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PeopleSoft FSCM 9.2: PeopleSoft Expenses

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see Configuring Context-Sensitive Help Using the Hosted Online Help Website.

Locally Installed PeopleSoft Online Help

If you're setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. Installable PeopleSoft Online Help is made available with selected PeopleSoft Update Images and with PeopleTools releases for on-premises installations, through the Oracle Software Delivery Cloud.

Your installation documentation includes a chapter with instructions for how to install the online help for your business environment, and the documentation zip file may contain a README.txt file with additional installation instructions. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help."

To configure the context-sensitive help for your PeopleSoft applications to use a locally installed online help website, see Configuring Context-Sensitive Help Using a Locally Installed Online Help Website.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals

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- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	***Description***
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For **Alt+W,** hold down the **Alt** key while you press the **W** key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

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Typographical Convention	*Description*
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

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

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

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

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

- USF (U.S. Federal)

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- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help.
- Managing hosted Online Help.
- Managing locally installed PeopleSoft Online Help.

PeopleSoft FSCM Related Links

Oracle Help Center

Hosted Online Help

PeopleSoft Information Portal

My Oracle Support

Financial and Supply Chain Management information for Search Framework search engine can be found in PeopleSoft Application Fundamentals documentation. For application specific information, see the “Understanding Keyword Search within Components ” (Application Fundamentals) topic.

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Business Process Maps (Microsoft Visio format)

PeopleSoft Spotlight Series

Contact Us

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Please include the applications update image or PeopleTools release that you're using.

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	Read PeopleSoft Blogs
	Connect with PeopleSoft on LinkedIn

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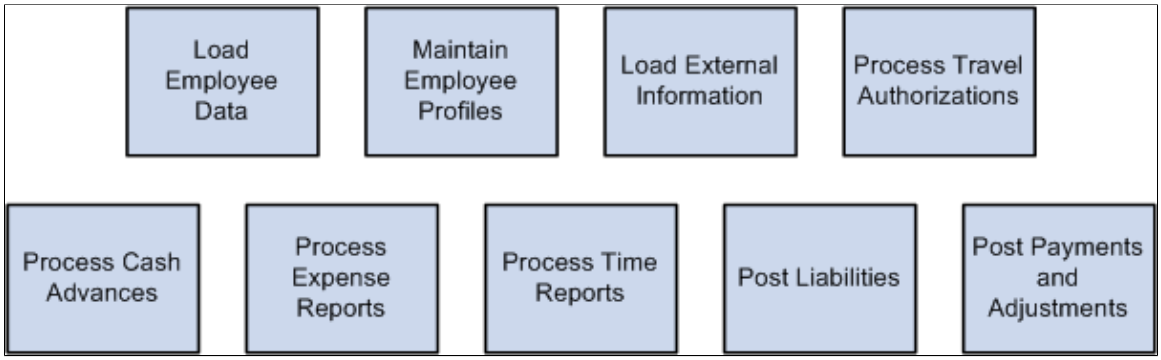
Chapter 1

Getting Started with PeopleSoft Expenses

PeopleSoft Expenses Business Processes

This diagram displays the business processes supported by PeopleSoft Expenses, which includes loading employee data, maintaining employee profiles, loading external information, processing travel authorizations, cash advances, expense reports, time reports and posting liabilities, payments and adjustments:



These business processes are discusses in the business process topics.

PeopleSoft Expenses Integration Touchpoints

To fully take advantage of PeopleSoft Expenses, it is important to understand the points of integration between PeopleSoft Expenses and the other PeopleSoft applications that you have purchased, such as:

- Human Resources.
- North American Payroll.
- Time and Labor.
- Project Costing.
- Payables.
- General Ledger.
- Commitment Control.

Because applications share information, you must plan to work closely with the implementation teams that install other Oracle's PeopleSoft applications to ensure that Oracle's PeopleSoft provides the full functionality and efficiency that your organization requires.

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Integration considerations are discussed in the Integrating topics. Supplemental information about third-party applications is on the My Oracle Support website.

PeopleSoft Human Resources

If you use PeopleSoft Human Resources, you can populate the employee tables using the enterprise integrations tools delivered with the PeopleSoft Financials database.

PeopleSoft North American Payroll

In PeopleSoft Expenses, you can designate whether you want employee reimbursements processed by PeopleSoft Payables or by PeopleSoft North American Payroll. If you use your payroll system, application messages transmit data (earnings codes, bank data, and payment data) between the payroll and expense systems on the message node PSFT_HR.

PeopleSoft Time and Labor

PeopleSoft Expenses enables you to collect data on how much time employees spend on various projects. PeopleSoft Expenses publishes elapsed time data to PeopleSoft Time and Labor and subscribes to time reporting codes.

PeopleSoft Project Costing

PeopleSoft Expenses supports PeopleSoft Project Costing in several ways:

- When you create expense documents, you can charge expenses to ChartFields specific to PeopleSoft Project Costing that require approval by a project manager.

  After approval and posting, transactions charged to projects populate the PeopleSoft Expenses Accounting Line table (EX_ACCTG_LINE).

- PeopleSoft Project Costing Cost Collection - Expenses Application Engine process (PC_EX_TO_PC) then pulls expense transactions into its own tables where billable items can be passed to PeopleSoft Billing.

- PeopleSoft Expenses provides time reporting data to PeopleSoft Project Costing.

  The PeopleSoft Expenses/Project Time Staging Application Engine process (EX_PC_TM_STG) writes data to the Expenses/Projects Resource Staging table (EX_PROJ_RES_STG). From there, the PeopleSoft Project Costing Application Engine process (PC_EX_TO_PC) pulls the staged time reporting data into its own tables.

  If PeopleSoft Project Costing is installed and you selected the **Enable One Step Staging** check box on the Installation Options - Expenses page, the EX_PC_TM_STG process automatically calls the PC_EX_TO_PC process. If you have not selected the **Enable One Step Staging** check box, you must manually run the PC_EX_TO_PC process after the EX_PC_TM_STG process completes.

  Note: Although EX_PROJ_RES_STG is used to stage entries to PeopleSoft Project Costing, this is not a temporary table and should not be deleted.

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PeopleSoft Payables

When expense reports and cash advances are approved for payment, PeopleSoft Expenses stages data for payment processing by PeopleSoft Payables. PeopleSoft Expense report data is staged in EX_SHEET_PYMNT, and cash advance data is staged in EX_ADVNCE_PYMNT.

PeopleSoft General Ledger

PeopleSoft Expenses stages expense data in EX_ACCTG_LINE for posting to PeopleSoft General Ledger. The PeopleSoft Expenses accounting entries are then picked up from this table by the Journal Generator, which prepares journals for posting to your actuals or recording ledger, based on the journal generator template defined for Expenses.

PeopleSoft Commitment Control

If your organization uses PeopleSoft Commitment Control, you must budget-check travel authorizations and expense reports. You can configure PeopleSoft Expenses on the Expenses Options page to require budget-checking prior to approval or after approval. When a budget-checking exception occurs, you can navigate to the Commitment Control Exception page to view these errors directly from the PeopleSoft Expenses page. Alternatively, you can navigate through the Portal menu to access these pages directly through the PeopleSoft Commitment Control menu.

PeopleSoft Expenses Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding documentation.

PeopleSoft Expenses also provides component interfaces to help you load data from your existing system into Expenses tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have component interfaces:

PeopleSoft Expenses Component	***Component Interface***	***Reference***
Distance Rate (EX_AUTO_RT_TBL)	EX_AUTO_RATE_SETUP	See Setting Up Distance Rates.
Expense Type - Corporate Card (EX_CCET_MAP_TBL)	EX_CCET_MAP_SETUP	See Mapping Corporate Card Data.
Country Code (EX_COUNTRY_MAP_PNL)	EX_COUNTRY_MAP_SETUP	See Country Code Page.
Currency Code (EX_CURRNCY_MAP_PNL)	EX_CURRENCY_MAP_SETUP	See Currency Code Page.

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PeopleSoft Expenses Component	*Component Interface*	*Reference*
Expense Location (EX_LOCTION_ MAP_PNL)	EX_LOCATION_MAP_SETUP	See Expense Location Page.
Merchant Category Group (EX_VIS_ MCG_TBL)	EX_VIS_MCG_MAP_SETUP	See Merchant Category Group Page.
Employee Profile - Organizational Data (EX_EE_PROFILE2)	EX_EE_ORG_DTA_SETUP	See Maintaining Employee Organizational Data.
Employee Profile - Bank Accounts (EX_ EE_PYMNT_DTL)	EX_EE_ORG_DTA_SETUP	See Maintaining Employee Bank Account Data.
Expense Location (EX_LOCATION)	EX_LOCATION_SETUP	See Setting Up Expense Locations and Amounts.
Expense Types 1 (EX_EXPENSE_ TYPES1)	EX_TYPES_SETUP	See Setting Up Expense Types.
Expenses Types 2 (EX_EXPENSE_ TYPES2)	EX_TYPES_SETUP	See Setting Up Expense Types.
Expense Location Amount (EX_LOC_ AMOUNT)	EX_LOC_AMOUNT_SETUP	See Setting Up Expense Locations and Amounts.
Preferred Merchant (EX_MERCHANT)	EX_MERCHANT_SETUP	See Setting Up Preferred Merchants.
Local Tax Table (LOCAL_TAX_TBL)	EX_LOCAL_TAX_SETUP	See Setting Up Local Tax Tables.

Other Sources of Information

In the implementation planning phase, take advantage of all of Oracle's PeopleSoft sources of information, including the installation guides, data models, business process maps, and troubleshooting guidelines.

See Also: *PeopleTools: Integration Broker Service Operations Monitor* and *PeopleTools: Integration Broker Testing Utilities and Tools*.

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Chapter 2

Navigating in PeopleSoft Expenses

Navigating in PeopleSoft Expenses

PeopleSoft Expenses provides custom navigation center pages that contain groupings of folders that support a specific business process, task, or user role.

Note: In addition to the PeopleSoft Expenses custom navigation center pages, Oracle's PeopleSoft provides menu navigation and standard navigation pages.

For additional information about navigating in PeopleSoft, see *PeopleTools: Applications User's Guide*

Pages Used to Navigate in PeopleSoft Expenses

This table lists the custom navigation pages that are used to navigate in PeopleSoft Expenses:

Page Name	***Usage***
Employee Travel and Expense Center	Access the key areas to manage expense transactions, profiles and preferences, and other expense functions. **Note:** Users can only enter expense transactions for employees if they are an authorized user for that employee.
Cash Advances	Create, modify, print, view, or delete cash advances.
Expense Reports	Create, modify, print, view, or delete expense reports.
Forecast Time	Create, modify, or view forecast data.
Other Expense Functions	View contents in My Wallet, create your own template, or modify an existing template.
Print Reports	Print any one of your expense transactions.
Profiles and Preferences	Manage your personal, organizational, and financial details for travel and expense reporting.
Review Payments	Review history of expense payments.
Time Reports	Create, modify, print, view, or delete time reports.

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Page Name	*Usage*
Travel Authorizations	Create, modify, print, view, delete, or cancel travel authorizations.
Manager Travel and Expense Center	Access the key areas to perform manager approvals and budget checks, manage security, review payments, and access analysis tools.
Analysis	Access analysis tools for time and expense entries.
Approvals	Approve expense transactions and modify approved expense transactions.
Budget Check	Request budget check, review budget exceptions and cancel approved travel authorizations.
Manage Security	Authorize users, set up approvers and reassign work.
Print Reports	Print management reports for travel expenses.
Profiles and Preferences	Manage your personal, organizational, and financial details for travel and expense reporting.
Review Payments	Review history of expense payments.
(Centralized) Travel and Expense Center	Access the key areas to manage expense transactions, verify receipts, review payments, and handle other expense functions. **Note:** Access to expense transactions using this navigation is generally restricted to management personnel and authorized users.
Cash Advance	Create, modify, print, view, or delete cash advances.
Expense Report	Create, modify, print, view, or delete expense reports.
Forecast Time	Create, modify, or view forecast data.
Other Expense Functions	View contents of My Wallet, create templates, or modify existing templates.
Print Reports	Print any one of your expense transactions.
Review Payments	Review history of expense payments.

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Page Name	***Usage***
Time Report	Create, modify, print, view, or delete a time report.
Travel Authorization	Create, modify, print, view, cancel, or delete a travel authorization.
Verify Receipts	Confirm that receipts have been received and verify that receipts match expense report values.
Travel and Exp Admin Center	Access the key areas to perform administrative functions, such as load data, process transactions, and define your Expenses system.
Adjust Accounting Entries	Adjust expense report accounting entries before they are posted.
Define Expense System	Define accounting, location amounts, roles, and other setup data for your expense system.
Load Data	Load employee date, update employee profiles, and load corporate card date for streamlined entry.
Manage Approvals	Set up approval, audit, and workflow rules, configure approver filters and privileges for reviewing and approving transactions.
Manage Notifications	Set up workflow rules, and request notifications to process for various transactions.
Manage Security	Authorize users, set up approvers, and reassign work.
Print Reports	Print Travel and Expense related reports.
Process Transactions	Request expense processing, update pagelets, generate employee notifications, and reroute approvals.
Profiles and Preferences	Manage your personal, organizational, and financial details for travel and expense reporting.
Review Payments	Review payment information.
View Accounting Entries	Review accounting entries prior to posting to the general ledger.
Travel Administration	Access the key areas to manage travel partner information, assign groups of travelers to travel partners, and run the processes to import and export employee travel profiles.

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Page Name	*Usage*
Assign Travelers	Assign travelers to travel groups by business unit and department. You can also remove travelers from travel groups using this component.
Define Travel Partner	Set up travel partners in the system and configure the travel partner options. This includes defining the URL used to access the travel partner site, and defining the rules that are used with any associated travel groups.
Export Travel Profiles	Administrators can run the batch process to send new, updated or deleted employee travel profile data to a travel partner.
Import Travel Profiles	Administrators can run the process to import employee travel profiles from an existing travel partner to populate the PeopleSoft Expenses Travel Profile tables.
View Travel Group Assignments	Administrators can view employee travel group and travel partner assignments.

Viewing Travel and Expense Navigation Collections

This topic provides an overview of Navigation Collections and discusses how to set up navigation collections.

Pages Used to View Navigation Collections

Page Name	*Definition Name*	*Usage*
Navigation Collections - Find an Existing Collection Page	PTPP_SCSRCH	Search for an existing Navigation Collection that you want to edit or delete. Access pages that you can use to create new Navigation Collections.
Maintain Collection - Navigation Collection Page	PTPP_SCMAINTCOLL	Maintain Navigation Collections.

Understanding Navigation Collections

Navigation collections are sets of links into Financials database that support the users' ability to perform key business processes in a services organization. PeopleSoft delivers Navigation Collections to facilitate the performance of key business processes. The primary users of Navigation Collections are directors, resource supervisors, project and program managers, resources, and contract and billing administrators. System administrators can modify a Navigation Collection to include links to any component or page in the Financials database.

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Viewing Travel and Expense Navigation Collections

Travel and Expense Navigation Collections group common functional areas used in Travel and Expense into a single tile. This tile can be added to the Fluid Homepage so that a user can have easy access to the Travel and Expense functional areas grouped under the Travel and Expense Navigation Collections.

To view Navigation Collections in Travel and Expense:

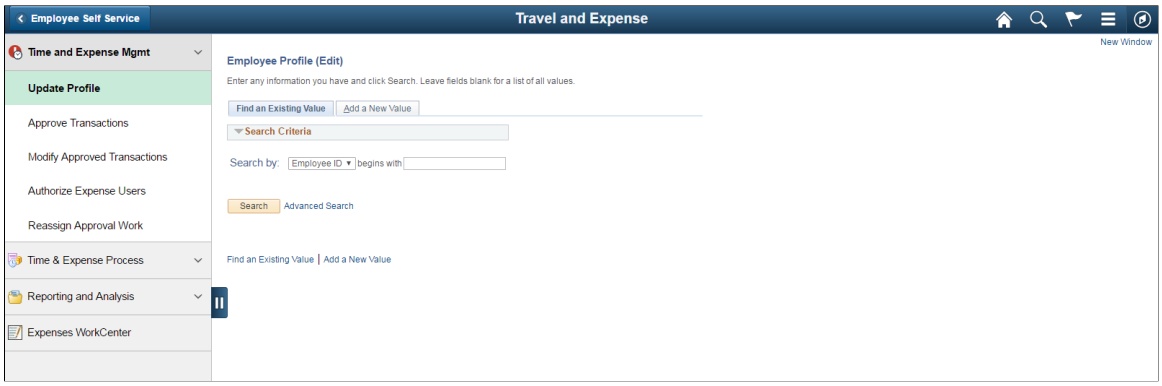
Navigation:

Select **Personalize Homepage** link on the PeopleSoft Fluid Homepage.

Select **Add Tile** > **FSCM Navigation Collections** > **Travel and Expense**, **Save**.

Select the Travel and Expense tile on the Fluid Home Page.

This example illustrates the fields and controls on the Travel and Expense Navigation Collections.



Navigation Collections - Find an Existing Collection Page

Use the Navigation Collections - Find an Existing Collection page (PTPP_SCSRCH) to search for an existing Navigation Collection that you want to edit or delete.

You can use these to create new Navigation Collections.

Navigation:

PeopleTools > **Portal** > **Portal Utilities** > **Navigation Collections**

Maintain Collection - Navigation Collection Page

Use the Maintain Collection - Navigation Collection page (PTPP_SCMAINTCOLL) to maintain Navigation Collections.

Navigation:

Select the **Edit** link for an existing Navigation Collection on the Navigation Collections - Find an Existing Collection page.

Administrators can modify Navigation Collections as follows:

1. Search for the navigation collection that identifies the business process that you want to modify.

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2. Select the **Edit** link corresponding to the Navigation Collection.
3. Add or edit links or folders on the Maintain Collection - Navigation Collection page.

See *PeopleTools: Portal Technology,* "Working With Navigation Pages."

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Chapter 3

Defining Your Operational Structure for PeopleSoft Expenses

Understanding the Expense System Operational Structure

PeopleSoft applications define a business unit as an operational subset of your organization, which enables you to plan operations around the way you work. PeopleSoft Expenses uses general ledger business units to establish defaults such as minimum receipt amounts, cash advance limits, time reporting options and thresholds, journal templates, automatic approval thresholds, and PeopleSoft Commitment Control and value-added tax (VAT) options.

Before you implement an application for your organization, consider how your business operates. To make the most of the flexible PeopleSoft application design, you must first decide how you want to map your operational business structures for PeopleSoft Expenses.

Configuring Business Units for PeopleSoft Expenses

To set up business units and SetIDs for PeopleSoft Expenses, use the following components:

- Expenses Definition (BUS_UNIT_TBL_EX.GBL)
- Expenses Options (BUS_UNIT_OPT_EX.GBL)

Use the BUS_UNIT_TBL_EX component interface to load data into the tables for the PeopleSoft Expenses Definition component.

Pages Used to Configure Business Units for PeopleSoft Expenses

Page Name	*Definition Name*	*Usage*
Expenses Definition - Business Unit 1 Page	BUS_UNIT_TBL_EX1	Define a PeopleSoft Expenses business unit.
Expenses Definition - Business Unit 2 Page	BUS_UNIT_TBL_EX2	Designate business unit specifications for journal templates, time reporting, automatic approval thresholds, project time options, and grace periods.
Business Unit Privileges Page	EX_BU_PRIV	Assign privilege templates to a business unit.

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Page Name	*Definition Name*	*Usage*
Expenses Definition - VAT Options Page	BUS_UNIT_TBL_EX3	Establish VAT parameters for the business unit.
Receipts Required Page	BUS_UNIT_TBL_EX4	Determine expense receipt requirements for the business unit.
Expenses Definition - Text Message Page	BUS_UNIT_TBL_EX5	Allow organizations to setup a Twilio account and the text message format that should be used to send to Twilio.
Expenses Options Page	BUS_UNIT_OPT_EX	Establish payment defaults, Commitment Control options, and approval preferences for a SetID.

Expenses Definition - Business Unit 1 Page

Use the Expenses Definition - Business Unit 1 page (BUS_UNIT_TBL_EX1) to define a PeopleSoft Expenses business unit.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Expenses** > **Expenses Definition**

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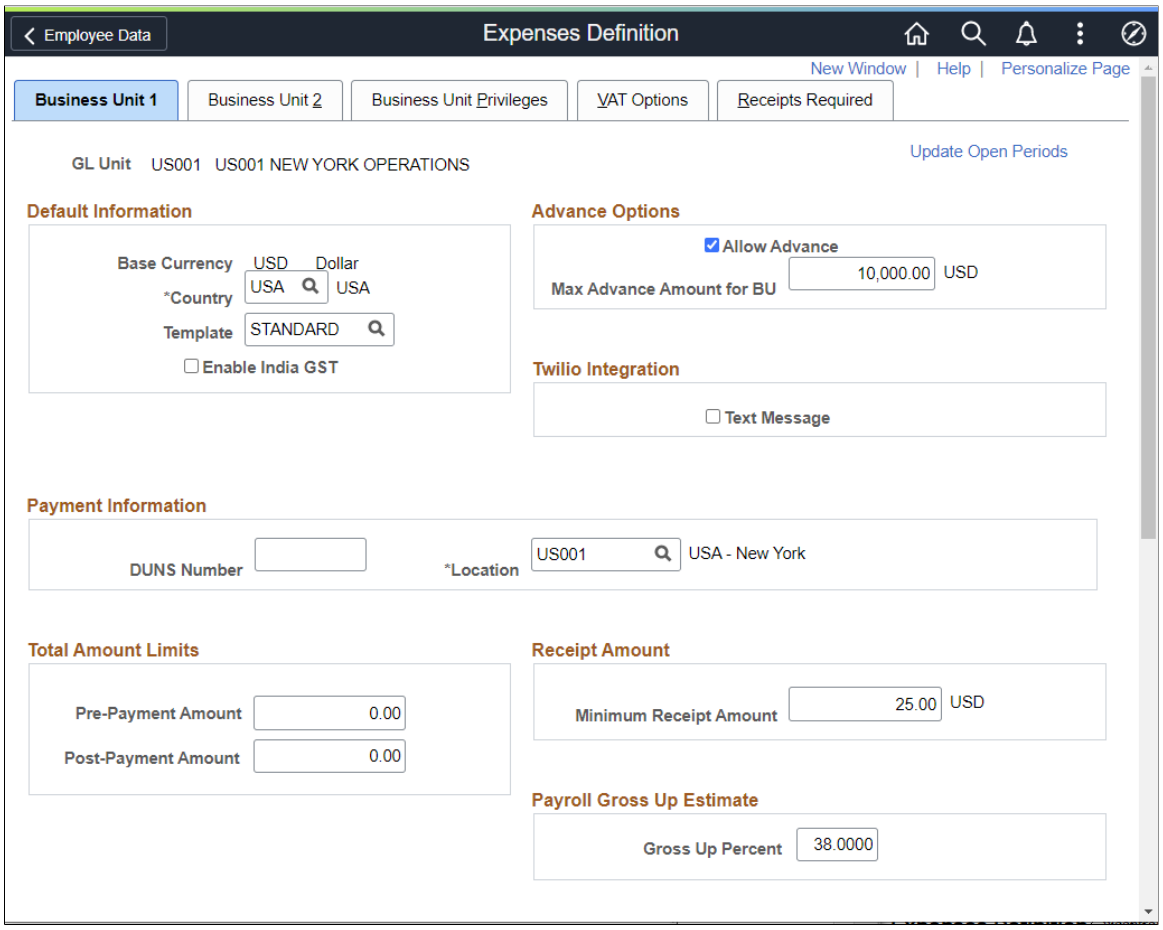
This example illustrates the fields and controls on the Expenses Definition - Business Unit 1 page. You can find definitions for the fields and controls later on this page.



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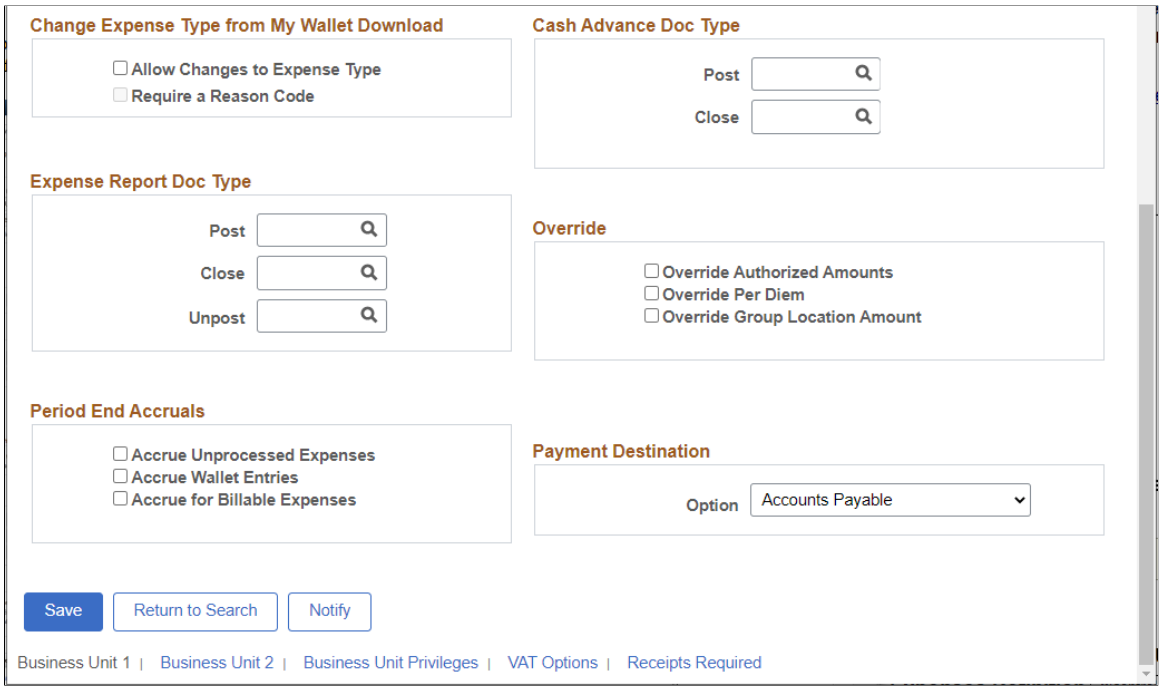
This example illustrates the fields and controls on the Expenses Definition - Business Unit 1 page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Update Open Periods	Click to display the Open Period Update (OPEN_PERIOD_SINGLE) page and define open period beginning and ending dates for PeopleSoft Expenses that are different from open period date ranges in PeopleSoft General Ledger. This feature enables you to control the transactions created and submitted with a specific accounting date. The accounting date of the transaction is checked against the begin and end dates of the open period defined for the fiscal year to verify whether the transaction is eligible for submission.

Default Information

Field or Control	*Description*
Base Currency	Displays the primary currency for a general ledger business unit, which can have only one base currency.
Country	Select a country for PeopleSoft Expenses to use as the default country for the general ledger business unit. PeopleSoft Expenses refers to this field for VAT and distance rates.

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Field or Control	*Description*
Template	Select an accounting entry template that specifies what ChartFields to charge for accounting entries from your expense system.
Enable India GST	Select this check box to enable India GST for a Business Unit in Expenses. Once selected, all the Expenses functionality for India GST will be available to the users belonging to the business unit.

Advance Options

Field or Control	*Description*
Allow Advance	Select if this business unit uses cash advances. If this option is selected, enter a value in the **Max Advance Amount for BU** (maximum advance amount for the business unit) field. If you do not select the **Allow Advance** check box, the system prevents employees in this business unit from creating cash advances. If you change the **Allow Advance** or **Max Advance Amount for BU** field, PeopleSoft Expenses automatically updates the employee profiles.

Twilio Integration

Field or Control	*Description*
Text Message	Select to allow an employee belonging to the business unit to send text message via Twilio. If this check box is not selected, the Text Message tab will not be displayed on the Business Unit 1 page. For more information on Twilio, see https://www.twilio.com

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Payment Information

Field or Control	*Description*
DUNS Number	Dun & Bradstreet assigns this optional field for tracking purposes. See .“Obtaining D and B Credit Reports” (PeopleSoft Order to Cash Common Information)
Location	Select a business unit address to print on payment forms.

Total Amount Limits

Field or Control	*Description*
Prepayment Amount and **Post-Payment Amount**	Enter a maximum amount for an expense report. If the **Amount Exceeded** refinement is selected on the Approval Refinement Template page, PeopleSoft Expenses directs expense reports that exceed this amount to the auditor. The prepayment amount applies to all approvers types before payment. The system default is *0* for both fields, which means that no limits are placed on these values.

Change Expense Type from My Wallet Download

Field or Control	*Description*
Allow Changes to Expense Type	Select this check box to allow changing the expense type on the expense report for expense entries imported from My Wallet.
Require a Reason Code	Select this check box to set the requirement to enter a reason code on the expense report whenever an expense type is modified on expense entries imported from My Wallet.

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Receipt Amount

Field or Control	*Description*
Minimum Receipt Amount	Specify the minimum expense amount for which a receipt is required. For example, if you enter 75 EUR, employees from this business unit must provide receipts for expenses over 75 EUR. **Note:** This filed may be hidden if you are using the Receipts Required feature. For information about the Receipts Required feature, see Understanding Receipt Options for Expense Reports.

Payroll Gross Up Estimate

Field or Control	*Description*
Gross Up Percent	Enter a percentage to use for tax calculations. For example, if an employee is to receive a net amount of 1,000 GBP and the gross up estimate for taxes is 20 percent, you would pay the employee 1,200 GBP. When your organization agrees to pay a taxable lump sum for expenses such as moving costs, you can ensure that the employee receives the correct amount by estimating the percentage of tax and adding the amount to the committed amount. The percentage that you enter in this field is an estimate of the liability to your organization. The payroll system determines the actual grossed up amount.

Expense Report Doc Type (Expense Report Document Type)

Field or Control	*Description*
Post, Unpost, and **Close**	If you use document sequencing, select a document type to generate document numbers for expense reports. If you do not require various sets of document numbers, use the same document type for all three processes.

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Cash Advance Doc Type (Cash Advance Document Type)

Field or Control	*Description*
Post and Close	If you use document sequencing, select a document type to generate document numbers for cash advances. If you do not require various sets of document numbers, use the same document type for both processes.

Period End Accruals

Field or Control	*Description*
Accrue Unprocessed Expenses	Select to enable period end accrual processing for expense sheets. **Note:** A journal generator template for period end accruals must be established on the Expenses Definition - Business Unit 2 page to enable this functionality.
Accrue Wallet Entries	Select to enable period end accrual processing for My Wallet transactions. **Note:** A journal generator template for period end accruals must be established on the Expenses Definition - Business Unit 2 page to enable this functionality.
Accrue for Billable Expenses	Select to enable period end accrual processing for billable expenses.
Commitment Control for Accrual	Select to enable commitment control for accrual processing. When this option is selected, expense and encumbrance relief entries are created during the Period End Accruals process for PeopleSoft Expenses.

See Understanding Period End Accrual Processing for PeopleSoft Expenses.

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Override

Field or Control	*Description*
Override Authorized Amounts	Select to allow anyone in this business unit to ignore location amounts associated with expense types. If this option is not selected, employees in this business unit can enter amounts up to the authorized amount plus the benchmark tolerance for any expense type. If employees enter amounts above the authorized amount plus the benchmark tolerance, the system requires them to enter an exception comment.
Override Per Diem	Select to allow an employee in this business unit to enter any amount for an expense type that is a per diem expense type. If he or she exceeds the authorized amount plus the benchmark tolerance, the system requires the employee to enter an exception comment. If this option is not selected, employees in this business unit can enter an amount up to the authorized amount plus the benchmark tolerance for an expense type that is a per diem expense type. If an employee tries to enter an amount above the authorized amount plus the benchmark tolerance, the system displays an error message.
Override Loc Amt Group	Select to allow anyone in this business unit to ignore location amounts associated with an expense type group. If this check box is not selected, employees in this business unit can enter amounts up to the authorized amount for any expense type group. If employees enter amounts above the authorized amount, the system requires them to enter an exception comment.
Disable DCAA (disable Defense Contract Audit Agency)	Select to disable the requirement to enforce DCAA audit requirements for a general ledger business unit. **Note:** PeopleSoft Expenses displays this check box if **DCAA Enabled** is selected on the Installation Options - Expenses page.

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Payment Destination

Field or Control	*Description*
Option	Select one of these options, which is used during the Stage Payments process: • *Accounts Payable* • *Default from Installation* - select to apply the option selected in the Payment Destination section of the "Installation Options - Expenses Page" (Application Fundamentals) • *Payroll* For more information about the Stage Payments process, see Staging Payments.

Expenses Definition - Business Unit 2 Page

Use the Expenses Definition - Business Unit 2 page (BUS_UNIT_TBL_EX2) to designate business unit specifications for journal templates, time reporting, automatic approval thresholds, project time options, and grace periods.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Expenses** > **Expenses Definition**. **Select Business Unit 2.**

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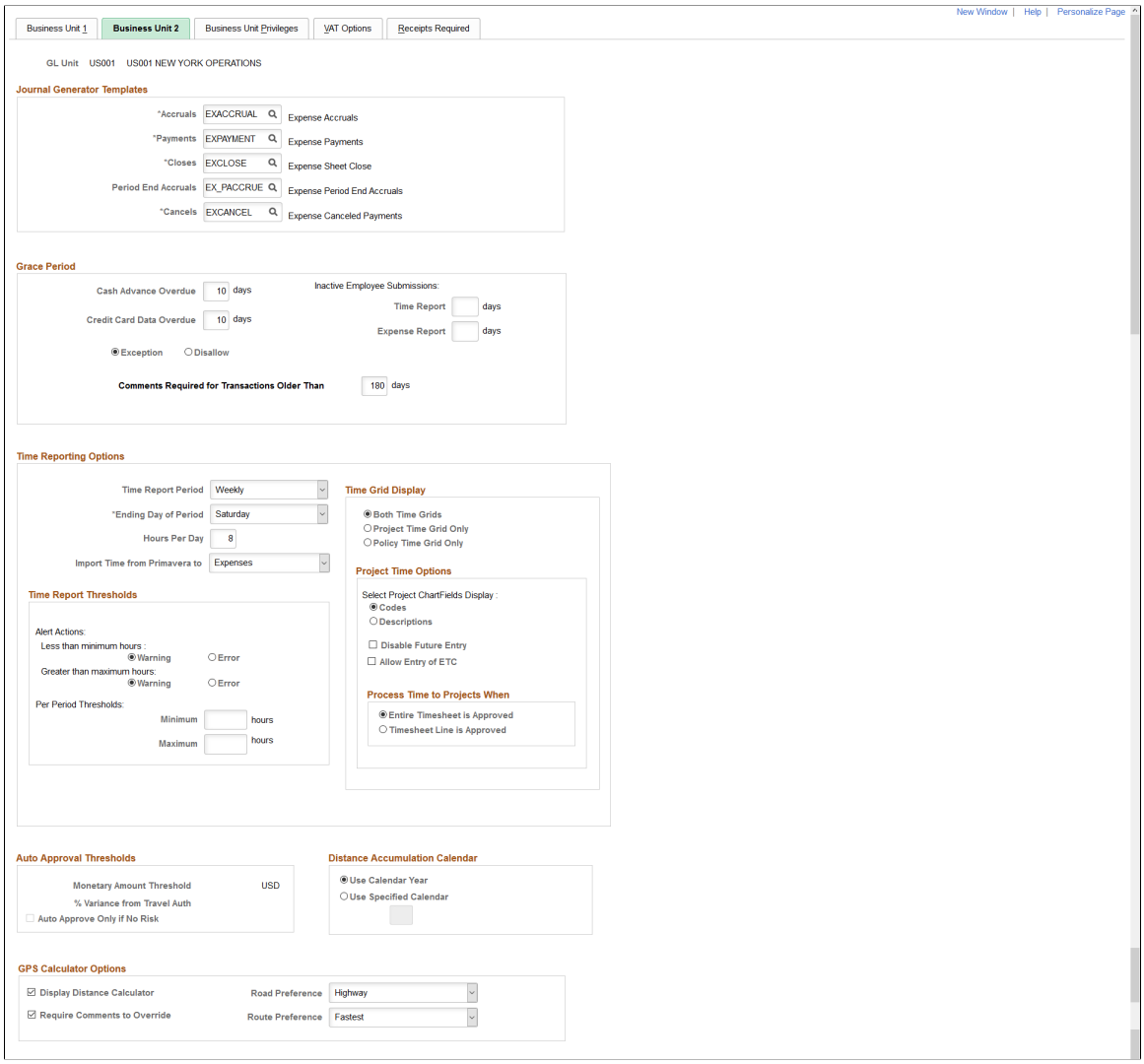
This example illustrates the fields and controls on the Expenses Definition - Business Unit 2 page. You can find definitions for the fields and controls later on this page.



Journal Generator Templates

Select the templates for the business unit to use for accruals, payments, closes, period end accruals, and cancels. Your system may have different templates if you use different accounting entry journals for PeopleSoft Expenses. Use the “Journal Generator Template - Defaults Page” (Application Fundamentals) to define journal generator templates.

Note: The template that is selected for the **Period End Accruals** field cannot create reversal entries.

Grace Period

Establish the number of days after which employees must submit expense transactions for processing:

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Field or Control	*Description*
Cash Advance Overdue	The default is *90* days. This number applies to cash advances that have not been processed and reconciled.
Credit Card Data Overdue	The default is *30* days. This number applies to credit card data loaded into the expenses system but not processed in an expense report.
Inactive Employee SubmissionsTime Report and **Expense Report**	Enter the number of days to allow an authorized employee to enter time reports or expense reports on behalf of an inactive employee. The number of days refers to the time since the employee became inactive (using employee status and action date). At submit time, PeopleSoft Expenses checks the employee status and action date. If the employee is inactive, PeopleSoft Expenses verifies whether the grace period has been exceeded and, if so, issues an error message to prevent further processing of the expense transaction.
Exception Comments Required for Transactions Older Than number of **days**	Select to indicate that transaction that are older than the number of days specified in the days field require the employee to enter a comment. The comment should explain why the expense transaction is being submitted after the number of days specified. If you leave the days field blank, then system does not check for this feature and does not require a comment, regardless of how long it has been since the transaction occurred. For more information about entering Exception Comments on Expense Reports, see Common Elements Used to Create or Modify Expense Reports
Disallow Transactions Older Than number of **days**	Select to indicate that your organization does not accept expense transactions that are older than the number of days specified in the days field. If you leave the days field blank, then system does not check for this feature regardless of how long it has been since the transaction occurred.

Time Reporting Options

Field or Control	*Description*
Time Report Period	Select the frequency with which employees in this business unit report their work hours. This parameter is used for time reports to determine the number of days to display for time entry. The default is *Weekly;* you can also select *Daily, Bi-Weekly,* or *Semi-Monthly.*

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Field or Control	*Description*
Ending Day of Period	The default is *Friday.* This field signifies the ending day for the time reporting period. This field applies only to weekly and biweekly time collection frequencies. **Note:** If you use PeopleSoft Forecast Collection, the forecast collection ending day on the Forecast Configuration page must match this ending day.
Hours Per Day	Enter the number of hours that make up a work day for the business unit. The default value is eight, but the value can be overridden to enter a longer or shorter work day. When an employee enters his or her time on the Time Report Summary page, the system uses the value entered in this field to calculate the employee's overtime each day.
Import Time from Primavera to	Select *Expenses* or *Project Costing.* This field is not available if Program Management is not installed.

Time Grid Display

Select to display the project grid, the policy grid, or both on time reports. If you select to display the project or policy grid, PeopleSoft Expenses hides the other grid and the totals and functionality in the hidden grid will be inaccessible on time reports.

Project Time Options

Field or Control	*Description*
Select Project ChartFields Display	Select to display PeopleSoft Project Costing ChartField codes or descriptions on time reports.
Disable Future Entry	Select to prohibit employees in the general ledger business unit from entering time against projects on a time report that has not yet been worked.
Allow Entry of ETC (estimate to complete)	PeopleSoft Expenses displays this check box if PeopleSoft Program Management is installed. Select to enable employees in the general ledger business unit to view remaining work hours for their projects and enter a new estimate of hours to complete projects on their time reports. If you do not select the check box, PeopleSoft Expenses does not display the **Remaining Work** and **New Estimate** fields on the Time Report Summary page.

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Time Report Thresholds

Establish thresholds for PeopleSoft Expenses to issue warnings or error messages if employees submit time reports over or under the required number of hours for a time reporting period. You can set time reporting thresholds by general ledger business unit or by employee.

See Maintaining Employee Organizational Data.

Field or Control	*Description*
Alert Actions	Select to issue warnings or errors for employees who submit time reports that are less than the minimum number of hours or greater than the maximum number of hours for a time reporting period.
Per Period Thresholds	Enter the minimum and maximum number of hours for a time reporting period for PeopleSoft Expenses to use to issue warnings or errors.

Process Time to Project When

Use this section to indicate when time sheets can be sent to Project Costing when the Stage Time to Project Costing option is selected on the Expense Processes page.

Field or Control	*Description*
Entire Timesheet is Approved	Select to indicate that the system can send timesheets to Project Costing only when the timesheet is approved.
Entire Line is Approved	Select to indicate that the system can send timesheet lines to Project costing when an individual timesheet line is approved. **Note:** If a timesheet line is approved and sent to Project Costing, the line will not be available to edit if the timesheet is sent back to the employee by a different approver. If a timesheet line is approved and sent to Project Costing, and an approver tries to deny the timesheet report, then a message is displayed indicating that some lines have been sent to Project Costing and those lines cannot be denied.

For more information about expense processes, see Running Expense Transaction Processes

Auto Approval Thresholds

The options in this group box are active only when the **Auto Approve** option is selected on the Transaction Definition page for the expense report, travel authorization, and cash advance transaction type.

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Field or Control	*Description*
Monetary Amount Threshold	If the total amount of the expense report, travel authorization, or cash advance is less than or equal to the monetary threshold amount, PeopleSoft Expenses automatically approves the transaction. If you do not enter an amount in this field, PeopleSoft Expenses does not automatically approve the transactions, even if you enabled the automatic approval functionality.
% Variance from Travel Auth (percent variance from travel authorization)	Enter a variance percentage for PeopleSoft Expenses to automatically approve expense reports created from travel authorizations. PeopleSoft Expenses calculates the difference between the expense report total amount and the travel authorization total amount as a percentage. If the percent difference is less than or equal to the percent variance, PeopleSoft Expenses automatically approves the expense report. If you do not enter a percent variance, PeopleSoft Expenses does not automatically approve expense reports based on its variance from the travel authorization, even if you enabled the automatic approval functionality. If the amount of the expense transaction exceeds the variance, but is within the monetary amount threshold, PeopleSoft Expenses automatically approves the expense report.

Note: If PeopleSoft Commitment Control is enabled, PeopleSoft Expenses does not automatically approve expense reports if the option to require a valid budget checking status prior to approval is enforced and the budget status is set to require budget checking.
The **Monetary Amount Threshold** and **% Variance from Travel Auth** fields are not available if you disable automatic approval for all transaction types.

Field or Control	*Description*
Auto Approve Only If No Risk	Select to indicate that transactions can be approved automatically only when no risk is involved. The use of this option depends upon whether your business unit uses risk templates and you must enter a value in the **Monetary Amount Threshold** field. See Setting Up Risk Templates for PeopleSoft Expenses.

Distance Accumulation Calendar

PeopleSoft Expenses enables you to accumulate automobile distance based on a fiscal or calendar year. When employees enter an automobile mileage expense on an expense report and specify the

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distance traveled, PeopleSoft Expenses looks at the calendar specified for the employees' business unit to determine which year to add the distance to.

When employees enter an expense date for an automobile mileage expense on expense reports and the distance rate is variable, PeopleSoft Expenses validates the date against the calendar that you establish on the Expenses Definition - Business Unit 2 page and updates the accumulated distance for the appropriate year.

Field or Control	*Description*
Use Calendar Year	Select to use the calendar year (January through December) to accumulate automobile distance.
Use Specified Calendar	Select to specify a detail calendar defined on the Calendar Periods page (DETAIL_CALENDAR1). The calendar that you specify determines how PeopleSoft Expenses accumulates automobile distance for employees within the business unit. ***Warning!*** If you change options and employees in the business unit have accumulated miles or kilometers, PeopleSoft Expenses displays a warning that the change could invalidate the existing accumulated distance data.

GPS Calculator Options

GPS Calculator allows you to set the options to automatically calculate distance by capturing the starting and ending points for a trip. Once the distance is calculated, the trip is associated to a mileage reimbursement rate based upon mapping rules, and the amount is then calculated and the relevant expense line details are populated.

GPS Calculator uses Oracle Maps and eLocation Services to calculate mileage distance.

Field or Control	*Description*
Display Distance Calculator	Select to display the GPS Distance calculator in the Expense Entry Page and My Wallet page to automatically calculate the distance for mileage reimbursements.
Require Comments to Override	Select to indicate if comments are required when expense users makes changes to the calculated GPS distance in the Expense Entry Page.
Road Preference	Select an option to set the road preference. The option that is set here will be used by the GPS Distance calculator to calculate the distance.

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Field or Control	*Description*
Route Preference	Select an option to set the route preference. The option that is set here will be used by the GPS Distance calculator to calculate the distance.

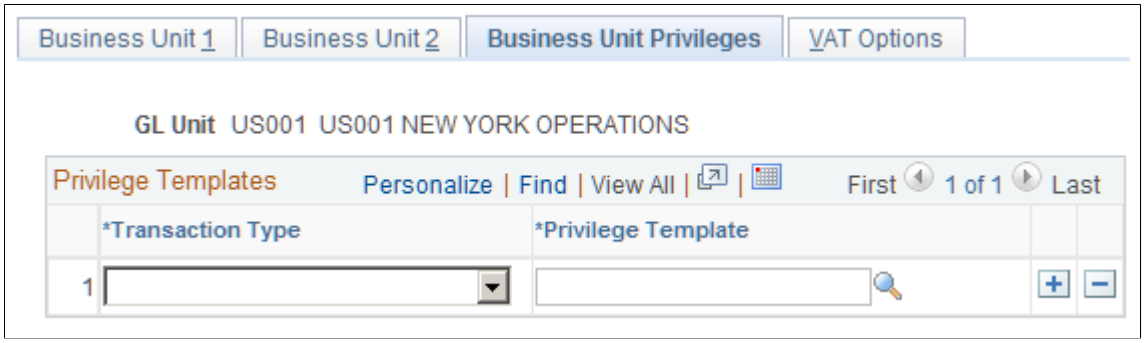
Business Unit Privileges Page

Use the Expenses Definition - Business Unit Privileges page (EX_BU_PRIV) to assign privilege templates to a business unit.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Expenses** > **Expenses Definition**. **Select Business Unit Privileges.**

This example illustrates the fields and controls on the Business Unit Privileges page. You can find definitions for the fields and controls later on this page.



Use this page to assign a privilege template to a business unit for each transaction type.

Field or Control	*Description*
Transaction Type	Select a transaction. Options include *Expense Report, Time Report,* and *Travel Authorization.*
Privilege Template	Select a template for the transaction. This template is used as the default template for all employees in the business unit. See Employee Privilege Template Page.

See Maintaining Employee Privilege Templates.

Expenses Definition - VAT Options Page

Use the Expenses Definition - VAT Options page (BUS_UNIT_TBL_EX3) to establish VAT parameters for the business unit.

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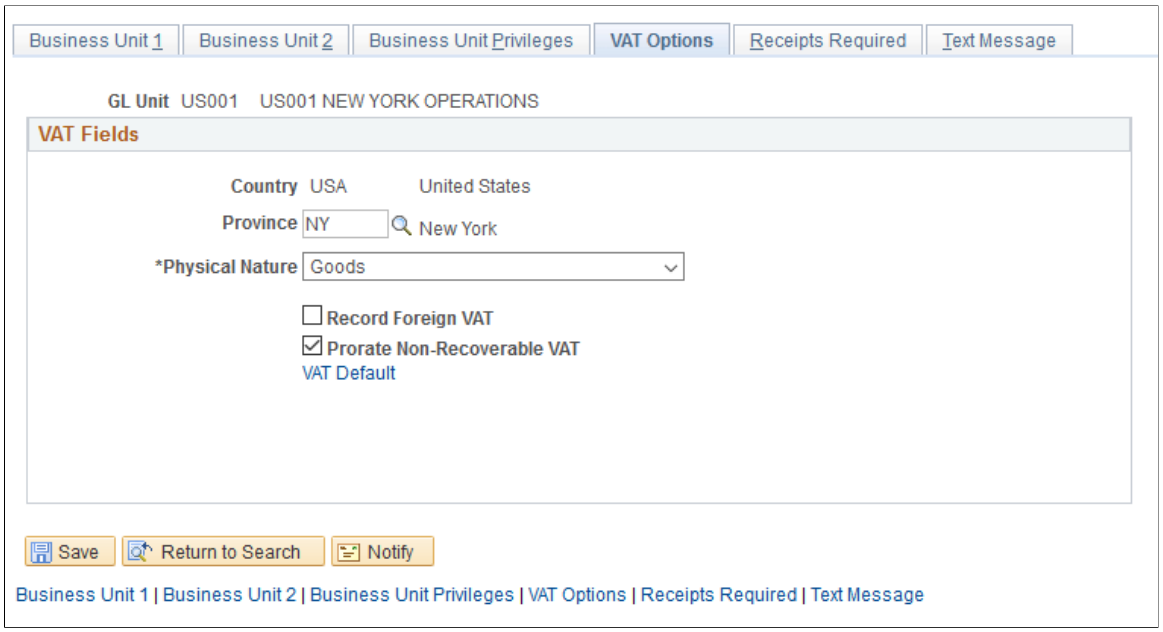
Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Expenses** > **Expenses Definition**. **Select VAT Options.**

This example illustrates the fields and controls on the Expenses Definition - VAT Options page. You can find definitions for the fields and controls later on this page.



VAT Fields

Field or Control	*Description*
Physical Nature	Select *Goods* or *Services* for VAT treatment.
Record Foreign VAT (record foreign value-added tax)	Select to record foreign VAT on expense sheets, regardless of whether you enabled VAT at the business unit level. This is for customers who want to record and reclaim foreign VAT.
Prorate Non-Recoverable VAT (prorate nonrecoverable value-added tax)	PeopleSoft Expenses generates an accounting line for nonrecoverable VAT. If this check box is deselected, nonrecoverable VAT is charged to the nonrecoverable VAT account designated in the VAT code definition. When this option is selected, nonrecoverable VAT is charged as an expense to the general ledger ChartFields that are indicated in the expense report accounting detail page.

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Field or Control	*Description*
Allocate Non-Recoverable VAT (allocate nonrecoverable value-added tax)	If this option is selected, the accounting comes from the VAT template. If deselected, the accounting comes from the VAT accounting template. **Note:** The **Allocate Non-Recoverable VAT** check box is active only if the **Prorate Non-Recoverable VAT** check box is deselected.
VAT Default	Click to access the VAT Defaults Setup page. The VAT Default Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications that are processing VAT transactions. On this page you can define the PeopleSoft Expenses business unit defaults, as applicable. See “Understanding VAT” (PeopleSoft Global Options and Reports)

Receipts Required Page

Use the Receipts Required (BUS_UNIT_TBL_EX4) page to determine expense receipt requirements for the business unit.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Expenses** > **Expenses Definition** > **Receipts Required**

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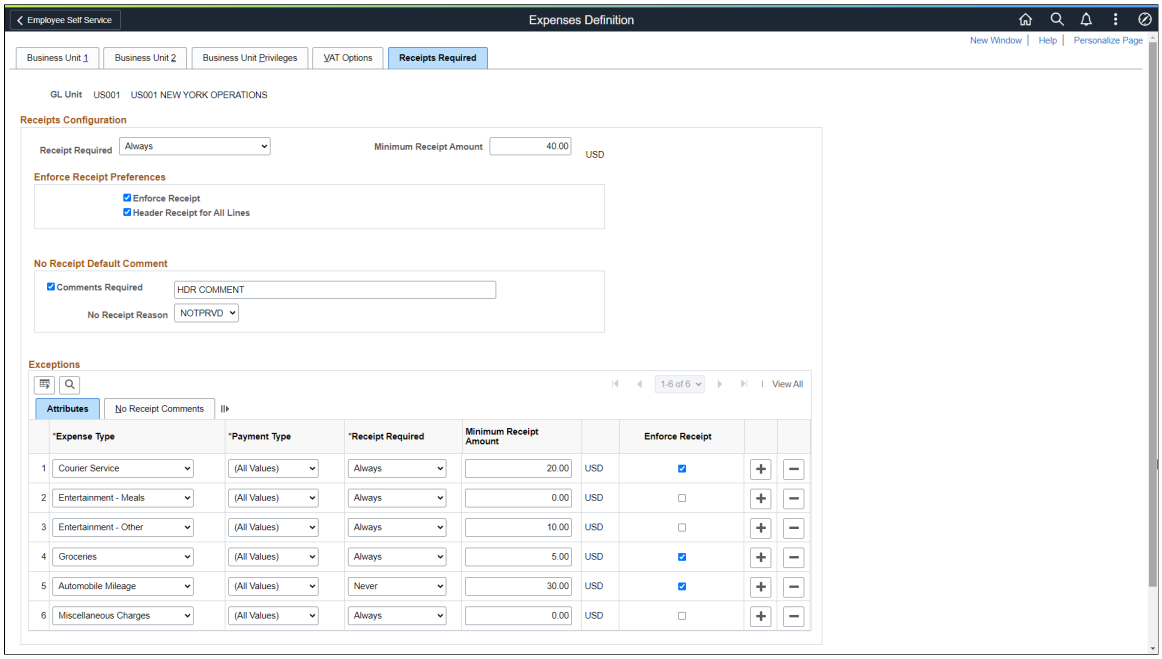
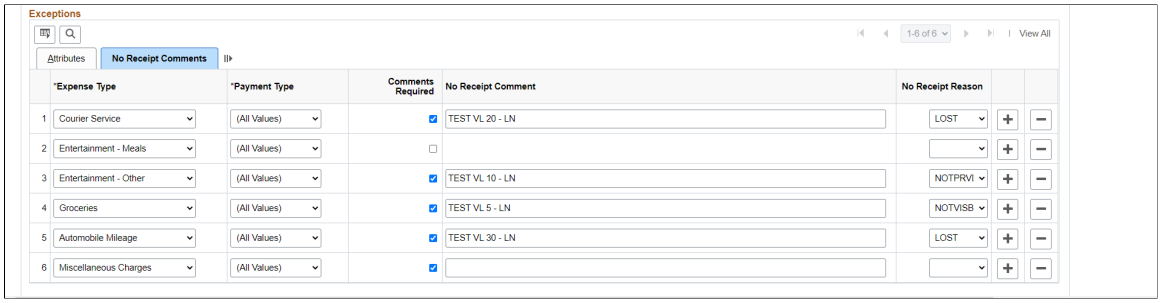
This example illustrates the fields and controls on the Receipts Required page.



This example illustrates the fields and controls on the Receipts Required page, No Receipt Comments tab.



Use this page to determine the minimum receipt requirements for the business unit, or for a combination of business unit, expense type, payment type, receipt required, and minimum receipt amount.

For additional information about receipt options, see Understanding Receipt Options for Expense Reports.

Note: The fields and sections that are available on this page are determine by the values selected in the Receipts Configuration section of the “Installation Options - Expenses Page” (Application Fundamentals).

Receipts Configuration Section

Use this section to determine whether receipts are required for all expense reports at the header and line levels. If receipts are required, then enter the general rule to be used when requiring receipts. This should be the required parameters that apply to most expense lines for your organization.

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Field or Control	*Description*
Receipt Required	Select an option that determines whether receipts are required for all expense reports in the business unit. This field appears when *Header Level*, *Line Level*, or *Header and Line* is selected in the **Attachment Location** field of the “Installation Options - Expenses Page” (Application Fundamentals). Options include: • *Always:* Select to indicate that a receipt is required for all transactions in this business unit. • *Never:* Select to indicate that receipts are not required for any transaction for this business unit. In addition, there are no receipt links on the Expense Entry page. • *No Exc CC* (no except for credit card feeds): Select to indicate that a receipt is not required unless the transaction is from a credit card feed. • *Yes Exc CC* (yes except for credit card feeds): Select to indicate that a receipt is required, but not if the transaction is from a credit card feed.

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Field or Control	*Description*
Minimum Receipt Amount	Enter an amount that determines the minimum amount that a receipt is required for each line. This field appears when *Header Level*, *Line Level*, or *Header and Line* is selected in the **Attachment Location** field of the "Installation Options - Expenses Page" (Application Fundamentals). If the amount of an expense line is greater than or equal to this amount, the system may require a receipt depending on the value selected in the **Receipt Required** field. Any amount that is less than this amount, does not require a receipt. If a line amount exceeds this amount and a receipt is required, the system displays an error on the Expense Entry Page. See Understanding Expense Report Errors in PeopleSoft Fluid. When the **Receipt Required** field is: • *No Exc CC*, then the **Minimum Receipt Amount** field only applies to expense lines that come from credit card feeds. If an expense line is entered manually, then the system does not require a receipt regardless of this amount value. • *Yes Exc CC*, then the Minimum Receipt Amount field only applies to expense lines that are entered manually. If an expense line comes from a credit card feed, then the system does not require a receipt regardless of this amount value. • *Never*, then this field is automatically set to zero and is not available to be changed. The currency that appears next to this field comes from the base currency determine on the Expenses Definition - Business Unit 1 Page.

Enforce Receipt Preferences Section

This section appears only when *Header Level* or *Header and Line* is selected in the **Attachment Location** field of the "Installation Options - Expenses Page" (Application Fundamentals).

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Field or Control	*Description*
Enforce Receipt	Select to indicate that receipts **MUST** be attached to all expense reports when the **Receipt Required** value is *Always*. If a receipt is not attached, you can add a comment to explain why. If you do not attach a receipt or enter a comment, the system displays an error and you cannot submit the expense report.
Header Receipt for All Lines	Select to indicate that one or more receipts must be attached at the header level and optional at the line level.

No Receipt Default Comment Section

This section is active only when *Header and Line* is selected in the **Attachment Location** field of the "Installation Options - Expenses Page" (Application Fundamentals).

Field or Control	*Description*
Comments Required (check box)	Select this check box to indicate that the employee must enter a comment if they don't have a receipt for an expense line that requires a receipt. When this option is selected, a user must enter a comment in the Exception Comments section on the Expense Entry page. If no comment is entered, the system provides an error. Deselect when receipts are required but comments are not required from employees. As an alternative, you can enter default text in the Comments Required field, which can be pulled into the Exception Comments section by the user. Exception Comments field for the system to pull in the default Comment (entered in the next, open text field) into the transaction. After viewing the default comment and selecting Done the error goes away.
Comments Required (open text field)	Enter default text that appears in the **No Receipt Comment** field of the Expense Entry Page. This text appears when the **Comments Required** check box is selected above, and an employee does not attach a document to an expense line. When entering an expense report that requires a receipt, you must select the comment field, in the Exception Comments section to activate this comment.

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Field or Control	*Description*
No Receipt Reason	Select a pre-defined Reason Code that appears by default in the No Receipt Reason field on the Expense Entry Page. This value appears when receipts are required but no receipt is attached at the header or line levels. The user can change the reason code if needed. This field is active only when the **Attachment Location** is *Header and Line* on the "Installation Options - Expenses Page" (Application Fundamentals).

Exceptions - Attributes

Use this section to enter exceptions to the general rule that is entered in the Receipts Configuration section of this page. This section allows you to determine receipt requirements based on the combination of fields selected.

This section appears only when *Line Level* or *Header and Line* is selected in the **Attachment Location** field of the "Installation Options - Expenses Page" (Application Fundamentals)

Field or Control	*Description*
Expense Type	Select an expense type for the exception row. See Setting Up Expense Types.
Payment Type	Select a payment type for the exception row. See Payment Type Page.
Receipt Required	Select an option that determines whether receipts are required for the combination of the expense type and payment type that is indicated on the exception line. Options include: • *Always:* Select to indicate that a receipt is required for all transactions. • *Never:* Select to indicate that a receipt is not required for all transactions. • *No Exc CC* (no except for credit card feeds): Select to indicate that a receipt is not required unless the transaction source is from a credit card feed. • *Yes Exc CC* (yes except for credit card feeds): Select to indicate that a receipt is required unless the transaction source is from a credit card feed.

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Field or Control	*Description*
Minimum Receipt Amount	Enter an amount that determines the minimum amount that a receipt is required for the expense type and payment type combination. If the amount of an expense line is greater than or equal to this amount, the system may require a receipt depending on the value selected in the **Receipt Required** field. Any amount that is less than this amount, does not require a receipt. If the line amount is greater than this value, the system displays an error on the Expense Entry Page. When the Receipt Required field is: • *No Exc CC*, then the Minimum Receipt Amount field only applies to expense lines that come from a credit card feed. If an expense line is entered manually, then the system does not require a receipt regardless of this amount value. • *Yes Exc CC*, then the Minimum Receipt Amount field only applies to expense lines that are entered manually. If an expense line comes from a credit card feed, then the system does not require a receipt regardless of this amount value. • *Never*, then this field is automatically set to zero and is not available to be changed. The hierarchy is to check the value entered in the Minimum Receipt Amount field at the top of this page first, then the value entered in this field. The currency that appears next to this field comes from the base currency of the Expenses business unit.
Enforce Receipt	Select to indicate that a receipt is required for this exception combination.

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Exceptions - No Receipt Comments

Field or Control	*Description*
Comments Required	Select this check box to indicate that the employee must enter a comment if they don't have a receipt for an expense that requires a receipt. Deselect when receipts are required but comments are not required from employees.
No Receipt Comment	Enter a general comment, which appears by default on all expense lines that require a comment, in the No Receipt Comment field when an employee creates an expense report.
No Receipt Reason	Select a reason code that appears by default when a receipt is required, but no document is attached to the line that has this combination. The reason code appears by default on the Expense Entry page and the Approval Line Detail page.

Expenses Definition - Text Message Page

Use the Expenses Definition - Text Message Page (BUS_UNIT_TBL_EX5) page to allow organizations to setup a Twilio account and the text message format that should be used to send to Twilio.

This Text Message page is displayed only if you have selected the **Text Message** check box on the Business Unit 1 page.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Expenses** > **Expenses Definition** > **Text Message**

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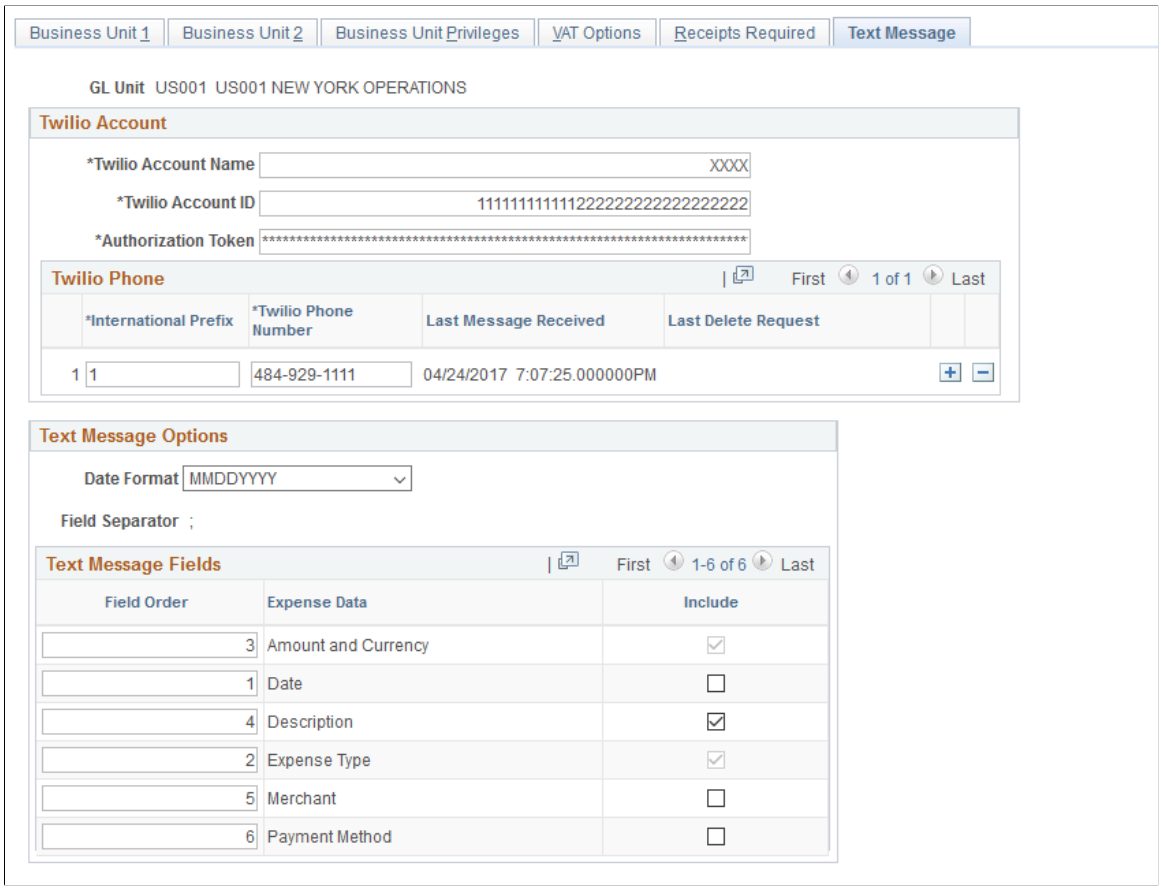
This example illustrates the fields and controls on the Text Message page. You can find definitions for the fields and controls later on this page.



Twilio Account

Use this section to setup account information with Twilio.

Field or Control	*Description*
Twilio Account Name	Displays the account name in Twilio.
Twilio Account ID	Displays the account ID in Twilio. This acts as a user name.
Authorization Token	Displays the Authentication Token ID provided by Twilio. This acts as a password and is used to verify the integration with Twilio.

Twilio Phone

Use this section to record Twilio phone number(s) used by employees to send the text message. Depending on how the Twilio account has been setup, there can be multiple Twilio phone numbers assigned. Organization may choose to assign one or more numbers to be used for the business unit.

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The system uses the Business Unit, Twilio Account ID and Twilio phone number combination to extract the text message data from Twilio.

If the same account with the same phone number is used for multiple Business Units, when one Business Unit runs a process, all messages will be retrieved from Twilio. Messages will be processed for all Business Units having the same account and phone number.

Field or Control	*Description*
International Prefix	Enter the prefix number for a phone number.
Twilio Phone Number	Enter the phone number including the area code. The E.164 number formatting must be used. This format is an internationally standardized format for all phone numbers. E. 164 numbers have a maximum of fifteen digits and are usually written as: [+][country code][subscriber number including area code].
Last Message Received	Displays the date and time of the last message received from Twilio.
Last Delete Request	Displays the date time of the last message deleted from Twilio.

Text Message Options/Fields

Use this section for organizations to specify if the expense data should be entered as a text message, and which expense data elements must included in the message.

Field or Control	*Description*
Date Format	Select a date format.
Field Separator	Separates the messages sent by an employee.
Field Order	Enter number in a sequence to organize the fields on the message.

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Field or Control	*Description*
Expense Data	Select the Expense data elements. The following expense data elements are accepted: • Date • Expense Type. • Amount and Currency. • Description • Payment Method • Merchant
Include	Select a check box to include an expense data elements in the message. You skip the data elements in the text message. If the data elements needs to be entered prior to the expense type and amount, the field separator needs to be included. If the data elements are entered after expense type and amount, no field separator required. **Note:** The data elements Expense Type and Amount are selected by default, and cannot be deselected.

Here is a sample text message when one or more options in the Text Message Options/Fields are selected. The following text messages are acceptable:

These sample data elements includes date, expense type, amount and description.

- 4/15/2017; Dinner; 50 USD; Dinner with client
- ; Dinner; 50 (If date is not included, the current date will be used. If currency is not included, the employee's base currency will be used).

Expenses Options Page

Use the Expenses Options page (BUS_UNIT_OPT_EX) to establish payment defaults, Commitment Control options, and approval preferences for a SetID.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Expenses** > **Expenses Options**

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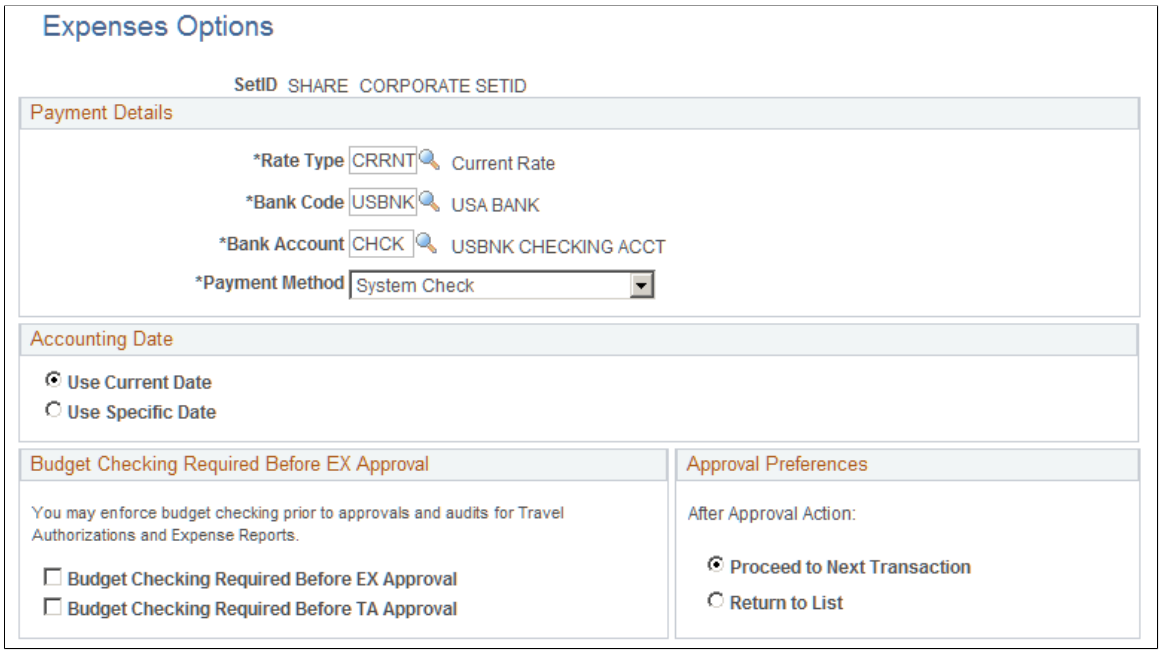
This example illustrates the fields and controls on the Expenses Options page. You can find definitions for the fields and controls later on this page.



Payment Details

Select a rate type to perform exchange rate calculations.

If a business unit associated with this SetID makes expense payments to employees, the **Bank Code, Bank Account,** and **Payment Method** fields establish defaults.

Accounting Date

Select **Use Current Date** as your accounting date or select **Use Specific Date** to open a field and enter a date.

Budget Checking Required Before EX Approval

These options apply to Fluid and Classic (+) expense reports and travel authorizations.

Field or Control	*Description*
Require budget checking prior to approval for Expense Reports	If this option is selected, you cannot approve expense reports until you budget check the transactions and they pass with a valid budget status. If multiple approvers exist, only the first approver is required to budget check successfully prior to approval. If an approver modifies any of the accounting details, budget checking is required again to reflect the changes. This option applies only to business units that are enabled for commitment control.

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Field or Control	*Description*
Require budget checking prior to approval for Travel Authorizations	If this option is selected, you cannot approve travel authorizations until you budget check the transactions and they pass with a valid budget status. This option applies only to business units that are enabled for commitment control.

Approval Preferences

Note: This feature applies to Classic(+) only.

Select a preference for how you want PeopleSoft Expenses to behave when approving expense transactions. Although approvers can approve transactions at a summary level, they can also drill down to individual transactions to perform their approval actions. The approval preference determines the behavior of the system after approvers perform their approval actions.

Field or Control	*Description*
After Approval Action	Select *Proceed to Next Transaction* to access the next expense transaction that is available for approval action, or select *Return to List* to return the approver to the Summary Approvals page from which he or she drilled down.

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Chapter 4

Securing Your PeopleSoft Expenses System

Understanding Security for PeopleSoft Expenses

PeopleSoft Expenses is designed with a variety of users in mind. Expenses enables you to set up access that is appropriate for different employees, depending on their role in the expense approval process.

This topic discusses:

- Securing access to expense employees.
- Securing access to approvers.
- Securing ChartFields.
- Delegating entry authority

Securing Access to Expense Employees

PeopleSoft Expenses enables you to limit employee access to accounting information and user default information for three transactions. The three transactions are expense reports, time reports, and travel authorizations. You accomplish this by creating employee privilege templates and associating those templates with a business unit or a user role.

See Maintaining Employee Privilege Templates.

Securing Access to Approvers

Your company may have staff, such as a travel and expense department, who submit expense reports for employees. Assign these staff members authorized user IDs to access the menus and pages to your expense system. They must also be authorized to enter expense information for specific employee IDs.

An approver in PeopleSoft Expenses is typically a department manager responsible for charges against one or more departmental budgets. You must authorize approvers in PeopleSoft Expenses security. If you don't authorize approvers, they cannot access the transactions in the system.

Securing ChartFields

PeopleSoft ChartField security provides a flexible, rule-based approach to administer security at a data level. ChartField security is supported in PeopleSoft Expenses and across other PeopleSoft Financial and Supply Chain Management (FSCM) applications. The ChartField security feature prevents unauthorized employees and contractors from viewing and editing sensitive financial data by restricting access to data stored with specific ChartField values.

The primary features for ChartField security are:

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- Enforces security rules by user, role, or permission list.
- Enables ChartField security for all products or selectively by product.
- Enables or disables ChartField security selectively by component.
- Defines rules to accommodate end-user areas of responsibility.
- Refines access rules by product feature or component.
- Supports super-user access to minimize setup.
- Defines components as exceptions to override security rules.

PeopleSoft Expenses does not secure access to transaction pages and accounting data. PeopleSoft Expenses has its own security; therefore, it does not use ChartField Security to restrict access to transaction pages and accounting data. Employees should always be able to view their past transactions, even if they no longer have authority to a specific ChartField. For example, employee A had access to department ID 42000 but has moved to department 50000. Employee 42000 can view all expense reports for all departments that he or she has been a member of.

For more information, see “Securing ChartFields for PeopleSoft Expenses” (Application Fundamentals).

Delegating Entry Authority

Some organizations have staff members who create expense transactions on behalf of other employees within the organization. This staff member is referred to as a delegate because you are delegating authority to them to create expense transactions for you. You can grant, or delegate, authority to an employee to enter your expense data by authorizing their user ID.

A system administrator or manager can determine who is authorized to enter expense transactions for other employees using the Authorize Expense Users (Search) Page. Or, an employee can determine who is authorized to enter expense transactions on their behalf using the Authorize Users Page.

Setting Up Authorized Users

A system administrator or manager can determine who is authorized to enter expense transactions for other employees using the Authorize Expense Users (Search) Page. Or, an employee can determine who is authorized to enter expense transactions on their behalf using the Authorize Users Page.

Page Used to Set Up Authorized Users

Page Name	*Definition Name*	*Usage*
Authorize Expense Users (Search) Page	EE_AUTH_USR_SRCH	As a system administrator or manager select how you want to search for the employee for which a delegate(s) can enter expense transactions.

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Page Name	*Definition Name*	*Usage*
Authorize Expense User - Employee	EX_USR_EE_AUTH2	Authorize an employee(s) who can create expense transactions on behalf of the Employee ID entered in the Search Value field.
Authorize Expense User - User	EX_USR_EE_AUTH	Authorize an employee(s) who can create expense transactions on behalf of the User ID entered in the Search Value field.
Authorize Users Page	TE_EE_AUTHORITY	Authorize other employees in your organization to enter expense transactions on your behalf.

Authorize Expense Users (Search) Page

Use the Authorize Users page (EE_AUTH_USR_SRCH) as a system administrator or manager select how you want to search for the employee for which a delegate(s) can enter expense transactions.

Navigation:

Travel and Expenses > **Manage Expenses Security** > **Authorize Expense Users**

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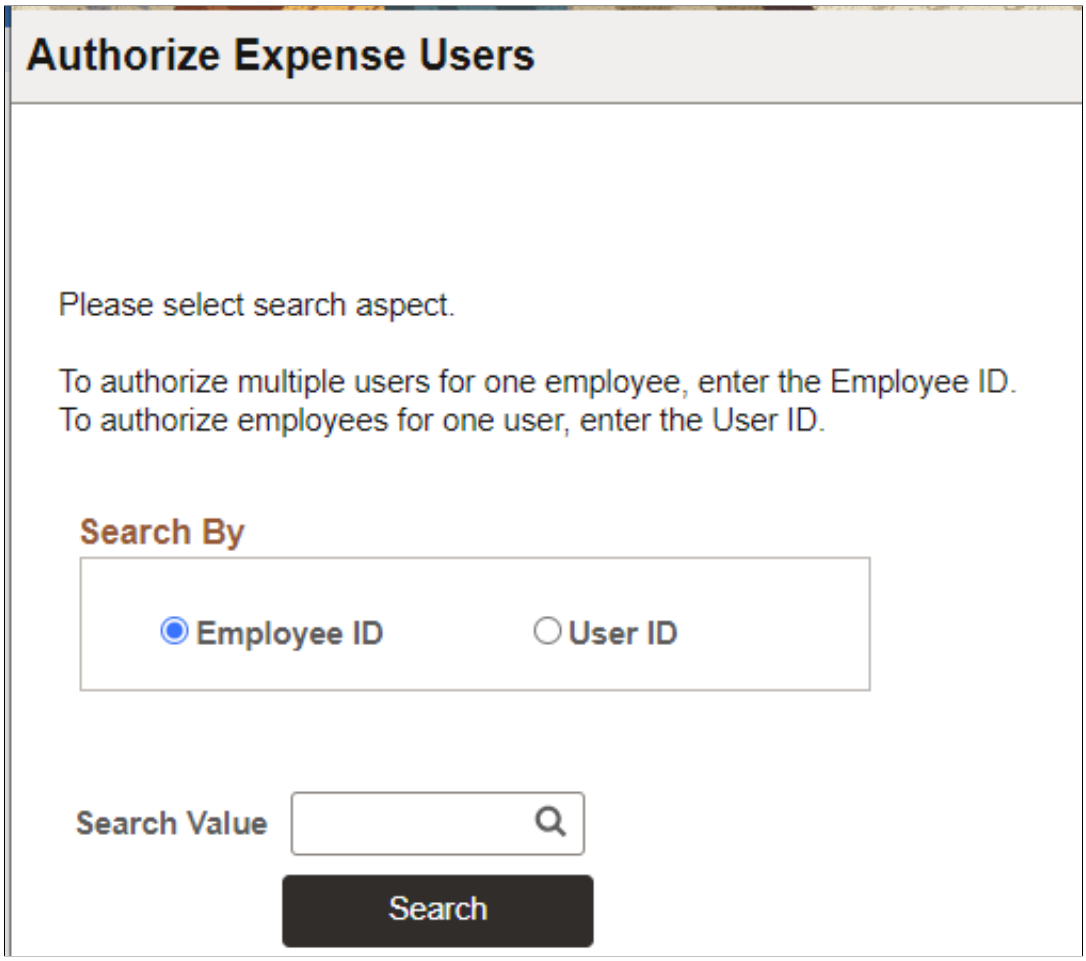
This example illustrates the fields and controls on the Authorize Users page. You can find definitions for the fields and controls later on this page.



Use this page to authorize access to employees who can process expense transactions for themselves and on behalf of other employees. You can perform your search by **Employee ID** or by **User ID**.

Field or Control	*Description*
Employee ID	Enter an Employee ID in the **Search Value** field and then click *Search* to authorize multiple users for that single employee.
User ID	Enter an User ID in the **Search Value** field and then click *Search* to authorize multiple employees for that single user ID.

Authorize Expense User - Employee

Use the Authorize Expense User - Employee page (EX_USR_EE_AUTH2) to authorize an employee(s) who can create expense transactions on behalf of the Employee ID entered in the Search Value field.

Navigation

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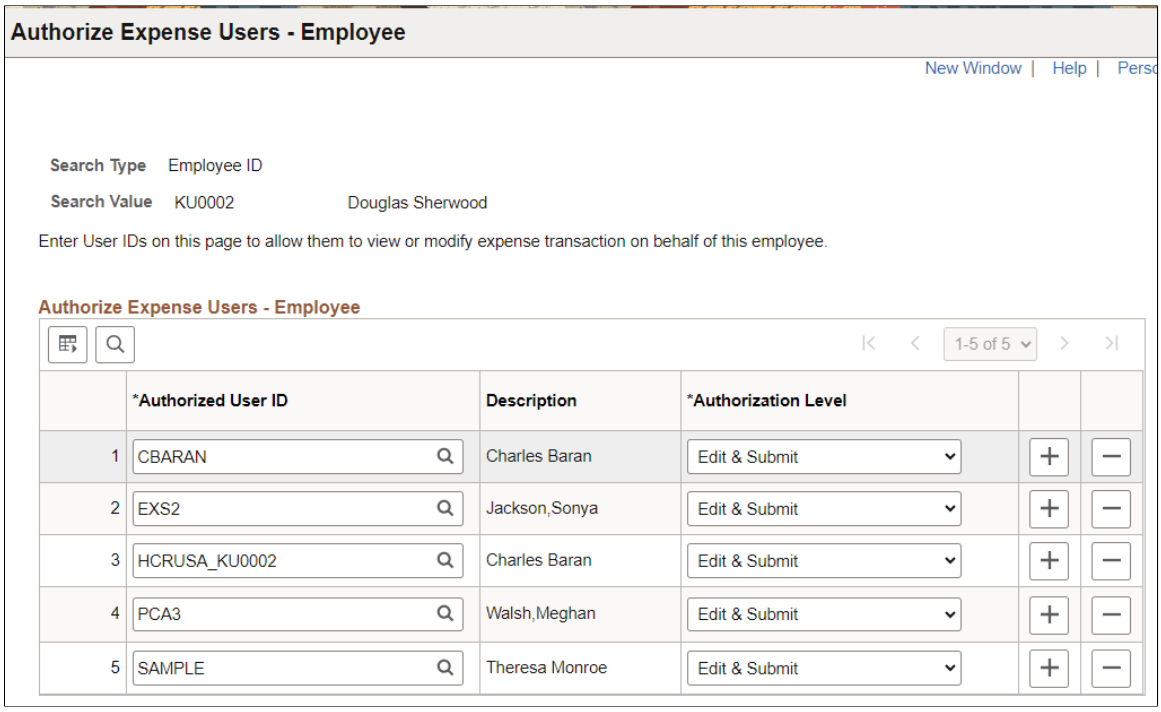
Travel and Expenses > **Manage Expenses Security** > **Authorize Expense Users**. Select Employee ID, enter an employee ID in the Search Value field, and select Search.

This example illustrates the fields and controls on the Authorize Expense Users - Employee page.



Field or Control	*Description*
Authorized User ID	Select a User ID using the **Look Up Authorized User ID** icon. You can authorize more than one user for an employee.
Description	Displays the name set in the user profile for the selected User ID.
Authorization Level	Use the following options to set authorization level for the employee and the selected user ID: • **Edit**: Allow an authorized user to view, create, and edit a transaction for the employee. When this option is selected, the **Submit** button is unavailable for all expenses transactions. • **Edit & Submit**: Allow an authorized user to view, create, delete, cancel, edit, and submit expense transactions for the employee. • **View**: Allow an authorized user to view only the transactions created by an employee. If this authorization level is selected, the **Employee ID** field in the Created/Modify search page and in the My Wallet page is rendered unsearchable. Additionally, the **Save** and **Add** buttons are unavailable to prevent the employee from deleting, modifying existing transactions, or adding new transactions.

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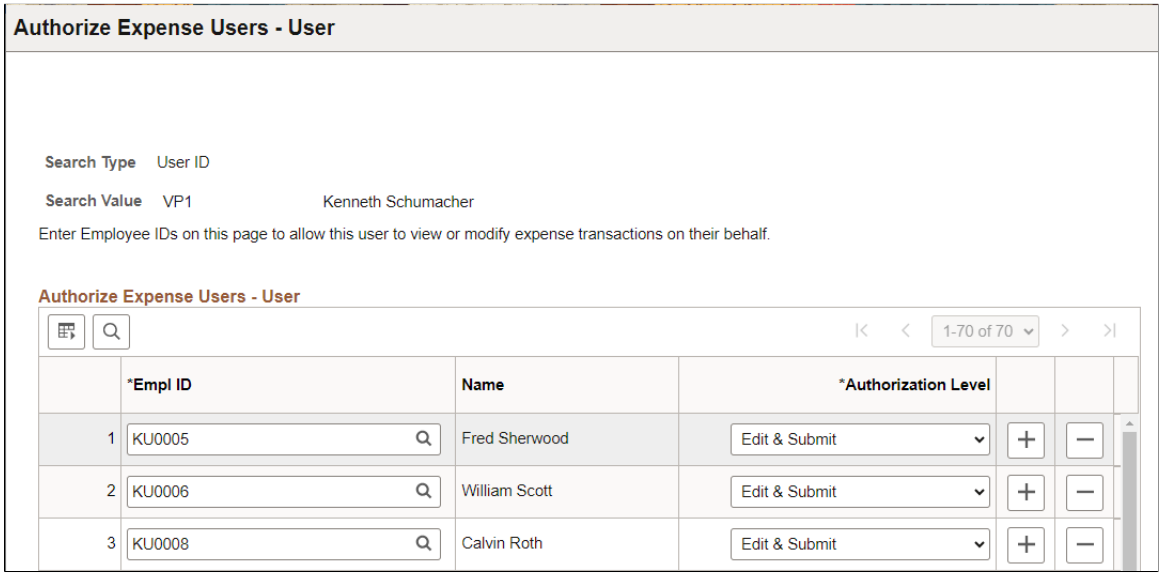
Authorize Expense User - User

Use the Authorize Expense User - User page (EX_USR_EE_AUTH) to authorize an employee(s) who can create expense transactions on behalf of the User ID entered in the Search Value field.

Navigation

Travel and Expenses > **Manage Expenses Security** > **Authorize Expense Users**. Select User ID, enter a user ID in the Search Value field, and select Search.

This example illustrates the fields and controls on the Authorize Expense Users - User page.



Field or Control	*Description*
Empl ID	Select an Employee ID using the **Look Up Empl ID** icon. You can authorize more than one employee ID for a user ID.
Name	Displays the employee name for the selected Employee ID.
Authorization Level	(Same as above.)

Authorize Users Page

Use the Authorize Users page (TE_EE_AUTHORITY) to authorize other employees in your organization to enter expense transactions on your behalf.

Navigation

Employee Self-Service > **Travel and Expenses** > **User Preferences** > **Delegate Entry Authority**

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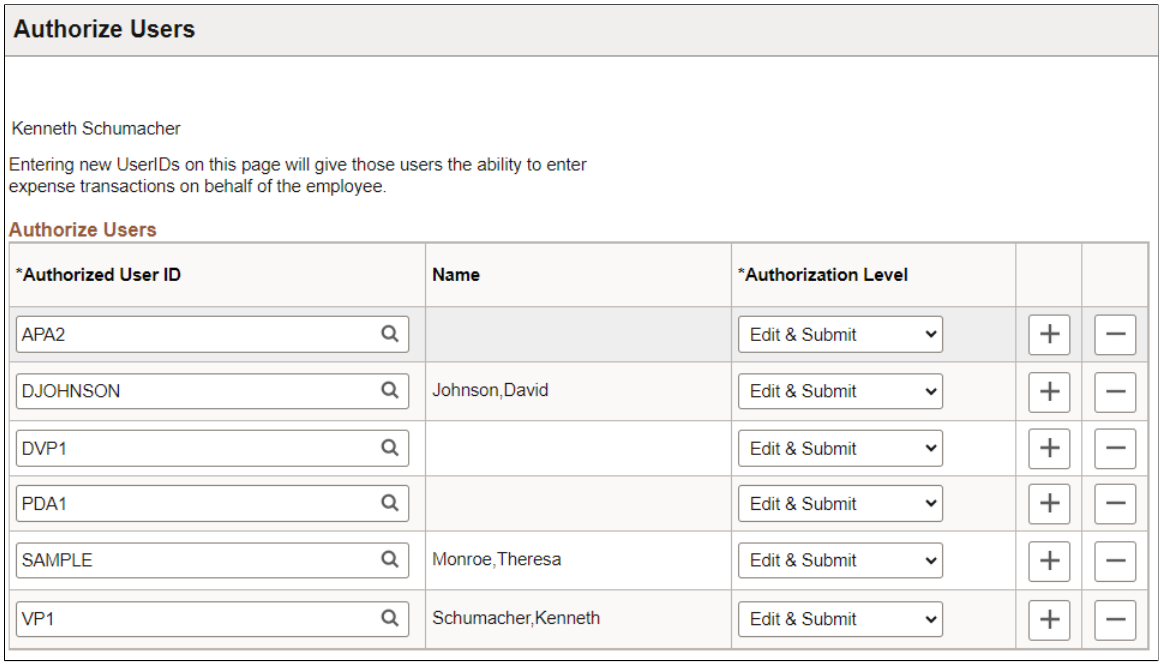
This example illustrates the fields and controls on the Authorize Expense Users page.



Implementing Self-Service Applications

PeopleSoft Expenses provides employees with secure and convenient access to your expense system through self-service web pages. Self-service page navigation is defined by roles in the organization, which requires you to identify the appropriate role for each individual who needs access.

This topic provides an overview of security and roles and discusses how to set up roles.

Understanding Security and Roles

A user's profile determines what self-service pages the user can access. To set up security and roles:

- Create user profiles in the Maintain Security page within the User Profile component.
- Assign each user profile a role.
- Link the roles to permission lists.

Each permission list identifies the pages that users who are assigned to a role can access. PeopleSoft Expenses delivers a permission list (EPEX9000) that enables users to access all pages in the application.

Note: If you modify a permission list, you change access for all users assigned to roles that are linked to it.

PeopleSoft Expenses uses roles to govern access to pages. Using the standard self-service menus, you can access PeopleSoft Expenses pages using the employee, approver, and project manager roles. PeopleSoft Expenses delivers these role definitions:

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Role Name	*Description*
EX_EMPLOYEE	Employee.
EX_APPROVAL	Expenses approver.
EX_AUDITOR	Expenses auditor.
EX_PROJMGR	Expenses project manager.

Setting Up Roles

To enable users to access self-service pages:

- Link user IDs to the employee, manager, or project manager roles.
- Associate the roles with permission lists that provide access to the appropriate self-service applications.

Employee Role

User IDs that are set up with the employee role can select:

- Delegate Entry Authority.
- Create/Update User Template.
- Create Travel Authorization.
- Modify Travel Authorization.
- View Travel Authorization.
- Cancel an Approved Travel Authorization.
- Delete Travel Authorization.
- Print Travel Authorization.
- Create Cash Advance.
- Modify Cash Advance.
- View Cash Advance.
- Delete Cash Advance.
- Print Cash Advance.
- Create Expense Report.
- Modify Expense Report.

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- View Expense Report.
- Delete Expense Report.
- Print Expense Report.
- Create Time Report.
- Modify Time Report.
- View Time Report.
- Delete Time Report.
- Print Time Report.
- View My Wallet.
- Review My Wallet Receipts.
- Review Expense History.
- Review/Edit Profile.
- Access travel partner links.
- Update travel partner passwords.

Manager Role

User IDs that are set up with the manager role can select:

- Approve Transactions.
- Modify Approved Transactions.

Note: User IDs that are set up with the manager role can also access employee user defaults from a link on the expense transactions pages.

Project Manager Role

User IDs that are set up with the project manager role can select Approve Transactions.

Enabling Credit Card Encryption

PeopleSoft PeopleTools uses pluggable cryptography to secure critical PeopleSoft data. PeopleSoft Expenses uses this feature to enhance credit card security by encrypting credit card information received into the PeopleSoft Expenses application as data.

Credit card encryption is delivered as enabled. However, to maximize the credit card encryption feature, you must establish a secret encryption key by using the Financials Credit Card Conversion (FS_CC_CNVRT) component. The credit card data is masked when printed or displayed online, and only the last four numbers of the credit card number are visible.

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Note: Credit card data contained in files received from suppliers is not encrypted using the PeopleSoft PeopleTools feature until the credit card data is loaded. Therefore, additional precautions should be taken to secure the files received from suppliers while that data exists on the file system.

See “Changing Credit Card Encryption” (Application Fundamentals).

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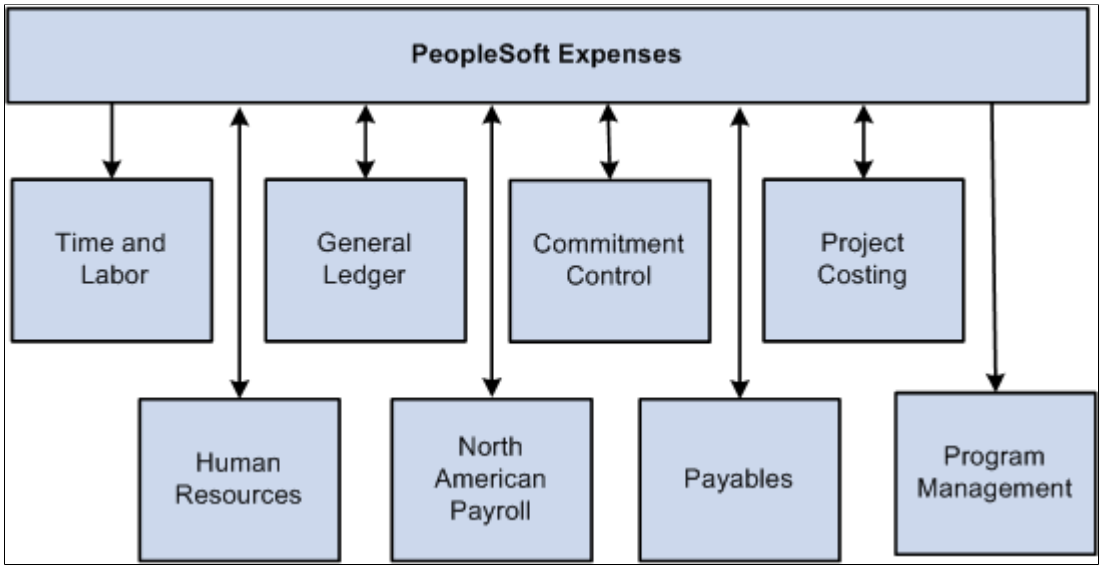
Chapter 5

Integrating With Other PeopleSoft Products

Understanding Integrating With PeopleSoft Applications

PeopleSoft Expenses provides interface options for sending data to and receiving data from other systems in your organization. PeopleSoft Expenses integrates with PeopleSoft Human Resources, North American Payroll, Payables, Time and Labor, General Ledger, Commitment Control, Project Costing and Program Management:



Integrating With PeopleSoft Human Resources

If you use PeopleSoft Human Capitol Management (HCM), you can populate the employee tables with data from the PeopleSoft Human Resources product. You accomplish this by using the Enterprise Integration tools delivered with Oracle's PeopleSoft Financials database. HCM publishes application messages that PeopleSoft Expenses receives and uses to populate intermediary or staging tables. PeopleSoft Expenses uses the employee data from the staging tables to populate the PeopleSoft Expenses employee tables.

This topic discusses:

- Staging Tables to Load Employee Data.
- Loading Credit Card Data From PeopleSoft Human Resources

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Page Used to Load Employee Data

Page Name	*Definition Name*	*Usage*
Load Employee Data Page	RUN_EXEEUPDT	Load employee data into PeopleSoft Expenses tables according to the options selected. Runs the Application Engine process EX_EE_UPDATE using the Process Scheduler.

Staging Tables to Load Employee Data

PeopleSoft Expenses is pre-configured to subscribe to the employee data messages listed below and writes their content to the PeopleSoft Expenses staging tables. The PSFT_HR node sends these messages, upon changes to employee data, or at the request of an administrative user.

Message Channel	*Message*	*Record*	*Description*
HR_SETUP	BUS_UNIT_HR_ FULLSYNC	BUS_UNIT_TBL_HR	Full data load of HR business units.
HR_SETUP	BUS_UNIT_HR_SYNC	BUS_UNIT_TBL_HR	Incremental update of HR business units.
PERSON_DATA	PERSON_BASIC_ FULLSYNC	PERSONAL_DATA	Full data load of employee personal profile data.
PERSON_DATA	PERSON_BASIC_ FULLSYNC	EMAIL_ADDRESSES	Full data load of employee e-mail address information.
PERSON_DATA	PERSON_BASIC_ FULLSYNC	PERSONAL_PHONE	Full data load of employee personal phone information.
PERSON_DATA	PERSON_BASIC_ FULLSYNC	PERS_DATA_EFFDT	Full data load of employee effective date information.
PERSON_DATA	PERSON_BASIC_ FULLSYNC	PERS_NID	Full data load of employee identification information.
PERSON_BASIC	PERSON_BASIC_SYNC	PERSONAL_DATA	Incremental update of employee profile data.
PERSON_BASIC	PERSON_BASIC_SYNC	EMAIL_ADDRESSES	Incremental update of employee e-mail address information.

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Message Channel	*Message*	*Record*	*Description*
PERSON_BASIC	PERSON_BASIC_SYNC	PERSONAL_PHONE	Incremental update of employee personal phone information.
PERSON_BASIC	PERSON_BASIC_SYNC	PERS_DATA_EFFDT	Incremental update of employee effective date information.
PERSON_BASIC	PERSON_BASIC_SYNC	PERS_NID	Incremental update of employee identification information.
PERSON_DATA	WORKFORCE_FULLSYNC	EMPLOYMENT	Full data load of employee organizational data.
PERSON_DATA	WORKFORCE_FULLSYNC	JOB	Full data load of employee job data.
PERSON_DATA	WORKFORCE_SYNC	EMPLOYMENT	Incremental update of employee organizational data.
PERSON_DATA	WORKFORCE_SYNC	JOB	Incremental update of employee job data.

Load the data from these staging tables into PeopleSoft Expenses tables.

Load Employee Data Page

Use the Load Employee Data page (RUN_EXEEUPDT) to load employee data into PeopleSoft Expenses tables according to the options selected. This process runs the Application Engine process EX_EE_UPDATE using the Process Scheduler.

Navigation:

- **Travel and Expenses** > **Travel and Exp Admin Center** > **Load Data** > **Load Employee Data**
- **Travel and Expenses** > **Manage Employee Information** > **Load Employee Data**

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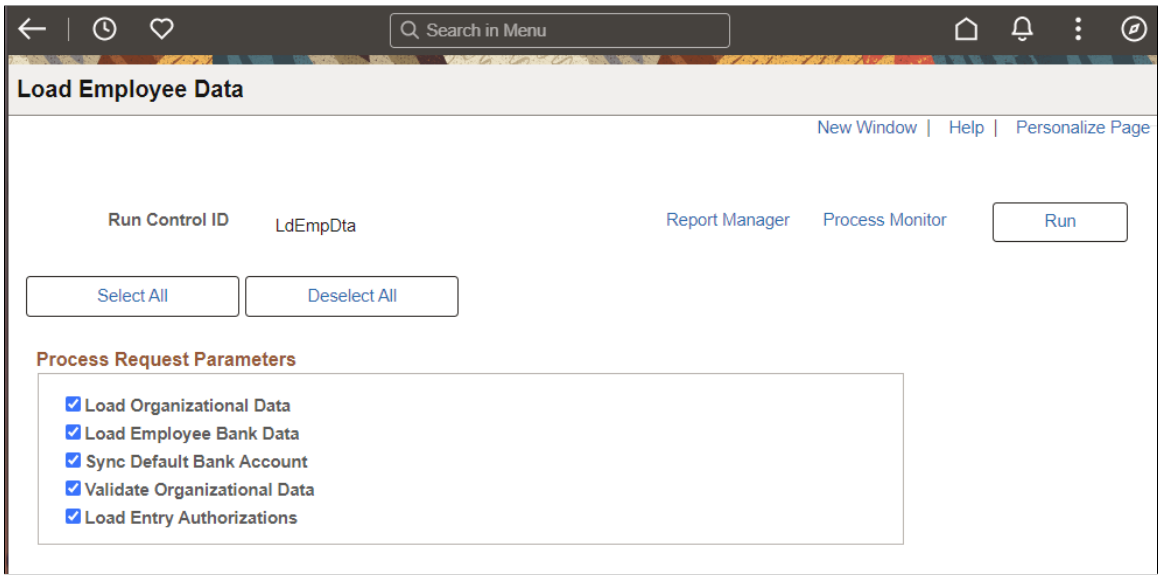
This example illustrates the fields and controls on the Load Employee Data page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Load Organizational Data	Select to load employee information such as business unit, department, and supervisor. This also updates employee profiles with cash advance options defined for the expense business unit.
Load Employee Bank Data	Select to load employee bank account data used for expense reimbursements.

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Field or Control	*Description*
Sync Default Bank Account (synchronize default bank account)	Select to synchronize the default bank account with the Human Resources system. This option allows you to automatically change the default bank account if a change occurs in your Human Resources system. When deselected, PeopleSoft Expenses does not synchronize the default bank account that comes from the Human Resources system. Instead, Expenses retains the employee default account during the load process. This field controls the synchronization of the default bank account and is only active when the **Load Employee Bank Data** check box is selected. Information defined in PeopleSoft Expenses overrides anything that comes from Human Resources: • If an account is entered on the Employee Profile - Bank Accounts Page and it is indicated as the default, then the account on the Expenses - Pay to Bank Accounts Page is used during the load process. • If only one account is entered on the Employee Profile - Bank Accounts Page and the default check box is selected, *Expenses* is the **Source**, and the transaction comes from Human Resources, then the system always uses this account as the default. The Load process adds the other accounts to the profile but does not change the default.
Validate Organizational Data	Select to verify that employees belong to valid departments and business units defined for PeopleSoft Expenses. Employees must belong to valid business units and departments to process their expense transactions.
Load Entry Authorizations	Select to load user IDs assigned to employees by the system security administrator. This enables employees to enter expense data using their user IDs.

Loading Credit Card Data From PeopleSoft Human Resources

Application messages enable PeopleSoft Expenses to send and receive credit card data to and from PeopleSoft Human Resources. When one application changes a record, an application message automatically updates and synchronizes tables in the other application. Shared credit card data uses the message channel CORPORATE_CARD on message node PSFT_HR. The following application messages contain the data used to synchronize credit card information between the two databases:

Message Name	*Records*	*Description*
CORPORATE_CARD_DATA_FULLSYNC	CC_CARD_DATA_EX	Full data load of employee corporate card account data.

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Message Name	*Records*	*Description*
CORPORATE_CARD_DATA_SYNC	CC_CARD_DATA_EX	Incremental update of employee corporate card account data.
CORPORATE_CARD_FULLSYNC	CC_CARD_TBL_EX	Full data load of corporate card suppliers.
CORPORATE_CARD_SYNC	CC_CARD_TBL_EX	Incremental update of corporate card suppliers.

Integrating with PeopleSoft North American Payroll

In PeopleSoft Expenses, you can designate whether you want employee reimbursements processed by PeopleSoft Payables or by PeopleSoft North American Payroll. Make this selection on the Installation Options - Expenses page. If you use your payroll system, application messages transmit data (earnings codes, bank data, and payment data) between the payroll and expense systems on the message node PSFT_HR. The following table lists application message detail used in the integration and whether PeopleSoft Expenses publishes or subscribes to the message:

Message Channel	*Message*	*Record*	*Pub/Sub*	*Description*
EARNINGS_SETUP	EARNINGS_ FULLSYNC	EARNINGS_TBL	SUB	Full data load of payroll earnings codes.
EARNINGS_SETUP	EARNINGS_SYNC	EARNINGS_TBL	SUB	Incremental update of payroll earnings codes.
DIRECT_DEPOSIT_ SETUP	DIRECT_DEPOSIT_ FULLSYNC	DIRECT_DEPOSIT	SUB	Full data load of employee bank information.
DIRECT_DEPOSIT_ SETUP	DIRECT_DEPOSIT_ FULLSYNC	DIR_DEP_DISTRIB	SUB	Full data load of employee bank information.
DIRECT_DEPOSIT_ SETUP	DIRECT_DEPOSIT_ SYNC	DIRECT_DEPOSIT	SUB	Incremental update of employee bank information.
DIRECT_DEPOSIT_ SETUP	DIRECT_DEPOSIT_ SYNC	DIR_DEP_DISTRIB	SUB	Incremental update of employee bank information.

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Message Channel	Message	Record	Pub/Sub	Description
PAY_EXPENSES_ REQUEST	PAYMENT_ EXPENSES_ REQUEST	PAY_REQUEST	PUB	Publish staged payment data to PeopleSoft Payroll.
PAY_EXPENSES_ ACKNOWLEDGE	PAYMENT_ EXPENSES_ ACKNOWLEDGE	PAY_ ACKNOWLEDGE	SUB	Receive payment request acknowledgment.
PAY_EXPENSES_ ISSUE	PAYMENT_ EXPENSES_ISSUE	PAY_ISSUED	SUB	Receive payment issue data from PeopleSoft Payroll.

Integrating With PeopleSoft Time and Labor

PeopleSoft Expenses enables you to collect data on how much time employees spend on various projects. PeopleSoft Expenses publishes elapsed time data to PeopleSoft Time and Labor and subscribes to time reporting codes. The following table lists messaging detail on the message node PSFT_HR used to exchange information with PeopleSoft Time and Labor and whether PeopleSoft Expenses publishes or subscribes to the message:

Message Channel	Message	Record	Pub/Sub	Description
TIME_AND_LABOR_ SETUP	TIME_REPORTING_ CODE_FULLSYNC	TL_TRC_TBL	SUB	Full data load of time reporting codes from Time and Labor.
TIME_AND_LABOR_ SETUP	TIME_REPORTING_ CODE_SYNC	TL_TRC_TBL	SUB	Incremental update of time reporting codes from Time and Labor.
ELAPSED_TIME	ELAPSED_TIME_ ADD	TL_ELP_INTFC	PUB	Publishes elapsed time to Time and Labor.
ELAPSED_TIME	ELAPSED_TIME_ ADD	TL_ELPTSK_INTFC	PUB	Publishes elapsed time to Time and Labor.

PeopleSoft Time and Labor accepts all 16 PeopleSoft General ledger ChartFields, along with the Project ChartFields, from PeopleSoft Expenses time reporting.

Note: DEPTID, OPERATING_UNIT, CLASS_FLD, PROGRAM_CODE, AFFILIATE, AFFILIATE_INTRA1, AFFILIATE_INTRA2, FUND_CODE, BUDGET_REF, CHARTFIELD1, CHARTFIELD2, and CHARTFIELD3.

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Integrating With PeopleSoft Project Costing

Expenses supports PeopleSoft Project Costing in several ways:

- When you create expense documents, you can charge expenses to ChartFields specific to PeopleSoft Project Costing that require approval by a project manager. After approval and posting, transactions charged to projects populate the PeopleSoft Expenses Accounting Line (EX_ACCTG_LINE) table.
- Project Costing Cost Collection - Expenses Application Engine process (PC_EX_TO_PC) then pulls expense transactions into its own tables where billable items can be passed to PeopleSoft Billing.
- PeopleSoft Expenses provides time reporting data to PeopleSoft Project Costing. The Expenses/ Project Time Staging Application Engine process (EX_PC_TM_STG) writes data to the Expenses/ Projects Resource Staging table (EX_PROJ_RES_STG). From there, the Project Costing (PC_EX_TO_PC) Application Engine process pulls the staged time reporting data into its own tables.

  If PeopleSoft Project Costing is installed and you selected the **Enable One Step Staging** check box on the Installation Options - Expenses page, the EX_PC_TM_STG process automatically calls the PC_EX_TO_PC process. If you have not selected the **Enable One Step Staging** check box, you must manually run the PC_EX_TO_PC process after the EX_PC_TM_STG process completes.

Warning! If you are using the one step staging process to automatically load PeopleSoft Expenses data into PeopleSoft Project Costing, you must set up identical run control IDs for both the EX_PC_TM_STG and PC_EX_TO_PC application engine processes for the functionality to successfully stage the PeopleSoft Expenses data to PeopleSoft Project Costing.

Note: Although EX_PROJ_RES_STG is used to stage entries to PeopleSoft Project Costing, this is not a temporary table and should not be deleted.

Integrating With PeopleSoft Payables

When expense reports and cash advances are approved for payment, PeopleSoft Expenses stages data for payment processing by PeopleSoft Payables. Expense report data is staged in EX_SHEET_PYMNT, and cash advance data is staged in EX_ADVNCE_PYMNT.

This topic discusses how to:

- Map for expense report data.
- Map for cash advance data.
- Generate payments.
- Define a pay cycle for PeopleSoft Expenses.
- Process escheated payments.

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Mapping for Expense Report Data

Mapping details for PeopleSoft Payables (PYCYCL_DATA) and PeopleSoft Expenses (EX_SHEET_PYMNT) tables are as follows:

Field or Control	*Description*
Description	From PeopleSoft Payables table.
Field Name	From PeopleSoft Payables table.
Input Field Name	From PeopleSoft Expense table.
Constant	Defined in pay cycle mapping.
Output Field Name	From PeopleSoft Expenses table.

The following is the mapping for expense report data:

Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Accounting Date	ACCOUNTING_DT	N/A	N/A	ACCOUNTING_DT
Address Line 1	ADDRESS1	ADDRESS1	N/A	N/A
Address Line 2	ADDRESS2	ADDRESS2	N/A	N/A
Address Line 3	ADDRESS3	ADDRESS3	N/A	N/A
Address Line 4	ADDRESS4	ADDRESS4	N/A	N/A
Address Sequence Number	ADDRESS_SEQ_ NUM	ADDRESS_SEQ_ NUM	N/A	N/A
Address Field 1	ADDR_FIELD1	N/A	N/A	N/A
Address Field 2	ADDR_FIELD2	N/A	N/A	N/A
Address Field 3	ADDR_FIELD3	N/A	N/A	N/A
Apply Credit Status	APPL_CREDIT_ STATUS	N/A	*"N"* (Not Applicable)	N/A
Bank Account	BANK_ACCT_KEY	BANK_ACCT_KEY	N/A	BANK_ACCT_KEY

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Bank Account Sequence Number	BANK_ACCT_SEQ_NBR	N/A	N/A	N/A
Bank Code	BANK_CD	BANK_CD	N/A	BANK_CD
Replacement Status	BANK_RPL_STATUS	N/A	N/A	N/A
Bank SetID	BANK_SETID	BANK_SETID	N/A	BANK_SETID
Base Currency	BASE_CURRENCY	BASE_CURRENCY	N/A	N/A
Base Currency of Bank GL Unit	BASE_CURRENCY_BNK	N/A	N/A	BASE_CURRENCY_BNK
Bank Exchange Rate Divisor	BNK_RATE_DIV	N/A	N/A	BNK_RATE_DIV
Exchange Rate	BNK_RATE_MULT	N/A	N/A	BNK_RATE_MULT
Business Unit	BUSINESS_UNIT	BUSINESS_UNIT_GL	N/A	BUSINESS_UNIT_GL
General Ledger Unit	BUSINESS_UNIT_GL	N/A	N/A	BUSINESS_UNIT_BANK
AP Business Unit	BUS_UNIT_RELATED	N/A	N/A	N/A
City	CITY	CITY	N/A	N/A
Country	COUNTRY	COUNTRY	N/A	N/A
County	COUNTY	COUNTY	N/A	N/A
Payment Currency	CURRENCY_PYMNT	N/A	N/A	CURRENCY_PYMNT
Exchange Rate Type	CUR_RT_TYPE	RT_TYPE	N/A	N/A
Currency Rate Type	CUR_RT_TYPE_BNK	N/A	N/A	RT_TYPE_BNK
Payment Rate Type	CUR_RT_TYPE_PAID	N/A	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Payment Currency Rate Type	CUR_RT_TYPE_ PYMNT	N/A	N/A	CUR_RT_TYPE_ PYMNT
More Information	DESCR254_MIXED	N/A	N/A	N/A
Draft Create Key	DFT_CREATE_KEY	N/A	N/A	N/A
Draft Group Code	DFT_GROUP_CD	N/A	N/A	N/A
Draft Master ID	DFT_MASTER_ID	N/A	N/A	N/A
Draft Maturity Date	DFT_MAT_DT	N/A	N/A	N/A
Draft Scheduled Maturity Date	DFT_SCHED_MAT_ DT	N/A	N/A	N/A
Draft Sight Code	DFT_SIGHT_CD	N/A	N/A	N/A
Document Sequence Date	DOC_SEQ_DATE	N/A	N/A	DOC_SEQ_DATE
Document Sequence Number	DOC_SEQ_NBR	N/A	N/A	DOC_SEQ_NBR
Document Sequencing Status	DOC_SEQ_STATUS	N/A	N/A	N/A
Document Type	DOC_TYPE	N/A	N/A	DOC_TYPE
Base Discount Amount	DSCNT_AMT_BSE	N/A	N/A	N/A
Discount Due Date	DSCNT_DUE_DT	N/A	N/A	N/A
Payment Discount Amount	DSCNT_PAY_AMT	N/A	N/A	N/A
Due Date	DUE_DT	DUE_DT	N/A	N/A
Discount Denied	ECN_DSCNT_DNIE_ FLG	N/A	*"N"* (No)	N/A
Bank Check Drawn On	EFT_CHECK_DRAW _CD	EFT_CHECK_DRAW _CD	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Check Forwarding	EFT_CHECK_FWRD_CD	EFT_CHECK_FWRD_CD	N/A	N/A
Correspondent's Costs	EFT_CORR_COSTS_CD	EFT_CORR_COSTS_CD	N/A	N/A
Crossed Check	EFT_CROSSED_CHECK	EFT_CROSSED_CHECK	N/A	N/A
Domestic Costs	EFT_DOM_COSTS_CD	EFT_DOM_COSTS_CD	N/A	N/A
SetID	EFT_KEY_FIELD1	N/A	N/A	N/A
Supplier ID	EFT_KEY_FIELD2	N/A	N/A	N/A
Supplier Location	EFT_KEY_FIELD3	N/A	N/A	N/A
Effective Date	EFT_KEY_FIELD4	N/A	N/A	N/A
Bank Account Seq Number	EFT_KEY_FIELD5	N/A	N/A	N/A
Bank Account Seq Number	EFT_KEY_FIELD6	N/A	N/A	N/A
Payment Instruction 1	EFT_PAY_INST_CD1	EFT_PAY_INST_CD1	N/A	N/A
Payment Instruction 2	EFT_PAY_INST_CD2	EFT_PAY_INST_CD2	N/A	N/A
Payment Instruction 3	EFT_PAY_INST_CD3	EFT_PAY_INST_CD3	N/A	N/A
Payment Instruction 4	EFT_PAY_INST_CD4	EFT_PAY_INST_CD4	N/A	N/A
Payment Instruction Ref 1	EFT_PAY_INST_REF1	EFT_PAY_INST_REF1	N/A	N/A
Payment Instruction Ref 2	EFT_PAY_INST_REF2	EFT_PAY_INST_REF2	N/A	N/A
Payment Format	EFT_PYMNT_FMT_CD	EFT_PYMNT_FMT_CD	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Complex Routing	EFT_RTNG_FLG	N/A	*"D"* (Use DFI ID)	N/A
Routing Status	EFT_RTNG_STATUS	EFT_RTNG_STATUS	N/A	N/A
Transaction Handlings	EFT_TRANS_ HANDLING	EFT_TRANS_ HANDLING	N/A	N/A
EmplID	EMPLID	EMPLID	N/A	N/A
Exception Flag	EXCEPTION_FLAG	N/A	N/A	N/A
Tax Supplier Geographical Code	GEO_CODE	GEO_CODE	N/A	N/A
Base Gross Amount	GROSS_AMT_BSE	GROSS_AMT_BSE	N/A	N/A
Control Group ID	GRP_AP_ID	N/A	N/A	N/A
Group by Payment Date	GRP_PYMNT_DT	N/A	*"N"* (No)	N/A
Days Before/After Holiday	HOL_PROC_DAYS	N/A	N/A	N/A
Holiday Processing Option	HOL_PROC_OPT	N/A	N/A	N/A
Allow Due Date in Next Month	HOL_PROC_OVERFL	N/A	N/A	N/A
House Type	HOUSE_TYPE	HOUSE_TYPE	N/A	N/A
Informational Only	INFO_ONLY_FLG	N/A	*"N"* (No)	N/A
Invoice Number	INVOICE_ID	INVOICE_ID	N/A	N/A
In City Limit	IN_CITY_LIMIT	IN_CITY_LIMIT	N/A	N/A
IPAC Payment	IPAC_PYMNT_FLG	N/A	N/A	N/A
Late Charge Amount	LATE_CHRG_AMT	N/A	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Late Charge Amount Base	LATE_CHRG_AMT_BSE	N/A	N/A	N/A
Late Charge Code	LATE_CHRG_CD	N/A	N/A	N/A
Late Charge Denied	LATE_CHRG_DNIE	N/A	N/A	N/A
Late Charge Denied Base	LATE_CHRG_DNIE_BSE	N/A	N/A	N/A
Late Charge Option	LATE_CHRG_OPT	N/A	*"N"* (Not Applicable)	N/A
Late Charge Paid	LATE_CHRG_PAID	N/A	N/A	N/A
Late Charge Paid Base	LATE_CHRG_PAID_BSE	N/A	N/A	N/A
Letter of Credit ID	LC_ID	N/A	N/A	N/A
Name 1	NAME1	NAME1	N/A	N/A
Name 1 Alternate Char Set	NAME1_AC	NAME1_AC	N/A	N/A
Name 2	NAME2	NAME2	N/A	N/A
Name 2 Alternate Char Set	NAME2_AC	NAME2_AC	N/A	N/A
Number 1	NUM1	NUM1	N/A	N/A
Number 2	NUM2	NUM2	N/A	N/A
Paid Amount	PAID_AMT	N/A	N/A	PAID_AMT
Paid Amount - Base Bank Unit	PAID_AMT_BNK_BSE	N/A	N/A	PAID_AMT_BNK_BSE
Base Paid Amount	PAID_AMT_BSE	N/A	N/A	PAID_AMT_BSE
Discount on Paid Amount	PAID_AMT_DSCNT	N/A	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Base Discount Paid Amount	PAID_AMT_DSCNT_BSE	N/A	N/A	N/A
Gross Paid Amount	PAID_AMT_GROSS	N/A	N/A	N/A
Base Gross Payment Amount	PAID_AMT_GROSS_BSE	N/A	N/A	N/A
Payment Exchange Rate Divisor	PAID_RATE_DIV	N/A	N/A	N/A
Payment Exchange Rate Multiplier	PAID_RATE_MULT	N/A	N/A	N/A
Pay Cycle	PAY_CYCLE	N/A	N/A	PAY_CYCLE
Pay Cycle Sequence Number	PAY_CYCLE_SEQ_NUM	N/A	N/A	N/A
Advice Date	PAY_DOC_DT	TRANS_DT	N/A	N/A
Advice ID	PAY_DOC_ID	SHEET_ID	N/A	SHEET_ID
Advice Sequence	PAY_DOC_SEQ	LINE_NBR	N/A	LINE_NBR
Pay Schedule Type	PAY_SCHEDULE_TYPE	N/A	N/A	N/A
Postal Code	POSTAL	POSTAL	N/A	N/A
Preferred Language	PREFERRED_LANGUAGE	PREFERRED_LANGUAGE	N/A	N/A
Prenotification Status	PRENOTE_STATUS	N/A	N/A	N/A
Process Instance	PROCESS_INSTANCE	N/A	N/A	N/A
Pay Cycle Place Holder 1	PYCYCL_FIELD1	N/A	N/A	N/A
Pay Cycle Place Holder 10	PYCYCL_FIELD10	N/A	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Pay Cycle Place Holder 2	PYCYCL_FIELD2	N/A	N/A	N/A
Pay Cycle Place Holder 3	PYCYCL_FIELD3	N/A	N/A	N/A
Pay Cycle Place Holder 4	PYCYCL_FIELD4	N/A	N/A	N/A
Pay Cycle Place Holder 5	PYCYCL_FIELD5	N/A	N/A	N/A
Pay Cycle Place Holder 6	PYCYCL_FIELD6	N/A	N/A	N/A
Pay Cycle Place Holder 7	PYCYCL_FIELD7	N/A	N/A	N/A
Pay Cycle Place Holder 8	PYCYCL_FIELD8	N/A	N/A	N/A
Pay Cycle Place Holder 9	PYCYCL_FIELD9	N/A	N/A	N/A
Pay Cycle Mapping Key Field 1	PYCYCL_KEY_ FIELD1	N/A	N/A	N/A
Pay Cycle Mapping Key Field 2	PYCYCL_KEY_ FIELD2	N/A	N/A	N/A
Pay Cycle Mapping Key Field 3	PYCYCL_KEY_ FIELD3	SEQ_NBR	N/A	SEQ_NBR
Payment	PYMNT_CNT_ RELATED	N/A	N/A	N/A
Payment Date	PYMNT_DT	N/A	N/A	PYMNT_DT
Gross Payment Amount	PYMNT_GROSS_ AMT	PYMNT_GROSS_ AMT	N/A	N/A
Pay Group Code	PYMNT_GROUP_CD	N/A	N/A	N/A
Payment Handling	PYMNT_HANDLING _CD	N/A	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Payment Number	PYMNT_ID	N/A	N/A	PYMNT_ID
Payment Image ID	PYMNT_IMAGE_ID	N/A	N/A	N/A
Payment Message	PYMNT_MESSAGE	REFERENCE_ID	N/A	N/A
Payment Method	PYMNT_METHOD	PYMNT_METHOD	N/A	PYMNT_METHOD
Payment Exchange Rate Divisor	PYMNT_RATE_DIV	N/A	N/A	PYMNT_RATE_DIV
Payment Exchange Rate Multiplier	PYMNT_RATE_ MULT	N/A	N/A	PYMNT_RATE_ MULT
Payment Reason Code	PYMNT_REASON_ CD	N/A	N/A	N/A
Payment Selection Status	PYMNT_SELCT_ STATUS	PYMNT_SELCT_ STATUS	N/A	PYMNT_SELCT_ STATUS
Separate Payment	PYMNT_SEPARATE	N/A	*"N"* (No)	N/A
Sort Code	PYMNT_SORT_CD	N/A	N/A	N/A
Rate Divisor	RATE_DIV	RATE_DIV	N/A	N/A
Rate Multiplier	RATE_MULT	RATE_MULT	N/A	N/A
Maximum Rebate Percent	REBATE_MAX_ PERCENT	N/A	N/A	N/A
Daily Rebate Percent	REBATE_PERCENT	N/A	N/A	N/A
Rebate Term Available	REBATE_TERM_FLG	N/A	N/A	N/A
Remit Bank Code	REMIT_BANK_CD	REMIT_BANK_CD	N/A	N/A
Remit Bank SetID	REMIT_BANK_ SETID	REMIT_BANK_ SETID	N/A	N/A
Remit Bank Account	REMIT_BNK_ACCT_ KEY	REMIT_BNK_ACCT_ KEY	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Remit SetID	REMIT_SETID	REMIT_SETID	N/A	N/A
Remit Supplier	REMIT_VENDOR	REMIT_VENDOR	N/A	N/A
Schedule ID	SCHEDULE_ID	N/A	N/A	N/A
Scheduled to Pay	SCHEDULED_PAY_DT	SCHEDULED_PAY_DT	N/A	N/A
Single Payment	SINGLE_PYMNT_FLG	N/A	*"N"* (No)	N/A
Source Transaction	SOURCE_TXN	N/A	N/A	N/A
Specify Payment Exchange Rate	SPEC_PYMNT_EX_RT	N/A	*"N"* (No)	N/A
State	STATE	STATE	N/A	N/A
Est Settlement Date	STTLMNT_DT_EST	STTLMNT_DT_EST	N/A	N/A
Transaction Currency	TXN_CURRENCY_CD	TXN_CURRENCY_CD	N/A	N/A
Short Supplier Name	VENDOR_NAME_SHORT	VENDOR_NAME_SHORT	N/A	N/A
Supplier Location	VNDR_LOC	VNDR_LOC	N/A	N/A
Service Type	VNDR_SERVICE_TYPE	N/A	N/A	N/A
Voucher ID	VOUCHER_ID	N/A	N/A	N/A
Related Voucher	VOUCHER_ID_RELATED	N/A	N/A	N/A
Withholding Applicable	WTHD_SW	N/A	N/A	N/A

Mapping for Cash Advance Data

Mapping details for PeopleSoft Payables (PYCYCL_DATA) and PeopleSoft Expense (EX_ADVNCE_PYMNT) tables are as follows:

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Field or Control	*Description*
Description	From PeopleSoft Payables table.
Field Name	From PeopleSoft Payables table.
Input Field Name	From PeopleSoft Expense table.
Constant	Defined in pay cycle mapping.
Output Field Name	From PeopleSoft Expenses table.

The following is the mapping for cash advance data:

Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Accounting Date	ACCOUNTING_DT	N/A	N/A	ACCOUNTING_DT
Address Line 1	ADDRESS1	ADDRESS1	N/A	N/A
Address Line 2	ADDRESS2	ADDRESS2	N/A	N/A
Address Line 3	ADDRESS3	ADDRESS3	N/A	N/A
Address Line 4	ADDRESS4	ADDRESS4	N/A	N/A
Address Sequence Number	ADDRESS_SEQ_ NUM	ADDRESS_SEQ_ NUM	N/A	N/A
Address Field 1	ADDR_FIELD1	N/A	N/A	N/A
Address Field 2	ADDR_FIELD2	N/A	N/A	N/A
Address Field 3	ADDR_FIELD3	N/A	N/A	N/A
Apply Credit Status	APPL_CREDIT_ STATUS	N/A	*"N"* (Not Applicable)	N/A
Bank Account	BANK_ACCT_KEY	BANK_ACCT_KEY	N/A	BANK_ACCT_KEY
Bank Account Sequence Number	BANK_ACCT_SEQ_ NBR	N/A	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Bank Code	BANK_CD	BANK_CD	N/A	BANK_CD
Replacement Status	BANK_RPL_STATUS	N/A	N/A	N/A
Bank SetID	BANK_SETID	BANK_SETID	N/A	BANK_SETID
Base Currency	BASE_CURRENCY	BASE_CURRENCY	N/A	N/A
Base Currency of Bank GL Unit	BASE_CURRENCY_ BNK	N/A	N/A	BASE_CURRENCY_ BNK
Bank Exchange Rate Divisor	BNK_RATE_DIV	N/A	N/A	BNK_RATE_DIV
Exchange Rate	BNK_RATE_MULT	N/A	N/A	BNK_RATE_MULT
Business Unit	BUSINESS_UNIT	BUSINESS_UNIT_GL	N/A	BUSINESS_UNIT_GL
General Ledger Unit	BUSINESS_UNIT_GL	N/A	N/A	BUSINESS_UNIT_ BANK
AP Business Unit	BUS_UNIT_ RELATED	N/A	N/A	N/A
City	CITY	CITY	N/A	N/A
Country	COUNTRY	COUNTRY	N/A	N/A
County	COUNTY	COUNTY	N/A	N/A
Payment Currency	CURRENCY_PYMNT	N/A	N/A	CURRENCY_PYMNT
Exchange Rate Type	CUR_RT_TYPE	RT_TYPE	N/A	N/A
Currency Rate Type	CUR_RT_TYPE_BNK	N/A	N/A	RT_TYPE_BNK
Payment Rate Type	CUR_RT_TYPE_PAID	N/A	N/A	N/A
Payment Currency Rate Type	CUR_RT_TYPE_ PYMNT	N/A	N/A	CUR_RT_TYPE_ PYMNT
More Information	DESCR254_MIXED	N/A	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Draft Create Key	DFT_CREATE_KEY	N/A	N/A	N/A
Draft Group Code	DFT_GROUP_CD	N/A	N/A	N/A
Draft Master ID	DFT_MASTER_ID	N/A	N/A	N/A
Draft Maturity Date	DFT_MAT_DT	N/A	N/A	N/A
Draft Scheduled Maturity Date	DFT_SCHED_MAT_DT	N/A	N/A	N/A
Draft Sight Code	DFT_SIGHT_CD	N/A	N/A	N/A
Document Sequence Date	DOC_SEQ_DATE	N/A	N/A	DOC_SEQ_DATE
Document Sequence Number	DOC_SEQ_NBR	N/A	N/A	DOC_SEQ_NBR
Document Sequencing Status	DOC_SEQ_STATUS	N/A	N/A	N/A
Document Type	DOC_TYPE	N/A	N/A	DOC_TYPE
Base Discount Amount	DSCNT_AMT_BSE	N/A	N/A	N/A
Discount Due Date	DSCNT_DUE_DT	N/A	N/A	N/A
Payment Discount Amount	DSCNT_PAY_AMT	N/A	N/A	N/A
Due Date	DUE_DT	DUE_DT	N/A	N/A
Discount Denied	ECN_DSCNT_DNIE_FLG	N/A	*"N"* (No)	N/A
Bank Check Drawn On	EFT_CHECK_DRAW_CD	EFT_CHECK_DRAW_CD	N/A	N/A
Check Forwarding	EFT_CHECK_FWRD_CD	EFT_CHECK_FWRD_CD	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Correspondent's Costs	EFT_CORR_COSTS_CD	EFT_CORR_COSTS_CD	N/A	N/A
Crossed Check	EFT_CROSSED_CHECK	EFT_CROSSED_CHECK	N/A	N/A
Domestic Costs	EFT_DOM_COSTS_CD	EFT_DOM_COSTS_CD	N/A	N/A
SetID	EFT_KEY_FIELD1	N/A	N/A	N/A
Supplier ID	EFT_KEY_FIELD2	N/A	N/A	N/A
Supplier Location	EFT_KEY_FIELD3	N/A	N/A	N/A
Effective Date	EFT_KEY_FIELD4	N/A	N/A	N/A
Bank Account Seq Number	EFT_KEY_FIELD5	N/A	N/A	N/A
Bank Account Seq Number	EFT_KEY_FIELD6	N/A	N/A	N/A
Payment Instruction 1	EFT_PAY_INST_CD1	EFT_PAY_INST_CD1	N/A	N/A
Payment Instruction 2	EFT_PAY_INST_CD2	EFT_PAY_INST_CD2	N/A	N/A
Payment Instruction 3	EFT_PAY_INST_CD3	EFT_PAY_INST_CD3	N/A	N/A
Payment Instruction 4	EFT_PAY_INST_CD4	EFT_PAY_INST_CD4	N/A	N/A
Payment Instruction Ref 1	EFT_PAY_INST_REF1	EFT_PAY_INST_REF1	N/A	N/A
Payment Instruction Ref 2	EFT_PAY_INST_REF2	EFT_PAY_INST_REF2	N/A	N/A
Payment Format	EFT_PYMNT_FMT_CD	EFT_PYMNT_FMT_CD	N/A	N/A
Complex Routing	EFT_RTNG_FLG	N/A	*"D"* (Use DFI ID)	N/A
Routing Status	EFT_RTNG_STATUS	EFT_RTNG_STATUS	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Transaction Handling	EFT_TRANS_ HANDLING	EFT_TRANS_ HANDLING	N/A	N/A
EmplID	EMPLID	EMPLID	N/A	N/A
Exception Flag	EXCEPTION_FLAG	N/A	N/A	N/A
Tax Supplier Geographical Code	GEO_CODE	GEO_CODE	N/A	N/A
Base Gross Amount	GROSS_AMT_BSE	GROSS_AMT_BSE	N/A	N/A
Control Group ID	GRP_AP_ID	N/A	N/A	N/A
Group by Payment Date	GRP_PYMNT_DT	N/A	*"N "*(No)	N/A
Days Before/After Holiday	HOL_PROC_DAYS	N/A	N/A	N/A
Holiday Processing Option	HOL_PROC_OPT	N/A	N/A	N/A
Allow Due Date in Next Month	HOL_PROC_OVERFL	N/A	N/A	N/A
House Type	HOUSE_TYPE	HOUSE_TYPE	N/A	N/A
Informational Only	INFO_ONLY_FLG	N/A	*"N "*(No)	N/A
Invoice Number	INVOICE_ID	N/A	N/A	N/A
In City Limit	IN_CITY_LIMIT	IN_CITY_LIMIT	N/A	N/A
IPAC Payment	IPAC_PYMNT_FLT	N/A	N/A	N/A
Late Charge Amount	LATE_CHRG_AMT	N/A	N/A	N/A
Late Charge Amount Base	LATE_CHRG_AMT_ BSE	N/A	N/A	N/A
Late Charge Code	LATE_CHRG_CD	N/A	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Late Charge Denied	LATE_CHRG_DNIE	N/A	N/A	N/A
Late Charge Denied Base	LATE_CHRG_DNIE_BSE	N/A	N/A	N/A
Late Charge Option	LATE_CHRG_OPT	N/A	*"N "*(Not Applicable)	N/A
Late Charge Paid	LATE_CHRG_PAID	N/A	N/A	N/A
Late Charge Paid Base	LATE_CHRG_PAID_BSE	N/A	N/A	N/A
Letter of Credit ID	LC_ID	N/A	N/A	N/A
Name 1	NAME1	NAME1	N/A	N/A
Name 1 Alternate Char Set	NAME1_AC	NAME1_AC	N/A	N/A
Name 2	NAME2	NAME2	N/A	N/A
Name 2 Alternate Char Set	NAME2_AC	NAME2_AC	N/A	N/A
Number 1	NUM1	NUM1	N/A	N/A
Number 2	NUM2	NUM2	N/A	N/A
Paid Amount	PAID_AMT	N/A	N/A	PAID_AMT
Paid Amount - Base Bank Unit	PAID_AMT_BNK_BSE	N/A	N/A	PAID_AMT_BNK_BSE
Base Paid Amount	PAID_AMT_BSE	N/A	N/A	PAID_AMT_BSE
Discount on Paid Amount	PAID_AMT_DSCNT	N/A	N/A	N/A
Base Discount Paid Amount	PAID_AMT_DSCNT_BSE	N/A	N/A	N/A
Gross Paid Amount	PAID_AMT_GROSS	N/A	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Base Gross Payment Amount	PAID_AMT_GROSS_BSE	N/A	N/A	N/A
Payment Exchange Rate Divisor	PAID_RATE_DIV	N/A	N/A	N/A
Payment Exchange Rate Multiplier	PAID_RATE_MULT	N/A	N/A	N/A
Pay Cycle	PAY_CYCLE	N/A	N/A	PAY_CYCLE
Pay Cycle Sequence Number	PAY_CYCLE_SEQ_NUM	N/A	N/A	N/A
Advice Date	PAY_DOC_DT	ACCOUNTING_DT	N/A	N/A
Advice ID	PAY_DOC_ID	ADVANCE_ID	N/A	ADVANCE_ID
Advice Sequence	PAY_DOC_SEQ	LINE_NBR	N/A	LINE_NBR
Pay Schedule Type	PAY_SCHEDULE_TYPE	N/A	N/A	N/A
Postal Code	POSTAL	POSTAL	N/A	N/A
Preferred Language	PREFERRED_LANGUAGE	PREFERRED_LANGUAGE	N/A	N/A
Prenotification Status	PRENOTE_STATUS	N/A	N/A	N/A
Process Instance	PROCESS_INSTANCE	N/A	N/A	N/A
Pay Cycle Place Holder 1	PYCYCL_FIELD1	N/A	N/A	N/A
Pay Cycle Place Holder 10	PYCYCL_FIELD10	N/A	N/A	N/A
Pay Cycle Place Holder 2	PYCYCL_FIELD2	N/A	N/A	N/A
Pay Cycle Place Holder 3	PYCYCL_FIELD3	N/A	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Pay Cycle Place Holder 4	PYCYCL_FIELD4	N/A	N/A	N/A
Pay Cycle Place Holder 5	PYCYCL_FIELD5	N/A	N/A	N/A
Pay Cycle Place Holder 6	PYCYCL_FIELD6	N/A	N/A	N/A
Pay Cycle Place Holder 7	PYCYCL_FIELD7	N/A	N/A	N/A
Pay Cycle Place Holder 8	PYCYCL_FIELD8	N/A	N/A	N/A
Pay Cycle Place Holder 9	PYCYCL_FIELD9	N/A	N/A	N/A
Pay Cycle Mapping Key Field 1	PYCYCL_KEY_ FIELD1	N/A	N/A	N/A
Pay Cycle Mapping Key Field 2	PYCYCL_KEY_ FIELD2	N/A	N/A	N/A
Pay Cycle Mapping Key Field 3	PYCYCL_KEY_ FIELD3	SEQ_NBR	N/A	SEQ_NBR
Payment	PYMNT_CNT_ RELATED	N/A	N/A	N/A
Payment Date	PYMNT_DT	N/A	N/A	PYMNT_DT
Gross Payment Amount	PYMNT_GROSS_ AMT	PYMNT_GROSS_ AMT	N/A	N/A
Pay Group Code	PYMNT_GROUP_CD	N/A	N/A	N/A
Payment Handling	PYMNT_HANDLING _CD	N/A	N/A	N/A
Payment Number	PYMNT_ID	N/A	N/A	PYMNT_ID
Payment Image ID	PYMNT_IMAGE_ID	N/A	*0*	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Payment Message	PYMNT_MESSAGE	N/A	N/A	N/A
Payment Method	PYMNT_METHOD	PYMNT_METHOD	N/A	PYMNT_METHOD
Payment Exchange Rate Divisor	PYMNT_RATE_DIV	N/A	N/A	PYMNT_RATE_DIV
Payment Exchange Rate Multiplier	PYMNT_RATE_ MULT	N/A	N/A	PYMNT_RATE_ MULT
Payment Reason Code	PYMNT_REASON_ CD	N/A	N/A	N/A
Payment Selection Status	PYMNT_SELCT_ STATUS	PYMNT_SELCT_ STATUS	N/A	PYMNT_SELCT_ STATUS
Separate Payment	PYMNT_SEPARATE	N/A	*"N"* (No)	N/A
Sort Code	PYMNT_SORT_CD	N/A	*0*	N/A
Rate Divisor	RATE_DIV	RATE_DIV	N/A	N/A
Rate Multiplier	RATE_MULT	RATE_MULT	N/A	N/A
Rebate Term Available	REBATE_TERM_FLG	N/A	N/A	N/A
Daily Rebate Percent	REBATE_PERCENT	N/A	N/A	N/A
Maximum Rebate Percent	REBATE_MAX_ PERCENT	N/A	N/A	N/A
Remit Bank Code	REMIT_BANK_CD	REMIT_BANK_CD	N/A	N/A
Remit Bank SetID	REMIT_BANK_ SETID	REMIT_BANK_ SETID	N/A	N/A
Remit Bank Account	REMIT_BNK_ACCT_ KEY	REMIT_BNK_ACCT_ KEY	N/A	N/A
Remit SetID	REMIT_SETID	REMIT_SETID	N/A	N/A
Remit Supplier	REMIT_VENDOR	REMIT_VENDOR	N/A	N/A

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Description	*Field Name*	*Input Field Name*	*Constant*	*Output Field Name*
Schedule ID	SCHEDULE_ID	N/A	N/A	N/A
Scheduled to Pay	SCHEDULED_PAY_DT	SCHEDULED_PAY_DT	N/A	N/A
Single Payment	SINGLE_PYMNT_FLG	N/A	*"N"* (No)	N/A
Source Transaction	SOURCE_TXN	N/A	N/A	N/A
Specify Payment Exchange Rate	SPEC_PYMNT_EX_RT	N/A	N/A	N/A
State	STATE	STATE	N/A	N/A
Est Settlement Date	STTLMNT_DT_EST	STTLMNT_DT_EST	N/A	N/A
Transaction Currency	TXN_CURRENCY_CD	TXN_CURRENCY_CD	N/A	N/A
Short Supplier Name	VENDOR_NAME_SHORT	VENDOR_NAME_SHORT	N/A	N/A
Supplier Location	VNDR_LOC	VNDR_LOC	N/A	N/A
Service Type	VNDR_SERVICE_TYPE	N/A	N/A	N/A
Voucher ID	VOUCHER_ID	N/A	N/A	N/A
Related Voucher	VOUCHER_ID_RELATED	N/A	N/A	N/A
Withholding Applicable	WTHD_SW	N/A	N/A	N/A

Generating Payments

To stage payments for expense reports and cash advances, run the staging process from the Expense Processes page.

After staging expense data, your PeopleSoft Payables system completes the process of generating payments through Pay Cycle Manager. Oracle's PeopleSoft delivers three pay cycles with your database:

- EX-CA for cash advance payments.

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- EX-ER for expense report payments.
- CA-ER for cash advance and expense report payments.

You can set up your own pay cycle, but it must have several components specifically for PeopleSoft Expenses.

Defining a Pay Cycle for PeopleSoft Expenses

The Pay Cycle Manager needs to know where payment data is staged and how the data is mapped to the corresponding tables in PeopleSoft Payables. This information is defined in a payment source, also known as a source transaction, on the pay cycle mapping page. Use the Accounts Payable, Payments, Pay Cycle Definition, Mapping navigation to access the Paycycle Map page.

Expenses delivers these source transactions:

- EXPN for expense reports.
- EXAD for cash advances.

Mapping a Pay Cycle for EXPN

When using the source transaction EXPN for Pay Cycle mapping, select these values:

Pay Cycle Mapping Field	***Field Value***
Input Record (Table) Name	EX_SUMM_PYMNT
Output Record to Update	EX_SUMM_PYMNT
Copy of Record to Update	EX_SHEET_CPY

Mapping a Pay Cycle for EXAD

When using the source transaction EXAD for Pay Cycle mapping, select these values:

Pay Cycle Mapping Field	***Field Value***
Input Record (Table) Name	EX_ADVNCE_PYMNT
Output Record to Update	EX_ADVNCE_PYMNT
Copy of Record to Update	EX_ADVNCE_CPY

Note: When Pay Cycle Mapping is set up, the payment sources you define can be used any time without being defined again.

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When defining a pay cycle, you must select *EXPN* as the source transaction for expense reports or *EXAD* as the source transaction for cash advances.

The SetID, Bank, Account, and Payment Method fields defined in the pay cycle must be identical to the corresponding fields you select when you review payments for cash advances, expense reports, and suppliers.

Processing Escheated Payments

Escheated payments refer to expense report payments that have has not clear your bank. You have determined that the amount will not be cashed and you need to send the amount to a federal agency.

A business use case for this process is:

1. An employee creates an expense report using PeopleSoft Expenses.
2. The expense report is approved for payment.
3. The PeopleSoft Payables, pay cycle is run and the check is generated.
4. Expense liabilities and payment liabilities are created.
5. After a period of time, you realize the check has not cleared your bank and you discover that the employee is deceased and the check will not be cashed.
6. Using the “Payment Escheatment Page” (PeopleSoft Payables) to put the amount in an Escheatment account.

   See also “Payment Escheatment” (PeopleSoft Payables).
7. Using the Expense Processes Page to mark the expense as Escheated in PeopleSoft Expenses and to generate accounting entries to reverse the liability.

Integrating With PeopleSoft General Ledger

PeopleSoft Expenses stages expense data in EX_ACCTG_LINE for posting to PeopleSoft General Ledger. The PeopleSoft Expenses accounting entries are then picked up from this table by the Journal Generator, which prepares journals for posting to your actuals or recording ledger, based on the journal generator template defined for PeopleSoft Expenses.

Related Links

Posting Liabilities
Posting Payments

Integrating With PeopleSoft Commitment Control

If your organization requires pre-approval of travel expenses, you can use PeopleSoft Commitment Control to budget-check travel authorizations and expense reports. You can configure PeopleSoft Expenses approval rules to require budget-checking prior to approval or not. You may also elect to

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budget-check only expense reports. When a budget-checking exception occurs, you can navigate to the Commitment Control Exception page to view these errors directly from the Expenses page. Alternatively, you may navigate through the Portal menu to access these pages directly through the PeopleSoft Commitment Control menu.

Related Links

Budget Checking Expense Transactions
Reviewing Travel Authorization Budget Exceptions
Reviewing Expense Report Budget Exceptions
Canceling Travel Authorizations
Rolling Over Travel Authorization Encumbrances to a New Budget Period
Viewing Expenses and Encumbrances from the Period End Accrual Process

Integrating with PeopleSoft Program Management

Expenses integrates with PeopleSoft Program Management using the Estimated Time to Complete functionality on time reports.

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Chapter 6

Understanding Accounting in PeopleSoft Expenses

Understanding Accounting in PeopleSoft Expenses

The parameters that you establish for your general ledger business unit, organizational defaults, user defaults, and expense types all play a part in how accounting functions within PeopleSoft Expenses.

Expense reports and cash advances generate ledger entries for distribution of funds to and from specific accounts. Expense reports contain accounting defaults at the header level that have been derived from the employee's profile. These defaults can be modified if the employee is authorized to do so. The defaults in the header, in conjunction with accounting information from the expense type, are then used to generate distributions for each expense line added to the report. Travel authorizations support the same defaulting mechanism for distributions. These distributions are not used to generate accounting entries but can be used to record budget checking activity. Cash advances contain a distribution formed by combining general ledger ChartFields for the employee with the Account ChartField identified on the Accounting Entry Template for PeopleSoft Expenses to form the accounting entries recording cash transactions in the general ledger.

Transaction distribution lines can be maintained by employees or authorized approvers. Employee access to and modification of distribution actuals can be enabled or disabled by either business unit or expense processing role.

Budgetary Only ChartFields cannot be select for these setup and transaction pages:

- Expenses: expense reports, travel authorizations, cash advances, and time reporting.
- Payables: accounting entry and period end accrual options.

Understanding Accounting Parameter Setup

You establish parameters for your general ledger business unit, organizational defaults, user defaults, and expense types using these pages:

Page Name	***Description***
Expenses Definition - Business Unit 1 Page	Set up business unit parameters for PeopleSoft Expenses. Select the journal generator templates to define the rules for accounting entries that form journals for recording expense activity in the general ledger. You can also select employee privilege templates for each transaction type (expense report, travel authorization, or time report) that is used as a default for all employees in the business unit.

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Page Name	Description
Expenses Role Setup Page	Establish roles for employees depending on their positions in the company. Select employee privilege templates for each transaction type (expense report, travel authorization, or time report) that is used as a default for all employees with that role.
Employee Profile - Organizational Data Page	View employee organizational information.
Employee Profile - User Defaults Page	View or modify general default preferences for travel authorizations, cash advances, expense reports, and time reports.

Understanding Accounting Defaults and Accounting Details

Access the default accounting ChartFields for travel authorizations and expense reports from these pages:

Page Name	Description
Travel Authorization - Accounting Defaults Page	View or modify the default accounting ChartFields to which the entire travel authorization is charged. Redistribute the percentages of expenses to different ChartFields.
Create Travel Authorization - Accounting Detail Page	View or modify the default accounting ChartFields for the expense line item.
Accounting Defaults Page	View or modify the default accounting ChartFields to which the entire expense report is charged. Redistribute the percentages of expenses to different ChartFields.
Creating and Modifying Expense Reports	Create or modify the default accounting ChartFields for the expense line item.

Understanding Employee Privilege Templates

Employee privilege templates allow you to determine whether employees have access to view or change accounting ChartFields on expense report, time report, and travel authorization transactions. When using the Employee Privilege template, you can configure which accounting ChartFields must be displayed on expense report, time report, and travel authorization transactions when the accounting ChartFields are in view or change mode. Employee templates are optional and if they are not defined, then employees have access to all ChartFields that appear on expense reports, time reports, and travel authorizations.

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An Employee Privilege template can be created for each transaction type and associated with a business unit or a user role. The Employee Privilege template also determines Billing Action.

When you create expense transactions, PeopleSoft Expenses determines what accounting information to use and determines whether the accounting information can be viewed or modified.

When creating an expense report, a time report, or a travel authorization:

1. The system checks the employee profile first to determine whether a role is designated.
2. If a role is designated, the system checks the role to determine whether an Employee Privilege template is associated with the role. If there is no employee privilege template associated, the system proceeds to check whether an Employee Privilege template is associated with the GL business unit that is associated with the employee.
3. If a role is not designated, the system checks to determine whether an Employee Privilege template is associated with the general ledger business unit that is associated with the employee.

When an Employee Privilege template is defined, the system uses it to determine the employee access to accounting defaults and accounting details.

For more information about setting up employee privilege templates, see Maintaining Employee Privilege Templates.

Related Links

Expenses Definition - Business Unit 1 Page
Defining PeopleSoft Expenses Processing Roles
Maintaining Employee Organizational Data

Understanding Header Level Default Accounting

When you create travel authorizations or expense reports, PeopleSoft Expenses populates the reports with accounting defaults. The accounting defaults for travel authorizations or expense reports consist of general ledger accounting, project accounting information, and allocation percentages. Depending on the **Default Accounting** value for the transaction that is associated with the business unit or employee's role, you may have access to view and change the accounting defaults. The **Default Accounting** field is defined on the Employee Privilege Template Pagefor the expense report, time report, and travel authorization transactions.

PeopleSoft Expenses obtains general ledger accounting ChartField values from the employee profile and populates new travel authorizations and expense reports with these values at the header level. The general ledger business unit (GL BU) is required for expense processing. Your human resource system updates the PeopleSoft Expenses employee profiles with the default general ledger accounting ChartField values; however, you can add or change these default values on the Employee Profile - Organizational Data Page providing that you have authorized access. The travel authorization and expense report default accounting for the distribution plan includes project defaults if they are set up in the employee profile.

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Understanding Expense Transaction Line Default Accounting

Expense transaction lines obtain their initial distribution details from the accounting defaults, which are defined at the header level for expense reports and travel authorizations. When you add an expense transaction line, PeopleSoft Expenses determines the accounting setup for the selected expense type and populates the accounting distribution default lines with:

- The GL business unit from the accounting distribution plan at the expense report header level.
- Project fields at the expense report header level, including the project split percentages.
- Account and, if required, alternate account ChartField information from the expense types table (based on the expense type and billing type combination).
- Other ChartFields from the expense types table, if they exist, or ChartFields from the accounting defaults at the expense report header level.

Understanding Default Accounting Change Functionality

When you create travel authorizations or expense reports and add expense transaction lines, PeopleSoft Expenses copies the accounting defaults from the distribution plan at the header level down to each transaction distribution line. If you change the accounting defaults at the header level after you add expense transaction lines, PeopleSoft Expenses changes the previously entered transaction distribution lines to reflect the new accounting defaults. However, if you change any of the ChartFields directly in an expense line distribution (accounting detail section) and then modify the accounting defaults at the header level, the changes to the accounting defaults will not appear in the expense line distribution that you manually modified. When you modify a default distribution, you override the default and PeopleSoft Expenses sets a flag on the distribution to preserve your entry.

For example:

1. Access the Create (or Modify) Expense Report Page to create an expense report.
2. Access the Accounting Defaults page and verify or change the accounting default for DeptID to 41000.
3. Return to the Create Expense Report page and enter three expense transaction lines:
    a. Air travel
    b. Hotel
    c. Meals
4. Verify in the Accounting Detail section that the system created three accounting lines using DeptID 41000.
5. For the Hotel transaction, in the Accounting Detail section, change the DeptID from 41000 to 42000.
6. Access the Accounting Defaults page and change the DeptID from 41000 to 43000.

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7. Return to the Create Expense Report page and enter a fourth expense transaction line for Automobile Rental.

8. Verify that the DeptID for air travel, meals, and car rental is 43000; and that the DeptID for hotel is 42000.on the Create Expense Report page.

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Chapter 7

Defining Accounting Data for PeopleSoft Expenses

Understanding Accounting-Related Data Setup

PeopleSoft applications rely on tables to store business transactions as well as the structure and processing rules that drive your system. These topics discuss how to define the components that make up the core of the PeopleSoft Expenses system. Each part that you develop becomes integral to the process by which the system collects expense information, imports data from outside sources, processes expense transactions, and provides data to other applications.

Related Links

Understanding Locations and Rates
Setting Up Payment Types
Understanding Expense Data Mapping
Understanding PeopleSoft Expenses Processing Roles and Exceptions

Setting Up Cash Advance Sources

To set up cash advance sources, use the Cash Advance Source (EX_ADVANCE_SOURCE) component.

Pages Used to Set Up Cash Advance Sources

Page Name	*Definition Name*	*Usage*
Cash Advance Source Page	EX_ADV_SOURCE	Create and define a cash advance source and its associated ChartFields.
Cash Advance Reimbursement Recipient Page	EX_ADV_REIMBURSE	Define the recipient for the funds from this particular cash advance source.

Understanding Cash Advance Source Setup

To set up cash advances, you need to define where cash advance funds originate and whether a particular funding source requires your system to create and generate payments. You also need to define whether the recipient of the cash advance is an expenses user or a supplier. If you select the **Supplier** radio button, you must enter identification information for the supplier.

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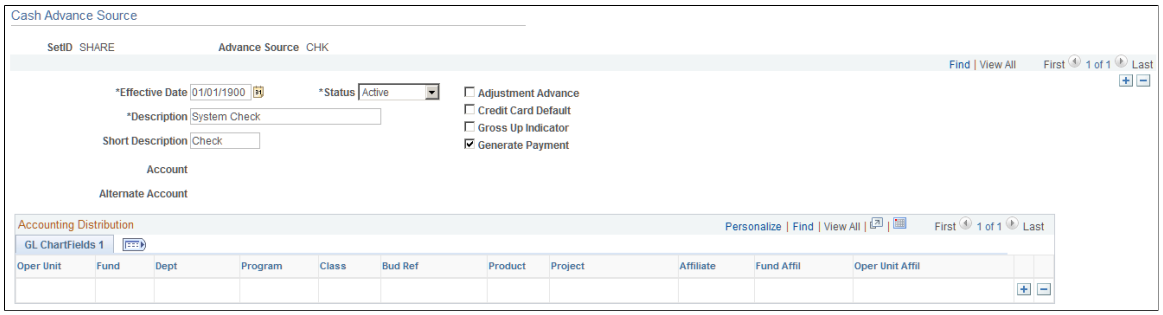
Cash Advance Source Page

Use the Cash Advance Source page (EX_ADV_SOURCE) to create and define a cash advance source and its associated ChartFields.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Cash Advance Source**
- **Travel and Expense** > **Travel and Exp Admin Center** > **Define Expense System** > **Accounting Data** > **Cash Advance Source**

This example illustrates the fields and controls on the Cash Advance Source page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Advance Source	Displays the identifier for a cash advance source.
Adjustment Advance	Select to make this cash advance source a preset value on expense documents, to be used when you are creating adjustment cash advances and post payment audit cash advances. **Note:** If you select the **Adjustment Advance** check box, you cannot select the **Generate Payment** check box. If you do, the system displays an error message.
Credit Card Default	Select if this cash advance source is created from a credit card feed.
Gross Up Indicator	Select if this source includes estimated income tax so that the recipient receives an after-tax amount.

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Field or Control	*Description*
Generate Payment	Select if granting a cash advance from this source requires a payment from your organization. Such sources might be system checks or electronic fund transfers, which cause your payables or payroll system to disburse funds to an employee. A cash advance source that generates a payment results in debiting the employee advance account that you specify in your accounting entry template. It also credits the cash account that you indicate in an external account when you define banks. When you select this check box, PeopleSoft Expenses deactivates the ChartFields that are on the page. When you deselect this check box, a cash advance from this source debits the employee advance account that you specify in your accounting entry template, which credits the ChartFields that you select to offset the employee advance debit.

Cash Advance Reimbursement Recipient Page

Use the Cash Advance Reimbursement Receipt page (EX_ADV_REIMBURSE) to define the recipient for the funds from this particular cash advance source.

Navigation:

Click the **Reimbursement** link on the Cash Advance Source page.

Field or Control	*Description*
Employee	Select to generate payments to an employee.
Supplier	Select to generate payments to a supplier. Selecting this option requires you to enter supplier data.

Setting Up Earnings Codes

To set up your earnings codes tables, use the Earnings Code (EX_EARNINGS_TBL) component.

Page Used to Set Up Earnings Codes

Page Name	*Definition Name*	*Usage*
Earnings Code Page	EX_EARNINGS_TBL	Set up earnings codes to use for payroll reimbursements.

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Understanding Earnings Codes Setup

You can use an earnings code to identify expense reimbursement amounts to the payroll system so that you do not process expense payments as payroll items. If you use one of the PeopleSoft payroll applications, you receive earnings codes from your payroll system. If you do not use a PeopleSoft payroll application, use this page to create earnings codes for your payroll system. Because earnings codes are effective-dated, you can create more than one to use at predetermined times.

Note: Do not update earnings codes in your expense system if you use a PeopleSoft payroll application. The system overrides these codes when the payroll system uses application messages (EARNINGS_FULLSYNC and EARNINGS_SYNC) to publish any earnings codes to PeopleSoft Expenses.

Earnings Code Page

Use the Earnings Code page to set up earnings to use for payroll reimbursements.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Define Payroll Earning Codes**
- **Travel and Expense** > **Travel and Exp Admin Center** > **Define Expense System** > **Accounting Data** > **Earnings Code**

Setting Up Expense Billing Codes

To set up expense billing codes, use the Expense Billing Code (EX_BILL_CD_TBL.GBL) component.

