

# PeopleSoft®

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## PeopleSoft EnterpriseOne Expense Management 8.11 SP1 PeopleBook

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**August 2005**

PeopleSoft EnterpriseOne Expense Management 8.11 SP1 PeopleBook  
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# About This PeopleBook Preface

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

This preface discusses:

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

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**Note.** PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

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## PeopleSoft Application Prerequisites

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

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

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

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

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## PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

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

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

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

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## Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

### Obtaining Documentation Updates

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

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

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### See Also

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

### Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

#### Web

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

**Telephone**

Contact MMA Partners at 877 588 2525.

**Email**

Send email to MMA Partners at [peoplebookspres@mmapartner.com](mailto:peoplebookspres@mmapartner.com).

**See Also**

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

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## Additional Resources

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

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

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

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## Typographical Conventions and Visual Cues

This section discusses:

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

### Typographical Conventions

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

Typographical Convention or Visual Cue	Description
<b>Bold</b>	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply.  We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
Monospace font	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ( ).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.  Ampersands also precede all PeopleCode variables.

## Visual Cues

PeopleBooks contain the following visual cues.

### Notes

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

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**Note.** Example of a note.

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If the note is preceded by *Important!*, the note is crucial and includes information that concerns what you must do for the system to function properly.

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**Important!** Example of an important note.

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### Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

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**Warning!** Example of a warning.

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### Cross-References

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

## Country, Region, and Industry Identifiers

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

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

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

### Country Identifiers

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

### Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

### Industry Identifiers

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

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

## Currency Codes

Monetary amounts are identified by the ISO currency code.

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## Comments and Suggestions

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

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

Or send email comments to [doc@peoplesoft.com](mailto:doc@peoplesoft.com).

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

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## Common Elements Used in PeopleBooks

<b>Address Book Number</b>	Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.
<b>As If Currency Code</b>	Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.
<b>Batch Number</b>	Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).
<b>Batch Date</b>	Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.
<b>Batch Status</b>	Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are:  <i>Blank:</i> Batch is unposted and pending approval.  <i>A:</i> The batch is approved for posting, has no errors and is in balance, but it has not yet been posted.  <i>D:</i> The batch posted successfully.  <i>E:</i> The batch is in error. You must correct the batch before it can post.  <i>P:</i> The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E.  <i>U:</i> The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.
<b>Branch/Plant</b>	Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.
<b>Business Unit</b>	Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.
<b>Category Code</b>	Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.
<b>Company</b>	Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.

<b>Currency Code</b>	Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.
<b>Document Company</b>	<p>Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document.</p> <p>If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.</p> <p>If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.</p>
<b>Document Number</b>	Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.
<b>Document Type</b>	<p>Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated:</p> <p><i>P</i>: Accounts payable documents.</p> <p><i>R</i>: Accounts receivable documents.</p> <p><i>T</i>: Time and pay documents.</p> <p><i>I</i>: Inventory documents.</p> <p><i>O</i>: Purchase order documents.</p> <p><i>S</i>: Sales order documents.</p>
<b>Effective Date</b>	<p>Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:</p> <ul style="list-style-type: none"><li>• The date on which a change of address becomes effective.</li><li>• The date on which a lease becomes effective.</li><li>• The date on which a price becomes effective.</li><li>• The date on which the currency exchange rate becomes effective.</li><li>• The date on which a tax rate becomes effective.</li></ul>
<b>Fiscal Period and Fiscal Year</b>	Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).
<b>G/L Date</b> (general ledger date)	Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

# PeopleSoft EnterpriseOne Expense Management Preface

This preface discusses:

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

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## PeopleSoft EnterpriseOne Products

This PeopleBook refers to these PeopleSoft EnterpriseOne products:

- Accounts Payable
- General Ledger

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## PeopleSoft EnterpriseOne Application Fundamentals

Additional, essential information describing the setup and design of the system appears in a companion volume of documentation called *PeopleSoft EnterpriseOne FMS Application Fundamentals 8.11 SP 1 PeopleBook*.

### See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook*, “PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals Preface”

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## Common Elements Used in This PeopleBook

### Address Number

Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

If you do not need to use an exchange rate that is different from the default exchange rate, you can leave this field blank.

### Effective Date

Enter the date when a transaction, contract, obligation, preference, or policy rule becomes effective.

If you leave this field blank, the system will use the current system date as the effective date for the policy rule.

<b>Employee ID</b>	<p>Displays the address book number of the employee for whom the expense report is submitted.</p> <p>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.</p>
<b>Expense Category</b>	<p>Enter a user-defined code (09E/EC) that categorizes expenses. Expense categories include airfare, meals, hotel, and car rental.</p> <p>You must set up the Account Mapping table for each expense category so that the system creates the appropriate General Ledger records for each expense. For example, the tax rate on meals may be different from the tax rate on a hotel room.</p>
<b>Expense Location</b>	<p>Enter a user-defined code (09E/EL) that indicates where the expense was incurred. The system uses location information to determine the policy to which the expense applies and to derive the appropriate tax rate area and tax explanation code for the expense. For transportation expenses, use the location where the ticket was purchased.</p> <p>The value added tax (VAT) 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.</p>
<b>Expense Report Type</b>	<p>Enter a user-defined code (09E/RT) that describes the expenses on the report. Examples of expense report types include travel and entertainment, relocation, and tuition reimbursement. The expense report type determines which expense categories from the policy are available for entering expense report detail information.</p> <p>You can enter * to specify all expense report types.</p>
<b>Payment Method</b>	<p>Enter a user-defined code (09E/PM) that indicates how an employee paid an expense. For example, the employee might have used a credit card, cash, or personal check to pay the expense.</p> <p>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.</p>

# CHAPTER 1

## Getting Started with PeopleSoft EnterpriseOne Expense Management

This chapter provides an overview of Expense Management and discusses Expense Management implementation.

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### Expense Management Overview

Typically, a company uses some type of expense management application to successfully manage a range of financial transactions that are commonly entered by a number of different employees. With the Expense Management system, you can organize, maintain, record, and analyze expense information. For example, you can:

- Define and organize employees who can enter expense information.
- Enter expense reports.
- Revise and approve expense reports.
- Audit expense reports.
- Reimburse employee expenses.
- Purge credit card transactions.

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### Expense Management Implementation

This section provides an overview of the steps that are required to implement the Expense Management system.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in the PeopleSoft EnterpriseOne FMS 8.11 SP1 Application Fundamentals PeopleBook, with information about where to find the most current version of each.

### Global Implementation Steps

This table lists the suggested global implementation steps for PeopleSoft EnterpriseOne Expense Management:

Step	Reference
1. Set up companies, fiscal date patterns, and business units.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook</i> , “Setting Up Organizations”
2. Set up accounts, and the chart of accounts.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook</i> , “Creating the Chart of Accounts”
3. Set up the General Accounting constants.	<i>PeopleSoft EnterpriseOne General Accounting 8.11 SP1 PeopleBook</i> , “Setting Up the General Accounting System”
4. Set up multicurrency processing, including currency codes and exchange rates.	<ul style="list-style-type: none"> <li>• <i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SP1 PeopleBook</i>, “Setting Up General Accounting for Multicurrency Processing”</li> <li>• <i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SP1 PeopleBook</i>, “Setting Up Exchange Rates”</li> </ul>
5. Set up ledger type rules.	<i>PeopleSoft EnterpriseOne General Accounting 8.11 SP1 PeopleBook</i> , “Setting Up the General Accounting System,” Setting Up Ledger Type Rules for General Accounting
6. Enter address book records.	<i>PeopleSoft EnterpriseOne Address Book 8.11 SP1 PeopleBook</i> , “Entering Address Book Records”

## Implementation Steps for Expense Management

This table lists the implementation steps for the Expense Management system.

Step	Reference
1. Set up user-defined codes, billable business units, next numbers, expense management policies, exchange rate identifiers, group profiles, expense categories, and expense reimbursement routing rules. Also set up media queues, the workflow process, expense account mapping, tax mapping, pay type mapping, employee maintenance, and credit card security.	<u>Chapter 3, “Setting Up the Expense Management System,” page 7</u>
2. Set up employee profiles, automatic employee profile creation, and employee profile conversion.	<u>Chapter 4, “Setting Up Employee Profiles,” page 51</u>

## CHAPTER 2

# Understanding Expense Management

This chapter provides an overview of the expense management system and discusses:

- Expense management process
- Expense management tables

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## 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.

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## Expense Management Process

The expense management process includes these 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.

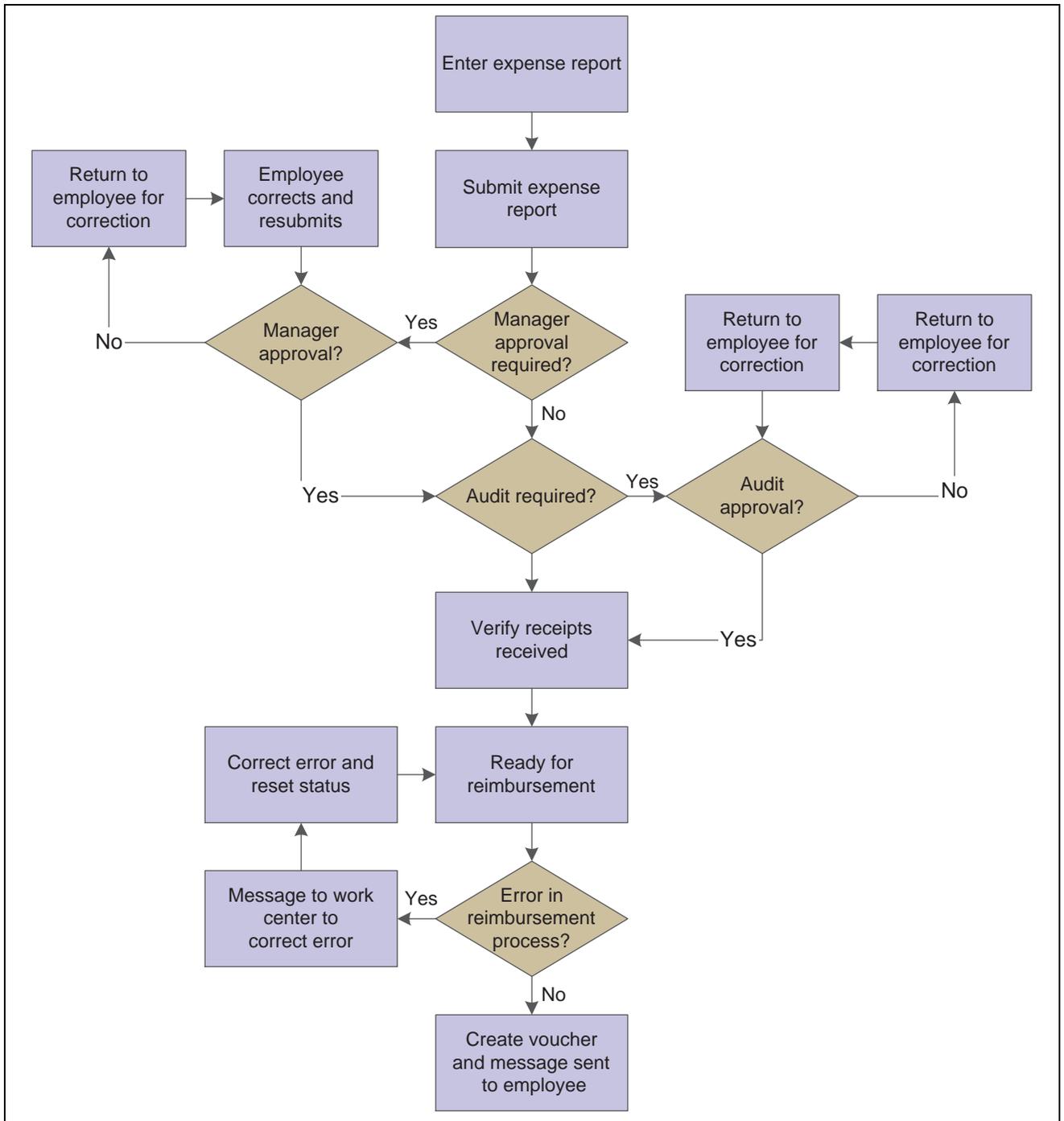
- Auditing expense reports

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.

This flow chart illustrates the expense management process:



Expense Management Process

## Expense Management Tables

These are the tables used by the expense management system:

<b>Table</b>	<b>Description</b>
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 PDDBA (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.

## CHAPTER 3

# Setting Up the Expense Management System

This chapter provides an overview of setting up the expense management system and discusses how to:

- Set up user-defined codes.
- Define billable business units.
- Set up next numbers for Expense Management.
- Set up Expense Management policies.
- Set up exchange rate identifiers.
- Set up group profiles.
- Set up expense reimbursement routing rules.
- Set up media queues for Expense Management.
- Set up workflow processing for Expense Management.
- Set up expense account mapping.
- Set up tax mapping.
- Set up pay type mapping.
- Set up employee maintenance.
- Set up credit card security.

---

## Understanding 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:

Application	Description
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 selects expense reports for audit.

Application	Description
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).

---

## Setting Up 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.

### 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:

- Specify the types of expenses that you want to include in a policy so that you can define rules and limits.
- Specify types of expenses for reporting purposes.
- Determine the object and subsidiary accounts to which the expense is recorded in the general ledger.
- Determine the appropriate tax rate area and tax explanation code for each expense, if applicable.
- Determine whether an expense requires a separate receipt or whether the receipt can include multiple expenses.

Examples of expense categories include:

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

---

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

---

### Summary Receipts

If one receipt has more than one type of expense, you can select 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.

This table provides 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. These 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 enables 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: Canceled
- 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. 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 these 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 select 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. 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. Hard-coded reimbursement methods (codes 1 - 5) are:

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.

Code	Description	Use in the 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:

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

---

**Note.** Although these 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 these 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 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.

This 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. These 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.

These values are hard coded and should not be changed:

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

### Business Unit Type Codes (00/MC)

You can organize similar business units into groups by assigning them business unit type codes. 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.

### See Also

*PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*

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## Defining Billable Business Units

When you set up business units, you can specify a business unit type, which is a user-defined code (00/MC). 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 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.

## Prerequisite

Set up the values for the business unit type in UDC 00/MC.

### See Also

*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook*, “Setting Up Organizations,” Setting Up Business Units

[Chapter 3, “Setting Up the Expense Management System,” Setting Up Expense Management Policies, page 19](#)

[Chapter 3, “Setting Up the Expense Management System,” Setting Up Tax Mapping, page 44](#)

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## Setting Up 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.

