E/EC.</p>
CRR	Exchange Rate	Number	15	<p>The exchange rate used by the credit card company if the expense was incurred in a currency different from the bill currency.</p> <p>The exchange rate that you enter must correspond to the conversion</p>

				<p>method specified in the Currency Exchange Rates table (F0015) for the currency pair. If the exchange rate is not set up, the system uses the conversion method specified in the General Constants table (F0009). The system does not verify or recalculate amounts based on the exchange rate entered, but uses the exchange rate, in conjunction with the conversion method, to recalculate the billed amount if the expense amount is changed.</p> <p>For example, if the exchange rate provided by the credit card company was derived using the multiplier rate, and your system is set up to use a divisor rate, you must convert the rate entered to correspond to the conversion method.</p> <p>If you leave this field blank, the system calculates the exchange rate based on the expense and billed amounts at the time the transaction is applied to the expense report. The system does not use the exchange rate from the Currency Exchange Rates table (F0015), nor does it require that an exchange rate is set up, but it does use the exchange rate to locate the conversion method.</p> <p><b>Note</b></p> <p>You can use the Adjust Spot Rate for Default Conversion Method function (B09E0022) to retrieve the proper conversion method and automatically convert the exchange rate accordingly. See <i>Adjust Spot Rate for Default Conversion Method</i> in the <i>Expense Management Guide</i> for additional information.</p>
DESCCHG	Description of Charge	Alpha	45	Text describing the expense.
LOCATN	Location Code	Alpha	5	<p>The city, state, or country in which the expense was incurred.</p> <p>The value that you enter must exist in UDC 09E/EL.</p> <p>If you leave this field blank, you must assign a location when you enter the</p>

				expense report.
ADDLCMT	Additional Comment	Alpha	60	Text for additional information about an expense, or the reason that a preferred supplier was not used.  This field is required if a preferred supplier (as specified by the policy) was not used.

### Optional Fields for Reporting Purposes

Depending on the expense category attributes that you set up, some of these fields might appear on the Additional tab on the Edit Expense Detail Information form or on the forms used to apply the credit card expense to an expense report; otherwise, the fields reside in the database only for reporting purposes.

Alias	Field Name	Type	Length	Definition
BUSPURP	Business Purpose	Alpha	40	Text describing the purpose for the expense report.
VENDCODE	Vendor Code	Alpha	8	A user defined code that identifies the preferred supplier and corresponds directly to the expense category. <ul style="list-style-type: none"> <li>• If the expense category is AIR, the value that you enter must exist in UDC 09E/PA.</li> <li>• If the expense category is HTL, the value that you enter must exist in UDC 09E/PH.</li> <li>• If the expense category is CAR, the value that you enter must exist in UDC 09E/PC.</li> <li>• If you have set up a preferred supplier for an additional expense category, the value that you enter must exist in UDC 09E/PS.</li> </ul>
VENDNAME	Vendor Name	Alpha	35	The name of the vendor from which the expense was incurred.
VSTREET	Street	Alpha	40	The street in the vendor's address where the expense was incurred.
VCITY	City	Alpha	30	The city in the vendor's address where the expense was incurred.
VSTATE	State	Alpha	2	The state in the vendor's address where the expense was incurred.
VZIPCODE	Zip	Alpha	12	The zip code (postal code) in the vendor's address where the expense was incurred.

VCOUNTRY	Country	Alpha	30	The country in the vendor's address where the expense was incurred.
TICKNUMB	Ticket Number	Alpha	15	A number assigned to the airline, train, or boat ticket for tracking purposes.
CLASSERV	Class of Service	Alpha	15	The type of service that corresponds to the mode of travel. For example, First Class, Business Class, Coach.
DESTIN1	First Destination	Alpha	20	The location of the first stop in a series of stops, or the From location of a car rental agency.
DESTIN2	Second Destination	Alpha	20	The location of the second stop in a series of stops, or the To location of a car rental agency.
DESTIN3	Third Destination	Alpha	20	The location of the third stop in a series of stops.
FMDATE	From Date	Date	6	The beginning date in a date range that might be used to describe the period of time during which a car was rented or a room was occupied.
TODATE	To Date	Date	6	The ending date in a date range that might be used to describe the period of time during which a car was rented or a room occupied.
NUMBDAYS	Number of Days	Number	3	The number of days or nights that were expended during a stay at a hotel or for which a car was rented.
SBL	Subledger	Alpha	8	The subledger to which the expense should be charged if the field is used.
SBLT	Subledger Type	Alpha	1	A code that identifies the type of subledger.  The value that you specify must exist in UDC 00/ST.
TEXT1	Text Field 001	Alpha	40	Fields that the system updates, in conjunction with the expense category, when you set up expense category attributes that use fields from the data dictionary.
TEXT2	Text Field 002	Alpha	40	
TEXT3	Text Field 003	Alpha	40	
NUMERIC1	Numeric 01	Number	15	
NUMERIC2	Numeric 02	Number	15	
NUMERIC3	Numeric 03	Number	15	
DATE1	Date Field 1	Date	6	

DATE2	Date Field 2	Date	6	
DATE3	Date Field 3	Date	6	
TELNUMB	Telephone Number Called	Alpha	20	The telephone number for which charges were expensed.
UNITS	Units	Number	6	The quantity of an item, such as the number of miles.
RATE1	Rate	Number	15	The cost per unit, such as the nightly cost for a hotel room or the amount per mile that could be reimbursed.

### Fields Updated by the System

The following table lists the fields that the system updates. You should *not* complete these fields. If you do, the system will overwrite the values entered. The system updates these fields in table F20112 when the credit card transaction is applied to an expense report.

Alias	Field Name	Type	Length	Definition
EXRPTTYP	Expense Report Type	Alpha	1	The expense report type that is assigned when the employee applies the credit card transaction to their expense report.
EXRPTNUM	Expense Report Number	Alpha	10	The number that the system assigns automatically to the expense report for tracking purposes.  The system assigns the number from the Next Numbers – Automatic table (F0002).
DTECRT	Expense Report Date Created	Date	6	The date that the expense report was created.
ENUMBER1	Expense Report Employee ID	Number	8	The employee ID for whom the expense report was created.
ETEXT001	Expense Report Workstation ID	Alpha	10	The ID of the workstation on which the expense report was created.
PID	Program ID	Alpha	10	The program number of the program that updated the record.
USER	User ID	Alpha	10	The ID of the user that updated the record.
JOBN	Work Station ID	Alpha	10	The ID of the computer that was used to update the record.
UPMT	Time - Last Updated	Number	6	The time that the record was updated.

	Updated			updated.
UPMJ	Date – Updated	Date	6	The date that the record was updated.

### Fields Reserved for Clients

The following table lists the fields that have been reserved for your business needs. The expense management programs do not update these fields, nor do they map to table F20112. You can use these fields for tracking the information that you receive from the credit card company and is stored in table F09E150.