Page Used to Set Up Expense Billing Codes

Page Name	*Definition Name*	*Usage*
Expense Billing Code page Expense Billing Code	EX_BILL_CD_TBL	Create billing codes to identify expense items that are billable and charged to PeopleSoft Project Costing ChartFields. These items are then passed to PeopleSoft Project Costing and PeopleSoft Billing for processing.

Expense Billing Code page

Use the Expense Billing Code page (EX_BILL_CD_TBL) to create billing codes to identify expense items that are billable and charged to PeopleSoft Project Costing ChartFields.

These items are then passed to PeopleSoft Project Costing and PeopleSoft Billing for processing.

Navigation:

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- **Set Up Financials/Supply Chain > Product Related > Expenses > Management > Expense Billing Code**
- **Travel and Expense > Travel and Exp Admin Center > Define Expense System > Accounting Data > Expense Billing Code**

Field or Control	*Description*
Default	Select to make this billing code a preset value on expense documents.
Billing Action	Options are: *Billable:* Select to identify an expense that is chargeable to a client. *Internal:* Select to charge an expense item to accounts that are within the organization. *Nonbillable:* Select to identify a project-related expense that is not billable to anyone.

PeopleSoft Expenses delivers the values of *Billable, Internal,* and *Nonbillable;* however, you can add rows to designate more billing codes. Billing codes are effective-dated, so you can create more than one set of definitions that are to be used at predetermined times.

Setting Up Expense Types

To set up expense types, use the Expense Type (EX_EXPENSE_TYPE.GBL) component. Use the EX_TYPES_SETUP component interface to load data into the table for this component.

Pages Used to Set Up Expense Types

Page Name	*Definition Name*	*Usage*
Expense Types 1 Page	EX_EXPENSE_TYPES1	Define usage and requirements for an expense type.
Expense Types 2 Page	EX_EXPENSE_TYPES2	Define accounting distribution defaults for the expense type's billing codes.
Expense Types 3 Page	EX_EXPENSE_TYPES3	Define parameters for per diems, preferred merchants, or both.

Note: The data that is entered using these pages can also be loaded as an Application Data Set (ADS). For more information about ADS, see Migrating Data Using Application Data Sets

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Understanding Expense Types Setup

Expense types enables you identify and classify valid business expenses that employees incur. When you process an expense report, the billing code determines the group to which it belongs and the set of accounts to charge.

If you use PeopleSoft Billing, an expense item must be billable and charged to PeopleSoft Project Costing ChartFields for both applications to process it. PeopleSoft Project Costing expense items with this billing action are the only ones that PeopleSoft Project Costing selects on the billing worksheet and sends to PeopleSoft Billing for subsequent invoicing.

Note: To make an expense type part of an expense type group, define the group before you define the location.

Related Links

Setting Up Expense Type Groups

Expense Types 1 Page

Use the Expense Types 1 page (EX_EXPENSE_TYPES1) to define usage and requirements for an expense type.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Purchase** > **Expense Type** > **Expense Types 1**
- **Travel and Expense** > **Travel and Exp Admin Center** > **Define Expense System** > **Accounting Data** > **Expense Type** > **Expense Types 1**

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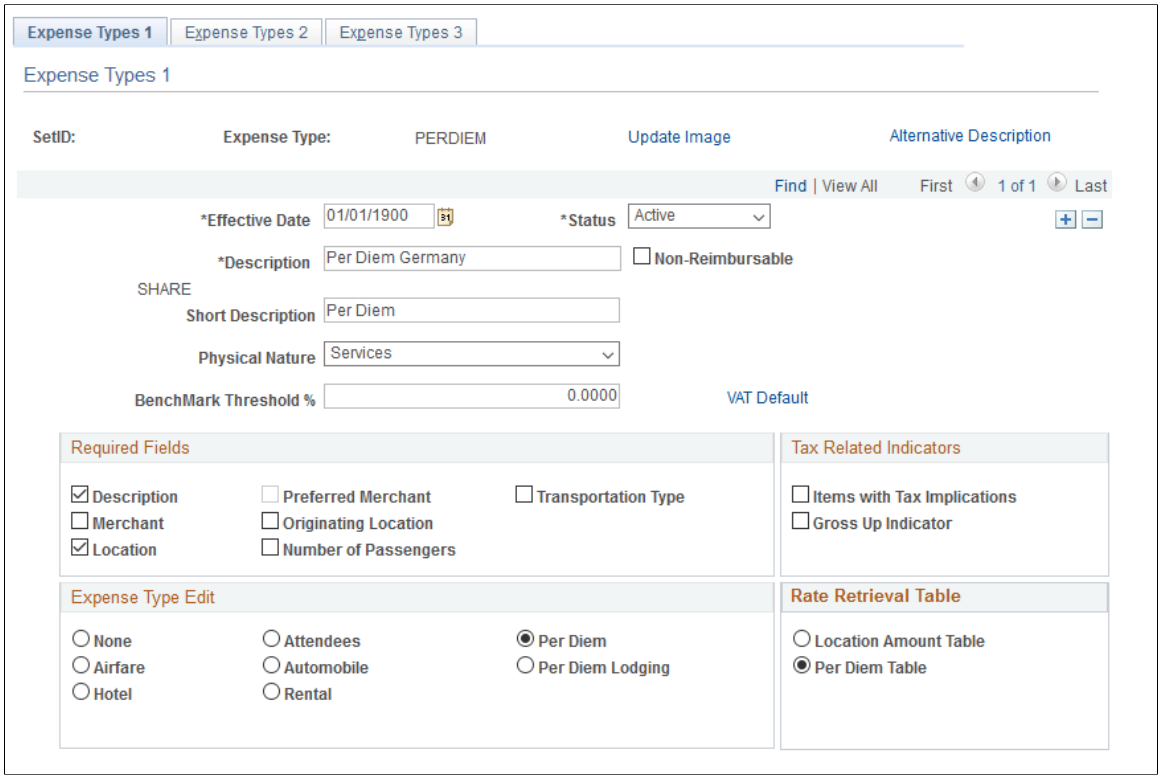
This example illustrates the fields and controls on the Expense Types 1 page.



Field or Control	***Description***
Non-Reimbursable	Select to indicate that this expense type is not a reimbursable expense. When an employee creates an expense report using My Wallet or Create Expense Report pages, and they select an expense type that has the Non-Reimbursable check box selected, then the Non-Reimbursable check box will be selected on the transaction pages and will be inaccessible.
Physical Nature	Select *Goods* or *Services* to determine the value-added tax (VAT) treatment.
BenchMark Threshold % (bench mark threshold percent)	Enter a percentage if you use benchmark data. This figure represents the percentage that can exceed the benchmark amount when employees select this expense type on an expense report.
VAT Default (value-added tax default)	Click to access the “VAT Defaults Sub-Search Page” (PeopleSoft Global Options and Reports). This page is a common page that you use to set up the VAT defaults for all PeopleSoft applications processing VAT transactions. On this page, you can define expense type defaults as applicable.

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Field or Control	*Description*
Update Image	Click to access the Expense Type Image Page, where you can add, remove, or change an image.
Alternative Description	Click to access the Expense Type - Text Message page where you can enter an alternate expense type description for an expense type.
India GST Defaults	Select to view the India GST Defaults page. For more information, see India GST Default page section in this document. This link is available only if the Enable India Goods and Service Tax check box is selected on the “Installation Options - Overall Page” (Application Fundamentals).

Required Fields

Select options to designate mandatory fields for employees to complete on expense reports when they select this expense type.

Field or Control	*Description*
Description	Select to require employees to enter a description of the expense type.
Preferred Merchant	Select to require employees to use preferred merchants that are associated with the expense type. If an employee does not select a preferred merchant, the system asks for a reason. If you select to require employees to use preferred merchants, then you must also set up one or more preferred merchants on the Expense Types 3 page.
Transportation Type	Select to indicate that an expense type requires a transportation type for tracking reimbursable mileage. The **Transportation Type** field appears when the user selects this expense type, and the system requires a value.
Merchant	Select to require employees to enter a merchant or supplier for an expense type. This does not need to be a preferred merchant.
Originating Location	Select to require employees to enter their starting points for an expense type, such as airfare.

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Field or Control	*Description*
Location	Select to require employees to enter where charges for the expense type occurred. This field is important when users calculate per diem reimbursements.
Number of Passengers	Select to indicate that the number of passengers is required for this expense type. This field is informational only.

Tax Related Indicators

Tax-related indicators flag an expense type that is taxable for the reimbursed employee.

Field or Control	*Description*
Items with Tax Implications	Select if the expense type, such as an airline ticket that is associated with moving an employee's family, is subject to income tax.
Gross Up Indicator	Select if estimated taxes are added to the expense type to reimburse an employee for a committed amount. For example, if 1,000 USD is promised as a lump-sum payment for moving costs and the employee's income tax rate is about 28 percent, gross up the payment to 1,280 USD.

Expense Type Edit

You can make further specifications when you're using a particular expense type in an expense report.

Field or Control	*Description*
None	Select if no editing is required.

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Field or Control	*Description*
Attendees	Select to require employees to provide names and organizations for individuals attending a function that is a business expense. ***Warning!*** When you select this radio button, the system automatically populates the Attendee page with the employee data of the employee who creates the expense report, but no further attendee data is required by the system before the employee submits the expense. Any additional attendees must be entered manually by the employees to meet the requirements of their organizations. No additional edit check is available in PeopleSoft Expenses to verify the additional attendee data entered.
Per Diem	Select to prompt for input of times that include the start and end of the business day. This option activates a per diem information button in an expense report, enabling the employee to select meals that another party, such as a supplier or lodging establishment, provides. The expense system can then deduct the appropriate amount from the per diem for that day.
Airfare	Select to require an airline ticket number.
Automobile	Select to require the distance to calculate reimbursement when an employee uses a personal automobile for business purposes. You must also define a distance rate for this expense type.
Per Diem Lodging	Select to indicate lodging where an employee stays with a family or a friend while on a business trip.
Hotel	Select to require the number of nights that are spent in a hotel.
Rental	Reserved for future functionality.

Rate Retrieval Table

Field or Control	*Description*
Location Amount Table	Select to use location amounts that are determined either by the company or data sources such as Runzheimer or CONUS.

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Field or Control	*Description*
Per Diem Table	Select to use government-specified amounts that are related to location per diems. This table enables you to set up hourly or daily ranges so that you can prorate amounts.

No Receipt Required

This section is not shown when using the Receipt Required feature, which is defined on the Receipt Required page for the business unit.

Field or Control	*Description*
No Receipt Required for Automobile Expense Types Edits	Select to indicate that the **No Receipt** check box on the Create Expense Report page is to be automatically selected and greyed when the Automobile expense type is selected. Because the No Receipt check box is automatically selected on the expense report, this does not trigger approvals when No Receipt is also selected as an option for Approver Refinement Templates. The same applies for Risk in that alerts should not be triggered when No Receipt option is also selected in the Risk Template. When the No Receipt check box is selected by default on an expense report, a comment is required. The system automatically enters the text, “No receipts are required for Automobile Expense Type Edits” into the comment area. This option is only available when *Automobile* is selected in the **Expense Type Edit** section of this page.

India GST Defaults Page

Use the India GST Defaults page (EX_TYPE_GST_SEC) to set up India GST defaults for all PeopleSoft applications processing India GST transactions.

This is an optional setup. You may use this page to specify additional default settings for India GST.

Field or Control	*Description*
Physical Nature	Select Goods or Services to determine the GST treatment. If you select Physical Nature as **Goods**, an HSN code is required. If you select Physical Nature as **Services**, an SAC code is required.

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Field or Control	*Description*
Tax Category Code	Select a tax category code. The tax category codes are retrieved from the Tax Determination page. See “Tax Determination Page” (PeopleSoft Global Options and Reports)
Service Type	Select a service type. This field is displayed only if you have selected the Physical Nature field as Services.
HSN Code	Displays the HSN (Harmonized System of Nomenclature) code used for product coding and classification of goods. The field is available only if the Enable India Goods and Service Tax check box is selected on the “Installation Options - Overall Page” (Application Fundamentals). **Note:** The HSN codes displayed in the prompt are setup in the Global Setup Pages.
SAC Code	Displays the SAC (Service Accounting Codes) code used for identification of services. The field is available only if the Enable India Goods and Service Tax check box is selected on the “Installation Options - Overall Page” (Application Fundamentals) **Note:** The SAC codes displayed in the prompt are setup in the Global Setup Pages.

Expense Types 2 Page

Use the Expense Types 2 page (EX_EXPENSE_TYPES2) to define accounting distribution defaults for the expense type's billing codes.

You can also define the accounts that are used for overage amounts. For example, if an employee charges an amount that is greater than the per diem amount, the overage or disallowed amount can be booked to a different account.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Expenses** > **Purchase** > **Expense Type** > **Expense Types 1**. Select the Expense Types 2 tab on the Expense Types 1 page.

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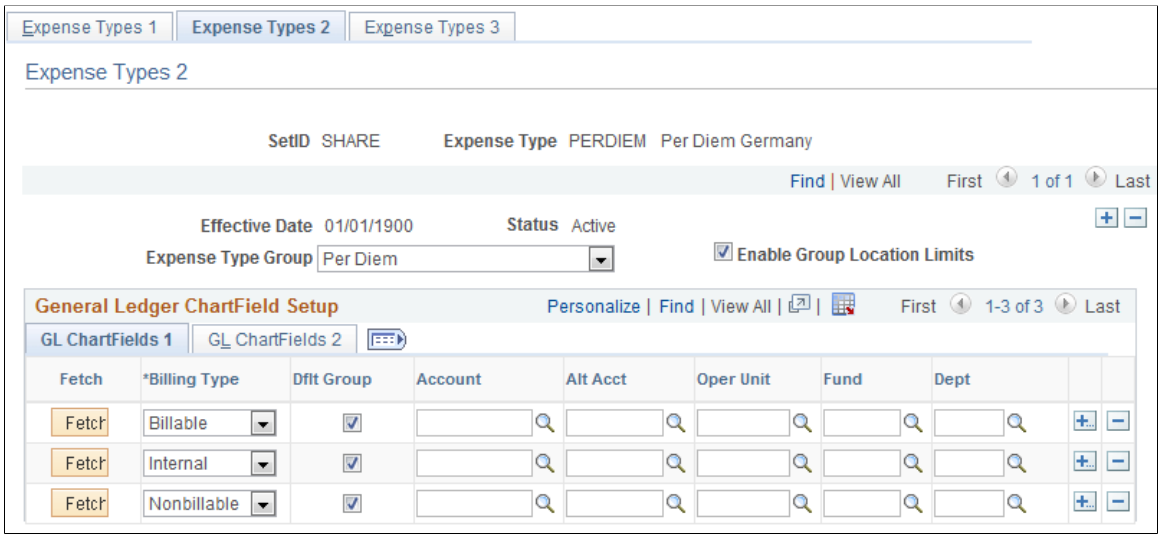
This example illustrates the fields and controls on the Expense Types 2 Page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Expense Type Group	Select a group to associate with this expense type.
Enable Group Location Limits	Select to include the expense type into the expense type group selected. This indicates that the amount for this expense type is compare with an authorized limit, which is associated with the expense type group. If you do not select this check box, the expense type is excluded from being compared to a group authorized amount limit. By default, this check box is selected if the expense type belongs to one expense type group.

GL ChartFields 1 Tab

Field or Control	*Description*
Fetch	Select to populate the ChartFields with the same defaults that you define for the selected expense type group. This is available only if **Dflt Group** is not selected.

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Field or Control	*Description*
Overage	Select if you want amounts exceeding an expense amount ceiling to be booked to a different set of ChartFields. **Note:** This option appears when the **Allow Overage Accounting** check box is selected on the Installation Options - Expenses page. See “Installation Options - Expenses Page” (Application Fundamentals).
Billing Type	Select a billing type for which you want to define ChartFields to use for the expense type. PeopleSoft Expenses delivers values of *Billable, Internal,* and *Nonbillable.*
Dflt Group (default group)	Select to use the group defaults for this expense type's billing codes.

Select the appropriate ChartField as the accounting distribution default when this expense type is associated with the billing code in an expense report. Create other rows to designate additional charged accounts for different billing codes.

Note: If any ChartField (other than *Account)* is associated with this expense type and the expense type is used on an expense report, the expense type accounting overrides the default for the expense transaction at the header level. However, if you change the accounting ChartFields at the transaction line level, the system uses only *Account* and, if applicable, *Alternate Account.*

Expense Types 3 Page

Use the Expense Types 3 page (EX_EXPENSE_TYPES3) to define parameters for per diems, preferred merchants, or both.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Expenses** > **Purchase** > **Expense Type** > **Expense Types 1**. Select the Expense Types 3 tab from the Expense Types 1 or Expense Types 2 page.

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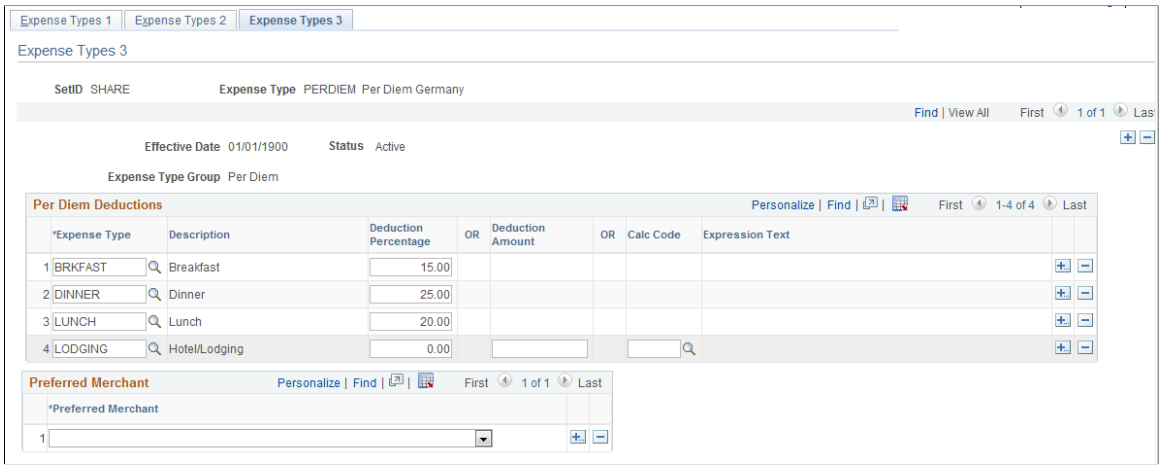
This example illustrates the fields and controls on the Expense Types 3 Page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Expense Type	Select the expense types to use to define a per diem expense type.
Deduction Percentage	Enter a percentage to deduct for each expense type that you establish. When the employee selects this per diem expense type, he or she can select some or all of the expense types that are associated with the per diem. In the example that appears in the sample page, if an employee selects breakfast and lunch, PeopleSoft Expenses deducts 35 percent of the reimbursable total (15 percent for breakfast and 20 percent for lunch) from the per diem amount. If 100 EUR is the total amount for an employee's per diem. If the employee selects the deduction for breakfast (15%), then PeopleSoft Expenses reduces the employee's 100 EUR per diem by 15% or 15 EUR. The employee only receives 85 EUR because that amount is outside of the per diem allowance.
Deduction Amount	Enter an amount to deduct for each expense type that you establish. The currency used for the deduction amount is the base currency for the employee. This option is calculated the same as deduction percentage except it uses a flat amount to deduct from the total per diem amount.
Calc Code (calculation code)	Select a calculation code for the expense type. The system uses this calculation code to calculate the per diem for the expense type.

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Field or Control	*Description*
Preferred Merchant	If applicable, select for this expense type. You can add more rows to create a list of merchants that you require employees to use. If the expense type appears in an expense report and the employee did not use a preferred merchant, the line item requires an explanation and could be flagged for auditing.

Related Links

Migrating Data Using Application Data Sets

Setting Up Expense Type Categories

This topic discusses how to set up expense type categories.

Page Used to Set Up Expense Type Categories

Page Name	*Definition Name*	*Usage*
Setting Up Expense Type Categories	EX_TYPE_CATEGORY	Create an expense type category to collect and classify expense types.

The data that is entered using these pages can also be loaded as an Application Data Set (ADS). For more information about ADS, see Migrating Data Using Application Data Sets

Expense Type Category Page

Use the Expense Type Category page (EX_TYPE_CATEGORY) to create an expense type category to collect and classify expense types.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Expenses** > **Purchase** > **Expense Type Category**

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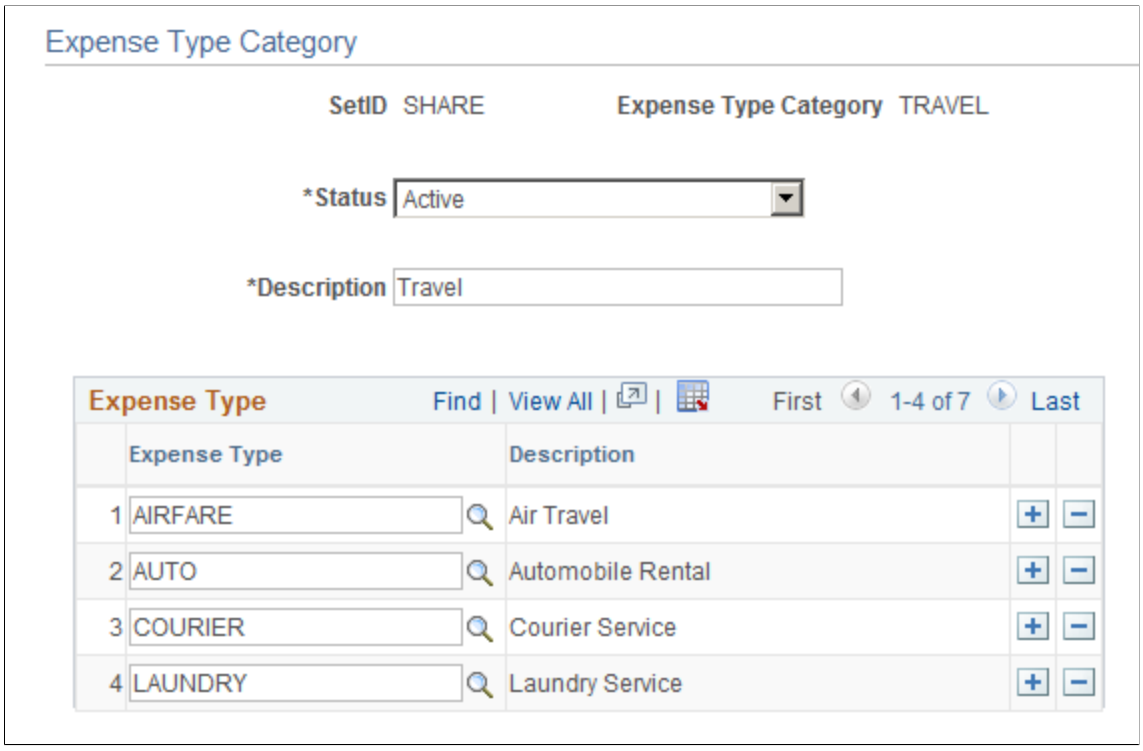
This example illustrates the fields and controls on the Expense Type Category. You can find definitions for the fields and controls later on this page.



Expense type categories are used when creating expense reports and help the user find an expense type faster, but selecting the category first and then the type.

Field or Control	***Description***
Expense Type	Select an expense type that you want to add to the Expense Type Category.
Description	Displays the description of the expense type.

Note: An expense type can be added to multiple expense type categories. In addition, you can create an expense type category with no expense types.

Related Links

Migrating Data Using Application Data Sets

Setting Up Expense Type Groups

To set up expense type groups, use the Expense Type Group (EX_EXP_TYPE_GRP.GBL) component.

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Page Used to Set Up Expense Type Groups

Page Name	*Definition Name*	*Usage*
Expense Type Group Page	EX_TYPE_GRP	Create a group to collect and classify expense types for reporting and tracking.

The data that is entered using these pages can also be loaded as an Application Data Set (ADS). For more information about ADS, see Migrating Data Using Application Data Sets

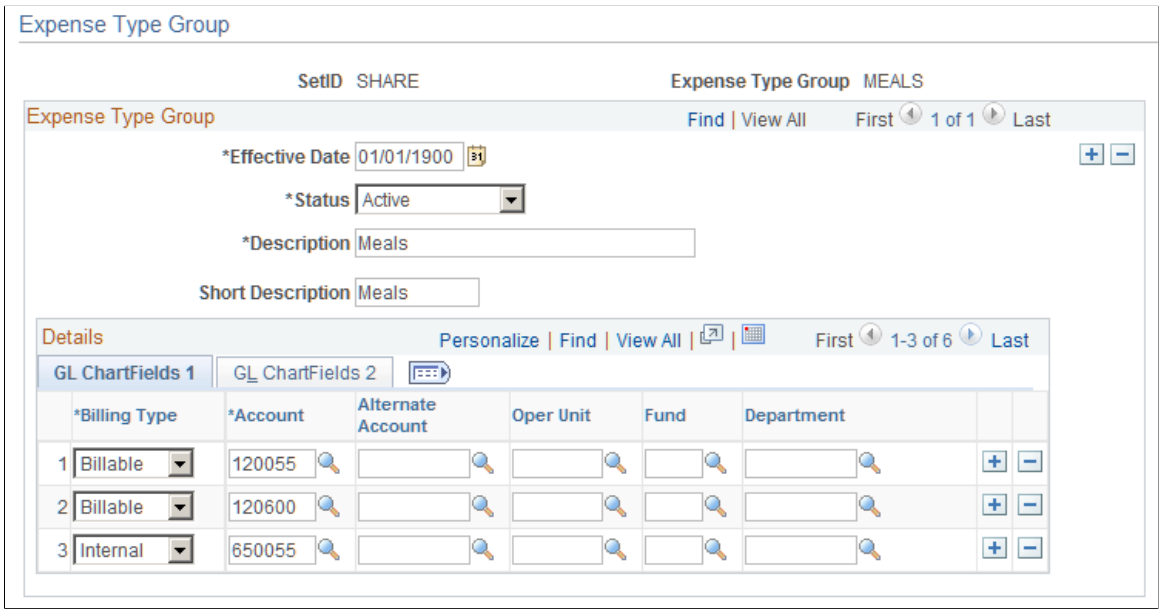
Expense Type Group Page

Use the Expense Type Group page (EX_TYPE_GRP) to create a group to collect and classify expense types for reporting and tracking.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Purchase** > **Expense Type Group**
- **Travel and Expense** > **Travel and Exp Admin Center** > **Define Expense System** > **Accounting Data** > **Expense Type Group**

This example illustrates the fields and controls on the Expense Type Group page.



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Field or Control	*Description*
Overage	Select if you want amounts exceeding a per diem amount to be booked to a different set of ChartFields. **Note:** To select the **Overage** check box, you must first select **Allow Overage Accounting** on the Installation Options - Expenses page. See “Installation Options - Expenses Page” (Application Fundamentals).
Billing Code	Select a billing type for which you want to define ChartFields to use for the expense type. PeopleSoft Expenses delivers the billing type values of *Billable, Internal,* and *Nonbillable.*

In the remaining columns, select the accounting distribution defaults when a member of this expense type group is associated with the selected billing code in an expense report. Create other rows to designate additional charged accounts for different billing codes.

Note: If any ChartField (other than account) is associated with this expense type group and an expense type group is used on an expense report, the expense type group accounting overrides the default for the expense transaction at the header level. However, if you change the accounting ChartFields at the transaction line level, the system uses only account and, if applicable, alternate account.

Related Links

Migrating Data Using Application Data Sets

Setting Up References

Pages Used to Set Up References

Page Name	*Definition Name*	*Usage*
Reference Page	EX_REFERENCE	Create references that help to identify and track expense reports.

Reference Page

Use the Reference page (EX_REFERENCE) to create a reference code that can be used when identifying or tracking expense reports.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Reference**

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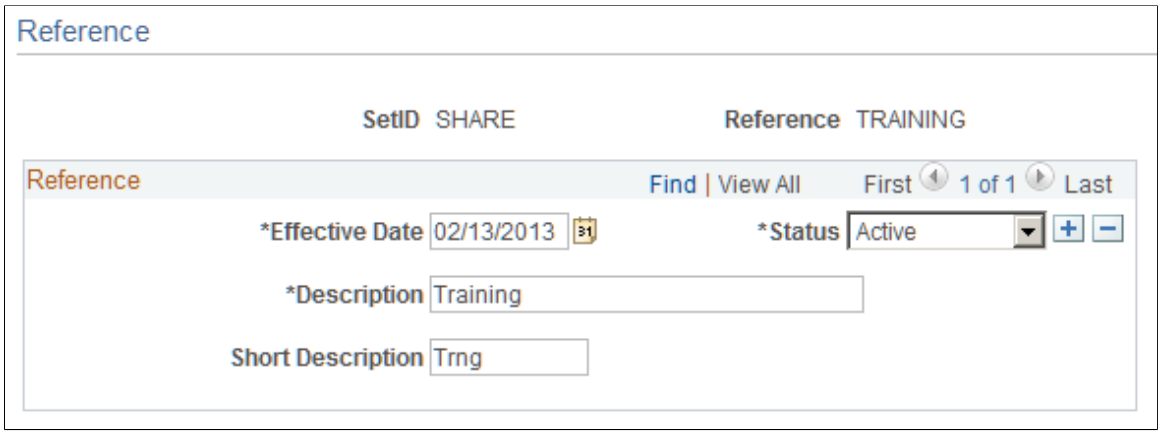
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Additional Required Data** > **Reference**

This example illustrates the fields and controls on the Reference page.



Setting Up Local Tax Tables

To set up location tax tables, use the Local Tax Table (LOCAL_TAX_TBL.GBL) component. Use the EX_LOCAL_TAX_SETUP component interface to load data into the table for this component.

Page Used to Set Up Local Tax Tables

Page Name	*Definition Name*	*Usage*
Local Tax Table Page	LOCAL_TAX_TBL	Define local tax tables for states and localities in the United States and its territories.

Understanding Local Tax Table Setup

Defining local tax tables enables employees to enter time reports that indicate different tax localities than are normally used. Time reports are sent to PeopleSoft Time and Labor, which passes them on to a PeopleSoft payroll system. The payroll system then uses the local tax table from the time report to calculate applicable taxes.

Local Tax Table Page

Use the Local Tax Table page (LOCAL_TAX_TBL) to define local tax tables for states and localities in the United States and its territories. The local tax table is effective-dated, so you can create more than one definition to use at predetermined times.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Local Tax Table**

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- **Travel and Expense** > **Travel and Exp Admin Center** > **Define Expense System** > **Accounting Data** > **Local Tax Table**

Setting Up Reimbursement Action Codes

To set up reimbursement action codes, use the Reimbursement Action Code (EX_REIMB_ACTIONS.GBL) component.

Page Used to Set Up Reimbursement Action Codes

Page Name	*Definition Name*	*Usage*
Reimbursement Action Code Page	EX_REIMB_ACTIONS	Set up codes to communicate your organization's policies regarding the reason that an expense item is denied.

Reimbursement Action Code Page

Use the Reimbursement Action Code page (EX_REIMB_ACTIONS) to set up codes to communicate your organization's policies regarding the reason that an expense item is denied.

If an expense report line item is denied in the approval or auditing process, you must select one of the defined action codes to explain the reason.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Payment Information** > **Reimbursement Action Code**
- **Travel and Expense** > **Travel and Exp Admin Center** > **Define Expense System** > **Accounting Data** > **Reimbursement Action Code**

Setting Up Period End Accrual Options

Page Used to Set Up Period End Accrual Options

Page Name	*Definition Name*	*Usage*
Period End Accrual Options - Document Page	PE_ACCRL_OPTIONS	Set up period end accrual options for the Period End Accrual process.

Understanding Period End Accrual Options

When creating period end accruals for PeopleSoft Expenses, the system uses accrual options to identify the transactions that are to be selected during the Period End Accrual (PE_ACCRUAL) process. The

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transactions are identified by the transaction status, which is determined on the Period End Accrual Options page.

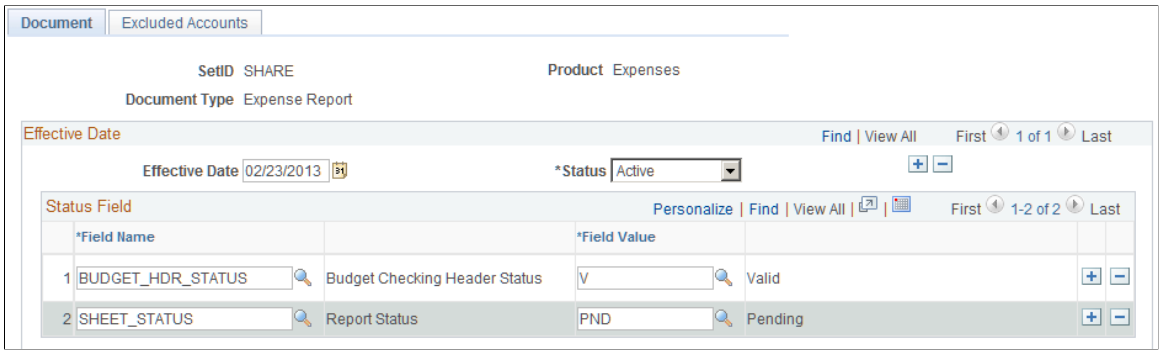
Period End Accrual Options - Document Page

Use the Period End Accrual Options - Document page (PE_ACCRL_OPTIONS) to set up period end accrual options for the Period End Accrual process.

Navigation:

Setup Financials/Supply Chain > Product Related > Expenses > Management > Period End Accrual Options

This example illustrates the fields and controls on the Period End Accrual Options - Document page. You can find definitions for the fields and controls later on this page.



Use this page to set up the transactions that are selected for the Period End Accrual process.

Note: This component is shared with PeopleSoft Payables. If you use the Expenses navigation path, *Expense Report* is selected as the document type.

Document

Field or Control	*Description*
Field Name	Select the type of status that can be included in the Period End Accrual process. Options include: • *Budget Checking Header Status:* Select to indicate that expense transactions are to be pulled based on the budget checking status of an expense report. • *Sheet Status:* Select to indicate that expense transactions are to be pulled based on the status of the expense sheet.

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Field or Control	*Description*
Field Value	Select the status of the transaction that qualifies the document to be included in the Period End Accrual process. For example, if you select *Sheet Status* in the **Field Name** field, options include all statuses that are available for an expense report. If you select *Budget Checking Header Status* in the **Field Name** field, options include *E* (Error in Budget Check), *N* (Not Budget Checked), *P* (Provisionally Valid), and *V* (Valid Budget Check).

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Chapter 8

Defining Location and Rates for PeopleSoft Expenses

Understanding Locations and Rates

When employees use their own vehicle for business purposes, they are typically reimbursed based on distance. PeopleSoft Expenses allows you to set up and define distance rates. You can apply a standard rate, or a varied rate, with which to calculate reimbursements to employees. You can also define distance rates for various base countries, with each combination tied to an expense type.

With PeopleSoft Expenses, you can create an expense location to use for expense reports, create classifications for groups of travel destinations, and establish spending limits for business travel. You can also define per diem ranges and establish amounts to reimburse employees within a per diem range. PeopleSoft Expenses uses expense locations for value-added tax (VAT) processing on expense reports to determine the consumption country and state.

To determine the need for exception comments for expensed items that exceed authorized spending amounts, PeopleSoft Expenses first looks for a limit in the Location Amount or Per Diem Amount tables based on the transaction currency. If PeopleSoft Expenses finds a limit, it compares the limit amount with the transaction amount that is entered on the expense report, and determines if an exception comment is required.

If PeopleSoft Expenses does not find a limit for the location based on the transaction currency, it looks for a limit based on the employee's base currency. If PeopleSoft Expenses finds a limit based on the employee's base currency, it compares the limit amount with the calculated base amount that is on the expense report and determines if an exception comment is required.

Setting Up Distance Rates

To set up distance rates, use the Distance Rate (EX_AUTO_RT_TBL.GBL) component. Use the EX_AUTO_RATE_SETUP component interface to load data into the table for this component.

Page Used to Set Up Distance Rates

Page Name	*Definition Name*	*Usage*
Distance Rates Page	EX_AUTO_RT_TBL	Define distance rates for various base countries, with each combination tied to an expense type.

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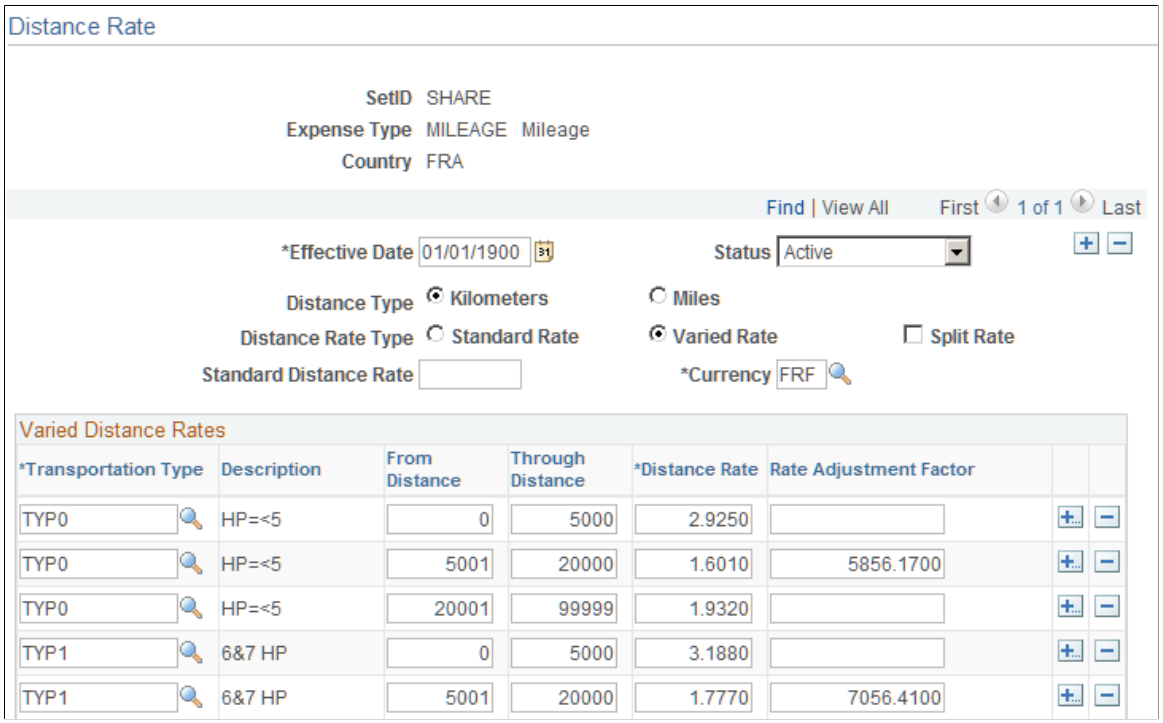
Distance Rates Page

Use the Distance Rate page (EX_AUTO_RT_TBL) to define distance rates for various base countries, with each combination tied to an expense type.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Establish Mileage Rate**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Locations and Rates** > **Distance Rate**

This example illustrates the fields and controls on the Distance Rate page. You can find definitions for the fields and controls later on this page.



Before you can establish a distance rate, you must:

- Create an expense type (such as *Mileage*) to which the distance rate is applied.
- Select an expense type edit of *Automobile* for the expense type.

Field or Control	***Description***
Distance Type	Select either *Kilometers* or *Miles.*

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Field or Control	*Description*
Distance Rate Type	Select *Standard Rate* when mileage reimbursement is not dependent on miles or kilometers traveled. If selected, PeopleSoft Expenses uses the Standard Distance Rate field to determine reimbursement. Select *Varied Rate* to have PeopleSoft Expenses determine reimbursement based on the distance traveled by the employee for a particular transportation type.
Split Rate	Select *Split Rate* to have PeopleSoft Expenses calculate reimbursement based on the distance that falls in each row in the Varied Distance Rates grid when the distance that is traveled spans multiple distance rate rows. In other words, PeopleSoft Expenses can take one distance traveled amount and apply two different rates to calculate a reimbursement amount. If *Split Rate* is not selected, and the accumulated distance spans multiple distance rate rows, PeopleSoft Expenses uses the rate that is in the highest distance rate row in the Varied Distance Rate grid to calculate the entire reimbursable amount. For example: Kilometers 0 through 5,000 has a distance rate of 2.925 EUR; kilometers 5,001 through 20,000 has a distance rate of 1.601 EUR. The accumulated miles are 4, 925, and you travel 100 kilometers. If *Split Rate* is selected, PeopleSoft Expenses calculates 75 kilometers at 2.925 EUR and 25 kilometers at 1.601 EUR. If *Split Rate* is not selected, PeopleSoft Expenses calculates 100 kilometers at 1.601 EUR. **Note:** The **Split Rate** check box is only available if you select *Varied Rate* for the distance rate type.
Standard Distance Rate	If the Distance Rate Type is *Standard Rate,* indicate the monetary amount to reimburse per unit that is driven.
Currency	Enter a currency to use for the distance rate. If the employee's base currency is different from the currency that is on the Distance Rate page, Expenses converts the amount to the employee's base currency.

Varied Distance Rates

Field or Control	*Description*
Transportation Type	Designate modes of transportation that employees use. For instance, in many countries, mileage is reimbursed based on the horsepower of the car that is driven, so the transportation types would be 3HP, 4HP, and so on.

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Field or Control	*Description*
From Distance and Through Distance	Enter the beginning or end of a range in which an employee is reimbursed a particular distance rate. The range is for cumulative mileage that is driven by an employee in a calendar year.
Distance Rate	Enter the rate at which to reimburse an employee within the specified range.
Rate Adjustment Factor	Enter a rate to create a sliding scale for auto mileage reimbursement. This factor is used in the formula to determine the mileage rate reimbursement, which is based on distance rate and distance that is accumulated (in miles or kilometers) that an employee travels in a calendar year. The rate adjustment factor is used in countries such as France and Belgium. The rate that results is determined by this formula: Adjusted Distance Rate = ((Distance Rate * Total Distance) + Rate Adjustment Factor) / Total Distance)

Setting Up Expense Locations and Amounts

To set up expense locations and amounts, use the following components:

- Expense Location (EX_LOCATION.GBL)
- Expense Location Group (EX_LOCATION_GRP.GBL)
- Expense Location Amount (EX_LOC_AMOUNT.GBL)

Use the EX_LOCATION_SETUP component interface to load data into the expense location table and the EX_LOC_AMT_SETUP component interface to load data into the expense location amount table.

Pages Used to Set Up Expense Locations and Amounts

Page Name	*Definition Name*	*Usage*
Expense Location Group Page	EX_LOCATION_GRP	Create a common classification (such as Europe) for a group of travel destinations.
Expense Location Page	EX_LOCATION	Create an expense location that is to be used on an expense report.

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Page Name	*Definition Name*	*Usage*
Expense Location Amount Page	EX_LOC_AMOUNT	Establish spending limits for business travel in a particular location.
Location Amount for Expense Type Group Page	EX_LOC_AMT_GROUP	Establish authorized spending limits for a particular expense type group in various currencies

The data that is entered using these pages can also be loaded as an Application Data Set (ADS). For more information about ADS, see Migrating Data Using Application Data Sets

Understanding Expense Locations and Amounts

Different travel destinations have different costs; for example, you might expect employees to pay more for a hotel in Japan than in Mexico. To ensure that submitted expenses accurately reflect regions' prevailing prices, when you define an expense type, you can require employees to enter transaction locations. This feature also lets you track how much your organization spends in particular cities, as well as groups of cities, and extract information about groups (such as Europe).

Defining expense location amounts also enables you to establish authorized spending limits for a particular expense type in various currencies. PeopleSoft Expenses can then compare how much an employee spends at a destination (after appropriate exchange rates are applied) to the amount that your organization establishes as acceptable.

You can also define expense location amounts for expense type groups. This enables users to establish authorized spending limits for a type group in various currencies.

Locations and location groups are effective-dated, so you can create more than one definition to be used at predetermined times.

Note: To make an expense location part of an expense location group, define the group before you define the location. Before you create location amounts, you must create expense types and locations.

Related Links

Setting Up Expense Types

Expense Location Page

Use the Expense Location page (EX_LOCATION) to create an expense location that is to be used on an expense report.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Location** > **Define Expense Location Codes**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Locations and Rates** > **Expense Location**

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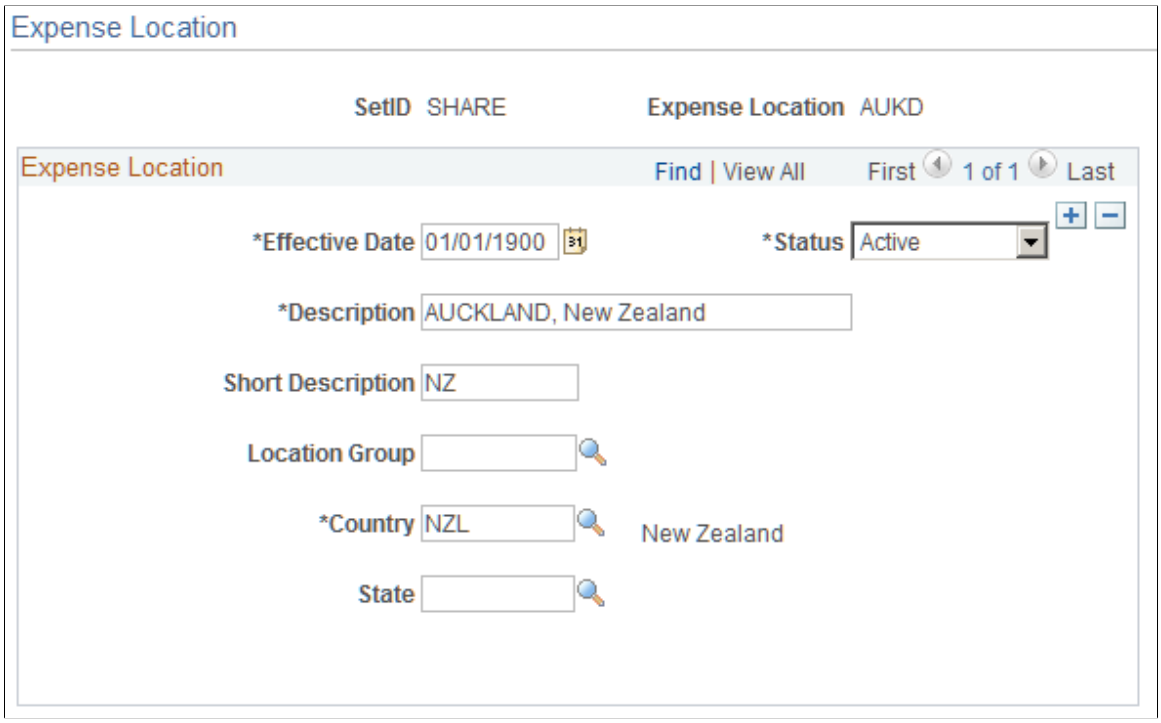
This example illustrates the fields and controls on the Expense Location page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Location Group	Link the expense location to a predefined expense location group.

Note: Although you are not required to set up State, PeopleSoft Expenses looks at the field to auto-populate the state for VAT processing during expense report entry.

Expense Location Amount Page

Use the Expense Location Amount page (EX_LOC_AMOUNT) to establish spending limits for business travel in a particular location.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Location** > **Expense Location Amount**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Locations and Rates** > **Expense Location Amount**

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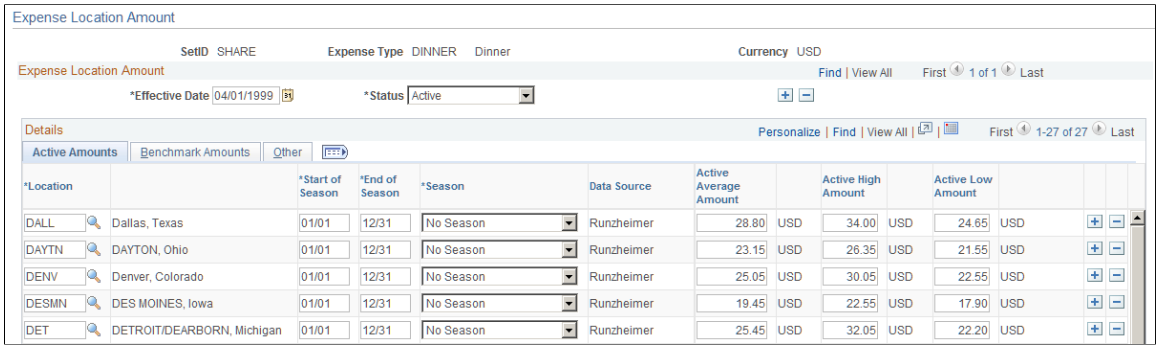
This example illustrates the fields and controls on the Expense Location Amount page.



Note: Multiple views of this page are available by clicking the tabs that are in the scroll area. Fields that are common to all views are documented first.

All tabs display the following information:

Field or Control	*Description*
Location	Geographical site (such as a city, state, or office).
Start of Season	Beginning date that is used for locations where rates vary (perhaps due to tourism).
End of Season	Ending date that is used for locations where rates vary (perhaps due to tourism).
Season	Select whether this location amount is *In* season, *Out* of season, *MidSeas* (mid-season), or *None.*
Data Source	Origin of expense location amounts. This value can be entered manually or loaded from an external source such as Runzheimer or CONUS.

Active Amounts Tab

Field or Control	*Description*
Active Average Amount	Displays the current mean value for the location amount that is used for online comparison to the amount that is on an expense line.
Active High Amount and **Active Low Amount**	Displays the current maximum and minimum for the location amount.

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Benchmark Amounts Tab

If you loaded benchmark data into your expense tables, the following appears:

Field or Control	*Description*
Benchmark Average Amount	Displays the mean value of the location amount benchmark. The grid on the right displays the amount's currency.
Benchmark High Amount	Displays the maximum value of the location amount benchmark.
Benchmark Low Amount	Displays the minimum value of the location amount benchmark.

Other Tab

This tab tracks the following update information for audit purposes:

Field or Control	*Description*
Last Update User ID	Displays the user ID that is used to make the most recent modification to this row.
Last Update Date/Time	Displays the date and time of the most recent modification to this row.

Add rows to designate more expense location amounts.

Location Amount for Expense Type Group Page

Use the Location Amount for Expense Type Group page (EX_LOC_AMT_GROUP) to establish authorized spending limits for a particular expense type group in various currencies.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Expenses** > **Location** > **Location Amount for Type Group**

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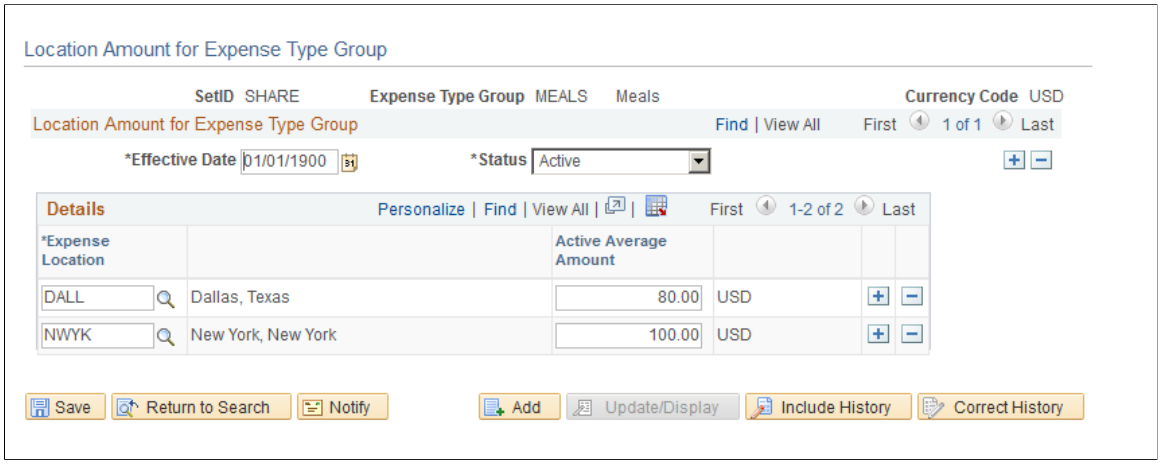
This example illustrates the fields and controls on the Location Amount for Expense Type Group page.



The Location Amount for Expense Type Group page enables you configure a location amount to limit spending for a particular expense type group. You can enter an amount limit for a particular location based on the transaction currency.

If you create an expense report and exceed the limit beyond what is specified in the location amount limit for an expense type group, the system requires that you enter exception comments on the expense report

Field or Control	***Description***
Location	Geographical site (such as a city, state, or office).
Active Amount Limit	Displays the value entered for the location amount based on the transaction currency.

Related Links

Migrating Data Using Application Data Sets

Setting Up Per Diems

To set up per diem ranges and amounts, use the following components:

- Range Category (EX_CATEGORY)
- Per Diem Amount (EX_PER_DIEM_AMT.GBL)
- Per Diem Range (EX_PER_DIEM_RANGE.GBL)

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Pages Used to Set Up Per Diems

Page Name	*Definition Name*	*Usage*
Range Category Page	EX_CATEGORY_TBL	Set up different per diem rates and ranges for travel within a specified country.
Per Diem Calculation Page	EX_PD_CALC	Create a per diem calculation.
Per Diem Test Calculation Page	EX_PD_CALC_SEC	Test a calculation created on the Per Diem Calculation Setup page.
Per Diem Range Page	EX_PER_DIEM_RANGE	Set up hourly or daily ranges per category to define per diem reimbursement percentages.
Per Diem Amount Page	EX_PER_DIEM_AMT	Sets the amount that an employee is reimbursed within a per diem range.

Understanding Per Diem Setup

The Per Diem Amount table is keyed by country, so the employee's country, which is based on the base business unit that is set up in the employee profile, determines the per diem rates that are fetched from the table. The ranges that you establish by country on the Per Diem Range page determine how per diem amounts are defined (i.e. the column headings in the Per Diem Amount page are based on the specified ranges).

Related Links

Setting up PeopleSoft Expenses for Per Diem Processing

Range Category Page

Use the Range Category Page (EX_CATEGORY_TBL) to set up different per diem rates and ranges for travel within a specified country.

Navigation:

Set Up Financials/Supply Chain > **Product RelatedExpenses** > **Location** > **Per Diem Range Category**

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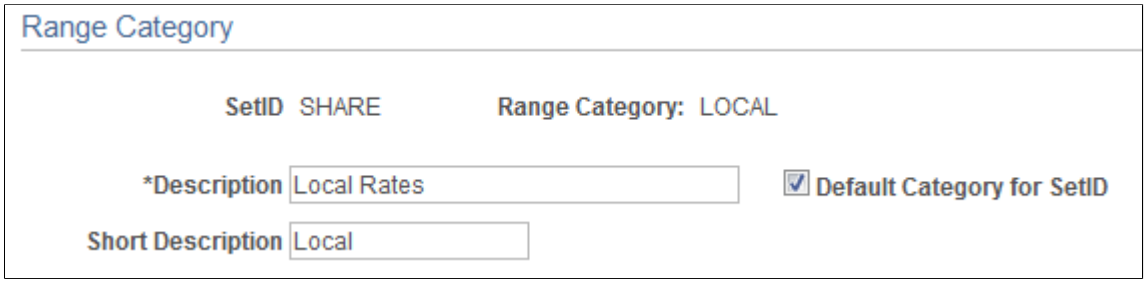
This example illustrates the fields and controls on the Range Category page.



Field or Control	*Description*
Default Category for SetID	Select to indicate that this range category is the default for the SetID. Multiple categories can be set up for the same SetID, such as Domestic, International, and so on.

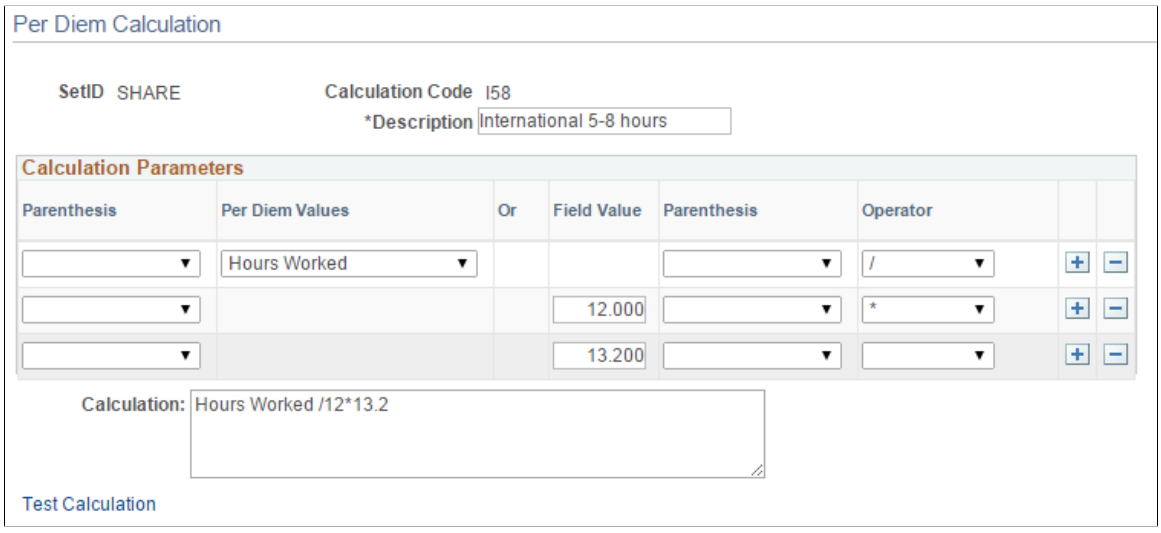
Per Diem Calculation Page

Use the Per Diem Calculation page (EX_PD_CALC) to create a per diem calculation.

Navigation:

Set Up Financials/Supply Chain > Product Related > Expenses > Location > Define Per Diem Calculations

This example illustrates the fields and controls on the Per Diem Calculation page.



Use this page to enter a calculation that can be used on the Per Diem Amount page, Calculation tab.

Field or Control	*Description*
Description	Enter a description of the per diem calculation. This is a required field.

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Field or Control	*Description*
Parenthesis	Select (or).
Per Diem Values	Select Active Amount, Government Amount, or Hours Worked.
Field Value	Enter an amount that is used in the calculation.
Parenthesis	Select (or).
Operator	Select *, +, -, or / to indicate multiply, plus, minus or divide consecutively.
Calculation	Displays your calculation when you press the Save button.
Text Calculation	Click this link to access the Per Diem Text Calculation page.

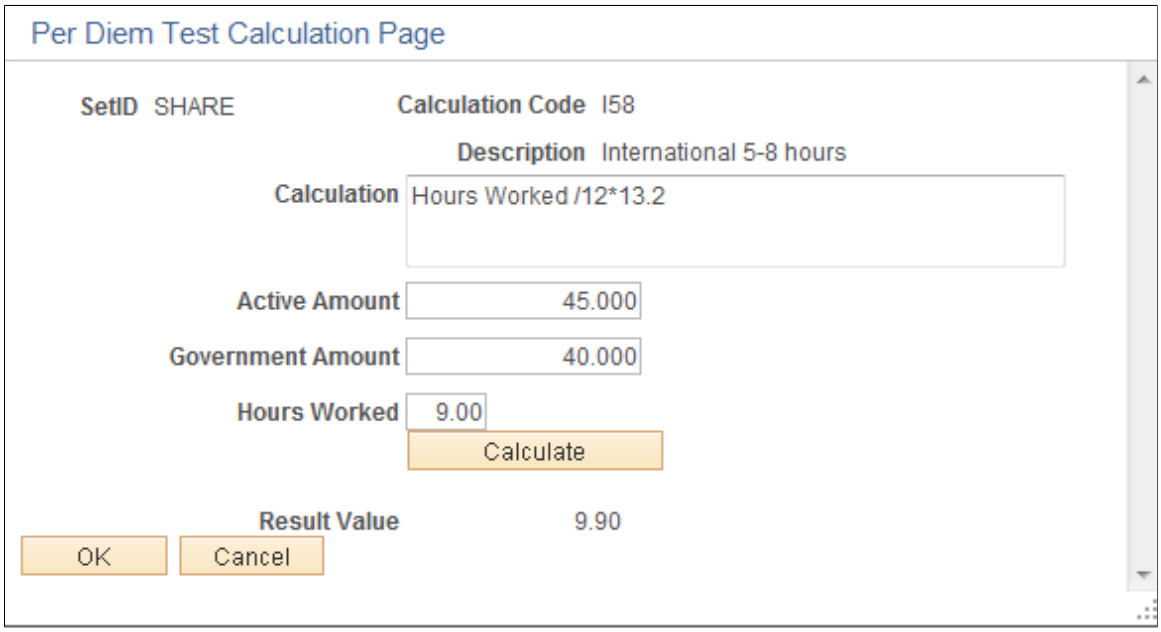
Per Diem Test Calculation Page

Use the Per Diem Test Calculation page (EX_PD_CALC_SEC) to test a calculation created on the Per Diem Calculation Setup page.

Navigation:

Click the Test Calculation link on the Per Diem Calculation Setup page

This example illustrates the fields and controls on the Per Diem Test Calculation page.



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Use this page to enter test values in the appropriate fields to calculate and verify that the calculation works as intended.

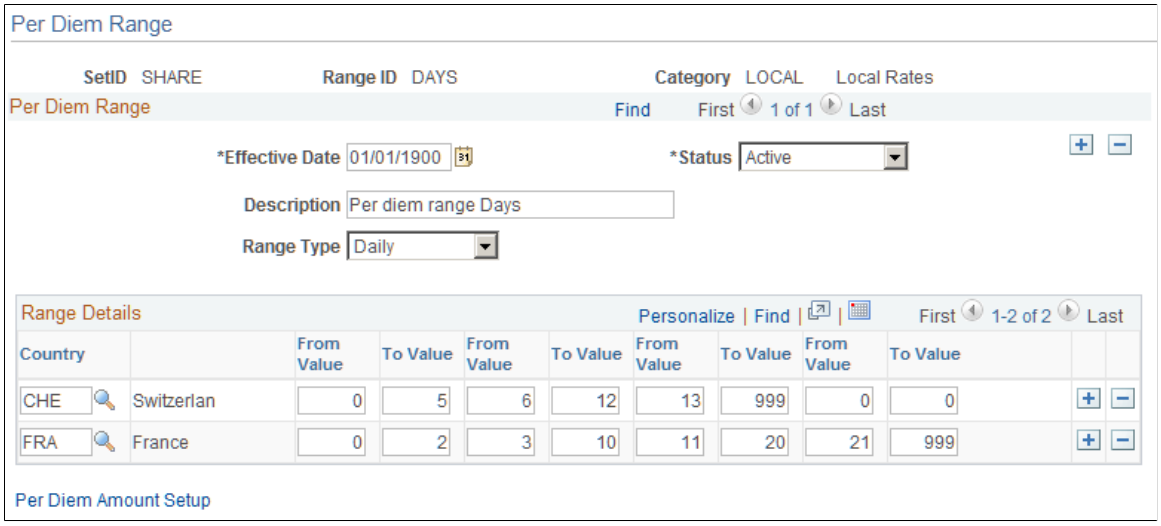
Per Diem Range Page

Use the Per Diem Range page (EX_PER_DIEM_RANGE) to set up hourly or daily ranges per category to define per diem reimbursement percentages.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Location** > **Define Per Diem Ranges**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Locations and Rates** > **Per Diem Range**
- Click the **Per Diem Range Setup** link on the Per Diem Amount page.

This example illustrates the fields and controls on the Per Diem Range page.



Field or Control	*Description*
Category	Select a category that identifies the per diem range that is being created. Range categories are set up using the Range Category Page
Range Type	Select *Daily* or *Hourly.* Daily allows you to increase reimbursement if an employee is on a longer-than-normal business trip. Hourly allows you to incrementally reimburse per diem amounts based on a 24-hour period.
Country	Select a country to set up with a per diem range.

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Field or Control	Description
From Value and To Value	Enter the start and end of the range in hours or days. You can enter up to four ranges. The system displays these ranges on the Per Diem Amount page.

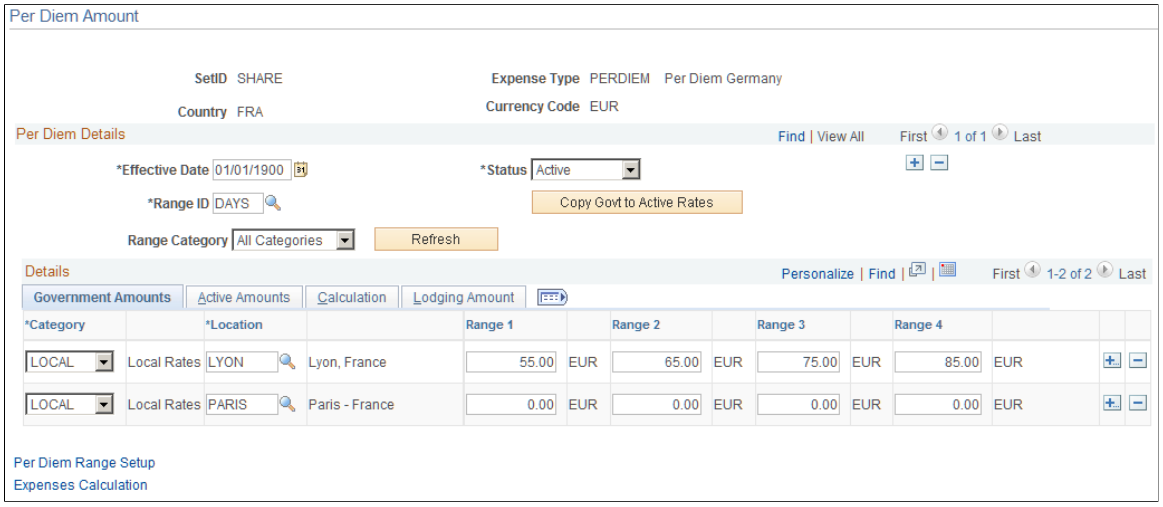
Per Diem Amount Page

Use the Per Diem Amount page (EX_PER_DIEM_AMT) to set the amount that an employee is reimbursed within a per diem range and range category.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Location** > **Define Per Diem Amounts**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Locations and Rates** > **Per Diem Amount**
- Click the **Per Diem Amount Setup** link on the Per Diem Range page.

This example illustrates the fields and controls on the Per Diem Amount page.



Field or Control	Description
Range ID	You establish the range IDs on the Per Diem Range page. This controls the column headings on this page. The range is in days or hours, depending on what you set up on the Per Diem Range page.
Range Category	Select a range category to view that category in the Details section. Options include **All Categories**and the categories that are set up on the Range Category page for the setID. When selecting **All Categories**, the range columns in the Details section change to Range 1, Range 2, and so on.

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Field or Control	*Description*
Copy Govt to Active Rates (copy government to active rates)	Click to populate the active amounts with the government rates. Government rates are published on a website or are mailed to customers; however, they are not downloadable to PeopleSoft Expenses at this time. If you manually input the government rates in the Government Amounts tab, you can copy those rates to the Active Amounts tab where you can change the rates if needed.

Government Amounts Tab

Field or Control	*Description*
Location	Select the location to apply a per diem rate. **Note:** Each location can have only one category associated with it within the setID, expense type, country, and currency combination. The per diem amount is calculated based on the home country of the employee, base currency, setID and expense, and the location to which they traveled.

Active Amounts Tab

PeopleSoft Expenses uses these amounts during expense report entry.

Calculation Tab

Use this tab to enter a calculation code for each range specified on the Per Diem Range page. The calculation code is specified using the Per Diem Calculation Setup page.

When a calculation is specified for a range, it is used to calculate the per diem rate for the employee.

Lodging Amount Tab

Field or Control	*Description*
Per Diem Lodging Amount	Enter a per diem rate to reimburse employees who stay with family or friends while on business trips. (Some European countries use this as an employee bonus.)

Setting Up Transportation Types

To set up transportation types, use the Transportation Types (EX_TRNSPT_TYPES.GBL) component.

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Page Used to Set Up Transportation Type

Page Name	*Definition Name*	*Usage and Navigation*
Transportation Types Page	EX_TRNSPT_TYPES	Define car types by SetID. Transportation Types are used when you define distance rates on the Distance Rate component (EX_AUTO_RT_TBL). • **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Define Vehicle Transport Types** • **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Locations and Rates** > **Transportation Types**

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Chapter 9

Defining Additional Required Data for PeopleSoft Expenses

Setting Up Business Purposes

To define business purposes, use the Business Purpose (EX_PURPOSE.GBL) component.

Page Used to Set Up Business Purposes

Page Name	*Definition Name*	*Usage*
Business Purpose Page	EX_PURPOSE	Define business purposes that justify a business expense as a corporate tax deduction.

Understanding Business Purposes

With PeopleSoft Expenses, you can create business purposes that justify business expenses. For consistency in reporting and analysis, you can also use business purposes to sort and total expenses, which lets you see how much your company spends on meetings, trade shows, customer visits, and other items.

Business Purpose Page

Use the Business Purpose page (EX_PURPOSE) to define business purposes that justify a business expense as a corporate tax deduction.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Purchase** > **Define Business Purpose**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Additional Required Data** > **Business Purpose**

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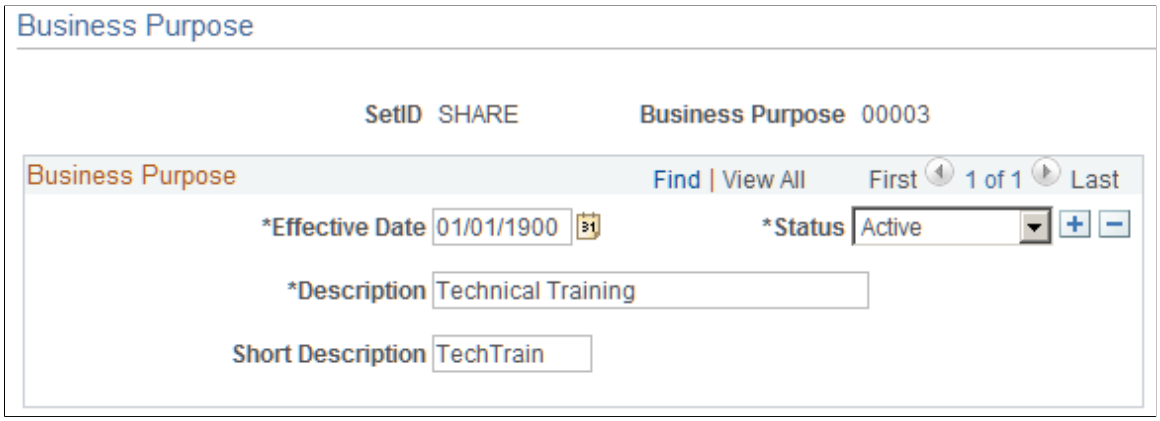
This example illustrates the fields and controls on the Business Purpose page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Business Purpose	Assign this unique identifier for the type of business expense that you want to track. Because the business purpose is effective-dated, you can create more than one set of descriptions to use at predetermined times.

Setting Up Credit Card Suppliers

To define credit card suppliers, use the Corporate Card Supplier (CC_CARD_TBL.GBL) component.

Page Used to Set Up Credit Card Suppliers

Page Name	*Definition Name*	*Usage*
Corporate Card Supplier Page	CC_CARD_TBL	Define credit card suppliers to enable your expense system to process credit card transactions.

Understanding How to Set Up Credit Card Suppliers

Link supplier IDs with your organization's corporate ID number to ensure that the transactions you receive from the suppliers are legitimate charges from your employees.

Corporate Card Supplier Page

Use the Corporate Card Supplier page (CC_CARD_TBL) to define credit card suppliers to enable your expense system to process credit card transactions.

Navigation:

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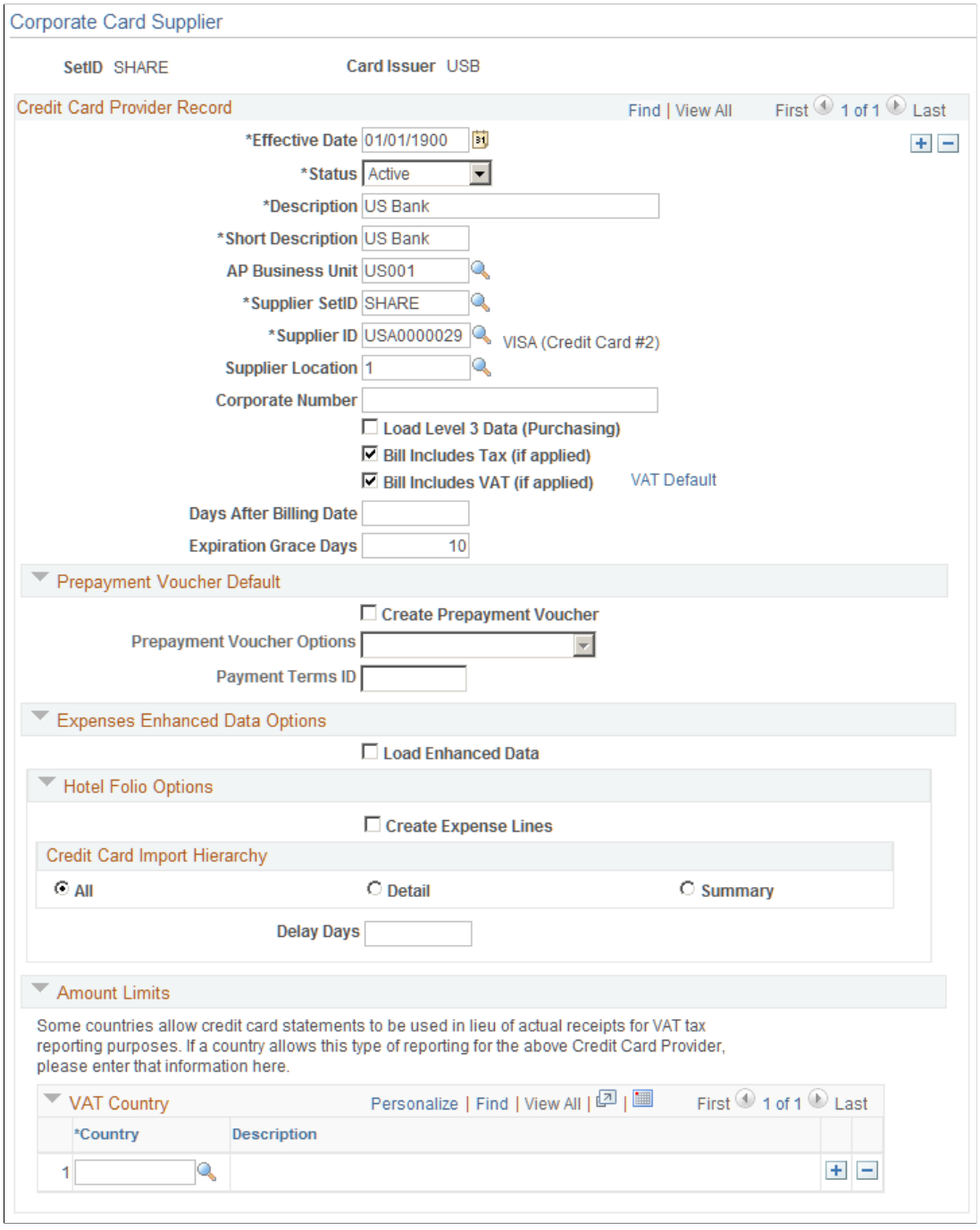
- **Set Up Financials/Supply Chain > Product Related > Expenses > Management > Corporate Card Supplier**
- **Travel and Expenses > Travel and Exp Admin Center > Define Expense System > Additional Required Data > Corporate Card Supplier**

This example illustrates the fields and controls on the Corporate Card Supplier page. You can find definitions for the fields and controls later on this page.



Fields not defined here are defined in the “Defining Card Issuers” (PeopleSoft Purchasing) task.

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Credit Card Provider Record

Field or Control	*Description*
Corporate Number	Enter your company's identifier for the selected supplier.
Bill Includes Tax (if applied) and **Notify Pending Reconciliations**	Not applicable for PeopleSoft Expenses but used by PeopleSoft Purchasing.
Bill Includes VAT (if applied) (bill includes value-added tax if applied)	Not applicable for PeopleSoft Expenses but used by PeopleSoft Purchasing.
VAT Default (value-added tax default)	Click to access the “VAT Defaults Sub-Search Page” (PeopleSoft Global Options and Reports). The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications that process VAT transactions. On this page, you can define corporate credit card supplier defaults as applicable.

Expenses Enhanced Data Options

PeopleSoft Expenses supports loading credit card enhanced data from Visa International.

Field or Control	*Description*
Load Enhanced Data (Expenses)	Select to indicate that your system imports enhanced data such as airfare, car rental, and lodging, from credit card suppliers. Deselect to indicate that your system does not import enhanced data from credit card suppliers.
Hotel Folio Options - Create Expense Lines	Select to indicate that when the Load Enhanced Data check box is selected, then enhanced data is to be broken into individual expense lines. Deselect to indicate that when the Load Enhanced Data check box is selected, then enhanced data is loaded, but not broken into individual expense lines. Only the main transaction line is available for an expense report. **Note:** Hotel Folio Options only apply to hotel transactions.

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Field or Control	*Description*
Hotel Folio Options - Credit Card Import Hierarchy	Select the type of data to import when enhanced data from credit card suppliers is loaded: • **All:** Select to use a hierarchical approach to import detail data or summary data, and the main transaction. First, the system looks for detail data in the file that is received from the credit card supplier. If detail data is available, and no delay days exist, then the system loads the detail data and the main transaction to My Wallet. If detail data is available, and the delay days number is greater than zero, then the system loads the detail data and the main transaction into the staging tables. If the system does not find detail data, it looks for summary data. If summary data is available, and no delay days exist, then the system loads the summary data and the main transaction to My Wallet. If summary data is available, and the delay days number is greater than zero, then the system loads the summary data and the main transaction into the staging tables. If the system does not find detail data or summary data, it loads the main transaction to My Wallet. **Note:** If the detail or summary amount does not match the transaction amount, only transaction rows are loaded. • **Detail:** Select to import detail data and the main transaction. If detail data is not available, the system imports only the main transaction. The system does not look for summary data. If the system does not find detail data, or if the detail amount does not match the amount of the main transaction, it imports only the main transaction. This is the only option and is automatically selected if the credit card supplier is American Express. • **Summary:**Select to import summary data and the main transaction. If the system does not find summary data, or if the summary amount does not match the amount of the main transaction, it imports only the main transaction.

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Field or Control	*Description*
Delay Days	Enter the number of days that the system waits to load enhanced data into My Wallet transactions. This field is used during the Load External Data process to determine the number of days to wait to load hotel information into My Wallet. This allows time for the summary data, detail data, or both to be imported if it is sent in a separate file from the main transaction. All other transactions flow through, but the hotel transactions are moved into staging tables and are not available in My Wallet until the appropriate number of days has passed.

For more information about loading enhanced data for PeopleSoft Expenses:Loading Credit Card Data.

Amount Limits

This section is not applicable to PeopleSoft Expenses.

Setting Up Employee Notifications

Pages Used to Set Up Notifications

Page Name	*Definition Name*	*Usage*
System Workflow Rules Page	EX_SYS_WF_RULES	Define system workflow rules. Use this page to define e-mail or worklist notifications for various transactions.
Process Employee Notifications Page	RUN_EX_EMPNOTIFY	Notify employees about expense-related events. The PeopleSoft Process Scheduler runs the EX_EMPNOTIFY process at user-defined intervals and sends out notifications based on the parameters that you select.
Generic Template Definition Page	WL_TEMPLATE_GEN	Set up or modify notifications for the approval process under the Approval Framework.

Understanding Employee Notifications

If you use PeopleSoft Workflow, your expense system can send e-mail notifications about expense-related events. A message can inform an employee that he or she has an outstanding cash advance or that the system has processed a payment for a cash advance or expense report. To implement a notification

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system, you define system workflow rules and run a process to send notifications about things such as expense payments or overdue items.

You define e-mail notifications for the PeopleSoft Expenses approval processes on the Generic Template Definition page.

System Workflow Rules Page

Use the System Workflow Rules page (EX_SYS_WF_RULES) to define system workflow rules. Use this page to define e-mail or worklist notifications for various transactions.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Workflow** > **Workflow System Rules**

To set up workflow rules for PeopleSoft Expenses:

1. Select *Expenses* in the **Transaction Category** field.
2. In the **Workflow Rule** field, select one of the following values:
    - *Email* to send notifications to users using electronic mail.
    - *Worklist* to place an entry on the user's worklist.
    - *Both* to notify by e-mail and worklist.
3. Select notify options: *Notify User - Entry, Notify - All,* or *Notify - Final Disposition.*

For additional information, see *PeopleTools: Workflow Technology*

Process Employee Notifications Page

Use the Process Employee Notifications page (RUN_EX_EMPNOTIFY) to notify employees about expense-related events. The PeopleSoft Process Scheduler runs the EX_EMPNOTIFY process at user-defined intervals and sends out notifications based on the parameters that you select.

Navigation:

Travel and Expenses > **Manage Employee Information** > **Process Employee Notifications**

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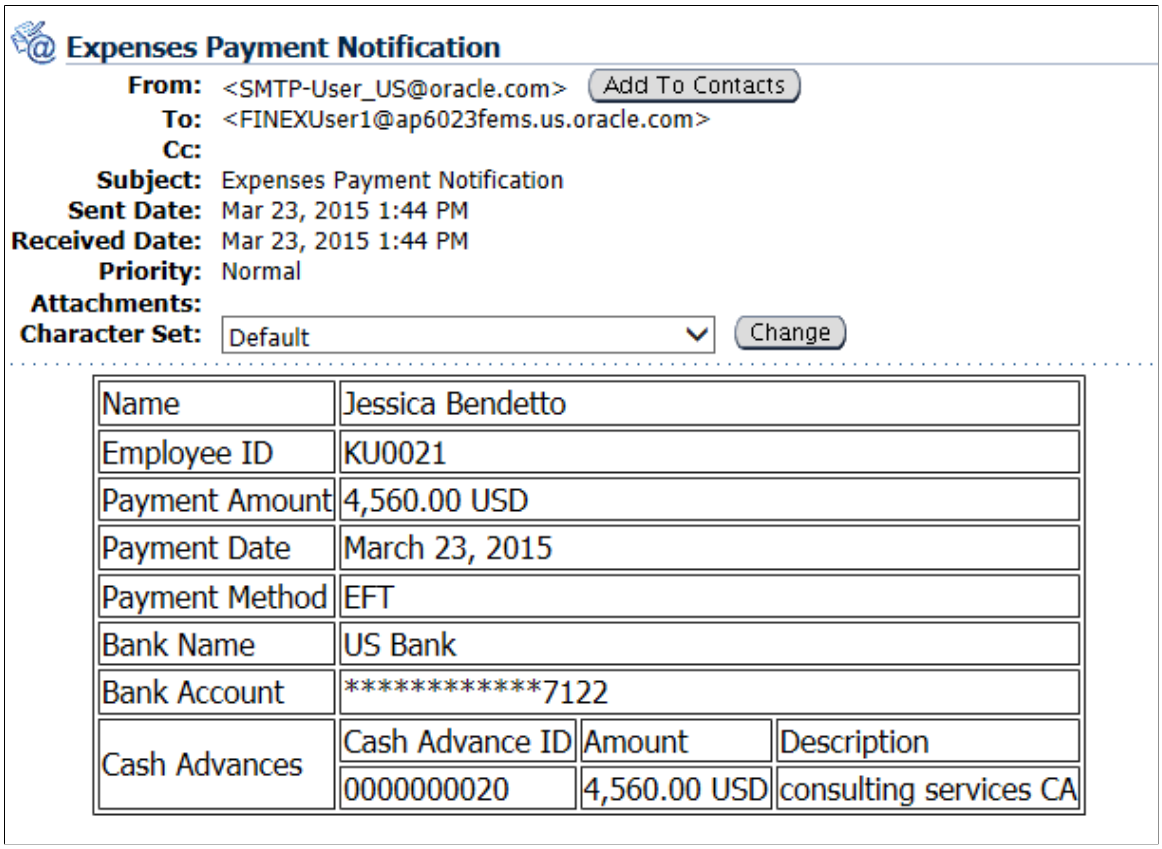
Field or Control	*Description*
Employee Notification	Select an employee notification event. Options are: *Employee Payments:* Payment has been processed from a cash advance or expense report. *New Credit Card Transaction:* If your organization receives corporate credit card feeds, employees are notified when they need to process new transactions linked to their employee profiles. *Overdue Advances:* Employees are notified when they have outstanding cash advances that have not been reconciled to an expense report within a defined time period. *Overdue Credit Card Txn* (overdue credit card transaction): Employees are notified of outstanding credit card transactions that are not selected for processing in an expense report because too much time has passed. Your organization defines the overdue period.

This example illustrates the fields and controls on the Expense Payment Notification. You can find definitions for the fields and controls later on this page.



After the Process Scheduler has run successfully, an e-mail notification is sent to the employee. The e-mail notification contains the following information:

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Field or Control	*Description*
Name	Displays the name of the employee.
Employee ID	Displays the employee ID for the employee.
Payment Amount	Displays the amount for payment.
Payment Date	Reflects the date when the payment was transmitted.
Payment Method	Displays the method used to make the payment. PeopleSoft Expenses supports the following payment methods: • ACH (Automated Clearing House) • EFT (Electronic Funds Transfer) • CHK (System check) **Note:** When the payment is done using CHK (System check), the fields **Bank Name** and **Bank Account** are not displayed in the e-mail notification.
Bank Name	Display the name of the Bank (when the payment is done using ACH (Automated Clearing House) or EFT (Electronic Funds Transfer)).
Bank Account	Display the Bank Account ID (when the payment is done using ACH (Automated Clearing House) or EFT (Electronic Funds Transfer)). PeopleSoft Expenses masks the account ID so that only the last 4 digits of the bank account ID are displayed.
Expense Report ID or **Cash Advance ID**	Displays the Expense Report number or the Cash Advance number.
Amount	Displays the total amount paid to the employee on each Expense Report or Cash Advance within this payment.
Description	Displays the description of an Expense Report or about Cash Advance available under the header of an Expense Report or a Cash Advance.

Generic Template Definition Page

Use the Generic Template Definition page (WL_TEMPLATE_GEN) to set up or modify notifications for the approval process under the Approval Framework.

Navigation:

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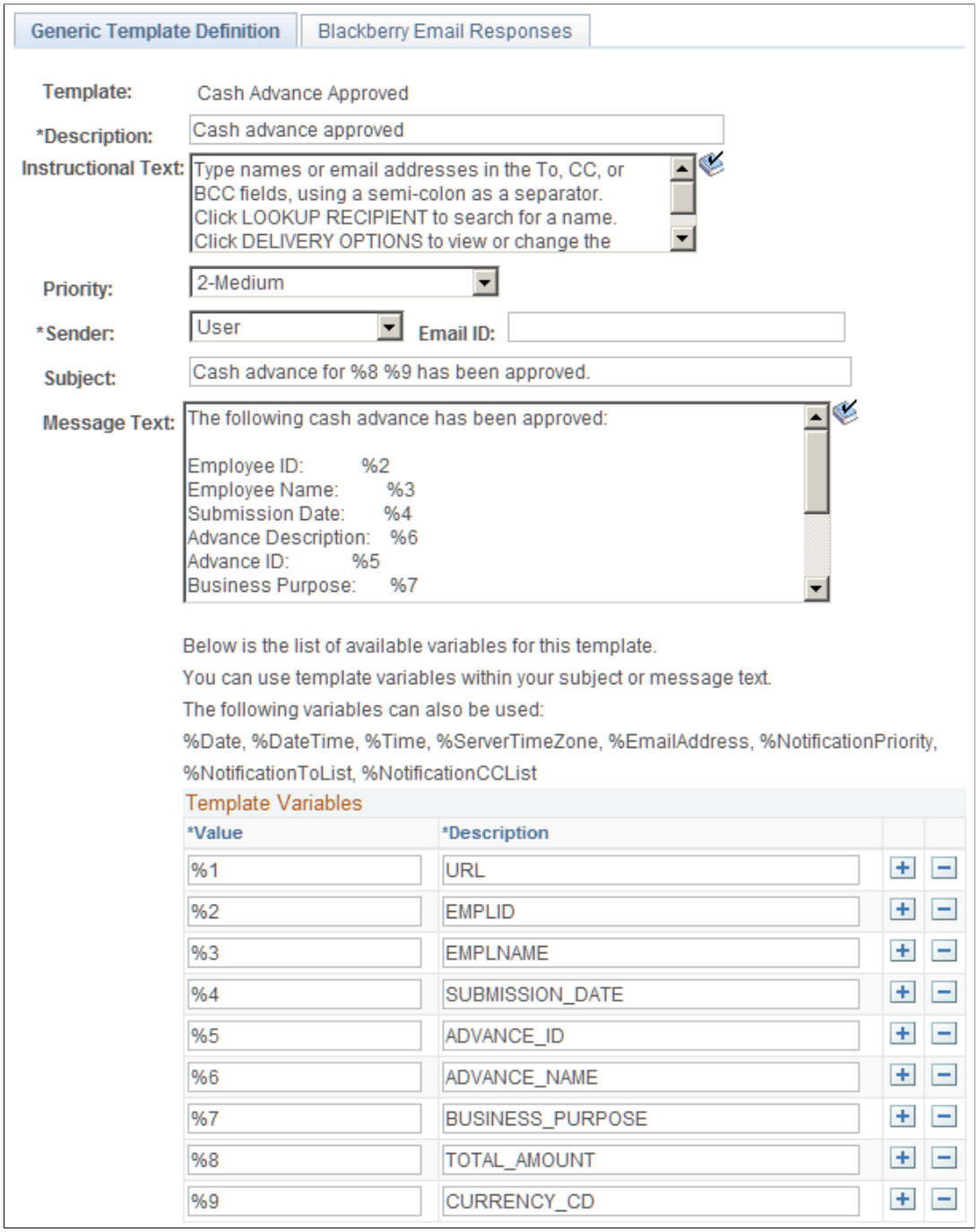
PeopleTools > Workflow > Notifications > Generic Templates

This example illustrates the fields and controls on the Generic Template Definition page (1 of 2). You can find definitions for the fields and controls later on this page.



Use generic templates to establish common formats for ad hoc notifications.

Setting Up Payment Types

To set up payment types, use the Payment Type (EX_EXPEND_MTHD.GBL) component.

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Page Used to Set Up Payment Types

Page Name	*Definition Name*	*Usage*
Payment Type Page	EX_EXPEND_MTHD	Create payment types that show how an expense item was paid on an expense report.

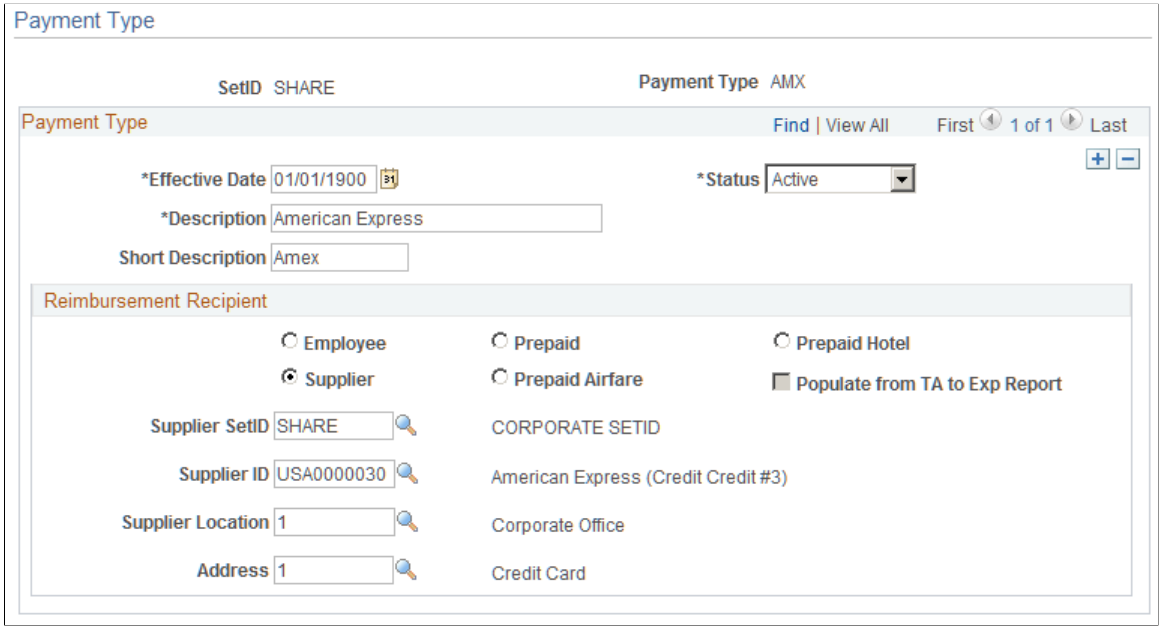
Payment Type Page

Use the Payment Type page (EX_EXPEND_MTHD) to create payment types that show how an expense item was paid on an expense report.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Payment Information** > **Payment Type**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Additional Required Data** > **Payment Type**

This example illustrates the fields and controls on the Payment Type page. You can find definitions for the fields and controls later on this page.



Reimbursement Recipient

Select a reimbursement recipient from the following options:

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Field or Control	*Description*
Employee	Select to generate a payment to the employee.
Prepaid	Select to designate expenses already paid, for example, through your payables system. This credits the prepaid expense account that you designate in your accounting entry template and does not generate a payment.
Prepaid Hotel	Select to designate hotel expenses already paid, for example, through your payables system. This credits the prepaid hotel expense account that you designate in your accounting entry template and does not generate a payment.
Supplier	Select to generate a payment to the supplier. You must also select a supplier SetID, supplier ID, supplier location, or address to indicate which supplier to reimburse.
Prepaid Airfare	Select to designate airfare expenses already paid, for example, through your payables system. This credits the prepaid airfare expense account that you designate in your accounting entry template and does not generate a payment.
Populate from TA to Exp Report (populate from travel authorization to expense report)	When you select any of the prepaid options as a reimbursement recipient, this option becomes active. If you select this option, the system includes the payment type when populating expense report lines from travel authorizations.

Setting Up Preferred Merchants

To set up preferred merchants, use the Preferred Merchant (EX_MERCHANT.GBL) component. Use the EX_MERCHANT_SETUP component interface to load data into the table for this component.

Page Used to Set Up Preferred Merchants

Page Name	*Definition Name*	*Usage*
Preferred Merchant Page	EX_MERCHANT	Define preferred merchants to select during expense report preparation.

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Preferred Merchant Page

Use the Preferred Merchant page (EX_MERCHANT) to defined merchants are available for selection in an expense report if they are associated with an expense type. For example, when you set up an expense type called Airfare, you can create a list that includes one or more airlines as your preferred merchants.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Purchase** > **Identify Preferred Merchants**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Additional Required Data** > **Preferred Merchant**

Field or Control	*Description*
Merchant GSTIN	Enter the GSTIN number of the Merchant.

Setting Up Non-Preferred Merchant Justifications

Page Used to Set Up Non-Preferred Merchant Justifications

Page Name	*Definition Name*	*Usage*
Non-Preferred Merchant Justifications Page	EX_NONPREFMRCH	Create justifications for expense users when using non-preferred merchants.

Non-Preferred Merchant Justifications Page

Use the Non-Preferred Merchant Justifications page (EX_NONPREFMRCH) to create justifications for expense users when using non-preferred merchants.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Expenses** > **Purchase** > **Non-Preferred Justification**

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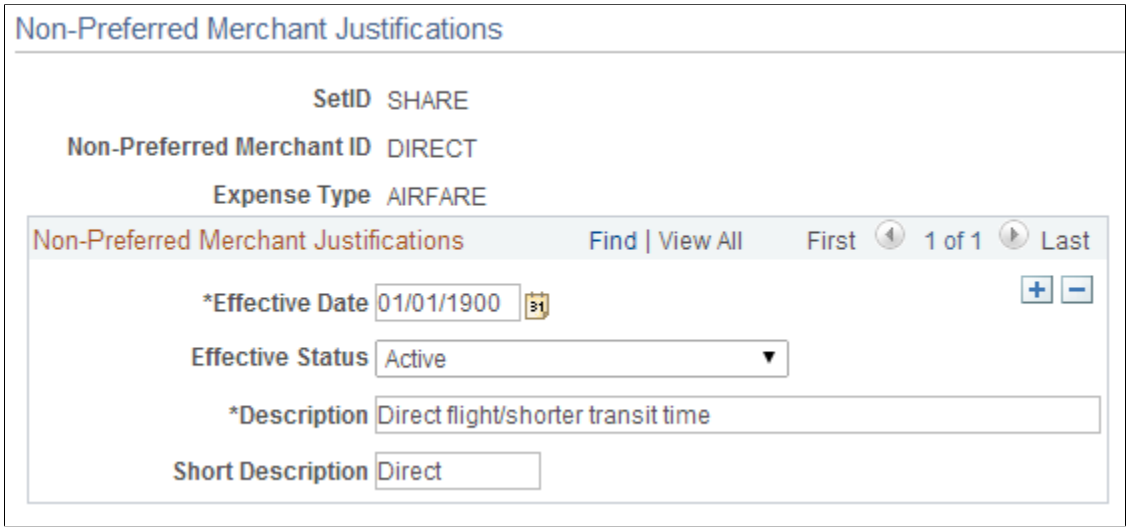
This example illustrates the fields and controls on the Non-Preferred Merchant Justifications page.



Use this page to setup justification options that are used when creating travel authorizations using PeopleSoft Fluid pages. For additional information see, Creating Travel Authorizations Using PeopleSoft Fluid

Field or Control	*Description*
Expense Type	Select an expense type. Options are limited to those that have expense type edits of AIR, HTL, and RTL.

Setting Up Templates

To reduce time and errors in preparing travel authorizations and expense reports, you can create templates that reflect common expense types. The system administrator sets up public templates for all employees to use. Employees set up user templates for their own personal use.

To set up templates, use the Template (EX_TEMPLATE.GBL) component.

Pages Used to Set Up Templates

Page Name	*Definition Name*	*Usage*
Public Templates Page	EX_TEMPLATE	Create or modify travel authorization or expense report templates that reflect the items that typically appear in these documents.
User Template Page	TE_OPR_TEMPLATE	Create a template to pre-populate travel authorizations or expense reports for a user ID.

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Public Templates Page

Use the Public Templates (EX_TEMPLATE) page to create or modify travel authorization or expense report templates that reflect the expense types that are typically used. Public templates are available to all users

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Expenses** > **Management** > **Create Travel Doc Templates**

Public templates are available to all users on the Travel Authorization Page (add). This template is effective dated and can therefore be changed if needed by your organizations. Enter the expense types for the template.

User Template Page

Use the User Template page (E_OPR_TEMPLATE) to create a template to pre-populate travel authorizations or expense reports for a user ID.

Navigation:

Employee Self-Service > **Travel and Expenses** > **User Preferences** > **Create/Update User Template**

Note: Before creating templates, you must define expense types.

Common Elements Used to Set Up Templates

Field or Control	*Description*
Expense Type	Select types to include in the template. Add more rows until you complete the expense type list. When you use the template to prepare a travel authorization or expense report, lines in the document are automatically populated with the list of expense types.
Template Type	Designate whether the template is for an expense report or travel authorization.

Setting Up Time Reporting Codes

To define personal time codes and descriptions for time reports for use with PeopleSoft Time and Labor, use the Time Reporting Codes (EX_TRC_EX.GBL) component. To map third-party time reporting codes, use the Time Reporting Code (EX_TRC_MAP_TBL.GBL) component.

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Pages Used to Define Time Reporting Codes

Page Name	*Definition Name*	*Usage*
Time Reporting Code (EX_TRC_EX) Page	EX_TRC_EX	Define personal time codes and descriptions for time reports. Use this page to manage PeopleSoft Time and Labor reporting codes.
Time Reporting Code (EX_TRC_MAP_TBL) Page	EX_TRC_MAP_TBL	Map time reporting codes to time reporting descriptions. Use this page to map third-party time reporting codes. ***Warning!*** If you use PeopleSoft Time and Labor, you must set up and validate time reporting codes on the EX_TRC_MAP_TBL page.

Related Links

Time Reporting Code (EX_TRC_MAP_TBL) Page

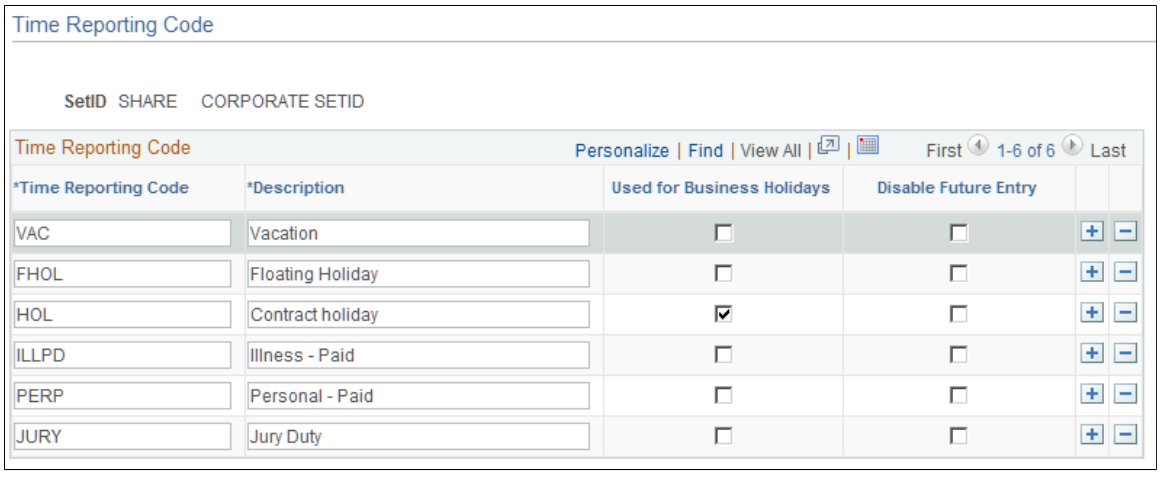
Time Reporting Code (EX_TRC_EX) Page

Use the Time Reporting Code (EX_TRC_EX) page to define personal time codes and descriptions for time reports. Use this page to manage PeopleSoft Time and Labor reporting codes.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Create Time Reporting Codes**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Additional Required Data** > **T&L Time Reporting Codes**

This example illustrates the fields and controls on the Time Reporting Code (EX_TRC_EX) page. You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
Time Reporting Code and Description	The time reporting code appears on time reports for items such as vacation or sick leave and determines what time reporting codes are available to the user for charging personal time to projects.
Used for Business Holidays	Select the time reporting code to use as a default for days that fall on a holiday. You can select only one code.
Disable Future Entry	Select to prohibit employees from entering personal hours on a time report if the date entered on the report is after the current date. By default, PeopleSoft Expenses does not select this check box.

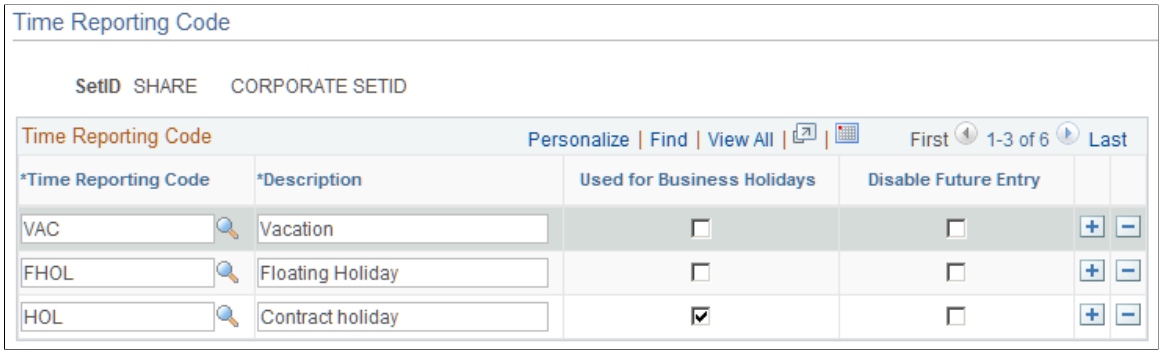
Time Reporting Code (EX_TRC_MAP_TBL) Page

Use the Time Reporting Code page (EX_TRC_MAP_TBL) to map time reporting codes to time reporting descriptions. Use this page to map third-party time reporting codes.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Mapping** > **Time Reporting Code**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Additional Required Data** > **Maintain Time Reporting Codes**

This example illustrates the fields and controls on the Time Reporting Code (EX_TRC_MAP_TBL) page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Description	Appears on time reports for items such as vacation or sick leave and determines what time reporting codes are available to the user for charging personal time to projects.
Used for Business Holidays	Select the time reporting code to use as a default for days that fall on holidays.

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Field or Control	*Description*
Disable Future Entry	Select to prohibit employees from entering personal hours on a time report if the date entered on the report is after the current date. By default, PeopleSoft Expenses does not select this check box.

This table maps time reporting codes to a description that your organization defines.

Mapping Table	*Mapping From*	*Mapping To*
EX_TRC_MAP_TBL	TL_TRC_TBL	Time report user interface

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Chapter 10

Setting Up Approvals and Audit Rules

Understanding Setting Up Approvals and Audit Rules

PeopleSoft Expenses provides flexibility in managing approvals and audits by allowing users to configure workflow rules that are specific for their organization. PeopleSoft Expenses delivers pre-configured approval and audit rules that you can inactivate or modify. All you have to do is identify your internal process for managing the approval and audit functions and disable those roles, rules, and routings that do not apply to your organization. Approvals can be performed online or using any device capable of receiving or sending emails, including mobile devices.

You can configure policies for business units to approve expense transactions, such as; travel authorizations, cash advances, expense reports, time reports, and time adjustments. You can also set up rules to audit expense transactions before or after payment has been made to employees.

Note: PeopleSoft Expenses delivers an approval and workflow configuration as part of system data. You can activate or inactivate transactions and approver types to match your business requirements. Oracle's PeopleSoft recommends that you manage your approval rules *only* through the PeopleSoft Expenses configuration pages; otherwise, modifications to the Approval Framework configuration data could disrupt approval routing. PeopleSoft Expenses only supports user lists based on Application Class. Using other user list sources may require customizing your system.

Configuring PeopleSoft Expenses approval and audit rules is broken down into these major areas:

- Approval installation options
- Approver types
- Transaction definitions
- Refinement templates
- Risk templates
- Privileges
- Approver profiles
- Approver lists
- Approver assignments
- Auto approval thresholds
- Approval preferences
- Summary approval options

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Approval Installation Options

On the Installation Options - Expenses page, you determine how PeopleSoft Expenses handles and routes expense documents for approvals. Enable workflow at the installation option level to automate your expense-related business processes for expense reports, approvals, cash advances, and so forth. Select approver settings to indicate how PeopleSoft Expenses routes expense transactions for approval.

If you use PeopleSoft Project Costing, you can select the project approver setting, which enables project managers to approve expense documents before final processing.

You can determine if the approver receives an e-mail that includes the transaction details and an approval option by selecting the **Enable Email Approvals** check box on the Installation Options - Expenses page. If you do not select the **Enable Email Approvals** check box on the Installation Options - Expenses page, then the approver receives an e-mail notification through workflow. The e-mail notification informs the approver that there is a report that needs to be reviewed, and provides a link to the database to sign into the Expenses system and approve the report. Risk templates override the Enable Email Approvals option on the Installation Options - Expenses page when a risk template is associated with the approver profile and the risk criteria is met.

You can determine the urgency level of expense report, time report, time adjustment, travel authorization, and cash advance approvals. This enables approvers to sort transactions based on the urgency of the transaction.

See “Installation Options - Expenses Page” (Application Fundamentals).

Approver Types

Approver types map to the appropriate transaction registry entry and process definition for the approval framework.

Transaction Definitions

Transaction definitions activate specific PeopleSoft Expenses transactions for the approval process. The definition is where you determine the types of approvers authorized for the transaction, the nature of their approval, and the actions an approver can take on the transaction type. PeopleSoft Expenses supports these transactions for approvals and workflow:

- Travel authorizations
- Cash advances
- Expense reports
- Time reports
- Time adjustments

Refinement Templates

Approval refinements are filters for expense transactions that are subject to approval.

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Risk Templates

Risk templates enable you to configure risk levels by SetID and transaction type, and are associated with an approver profile. You can define up to five levels of risk for each transaction type as well as the criteria that determines the type of risk. For example, if the amount of an expense report exceeds the amount on the travel authorization, the system indicates a level of risk to the approver.

When risk templates are associated with an approver profile, the system assigns risk:

- At the header and line levels for expense reports and travel authorizations.
- At the header level for time reports, time adjustments, and cash advances.

When expense transactions that contain risk are routed for approval, you determine if the transactions are routed through an e-mail or an e-mail notification. For example, low risk reports can be routed to an approver with an e-mail and the approver can approve, deny, or send the report back for revision by responding to the e-mail. High risk reports can be routed to the approver with an e-mail notification (by not selecting the **Enable Email Approval** option on the Risk Template page), which requires the approver to log on to the Expenses system to review the report's line items before making a decision to approve, deny, or send the report back.

Approvers can use the summary approval pages to approve transactions, or you can require approvers to use the detail pages to approve transactions that have risk.

The system displays risk using a visual indicator on the summary approval and the detail approval pages. An approver can click on the visual indicator to access the Risk/Exception Comments page to view risk details. Viewing the risk details enables approvers to make informed decisions before approving, denying, or sending a transaction back to the originator.

Privileges

Privileges enable or deny the authority for approvers to modify areas of transactions. These areas include the general ledger ChartFields, project ChartFields, expense line information, distributions, and accounting defaults.

Approver Profiles

An approver profile is associated with a set of attributes that govern what transaction types are assigned to the role or profile. You can define profiles and assign them to any number of the approver population in your organization. The properties of the profile:

- Authorize the types of transactions that are eligible for the approver.
- Refine their approval and audit activity by assigning refinement templates.
- Control the approver's access to view and make changes to transactions assigned to them by assigning privilege templates.
- Determine the risk level that is applied to a transaction and whether e-mail approvals are enabled by assigning risk templates.
- Determine whether e-mail approvals are allowed when not using risk templates.

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Approver Lists

Approver lists enable you to route expense transactions based on the routing ChartFields and monetary amounts.

Approver Assignments

When using approver list routing, approvers must be assigned to profiles by business unit and range of routing ChartField values that they are authorized for.

Auto Approval Thresholds

Use the Expenses Definition – Business Unit 2 page to establish thresholds and variance percentages for PeopleSoft Expenses to automatically approve expense transactions. This page also enables you to indicate if the system automatically approves expense transactions that have no risk, if you are using risk templates.

See Expenses Definition - Business Unit 2 Page.

Approval Preferences

Use the Expenses Options page to select a preference for how you want PeopleSoft Expenses to behave when approving expense transactions.

See Expenses Options Page.

Summary Approval Options

Summary approval options enable you to configure approval workflow in your system using the Summary Approval Options page. Use this page to enable or disable Summary Approvals, define approver actions, set exception alerts in the summary page, and define conditions when reports can not be approved using the Summary Page.

See Configuring Summary Approval Options.

Email Approvals

Expense transactions that require approval can be routed to any system that displays HTML emails, including mobile handheld devices. This streamlines the approval process and allows busy professionals to approve reports using handheld devices without having to be connected to the company's intranet.

PeopleSoft Expenses uses Email Collaboration within the approval framework, which allows applications to send, receive, and process emails with interactive content.

There is a hierarchy to the e-mail approval option:

- Select the **Enable Email Approvals** check box on the Installation Options - Expenses page.

  This option indicates that e-mail approvals are sent for all Expenses business units. However, if a risk template is associated with an approver profile and the risk criteria is met on the transaction, then the Enable Email Approvals check box on the Risk Template page overrides this option.

- Select the **Enable Email Approvals** check box on the Approver Profile page.

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When selecting this option, it indicates that e-mail approvals are sent to only the approvers that are associated with the approver profile.

This option is only available when there is no risk template associated with the profile. This option is overridden by the **Enable Email Approvals** check box on the Installation Options - Expenses page

- Select the **Enable Email Approvals** check box on the Risk Template page.

  If you define risk templates and associate them with an approver profile, the Enable Email Approvals check box is disabled on the Approver Profile page for all transactions that have a risk template. The **Enable Email Approvals** check box on the Risk Template page is an optional field and it overrides the option selected on the Installation Options - Expenses page.

  When selecting this option, it indicates that e-mail approvals are sent to only the approvers that are associated with the approver profile and that qualify for the risk template that is entered on the Approver Profile page.

This table describes the e-mail approval flow, depending on how your system is defined:

Is the Enable Email Approvals option selected on the Installation Options - Expenses page?	***Is a risk template associated with an approver profile?***	***Is the Enable Email Approvals option available on the Approver Profile page?***	***Results***
Y	Y	No, it's disabled	All transaction types for all approvers are routed for e-mail approvals. The only exceptions are expense reports that are associated to the risk template in the approver profile. Expense reports are routed for e-mail approvals only if the Enable Email Approvals options is selected for the risk level on the risk template and the risk criteria is met. All other risk levels for expense reports are routed using e-mail notifications.

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Is the Enable Email Approvals option selected on the Installation Options - Expenses page?	*Is a risk template associated with an approver profile?*	*Is the Enable Email Approvals option available on the Approver Profile page?*	*Results*
Y	N	Y/N	All transaction types in the approver profile for the approver type is routed for e-mail approvals. The option on the Installation Options - Expenses page overrides the option on the Approver Profile page.
N	Y	No, it's disabled	Only reports that are associated with a risk template, that meet the risk criteria, and where the **Enable Email Approvals** check box is selected, generate e-mail approvals. All other transactions generate e-mail notifications.
N	N	N	All reports for all approvers and all approver types receive e-mail notifications.
N	N	Y	All reports that are associated with the transaction type on the Approver Profile page, for an approver type, are routed for e-mail approvals.

To set up your system to send emails to approve expense transactions you must:

- Set up e-mail collaboration using PeopleTools Integration Broker.
- Select the **Enable Email Approvals** check box on one of these pages:
  - The Installation Options - Expenses page.
  - The Approver Profile page.
  - The Risk Template page.
- If using risk templates, then assign risk templates to an approver profile on the Approval Profile page.

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Risk templates are not required for e-mail approvals.

Use these values to set up e-mail collaboration:

Expense Transaction	*Service Operation*	*Process ID*
Expense Report	EX_EMC_ER_APRVL	ERApproval
Travel Authorization	EX_EMC_TA_APRVL	TAApproval
Cash Advance	EX_EMC_CA_APRVL	CAApproval
Time Report	EX_EMC_TR_APRVL	TRApproval
Time Adjustment	EX_EMC_TJ_APRVL	TJApproval

See “Understanding Email Collaboration” (Approval Framework)

Understanding Additional Setup for Approvals

Additionally, there are areas of the approval framework configuration that contain PeopleSoft Expenses-related information, and are defined in detail in the *Approval Framework* topics. For each action listed below, PeopleSoft Expenses delivers preconfigured data, and in most cases additional configuration is not required:

- Register the approval transaction.

  Use the Transaction Registry page to register the approval transaction. The approval transaction registry is the interface that application developers use to register an application with the approval framework.

- Configure approval transactions.

  Use the Transaction Configuration page to setup worklist notifications, e-mail approvals and ad hoc approver options for existing approval transactions.

- Define workflow approval process stages.

  Use the Approval Process Setup page to define workflow approval process stages for expense transactions.

- Maintain user-list definitions.

  Use the User List Setup page to define user sources for use with steps in the approval process.

- Define e-mail notification messages.

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Use the Generic Template Definition page to create e-mail messages used for event notifications such as Report Approval.

See “Defining Dynamic Approvals” (Approval Framework) and “Defining Notification Templates for Approval Framework” (Approval Framework)

Defining Approver Types for PeopleSoft Expenses

Page Used to Define Approver Types

Page Name	*Definition Name*	*Usage*
Define Approver Types Page	EX_APPRVR_TYPE	Define new and modify existing approver types.

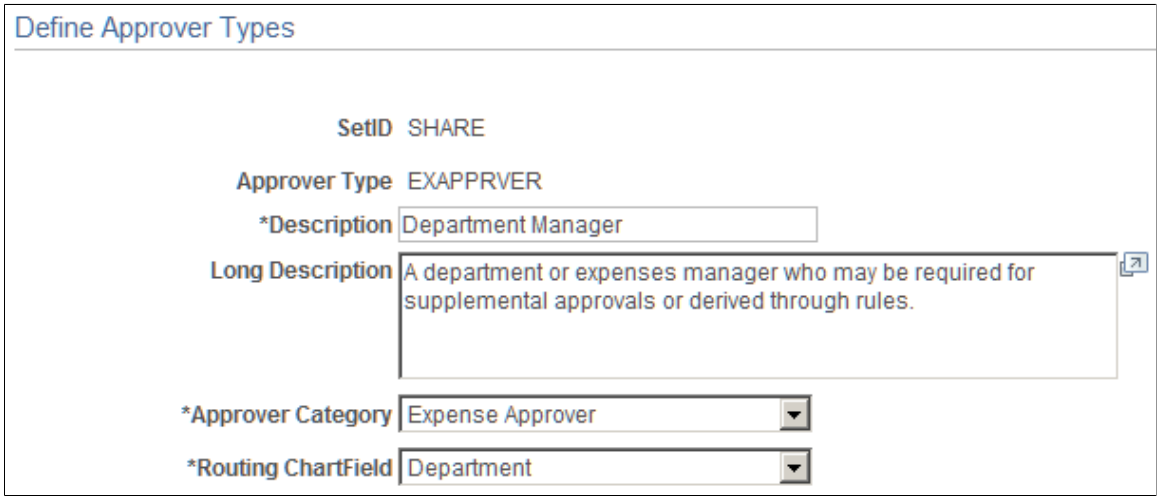
Define Approver Types Page

Use the Define Approver Types page (EX_APPRVR_TYPE) to define new and modify existing approver types.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Approval Setup** > **Define Approver Types**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Manage Approvals** > **Approver Types**

This example illustrates the fields and controls on the Define Approver Types page. You can find definitions for the fields and controls later on this page.



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Valid approver types must be defined and mapped to the appropriate approval framework transaction registry entry and process definition. PeopleSoft Expenses delivers approver types data as part of system data.

Field or Control	*Description*
Approver Type	An approver type represents an approval role. You can change the descriptions of the approver types to match titles or roles in your organization. PeopleSoft Expenses delivers these approver types: • *EXAPPROVER:* A department or expenses manager who may be required for supplemental approvals that you define through rules. • *POSTPAYAUD:* Post payment auditors can take action on expense transactions that have completed the processing cycle. Certain combinations of transactions and approval actions are not allowed for this role. **Note:** Email approvals is not supported for this approver type. • *PREPAYAUD:* This approver type supports an auditor process prior to payment processing for review and approval. You can configure this role to allow changes to approved transactions. • *PROJAPPRVR:* The person designated for project time and expense approvals can be the project manager as defined in PeopleSoft Project Costing, or the HR Supervisor as an option in PeopleSoft Expenses. • *PROJSUPP:* This approver type is a supplemental or conditional approver for expense transactions relating to projects. The system currently only routes by project ChartField. • *RCPTVERIF:* This approver type supports the person who verifies receipt details for expense report transactions that exceed the minimum amount designated on the Receipts Required Page. You should select *Receipt Verifier* in the **Approver Category** field. • *REVIEWER:* Department reviewer can screen expense transactions for policy compliance prior to the approval process. When you use this approver type, PeopleSoft Expenses does not process approvals until a reviewer has reviewed the transactions. • *SUPERVISOR:* This role is the supervisor to whom the employee, contractor, or consultant directly reports to, as defined in your HR system. It is the type associated with the HR Supervisor setting on the Installation Options – Expenses page.

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Field or Control	*Description*
Approver Category	The approver category identifies the type of approver or role in the approval process. Options are: • *Expense Approve:* Select for an expense manager specifically assigned through a list to approve expense transactions. • *HR Supervisor:* Select for the employee's supervisor, as assigned in the HR system. • *Post Pay Audit* (post payment audit): Select for a post payment auditor approver or role. • *Pre Pay Audit* (prepayment audit): Select for a prepayment auditor approver or role. • *Project Manager:* Select for a project manager approver. • *Project Supplemental:* Select for a project supplemental approver. • *Receipt Verifier:* Select for an employee who is responsible for verifying the receipt details of expense reports. Select this options when using the *RCPTVERIF* approver type. This option is used when using the Receipts Required feature. For additional information about this feature, see Understanding Receipt Options for Expense Reports. • *Reviewer:* Select for a reviewer role.
Routing ChartField	Select the expense transaction distribution ChartField that PeopleSoft Expenses will use to route approvals for this approval type. If you only use HR Supervisor approvals or Project Manager approvals, it is not necessary to select a routing ChartField because the approver is determined through the employee profile. You can still select a ChartField for these types, but the system will ignore them. **Note:** The ChartField that you select as your routing ChartField must be populated on the expense transaction distributions; otherwise, PeopleSoft Expenses cannot properly route transactions to the appropriate approver.

Configuring Transaction Types for PeopleSoft Expenses

To configure transaction types, use the Transaction Definition (EX_TRANS_DEFN.GBL) component.

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Page Used to Configure Types for PeopleSoft Expenses

Page Name	*Definition Name*	*Usage*
Transaction Definition Page	EX_TRANS_DEFN	Map approver types to the stage in approval framework for expense transaction approval routing and notifications.

Understanding Transaction Definitions

PeopleSoft Expenses uses transaction definitions to activate or inactivate transactions that are subject to approvals and the types of approvals that are required for each transaction type. In each transaction definition, you can activate or inactivate approver types and configure the approval actions required for each approver in the transaction. Transaction types can be associated with one or more transaction definitions. If a transaction definition is set to an inactive status for a specific transaction type, the workflow engine bypasses any inactive transaction definitions and uses the first active transaction definition associated with the transaction type for approval workflow processing. If all transaction definitions associated with a specific transaction type are set to an inactive status, then all transactions associated with that transaction type are not subject to approval workflow, and are automatically approved during processing.

PeopleSoft Expenses delivers system data for the five transaction types (cash advance, expense report, travel authorization, time report, and time report adjustment) that maps valid approver types to the appropriate stage in approval framework for expense transaction routing and notifications.

There are some constraints enforced by PeopleSoft Expenses to avoid data or accounting integrity problems. PeopleSoft Expenses does not deliver a mapping configuration for project managers to approve cash advances. PeopleSoft Expenses also does not deliver mapping configuration for post payment auditors to approve travel authorizations, time reports, or time adjustments.

For Post payment auditors, you cannot select the **Hold, Deny,** or **Send Back** check boxes for cash advances; you cannot select the **Hold** or **Send Back** check boxes for expense reports.

Transaction Definition Page

Use the Transaction Definition page (EX_TRANS_DEFN) to map approver types to the stage in approval framework for expense transaction approval routing and notifications.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Approval Setup** > **Map Approval Trans Definition**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Manage Approvals** > **Transaction Definition**

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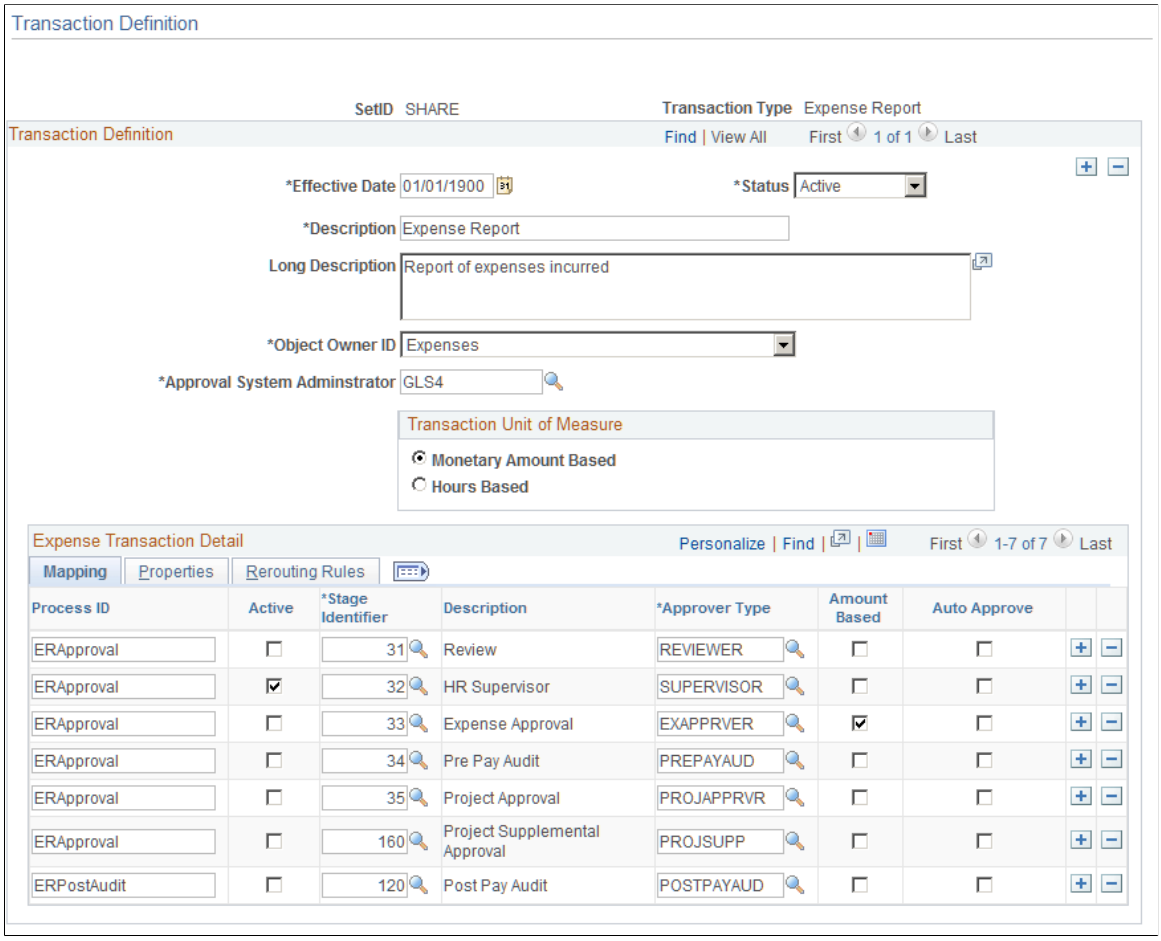
This example illustrates the fields and controls on the Transaction Definition page.



Field or Control	***Description***
Effective Date	Enter an effective date for the transaction type definition. The system compares the last submitted date of the transactions to the effective-dated transaction definitions to select the appropriate configuration for approval processing.
Status	Select *Active* or *Inactive* to turn approvals on or off for all approvers of this transaction type. When all effective dated rows for the transaction definition component for a specific transaction type is set to a status of *Inactive,* all transactions associated with that transaction type are automatically approved, and the approval routing for the transaction type is bypassed.
Object Owner ID	Select the product that is associated with this transaction.

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Field or Control	*Description*
Approval System Administrator	Select a person to receive notifications for transactions that fail the normal approval routing process. Routing failure occurs if an approver is not properly defined and there is no other business defaulting rule in place. The Approval System Administrator can use the reassign functionality to route these transactions to the appropriate approvers.
Transaction Unit of Measure	Select whether the transaction type is a monetary amount based transaction, such as travel authorizations, cash advances, and expense reports or is a hours based transaction, such as time reports and time report adjustments.

Mapping Tab

Page elements on the **Mapping** tab enable you to map defined approver types to preconfigured approval stages and process definitions in approval framework.

Field or Control	*Description*
Process ID	Indicates the approval engine stage that is mapped.
Active	Select to enable the transaction type for approval by the approver type. If not selected, the approver type is not authorized to review or approve that transaction type.
Stage Identifier	Indicates the approval framework approval engine stage key identifier.
Approver Type	Indicates the approver type, such as a reviewer, supervisor, and prepayment auditor. **Note:** This field applies only to expense reports.
Amount Based	Select to enable the approval process to use amount-based routing rules. Amount-based routing rules does not apply for hours-based transactions such as time reports and time adjustments. It also does not apply to the Supervisor or Project Manager approver types, and PeopleSoft Expenses ignores the check boxes if you select them. If you select for other approver types, an approver list must exist that contains the amount rules by routing ChartField.

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Field or Control	*Description*
Auto Approve	Select to enable automatic approvals for travel authorizations, cash advances, and expense reports. To automatically approve transactions, you define a monetary amount threshold and a percent variance from travel authorizations in the Auto Approve Threshold group box on the Expenses Definition – Business Unit 2 page. This check box cannot be changed when the approver category that is related to the approve type is Receipt Verifier **Note:** If you use PeopleSoft Commitment Control and you enable the option to require budget checking of transactions prior to approval, PeopleSoft Expenses does not automatically approve expense transactions that do not have a valid budget checking status.

Properties Tab

Page elements on the **Properties** tab enable you to select specific attributes of an approver type for the transaction type. Only the rows that you selected in the **Active** column on the **Mapping** tab are available. This section also contains the approval actions—such as Approve, Deny, Send Back, Hold, and Review — that you can enable for an approver for the transaction. These settings control which buttons appear on the transaction approval pages.

Field or Control	*Description*
Routing Chartfield	Displays the ChartField used for routing approvals for each approver type. PeopleSoft Expenses does not display a routing ChartField for the *Supervisor* or *Project Manager* approver types.
Approve Payment	This option is only available for expense report transactions and must be selected to authorize an approver type to approve a transaction for payment or reimbursement. At least one approver type must be authorized to approve for payment. **Note:** For every active approver type for expense reports, you must select either **Approve Payment, Approve Billing,** or both. If you do not select **Approve Payment,** then you must select **Approve Billing.**

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Field or Control	*Description*
Approve Billing	This option is only available for expense report transactions and must be selected to authorize an approver type to approve a transaction to be staged to PeopleSoft Project Costing for billing. **Note:** For every active approver type for expense reports, you must select either **Approve Payment, Approve Billing,** or both. If you do not select **Approve Billing,** then you must select **Approve Payment.**
Approve	Select to authorize an approver type to approve a transaction. If you select **Approve,** then you cannot select the **Review** check box.
Deny	Select to authorize an approver type to deny a transaction, which permanently terminates it. If you deny a transaction, it cannot be returned to the employee or made available for another approver. If you are only authorized to approve or deny one or more lines, but not the entire transaction, clicking the Deny button will be treated as denial of your authorized lines but not a full deny of the transaction itself.
Send Back	Select to authorize an approver type to send the transaction back to the originator, typically for correction or revision.
Verify Receipt	Select to authorize expense report receipts. This option is available when the Approver Type is Receipt Verifier (RCPTVERIF). This check box is only available when the approver category that is related to the approve type is Receipt Verifier. When this check box is available, the Approve and Review check boxes are not available for the row.
Hold	Select to authorize an approver type to hold a transaction from further approval processing until the approver releases it by taking a different action, such as **Send Back** or **Approve.**

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Field or Control	*Description*
Review	Select to authorize an approver type to acknowledge that a transaction is ready for approval. This approver type is typically a reviewer or screener who reviews expenses reports to ensure that receipts are included or that expenses are in compliance with organizational policies. If you select **Review,** then you cannot select the **Approve** check box.

Rerouting Rules Tab

Page elements on the **Rerouting Rules** tab enables you to reroute transactions after a specified number of days or hours. The system determines the age of the approvals in an approver's queue. If the duration meets the criteria that you establish in the rerouting rules, PeopleSoft Expenses reroutes transactions to the HR supervisor or another approver that you specify. Establish rerouting rules for each transaction type and approver type.

Field or Control	*Description*
Duration Days and Duration Hours	Enter a number of days or hours after which PeopleSoft Expenses reroutes the transaction. You can enter either days, hours, or both. For example, you may use a duration of one day, or four hours, or one day and four hours. If you do not enter a duration for days or hours, PeopleSoft Expenses will not reroute transactions.
Route to Supervisor	Select to reroute transactions to the HR supervisor. If you do not select the **Route to Supervisor** check box and you do not enter a user ID in the **Route to Other Approver** field, PeopleSoft Expenses will not reroute transactions.
Route to Other Approver	Select a user ID using the look up field to whom to reroute transactions. If you do not select a user ID from the look up field, and you do not select the **Route to Supervisor** check box, PeopleSoft Expenses will not reroute transactions.

Setting Up Approval Privilege Templates for PeopleSoft Expenses

To set up approval privilege templates, use the Privilege Template (EX_PRIV_TMPL.GBL) component.

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Page Used to Set up Approval Privilege Templates

Page Name	*Definition Name*	*Usage*
Approval Privilege Template Page	EX_PRIV_TMPL	Configure approval privilege templates to control the areas of transactions that approvers have access to.

Understanding Approval Privilege Templates

Approval privilege templates consist of a collection of attribute privileges that define the type of access to fields and records that approvers can access in their approval queue. You can create your own templates; however, PeopleSoft Expenses delivers approval privilege templates, which you can modify for your organizational needs and requirements.

Note: All approval privilege templates are used in the Classic (+) user interface. Only expense report and travel authorization approval privilege templates are used in the Fluid user interface.

The approval privileges range from viewing accounting dates to adding distribution lines. You configure the privilege attributes for a specific type of access, depending on the nature of the attribute. Privileges allow approvers to view and modify areas of a transaction and, in some cases, to add or delete other areas of a transaction. Some privileges may supersede others. PeopleSoft Expenses disables privileges that are not applicable to the transaction type. For example, Receipt Required is not relevant to a time report transaction type.

Approval privilege templates are effective-dated to create future-dated changes to approver privileges. You can create templates only for active transaction types; however, you can create multiple templates for the same transaction type. When you create a template, PeopleSoft Expenses sets all the attributes to *View* and you can reset each attribute to an appropriate access type for your organization.

The approval privilege types are:

- *View:* Approvers can only read the attribute on the transaction; they cannot change or delete the attribute.
- *Modify:* Approvers can modify the attribute on the transaction.
- *Add:* Approvers can add lines on the transaction.
- *Delete:* Approvers can delete lines on the transaction.
- *Full:* Approvers can modify, add, or delete the lines from the transaction.
- *Hide:* Do not display this attribute on the transaction.

Each approval privilege attribute can be set to an appropriate access type. Field attributes, such as **Receipt Verified** and **Accounting Date,** can only be viewed or modified. Record row type attributes, such as **Transaction Lines** and **Distributions,** can be viewed, modified, added, or deleted.

Some attributes supersede others.

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PeopleSoft Expenses disables privilege attributes for some transaction types to prevent system administrators from selecting attributes that do not apply. For example, travel authorizations and time reports do not need privilege attributes that pertain to cash advances, so PeopleSoft Expenses disables those attributes. The following table shows the attributes that PeopleSoft Expenses enables for expense reports (ER), travel authorizations (TA), cash advances (CA), time reports (TR), and time adjustments (TJ) and the privilege type that you can grant:

Attribute	*ER*	*TA*	*CA*	*TR*	*TJ*	*Privilege Type*
Default Accounting	X	X				Hide, View, Modify
User Defaults	X	X	X	X	X	Hide, View
Distributions	X	X				Full, View, Modify, Hide
Transaction Lines	X	X	X	X	X	View, Modify, Full, Add, Delete
Accounting Date	X		X			Hide, View, Modify
GL ChartFields	X	X	X	X	X	Hide, View, Modify
Receipt Required	X					Hide, View
Cash Advance Applied	X					Hide, View, Modify
PC ChartFields	X	X		X	X	Hide, View, Modify
Receipt Verified	X					Hide, View, Modify
Cash Advance Tax			X			Hide, View, Modify
VAT Information	X					Hide, View, Modify
Billing Action	X			X	X	Hide, View, Modify

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Attribute	*ER*	*TA*	*CA*	*TR*	*TJ*	*Privilege Type*
Cash Advance Adjustment	X					Hide, View, Modify
Document Sequence Type			X			Hide, View, Modify
Attachments	X	X	X			View, Add, Delete, Full

Note: When you select the **Change All** check box on the Approver Profile page, an Approval Privilege Template cannot be associated with an Approver Profile.

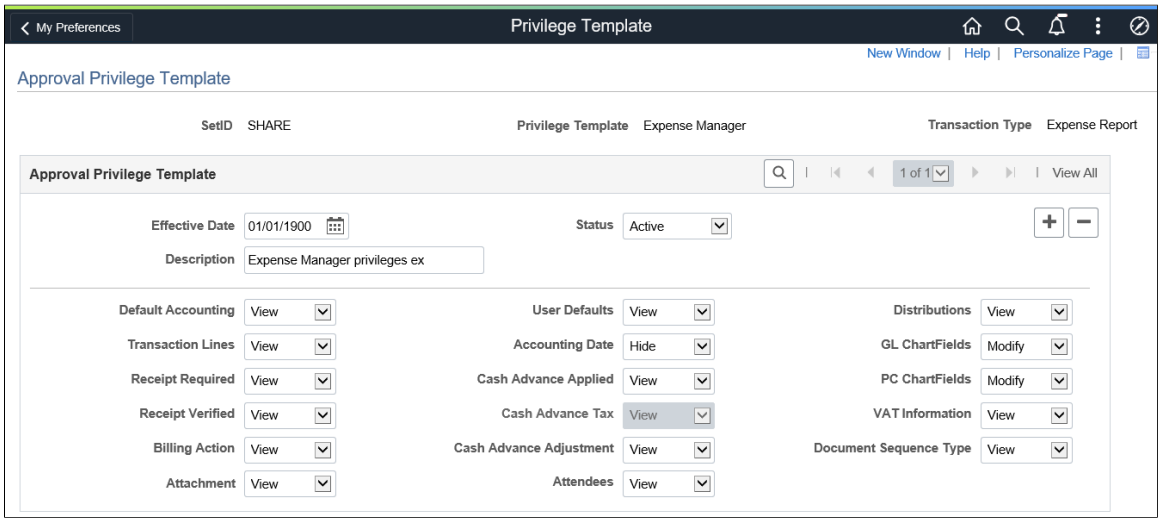
Approval Privilege Template Page

Use the Approval Privilege Template page (EX_PRIV_TMPL) to configure approval privilege templates to control the areas of transactions that approvers have access to.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Approval Setup** > **Privilege Template**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Manage Approvals** > **Privilege Template**

This example illustrates the fields and controls on the Approval Privilege Template page.



Note: If a privilege is gray, it is because that privilege does not apply to the transaction type. For example, Cash Advance Tax only applies to Cash Advances.

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Field or Control	*Description*
Default Accounting	Select *Hide, Modify,* or *View* for approvers to modify default accounting for travel authorizations and expense reports, and reset accounting lines based on the modified defaults. Changes made override the line distribution and are noted on the line distribution.
Transaction Lines	Select *Add, Delete, Full, Modify,* or *View* for approvers to access the transaction lines. The value selected in this field overrides the setting in the Billing Action field. • *Add*: Approvers can modify lines. In Fluid, approvers can modify a line, but the Add button is disabled on the approval page. In Classic(+) approvers can modify lines and the Add button is active on the approval page. • *Delete*: In Fluid this button is disabled. In Classic(+) the button is active. • *Full*: Approvers can modify lines. In Fluid, the Add and Delete buttons are disabled. In Classic(+), the Add and Delete buttons are active. The lines represent expense lines for expense reports and travel authorizations, time lines for time reports and time adjustments, and advance source lines for cash advances. In Classic(+) approvals, if you allow an approver to add lines, or have full privileges for transactions, PeopleSoft Expenses stamps the newly added lines with the approver's user ID and date. The approval framework routes the transaction lines to any subsequent approver based on the ChartField values entered for the new transaction line, to complete the approval process. Each approver can review and take action on the transaction line based on their own approval privileges. The operator ID and data entry details for the newly added transaction line displays on the Detail Lines page for an expense report or travel authorization, and on the approval pages for cash advances and time reports.
Receipt Required	Select *Hide* or *View* for approvers to access the receipt required flag on expense reports.
Receipt Verified	Select *Hide, Modify,* or *View* for approvers to access the receipt verified flag or check box on expense reports.

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Field or Control	*Description*
Billing Action	Select *Hide, View,* or *Modify* for approvers to access the Billing Type field for expense reports, and the Billing Action field for time reports and time adjustments at the line level. If the **Transaction Lines** value is *View*, this field is gray in Approval pages. **Note:** When an option is selected in the Billing Action field, the system changes the GL accounting to match the accounting defaults for the expense type and for that expense line. This occurs even when the Distribution option is set to *View* or *Hidden.*
Attachment	Select a privilege type for approvers to access attachments in expense reports, cash advances, and travel authorizations at the header and line levels. The following attachment options are available for approvers: • *Add*: Allows approvers to add attachments. Approvers cannot delete attachments that are already uploaded. • *Delete*: Allows approvers to delete attachments. Approvers cannot add attachments. • **Full**: Allows approvers to add or delete attachments. • **View**: Allows approvers to only view the attachments. Approvers cannot add or delete attachments.
User Defaults	Select *Hide* or *View* for approvers to access an employee's user defaults in Classic(+). This link is only available in Classic (+) approval pages.
Accounting Date	Select *Hide, Modify,* or *View* for approvers to access the accounting date and accounting template on transactions. This field is available in Fluid and Classic(+).
Cash Advance Applied	Select *Hide, Modify,* or *View* for approvers to access the cash advance amount that is applied to an expense report. This link is only available on Classic(+) approval pages.
Cash Advance Tax	Select *Hide, Modify,* or *View* for approvers to access cash advance tax. This link is only available on Classic(+) approval pages.
Cash Advance Adjustment	Select *Hide, Modify,* or *View* for approvers to create cash advance adjustments. A cash advance adjustment is needed only if an employee owes money to the organization or a post payment auditor denies one or more lines on an expense report that was reimbursed to an employee. This link is only available on Classic(+) approval pages.

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Field or Control	*Description*
Attendees	Select *Modify,* or *View* for approvers to access the attendees of an expense line. This field only applies to Fluid Expense Reports.
Distributions	Select *Full, Hide, Modify,* or *View* for approvers to access the distribution lines for an expense. If you select *Full* or *Modify,* approvers can add or delete distribution lines and edit amounts. These values also allow them to access the general ledger and Project Costing ChartFields. **Note:** When approving transactions, if an approver changes distribution information, the approval routing may also change. If an amount is changed and budget checking is used, the transaction may have to be re-checked against the budget. In Fluid, when Accounting Tags are being used for Expenses, approvers can access the **Change Accounting Tag** button. See "Setting Up Accounting Tags" (Application Fundamentals).
GL ChartFields	Select *Hide, Modify,* or *View* for approvers to access the general ledger ChartFields in cash advances, travel authorizations, expense reports, time reports, or time adjustments. This field is available in Classic(+) and Fluid.
PC ChartFields	Select *Hide, Modify,* or *View.* for approvers to access the PeopleSoft Project Costing ChartFields in travel authorizations, expense reports, time reports or time adjustments. This field is available in Classic(+) and Fluid.
VAT Information	Select *Hide, Modify,* or *View* for approvers to access the calculated VAT information on an expense report line-level distribution and VAT-related fields.
Document Sequence Type	Select *Hide, Modify,* or *View* for approvers to access the document sequence type that the system assigns to expense transactions. This link is only available on Classic(+) approval pages.

Setting Up Approval Refinement Templates in PeopleSoft Expenses

To set up approval refinement templates, use the Refinement Template (EX_REFINE_TMPL.GBL) component.

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Page Used to Set Up Approval Refinement Templates

Page Name	*Definition Name*	*Usage*
Approval Refinement Template Page	EX_REFINE_TMPL	Add or modify refinement templates that define, for a transaction type, the approval refinements used to filter transactions for approval.

Note: The data that is entered using these pages can also be loaded as an Application Data Set (ADS). For more information about ADS, see Migrating Data Using Application Data Sets

Understanding Approval Refinement Templates

Approval refinements are filters for expense transactions that are subject to approval. Filters are used most often for special approvers or auditors who may not review every transaction but only those meeting specific criteria such as expense reports containing charges to projects. You can create your own templates; however, PeopleSoft Expenses delivers refinement templates, which you can modify for your organization's needs and requirements.

Approval refinement templates are effective-dated and you can refine the filters based on values in transaction fields or other criteria. You create refinement templates for active transaction types and approver types.

PeopleSoft Expenses enables or disables fields on the Approval Refinement Template page based on the transaction type that the refinement is associated with. For example, if the transaction type is *Expense Report,* PeopleSoft Expenses disables the check boxes that relate to time reports, such as the **Billable Hours** and **Non-Billable Hours** check boxes.

When you enable multiple refinements, PeopleSoft Expenses evaluates the criteria as an OR condition. For example, if you select **Credit Card Feed** and **Non-Preferred Merchant** on the approval refinement template for expense reports to be approved by an expense manager, expense reports with transactions from a credit card feed *or* transactions where the employee did not use a preferred merchant, PeopleSoft Expenses forwards those expense reports to the expense manager for approval.

In addition to selecting refinements, you can also select to review expense transactions based on business units, departments, employee IDs, expense codes, and time codes. PeopleSoft Expenses evaluates the criteria for these lists as an OR condition. If you select business units or departments, the system routes transactions based on the employee's home business unit and department, not the business unit and department listed in the transaction distributions.

Note: When using Business Unit or Department criteria in the refinement template, routing will be based on the employee's home business unit and department, not the business unit and department contained in the distributions.

Note: If you create a refinement template, PeopleSoft Expenses requires that you select at least one refinement.

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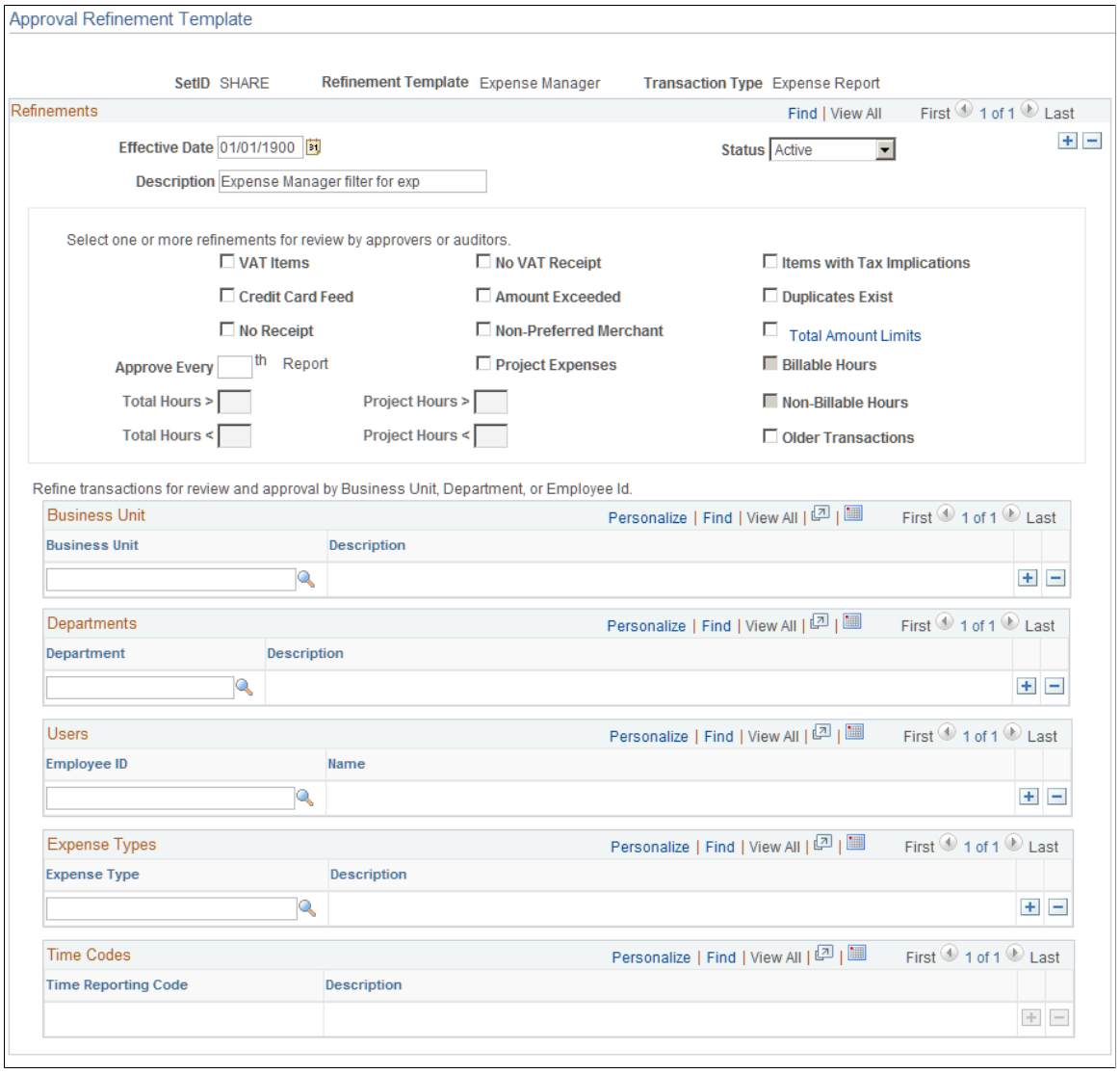
Approval Refinement Template Page

Use the Approval Refinement Template page (EX_REFINE_TMPL) to add or modify refinement templates that define, for a transaction type, the approval refinements used to filter transactions for approval.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Approval Setup** > **Refinement Template**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Manage Approvals** > **Refinement Template**

This example illustrates the fields and controls on the Approval Refinement Template page.



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Field or Control	*Description*
VAT Items	Select to review expense reports containing expenses that have value added tax.
No VAT Receipt	Select to review expense reports for employees who have not provided a receipt for VAT expenses that normally require one.
Items with Tax Implications	Select to review an expense report that include reimbursements for which an employee can be taxed.
Credit Card Feed	Select to review expense reports containing an expense item that originated from a credit card transaction.
Amount Exceeded	Select to review expense transactions containing an expense item that is more than the defined expense location amount or the per diem amount. When this check box is selected, expense reports that are more than the defined location amount or group location limit will be routed to the approver.
Duplicates Exist	Select to review expense reports where an expense item appears more than once in the same expense report or the item appears in another expense report for the same employee ID. When employees submit expense reports, the system automatically detects duplicates by checking each line. A program extracts the expense type, transaction date, amount, and currency code fields, then looks for an expense line within the same expense report that has identical values as the extracted line. If the system finds an identical expense line, it flags the line. The program also searches for the same line in all expense reports for the employee and adds a comment to indicate that a duplicate exists. Some duplicates are legitimate; for example, if your organization pays moving expenses for an employee and a spouse, there may be two airline tickets to the same destination on the same day for the same amount. You can still submit an expense report when it has acceptable duplicates. **Note:** When the expense type has an edit type of per diem, only the expense type and the transaction date is considered when checking for duplicates.

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Field or Control	*Description*
No Receipt	Select to review expense reports where the employee has not provided a receipt for an expense that normally requires one. Receipt required rule is setup in Expenses Definition – Business Unit 1 page by defining the Minimum Receipt Amount, or setup in Expenses Definition – Receipts Required page. Only when the transaction is required to provide a receipt, and employee does not provide one, the transaction is flagged and approval is required. If the transaction is not required to provide a receipt according to the setup, then it will not be flagged and no approval is required.
Non-Preferred Merchant	Select to review expenses reports that contain an expense item that was purchased from a merchant who is not defined as a preferred merchant for that expense type.
Total Amount Limits	Click the link to access the Expenses Definition – Business Unit 1 page and view the pre-payment and post-payment total amount limits that you defined for your business unit. If the total expense amount during Pre-Payment auditing exceeds the limit amount defined on the Expenses Definition – Business Unit 1 page, then the transaction is flagged and approval is required.
Approve Every [number] Report	Select this option and enter a number to specify how often to select an expense report or cash advance for approval or audit. PeopleSoft Expenses calculates whether a particular report is subject to the approval or audit process by dividing the number you enter in this field into the report ID or cash advance ID number. If there is a remainder, no action is required. If there is no remainder, the system selects the expense report or cash advance to undergo an approval or an audit.
Project Expenses	Select to review expense reports or travel authorizations containing expense transaction lines that are charged to projects.
Billable Hours	Select to review time reports or time adjustments that contain billable hours.
Total Hours > and **Total Hours <**	Enter total hours greater than or total hours less than to indicate when you want PeopleSoft Expenses to direct time reports or time adjustments to the approver.
Project Hours > and **Project Hours <**	Enter the total project hours greater than or total project hours less than to indicate when you want PeopleSoft Expenses to direct time reports or time adjustments to the approver.

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Field or Control	*Description*
Non-Billable Hours	Select to review time reports or time adjustments that contain non-billable hours.
Business Unit	Select an active business unit or a list of active business units. The system routes expense transactions based on the employee's home business unit, not the business unit listed in the transaction distributions.
Departments	Select an active department or a list of active departments. The system routes expense transactions based on the employee's home department, not the department listed in the transaction distributions.
Employees	Select an active employee or a list of employees.
Expense Types	Select an active expense type or a list of active expense types.
Time Report Codes	Select an active time report code or a list of active time report codes.

Related Links

Migrating Data Using Application Data Sets

Setting Up Risk Templates for PeopleSoft Expenses

To set up risk templates use the Risk Template (EX_RISK_TMPL.GBL) component.

Page Used to Set Up Risk Templates

Page Name	*Definition Name*	*Usage*
Approval Risk Template Page	EX_RISK_TMPL	Set up risk templates.

Note: The data that is entered using these pages can also be loaded as an Application Data Set (ADS). For more information about ADS, see Migrating Data Using Application Data Sets

Understanding Risk Templates

Travel and entertainment expenses represent a major source of discretionary spending for organizations. Risk templates are used to control spending and enforce corporate policy for expenditures. Risk templates

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define risk levels that are associated with an expense transaction. This provides approvers the information they need to make an informed decision during the approval process.

You can define up to five levels of risk for each risk template ID and transaction type. You then select risk criteria for each level of risk. Risk criteria is assigned:

- At the header and line levels for expense reports and travel authorizations.
- At the header level for time reports, time adjustments, and cash advances.
- At the line level for time reports and time adjustments only for billable hours.

When defining risk templates you select the set ID and transaction type, assign a template ID, and then select criteria that tells the system when to display a risk indicator on approval pages.

You also determine how an expense transaction that has risk, is routed to an approver. An expense transaction can be routed to an approver using one of these methods:

- Through e-mail, where the approver has access to all of the information that needs to be approved.

  Select the **Enable Email Approvals** option on the risk template to use this method.

- Through an e-mail notification, where the approver must log into the Expenses system to approve the transaction.

  Deselect the **Enable Email Approvals** option on the risk template to use this method.

To set up and use the risk templates:

- Set up risk templates.

  Risk templates are defined by SetID and transaction type, and are assigned a Risk Template ID.

- Associate a risk template with an approver profile.

