PeopleSoft.

EnterpriseOne 8.10
Expense Management
PeopleBook

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Expense Management PeopleBook
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About These EnterpriseOne PeopleBooks Preface

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

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use EnterpriseOne applications.

See the *Foundation Guide*.

You might also want to complete at least one EnterpriseOne introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using EnterpriseOne menus and forms. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your EnterpriseOne applications most effectively.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Note

Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection Website, *http://www.peoplesoft.com/corp/en/login.jsp*

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

Typographical Convention or Visual Cue	Description
Italics	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
" " (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date.
Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading "See Also" or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note

Example of a note.

Cautions

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

Caution

Example of a caution.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager, PeopleSoft Inc., 4460 Hacienda Drive, Pleasanton CA 94588

Or you can send e-mail comments to *doc@peoplesoft.com*.

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

Overview of the Expense Management System

The 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 daily allowances or per diem rules, policy limits to require an audit, and rules for when a receipt is required.

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

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

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

The Expense Management Process

The expense management process includes the following tasks:

- Entering expense reports

  To request reimbursement for work-related expenses such as business trip expenses, relocation expenses, or tuition expenses, employees must enter and submit expense reports. Each expense report consists of a header record and detail records. The header record contains the employee's Address Book number and other general information. The detail records contain information about each of the expenses incurred. Before submitting expense reports, employees can review report totals and verify the amounts expensed. Employees can also print reports for their records.

- Approving expense reports

  Many companies require expense reports to be approved by supervisors or managers before employees can be reimbursed. Managers can either approve or reject the reports. If a manager approves an expense report, the system changes the expense report status to indicate that it is ready for an auditor to review, if necessary, or ready for reimbursement. If the manager rejects an expense report, the system notifies the employee and the employee must revise and resubmit the report.

- Auditing expense reports

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

- Reimbursing employee expenses

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

Illustration of Expense Management Process

The following illustrates the expense management process:

Expense Reimbursement Process
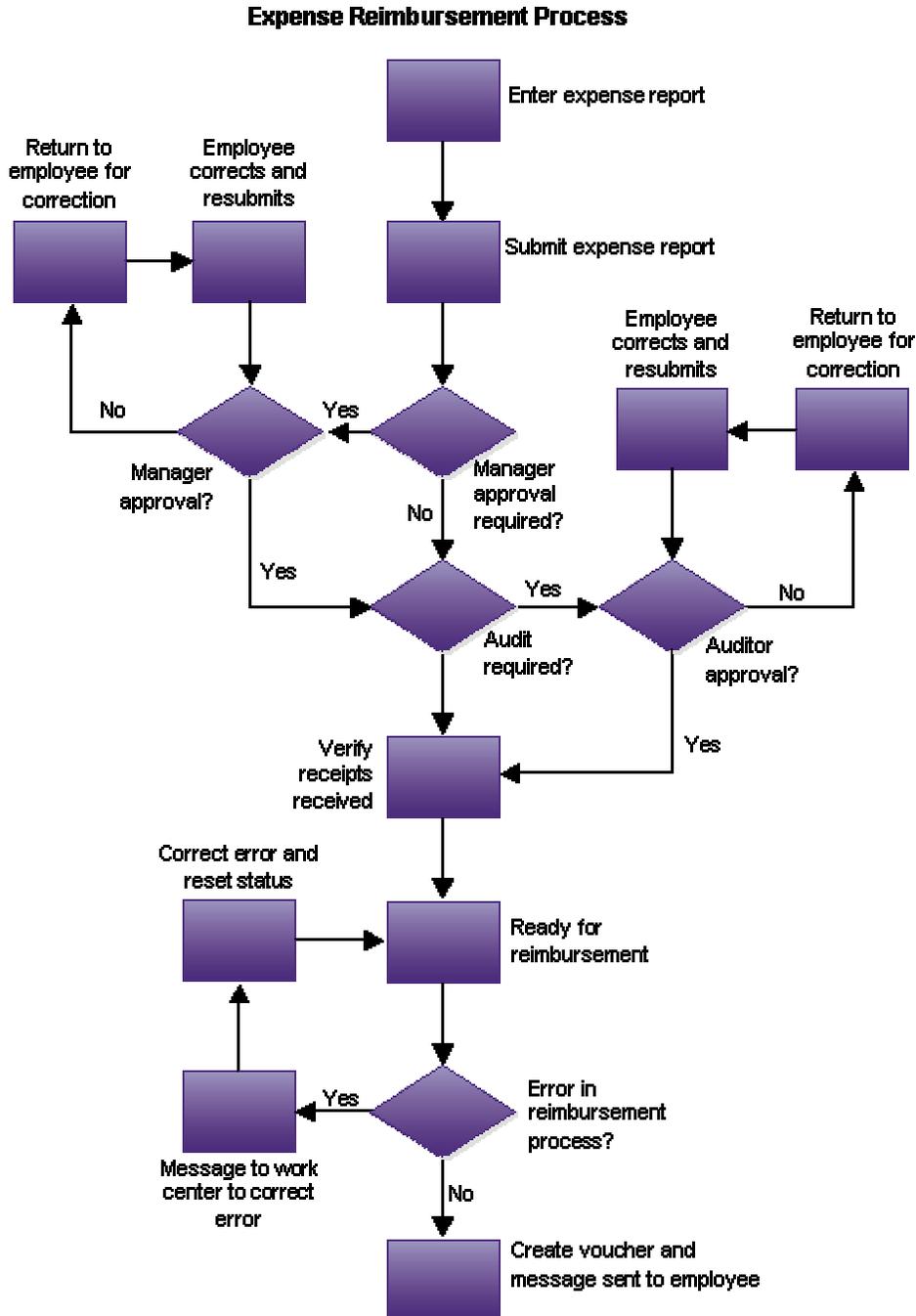
Expense Management Tables

The Expense Management system uses the following tables:

Table	Description
Employee Profile Definition (F20103)	Stores employee information, such as the approving manager.
Expense Report Group Profiles (F20104)	Stores employee group information, such as the reimbursement method and currency.
Account Mapping Definition (F20106)	Stores account information by expense category.
Business Purpose History (F20107)	Stores the last 10 business purposes that each employee enters on their expense report.
Expense Report Header (F20111)	Stores information about the expense report such as the employee ID, expense report type, expense report ending date, and expense report description.
Expense Report Detail (F20112)	Stores information about the expense report details, such as the expense report categories, expense date, and expense amount.
Tax Mapping (F09E105)	Stores tax information for each expense category by expense location.
Policy Edit Rules (F09E108)	Stores the policy rules for each expense category by expense report type.
Expense Category Setup (F09E109)	Stores the expense categories by expense report type.
Audit Selection Rules (F09E110)	Stores the audit rules for each policy that you establish.
Exchange Rate Identifiers (F09E114)	Stores the cross-reference information that the system needs to retrieve the appropriate exchange rate to reimburse expenses incurred in a foreign currency.
Credit Card Information (F0075)	Stores the credit card numbers, expirations dates, and credit card address book numbers.
Expense Reimbursement Routing Rules (F09E119)	Stores the routing rules for each expense report type.
Expense Category/Report Type to Pay Type Mapping (F09E118)	Stores the payroll PDBA (pay type, deduction, benefit, accrual) codes by expense report type and expense category.
Expense Report Routing History Log (F09E120)	Stores information about the expense report statuses that the system assigns during the reimbursement process.
Credit Card Transaction Interface Table (F09E150)	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:

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

User Defined Codes

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

Note

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

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:

Codes	Description 01	Special Handling	Hard Coded
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 - Policy Amount Exceeded
- 40 - Audit Amount Exceeded
- 50 - Policy & 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, you should 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.

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.

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 Empl	The system reimburses the employee for all expenses. The system produces a timecard for the employee to reimburse expenses through the Payroll system.
5	Payroll Reim-Empl /A/P Reim-CC	The system reimburses any corporate credit card charges directly to the credit card company and any remaining expenses to the employee. The system produces a voucher for the corporate credit card company through the Accounts Payable system, and a time card for the employee to reimburse any remaining expenses through the Payroll system.

Expense Detail Field Codes (09E/EF)

Use these codes to 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:

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

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

Expense Report To Display (09E/RD)

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

- 0 – Display all expense reports
- 1 – Display expense reports to approve
- 2 – Display employee's expense reports
- 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 them business unit type codes (UDC 00/MC). These codes are useful when you create accounts dynamically or duplicate business units. For example, accounts that have the same business unit type codes can be duplicated automatically from a model business unit to a group of new business units.

You can also use the business unit type code 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.

Daily Allowance and Per Diem Expense Category Fields

When you specify a daily allowance, you set a limit for the amount that you can expense for each day of the business trip. For example, you might have daily allowance of 125 USD for hotel expenses. When you enter the expense report, you specify the quantity (number of days) and the total amount of the expense, and the system determines whether you exceeded the daily allowance by dividing the amount of the expense by the number of days, and comparing that result with the daily allowance for the expense category. When the expense is associated with a fixed rate, such as the daily rate for a hotel or car rental service, you can use the daily allowance to ensure that a maximum amount is not exceeded.

If you incur expenses that are not associated with a fixed rate, such as meals, you can use the daily allowance in conjunction with a per diem expense category to establish an expense limit for multiple expense categories for the duration of the business trip. Instead of comparing the expense per day against a daily allowance, the system compares the total expense for the per diem expense category for the duration of the business trip against the total allowance for the duration of the business trip. For example, if the daily allowance for meals is 30 USD and you enter expenses for three days, the system compares the total entered for the expense categories that are set up with the per diem expense category for meals against the allowable amount for the business trip (90 USD).

The following examples illustrate the difference between how the system uses a daily allowance and how the system uses a per diem expense rule.

Daily Allowance

- Expense Category: MLS (meals)

- Daily Allowance: 30 USD

- Duration of Business Trip: 2 Days

Expense Report Entry for Meals				
Date	**Expense Category**	**Amount**	**Additional Information**	**System Response**
01/16/05	MLS	7.00	Breakfast	Accept
01/16/05	MLS	15.00	Dinner	Accept
Total For Day 1 = 22.00 – Daily Allowance Not Met				
01/17/05	MLS	7.00	Breakfast	Accept
01/17/05	MLS	12.00	Lunch	Accept
01/17/05	MLS	18.00	Dinner	Warning or Error
Total For Day 2 = 37.00 – Daily Allowance Exceeded				

Depending on the policy setup, the system returns either a warning, which automatically marks the expense report for an audit, or an error, which prevents you from entering the expense. The system does not use the total allowable amount for the trip for the meal expense (60 USD); instead, it uses only the amount per day that you enter for the expense (30 USD).

Per Diem Expense Rule

- Expense Categories: BFST (breakfast), LUN (lunch), DIN (dinner), MLS (meals)

- Per Diem Expense Category: MLS

- Daily Allowance for MLS: 30 USD

- Duration of Business Trip: 2 Days

Expense Report Entry for Meals				
Date	Expense Category	Amount	Per Diem Expense Category	System Response
01/16/05	BFST	7.00	MLS	Accept
01/16/05	DIN	15.00	MLS	Accept
Total For Day 1 = 22.00 – Available Per Diem = 38.00				
01/17/05	BFST	7.00	MLS	Accept
01/17/05	LUN	12.00	MLS	Accept
01/17/05	DIN	18.00	MLS	Accept
Total For Day 2 = 37.00 – Available Per Diem = 1.00				

The system accepts the expense report because the total expense for meals (BFST, LUN, and DIN) did not exceed the allowable amount (60 USD) for the per diem expense category (MLS). Because the system tracks the expense amount from the available per diem total, you can use the amount that you did not spend one day and apply it to another day's expenses.

The system also tracks the per diem amount by location so that you can set up a different daily allowance by country or city. For example, the daily allowance for meals might be different in New York City and San Francisco than it is for other parts of the United States.

The following table provides an example of how you might set up meal expenses by location using a per diem expense category:

Expense Category	Description	Per Diem Expense Category	Daily Allowance	Location
HTL	Hotel		125	*
BFST	Breakfast	MLS		*
LUN	Lunch	MLS		*
DIN	Dinner	MLS		*
MLS	Meals		30	*
MLS	Meals		70	NYC
MLS	Meals		60	SF
MLS	Meals		50	HI

Based on the information that is set up, the system allows 30 USD per day for meal expenses except where noted (NYC, SF, HI). Because you set up the daily allowance by the per diem expense category, you do not need to set up amounts by location for breakfast, lunch, and dinner.

Note

The system uses the per diem rule only when you enter the expenses for expense categories BFST, LUN, and DIN. If you use the expense category MLS when you enter your expense report, the system does not use a per diem rule; however, the system does use the daily allowance.