Alias	Field Name	Type	Length
CCRPTTYP	Credit Card Co Report Type	Alpha	25
CCRPTNUM	Credit Card Co Report Number	Alpha	25
CCRPTDTE	Credit Card Co Report Date	Date	6
CCFILENO	Credit Card Co File Number	Alpha	10
CCRECIPN	Credit Card Co Recipient Number	Alpha	10
CTLID	Control Number	Alpha	30
DESC01	Description 001	Alpha	45
DESC02	Description 002	Alpha	45
DESC03	Description 003	Alpha	45
DESC04	Description 004	Alpha	45
GAMOUNT1	Generic Amount 1	Number	15
GAMOUNT2	Generic Amount 2	Number	15
GCODE1	Generic Code_Length 5	Alpha	5
GCODE2	Generic Code_Length 10	Alpha	10
GDATE1	Generic Date 1	Date	6
GDATE2	Generic Date 2	Date	6
GFLAG1	Generic Flag 1	Alpha	1
GFLAG2	Generic Flag 2	Alpha	1
GNUMBER1	Generic Number 1	Number	8
GNUMBER2	Generic Number 2	Number	10
GTEXT001	Generic String 001	Alpha	40
GTEXT002	Generic String 002	Alpha	40
ORIGNUMB	Originating Number	Alpha	20

REFNUMB	Reference Number	Alpha	20
REFDATE1	Reference Date	Date	6
TAXAMT	Tax Amount	Number	15
TAXTYPE	Tax Type	Alpha	15

### Fields Reserved for Future Use by J.D. Edwards

The following table lists the fields that are reserved by J.D. Edwards for future use. Do not use these fields for custom purposes.

Alias	Field Name	Type	Length
EAMOUNT1	Amount 01	Number	15
EAMOUNT2	Amount 02	Number	15
ECODE1	Code_Length 5	Alpha	5
ECODE2	Code_Length 10	Alpha	10
EDATE1	Date 1	Date	6
EDATE2	Date 2	Date	6
EFLAG1	Flag 1	Alpha	1
EFLAG2	Flag 2	Alpha	1
ENUMBER2	Number 2	Number	8
ETEXT002	String 002	Alpha	40
REASON	Reason Code	Alpha	10

### Adjust Spot Rate for Default Conversion Method

To maintain consistency between the exchange rates used by the credit card company and those used historically in other J.D. Edwards financials applications, you might want the system to automatically calculate the exchange rate based on the conversion method specified by the system, instead of the conversion method used by the credit card company.

You can use the Visual C++ business function, Adjust Spot Rate for Default Conversion Method (B09E0022), to retrieve and use the conversion method for the exchange rate specified in the Credit Card Transaction Interface Table (F09E150). The business function updates the exchange rate in table F09E150 according to the conversion method specified. This business function should be called for each credit card transaction that will be processed by your custom program when the exchange rate provided by the credit card company for the transaction is greater than zero.

To use business function B09E0022, you must provide it with the following information:

Field Description	Alias	Field Type	Length	Use
Exchange Rate	CRR_IN	MATH_NUMERIC	8 leading numbers, 7	The exchange rate from the credit card company

			trailing decimals	the credit card company
Spot Rate Conversion Method	CRCM_IN	JCHAR	1	The conversion method used by the credit card company: <ul style="list-style-type: none"> <li>• Y for multiplier</li> <li>• Z for divisor</li> </ul>
Currency Code From	CRCD_IN	JCHAR	3 characters terminated by a fourth NULL character	The currency code of the transaction from the credit card company
Currency Code To	CRDC_IN	JCHAR	3 characters terminated by a fourth NULL character	The domestic, billed currency of the credit card company
Date Effective Rates	EFT_IN	JDEDATE	6 character Julian date	The date of the credit card expense
Address Number	AN8_IN	MATH_NUMERIC	8	The address book number of the credit card company, if specified in the Exchange Rate Identifiers table (F09E114).
System Currency Conversion Method	CRCM_IN	JCHAR	1	Currency conversion method specified in the General Constants table (F0009): <ul style="list-style-type: none"> <li>• Y for multiplier</li> <li>• Z for divisor</li> </ul>

When the business function runs, it returns the following information:

Field Description	Alias	Field Type	Length	Use
Adjusted Spot Rate Conversion Method	CRCM_OUT	JCHAR	1	The conversion method to use for the exchange rate.  The system returns this information if your custom program requires debugging.
Adjust Spot Rate	CRR_OUT	MATH_NUMERIC	8 leading numbers, 7 trailing	The adjusted exchange rate to account for the difference between the

			decimals	<p>conversion method used by the credit card company and the Expense Management system.</p> <p>The business function returns an adjusted exchange rate only when the currency conversion method used by the Expense Entry program is different from the currency conversion method used by the credit card company</p> <p>The returned adjusted exchange rate should be used by your custom program to update the Exchange Rate field (CRR) in table F09E150.</p>
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**Note**

If you do not provide the exchange rate, the system retrieves information for the exchange rate from the Currency Exchange Rates table (F0015) when the credit card expense is applied to the expense report. The system uses the address book number, if provided, to locate a specific exchange rate for the credit card company. If the exchange rate is not set up with an address book number, the system retrieves the default exchange rate for the currency code pair. The system uses the currency conversion method specified for the currency pair to calculate an adjusted spot rate. If the exchange rate is set up for triangulation, or if the system cannot locate the exchange rate for the pair of currency codes, the system uses the currency conversion method specified in the General Constants table (F0009).

However, the system does not update table F09E150 with the exchange rate used when the credit card expense is applied to the expense report. The system updates the Expense Report Detail table (F20112) only.

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► **To review and revise credit card expenses**

When you review credit card transactions, you can revise only two fields: Transaction Status and Expense Category. No other information can be revised until you apply the expense to your expense report.

*From the Daily Processing menu (G09E10), choose Credit Card Expenses.*

Credit Card Trans Number	Employee	Exp Date	Expense Amount	Expense Currency	Billed Amount	Billed Currency	Exchange Rate	Description of Charge	Payment Method
668023-1	Meade, Jane	02/14/03	396.50	U.S. Dollar		U.S. Dollar			American
496087-4	Meade, Jane	02/20/03	92.78	U.S. Dollar		U.S. Dollar			American
501055-5	Meade, Jane	02/20/03	15.67	U.S. Dollar		U.S. Dollar			American
501033-6	Meade, Jane	02/20/03	75.00	U.S. Dollar		U.S. Dollar			American
501028-3	Meade, Jane	02/21/03	20.34	U.S. Dollar		U.S. Dollar			American
501028-2	Meade, Jane	02/22/03	279.50	U.S. Dollar		U.S. Dollar			American
669010-2	Meade, Jane	03/09/03	464.67	U.S. Dollar		U.S. Dollar			American
495022-4	Meade, Jane	03/19/03	89.63	U.S. Dollar		U.S. Dollar			American
501022-5	Meade, Jane	03/20/03	23.14	U.S. Dollar		U.S. Dollar			American

1. On Review Credit Card Expenses, do one of the following:

- To display all credit card transactions, click Find.
- To limit the credit card transactions that are displayed, complete any of the following fields, and then click Find:
  - Employee ID  
You must have multiple authority set up to display transactions for another employee.
  - Payment Method
  - Transaction Status
  - Beginning Date
  - Ending Date
  - All Amounts
  - Expense Amounts
  - Credit Amounts
  - Ascending
  - Descending

- To display all credit card transactions that have been applied, choose Applied to Expense Report from the drop-down menu for the Transaction Status field and click Find.
  - To limit the applied credit card transactions that are displayed, choose Applied to Expense Report from the drop-down menu for the Transaction Status field, click the Applied CC Expenses tab, complete any of the following fields, and then click Find:
    - Expense Report Type
    - Expense Report Date Created
    - Expense Report Number
    - Expense Category
    - CC Trans No
2. To change the status of the credit card transaction or assign an expense category, choose the transaction in the detail area, and then click the link in the Credit Card Trans Number field.