Approval Risk Template Page

Use the Approval Risk Template page (EX_RISK_TMPL) to set up risk templates.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Approval Setup** > **Define Risk Template Details**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Manage Approvals** > **Risk Template**

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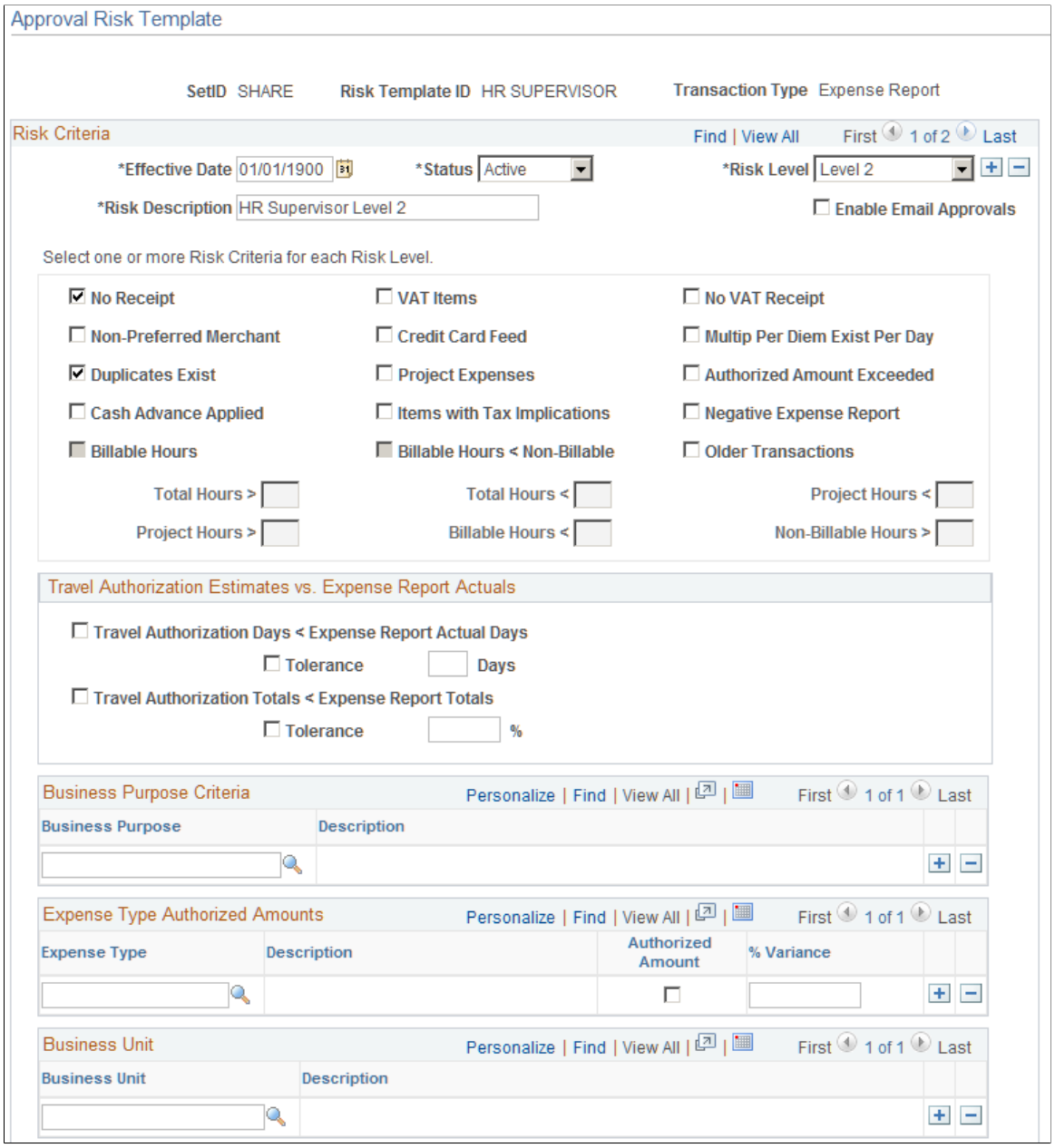
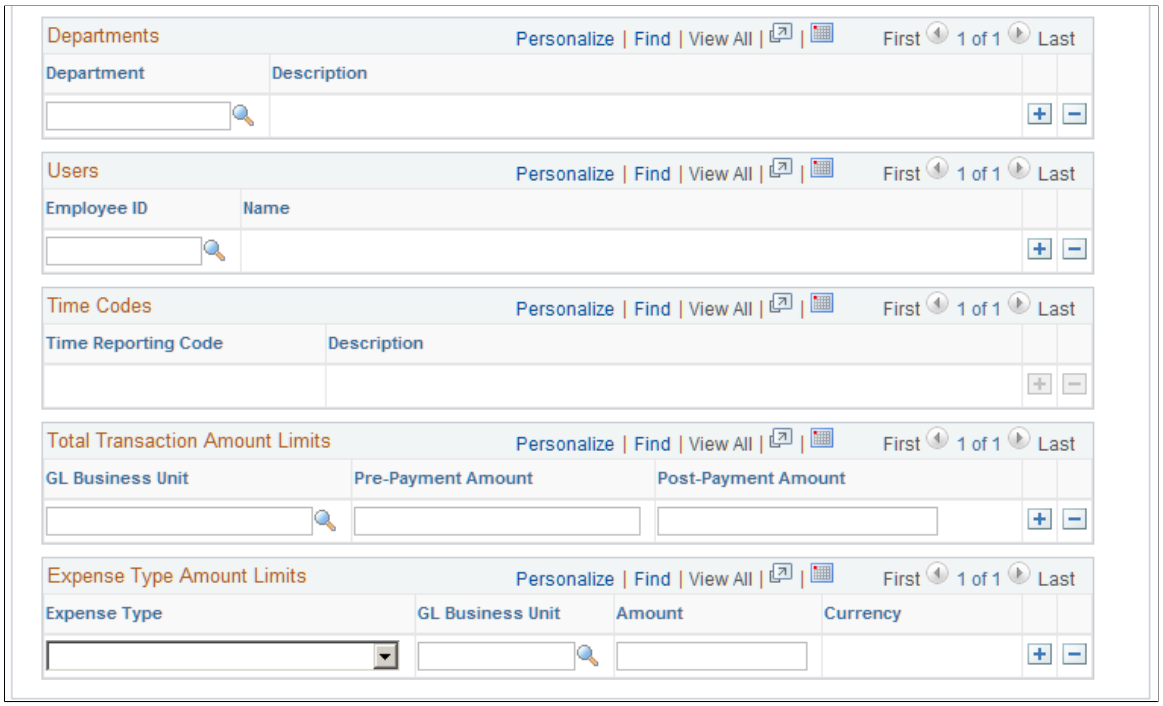
This example illustrates the fields and controls on the Approval Risk Template page (1 of 2). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Approval Risk Template page (2 of 2). You can find definitions for the fields and controls later on this page.



Use this page to define up to five levels of risk for the transaction type. Risk criteria represent exceptions to company policy that can be assigned to expense transactions. When risk criteria is defined and met for more than two levels, the highest level is shown to the approver. At least one risk criteria must be defined for each risk level. You can also enable e-mail approvals for expense transactions that contain risk.

The transaction type determines the fields that are available on the page.

Risk Criteria

Field or Control	*Description*
Risk Level	Select the level of risk for the template. Options include *Level 1* through *Level 5,* which indicate the severity of the risk. Level 1 indicates low risk and level 5 indicates high risk.

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Field or Control	*Description*
Enable Email approvals	Select to indicate that expense approvals are routed to the approver through an e-mail, if the risk criteria is met. The e-mail includes the transaction details and approval options. Deselect to indicate that expense approvals are routed to the approver through an e-mail notification. The e-mail notification informs the approver that there is a transaction that needs to be reviewed, and provides a link to the Expenses system to approve the transaction. **Note:** If this option is selected and the risk criteria is not met, then an e-mail notification is sent, regardless of this option.
VAT Items	Select to indicate risk when expense reports contain expenses that have value added tax.
No VAT Receipt	Select to indicate risk when the employee has not provided a receipt for VAT expenses that requires one.
No Receipt	Select to indicate risk when the employee has not provided a receipt for an expense that normally requires one. Receipt required rule is setup in Expenses Definition – Business Unit 1 page by defining the Minimum Receipt Amount, or setup in Expenses Definition – Receipts Required page. Only when the transaction is required to provide a receipt, and employee does not provide one, the transaction is flagged as risk. If the transaction is not required to provide a receipt according to the setup, then it will not be flagged as risk.
Credit Card Feed	Select to indicate risk when expense reports contain an expense item that originated from a credit card transaction.
Multip Per Diem Exist Per Day (multiple per diem exists per day	Select to indicate risk when expense transactions contain more than one per diem expense type for one day.
Non-Preferred Merchant	Select to indicate risk when expenses reports contain an expense item that was purchased from a merchant who is not defined as a preferred merchant for that expense type.
Project Expenses	Select to indicate risk when expense reports or travel authorizations contain expense transaction lines that are charged to a project.

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Field or Control	*Description*
Authorized Amount Exceeded	Select to indicate risk when expense transactions contain an expense item that is more than the authorized expense amount or the per diem amount. When this check box is selected in risk template, expense report that more than the defined location amount or group location limit will be indicated with risk
Duplicates Exist	Select to indicate risk when an expense item appears more than once in the same expense report, or where the item appears in another expense report for the same employee ID. When employees submit expense reports, the system automatically detects duplicates by checking each line. A program extracts the expense type, transaction date, amount, and currency code fields, then looks for an expense line within the same expense report that has identical values as the extracted line. If the system finds an identical expense line, it flags the line. The program also searches for the same line in all expense reports for the employee and adds a comment to indicate that a duplicate exists. Some duplicates are legitimate; for example, if your organization pays moving expenses for an employee and a spouse, there may be two airline tickets to the same destination on the same day for the same amount. You can still submit an expense report when it has acceptable duplicates. **Note:** When the expense type has an edit type of per diem, only the expense type and the transaction date is considered when checking for duplicates.
Items with Tax Implications	Select to indicate risk when an expense report includes reimbursements for which an employee can be taxed.
Negative Expense Report	Select to indicate risk when expense reports have a negative amount.
Cash Advance Applied	Select to indicate risk when expense reports have a cash advance that has been applied.
Billable Hours	Select to indicate risk when time reports or time adjustments contain billable hours.

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Field or Control	*Description*
Billable Hours < Non-Billable Hours (billable hours are less than non-billable hours)	Select to indicate risk when billable hours are less than non-billable hours for time reports or time adjustments .
Total Hours > and **Total Hours <**	Enter total hours greater than, or total hours less than, to indicate when time reports or time adjustments have risk to the approver.
Project Hours > and **Project Hours <**	Enter the total project hours greater than, or total project hours less than, to indicate when time reports or time adjustments have risk to the approver.
Billable Hours < (billable hours less than)	Enter the total billable hours less than to indicate when time reports or time adjustments have risk to the approver.
Non-Billable Hours > (billable hours greater than)	Enter the total billable hours greater than to indicate time reports or time adjustments have risk to the approver.

Travel Authorization Estimates vs. Expense Report Actuals

Field or Control	*Description*
Travel Authorization Days < Expense Report Actual Days	Select to indicate risk on expense reports where the travel authorization days is less than the actual days on the expense report.
Tolerance	Select to indicate a tolerance for expense reports where the travel authorization days is less than the actual days on the expense report. Indicate the tolerance number of days in the **Days** field.
Travel Authorization Totals < Expense Report Totals	Select to indicate risk on expense reports where the travel authorization total is less than the total on the expense report.
Tolerance	Select to indicate a tolerance for expense reports where the travel authorization total is less than the total on the expense report. Indicate the tolerance percent of total in the **%** field.

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Business Purpose Criteria

Field or Control	*Description*
Business Purpose	Select the to indicate that expense reports with this business purpose are to be considered for risk.

Expense Type Authorized Amounts

Expense Type Authorized Amounts details has an **Authorized Amount** check box that when selected, determines if the system checks for risk against an expense type that has a value over the amount defined in the expense location amount table. The expense location amount table is defined on the Expense Location Amount page. If the **Authorized Amount** check box is not selected, then the system indicates that the expense type has risk if the expense type appears in the report. There is also a **% Variance** option that allows a variance before the system indicates risk.

Field or Control	*Description*
Expense Type	Select an active expense type to indicate the level of risk.
Authorized Amount	Select to indicate that the system checks for risk for the expense type if the value is over the amount defined in the expense location amount table.
% Variance	Enter a percent of variance that the system allows over the authorized amount. If the amount exceeds this variance, the system considers the report to have risk.

Business Unit

Field or Control	*Description*
Business Unit	Select an active business unit to indicate risk.

Departments

Field or Control	*Description*
Department	Select an active department to indicate risk.

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Users

Field or Control	*Description*
Employee ID	Select an active employee to indicate risk.

Time Codes

Field or Control	*Description*
Time Reporting Code	Select an active time reporting code to indicate risk.

Total Transaction Amount Limits

Field or Control	*Description*
GL Business Unit	Select an active general ledger business unit to indicate risk.
Pre-Payment Amount	Enter an amount that indicates a prepayment amount, which indicates a risk for the general ledger business unit.
Post Payment Amount	Enter an amount that indicates a post payment, which indicates a risk for the general ledger business unit. **Note:** Post payment amounts do not apply to travel authorizations. Therefore, if *Travel Authorization* is selected in the **Transaction Type** field, an amount is entered into the **Post Payment Amount** field, and the risk template is associated with an approver profile for a post payment auditor, then you are notified that the total transaction amount limits will be ignored.

Expense Type Amount Limits

Field or Control	*Description*
Expense Type	Select an expense type to indicate risk.
GL Business Unit	Select the general ledger business unit in which the expense type indicates risk.

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Field or Control	*Description*
Amount	Enter an amount that indicates the value of the expense type that indicates risk for the general ledger business unit.

Header Approvals

If approving at the header level, which is determined on the Setup Process Definitions page (Enterprise Components, Approvals, Approvals, Approval Process Setup), any risk criteria that depends on line level details does not return any risk. This table illustrates the line level risk criteria for the corresponding transaction type that is not recognized for header approvals:

Transaction Type	*Risk Criteria*
Expense Report	Project Expense, VAT Items, Expense Type Authorized Amounts, Expense Type Amount Limits
Travel Authorization	Project Expense, Expense Type Authorized Amounts, Expense Type Amount Limits
Time Report and Time Adjustment	Billable Hours
Cash Advance	None

Related Links

Migrating Data Using Application Data Sets

Defining Approver Profiles for PeopleSoft Expenses

To define approver profiles, use the Approver Profile (EX_APPRVR_PROFILE.GBL) component.

Page Used to Define Approver Profiles

Page Name	*Definition Name*	*Usage*
Approver Profile Page	EX_APPRVR_PROFILE	Define approver profiles.

Understanding Approval Profiles

Use the Approver Profile pages to associate transaction types, privileges, refinements, and risk to an approver, and configure approval roles or specific approvers. PeopleSoft Expenses delivers preconfigured

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profiles that match the supported approval roles. You can modify these profiles according to your organization's approval policies or you can create your own profiles using titles or role names that are meaningful to your organization.

Every approver must have an associated profile in the system. When using the approver list routing, each approver must be assigned to a profile for the business unit. When HR Supervisor is used, it is not necessary to assign every supervisor to a profile as long as one profile is marked as the default HR Supervisor approver type for each transaction that they are authorized to approve. The same rule applies to project managers when Project Manager is selected for project approvals. A profile marked as the default must exist for the project manager approver type for each transaction they are authorized to approve.

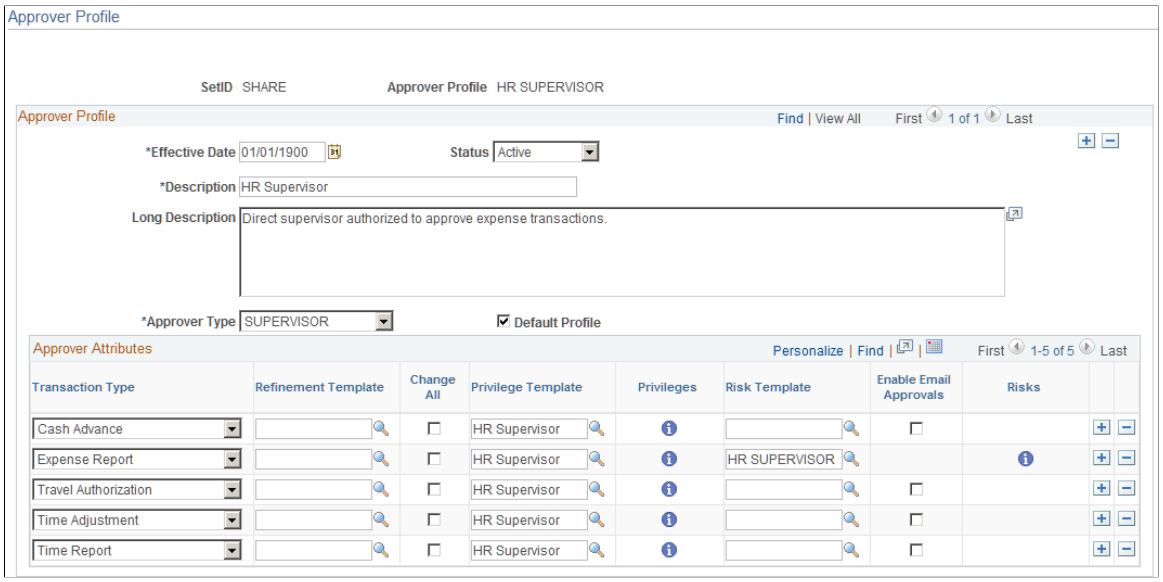
Approver Profile Page

Use the Approver Profile page (EX_APPRVR_PROFILE) to define approver profiles.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Approval Setup** > **Define Approver Profiles**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Manage Approvals** > **Approver Profile**

This example illustrates the fields and controls on the Approver Profile page. You can find definitions for the fields and controls later on this page.



Use this page to add or modify mappings of approver types and transactions to a refinement template, a privilege template, and a risk template. The mapping also sets the change all and override privileges.

Field or Control	***Description***
Approver Type	Select an approver type for the profile.

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Field or Control	*Description*
Default Profile	Select to make this profile the default for the approver type. You can only have one default per approver type.

Approver Attributes

The fields that are shown in this section may not appear. They are dependent upon the option selected in the Approver Type field.

Field or Control	*Description*
Transaction Type	Select an active transaction type.
Refinement Template	(Optional) Select a refinement template that has filters configured for the transaction type. If you do not select a refinement template, PeopleSoft Expenses assumes that there are no refinements. This field displays *Receipt Verification Rule* when the Approver Type is *RCPTVERIF*. When this is the case, the system uses the refinements that are designated on the Receipt Verification Rules Page.
	Click the **Show Refinements** icon to access the Approval Refinement Template page and view or modify the refinements for the approver type. If you do not select a refinement template, PeopleSoft Expenses does not display this button.
Change All	Select the **Change All** check box to allow an approver to have full access (view, modify, add, and delete) to all details of a transaction type. Selecting **Change All** for the transaction type overrides the privilege attributes that you set up on the Approval Privilege Template page. When **Change All** is not selected, an approver will only have the View privilege. **Note:** You cannot select the **Change All** privilege for a post payment auditor for any transaction type.

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Field or Control	*Description*
Privilege Template	Select an approval privilege template to use for the transaction type. If you select a privilege template, PeopleSoft Expenses displays the **Show Privileges** button. **Note:** If you selected **Change All,** PeopleSoft Expenses does not enable you to select an approval privilege template because the change all functionality enables full access to the approver for the transaction type. If you selected Change All and a privilege template is already assign, PeopleSoft Expenses ignore the request.
	Click the **Show Privileges** icon to access the Approval Privilege Template page to view or modify the privileges for the approver type. If you do not select a privilege template, PeopleSoft Expenses does not display this button.
Risk Template	Select a risk template to use for the transaction type. If you select a risk template, the **Show Risks** button appears in the Risks column.
Enable Email Approvals	Select to indicate that the approver can approve the transaction through e-mail. Deselect to indicate that the approver receives e-mail notifications, and must sign into the Expenses system to approve the transaction. This check box is not available when a risk template is selected. When a risk template is selected, the system uses the **Enable Email Approvals** check box on the Risk Template page.
	Click the **Show Risk** icon to access the Risk Template page to view or modify the risk criteria for the approver profile. If you do not select a risk template, this button is not displayed.

Setting Up Approver Assignments in PeopleSoft Expenses

To set up approver assignments, use the Approver Assignment (EX_APPRV_ASGN.GBL) component.

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Page Used to Define Approver Assignments

Page Name	*Definition Name*	*Usage*
Approver Assignments Page	EX_APPRVR_ASGN	Assign authorized approvers in PeopleSoft Expenses to an approver profile.

Understanding Approver Assignments

If you use HR supervisor routing for approvals, you do not need to assign your supervisors to approver profiles because the system routes transactions for approvals to supervisors identified in the employee profiles. If you use Project Manager routing for project approvals, you do not need to assign the project managers to approver profiles because the system routes transactions to project managers based on the project team definition in PeopleSoft Project Costing. If you elect to use an approver list as the option or for supplemental approvals, you must assign the approvers to a profile and a range of routing ChartField values. You can assign one or many approvers to profiles using their user IDs, based on the range of values for the routing ChartField selected for the approver type. You can also assign approvers to more than one profile if they support multiple approval roles.

Approver Assignments Page

Use the Approver Assignments page (EX_APPRVR_ASGN) to assign authorized approvers in PeopleSoft Expenses to an approver profile.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Approval Setup** > **Assign Approvers to Profiles**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Manage Approvals** > **Approver Assignment**

This example illustrates the fields and controls on the Approver Assignments page. You can find definitions for the fields and controls later on this page.

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Field or Control	*Description*
User Id	Select an active user ID to associate them with the approver profile.
[ChartField] From and **[ChartField] To**	Enter an active routing ChartField range for the approver. These page elements change according to the routing ChartField that you associate with the approver type. On the Approver Assignments page example above, PeopleSoft Expenses displays **Department From** and **Department To** because department is the routing ChartField for the approver type. If you configure the project manager approver type to use the Project ChartField as the routing ChartField, PeopleSoft Expenses displays **Project From** and **Project To.**

Setting Up Approver Routing Lists in PeopleSoft Expenses

To set up approver routing lists, use the Approver List (EX_APPRVR_LIST.GBL) component.

Page Used to Set Up Approver Routing Lists

Page Name	*Definition Name*	*Usage*
Approver Routing List Page	EX_APPRVR_LIST	Route expense transactions based on the routing ChartField ranges, monetary amounts, and hours.

Understanding How to Set Up Approver Routing List

PeopleSoft Expenses approval functionality includes approver lists that enable you to route expense transactions based on the routing ChartField, monetary amounts, and hours. You can set up the approver routing list as the preferred option for approvals or select to use supplemental approvals when transactions meet specific criteria.

You can use the approver routing list to set up routing rules based on monetary amounts. For example, you can use HR supervisor approvals for all expense reports, but use a supplemental approver for all expense reports over 500.00 USD. You can also use a supplemental approval for project approvals in the same way. You can also define different amount-based routing rules for different ChartField values. Some organizations have amount-based rules that differ between operating units or departments.

Set up approver routing lists by business unit, transaction type, and approver type. The system associates the routing ChartField with the approver type that you set up on the Define Approver Types page. When employees in the business unit submit expense transactions, the system automatically applies the approval rules and routes travel authorizations, cash advances, expense reports, time reports, and time adjustments to the appropriate approver.

When defining approver routing lists:

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- Create only one list per approver type and transaction type for each business unit.
- If you use the *Receipt Verifier*, *Reviewer, Prepayment Auditor, Expense Manager, Project Supplemental Approver,* or *Post Payment Auditor* approver types, you must create an approver list for each transaction type that they use.
- Establish amount-based rules only if the approver type that is associated with the transaction is enabled for amount-based routing on the Transaction Definition page.

Note: If you do not enable HR Supervisor approvals on the Installation Options – Expenses page but enable Approver List, then you must create expense approver routing lists for each transaction type.

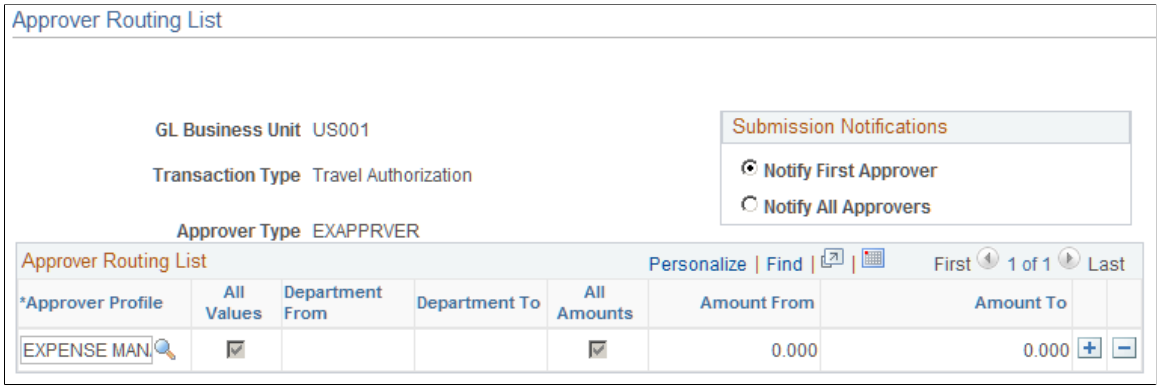
Approver Routing List Page

Use the Approver Routing List page (EX_APPRVR_LIST) to route expense transactions based on the routing ChartField ranges, monetary amounts, and hours.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Approval Setup** > **Create Approver List**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Manage Approvals** > **Approver List**

This example illustrates the fields and controls on the Approver Routing List page. You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
Submission Notifications	Select how you want the system to send out approver notifications. Options are: • *Notify First Approver:* Select to notify the first approver in the list when an employee submits a transaction. As each approver makes an approval action, the system sends a notification and routes the transaction to the next approver on the list. The sequence of approvers is top down, meaning that the system notifies the first approver on the list, then the second approver, and so on until all approvers process the transaction. • *Notify All Approvers:* Select to notify and route transactions to all approvers in the list when an employee submits a transaction. This option allows any approver to access and approve the transaction at any time.
Approver Profile	Select an approver profile. PeopleSoft Expenses determines the approval order based on the order that you enter the approver profile lines. The approval process starts with the first row, regardless of the values in the From and To columns. If you insert a new row between two existing rows, PeopleSoft Expenses updates the order of the approvals. For example, if an approval sequence starts with Department Manager on the first row, then Director on the second row, when you insert a row for Vice President between the two, the Vice President in the new row now becomes the second approver. **Note:** Only users who are assigned to profiles supporting the same routing ChartFields may be selected.
All Values	Select to use the full range of ChartField values for the assigned routing ChartField. If you select the **All Values** check box, PeopleSoft Expenses disables the **[ChartField] From** and **[ChartField] To** fields.
[ChartField] From and **[ChartField] To**	Enter a range that corresponds with the routing ChartField that you selected on the Define Approver Types page for the approver type. For example, if you selected *Department* as your routing ChartField, PeopleSoft Expenses displays **Department From** and **Department To** headings. If you use amount-based rules for the transaction and want to apply different rules for different departments or any other ChartField that you selected for routing on the Define Approver Types page, you can enter a range that corresponds with the routing ChartField, then enter the from and to amounts for the rule. This is the only time that you can enter routing ChartField values. These fields are not available if you selected the **All Values** check box.

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Field or Control	*Description*
All Amounts	Select to use the full range of monetary amounts or hours, depending on the transaction type. If you select the **All Amounts** check box, PeopleSoft Expenses disables the **Amount From** and **Amount To** fields.
Amount From and **Amount To**	If you selected **Monetary Amount Based** as the unit of measure for the transaction type on the Transaction Definition page, PeopleSoft Expenses displays the **Amount From** and **Amount To** headings where you can enter a monetary range.

Copying Approval Setup to Another SetID

To copy an approval setup to another SetID, use the Approval Setup Copy Utility (EX_APPRV_COPY.GBL) component.

Page Used to Copy Approval Setup to Another SetID

Page Name	*Definition Name*	*Usage*
Approval Configuration Copy Utility Page	EX_APPRV_COPY	Use the approval setup copy utility. Use this page to copy approval setup, profiles, and templates from one SetID to another.

Understanding How To Copy Approval Setup to Another SetID

PeopleSoft Expenses delivers approval configuration data as system data under the SHARE SetID. You can adjust your table set control to point to this SetID for record group EX_04, which is the record group for the approvals configuration. However, you can use the Approval Setup Copy Utility to create a copy of the delivered configuration for the SetID of your choice. If you use your own SetID, Oracle's PeopleSoft recommends that you not modify the system data under SetID SHARE. First, copy the configuration data set to your new SetID, then make the configuration changes for that SetID. This procedure keeps the system data in its initial state should you want to go back to the delivered configuration.

The Approval Setup Copy Utility enables you to:

- Copy only the approval setup that you have defined in your system.
- Copy the approval setup, all of your approver profiles, as well as refinement, privilege, and risk templates.
- Copy the approval setup and profiles, and only refinement, privilege, and risk templates that are currently being used by your approver profiles.

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You cannot copy to the same SetID. For example, you cannot copy from US001 to US001. Also, you can only perform a copy once to a SetID. If, for example, you copy US001 to US002 but you forgot to select the **Copy only referenced Privilege Templates** check box to copy only the privilege templates that are currently assigned to your approver profiles, you cannot copy from US001 to US002 again because the system does not allow you to select US002. To remedy this situation, you can make manual corrections to the approval configuration for US002.

Approval Configuration Copy Utility Page

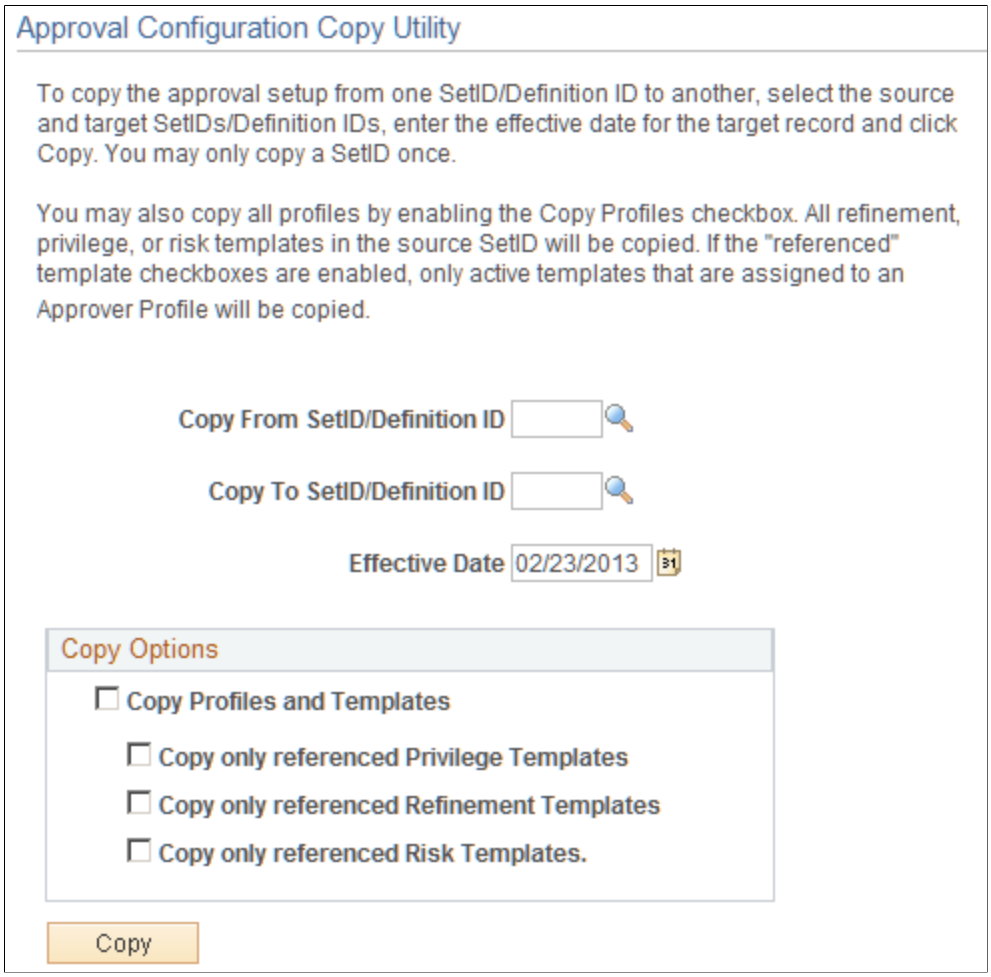
Use the Approval Configuration Copy Utility page (EX_APPRV_COPY) to use the approval setup copy utility.

Use this page to copy approval setup, profiles, and templates from one SetID to another.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Expenses** > **Management** > **Approval Setup** > **Approval Setup Copy Utility**

This example illustrates the fields and controls on the Approval Configuration Copy Utility page. You can find definitions for the fields and controls later on this page.



The approval framework uses a *Definition ID* as a key field when defining the Approver Process Definition criteria for expenses workflow processing. To accommodate this change, PeopleSoft Expenses uses Definition ID synonymously with SetID for approval framework setup purposes and copy functionality. All PeopleSoft Expense processing continues to use SetID for PeopleSoft Expenses setup and processing. When using this page, enter your SetID.

Field or Control	*Description*
Copy Profiles and Templates	Select to copy all of the profiles and templates that PeopleSoft Expenses delivers as system data. This check box must be selected to select any of the referenced templates check boxes.
Copy only referenced Privilege Templates	Select to copy only the active privilege templates assigned in approver profiles.
Copy only referenced Refinement Templates	Select to copy only the active Refinement templates assigned in approver profiles.
Copy only referenced Risk Templates	Select to copy only the active Risk templates assigned in approver profiles.

Configuring Summary Approval Options

To configure summary approval options, use the Summary Approval Options (EX_SUM_APPR_OPT.GBL) component.

This topic provides an overview of summary approval options and discusses how to set up summary approval options.

Page Used to Configure Summary Approval Options

Page Name	*Definition Name*	*Usage*
Summary Approval Options Page	EX_SUM_APPR_OPT	Set up summary approval options.

Understanding Summary Approval Options

Summary approvals is a feature in PeopleSoft Expenses that enables approvers to select multiple transactions to approve with one action. The Summary Approval pages consist of an overview page, which supports all transaction types, and individual transaction pages that display transactions according to transaction type. The Overview page is the initial page that an approver accesses to begin the approval process.

PeopleSoft Expenses supports options to enable or disable the ability to perform approvals at a summary level. You can set the summary approval option preferences according to your organization's policies.

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Configure summary approval options to:

- Enable approvers to approve some or all expense transactions in their queue with one action.
- Force approvers to drill down to transaction details to view additional information and perform approval actions.
- Enable approvers to approve all types of expense transactions on one page or by transaction type.
- Control the approver actions used on the mass approval pages.
- Disable summary approvals if it violates organizational policy for expense approvals.
- Alert approvers if the expense transactions contain exceptions, such as out of policy expenses.
- Disable transactions for approval on the summary approval pages if they contain exceptions.
- Disable transactions for approval on the summary approval pages if they contain risk.

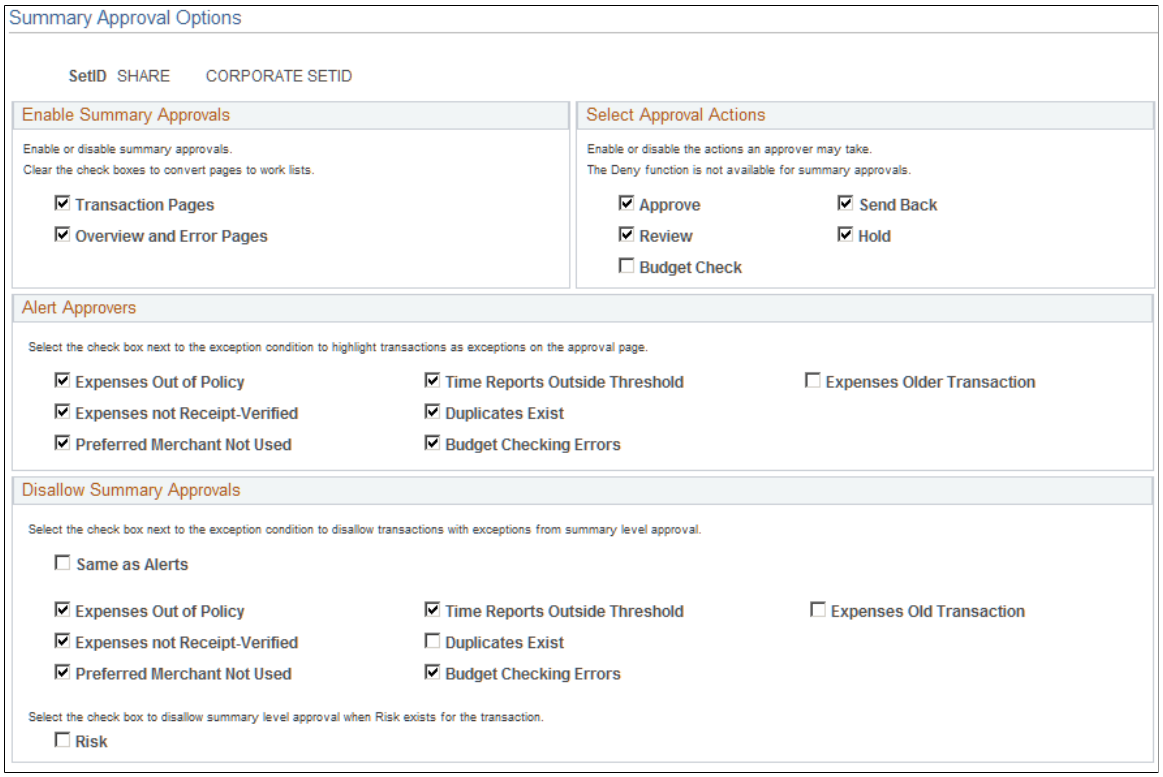
Summary Approval Options Page

Use the Summary Approval Options page (EX_SUM_APPR_OPT) to set up summary approval options.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Expenses** > **Management** > **Approval Setup** > **Summary Approval Options**

This example illustrates the fields and controls on the Summary Approval Options page. You can find definitions for the fields and controls later on this page.



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Enable Summary Approvals

Field or Control	*Description*
Transaction Pages	Select to enable approvers to perform approval actions on the individual transaction pages for expense reports, time reports, time adjustments, travel authorizations, and cash advances. If not selected, these pages become work lists and PeopleSoft Expenses does not display the approval action buttons or the **Select, Select All,** and **Clear All** check boxes, and approvers must drill down to the transaction detail pages to perform approval actions.
Overview and Error Pages	Select to enable approvers to perform approval actions on the Overview and Errors pages for all transaction types. If not selected, these pages become work lists and PeopleSoft Expenses does not display the approval action buttons or the **Select, Select All,** and **Clear All** check boxes, and approvers must drill down to the transaction detail pages to perform approval actions.

Select Approval Actions

Select approval action buttons that you want PeopleSoft Expenses to display on the summary approval pages. If you do not select an approval action, PeopleSoft Expenses does not display that button on the summary approval pages and approvers must drill down to the transaction detail pages to take the appropriate action. If you select approval actions but deselected the **Transaction Pages** or **Overview and Error Pages** check boxes in the Enable Summary Approvals group box, PeopleSoft Expenses does not display the approval action buttons for those pages.

When you select approval action buttons, approvers can press the button on the summary approval pages; however, PeopleSoft Expenses checks the approver's configuration after they press the action button. If the approver is not authorized for the action, the transaction remains in the queue and the system flags it as an error. PeopleSoft Expenses displays an error message on the Errors page.

Note: The *Deny* functionality is not available for summary approvals.
The **Budget Check** check box is available only if you enabled Commitment Control for PeopleSoft Expenses on the Installation Options - Products page.

Alert Approvers

Select the check box next to the exception condition to highlight transactions as exceptions on the approval pages. PeopleSoft Expenses displays an icon on the approval pages as a visual indicator for transactions with exceptions.

Disallow Summary Approvals

Select the check box next to the exception condition to not allow approval on the summary approval pages for transactions with this exception. PeopleSoft Expenses disables these check boxes on the summary approval pages. The approver must drill down to the detail level to approve the transaction.

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Select **Same as Alerts** to duplicate the selection from the **Alert Approvers** section. Select the **Risk** check box to disable summary approvals for transactions that have risk associated with them.

Reassigning Work for Expense Transactions

Page Used to Reassign Work

Page Name	*Definition Name*	*Usage*
Reassign Work Page	TE_EE_REASSIGN	Reassign work from one approver to another.

Understanding How to Reassign Work in PeopleSoft Expenses

Workflow and approval in PeopleSoft Expenses enables business processes to move expense transactions through the system. The PeopleSoft Expenses approval process integrates with the PeopleTools process to provide worklist and e-mail capability. Depending on your user settings in PeopleSoft security, you can receive worklist entries and e-mail notifications from your system. Although standard workflow functionality supports delegated approvals for managers, PeopleSoft Expenses supports delegation when routing the transactions to the next approver. There can be circumstances in your organization where the transactions in an approver's queue must be reassigned to a different approver.

Note: The Define Security - Reassign Work functionality moves *only* PeopleSoft Expenses-related work from one approver to another approver.

Reassign Work Page

Use the Reassign Work page (TE_EE_REASSIGN) to reassign work from one approver to another.

Navigation:

Travel and Expenses > **Manage Expenses Security** > **Reassign Approval Work**

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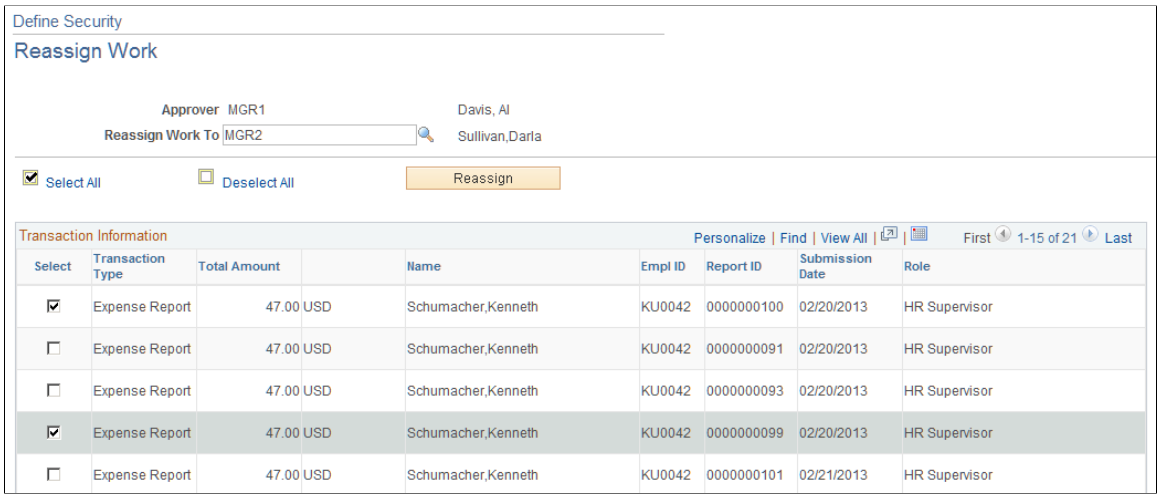
This example illustrates the fields and controls on the Reassign Work page. You can find definitions for the fields and controls later on this page.



Select the transactions and the user ID that you want to reassign work to. PeopleSoft Expenses generates an error and terminates the reassign operation if you enter the same approver in the Reassign Work To field. For example, MGR1 cannot reassign work to MGR1.

Setting Up Receipt Verification Rules and Lists

To set up receipt verification rules, use the Receipt Verification Rule (EX_RCPT_VER_RULES.GBL) component.

Pages Used to Set Up Receipt Verification Rules and Lists

Page Name	*Definition Name*	*Usage*
Receipt Verification Rules Page	EX_RCPT_VER_RULES	Create criteria to track receipts.
Verify Receipts for Specific Employees, Business Units, and Departments Pages	EX_RCPT_VER_EE EX_RCPT_VER_BU EX_RCPT_VER_DEPTS	Select employees who are required to provide receipts with their expense reports.

Understanding Receipt Verification Rules and Lists

If you require employees to substantiate their expenses with receipts, you can create a receipt verification rule and set up your system to track receipts.

Receipt Verification Rules Page

Use the Receipt Verification Rules page (EX_RCPT_VER_RULES) to create criteria to track receipts.

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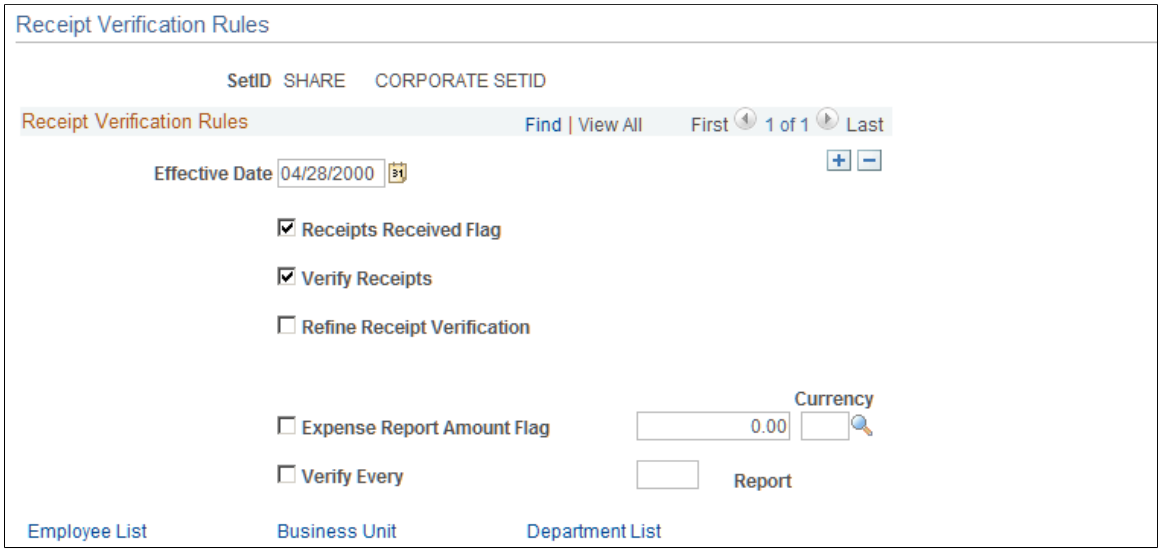
Navigation:

Set Up Financials/Supply Chain > Product Related > Expenses > Payment Information > Receipt Verification Rule

This example illustrates the fields and controls on the Receipt Verification Rules page.



Field or Control	*Description*
Receipts Received Flag	Activates a check box on the expense report when the report is audited. Auditors select this option to indicate that all receipts for the expense report are submitted.
Verify Receipts	Requires that receipts are validated on all expense reports by having employees or someone in your travel and expense department check off transactions as they are matched with employee receipts.
Refine Receipt Verification	Select to require receipt verification for specific circumstances. When you select this option, the system activates other options in this section. You may require receipt verification to occur when only one or both of the following conditions exist: **Expense Report Amount Flag:** The expense report exceeds a specified total. Enter the maximum amount in the space provided and select the appropriate currency. Any expense report that exceeds the specified maximum will require verification of receipts. **Verify Every Report:** Enter a number to specify how often to select an expense report to verify receipts.
Employee List, Business Unit, and **Department List**	Select to build the appropriate receipt verification lists.

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Verify Receipts for Specific Employees, Business Units, and Departments Pages

Use the Verify Receipts for Specific Employees page (EX_RCPT_VER_EE) to select employees who are required to provide receipts with their expense reports.

Navigation:

Click the **Employee List** link on the Receipt Verification Rules page.

Use the Verify Receipts for Specific Business Units page (EX_RCPT_VER_BU) to select business units that are required to verify receipts.

Navigation:

Click the **Business Unit** link on the Receipt Verification Rules page.

Use the Verify Receipts for Specific Departments page (EX_RCPT_VER_DEPTS) to select departments that are required to verify receipts.

Navigation:

Click the **Department List** link on the Receipt Verification Rules page.

These pages enable you to create lists of individuals or internal organizations required to verify receipts.

Depending on the page you accessed, select an employee ID, business unit, or department to audit.

Note: Receipt verification lists operate independently of the rules that you define for the entire business unit. However, the effective date for the rule also applies to verification lists.

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Chapter 11

Defining PeopleSoft Expenses Processing Roles and Exceptions

Understanding PeopleSoft Expenses Processing Roles and Exceptions

PeopleSoft Expenses enables you to establish roles for employees in specific positions in your organization, establish allowable spending amounts for employees based on roles and expense type, and determine the visibility and editability of accounting information using employee privilege templates. If you track VAT, you can also determine the visibility of VAT fields by role.

PeopleSoft Expenses enables certain groups of employees to be reimbursed more than the standard allowances and per diems for expense types. Tolerance percentages are associated with expense processing roles and expense types. For designated expense types, employees associated with these roles can enter higher amounts without exception comments; if they enter more than the new calculated allowable amounts, they must enter exception comments.

PeopleSoft Expenses also enables organizations to set up their systems to enforce stop limits. When an employee has a role defined and adds an expense type to the Role Exceptions table, the system does not allow the employee to enter an amount greater than the thresholds defined by the Location Amount table. The system forces the employee to change the amount to less than or equal to the threshold before he or she can submit the report.

If your organization uses VAT, the system administrator can specify to hide, display only, or allow editing of selected VAT fields by role.

Defining PeopleSoft Expenses Processing Roles

To define processing roles for PeopleSoft Expenses, use the Expense Role (EX_ROLE_GBL) component.

Page Used to Define Expenses Processing Roles for PeopleSoft Expenses

Page Name	*Definition Name*	*Usage*
Expenses Role Setup Page	EX_ROLE	Establish roles for employees depending on their positions in the company.

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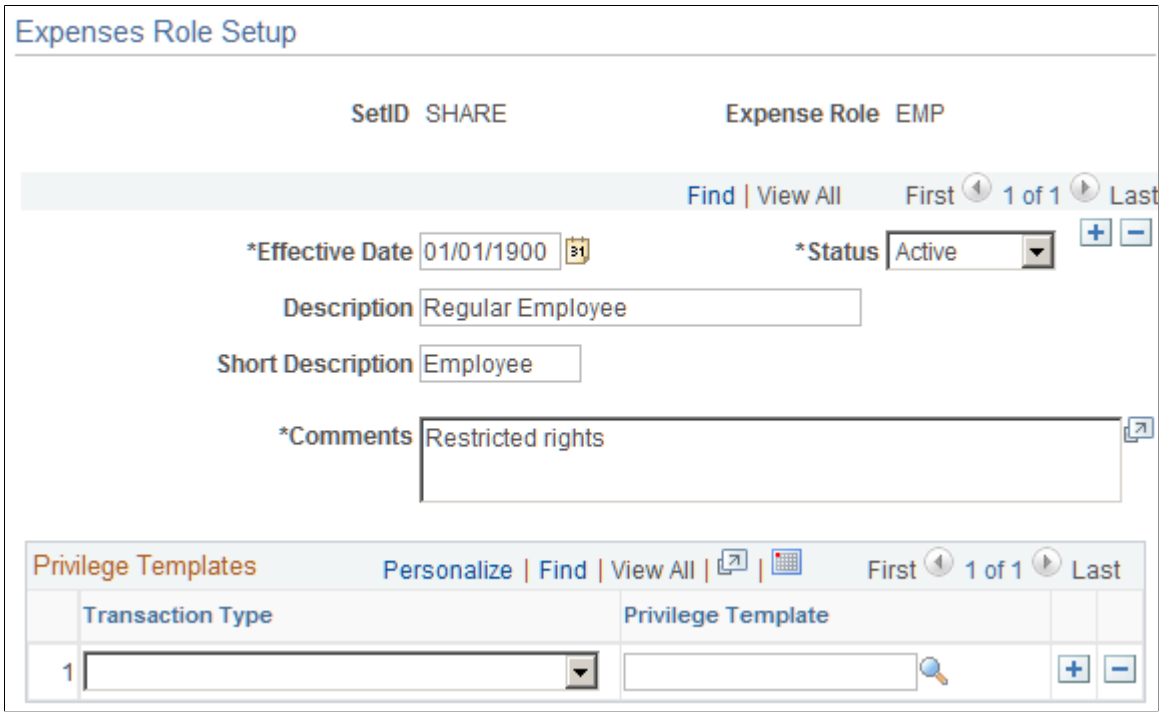
Expenses Role Setup Page

Use the Expenses Role Setup page (EX_ROLE) to establish roles for employees depending on their positions in the company.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Expense Role**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expenses System** > **Roles and Exceptions** > **Expense Roles**

This example illustrates the fields and controls on the Expenses Role Setup page. You can find definitions for the fields and controls later on this page.



Use this page to associate an employee privilege template with a role for each transaction. If you do not define an employee privilege template for one or more transaction types, or for a role, the system uses the employee privilege template that is defined on the Business Unit Privileges page.

Field or Control	*Description*
Transaction Type	Select a transaction type that is associated with the privilege template to associate it with the processing role. Applicable transaction types are *Expense Report, Time Report, Cash Advances,* and *Travel Authorization.*
Privilege Template	Select the predefined employee privilege template that is associated with the transaction type assigned to the expense role.

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Related Links

Understanding Accounting in PeopleSoft Expenses
Understanding Employee Privilege Templates
Understanding Header Level Default Accounting
Understanding Expense Transaction Line Default Accounting
Understanding Default Accounting Change Functionality
Configuring Business Units for PeopleSoft Expenses
Maintaining User Defaults

Configuring Expense Types based on Expense RoleTask

To configure Expense Types based on Expense roles for PeopleSoft Expenses, use the Expense Type (EX_ROLE_EXP_TYPE) component.

This topic discusses how to configure Expense Types based on Expense Role for PeopleSoft Expenses.

Pages Used to Configure Expense Types based on Expense RoleTask

Page Name	*Definition Name*	*Usage*
Expense Role Options – Expense Types Page	EX_ROLE_EXP_TYPE	Configure the expense types based on an expense role.

Expense Role Options – Expense Types Page

Use the Expense Role Options – Expense Types Page (EX_ROLE_EXP_TYPE) to configure the expense types based on an expense role.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Expenses** > **Management** > **Expense Role – Expense Types**

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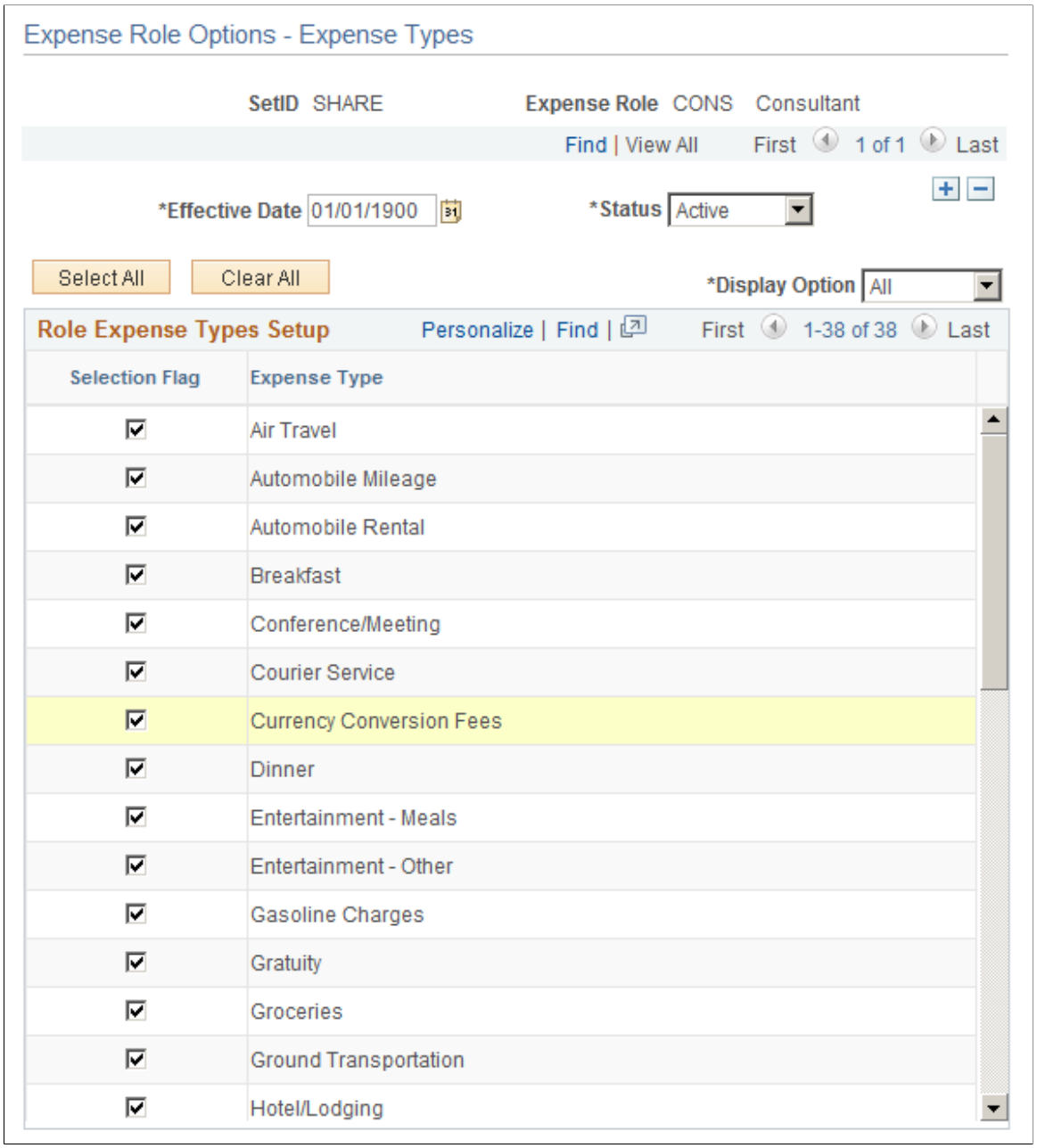
This example illustrates the fields and controls on the Expense Role Options – Expense Types Page. You can find definitions for the fields and controls later on this page.



You can control the expense types for the expense role based on effective date. All selected expense types are allowed for the expense role.

After you have setup the expense types for an expense role, you must also ensure that the expense role is attached to the employee via Employee Profile. When an employee creates an Expense Report or a Travel Authorization, the expense type list that is displayed is based on the setup you have done Expense Role Options – Expense Types Page.

For example, if you disabled an expense type Air Travel for an expense role Consultant, and you link the expense role Consultant to the employee, then, when this employee creates an Expense Report, Air Travel will not be displayed in the expense type list.

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When you create a new expense type, by default, the newly created expense type will be allowed for all users. If you want to limit the use of this expense type for some users, you must not select the check box for this expense type in the Expense Role Options – Expense Types page, and you make sure the expense role is linked to the users.

When an expense type is set to **Inactive**, it is also not available for Expense Report and Travel Authorization regardless of whether it is allowed for the expense role. However, when an expense type is set to **Active**, it is available for users only if it is set to **Allowed** for the expense role.

Field or Control	*Description*
All	Display all expense types
Allowed	Display all expense types that are allowed for the expense role
Not Allowed	Display all expense types that are not allowed for the expense role

Defining PeopleSoft Expenses Processing Role Exceptions

To define processing role exceptions for PeopleSoft Expenses, use the Expense Role Exceptions (EX_ROLE_EXCEPTION.GBL) component.

Page Used to Define Processing Role Exceptions for Expenses

Page Name	*Definition Name*	*Usage*
Expenses Role Exceptions Page	EX_ROLE_EXCEPTION	Establish allowable amounts by role by expense type.

Expenses Role Exceptions Page

Use the Expenses Role Exceptions page (EX_ROLE_EXCEPTION) to establish allowable amounts by role by expense type.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Expense Role Exceptions**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Roles and Exceptions** > **Expense Role Exceptions**

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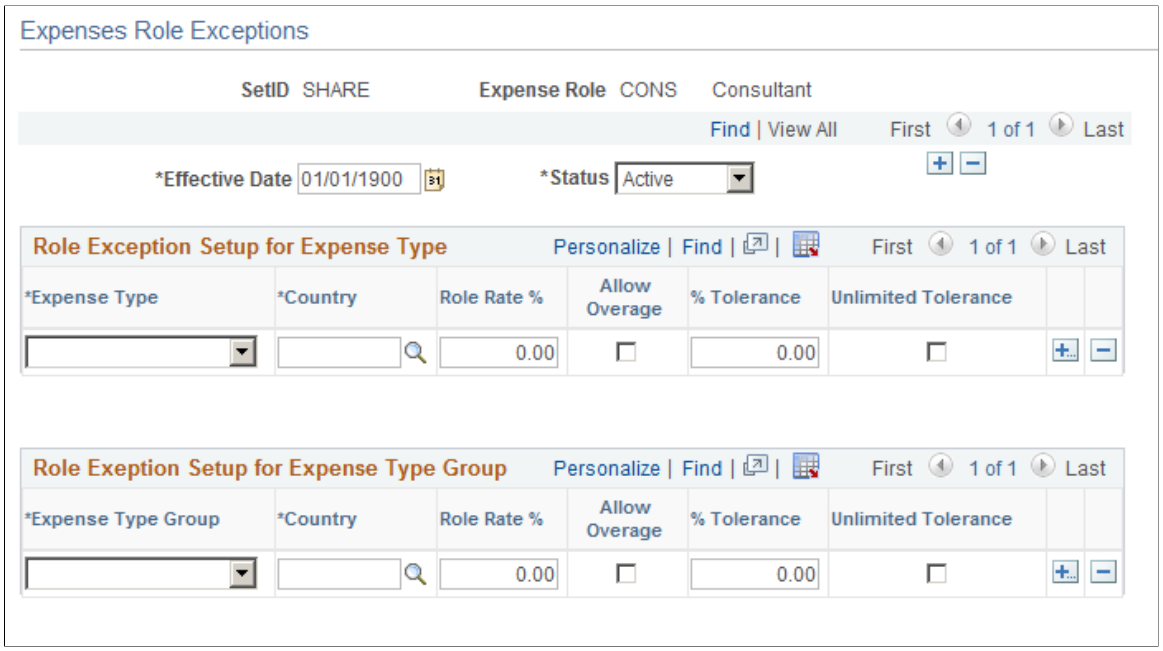
This example illustrates the fields and controls on the Expenses Role Exceptions page. You can find definitions for the fields and controls later on this page.



Role Exception Setup for Expense Type

Field or Control	*Description*
Expense Type	Select the expense type to create a new rate or amount tolerance level for the selected role.
Role Rate % (role rate percentage)	Designate the percentage above or below the location or per diem rate that an employee in this role can exceed before the system requires a comment.
Allow Overage	Select to allow an employee in this role to exceed the location or per diem rate up to the tolerance percentage above the role rate. If this option is not selected, the system enforces stop limits and does not allow employees to exceed the allowable amount on an expense report.
% Tolerance (percentage tolerance)	Designate the percentage above the location or per diem rate and role rate that an employee in this role can exceed before the system requires a comment.
Unlimited Tolerance	Select to allow an employee in this role to enter any amount for the expense type without the system requiring a comment.

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Role Exception Setup for Expense Type Group

Field or Control	*Description*
Expense Type Group	Select the expense type group to create a new rate or amount tolerance level for the selected role.
Role Rate % (role rate percentage)	Designate the percentage above or below the location rate that an employee in this role can exceed before the system requires a comment.
Allow Overage	Select to allow an employee in this role to exceed the location rate up to the tolerance percentage above the role rate. If this option is not selected, the system enforces stop limits and does not allow employees to exceed the allowable amount on an expense report.
% Tolerance (percentage tolerance)	Designate the percentage above the location rate and role rate that an employee in this role can exceed before the system requires a comment.
Unlimited Tolerance	Select to allow an employee in this role to enter any amount for the expense type group without the system requiring a comment.

Defining PeopleSoft Expenses Processing Role Options for VAT

To define PeopleSoft Expenses processing role options for VAT, use the Expense Role Options - VAT (EX_ROLE_VAT_GBL) component.

Page Used to Define Expenses Processing Role Options for VAT

Page Name	*Definition Name*	*Usage*
Expense Role Options - VAT Page	EX_ROLE_VAT	Determine the visibility of VAT fields by role.

Expense Role Options - VAT Page

Use the Expense Role Options - VAT page (EX_ROLE_VAT) to determine the visibility of VAT fields by role.

Navigation:

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- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Expense Role Options - VAT**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Roles and Exceptions** > **Expense Role Exceptions - VAT**

Field or Control	*Description*
Display VAT Hyperlink (display value-added hyperlink)	Select to display the VAT hyperlink on distribution pages for the role. If this option is selected, the **VAT** link appears on expense report and travel authorization pages. The **VAT** link enables users to access the VAT Details page. You can also determine which VAT fields can be modified and which VAT fields can only be viewed. Deselect to indicate that the VAT link should not appear on expense report and travel authorization pages. Use this option if you do not want users to view or change VAT information on expense reports or travel authorizations. If this option is deselected, the **Hide** option is automatically selected for all VAT fields.
Edit	Select to allow an employee who is associated with this role to edit the VAT field on the VAT Details page.
Display Only	Select to allow an employee who is associated with this role to view the VAT field on the VAT Details page.
Hide	Select to hide the VAT field for an employee who is associated with this role.

Note: PeopleSoft Expenses associates the VAT role with the employee ID of the employee who enters the expense transactions, not the employee ID of the employee for whom the expense transaction is for.

Related Links

Setting Up VAT Driver Defaults for PeopleSoft Expenses
Entering VAT Information on Expense Reports

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Chapter 12

Mapping Expense Data

Understanding Expense Data Mapping

PeopleSoft Expenses provides mapping of data sources to expense system tables, such as corporate cards, payroll, and benchmark providers. You can remap data, create mapping tables, and map tables to correct credit card errors that your system detects during the loading process.

Each mapping page displays the current mapping between data source files and PeopleSoft Expenses tables. Select or enter data in each column, and delete or add rows.

Related Links

Time Reporting Code (EX_TRC_MAP_TBL) Page

Mapping Accounting Information

To map accounting information, use the following components:

- Adv Source - Payroll (EX_PY_MAP_AS.GBL).
- Expense Type - Benchmark (EX_BMXPNTP_MAP_PNG.GBL).
- Expense Type - Payroll (EX_PY_MAP_TBL.GBL).

Pages Used to Map Accounting Information

Page Name	*Definition Name*	*Usage*
Advance Source - Payroll Page	EX_PY_MAP_AS	Map cash advance sources to payroll earnings codes.
Expense Type - Benchmark Page	EX_BMXPNTP_MAP_PNL	Map benchmark expense types to expense types.
Expense Type - Payroll Page	EX_PY_MAP_TBL	Map expense types to payroll earnings codes.

Advance Source - Payroll Page

Use the Advance Source - Payroll page (EX_PY_MAP_AS) to map cash advance sources to payroll earnings codes.

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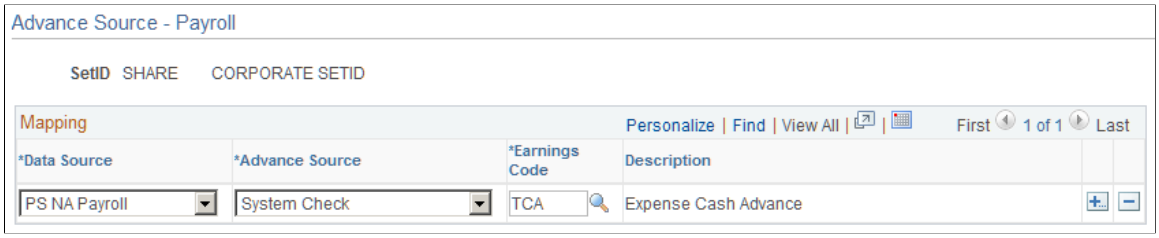
Navigation:

- **Set Up Financials/Supply Chain > Product Related > Expenses > Mapping > Cash Advance Payroll Mapping**
- **Travel and Expenses > Travel and Exp Admin Center > Define Expense System > Map Accounting Information > Adv Source - Payroll**

This example illustrates the fields and controls on the Advance Source - Payroll page. You can find definitions for the fields and controls later on this page.



This table maps a cash advance source to an earnings code. When PeopleSoft Expenses publishes expense reimbursement data to Payroll for North America, this table prevents the payroll system from processing cash advances as payroll items.

Mapping Table	*Mapping From*	*Mapping To*
EX_PY_MAP_AS	EX_ADV_SRC_TBL	EARNINGS_TBL

Expense Type - Benchmark Page

Use the Expense Type - Benchmark page (EX_BMXPNTP_MAP_PNL) to map benchmark expense types to expense types.

Navigation:

- **Set Up Financials/Supply Chain > Product Related > Expenses > Mapping > Load Expense Type Benchmarks**
- **Travel and Expenses > Travel and Exp Admin Center > Define Expense System > Map Accounting Information > Expense Type - Benchmark**

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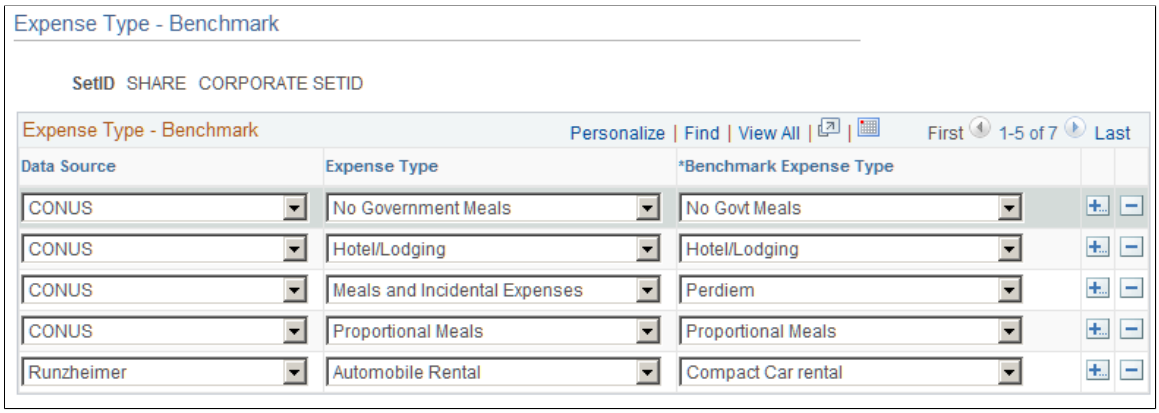
This example illustrates the fields and controls on the Expense Type - Benchmark page. You can find definitions for the fields and controls later on this page.



This table maps benchmark expenses in an external data file to an expense type in PeopleSoft Expenses. Mapping ensures that the system uses the correct associated benchmark amount when employees select an expense type for processing.

Mapping Table	***Mapping From***	***Mapping To***
EX_BMXPNSTP_MAP	External data file	EX_TYPES_TBL

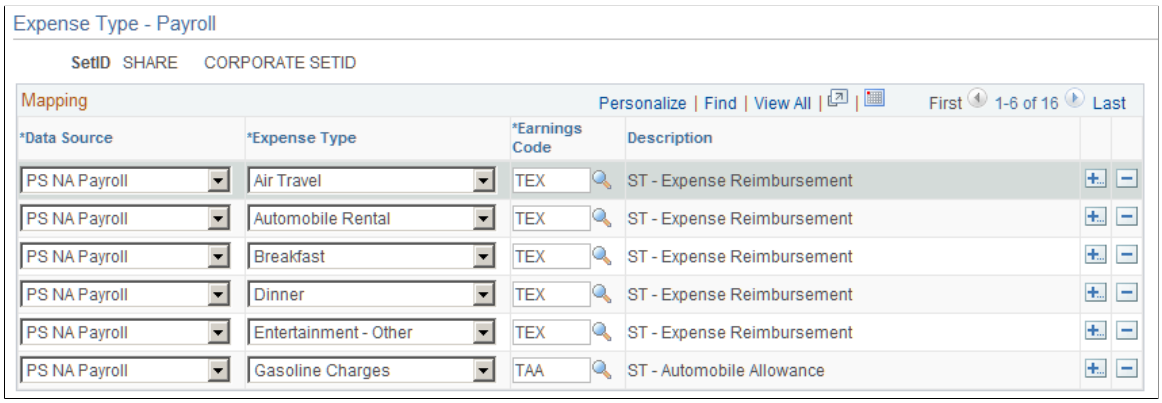
Expense Type - Payroll Page

Use the Expense Type - Payroll page (EX_PY_MAP_TBL) to map expense types to payroll earnings codes.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Mapping** > **Expense Type - Payroll**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Map Accounting Information** > **Expense Type - Payroll**

This example illustrates the fields and controls on the Expense Type - Payroll page. You can find definitions for the fields and controls later on this page.



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This table maps expense types to earnings codes. When PeopleSoft Expenses publishes expense reimbursement data to PeopleSoft Payroll for North America, this table identifies expenses to prevent the payroll system from processing them as payroll items.

Mapping Table	*Mapping from*	*Mapping to*
EX_PY_MAP_TBL	EX_TYPES_TBL	EARNINGS_TBL

Mapping Expense Type

Pages Used to Map Expense Type

Page Name	*Definition Name*	*Usage*
Expense Type - Wizard Type Page	EX_WIZARD_TBL	Map Hotel Wizard types to expense types.
Expense Type - Text Message Page	EX_TXTMSG_MAP_PNL	Map an expense type description to expense types.

Expense Type - Wizard Type Page

Use the Expense Type - Wizard Type page (EX_WIZARD_TBL) to map Hotel Wizard types to expense types.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Mapping** > **Expense Type - Wizard Type**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Map Accounting Information** > **Expense Type - Wizard Type**

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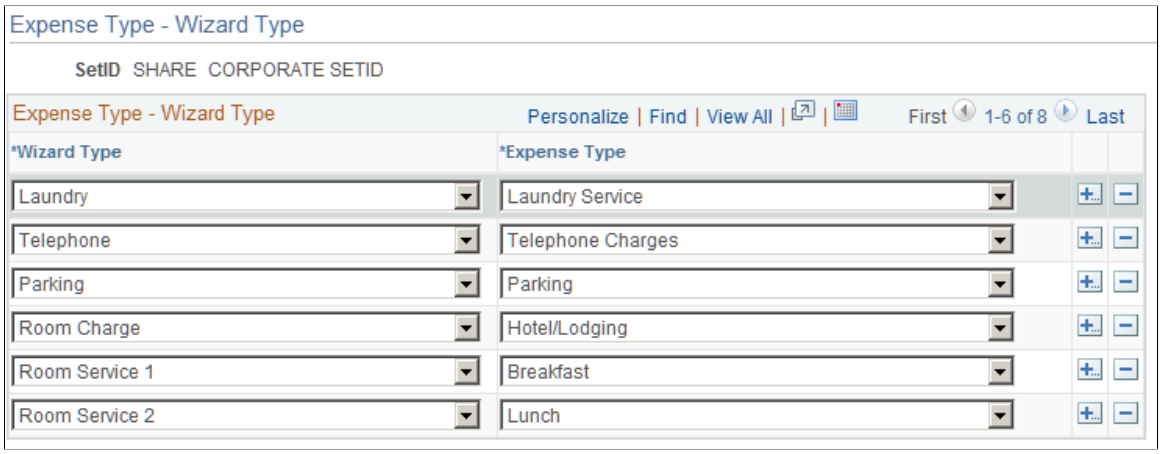
This example illustrates the fields and controls on the Expense Type - Wizard Type page. You can find definitions for the fields and controls later on this page.



This table maps a wizard type (an expense type that comes with Hotel Wizard) to an expense type. When an employee selects a wizard type, PeopleSoft Expenses processes the charge using the associated expense type to ensure correct accounting.

Mapping Table	*Mapping from*	*Mapping to*
EX_WIZARD_TBL	PSXLATITEM	EX_TYPES_TBL

Mapping of MISC on Expense Type - Wizard Type setup page will have no consequence, and all expense types will be listed while itemizing an expense line.

Expense Type - Text Message Page

Use the Expense Type - Text Message page (EX_TXTMSG_MAP_PNL) to map an expense type description to expense types.

Navigation:

Set Up Financials/Supply Chain > Product Related > Expenses > Mapping > Map Expense Type to Text Msg

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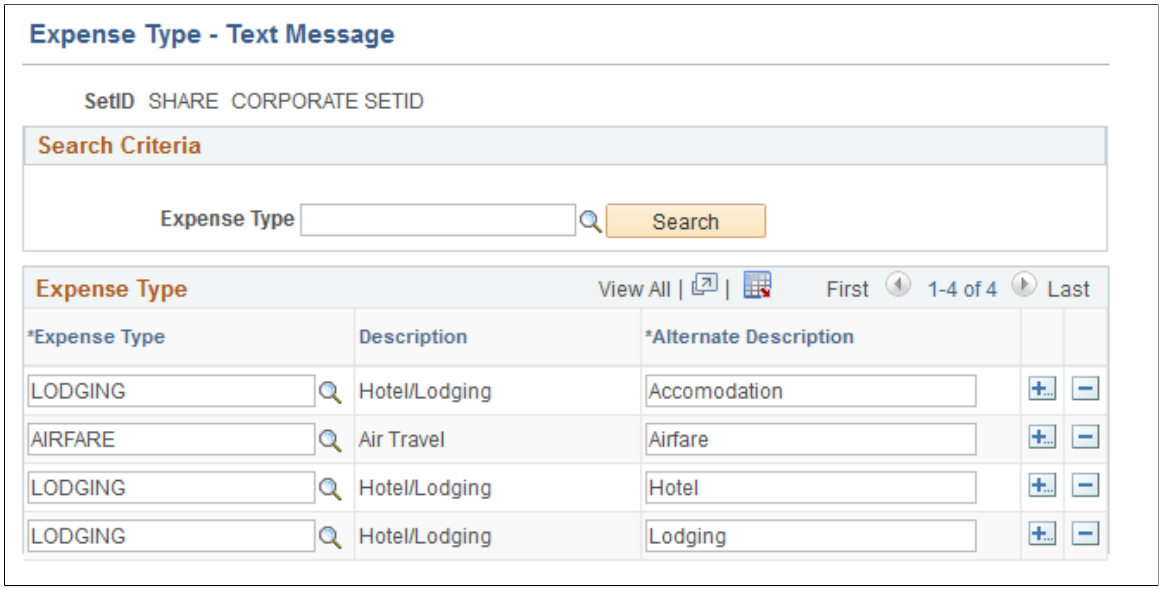
This example illustrates the fields and controls on the Expense Type - Text Message page.



Field or Control	*Description*
Search Criteria	Select an expense type. The search criteria helps you retrieve those expense types that you entered in the search criteria.
Expense Type	Select an expense type to add an expense item.
Description	Displays the description as set up in the Expense Types 1 Page. For more information, see Setting Up Expense Types
Alternate Description	Enter a alternate description about the expense transaction. When PeopleSoft processes a text message received from Twilio, PeopleSoft uses the expense type definition. If no match found, the system will look at the alternate description mapping setup on this page. **Alternate Description** must be unique and it cannot be used for multiple expense types. However, you can define multiple keywords for the same expense type. For Example: LODGING expense type can have multiple keywords such as Hotel, Lodging, Accommodation etc.

This table maps a expense type description received as a text message from Twilio to an expense type.

Mapping Table	*Mapping from*	*Mapping to*
EX_TXTMSG_MAP_PNL	Text Message from Twilio	EX_TYPES_TBL

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Mapping Location Information

To map location information, use the following components:

- Country Code (EX_COUNTRY_MAP_PNG.GBL).
- Currency Code (EX_CURRNCY_MAP_PNG.GBL).
- Expense Location (EX_LOCTION_MAP_PNG.GBL).
- State Code (EX_STATE_MAP.GBL).

Pages Used to Map Location Information

Page Name	*Definition Name*	*Usage*
Country Code Page	EX_COUNTRY_MAP_PNL	Map external source country names to country codes.
Currency Code Page	EX_CURRNCY_MAP_PNL	Map external source currency abbreviations to currency codes.
Expense Location Page	EX_LOCTION_MAP_PNL	Map external data source locations to expense locations.
State Code Page	EX_STATE_MAP	Map external data source state names to state codes.

Country Code Page

Use the Country Code page (EX_COUNTRY_MAP_PNL) to map external source country names to country codes.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Mapping** > **Country Code**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Map Location Information** > **Country Code**

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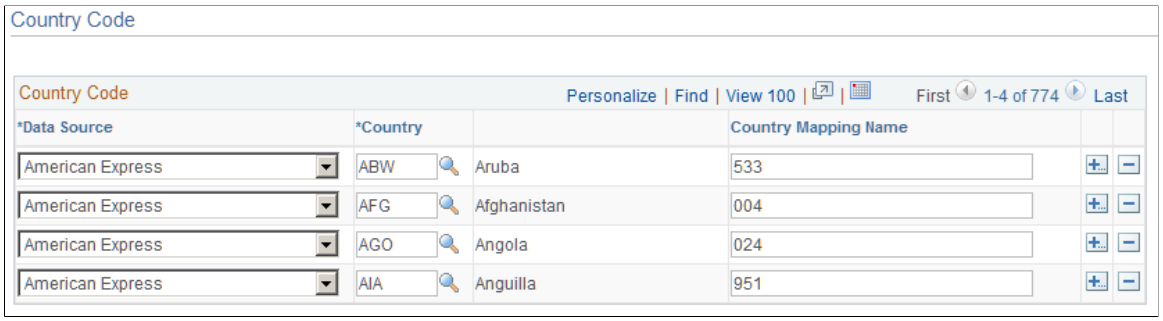
This example illustrates the fields and controls on the Country Code page. You can find definitions for the fields and controls later on this page.



This table maps country names used by external data sources to country codes in PeopleSoft Expenses. It works with the Expense Location map to associate external data location details with expense locations.

Mapping Table	*Mapping from*	*Mapping to*
EX_COUNTRY_MAP	External data file	COUNTRY_TBL

Currency Code Page

Use the Currency Code page (EX_CURRNCY_MAP_PNL) to map external source currency abbreviations to currency codes.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Mapping** > **Map Currency Code to Corp Card**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Map Location Information** > **Currency Code**

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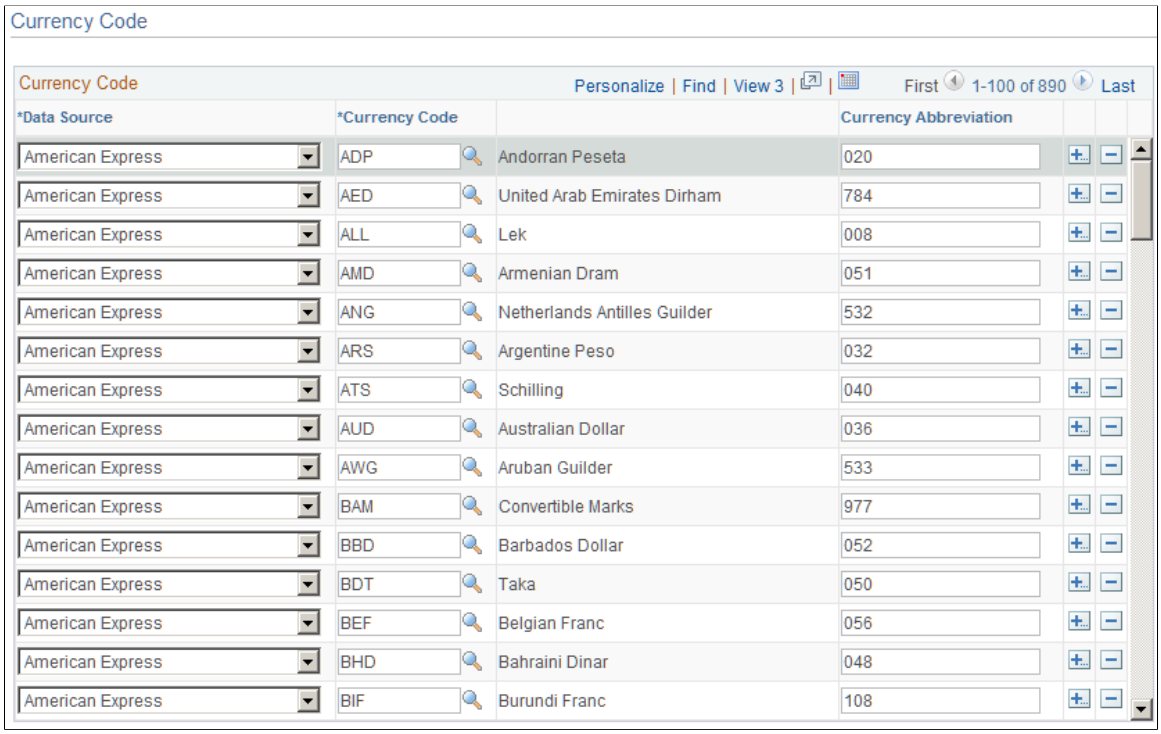
This example illustrates the fields and controls on the Currency Code page. You can find definitions for the fields and controls later on this page.



This table maps the currency abbreviation from an external data file to a PeopleSoft Expenses currency code. Mapping associates a currency code with each expense item in the data file.

Mapping Table	*Mapping from*	*Mapping to*
EX_CURRENCY_MAP	External data file	CURRENCY_CD_TBL

Expense Location Page

Use the Expense Location page (EX_LOCTION_MAP_PNL) to map external data source locations to expense locations.

Navigation:

- **Set Up Financials/Supply Chain > Product Related > Expenses > Mapping > Map Locations to Credit Cards**
- **Travel and Expenses > Travel and Exp Admin Center > Define Expense System > Map Location Information > Expense Location**

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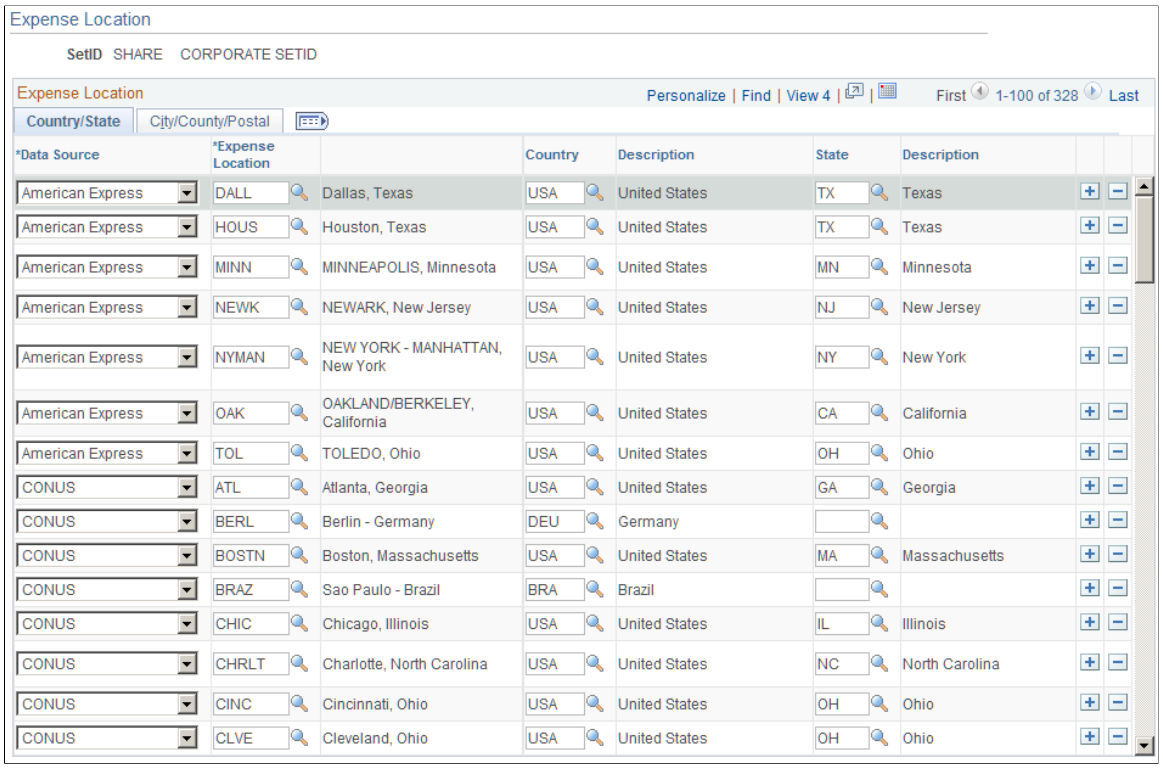
This example illustrates the fields and controls on the Expense Location page: County/State tab. You can find definitions for the fields and controls later on this page.



Expense Location

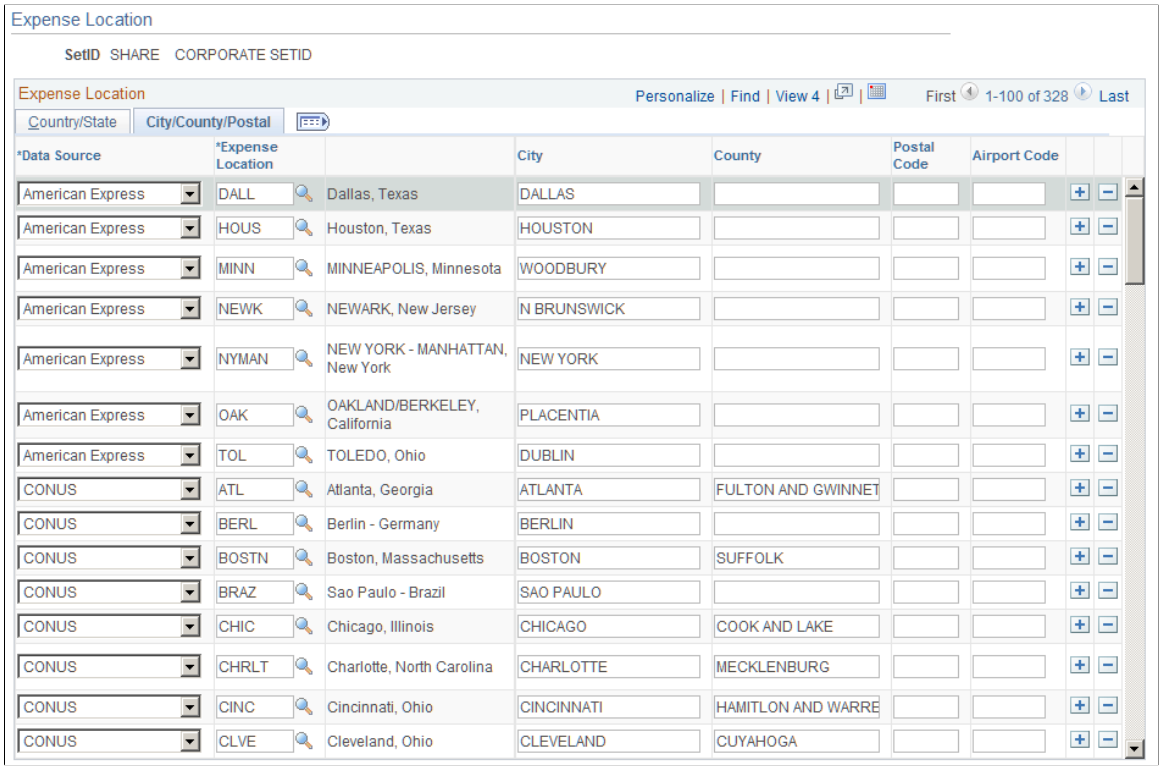
SetID SHARE CORPORATE SETID

Expense Location — Personalize | Find | View 4 | First 1-100 of 328 Last

Country/State | City/County/Postal

*Data Source	*Expense Location		Country	Description	State	Description
American Express	DALL	Dallas, Texas	USA	United States	TX	Texas
American Express	HOUS	Houston, Texas	USA	United States	TX	Texas
American Express	MINN	MINNEAPOLIS, Minnesota	USA	United States	MN	Minnesota
American Express	NEWK	NEWARK, New Jersey	USA	United States	NJ	New Jersey
American Express	NYMAN	NEW YORK - MANHATTAN, New York	USA	United States	NY	New York
American Express	OAK	OAKLAND/BERKELEY, California	USA	United States	CA	California
American Express	TOL	TOLEDO, Ohio	USA	United States	OH	Ohio
CONUS	ATL	Atlanta, Georgia	USA	United States	GA	Georgia
CONUS	BERL	Berlin - Germany	DEU	Germany		
CONUS	BOSTN	Boston, Massachusetts	USA	United States	MA	Massachusetts
CONUS	BRAZ	Sao Paulo - Brazil	BRA	Brazil		
CONUS	CHIC	Chicago, Illinois	USA	United States	IL	Illinois
CONUS	CHRLT	Charlotte, North Carolina	USA	United States	NC	North Carolina
CONUS	CINC	Cincinnati, Ohio	USA	United States	OH	Ohio
CONUS	CLVE	Cleveland, Ohio	USA	United States	OH	Ohio

This example illustrates the fields and controls on the Expense Location page: City/County/Postal tab. You can find definitions for the fields and controls later on this page.



Expense Location

SetID SHARE CORPORATE SETID

Expense Location — Personalize | Find | View 4 | First 1-100 of 328 Last

Country/State | City/County/Postal

*Data Source	*Expense Location		City	County	Postal Code	Airport Code
American Express	DALL	Dallas, Texas	DALLAS			
American Express	HOUS	Houston, Texas	HOUSTON			
American Express	MINN	MINNEAPOLIS, Minnesota	WOODBURY			
American Express	NEWK	NEWARK, New Jersey	N BRUNSWICK			
American Express	NYMAN	NEW YORK - MANHATTAN, New York	NEW YORK			
American Express	OAK	OAKLAND/BERKELEY, California	PLACENTIA			
American Express	TOL	TOLEDO, Ohio	DUBLIN			
CONUS	ATL	Atlanta, Georgia	ATLANTA	FULTON AND GWINNET		
CONUS	BERL	Berlin - Germany	BERLIN			
CONUS	BOSTN	Boston, Massachusetts	BOSTON	SUFFOLK		
CONUS	BRAZ	Sao Paulo - Brazil	SAO PAULO			
CONUS	CHIC	Chicago, Illinois	CHICAGO	COOK AND LAKE		
CONUS	CHRLT	Charlotte, North Carolina	CHARLOTTE	MECKLENBURG		
CONUS	CINC	Cincinnati, Ohio	CINCINNATI	HAMITLON AND WARRE		
CONUS	CLVE	Cleveland, Ohio	CLEVELAND	CUYAHOGA		

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This table maps location details from an external data file to a PeopleSoft Expenses expense location. The table works with the Country Code and State Code maps to associate specific country details—such as state, city, or postal code—with an expense location.

Note: Although you are not required to set up **State,** PeopleSoft Expenses looks at this field to automatically supply the state for VAT processing during expense report entry.

Mapping Table	*Mapping from*	*Mapping to*
EX_LOCATION_MAP	External data files	EX_LOCATION_TBL

State Code Page

Use the State Code page (EX_STATE_MAP) to map external data source state names to state codes.

Navigation:

- **Set Up Financials/Supply Chain > Product Related > Expenses > Mapping > Map CC Feed to a State Code**
- **Travel and Expenses > Travel and Exp Admin Center > Define Expense System > Map Location Information > State Code**

This example illustrates the fields and controls on the State Code page. You can find definitions for the fields and controls later on this page.

This table maps state names from external data files to the **State** field in PeopleSoft Expenses. It works with the Expense Location map to associate external data location details with expense locations.

Mapping Table	*Mapping from*	*Mapping to*
EX_STATE_MAP	External data files	STATE_TBL

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Mapping Corporate Card Data

To map corporate card data, use the following components:

- Adv Source - Corporate Card (EX_ADV_SRC_MAP.GBL).
- Expense Type - Corporate Card (EX_CCET_MAP_TBL.GBL).
- Data Source - SetID (EX_SETID_MAP_PNG.GBL).
- Payment Type - Corporate Card (EX_EM_MAP_TBL.GBL).
- Merchant Category Group (EX_VIS_MCG_MAP.GBL).

Pages Used to Map Corporate Card Data

Page Name	*Definition Name*	*Usage*
Data Source - SetID Page	EX_SETID_MAP_PNL	Map external data sources to SetIDs.
Payment Type - Corporate Card Page	EX_EM_MAP_TBL	Map credit card codes to payment types.
Expense Type - Corporate Card Page	EX_CCET_MAP_TBL	Map a credit card supplier's merchant category group to expense types.
Advance Source - Corporate Card Page	EX_ADV_SRC_MAP	Map credit card cash advance codes to cash advance sources.
Merchant Category Group Page	EX_VIS_MCG_MAP	Map merchant category codes to merchant category groups.
Expense Type - Enhanced Data American Express / Visa 4.4 Page	EX_ENNC_DATA2 (American Express or Visa 4.4) EX_ENNC_DATA2 (all others)	Map credit card enhanced data to expense types.

Data Source - SetID Page

Use the Data Source - SetID page (EX_SETID_MAP_PNL) to map external data sources to SetIDs.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Mapping** > **Map Cred Card Source to SetID**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Map Corporate Card Data** > **Data Source - SetID**

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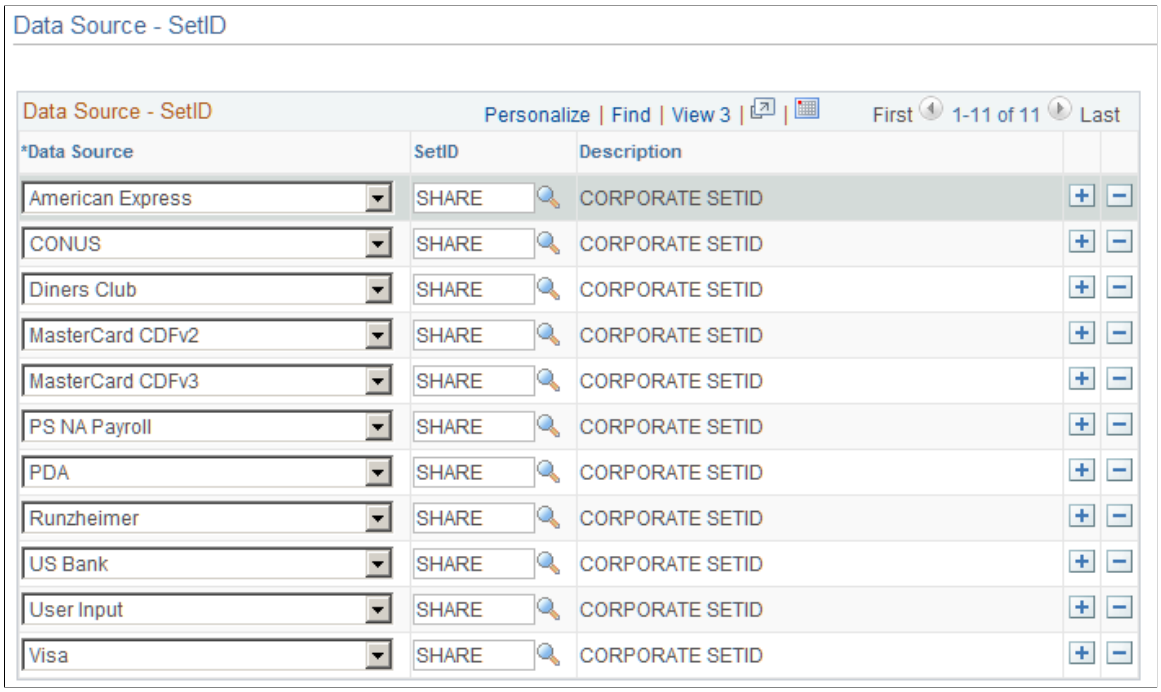
This example illustrates the fields and controls on the Data Source - SetID page. You can find definitions for the fields and controls later on this page.



This table maps external data sources to SetIDs that are used in mapping other expenses information, such as benchmark expenses.

Mapping Table	*Mapping from*	*Mapping to*
EX_BNCHMRKSETID	External file	SETID_TBL

Payment Type - Corporate Card Page

Use the Payment Type - Corporate Card page (EX_EM_MAP_TBL) to select corporate card issuer and map corresponding credit card codes to payment types.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Mapping** > **Payment Type - Corporate Card**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Map Corporate Card Data** > **Payment Type - Corporate Card**

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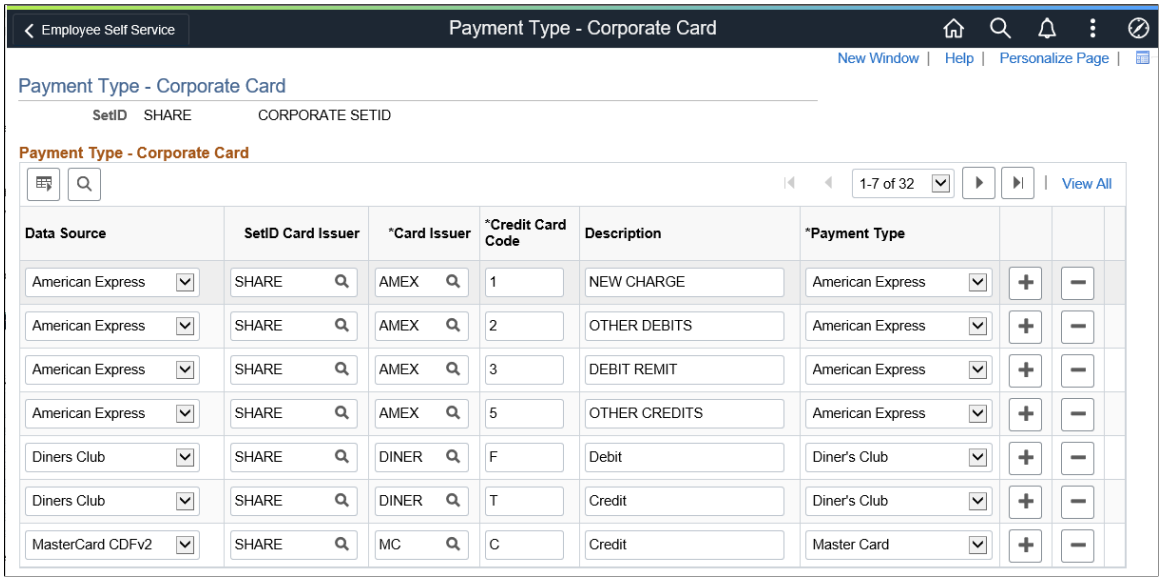
This example illustrates the fields and controls on the Payment Type - Corporate Card page.



Select the data source, SetID for the corporate card issuer, and corporate card issuer for making a payment. Based on this information, the credit card code maps to the payment type.

Note: The SetID Card Issuer column only appears when the Credit Card Multiple Vendor option is selected on the “Installation Options - Expenses Page” (Application Fundamentals).

Mapping Table	*Mapping from*	*Mapping to*
EX_EM_MAP_TBL	External data files	EX_EXP_MTHD_TBL

Expense Type - Corporate Card Page

Use the Expense Type - Corporate Card page (EX_CCET_MAP_TBL) to map a credit card supplier's merchant category group to expense types.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Mapping** > **Expense Type - Corporate Card**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Define Expense System** > **Map Corporate Card Data** > **Expense Type - Corporate Card**

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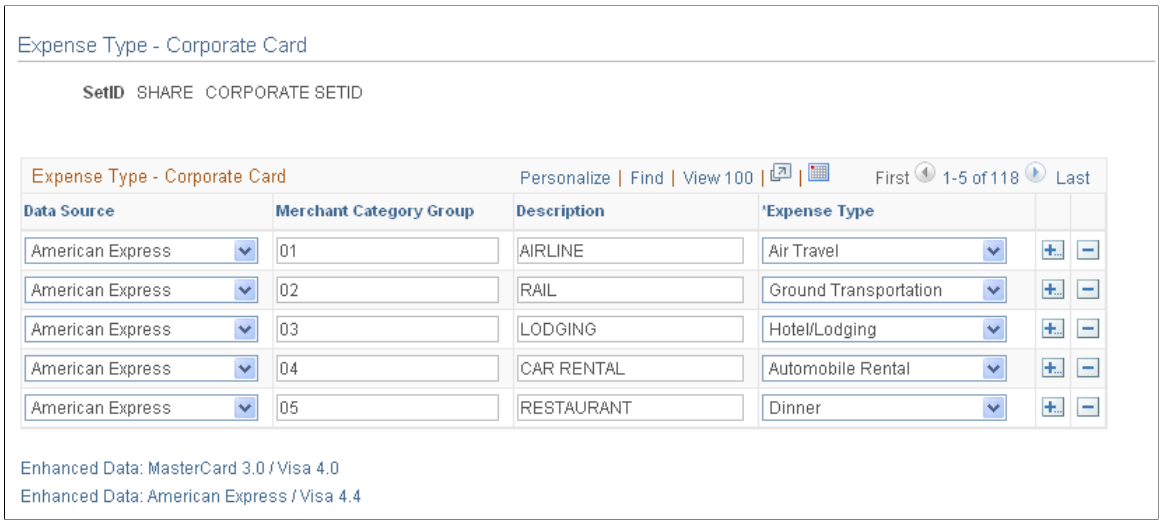
This example illustrates the fields and controls on the Expense Type - Corporate Card page. You can find definitions for the fields and controls later on this page.



This table maps the credit card supplier's merchant category group to an expense type in PeopleSoft Expenses. Mapping enables credit card feeds to populate expense lines automatically when an employee selects credit card transactions to process an expense report.

Field or Control	*Description*
Enhanced Data: MasterCard #.#/Visa #.#	Click to access the Expense Type - Enhanced Data page for Visa and Master Card. The “#” sign indicates the release in which the PeopleSoft system integrates with the credit card supplier.
Enhanced Data: American Express / Visa #.#	Click to access the Expense Type – Enhanced Data page for American Express and Visa. The “#” sign indicates the release in which the PeopleSoft system integrates with the credit card supplier.

Mapping Table	*Mapping from*	*Mapping to*
EX_CCET_MAP_TBL	Credit card supplier files	EX_TYPES_TBL

Advance Source - Corporate Card Page

Use the Advance Source - Corporate Card page (EX_ADV_SRC_MAP) to map credit card cash advance codes to cash advance sources.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Mapping** > **Define Credit Card Sources**

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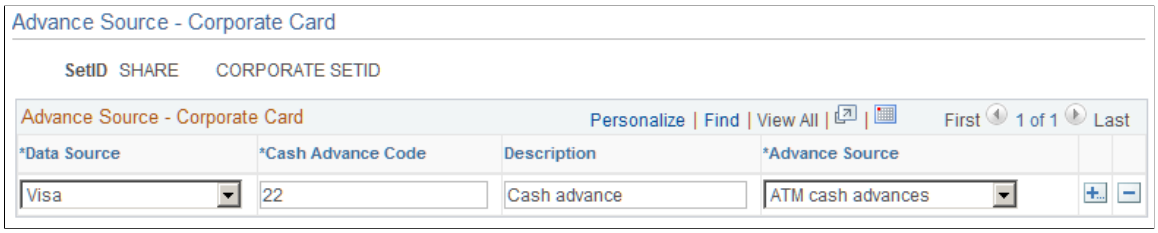
- **Travel and Expenses > Travel and Exp Admin Center > Define Expense System > Map Corporate Card Data > Adv Source - Corporate Card**

This example illustrates the fields and controls on the Advance Source - Corporate Card page. You can find definitions for the fields and controls later on this page.



This table maps the credit card supplier's industry cash advance code to a cash advance source in PeopleSoft Expenses. Because cash advance line items require an advance source, mapping enables automatic population of cash advance lines by credit card feeds when employees process credit card transactions.

Mapping Table	*Mapping from*	*Mapping to*
EX_ADV_MAP_TBL	Credit card supplier file	EX_ADV_SRC_TBL

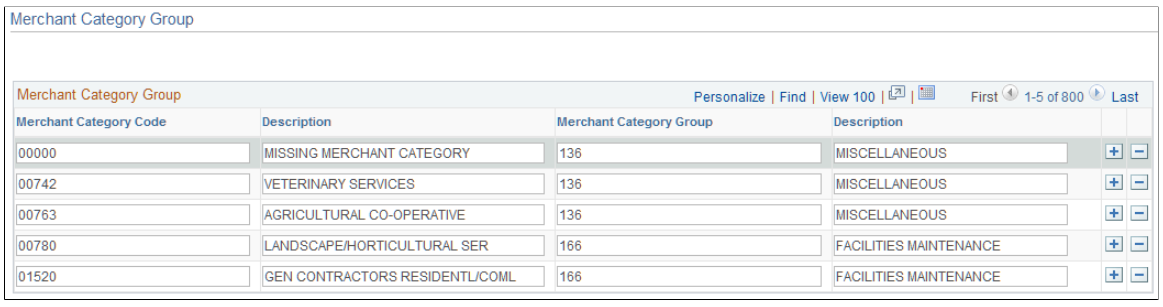
Merchant Category Group Page

Use the Merchant Category Group page (EX_VIS_MCG_MAP) to map merchant category codes to merchant category groups.

Navigation:

- **Set Up Financials/Supply Chain > Product Related > Expenses > Mapping > Define Merchant Cat Group**
- **Travel and Expenses > Travel and Exp Admin Center > Define Expense System > Map Corporate Card Data > Merchant Category Group**

This example illustrates the fields and controls on the Merchant Category Group page. You can find definitions for the fields and controls later on this page.



This table maps standard industry merchant category codes to merchant category groups. The mapping table works with the Expense Type - Corporate Card map to associate credit card transactions with

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expense types through the **Merchant Category Group** field. This mapping is used by Visa International, MasterCard, and US Bank.

Mapping Table	*Mapping from*	*Mapping to*
EX_VIS_MCG_MAP	Standard industry codes provided by the supplier	EX_CCET_MAP_TBL

Related Links

Loading Credit Card Data

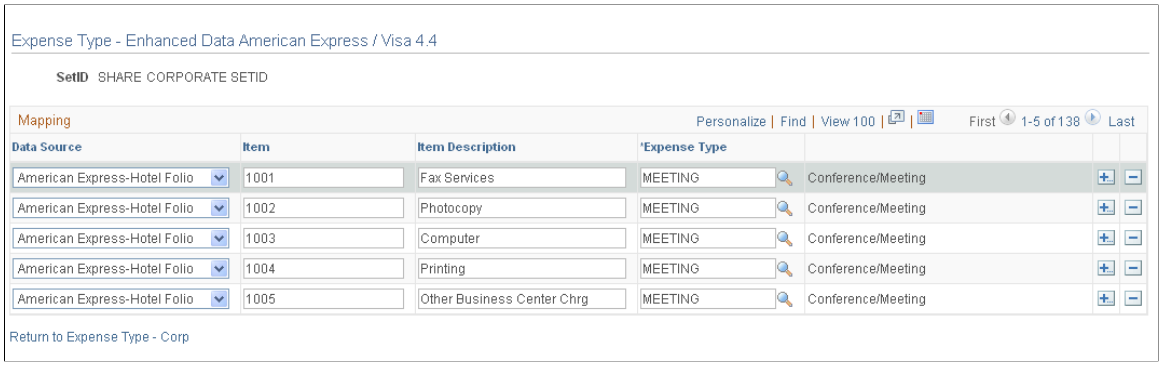
Expense Type - Enhanced Data American Express / Visa 4.4 Page

Use the Expense Type - Enhanced Data American Express / Visa 4.4 page (EX_ENHC_DATA2) to map credit card enhanced data to expense types.

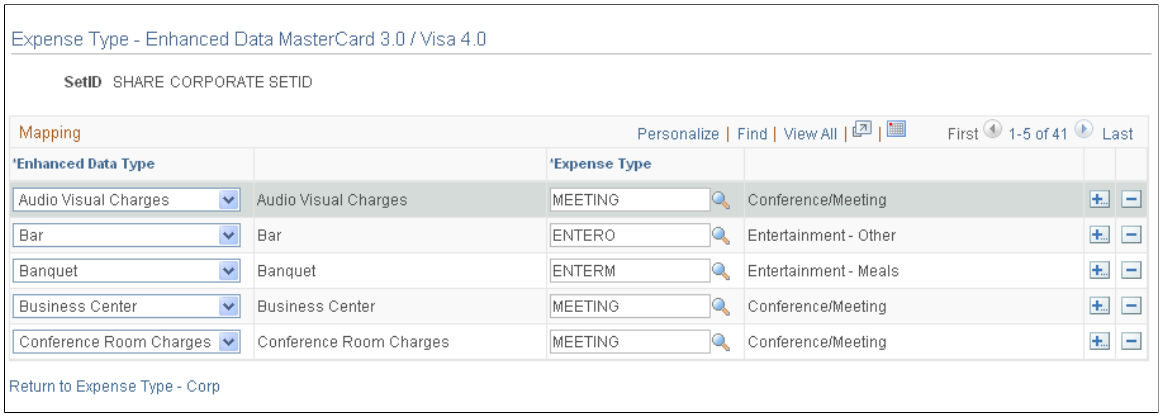
Navigation:

Click the **Enhanced Data: Supplier** link on the Expense Type - Corporate Card page.

This example illustrates the fields and controls on the Expense Type - Enhanced Data American Express / Visa 4.4 page. You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Expense Type - Enhanced Data MasterCard 3.0 / Visa 4.0 page.



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If you are using enhanced credit card data for hotel transactions, you must map the fields that are available in the detail and summary records to an expense type.

This table maps the credit card supplier's enhanced data to an expense type in PeopleSoft Expenses. Mapping enables credit card feeds to populate expense lines when an employee selects credit card transactions to process an expense report.

Note: If the setup of enhanced data expense type is not correct or is incomplete, the expense type of the enhanced data row that is created is updated with the expense type from the original financial transaction. For example, if there is not an expense type set up for MiniBar, the enhanced data rows are assigned an expense type of Lodging, which is the expense type associated with the original financial transaction.

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Chapter 13

Working with External Expense Data

Understanding External Expense Data

Organizations are simplifying the administrative operations that are associated with expense reimbursement. PeopleSoft Expenses accepts and processes data from outside sources, such as credit card suppliers and benchmark data distributors. You can use these external sources to provide expense data electronically, which reduces the data entry demands on employees. Using electronic data saves time in submitting and approving expenses, and helps monitor the legitimacy of expenses.

For successful expense processing, data files are already formatted properly for staging and loading. Depending on the data source, staging processes differ; however, you use the Load External Data Application Engine process (EX_DATA_LOAD) to load external data.

Loading External Expense Data

Page Used to Load External Expense Data

Page Name	*Definition Name*	*Usage*
Load External Data Sources Page	RUN_EXDATALD	Load data from outside sources into PeopleSoft Expenses tables.

Understanding the Load External Data Process

PeopleSoft Process Scheduler runs the Load External Data process at user-defined intervals. This process drives all external data loading programs. Depending on the data source, the Load External Data process runs the appropriate program.

The **Include Account Maintenance** and **Update Profile for New Account** options on the Installation Options - Expenses page determine if credit card maintenance is processed, and whether updates of new accounts to existing employees occur automatically. If these options are selected, the Load External Data process for American Express, Visa and MasterCard (CDF3) adds new accounts to existing profiles and updates the employee profile and corporate card information in Expenses for these fields. For MasterCard (CDF2), only existing profiles are updated and no new accounts are created for existing employee profiles.

- Card Member Account Number.
- Account Status.
- Account Credit Limit.

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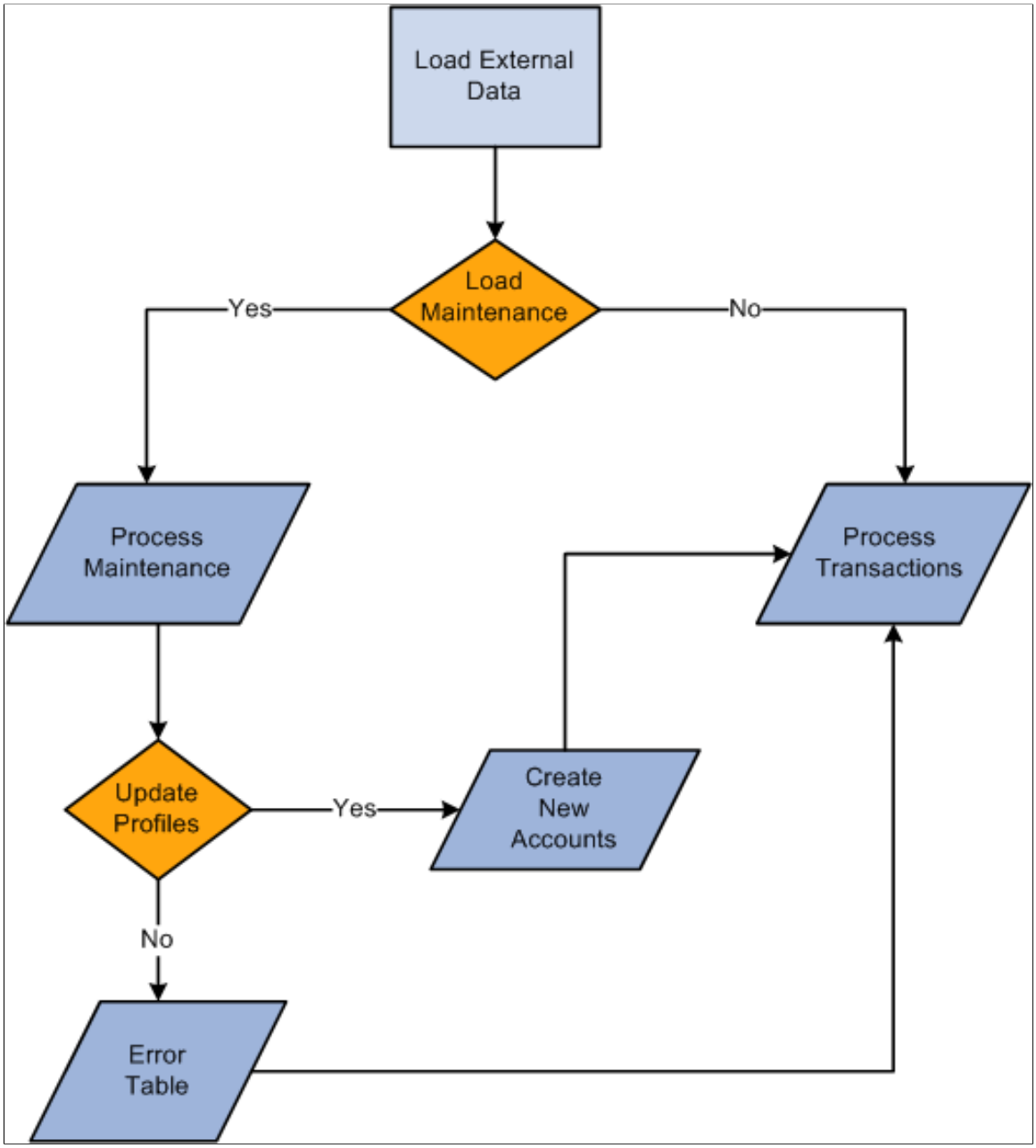
- Transaction Limit.
- Anniversary/Issue Date.
- Expiration Date.

This diagram illustrates the Load External Data process flow for account maintenance. If the account number for an employee does not exist and the employee identifier exists in the credit card supplier file, then the new account is created. If the account number for an employee does not exist and the employee identifier does not exist in the credit card supplier file, then the rows are inserted into an error table.



During the Load External Data process for account maintenance:

- Data is loaded from a file that is received from a credit card supplier containing credit card account maintenance records.

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    - American Express provides a separate file containing account maintenance.
    - Visa and MasterCard include account maintenance as another record type in the same file containing the account transactions.

- Maintenance to an existing account occurs if the account number from the credit card supplier can be matched with an existing account in the PeopleSoft system.

  The update of a new account to an existing employee occurs if the employee identifier from the credit card supplier is valid and matches an existing employee id in the PeopleSoft system.

- Maintenance records that are not matched to an employee profile are written to an error table where they can be reviewed using the Corporate Card Maintenance Errors page.

  Records that are reviewed can be reloaded to update the appropriate employee profile, or the profile can be updated manually.

Warning! If you are an HCM customer and use this feature in PeopleSoft Expenses, you should ensure that the HCM business process does not inadvertently overlay employee profile updates from the credit card issuer when running the data sync process between HCM and Expenses.

MasterCard and Visa

For MasterCard and Visa, if you select the **Reprocess Corporate Card Maintenance Errors** check box, the Load External Data is automatically selected. You can run the Reprocess Corporate Card Errors and Reprocess Corporate Card Maintenance Errors at the same time. The Reprocess Corporate Card Maintenance Errors process will run first. You can also select the **Reprocess Corporate Card Errors** or the **Reprocess Corporate Card Maintenance Errors** check box.

This table explains the type of data that loads when the check boxes are selected or deselected:

Load External Data	*Reprocess Corporate Card Errors*	*Reprocess Corporate Card Maintenance Errors*	*Description*
Selected	Deselected	Deselected	The file name is required and flat file loads.
Selected	Selected	Deselected	The file name is not required and only transaction errors load.
Selected	Selected	Selected	The file name is not required and all errors load.
Selected	Deselected	Selected	The file name is not required and only maintenance errors load.

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Load External Data	*Reprocess Corporate Card Errors*	*Reprocess Corporate Card Maintenance Errors*	*Description*
Deselected	Deselected	Deselected	The system issues an error instructing you to select something.
Deselected	Selected	Selected	This is not a valid combination. The system will automatically select the **Load External Data** check box.

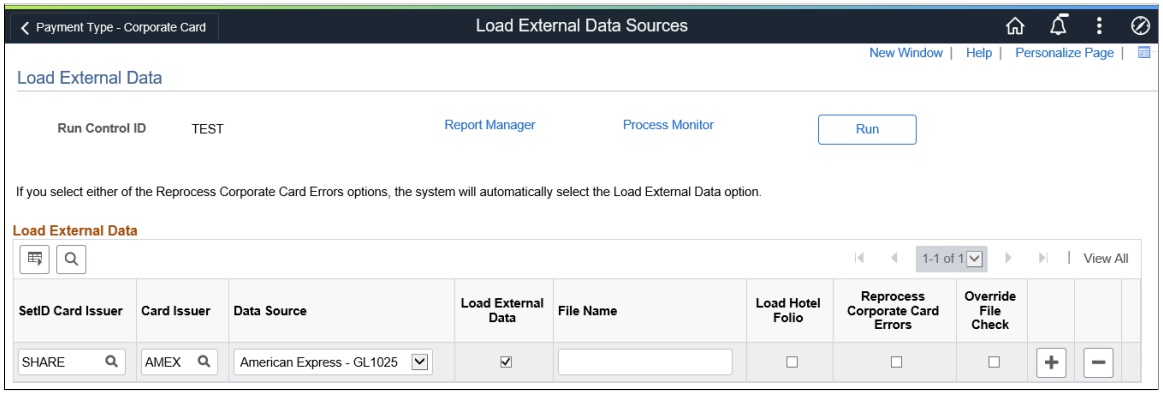
Load External Data Sources Page

Use the Load External Data Sources page (RUN_EXDATALD) to load data from outside sources into PeopleSoft Expenses tables.

Navigation:

Travel and Expenses > **Corporate Credit Cards** > **Load External Data Sources**

This example illustrates the fields and controls on the Load External Data Sources page. You can find definitions for the fields and controls later on this page.



Use this page to select the source of the credit card data that is to be loaded into your system. The additional fields for each row depend on the option selected in the Data source field.

Field or Control	*Description*
SetID Card Issuer	Select the SetID for the Card Issuer. This column only appears when the Credit Card Multiple Vendor option is selected on the “Installation Options - Expenses Page” (Application Fundamentals).
Card Issuer	Select required card issuer to load corresponding card data.

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Field or Control	*Description*
Data Source	Select a source. Options are: • *American Express - GL 1025 (global transactions):*GL 1025 is the global file to load the transactions. Select to load the global transaction file from American Express. This option enables you to select the Reprocess Corporate Card Errors check box. • *American Express - GL 1205 (global maintenance):* Select to load the global maintenance file from American Express. This is a separate file from the account maintenance file (KR1205). This option enables you to select the Reprocess Corporate Card Maintenance Errors check box. • *American Express - KR1025 (non-global 1025):*Select to load credit card transactions from American Express. This option loads the account transaction file (KR1025). This option enables you to select the Reprocess Corporate Card Errors check box • *American Express - KR1205 (non-global 1205)*Select to load credit card transactions from American Express. This option loads the account transaction file (KR1205). This option enables you to select the Reprocess Corporate Card Maintenance Errors check box. • *American Express - Hotel Folio:* Select to load hotel data from American Express. • *MasterCard CDF2:* Select to load credit card transactions from MasterCard CDF v2 (flat file). This option includes the account maintenance file. • *MasterCard CDF3:* Select to load credit card transactions from MasterCard CDF v3 (XML). This option includes the account maintenance file. • *US Bank:* Select to load credit card transactions from US Bank. • *Visa 4.0:* Select to load credit card transactions from Visa International release 4.0. This option includes the account maintenance file. • *Visa 4.4:* Select to load credit card transactions from Visa International release 4.4. This option includes the account maintenance file. **Note:** The file for American Express account maintenance (KR1205 and GL 1205) is sent one time per week. Therefore, you should select and run *American Express – GL 1205 or KR1205* in the Data Source field prior to running the Load External Data process for the *American Express – GL 1025 or KR1025* data source. This ensures that all maintenance and file updates occur prior to processing transactions

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Field or Control	*Description*
Load External Data	Select to load data files that you specify in the **File Name** field into PeopleSoft Expenses tables. The Load External Data process loads valid data into the EX_TRANS table and loads invalid data into supplier-specific error tables.
File Name	Enter the path and name of the file that contains the data that you want to process.
Load Hotel Folio	Select to indicate that you are loading hotel transactions. This option is displayed only when the value in the Data Source field is *American Express.*
Reprocess Corporate Card Errors	Select to have the Load External Data process reprocess credit card transaction data that has been corrected using the Resolving Credit Card Transaction Errorspages.
Reprocess Corporate Card Maintenance Errors	Select to have the Load External Data process reprocess credit card maintenance data that has been corrected using the Credit Card Maintenance Errors pages. This option is displayed only when the value in the **Data Source** field is *American Express - Members List, MasterCard,* or *Visa.*
Override File Check	Select to indicate that you want all processing edits to be skipped only when processing America Express data. The processing edits that are skipped are those that try to verify that the data source selected matches the American Express file that is being loaded. These edits are to ensure that the header is not sent from American Express, and then you have the ability to process the file regardless.
Folio File Name	Enter the name of the folio file. This option is displayed only when the value in the Data Source field is *American Express.*

Loading Credit Card Data

This topic provides an overview of credit card data loads and discusses:

- Steps to Load Data from American Express.
- Steps to Load Data from MasterCard.
- Steps to Load Data from US Bank.

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- Steps to Load Data from Visa International.

Understanding Credit Card Data Loads

PeopleSoft Expenses delivers out-of-the-box functionality to support interfaces with five credit card suppliers that populates expense accounting lines with credit card data. You must work with your credit card supplier to determine how often data is available to download and the file format in which it comes.

After you establish a relationship with a credit card supplier, you must set up that company as a supplier in Oracle's PeopleSoft system to establish a supplier ID number, address, and bank information. PeopleSoft Expenses enables you to pay suppliers directly if the supplier is appropriately set up in the accounts payable system. If you purchase PeopleSoft Expenses as a standalone product, it is delivered with common accounts payable objects that allow the set up to occur as well as a pay cycle component, which enables you to pay suppliers and employees. Use the same functionality to set up new credit card suppliers.

After you establish the credit card supplier in your system, you must link the supplier to a payment type in PeopleSoft Expenses. The payment type identifies who is reimbursed for the expense transaction. For example, for the payment type AMX, set up the system to reimburse the supplier American Express.

Each credit card supplier has unique codes to represent each type of transaction. These codes represent the type of expense incurred, the currency in which the expense was incurred in and to which it was translated, and the location where or country in which the transaction occurred. PeopleSoft Expenses also has codes, or fields, that represent the same data elements. The data elements in the credit card supplier file must be mapped to the corresponding data elements in PeopleSoft Expenses. You must:

- Map credit card supplier codes to corresponding payment types in PeopleSoft Expenses.
- Map credit card supplier merchant category codes to corresponding merchant category codes in PeopleSoft Expenses.
- Map credit card supplier expense types to corresponding expense types in PeopleSoft Expenses.
- Map credit card supplier cash advance codes to corresponding cash advance codes in PeopleSoft Expenses.
- Map credit card supplier currency codes to corresponding currency codes in PeopleSoft Expenses.
- Map credit card supplier country names to corresponding country codes in PeopleSoft Expenses.
- Map credit card supplier data source locations to corresponding expense location codes in PeopleSoft Expenses.
- Map credit card supplier enhanced data to corresponding expense types in PeopleSoft Expenses.

After you set up the credit card supplier and map the data elements, set up employees with valid credit card numbers using the employee profile component on the Corporate Card Information page. You can enter the credit card data for employees manually, or the system can populate the data fields directly from the PeopleSoft Human Resources database.

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Note: PeopleSoft Expenses uses PeopleSoft PeopleTools credit card encryption technology to protect credit card data. PeopleSoft Expenses also masks credit card data entered for employees, so that only the last 4 digits are displayed. All credit card numbers received as data into PeopleSoft Expenses are encrypted using the PeopleSoft PeopleTools credit card strong encryption feature. Credit card data received as part of a file transfer from suppliers may not be encrypted. These files should be protected using other methods such as file system security provided by the host computer's operating system.

When you complete the supplier and employee setup and map the data elements, you can begin accepting data from the credit card supplier. The credit card data-load routes the transactions from the company interface to the business traveler based on employee ID, employee record number, corporate card type, and corporate card number. If errors result from incorrect mapping, fix the mapping and then reload the file. The credit card data-load functionality in PeopleSoft Expenses:

- Stages and loads credit card data.
- Notifies employees of existing charges and overdue charges in My Wallet.
- Provides employee access to transactions in My Wallet within an expense report and a cash advance to populate data at the transaction level.
- Manipulates corporate changes through My Wallet entry.
- Processes credits and refunds.

Note: To load data into the PeopleSoft system the currency of the credit card must be the same as the base currency of the employee. However, the currency of the transaction can be any currency. The base currency of the employee is determined by the currency of the business unit that is defined on the Employee Profile page.

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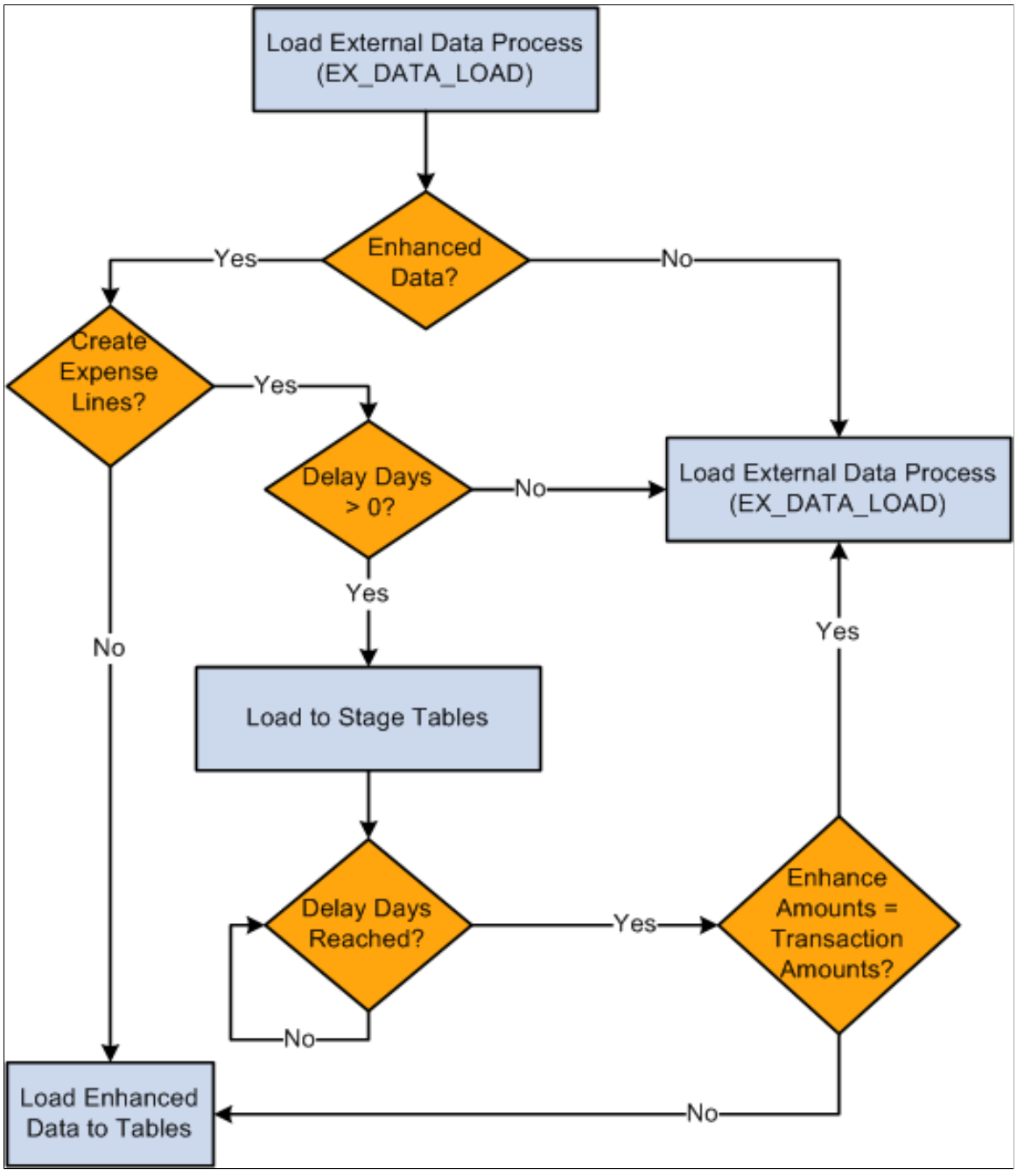
Enhanced Data

This diagram illustrates the process of loading enhanced data, which creates expense lines. PeopleSoft Expenses supports importing enhanced detail data for hotel expense transactions that are charged on a Visa, American Express, and MasterCard credit card. This data is transferred into Expense Report or My Wallet tables. To support this process, you need to indicate whether enhanced data can be loaded into your Expenses application using the Corporate Card Supplier setup component. You also need to map the enhanced data to expense types.



The diagram illustrates these decision points for the Load External Data process :

1. Is the Data Source Amex (either GL or KR), Visa or MC3.0?

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a. If yes, process enhanced data checks and go to step 2.

b. If no, run the Load External Data Process.

2. Is the Load Enhanced data check box selected on the Corporate Card Supplier or the Card Issuer page for the supplier?

   a. If yes, go to step 3.

   b. If no, run the Load External Data Process.

3. Is the Create Expense Lines check box selected on the Corporate Card Supplier or the Card Issuer page?

   a. If yes, go to step 4.

   b. If no, run the Load External Data Process.

4. Are delay days greater than zero?

   a. If yes, load data into staging tables and go to step 5.

   b. If no, run the Load External Data Process.

5. Have the delay days been reached?

   a. If yes, got to step 6.

   b. If no, stop.

6. Are the amounts on the enhanced data lines equal to the transaction amounts?

   a. If yes, process the lines through the Load External Data process.

   b. If no, do not create expense line. Load the data into the Enhanced Data Detail and Summary tables.

The Expenses Load External Data process loads the credit card supplier file that may contain the main transaction and the enhanced data in the same file. However, the main transaction may come in a file prior to the enhanced data. For example, the main transaction might be sent in a file that a credit card supplier sends on Monday, and the enhanced data is sent in a file that the same credit card supplier sends on Thursday. In this case, the system incorporates the delay days to connect the main transaction with the enhanced data. The delay days is defined on the Credit Card Supplier page.

If the value in the **Delay Days** field is greater than zero, all hotel transactions are loaded to staging tables This includes the main transaction data, the lodging summary data, and the lodging detail data.

The system retrieves the data from the staging table when the delay days are met. If the detail or summary data equals the total amount of the main transaction record, the data is moved into My Wallet and appears on the My Wallet Detail page. If the detail or summary amounts do not match, only the main transaction data is moved into My Wallet.

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When the system loads transactions into My Wallet, the transactions are divided into new expense lines. The Load External Data process takes the summary or detail lines and breaks them into individual expense lines. The enhanced mapping table is used to determine what expense type to assign to the new expense lines. The amounts that are in the appropriate fields are mapped into transaction amount and transaction currency.

If any of the enhanced detail data is marked as non-reimbursable, then all enhanced detail lines are marked as l non-reimbursable. Also, if any of the enhanced detail data is deleted from the expense sheet, then all enhanced detail lines are deleted and sent back to My Wallet. If the lines are deleted from My Wallet, then they can be restored back to My Wallet using the current restore process.

Hotel Folio Files from American Express

It is important to understand how the Load External Data process handles the financial transaction data and the hotel folio data from American Express.

If importing a folio file from American Express and the delay days is zero, you need to load the financial transaction file (GL1025 or KR1025) and the hotel folio file in the same run control. If delay days = 0, and the GL1025, or KR1025 file is processed, and then the hotel folio file is processed, then only the hotel folio data is written to the enhanced data tables and individual expense lines are not created. This is because the financial transactions were written to the EX_TRANS table when the GL1025, or KR1025, file was processed and the system does not add enhanced data from American Express after the main transaction file is added to EX_TRANS.

If delay days is > 0 and both processes are run at the same time, then the financial data from GL1015, or KR1015, is written to the staging table and stays there until the delay days is reached or until the data is in the hotel folio file. If the hotel folio data exists and existing data is in the staging tables, then the rows are processed and the system attempts to create individual expense lines. If existing data is not in the staging tables, then the system looks for the data in EX_TRANS. If the transaction data exists in EX_TRANS, then the enhanced data is loaded to the enhanced detail table. If the transaction data cannot be found, then the hotel folio data is ignored.

If delay days > 0 and only the hotel folio file is processed, if the financial transaction is already in the staging tables, then the entire transaction is processed. If the financial transaction is not in the staging tables, then the process looks for the transaction in EX_TRANS. If the financial transaction is in EX_TRANS, then the process loads the data into the detail table. If the financial transaction is not in EX_TRANS, then the data is ignored. When the delay days has been reached, any financial data that is in the staging tables is processed, Any data in the enhanced data holding table is loaded to the enhanced detail table.

Error processing and Reprocess Errors do not apply to hotel folio files because rows from these files are not written to error tables. If a match cannot be made between the transaction data and the folio data, then the hotel data is not processed. However, if the Create Expense Lines check box is selected on the Corporate Card Supplier or the Card Issuer page, then the expense lines are processed through the error checks.

Important! To load data from credit card suppliers, please see the supplier for file layouts.

Related Links

Setting Up Payment Types
Mapping Accounting Information
Mapping Location Information

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Mapping Corporate Card Data
Maintaining Employee Credit Card Data
“Changing Credit Card Encryption” (Application Fundamentals)

Steps to Load Data from American Express

Access the Load External Data page.

Loading American Express Transaction Data

To load transaction data from American Express:

1. Access the Load External Data page.
2. Select *American Express KR 1025 or GL 1025* in the **Data Source** field.
3. Enter the path and name of the American Express data file in the **File Name** field.
4. Entering a file name and path is optional if you reprocess credit card data.
5. Select **Load External Data.**

American Express delivers multiple transaction types in a record called KR-1025 GL1025, but PeopleSoft Expenses uses only transaction type 1.

The Process Scheduler runs the Load External Data Application Engine process that drives the staging process (EX_PUB_AMEX for KR1025 or EX_PUB_AMXGT for GL1025) and the loading process (EX_LOAD_AMEX). The staging process populates the staging table (EX_AM_K10_TA1 for KR1025 or EX_AM_G10_TA1 for GL1025). The loading process then:

1. Checks for invalid values and loads errors into the EX_AMEX_STG_ERR table.
2. Completes the load process by loading data into the EX_TRANS table.

Loading American Express Maintenance Data

To load maintenance data from American Express:

1. Select *American Express - KR1205 or GL1205* in the **Data Source** field.
2. In the **File Name** field, enter the path and name of the American Express data file.

   Entering a file name and path is optional if you reprocess credit card data.
3. Select **Load External Data.**

Note: The file for American Express (KR1205 or GL 1205) is sent one time per week. Therefore, you should select and run *American Express - KR1205 or GL 1205* in the Data Source field prior to running the Load External Data process for the *American Express* data source. This ensures that all maintenance and file updates occur prior to processing transactions.

The Process Scheduler runs the Load External Data process that drives the publishing process (EX_PUB_AMEX2 for KR1205 or EX_PUB_AMXA for GL1205) and the loading process (EX_LOAD_AMX2 for KR1205 or EX_LOAD_AMX2 for GL1205).

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See the Load External Data process flow for account maintenance diagram:

See Understanding the Load External Data Process.

Steps to Load Data from MasterCard

MasterCard produces multiple transaction types with two types of files:

- CDF v2: is a flat file version where the Process Scheduler runs the Load External Data Application Engine process, which drives the staging process (EX_PUB_MC) and the loading process (EX_LOAD_MC).
- CDF v3: is an XML version where the Process Scheduler runs the Load External Data Application Engine process, which drives the staging process (EX_PUB_MCV3) and the loading process (EX_LOAD_MCV3).

Transaction types are:

- Transaction type 4300 – Account Address Maintenance Record
- Transaction type 5000:
    - Addendum type 0 – Financial Transaction Record
    - Addendum type 2 and 21 – Passenger Transport Addendum Record (MasterCard CDF 2)
    - Addendum type 3 – Lodging Addendum Record (MasterCard CDF 2)
    - Addendum type 4 – Car Rental Addendum Record
    - Addendum type 5020 and 5021 - Passenger Transport Addendum Record (MasterCard CDF 3)
    - Addendum type 5030 and 5010 – Lodging Addendum Record (MasterCard CDF 3)
- Transaction Type 5040 – Vehicle Rental Detail Addendum Record
- Transaction Type 5900 - Financial Adjustments Record (MasterCard CDF 3)

To load data from a MasterCard flat file (CDF v2):

1. Access the Load External Data page.
2. Select *MasterCard CDF2* in the Data Source field.
3. Enter the path and name of the MasterCard (CDF v2) flat file in the File Name field.
4. Select Load External Data

To load data from a MasterCard XML file (CDF v3):

1. Access the Load External Data page.
2. Select *MasterCard CDF3* in the Data Source field.
3. Enter the path and name of the MasterCard (CDF v3) XML file in the File Name field.

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4. Select Load External Data

The staging process populates these staging tables that correspond to MasterCard transaction types

For CDF v2:

- EX_MC4300_TA1
- EX_MC5_00_TA1
- EX_MC5_02_TA1
- EX_MC5_21_TA1
- EX_MC5_03_TA1
- EX_MC5_04_TA1

For CDF v3:

- EX_MC3_43_TA1 and EX_MC3_44_TA1
- EX_MC3_50_TA1
- EX_MC3_51_TA1
- EX_MC3_52_TA1 and EX_MC3_52_TA2
- EX_MC3_53_TA1 and EX_MC3_53_TA2
- EX_MC3_54_TA1
- EX_MC3_59_TA1

The loading process:

1. Combines EX_MCXX_XX staging tables into one table (EX_MC2_ST_TA1 for CDF v2, EX_MC3_ST_TA1 for CDF v3).
2. Checks for invalid values and loads errors into the EX_MC_STG_ERR table.
3. Completes the load process by loading data into the EX_TRANS table.

Addendum Type 2 and 21 – Passenger Transport

MasterCard's flat file version 2.0 contains Air Travel (type 2) and Leg Detail (type 21) data. The 5000 Passenger Transport Addendum Record provides the details about a financial transaction associated with a passenger transport ticket.

The first 5000 Passenger Transport Addendum record for the transaction must be immediately preceded by a 5000 Financial Transaction, or a 5000 Financial User Amount Addendum record. All monetary amounts in all addenda records are assumed to be in the original currency.

The 5000 Passenger Transport Leg Addendum Record (type 21) provides each leg logged for a passenger transport ticket. The first 5000 Passenger Transport Leg Addendum Record for the transaction must be immediately preceded by a 5000 Passenger Transport Addendum Record. One record is provided for each trip leg. All monetary amounts in all addenda records are assumed to be in original the currency

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Addendum Type 3 – Lodging

The MasterCard CDF 2.0 (flat file) contains Lodging (type 3) data and provides the details about a financial transactions associated with lodging accommodations. All monetary amounts in all addenda records are assumed to be in the original currency.

Addendum Type 5020 and 5021 – Passenger Transport

MasterCard's xml file version 3.0 contains Passenger Transport Detail General Ticket Information (type 5020) contains the summary information and Passenger Transport Detail Trip Leg Data (type 5021) contains the leg details.

Addendum Type 5030 and 5010 – Lodging

The MasterCard CDF 3.0 (XML file) contains summary lodging data is found in the LodgingSummaryAddendum_5030Type entity. The line details are found in the CorporateCardLineItemDetail_5010Type.

Addendum Type 5900 - Financial Adjustments

The MasterCard CDF 3.0 (XML file) contains adjustment data is found in the FinancialAdjustmentRecord_5900Type entity. By default this tag is mapped to the Miscellaneous Expense type. However, users can change this mapping to an Expense type of their choice, using the Expense Type - Corporate Card Page by adding *MasterCard v3* as a new entry for Data Source and *ADJ* as a Merchant Category Group .

MasterCard CDF V3

MasterCard CDF 3.0 files are exchanged as XML between processors, MasterCard, and customers. The CDF transmission file element in CDF 3.0 XML consists of an ordered nesting of entities. The order and nesting of these entities is established by the CDF 3.0 schema file (.CDF Transmission File.xsd.). Each transmission file must begin with a transmission header record (tag: Transmission Header_1000) and terminated with a transmission trailer record (tag: Transmission Trailer_9999). All information comprising the transmission exists between these two records.

The nesting of records in a transmission file determines their relationship. Records can be thought of as describing the organization or describing transactions of that organization. This categorization helps when describing different requirements on the particular elements of a transmission file.

Note: For a complete schema of the MasterCard XML file, see your MasterCard representative.

Steps to Load Data from US Bank

To load data from US Bank:

1. Access the Load External Data page.
2. Select a data source of *US Bank.*
3. In the File Name field, enter the path and name of the US Bank data files.
4. Select Load External Data.

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US Bank produces multiple transaction types. PeopleSoft Expenses uses transaction types 2, 5, and 10.

Process Scheduler runs the Load External Data Application Engine process, which drives the staging process (EX_PUB_USB) and the loading process (EX_LOAD_USB). The staging process populates these staging tables that correspond to US Bank transaction types:

- EX_USB_02_TA1
- EX_USB_05_TA1
- EX_USB_10_TA1

The loading process:

1. Combines the EX_USB_INFO_XX staging tables into one table (EX_USB_ST_TA1).
2. Checks for invalid values and loads errors into the EX_USB_STG_ERR table.
3. Completes the load process by loading data into the EX_TRANS table.

Steps to Load Data from Visa International

To load data from Visa International:

1. Access the Load External Data page.
2. Select a data source of *Visa.*
3. (Optional) In the File Name field, enter the path and name of the Visa International data file.
4. Select Load External Data.

Visa International produces multiple transaction types with InfoSpan software. PeopleSoft Expenses uses transaction types 2, 3, 4, 5, 9, and 14, 15, 26 from InfoSpan version 3.0 and 4.0.

PeopleSoft Expenses uses transaction types 2, 3, 4, 5, 9, 14, 15, 32 from InfoSpan version 4.4.

Process Scheduler runs the Load External Data Application Engine process, which drives the staging process (EX_PUB_VISA) and the loading program (EX_LOAD_VISA). The staging process populates the staging tables that correspond to Visa transaction types.

The loading process:

1. Combines the staging tables into one table (EX_VSTG_TA1).
2. Checks for invalid values and loads errors into the EX_VISA_STG_ERR table.
3. Completes the load process by loading data into the EX_TRANS table.

The Lodging Summary (type 09) record type contains summary information on Visa commercial card transactions conducted at hotels or places of lodging.

The Lodging Detail (type 26 for Visa 4.0, type 32 for Visa 4.4) record type contains detailed information on Visa commercial card transactions conducted at hotels or places of lodging.

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Visa CDF File Record type 14 and 15 contains air travel data. The passenger itinerary (T14) record type contains summary travel information on an air or rail trip paid with a Visa commercial card. The leg-specific information (T15) record type contains summary travel information on an air or rail trip.

The Car Rental Summary (type 02) record type contains summary information for Visa commercial card transactions conducted at car rental merchants.

Resolving Credit Card Maintenance Errors

Pages Used to Resolve Credit Card Maintenance Errors

Page Name	*Definition Name*	*Usage*
Credit Card Maintenance Errors - Amex Card Errors, Visa Card Errors, and Master Card Errors Pages	EX_AMEX_MNT_ERR EX_VISA_MNT_ERR EX_MC_MNT_ERR	Resolve credit card maintenance errors for American Express , Visa, and Mastercard.

Understanding Credit Card Maintenance Error Resolution

The PeopleSoft Expenses system tracks credit card maintenance errors only when the **Include Account Maintenance** option is selected on the “Installation Options - Expenses Page” (Application Fundamentals).

If you want the Load External Data process to automatically update the employee profile for new accounts you must also select the **Update Profile for New Accounts** option on the “Installation Options - Expenses Page” (Application Fundamentals). The **Update Profile for New Accounts** option determines if all new accounts are sent to the Credit Card Maintenance Errors pages or if only the new accounts that do not have a valid employee ID are sent to the Credit Card Maintenance Errors pages.

Credit Card Maintenance Errors - Amex Card Errors, Visa Card Errors, and Master Card Errors Pages

Use the Credit Card Maintenance Errors - Amex Card Errors page (EX_AMEX_MNT_ERR) to resolve American Express credit card maintenance errors.

Use the Credit Card Maintenance Errors - Visa Card Errors page (EX_VISA_MNT_ERR) to resolve Visa credit card maintenance errors.

Use the Credit Card Maintenance Errors - MasterCard Errors page (EX_MC_MNT_ERR) to resolve MasterCard credit card maintenance errors.

Navigation:

- **Travel and Expenses** > **Corporate Credit Cards** > **Credit Card Maintenance Errors**
- **Travel and Exp Admin Center** > **Load Data** > **Credit Card Maintenance Errors**

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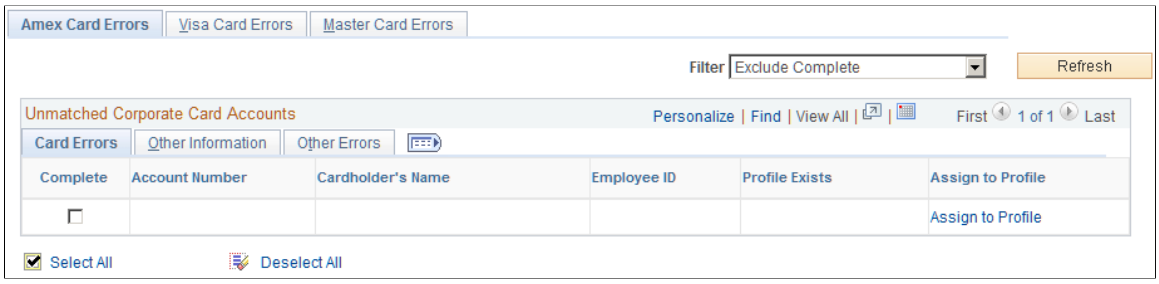
This example illustrates the fields and controls on the Credit Card Maintenance Errors - Amex Card Errors page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Filter	Select an option to view error rows for the credit card. Options include: • (blank): indicates that you want to view all rows. • *Exclude Complete:* indicates that you do not want to view complete rows. • *Include Complete:* indicates that you want to view complete rows.
Refresh	Click to refresh the page when the **Filter** option is changed.
Complete	Select to indicate that the credit card maintenance error has been corrected and the row is complete. Deselect to indicate that the credit card maintenance error has not been corrected and the row is not complete. Deselected rows are selected when the Reprocess Corporate Card Maintenance Errors option is selected on the Load External Data page.
Assign to Profile	Click to access the employee profile component. If an employee profile exists, the system takes you to the Corporate Card Information page for the employee. If an employee profile does not exist, the system takes you to the Employee Profile search page where the employee can be added.

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Resolving Credit Card Transaction Errors

Pages Used to Resolve Credit Card Transaction Errors

Page Name	*Definition Name*	*Usage*
Credit Card Transaction Errors - Amex Card Errors Page (American Express card errors)	EX_AMEX_STG_ERR	Resolve American Express transaction errors that did not load successfully. Select credit card transactions to reprocess the next time that you select the Reprocess Corporate Card Errors option on the Load External Data page.
Credit Card Transaction Errors - MasterCard Errors Page	EX_MC_STG_ERR	Resolve MasterCard transaction errors that did not load successfully. Select credit card transactions to reprocess the next time that you select the Reprocess Corporate Card Errors option on the Load External Data page.
Credit Card Transaction Errors - US Bank Errors Page	EX_USB_STG_ERR	Resolve US Bank transaction errors that did not load successfully. Select credit card transactions to reprocess the next time that you select the Reprocess Corporate Card Errors option on the Load External Data page.
Credit Card Transaction Errors - Visa Card Errors Page	EX_VISA_STG_ERR	Resolve Visa transaction errors that did not load successfully. Select credit card transactions to load the next time that you select the Reprocess Corporate Card Errors option on the Load External Data page.
Load External Data Page	RUN_EXDATALD	Reprocess credit card transaction errors into the PeopleSoft Expenses tables.

Understanding Credit Card Transaction Error Resolution

During the Load External Data Application Engine process, the process checks for invalid values and loads errors into a credit card supplier-specific error table. For example, an error may be a transaction with a credit card number that is not assigned to an employee profile or an invalid transaction currency for the employee's country. Review and correct credit card errors that did not load successfully. On the supplier-specific errors page, select corrected transactions that you want to load the next time that you run the Reload Corporate Card Errors option on the Load External Data page.

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Common Elements Used to Resolve Credit Card Transaction Errors

Field or Control	*Description*
Account Number	Employee's credit card account number. The credit card number is masked and displays only the last 4 digits of the credit card number after the data is entered and saved.
Cardholder's Name	Employee to whom the corporate card is assigned.
Invalid EmpID (invalid employee ID)	Displays *Y* if the credit card error is due to an invalid employee ID that is associated with the transaction. To correct this error, use the Employee Profile - Corporate Card Information page to add a corporate account number to the profile.
Invalid Expense Type	Displays *Y* if the credit card error is due to an invalid expense type that is associated with the transaction. To correct this error, use the Expense Type - Corporate Card Mapping page to ensure that the credit card's MIS industry code (also known as merchant category group) is correctly mapped to an expense type in PeopleSoft Expenses.
Invalid Monetary Currency	Displays *Y* if the credit card error is due to an invalid currency for the country in which the transaction occurred. To correct this error, use the Currency Code Mapping page to ensure that the credit card's currency code is correctly mapped to a currency code in PeopleSoft Expenses.
Invalid Transaction Currency	Displays *Y* if the credit card error is due to an invalid currency for the employee's country. To correct this error, use the Currency Code Mapping page to ensure that the credit card's currency code is correctly mapped to a currency code in PeopleSoft Expenses.
Reprocess Transaction	Select the transactions that you corrected and want to reprocess the next time that you run the Load External Data Application Engine process.
Transaction Number	Displays the unique identifier that is assigned to the expense transaction.

Related Links

Mapping Accounting Information
Mapping Location Information
Mapping Corporate Card Data

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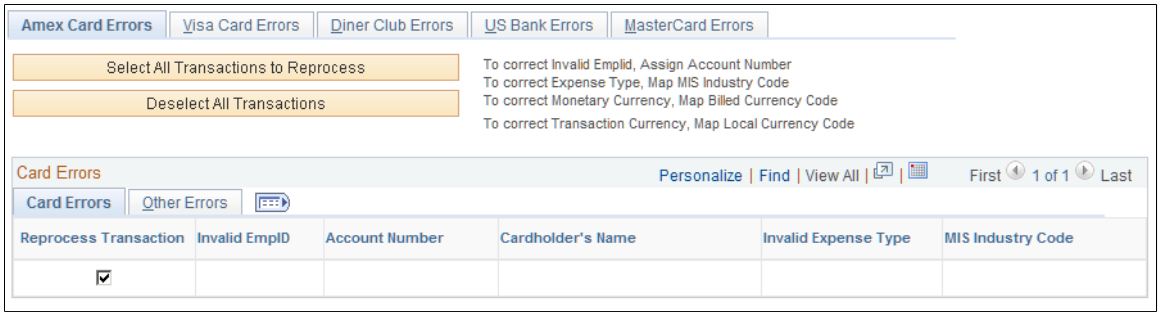
Credit Card Transaction Errors - Amex Card Errors Page

Use the Credit Card Transaction Errors - Amex Card Errors page (EX_AMEX_STG_ERR) to resolve American Express transaction errors that did not load successfully. Select credit card transactions to reprocess the next time that you select the Reprocess Corporate Card Errors option on the Load External Data page.

Navigation:

Travel and Expenses > **Corporate Credit Cards** > **Credit Card Transaction Errors**

This example illustrates the fields and controls on the Credit Card Transaction Errors page. You can find definitions for the fields and controls later on this page.



Card Errors Tab

Field or Control	*Description*
MIS Industry Code	Displays the American Express code for the type of expense transaction. PeopleSoft Expenses displays *Y* in the **Invalid Expense Type** field if this code is not mapped correctly.

Other Errors Tab

Field or Control	*Description*
Billed Currency Code	Displays American Express code for the currency of the employee's country. PeopleSoft Expenses displays *Y* in the **Invalid Monetary Currency** field if this code is not mapped correctly.
Local Currency Code	Displays American Express code for the currency of the country in which the expense transaction occurred. PeopleSoft Expenses displays *Y* in the **Invalid Transaction Currency** field if this code is not mapped correctly.

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Credit Card Transaction Errors - MasterCard Errors Page

Use the Credit Card Transaction Errors - MasterCard Errors page (EX_MC_STG_ERR) to resolve MasterCard transaction errors that did not load successfully. Select credit card transactions to reprocess the next time that you select the Reprocess Corporate Card Errors option on the Load External Data page.

Navigation:

Travel and Expenses > **Corporate Credit Cards** > **Credit Card Transaction Errors**

Card Errors Tab

Field or Control	*Description*
Merchant Type	Displays the MasterCard code for the type of expense transaction. PeopleSoft Expenses displays *Y* in the **Invalid Expense Type** field if this code is not mapped correctly.

Other Errors Tab

Field or Control	*Description*
Posted Currency Code	Displays the MasterCard code for the currency of the employee's country. PeopleSoft Expenses displays *Y* in the **Invalid Monetary Currency** field if this code is not mapped correctly.
Original Currency Code	Displays the MasterCard code for the currency of the country in which the expense transaction occurred. PeopleSoft Expenses displays *Y* in the **Invalid Transaction Currency** field if this code is not mapped correctly.

Credit Card Transaction Errors - US Bank Errors Page

Use the Credit Card Transaction Errors - US Bank Errors page (EX_USB_STG_ERR) to resolve US Bank transaction errors that did not load successfully. Select credit card transactions to reprocess the next time that you select the Reprocess Corporate Card Errors option on the Load External Data page.

Navigation:

Travel and Expenses > **Corporate Credit Cards** > **Credit Card Transaction Errors**

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Card Errors Tab

Field or Control	*Description*
Standard Industry Code	Displays the US Bank code for the type of expense transaction. PeopleSoft Expenses displays *Y* in the **Invalid Expense Type** field if this code is not mapped correctly.