To set up next numbers for Expense Management, you need to select system 09E and Line 1.

### See Also

*PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*

## Setting Up Expense Management Policies

This section provides an overview of expense management policies, policy rules, audit rules, and expense category attributes, and discusses how to:

- Set up policy rules.
- Set up audit rules.
- Set up expense category attributes.

### Understanding 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

After you have one policy set up, you can use it as a template to add other policies using the copy feature. 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.

### Related Information about Expense Management Policies

The information in this table provides additional information about setting up expense management policies.

Copying Expense Management Policies	<p>If you need to add several similar policies, you can use the copy feature to copy policy rules.</p> <p>When you copy a policy, the system also copies the associated audit rules and expense category attributes.</p> <p>You can revise any information about the policy when you copy it.</p>
Revising Policy Rules	<p>You can revise any information related to the policy rules. Changes that you make to a policy do not affect expense reports that have been previously submitted.</p>

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).

## Understanding 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).

### Example of Using the Daily Allowance Versus Per Diem Expense Rule

These examples illustrate the difference between how the system uses a daily allowance and how the system uses a per diem expense rule when you enter an expense report.

#### Daily Allowance

Data for this example include:

- Expense Category: MLS (meals)
- Daily Allowance: 30 USD
- Duration of Business Trip: 2 Days

#### Expense Report Entry for Meals

This table displays the details of an expense report entry for meals.

Date	Expense Category	Amount	Additional Information	System Response
January 16, 2005	MLS	7.00 USD	Breakfast	Accept
January 16, 2005	MLS	15.00 USD	Dinner	Accept

Total for Day 1 = 22.00 USD - Daily Allowance Not Met

Date	Expense Category	Amount	Additional Information	System Response
January 01, 2005	MLS	7.00 USD	Breakfast	Accept
January 01, 2005	MLS	12.00 USD	Lunch	Accept
January 01, 2005	MLS	18.00 USD	Dinner	Warning or Error

Total for Day 2 = 37.00 USD - 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

Data for this example include:

- 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.

---

**Note.** The system does not accept per diem policy rules for children. If you enter values for children for the expense categories BSFT, LUN, and DIN, the system clears the values.

---

### Expense Report Entry for Meals

This table displays the details of an expense report entry for meals.

Date	Expense Category	Amount	Per Diem Expense Category	System Response
January 16, 2005	BFST	7.00 USD	MLS	Accept
January 16, 2005	DIN	15.00 USD	MLS	Accept

Total for Day 1 = 22.00 USD - Available Per Diem = 38.00 USD

Date	Expense Category	Amount	Per Diem Expense Category	System Response
January 01, 2005	BFST	7.00 USD	MLS	Accept
January 01, 2005	LUN	12.00 USD	MLS	Accept
January 01, 2005	DIN	18.00 USD	MLS	Accept

Total for Day 2 = 37.00 USD- Available Per Diem = 1.00 USD

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.

### Example of Setting Up Per Diem Rule

This 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 USD	*
BFST	Breakfast	MLS		*
LUN	Lunch	MLS		*
DIN	Dinner	MLS		*
MLS	Meals		30 USD	*
MLS	Meals		70 USD	NYC
MLS	Meals		60 USD	SF
MLS	Meals		50 USD	HI

Based on the information that is set up, the system enables 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.

This 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.

---

## Understanding Audit Rules

After you add a new policy, the system automatically prompts you to enter audit rules. Audit rules specify how the system randomly selects expense reports for audit. You can audit a percentage of expense reports based on:

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

You can set up multiple ranges and percentages. Audit rules are based on the reimbursement currency of the employee.

This table describes each audit rule:

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

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.

## Understanding 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. After you complete entering attributes for the first expense category or click Cancel to bypass it, the system automatically displays the next expense category.

The system displays the expense category attributes that you set up as fields on the Additional tab when you enter the expense report and use the expense category. For example, if the expense category is Airfare, you can define expense category attributes, such as Ticket Number, Ticket Status, Airline, and so on, to track the information that is important to your business. Then, when you enter an expense report for airfare, the system prompts you to complete the additional fields that you set up.

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

---

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

---

**See Also**

*PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*

**Forms Used to Set Up Expense Management Policies**

Form Name	FormID	Navigation	Usage
Work With Policies	W09E108A	System Setup (G09E41), Policy Entry	Display policies.
Policy Definition Entry	W09E108B	On Work With Policies, click Add.	Add a policy.
Audit Selection Rule Revision	W09E108F	On Policy Definition Entry, select a record and then select Audit Rules from the Row menu.	Add audit rules for the policy. The form also appears automatically when you complete entering the policy.
Expense Category Setup	W09E109B	On Audit Selection Rule Revisions, click OK.  Alternatively: System Setup (G09E41), Expense Category Setup	Add expense categories. The form appears automatically when you complete entering the audit rules.

**Setting Up Policy Rules**

Access the Policy Definition Entry form.

The screenshot shows the 'Policy Entry - Policy Definition Entry' form. At the top, there is a title bar with 'Policy Entry - Policy Definition Entry' and standard window controls. Below the title bar is a menu bar with 'OK', 'Delete', 'Cancel', 'Form', 'Row', and 'Tools'. The main form area contains several input fields: 'Policy Name' with a value of 'TRVL' and a description 'European Travel Policy'; 'Policy Currency Code' with a value of 'EUR' and a description 'Euro'. Below these is a section titled 'Policy Rules' with two radio buttons: 'Apply only to non-billable expenses' (unselected) and 'Apply to all expenses' (selected). At the bottom of the form is a table titled 'Records 1 - 7' with columns: Expense Category, Per Diem Expense Category, Effective Date, Expense Report Type, Daily Allowance, Hard Edit, Percent Tolerance, and Audit Amount. The table contains seven rows of data for categories AIR, CAR, HTL, MILE, MISC, and MLS.

Expense Category	Per Diem Expense Category	Effective Date	Expense Report Type	Daily Allowance	Hard Edit	Percent Tolerance	Audit Amount
AIR		01/01/02	T		0		
CAR		01/01/02	T	90.00	0		
HTL		01/01/02	T	145.00	1	20.000	
MILE		01/01/02	T		0		
MISC		01/01/02	*		0		
MLS		01/01/02	T	80.00	0		

Policy Definition Entry form

<b>Policy Name</b>	Enter the name of an expense policy. The expense policy determines the expense categories that are available for reimbursement and provides the rules for each expense category such as the daily allowance amount, audit limits, receipt requirements, whether a preferred supplier is required, and so on.
<b>Policy Description</b>	Enter the description associated with the policy name in the unlabeled field to the right of the policy name.
<b>Apply only to non-billable expenses</b>	Select this option to specify whether the policy's audit rules apply to all expenses or to nonbillable expenses only. If you apply audit rules to nonbillable expenses only, they will not apply to expenses that are billed to a client.
<b>Per Diem Expense Category</b>	Enter a user-defined code (09E/EC) that specifies the expense category for the per diem group. For example, you might assign MLS (meals) as the per diem expense category for BFST (breakfast), LUN (lunch), and DIN (dinner) expenses.  The expense category that you specify in this field must also be specified in the Expense Category field.
<b>Daily Allowance</b>	Enter the amount that an employee is allowed to spend per day on an expense item.
<b>Hard Edit</b>	Enter a value that specifies whether the system issues a warning or error message to the employee when the expense amount exceeds the daily allowance and percent tolerance. An error prevents the employee from completing the expense report. Values are:  <i>0</i> : Warning message only. <i>1</i> : Error message. The employee must change the expense amount.
<b>Percent Tolerance</b>	Enter the percentage of the daily allowance that an employee is allowed to exceed before receiving an error message. The system does not use the percent tolerance for warning messages.
<b>Audit Amount</b>	Enter the maximum amount allowed for an expense. If an expense exceeds the audit amount, the system automatically identifies the expense report for an audit regardless of whether audit rules are established.
<b>Use Rate</b>	Enter a value that specifies whether to use a default rate to calculate expenses, such as mileage. Values are:  <i>0</i> : Do not use. <i>1</i> : Use.
<b>Rate</b>	Enter the price at which the expense was incurred for a specific unit of measure. For example, the rate might be the cost of a hotel room per night or the cost of a car rental per day.
<b>Unit Of Measure</b>	Enter a user-defined code (00/UM) that identifies the unit of measurement for an amount or quantity. For example, it can represent a barrel, box, cubic meter, liter, hour, and so on.
<b>Rate Override</b>	Enter a value that specifies whether the user can override an expense rate. Values are:  <i>0</i> Do not allow. <i>1</i> Allow.

<b>Receipt Required</b>	<p>Enter a value that specifies whether an employee must submit a receipt for the expense. Values are:</p> <p><i>0</i>: No receipt required.</p> <p><i>1</i>: Receipt required.</p>
<b>Receipt Amount</b>	<p>Enter the maximum amount allowed before a receipt is required. Expense amounts that are equal to or less than the receipt amount specified do not require a receipt regardless of the value in the Receipt Required field.</p> <p>If you do not require a receipt, leave this field blank.</p>
<b>Preferred Supplier</b>	<p>Enter a value that specifies whether the employee must use a preferred supplier for the expense category. If an employee does not use a preferred supplier as required, the system automatically identifies the expense report for an audit regardless of the audit rules established. Values are:</p> <p><i>0</i>: Not required.</p> <p><i>1</i>: Required.</p>
<b>Location</b>	<p>Enter a user-defined code (09E/EL) that indicates where the expense was incurred. The system uses location information to determine the policy to which the expense applies and to derive the appropriate tax rate area and tax explanation code for the expense. For transportation expenses, use the location where the ticket was purchased.</p> <p>You can specify policy rules by location, as well as by expense category. For example, the rate that you allow for a hotel room might be different for Japan and the United States, or it might be different for San Francisco and Denver. You can enter * to indicate all locations.</p>

## Setting Up Audit Rules

After you set up policy rules, the system prompts you to set up audit rules for the policy. Alternatively, you can select a record on the Policy Definition Entry form, and then select Audit Rules from the Row menu.

**Policy Entry - Audit Selection Rule Revision**

OK Delete Cancel Tools

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

Records 1 - 6						Customize Grid
		Rule Number	From Range	Thru Range	Percent To Select	
	<input checked="" type="radio"/>	1		45.00		
	<input type="radio"/>	1	45.01	5,700.00	85	
	<input type="radio"/>	1	5,700.01	999,999,999.99	100	
	<input type="radio"/>	2		25.00	10	
	<input type="radio"/>	2	25.01	100.00	100	
	<input type="radio"/>					

Audit Selection Rule Revision form

**Rule Number**

Enter a number that corresponds to an audit rule. Values are:

1: Audit percentages are based on the total amount of the expenses listed on an expense report.

2: Audit percentages are based on the percentage of expenses on the expense report that did not meet policy guidelines.

**From Range**

Enter the beginning of the range for an audit selection rule. This range can be an amount or a percentage. If the audit selection rule is for Rule #1, this range is an amount. If the audit selection rule is for Rule #2, this range is a percentage.

If you leave the From Range field blank, any amount from zero to the amount specified in the Thru Range field is eligible for audit.

**Thru Range**

Enter the end of the range for an audit selection rule. This range can be an amount or a percentage. If the audit selection rule is for Rule #1, this range is an amount. If the audit selection rule is for Rule #2, this range is a percentage.

**Percent To Select**

Enter the percentage of expense reports that the system randomly selects for audit based on the range of amounts or exceptions defined. Enter a whole number. For example, to specify 50 percent, enter 50.

## Setting Up Expense Category Attributes

After you set up audit rules, the system prompts you to set up the expense category attributes for each expense category. Alternatively, on Policy Definition Entry select a record, and then select Setup Categories from the Row menu.

**Policy Entry - Expense Category Setup**

OK Delete Cancel Tools

Policy Name \* TRVL *European Travel Policy*

Expense Category \* AIR *Airfare Expense*

---

**Records 1 - 7** Customize Grid

		User Defined Field	Expense Detail Data Item	Expense Database Field	Required / Optional
<input type="checkbox"/>	<input type="checkbox"/>	0	AIRLINE		1
<input type="checkbox"/>	<input type="checkbox"/>	0	ADDLCMT		
<input type="checkbox"/>	<input type="checkbox"/>	0	TICKNUM		
<input type="checkbox"/>	<input type="checkbox"/>	0	TICKSTA		
<input type="checkbox"/>	<input type="checkbox"/>	0	SBL		
<input type="checkbox"/>	<input type="checkbox"/>	0	SBLT		
<input type="checkbox"/>	<input type="checkbox"/>				

Expense Category Setup form

**User-Defined Field**

Enter a value that indicates whether a field is user-defined. A user-defined field does not exist in the Expense Report Detail table (F20112). Values are:

*1*: The field is user-defined. Specify a value from the data dictionary. If you enter *1*, but then select a field that is defined in the UDC table, the system changes the value to 0 automatically.

*0*: The field exists in the Expense Report Detail table and is not user-defined. Specify a value from UDC 09E/EF.

**Expense Detail Data Item**

Enter a code that indicates the field that you want the system to display on the Enter Expense Report Information form for the specified expense category and policy.

If you specified *0* in the User-Defined field, select a value from the UDC 09E/EF, which you access using the Search button.

If you specified *1* in the User-Defined field, enter the alias for the data dictionary item you want to use or select a value from the Data Dictionary Search and Select Alias form, which you access using the Search button.

**Expense Database Field**

Enter a code that specifies the type of information that you can enter in the field on the Enter Expense Report form as defined by the value in the Expense

Detail Data Item field. You complete this field only when the Expense Detail Data Item you chose is a value from the Data Dictionary. The system provides three codes for each of these data types:

date

numeric

text (alphanumeric)

You must specify a data type that is compatible with the value in the Expense Detail Data Item field or the system returns an error. For example, if you specify an amount field, you can not select a data type for date. The system uses the value in this field to validate information you enter on the expense report for the Expense Detail Data Item that you specified.

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

If you select a data dictionary field that has an edit rule or is attached to a UDC, the system validates the information that you enter against the edit rule or UDC when you enter the expense report.

If the data item is not associated with a UDC code, or if you create a new data item, you can specify that it uses a UDC and then set up the code and values list.

#### Required / Optional

Enter a code that specifies whether you must complete the corresponding field on the expense report when you use the expense category. Values are:

Blank: The field is not required.