You can revise only credit card transactions that have not been applied.

The screenshot shows the 'Edit Credit Card Expense' form in PeopleSoft. The form is titled 'Credit Card Expense for Meade, Jane'. The 'Credit Card Trans No' field is populated with '668023-1'. The form contains the following fields and values:

- Employee ID: 7504 (Meade, Jane)
- Vendor: United Airline
- Vendor City: [Empty] State: [Empty]
- Description of Charge: [Empty]
- Payment Method: AMX American Express
- Expense Date: 02/14/03
- Expense Amount: 396.50
- Expense Currency: USD U.S. Dollar
- Billed Amount: [Empty]
- Billed Currency: USD U.S. Dollar
- Transaction Status: Available (dropdown menu)
- Expense Category: Airfare Expense (dropdown menu)
- Expense Report No/Type: [Empty]
- Expense Report Date: [Empty]

At the bottom of the form, there are three buttons: Save, Close, and Cancel.

3. On Edit Credit Card Expense, change the following field, as necessary:

**Note**

If you change the transaction status to In Dispute, you can still apply it to your expense report.

4. Complete the following optional field:

If you do not assign an expense category at this time, you can assign it when you apply the expense to your expense report.
5. Click Save.

Depending on the setting of a processing option and the value of the Transaction Status field, the system might return an error message or require additional information.
6. Do one of the following:
  - If no errors occurred, click Close.
  - If the system returns an error message, the transaction status is either Obsolete or Non-Reimbursable, and the amount is a credit (negative), an auditor must change the transaction status. Click Close.
  - If the transaction status is Applied to Expense Report, the system displays a message to notify you that you must match the credit card transaction to the expense entered on your expense report. Proceed to the next step.
7. In the Message window, click OK.
8. On Find Matching Expense Entry Record, revise the following field, if necessary:
9. Click Find.

The system displays only the expense detail records that have *not* been applied to an expense report and that exactly match the values in the Payment Method, Expense Category, and Employee ID fields that appear in the header area of the form.
10. Double-click the first field, to the left of the expense that you want to match, to select it.

The system updates the field with a check mark when the record is selected. To deselect the expense, double-click the same field to remove the check mark.
11. Click Update Matching Record.

The system displays the credit card transaction next to the record that you selected so that you can confirm that you have selected the correct transaction.
12. On Confirm Matching Expense, if the information is correct, click OK. Otherwise, click Cancel and choose another expense.

If the amounts do not match exactly, the system returns a warning message to notify you of a discrepancy, but does not require you to change the amount on the expense report. Depending on your company's policy, you might be required to change the amount on the expense report to maintain the integrity between the two tables (F09E150 and F20112).

► **To apply credit card charges to the expense report**

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

1. On View Expense Report Information, click Add New Report on the Simple Search tab.
2. On Edit Expense Report Information, complete the options and fields in the header area of the form.

- Click the Get CC Expense button to access credit card transactions.  
The system displays only credit card expenses with a transaction status of Available or In Dispute.
- On Select Credit Card Expenses, click the first field to the left of each credit card transaction that you want to apply to the expense report.  
The system updates the field with a check mark when the record is selected. To deselect the credit card transaction, double-click the same field to remove the check mark.
- Click Apply to my Expense Report.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Select Credit Card Expenses for Meade, Jane

Select Credit Card Expenses

Employee ID: 7504 Meade, Jane

Payment Method: (None)

Beginning Expense Date: \*

Ascending  Descending

Find

<input type="checkbox"/>	Credit Card Trans Number	Employee	Expense Date	Expense Amount	Expense Currency	Billed Amount	Billed Currency	Exchange Rate	Description of Charge
<input type="checkbox"/>	668023-1	Meade, Jane	02/14/03	396.50	U.S. Dollar		U.S. Dollar		
<input type="checkbox"/>	496087-4	Meade, Jane	02/20/03	92.78	U.S. Dollar		U.S. Dollar		
<input type="checkbox"/>	501055-5	Meade, Jane	02/20/03	15.67	U.S. Dollar		U.S. Dollar		
<input type="checkbox"/>	501033-6	Meade, Jane	02/20/03	75.00	U.S. Dollar		U.S. Dollar		
<input type="checkbox"/>	501028-3	Meade, Jane	02/21/03	20.34	U.S. Dollar		U.S. Dollar		
<input type="checkbox"/>	501028-2	Meade, Jane	02/22/03	279.50	U.S. Dollar		U.S. Dollar		
<input type="checkbox"/>	2426657ILY60734E4X	Meade, Jane	04/01/03	388.31	U.S. Dollar		U.S. Dollar		
<input type="checkbox"/>	2461043NL27FALWFE2	Meade, Jane	04/04/03	187.98	U.S. Dollar		U.S. Dollar		
<input type="checkbox"/>	2461826W05DQYFM9	Meade, Jane	04/04/03	633.40	U.S. Dollar		U.S. Dollar		

Apply to my Expense Report Cancel

- On Confirm Expense Category and CC Receipt Type, complete or revise the following field:
- If the receipt contains more than one expense, click the following option:
- Click OK.
- On Edit Receipt Detail Information, continue entering information about the expense using the same steps that you use to enter an expense manually.

---

**Note**

The system does not allow you to modify the following fields:

- Expense Date
- Rate
- Exchange Rate

The system does not allow you to increase the amount of the following field:

- Expense Amount
- 

10. Do one of the following:

- Click Save and Continue.

If you selected more than one credit card expense, the system returns you to the Confirm Expense Category and CC Receipt Type form, and you repeat steps 5 through 9 for each expense.

- Click Cancel.

The system does not include the expense on the expense report. If you selected more expenses, the system returns you to the Confirm Expense Category and CC Receipt Type form, and you repeat steps 5 through 9 for each expense.

- Click Cancel All.

The system returns you to the Select Credit Card Expenses form, where you can deselect or choose additional transactions. The system saves any transactions that you previously confirmed.

## Processing Options for Credit Card Expenses (P09E150)

### Versions Tab

This processing option specifies the version of the of the Expense Entry program (P09E2011) to use when applying credit card expenses to an expense report.

---

1. Expense Entry (P09E2011)

Blank = ZJDE0001

Use this processing option to specify the version of the Expense Entry program (P09E2011) to use when applying credit card expenses to an expense report. If you leave this processing option blank, the system uses the default version, ZJDE0001.

---

### Edits Tab

This processing option specifies whether to allow employees to change the transaction status of a credit card expense when the amount is negative.

