JD Edwards World

Expense Management Guide

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Describes business expense reporting systems. Includes set up through reimbursement of business purchases and travel expenses. These systems allow for entry of expenses, reporting, management approval, accounting functions, and payment.

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Contents

3   Understanding the Process Mode

4   Processing Bank Transmissions

5   Working with Unprocessed Purchase Cards Transactions

6   Creating Journal Entries

7   Processing Statements

8   Creating Vouchers

9   Working with Purchase Card Reports and Inquiries

10   Purging Purchase Card Data

11 Overview to Travel and Expense Management

12 Setting Up Travel and Expense

13 Processing Expense Report Data

14 Working with Expense Reports

15 Working with Travel and Expense Vouchers

16   Working with Travel and Expense Reports and Inquiries

17   Purging Travel and Expense Data

18   Purchase Card Processing Options

19   Travel and Expense Processing Options

A   Importing Merchant Category Codes

B   Importing Batch Data into the System

C   Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Transactions

D   Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Statements

E Manually Adding a PCard Transaction or Statement

F Redistributing PCard Logged Vouchers via Purchase Order Matching

G Adjusting Inventory for Stock Items

Index

x

Preface

Welcome to the JD Edwards World Expense Management Guide.

Audience

This document is intended for implementers and end users of JD Edwards World Expense Management.

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Related Information

For additional information about JD Edwards World applications, features, content, and training, visit the JD Edwards World pages on the JD Edwards Resource Library located at:

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Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Indicates cautionary information or terms defined in the glossary.
italic	Indicates book titles or emphasis.

Part I

Purchase Cards

The Purchase Card Part includes the following chapters:

- Chapter 1, "Overview to Purchase Card Management System"
- Chapter 2, "Setting Up the Purchase Card Management System"
- Chapter 3, "Understanding the Process Mode"
- Chapter 4, "Processing Bank Transmissions"
- Chapter 5, "Working with Unprocessed Purchase Cards Transactions"
- Chapter 6, "Creating Journal Entries"
- Chapter 7, "Processing Statements"
- Chapter 8, "Creating Vouchers"
- Chapter 9, "Working with Purchase Card Reports and Inquiries"
- Chapter 10, "Purging Purchase Card Data"

1

Overview to Purchase Card Management System

This chapter contains these topics:

- Section 1.1, "About the Purchase Card (PCard) Management System,"
- Section 1.2, "Integrations to Other JD Edwards World Systems,"
- Section 1.3, "Process Decisions to Make First."

1.1 About the Purchase Card (PCard) Management System

Your employees might use credit cards or pcards to conduct business transactions or purchase business-related goods and services. The pcard is often the preferred method of payment for Internet and point-of-sale purchases. Companies and government entities can use the JD Edwards World Purchase Card Management system (01P) to simplify the purchase and payment of goods and services their employees transact.

Benefits to your business of using the PCard Management system include:

- A reduction in paper handling of purchase orders and invoices and the associated costs and inefficiencies.
- Increased spending controls including the cardholders' daily, monthly, and yearly credit limit and cardholders' transaction limit.
- Improved relationship with suppliers because there are no issues with late payments.
- Audit trail including time and date of transactions.
- Cardholder profiles for identifying unauthorized merchant purchases.
- Reduction in staff out-of-pocket expenses.

Using the PCard Management system allows companies to:

- Coordinate restrictions and cardholder usage with their financial institution.
- Receive and process transmissions from your financial institutions for the purchases your employees make.
- Receive and process statements for reconciliation purposes.
- Generate transactions in the General Ledger and Accounts Payable systems to record PCard expenses and pay your financial institutions.
- Track purchasing trends and supplier performance.
- Monitor cardholder purchases.

- Monitor cardholder usage of preferred merchants.

To use the PCard Management system to its fullest, you must understand the flexibility of the system and how your decisions affect downstream processes, such as automatic statement reconciliation.

Although statement processing and voucher generation are optional processes, JD Edwards recommends using them. By processing and reconciling statements, you ensure that you pay only for those pcard transactions that appear on a statement and that you do not prepay your financial institution unnecessarily. Similarly, by generating vouchers from the PCard system, you create an audit trail between the PCard and Accounts Payable systems.

To use all of the features of the PCard Management system, JD Edwards recommends this process flow:

1. Set up and control updates to merchants and cardholder information.
2. Receive pcard transmissions from your financial institution.
3. Process the pcard transmissions to the PCard system.
4. Verify and update G/L account allocation for PCard transactions.
5. Review and approve transactions for JD Edwards financial processes.
6. Create and post journal entries to record pcard expenses in the general ledger.
7. Receive statements transmitted from your financial institution.
8. Process statements to the PCard system.
9. Reconcile statements to the pcard transactions.
10. Create and post vouchers to pay the financial institution.
11. Run reports and review merchant activity online.
12. Purge transmissions, pcard transactions, and statements.

Work with your credit card supplier to ensure that proper security and restrictions apply to the credit cards you issue to employees. The information you store in the PCard Management system helps you manage the purchases, but it is not preventive, nor should you expect it to replace your credit card supplier's security measures.

1.2 Integrations to Other JD Edwards World Systems

The PCard system integrates with other JD Edwards World systems including:

General Ledger
You generate journal entries from PCard transactions to record the expenses associated with each purchase.

Accounts Payable
You can generate vouchers directly from the PCard system to pay your PCard provider (bank or financial institution) based on the statement they provide to you.

Procurement
You can process non-stock purchase orders from the PCard system by specifying a blanket purchase order number in the Merchant Information or by entering it on the PCard transaction. You must generate vouchers using Voucher Logging to match the purchase order.

Inventory

You can add inventory from the PCard transaction to the Inventory system by specifying an item number on the PCard transaction.

Fixed Assets

You can specify the fixed asset ID for the PCard transaction. When you process journal entries, the system updates the Asset ID on resulting F0911 records, which you can then post to Fixed Assets.

1099 Processing

If the transactions you generate are reportable 1099 expenses and you track merchants you can process 1099s using either the A/P Ledger Method or G/L Method.

See the *JD Edwards World 1099 Year-End Processing Guide* for additional information.

Travel and Expense Management

You can effectively manage travel reimbursement requests. Many of the programs in this system integrate with the PCard system.

Approvals Management

You can use the Approvals Management system to approve PCard transactions instead of using the PCard system.

See Overview to Approvals Management in the *JD Edwards World Technical Tools Guide* for additional information about using this process.

1.3 Process Decisions to Make First

You must understand specific functionality so that you can make decisions about how you want to use the PCard system before you set it up. Similarly, you should decide which optional PCard processes to use.

Tracking Merchants

As part of setting up the system constants, you must determine whether you want to track your merchant (supplier) purchases. If you activate the track merchants constant, you can run reports and monitor merchant activity online, which might help you negotiate a better discount on your employee purchases. Additionally, you can easily process 1099s, if necessary, for reportable expenses to the IRS.

When you track merchants, the system updates the address book number of the merchant to the corresponding field in the journal entry that you generate as part of the pcard process. If you generate vouchers and you track merchants, the system uses the merchant's address book number as the supplier number on the voucher; otherwise, it uses the bank's address book number as both the supplier and payee.

Tracking merchants requires only that you set up address book and supplier master records for each merchant, and that you generate vouchers from the PCard system.

Activating the Currency Option

If your employees travel outside of your country and you want to record currency information, you must activate the currency option in the Purchase Card Constants to display the appropriate currency fields for tracking foreign and domestic purchase amounts. You can activate the PCard currency option even if you do not have multicurrency activated system-wide. The system does not generate journal entries or

vouchers in foreign currencies, but this feature might be useful for tracking foreign purchase amounts.

Processing and Reconciling Statements

The main purpose of processing statements is so that you can reconcile them to pcard transactions. The reconciliation process ensures that you pay only for purchases that are billed to you and processed by you, and that the statement accurately reflects what you have processed for that time period.

Processing Vouchers

Regardless of whether you process and reconcile statements, you can generate vouchers directly from the PCard system. If you process statements, you can generate a voucher based on a statement number and date. Additionally, generating vouchers from the PCard system provides an audit trail from the voucher to the PCard transactions it pays.

Approval Processing

You can use the Approvals Management system to approve PCard transaction instead of using the PCard system. This allows you additional security and control over PCard transactions. There are additional set up requirements for this integration. See Section 2.3, "Setting Up UDCs for Purchase Card Management" for more information. JD Edwards World also recommends that you review the Overview to Approvals Management in the *JD Edwards World Technical Tools Guide* for additional information about using this process.

2

Setting Up the Purchase Card Management System

This chapter contains these topics:

2.1 Understanding System Setup for Purchase Card Management

Before you use the JD Edwards World Purchase Card Management system, you need to define certain information that the system uses during processing. You define this information to customize the system for your business needs.

This table describes the setup information for the JD Edwards World Purchase Card Management system:

Setup Feature	Description
Constants	Establish system basics, such as: ■ Whether to track merchants. ■ Where to store the address book number of the employee (cardholder). ■ Whether to use additional PCard security. ■ Whether to display currency fields.

Setup Feature	Description
User Defined Codes (UDCs)	Define customized codes according to your business needs for: ■ Credit card types ■ Card usage ■ Deactivation codes ■ Reason codes ■ Employee profiles
Merchant category codes	Set up or import the unique four-digit code by credit card type that describes the merchant (supplier).
Profiles	Assign the allowed or restricted merchant category codes (MCCs) to each type of employee profile, which you can subsequently assign to the employee credit card record.
Expense Categories	Set up expense categories to provide an easier method for employees to enter their purchase card expenses to the proper accounts.
Bank information	Set up each bank or financial institution from which you receive purchase card transactions and statements.
Employee purchase card information	Set up each employee to whom you issue a purchase card. Assign the employee to a profile for allowed or restricted MCCs. Establish daily, monthly, and annual spending limits, and track other card information.
Merchant information	Set up or import information about merchants with whom you conduct business.
Automatic Accounting Instructions (AAIs)	Set up AAIs to provide a default expense account for the purchase card transmission and offset account for the corresponding journal entries.
Additional employee purchase card information.	Determine what additional information you want to track, and set up the fields and corresponding UDC tables and values using the Employee Cards-User Reserved program.

Before You Begin

If you plan use the Enhanced Subledger Accounting and User Reserved Information features, ensure they are set up to meet your business needs.

See Work with Enhanced Subledger Accounting in the *JD Edwards World General Accounting I Guide* for more information.

See Entering User Reserved Information in the *JD Edwards World Address Book and Electronic Mail Guide* for more information about setting up User Reserved Information.

2.2 Setting Up Purchase Card Constants

Constants provide a basic framework for how your JD Edwards Purchase Card Management system works, based on your business needs. Generally, one person sets up all constants. JD Edwards World recommends that you do not change constants after they are set up because this might produce undesirable results. It is also recommended that you ensure that only authorized personnel can access and change purchase card management constants.

You set up Purchase Card Constants to indicate:

- Whether you want to track merchants.

  Tracking merchants allows you to perform inquiries and run reports by merchant so you can negotiate a better rate with those merchants with whom you do the most business or monitor the purchases from merchants designated as restricted.

  When you track merchants, the system automatically updates the merchant's address book number to the journal entry that you create during PCard processing. Additionally, if you generate vouchers from the PCard system, the system always assigns the bank as the payee on the voucher, it also updates the merchant as the supplier so that you can view all purchases for the supplier regardless of originating system.

- Where you want to store cardholder numbers.

  Use this field to indicate where you want to store the address book number of the employee (cardholder) in the Transaction Distribution File (F01P111). You can store the address book number of the employee (cardholder) in the Subledger field or in the Enhanced Subledger Accounting (ESA) field.

- Whether you want to set up additional security.

  You can set up authorized approvers specifically for the review and approval process in the PCard system by setting up parent/child relationships for cardholder/approvers in the Structure Revisions program (P0150) for structure type PCD. You access this program by choosing PCard Security Setup (F6).

  Because cardholders are the owners of their information, they are the *parent* in the relationship and the approver is the child. To set up the approval process, enter 1 in the Parent/Child 0/1 field to display the Child Address Number (approver) and then add the cardholder address book numbers in the detail area in the Parent Number field.

  Additionally, to eliminate the necessity of setting up an approver for each new cardholder, you can set up Access/Approvers by Business Unit (F9) and establish an approver for one or more business units. When you use the Approvers by Business Unit program (P01P25) to set up approvers, the system automatically creates the cardholder/approver relationship record in F0150 when you add a new cardholder using Employee/Card Revisions (P01P01). You can set up multiple approvers for a single business unit, if desired. The system creates the cardholder/approver record for each approver you set up for the business unit. To set up an approver for all business units, enter *ALL in the Business Unit field.

  If you do not activate authorized PCard approvers, all users can see all PCard transactions, regardless of the cardholder, unless you have other types of security set up, such as Business Unit, Action Code, and so forth.

  If you activate authorized PCard approvers, but do not set up the relationship between the cardholder and authorized users, only the cardholder has access to their transactions and only the cardholder can approve their transactions.

Additionally, you can use the Approvals Management system to approve PCard transactions. See Overview to Approvals Management in the *JD Edwards World Technical Tools Guide* for additional information about using this process.

■ Whether you want to display the currency fields.

You should display the currency fields if your employees make purchases in a currency other than the one in which your company conducts business, even if you do not have multicurrency activated in the General Accounting Constants (P000909). If you have multicurrency activated, the system automatically displays the currency fields, regardless of the setting of this field.

The currency fields in the PCard system are informational; you use them only to record the amount of the purchase in the proper currency and only if your bank transmits this information. The system does not calculate domestic amounts or perform any currency validation, except for the currency code that you use.

Even if you operate in a multicurrency environment, the system does not generate foreign transactions in the General Accounting or Accounts Payable systems.

The system stores this information in the Purchase Card Constants file (F01P00).

What You Should Know About

Topic	Description
Processing Option	The processing option allows you to choose the constants for the system in which you are working, either Purchase Card or Travel and Expense.
Currency Fields	If you change the values in these fields, the system applies the changes to *both* the Purchase Card and Travel and Expense systems.
Parent/Child Relationships	You can change the labels for the Parent and Child fields using vocabulary overrides.
	For example, using the structure type PCD, for Authorized PCard Approvers, you can change these fields to Approver and Cardholder.
	See *Working with Vocabulary Overrides, Function Keys, and Generic Exits* in the *Technical Foundation Guide* for more information.
	You can also set the Field Protect processing option for Address Book Organization Structure Revisions program (P0150) to prevent users from changing the Organization Structure Type field.
Versions	When you choose Authorized Access/Approvers (F6) from the Purchase Card Constants screen, it accesses version ZJDE0002 of the Organization Structure Revisions program(P0150) that is set up for the PCD Organization Structure Type

Topic	Description
Enhanced Subledger Accounting (ESA)	JD Edwards World provides a mechanism to summarize the Enhanced Subledger 1 and 2 fields when you run the Post program. This supersedes the standard set up. It allows you to specify summarization and also allows the optional entry of the subledger/type.
	You set the Store Cardholder Number field in conjunction with UDC 01P/PO.
	ESA is a hard coded value in UDC 01P/PO. The Special Handling Code field of this UDC determines how the system summarizes journal entries. When you set this field to 1, Enhanced Subledgers 1 and 2 are summarized for PCard journal entries when you run the Post program. When you set the field to 2, Enhanced Subledgers 1 and 2 are summarized for all journal entries when you run the Post program.

2.2.1 To Set Up Purchase Card Constants

Navigation

From Purchase Card Processing (G01P1), enter 29

From Purchase Card Set-Up (G01P41), choose Purchase Card Constants

1. On Purchase Card Constants, complete the following fields and click Change:

   - Track Merchants

   - Store Cardholder Number

   - Authorized Access

   - Employee/Card Category Code for Expense Category

   - Restrict Expense Category

   - Currency Flag

   - Base System Currency Code

Figure 2–1   Purchase Card Constants screen
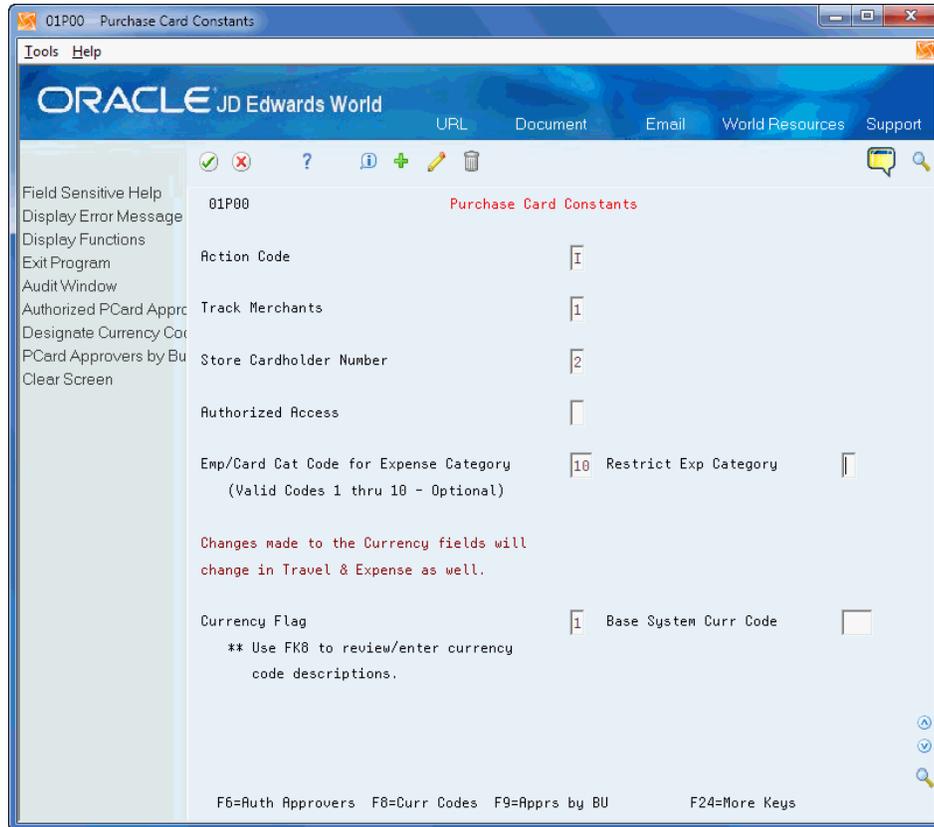
2. To set up approvers choose Authorized Access/Approvers (F6).

3. On Parent Child Relationships, enter 1 in the Parent/Child 0/1 field to display the Child Address Number (approver).

4. Complete the Parent Address Number and Child Number fields and click Add.

5. To set up business unit security, choose Access/Approvers by Business Unit (F9).

6. On Allowed Access by Business Unit, complete the Business Unit and Access Address Number fields in the detail area and click Add.

Field	Explanation
Track Merchants	Enter 1 to indicate that you are tracking merchant information in the system.

Field	Explanation
Store Cardholder Number	This flag indicates where to store the Cardholder Number in the Purchase Card Transaction file (F01P111). The system eventually stores this in the Account Ledger file (F0911).
	Valid values include:
	Blank - The cardholder number will be stored in the Subledger field with an A in the subledger type.
	1 - The cardholder number will be stored in the Enhanced Subledger 1 field with an A in Enhanced Subledger Type 1 field.
	2 - The cardholder number will be stored in the Enhanced Subledger 2 field with an A in Enhanced Subledger Type 2 field.
	NOTE: If you choose to store the cardholder number in one of the Enhanced Subledger fields, the cardholder number will not appear on the voucher. If you use Subledger/Subledger Type, this information will appear on the voucher as well as the journal entries.
Authorized Access	This field is used to indicate whether additional authority will be required when determining who can review/change Purchase Card or Travel and Expense Transactions. If not in use, regular Business Unit Security, Action Code Security, and Menu Security may be used to limit who can have access to these Transactions.
	If the Authorized Access is invoked, you will be required to set up any additional users that have permission to view or change another user's PCard or Travel and Expense Transactions in the Organization Structure Revisions program (P0150).
	The Structure Type for PCard Approvers is 'PCD'. The cardholder is the 'parent' and any users allowed access to the cardholder's transactions are to be listed as the 'children'.
	There are two Structure Types for Travel and Entertainment. TE is used for users allowed access to view another employee's expense reports. The employee is the 'parent' and any users allowed access to the employee's transactions are to be listed as the 'children'. TED is used to identify delegates allowed to enter/change/view another employee's expense reports. The employee is the 'parent' and any users assigned as delegates are the children'.
	Because any user can enter/view/change their own transactions, there is no need to setup a record if there are not other users that have permission to view these transactions.
	You may set up groups of individuals allowed Access by Business Unit that can be applied directly and automatically to any new Employee/Card entered. If Authorized Access is invoked, you may exit to the Access by Business Unit program (P01P25) to set this up. This will simply reduce data entry required to set up Access individuals manually in the Organization Structure Revisions program.
Employee/Card Category Code for Expense Category	This number is used to reference a particular category code field.

Field	Explanation
Restrict Expense Category	Used to indicate whether we are limiting an employee's view of Expense Categories to only those categories in their assigned Expense Group and those categories designated for public view.
Currency Flag	This currency flag signifies whether currency is active and currency fields are to be displayed. This flag is secondary to the system currency conversion indicator (CRYR) which, if on, will supercede this flag. However, if the system currency is off, this flag can be used to activate currency conditions in specific programs.
Base System Currency Code	A code that indicates the currency of acustomer's or a supplier's transactions.

2.3 Setting Up UDCs for Purchase Card Management

Many programs in the JD Edwards World Purchase Card Management system use UDCs to process information. Some of the UDCs are shipped with predefined data. You can change or delete the predefined data if it is not hard-coded, and you can add UDCs to suit your business needs. Additionally, some UDCs utilize the Special Handling Code field, which is located in the detail area of the screen. The value you enter in the Special Handling Code field depends on the UDC table.

See *Work with User Defined Codes* in the *JD Edwards World Technical Foundation Guide* for more information.

Following is an example of the UDC table for Profiles that displays the Special Handling Code:

Figure 2–2   Profiles screen
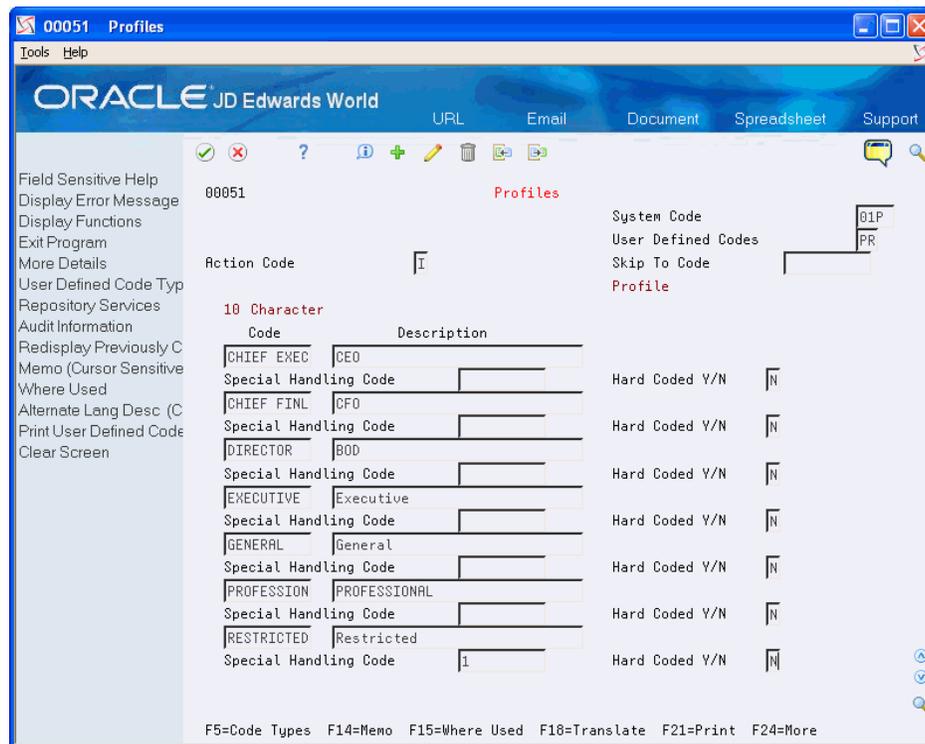
Because the system uses the following UDCs in one or more applications, if you choose not to use a UDC, you must set up blank value for each UDC table; otherwise, the system displays an error for an invalid value.

Credit Card Types (00/CA)

You set up credit card type codes to represent the type of purchase card issued, such as American Express, VISA, Mastercard, or a specific merchant credit card.

Document Types to Include or Exclude (01P/DI and DX)

Merchant Activity program utilizes one of two UDCs that allow you to specify the document types to include or exclude from display on the screen so that you do not overstate amounts. You can choose Merchant Act Include (and Exclude) Doc Types from the Purchase Card Set-Up menu (G01P41).

Profiles (01P/PR)

You set up profiles to establish allowed or restricted groups of MCCs according to some criteria. For example, you might categorize employees in your company or government entity by credit card privileges and allow executives to purchase from a broader pool of MCCs than your administrative staff, or you might establish profiles for employee travel versus the purchase of employee supplies.

When you set up profiles, you use the Special Handling Code field (SPHD) to specify whether you want the system to validate the profile against a list of allowed MCCs or against a list of excluded MCCs. For example, if a profile has access to all MCCs except a few, you can specify those from which the profile is excluded instead of setting up all of the MCCs allowed for the profile.

- If you are going to assign the allowed MCC codes to the profile, leave the Special Handling Code field blank.

- If you are going to assign the restricted MCC codes to the profile, enter 1 in the Special Handling Code field.

If you do not want to use profiles, set up a blank value in the UDC table.

Card Usage (00/CU)

You set up card usage codes to designate whether a card is used for a specific purpose, such as travel, the procurement of office supplies, and so forth.

Deactivation Code (00/DA)

You set up deactivation codes to provide a reason, if applicable, for deactivating the purchase card.

PCard Reason Code (01P/RC)

You set up PCard reason codes to assign to transactions that you do not approve. Optionally, you can assign a reason code to transactions for approval purposes.

Employee/Cardholder Category Codes (01P/01 through 01P/10)

You set up category codes that you can assign to the employee (cardholder) for reporting purposes.

Expense Groups (01P/EG)

You create expense groups for items such as food or services that you use in the Expense Category Revisions program (P01P04).

Processing Option Override (01P/PO)

You set the Special Handling Code field in this UDC to allow the user to post the values from the Enhanced Subledger Type 1 and 2 fields (ABR1 and ABR2) in

summary. This overrides the posting edit code on the account when you run the Post program.

If you set the Special Handling Code field to 1, Enhanced Subledgers 1 and 2 are summarized for PCard journal entries. If you set the Special Handling Code field to 2, Enhanced Subledgers 1 and 2 are summarized for all journal entries.

What You Should Know About

Topic	Description
Approving PCard Transactions	You can set up your system to approve all PCard transactions using the Approvals Management system. You must set up UDC 00/PC for Purchase Card Approval Files that you use in the Approval Rule Set Calculation program (P00A10). These files include the Transaction File (F01P11) and Transaction Distribution File (F01P111).

2.4 Setting Up Merchant Category Codes (MCCs)

Although MCCs are not required to process purchase card transactions, they are one of the core components of the PCard system. MCCs are standard four-digit numbers that the credit card industry uses to classify businesses by the type of goods or services that they provide. You use MCCs not only to categorize your merchant, but also when you set up profiles for allowed or restricted merchants. Your bank might be able to provide you with a list of the codes they use or you can locate them on the Internet.

When you set up MCCs, you can use the Map 1, 2, 3 fields to create a relationship among merchant category codes for tracking and reporting purposes. Similar to a category code, these three fields are user-defined; however, you do not have to establish valid values. For example, you might want to assign T to the Map 1 field for all MCCs that are travel related (air, hotel, car rental) or you might want to use O for all office-related MCCs.

You can set up MCCs manually or use the interactive import process to upload them. When you set up MCCs using the Merchant Category Codes program (P01P21), the system stores the MCCs in the Merchant Category (Commodity) Codes file (F01P21).

2.4.1 To Set Up Merchant Category Codes

Navigation

From Purchase Card Processing (G01P1), enter 29

From Purchase Card Set-Up (G01P41), choose Merchant Category Codes

1. On Merchant Category Codes, complete the following fields and click Add:

   - MCC

   - Description

   - Map 1, 2, 3

Figure 2–3   Merchant Category Codes screen

Field	Explanation
MCC	The Merchant Category Code (MCC) is a four digit number used by the bankcard industry to classify suppliers into market segments based on their primary line of business. There are approximately 600 MCCs denoting various business enterprises. Some examples include: 0742-Veterinarian Services, 1520-General Contractor, 5411-Grocery Stores, etc.
Map 1, 2, 3	This field can be used to hold data that needs to be mapped from one file to another. *Screen-specific information* A one-, two-, and three- character code field that you can use to create a relationship among MCC codes for reporting purposes.

2.4.2 To Import Merchant Category Codes

Instead of adding merchant category codes manually, you can import them from an Excel spreadsheet directly to the Merchant Category Codes program.

See Appendix A, "Importing Merchant Category Codes" for more information.

2.5 Setting Up Profiles

Using profiles enables you to monitor the use of restricted merchants, as well as track how often certain merchants are used by employee cardholders. If you choose to use profiles, you must assign the list of allowed or excluded MCC values to it using the Profile - MCC Revisions program (P01P20).

When you process purchase card transactions for MCCs that are excluded from the profile, the system prints the offending MCC value with the message, *Merchant Cat Cd/Profile Mismatch WARNING*, on the report. The warning does not prevent the transaction from processing, but it does provide an alert in the event that you do not want to approve the transaction later in the process.

The Special Handling Code (SPHD) in the Profiles UDC table (01P/PR) determines whether the MCCs you add to the profile are for allowed or restricted values.

You also use the Profile - MCC Revisions program to make changes to profiles after you complete your system setup. To remove an MCC code from a profile, clear the value from the MCC field.

Each MCC that you set up is an individual record in the Purchase Card Profiles file (F01P20).

If you do not want to use profiles, set up a blank value in the Profiles UDC table (01P/PR).

2.5.1 To Set Up Profiles

Navigation

From Purchase Card Processing (G01P1), enter 29

From Purchase Card Set-Up (G01P41), choose Profile - MCC Revisions

1. On Profile -MCC Revisions, complete the following fields and click Add.

   - Profile
   - MCC

Figure 2–4 Profile-MCC Revisions screen

2.6 Setting Up Expense Categories

You set up expense categories to provide an easier method for employees to enter their purchase card expenses to the proper accounts. Instead of having to look up the expense account, employees can enter the expense category, such as Office Supplies, and the system provides the account information for them. You set up each expense category with the account information that you want to use including:

- Business Unit

- Object

- Subsidiary

- Subledger/Subledger Type

- Enhanced Subledgers/Types

- Reference 1 and 2

To limit the number of expense categories employees can view and select, you organize them into expense groups, which you can then assign to a designated category code on the Employee Card/Revisions screen. You might establish groups based on how the purchase card is used. For example, someone in the field might purchase different items from someone in the office. You decide which groups make the most sense for your company and then set up expense categories for each group based on their likely purchases. You can also establish a *blank* expense group for those categories that you want to make available to everyone.

After you set up the expense groups and expense categories, you determine which category code that you want to use exclusively for this purpose and you assign that value to the Emp/Card Cat Code for Expense Category field in the Purchase Card Constants (P01P00). Even if you assign all expense categories to a blank expense group, you must still designate the category code field blank to use on the Purchase Card Constants.

After you specify the category code value to use in the Purchase Card Constants, you must also assign the expense group (unless you use blank) to the designated category code field in the Employee/Card Revisions program (P01P01) to enable the feature for the employee.

This table provides an example of how you might organize expense categories within expense groups.

Expense Categories by Expense Group

BLANK	FIELD	IT DEPT	MANAGEMENT
PRINTER INK	CELL PHONE	COMPUTER	MEALS
COPY PAPER	WORKBOOTS	PRINTER	HOTEL
PAPER TABLETS	HARD HAT	CELL PHONE	AIR FARE
PENS	SAFTEY GLASSES	CABLES	CAR RENTAL
STICKY NOTES	GLOVES	MONITOR	ENTERTAINMENT
ENVELOPES			

The system stores this information in the Expense Category File (F01P04).

Before You Begin

Ensure that the Bank Card Application processing option for this program is blank. This ensures that the entries apply to the Purchase Card Management system. If you set this processing option to 1, the entries apply to the Travel and Expense system.

To set up expense categories

Navigation

From Purchase Card Processing (G01P1), enter 29

From Purchase Card Set-Up (G01P41), choose Expense Category Revisions

1. On Expense Category Revisions, complete the following fields and click Add.

    - Expense Category

    - Expense Group

    - Business Unit

    - Object Account

    - Subsidiary Account

2. Optionally, access the detail area (F4) and complete the following fields:

    - Enhanced Subledger

    - Enhanced Subledger Type

    - Reference 1 and 2

    - Special Handling

Figure 2–5   Expense Category Revisions screen

Field	Explanation
Expense Category	This field describes an expense category used in Purchase Cards or Travel and Entertainment.
	Types of expenses for Travel & Entertainment include airfare, dinner, and hotel.
	Types of expenses for Purchase Cards include computers, printers, mechanical pencils.
Expense Group	This field may be used to group expense categories together. This grouping may be useful when displaying expense categories in the Expense Category Selection Window (P01P04) for certain cardholders in your organization. The group value may be tied to anEmployee/Card Category Code in constants to automatically load often used group values in the Expense Category Window (P01P04). If not tied to aCategory Code in constants, the User Defined Code table (01P/EG) will be used. Refer to the On Line Helps for the Expense Category Selection Window for more information.
	Examples of groups include thefollowing:
	■ Group PCard expenses bydepartment or job type.
	■ Group Travel and Entertainment expenses by exempt vs. non exempt employees or employee paygrades.
	■ Group Travel and Entertainment expenses by location.
	Screen-specific information
	An Expense Group is an overall grouping of like categories. They are user defined and you should create organized groups of expense categories that make sense for different types of purchases. The Expense Group can be tied to one of the 10 reporting codes available in the Employee/Card file F01P01. This allows you to provide a default group or a restricted group for an employee/card to use for controlling employee purchases.
Enhanced Subledger 1-4	An enhanced subledger can be, for example, an equipment item number or an address book number. If you enter an enhanced subledger code, you must also specify the enhanced subledger type. This field acts the same and is edited much the same as the Subledger field.
Enhanced Subledger Type 1-4	A user defined code (16/E1) that isused with the associated Enhanced Subledger field (ABR1) to identify theEnhanced Subledger field type and how the system will perform the EnhancedSubledger editing. The second line of the description on the User DefinedCodes form controls how the system validates entries in the EnhancedSubledger field. This is either hard-coded (edits against a file as described inthe second line of the description) or user defined.
	User defined examples include:
	A Alphanumeric field, do notedit
	N Numeric field, right justifyand zero fill
	C Alphanumeric field, rightjustify and blank fill

Field	Explanation
Special Handling Code	A code that indicates special processing requirements for certain user defined code values or values list values. The value that you enter in this field is unique for each user defined code type or values list category. Application programming is required to activate this field.
	An example of how this code is used in an application can be seen with the Bank Type (00/BT) user defined code. If the code is an A/R unique Bank Type, the special handling code will be '1'. If the code is an A/P unique Bankable, the special handling code will be '2'.
	Specific usage of the special handling code for many of the User Defined Codes is available in the Special Handling Codes section of the on-line helps for the User Defined Codes program (P00051).

2.6.1 Processing Options

See Section 18.4, "T&E Category Revisions (P01P04)".

2.7 Setting Up Bank Information

You set up credit card provider information using the Bank Information program (P01P03). You can then use this program to locate and revise bank information. Use the fields in the header portion of the screen to locate bank records and use the fields in the detail area to enter changes or add information. Because a bank can issue more than one credit card type, you must enter data in the Bank Number and Card Type fields. For example, your bank might issue both VISA and MasterCard to individuals in your organization.

You can also access Bank Information (F8) from the Employee/Card Revisions program.

Before You Begin

- Set up address book records or locate existing address book numbers for the banks that issue credit cards to your employees.

- If you process vouchers, the bank is the payee and the system always assigns the address book number of the bank as the alternate payee on the voucher.

  – If you track merchants, the system uses the address book number of the merchant as the supplier number.

  – If you do not track merchants, the system uses the address book number of the bank as the supplier number.

2.7.1 To Set Up Bank Information

Navigation

From Purchase Card Processing (G01P1), enter Master Information Entry

From Master Information Entry (G01P14), , choose Bank Information

1. On Bank Information, complete the following fields:

   - Bank Number

   - Bank Account Number

- Card Type
- Business Unit

Figure 2–6   Bank Information screen
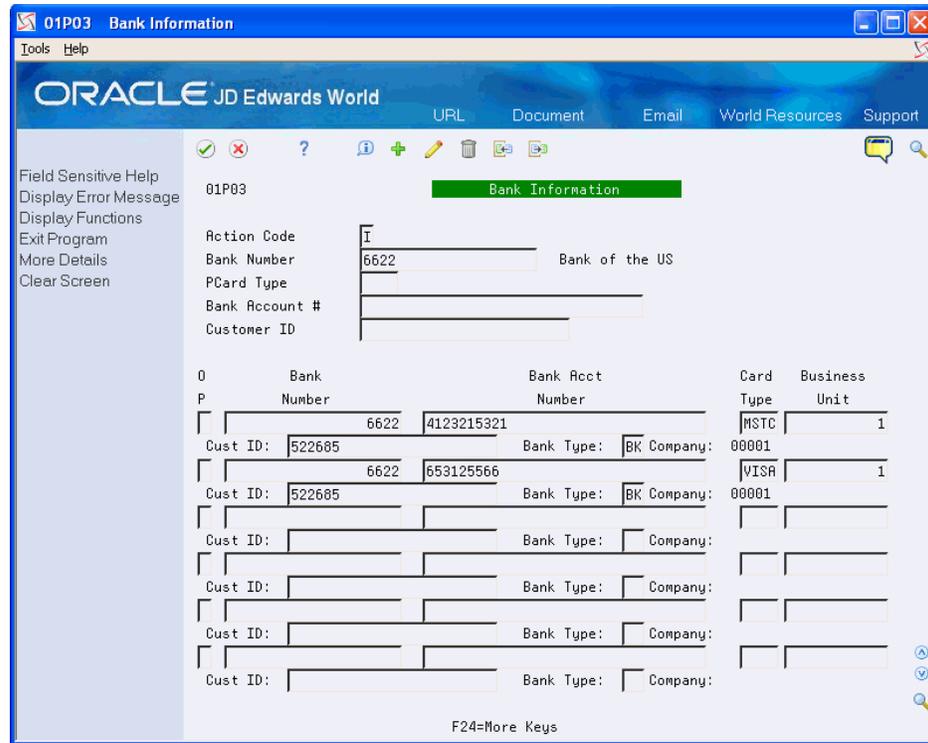
2. Access the detail area (F4), complete the following fields and click Add.

- Customer ID (optional)
- Bank Type

Field	Explanation
Bank Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
	Screen-specific information
	Enter the address book number of the bank. The system validates the entry against the Address Book Master file (F0101).
Bank Account Number	This is the account number that represents or identifies the financial or banking institution. You can obtain the number from the MICR line on a check or a deposit slip from this bank
Card Type	This user defined code field (00/CA)indicates the type of credit card.

Field	Explanation
Customer ID	This value is used to identify a specific customer. This could further describe Customers in our Address Book system or, for applications such as Purchase Cards; it may be the identifying number the bankcard providers use to identify us (their customer) on bank statements.
	Screen-Specific Information
	If the bank uses an identification number to reference your company, you can enter it in this field for informational purposes.
Bank Type	A User Defined Code value that distinguishes external bank accounts from internal bank accounts.
	Screen-Specific Information
	The bank type that you specify must be set up in UDC table 00/BT. The default supplier bank type is V. If you use a value other than V, you must set the Special Handling field to 2 to indicate an A/P bank type; otherwise, the system returns an error when you generate vouchers.

2.8 Setting Up Employee Purchase Card Information

You must set up information about each credit card that a bank issues to your employees. You can do this manually using the Employee Purchase Card Information program (P01P01) or you can use the batch import process.

The system displays the Employee Currency Code field only if you activate the Currency Flag field in the Purchase Card Constants or when multicurrency is activated in the General Accounting Constants (P000909).

The system stores this information in the Employee Card Information file (F01P01).

Using Pre-Assigned Credit Cards

If you do not currently have a credit card to issue to employees, you can enter information for a pre-assigned card by completing the Employee field and leaving the Bankcard ID field blank. The system allows you to enter only one pre-assigned card at a time per employee and card type. For example, if an employee requests a VISA card from two different banks, you can enter only one pre-assigned card. After you receive the credit cards, you can enter the Bankcard ID number to update your records or upload the credit card information using a Z-file process. The system then combines the employee ID and Bankcard ID to create the Bank Card Unique ID, which it uses in various purchase card programs.

Understanding the Security Business Unit Field (MCU)

The security business unit serves a dual purpose:

- It establishes security for the PCard system; only users authorized to the business unit can review employee credit card information and purchases.

- It is used to locate the company to retrieve the appropriate AAI when you generate journal entries and vouchers and might be used as part of the expense or offset account, if the business unit on the AAI is blank.

If you leave this field blank, the system retrieves the value from the Business Unit field (MCU) of the employee's Address Book Master record (F0101).

Setting up employee purchase card information includes one of the following tasks:

- To add employee purchase card information manually

- To import employee purchase card information

Before You Begin

- Set up an Address Book Master record (F0101) for each employee to whom you issue a purchase card.

2.8.1 To Add Employee Purchase Card Information Manually

Navigation

From Purchase Card Processing (G01P1), enter Master Information Entry

From Master Information Entry (G01P14), choose Employee/Card Revisions

1. On Employee/Card Revisions, complete the following fields:

   - Employee

   - Sec. B/U

   - Bankcard ID

   - Card Type

   - Employee Currency Code

     The system displays this field only if you activate the Currency Flag field in the Purchase Card Constants or when multicurrency is activated in the General Accounting Constants (P000909).