Other Errors Tab

Field or Control	*Description*
Billing Currency	Displays the US Bank code for the currency of the employee's country. PeopleSoft Expenses displays *Y* in the **Invalid Monetary Currency** field if this code is not mapped correctly.
Original Currency	Displays the US Bank code for the currency of the country in which the expense transaction occurred. PeopleSoft Expenses displays *Y* in the **Invalid Transaction Currency** field if this code is not mapped correctly.

Credit Card Transaction Errors - Visa Card Errors Page

Use the Credit Card Transaction Errors - Visa Card Errors page (EX_VISA_STG_ERR) to resolve Visa transaction errors that did not load successfully. Select credit card transactions to load the next time that you select the Reprocess Corporate Card Errors option on the Load External Data page.

Navigation:

Travel and Expenses > **Corporate Credit Cards** > **Credit Card Transaction Errors**

Card Errors Tab

Field or Control	*Description*
Merchant Cat Cd (merchant category code)	Displays the Visa code that indicates the type of expense transaction. PeopleSoft Expenses displays *Y* in the **Invalid Expense Type** field if this code is not mapped correctly.

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Other Errors Tab

Field or Control	*Description*
Visa Billing Currency	Displays the Visa code for the currency of the employee's country. PeopleSoft Expenses displays *Y* in the **Invalid Monetary Currency** field if this code is not mapped correctly.
Visa Source Currency	Displays the Visa code for the currency of the country in which the expense transaction occurred. PeopleSoft Expenses displays *Y* in the **Invalid Transaction Currency** field if this code is not mapped correctly.

Load External Data Page

Use the Load External Data page (RUN_EXDATALD) to reprocess credit card transaction errors into the PeopleSoft Expenses tables.

Navigation:

Travel and Expenses > **Load External Information** > **Load External Data Sources**

When you are ready to reprocess corrected data from American Express, MasterCard, US Bank, or Visa, follow these steps:

1. Select a data source of *American Express, MasterCard, US Bank,* or *Visa.*
2. Enter the path and file name for the American Express, MasterCard, US Bank, or Visa data.

   This field is not required if the Reprocess Corporate Card Errors option is selected.
3. Select Load External Data and Reprocess Corporate Card Errors.

Inquiring Credit Card Load Results

Pages Used to Inquire Credit Card Load Results

Page Name	*Definition Name*	*Usage*
Credit Card File Load Inquiry Page	EX_CCARD_INQ	View credit card load results.

Credit Card File Load Inquiry Page

Use the Credit Card File Load Inquiry page (EX_CCARD_INQ) to view credit card load results.

If there are any errors that occur during the credit card file loading process, the error description will be displayed in the grid on the Credit Card File Load Inquiry page.

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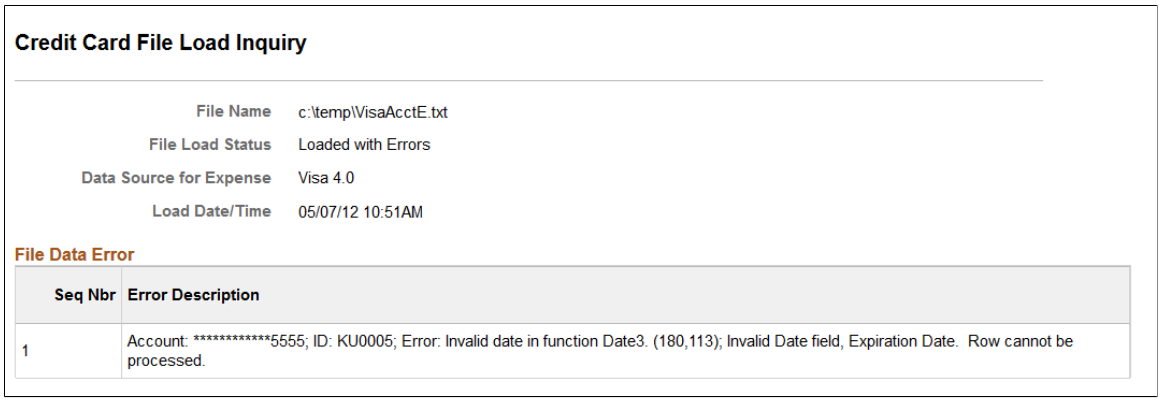
Navigation:

Travel and Expenses > **Corporate Credit Cards** > **Credit Card Load Inquiry**

This example illustrates the fields and controls on the Credit Card File Load Inquiry.



Loading Benchmark Data

PeopleSoft Expenses accepts benchmark data from two sources: Runzheimer International and the United States federal government. Benchmark data become expense location amounts for cost comparisons and expense management.

Runzheimer International is a consulting firm that distributes travel benchmark data used to establish spending averages and limits. The federal government provides expense rates for the continental United States (CONUS) and foreign countries (OCONUS).

Pages Used to Load Benchmark Data

Page Name	*Definition Name*	*Usage*
File Inbound Page	EO_FILE_INBOUND	Set up file identifiers for inbound file processing.
Inbound File	EO_FILETOMSG	Initiate inbound flat file processing. This file-to-message processing function reads the file row set and publishes it as a message. *PeopleSoft FSCM : Enterprise Components*

Related Links

"Initiating File Processing" (Integration Interfaces)

File Inbound Page

Use the File Inbound page (EO_FILE_INBOUND) to set up file identifiers for inbound file processing.

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PeopleSoft Expenses accepts airline ticket data that populates expense lines. This data is used to reconcile airline tickets with business trips that employees take. To process airline ticket data in your expense system, obtain a comma-delimited file (a .CSV file) from your supplier.

Navigation:

Enterprise Components > **Integration Definitions** > **Inbound File Rule**

Loading Runzheimer data

When loading Runzheimer data, select and enter these parameters:

Location	*File Identifier*	*Inbound File*	*Definition Name*	*Message Name*
United States	BENCHMARK_RNZ_USA_LOAD	BENCHMARK_RNZ_USA_DAT	BENCHMARK_RNZ_USA	BENCHMARK_RNZ_LOAD
Non-United States	BENCHMARK_RNZ_NONUSA_LOAD	BENCHMARK_RNZ_NONUSA_DAT	BENCHMARK_RNZ_NONUSA	BENCHMARK_RNZ_LOAD

After you set up the inbound file rule, access the Inbound File page to run the EOP_PUBLISHF Application Engine process, which publishes the data and uses subscription codes to populate the staging table (EX_BNCHMARK_TAO) and these temporary tables:

- EX_BNCHMARK_MRK1_TAO
- EX_BNCHMARK_MRK2_TAO
- EX_BNCHMARK_MRK3_TAO
- EX_BNCHMARK_MRK4_TAO

Subscription PeopleCode on the BENCHMARK_RNZ_LOAD message triggers a PeopleSoft Application Engine program that loads Runzheimer data into the EX_LOC_AMOUNT and EX_LOC_AMT_DTL tables.

Note: Because Runzheimer International provides seasonal data, there may be more than one row of data for an expense location amount. The loading process does not replace existing rows; it adds rows and uses the effective date to differentiate rows of the same expense location amount.

Runzheimer Data Format

When you import Runzheimer data, the comma-delimited input file is formatted as shown in this table:

Field Name	*Type*	*Length*	*Comments*
DATE_STRING	Char - Mixed	25	Date string.
CITY	Char - Mixed	30	City.

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Field Name	*Type*	*Length*	*Comments*
STATE	Char - Upper	6	State.
COUNTRY_FLD	Char - Upper	18	Country field.
COUNTRY_NAME	Char - Mixed	30	Country.
RPT_DT	Char - Upper	15	Report date.
FLAG_SEASONAL	Char - Upper	2	Seasonal indicator.
START_DT_JULIAN	Nbr	3	Julian start date.
END_DT_JULIAN	Nbr	3	Julian end date.
CURRENCY_ABRV	Char - Upper	5	Currency abbreviation.
DESCR	Char - Mixed	30	Description.
CUR_EXCHNG_RT	Nbr	7.8	Exchange rate.
AVG_BREAKFAST_AMT	Sign	13.2	Average breakfast amount.
LOW_BREAKFAST_AMT	Sign	13.2	Low breakfast amount.
HIGH_BREAKFAST_AMT	Sign	13.2	High breakfast amount.
AVG_LUNCH_AMT	Sign	13.2	Average lunch amount.
LOW_LUNCH_AMT	Sign	13.2	Low lunch amount.
HIGH_LUNCH_AMT	Sign	13.2	High lunch amount.
AVG_DINNER_AMT	Sign	13.2	Average dinner amount.
LOW_DINNER_AMT	Sign	13.2	Low dinner amount.
HIGH_DINNER_AMT	Sign	13.2	High dinner amount.

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Field Name	*Type*	*Length*	*Comments*
AVG_DLX_HOTEL_AMT	Sign	13.2	Average deluxe hotel amount.
LOW_DLX_HOTEL_AMT	Sign	13.2	Low deluxe hotel amount.
HIGH_DLX_HOTEL_AMT	Sign	13.2	High deluxe hotel amount.
AVG_1ST_HOTEL_AMT	Sign	13.2	First class hotel, average amount.
LOW_1ST_HOTEL_AMT	Sign	13.2	First class hotel, low amount.
HIGH_1ST_HOTEL_AMT	Sign	13.2	First class hotel, high amount.
AVG_ECON_HOTEL_AMT	Sign	13.2	Economy hotel, average amount.
LOW_ECON_HOTEL_AMT	Sign	13.2	Economy hotel, low amount.
HIGH_ECONHOTEL_AMT	Sign	13.2	Economy hotel, high amount.
STD_3MEAL_AMT	Sign	13.2	Standard three meal amount.
STD_PER_DIEM_AMT	Sign	13.2	Standard per diem amount
AMT1	Sign	23.3	Amount 1.
DESCR_LN1	Char - Mixed	50	Description line 1.
DESCR_LN2	Char - Mixed	50	Description line 2.
AMT2	Sign	23.3	Amount 2.
DESCR_LN3	Char - Mixed	50	Description line 3.
AMT3	Sign	23.3	Amount 3.
DESCR_LN4	Char - Mixed	50	Description line 4.

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Field Name	Type	Length	Comments
AMT4	Sign	23.3	Amount 4.
AMT5	Sign	23.3	Amount 5.
AMT6	Sign	23.3	Amount 6.
LODGING_TAX	Sign	7.8	Typical lodging tax.
START_OF_SEASON	Char	5	Start of season.
END_OF_SEASON	Char	5	End of season.

Loading CONUS Data

When loading CONUS data, select and enter these parameters:

File Identifier	Inbound File	Definition Name	Message Name
CONUS_LOAD	CONUSNM.TXT	CONUS_DATA_FL	CONUS_LOAD

After you set up the inbound file rule, access the Inbound File page to run the EOP_PUBLISHF Application Engine process, which publishes the data and uses subscription codes to populate the staging table (EX_CONUS_TAO).

CONUS Data Format

When you import CONUS data, the input file is formatted as shown in this table:

Field Name	Type	Length	Comments
STATE	Char	60	State
LOCALITY/CITY	Char	60	Locality or city
COUNTY and, or other Defined Location	Char	5	County
SEASON BEGIN	Char	5	Beginning date of season

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Field Name	*Type*	*Length*	*Comments*
SEASON END	Char	5	Ending date of season.
MAX LODGING	Nbr	17	Maximum lodging amount.
LOCAL MEALS	Nbr	17	No government meals.
PROPORTIONAL MEALS	Nbr	17	Proportional meals.
LOCAL INCIDENTAL	Nbr	17	Local Incidental Expense
MAX PER DIEM RATE	Nbr	17	Maximum per diem rate.
EFFECTIVE DATE	Char	10	Effective date.

Loading Airline Ticket Data

Select and enter these parameters:

File Identifier	*Inbound File*	*Definition Name*	*Message Name*
AIRLINE_TKT	AIRLINETKT.CSV	EX_AIRLINE_TKT	AIRLINE_TKT

Then Use the Inbound File page and run the staging program (EOP_PUBLISHF), which publishes the data and uses subscription codes to populate the EX_AIRLINE_TKT table.

OCONUS Data Format

Select and enter these parameters:

File Identifier	*Inbound File*	*Definition Name*	*Message Name*
OCONUS_LOAD	OCONUSNM.TXT	OCONUS_DATA_FL	OCONUS_LOAD

Note: Because OCONUS provides monthly updates, there may be more than one row of data for an expense location amount. The loading process does not replace existing rows. Instead, it adds rows and uses the effective date to differentiate rows of the same expense location amount.

When you import OCONUS data, the input file is formatted as shown in this table.

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Field Name	*Type*	*Length*	*Comments*
COUNTRY	Char	60	Country.
LOCALITY/CITY	Char	60	Locality or city.
SEASON BEGIN	Char	5	Beginning date of season.
SEASON END	Char	5	Ending date of season.
MAX LODGING	Nbr	17	Maximum lodging amount.
NO GOVERNMENT MEALS	Nbr	17	No government meals.
PROPORTIONAL MEALS	Nbr	17	Proportional meals.
OFF BASE INC.	Nbr	17	Off base.
FOOTNOTE	Nbr	17	Footnote.
FOOTNOTE RATE	Nbr	17	Footnote rate.
MAX PER DIEM RATE	Nbr	17	Maximum per diem rate.
EFFECTIVE DATE	Char	10	Effective date.

Airline Ticket Data (AIRLINETKT.CSV) Format

When you import airline ticket data, the input file must be formatted as shown in this table:

Field Name	*Type*	*Length*	*Comments*
AIRFARE_RCPT_NBR	Char	16	Airfare receipt number.
EMPLID	Char	11	Employee ID.
AIR_TKT_RECON_STAT	Char	1	Airline ticket reconciliation.
MERCHANT	Char	40	Merchant.

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Field Name	*Type*	*Length*	*Comments*
TRAN_DATE	Char	10	Transaction date.
MONETARY_AMOUNT	Sign	28	Monetary amount.
CURRENCY_CD	Char	3	Currency code.
CRDMEM_ACCT_NBR	Char	20	Cardmember account number.
AUDIT_ACTN	Char	1	Audit action

Related Links

Reconciling Airline Tickets

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Chapter 14

Maintaining Employee Profiles

Understanding Employee Profiles

Employee data is the foundation of PeopleSoft Expenses. Oracle's PeopleSoft provides centralized access to employee information, such as their cost center codes, credit card numbers, check printing addresses, direct deposit bank accounts, and transportation data. The employee profile also stores default values and settings that PeopleSoft Expenses uses to streamline the time and expense report entry.

Although Oracle highly recommends that your human resource system regularly update your employee tables, you may need to add or edit employee profiles manually to provide data required for expense reimbursement. PeopleSoft Expenses enables you to add and maintain personal, organizational, and financial data. Because of the sensitivity of employee information, Oracle suggests that you authorize access to these pages carefully.

To update employee data, use the Update Profile page (EX_EE_PROFILE2). You can also use the EX_EE_ORG_DTA_SETUP component interface to load data into the tables during implementation. Whenever you manually add a new employee, you must validate that new employee and associate them with a valid user ID to enable them to enter information in PeopleSoft Expenses. You perform the manual validation on the Organization Data page in the Update Profile component. Access the Authorize Users page to add a validated employee to the Authorize User table.

Note: If PeopleSoft Expenses receives data from human resources, updates from human resources may overwrite changes made through the expense system. PeopleSoft recommends using the Employee Self-Service navigation if human resources feeds your expense system. The pages accessed through the Employee Self-Service navigation are displayed in read-only mode, with the exception of the User Defaults page.

PeopleSoft Expenses allows employees to set up their own user defaults to reduce data entry time for travel authorizations, cash advances, expense reports, and time reports, and they can easily change these defaults during data entry. Employees can also set up project defaults, accounting distributions, and number of hours worked per day.

Displaying Preferred Name

Some employees may ask to be identified by a preferred name rather than their legal name. The **Display Preferred Name** check box (Installation Options - Overall Page) allows this capability.

When this check box is selected, the system uses the **Display Name** to identify an individual and typically includes Preferred Name information. Most PeopleSoft Financial pages show the Display Name and Preferred Name fields. Pages and processes that require the legal name continue to do so. See Personal Data (Edit) Page (Common Definitions) to view an image showing the **Display Name** and **Preferred Name** fields used in FSCM.

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The Personal Data record is the source of name information and can be updated using an interface with PeopleSoft HCM, or manually using navigations under Common Definitions, Travel and Expenses, Resource Management, Maintenance Management, Grants or a third-party interface.

If your organization uses PeopleSoft HCM, it is recommended that you update employee tables in your human resources system first, and then load the employee data into your PeopleSoft FSCM database using the **PERSON_BASIC_SYNC** or **PERSON_BASIC_FULLSYNC** messages. After the synchronization process completes, you may need to add or edit employee profiles in the FSCM database. Employee information is sensitive. Therefore, it is suggested that you carefully authorize access to these pages. Any changes you make in your FSCM database using Personal Data pages may be overwritten in subsequent HCM synchronizations.

Navigations to Update Name: Name information can be viewed and updated from several different navigations in FSCM. Your use of these navigations is largely dependent on the products installed and whether an employee or resource is sourced from and synchronized using PeopleSoft HCM.

	Controls for Updating Name Information	
Source Page and Navigation	***Employees and Resources Sourced from PeopleSoft HCM***	***Employees and Resources Not Sourced from PeopleSoft HCM***
Personal Data (Edit) Page (Common Definitions)	Editable	Editable
“Employee Data Page (Travel and Expenses)” (PeopleSoft Expenses)	Editable	Editable
“Update Employee Data: Personal Data Page” (PeopleSoft Resource Management)	Not Editable	Editable
“Update Employee Data - Personal Data Page” (PeopleSoft Maintenance Management)	Not Editable	Editable
“Professional Name & Address Page” (PeopleSoft Grants)	Editable	Editable

Displaying Preferred Name for Expenses

Regardless of how the data is updated, if a value is entered into the **Preferred Name** fields, PeopleSoft Expenses always uses the **Display Name** field on all Expense transactions. The Expenses Employee Data Page (Employee Self-Service) and the Fluid Approval pages display the Preferred Name. However, when Expenses sends expense report or cash advance information to Payables, the legal name is sent. Therefore, when a legal document is created in PeopleSoft, such as a W2, W4, a check for an expense report, or a payroll check, the legal name is always used.

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Maintaining Employee Profile Data

To update employee profiles, use the Update Profile (EX_EE_PROFILE2.GBL) component.

PeopleSoft Expenses enables you to send reimbursement checks to home addresses or other mailing addresses, such as a company location. This helps those who receive reimbursements while on long assignments away from their primary residences.

Pages Used to Maintain Employee Data

Page Name	*Definition Name*	*Usage*
Employee Data Page (Employee Self-Service)	EX_PERSONAL_DATA	View employee personal information and that PeopleSoft Expenses uses to distribute reimbursements.
Employee Data Page (Travel and Expenses)	EX_PERSONAL_DATA2	

Common Elements Used to Maintain Employee Data

Field or Control	*Description*
Employee Information (group box)	Personal data originates in your human resource system or is entered manually through the Travel and Expenses navigation.
Personnel Status	Indicates whether the individual is an *Employee* or a *Non-Employee.*
Telephone	Displays the employee's telephone number.
Employee Base	Indicates where the employee works.
Send Payments To	Indicates where reimbursement checks are sent. *Home Address* is the default.
Home Address (group box)	Displays the employee's residential address. Select a country to activate the appropriate address fields.
Mailing Address (group box)	Displays an alternate address to which to send reimbursement checks. Select a country to activate the appropriate address fields.

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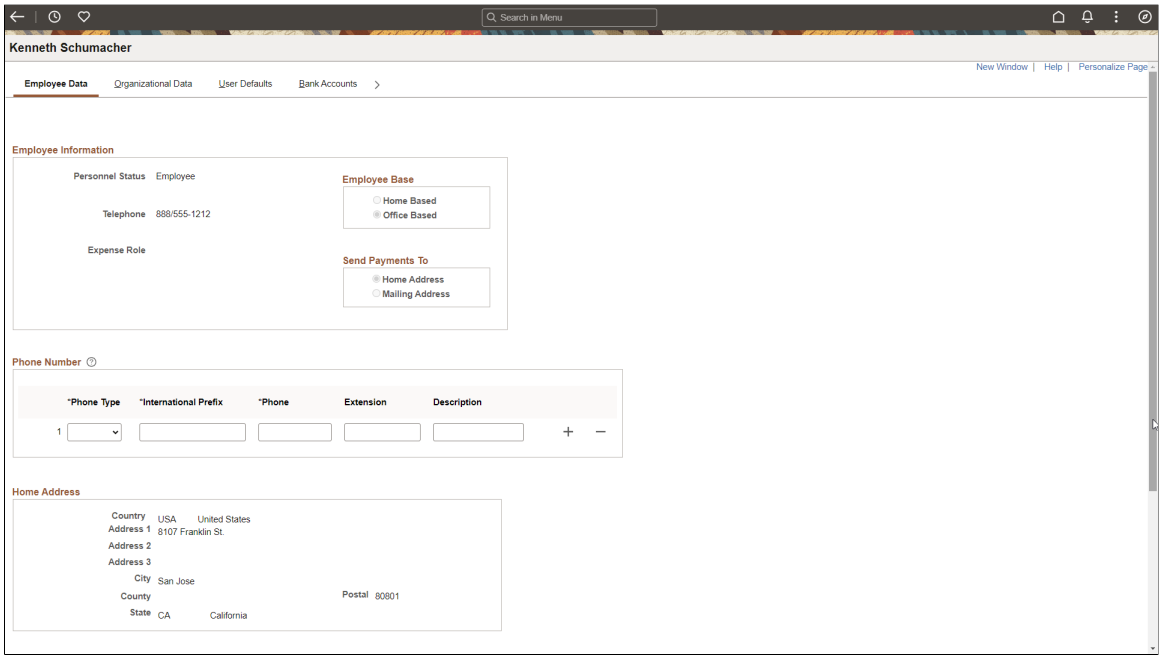
Employee Data Page (Employee Self-Service)

Use the Employee Profile - Employee Data page (EX_PERSONAL_DATA) to view employee personal information that PeopleSoft Expenses uses to distribute reimbursements.

Navigation:

Employee Self-Service > **Travel and Expenses** > **Review/Edit Profile** > **Employee Data**

This example illustrates the fields and controls on the Employee Data page from Employee Self-Service.



Use the Phone number section to enter or update phone number that will be used by the employee to send text message using Twilio.

Field or Control	*Description*
Text Message	Select the phone number to send and receive a text message via Twilio integration. This check box is available only if the Phone Type is Mobile. **Note:** The Text Message field is unavailable if the Business Unit is not set up to allow text messages. To set up Business Unit to allow text messages, see Expenses Definition - Text Message Page.

Employee Data Page (Travel and Expenses)

Use the Employee Profile - Employee Data page (EX_PERSONAL_DATA2) to edit employee information that PeopleSoft Expenses uses to distribute reimbursements.

Navigation:

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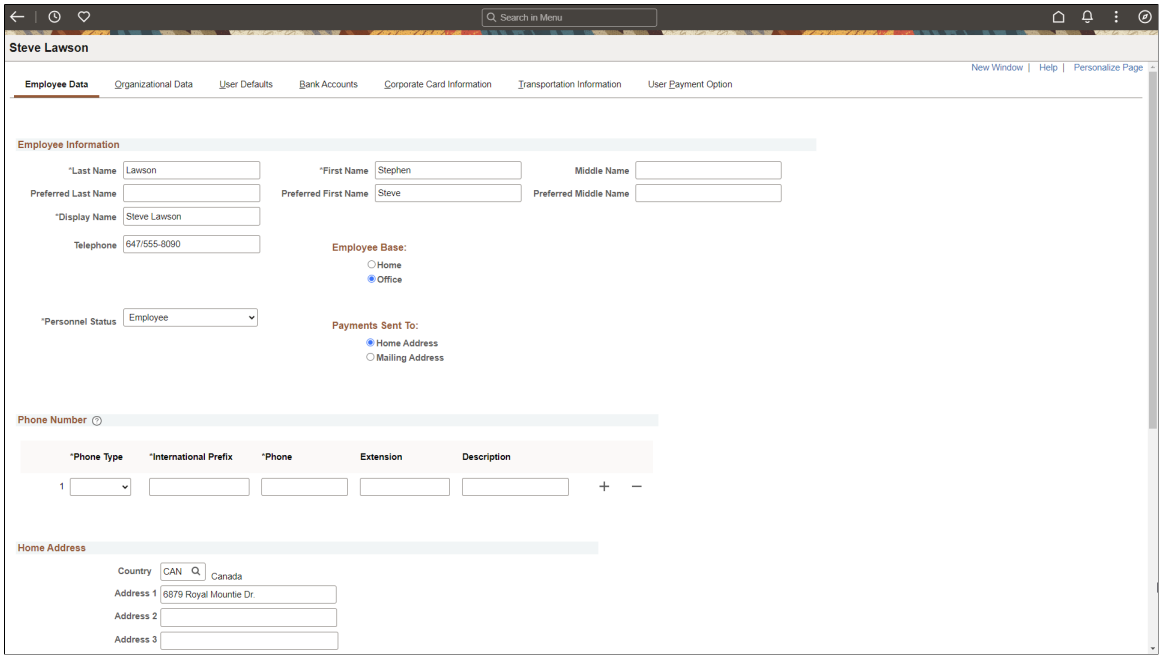
Travel and Expenses > Manage Employee Information > Update Employee Detail

This example illustrates the fields and controls on the Employee Data page from Travel and Expenses.



Note: Note: Most of the information on this page is the same as the data on the “Personal Data (Edit) Page (Common Definitions)” (Application Fundamentals).

See “Installation Options - Overall Page” (Application Fundamentals), Displaying Preferred Name section to understand how the Employee Name fields are sourced.

Maintaining Employee Organizational Data

Page Used to Maintain Employee Organizational Data

Page Name	*Definition Name*	*Usage*
Employee Profile - Organizational Data Page	EX_EE_ORG_DTA EX_EE_ORG_DTA2	View employee organizational information, and assign an employee to a general ledger business unit and a department for expense reimbursement.

Understanding Employee Organizational Data Maintenance

To process an expense reimbursement, you must assign an employee to a general ledger business unit that is enabled for PeopleSoft Expenses. This business unit and other relevant ChartFields are populated from the human resource system. The way that you set up a business unit determines expense parameters such as accounting defaults, expense report IDs, and mileage rates. All of these factors apply to each employee assigned to the business unit.

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When you add employees to the PeopleSoft Expenses system, you need to validate their organizational data before PeopleSoft Expenses marks the employees as valid for expense entry. To do this, you can run the Validate Organizational Data process from the Load Employee Data page, which validates organizational data for all new employees. Another option is to add a new employee profile using the Travel and Expenses navigation and click the Validate button on the User Profile - Organizational Data page to initiate the validation process for that employee.

Related Links

Configuring Business Units for PeopleSoft Expenses
Load Employee Data Page

Common Elements Used to Maintain Employee Organizational Data

Field or Control	*Description*
Expenses Processing Data (section)	Indicates whether the employee's organizational data is validated, verifying that the employee is eligible for expense processing. To validate employee organizational data, select the *Validate Organizational Data* option when you run the Load Employee Data process or click the **Validate** button for new employees after you save the profile.
Valid for Expenses	The system verifies that the employee's organizational data is valid and the employee is eligible for expense processing.
Validate	Click to initiate the validation process for a new employee. This button is available through the Travel and Expenses navigation only after you add a new employee and save the information.
Default Profile	Select to make this profile the employee's default. Some employees have more than one profile if they work in multiple departments or jobs. If an employee has multiple profiles, designate one as the default profile to enable the employee to enter expense transactions. **Note:** An employee's default profile cannot be changed if the employee has expense transactions which are still not paid.
Reason for Status	Indicates whether the employee passed all checkpoints when you loaded your employee tables from human resources.

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Field or Control	*Description*
GST Applicable	Displays ‘Yes’ if the organization code/name and GSTIN number are populated. Displays ‘No’ if the organization code/name and/or GSTIN number are not all populated. **Note:** This field is displayed only if the Enable India GST check box is selected in Expenses Definition - Business Unit 1 Page
Ignore Authorized Amounts	Select to exempt the employee from authorized amount spending limits on expense transactions. If you select this option, the system overlooks expense location amounts defined for expense types such as hotels or meals.
Ignore Group Location Amounts	By default this check box is not selected. This implies that the location amount for expense type group will not be ignored for this employee. Select this check box to ignore the location Amount for expense type group in the employee profile.
Disable DCAA (disable Defense Contract Audit Agency)	Select to disable the requirement to enforce DCAA audit requirements for an employee. **Note:** PeopleSoft Expenses displays this check box if **DCAA Enabled** is selected on the Installations Options - Expenses page and is not disabled on the Expenses Definition - Business Unit 1 page. This check box is display-only for employees using the Employee Self-Service navigation and editable for administrators using the Travel and Expenses navigation.
Employee Status, GL Unit, and **Department**	Displays information about an employee's organizational affiliation. This information comes over from human resources; however, you can manually change these fields using the Travel and Expenses navigation.
Hours Per Period	Select the **Use Business Unit Default** check box for PeopleSoft Expenses to use the time reporting thresholds established for the employee's general ledger business unit. Deselect the check box to override the general ledger business unit **Per Period Thresholds** settings and enter minimum and maximum hours that the employee can enter for a time reporting period. See Expenses Definition - Business Unit 2 Page.

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Field or Control	*Description*
Supervisor Information (section)	Displays information about the employee's supervisor. This information comes over from human resources; however, you can manually change this using the Travel and Expenses navigation. The supervisor identified here may be one of the approvers for the employee's travel authorizations and expense reports as defined in the approval rules. If there is a reporting manager in the employee's HR data but no supervisor, then the system displays the reporting manager's ID instead.
Designated Approver	Select an approver for the employee. PeopleSoft Expenses displays this field if there is no HR Supervisor or Reports To employee ID defined in the employee profile. For example, the CEO of an organization does not have a supervisor, so you can designate the CFO as the approver for the CEO.
Default ChartField Values section	Use to predefine one or more of the ChartField values for this employee profile. The system uses these values to populate the default accounting information of expense related transactions created by the employee.
Cash Advance Level	Select *Business Unit* to indicate that the maximum amount for the business unit applies to the employee. The system displays the amount. Select *Specific Amount* to open a new field to input the maximum advance amount authorized for the employee. Select *None* if the employee is not authorized for cash advances.
Expense Processing Role	You can assign an expense role to associate with the employee; however, you may only assign one expense role per employee, even if they hold more than one job in the company. Establish roles for employees depending on their positions in the organization. Roles determine the authorized amounts employees can spend, the visibility of VAT fields, and the accounting ChartField behaviors. See Defining PeopleSoft Expenses Processing RolesDefining PeopleSoft Expenses Processing Role ExceptionsDefining PeopleSoft Expenses Processing Role Options for VAT.

Employee Profile - Organizational Data Page

Use the Employee Profile - Organizational Data page (EX_EE_ORG_DTA) to view employee organizational information, and assign an employee to a general ledger business unit and a department for expense reimbursement.

Navigation:

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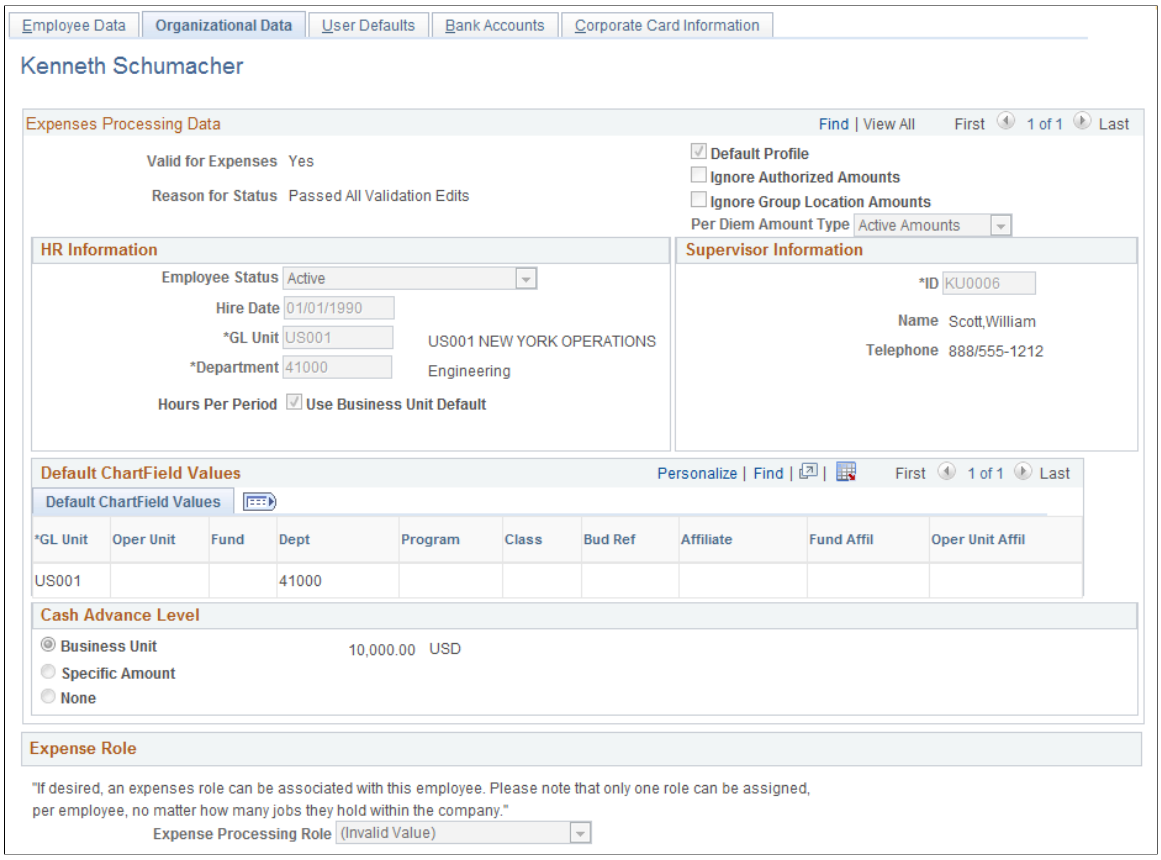
- **Employee Self-Service** > **Travel and Expenses** > **Review/Edit Profile**. This is a display-only page. All changes must be made by the human resources department or by editing the profile in PeopleSoft Expenses.
- **Travel and Expenses** > **Manage Employee Information** > **Update Employee Detail**

This example illustrates the fields and controls on the Update Profile – Organizational Data page. .



Use this page to assign a business unit to an employee, which determines the accounts to charge, allowable mileage rates, and cash advance limits.

You can add or edit an employee's organizational data information on this page; however, updates from human resources may overwrite the changes.

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Expenses Processing Data

Field or Control	*Description*
Per Diem Amount Type	Select one of these options: • **Government Amounts**: select to indicate that government amounts are used when calculating per diem amounts. These amounts are those recognized by government authorities such as CONUS and OCONUS and are available through government organizations • **Active Amounts**: select to indicate that the amounts are active and should be used by the system. Active amounts override government amounts and are used by the system to calculate per diems

India GST Tax Information

The India GST Tax Information section displays the tax information that can be set up for an organization.

Note: The India GST Tax Information section is displayed only if the Enable India GST check box is selected in Expenses Definition - Business Unit 1 Page.

Field or Control	*Description*
Organization Code	Select the organization code. The values for the organization code is retrieved from the Global component setup pages. **Note:** Organization code represents the organization responsible for paying the employee's bills.
Organization State	Displays the name of the state based on the Organization Code you select.
GSTIN Number	Displays the GSTIN number for the taxable entity.

Default ChartField Values

The ChartFields defined in the employee's profile are used to populate the expense accounting distribution. For example, you can define defaults for the employee's business unit and other ChartFields that make up the employee's cost center in the employee profile, but define the Account ChartField default in the Expense Type or Expense Group. The combination of these ChartFields becomes the accounting distribution used to identify the appropriate cost center(s) for the employee's expenses. Project ChartField defaults can be used if an employee routinely works on one or more projects and allows you to define specific activity codes for each project. You can set up Project ChartField defaults separately

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between expense reports and time reports. This enables you to track time and expenses at different levels of the project if you use PeopleSoft Project Costing.

Billing type and payment type may default from the employee's profile but if you define defaults for these fields in the expense type they will supersede the defaults from the employee profile.

Maintaining User Defaults

Page Used to Maintain User Defaults

Page Name	*Definition Name*	*Usage*
Employee Profile - User Defaults Page	EX_EE_USER_PREF	View or modify general default preferences and default preferences for travel authorizations, cash advances, expense reports, and time reports.

Understanding User Defaults

You can set up user defaults to minimize the amount of data entry on travel authorizations, cash advances, expense reports, and time reports and to ensure accurate reporting on project-based costs. The Employee Profile - User Defaults page is where you define general default preferences, expense type specific preferences, time report specific preferences, and project ChartField preferences.

How Defaulting Works

The user preference data appears by default onto the transaction only when using Add mode, such as when adding a new travel authorization, cash advance, expense report, or time report or adding a line into one of these reports. This functionality works when the employee enters his own report or for whomever an employee has given entry authority to.

Employees can edit the Employee Profile - User Defaults page from the Employee Self-Service menu; administrators can update the information for any employee from the Travel and Expenses menu. You can also change the defaulted information during data entry of travel authorizations, cash advances, expense reports, and time reports.

A User Defaults option is available in the Actions drop down list box after the expense type is selected, which transfers you to the Employee Profile - User Defaults page where you can modify the default values. When you return to the transaction after modifying the defaults, PeopleSoft Expenses does not refresh existing fields with the new default values. The system only applies the new default values to subsequent data entry.

If you want to update the accounting defaults after transferring to the Employee Profile - User Defaults page and making changes, click the Load Defaults button on the accounting defaults page. The new information appears by default onto all distribution lines at Save and Submit time, as long as you have not previously changed the distribution information for a line. For example, if you have a transaction with three lines and you changed the distribution on line two, PeopleSoft Expenses updates lines one and three with the new split information, but the system does not change line two.

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For time reports, because there is no split or distribution concept, PeopleSoft Expenses deletes all existing time detail rows, except non-policy time, and replaces them with project rows defined in the profile (if any).

Expense Defaults

During line entry on a travel authorization or expense report, when you add a new line, PeopleSoft Expenses pre-populates defaults based upon the expense type edit and the required fields that are tied to the expense type. For example, PeopleSoft Expenses pre-populates the number of nights for lines where the expense type edit is *Hotel/Lodging.*

Expense Type Defaults

Define payment methods, preferred merchants, and billing type by expense type in this section. You can select a preferred merchant from those defined for the expense type, or you can enter a default merchant name if there are none defined at the expense type level.

Project Defaults and Time Reporting

PeopleSoft Expenses enables you to have one set of project default values for travel authorizations and expense reports and another set of project default values for time reports.

You may add one or more rows of project accounting default values. Each row of project values may be enabled or disabled. When you create transactions, PeopleSoft Expenses copies each enabled row of values into the relevant section of your new transaction.

If PeopleSoft Project Costing is installed, then all project ChartFields are available for default, including default percentage split for expense reports and default hours for time reports. If PeopleSoft Project Costing is installed, the name of this grid is Project Defaults.

If PeopleSoft Project Costing is not installed, then only the PC Business Unit, Project ID, and Activity ID ChartFields are available for default for time reporting. If PeopleSoft Project Costing is not installed, the name of this grid is Time Reporting.

Note: Access to project ChartFields can be dependant on the employee privilege template for time reports. For example, if the **PC ChartFields** value on the Employee Privilege Template Page, that the employee is assigned to for time reports, has a value of *Modify,* then the employee can change Project Costing ChartFields.

See Maintaining Employee Privilege Templates.

Employee Profile - User Defaults Page

Use the Employee Profile - User Defaults page (EX_EE_USER_PREF) to view or modify general default preferences and default preferences for travel authorizations, cash advances, expense reports, and time reports.

Navigation:

- **Employee Self Service** > **Travel and Expenses** > **Review/Edit Profile**
- **Travel and Expenses** > **Manage Employee Information** > **Update Employee Detail**

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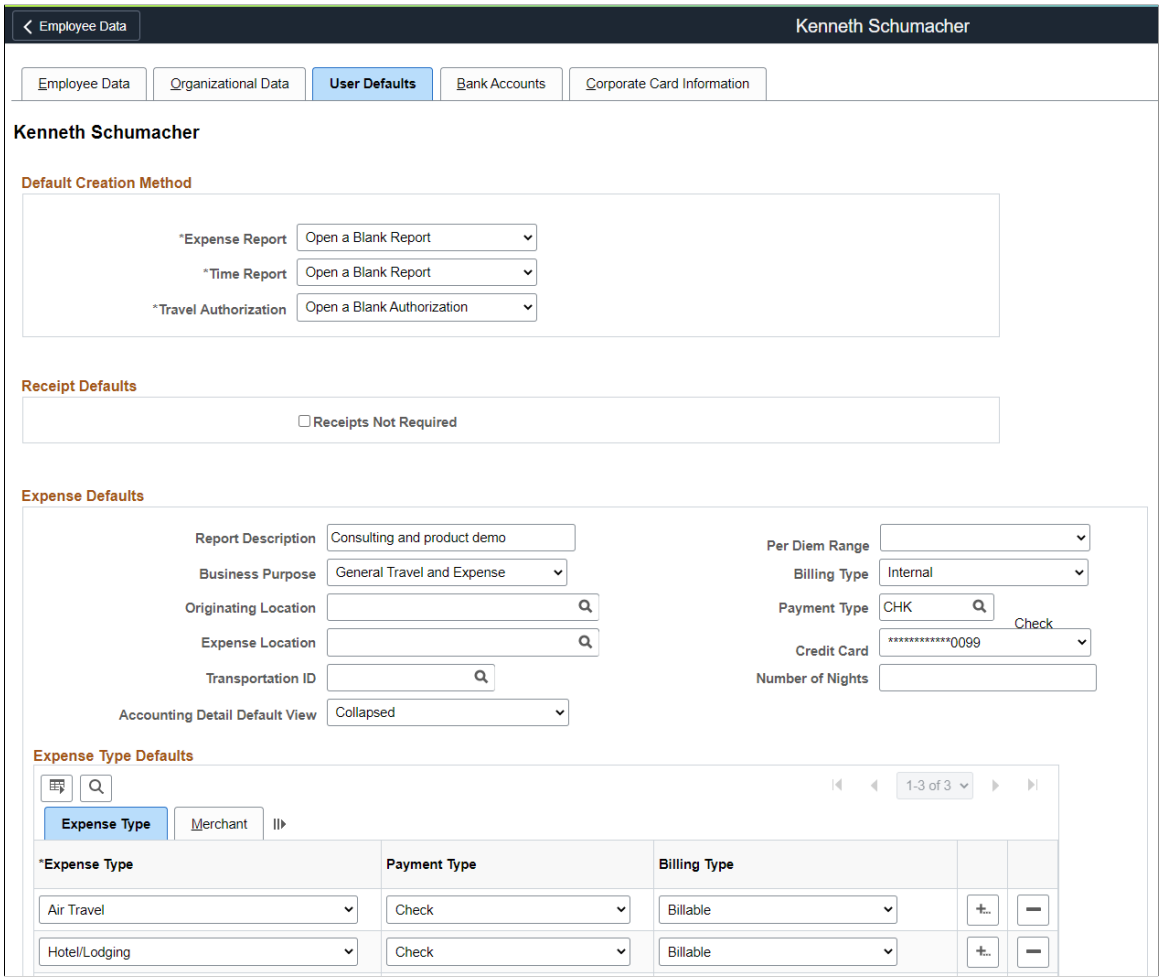
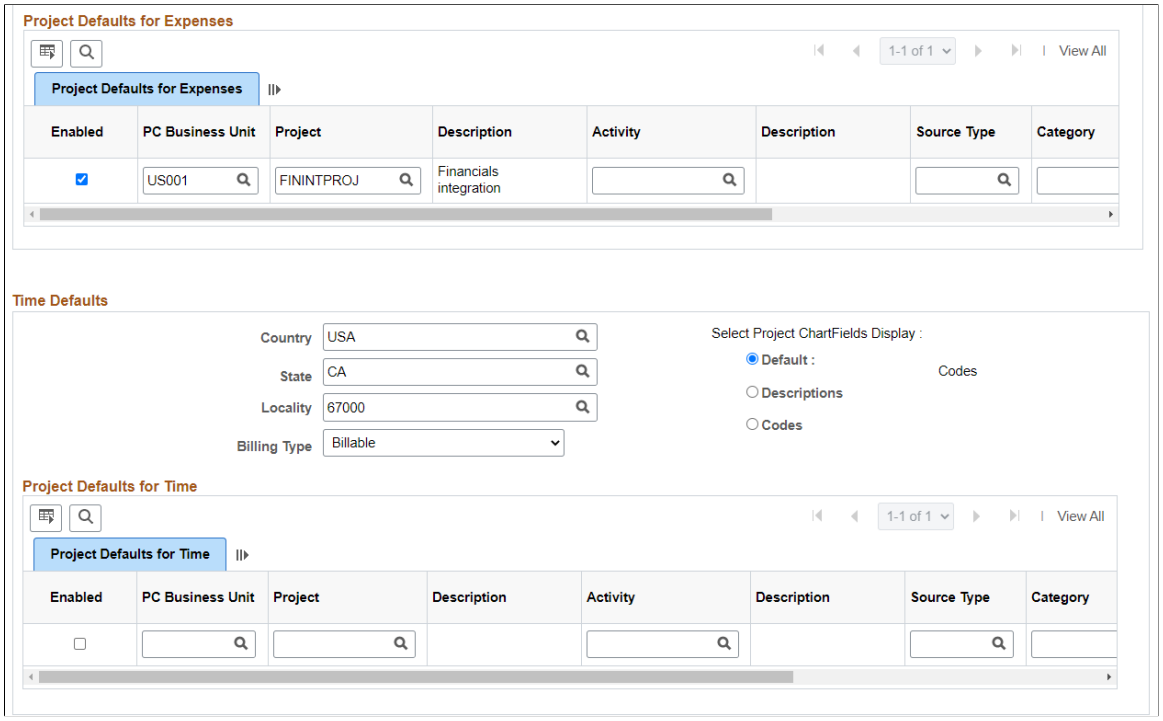
- **Employee Self-Service** > **Employee Travel and Expense Center** > **Expense Reports** > **Create/Modify**. Select an existing expense report and from the Actions drop down list box, select User Defaults.
- **Travel and Expenses** > **Travel and Expense Center** > **Expense Reports** > **Create/Modify**. Select an existing expense report and from the Actions drop down list box, select User Defaults.

This example illustrates the fields and controls on the Employee Profile - User Defaults page (1 of 2).



This example illustrates the fields and controls on the Employee Profile - User Defaults page (2 of 2).



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Default Creation Method: Online

Field or Control	*Description*
Expense Report	Set up a default method to create an expense report. You can override the default on the expense report page. **Note:** The **Default Creation Method** setting applies only for Classic User Interface, and not for Fluid User Interface. On a Fluid User Interface, a blank report opens directly when you create a new expense report. Select one of the following methods to use as a default to create new expense reports: • *Copy From a Template:* PeopleSoft Expenses will display the Create Expense Report - Select a Template page where you can select a template to use or select the expense types and date to include in the expense report. • *Copy From a Travel Auth.:* PeopleSoft Expenses will display the Create Expense Report - Populate From a Travel Authorization page where you can select a travel authorization to copy from. • *Copy an Existing Report:* PeopleSoft Expenses will display the Create Expense Report - Copy From an Existing Expense Report page where you can select an expense report to copy. • *Open a Blank Report:* PeopleSoft Expenses will display the Create Expense Report page.
Time Report	Set up a default method to create a time report. You can override the default on the time report page. Select one of the following methods to use as a default to create new time reports: • *Copy an Existing Report:* PeopleSoft Expenses will display the Create Time Report - Copy From an Existing Time Report page where you can select a previous time report to copy. • *Open a Blank Report:* PeopleSoft Expenses will display the Create Time Report - General Time Report Information page where you can enter descriptive information about a time report.

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Field or Control	*Description*
Travel Authorization	Set up a default method to create a travel authorization. You can override the default on the travel authorization page. **Note:** The **Default Creation Method** setting applies only for Classic User Interface, and not for Fluid User Interface. On a Fluid User Interface, a blank report opens directly when you create a new travel authorization. Select one of the following methods to use as a default to create new travel authorizations: • *Copy From a Template:* PeopleSoft Expenses will display the Create Travel Authorization - Select a Template page where you can select a template to use or select the expense types and date to include in the travel authorization. • *Copy an Existing Authorization:* PeopleSoft Expenses will display the Create Travel Authorization - Copy From an Existing Travel Authorization page where you can select a travel authorization to copy. • *Open a Blank Authorization:* PeopleSoft Expenses will display the Create Travel Authorization - Travel Authorization Entry page where you can enter a date range and descriptive information about a travel authorization.

Default Creation Method: Mobile - Laptop

Field or Control	*Description*
Expense Report	*Open a blank Report* is the only default option available for Mobile expense report.
Time Report	*Open a blank Report* is the only default option available for Mobile time report.

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Receipt Defaults

Field or Control	*Description*
Receipts Not Required	Select to indicate that this user is not required to attach receipts to expense reports. This value overrides the Enforce Receipt option entered on the Receipts Required Page for the General Ledger business unit. **Note:** Only system administrators have access to this field. Individual employees cannot access this field.

Expense Defaults

Field or Control	*Description*
Report Description	Enter a description that you want to appear by default onto the header level of your travel authorizations, cash advances, and expense reports.
Per Diem Range	Select a per diem range ID that is associated with a range type of *Daily.* A per diem that is associated with a range type of Daily, on a project or at a site, requires the number of days to appear by default into the expense report for the employee. This field only has values if the user is associated with a SetID that uses a daily range type. Ranges are defined on the Per Diem Range page and the amount for the per diem is defined on the Per Diem Amount page.
Business Purpose	Select from a predefined list (created when your organization implemented the PeopleSoft Expenses system). The business purpose that you select appear by default onto the header level of your travel authorizations, cash advances, and expense reports.
Billing Type	Select the billing action that you want to appear by default onto your travel authorizations, expense reports, and time reports. If you use PeopleSoft Project Costing, billing codes are required to identify project costs that are both billable and charged to project costing ChartFields. PeopleSoft Expenses passes these items to PeopleSoft Billing for processing.

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Field or Control	*Description*
Originating Location	Select a city, country, or geographical area (established by your organization during system setup) that you want to appear by default onto your travel authorizations and expense reports.
Expense Location	Select a city, country, or geographical area where you will incur expenses that you want to appear by default onto your travel authorizations and expense reports.
Payment Type	Select how you pay for expenses and enable the payment type to appear by default onto your travel authorizations and expense reports. **Note:** A payment type must be selected if you are creating a Travel Authorization using PeopleSoft Fluid. For more information, see Creating Travel Authorizations Using PeopleSoft Fluid
Credit Card	Select a credit card number that you want PeopleSoft Expenses to use as a default for expense transactions with a method that may directly reimburse the vendor. For security reasons, all but the last four numbers for each credit card will be masked. The credit card information for the employee is maintained on the Employee Profile - Corporate Card Information page.
Transportation ID and Transportation Type	The system displays the employee's active transportation IDs from which to choose. Select a transportation ID that you want to appear by default onto your travel authorizations and expense reports.
Number of Nights	Enter the number of nights that you want to appear by default onto your travel authorizations and expense reports for the expense type *Hotel/Lodging*.
Accounting Detail Default View	Select *Collapsed* or *Expanded* to indicate how the Accounting Detail section should appear on the expense report when the expense type is selected.

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Expense Type Defaults - Expense Type Tab

Field or Control	*Description*
Expense Type	Select an expense type. When you select the expense type on your travel authorizations and expense reports, PeopleSoft Expenses will populate the payment type, billing action, and merchant information.
Payment Type	Select how you pay for the expense type. When you select the expense type on your travel authorizations and expense reports, PeopleSoft Expenses will populate the Payment Type field with this information.
Billing Type	Select the billing action that you want to appear by default onto your travel authorizations and expense reports for the expense type. If you use PeopleSoft Project Costing, billing codes are required to identify project costs that are both billable and charged to project costing ChartFields. PeopleSoft Expenses passes these items to PeopleSoft Billing for processing.

Expense Type Defaults - Merchant Tab

Field or Control	*Description*
Preferred Merchant or **Merchant**	Select a preferred merchant or a non-preferred merchant. When you select the expense type on your travel authorizations and expense reports, PeopleSoft Expenses will populate the Preferred Merchant or Merchant field with this information. **Note:** You may select a preferred merchant, a non-preferred merchant, or neither; however, you cannot select both.

Project Defaults for Expenses

Field or Control	*Description*
Enabled	Select to indicate to the system to include the project as a default on travel authorizations and expense reports.
PC Business Unit	Select a business unit for a project that you want to appear by default onto your travel authorizations and expense reports.

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Field or Control	*Description*
Project and Description	Select a project that you want to appear by default onto your travel authorizations and expense reports.
Activity and Description	Select a project activity that you want to appear by default onto your travel authorizations and expense reports. You create activities in PeopleSoft Project Costing.
Percentage	If the project is enabled, enter a positive, non-zero amount less than or equal to 100. The sum total of all enabled projects must equal 100 percent. **Note:** PeopleSoft Expenses does not display this field if PeopleSoft Project Costing is not installed.
Source Type, Category, and **Subcategory**	If applicable, select for which you want to record time. If you enabled the project default line, PeopleSoft Expenses uses these entries to create the default accounting distribution for travel authorizations and expense reports.

Note: Access to these fields is determined by the value in the **PC ChartFields** field on the Employee Privilege Template Page for the expense report transaction.

Time Defaults

Field or Control	*Description*
Country, State, and **Locality**	Select a country, state, and locality (established by your organization during system setup) that you want to default onto the header of your time reports.
Billing Type	Select the billing action that you want to default onto your time reports. If you use PeopleSoft Project Costing, billing codes are required to identify project costs that are both billable and charged to project costing ChartFields. PeopleSoft Expenses passes these items to PeopleSoft Billing for processing.

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Field or Control	*Description*
Select Project ChartFields Display:	Select how you want PeopleSoft Expenses to display PeopleSoft Project Costing ChartFields displayed on your time reports. Options are: • **Default:** Select for PeopleSoft Expenses to use the Project Time Options selection on the Expenses Definition – Business Unit 2 page. • **Descriptions:** Select for PeopleSoft Expenses to display PeopleSoft Project Costing ChartField descriptions on time reports. Selecting this option overrides the Project Time Options selection on the Expenses Definition – Business Unit 2 page. • **Codes:** Select for PeopleSoft Expenses to display PeopleSoft Project Costing codes on time reports. Selecting this option overrides the Project Time Options selection on the Expenses Definition – Business Unit 2 page.

Project Defaults for Time

Field or Control	*Description*
Enabled	Select to indicate to the system to include the project as a default for time reports.
PC Business Unit	Select a business unit for a project that you want to appear by default onto your time reports.
Project and Description	Select a project that you want to appear by default onto your time reports for which you want to record time.
Activity and Description	Select a project activity that you want to appear by default onto your time reports for which you want to record time. You create activities in PeopleSoft Project Costing.
Time Quantity	If the project is enabled, enter the number of hours per day, per project to appear by default onto the time report. You cannot exceed 24 hours on a single enabled row and you cannot exceed 24 hours for an accumulated total of all enabled rows. **Note:** PeopleSoft Expenses does not display this field if PeopleSoft Project Costing is not installed.

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Field or Control	*Description*
Source Type, Category, and **Subcategory**	If applicable, select for which you want to record time. If you enabled the project default line, PeopleSoft Expenses uses these entries to create the default accounting distribution for time reports.

Note: Access to these fields is determined by the value in the **PC ChartFields** field on the Employee Privilege Template Page for the time report transaction.

Maintaining Employee Privilege Templates

Page Used to Maintain Employee Privilege Templates

Page Name	*Definition Name*	*Usage*
Employee Privilege Template Page	EX_EE_PRIV_TMPL	Set up employee privilege templates.

The data that is entered using these pages can also be loaded as an Application Data Set (ADS). For more information about ADS, see Migrating Data Using Application Data Sets

Understanding Employee Privilege Templates

Employee privilege templates:

- Enable an organization to limit access to Expenses General Ledger and Project Costing ChartFields by user.
- Can be defined for each transaction type used.

  Employee privilege templates are optional.
- Can be assigned to an employee at the business unit level or at the employee role level.

  To assign a privilege template to a business unit, use the Business Unit Privileges page.

  To assign a privilege template to a role, use the Expenses Role Setup page.
- Are used during on-line entry for expense report, travel authorization, time report, and cash advance transactions.

This functionality is also available to approvers by using the Approval Privilege Template page.

Note: If a employee privilege template is used and you change the employees' access to Project Costing ChartFields, for example from display to hide, then you run the risk of transactions becoming stuck in the system. This is because if the employee cannot access the Project Costing ChartFields to change them, the system continues to populate the ChartFields with the default value defined on the User Defaults page.

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Related Links

Maintaining User Defaults
Configuring Business Units for PeopleSoft Expenses
Defining PeopleSoft Expenses Processing Roles
Setting Up Approval Privilege Templates for PeopleSoft Expenses

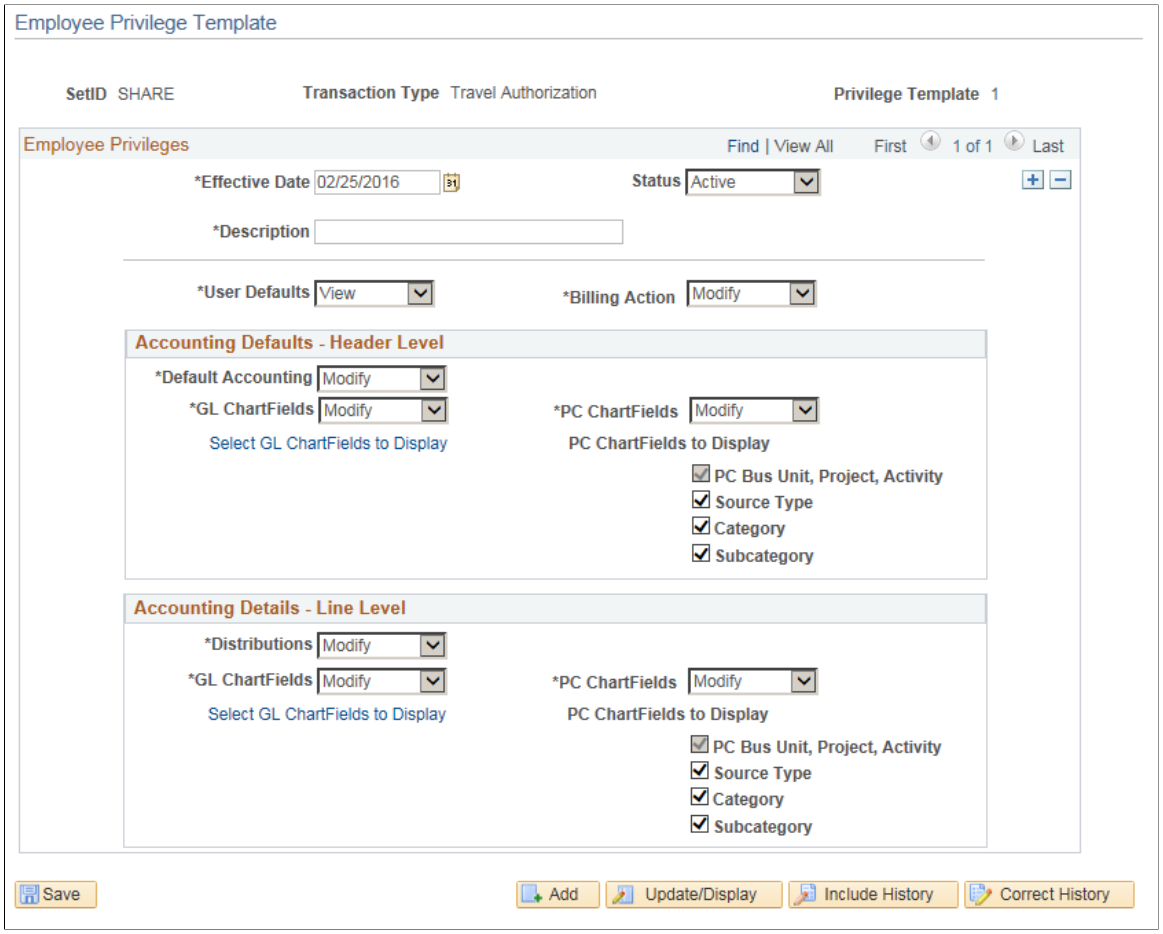
Employee Privilege Template Page

Use the Employee Privilege Template page (EX_EE_PRIV_TMPL) to set up employee privilege templates.

Navigation:

Set Up Financials/Supply Chain > Product Related > Expenses > Management > Employee Privilege Template

This example illustrates the fields and controls on the Employee Privilege Template page. You can find definitions for the fields and controls later on this page.



An employee privilege template can be created for expense reports, cash advances, travel authorizations, and time reports.

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Field or Control	*Description*
User Defaults	Select a value to indicate whether the User Default drop down option appears on the transaction page. If you select: • *Hide,* the User Default option or link does not appear for the transaction page. • *View,* the User Default option or link does appear for the transaction page.
Billing Action	Select a value to indicate whether the Billing Type appears on the transaction page. Options include *Modify* and *Hide*.
Default Accounting	Select a value to indicate the employee access to the **Accounting Defaults** page, which specifies the default accounting for expenses report and travel authorization transactions. This option is not applicable to time reports. If you select: • *Hide,* the **Accounting Default** button or **Accounting Default** collapsible drop down option does not appear on the transaction page. • *Modify,* the **Accounting Default** button or **Accounting Default** collapsible drop down option appears on the transaction page. The employee can use the **Accounting Default** button or **Accounting Default** collapsible drop down option to access the Accounting Defaults page and change all accounting fields. • *View,* the **Accounting Default** button or **Accounting Default** collapsible drop down option appears on the transaction page. The employee can use the **Accounting Default** button or **Accounting Default** collapsible drop down option to access the Accounting Defaults page and the employee can view the accounting fields. The employee cannot change the accounting fields.

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Field or Control	*Description*
Distributions	Select a value to indicate the employee access to the **Accounting Details** collapsible area, link, or button, which specifies the accounting at the line level for expense report, travel authorization, and time report transactions. The value in this field also determines the value that defaults into the **GL ChartFields** and **PC ChartFields** fields on this page. It controls the highest level that can be determined in the **GL ChartFields** and **PC ChartFields** fields. If you select: • *Full,* the **Accounting Details** collapsible area, link, or button appears on the line of the transaction page and the employee can modify all account distribution values . The **GL ChartFields** and **PC ChartFields** fields default to *Modify.* The **GL ChartFields** and **PC ChartFields** fields can be changed to *View* or *Hide* when the **Distributions** value is *Full.* • *Hide,* the **Accounting Details** collapsible area, link, or button does not appear on the transaction page. Therefore, the employee cannot access the Accounting Details link, button, or collapsible area from the transaction page. The **GL ChartFields** and **PC ChartFields** fields default to *Hide* and are closed fields that cannot be changed. • *Modify,* the **Accounting Details** collapsible area, link, or button appears on the line of the transaction page. The employee can change account distribution values in the Accounting Details link, button, or collapsible area depending on the values in the **GL ChartFields** and **PC ChartFields** fields. The **GL ChartFields** and **PC ChartFields** fields default to *Modify.* The **GL ChartFields** and **PC ChartFields** fields can be changed to *View* or *Hide* when the **Distributions** value is *Modify.* • *View,* the **Accounting Details** collapsible area, link, or button appears on the line of the transaction page. The employee can view account distribution values depending on the values in the **GL ChartFields** and **PC ChartFields** fields. The **GL ChartFields** and **PC ChartFields** fields default to *View.* The **GL ChartFields** and **PC ChartFields** fields can be changed to *Hide* when the **Distributions** value is *View.*

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Field or Control	*Description*
GL ChartFields (general ledger ChartFields)	Select a value to indicate the employee access to all General Ledger (GL) ChartFields, at the line level for the transaction type. If you select: • *Hide,* general ledger ChartFields do not appear on the Accounting Detail link, button, or collapsible area. • *Modify,* the employee can change general ledger account distribution values. This option is not available if the **Distributions** value is *Hide* or *View.* • *View,* the employee can only view general ledger account distribution values. This option is not available if the **Distributions** value is *Hide.*
Select GL ChartFields to Display	Enable you to select GL ChartFields that will be displayed when you select *Modify* or *View*.
PC ChartFields (project costing ChartFields)	Select a value to indicate the employee access to selected Project Costing (PC) ChartFields, at the line level for the transaction type. ChartFields are selected in the check boxes below the PC ChartFields to Display label. If you select: • *Hide,* Project Costing ChartFields do not appear on the Accounting Detail page or collapsible area. • *Modify,* the employee can change Project Costing account distribution values based on the options selected for PC ChartFields to Display . This option is not available if the **Distributions** value is *Hide* or *View.* • *View,* the employee can only view Project Costing account distribution values based on the options selected for PC ChartFields to Display. This option is not available if the **Distributions** value is *Hide.*

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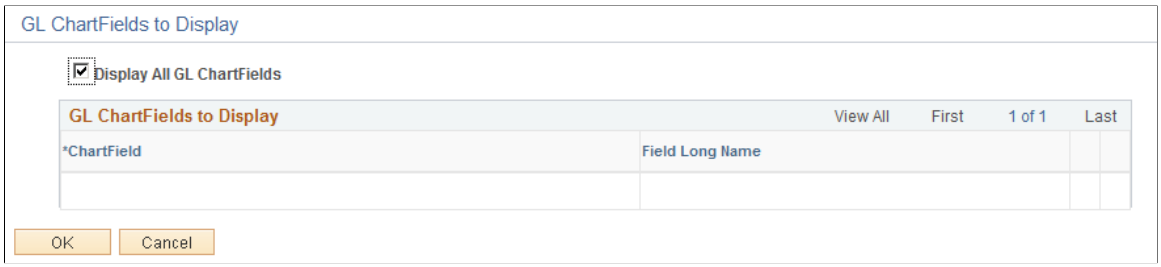
Field or Control	*Description*
PC ChartFields to Display (project costing ChartFields to display)	Select the Project Costing ChartFields that the employee can view or modify. These check boxes are only available when the value in the **PC ChartFields** field is *Modify* or *View*. The **PC Bus Unit, Project, Activity** check box is always selected and cannot be deselected. When Category is selected, Source Type is required and will automatically be selected and grayed out so it cannot be deselected. When Subcategory is selected, Category and Source Type are required and will automatically be selected and grayed out so it cannot be deselected.

Selecting and Displaying GL Chartfields

When you set GL ChartFields to *View* or *Modify*, you can also configure which of the GL Chartfields must be displayed in Accounting Details when an employee is creating or viewing Expense Report, Cash Advance, Travel Authorization and Time Report.

Click on **Select GL ChartFields to Display** link to configure the display of GL ChartFields. By default **Display All GL ChartFields** is selected, and the **GL ChartFields** grid is unavailable.

This example illustrates the fields and controls on the GL Chartfields to Display.



If you clear the **Display All ChartFields** check box, the **GL ChartFields** grid become editable and you can add the GL ChartFields one by one.

After you configure the **GL ChartFields** to display in Employee Privilege Template, you must also ensure that the employee privilege template has been linked to an expense role, and the expense role has been attached to the employee via employee profile. If the employee creates an Expense Report, Travel Authorization, Time Report, or Cash Advance, the ChartFields that you set up will be displayed in the Expense Report, Travel Authorization, Time Report or Cash Advance as per the set up you have done in Employee Privilege Template.

An employee privilege template can also be linked to a business unit. If it is linked, the ChartFields will be displayed in the Expense Report, Travel Authorization, Time Report, or Cash Advance for those employees who belong to the business unit.

Note: For those employees who do not have an employee privilege template, all **GL ChartFields** will be displayed in Accounting Details when an employee is creating or viewing Expense Report, Travel Authorization, Time Report, or Cash Advance.

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Maintaining Employee Bank Account Data

Information about employee bank accounts tells the system how and where to send expense reimbursements if an employee chooses direct deposit. There must be at least one bank account defined if an employee selects this payment method.

Pages Used to Maintain Employee Bank Account Data

Page Name	*Definition Name*	*Usage*
Employee Profile - Bank Accounts Page	EX_EE_PYMNT_DTL	View or modify employee bank account information. If you use the Employee Self-Service navigation, you can only view information. If you use the Travel and PeopleSoft Expenses navigation, you can view or modify information.
Intermediary Bank Routings Page	EX_EE_BANK_INT	Define the intermediary bank routings if funds must pass through several banks before the final bank.
Pay to Bank Accounts Page	EX_EE_BANK_ACCT	Specify a bank for the deposit of employee expense reimbursement funds.
Employee EFT Options Page	EX_EFT_OPT_SEC	If the selected payment method for expense reimbursement is EFT, use the Employee EFT Options page to enter additional information for employees who live in certain countries.

Related Links

“Defining EFT Payment Format Codes” (PeopleSoft Banks Setup and Processing)

Employee Profile - Bank Accounts Page

Use the Employee Profile - Bank Accounts page (EX_EE_PYMNT_DTL) to view or modify employee bank account information.

If you use the Employee Self-Service navigation, you can only view information. If you use the Travel and PeopleSoft Expenses navigation, you can view or modify information.

Navigation:

- **Employee Self-Service** > **Travel and Expenses** > **Review/Edit Profile**
- **Travel and Expenses** > **Manage Employee Information** > **Update Employee Detail**

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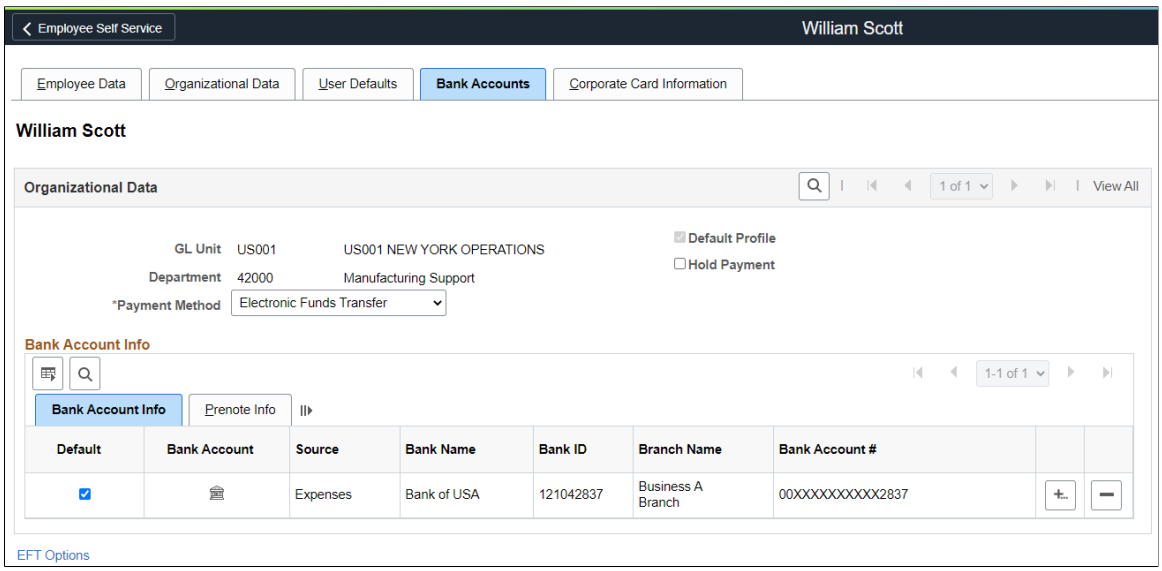
This example illustrates the fields and controls on the Employee Profile - Bank Accounts page.



Organizational Data

Field or Control	*Description*
Default Profile	When selected, indicates if this profile is the employee's default profile. See Maintaining Employee Organizational Data.

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Field or Control	*Description*
Payment Method	Select a payment method. Options are: • *Automated Clearing House:* Send all expense payments to a central location for distribution to individual employee bank accounts. If you select this payment method, select a default bank account for reimbursement deposits. • *Default from Distribution Bank:* Payment comes from the distribution bank that is defined for the employee's general ledger business unit. • *Electronic Funds Transfer:* Reimbursement is by direct deposit to the employee's bank account. If you select this payment method, select a default bank account for reimbursement deposits. If required by the employee's country, enter additional information on the EFT Payment Options page. • *Giro - EFT:* Reimbursement is by EFT. Only Singapore supports this form of EFT. • *System Check:* Reimbursement is in the form of a paper check. This is the default payment method. **Note:** PeopleSoft Expenses enables the Payment Method field only when you use the Travel and Expenses navigation.
Hold Payment	If selected, reimbursement will not occur during a pay cycle until you remove the hold. For example, you can choose to withhold payment until an employee clears outstanding advances. **Note:** PeopleSoft Expenses enables the Hold Payment field only when you use the Travel and Expenses navigation.

Bank Account Info (bank account information) Tab

Field or Control	*Description*
Default	Select to indicate the default bank account for expense reimbursement if more than one bank appears in an employee profile and if the payment method is *Automated Clearing House* or *Electronic Funds.*

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Field or Control	*Description*
	Click the **Bank Account** icon to access the Pay to Bank Accounts page, where you can identify a bank for the deposit of expense reimbursement funds.
Source	Indicates the source of the bank account information. Options are *Expenses* or *Payroll.*
Bank Name, Bank ID, IBAN, (international bank account number) **Branch Name,** and **Branch ID**	Displays information about the selected bank.
Bank Account # (bank account number)	Displays the bank account number. If you are using the Bank Account Number Encryption feature, then this value is encrypted and masked. See “Understanding Bank Account Encryption” (Application Fundamentals).

See Pay to Bank Accounts Page.

Prenote Info (prenote information) Tab

Prenote is a test run performed by an organization to verify payment information, electronic funds transfer (EFT) or automated clearing house (ACH), before sending an actual payment or payment advice. If you select *Electronic Funds Transfer* as the payment method for an employee, use this tab to change the status of the bank account. ACH prenote is allowed for both expense and cash advance payments. When expenses and cash advance payments are sent to the pay cycle with prenote enabled in PeopleSoft Payables, pay cycle processes the prenote and updates the prenote status in PeopleSoft Expenses.

Field or Control	*Description*
Prenote Status	Indicates the status of the test: • *Confirmed:* Prenote was sent, and the bank verified the EFT or ACH information. • *New:* Bank account is created, but prenotification has not occurred. • *Pending:* Awaiting confirmation on a prenote that was sent. • *Rejected:* Prenote was sent, but bank rejected it. • *Submitted:* Prenote was sent, and bank acknowledged it.
Required	Select to indicate if a prenote is required.

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Field or Control	*Description*
Prenotification Date	Indicates the date that the prenote was sent to the bank.
Wait Days	Enter the number of days from the prenotification date to wait before marking the prenote status *Confirmed.*
EFT Options	Click to open the Employee EFT Options page and specify information for employees who live in certain countries. Use only if the payment method for expense reimbursement is *Electronic Funds Transfer.*

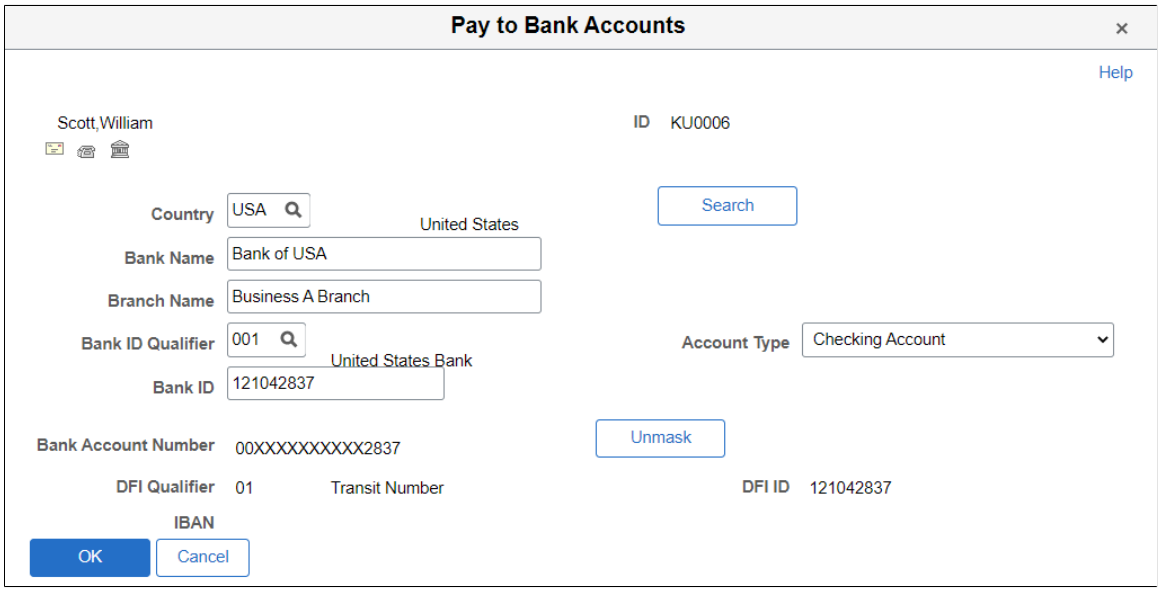
Pay to Bank Accounts Page

Use the Pay to Bank Accounts page (EX_EE_BANK_ACCT) to specify a bank for the deposit of employee expense reimbursement funds.

Navigation:

- **Employee Self-Service** > **Travel and Expenses** > **Review/Edit Profile**. Click the Bank Account icon on the Employee Profile - Bank Accounts page.
- **Travel and Expenses** > **Manage Employee Information** > **Update Employee Detail**. Click the Bank Account icon on the Employee Profile - Bank Accounts page.

This example illustrates the fields and controls on the Pay to Bank Accounts page.



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Field or Control	*Description*
	Click the **Go To Address** icon to access the Bank Address page.
	Click the **Phone** icon to access the Phone Information page.
	Click the **Routings** icon to access the Intermediary Bank Routing page.
Country	Enter the country of the employee's bank. The country code selected dynamically impacts the layout of the Pay to Bank Accounts page *IBAN* field.
Bank Name	Enter the name of the employee's bank.
Branch Name	Enter the bank's branch name.
Bank ID Qualifier	Determines which edit algorithm to use to check the Bank ID number sequence.
Account Type	Indicates the type of account, such as *Check Acct* (checking account).
Bank ID	Enter the routing number of the employee's bank.
Branch ID	Enter the bank's branch number.
Bank Account Number	Enter the employee's bank account number. If you are using the Bank Account Number Encryption feature and you are viewing this page, then this value is encrypted and masked. See “Understanding Bank Account Encryption” (Application Fundamentals).
Unmask (button)	Select to unmask the bank account number and the IBAN number (if entered). This field is visible only when you are using the Bank Account Number Encryption feature. See “Setting Up Bank Account Encryption” (Application Fundamentals).
Check Digit	Enter the two numeral check digit code for the country.

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Field or Control	*Description*
DFI Qualifier (Depository Financial Institution qualifier)	Indicates what format (how many characters and numbers) appear in the DFI ID of the bank. Each type has a specific number of characters that you can enter: • *Transit Number:* Exactly 9 numeric characters, plus check digit calculation. • *Swift ID:* 8 or 11 characters; positions 5 and 6 must be a valid 2-character country code. • *CHIPS ID:* 3 or 4 numeric characters. • *Canadian Bank Branch/Institute:* No validation. • *Mutually Defined:* No validation.
DFI ID	If you select a DFI qualifier, then provide an identification that conforms to the banking standards of the DFI qualifier country.
IBAN or IBAN Digit (international bank account number digit)	Define the account's IBAN for transmittal with other account information for the bank account. Enter either the IBAN identifier or the two numeral check digit code for the country and click **View IBAN.** If the system successfully validates check digit, the IBAN for this account displays. **Note:** The IBAN field displays as either *IBAN* or *IBAN Digit* depending on the setting defined on the IBAN Formats page for the country code that is selected. IBAN format options are setup using the Banking menu options.
BIC (bank identifier code)	Enter a BIC code for this bank. This code is based on the ISO standard (9362), which is the universal method used to identify the financial institutions that enable automated processing of payments. A BIC code is used to route cross-border and some domestic payments to a bank branch or payments center. SEPA requires the use of BIC and IBAN codes to uniquely identify the creditor's and debtor's banks and bank accounts in all Euro cross-border payments. It is imperative that the IBAN and BIC codes are correct to avoid repair fees that the bank charges due to processing errors, and to avoid delays in processing payments and collections due to the time-consuming correction of these errors. Once you enter a BIC code, the system validates the length and layout of the characters, and validates the BIC country code against the country code set up for the bank branch .

Related Links

“Defining General Bank Setup” (PeopleSoft Banks Setup and Processing)

“Defining Bank Information” (PeopleSoft Banks Setup and Processing)

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Intermediary Bank Routings Page

Use the Intermediary Bank Routings page (EX_EE_BANK_INT) to define the intermediary bank routings if funds must pass through several banks before the final bank.

Navigation:

Employee Self-Service > **Travel and Expenses** > **Review/Edit Profile**. Click the Bank Account icon on the Employee Profile - Bank Accounts page. Click the Routings icon on the Pay to Bank Accounts page. (This icon is only accessible through the Travel and Expenses navigation.)

Field or Control	*Description*
Seq (sequence)	The sequence numbers indicate the relative order in which the funds flow through intermediary banks.

Field or Control	*Description*
Routing	Select whether the routing will occur via a bank or DFI ID, and complete the appropriate fields.

Employee EFT Options Page

Use the Employee EFT Options page (EX_EFT_OPT_SEC) to if the selected payment method for expense reimbursement is EFT, use the Employee EFT Options page to enter additional information for employees who live in certain countries.

Navigation:

- **Employee Self-Service** > **Travel and Expenses** > **Review/Edit Profile**. Click the EFT Options link on the Employee Profile - Bank Accounts page.
- **Travel and Expenses** > **Manage Employee Information** > **Update Employee Detail**. Click the EFT Options link on the Employee Profile - Bank Accounts page.

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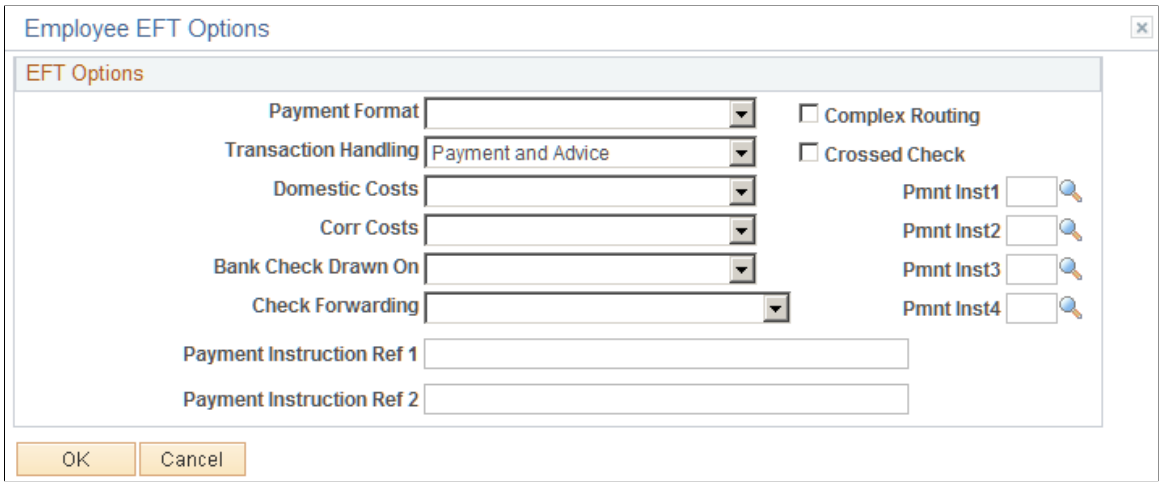
This example illustrates the fields and controls on the Employee EFT Options page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Payment Format	Select a format for the employee's EFT option. PeopleSoft Payables is preloaded with payment formats, such as *Check Std, Pay & Dep,* or *Wire.* Create your own payment formats, or modify existing ones with EFT Payment Format Codes. See “Defining EFT Payment Format Codes” (PeopleSoft Banks Setup and Processing).
Transaction Handling	Determines which parts of the payment to include in the EFT file that is sent to the employee's bank. Select one: • *Pay+Advice* (payment plus advice): Transmit both the actual payment and the advice. • *Prenote:* Transmit a test run to verify all EFT before sending out an actual payment and advice. • *Pymnt Only*(payment only): Transmit only the payment with the EFT file.

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Field or Control	*Description*
Domestic Costs and **Corr Costs** (correspondent costs)	Depending on the country in which an EFT occurs, costs may be involved in executing such transactions, especially with a transfer between two countries. Domestic Costs indicates who pays for the bank costs of the EFT. Banks assess correspondent costs if third parties are involved. When there are domestic costs or correspondent costs with an EFT transaction, select a source of payment. Options are: • *Payee Acct* (payee account): Charge the employee's account. • *Payr/Payee* (payer and payee): Charge the employee and the employer equally. This choice applies only to Domestic Costs. • *Pyr D Acct* (payer domestic account): Assess the costs to the employer's domestic account. • *Pyr F Acct* (payer foreign account): Charge the employer's foreign account.
Bank Check Drawn On	Specify that a check comes from *(none), Payee Bank,* or *Payer Bank* to generate a check for an employee's EFT transactions.
Check Forwarding	Indicate that the check goes to *(none), Payee, Payee Bank, Payer,* or *Pyr Bank* (payer bank) to forward a check.
Payment Instruction Ref 1-2	Provide any other comments regarding EFT transactions.
Complex Routing	Select to indicate that the EFT is routed to the employee's bank through an intermediate party, whose routing information you provide when you define the account.
Crossed Check	Select to indicate that the EFT involves a check that cannot be signed over to a third party.
Pmnt Inst 1-4 (payment instruction 1-4)	Add further payment instructions for this employee's funds transfers. These fields contain standard EFT instruction codes that come delivered with your system.

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Maintaining Employee Credit Card Data

Pages Used to Maintain Employee Credit Card Data

Page Name	*Definition Name*	*Usage*
Employee Profile - Corporate Card Information Page (Credit Card Owner)	CC_CARD_DATA	Maintain employee credit card data.
Employee Profile - Corporate Card Information Page (Shared Credit Card Users)	CC_CARD_DATA	View your credit card data.
Shared Credit Card Users Page	EX_CC_SHARE_DT_SEC	Manage employees who can share a corporate credit card.

Understanding Employee Credit Card Data

Corporate credit card information about each employee is essential to your expense processing system. If you make payments directly to credit card suppliers for employees, use credit card numbers to link payments to employee transactions and credit the appropriate accounts.

When employees perform expense transactions with a method that directly reimburses the supplier, credit card numbers that are associated with the supplier ID are used to identify employee accounts. When a company makes payments for employees, this enables the credit card supplier to apply the appropriate payments to each employee's credit card account.

Employee Profile - Corporate Card Information Page (Credit Card Owner)

Use the Employee Profile - Corporate Card Information page (CC_CARD_DATA) to maintain employee credit card data.

Navigation:

- **Employee Self-Service** > **Travel and Expenses** > **Review/Edit Profile**
- **Travel and Expenses** > **Manage Employee Information** > **Update Employee Detail**

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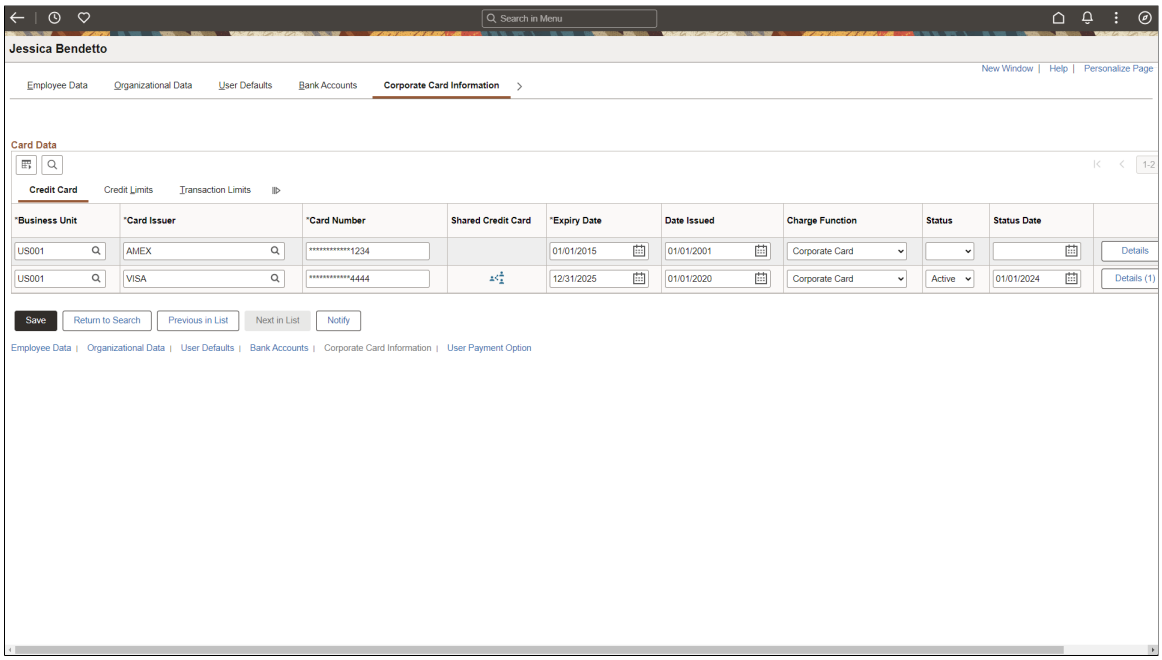
This example illustrates the fields and controls on the Employee Profile - Corporate Card Information page. You can find definitions for the fields and controls later on this page.



Credit Card Tab

Field or Control	*Description*
Card Number	Enter the credit card account number. For security reasons, PeopleSoft Expenses masks all but the last four digits of the credit card number after you enter the credit card number.
(shared credit card)	This icon indicates that the credit card is a shared credit card.
Expiry Date (expiration date)	Indicates the date that the credit card expires.
Charge Function	Indicates a specific purpose for the credit card. Values include: *Corporate Card, Debit Card, Phone Card,* and *Procurement Card.*

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Field or Control	*Description*
Status	Select an option that determines the status of the credit card for the employee. This field is optional and is updated during the Load External Data process if the **Include Account Maintenance** and the **Update Profile for New Account** fields are selected on the Installation Options - Expenses page. Visa and American Express only updates this field. If a Visa status is new, opened, or reinstated, then the Load External Data process updates this value to *Active.* If the Visa status is closed or suspended, then the Load External Data process updates this value to *Inactive.* If an American Express status is A1 or A2, then the Load External Data process updates this value to *Active.* If an American Express status is C1 or C2, then the Load External Data process updates this value to *Inactive.* The Load External Data process does not update this field for Master Card. However, you can update the field manually. **Note:** This field is only used by PeopleSoft Expenses.
Status Date	Enter a date that determines the effective date of the **Status** field. This field is optional and is updated during the Load External Data process if the **Include Account Maintenance** and the **Update Profile for New Account** fields are selected on the Installation Options - Expenses page. The Load External Data process uses the effective date (VS_EFFDT) on Record 3 for a Visa, and uses the status date (AMX_STATUS_DT) on KR1205 for American Express. The Load External Data process does not update this field for Master Card. However, you can update the field manually. **Note:** This field is only used by PeopleSoft Expenses.
Details (button)	Select to access the Shared Credit Card Users Page. If a number is displayed in parenthesis, then that number of users are configured to share the credit card. This button is only for organizations that use shared credit cards. For additional information about the Shared Credit Card process, see Using Shared Credit Cards.

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Credit Limits Tab

Field or Control	*Description*
Maximum Credit Limit	Enter the maximum amount that the employee can spend using the credit card.
Limit Per Cycle	Enter the maximum amount that the employee can spend using the credit card per each billing cycle.
Limit Per Transaction	Enter the maximum amount that the employee can spend on a single expense transaction.
Currency	Indicates the base currency for each credit card supplier.

Transaction Limits Tab

Field or Control	*Description*
Transactions Per Cycle	Enter the number of transactions per cycle that the employee can have on the credit card.
Transactions Per Day	Enter the number of transactions per day that the employee can have on the credit card.

Related Links

“Understanding the Procurement Card Business Process” (PeopleSoft Purchasing)

Employee Profile - Corporate Card Information Page (Shared Credit Card Users)

Use the Employee Profile - Corporate Card Information page (CC_CARD_DATA) to view credit card data. This page also displays Shared Card Data.

Navigation:

Employee Self-Service > **Travel and Expenses** > **Review/Edit Profile**

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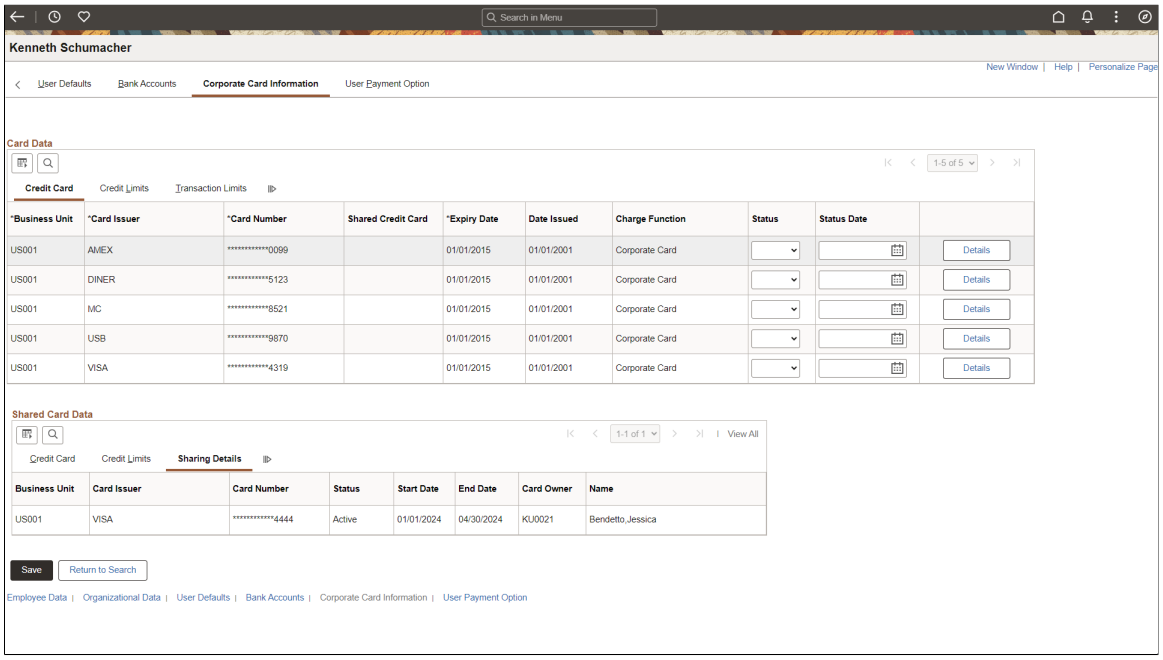
This example illustrates the fields and controls on the Employee Profile: Corporate Card Information for an employee who is a shared credit card user. You can find definitions for the fields and controls later on this page.



Shared Card Data

When an employee is configured as a user of a shared credit card, this grid appears. All fields are display-only and are sourced from the Employee Profile - Corporate Card Information Page (Credit Card Owner) for the credit card owner. The Sharing Details tab displays the owner of the credit card.

Shared Credit Card Users Page

Use the Shared Credit Card Users page (EX_CC_SHARE_DT_SEC) to manage employees who can share a corporate credit card.

Navigation:

From the Employee Profile - Corporate Card Information Page (Credit Card Owner) select the **Details** button.

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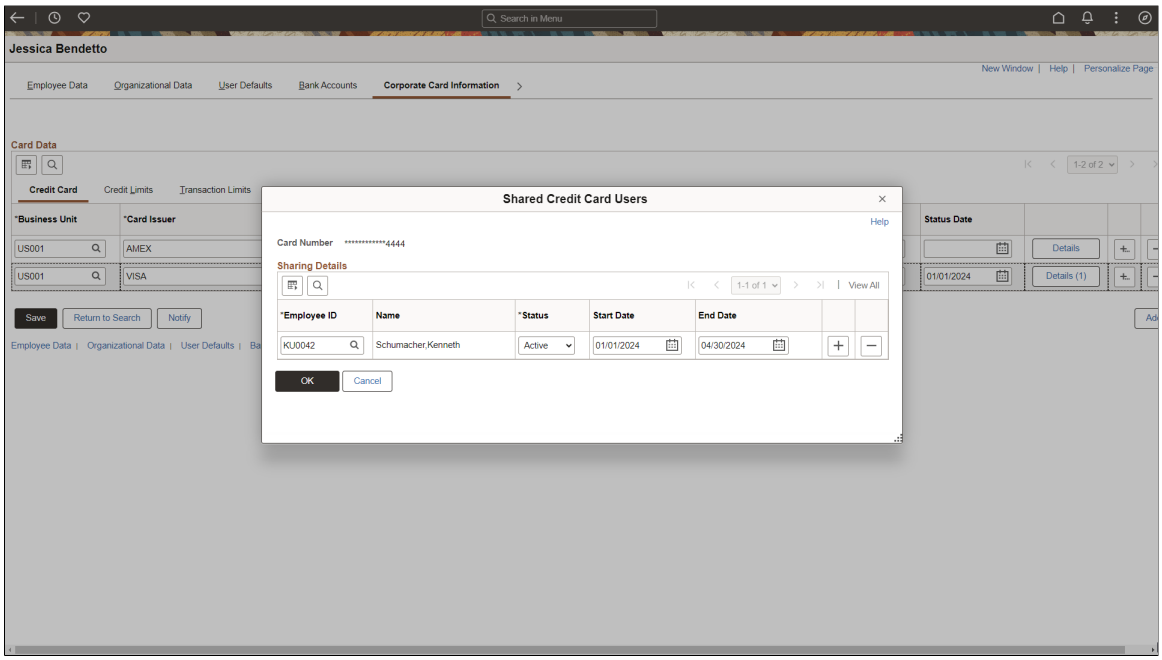
This example illustrates the fields and controls on the Shared Credit Card Users page. You can find definitions for the fields and controls later on this page.



This page can only be edited by an Expenses administrator. It is intended that a credit card owner and the shared credit card users do not have access to edit this page. Therefore, when credit card owners and shared credit card users access this page using Employee Self-Service, all fields are display-only.

This page is the primary configuration needed to indicate that your organization uses shared credit cards, and allows only the credit card owner and the employees added to use the card and access the charges in their Wallet.

Note: This information is not passed to the credit card company.

For additional information about the Shared Credit Card process, see Using Shared Credit Cards.

Field or Control	***Description***
Employee ID	Enter the employees who can share this credit card and are authorized to incur charges using the card. The employee on the Employee Profile - Corporate Card Information Page (Credit Card Owner) is the owner of the credit card but these employees can also incur charges.
Status	Determine whether the employee is *Active* or *Inactive* as a credit card user. This field allows you to inactivate certain users and grant temporary access to the shared credit card if needed.

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Field or Control	*Description*
Start Date and **End Date**	Enter the start and end date that determines the period that the credit card transactions are copied to the shared user's wallet when the credit card transaction data is loaded to the system. This allows you to specify a sharing period. **Note:** The dates and status is used by the credit card load process. Use caution if you need to change these dates as they are used only for upcoming loads.

Determining Employee Payment Option

The payment option allows you to determine the source of payments for PeopleSoft Expenses.

The Payment Destination option applies to cash advances and expense report reimbursements. It is defined in three different locations: installation, business unit, and employee, and is used during the Stage Payment process.

The system looks at the employee level to see the option selected on the User Payment Option Page.

- If this option is *Payables* or *Payroll*, then the system uses this method for payment.
- If this option is *Default from Business Unit*, then the system uses the option selected on the Expenses Definition - Business Unit 1 Page.
- If this option is *Default from Installation*, then the system uses the option selected on the “Installation Options - Expenses Page” (Application Fundamentals).

The system looks at the business level to see the option selected on the Expenses Definition - Business Unit 1 Page when the employee level option is *Default from Business Unit*. If the business unit option is:

- *Payables* or *Payroll*, then the system uses this method for payment.
- *Default from Installation*, then the system uses the option selected on the “Installation Options - Expenses Page” (Application Fundamentals).

For additional information about the Stage Payments process, see Staging Payments.

Pages Used to Determine Employee Payment Option

Determine the Payment Destination option for an employee.

Page Name	*Definition Name*	*Usage*
“Installation Options - Expenses Page” (Application Fundamentals)	INSTALLATION_EX	Define installation options for Expenses.

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Page Name	*Definition Name*	*Usage*
Expenses Definition - Business Unit 1 Page	BUS_UNIT_TBL_EX1	Define a PeopleSoft Expenses business unit.
User Payment Option Page	EX_USER_PYMNT	Determine the source of expense payments for an employee

User Payment Option Page

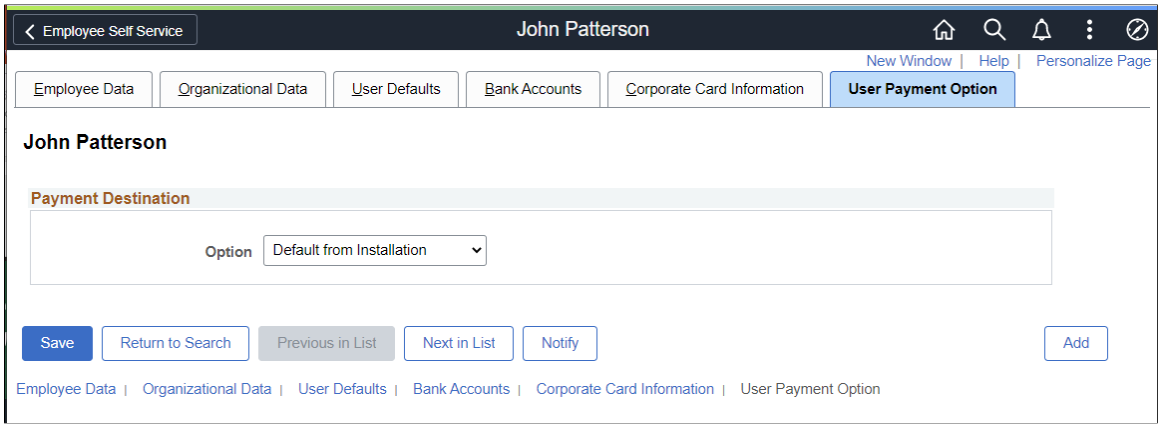
Use the User Payment Option page (EX_USER_PYMNT) to determine the source of expense payments for an employee.

Navigation:

Employee Self-Service > Travel and Expenses > Review/Edit Profile

Travel and Expenses > Manager Employee Information > Update Employee Detail

This example illustrates the fields and controls on the User Payment Option page.



Field or Control	*Description*
Option	Select one of these options, which is used during the Stage Payments process: • *Accounts Payable* • *Default from Business Unit* - select to use the option selected in the Payment Destination section of the Expenses Definition - Business Unit 1 Page. • *Default from Installation* - select to use the option selected in the Payment Destination section of the "Installation Options - Expenses Page" (Application Fundamentals). • *Payroll* The system default is *Default from Installation*. **Note:** When you run the Load Employee Data process to update employee data from PeopleSoft Human Capital management, the system automatically defaults this value to *Default from Installation*. See Integrating With PeopleSoft Human Resources.

Maintain Employee Transportation Data

Page Used to Maintain Employee Transportation Data

Page Name	*Definition Name*	*Usage*
Employee Profile - Transportation Information Page	EX_EE_TRANSPORT	Review, add, delete, or modify transportation type data for an employee.

Understanding Employee Transportation Data

Mileage reimbursement requires that you establish certain transportation information. PeopleSoft Expenses requires different information, depending on whether you use Standard mileage reimbursement or Variable Rate reimbursement.

PeopleSoft Expenses allows employees the ability to update the transportation information for their own profiles. Employees and auditors can delete a record or update all fields in the transportation Identification table (except for the Transportation ID field) providing that there are no kilometers or miles associated with that Transportation ID in the Distance Traveled table.

After miles or kilometers are accrued for a transportation ID, PeopleSoft Expenses does not allow employees or auditors to delete the line. PeopleSoft Expenses does allow you to change the Status *(Active* and *Inactive)* and Status Date fields and the Lease Flag and Car Allowance Flag check boxes.

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Note: The Employee Profile - Transportation Information page is available only if the distance rate associated with the employee's SetID, expense type, and country is set to *Varied.*

Related Links

Setting Up Distance Rates

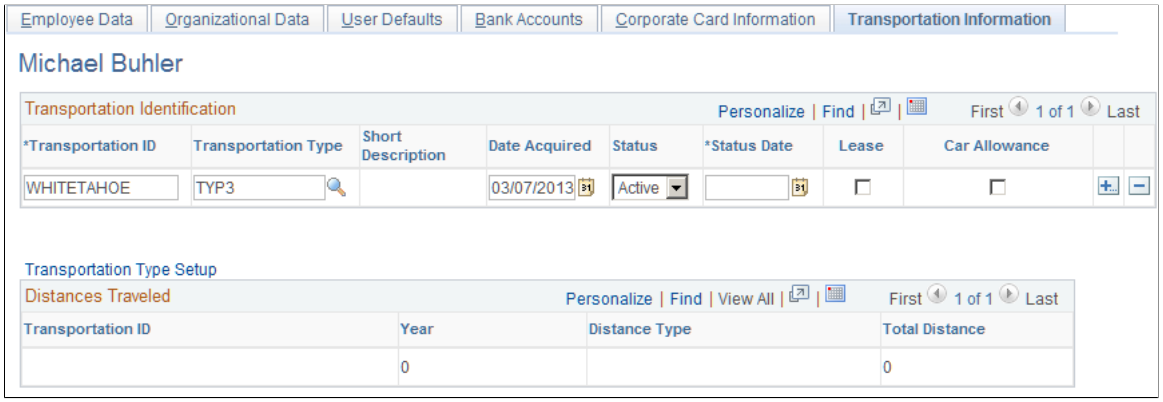
Employee Profile - Transportation Information Page

Use the Employee Profile - Transportation Information page (EX_EE_TRANSPORT) to review, add, delete, or modify transportation data for an employee.

Navigation:

- **Employee Self-Service** > **Travel and Expenses** > **Review/Edit Profile**
- **Travel and Expenses** > **Manage Employee Information** > **Update Employee Detail**

This example illustrates the fields and controls on the Employee Profile - Transportation Information page. You can find definitions for the fields and controls later on this page.



Transportation Identification

Field or Control	*Description*
Transportation ID	Provide a description of the transportation type. After you enter the transportation ID, you may not edit it. If you need to change the name of this field, you can delete the line and re-enter a new one, providing that there are no kilometers or miles associated with it.
Transportation Type	Indicate the transportation category. Your organization defines these, and they can be based on the type of car (such as *compact* or *luxury)* or the horsepower (such as *3HP* or *4HP).* You may not edit this field after kilometers or miles are accrued for the transportation ID.

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Field or Control	*Description*
Date Acquired	Indicates the date that the employee acquired the vehicle. You may not edit this field after kilometers or miles are accrued for the transportation ID.
Status	Select *Active* or *Inactive.*
Status Date	Indicates the date when the employee received a transportation type. PeopleSoft Expenses compares this date to expense report transaction dates to determine the availability of transportation ID's on the drop down list on the report.
Lease	Select to indicate that the car is leased. This is informational only and is designed for the approver and auditor.
Car Allowance	Select to indicate that the employee receives a car allowance. This is informational only, and is designed for the approver and auditor.
Transportation Type Setup	Click to go to the Transportation Type Setup page. **Note:** This link is available to employees who use the Travel and Expenses navigation, but it is not available to employees who use the Employee Self-Service navigation.
	Click the **Add multiple new rows** icon to add a new transportation identification record. When you click the Save button, PeopleSoft Expenses creates a new line in the Distances Traveled section.
	Click the **Delete row** icon to delete a transportation identification record. When you click the Save button, PeopleSoft Expenses deletes the corresponding line in the Distances Traveled section. **Note:** The Delete row button is not available if you have accrued any miles or kilometers for the transportation identification record.

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Distances Traveled

Field or Control	*Description*
Year	Indicates the year for tracking mileage.
Distance Type	Indicates tracking by *Miles* or *Kilometers*.
Total Distance	Indicates the total distance that an employee travels in a given calendar year.

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Chapter 15

Setting Up and Creating Travel Authorization in PeopleSoft Fluid

Setting Up Travel Authorizations for PeopleSoft Fluid

This topic discusses the pages used to setup travel authorizations for the PeopleSoft Fluid user interface.

Pages Used to Set Up Travel Authorizations Using PeopleSoft Fluid

Use these pages to Set Up Travel Authorizations for the PeopleSoft Fluid user interface.

Page Name	*Definition Name*	*Usage*
Travel Authorization Fluid Expense Type Page	EX_TA_FLUID_SETUP	Select the expense types that users can use when creating travel authorizations using PeopleSoft Fluid.
Employee Privilege Template Page to	EX_EE_PRIV_TMPL	Determine User Defaults, Billing Action, Accounting Defaults, and Accounting Details for the user.
ChartField Display Template Page	CF_DSP_TEMPLATE	Define ChartField display options for ChartField templates.
Employee Profile - User Defaults Page	EX_EE_USER_PREF	Define general default preferences for travel authorizations.
Non-Preferred Merchant Justifications Page	EX_NONPREFMRCH	Create justifications for users who use non-preferred merchants.
Approval Privilege Template Page.	EX_PRIV_TMPL	Set up Privilege Templates for approvers.

Travel Authorization Fluid Expense Type Page

Use the Travel Authorization Fluid Expense Type page (EX_TA_FLUID_SETUP) to select and define expense types when creating travel authorizations using PeopleSoft Fluid.

Navigation:

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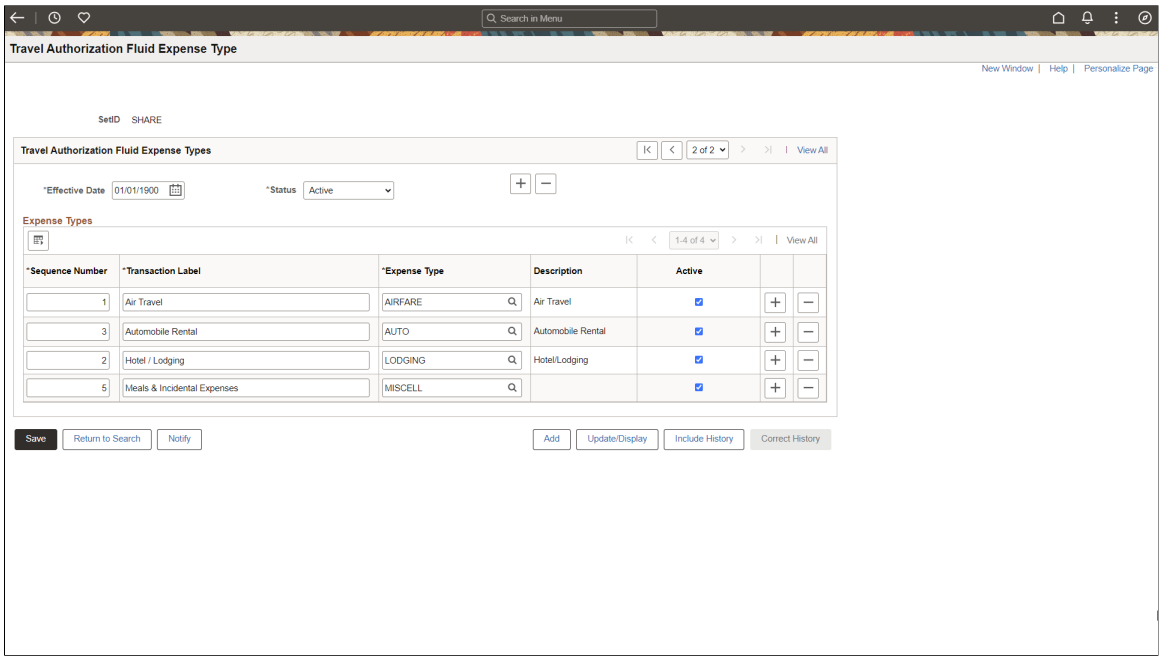
Set Up Financials/Supply Chain > Product Related > Expenses > Mapping > Travel Auth Fluid Expense Type

This example illustrates the fields and controls on the Travel Authorization Fluid Expense Type Page



Field or Control	*Description*
Sequence Number	Enter a number that indicates the sequence in which the transaction label appears on the PeopleSoft Fluid page when creating travel authorizations. Always begin with the number “1”. Do not use 0 (zero).
Transaction Label	Enter a description of the expense type. This is a required field, so even if the transaction label is the same as the expense type, you must enter the text in this field.
Expense Type	Select an expense type. Expense types associated with Automobile Mileage, Per Diems, and Per Diem Lodging expense type edits are not displayed in the options list.
Active	Select to indicate that the expense type should appear on the PeopleSoft Fluid page when creating travel authorizations. This check box is associated with the row.

ChartField Display Template Page

Use the ChartField Display Template (CF_DSP_TEMPLATE) page to define ChartField display options for ChartField templates.

Navigation:

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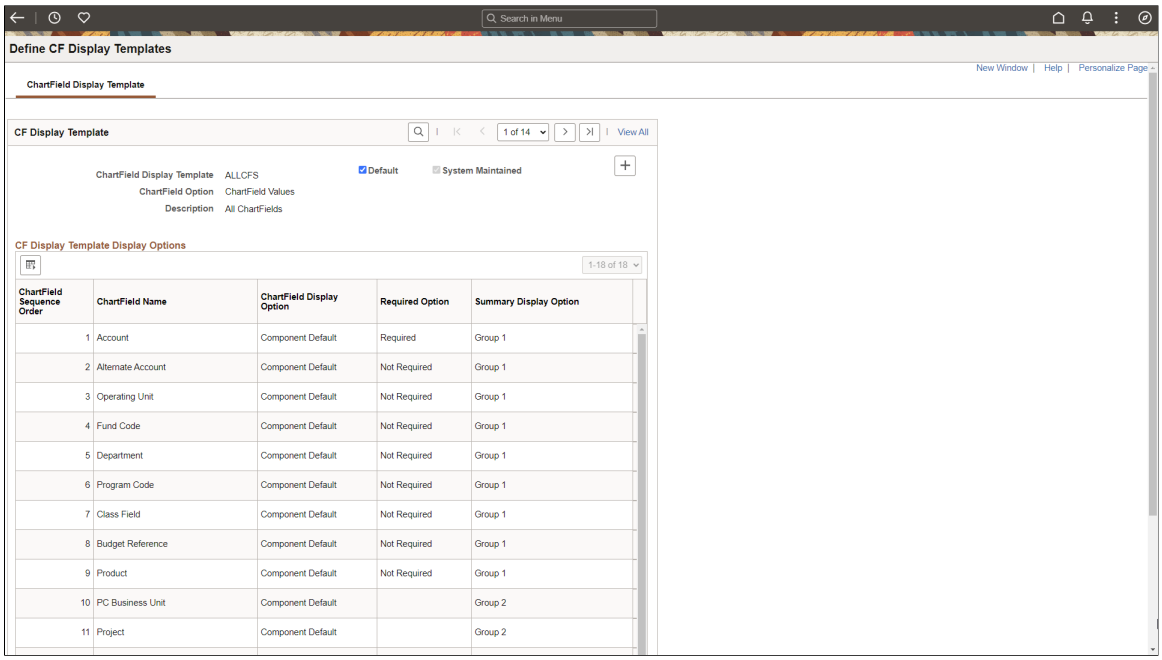
Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > ChartField Display Templates > Define CF Display Templates

This example illustrates the fields and controls on the ChartField Display Template page.



Field or Control	*Description*
ChartField Option	Select one of these options to determine whether you want to display ChartField values, ChartField descriptions, or both in the Accounting Defaults page and the Travel Authorization Distribution page. • Both Value and Description: Display both ChartField Values and ChartField Descriptions on the Accounting Defaults and Travel Authorization Distribution pages. • ChartField Descriptions: Display only the ChartField Descriptions in the Accounting Defaults and Travel Authorization Distribution pages. • ChartField Values: Display only the ChartField Values on the Accounting Defaults and Travel Authorization Distribution pages.
ChartField Display Option	Select one of these options to determine whether you want to display the ChartField: • Component Default • Display ChartField • Hide ChartField

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Field or Control	*Description*
Required Option	Select one of these options to determine if a ChartField is required: • Not Required • Required
Summary Display Option	Select one of these options that apply to tablets and smart phones • Exclude: Display the ChartFields in the Summary pages for Travel Authorization Distribution and Travel Authorization Defaults. • Group 1: Display the ChartFields in the first group of the Summary pages for Travel Authorization Distribution and Travel Authorization Defaults. • Group 2: Display the ChartFields in the second group of the Summary pages for Travel Authorization Distribution and Travel Authorization Defaults.

For more information on ChartField Display Templates, see “Setting Up ChartField Display Templates” (Application Fundamentals)

Creating Travel Authorizations Using PeopleSoft Fluid

Pages Used to Create Travel Authorizations Using PeopleSoft Fluid

Page Name	*Definition Name*	*Usage*
Travel Authorization Search Page	EX_TAUTH_SRCH_FL	View existing and add new travel authorizations.
Travel Authorization Page (add)	EX_TAUTH_FL (laptops and tablets) EX_TAUTH_PHONE_FL (smart phone) EX_TA_LINE_FL (smart phone and tablet line detail)	Add, edit, or view travel authorization information.
Populate from Template Page	EX_TEMP_SELECT_SCF	Select a template from which to populate the travel authorization with predefined expense types.

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Page Name	*Definition Name*	*Usage*
Dates and Expense Types Page	EX_TEMPLATE2_SBP	Determine a date rage for which you want to add expense types, and whether you want selected expense types to be added for one day or all days within your date range.
Quick-Fill Page	EX_ER_QKFILL_SCF	Select expense types that you want to add to the travel authorization.
Travel Authorization Page (Submitted)	EX_TAUTH_FL (laptops and tablets)	Withdraw a submitted travel authorization.
Travel Authorization Defaults Page	EX_TAUTH_SPLIT_SCF	View or enter accounting defaults.
Travel Authorization Distribution - Accounting Details Page	EX_TAUTH_DISTF_SCF	View and enter detailed accounting distribution information for an expense type.
Non-Preferred Merchant Comment Page	EX_TA_PMERCMNT_SCF	Enter or update information about non-preferred merchants.
Amount Exceeded Comment Page	EX_TA_LOCAMT_SCF	Enter a comment if you exceed your authorized location amount.

Travel Authorizations Tile

The Travel Authorization tile can be placed on any homepage and alerts you to the total number of requests that have not been submitted.

This example illustrates the Travel Authorizations Tile.

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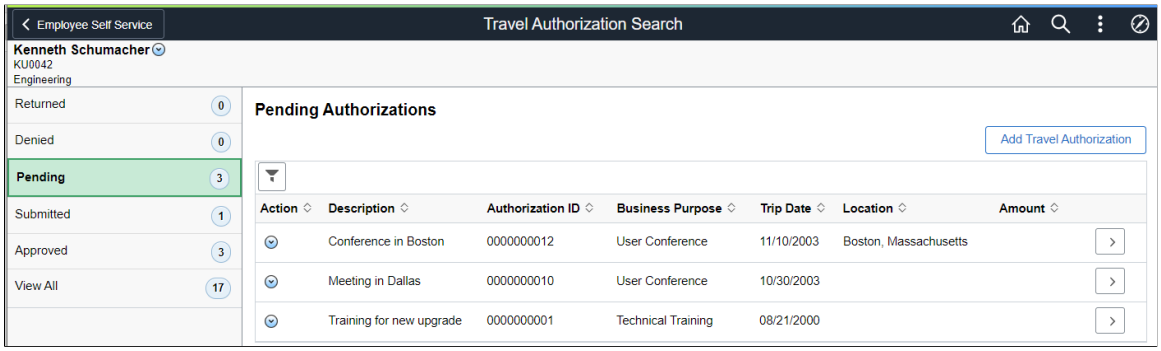
Travel Authorization Search Page

Use the Travel Authorization Search (EX_TAUTH_SRCH_FL) page to view existing and add new travel authorizations.

Navigation:

Select the Travel Authorization tile.

This example illustrates the fields and controls on the Travel Authorization Search page.



Field or Control	*Description*
<Employee Name>: Related Actions	Select to access related actions for the employee. Options include: • *Change Employee*: Select to access the Employee Search page where you can select another employee and create a Travel Authorizations on behalf of the other employee. The Employee Search grid displays the list of employees for whom the current user has the View, Edit or Edit/Submit access to create or view travel authorizations. For more information on setting up authorized users to process expense transactions for themselves and for others, see Setting Up Authorized Users Select an employee for whom you want to create or view travel authorizations. The Travel Authorizations Search page displays all the data for the employee you have selected. **Note:** When you add a new travel authorization from the Travel Authorizations Search page, the travel authorization is created for the employee you have selected and not for the employee linked to the login ID. You cannot change an employee after you have saved a travel authorization. • *User Defaults*: Select to view or update user defaults. For more information, see Maintaining User Defaults

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Field or Control	*Description*
Returned, Denied, Pending, **Submitted**, **Approved**, or **View All**	Select a status in the left navigation panel to display the associated travel authorizations. The number next to the status in the left panel indicates the number of travel authorizations that have that status.
Add Travel Authorization	Select to create a new travel authorization.
(Related Actions icon)	Select to display actions for the selected status. These actions are available for each status: • **Returned**: Delete Travel Authorization and Send Notification • **Denied**: Delete Travel Authorization and Send Notification • **Pending**: Delete Travel Authorization and Send Notification • **Submitted**: Send Notification • **Approved**: Copy To Expense Report, Cancel Travel Authorization, and Send Notification. • **Cancel Travel Authorization** is only available for unutilized Travel Authorizations. You can also perform these actions based on the status of the travel authorization: • **Delete Travel Authorization** is only available for travel authorizations that are in a pending status. • **Send Notification** accesses the Send Email page (EX_EML_NOTIFY_SCF) to send e-mail notifications to approvers. The system automatically populates the subject field with the Travel Authorization ID and description. If the Travel Authorization is pending approval, the To field is populated with the next approver e-mail address (if available). The user e-mail is populated in the CC field. • **Copy to Expense Report** allows you to copy approved travel authorization information into a new expense report. When you copy a travel authorization, a new expense report is created and saved in the system. The copied travel authorization displays in the Travel Authorization section of the Expense Summary page, for the newly created expense report. You cannot detach a copied travel authorization. You must manually delete the newly created expense report from the My Expense Reports Page using the **Delete Report** option.

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Field or Control	*Description*
(row on the page) or the (right arrow icon)	Select a travel authorization row or the right arrow icon to access the detail, where you can modify or view the travel authorization.

Associating a Travel Authorization to an Expense Report

You can associate a travel authorization to an expense report as long as the travel authorization is in an **Approved** status. You must be in the expense report to associate a travel authorization to an expense report. This process links the travel authorization to an expense report without copying the travel authorization data into the expense report.

For more information, see Associating Travel Authorizations to Expense Reports in PeopleSoft Fluid

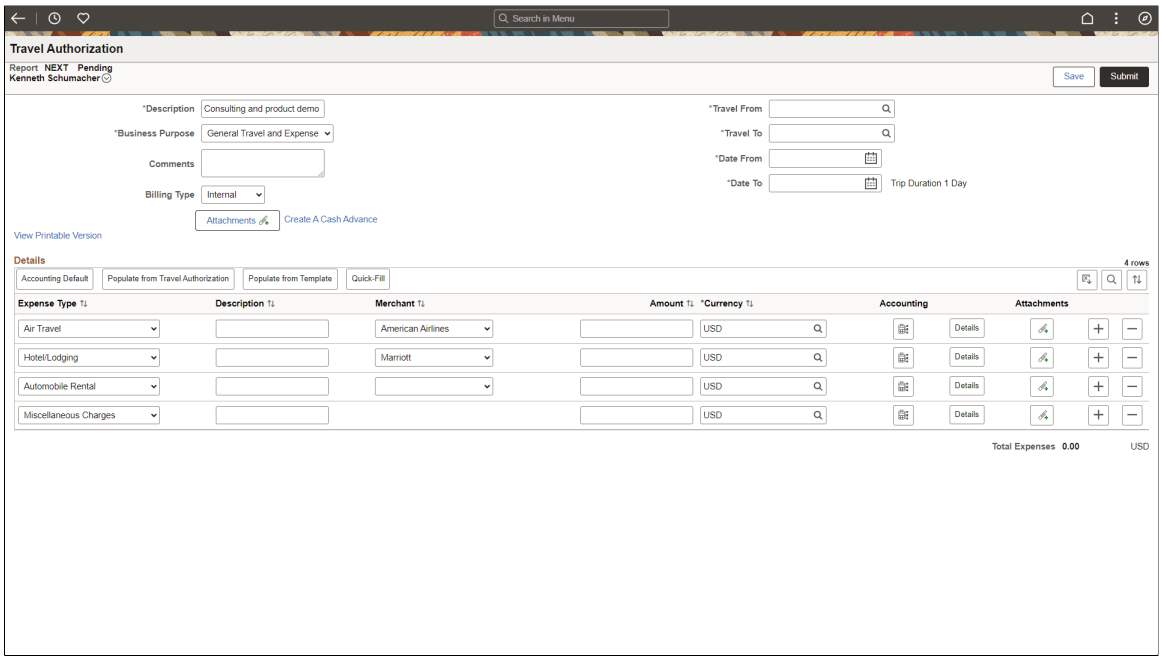
Travel Authorization Page (add)

Use the Travel Authorization page (add) ((EX_TAUTH_FL (laptops and tablets), EX_TAUTH_PHONE_FL (smart phone), EX_TA_LINE_FL (smart phone and tablet line detail) to add, edit, or view travel authorization information.

Navigation:

From the Travel Authorization Search page, select the Add Travel Authorization button.

This example illustrates the fields and controls on the Travel Authorization Page when adding a new travel authorization.



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Header

Depending on the type of device you are using, the header displays these fields for the travel authorization: When viewing on a smartphone, this section can be expanded or collapsed.

Field or Control	*Description*
Business Purpose	Select a business purpose from the list. If your user profile is setup with a default Business Purpose, the information is automatically populated in this field.
Billing Type	Select a Billing Type. The value selected in this field overrides the value that is determined for the user profile and for the expense type profile. It determines the billing type of all expense lines that are added to the travel authorization. This field appears only when *Modify* is selected in the Billing Action field on the Employee Privilege Template Page for a travel authorization expense type, and that expense type is associated to the user.
Create A Cash Advance	Select to access the Create Cash Advance page. See Create/ Modify Cash Advance Page.
Approvals	Select to access the Approval Status window. This button only appears after you have Submitted a travel authorization at least one time. For example, you can submit a travel authorization and then withdraw it. When this occurs, the travel authorization is in Pending status and it has already entered the approval queue. This is when the Approvals button appears when the TA is in Pending status.

Details

Field or Control	*Description*
Accounting Default (button)	Select to access the Travel Authorization Defaults Page.
Populate from Travel Authorization	Select to access the Select Travel Authorization window where you can select an existing Travel Authorization.
Populate from Template	Select to access the Populate from Template Page. **Note:** All required fields in the header must be completed before selecting this button.

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Field or Control	*Description*
Quick-Fill	Select to access the Quick-Fill Page.
Expense Type	Displays the active expense types that are determined on the Travel Authorization Fluid Expense Type Page. Complete the information in each row for each expense type that applies to your travel authorization. When the authorization is submitted, the system only saves the rows that have a value in the **Amount** field.
Merchant	Select one of these options: • -*Non-Preferred Merchant:* When selected, the system displays the Non-Preferred Merchant Comment page, where you must enter the non-preferred merchant and select a non-preferred justification. When returning to the entry page, the system displays a Non-Preferred Merchant column, showing the merchant that the user entered, and a Non-Preferred Merchant Comments icon for the expense type. Non-Preferred merchant justifications are set up using the Non-Preferred Merchant Justifications Page. • An existing/preferred merchant. Preferred merchants are set up using the Preferred Merchant Page.
Non-Preferred Merchant Comment	Click to access the Non-Preferred Merchant Comment Page to review or update information that was previously entered. To remove a non-preferred merchant that was previously selected, select another option in the Merchant drop-down list box.
Amount Comment or Amount Exceeded Comment	Click to access the Amount Exceeded Comment page where you can enter a reason why you exceeded your limit for the expense type.
Accounting Detail	Click to access the Travel Authorization Distribution - Accounting Details Page.

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Field or Control	*Description*
Details (button)	Select to view the Line Detail window where you can enter the date, payment type, billing type, number of nights, and start and end times. **Note:** When you enter the number of nights in Fluid, the system does not calculate or adjust the amount.

Saving a Travel Authorization

When you save a travel authorization using PeopleSoft Fluid, the system validates all required fields for all lines that have a value in the **Amount** field. If the **Amount** field has a value but some of the required fields are empty, the system highlights those fields and displays a red flag. You can select the red flag to see what needs to be corrected. The fields that are required for travel authorization lines is determined by Expense Type setup. See Setting Up Expense Types.

Submitting a Travel Authorization

When you submit a travel authorization using PeopleSoft Fluid, the system does not save lines if there is no value in the **Amount** field. For example, if the Automobile Rental line has no amount, then that line is not saved for the travel authorization and is removed when the submit is complete.

Accounting Distributions

When the expense type is pre-populated in PeopleSoft Fluid, the system also creates distribution line information based on the Employee Profile - User Defaults Page.

If you are updating a travel authorization after it was previously saved and the value in the **Amount** field is removed, the system removes the line and distribution information from the database when you save or submit.

Populate from Template Page

Use the Populate From Template page (EX_TEMP_SELECT_SCF) to select a public or user template to populate the document with predefined expense types.

Navigation:

From the Travel Authorization Page (add), select the Populate from Template button.

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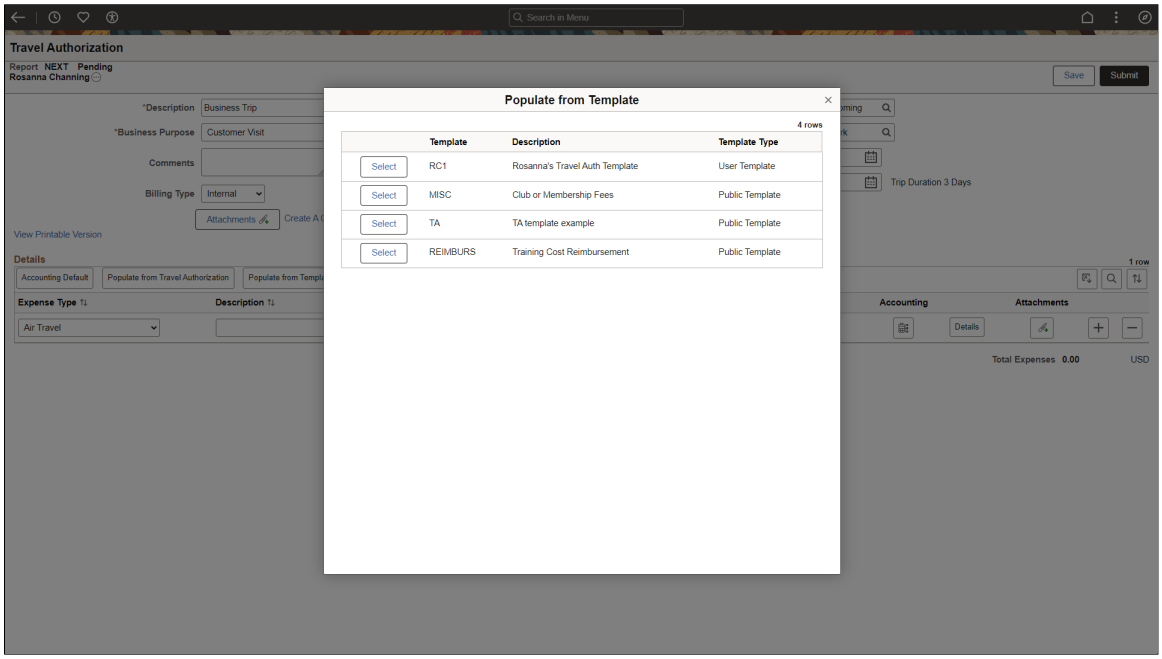
This example illustrates the fields and controls on the Populate from Template page.



The templates displayed on this page are configured using the Public Templates Page and the User Template Page.

Field or Control	***Description***
Select	Select to access the Dates and Expense Types Page.

Dates and Expense Types Page

Use the Dates and Expense Types page (EX_TEMPLATE2_SBP) to determine a date rage for which you want to add expense types, and whether you want selected expense types to be added for one day or all days within your date range.

Navigation:

From the Populate from Template Page, select the Select button.

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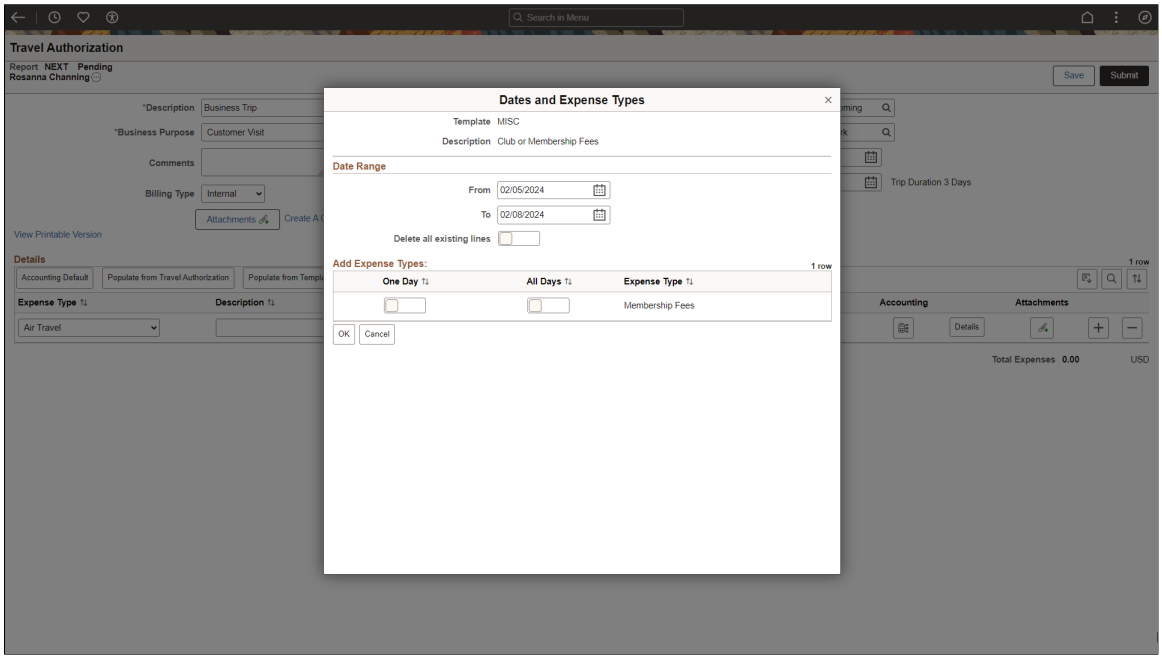
This example illustrates the fields and controls on the Dates and Expense Types page.



Field or Control	***Description***
From and **To**	Enter a date that the system uses to populate the selected expense types into your travel authorization. If you do not enter a date, the system automatically populates these fields with the current date.
Delete all existing lines	Select *Yes* to remove the existing expense types from the travel authorization. This clears any default expense types that may have come from another template and allows you to populate only the expense types selected on this page.
One Day or **All Days**	Specify whether one instance of the expense type should be addedto the travel authorization or whether one for each day in the date range should be added for thatparticular expense type. Select one of these options. If you try to select Yes for One Day and for All Days, the system changes to other option to No. • *One Day* - Select to add one transaction line of the expense type to the travel authorization. The system uses the From date as the transaction date for the line. • *All Days* - Select to populate the travel authorization with the expense type for all days in the date range.

Quick-Fill Page

Use the Quick-Fill Page (EX_ER_QKFILL_SCF) to select expense types that you want to add to the travel authorization.

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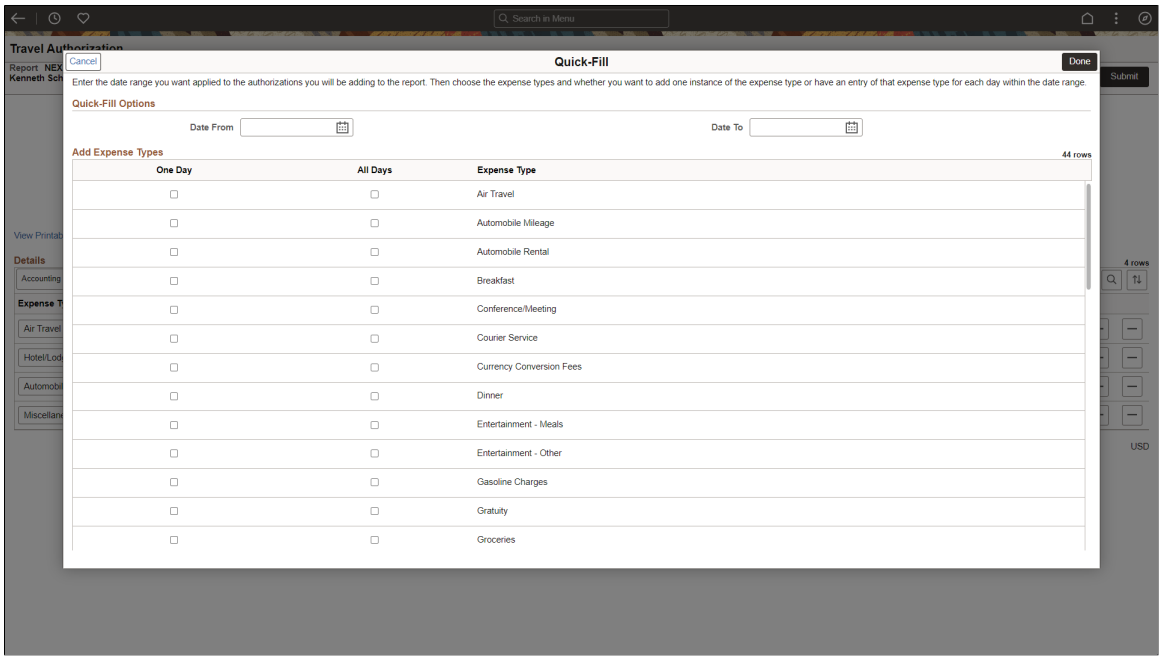
Navigation:

From the Travel Authorization Page (add) page, select the Quick-Fill button.

This example illustrates the fields and controls on the Quick-Fill page.



The expense types that appear on this page are determined by the user role and expense type mapping set up on the Expense Role Options – Expense Types Page.

Use the **One Day** and **All Days** check boxes to determine whether you want to add one instance of the expense type, or add that expense type for each day within the date range specified in the **Date From** and **Date To** fields.

Travel Authorization Page (Submitted)

Use the Travel Authorization page (EX_TAUTH_FL) to withdraw a submitted travel authorization.

Navigation:

From the Travel Authorization Search page, select Submitted from the left menu and then select the travel authorization.

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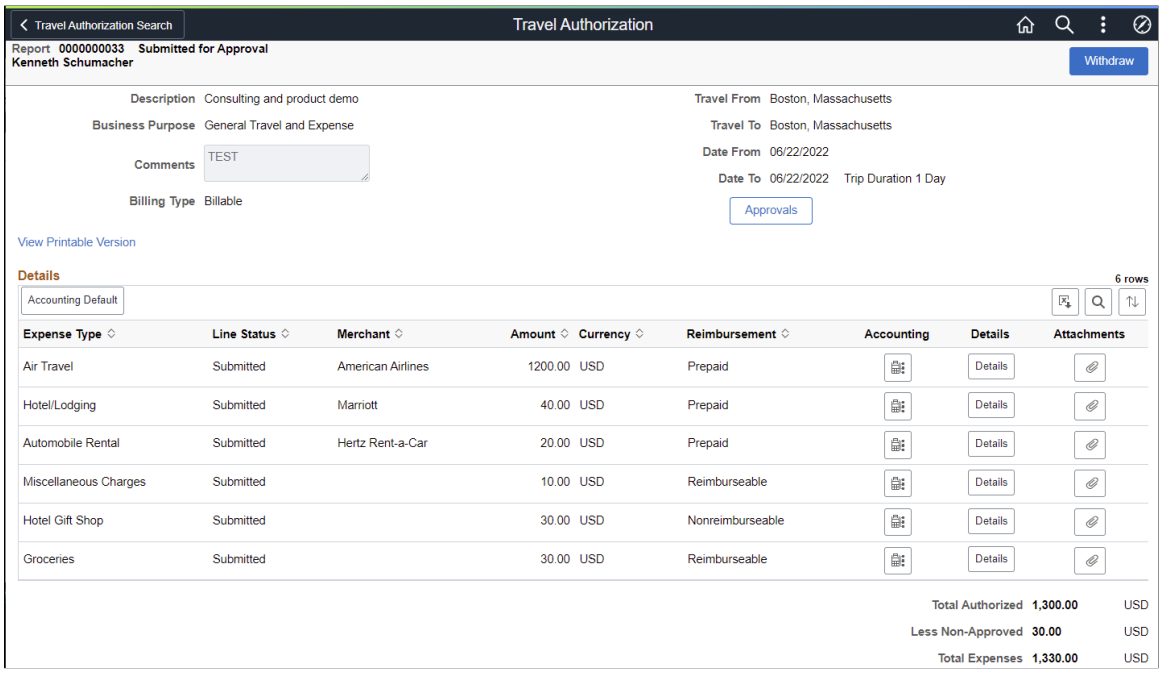
This example illustrates the fields and controls on the Travel Authorization page when a travel authorization has been submitted.



Field or Control	*Description*
Withdraw	Select to withdraw the travel authorization from the approval chain. When you select this button, the system changes the status to *Pending* and the travel authorization is removed from the approvers queue.
Total Authorized	Displays the amount of Prepaid and Reimbursable rows.
Less Non-Approved	Displays the amount of Nonreimbursable and Denied rows.

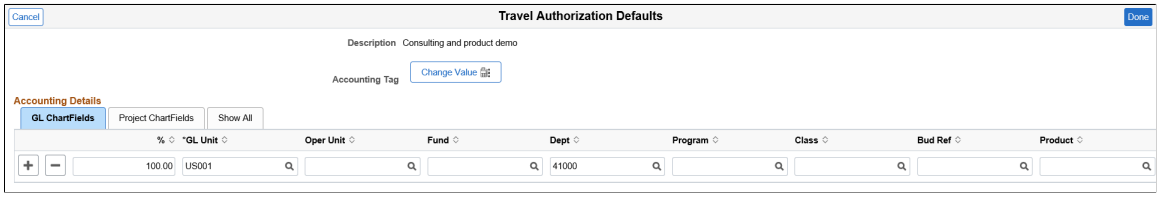
Travel Authorization Defaults Page

Use the Travel Authorization Defaults page (EX_TAUTH_SPLIT_SCF) to view or enter accounting defaults.

Navigation:

From a Pending Travel Authorization page, select the **Accounting Default** button

This example illustrates the fields and controls on the Travel Authorization Defaults Page.



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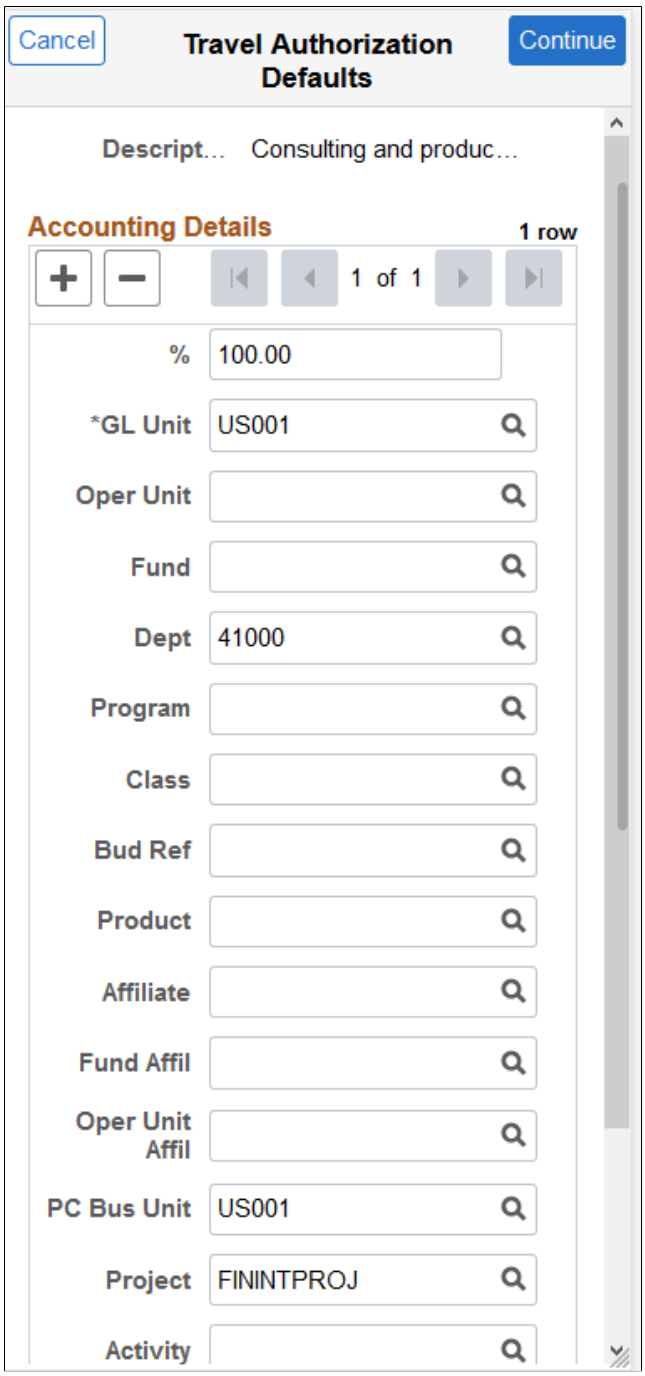
When using SFF:

1. From a Pending travel authorization, expand the General Information section.
2. Select the **Accounting Default** button.
3. From Travel Authorization Defaults page, select the row in the Accounting Summary section.

This example illustrates the fields and controls on the Travel Authorization Defaults - Accounting Details (SFF).



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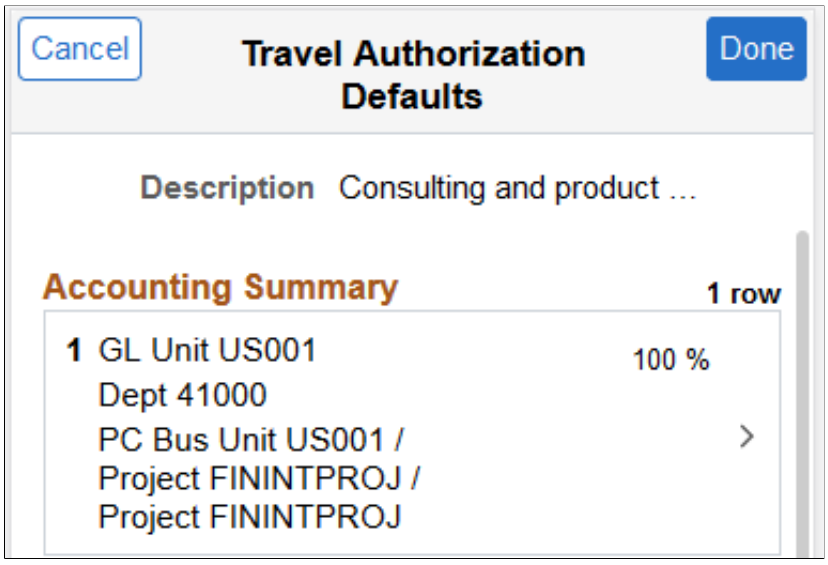
Field or Control	*Description*
Accounting Tag **Change Value**	Select this button to access the Accounting Tag Page. This button is only available when Expenses is selected on the "Accounting Tag Registration Page" (Application Fundamentals). For more information about Accounting Tags, see "Setting Up Accounting Tags" (Application Fundamentals)

To add a new default split line, select the + button. To delete a split line, select the – button. To cancel and delete any new entries, select the Cancel button. To save the new entries, select the Done button.

Travel Authorization Defaults Page (Small Form Factor)

This example illustrates the fields and controls on the Travel Authorization Defaults - Accounting Summary (SFF).



The Travel Authorization Defaults - Accounting Summary page displays the summary information for each line along with GL ChartFields, PC ChartFields, and the percentage distribution. You can drill into each line and update the default lines by selecting the summary line. Select Cancel to cancel and not save any changes to the Travel Authorization Defaults. Select Done to return to the Travel Authorization Entry page.

Select a line from the summary page to access the Travel Authorization Defaults - Account Details page. When you view a submitted or approved report, the fields are display-only.

Travel Authorization Distribution - Accounting Details Page

Use the Travel Authorization Distribution page (EX_TAUTH_DISTF_SCF) to view and enter detailed accounting distribution information for an expense type.

Navigation:

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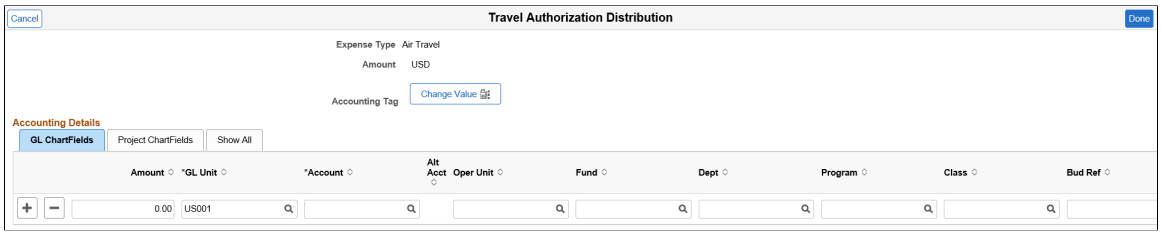
Click the Accounting Detail icon from the Travel Authorization page.

This example illustrates the fields and controls on the Travel Authorization Distribution - Accounting Detailspage.



Note: ChartFields appear only when selected on the Select GL or PC ChartFields to Display page of the Employee Privilege Template Page.

Field or Control	***Description***
Accounting Tag **Change Value**	Select this button to access the Accounting Tag Page. This button is only available when Expenses is selected on the “Accounting Tag Registration Page” (Application Fundamentals). For more information about Accounting Tags, see “Setting Up Accounting Tags” (Application Fundamentals)

Click the Done button to save the Accounting default entries. Click the Cancel button to cancel and not save any changes.

Travel Authorization Distribution - Accounting Summary Page (Small Form Factor)

Navigation:

Select an Expense line, and then select Accounting Detail on the Travel Authorization page.

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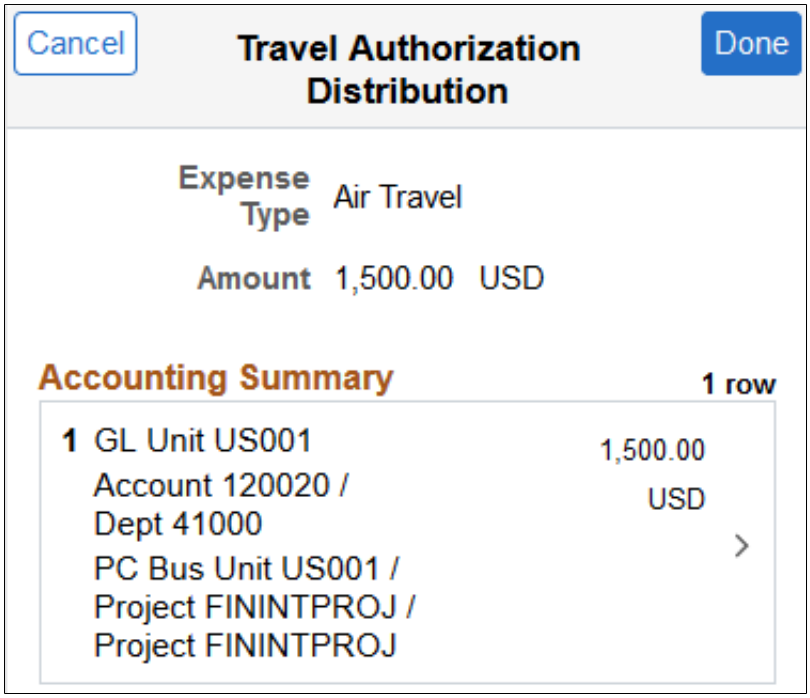
This example illustrates the fields and controls on the Travel Authorization Distribution - Accounting Summary (SFF).



The Travel Authorization Distribution - Accounting Summary page displays summary information for each distribution line along with GL ChartFields, PC ChartFields, and the amount distribution. Drill into each line and update the distribution lines by selecting the summary line.

Non-Preferred Merchant Comment Page

Use the Non-Preferred Merchant Comment page (EX_TA_PMERCMNT_SCF) to enter or update information about non-preferred merchants.

Navigation:

Fluid Home > **Employee Self Service** > **Travel Authorizations**. Click the Add Travel Authorization button. Select -*Non-Preferred Merchant:* in the Merchant drop down list box.

Field or Control	***Description***
Non-Preferred Merchant	Enter the non-preferred merchant that you used for this expense type. This field is free-form text.

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Field or Control	*Description*
Non-Preferred Justification	Select an option that describes why you used a non-preferred merchant. If the list of justifications don't apply, the select *Other (please specify)*. • A user-defined non-preferred justification. Non-preferred justifications are set up using the Non-Preferred Merchant Justifications Page. • *Other (please specify)* When selected, the system displays the **Other** field where you can enter free-form text.
Other	Enter a reason for using the non-preferred merchant if none of the options for the **Non-Preferred Justification** field were appropriate.

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Chapter 16

Preparing Travel Authorizations in PeopleSoft Classic

Understanding Travel Authorizations

PeopleSoft Expenses provides a travel authorization system to manage the pre-trip approval of estimated travel costs. If you use PeopleSoft Commitment Control, PeopleSoft Expenses supports budget checking of travel authorizations.

From the Travel and Expense Center, you can create, modify, view, cancel, delete, and print travel authorizations. As you prepare a travel authorization request, PeopleSoft Expenses provides the options to create cash advances, modify the default accounting, or change the general information. You can save travel authorizations that have invalid or missing information for more input at a later time, or you can submit them for approval.

PeopleSoft Expenses provides functionality to decrease the time that you spend entering travel authorizations. Using PeopleSoft Expenses, you can:

- Create travel authorizations that are populated with information from user defaults.
- Copy expense transaction lines from another travel authorization.
- Copy multiple expense transaction lines at one time from a travel authorization.

Understanding How To Create Travel Authorizations

Understanding Travel Authorization Creation Methods

When you create a travel authorization, you have options on which to base the new document, and the selection that you make triggers other options that prompt you for details about the travel authorization. You can start with a blank document or populate one with data from another source.

Understanding How to Create Travel Authorizations

When you access the Travel Authorization Entry component (TE_TRAVEL_AUTH) using the Employee Self-Service menu options, PeopleSoft Expenses checks for a default creation method. Depending on the default creation method set on the Employee Profile - User Defaults page, PeopleSoft Expenses displays the next page based on the user defaults and populates the fields accordingly. The creation methods are:

- *Open a Blank Authorization:* PeopleSoft Expenses displays the Travel Authorization Entry page.

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- *Copy an Existing Authorization:* PeopleSoft Expenses displays the Copy From an Existing Travel Authorization page, where you can select an existing travel authorization on which to base a new authorization.

  To select an existing travel authorization:

  1. Enter a date range to display travel authorizations from a specified period and click the **Search** button.

     PeopleSoft Expenses displays a list of available travel authorizations.

  2. Click the report ID in the Description column to access the View Selected Travel Authorization page.

     This page displays a summary of the expenses in a travel authorization to help you decide whether to use it as the basis for a new travel authorization.

  3. Click the **Select** button for the travel authorization that you want to copy.

     PeopleSoft Expenses displays the Travel Authorization Entry page and populates the fields with data from the travel authorization that you copied.

- *Copy From a Template:* PeopleSoft Expenses displays the Select a Template page.

  To copy from a template:

  1. Select a template to use to populate the travel authorization.

     PeopleSoft Expenses displays the Add to Travel Authorization page.

  2. Select a date range for the travel authorization.

  3. Select **One Day** or **All Days** to specify whether one instance of the expense type should be added to the travel authorization or whether one for each day in the date range should be added for that particular expense type.

  4. Click **OK.**

     PeopleSoft Expenses displays the Travel Authorization Entry page and supplies the date range and expense types that you selected on the Add to Travel Authorization page.