---

## 1. Transaction Status of Negative Expense Amounts

Blank = Allow employee or auditor revisions

1 = Allow auditor revisions only

Use this processing option to specify whether the system allows only auditors to change the transaction status for credit card expenses with negative (credit) amounts. By allowing only auditors to change the status, you ensure that credit amounts are applied to the appropriate business expenses, and you eliminate the possibility of employee misconduct. Valid values are:

Blank

Allow both employees and auditors to revise the transaction status of negative (credit) amounts.

1

Allow only auditors to revise the transaction status of negative (credit) amounts.

---

## Importing Expense Reports

---

In addition to manually entering your expenses using the Expense Entry program (P09E2011) or using the credit card interface to apply expenses charged to a corporate credit card, you can enter your expenses into a spreadsheet and import them into your expense report. For example, you might want to import expenses under the following circumstances:

- A network connection is not available (for example, when you are in an airplane).
- A high speed connection is not available; performance is slow on the web environment.

To use the import feature in the Expense Management system, the columns in the spreadsheet that you complete must exactly match the columns that appear in the detail area of the Import Expense form (W09E2011D). You can ensure that exact matching between columns occurs by using the export feature to create the spreadsheet.

You can import expenses from a spreadsheet, and then enter additional expenses manually, but not the reverse; you cannot manually add a new expense report, and then append it with expenses that you import from a spreadsheet.

When you import an expense report, the system validates the imported information in the same manner that it does when you enter the expense report manually.

For tracking purposes, the system updates the Record Source field in the Expense Report Detail table (F20112) to 2 for the expenses that you import.

### Summary Receipts and Split Charge To Entities

You cannot use a parent expense category such as SUMM to designate a summary receipt. Instead, if you have one receipt that includes expenses for multiple expense categories, you enter them as separate lines in the spreadsheet. When you import them, the system assigns each expense a unique receipt number; therefore, you must identify the assigned numbers on the physical receipt to ensure that an auditor or approving manager can match the expense to the receipt appropriately.

Similarly, when you have an expense that is charged to multiple business units, jobs, or work orders, you enter multiple lines to allocate the portion of the expense amount to the appropriate entity.

### See Also

See the following topics in the *Foundation Guide*:

- ❑ *To export detail area contents to Microsoft Excel or Word* for information about exporting in a web environment
- ❑ *To export data from the grid* for information about exporting in a Windows environment
- ❑ *To import data into the grid* for information about importing a spreadsheet in a Windows environment

### Before You Begin

- ❑ Verify that the columns in your Excel spreadsheet exactly match the columns on the Import Expense form (W09E2011D) for the expenses that you want to import.

► **To import an expense report from a spreadsheet**

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

1. On View Expense Report Information, complete the following field on the Simple Search tab:
  - Expense Report Type
2. Click Import New Report
3. On Import Expense, complete the fields in the header area of the form, as necessary.
4. From the Tools menu, choose Import From Excel.

The screenshot shows the PeopleSoft interface for 'Expense Report By Meade, Jane'. The 'Import Expense' section is active, with the following fields filled: Currency (Single), Employee ID (7504), Expense Report Type (Travel and Entertainment), Expense Report Date, Expense Report Description, Business Purpose, and Report No. Below the form is a table with columns: Expense Category, Expense Date, Charge To, Business Unit, and Order Number. The table is currently empty.

5. On Import From Excel Assistant, complete the following field or click Browse to locate your spreadsheet:
  - Excel file to import from
6. Complete the following fields:
  - Worksheet to import from  
Enter the name of the worksheet containing the data that you want to import.
  - Starting Cell Col  
Enter the spreadsheet column letter containing the first cell in the range of data that you want to import.
  - Starting Cell Row  
Enter the spreadsheet row number containing the first cell in the range of data that you want to import.

- Ending Cell Col  
Enter the spreadsheet column letter containing the last cell in the range of data that you want to import.
- Ending Cell Row  
Enter the spreadsheet row number containing the last cell in the range of data that you want to import.

7. Click Import

The system returns the information specified to the form.

8. Click Continue

---

**Note**

The Continue button appears only in a Web environment.

---

The system displays any errors.

- If none of your expenses have errors, click Finish, and then continue to step 13.
  - If one or more of your expenses have errors, continue to step 9 or 10, depending on the form that you want to use to correct the errors.
9. To use the Import Expense form, correct the errors in the detail area of the form and click Finish, and then continue to step 13.

---

**Note**

An error that appears on the Import Expense form will not be valid if the expense category attribute is not set up for the expense category.

For example, if you enter invalid information in a field, such as subledger, but the field is not used for the expense category specified, you do not need to correct the error. If you were to use the Edit Expense Detail form the system would not display an error because the field is not set up for the expense category.

---

10. To use the Edit Expense Detail Information form, click Finish.

11. In the Message window, click Yes.

12. On Edit Expense Detail Information, do one of the following:

- Correct the errors, add any additional information, as necessary, and click Save and Continue.

The system displays the next expense that is in error. If no other expenses have errors, the system displays the Edit Expense Report Information form.

- Click Cancel.

The system displays the next expense that is in error. If no other expenses have errors, the system displays the Edit Expense Report Information form.

---

**Caution**

If you click Cancel, you lose the opportunity to correct the error on the imported expense; the system deletes the imported expense from the expense report.

- 
- Click Cancel All.

Click this button to bypass correcting any additional expenses. The system retains any expenses that have been previously corrected.

You might use this option if you decide that it is faster to correct errors on the spreadsheet and then import them again, than it is to continue correcting them on the detail form.

13. On Edit Expense Report Information, the system displays all expenses that were imported without errors, as well as the corrected expenses. Add, revise, or delete any expenses, as necessary, and then do one of the following:

- Click Close

Click this button to save the report without submitting it. You can revise expenses entered or enter more expenses at a later date, if desired.

- Click Submit

Click this button to begin the reimbursement process for the expense report. If your expense report is missing information, you cannot submit it.

---

**Caution**

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

---

14. Follow your company policy to process your receipts.

---

## Reviewing and Revising Expense Reports

After you enter your expense report, but before you submit it, you can review the report for errors, provide any missing information, or revise 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.

You cannot revise an expense report that has been submitted unless it has been rejected by the manager or the auditor.

## Related Tasks for Reviewing and Revising Expense Reports

---

<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. The system runs the Expense Report Print program (R09E116). No processing options are associated with this program.
<b>Deleting Expense Reports</b>	You can delete an expense report only when it at status 100 (Pending Completion) by choosing it and clicking Delete.

### ► 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.
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, as necessary, with the following exception:
  - If you originally specified a split Charge To Type, you cannot revise it to a non-split Charge To Type. Instead, you must delete the expense and reenter it.

---

#### Note

If you choose a summary receipt, the system displays the last expense that was entered for the receipt. Click the Previous link (in the lower left area of the form), to display each expense, or click the Next link to toggle between individual expenses entered for the summary receipt.

---

8. To revise expense category attribute information, click the Additional tab and revise any of the fields.
9. To revise charges that are split among multiple business units, jobs, or work orders, 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.

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.

---

## 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. A processing option allows you to override the approving manager, if necessary.

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. 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.

---

### Note

It is possible to set manager approval escalation by expense report total and the time that has elapsed while the report was in the expense management system.