*I*: The field is required. When you enter an expense report for this expense category, the system requires a value in this field.

---

**Note.** If you set up the expense category as a preferred supplier in the policy, the system automatically completes this field with *I* when you add the data item for Additional Comments (ADDLCMT).

---

## Setting Up Exchange Rate Identifiers

This section provides an overview of exchange rate identifiers and discusses how to set them up.

### Understanding 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. If you need to set up exchange rates for specific address book numbers after you set up exchange rate identifiers, select Exchange Rate from the Form menu.

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.

---

**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.

---

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

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SP1 PeopleBook*, "Setting Up Exchange Rates," Setting Up Exchange Rates for the Inverse Method

*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SP1 PeopleBook*, "Setting Up Exchange Rates," Setting Up Exchange Rates for the No Inverse Method

## Forms Used to Set Up Exchange Rate Identifiers

Form Name	FormID	Navigation	Usage
Exchange Rate Identifier Revisions	W09E114B	System Setup (G09E41), Exchange Rate Identifier On Work With Exchange Rate Identifiers, click Add.	Add exchange rate identifiers.

## Setting Up Exchange Rate Identifiers

Access the Exchange Rate Identifier Revisions form.

**Exchange Rate Identifier** Enter a value that specifies the exchange rate to use for expenses incurred in a foreign currency.

---

## Setting Up Group Profiles

This chapter provides an overview of group profiles and discusses how to set them up.

### Understanding 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.

See [Chapter 5, “Entering Expense Reports,” Entering Expense Reports, page 62.](#)

- 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

Before you complete the tasks in this section:

- 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.

## Forms Used to Set Up Group Profiles

Form Name	FormID	Navigation	Usage
Define Group Profile	W20104B	System Setup (G09E41), Group Profile Entry  On Work With Group Profiles, click Add.	Add group profiles.

## Setting Up Group Profiles

Access the Define Group Profile form.

Define Group Profile form

- Group** Enter a name used to group employees according to reimbursement policy, and reimbursement method, and currency. You can override the reimbursement method and currency at the employee level in the employee profile.
- Policy Name** Enter the name of an expense policy. The expense policy determines the expense categories that are available for reimbursement and provides the rules for each expense category such as the daily allowance amount, audit limits, receipt requirements, whether a preferred supplier is required, and so on.  
Specify the policy that you want to associate with the group of employees.
- Exchange Rate Identifier** Enter a value that specifies the exchange rate to use for expenses incurred in a foreign currency.  
This required field appears only when multicurrency is activated in the General Accounting Constants.
- Approval Required, Approval by Exception, Approval Not Required** Specify whether an expense report needs to be approved by a person with the appropriate authority before it is processed by the accounting department.
- Use Travel Advance** Specify whether travel advances are allowed for employees assigned to the group. If the option is turned on, the system displays the Advance field on the Edit Expense Report Information form.

- Reimbursement Method** Enter a user-defined code (09E/RM) that specifies whether to reimburse the employee or the employee's credit card company, and whether the payment should be generated from the Accounts Payable system or the Payroll system.
- Reimbursement Currency** Specify the currency in which the expense report will be reimbursed.
- If the reimbursement method is from the Accounts Payable system (1, 2 or 3), the system uses the reimbursement currency from the employee profile, if specified. Otherwise, the system uses the reimbursement currency of the group profile assigned to the employee profile.
- If the reimbursement method is from the Payroll system (4 or 5), the system uses the currency code assigned to the company in which the employee's home business unit resides, regardless of the reimbursement currency assigned to the group profile.

---

## Setting Up Expense Reimbursement Routing Rules

This section provides an overview of expense reimbursement routing rules and discusses how to set them up.

### Understanding 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 email 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 statuses that are hard coded in UDC 09E/RS (Expense Report Status):

Status Code	Description
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

Status Code	Description
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.

---

**Important!** 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.

---

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 select 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 these 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 select 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

[Chapter 3, “Setting Up the Expense Management System,” The Workflow Process for Expense Management, page 39](#)

[Chapter 3, “Setting Up the Expense Management System,” Setting Up a Distribution List of Auditors for Workflow Messaging, page 42](#)

## Forms Used to Set Up Expense Reimbursement Routing Rules

Form Name	FormID	Navigation	Usage
Work with Expense Reimbursement Routing Rules	W09E119A	System Setup (G09E41), Expense Management Routing Rules	Review expense reimbursement routing rules.
Expense Reimbursement Routing Rules	W09E119D	On Work with Expense Reimbursement Routing Rules, click Add.	Add and revise expense reimbursement routing rules.

## Setting Up Expense Reimbursement Routing Rules

Access the Expense Reimbursement Routing Rules form.

**Expense Management Routing Rules - Expense Reimbursement Routing Rules**

OK Delete Cancel Tools

Expense Report Type  *Tuition Reimbursement*

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

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

Expense Reimbursement Routing Rules form

- Manager Approval Override** Specify whether a manager must approve expense reports for the specified expense report type regardless of the values established in the group and employee profiles.
- Auditor Approval Override** Specify whether an auditor must approve expense reports for the specified expense report type regardless of the rules established for the policy.
- Override Manager ID** Specify a manager or group of managers to approve expense reports for the expense report type specified.

If you activate this option, the system displays an Approver ID field that you use to enter the address book number of the manager or distribution list. The value that you specify overrides the value entered in the employee profile.
- Approver ID** Enter the address book number of the person who can approve expense reports for the expense report type specified, when the expense report requires approval.
- Override Auditor ID** Specify whether to send workflow messages to an auditor or group of auditors for expense reports that require an audit for the expense report type specified.

If you activate this option, the system displays an Auditor ID Override field that you use to enter the address book number of the auditor or distribution list.
- Auditor ID Override** Enter the address book number of the person or distribution list to whom an email message is sent when the expense report requires an audit.

<b>Last Status</b>	<p>Enter a code that identifies a step in the reimbursement process. The workflow system uses this code to determine the next status in the reimbursement process.</p> <p>You do not have to enter the statuses in order. The system reorders the statuses after you click OK.</p>
<b>Next/Approval Status</b>	<p>Enter a code that specifies the next step in the expense reimbursement process.</p> <p>Do not assign the same status code to two rules.</p>
<b>Rejected Status</b>	<p>Enter a code that identifies the next step in the expense reimbursement process when an expense report is rejected by a manager or auditor.</p> <p>You must assign a rejected status for the last status codes:</p>
<b>Notify Manager of Rejections</b>	<p>Enter a value to specify whether to send a message to the employee's manager when the employee's expense report is audited. Values are:</p> <p><i>0</i>: Do not send.</p> <p><i>1</i>: Send.</p>
<b>History Log</b>	<p>Enter a code that specifies whether to update the Expense Report Routing History Log table (F09E120) with expense report information when the expense report reaches the status indicated in the Last Status field. Values are:</p> <p><i>N</i> or <i>0</i>: Do not update.</p> <p><i>Y</i> or <i>1</i>: Update.</p>

---

## Setting Up Media Queues for Expense Management

This section provides an overview of media queues for the expense management system.

### Understanding Media Queues for Expense Management

The system provides two processing options for the Expense Entry program (P09E2011) that enable 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 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 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

*PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: System Administration*

---

## The Workflow Process for Expense Management

This section provides overviews of the workflow process and auditor and workflow setup and discusses how to:

- Set processing options for Determine Next Activity Processing Option (P09E0007).
- Set up a distribution list of auditors for workflow messaging.

## Understanding the Workflow Process for Expense Management

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

Workflow is an integral part of these 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

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

- 91: Expense Reports

Employees who submit expense reports and managers who approve expense reports should be granted authority to this queue to receive email or workflow messages.

- 92: Audit Expense Reports

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

---

**Note.** You determine the number of queues 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

This 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

*PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*

[Chapter 8, "Reimbursing Employee Expenses," page 101](#)

*PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Workflow Tools*

## Understanding Auditor and Workflow Message Setup

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.

Because the system automatically sends messages to address book number 7372, consider these issues:

- If you have not used address book number 7372, set it up in the address book system and assign it as a single auditor or use it as the parent for the group of auditors.
- If you have already used address book number 7372, set up a different address book record for the auditor or group of auditors and either specify that address book number in the corresponding processing option for the Expense Entry program (P09E2011) or enter it in the Auditor Override ID field in the Expense Reimbursement Routing Rules program (P09E119).

If address book number represents a group of auditors, you use it as the parent number and set up the auditors as children using the Structure Inquiry program (P02150). This task is similar to the one that you use to establish multiple authorities for an employee profile, except that you use the structure type ERA (Expense Report Auditor).

See [Chapter 3, "Setting Up the Expense Management System," Setting Up a Distribution List of Auditors for Workflow Messaging, page 42.](#)

You can also use the Workflow system to set up these 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 enables 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.

## Prerequisite

Verify that the Send Email to Auditor processing option is set to 1 in the Expense Entry program (P09E2011).

### See Also

Chapter 8, “Reimbursing Employee Expenses,” page 101

*EnterpriseOne Tools 8.95 PeopleBook: Workflow Tools*

## Forms Used to Set Up a Distribution List of Auditors

Form Name	FormID	Navigation	Usage
Work With Distribution Lists	W02150A	Address Book Organizational Structure (G01311), Structure Inquiry.	Locate and select distribution lists.
Address Parent/Child Revisions	W0150A	On Work With Distribution Lists, click Add.	Set up new distribution lists for workflow messaging.

## Setting Processing Option for Determine Next Activity (P09E0007)

Processing options enable you to specify the default processing for programs and reports.

### Message

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** 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. Values are:  
Blank: Do not send.  
I: Send.

## Setting Processing Options for Structure Inquiry (P02150)

Processing options enable you to specify the default processing for programs and reports.

## Defaults

### 1. Enter the default Structure Type

A user defined code (01/TS) that identifies a type of organizational structure that has its own hierarchy in the Address Book system (for example, e-mail).

When you create a parent/child relationship for the Accounts Receivable system, the structure type must be blank.

### 2. Enter the Version of Organizational Structure Revisions to call.

Specify the version of the Organizational Structure Revisions program. If you leave this field blank, the system uses ZJDE0001.

## Setting Up a Distribution List of Auditors for Workflow Messaging

Access the Address Parent/Child Revisions form.

### Parent Number

Enter the Address Book number of the primary level in a hierarchy, or reporting relationship. The system uses this number to associate a particular address with a parent company or location. Any value that you enter in this field updates the Address Organizational Structure Master table (F0150) for the blank structure type. This address number must exist in the Address Book Master table (F0101) for validation purposes.

A parent in one hierarchy can be a child in another hierarchy. A hierarchy can be organized by business unit, employee, or position. For example, you can create a hierarchy that shows the reporting relationships between employees and supervisors.

Examples of address book records that would have a parent number include:

Subsidiaries with parent companies.

Branches with a home office.

Job sites with a general contractor.

### Structure Type

Specify the type of distribution list, such as WFS for workflow, ORG for group, and EML for email.

Enter *ERA* to specify an Expense Report Auditor distribution list.

---

## Setting Up Expense Account Mapping

This section provides an overview of account mapping and discusses how to set it up.

### Understanding 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**

Chapter 3, “Setting Up the Expense Management System,” Defining Billable Business Units, page 17

## Forms Used to Set Up Expense Account Mapping

Form Name	FormID	Navigation	Usage
Work With Account Mapping	W20106A	System Setup (G09E41), Expense Account Mapping	Review and select expense account mapping records.
Account Mapping Revisions	W20106B	On Work With Account Mapping, click Add.	Add or revise expense account mapping records.

## Setting Up Expense Account Mapping

Access the Account Mapping Revisions form.

Account Mapping Revisions form

**Business Unit Type**

Enter a user-defined code (00/MC) that identifies the classification of the business unit.

Enter \* in this field to indicate all values that have not been specifically defined.

**Object** Specify the portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden.

---

**Note.** If you use a flexible chart of accounts and the object account is set to 6 digits, it is recommended that you use all 6 digits. For example, entering *000456* is not the same as entering *456* because if you enter *456* the system enters three blank spaces to fill a 6-digit object.

---

**Subsidiary** Enter a subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

---

## Setting Up Tax Mapping

This section provides an overview of tax mapping and discusses how to set it up.

### Understanding 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 percent 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.

---

## Forms Used to Set Up Tax Mapping

Form Name	FormID	Navigation	Usage
Work With Tax Mapping	W09E105A	System Setup (G09E41), Tax Setup	Review tax information by expense location.
Revise Tax Mapping	W09E105B	On Work With Tax Mapping, click Add.	Add and revise tax information by expense location.

## Setting Up Tax Mapping

Access the Revise Tax Mapping form.

Revise Tax Mapping form

### Employee Country

Enter a user-defined code (00/CN) that identifies a country. The country code has no effect on currency conversion.

The Address Book system uses the country code for data selection and address formatting.

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

You can enter \* in the Employee Country field to indicate all values that have not been specifically defined.

### Billable

Enter a code that specifies whether the tax rate area applies to billable expenses (expenses billed directly to the client). Values are:

Blank: Nonbillable expenses only.

*l*k: Billable expenses only.

\**k*: All expenses.

This field can help determine whether VAT tax is nonrecoverable.

You can enter \* in the Billable field to indicate all values that have not been specifically defined.

**Tax Expl Code** (tax explanation code)

Enter a hard-coded user-defined code (00/EX) that controls the algorithm that the system uses to calculate tax and general ledger distribution amounts. The system uses the tax explanation code in conjunction with the tax rate area and tax rules to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code.

**Tax Rate/Area**

Enter a code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code you enter against the Tax Areas table (F4008). The system uses the tax rate area in conjunction with the tax explanation code and tax rules to calculate tax and general ledger distribution amounts when you create an invoice or voucher.

---

## Setting Up Pay Type Mapping

This section provides an overview of pay type mapping and discusses how to it up.

### Understanding 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

*PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "Setting Up Pay Types"*

### Forms Used to Set Up Pay Type Mapping

Form Name	FormID	Navigation	Usage
Work With Pay Type Mapping	W09E118A	System Setup (G09E41), Pay Type Mapping	Review pay type mapping records.
Pay Type Mapping Entry	W09E118B	On Work With Pay Type Mapping, click Add.	Add and revise pay type mapping information.

### Setting Up Pay Type Mapping

Access the Pay Type Mapping Entry form.