   - Bank Number

   - Card Usage

   - Expiration MO/YR

   - Profile

   - Daily Transaction Limit

Figure 2–7 Employee/Card Revisions screen
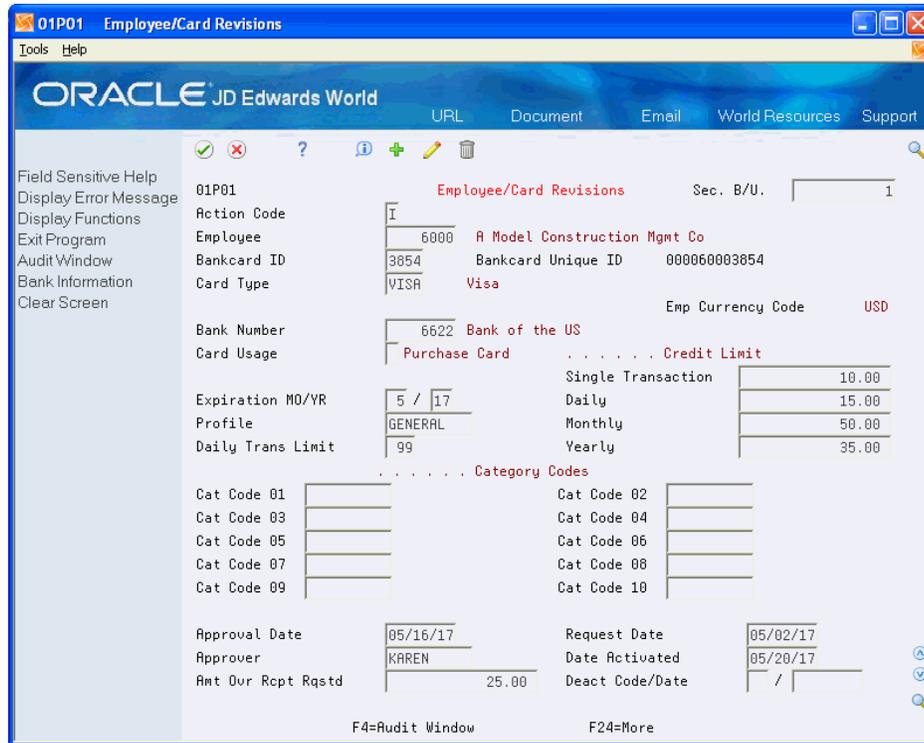
2. Complete the following fields to establish credit limits by amount.

   The system uses this information in reports to print warning messages if an employee exceeds an established amount.

   ■ Single Transaction

   Daily

   ■ Monthly

   ■ Yearly

3. Add user-defined information for reporting purposes using the Category Codes 01 through 10 fields.

4. Complete the following managerial tracking fields for informational purposes only:

   ■ Approval Date

   ■ Request Date

   ■ Approver

   ■ Date Activated

   ■ Amount Over Receipt Requested (PCd)

   ■ Deactivate Code/Date

   ■ Amount Over Receipt Requested (T&E)

Field	Explanation
Employee	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
Bankcard ID	This is the last four characters/digits of the bankcard number.
Security Business Unit	An alphanumeric field that identifies aseparate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, workcenter, branch, or plant. You can assign a business unit to avoucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accountspayable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. *Screen-Specific Information* If you want to implement business unit security, specify the business unit. If you leave this field blank, the system retrieves the value from the Business Unit field (MCU) of the employee's Address Book Master record (F0101).
Card Type	This user defined code field (00/CA) indicates the type of credit card.
Employee Currency Code	A code that indicates the currency of a customer's or a supplier's transactions. *Screen-Specific Information* The system assigns the currency code that is assigned to the company to which the security business unit belongs. For example, if the security business unit is 1, which belongs to company 00001, and the currency code assigned to company 00001 is USD, the system assigns USD to this field.
Bank Number	The address book number of the bank.
Card Usage	This User Defined Value indicates what the bankcard is being used for. Examples: Purchase Card, Travel and Expenses, A/R Credit Card, etc. *Screen-Specific Information* Enter a UDC, 00/CU, that describes the card usage. If you set up a blank value in this UDC table, you can also leave this field blank
Single Transaction	This is a single transaction credit limit. *Screen-Specific Information* If you leave this field blank, the system uses the Data Dictionary default value for this field.

Field	Explanation
Expiration MO/YR	This is the number of the month that the entity, item, or object (credit card, purchase card, etc.) will expire.
	This is the number of the year that the entity, item, or object (credit card, purchase card, etc.) will expire. This would be the last two digits of the full year. For example: 2007 would be entered as year 07.
	Screen-Specific Information
	If you do not provide the expiration date of the credit card, the system prints that the card is expired on transaction reports.
Daily	This is a daily credit limit.
	Screen-Specific Information
	If you leave this field blank, the system uses the Data Dictionary default value for this field.
Profile	This User Defined Code is used to categorize employees for the purpose of defining their bankcard privileges. One specific use is to tie it to the Merchant Category Codes the employee is allowed or not allowed to purchase from. Some examples of categories your organization might use would be Restricted, General, Executive, etc.
Monthly	This is a monthly credit limit.
	Screen-Specific Information
	If you leave this field blank, the system uses the Data Dictionary default value for this field.
Daily Transaction Limit	This number represents the number of transactions you are allowed to make in one day.
Yearly	This is a yearly credit limit.
	Screen-Specific Information
	If you leave this field blank, the system uses the Data Dictionary default value for this field.
Category Codes 01 through 10	One of ten reporting codes that you can assign to a bankcard. Use these codes to identify cards for reporting, auditing, etc. Category codes are user defined (System 01P, Types 01 through 10).
Approval Date	The date on which the person with the appropriate authority approves a requisition or voucher.
Request Date	This is the date the request was made.
	Screen-Specific Information
	This is the date you request the card from the bank.
Approver	The approver identification.
Date Activated	This date represents the date the entity, item, or object (credit card, purchase card, etc.) is activated.
Amount Over Receipt Requested (PCd and T&E)	This is the amount threshold to use to determine if receipts are required for the purchase.

Field	Explanation
Deactivation Code/Date	This User Defined Code is used to provide an explanation of why the entity, item, or object (credit card, purchase card, etc.) was deactivated.
	Screen-Specific Information
	This is the date on which you deactivated the card. This field is informational only and does not prevent the card from being used. You must coordinate the deactivation of the card with the bank that issued the card.

2.8.1.1 Processing Options

See Section 18.2, "Employee/Card Revisions (P01P01)".

2.8.2 To Import Employee Purchase Card Information

Instead of manually entering employee purchase card information, you can use the batch import process to upload it from a spreadsheet to a Z-file, and then you can run a program to process it from the Z-file to the Employee Card Information file (F01P01). You can also use this process to upload changes to the Employee Card Information file.

The following tasks comprise the import process for employee card information:

1. Reviewing the fields in the Employee/Card Revisions screen (P01P01) to determine those in which you want to enter data.

2. Creating a template (spreadsheet) for the Employee Purchase Card Z File (F01P01Z).

3. Processing information from the spreadsheet to F01P01Z.

4. Running a version of the Purchase Card Revisions program (P01P01Z) to process the information to F01P01.

For details about using the batch import process to upload employee credit card information and changes to the Employee Card Information file, see Appendix B, "Importing Batch Data into the System."

Navigation

From Master Information Entry (G01P14), enter 27

From Purchase Card Advanced and Technical (G01P31), choose PCard Z File Processing

From PCard Z File Processing (G01P01Z), choose Purchase Card Revisions

2.8.2.1 Processing Options

See Section 18.20, "Purchase Card Revisions (P01P01Z)."

2.9 Setting Up Merchant Information

You must set up merchant information in the PCard system for each merchant that you expect to use for each purchase card. Because each credit card company might use different merchant IDs, you might have multiple merchant records to represent the same supplier. For example, VISA and MasterCard might have different merchant IDs for ACME Oil.

The bank can provide you with a list of its merchant IDs so that you can enter the merchant information or you can send them a template (spreadsheet) to complete so that you can import merchant information into the system.

If you track merchants, you must set up an address book record for each merchant that you want to track. If you do not want to track all merchants you can set up and use a one-time-payment (OTP) supplier address book number; however, the system does not use this as the payee or supplier when you generate vouchers, instead, it uses the address book number of the bank for both.

After you set up or import merchant IDs, you can locate merchant information by choosing Field Sensitive Help (F1) in the Merchant ID field to display the PCard Merchant ID Selection program (P01P02W). This window includes the merchant ID, card type (AMEX, VISA, etc.), and the merchant name.

If you do not track merchants but you want to make the address book field required, enter 1 in the Require Address Book # processing option.

The system stores merchant information in the Merchant Information file (F01P02).

Setting up merchant information includes one of the following tasks:

- To add merchant information manually

- To import merchant information

Before You Begin

- If you track merchants, set up an address book record for each merchant that you want to track.

2.9.1 To Set Up Merchant Information Manually

You use the Merchant Information program (P01P02) to add merchants manually and revise information.

Navigation

From Purchase Card Processing (G01P1), enter Master Information Entry

From Master Information Entry (G01P14), choose Merchant Information

1. On Merchant Information, complete the following fields:

   - Merchant ID

   - PCard Type

2. Complete the following optional fields:

   - Merchant Category Code

   - Address Number

   - Merchant Name

   - Amount Over Which Receipt Required

   - Hold PCard Usage

   - Purchase Order

   - Purchase Order Doc Type

   - Purchase Order Doc Company

   - Tax ID

Figure 2–8   Merchant Information screen

Field	Explanation
Merchant ID	This value is used to identify a specific merchant or supplier. The Merchant ID could further describe Suppliers in our Address Book system; or for applications like Purchase Cards, the Merchant ID could be how our bankcard providers reference the merchants we purchase goods and services from on their bankcard statements to us. There may or may not be a tie from this number to our own Address Book numbers. *Screen-Specific Information* The bank assigns each merchant an ID so they can identify them. You must enter the ID that
Amount Over Which Receipt Required	This is the amount threshold to use to determine if receipts are required for the purchase.
Hold PCard Usage	An indicator that allows you to identify those merchants from whom purchases are restricted. This field is informational only and does not prevent the system from processing transactions for the merchant. You must coordinate the restricted merchant with the bank that issued the card.
Purchase Order	A document that authorizes the delivery of specified merchandise or the rendering of certain services.
Purchase Order Doc Type	Document Type – Purchase Order
Purchase Order Doc Company	A company number that, along with document number, document type and G/L date, uniquely identifies a purchase order.

Field	Explanation
Tax ID	The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on.
	Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system uses the Corporate Entity.
	Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing

2.9.1.1 Processing Options

See Section 18.3, "Merchant Information (P01P02)".

2.9.2 To Import Merchant Information

Instead of manually entering merchant information, you can use the batch import process to upload it from a spreadsheet to a Z file, and then you can run a program to process it from the Z file to the Merchant Information file (F01P02). You can also use this process to upload changes to the Merchant Information file.

The following tasks comprise the import process for merchant information:

1. Reviewing the fields on the Merchant Information screen (P01P02) to determine those in which you want to enter data.

2. Creating a template (spreadsheet) for the Merchant Information PCard Z File (F01P02Z).

3. Processing the information from the spreadsheet to F01P02Z.

4. Running a version of the Merchant Revisions program (P01P02Z) to process the information to F01P02.

For details about using the batch import process to upload merchant information and changes to the Merchant Information file, see Appendix B, "Importing Batch Data into the System."

Navigation

From Master Information Entry (G01P14), enter 27

From Purchase Card Advanced and Technical (G01P31), choose PCard Z File Processing

From PCard Z File Processing (G01P01Z), choose Merchant Revisions

2.10 Setting Up Automatic Accounting Instructions (AAIs)

The Purchase Card Management system provides two AAIs that you can use:

- CC - You use the CC AAI to establish a default expense distribution account by MCC and company.

- CCP - You use the CCP AAI for two purposes: to establish an offset account for the journal entries generated by the Create Journal Entry program (P01P520) and to establish the distribution account for vouchers generated by the Create A/P Vouchers program (P01P510).

2.10.1 CC (Expense Distribution)

The system uses the CC AAI during the transmission process to provide a default G/L expense distribution account. If you do not set up this AAI, you must enter the expense account and allocate the G/L distribution for the PCard transaction.

If you want to use the CC AAI to provide the default expense account for some MCCs, but not all, set up the CC AAI for company 00000 without defining an account. This setup allows the system to process the transmission without an account.

You can set up a CC AAI by MCC and company. The system derives the company based on the business unit you assign to the Employee Card Information record (F01P01). If you leave the Business Unit field blank in the AAI, the system uses the value of the business unit from the Employee Card Information record (F01P01) and concatenates it with the Object and Subsidiary in the AAI.

The system uses the following hierarchy to locate the expense account from the AAI, where xxxx = MCC:

1. CCxxxx + Employee Company

2. CCxxxx + Company 00000

3. CC + Employee Company

4. CC + Company 00000

2.10.2 CCP (Suspense/Distribution Account)

You set up the CCP AAI item for the system to use as the offset (suspense) account when you generate journal entries and as the distribution account if you create vouchers. You can set up the CCP AAI for both currency and company. The system retrieves the domestic currency code (CRCD) and employee company (COE) from the PCard transaction (F01P11).

Depending on processing option settings for Create Journal Entries and Create Vouchers programs, the system uses different criteria to retrieve the CCP AAI. See Section 18.15, "PCards - Create Journal Entries (P01P520)" and Section 18.14, "Create Vouchers - Merchant Tracking (P01P510)" for the hierarchy the system uses to retrieve the appropriate CCP AAI and account number to use.

See Work with AAIs in the *JD Edwards World General Accounting I Guide* for more information.

Navigation
From Purchase Card Processing (G01P), enter 29

From Purchase Card Set-Up (G01P41), choose AAIs for Purchase Cards

2.11 Uploading Changes To Employee Credit Card and Merchant Information

Similar to uploading employee credit card and merchant information, you can upload changes for employee credit card and merchant information using the batch import process:

■ Use the Purchase Card Revisions program (P01P01Z) to upload changes to employee credit card information.

■ Use the Merchant Revisions program (P01P02Z) to upload changes to merchant information.

For details about using the batch import process to upload changes to employee credit card and merchant information, see .

Navigation

From Master Information Entry (G01P14), enter 27

From Purchase Card Advanced and Technical (G01P31), choose PCard Z File Processing

From PCard Z File Processing (G01P01Z), choose Purchase Card or Merchant Revisions

2.12 Setting Up Additional Employee Purchase Card Information

You can enter additional information about each purchase card and employee using the Employee Cards - User Reserved program (P01P55). The user reserved fields provide you with the flexibility to define and store additional information about the employee purchase card that might be unique to your business. Your organization must determine how to use these fields and set up the UDC tables to best suit your needs. You can then organize and group this information for reporting purposes.

You can set up multiple types of additional information to track in the User Reserved Types UDC (00/T1). For example, you might set up the following:

- BNK - Bank

- BKC - Bank Credit

- PRO - Profile

You also need to set up UDC (01/R1)for any or all of the category codes that you use. The 10 category codes are unique by program and type.

Each field on the Employee-User Reserved screen is identified by its type, length, and attributes as described in the following table:

Type	Type Description	Field Length	Attributes
Field	You can associate rules for each field that you defined using the Data Dictionary.	The number of characters you can store in the field.	A - Alphanumeric S - Signed numeric (no decimals) P - Packed numeric (including decimals)
Category Code	You define the category codes values based on each Type that you set up in UDC 00/T1.	Up to 10 characters in length.	Alphanumeric
Date	Enter a date in the format defined by your system or user profile.	Six characters.	Date

The system stores this information in the Employee Card Info - User Reserved file (F01P55).

2.12.1 To Set Up Additional Employee Information

You use the Employee Cards - User Reserved program (P01P55) to set up additional employee information.

Navigation

From Purchase Card Processing (G01P1), choose Master Information Entry

From Master Information Entry (G01P14), choose Employee Cards - User Reserved

1. On Employee Cards - User Reserved, complete the following fields and click Add:

   ■ Address Number

   ■ Bankcard ID

   ■ Type

   ■ Field 8S through 8A

   ■ Category Codes 01 through 10

   ■ Dates 1 through 6

Figure 2–9   Employee Cards - User Reserved screen
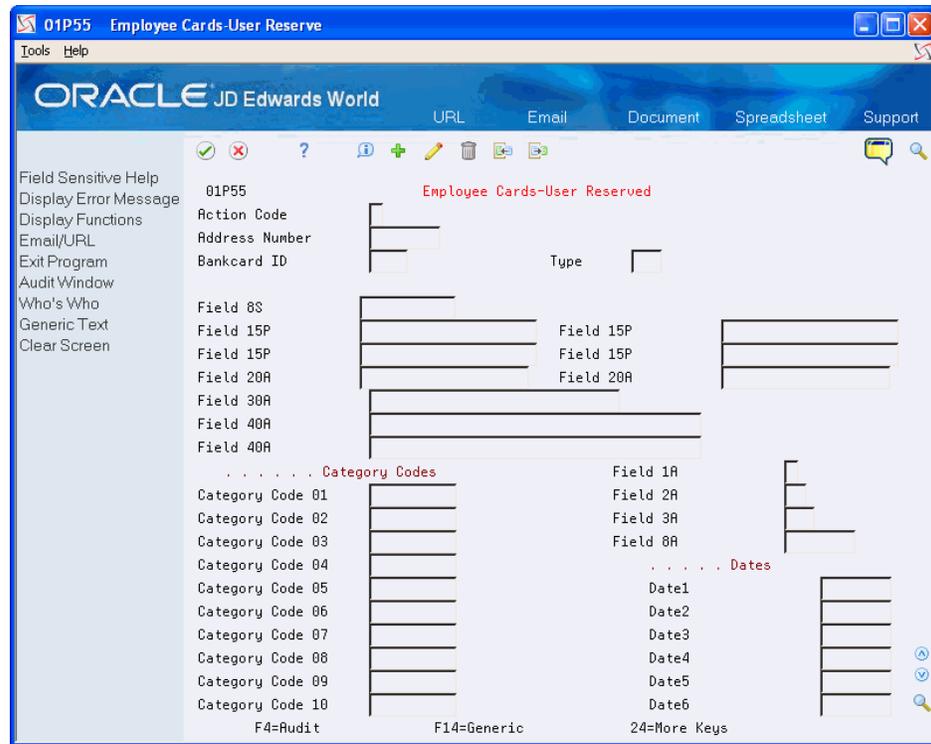
Field	Explanation
Type	A User Defined Code (00/T1) that identifies the User Reserved Type Code.
	For example: INS for Insurance, TRN for Training, and PRM for Permits.

2.12.2 Processing Options

See Section 18.16, "Employee/Card Info - User Reserved (P01P55)".

3

Understanding the Process Mode

This chapter includes the following topics:

3.1 About the Process Mode (Summary versus Detail)

When you process purchase card transactions and statements, each program has a Summary or Detail Level Processing processing option that determines how the system generates records in their respective corresponding files:

Process Daily Transactions (P01P560)

- F01P11 (Transaction File)

- F01P111 (Transaction Distribution File)

Receive Statement Transaction (P01P561)

- F01P12 (Statement Header File)

- F01P121 (Statement File Detail)

Depending on how you receive purchase card transactions and bank statements, you must coordinate the setting of this processing option in both programs to enable the use of the automatic statement reconciliation program. Otherwise, you must reconcile statements manually.

Which process mode you choose depends on:

- The purpose of the purchase card.

- The level of detail in which you receive purchase transaction information.

- Whether you process and reconcile statements.

3.2 Setting the Process Mode for Processing Purchase Card Transactions

When you process purchase card transactions, you have a choice about how the system writes the records to the purchase card transaction files (F01P11 and F01P111) and the description that you see when reviewing records. How you process transactions depends on the information you receive from your bank, as well as the purpose of the purchase card you use. Understanding the differences between how the

system writes the records can help you better communicate and negotiate your business requirements with the bank.

When you run the Process Daily Transactions program (P01P560), the system generates one record in the Transaction Distribution File (F01P111) for every receipt item (F01PBKZ record) that you process. How you set the Summary or Detail Level Processing processing option determines the type and number of records the system generates in F01P11:

- Enter 1 to generate one summary record in the Transaction File (F01P11) for all records in F01P111 that have the same values in the following key fields, which identify multiple purchase items on the same receipt:
  - Bankcard Unique ID (CCUK)
  - Merchant ID (MID#)
  - Transaction Number (TANM)
  - Date of Purchase (PODT)
  - Time of Purchase (POTI)
- Leave blank to generate one detail record in the Transaction File (F01P11) for each F01P111 record

The system assigns the same value to the Unique Key ID field (UKID) to provide a link to the records in F01P11 and F01P111 files.

3.2.1 Examples of Purchase Card Summary and Detail Processing

The following examples provide information that might help you determine how to set the Summary or Detail Level Processing processing option in the Process Daily Transactions program (P01P560) and the Receive Statement Transaction program (P01P561) so that you can coordinate statement reconciliation.

Processing One Receipt Total (Summary or Detail)

If you have a receipt that represents the total amount of purchases, you can process it in either summary or detail mode because the result is the same: one record in F01P11 and one record in F01P111. The only difference between the two processes is how the system updates the Explanation - Remark field (EXR) in F01P11, which is the description you see in the Transaction Workbench (P01P200).

- If you run the program in summary mode, the program uses the transaction number of the receipt as the Explanation. If the credit card is all purpose, such as VISA, and you process statements, then having the transaction number of the receipt might be more useful than having a description of the transaction.
- If you run the program in detail mode, the system uses the item description as the Explanation. If the credit card is used only for a specific purpose, like a Fleet card for fuel and vehicle maintenance, then having the receipt transaction number might not be as important as seeing the item description for approving purchase card transactions.

Processing One Receipt with Multiple Lines (Summary)

If you have the receipt details (itemized transactions that comprise the receipt) and you process in summary mode, then the system generates one transaction in F01P11 and multiple transactions in F0P111 based on the key fields previously discussed (Bankcard Unique ID, Merchant ID, Transaction Number, Purchase Date, and Purchase Time).

This example represents a receipt for multiple items that were processed in summary mode:

Figure 3–1   Transaction Workbench screen
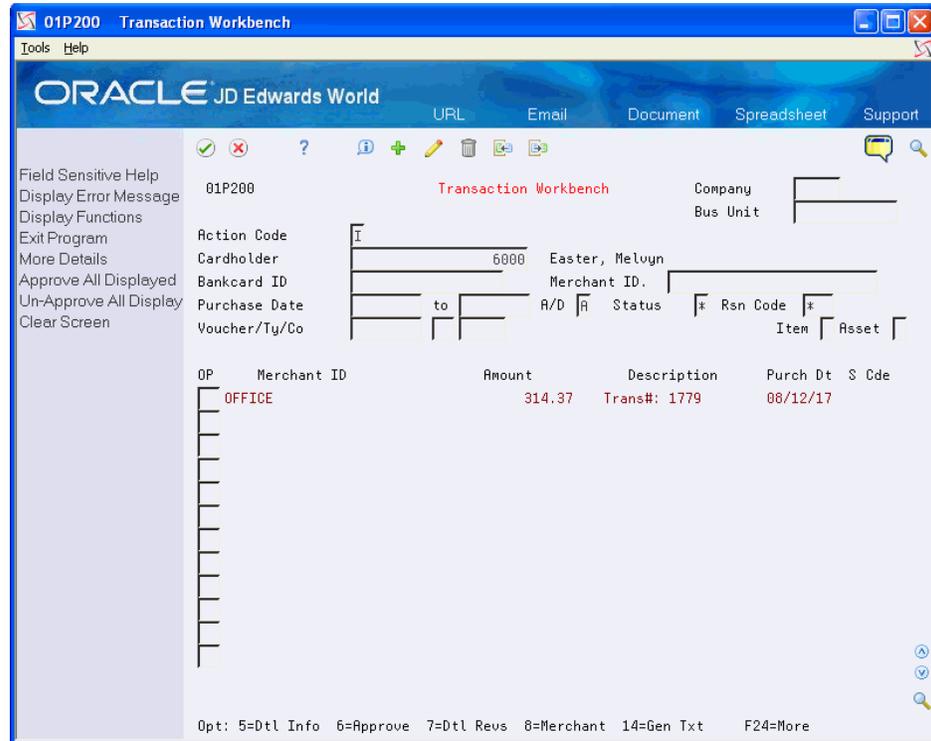
The system retrieves the G/L account to use for the expense from the AAI item CC; if it cannot locate an account to use, it leaves the Account Number field blank and you must assign it manually. Similarly, if you need to distribute the expense to more than one account, you can do this manually on the Purchase Card Trans Details screen as long as the distributed amount balances to the receipt amount from the F01P11 receipt record, as shown in this example:

Figure 3–2   Purchase Card Transaction Details (Amount Distributed) screen

Processing One Receipt with Multiple Lines (Detail)

If you have the receipt details (itemized transactions that comprise the receipt) and you process in detail mode, then the system creates one record in F01P11 and F01P111 for each transaction in F01PBKZ.

Figure 3–3   Transaction Workbench screen
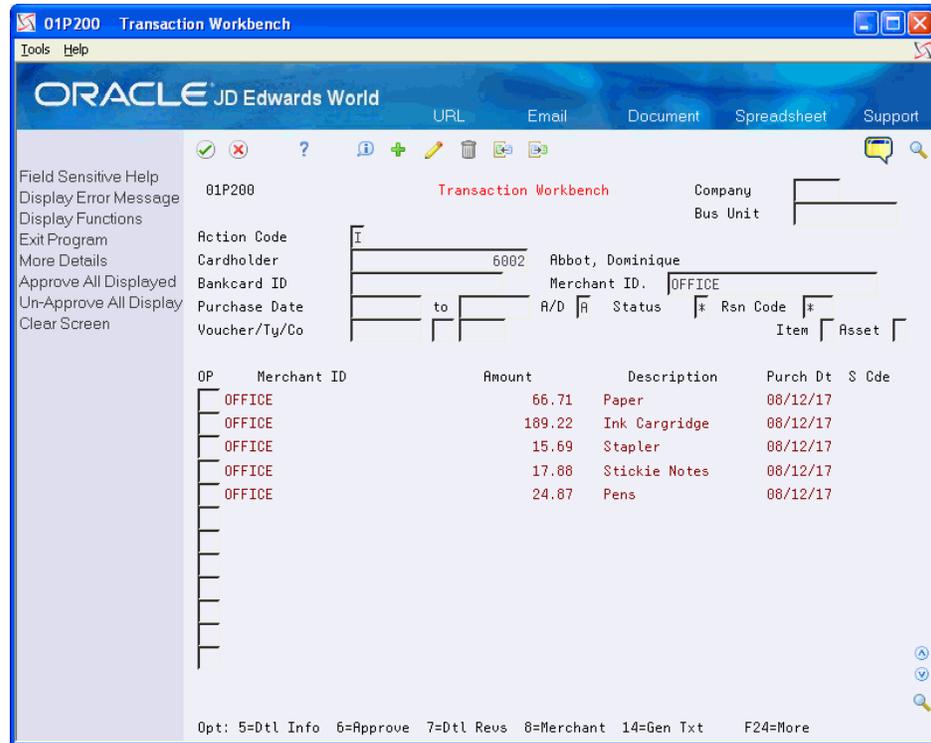
To see this level of detail, each receipt item must have a separate receipt line number (RCK9) when you upload the purchase card transactions from the bank. Each record has the same values in the following fields, but a different value in RCK9:

- Bank card Unique ID (CCUK)

- Merchant ID (MID#)

- Transmission Date (EDDT)

- Date of Purchase (PODT)

- Time of Purchase (TODT)

- Transaction Number (TANM)

Do not confuse Line Number (EDLN) with receipt Line Number (RCK9).

3.3 Setting the Process Mode for Processing Purchase Card Statements

The Receive Statement Transaction program (P01P561) that you use to process statement information includes the same processing option for Summary or Detail Level Processing that you use when you process purchase card transactions using the Process Daily Transactions program (P01P560), but it works differently.

The system generates one summarized record in the Statement File Header (F01P12) for every statement item (F01PBKZ record) that you process with the same values in the following key fields:

- Bank Statement Number (STBA)

- Statement Date (STMD)

- Credit Card Type (CARD)

■ Bank Number (BANK)

How you set the Summary or Detail Level Processing processing option determines the type and number of records the system generates in the Statement File Detail (F01P121):

■ Enter 1 to generate one summary record in the Statement File Detail (F01P121) for all records in F01PBKZ that have the same values in the following key fields, which identify multiple receipt items:

– Bankcard Unique ID (CCUK)

– Merchant ID (#MID)

– Date of Purchase (PODT)

– Time of Purchase (POTI)

– Transaction Number (TANM)

The system uses the transaction number from F01PBKZ as the Explanation - Remark field (EXR) in F01P121, which is the description in Statement Inquiry (P01P201).

Unlike the Process Daily Transactions program (P01P560), the Receive Statement Transaction program (P01P561) does not use the receipt Line Number (RCK9) for this process.

■ Leave blank to generate one detail record in the Statement File Detail (F01P121) for every F01PBKZ record.

The system uses the value of the Explanation - Remark field (EXR) from F01PBKZ as the Explanation - Remark field (EXR) in F01P121, which is the description in Statement Inquiry (P01P201).

3.4 About Processing Modes and Automatic Reconciliation

The statement information that you receive from the bank typically provides one record for each receipt from the merchant rather than one record for each item on the receipt. To automatically reconcile statements using the Statement Reconciliation program (P01P500), the program must be able to locate the F01P11 receipt record that corresponds to the F01P121 statement detail record using values from the following transaction key fields:

■ Bankcard Unique ID (CCUK)

■ Merchant ID (MID#)

■ Date of Purchase (PODT)

■ Time of Purchase (POTI)

■ Purchase Amount. (AA)

If you receive only the receipt total on the statement, rather than the amount for each receipt item, the system generates one record for each receipt in F01P121 regardless of how you set the processing option. However, to reconcile the statement automatically, you must also process PCard transactions in summary mode: one F0P11 record for each receipt total. Otherwise, the values of the transaction key fields in the F01P11 record are not the same as those in the F01P121 record, and the system cannot reconcile the receipt.

If you receive receipt details from the bank and you process the PCard transactions in detail mode (one F01P11 transaction for every F01P111 transaction), you cannot

reconcile the statement automatically unless you also receive the receipt details for the statement.

This table provides a quick reference for whether you can reconcile statements automatically depending on the process mode you choose:

PCard Transactions	Processing Option	Bank Statements	Processing Option	
Process Daily Transactions (P01P560)	Summary or Detail Level Processing	Receive Statement Trans (P01P561)	Summary or Detail Level Processing	Statement Reconciliation (P01P500)
One transaction per receipt.	Summary or Detail	One transaction per receipt.	Detail or Summary	Yes
Multiple receipt items	Summary	One transaction per receipt.	Detail or Summary	Yes
Multiple receipt items	Detail	One transaction per receipt	Detail or Summary	No

If the manner in which you process transactions and statements does not allow you to reconcile statements automatically, you can reconcile them manually.

4

Processing Bank Transmissions

Before processing transactions, you must upload the information from your bank into the Purchase Card - Bank Transmissions file (F01PBKZ). Then, you use the Process Daily Transactions program (P01P560) to process the information into the Transaction (F01P11) and Transaction Distribution (F01P111) files, or the Travel and Expense Transaction (F01P13) file. After you successfully process the transactions, you can review and revise them, if necessary.

You use the programs described in this chapter for both the Purchase Card Management and Travel and Expense systems.

Before You Begin

Review Chapter 3, "Understanding the Process Mode."

This chapter contains these topics:

- Section 4.1, "Uploading the Bank Transmission,"
- Section 4.2, "Processing Bank Transmissions for Transactions,"
- Section 4.3, "Revising Unprocessed Bank Transmissions."

4.1 Uploading the Bank Transmission

To upload transactions from a bank, you must create a custom program or use the batch import process to upload the data into the Purchase Card - Bank Transmissions file (F01PBKZ).

- See Appendix C, "Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Transactions" for information about mapping the fields.
- See Appendix B, "Importing Batch Data into the System" for information about importing purchase card transactions into the F01PBKZ file.

As part of your testing process, you might want to add a transaction manually to the F01PBKZ file so you can see how the system updates and stores data. See Appendix E, "Manually Adding a PCard Transaction or Statement."

4.2 Processing Bank Transmissions for Transactions

After you upload transactions from your bank into the Purchase Card - Bank Transmissions file (F01PBKZ), you run the Process Daily Transactions program (P01P560) to process them into the F01P11 and F01P111 or the F01P13.

The information you process includes itemized data about the purchases your employees made during a specific period. This information can be daily transactions, weekly transactions, biweekly transactions, and so forth.

Navigation

For Purchase Cards:

From Purchase Card Processing (G01P1), choose Transmission Processing

From Transmission Processing (G01P13), choose Process Daily Transactions

For Travel and Expense:

From Travel and Expense Processing (G01P2), choose Transmission Processing

From Transmission Processing (G01P13), choose Process Daily Transactions

4.2.1 Processing Options

See Section 19.9, "System 01P Transaction Transmission Processing (P01P560)."

4.2.2 Data Selection

Do not change the following data selection:

- Processed (Y/N) NE Y
- Transaction Type EQ 1

You can add additional selection criteria as desired.

4.2.3 Data Sequence

Do not change the following data sequence:

- User ID   001
- Batch Number   002
- Transaction Number   003
- Line Number   004
- EDI - Transmission Date   005

4.3 Revising Unprocessed Bank Transmissions

You use the Bank File Revs - Transactions program (P01PBK) to revise transactions when the system returns an error in the Process Daily/Wkly/Mnthly Transactions report (R01P56E) or, as required, using these guidelines:

- You can revise only unprocessed transactions.

  Use caution when revising transactions so that you do not compromise the integrity of the data that was transmitted by the bank.

- You can revise only the fields in the Transaction Information portion of the screen; you cannot revise fields in the header portion of the screen.

- You should not use P01PBK to add transactions except for testing purposes. See Section E.1, "Adding a Purchase Card Transaction Manually" for detailed information.

- You cannot delete transactions using P01PBK; you must purge transactions from F01PBKZ. See Chapter 10, "Purging Purchase Card Data."

After you correct errors, you can rerun P01P560 to process purchase card transactions.

Navigation

For Purchase Cards:

From Purchase Card Processing (G01P1), enter 27

From Purchase Card Advanced/Technical Menu (G01P31), choose Bank File Revs - Transactions

For Travel and Expense:

From Travel and Expense Processing (G01P2), enter 27

From Travel and Expense Advanced/Technical (G01P311), choose Bank File Revs - Transactions

4.3.1 To Revise Unprocessed Bank Transmissions

Use the information from the Process Daily/Wkly/Mnthly Transactions report (R01P56E) to complete the fields in the header portion of the screen to locate the transaction within the F01PBKZ file. Each field is a unique key; therefore, you must complete all five fields to display the record that you want to revise.

You can revise any of the fields in the Transaction Information section. For a list of the field descriptions, see Appendix E, "Manually Adding a PCard Transaction or Statement."

1. On Bank File Revs - Transactions, complete the following fields and click Inquire:

   - User ID
   - Processed (Y/N) Batch Number
   - Transaction Number
   - Line Number
   - Transmission Date

Figure 4–1   Bank File - Revs Transactions screen

2.   Revise any of the fields in the Transaction Information section and click Change.

5

Working with Unprocessed Purchase Cards Transactions

After you upload purchase card transactions from your bank, you use the Transaction Workbench (P01P200) to review and revise them. Management can approve or reject the transactions using the workbench. Depending on how often you receive transactions from the bank, you might review transactions daily, weekly, or monthly. After the transactions are approved you can create journal entries to record the expense. Once you generate a journal entry or voucher for a PCard transaction, the system considers it processed.

Three programs comprise the Transaction Workbench:

- Transaction Workbench (P01P200)

  Use this program to display PCard transactions by cardholder, bankcard ID, merchant ID, or purchase date, and to approve transactions that have been reviewed.

- PCard Transaction/Information (P01P11)

  Use this program to update the receipt status, as well as to enter purchase order document information.

- Purchase Card Trans Details (P01P111)

  Use this program to review and revise expense categories and the G/L account distribution. The system uses the account information when you create journal entries, and it uses the description from the Remark field, in the detail area, as the payment remark when you create vouchers.

  You can use the following function exits:

  - Account/Expense Category Format Toggle (F2) to toggle the view between the account number or expense category.

  - Enhanced Subledgers (F12) to access the PCard Transactions Enhanced Subledgers program (P1601P1) to enter enhanced subledger information.

Alternatively, you can use the Approvals Management system to approve or reject transactions. When Approvals Management is active and a manager approves the transaction using P01P200, the status changes to 0 - Proceed through Approvals Management. You must then use the Approval Workbench program (P00A12) to complete the approval process. See Overview to Approvals Management in the *JD Edwards World Technical Tools Guide* for additional information about using this process.

Additionally, you can process purchase orders from the PCard system. See the following for more information:

- Appendix F, "Redistributing PCard Logged Vouchers via Purchase Order Matching" for information on processing non-stock purchase orders from the PCard system.

- Appendix G, "Adjusting Inventory for Stock Items" for information on updating inventory for stock items purchased using the purchase card.

This chapter contains these topics:

- Section 5.1, "Reviewing and Revising Transactions,"

- Section 5.2, "Working with G/L Account Distribution Information,"

- Section 5.3, "Approving Transactions"

- Section 5.4, "Rejecting Transactions"

Navigation

From Purchase Card Processing (G01P1), choose Transaction Processing

From Transaction Processing (G01P11), choose Transaction Workbench

Processing Options

- See Section 18.6, "Transaction Workbench (P01P200),".

- See Section 18.5, "PCard Transaction Detail - Expense Category Form (P01P111)"

What You Should Know About

Topic	Description
Enhanced Subledger Accounting (ESA)	JD Edwards World provides a mechanism to summarize the Enhanced Subledger 1 and 2 fields when you run the Post program. This supersedes the standard set up. It allows you to specify summarization and also allows the optional entry of the subledger/type.
	You set the Store Cardholder Number field in the Purchase Card Constants program (P01P00) in conjunction with UDC 01P/PO.
	ESA is a hard coded value in UDC 01P/PO. The Special Handling Code field of this UDC determines how the system summarizes journal entries. If you set this field to 1, Enhanced Subledgers 1 and 2 are summarized for PCard journal entries when you run the Post program. If you set the field to 2, Enhanced Subledgers 1 and 2 are summarized for all journal entries when you run the Post program.

5.1 Reviewing and Revising Transactions

This section includes the following tasks:

- To review purchase card transactions

- To revise purchase card transactions

5.1.1 To Review Purchase Card Transactions

You use the Transaction Workbench program (P01P200) to locate and review PCard transactions. Use the Additional Selections Window (P01P200W) to locate and review asset or item information for a PCard transaction.

1. On Transaction Workbench, click Inquire to review all transactions.

Figure 5–1 Transaction Workbench screen
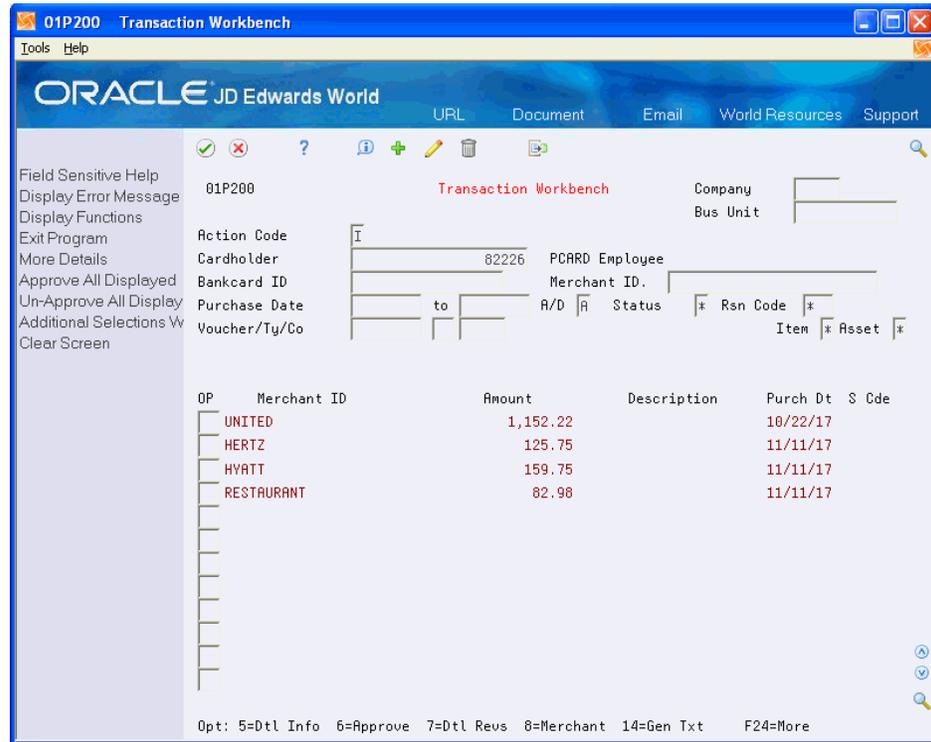
2. To narrow your search, complete any of the following fields and click Inquire:

- Company

- Business Unit

- Cardholder

- Bankcard ID

- Merchant ID

- Purchase Dates

- A/D (Ascending/Descending)

- Reason Code

- Item

- Asset

3. To locate an item or asset, choose Additional Selections Window (F8).

4. On Additional Selections, perform one of the following and click Enter:

- Complete the Item or Asset Number field.

- Choose Field Sensitive Help in either field.

Field	Explanation
Cardholder	Enter the address book number or name of the employee.

Field	Explanation
Bankcard ID	This value uniquely identifies a bankcard by combining the User ID of the card holder plus the last four characters/digits of the bankcard.
	Screen-specific Information
	Enter the combination of the employee's address book number and last four digits of the purchase card to further limit the transactions that display.
	You must provide all eight characters of the address book number plus the last four digits of the credit card assigned to the employee to display transactions using this field. If the address book number is less than eight characters, use leading zeros.
Merchant ID	Enter the merchant ID provided to you by the bank.
Status	The status of the daily, weekly, or monthly bankcard transactions. The values allowed include:
	■ Blank = Unprocessed
	This transaction has not yet been reviewed.
	■ 0 = Proceed through Approvals Management (PCARD USE ONLY)
	This transaction has been reviewed and is approved by a responsible user. Approvals Management for Purchase Cards is active and this transaction will now go through the approval process as defined by the approval rules. This value is not valid if Approvals Management is not active for Purchase Cards.
	■ 1 = Process the Transaction
	This transaction has been reviewed and is approved for voucher or journal entry creation.
	■ 2 = Do NOT Process Transaction
	This transaction has been reviewed there is a problem or situation that needs to be resolved before approval for voucher or journal entry creation.
Reason Code	Used to provide an explanation for theTransaction Reason Status. If the Transaction Reason Status is '2', whichindicates some issue needs to be resolved, this reason code is required.
	Screen-specific Information
	Enter a value from UDC 01P/RC.
Voucher	A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.
Type	A user defined code (00/DT) thatidentifies the origin and purpose of the transaction.
	J.D. Edwards reserves several prefixesfor document types, such as vouchers, invoices, receipts, and timesheets.
	Screen-specific Information
	Enter a value from UDC 00/DT.