When you set up the distribution list, you can also set up escalation rules that will determine which approving manager should receive the workflow message. You can set up escalation rules based on the amount of the expense report. Additionally, you can specify that the report be sent to managers based on the amount of time that has elapsed since it was available to be reviewed.

---

### See Also

The following topics in the *J.D. Edwards Workflow Tools Guide* for information about setting up distribution lists and using them in a workflow process:

- ❑ *Distribution Lists*
- ❑ *Setting Up Distribution Lists*
- ❑ *To modify the properties of a workflow process*

### ► To approve an expense report

---

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

1. On View Expense Report Information, choose Reports Pending My Approval from the drop-down menu on the following field:
  - Display
2. Click Find.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Expense Report Approval

OK Cancel Form Tools

Accept  Reject

**Expense Report**

Employee ID	2479	Ellis, Jody A.
Date Created	04/19/02	
Expense Report Type	T	Travel and Entertainment
Expense Report#	114	
Description	San Antonio Office - Training	
Total Expenses	976.25	
Reimbursement Total		
Percent Exceptions		

3. Choose the expense report by clicking the link in the Expense Report Number field.
4. On Expense Report Approval, review the expense report summary information.

---

#### Note

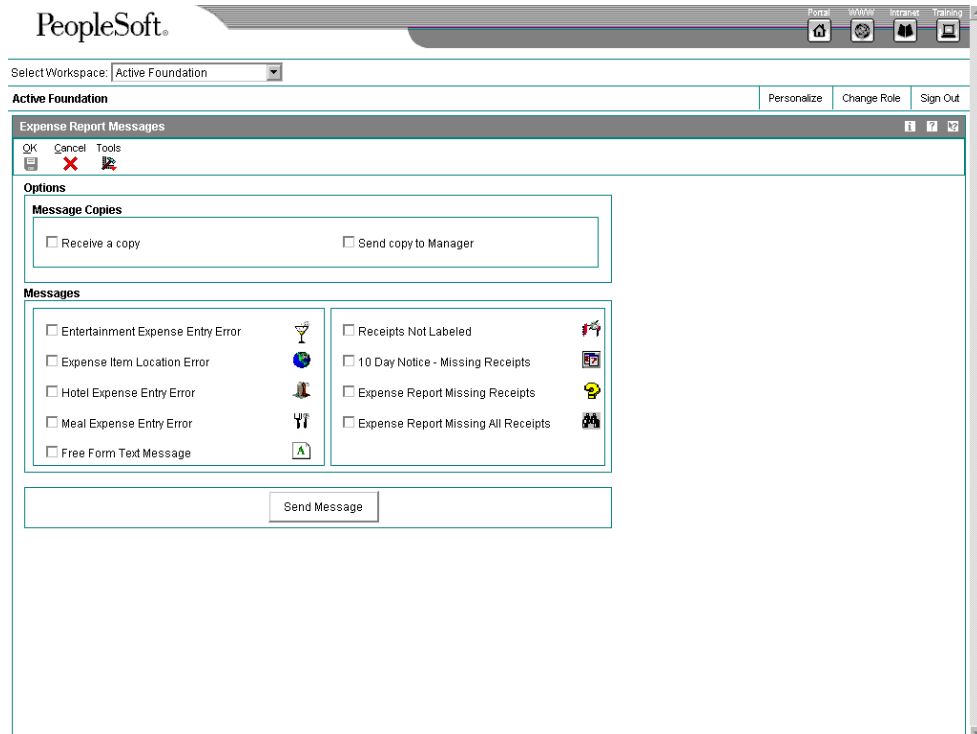
If the report contains exceptions, the percentage of exceptions appears in the Percent Exceptions field. The number of exceptions on an expense report is one of the criteria the system uses to determine whether an expense report will be audited.

---

5. 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.
6. 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.



7. 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
8. Turn on the following options as necessary:
  - Receive a copy
  - Send copy to Manager
9. 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.

10. 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.

---

**Note**

Depending on where messages are delivered, you can also approve expense reports from either the message center or from Outlook.

---

---

## Auditing Expense Reports

After expense reports have been submitted and, if necessary, approved, they might need to be audited. You specify the types of expenses that require auditing 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* in the *Expense Management Guide*.

---

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.

---

### Note

Regardless of processing option settings, expense reports identified as having duplicate expenses must be approved by the auditor.

---

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.

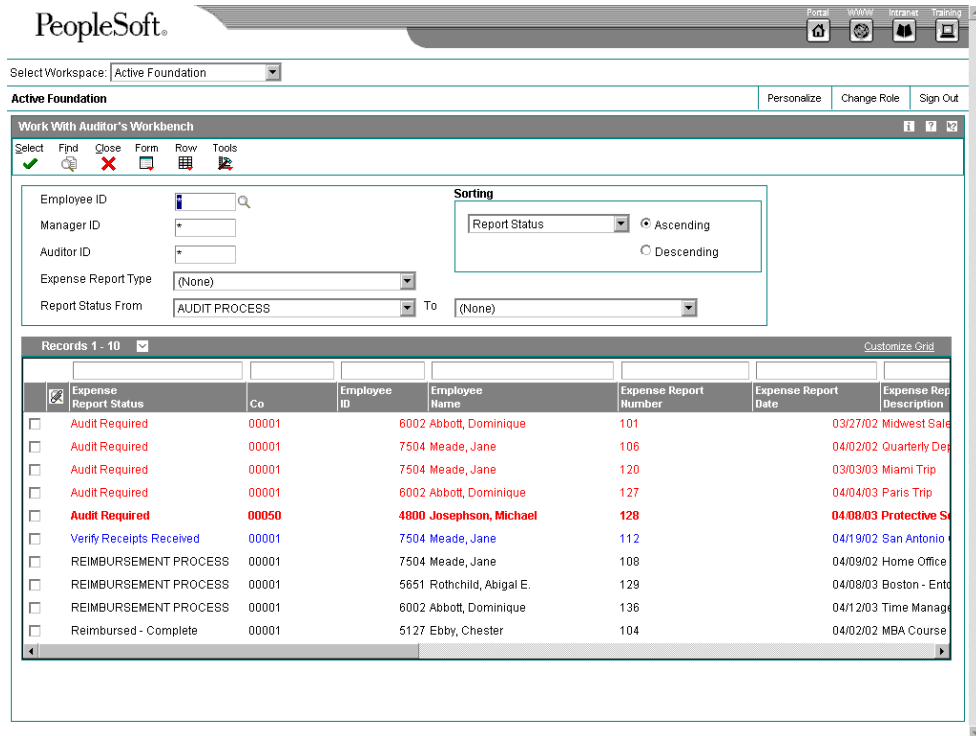
If you accept an expense report, the system changes its status to Reimbursement Process and the report is ready for reimbursement. If you reject an expense report, you must specify a reason. The system provides you with predefined reasons that you can use, or you can specify your own reason. The employee 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.*



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

- Employee ID
- Manager ID
- Auditor ID
- Expense Report Type
- Report Status From
- To

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 that were previously audited.

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

2. Do one of the following:

- To approve the report without approving individual expenses, choose the report and then choose Approve Report from the Row menu.

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

- To review individual expenses, choose the report and click Select and continue to the next step.

The form that the system displays depends on the setting of the Policy Exceptions processing option.