**Pay Type Mapping Entry**

OK Delete Cancel Form Tools

Expense Report Type  *Tuition Reimbursement*

Records 1 - 2		Customize Grid <input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Effective Date	Expense Category	PDBA Code
<input type="radio"/>	<input type="checkbox"/>	01/01/02	TUIT	204
<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pay Type Mapping Entry form

**PDBA Code** (pay, deduction, benefit, or accrual code) Enter a code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

You might need to check with your Payroll Administrator to determine which code to assign.

## Setting Up Employee Maintenance

This section provides an overview of employee maintenance and discusses how to set it up.

### Understanding 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 cutoff date. The Employee Maintenance program (P09E103) enables 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.

### See Also

[Chapter 4, “Setting Up Employee Profiles,” Setting Up Multiple Employee Authority, page 57](#)

## Forms Used to Set Up Employee Maintenance

Form Name	FormID	Navigation	Usage
Employee Maintenance	W09E103A	System Setup (G09E41), Employee Maintenance	Add and revise the designee for the employee.

## Setting Up Employee Maintenance

Access the Employee Maintenance form.

**Employee Maintenance - Employee Maintenance For Meade, Jane**

**Employee Maintenance**

Employee Name: Meade, Jane

Business Unit: 9 Corporate Administration

Manager ID: 6001 Allen, Ray

Group Profile: CORP US Corporate Group

Designee: 7500 McDougle

[Credit Card Information](#)

OK Close Cancel

Employee Maintenance form

### Designee

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

Also the address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. Any value that you enter in this field updates the Address Organizational Structure Master table (F0150) for the blank structure type. This address number must exist in the Address Book Master table (F0101) for validation purposes.

Examples of address book records that would have a parent number include:

- Subsidiaries with parent companies.

- Branches with a home office.

- Job sites with a general contractor.

---

## Setting Up Credit Card Security

This section provides an overview of credit card security.

## Understanding Credit Card Security

If you are concerned about securing credit card information for your employees, it is recommended that you use this security protocol:

- Set up table security on these 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 these programs:

Secured Table	Exclusive Application Security	Reason for Access
Credit Card Information (F0075)	P09E122: Employee Credit Cards P09E2011: Expense Entry R47057: Copy to Outbound EDI Files	To give users access to their own credit card information.  To give the system access to retrieve the credit card address book number.  To retrieve the credit card number to process the payment using EDI.
Credit Card Transaction Interface Table (F09E150)	P09E150: Credit Card Expenses R09E151: Credit Card Expense Purge	To give the employees access to their credit card transactions.  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

*PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: System Administration*



## CHAPTER 4

# Setting Up Employee Profiles

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

- Set up employee profiles.
- Create employee profiles automatically.
- Convert employee profiles (if upgrading from a release prior to PeopleSoft EnterpriseOne release Xe).

---

## Understanding 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:

- 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.

---

- Whether the system pays the employee's credit card directly.  
You must set up credit card information for the employee to reimburse the credit card company directly.

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. This table lists some of the advantages and disadvantages of both methods:

Employee Profile Creation Method	Advantages	Disadvantages/Limitations
Manual	<p>At the time you enter the employee profile, you can additionally set up:</p> <ul style="list-style-type: none"> <li>• Credit card information.</li> <li>• Multiple employee authority.</li> <li>• Override for manager approval option that is set up in the group profile.</li> <li>• Option to audit expense reports.</li> </ul>	<p>You must set up all records individually, which could be time consuming.</p>
Automatic	<p>You can set up multiple records quickly.</p> <p>You can run the program multiple times using different criteria that allows flexible setup.</p>	<p>You must assign these values manually:</p> <ul style="list-style-type: none"> <li>• Credit card information.</li> <li>• Multiple employee authority option and designation of employees.</li> <li>• Employee's manager*.</li> <li>• Override from the group profile for manager approval.</li> <li>• Option to require audit.</li> </ul> <p>*If managers are not assigned from the employee master record, you must assign the same manager to all records that are processed, or assign the manager manually.</p>

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).

### Creating Employee Profiles Automatically

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.

---

## Prerequisites

Before you complete the tasks in this section:

- 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 *PeopleSoft EnterpriseOne Address Book 8.11 SPI PeopleBook*, "Updating and Purging 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 *PeopleSoft EnterpriseOne Accounts Payable 8.11 SPI PeopleBook*, "Entering Supplier Information," Entering Supplier Master Information.

- 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 *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SPI PeopleBook*, "Adding Employee Records One at a Time".

### **See Also**

Chapter 3, "Setting Up the Expense Management System," Setting Up Credit Card Security, page 48

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## **Setting Up Employee Profiles**

This section discusses how to:

- Set processing options for employee profiles.
- Set up employee profile information.
- Set up multiple authorities.
- Set up credit card information.

## Forms Used to Set Up Employee Profiles

Form Name	FormID	Navigation	Usage
Work With Employee Profiles	W20103A	System Setup (G09E41), Employee Profile Entry	Display employee profile records.
Employee Profile Revisions	W20103B	On Work With Employee Profiles, click Add.	Add employee profile information.
Address Parent/Child Revisions	W0150A	On Employee Profile Revisions, select Authority Setup from the Form menu.	Add other employees who can add and submit expense reports for the employee.  The Authority Setup Form menu is available only when you activate the Multiple Employee Authority option.
Credit Card Revisions	W09E122B	On Employee Profile, select Credit Cards from the Form menu.	Add credit card information for the employee at the time you set up the employee profile record.
Credit Card Revisions	W09E122B	On Work With Employee Profiles, select Credit Cards from the Row menu.	Add credit card information after you set up the employee profile record.
Work With Credit Cards	W09E122A	System Setup, Employee Credit Cards	Locate credit card information to revise.
Credit Card Revisions	W09E122B	On Work With Credit Cards, select a credit card record.	Add or revise credit card information for the employee.

## Setting Processing Options for Employee Profile Entry (P20103)

Processing options enable you to specify the default processing for programs and reports.

### Defaults

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).

- Home Business Unit Source** 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

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**

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. Values are:

Blank: You must enter the manager ID manually.

I: 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.

## Setting Up Employee Profiles

Access the Employee Profile Revisions form.

The screenshot shows the 'Employee Profile Entry - Employee Profile Revisions' form. At the top, there are two tabs: 'Work With Employee Profiles' and 'Employee Profile Revisions'. Below the tabs is a navigation bar with buttons for 'OK', 'Cancel', 'Form', 'Previous', 'Next', and 'Tools'. The main form area contains several sections:

- Employee ID:** A text box containing '7504' and a label 'Meade, Jane'.
- Employee Reference Number:** An empty text box.
- Required Fields / Group Overrides:** A section with two sub-sections:
  - Source Table:** A list of radio buttons with labels: 'Address Book Master', 'Employee Master' (selected), and 'Supplier Master'.
  - Source Business Unit:** A text box containing '9' and a label 'Corporate Administration'.
- Manager ID:** An empty text box.
- Group Profile:** A text box containing 'CORP' and a label 'US Corporate Group'.
- Checkboxes:** Two checkboxes at the bottom: 'Multiple Employee Authority' (checked) and 'Monitor Employee' (unchecked).

Employee Profile Revisions form

**Employee Reference Number**

Enter an alphanumeric value that you can use as an alternate address book number to identify the employee in the Employee ID field in Expense Management system applications.

<b>Source Table Option</b>	Specify whether the system displays this option on the Employee Profile Revisions form based on the setting of the Home Business Unit Source processing option for the Employee Profile Entry program (P20103).
<b>Source Business Unit</b>	<p>Specify whether Displays 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).</p> <p>Based on the source table that you select, the system retrieves the business unit to use as a default value when you enter the expense report.</p> <p>If you change the value of the source table (using the processing option for Home Business Unit Source), the system automatically displays the new value for this field. To eliminate dual maintenance, the system does <i>not</i> store the business unit in the Employee Profile Definition table (F20103).</p>
<b>Manager ID</b>	<p>Enter the address book number of the employee's manager.</p> <p>Depending on the setting of the Manager processing option, the system might complete this field automatically with the address book number of the supervisor that is set up in the Employee Master Information table (F060116). Otherwise, enter the address book number of the employee's manager.</p> <p>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.</p>
<b>Group Profile</b>	Enter a name used to group employees according to reimbursement policy, and reimbursement method, and currency. You can override the reimbursement method and currency at the employee level in the employee profile.
<b>Monitor Employee</b>	<p>Select this option to specify whether an audit is required for every expense report submitted by the employee.</p> <p>If you select this option, every expense report submitted by this employee will be audited, regardless of the audit rules established for the policy.</p>
<b>Multiple Employee Authority</b>	<p>Select this option to specify that an employee has the authority to enter and review expense reports for other employees.</p> <p>Select the Form menu for Authority Setup to set up and review the list of employees for whom the person can enter expense reports.</p> <p>If you clear 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.</p>
<b>Reimbursement Currency</b>	<p>Specify the currency in which the expense report is reimbursed.</p> <p>If the reimbursement method is from the Accounts Payable system (1, 2 or 3), the system uses the reimbursement currency from the employee profile, if specified. Otherwise, the system uses the reimbursement currency of the group profile assigned to the employee profile.</p> <p>If the reimbursement method is from the Payroll system (4 or 5), the system uses the currency code assigned to the company in which the employee's home business unit resides, regardless of the reimbursement currency assigned to the group profile.</p>

**Note.** If you enter a value in this field, you are overriding the value that is set up in the group profile.

**Reimbursement Method**

Enter a user-defined code (09E/RM) that specifies whether to reimburse the employee or the employee’s credit card company, and whether the payment should be generated from the Accounts Payable system or the Payroll system.

**Note.** If you enter a value in this field, you are overriding the payment method that is specified in the group profile.

**Approval Required**

Select this option to specify whether an expense report needs to be approved by a person with the appropriate authority before it is processed by the accounting department.

**Approval by Exception**

Select this option for the manager to approve only those expense reports that have an exception. If the expense report does not have an exception, manager approval is not necessary.

## Setting Up Multiple Employee Authority

Access the Address Parent/Child Revisions form.

Address Parent/Child Revisions form

**Begin Eff Date** (beginning effective date)

Enter the date on which the address number appears in the structure. The Beginning Effective Date field prevents the address number from occurring in the structure until the beginning effective date is the same as the current date.

If left blank, the address number always occurs in a structure unless there is an ending effective date.

**End Eff Date** (ending effective date)

Enter the date on which the address book record will cease to exist in the structure.

## Setting Up Credit Card Information

Access the Credit Card Revisions form.

**Employee Credit Cards - Credit Card Revisions**

OK Delete Cancel Tools

Employee ID: 7504 Meade, Jane

Records 1 - 3 Customize Grid

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

Credit Card Revisions form

- Credit Card Number** Enter an account number issued by the credit card company to the cardholder, which appears on the credit card.
- Credit Card Type** Enter a user-defined code (09E/PM) that indicates how an employee paid an expense: the name of the credit card, such as VISA, Mastercard, American Express, Discovery, and so on. For example, the employee might have used a credit card, cash, or personal check to pay the expense.
- Credit Card AB# (credit card address book number)** Enter the address book number of the credit card company. You must set up and address book record for each credit card company that you reimburse directly.
- Credit Card Currency** Specify the currency in which the credit card company is reimbursed.

## Creating Employee Profiles Automatically

This section discusses how to:

- Create employee profiles automatically.
- Set processing options for Employee Batch Creation.

### Creating Employee Profiles Automatically

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

### Setting Processing Options for Employee Batch Creation (R09E121)

Processing options enable you to specify the default processing for programs and reports.

#### Defaults

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

- 1. Group Profile** 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** 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. 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** 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

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).** Specify whether the system assigns the Manager ID for the employee profile from Employee Master Information table (F060116), or uses the value specified in this processing option (Optional default value for Employee Profile Manager ID). Values are:
- Blank: Use the value specified in the 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).** 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

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

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). 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.

---

## Converting Employee Profiles

If you are on a release of the software prior to PeopleSoft EnterpriseOne Xe, you must convert employee profile records by running version ZJDE0001 of program R8920103 (Convert F20103 Employee Profile Definitions). 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.

From the PeopleSoft Windows environment, select Batch Versions from the System Administration Tools menu (GH9011).

## CHAPTER 5

# Entering Expense Reports

This chapter provides an overview of the process for entering expenses and discusses how to:

- Enter an expense report.
- Import expense reports.
- Use the credit card interface.

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## Understanding the Process for Entering Expenses

You can enter expenses using one of these methods:

### Enter Expenses Manually

When you enter expenses manually, you can either enter every expense individually or copy an existing expense report and modify the expense details.

### Import Expenses from a Spreadsheet

The import feature enables 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.

### Use the Credit Card Interface

The credit card interface feature enables 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.

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## Entering Expense Reports

This section provides an overview of the expense report entry process and discusses how to:

- Set processing options for Expense Report Entry.
- Enter an expense report.

### Understanding the Expense Report Entry Process

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 enter expenses as individual items by receipt and specify each expense by using expense categories. The expense categories from which you can select 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 select 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 the 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 the 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 the expense report, you can add electronic attachments, such as comments or memos, to the 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 the reimbursement amount by specifying the amount of the cash advance in the Advance field when you enter an expense report. When the expense report is processed for reimbursement, the system generates two vouchers:

- A voucher that corresponds to the reimbursement amount on the 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.

This 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 select 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 the 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 select 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 select 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). The system displays the form when you click the Add New, Add Item to Summary, or Save and Close button.

## Warning and Error Messages

When you enter an expense, depending on the policy rules and processing option settings, the system might display a warning or error message under these 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.

When you submit the expense report for processing, the system will not process the expense report under these conditions:

- The 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.

## Forms Used to Enter Expense Reports

Form Name	FormID	Navigation	Usage
View Expense Report Information	W09E2011E	Daily Processing (G09E10), Expense Entry	Display expense reports entered by the user or the person having the authority.  Display expense reports that require approval.
Edit Expense Report Information	W09E2011F	On View Expense Report Information, click Add New Report.	Enter an expense report.
Edit Split Charges	W09E2011A	On Edit Expense Detail Information, click Add New, Add Item to Summary, or Save and Close.	The system displays the Edit Split Charges form automatically when the Charge To Type is split among multiple business units, jobs, or work orders, and you finish entering the expense.

## Setting Processing Options for Expense Entry (P09E2011)

Processing options enable you to specify the default processing for programs and reports.

### Defaults

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

#### 1. Currency Mode

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. Values are:

**Blank:** Single; activates the single currency option. All expenses must be entered in the reimbursement currency specified in the employee’s profile.