Field	Explanation
Company	A number that, with the documentnumber, document type and G/L date, uniquely identifies an original document, suchas invoice, voucher, or journal entry.
	If you use the Next Numbers byCompany/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses thedocument company to retrieve the correct Next Number for that company.
	If two or more original documents havethe same document number and document type, you can use the document companyto locate the desired document.
Item	This flag is used to indicate if an inventory item has been assigned to the transaction detail.
	Valid Values:
	1 = Inventory item has been assigned.
	blank = No inventory item has been assigned.
Asset	This flag is used to indicate if a fixed asset has been assigned to the transaction detail.
	Valid Values:
	1 = Fixed asset has been assigned.
	blank = No fixed asset has been assigned.

5.1.2 To Revise Purchase Card Transactions

Before you approve a purchase card transaction, you might want to revise it to add a receipt status, purchase order information, or to add or change the account distribution. You can also add generic text. For example, if you require your cardholders scan their receipts, you can provide a link to the scanned receipt using generic text.

You use the PCard Transaction/Information program (P01P11) to revise a PCard transaction.

1. On Transaction Workbench, enter 5 in the Option field to access PCard Transaction/Information.

Figure 5–2   PCard Transaction /Information screen
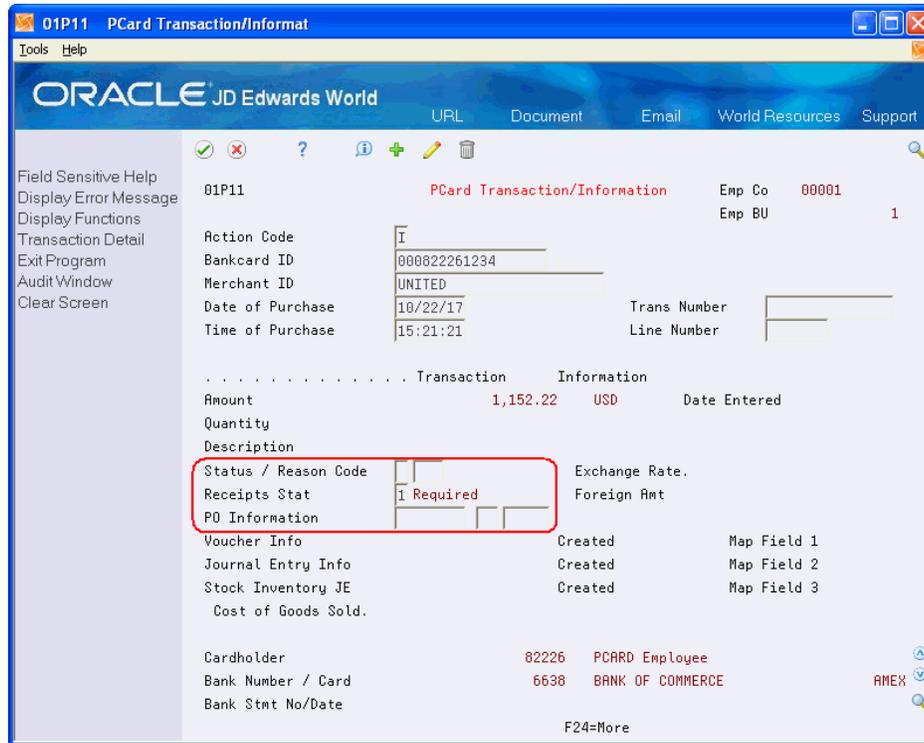
2. Complete any of the following fields and click Change:

   ■ Status

   ■ Reason Code

   ■ Receipts Status

   ■ PO (Purchase Order) Information

Field	Explanation
Receipt Status	This flag will indicate the status of receipts for bank card purchases.
	Allowed values include:
	■ Blank = Receipts Not Required
	■ 1 = Receipts Required
	■ 2 = Receipts Received
PO Information/Document Type/Document Company	A document that authorizes the delivery of specified merchandise or the rendering of certain services.

5.2 Working with G/L Account Distribution Information

You must specify the expense account to use to record the purchase before you can change the status to approved and generate journal entries or vouchers for it. If you use the CC Automatic Accounting Instructions (AAIs), the system automatically supplies the account number for you; otherwise, you can specify an account number or leave the account number blank on the F01PBKZ transaction before processing it, and then enter or update the account manually on the Purchase Card Trans Detail screen (P01P111)

Even if you use the CC AAIs, you might want to allocate the amount to different accounts. If you process receipt totals (summary mode), you might want to allocate the amount to accounts within multiple business units or to accounts for specific receipt items. For example, you might want to distribute the expense for an office party among several business units or you might want to allocate the amount for computer expenses to a different account than you use for office supplies, even though you purchase them from the same merchant.

> **Note:** The amount that you distribute must equal the amount of the receipt item. The system displays both the Amount Calculated and Amount Remaining fields if the amount distributed does not equal the amount of the receipt.

When you allocate expenses you can also assign merchant category codes (MCCs) for tracking purposes, as well as asset IDs or item numbers:

- The system validates the MCC value that you enter against the Merchant Category Code file (F01P21).

- The system validates the asset ID that you enter against the Asset Master file (F1201).

- The system validates the item number that you enter against the Item Master file (F4101).

If you generate vouchers, you can enter a payment remark to assign to voucher pay items in the unlabeled field under the Description/Remark field in the detail area of the screen.

You can only revise the account information on purchase card transactions that have *not* been approved. After you create journal entries or vouchers for a transaction, you cannot revise any fields except the Reason Code (CDRC) and Receipts Status (CDSR) fields on P01P11.

The system stores G/L account distribution information in the Transaction Distribution File (F01P111).

This section includes the following tasks:

To revise G/L account distribution information

To add expense category information

To revise enhanced subledger information

To revise G/L account distribution

You use the Purchase Card Transaction Detail program (P01P111) to review, revise, and add asset or item information to a PCard transaction.

For item numbers, enter the number of the item that corresponds to the purchase order. To update inventory for stock items, you must first approve the transaction, and then you can choose Stock Inventory (F8).

> **Note:** Once you stock the items, you cannot choose Stock Inventory (F8) to stock any items that you add at a later time. JD Edwards World recommends that you update all of the detail for all items on that transaction before you stock the items. Otherwise, you must manually stock any item that you add later.

1. On Transaction Workbench, enter 7 in the Option field to access Purchase Card Transaction Details.

Figure 5–3   Purchase Card Transaction Details screen
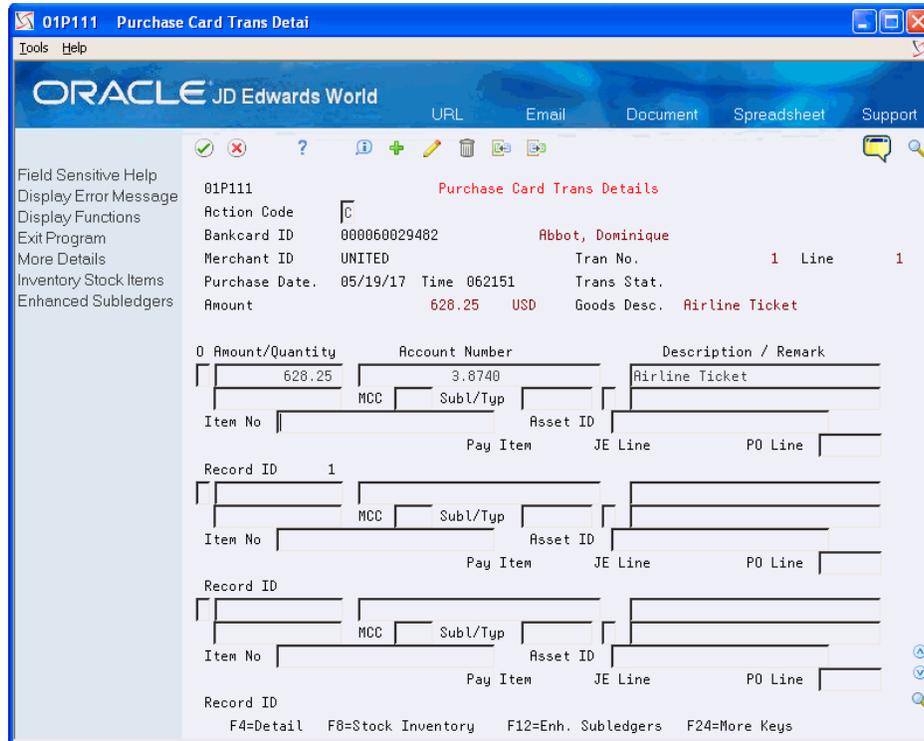
2. On Purchase Card Transaction Details access the detail area (F4) .

3. Complete any of the following fields and click Change.

    ■   Amount/Quantity

    ■   Expense Category

    ■   Description/Remark

    ■   MCC

    ■   Item Number

    ■   Asset ID

    ■   Reference 1 and 2

    ■   PO Line

    ■   Account Number

Field	Explanation
PO Line	A number that identifies multiple occurrences, such as line numbers on a purchase order or other document. Generally, the system assigns this number, but in some cases you can override it.

Field	Explanation
Reference 1 and 2	A number that provides an audit trail for specific transactions, such as a payment number for payment processing. *Screen-specific information* The system updates the values that you enter to corresponding fields in the Account Ledger file (F0911) when you generate the journal entry for the purchase card transaction.

To add expense category information

Using the Expense Category Selection Window (P01P04W), employees can choose the expense category that best describes the items they purchased and the system enters the accounting information. This allows you to more accurately account for each purchase. The expense categories group like items and share common accounting information, such as the same account or subledger.

Employees can also choose Account/Expense Category Format Toggle (F2) to toggle the view of the Expense Category and Account Number fields. Depending on which format they choose, one of these fields displays in the main area of the detail line and the other in the fold area of the detail line or vice versa. When employees choose an expense category from P01P04W, the account number displays on the Purchase Card Trans Details screen. Employees can enter a different account number if necessary or manually enter the account number or the expense category.

1. On Purchase Card Transaction Detail, toggle (F2) to display the Expense Category field, if necessary.

2. In the Expense Category field, choose Field Level Help (F1).

Figure 5–4   Expense Category Selection window
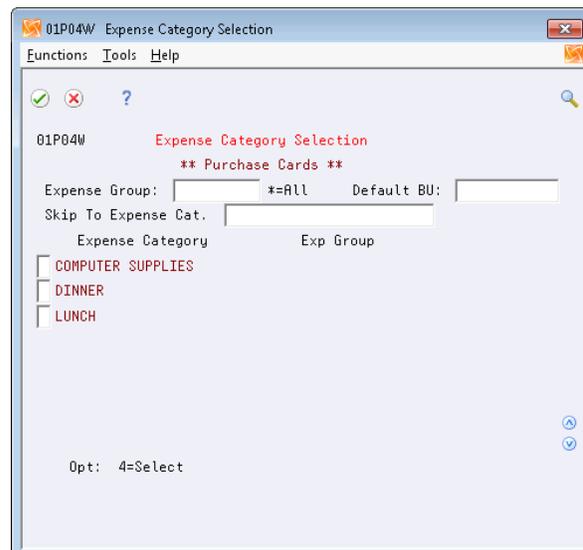
3. On Expense Category Selection, choose an expense category.

4. On Purchase Card Transaction Detail, click Change.

To revise enhanced subledger information

Using the PCard Transaction - Enh. Subls. program (P1601P1), you can change enhanced subledgers for the transaction.

Depending on the value of the Store Cardholder field in the Purchase Card Constants (P01P00), the system might store the address book number of the employee in either the Enhanced Subledger Type 1 (ABR1) or Enhanced Subledger Type 2 (ABR2) fields. Otherwise, the system stores it in the Subledger field (SBL) that displays on the Purchase Card Trans Details screen (P01P111).

1. On Purchase Card Transaction Detail, choose Enhanced Subledger (F12) to access PCard Transaction - Enh. Subls.

Figure 5–5   PCard Transaction - Enhanced Subledger screen
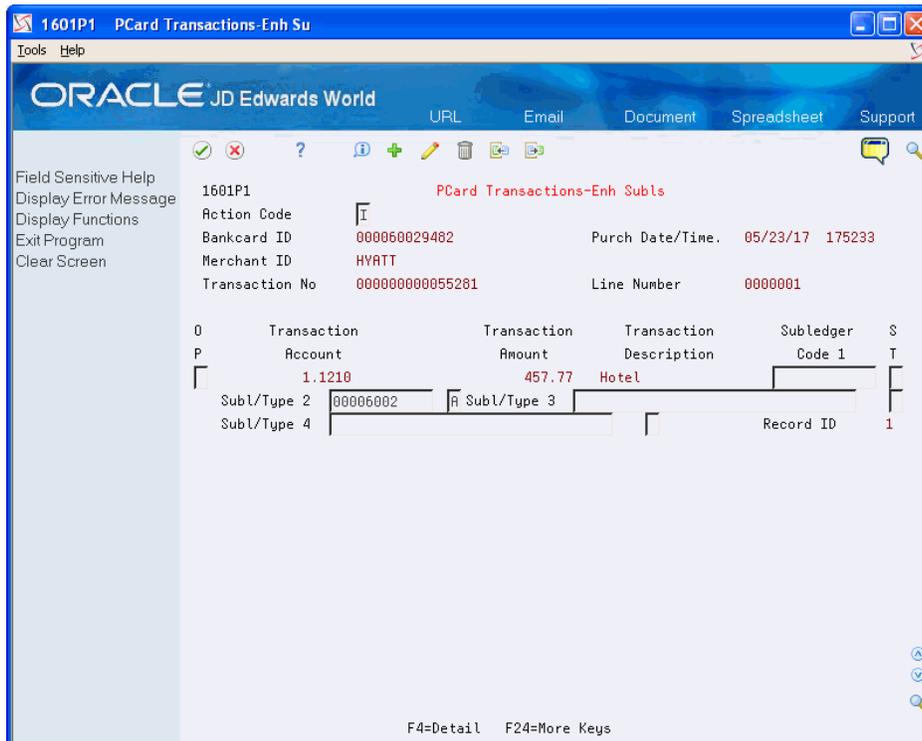
2. On PCard Transaction - Enh. Subls. access the detail area.

3. Complete the following fields and click Change:

   - Enhanced Subledger 1-4

   - Subledger Type 1-4

4. On Purchase Card Transaction Detail, click Change.

5.3 Approving Transactions

Before you can generate journal entries or vouchers for purchase card transactions, they must be approved. You can approve one or more transactions using the Transaction Workbench. If you approve a transaction in error, you can also unapprove it, as long as you have not generated journal entries or vouchers for it. The system updates the Status field (CDSP) to 1 when you approve transactions. Once you generate journal entries or vouchers, you cannot change the approval status or make

any revisions except to the Reason Code (CDSR) and Receipts Status (CDSR) on P01P11.

If Approvals Management is active and a manager approves the transaction using P01P200, the status changes to 0 - Proceed through Approvals Management. You must then use the Approval Workbench program (P00A12) to complete the approval process. See Overview to Approvals Management in the *JD Edwards World Technical Tools Guide* for additional information about using this process.

On Transaction Workbench, perform one of the following:

- To approve all transactions, choose Approve All Displayed (F5). The system loads 6 in the Option field for all detail lines. Press Enter to complete the task.

- To approve a single transaction, use Option 6 (Approve) and press Enter.

- To unapprove all transactions, choose Un-approve All Displayed (F6). The system loads 11 in the Option field for all detail lines. Press Enter to complete the task.

- To unapprove a single transaction, use Option 11 (Unapprove) and press Enter.

5.4 Rejecting Transactions

You cannot reject transactions directly from the Transaction Workbench; you must enter 2 in the Status field in the PCard Transaction/Information program (P01P11) to prevent transactions from being processed. You must then revise the transactions before they are approved and you create journal entries or vouchers for the transactions. See Section 5.1, "Reviewing and Revising Transactions."

If Approvals Management is active and a manager rejects the transaction, the status changes to 2 - Do Not Process Transaction. You must then revise the transaction to complete the approval process. See Overview to Approvals Management in the *JD Edwards World Technical Tools Guide* for additional information about using this process.

6

Creating Journal Entries

After you process, review, and approve purchase card transactions, you create journal entries to record the purchase card expense using the Create Journal Entries program (P01P520).

6.1 Overview to Creating Journal Entries

When you run the Create Journal Entries program, the system generates journal entries in the Account Ledger file (F0911) for the PCard expense accounts that it retrieves from the F01P111 file (Transaction Distribution File) according to the data selection that you use. The program generates separate journal entries based on the following criteria:

- Employee Company
  The system derives the employee company based on the business unit that you assign in the Employee/Card Revisions program (P01P01). The system uses this company as the document company of the journal entry. If you generate journal entries for employees in different companies, the system generates a journal entry for each company.

- Date of Purchase
  The system uses the Date of Purchase to derive the G/L Date of the journal entry. Based on the setting of the Transaction Processing processing option, the system generates one journal entry for each purchase date or one journal entry for all purchases made within the same G/L period

- Number of Detail Lines on the Journal Entry
  The system limits the lines in one journal entry to 9999. After the system creates 9999 lines for one journal entry, it creates a new journal entry for additional lines.

The program creates journal entries in the domestic currency to the AA ledger only.

After you generate a batch of journal entries, you must approve the batch and post it to update the Account Balances file (F0902).

What You Should Know About

Topic	Description
Enhanced Subledger Accounting (ESA)	JD Edwards World provides a mechanism to summarize the Enhanced Subledger 1 and 2 fields when you run the Post program. This supersedes the standard set up.It allows you to specify summarization and also allows the optional entry of the subledger/type.
	You set the Store Cardholder Number field in the Purchase Card Constants program (P01P00) in conjunction with UDC 01P/PO.
	ESA is a hard coded value in UDC 01P/PO. The Special Handling Code field of this UDC determines how the system summarizes journal entries. If you set this field to 1, Enhanced Subledgers 1 and 2 are summarized for PCard journal entries when you run the Post program. If you set the field to 2, Enhanced Subledgers 1 and 2 are summarized for all journal entries when you run the Post program.

6.2 Creating Journal Entries

Navigation

From Purchase Card Processing (G01P1), choose Transaction Processing

From Transaction Processing (G01P11), choose Create Journal Entries

6.2.1 Processing Options

See Section 18.15, "PCards - Create Journal Entries (P01P520)."

6.2.2 Data Selection

Do not change the following data selection:

- Create Journal Entry Date EQ   *ZEROS
- Transaction Status   EQ   1

You can add additional data selection as desired.

6.2.3 Data Sequence

Depending on the processing option setting for the date to assign as the G/L date, the data sequence for the DREAM Writer version varies:

Purchase Date as G/L Date

If you set the processing option to use the purchase date, the data sequence for the DREAM Writer version is as follows:

- Employee Company   001
- Currency Code   002
- Date of Purchase   003
- Unique Key ID (Internal) 004

Statement Date as G/L Date

If you set the processing option to use the statement date, the data sequence for the DREAM Writer version is as follows:

- Employee Company   001
- Currency Code   002
- Statement Date   003
- Date of Purchase   004
- Unique Key ID (Internal)   005

7

Processing Statements

Processing statements is not a required process, but it is highly recommended unless you have an agreement with your bank to pay the amount transmitted. The benefit of processing and reconciling statements is that it ensures you pay only for what is due and that you are billed correctly.

Before processing statements, you must upload the information from your bank into the Purchase Card - Bank Transmissions file (F01PBKZ). Then, you use the Receive Statement Transaction program (P01P561) to process the information into the Statement File Header (F01P12) and Statement File Detail (F01P121) files. After you process the statement, you can reconcile it to the transactions and then generate a voucher to pay the bank for the statement amount.

You use the programs described in this chapter for both the Purchase Card Management and Travel and Expense systems.

Before You Begin

Review Chapter 3, "Understanding the Process Mode."

Processing statements includes these topics:

- Section 7.1, "Uploading the Bank Transmission for Statements,"
- Section 7.2, "Processing Statements,"
- Section 7.3, "Reconciling Statements to Transactions."

7.1 Uploading the Bank Transmission for Statements

To upload statements from the bank, you must create a custom program or use the batch import process to upload the data to the Purchase Card - Bank Transmissions file (F01PBKZ).

See Appendix B, "Importing Batch Data into the System" for information about using the batch import process.

See Appendix D, "Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Statements" for information about mapping the fields into the F01PBKZ file.

As part of your testing process, you might want to add a statement manually to the F01PBKZ file so you can see how the system updates and stores data.

See Appendix E, "Manually Adding a PCard Transaction or Statement" for detailed steps.

What You Should Know About

Topic	Description
Processing Non-Cardholder Statement Transactions	If a statement includes transactions for fees or services that are not specific to any one cardholder, you might need to set up the bank or credit card company as an employee cardholder so that you can process these transactions on the statement from the F01PBKZ file. To easily identify the bank as the cardholder, assign 0000 or 9999 as the a Bankcard ID.

7.2 Processing Statements

After you upload statements from your bank into the Purchase Card Bank Transmission file (F01PBKZ), you run the Receive Statement Transaction program (P01P561) to process them into the F01P12 and F01P121 statement files.

Depending on how you set the Transaction or Detail Level Processing processing option, the system creates records in the Statement File Detail (F01P121) in detail or summary mode.

Navigation

For Purchase Cards:

From Purchase Card Processing (G01P1), choose Transmission Processing

From Transmission Processing (G01P13), choose Receive Statement Transaction

For Travel and Expense:

From Travel and Expense Processing (G01P2), choose Transmission Processing

From Transmission Processing (G01P13), choose Receive Statement Transaction

7.2.1 Processing Options

See Section 19.10, "PCard Bank Statement Transmission Proof (P01P561)"

7.2.2 Data Selection

Do not change the following hard-coded data selection:

- Processed (Y/N) NE Y
- Transaction Type EQ 2

You can add additional data selection.

7.2.3 Data Sequence

Do not change the following hard-coded data sequence:

- User ID   001
- Batch Number   002
- Transaction Number   003
- Line Number   004
- EDI - Transmission Date   005

7.3 Reconciling Statements to Transactions

After you successfully process statements, you can reconcile them to the transactions to ensure accuracy, and then generate a voucher to pay the statement.

You can reconcile statements automatically or manually, depending on your business processes and how you process the information into the following files:

- Transaction File (F01P11)

- Travel and Expense Transaction file (F01P13)

- Statement File Header (F01P12)

- Statement File Detail (F01P121)

You can review statement information and the associated details using the Statement Inquiry program (P01P201) as long as the statement is not reconciled. After you reconcile transactions to the statement, you can no longer review those details.

When you reconcile transactions, the system updates the following:

- Statement Number (STBA) and Statement Date (STMD) fields in the Transaction file (F01P11)

- Number of Items to be Reconciled (RECI) in the Statement File Header file (F01P12)

  The system decreases the value by one (1) for each transaction that is successfully reconciled. This number must be zero (0) in order to purge the statement.

- Statement Processed Date (PRSD) field in the Statement File Detail file (F01P121)

  The system assigns the system date (the date on which the transaction was reconciled).

- Statement Date (FKD3) in the A/P Ledger file (F0411) if a voucher has been generated for the PCard transaction.

  Otherwise, the system updates this field when you generate vouchers.

The process to reconcile statements includes:

- Reconciling statements automatically

- Reviewing and manually reconciling statements.

7.3.1 Reconciling Statements Automatically

If you coordinate how you process your transactions, summary or detail process mode, (based on how you set the Transaction or Detail Level Processing processing option), then you can use the Statement Reconciliation program (P01P500) to automatically reconcile your transactions.The system matches transactions from the F01P121 and F0P11 files using the following key fields:

- Bankcard unique ID

- Merchant ID

- Purchase date

- Purchase time

- Purchase amount

If the program locates an exact match, the statement transaction record prints on the Bank Card Statement/Transaction Reconciliation Report (R01P500).

Navigation

For Purchase Cards:

From Purchase Card Processing (G01P1), choose Transaction Processing

From Transaction Processing (G01P11), choose Statement Reconciliation

For Travel and Expense

From Travel and Expense Processing(G01P2), choose Transaction Processing

From Travel and Expense Transaction Process (G01P21), choose A/P Audit/Accounting

From T&E A/P Audit Transaction Process (G01P211), choose Statement Reconciliation

7.3.1.1 Data Selection

Do not change the following data selection:

- Processed Date EQ *ZEROs.

You can add additional data selection as desired.

7.3.1.2 Data Sequence

Do not change the following data sequence:

- Bank Statement Number   001

- Statement Date   002

- Purchase Date   003

- Purchase Time   004

7.3.2 Reviewing and Manually Reconciling Statement Information

You use Statement Inquiry (P01P201) to review the statement transactions that were not automatically reconciled and manually reconcile them. You might need to manually reconcile statements when:

- You cannot use the automatic reconciliation process. You receive receipt item details and process your purchase card transactions in detail mode, but you receive only receipt totals for the statement. In this case, the system cannot match the values in the key fields to perform auto reconciliation.

- The system could not auto reconcile specific transactions due to any number of reasons, such as the purchase card transaction was not transmitted or was transmitted with information different from the statement.

- You receive credits for returned purchases within the same statement period and the statement reflects zero. In this case, there would be two transactions lines for a positive and negative amount denoting the initial purchase and return in F01P11, but only one transaction in F01P121 for a zero amount.

- Your company's business practice requires manual reconciliation.

When you locate the statement, the system displays all of the statement detail lines from F01P121 that contain that statement number for the credit card type (such as VISA). You can access the detail area to view which lines in the statement were reconciled. The system does not allow you to reconcile an item that is reconciled.

When you access the Manual Reconciliation screen, the program displays the corresponding records from the Transaction File (F01P11) or Travel and Expense Transaction file (F01P13) that have the same Bankcard Unique ID (CCUK) and Merchant ID (MID#) as the statement record and have not been reconciled. Depending on how often you process purchase card transactions, it is possible to see transactions that do not apply to the statement.

If the system does not locate a matching record, then the transaction was never received or an error exists in either the F01P11, F01P13, or F01P121 record with respect to the information transmitted.

To manually reconcile the statement, you must choose the detail lines that apply to each receipt in the statement. The amount of the detail lines must equal the statement transaction (receipt). You cannot partially reconcile a statement receipt; you must reconcile all of the detail lines. Otherwise, the system displays an error.

Adding Transactions to the PCard Files

If the statement includes charges that are not related to a specific cardholder, such as fees for processing, you can use the Transaction Creation program (P01P120 for Purchase Cards) or (P01P121 for Travel and Expense) to add these records to the transaction files (F01P11, F01P111, and F01P13) so that you can complete the statement reconciliation process.

When you add a miscellaneous expense using P01P120 or P01P121, the system automatically generates the records in the F01P11, F01P111, and F01P13 files and updates them as reconciled.

Reviewing and manually reconciling statements includes the following tasks:

- To review unreconciled statement transactions

- To manually reconcile statement transactions

- To add a transaction

Navigation

For Purchase Cards:

From Purchase Card Processing (G01P1), choose Transaction Processing.

From Transaction Processing (G01P11), choose Statement Inquiry.

For Travel and Expense

From Travel and Expense Processing(G01P2), choose Transaction Processing

From Travel and Expense Transaction Process (G01P21), choose A/P Audit/Accounting

From T&E A/P Audit Transaction Process (G01P211), choose Statement Reconciliation

7.3.2.1 Processing Options

See Section 18.7, "Purchase Card - Statement Inquiry (P01P201)."

To review unreconciled statement transactions

1. On Statement Inquiry, perform one of the following:

    - Complete the Statement Number field.

    - Choose Field Sensitive Help in the Statement Number field.

2. On PCard Statement Selection (P01P12W), choose a statement.

3. To narrow your search, complete any of the following fields:

  ■ Company

  ■ Business Unit

  ■ Merchant

  ■ Bank Card ID

  ■ Purchase Dates

  ■ Ascending/Descending

  ■ Reconciled

  ■ Cardholder

Figure 7–1   Statement Inquiry screen
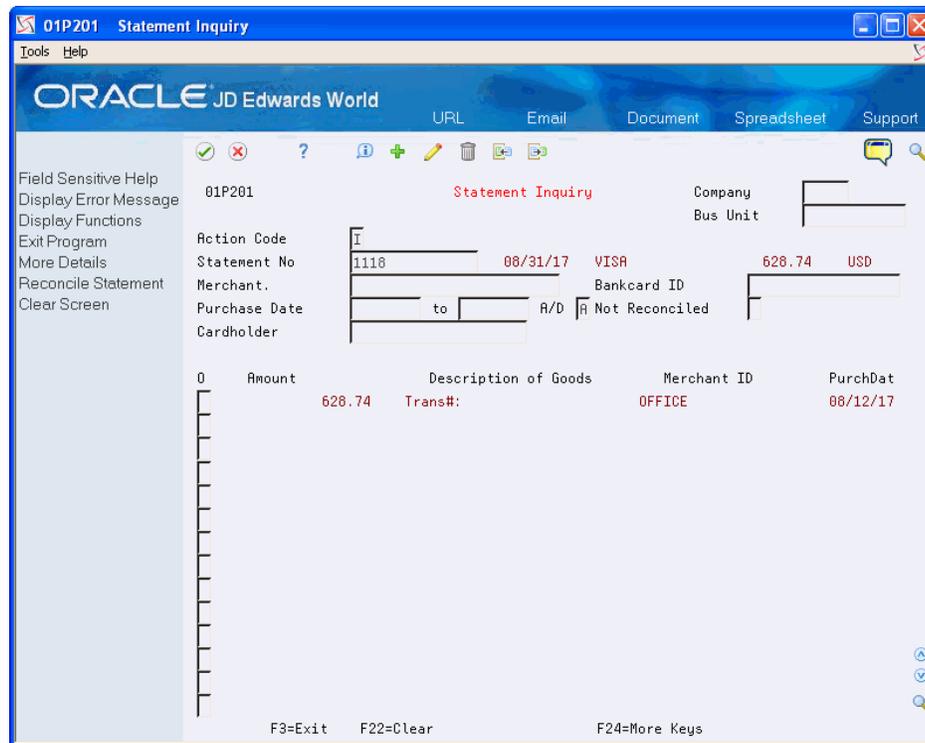
4. Click Inquire.

5. Choose More Details (F4).

6. Enter 1 in the Option field.

7. On Manual Reconciliation, review the individual transactions.

Figure 7–2   Manual Reconciliation screen
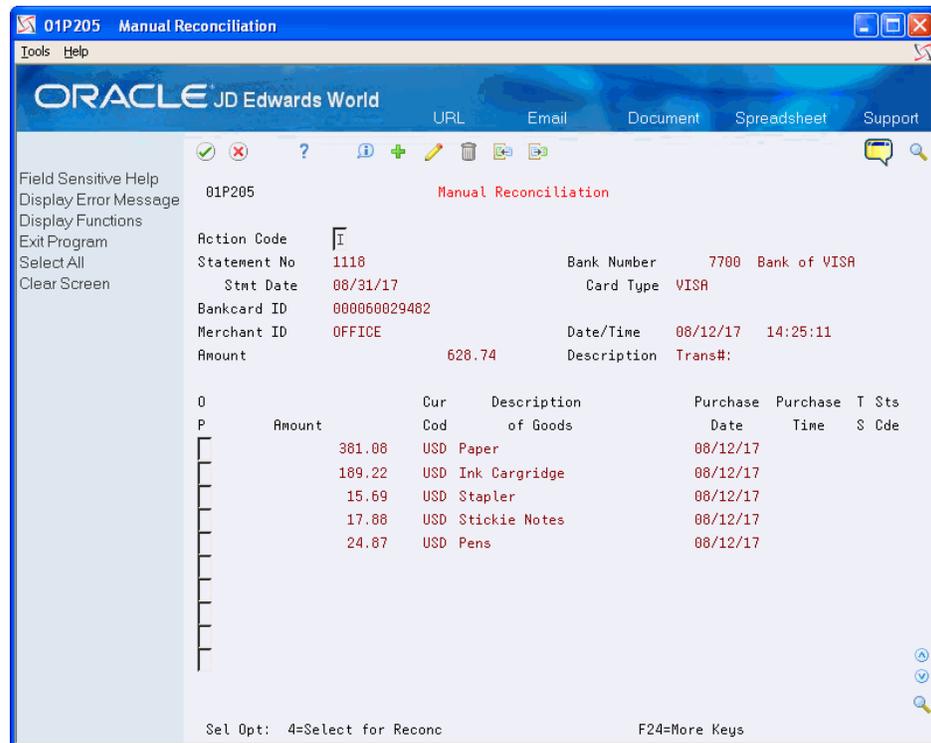
Field	Explanation
Statement Number	The statement number assigned by the bank for the bank account.
A/D	This field will be used to indicate the desired sequence in which the data is to appear. An A will indicate ascending sequence anything else will be assumed to indicate a descending sequence.
Reconciled	A flag indicating whether the record or transaction has been reconciled.

To manually reconcile statement transactions

Note that the system displays all unreconciled transactions from F01P11 or F01P13 that have the same Bankcard Unique ID (CCUK) and Merchant ID (MID#) as the statement record, but do *not* necessarily the same statement number.

1. On Manual Reconciliation, perform one of the following and click Enter:

- ■ Enter 4 in the Option field to reconcile a single purchase card transaction.

- ■ Choose Select All (F6) to reconcile all the purchase card transactions that appear.

   The system enters 4 in the Option field of each line.

   If the purchase card amount matches the statement transaction amount, the system displays the Statement Inquiry screen for you to continue to the next item; otherwise, it displays an error.

To add a transaction

Occasionally you might need to manually add a transaction that is on the statement.

1. On Manual Reconciliation, choose Create/Reconcile New Transaction (F10).

2. On Transaction Creation (P01P120 or P01P121), perform one of the following and click Add:

   ■ For Purchase Cards, complete the Account Number and Explanation fields.

   ■ For Travel and Expense, complete the Quantity (Units) field.

Figure 7–3   Purchase Card Transaction Creation screen

8
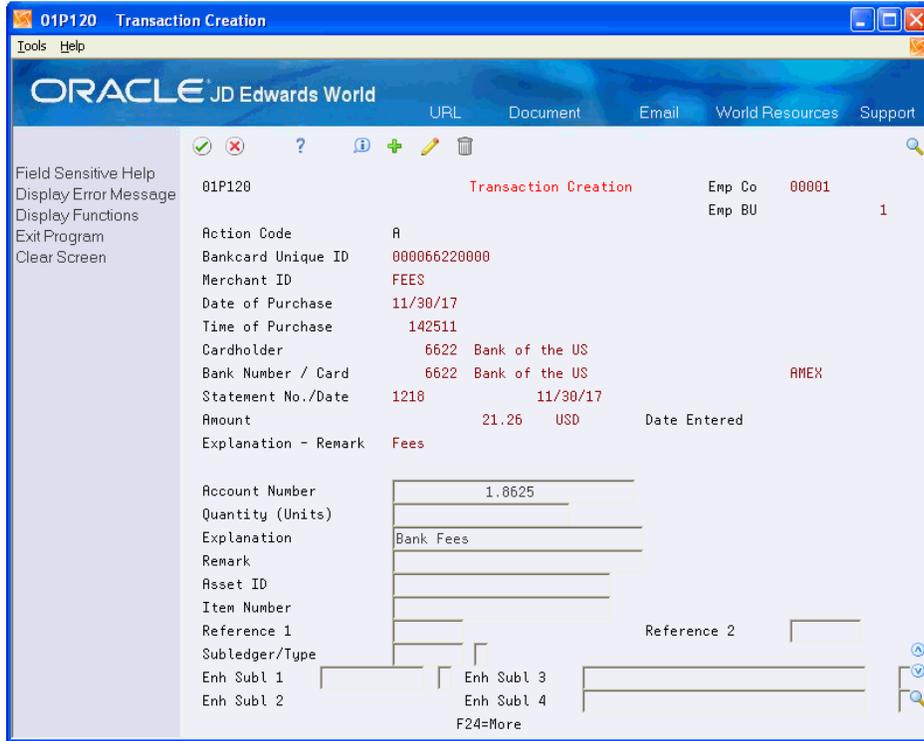
Creating Vouchers

Although generating vouchers form the PCard system is an optional task, it streamlines your process to pay the bank and it provides an audit trail back to the purchase card transactions.

This chapter includes these topics:

-
-

8.1 Creating A/P Vouchers

You run the Create A/P Vouchers program (P01P510) to generate vouchers in the Accounts Payable Ledger file (F0411) to pay the bank for purchases made by your employees. You can generate vouchers before or after you generate journal entries; however, if you process statements you should not generate vouchers until the statement is reconciled. Using data selection, you can specify to generate vouchers only for PCard transactions that have a statement number. This ensures that you do not generate vouchers for transactions that are not due.

Processing vouchers from the PCard system provides offset accounting entries to correspond with those the system generates when you create journal entries:

- When you create journal entries, the system debits an expense account for the purchased item and credits a suspense distribution account that the system retrieves using the CCP automatic accounting instructions (AAIs).

- When you create vouchers, the system retrieves the same account from the CCP AAIs to use as the suspense distribution account, which offsets it.

Ultimately, if you generate journal entries and vouchers for all outstanding purchase card transactions, the balance in the suspense distribution account is zero.

This is an example of the journal entries that the system writes when you create journal entries and vouchers from the PCard system:

	Journal Entry Creation			Voucher Creation	
Account	Explanation	Amount	Account	Explanation	Amount
1.8330	Meal	52.68	1.4115	Suspense Acct	437.08
1.8650	Computer Supplies	266.14			
1.8120	Postage	118.26			

	Journal Entry Creation			Voucher Creation	
Account	**Explanation**	**Amount**	**Account**	**Explanation**	**Amount**
1.4115	Suspense Acct	437.08-			

Depending on whether you track merchants, the system assigns the payee differently:

■   If you track merchants, the system uses the merchant as the supplier and the bank as the alternate payee when you generate vouchers, unless you use a one-time-payment (OTP) supplier, in which case the system uses the bank as both.

■   If you do not track merchants, the system uses the bank as both the supplier and alternate payee.

Regardless of whether you track merchants, the system updates the subledger field in the Account Payable Ledger file (F0411) with the address book number of the cardholder. If you process statements, the system updates the Statement Date field (RPFKD3) on the voucher regardless of whether you generate the statements prior to or after you generate vouchers.

What You Should Know About

Topic	Description
Enhanced Subledger Accounting (ESA)	JD Edwards World provides a mechanism to summarize the Enhanced Subledger 1 and 2 fields when you run the Post program. This supersedes the standard set up. It allows you to specify summarization and also allows the optional entry of the subledger/type.
	You set the Store Cardholder Number field in the Purchase Card Constants program (P01P00) in conjunction with UDC 01P/PO.
	ESA is a hard coded value in UDC 01P/PO. The Special Handling Code field of this UDC determines how the system summarizes journal entries. If you set this field to 1, Enhanced Subledgers 1 and 2 are summarized for PCard journal entries when you run the Post program. If you set the field to 2, Enhanced Subledgers 1 and 2 are summarized for all journal entries when you run the Post program.

8.1.1 To Create Vouchers

Navigation

From Purchase Card Processing (G01P1), choose Transaction Processing

From Transaction Processing (G01P11), choose Create A/P Vouchers

Before You Begin

If you plan to have the system access a version of the A/P Functional Server (XT0411Z1), set the Default Document Types processing option and verify the values in all other processing options for this version of XT0411Z1. Because you can specify this version in the Override Standard A/P Voucher Processing processing option of the Create Vouchers program (P01P510), P01P510 accesses the values in the XT0411Z1 version.

JD Edwards World recommends that you assign a unique document type to these vouchers so that you can exclude them from Merchant Activity using the Allowed Doc Types Categories program (P0060).

If you plan to have the system access a version of the A/P Functional Server (XT0411Z1), set the Default Document Types processing option and verify the values in all other processing options for this version of XT0411Z1. Because you can specify this version in the Override Standard A/P Voucher Processing processing option of the Create Vouchers program (P01P510), P01P510 accesses the values in the XT0411Z1 version.

JD Edwards World recommends that you assign a unique document type to these vouchers so that you can exclude them from Merchant Activity using the Allowed Doc Types Categories program (P0060).

8.1.2 Processing Options

See Section 18.14, "Create Vouchers - Merchant Tracking (P01P510)."

8.1.3 Data Selection

Do not change the following data selection:

- Create Voucher Date   EQ   *ZEROS
- Transaction Status   EQ   1

You can add additional data selection as desired:

- To generate vouchers only for transactions that have been reconciled, add the following data selection: Statement Number NE *BLANK.
- To generate vouchers only for transactions for which you have generated journal entries, add the following data selection: Create Journal Entry Date NE *ZERO.

8.1.4 Data Sequence

Depending on the processing option setting that you use to assign the G/L date and whether you track merchants, the data sequence for the DREAM Writer version varies. Review each ZJDE000x DEMO version and copy the version that corresponds to your business process to ensure that you use the correct data sequence.

8.2 Reviewing Vouchers and Related PCard Journal Entries

After you generate vouchers, you can review them using the Supplier Ledger Inquiry program (P042003). Additionally, you can view the corresponding journal entries generated for the expense portion of the PCard transaction.

Navigation

From Accounts Payable (G04), choose Supplier and Voucher Entry.

From Supplier and Voucher Entry (G0411), choose Supplier Ledger Inquiry.

To review vouchers and related PCard journal entries

1. On Supplier Ledger Inquiry, locate the bank or financial institution that processes the purchase card transactions.

2. To narrow your search for PCard vouchers, choose Additional Selection Window (F6).

3. Enter P in the Voucher Type field and click Enter to display only vouchers generated from the PCard system.

4. On Supplier Ledger Inquiry, enter 10 in the Option field.

On PCard Voucher to Journal, only the journal entries that comprise the expense portion of the corresponding voucher display.

Figure 8–1   PCard Voucher to Journal
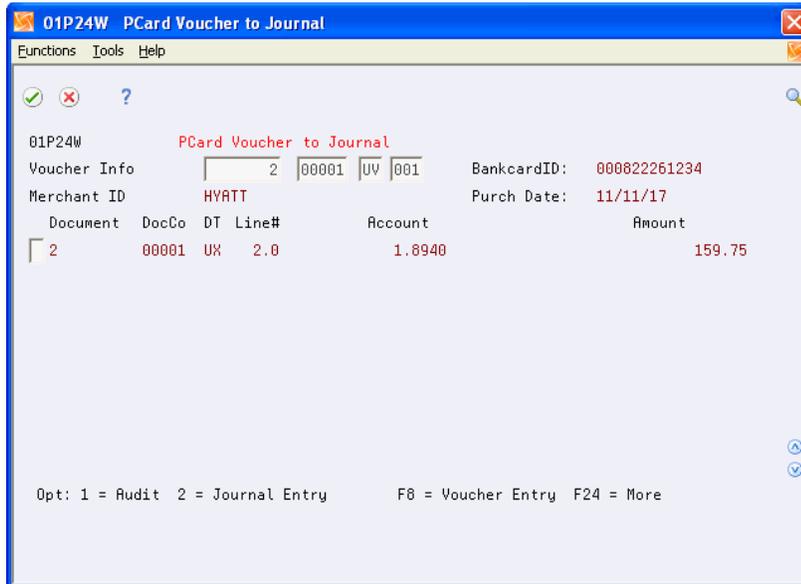
5. On PCard Voucher to Journal, enter 2 in the Option field.