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:

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

Expense Category Attributes

When you set up a policy, you can also define additional fields (expense category attributes) for the employee to complete for each expense category that 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

Copying Expense Management Policies	If you need to add several similar policies, you can use the copy feature to copy policy rules. When you copy a policy, the system also copies the associated audit rules and expense category attributes. You can revise any information about the policy when you copy it.
Revising Policy Rules	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.
Revising Audit Rules	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.
Revising Expense Category Attributes	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).

► **To set up policy rules**

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

1. On Work With Policies, click Add.

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
- Per Diem Expense Category

   The expense category that you specify in this field must also be specified in the Expense Category field.

- 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
- Receipt Amount

   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.

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.

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.

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.
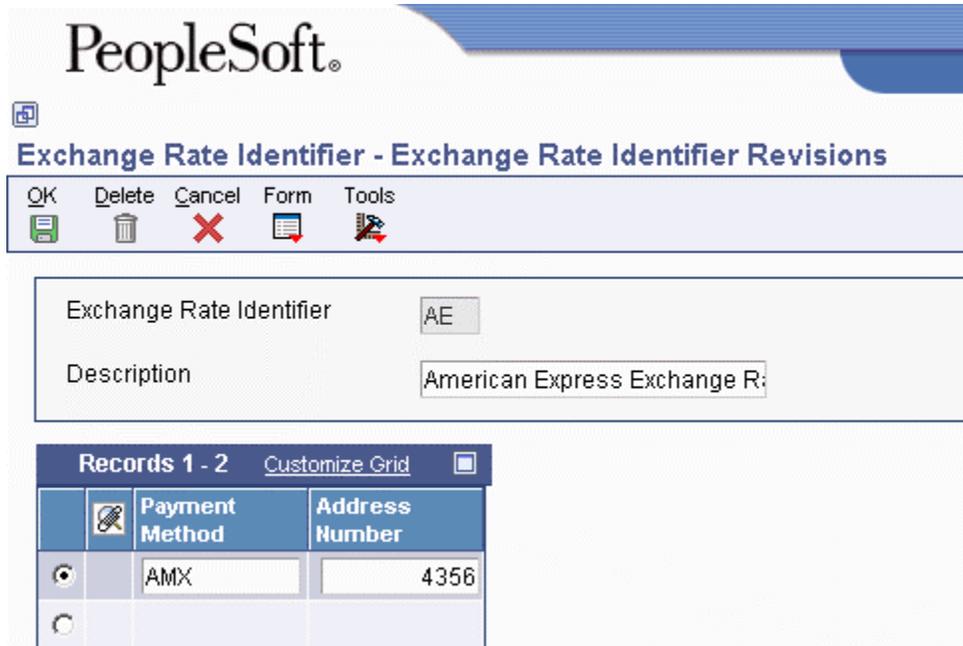
2. On Exchange Rate Identifier Revisions, complete the following fields:

   • 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.

Group Profiles

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).

Prerequisite

- ❑ 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.

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: • Credit card information • Multiple employee authority • Override for manager approval option that is set up in the group profile • Option to audit expense reports	You must set up all records individually, which could be time consuming.
Automatic	You can set up multiple records quickly. You can run the program multiple times using different criteria that allows flexible setup.	You must assign the following manually: • Credit card information • Multiple employee authority option and designation of employees • Employee's manager* • Override from the group profile for manager approval • Option to require audit *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.

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).

Prerequisites

❑ 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 *Human Capital 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.

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.

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 by Exception

    If you choose this option, the manager must approve only those expense reports that have an exception. If the expense report does not have an exception, manager approval is not necessary.

- 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.

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).

Source Table	Choose the table from which the system retrieves the business unit. The system displays a corresponding option on the Employee Profile Revisions form.
Source Business Unit	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.

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 *not* store the business unit in the Employee Profile Definition table (F20103). |

Revising Employee Profile Information

Employee Multiple Authority Option	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.
Credit Card Information	Three options are available for you to revise employee credit card information:

- Choose Employee Credit Cards from the System Setup menu (G09E41)

Choose Employee Profile Entry from the System Setup menu, and then do either of the following:

- Choose a profile, and then choose Credit Cards from the Row menu.
- Choose a profile and click Select. Then, on the Employee Profile Revisions form, choose Credit Cards from the Form menu. |

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 PeopleSoft 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 *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 *Workflow Tools Guide* for more detailed information:

❑ *Setting Up Distribution Lists*

❑ *Adding a Recipient Rule*

Prerequisite

❑ 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 PeopleSoft 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
100	PENDING COMPLETTION
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

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.

3. On Expense Reimbursement Routing Rules, complete the following field:

- Expense Report Type

4. If you want to override information that is set up in the employee or group profile, click one of the following options:

- Manager Approval Override

- Auditor Approval Override

- Override Manager ID

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

  - Approver ID

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

- Override Auditor ID

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

  - Auditor ID Override

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

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

- Last Status
- Next/Approval Status

  Do not assign the same status code to two rules.

- Rejected Status

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

  - 210 – Approval Required

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

  - 310 – Audit Required

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

- Notify Manager of Rejections

  You complete this field only for the following status codes:

  210 – Approval Required

  310 – Audit Required

- History Log

  Enter 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.

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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 PeopleSoft 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 *Human Capital 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.

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.

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, PeopleSoft 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.

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

     The system validates any date in the past that you enter against the setting for the corresponding processing option. You can enter any date in the future.

- Allowable Per Diem Days

  The system displays this field only when you specify to use per diem rules in the processing option.

  You must complete this field even if the expense report does not include per diem expense categories.

- 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 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.

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

- Single Item
- Summary Receipt

6. If you specified Summary Receipt, complete the following field. Otherwise, proceed to the next step:

- Receipt Total

7. 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.

- Rate

  Depending on the how the policy is set up, this field might be user inhibited.

- Quantity
- Expense Amount

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.

- Available Per Diem

  The system completes and displays this field only when the expense category that you enter is set up with a per diem expense category in the policy. The system displays the available amount left for the per diem expense category based on the value that you entered in the Allowable Per Diem Days field.

- Per Diem Exp. Category

  The system completes and displays this field only when the expense category that you enter is set up with a per diem expense category in the policy.

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

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.

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13. Click the check mark to display another detail line and complete the fields for each entity 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.

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

- 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

2. To further limit your search criteria, choose the Advanced Search tab and choose 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.