**I:** Multicurrency; activates the multicurrency currency option. Expenses can be entered in any currency.

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

Specify which option the system uses to display expense reports on the Work With Expense Reports form. Values are:

Blank or *0* Display all expense reports that you are allowed to view.

*1*: Display all expense reports that require 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**

Specify whether you want to assign the expense report number manually or have the system assign it from the Next Number Revisions program (P0002). Values are:

Blank: Manually.

*1*: The system assigns the report number.

**4. Default Business Unit**

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. Values are:

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**

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. Values are:

Blank: Do not display. The manager that is set up on the employee profile must approve the expense reports.

*1*: Display.

**Dates**

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**

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 June 01, 2005, the system allows you to enter expense reports and expense items on or after April 22, 2005. Enter *0* (zero) to allow expense reports and expense items to be entered for any date prior to the system date.

## Exchange Rate

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** 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. 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** 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) if exchange rate overrides are allowed. 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

These processing options specify whether the 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** Specify whether to retrieve the 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. Values are:
- 1*: Media object queue name
- 2*: HTML page (Open an internet browser)

**2. Policy Location**

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**

Specify whether to use per diem rules. Values are:

Blank: Do not use.

*1*: Use.

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**

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**

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**

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**

Specify whether to display a link that allows users to access a time entry application. Values are:

Blank: Do not allow.

*1*: Allow.

**2. Time Entry Type**

Specify the time entry application to display if you allow access to it. Values are:

Blank: By Individual

*1*: Speed Time Entry

*2*: Line Detail

*3*: Daily

**3. Time Entry Version**

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

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

- 1. Modify Expense Reports** Specify whether an auditor can modify an expense report that is at an audit status. Values are:

Blank: Do not allow.

1: Allow.
- 2. Send email to Auditor** Specify whether to send an email to the auditor when the expense report is ready to be audited. Values are:

Blank: Do not send.

1: Send.
- 3. Override Default Auditor** Specify the address book number of the auditor's distribution list to use to send email 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 email 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 Email to Auditor processing option to 1.
- 4. Validate for Duplication** Specify whether the system validates for duplicate expenses. Expenses are duplicate when the same information is entered in these fields: Employee ID, Expense Category, Expense Amount, Expense Currency, Expense Date. 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** 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 *June 30, 2003* and you enter *60* for this processing option, the system validates the expenses entered for the current expense report against all of the expenses entered between May 02, 2003 and June 30, 2003.

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

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** 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. Values are:
- Blank: Do not display.
- I*: Display. The system does not require a value if you display this field.

## Credit Card Expense

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** 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. 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.
- I*: 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** 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). 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 select this option, integrity between the two tables (F09E150 and F20112) is not maintained.
- 
- I*: 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)** 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**

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. Values are:

Blank: Do not allow.

I: Allow.

## Entering Expense Reports

Access the Edit Expense Report Information form.

**Expense Entry - Expense Report By Meade, Jane**

**Edit Expense Detail Information** [View Policy](#)

---

Detail

Additional

Single Item       Summary Receipt

---

Single Expense Item

Expense Category	AIR			
Expense Date	03/01/03			
Charge To Type	Business Unit			
Business Unit	g		Corporate Administration	
Expense Location	United States			
Payment Method	CCC		Corporate Credit Card	
Rate	1530.000			
Quantity	1.00			
Expense Amount	1,530.00			
Reimbursable Amount	1,530.00			
Receipt Label	1			

**Cumulative Total**

Expense Total	1,871.20	Total To Employee		Total To Credit Card	1,871.20
---------------	----------	-------------------	--	----------------------	----------

Cancel

Edit Expense Report Information form

To enter an expense report:

1. On Edit Expense Report Information, complete the fields in the header portion of the form to identify to whom the expense report applies and the type of expense report.
  2. Click the Add Expense button.  
If a processing option is set appropriately, you can access the company's reimbursement policy at any time by clicking the View Policy link.
  3. On Edit Expense Detail Information, if the receipt applies to multiple expenses, select the summary receipt option and complete the Receipt Total field. Otherwise, the system does not display the fields necessary for entering summary receipts.
  4. Complete the expense category and add the details about the expense, such as the date it was incurred, the business unit to whom the expense should be charged, the expense location, expense amount, and so on.
    - If the Charge To Type is Business Unit, complete the Business Unit field.
    - If the Charge To Type is Job, complete the Cost Code and Cost Type fields.  
The system displays the Cost Type field only when the Cost Type processing option is set appropriately.
    - If the Charge To Type is Work Order, complete the Order No. field.  
If you indicate that the expense charge is split among multiple business units, jobs, or work orders, an additional form appears later in the process that you must complete.
  5. Select the Additional tab and complete the fields that the system displays.  
The fields that appear on the form vary depending on the expense category attributes that are assigned to the expense category. For example, if you are entering information about airfare expense, you might need to complete the fields for Airline, Airline Ticket Number, Airline Ticket Status, and Additional Comments.
  6. To continue entering expenses, perform one of these functions; otherwise skip to step 8.
    - If the expense is part of a summary receipt, select the Detail tab, click the Add Item to Summary button, and repeat steps 3 through 5 to add the next expense to the receipt. The amount to redistribute is zero when all of the expenses on the receipt have been added correctly.
    - If the expense is not part of a summary receipt, but you have more expenses to add, click the Add New button (from either tab) and repeat steps 3 through 5 for each expense.  
If you entered a Charge To Type that splits the expense among multiple entities, the system automatically displays the Edit Split Charges form. Continue to the next step.
  7. On Edit Split Charges, allocate the expense amount to each entity (business unit, job, or work order). The system decreases the amount in the Amount to Distribute field as you distribute the expense.  
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.
  8. To complete entering the expense report, click the Save and Close button.
- 
- Note.** If you entered a Charge To type that splits the expense among multiple entities, the system automatically displays the Edit Split Charges form. Refer to the previous step.
- 
9. On Edit Expense Report Information, perform one of these functions:
    - Click the Close button to save the report without submitting it. You can revise expenses entered or enter more expenses at a later date, if desired.

- Click the Submit button to begin the reimbursement process for the expense report.

---

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

---

10. Follow the company policy to process the receipts.

<b>Multiple</b>	Specify whether the expenses on the report are in the employee’s reimbursement currency (single) or in multiple currencies. Select multiple currency if the expenses on the report are incurred in more than one currency or if the currency is different from the reimbursement currency specified in the Group Profile or Employee Profile.
<b>Report No.</b> (report number)	Enter a number that uniquely identifies an expense report.  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).
<b>Expense Report End Date</b>	Enter the last day that expenses can be included on the expense report. Allowable dates are defined in the processing options of the Expense Entry program (P09E2011).  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.  If you leave this field blank, the system assigns today’s date as the expense report end date.
<b>Allowable Per Diem Days</b>	Enter the number of days that an employee incurs expenses for the specified business purpose.  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.
<b>Expense Report Description</b>	Enter a summarized description of the expense report.
<b>Default Business Purpose</b>	Enter the business reason for incurring the expenses on the expense report. The system automatically stores the last ten business purposes that you enter. When you enter an eleventh business purpose, the system removes the business purpose that was least used and replaces it with the new business purpose.
<b>Advance</b>	Enter the amount of money given to the employee before any expenses were incurred. The system creates a debit memo in the Accounts Payable system for the amount entered if the reimbursement method is accounts payable.  The system displays this field only when you select 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.
<b>Summary Receipt</b>	Specify whether the receipt applies to a single expense only or to multiple expenses.
<b>Expense Date</b>	Enter the date on which the expense was incurred.

The system returns an error if you enter a date that is later than the expense report end date that you specified, or the date for the expense is not within the allowable expense days as specified in the corresponding processing option of the Expense Entry program (P09E2011).

### Charge To Type

Enter a user-defined code (09E/CT) that specifies whether an expense is billable and to whom it is billable. Select one of the values from the drop-down list:

*Business Unit:* The expense is charged to the business unit that is specified.

*Job Cost:* The expense is charged to the job that is specified.

*Non-reimbursable:* The expense should not be reimbursed.

*Split among multiple jobs:* The expense is split among multiple jobs. The system displays the Edit Split Charges form, on which you allocate the appropriate amount to the appropriate job.

*Split among multiple business units:* The expense is split among multiple business units. The system displays the Edit Split Charges form, on which you allocate the appropriate amount to the appropriate business unit.

*Split among multiple work orders:* The expense is split among multiple work orders. The system displays the Edit Split Charges form, on which you allocate the appropriate amount to the appropriate work order.

*Work Order:* The expense is charged to the work order specified.

### Subsidiary

Enter a subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

---

**Note.** If you are using a flexible chart of accounts and the object account is set to six digits, you must use all six digits. For example, entering *000456* is not the same as entering *456* because, if you enter *456*, the system enters three blank spaces to fill a six-digit object.

---

### Cost Type

Specify the portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden.

---

**Note.** If you use a flexible chart of accounts and the object account is set to 6 digits, it is recommended that you use all 6 digits. For example, entering *000456* is not the same as entering *456* because if you enter *456* the system enters three blank spaces to fill a 6-digit object.

---

### Order No. (order number)

Specify an original document. This document can be a voucher, a sales order, an invoice, unapplied cash, a journal entry, and so on.

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

### Business Unit

Specify a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.

If the Charge To Type is Business Unit and 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 the Charge to Type is Job Cost, enter the job number to which you are charging the expense. You cannot leave this field blank.

If the Charge to Type is Non-reimbursable, leave this field blank.

If the Charge to Type is Work Order, the system disables this field.

If the Charge to Type is split among multiple business units, jobs, or work orders, the system disables this field and displays an additional form when you add another expense or click Save and Close.

<b>Rate</b>	<p>Enter the price at which the expense was incurred for a specific unit of measure. For example, the rate might be the cost of a hotel room per night or the cost of a car rental per day.</p> <p>Depending on the how the policy is set up, this field might be user inhibited.</p>
<b>Quantity</b>	<p>Enter the number of items expensed at a specific rate.</p>
<b>Expense Amount</b>	<p>Enter the amount of the expense in the currency in which the expense was incurred. This amount should correspond to the amount on the receipt.</p>
<b>Exchange Rate</b>	<p>Enter a number (exchange rate) that a foreign currency amount is multiplied by or divided by to calculate a domestic currency amount.</p> <p>The number in this field can have a maximum of seven decimal positions. If more are entered, the system adjusts to the nearest seven decimal positions.</p> <p>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.</p>
<b>Reimbursable Amount</b>	<p>Enter the amount of an expense item that is reimbursed to the employee.</p>
<b>Available Per Diem</b>	<p>Enter the total amount that is available for the per diem expense group.</p> <p>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.</p>
<b>Receipt Label</b>	<p>Enter a number that corresponds to the expense item line number that the system assigns for you to use to identify the physical receipt that corresponds to one or more expenses on the expense report.</p> <p>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.</p>
<b>Per Diem Exp. Category</b> (per diem expense category)	<p>Enter user-defined code (09E/EC) that specifies the expense category for the per diem group. For example, you might assign <i>MLS</i> (meals) as the per diem expense category for <i>BFST</i> (breakfast), <i>LUN</i> (lunch), and <i>DIN</i> (dinner) expenses.</p>

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.

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## Importing Expense Reports

This section provides an overview of importing expenses and discusses how to import expenses from a spreadsheet.

### Understanding the Import Process

In addition to manually entering 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 expenses into a spreadsheet and import them into the expense report. For example, you might want to import expenses under these 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.

### Prerequisite

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

### See Also

*PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*

## Forms Used to Import Expenses

Form Name	FormID	Navigation	Usage
View Expense Report Information	W09E2011E	Daily Processing (G09E10), Expense Entry	Display expense reports entered by the user or the person having the authority.  Display expense reports that require approval.
Import Expense	W09E2011D	On View Expense Report Information, complete the Expense Report Type field and then click Import New Report.	Review expenses imported from the spreadsheet and delete and revise them as necessary.
Import From Excel Assistant	N/A	On Import Expense, select Import From Excel from the Tool menu.	Select the Excel spreadsheet and specify the columns and rows to import.

## Importing Expenses from a Spreadsheet

Access the Import From Excel Assistant form.

Import From Excel Assistant form

To import expenses from an Excel spreadsheet:

- On Import From Excel Assistant, complete the fields:
  - Excel file to import from  
Click the Browse button to locate the file, if necessary.
  - 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.
2. Click the Import button.  
The system returns the information specified to the form.
  3. Click the Continue button.  
The system displays any errors.
    - If none of the expenses have errors, click the Finish button, and then continue to step 8.
    - If one or more of the expenses have errors, continue to step 4 or 5, depending on the form that you want to use to correct the errors.
  4. To use the Import Expense form, correct the errors in the detail area of the form and click the Finish button, and then continue to step 8.

---

**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.

---

5. To use the Edit Expense Detail Information form, click Finish.
6. In the Message window, click Yes.
7. On Edit Expense Detail Information, perform one of these functions:
  - 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.

---

**Important!** 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.

8. 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 perform one of these actions:
  - Click the Close button to save the report without submitting it. You can revise expenses entered or enter more expenses at a later date, if desired.
  - Click the Submit button to begin the reimbursement process for the expense report. If the expense report is missing information, you cannot submit it.

---

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

---

9. Follow the company policy to process the receipts.

---

## Using the Credit Card Interface

This section provides an overview of the credit card interface and discusses how to:

- Set processing options for Credit Card Expenses.
- Update credit card expenses.
- Apply credit card expenses to the expense report.

## Understanding the Credit Card Interface for Entering Expense Reports

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 the company issues a corporate credit card to employees, you can expedite the expense reimbursement process by downloading 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.

This is the process for using the credit card interface:

1. Transactions are updated to the Credit Card Transaction Interface Table using a custom program.  
See [Appendix A, "Mapping to the Credit Card Transaction Interface Table," page 109](#).
2. The employee reviews each transaction and updates the Transaction Status field as indicated:
  - 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.

See [Chapter 9, "Purging Credit Card Transactions," page 107](#).

### **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 these 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 these 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 *I*.