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Entering Travel Authorization Information and Detail Expense Lines

Pages Used to Enter Travel Authorization Information and Detail Expense Lines

Page Name	*Definition Name*	*Usage*
Create Travel Authorization Page	EX_TAUTH_ENTRY	Create a new travel authorization request.
Missing or Invalid Project Defaults Page	TE_PROJ_ERR_SEC	View error messaging that indicates the employee's profile contains invalid project defaults. If PeopleSoft Project Costing is installed and the employee has update authority for his or her accounting detail, PeopleSoft Expenses displays this page when the employee is creating a travel authorization and project defaults are not valid.
Travel Authorization Project Summary Page	TE_PROJ_SUMMARY_TA	View project ChartFields.
Warning for Copying Expense Lines Page	TE_COPY_CONFIRM	PeopleSoft Expenses warns you if you selected expense lines that have errors or have not been checked for errors. Click the **Cancel** button to correct the errors or press **OK** to continue.
Travel Authorization - Delete Confirmation Page	TE_DELETE_CONFIRM	Delete one or more expense detail lines on a travel authorization.
Save Confirmation Page	TE_SAVE_CONFIRM	PeopleSoft Expenses indicates that it successfully saved the travel authorization and indicates whether the travel authorization has missing or invalid information.
Create Travel Authorization (summary) Page	EX_TAUTH_SUBMIT	View a summary for all the expense lines of the travel authorization.
Submit Confirmation Page	TE_SUBMIT_CONFIRM	PeopleSoft Expenses indicates that it successfully saved and submitted the travel authorization.

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Page Name	*Definition Name*	*Usage*
Travel Authorization Page	TE_TAUTH_RPT	Open a new browser to preview and print a printable version of the travel authorization.

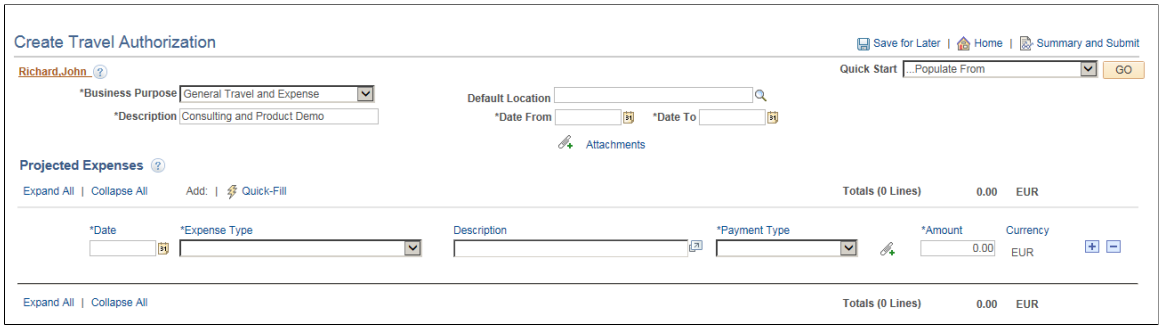
Create Travel Authorization Page

Use the Create Travel Authorization page (EX_TAUTH_ENTRY) to create a new travel authorization request.

Navigation:

- **Employee Self-Service** > **Employee Travel and Expense Center** > **Travel Authorization** > **Create a Travel Authorization** (if user default is set to Open a Blank Authorization).
- **Travel and Expenses** > **Travel and Expense Center** > **Travel Authorization** > **Create/Modify**

This example illustrates the fields and controls on the Create Travel Authorization page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Save for Later	Click to save the travel authorization without submitting it for approval. You can save the report with or without invalid or missing information, and you can modify it later. When you click the **Save for Later** button, PeopleSoft Expenses displays the Save Confirmation page to indicate that it successfully saved the travel authorization and indicates whether information is missing or invalid information exists.
Home	Select to return to the Travel and Expense Center.

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Field or Control	*Description*
Summary and Submit	Save the travel authorization and submit it for approval. When you click the **Summary and Submit** link, PeopleSoft Expenses displays the Submit Confirmation page to indicate that it successfully saved and submitted the travel authorization. If information is missing or invalid information exists, PeopleSoft Expenses displays the details where you can make corrections. After you submit the travel authorization, you cannot modify it unless an approver returns it to you.
Quick Start	Select a creation method for your travel authorization. PeopleSoft Expenses initially displays this field based on the setting of your default creation method on the Employee Profile - User Defaults Page, which you can override. Values are: • *A Template:* Select to access the Select a Template page and select existing templates from which to copy expense lines to the new travel authorization. • *An Existing Authorization:* Click to access the Copy From an Existing Travel Authorization page and select existing travel authorizations to copy to the new travel authorization. **Note:** PeopleSoft Expenses hides the **Quick Start** page element after you select a creation method or enter your first expense type in the **Details** grid.
Business Purpose	Enter a purpose from a predefined list, which was created when you implemented the expense system. Because tax laws require a business purpose for business expenses, this field is required.
Description	Enter a description to identify the travel authorization.
Default Location	Enter a city, country, or geographical area that is predefined by your organization with expense location amounts. PeopleSoft Expenses uses the value you enter in this field to automatically populate the expense location when you enter an expense type. You can set up your user defaults for PeopleSoft Expenses to populate this field every time you create a new travel authorization.
Date From Date To	Enter a beginning date and end date for the travel authorization.
Attachments	Select to view or add attachments.

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Transaction Line Details

Depending on the Expense type that you select, more details and relevant fields are displayed.

Field or Control	*Description*
Projected Expenses	Click the Embedded Help icon to open up a secondary window with information about this page or section.
Expand All / **Collapse All**	Click the **Expand Lines** link to open the transaction lines. To close any open transaction lines, click the **Collapse Lines** link.
Add: Quick Fill	Select to access the Quick Fill Page and select expense types to add to the travel authorization.
Totals	Displays the total line numbers and the total authorized amount in base currency.

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Field or Control	*Description*
Actions	This field changes to **Actions** drop down list when you enter authorized lines. Before you enter any authorized lines, this is the **Quick Start** field. The Actions drop down list has the following options: • *Copy Authorization Lines:* Click to access the Copy Authorization Lines page to copy expense lines See Create Travel Authorization - Copy Selected Expenses Page. • *Create Cash Advance:* Select to access the Create Cash Advance Report page in a new page and create a cash advance with the travel authorization request. See Creating and Modifying Cash Advances. • *Default Accounting:* Click to access the Travel Authorization - Accounting Defaults page to view or modify the default accounting ChartFields and the distribution split for travel authorization expenses. **Note:** This link is not available if the **Default Accounting** option on the employee privilege template for the travel authorization transaction is set to *Hide.* See Reviewing or Modifying Accounting Information. • *Project Summary:* Select to access the Travel Authorization Project Summary page and view the PeopleSoft Project Costing business unit, project, activity, amount, and currency information that is associated with the travel authorization. If multiple project costing business units, projects, or activities exist, PeopleSoft Expenses displays a **Multiple** link to access the Travel Authorization - Accounting Details page. The Travel Authorization Project Summary page is read-only. • *User Defaults*: Click to access the Employee Profile - User Defaults page and view or edit your defaults. **Note:** This link is not available if the **User Defaults** option on the employee privilege template for the travel authorization transaction is set to *Hide.* See Maintaining User Defaults.

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Field or Control	*Description*
	Click the **Missing or invalid information was found** icon to correct missing or invalid information pertaining to the expense transaction line. You can save a travel authorization with missing or invalid information; however, you cannot submit a travel authorization for approval with missing or invalid information. **Note:** The **Missing or invalid information was found** button appears after you check for errors or attempt to submit the travel authorization for approval and a transaction line has missing or invalid information.
Date	Select the beginning date for the expense type.
Expense Type	Select an expense type to add an expense item.
Description	Enter a description of the expense type.
Payment Type	Select how you will pay for the expense item.
Amount	Enter the amount that you anticipate to spend for the expense transaction. Expenses disables this field on this page if you selected the expense type edit *Attendees, Automobile,* or *Hotel* on the Expense Types 1 page.
Currency	Displays the currency that is associated with the expense transaction amount.
Billing Type	Select *Billable, Nonbillable,* or *Internal.* If you use PeopleSoft Project Costing, billing codes are required to identify expense items that are both billable and charged to PeopleSoft Project Costing ChartFields. PeopleSoft Expenses sends the information to PeopleSoft Project Costing, and PeopleSoft Project Costing passes these items to PeopleSoft Billing for processing.

Create Travel Authorization (summary) Page

Use the Create Travel Authorization (summary) page (EX_TAUTH_SUBMIT) to view a summary for all expense lines of the travel authorization.

Navigation:

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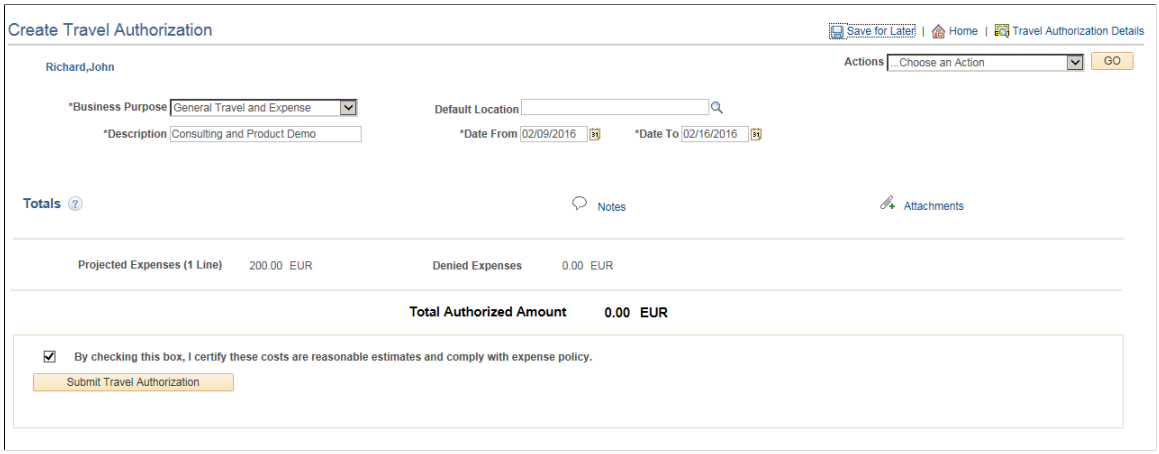
Click the **Summary and Submit** link on the Create Travel Authorization page.

This example illustrates the fields and controls on the Create Travel Authorization (summary) page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Travel Authorization Details	Click the **Travel Authorization Details** link to go back to the Create Travel Authorization entry page.
Totals	Use the Embedded Help icon to view a description of all total fields.
View Printable Version	Click the **View Printable Version** link to access a printable version of the travel authorization request.
Notes	Click the **Notes** link to access the travel authorization notes page.
Attachments	Click the **Attachment** link to access the travel authorization Attachments page where you can add, delete, or view attachments.
(Check box)	Select the check box to indicate that you agree with the certification statement. After you select this check box, the **Submit Travel Authorization** button becomes active. Click to submit the travel authorization for approval. **Note:** A travel authorization can be withdrawn after it has been submitted. Select the **Withdraw** button to withdraw the submitted travel authorization. If you choose to withdraw the submitted travel authorization, the travel authorization status reverts to Pending status. If the travel authorization was already budget checked, it's encumbrances would be liquidate in the commitment control ledgers.

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After you submit the travel authorization, the Submit and Summary page displays an approval chain to track the approval status.

Copying or Adding Expense Lines to Travel Authorizations in Classic

Pages Used to Copy or Add Expense Lines to Travel Authorizations

Page Name	*Definition Name*	*Usage*
Create Travel Authorization - Copy Selected Expenses Page	TE_COPY_TALN1_SEC	Copy selected expense lines on a travel authorization.

Understanding Copying Expense Lines

PeopleSoft Expenses enables you to copy one or more selected expense lines for a single day or a range of dates. You can also indicate whether you want to include holidays and weekends. The functionality that is associated with the Travel Authorization - Copy Selected Expenses page is for all expense types, including per diem expense types. When you copy an expense line to create new expense lines, PeopleSoft Expenses automatically populates the new expense lines with the same ChartFields as the original line item.

Understanding Adding Multiple Expense Lines

PeopleSoft Expenses enables you to select multiple expense types to add to a travel authorization. You can also select whether to add one occurrence or a daily occurrence of the expense types for a date range that you specify. PeopleSoft Expenses adds the multiple expense lines to your travel authorization and you enter the remaining information that pertains to each expense type.

Create Travel Authorization - Copy Selected Expenses Page

Use the Create Travel Authorization - Copy Selected Expenses page (TE_COPY_TALN1_SEC) to copy selected expense lines on a travel authorization.

Navigation:

- **Employee Self-Service** > **Travel and Expense Center** > **Travel Authorizations** > **[Create or Modify]**. Click the **Copy Authorization Lines** option from the Actions drop down list on the Travel Authorization Entry page after selecting one or more expense lines.
- **Travel and Expenses** > **Travel and Expense Center** > **Travel Authorizations** > **[Create or Modify]**. Click the **Copy Authorization Lines** option from the Actions drop down list on the Travel Authorization Entry page after selecting one or more expense lines.

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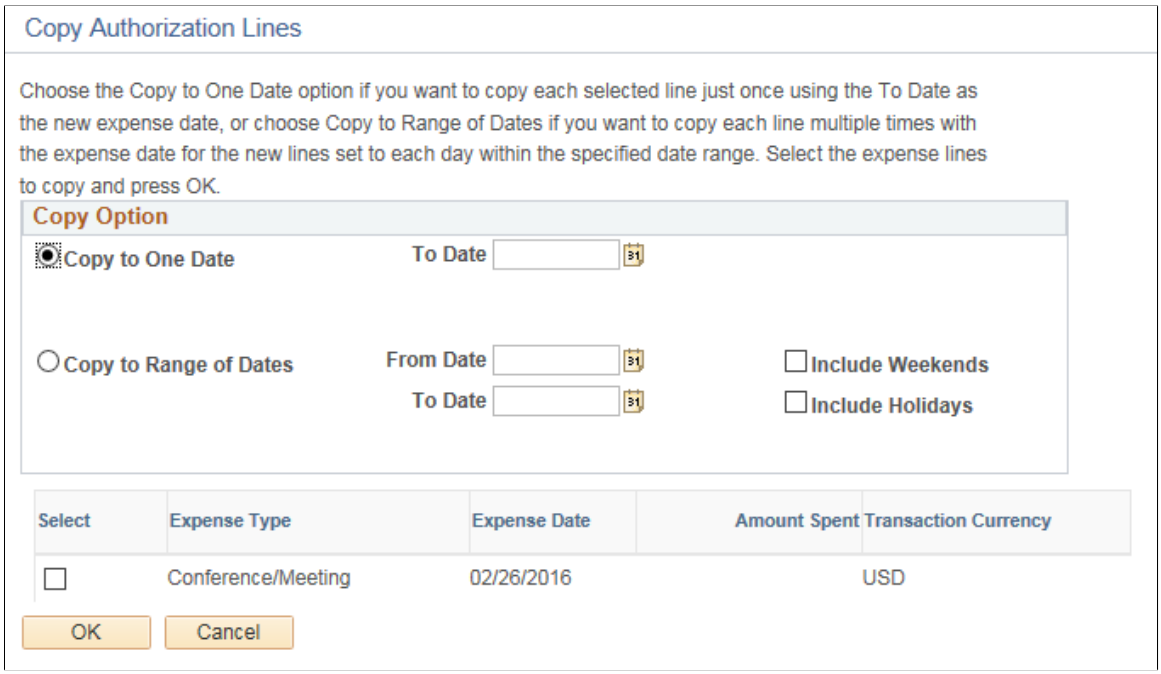
This example illustrates the fields and controls on the Create Travel Authorization - Copy Selected Expenses page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Copy to One Date	Select to copy each selected line only once using the value in the **To Date** field as the new expense date.
Copy to Range of Dates	Select to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.
From Date and **To Date**	Enter a date or a date range for PeopleSoft Expenses to calculate the number of rows to create.
Include Weekends and **Include Holidays**	Select to have PeopleSoft Expenses copy the expense type for the entire date range. If you do not select to include weekends, PeopleSoft Expenses checks the day of the week and does not copy expense lines for Saturdays or Sundays. If you do not select to include holidays, PeopleSoft Expenses checks the holiday calendar for the employee's business unit. PeopleSoft Expenses does not copy expense lines for days that the calendar designates as holidays.

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Reviewing or Modifying Accounting Information

Pages Used to Review or Modify Accounting Information

Page Name	*Definition Name*	*Usage*
Travel Authorization - Accounting Defaults Page	TE_TAUTH_SPLIT	View or change the default accounting for an employee's travel authorization. You can also redistribute the percentages of expenses to different ChartFields.
Create Travel Authorization - Accounting Detail Page	TE_TAUTH_DIST	View or change accounting details or ChartField allocations for the expense type.

Understanding Expenses Accounting

When you create a travel authorization, PeopleSoft Expenses populates the authorization request with accounting defaults for the cost distributions based on the default ChartField values that you set up on the Employee Profile - Organizational Data page. The minimum information that PeopleSoft Expenses requires is the general ledger business unit and department identification. If other accounting distribution fields are in the employee profile, they appear by default in the travel authorization.

Note: If employees have more than one profile in Expenses, the system uses the profile that you select as the default.

Related Links

Understanding Accounting in PeopleSoft Expenses
Understanding Employee Privilege Templates
Understanding Header Level Default Accounting
Understanding Expense Transaction Line Default Accounting
Understanding Default Accounting Change Functionality

Understanding Applying Project Defaults to Travel Authorizations

When you create a travel authorization, PeopleSoft Expenses applies user defaults from the employee file to the travel authorization. If PeopleSoft Project Costing is installed, the system validates the project defaults to ensure that they are valid. If the User Default project values are valid, the system continues with the creation process. If the project defaults are not valid and the employee has update authority for his or her accounting detail, the system displays the Missing or Invalid Project Defaults page. On this page, you can continue entering the travel authorization without project defaults or you can access the Employee Profile - User Defaults page to correct the project information.

If you continue entering the travel authorization process without project defaults, the system continues with a default row of accounting data based on the employee's business unit.

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PeopleSoft Expenses uses the project defaults that you set up on the Employee Profile - User Defaults page. PeopleSoft Expenses creates one distribution line at 100 percent unless you define defaults with multiple percentage split lines.

The Travel Authorization - Accounting Defaults page displays the distribution of ChartFields for the travel authorization, which you can view or edit, depending on how you set up PeopleSoft Expenses.

Travel Authorization - Accounting Defaults Page

Use the Travel Authorization - Accounting Defaults page (TE_TAUTH_SPLIT) to view or change the default accounting for an employee's travel authorization. You can also redistribute the percentages of expenses to different ChartFields.

Navigation:

Travel and Expenses > **Travel and Expense Center** > **Travel Authorization** > **[Create or Modify]**. Click the **Accounting Defaults** link on the Travel Authorization Entry page.

This page displays default accounting for a travel authorization.

If you are using employee privilege templates, access to these fields is dependant on the value in the **Default Accounting** field for travel authorization transaction on the Employee Privilege Template page:

- If the **Default Accounting** option of the employee privilege template that is associated with the employee is *View,* then you cannot edit the default accounting values.
- If the **Default Accounting** option of the employee privilege template that is associated with the employee is *Modify,* then you can edit the default accounting values.

For more information about employee privilege templates:

See Maintaining Employee Privilege Templates.

If you can modify this page, you can:

- Change the ChartFields.
- Add rows and redistribute the percentages.
- Delete rows that do not apply to the travel authorization.

Field or Control	***Description***
% (percentage)	The accounting split percentage is 100 percent for the set of default ChartFields, and it applies to the entire travel authorization. When you add a new row, enter the percentage of expense to charge to the ChartFields that you select in this row.
Load Defaults	Click to reset the accounting information back to the user defaults.

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Field or Control	*Description*
OK	Click to return to the Travel Authorization Entry page. If you made changes to the default accounting, the changes apply only to new lines and to existing lines where you have not previously changed ChartField values.

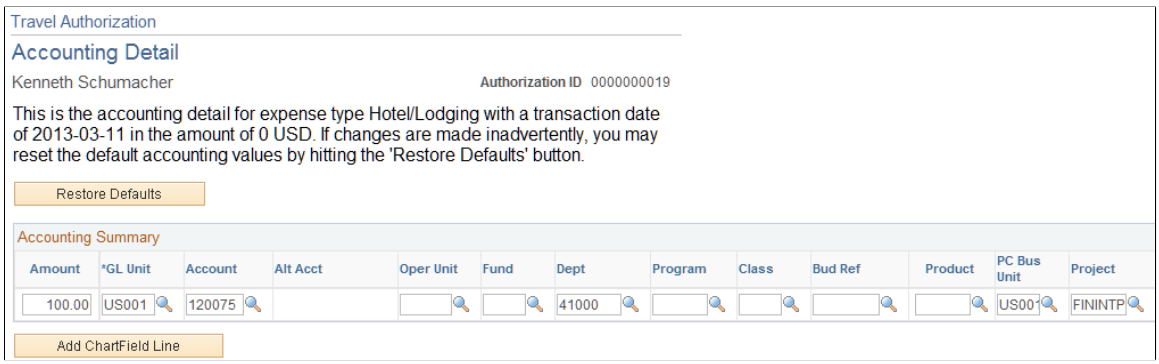
Create Travel Authorization - Accounting Detail Page

Use the Create Travel Authorization - Accounting Detail page (TE_TAUTH_DIST) to view or change accounting details or ChartField allocations for the expense type.

Navigation:

Travel and Expenses > **Travel and Expense Center** > **Travel Authorization** > **[Create or Modify]**. Click the **Accounting Details** link on the Travel Authorization - Add Expense - [expense type] page.

This example illustrates the fields and controls on the Create Travel Authorization - Accounting Detail page (partial page). You can find definitions for the fields and controls later on this page.



If you are using employee privilege templates, access to this page is dependant on the value in the **Distributions** field, and access to these fields is dependant on the value in the **GL ChartFields** and **PC ChartFields** fields for the travel authorization transaction.

For more information about employee privilege templates:

See Maintaining Employee Privilege Templates.

If you can modify this page, you can override the default accounting for an expense type in a travel authorization.

Field or Control	*Description*
Restore Defaults	Click to reset default accounting values.
Add ChartField Line	Click to add new accounting detail lines.

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Related Links

Understanding Accounting in PeopleSoft Expenses
Understanding Employee Privilege Templates
Understanding Header Level Default Accounting
Understanding Expense Transaction Line Default Accounting
Understanding Default Accounting Change Functionality

Viewing and Modifying Travel Authorizations

Page Used to View and Modify Travel Authorizations

Page Name	*Definition Name*	*Usage*
Travel Authorization - Travel Authorization Details Page	EX_TAUTH_ENTRY	View a travel authorization. Modify an un-submitted travel authorization or a travel authorization that was submitted and returned by an approver.

Travel Authorization - Travel Authorization Details Page

Use the Travel Authorization - Travel Authorization Details page (EX_TAUTH_ENTRY) to view and modify a travel authorization.

Modify an un-submitted travel authorization or a travel authorization that was submitted and returned by an approver.

Navigation:

Employee Self-Service > **Travel and Expense Center** > **Travel Authorization** > **View Travel Authorization**

Employee Self-Service > **Travel and Expense Center** > **Travel Authorization** > **Modify Travel Authorization**

If you access the Travel Authorization - Travel Authorization Details page using the View navigation, then PeopleSoft Expenses displays the page in read-only mode. You can view only travel authorizations that you submitted for approval.

If you access the Travel Authorization - Travel Authorization Details page using the Modify navigation, then PeopleSoft Expenses enables you to edit all the fields. You can modify a travel authorization if you have not submitted it for approval or if an approver sent it back for revision or correction.

Note: Fields on this page are the same as the fields on theCreate Travel Authorization Page.

See Entering Travel Authorization Information and Detail Expense Lines.

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Field or Control	*Description*
Sent Back for Revision and View Approver Comments	Click the **View Approver Comments** link to access the View Approver Comments page (EX_COMMENTS_RJCT) and view the comments that an approver made regarding the reason that he or she sent the travel authorization back for revisions. When an approver sends back a travel authorization, you can review his or her comments in full by clicking the comment link at the top of the page. This link takes you to the View Approver Comments page, where you can see the entire comment.

Action History

This section appears after you save a travel authorization.

Field or Control	*Description*
Profile and **Name**	Displays the name of the originator and the approver, and the role of each.
Action	Displays the completed steps in the travel authorization approval process.
Date/Time	Displays the date and time on which the approval status was assigned.

Deleting Travel Authorizations

Pages Used to Delete Travel Authorizations

Page Name	*Definition Name*	*Usage*
Travel and Expense - Delete a Travel Authorization Page	TE_DEL_TAUTH	Delete a travel authorization.
Travel and Expense - Delete Confirmation Page	TE_DEL_CONFIRM	PeopleSoft Expenses displays a message that the system has deleted the selected transactions.

Understanding Deleting Travel Authorizations

PeopleSoft Expenses enables you to delete travel authorizations:

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- If you create a travel authorization and decide not to process it, you can delete it before you submit it for approval.
- If you submit a travel authorization and the approver returns it to you, you can delete the travel authorization.
- If you cancel the travel authorization, you can delete it.

Travel and Expense - Delete a Travel Authorization Page

Use the Travel and Expense - Delete a Travel Authorization page (TE_DEL_TAUTH) to delete a travel authorization.

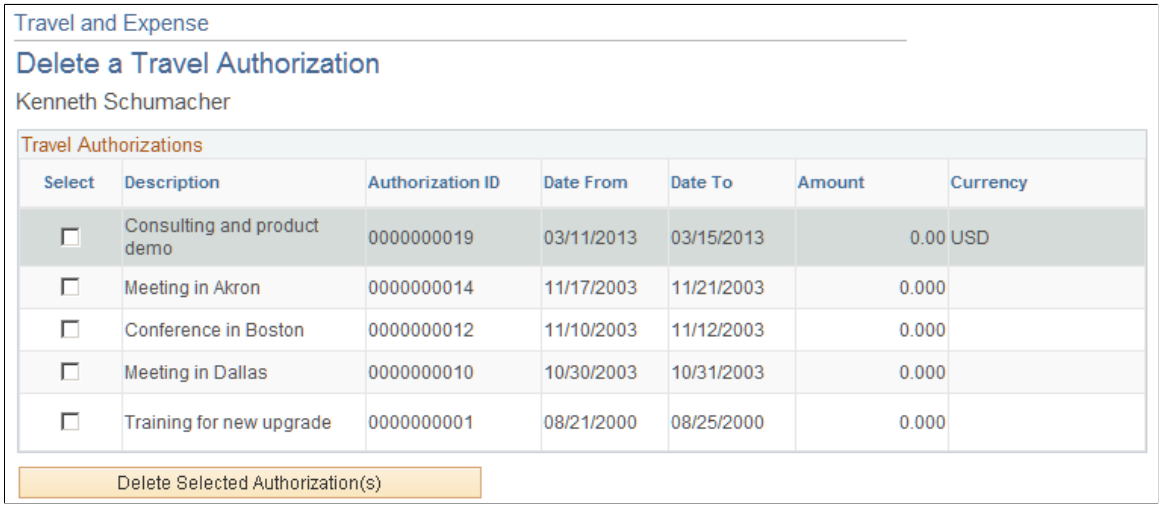
Navigation:

Travel and Expenses Travel Authorization Delete a Travel Authorization

Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete

Employee Self-Service > Employee Travel and Exp Center > Travel Authorizations > Delete

This example illustrates the fields and controls on the Travel and Expense - Delete a Travel Authorization page. You can find definitions for the fields and controls later on this page.



PeopleSoft Expenses displays a list of un-submitted or denied travel authorizations. Use the Select column to select travel authorizations to delete, and then click the **Delete Selected Authorization(s)** button.

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Canceling Approved Travel Authorizations

Page Used to Cancel Travel Authorizations

Page Name	*Definition Name*	*Usage*
Cancel Approved Travel Authorization Page	TE_CANCEL_TAUTH	Cancel a travel authorization request.

Understanding Travel Authorization Cancellations

The Cancel Approved Travel Authorization feature is available to employees and system administrators. It provides the mechanism that is necessary to cancel unused travel authorizations that you have not applied to expense reports.

If you use PeopleSoft Commitment Control, the Cancel Approved Travel Authorization feature automatically runs budget checking to reverse encumbrances that are associated with the travel authorizations being closed.

After you cancel a travel authorization, you can delete it.

Related Links

Canceling Travel Authorizations
Rolling Over Travel Authorization Encumbrances to a New Budget Period

Cancel Approved Travel Authorization Page

Use the Cancel Approved Travel Authorization page (TE_CANCEL_TAUTH) to cancel a travel authorization request.

Navigation:

Employee Self-Service > **Travel and Expense Center** > **Travel Authorization** > **Cancel a Travel Authorization**

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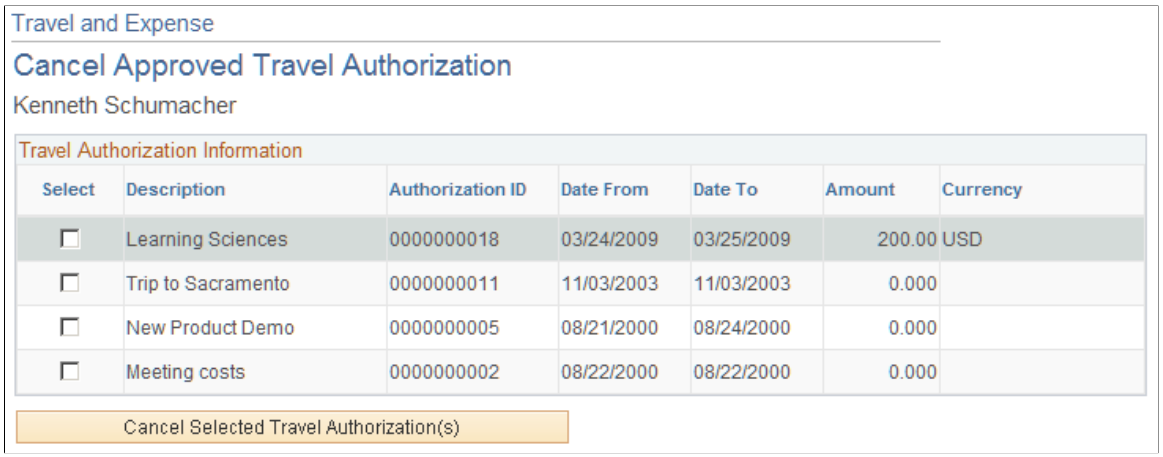
This example illustrates the fields and controls on the Cancel Approved Travel Authorization page. You can find definitions for the fields and controls later on this page.



The Cancel Approved Travel Authorization page displays all travel authorization requests that have been approved, or approved and budget-checked, but not assigned to an expense report. Select the travel authorization requests that you want to cancel, and click **Cancel Selected Travel Authorization(s).** If you use PeopleSoft Commitment Control, the system then performs budget checking to reverse encumbrance amounts that are associated with the travel authorizations.

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Chapter 17

Preparing Cash Advances

Understanding How to Prepare Cash Advances

To minimize the impact of business travel on employee personal finances, you can provide cash advances to pay for items such as meals, ground transportation, and gratuities. With PeopleSoft Expenses, you can process cash advances from the initial request through the final payment. Exception processing enables you to cover last-minute emergencies and unplanned situations.

Before preparing cash advances, you must set up:

- Employees.
- Cash advance sources.
- Business purposes.

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Common Element Used to Prepare Cash Advances

Field or Control	*Description*
Status	Depending on your organization's approval and audit policies, PeopleSoft Expenses may assign these values to a cash advance: • *Approved for Payment:* The advance is authorized for payment processing. • *Closed:* The advance is marked for closure. You can only close advances that have been submitted, approved for payment processing, but not staged for payment. • *Denied:* The advance was not approved by the approver or auditor. • *Approvals in Process:* If your organization uses an approver and auditor or multiple approvers, and the first approver has approved the cash advance, PeopleSoft Expenses changes the status to *Approvals in Process.* • *Paid:* Payment processing is complete. • *Pending:* An employee has not submitted the cash advance, or the approver or auditor denied and returned the cash advance to the employee. This is the default status for a newly-created cash advance. • *Reconciled:* The cash advance is applied to an expense report, and the employee returned excess funds (if any). • *Staged:* The cash advance is staged for payment. • *Submitted for Approval:* The cash advance is ready for the approval or audit process.

Creating and Modifying Cash Advances

Pages Used to Create and Modify Cash Advances

Page Name	*Definition Name*	*Usage*
Create/Modify Cash Advance Page	TE_ADVANCE	Create a cash advance request and submit it for approval or save it for further work.

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Page Name	*Definition Name*	*Usage*
Import ATM Advances Page	TE_ATM_TRANS_SEL	Select an ATM transaction to add to a cash advance.
ATM Advance Detail Page	TE_ATM_TRANS3	View details associated with an ATM cash advance.
Cash Advance Page	TE_ADVANCE_RPT	Print a hard-copy version of your cash advance request that PeopleSoft Expenses formats for manual processing.
Expense Notes - Cash Advance Page	EX_ADV_NOTES	Add notes for cash advances.
Cash Advance - Notes Print Page	TE_ADV_NOTES_RPT	Prints cash advance notes.
Submit Confirmation Page	EX_SUBMIT_CONF_CA	Confirm that you want to save the cash advance and submit it for further processing.
View Approve Comments Page	EX_COMMENTS_RJCT	View approver's comments.

Understanding How to Create Cash Advances

A cash advance has several parts to complete before submitting it for approval. The way you set up your expenses system determines what kinds of data are required and how your accounting system uses the data. If you have set up a report description and business purpose on the Employee Profile - User Defaults page, then PeopleSoft Expenses prepopulates these fields on cash advances. As you go through the preparation process, you can import advances initiated at an ATM using a corporate credit card. You can save cash advances for further work, or you can submit them for approval.

Create/Modify Cash Advance Page

Use the Create Cash Advance page (TE_ADVANCE) to create a cash advance request and submit it for approval or save it for further work. This page turns into the Modify Cash Advance Report page when you Submit it.

Navigation:

- **Employee Self-Service** > **Travel and Expense Center** > **Cash Advance** > **Create/Modify**
- **Travel and Expenses** > **Travel and Expense Center** > **Cash Advance** > **Create/Modify**

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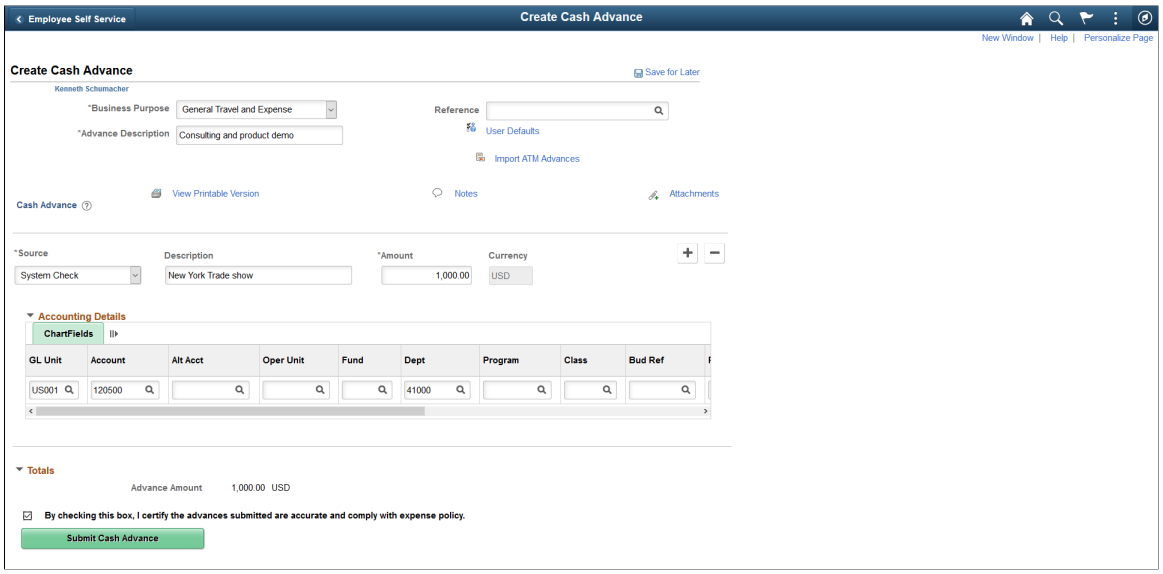
This example illustrates the fields and controls on the Create Cash Advance page. You can find definitions for the fields and controls later on this page.



General Information

Field or Control	*Description*
Description	Enter a description to identify the cash advance. PeopleSoft Expenses prepopulates this field if you have set up a report description on the Employee Profile - User Defaults page.
Business Purpose	Select from a predefined list that was created when implementing your expense system. PeopleSoft Expenses prepopulates this field if you have set up a business purpose on the Employee Profile - User Defaults page. Tax laws require a business purpose to justify business expenses, so completing this field is mandatory before you save the cash advance request for further processing.
Reference	Enter free form text or select a reference id that has been pre-defined on the Reference Page. This field is used for tracking or identification.
Attachments	Click to access the Cash Advance Attachments page where you can add, delete, or view attachments.

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Field or Control	*Description*
	Click to access the Import ATM Advances page and select credit card transactions to import into your cash advance request. This link is available only in create or modify mode. See Import ATM Advances Page.
View Approver Comments	Click the **View Approver Comments** link to access the View Approver Comments page and view all of the approver's comments. When an employee modifies a cash advance that an approver returned to the employee for revisions, PeopleSoft Expenses displays the first 30 characters of the approver's comments as a red link at the top of the Modify Cash Advance Report. This field is only visible when a user is viewing or modifying a cash advance.
	Click the **User Defaults** icon to access the Employee Profile - User Defaults page and view or modify default settings used for cash advances and other expense transactions. See Maintaining User Defaults.
	Click the **View Printable Version** icon to access a printable version of the cash advance request. Use the browser's print button to print a hard-copy version of the cash advance request.
	Click the Notes hyperlink to access the cash advance notes page. This icon indicates that some notes have been added to the Cash Advance notes page. You will see a blank note icon in case there are no notes added.
	Click the Attachment link to access the Cash Advance Attachments page where you can add, delete, or view attachments. You will see the number of attachments next to the Attachment link depending on the number of files added.

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Details

Field or Control	*Description*
Source	Select the method of payment to the employee for the cash advance.
Amount	Enter an amount you are requesting for the cash advance for each source.

Accounting Details

Use this section to view or change accounting details or ChartField allocations for the cash advance. If the cash advance has multiple lines, all lines should have the same set of ChartField values.

If you are using employee privilege templates, access to this section depends on the value in the **GL ChartFields** for the cash advance.

For more information about employee privilege templates:

See Maintaining Employee Privilege Templates.

Totals

Field or Control	*Description*
Advance Amount	Displays the total amount of the cash advance request. When creating a cash advance report, use the Update Totals button to update this value.
Save For Later	Click to save and complete the cash advance request at a later time.
Submit Cash Advance	Click to send the completed cash advance request to the approval process. Depending on how you set up your approval and audit rules, PeopleSoft Expenses will send the cash advance for payment processing or forward to an approver's queue. **Note:** Select the check box prior to the Submit Cash Advance button to enable the Submit Cash Advance button.

Import ATM Advances Page

Use the Import ATM Advances page (TE_ATM_TRANS_SEL) to select an ATM transaction to add to a cash advance.

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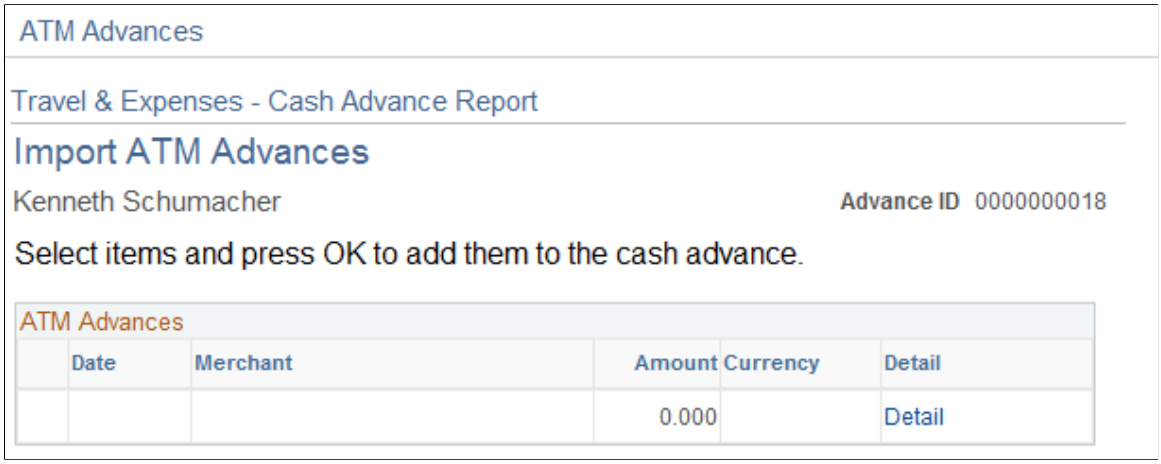
Navigation:

Click the **Import ATM Advances** link on the Create Cash Advance page.

This example illustrates the fields and controls on the Import ATM Advances. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Date	Displays the date that the employee initiated the ATM advance.
Merchant	Displays the supplier from whom the advance was transacted.
Amount	Displays the amount of the ATM transaction.
Currency	Displays the currency.
Detail	Click to access the ATM Advance Detail page and view more information about the ATM transaction.

ATM Advance Detail Page

Use the ATM Advance Detail page (TE_ATM_TRANS3) to view details associated with an ATM cash advance.

Navigation:

Click the **Detail** link on the Import ATM Advances page.

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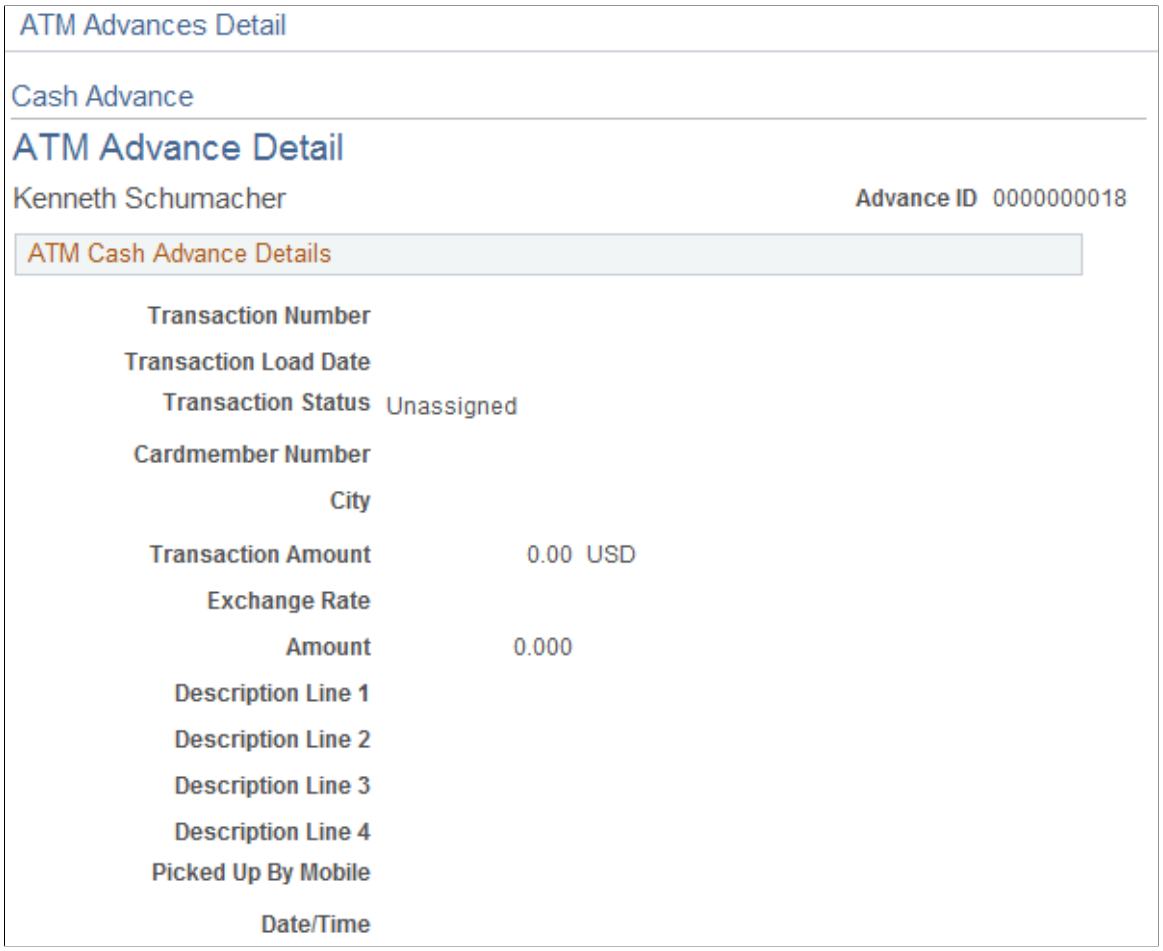
This example illustrates the fields and controls on the ATM Advance Detail page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Transaction Number	Displays the transaction number associated with the ATM advance.
Trans Load Date (transaction load date)	Displays the date that your system loaded the ATM advance.
Transaction Status	Displays whether the ATM advance is assigned to a cash advance.
Cardmember Number	Displays the employee's corporate credit card number.
Transaction Amount	Displays the amount spent for the expense item.
Exchange Rate	Displays the rate used to convert the ATM transaction to the base currency of the employee's business unit.

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Field or Control	*Description*
Amount	Displays the amount in the base currency of the employee's general ledger business unit.
Description Line 1-4	Displays additional details regarding the ATM transaction.
Picked Up By Mobile	Not used by PeopleSoft Expenses.
Date/Time	Displays the date and time of the ATM transaction.

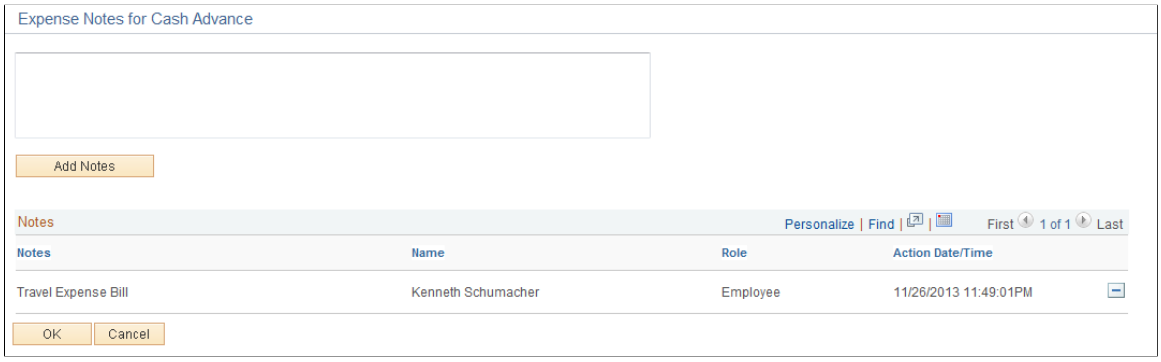
Expense Notes - Cash Advance Page

Use the Expense Notes - Cash Advance page (EX_ADV_NOTES) to add notes for Cash advances.

Navigation:

Click the Notes link on the Cash Advance Page

This example illustrates the fields and controls on the Expense Notes - Cash Advance Page. You can find definitions for the fields and controls later on this page.



Cash Advance - Notes Print Page

Use the Cash Advance - Notes print page (TE_ADV_NOTES_RPT) to print cash advance notes.

Navigation:

Click the View Printable Version link/icon on the Modify/View Cash Advance Report then Cash Advance Notes link.

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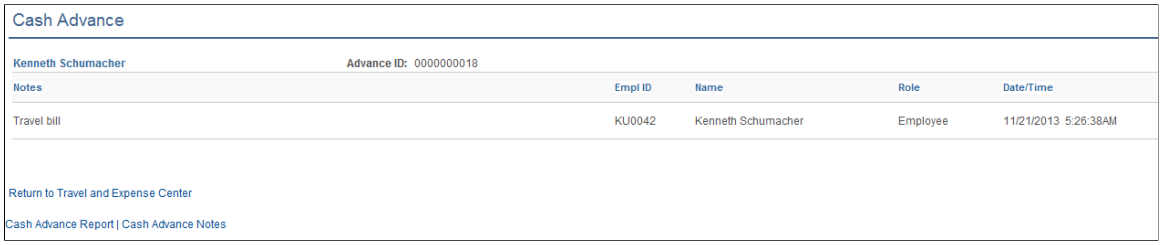
This example illustrates the fields and controls on the Cash Advance - Notes print page.



Viewing Cash Advances

Page Used to View Cash Advances

Page Name	*Definition Name*	*Usage*
View Cash Advance Page	TE_ADVANCE	View cash advance requests that have already been submitted or pending.

View Cash Advance Page

Use the View Cash Advance page (TE_ADVANCE) to view cash advance requests that have already been submitted.

Navigation:

- **Employee Self-Service** > **Travel and Expense Center** > **Cash Advance** > **View**
- **Travel and Expenses** > **Travel and Expense Center** > **Cash Advance** > **View**

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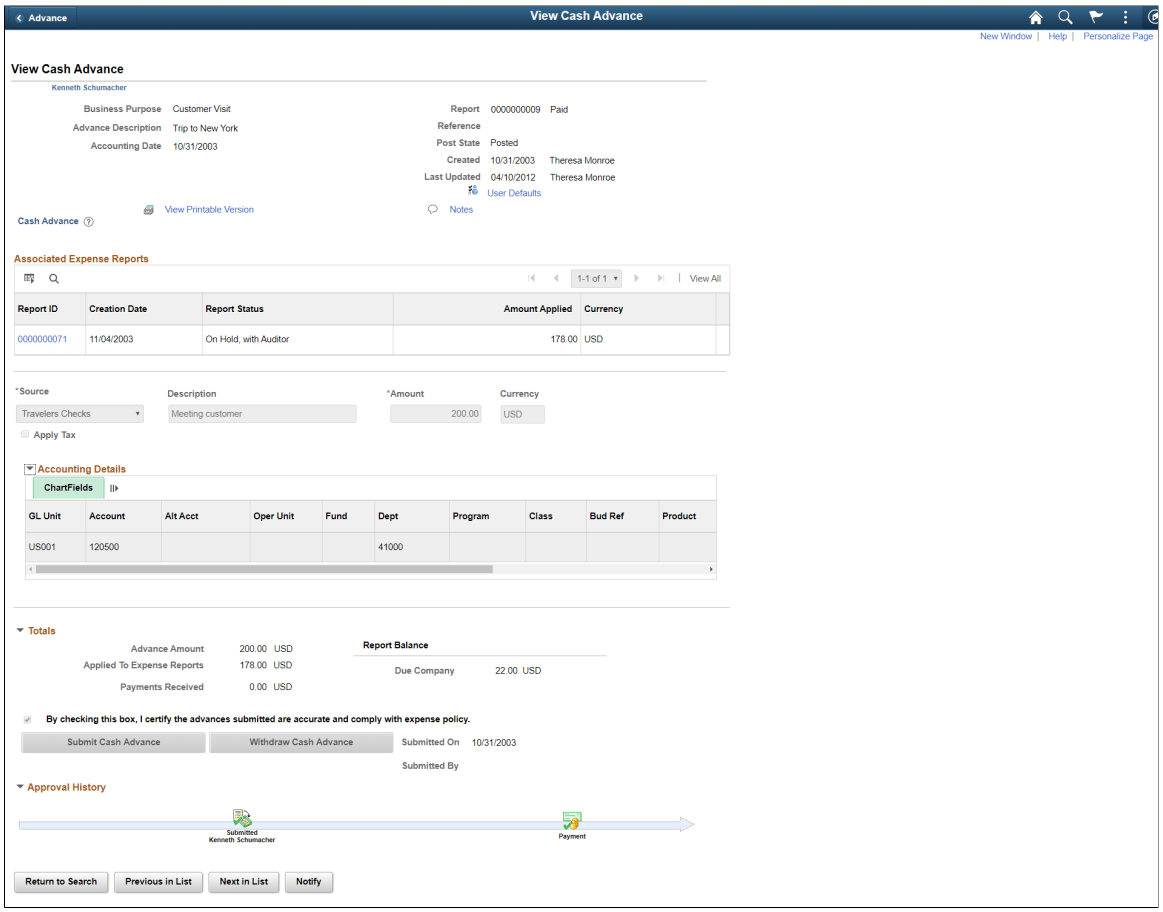
This example illustrates the fields and controls on the View Cash Advance Page. You can find definitions for the fields and controls later on this page.



Note: Fields on this page are the same as the fields on the Create/Modify Cash Advance Page. Fields and functionality that are unique to the View Cash Advance Report page are discussed in this topic.

Field or Control	***Description***
View Approver Comments	When an employee views a cash advance that an approver denied or returned to the employee for revisions, PeopleSoft Expenses displays the first 30 characters of the approver's comments as a red link at the top of the View Cash Advance Report. Click the approver's comments link to access the View Approver Comments page and view all of the approver's comments.

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General Information

Field or Control	*Description*
Accounting Date	Displays the accounting date for PeopleSoft Expenses to use to generate new accounting entries in the Post Liabilities Application Engine process for cash advances reconciled through an employee reimbursement.
Post State	Displays whether accounting entries for the cash advance have been posted to the general ledger.
Action History	This section appears after you submit an cash advance and displays a process line with an icon representing where the cash advance is in the approval process. Below the process line, the system displays the approvers in each stage. If there is more than one approver for a stage, then system displays Pooled. When an icon is gray (inactive) then the report has not reached the approver stage. If the icon is colored (active) and does not have a green check, then this is the next stage in which the report will be routed. If the icon is colored (active) and has a green check, then the stage has been approved by the approver. • Action - Displays the completed steps in the expense report approval process. • Role and Name - Displays the role and name of the originator and approver. • Date/Time - Displays the date and time on which the approval status was assigned.

Associated Expense Reports

The Associated Expense Report section helps you identify which Expense Report you can process for Cash Advance reconciliation. The **Report ID** link redirects you to the View Expense Report page so that you can view the Associated Expense Report.

Accounting Details

Use this section to view accounting details or ChartField allocations for the cash advance.

Totals

Additional fields appear in this section after you save a cash advance.

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Field or Control	*Description*
Advance Amount	Displays the total amount of the cash advance request.
Applied to Expense Reports	Displays the total amount of the cash advance that the employee has applied to expense reports.
Payments Received	Displays the total amount of checks the employee has written to offset a balance due the organization.
Withdraw Cash Advance	Click to withdraw the cash advance from the approval process. This option is only available when the report is in a Submitted for Approval status.

Reconciling Cash Advances

Page Used to Reconcile Cash Advances

Page Name	*Definition Name*	*Usage*
Reconcile Cash Advance Report Page	EX_ADV_RECON	Reconcile a cash advance and compare the cash advance against a submitted expense report to correctly reimburse the employee.

Understanding Cash Advance Reconciliations

When an employee uses a cash advance for business purposes and submits an expense report, the advance offsets some or all of the expenses the employee submits on the expense report. If you do not reconcile cash advances, your company may incorrectly reimburse more than the expenses that your employees incur.

When employees prepare expense reports, they designate the associated cash advance ID by selecting *Apply/View Cash Advance(s)* from the **Actions** drop down box on the Create (or Modify) Expense Report Page. The **Apply/View Cash Advance(s),** option opens the Apply Cash Advance(s) Page where they select one or more cash advance IDs to apply the entire amount or a portion of a cash advance to their expense reports. The selected cash advance items become part of the expense report calculations that determine how much to reimburse the employees.

PeopleSoft Expenses tracks the remaining balance due to the organization and identifies the expense report IDs that employees applied the cash advance amounts to, on the Reconcile Cash Advance Report Page. If an employee received a cash advance but did not take the planned business trip or did not use the entire portion of the cash advance, the employee can submit a personal check to offset the balance due to the organization. You enter payments received from employees on the Reconcile Cash Advance Report page.

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To reconcile a cash advance, the cash advance must have a status of *Paid* and the total due to the company is zero. When you reconcile a cash advance, PeopleSoft Expenses changes the status to *Reconciled.*

Note: When you define business units for PeopleSoft Expenses on the Expenses Definition - Business Unit 2 Page, you can specify a grace period in which cash advances must be reconciled. If you use PeopleSoft Workflow, you can run the Employee Notification process to automatically send an e-mail to employees who have outstanding cash advances that are older than the grace period.

Related Links

Running Expense Transaction Processes
Understanding Employee Notifications

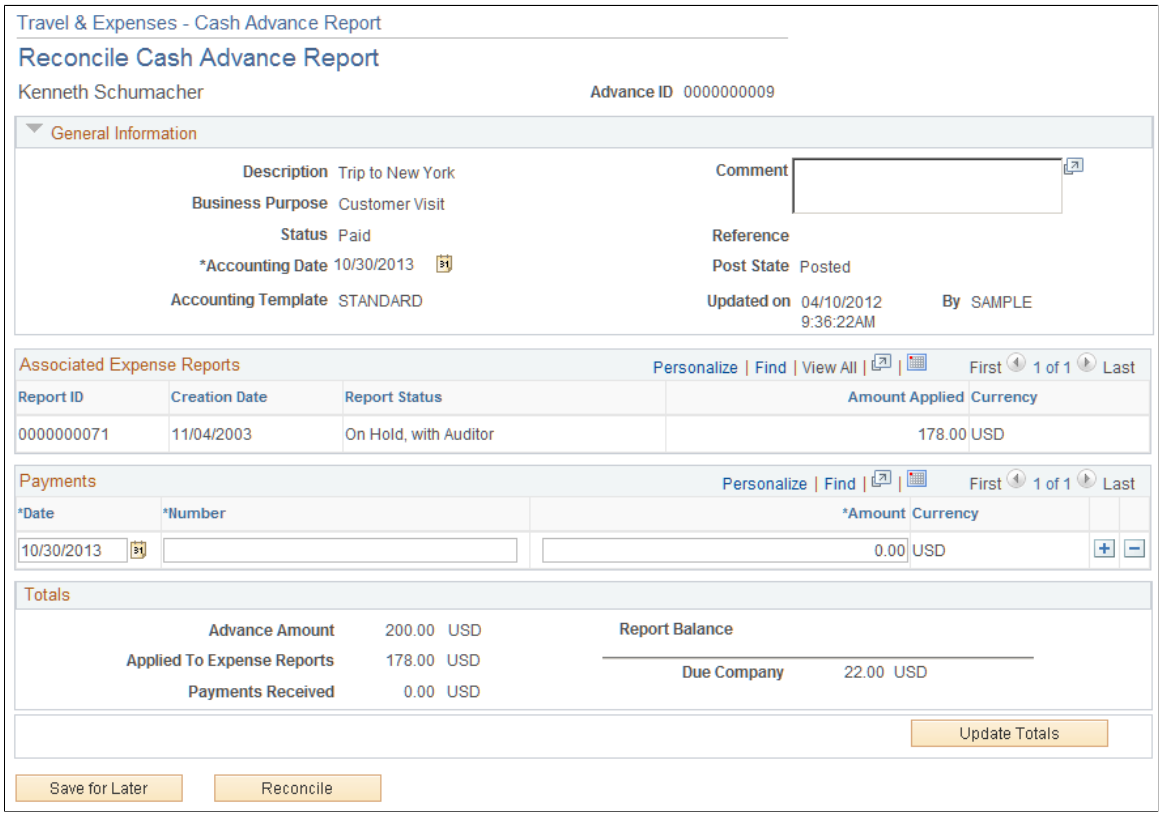
Reconcile Cash Advance Report Page

Use the Reconcile Cash Advance Report page (EX_ADV_RECON) to reconcile a cash advance and compare the cash advance against a submitted expense report to correctly reimburse the employee.

Navigation:

Travel and Expenses > Manage Accounting > Reconcile Cash Advance

This example illustrates the fields and controls on the Reconcile Cast Advance Report page. You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
Accounting Date	Select the accounting date for PeopleSoft Expenses to use to generate new accounting entries in the Post Liabilities Application Engine (EX_POST_LIAB) process for cash advances reconciled through an employee reimbursement.

Associated Expense Reports

If the cash advance is associated with an expense report, PeopleSoft Expenses displays the expense report ID, creation date, report status, and amounts. If there is no report ID, you can still reconcile the cash advance. For example, if an employee received a cash advance but did not take the planned business trip or did not use all of the cash advance, the cash advance can be reconciled by the employee writing a check to your organization for the total displayed in the **Due Company** field.

Payments

Enter check numbers and check amounts when the employee submit checks for unused cash advance funds. PeopleSoft Expenses enables you to enter more than one check payment.

Field or Control	*Description*
Reconcile	Click for PeopleSoft Expenses to validate that the amount applied to expense reports and the total payments received from the employee equals the amount of the cash advance request. If the amount applied to expense reports and total payments received does not equal the cash advance request amount, PeopleSoft Expenses displays an error message. If the amount applied to expense reports and total payments received equals the cash advance request amount, PeopleSoft Expenses sets the cash advance status to *Reconciled.*

Related Links

Understanding Running Expense Transaction Processes
Running Expense Transaction Processes

Deleting Cash Advances

Page Used to Delete Cash Advances

Page Name	*Definition Name*	*Usage*
Delete Cash Advance Report Page	TE_DEL_ADV	Delete a cash advance.

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Understanding Cash Advance Deletions

PeopleSoft Expenses allows you to delete a cash advance request providing that you have not submitted it for approval. You can also delete a cash advance request if it was submitted and denied.

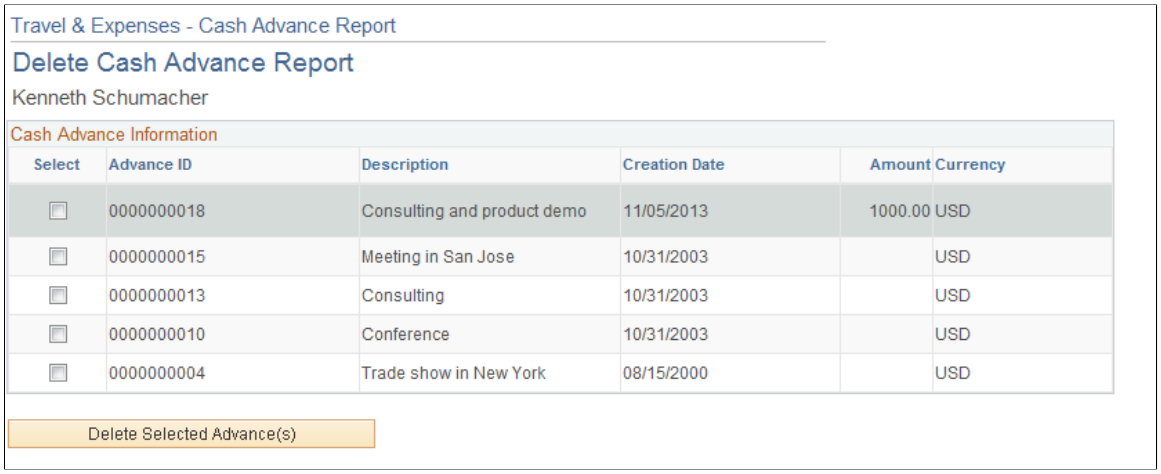
Delete Cash Advance Report Page

Use the Delete Cash Advance Report page (TE_DEL_ADV) to delete a cash advance.

Navigation:

Employee Self-Service > Travel and Expense Center > Cash Advance > Delete a Cash Advance

This example illustrates the fields and controls on the Delete Cash Advance Report Page. You can find definitions for the fields and controls later on this page.



The page displays a list of unsubmitted cash advance requests for the employee whose ID you entered. Select the delete column to designate cash advance requests to delete.

Closing Cash Advances

Page Used to Close Cash Advances

Page Name	*Definition Name*	*Usage*
Cash Advance Close Page	EX_CLOSE_ADVANCE	Mark a cash advance for close if it has been approved for payment processing but not staged for payments.

Understanding Closing Cash Advances

When a cash advance has been approved for payment processing, you can cancel it after you have posted its liabilities. You can close the cash advance if you have not staged payments for it.

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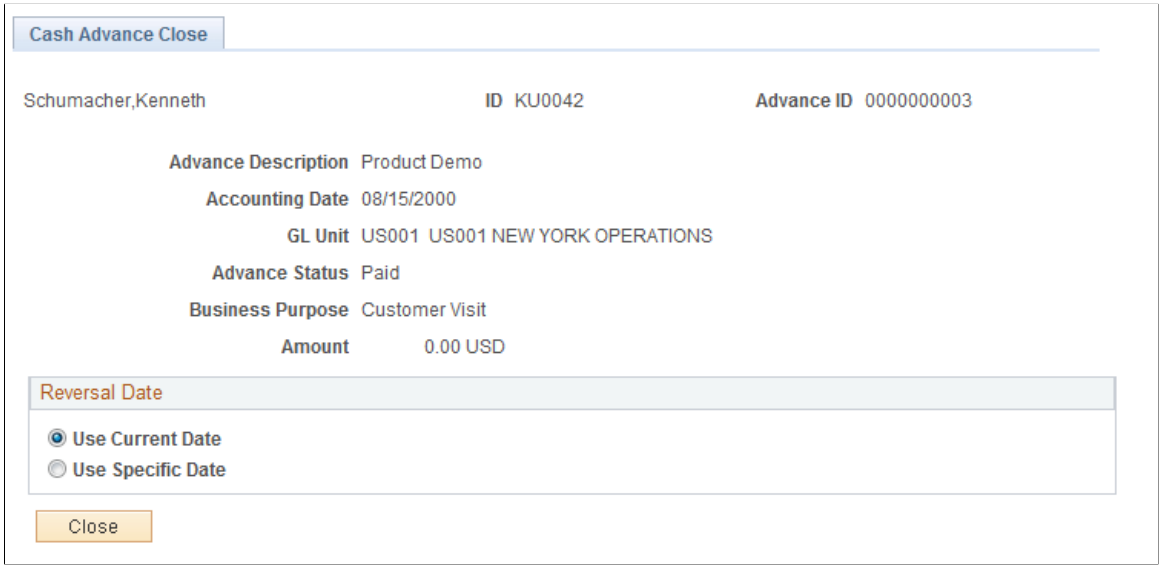
Cash Advance Close Page

Use the Cash Advance Close page (EX_CLOSE_ADVANCE) to mark a cash advance for close if it has been approved for payment processing but not staged for payments.

Navigation:

Travel and Expenses > **Process Expenses** > **Close Expenses** > **Mark Cash Advance for Close**

This example illustrates the fields and controls on the Cash Advance Close page. You can find definitions for the fields and controls later on this page.



The information on the Cash Advance Close page comes from the cash advance description. To indicate the reversal date for PeopleSoft Expenses to use to reverse the accounting liability entries, select **Use Current Date** or **Use Specific Date.** This opens a field for you to enter the date to reverse liability entries.

After you click **Close** and confirm your selections, PeopleSoft Expenses marks the cash advance for closing and changes the status to *Close in Process.* You must then run the close liability process to generate accounting entries.

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Chapter 18

Creating and Modifying Expense Reports Using PeopleSoft Fluid

Using PeopleSoft Fluid User Interface for Expenses

PeopleSoft Fluid User Interface is an alternative to the PeopleSoft Classic User Interface, but is designed to be used on all types of devices such as smart phones, tables, laptops and desktops.

To use Expenses in Fluid, you must configure system-wide settings. See “Fluid Approval Setup - General Settings Page” (Enterprise Components).

Enable receipt attachments and images for expense reports from the “Installation Options - Expenses Page” (Application Fundamentals). To view non-image attachments, you must specify the Process Server on the Mobile Approval Options page for report node setup. See “Fluid Approval Setup - General Settings Page” (Enterprise Components)

When accessing a PeopleSoft Fluid page, the system detects the device you are using and renders the appropriate page. The Expenses homepage is virtually identical whether you launch from a mobile phone or a tablet and includes the same functionality. The only difference is that the mobile phone version is scaled to fit the smaller screen size of the mobile phone device. Select the Expenses tile to view individual tiles.

This topic discusses the tile available on the Expenses Homepage.

Tiles Used to Access Expense Pages and Processes in Fluid

Tiles	***Description***
Expenses Homepage	View notifications and navigate to various PeopleSoft Expenses processes.
Expense System Notices Tile	Displays messages regarding expense policy notices, changes in travel security, and so on.
Add Quick Expense Tile	Select to add transactions directly to My Wallet.
My Wallet Tile	Select to review and edit My Wallet transactions.
Create Expense Report Tile	Select to add a new expense report.
My Expense Reports Tile	Select to view all the active expense reports (expense reports that have not been paid, closed or rejected by an approver).

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Tiles	*Description*
Expense History Tile	Select to review past wallet items and expense reports.
My Preferences - Expense History Page	Configure search criteria for the expense history.

Expenses Tile

Use the Expenses tile to access the Expenses homepage. This tile can be placed on any homepage by your system administrator.

This example illustrates the expenses tile.

The Expense tile alerts you with the total amount of expenses in your wallet that have not been applied to an expense report. The amount displayed is for the employee ID that is linked to the login ID. If a user has access to multiple employees expenses, this amount does not include the amount from other employees.

Expenses Homepage

Use the Expenses Homepage (PT_LANDINGPAGE) to view notifications and navigate to various PeopleSoft Expenses pages and processes.

Navigation:

Select the **Expenses** tile.

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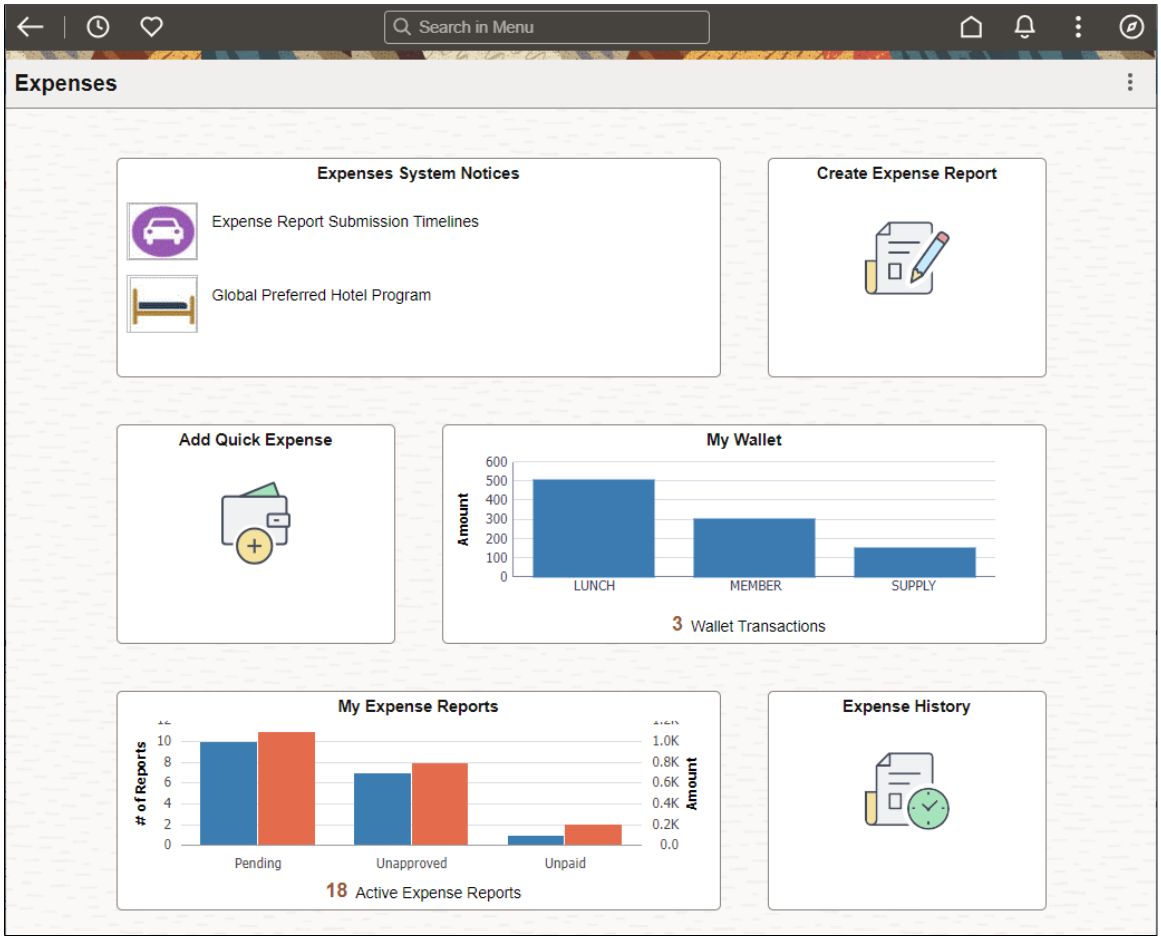
This example illustrates the fields and controls on the Expenses Homepage.



Expense System Notices Tile

Use the Expenses System Notices tile to view notices on the Fluid Expenses homepage.

The Expenses System Notices tile displays the latest announcements from your travel and expenses department. Select the tile to view the Notices page.

Notices Page

Use the Notices page (EX_MBL_NOTICE_FL) to review the complete list of the announcements.

Navigation

Expenses Tile > Expense System Notices

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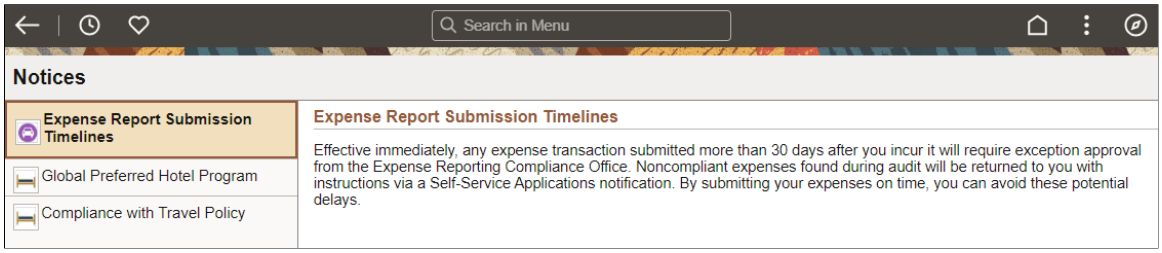
This example illustrates the fields and controls on the Notices page.



Displays messages regarding expense policy notices, changes in travel security, and so on. The data displays in a two-panel format. A summary of the notices is listed on the left panel (this is pulled from the **Title** field on setup page), and the right panel displays the details based on the option you select on the left panel (this is pulled from the **Description** field on the setup page.

Use the “Notices/ Annountement Page” (Application Fundamentals) to add or modify notices for Expenses.

Add Quick Expense Tile

Use the Add Quick Expense tile to create a new wallet transaction.

Select the Add Quick Expense tile to access the Wallet Entry Page where you can create a new expense transaction.

For more information on My Wallet transactions, see Understanding My Wallet Transactions.

My Wallet Tile

Use the My Wallet tile to review and edit wallet transactions.

Select the My Wallet tile to view the Wallet Entry Page.

If you are using a smartphone, the graphical information in the tile displays the top 7 expense types in your wallet. If you are using a tablet or desktop, the tile displays the top 10 expense types. The tile also indicates the number of expenses stored in your wallet. If you have zero wallet transactions, you can still select the tile to create a transaction.

If your organization uses shared credit cards, the data can also include charges made by shared credit card users. See Using Shared Credit Cards.

If the employee logged in is authorized to create expense reports for other employees (a delegate or proxy), this amount does not include the amount from those other employees.

Only Wallet entries that are not assigned to an expense report are included.

Create Expense Report Tile

Use the Create Expense Report tile to access the Expense Report Page where you can create a new expense report by adding expenses manually, or import expense information from your wallet.

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For information on importing from wallet, see Importing My Wallet Data into an Expense Report using PeopleSoft Fluid

My Expense Reports Tile

Use the My Expense Reports tile to view all active expense reports.

The My Expense Report tile displays the total number of expenses that have not been submitted, approved or paid. If you are using a larger device, the system displays a graphical view of the expense amount and the number of expenses in each status.

The data displayed is for the employee ID that is linked to the login id. Select the My Expense Report tile to view the My Expense Reports Page.

Expense History Tile

Use the Expense History tile to access the Expense Report History Page.

Expense Report History Page

Use the Expense Report History page (EX_RPT_HIST_FL) to view the expense report and wallet history.

The Expense Report History page is in the EX_RPT_HISTORY_FL component.

The data displays in a two-panel format. The left panel displays the expense history categories and the report-count for each category. The right panel displays the expense history based on the expense category you select on the left panel.

By default, the system displays the last 6 months of your data and you can adjusted it using the My Preferences - Expense History Page.

A larger device such as an iPad, tablet, or desktop displays the history in a grid format. It may contain additional data such as report description and business purpose, which is not displayed on a smartphone.

Field or Control	***Description***
Actions - Change Employee	Select an employee for whom you want to view the expense history. The Employee Search grid displays the list of employees for whom the current user has the Edit or Edit/Submit access to view expense history. For more information on setting up authorized users to process expense transactions for themselves and for others, see Setting Up Authorized Users

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Field or Control	*Description*
(filter)	Select to change the date range if no reports are displayed based on the search criteria entered in My Preferences page. For information, see the section My Preferences page in this document. This **Update Filter** button displays if you tried to filter the data and there is no data returned. This filter button will be displayed in green to indicate there is filter criteria being entered.
Create Expense Report	Select **Create Expense Report** to create a new expense report. For more information, see Expense Report Page **Note:** When you create an expense report from the Expense Report History page, the expense report will be created for the employee you have selected and not for the employee linked to the login ID.
	Sort the data within the expense history list. The **Sort** button is displayed in green to indicate specific sort criteria that is being used.
	Select an expense report or view the expense report. If the expense report selected is not submitted yet, the system will display the Expense Detail page. Otherwise, the system will display the Report Summary page.
	Select the slider to show the left panel of expense history.

Expense Report History

Select Expense Report History on the left to perform these actions:

Field or Control	*Description*
Copy To New Report	Copy the existing report to a new expense report.
Delete Report	Select to delete the transaction.
Send Notification	Select to access the Send Email Page and send a notification.

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My Wallet History

Use My Wallet History page (EX_WALLET_HIST_FL) to the view list of expenses in your wallet that have been applied to expense report in the last 6 months.

Navigation:

Employee Self Service > **Expenses** > **Expense History**. Select My Wallet History

By default, the system displays the last 6 months of your data and you can adjusted it using My Preference page.

Field or Control	*Description*
	Select to change the date range if no reports are displayed based on the search criteria entered in My Preferences page. For information, see the section My Preferences page in this document. This **Update Filter** button displays if you tried to filter the data and there is no data returned. This filter button will be displayed in green to indicate there is filter criteria being entered.
Add Expense	Select **Add Expense** to create a new wallet transaction. For more information, see Add Quick Expense Tile

My Wallet History - Actions

Within the My Wallet History, you can perform these actions:

Field or Control	*Description*
View Expense Report	View the expense report. This option is available only if the wallet entry is assigned to an expense report.
Send Notification	Select to access the Send Email Page and send a notification.
Restore My Wallet	Restore My Wallet receipts that were previously deleted.

My Preferences - Expense History Page

Use the My Preferences - Expense History page (EX_MY_PREF_FL) to configure search criteria for the expense history.

Navigation

Actions > **My Preferences** > **Expenses**

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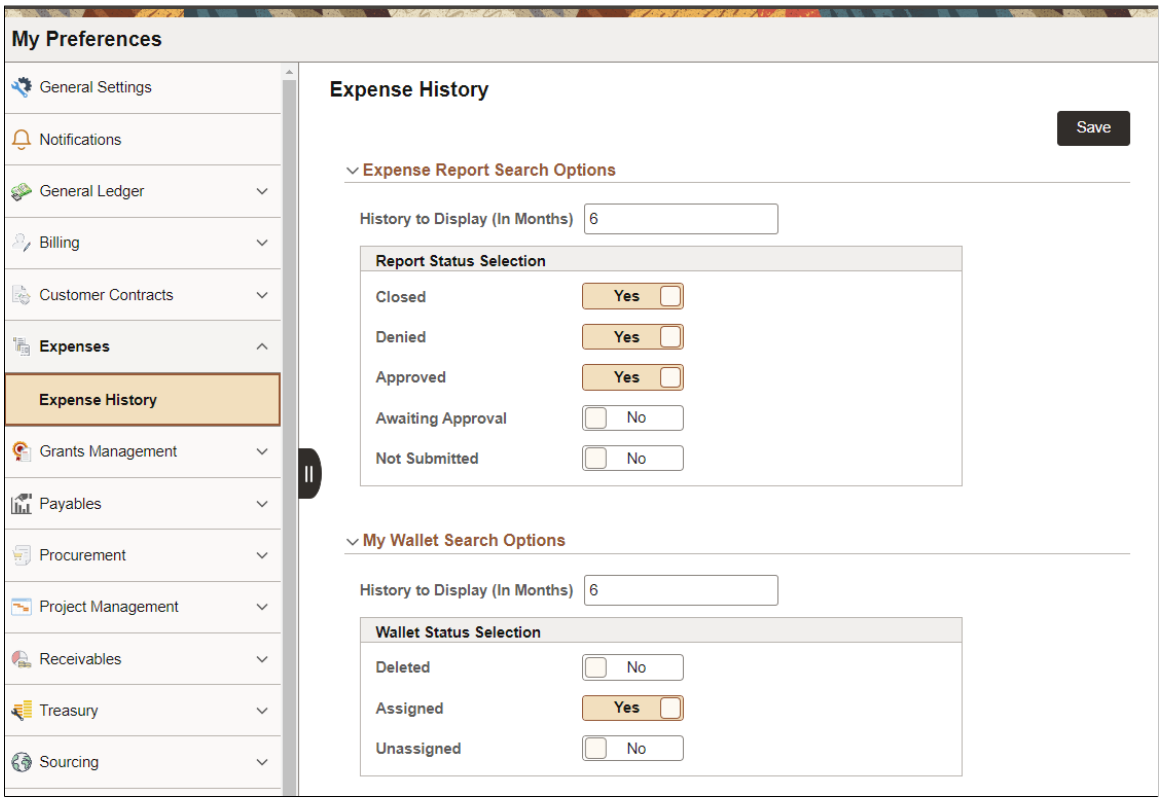
This example illustrates the fields and controls on the My Preferences - Expense History page. You can find definitions for the fields and controls later on this page.



Select your preferences to determine how history displays on the Expense History page.

Field or Control	***Description***
History to Display (In Months) (report or wallet)	Enter the number of months that you want to display your history of expense reports or wallet transactions. By default, the system displays the last 6 months of your data.
Report or Wallet Status Selection	Select whether you want to see expense reports that have each status.

Creating and Modifying Expense Reports Using PeopleSoft Fluid

Using PeopleSoft Fluid, you can create expense reports in two ways:

- Create a new expense report manually. For more information, see Expense Entry Page
- Import from Wallet. See Importing My Wallet Data into an Expense Report using PeopleSoft Fluid

In addition to the pages listed in the table below, this topic discusses:

- Selecting Expense Types using PeopleSoft Fluid

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- Deleting Expense Lines using PeopleSoft Fluid

Pages Used to Create and Modify Expense Reports using PeopleSoft Fluid

Page Name	*Definition Name*	*Usage*
Expense Report Page	EX_SHEET_HDR_FL	Enter the General Information of the expense report.
My Expense Reports Page	EX_EXP_LIST_FL	Review all of your expenses in various statuses.
Expense Details Page	EX_SHEET_DTL_FL	Add a new expense entry or import from My Wallet.
Expense Entry Page	EX_SHEET_LN_FL	Enter expense information.
Expense Report Summary Page	EX_SHEET_SUM_FL	View the total summary of the expense report and allow user to submit the expense report.

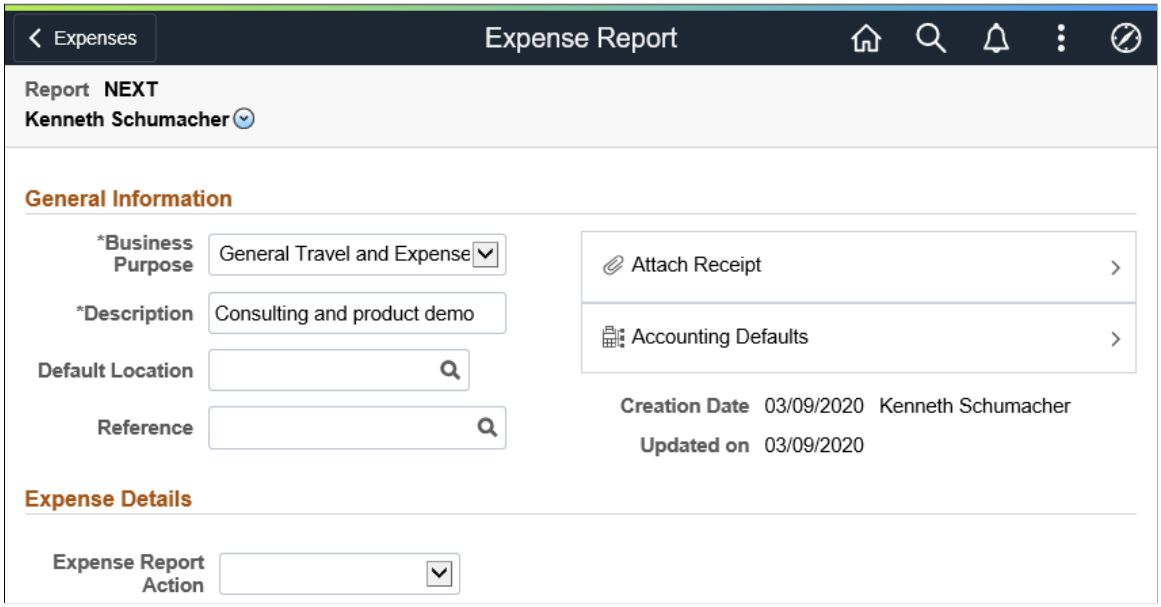
Expense Report Page

Use the Expense Report page (EX_SHEET_HDR_FL) to enter the General Information of the expense report.

Navigation:

Employee Self Service > **Expenses tile** > **Create Expense Report tile**

This example illustrates the fields and controls on the Expense Report page.



You can create a new expense report or import expense data from your wallet.

Complete the information in the General Information section first. The Business Purpose, Description and Default Location fields are automatically populated based on your user profile set up. PeopleSoft Fluid Expenses populates most of these fields with information that you set up on the Employee Privilege Template Page. You can change this information if needed.

Select an option in the **Expense Report Action** field. The system automatically takes you to the desired page.

Field or Control	*Description*
Actions	Select to: • *Change Employee* - takes you to an employee search page where you can change the employee if you are a delegate or proxy user. • *User Defaults* - to access the Employee Profile - User Defaults Page where you can view or update your defaults. This option is available only on devices such as desktops and laptops.
Business Purpose	Select a business purpose from the list. If your user profile is setup with default Business Purpose, the information will automatically be populated in this field.
Description	Enter a description to identify the expense report. If your user profile is setup with default Business Purpose, the information will automatically be populated in this field.
Default Location	Enter a city, country, or geographical area where the expenses were generally incurred. This location will be applied on each expense entry where applicable, and you can change it throughout the expense report process. If you change the default location, PeopleSoft Expenses applies the new location to newly added expenses; the change does not affect existing expense lines **Note:** If VAT is enabled, you must enter a default location so that PeopleSoft Expenses can determine the VAT treatment.
Reference	Select a reference id that has been predefined on the Reference Page. This field is used for tracking or identification

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Field or Control	*Description*
Attach Receipt	Add expense report receipt as attachment. You can upload multiple files at a time depending on configured attachment upload limit. To configure attachment upload limit, see “Installation Options - Multiple Attachments Page” (Application Fundamentals). After the attachment is uploaded, you can review the attachment by selecting either the Image preview icon or by image file name. For more information, see Attachments Page (Expense Header Desktop) **Note:** This section is available only when the following options are selected in the Receipts Confirmation group box on the Installation Options - Expenses Page: The **Option** field is *Attachments Only* or both, *Image and Attachment*. The **Attachment Location** field is *Header Level* or *Header and Line*.
Accounting Defaults	Select to access the Expense Report Defaults Page where you can establish default ChartField values for your expense report. Because these defaults are established at the header level, all transactions on this expense report are charged to this department, fund, project, and activity combination, unless overridden at the line level. For more information, see Viewing and Updating Expense Report Accounting using PeopleSoft Fluid **Note:** This option is not available if the **Default Accounting** option on the Employee Privilege Template Page for the expense report transaction is set to *Hide*.
Expense Report Action	Select one of these options, if available. Available options depend on system configuration: • **Add Expense Lines:** select to add a new expense item manually and access the Expense Entry Page. • **Add from My Wallet:** select to access the My Wallet Page where you can import expenses into the expense report. • **Add from Quick Fill:** select to access the Quick Fill Page and select which expense types you want to add to the expense report. • **Copy Expense Report:** select to access the Copy Expense Report Options Page.

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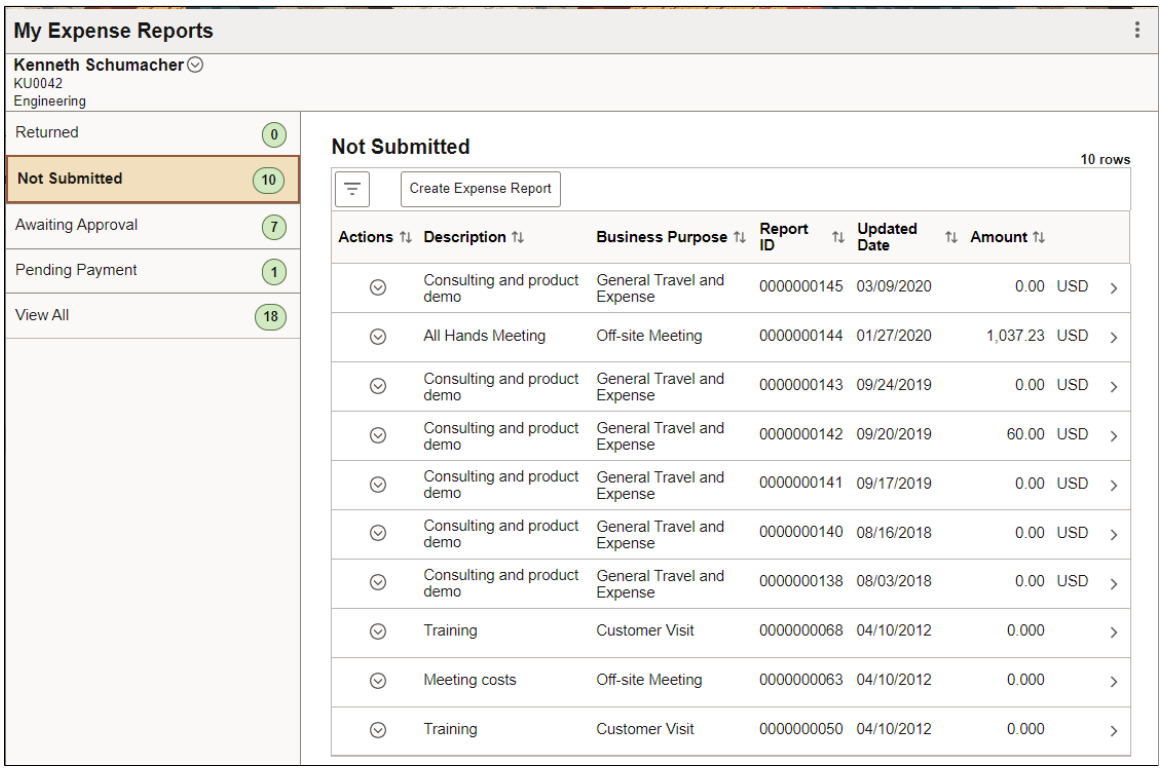
My Expense Reports Page

Use the My Expense Reports page (EX_EXP_LIST_FL) to review all of your expenses in various statuses.

This example illustrates the fields and controls on the My Expense Reports page.



The data displays in a two-panel format. The left panel displays the expense report categories and the report-count for each category.

The right panel displays the expense reports based on the expense category you select on the left panel. The number bubble next to each status indicates the number of expense report in that status. The status that is highlighted in green is the status that is currently being selected.

On the right panel, select an expense report and drill down to My Expense Reports page. From this page, you can easily find the status of your expense report and who is the next in line to approve your report.

Field or Control	***Description***
Create Expense Report	Select to create a new expense report. For more information, see Expense Report Page
	Narrow down the expense report list. This **Filter** button will be displayed in green to indicate there is filter criteria being entered.

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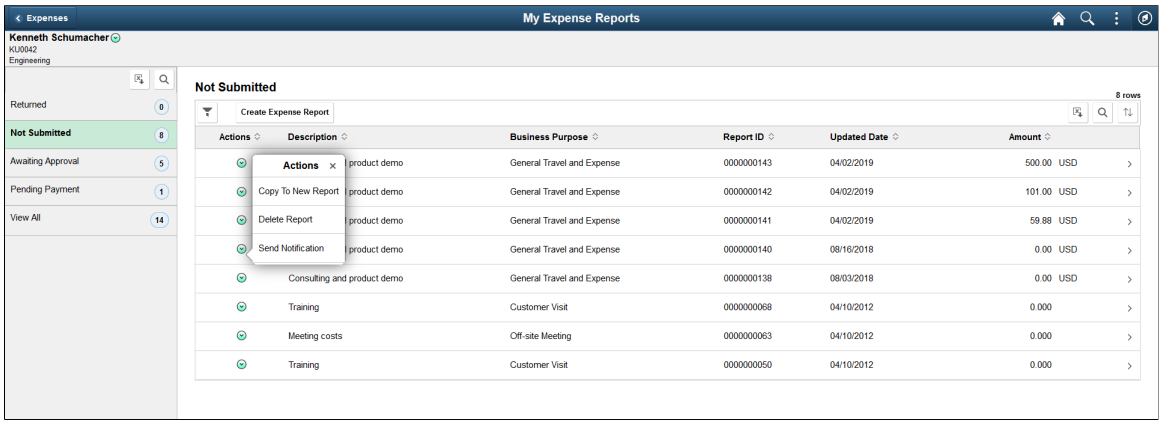
Field or Control	*Description*
	Sort the data within My Expense Reports list. The **Sort** button is displayed in green to indicate specific sort criteria that is being used.
	Select an expense report to view or update the expense report. If the expense report selected is not submitted yet, the system will display the Expense Detail page. Otherwise, the system will display the Report Summary page.
	Select the slider to show the left panel of My Expense Reports.

On devices such as a tablet or a desktop, you may view the pages in the two-panel layout. The list of the expense reports are displayed in the grid format.

This example illustrates the fields and controls on the My Expense Reports page. You can find definitions for the fields and controls later on this page.



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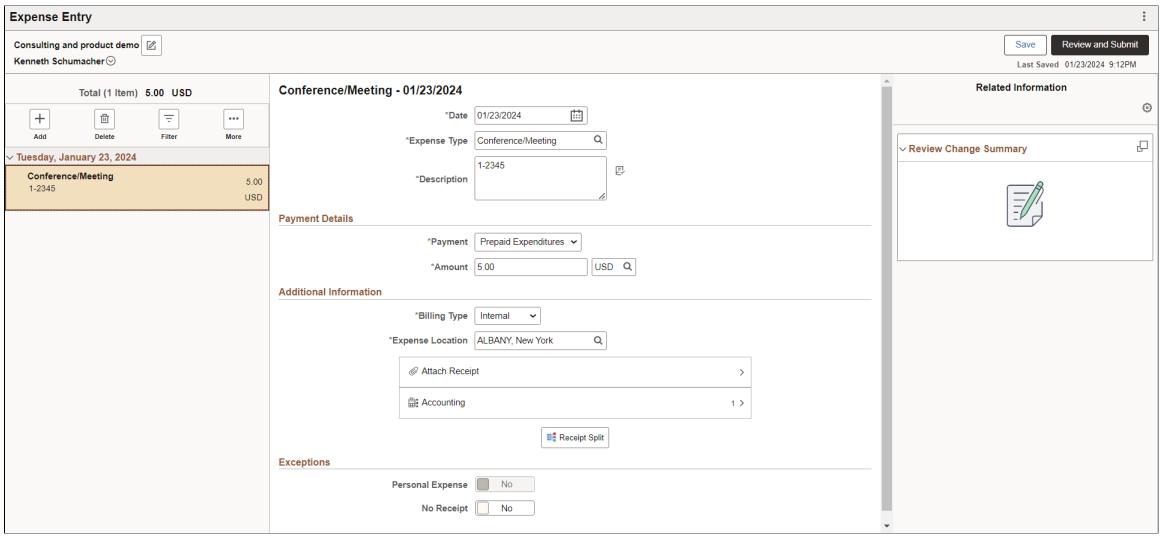
This example illustrates the fields and controls on the My Expense Reports - Expense Entry page. You can find definitions for the fields and controls later on this page.



Note: The data display on the left panel may different based on the Expense Report status. For example, the Approver Role and Approver Name are available on the expense report list in Awaiting Approval status. The type of device and the available screen space will also derive the information being displayed. For example, on smartphone, report Description and Business Purpose will not be displayed.

The following options are available to you when you view the My Expense Reports.

Field or Control	***Description***
Copy To New Report	Copy the existing report to a new expense report.
Delete Report	Delete an Expense Report that is in pending status. This button is available only if the expense report status is **Not Submitted** or **Returned by Approver**.
Send Notification	Select to access the Send Email Page to send a notification to the approver or other people.
	Select to download the search results to Microsoft Excel spreadsheet.
	Select to find a string in the current page.
	Select to sort the data within the Search Results grid.

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Field or Control	*Description*
	Select to view the Expense Entry page to review the entries and change summary.
 Display Review Change Summary in Modal Window	Select to review the change summary.

Expense Details Page

Use the Expense Details page (EX_SHEET_DTL_FL to add a new expense entry or import from My Wallet.

Navigation:

Smart phone: **Employee Self Service** > **Expenses tile** > **Create Expense Report tile**. Select the **Create Expense Report** button.

Tablet: **Employee Self Service** > **Expenses tile** > **Create Expense Report tile**

From the Expense Report page, select the **Create Expense Report** button at the end of the page. Select *Add Expense* Lines from the **Expense Report Action** field.

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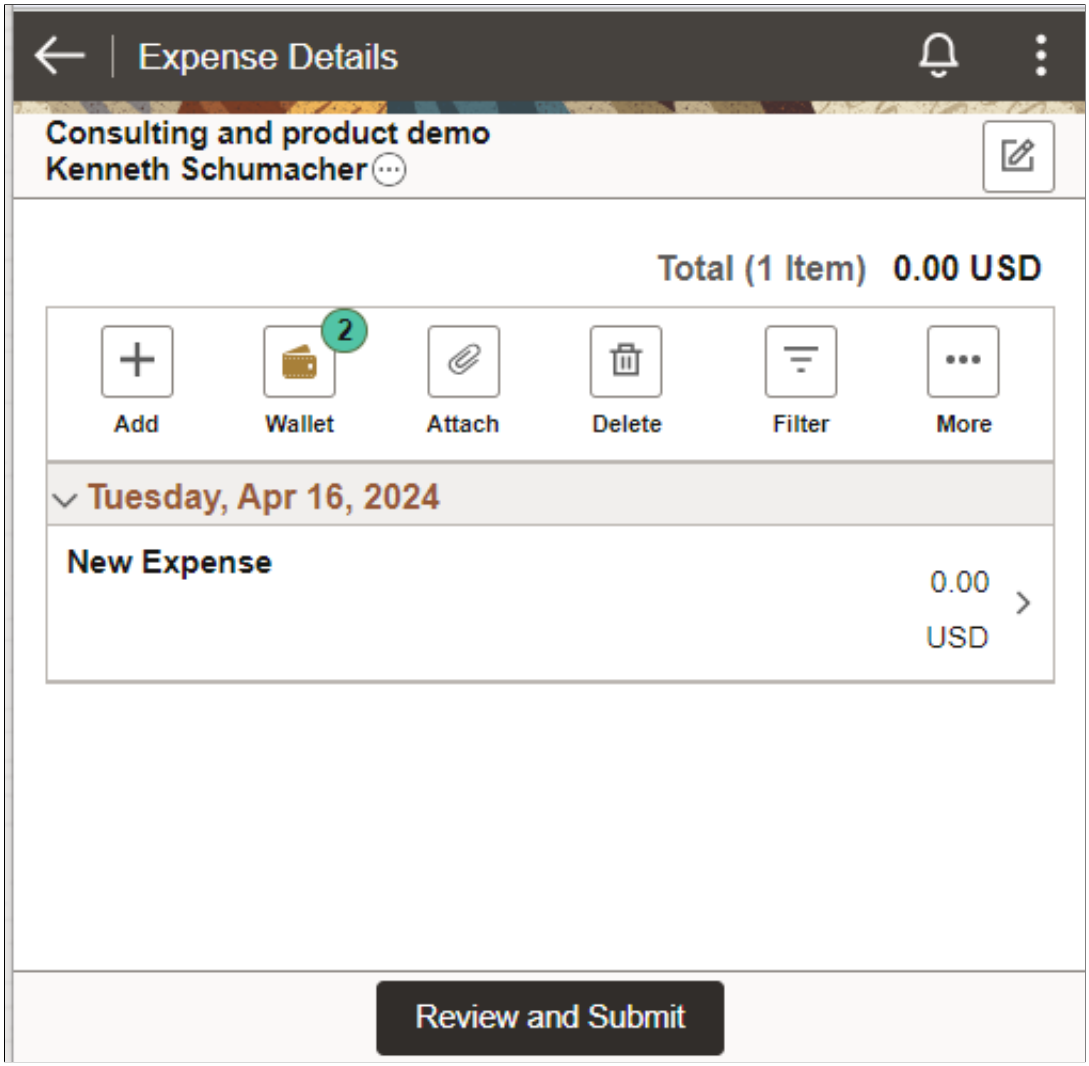
This example illustrates the fields and controls on the Expense Details page.



The grid on the Expense Details page display any expense entries created for the expense reports. General information about the expense report displays on the Header. The Total amount and Number of Items display the sum of the expenses amount in employee's base currency and the number of expense items included in the expense report.

You can view or update user defaults by selecting User Defaults from the Action menu in the Expense Details header. The User Defaults option is available only on devices such as desktops and laptops. For more information, see Maintaining User Defaults

The Expense Details page has the following action buttons:

Field or Control	***Description***
(general information)	Select to return to the Expense Report Page where you can change header information.

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Field or Control	*Description*
<User name> Related Actions	Select to access actions such as User Defaults, which takes you to the Employee Profile - User Defaults Page.
(add)	Select to add a new expense line. See Expense Entry Page
(wallet)	Select to access the My Wallet Page and import transcations.
(attach)	Attach receipts for an expense entry. Depending on configured attachment upload limit, you can upload multiple files at a time for one expense item. To configure attachment upload limit, see “Installation Options - Multiple Attachments Page” (Application Fundamentals). The **Attach** button turns green which indicates that you are in the attachment mode for uploading receipt file. Select the wallet entry on which you want to add the receipt image. To return to normal mode, select the **Attach** button again. For more information, see Attachments Page (Expense Line Smartphone)
(delete)	Delete an expense entry that was entered or imported from wallet. On mobile device such as smartphone, the **Attach** button turns green that indicates that you are in the delete mode. Select an expense entry from the grid to delete. To return to normal mode, select the **Delete** button again. On tablet or desktop, the **Delete** button will delete the expense entry displayed on the left panel.
(filter)	Narrow down the expenses displayed on the grid. This **Filter** button will be displayed in green to indicate there is filter criteria being entered.
(more)	Select the **More** button to open additional action buttons. To return to previous action options, select the **More** button again
(select all or deselect all)	Select or Deselect all the expense entries. This is only available if you select the **More** button. You can also use the individual check boxes in the grid or select a row to select an expense item.

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Field or Control	*Description*
(quick-fill)	Select to access the Quick Fill Page and determine which expense types you want to add to expense reports.
(copy)	Copy one or more expense entries. See Copy Expense Page
(delete)	Select to delete one or multiple expense entries at the same time. See Deleting Expense Lines using PeopleSoft Fluid
(exceptions comments)	Select to display exception comments including Non-Preferred Merchant comments. Only the expense lines with exceptions are displayed. You can drill into each transaction to provide comments for the exceptions. This icon is only displayed when the expense entry has exception comments. A bubble count indicates how many exceptions exist.
(error)	Displays this icon if errors exist on the expense line. To see the detail of the error, go to the Expense Entry page.
(attach)	Displays this icon if an attachment has been added to the expense line.
Review and Submit	Select the **Review and Submit** button to review your expense report in the Expense Summary page. If the expense report has been submitted, the button will be displayed as **View Summary**.

Expense Entry Page

Use the Expense Entry page (EX_SHEET_LN_FL) to enter expense information.

Navigation:

Employee Self Service > **Expenses tile** > **Create Expense Report tile**

From the Expense Report page, select the **Create Expense Report** button at the end of the page. Select *Add Expense* Lines from the **Expense Report Action** field.

From the Expense Details page, select the **Add** action button to add a new expense entry.

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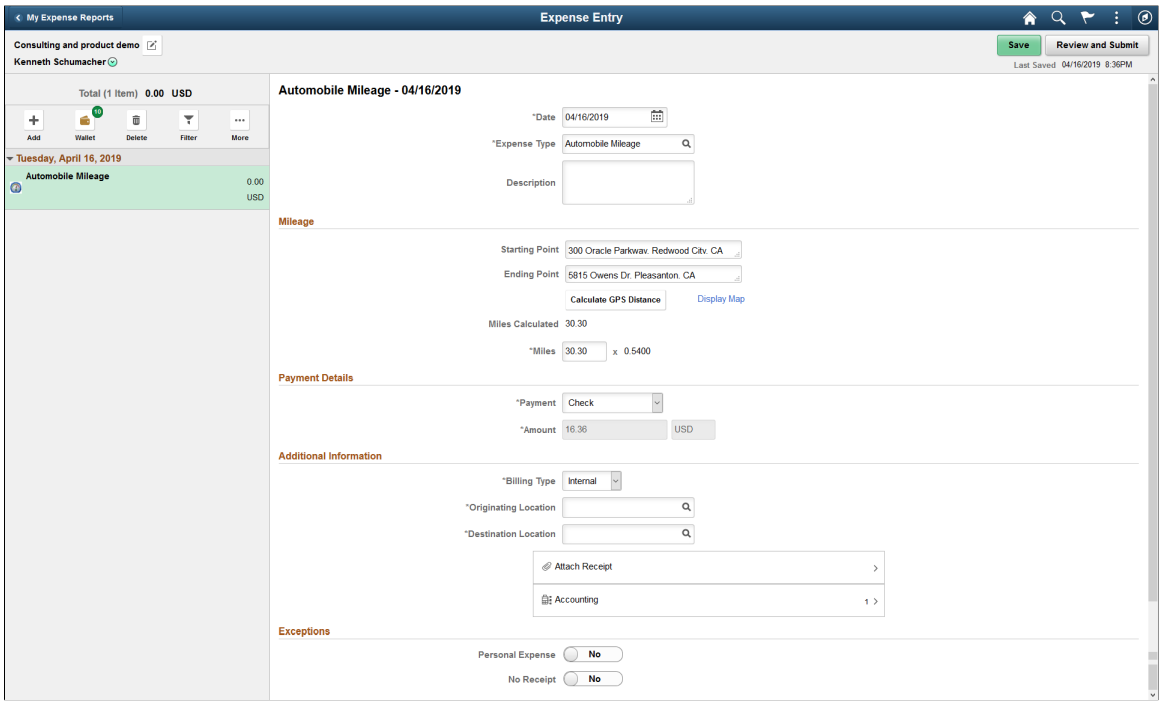
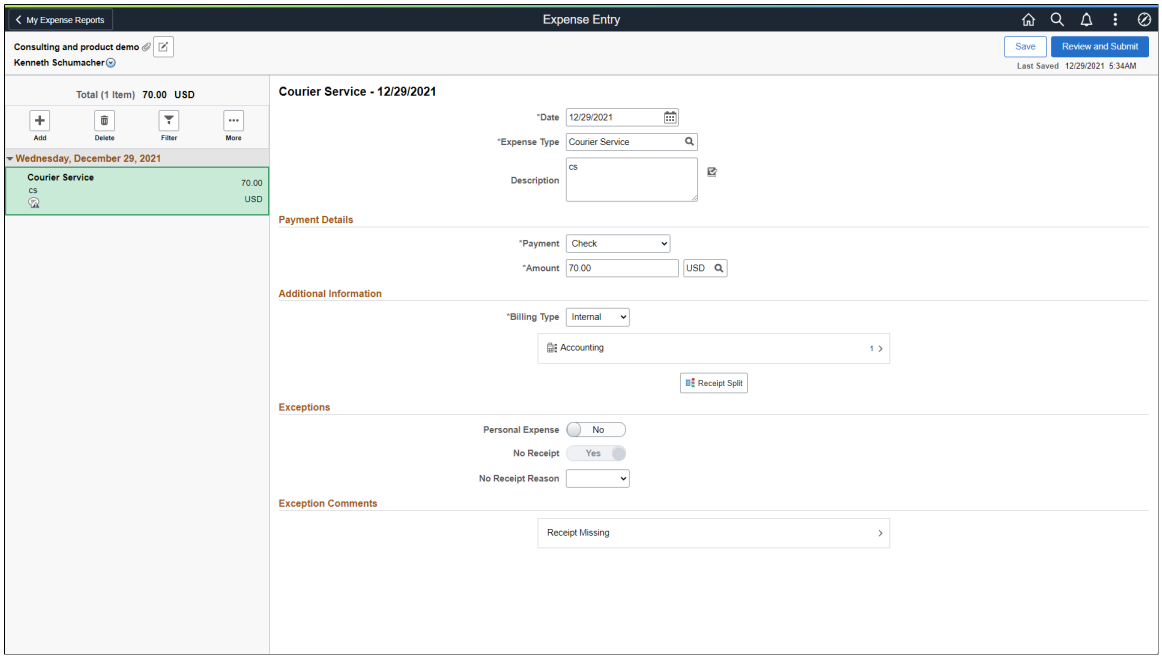
This example illustrates the fields and controls on the Expense Entry for Automobile Mileage expense type.



This example illustrates the fields and controls on the Expense Entry page for Courier Service expense type.



Note: On a tablet or a desktop, the **Expense Details** and **Expense Entry** pages are combined and displayed on the same page.

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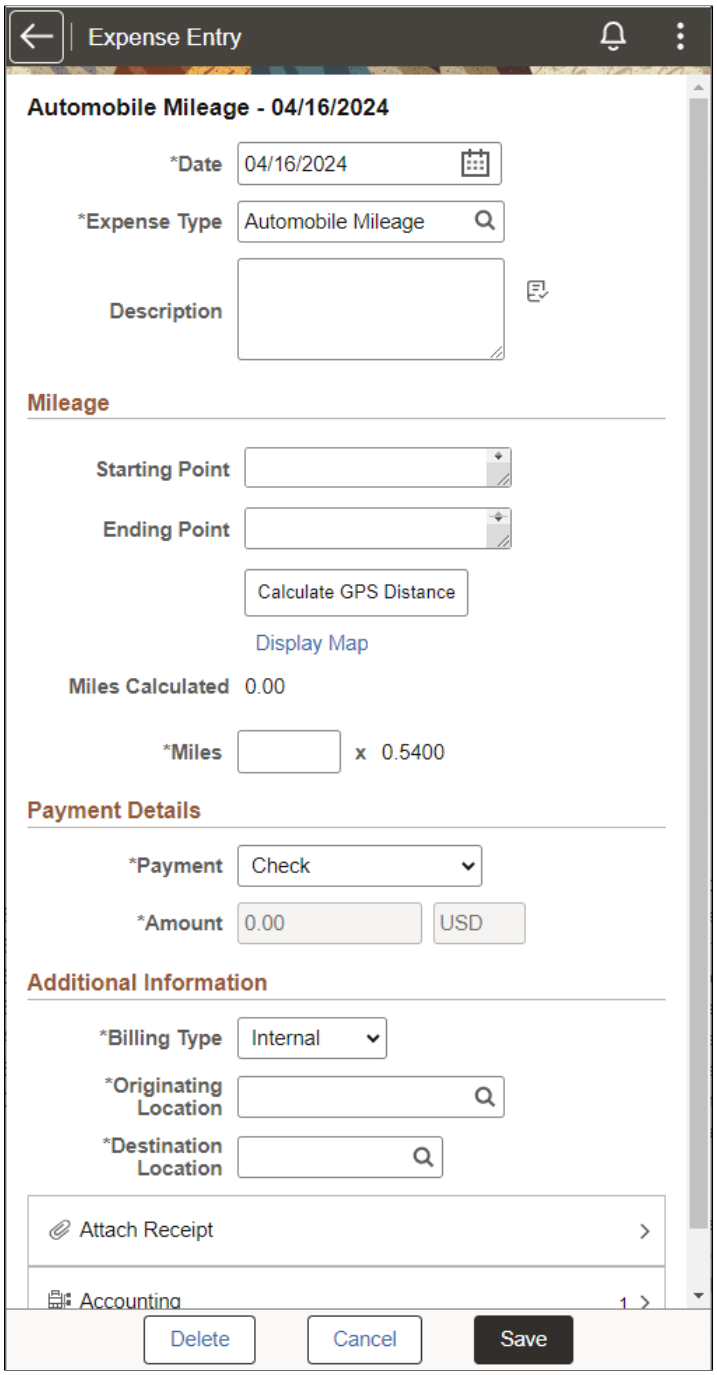
This example illustrates the fields and controls on the Expense Entry page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



You can view or update user defaults by selecting User Defaults from the Action menu in the Expense Entry header. The User Defaults option is available only on devices such as desktops and laptops. For more information, see Maintaining User Defaults

If an employee is GST Applicable as per the set up in their employee profile, they can manually enter the GST information on an expense report.

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Field or Control	*Description*
Review Duplicate Lines	Select to access the Possible Duplicates Exist Page.
Date	Displays the current date, by default. You can change the date manually or choose a date using the calendar icon.
Expense Type	Select an expense type to add an expense item. The system displays the additional fields associated with the expense type after this field is selected. For more information, see Selecting Expense Types using PeopleSoft Fluid If an expense entry has been imported from My Wallet, you can change the expense type if you have configured the Business Unit to allow changes to expense types imported from a Wallet. See the section Change Expense Type from My Wallet Download in Expenses Definition - Business Unit 1 Page If you have allowed changes to expense types imported from a wallet, you can optionally enter a reason code to indicate the reason for the change in expense type. The option to set the requirement of a reason code is configured in the Expenses Definition - Business Unit 1 Page. Changes to the expense type after the expense entry was imported from a wallet is tracked and stored in PeopleSoft tables (EX_CHNG_VALUE).
Description	Enter a description about the expense transaction.
Starting Point and **Ending Point**	Enter a starting address and an ending address for a trip. The system automatically searches for a match and only displays a maximum of four options based on real-world data. You must select one of the options as opposed to entering the entire address manually. The address options come from Oracle eLocation Services. This field is only available when the Expense Type is *Automobile Mileage*, and if you have configured your business unit to display the GPS Distance calculator in the Expense Entry page. See Expenses Definition - Business Unit 2 Page
Calculate GPS Distance	Select to calculate and display the GPS distance after entering the starting and ending point of a trip. This field is only available when the Expense Type is *Automobile Mileage*, and if you have configured your business unit to display the GPS Distance calculator in the Expense Entry page. See Expenses Definition - Business Unit 2 Page

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Field or Control	*Description*
Display Map	Select to view a map of the starting and ending points of a trip. This field is only available when the Expense Type is *Automobile Mileage*, and if you have configured your business unit to display the GPS Distance calculator in the Expense Entry page. See Expenses Definition - Business Unit 2 Page
Miles Calculated	Displays the distance in miles as calculated by the GPS calculator. This field is only available when the Expense Type is *Automobile Mileage*, and if you have configured your business unit to display the GPS Distance calculator in the Expense Entry page. See Expenses Definition - Business Unit 2 Page
Miles / Kilometers	Displays the distance (in miles or kilometers) as calculated by the GPS calculator. You can override this value, and you may be required to enter exception comments if your Business Unit requires you to enter exception comments. This field is only available when the Expense Type is *Automobile Mileage*, and if you have configured your business unit to display the GPS Distance calculator in the Expense Entry page. See Expenses Definition - Business Unit 2 Page
Payment Details	Select a payment method. If the payment is made using a card, enter the card details. If you submit expenses in foreign currency, the system automatically display the currency exchange rate and converts the currency to the employee's base currency. You can override the system-supplied exchange rate. Use the Reset Exchange Rate icon to change the overridden exchange rate to the system-defined exchange rate. **Note:** If an employee is India GST Applicable as per the set up in their employee profile, and the GST Applicable value in the Employee Profile is 'Yes', the amount is automatically calculated and displayed based on the amounts entered in the India GST Information page. A **Tax Exempt** switch is available to indicate your preference if the expense must be exempted from GST or not.
Merchant	This field displays only if **Merchant** is selected as required fields for the expense type selected. See Setting Up Expense Types If a non-preferred merchant is selected, you must provide a justification for not using the company's selected preferred merchant.
Non-Preferred Merchant	Enter the non-preferred merchant that you used for this expense type. This field is free-form text.

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Field or Control	*Description*
Non-Preferred Justification	Select an option that describes why you used a non-preferred merchant. If the list of justifications don't apply, the select *Other (please specify)*. • A user-defined non-preferred justification. User-defined Non-preferred justifications are set up using the Non-Preferred Merchant Justifications Page. • *Other (please specify)* When selected, the system displays the **Other** field where you can enter free-form text. Enter a reason for using the non-preferred merchant if none of the options for the **Non-Preferred Justification** field were appropriate.
Attach	Upload existing file or capture a receipt image for your expense report. You can upload multiple files at a time depending on configured attachment upload limit. To configure attachment upload limit, see "Installation Options - Multiple Attachments Page" (Application Fundamentals). For more information, see Attachments Page (Expense Header Desktop).
Attendees	If **Attendees Edit** is activated for the expense type, you can then select the **Attendees** button. Use the Attendees Entry page to add, view, or modify attendees for the expense. For more information, see the section Expense Type Edit in Expense Types 1 Page
India GST Information	Select to enter GST information. For more information, see the India GST Information section in this document. **Note:** This link is displayed only if an employee is India GST Applicable, and the GST Applicable value in the Employee Profile is 'Yes' .
Accounting	Select to access the Expense Report Distributions Page to review and update ChartField values for an expense line.
Receipt Split	Split receipts that have already been split or split receipts that has never been split before. For more information see Splitting Receipts using PeopleSoft Fluid

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Field or Control	*Description*
Itemize Hotel Bill	Break down the hotel charges into individual expenses such as daily hotel bill, room services, internet, parking, laundry and others. This field displays only if the Expense Type is setup with the Expense Type Edit of 'Hotel'. The Itemize Hotel Bill wizard is a questionnaire page which you can use to split hotel bills into itemized expenses. For more information, see Itemizing Hotel Bills using Hotel Wizard in PeopleSoft Fluid **Note:** You cannot itemize the hotel bill again for the hotel/ lodging expenses that have been itemized. When you drill down to view the individual expense entry, the **Itemize Hotel Bill** button will be unavailable. Use the **Receipt Split** button to do any additional itemization. For more information, see Splitting Receipts using PeopleSoft Fluid
Exceptions	Select the options to show exceptions for your expense report.
Exception Comments	Select to access the Exception Comment window and enter a comment about an exception found by the system. This comment is visible to your approver. If the **Comments Required** option is selected on the Receipts Required Page, then you must enter a comment for the exception. Otherwise, a comment is optional. If the **Comments Required** option is selected and a default comment is entered in the open field on the Receipts Required Page, the system automatically pulls the default comment into this field. You must select this field to view the default comment and then select **Done** to prevent an error.
Personal Expense	Select to indicate that the transaction is neither business related nor subject to employee reimbursement.

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Field or Control	*Description*
No Receipt	Select if no receipt is available to substantiate an expense item that requires a receipt. PeopleSoft Expenses compares the expense to the minimum amount that is required for a receipt. If a receipt is required, you may need to provide an explanation on the No Receipt Included page for not having a receipt. Requiring Receipts can be defined two ways: • At the business unit level, using the Expenses Definition - Business Unit 1 Page • At the business unit, expense type, and payment method level, using the Receipts Required Page If this feature is being used, a receipt verifier must verify a hard or soft copy of the receipt. For additional information about this feature, see Understanding Receipt Options for Expense Reports. This field is controlled at business unit level. If the **Enforce Receipts** option is selected, the system automatically controls this option on the expense report: • If you add an attachment to the expense report, it is *No*. • If you don't add an attachment it is *Yes*.
No Receipt Reason	Select a Reason Code if a receipt is required but not attached.
Save	Select to have the system validate the entry. If there are errors, the system displays a red flag and the details of the error is displayed at the top of the page. You must correct all errors to submit. For more information on handling errors, see Correcting Expense Report Errors Using PeopleSoft Fluid.
Cancel	Select the Cancel button to exit the Expense Entry page. Select Delete to delete the expense entry.
Review and Submit	Select to have the system perform the same checks as saving. In addition, if the report passes all system verifications, the report is sent to the approver.

India GST Information page

Use the India GST Information page (EX_GST_LINE_SCF) to enter India GST information on an expense report.

Note: This page is available only if an employee is India GST Applicable, and the GST Applicable value in the Employee Profile is ‘Yes’.

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Field or Control	*Description*
Expense Type	Displays the expense type selected for the expense.
Tax Category Code	Displays the tax category code based on the expense type.
Amount	Displays the total amount including the amount you spent and any GST amount. Amount will not be displayed until all cost related fields are populated.
Physical Nature	Indicates whether an expense type is a good or a service.
Organization Name	Displays the organization name as set up in the Employee Profile
Organization State	Displays the name of the state in India as set up in the Employee Profile
GSTIN Number	Displays the GSTIN number as in the Employee Profile.
Expense Location	Displays the city, country, or geographical area where the expenses generally incurred.
Expense Location State	Displays the name of the state based on the Expense location.
Ship-To/Bill-To Location	Select a Ship-To/Bill-To Location for the goods or services.
Ship-To/Bill-To Location	Displays the state of the Ship-To/Bill-To Location.
Merchant	Select if the merchant is a Preferred or Non-Preferred Merchant.
Non-Preferred Merchant	Enter or select a merchant name based on your selection for Preferred or Non-Preferred Merchant.
Non-Preferred Justification	Enter a justification.
Merchant GSTIN	Displays the Merchant GSTIN as set up in the Preferred Merchant Setup page.

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Field or Control	*Description*
Merchant Location	Select the Merchant location.
Merchant Location State	Displays the state of the Merchant location.
Receipt Number	Enter a receipt number for the expense.
SAC/HSN Code	Displays the default SAC or HSN Code as configured in the Expense Type Setup. You can override the default code.
Tax Authority	Displays the Tax Authority based on the tax category, ship-to location and merchant location. The values for the tax authority comes from the Global Setup pages.
Tax Jurisdiction	Displays the jurisdiction of the tax authority. This field is populated based on the tax authority.
Tax Code	Displays the Tax Code based on the tax category, ship-to location and merchant location. The tax code and the applicable tax components are set up and configured in the Tax Calculation Code page. For more information, see “Tax Calculation Code Page” (PeopleSoft Global Options and Reports)
Cost of Good(s) or Service(s)	Enter an amount on the receipt that you incurred on the goods or services.
Calculated CGST Tax Amount	Displays the calculated Central GST tax amount for the expense line.
Override CGST Tax Amount	Enter an amount to override the Central GST tax amount.
Calculated SGST Tax Amount	Displays the calculated State GST tax amount for the expense line.
Override SGST Tax Amount	Enter an amount to override the State GST tax amount.
Tax Rate	Displays the calculated tax rate.
Transaction Amount	Displays the expense amount.

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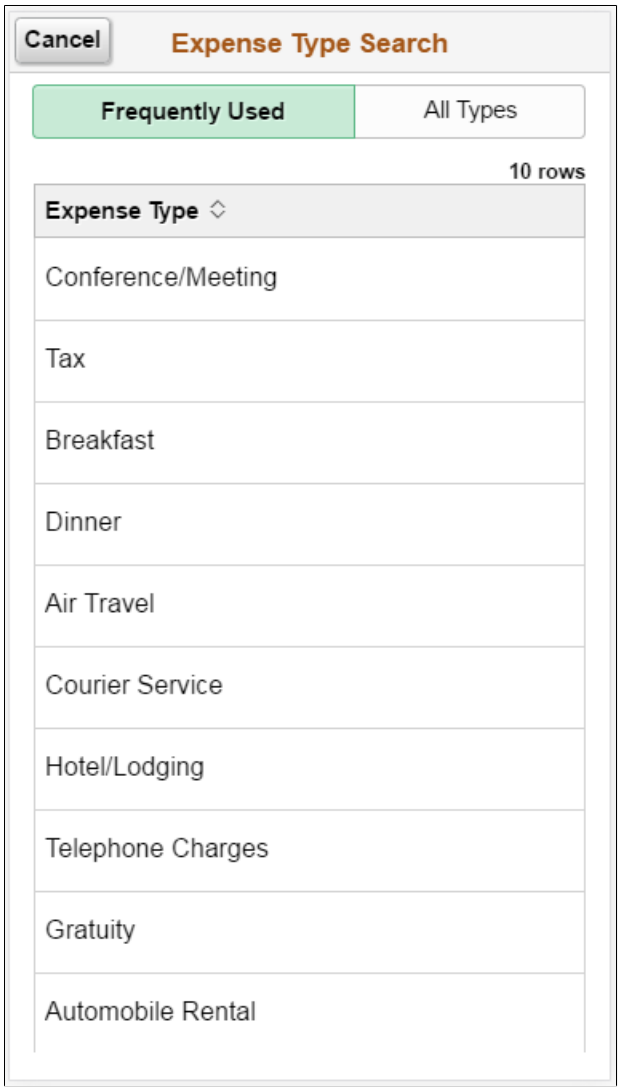
Selecting Expense Types using PeopleSoft Fluid

Use the Look up Expense Type prompt to select from the list of expense types. You can choose an expense type from the **Frequently Used** tab or from the **All Types** tab.

This example illustrates the fields and controls on the Expense Type Search page. You can find definitions for the fields and controls later on this page.



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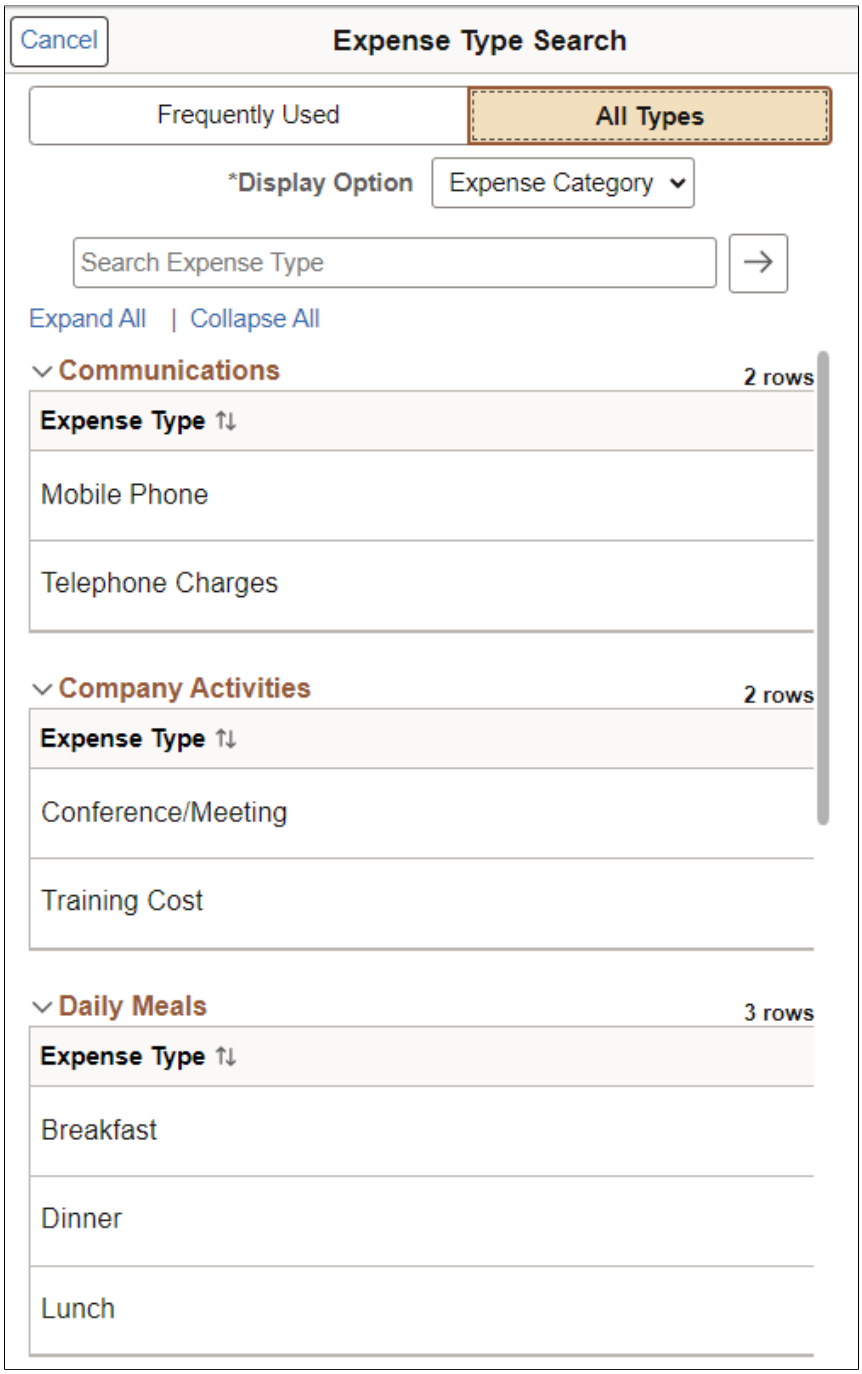
This example illustrates the fields and controls on the Expense Type Search page. You can find definitions for the fields and controls later on this page.



Select **Frequently Used** tab to select from a list of top 10 frequently used expense types in the last six months. Select **All Types** to list all the expense types.

Fluid Expenses will default to display the Frequently Used tab. If there is no expense type listed, the All Types tab will be the default.

There are two Display Options within All Types tab.

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Expense Category lists the expense types by expense category. Expense Type lists the expense type alphabetically. Expense Category display option is available only if you select the **Use Expense Type Category** check box on the Installation Options page for Expenses. If there is no expense category setup for the employee's business unit, the expense category option will be hidden.

You can also narrow down the expense type list by using **Search Expense Type** field. You can also search for an expense type by entering the description of the expense type in the **Search Expense Type** field.

After you select an expense type, the system automatically modifies the Expense Entry page and displays any additional fields required for the selected expense type.

Expense Type is Air Travel or Hotel Lodging

These fields appear when *Air Travel* or *Hotel/Lodging* is selected as the expense type:

Field or Control	***Description***
Ticket #	Enter the unique airline ticket number. PeopleSoft Expenses verifies that the ticket number is unique and prompts you if the system detects that the ticket number was used previously.
Merchant	Select whether the merchant that was used for the expense type is a preferred or not a preferred merchant.
Number of Nights	Enter the number of nights that the expense covers.
Itemize Hotel Bill	Select the **Itemize Hotel Bill** button to access the Itemize Hotel Bill Page and itemize the hotel receipt into more specific charges, such as room and telephone charges. Once itemized, PeopleSoft Expenses populates the main expense grid with each itemized charge. You may itemize the entire bill or only part of it if some expenses are non-reimbursable. PeopleSoft Expenses supports the ability to itemize lodgings with different room rates.

Expense Type is Automobile Mileage

Field or Control	***Description***
Originating Location and **Destination Location**	Enter the originating and destination locations. In the Originating Location field, select the location (which you establish during system setup) from where you began your business travel. PeopleSoft Expenses pre–populates this field if you enter an originating location on the Employee Profile - User Defaults page.

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Field or Control	*Description*
Transportation ID	Select a transportation ID. This field is active if the distance rate for expense type Auto Mileage is *Varied.* This field does not appear if the distance rate for expense type Auto Mileage is *Standard.*
Miles	Enter the miles from the originating to the destination locations. When you exit this field, the system calculates the Amount field using the mileage rate
(mileage rate)	Displays the mileage rate to the right of the **Miles** field. This rate is used to calculate the reimbursement amount for the distance traveled.

Expense Type is Per Diem

Field or Control	*Description*
Per Diem Range	Select a per diem range that defines the number of days at a specific location. PeopleSoft Fluid Expenses uses this information for per diem calculations. The system looks at the employee's base country to determine whether to display the **Per Diem Range** field or the **Start Time** and **End Time** fields.
Start Time and **End Time**	Enter the start and end times for the day. The system looks at the employee's base country to determine whether to display the **Per Diem Range** field or the **Start Time** and **End Time**fields.
Amount	Displays the calculated per diem amount based on the location and other per diem setup rules. You can override the **Amount** field if you are authorized to do so.
	Select the **Refresh Per Diem Amounts** button next to Per Diem Range or End Time field to recalculate the amount.

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Field or Control	*Description*
Per Diem Deductions	Select the Per Diem Deductions section to access the Per Diem Deductions page and select the qualified deduction percent, amount, or calculation code for the expense type. The option selected is applied to the per diem amount. If a deduction percent or amount results in an amount greater than the original per diem amount, then the per diem amount is set to 0.00 (zero) and a message is displayed by the system.

VAT Fields

The VAT fields appear only if you enable the **Record Foreign VAT** option on the VAT Options page or if the employee's business unit is associated with a VAT entity.

Field or Control	*Description*
Calculated VAT(calculated value-added tax)	Displays the calculated VAT unless the option has been set to hide for your organization.
No VAT Receipt(no value-added tax receipt)	Select if the employee did not submit a receipt for a VAT expense item that requires a receipt. You can set up approval and audit rules so that expenses with VAT but without receipts require approval and auditing because in many countries you cannot claim tax credits for the VAT without a receipt. When you select this option, PeopleSoft Expenses sets the recovery percentage and rebate amount fields to zero.
Override VAT (override value-added tax)	Enter an amount to override the calculated VAT.

See Setting Up VAT Driver Defaults for PeopleSoft Expenses and Entering VAT Information on Expense Reports.

Deleting Expense Lines using PeopleSoft Fluid

There are multiple ways to delete expense lines.

To delete a single expense entry:

1. Select the specific line.
2. Select the **Delete** button at the end of the page.

To delete multiple expense entries:

1. Select the **More** button.
2. Select the expense entries you want to delete.

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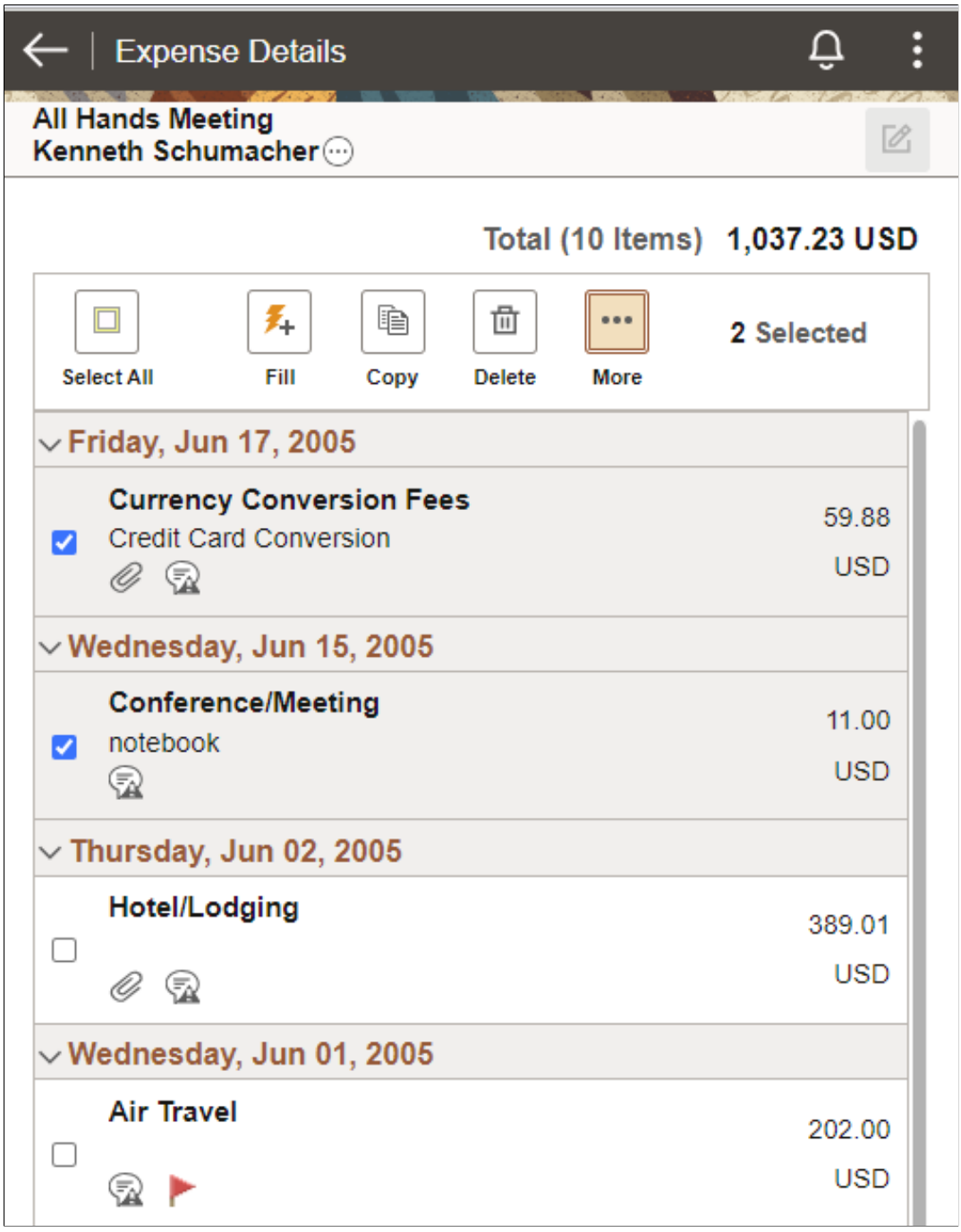
You can use the **Select All** button if you want to delete all the expense entries.

3. Select the **Delete** button at the beginning of the page.

This example illustrates the fields and controls on the Expense Entry Page - Delete Expense Lines.



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Note: If you import enhanced data (Hotel/Lodging expense type) from credit card vendors, and you delete a transaction detail line, then all of the detail transaction lines that were imported are deleted for the transaction. You cannot delete individual detail lines that are enhanced data. If you delete an enhanced data detail line, a message is issued that all lines associated with the Hotel/Lodging expense type will be deleted.
If the expense line was imported from My Wallet, the data will be returned to My Wallet page. If the expense line contain attachment was uploaded from My Receipts page, the file will be returned to My Receipts page.

Expense Report Summary Page

Use the Expense Report Summary page (EX_SHEET_SUM_FL) to view the total summary of the expense report and allow user to submit the expense report.

Navigation:

Expense Details page > **Review and Submit** (For Expense Report in Pending status).

Expense Details page > **View Summary** (For Expense Report that has been submitted).

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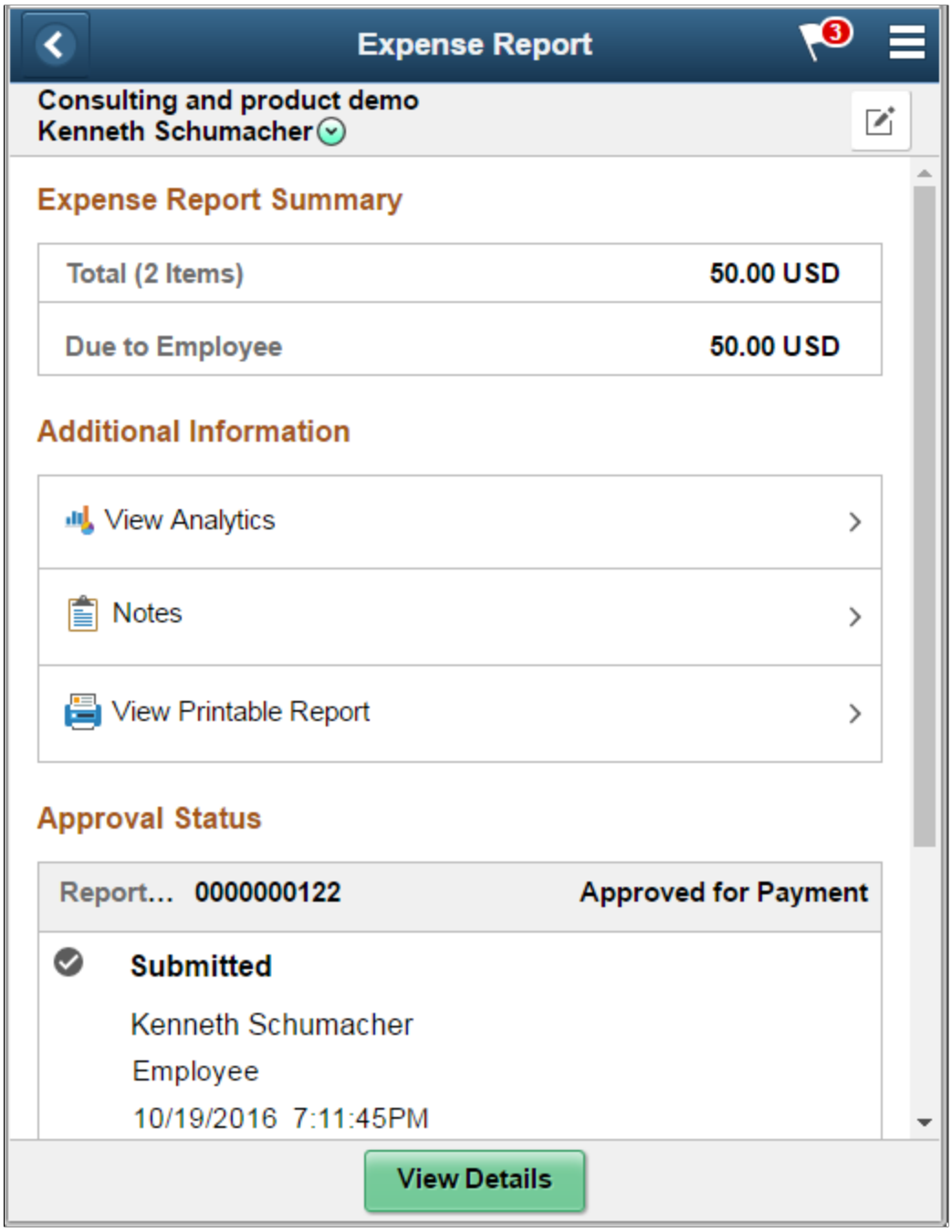
This example illustrates the fields and controls on the Expense Report Summary page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



The Export Report Summary section of the Expense Summary page provides the total summary of the expense report. If there are errors in the expense entry, a high level error message displays at the top of the Expense Summary page. You will need to return to the Expense Details page to correct the error. An expense report will not be submitted if there is error.

Only non-zero amount total will be displayed in the Expense Report Summary section. The complete list of possible total summary are given below:

- Total expenses

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- Employee Credit amount
- Non-reimburse amount
- Prepaid Expenses amount
- Advance Applied
- Due to Company
- Due to Employee
- Due to Supplier

The Additional Information section of the Export Summary page has the following options:

Field or Control	***Description***
	Select to view or update the General Information page of an expense report.
Cash Advance	Displays the Cash Advance section if the expense report has an outstanding cash advance or an cash advance adjustment. When you further drill down on the cash advance section, the Cash Advance page displays. For more information, see Applying Cash Advance to Expense Report using PeopleSoft Fluid **Note:** Cash Advance section will not be displayed if there is no data that can be applied to the expense report.
Travel Authorization	Displays the Travel Authorization section if: • A Travel Authorization has already been linked to the expense report • Approved Travel Authorizations that can be linked to the expense report • The expense report has been created by copying the Travel Authorization data. For more information on copying a travel authorization, see Travel Authorization Search Page For information on Associating a Travel Authorization to an expense report, see Associating Travel Authorizations to Expense Reports in PeopleSoft Fluid **Note:** Travel Authorization section is not displayed if there is no data that can be applied to the expense report.
View Analytics	Select to access a page to view expenses by type, by department, and project and activity. For more information, see Viewing Analytics in PeopleSoft Fluid.

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Field or Control	*Description*
Notes	Select to access the Notes page for this expense report. Use the Notes page to add notes or view notes from other users. Use the **Edit** button to edit your notes. You can delete your notes only if the expense report status is in Pending or Open status. Existing notes, or notes entered as part of the approval process cannot be deleted. For more information, see Working with Notes and Notifications Using PeopleSoft Fluid
View Printable Report	Select to view a printable expense report in PDF format. When the printable report opens, you can either select to print or download the report. **Note:** The printable expense report displays India GST amounts if the Enable India Goods and Service Tax check box is selected on the “Installation Options - Overall Page” (Application Fundamentals).
Update Details / **View Details** button	Select to access the Expense Details PageExpense Details page. The **Update Details** button displays if the expense report has not been submitted. The **View Details** button displays if the expense report has been submitted.
Submit button	The **Submit** button displays if there are no errors on the expense entry. Select to submit your expense report for approval. After you submit the expense report, you cannot modify it. You can only view expense reports after you have submitted them. To complete your expense report submission, select Submit on the Submission Confirmation pop up message. **Note:** The certification message can be updated in the Message Catalogue. After the expense report is submitted, you are transferred to the My Expense Reports Page.
Withdraw button	The **Withdraw** button displays if the expense report is submitted and it is pending approval. As long as your expense report is not approved, you can withdraw submission of your expense report. There will be time when the system takes longer to complete the withdraw process. You will need to wait for a few second and select the **Refresh Approval Status** button. This will refresh the page and will allow you to modify the page.

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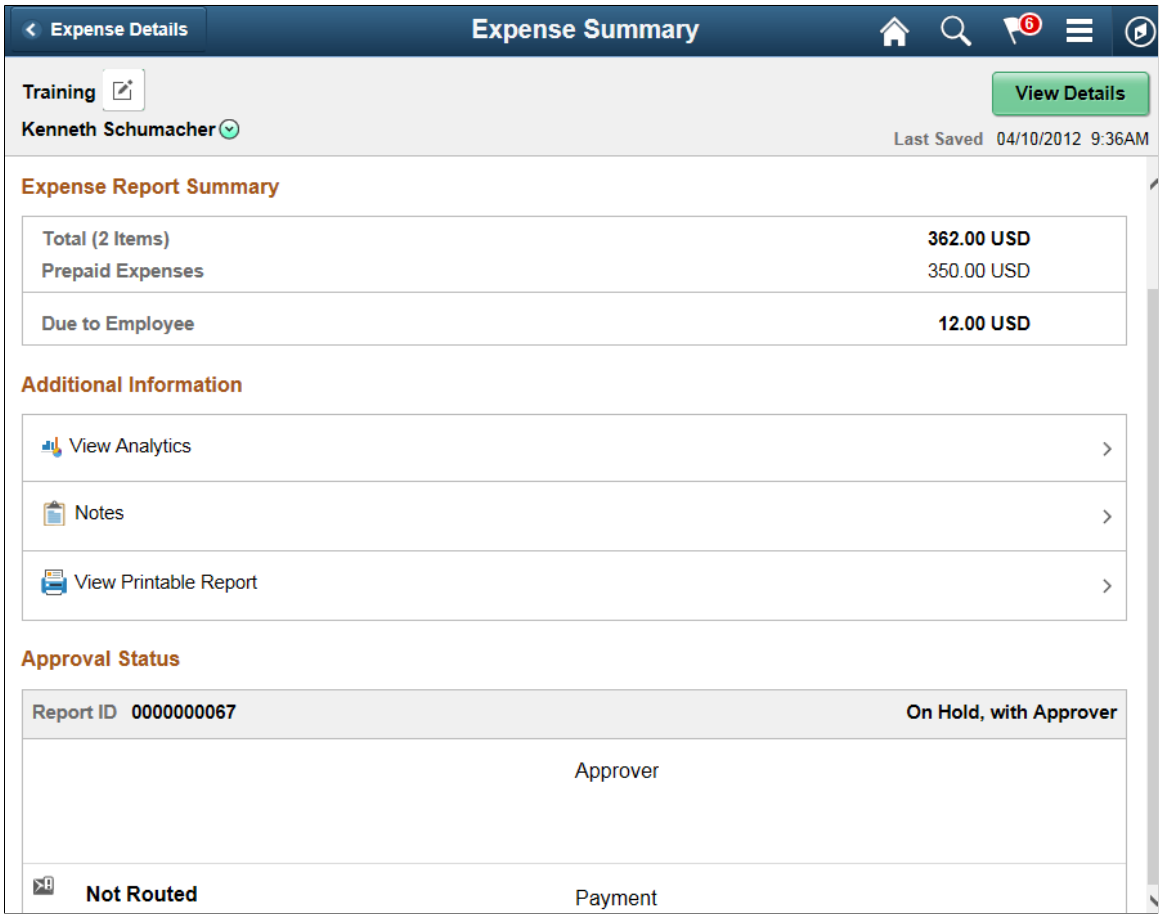
Field or Control	*Description*
Approval Status	The Approval Status section of the Expense Summary page displays the Approval History, Approval path and the action taken. If there are multiple approvers or a Pooled approver, you can select the (Pooled) hyperlink to view the list of the approvers.

This example illustrates the fields and controls on the Expense Summary page as displayed on a tablet. You can find definitions for the fields and controls later on this page.



You can view or update user defaults by selecting User Defaults from the Action menu in the Expense Summary header. The User Defaults option is available only on devices such as desktops and laptops. For more information, see Maintaining User Defaults

Related Links

Creating and Modifying Expense Reports

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Creating Expense Reports as a Delegate

PeopleSoft Expenses allows authorized employees to create and submit expense reports on behalf of other employees. This type of employee is referred to as a delegate or proxy.

The page flow is slightly different when a delegate creates an expense report, whether it be for themselves or for someone else. This topic discusses that page flow.

Setting up the Delegate Feature

Use the “Installation Options - Expenses Page” (Application Fundamentals) to determine the Create Expense Document Options for Authorized Users. This option applies only to expense reports. Not other expense transactions.

Use the Setting Up Authorized Users topic to set up delegates and the employees for which they can create expense transactions.

Pages Used to Create Expense Reports as a Delegate

Page Name	*Definition Name*	*Usage*
Employee Search Page (Delegate)	EX_SHEET_SRCH_SCF	Select yourself or an employee for which to create an expense report.
Expense Report Page (Delegate)	EX_SHEET_HDR_FL	Enter general information and select an expense report action when entering expense reports as a delegate.

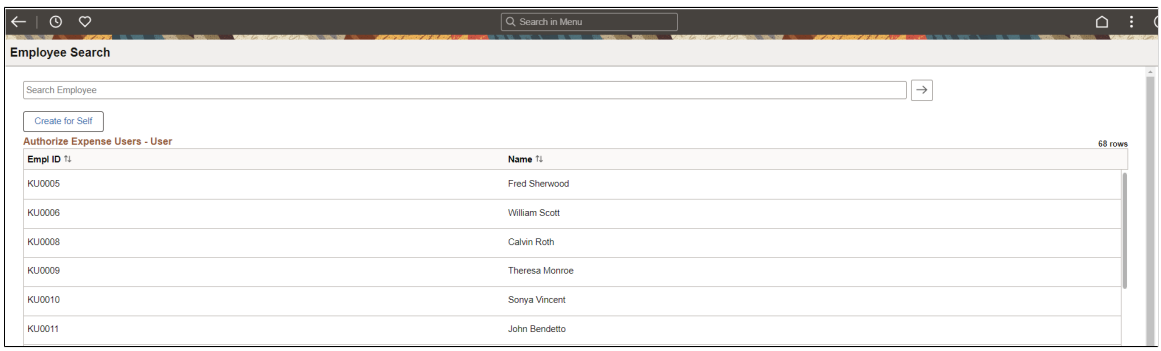
Employee Search Page (Delegate)

Use the Employee Search page (EX_SHEET_SRCH_SCF) to select yourself or an employee for which to create an expense report.

Navigation:

Create Expense Report (tile)

This example illustrates the fields and controls on the Employee Search page for a delegate.



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Field or Control	*Description*
Create for Self	Select to create an expense report for yourself.
Empl ID (employee ID)	Select an employee in the list to create an expense report for someone else.

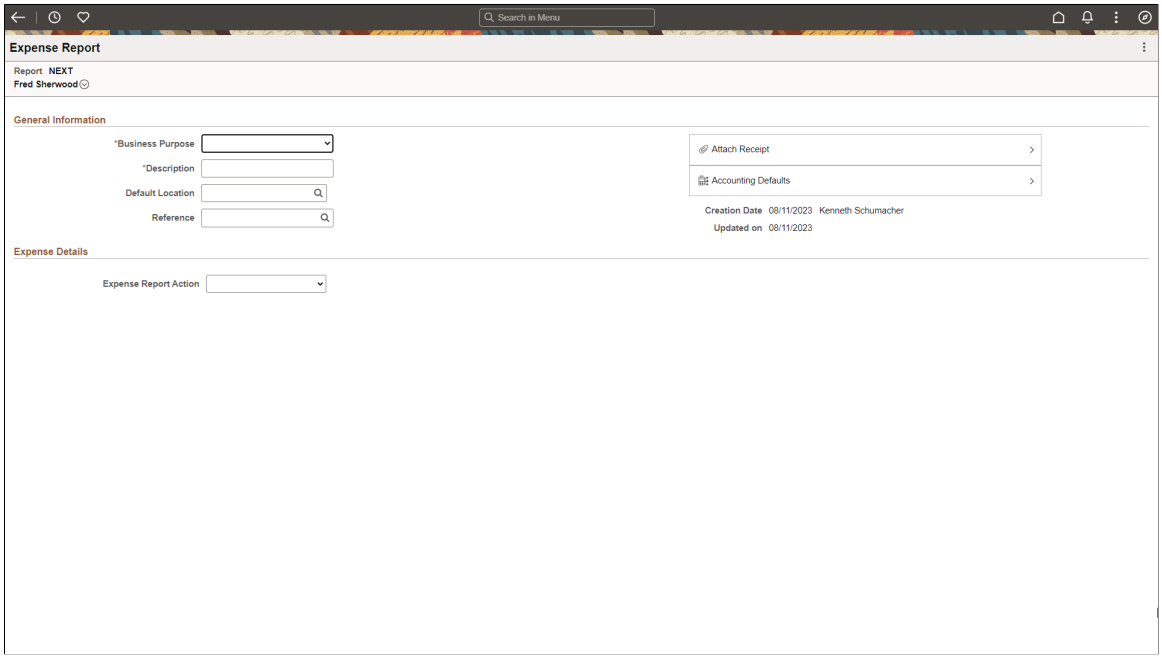
Expense Report Page (Delegate)

Use the Expense Report page (EX_SHEET_HDR_FL) to enter general information and select an expense report action when entering expense reports as a delegate.

Navigation:

From the Employee Search Page (Delegate), select the employee for which you are creating the expense report.

This example illustrates the fields and controls on the Expense Report page for a delegate.



When you are a delegate and creating an expense report on behalf of another employee, the employee's name appears in the upper/left of the Expense Report page. Your name appears next to the **Creation Date**.

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Viewing and Updating Expense Report Accounting using PeopleSoft Fluid

Pages Used to View and Update Expense Report Accounting using PeopleSoft Fluid

Page Name	*Definition Name*	*Usage*
Expense Report Defaults Page	EX_SHEET_SPLIT_SCF	View or edit default accounting for an expense report.
Expense Report Distributions Page	EX_SHEET_DIST_SCF	View or edit accounting distribution information for an expense entry.
Accounting Tag Page	ACCTG_TAG_SEL_SCF	Select an Accounting Tag to distribute the expense amount and populate ChartFields.
Manage Favorites Page	TAG_FAV_SEL_SCF	Select the Accounting Tags that you want to appear on the Accounting Tag page.

Understanding Accounting Tags

Accounting Tags are an optional feature that you can use in place of manually entering ChartField combinations. Accounting Tags distribute quantity and amounts across multiple ChartField distribution lines. Expense uses only amount based distribution and multi-line accounting tags.

To use the Accounting Tag feature in PeopleSoft Expenses, you must select the Use Accounting Tag check box on the “Accounting Tag Registration Page” (Application Fundamentals).

When defining Accounting Tags for Expenses, Oracle’s PeopleSoft recommends that you select Enter Percentages in the Distribution section of the “Accounting Tags - ChartFields Page” (Application Fundamentals). When an accounting tag is selected, the transaction amount gets distributed based on the values defined on this setup page.

Note: If you select *weights*, a corresponding percentage is calculated on the Accounting Tag page and the distribution occurs in Expenses based on *percentage*.
UOM (Unit of Measure) has no significance in Expenses>

Default Hierarchy

ChartFields default based on the last default action performed. For example, if an expense type is changed after an accounting tag is applied, then the defaults for the expense type take precedence. If accounting tags are applied after the defaults for the expense type are applied, then the defaults for the accounting tag takes precedence.