3. Complete the following field to display expense reports by expense status:

- Expense Report Status

4. Click Find.

Processing Options for Expense Entry (P09E2011)

Defaults Tab

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

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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

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 or 0

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 only the expense reports of your employees.

4

Display all expense reports that you are allowed to view and hide all the options (radio buttons) on the form.

3. Expense Report Number

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

Blank = Employee's Profile
1   = Enter Business Unit manually

Use this processing option to specify whether the system retrieves the business unit that is set up for the employee profile to use as the default business unit when you enter an expense.

Blank

Retrieve the business unit from the employee profile. The system uses this value only when you specify business unit in the Charge To Type field (CHRGTO) on the Edit Expense Detail Information form.

1

Do not retrieve a default business unit. You must enter the business unit manually.

5. Default Manager for Approval

Blank = Use manager from the Employee Profile Entry
1   = Allow override manager

Use this processing option to specify whether to display the Override Manager ID field on the Edit Expense Report Information form to allow the employee to enter the address book number of the manager who approves their expense reports. Valid values are:

Blank

Do not display the field that allows the employee to enter their approving manager. The manager that is set up on the employee profile must approve the expense reports.

1

Display the field that allows the employee to enter the manager who approves their expense reports.

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

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

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.

3. Policy Per Diem Validation

**Blank = Do not use Per Diem rule
1   = Use Per Diem rule**

Use this processing option to specify whether to use per diem rules. Valid values are:

Blank

Do not use per diem rules.

1

Use per diem rules. The system displays the Allowable Per Diem Days field, which you must complete, and validates the expenses that you enter against the per diem rules that are set up for the policy.

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.

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

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

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

Blank = Address number 7372 as default auditor
New address book for default auditor

Use this processing option to specify the address book number of the auditor's distribution list to use to send e-mail messages. You must set up the organizational structure for the address book number that you specify using the structure type ERA.

If you leave this processing option blank, the system sends e-mail messages to the persons set up on the organizational structure for address book number 7372 and structure type ERA.

The system uses this processing option only when you set the Send E-Mail to Auditor processing option to 1.

4. Validate for Duplication

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. Expenses are duplicate when the same information is entered 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 only on the current expense report. The system includes expense report number in addition to the other validation criteria.

2

Validate for duplicate expenses. The system validates the expenses on the current expense report against the expenses entered on expense reports that were submitted previously. The system uses the value entered 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 to include in the validation process for duplicate expenses. The system subtracts the number of days that you specify for the expense report end date to use as the date range.

For example, if you enter an expense report end date of 6/30/03 and you enter 60 for 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.

The 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.

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.

1. Cost Type

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.

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.

1. Credit Card Expenses

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.

2. Require matching of CC Expense records

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.

3. Credit Card Expenses Version (P09E150)

Blank = ZJDE0001

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

4. Allow Changes to Negative Expense Amounts

Blank = Do not allow employee revisions
1   = Allow employee revision

Use this processing option to specify whether to allow the employee to assign the value of Nonreimbursable to the Charge To Type field for credit card expenses that are negative (have credit amounts). Using this security feature ensures that the employee applies credit amounts to business expenses, which eliminates the possibility of employee misconduct. Valid values are:

Blank

Do not allow the employee to assign Nonreimbursable as the Charge To Type for negative credit card expenses.

1

Allow the employee to assign Nonreimbursable as the Charge To Type for negative credit card expenses.

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

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.

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.

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).

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	A unique identifier for the credit card transaction. 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. 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. The value that you specify should not exist in the F09E150 table.
EMPLOYID	Employee ID	Number	8	The address book number of the employee. 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).

CRCRDNUM	Credit Card Number	Alpha	25	The number of the employee's credit card.
				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).
PMTMETH	Payment Method	Alpha	3	A user defined code that corresponds to the payment method of the employee.
				The value that you enter must exist in UDC 09E/PM.
TRANSTAT	Transaction Status	Alpha	2	A code that specifies that the transaction is available for processing.
				Enter 0 (zero) for all transactions.
EXPDATE	Expense Date	Date	6	The date that the expense was incurred.
				Enter the date in a format that your database accepts.
EXPAMT	Expense Amount	Number	15	The amount of the expense in the currency in which it was incurred.
				Note
				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.
EXPCRCD	Expense Currency Code	Alpha	3	The currency code of the expense amount.
				The value that you specify must exist in the Currency Codes table (F0013).
				This field is required only if multicurrency is turned on.
BILLAMT	Billed Amount	Number	15	The billed amount of the expense in the currency of the credit card company.
				Note
				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.

Alias	Field Name	Type	Length	Description
BILLCRCD	Billed Currency Code	Alpha	3	The currency code of the amount billed by the credit card company. The value that you specify must exist in the Currency Codes table (F0013). This field is required only if multicurrency is turned on.

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	A user defined code that indicates whether the expense is reimbursable and the entity to which it should be charged. The value that you specify must exist in UDC 09E/CT.
MCU	Business Unit	Alpha	12	The business unit to which the expense should be charged. If you complete this field, the Charge To Type field must contain the code that specifies business unit. The value that you specify must exist in the Business Unit Master table (F0006).
EXPTYPE	Expense Category	Alpha	4	The category that best describes the expense. The value that you specify must exist in UDC 09E/EC.

CRR	Exchange Rate	Number	15	The exchange rate used by the credit card company if the expense was incurred in a currency different from the bill currency.
				The exchange rate that you enter must correspond to the conversion 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.
				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.
				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.
				Note 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 *Adjust Spot Rate for Default Conversion Method* in the *Expense Management Guide* for additional information.
DESCCHG	Description of Charge	Alpha	45	Text describing the expense.

Alias	Field Name	Type	Length	Definition
LOCATN	Location Code	Alpha	5	The city, state, or country in which the expense was incurred.
				The value that you enter must exist in UDC 09E/EL.
				If you leave this field blank, you must assign a location when you enter the 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.
				• If the expense category is AIR, the value that you enter must exist in UDC 09E/PA.
				• If the expense category is HTL, the value that you enter must exist in UDC 09E/PH.
				• If the expense category is CAR, the value that you enter must exist in UDC 09E/PC.
				• If you have set up a preferred supplier for an additional expense category, the value that you enter must exist in UDC 09E/PS.
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.
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 PeopleSoft

The following table lists the fields that are reserved by PeopleSoft 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 PeopleSoft 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 trailing decimals	The exchange rate from the credit card company
Spot Rate Conversion Method	CRCM_IN	JCHAR	1	The conversion method used by the credit card company: • Y for multiplier • Z for divisor
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).