## Forms Used to Use the Credit Card Interface

Form Name	FormID	Navigation	Usage
Review Credit Card Expenses	W09E150A	Daily Processing menu (G09E10), Credit Card Expenses	Review and revise credit card transactions
Edit Credit Card Expense	W09E150D	On Review Credit Card Expenses, select an expense.	Update the transaction status and assign the expense category.
Find Matching Expense Entry Record	W09E150B	On Edit Credit Card Expense, click Save, and then click OK to the message.	Match the credit card transaction to an existing expense report.  The system displays the form only when you change the transaction status to Applied to Expense Report.
Edit Expense Report Information	W09E2011F	Daily Processing, Expense Entry  On View Expense Report Information, click Add New Report.	Add credit card expenses to the expense report.
Select Credit Card Expenses	W09E150C	On Edit Expense Report Information, click Get CC Expense.	Select credit card expenses to apply to the expense report.

## Setting Processing Options for Credit Card Expenses (P09E150)

Processing options enable you to specify the default processing for programs and reports.

### Versions

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)** 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

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** 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 reduce the possibility of employee misconduct. Values are:

Blank: Allow both employees and auditors.

I: Allow only auditors.

## Updating 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 the expense report. You can revise only credit card transactions that have not been applied.

Access the Review Credit Card Expenses form.

**Credit Card Expenses - Credit Card Expenses for Meade, Jane** i ?

**Review Credit Card Expenses**

**Credit Card Expenses** | **Applied CC Expenses**

Employee ID:  Meade, Jane

Payment Method:

Transaction Status:

All Amounts  
 Expense Amounts  
 Credit Amounts

Beginning Date:  Ending Date: 
 Ascending  Descending

Records 1 - 10 Customize Grid

<input type="checkbox"/>	Credit Card Trans Number	Employee	Exp Date	Expense Amount	Expense Currency	Billed Amount	Billed Currency	Exchange Rate	Description of Charge	Payment Method
<input type="checkbox"/>	<a href="#">668023-1</a>	Meade, Jane	02/14/03	396.50	U.S. Dollar		U.S. Dollar			American
<input type="checkbox"/>	<a href="#">496087-4</a>	Meade, Jane	02/20/03	92.78	U.S. Dollar		U.S. Dollar			American
<input type="checkbox"/>	<a href="#">501055-5</a>	Meade, Jane	02/20/03	15.67	U.S. Dollar		U.S. Dollar			American
<input type="checkbox"/>	<a href="#">501033-6</a>	Meade, Jane	02/20/03	75.00	U.S. Dollar		U.S. Dollar			American
<input type="checkbox"/>	<a href="#">501028-3</a>	Meade, Jane	02/21/03	20.34	U.S. Dollar		U.S. Dollar			American
<input type="checkbox"/>	<a href="#">501028-2</a>	Meade, Jane	02/22/03	279.50	U.S. Dollar		U.S. Dollar			American
<input type="checkbox"/>	<a href="#">669010-2</a>	Meade, Jane	03/09/03	464.67	U.S. Dollar		U.S. Dollar			American

Review Credit Card Expenses form

To review and revise credit card expenses:

1. On Review Credit Card Expenses, complete the fields in the header portion of the form to locate the credit card transactions that have not been applied.
2. To change the status of the credit card transaction or assign an expense category, select the transaction in the detail area, and then click the link in the Credit Card Trans Number field.
3. On Edit Credit Card Expense, change the value of the Transaction Status, if necessary.

---

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

---

4. Assign the value of the Expense Category field, if desired.

If you do not assign an expense category at this time, you can assign it when you apply the expense to the 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. Perform one of these actions:
  - 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 the expense report. Proceed to the next step.
7. In the Message window, click OK.
8. On the Find Matching Expense Entry Record form, to limit the number of records that display, revise the Beginning Expense Date, and then 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.

9. Select the expense to match by clicking the first field to the left of the expense.

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.
10. Click the Update Matching Record button.

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.
11. On Confirm Matching Expense, if the information is correct, click OK. Otherwise, click Cancel and select 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 the 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).

## Applying Credit Card Expense to the Expense Report

Access the Edit Expense Report Information form, click the Get CC Expense button.

**Expense Entry - Expense Report By Meade, Jane**

Row Tools

**Edit Expense Report Information** [View Policy](#)

Currency  Single  Multiple

Employee ID  *Meade, Jane*

Expense Report Type

Expense Report End Date  Allowable Per Diem Days

Expense Report Description

Default Business Purpose

Report No.

Total  USD Reimburse Employee  USD  
Reimburse Credit Card

Records 1 - 1 [Customize Grid](#)

Expense Category	Description	Date	Expense Location	Payment Method	Charge To Type	Business Unit	Expense Currency

[Print Expense Report](#)

Expense Entry - Expense Report By <employee name> form

To apply credit card charges to the expense report:

1. On Edit Expense Report Information, complete the options and fields in the header area of the form.
2. 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.
3. On Select Credit Card Expenses, double-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.
4. Click Apply to my Expense Report.
5. On Confirm Expense Category and CC Receipt Type, complete or revise Expense Category field.
6. If the receipt contains more than one expense, click the Summary Receipt option.
7. Click OK.
8. 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 these fields:

Expense Date

Rate

Exchange Rate

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

9. Perform one of these actions:

- 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 select additional transactions. The system saves any transactions that you previously confirmed.

**Transaction Status**

Enter a user-defined code (09E/CS) that indicates whether the expense from the credit card company is available for use on an expense report. Values are:

*0*: Available

The expense has not been applied to an expense report.

*1*: Applied

The expense has been applied to an expense report previously.

*2*: In Dispute

The expense from the credit card company is wrong or inaccurate; research is being done to resolve the discrepancy.

*3*: Non-reimbursable

The expense is personal and should not be reimbursed to you by the company.

*4*: Obsolete

This is an optional code that you might want to assign to records that are available for purging.

## CHAPTER 6

# Revising and Approving Expense Reports

This chapter discusses how to:

- Revise an expense report
- Approve expense reports

---

## Revising an Expense Report

This section provides an overview of expense report revisions and discusses how to revise an expense report.

### Understanding Expense Report Revisions

After you enter the 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.

To revise an expense, select the expense report, and then click the link on the expense category, represented by the underline to access the expense report details. You can revise any of the detail information, but you should note:

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

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.

### 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 is at status 100 (Pending Completion) by choosing it and clicking Delete.

## Forms Used to Revise Expense Reports

Form Name	FormID	Navigation	Usage
View Expense Report Information	W09E2011E	Daily Processing (G09E10), Expense Entry	Locate expense reports. Approve
Edit Expense Report Information	W09E2011F	On View Expense Report Information, select an expense report.	Review expenses on the expense report.
Edit Expense Detail Information	W09E2011G	On Edit Expense Report Information, select an expense.	Review and revise expense details.

## Revising Expense Reports

Access the Edit Expense Detail Information form.

### Expense Entry - Expense Report By Meade, Jane

**Edit Expense Detail Information** [View Policy](#)

---

Detail
Additional

Single Item
  Summary Receipt

---

Single Expense Item

Expense Category	AIR	
Expense Date	03/01/03	
Charge To Type	Business Unit	<input type="button" value="v"/>
Business Unit	g	Corporate Administration
Expense Location	United States	<input type="button" value="v"/>
Payment Method	CCC	Corporate Credit Card
Rate	1530.000	
Quantity	1.00	
Expense Amount	1,530.00	
Reimbursable Amount	1,530.00	
Receipt Label	1	

**Cumulative Total**

Expense Total	1,871.20	Total To Employee		Total To Credit Card	1,871.20
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Edit Expense Detail Information form

## Approving Expense Reports

This section provides an overview of the expense report approval process and discusses how to approve expense reports.

### Understanding the Expense Report Approval Process

If the 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 review the expense report details, and then either accept or reject the report. Depending on where messages are delivered, you can approve expense reports from the message center, email system, or using the Expense Entry program.

If you accept an expense report, the system completes the Approved Date field, which is visible from the Auditor's Workbench program only, and changes the report status 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

*PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Workflow Tools*

## Forms Used to Approve Expense Reports

Form Name	FormID	Navigation	Usage
View Expense Report Information	W09E2011E	Daily Processing (G09E10), Expense Entry	Locate expense reports that require approval.
Expense Report Approval	W09E113B	On View Expense Report Information, select the expense report to approve.	Approve or reject the expense report.
Expense Report Messages	W09E120A	On Expense Report Approval, click the Reject option.	Assign a reason for rejecting the expense report.

## Approving an Expense Report

Access the View Expense Report Information form.

**Expense Entry - Expense Report By Meade, Jane**

Row Tools

**View Expense Report Information**

Simple Search | Advanced Search

Refine your search below

Expense Report Type: -- Select One --

Sort by: Expense Report End Date

Display: Reports Pending My Approval

Ascending  
 Descending

Find | Add New Report | Import New Report

Records 1 - 1

Expense Report Number	Expense Report Type Description	Employee Name	Expense Report Date	Expense Report Description
114	Travel and Entertainment	Ellis, Jody A.	04/19/02	San Antonio Office - Training

Time Entry | Copy | Delete | Close

Print Expense Report

View Expense Report Information form

Review and select the Expense Report Number to review.

Access the Expense Report Approval form.

**Expense Entry - Expense Report Approval**

Accept  Reject

**Expense Report**

Employee ID: 2479 *Ellis, Jody A.*

Date Created: 04/19/02

Expense Report Type: T *Travel and Entertainment*

Expense Report #: 114

Description: San Antonio Office - Training

Total Expenses: 976.25

Reimbursement Total: [ ]

Percent Exceptions: [ ]

Report Detail | OK | Cancel

Expense Report Approval form

If you select Reject and then click OK, a message form appears which allows you to explain why you are rejecting the expense report.

**Percent Exceptions**

Enter the percentage of exceptions on the expense report. The system marks an expense item as an exception if it breaks a policy rule.

	The number of exceptions on an expense report is one of the criteria the system uses to determine whether an expense report is audited.
<b>Approved Date</b>	Enter the date on which the expense report was approved.
<b>Receive a copy</b>	Select this option to receive an email indicating the reason that the expense report was rejected.
<b>Send copy to Manager</b>	Select this option to send the manager an email indicating the reason that the expense report was rejected.
<b>Entertainment Expense Entry Error</b>	Displays a system message that notifies the employee to submit the company name of the participants who attended an event for which the employee is requesting entertainment expense reimbursement.
<b>Expense Item Location Error</b>	Displays a system message that notifies the employee that they specified an incorrect expense location on their expense report.
<b>Hotel Expense Entry Error</b>	Displays a system message that notifies the employee to enter a separate detail line for each expense incurred at the hotel.
<b>Meal Expense Entry Error</b>	Displays a system message that notifies the employee to enter meals separately by receipt date.
<b>Free Form Text Message</b>	Select this option to allow you to write your own message. The system displays the text message window when you press the Send Message button.
<b>Receipts Not Labeled</b>	Displays a system message that notifies the employee to label the required receipts for their expense report.
<b>10 Day Notice - Missing Receipts</b>	Displays a system message that notifies the employee that 10 days have elapsed since their expense report was submitted and no receipts have been received.
<b>Expense Report Missing Receipts</b>	Displays a system message that notifies the employee to submit all the required receipts for their expense report.
<b>Expense Report Missing All Receipts</b>	Displays a system message that notifies the employee that no receipts were received for their expense report.

# CHAPTER 7

## Auditing Expense Reports

This chapter provides an overview of the audit process and discusses how to audit and expense report.

---

### Understanding the Expense Report Audit Process

You use the Auditor's Workbench program to review and approve expense reports that are in these statuses:

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).

- 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.

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See [Chapter 6, "Revising and Approving Expense Reports," Approving Expense Reports, page 87.](#)

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 these conditions 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.

## 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 an expense report by choosing it, and then selecting Reset Report from the Row menu. You can reset an expense report only under these 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.

---

## Auditing an Expense Report

This section discusses how to:

- Set processing options for the Auditor's Workbench.
- Audit an expense report.

### Forms Used to Audit Expense Reports

Form Name	FormID	Navigation	Usage
Work With Auditor's Workbench	W09E115A	Periodic Processing (G09E20), Auditor's Workbench	Select the expense reports which require an audit.  Approve an expense report. You can approve an expense report without approving individual expenses only when the expense report status is <i>Verify Receipts Received</i> and the processing option for Required Receipts is blank.  Reset the status of an expense report.
Edit Expense Report Information	W09E2011F	On Work With Auditor's Workbench, select a report to audit.	Review, and either accept or reject the expense report.  The system displays this form only when the Policy Exceptions processing option is set to blank to <i>not</i> require an audit.
Edit Expense Report Information	W09E2011F	On Auditor's Checklist, click Cancel.	Review, and either accept or reject the expense report.
Auditor's Checklist	W09E117B	On Work With Auditor's Workbench, select a report to audit.	Approve individual expenses.  The system displays this form only when the Policy Exceptions processing option is set to 1 to require an audit.

Page Name	Object Name	Navigation	Usage
Auditor's Checklist	W09E117B	On Edit Expense Report Information, click Auditor's Checklist.	Approve individual expenses.
Edit Expense Report Detail	W09E2011G	On Auditor's Checklist, select an expense and select View Expense from the Row menu.	Review and revise the details of the expense item.  The setting of the Modify Expense Reports processing option for the Expense Entry program (P09E2011) determines whether the auditor has authority to modify the expense report.
Edit Expense Report Detail	W09E2011G	On Edit Expense Report Information, select an expense.	Review and revise the details of the expense item.  The setting of the Modify Expense Reports processing option for the Expense Entry program (P09E2011) determines whether the auditor has authority to modify the expense report
Review Credit Card Expenses	W09E150A	On Work With Auditor's Workbench, select the expense report and select CC Expenses from the Row menu.	Display, review, and revise credit card transactions on the expense report.
Expense Report Messages	W09E120A	On Edit Expense Report Information, click Reject.	Select a reason for rejecting the expense report.

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

Processing options enable you to specify the default processing for programs and reports.

### Edits

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:

Specify whether an auditor can approve an expense report that contains exceptions to the policy without approving each exception. Values are:

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

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

#### 2. Required Receipts:

Specify whether the auditor must verify receipts received, according to the policy, before the expense report can be approved. Values are:

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

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

## Defaults

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 and **2. Enter the default through report status:** Expense report status end of range
- Specify the beginning or the end of the report status range that the system uses to display expense reports. 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
- Blank: The system uses 100 (Pending Completion).
- 3. Expense report sorting:** Specify how the system sorts the expense reports that it displays. Values are:
- 01*: Expense Report End Date
  - 02*: Submitted Date
  - 03*: Employee Number
  - 04*: Report Status
- Blank: Expense reports are not sorted by any criteria.
- 4. Sort order:** Specify the default sort order that the system uses to display expense reports. Values are:
- Blank: Descending order (highest to lowest, oldest to newest, and so on).
  - I*: Ascending order (lowest to highest, newest to oldest, and so on).
- 5. Expense Report type:** 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
- Blank: The system displays all expense report types.