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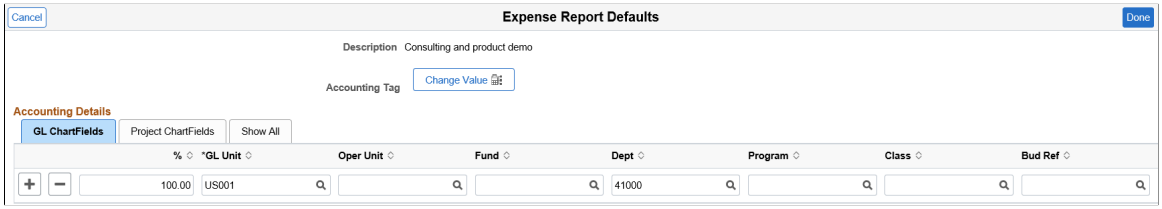
Expense Report Defaults Page

Use the Expense Report Defaults page (EX_SHEET_SPLIT_SCF) to view or edit default accounting for an expense report.

Navigation:

Employee Self Service > **Expenses tile** > **Create Expense Report tile**. Select the Accounting Defaults section on the Expense Report page.

This example illustrates the fields and controls on the Expense Report Defaults page.



The Department, Fund, Project, and Activity fields are only available for a given user if they are established for the role on the Employee Privilege Template Page. If the user does not have the proper privileges, the **Accounting Default** button does not appear on the Expense Report Page.

- For **Department** and **Fund Code** to appear, the **GL ChartFields** privilege must be set to *Modify* or *View*.
- For **Project** and **Activity** to appear, the **PC ChartFields** must be set to *Modify* (only if Project Costing is an installed product; if not, these fields do not appear).

Field or Control	***Description***
Cancel	Select to cancel and not save any changes to the Expense Report Defaults.
Done	Select to save changes and return to the Expense Report page.
Accounting Tag or **Change Value**	Select to access the Accounting Tag Page.

Note: The ChartFields on the Expense Report Defaults page are displayed based on the CF Display Template Options where you can define whether to display the ChartField Value only, ChartField Description only, or both. Additionally, you can determine if a ChartField is required or not by selecting from the Required Option drop down list. For more information, see “ChartField Display Template Page” (Application Fundamentals).
ChartFields appear only when selected on the Select GL or PC ChartFields to Display page of the Employee Privilege Template Page

Expense Report Distributions Page

Use the Expense Report Distributions page (EX_SHEET_DIST_SCF) to view or edit accounting distribution information for an expense entry.

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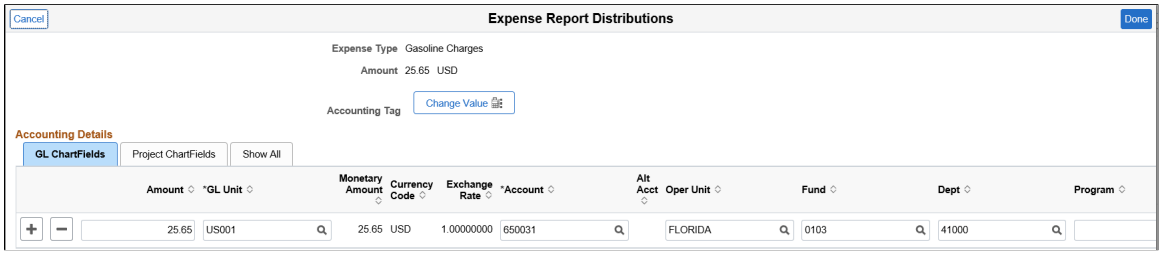
Navigation:

Employee Self Service > **Expenses** > **Create Expense Report** > **Expense Details** > **Expense Entry**. Click the Accounting section on the Expense Entry page.

This example illustrates the fields and controls on the Expense Report Distribution page.



The Expense Report Distributions page displays the summary information for each distribution line along with GL ChartFields, PC ChartFields, and the amount distribution.

Note: The ChartFields on the Expense Report Accounting Distributions page are displayed based on the CF Display Template Options where you can define whether to display the ChartField Value only, ChartField Description only, or both. Additionally, you can determine if a ChartField is required or not by selecting from the Required Option drop down list. For more information, see ChartField Display Template Page.
ChartFields appear only when selected on the Select GL or PC ChartFields to Display page of the Employee Privilege Template Page

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Accounting Tags

Field or Control	*Description*
Change Value	Select to access the Accounting Tag Page. This button is only available when Expenses is selected on the "Accounting Tag Registration Page" (Application Fundamentals). For more information about Accounting Tags, see "Setting Up Accounting Tags" (Application Fundamentals)

Accounting Tag Page

Use the Accounting Tag (ACCTG_TAG_SEL_SCF) page to select an Accounting Tag to distribute the expense amount and populate ChartFields.

Navigation:

From the Expense Report Distributions page select the Change Value button.

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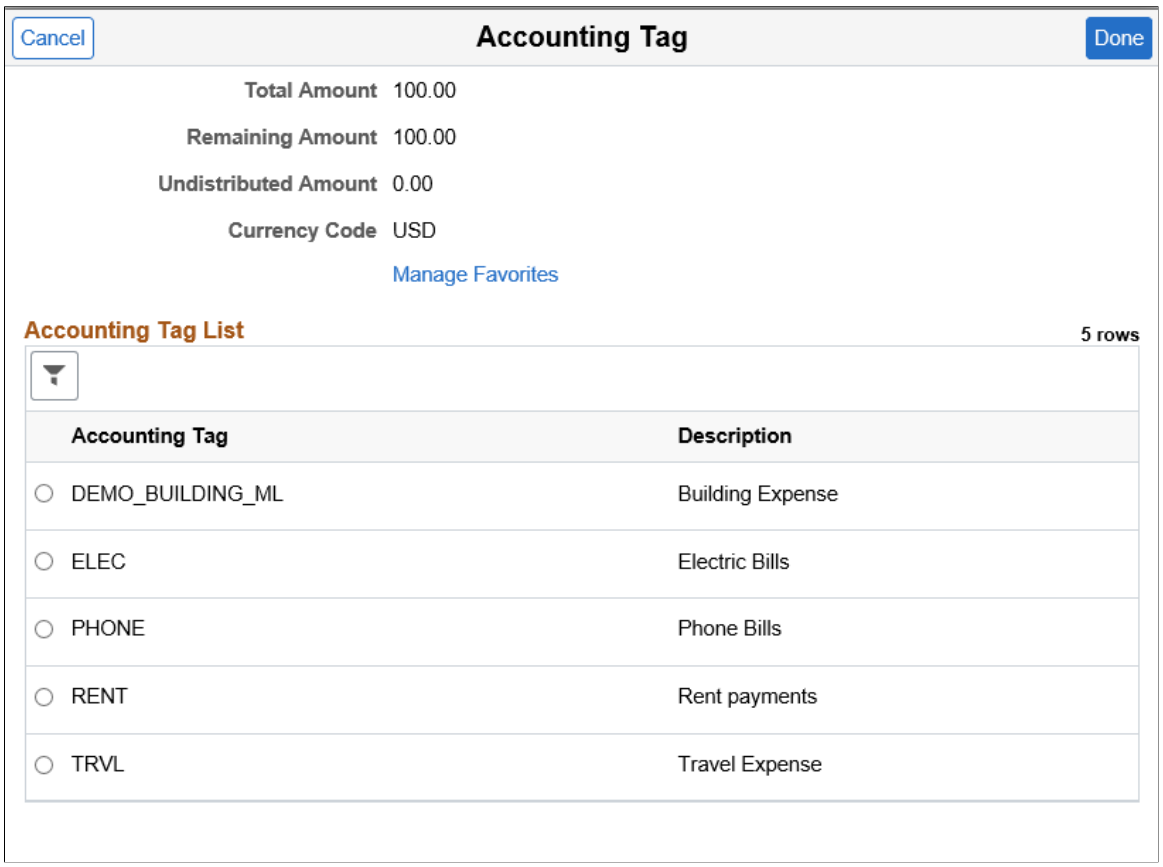
This example illustrates the fields and controls on the Accounting Tag page.



Select an accounting tag to distribute the expense amount and populate ChartFields based on the "Accounting Tags - ChartFields Page" (Application Fundamentals).

Field or Control	*Description*
Manage Favorites	Select this link to access the Manage Favorites Page.

Manage Favorites Page

Use the Manage Favorites (TAG_FAV_SEL_SCF) page to select the Accounting Tags that you want to appear on the Accounting Tag page.

Navigation:

From the Accounting Tag page select the Manage Favorites link.

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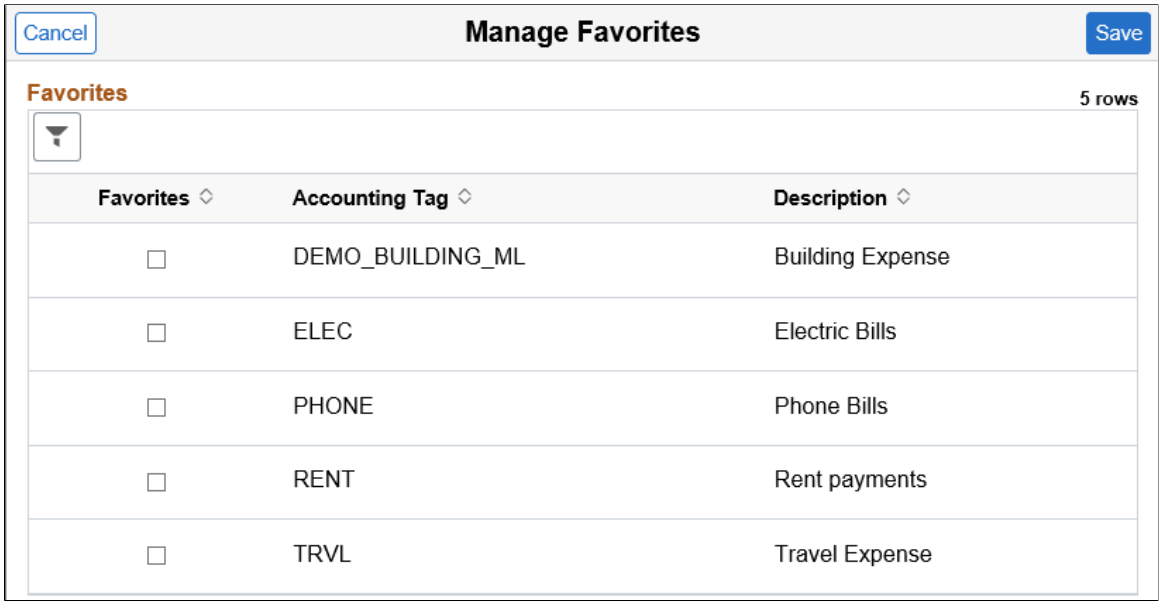
This example illustrates the fields and controls on the Manage Favorites page.



Importing My Wallet Data into an Expense Report using PeopleSoft Fluid

Use the My Wallet Page or the Expenses Skill Page to import My Wallet data into an expense report.

Pages Used to Import My Wallet data into an Expense Report using PeopleSoft Fluid

Page Name	*Definition Name*	*Usage*
My Wallet Page	EX_TRANS_DTL_SCF	Import wallet entries into an expense report.
Wallet Entry Page	EX_TRANS_LN_FL	Add, modify, or to view a list of outstanding wallet entries that have not been imported into an expense report.

Common Elements Used in My Wallet

Use these elements for My Wallet transactions.

Field or Control	*Description*
+	Add a new wallet entry manually.

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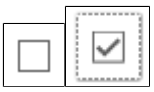
Field or Control	*Description*
	Select to attach receipts. You can upload multiple files at a time depending on the attachment upload limit. To configure the attachment upload limit, see “Installation Options - Multiple Attachments Page” (Application Fundamentals). The **Attach** button turns green, which indicates that you are in the attachment mode to upload a receipt file. Select the wallet entry that you want to add the receipt image. To return to normal mode, select the **Attach** button again. For more information, see the section Attaching Receipts using PeopleSoft Fluid in Expense Entry Page.
	Select the **Delete button** to delete a single wallet entry. Select a wallet entry from the list to delete. On mobile device such as smartphone, the **Delete** button turns green, which indicates that you are in the delete mode. Select a wallet entry from the list to delete. To return to normal mode, select the **Delete** button again. On tablet or desktop, the **Delete** button deletes the wallet entry displayed on the left panel.
	Use the **Filter** button to filter the data by reducing the wallet transactions you want to see. This button is displayed in green to indicate there is filter criteria being entered.
	Select the **More** button to view additional action buttons. To return to previous action options, select the **More** button again.
	Use **Select All** or **Deselect All** button to select or deselect wallet entries that are displayed on the page. You can also use the check box next to wallet or click on the wallet row to select one wallet item at a time.
	Export the selected wallet transactions into a new expense report. To export into an existing expense report, use the Wallet Import function in Expense Details page.
	Delete multiple wallet entries at the same time. Select the wallet entries you want to delete, and then select the **Delete** button.
Days Overdue	Displays the number of days that the credit card transaction is overdue, based on the business unit definition for the Credit Card Data Overdue field.

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Field or Control	*Description*
Data Source	Indicates the source of the data such as manual entry, Visa or Amex.
	Indicates that receipt image has been uploaded into the system.
	Indicates the wallet entry has Report breakdown or enhanced data.

Field or Control	*Description*
Enhanced Data	Select to access the Enhanced Data page to view data as it was loaded during the Load External Data process. This link is only available when enhanced data has been loaded for the main transaction row from American Express, MasterCard, or Visa. Enhanced data is for car, air travel, and lodging. The Enhanced Data page in PeopleSoft Fluid (EX_ENHC _DATA1_SCF for MasterCard and Visa and EX_ENHC_ DATA2_SCF for American Express) is a view-only page and mirrors the Enhanced Data Page in Classic. For more information about Enhanced Data, see Expense Type - Enhanced Data American Express / Visa 4.4 Page
	Displays if the charge is from a credit card that is shared by multiple users. See Using Shared Credit Cards.

Understanding My Wallet Transactions in PeopleSoft Fluid

My Wallet stores corporate credit card and user-entered expense transactions that you can apply to expense reports, thus saving data entry time. Credit card feeds from a credit card company (such as Visa International, American Express, and US Bank) send corporate credit card transactions in a file that is loaded into your system directly to My Wallet in Expenses.

Use the My Wallet Page to delete receipts that reside in My Wallet. These receipts may come from a credit card feed or be manually entered into My Wallet. When you delete receipts from My Wallet, PeopleSoft Expenses no longer displays them in My Wallet; however, the transactions remain in the EX_TRANS table with a status of *Deleted* for audit purposes. Use the My Wallet - Restore My Wallet Receipts Page to restore the deleted receipts to an active status in My Wallet.

You cannot modify these expense transaction details that come from a credit card feed:

- Expense date.
- Credit card number.
- Payment type.

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- Transaction amount.
- Transaction currency.
- Exchange rate.

Enhanced Data

If you import enhanced data (Hotel/Lodging expense type) from credit card suppliers, then the detail or summary data is imported into My Wallet as long as the amount from the main transaction line equals the detail or summary lines. If the amount from the main transaction line does not equal the detail or summary, then only the main transaction line is imported into My Wallet.

When defining credit card suppliers on the Corporate Card Supplier Page, you determine the level of data that you want to import from that credit card supplier using the **Credit Card Import Hierarchy** section.

For more information about loading credit card data and setting up enhanced data options, see Understanding Credit Card Data Loads.

My Wallet Page

Use the My Wallet page (EX_TRANS_DTL_SCF) to import wallet entries into an expense report.

Navigation:

Small form factor: **Employee Self Service** > **Expenses** > **Create Expense Report**. Select the **Create Expense Report** button.

Large form factor: **Employee Self Service** > **Expenses** > **Create Expense Report**

From the Expense Report page, select the **Add from My Wallet** button.

Note: The number indicated in the **Add from My Wallet** button is the number of available wallet entries that can be imported into an expense report.

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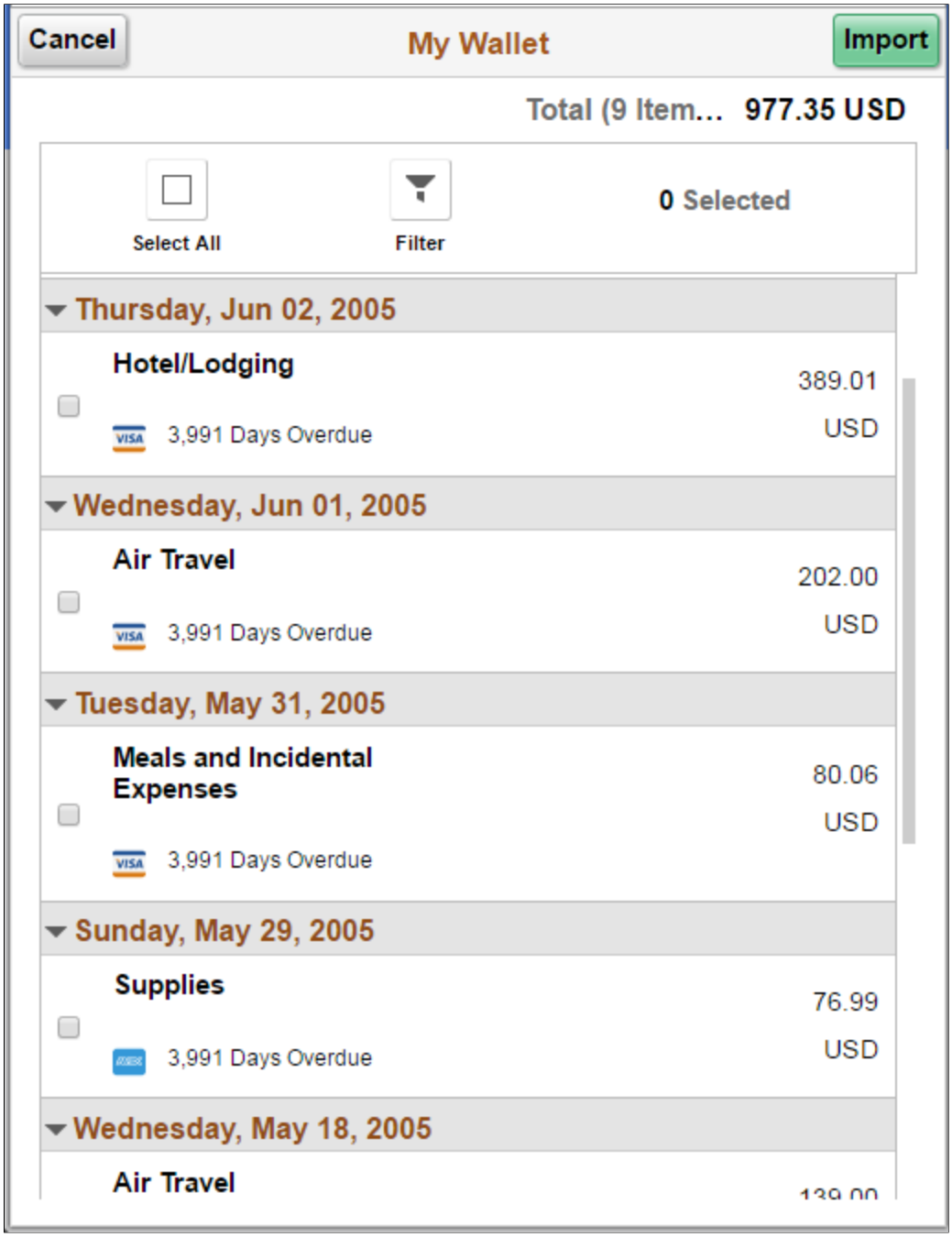
This example illustrates the fields and controls on the My Wallet page for a smartphone.



Select the wallet entries, and then select the **Import** button. The selected wallet entries including the file attachment will be imported into the current expense report. A confirmation message is displayed after you import the wallet entries into the expense report.

The icon on My Wallet page indicate the source of the transaction such as Text Message, Manual Entry, and Credit Card upload.

Note: You can also import wallet entries using the **Wallet** action button on the Expense Details page.

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Related Links

Managing My Wallet Transactions
Understanding My Wallet Transactions

Wallet Entry Page

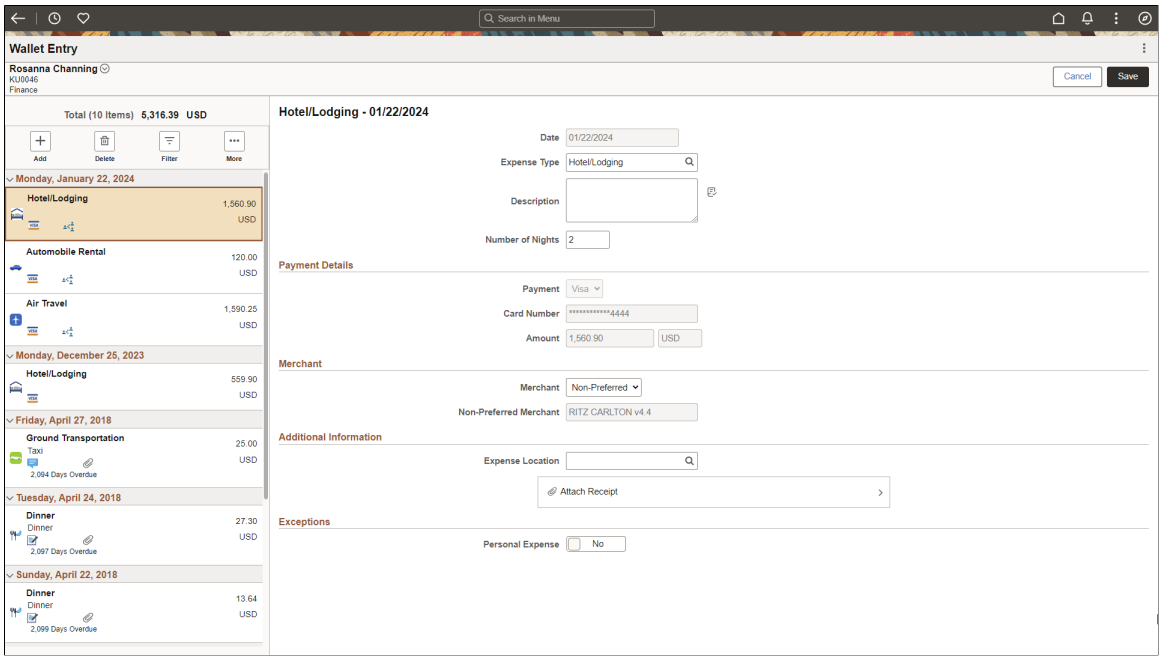
Use the Wallet Entry page (EX_TRANS_LN_FL) to add, modify, or to view a list of outstanding wallet entries that have not been imported into an expense report.

Navigation:

Employee Self Service > **Expenses** > **Create Expense Report**. Select the **Create Expense Report** button.

Fluid Homepage: **Expenses tile** > **My Wallet tile**

This example illustrates the fields and controls on the Wallet Entry page.



This page provides a listing of all outstanding wallet entries that have not yet been imported into an expense report for reimbursement. Transaction data can come from credit card feeds and the Add Quick Expense in Fluid Expenses. The amount is displayed in the base currency of the employee's business unit.

You can review and edit transactions prior to importing them into an expense report, as well as delete one or many transactions. Credit card feed transactions cannot be edited or deleted here.

When adding an new entry to your wallet, fields are dynamically displayed on the page based on the expense type selected. For example, when you select Hotel/Lodging, the Merchant fields appear (some exceptions apply). For more information, see Expense Types 1 Page.

When using a tablet or a desktop, when you complete your entry and select **Save**, the left panel updates the new expense line with the entered expense type.

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You can save a Wallet entry without entering any data. You can fill in the fields later, or fill in the fields when you import the wallet entry to the expense report.

Field or Control	*Description*
Date	Displays the transaction date. The current date is the default value.
Expense Type	Select an expense type to add an expense item. The system displays the additional fields associated with the expense type after this field is selected. For more information, see "Selecting Expense Types using PeopleSoft Fluid" in Expense Entry Page After selecting the expense type, the user default values are populated based on the user profile set up for the employee in the Employee Profile - User Defaults Page.
Description	Enter free text in this field.
Originating Location and **Destination Location**	If your expense type is *Automobile Mileage*, then you must enter the originating and destination locations. In the Originating Location field, select the location from where you began your business travel. PeopleSoft Expenses prepopulates this field if you enter an originating location on the Employee Profile - User Defaults Page. If this wallet entry was imported using the load data process, these fields are also imported into the expense report.
Payment Details	Select a payment method. If a Payment Type default is specified on the Employee Profile - User Defaults Page, that default appears in the Payment field.
Card Numer	If the payment is made using a card, enter the card details.
Amount	Enter the amount of the expense transaction and select the transaction currency. The currency default value is the same here as is specified on the Employee Profile - User Defaults Page. If you submit expenses in foreign currency, the system automatically displays the currency exchange rate and converts the currency to the employee's base currency. You can override the system-supplied exchange rate. Use the Reset Exchange Rate icon to change the overridden exchange rate to the system-defined exchange rate.

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Field or Control	*Description*
Attach Receipt	Upload an existing file(s) or capture receipt image for the expense. For more information, see Attaching Receipts in PeopleSoft Fluid You can upload multiple files at a time depending on the configured attachment upload limit. To configure attachment upload limit, see “Installation Options - Multiple Attachments Page” (Application Fundamentals).
Merchant	Indicates the transaction supplier. This field displays only if **Merchant** is selected as a required field for the expense type selected. See Setting Up Expense Types If a non-preferred merchant is selected, you must provide a justification for not using the company’s selected preferred merchant.
Expense Location or Originating Location	Select the location where you incurred the expense. This field is displayed if **Location** or **Originating Location** is selected as required fields for the expense type selected. See Setting Up Expense Types

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Field or Control	*Description*
Personal Expense	Select to indicate that the transaction is a non-reimbursable expense. If the transaction is from a manually entered expense or laoded using a credit card feed process, and the expense type is defined as non-reimbursable, then the **Personal Expense** option is set to *Yes* and cannot be changed. Rules for the Personal Expense selection: • If the enhanced data creates expense lines, the personal expense option is disabled on the main transaction page. Only data in the Receipt Breakdown grid can then be marked as personal expense, if it was not automatically marked as such. • If there is enhanced data, any expense types that are defined as non-reimbursable in the load program are disabled; only those lines that were not automatically marked are selectable. • If there are no enhanced rows, the main transaction is enabled and can be marked as a personal expense. If a main transaction row maps to a non-reimbursable/ personal expense type, it cannot be changed. • Any changes made and saved in the Wallet are the value for that option. For example: A user selects an enhanced data row as a personal expense. This row is not non-reimbursable from the credit card feed. If they add it to an expense report and delete it, when returning to the Wallet, the value is still a personal expense. It does not revert to the original credit card feed value.
Receipt Breakdown	Displays the detail or summary data that is imported from credit card suppliers for the Hotel/Lodging expense type. The level of data (detail or summary) is determined by the **Credit Card Import Hierarchy** option on the Corporate Card Supplier Page and the agreement that the hotel supplier has with the credit card supplier. This section is hidden if there is no data.

Linking a Wallet Entry to an Expense Report Line

To link a wallet entry to an existing expense report line:

1. Select the wallet entry.
2. Select the (More) button.

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3. Select the (Link) button.

4. See Linking a Wallet Entry to an Expense Report Line.

Linking a Wallet Entry to an Expense Report Line

This topic discusses how to link a wallet entry to an expense report line.

The process of linking a wallet entry to an expense report line is designed to support two different user groups and scenarios:

1. An employee manually adds an expense transaction using Fluid Expenses, at the time of purchase, so they don't lose track of the expense item or who the attendees were, etc.

   Once the credit card transaction gets populated in “My Wallet” they wish to be able to associate/link the manual transaction they had created with the new My Wallet transaction.

2. An administrator wants to clean-up the Wallets of employees who have neglected to consume wallet entries for their Expenses on previously entered ER’s. These ER’s may have already been Approved and Paid.

   The administrator would like to be able to pull up an employee’s ER and try and make the connection between Wallet and Expense Detail Lines. If successful, the Wallet entry is “consumed” and the proper fields for the Wallet transaction and the Expense line are updated.

Pages Used to Link a Wallet Entry to an Expense Report

Use this page to link a wallet entry to an expense report.

Page Name	*Definition Name*	*Usage*
Link Expense Lines Page	EX_TRANS_LINK_SCF	Associate or link a wallet entry with an existing expense report line

Link Expense Lines Page

Use the Link Expense Lines page (EX_TRANS_LINK_SCF) to associate or link a wallet entry with an existing expense report line.

Navigation:

From the Wallet Entry Page, select the More button. Select a wallet entry. Select the (Link) icon.

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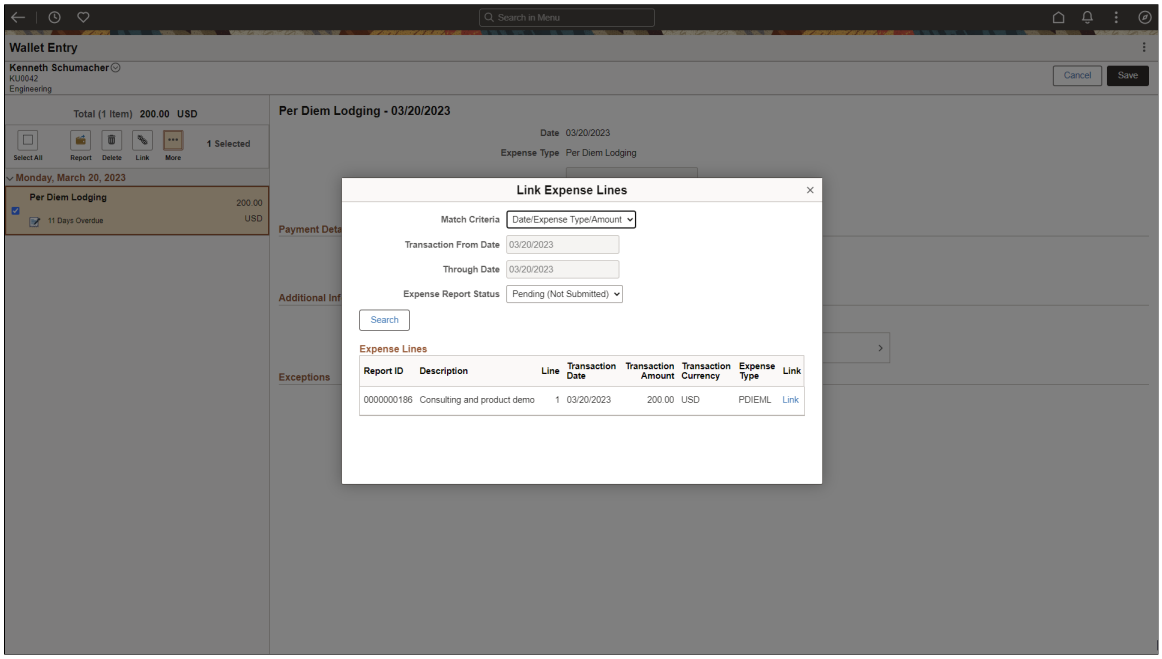
This example illustrates the fields and controls on the Link Expense Lines page.



Field or Control	***Description***
Match Criteria	Select the criteria fields you want to use for your search. Options are: • *Date/Amount* • *Date/Expense Type* • *Date/Expense Type/Amount* • *Expense Type/Amount*
Transaction From Date and **Through Date**	Enter the wallet transaction from and through dates to refine your search results. **Note: The Transaction From Date** and **Through Date** fields are only available when the *Expense Type/Amount* is selected in the **Match Criteria** field. The other three **Match Criteria** options contain date as part of the match criteria, so the transaction date, from the selected wallet transaction, is automatically populated into these fields, and cannot be changed. When this occurs, the date is pulled from the Wallet entry (TRANS_DT) that the user is trying to link.
Expense Report Status	Select a status to refine your search results. Options are: • *Pending (Not Submitted)* • *Submitted*

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Expense Lines Section

This section of the page displays the results of your search.

Select **Link** to associate the wallet entry to the selected expense report line. After you associate a wallet entry with an expense report line, the wallet entry is removed from the Wallet Entry page.

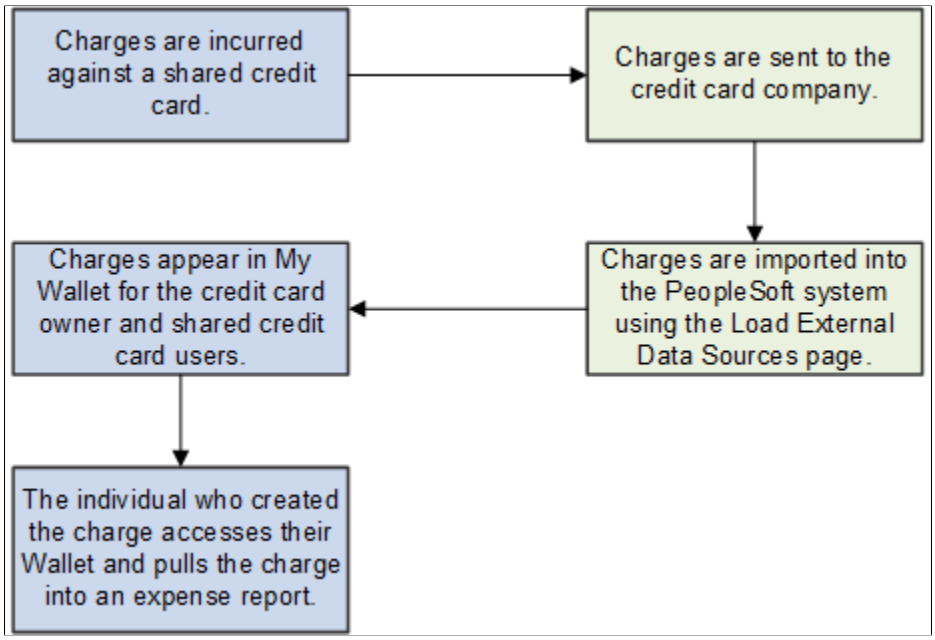
Using Shared Credit Cards

Many organizations have the need for multiple employees to charge against the same company or corporate credit card. The Shared Credit Card feature is designed to allow this.

It is important to understand the configuration and process flow for shared credit cards.

Understanding the Shared Credit Card Process Flow

This diagram illustrates the process flow from the time of a credit card charge to the time that the charge is pulled into an expense report.



Shared Credit Card Process Steps:

1. Using a shared credit card, the credit card owner or a shared credit card user incurs an expense.
2. The expense charge is sent to the credit card company.
3. The Load External Data Sources Page is run to import credit card charges into your PeopleSoft system from the credit card company.

   The shared credit card charge is imported into the Wallet for the credit card owner and all shared credit card users. This is based on the credit card number.

   Note: Shared charges should always come from this load process.

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4. The individual who creates a charge (this would be the credit card owner or a shared credit card user) pulls that charge into an expense report.

   This task removes that charge from the Wallet of credit card owner and all other shared credit card users.

5. The individual submits their expense report as normal.

6. Your organization reimburses the credit card company.

Shared Credit Card Assumptions

PeopleSoft assumes that:

- Your organization pays the credit card company for the full amount of charges.
- It is the responsibility of your employees (or proxy/delegate users) to create expense reports for charges incurred.
- Each charge placed on a shared credit card can only be claimed by one user: the credit card owner, or one of the shared credit card users.
- Shared credit card transactions must come from the credit card feed using the Load External Data Sources process.

  If a shared credit card amount is manually added into someone's wallet or an expense report, the system does not recognize it as a shared credit card transaction.
- It is the responsibility of the credit card owner to monitor Wallet transactions as well as clean-up and notify authorized users that there are outstanding wallet transactions not claimed on an expense report.
- The **My Wallet** chart on each members (shared credit card owner and all shared credit card user) Dashboard/Homepage includes all charges incurred on a shared card.
- The credit card owner and all shared credit card users receive credit card overdue notificatins for overdue payments.

My Wallet Display from the Homepage

The My Wallet graph that appears on an employee's homepage includes shared credit card transactions.

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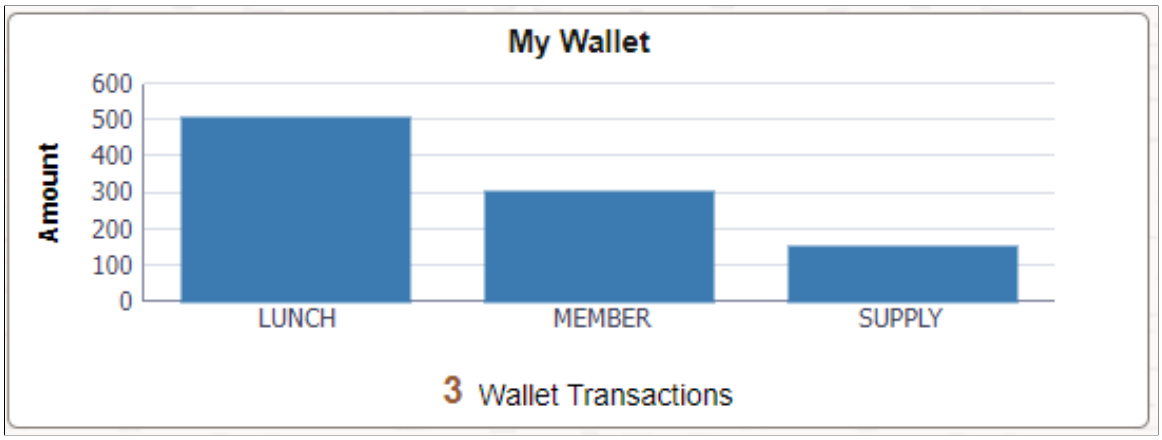
My Wallet Tile showing shared credit card transactions



Setting Up the Shared Credit Card Feature

To set up the Shared Credit Card feature:

Access the Shared Credit Card Users Page for the credit card owner to add all employees who can share that credit card along with start and end dates.

When you access the Employee Profile - Corporate Card Information Page (Shared Credit Card Users), the Shared Card Data grid appears.

Pages Used to Set up and Use Shared Credit Cards

Page Name	*Definition Name*	*Usage*
Shared Credit Card Users Page	EX_CC_SHARE_DT_SEC	Add employees to a shared credit card.
Load External Data Sources Page	RUN_EXDATALD	Load data from outside sources into PeopleSoft Expenses tables.
Wallet Entry Page	EX_TRANS_LN_FL	Add, modify, or view Wallet entries.

Copying Expense Reports Using PeopleSoft Fluid

Page Used to Copy Expense Reports Using PeopleSoft Fluid

Page Name	*Definition Name*	*Usage*
Copy Expense Report Options Page	EX_TE_COPY_SH_SCF	Copy an expense report using PeopleSoft Fluid.

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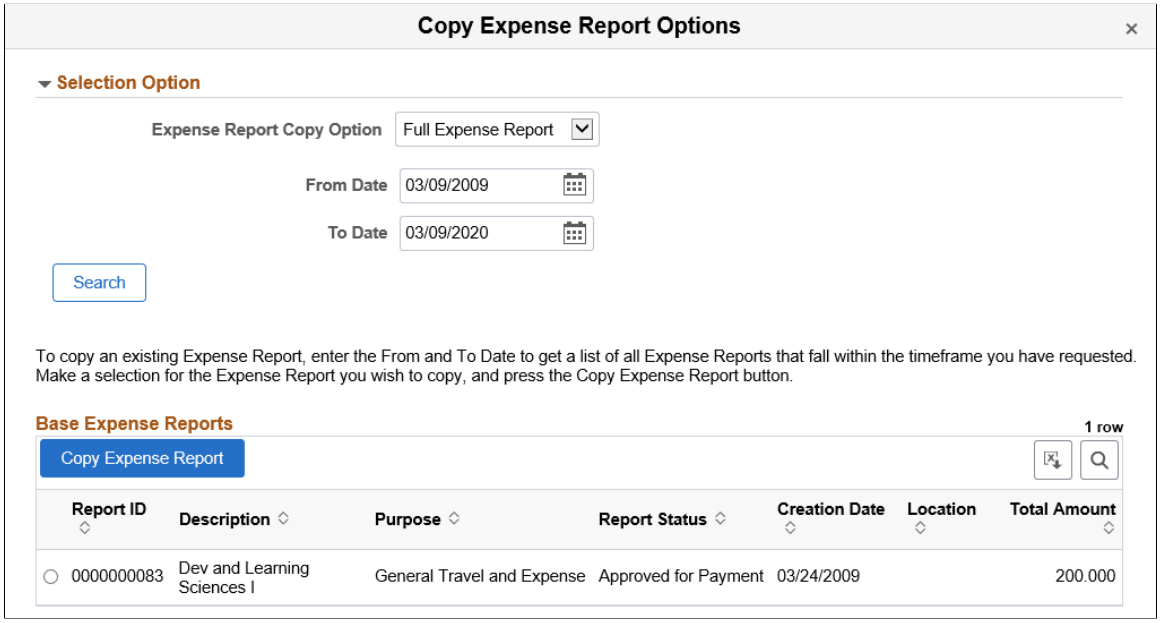
Copy Expense Report Options Page

Use the Copy Expense Report Options page (EX_TE_COPY_SH_SCF) to copy an expense report using PeopleSoft Fluid.

Navigation:

Expenses tile > **Create Expense Report tile**. Select Copy Expense Report in the Expense Report Action field.

This example illustrates the fields and controls on the Copy Expense Report Options page.



Selection Option

This section expands and the Base Expense Reports section is not displayed when you initially access the page. After you select the Search button, this section collapses and the Base Expense Reports section appears.

Field or Control	*Description*
Expense Report Copy Option	Select from one of these options: • *By Expense Line Type* to copy a line. See Copying Expense Lines using PeopleSoft Fluid. • *Full Expense Report* to copy the full contents of the source report into a new target report.
From Date and **To Date**	Enter a date range for the system to find the expense report you want to copy from. Specifically, the system searches the transaction date of the source expense report.

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Field or Control	*Description*
Expense Type	Select an expense type from which to copy. This field appears only when By Expense Line Type is selected in the **Expense Report Copy Option** field.

Full Expense Report

When the Expense Report Copy Option is *Full Expense Report*:

1. Enter a date range in the From and To Date fields.
2. Select the Search button, which displays a section titled **Base Expense Reports**.
3. Select an expense report in the grid.

   Only one expense report can be selected.
4. Select the Copy Expense Report button.

   The system takes you to the Expense Report Page.
5. Select the Update Details button to modify the copied expense report.

By Expense Line Type

When the Expense Report Copy Option is *By Expense Line Type*, the Selection Option section displays the **Expense Type** field.

1. Enter a date range in the From and To Date fields.
2. Perform one of these options:
   - Select an **Expense Type**.
   - Select the **Search** button without selecting an Expense Type.

If you select an **Expense Type** in the Selection Option section:

1. Select the Search button.

   The system displays the Base Expense Reports section.
2. Select an expense report in the grid. Only one expense report can be selected.

   The system displays the Expense Line Type section.
3. Select an Expense Type line.

   More than one can be selected.
4. Select the **Copy Expense Report** button.

   The system takes you to the Expense Report Page.

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5. Select the Update Details button to modify the copied expense report.

If you select the **Search** button without selecting an Expense Type, the system displays the Base Expense Reports section:

1. Select an expense report in the grid. Only one expense report can be selected.

   The system displays the Expense Line Type section.

2. Select an Expense Type line.

   More than one can be selected.

3. Select the **Copy Expense Report** button.

   The system takes you to the Expense Report Page.

4. Select the Update Details button to modify the copied expense report.

Copying Expense Lines using PeopleSoft Fluid

Pages Used to Copy Expense Lines using PeopleSoft Fluid

Page Name	*Definition Name*	*Usage*
Copy Expense Page	EX_COPY_LINE_SCF	Copy selected expense entries on the same expense report.

Copy Expense Page

Use the Copy Expense page (EX_COPY_LINE_SCF) to copy selected expense entries on the same expense report.

Navigation:

Employee Self Service > **Expenses** > **My Expense Reports**. Select an expense report.

From the Expense Details page, select the **More** button and then select the **Copy Expense** button.

Expenses tile > **Create Expense Report tile**. Select Copy Expense Report in the Expense Report Action field. Select *By Expense Line Type* in the **Expense Report Copy Option** field.

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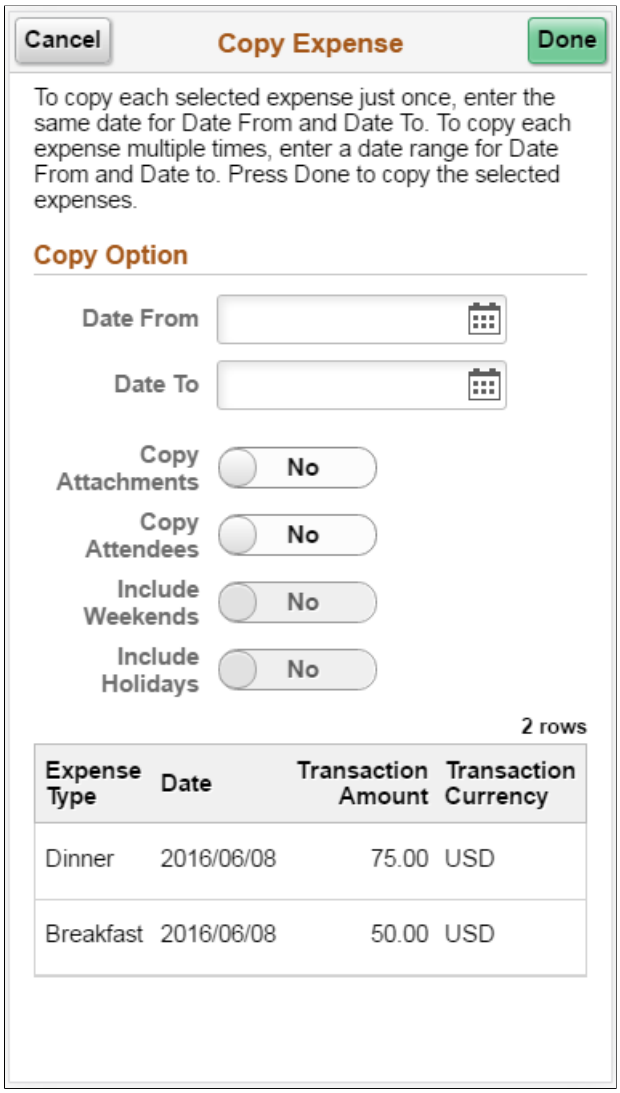
This example illustrates the fields and controls on the Copy Expense page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Date From / **Date To**	To copy each selected expense just once, enter the same date for **Date From** and **Date To**. To copy each expense multiple times, enter a date range for **Date From** and **Date To**. These dates refer specifically to dates for the target expense report lines.
Copy Attachments	Copy attachments into the expense line.
Copy Attendees	Select to copy the attendee information to the new expense lines.

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Field or Control	*Description*
Include Weekends	Select to include weekends. PeopleSoft Expenses checks the day of the week and copies expense lines for Saturdays or Sundays.
Include Holidays	Select to include holidays. PeopleSoft Expenses checks the holiday calendar for the employee's business unit. PeopleSoft Expenses copies expense lines including the days that the calendar designates as holidays.

Select **Done** to copy the selected expenses.

Related Links

Copying or Adding Expense Lines to Expense Reports in Classic

Splitting Receipts using PeopleSoft Fluid

Pages Used to Split Receipts using PeopleSoft Fluid

Page Name	*Definition Name*	*Usage*
Receipt Split Page	EX_SHEET_SPLIT_FL	Split an expense into small detailed expenses.
Receipt Summary Page	EX_SHEET_SPLIT_FL	Review all expense items that belong to the same receipt.

Receipt Split Page

Use the Receipt Split page (EX_SHEET_SPLIT_FL) to split an expense into small detailed expenses.

Navigation:

Employee Self Service > **Expenses** > **My Expense Reports** > **Expense Details** > **Expense Entry**.

Select the **Receipt Split** button on the Expense Entry page.

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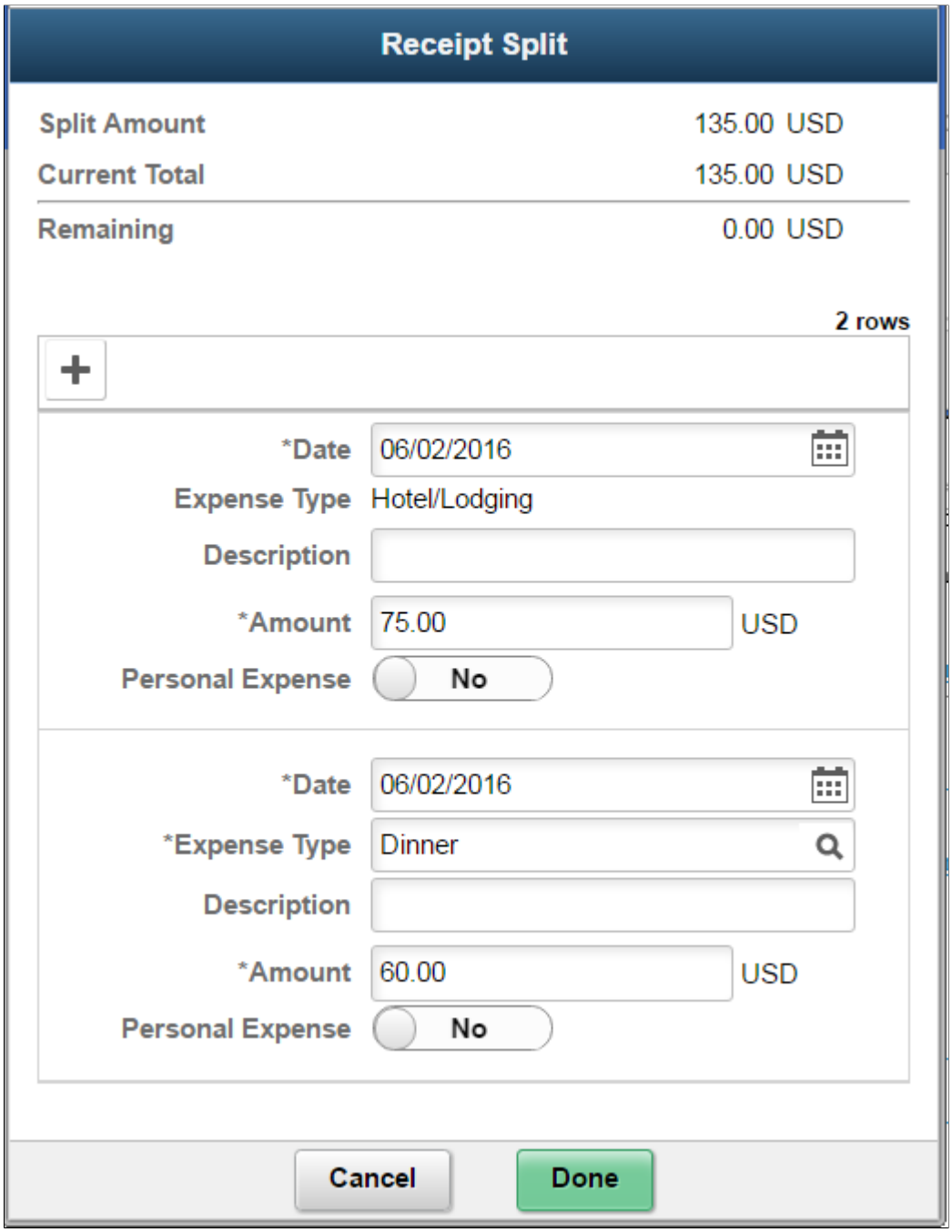
This example illustrates the fields and controls on the Receipt Split page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



You can use Receipt Split page to further split a Hotel/Lodging receipt that has been itemized using the Hotel Wizard.

If you are using tablet, laptop or desktop, the expense entry is displayed in a grid.

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Field or Control	*Description*
Split Amount	Displays the original expense amount that will be split into other expense entry.
Current Total	Displays the total of all receipt items, including those that you add to the original receipt total.
Remaining	Displays the split amount minus the current total.
Amount	Enter a split amount. **Note:** When using the PeopleSoft Fluid interface, you must adjust amounts manually due to the fact that multiple lines can be updated at the same time.

Select the **Add** button to split an expense entry. A new expense entry section is displayed where you can enter the expense details and enter a split amount.

Note: The Auto Mileage expense type cannot be split using Fluid.

Select **Done** to view the Receipt Summary page to review the split receipt entries. Select **Cancel** to return to the previous page.

Receipt Summary Page

Use the Receipt Summary page (EX_SHEET_SPLIT_FL) to review all expense items that belong to the same receipt.

Navigation:

Employee Self Service > **Expenses** > **My Expense Reports** > **Expense Details** > **Expense Entry** > **Receipt Split**.

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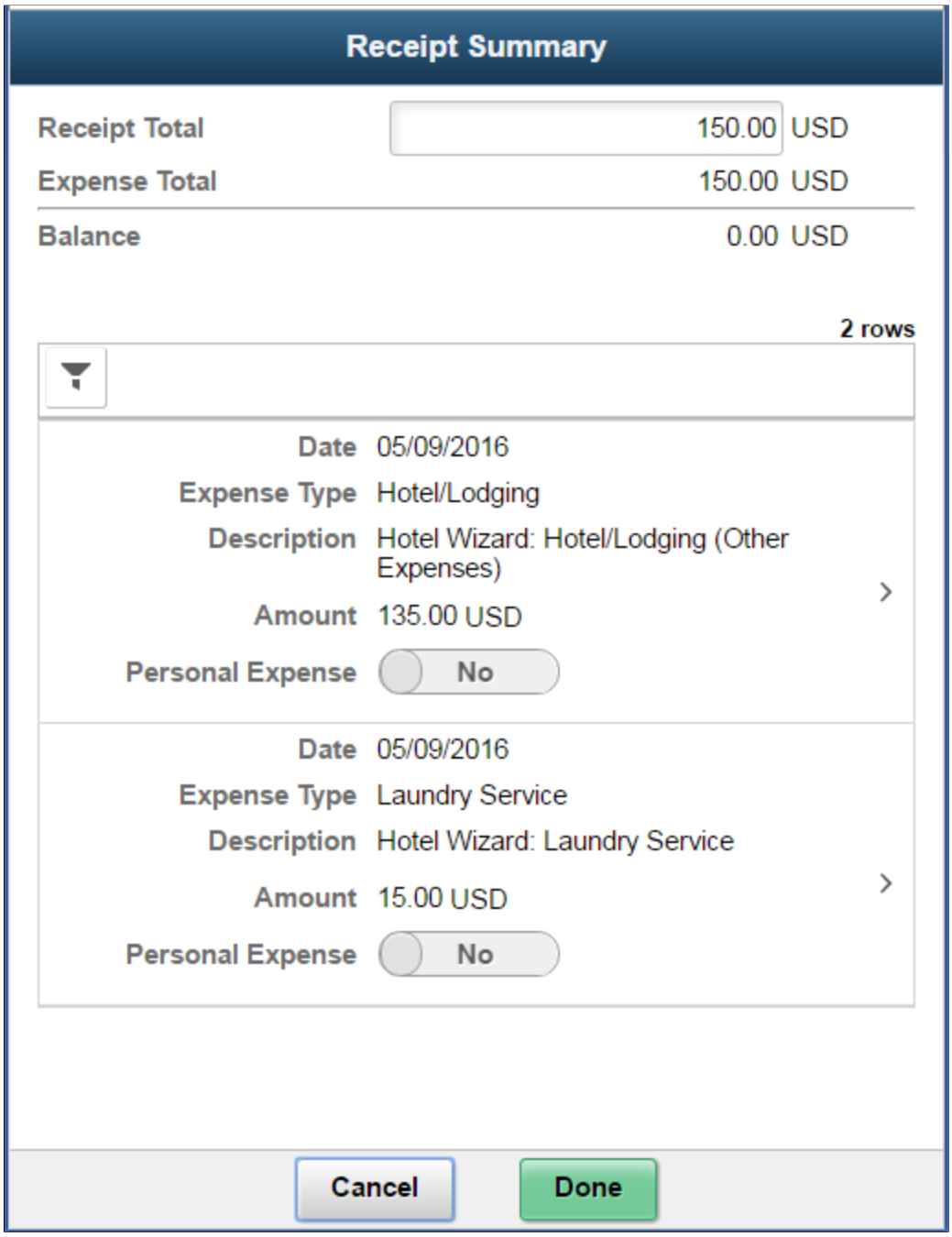
This example illustrates the fields and controls on the Receipt Summary page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



If you are using tablet, laptop or desktop, the expense entry will be displayed in a grid.

Note: If you are entering part of a receipt that was previously split (such as through the Itemized Hotel), the Receipt Summary page displays all the entries that belong to the same receipt.
If the receipt has not been split previously, the Receipt Split page displays where you can add a new entry.

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Field or Control	*Description*
Receipt Total	Displays the total of the original receipt amount. If a split receipt is done the first time, the **Receipt Total** amount is the same amount as the original expense entry. A user can update this **Receipt Total** amount. **Note:** If the transaction is from a credit card feed, you cannot update the **Receipt Total** amount. The field is read-only.
Expense Total	Displays the total of all expense amount that are part of the same receipt.
Balance	Displays the current total minus the receipt total. **Note:** If the transaction is from a credit card feed, you cannot complete split receipt if there is remaining balance.

Drill down to update or further split an entry. Select **Cancel** to return to the previous page without saving the entry.

Select **Done** to view the Expense Details page and review the split entries.

Related Links

Splitting Receipts on Expense Reports

Using Per Diem in PeopleSoft Fluid

Pages Used to Process Per Diem in PeopleSoft Fluid

Page Name	*Definition Name*	*Usage*
Expense Entry Page — Per Diem	EX_SHEET_LN_FL	Enter per diem expenses.

Expense Entry Page — Per Diem

Use the Expense Entry page (EX_SHEET_LN_FL) to enter per diem expenses. Per Diem means the *daily* amount authorized to be spent in one day by an employee.

For information on setting up per diems, see Setting Up Per Diems, Setting Up PeopleSoft Expenses for Per Diem Processing

Navigation:

Employee Self Service > **Expenses** > **Create Expense Report**. Select the per diem expense type on the Expense Entry page.

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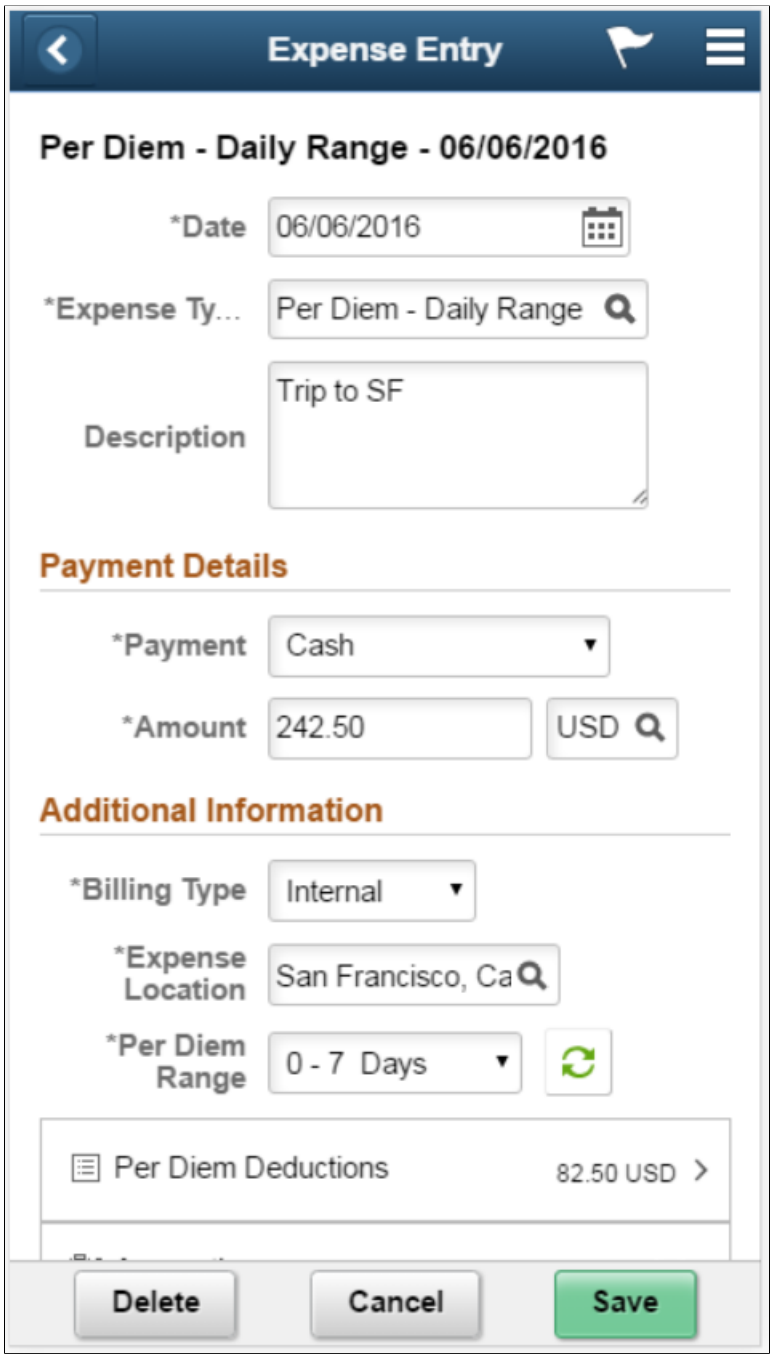
This example illustrates the fields and controls on the Expense Entry (Per Diem) page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



If your organization policy allows per diem reimbursement, you can enter it on this page including the per diem breakdown using daily or hourly rate. If per diem deduction is required for partial travel date, you may apply it on the entry.

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Field or Control	*Description*
Per Diem — Daily Range	Select for reimbursement if an employee is on a longer-than-normal business trip. If the per diem is setup with Daily Range, the Per Diem Range field is displayed for you to select. Once selected, the amount will be populated accordingly.
Per Diem — Hourly Range	Select for reimbursement based on a 24-hour period. If the per diem is setup with hourly range, Start time and End Time field will be displayed. Amount field is updated based on the number of hours specified on these fields.
Per Diem — Location	Select for reimbursement based on a location. **Note:** Each location can have only one category associated with it within the setID, expense type, country, and currency combination. The per diem amount is calculated based on the home country of the employee, base currency, setID and expense, and the location to which they traveled.
Per Diem — Lodging	Select for reimbursement if employees stay with family or friends while on business trips. (Some European countries use this as an employee bonus.) **Note:** There is no Per Diem deduction for Per Diem Lodging. Therefore, the Per Diem deduction section will not be displayed on the Expense Entry page.

Per Diem Deduction Page

Use the Per Diem Deduction (EX_SHT_PERDIEM_SCF) page to select the qualified deduction percent, amount, or calculation code for the expense type.

Navigation:

Select **Per Diem Deduction** on the Expense Entry page.

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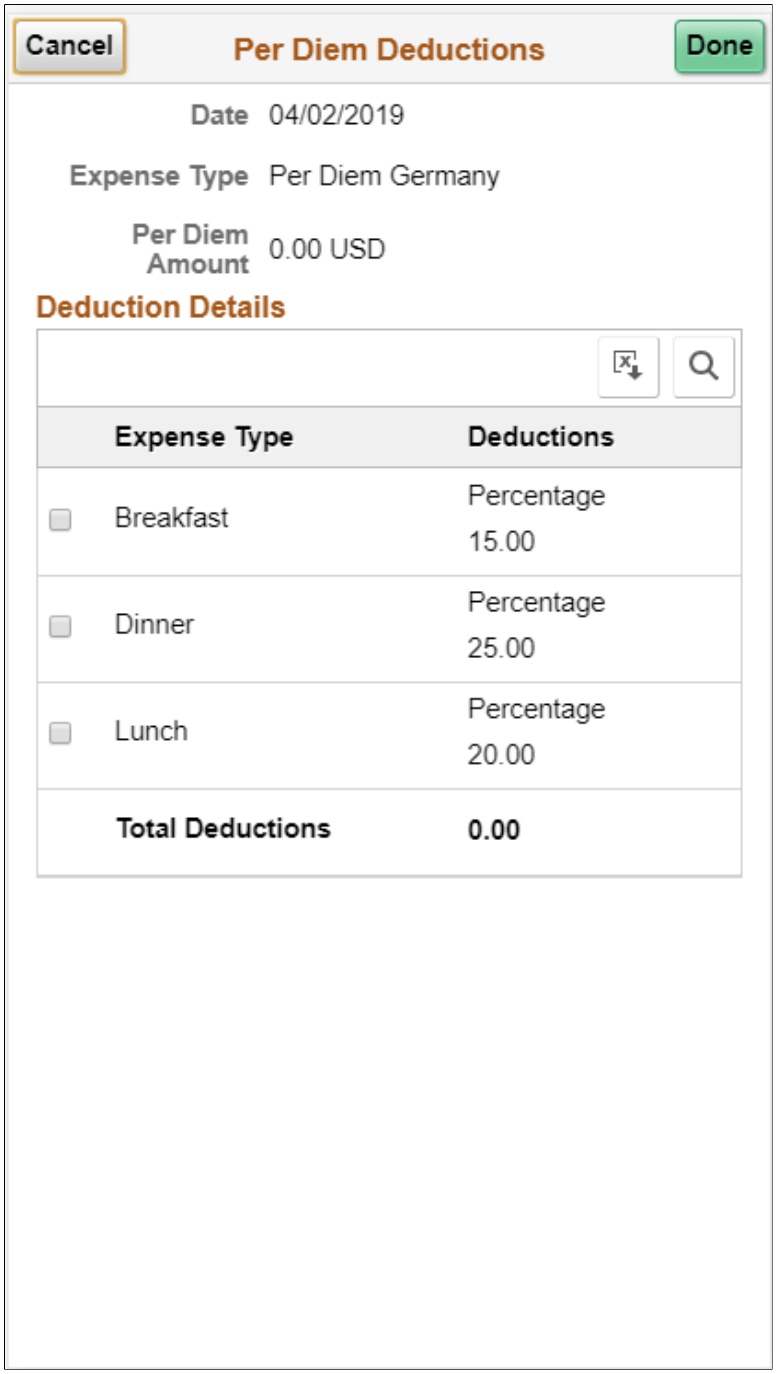
This example illustrates the fields and controls on the Per Diem Deduction page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



The option you select in the Per Diem Deduction page is applied to the per diem amount. If a deduction percent or amount results in an amount greater than the original per diem amount, then the per diem amount is set to 0.00 (zero) and a message is displayed by the system.

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Field or Control	*Description*
Per Diem Deductions — Header	Displays the Date, Per Diem Expense that you selected, and the per diem amount
Per Diem Deductions — Deductions Details	Displays the per diem deduction amount.
	Select to download the per diem deductions to Microsoft Excel spreadsheet.
	Select to find a string in the current page.

Select **Done** to return to the Expense Entry page. The Per Diem Deduction section will be updated with the total amount deducted. The **Amount** field in the Expense Entry page displays the net amount. You will not be able to submit the expense report if the total expense amount after deduction is zero.

Itemizing Hotel Bills using Hotel Wizard in PeopleSoft Fluid

Use the Expenses Hotel Wizard to break down the charges included in your hotel bill such as daily room charges, taxes, parking, internet, laundry and others. In Fluid Expense Report, the itemize Hotel utility is supported using the Fluid Activity Guide.

Pages Used to Itemize Hotel Bills using Hotel Wizard in PeopleSoft Fluid

Page Name	*Definition Name*	*Usage*
Expenses Hotel Wizard Page	PTAI_TMPLQUESPGNUI	Split hotel bills into individual expenses.

Expenses Hotel Wizard Page

Use the Expenses Hotel Wizard page (PTAI_TMPLQUESPGNUI) to split hotel bills into individual expenses.

Navigation:

Employee Self Service > **Expenses** > **My Expense Reports** > **Expense Details** > **Expense Entry** > **Itemize Hotel Bill**.

Note: The **Itemize Hotel Bill** button displays in the Expense Entry page if you select the Expense Type as **Hotel/Lodging** and the Expense Type is setup with the Expense Type Edit of ‘Hotel’. You must save the Hotel/Lodging expense item before you start working on the Expense Hotel Wizard page.

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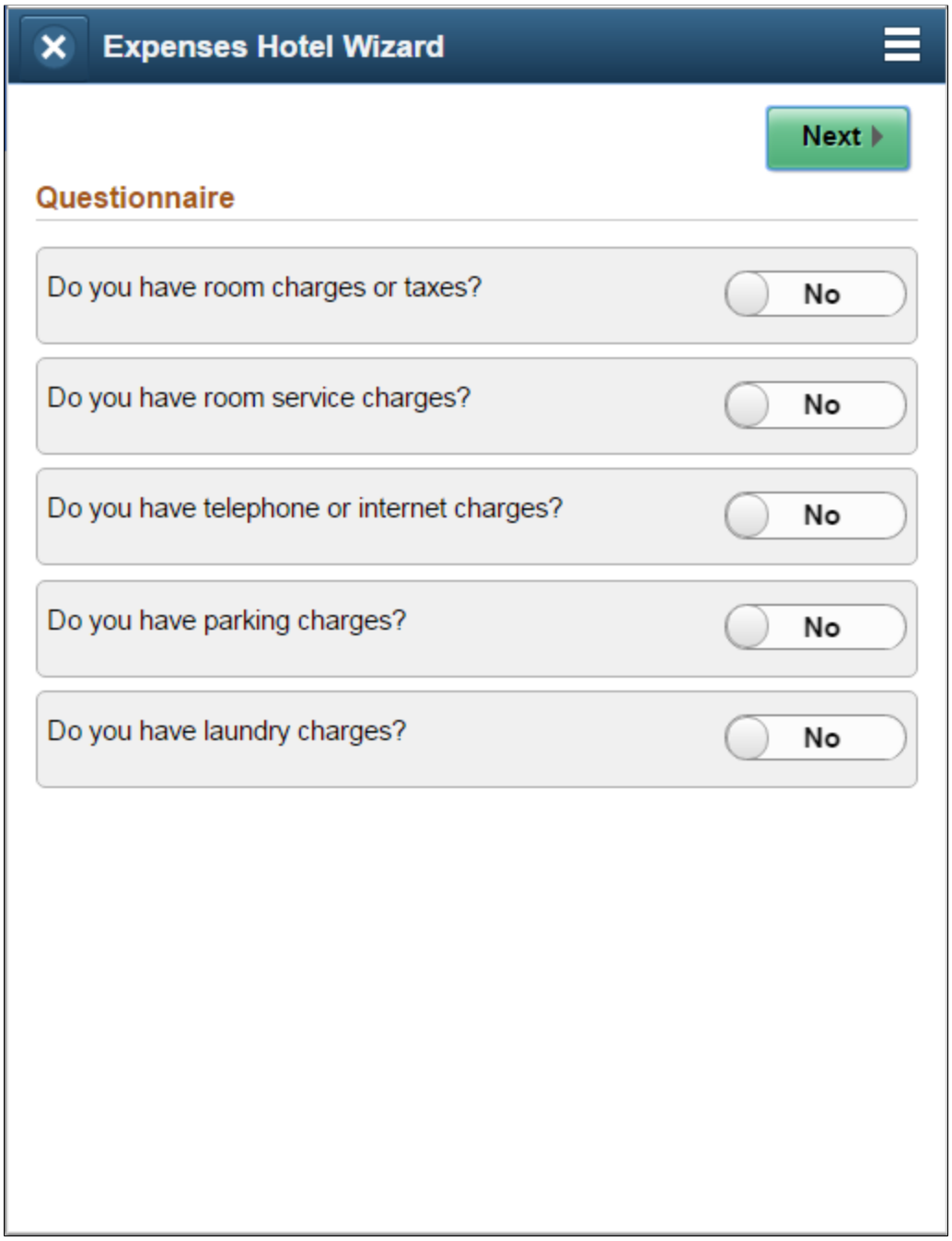
This example illustrates the fields and controls on the Expenses Hotel Wizard page. You can find definitions for the fields and controls later on this page.



The Itemize Hotel Bill wizard is a questionnaire page which you can use to split hotel bills into itemized expenses.

Select the options in the questionnaire. Based on your selections, the wizard pages are displayed to split the Hotel/Lodging expense item into separate expense types.

There are six wizard types to split the hotel/lodging transactions.

Use the Expense Type - Wizard Type page (EX_WIZARD_TBL) to map Hotel Wizard types to expense types. For more information, see Expense Type - Wizard Type Page

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Field or Control	*Description*
	To delete your entry, select the **Edit** button, and then select the rows to delete. Select the **Delete** button to delete the selected rows. To cancel, select the **Cancel Edit** button.
	To add a new row, select the **Add** button.
	Use **Next** buttons to move to the next step or **Previous** button to go back to the previous step.
	Select the **Exit** button at any time to exit the Itemize Hotel page. The system will not save any data that you have entered.
	Use the left panel slider button to open the left panel where you can select the specific page to review or to update.
Expense Hotel Wizard — General Information	Displays the General Information of the expense report (Employee Name, Report Description). You can select the expense report description link to view more information of the report general information. This is only available on a smartphone. **Total Hotel Bill**: Displays the total hotel bill amount entered in Expense Entry page. **Remaining**: Displays the remaining amount to be itemized. **Personal Expense**: This option is available on all the Wizard pages and the selection is defaulted from the Expense Entry page. You can update the selection on each wizard page.
Room Charges	Enter the room charges. Some of the data is automatically populated based on the information entered in Expense Entry page (Date and Number of Nights). **Check Out Date**: Displays the date when you are entering the expense. **Date**: Displays the check in date based on the data you enter for the room charges. You can enter a check in date. **Room Total** : Displays the total room charge based on the dates and room rate.

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Field or Control	*Description*
Room Service	Enter the expenses for room service. If Attendees Edit is activated for the expense type, you can then select the **Attendees** button. **Room Service Total**: Displays the total room service charges based on the room services data you entered.
Phone/Internet	Enter the Phone/Internet charges. **Phone/Internet Total** : Displays the total Phone/Internet charges.
Parking	Enter the Parking charges. **Parking Total**: Displays the total Parking charge.
Laundry	Enter the Laundry charges. **Laundry Total**: Displays the total laundry charge.
Miscellaneous	Enter any Miscellaneous charges that you incurred for the Hotel/Lodging expense item. The Miscellaneous Charges page displays the Expense Type field which you can use to enter miscellaneous charges. For more information, see Selecting Expense Types using PeopleSoft Fluid **Misc. Charges Total**: Displays the total Misc. Charges.

Review the hotel bill summary, and then select **Add to Report** to complete submission of the Hotel Itemization wizard. You will not be able to submit the Hotel Itemization wizard if you have a remaining amount on your hotel bill.

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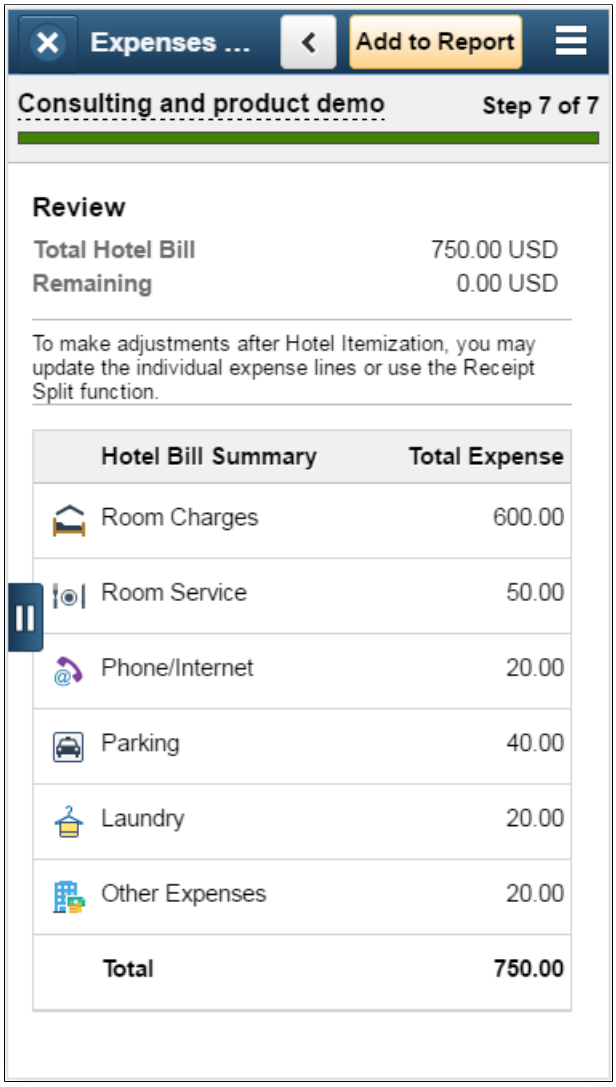
This example illustrates the fields and controls on the Review Hotel Bill Summary.



Once you successfully complete the Hotel Itemization, the expenses will be added to your expense report and they will be displayed in the Expense Details page. All the expense items created and updated by Hotel Wizard process will have the expense description as “Hotel Wizard”.

You can use the Itemize Hotel wizard only once. If you want make any adjustments after you complete Hotel Wizard, use the receipt split functionality to reconcile the bill later. For more information on splitting receipts, see Splitting Receipts using PeopleSoft Fluid

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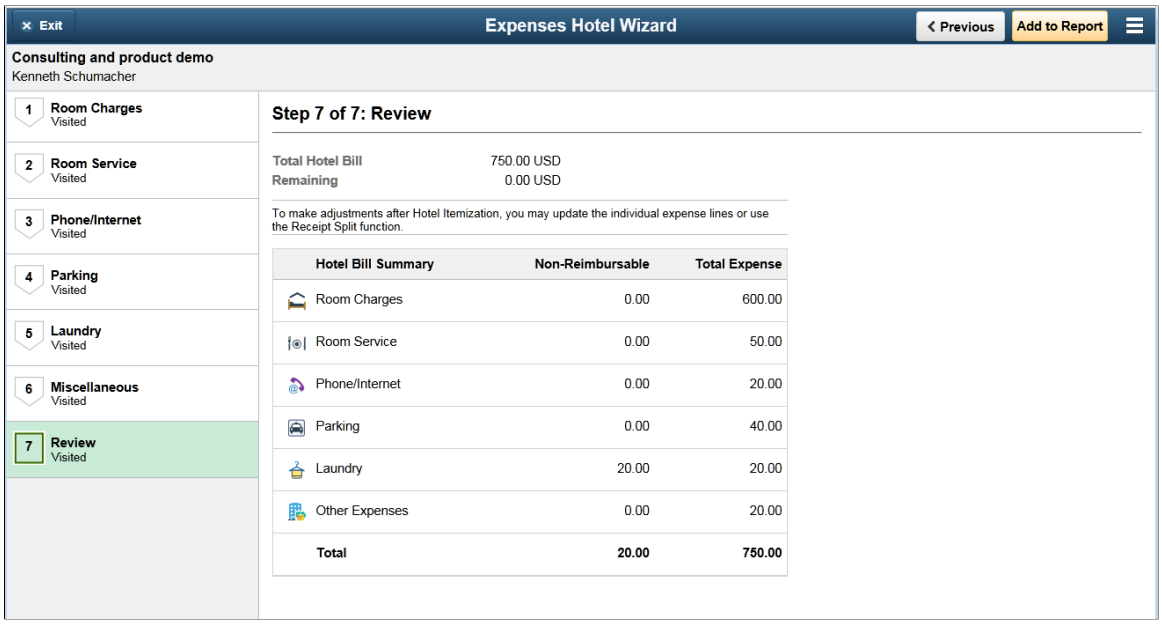
This example illustrates the fields and controls on the Expenses Hotel Wizard page as displayed on a tablet.



Related Links

Itemizing Hotel Bills Using Hotel Wizard

Associating Travel Authorizations to Expense Reports in PeopleSoft Fluid

Page Used to Associate Travel Authorizations to Expense Reports in PeopleSoft Fluid

Page Name	*Definition Name*	*Usage*
Travel Authorization Page (associate)	EX_ASSOC_TA_SCF	Associate an approved travel authorization to an existing expense report.

Associating Travel Authorizations to Expense Reports in PeopleSoft Fluid

To associate an existing Travel Authorization with an Expense Report:

1. Access the Expense Report Summary Page
2. In the Additional Information section, select Travel Authorization.

Note: The Additional Information section displays the Travel Authorization section if:

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- A Travel Authorization has already been linked to the expense report
- There are approved Travel Authorizations that can be linked to the expense report. If there are no approved travel authorizations, this section is hidden.
- The expense report has been created by copying the Travel Authorization data. For more information on copying a travel authorization, see the section Copying a Travel Authorization to an Expense Report in Travel Authorization Search Page

3. Select the **Associate** button on the Travel Authorization page to associate a travel authorization to the current expense report.
   - If you are using the Budget Checking feature for Fluid approvals, and the travel authorization has not been budget checked, the system displays a message indicating that the budget checking process must be run on the travel authorization.

     This must be performed prior to associating a travel authorization to an expense report. For additional information, see Budget Checking During Fluid Approvals.
   - If you are not using the Budget Checking feature, the system takes you to the Travel Authorization Search Page.
4. Select the **Approved** status tab in the left navigation panel.
5. Select the Action icon for the Travel Authorization you which to associate to the expense report.
6. Select the **Copy To Expense Report** option.

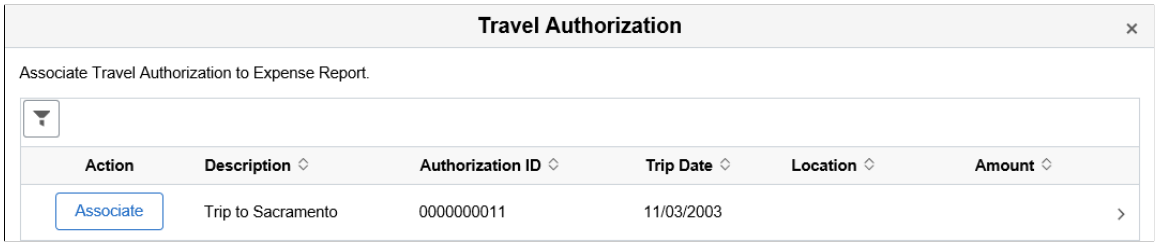
Related Links

Creating Travel Authorizations Using PeopleSoft Fluid

Travel Authorization Page (associate)

Use the Travel Authorization page (EX_ASSOC_TA_SCF) to associate an approved travel authorization to an existing expense report.

This example illustrates the fields and controls on the Travel Authorization Page (associate).



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Field or Control	*Description*
Associate or **Detach**	Select the **Associate** button to associate an existing and approved travel authorization to an expense report. Select the **Detach** button to remove an associated travel authorization from the expense report. You can detach a travel authorization from an expense report at any time before submitting the report.

Applying Cash Advance to Expense Report using PeopleSoft Fluid

Pages Used to Apply Cash Advance to Expense Report using PeopleSoft Fluid

Page Name	*Definition Name*	*Usage*
Apply Cash Advance Page	EX_APPL_ADV_FL	Apply outstanding cash advance to an existing expense report.

Apply Cash Advance Page

Use the Apply Cash Advance page (EX_APPL_ADV_FL) to apply outstanding cash advance to an existing expense report.

Navigation:

Employee Self Service > **Expenses** > **My Expense Reports** > **Expense Summary**.

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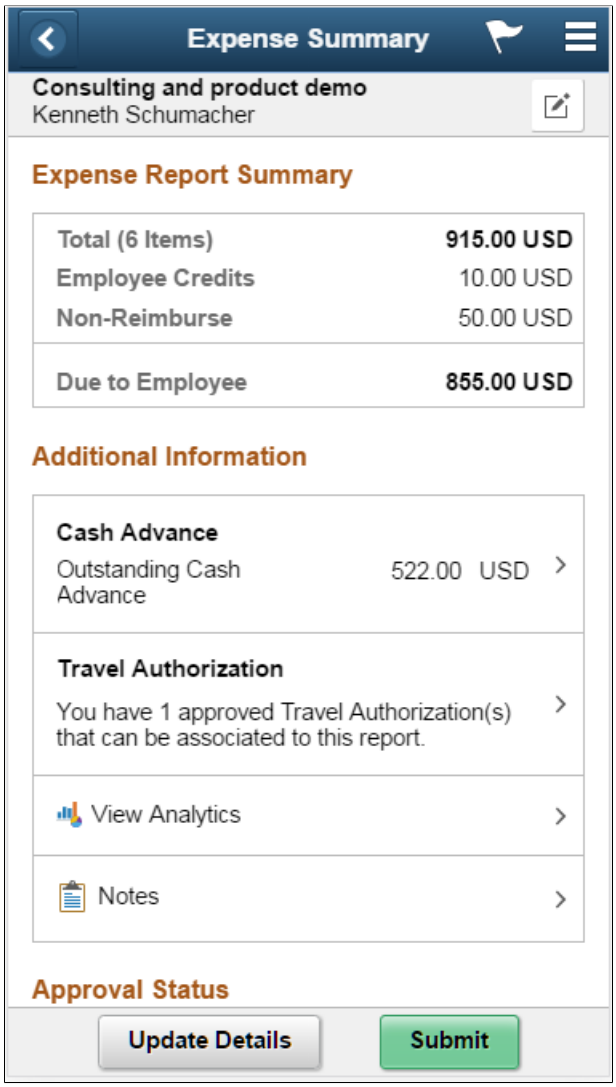
This example illustrates the fields and controls on the Expense Summary page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



The Additional Information section of the Expense Summary page displays the Cash Advance section if there is any outstanding cash advance on the expense report. If there are no outstanding cash advances, this Cash Advance section will be hidden.

The Additional Information section displays if the expense report has one of the following conditions:

- Outstanding Cash Advance: The expense report has amount to be reimbursed to employee (Due to Employee > 0) and the employee has outstanding cash advances that can be applied to the expense report (Cash Advance Outstanding > 0). Drill down on the Cash Advance section to view and apply the cash advance. Enter a cash advance amount, and the select the Apply button to apply Cash Advance to the current expense report.
- Adjustment Cash Advance: Employee has a credit amount that needs to be returned to the company (Due to Company > 0).

  You will need to create an adjustment cash advance in order to submit the expense report. PeopleSoft Fluid Expenses does not support creating adjustment cash advance. Drill down on the Cash Advance

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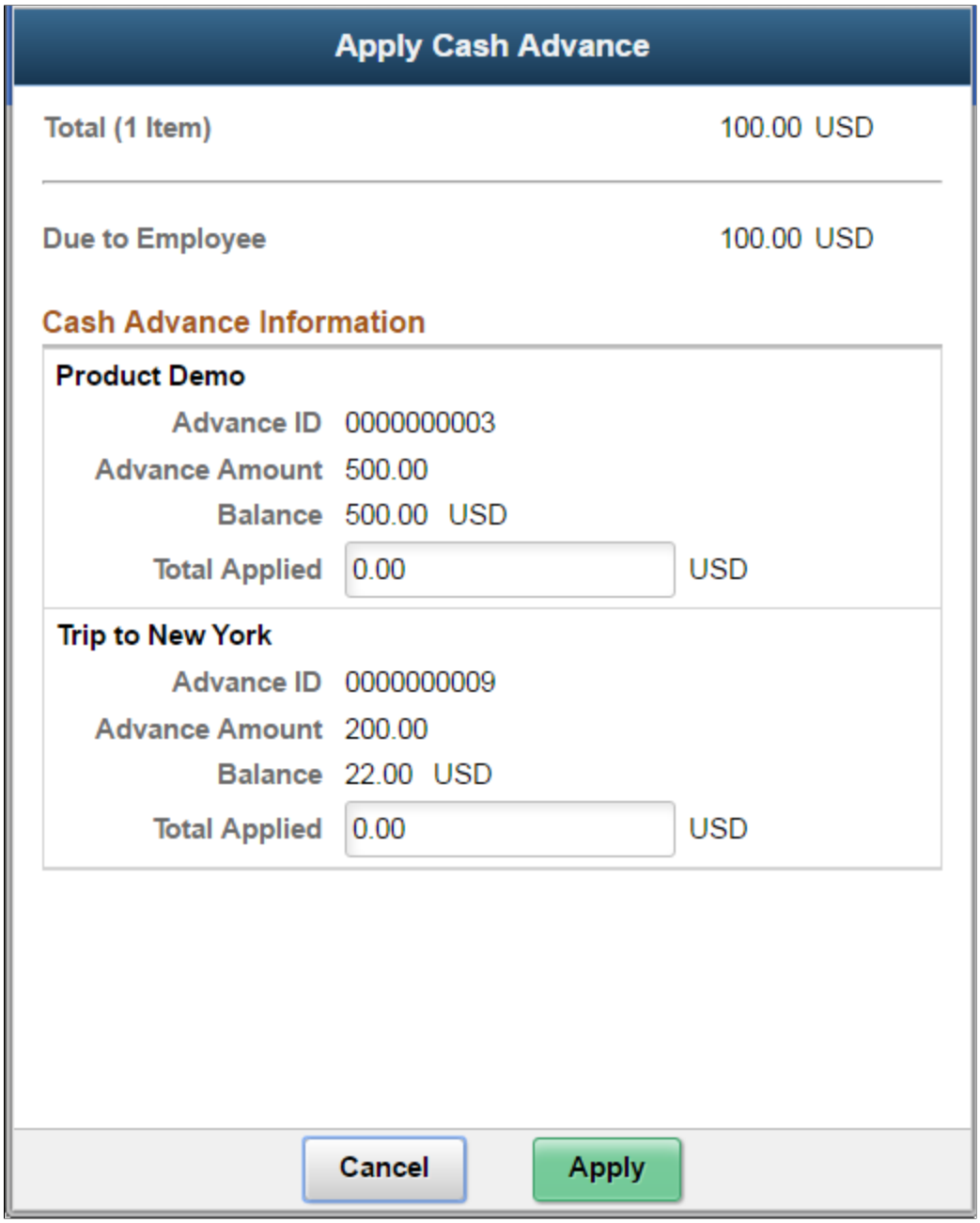
section will take you to the Classic PeopleSoft Expense Report page where you can create the Adjustment Cash Advance.

To remove the previously applied amount, enter zero on the applied amount in the Apply Cash Advance page. The system automatically updates the Cash Advance Balance amount.

This example illustrates the fields and controls on the Apply Cash Advance page.



Related Links

Applying Cash Advances to Expense Reports

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Working with Notes and Notifications Using PeopleSoft Fluid

Pages Used to Work with Notes and Notifications Using PeopleSoft Fluid

Page Name	*Definition Name*	*Usage*
Notes Page	EX_SHEET_NOTES_SCF	View and enter notes about the expense report.
Send Email Page	EX_EML_NOTIFY_SCF	Send e-mail notifications to approvers or other users.

Notes Page

Use the Notes page (EX_SHEET_NOTES_SCF) to view and enter notes about the expense report.

Navigation:

Employee Self Service > **Expenses** > **My Expense Reports** > **Expense Summary**.

The Additional Information section of the Expense Summary page displays the Notes section. The Notes page captures notes and reference information that can be helpful for the approver or auditor. Comments that are entered by approver or auditor during the approval process also displayed in this section.

Drill down on the Notes section to add or edit notes about the expense report.

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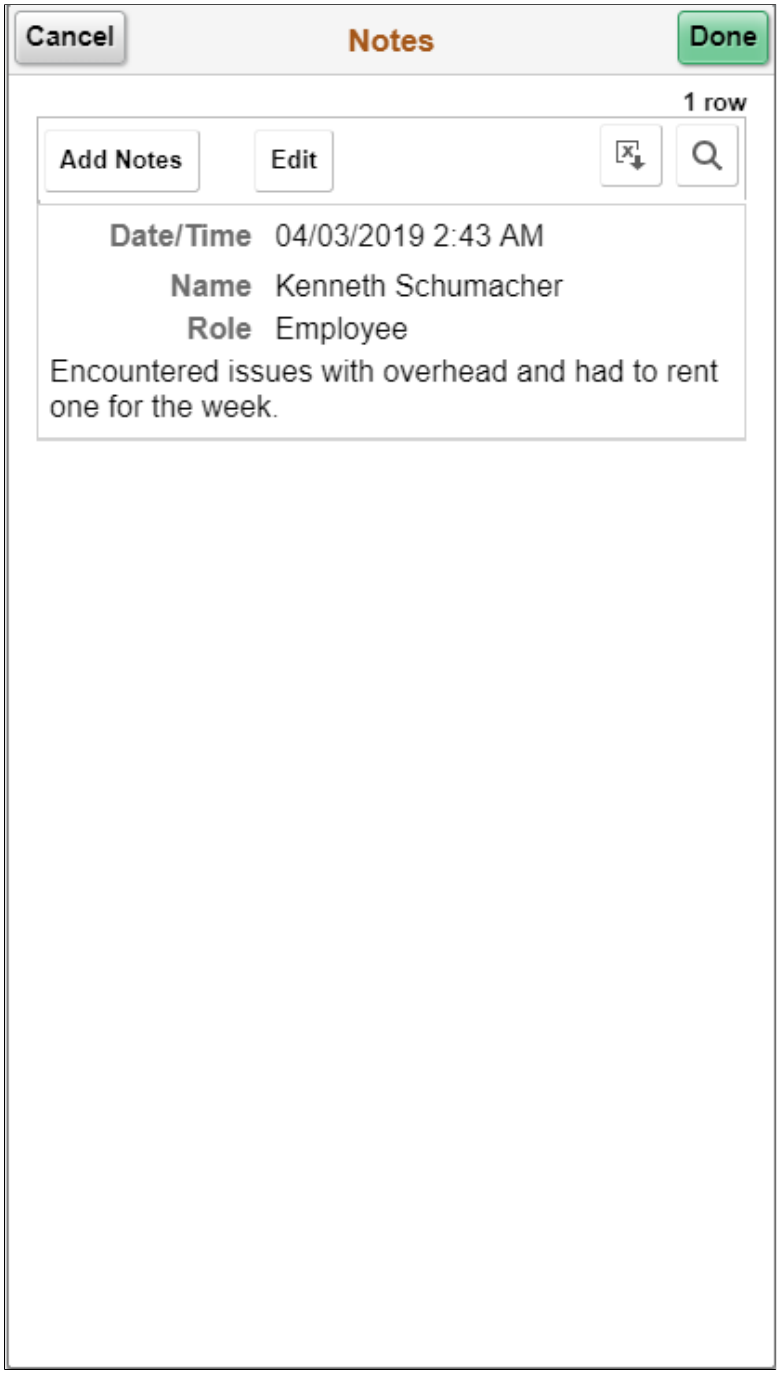
This example illustrates the fields and controls on the Notes page.



To delete your notes, select **Edit** button, and then select the rows to delete. Select **Delete** button to delete the selected rows. To cancel, select **Cancel Edit**. Notes that are not created by you cannot be deleted.

Field or Control	***Description***
	Select to download the Notes to Microsoft Excel spreadsheet.

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Field or Control	*Description*
	Select to find a string in the current page.

Related Links

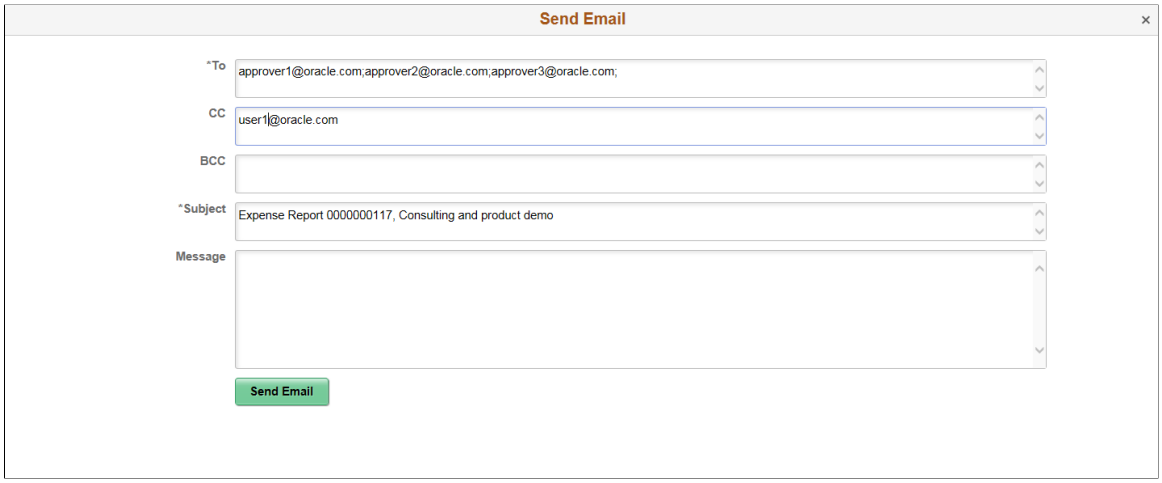
Expense Report - Notes Page

Send Email Page

Use the Send Email page (EX_EML_NOTIFY_SCF) to send e-mail notifications to approvers or other users.

Select the **Send Notification** action option.

This example illustrates the fields and controls on the Send Email page. You can find definitions for the fields and controls later on this page.



The system automatically populates the subject field with the Expense Report ID and the report description. If the Expense Report is in pending approval, the To field is populated with the next approver e-mail address (if available). For Pooled approvers, all approver emails areincluded. The user e-mail is populated in the CC field.

If the Send Notification is related to a Wallet entry, the Subject field is populated with the Wallet date and Expense Type.

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Viewing Analytics in PeopleSoft Fluid

Pages Used to View Analytics in PeopleSoft Fluid

Page Name	*Definition Name*	*Usage*
View Analytics Page	EX_ANALYTICS_SCF	View summary information of the current expense report.

View Analytics Page

Use the View Analytics page (EX_ANALYTICS_SCF) to view summary information of the current expense report.

Navigation:

Employee Self Service > **Expenses** > **My Expense Reports** > **Expense Summary**.

The Additional Information section of the Expense Summary page displays the View Analytics section.

Drill down on the View Analytics section to view analytics about the expense report. This View Analytics page helps you review your report at a glance by Expense Type, Department, and Project/Activity.

Select a summary view from the **Summary** drop down list box. The default view is **Expense Type**.

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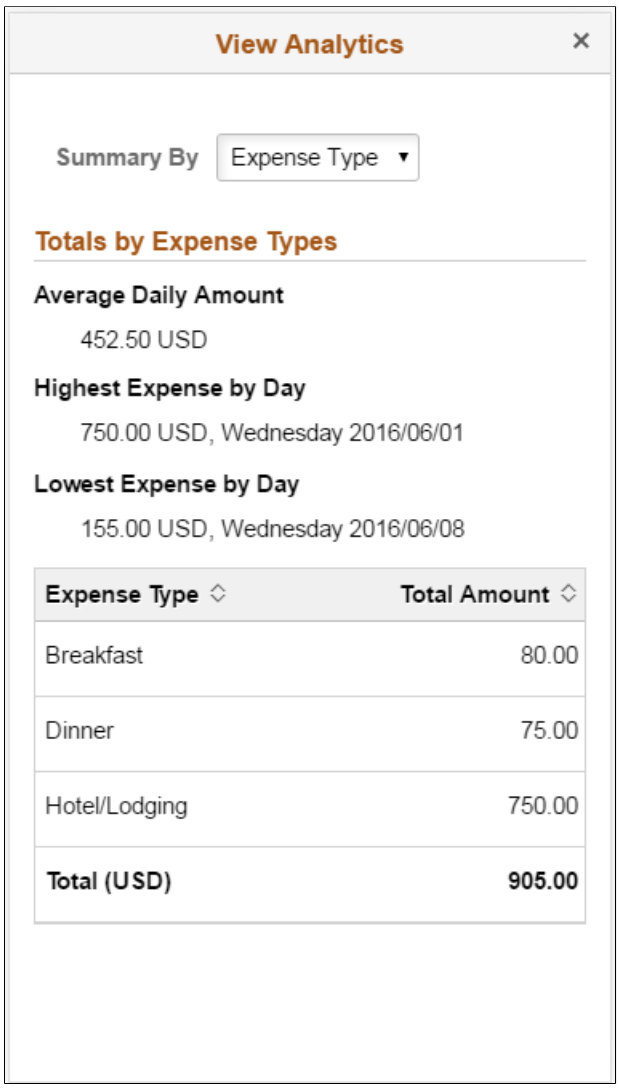
This example illustrates the fields and controls on the View Analytics page.



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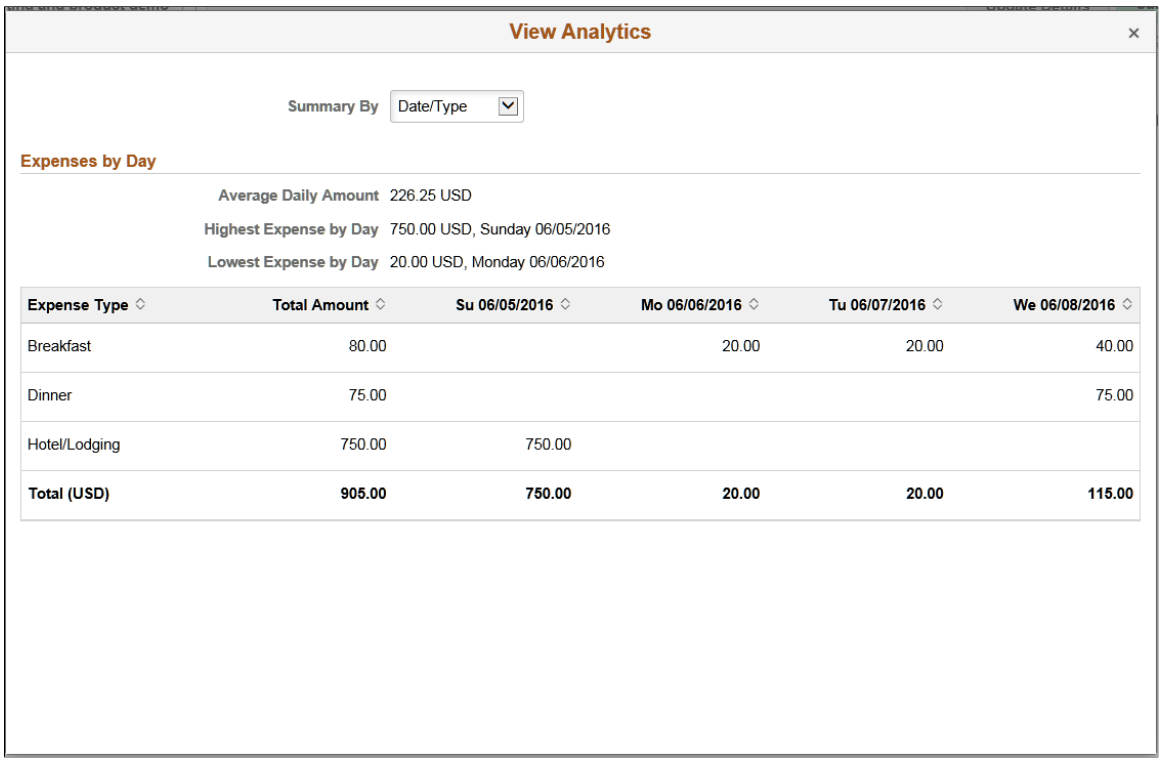
This example illustrates the fields and controls on the View Analytics page on a tablet.



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Chapter 19

Attaching Receipts Using PeopleSoft Fluid

Understanding Receipt Options for Expense Reports

The PeopleSoft system is very flexible when it comes to requiring receipts on expense reports. It is important to understand all the setup combinations to configure your system to match your organizational requirements.

Some organizations require a receipt to be attached to an expense report for expenses and some don't. Some organizations require the receipt to be attached at the header of the expense report and some require the receipt to be attached at the line level. Then again, some allow receipts at the header or line level.

Some organizations require a receipt, but if a receipt is not available, a comment why there is no receipt, is allowed for the expense report to be submitted.Some organizations require a receipt if the line is over a certain amount, and some want to specify the minimum amount by expense type. Some want to specify a minimum amount by expense type and payment method.

All of these combinations can be configured in PeopleSoft Expenses. If your organizational rules are not followed, the system displays an error and the expense report cannot be submitted to an approver.

This section lists a few scenarios, how to configure them in PeopleSoft Expenses, and what action(s) to take.

Setup Pages

The key setup fields that can influence receipt requirements reside on three pages:

1. “Installation Options - Expenses Page” (Application Fundamentals)
    - Receipts Configuration - **Option** field
    - Receipts Configuration - **Attachment Location** field.
2. Receipts Required Page - all fields
3. Employee Profile - User Defaults Page - **Receipts Not Required** field.

The following sections provide scenarios that explain how the system reacts to specific setup configurations.

Scenario 1

This scenario shows how the Minimum Receipt Amount value (at the top of the Receipts Required page) is applied to all lines, and that the Minimum Receipt Amount value for an expense type overrides it. It also shows that allowing a comment to compensate for a lost receipt allows the expense report to be submitted.

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Setup:

Setup Configuration

- Installation Options - Expenses page
  - Receipts Configuration - Option = Attachments Only
  - Receipts Configuration - Attachment Location = Header and Line
- Business Unit - Receipts Required page
  - Receipt Required = Always
  - Minimum Receipt Amount (at top of page) = **25.00**
  - Comments Required = **Yes**
  - Exceptions grid:
    - Expense Type = Courier Service
    - Minimum Receipt Amount = **20.00**
    - Comments Required = **Yes**

Expense Entry

An employee creates an expense report for two expense types:

- Hotel = 220.00
- Courier service = 23.49

The employee does not attach a document and tries to submit the expense report.

System Reaction

The system does not allow the report to be submitted and displays a red flag at the top of the Expense Entry page. There are two errors: One for the hotel expense type because the amount is over the minimum amount of 25.00. The other is for the courier service because the amount is over the exception expense type amount of 20.00

Action(s) to Take

The employee can take more than one action to submit the expense report:

- Attach a document (receipt) at the header or line levels for the hotel and courier charges.
- Enter a comment at the line level for the hotel and for courier charges.

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Scenario 2

This scenario shows how the Comments Required option, if not used, can prevent an expense report from being submitted if a receipt is not attached.

Setup:

Setup Configuration

- Installation Options - Expenses page
  - Receipts Configuration - Option = Attachments Only
  - Receipts Configuration - Attachment Location = Header and Line
- Business Unit - Receipts Required page
  - Receipt Required = Always
  - Minimum Receipt Amount (at top of page) = 25.00 USD
  - Comments Required = **No**
  - Exceptions grid:
    - Expense Type = Courier Service
    - Minimum Receipt Amount = 20.00 USD
    - Comments Required = **No**

Expense Entry

An employee creates an expense report for two expense types:

- Hotel = 220.00
- Courier service = 17.20

The employee does not attach a document and tries to submit the expense report.

System Reaction

The system does not allow the expense report to be submitted and displays a red flag at the top of the Expense Entry page. There is one error for the hotel expense type because the amount is over the minimum amount of 25.00.

Action(s) to Take

The employee can take only one action to submit the expense report, which is to attach a document for the hotel amount at the header or line level. An attachment for the courier service is not required because it is below the minimum amount.

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Scenario 3

The system can require an attachment for all lines, but it does not know if the attachment is a valid receipt.

Setup:

Setup Configuration

- Installation Options - Expenses page
  - Receipts Configuration - Option = Attachments Only
  - Receipts Configuration - Attachment Location = Header and Line
- Business Unit - Receipts Required page
  - Receipt Required = Always
  - Minimum Receipt Amount (at top of page) = 25.00 USD
  - Enforce Receipt = Yes
  - Header Receipt for All Lines = Yes
  - Exceptions grid has six expense types that require a receipt for charges over 10.00 and all six allow Header Attachments.

Expense Entry

An employee creates an expense report for all six expense types listed in the Exceptions grid of the Receipts Require page. The employee attaches a document at the header level and submits the expense report.

System Reaction

The system allows the expense report to be submitted.

Action(s) to Take

Although there is nothing for the employee to do, you should have an approver in the approval chain whose only responsibility is to verify the attachment for lines that require a receipt. This is because the system doesn't know whether an attachment is in fact a valid receipt.

To create a receipt verifier:

1. Use the Define Approver Types Page to create a RCPTVERIF approver type. The Approver Category is *Receipt Verifier*.
2. Use the Transaction Definition Page - Properties tab to add the RCPTVERIF approver type.

   Select the **Verify Receipt** check box and other check boxes that the receipt verifier can perform.

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3. Use the Approval Privilege Template Page to create an approver privilege template and select the appropriate option for Receipt Verified.
4. Use the Approver Profile Page to add an approver profile and select *RCPTVERIF* in the **Approver Type** field.

Scenario 4

This scenario shows that an employee can be exempt from the receipt requirement feature, while other employees must attach receipts. In this scenario the president of the company is exempt from having to submit receipts.

Setup:

Setup Configuration

- Installation Options - Expenses page
  - Receipts Configuration - Option = Attachments Only
  - Receipts Configuration - Attachment Location = Header and Line
- Business Unit - Receipts Required page
  - Receipt Required = Always
  - Minimum Receipt Amount (at top of page) = 25.00 USD
  - Comments Required = Yes
  - Exceptions grid has six expense types that require a receipt for charges over 10.00 and all six allow Header Attachments.
- Employee Profile - User Defaults Page for the president - **Receipts Not Required** field = Yes.

Expense Entry

An employee creates an expense report on behalf of the president. All expense lines are over the minimum amount specified on the Receipts Required page.

System Reaction

The system allows the expense report to be submitted.

Action(s) to Take

There is no further action to take.

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Attaching Receipts in PeopleSoft Fluid

Receipts can be attached to an expense report at the header level, line level, or both. This topic discussed the pages used to attach receipts.

Receipt attachments can be included in My Wallet and expense report transactions. Fluid expenses allows you to load a receipt by taking a picture using a smartphone device and upload the image from your device, or from your local and network drive if you are using your computer. You can also load receipt images received from text messages.

When uploading documents to an expense report header or line, you can select more than one document when using PeopleTools 8.59 or higher.

Pages Used to Attach Receipts in PeopleSoft Fluid

The Attachments page can look and operate slightly different depending on whether you access it from an expense report header or an expense report line, on a desktop or smartphone, and from the My Wallet or Expense Entry pages.

Page Name	*Definition Name*	*Usage*
Attachments Page (Expense Header Desktop)	EX_ER_ATTCH_HR_SCF	Attach one or more documents to the header of an expense report.
Attachments Page (Expense Line Desktop)	EX_ER_ATT_LN_SCF	Attach one or more documents to an expense report line.
Attachments Page (Expense Line Smartphone)	EX_ER_ATT_LN_SCF	Attach one or more documents to an expense line using a smartphone.
My Receipts Page	EX_MY_RCPT_SCF	Select one or more images receipts and add it to a wallet entry or expense report.

Understanding Steps to Attach Receipts

The pages and steps used to attach receipts depends on which component you're using.

Attach a Receipt from the My Wallet Entry Page

Navigation:

Employee Self Service > **Expenses tile** > **Add Quick Expense tile**.

On the My Wallet Entry page:

1. Select the **Attach Receipt** section. The expense application will save your wallet entry before opening the new page for uploading the receipt.
2. Select an upload option:

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- **Add Attachment**: Use this option to upload an existing receipt image from your device. If your device has the capability to take a picture, you can take the picture of your receipt and upload it directly into the system. The source image can be uploaded from your device image library, drop box or your local drive if you are using tablet or desktop.
- **Add from My Receipts**: Use this option to upload receipt images saved in the My Receipts page. The attachments saved in the My Receipts page are images received as text messages.

Note: The **Add from My Receipts** option is available only if the Twilio feature for text messages is turned on for the Business Unit which the user belongs to.

Note: You can upload multiple files at a time depending on configured attachment upload limit. To configure attachment upload limit, see "Installation Options - Multiple Attachments Page" (Application Fundamentals).

---

3. Select **Done** when you have completed the upload. The system will save your data and return you to the Wallet Entry page. The counter for the Attach Receipt file will be updated with the number of file uploaded.

After you have uploaded the attachment, you can preview the attachment by selecting either the image preview or the image file name. The image preview is available only if the file is a image type. For non-image file types, a standard default icon is displayed.

Note: You can also upload a receipt using the **Attach** action button on the My Wallet page. The **Attach** button turns green, which indicates that you are in the attachment mode for uploading a receipt file. Select the wallet entry on which you want to add the receipt image. The steps to upload the receipt is the same as discussed above.

Attach a Receipt to a Line from the Expense Entry Page

Navigation:

- **Employee Self Service** > **Expenses** > **Create Expense Report**
- From the Expense Report page, select **Add Expense**.
- From the Expense Details page, select the **Add** action button to add a new expense entry.

From the Expense Entry page:

1. Select the **Attach Receipt** section.

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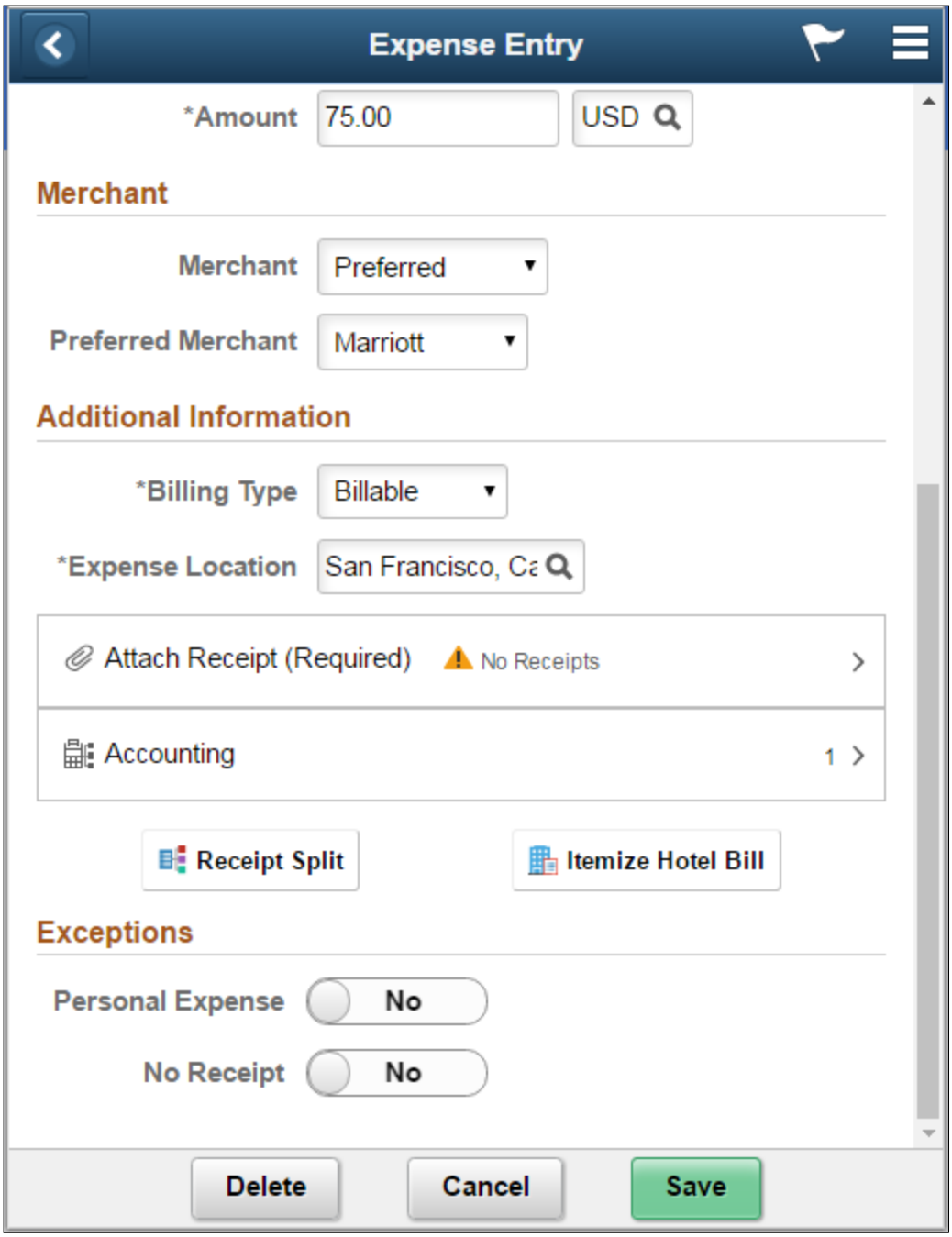
This example illustrates the fields and controls on the Attachments Expense Entry.



If your expense requires receipt, the **Attach Receipt** section indicates “Required”. The system also provides you with a warning indicator that you have not uploaded the receipt image.

2. Select an upload option:

    - **Add Attachment**: Use this option to upload an existing receipt image from your device. If your device has the capability to take a picture, you can take the picture of your receipt and upload it directly into the system. The source image can be uploaded from your device image library, drop box or your local drive if you are using tablet or desktop.

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- **Add from My Receipts**: Use this option to upload receipt images saved in the My Receipts page. The attachments saved in the My Receipts page are images received as text messages from Twilio. The number indicates the number of available receipt images in the My Receipts page.

Note: The **Add from My Receipts** option is available only if the Twilio feature for text messages is turned on for the Business Unit which the user belongs to.

Note: You can upload multiple files at a time depending on configured attachment upload limit. To configure attachment upload limit, see “Installation Options - Multiple Attachments Page” (Application Fundamentals).

After you have uploaded the attachment, you can preview the attachment by selecting either the image preview or the image file name. The image preview is available only if the file is an image type. For non-image file types, a standard default icon is displayed.

To delete an attached file, select **Edit**, and then select the rows to delete. Select **Delete** button to delete the selected rows.

If the attachment file was imported from the Receipts page, on deleting the attachment, the file will be returned to My Receipts page.

3. Select **Done** when you have completed the upload. The system will save your data and return you to the Expense Entry page. The counter for the Attach Receipt file will be updated with the number of file uploaded.

Note: You can also upload expense receipt for one expense item at a time without having to open each expense entry by using the **Attach** action button on the Expense Details page. The **Attach** button turns green which indicates that you are in the attachment mode for uploading receipt file. Select the expense entry on which you want to add the receipt image. The steps to upload the receipt is the same as discussed above.

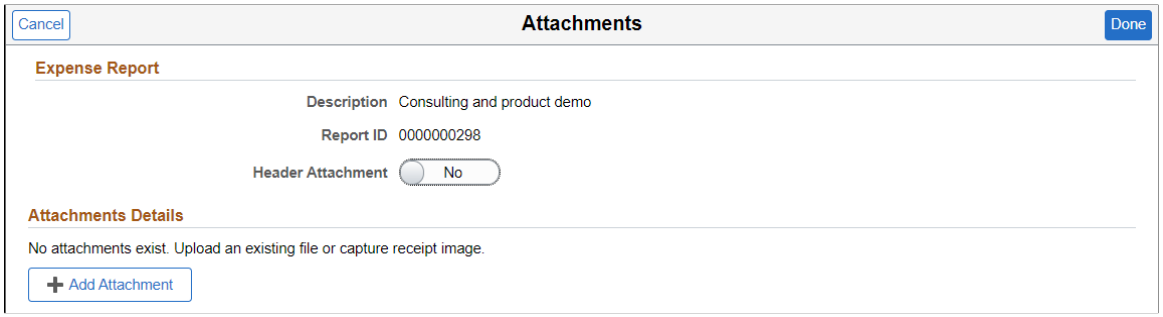
Attachments Page (Expense Header Desktop)

Use the Attachments page (EX_ER_ATTCH_HR_SCF) to attach one or more documents to the header of an expense report.

Navigation:

From the Expense Report Page, General Information section, select the Attach Receipt button.

This example illustrates the fields and controls on the Attachments page as displayed on a desktop.



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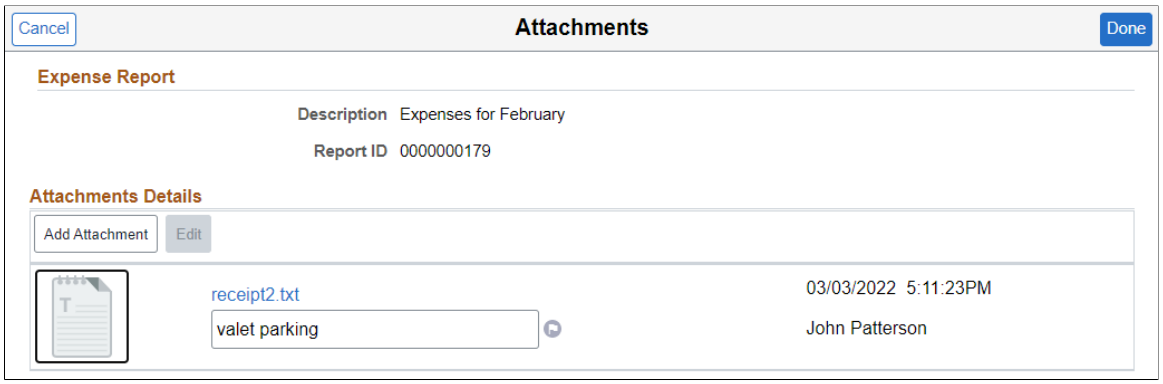
This example illustrates the fields and controls on the Attachments page displaying the Attached Post Approval flag.



Expense Report

Field or Control	*Description*
Header Attachment	Select *Yes* to indicate that a document is attached to the expense report. This option requires one or more attachments at the header level, and make attachments at the line level optional. This toggle appears only when the **Receipt Required** option is *Always* and the **Enforce Receipt** and **Header Receipt for All Lines** options are selected on the Receipts Required Page. If this toggle is Yes but you don't attach a document, you receive an error on the Expense Entry page and you cannot submit the expense report. See Correcting Expense Report Errors Using PeopleSoft Fluid.

Attachment Details

Use this section to add attachments. Use the Expense Report History page, or expense reports that are pending payment, to add attachments post approval. This might be performed when a lost receipt is found.

Field or Control	*Description*
	Indicates that the attachments was added after the expense report was approved. Attachments can be added when the transaction is in an Approved, Staged, or Paid status.

Attachments Page (Expense Line Desktop)

Use the Attachments page (EX_ER_ATT_LN_SCF) to attach one or more documents to an expense report line.

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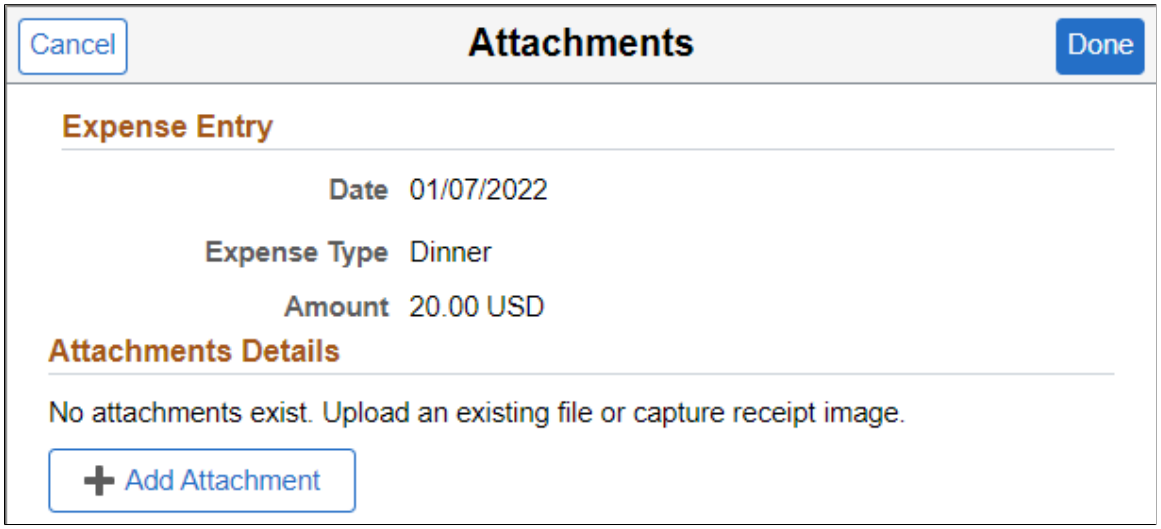
Navigation

From the Expense Entry page, select the Attach Receipt link.

This example illustrates the fields and controls on the Attachments page as displayed for a line and on a desktop.



Attachments Page (Expense Line Smartphone)

Use the Attachments page to attach one or more documents to an expense line using a smartphone.

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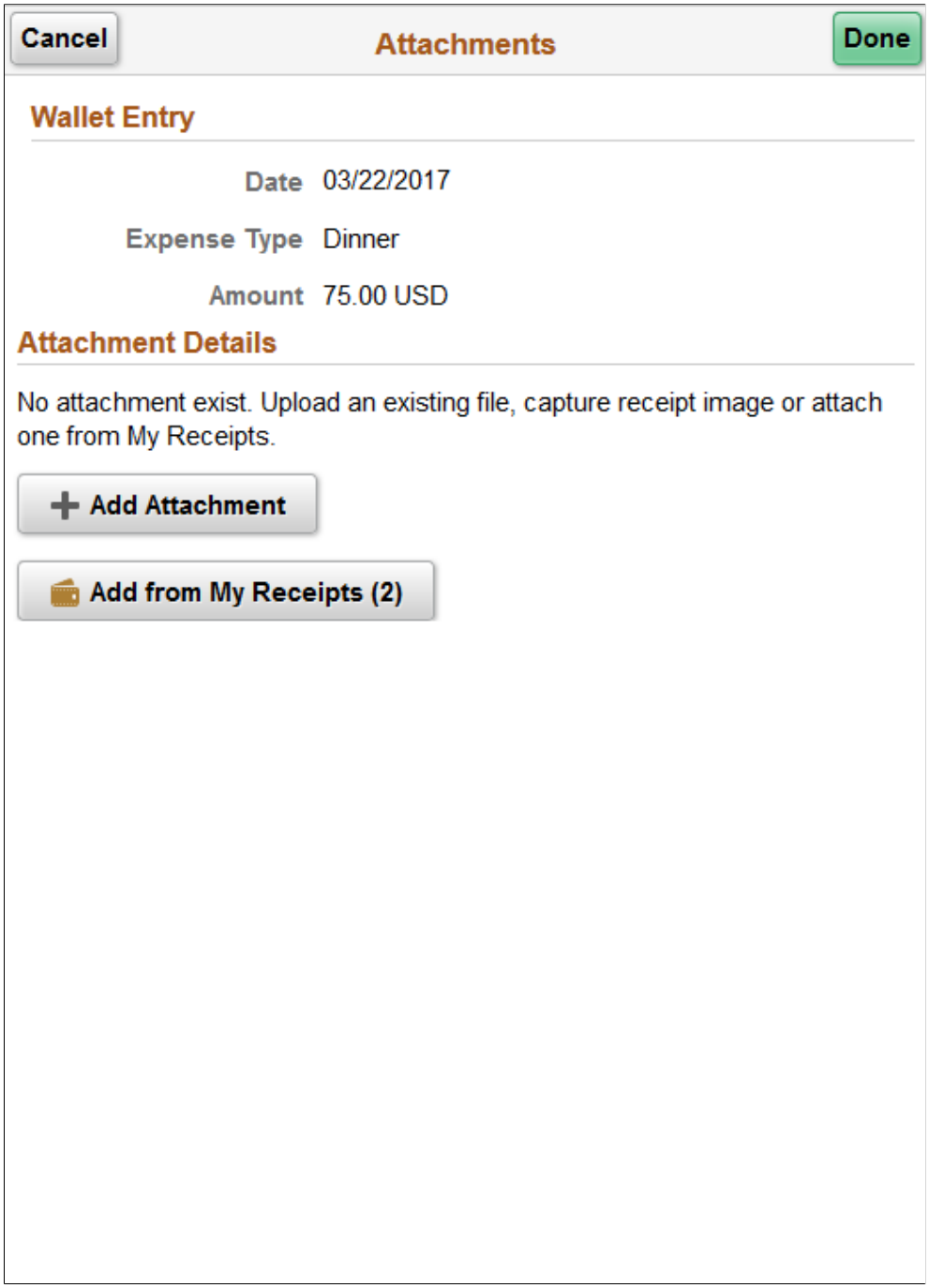
This example illustrates the fields and controls on the Attachments page as displayed on a smartphone.



My Receipts Page

Use the My Receipts page (EX_MY_RCPT_SCF) to select one or more images receipts and add it to a wallet entry or expense report.

Navigation:

Select the **Add from My Receipts** button on the Attachments page. On a large desktop, the My Receipts section displays on the right hand side on the Attachments page.

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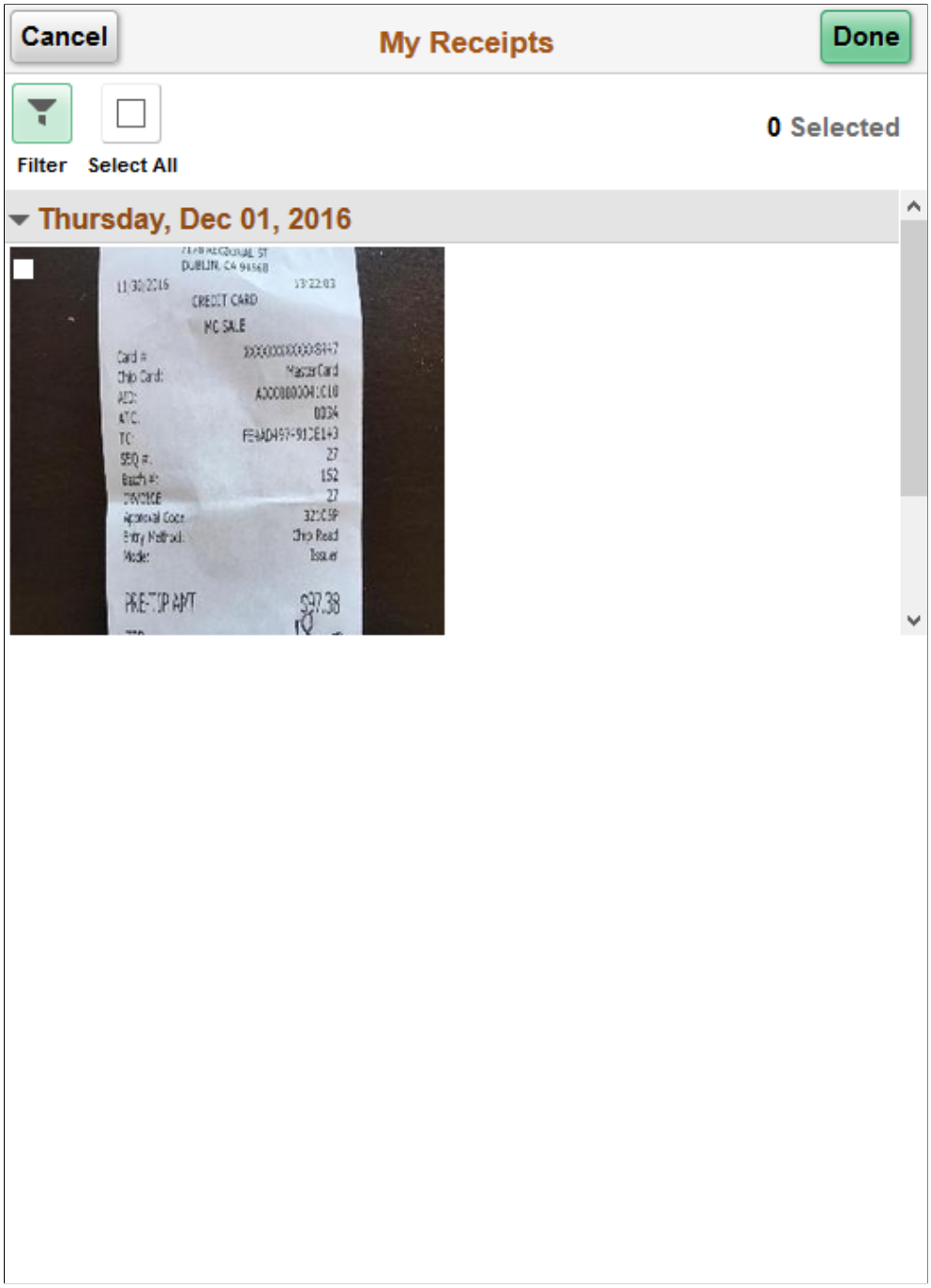
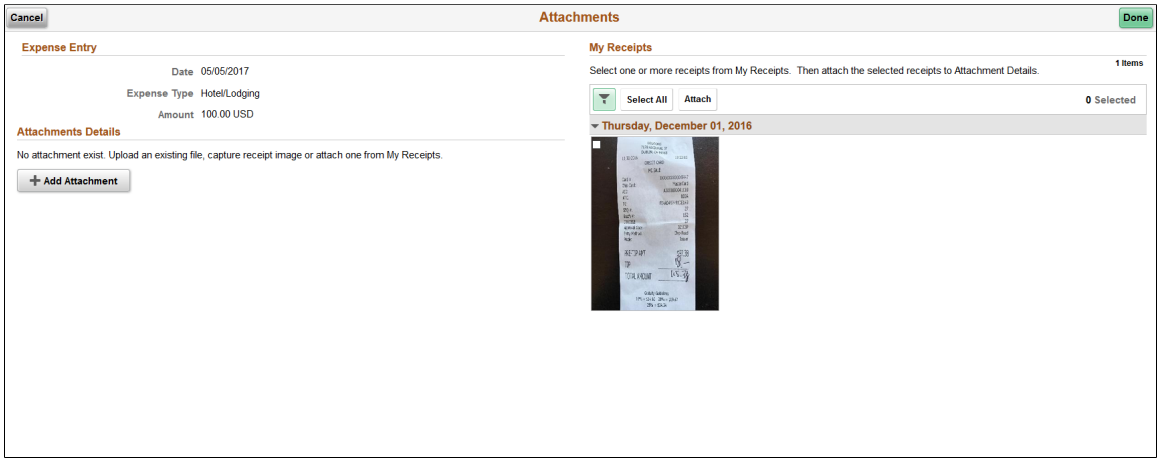
This example illustrates the fields and controls on the My Receipts page as displayed on a smartphone.



This example illustrates the fields and controls on the My Receipts page.



To attach an image to a wallet entry or expense report, select an image and then select **Done**. A user can filter the images based on the date received.

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Chapter 20

Correcting Expense Report Errors Using PeopleSoft Fluid

Correcting Expense Report Errors Using PeopleSoft Fluid

PeopleSoft Fluid displays visual indicators when an expense report has missing or invalid information. When you correct an error, the message and visual indicator disappears.

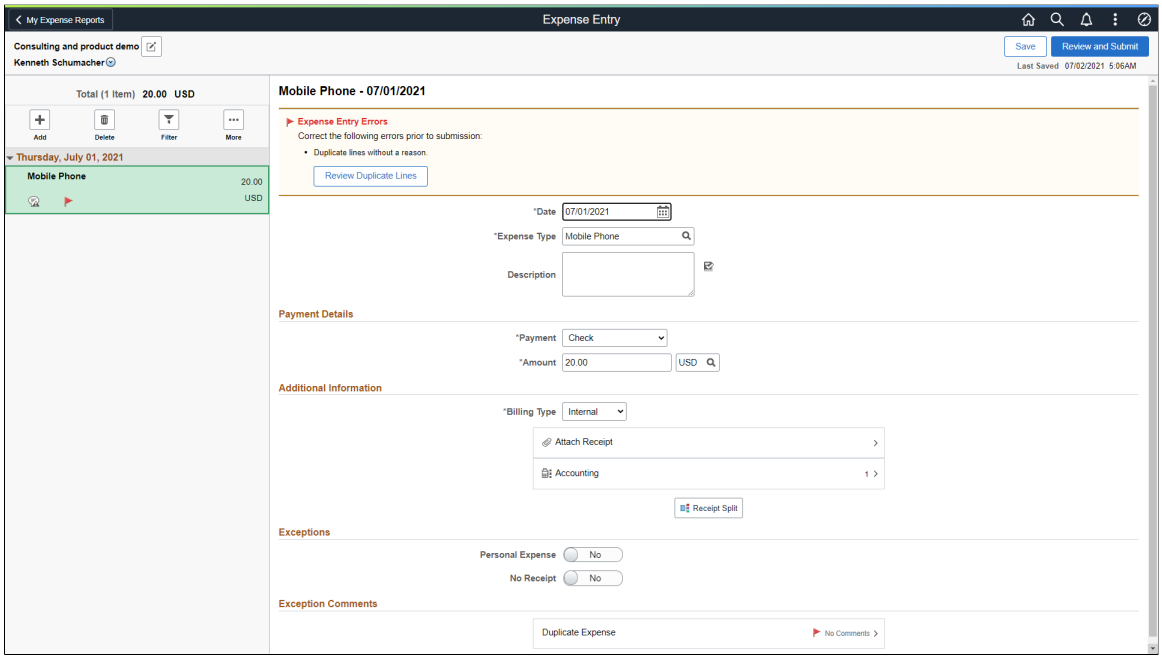
Pages Used to Correct Expense Report Errors Using PeopleSoft Fluid

Page Name	*Definition Name*	*Usage*
Possible Duplicates Exist Page	EX_SHEET_DUP_SCF	Verify duplicate lines and take action.

Understanding Expense Report Errors in PeopleSoft Fluid

Any expense entry that has an error is indicated with an red error flag. The error is displayed at the top of the Expense Entry page after selecting **Save**.

This example illustrates the Expense Entry page with an error.



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Field or Control	*Description*
Expense Entry Errors (section)	Displays potential errors for the expense entry.
Review Duplicate Lines (button)	Select to access the Possible Duplicates Exist Page. This button appears only when the system detects a potential duplicate line. The system always checks for duplicates and this button appears every time it finds a possible duplicate row. • If the **Duplicate Review Required** check box is selected on the “Installation Options - Expenses Page” (Application Fundamentals) the button displays within the error section. • If the **Duplicate Review Required** check box is not selected on the “Installation Options - Expenses Page” (Application Fundamentals) it displays at the top of the page without an error message.
	Indicate that the required field is missing value or incorrect value.
Attach Receipts (Required)	If your expense requires receipt, the Attach Receipt section indicates “Required”. If you have not uploaded the receipt image, a 'No Receipt' message displays.
	Error flag and No Comments within the Exception Comments section indicates that the expense entry violates your organization's expense policy. Comment is required to explain the reason.
Save	After correcting an error, select **Save**. The system re-validates the entry. If there is no other error, the system returns to the Expense Detail page. If there is another error, you remain on the Expense Entry page.
Cancel	Select **Cancel** to return to the Expense Details page. This option allows you to correct the error at later time. The expense entry in the Expense Details page displays a red flag indicating that you must correct the error before you can submit the expense report. An expense report can not be submitted if there is error.

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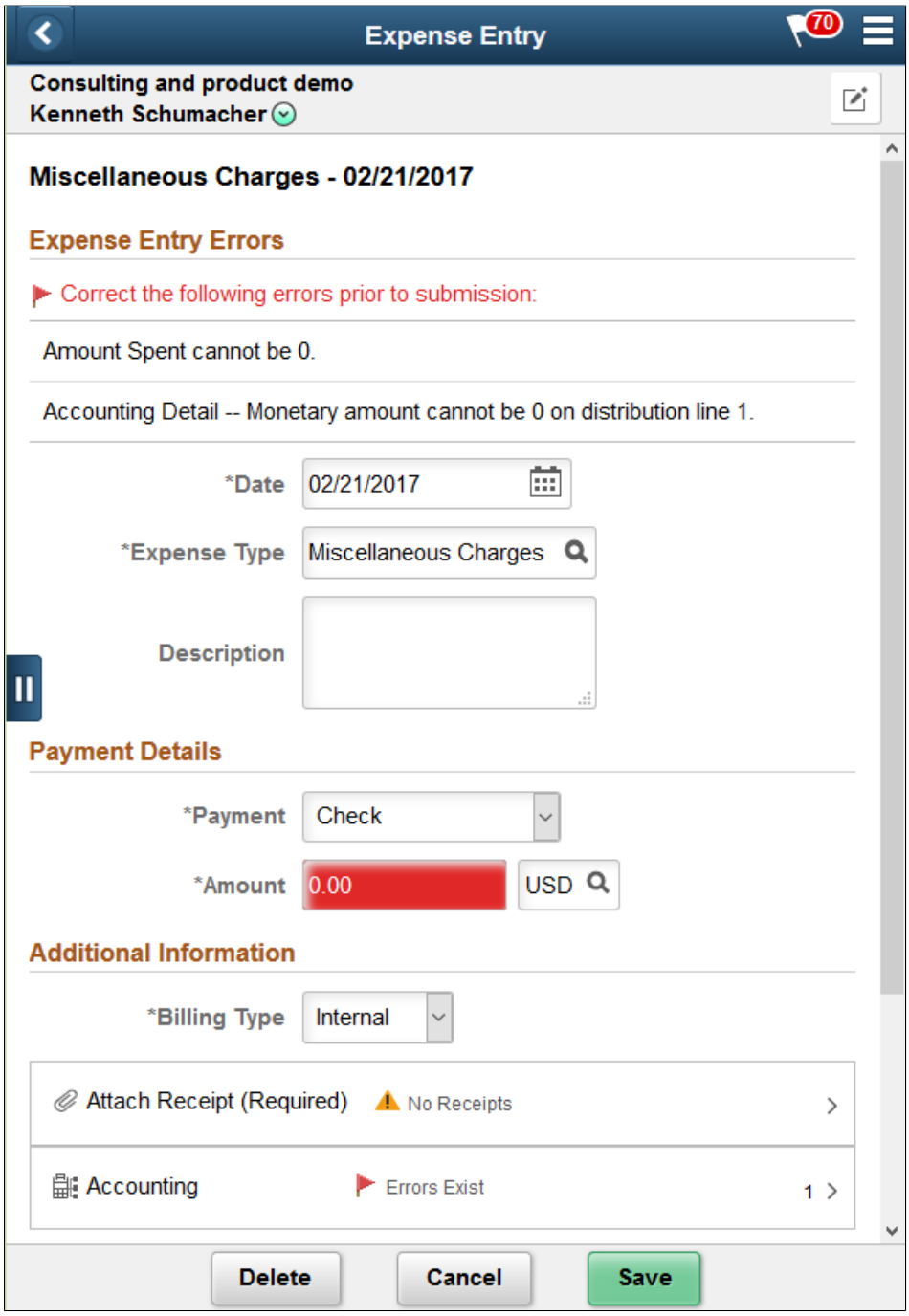
This example illustrates the fields and controls on the Expense Entry page with an error as displayed on a smartphone.



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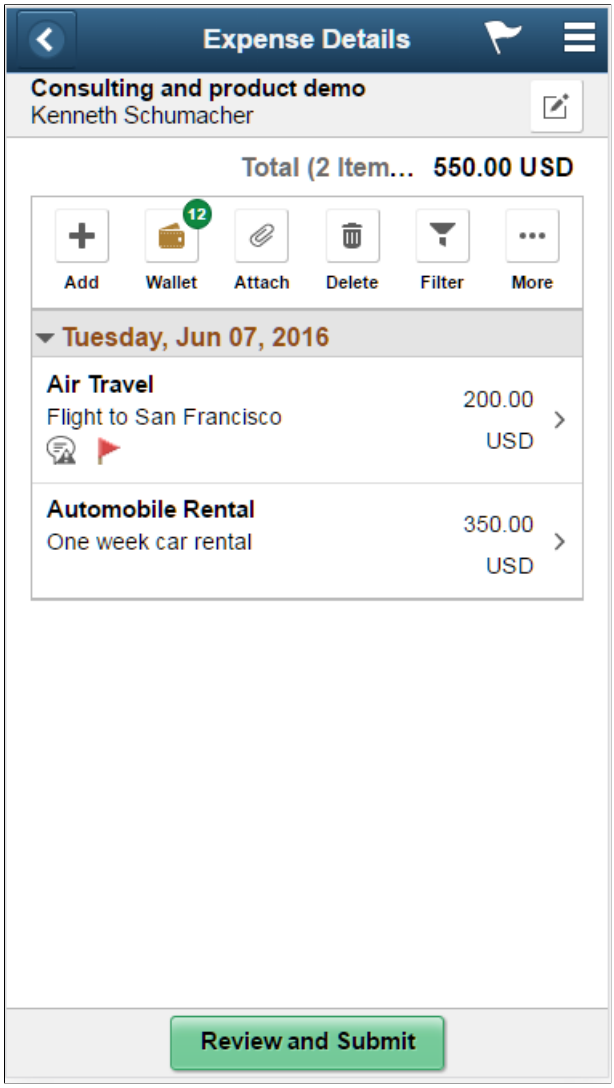
This example illustrates the Expense Details page (on a smartphone) where the expense entry has an error.



Field or Control	*Description*
	Displays this icon if the expense entry has an exception comment including Non-Preferred Merchant comments and exception comments.
	Displays this icon if errors exist on the expense line. To see the detail of the error, go to the Expense Entry page.

If there are errors in the expense entry, a high level error message displays at the top of the Expense Summary page. You will need to return to the Expense Details page to correct the error. An expense report will not be submitted if there is error.

Finding a Line that has an Error

If you have a lot of expense entries and you need to find the expense item that has an error, select **Filter** to access the Filter page and then select *Has Error* in the **Errors** field.

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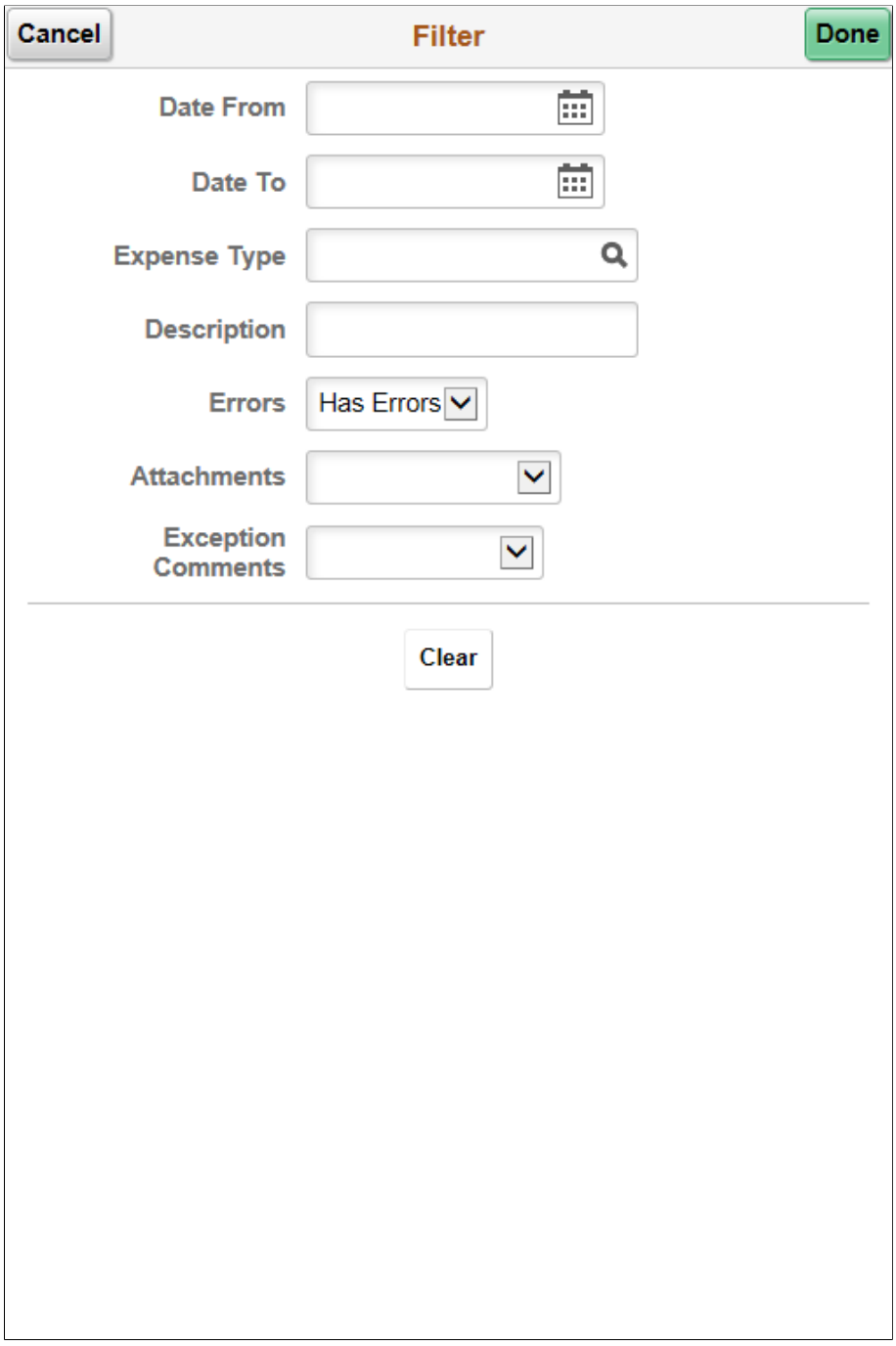
This example illustrates the fields and controls on the Filter page.



Possible Duplicates Exist Page

Use the Possible Duplicates Exist page (EX_SHEET_DUP_SCF) to verify duplicate lines and take action.

Navigation:

From the Expense Entry page, select Review Duplicate Lines.

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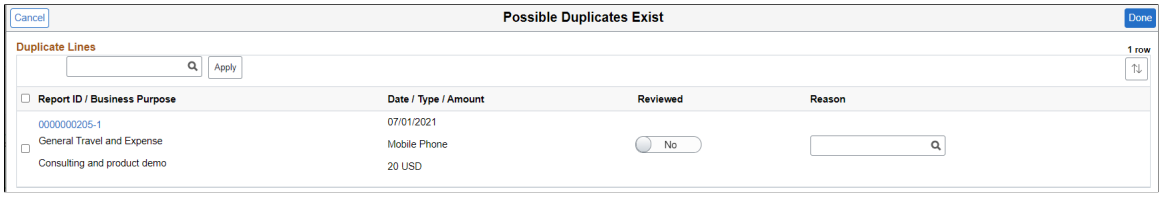
This example illustrates the fields and controls on the Possible Duplicates Exist page.



When creating an expense report, the system checks for duplicate lines before submitting an expense report for approval. The report is flagged with an error and all expense reports that have similar characteristics are listed on this page. If the report is valid, optionally provide a reason, and select **Done**. The system then allows you to submit the expense report for approval.

To be considered a duplicate a line must have the same expense type, amount, and date.

To require a reason, select the **Duplicate Review Required** check box on the “Installation Options - Expenses Page” (Application Fundamentals).

Field or Control	***Description***
Lookup Reason	Select to search for and select a reason code. Use this option when you want to select a reason to justify the potential duplicate entry and apply that reason to multiple reports.
Apply	Select to apply the reason to multiple reports. The system also changes the **Reviewed** value to *Yes*.
(check box) Header row, to left of Report ID	Select to enter a check mark in all rows of the grid.
(check box) within grid, to left of report ID	Select to enter a check mark in the specific row.
(Report ID link)	Select the report ID link to access the report. You can take action such as deleting a expense line, changing a date, amount, or expense type.
Reviewed	Select to toggle from *Yes* to *No*. When entering a value in the **Reason** field, the system changes this to *Yes*.
Reason	Select a reason to justify a potential duplicate entry. This field is required if the **Duplicate Review Required** check box is selected on the “Installation Options - Expenses Page” (Application Fundamentals).
Done	Select to save your changes and return to the Expense Entry page.

After indicating that a row has been reviewed and providing a reason, the system clears the duplicate error from the Expense Line page and this page is no longer available. You can submit the report to an approver and this information is available to the approver.

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Chapter 21

Creating Expense Reports

Understanding How To Create Expense Reports

Click to view a Video Feature Overview about the PeopleSoft Expenses 9.2 User Interface for expense reports.

Understanding How to Prepare Expense Reports

PeopleSoft Expenses makes it easy to transform a handful of receipts into a final expense reimbursement. These topics discuss how to convert expense transactions into expense reports that meet your auditing standards, approval policies, and tax reporting requirements. PeopleSoft Expenses supports a variety of features designed to streamline expense report entry from setting up defaults to importing credit card transactions. How you set up your expense system determines what data is required and how your accounting system processes it. For example, if an employee takes a business trip that is funded by a different department within your organization, the expense report can reflect this so that the appropriate department pays for the expense.

PeopleSoft Expenses provides functionality to decrease the time that you spend entering expense reports. You can:

- Create expense reports populated with information from user defaults.
- Populate information from My Wallet transactions into expense reports.
- Apply cash advances to expense reports.
- Copy multiple expense lines from one expense reports to another expense report.
- Insert multiple rows at one time using the Quick Fill option.
- Save an expense report with errors or missing information.
- Associate a travel authorization with an expense report.

Understanding Expense Report Options and Steps

When you create an expense report, you have several options on which to base the new document, and the selection that you make triggers other choices that prompt you for details about the report. You can start with a blank expense report or populate one with data from another source.

Use the Create (or Modify) Expense Report Page to create expense reports.

Navigation:

- **Employee Self-Service** > **Travel and Expense Center** > **Expense Reports** > **Create/Modify** (if user defaults are set to *Open a Blank Report*).

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This navigation path incorporates special security for authorized users. When you use this navigation path, PeopleSoft Expenses checks for a default creation method. Depending on how your default creation method is set to on the Employee Profile - User Defaults Page, PeopleSoft Expenses displays the next page based on the user defaults and prepopulates fields accordingly.

- **Travel and Expenses** > **Travel and Expense Center** > **Expense Report** > **Create/Modify** (if user defaults are set to *Open a Blank Report)*.

  This navigation path uses standard permission list security and can be used for centralized or delegated entry of expense reports.

The creation methods are:

- *Open a Blank Report:* PeopleSoft Expenses displays the Create (or Modify) Expense Report Page.
- *Copy From a Travel Auth.* (copy from a travel authorization): PeopleSoft Expenses displays the Populate From A Travel Authorization page.

  1. Select a date range to display approved travel authorizations from a specified period.
  2. Click **Search.**

     PeopleSoft Expenses displays travel authorizations for the dates that you specified.
  3. (Optional) Click the link in the **Travel Auth Description** (travel authorization description) column to access the View Selected Travel Authorization page and view travel authorization details to decide whether to use the travel authorization as the basis for a new expense report.
  4. Click **Select** to select the travel authorization to use as a basis for the expense report.

     PeopleSoft Expenses displays the Create Expense Report page and populates the fields with data from the travel authorization that you copied from.

- *Copy an Existing Report:* PeopleSoft Expenses displays the Copy From an Existing Report page.

  1. Select a date range to display expense reports from a specified period.
  2. Click **Search.**

     PeopleSoft Expenses displays expense reports for the dates that you specified.
  3. (Optional) Click the link in the **Report ID** column to access the View Selected Expense Report page and view an expense report before selecting it.
  4. Click **Select** to select the expense report to use as a basis for the new expense report.

     After you select an expense report to copy, the Create Expense Report page appears. You must then update the relevant information, such as the transaction date, amount, and so on.

- *Copy From a Template:* PeopleSoft Expenses displays the Select a Template page.

  1. Select a template to use for the expense report.

     After you select a template, PeopleSoft Expenses displays the Add Expenses to Report page.

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2. Select a date range for the expense report.
3. Select **One Day** for PeopleSoft Expenses to add one transaction line of the expense type to the expense report. The transaction date for the line will be the **From** date.

   Select **All Days** for PeopleSoft Expenses to add one expense transaction line for each day in the date range for that particular expense type.
4. Click **OK** when you have finished entering a date range and selecting expense types.

   PeopleSoft Expenses displays the Create Expense Report page and populates rows with expense transaction lines that the system created for the dates that you specified. You can then continue completing the remaining information for the expense types.

Common Element Used to Create Expense Reports

Field or Control	*Description*
Status	Depending on your organization's approval and audit policies, PeopleSoft Expenses may assign these values to expense report transactions: • *Approved for Payment:* The expense report is authorized for payment processing. • *Closed:* The expense report is marked for closure. You can close only those expense reports that have been submitted and approved for payment processing, but that are not yet staged for payment. • *Denied:* The expense report was not approved by the approver or auditor. • *Approvals in Process:* Depending on your approval and audit requirements, after anyone on the approval list has approved or held the expense report, the status changes to *Approvals in Process*. There may also be situations where a transactions has been approved for payment but not yet approved for billing. In these instances, the approver may see the status *Pending Billing Approval.* • *Paid:* The employee has been issued a reimbursement. • *Pending:* An employee has not submitted the expense report, or the approver or auditor denied and returned the expense report to the employee. This is the default status for a newly created expense report. • *Staged:* The expense report is staged for payment. • *Submitted for Approval:* The expense report is ready for the approval or audit process.

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Creating and Modifying Expense Reports

Pages Used to Create Expense Reports

Page Name	*Definition Name*	*Usage*
Create (or Modify) Expense Report Page	EX_SHEET_ENTRY	Create expense reports.
Create Expense Report - Summary and Submit Page	EX_EXPENSE_SUBMIT	Review, analyze, and submit expense reports.
Analytics - Expense by Day Page	EX_DEPT_ANALYTIC	View all expense lines, one week at a time.
Analytics - Totals by Department Page	EX_DEPT_ANALYTIC	View totals based on the department IDs entered in the Accounting Detail section of the expense report.
Analytics - Totals by Project/Activity Page	EX_DEPT_ANALYTIC	View totals based on the projects entered in the Accounting Detail section of the expense report.
Create Expense Report - Submit Confirmation Page	EX_SUBMIT_CONF_ER	Confirm and submit expense reports.
Attendees Page	TE_SHEET_ATT	Add, view, or modify attendees for the expense transaction.
No Receipt Included Page	EX_NORCPT_COMMENT	Add, view, or modify comments about why a receipt for an expense is not included with the expense report.
Preferred Merchant Explanation Page	EX_SH_PRFMRCH_CMNT	Add, view, or modify comments about why a preferred merchant was not used.
Credit Card Selection Page	TE_CC_LOOKUP	Select a credit card to use for the expense item. This button only appears when a credit card merchant is selected as the payment type on the Overview tab and when more than one credit card is active from the same merchant, such as Visa and MasterCard, in the user’s profile.
Exchange Rate Detail Page	EXCH_RT_DTL	View the exchange rate information that the system used for an expense.
Expense Report Project Summary Page	TE_PROJ_SUMMARY	View summary of expense line items.