Field Description	Alias	Field Type	Length	Use
System Currency Conversion Method	CRCM_IN	JCHAR	1	Currency conversion method specified in the General Constants table (F0009): • Y for multiplier • Z for divisor

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 decimals	The adjusted exchange rate to account for the difference between the conversion method used by the credit card company and the Expense Management system. 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 The returned adjusted exchange rate should be used by your custom program to update the Exchange Rate field (CRR) in table F09E150.

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.

▶ **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.

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.

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Credit Card Expenses - Credit Card Expense for Meade, Jane

Edit Credit Card ExpenseEdit Credit Card Expense   Credit Card Trans No   668023-1

Employee ID	7504	Meade, Jane
Vendor	United Airline	
Vendor City		State
Description of Charge		
Payment Method	AMX	American Express
Expense Date	02/14/03	
Expense Amount	396.50	Expense Currency USD U.S. Dollar
Billed Amount		Billed Currency USD U.S. Dollar

Transaction Status   Available

Expense Category   Airfare Expense

Expense Report No/Type   Expense Report Date

Save   Close   Cancel

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

- Transaction Status

    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:

- Expense Category

    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:

- Beginning Expense Date

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.

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Credit Card Expenses - Confirm matching Expense Entry record for Meade, Jane

Confirm Matching Expense Entry RecordConfirm Matching Expense Entry Record

| Employee ID | 7504 | Meade, Jane | Payment Method | AMX | American Express |

CREDIT CARD EXPENSE RECORD

Expense Category	AIR	Airfare
Vendor	United Airline	
Vendor City/State		
Expense Date	02/14/03	
Expense Amount/Curr	396.50	USD
Billed Amount/Curr		USD
Description of Charge		
CC Transaction No.	668023-1	

EXPENSE ENTRY DETAIL RECORD

Expense Category	AIR	Airfare
Vendor	NWA	
Location	SNT	San Antonio
Expense Date	04/19/02	
Expense Amount/Curr	537.00	USD
Reimbursement Amt/Curr	537.00	USD
Expense Report Type	T	Travel and Entertainment
Expense Report No/Date	112	04/19/02

OK   Cancel

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**

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.

3. 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.

4. 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.

5. Click Apply to my Expense Report.

6. On Confirm Expense Category and CC Receipt Type, complete or revise the following field:

    *   Expense Category

7. If the receipt contains more than one expense, click the following option:

    *   Summary Receipt

8. Click OK.

9. 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 the program is accessed using the View Expense Reports button. If you leave this processing option blank, the system uses the 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 to allow only auditors to change the transaction status for credit card expenses with negative (credit) amounts. By allowing only auditors to change status, you ensure that employees apply credit amounts to the appropriate business expenses, and you eliminate the possibility of employee misconduct. Valid values are:

Blank

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

1

Allow only auditors to change 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

Prerequisite

❑ 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.

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

Printing Expense Reports	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.
Deleting Expense Reports	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.

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 *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.

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.

PeopleSoft.

Expense Entry - Expense Report Messages

OK   Cancel   Tools

Options

Message Copies

☐ Receive a copy   ☐ Send copy to Manager

Messages

☐ Entertainment Expense Entry Error   ☐ Receipts Not Labeled

☐ Expense Item Location Error   ☐ 10 Day Notice - Missing Receipts

☐ Hotel Expense Entry Error   ☐ Expense Report Missing Receipts

☐ Meal Expense Entry Error   ☐ Expense Report Missing All Receipts

☐ Free Form Text Message

Send Message

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 your e-mail system.

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

     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.

   - Expense Report Type
   - Report Status From
   - To

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.

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.
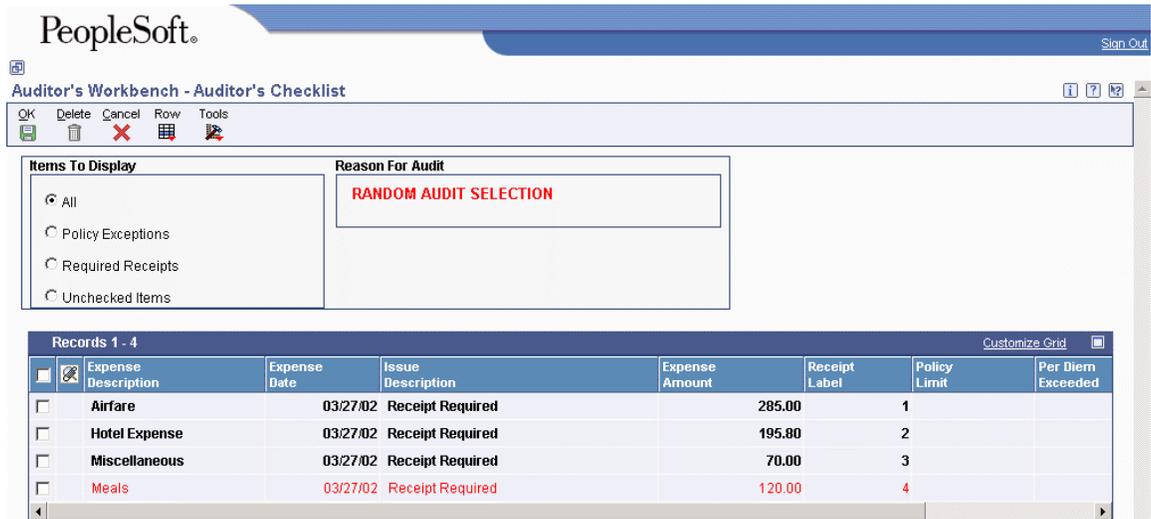
6. On Auditor's Checklist, turn on one of the following options to limit the expenses that appear:

- 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 a policy limit amount only when the expense exceeds the audit amount established for the policy. The policy limit does not apply to expenses that exceed the daily allowance.

If the expense amount exceeds the per diem amount (that is established by the daily allowance in the policy), the system completes the Per Diem Exceeded field with the amount that exceeded the rule, as well as displays the corresponding per diem expense category.

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.

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 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 for 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 you access the program to review or revise credit card expenses. If you leave this processing option blank, the system uses the 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 you access the program to review expense reports. If you leave this processing option blank, the system uses the 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 description of the expense category and expense date. For example, if the expense category is Air and the expense was entered on 6/10/02, the system updates the Remark field with Airfare Expense 6/10/02.