All journal entries associated with the voucher display.

Figure 8–2   Journal Entries screen

9

Working with Purchase Card Reports and Inquiries

At any time during the purchase card process, you can review transactions or employee and merchant information. In addition to the Transaction Workbench and Statement Inquiry programs, the Purchase Card Management system provides additional reports and an inquiry program that you can use to review purchase card information.

This chapter includes the following topics:

- Section 9.1, "Printing the Transaction Report (P01P400),"
- Section 9.2, "Printing the Transaction Activity Report (P01P404),"
- Section 9.3, "Reviewing Merchant Activity (P01P220),"
- Section 9.4, "Reviewing Merchant Summary (P01P225),"
- Section 9.5, "Printing the Employee Card Information Report (P01P401),"
- Section 9.6, "Printing the Merchant Information Report (P01P402),"
- Section 9.7, "Printing the Bank Information Report (P01P403),"
- Section 9.8, "Printing the Transmission Log Reports."

9.1 Printing the Transaction Report (P01P400)

Use the Transaction Report (P01P400) to print a report of purchase card transactions from the Transaction File (F01P11) and Transaction Distribution File (F01P111). Using this report, you can review transactions to determine which require employee payment, which might involve fraud, or which are ready to purge. You can provide this report to managers as well as bankcard providers.

You can also use the Export feature to export data to third-party interfaces and expense programs and to transmit items you dispute to the bank.

Navigation

From Purchase Card Processing (G01P1), choose Reports and Inquiries

From Purchase Card Report and Inquiries (G01P12), choose Transaction Report

9.1.1 Processing Options

Section 18.10, "Transaction Report (P01P400)"

9.2 Printing the Transaction Activity Report (P01P404)

Use the Transaction Activity Report (P01P404) to analyze transactions by employee and card. This report provides a view of your bankcard activity in a way that can pinpoint any problem areas or issues that you should focus on. For example, you might want to print data to show only monthly totals or choose to see only those totals that are over the limits.

Using the processing options for this DREAM Writer, you can limit the amount and type of information that appears in the report, choose only detailed or summarized transaction information, and so forth. You can also print a tally of daily, monthly, and yearly transactions or only those transactions that exceed the credit limits.

The first two lines of the report reflect purchase card information, and the limits and restrictions for the card. This information is followed by transaction information for the purchase card.

The report also indicates whether the purchase card is expired.

The system retrieves data for this report from the Transaction File (F01P11) and the Employee Purchase Card Information file (F01P01) using the PCard Employee/Transaction Join file (F01P01JA).

Navigation

From Purchase Card Processing (G01P1), choose Reports and Inquiries

From Purchase Card Report and Inquiries (G01P12), choose Transaction Activity Report

9.2.1 Processing Options

Section 18.13, "Transaction Activity Report (P01P404)"

9.2.2 Data Selection

J.D. Edwards World recommends that you do *not* change the following mandatory values:

- BankcardUnique ID   NE *BLANKS

If you choose Details (F4), you can see which of the two files in the join (F01P01 and F01P11) the system uses to retrieve information based on the data selection. For example, this DREAM Writer has two selections for Bankcard Unique ID, one from the F01P11 file (THCCUK), which the system uses to exclude transactions that are missing a value, such as those for preassigned cards, and one from F01P01 (ECCCUK) that includes all values.

9.2.3 Data Sequence

J.D. Edwards World recommends that you do *not* change the following mandatory values:

- Bankcard Unique ID   001
- Date of Purchase   002

9.3 Reviewing Merchant Activity (P01P220)

The Merchant Activity program (P01P220) provides information that helps you see your overall purchasing position with a merchant. The Merchant Activity program uses the address book number to retrieve transactions for display from the Account Ledger file (F0911). The program displays all records associated with the address book number, including non-purchase card transactions that you might create from other systems; however, you can use the Application Flag field to limit the display to only those transactions generated from the Purchase Card Management System, if desired.

Additionally, you can display totals (F18), print the ledger (F21), or access the Merchant Activity Summary program (P01P225) (F12).

You must enter the merchant ID or merchant address book number to limit your review to one merchant. You can press F1 in the Merchant ID field to display the PCard Merchant ID Selection program (P01P02W). This window includes the merchant ID, card type (AMEX, VISA, etc.), and the merchant name. You can also use the fields in the header portion of the screen to limit the search results, as well as use Additional Selections (F6).

Before You Begin

Set the Document Type Selection processing option to specify the document types to include or exclude (UDC 01P/DI or DX) from display on the screen.

9.3.1 To Review Merchant Activity

Navigation

From Purchase Card Processing (G01P1), choose Reports and Inquiries

From Purchase Card Reports and Inquiries (G01P12), choose Merchant Activity

1. On Merchant Activity, complete one of the following fields:

   - Merchant ID

   - Merchant Address

2. To narrow your selection, complete any of the following fields:

   - Merchant Card

   - From/Thru Date

   - Ascending/Descending Order

   - Subledger/Type

   - Application Flag

   - Account

   - or Business Unit

Figure 9–1   Merchant Activity screen
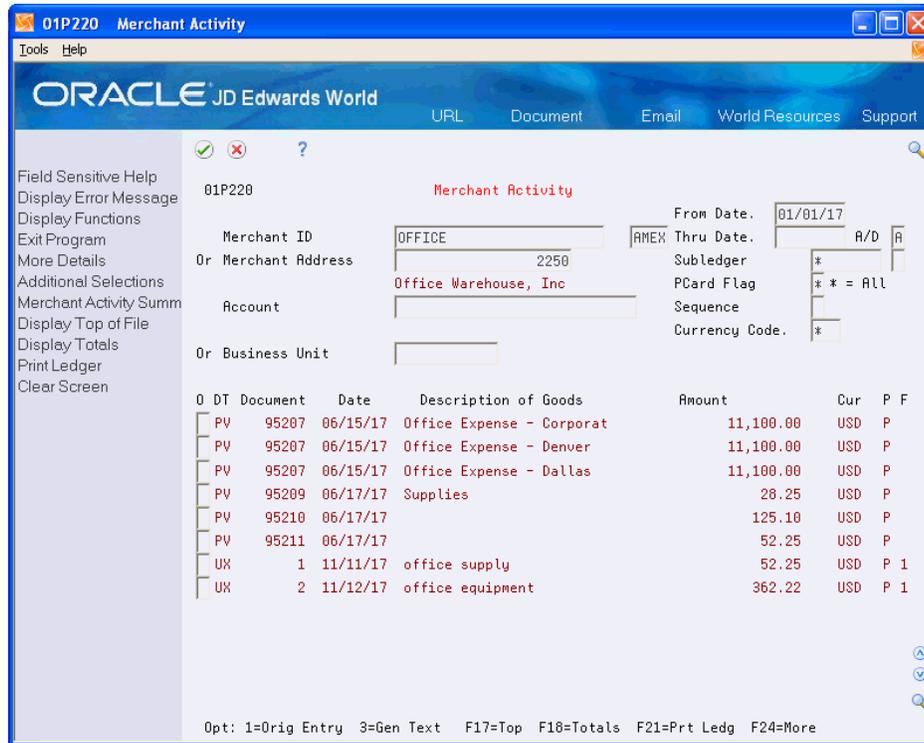
3. Choose Additional Selections (F6) to access the Additional Selections window that contains detailed information.

Field	Explanation
Application Flag	This flag indicates that the ledger record in the Account Ledger file (F0911) was generated via the Create Journal Entry program in the Purchase Card system (value '1') or through the Create Voucher program in Travel and Expense (value '2').
	Screen-specific information
	Use this field to limit the transactions that display to the originating system:
	■ Blank- Display only those transactions not generated from the Purchase Card Management system.
	■ 1 - Display only those transactions generated from the PCard system.
	■ * - Display all transactions.
	Note: The system updates the Application Flag field to 1 only on journal entries that are directly related to expenses (not offsets) from the PCard Transaction Distribution File (F01P111).

Field	Explanation
Sequence	A code used to designate the display sequence of the General Ledger records in the PCard Merchant Activity Inquiry. Valid values are: ■ Blank = Merchant Number, G/L Date ■ 1 = Merchant Number, Account Number (MCU/OBJ/SUB), G/L Date ■ 2 = Merchant Number, Document Type, Document Number
Currency	This currency field signifies whether currency is active and currency fields display. This flag is secondary to the system Currency Conversion field (CRYR) which, if on, will supercede the value in this field. However, if the system currency is off, you can use this field to activate currency conditions in specific programs.
P (G/L Post Code)	This code designates the status of the posting of each particular transaction in the General Ledger table. Valid codes are: ■ P - Posted. (This transaction cannot be altered.) ■ M - A model journal entry. ■ blank - Unposted status. This code also designates the status of the posting of each particular transaction in the A/R and A/P Ledger file. Valid codes are: ■ P - (paid) Transactions that have been processed through cash entries programs and will require being read again in the pre-post. ■ X - Transactions that have been processed through pre-post that were originally P from cash entries programs. ■ D - Transactions that have been successfully posted or that have been processed through the cash entries programs with a one-to-one record relationship with the general ledger (for example, adjustments, journal entry from cash receipts, and so on).
F (Application Flag)	This flag indicates that the ledger record in the Account Ledger file (F0911) was generated via the Create Journal Entry program in the Purchase Card system (value '1') or through the Create Voucher program in Travel and Expense (value '2').

9.3.2 Processing Options

Section 18.8, "Merchant Activity Inquiry (P01P220)"

9.4 Reviewing Merchant Summary (P01P225)

To view more than one year of merchant activity, use Merchant Activity Summary (P01P225). This program summarizes merchant activity from the Account Ledger file (F0911) and displays the amounts by period or by quarter for the last three years. You can review records by company or use company 00000 to display activity for all companies. Additionally, you can view activity by merchant and cardholder, as well as for a specific account.

If you activate currency, the program displays a Currency Code field that you can use to display amounts in a different currency. A processing option allows you to specify whether to retrieve the historical exchange rate, based on the G/L date, or to use the exchange rate in effect for today. The system retrieves the exchange rate from the Currency Exchange Rates file (F0015), recalculates the amounts for the currency specified, and redisplays the totals in that currency.

Like the Merchant Activity program (P01P220), Merchant Activity Summary provides a processing option for you to specify the document types to include or exclude from the totals. Specify the same value in this processing option that you use in Merchant Activity; otherwise, the totals will not be the same.

Additionally, Merchant Activity Summary is export-enabled so that you can easily download the results to an Excel spreadsheet, if desired.

9.4.1 To Review Merchant Summary

Navigation

**From Purchase Card Processing (G01P1), choose Reports and Inquiries**

From Purchase Card Reports and Inquiries (G01P12), choose Merchant Activity Summary

1. On Merchant Activity Summary, complete one of the following fields:

   ■ Merchant ID/Card

   ■ Merchant Address

Figure 9–2 Merchant Activity Summary screen
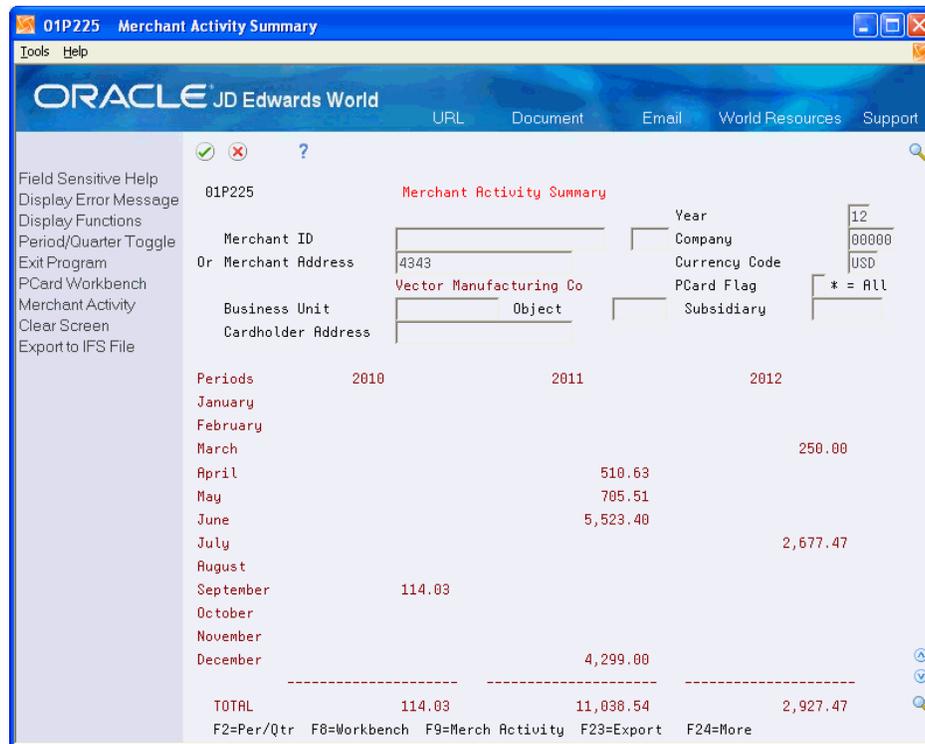
2. To narrow your selection, complete the following fields:

- Year

- Company

- Application Flag

- Business Unit

- Object

- Subsidiary

- Cardholder Address

9.4.2 Processing Options

Section 18.9, "Merchant Summary (P01P225)"

9.5 Printing the Employee Card Information Report (P01P401)

Use the Employee Card Information report (P01P401) to review purchase card information, such as card type, expiration dates, card usage code (CU), profile, and business unit, for your employees.

Processing options allow you to display additional information, such as credit limits, category codes, and approval information. You can also set a processing option to specify that you are running a Duplicate ID report. Any duplicate records that the system locates include an asterisk to the right of the Credit Card Type on this report. Additionally, you can specify the number of days prior to the expiration of a card that you want to receive notification. The system prints two asterisk next to the expiration month field in the report to indicate that the card is expired or will expire within the time frame specified.

You can use the Export feature to export data from this report to a financial institution. For example, you can export pre-assigned card information to your financial institution and electronically request new cards or change the credit or transaction limits of existing cards.

The system prints information from the Employee Purchase Card Information file (F01P01).

Navigation

From Purchase Card Processing (G01P1), choose Reports and Inquiries

From Purchase Card Reports and Inquiries (G01P12), choose Employee Card Information

9.5.1 Processing Options

Section 18.11, "Employee Card Information Report (P01P401)"

9.6 Printing the Merchant Information Report (P01P402)

If you track merchants, you can print the Merchant Information Report (P01P402) to review information from the corresponding Merchant Information file (F01P02). Different from the online Merchant Activity program, this report does not include the transactions generated to the Account Ledger file (F0911).

Abbreviated columns in the report include: HC (hold card). The system retrieves this value from the Hold Bankcard field (HLCC), which displays as Hold PCard Usage in

Merchant Information (P01P20). The Hold PCard Usage field is informational only; it does not stop the transaction from processing. However, by reporting on this field you can coordinate agreements you have made with your bank to prevent them from transmitting transactions from these merchants.

9.6.1 Processing Options (P01P402)

Section 18.12, "Merchant Information Report (P01P402)"

9.7 Printing the Bank Information Report (P01P403)

Use the Bank Information Report (P01P403) to review the information you have set up for the financial institutions that issue your purchase cards. You can also use data selection to limit the results that print to a specific card type or company. The system prints the information from the Bank File (F01P03) that displays on the Bank Information program (P01P03).

Navigation

From Purchase Card Processing (G01P1), choose Reports and Inquiries

From Purchase Card Reports and Inquiries (G01P12), choose Bank Information Report

9.8 Printing the Transmission Log Reports

When you process purchase card transactions and statements, each program (P01P560 and P01P561, respectively) has an Error File processing option that you can use to write errors to the Error Log File for Batch Processes (F00BLOG) that you can subsequently print using the Error/Log Report (P00ZERR). Because F00BLOG is used by many programs within JD Edwards World, the system provides different versions of the P00ZERR program to limit the errors that print to the specific program that generates them. For the Purchase Card Management system, you can run:

- Transaction Log (P00ZERR ZJDE0003) to print errors returned as a result of running Process Daily Transactions (P01P560).

- Statement Log (P00ZERR ZJDE0004) to print errors returned as a result of running Receive Statement Transaction (P01P561).

- Purchase Card Z-File Log (P00ZERR ZJDE0008) to print errors returned as a result of running Purchase Card Revisions (P01P01Z) and Merchant Revisions (P01P02Z).

Unless you use Data Selection, P00ZERR prints all error messages for transactions generated by the corresponding program. The system prints the error message only once, and then updates the Process Flag field (EDSP) in F00BLOG to Y.

Navigation

From Purchase Card Processing (G01P1), choose Reports and Inquiries

From Purchase Card Reports and Inquiries (G01P12), choose Error/Log Report

Alternatively, you can access this program from the Purchase Card Z File Processes menu (G01P01Z).

9.8.1 Data Selection

The data selection for this DREAM Writer includes Process Name. With the exception of version ZJDE0001, for which the Process Name is equal to *ALL, the Process Name is unique for each version that of P00ZERR that you run.

9.8.2 Data Sequence

The data sequence for this DREAM Writer includes the following mandatory values that you should *not* change:

■   Batch Number   001

■   Transaction Number   002

10

Purging Purchase Card Data

After you successfully process purchase card information, you can run purge programs to delete the processed transactions from your system.

If you do not activate the Automatic Purge processing option to purge transactions from the Purchase Card - Bank Transmissions file (F01PBKZ) after they successfully process, you can run the Purge Transactions program (P00PURGE) independently.

Additionally, you can run the Purge Transactions (P01P800) and Purge Statements (P01P801) programs to delete records from the PCard transaction (F01P11 and F01P111) and PCard statement (F01P12 and F01P121) files, respectively.

Purging purchase card data includes these topics:

- Section 10.1, "Purging Purchase Card Bank Transmissions,"
- Section 10.2, "Purging Purchase Card Transaction Files (F01P11 and F01P111),"
- Section 10.3, "Purging Purchase Card Statement Files (F01P12 and F01P121)."

10.1 Purging Purchase Card Bank Transmissions

If you do not activate the Automatic Purge processing option to purge transactions from the Purchase Card – Bank Transmissions file (F01PBKZ) after they successfully process, you can run version XJDE0049 of the Generic Purge Program (P00PURGE). Each version of P00PURGE has a different based on file, so it is imperative you choose the version that uses F01PBKZ as the Based On File in the Additional Parameters.

The P00PURGE program purges all records from F01PBKZ that have Y in the Processed (Y/N) field (EDSP).

Navigation

From Purchase Card Processing (G01P1), choose Transmission Processing

From Transmission Processing (G01P13), choose Purge Transactions

10.1.1 Processing Options

See Section 18.19, "Generic Purge Program (P00PURGE)"

10.1.2 Data Selection

Data selection includes the following hard-coded values that you cannot change:

- Processed (Y/N) EQ Y

Use additional data selection to control the processed transactions that you purge. For example, if you process both purchase card transactions and statements, you might want to add data selection for Transaction Type (EDTR) to purge only PCard transactions (Transaction Type EQ 1) or to purge only statement transactions (Transaction Type EQ 2.

10.2 Purging Purchase Card Transaction Files (F01P11 and F01P111)

When you have completed processing purchase card transactions, you can run the Purge Transactions program (P01P800) to delete them from the Transaction File (F01P11) and Transaction Distribution File (F01P111). The Purge Transactions program deletes only those transactions that are included in a journal entry. The F01P11 record has a value in the Create Journal Entry Date field (CRTJ).

The system locates records in F01P11 and uses the Unique Key ID field (UKID) to retrieve and purge the associated records from F01P111. The system also purges any generic text associated with the Transaction File (F01P11) from the Generic Text files.

Using additional data selection you can also limit the transactions to purge based on

Navigation

From Purchase Card Processing (G01P1), choose Purge Transactions

10.2.1 Processing Options

See Section 18.17, "Purchase Card Purge Transactions (P01P800)"

10.2.2 Data Selection

Data selection includes the following hard-coded value that you cannot change:

- Create Journal Entry Date NE   *ZEROS

Data selection includes the following optional values that you should review and modify to meet your business requirements:

- Create Voucher Date Not Equal *ZEROS

- Statement Date Not Equal   *ZEROS

10.3 Purging Purchase Card Statement Files (F01P12 and F01P121)

When you have completed reconciling your statements to purchase card transactions, you can run the Purge Statements program (P01P801) to delete statement transactions from the Statement File Header (F01P12) and Statement File Detail (F01P121) files.

The Purge Transactions program deletes only transactions from the transaction files F01P12 and F01P121 when the value in the in the Number of Items to be Reconciled field (RECI) in F01P12 is 0.

The system locates records in F01P12 and uses the Unique Key ID field (UKID) to retrieve the associated records from F01P121.

Navigation

From Purchase Card Processing (G01P1), choose Purge Statements

10.3.1 Processing Options

See Section 18.18, "Purchase Card Purge Statements (P01P801)"

Part II

Travel and Expense Management

The Travel and Expense Management part includes the following chapters:

11

Overview to Travel and Expense Management

This chapter contains the following topics:

11.1 Overview

The JD Edwards World Travel and Expense Management system allows you to 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 expense reports, and the flexibility to customize the system for evolving expense and travel policies.

Using Travel and Expense Management, you create and customize your expense reimbursement policies according to the type of expenses your employees incur. For each type of expense, you establish expense categories that you can customize to track pertinent information. You can further define daily allowances or per diem rules, and rules for when you require a receipt. You can also set up expense policies to differentiate between allowable and unallowable amounts for any expense category. You allocate this portion of an expense to a separate object and subsidiary account that you set up when you map expense accounts to expense categories.

You set up group profiles and employee profiles to specify the reimbursement method and currency. You generally reimburse the credit card company but you can reimburse employees for expenses they incur.

All expense reports require management approval using the Approvals Management system. You can set up the system for alternate and multiple approvals. Use distribution lists and workflow to set up alternate approving managers to expedite the approval process if managers change or are not available. Employees can also enter an estimated expense report for pre-approval by management. Once they submit the report, the system indicates that it is waiting for manager pre-approval.

After the approval process is complete, the system produces Accounts Payable vouchers that you use to process the payment.

11.2 Process

The Travel and Expense Management process includes the following tasks:

- Entering expense reports

  To request reimbursement for business trip expenses, employees must enter and submit expense reports. Each expense report consists of a header record and detail records. The header record contains basic information, such as the employee's address book number, the purpose of the trip, the business unit responsible for the expenses, etc. The detail records contain information about each of the expenses they incur. Before submitting expense reports, employees can review report totals and verify the expense amounts. Employees can also print reports for their records. When the employee creates an expense report, it creates a transaction in the Approvals Management system.

- Approving expense reports

  Expense reports require approval from supervisors or managers before employees receive reimbursement. Managers can either approve or reject the reports using the Approvals Management system. If a manager approves an expense report, the system changes the expense report status to indicate that it is ready for reimbursement. If the manager rejects an expense report, the system notifies the employee and the employee must revise and resubmit the report. Employees can also enter an estimated expense report for pre-approval by management.

- Reimbursing employee expenses

  When the expense report is approved, you can create vouchers to reimburse the financial institutions and employees. After processing the expense report, the system notifies the employee.

11.3 Integration

The Travel and Expense Management system integrates with other JD Edwards World systems including:

- Purchase Card Management
- Accounts Payable
- Approvals Management

If you choose to integrate this system with the Purchase Card Management system, see Section 1, "Overview to Purchase Card Management System," and Section 3, "Understanding the Process Mode," for more information.

You *must* set up and use the Approvals Management system. See Approval Management in the *JD Edwards World Technical Tools Guide* for more information.

11.4 Files

The JD Edwards World Travel and Expense Management system uses the following files:

Table	Description
Travel and Expense Credit Card Transactions (F01P13)	Stores information about the credit card charges incurred.
Travel and Expense Report Header (F01P17)	Stores information about the expense report, such as the employee ID, expense report type, expense report ending date, and expense report description.

Table	Description
Travel and Expense Report Detail (F01P171)	Stores information about the expense report details, such as the expense categories, expense date, and expense amount.

12

Setting Up Travel and Expense

Before you use the Travel and Expense system, you need to define certain information that the system uses during processing. You define this information to customize the system to meet your business needs.

The following table describes the setup information for Travel and Expense system:

Setup Feature	Description
Constants	Establish system basics, such as: ■ Whether to track merchants. ■ Where to store the cardholder number of the cardholder (employee). ■ Whether to use additional authorization for access and viewing the expense report. ■ Whether to display currency fields.
User Defined Codes (UDCs)	Define customized codes according to your business needs for: ■ Merchant Profiles (category codes) ■ Expense Groups ■ Mileage ■ Card Types ■ Employee Profiles
Merchant Category Codes (MCCs)	Set up or import the unique four-digit code that describes the goods or services provided by the merchant (supplier).
Profiles	Assign the allowed or restricted MCCs to each type of employee profile.
Expense Category Revisions	Set up or import each type of expense.
Mileage Rates	Set up units of measure and rates for mileage or point to point mileage codes.
Delegates	Set up authorized delegates for entering expense reports for another user.

This chapter includes the following tasks:

- Section 12.1, "Setting Up Constants"
- Section 12.2, "Setting Up UDCs"

- Section 12.3, "Setting Up MCCs"

- Section 12.4, "Setting Up Profiles"

- Section 12.5, "Setting Up Expense Categories"

- Section 12.6, "Setting Up Mileage Rates"

- Section 12.7, "Setting Up Point to Point Mileage"

- Section 12.8, "Setting Up Delegates"

- Section 12.9, "Setting Up Additional Travel and Expense Information,"

Before You Begin

- Determine if you need to use multi-currency. If your employees travel outside of your country and you want to record currency information, you should consider using this feature. The system will display the appropriate currency fields for tracking foreign and domestic purchase amounts. See Section 1.3, "Process Decisions to Make First" for more information.

  See Also: *JD Edwards World Multi-Currency Guide*

- Determine if you want to integrate the Travel and Expense system with the Purchase Card Management system. See Chapter 1, "Overview to Purchase Card Management System" for more information.

- Ensure that a User ID and Supplier Master record exists for each employee entering expense reports. See Enter Suppliers in the *JD Edwards World Technical Foundation Guide* and Defining User Profiles in the *JD Edwards World Technical Foundation Guide* for more information.

- If you plan use the Enhanced Subledger Accounting and User Reserved Information features, ensure they are set up to meet your business needs.

  See Entering User Reserved Information in the *JD Edwards World Address Book and Electronic Mail Guide* for more information.

  See Work with Enhanced Subledger Accounting in the *JD Edwards World General Accounting I Guide* for more information.

12.1 Setting Up Constants

You use the Constants program (P01P00) to establish a basic framework for how your Travel and Expense system works based on your business needs. JD Edwards World recommends that you do not change constants after they are set up because this might produce undesirable results. JD Edwards World also recommends that you ensure that only authorized personnel can access and change the constants.

You can set the Track Merchants field which allows you to perform inquiries and run reports by merchant so you can negotiate a better rate with those merchants with whom you do the most business or monitor the purchases from merchants designated as restricted.

Setting the Authorized Access field allows you to indicate which employees have the ability to review and print other employees expense reports.

If you set the Authorized Access field to 1, you must also enter the authorized users that have permission to view or change another users expense reports. To accomplish this, you set up parent/child relationships for employees/approvers in the Parent/Child Relationships program (P0150) for structure type TE. You access this program by choosing Authorized Access/Approvers (F6). You can also change the

labels for the Parent and Child fields using vocabulary overrides. See *Working with Vocabulary Overrides, Function Keys, and Generic Exits* in the *Technical Foundation Guide* for more information. You can also set the Field Protect processing option for P0150 to prevent users from changing the Organization Structure Type field. See *Work with Parent/Child Relationships* in the *J.D. Edwards World Address Book and Electronic Mail Guide*.

By choosing Access/Approvers by Business Unit (F9), you access the Allowed Access by Bus. Unit program (P01P25). You set up access by business unit to automatically create the cardholder access record in P0150 when you add new cardholders.

If your company does not use the multi-currency feature, you can choose Designated Currency Codes (F8) to access the Designate Currency Code program (P0013) and set up allowable currency codes. See the *JD Edwards World Multi-Currency Guide* for more information.

The system stores the constants in the Purchase Card Constants file (F01P00).

What You Should Know About

Topic	Description
Processing Option	The processing option allows you to choose the constants for the system in which you are working, either Purchase Card or Travel and Expense.
Currency Fields	If you change the values in these fields, the system applies the changes to *both* the Purchase Card and Travel and Expense systems.
	If you enter a value in the Currency Flag field, then you *must* complete the Base Currency field.

Navigation

From Travel and Expense Processing (G01P2), enter 29

From Travel and Expense Set-Up (G01P411), choose Travel and Expense Constants

To set up constants

1. On Travel and Expense Constants, complete the Track Merchants field.

2. Complete the following option fields and click Add.

   - Authorized Access

   - Currency Flag

   - Base System Currency Code

Figure 12–1   Travel and Expense Constants
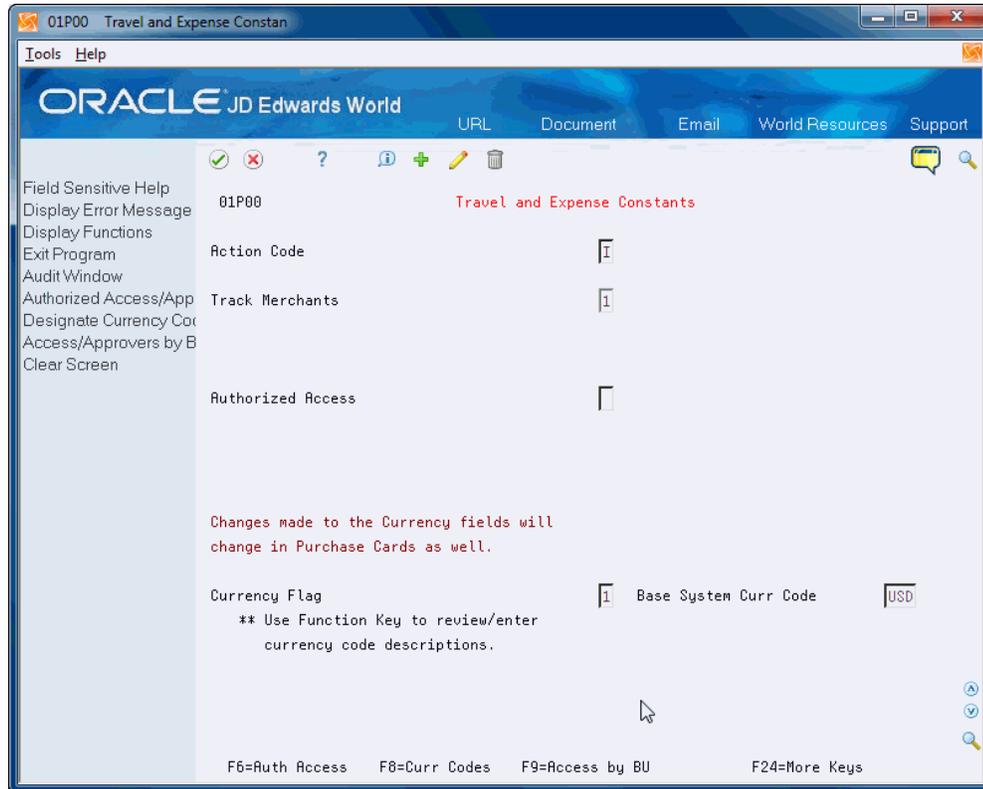
Field	Explanation
Track Merchants	Used to indicate whether we are tracking merchant information in the system.
	Screen-specific information
	You can set a processing option in the Expense Report Revisions program (P01P17) that allows you to bypass Merchant ID entry even if merchant tracking is active.

Field	Explanation
Authorized Access	This field is used to indicate whether additional authority will be required when determining who can review/change Purchase Card or Travel and Expense Transactions. If not in use, regular Business Unit Security, Action Code Security, and Menu Security may be used to limit who can have access to these Transactions.
	If the Authorized Access is invoked, you will be required to set up any additional users that have permission to view or change another user's PCard or Travel and Expense Transactions in the Organization Structure Revisions program (P0150).
	The Structure Type for PCard Approvers is 'PCD'. The cardholder is the 'parent' and any users allowed access to the cardholder's transactions are to be listed as the 'children'.
	There are two Structure Types for Travel and Entertainment. TE is used for users allowed access to view another employee's expense reports. The employee is the 'parent' and any users allowed access to the employee's transactions are to be listed as the 'children'. TED is used to identify delegates allowed to enter/change/view/submit/withdraw another employee's expense reports. The employee is the 'parent' and any users assigned as delegates are the children'.
	Because any user can enter/view/change their own transactions, there is no need to setup a record if there are not other users that have permission to view these transactions.
	You may set up groups of individuals allowed Access by Business Unit that can be applied directly and automatically to any new Employee/Card entered. If Authorized Access is invoked, you may exit to the Access by Business Unit program (P01P25) to set this up. This will simply reduce data entry required to set up Access individuals manually in the Organization Structure Revisions program.
Currency Flag	This currency flag signifies whether currency is active and currency fields are to be displayed. This flag is secondary to the system currency conversion indicator (CRYR) which, if on, will supercede this flag. However, if the system currency is off, this flag can be used to activate currency conditions in specific programs.
Base System Currency Code	A code that indicates the currency of acustomer's or a supplier's transactions.
	Screen-specific information
	You *only* set this field if you set the Currency Flag field to 1; otherwise, do not set this field.

12.1.1 Processing Options

See

12.2 Setting Up UDCs

Many programs in the JD Edwards World Travel and Expense Management system use UDCs to process information. Some of the UDCs are shipped with predefined data. You can change or delete the predefined data if it is not hard-coded, and you can

add UDCs to suit your business needs. Additionally, some UDCs utilize the Special Handling Code field, in the detail area. The value you enter in this field depends on the UDC table. Set up the following UDCs for the Travel and Expense Management system using the User Define Codes program (P00051):

- Credit Card Types (00/CA)
- Credit Card Usage (00/CU)

  Set up a credit card usage code for Travel and Expense. You can also set up a usage code as Multi-Use, so that employee can use the card for both the Travel and Expense and Purchase Card Management systems.

- Distance Unit of Measure (01P/DU)
- Expense Report Status (01P/ES)
- Manager Reason for Line Reject (01P/MR)
- Profiles (01P/PR)
- Status Reason Code (01P/RC)

See Section 2.3, "Setting Up UDCs for Purchase Card Management," and *Work with User Defined Codes* in the *JD Edwards World Technical Foundation Guide* for more information.

What You Should Know About

Topic	Description
UDCs for approving expense reports	You must also set up UDCs for the integration with the Approvals Management system. These include:
	- 00/TE for Travel & Expense Approval Files you use in the Approval Rule Set Calculation program (P00A10).
	- 00/AT for the Travel & Expense Approval Type you use in the Approver Rule Set program (P00A17).

Navigation
From Travel and Expense Processing (G01P2), enter 29

From Travel and Expense Set-Up (G01P411), choose the appropriate User Defined Code

Alternatively, you can enter UDC on the command line.

12.3 Setting Up MCCs

MCCs are a standard four-digit number that the credit card industry uses to classify businesses by the type of goods or services that they provide. You use MCCs not only to categorize your merchants, but also when you set up profiles for allowed or restricted merchants. Your bank might be able to provide you with a list of the codes they use or you can locate them on the Internet.

When you set up MCCs, you can use the Map 1, 2, 3 fields to create a relationship among merchant category codes for tracking and reporting purposes. Similar to a category code, these three fields are user-defined; however, you do not have to establish valid values. For example, you might want to assign T to the Map 1 field for

all MCCs that are travel related (air, hotel, car rental) or you might want to use O for all office-related MCCs.

You can set up MCCs manually using the Merchant Category Codes program (P01P21) or use the import/export process to upload them. See Appendix A, "Importing Merchant Category Codes"for information about the import/export process.

The system stores the MCCs in the Merchant Category (Commodity) Codes file (F01P21).

See Section 2.4, "Setting Up Merchant Category Codes (MCCs)"

Navigation

From Travel and Expense Processing (G01P2), enter 29

From Travel and Expense Set-Up (G01P411), choose Merchant Category Codes

12.4 Setting Up Profiles

Using profiles enables you to monitor the use of restricted merchants, as well as track how often certain merchants are used by employee cardholders. If you choose to use profiles, you must assign the list of allowed or excluded MCC values to the profile using the Profile - MCC Revisions program (P01P20).

See Section 2.5, "Setting Up Profiles,"for more information.

Navigation

From Travel and Expense Processing (G01P2), enter 29

From Travel and Expense Set-Up (G01P411), choose Profile - MCC Revisions

12.5 Setting Up Expense Categories

You set up expense categories to provide an easier method for employees to enter their purchase card expenses to the proper accounts. Instead of having to look up the expense account, employees can enter the expense category, such as Airfare, and the system provides the account information for them. Using the Expense Category Revisions program (P01P04), you set up each expense category with the account information that you want to use including:

- Business Unit
- Object
- Subsidiary
- Subledger/Subledger Type
- Enhanced Subledgers/Types
- Reference 1 and 2

To limit the number of categories your employees can view and choose from, you can group categories into logical subsets that tie to an Employee/Card using category codes in the Employee/Card file (F01P01). Groups are available for expense reporting but the ability to limit those groups by category code is not available in the Travel and Expense system.

You can set up expense categories manually or use the import/export process to upload them. See *Import/Export* in the *J.D. Edwards World Technical Tools Guide* for more information.

See Section 2.6, "Setting Up Expense Categories" for more information.

Detail Area Fields

You can complete the following optional fields in the detail area:

- Receipt Required Amount - You enter an amount that the system uses to determine if receipts are required for the purchase.

- Max Amount Allowed - Enter the maximum amount you allow employees to record on an expense report for this Expense Category.

- Receipt Required - Use this field to indicate that an employee must present a receipt before being reimbursed.

- Justification Required - Use this field to indicate that justification is required for this expense.

- Special Handling Code -Use this field for out of the ordinary processing, similar to the way you use this field in UDCs. If an M is the first character in this field, this designates the expense category as mileage for expense reports. You can designate only one expense category as mileage.

The system stores this information in the Expense Category File (F01P04).

Before You Begin

Set the Bank Card Application processing option for this program to ensure that the entries apply to the Travel and Expense system. If you leave this processing option blank, the entries apply to the Purchase Card Management system.

Navigation

From Travel and Expense Processing (G01P2), enter 29

From Travel and Expense Set-Up (G01P411), choose Expense Category Revisions

12.5.1 Processing Options

See Section 18.4, "T&E Category Revisions (P01P04)".

12.6 Setting Up Mileage Rates

You use the Mileage Rates program (P01P10) to set up and maintain the rates your company will reimburse for mileage based on the Distance Unit of Measure (01P/DU).

You set up the unit of measure, such as miles or kilometers and effective and expiration dates so that you possess a history of past rates and rates for the future.

When an employee enters mileage in an expense report, the system retrieves the rate based on the Distance Unit of Measure, and the start date of travel. The rate is multiplied by the distance traveled to arrive at the amount the company owes the employee.

Before You Begin

Set the Distance Unit of Measure UDC for 01P/DU.

To set up mileage rates

Navigation

From Travel and Expense Processing (G01P2), enter 29

From Travel and Expense Set-Up (G01P411), choose Mileage Rates

- On Mileage Rates, complete the following fields and click Add.

  - Distance Unit of Measure

  - Effective Date

  - Expiration Date

  - Distance Rate

Figure 12–2 Mileage Rates screen

Field	Explanation
Distance Rate	The rate that the system uses to convert the mileage traveled to the reimbursable amount.

12.7 Setting Up Point to Point Mileage

You use the Point to Point Mileage Revisions program (P01P09) to set up and maintain routes that employees drive frequently. For example, if your employees travel from the office to the airport or from the office to a customer's office frequently, you can set up point to point mileage for those trips.

You set up the trip distance, unit of measure, from and to locations and effective and expiration dates, etc. The system stores this information in the Travel and Expense Point to Point Mileage file (F01P09).

When the employee enters the two character code in the expense report instead of entering values in the four mileage fields, it saves data entry time as well as ensuring that the employee credits the trip correctly with consistent mileage.

The system multiplies the trip distance mileage value by the rate to arrive at the amount the company should reimburse the employee for travel.

Before You Begin

Set the Distance Unit of Measure UDC for 01P/DU.

To set up point to point mileage

Navigation

From Travel and Expense Processing (G01P2), enter 29

From Travel and Expense Set-Up (G01P411), choose Point to Point Mileage

■   On Point to Point Mileage Revisions, complete the following fields and click Add.

  –   PP Cd (Point to Point Mileage Code)

  –   Effective Date

  –   Expiration Date

  –   Trip Distance

  –   DU (Distance Unit of Measure)

  –   From Location

  –   To Location

Figure 12–3   Point to Point Mileage
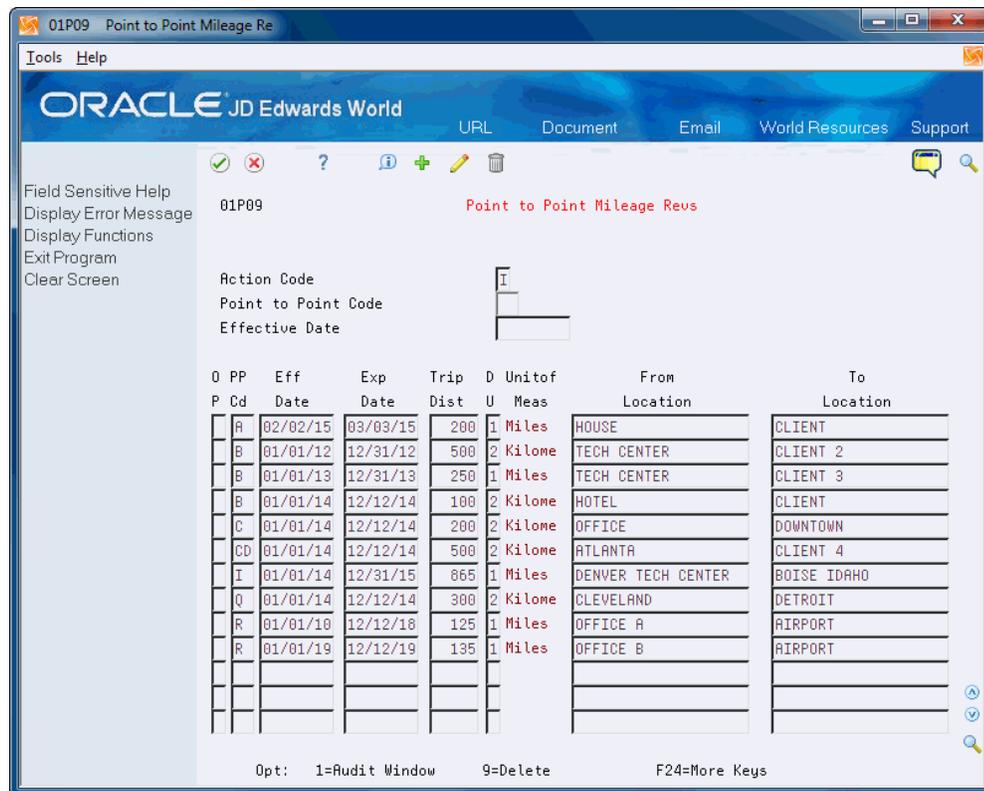
Field	Explanation
Point to Point Mileage Code	This is a code used to identify the mileage allowed for travel from one point or location to another.
From Location	A brief description of the trip origination location.
To Location	A brief description of the trip destination.