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Understanding Expense Report Creation

The Create Expense Report page enables you to easily add expense lines and provide general information as well as other details that are specific for expense types. You can use the Employee Profile component to set up default values for location, purpose, description, payment method, and distributions. These defaults are used to automatically populate the expense report when it is initially created, but you can override these defaults during creation. Expense transactions can be directly entered or can be imported into your expense report from My Wallet if your organization is using a credit card feed. Expense transactions that are uploaded to the online system from a personal digital assistance (PDA) will appear in My Wallet and will be ready for use in an expense report.

Related Links

Understanding How To Create Travel Authorizations
Entering Travel Authorization Information and Detail Expense Lines
Copying or Adding Expense Lines to Expense Reports in Classic
Reviewing or Modifying Accounting Information
Viewing and Modifying Travel Authorizations
Deleting Travel Authorizations
Canceling Approved Travel Authorizations

Common Elements Used to Create or Modify Expense Reports

Field or Control	*Description*
Attachments	Select to access the Expense Report Attachments page. Use this page to add, delete, or view expense report attachments for the entire expense report. A paperclip and + sign appear if your organization allows line level attachments and there are not attachments. When an attachment is added, the + sign is not displayed. Instead, you can hover your mouse over paperclip and the system displays how many attachments are associated with the line. This link is available only when *Attachments Only* or *Both Imaging and Attachments* is selected in the **Option** field in the Receipts Confirmation group box on the “Installation Options - Expenses Page” (Application Fundamentals).
	Click the Embedded Help icon to open up a secondary window with information about this page or section. Embedded help can provide information about specific fields and point the user to additional help. See *PeopleTools PeopleBook: PeopleSoft Application Designer Developer's Guide* for more information on creating and modifying embedded help.

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Field or Control	*Description*
	Click the **Missing or invalid information was found** icon to access theExpense Report Line Errors Page, which displays all the issues associated with the expense line. This page displays missing or invalid information pertaining to the expense transaction line. This icon appears only after you select the Insert Line icon to add a new expense line, click the Save for Later link, or select the Submit Expense Report button on the Create Expense Report - Summary and Submit page. All missing or invalid information must be added before you can submit an expense report. When you correct the missing or invalid information, the system automatically re-edits the field and removes the red flag if it is valid.
	Click the **Exception Comments** icon to view comments entered for these exceptions: • *No Receipt Comment:* If you selected *No Receipt,* and the expense line amount exceeds the minimum receipt amount entered on the Business Unit 1 page, and have entered comments, then click to access the No Receipt Included page, where you can view or modify comments. • *Authorized Amount Exceeded:* If you exceeded the authorized amount for the expense type and location, click to access the Authorized Amount Exceeded page, where you can view or modify comments. • *Non-Preferred Merchant Comment:* If you did not select a preferred merchant for the expense type, click to access the Preferred Merchant Explanation page, where you can view or modify comments about why you did not use a preferred merchant. • *Credit Comment:* Click to access the Credit information for line [number] page and enter a reference about the credit. The **Credit Comment** button appears only if you have a negative expense transaction amount. • *Older Transaction:* If you added a transaction that exceeds the number of days specified on the Expenses Definition - Business Unit 2 Page, click to access the comment page where you can view or modify comments about why your are submitting an expense at a later date. • *Authorized Amount by Location:* If you exceeded the authorized amount for the expense type and location, click to access the Authorized Amount Exceeded page, where you can view or modify comments. • *Authorized Amount for Expense Type Group:* If you exceeded the authorized amount for the Expense Type Group, click to access the Authorized Amount Exceeded page, where you can view or modify comments.

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Field or Control	*Description*
	Click the **Exception Comments** icon to enter comments for these exceptions. This icon appears next to the field that trigger the exception. • *Authorized Amount Exceeded:* The exception comments icon appears If you exceed the authorized amount for the expense type and location. Click the icon to access the Authorized Amount Exceeded page, where you can add, modify, or view comments. • *Authorized Amount by Location:* If you exceeded the authorized amount for the expense type and location, click to access the Authorized Amount Exceeded page, where you can view or modify comments. • *Authorized Amount for Expense Type Group:* If you exceeded the authorized amount for the Expense Type Group, click to access the Authorized Amount Exceeded page, where you can view or modify comments. • *Merchant - Non-Preferred :* The exceptions comments icon appears if you select the Merchant - Non-Preferred radio button for the expense type. Click to access the Preferred Merchant Explanation page, where you can add, modify, or view comments about why you did not use a preferred merchant. • *No Receipt:* The exceptions comments icon appears when you select the **No Receipt** check box, and your organization requires a receipt for the expense type. • *Older Transaction:* The exception comments icon appears if you added a transaction that exceeds the number of days specified on the Expenses Definition - Business Unit 2 Page.

Create (or Modify) Expense Report Page

Use the Create Expense Report page (EX_SHEET_ENTRY) to create expense reports.

Use the Modify Expense Report page (EX_SHEET_ENTRY) to modify expense reports.

Navigation:

- **Employee Self-Service** > **Travel and Expense Center** > **Expense Reports** > **Create/Modify**
- **Travel and Expenses** > **Travel and Expense Center** > **Expense Reports** > **Create/Modify**

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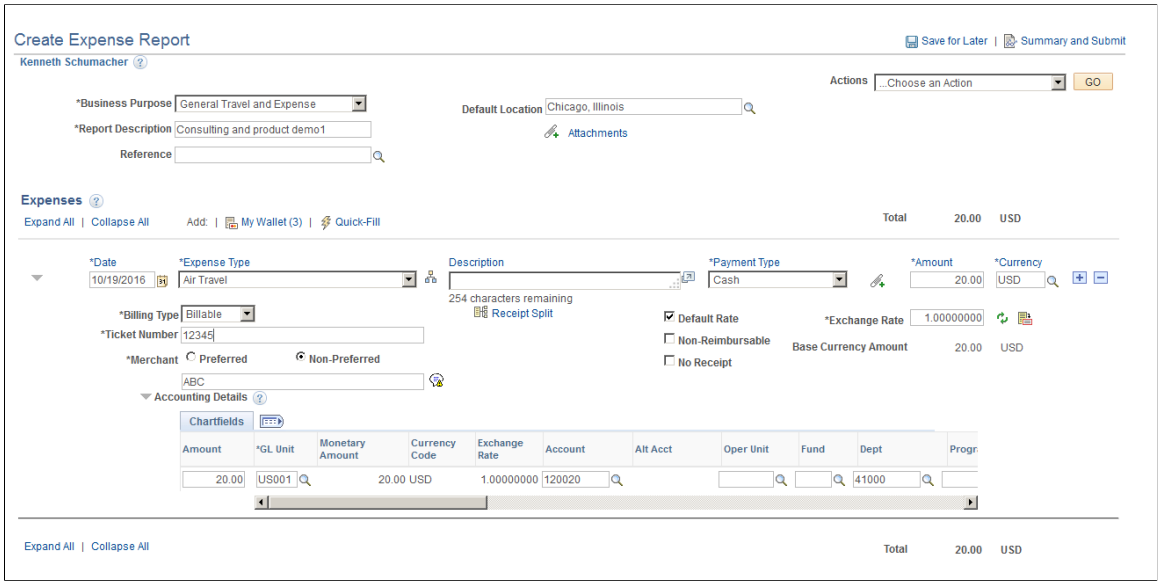
This example illustrates the fields and controls on the Create Expense Report page.



General Expense Report Information

The Create Expense Report page allows you to define general information about the expenses incurred for the report. PeopleSoft Expenses populates most of these fields with information that you set up on the Employee Profile - User Defaults Page. PeopleSoft Expenses also enables you to attach a travel authorization to your expense report. Only one travel authorization can be attached to an expense report at one time. A detach travel authorization feature enables you to remove the travel authorization from the expense report. You can only select travel authorizations that are not already attached to an expense report.

Field or Control	*Description*
Save for Later	Select to save the expense report without submitting it for approval. This option enables employees to create an expense report as they're incurring expenses, and save it for a later time when they are ready to submit it.
Home	Select to return to the Travel and Expense Center.
Summary and Submit	Select to access the Summary and Submit page to view a summary of expense lines.

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Field or Control	*Description*
Quick Start	Select from these values: • *A Template:* Select to access the Select a Template page, where you can select a template on which to base a new expense report. • *A Travel Authorization:* Select to access the Populate From A Travel Authorization page, where you can select a travel authorization from which to create a new expense report that contains similar information. • *An Existing Report:* Select to access the Copy From an Existing Report page, where you can select an existing expense report from which to create a new expense report that contains similar information. • *Entries From My Wallet:* Select to access the My Wallet page, where you can select transactions to add to the expense report. **Note:** After you select an option from this drop down box or select an expense type, this drop down box changes from **Quick Start** to **Action**.
Business Purpose	Select a purpose from a predefined list that was created when you implemented the expense system. Because tax laws require a business purpose for business expenses, this field is required.
Default Location	Enter a city, country, or geographical area where the expenses were generally incurred (which you establish during system setup). This location appears on each expense line where applicable, and you can change it throughout the expense report process. If you change the default location, PeopleSoft Expenses applies the new location to newly added expenses; the change does not affect existing expense lines. **Note:** If value-added tax (VAT) is enabled, you must enter a default location so that PeopleSoft Expenses can determine the VAT treatment.
Report Description	Enter a description to identify the expense report.

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Field or Control	*Description*
Authorization ID	Displays the travel authorization number that is either associated with the expense report or used to create an expense report. Click the link to access the Travel Authorization Details page to view information about the travel authorization.
Reference ID	Enter free form text or select a reference id that has been pre-defined on the Reference Page. This field is used for tracking or identification.
Detach TA (detach travel authorization)	Select to detach a travel authorization that was associated with the expense report. This check box does not apply when a travel authorization is used to create an expense report by copying travel authorization lines to a new expense report. After selecting the **Detach TA** check box, the system detaches the travel authorization from the expense report after the expense report is saved. The detached travel authorization is available to associate with another expense report.

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Field or Control	*Description*
Actions	Select from these options: • *Adjustment Cash Advance:* Select to have PeopleSoft Expenses generate an adjustment cash advance if you owe money to the company. • *Apply/View Cash Advance(s):* Click to access the Apply Cash Advance(s) Page and select and apply part or all of a cash advance to the expense report. • *Associate Travel Authorization:* Select to access the Associate Travel Authorization page. Only one travel authorization can be associated with an expense report at a time. Travel authorizations that require budget checking or are used to create expense reports are not available for association with an expense report. After a travel authorization is associated with an expense report, it is removed from the Associate Travel Authorization page. • *Copy Expense Lines:* Select to access the Copy Expense Lines page. • *Default Accounting For Report:* Select to access the Accounting Defaults Page and view or modify the default accounting ChartFields and the distribution split. The default accounting is implemented at the expense report level, and each expense that you add to the report inherits it **Note:** This link is not available if the **Default Accounting** option on the employee privilege template for the expense report transaction is set to *Hide.* • *Expense Report Project Summary:* Select to access the Expense Report Project Summary page and view a summary of expense line items. This option is available only if PeopleSoft Project Costing is installed. • *Export to Excel:* Select to access the Export to Excel page. • *User Defaults:* Select to access the Employee Profile - User Defaults page to view or edit your defaults or preferences. **Note:** This link is not available if the **User Defaults** option on the employee privilege template for the expense report transaction is set to *Hide.*

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Expenses

Initially, this section displays the Date, Expense Type, Description, Payment Type, Amount, and Currency fields. When you select an expense type, the fields adjust based on the options selected on the Expense Type component.

The column header in this section enable users to sort the lines in ascending and descending order. Click the column header one time to sort the column in ascending order. Click the column header two times to sort the column in descending order.

Deferred processing is turned off on fields that are validated so that when the missing or invalid information is corrected, the system removes the red flag.

Field or Control	*Description*
My Wallet	Select the My Wallet link to access the Create Expense Report - My Wallet page and add entries from My Wallet. The number in parenthesis indicates how many active entries are available in the user's wallet.
Quick Fill	Select this link to access the Quick Fill Page where you can select multiple expense types and whether the expense type was incurred for one day or all days of the date range.
Total (# lines)	Displays the sum of the expense **Base Currency Amount** values for all transaction lines. The number of transaction lines is displayed next to the field label.
Date	Enter the date when the transaction began or occurred.

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Field or Control	*Description*
Expense Type	Select an expense type to add an expense item. The system expands the section and displays the fields associated with the expense type after this field is selected. If an expense entry has been imported from My Wallet, you can change the expense type if you have configured the Business Unit to allow changes to expense types imported from a Wallet. See the section Change Expense Type from My Wallet Download in Expenses Definition - Business Unit 1 Page If you have allowed changes to expense types imported from a wallet, you can optionally enter a reason code to indicate the reason for the change in expense type. The option to set the requirement of a reason code is configured in the Expenses Definition - Business Unit 1 Page. Changes to the expense type after the expense entry was imported from a wallet is tracked and stored in PeopleSoft tables (EX_CHNG_TYPE). **Note:** The expense type is not in deferred mode so that PeopleSoft Expenses can determine which fields to apply and which fields to hide.

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Field or Control	*Description*
(select expense type)	Click the **Select Expense Type** icon to access the Select Expense Type by Category page, which displays a list of all the Expense Type Categories. Select an Expense Type Category on the left side, and the corresponding expense types appear on the right side of the page. The expense types that are available to you are based on an employee's role and transaction date. Expense types that are not allowed for a role or are not active on the transaction date are not listed in the Select Expense Type by Category page. Furthermore, the expense type category that does not include any available expense types for this role are not listed. Expense types that are not assigned to an expense type category are grouped as **Uncategorized** . If one expense type category is marked as **Inactive**, then all the expense types assigned to that expense type category are grouped and listed in the **Uncategorized** expense type category. When you create or modify an expense report, the **Select Expense Type** button is displayed at the right side of expense type field. This button is displayed only if you select the **Use Expense Type Category** check box on the Installation Options page for Expenses.
Description	Enter a description about the expense transaction. You can click the **Display Description in window** icon to view all lines of a long description.
Payment Type	Enter how you paid for the expense, such as with a credit card or cash. This value may appear by default if a payment type is entered in the **Expense defaults** group box on the Employee Profile - User Defaults page.
Amount	Enter the amount that you spent for the expense line. This field is grayed out when the expense type is associated with the *Automobile* expense type.
Currency	Displays the currency associated with the transaction amount spent. The default for this field is the employee's base currency; however, it can be changed.

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Field or Control	*Description*
	Click the **Insert Line** icon to add a new expense line. When you add a new line, the system validates the data on the previous expense line. If an error is detected by the system, a red flag will appear next to the previous line, which must be fixed prior to submitting the expense report.
(delete)	Click the **Del** (delete) icon to delete an expense line. When you delete a line, the system displays a Delete Confirmation page. If you select the **Do not show this confirmation again** check box and click the OK button, the system will not display the Delete Confirmation page again, until you leave the component. This enables you to delete multiple lines in an expense report without getting the message. If you do not select the **Do not show this confirmation again** check box and click the OK button, the system displays the Delete Confirmation page each time you click this icon. **Note:** If you import enhanced data (Hotel/Lodging expense type) from credit card vendors, and you delete a transaction detail line, then all of the detail transaction lines that were imported are deleted for the transaction. You cannot delete individual detail lines that are enhanced data. If you delete an enhanced data detail line, a message is issued that all lines associated with the Hotel/Lodging expense type will be deleted.
Billing Type	Select the appropriate billing type for the expense transaction. Access to this field depends how the Employee Privilege Template Page is set up for the user. If you use PeopleSoft Project Costing, the system requires billing codes to identify project costs that are billable and charged to project costing ChartFields. PeopleSoft Expenses sends the information to Project Costing, and Project Costing passes the data to PeopleSoft Billing for processing. The billing type determines the billing code that is used by Project Costing .
	Click the **Receipt Split** icon to access the Receipt Detail for Expense [expense type] Page (Splitting Receipts) where employees can itemize the charges on this receipt into multiple expense types.

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Field or Control	*Description*
Default Rate	Select to indicate if system rate exchange tables or user-defined exchange rates are being used. If selected, PeopleSoft Expenses uses the current market exchange rate that is defined in the system rate tables. If not selected, PeopleSoft Expenses uses a user-defined exchange rate.
Exchange Rate	PeopleSoft Expenses populates this field with the current market rate that is defined in the system rate tables. You can override the system-supplied exchange rate.
	Click the **Reset Rate** icon to change a user-defined exchange rate to the system-defined exchange rate.
	Click the **Exchange Rate Detail** icon to access the Exchange Rate Detail page and view the exchange rate information that the system used.
Location	Select the location where you incurred the expense. PeopleSoft Expenses populates this field if you enter a default location in the general expense report information section or if you have entered a previous line with a location.
	Click the **Add Additional Attendees** icon to access the Attendees page and enter names (lastname,firstname), companies, and titles for an expense type that requires a list of attendees on your expense report.
Non-Reimbursable	Select if charges are neither business related nor subject to employee reimbursement.
Base Currency Amount	Displays the amount and currency that the employee spent will be reimbursed based on the values in the Amount, Currency, Exchange Rate fields, and the currency for the employees business unit base currency.
	Click the **Credit Card Selection** icon to access the Credit Card Selection page. If the user profile contains more than one credit card, select a credit card to use for the expense item. The credit card numbers appear in a masked format in which only the last four digits of the credit card number are visible.

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Field or Control	*Description*
No Receipt	Select if no receipt is available to substantiate an expense item that requires a receipt. PeopleSoft Expenses compares the expense to the minimum amount that is required for a receipt. . If a receipt is required, you may need to provide an explanation on the No Receipt Included page for not having a receipt. Requiring Receipts can be defined two ways: • At the business unit level, using the Expenses Definition - Business Unit 1 Page. • At the business unit, expense type, and payment method level, using the Receipts Required Page. If this feature is being used, a receipt verifier must verify a hard or soft copy of the receipt. For additional information about this feature, see Understanding Receipt Options for Expense Reports
Merchant	This field displays only if **Merchant** is selected as required fields for the expense type selected. See Setting Up Expense Types If a non-preferred merchant is selected, you must enter the non-preferred merchant that you used for this expense type. This field is free-form text. Click the icon next to the **Non-Preferred** field and provide a justification for not using the company's selected preferred merchant. Select an option that describes why you used a non-preferred merchant. If the list of justifications don't apply, the select *Other (please specify)*. • A user-defined non-preferred justification. User-defined Non-preferred justifications are set up using the Non-Preferred Merchant Justifications Page. • *Other (please specify)* When selected, the system displays the **Other** field where you can enter free-form text. Enter a reason for using the non-preferred merchant if none of the options for the **Non-Preferred Justification** field were appropriate.

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Accounting Details

Use this section to view or modify the accounting ChartFields for the expense line. Expense items are charged to a set of ChartFields that represent the business unit or department of the employee who is submitting the expense report.

If you are using employee privilege templates, access to this section depends on the value in the **Distributions** field, and access to these fields is dependant on the value in the **GL ChartFields** and **PC ChartFields** fields for the expense transaction on the Employee Privilege Template Page

The **Accounting Detail Default View** field on the Employee Profile - User Defaults Page determines if this section is collapsed or expanded when a user enters the expense type.

Field or Control	*Description*
	Click the **VAT Accounting Detail** icon to access the VAT Information for Expense <type> page.

Expense Type is Air Travel or Hotel Lodging

These fields appear when *Air Travel* or *Hotel/Lodging* is selected as the expense type:

Field or Control	*Description*
Ticket Number	Enter the unique airline ticket number. PeopleSoft Expenses verifies that the ticket number is unique and prompts you if the system detects that the ticket number was used previously.
Merchant	Select whether the merchant that was used for the expense type is a preferred or not a preferred merchant. If you select the *Preferred* radio button, then you must select from a list of merchants with whom your organization has contractual agreements. The merchant list varies according to the expense type. If you select the *Non-Preferred* radio button, then you must enter the merchant used in the open text area below the radio buttons. The system may prompt you to enter an explanation about why you did not use a preferred merchant.
Number of Nights	Enter the number of nights that the expense covers.

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Field or Control	*Description*
	Click the **Itemize Hotel Bill** icon to access the Itemize Hotel Bill Page and itemize the hotel receipt into more specific charges, such as room and telephone charges. Once itemized, PeopleSoft Expenses populates the main expense grid with each itemized charge. You may itemize the entire bill or only part of it if some expenses are non-reimbursable. PeopleSoft Expenses supports the ability to itemize lodgings with different room rates.

Expense Type is Automobile Mileage

Field or Control	*Description*
Originating Location and **Destination Location**	Enter the originating and destination locations. In the Originating Location field, select the location (which you establish during system setup) from where you began your business travel. PeopleSoft Expenses prepopulates this field if you enter an originating location on the Employee Profile - User Defaults page.
Transportation ID	Select a transportation ID. This field is active if the distance rate for expense type Auto Mileage is *Varied.* This field does not appear if the distance rate for expense type Auto Mileage is *Standard.*
Miles	Enter the miles from the originating to the destination locations. When you exit this field, the system calculates the Amount field using the mileage rate
(mileage rate)	Displays the mileage rate to the right of the **Miles** field. This rate is used to calculate the reimbursement amount for the distance traveled.

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Expense Type is Per Diem

Field or Control	*Description*
Per Diem Range	Select a per diem range that defines the number of days at a specific location. PeopleSoft Expenses uses this information for per diem calculations. The system looks at the employee's base country to determine whether to display the **Per Diem Range** field or the **Start Time** and **End Time** fields.
Start Time and **End Time**	Enter the start and end times for the day. The system looks at the employee's base country to determine whether to display the **Per Diem Range** field or the **Start Time** and **End Time** fields.
Amount Spent	Displays the calculated per diem amount based on the location and other per diem setup rules. You can override the **Amount Spent** field if you are authorized to do so.
Currency	Displays the employee's base currency.
	Click the **Refresh Per Diem Amounts** icon to calculate the amount.
	Click the **Per Diem Deductions** icon to access the Per Diem Deductions page and deduct qualified expense types from the per diem amount.
Per Diem Deductions	Click the Per Diem Deductions icon to access the Per Diem Deductions page and select the qualified deduction percent, amount, or calculation code for the expense type. The option selected is applied to the per diem amount. If a deduction percent or amount results in an amount greater than the original per diem amount, then the per diem amount is set to 0.00 (zero) and a message is displayed by the system.

VAT Fields

The VAT fields appear only if you enable the **Record Foreign VAT** option on the VAT Options page or if the employee's business unit is associated with a VAT entity.

Field or Control	*Description*
	Click the **Calculate VAT** icon to have PeopleSoft Expenses calculate the VAT.

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Field or Control	*Description*
Calculated VAT(calculated value-added tax)	Displays the calculated VAT unless the option has been set to hide for your organization.
	Click the **VAT Information** icon to access the VAT Information page for the expense item.
No VAT Receipt(no value-added tax receipt)	Select if the employee did not submit a receipt for a VAT expense item that requires a receipt. You can set up approval and audit rules so that expenses with VAT but without receipts require approval and auditing because in many countries you cannot claim tax credits for the VAT without a receipt. When you select this option, PeopleSoft Expenses sets the recovery percentage and rebate amount fields to zero.
Override VAT (override value-added tax)	Enter an amount to override the calculated VAT.

See Setting Up VAT Driver Defaults for PeopleSoft Expenses and Entering VAT Information on Expense Reports.

Create Expense Report - Summary and Submit Page

Use the Create Expense Report - Summary and Submit page (EX_EXPENSE_SUBMIT) to review, analyze, and submit expense reports

Navigation:

- **Employee Self-Service** > **Travel and Expense Center** > **Expense Reports** > **Create/Modify**. Select the Summary and Submit link.
- **Travel and Expenses** > **Travel and Expense Center** > **Expense Reports** > **Create/Modify**. Select the Summary and Submit link.

Select the Summary and Submit link.

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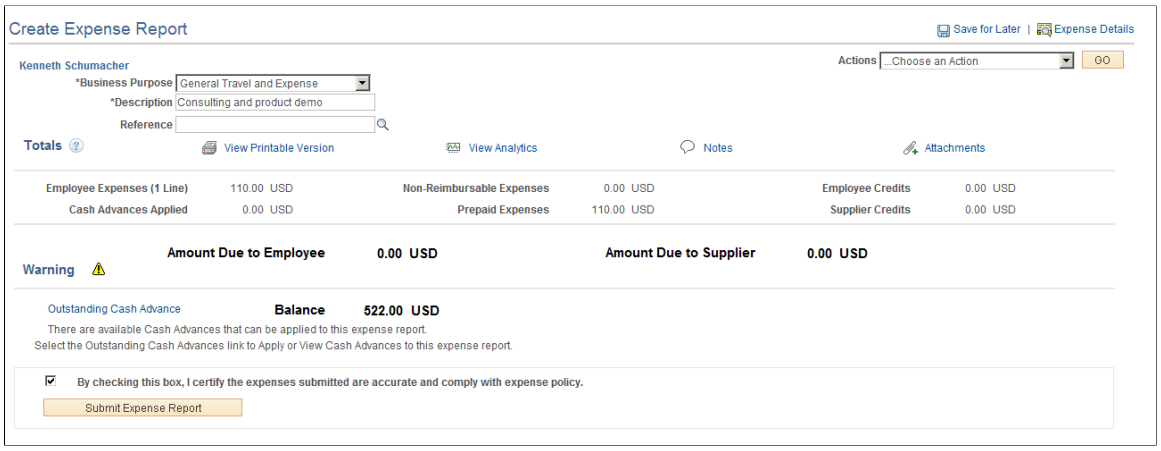
This example illustrates the fields and controls on the Create Expense Report - Summary and Submit Page. You can find definitions for the fields and controls later on this page.



Most of the fields in the general heading of this page have the same meaning as those on the Create Expense Report page. Exceptions are listed in this topic.

Field or Control	***Description***
Expense Details	Click to return to the Create (or Modify) Expense Report page.
Action	Click the drop down box to access the same options that appear on the Create Expense Report page with the exception to the **Copy Expense Lines** and **Default Account For Report** options.
Totals	Use the Embedded Help icon to view a description of all total fields.
View Printable Version	Click to view a printable version of the expense report. A Print Expense Report icon is available on the page. Click the Print Expense Report link to launch BI Publisher (also known as XMLP or XMLPublisher) and print Expense Report EXC4500. You must save the report before printing it to have the changes appear in the printed document.
View Analytics	Click to access a page where you can view three tabs: Expense by Day, Totals by Department, and Totals by Project / Activity.
Notes	Click to access the Expense Notes page for this expense report. Use the Expense Notes page to add notes or view notes from other users. When viewing notes from other users, the system displays the note, name, role, date, and time.

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Field or Control	*Description*
(Check box)	Select the check box to indicate that you agree with the certification statement. After you select this check box, the **Submit Expense Report** button becomes active.
Submit Expense Report	Click to submit your expense report for approval. After you submit the expense report, you cannot modify it. You can only view expense reports after you have submitted them.

Note: If there is any cash advance balance available, a warning message displays informing the employee that they can apply the outstanding cash advance balance on the expense report.

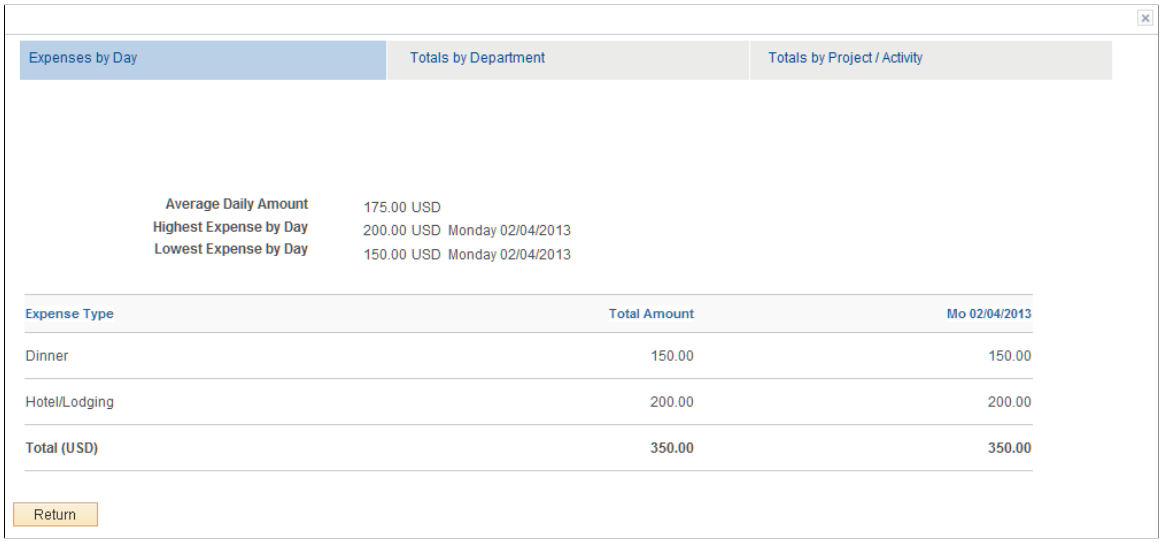
Analytics - Expense by Day Page

Use the Analytics page to view expenses by day, totals by department, and totals by project and activity.

Navigation:

From the Create Expense Report - Summary and Submit page, click the View Analytics link.

This example illustrates the fields and controls on the Analytics - Expense by Day page.



Expense by Day

This page displays all expense lines, one week at a time. If the expense report encompasses more than seven days, use the First, Previous, Next, and Last links to view all days.

Field or Control	*Description*
Average Daily Amount	Displays the total of the expense report monetary amount divided by the number of days in the report

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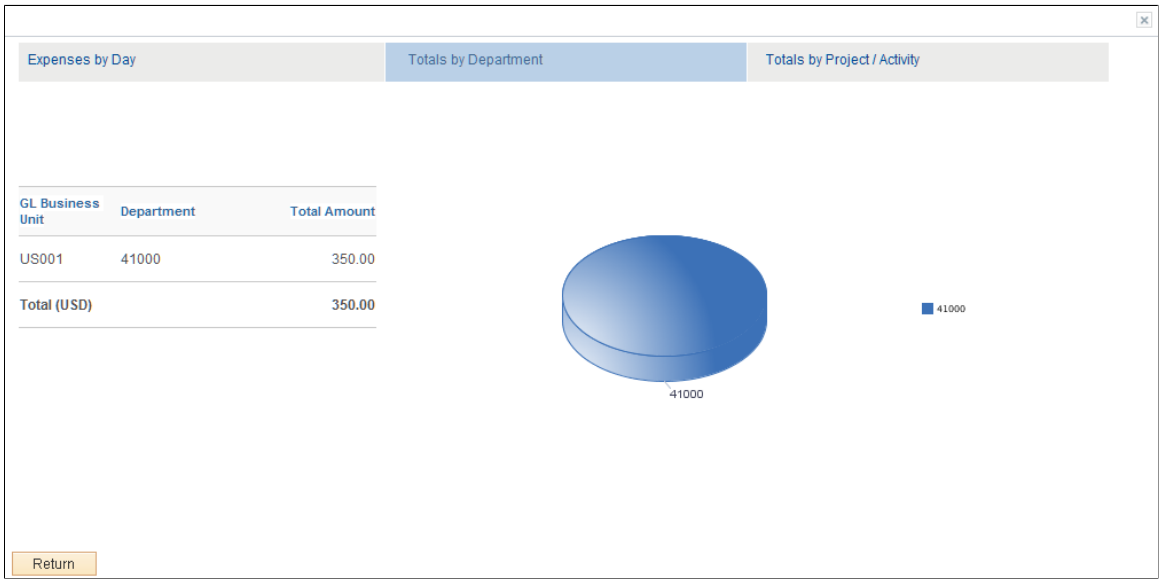
Field or Control	*Description*
Highest Expense by Day	Displays the highest total expense day in the entire expense report.
Lowest Expense by Day	Displays the lowest total expense day in the entire expense report.

Totals by Department

This example illustrates the fields and controls on the Analytics - Totals by Department page.



This page displays totals based on the department IDs entered in the **Accounting Detail** section of the expense report. If a user does not have privileges to general ledger ChartFields, these totals are not visible.

If there is more than one general ledger business unit with the same department, the general ledger business units are displayed twice in the pie chart; once for each business unit. The system displays percentages when you hover your mouse pointer over the department number. If there are no departments in all distribution rows, this page displays *No Department*.

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Totals by Project / Activity

This example illustrates the fields and controls on the Analytics - Totals by Project / Activity page.

This page displays totals based on the projects entered in the Accounting Detail section of the expense report. If a user does not have privileges to Project Costing ChartFields, these totals are not visible.

The system displays percentages when you hover your mouse pointer over the activity. If there is no activity for a project, this pie piece displays *No Activity*.

Create Expense Report - Submit Confirmation Page

Use the Create Expense Report - Submit Confirmation page (EX_SUBMIT_CONF_ER) to confirm and submit expense reports.

Navigation:

- **Employee Self-Service** > **Travel and Expense Center** > **Expense Reports** > **Create/Modify**. Select the Summary and Submit link. Select the certification check box and click the Submit Expense Report button.
- **Travel and Expenses** > **Travel and Expense Center** > **Expense Reports** > **Create/Modify**. Select the Summary and Submit link. Select the certification check box and click the Submit Expense Report button.

From the Create (or Modify) Expense Report page, click the Summary and Submit link. Then select the certification check box and click the Submit Expense Report button.

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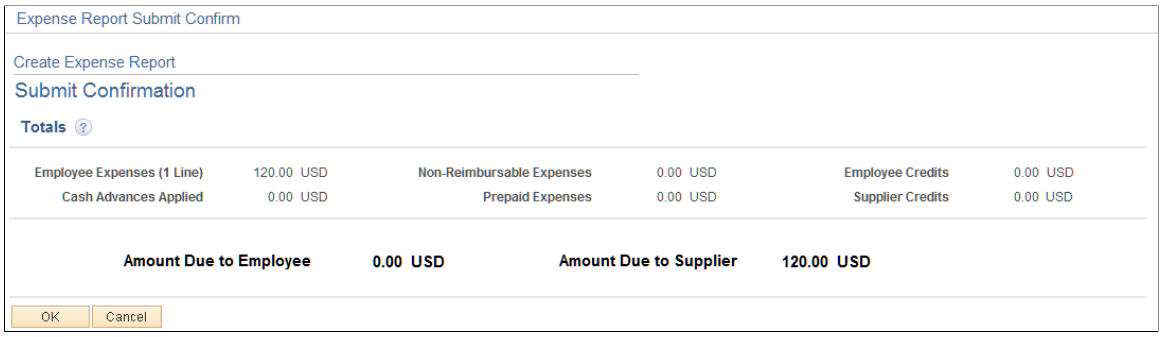
This example illustrates the fields and controls on the Create Expense Report - Submit Confirmation Page.



Use this page to review the amount due to the employee and the amount due to the supplier. Users can click the **OK** button to submit the expense report or click the **Cancel** button to return to the Create Expense Report - Summary and Submit page. After clicking the **OK** button, the system returns the user to the View Expense Report page with a message indicating that the expense report has been submitted and displaying the expense report number.

Creating Express Expense Reports

Express Expense Report enables you to import all unassigned My Wallet transactions available for the employee into an expense report without requiring the user to do it manually.

Pages Used to Create Express Expense Reports

Page Name	*Definition Name*	*Usage*
Create Express Expense Report page	EX_SHEET_ENTRY	Imports all unassigned My Wallet transactions as expense lines into an expense report.

Create Express Expense Report Page

Use the Create Express Expense Report page (EX_SHEET_ENTRY) to import all unassigned My Wallet transactions as expense lines into an expense report.

Navigation:

- **Employee Self-Service** > **Travel and Expenses** > **Expense Reports** > **Create Express Expense Report**
- **Travel and Expenses** > **Expense Report** > **Create Express Expense Report**

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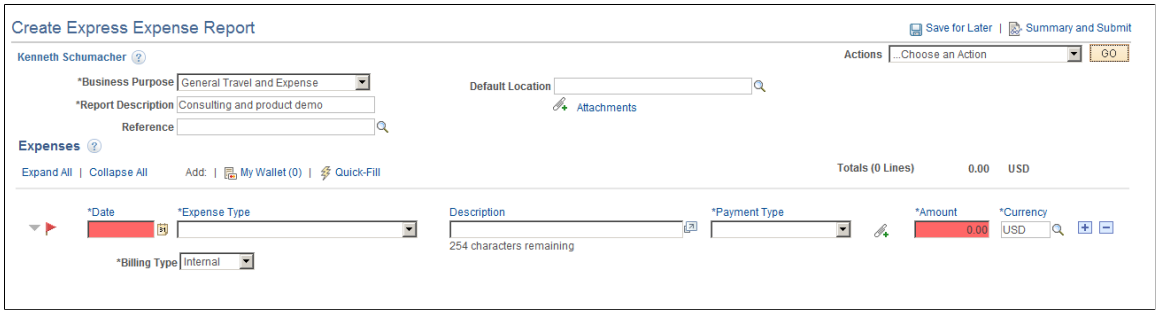
Note: If you use the navigation **Employee Self-Service** > **Travel and Expenses** > **Expense Reports Create Express** , you can create expense reports only for those employees who have been authorized in **Travel and Expenses** > **Manage Expenses Security Authorize Expense Users' setup**.
However, if use the navigation **Travel and Expenses** > **Express Expense Report** > **Create Express**, you can create expense reports for all the employees, even if they have not been authorized in **Travel and Expenses** > **Manage Expenses Security** > **Authorize Expense Users' setup**.

This example illustrates the fields and controls on the Create Express Expense Report Page. You can find definitions for the fields and controls later on this page.



The Express Expense Report page displays all the imported expense lines existing in My Wallet transactions for an employee. After the lines are imported, lines with invalid or missing information will be highlighted in the Express Expense Report page.

You can add or delete the imported expense lines. The lines that you delete from the Express Expense Report page will return to the list of unassigned My Wallet transactions. Click the **Add** button if you want to add lines from the My Wallet transactions.

Related Links

Create (or Modify) Expense Report Page

Copying or Adding Expense Lines to Expense Reports in Classic

Pages Used to Copy or Add Expense Lines to Expense Reports in Classic

Page Name	*Definition Name*	*Usage*
Copy Expense Lines Page	TE_COPY_LINE_SEC	Copy selected expense lines on an expense report.
Quick Fill Page	TE_ADD_MULT_EXP	Select expense types to add to expense reports.

Understanding How to Copy Expense Lines

PeopleSoft Expenses provides the Copy Expense Lines page, which enables you to copy one or more selected expense lines for a single day or a range of dates on the same expense report. You can indicate

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whether you want to include holidays and weekends and whether to copy attendees. The functionality associated with the Copy Expense Lines page is for all expense types, including per diem expense types. When you copy an expense line to create new expense lines, the system automatically populates the new expense lines with the same ChartFields as the original line item.

Note: When copying an expense line associated with any travel fields, the travel data is not copied to the new expense line.

Copy Expense Type Functionality Exceptions

After you enter data on the Copy Expense Lines page and click **OK,** Expenses copies all of the data to each new line that it creates. The following table describes the expense types that have exceptions:

Expense Type	***Copy Functionality***
Airfare	PeopleSoft Expenses copies all of the data except the ticket number to each new line that it creates.
Auto Mileage	PeopleSoft Expenses copies the distance rate to each line. If the rate calculation type is *Variable,* PeopleSoft Expenses recalculates the actual distance rate.
Per Diem	For per diem expense types that are set up for a daily range, PeopleSoft Expenses copies the daily range amount on the original line to each new line that it creates. For per diem expense types that are set to an hourly range, PeopleSoft Expenses creates new lines within your date range with a start time of 12:00 a.m. and an end time of 11:59 p.m. except for the last line, which displays the end time that you enter on the Copy Selected Expense(s) page. PeopleSoft Expenses retrieves the appropriate rate from the Location Amount (EX_LOC_AMT_DTL) or Per Diem Amount (EX_PER_DIEM_AMT) table for the 24-hour period because the original line from which Expenses copied from may not be equal to 24 hours. For the last day, PeopleSoft Expenses retrieves the appropriate rate from the table based on the per diem range of hours that the user specifies.
Per Diem Lodging	No exceptions exist for this expense type. PeopleSoft Expenses copies all of the data to each new line that it creates.

The expense line from which you copy may have been created from sources such as a credit card feed or by using the Hotel Wizard. In some cases, the expense line that you copy may have exception comments. The following table describes the copy functionality for these types of expense lines:

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Exception Type	*Copy Functionality*
Credit card feed	If you copy a line that came from a credit card feed, PeopleSoft Expenses copies data based on the copy functionality for the expense type. PeopleSoft Expenses also clears the card number, resets the credit card feed flag to *N,* and clears the payment type.
Hotel Wizard	If you copy an expense that was created using Hotel Wizard, PeopleSoft Expenses copies data based on the copy functionality for the expense type. PeopleSoft Expenses also deletes the Hotel Wizard receipt number so that the new lines are not linked to the Hotel Wizard transactions.
Receipt split	If you copy a line that was created using the receipt split functionality, PeopleSoft Expenses copies data based on the copy functionality for the expense type. PeopleSoft Expenses does not copy the original receipt number for any of the new lines that it creates.
Exception comments	If you copy a line that already includes exception comments, PeopleSoft Expenses copies the comments for each new line that it creates.

Understanding How to Add Multiple Expense Lines

PeopleSoft Expenses provides the Quick - Fill page, which enables you to select multiple expense types to add to an expense report. You can also select whether to add one occurrence or a daily occurrence of the expense types for a date range that you specify. PeopleSoft Expenses adds the multiple expense lines to your expense reports, and you enter the remaining information that pertains to each expense type.

Copy Expense Lines Page

Use the Copy Expense Lines page (TE_COPY_LINE_SEC) to copy selected expense lines on the same expense report.

Navigation:

- **Employee Self-Service** > **Travel and Expense Center** > **Expense Report** > **Create/Modify**
- **Travel and Expenses** > **Travel and Expense Center** > **Expense Report** > **Create/Modify**
- From the Create Expense Report page, you must enter at least one line. From the Actions drop down list box, select Copy Expense Lines.

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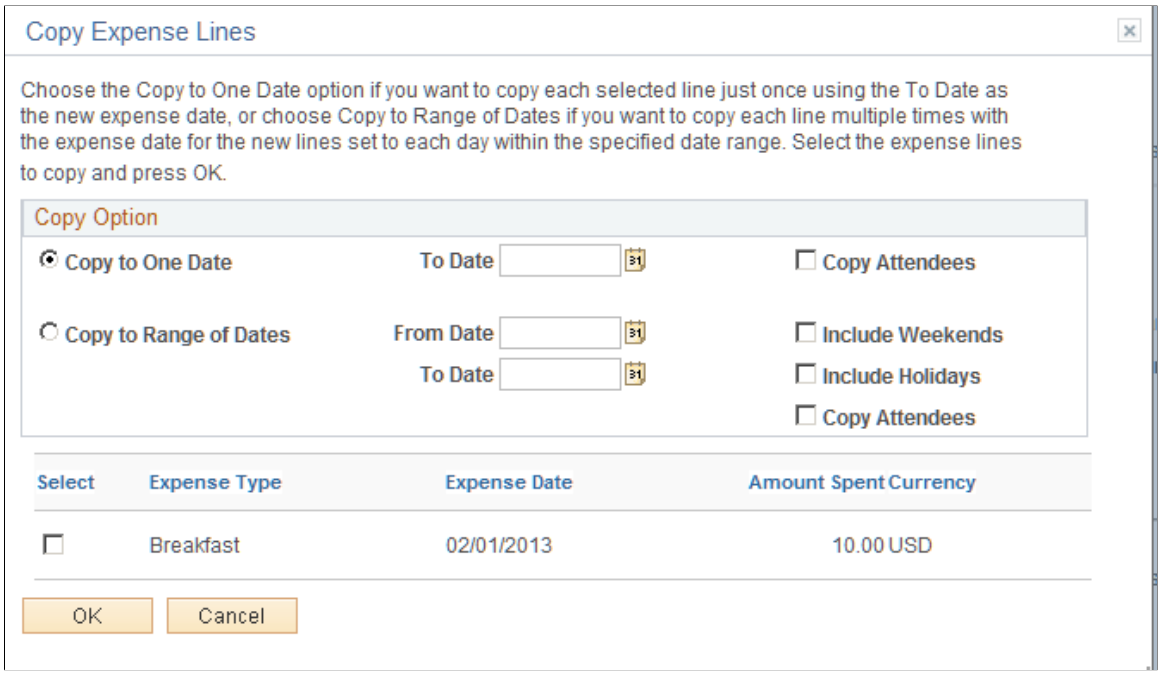
This example illustrates the fields and controls on the Copy Expense Lines page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Copy to One Date	Select to copy each selected line only once using the **To Date** as the new expense date.
Copy Attendees	Select to copy the attendee information to the new expense lines. If not selected, PeopleSoft Expenses populates each line that it creates with only the employee's name in the attendees list. PeopleSoft Expenses displays the **Copy Attendees** check box only if any of the selected expense types requires attendees.
Copy to Range of Dates	Select to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.
From Date and **To Date**	Enter a date or a date range for PeopleSoft Expenses to calculate the number of rows to create. If you are copying a per diem expense type, you cannot enter a date prior to the copied per diem line. **Note:** You cannot enter future dates.

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Field or Control	*Description*
End Time	Enter the ending time that PeopleSoft Expenses uses to calculate the per diem on the last line that it copies. For all other lines that the system creates within your date range, it enters a start time of 12:00 a.m. and end time of 11:59 p.m. **Note:** PeopleSoft Expenses displays this field only for per diem expense types that are set for hours.
Include Weekends and **Include Holidays**	Select to copy the expense type for the entire date range. If you do not select to include weekends, PeopleSoft Expenses checks the day of the week and does not copy expense lines for Saturdays or Sundays. If you do not select to include holidays, PeopleSoft Expenses checks the holiday calendar for the employee's business unit. PeopleSoft Expenses does not copy expense lines for days that the calendar designates as holidays.

Quick Fill Page

Use the Quick - Fill page (TE_ADD_MULT_EXP) to select expense types that you want to add to expense reports. You can also determine whether you want to add one instance of the expense type or have an entry of that expense type for each day within a date range.

Navigation:

Select the *Quick* - *Fill* link on the Create Expense Report page.

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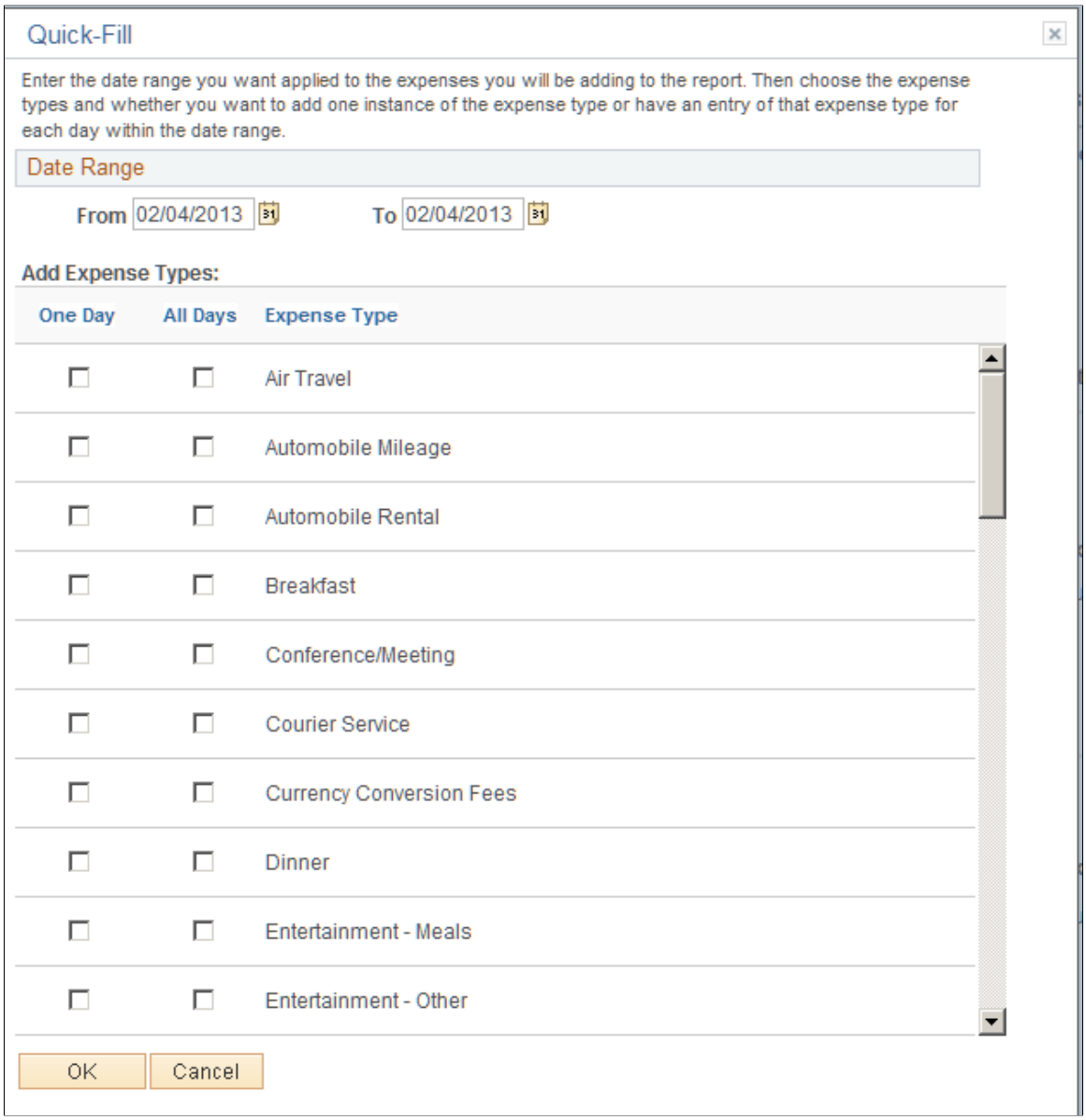
This example illustrates the fields and controls on the Quick - Fill page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
From and **To**	Select a date range for PeopleSoft Expenses to use to add expense lines to the expense report. This range is used to generate a line for the expense type for each day if the **All Days** check box is selected.
One Day and **All Days**	Select to specify whether to add one instance of the expense type to the expense report or whether to add one for each day in the date range for that particular expense type.
OK	Click to return to the expense report, where the selected expense items appear.

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Field or Control	*Description*
Cancel	Click to return to the Create Expense Report page without adding expense lines. If you selected any expense items, PeopleSoft Expenses does not add them to the expense report.

Viewing or Modifying Accounting Defaults

Page Used to Review or Modify Accounting Defaults

Page Name	*Definition Name*	*Usage*
Accounting Defaults Page	TE_SHEET_SPLIT	View or modify the default accounting ChartFields. Redistribute the percentages of expenses to different ChartFields.

Understanding Expenses Accounting

When you create new expense reports, PeopleSoft Expenses populates the expense report with accounting defaults for the cost distributions based on the default ChartField values that you set up on the Employee Profile - Organizational Data page. The minimum information that Expenses requires is the general ledger business unit. If you are using Approver List routing for your approvals workflow, the ChartField(s) that you select for routing must be populated in the expense transactions. For example, if you are routing by department, then this ChartField must be populated in the expense transactions. If other accounting distribution fields are in the employee profile, they appear by default in the expense reports.

Note: If employees have more than one profile in PeopleSoft Expenses, the system uses the profile that you select as the default.

Related Links

Understanding Accounting in PeopleSoft Expenses
Maintaining Employee Privilege Templates
Maintaining Employee Organizational Data
Maintaining User Defaults

Understanding How to Apply Accounting Defaults to Expense Reports

PeopleSoft Expenses uses the ChartField defaults that you set up on the Employee Profile. These defaults are used as part of the distribution created by Expenses when you enter an expense report. In addition to the primary ChartFields, if PeopleSoft Project Costing is installed, you may also establish project defaults for expense reports and project defaults for time reports in the Employee Profile - User Defaults page. Expenses uses the project defaults, which include PC Business Unit, Project ID, and Activity, for expense

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reports that you set up on the Employee Profile - User Defaults page. Expenses creates one distribution line at 100 percent unless you define project defaults with multiple percentage split lines.

Project defaults are used if PeopleSoft Project Costing is installed (defined in Installation Options); otherwise, Expenses uses project defaults only for time reporting. If Project Costing is not installed but you use the Project ChartField, then the field is presented in the same grid as the Department and other ChartFields. In all cases, the full distribution for an expense is created from a combination of the employee's GL Business, GL ChartField defaults defined in the Employee Profile - Organization page, the Account ChartField associated with the expense type for each line, and any project default defined in the profile for expense reports.

The Accounting Defaults page displays the distribution of ChartFields for the expense report, which you may view or edit, depending on how you set up Expenses.

Related Links

Understanding Accounting in PeopleSoft Expenses
Maintaining Employee Privilege Templates

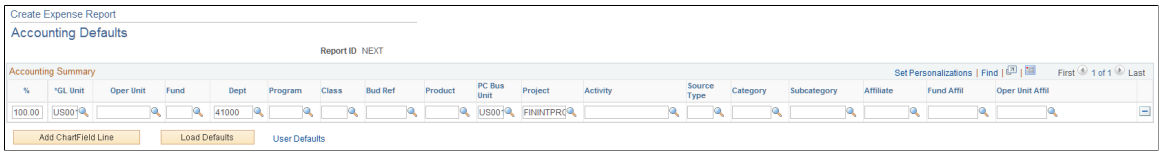
Accounting Defaults Page

Use the Accounting Defaults page (TE_SHEET_SPLIT) to view or modify the default accounting ChartFields.

Navigation:

From the Create (or Modify) Expense Report Page, select the **Action** drop down list box, select the *Default Accounting For Report* option and click the **GO** button.

This example illustrates the fields and controls on the Accounting Defaults page. You can find definitions for the fields and controls later on this page.



This page displays the default accounting for an employee.

If you are using employee privilege templates, access to these fields is dependant on the value in the **Default Accounting** field for expense transaction on the Employee Privilege Template Page:

- If the **Default Accounting** option of the employee privilege template that is associated with the employee is *View,* you cannot edit the default accounting values.
- If the **Default Accounting** option of the employee privilege template that is associated with the employee is *Modify,* you can edit the default accounting values.

If you can modify this page, you can:

- Change the ChartFields.
- Add rows and redistribute percentages.

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- Delete rows that do not apply to the expense report.
- Redistribute the percentages of expenses to different ChartFields.

Field or Control	*Description*
% (percentage)	Enter the percentage of expense to charge to the ChartFields that you select when you add a new row. The accounting split must equal 100 percent for the set of default ChartFields.
Add ChartField Line	Click to add new accounting lines.
Load Defaults	Click to reload the accounting defaults from the Employee Profile - Organizational Data and Employee Profile - User Defaults pages.
User Defaults	Click to access the Employee Profile - User Defaults page.
OK	Click to return to the Create Expense Report page. If you made changes, the changes apply only to new lines and to existing lines that you had not previously changed the ChartField values.

Applying Cash Advances to Expense Reports

This topic provides an overview of applying cash advances to expense reports.

Page Used to Apply Cash Advances to Expense Reports

Page Name	*Definition Name*	*Usage*
Apply Cash Advance(s) Page	TE_ADD_ADVANCES	Select cash advances to apply to expense reports.

Understanding Applying Cash Advances to Expense Reports

You can apply part or all of a cash advance to an expense report. You can apply a cash advance to more than one expense report, and you can apply more than one cash advance to an expense report. When a cash advance is applied, PeopleSoft Expenses updates the cash advance balance accordingly. If the expense report is denied, the balance of the cash advance is restored and available for use on another expense report.

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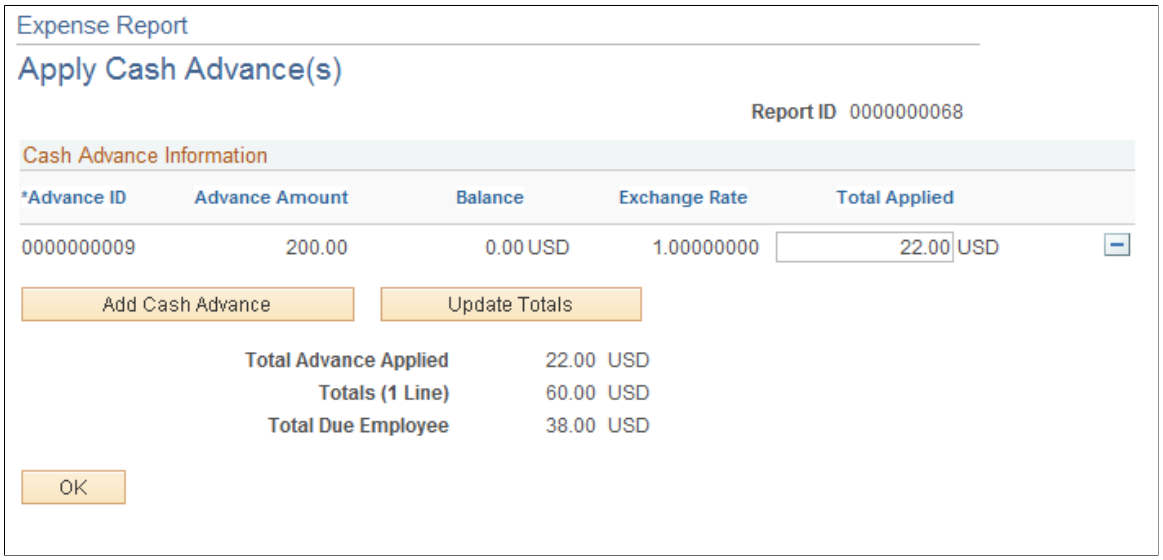
Apply Cash Advance(s) Page

Use the Apply Cash Advance(s) page (TE_ADD_ADVANCES) to select cash advances to apply to expense reports.

Navigation:

From the Create (or Modify) Expense Report page, add an expense line and select the **Actions** drop down list box. Select *Apply/View Cash Advance(s)* and click the **OK** button.

This example illustrates the fields and controls on the Apply Cash Advance(s) page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Advance ID	Select the cash advance ID that you want to apply to the expense report. You can apply more than one cash advance to an expense report.
Total Applied	Enter the amount of the cash advance that you want to apply to this expense report. You can apply part of the advance or the entire balance.
Add Cash Advance	Click to add another line to select an additional cash advance to apply to the expense report.
Update Totals	If you change the cash advance applied amount, then click to update the **Total Advance Applied** and **Total Due Employee** fields.
Total Advance Applied	Displays the sum of the cash advance amounts that you have applied to the expense report.
Totals (# Line)	Displays the total amount accrued on the expense report.

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Field or Control	*Description*
Total Due Employee	Indicates the amount due to the employee or after applying the total cash advance amounts.
OK	Click to apply the cash advance amounts to the expense report and return to the Create Expense Report page.

Correcting Expense Report Line Errors

PeopleSoft Expenses displays visual indicators next to expense lines that have missing or invalid information.

Page Used to Correct Expense Report Line Errors

Page Name	*Definition Name*	*Usage*
Expense Report Line Errors Page	EX_SHEET_ERROR_SEC	View an explanation of missing or invalid information on expense transaction lines.

Understanding Expense Report Errors

You can correct errors on the Create (or Modify) Expense Report Page. Select **Missing or invalid information** to access the Expense Report Line page, which displays each expense line with an explanation of the problem and highlights each expense line field that has missing or invalid information. When you correct the error, the message and visual indicator is removed. If you add a new expense line, click Save for Later, or access the Summary and Submit page. The system processes the validations. If an error is associated with any expense line, Expenses allows you to save the report but does not allow you to submit it.

Expense Report Line Errors Page

Use the Expense Report Line Errors page (EX_SHEET_ERROR_SEC) to view an explanation of missing or invalid information on expense transaction lines.

Navigation:

If errors exist, click the **Missing or invalid information** icon next to the **Date** field.

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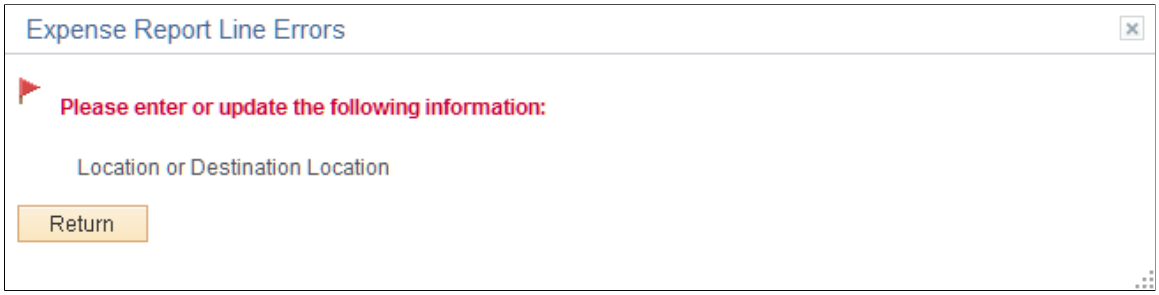
This example illustrates the fields and controls on the Expense Report Line Errors page.



Errors or missing information cannot be corrected from this page. You must click the Return button to fix the information.

Splitting Receipts on Expense Reports

Page Used to Split Receipts

Page Name	*Definition Name*	*Usage*
Receipt Detail for Expense [expense type] Page (Splitting Receipts)	TE_RCPT_SPLIT	Itemize receipts into multiple expense lines.

Understanding How to Split Receipts

Receipt splitting enables you to divide a receipt into multiple expense lines. PeopleSoft Expenses supports two utilities for itemizing receipts: Receipt Split and Hotel Wizard. For example, a hotel bill may enter PeopleSoft Expenses through a credit card feed as one expense transaction; however, the bill may include charges for telephone calls, laundry service, room service, and parking. You can track, report, and book these items individually if your organization requires it. You may have a receipt for several purchases, one of which is a personal expense. You can then split out the individual purchases in order to mark the personal expense as non-reimbursable.

You can:

- Split an expense on a receipt into small, detailed expenses.
- Add more expenses to a receipt.
- Edit an expense on the receipt.
- Change the receipt total amount.

Note: If you split a receipt that came from a credit card supplier feed, PeopleSoft Expenses prevents you from changing some fields on the Receipt Detail For Expense page, such as exchange rate and currency code. Also, if the receipt came from a credit card supplier feed, the sum of all the split lines must equal the original receipt total amount.

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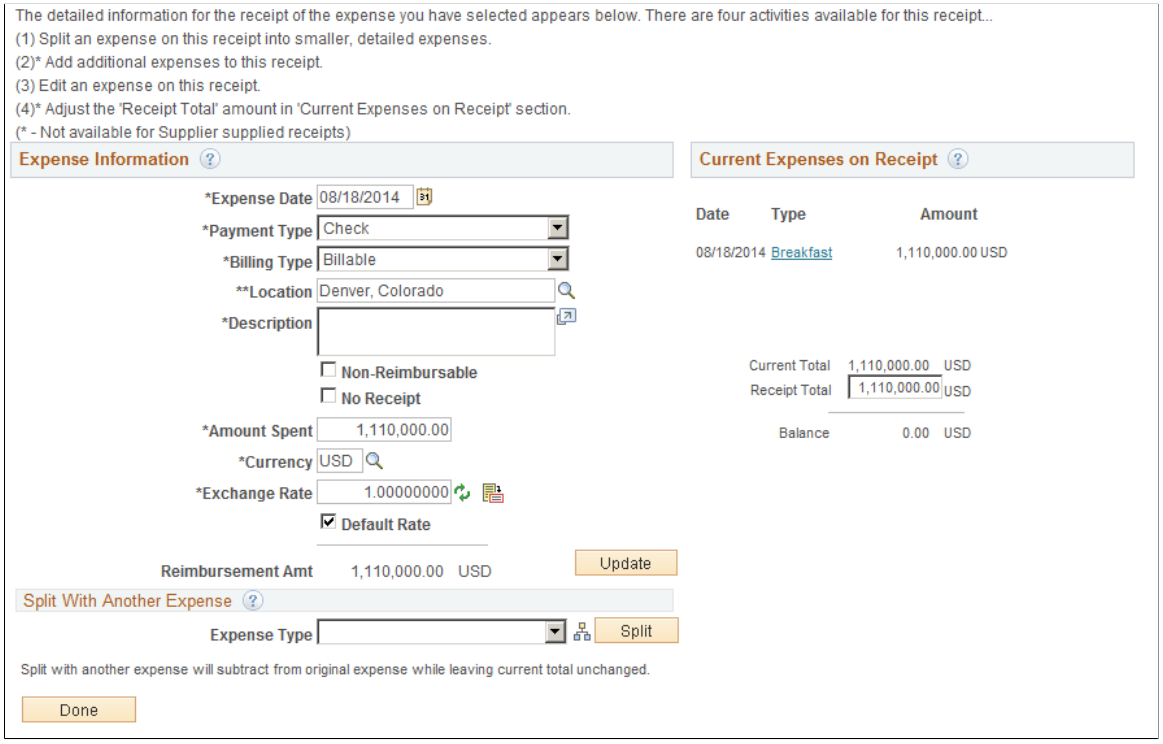
Receipt Detail for Expense [expense type] Page (Splitting Receipts)

Use the Receipt Detail For Expense [expense type] page (TE_RCPT_SPLIT) to itemize receipts into multiple expense lines.

Navigation:

Click the **Receipt Split** button on the Create (or Modify) Expense Report Page.

This example illustrates the fields and controls on the Receipt Detail for Expense [expense type] page. You can find definitions for the fields and controls later on this page.



Current Expenses on Receipt

Each item that is associated with the receipt appears with the transaction date, expense type, and amount. Click an expense type to edit the information for that receipt item. PeopleSoft Expenses updates this group box when you perform an add or split action.

Field or Control	*Description*
Current Total	Displays the total of all receipt items, including those that you add to the original receipt total.
Receipt Total	Displays the total of the original receipt amount. The expense system does not change this field when you add new items, but you can enter a new total if the transaction did not originate from a credit card feed.

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Field or Control	*Description*
Balance	Displays the current total minus the receipt total.

Split with Another Expense

To split an item with another expense:

1. Select an expense type.
2. Click **Split.**

   PeopleSoft Expenses refreshes the page, clears the expense information fields, and adds the selected expense type to the **Current Expenses on Receipt** group box.
3. Edit the new receipt item to enter an amount.
4. Tab out of the **Amount** field.

   PeopleSoft Expenses subtracts the amount from the highlighted expense item in the Expense Information section, but the receipt total remains the same.

Note: You can split a receipt into more than two expense types. PeopleSoft Expenses displays a message directly under the **Expense Information** section title that advises you which expense item that you are splitting. If you want to split a different expense item, click the expense item link in the **Current Expenses on Receipt** section.

Add Another Expense to a Receipt

To add an expense to a receipt:

1. Select an expense type.
2. Click **Split.**

   This action refreshes the page, clears the Expense Information fields, and adds the expense type to the **Current Expenses on Receipt** group box.
3. Edit the new receipt item.
4. Tab out of the **Amount** field.

   PeopleSoft Expenses adds the amount to the current total, which may result in an out of balance receipt total. To correct the out of balance situation, you can adjust the receipt total or adjust one of the expense line entries for the receipt. If you do not adjust the out of balance total and click **Done,** PeopleSoft Expenses displays a message stating that the total of the items entered exceed the receipt amount and asks if you want to update the receipt total amount.

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Itemizing Hotel Bills Using Hotel Wizard

Pages Used to Itemize Hotel Bills Using Hotel Wizard

Page Name	*Definition Name*	*Usage*
Itemize Hotel Bill Page	TE_WIZARD_MAIN	Split hotel bills into itemized expenses.
Itemize Hotel Bill - Room Charge Page	TE_WIZARD_RC	Record room charges.
Itemize Hotel Bill - Room Service Page	TE_WIZARD_RS	Record room service.
Itemize Hotel Bill - Telephone Page	TE_WIZARD_PHN	Record telephone charges.
Itemize Hotel Bill - Parking Page	TE_WIZARD_PRK	Record parking expenses.
Itemize Hotel Bill - Laundry Page	TE_WIZARD_LDY	Record laundry expenses.
Itemize Hotel Bill - Miscellaneous Page	TE_WIZARD_MISC	Record miscellaneous expenses.
Itemize Hotel Bill - Finish! Page	TE_WIZARD_FINISH	Complete itemization of hotel bills.

Understanding Hotel Bill Itemization Using Hotel Wizard

PeopleSoft Expenses provides Hotel Wizard for you to quickly split a *Hotel/Lodging* expense type into multiple expense lines. For example, a hotel bill may enter your expenses system through a credit card feed as one expense transaction. Use Hotel Wizard to create expense lines for room charges for each day of a business trip and to separate charges for telephone calls, laundry service, room service, and parking. You can track, report, and book these items individually and daily. If you must make any adjustments after you complete Hotel Wizard, you may use the receipt split functionality to reconcile the bill later.

Itemize Hotel Bill Page

Use the Itemize Hotel Bill page (TE_WIZARD_MAIN) to split hotel bills into itemized expenses.

Navigation:

Click the **Itemize Hotel Bill** button on the Create Expense Report page.

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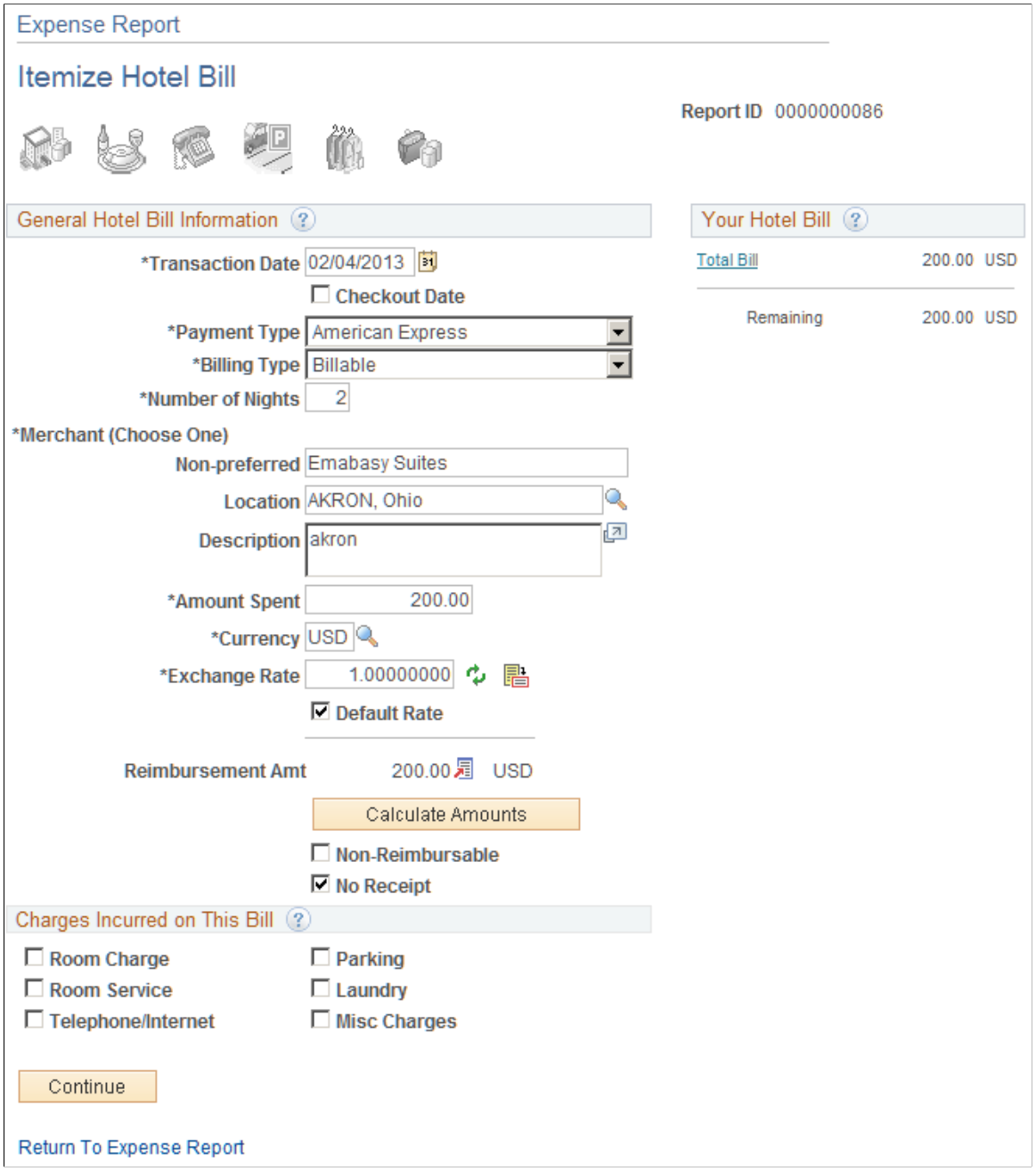
This example illustrates the fields and controls on the Itemize Hotel Bill page.



General Hotel Bill Information

The data in this section comes from the information that you entered on the Create Expense Report page. You can modify fields just as you did when you originally added the expense item.

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Field or Control	*Description*
Checkout Date	Select to indicate that the value in the **Transaction Date** field is the last day of the hotel stay. If selected, PeopleSoft Expenses starts from the transaction date and creates expense lines moving backward in time. Deselect the check box to indicate that the value in the **Transaction Date** field is the first day of the hotel stay. If not selected, PeopleSoft Expenses starts from the transaction date and creates expense lines moving forward in time. If the hotel transaction is from a credit card fee, PeopleSoft Expenses automatically selects the **Checkout Date** check box. If you manually entered the *Hotel/Lodging* expense type on the expense report, PeopleSoft Expenses deselects this check box. In either case, you can override the default for the check box as necessary.

Charges Incurred on This Bill

Select hotel charges to itemize, and then click **Continue** to begin itemizing the bill by entering expense information on the various Hotel Wizard pages.

Field or Control	*Description*
	Click the **Room Charge** icon to access the Itemize Hotel Bill - Room Charge page.
Room Rate	Enter the daily hotel room rate. When itemizing room charges and tax, you can use different room rates by adding a new room charge.
Room Tax	Enter the amount of the hotel room tax on the line associated with its room rate.
Your Hotel Bill	This area keeps track of each itemized charge and calculates the amount of the remaining hotel bill.
Add Room Charge	Click to add another transaction row to enter additional room charges. This option enables you to itemize multiple room rates on your expense report.

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Field or Control	*Description*
Previous	Return to the previous category. If you are at the first category, PeopleSoft Expenses returns you to the Expense Report - Itemize Hotel Bill page.
Continue	Continue through all of the selected categories until a message appears, stating that you are done.
	Click the **Room Service** icon to access the Itemize Hotel Bill - Room Service page.
Meal Type and **Amount**	Enter these values for room service expenses. Add a row for each meal that you itemize.
Non-Reimbursable	Select if the charge is not business related and not subject to employee reimbursement.
Attendees	Click to access the Attendees page and list the people whose meals are a company expense. Enter the last name first in the **Name** field with no space after the comma (for example, *Ball, Nancy*).
Add Room Service Charge	Click to insert another row to add additional room service charges for the dates specified.
	Click the **Telephone/Internet**icon to access the Itemize Hotel Bill: Telephone/Internet page.
Add Telephone Charge	Click to add additional telephone charges for the dates specified.
	Click the **Parking** icon to access the Itemize Hotel Bill - Parking page.
Add Parking Charge	Click to add additional parking charges for the dates specified.
	Click the **Laundry** icon to access the Itemize Hotel Bill - Laundry page.

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Field or Control	*Description*
Add Laundry Charge	Click to add additional laundry charges for the dates specified.
	Click the **Miscellaneous** icon to access the Itemize Hotel Bill - Misc Charges page.
Add Charge	Click to add any additional miscellaneous charges for the dates specified.

Hotel Itemization - Finish!

Field or Control	*Description*
Remaining	Displays the remaining balance.
Done	Click to return to the Create Expense Report page, which displays all the itemized expense items. **Note:** If you return to the main expense report grid without clicking **Done,** you will lose your itemized expenses.

Printing Expense Reports, Receipts and Notes

Understanding the Expense Report Print Process

When printing an expense report from a client machine, the system uses BIPublisher technology. BIPublisher is also known as XMLP or XMLPublisher. PeopleSoft Expenses supports barcodes when printing expense reports. From the Create (or Modify) Expense Report page, users can click on the Print Expense Report link, which launches the BIPublisher report. This report is displayed on the user's display terminal and they can print a hard copy of the report from there.

If receipts are added to an expense report, you can select the Print Receipts link which will take you to the BIPublisher report page. The expense report receipts can then be printed as a hard copy.

If notes are added to an expense report, you can select the Print Notes link which will take you to the BIPublisher report page. The expense report notes can then be printed as a hard copy.

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Pages Used to Print Expense Reports, Receipts, and Notes

Page Name	*Definition Name*	*Usage*
Expense Report (print) Page (BIPublisher)	EXC4500	Print expense reports.
Expense Report - Notes Page	TE_NOTES_RPT	View and print notes that have been added to expense reports.

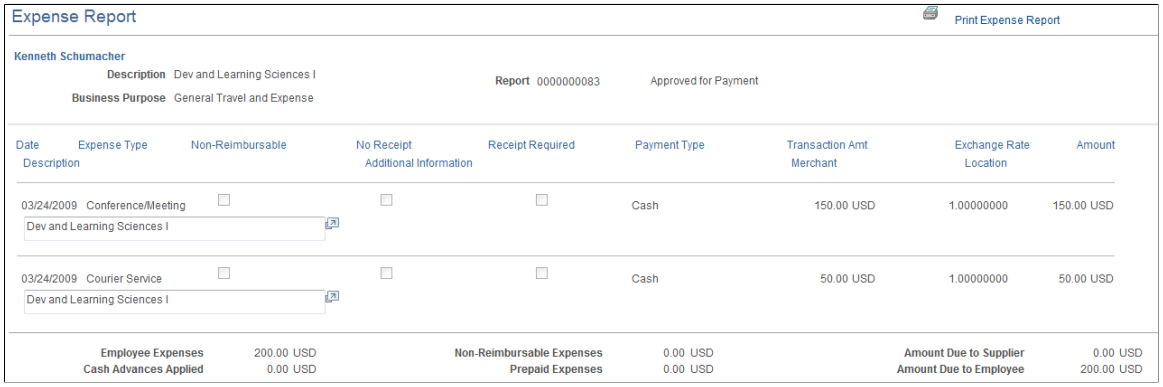
Expense Report (print) Page

Use the Expense Report (BIPublisher) page (EXC4500) to print expense reports.

Navigation:

- **Employee Self Service** > **Travel and Expense** > **Expense Reports** > **Create/Modify.** Click the Summary and Submit link, then click the View Printable Version link, and then click the Print Expense Report link.
- **Employee Self Service** > **Travel and Expense** > **Expense Reports** > **Print.** Click the Print Expense Report link.
- **Employee Self Service** > **Travel and Expense** > **Expense Reports** > **View**. Click the Summary link and then click the Print Expense Report link.
- **Travel & Expense Center** > **Expense Report** > **Print**. Click the Print Expense Report link.

This example illustrates the fields and controls on the Expense Report (print) page.



Use this page to print a hard copy of the report.

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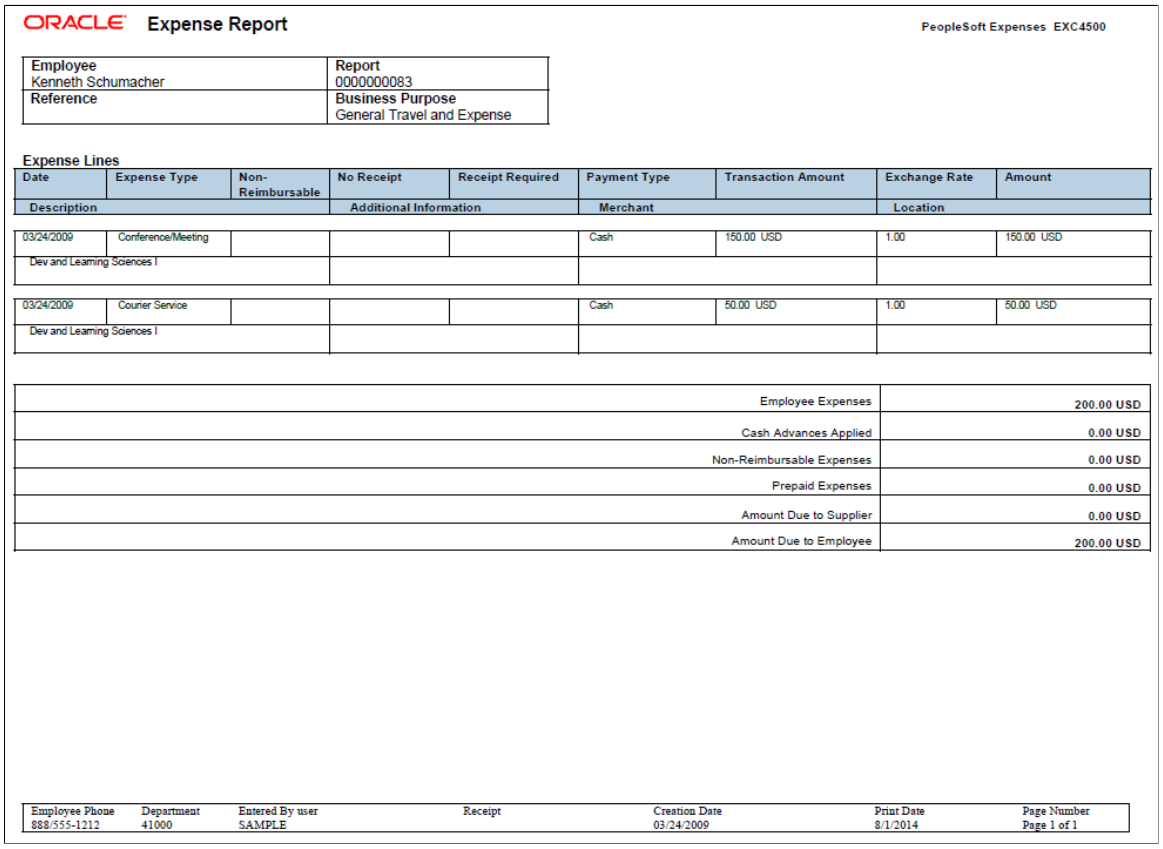
Example of Expense Report PDF

This example illustrates the Expense Report PDF.



ORACLE Expense Report

PeopleSoft Expenses EXC4500

Employee	Report
Kenneth Schumacher	0000000083
Reference	Business Purpose
	General Travel and Expense

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant		Location	
03/24/2009	Conference/Meeting				Cash	150.00 USD	1.00	150.00 USD
Dev and Learning Sciences I								
03/24/2009	Courier Service				Cash	50.00 USD	1.00	50.00 USD
Dev and Learning Sciences I								

Employee Expenses	200.00 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	200.00 USD

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
888/555-1212	41000	SAMPLE		03/24/2009	8/1/2014	Page 1 of 1

Expense Report - Notes Page

Use the Expense Report - Notes page (TE_NOTES_RPT) to view and print notes that have been added to expense reports.

Navigation:

- **Employee Self Service** > **Travel and Expenses** > **Expense Reports** > **Create/Modify.** Click the Summary and Submit link, then click the View Printable Version link, and then click the Expense Notes link at the bottom of the page.
- **Employee Self Service** > **Travel and Expenses** > **Expense Reports** > **Print.** Click Expense Notes link at the bottom of the page.
- **Employee Self Service** > **Travel and Expenses** > **Expense Reports** > **View**. Click the Summary link and then click the View Printable Version link, and then click the Expense Notes link at the bottom of the page.
- **Travel and Expenses** > **Expense Reports** > **Print**. Click the Expense Note link.

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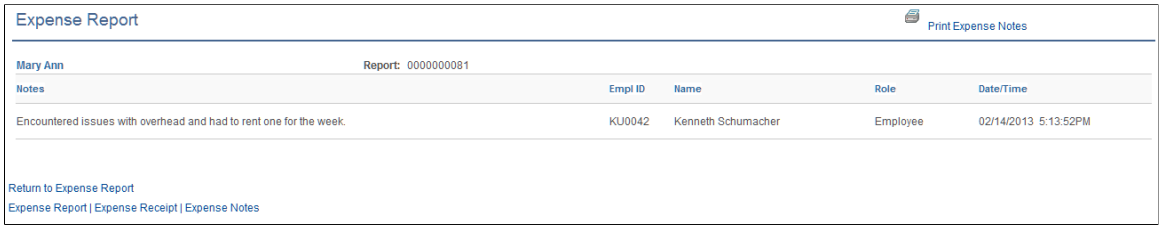
This example illustrates the fields and controls on the Expense Report - Notes page.



Field or Control	*Description*
Print Expense Notes	Click to access the BIPublisher page where you can print a hard copy of the expense report notes.

Viewing Expense Reports

Page Used to View Expense Reports

Page Name	*Definition Name*	*Usage*
View Expense Report Page	EX_EXPENSE_SUBMIT	View an expense report in read-only mode.

View Expense Report Page

Use the View Expense Report page (EX_EXPENSE_SUBMIT) to view an expense report in read-only mode.

Navigation:

- **Employee Self Service** > **Travel and Expense Center** > **Expense Reports** > **View**
- **Travel and Expense** > **Travel and Expense Center** > **Expense Reports** > **View**

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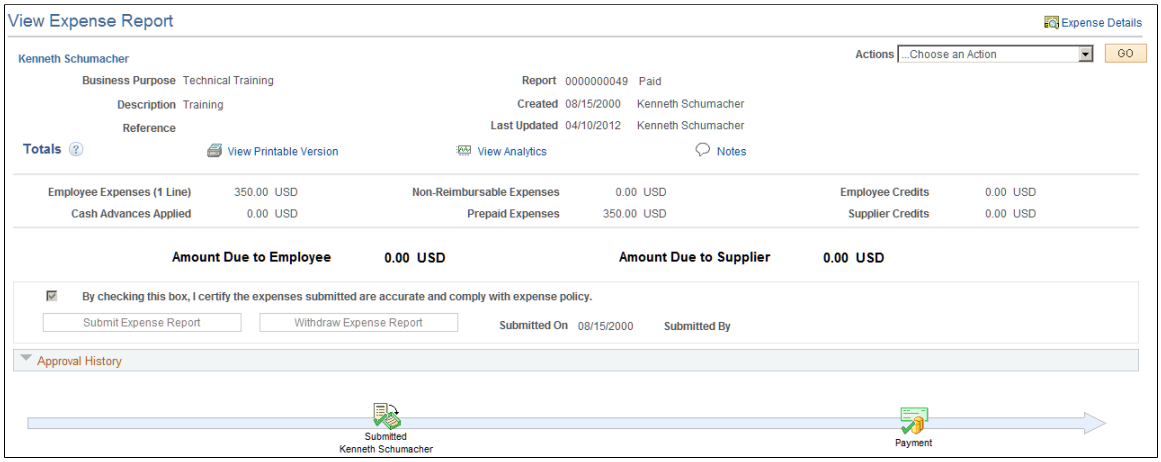
This example illustrates the fields and controls on the View Expense Report Page.



After you submit an expense report for approval, you can view it while it is assigned these statuses: *Approved, Closed, Denied, In Process, Paid, Pending, Submitted,* and *On Hold.*

Note: Fields on the View Expense Report page are the same as the fields on the Create Expense Report - Summary and Submit Page. Fields and functionality that are unique to the View Expense Report page are discussed in this topic.

Field or Control	***Description***
Expense Details	Click to access the View Expense Report - Details page. This page is display only.
Action	Action options include *Expense Report Summary* and *Export to Excel*.
View Approver Comments	When an employee views an expense report that an approver denied or returned to the employee for revisions, PeopleSoft Expenses displays the first 30 characters of the approver's comments as a red link at the top of the View Expense Report page. Click the approver's comments, which appear as a link, to access the View Approver Comments page and view all of the approver's comments.
Withdraw Expense Report	Click to withdraw the expense report from the approval process. This option is only available when the report is in a Submitted for Approval status.
Refresh Approval Status	Click to refresh the report status. This option is only available when the report is in a Submission in Process status.

Approval History

This section appears after you submit an expense report and displays a process line with icons that represent where the expense report is in the approval process. Below the process line, the system displays

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the approvers for each stage. If there is more than one approver for a stage, then system displays *Pooled*. If an icon is gray (inactive), then the expense report has not reached the approver stage. If the icon is colored (active) and does not have a green check, then this is the next stage in which the report will be routed. If the icon is colored (active) and has a green check, then the stage has been approved by the approver.

Field or Control	*Description*
Action	Displays the completed steps in the expense report approval process.
Role and **Name**	Displays the role and name of the originator and approver,.
Date/Time	Displays the date and time on which the approval status was assigned.

Deleting Expense Reports

Page Used to Delete Expense Reports

Page Name	*Definition Name*	*Usage*
Delete an Expense Report Page	TE_DEL_SHEET	Delete expense reports.

Delete an Expense Report Page

Use the Delete an Expense Report page (TE_DEL_SHEET) to delete expense reports.

Navigation:

- **Travel and Expenses** > **Expense Report** > **Delete an Expense Report**
- **Employee Self-Service** > **Travel and Expenses** > **Expense Reports** > **Delete**

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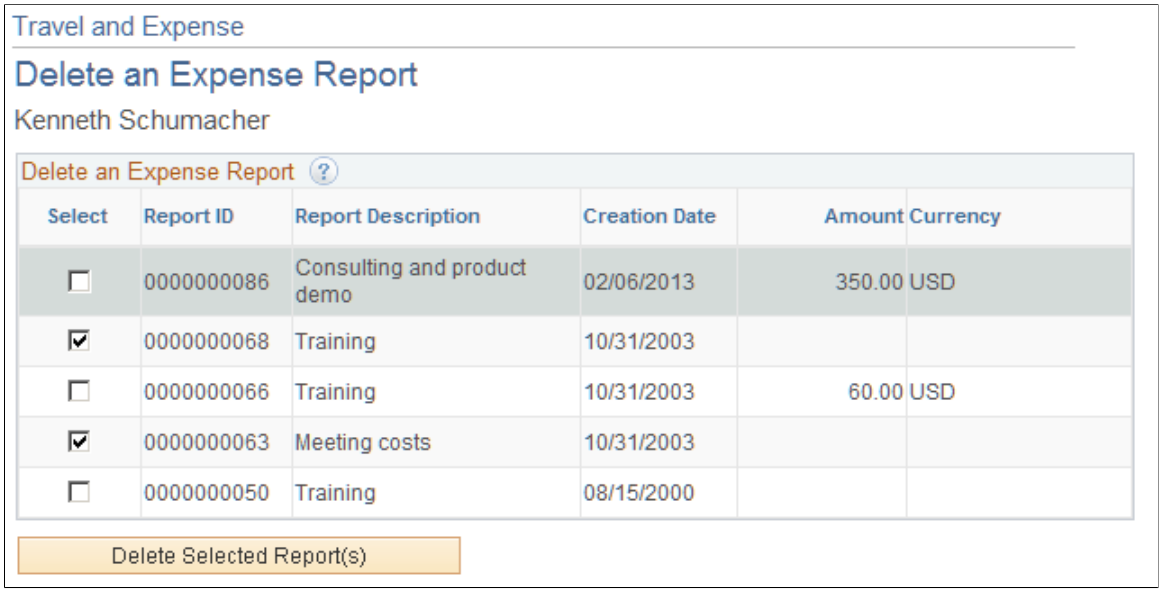
This example illustrates the fields and controls on the Delete an Expense Report page.



You can delete an expense report if you have not submitted it for approval. If it has been submitted, you can still delete it if the approver returns it for modifications or if the status is *Denied.*

PeopleSoft Expenses displays unsubmitted and denied expense reports for the employee ID that you entered on the search page. The system excludes submitted expense reports. You can delete denied expense reports even if a cash advance was applied to it. PeopleSoft Expenses reinstates the cash advance when the approver denies the expense report.

Select expense reports to delete and click the **Delete Selected Report(s)** button.

Managing My Wallet Transactions

Pages Used to Manage My Wallet Transactions

Page Name	***Definition Name***	***Usage***
My Wallet Page	TE_EXP_WALLET	Select unassigned credit card transactions and manually entered expense transactions to add to expense reports.
Create Expense Report - My Wallet Detail Page	EX_TRANS3	Review My Wallet transaction details.
My Wallet - Review My Wallet Receipts Page	TE_MY_WALLET	Review, add, or delete receipts in My Wallet.

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Page Name	*Definition Name*	*Usage*
My Wallet - My Wallet Detail Page	EX_POP_WALLET1	• Manually enter expense transactions for future use. • Review or modify details about existing transactions.
Enhanced Data Page	EX_ENHC_DATA1 (MasterCard or Visa) EX_ENHC_DATA2 (American Express)	View enhanced data for car rental, air travel, and hotel/lodging transaction that have been loaded from American Express, MasterCard, or Visa using the Load External Data process.
My Wallet - Restore My Wallet Receipts Page	TE_MY_WALLET_RST	Restore My Wallet receipts that were previously deleted.

Understanding My Wallet Transactions

My Wallet stores corporate credit card and user-entered expense transactions that you can apply to expense reports, thus saving data entry time. Credit card feeds from a credit card company (such as Visa International, American Express, and US Bank) send corporate credit card transactions in a file that is loaded into your system directly to My Wallet in Expenses.

Use the My Wallet - Review My Wallet Receipts or My Wallet - My Wallet Detail pages to delete receipts that reside in My Wallet. These receipts may come from a credit card feed or be manually entered into My Wallet. When you delete receipts from My Wallet, PeopleSoft Expenses no longer displays them in My Wallet; however, the transactions remain in the EX_TRANS table with a status of *Deleted* for audit purposes. Use the Restore My Wallet Receipts page to restore the deleted receipts to an active status in My Wallet.

You cannot modify these expense transaction details that come from a credit card feed:

- Expense date.
- Credit card number.
- Payment type.
- Transaction amount.
- Transaction currency.
- Exchange rate.

Enhanced Data

If you import enhanced data (Hotel/Lodging expense type) from credit card suppliers, then the detail or summary data is imported into My Wallet if the amount from the main transaction line equals the detail or summary lines. If the amount from the main transaction line does not equal the detail or summary, then only the main transaction line is imported into My Wallet.

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When defining credit card suppliers on the Credit Card Supplier page, you determine the level of data that you want to import from that credit card supplier. You determine the level using the **Credit Card Import Hierarchy** option.

For more information about loading credit card data and setting up enhanced data options, see Understanding Credit Card Data Loadsand .Corporate Card Supplier Page

Understanding Attachments

This topic provides two examples:

- How to view attachments in My Wallet.
- How to attach a document to a transaction in My Wallet.

These examples can be applied to all other pages that allow attachments.

Example: How to View Attachments in My Wallet

Follow these steps to view attachments in My Wallet:

1. Access the My Wallet – Review My Wallet Receipts page (Employee Self-Service, Travel and Expense Center, Other Expense Functions, My Wallet).

   Note: When wallet entries that have attachments are added to an expense report, the system copies the attachment to the expense line. If only Header level attachment is selected, the attachments are copied to the Header level.

2. Click the Attachments icon, in the Attachments column, to view expense receipts or other documents for the expense report.

   Note: The icon displays the number of attachments in parenthesis for the entry.

3. On the My Wallet Attachments page, click the link in the File Name column to open the attachment.

Example: How to Attach a Document to a Transaction in My Wallet

Follow these steps to attach a document to a transaction in My Wallet:

1. Access the My Wallet – Review My Wallet Receipts page (Employee Self-Service, Travel and Expense Center, Other Expense Functions, My Wallet).
2. Click the Attachment icon in the Attachment column to access the My Wallet Attachments page.
3. Click the Add Attachment button.
4. Click the Browse button to search for the attachment.
5. Select the attachment.
6. Click the Upload button to add the attachment to the My Wallet transaction.

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Common Elements Used to Manage My Wallet Transactions

Field or Control	*Description*
Cardmember Number	Displays the employee's credit card number in a masked format. The system masks all but the last four digits of the credit card number.
Expense Location	Displays the location where the expense was incurred.
Expense Type	Indicates the category of expense item.
Merchant	Indicates the transaction supplier.
Payment Type	Indicates the method of payment.
Amount	Displays the expense transaction amount in the currency that the transaction occurred.
Non-Reimbursable	Select to indicate that the transaction is a non-reimbursable expense. If the transaction is from a manually entered expense and the expense type is defined as non-reimbursable, then the check box is selected and is inaccessible. If the transaction was loaded into the system using a credit card feed process, and the expense type is defined as a non-reimbursable expense, then this check box is automatically selected and inaccessible.
Base Currency Amount	Displays the amount and currency that the employee spent will be reimbursed based on the values in the Amount, Currency, Exchange Rate fields, and the currency for the employees business unit base currency.
Transaction Date	Indicates the date of the transaction.

My Wallet Page

Use the My Wallet page (TE_EXP_WALLET) to apply my wallet transactions to expense reports by selecting unassigned credit card transactions, and manually entered expense transactions, and adding them to expense reports.

Navigation:

Select *Entries from My Wallet* from the **Quick Start** drop-down list box on the .Create (or Modify) Expense Report Page

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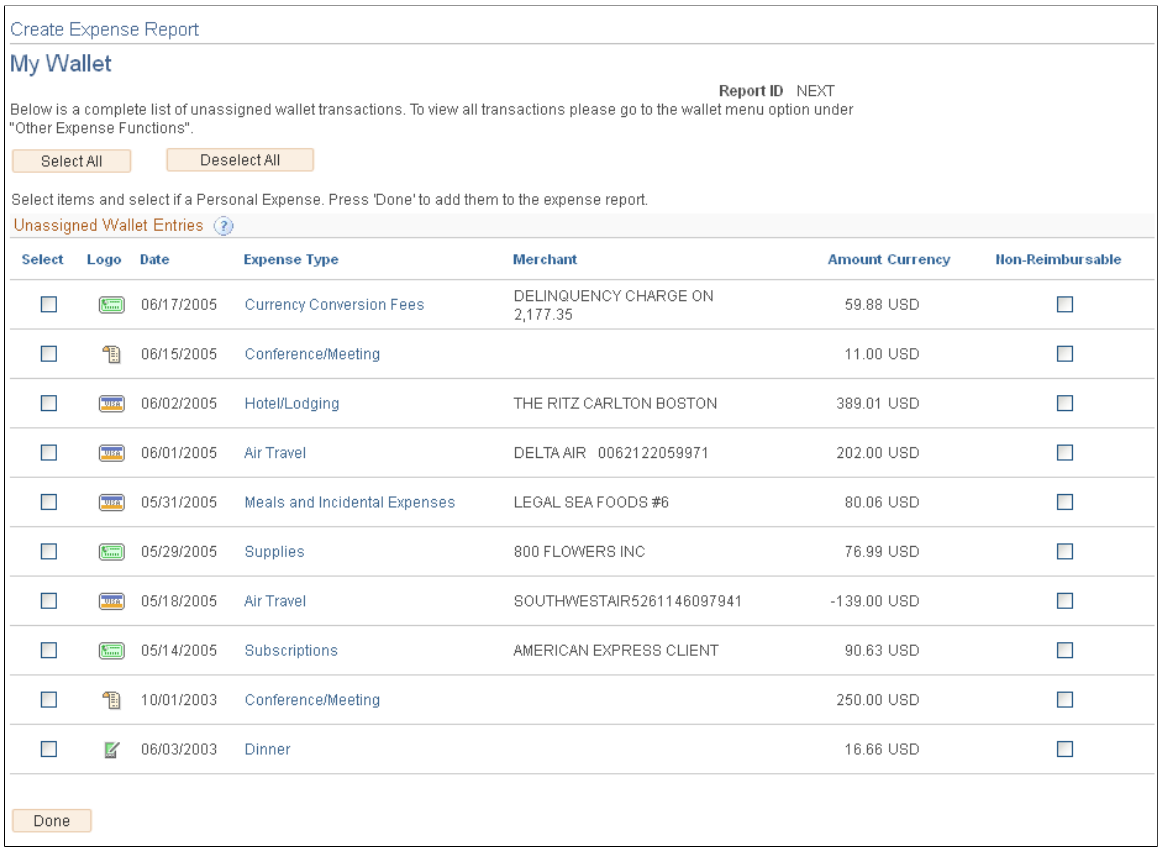
This example illustrates the fields and controls on the My Wallet page. You can find definitions for the fields and controls later on this page.



Field or Control	***Description***
Select All	Click to select all items in the list to add to an expense report.
Deselect All	Click to remove all check marks.
Select	Select to add a transaction to an expense report.
Expense Type	Click to access the My Wallet Detail page and view My Wallet transaction details.
Non-Reimbursable	Select to indicate that the transaction is a non-reimbursable expense. If the transaction is from a manually entered expense and the expense type is defined as non-reimbursable, then the check box is selected and is inaccessible. If the transaction was loaded into the system using a credit card feed process, or an iReceipt transaction, and the expense type is defined as a non-reimbursable expense, then this check box is automatically selected and inaccessible.

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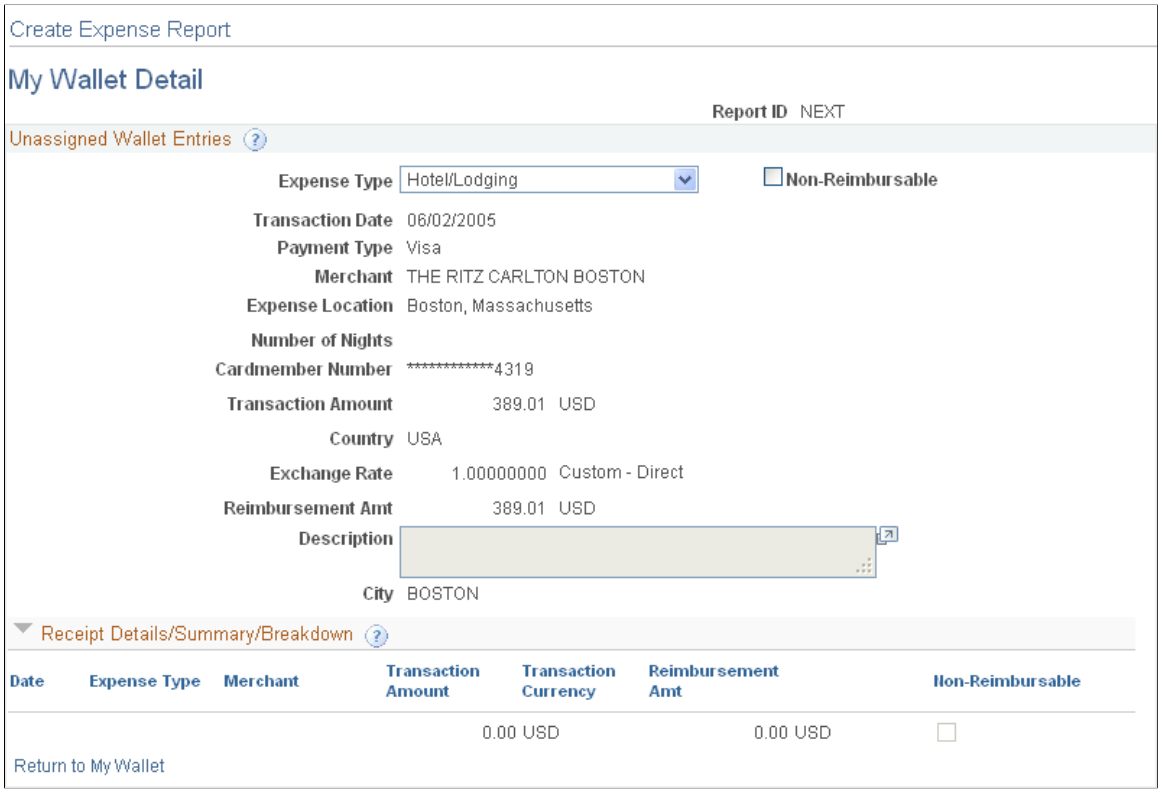
Create Expense Report - My Wallet Detail Page

Use the Create Expense Report - My Wallet Detail page (EX_TRANS3) to review My Wallet transaction details.

Navigation:

Click the **Expense Type** link on the My Wallet page.

This example illustrates the fields and controls on the Create Expense Report - My Wallet Detail Page.



Field or Control	*Description*
Expense Type	Select the expense type for this expense. The remaining fields on this page are determined by the expense type selected.
Non-Reimbursable	Displays as selected and inaccessible if the expense type is defined as non-reimbursable on the Expense Type 1 page.

Receipt Details/Summary/Breakdown

This section shows the detail or summary data that is imported from credit card suppliers for the Hotel/Lodging expense type. The level of data (detail or summary) is determined by the Credit Card Import Hierarchy option on the Credit Card –Supplier page and the agreement that the hotel supplier has with the credit card supplier.

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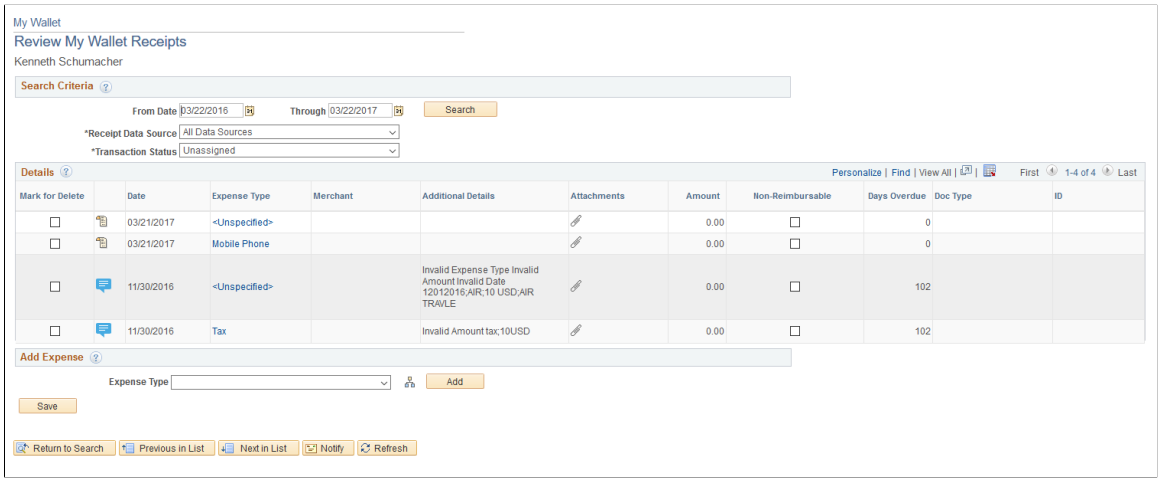
My Wallet - Review My Wallet Receipts Page

Use the My Wallet - Review My Wallet Receipts page (TE_MY_WALLET) to review, add, or delete receipts in My Wallet.

Navigation:

- **Employee Self-Service > Travel and Expenses > My Wallet**
- **Employee Self-Service > Travel and Expense Center > Other Expense Functions > View My Wallet**
- **Travel and Expenses > Travel and Expense Center > Other Expense Functions > My Wallet**

This example illustrates the fields and controls on the My Wallet - Review My Wallet Receipts Page. You can find definitions for the fields and controls later on this page.



Search Criteria

Field or Control	*Description*
Receipt Data Source	Select a source, such as *Visa, American Express,* or *User Input.* or *Text Message*
Transaction Status	Select a transaction status. Values are: • *All Transaction Status:* All expense transactions that are in the specified date range. • *Assigned:* Transactions that are applied to an expense report or cash advance. ATM charges are associated with a cash advance. • *Unassigned:* Transactions that are not applied to an expense report or cash advance.

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Details

Field or Control	*Description*
Mark for Delete	Select to delete a transaction from My Wallet. For example, you can delete personal expense receipts that come from a credit card feed because your organization would not reimburse you for those expenses. **Note:** If you import enhanced (Hotel/Lodging expense type) data from credit card suppliers and you delete a transaction detail line, then all of the detail transaction lines that were imported are deleted for the transaction. You cannot delete individual detail lines that are enhanced data. If you delete a enhanced detail line, a message is issued that explains that all lines associated with the Hotel/Lodging expense type will be deleted. When you delete a receipt, PeopleSoft Expenses no longer displays it in My Wallet; however, the transaction remains in the EX_TRANS table with a status of *Deleted* for audit purposes. Use the Restore My Wallet Receipts page to restore the deleted receipt to an active status in My Wallet.
Date	Displays the date in which the transaction occurred as reported to the credit card company or entered into your PeopleSoft System.
Expense Type	Click to access the My Wallet Detail page.
Attachments	Click to access attachments.
Enhanced Data	Click to view enhanced data as it was loaded during the Load External Data process. This link is only available when enhanced data has been loaded for the main transaction row from American Express, MasterCard, or Visa. Enhanced data is for car, air travel, and lodging. For more information about Enhanced Data, see Expense Type - Enhanced Data American Express / Visa 4.4 Page

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Field or Control	*Description*
Non-Reimbursable	Select to indicate that the expense should not be reimbursed. If the expense type is a non-reimbursable expense, then this check box is automatically selected by the system. The system displays this check box as selected and inaccessible if the transaction is from a credit card load process where the expense type has the Non-Reimbursable check box selected. Expense types are defined as non-reimbursable on the Expense Type 1 page.
Days Overdue	Displays the number of days that the credit card transaction is overdue, based on the business unit definition for the Credit Card Data Overdue field.
Doc Type (document type)	If the transaction is assigned to an expense document, then the system displays the type of expense document to which it is assigned.
ID (Identifier)	Click to view detailed expense report or cash advance information.

Add Expense

Field or Control	*Description*
Expense Type	Select an expense type and click the **Add** button to access the My Wallet Detail page and add an expense item to the Wallet. For example, you might use this feature if you charge to your personal credit card or paid cash for a business expense.

My Wallet - My Wallet Detail Page

Use the My Wallet - My Wallet Detail page (EX_POP_WALLET1) to manually enter expense transactions for future use and review, or modify, details about existing transactions. You may save the Wallet without entering any data. You can fill in the fields later, or fill in the fields when you import the wallet entry to the expense report.

Navigation:

- Select an expense type and click the **Add** button on the My Wallet - Review My Wallet Receipts page.
- Click the **Expense Type** link on the My Wallet - Review My Wallet Receipts page.

  On selecting the expense type, user default values will be populated in the My Wallet Detail page based on the user profile set up for the employee in the Employee Profile - User Defaults page.

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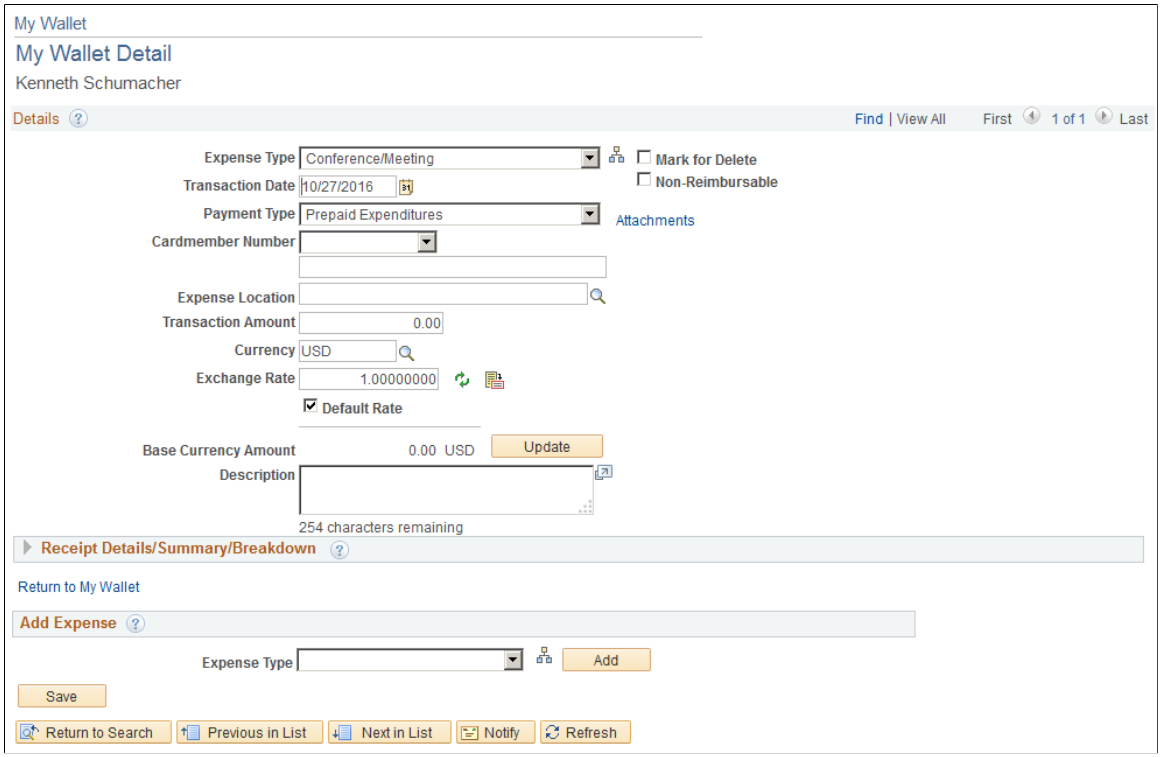
Note: If you select Expense Type as Automobile Mileage, then you must enter the originating and destination locations. In the Originating Location field, select the location (which you establish during system setup) from where you began your business travel. PeopleSoft Expenses prepopulates this field if you enter an originating location on the Employee Profile - User Defaults page. When you import this wallet, these fields **Originating Location** and **Destination Location** will also be imported into the expense report.

This example illustrates the fields and controls on the My Wallet - My Wallet Detail page. You can find definitions for the fields and controls later on this page.



Note: The page elements on the My Wallet Detail page vary, depending on how you set up your expenses system and which expense types you select.

Field or Control	*Description*
Mark for Delete	Select to delete a transaction from My Wallet. For example, you can delete personal expense receipts that come from a credit card feed because your organization would not reimburse you for those expenses. When you delete a receipt, PeopleSoft Expenses no longer displays it in My Wallet; however, the transaction remains in the EX_TRANS table with a status of *Deleted* for audit purposes. Use the Restore My Wallet Receipts page to restore the deleted receipt to an active status in My Wallet.

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Field or Control	*Description*
Non-Reimbursable	Select to indicate that the expense should not be reimbursed. If you selected an expense type that is non-reimbursable, the system displays this check box as selected and is inaccessible.
Attachments	Click to access attachments.
Transaction Amount and **Currency**	Enter the amount in the expense transaction currency and select the appropriate currency code.
Enhanced Data	If you selected an expense type that is non-reimbursable, the system displays this check box as selected and is inaccessible This option is not available when manually entering an expense line.
Exchange Rate	If the currency code for the transaction amount differs from the base currency of the employee's business unit, PeopleSoft Expenses populates this field with the current market rate that is defined in the system rate tables. If your invoice reflects an exchange rate that is different from the system-supplied rate, you can override the system-supplied exchange rate.
	Click the **Reset Exchange Rate** icon to change a user-defined exchange rate to the system-defined exchange rate.
	Click the **Exchange Rate Detail** icon to access the Exchange Rate Detail page to view or change exchange rate information.
Default Rate	Indicates if system rate exchange tables or user-defined exchange rates are being used. If selected, PeopleSoft Expenses is using the current market exchange rate that is defined in the system rate tables. If not selected, PeopleSoft Expenses is using a user-defined exchange rate.
Update	If you changed the transaction amount or the exchange rate, click to update the **Base Currency Amount** field.

Receipt Details/Summary/Breakdown

Rules for the non-reimbursable check box:

- If the enhanced data creates expense lines, the non-reimbursable check box is disabled on the main transaction page. Only data in the Receipt Details/Summary/Breakdown grid can then be marked as non-reimbursable, if it was not automatically marked as such.

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- If there is enhanced data, any expense types that are defined as non-reimbursable in the load program are disabled; only those lines that were not automatically marked are selectable.
- If there are no enhanced rows, the main transaction is enabled and can be marked as non-reimbursable. If a main transaction row maps to a non-reimbursable expense type, it cannot be deselected.
- Any changes made and saved in My Wallet will be the value for that flag.

  For example: a user selects an enhanced data row as non-reimbursable. This row was not non-reimbursable from the credit card feed. If they add it to an expense report and delete it, upon return to My Wallet, the value will still be non-reimbursable. It will not revert back to the original credit card feed value.

Enhanced Data Page

Use the Enhanced Data page (EX_ENHC_DATA1 (MasterCard or Visa) (EX_ENHC_DATA2 (American Express) to view enhanced data for car rental, air travel, and hotel/lodging transaction that have been loaded from American Express, MasterCard, or Visa using the Load External Data process.

Navigation:

Click the Enhanced Data link from the My Wallet or My Wallet Detail page.

This page changes in appearance depending on the expense type and the credit card supplier. All fields are display only and depend on the supplier populating the data.

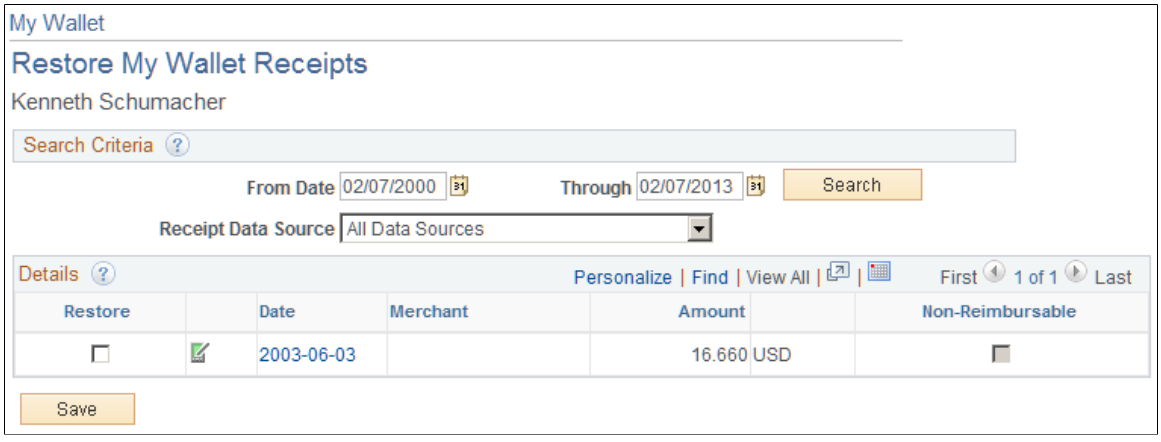
My Wallet - Restore My Wallet Receipts Page

Use the My Wallet - Restore My Wallet Receipts page (TE_MY_WALLET_RST) to restore My Wallet receipts that were previously deleted.

Navigation:

Employee Self-Service > **Travel and Expenses** > **My Wallet Restore**

This example illustrates the fields and controls on the My Wallet - Restore My Wallet Receipts page.



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Field or Control	*Description*
Receipt Data Source	Select to limit the entries displayed by the receipt source, such as a credit card supplier, for a search criteria.
Restore	Select the receipts in the EX_TRANS table that you want the system to restore to an active status.
Date	Click to access the My Wallet - My Wallet Detail page to view details about the deleted receipt in the EX_TRANS table.
Non-Reimbursable	Displays as selected and inaccessible if the expense type is defined as a non-reimbursable expense.

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Chapter 22

Using the Employee Digital Assistant in Expenses

Using the Expenses Skill

The Expenses Skill is part of the Employee Digital Assistant. A Skill is a program that simulates interaction with a user. It is used for mundane or repetitive business transactions that follow a predictable conversation path. The Expenses Skill allows employees to quickly search for expense reports, view its status and corresponding details, and create My Wallet transactions.

The Expenses Skill uses Oracle Digital Assistant (ODA) to interact with users to perform certain tasks. For more information about ODA. See Using Oracle Digital Assistant

PeopleSoft Enterprise Components documentation discusses PeopleSoft Intelligent Chat ASsistant from Oracle (PICASO, or PeopleSoft PICASO). See “Understanding PeopleSoft PICASO” (Enterprise Components).

Note: The Expenses Skill requires PeopleTools 8.57.

The Expenses Skill uses these services:

- FETCH_LAST_5 - To get the latest expense reports for an user.
- GET_NAME – Get the name of the logged in user.
- GET_TRANS_DETAILS - To get the Expense transaction details.
- FETCHBYCREATIONDATE - To fetch expense reports by Creation Date.
- FETCHBYSHEETNAME – To fetch expense reports by Expense report description.
- VALIDATEDATEFORMAT – Date format validations
- FROMTODATEVALIDATION – From and to date validations.
- DENYDETAILS – To fetch the details of DENIED lines.
- SENDNOTIFICATION – Send reminder email notification to approver.
- EX_FETCH_BY_STATUS_ASF – to fetch expense reports based on status.
- EX_INSERT_MY_WALLET – to create My Wallet entry.
- EX_INSERT_MY_WALLET – to determine if expense types need a location when creating a wallet entry.

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- EX_INSERT_MY_WALLET – to verify that a location entered in the bot exists in expense location setup.

PeopleSoft PICASO Button

Use the PeopleSoft PICASO button from the PeopleSoft web-based browser to launch the Employee Digital Assistant and access various skills.

Navigation:

The PeopleSoft PICASO button appears in the bottom right corner of any PeopleSoft web application homepage, dashboard, or fluid application page for employees and managers.

This example illustrates the PeopleSoft PICASO button.

Select this button to access the Expenses Skill Page.

Expenses Skill Page

Use the Expenses Skill page to create wallet entries and inquire on expense reports.

Navigation:

From a homepage, select the **PeopleSoft PICASO** button.

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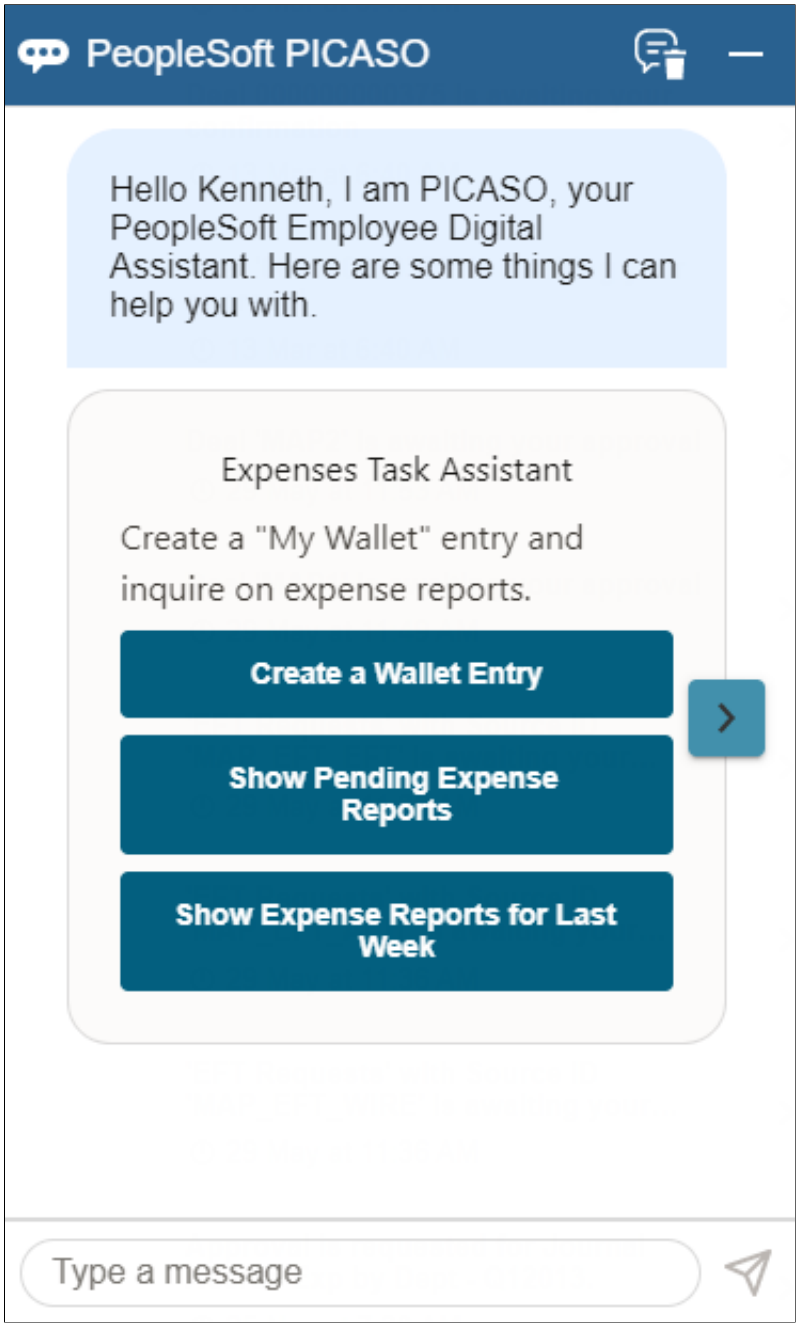
This example illustrates the fields and controls on the Expenses Skill page.



Select one of these options to create wallet entries or inquire on expense reports:

- Select **Create a Wallet Entry** to create a My Wallet entry.

  See Creating a Wallet Entry.

- Select Show my Pending Expense Reports to inquire on expense reports that are in a Pending status.
- Select Show my Expense Reports for Last Week to inquire on expense reports created the previous week.

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- Enter text in the "Type a message" field to create a wallet entry or inquire on expense reports.

Returning to the Expenses Skill

After making inquiries or creating wallet transactions, you can return to the Expenses Skill landing page by entering "help" in the <type a message> field.

Inquiring on Expense Reports Using the Expenses Skill

To perform inquiries using the Expenses Skill you must have access to the EXCB_EXPENSE_INQ role.

This topic discusses how to:

- Common Objects
- Show my Pending Expense Reports
- Show Details
- Send a Notification
- Show my Expense Reports for Last Week
- Show Recent Expense Reports
- Enter Message Text

Common Objects

These objects are common to this topic.

Field or Control	*Description*
Next card	Select to advance to the next expense report found.
Show Details	Select to view additional details for the expense report.

Page Used to Inquire on Expense Reports Using the Expenses Skill

Page Name	*Definition Name*	*Usage*
Expenses Skill Page	EOCB_CLIENT_FL	Inquire on expense reports.

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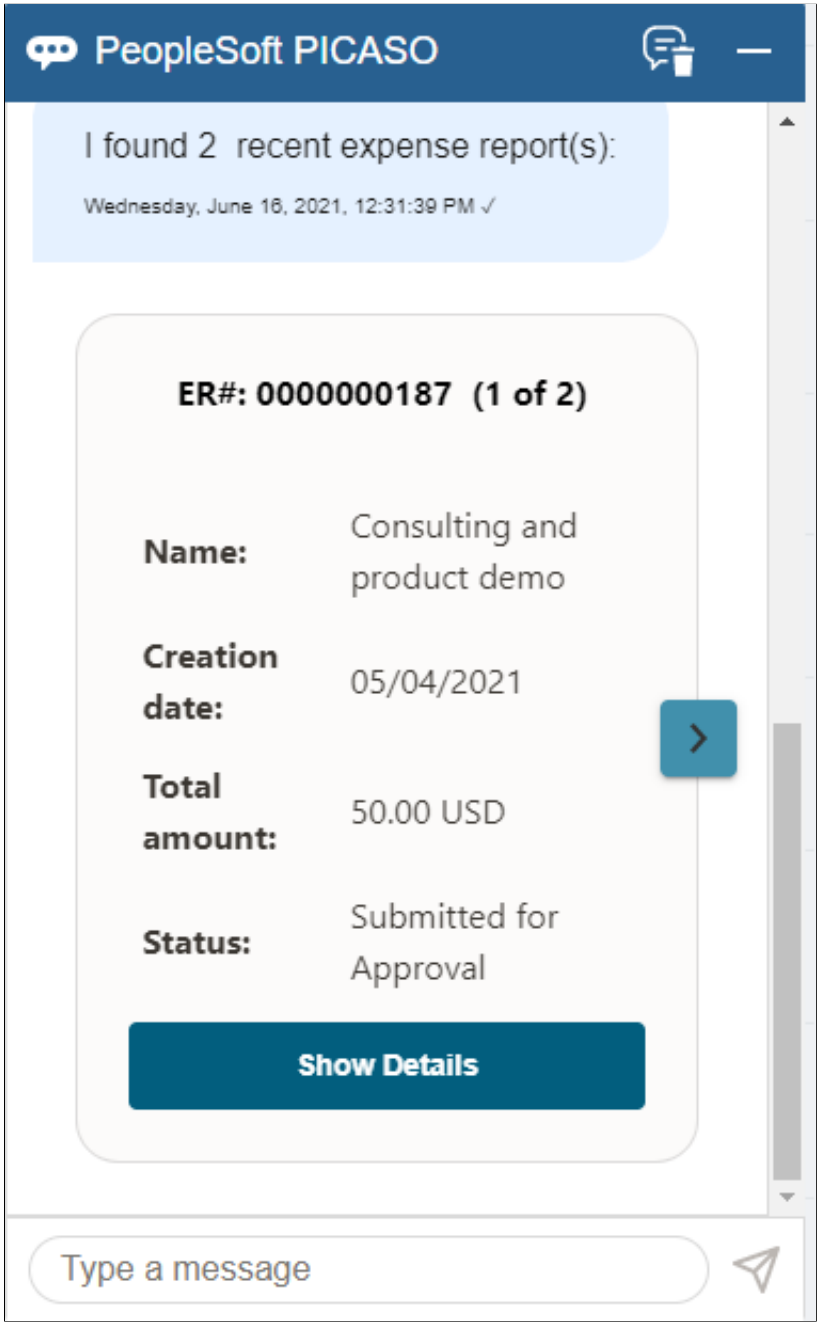
Show my Pending Expense Reports

The Show my Pending Report button searches all reports that are submitted for approval and in the approval queue.

From the Expenses Skill Page, select the Show my Pending Expense Reports button.

This example illustrates the fields and controls after selecting Show my Pending Reports.



Show Details

The Show Details button displays additional information,

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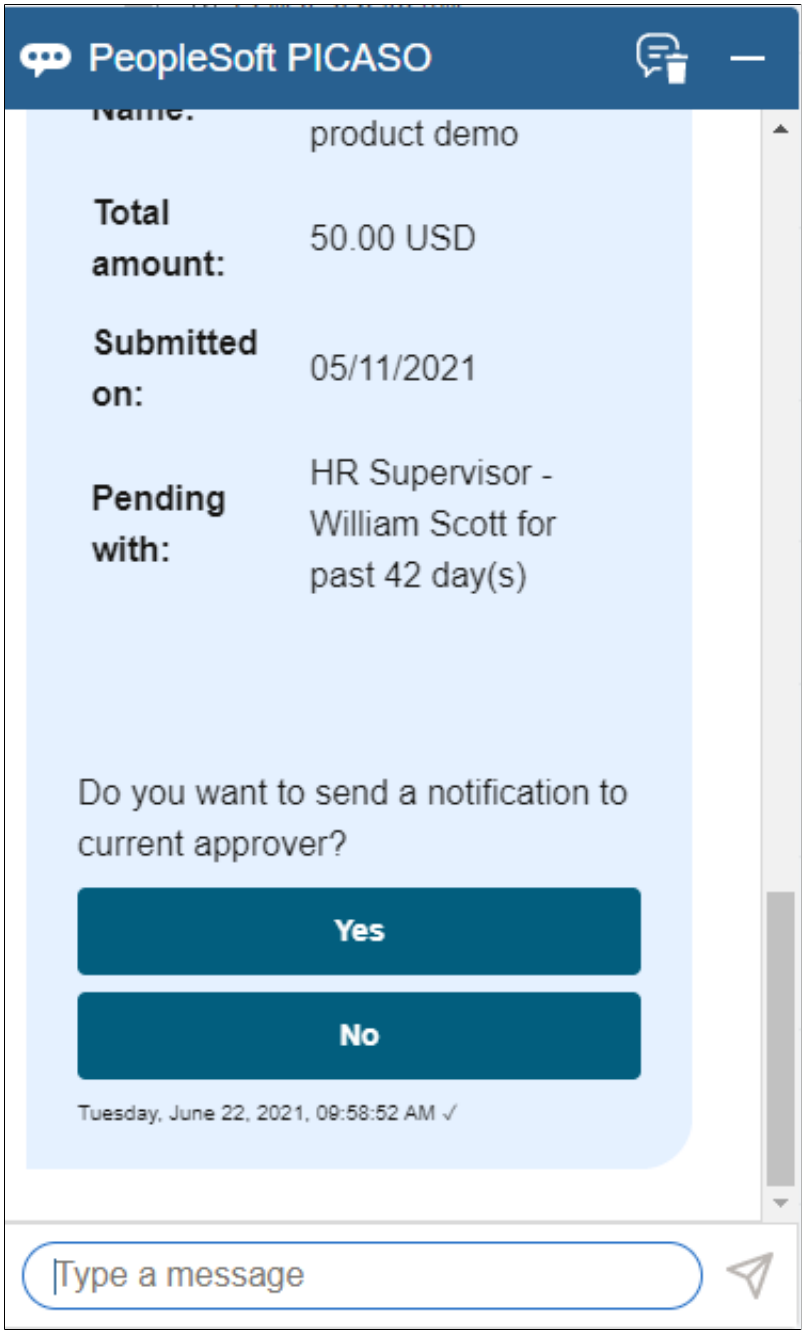
When you select the Show Details button, the system displays the status of the expense report.

This example illustrates the fields and controls after selecting Show Details.



Send a Notification

If you want to send a notification to the current approver, select the Yes button.

When you select the Yes button, the system automatically notifies the current approver and displays a message that an email is sent.

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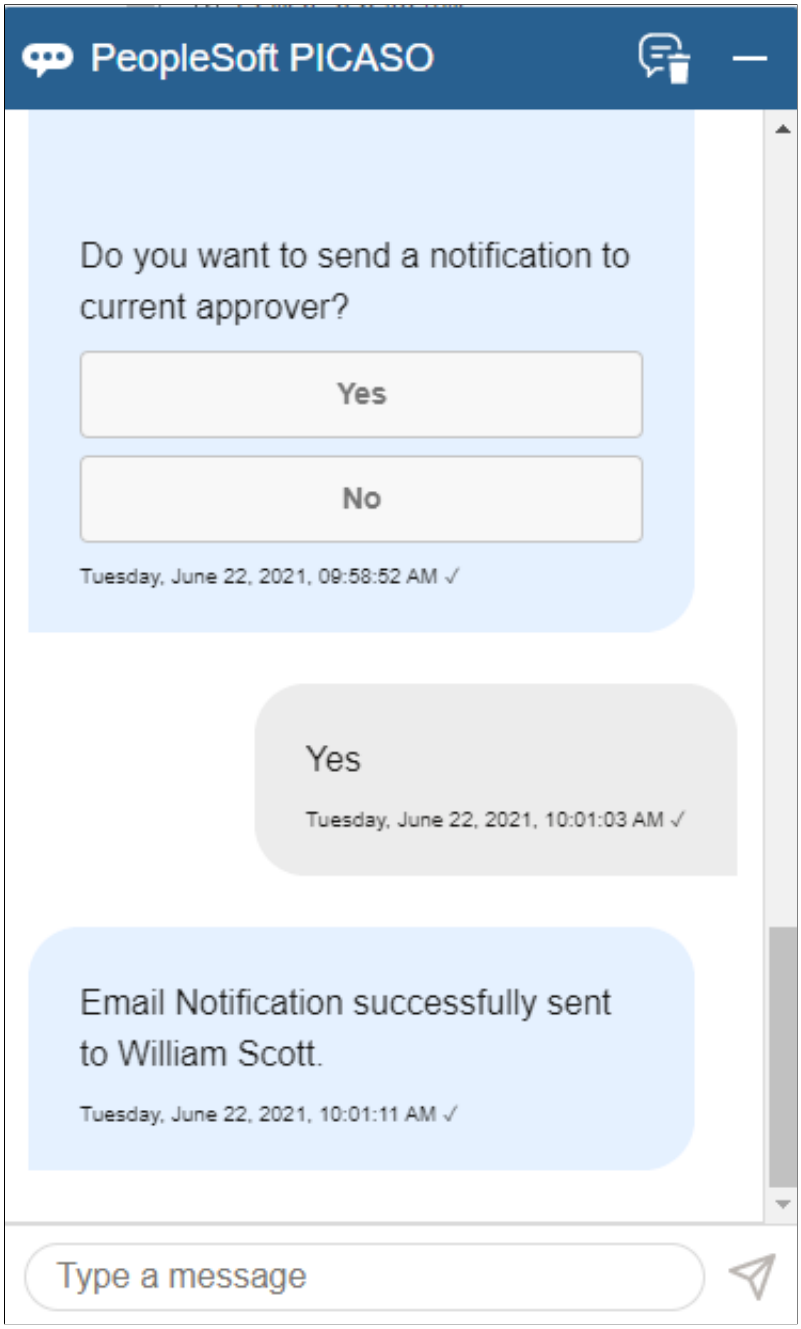
This example illustrates the fields and controls after selecting Yes to the send notification question.



Show my Expense Reports for Last Week

The Show my Expense Reports for Last Week button searches all reports that are seven days old as of the current date. Expense reports that are resubmitted within the last seven days are displayed as well.

From the Expenses Skill Page, select the Show my Expense Reports for Last Week button.

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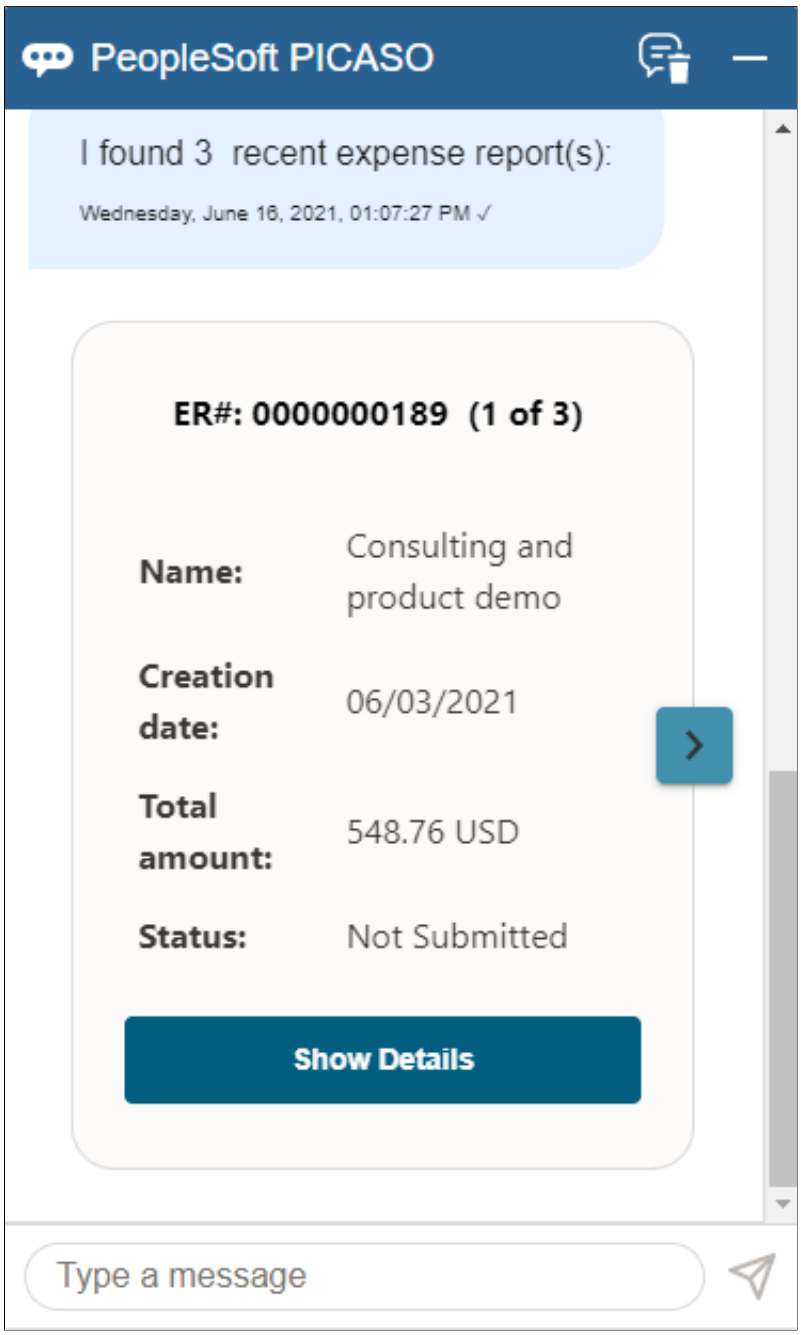
Show Recent Expense Reports

The Show Recent Expense Reports button searches for and displays expense reports that are created within the last 30 calendar days, regardless of status.

From the Expenses Skill Page, select the Show Recent Expense Reports button.

Note: The word **Recent** always indicates the last 30 days for the Expenses Skill.

This example illustrates the fields and controls after selecting Show Recent Expense Reports.



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Enter Message Text

This option allows you to enter free form text.

Enter a short message or phrase to begin the inquiry process.

The number of expense reports displayed is determined from the value entered in the Chatbot Card Display Limit field on the “Installation Options - Expenses Page” (Application Fundamentals).

When results are displayed, you can take these actions:

- Select the right arrow to scroll through the returned expense reports and find the desired report.
- Select the Show Details button to view more details about the expense report that is displayed.
- Select the View More button to indicate that the desired report is not listed and to perform another search.

If the expense report has a status of **Denied** or **Rejected**, the assistant asks if you want to view the detail. If you select Yes, the system displays the line number, description, expense type, amount and currency for each line.

Valid Inquiries

Inquiries can be based on:

Types of Inquiries	***Example of What to Enter***
Duration	Show expense reports submitted last month Show expense reports created last week Show expense reports for June 6
Status	Show pending expense reports Show paid expense reports Show expense reports not submitted
Description	Show expense reports for sales training
Duration and Status	Show expense reports paid last week
Duration and Description	Show expense report for stay at Marriot in April
Status and Description	Show paid expense reports for internet charges
Duration, Status, and Description	Show denied expense reports for trip to Chicago last month

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Note: The Expenses Skill is designed for self-service users who may not be aware of the phrases used in PeopleSoft for an expense status. For example, "Submission in Progress" or "Approvals in Process" are the phrases used in PeopleSoft Expenses. For the best response from the Expenses Skill, avoid using these phrases, which can return an ambiguous response.
PeopleSoft suggests that you use words like Pending, Denied, Approved, Paid, and so on.

Creating Wallet Transactions Using the Expenses Skill

Use the Expenses Skill to create My Wallet transactions for those who need to record an expense quickly and easily. This feature is designed for small, out-of-pocket, cash-only transactions that can be recorded using a mobile device. Examples are breakfast, lunch, transportation to airport, or vending machine expenses. Expenses that are typically paid with a credit card such as airfare or hotel are not intended to be created using this feature.

This topic discusses:

- Creating a Wallet Entry
- Wallet Entry Page - Description Field

Create Wallet Entry Tips

Note these points when creating a Wallet entry using the Expenses Skill:

- Enter the details of your wallet transaction.
- Wallet transactions can be created only for the user who is logged in, not on behalf of someone else.
- Required fields for a wallet transaction are: Transaction Date, Amount, and Currency.

  If you don't include the required fields to create the transaction, the Expenses Skill gives you two chances to enter the information.
- Expense Type and Location are not required, but the Expenses Skill asks for the information.

  If you do not provide valid information after two attempts, the Expenses Skill asks if you want to proceed with creating a wallet entry without the information. You can respond by selecting **Yes** or **No**.
- You can use other words for "add", such as "create".
- If you do not enter a transaction date, the Expenses Skill creates the transaction for the current date.
- The date can be entered multiple ways, such as 17 January, January 17th, and so on.
- Location is only prompted if the expense type requires a valid location and the location must exist in the location table.
- The location should be preceded with the word "at" or "in" and be placed at the end of your phrase.
- PeopleSoft Expense Types are mapped to other words or phrases in Oracle Digital Assistant (ODA) and you can configure common values.

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If **Auto** is a valid expense type and *VendorA* is your preferred vendor, then **Auto** can be mapped to *VendorA*. When you enter *booked car from VendorA* the Expenses Skill understands that the transaction is for the **Auto** expense type.

Page Used to Create Wallet Transactions Using the Expenses Skill

Page Name	*Definition Name*	*Usage*
Expenses Skill Page	PT_LANDINGPAGE	Create My Wallet transactions.

Creating a Wallet Entry

This topic explains how to create a wallet entry using the Expenses Skill and save it to the Wallet Entry page.

Steps to creating a wallet entry:

1. You enter this text, "add wallet for $52 for taxi ride in Dallas today".
2. The Expenses Skill response, "A Wallet entry has been created successfully" and provides this information:
    - Trans Dt: <mm/dd/yyy>
    - Amount: 52.00 USD
    - Expense Type: Ground Transportation
    - Location: Dallas, Texas

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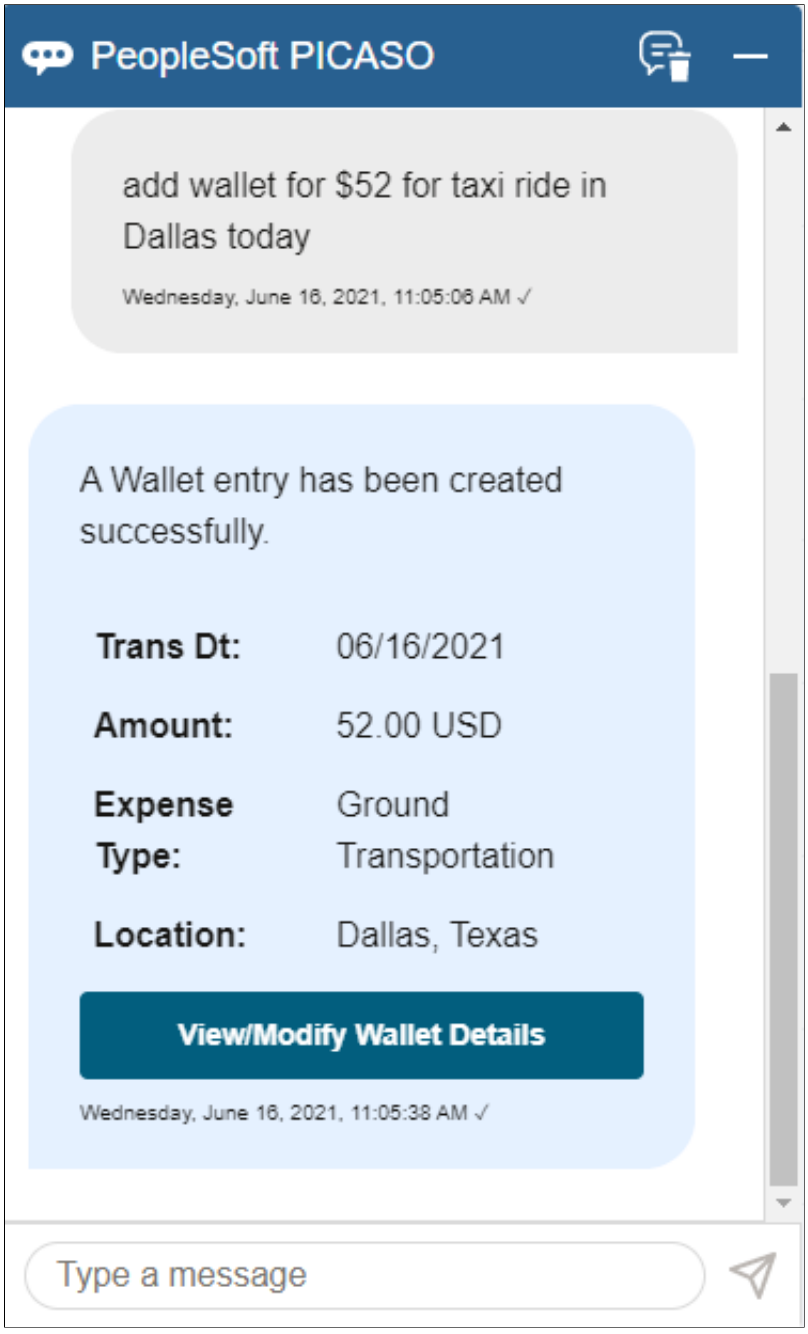
This example illustrates the fields and controls after a Wallet transaction is created successfully.



Field or Control	*Description*
View/Modify Wallet details	Select to access the Wallet Entry Page where you can view and modify wallet details. **Note:** The date information below this button represents the server date and time.

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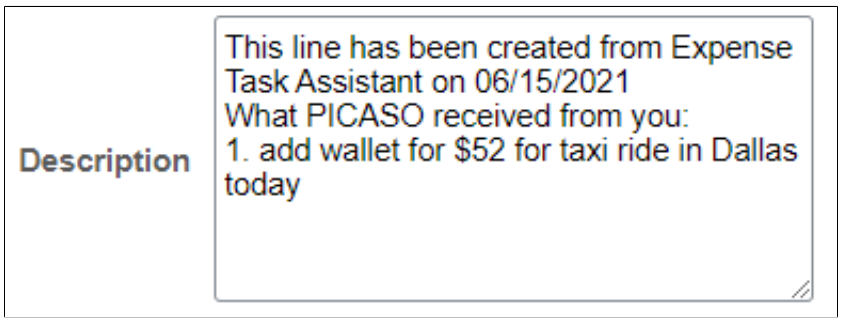
Wallet Entry Page - Description Field

Use the Wallet Entry page to view or modify entries after the Expenses Skill confirms that the entry is created.

The Wallet Entry Page provides this information in the Description field. This description captures all information entered into the Expenses Skill.

This example illustrates the Description field on the Wallet Entry page after an entry is saved.



In addition, the Wallet Entry Page displays a User Chatbot icon, which can be used for filtering.

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Chapter 23

Using Text Messages in PeopleSoft Expenses

Understanding Text Messages Processing in PeopleSoft Expenses

PeopleSoft Expenses provides users the ability to send expense information together with expense receipt or expense receipts by itself via text message without having to log in into PeopleSoft Expenses. This is possible by PeopleSoft Expenses integration with Twilio.

A user may send expense detail, take a picture of a receipt and immediately send that to Twilio via a text message. When the message is received, the process scheduler set up in PeopleSoft identifies the message by the user phone number as defined in the employee profile. PeopleSoft then retrieves the messages from Twilio as defined in the process scheduler based on the BU and Phone number. Text messages that are processed successfully will be loaded into employee's wallet (My Wallet Page).

Expense receipt sent via Twilio without expense detail information will be stored in My Receipts page. Images stored in My Receipts page can be attached to My Wallet or Expense Report at later time. This functionality is only available in Fluid Expenses. Attaching receipts from My Receipts Page is not available in PeopleSoft Classic pages. For more information, see Attaching Receipts in PeopleSoft Fluid

Note: Organizations need to work directly with Twilio to setup the phone number that will be used to send the text message. A user must remove the Caller ID Block when any expense information is sent via text message to Twilio. If Twilio cannot see the caller phone number, the information cannot be loaded into PeopleSoft Expenses. For more information, see www.twilio.com

Setting up PeopleSoft Expenses for Text Messaging

To receive text messages and receipts into PeopleSoft Expenses from Twilio, you need to:

- Configure the Expenses Definition — Business Unit 1 page to allow customer to select whether the employee belonging to the business unit can send text message via Twilio. See Expenses Definition - Business Unit 1 Page
- Setup Twilio Account. See Expenses Definition - Text Message Page.

  Text Message page allow organizations to setup a Twilio account and the text message format that should be used by employee to send the message to Twilio
- Specify the mobile phone number that will be used by employee for the text messages. See Employee Data Page (Employee Self-Service)
- Map expense types description to expense types. See Expense Type - Text Message Page

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- Set up the process scheduler to retrieve and delete text messages from Twilio. The process will run based on a single Business Units or multiple Business Units. You can setup the frequency as how often the message should be extracted from Twilio. For additional information about running processes, see *PeopleTools: Application Engine*.

Processing Text Messages in PeopleSoft Expenses

This topic provides an overview of the different processes used to load text messages, report errors, and delete text messages in PeopleSoft Expenses.

Pages Used to Process Text Messages in PeopleSoft Expenses

Page Name	***Definition Name***	***Usage***
Load Text Message Page	EX_RUN_TXT_PROC	Load text messages into the system in the form of employee wallet entry or employee receipt entry. When a text message is loaded into the system, the Application Engine process checks for invalid values. If the process encounters any errors, these text message along with the error reason will be displayed on the Update Text Message Error Page
Update Text Message Error Page	EX_TW_STG_ERR	View the errors encountered during the text message upload process. Users can make correction, request to re-process the message or delete the message.
Delete Text Message Page	EX_RUN_TXT_DEL	Execute the Delete process for text messages in Twilio. The Delete process extracts text messages from Twilio and then deletes the text messages in Twilio. Only an administrator can execute the Delete process, and this process can be run for a single or multiple Business Units. After the messages are extracted and the Delete process is executed successfully, the **Last Message Received** field and the **Last Delete Requested** field in the Expenses Definition - Text Message PageExpenses Definition - Business Unit 1 Page is updated with date and time stamp.

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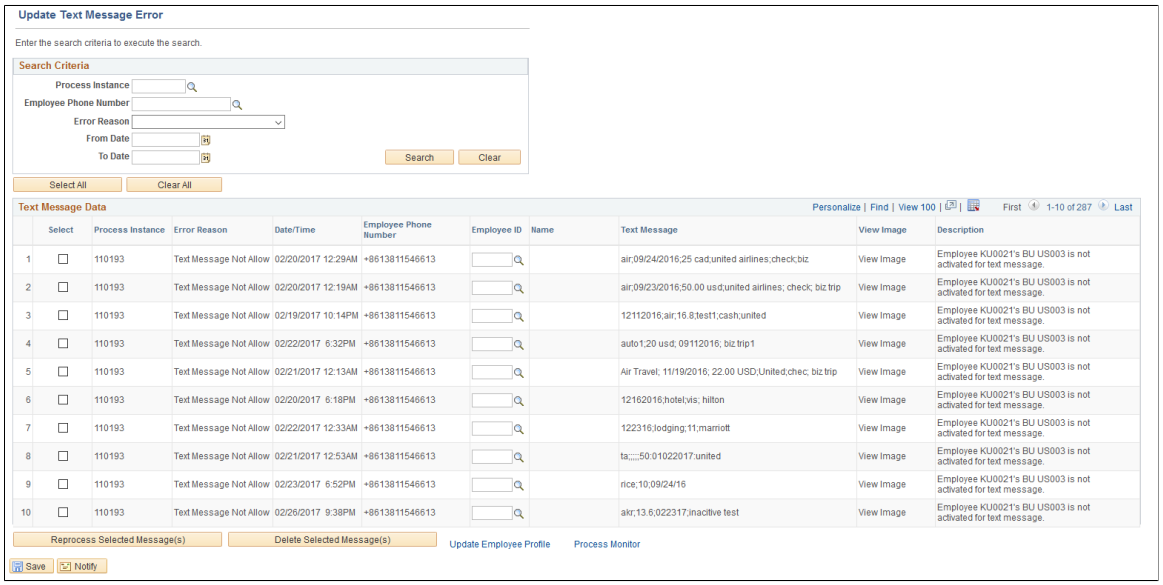
Update Text Message Error Page

Use the Update Text Message Error page (EX_TW_STG_ERR) to view the errors encountered during the text message upload process. Users can make correction, request to re-process the message or delete the message.

Navigation:

Travel and Expenses > **Text Message** > **Update Text Message Error**

This example illustrates the fields and controls on the Update Text Message Error page. You can find definitions for the fields and controls later on this page.



Text messages which cannot be loaded into the employee wallet are loaded in the Text Message Interface Error page along with the error reason. An Expense Administrator can correct the errors, reprocess the text message, delete the message and update employee profiles.

To reprocess the text messages for uploading to the employee's wallet, select the check boxes for each message row and select **Reprocess Selected Message(s)** button. To delete text message data from the Text Message Interface Error page, select **Delete Selected Message(s)**.

If the administrator enters or overrides the **Employee ID** field on the error correction page, the reprocess is based on the employee ID entered. If the **Employee ID** field is not populated, the reprocess will check the user profile to map the employee id. If the error still exists, the error line will remain on the Text Message Interface Error page.

The following table lists the errors generated when a text message cannot be uploaded into the employee wallet.