## CC Expenses

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

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 *June 01, 2005*, the system calculates the value for the beginning expense date as *April 22, 2005* and displays all credit card expenses between *April 22, 2005* and *June 01, 2005*.

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

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)

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)

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.

## Auditing Expense Reports

Access the Work With Auditor's Workbench form.

**Auditor's Workbench - Work With Auditor's Workbench**

Select Find Close Form Row Tools

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

**Sorting**  
 Expense Report End Date   Ascending  
 Descending

Records 1 - 10 Customize Grid

<input type="checkbox"/>	Expense Report Status	Co	Employee ID	Employee Name	Expense Report Number	Expense Report Date	Expense Rep Description
<input type="checkbox"/>	Verify Receipts Received	00001	8015	Kilmer, Jessica	139	02/01/04	San Francisco
<input type="checkbox"/>	REIMBURSEMENT PROCESS	00001	6002	Abbott, Dominique	136	04/12/03	Time Manag
<input type="checkbox"/>	Audit Required	00050	4800	Josephson, Michael	128	04/08/03	Protective S
<input type="checkbox"/>	REIMBURSEMENT PROCESS	00001	5651	Rothchild, Abigail E.	129	04/08/03	Boston - Ent
<input type="checkbox"/>	Audit Required	00001	6002	Abbott, Dominique	127	04/04/03	Paris Trip
<input type="checkbox"/>	Audit Required	00001	7504	Meade, Jane	120	03/03/03	Miami Trip
<input type="checkbox"/>	Verify Receipts Received	00001	7504	Meade, Jane	112	04/19/02	San Antonio
<input type="checkbox"/>	REIMBURSEMENT PROCESS	00001	7504	Meade, Jane	108	04/09/02	Home Office
<input type="checkbox"/>	Audit Required	00001	7504	Meade, Jane	106	04/02/02	Quarterly De
<input type="checkbox"/>	Audit Required	00001	6002	Abbott, Dominique	101	03/27/02	Midwest Sal

Work With Auditor's Workbench form

To audit an expense report:

1. On Work With Auditor's Workbench, locate an expense report that requires an audit.
2. Perform one of these actions:
  - To approve the report without approving individual expenses, select the report and select Approve Report from the Row menu.  
 You can approve the report without approving individual expenses only when the expense report status is Verify Receipts Received and the processing option for Required Receipts is blank.  
 The system completes the Audit Complete Date field and changes the status of the expense report to Reimbursement Process (900).
  - To review individual expenses, select 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.
  - To review credit card transactions that were applied to the expense report, select the report and select CC Expenses from the Row menu, and then enter the desired search criteria to review the transactions.
3. Perform one of these actions:
  - If the processing option is set to require an audit, the system displays the Auditor's 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 these 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. Perform one of these actions:
    - 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, select one of the options to display the expense items that you want.
  7. To approve an expense, select the expense, verify the information on the receipt, and then select 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, select 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 the 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 button 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, select 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 these 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 and whether you want to receive or send a copy of it to the manager.
13. Click the Send Message button.

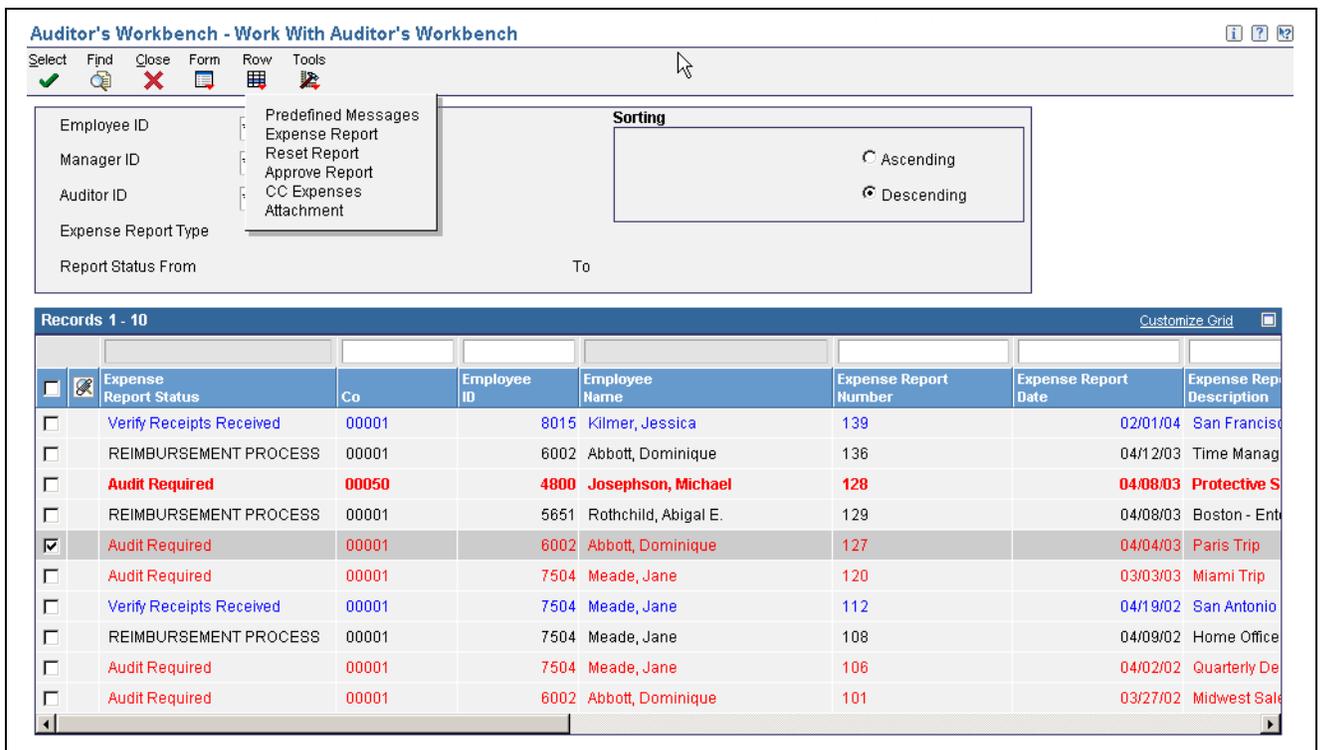
If you selected Free Form Text Message, the system displays a window that you use to enter the rejection reason. Click OK when you complete your message.

14. 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.

## Resetting the Status of an Expense Report

Access the Work With Auditor’s Workbench form.



Work With Auditor’s Workbench form, select Reset Report from the row menu

### Manager ID

Enter the address book number of the employee’s manager.

### Auditor ID

Enter the address book number of the auditor.

The system does not assign the auditor address book number to an expense report 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 Number

Enter a number that uniquely identifies an expense report.

<b>Expense Report Date</b>	Enter the last day that expenses can be included on the expense report. Allowable dates are defined in the processing options of the Expense Entry program (P09E2011).
<b>Report Status From and To</b>	Enter a user-defined code (09E/RS) that indicates the progress of the expense report during the reimbursement process. Examples include: Pending Completion Approval Required Audit Required

## CHAPTER 8

# Reimbursing Employee Expenses

This chapter provides an overview of the reimbursement process and discusses how to reimburse employee expenses

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## Understanding the Reimbursement Process

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 the 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 the 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.

### 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.

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

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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**

*PeopleSoft EnterpriseOne Accounts Payable 8.11 SPI PeopleBook*, “Processing Accounts Payable Vouchers,” Understanding Standard Vouchers

*PeopleSoft EnterpriseOne Accounts Payable 8.11 SPI PeopleBook*, “Processing Batch Vouchers,” Working with Batch Vouchers

*PeopleSoft EnterpriseOne U.S. Payroll 8.11 SPI PeopleBook*, “Processing U.S. Payroll Cycle Information”

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## Reimbursing Employee Expenses

This section discusses how to

- Run the Expense Report Reimbursement program.
- Set processing options for Expense Report Reimbursement.

### Running the Expense Report Reimbursement Program

Use one of the navigations:

- From the Periodic Processing menu (G09E20), select Expense Report Reimbursement.
- From the Reimbursement Review menu (G09E202), select Expense Report Reimbursement.

### Setting Processing Options for Expense Report Reimbursement (R20110)

Processing options enable you to specify the default processing for programs and reports.

#### Defaults

These processing options specify the general ledger date that you want the system to assign to transactions generated from the Expense Management system.

- |                            |  |
|----------------------------|--|
| <b>1. G/L Date</b>         | Specify the general ledger 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. Values are:<br><br>Blank: Use the system date.<br><br>1: Use the value specified in the Expense Report End Date field (EXRPTDTE).<br><br>2: Use the date specified in the second processing option. |
| <b>2. Default G/L Date</b> | If you entered 2 for the G/L Date processing option, enter the general ledger date that you want the system to assign to voucher and journal entries generated from the reimbursement process.   |

#### Mode

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** Specify whether to limit the number of vouchers the system generates when the reimbursement method is accounts payable. 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

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** Specify the value that the system assigns to the Explanation field (EXA) on the journal entries that it generates. Values are:
- Blank: Use the supplier name.
- 1*: Use the expense report number.
- 2. Explanation/Remark - Detail** Specify the text that the system enters in the Remark field (EXR) on the journal entry detail lines that it generates. 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

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** Specify the general ledger offset account to use for vouchers that the system generates. The system concatenates the value of the general ledger offset to the AAI item PC to locate the accounts payable trade account. If you leave this field blank, the system uses the general ledger offset from the Supplier Master record.
- 2. Payment Terms** 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 #** Specify the value that the system assigns to the invoice number on the voucher. Values are:  
 Blank: Do not assign an invoice number.  
*1*: Use the expense report number as the invoice number.
- 4. Remark** Specify the value to use for the Remark field on voucher pay items that the system generates for each expense item. 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 June 10, 2002, the system updates the Remark field with Airfare Expense June 10, 2002.
- 5. Invoice Date** Specify the date that the system assigns as the invoice date on the voucher. Values are:  
 Blank: Expense report end date.  
*1*: System date.

## Payroll

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** 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** Specify the value that the system assigns to the Explanation field on the time cards that it generates. 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

These processing options specify which accounts payable 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** Specify the general ledger offset account that the system assigns to the debit memo (PD) that it generates when you use the Travel Advance field (CASHADV). The system assigns this general ledger 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 accounts payable trade account for the debit memo.
2. **Use Subledger** 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. Values are:
  - Blank: Do not complete the Subledger field.
  - 1: Use the employee's address book number as the subledger.

## MBF Version

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)** 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)** 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)** 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.



## CHAPTER 9

# Purging Credit Card Transactions

This chapter provides an overview of purging credit card transactions and discusses how to:

- Purge credit card transactions.
- Set the processing options for the Credit Card Expense Purge program.

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## Understanding the Process to Purge Credit Card Transactions

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

- 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.

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## Purging Credit Card Transactions

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

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

Processing options enable you to specify the default processing for programs and reports.

### Select

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

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

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.

**Beginning Expense Date**

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 transaction status:****Applied, Available, and In Dispute**

Specify purge options 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. Values are:

Blank: Do not purge.

*I*: Purge.

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

Select additional transaction statuses to purge.

First additional Transaction Status to purge. and Second additional Transaction Status to purge.

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 these processing options together with the date range specified in the Beginning Expense Date and Ending Expense Date processing options to locate the available records.

**Print**

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

**1. Omit printing of purged records.**

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. Values are:

Blank: Print.

*I*: Do not print.

# APPENDIX A

## Mapping to the Credit Card Transaction Interface Table

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

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

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### Mapping Credit Card Transaction Information

These 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

To complete a task you must provide values for fields listed in this table.

Alias	Field Name	Type	Length	Description
CCTN	Credit Card Transaction Number	Alpha	20	<p>A unique identifier for the credit card transaction.</p> <p>You can use the transaction number assigned by the credit card company, devise your own unique key by concatenating the values of several fields, or use a next numbering routine.</p> <p>The system uses this field as the primary key for locating and tracking credit card expenses. By assigning a unique value for each credit card expense, you eliminate the possibility of reimbursing the expense more than once.</p> <p>The value that you specify should not exist in the F09E150 table.</p>
EMPLOYID	Employee ID	Number	8	<p>The address book number of the employee.</p> <p>This field is required if the Credit Card Number field is blank. The system uses the employee ID in conjunction with the payment method specified to retrieve the credit card number from the Credit Card Information table (F0075).</p>

Alias	Field Name	Type	Length	Description
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 the database accepts.
EXPAMT	Expense Amount	Number	15	The amount of the expense in the currency in which it was incurred.  <b>Note.</b> 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.
EXPCRC	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.  <b>Note.</b> 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.
BILLCRC	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

This 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 the 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.  <b>Note.</b> 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 <a href="#">Appendix A, "Mapping to the Credit Card Transaction Interface Table," Mapping Credit Card Transaction Information, page 109.</a>
DESCCHG	Description of Charge	Alpha	45	Text describing the expense.

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

Alias	Field Name	Type	Length	Definition
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	Blank
TEXT3	Text Field 003	Alpha	40	Blank
NUMERIC1	Numeric 01	Number	15	Blank
NUMERIC2	Numeric 02	Number	15	Blank
NUMERIC3	Numeric 03	Number	15	Blank
DATE1	Date Field 1	Date	6	Blank
DATE2	Date Field 2	Date	6	Blank

Alias	Field Name	Type	Length	Definition
DATE3	Date Field 3	Date	6	Blank
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

This 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.
E XRPTNUM	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

This 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.

<b>Alias</b>	<b>Field Name</b>	<b>Type</b>	<b>Length</b>
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

Alias	Field Name	Type	Length
TAXAMT	Tax Amount	Number	15
TAXTYPE	Tax Type	Alpha	15

### Fields Reserved for Future Use by the PeopleSoft System

This table lists the fields that are reserved by the PeopleSoft system 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 financial 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:

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

When the business function runs, it returns this 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.

## APPENDIX B

# PeopleSoft EnterpriseOne Expense Management Reports

This appendix provides an overview of expense management reports and allows you to:

- View summary tables of all reports.
- View details for selected reports.