12.8 Setting Up Delegates

You set up authorized delegates so that employees can enter expense reports for other employees. You use the Delegates program (P0150) and structure type TED (UDC 01/TS), which is hard-coded in this program.

You can also change the labels for the Parent and Child fields using vocabulary overrides. See *Working with Vocabulary Overrides, Function Keys, and Generic Exits* in the *Technical Foundation Guide* for more information.

Additionally, you can set the Field Protect processing option for P0150 to prevent users from changing the Organization Structure Type field.

See *Work with Parent/Child Relationships* in the *J.D. Edwards World Address Book and Electronic Mail Guide* for information about entering, reviewing, and printing organization structures.

Navigation

From Travel and Expense Processing (G01P2), enter 29

From Travel and Expense Set-Up (G01P411), choose Delegate Set Up

12.8.1 Processing Options

See Section 19.1, "Address Book Organization Structure Revisions (P0150)"

12.9 Setting Up Additional Travel and Expense Information

As you *must* use the Approvals Management system to approve and reject expense reports, you must ensure that this system is set up to meet your needs. See Approval Management in the *JD Edwards World Technical Tools Guide* for more information.

JD Edwards World recommends that you consider setting up and using several of the following programs, some of which integrate with the Purchase Card Management system.

12.9.1 Employee Purchase Card Information (P01P01)

If you plan to issue employees a company credit card, you use this program to set up the credit card information for the employee. You can do this manually using P01P01 or you can use the batch import process Employee Purchase Card Info - Z File (P1P01Z). See Section 2.8, "Setting Up Employee Purchase Card Information,"for more information.

Navigation to Employee/Card Revisions

From Travel and Expense Processing (G01P2), choose Master Information Entry

From Master Information Entry (G01P24), choose Employee/Card Revisions

Navigation to Employee Purchase Card Info - Z File

From Travel and Expense Processing (G01P2), enter 27

From Travel and Expense Advanced/Technical (G01P311), choose Employee/Card Z File Process

From PCard and T&E Z File Processes (G01P01Z), choose Purchase Card Revisions

12.9.2 Bank Information (P01P03)

You use the Bank Information program (P01P03) if you plan to use a financial institution to issue credit cards. See Section 2.7, "Setting Up Bank Information,"for more information.

Navigation

From Travel and Expense Processing (G01P2), choose Master Information Entry

From Master Information Entry (G01P24), choose Bank Information

12.9.3 Merchant Information (P01P02)

You use the Merchant Information program to track merchants that your employees patronize. You can do this manually using P01P02 or you can use the batch import process Merchant Information PCard Z File (F01P02Z). See Section 2.9, "Setting Up Merchant Information,"for more information.

Navigation

From Travel and Expense Processing (G01P2), choose Master Information Entry

From Master Information Entry (G01P24), choose Merchant Information

To access Merchant Information PCard Z File (F01P02Z):

From Travel and Expense Processing (G01P2), enter 27

From Travel and Expense Advanced/Technical (G01P311), choose Employee/Card Z File Process

From PCard and T&E Z File Processes (G01P01Z), choose Merchant Revisions

12.9.4 Employee Cards-User Reserved (P01P55)

You use the Employee Card Information - User Reserved program (P01P55) if you want to add additional information about each credit card and employee. See Section 2.12, "Setting Up Additional Employee Purchase Card Information,"for more information.

Navigation

From Travel and Expense Processing (G01P2), choose Master Information Entry

From Master Information Entry (G01P24), choose Employee Cards-User Reserved

12.9.5 Expense Report Revisions (P01P17Z)

You use the Expense Report Revisions Z File Processing (P01P17Z) batch import program to import expense reports. For details about using the batch import process, see Appendix B, "Importing Batch Data into the System."

Navigation

From Travel and Expense Processing (G01P2), enter 27

From Travel and Expense Advanced/Technical (G01P311), choose Employee/Card Z File Process

From PCard and T&E Z File Processes (G01P01Z), choose Expense Report Revisions

13

Processing Expense Report Data

Before your employees enter expense reports, you can upload the credit card transactions from your financial institution to the Purchase Card - Bank Transmissions file (F01PBKZ). When the data is in the file on your system, you process it and then you can revise transactions or statements and reconcile them.

Depending on the transaction data and how often your financial institution sends the data might determine how often you process the data and whether you need to reconcile transactions to statements.

Processing expense report data includes the following tasks:

- Section 13.1, "Uploading Data"

- Section 13.2, "Processing Transactions"

- Section 13.3, "Processing Statements"

- Section 13.4, "Revising Transactions and Statements."

- Section 13.5, "Reviewing Statements"

- Section 13.6, "Reconciling Statements"

Before You Begin

Review Chapter 3, "Understanding the Process Mode."

13.1 Uploading Data

To upload data (transactions or statements) from the financial institution, you must create a custom program or use the batch import process to upload the data to the Purchase Card - Bank Transmissions file (F01PBKZ).

See Chapter 4.1, "Uploading the Bank Transmission" and Section 7.1, "Uploading the Bank Transmission for Statements"for information about uploading transactions and statements.

13.2 Processing Transactions

You use the Process Daily Transactions program (P01P560) to process the transactions from the F01PBKZ into the Travel and Expense Transaction file (F01P13). This program generates the Process Daily/Wkly/Mnthly Transactions report (R01P56E), which includes warning and error messages that the system encounters during processing.

If your financial institution sends daily transactions that include the statement number and date in the record, they most likely will not transmit statements. When you process daily transactions and the statement number and date are in the record,

P01P560 recognizes that a monthly statement will not arrive and it marks the transaction as reconciled. This eliminates the need to process statements and reconcile them against the transactions at a later time.

See Section 4.2, "Processing Bank Transmissions for Transactions" for information about processing transactions.

Navigation

From Travel and Expense Processing (G01P2), choose Transmission Processing

From Transmission Processing (G01P13), choose Process Daily Transactions

13.2.1 Processing Options

See Section 19.9, "System 01P Transaction Transmission Processing (P01P560)"

13.3 Processing Statements

You use the Purchase Card Statement Transmission Processing program (P01P561) to process the statements into the Statement File Header (F01P12) and Statement File Detail (F01P121) files.

See Chapter 7.2, "Processing Statements" for more information about processing statements.

Navigation

From Travel and Expense Processing (G01P2), choose Transmission Processing

From Transmission Processing (G01P13), choose Receive Statement Transaction

13.3.1 Processing Options

See Section 19.10, "PCard Bank Statement Transmission Proof (P01P561)"

13.4 Revising Transactions and Statements

You use the Bank File Revs - Transactions program (P01PBK) to revise transactions and statements when an error exists in the Process Daily/Wkly/Mnthly Transactions Report (R01P56E). See Section 4.3, "Revising Unprocessed Bank Transmissions." for more information.

Navigation

From Travel and Expense Processing (G01P2), enter 27

From Travel and Expense Advanced/Technical (G01P311), choose Bank File Revs - Transactions or Statements

13.5 Reviewing Statements

After you process and revise statements, you can review them using the Statement Inquiry program (P01P201). You can review statement information and the associated details as long as you did *not* reconcile the statement. After you reconcile transactions to the statement, you can no longer review the details. See Section 7.3, "Reconciling Statements to Transactions."for more information.

Navigation

From Travel and Expense Processing (G01P2), choose Transaction Processing

From Travel and Expense Transaction Process (G01P21), choose A/P Audit/Accounting Menu

From T&E A/P Audit Transaction Processing (G01P211), choose Statement Inquiry

13.6 Reconciling Statements

After you process and revise statements, you can reconcile them against the transactions to ensure accuracy. You can reconcile statements automatically or manually, depending on how you process the information.

You use the Statement Inquiry program (P01P201) to locate the statement. You then access the Bank Card - Manual Reconciliation program (P01P205) to review and manually reconcile the transactions from the Statement File Header (F01P12) and Statement File Detail (F01P121) files. When you locate the statement, the system displays all of the statement detail lines from the F01P121 that contain that statement number for the credit card type (such as VISA). Additionally, you can add a transaction if necessary.

You use the Statement Reconciliation program (P01P500) to automatically reconcile statements.

See Section 7.3, "Reconciling Statements to Transactions" for information about manual and automatic reconciliation.

Navigation to Manually Reconcile

From Travel and Expense Processing (G01P2), choose Transaction Processing

From Travel and Expense Transaction Process (G01P21), choose A/P Audit/Accounting Menu

From T&E A/P Audit Transaction Processing (G01P211), choose Statement Inquiry

Navigation to Automatically Reconcile

From Travel and Expense Processing (G01P2), choose Transaction Processing

From Travel and Expense Transaction Process (G01P21), choose A/P Audit/Accounting Menu

From T&E A/P Audit Transaction Processing (G01P211), choose Statement Reconciliation

14

Working with Expense Reports

In order to reimburse the financial institution or an employee for travel expenses incurred, the employee must complete an expense report.

Working with expense reports includes the following tasks:

14.1 Creating an Expense Report

You enter basic (header) information about the expense report using the Create Expense Report program (P01P17W).

The system enters the address number of the person entering the report in the Employee field. An employee can enter an expense report for another individual if they are authorized to do so. That is, they display as a child in the Authorized T&E Delegates (TED) organization structure in the Organization Structure file (F0150). The authorized delegate must enter the employee address number in the Employee field.

You can leave the Business Unit field blank as the system enters your business unit from the Employee/Card file (F01P01). If there is more than one business unit for an employee in the F01P01, the employee must enter the business unit.

After you enter the header information, if there are bank charges (line items from credit card statements), the system displays the Travel and Expense Credit Card Inquiry/Selection program (P01P13) so that you can select the charges for the expense report before you enter detailed expense information. You do not have to select the charges and can continue entering the detail for the expense report.

You complete your report on the Expense Report Details program (P01P17) by adding the details for the expenses. From this program, you can toggle the view to add mileage expenses, access accounting information, add generic text for the expense, access the bank charges, and print the expense report. To save time, you can duplicate a line on the expense report and then make changes to that line. You can continue to make changes until you submit the expense report for approval.

When the employee submits an expense report, it creates a transaction in the Approvals Management system. A supervisor or manager then uses the Approvals Management system to approve or reject the expense report.

Pre-Approval

You can also enter an estimated expense report for pre-approval by management. You must set the Pre-Approval field when you create the report. After management

approval, the employee updates the expense report with the actual expenses and submits it for approval.

When the manager pre-approves the expense report, the system:

- Clears the Pre-Approval field

- Clears the Report Status field

- Reverts control back to the employee

- Saves the values in estimated amount fields for each expense line

Saving estimated values allows you to compare and analyze these against the actual expenses when the employee enters these. The system recognizes this as a pre-approved expense report because the report status is blank and there are amounts in the estimated amounts fields.

Before You Begin

- Ensure that each employee is set up with an address book number in the User Information program (P0092) and that each address book number is set up as a supplier in the Supplier Master program (P01054). See Enter Suppliers in the *JD Edwards World Technical Foundation Guide* and Defining User Profiles in the *JD Edwards World Technical Foundation Guide* for more information.

- You should set the Default Multi-Use Card Transactions processing option to 1 when you import transactions using the Process Daily Transactions program (P01P560). This ensures the system enters any bank charges for multi-use card types (UDC 01P/CU) into the Travel and Expense Credit Card Transactions table (F01P13) and not the Purchase Card transaction files (F01P11/F01P111).

Processing Options

See Section 19.3, "Expense Report Revisions (P01P17)"

Creating an expense report includes the following tasks:

- To enter basic expense report information

- To select existing bank charges

- To enter detailed expense report information

- To enter mileage

- To enter accounting information

- To duplicate an expense report line

- To work with credit card statements

Navigation

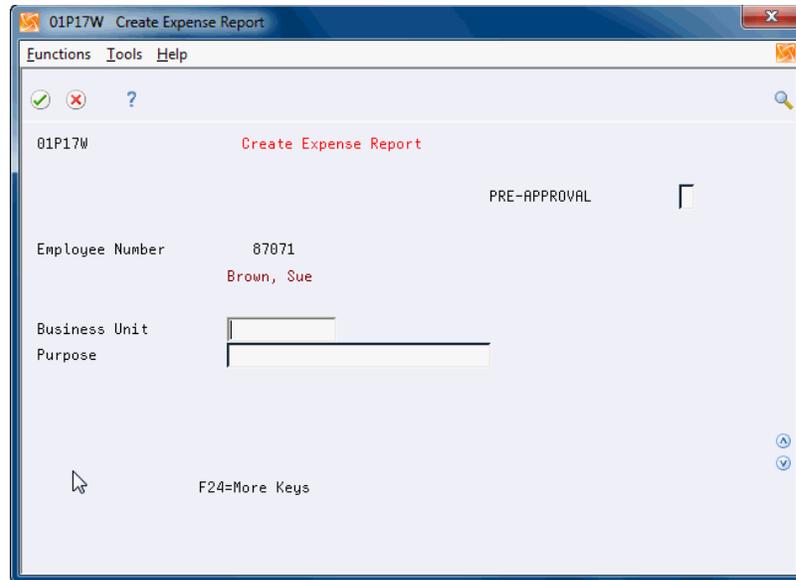**From Travel and Expense Processing (G01P2), choose Transaction Processing**

From Travel and Expense Transaction Processing (G01P21), choose Create Expense Reports

To enter basic expense report information

1. On Create Expense Report, complete the Purpose field.

2. Complete the following optional fields:

    - Pre-Approval

■ Business Unit

3. Complete the Employee Number field if you are authorized to enter an expense report for another employee and click Enter.

Figure 14–1 Create Expense Report Window

Field	Explanation
Purpose	A user defined name or remark.
PRE-APPROVAL	This flag indicates whether the expense report is in a pre-approval stage.
	When entering an expense report, you may enter it prior to incurring any actual expenditures. This flag will be set to '1' indicating that the amounts and charges are estimated. Once you have received approval and have then incurred the actual expenses, you perform the function to declare the expense report 'actual' and this flag will be cleared, the expense amount in the report will be moved to the 'estimated amount', and you may then enter actual amounts.

To select existing bank charges

After employees enter basic expense report data, the T&E Credit Card Inquiry program (P01P13) with data from the Travel and Expense Credit Card Transactions file F01P13 can display.

If your company imports transactions using the System 01P Transaction Transmission Processing program (P01P560) and credit card transactions exist for the employee, the system displays these transactions on P01P13. Employees can select bank charges (line items from the credit card statement) from P01P13 to add to the expense report. Employees do not have to select the charges and can continue entering the detail for the expense report. You can also access P01P13 at any time while entering the expense report by choosing Exit to Bank Card Charges Selection (F8).

1. On T&E Credit Card Inquiry, enter 4 in the Option field next to the line you want to add to the expense report and click Enter.

After you click Enter, the program removes the line from the available credit card expenses and enters it on the expense report.

Figure 14–2   T&E Credit Card Inquiry
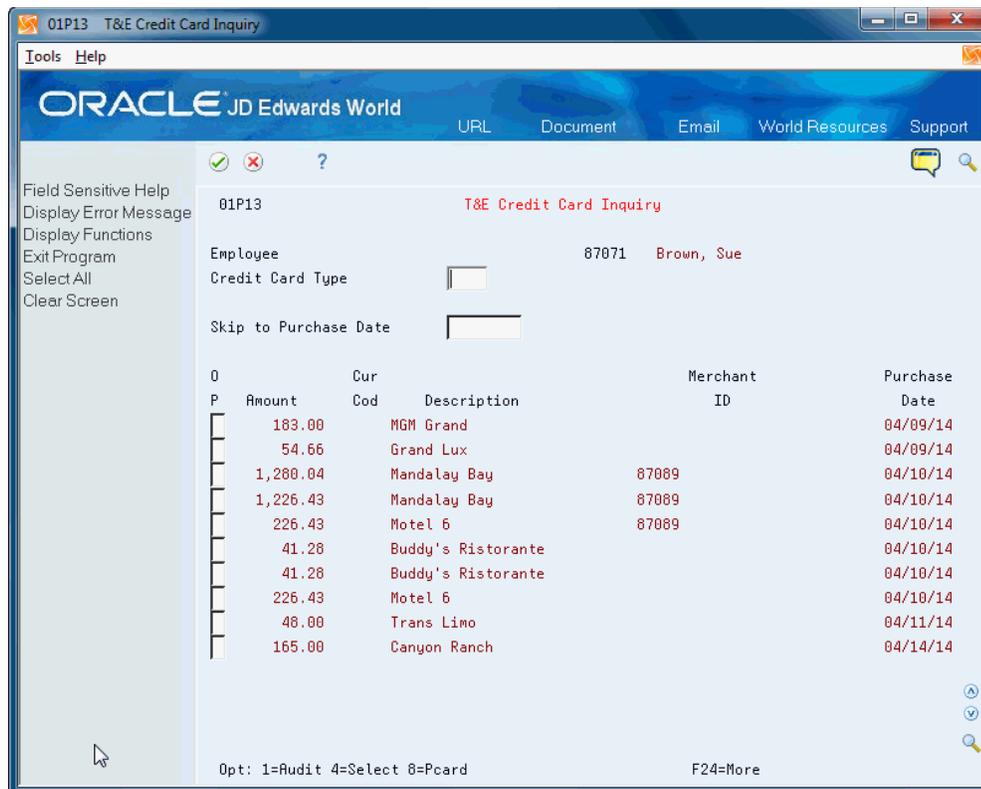
2. Click Enter to continue.

To enter detailed expense report information

After you complete the basic information and select any existing bank charges, the system displays the Expense Report Details program (P01P17). You enter expense information, such as the date, the amount of the expense, and a justification for the expense. You must complete the Expense Category field, which ties to the accounting for expense report processing. To save time and help ensure accuracy when you complete the Expense Category field, you can use the Field Sensitive Help (F1) to access the Expense Category Selection Window (P01P04W) and choose existing expense categories.

1. On Expense Report Revisions, to complete bank charge lines, complete the Expense Category field.

Figure 14–3 Expense Report Revisions
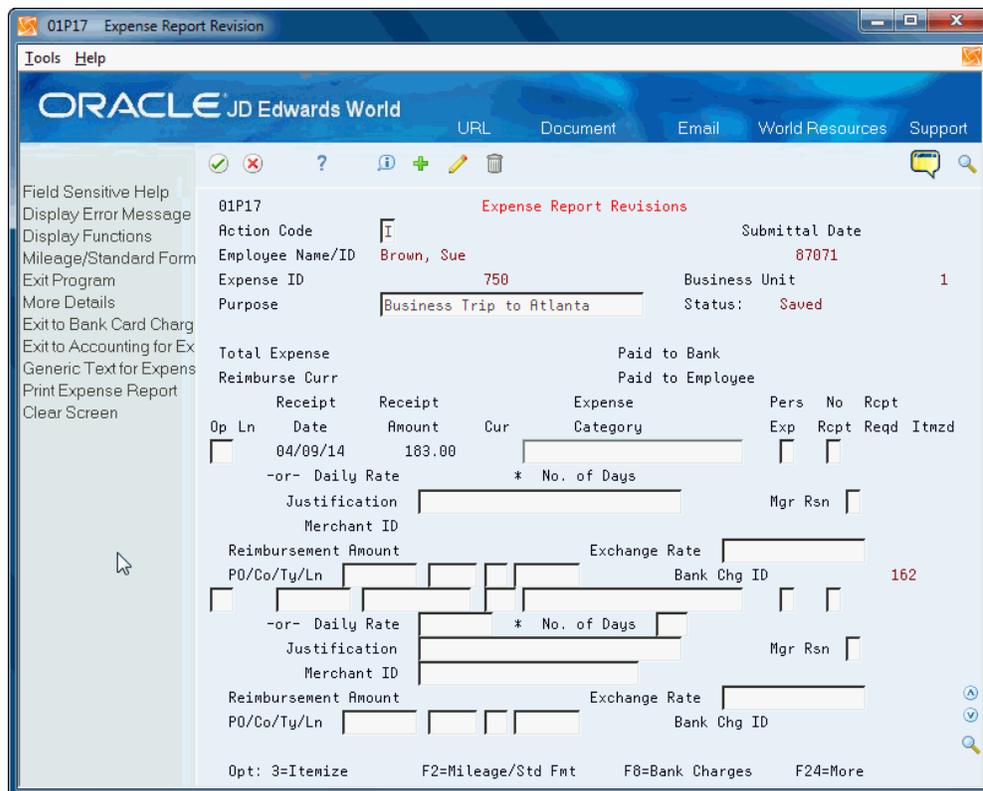
2. To add new lines, complete the following fields:

   ■ Receipt Date

   ■ Expense Category

3. Access the detail area(F4).

4. For new lines, perform one of the following:

   ■ Complete the Receipt Amount field.

   ■ Complete the Daily Rate and Number of Days fields in the detail area.

5. For all lines, complete the following optional fields and click Add.

   ■ Personal Expense

   ■ No Receipt

   ■ Justification

   ■ Merchant ID

Field	Explanation
Receipt Amount	A number that identifies the actual amount. Enter debits with no sign or a plus sign. Enter credits with a minus sign either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores nonsignificant symbols.

Field	Explanation
Expense Category	This field describes an expense category used in Purchase Cards or Travel and Expense.
	Types of expenses for Travel & Expense include airfare, dinner, and hotel.
	Types of expenses for Purchase Cards include computers, printers, mechanical pencils.
Personal Expense	This is a flag to indicate if the expense line is a personal expense for the employee.
	Valid Values are:
	Blank = Company Expense
	'1' = Personal Expense
No Receipt	This is a flag that indicates that receipts are missing for an expense report line where the receipts are required.
Daily Rate	The rate that the system uses to convert the number of days to the reimbursable amount.
Number of Days	A number that represents the number of days.
Justification	This is a short justification for the expense.

To enter mileage

1. On Expense Report Revisions, choose Mileage/Standard Format (F2).

2. Access the detail area (F4).

Figure 14–4   Expense Report Revisions, Mileage Format
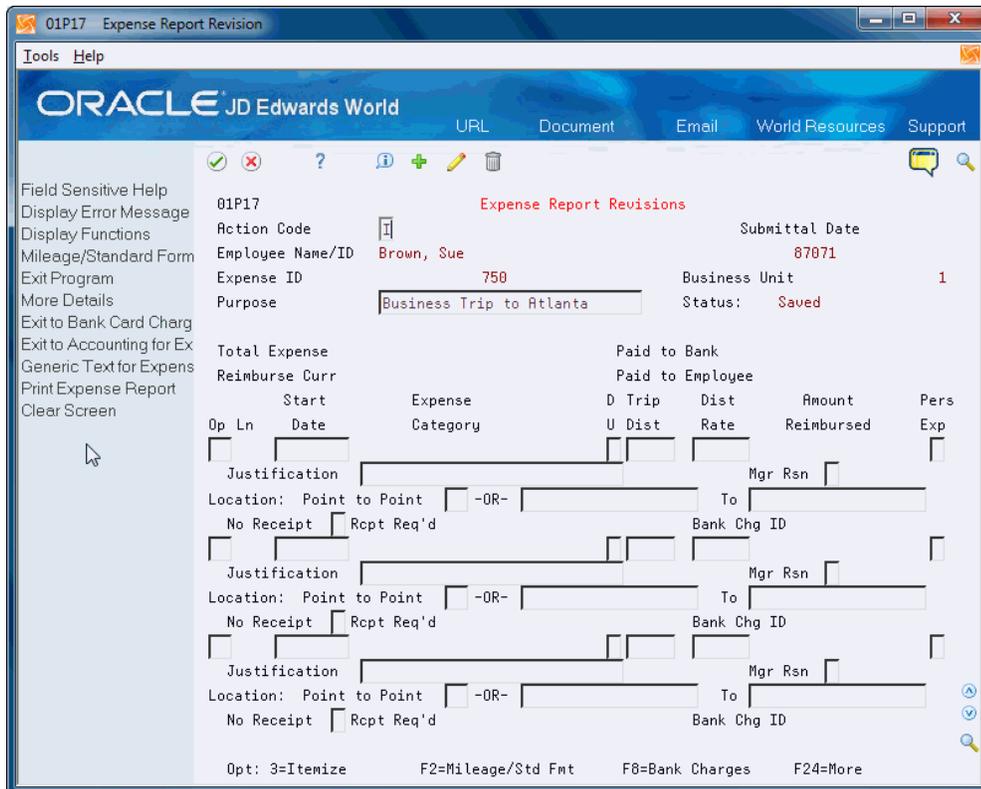
3. Perform one of the following:

   - Complete the Point to Point field.

   - Complete the following fields:

     – Start Date

     – Distance Unit of Measure

     – Trip Distance

     – Distance Rate

     – From Location

     – To Location

4. Complete the following fields and click Add:

   - Personal Expense

   - Justification

   - No Receipt

Field	Explanation
Point to Point	This is a code used to identify the mileage allowed for travel from one point or location to another.
Distance Unit of Measure	This is a User Defined Code describingthe unit of measure for the distance (miles, kilometers, etc.).
Trip Distance	A number that represents the distance traveled in miles, kilometers, etc
Distance Rate	The rate that the system uses to convert the mileage traveled to the reimbursable amount.
From Location	A brief description of the trip origination location.
To Location	A brief description of the trip destination.

To duplicate an expense report line

1. On Expense Report Revisions, enter 10 in the Option field.

   The new expense line displays as the last line of the expense report.

2. Change the information for the new line and click Change:

To work with credit card statements

You use the T&E Credit Card Inquiry program (P01P13) to review bank charges (line items from the credit card statement), select bank charges for an expense report, or to transfer bank charges to the Purchase Card Management system.

After you choose a line item from the credit card statement, the program removes the line from the screen.

1. On Expense Report Revisions, choose Exit to Bank Card Charges Selection (F8).

2. On T&E Credit Card Inquiry, perform one of the following:

   - Enter 4 to add this line to the expense report.

   - Enter 8 in the Option field to transfer this line to the Purchase Card Management system.

14.2 Managing Expense Reports

You use the Expense Report Workbench (P01P221) to access and review expense reports. In addition, you can print, submit, withdraw and delete expense reports.

There are two modes for the workbench and you use the A/P Audit Workbench processing option to control the mode. The mode is either for the employee and manager or for authorized A/P personnel. The function exits and options change depending on the mode.

For the employee and manager, options are available to the employee, a delegate for the employee, and an individual that is authorized to access an employee's expense reports.

When you submit or withdraw an expense report a message window displays. On the message window, when you continue the action, you can also choose to print the expense report. See Section 16.7, "Printing Expense Reports" for more information about the printed expense report.

A 4 (Complete) in the Report Status field indicates that vouchers exist for all available lines of the expense report. When the system detects that vouchers exist for all available lines, it changes the Report Status field to 4. You cannot make any changes to or withdraw an expense report when vouchers exist for any of the lines or when the expense report is at a status of 4.

You can also:

- Add generic text to any detail line using this program and several other programs accessible from P01P221.

- Use the Export function in this program and several other programs accessible from P01P221. See Work with Import/Export in the *JD Edwards World Technical Tools Guide*. for more information.Expense Reports:

- Delete the expense report by entering 9 in the Option field. This deletes the expense report, including all of the detail if you did not submit or withdraw the expense report, or it is rejected. The system allows you to delete the expense report if it is in the approval process or voucher creation stage. You must be the employee or a delegate for the employee to delete the report.

- Access the Supplier Ledger Inquiry program (P042003) by entering 2 in the Option field. You might want to access this program if you prepay employees for travel expenses and want to review the prepaid expenses as well as voucher information.

- Create a new expense report (F10).

Only A/P auditors and authorized personnel can access the Account Revisions program (P01P14) to approve, add, change, split, or delete accounting information for each expense line.

To speed the review process for A/P auditors, you can set the Auto Approve processing option for P01P17. This processing option allows the system to automatically approve the accounting on a new expense report line when the expense category default accounting is error free. This alleviates the auditors from manually approving the accounting for each expense line on the expense report when the expense category accounting is set up correctly.

The Travel and Expense system integrates with the Approvals Management system. You can access the Approvals Management Workbench (P00A12) program (F8) to review, approve, and reject expense reports. The Approvals Management system validates and processes the expense reports. Alternatively, you can access the

Approvals Management programs from the Travel and Expense Transaction Processing menu (G01P21).

When you reject an expense report via the Approvals Management system, the system rejects the entire expense report. The existing value in the Report Status field must contain an A, 2, or 3. The Report Status field changes to 1 and control reverts back to the employee. The system clears the Submit Date field.

Managing expense reports includes the following tasks:

- To view expense reports

- To revise an expense report

- To work with itemized expenses

- To submit an expense report

- To withdraw an expense report

- To enter accounting information (A/P only)

- To split an expense (A/P only)

Processing Options

See Section 19.4, "Expense Report Workbench (P01P221)"

What You Should Know About

Topic	Description
Enhanced Subledger Accounting (ESA)	JD Edwards World provides a mechanism to summarize the Enhanced Subledger 1 and 2 fields when you run the Post program. This supersedes the standard set up. It allows you to specify summarization and also allows the optional entry of the subledger/type.
	You set the Store Cardholder Number field in the Purchase Card Constants program (P01P00) in conjunction with UDC 01P/PO.
	ESA is a hard coded value in UDC 01P/PO. The Special Handling Code field of this UDC determines how the system summarizes journal entries. If you set this field to 1, Enhanced Subledgers 1 and 2 are summarized for PCard journal entries when you run the Post program. If you set the field to 2, Enhanced Subledgers 1 and 2 are summarized for all journal entries when you run the Post program.

Navigation

From Travel and Expense Processing (G01P2), choose Transaction Processing

From Travel and Expense Transaction Processing (G01P21), choose Employee/Manager ER Workbench

To view expense reports

The detail that displays on Expense Workbench for Managers provides basic information about each expense report. This includes the status of the report as well as the most current manager and A/P audit status. You can access the detail area (F4) to view additional information. If a report is a pre-approval expense report, this also displays.

1. On Expense Workbench for Managers, perform one of the following:

■ Click Inquire to view all expense reports.

■ Complete any of the following fields to narrow your search and click Inquire:

– Business Unit

– Expense Report ID/Extension

– Employee

– Next Approver

– Delegate

– Date Submitted/To

– Ascending/Descending

– Status

Figure 14–5   Expense Report Workbench
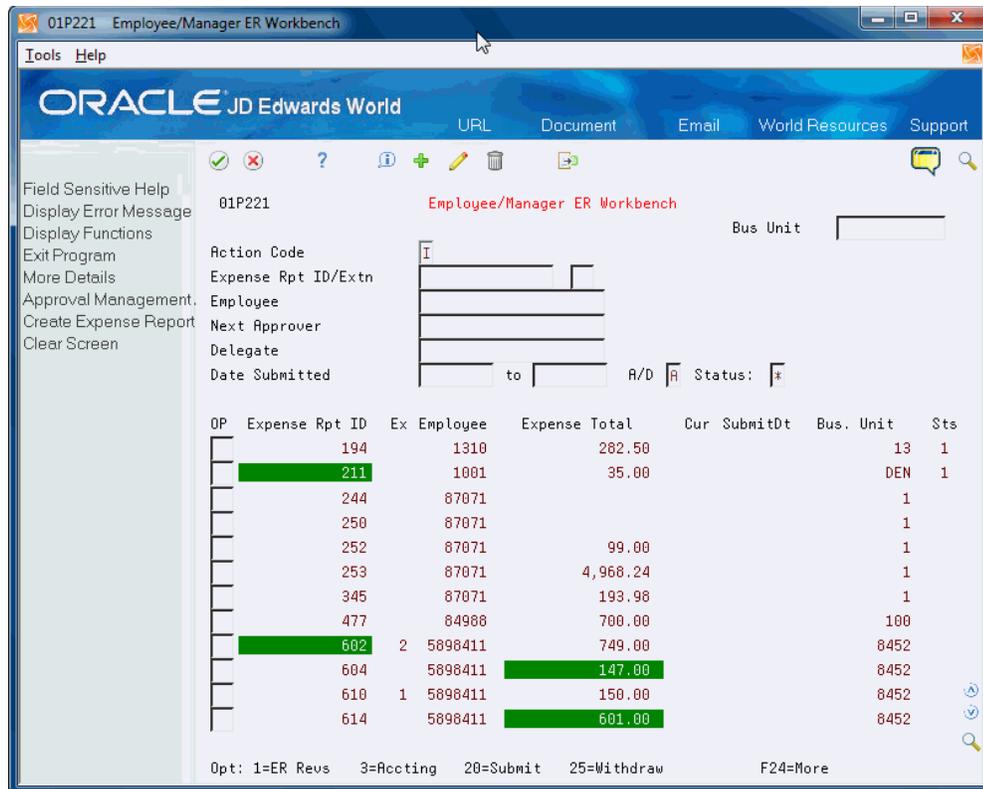
2. Enter 5 in the Option field to review detail lines.

Figure 14–6 Expense Report Detail
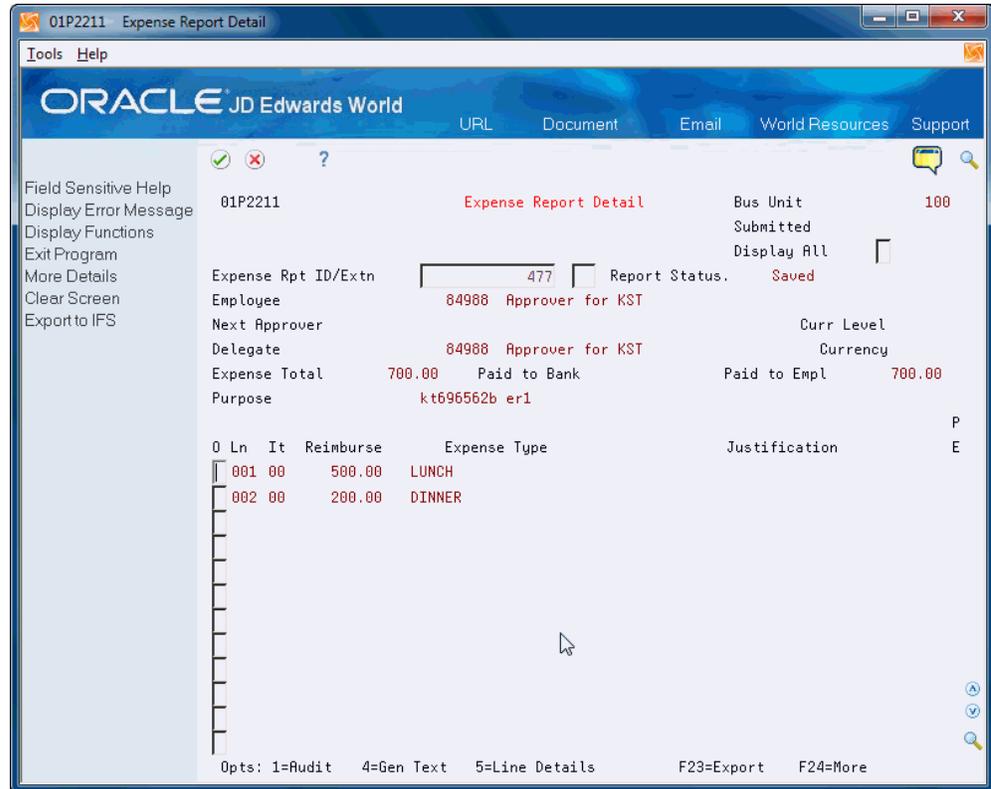
3. On Expense Report Detail (P01P2211), enter 5 in the Option field to access Expense Report Line Detail (P01P2212) and review the itemized detail lines.

When you create vouchers for the expense report, the voucher information displays near the Voucher Creation Date field.

Figure 14–7   Expense Report Line Detail

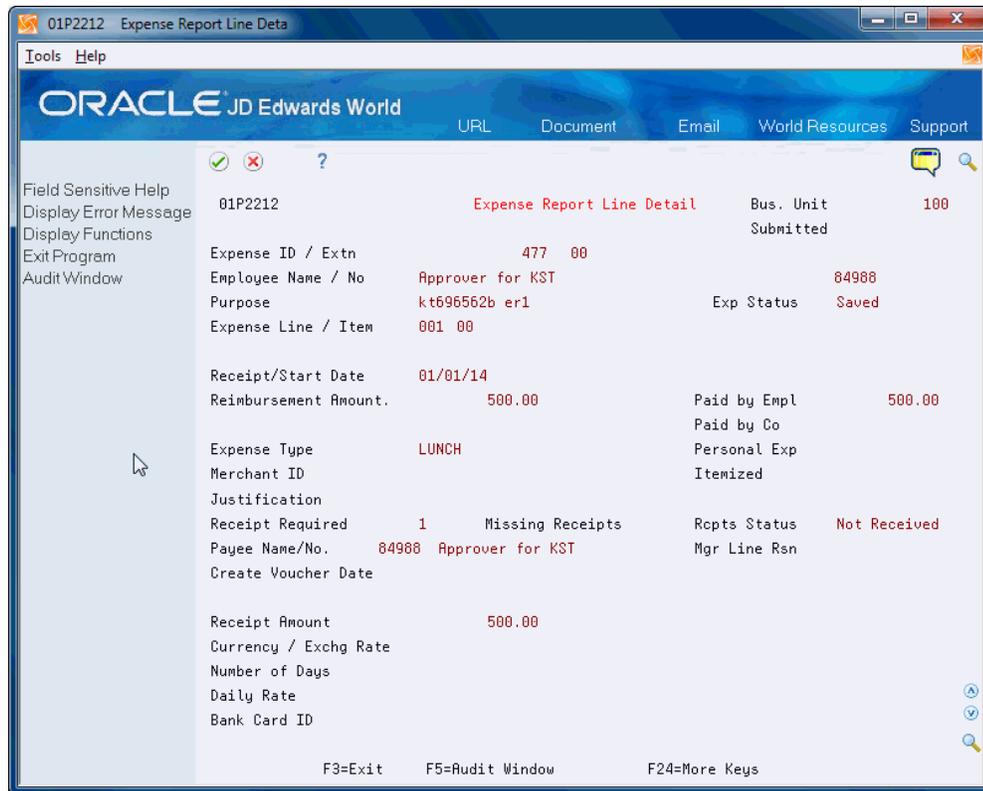| Field	Explanation
Expense Report ID	This field is a unique number used to identify an expense report.
Extension	This is the extension number which identifies new expense reports created for shortpay items associated with the same Expense Report ID number.The Expense Report ID number and the Expense Report Extension make up the unique identifier for each and every expense report.
Status	This is the status of the expensereport. There is a User Defined Table associated with this data item;however, the values are hard-coded and limited to World assigned values.
	Screen-specific information
	Enter a value for UDC 01P/ES.
	0 - Saved
	A - Pending Manager Pre-Approval
	1 - Withdrawn or Rejected
	2 - Pending Approval
	3 - Pending Voucher Creation
	4 - Complete

To revise an expense report

On the Expense Report Revisions program (P01P17), you can perform any of the functions available when an employee creates an expense report. These include the

ability to toggle the view for mileage expenses, access accounting information, add generic text for the expense, access the bank charges, and print the expense report.

The status of the expense report displays in the header. You cannot make changes to the expense report once you submit it for approval.

See Section 14.1, "Creating an Expense Report" for more information.

1. On Expense Workbench for Managers, enter 1 in the Option field next to the expense report you want to revise.

To work with itemized expenses

You use Expense Report Itemized Revisions (P01P171) to make changes to the original expense report line and add additional lines. For example, while traveling you purchase breakfast and a travel coffee mug for your personal use. You use your corporate credit card for the entire amount. You can itemize the charge for breakfast separately from the charge for the mug. You need to update the expense category, to indicate the mug is a personal expense.

You can also:

- Enter 9 in the Option field to delete the itemized line

- Enter 10 in the Option field to duplicate the itemized line. You then enter the detail for the new line.

- Enter 14 in the Option field to access the Generic Text window and enter text for the itemized line.

- Choose Remove Itemization (F9) to delete the expense.

1. On Expense Report Revisions, enter 5 in the Option field next to the line you want to itemize.

Figure 14–8   Expense Report Itemized Revisions
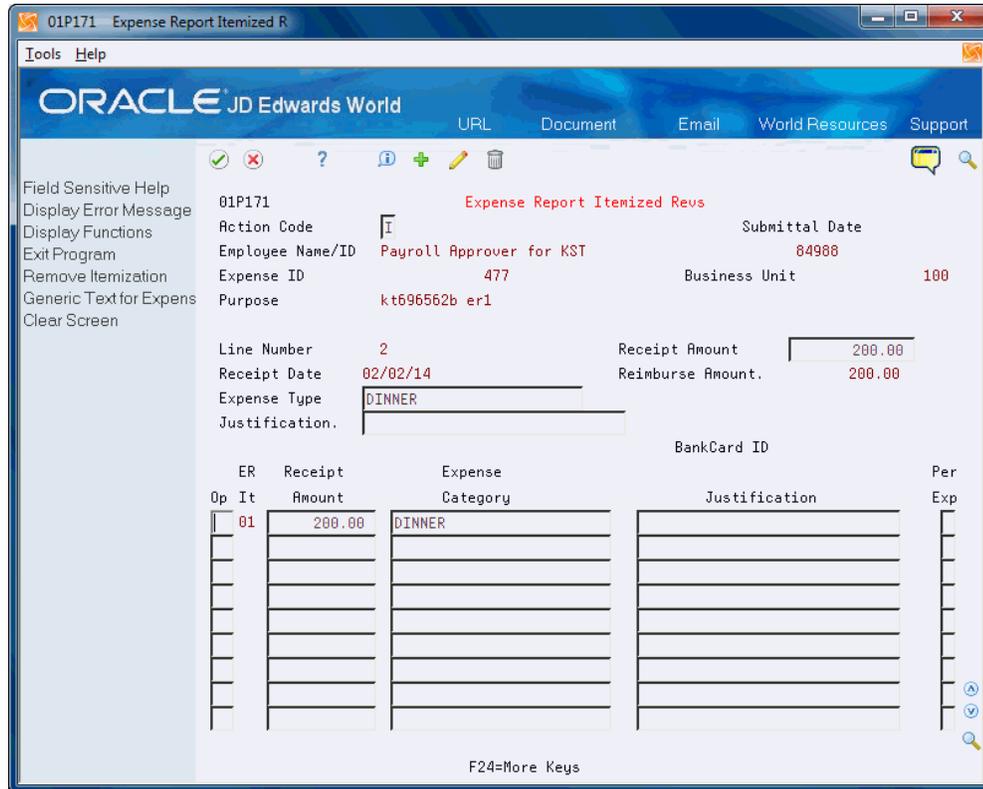
2. On Expense Report Itemized Revisions, change the original line by completing any of the applicable fields and click Change.