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.

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.

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.

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.

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)

Select Tab

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

1. Date range of records to purge.

   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.

   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.

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

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.

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.

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.

3. Choose additional transaction statuses to purge.

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.

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.

Print Tab

This processing option specifies whether to print the 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.

EnterpriseOne PeopleBooks Glossary

"as of" processing	A process that is run at a specific point in time to summarize item transactions.
52 period accounting	A method of accounting that uses each week as a separate accounting period.
account site	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
active window	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
ActiveX	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can "contain" them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
activity	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
activity driver	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
activity rule	The criteria by which an object progresses from a given point to the next in a flow.
actual cost	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
adapter	A component that connects two devices or systems, physically or electronically, and enables them to work together.
add mode	The condition of a form where a user can enter data into it.
advanced interactive executive	An open IBM operating system that is based on UNIX.
Agent	A program that searches through archives or other repositories of information on a topic that is specified by the user.

Aging	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on.
aging schedule	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
allegato IVA clienti	In Italy, the term for the A/R Annual VAT report.
allegato IVA fornitori	In Italy, the term for the A/P Annual VAT report.
application layer	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
application programming interface (API)	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
AS/400 Common	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
assembly inclusion rule	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
audit trail	The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.
automatic return	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
availability	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
available inventory	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
back office	The set of enterprise software applications that supports the internal business functions of a company.
backhaul	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
balance forward	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.
balance forward receipt application method	A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.

bank tape (lock box) processing	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.
base location	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
basket discount	A reduction in price that applies to a group or "basket" of products within a sales order.
basket repricing	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
batch job	A job submitted to a system and processed as a single unit with no user interaction.
batch override	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
batch process	A type of process that runs to completion without user intervention after it has been started.
batch program	A program that executes without interacting with the user.
batch version	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
batch/lot tracking	The act of identifying where a component from a specific lot is used in the production of goods.
batch/mix	A manufacturing process that primarily schedules short production runs of products.
batch-of-one processing	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
binary large object (BLOB)	A collection of binary data stored as a single entity in a [file].
binder clip	See paper clip.
black products	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
blend note	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.
blend off	Reworking off-specification material by introducing a small percentage back into another run of the same product.
blind execution	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.

boleto	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
bolla doganale	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.
bookmark	A shortcut to a location in a document or a specific place in an application or application suite.
bordero & cheque	In Brazil, bank payment reports.
broker	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
BTL91	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
budgeted volume	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
bunkering	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
business function	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
business object library	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
business unit	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.
business view	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
business view design aid (BDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.

buy-back crude	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
CAB	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.
cadastro de pessoas físicas	Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person.
category code	A code that identifies a collection of objects sharing at least one common attribute.
central object	A software component that resides on a central server.
central objects merge	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
central server	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
certificate input	See direct input.
certificate of analysis (COA)	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
change management	[In software development] A process that aids in controlling and tracking the evolution of software components.
change order	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
chargeback	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
chart	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
check-in location	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\ package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.
checksum value	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
class	[In object-oriented programming] A category of objects that share the same characteristics.
clean cargo	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
client access	The ability to access data on a server from a client machine.
client machine	Any machine that is connected to a network and that exchanges data with a server.

client workstation	A network computer that runs user application software and is able to request data from a server.
ClieOp03	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
ClieOp2	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
cluster	Two or more computers that are grouped together in such a way that they behave like a single computer.
co-existence	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
cold test	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
commitment	The number of items that are reserved to fill demand.
common object request broker architecture	An object request broker standard that is endorsed by the Object Management Group.
compa-ratio	An employee's salary divided by the midpoint amount for the employee's pay grade.
component changeout	See component swap.
component object model (COM)	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.
component swap	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
conference room pilot environment	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
configurable network computing (CNC)	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.

configurable processing engine	Handles all "batch" processes, including reporting, Electronic Data Exchange (EDIt) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
configuration management	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
configured item segment	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
consuming location	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
contra/clearing account	A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.
contribution to profit	Selling price of an item minus its variable costs.
control table	A table that controls the program flow or plays a major part in program control.
control table workbench	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.
control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
cost assignment	Allocating resources to activities or cost objects.
cost component	An element of an item's cost—for example, material, labor, or overhead.
cost object	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
cost rollup	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
costing elements	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.

credit memo	A negative amount that is used to correct a customer's statement when he or she is overcharged.
credit notice	The physical document that is used to communicate the circumstances and value of a credit order.
credit order	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
crude oil assay	A procedure for determining the distillation curve and quality characteristics of a crude oil.
cumulative update	A version of software that includes fixes and enhancements that have been made since the last release or update.
currency relationships	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.
current cost	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
customer pricing rules	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
D.A.S. 2 Reporting (DAS 2 or DADS 1)	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
data dictionary	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
data source workbench	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
data structure	A description of the format of records in a database such as the number of fields, valid data types, and so on.
data types	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

datagram	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
date pattern	A period of time that is set for each period in standard and 52-period accounting and forecasting.
DCE	See distributed computing environment.
DEB	See déclaration d'echange de biens.
debit memo	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
debit memo	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
debit statement	A list of debit balances.
de-blend	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
déclaration d'echange de biens (DEB)	The French term that is used for the Intrastat report.
delayed billing	The invoicing process is delayed until the end of a designated period.
delta load	A batch process that is used to compare and update records between specified environments.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail	The specific information that makes up a record or transaction. Contrast with summary.
detail information	Information that primarily relates to individual lines in a sales or purchase order.
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
direct input	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
direct ship orders	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
direct usage	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.

director	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
dirty cargo	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
dispatch planning	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location Available resources Special equipment requirements at the product's source or destination.
displacement days	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.
display sequence	A number that the system uses to re-order a group of records on the form.
distributed computing environment (DCE)	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
distributed data processing	Processing in which some of the functions are performed across two or more linked facilities or systems.
distributed database management system (DDBMS)	A system for distributing a database and its control system across many geographically dispersed machines.
do not translate (DNT)	A type of data source that must exist on the AS/400 because of BLOB restrictions.
double-byte character set (DBCS)	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
downgrade profile	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
DTA	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
dual pricing	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.

dynamic link library (DLL)	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
dynamic partitioning	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
economy of scale	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.
edit mode	A processing mode or condition where the user can alter the information in a form.
edit rule	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
employee work center	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
Emulator	An item of software or firmware that allows one device to imitate the functioning of another.
encapsulation	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
engineering change order (ECO)	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
enhanced analysis database	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
enterprise server	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
EnterpriseOne object	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.