3. Do one of the following:

- If the processing option is set to require an audit, the system displays the Auditors Checklist form. Proceed to step 6.
- If the processing option is set to *not* require an audit, the system displays the Edit Expense Report Information form. Continue to the next step.

**Audit Expense For Abbott, Dominique**

Row Tools

**Edit Expense Report Information**

Currency:  Single  Multiple

Employee ID:  *Abbott, Dominique*

Expense Report Type:

Expense Report End Date:

Expense Report Description:

Default Business Purpose:

Report No.:

**Expense Report Status**

**Audit Required**

Total:  Reimburse Employee:   
 Reimburse Credit Card:

Expense Category	Description	Date	Expense Location	Payment Method	Charge To Type	Business Unit
<input checked="" type="checkbox"/> AIR	Airfare Expense	03/27/02	Denver	AMX	BU	9
<input type="checkbox"/> HTL	Hotel Expense	03/27/02	Denver	AMX	BU	9
<input checked="" type="checkbox"/> MISC	Miscellaneous	03/27/02	Denver	AMX	BU	9
<input checked="" type="checkbox"/> MLS	Meals	03/27/02	Denver	AMX	BU	9
<input checked="" type="checkbox"/> MILE	Mileage	03/27/02	United States	CSH	BU	9

Print Expense Report    Auditor's Checklist    Accept    Reject    Close

4. On Edit Expense Report Information, review the expenses on the expense report.

The system provides the following visual queues to assist you with the audit:

- If the expense amount exceeds the audit amount in the policy, a red X appears to the left of the expense category. You can review the policy limit for the expense from the Auditor's Checklist.
- If a preferred supplier was not used, as required by the policy, a green check mark appears to the left of the expense.

5. Do one of the following:

- Click Accept to approve the report.

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

- Click Reject and continue to step 12.

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

- Click Auditor's Checklist on the bottom of the form to approve individual expenses and to review policy limits. Continue to the next step.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Auditor's Checklist

Reason For Audit: RANDOM AUDIT SELECTION

Records 1 - 4						Customize Grid
<input checked="" type="checkbox"/>	Expense Description	Expense Date	Issue Description	Expense Amount	Receipt Label	Policy Limit
<input checked="" type="checkbox"/>	Airfare Expense	03/27/02	Receipt Required	285.00	1	
<input checked="" type="checkbox"/>	Hotel Expense	03/27/02	Receipt Required	195.80	2	
<input checked="" type="checkbox"/>	Miscellaneous	03/27/02	Receipt Required	70.00	3	
<input checked="" type="checkbox"/>	Meals	03/27/02	Receipt Required	120.00	4	

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 an expense, choose the expense, verify the information on the receipt, and then choose Approve Expense from 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, expenses that are policy exceptions, or expenses that are duplicate, depending on how your processing options are set.

To assist you in the audit process, the system displays the policy limit for the expense category. The system displays an amount only when the expense has exceeded the audit amount established for the policy.

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

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

---

**Note**

Information about expense exceptions might be available. If the envelope icon appears in the upper right corner of the Edit Expense Report Information form, click it 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) specifies whether the auditor has authority to modify the expense report.

11. After you review the expense report details, click one of the following buttons:

- Accept

The system completes the Audit Complete Date field and 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. Proceed to the next step.

- Close

The system saves changes to the report, but does not change the status of the report.

The screenshot shows the PeopleSoft interface for the 'Expense Report Messages' form. The form is titled 'Expense Report Messages' and has a toolbar with 'OK', 'Cancel', and 'Tools' buttons. Below the toolbar, there are two main sections: 'Options' and 'Messages'. The 'Options' section contains two checkboxes: 'Receive a copy' and 'Send copy to Manager'. The 'Messages' section contains a grid of checkboxes with corresponding icons: 'Entertainment Expense Entry Error' (wine glass), 'Expense Item Location Error' (globe), 'Hotel Expense Entry Error' (hotel), 'Meal Expense Entry Error' (fork and knife), 'Free Form Text Message' (document with 'A'), 'Receipts Not Labeled' (receipt with red 'X'), '10 Day Notice - Missing Receipts' (calendar), 'Expense Report Missing Receipts' (warning sign), and 'Expense Report Missing All Receipts' (warning sign with multiple people). At the bottom of the form is a 'Send Message' button.

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. Turn on 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.

---

### 1. Policy Exceptions:

---

---

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.

---

---

### 2. Required Receipts:

---

---

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.

---

#### **1. Enter the default from report status:**

---

---

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).

---

---

**2. Enter the default through report status:**

---

---

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).

---

---

**3. Expense report sorting:**

---

---

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.

---

---

**4. Sort order:**

---

---

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).

---

---

**5. Expense Report type:**

---

---

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.

---

### **CC Expenses Tab**

This processing option specifies the number of days prior to the expense report ending date for the system to use to calculate the default beginning expense date for reviewing credit card expenses.

---

#### 1. Additional days to display expenses

Blank = 0 days

Use this processing option to specify the number of days prior to the expense report ending date for the system to use to display employee credit card expenses. The system uses the number that you specify to calculate the value for the Beginning Expense Date field on the Review Credit Card Expenses form, which you access by choosing the corresponding option on the Row menu. For example, if you specify 40 in this processing option, and the expense report date is 6/01/05, the system calculates the value for the beginning expense date as 4/22/05, and displays all credit card expenses between 4/22/05 and 6/01/05.

---

If you leave this processing option blank, the system uses 0 (zero) and displays all credit

---

card expenses for the employee through the expense report date.

---

### **Versions Tab**

These processing options specify the versions of the Credit Card Expenses program (P09E150) and the Expense Entry program (P09E2011) to use when these programs are accessed from the Auditor's Workbench.

---

#### 1. Credit Card Expenses (P09E150)

Blank = ZJDE0001

Use this processing option to specify the version of the Credit Card Expenses program (P09E150) to use when viewing or revising credit card expenses from Auditors Workbench (P09E115). If you leave this processing option blank, the system uses the default version, ZJDE0001.

---

---

#### 2. Expense Entry (P09E2011)

Blank = ZJDE0001

Use this processing option to specify the version of the Expense Entry program (P09E2011) to use when viewing expense reports from Auditors Workbench (P09E115). If you leave this processing option blank, the system uses the default version, ZJDE0001.

---

---

## Reimbursing Employee Expenses

*Use one of the following navigations:*

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

*From the Reimbursement Review menu (G09E202), 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 a batch of vouchers or a batch of time cards or both. The system uses these records to reimburse employees and credit card companies.

If you reimburse a credit card company, the system updates the Payee Address Number field of the voucher that 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 expense 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.

---

#### **1. G/L Date**

---

---

- 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.

---

### **1. Voucher Creation Mode**

---

---

## 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. Explanation - Header
-

---

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.

---

---

2. Explanation/Remark - Detail

---

---

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.

---

### **1. Default G/L Offset**

---

---

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.

---

---

### **2. Payment Terms**

---

---

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.

---

---

### 3. Invoice #

---

---

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.

---

---

### 4. Remark

---

---

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 value to use for the Remark field on voucher pay items that the system generates 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. If the expense item does not have an additional comment, the system does not update the remark.