3. Complete any of the applicable fields for new lines and click Add.

To submit an expense report

Employees submit expense reports for manager approval. You must be the employee or a delegate for the employee to submit the expense report and the existing value in the Report Status field in the detail area must be blank (Saved) or contain a 1 (Withdrawn or Rejected).

When you submit a pre-approval expense report, the Report Status field changes to A (Pending Manager Pre-Approval). Note that the program does not update the Submit Date field for a pre-approval report.

If the report is not a pre-approval report, the Report Status field changes to a 2 (Pending Approval).

1. On Expense Workbench for Managers, enter 20 in the Option field.

To withdraw an expense report

You can withdraw an expense report from the approval cycle, if for example you need to make additional changes. You must be the employee or a delegate for the employee to withdraw the expense report. The program changes the Report Status field value to 1 and control reverts back to the employee. The program clears the Submit Date field.

The Withdrawals processing option allows you to set a step in the cycle at which the employee can no longer withdraw the expense report. If you leave this processing option blank, the expense report can be withdrawn any time until you create a

voucher for an expense line. You cannot withdraw an expense report where vouchers exist for any of the detail lines and the status is 3 (Pending Voucher Creation).

1. On Expense Workbench for Managers, enter 25 in the Option field.

To enter accounting revisions (A/P only)

Navigation

From Travel and Expense Processing (G01P2), choose Transaction Processing

From Travel and Expense Transaction Processing (G01P21), choose A/P Audit/Accounting Menu

From T&E A/P Audit Transaction Processing (G01P211), choose A/P Audit Expense Workbench

Only A/P auditors and authorized personnel can access the A/P Audit Expense Report Workbench program (P01P221).

The program highlights the Status field of an expense report so that the authorized personnel can easily determine which expense reports include detail lines that are not approved (the value in the Status field is not 1). They can also set the Audit Required field in the header for the system to limit the display of expense reports to those that are not approved or completely approved. Additionally, if the expense report is a pre-approval report and the status is Saved or Pending Pre-Approval, the program highlights the expense report total amount in the detail area. This distinguishes the pre-approval expense reports, particularly when the status is blank (Saved), from the standard expense reports. Once a pre-approval expense report is pre-approved and the system commits the amounts to the estimated amount fields, it also considers this expense report a standard expense report and the highlight no longer displays.

From this program A/P personnel access the Expense Report Account Revisions program (P01P14) to approve, add, change, or delete accounting information for each expense line.

You might not pay a line on the expense report for an unauthorized expense or for other reasons (short pay). When you short pay a line, the system creates a new expense report using the existing expense report ID number and an extension number to identify the short pay line. This associates the new expense report for short pay lines with the existing expense report. When you short pay a line, it allows the balance of the expense report to move through process.

1. On A/P Audit Expense Report Workbench, locate expense reports and enter 3 in the Option field next to the line you want to revise.

Figure 14–9   A/P Audit Expense Report Workbench screen
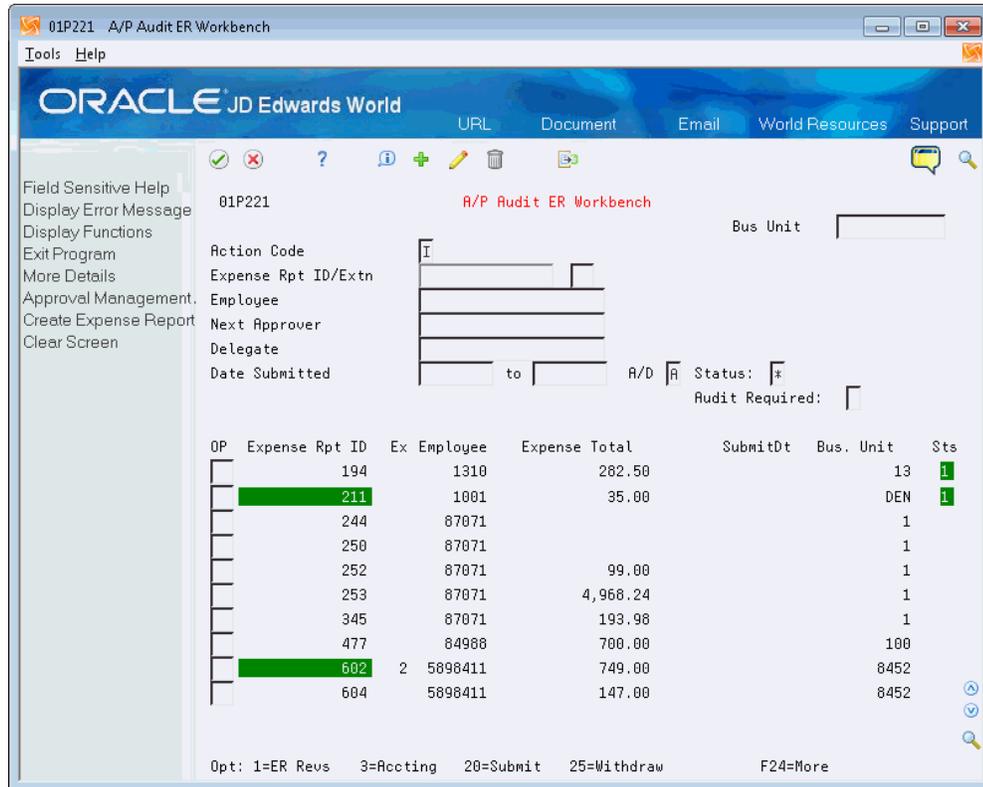
2. On Expense Report Account Revisions, complete any of the following fields and click Change.

    ■   Account Number/Expense Type

    ■   Subledger

    ■   Subledger Type

    ■   Status

    ■   Reason

Figure 14–10   Expense Report Account Revisions screen
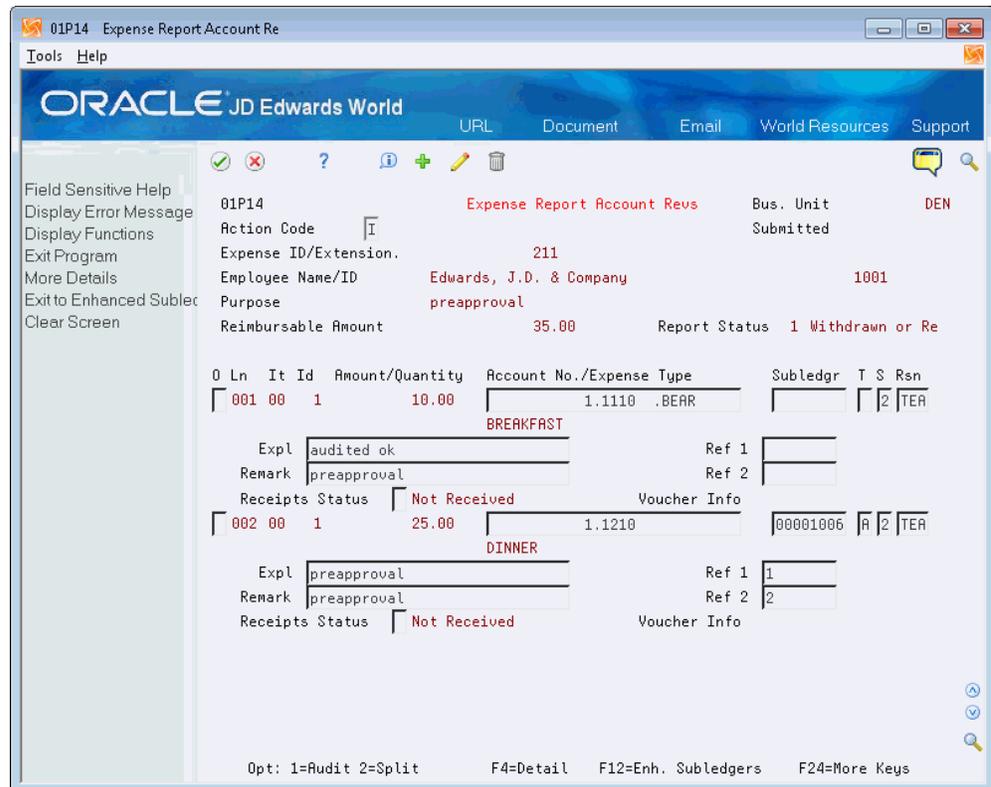
3. Choose More Details (F4) and complete the following optional fields:

    ■   Explanation

    ■   Reference 1

    ■   Remark

    ■   Reference 2

    ■   Receipt Status

4. Choose Exit to Enhanced Subledger Revisions (F12) and then choose More Details (F4).

Figure 14–11   Expense Account Enhanced Subledger screen
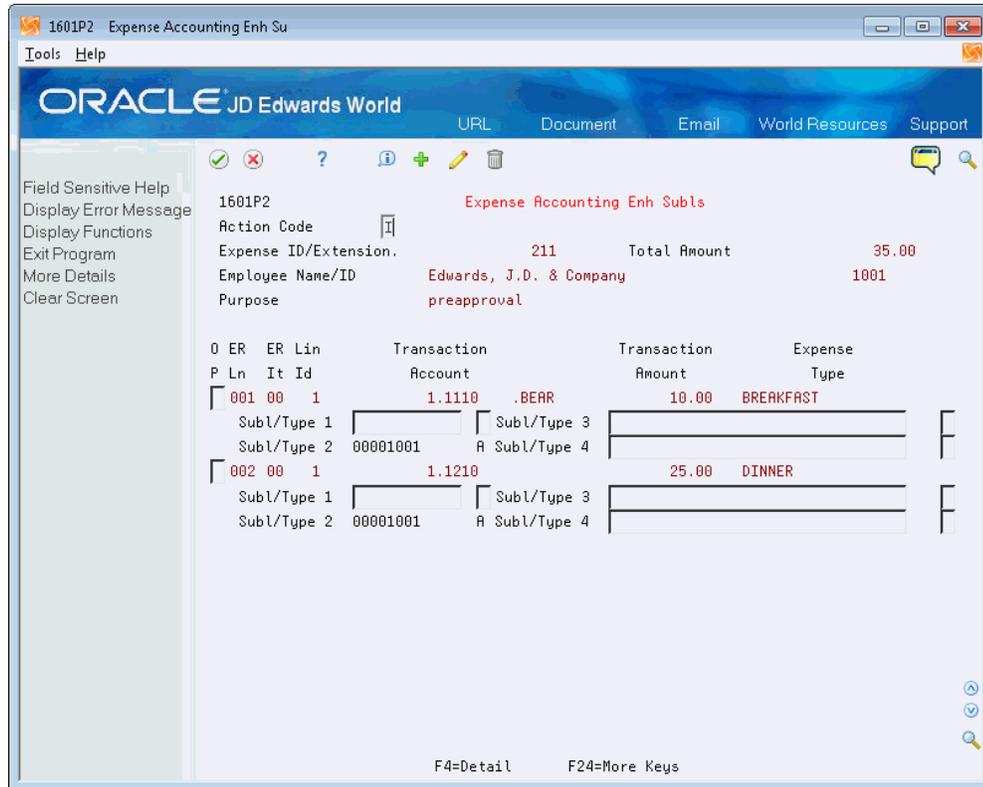
5. On Expense Accounting Enhanced Subledgers, complete the Enhanced Subledger and Type fields and click Add.

6. Exit to Expense Report Account Revisions.

7. On Expense Report Account Revisions enter 3 in the Option field to Short Pay an Item and click Change.

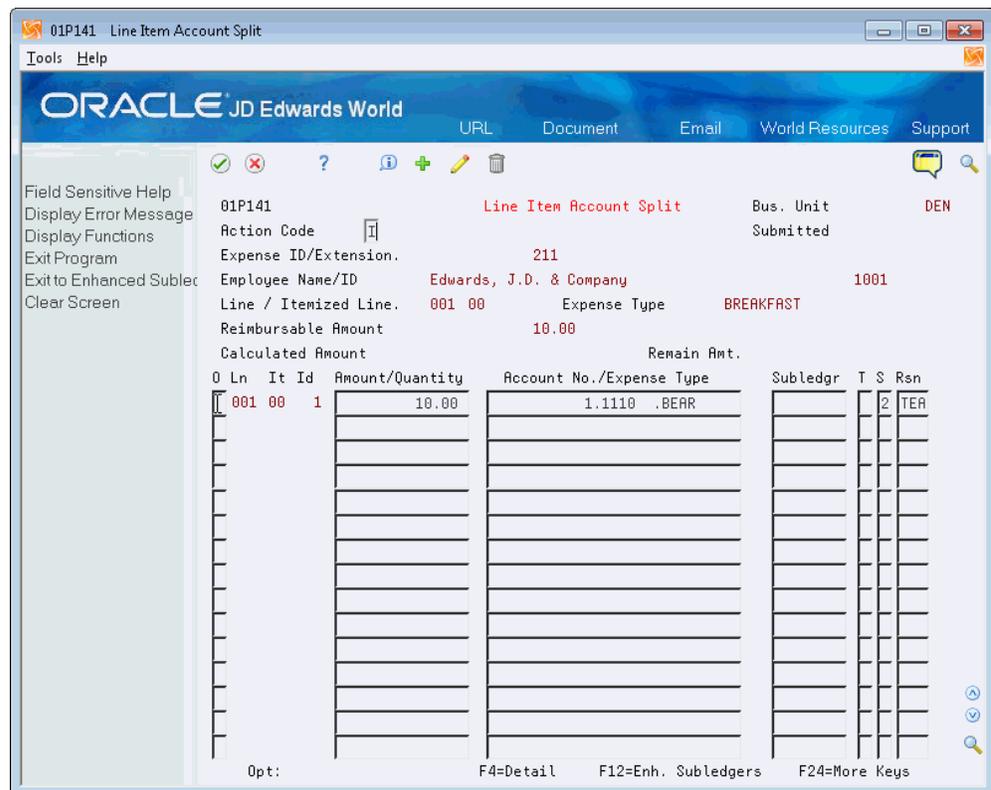| Field	Explanation
Status	The status of the daily, weekly, or monthly bankcard transactions. The values allowed include:
	Blank - Unprocessed. This transaction has not yet been reviewed.
	0 - Proceed through Approvals Management (PCARD USE ONLY)
	This transaction has been reviewed and is approved by a responsible user. Approvals Management for Purchase Cards is active and this transaction will now go through the approval process as defined by the approval rules. This value is not valid if Approvals Management is not active for Purchase Cards.
	1 - Process the Transaction
	This transaction has been reviewed and is approved for voucher or journal entry creation.
	2 - Do not process transaction
	This transaction has been reviewed there is a problem or situation that needs to be resolved before approval for voucher or journal entry creation.

Field	Explanation
Audit Required	The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens. For International purposes, No = '0' and Yes = '1'.
Reason	Used to provide an explanation for theTransaction Reason Status. If the Transaction Reason Status is '2', whichindicates some issue needs to be resolved, this reason code is required.

To split an expense (A/P only)

In addition to entering accounting information, A/P auditors and authorized personnel can access the Line Item Account Split program (P01P141) to split an expense line.

1. On Expense Report Account Revisions, enter 2 in the Option field next to the line you want split.

2. On Line Item Account Split, for the line item that you want to split, complete the following fields as many times as necessary to split the expense and click Change:

   - Amount/Quantity

   - Account Number/Expense Type

   - Subledger

   - Subledger Type

   - Reason

Figure 14–12   Line Item Account Split

3. Access the detail area (F4) and complete the following optional fields:

- Explanation

- Reference 1

- Remark

- Reference 2

4. Choose Exit to Enhanced Subledger Revisions (F12) and then choose More Details (F4).

5. On Expense Accounting Enhanced Subledgers, complete the Enhanced Subledger and Type fields and click Add.

15

Working with Travel and Expense Vouchers

You must create a voucher before you can issue payments. Effective management of voucher processing is fundamental to your business practices.There are three programs you use to create, review, and post vouchers for expense report detail lines.

This chapter includes the following tasks:

- Section 15.1, "Creating Vouchers"
- Section 15.2, "Reviewing Vouchers"
- Section 15.3, "Posting Vouchers"

15.1 Creating Vouchers

The Travel and Expense - Create Voucher program (P01P522) creates Accounts Payable vouchers for expense report detail lines from the Expense Report Detail file (F01P171). This DREAM Writer is based on the Travel and Expense Join file (F01P17JA) that is the expense report header and detail join file.

This program works in conjunction with the Accounts Payable Functional Server (XT0411Z1) to create the vouchers. Set the functional server processing options to choose document types, hold statuses, tax processing, etc. Additionally, some data is controlled by the Travel and Expense Constants or data in other files. This includes:

- The business unit in the expense report and the company associated with that business unit. They become the voucher company, document company, and business unit.
- The employee moves to the voucher Subledger Field with a Subledger Type of A.
- The Payee is the Bank Number or the Employee.
- The Supplier is the Address Book Number of the merchant if you track merchants. Otherwise, the program uses the bank number.
- The Voucher Type field value becomes a T to indicate that it originated in the Travel and Expense system.
- The distribution accounts are from the expense report accounting information.

The program produces the Travel and Entertainment - Create Voucher Report (R01P522) which provides errors, warnings, and voucher information.

JD Edwards World recommends that you perform any auditing of the expense report detail lines before you create vouchers for the detail lines. This program does not allow you to include any expense report detail lines on a voucher if you did not approve all of the expense report audit lines.

You can run the program in Proof or Final Mode. When you run the program in proof mode it does not update the files or create vouchers and the report provides errors and warnings. When you run the program in final mode, the program creates vouchers and updates the following:

- The Expense Report detail line Voucher Creation Date with the voucher date and document information.

- The Expense Report accounting lines with the voucher document information.

- The Statement Date in the voucher Statement Date field when the expense line ties to a bank charge, and the bank charge is reconciled to a statement.

When processing numerous expense lines, this program breaks these transactions into numerous vouchers. The criteria the program uses to separate the transactions into vouchers follows:

- Payee - bank or employee

- Currency Code - reimbursement currency

- Merchant ID - if you track merchant activity, the merchant is the Supplier on the voucher

- Date of Purchase or Submittal Date as the G/L Date for vouchers.

- Number of Detail Lines on the Voucher - The program allows for 999 Pay Items on a voucher. When the program reaches 999 pay items on one voucher, it creates a new voucher for additional transactions, even if the key data is identical.

The program creates domestic vouchers if you activate currency. Voucher amounts are all based on the reimbursement currency of the expense report.

What You Should Know About

Topic	Description
Enhanced Subledger Accounting (ESA)	JD Edwards World provides a mechanism to summarize the Enhanced Subledger 1 and 2 fields when you run the Post program. This supersedes the standard set up. It allows you to specify summarization and also allows the optional entry of the subledger/type.
	You set the Store Cardholder Number field in the Purchase Card Constants program (P01P00) in conjunction with UDC 01P/PO.
	ESA is a hard coded value in UDC 01P/PO. The Special Handling Code field of this UDC determines how the system summarizes journal entries. If you set this field to 1, Enhanced Subledgers 1 and 2 are summarized for PCard journal entries when you run the Post program. If you set the field to 2, Enhanced Subledgers 1 and 2 are summarized for all journal entries when you run the Post program.

Navigation

From Travel and Expense Processing (G01P2), choose Transaction Processing

From Travel and Expense Transaction Process (G01P21), choose A/P Audit/Accounting Menu

From T&E A/P Audit Transaction Processing (G01P211), choose Create T&E Vouchers

15.1.1 Processing Options

See Section 19.8, "Create Vouchers - with Merchant Track - Proof (P01P522)"and Section 19.14, "AP Functional Server (XT0411Z1)"

15.1.2 Data Selection

You *cannot* change the Create Voucher Date and Expense Report Status values in the data selection, however, you can add to the data selection.

15.1.3 Data Sequence

You *cannot* change the initial order of the data sequence. It is set to correctly process expenses for merchants within certain purchase dates correctly. You can add to the data sequence.

NOTE: If you use the Submittal Date as the G/L Date instead of the Purchase Date, you *must* use the correct data sequence or unexpected results will occur.

15.2 Reviewing Vouchers

After you create the vouchers, you need to approve the batch before posting them in the general ledger. You use Voucher Journal Review program (P00201) to review and approve the batch.

When you review vouchers for posting, you can display a list of batches based on your user ID, the batch status, or a specific date range. For example, you might want to review all batches with a posting status of pending.

See Review and Approve Vouchers in the *JD Edwards World Accounts Payable Guide* for more information.

Navigation

From Travel and Expense Processing (G01P2), choose Transaction Processing

From Travel and Expense Transaction Process (G01P21), choose A/P Audit/Accounting Menu

From T&E A/P Audit Transaction Processing (G01P211), choose Voucher Journal Review

15.3 Posting Vouchers

After you review and approve vouchers, you post them to the general ledger.

See Post Vouchers in the *JD Edwards World Accounts Payable Guide* for more information.

Navigation

From Travel and Expense Processing (G01P2), choose Transaction Processing

From Travel and Expense Transaction Process (G01P21), choose A/P Audit/Accounting Menu

From T&E A/P Audit Transaction Processing (G01P211), choose Post Vouchers to G/L

16

Working with Travel and Expense Reports and Inquiries

At any time during throughout the expense reporting process, you can review banking and card information, transactions, expense reports, and merchant information. In addition to the Expense Workbench for Managers and Statement Inquiry programs, the Travel and Expense system provides additional reports and inquiries that you can use to review travel and expense information.

Several of these reports are DREAM Writers and several integrate with the Purchase Card Management system.

Working with Travel and Expense Reports and Inquiries includes the following tasks:

16.1 Printing Bank Card Charges Report

The Travel and Expense Bank Card Report (P01P420) allows you to review information in the Travel and Expense Credit Card Transactions file (F01P13). This file contains the fees the bank charges for purchases made with the company issued credit card.

There are several demo versions available which allow you to print bank charges so you can track and monitor card activity.

You can set the processing option to print the generic text for each line of bank charges.

Navigation
From Travel and Expense Processing (G01P2), choose Reports and Inquiries

From Travel and Expense Reports/Inquiries (G01P22), choose **Bank Card Charges Report**

Processing Options

See

16.2 Printing the Bank Card Activity Report

You use the Bank Card Activity Report (P01P404) to review bank card activity and pinpoint any problem areas or issues. For example, you might want to print data for only monthly totals or choose to review only those totals that are over the limits.

The first two lines of the report reflect card information, and the limits and restrictions for the card followed by the transaction information.

Using the processing options for this DREAM Writer, you can limit the amount and type of information that appears on the report. For example, you can choose only detailed or summarized transaction information. You can also print daily, monthly, and yearly transactions or only those transactions that exceed the credit limits. Additionally, the report includes expired cards or cards that will soon expire.

This report is based on the join files: Employee/Card file (F01P01) and the Bank Card Work file (F01PBCW). This allows you to limit the data about the employee and the bank card, as well as information about the bank card transactions.

The Build Bank Card Work program (P01P525) creates the Bank Card Work file (F01PBCW) prior to running this report. It includes data from both the Purchase Card Transaction files (F01P11/F01P111) and the Travel and Expense Bank Card file (F01P13).

Currency amounts do not display unless you activate the multi-currency constant.

Navigation

From Travel and Expense Processing (G01P2), choose Reports and Inquiries

From Travel and Expense Reports/Inquiries (G01P22), choose Bank Card Activity Report

16.2.1 Processing Options

16.2.2 Data Selection

J.D. Edwards World recommends that you do *not* change the following mandatory values:

- BankcardUnique ID   NE *BLANKS

If you choose Details (F4), you can see which of the two files in the join (F01P01 and F01P11) the system uses to retrieve information based on the data selection. For example, this DREAM Writer has two selections for Bankcard Unique ID, one from the F01P11 file (THCCUK), which the system uses to exclude transactions that are missing a value, such as those for preassigned cards, and one from F01P01 (ECCCUK) that includes all values.

16.2.3 Data Sequence

J.D. Edwards World recommends that you do *not* change the following mandatory values:

- Bankcard Unique ID   001
- Date of Purchase   002

16.3 Reviewing Merchant Activity

The Merchant Activity program (P01P220) allows you review your overall purchasing position with a merchant. The Merchant Activity program uses the merchant address book number to display transactions from the Account Ledger file (F0911). The program displays all records for the address book number and you can use the Application field to limit the display to only those transactions from the Travel and Expense system or PCards.

Additionally, the program launches a print program (P01P220P) when you choose Print Ledger (F21).

See Section 9.3, "Reviewing Merchant Activity (P01P220)" for more information.

Navigation

From Travel and Expense Processing (G01P2), choose Reports and Inquiries

From Travel and Expense Reports/Inquiries (G01P22), choose Merchant Activity

16.4 Reviewing Merchant Summary

To view more than one year of merchant activity, use Merchant Activity Summary program (P01P225). This program summarizes merchant activity from the Account Ledger file (F0911) and displays the amounts by period or by quarter for the last three years. You can review records by company or use company 00000 to display activity for all companies. Additionally, you can view activity by merchant and cardholder, as well as for a specific account.

See Section 9.4, "Reviewing Merchant Summary (P01P225)" for more information.

Navigation

From Travel and Expense Processing (G01P2), choose Reports and Inquiries

From Travel and Expense Reports/Inquiries (G01P22), choose Merchant Activity Summary

16.5 Reviewing Travel and Expense Accounting Information

The Travel and Expense Accounting Report (P01P421) allows you to review the accounting information for expense report lines and the resulting accounting distribution for expense report vouchers. The system displays the information from the Travel and Expense Transaction Accounting file (F01P14).

The demo versions allow you to choose between a main line only report or itemized lines.

Navigation

From Travel and Expense Processing (G01P2), choose Reports and Inquiries

From Travel and Expense Reports/Inquiries (G01P22), choose Expense Report Accounting

Processing Options

See Section 19.7, "Travel and Entertainment Expense Report Accounting Information (P01P421)"

16.6 Reviewing Bank Card Charges

The Travel and Expense Credit Card Inquiry/Selection program (P01P13) allows you to review and select bank card charges (line items from the credit card statement) The system displays the data from the Travel and Expense Credit Card Transactions file (F01P13).

The system enters the employee ID in the Employee field or you can enter the ID if you have authority to access charges for an employee.

This is the same program that displays when you enter an expense report and allows you to select existing bank card changes. This program is also accessible from the Expense Report Revisions program via function key. See Chapter 14, "Working with Expense Reports"for information about P01P13, selecting existing bank charges, and working with credit card statements.

Navigation

From Travel and Expense Processing (G01P2), choose Reports and Inquiries

From Travel and Expense Reports/Inquiries (G01P22), choose Bank Card Charges Inquiry

16.7 Printing Expense Reports

You use the Print Expense Reports program (P01P417) to print an expense report in an expense report format. The expense report header information with the reimbursable amount due to the bank and employee appear in the top portion of the report. If the report is more than one page, the header information does not repeat at the top of subsequent pages.

The individual reimbursement amounts are totalled in the lower portion.

You can set the processing options to print the generic text on the report.

This DREAM Writer is also available from the Expense Report Workbench (P01P221) and Expense Report Revisions (P01P17). You can also print the expense report when you submit or withdraw an expense report.

Navigation

From Travel and Expense Processing (G01P2), choose Reports and Inquiries

From Travel and Expense Reports/Inquiries (G01P22), choose Print Expense Reports

Processing Options

See Section 19.5, "Print Expense Reports (P01P417)"

16.8 Printing the Employee Card Information Report

You use the Employee Card Information report (P01P401) to review credit card information, such as card type, expiration dates, card usage code (CU), profile, and business unit, for your employees. See Section 9.5, "Printing the Employee Card Information Report (P01P401)".

Navigation

From Travel and Expense Processing (G01P2), choose Reports and Inquiries

From Travel and Expense Reports/Inquiries (G01P22), choose Employee Card Information

16.8.1 Processing Options

Section 18.11, "Employee Card Information Report (P01P401)"

16.9 Printing the Merchant Information Report

If you track merchants, you can print the Merchant Information Report (P01P402) to review information from the corresponding Merchant Information file (F01P02). Different from the online Merchant Activity program, this report does not include the transactions in the Account Ledger file (F0911).

You can set a processing option to print purchase order information for merchants. See Section 9.6, "Printing the Merchant Information Report (P01P402)".

Navigation

From Travel and Expense Processing (G01P2), choose Reports and Inquiries

From Travel and Expense Reports/Inquiries (G01P22), choose Merchant Information Report

16.9.1 Processing Options (P01P402)

Section 18.12, "Merchant Information Report (P01P402)"

16.10 Printing the Bank Information Report

You use the Bank Information Report (P01P403) to review the information you have set up for the financial institutions that issue your credit cards. The system prints the information from the Bank File (F01P03). See Section 9.7, "Printing the Bank Information Report (P01P403)".

Navigation

From Travel and Expense Processing (G01P2), choose Reports and Inquiries

From Travel and Expense Reports/Inquiries (G01P22), choose Bank Information Report

16.11 Printing the Transmission Log Reports

When you process transactions and statements, each program (P01P560 and P01P561, respectively) includes an Error File processing option that you can set to record errors in the Error Log File for Batch Processes (F00BLOG). You use the Error/Log Report program (P00ZERR) to print the errors. Many programs within JD Edwards World use

F00BLOG and JD Edwards World provides many different versions of P00ZERR so that you can print the errors for a specific program. For the Travel and Expense system, you can run these versions:

- Transaction Log (ZJDE0003) to print errors that result from running Process Daily Transactions (P01P560).

- Statement Log (ZJDE0004) to print errors that result from running Receive Statement Transaction (P01P561).

- Expense Reports (ZJDE0030) to print errors that result from running Expense Report Details (P01P17Z).

- Purchase Card Z-File Log (ZJDE0008) to print errors that result from running Purchase Card Revisions (P01P01Z) and Merchant Revisions (P01P02Z).

Unless you use Data Selection, P00ZERR prints all error messages for transactions that the corresponding program generates. The system prints the error message only once.

Navigation

From Travel and Expense Processing (G01P2), choose Reports and Inquiries

From Travel and Expense Reports/Inquiries (G01P22), choose Error/Log Report

Alternatively, you can access this program from the Purchase Card and T&E Z File Processes menu (G01P01Z).

16.11.1 Data Selection

The data selection for this DREAM Writer includes Process Name. With the exception of version ZJDE0001, for which the Process Name is equal to *ALL, the Process Name is unique for each version that of P00ZERR that you run.

16.11.2 Data Sequence

The data sequence for this DREAM Writer includes the following mandatory values that you should *not* change:

- Batch Number   001
- Transaction Number   002

17

Purging Travel and Expense Data

You can run the Purge Closed PCard Statement Records (P01P801) and Purge Closed Expense Report Records (P01P802) programs to purge records from the Statement File Header (F01P12) and Statement File Detail (F01P121) files on your system.

This chapter includes the following tasks:

- Section 17.1, "Purging Expense Reports"
- Section 17.2, "Purging Statements"
- Section 17.3, "Purging Transactions"

17.1 Purging Expense Reports

You can run the Purge Closed Expense Report Records (P01P802) program to purge records from the Travel and Expense Expense Report Header (F01P17) and Travel and Expense Expense Report Detail (F01P171) files on your system.

Navigation

From Travel and Expense Processing (G01P2), choose Purge Expense Reports

17.1.1 Processing Options (P01P802)

See Section 19.12, "Purge Closed Expense Report Records (P01P802)"

17.2 Purging Statements

You can run the Purge Closed Statement Records program (P01P801) to purge transactions from the Statement File Header (F01P12) and Statement File Detail (F01P121) files when the value is 0 in the Number of Items to be Reconciled field in the F01P12.

Enter a date in the Submittal Date Comparison processing option to choose statements prior to this date for purging. If you leave this processing option blank, the program purges all statements.

You can set the Purge Files processing option to save the purged data to purge files for future retrieval or reference. You can save only the header information or both header and detail information.

Navigation

From Travel and Expense Processing (G01P2), choose Purge Statements

17.2.1 Processing Options (P01P801)

See Section 19.11, "Purge Closed PCard Statement Records (P01P801)"

17.3 Purging Transactions

If you do not set the Automatic Purge processing option for the Process Daily Transaction program (P01P560) to purge transactions from the Purchase Card – Bank Transmissions file (F01PBKZ) after they successfully process, you can run version XJDE0049 of the Generic Purge Program (P00PURGE). Each version of P00PURGE has a different based on file and it is imperative you choose the version that contains F01PBKZ in the Based On File field in the Additional Parameters.

The P00PURGE program purges all records from F01PBKZ that have Y in the Processed (Y/N) field.

Navigation

From Travel and Expense Processing (G01P2), choose Transmission Processing

From Transmission Processing (G01P13), choose Purge Transactions

17.3.1 Processing Options (P00PURGE)

See Section 19.13, "Batch File Purge (P00PURGE)"

Part III

Processing Options

This part includes the following processing option chapter:

18

Purchase Card Processing Options

This chapter includes the following processing options:

18.1 Purchase Card Constants (P01P00)

Processing Option	Processing Options Requiring Further Description
APPLICATION SELECTION:	

Processing Option	Processing Options Requiring Further Description
1. Enter one of the following values to determine which application constants to display: ' ' = Purchase Card Constants '1' = Travel and Expense Constants	

18.2 Employee/Card Revisions (P01P01)

Processing Option	Processing Options Requiring Further Description
EXPIRATION DATE ALERT:	
Enter the number of days to be used as a tolerance amount to alert you to expiring cards. An alert will be displayed next to the Expiration Month/Year if it falls within the tolerance days from the system date, or if the Expiration Month/Year has passed.	Enter the number of days prior to the card expiration date that you want the system to use to display the message, Expired!, on the Employee Card Revisions screen (P01P01)
Z-FILE PROCESSING:	
2. Enter the character you will use to indicate you want the field cleared. If a value is entered, fields left blank will not be updated. If no value is entered, the entire record, all fields, will be processed and blank fields will be cleared.	If you use the batch import (Z) process to update employee card information, you can use this processing option to specify a special character to indicate that you want to clear a field. The system clears the value from any field that has the character you specify in this processing option on the spreadsheet when you process the changes using Purchase Card Revisions (P01P01Z). For example, suppose you use category code 01 to track the employee's job and the employee moves to another position that no longer requires use of a credit card. If you attempt to clear a value using the Z-file, the system does not distinguish that you are changing the value of the field. You assign a special character to the fields that you want to clear on the F01P01Z spreadsheet and then enter that character in the processing option for Z-File Processing. The system locates all fields with the special character that you specify in the processing option and clears the value in the field.

18.3 Merchant Information (P01P02)

Processing Option	Processing Options Requiring Further Description
REQUIRE ADDRESS BOOK #	
1. Enter 1 to require the address book number of the merchant. This processing option is valid only when merchant tracking is not activated in the Purchase Card Constants (P01P00).	

18.4 T&E Category Revisions (P01P04)

Processing Option	Processing Options Requiring Further Description
BANK CARD APPLICATION:	
1. Enter '1' to update expense categories for Travel and Expense. If left blank, you will be working with Purchase Cards.	

Processing Option	Processing Options Requiring Further Description
PRE-LOADED DATA:	
2. Any values loaded below will be pre-loaded to the video upon entry:	
Expense Group (* = All).	

18.5 PCard Transaction Detail - Expense Category Form (P01P111)

Processing Option	Processing Options Requiring Further Description
FORMAT CONTROL:	
1. Select the default screen format:	
' ' = Standard Account Entry	
'1' = Expense Category Entry	

18.6 Transaction Workbench (P01P200)

Processing Option	Processing Options Requiring Further Description
PRE-LOADED DATA:	
1. Any values loaded below will be pre-loaded to the video upon entry:	
Company	
Business Unit	
Cardholder.	
Card ID	
Merchant ID	
Status. ('*' = All)	
Status Reason Code. ('*'=All) .	
Item Flag . (* = All)	
Asset Flag. (* = All)	
DREAM WRITER VERSIONS:	
Enter the version for each program:	
If left blank, ZJDE0001 will be used.	
2. Supplier Ledger Inquiry.	
3. Standard Voucher Entry	
4. Journal Entry.	
5. Purchase Order Entry	
6. Merchant Information	
7. Stock Inventory Items.	
8. Voucher Entry w/Logging (ZJDE0002) .	
9. Voucher Entry - Multi Company. . . .	
10. PCard Transaction Details.	

18.7 Purchase Card - Statement Inquiry (P01P201)

Processing Option	Processing Options Requiring Further Description
PRE-LOADED DATA:	
1. Any values loaded below will be pre-loaded to the video upon entry: Company . . . . Business Unit . . . . Cardholder. . . . . Card ID . . . . Merchant ID . . . . Reconciled ('*' = All)	
PCARD OR T&E DEFAULT:	
2. Enter '1' to use the Travel and Entertainment constants as the default processing when reconciling a multi-use card. If left blank, the PCard constants will be used. (This pertains to currency on/off for example).	

18.8 Merchant Activity Inquiry (P01P220)

Processing Option	Processing Options Requiring Further Description
PRE-LOADED DATA SELECTIONS:	
1) Any values entered in the following options will be loaded upon entry into the program: ■ Merchant Number ■ Account ■ From Date/Period ■ Thru Date/Period ■ PCard Flag (* = All) ■ Subledger (* = All) ■ Subledger Type ■ Ascending/Descending ■ Sequence ■ Business Unit	
DOCUMENT TYPE SELECTION:	
2. Enter one of the following values to limit the Document Types you wish to display: blank = all Document Types '1' = 01P/DI for included types '2' = 01P/DX for excluded types	For example, you might not want to include document types such as AE, PK, PN, PT or P1 that affect meaningful totals. Additionally, if you generate vouchers from the PCard system, you should assign them a unique document type so you can exclude them as well. JD Edwards World recommends that you display only journal entry document types and document types for vouchers that are generated outside of the PCard system. This ensures that you capture merchant activity correctly.
DREAM WRITER VERSIONS:	

Processing Option	Processing Options Requiring Further Description
3. Enter the version to be called for each:	
Merchant Activity Summary. . .	

18.9 Merchant Summary (P01P225)

Processing Option	Processing Options Requiring Further Description
PRE-LOADED DATA SELECTIONS:	
1) Any values entered in the following options will be loaded upon entry into the program:	
Merchant Number	
Merchant ID	
Year.	
Company	
PCard Flag. (* = All) . .	
Object Account.	
Subsidiary Account. . . .	
Cardholder Address. . . .	
Currency.	
Business Unit	
DOCUMENT TYPE SELECTION:	
2. Enter one of the following values to limit the Document Types you wish to display:	
blank = all Document Types	
'1' = 01P/DI for included types	
'2' = 01P/DX for excluded types	
CURRENCY EXCHANGE RATE:	
3. Enter a '1' to use the historical exchange rate (G/L Date) to convert amounts. If left blank the current exchanged rate based on today's date will be used.	
NOTE: This only pertains if currency is active and the base company currency of the account is different than the currency requested.	

18.10 Transaction Report (P01P400)

Processing Option	Processing Options Requiring Further Description
PRINT OPTIONS:	
1. Enter one of the following formats:	
' ' = Transaction Header Information	
'1' = Transaction Detail Information	
If left blank, Header format will	
print.	
HEADER FORMAT OPTIONS:	

Processing Option	Processing Options Requiring Further Description
2. Enter '1' to print Generic Text.	
If left blank, no generic text will print.	
DETAIL FORMAT OPTIONS:	
3. Enter '1' to print the Item or Asset line if either is entered for the transaction. If left blank, this information will not print.	
4. Enter '1' to print the Remark.	
If left blank, the Description of Goods will print.	
5. Enter a '1' to print the Enhanced Subledger fields. If left blank or no Enhanced Subledgers entered, the line will not print.	

18.11 Employee Card Information Report (P01P401)

Processing Option	Processing Options Requiring Further Description
REPORT CONTENT:	
1. Enter a '1' to print Credit Limit information. If left blank, no Credit Limit information will print.	
2. Enter a '1' to print Category Codes. If left blank, no Category Codes will print.	
3. Enter a '1' to print card approval and date information. If left blank, no card approval information will print.	
4. Enter '1' to alert you to duplicate Credit Card Type / Bankcard ID records with an asterisk to the right of the Bankcard ID. If left blank, no asterisk will print. NOTE: The DREAM Writer Sequence must be as shown in the DEMO version or the data will be unreliable.	You must use the Data Sequence from the ZJDE0001 version: Address Number (001) and Bankcard ID (2).
EXPIRATION NOTICE:	
5. Enter the number of days to be used as a tolerance amount to alert you to expiring cards. An alert will be displayed next to the Expiration Month/Year if it falls within the tolerance days from the system date, or if the Expiration Month/Year has passed.	For example, if you enter 30, the system prints ** next to the expiration date for those employees whose purchase cards will expire within 30 days.

18.12 Merchant Information Report (P01P402)

Processing Option	Processing Options Requiring Further Description
REPORT CONTENT:	
1. Enter a '1' to print Purchase Order information. If left blank, no Purchase Order information will print.	

18.13 Transaction Activity Report (P01P404)

Processing Option	Processing Options Requiring Further Description
YEAR BEGINNING:	
1. Enter the number that represents the month that begins your fiscal year. If left blank, the year will run January to January.	
BEGINNING PURCHASE DATE:	
2. Enter a beginning purchase date to limit bank charges included in this report. If left blank, we will include one year of bank charges for this report. NOTE: A workfile over both the PCard and T&E charges is created. Data must be limited for better performance.	
REPORT OUTPUT:	
3. Enter a '1' next to the information you would like to bypass in your report. If left blank, all will print. Transaction Level Information Daily Summary Monthly Summary Yearly Summary	
4. Enter a '1' to print only those lines that are over the Credit or Transaction Limits. If left blank, all transactions and totals will print.	