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## PeopleSoft EnterpriseOne Expense Management Reports: A to Z

This table lists the expense management reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R09E126 Expense Reports by Employee	Use this program to print expense reports by employee with detailed information about each expense category and reimbursement amounts.	Periodic Processing (G09E20), Expenses Reports by Employee
R09E127 Expense Reports by Manager	Use this report to print expense reports by manager with detailed information about each expense category and reimbursement amounts.	Periodic Processing (G09E20), Expense Reports by Manager
R09E128 Expense Report History	Use this report to print the routing history of expense reports.	Periodic Processing (G09E20), Expense Report History
R09E129 Open Expenses	Use this report to print all expense reports that have been submitted, but not processed, and the number of days the report has aged.	Periodic Processing (G09E20), Open Expenses

Report ID and Report Name	Description	Navigation
R09E130 Expenses by Business Unit	Use this report to print the expenses charged to each business unit by expense category and employee. You can print a summary or detail version of this report.	Periodic Processing (G09E20), Expense by Business Unit
R09E131 Expenses by Supplier	Use this report to print 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.	Periodic Processing (G09E20), Expenses by Supplier

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## PeopleSoft EnterpriseOne Expense Management Reports: Selected Reports

Some reports include a more detailed description, as well as information about processing options. These reports are listed alphanumerically by report ID in this appendix.

### R09E126 - 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 information for each expense category:

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

## R09E127 - 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 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.

## R09E128: 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 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.

## R09E127 - Open Expenses Report

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 these 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 xxxxxxxx.

## Setting Processing Options for Open Expenses (R09E129)

Processing options enable you to specify the default processing for programs and reports.

### Aging

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

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

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

#### 1. Currency Code

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

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.

## R09E130 - Expenses by Business Unit Report

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 select summary, the system prints the total reimbursement amount for each expense category by the business unit specified on the expense report.
- If you select 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 xxxxxxxx.

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

Processing options enable you to specify the default processing for programs and reports.

### Select

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 and Thru Date  
Specify the beginning date or the ending date of a date range for the system to use to select expense reports.
- 2. Summary/Detail** 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

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

- 1. Currency Code** 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** 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.

## R09E131 - Expenses by Supplier Report

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 the 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

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.

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

Processing options enable you to specify the default processing for programs and reports.

### Select

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

- 1. Date Range** From Date and Thru Date  
Specify the beginning date or the ending date of a date range for the system to use to select expense reports.

### Currency

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

- 1. Currency Code** 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** 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.

# Glossary of PeopleSoft Terms

<b>activity</b>	A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.
<b>activity rule</b>	The criteria by which an object progresses from one given point to the next in a flow.
<b>add mode</b>	A condition of a form that enables users to input data.
<b>Advanced Planning Agent (APAg)</b>	A PeopleSoft EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of relational databases, flat file format, and other data or message encoding, such as XML.
<b>application server</b>	A server in a local area network that contains applications shared by network clients.
<b>as if processing</b>	A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.
<b>alternate currency</b>	<p>A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction.</p> <p>In PeopleSoft EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.</p>
<b>as of processing</b>	A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various PeopleSoft EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.
<b>back-to-back process</b>	A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.
<b>batch processing</b>	<p>A process of transferring records from a third-party system to PeopleSoft EnterpriseOne.</p> <p>In PeopleSoft EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than EnterpriseOne to PeopleSoft EnterpriseOne Accounts Receivable and PeopleSoft EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to PeopleSoft EnterpriseOne.</p>
<b>batch server</b>	A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.
<b>batch-of-one immediate</b>	<p>A transaction method that enables a client application to perform work on a client workstation, 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.</p> <p>See also direct connect and store-and-forward.</p>
<b>business function</b>	A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable 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.
<b>business function event rule</b>	See named event rule (NER).
<b>business view</b>	A means for selecting specific columns from one or more PeopleSoft EnterpriseOne tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.
<b>central objects merge</b>	A process that blends a customer's modifications to the objects in a current release with objects in a new release.
<b>central server</b>	A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical PeopleSoft EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.
<b>charts</b>	Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software.
<b>connector</b>	Component-based interoperability model that enables third-party applications and PeopleSoft EnterpriseOne to share logic and data. The PeopleSoft EnterpriseOne connector architecture includes Java and COM connectors.
<b>contra/clearing account</b>	A general ledger account in PeopleSoft EnterpriseOne Financial Management that is 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 in PeopleSoft EnterpriseOne General Accounting.
<b>Control Table Workbench</b>	An application that, during the installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.
<b>control tables merge</b>	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
<b>cost assignment</b>	The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.
<b>cost component</b>	In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead).
<b>cross segment edit</b>	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.
<b>currency restatement</b>	The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.
<b>database server</b>	A server in a local area network that maintains a database and performs searches for client computers.
<b>Data Source Workbench</b>	An application that, during the Installation Workbench process, copies all 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.

<b>date pattern</b>	A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.
<b>denominated-in currency</b>	The company currency in which financial reports are based.
<b>deployment server</b>	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
<b>detail information</b>	Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).
<b>direct connect</b>	A transaction method in which a client application communicates interactively and directly with a server application.  See also batch-of-one immediate and store-and-forward.
<b>Do Not Translate (DNT)</b>	A type of data source that must exist on the iSeries because of BLOB restrictions.
<b>dual pricing</b>	The process of providing prices for goods and services in two currencies.
<b>edit code</b>	A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.
<b>edit mode</b>	A condition of a form that enables users to change data.
<b>edit rule</b>	A method used for formatting and validating user entries against a predefined rule or set of rules.
<b>Electronic Data Interchange (EDI)</b>	An interoperability model that enables paperless computer-to-computer exchange of business transactions between PeopleSoft EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.
<b>embedded event rule</b>	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.
<b>Employee Work Center</b>	A central location for sending and receiving all PeopleSoft 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.
<b>enterprise server</b>	A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.
<b>EnterpriseOne object</b>	A reusable 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.
<b>EnterpriseOne process</b>	A software process that enables PeopleSoft EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. PeopleSoft EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don't have to wait if the server is particularly busy.
<b>Environment Workbench</b>	An application that, during the Installation Workbench process, 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.
<b>escalation monitor</b>	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.

<b>event rule</b>	A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.
<b>facility</b>	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. A facility is sometimes referred to as a <i>business unit</i> .
<b>fast path</b>	A command prompt that enables the user to move quickly among menus and applications by using specific commands.
<b>file server</b>	A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network user request files and make changes to these files.
<b>final mode</b>	The report processing mode of a processing mode of a program that updates or creates data records.
<b>FTP server</b>	A server that responds to requests for files via file transfer protocol.
<b>header information</b>	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.
<b>interface table</b>	See Z table.
<b>integration server</b>	A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.
<b>integrity test</b>	A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
<b>interoperability model</b>	A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.
<b>in-your-face-error</b>	In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.
<b>IServer service</b>	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.
<b>jargon</b>	An alternative data dictionary item description that PeopleSoft EnterpriseOne or People World displays based on the product code of the current object.
<b>Java application server</b>	A component-based server that resides in the middle-tier of a server-centric architecture. This server provides middleware services for security and state maintenance, along with data access and persistence.
<b>JDBNET</b>	A database driver that enables heterogeneous servers to access each other's data.
<b>JDEBASE Database Middleware</b>	A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.
<b>JDECallObject</b>	An API used by business functions to invoke other business functions.
<b>jde.ini</b>	A PeopleSoft file (or member for iSeries) that provides the runtime settings required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running PeopleSoft EnterpriseOne. This includes workstations and servers.
<b>JDEIPC</b>	Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

<b>jde.log</b>	The main diagnostic log file of PeopleSoft EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of PeopleSoft EnterpriseOne.
<b>JDENET</b>	PeopleSoft proprietary communications middleware package. This package 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 PeopleSoft EnterpriseOne supported platforms.
<b>Location Workbench</b>	An application that, during the Installation Workbench process, 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.
<b>logic server</b>	A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when PeopleSoft EnterpriseOne and World software runs.
<b>MailMerge Workbench</b>	An application that merges Microsoft Word 6.0 (or higher) word-processing documents with PeopleSoft EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.
<b>master business function (MBF)</b>	An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.
<b>master table</b>	See published table.
<b>matching document</b>	A document associated with an original document to complete or change a transaction. For example, in PeopleSoft EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.
<b>media storage object</b>	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
<b>message center</b>	A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.
<b>messaging adapter</b>	An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.
<b>messaging server</b>	A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.
<b>named event rule (NER)</b>	Encapsulated, reusable business logic created using event rules, rather than C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.
<b><i>nota fiscal</i></b>	In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.
<b><i>nota fiscal factura</i></b>	In Brazil, a nota fiscal with invoice information. See also <i>nota fiscal</i> .

<b>Object Configuration Manager (OCM)</b>	In PeopleSoft EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.
<b>Object Librarian</b>	A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of PeopleSoft EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.
<b>Object Librarian merge</b>	A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.
<b>Open Data Access (ODA)</b>	An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.
<b>Output Stream Access (OSA)</b>	An interoperability model that enables you to set up an interface for PeopleSoft EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.
<b>package</b>	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 on the deployment server the installation program can find them. It is point-in-time snap shot of the central objects on the deployment server.
<b>package build</b>	A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in PeopleSoft EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build.  Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.”
<b>package location</b>	The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.
<b>Package Workbench</b>	An application that, during the Installation Workbench process, 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.
<b>PeopleSoft Database</b>	See JDEBASE Database Middleware.
<b>planning family</b>	A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.
<b>preference profile</b>	The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.
<b>print server</b>	The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.
<b>pristine environment</b>	A PeopleSoft EnterpriseOne environment used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.

<b>processing option</b>	A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.
<b>production environment</b>	A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.
<b>production-grade file server</b>	A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.
<b>program temporary fix (PTF)</b>	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.
<b>project</b>	In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.
<b>promotion path</b>	<p>The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path):</p> <p>11&gt;21&gt;26&gt;28&gt;38&gt;01</p> <p>In this path, <i>11</i> equals new project pending review, <i>21</i> equals programming, <i>26</i> equals QA test/review, <i>28</i> equals QA test/review complete, <i>38</i> equals in production, <i>01</i> equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.</p>
<b>proxy server</b>	A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.
<b>published table</b>	Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
<b>publisher</b>	The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
<b>pull replication</b>	One of the PeopleSoft methods for replicating data to individual workstations. Such machines are set up as pull subscribers using PeopleSoft EnterpriseOne 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 F98DRPCN table.
<b>QBE</b>	An abbreviation for query by example. In PeopleSoft EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.
<b>real-time event</b>	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other PeopleSoft systems that have requested notification when certain transactions occur.
<b>refresh</b>	A function used to modify PeopleSoft EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.
<b>replication server</b>	A server that is responsible for replicating central objects to client machines.
<b>quote order</b>	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

	In PeopleSoft EnterpriseOne Sales Order Management, item and price information for a customer who has not yet committed to a sales order.
<b>selection</b>	Found on PeopleSoft menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
<b>Server Workbench</b>	An application that, during the Installation Workbench process, 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.
<b>spot rate</b>	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
<b>Specification merge</b>	A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
<b>specification</b>	A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
<b>Specification Table Merge Workbench</b>	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
<b>store-and-forward</b>	The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.
<b>subscriber table</b>	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
<b>supplemental data</b>	<p>Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs.</p> <p>For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across PeopleSoft EnterpriseOne systems.</p>
<b>table access management (TAM)</b>	The PeopleSoft EnterpriseOne component that handles the storage and retrieval of use-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.
<b>Table Conversion Workbench</b>	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
<b>table conversion</b>	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
<b>table event rules</b>	Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although PeopleSoft EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.
<b>terminal server</b>	A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.

<b>three-tier processing</b>	The task of entering, reviewing and approving, and posting batches of transactions in PeopleSoft EnterpriseOne.
<b>three-way voucher match</b>	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.
<b>transaction processing (TP) monitor</b>	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 may include programs that validate data and format terminal screens.
<b>transaction set</b>	An electronic business transaction (electronic data interchange standard document) made up of segments.
<b>trigger</b>	One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.
<b>triggering event</b>	A specific workflow event that requires special action or has defined consequences or resulting actions.
<b>two-way voucher match</b>	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
<b>User Overrides merge</b>	Adds new user override records into a customer's user override table.
<b>variance</b>	In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment.  In EnterpriseOne Project Costing and EnterpriseOne Manufacturing Management, the difference between two methods of costing the same item (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 using the current bill of material, routing, and overhead rates.
<b>Version List merge</b>	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.
<b>visual assist</b>	Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.
<b>vocabulary override</b>	An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.
<b>wchar_t</b>	An internal type of a wide character. It is used for writing portable programs for international markets.
<b>web application server</b>	A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.
<b>web server</b>	A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.
<b>Windows terminal server</b>	A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.

<b>workbench</b>	A program that enables users to access a group of related programs from a single entry point. Typically, the programs that you access from a workbench are used to complete a large business process. For example, you use the EnterpriseOne Payroll Cycle Workbench (P07210) to access all of the programs that the system uses to process payroll, print payments, create payroll reports, create journal entries, and update payroll history. Examples of PeopleSoft EnterpriseOne workbenches include Service Management Workbench (P90CD020), Line Scheduling Workbench (P3153), Planning Workbench (P13700), Auditor's Workbench (P09E115), and Payroll Cycle Workbench.
<b>work day calendar</b>	In EnterpriseOne Manufacturing Management, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.
<b>workflow</b>	The automation of a business process, in whole or in part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.
<b>workgroup server</b>	A server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.
<b>XAPI events</b>	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and then calls third-party software, end users, and other PeopleSoft systems that have requested notification when the specified transactions occur to return a response.
<b>XML CallObject</b>	An interoperability capability that enables you to call business functions.
<b>XML Dispatch</b>	An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.
<b>XML List</b>	An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.
<b>XML Service</b>	An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.
<b>XML Transaction</b>	An interoperability capability that enables you to use a predefined transaction type to send information to or request information from PeopleSoft EnterpriseOne. XML transaction uses interface table functionality.
<b>XML Transaction Service (XTS)</b>	Transforms an XML document that is not in the PeopleSoft EnterpriseOne format into an XML document that can be processed by PeopleSoft EnterpriseOne. XTS then transforms the response back to the request originator XML format.
<b>Z event</b>	A service that uses interface table functionality to capture PeopleSoft EnterpriseOne transactions and provide notification to third-party software, end users, and other PeopleSoft systems that have requested to be notified when certain transactions occur.
<b>Z table</b>	A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Z tables also can be used to retrieve PeopleSoft EnterpriseOne data. Z tables are also known as interface tables.
<b>Z transaction</b>	Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

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