3

Update the Remark field with the expense report number.

4

Update the Remark field with the expense date and the description of the expense category. For example, if the expense category is Air and the expense was entered on 6/10/02, the system updates the Remark field with 6/10/02 Airfare Expense.

---

## 5. Invoice Date

---

---

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 Date and Explanation fields on the time card when the reimbursement is processed through the Payroll system.

---

#### 1. Payroll Date Worked

---

---

Blank = Today's Date

A specific payroll date worked

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.

---

---

## 2. Time Card Explanation

---

---

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 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.

---

## **1. Travel Advance G/L Class**

---

---

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.

Use this processing option to specify the G/L offset that the system assigns to the debit memo (PD) that it generates when you use the Travel Advance field. 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.

---

---

## **2. Use Subledger**

---

---

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.

---

### **1. Voucher Entry Master Business Function (P0400047)**

---

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.

---

---

## **2. Journal Entry Master Business Function (P0900049)**

---

---

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.

---

---

## **3. Time Entry Master Business Function (P050002A)**

---

---

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.

---

---

## Resetting the Expense Report Status

During the reimbursement process, which begins when you submit an expense report, the system assigns and updates the expense report status. The value it assigns depends on the expense report routing rules that you have set up for the type of expense report that you submit. Managers use the status to monitor the reimbursement progress, as well as to manage approval and audit processes.

Employees with access to the Auditor's Workbench program (P09E115) can change the status of expense reports under the following two conditions:

- An error occurs during the reimbursement process; the expense report status is Error During Reimbursement (910).

If an error occurs when you run the Expense Report Reimbursement program (R20110), the system assigns the status Error During Reimbursement to the expense report and sends a message to the work center identifying the reason for the error.

To complete the reimbursement process, you must resolve the problem and reset the status on the expense report so that it can be reprocessed. When you reset an expense report that is assigned the status Error During Reimbursement, the system changes the expense report status to Reimbursement Process (900).

---

### Note

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

- 
- A manager or auditor wants to audit an expense report; the expense report status is Reimbursement Process (900).

If the expense report status is Reimbursement Process and you reset the expense report status, the system changes the status to Audit Required (310).

If you try to reset an expense report that is at a status other than Error During Reimbursement or Reimbursement Process (910 and 900), nothing happens and no error message is returned.

---

### ► To reset the expense report status

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

On Work With Auditor's Workbench, locate and choose the expense report and choose Reset Report from the Row menu.

If the expense report is assigned a status of Error During Reimbursement (910), the system changes the status to Reimbursement Process (900).

If the expense report is assigned a status of Reimbursement Process (900), the system changes the status to Audit Required (310).

---

## 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.

---

### 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 Also

- ❑ *Revising Unposted Vouchers* in the *Accounts Payable Guide* for information about the fields you can change and how the system updates records
- ❑ *Payroll Cycle* in the *Payroll Guide* for more information on processing payroll time cards

## Expense Management Reports

The Expense Management system provides reports that you can run to quickly review expense reports that are still pending, awaiting approval, awaiting an audit, or ready for reimbursement. Two types of reports are available: summary and detail.

The following table lists the expense management reports that you can print, whether the report is summary or detail, and the type of information it provides.

Report Name and Number	Report Type	Information Provided
Expense Reports by Employee (R09E126)	Detail	Prints all expense reports by employee with detailed information about each expense category and reimbursement amounts.
Expense Reports by Manager (R09E127)	Detail	Prints all expense reports by manager with detailed information about each expense category and reimbursement amounts.
Expense Report History (R09E128)	Summary	Prints all expense reports for the routing statuses that have been designated to generate a routing log record in the Expense Report Routing History Log table (F09E120).
Open Expenses (R09E129)	Summary	Prints all expense reports that have been submitted, but not processed, and the number of days the report has aged.
Expenses by Business Unit (R09E130)	Summary or Detail	Prints a comprehensive report for expenses charged to each business unit by expense category and employee.
Expenses by Supplier (R09E131)	Summary	Prints a list of expenses by vendor for air, hotel, and car rental expenses.  Expenses for all other expense categories are listed by expense category only.

## **Expense Reports by Employee**

---

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

## 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. If an expense was entered in a currency different from the reimbursement currency, and the system cannot locate an exchange rate, it prints Exchange Rate Missing in the Error column.

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.

## Expense Report History

---

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

If you have specified to generate a log record in the Expense Management Routing Rules program (P09E119), the system creates a record in the Expense Report Routing History Log table (F09E120) for each status specified by expense report type. You can run the Expense Report History program (R09E128) to print the routing history of expense reports.

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
- The reimbursement total (to the employee)
- The credit card reimbursement total

The report prints information from the Expense Report Header (F20111) and 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 that are located in both 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.

## Open Expenses Report

---

*From the Periodic Processing menu (G09E20), choose Open Expenses.*

To quickly review the expense reports that have been submitted for processing but have not yet been processed, you can run the Open Expenses report (R09E129). This report prints one line for each expense report that is *not* in one of the following statuses:

- 100 – Pending Review
- 950 – Complete-Zero Amount Reimbursed
- 999 – Reimbursed-Complete

The report prints pertinent information such as the employee, manager, and reimbursement amounts, and provides the number of days the report has aged and its current status. By printing the aging information and status, management can review how long a report has been waiting in a particular status and make the appropriate changes in the approval, audit, and reimbursement process. Because the report provides the amounts that are outstanding for reimbursement, it can also be useful as a tool for reporting the amount of pending expenditures by manager.

The report provides totals by company; however, if amounts are in multiple currencies, the total appears as xxxxxxx.

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

You can specify additional selection criteria or change the data selection to print reports for a specific status.

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

This report has associated processing options that allow you to print expenses by aging days, as well as restate amounts in a currency different from the reimbursement currency.

## **Processing Options for Open Expenses (R09E129)**

### **Aging Tab**

This processing option specifies the number of aging days (days that have passed since the expense report was entered) for expense report selection criteria.

---

### Aging days

Blank = Print all unprocessed expense reports

Use this processing option to specify the number of aging days to use to select expense reports to print. Aging days are the number of days that have passed since the expense report was entered. The system prints only those expense reports that have aged at least the number of days specified.

For example, if you enter 60, the system prints only unprocessed expense reports that are 60 or more days old.

---

### Currency Tab

These processing options are used to restate amounts in a currency different from the reimbursement currency.

---

#### 1. Currency Code

Blank = Reimbursement currency

Use this processing option to specify the currency in which you want amounts to print on the report. If you leave this processing option blank, the system prints amounts in the currency specified for the expense.

---

---

## 2. Exchange Rate Date

Blank = System date

Use this processing option to specify the date for the system to use to retrieve the exchange rate if you specified a currency code in the preceding processing option. If you leave this processing option blank, the system uses the system date.

---

## **Expenses by Business Unit Report**

---

*From the Periodic Processing menu (G09E20), choose Expenses by Business Unit.*

To print expenses by business unit, you run the Expenses by Business Unit program (R09E130). The system prints expenses by expense category for each business unit according to the date range that you specify in the processing options.