18.14 Create Vouchers - Merchant Tracking (P01P510)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE	
1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.	
AUTOMATIC POST	
2. Enter a '1' to automatically submit the post after processing/creating voucher transactions. If left blank, the post is not submitted.	
VOUCHER CREATION:	

Processing Option	Processing Options Requiring Further Description
3. Enter one of the following voucher creation methods: ' ' = Standard Voucher '1' = Logged Vouchers '2' = Multicompany Single Supplier NOTE: Multicompany is only invoked if you are processing pay items at the detail level.	You *must* coordinate the setting of this processing option with the setting of the processing option for Create Journal Entries (P01P520) that specifies whether to create an offsetting entry by company and business unit; otherwise, the offset accounts will not balance to zero when you post the corresponding vouchers. Blank - Standard Voucher. The system uses the following hierarchy to locate the CCP AAI to use to retrieve the G/L distribution account to assign to the voucher: CCP + Currency + Employee Company CCP + Currency + Company 00000 CCP + Employee Company CCP + Company 00000 The system uses the employee company from the F01P11 record to locate the CCP AAI to use. If you do not specify a business unit on the CCP AAI, the system uses the employee business unit from the F01P11 record and concatenates it to the object/subsidiary to derive the offset account to use. 1 - Logged Voucher. Use this processing option setting when you assign purchase order information to the PCard transaction for encumbrance or inventory processing. The system uses the standard voucher logging AAIs (PP and PQ) for the G/L distribution and updates the Create Journal Entries Date field (CRTJ) with the system date to prevent journal entries from being generated. 2 - Multicompany Single Supplier. This is only invoked if you are processing pay items at the detail level. Set to 2 if you also generate multiple offset entries in the Create Journal Entries program. The system uses the following hierarchy to locate the CCP AAI to use: CCP + Currency + Expense Distribution Company CCP + Currency + Company 00000 CCP + Expense Distribution Company CCP + Company 00000 The system derives the expense distribution company based on the business unit of the expense account from the F01P111 record and uses that to locate the CCP AAI to use. If the business unit is blank on the CCP AAI, the system uses the business unit from the expense distribution account and concatenates it to the object/subsidiary account specified in the AAI to derive the offset account.

TRANSACTION PROCESSING

Processing Option	Processing Options Requiring Further Description
4. Enter a '1' to create the voucher pay items at the detail level. If left blank, pay items will be created at the Transaction level rather than the detail distribution level.	If you receive PCard transactions with receipt details and you process them in detail mode, then the transactions in the F01P11 are the same as those in F01P111. If no further G/L distribution has been made to allocate the entries to more than the original transmitted account, then the detail and the receipt information are the same and the setting of this processing option is moot. The system generates voucher pay items for receipt details.
	Similarly, if you do not receive PCard transactions with receipt details, then regardless of your process mode the transactions in the F01P11 are the same as those in F01P111. If no further G/L distribution has been made to allocate the entries to more than the original transmitted account, then the detail and the receipt information are the same and the setting of this processing option is moot. The system generates one voucher pay item that represents the receipt total.
	If you receive PCard transactions with receipt details and you process them in summary mode, the system summarizes the receipt details from F01P111 into one receipt total in F01P11. Similarly, if you do not receive PCard transactions with receipt details, but you add detail entries by further allocating the expenses across multiple G/L accounts, then you would have a single F01P11 receipt total with multiple F01P111 detail records. Therefore, setting this processing option affects whether you generate one or more pay items on the voucher.
5. Enter value for G/L Date Assignment: ' ' = Purchase Date '1' = Summarized Purchase Date to Period End Date '2' = Statement Date '3' = Summarized Statement Date to Period End Date '4' = G/L date Entered below: G/L Date . . . . NOTE: If Statement Date is not available the Purchase Date will be used. CAUTION!!! DREAM Writer Sequence must be set correctly for selected date assignment.	**Note:** If you use either of the Statement Date options (2 or 3), you must set the Data Sequence as follows: - Employee Company - Currency Code - Statement Date - Date of Purchase - Unique Key ID The program provides a unique DREAM Writer version for Statement Date processing (ZJDE0003).
BYPASS TAX DEFAULTS	
6. Enter a '1' to bypass tax processing (no tax processing and no tax area/tax explanation defaults). If left blank, tax processing will be in effect. (NOTE: See AP Functional Server(XT0411Z1) for additional tax processing option.)	
REMARK OR DESCRIPTION	
7. Enter a '1' to use the detail transaction description as the pay item remark. If left blank or not in detail, the transaction description will be used.	
VENDOR INVOICE NUMBER:	

Processing Option	Processing Options Requiring Further Description
8. Enter a '1' to bypass populating the Vendor Invoice Number with the Card Type/Unique ID#. If left blank, the field VINV will be populated. NOTE: If you have the constants set for Duplicate Invoice Number Edit this option should remain blank.	
REPORT PROCESSING	
9. Enter a '1' to suppress the printing of warnings on the error report. If left blank, warnings will print on the error report.	
10. Enter a '1' to suppress the printing of successfully created vouchers. If left blank, vouchers successfully created will be noted on the report.	
DW VERSION FOR A/P VOUCHER PROCESSOR	
11. To override standard A/P Voucher processing (DREAM Writer XT0411Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	**Note**: This should only be changed by persons responsible for system wide setup.
DW VERSION FOR JOURNAL ENTRY PROCESSOR	
12. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	**Note**: This should only be changed by persons responsible for system wide setup.

18.15 PCards - Create Journal Entries (P01P520)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE	
1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.	
AUTOMATIC POST	
2. Enter a '1' to automatically submit the post after processing/creating journal transactions. If left blank, the post is not submitted.	
TRANSACTION PROCESSING	
3. Enter value for G/L Date Assignment: ' ' = Purchase Date '1' = Summarized Purchase Date to Period End Date '2' = Statement Date '3' = Summarized Statement Date to Period End Date '4' = G/L date Entered below: G/L Date . . . . NOTE: If Statement Date is not available the Purchase Date will be used. CAUTION!!! DREAM Writer Sequence must be set correctly for selected date assignment.	**Note:** If you use either of the Statement Date options (2 or 3), you must set the Data Sequence as follows: ■ Employee Company ■ Currency Code ■ Statement Date ■ Date of Purchase ■ Unique Key ID The program provides a unique DREAM Writer version for Statement Date processing (ZJDE0003).

Processing Option	Processing Options Requiring Further Description
4. Enter '1' to create multiple balance offset entries in Company/Business Unit detail. If left blank, one offset will be created for the journal entry using the Employee Company and Business Unit.	Blank - One offset entry for each journal entry the system generates. The system uses the following hierarchy to locate the CCP AAI to use:
	CCP + Currency + Employee Company
	CCP + Currency + Company 00000
	CCP + Employee Company
	CCP + Company 00000
	The system uses the employee company from the F01P11 record to locate the CCP AAI to use. If you do not specify a business unit on the CCP AAI, the system uses the employee business unit from the F01P11 record and concatenates it to the object/subsidiary to derive the offset account to use.
	1 - One offset entry for each company and business unit combination based on the account used for the journal entry expense. The system uses the following hierarchy to locate the CCP AAI to use:
	CCP + Currency + Expense Distribution Company
	CCP + Currency + Company 00000
	CCP + Expense Distribution Company
	CCP + Company 00000
	The system derives the expense distribution company based on the business unit of the expense account from the F01P111 record and uses that to locate the CCP AAI to use. If the business unit is blank on the CCP AAI, the system uses the business unit from the expense distribution account and concatenates it to the object/subsidiary account specified in the AAI to derive the offset account.

DEFAULT VALUES:	
5. Enter the Document Type to be assigned to the journal entry. If left blank, JE will be assigned.	
REPORT PROCESSING	
6. Enter a '1' to suppress the printing of warnings on the error report. If left blank, warnings will print on the error report.	
7. Enter a '1' to suppress the printing of successfully created journal entries. If left blank, journal entries successfully created will be noted on the report.	
DW VERSION FOR JOURNAL ENTRY PROCESSOR	
8. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	

18.16 Employee/Card Info - User Reserved (P01P55)

Processing Option	Processing Options Requiring Further Description
KEY FIELD CONTROL:	

Processing Option	Processing Options Requiring Further Description
1. Enter a User Reserved Type Code in UDC 00/T1 to be pre-loaded into the Type key field.	Enter the value from the User Reserved Type Code UDC table (00/T1) to use as the default value in the Type field (TYUR) when you select the program from the menu.
2. Enter a '1' if you wish to protect the Type field from being changed.	This processing works in conjunction with the previous processing option to prohibit changes to the default value for the Type field. f you do not specify a value in the first processing option and you set this processing option to 1, the system uses blank as the default Type value.

18.17 Purchase Card Purge Transactions (P01P800)

Processing Option	Processing Options Requiring Further Description
PURCHSE DATE COMPARISON:	
1. Enter the 'Purge Prior To' date to be compared to the Purchase Date.Only transactions with Purchase Dates prior to the date entered will be considered for purge. If left blank, all transactions meeting the other specifications will be purged, regardless of purchase date.	
PURGE FILES:	
2. Enter one of the following values to indicate what information to save to the purge files:	
■ ' ' = Save Header and Detail data to F01P11P and F01P111P	
■ '1' = Save only Header data to F01P11P	
■ '2' = Do not save purged data to the purge files.	

18.18 Purchase Card Purge Statements (P01P801)

Processing Option	Processing Options Requiring Further Description
STATEMENT DATE COMPARISON:	
1. Enter the 'Purge Prior To' date to be compared to the Statement Date.Only statements with Statement Dates prior to the date entered will be considered for purge. If left blank, all statements with all detail lines reconciled will be purged, regardless of statement date.	
PURGE FILES:	
2. Enter one of the following values to indicate what information to save to the purge files:	
■ ' ' = Save Header and Detail data to F01P12P and F01P121P	
■ '1' = Save only Header data to F01P12P	
■ '2' = Do not save purged data to the purge files.	

18.19 Generic Purge Program (P00PURGE)

Processing Option	Processing Options Requiring Further Description
SAVE PURGED RECORDS:	
1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)	
REORGANIZE FILE:	
2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)	

18.20 Purchase Card Revisions (P01P01Z)

Processing Option	Processing Options Requiring Further Description
DREAM WRITER VERSIONS:	
1. Enter the version to be used to call Employee Purchase Card Info (P01P01). If left blank, ZJDE0001 will be used.	
ERROR REPORTING:	
2. Enter '1' to skip printing the error report. If left blanks, the report will print.	
3. Enter the version to be used to call the error report program (P41ZERR). If left blank, XJDE0001 will be used.	

19

Travel and Expense Processing Options

This chapter includes the following topics:

19.1 Address Book Organization Structure Revisions (P0150)

Processing Option	Processing Options Requiring Further Description
PRE-LOADED DATA SELECTIONS:	
1. Any values entered in the following options will be loaded upon entry into the program:	
Organization Structure Type	
Parent/Child (0/1)	
FIELD PROTECT:	
2. Enter '1' if you wish to protect the Organization Structure Type field from being changed.	

19.2 Bank Transmission Data - Transactions (P01PBK)

Processing Option	Processing Options Requiring Further Description
BANK TRANSMISSION DATA ENTRY:	
1. Enter a 1 to enter Transaction data, or enter a 2 to enter Statement data. A default of blank will display Transaction fields.	
MULTI-USE CARD HANDLING:	
2. Enter a '1' to use the Travel and Expense constants for Merchant Tracking and Currency when processing transactions for multi-use cards. If left blank, the PCard constants will be used.	

19.3 Expense Report Revisions (P01P17)

Processing Option	Processing Options Requiring Further Description
MERCHANT TRACKING:	
1. Enter a '1' to require the merchant ID when tracking is on for non-bank card expenses. If left blank, you will not be required to enter a valid Merchant ID even if tracking is on for non-bank card expenses.	
MILEAGE RATE:	
2. Enter '1' to allow the employee to manually enter a mileage rate. If left blank, the mileage rate must be set up through the Mileage Rate program (P01P10).	
DEFAULT DATA:	
3. Enter '1' to bring back blanket Purchase Order information associated with a Merchant when including bank card charges in your expense report. If left blank, blanket purchase information will not be returned with the bank card charges.	
4. Enter one of the options below to populate remark and/or explanation fields with the Expense Report Purpose: ' ' = Leave both blank '1' = Explanation '2' = Remark '3' = Both Explanation and Remark	
5. Enter '1' to set the accounting transaction status to 'Approved' if no errors are detected from the Category Expense default accounting when adding a new expense line. If left blank, the status will be set to blank, requiring manual approval after review.	
DREAM Writer Versions:	

Processing Option	Processing Options Requiring Further Description
6. Enter the version of each program.	
If left blank, ZJDE0001 will be used unless otherwise noted:	
Print Expense Report (P01P417)	

19.4 Expense Report Workbench (P01P221)

Processing Option	Processing Options Requiring Further Description
A/P AUDIT WORKBENCH:	
1. Enter '1' if this is the A/P Audit workbench. Options are limited to A/P Audit processes only. If left blank, the workbench is set up for use by the employee and the employee's manager.	
WITHDRAWALS:	
2. Enter one of the following to indicate at what stage you will no longer accept a withdrawal by the employee.	
' ' = Vouchered Lines	
'1' = Approved Status	
PRE-LOADED DATA:	
3. Any values loaded below will be pre-loaded to the video upon entry:	
Business Unit	
Employee	
Next Approver	
Delegate	
From Date Submitted	
Report Status ('*' = All)	
Ascending/Descending Date	
DREAM WRITER VERSIONS:	
4. Enter the version for each program:	
If left blank, ZJDE0001 is used.	
Expense Report Revs (P01P17)	
Print Expense Reports (P01P417)	
EXPENSE REPORT DETAIL REVIEW:	
5. Enter the value to appear in the 'Display All' field on the Detail Review.	
Valid values are:	
blank = Display Main Lines Only	
'1' = Display ALL	
(Main Lines and Itemization)	

19.5 Print Expense Reports (P01P417)

Processing Option	Processing Options Requiring Further Description
GENERIC TEXT:	
1. Enter '1' to print Generic Text for the Expense Report at the header level. If left blank, the header level generic text will not print.	
2. Enter '1' to print Generic Text for the Expense Report detail. If left blank, the detail generic text will not print.	
NOTE: Generic Text will not print when the Expense Report is requested during Submittal, Approval, etc.	

19.6 Bank Charges Report (P01P420)

Processing Option	Processing Options Requiring Further Description
IONAL REPORT INFORMATION:	
1. Enter '1' to print generic text for the expense report line. If left blank, generic text will not print.	

19.7 Travel and Entertainment Expense Report Accounting Information (P01P421)

Processing Option	Processing Options Requiring Further Description
ADDITIONAL REPORT INFORMATION:	
1. Enter '1' to print voucher information if the expense line has been vouchered. If left blank, voucher information will not print.	
2. Enter '1' to print enhanced subledger information if any exists. If left blank, any enhanced subledger information will not print.	
3. Enter '1' to print generic text for the expense report line. If left blank, generic text will not print.	
4. Enter '1' to print the Explanation Remark line with Reference 1 and 2. If left blank, this detail will not be included on the report.	
MAIN LINE FORMAT:	
5. Enter '1' to print only main lines, bypassing itemization. If left blank, main lines that have been itemized will be skipped and the itemized detail will print.	

19.8 Create Vouchers - with Merchant Track - Proof (P01P522)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE	
1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.	
AUTOMATIC POST	
2. Enter a '1' to automatically submit the post after processing/creating voucher transactions. If left blank, the post is not submitted.	
3. Enter one of the following values for G/L Date assignment:	
' ' = Purchase Date	
'1' = Summarized Purchase Date to Period End Date.	
'2' = Submit Date	
'3' = Summarized Submit Date to Period End Date.	
CAUTION	
The DREAM Writer Sequence must be set correctly for selected date assignment.	
See On-line Help for more information.	
BYPASS TAX DEFAULTS	
4. Enter a '1' to bypass tax processing (no tax processing and no tax area/ tax explanation defaults). If left blank, tax processing will be in effect.	
(**NOTE**: See AP Functional Server(XT0411Z1) for additional tax processing option.)	
REMARK OR DESCRIPTION	
5. Enter a '1' to use the expense category as the pay item remark. If left blank, the expense report purpose will be used.	
VENDOR INVOICE NUMBER:	
6. Enter a '1' to bypass populating the Vendor Invoice Number with the Expense Report/Line. If left blank, the field VINV will be populated.	
NOTE: If you have the constants set for Duplicate Invoice Number Edit this option should remain blank.	

19.9 System 01P Transaction Transmission Processing (P01P560)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE	

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.	In Proof Mode the program validates the transactions and generates the Process Daily/Wkly/Mnthly Transactions report (R01P56E), which displays error and warning messages that the system encounters during processing. If you have errors, you can use the Bank File Revs - Transactions program (P01PBK) to correct them, and then rerun P01P560.
	In Final Mode the program creates records in the F01P11 and F01P111 files and updates the Processed Flag to Y in the Purchase Card - Bank Transmissions file (F01PBKZ).
2. Enter a '1' to default transactions assigned as Multi-Use cards to the Travel and Expense file (F01P13). If left blank, these transactions will be processed to the PCard file (F01P11/F01P111). Refer to the program helps for more information on this topic.	
SUMMARY OR DETAIL LEVEL PROCESSING: (Purchase Card Processing ONLY)	
3. Enter '1' to process in Summary mode. The system generates one record in F01P11 for multiple detail records in F01P111. If left blank, detail processing will be performed. The system generates one record in both F01P11 and F01P111 for each record in F01PBKZ. Coordinate the setting of this processing option to the one in Process Statements (P01P561) for reconciliation processing. Refer to Helps for more information. ** Summary invalid for Multi-Use Cards.	Setting this processing option in both the Process Daily Transactions (P01P560) and Receive Statement Transaction (P01P561) programs affects whether you can automatically reconcile statements. See Chapter 3, "Understanding the Process Mode" for detailed information about setting this processing option.
REPORT PROCESSING	
4. Enter a '1' to suppress the printing of successfully created transactions. If left blank, transactions created successfully will be noted on the report and the F00BLOG file if applicable.	
ERROR FILE:	
5. Enter a '1' to write error messages to the Error Log Table (F00BLOG). If left blank, no errors will be written to the table.	
AUTOMATIC PURGE:	
6. Enter a '1' to automatically purge the Bank Transmission file records if successfully processed. If left blank, the records will be marked as processed and will remain in the file.	

19.10 PCard Bank Statement Transmission Proof (P01P561)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE	
1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.	
SUMMARY OR DETAIL LEVEL PROCESSING:	

Processing Option	Processing Options Requiring Further Description
2. Enter '1' to process in Summary mode. The system generates one record in F01P121 for multiple records in the Bank Transmission file (F01PBKZ). If left blank, detail processing will be performed. One record will be generated in F01P121 for each record in F01PBKZ. Coordinate the setting of this processing option to the one in Process Daily Transactions (P01P560) for reconciliation processing. Refer to Helps for more information.	
REPORT PROCESSING	
3. Enter a '1' to suppress the printing of successfully created transactions. If left blank, transactions created successfully will be noted on the report and the F00BLOG file if applicable.	
ERROR FILE:	
4. Enter a '1' to write error messages to the Error Log Table (F00BLOG). If left blank, no errors will be written to the table.	
AUTOMATIC PURGE:	
6. Enter a '1' to automatically purge the Bank Transmission file records if successfully processed. If left blank, the records will be marked as processed and will remain in the file.	

19.11 Purge Closed PCard Statement Records (P01P801)

Processing Option	Processing Options Requiring Further Description
STATEMENT DATE COMPARISON:	
1. Enter the 'Purge Prior To' date to be compared to the Statement Date. Only statements with Statement Dates prior to the date entered will be considered for purge. If left blank, all statements with all detail lines reconciled will be purged, regardless of the statement date.	
PURGE FILES:	
2. Enter one of the following values to indicate what information to save to the purge files: ' ' = Save Header and Detail data to F01P12P and F01P121P '1' = Save only Header data to F01P12P '2' = Do not save purged data to purge the files.	

19.12 Purge Closed Expense Report Records (P01P802)

Processing Option	Processing Options Requiring Further Description
SUBMITTAL DATE COMPARISON:	

Processing Option	Processing Options Requiring Further Description
1. Enter the 'Purge Prior To' date to be compared to the Submittal Date. Only Expense Reports with Submittal Dates prior to the date entered will be considered for purge.	
If left blank, all transactions meeting the other specifications will be purged regardless of submittal date.	
PURGE FILES:	
2. Enter a '1' to bypass saving the purged data to the designated purge file. If left blank, the data will be written to the purge file.	
a. Expense Report Header (F01P17)	
b. Expense Report Detail (F01P171)	
c. Exp Report Accounting (F01P14)	
d. Exp Report Bank Charges (F01P13)	
Note: If you bypass the Expense Report Header, the Detail is also bypassed.	

19.13 Batch File Purge (P00PURGE)

Processing Option	Processing Options Requiring Further Description
SAVE PURGED RECORDS:	
1. Enter a '1' to save the purged records to a special purge library.	
(Default of blanks will NOT save any purged records.)	
REORGANIZE FILE:	
2. Enter a '1' to reorganize the purged file.	
(Default of blanks will NOT reorganize the file.)	

19.14 AP Functional Server (XT0411Z1)

Processing Option	Processing Options Requiring Further Description
DEFAULT PROCESSING:	
1. Select the default Service/Tax Date:	
'1' = Use Invoice Date	
' ' = Use G/L Date	
2. Enter the default Pay Status or leave blank to use the data dictionary default value.	
2a. Enter '1' to always use the default Pay Status entered above on an Add. If left blank, you may enter any valid Pay Status on an Add.	
3. Enter the default document types for a voucher and a debit memo.	
Default voucher document type	
Default debit memo document type	

Processing Option	Processing Options Requiring Further Description
DEFAULT PROCESSING (CONT'D):	
4. Enter a '1' to default the Factor/ Special Payee address from Address Book into the Alternate/Payee for payments. If left blank, the supplier number will be used.	
5. Enter a '1' to retrieve Supplier and Address defaults from the Alternate Payee rather than the Supplier. If left blank, the Supplier and Address defaults will be derived from the Supplier.	
6. Enter a '1' to default the Payment Terms Code from the associated Purchase Order. If left blank, or if no Purchase Order is associated with the voucher, the Payment Terms Code will default from the Address Book Record for the Supplier.	
DEFAULT PROCESSING (continued):	
7. Enter a '1' to calculate the Discount Due Date using Payment Terms when there is no Discount Available. If left blank, the Discount Due Date will be the Net Due Date if there is no discount.	
8. Enter a '1' to bypass assigning default Tax Area and Tax Explanation Code from Address Book when processing taxes. If left blank, Address Book Tax information will be assigned when processing with taxes.	
DATE EDITS:	
9. Enter a value to select Date Edit Processing. Valid values are as follows: Blank = No Edit 1 = Warning 2 = Hard Error Invoice Date > Todays Date Invoice Date > G/L Date	
10. Enter a '1' to compute the Due Date by payment terms for debit items.	
CURRENCY PROCESSING:	
11. Enter a '1' to allow Value Added Tax on currency entries.	1
12. Select the date to use to retrieve the currency exchange rate: '1' = Use G/L Date ' ' = Use Invoice Date NOTE: If the receipt or purchase order date was used to calculate the exchange rate, and this date is passed in, it will override any values entered for this option.	
CURRENCY PROCESSING (CONT'D):	
13. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the transactions.	

Processing Option	Processing Options Requiring Further Description
14. Enter the exchange rate tolerance limit.	
14a.Enter '1' for hard error. If left blank, only warning will be issued.	
15. Enter a 1 to disallow entry to the domestic side of a foreign voucher. If left blank, entry of the domestic side of a foreign voucher will be allowed.	
ITALIAN PROCESSING:	
16. Enter the default document type to assign to Customs Authority tax only vouchers (Bolla Doganale).	
PURCHASING SYSTEM PROCESSING:	
17. Select one of the following values for processing changes and deletes of vouchers that contain a purchase order or contract number. Blank = No Edit 1 = Warning 2 = Hard Error **NOTE:** The warning is not a valid value for the Void Payment program.	
17a. Enter a '1' to validate against the Purchase Order file (F43121). If left blank, validation will be against the voucher PO field only.	
USER EXIT OPTIONS:	
18. Enter the User Exit program name. If left blank, the name "XT0411Z1E" will be used.	
ADDITIONAL EDITS:	
19. If using alternate currency payments, enter a '1' if you do not want to edit the G/L Bank Account's Currency.	
20. Enter a '1' to disallow a change to the Vendor Invoice Number if the voucher is posted. If left blank, changes will be allowed.	
ADDITIONAL EDITS (continued):	
21. Enter a '1' to edit the Alternate Payee for authorization. If left blank, no extra payee authorization edit will occur. **NOTE:** Authorized Payees must be set up in Organizational Structure for Type 'A85'.	
22. Enter a '1' to disallow adding new pay item lines to a posted/paid voucher. If left blank, you may add new lines.	
23. Enter '1' to issue a WARNING only for a duplicate invoice entry on a One Time Payment voucher if the A/P constant is set for a warning OR an error. If left blank, no duplicate edit will be done for OTP vouchers.	

A

Importing Merchant Category Codes

This appendix contains these topics:

You can use the interactive import process to upload merchant category codes directly into the Merchant Category Codes program (P01P21). To do this, you create a template (spreadsheet) that you save as a .csv or .xml file, update it with the MCCs that you want to import, and then use the interactive import process to upload the MCCs from the spreadsheet to the Merchant Category (Commodity) Codes file (F01P21).

Your bank should be able to provide you with the MCCs that they use, but you can also locate them, by credit card, on the Internet.

The interactive subfile programs can display a maximum of 9,999 records at one time. If your import generates more than 9,999 records, the program will import to the subfile limit and then pause. You can then process the records in the subfile and run the import again, until you process all records.

Before You Begin

To use the interactive import process, you must set up an Integrated File System (IFS) directory and map it to your PC. For information about setting up the system for import and export, see Work with Import/Export in the *JD Edwards World Technical Tools Guide*.

A.1 Creating the Template for Merchant Category Codes

You create a template that you save as an Excel spreadsheet as a Comma-Separated Values (CSV) or Extensible Markup Language (XML) file directly from the Merchant Category Codes program (P01P21).

The system stores the template on your PC in the directory that is mapped to your IFS directory.

Navigation
From Purchase Card Set-Up (G01P41), choose Merchant Category Codes

1. On Merchant Category Codes, click Import.

2. On Interactive Import Parameters, enter the name that for the template in the File Name field, followed by the file extension (.csv or.xml).

3. To create the spreadsheet as an xml file, enter Y in the Excel XML Y/N field; otherwise, leave it blank to use create the spreadsheet as a csv file.

4. Complete the IFS Path field or choose Search IFS Path (F4) to select from the list that displays.

5. Click Enter.

   Because you use this program to create the spreadsheet as well as to import the data from the spreadsheet, the system displays an error for the File Name field for the template.

6. Choose Create Template (F9).

7. Exit the program.

A.2 Updating the Merchant Category Codes Template (Spreadsheet)

Your template includes a row with data item names that identify the columns. The order of columns on the spreadsheet is not important and you do not have to complete all of the columns.

1. Open the template and complete the following columns.

   You might be able to cut and paste this information from a spreadsheet that you download from the Internet.

   ■ SFMCCC - Enter the merchant category code.

   ■ SFDL01 - Enter the description for the merchant category codes.

2. Optionally, complete the SFMAP1, SFMAP2, and SFMAP3 fields if you want to add mapping information to create a relationship among the merchant category codes.

3. Click Save.

   When you click Save, the system displays the following message.

Figure A–1   Microsoft Excel Message on Save screen
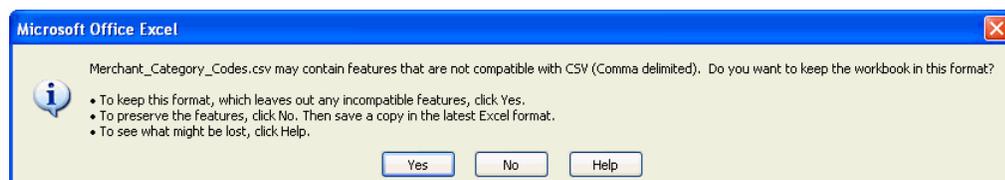
4. Click Yes.

5. You might receive the following message, depending on your Excel File settings.

Figure A–2   Microsoft Excel Message on Exit screen
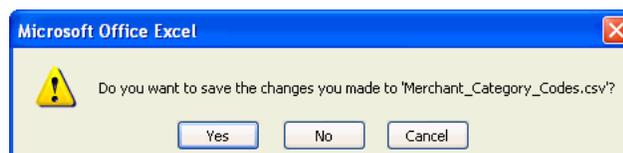
6. Click No.

The CSV format does not retain cell formatting; therefore, if you choose Yes, the system prompts you to save the spreadsheet in an xls or other format. If you choose to save it in an xls or other format, you must save it in the CSV format before you import it.

A.3 Importing the Merchant Category Codes

When you have saved the spreadsheet as a csv or xml file, you can import it interactively using the Merchant Category Codes program (P01P21).

Navigation

From Purchase Card Set-Up (G01P41), choose Merchant Category Codes

1. On Merchant Category Codes, click Import.

2. On Interactive Import Parameters, complete the following fields based on your spreadsheet:

    ■ File Name

    ■ Excel XML Y/N

    ■ IFS Path or choose Search IFS Path (F4) to select from the list that displays.

    ■ Field ID Row Number

    ■ Start Data Row Number

    ■ End Data Row Number

3. Click Enter.

4. Choose Continue (F6).

    The system enters the data in the appropriate fields from the spreadsheet.

    Note: The import might not load all of the data from the spreadsheet. If the system detects a change in header information, it displays the following message: *"Group of records imported (JDE0517)."* Add the first group of records and then run the import again. The import begins from the point in the spreadsheet where the import ceased. A similar situation occurs if you attempt to import more than 9,998 records at one time.

    ---

5. Click Add.

    The system validates and adds the import records.

B

Importing Batch Data into the System

This appendix contains these topics:

The batch import process enables you to import data from a Comma-Separated Values (CSV) file directly into a JD Edwards World database file. To preserve system integrity, the system controls which files it allows for batch import. These files are usually Z files or EDI files; a file that you process to validate the information in a batch mode before updating other files in the database.

In the Purchase Card (PCard) and Travel and Expense systems, you can use the batch import process to upload information into the following files instead of entering it manually:

- Employee Card Information (F01P01)

- Merchant Information (F01P02)

- Travel and Expense, Expense Report Header (F01P17)

- Travel and Expense, Expense Report Detail (F01P171)

- Purchase Card Bank Transmissions (F01PBKZ)

To use the batch import process you download a template (spreadsheet) that corresponds to the file you want to update and save it as a CSV or Extensible Markup Language (XML) file. The template contains the field headers, field names, and descriptions to identify the columns that you complete. For employee card and merchant information, you provide the spreadsheet to the bank for them to update. Once you receive the updated spreadsheet, you use the import process to upload the appropriate Z file:

- Employee Purchase Card (F01P01Z)

- PCard Merchant (F01P02Z)

- Expense Report Detail (F01P17DZ)

- Expense Report Header (F01P17HZ)

After you upload information to the Z file, you run one of the following batch import program to process the records to the files:

- Purchase Card Revisions - P01P01Z into F01P01

- Merchant Revisions - P01P02Z into F01P02

- Expense Report Revisions P01P17Z into F01P17 and F01P171

Additionally, you can use the import process to update changes to existing records in F01P01 or F01P02 and F01P17 and F01P171.

To import employee credit card information, you must provide the address book number and alpha name of the employee. Similarly, if you track merchants, you must provide the address book number and alpha name of the merchant. You can use the batch export process to create a spreadsheet that provides the address book information that you need to include on the spreadsheet.

Before You Begin

Set up an IFS (Integrated File System) directory and map it to your PC; otherwise, you must create a custom program to update the desired Z files directly.

For information about setting up the system for import and export, see Setting Up Import/Export in the *JD Edwards World Technical Tools Guide*.

B.1 Creating the Template for the Z File

You must download a template (spreadsheet) that corresponds to the file you want to update and save it as a CSV or XML file. In the Batch Import File field you choose Field Sensitive Help (F1) and then enter F01P in the Skip To Code field to choose the appropriate Z File program:

- Employee Purchase Card Z File (F01P01Z)

- PCard Merchant Z File (F01P02Z)

- Purchase Card - Bank Transmissions (F01PBKZ)

- Expense Report Detail BatchZ (F01P7DZ)

- Expense Report Header BatchZ (F01P7HZ)

The system stores the template on your PC in the directory that is mapped to your IFS directory.

For information about setting up the system for import and export, see Importing Data by Batch from CSV in the *JD Edwards World Technical Tools Guide*.

B.2 Exporting Address Book Information

The template (spreadsheet) that you use for importing the data into the Z files includes the fields for address book number. Instead of manually entering the data, you can export the Reports by Address report (P01301) using the One Line per Address format, and then copy and paste the address book number and alpha name into the fields of the template.

Before You Begin

Use a category code, search type, or a value in some other field to identify the employee and supplier (merchant) address book records that you want to export.

Navigation

From Periodic Processes (G0121), choose Reports by Address

To export the Address Book Report

1. Review the runtime message and choose Execute (F6).

2. On the Reports by Address, add a new version of XJDE0001.

3. On Additional Parameters, choose Batch Export Parameters (F6).

4. On Spooled File Export Parms, complete the fields according to the following screen using your import/export file name and IFS path:

Figure B–1   Spooled File Export Parameters screen

5. On Processing Options Revisions, enter 2 in the Address Book Reports w/out Who's Who processing option.

6. On Data Selection, set up the criteria to print a report of the suppliers (merchants) that you use.

7. Run the report to export the data to the spreadsheet.

B.3 Updating the Z-File Template (Spreadsheet)

You must complete the spreadsheets to process information into the appropriate Z File program. See Appendix C, "Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Transactions" for information about completing the template for the Purchase Card Bank Transmissions file (F01PBKZ).

After you complete the spreadsheet, you can send it to your bank to update:

■ The credit card information for each employee.

■ The merchant ID and merchant category code fields for each supplier.

To update the template

1. Access the template for the import process (for example, ccinfo.csv or merchantinfo.xml) and cut and paste the values for the Address Book Number and Alpha Name from the address book report spreadsheet to the template.

2. Complete the following fields for each copy of an address book record. You can use the same value for ZZEDUS, ZZEDBT, and ZZEDTC; however, the value for Transaction Number (EDTN) must be unique.

   ■ ZZEDUS - Enter a user ID

   ■ ZZEDBT - Enter a batch number

   ■ ZZEDTN - Enter a unique transaction number

   ■ ZZEDTC - Enter A

3. Perform one of the following:

   ■ For employee card information, complete the following required fields:

     – ZZBUE - Enter the employee's business unit. If you leave this field blank, the system uses the value from the Responsible Business Unit field (MCU) from the employee's address book record (F0101).

     – ZZAN8 - Enter the address book number of the employee.

     – ZZCARD - Enter the credit card type, such as AMEX or VISA. The credit card type you specify must exist in UDC 00/CA (Credit Card Type).

     – ZZBANK - Enter the address book number of the bank.

   ■ For merchant information, complete the following required fields:

     – ZZCARD - Enter the credit card type, such as AMEX or VISA. The credit card type you specify must exist in UDC 00/CA (Credit Card Type).

     – ZZAN8 - If you track merchants, enter the address book number of the merchant.

     – ZZALPH - Enter the alpha name of the merchant.

     – ZZMID# - Enter the bank's merchant ID. You can coordinate with the bank to update the Merchant ID by sending them the spreadsheet. They can update the merchant ID based on the name or any other information you can provide to them to identify the merchant.

   All other fields are optional or your bank provides the information. You can delete columns from the spreadsheet if you are not using them. You can reorder the columns any way you want, but the first row of data must be on line 5.

   Following is an example of how you might update the spreadsheet for Merchant Information:

Figure B–2   Merchant Information Spreadsheet

User ID	Batch Number	Transact Numbe	T C	S P	Merchant ID	Card Type	MCC	Address Number	Alpha Name	Receipt Required Amount
A10	A15	A22	A1	A1	A25	A4	A4	N8,0	A40	N15,2
ZZEDUS	ZZEDBT	ZZEDTN	ZZEDTC	ZZEDSP	ZZMID#	ZZCARD	ZZMCCC	ZZAN8	ZZALPH	ZZARRQ
JDE	IMPORT	1	A			AMEX		8133	ABC Supplier	
JDE	IMPORT	2	A			AMEX		8125	Restaurant	
JDE	IMPORT	3	A			AMEX		8053	Office Supply	
JDE	IMPORT	4	A			AMEX		7982	Merchant Market	
JDE	IMPORT	5	A			AMEX		10101	Airline 1	
JDE	IMPORT	6	A			AMEX		801099	Airline 2	
JDE	IMPORT	7	A			AMEX		701099	Airline 3	
JDE	IMPORT	8	A			AMEX		7712	Parts Supplier	
JDE	IMPORT	9	A			AMEX		970104	Hotel 1	
JDE	IMPORT	10	A			AMEX		1124	Hotel 2	
JDE	IMPORT	11	A			AMEX		70109	Business Inn	
JDE	IMPORT	12	A			AMEX		8011	Super Motel	
JDE	IMPORT	13	A			AMEX		10103	Super Store	
JDE	IMPORT	14	A			AMEX		19017	Gasoline 1	
JDE	IMPORT	15	A			AMEX		1085	Gasoline 2	
JDE	IMPORT	16	A			AMEX		12344	Gasoline 3	
JDE	IMPORT	17	A			AMEX		8029	Food Market	
JDE	IMPORT	18	A			AMEX		7991	Copy Store	
JDE	IMPORT	19	A			AMEX		8061	Book Seller	
JDE	IMPORT	20	A			AMEX		1159	Good Food Place	
JDE	IMPORT	21	A			AMEX		998	Fast Food Place	

4. Save the spreadsheet.

When you click Save, the system displays the following message.

Figure B–3   Microsoft Excel Message on Save screen
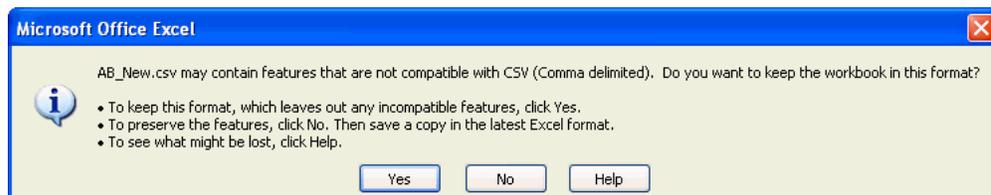
5. Click Yes.

When you exit the spreadsheet, you might receive the following message, depending on your Excel File settings:

Figure B–4   Microsoft Excel Message on Exit screen
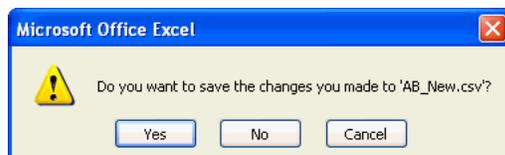
6. Click No.

The CSV format does not retain cell formatting; therefore, if you choose Yes, the system prompts you to save the spreadsheet in an xls or alternate format.

B.4 Uploading the Z-File

When you receive the spreadsheet from the bank or if you are ready to upload the information, you run the Batch Import-CSV or Excel XML program (P00BUL) to generate the records in the F01P02Z file.

After you upload F01PBKZ, you are ready to process transactions and statements; you do not need to run an additional program.

Navigation

From Import/Export (G00PCIE), choose Batch Import-CSV or Excel XML

To upload the z file

1. On Batch Import-CSV or Excel XML, complete the following fields and click Add:

    ■   Batch Import File - Enter the appropriate F01P Z file.

    ■   Import Name - Enter a name to assign to the format.

    ■   Import Export File - Enter the name of the template (spreadsheet) that you updated (for example, ccinfo.csv or merchant.csv).

    ■   Excel XML (Y/N)

    ■   IFS Path

2. Choose Continue (F6).

    The system uploads the information from the spreadsheet to the Z-File.

B.5 Processing Transactions to Files

Navigation

From PCard and T&E Z File Processes (G01P01Z), choose the appropriate option

After you upload the information from the spreadsheet to Z-File, you must process the information to the F01P01 or F01P02 and the F01P17 and F01P171 files using the corresponding program:

■   Purchase Card Revisions (P01P01Z)

■   Merchant Revisions (P01P02Z)

■   Expense Report Revisions (P01P17Z)

The programs do not provide a proof mode; however, if the system encounters errors, it does not process the transaction.

Review the processing options for each program.

B.6 Uploading Changes to Files

Instead of manually changing information, you can use the batch import process to upload changes. The only difference between adding new records and changing existing records is that you use C, instead of A, in the Transaction Action field (EDTC) on the spreadsheet (template).

For example, if you decide to process updates to the Employee Card Information file (F01P01), the Employee/Card Revisions program (P01P01) includes the processing option for Z-File Processing that you use to specify a special character to indicate that you want to clear a field. For example, suppose you use category code 01 to track the employee's job and the employee moves to another position that no longer requires use of a credit card. If you attempt to clear a value using the Z-file, the system does not distinguish that you are changing the value of the field. You assign a special character to the fields that you want to clear on the F01P01Z spreadsheet and then enter that character in the processing option for Z-File Processing. The system locates all fields

with the special character that you specify in the processing option and clears the value in the field.

C

Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Transactions

This appendix contains these topics:

- Appendix C.1, "Required Fields for Processing PCard Transactions,"
- Appendix C.2, "Optional Fields,"
- Appendix C.3, "Multicurrency Fields."

You use the Purchase Card - Bank Transmission file (F01PBKZ) to process both purchase card transactions and bank statements. Processing purchase card transactions successfully from the bank depends largely on your ability to provide the proper field mapping information to them. Whether you use the batch import process or create a custom program to upload transactions to the Purchase Card - Bank Transmissions file (F01PBKZ), you must understand which fields are required and the values to use.

See Also:

- Appendix B, "Importing Batch Data into the System" for information on using the batch import process to upload transactions to F01PBKZ,
- Appendix D, "Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Statements" for information on the required fields for processing statements.

C.1 Required Fields for Processing PCard Transactions

This table lists the fields that must be populated to process PCard transactions.