EnterpriseOne process	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
EnterpriseOne web development computer	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll. R2 with interpretive and application controls/form.
environment workbench	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
equivalent fuel	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
escalation monitor	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
ESR	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
event rule	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
exit bar	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
facility	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.
fast path	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
file handle	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
file server	A computer that stores files to be accessed by other computers on the network.
find/browse	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.

firm planned order (FPO)	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
fiscal date pattern	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
fix/inspect	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.
fixed quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
flexible account numbers	The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. Object. Subsidiary.
form design aid (FDA)	The EnterpriseOne GUI development tool for building interactive applications and forms.
form exit	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
form interconnection	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
form type	The following form types are available in EnterpriseOne: Find/browse. Fix/inspect. Header detail. Headerless detail. Message. Parent/child. Search/select.
form-to-form call	A request by a form for data or functionality from one of the connected forms.
framework	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
frozen cost	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
frozen update program	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.

globally unique identifier (GUI)	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
handle	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.
hard commitment	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
hard error	An error that cannot be corrected by a given error detection and correction system.
header	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.
header information	Information that pertains to the entire order.
hover help	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
ICMS	Imposto sobre circulação de mercadoria e servicos. In Brazil, a state tax that is applied to the movement of merchandise and some services.
ICMS Substituto	Imposto sobre circulacao de mercadoria e servicos substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
ICMS Substituto-Markup	See imposto sobre circulação de mercadoria e servicos substituto-markup.
imposto de renda (IR)	Brazilian income tax.
imposto sobre produtos industrializados	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
imposto sobre services (ISS)	In Brazil, tax on services.
inbound document	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
indented tracing	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
indexed allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
indirect measurement	Determining the quantity on-hand by: Measuring the storage vessels and calculating the content's balance quantity. or Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.

indirect usage	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.
in-process rework	Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials). Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.
INPS withholding tax	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.
inscrição estadual	ICMS tax ID. In Brazil, the state tax ID.
inscrição municipal	ISS tax ID. In Brazil, the municipal tax ID.
integrated toolset	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
integrity test	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interbranch sales order	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
Interoperability	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
inventory pricing rule	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.
inventory turn	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
invoice	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
IP	See imposto sobre produtos industrializados.
IR	See imposto de renda.
IServer Service	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.

ISS	See imposto sobre servicos.
jargon	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
java application server	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that allows heterogeneous servers to access each other's data.
jde.ini	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
JDE.LOG	The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
JDEBASE Database Middleware	PeopleSoft proprietary database middleware package that provides two primary benefits: 1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request. b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL. 2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).
JDECallObject	An application programming interface that is used by business functions to invoke other business functions.
JDEIPC	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
JDENET	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
JDENET communications middleware	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
just in time installation (JITI)	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
just in time replication (JITR)	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.

Kagami	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
latitude	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
laytime (or layhours)	The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port. For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.
leading zeros	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.
ledger type	A code that designates a ledger which is used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions can also be stored in the CA (foreign currency) ledger type.
level break	The position in a report or text where a group of similar types of information ends and another one begins.
libro IVA	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
line of business	A description of the nature of a company's work; also a tool to control the relationship with that customer, including product pricing.
linked service type	A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.
livro razao	In Brazil, a general ledger report.
load balancing	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.
location workbench	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.

log files	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
logic data source	Any code that provides data during runtime.
logical compartment	One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially. For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.
logical file	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
logical shelf	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.
logical warehouse	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
longitude	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
LSV	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
mail merge	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
mailmerge workbench	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
main fuels	Usually refers to bulk fuel products, but sometimes includes packaged products.
maintenance loop	See maintenance route.
maintenance route	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.
maintenance work order	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.

manufacturing and distribution planning	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
mapping	A set of instructions that describes how one data structure passes data to another.
master business function	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
master business function	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.
master table	A database table that is used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data such as paid tax amounts, supplier names, addresses, employee information, and job information.
matching document	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.
media object	An electronic or digital representation of an object.
media storage objects	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
memory violation	An error that occurs as the result of a memory leak.
menu selection	An option on a menu that initiates a software function directly.
message center	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
messaging application programming interface (MAPI)	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
metal content	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
metals management	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
mobile inventory	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.
modal	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.

model work order	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
modeless	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
multiple stocking locations	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
multitier architecture	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
named event rules (NER)	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
national language support (NLS)	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
natureza da operação	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
negative pay item	An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
net added cost	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.
next status	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
node	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.
non-inventory items	See non-stock items.
non-list price	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
non-prime product	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.

non-stock items	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions.
nota fiscal fatura	In Brazil, a nota fiscal and invoice information.
notula	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
object configuration manager (OCM)	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
object embedding	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
object librarian	A repository of all versions, applications, and business functions that are re-usable in building applications.
object linking	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as anywhere it has been linked. See also object embedding.
object linking and embedding (OLE)	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
object management workbench (OMW)	The change management system that is used for EnterpriseOne development.
object-based technology (OBT)	A technology that supports some of the main principles of object-oriented technology: Classes. Polymorphism.I Inheritance. Encapsulation.

object-oriented technology (OOT)	Brings software development past procedural programming into a world of re-usable programming that simplifies development of applications. Object orientation is based on the following principles: Classes. Polymorphism.I Inheritance. Encapsulation.
offsetting account	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
open database connectivity (ODBC)	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
open systems interconnection (OSI)	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
order detail line	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
order hold	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
order-based pricing	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
outbound document	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.
outturn	The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage. When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.
overhead	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
override conversion method	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.

package / package build	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time "snapshot" of the central objects on the deployment server.
package location	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
package workbench	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
packaged products	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
pane/panel	A resizable subarea of a window that contains options, components, or other related information.
paper clip	An icon that is used to indicate that a media object is attached to a form or record.
parent/child form	A type of form that presents parent/child relationships in an application on one form:
	The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship.
	The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree.
	The parent/child form supports drag and drop functionality.
parent/child relationship	See parent/component relationship.
parent/component relationship	1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components.
	2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows.
	Sometimes referred to as parent/child relationship.
partita IVA	In Italy, a company fiscal identification number.
pass-through	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.