Using processing options, you can also specify whether to print a summary only or include the details by employee:

- If you choose summary, the system prints the total reimbursement amount for each expense category by the business unit specified on the expense report.
- If you choose detail and summary, the system prints each expense category by employee first, and then provides a summary by expense category for the business unit.

The report provides totals by business unit; however, if amounts are in multiple currencies, the total appears as xxxxxxx.

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

You can specify selection criteria to print specific reports.

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

This report has associated processing options that allow you to print expenses by date range, specify whether to print report details (by employee), and restate amounts in a currency different from the reimbursement currency.

## **Processing Options for Expenses by Business Unit (R09E130)**

### **Select Tab**

These processing options specify the date range to use to select expense reports and whether to print a summary report only or detail and summary.

---

### **1. Date Range**

---

---

### From Date

Use this processing option to specify the beginning date of a date range for the system to use to select expense reports.

---

---

### Thru Date

Use this processing option to specify the ending date of a date range for the system to use to select expense reports.

---

---

### 2. Summary/Detail

1 = Summary only

Blank = Detail and summary

Use this processing option to specify whether to print summarized expense report information only. If you leave this processing option blank, the system prints both detail and summary expense report information.

---

### **Currency Tab**

These processing options are used to restate amounts in a currency different from the reimbursement currency.

---

## 1. Currency Code

Blank = Reimbursement currency

Use this processing option to specify the currency in which you want amounts to print on the report. If you leave this processing option blank, the system prints amounts in the currency specified for the expense.

---

---

## 2. Exchange Rate Date

Blank = System date

Use this processing option to specify the date for the system to use to retrieve the exchange rate if you specified a currency code in the preceding processing option. If you leave this processing option blank, the system uses the system date.

---

## Expenses by Supplier Report

---

*From the Periodic Processing menu (G09E20), choose Expenses by Supplier.*

Because most companies have relationships with airlines, car rental agencies, and hotel chains, you might want to report on the number and amount of expenses by supplier (vendor). When you run the Expenses by Supplier report (R09E131), the system prints each airline, car rental agency, and hotel vendor for which expenses have been entered, and provides the number of expenses, the total expense amount, and the average expense amount. This information allows you to quickly assess whether your preferred suppliers are receiving the majority of your business, and provides you with actual expense amounts.

The system prints the same information for all other expense categories used, but does not provide the information by vendor.

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

You can specify additional selection criteria, but do not use data selection to change the expense category selection criteria. Changes to expense category selection criteria must be made in the driver section of the report, not using data selection.

Although this report does not provide totals, it performs calculations to determine the number of expenses and average amounts; therefore, you should not change the data sequence of the report.

This report has associated processing options that allow you to print expenses by date range, as well as to restate amounts in a currency different from the reimbursement currency.

## **Processing Options for Expenses by Supplier (R09E131)**

### **Select Tab**

These processing options specify the date range to use to select expense reports.

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### **1. Date Range**

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From Date

Use this processing option to specify the beginning date of a date range for the system to use to select expense reports.

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Thru Date

Use this processing option to specify the ending date of a date range for the system to use to select expense reports.

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### **Currency Tab**

These processing options are used to restate amounts in a currency different from the reimbursement currency.

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#### 1. Currency Code

Blank = Reimbursement currency

Use this processing option to specify the currency in which you want amounts to print on the report. If you leave this processing option blank, the system prints amounts in the currency specified for the expense.

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#### 2. Exchange Rate Date

Blank = System date

Use this processing option to specify the date for the system to use to retrieve the exchange rate if you specified a currency code in the preceding processing option. If you leave this processing option blank, the system uses the system date.

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## Purging Credit Card Transactions

*From the Advanced and Technical menu (G09E31), choose Credit Card Expense Purge program.*

Periodically, you might want to remove transactions from the Credit Card Transaction Interface Table (F09E150). You might choose to remove records the following:

- A specific date range
- A specific transaction status
- Employees who no longer work for the company
- Duplicate transactions accidentally uploaded to the table

To remove records, you run the Credit Card Expense Purge program (R09E151). The program provides processing options so that you can select records by date range and transaction status. You can also use data selection to specify other criteria.

When you run R09E151, the system automatically prints a report of the number of records it removed from table F09E150. You also have the option to print report details that include transaction information.

## **Processing Options for Credit Card Expense Purge (R09E151)**

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### **Select Tab**

These processing options specify the selection criteria to purge credit card transactions.

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#### **1. Date range of records to purge.**

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##### **Beginning Expense Date**

Use this processing option to specify the beginning expense report date to use to purge records from the Credit Card Transaction Interface Table (F09E150). The system uses this processing option in conjunction with the Ending Expense Date processing option to locate the available records.

If you leave this processing option blank, all records with an expense report date on or before the date specified in the Ending Expense Report Date processing option will be purged.

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##### **Ending Expense Date (Required)**

Use this processing option to specify the ending expense report date in the date range used to purge records from the Credit Card Transaction Interface Table (F09E150). The system uses this processing option in conjunction with the Beginning Expense Date processing option to locate the available records.

You must specify a date for this processing option or the system will not purge any records.

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#### **2. Enter '1' to purge records with the following transaction status:**

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### Applied

Use this processing option to specify which records to purge from the Credit Card Transaction Interface Table (F09E150) based on their transaction status. The system uses this processing option together with the date range specified in the Beginning Expense Date and Ending Expense Date processing options to locate the available records. Valid values are:

#### Blank

Do not purge records at this status.

1

Purge records at this status.

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### Available

Use this processing option to specify which records to purge from the Credit Card Transaction Interface Table (F09E150) based on their transaction status. The system uses this processing option together with the date range specified in the Beginning Expense Date and Ending Expense Date processing options to locate the available records. Valid values are:

#### Blank

Do not purge records at this status.

1

Purge records at this status.

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In Dispute

Use this processing option to specify which records to purge from the Credit Card Transaction Interface Table (F09E150) based on their transaction status. The system uses this processing option together with the date range specified in the Beginning Expense Date and Ending Expense Date processing options to locate the available records. Valid values are:

Blank

Do not purge records at this status.

1

Purge records at this status.

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**3. Choose additional transaction statuses to purge.**

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First additional Transaction Status to purge.

Use this processing option to specify additional transaction statuses for the system to use as criteria to purge records from the Credit Card Transaction Interface Table (F09E150). The system stores transaction status codes in UDC 09E/CS. The system uses this processing option together with the date range specified in the Beginning Expense Date and Ending Expense Date processing options to locate the available records.

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Second additional Transaction Status to purge.

Use this processing option to specify additional transaction statuses for the system to use as criteria to purge records from the Credit Card Transaction Interface Table (F09E150). The system stores transaction status codes in UDC 09E/CS. The system uses this processing option together with the date range specified in the Beginning Expense Date and Ending Expense Date processing options to locate the available records.

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**Print Tab**

This processing option specifies whether to print details of the purged records.

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1. Omit printing of purged records.

Blank = Print purged record detail.

1 = Do not print purged record detail.

Use this processing option to specify whether to print the detail associated with records that the system has purged from the Credit Card Transaction Interface Table (F09E150). The system prints a report with the number of records purged regardless of the value specified. Valid values are:

Blank

Print the detail for the purged records.

1

Do not print the detail for the purged records.

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