Field	Description	Field Length	Field Type	Field Values/Description
BTEDUS	User ID	10	Alpha	The system uses these three fields (EDUS, EDBT and EDTN) to uniquely identify a purchase card transaction.
BTEDBT	Batch Number	15	Alpha	
BTEDTN	Transaction Number	22	Alpha	Populate EDTN with the same value that the bank uses to populate the transaction number field (TANM). Typically, this is the number found on the receipt that identifies it to the merchant.
				Although you can leave EDUS and EDBT blank, JD Edwards World recommends using them for audit information. For example, EDUS might be the person who processes the transaction and EDBT might be the date on which the transaction was received from the bank.
BTEDLN	Line Number	7	Numeric	A number that identifies multiple items for the same purchase card transaction (receipt).
				Populate EDLN with the same value that the bank uses to provide an audit trail.
BTEDTR	Transaction Type	1	Alpha	Enter 1 to process purchase card transaction data.
BTEDTC	Transaction Action	1	Alpha	Enter A.
BTEDSP	Processed (Y/N)	1	Alpha	Leave this field blank (for N).
				The system updates this field to Y when it successfully processes the transaction.
BTEDDT	EDI - Transmission Date	6	Date	Enter the transmission date in either the Julian date format or the format defined by your user profile, for example, MMDDYY or YYMMDD.
				The system stores the date in the Julian date format and converts the date for you if you use MMDDYY or YYMMDD.
				If this field is blank, the system updates it with the system date when you process the transaction.
BTBANK	Bank Number	8	Numeric	The address book number of the bank.
				The system validates this value against the Bank File (F01P03).
BTCARD	Credit Card Type	4	Alpha	The type of credit card.
				For example, MasterCard, Visa, American Express and so forth. The value must be set up in the UDC table 00/CA (Credit Card Types).
				If the Credit Card Type is blank, the system uses the last four digits of the BTCRCI field (Credit Card Account Number) to locate a credit card type in the Employee Card Information file (F01P01) to retrieve the value of the BTCARD field.

Field	Description	Field Length	Field Type	Field Values/Description
BTCRCI	Credit Card Account Number	25	Alpha	The credit card number.
				For security purposes, the system replaces all but the last four digits of the credit card number with x's after processing this record.
				If the BTCC4# field (Bankcard ID) is blank, the system updates it with the last four digits of the value from this field.
				If this field is blank, the last four digits of the credit card number must exist in the BTCC4# field; otherwise, the system displays an error and does not process the transaction.
BTCC4#	Bank Card ID	4	Alpha	The last four digits of the credit card number.
				If this field is blank, the system updates the value from the BTCRCI field (Credit Card Account Number). If the BTCRCI field is blank, the system returns an error.
BTPODT	Date of Purchase	6	Numeric	The purchase date of the item. Enter this date in either the Julian date format or the format defined by your user profile, such as MMDDYY or YYMMDD.
				The system stores the date in the Julian date format and converts it for you if you use the MMDDYY or YYMMDD format.
BTPOTI	Time of Purchase	6	Numeric	The time at which the item was purchased.
BTMID#	Merchant ID	25	Alpha	The merchant ID assigned by the bank, which the system validates against the Merchant Information file (F01P02).
				The value must be entered in uppercase alpha characters.
				If the Track Merchants field is set to 1 in the Purchase Card Constants (P01P00), the system uses the value in this field and the value in the BTCARD (Credit Card Type) field to locate the merchant from the Merchant Information file (F01P03). If the merchant does not exist, the system returns error 377N (Merchant ID/Card Combination Invalid) and does not process the record.
BTMCCC	Merchant Category/Code	4	Alpha	The merchant's category code.
				The system validates this value with the value in the Merchant Category (Commodity) Codes File (F01P21), as well as the Merchant Category Codes (MCCs) values you allow or restrict in the cardholder's profile in the Purchase Card Profiles table (F01P20).
				If this field is blank and blank is not a valid value in the F01P21 file, the system displays an error and does not process the transaction.
BTALPH	Alpha Name	40	Alpha	Leave this field blank.
				The system retrieves the value from the employee's address book record (F0101).

Field	Description	Field Length	Field Type	Field Values/Description
BTAN8	Address Number	8	Numeric	The address book number of the employee.
				The system validates this value against the Address Book Master file (F0101) and uses it to locate the Bankcard Unique ID (CCUK) in the Employee Card Information file (F01P01). The system uses the combination of BTAN8 and BTCC4# to update the Bankcard Unique ID field (THCCUK) in F01P11 record.
				If the bank does not provide you with the address number, the system can retrieve it based on the employee's last name, which must be populated in the Surname (BTSRNM) field in this file.
				The system uses the Surname in conjunction with the Credit Card Type (BTCARD) and Bankcard ID (BTCC4#) to locate the value of AN8 and to update this field.
BTAA	Amount	15	Numeric	The amount of the transaction.
BTANI	Account Number	29	Alpha	The expense account number for the purchase card transaction (receipt).
				If this field is blank, the system retrieves the account number from AAI item CC. If the AAI does not locate an account or if you have the AAI set up with all blanks, the system processes the transaction without an account and you must enter the G/L account number manually. If you have an invalid account set up in the AAI, the system returns an error when you process the transaction.
				You can set up the CC AAI by MCC, as well as by company. The system uses the value of the business unit in the employee profile to determine the company.
				The system uses the following hierarchy to determine the AAI to use:
				■ CCxxxx (company-specific), where xxxx is the MCC and company is the value of the business unit in the employee profile.
				■ CCxxxx (company 00000)
				■ CC (company-specific)
				■ CC (company 00000)
BTEXR	Explanation - Remark	30	Alpha	The description of the item or service.
BTRCK9	Line Number	7	Numeric	A unique number to identify the receipt line item of a transaction when there are multiple purchases for a single receipt. Typically, you assign the same value to this field as you do to the EDLN field.

C.2 Optional Fields

Field	Description	Field Length	Field Type	Field Values/Description
BTCID#	Customer ID	25	Alpha	A user-defined value that identifies the customer to the bank.
				The system does not validate this value.
BTGNNM	Given Name	25	Alpha	The first name of the employee (cardholder).
BTMDNM	Middle Name	25	Alpha	The middle name of the employee (cardholder).
BTSRNM	Surname	25	Alpha	The last name of the employee (cardholder).
BTU	Units	15	Numeric	The number of units of the purchase.
				If there is a value in this field, the system creates entries in the AU ledger in the Account Balance table (F0902) for the expense account it uses.
BTTANM	Transaction Number	15	Numeric	A unique number to identify the transaction in the F01PBKZ file.
				If you leave this field blank, the system does not populate it.
BTDEJ	Date Entered	6	Numeric	The date on which the transaction was updated to the F01PBKZ file.
				If you leave this field blank, the system does not populate it.

C.3 Multicurrency Fields

If multicurrency is activated in your General Accounting Constants (F0010), you should also activate the Currency Flag field (CRFG) in your Purchase Card Constants. When you activate currency, the system displays the Employee Currency Code field (CRCD) on Employee/Card Revisions (P01P01) and automatically updates it based on the business unit assigned to the employee.

Additionally, if currency is activated, you must populate Currency Code field (BTCRCD) in the F01PBKZ file with the domestic currency code. This value should be the currency of the employee's company, which is based on the value of the business unit in the Employee Card Information file (F01P01). For example, if the business unit assigned to Mary Smith is 115, which belongs to company 115, and the currency code assigned to company 115 is CAD, then the value of BTCRCD must be CAD.

> **Caution:** If multicurrency is *not* activated in F0010, but you want to use multicurrency in the PCard system, you can activate the Currency Flag field in the Purchase Card Constants (P01P00) to display the currency fields.

If your employees make purchases in a country with a different currency than the cardholder's domestic currency and you want to track the purchases in the foreign currency, complete the following fields:

- BTAA1 (Foreign Amount)
- BTCRDC (To Currency Code)
- BTCRR (Exchange Rate)

The system does not generate foreign transactions when you run Create A/P Vouchers (P01P510) or Create Journal Entries (P01P520); therefore, the fields are informational only.

Field	Description	Field Length	Field Type	Field Values/Description
BTAA	Amount	15	Numeric	The amount of the transaction in the currency in use by the bank that issues the credit card
BTCRCD	From Currency Code	3	Alpha	A code that represents the currency of the BTAA (Amount field) If this field is blank, the system updates the value from the CRCD field (Emp. Currency Code) in the Employee Card Information table (F01P01).
BTCRR	Exchange Rate	15	Numeric	The exchange rate used at the time of purchase. Some banks include a fee with the actual amount, so the exchange rate may not match the conversion between the BTAA1 and the BTAA amount fields.

D

Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Statements

This appendix contains these topics:

- Appendix D.1, "Required Fields for Processing PCard Statements,"
- Appendix D.2, "Optional Fields,"
- Appendix D.3, "Multicurrency Fields."

You use the Purchase Card - Bank Transmission file (F01PBKZ) to process both purchase card transactions and bank statements. Depending on whether your bank provides the statement number and closing (statement) date on the transmission that it sends to process PCard transactions, you can use the same file, after making minor modifications, to process the statement information.

Otherwise, you must provide the required information described in this appendix to process statement information.

D.1 Required Fields for Processing PCard Statements

This table lists the fields that must contain a value to process PCard statements.

> **Note:**
>
> Fields in **bold** indicate a change from the value to process PCard transactions.

Field	Description	Field Length	Field Type	Field Values/Description
BTEDUS	User ID	10	Alpha	The system uses these three fields (EDUS, EDBT and EDTN) to uniquely identify a purchase card transaction.
BTEDBT	Batch Number	15	Alpha	
BTEDTN	Transaction Number	22	Alpha	Populate EDTN with the same value that the bank uses to populate the transaction number field (TANM). Typically, this is the number found on the receipt that identifies it to the merchant.
				Although you can leave EDUS and EDBT blank, JD Edwards World recommends using them for audit information. For example, EDUS might be the person who processes the transaction and EDBT might be the date on which the transaction was received from the bank.
BTEDLN	Line Number	7	Numeric	A number that identifies multiple items for the same purchase card transaction (receipt).
				Populate EDLN with the same value that the bank uses to provide an audit trail.
BTEDTR	**Transaction Type**	**1**	**Alpha**	**Enter 2 to process purchase card transaction data.**
BTEDTC	Transaction Action	1	Alpha	Enter A.
BTEDSP	Processed (Y/N)	1	Alpha	Leave this field blank (for N).
				The system updates this field to Y when it successfully processes the transaction.
BTEDDT	EDI - Transmission Date	6	Date	Enter the transmission date in either the Julian date format or the format defined by your user profile, for example, MMDDYY or YYMMDD.
				The system stores the date in the Julian date format and converts the date for you if you use MMDDYY or YYMMDD.
				If this field is blank, the system updates it with the system date when you process the transaction.
BTBANK	Bank Number	8	Numeric	The address book number of the bank.
				The system validates this value against the Bank File (F01P03).
BTCARD	Credit Card Type	4	Alpha	The type of credit card.
				For example, MasterCard, Visa, American Express and so forth. The value must be set up in the UDC table 00/CA (Credit Card Types).
				If the Credit Card Type is blank, the system uses the last four digits of the BTCRCI field (Credit Card Account Number) to locate a credit card type in the Employee Card Information file (F01P01) to retrieve the value of the BTCARD field.

Field	Description	Field Length	Field Type	Field Values/Description
BTCRCI	Credit Card Account Number	25	Alpha	The credit card number.
				For security purposes, the system replaces all but the last four digits of the credit card number with x's after processing this record.
				If the BTCC4# field (Bankcard ID) is blank, the system updates it with the last four digits of the value from this field.
				If this field is blank, the last four digits of the credit card number must exist in the BTCC4# field; otherwise, the system displays an error and does not process the transaction.
BTCC4#	Bank Card ID	4	Alpha	The last four digits of the credit card number.
				If this field is blank, the system updates the value from the BTCRCI field (Credit Card Account Number). If the BTCRCI field is blank, the system returns an error.
BTPODT	Date of Purchase	6	Numeric	The purchase date of the item. Enter this date in either the Julian date format or the format defined by your user profile, such as MMDDYY or YYMMDD.
				The system stores the date in the Julian date format and converts it for you if you use the MMDDYY or YYMMDD format.
BTPOTI	Time of Purchase	6	Numeric	The time at which the item was purchased.
BTMID#	Merchant ID	25	Alpha	The merchant ID assigned by the bank, which the system validates against the Merchant Information file (F01P02).
				The value must be entered in uppercase alpha characters.
				If the Track Merchants field is set to 1 in the Purchase Card Constants (P01P00), the system uses the value in this field and the value in the BTCARD (Credit Card Type) field to locate the merchant from the Merchant Information file (F01P03). If the merchant does not exist, the system returns error 377N (Merchant ID/Card Combination Invalid) and does not process the record.
BTMCCC	Merchant Category/Code	4	Alpha	The merchant's category code.
				The system validates this value with the value in the Merchant Category (Commodity) Codes File (F01P21), as well as the Merchant Category Codes (MCCs) values you allow or restrict in the cardholder's profile in the Purchase Card Profiles table (F01P20).
				If this field is blank and blank is not a valid value in the F01P21 file, the system displays an error and does not process the transaction.
BTALPH	Alpha Name	40	Alpha	Leave this field blank.
				The system retrieves the value from the employee's address book record (F0101).

Field	Description	Field Length	Field Type	Field Values/Description
BTAN8	Address Number	8	Numeric	The address book number of the employee.
				The system validates this value against the Address Book Master file (F0101) and uses it to locate the Bankcard Unique ID (CCUK) in the Employee Card Information file (F01P01). The system uses the combination of BTAN8 and BTCC4# to update the Bankcard Unique ID field (THCCUK) in F01P11 record.
				If the bank does not provide you with the address number, the system can retrieve it based on the employee's last name, which must be populated in the Surname (BTSRNM) field in this file.
				The system uses the Surname in conjunction with the Credit Card Type (BTCARD) and Bankcard ID (BTCC4#) to locate the value of AN8 and to update this field.
BTAA	Amount	15	Numeric	The amount of the transaction.
BTANI	**Account Number**	**29**	**Alpha**	**This field is not required for statement processing; therefore, the system ignores any value in this field.**
BTSTBA	**Statement Number**	**15**	**Alpha**	**The number the bank assigns to the statement that it generates for purchase card transactions.**
BTSTMD	**Statement Date**	**6**	**Numeric**	**The closing date of the statement. Enter this date in either the Julian date format or the format defined by your user profile, such as MMDDYY or YYMMDD.**
				The system stores the date in the Julian date format and converts it for you if you use the MMDDYY or YYMMDD format.
BTEXR	Explanation - Remark	30	Alpha	The description of the item or service.
BTRCK9	Line Number	7	Numeric	A unique number to identify the receipt line item of a transaction when there are multiple purchases for a single receipt. Typically, you assign the same value to this field as you do to the EDLN field.

D.2 Optional Fields

Field	Description	Field Length	Field Type	Field Values/Description
BTCID#	Customer ID	25	Alpha	A user-defined value that identifies the customer to the bank.
				The system does not validate this value.
BTGNNM	Given Name	25	Alpha	The first name of the employee (cardholder).
BTMDNM	Middle Name	25	Alpha	The middle name of the employee (cardholder).
BTSRNM	Surname	25	Alpha	The last name of the employee (cardholder).

Field	Description	Field Length	Field Type	Field Values/Description
BTU	Units	15	Numeric	The number of units of the purchase.
				If there is a value in this field, the system creates entries in the AU ledger in the Account Balance table (F0902) for the expense account it uses.
BTTANM	Transaction Number	15	Numeric	A unique number to identify the transaction in the F01PBKZ file.
				If you leave this field blank, the system does not populate it.
BTDEJ	Date Entered	6	Numeric	The date on which the transaction was updated to the F01PBKZ file.
				If you leave this field blank, the system does not populate it.

D.3 Multicurrency Fields

If multicurrency is activated in your General Accounting Constants (F0010), you should also activate the Currency Flag field (CRFG) in your Purchase Card Constants. When you activate currency, the system displays the Employee Currency Code field (CRCD) on Employee/Card Revisions (P01P01) and automatically updates it based on the business unit assigned to the employee.

Additionally, if currency is activated, you must populate Currency Code field (BTCRCD) in the F01PBKZ file with the domestic currency code. This value should be the currency of the employee's company, which is based on the value of the business unit in the Employee Card Information file (F01P01). For example, if the business unit assigned to Mary Smith is 115, which belongs to company 115, and the currency code assigned to company 115 is CAD, then the value of BTCRCD must be CAD.

> **Caution:** If multicurrency is *not* activated in F0010, but you want to use multicurrency in the PCard system, you can activate the Currency Flag field in the Purchase Card Constants (P01P00) to display the currency fields.

If your employees make purchases in a country with a different currency than the cardholder's domestic currency and you want to track the purchases in the foreign currency, complete the following fields:

- BTAA1 (Foreign Amount)
- BTCRDC (To Currency Code)
- BTCRR (Exchange Rate)

The system does not generate foreign transactions when you run Create A/P Vouchers (P01P510) or Create Journal Entries (P01P520); therefore, the fields are informational only.

Field	Description	Field Length	Field Type	Field Values/Description
BTAA	Amount	15	Numeric	The amount of the transaction in the currency in use by the bank that issues the credit card

Field	Description	Field Length	Field Type	Field Values/Description
BTCRCD	From Currency Code	3	Alpha	A code that represents the currency of the BTAA (Amount field)
				If this field is blank, the system updates the value from the CRCD field (Emp. Currency Code) in the Employee Card Information table (F01P01).
BTCRR	Exchange Rate	15	Numeric	The exchange rate used at the time of purchase. Some banks include a fee with the actual amount, so the exchange rate may not match the conversion between the BTAA1 and the BTAA amount fields.

E

Manually Adding a PCard Transaction or Statement

This appendix contains these topics:

■ Section E.1, "Adding a Purchase Card Transaction Manually,"

■ Section E.2, "Adding a Statement Manually."

For testing purposes, you might want to add a purchase card transaction or statement manually into the Purchase Card - Bank Transmissions file (F01PBKZ). The system provides two versions of P01PBK that you and each is set up as a separate menu option:

■ Bank File Revs - Transactions (XJDE0001)

■ Bank File Revs - Statements (XJDE0002)

Adding a transaction manually might help you create the program for uploading transactions into F01PBKZ, troubleshoot mapping issues, and better understand how the system updates records when they are successfully processed.

The Purchase Card - Bank Transmissions file (F01PBKZ) has two types of fields: the Batch Control fields and the Transaction fields. You must distinguish between these types of fields because some fields, such as Transaction Number, appear as both a Batch Control field and a Transaction field.

You must provide values in the Batch Control fields to temporarily differentiate and identify the transactions in the batch file because permanent identification has not yet been established. The system uses the unique combination of the Batch Control User ID, User Batch Number, and the Transaction Number to identify and control the transactions while they exist in the Purchase Card - Bank Transmissions file. The system considers any records with the same combination of values in these three fields to be one transaction. The system uses the Line Number to differentiate multiple items on one receipt. You are not restricted as to what values you enter in these control fields or what meaning you associate with them. The only required field is the Transaction Number. The system writes only the Transaction fields to the production data files; the system does not use the Batch Control fields after a record is processed.

In lieu of adding records manually, you can use the batch import process to upload transactions from an Excel spreadsheet (template) that you can download. For information about using this alternative process, see Appendix B, "Importing Batch Data into the System."

The system provides two versions of P01PBK, which are differentiated by the setting of the Bank Transmission Data Entry processing option. Be sure to select the version that corresponds to the type of information (purchase card transaction or statement) that you want to enter.

E.1 Adding a Purchase Card Transaction Manually

To manually enter a purchase card transaction for testing purposes, use the Bank File Revs - Transactions program (P01PBK ZJDE0001). Set the Bank Transmission Data Entry processing option to 1.

See Appendix C, "Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Transactions" for detailed information about completing the fields on this screen.

After you enter the purchase card transactions, you process it using the Purchase Card Transaction Transmission Processing program (P01P560). See Section 4.2, "Processing Bank Transmissions for Transactions."

Navigation

From Master Information Entry (G01P14), enter 27

From Purchase Card Advanced and Technical (G01P31), choose Bank File Revs - Transactions

Figure E–1   Bank File Revisions -Transactions screen
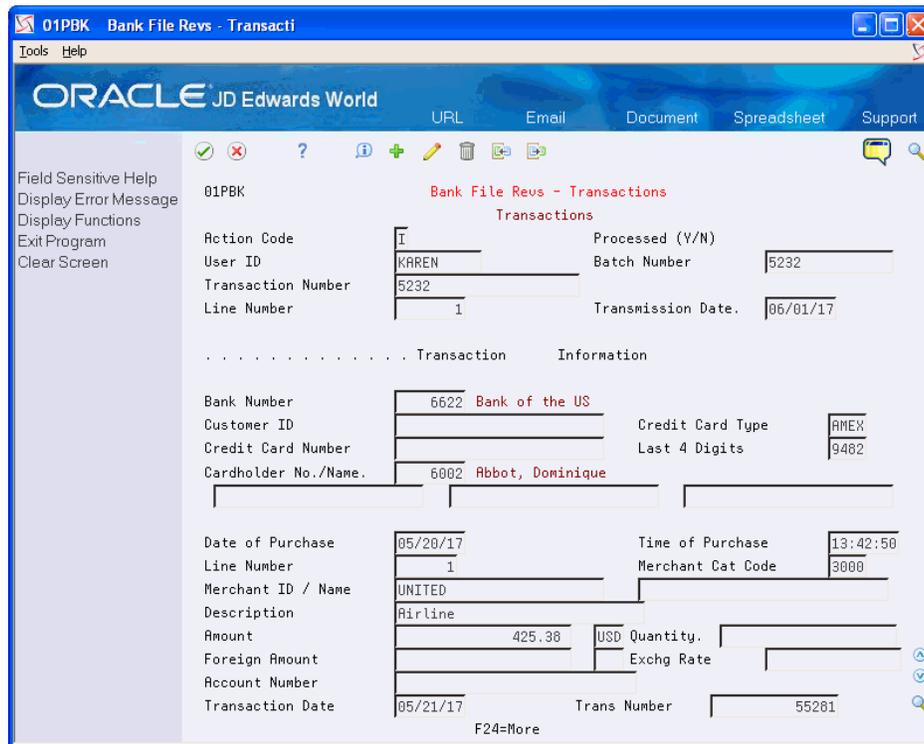
E.2 Adding a Statement Manually

To manually enter a statement for testing purposes, use the Bank File Revs -Statement program (P01PBK ZJDE0002). Set the Bank Transmission Data Entry processing option to 2.

SeeAppendix D, "Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Statements" for detailed information about completing the fields on this screen.

After you enter the statement, you process it using the Purchase Card Statement Transmission Processing program (P01P561). See Section 7.2, "Processing Statements."

Navigation

From Master Information Entry (G01P14), enter 27

From Purchase Card Advanced and Technical (G01P31), choose Bank File Revs Statements

Figure E–2   Bank File Revisions - Statements screen

F
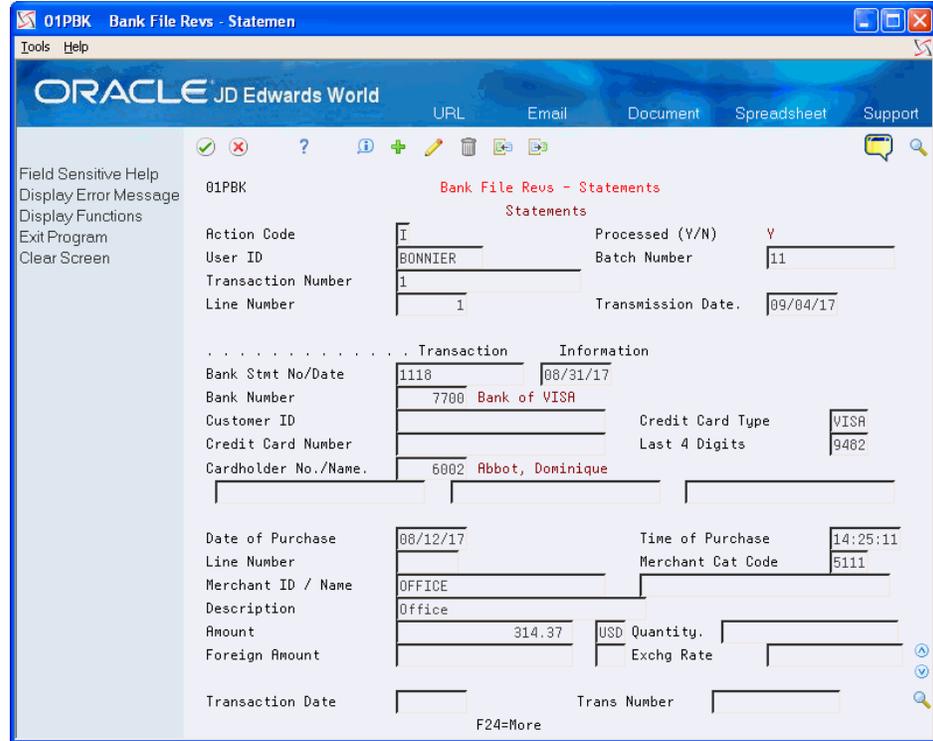
Redistributing PCard Logged Vouchers via Purchase Order Matching

This appendix outlines the process to assign a purchase order number to a purchase card transaction, generate the logged voucher in the Purchase Card Management system, and then redistribute it during the purchase order voucher match process.

This appendix contains these topics:

- Appendix F.1, "Purchase Order Processing,"
- Appendix F.2, "Purchase Card Management Processing."
- Appendix F.3, "Redistributing a Logged Voucher"

F.1 Purchase Order Processing

Complete the following steps to process a purchase order:

1. Enter a purchase order.

   The system does not create any journal entries.

   Example: Create a purchase order for estimated hotel expenses of 1000.00 USD.

2. Perform one of the following:

   - For three-way match processing, use the Enter Receipts by PO or Enter Receipts by Item program (P4312) to enter the purchase order receipt.

   - For two-way match processing, the purchase order requires no further processing.

Processing Stock Items

If the purchase order is for a stock item, the system generates entries in the following accounts:

- Inventory
- Received Not Vouchered (RNV)

Processing Nonstock Items

If the purchase order is for a nonstock item, the system generates entries in the following accounts:

- G/L Expense
- Received Not Vouchered (RNV)

F.2 Purchase Card Management Processing

The following steps are the minimum requirements in the Purchase Card Management system for assigning purchase order information to purchase card transactions and for creating the logged voucher:

1. Make purchases using a purchase card.

    Example: Charge 880.00 USD for hotel expenses at a convention.

2. Receive the transmission from the bank, upload the data to the Purchase Card - Bank Transmissions file (F01PBKZ), and process it using the Process Daily Transactions (P01P560) program.

3. Review and update the purchase card transactions using the Purchase Card Workbench program (P01P200):

    ■   To assign purchase order information to the corresponding transactions, access PCard Transaction/Information (P01P11) using 5 in the Option field.

    ■   To verify or update the G/L account for the transactions access Purchase Card Transaction Details (P01P111) using 7 in the Option field.

    ■   To approve the transactions use 6 in the Option field.

4. Run the Logged Voucher-Merchant Tracking version of the Create A/P Vouchers program (P01P510) and verify:

    ■   Voucher Logging processing option is set to 1.

    ■   Data selection includes: Purchase Order Number (THPO) NE *BLANKS.

5. Post the logged voucher G/L batch.

What You Should Know About

Topic	Description
Using the AAI item PP	The system uses automatic accounting instruction (AAI) item PP (Suspense Expense Account) for the G/L distribution expense Account in the logged voucher.
Running the Create A/P Vouchers program	You do not run the Create Journal Entries program (P01P520) for logged vouchers; when you run the Create A/P Vouchers program, the system updates the voucher information fields (THDOC, THDCT, and THKCO) in the purchase card transaction with information from the logged voucher, and it updates the journal entry field, Create Journal Entries Date (CRTJ), with the system date. The system retrieves the actual G/L expense accounts from the purchase order when you redistribute the logged voucher.
Creating a journal entries	The system creates a journal entry to the following accounts when you post the logged voucher: ■ A/P Trade (Offset) Account ■ G/L Suspense Expense Account from the AAI item PP

AAIs and Trade Accounts

Alternatively, instead of using the A/P trade account that is defined by AAI item PC, you can set the Voucher Suspense field (DPRC) to 1 in the Company Numbers and Names program (P00105) and use the A/P suspense trade account associated with the PQ AAI item. The system uses the A/P suspense trade account until the voucher is redistributed. When you redistribute and post the voucher to the actual expenses, the

system reverses the entries to both the G/L suspense and A/P trade suspense accounts and uses the actual expense and the A/P trade account associated with the PC AAI item, as shown in the following example:

Enter Logged Voucher for 1000.00

Debit	Credit
Account from PP	AAI Account from PQ AAI

Redistribute Logged Voucher

Debit	Credit
Actual Expenses	Account from PP AAI
Account from PQ AAI	Account from PC AAI

For further details about voucher logging processes, see Work with Logged Voucher in the *JD Edwards World Accounts Payable Guide*.

F.3 Redistributing a Logged Voucher

Complete the following steps to redistribute a logged voucher

Navigation

From Other Voucher Entry Methods (G04111), choose Voucher JE Redistribution (P042002)

1. On Voucher JE Redistribution, click Enter to display vouchers.

2. Access Match Open PO's (P4314) by entering 4 in the Option field next to vouchers you want to redistribute.

   When you access this program, the system matches the voucher amount to the actual expense amount in the purchase order.

What You Should Know About

Topic	Description
Creating journal entries	The system creates the following journal entries when the logged voucher is posted after it is redistributed:
	■ G/L Expense Account
	Two-way match: the system uses the G/L expense account from the purchase order.
	Three-way match: the system uses the RNV account that corresponds to the processed purchase order.
	■ Voucher Suspense Expense Account
Estimating the amount on purchase order	Depending on the business practices of the company, the difference between the amount on the voucher and the estimated amount of the purchase order can be closed or left open.

G

Adjusting Inventory for Stock Items

If the purchase card transaction includes a stock inventory item, you can directly update inventory items in the Inventory Management system for purchases processed through the PCard system. This feature allows you to update (adjust) your inventory stock as purchases are approved and processed, instead of having to coordinate this activity separately.

Adjusting inventory items from the PCard system includes the following tasks:

- Section G.1, "Setting Up the System"

- Section G.2, "Understanding Inventory Adjustments for PCard Transactions"

- Section G.3, "Entering Inventory Adjustments"

G.1 Setting Up the System

Before you adjust inventory for PCard purchases, you should ensure your system is set to process the adjustments.

Setting up the system for adjustments includes:

- Setting processing options for Inventory Adjustment.

- Setting processing options for Transaction Workbench.

- Reviewing Distribution Manufacturing Automatic Accounting Instructions.

Setting Processing Options for Inventory Adjustments (P4114)

After you choose the version of the Inventory Adjustment program (P4114) that you want to use, be aware of that you should not set the Summary Mode processing option to 1. Because the PCard system requires inventory adjustments to be processed in detail, the program ignores the setting of the Summary Mode processing option and always processes the inventory adjustment in detail.

Setting Processing Options for Transaction Workbench (P01P200)

After you set up the version that you want to use for inventory adjustments, you must enter it in the DREAM Writer Versions processing option (Stock Inventory Items) for the Transaction Workbench program (P01P200). If you do not specify a version, the system uses version ZJDE0001.

Reviewing Distribution/Manufacturing Automatic Accounting Instructions (DM AAIs)

Ensure that the Distribution/Manufacturing AAIs are set up for adjustments as the system retrieves the accounts to process inventory adjustments from the 4122 and 4124 DM AAI tables:

■ The system uses accounts in the 4122 table to record the adjustment to the inventory account.

 The account that the system retrieves from this AAI is synonymous to the account that the system uses to record the PCard expense, which you can review from Purchase Card Transaction Details (P01P111).

■ The system uses accounts in the 4124 table to record the offset to the inventory account.

 The account that the system retrieves from this AAI is synonymous to the *offset* account that the system retrieves from the AAI item CCP. If you set up a CCP AAI using this same account, when you generate the voucher, the net effect is zero for this account. Otherwise, you must manually reconcile these offset accounts.

> **See Also:**
>
> ■ Setting Up Automatic Accounting Instructions in the *JD Edwards World Inventory Management Guide* for additional information.

G.2 Understanding Inventory Adjustments for PCard Transactions

You use the Purchase Card Transaction Detail program (P01P111) to assign the inventory item number to the PCard transaction. The system validates the item number you enter against the Item Master file (F4101) to ensure that it is for a stock item. If the item number is for a non-stock item, the system does not display the Inventory Adjustments program when you choose the Inventory Stock Items function (F8).

Because the PCard receipt might include items that are not stock, the system allows you process both stock and non-stock purchases.

Processing for Multiple Branch/Plants

If your inventory item purchase applies to multiple branch/plants, you must segregate those transactions within the Purchase Card Transaction Detail program (P01P111) prior to accessing the Inventory Adjustment program. When you access Inventory Adjustments, the system automatically transfers the detail from the PCard system and does not allow revisions. For example, you have an inventory purchase of 40 units at $200, but 40% of the units are for branch S10 and 60% are for branch LT5. On the Purchase Card Transaction Detail, you must separate the units and amounts into two separate detail lines, such as 16 units at $80 and 24 units at $120. This allows you to enter the appropriate branch/plant for that portion of the inventory purchase.

Accounting for Adjustments

The following table illustrates the T-accounts for the entries the system creates when you process inventory adjustments and vouchers. As previously mentioned, the system generates the journal entry for the inventory adjustment as soon as you add it and does not generate a journal entry from the PCard system; however, if you generate vouchers from the PCard system you can set up AAI CCP to relieve the account you use as an offset account from the inventory system.

Figure G–1   T-Accounts from Processing Inventory Adjustments and Vouchers

JE FROM INVENTORY ADJUSTMENT			VOUCHER		
Account Number/Name	DMAAI	Amount	Account Number/Name	AAI	Amount
10.1411 Inventory Balance	4122	100	10.6130 Inventory Offset (COGS)	CCP	100-
10.6130 Inventory Offset (COGS)	4124	100-	10.4110 Trade Payables	PC	100

When you enter the inventory adjustment, the system creates a journal entry for both the debit and credit amounts to balance to zero. When the system generates the voucher, it generates a journal entry for the expense. When you post the voucher, the system generates the offsetting entry.

G.3 Entering Inventory Adjustments

After you approve the PCard transaction, you can enter the inventory adjustment.

Depending on the processing option settings of P4114, the program might require you to complete additional fields. See Adjusting Inventory in the *JD Edwards World Inventory Management Guide* for more information.

Navigation

From Inventory Management (G41), choose Inventory Master/Transactions

From Inventory Master/Transactions (G4111), choose Adjustments

On Inventory Adjustments, complete the following fields and click Enter:

- G/L Date
- Branch Plant
- Explanation

Figure G–2   Inventory Adjustments screen
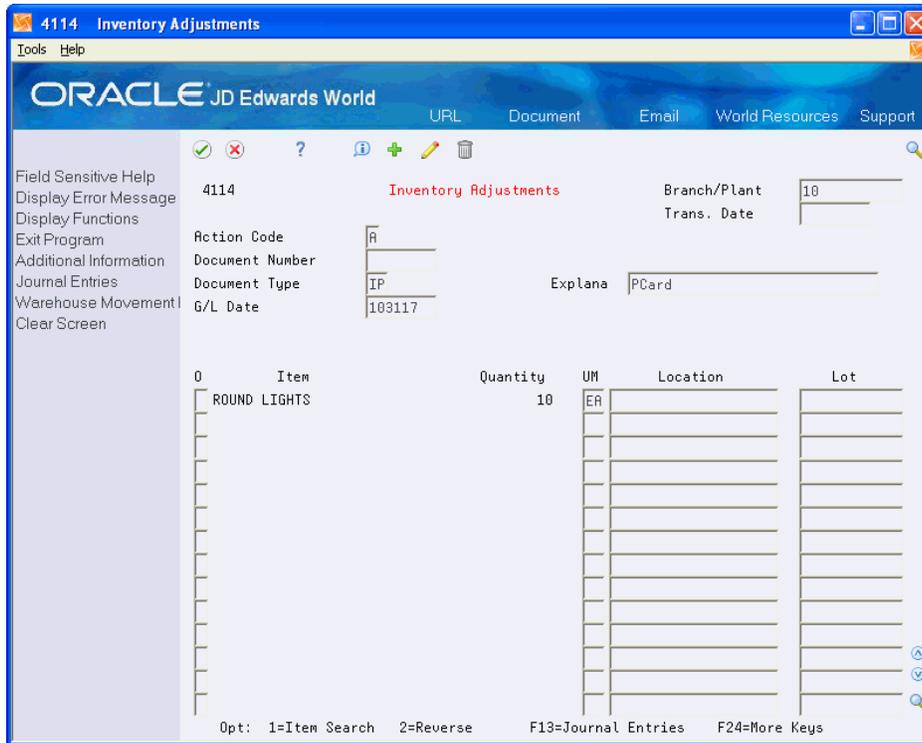
When you create an inventory adjustment, the system creates a journal entry (batch type N) in the Account Ledger file (F0911) and updates the Address Number field (AN8) with either the address book number of the merchant (if you track merchants) or the address book number of the bank. The program also updates the Purchase Card Flag field (CFF1) to 1.

You must post this transaction from the Inventory system.

The system creates the journal entry for the adjustment to the proper accounts and displays the JE document information in the detail area of the PCard transaction as illustrated below:

Figure G–3   Journal Entry screen
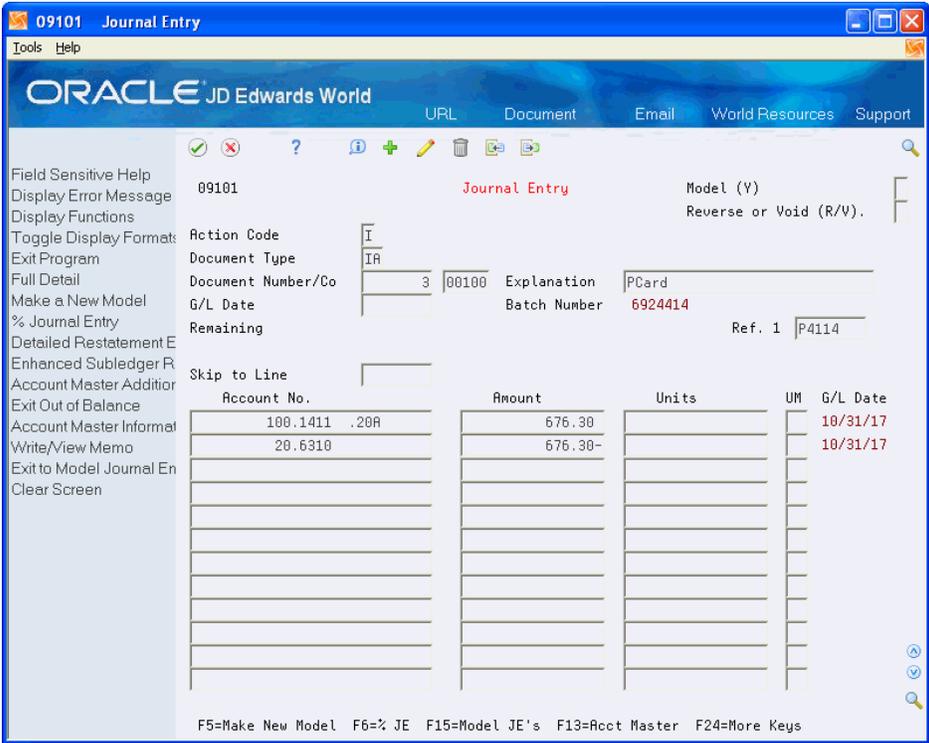
The resulting transaction in the PCard system displays as follows:

Figure G–4   Purchase Card Transaction Details screen
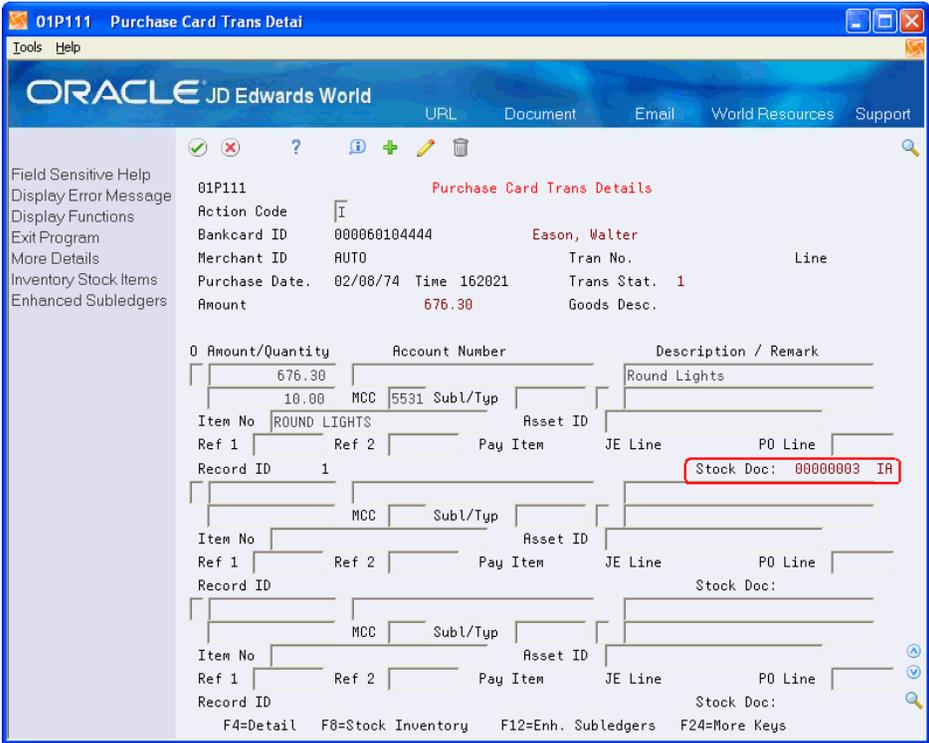
The system also:

- Creates a record in the Item Ledger file (F4111) for each adjustment.

- Creates a record in the Stock Inventory Items file (F01P41) to record the journal entry document information for the adjustment. The system uses the Unique Key ID (UKID) from the record in the Transaction Distribution File (F01P111) to create a relationship between the two records.

- Updates the Create Journal Entry Date field (CRTJ) in the Transaction File (F01P11).

  The system does not update this field until all lines of detail have been processed by either the Inventory Adjustment (P4114) or the Create Journal Entries (P01P520) programs. For example, you have a PCard transaction that has multiple detail lines that are mixed with inventory items and non-inventory items. If you first run the Create JE program to record the non-inventory expenses to the GL, the system does not update the Create Journal Entry Date field because there are still unprocessed journal entry detail lines. When those stock items are processed through P4114, the system updates the Create Journal Entry Date field on all PCard transactions.

  > **Note:** The system requires that the Create Journal Entry Date field contain a value to purge PCard transactions.

Index

V

W