pay on consumption	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
payment group	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
PeopleSoft database	See JDEBASE Database Middleware.
performance tuning	The adjustments that are made for a more efficient, reliable, and fast program.
persistent object	An object that continues to exist and retains its data beyond the duration of the process that creates it.
pervasive device	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
planning family	A means of grouping end items that have similarity of design or manufacture.
plug-in	A small program that plugs into a larger application to provide added functionality or enhance the main application.
polymorphism	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.
portal	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
Postfinance	A subsidiary of the Swiss postal service. Postfinance provides some banking services.
potency	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement (100 / 80 = 1.25).
preference profile	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
preflush	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.
preventive maintenance cycle	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
preventive maintenance schedule	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
primary service type	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.

pristine environment	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
processing option	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
product data management (PDM)	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
product line	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.
product/process definition	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
production environment	An EnterpriseOne environment in which users operate EnterpriseOne software.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
project	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
projected cost	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
promotion path	The designated path for advancing objects or projects in a workflow.
protocollo	See registration number.
PST	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
published table	Also called a "Master" table, this is the central copy to be replicated to other machines and resides on the "publisher" machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne's data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).

query by example (QBE)	Located at the top of a detail area, this area is used to search for data to display in the detail area.
rate scheduling	A method of scheduling product or manufacturing families, or both. Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
rate type	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
real-time	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.
receipt routing	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
referential integrity	Ensures that a parent record cannot be deleted from the database when a child record for exists.
regenerable	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
register types and classes	In Italian VAT Summary Reporting, the classification of VAT transactions.
relationship	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
rélevé d'identité bancaire (RIB)	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
remessa	In Brazil, the remit process for A/R.
render	To include external data in displayed content through a linking mechanism.
repasse	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
replenishment point	The location on or near the production line where additional components or subassemblies are to be delivered.
replication server	A server that is responsible for replicating central objects to client machines.
report design aid (RDA)	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
repost	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
resident	Pertaining to computer programs or data while they remain on a particular storage device.

retorno	In Brazil, the receipt process for A/R.
RIB	See rélevé d'identité bancaire.
ricevute bancarie (RiBa)	In Italy, the term for accounts receivable drafts.
riepilogo IVA	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
ritenuta d'acconto	In Italy, the term for standard withholding tax.
rollback	[In database management] A feature or command that undoes changes in database transactions of one or more records.
rollup	See cost rollup.
row exit	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
runtime	The period of time when a program or process is running.
SAD	The German name for a Swiss payment format that is accepted by Postfinance.
SAR	See software action request.
scalability	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
scripts	A collection of SQL statements that perform a specific task.
scrub	To remove unnecessary or unwanted characters from a string.
search/select	A type of form that is used to search for a value and return it to the calling field.
selection	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
serialize	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
server map	The server view of the object configuration mapping.
server workbench	During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
service interval	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
service type	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.

servlet	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
share path	The network node under which one or more servers or objects reside.
shop floor management	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
silent mode	A method for installing or running a program that does not require any user intervention.
silent post	A type of post that occurs in the background without the knowledge of the user.
simulated cost	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
single-byte character set (SBCS)	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
single-level tracking	Finding all immediate parents where a specific lot has been used (consumed).
single-voyage (spot) charter	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
slimer	A script that changes data in a table directly without going through a regular database interface.
smart field	A data dictionary item with an attached business function for use in the Report Design Aid application.
SOC	The Italian term for a Swiss payment format that is accepted by Postfinance.
soft commitment	The number of items that is reserved for sales orders or work orders in the primary units of measure.
soft error	An error from which an operating system or program is able to recover.
software action request (SAR)	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
SOG	The French term for a Swiss payment format that is accepted by Postfinance.
source directory	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
special period/year	The date that determines the source balances for an allocation.

specification merge	The Specification merge is comprised of three merges:
	Object Librarian merge (via the Object Management Workbench).
	Versions List merge.
	Central Objects merge.
	The merges blend customer modifications with data that accompanies a new release.
specification table merge workbench	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.
specifications	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
spot charter	See single-voyage charter.
spot rates	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
stamp tax	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
standalone	Operating or capable of operating independently of certain other components of a computer system.
standard cost	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
standard costing	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
subprocess	A process that is triggered by and is part of a larger process, and that generally consists of activities.
subscriber table	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
summary	The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail.
super backflush	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process.
supersession	Specification that a new product is replacing an active product on a specified effective date.

supplemental data	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).
supplying location	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
system code	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
system function	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
table access management (TAM)	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
table conversion workbench	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
table design aid (TDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
table event rules	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
table handle	A pointer into a table that indicates a particular row.
table space	[In relational database management systems] An abstract collection of containers in which database objects are stored.
task	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
task view	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
termo de abertura	In Brazil, opening terms for the transaction journal.
termo de encerramento	In Brazil, closing terms for the transaction journal.
three-tier processing	The task of entering, reviewing, approving, and posting batches of transactions.

three-way voucher match	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.
threshold percentage	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
throughput agreement	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
throughput reconciliation	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
token	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
tolerance range	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
TP monitor	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
tracing	The act of researching a lot by going backward, to discover its origin.
tracking	The act of researching a lot by going forward, to discover where it is used.
transaction set	An electronic business transaction (EDI Standard document) composed of segments.
transclude	To include the external data in the displayed content through a linking mechanism.
transfer order	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
translation adjustment account	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
translator software	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.

tree structure	A type of graphical user interface that displays objects in a hierarchy.
trigger	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers:

Calculator.

Calendar.

Search form. |
two-way voucher match	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
universal batch engine (UBE)	[In EnterpriseOne] A type of application that runs a noninteractive process.
unnormalized	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
user overrides merge	The User Overrides merge adds new user override records into a customer's user override table.
user-defined code (UDC)	A value that a user has assigned as being a valid entry for a given or specific field.
utility	A small program that provides an addition to the capabilities which are provided by an operating system.
variable numerator allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
variable quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
variance	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates.

2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment. |
versions list merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
VESR	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.
visual assist	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.

voucher logging	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
wareki date format	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
wash down	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
wchar_t	An internal type of a wide character. Used for writing portable programs for international markets.
web server	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
work order life cycle	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
workfile	A system-generated file that is used for temporary data processing.
workflow	According to the Workflow Management Coalition, worlflow means "the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules."
workgroup server	A network server usually containing subsets of data that are replicated from a master network server.
WorldSoftware architecture	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
write payment	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
write-off	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.
Z file	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.
z-process	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access.

zusammenfassende melding	In Germany, the term for the EU Sales Listing.

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