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Error Reason	*Error Description*
Employee Not Found	Phone number is not associated with any employee. Use the Update Employee Profile link to add the mobile phone number for an employee. See Employee Data Page (Employee Self-Service)
Duplicate Employee	Phone number is mapped to multiple employees. Use the Update Employee Profile link to delete any duplicate phone number. See Employee Data Page (Employee Self-Service)
Invalid for Expenses	Employee's organization data is not valid and the employee is not eligible for expense processing. To validate employee organizational data, select the **Validate Organizational Data** option when you run the Load Employee Data process or select the **Validate** button for new employees after you save the profile. See Understanding Employee Organizational Data Maintenance
Text Message Not Allow	Employee BU is not activated for text messages. Use the Update Employee Profile link to enable text messages for the employee phone number. See Employee Data Page (Employee Self-Service)

For errors such as incorrect date, amount, currency code, they can be corrected after the text messages are uploaded into the employee wallet. The text message will be loaded into My Wallet with blank Expense Type, Expense Date as the current date, and the text message is included in Expense Description. An administrator or an employee can correct these errors in the My Wallet page.

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Chapter 24

Processing Expense Report Exceptions

Understanding Expense Report Exceptions

No matter how carefully you design and implement your reimbursement operations, there will sometimes be unforeseen situations that require special processing of expense reports. Depending on where your expense reports are in the processing cycle, PeopleSoft Expenses provides a great amount of flexibility to help you deal with the unplanned contingencies that always seem to arise.

Closing Expense Reports

Pages Used to Close Expense Reports

Page Name	*Definition Name*	*Usage*
Mark Expense Report for Close Page	EX_CLOSE_SHEET	Close expense reports.
Close Expense Report Page	EX_CLOSE_CNFRM_SEC	Confirm that you want to mark expense documents for closing.
Expense Processes Page	RUN_EXTRNPRC	Process an expense report that is marked for closing.

Understanding How to Close Expense Reports

When an expense report has been approved for payment processing, you might need to cancel it after you have already posted its liabilities. You can close an expense report if you have not staged payments for the expenses.

Mark Expense Report for Close Page

Use the Mark Expense Report for Close page (EX_CLOSE_SHEET) to close expense reports.

Navigation:

Travel and Expenses > **Process Expenses** > **Close Expenses** > **Mark Expense Report for Close**

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This example illustrates the fields and controls on the Mark Expense Report For Close page

The information on the Mark Expense Report for Close page comes from the expense report description.

The expense reports that are eligible for this page must meet both of these conditions:

- Those that have been posted.

  For example, the Post Liability process has run for the expense report.

- Those that have been approved for payment.

  The **Report Status** field is *Approved for Payment.*

Reversal Date

Field or Control	***Description***
Use Current Date	Select to use the current date on which to reverse the accounting liability entries.
Use Specific Date	Select to enter a specific date. When selected, PeopleSoft Expenses opens a field to enter the day on which to reverse the accounting liability entries.

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Field or Control	*Description*
Override Expense Budget Date	Select to override the expense budget date at the distribution level with the close reversal date. This allows organizations who have closed their prior budget periods to account the budget reversals in the current fiscal period, as opposed to reopening the prior budget period. This option is only available with Commitment Control is installed and being used for Expenses at the installation level, and the General Ledger business unit is using Commitment Control at the business unit definition level.
Override Expense Accounting Date	Select to override the accounting date at the header level with the close reversal date. This allows organizations who have closed their prior budget periods to account the budget reversals in the current fiscal period, as opposed to reopening the prior budget period. This option is only available with Commitment Control is installed and being used for Expenses at the installation level, and the General Ledger business unit is using Commitment Control at the business unit definition level.
Close	Click to access the Close Expense Report Page and confirm that you want to close the expense report.

Close Expense Report Page

Use the Close Expense Report page (EX_CLOSE_CNFRM_SEC) to confirm that you want to mark expense documents for closing.

Navigation:

Click the **Close** button on the Mark Expense Report for Close page.

Use this page to confirm that you want to mark the expense report for close. When you click the **OK** button, the system marks the expense report for closing and changes the Post Status to *Close in Process* on the View Expense Report Page. The system also takes you back to the Mark Expense Report for Close page. The **Close** button is not available on the Mark Expense Report for Close page after you click the **OK** button.

Expense Processes Page

Use the Expense Processes page (RUN_EXTRNPRC) to process an expense report that is marked for closing.

Navigation:

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Travel and Expenses > **Process Expenses** > **Expense Processing**

Use this page to process an expense report that is marked for closing (the post state is *Close In Process)*. Select **Close Liability** on the Expense Processes page.

When you run the Application Engine process, the system:

- Reverses the liability entries for expense reports that are marked for closing
- Changes the **Status** field and the **Post State** field to *Closed* on the View Expense Report – page (Travel and Expense, Travel and Expense Center, Expense Report, View).

Related Links

Expense Processes Page

Unposting Expense Reports

Pages Used to Unpost Expense Reports

Page Name	*Definition Name*	*Usage*
Mark Expense Report For Unpost Page	EX_UNPOST_SHEET	Mark expense reports for unposting.
Document Sequence Page	TE_SHT_DOCSEQ_INFO	Enter document sequencing information about unposted expenses reports.
Expense Processes Page	RUN_EXTRNPRC	Process an expense report that is marked for unposting.

Understanding How to Unpost Expense Reports

If you post the liabilities for an expense report and need to change the accounting entries, you can unpost the expense report. This two-step operation requires you to mark the expense reports that you wish to unpost, then run a process to reverse the accounting liability entries and make the expense reports available for ChartField editing. If you are using PeopleSoft Commitment Control, you also must budget-check the expense transaction.

Note: The unposting process changes the posting status (POST_STATUS_EX) but not the expense report status (SHEET_STATUS). Because the expense report status does not change when you unpost it, you cannot deny or reapprove the expense report.

Mark Expense Report For Unpost Page

Use the Mark Expense Report For Unpost page (EX_UNPOST_SHEET) to mark expense reports for unposting.

Navigation:

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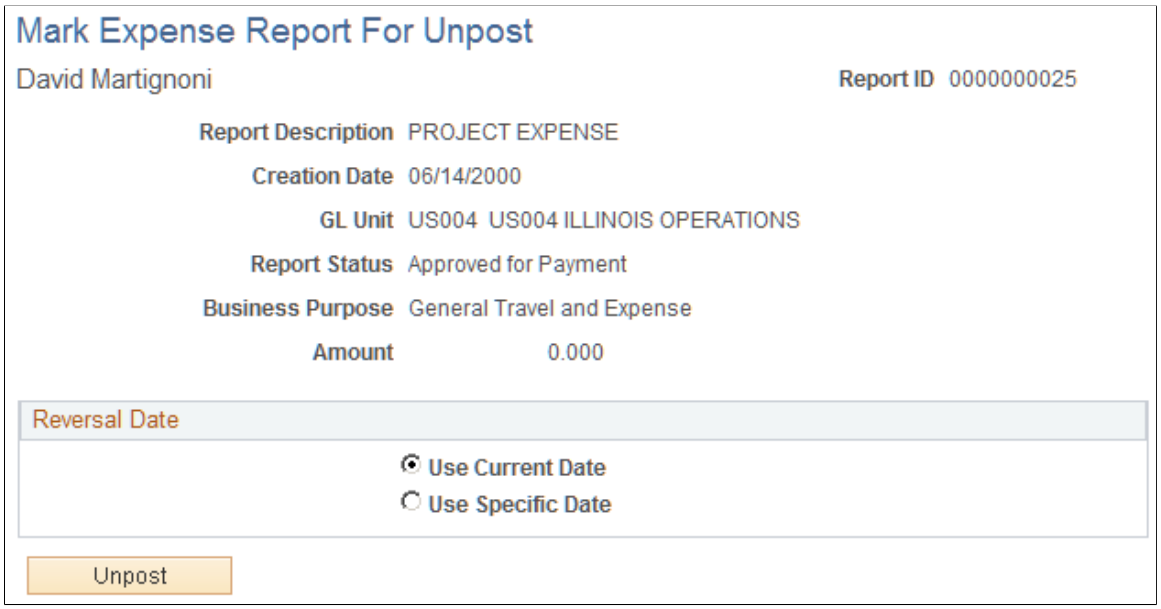
Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Mark Expense Report for Unpost

This example illustrates the fields and controls on the Mark Expense Report For Unpost page. You can find definitions for the fields and controls later on this page.



The information on this page comes from the expense report description.

The information on the Mark Expense Report for Close page comes from the expense report description.

Reversal Date

Field or Control	*Description*
Use Current Date	Select to use the current date on which to reverse the accounting liability entries.
Use Specific Date	Select to enter a specific date. When selected, PeopleSoft Expenses opens a field to enter the day on which to reverse the accounting liability entries.
Unpost	Click to save the expense report with a status (POST_STATUS_EX) of *Mark for Unpost.*

Document Sequence Page

Use the Document Sequence page (TE_SHT_DOCSEQ_INFO) to enter document sequencing information about unposted expenses reports.

Navigation:

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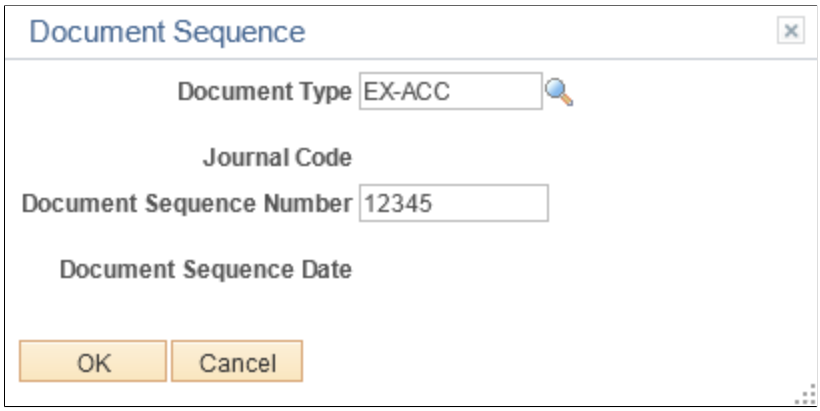
Click the **Document Sequencing** link on the Mark Expense Report for Unpost page.

This example illustrates the fields and controls on the Document Sequence page. You can find definitions for the fields and controls later on this page.



If you use document sequencing, you can enter the document type that is associated with the expense report that you mark for unposting. The unpost process adjusts the document sequence numbering based on the document type that you select.

Expense Processes Page

Use the Expense Processes page (RUN_EXTRNPRC) to process an expense report that is marked for unposting.

Navigation:

Travel and Expenses > **Process Expenses** > **Expense Processing**

To process an expense report that is marked for unposting, use the Expense Processes page and select **Unpost Expense Report.** When you run the Application Engine process, it drives a program that reverses the liability entries for expense reports that are marked for unposting and changes the status (POST_STATUS_EX) to *Unposted.*

Related Links

Understanding Running Expense Transaction Processes
Running Expense Transaction Processes

Working With Unposted Expense Reports

When you unpost an expense report, the unposting process makes it available so that you can change the accounting entries. You can work with unposted expense reports using the Travel and Expense, Manage Accounting navigation.

To work with an unposted report, use the same page that you use to prepare the expense report. You can modify only the ChartFields for individual expense items; all other fields are display-only. Because the status of the expense report (SHEET_STATUS) does not change when you unpost it, you cannot deny or reapprove the expense report.

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When you finish, click the **Save** button to change the expense report posting status (POST_STATUS_EX) to *Unpost and Process,* which enables you to post the revised expense report liabilities the next time that you run the Post Liabilities process.

Related Links

Understanding Running Expense Transaction Processes
Running Expense Transaction Processes

Processing Journal Expense Reports

Pages Used to Process Journal Expense Reports

Page Name	*Definition Name*	*Usage*
Modify Journal Entries for An Expense Report Page	EX_SHEET_HDR_JRNL	Create journal expense reports to correct errors and make adjustments to expense report payments to synchronize the expense system and general ledger.
Journal Expense Report - Accounting Detail Page	TE_SHEET_DIST_J	Correct errors and make adjustments to expense report payments to synchronize the expense system and general ledger.

Understanding Journal Expense Report Processing

If an auditor discovers an error during a prepayment audit, the auditor can correct the original expense report before processing it for payment. If an auditor discovers errors after the system issues a payment, make adjustments using journal expense reports.

Journal expense reports are not associated with changes to monetary amounts, nor do they create any payments. You process journal expense reports to correct accounting entries that have already been recorded in the general ledger. Performing the adjustment through PeopleSoft Expenses keeps the detail transactions synchronized with the balances in the general ledger. If you use PeopleSoft Commitment Control, you must also budget-check the journal expense report to reflect the same changes in the PeopleSoft Commitment Control ledgers.

Note: You can create only one journal expense report for an expense report.

Modify Journal Entries for An Expense Report Page

Use the Modify Journal Entries for An Expense Report page (EX_SHEET_HDR_JRNL) to create journal expense reports to correct errors and make adjustments to expense report payments to synchronize the expense system and general ledger.

Navigation:

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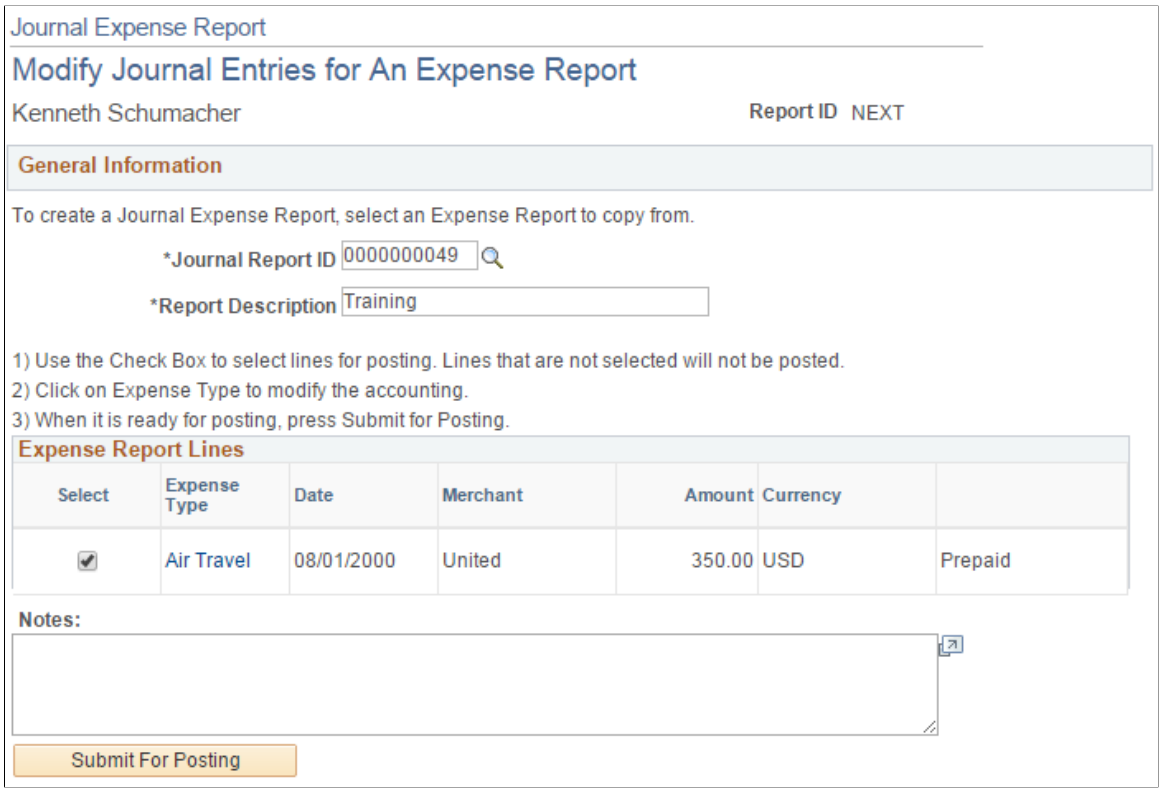
Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Adjust Paid Expenses

This example illustrates the fields and controls on the Modify Journal Entries for An Expense Report page.



Processing Journal Expense Reports

When you save a journal expense report, it is ready to post to the general ledger. The system saves only modified expense lines. It does not pass journal expense reports to the accounts payable system because they do not have monetary amounts. Instead, you can select the Post Liabilities function on the Expense Processes page to process the journal expense reports.

When you process the journal expense reports, the system rolls back the original accounting entries and posts the new entries. This corrects the general ledger to reflect the same entries that exist in the expense system. If you use PeopleSoft Commitment Control, you must run budget checking to reverse out the entries in the Commitment Control ledgers.

General Information

Field or Control	*Description*
Journal Report ID	Enter the original expense report ID that requires an adjustment. Available report IDs are those that are associated with employee IDs for whom the auditor has entry authority.

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Field or Control	*Description*
Report Description	Enter a description for the journal expense report.

Expense Report Lines

Field or Control	*Description*
Select	Select lines to post. Lines not selected will not post.
Expense Type	When you select an expense report ID, the system displays all line items in that report. To view or correct accounting information for a line item, click the link to access the Journal Expense Report - Accounting Detail page and modify the accounting for the expense.
Date	Displays the date of the original transaction.
Comments	Enter comments about this journal expense report.
Budget Status	If you use PeopleSoft Commitment Control and budget checking for expense reports is active, PeopleSoft Expenses displays the budget status for the expense report.
Budget Options	Click the Budget Check Options link to access the Commitment Control page to budget check the travel expense or view comments about the budget check. This link is available only if you use PeopleSoft Commitment Control and budget checking for expense reports is active. **Note:** If you make any changes to distributions or amounts, you must budget check the expense report again to reflect the changes in the commitment control ledgers.
Submit For Posting	Submit the journal expense report for processing.

Journal Expense Report - Accounting Detail Page

Use the Journal Expense Report - Accounting Detail page (TE_SHEET_DIST_J) to correct errors, make adjustments to expense report payments, create reversal accounting entries, and to synchronize the expense system and general ledger.

Navigation:

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Click a link in the **Expense Type** column on the Journal Expense Report - Modify Journal Entries for An Expense Report page.

This page displays the selected journal expense report line item and its associated ChartFields. A row displays a reversing entry that the system automatically created. You can modify the entry and create additional entries if necessary.

Important! All of the distribution amounts added together must equal zero for the expense line.

Field or Control	*Description*
Add	Click to insert a new row and create a reversing entry to offset the expense item. Your reversing entry must be a positive number.

Accounting Detail

Modify the ChartFields to which you want to charge the expense. If you charge the line to more than one set of ChartFields, adjust the amount to reflect the appropriate portion for these accounts.

Managing Expense Receipts

Pages Used to Manage Expense Receipts

Page Name	*Definition Name*	*Usage*
Receipts Received Page	EX_RCPT_BARCD_VRFY	Match report ID bar codes to receipt ID codes.
Verify Expense Receipts - Expense Report Summary Page	TE_SHEET_LINES	Verify that receipts have been received for the expense report.

Understanding Managing Expense Receipt

PeopleSoft Expenses enables you to track, itemize, and verify expense receipts. Some organizations track expense receipts by requiring you to place receipts in envelopes with preprinted barcodes, which PeopleSoft Expenses supports. PeopleSoft Expenses also collaborated with a third-party supplier to provide a receipt imaging process that enables you to submit receipts by fax, scanner, or mail.

Receipt imaging and barcode scanning enable you to notify PeopleSoft Expenses that receipts for expense reports have been received. To verify the receipt amounts against the expense lines within expense reports, navigate to Travel and Expenses, Process Expenses, Verify Receipts, Receipts Verified, or select the Report Description link on the Receipts Received page, which takes you directly there. If Report Description does not appear as a link, no receipt amount verification is required.

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Receipts Received Page

Use the Receipts Received page (EX_RCPT_BARCD_VRFY) to match report ID bar codes to receipt ID codes.

Navigation:

Travel and Expenses > **Process Expenses** > **Verify Receipts** > **Verify Expense Report Receipts**

Note: To scan bar codes, you must have Code 39 True Type Font installed, which is not delivered with your PeopleSoft applications.

Verify Expense Receipts - Expense Report Summary Page

Use the Verify Expense Receipts - Expense Report Summary page (TE_SHEET_LINES) to verify that receipts have been received for the expense report.

Navigation:

Travel and Expenses > **Process Expenses** > **Verify Receipts** > **Match Receipts to Expenses**

Use this page when you are a receipt verifier and need to verify that a receipt has been received. Verifiers cannon edit descriptive information or line items on this page.

If you are using the Receipts Required feature, and you optionally set up an approver role for a receipt verifier, and that role is active, then this page does not display the expense reports that have been submitted for approval by the receipt verifier. Instead, use the Approve Expense Report – Expense Summary Page to verify the details of expense receipts. For additional information about the Receipts Required feature, see Understanding Receipt Options for Expense Reports.

Receipt Information

Field or Control	*Description*
Receipts Received	Select to indicate that the travel and expense department has the appropriate receipts on file. This field appears only if you set up your expense system to check that receipts are received; otherwise, the check box is hidden.
Receipts Received Date	The expense system populates this field when you select the Receipts Received field and save the expense report.
View Receipts	Click to view receipts that are identified with an expense report. This link is available if receipt imaging is enabled and receipts exist in your third-party receipt imaging system.

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Field or Control	*Description*
View Exception Queue	Click to view receipts that are not linked to an expense report. Your third-party receipt imaging system's index program routes receipt images to this queue when it cannot read the bar code or optical character recognition (OCR) box. This may occur because it cannot match the report ID on the receipt image to a report ID in the PeopleSoft Expenses database.
View Pending Queue	Click to view receipt images in the pending queue. You third-party receipt imaging system has an index program that routes receipt images to this queue when it successfully reads a report ID on a receipt but cannot match it to a report ID in Oracle's PeopleSoft database.

Expense Line Items

Field or Control	*Description*
Receipt Verified	Select to indicate that a receipt matches a specific expense type. This field is inactive if receipt verification is not required.
Receipt Required	If selected, a receipt is required to substantiate the expense type. This field is display-only.

Reconciling Airline Tickets

Pages Used to Reconcile Airline Tickets

Page Name	*Definition Name*	*Usage*
Airline Tickets Page	EX_AIRLINE_TICKETS	Query and update airline ticket data that was loaded from an external source.
Expenses with Airfare Page	EX_SHEET_TKT_LINES	Reconcile airline tickets to expense report IDs.

Understanding Airline Ticket Reconciliation

PeopleSoft Expenses enables you to track unused airline tickets and control travel expenses by reconciling completed airline flight segments with purchased tickets.

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Common Elements Used to Reconcile Airline Tickets

Field or Control	*Description*
Status	Values are: • *Cancelled:* The ticket was voided. • *Not Reconciled:* The ticket is waiting to be reconciled with an expense report. • *Reconciled:* The ticket was reconciled with an associated expense report.
Sort By	Select a criterion to sort by: *Employee ID* (default), *Employee Name, Merchant, Reconciliation Status, Ticket Amount, Ticket Number,* or *Transaction Date.*
Sort Order	Select to sort the airline tickets in ascending or descending order.

Airline Tickets Page

Use the Airline Tickets page (EX_AIRLINE_TICKETS) to query and update airline ticket data that was loaded from an external source.

Navigation:

Travel and Expenses > **Manage Accounting** > **Reconcile Airline Tickets**

Expenses with Airfare Page

Use the Expenses with Airfare page (EX_SHEET_TKT_LINES) to reconcile airline tickets to expense report IDs.

Navigation:

Select the **Expenses with Airfare** tab on the Airline Tickets page.

Note: The Expenses with Airfare page lists airline tickets that are applied to an expense report but are not in the EX_AIRLINE_TKT table that stores airline data from a direct feed. Most likely, these tickets were entered manually into the expense system.

Field or Control	*Description*
Report ID	Click to access the Create Expense Report page and view the line items of the expense report that is associated with the airline ticket.

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Chapter 25

Preparing Time Reports and Time Adjustments

Understanding Time Report Processing

PeopleSoft Expenses provides a time reporting system to track project and personal time for employees. Time reports replace written time sheets, punch cards, and spreadsheets that require manual monitoring or organizational budgets.

From the Travel and Expense Center, you can select to create, modify, view, delete, and print time reports. As you go through the preparation process, you can change general information and charge hours to projects or activities. If you have installed PeopleSoft Program Management and enabled the Estimated Time to Complete functionality, employees can view and modify their remaining work estimates. You can save time reports for further work or submit them for approval.

You can submit time reports weekly, biweekly, or semimonthly. You define the submission frequency at the general ledger business unit level and approvals at the SetID level. If your organization requires monthly billing, employees can submit their time reports at the end of the month and submit a time report adjustment with their hours for the remainder of their workweek.

When project or activity status is set to *Inactive,* hours or adjustments may not be booked to them. Inactive projects or activities are not available for selection on a time report or for a time report adjustment. If a project or activity status is set to *Closed,* you may enter hours on a time report or a time report adjustment if the project control action is set to *Warning* in PeopleSoft Project Costing. However, you may not enter hours on a time report or time report adjustment for a closed project when the project control action is set to *Reject.*

PeopleSoft Expenses does not allow you to enter negative hours or more than 24 hours per day on a time report or time report adjustment. Also, you cannot enter hours on time reports or time report adjustments for days prior to the employee's hire date.

Related Links

Copying or Adding Expense Lines to Expense Reports in Classic

“Controlling Incoming Transactions” (PeopleSoft Project Costing)

Understanding Time Report Parameters and Defaults

You set up time reporting frequencies and thresholds on the Expenses Definition – Business Unit 2 page. The **Time Report Period** parameter determines the number of days to display for time entry. For example, if you select *Weekly,* PeopleSoft Expenses displays a seven-day grid on the time report pages.

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You can establish thresholds at the general ledger business unit level for PeopleSoft Expenses to issue warnings or errors if employees submit time reports over or under the required number of hours for a time reporting period. For example, if you establish a maximum per period threshold of 50 hours per week and select an alert action to issue an error, PeopleSoft Expenses prevents employees from submitting time reports that exceed 50 hours per week. If you select the *Warning* option, employees receive a warning message from the system, but they can still submit the report for approval. You can override these thresholds at the employee level on the Employee Profile - Organizational Data page by deselecting the **Use Business Unit Default** check box and entering new minimum and maximum hours per period.

Also on the Expenses Definition – Business Unit 2 page, you can establish the page of time to submit transactions for inactivated employees. If you use the **Inactive Employee Submissions** option, PeopleSoft Expenses checks the employee status and action date when a time report is submitted. If the employee is inactive, PeopleSoft Expenses verifies if the grace period has been exceeded and, if so, issues an error to prevent further processing of the expense transaction.

The **Time Grid Display** group box on the Expenses Definition – Business Unit 2 page enables you to display project, policy, or both grids on time reports. If you select to display the project or policy grid, PeopleSoft Expenses hides the other grid for employees in that general ledger business unit. You can also select whether you want project codes or descriptions to prepopulate on time reports on the Expenses Definition – Business Unit 2 page. Employees can override this setting by accessing the Employee Profile - User Defaults page where they can select their own defaults.

See Configuring Business Units for PeopleSoft ExpensesMaintaining User Defaults.

Understanding Time Report Creation

When you create a time report, you have options on which to base the new document, and the selection that you make triggers other choices that prompt you for details about the time report. You can start with a blank time report that can be populated with defaults defined in the employee profile or populate it with data from another time report.

When you use the Employee Self-Service menu to create a time report, PeopleSoft Expenses checks for a default creation method. Depending on what your default creation method is set to on the Employee Profile - User Defaults page, PeopleSoft Expenses displays the next page based on the user defaults and prepopulates fields according to user defaults. If you do not have a default creation method, PeopleSoft Expenses defaults to open a blank report.

The creation methods for time reports are:

- *Open a Blank Report:* PeopleSoft Expenses creates a new time report and displays the General Time Report Information page with the country, state, locality, and billing action fields populated with information from the user default table, if it exists. The system also populates project data from the defaults in the employee profile; however, only active and enabled projects populate the time report.
- *Copy an Existing Report* or *Copy from an Existing Time Report:* PeopleSoft Expenses displays the Copy from an Existing Time Report page.

  To copy from a previous time report, enter a date range to display existing reports and click **Search.** PeopleSoft Expenses displays all time reports whose period end dates fall in the range defined by the **From** and **To** dates. When you select a time report to copy, PeopleSoft Expenses creates a new time report that is similar to the one that is chosen and displays the General Time Report Information page.

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Common Elements Used to Prepare Time Reports and Time Adjustments

Field or Control	*Description*
Billing Action	The system populates this field with information, if it exists, from the employee profile defaults. You may override or update this value. Select *Billable, Nonbillable,* or *Internal.* Billing action defaults to *Billable* if no user defaults are defined. If you use PeopleSoft Project Costing, billing codes are required to identify project time that is both billable and charged to project costing ChartFields.
Period End Date	Displays the date that the time reporting period ends for the employee (based on the SetID of the employee ID). If you create the time report without specifying a date, the system uses the current date to calculate the actual period end date: • For weekly or biweekly reporting, the system defaults to the closest calendar date that corresponds with the day of the week that the employee's time reporting period ends. • For semimonthly reporting, the system defaults to the 15th if the current date is on or before the 15th, or defaults to the end of the month if the current date is on or after the 16th.
Post Status	Displays the time report status from POST_STATUS_EX. Statuses are: • *Closed* • *Marked for Unpost* or *Marked* • *Not Applied* or *Not Appl* • *Unpost in Process* or *Unpost* • *Posted* • *Close in Process* or *Close* • *Unposted*

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Field or Control	*Description*
Time Report Status	Displays the time report status from TIME_SHEET_STATUS. Statuses are: • *Approved* • *Denied* • *Denied by Approver* • *Denied by Project Manager* • *Hold by Approver* • *Hold by Project Manager* • *Hold* • *Partial Approval* • *Pending* • *Pending Billing Approval* • *In Process* • *Submitted* or *Resubmitted*
User Defaults	Click to access the Employee Profile - User Defaults page to view or modify the defaults, which include creation method and project defaults. PeopleSoft Expenses displays this link only in Create or Modify mode; approvers and project managers do not have access to this link. **Note:** This link is not available if the **User Defaults** option on the employee privilege template for the travel authorization transaction is set to *Hide.*
Version	Displays the version type and version number of the time report. Values are: • *Partial:* Indicates that the version is a partial time report for a time period. When employees select to adjust a partial time report, PeopleSoft Expenses labels the next version the *Original.* • *Original:* Indicates that the version is the original time report. • *Revision [number]:* If you adjust an original time report, PeopleSoft Expenses displays *Revision 1, Revision 2,* and so on to indicate the specific revision number for the time report.

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Entering General Information on a Time Report

Page Used to Enter General Information on a Time Report

Page Name	*Definition Name*	*Usage*
General Time Report Information Page	TE_TIME_MAIN	Enter descriptive information about a time report.

General Time Report Information Page

Use the General Time Report Information page (TE_TIME_MAIN) to enter descriptive information about a time report.

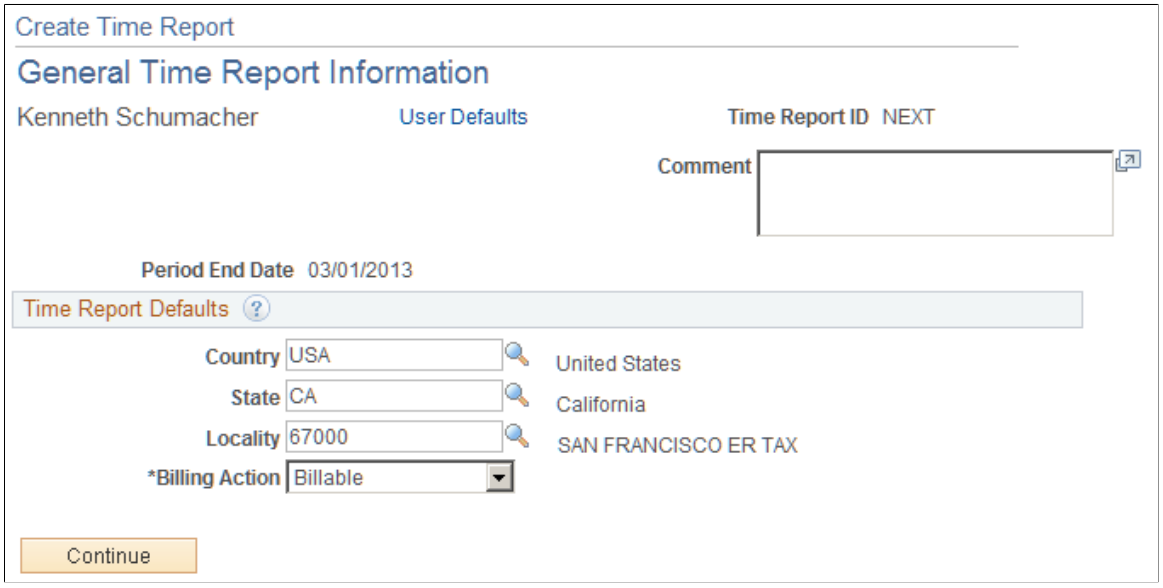
Navigation:

Travel and Expenses Travel and Expense CenterTime Report Create/Modify

Employee Self-Service Travel and Expenses Time Reports Create/Modify.

Employee Self-Service > **Employee Travel and Exp Center** > **Time Reports** > **Create/Modify** (if your default creation method is Open a Blank Report).. Click the General Report Information link on the Time Report - Time Report Summary page.

This example illustrates the fields and controls on the General Time Report Information page. You can find definitions for the fields and controls later on this page.



Note: Some fields on the General Time Report Information page do not appear in Create mode. PeopleSoft Expenses displays these fields after you create the time report, save or submit the report, exit the component and return to the page.

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Time Report Defaults

Field or Control	*Description*
Country, State, and **Locality**	The system populates these fields with information, if it exists, from the user default table. You may override or update these values.
Continue	Click to access the Time Report Summary page and enter project and personal hours.
Copy from an Existing Time Report	Click to access the Copy from an Existing Time Report page and select a time report to copy. This link appears only in create or modify modes.

Entering Time and Details on Time Reports

Pages Used to Enter Time and Details on Time Reports

Page Name	*Definition Name*	*Usage*
Time Report Summary Page	TE_TIME_LINES	Add, modify, or view project hours and personal hours for a time report.
Project Time Details Page	TE_TIME_DTL	Add, modify, or review project ChartField defaults for a time report.

Time Report Summary Page

Use the Time Report Summary page (TE_TIME_LINES) to add, modify, or view project and personal hours for a time report.

Navigation:

Travel and Expenses > **Travel and Expense Center** > **Time Report** > **Create/Modify**

Employee Self-Service > **Employee Travel and Exp Center** > **Time Reports** > **Create/Modify** (if your default creation method is Open a Blank Report). Click the **Continue** button on the General Time Report Information page.

Employee Self-Service > **Employee Travel and Exp Center** > **Time Reports** > **Modify a Time Report**

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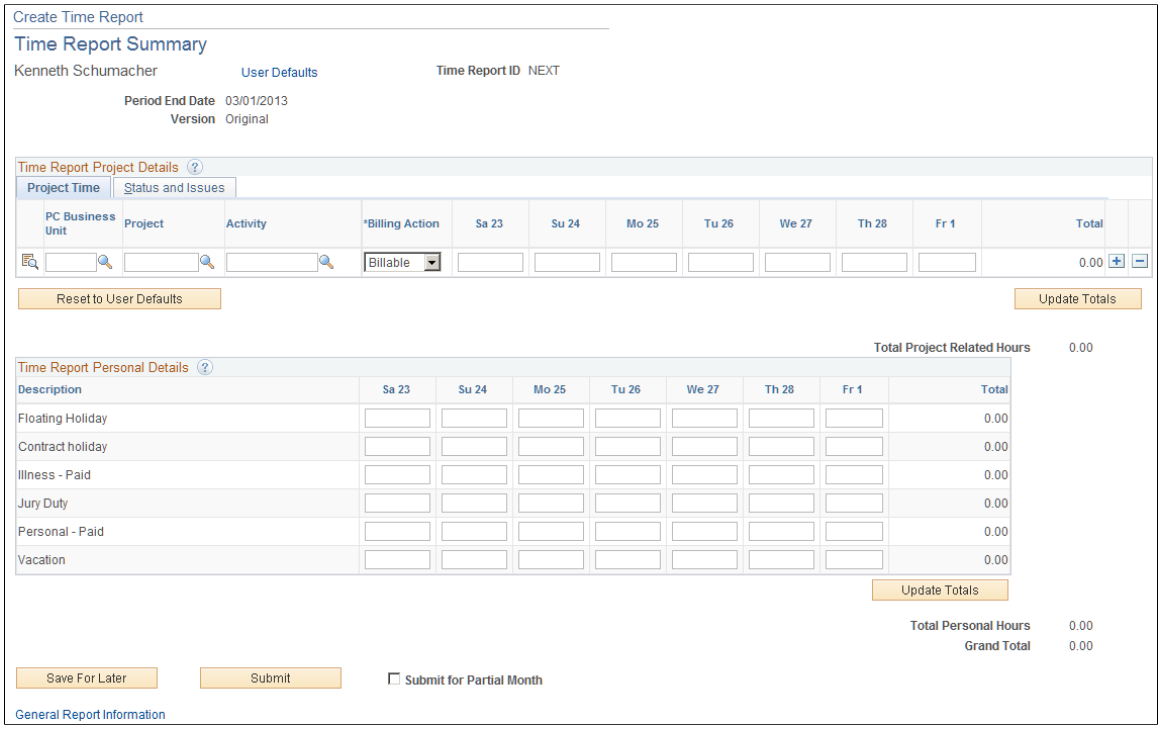
This example illustrates the fields and controls on the Time Report Summary page.



Note: For a weekly time reporting frequency, the system displays all days on a single page. For other frequencies, you must scroll through the pages by using the left or right arrows.

Field or Control	*Description*
Time Report ID and Status	The system automatically assigns these values when you save a time report for the first time. If you do not save the time report, the system does not display these fields.

Project Time Tab

You define PeopleSoft Project Costing business units, project IDs and activity IDs in PeopleSoft Project Costing. You also define whether entry of PeopleSoft Project Costing business unit, Project ID, and Activity ID on time reports is required or optional.

Note: Before you close or inactivate a project ID or activity ID, it is recommended that you verify that there are no pending transactions associated with those project IDs or activity IDs.

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Field or Control	*Description*
	Click the **Details** icon to access the Project Time Details Page to view or modify general ledger ChartFields, and location defaults for a time report. **Note:** This button is not available if the **Distributions** option on the employee privilege template for the time report transaction is set to *Hide*.
PC BU (project costing business unit)	Select a business unit to report time for a project.
Project	Select a project for which you want to record time. You create projects in PeopleSoft Project Costing.
Activity	Select a project activity for which you want to record time. You create activities in PeopleSoft Project Costing.
Project Related Hours	Enter hours for each project on the applicable dates.
Total	Displays the total number of hours entered on the time report.
Remaining Work	Displays the calculated difference between the remaining work totals from PeopleSoft Project Costing and the hours entered into the daily totals on the time report. **Note:** PeopleSoft Expenses displays this field only if you installed PeopleSoft Program Management and selected the Allow Entry of Estimate to Complete check box on the Expenses Definition – Business Unit 2 page.
New Estimate	Enter a new estimated time to complete the project or activity. **Note:** PeopleSoft Expenses displays this field only if you installed PeopleSoft Program Management and selected the Allow Entry of Estimate to Complete check box on the Expenses Definition – Business Unit 2 page.

Status and Issues Tab

This tab is available if PeopleSoft Program Management is installed. The status and issues links are available to transfer you into PeopleSoft Program Management to report project status and manage project issues.

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Field or Control	*Description*
Status and **Issues**	Click to access the Status Report Entry component (PC_SR_ENTRY) and Issue Management Issue Detail component (PC_IM_ISSUE) in PeopleSoft Program Management where you can report project or activity status and manage project issues.
Reset to User Defaults	Click for the system to clear project hours and replace the PC BU, Project, and Activity ID fields with the information from the user default table. This button is not available to approvers or project managers.
Update Totals	Select to update and verify the totals for project and policy time. The system hides this button when the page is in a display-only mode. This button is available to project managers but not available to approvers.
Description	Enter hours to charge to nonproject time according to the mapped time report codes, such as floating holidays, contract holidays, illness, vacation, and so forth.
Save for Later and **Submit for Approval**	You can save the time report or submit it for approval based on the following rules: • If you do not enter hours in either grid and no prior period adjustments are associated with the time report, you can save the time report but you cannot submit it for approval. • If you do not enter any hours but prior period adjustments are associated with the time report, then the system allows you to submit the report. • If you enter hours in the project hours grid and there are project rows with no hours, the system displays a warning message that those project rows are deleted if you submit the time report for approval.

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Field or Control	*Description*
Submit for Partial Month	Select to submit the time report for end of month processing, even if there are days remaining in the time reporting period. For non-semimonthly time reporting, the end of a month may not fall at the end of an employee's workweek. If your organization requires billing at the end of the month, employees can submit their time up to the end of the month and then submit another time report with the remaining hours for the time period. **Note:** Employees cannot submit another time report with the remaining hours for the time period until the partial time report is approved and posted.
General Report Information	Click to access the General Time Report Information Page to view the general information about the time report.

Pending Actions

PeopleSoft Expenses displays this section after you submit the time report.

Field or Control	*Description*
Profile and Name	Displays the names of the approvers and their roles.
Action	Displays the pending actions in the time report approval process.
Date/Time	Displays the date and time on which the approval status was assigned.

Action History

PeopleSoft Expenses displays this section after you submit the time report.

Field or Control	*Description*
Profile and Name	Displays the name of the originator, approver, and their role.
Action	Displays the completed steps in the time report approval process.

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Field or Control	*Description*
Date/Time	Displays the date and time on which the approval status was assigned.

Time Report Revisions

If multiple revisions are made to a time report, the system takes the Project ChartField, General Ledger ChartField, and time values from the previous version. In addition, if multiple time lines are created for a revision, the General Ledger business unit must be the same.

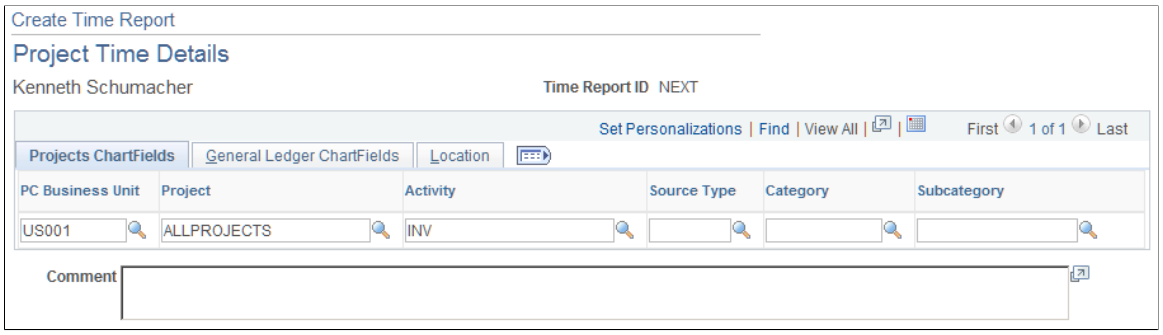
Project Time Details Page

Use the Project Time Details page (TE_TIME_DTL) to add, modify, or review project ChartField defaults for a time report.

Navigation:

Employee Self-Service > **Travel and Expense Center** > **Time Reports** > **Create/Modify** (if your default creation method is Open a Blank Report). Click the **Continue** button on the General Time Report Information page. Click the **Details** button under the Project Time tab on the Time Report Summary page.

This example illustrates the fields and controls on the Time Report - Project Time Details page. You can find definitions for the fields and controls later on this page.



If you are using employee privilege templates, access to this page is dependant on the value in the **Distributions** field, and access to these fields is dependant on the value in the **GL ChartFields** and **PC ChartFields** fields for the time report transaction.

For more information about employee privilege templates:

See Maintaining Employee Privilege Templates.

Projects ChartFields

If you install PeopleSoft Project Costing, the system displays the **PC Bus Unit** (project costing business unit), **Project, Activity, Source Type, Category,** and **SubCat** (subcategory) fields where you can add or modify information.

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Note: You define if the PC business unit, project, and activity are required or optional for PeopleSoft Project Costing on the Projects Options page.

If PeopleSoft Project Costing is not installed, the system displays the **PC Bus Unit, Project,** and **Activity** fields where you can add or modify information.

General Ledger ChartFields

Add or modify general ledger ChartField information.

Field or Control	*Description*
GL Business Unit	Select a General Ledger business unit. This field is open only when a time report is an adjustment or revision. This field cannot be changed for new time reports. **Note:** When this field is open, only the General Ledger business unit for which you are part of, as well as the current business unit per your employee profile, are available to choose.

Location

Field or Control	*Description*
Locality	This is a geographic area that your organization defines for reporting purposes. You can use this field to describe tax requirements that are local to the area.

Adjusting Time Reports

This topic provides an overview of time report adjustments.

Pages Used to Adjust Time Reports

Page Name	*Definition Name*	*Usage*
Time Report - Search Results	TE_TIME_ENTRY_INQ	Select a time report to view.
View Time Report - Time Report Summary Page	TE_TIME_LINES	View time reports that have been submitted, approved, and staged.

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Understanding Time Report Adjustments

Employees can adjust time reports by creating a revision of the time report that they wish to adjust. Time reports become available for adjustments after they have been submitted, approved, and staged to PeopleSoft Project Costing. You may not enter an adjustment for a time report if another adjustment is in progress for the same report.

For non-semimonthly time reports when the end of the month does not fall at the end of a workweek, employees can enter information up to the end of the month and submit a partial time report. After their partial time report has been approved and staged to PeopleSoft Project Costing, they can add the remaining time as a new version of that report.

Navigate to the time report using the Employee Self-Service, Time Report, View menu to create a revision of the time report that you want to adjust. If there is another adjustment pending for the time report, the time report ID link is not available for selection on the Time Report - Search Results page. The time report search page includes a **Version** column to indicate whether the time report is a *Partial,* the *Original,* or a *Revision.* Click the link in the **Period End Date** column on the Time Report - Search Results page to access any version of the time report. When PeopleSoft Expenses displays the View Time Report - Time Report Summary page, you have the option to create a revision for the most current time report version. When you select *Create Revision* from the **Version Action** drop-down list box and click **Go,** PeopleSoft Expenses creates a new time report with a new version identifier. If you navigate to an older version of the time report, either the original or a previous version, PeopleSoft Expenses displays the report in view-only mode.

Internally, PeopleSoft Expenses numbers an original time report as Version 1. When you adjust the time report, the system numbers it Version 2 but refers to it as Revision 1 in the search views. PeopleSoft Expenses uses Version 0 for partial time reports. When you modify a partial time report to add remaining hours for the period, the system numbers it as Version 1. Subsequently, if you adjust that time report, PeopleSoft Expenses numbers it Version 2 and refers to it as Revision 1 in the search views.

Note: You cannot perform a partial submit on a revision.

View Time Report - Time Report Summary Page

Use the View Time Report - Time Report Summary page (TE_TIME_LINES) to view time reports that have been submitted, approved, and staged.

Navigation:

Employee Self-Service > **Travel and Expense Center** > **Time Report** > **View a Time Report**

Note: Fields on the View Time Report - Time Report Summary page are the same as the fields you see when you create a time report and are discussed in the Time Report Summary Page topic.

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Field or Control	*Description*
Version Action	Select to create or view different versions of a time report. The **Version Action** page element appears only for time reports that have been submitted, approved, and staged to PeopleSoft Project Costing. Options are: • *Create Revision:* Select to create a revision of the most current time report, regardless of which version of the time report you are currently viewing. PeopleSoft Expenses only allows you to revise the most current version or revision of a time report. For example, you have an original version and one revision and you want to create Revision 2. Whether you are viewing the original time report or Revision 1, when you select Create Revision on the View Time Report - Time Report Summary page, PeopleSoft Expenses creates Revision 2. If multiple time lines are created for a revision, the General Ledger business unit must be the same. • *View Partial Submit:* Select to view a partially-submitted time report. • *View Original:* Select to view the original time report. • *View Revision [number]:* Select to view Revision 1, Revision 2, Revision 3, and so forth.
View Other Version	Select to view different versions of a time report. The **View Other Version** drop-down list box appears instead of the **Version Action** drop-down list box if time reports are not available for prior period adjustments.

Viewing and Modifying Time Reports

Pages Used to View or Modify Time Reports

Page Name	*Definition Name*	*Usage*
Time Report - Search Results	TE_TIME_ENTRY_INQ	Select a time report to view.
View Time Report - Time Report Summary Page	TE_TIME_LINES	View time reports that have been submitted, approved, and staged. In view mode, you can create a prior period adjustment.

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View Time Report - Time Report Summary Page

Use the View Time Report - Time Report Summary page (TE_TIME_LINES) to view time reports that have been submitted, approved, and staged.

In view mode, you can create a prior period adjustment.

Navigation:

Employee Self-Service > **Employee Travel and Exp Center** > **Time Report** > **View a Time Report**

Employee Self-Service > **Employee Travel and Exp Center** > **Time Report** > **Modify a Time Report**

If you access the Time Report - Time Report Summary page using the View navigation, then PeopleSoft Expenses displays the page in read-only mode. You can only view time reports that you submitted for approval.

If you access the Time Report - Time Report Summary page using the Modify navigation, then PeopleSoft Expenses enables you to edit all of the fields. You can modify a time report if you have not submitted it for approval, or if an approver sent it back for revision or correction.

Note: Fields on the Time Report - Time Report Summary page are the same as the fields you see when you create a time report and are defined in the Time Report Summary Page topic.

Field or Control	*Description*
Sent Back for Revision and View Approver Comments	Click the **View Approver Comments** link to access the View Approver Comments page (EX_COMMENTS_RJCT) and view the comments an approver made regarding the reason they sent the time report back for revisions. When an approver sends back a time report, you can review their comments in full by clicking on the comment link at the top of the page. This takes you to the View Approver Comments page where you can see the full comment.

Deleting Time Reports

Page Used to Delete Time Reports

Page Name	*Definition Name*	*Usage*
Travel and Expenses - Delete Time Report Page	TE_DEL_TIME	Select and delete time reports from the expense system.

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Travel and Expenses - Delete Time Report Page

Use the Travel and Expenses - Delete Time Report page (TE_DEL_TIME) to select and delete time reports from the expense system.

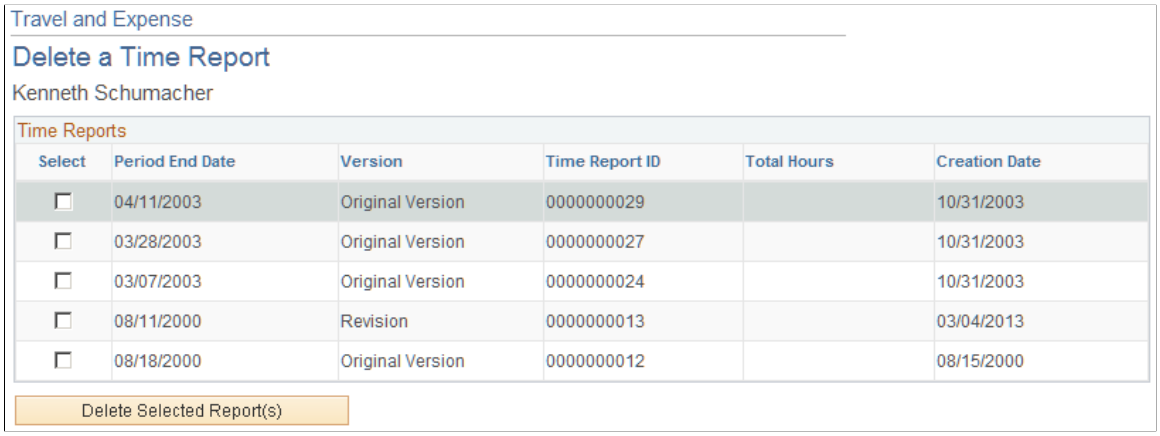
Navigation:

Travel and Expenses > **Time Report** > **Delete Process for Time Report**

Travel and Expenses > **Travel and Expense Center** > **Time Report** > **Delete Process for Time Report**

Employee Self-Service > **Employee Travel and Exp Center** > **Time Reports** > **Delete**.

This example illustrates the fields and controls on the Travel and Expense - Delete Time Report page. You can find definitions for the fields and controls later on this page.



If you create a time report and decide not to process it, you can delete the time report if it is in *Pending* status. You can also delete a time report if the status is *Denied.*

PeopleSoft Expenses displays a list of pending and denied time reports. Select those that you wish to delete and click the **Delete Selected Report(s)** button.

Using PeopleSoft Fluid User Interface for Time Entry

PeopleSoft Expenses provides a Fluid user interface for logging time. PeopleSoft Expense users can use the Fluid Time Entry user interface to quickly and intuitively submit project and personal time. The Fluid user interface detects the device and renders the Time Entry pages in an easy-to-use set of pages to record daily, weekly, bi-weekly time for various activities.

Setting Up Your PeopleSoft System to Use Time Entry

To set up your PeopleSoft system to use Time Entry, it is recommended that you create a new permission list and a new role for employees who have time entry capabilities.

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Pages Used to Set Up and Use Time Entry in PeopleSoft Fluid

Page Name	*Object Name*	*Usage*
Permission Lists – General	ACL_GENERAL	Create a new permission list that is specific for employees who have time entry capabilities **PeopleTools** > **Security** > **Permissions & Roles** > **Permission Lists**
Roles – Permission Lists	ROLE_CLASS	Add a new role for employees who need access to Time Entry. Within this role, add the new permission list, defined on the Permission Lists – General page, to a role. **PeopleTools** > **Security** > **Permissions & Roles** > **Roles**. Select the Permission Lists tab.
User Profile – Roles	USER_ROLES	Add the role defined on the Roles page to the User ID of employees who need access to Time Entry. **PeopleTools** > **Security** > **User Profiles** > **User Profiles**. Select the Roles tab.
Time Entry Page	TE_TIME_LINES_FL	Add, modify, or view project hours and personal hours for a time report.
Approval Status Page	EX_APPR_STS_SCF	View the status of approvals.

Time Entry Page

Use the Time Entry page (TE_TIME_LINES_FL) to add, modify, or view project hours and personal hours for a time report.

Navigation:

Employee Self Service. Select the Time Entry tile.

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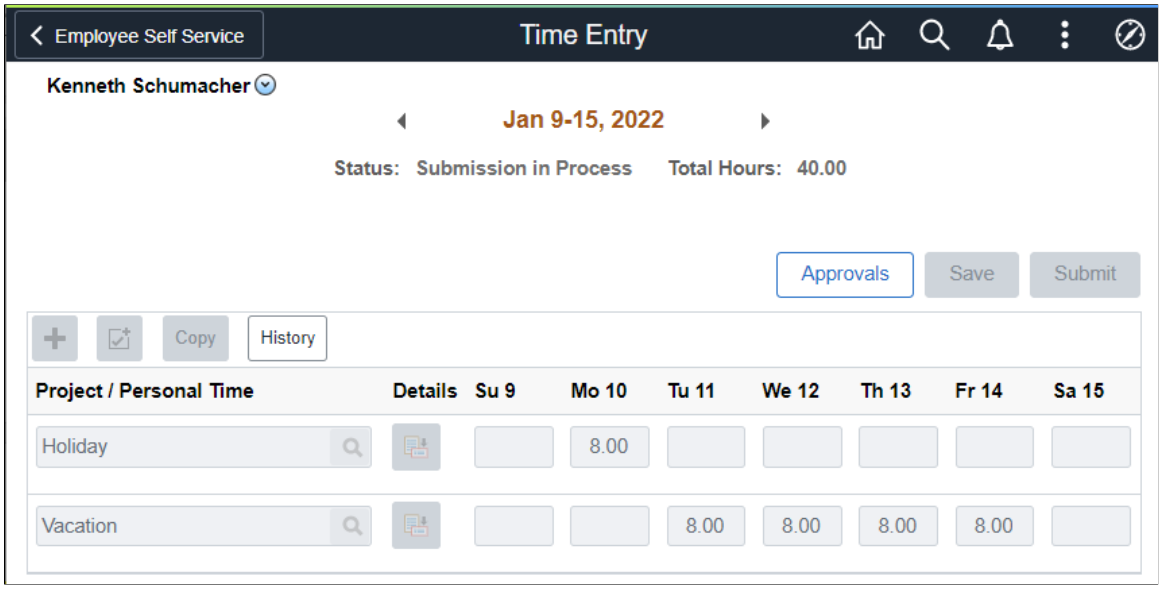
This example illustrates the fields and controls on the Time Entry page after submitted.



Field or Control	***Description***
(related actions button)	Select this button to access the **Change Employee** option. When you select the Change Employee option, the system opens an Employee Search page. You can select another employee and enter time on behalf of that employee. This action option is limited to those who have been determined as an authorized expense user using the Authorize Expense Users (Search) Page.
(time period)	Displays the current time period. Use the left or right arrow buttons to change the time period.
Approvals	Select to access the Approval Status page. This button only appears after you Submit the time entry.

Project / Personal Time

Displays a list of recent projects and personal time codes. Recent projects include projects entered on time sheets within the last 30 days.

Field or Control	***Description***
	Displays the details of the project. You can use the Quick Fill prompt in the Project Details page to select recent projects.
	Select to add a new row.

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Field or Control	*Description*
	Select to delete one or more rows.
Copy	Select to copy from a previous time sheet.
History	Select to view previously entered time sheets.
Save, **Submit**, **Adjust**	Select a button to save, submit or adjust the Time Entry. The **Adjust** button is displayed only when a Time Sheet is approved and posted.

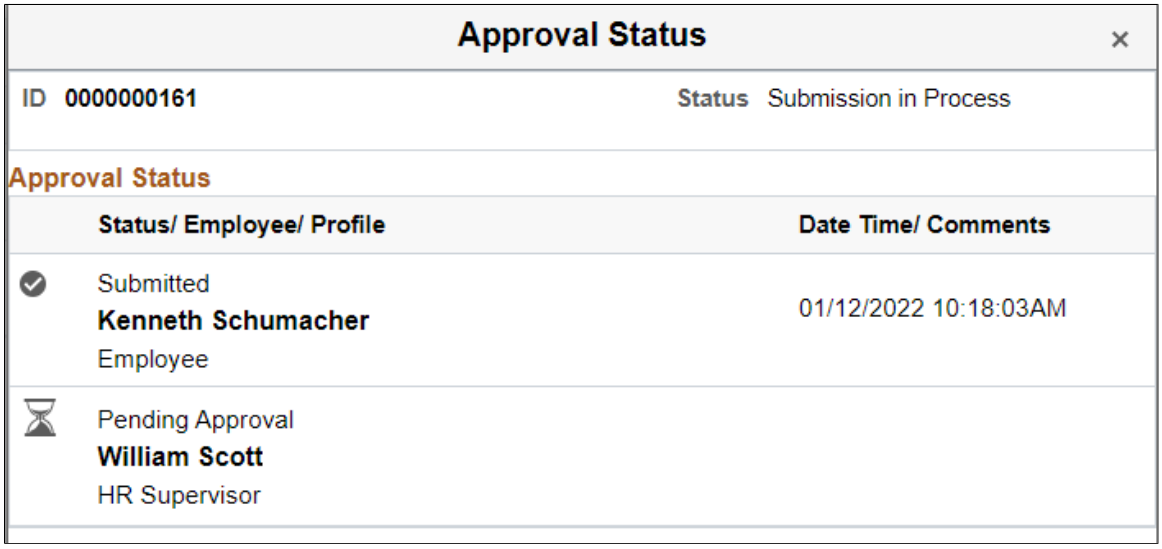
Approval Status Page

Use the Approval Status page (EX_APPR_STS_SCF) to view the status of approvals.

Navigation:

Select the Approvals button from a submitted expense transaction.

This example illustrates the fields and controls on the Approval Status page.



This window appears after an expense transaction is submitted. It displays the most recent status at the bottom of the chain:

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Field or Control	*Description*
Status	Displays the status of the transaction after the employee is finished with it.
Employee	Displays the name of the employee who has performed an action or who has yet to take action for the transaction. **Note:** If this field is *Multiple Approvers*, then you can select it to access a list of approvers.
Profile	Displays the employee profile.
Date/Time	Displays the date and time when the employee last updated the status of the transaction.
Comments	Displays the comments entered by the employee, if entered.

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Chapter 26

Using PeopleSoft Search Framework in Expenses

Understanding PeopleSoft Search Framework

Some PeopleSoft applications provide the option of using the PeopleSoft Search Framework to perform advanced, text-based searches. PeopleSoft Expenses uses PeopleSoft Search Framework to assist in keyword searches for expense reports. You enable search content by creating or updating search indexes. The system creates these indexes by extracting current information and key values from the PeopleSoft database using the Search Definitions loaded using PeopleSoft Search Framework. The system then searches for expense reports using the Search Framework keyword search.

Note: PeopleSoft delivers predefined metadata (also known as search definitions) for setting up searches in PeopleSoft Expenses. The search definition is for viewing expense reports, and it contains field mappings, security considerations, and pre- and post-processing information for the indexes.
While you can further configure searches, this topic only describes tasks that you need to perform with predefined PeopleSoft Expenses search data. These tasks define specific fields stored in the search index and describe how to build the index.
For technical information about the PeopleSoft Search Framework, see the PeopleTools product documentation for *PeopleTools: Fluid User Interface Developer's Guide*.

Related Links

"Understanding Financials and Supply Chain Search" (Application Fundamentals)

Understanding PeopleSoft Search Framework in PeopleSoft Expenses

PeopleSoft Expenses allows keyword search capabilities when viewing expense reports.

This section provides specific information related to PeopleSoft Expenses for:

- Components.
- Search definitions, search categories, and search keys.
- Faceted fields.
- Related actions.
- Queries.

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Components

For PeopleSoft Expenses, the PeopleSoft Search Framework can be used in the Expense Reports, View (TE_EXP_SHEET_INQ) component. The navigation is: Travel and Expenses > Travel and Expenses Center > Expense Reports > View. For more details about the Expense Report - Keyword Search page, see Viewing Search Framework Search Results for Expense Reports.

Search Definitions, Search Categories, and Search Keys

Search Definitions, Search Categories, and Search Keys are all part of the PeopleSoft Search Framework.

Search Definitions

Search definitions define the main structure of a search index. A search definition contains everything needed to create a search index, which includes facets, security, attachments, pre- and post-processing, and component mapping.

PeopleSoft Expenses has one search definition: EP_EX_REPORT – Expense Report Search.

Search Categories

Search categories contain one or more search definitions. Search categories are secured by role within PeopleTools security and reduce the number of indexes searched, which can improve search performance.

PeopleTools uses Permission List Security when performing component searches, which is based on the search definition for the component. If you don’t have access (through your permission list) to that component, then the system doesn’t display results when searching against the indexes built for the search definition.

PeopleSoft Expenses has one search category: EP_EX_REPORT – Expense Report.

Search Keys

Search keys are used to identify specific records in the table that is identified in the primary search query.

The primary search query for Expenses is the EX_SRCH_BASE query, which joins the expense report header and line tables.

Note: The basic search that is delivered with PeopleSoft Expenses is based on SHEET_ID as the key. When using keyword search with Search Framework, the combination of SHEET_ID and LINE_NBR are used as the key. Therefore, the results of the delivered search in Expenses and a Search Framework are different.

These search keys affect the number of search results that appear when performing a traditional PeopleTools (real-time) search versus performing search. However, regardless of the number of results that appear for each type of search, when selecting a link in the Search Results section, the system takes you to the same page.

When performing a traditional (real-time) search, the system displays the search results by expense report. When you click the expense report link, the system takes you to that report.

When performing a search, the system displays the search results by line number. This means that if an expense report has three lines, then the system could display up to three lines in the search results section.

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When you click the expense line number link, the system takes you to the expense report of that line, not the specific line number. In other words, if an expense report has three lines and you see all three in the search results, then clicking any of the three lines will take you to the same expense report.

Faceted Fields

A facet is a field that is relevant to the search and that allows you to browse or refine search results.

These fields are predefined as faceted fields for Expenses:

- Business Unit
- Creation Date
- Name (employee name)
- Report Status
- Expense Business Purpose
- Expense Type
- Expense Location
- Approver Name

For additional information about faceted fields, see Search Result Facets in “Viewing PeopleSoft Search Results” (Application Fundamentals).

Approver Name

PeopleSoft Expenses identifies the “next approver” when the current approver completes the approval. For example, if an expense report needs approval from three people—A, B, and C— but only A is initially identified; when A approves the expense report, then B will be identified as the next approver.

With a view that indicates that the next approver should have access to the expense report using a Search Framework search engine, the approver view has been added to the logic that determines which users have access to the expense report Search Framework search engine data.

Therefore, you may find that approvals by A, B, and C may have been completed before an incremental index build has captured the next approver details. Based on the frequency of the incremental builds and the timing in which approvals take place, B and C may not see some expense reports listed from an Search Framework search engine.

For more information about building search indexes for PeopleSoft Expenses, see the documentation that discusses “Setting Up and Building Search Indexes” (PeopleSoft Supplier Contract Management).

Related Actions

When selecting a record from an Search Framework search engine, these primary related actions are available for use with expense reports:

- Approve transactions

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- Review Expense History
- Review Payments
- Print Bar Code Receipt Form
- Print Expense Report
- View Travel Authorization
- View Cash Advance

This table lists the related actions available in PeopleSoft Expenses:

Term	***Definition***
Approve Transactions	Only an approver of the expense report can see the related actions. Only expense reports with these statuses appear to an Approver: Hold, On Hold with Approver, Submitted For Approval, Approvals In Process, and Approved.
Review Expense History	The From and To date range is for a six-month time frame. For example, the From = current date – 6 months. To = Current Date.
Review Payments	If the expense report has only one payment, the system displays the payment record. If the expense report has more than one payment, the system sends you to the same component. However, because all key values are not provided, the PeopleTools Search Dialog page appears. The system displays only expense reports with these statuses: • Closed • Paid • Staged
Print Bar Code Receipt Form	The system displays only expense reports with these statuses: • Closed • Paid • Staged

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Term	*Definition*
View Travel Authorization	The system displays only expense reports with these statuses: • Approved for Payment • Approved For Zero Payment • Approval in Process • Paid • Pending • In Process • Approved • Open • Submission in Process • Staged • Submitted for Approval • Submitted, • Pending Validation
View Cash Advance	The system displays only expense reports with these statuses: • Approved for Payment • Approved For Zero Payment • Approval in Process • Paid • Pending • In Process • Approved • Open • Submission in Process • Staged • Submitted for Approval • Submitted • Pending Validation

For additional information about related actions, see the Related Actions section in “Search Result List Format ” (Application Fundamentals).

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Queries

Queries are used with the Search Framework to extract data from the database for component and global searches. Queries must be assigned to an access group and a related security tree.

This section describes the Expenses record in the associated query structure, which can be viewed using the Query Access Manager page (Reporting Tools, Query, Query Manager).

Query Tree Definition

The security information for the Expenses tree definition is:

Query Tree Name	*Access Group*	*Permission List*
SEARCH_TREE_EX	EX_ACCESS_GROUP	EPEX9500

Types of Queries

PeopleSoft Expenses uses these types of queries for the PeopleSoft Search Framework:

- Primary Query
- Connected Query
- Related Query
- Delete Query
- Document level Security Query

For additional information about queries as they relate to the PeopleSoft Search Framework, see *PeopleTools: PeopleSoft Search Technology*.

The predefined queries for PeopleSoft Expense are:

Query Name	*Description*	*Additional Information*
EX_SRCH_BASE	Top level Search Framework Query for Expense Reports.	This is a primary query and uses SEARCH_TREE_EX as its security tree.
EX_SRCH_DIST	Expense Report distribution lines.	This is a related query.
EX_SRCH_HDR_ATTRIB	Expense Report Risk Level.	This is a related query.
EX_SRCH_SECURITY_SES_REPORT	Document security for Expense Reports. Displays all operator IDs that have access to the Expense Report.	This is a related query.

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Query Name	*Description*	*Additional Information*
EX_SRCH_APPROVER	Expense Report Approver.	This is a related query.
EX_SRCH_LINE_DELETE	Expense Search Framework Line Delete.	This is a delete query.
EX_SRCH_HDR_LINE_CQ	Expense Component Search.	This is a connected query, and its parent query name is EX_SRCH_HDR_LINE.
EX_SRCH_SECURITY_SES_REPORT	Expense Report SHEET_ID Security.	This is a document-level security query.

Setting Up and Building Search Indexes for Expenses

Pages Used to Set Up and Build Search Indexes for Expenses

Page Name	*Definition Name*	*Usage*
Search Definition Page	PTSF_SEARCH_DEF	Locate predefined search indexes or create new search indexes.
Build Search Index Page	PTSF_SCHEDULE_SI	Schedule and build search indexes for Expenses.

Search Definition Page

Use the Search Definition page (PTSF_SEARCH_DEF) to locate predefined search indexes or create new search indexes.

Navigation:

PeopleTools > **Search Framework** > **Designer** > **Search Definition**

You can also use this page to define a new search index and a specific data object set for use with the index. You can define specific fields that the system will store in the search index. This search retrieves and processes data from a group of records that have multilevel parent and child relationships.

For additional information about the Search Definition page, see the *PeopleTools: PeopleSoft Search Technology* documentation.

Build Search Index Page

Use the Build Search Index page (PTSF_SCHEDULE_SI) to schedule and build search indexes for Expenses.

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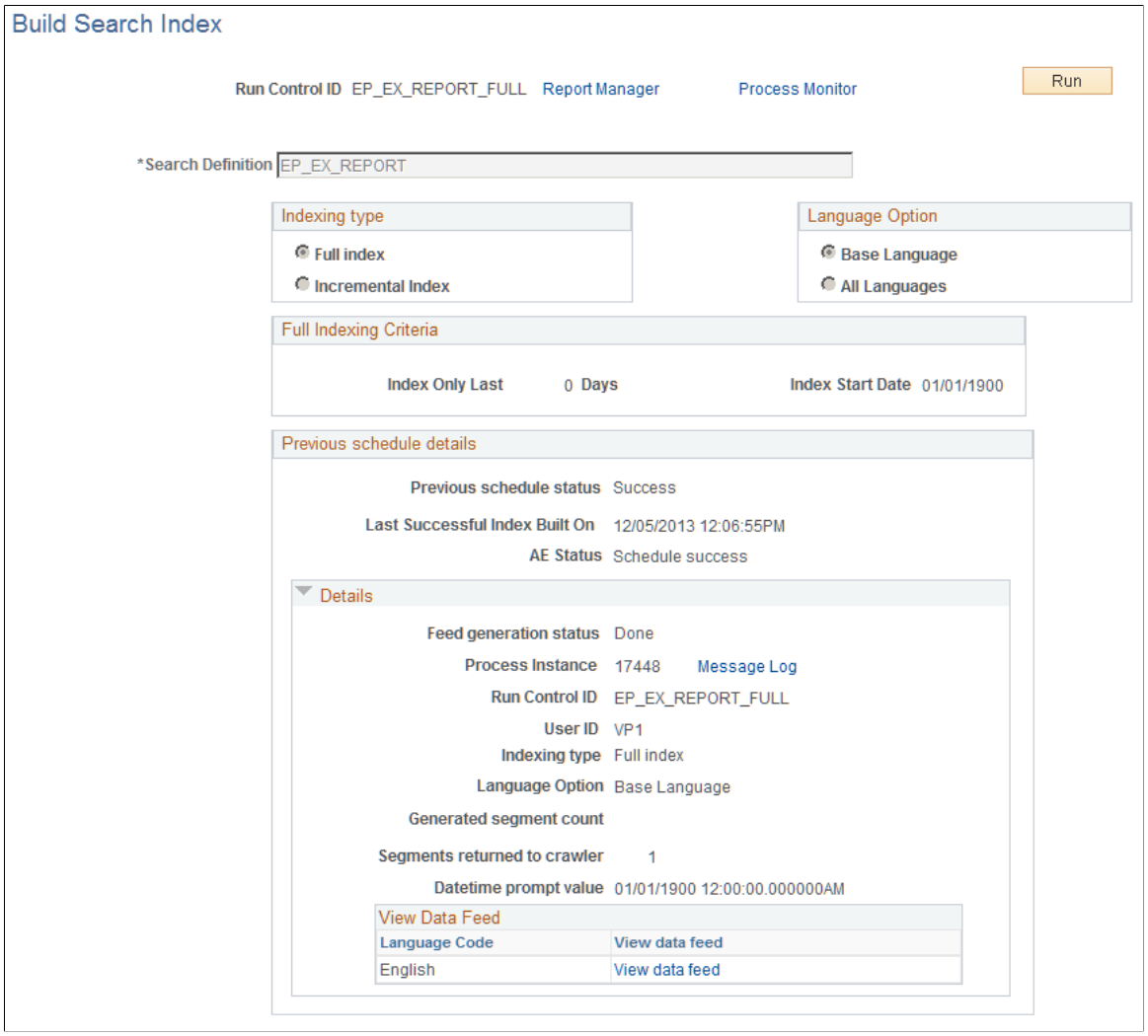
Navigation:

PeopleTools > Search Framework > Administration > Schedule Search Index

This example illustrates the fields and controls on the Build Search Index page.



Use this page to create and update the Search Framework search engine indexes and collections to enable Expenses searches. The system initializes the page with values based on the index name that you select. You must create run control IDs for each search definition to build a full index and another run control ID for each search definition to build incremental indexes. You should use the search definition name followed by *_FULL* or *_INCR* for each search definition.

After you initially build your search indexes using the *_FULL* run controls, you should keep them updated to reflect changes that are being made to expense reports using the *_INCR* run controls. You should set up the _INCR processes to run as frequently as needed, depending on how often changes are made to expense reports.

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Field or Control	*Description*
Run Control ID	Displays the run control ID for either building or updating search indexes. You initially define the value for this field.
Search Definition	Select a search definition to build search indexes. EP_EX_REPORT is the search definition used when performing keyword searches. This value also causes the keyword search tab to appear.
Indexing type	Select one of these options: • *Full index* indicates that all indexes are rebuilt. • *Incremental Index* indicates that only changed indexes are rebuilt.
Language Option	Select one of these options: • *Base Language* indicates that the base language specified on the International Preferences page is used when you create or build the index. • *All Languages* indicates that all activated languages on the Manage Installed Languages page are included when you create or build the index.
Full Indexing Criteria	Displays the information entered on the Search Definition - Advanced page if you entered a start date. For more information, see the *PeopleTools: PeopleSoft Search Technology* documentation.

For additional information about the Build Search Index page, see the *PeopleTools: PeopleSoft Search Technology* documentation.

Viewing Search Framework Search Results for Expense Reports

Page Used to View Search Framework Search Results for Expense Reports

Page Name	*Definition Name*	*Usage*
Expense Report - Keyword Search Page	TE_EXP_SHEET_INQ	Perform keyword searches for expense reports.

Expense Report - Keyword Search Page

Use the Expense Report - Keyword Search page (TE_EXP_SHEET_INQ) to perform keyword searches for expense reports.

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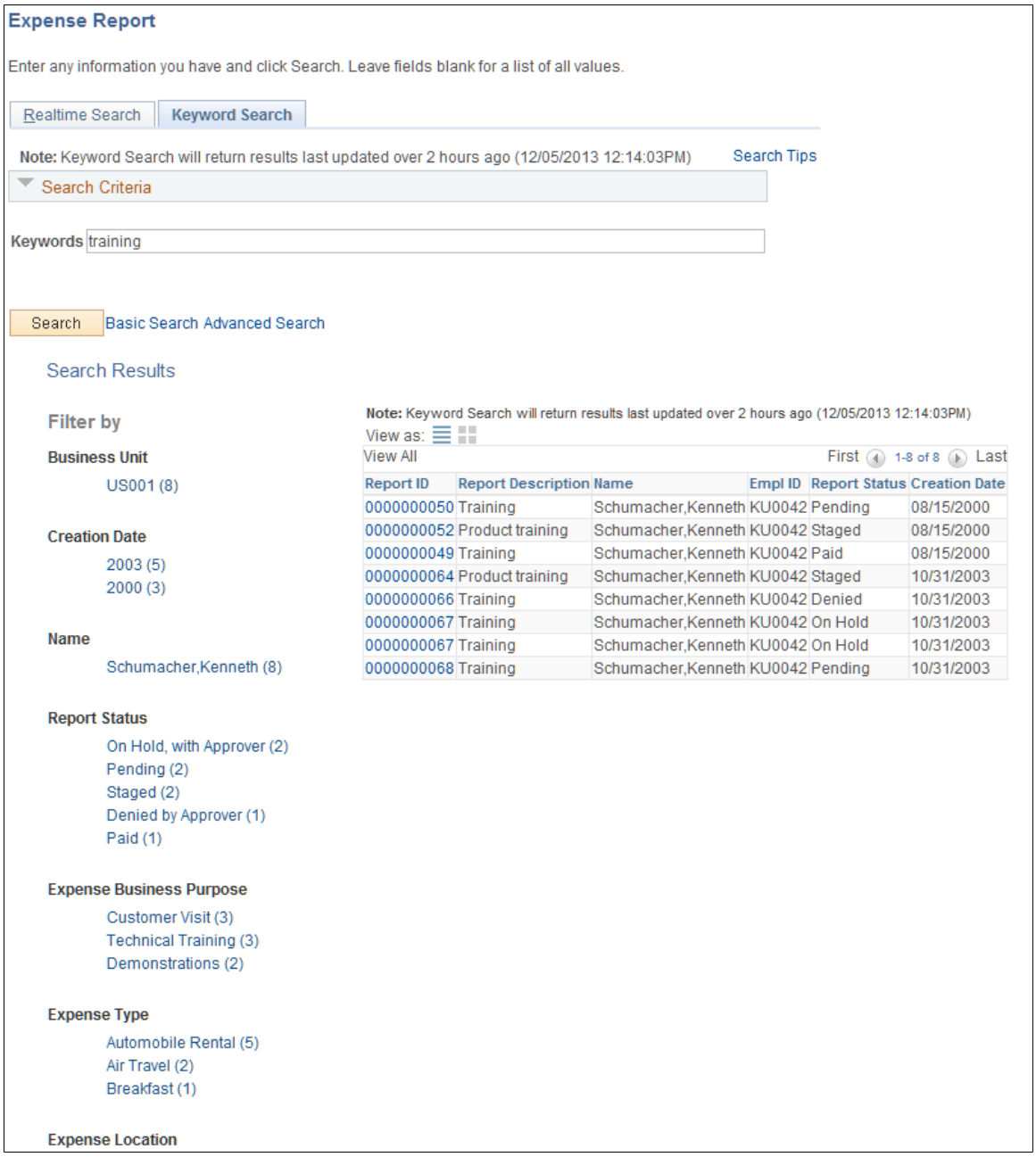
Navigation:

Employee Self Service > Travel and Expenses > Expense Reports > View

This example illustrates the fields and controls on the Expense Report - Keyword Search page.



Authorized Users

Please note these two scenarios about authorized users:

- If a user ID is removed from the Authorize Expense Users (Search) Page, the change is not reflected in Search Framework search results until a successful FULL index build is completed.

  For example: VP1 is an authorized user for employee A. When VP1 runs the view expense report Search Framework search engine, she sees expense reports that belong to employee A. If VP1 is

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removed, or deleted, as an authorized user for employee A, then VP1 continues to see expense reports that belong to employee A until a full index build is successfully completed.

- If a manager approves an expense report for an employee, that manager may not be able to view the associated travel authorization or cash advance unless the manager is an authorized user.

  For example: MGR1 approves an expense report for employee B. MGR1 cannot view the associated travel authorization and cash advance because he is not an authorized user for employee B.

For additional information about search results, see “Understanding Search Results ” (Application Fundamentals).

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Chapter 27

Setting Up and Using DCAA Compliance Functionality in PeopleSoft Expenses

Understanding DCAA Compliance Functionality in PeopleSoft Expenses

Employees working on government projects are required to report time according to their organization's negotiated government contract. When you enable DCAA compliance functionality, employees must report their project and personal time by the cutoff that you establish for their general ledger business unit. In addition, employees cannot report project time for future dates and can be restricted in the type of personal time that they report for days in the future. DCAA regulations also define allowable amounts by location for valid expense types. If an expense type amount exceeds the allowable spending amount, Expenses books the difference to a different account using the overage accounting feature.

Setting Up and Configuring PeopleSoft Expenses for DCAA Compliance

This topic discusses Enabling and Disabling DCAA Compliance Functionality.

Pages Used to Set Up and Configure PeopleSoft Expenses for DCAA Compliance

Page Name	*Definition Name*	*Usage*
"Installation Options - Expenses Page" (Application Fundamentals)	INSTALLATION_EX	Enable DCAA compliance requirements and overage accounting.
Expenses Definition - Business Unit 1 Page	BUS_UNIT_TBL_EX1	Disable DCAA compliance requirements at the general ledger business unit level for business units that are not required to be compliant.
Expenses Definition – Business Unit 2 Page (DCAA Compliance)	BUS_UNIT_TBL_EX2	Set up DCAA compliance rules, such as time report submission requirements and disabling future project time reporting. See also, Expenses Definition - Business Unit 2 Page

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Page Name	*Definition Name*	*Usage*
Employee Profile - Organizational Data Page	EX_EE_ORG_DTA2	Disable DCAA compliance requirements for the employee.
Time Reporting Codes Page	EX_TRC_EX	Enable and disable future entry time reporting. See also, Time Reporting Code (EX_TRC_EX) Page and Time Reporting Code (EX_TRC_MAP_TBL) Page

Enabling and Disabling DCAA Compliance Functionality

There are three levels in which you can enable or override DCAA compliance functionality:

- Use the Installation Options - Expenses page (INSTALLATION_EX) to enable DCAA compliance requirements and overage accounting.

  Navigation

  Set Up Financials/Supply Chain > **Install** > **Installation Options** > **Expenses**

  In the **Expenses Options** group box, select the **DCAA Enabled** check box to indicate that you want PeopleSoft Expenses to enforce DCAA audit requirements.

- Use the Expenses Definition – Business Unit 1 page (BUS_UNIT_TBL_EX1) to disable DCAA compliance requirements at the general ledger business unit level for business units that are not required to be compliant.

  Navigation

  Set Up Financials/Supply Chain > **Business Unit Related** > **Expenses** > **Expenses Definition** > **Business Unit 1**

  PeopleSoft Expenses provides an override at the general ledger business unit level and displays the **Disable DCAA** check box only if you selected the **DCAA Enabled** check box on the Installation Options - Expenses page.

  When you add a new general ledger business unit, PeopleSoft Expenses defaults to what you have set up at the Installation Options - Expenses page. If DCAA is enabled, the **Disable DCAA** check box is enabled.

- Use the Employee Profile - Organizational Data page (EX_EE_ORG_DTA2) to disable DCAA compliance requirements for the employee.

  Navigation

  Travel and Expenses > **Manage Employee Information** > **Update Employee Detail**

  PeopleSoft Expenses displays the **Disable DCAA** check box only if DCAA is enabled on the Installation Options - Expenses page and is not disabled for the employee's general ledger business

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unit. An administrator may override DCAA for an employee by selecting this check box, meaning that the employee will be exempt from meeting DCAA requirements.

When processing time reports, PeopleSoft Expenses references the values set at the installation, general ledger business unit, and employee profile levels. This table summarizes when PeopleSoft Expenses displays or hides the DCAA check boxes:

Level	*Flag*	*Selected*	*Selected*	*Selected*	*Selected*
Installation	Enable DCAA	Yes	Yes	Yes	No
GL Business Unit	Disable DCAA	No	No	Yes	Does not Display
Employee Profile	Disable DCAA	No	Yes	Does not Display	Does not Display
DCAA Compliance Required		Yes	No	No	No

See “Installation Options - Expenses Page” (Application Fundamentals).

See Expenses Definition - Business Unit 1 Page.

See Maintaining Employee Organizational Data.

Expenses Definition – Business Unit 2 Page (DCAA Compliance)

Use the Expenses Definition – Business Unit 2 page (BUS_UNIT_TBL_EX2) to set up DCAA compliance rules, such as time report submission requirements and disabling future project time reporting.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Expenses** > **Expenses Definition** > **Business Unit 2**

Employees who work on government projects are required to report their time by a threshold set by their organization. This threshold is negotiated as part of the government contract and applies to all employees assigned to work on projects for that government agency. You can define the cutoff time differently for each general ledger business unit.

If employees report their time late or makes changes after the cutoff date, you can require them to enter a comment to explain their tardiness or the reason for the change. You also control whether employees can enter future time or restrict them to enter only time that they have worked.

The Expenses Definition – Business Unit 2 page enables you to apply DCAA compliance rules to general ledger business units. These fields on the PeopleSoft Expenses Definition – Business Unit 2 page are specific to DCAA compliance rules:

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Project Time Options

Field or Control	*Description*
Disable Entry of Future Project Hours	Select to prevent employees in the business unit from entering future project time on their time reports.

DCAA Compliance Rules

Field or Control	*Description*
Submission Cutoff days	Enter how many calendar days employees have to report their time for a particular date. A zero in this field means that time must be reported the same day the employee worked it.
Time	Enter the time by which reporting should be completed and saved or submitted.
Time Zone	If not populated, PeopleSoft Expenses uses the application server time as the clock to determine the cutoff time for saving or submitting time reports. If populated, employees are required to save or submit their time reports by the time indicated for the given time zone. For example, if you set up the submission time and time zone for 6:00 p.m. Eastern Time (U.S.), employees in California are required to save or submit their time reports by 3:00 p.m. Pacific Time.
Require Comments for Changes	Select to require comments when employees report their time late or make changes after the cutoff date.

Note: You must enter information in the fields listed above if PeopleSoft Expenses displays the Disable DCAA check box and it is not selected for the general ledger business unit.

See Expenses Definition - Business Unit 2 Page.

Time Reporting Codes Page

Use the Time Reporting Code page (EX_TRC_MAP_TBL) to enable and disable future entry time reporting.

Navigation:

- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Mapping** > **Time Reporting Code**

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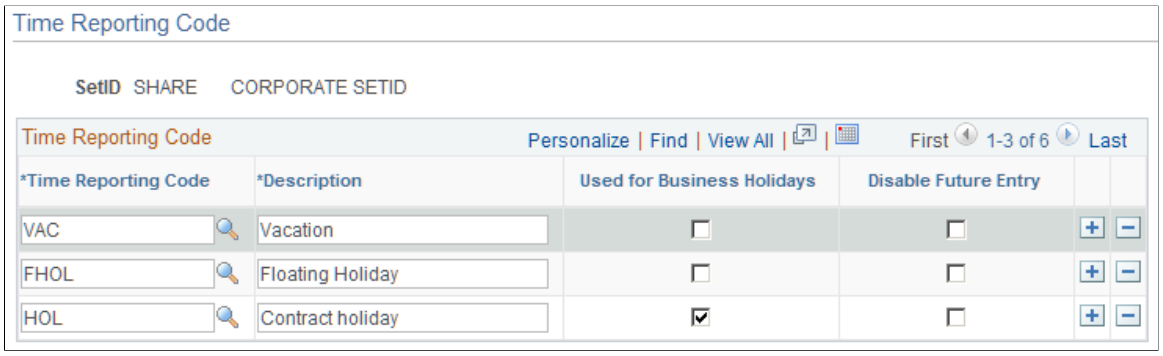
- **Travel and Expenses > Travel and Exp Admin Center > Define Expense System > Additional Required Data > Maintain Time Reporting Codes**

This example illustrates the fields and controls on the Time Reporting Code (EX_TRC_MAP_TBL) page. You can find definitions for the fields and controls later on this page.



The Time Reporting Code (EX_TRC_EX and EX_TRC_MAP_TBL) pages enable you to prohibit reporting future personal time on time reports. Select the **Disable Future Entry** check box for a time reporting code to prohibit employees from entering personal hours on a time report if the date entered on the report is after the current date.

Related Links

Setting Up Time Reporting Codes

Setting Up Overage Accounting for Expense Reporting

PeopleSoft Expenses enables you to record the allowable portion of expenses to a unique chart of accounts while the unallowable portion of the expense is recorded to a separate chart of accounts.

Pages Used to Set Up Overage Accounting for Expense Reporting

Page Name	*Definition Name*	*Usage*
"Installation Options - Expenses Page" (Application Fundamentals)	INSTALLATION_EX	Select the **Allow Overage Accounting** check box to enable PeopleSoft Expenses to process amounts exceeding approved limits for expense types.
Expense Types 2 Page	EX_EXPENSE_TYPES2	Enter a different Account ChartField to record amounts employees spend over their approved limits for expense types.

Related Links

"Installation Options - Expenses Page" (Application Fundamentals)

Expense Types 2 Page

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Using DCAA Compliance Functionality for Time Reports

Pages Used to Use DCAA Compliance Functionality for Time Reports

Page Name	*Definition Name*	*Usage*
Time Report Summary Page	TE_TIME_LINES	Enter project and personal time. See also, Time Report Summary Page.
Submit Confirmation Page	TE_SUBMIT_CONFIRM	Enter an explanation as to why you are submitting the time report late or made changes.

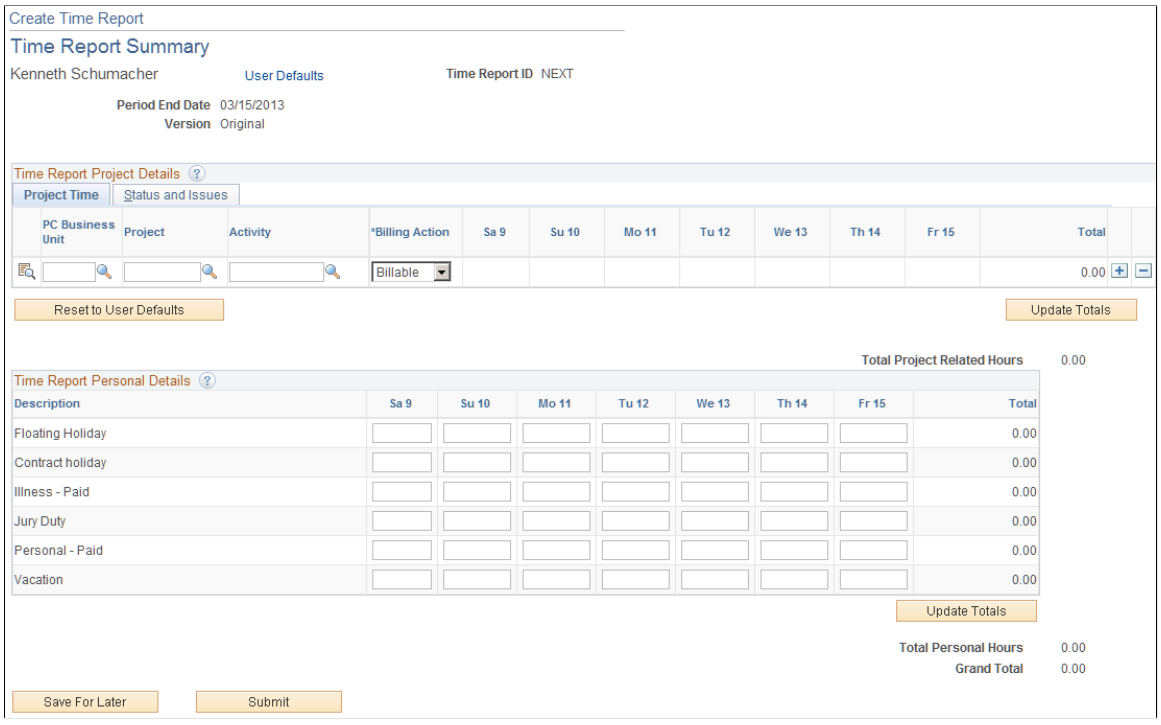
Time Report Summary Page

Use the Time Report Summary page (TE_TIME_LINES) to enter current and future project and personal time.

Navigation:

- **Employee Self-Service** > **Travel and Expense Center** > **Time Report** > **Create/Modify**
- **Travel and Expenses** > **Travel and Expense Center** > **Time Report** > **Create/Modify**

This example illustrates the fields and controls on the Time Report Summary page when the Disable Entry of Future Project Hours option is selected on the Expenses Definition – Business Unit 2 page.



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When you select the **Disable Entry of Future Project Hours** check box on the Expenses Definition – Business Unit 2 page, PeopleSoft Expenses prevents employees in the business unit from entering future time on their time reports. PeopleSoft Expenses disables the future days in the project time entry grid.

If you select the **Disable Future Entry** check box for a time reporting code on the Time Reporting Code (EX_TRC_EX and EX_TRC_MAP_TBL) pages, PeopleSoft Expenses prohibits employees from entering personal hours on a time report if the date entered on the report is after the current date.

As displayed in the page shot above for a time report with a period end date of August 28, 2009, Kenneth Schumacher can only enter project time for the current date, August 27, 2009. In the personal grid, PeopleSoft Expenses enables him to enter vacation time for Friday the 28th; however, PeopleSoft Expenses does not enable Kenneth Schumacher to enter future time for illness.

Changing Time Report Information

When you enable DCAA, PeopleSoft Expenses tracks entries or changes made by someone other than the owner of the time report. If approvers or auditors make any changes, PeopleSoft Expenses prompts them during the confirmation of the approval action taken to enter a reason for their changes. The authority to make changes to time reports is determined when approvals is configured during system setup. You can configure PeopleSoft Expenses to prevent approvers from making changes to time reports, forcing them to send the reports back to the owners for revisions.

Related Links

Defining Approver Types for PeopleSoft Expenses
Configuring Transaction Types for PeopleSoft Expenses
Setting Up Approval Privilege Templates for PeopleSoft Expenses
Setting Up Approval Refinement Templates in PeopleSoft Expenses
Setting Up Risk Templates for PeopleSoft Expenses
Defining Approver Profiles for PeopleSoft Expenses
Setting Up Approver Assignments in PeopleSoft Expenses
Setting Up Approver Routing Lists in PeopleSoft Expenses
Copying Approval Setup to Another SetID
Configuring Summary Approval Options
Reassigning Work for Expense Transactions
Setting Up Receipt Verification Rules and Lists

Submit Confirmation Page

Use the Submit Confirmation page (TE_SUBMIT_CONFIRM) to enter an explanation as to why you are submitting the time report late or made changes.

Navigation:

Click the **Submit** button on the Time Report Summary page.

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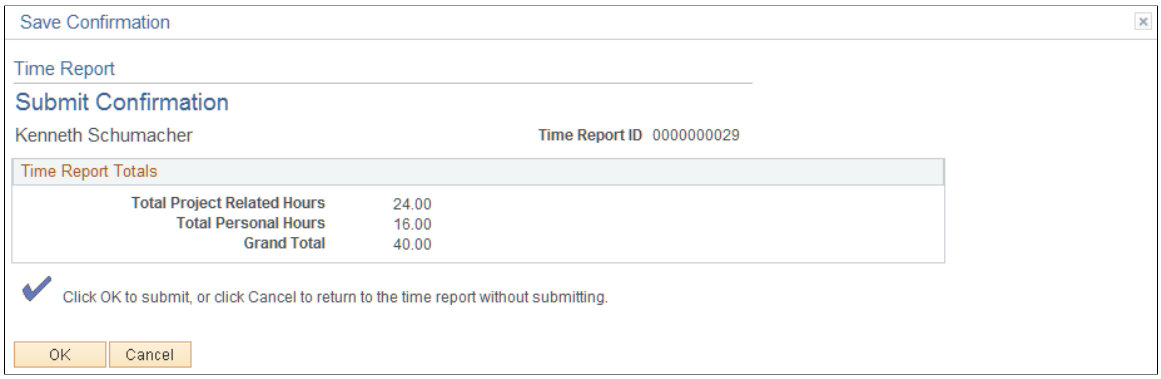
This example illustrates the fields and controls on the Submit Confirmation page. You can find definitions for the fields and controls later on this page.



When employees submit time reports late or enter changes after the cutoff date, PeopleSoft Expenses prompts them to enter an explanation as to why they are late or made changes.

Logging Time Report Entries, Changes, and Violations

To ensure that organizations are in compliance with their government contracts, DCAA compliance requires that PeopleSoft Expenses maintain a log of entries, changes, and violations made by employees, authorized reporters, approvers, and auditors. PeopleSoft Expenses records the transaction logs in the EX_AUDIT_DCAA record that includes some or all of the following fields:

- User ID of the person who makes the time report entry.
- Current server date and time when the transaction record was saved.
- Key information from the time report record.
- Key information from the transaction ID.
- Log entry reason (LOG_DCAA_REASON).
- Comments.

Time Entry by an Authorized Reporter

An authorized reporter is someone with authority to enter or change information on time or expense reports on behalf of an employee. DCAA compliance requires that PeopleSoft Expenses log when an authorized reporter makes an entry in a time report prior to submitting the report and prior to the cutoff time. PeopleSoft Expenses logs this information:

- User ID of the person who makes the time report entry.
- Current server date and time when the authorized reporter saved the time report.
- Key information from the time report record, such as the transaction ID.
- Log entry reason (LOG_DCAA_REASON = *E*).

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Time Reporting Changes and Violations

DCAA compliance functionality in PeopleSoft Expenses creates a log entry when you:

- Report time late (LOG_DCAA_REASON = *L*).

  Whether an employee or an authorized reporter misses the cutoff for reporting time, PeopleSoft Expenses records the late entry. The time that PeopleSoft Expenses compares against the cutoff time and logged is the time the report was save or submitted.

- Change reported time (LOG_DCAA_REASON = *C*).

  If after the initial save and prior to submission a time entry is changed past the cutoff time, PeopleSoft Expenses logs the change.

- Delete pending time reports (LOG_DCAA_REASON = *D*).

  If an employee or authorized reporter deletes a pending time report, PeopleSoft Expenses logs the transaction as a deleted action.

- Change time report or enter time late (LOG_DCAA_REASON = *B*).

  If and employee or authorized reporter changes hours or makes a new entry after the cutoff time, PeopleSoft Expenses logs the information.

Time Reporting Changes by Approvers and Auditors

During confirmation of the approval action, if approvers or auditors made any changes to a time report, PeopleSoft Expenses prompts them to enter a reason and logs the transaction as Approval Changes (LOG_DCAA_REASON = *A*).

Time Adjustments After Submission

PeopleSoft Expenses logs adjustments to a prior period as Changed (LOG_DCAA_REASON = *C*).

Managing Employee Notifications and Acknowledgements

Page Used for Employee Notifications and Acknowledgements

Page Name	*Definition Name*	*Usage*
DCAA Notifications Page	RUN_EX_DCAA	Set up and run reminder notifications, past due notifications, and notifications of time and expense reports requiring acknowledgements.

Using Notifications and Acknowledgements

Employees are responsible for the information on their time reports when they submit them. Employees can submit their own time reports or have an authorized reporter submit them on their behalf. When an

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authorized reporter submits a time report on behalf of the employee, the owner of the time report receives a notification that they must acknowledge. PeopleSoft Expenses generates a notification to the report owner when:

1. An authorized reporter submits the time report for approval, and
2. The submission date is the same or after the period end date, or
3. The submission date is before the period end date but daily hours have been entered to the end of the period, and
4. The report is not a prior period adjustment, and
5. The report owner is an active employee.

There are certain cases where partial time reports are submitted before the period end date. Partial time report submission may be required if, for example, a month-end falls in the middle of a time reporting period and your organization wants to complete the billing for projects for the month. If an authorized reporter submits a partial time report, PeopleSoft Expenses does not send out a notification until the time report is submitted at the end of the time reporting period. The only exception to this is if the authorized reporter submits a time report with future personal time. In this case, PeopleSoft Expenses checks if hours have been entered for all business days up to the period end date to determine if it needs to generate a request for acknowledgement.

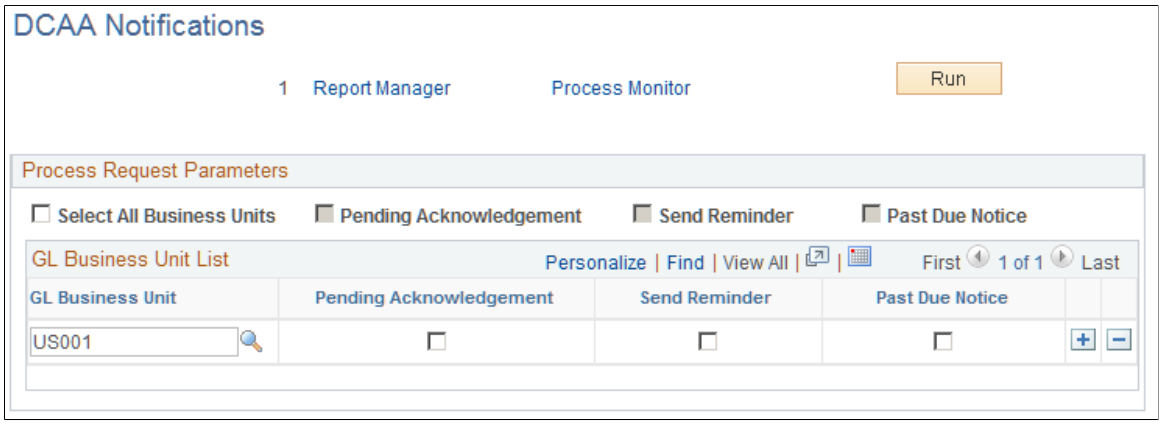
DCAA Notifications Page

Use the DCAA Notifications page (RUN_EX_DCAA) to set up and run reminder notifications, past due notifications, and notifications of time and expense reports requiring acknowledgements.

Navigation:

Travel and Expenses > **Manage Employee Information** > **Process DCAA Notifications**

This example illustrates the fields and controls on the DCAA Notifications page. You can find definitions for the fields and controls later on this page.



You can create a process to manage all DCAA-related notification types. You can run the process for all general ledger business units enabled for DCAA compliance or you can select one or more business units. Before sending an e-mail notification to employees, PeopleSoft Expenses verifies that they are active and required to be DCAA compliant.

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Field or Control	*Description*
Select All Business Units	Select to include all business units. If not selected, you must enter individual business units in the GL Business Unit List grid.
Pending Acknowledgement	Select to send e-mail notifications to remind employees if there are time and expense reports waiting for their acknowledgement.
Send Reminder	Select to send e-mail notifications to remind employees of upcoming deadlines.
Past Due Notice	Select to send e-mail notifications to remind employees of missed deadlines and to save time for a day if none is saved by the cutoff time.

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Chapter 28

Using Commitment Control with PeopleSoft Expenses

Understanding PeopleSoft Commitment Control in PeopleSoft Expenses

PeopleSoft Commitment Control provides a mechanism for organizations to track or control expenditures and revenues against budget ledgers. The primary process that carries out transaction validations against budgets is the Budget Processor. You define the rules that govern spending in the commitment control budget definitions. These rules may affect the behavior of budget checking activity in PeopleSoft Expenses.

You can use a number of commitment control budget ledgers with varying sets of spending rules. You can configure budgets for commitment control, which disallows any expenditure over the amount of the budget plus a tolerance. You can configure budgets for only tracking, which means that you have no control over the total amount spent and the system only records the activity. PeopleSoft Expense transactions that you budget check will be subject to all of the commitment control budget ledgers that are active for a business unit.

When approving travel authorizations and expense reports, click the **Budget Options** link to access the Commitment Control page, where you initiate the budget checking process. You can also run the budget check process in batch mode for expense reports and travel authorizations through the Request Budget Check page.

Encumbrance Accounting

Encumbrance accounting enables you to reserve funds for an anticipated expense. Organizations that preapprove travel expenses and want to reserve funds for authorized trips can budget check travel authorizations and expense reports. Budget checking records encumbrances, or the reservation of funds, in the commitment control budget and then reverses the encumbrances when actual expenses are recorded.

Budget checking journal expense reports will reflect changes made to posted accounting distributions in the commitment control budget.

PeopleSoft Expenses delivers additional options for budget checking activity of expense transactions. PeopleSoft Commitment Control options supported in PeopleSoft Expenses enable you to cancel or close unused travel authorizations and reverse the associated encumbrances.

Budget Checking Exceptions

Budget checking exceptions are transactions that fail budget checking validations. These exceptions may be errors or warnings. Errors prevent the system from recording the transaction; warnings allow the system to record the transaction but inform you of the exception conditions. You can view these

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exceptions to determine the cause of the failure through PeopleSoft Expenses or through the PeopleSoft Commitment Control menu.

Expense transactions may fail budget checking for a variety of reasons and they may fail against one or more budget ledgers. They may fail because:

- The ChartFields in the accounting distributions are incorrect.
- Insufficient funds are available to support the expense.
- The budget is permanently or temporarily closed.

If an expense transaction fails budget checking, or if warning conditions exist for an expense transaction, the budget processor marks the transaction as an error or warning exception. You can view these exceptions and override some error exceptions (with proper authority) on the budget exception pages. You can access error messages and warnings through PeopleSoft Expenses or the PeopleSoft Commitment Control menu.

Some exception conditions may be eligible for override, which allows an authorized user to force the transaction to record in the ledger. You must handle some exception conditions using the PeopleSoft Expenses transaction pages. Check with your Commitment Control administrator to understand the control rules and authorizations associated with budget checking in PeopleSoft Expenses.

Related Links

"Understanding Exception Handling and Notification" (PeopleSoft Commitment Control)
"Setting Up and Running Exception Notification" (PeopleSoft Commitment Control)
"Viewing and Handling Budget Transaction Exceptions" (PeopleSoft Commitment Control)

Common Elements Used for Commitment Control within PeopleSoft Expenses

Field or Control	*Description*
	Click the **Budget Check** button to run the Budget Processor Application Engine process again after you override budget checking for the transaction or a budget. Rerun the process when source transactions change.
	Click the **Budget Check Details** button to open the Commitment Control page to see the source transaction type and amount type for the source transaction.
	Click the **Tran Override Available Info** (transaction override available information) button to determine why you cannot override the budget check exception. Click the **Budget Override Available Info** (budget override available information) button to determine why you cannot override a budget checking exception.

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Field or Control	*Description*
	Click the **Fetch Selection** button to refresh the scroll area.
Budget Date	Indicates the date of the source transaction line. When you create the travel authorization, the system assigns the same date for both the accounting date and the budget date for the transaction.
Exception Type	Select the exception type to display: *Error* or *Warning.*
Line Status	Displays a value for the budget checking line. Values are: • *E* (error): The entry failed to pass budget checking. • *N* (not checked): The Budget Processor Application Engine process has not processed the entry, or the source transaction has changed and is not budget checked. Exception data may be inaccurate if line status is N. Budget check the transaction again to update the exceptions. • *V* (valid): The entry passed budget checking, and the process updated the control budget ledger. • *W* (warning): The Budget Processor issued a warning, but updated the control budget ledger.
Maximum Rows	Specify how many rows to display in the scroll.
More Budgets Exist	Select if the source transaction has more exceptions than the number entered in the **Maximum Rows** field. Enter different search criteria to shorten the list, or increase the maximum number of rows.
Override Budget	Select to override the budget checking exception and update the control budget, even if the transaction exceeds the budget. This field is available only if the budget transaction failed budget checking and if you have authority to override the exception. It is unavailable if the source transaction type does not allow overrides or the budget header status is *Not Checked.* If the budget header status is *Not Checked,* you changed the source transaction after the Budget Processor had issued the error exceptions and you had not rerun the Budget Processor. After you override transactions with budget checking exceptions, the Budget Processor records the transaction and updates the expense transaction with a valid status.
Override Date	Displays the date and time of an override if you override the budget exception.

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Field or Control	*Description*
Override Transaction	Select to enable the entire transaction to update the control budget, even if error exceptions exist. This check box is available only for users with super user security access and is unavailable if the transaction passed budget checking with only warning exceptions. You can select it before budget checking or after you run the Budget Processor and receive error messages.
Override User ID	Displays your user ID if you override the budget.

Budget Checking Expense Transactions

This topic provides an overview of budget checking expense transactions.

Pages Used to Budget Check Expense Transactions

Page Name	*Definition Name*	*Usage*
Commitment Control Page	KK_EXCPTN_OVER_SEC	Budget check expense transactions online. Use this page to check the travel authorization amount against commitment control budgets and record the amount as an encumbrance.
Request Budget Check Page	EX_BGTCHK_REQUEST1	Run the budget checking process for travel authorizations, expense reports, and journal expense reports in batch mode. The Process Scheduler process runs the Commitment Control Budget Processor at user-defined intervals.
Transaction Details Page	EX_BGTCHK_REQUEST2	Select a date range or specific expense transactions to be budget checked.

Understanding Budget Checking Expense Transactions

This topic discusses:

- Budget checking options.
- Budget checking date defaults.
- Budget checking eligibility.
- Online budget checking.

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- Automatic budget checking.
- Approvals.
- Source transaction configuration.
- Accounting distribution changes.

Budget Checking Options

If your organization uses commitment control for any business unit, you may be required to budget check travel authorizations and expense reports. If any business unit in the expense report distributions (accounting detail) is enabled for commitment control, the transaction must be budget checked.

You can set parameters for requiring budget checking for travel authorizations and expense reports prior to approval by enabling the options on the PeopleSoft Expenses Options page. When you enable the options, you cannot approve expense transactions until the transaction budget check status is *Valid.* If multiple approvers exist, only the first approver is required to budget check successfully prior to approval. If an approver modifies any of the accounting details, budget checking is required again to reflect the changes.

If you do not enable the option on the Expenses Options page, you can approve transactions prior to budget checking and you can perform budget checking any time during the approval process. However, PeopleSoft Expenses requires you to budget check these transactions prior to posting liabilities. The system will not create or post accounting entries until the budget checking status is *Valid.*

You can budget check expense transactions individually online or in batch through the budget checking run control. Only approvers can budget check online through the approval pages.

See Expenses Options Page.

Budget Checking Date Defaults

The budget date determines the budget period during which you record or liquidate encumbrances. PeopleSoft Expenses uses the following rules to determine what budget date to use for travel authorizations and expense reports:

- Budget date in the travel authorization is by default the accounting date, which you typically set to the system date.
- Budget date in the expense report is by default the expense report accounting date.

The accounting date determines the fiscal year and accounting period during which the system records or liquidates encumbrances. When you liquidate travel authorizations through the expense report budget checking process, the system records the liquidations in the fiscal year and accounting period derived from the accounting date of the expense report. When you cancel travel authorizations, system records the encumbrance reversals in one of two ways, based on the **Reversal Date Option** on the Installation Options - Commitment Control page.

- If you set the **Reversal Date Option** to *Current Date,* the Travel Authorization Cancellation run control prompts you for an accounting date. This enables you to control the period in which you record reversals. If you do not enter a date, the system uses the system date. The system updates the accounting date on the travel authorization prior to budget checking and moves the original accounting date to a different field.

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If you set the **Reversal Date Option** to *Current Date,* and you cancel a travel authorization on the Cancel Approved Travel Authorization page, the accounting date becomes the current system date by default.

- If you set the **Reversal Date Option** to *Prior Date,* the Travel Authorization Cancellation run control does not prompt you for an accounting date. The period in which the system records the encumbrance reversal derives from the original accounting date on the travel authorization.

  If you set the **Reversal Date Option** to *Prior Date,* and you cancel a travel authorization on the Cancel Approved Travel Authorization page, the accounting date becomes by default the original accounting date on the travel authorization.

Note: The Reversal Date Option applies to the fiscal year and accounting period; it does not affect the budget date or budget period.

Budget Checking Eligibility

The rule for determining when a travel authorization, expense report, or journal expense report is eligible for budget checking is based on several factors. When any of these transactions are eligible for budget checking, PeopleSoft Expenses sets the budget status to *N* to indicate that the transaction requires budget checking. Transactions are eligible for budget checking if:

- Any of the distributions contain a business unit that is enabled for commitment control.
- The transaction was previously budget checked but is now being canceled or denied.
- The amounts or distribution information were previously budget checked but were changed.
- The transaction was previously budget checked but is now being returned to the originator for revisions.
- The payment for an expense report is canceled and voided (not to be reissued).

Online Budget Checking

You can individually budget check travel authorizations and expense reports online through the Manager Self-Service navigation. When you authorize approvers to approve transactions for business units that you enabled for commitment control, PeopleSoft Expenses displays the **Budget Options** link on the approval pages. The **Budget Options** link takes you to the Commitment Control page used to initiate budget checking as well as to view the results when the budget checking process concludes.

How you configure the commitment control ledgers determines your budget checking errors and warnings. Budget checking against ledgers that you define as Track without Budget will never fail but may give warnings when certain conditions exist.

Online liquidation of travel authorization encumbrances occurs when you associate a travel authorization to an expense report. The following rules apply to online liquidation of travel authorizations:

- If you create an expense report by copying from a travel authorization and accept all of the expense transaction lines, then the system liquidates the entire amount of the travel authorization.

Note: You cannot copy from a travel authorization if it requires budget checking.

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- If you create an expense report by copying from a travel authorization and delete some of the lines, the system liquidates the lines that are matched in the expense report; however, the system does not liquidate lines that you deleted before the expense report was budget checked. In this case, the system sets a flag for the travel authorization that indicates to the Budget Processor to fully liquidate the remaining encumbrances during the next batch budget check.
- The system liquidates amounts based on the original travel authorization encumbrance amount.
- Adding new lines on an expense report will not have any effect on liquidation of travel authorization encumbrances.
- If an approver, project manager, or auditor denies an expense report at any point in the approval process, the system restores encumbrances for the associated travel authorization. If you delete an expense report, PeopleSoft Expenses restores the travel authorization and makes it available for another expense report.

Automatic Budget Checking

Some transactions in PeopleSoft Expenses automatically perform budget checking under certain conditions. You do not initiate budget checking except through an event and only if the transaction was previously budget checked. The budget checking process automatically runs to reverse the amounts when:

- An approver or auditor returns a travel authorization or expense report to the employee for revisions.
- An approver or auditor denies a travel authorization or expense report.
- You cancel a travel authorization through the Cancel Approved Travel Authorization page using the Employee Self-Service navigation.
- An administrator cancels one or more travel authorizations through the Cancel Travel Authorizations page using the Travel and Expense menu navigation.
- An administrator or authorized user uses the Travel Authorization Rollover process to move encumbrances from one fiscal year to a new fiscal year.

Budget checking under these conditions reverses amounts originally recorded and removes any previous budget checking activity from the processing logs.

Approvals

You can configure your expense system with multiple approvers and auditors. When multiple approvers exist, only the first approver needs to budget check the expense transactions. Subsequent approvers do not need to budget check the expense transactions unless they make a change to a distribution line, or delete or add expense transaction lines.

- When an approver changes a distribution or expense transaction line, PeopleSoft Expenses tracks the change activity and displays the **Budget Options** link when budget checking is required. If you enable the option to require budget checking, the system inactivates the approval action buttons until the transaction is successfully budget checked.
- When an approver denies a travel authorization or expense report, the system automatically budget checks the transactions to reverse out the recorded ledger amounts.
- When multiple approvers exist and one approver denies the transaction, the other approvers cannot reverse the denied status by approving it.

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- When an approver or prepayment auditor encounters a budget exception that requires changes to distribution ChartFields or transaction line amounts, they can access the accounting distribution lines to make the change The post payment auditor does not have access to make these types of changes.
- When an approver denies an expense report that the employee created from a travel authorization, the system reinstates the encumbrances for the travel authorization. The system reinstates the travel authorization, making it available for the employee to use on a different expense report. To liquidate the encumbrances, you must cancel the travel authorization.

Source Transaction Configuration

The commitment control source transaction governs some of the interaction between the budget processor and any defined expense transactions. The source transaction identifies eligible transactions for the budget processor based on specific fields and their values. For example, the definition for travel authorizations may identify transactions with a status of *Submitted* as the only transactions eligible for the budget processor.

Note: If you make changes to the delivered source transaction definitions for PeopleSoft Expenses, you may also need to implement customized code to handle the change. PeopleSoft Expenses only supports functionality based on the delivered source transaction definitions. Changes to source transactions must be done by an authorized administrator.

Accounting Distribution Changes

Organizations may need to modify the distribution ChartFields or transaction line amounts that have already been recorded in the commitment control budget ledgers.

An approver can have the authority to change the accounting distributions or amounts that have already been budget checked. If they make any changes, the transaction must be budget checked again to reflect those changes. If they are not successfully budget checked, PeopleSoft Expenses does not allow you to post the liabilities for these transactions.

The prepayment auditor can make changes to accounting distributions or amounts that have already been budget checked and recorded in the commitment control budget ledgers.

The post payment auditor can only approve or deny a transaction.

The Modify Approved Transactions functionality enables authorized approvers to approve or deny an expense report. However, the system allows approvers to make changes that may require budget checking.

Use journal expense reports to make changes to accounting distributions for expense transactions that you have already posted. If you make a change through this feature in a commitment control-enabled business unit, you must budget check the changes that you have made. If changes are not budget checked, the commitment control budget ledgers will reflect only the last budget checking activity.

Commitment Control Page

Use the Commitment Control page (KK_EXCPTN_OVER_SEC) to budget check expense transactions online.

Navigation:

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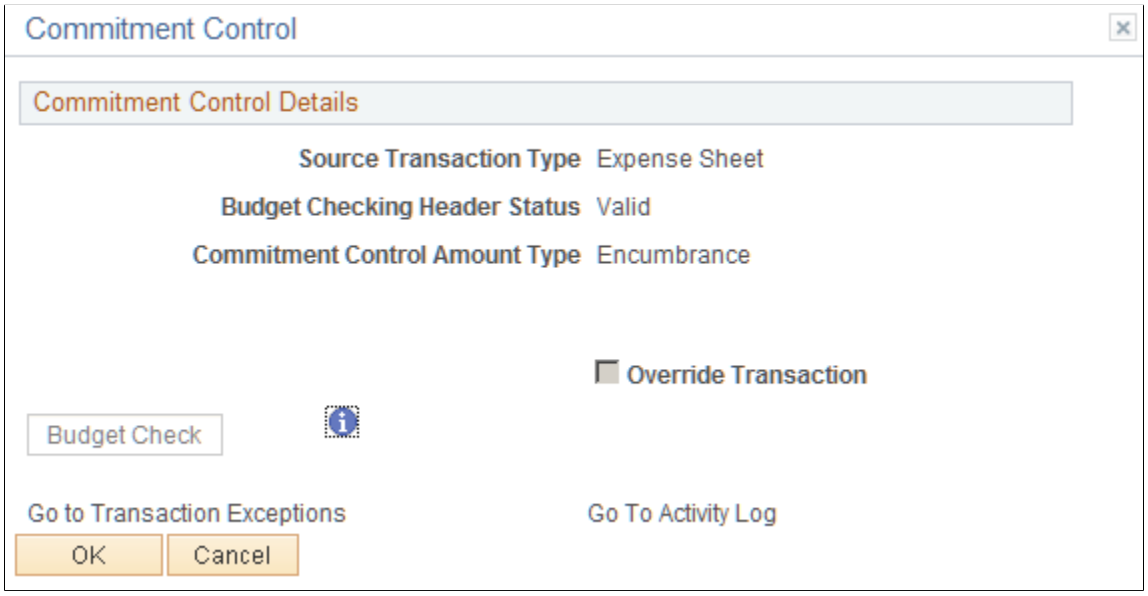
- Click the **Budget Options** link on the Approve Travel Authorization - Travel Authorization Summary page using the Manager Self-Service navigation
- Click the **Budget Options** link on the Approve Expense Report - Expense Report Summary page using the Manager Self-Service navigation.
- Click the **Budget Options** link on the Approve Travel Authorization - Travel Authorization Summary page using the Travel and Expenses navigation.
- Click the **Budget Options** link on the Approve Expense Report - Expense Report Summary page using the Travel and Expenses navigation.

This example illustrates the fields and controls on the Commitment Control page. You can find definitions for the fields and controls later on this page.



Use this page to check the travel authorization amount against commitment control budgets and record the amount as an encumbrance.

Commitment Control Details

Field or Control	*Description*
Source Transaction Type	Displays the transaction as a travel authorization or an expense sheet.
Budget Checking Header	Indicates the current budget checking status.
Commitment Control Amount Type	Identifies this as an encumbrance transaction.
Commitment Control Tran ID (commitment control transaction identification)	Activity log transaction number for the commitment control transaction.

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Field or Control	*Description*
Override Transaction	Select to enable the entire transaction to update the control budget, even if error exceptions exist.
Budget Check	Click to run the Budget Processor for this transaction.
Go To Transaction Exceptions	Click to access the page where you can view budget checking errors or warning messages for travel authorization transactions. Users who have authority can override the budget exceptions on this page.
Go to Activity Log	Click to access the Commitment Control Activity Log page, where you can view activity for all lines in a transaction that updated the control budget.

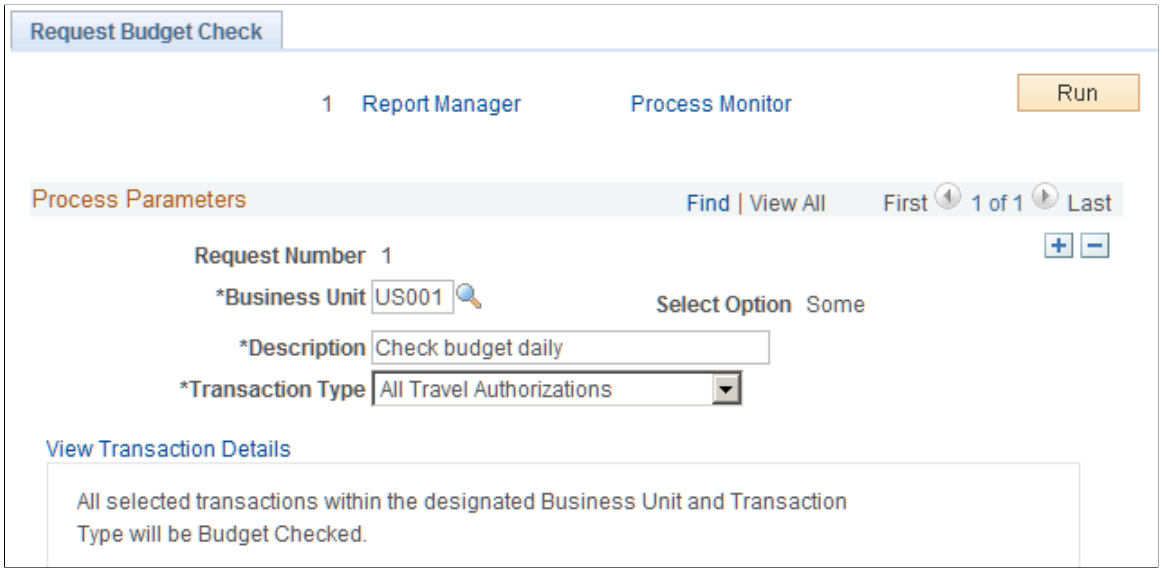
Request Budget Check Page

Use the Request Budget Check page (EX_BGTCHK_REQUEST1) to run the budget checking process for travel authorizations, expense reports, and journal expense reports. The Process Scheduler process runs the Commitment Control Budget Processor at user-defined intervals.

Navigation:

Travel and Expenses > **Manage Accounting** > **Request Budget Checking**

This example illustrates the fields and controls on the Request Budget Check page. You can find definitions for the fields and controls later on this page.



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Warning! Use different run control IDs for the budget checking processes such as budget check request, cancel travel authorization, and rollover travel authorizations. You must use a unique run control ID for each of these processes.

Field or Control	*Description*
Bus Unit (business unit)	Select a business unit.
Description	Enter a description about the run control.
Transaction Type	Select a Commitment Control transaction type. Options include: • *All Expense Reports:* Budget check all non-closed expense reports. • *All Travel Authorizations:* Budget check all travel authorizations. • *Cancel Void Expense Reports:* Budget check voided expense reports (the payment is voided and not reissued). • *Encumbrance Relief Accruals:* Budget check encumbrance relief entries. The encumbrance relief entry for accruals reduces the encumbrance budget if the document has been created from a predecessor document that has been encumbered. • *Period End Accruals Expense:* Budget check a liability that is booked in one period and reversed in the following period. This is also called a month-end accrual versus a perpetual accrual, in which the accrual and reversal are created in the same accounting period.
View Transaction List	Click to access the Transaction Details page to select parameters and transactions to budget check.

Transaction Details Page

Use the Transaction Details page (EX_BGTCHK_REQUEST2) to select a date range or specific expense transactions to be budget checked.

Navigation:

Click the **View Transaction Details** link on the Request Budget Check page.

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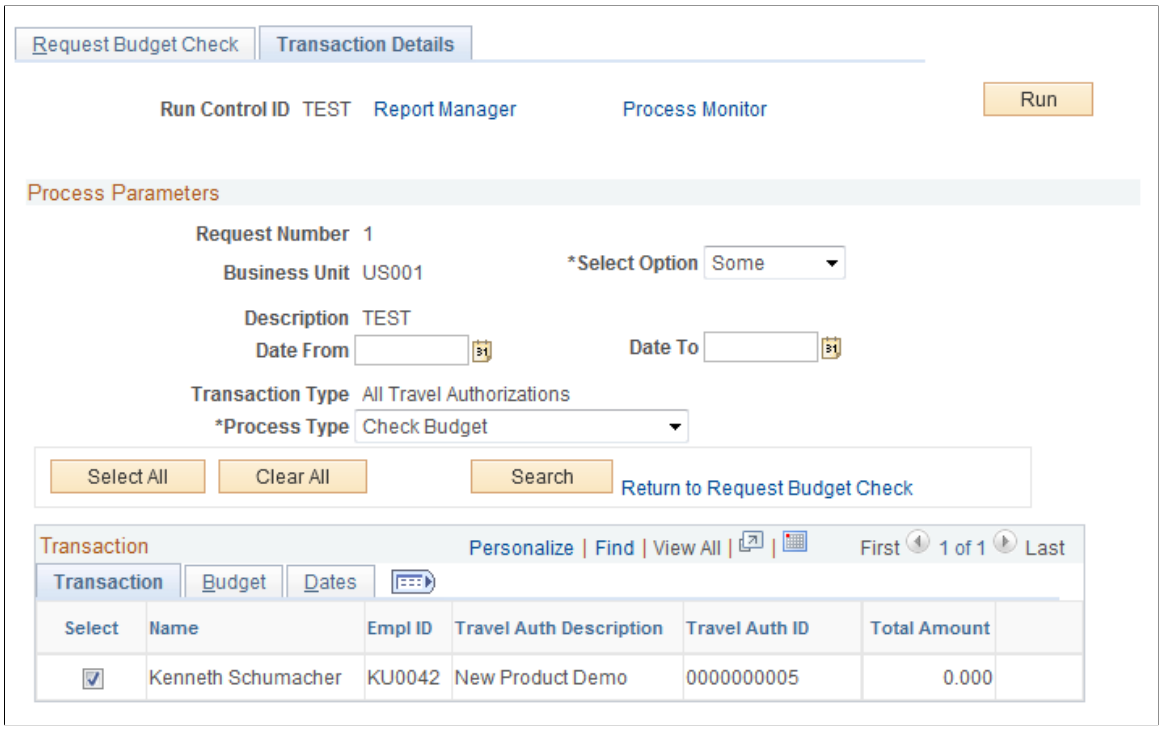
This example illustrates the fields and controls on the Transaction Details page. You can find definitions for the fields and controls later on this page.



Use the **Date From** and **Date To** fields to search for transactions that are eligible for budget checking. To enter date criteria, select *Some* in the **Select Option** drop-down list box. If you do not enter date criteria, all eligible transactions of the selected transaction type appear in the grid. You can then select some or all of the transactions to budget check. The **Transactions, Budget,** and **Dates** tabs display different information related to the expense transactions listed in the grid.

Warning! Do not run the payment staging process concurrently with the budget checking process to ensure that the system does not select the same transaction for both processes.

Budget Checking During Fluid Approvals

Checking budgets during Fluid approvals can be performed for Expense Report and Travel Authorization transactions that are Pending Approval. When an approver selects Pending transactions to approve, the system displays a modal window where the approver can run the Budget Checking process prior to approving the transaction. The Budget Checking process can be run when approving multiple transaction or from a transaction header.

After the Budget Check process completes, close the modal window to continue approving transactions.

This process can be run on all form factors.

This topic discusses some scenarios that may occur, how to configure your system, and the pages used to run the Budget Checking process during approvals.

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Note: Checking budgets during fluid approvals is designed for a small volume of transactions. Oracle's PeopleSoft recommends that you use this feature for less than 10 transactions at a time. If you have 10 or more transactions that need to be budget checked, consider using the batch process.

Pages Used to Budget Check During Fluid Approvals

Page Name	*Definition Name*	*Usage*
Budget Check Page (multi-transaction)	EX_BUDPNL_SEC_FL	Run the Budget Checking process from the Pending Approvals page.
Budget Check Page (header level)	EX_BUD_HDR_SEC_FL	Run the Budget Checking process from the transaction header

Understanding Scenarios

Note these scenarios when using the budget checking during Fluid approvals feature:

Scenario 1

When selecting the Approve button from the Pending Approvals page, the system takes you to the Budget Check Page (multi-transaction).

Scenario 2

When selecting a transaction from the Pending Approvals page, the system takes you to the Expense Report or Travel Authorization page where the Summary and Lines sections are displayed. When selecting the Approve button from this page, the system takes you to the Budget Check Page (header level).

Scenario 3

Multiple approvers are required for an expense report (ER) or travel authorization (TA). The first approver is prompted to run the budget checking process. The first approver runs the process and it passes the check. Subsequent approvers are not prompted to run the Budget Checking process.

Scenario 4

Multiple approvers are required for an ER or TA. The first approver runs the Budget Checking process, and the transaction passes the check. A subsequent approver makes a change, to an amount, for the transaction. The system resets the Budget Status for the transaction to "Not Budget Checked" so that it must be budget checked again before final approval.

Scenario 5

An expense report has three expense lines. The approver selects the expense report and the system displays the Pending Approval - Expense Report page. The approver selects two of the three lines to approve. The approver selects the Approve button and the system displays the Budget Check Page (header level). The Budget Check Page (header level) indicates that the Budget Checking Header Status

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is “Not Budget Checked.” When the approver selects The Run Budget Check button, the system runs the Budget Checking process for all three lines. If the transaction passes the Budget Checking process, the system changes the Budget Checking Header Status to *Valid*.

Scenario 6

Given scenario 5, if you want to perform a partial deny on one of the three lines, then you should perform the Deny action prior to approving the two remaining lines. When the Budget Checking feature is being used, the system does not allow you to approve partial lines until the Deny action is performed. Performing the Deny action first, ensures that the entire transaction amount is returned to the budget. Then the Approval action runs the budget checking process using the revised amount.

After running the budget check, you can select *CANCEL* instead of *DONE* on the Budget Check page. At this point the budget check is complete but not approved. If you try to perform a partial approval again, for the same transaction, the system does NOT call the budget checking process, and you can perform the *Deny* action first and then approve the remaining lines, or vice versa.

If you do not use the Budget Checking During Approvals feature, and you perform an Approval, Deny, or partial Approval action, then you can perform these actions in any order.

Configuring your System to Check Budgets During Fluid Approvals

To configure your system to check budgets during Fluid approvals:

1. On the “Installation Options - Products Page” (Application Fundamentals), in the Enable Commitment Control section, **Expenses** must be selected.

2. On the Summary Approval Options Page, in the Select Approval Actions section, the **Budget Check** option must be selected.

3. On the Expenses Options Page, in the Budget Checking Required Before EX Approval section, the **Budget Checking Required Before EX Approval** option must be selected for expense reports, and the **Budget Checking Required Before TA Approval** option must be selected for travel authorizations.

Budget Check Page (multi-transaction)

Use the Budget Check page (EX_BUDPNL_SEC_FL) (multi-transaction) to run the Budget Checking process from the Pending Approvals page.

Navigation:

From the Pending Approvals page, select one or more expense report or travel authorization transaction. Select the Approve button.

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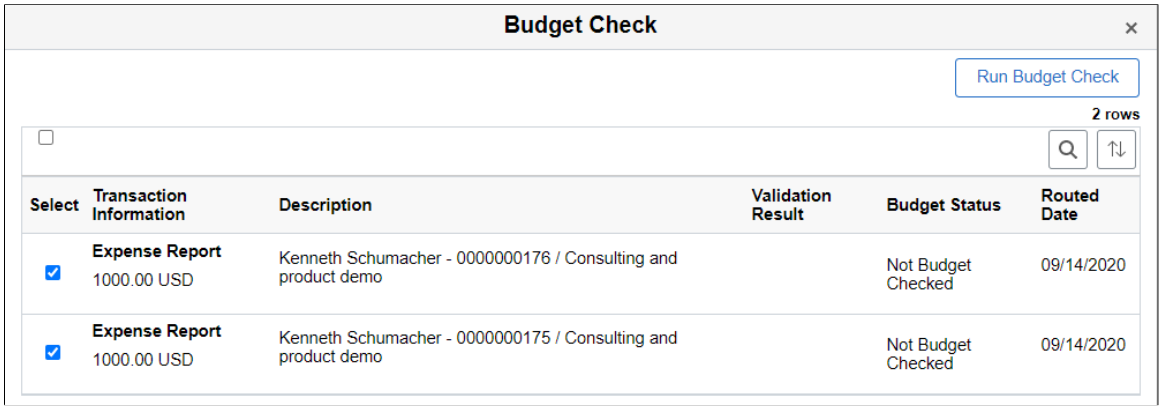
This example illustrates the fields and controls on the Budget Check page (multi-transaction).



Field or Control	*Description*
Select check box	Select one or more transactions for the budget check process. The system displays the Budget Status so the approver can determine if the Budget Checking process needs to be run on all transactions.
Run Budget Check	Select to run the Budget Checking process for the transaction (s) selected. **Note:** The system holds your screen until the budget check process completes or until the maximum wait time is exceeded. If the maximum wait time is exceeded, the system sends the process to the Process Monitor and displays a message with the instance number. The maximum wait time is determined on the “Installation Options - Commitment Control Page” (PeopleSoft Commitment Control) When the Budget Checking process completes, the Budget Status changes to *Valid*, *Error*, or *Warning*.
X (close)	Select to close the window. If you have not run the Budget Checking process, the system displays a message reminding you that the transactions must be budget checked prior to approval. After you have run the Budget Checking process, you can close the modal window and return to the Mass Approve window, which allows you to enter comments and submit.

Budget Check Page (header level)

Use the Budget Check page (EX_BUD_HDR_SEC_FL) (header level) to run the Budget Checking process from the transaction header.

Navigation:

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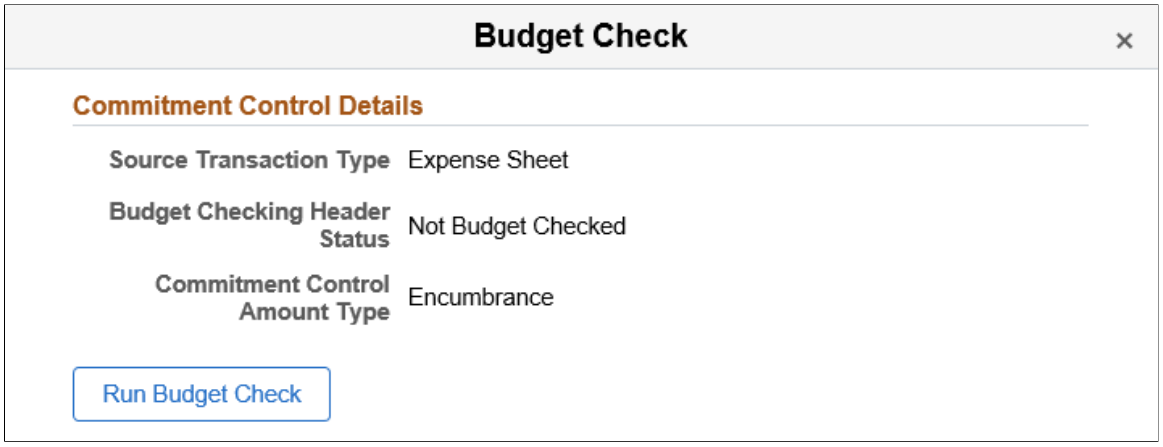
From the Pending Approvals page, select an expense report or travel authorization line. From the transaction approval page, select one or more lines and then select the Approve button.

This example illustrates the fields and controls on the Budget Check Page (header level).



Field or Control	*Description*
Run Budget Check	Select to run the Budget Checking process for the transaction header. **Note:** The system holds your screen until the budget check process completes or until the maximum wait time is exceeded. If the maximum wait time is exceeded, the system sends the process to the Process Monitor and displays a message with the instance number. When the Budget Checking process completes, the Budget Status changes to *Valid*, *Error*, or *Warning*.

Reviewing Travel Authorization Budget Exceptions

Pages Used to Review Travel Authorization Budget Exceptions

Page Name	*Definition Name*	*Usage*
Travel Authorize Exceptions Page	KK_XCP_HDR_EX1	Review travel authorization errors that did not pass budget checking.
Line Exceptions Page	KK_XCP_LN_EX1	Review and override travel authorization errors from the budget checking process.
Travel Authorization Line Drill Down Page	KK_DRL_EX1_SEC	View line details for travel authorization items with budget exceptions.

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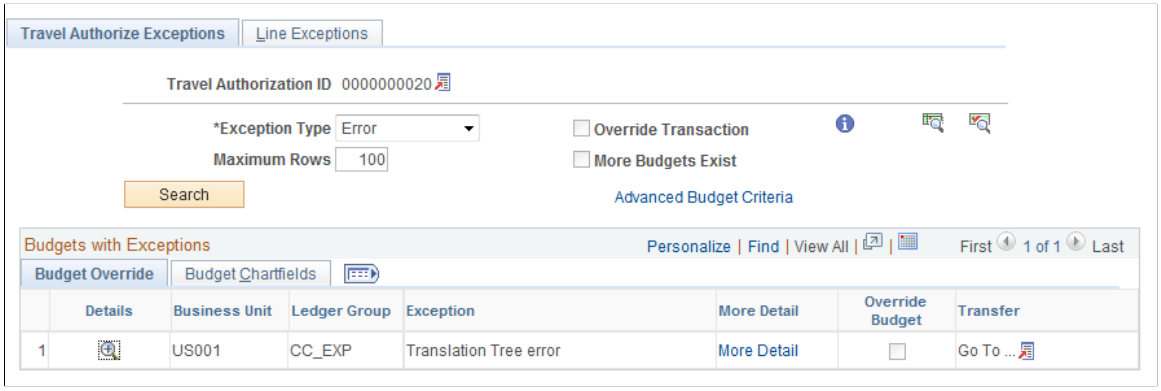
Travel Authorize Exceptions Page

Use the Travel Authorize Exceptions page (KK_XCP_HDR_EX1) to review travel authorization errors that did not pass budget checking.

Navigation:

Travel and Expenses > **Manage Accounting** > **Review TA Budget Exceptions**

This example illustrates the fields and controls on the Travel Authorize Exceptions page. You can find definitions for the fields and controls later on this page.



Common Page Information

Field or Control	*Description*
	Click the **View Related Links** icon to open a page with the **Go to Source Entry** link. Click this link to open the Travel Authorization Summary page, where you can change the source transaction distribution that failed or override the entire transaction. See Entering Travel Authorization Information and Detail Expense Lines.
Advanced Budget Criteria	Click to open the “Budget Overview - Budget Inquiry Criteria Page” (PeopleSoft Commitment Control) and restrict rows to specific pages, ledger groups, and accounts. If these fields are blank, the system displays all values.

Budgets with Exceptions

The scroll area displays the budget ledgers with exceptions that meet your selection criteria.

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Budget Override Tab

Field or Control	*Description*
	Click the **View Exception Details** icon to open the Exception Details page and view the exception reason for each line and to drill down to line details. See “Viewing and Handling Budget Transaction Exceptions” (PeopleSoft Commitment Control).
	Click the **Related Links** icon to open a page with these links: **Go to Budget Exception:** Opens the Budget Exception page, where you can view other transactions with exceptions for the budget and override them. You must have authority to inquire on the budget to open the page. See “Viewing and Handling Budget Transaction Exceptions” (PeopleSoft Commitment Control). **Go to Budget Inquiry:** Opens the Budget Details page, where you can view the budget details, such as the available amount remaining, the attributes, and the amounts used by each ledger (pre-encumbrance, encumbrance, and so on) in the budget. You must have authority to inquire on the budget to open the page. See “Viewing Budget Details and Transaction Activity” (PeopleSoft Commitment Control).

Budget Chartfields Tab

The Budget Chartfields tab on the Travel Authorize Exceptions page displays the ChartField values for the budget. The budget period is the period in which the budget journal will post.

Line Exceptions Page

Use the Line Exceptions page (KK_XCP_LN_EX1) to review and override travel authorization errors from the budget checking process.

Navigation:

Click the Line Exceptions tab on the Travel Authorize Exceptions page

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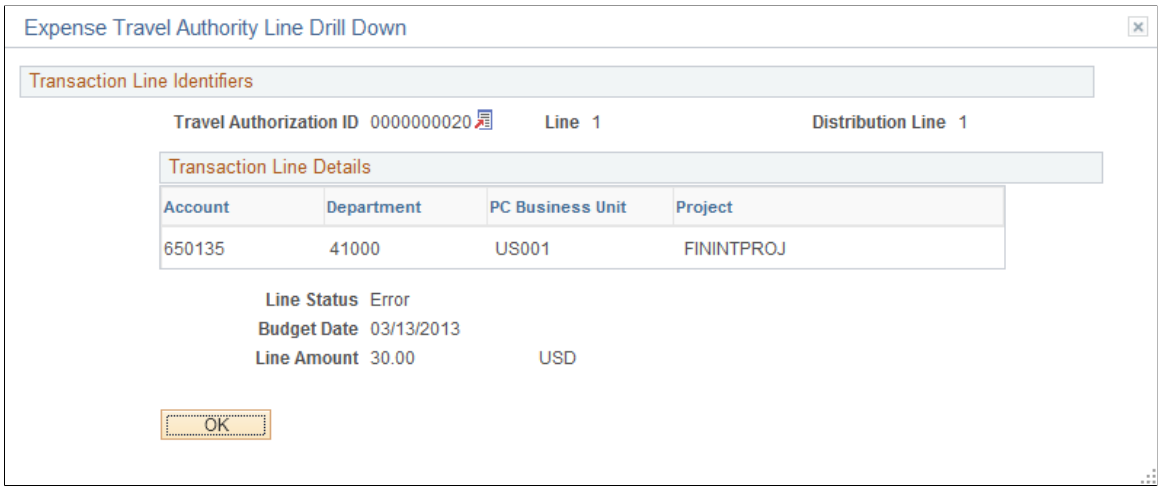
This example illustrates the fields and controls on the Line Exceptions page. You can find definitions for the fields and controls later on this page.



Enter selection criteria to limit the number of budget line exceptions in the scroll area.

Common Page Information

Field or Control	***Description***
	Click the related links button to open a page with the **Go to Source Entry:** link. Click this link to open the Travel Authorization Summary page, where you can change the transaction distribution or override the entire transaction. See Entering Travel Authorization Information and Detail Expense Lines.
Line Status	Select the exception type to display: *Error* or *Warning.*
More Lines Exist	Indicates that the source transaction has more exceptions than the number you entered in the **Maximum Rows** field. Enter different search criteria to shorten the list or increase the maximum number of rows.
Line From or Line To	Enter the source transaction line numbers. The list displays only journal lines with exceptions.

Transaction Lines with Budget Exceptions

The scroll area displays the source transaction lines with error or warning exceptions.

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Line Values Tab

Field or Control	*Description*
	Click the **View Exception Details** icon to open the Exception Details page to view reasons for error or warning exceptions, budget ChartFields, and existing overrides. You cannot override the budget on the Exceptions Details page. Use the Revenue Estimate Exceptions page to override the budget. See “Viewing and Handling Budget Transaction Exceptions” (PeopleSoft Commitment Control)“Revenue Estimate Exceptions Page” (PeopleSoft Receivables).
Line	Indicates the line number of source transactions.
Budget Date	Indicates the date of the source transaction line. When you create the travel authorization, the system assigns the same date for both the accounting date and the budget date for the transaction.

Line Chartfields Tab

The system displays the budget ChartFields.

Line Amount Tab

Field or Control	*Description*
Foreign Amount	Displays the line amount in the original currency.
Monetary Amount	Displays the line amount in the base currency of the primary ledger.
Quantity	Displays the statistical amount, if applicable.

Travel Authorization Line Drill Down Page

Use the Travel Authorization Line Drill Down page (KK_DRL_EX1_SEC) to view line details for travel authorization items with budget exceptions.

Navigation:

Click the View Exceptions Details link on the Travel Authorize Exceptions page or the Line Exceptions page.

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Transaction Line Identifiers

This group box provides information to identify the source transaction. It displays the page, travel authorization ID, line number, and distribution line for the travel authorization.

Transaction Line Details

This group box displays the ChartField name, value, and description for the ChartFields, depending on the budget.

Note: These may or may not match the budget ChartField values, because the Budget Processor Application Engine process uses the control budget definition to translate the transaction ChartField values into the corresponding budget ChartField values.

Reviewing Expense Report Budget Exceptions

Pages Used to Review Expense Report Budget Exceptions

Page Name	*Definition Name*	*Usage*
Expense Report Exceptions Page	KK_XCP_HDR_EX2	Review expense report errors that did not pass budget checking.
Line Exceptions Page	KK_XCP_LN_EX2	View expense report line errors from the budget checking process.
Exception Report Drill Down Page	KK_DRL_EX2_SEC	View line details for expense report items with budget exceptions.

Expense Report Exceptions Page

Use the Expense Report Exceptions page (KK_XCP_HDR_EX2) to review expense report errors that did not pass budget checking.

Navigation:

Travel and Expenses > **Manage Accounting** > **Rvw EXP Rpt Budget Exceptions**

Field or Control	*Description*
	Click the related links button to open a page with the **Go to Source Entry:** link. Click this link to open the Create (or Modify) Expense Report Page, where you can change the source transaction or override the entire transaction. See Approving Expense Reports.

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Budgets with Exceptions

The scroll area displays all commitment control budgets with exceptions for the source transaction. Enter selection criteria to limit the number of budget rows in the scroll area.

Field or Control	*Description*
Advanced Budget Criteria	Click to open the Refine Inquiry Criteria page, where you can restrict budget rows to specific business units, ledger groups, accounts, and exception types. Leave these fields blank to return all values.
	Click the **View Exception Details** icon to open the Exception Details page, where you can view the reason for the exception for each line and drill down to line details. See “Viewing and Handling Budget Transaction Exceptions” (PeopleSoft Commitment Control).

Budget Override

Field or Control	*Description*
	Click the **Related Links** icon to open a page with the following options: **Go to Budget Exception:** Accesses the Budget Exception page, where you can view other transactions with exceptions for the budget and override them. You must have authority to inquire on the budget to open the page. See “Viewing and Handling Budget Transaction Exceptions” (PeopleSoft Commitment Control). **Go to Budget Inquiry:** Accesses the Budget Details page, where you can view the budget details, such as the available amount remaining, the attributes, and the commitments and expenses recorded in the selected ledger. You must have authority to inquire on the budget to open the page. See “Creating and Reviewing Budget Overview Inquiries” (PeopleSoft Commitment Control) and “Viewing Budget Details and Transaction Activity” (PeopleSoft Commitment Control).

Budget ChartFields

This section displays the budget ChartField values.

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Line Exceptions Page

Use the Line Exceptions page (KK_XCP_LN_EX2) to view expense report line errors from the budget checking process.

Navigation:

Select the Line Exceptions tab on the Expense Report Exceptions page.

Field or Control	*Description*
	Click the **Related Links** icon to open a page with the **Go to Source Entry:** link. Click this link to open the Expense Report Details page, where you can change the source transaction or override the entire transaction.

Transaction Lines with Budget Exceptions

The scroll area displays the source transaction lines with error or warning exceptions.

Field or Control	*Description*
	Click the **View Exception Details** icon to open the Exception Details page, where you can view the budgets with error or warning exceptions, the budget ChartFields, and any overrides. You cannot override the budget on this Exceptions Details page. Use the Revenue Estimate Exceptions page to override the budgets. See “Viewing and Handling Budget Transaction Exceptions” (PeopleSoft Commitment Control), “Revenue Estimate Exceptions Page” (PeopleSoft Receivables).

Line Chartfields

The system displays the ChartFields for the budget.

Line Amount

Field or Control	*Description*
Foreign Amount	Displays the line amount in the original currency.
Monetary Amount	Displays the line amount in the base currency of the primary ledger.
Quantity	Displays the statistical amount, if applicable.

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Exception Report Drill Down Page

Use the Exception Report Drill Down page (KK_DRL_EX2_SEC) to view transactions line details for expense report items with budget exceptions.

Navigation:

Click the **View Exceptions Details** link on the Expense Report Exceptions page or the Line Exceptions page.

Transaction Line Identifiers

This group box provides information to identify the source transaction. It displays the report ID, distribution line, and line number for the expense report.

Transaction Line Details

This group box displays the details for the line: the ChartField name, value, and description, depending on the budget.

Note: These may or may not match the budget ChartField values because the Budget Processor Application Engine process uses the control budget definition to translate the transaction ChartField values into the corresponding budget ChartField values.

Canceling Travel Authorizations

Pages Used to Cancel Travel Authorizations

Page Name	*Definition Name*	*Usage*
Cancel Approved Travel Authorization Page	TE_CANCEL_TAUTH	Cancel approved travel authorization requests.
Cancel Travel Authorizations Page	EX_BGTCHK_TAUTH	Cancel submitted or approved travel authorizations in batch mode.
Change Accounting Date Page	EX_BGTCHK_CANCEL2	Change the accounting date to close in a different accounting period.

Understanding Canceling Travel Authorizations

Unused travel authorizations that have been budget checked can be canceled by the originator using the Employee Self-Service navigation or by a system administrator using the Travel and Expense navigation.

For approved travel authorizations, navigate to the Cancel Approved Travel Authorization page, select the desired travel authorizations to cancel, and click the **Cancel Selected Travel Authorization(s)** button. This triggers an automatic budget checking process to reverse out encumbrances that were previously recorded.

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Administrators can cancel, in batch mode, budget-checked travel authorizations with a status of *Approved*. The Cancel Travel Authorization process budget checks travel authorizations to liquidate their encumbrances in the commitment control ledgers.

Note: You cannot delete travel authorizations that have been budget checked.

Cancel Approved Travel Authorization Page

Use the Cancel Approved Travel Authorization page (TE_CANCEL_TAUTH) to cancel approved travel authorization requests.

Navigation:

- **Employee Self-Service** > **Travel and Expense Center** > **Travel Authorizations** > **Cancel**
- **Travel and Expense** > **Travel and Expense Center** > **Travel Authorizations** > **Cancel**

The cancel process closes travel authorizations and reverses encumbrances if the travel authorization was already budget checked. If a travel authorization is partially through the year-end process and the encumbrances are already reversed, the system simply closes the travel authorization.

See Canceling Approved Travel Authorizations.

Cancel Travel Authorizations Page

Use the Cancel Travel Authorizations page (EX_BGTCHK_TAUTH) to cancel submitted or approved travel authorizations in batch mode.

Navigation:

Travel and Expenses > **Process Expenses** > **Cancel Travel Authorizations**

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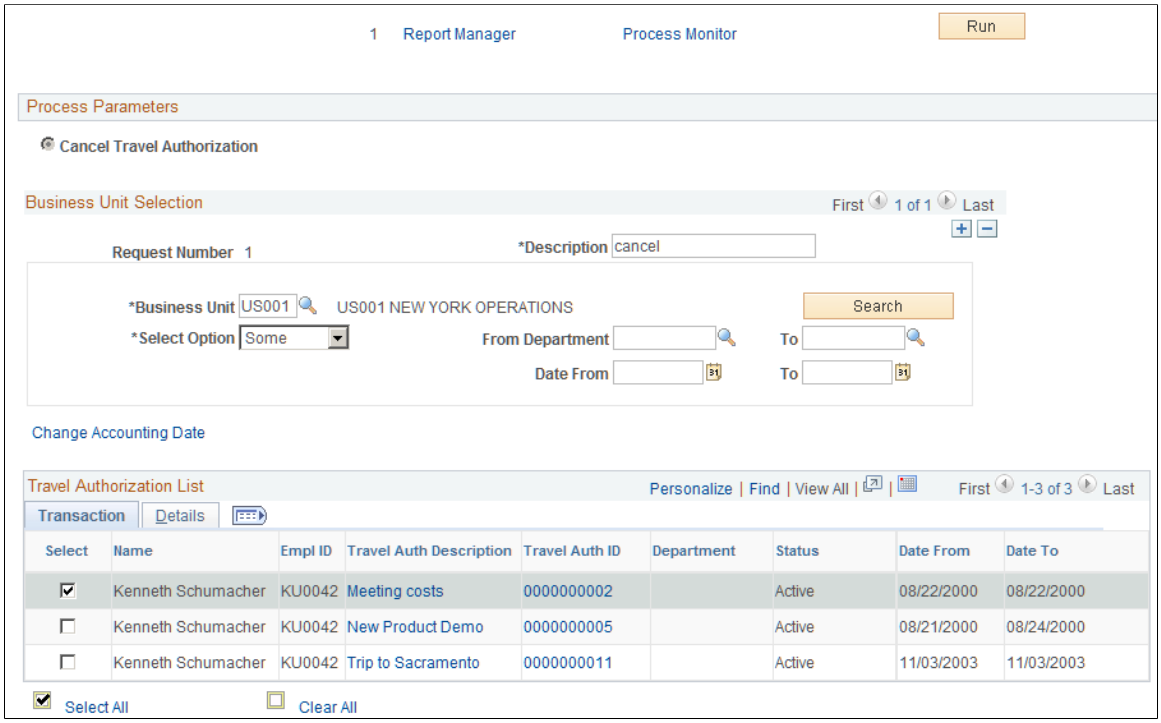
This example illustrates the fields and controls on the Cancel Travel Authorizations page.



Business Unit Selection

Field or Control	*Description*
Description	Enter a description of the defined set of parameters.
Business Unit	Select a valid business unit.
Search	Click to retrieve transactions based on the criteria specified. If you do not enter any criteria, PeopleSoft Expenses retrieves and displays all eligible transactions.
Select Option	Select *All* to retrieve all eligible travel authorizations. Select *Some* to select by business unit, department, or date criteria.
From Department and **To**	Enter a value as criteria to select travel authorizations. The system retrieves all travel authorizations with department numbers that fall within the specified range in the criteria.
Date From and **To**	Enter a value as criteria to select travel authorizations. The system retrieves all travel authorizations with dates that fall within the dates specified in the criteria.

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Field or Control	*Description*
Change Accounting Date	Click to access the Change Accounting Date page to specify a different accounting date. The accounting date determines which accounting periods the reversals will be recorded in for the travel authorizations processed in this run. This link appears only if the **Reversal Date Option** on the Installation Options page is set to *Current.*

Rolling Over Travel Authorization Encumbrances to a New Budget Period

Page Used to Roll Over Travel Authorization Encumbrances

Page Name	*Definition Name*	*Usage*
Rollover Travel Authorization Page	EX_BGTCHK_TAUTH	Select travel authorizations to roll encumbrances over to a new budget period.

Understanding Rolling Over Travel Authorizations

At the end of a budget period, you may have outstanding travel authorizations that employees have not applied to actual expenditures. To close out a budget year, organizations must close out and cancel all outstanding encumbrances or roll them forward into the next period.

The travel authorization rollover process:

1. Cleans up of existing unused travel authorizations.

   PeopleSoft Expenses enables you to cancel and close out existing encumbrances from travel authorizations that you do not want rolled forward:

   - Employees can cancel travel authorizations after they have been approved but not copied into an expense report.

     See Canceling Approved Travel Authorizations.

   - Employees can delete their own travel authorizations if they are in a pending or denied status. In this case, either budget checking has not been performed or budget checking had been performed and reversed when the travel authorization was denied by an approver.

     See Deleting Travel Authorizations.

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- Managers and auditors can cancel travel authorizations, providing that they have not been applied to an expense report. If the travel authorization has been budget checked, the system will liquidate the encumbrances.

2. Liquidates existing encumbrances.

   After managers and employees have canceled, closed, or deleted any unnecessary travel authorizations, the budget analyst can access the Rollover Travel Authorization page and select the travel authorizations to roll over. PeopleSoft Expenses:

   - Sets the budget header status to *N* (not checked) so that the Budget Processor Application Engine process picks up the transactions.
   - Sets the budget line status to *N* (not checked).
   - Sets the Rollover Status fields to *P* (progress).
   - Sets the commitment control close flag to *Y* so that the system reverses the encumbrance and closes it with an audit trail that reflects the reversal.
   - Calls the Budget Processor Application Engine.

3. Creates new encumbrance in the new budget period.

   PeopleSoft Expenses:

   - Creates new encumbrances in the new period for travel authorizations with budget header status set to *V,* rollover status set to *P,* and the commitment control close flag to *Y.*
   - Sets the budget header status to *N* so that the Budget Processor will pick up the transaction.
   - Sets the budget line status to *N.*
   - Sets the accounting date to the value that you entered.

     If you selected the **Change Budget Date To** check box, you can enter a budget date. If this check box is not selected, the system uses the accounting date to set the budget date.
   - Sets the **Rollover Status** field to *C.*
   - Calls the Budget Processor Application Engine process.

     If any errors occur during the Budget Processor process, you can resolve the problems and run the Budget Processor process again. The new encumbrances will get booked appropriately because the accounting dates and flags were changed when you initially ran the process.

If between the time when the list of authorizations are established and saved and when the process is initiated, an employee applies the travel authorization to an expense report or manually cancels the authorization request and makes other changes that would make it ineligible for processing, then even if selected on the page, the check box for these records will be unavailable for entry and the application engine program will skip these and not process them. These records will continue to appear in the list until the administrator performs another search, even if it is with the same criteria as before.

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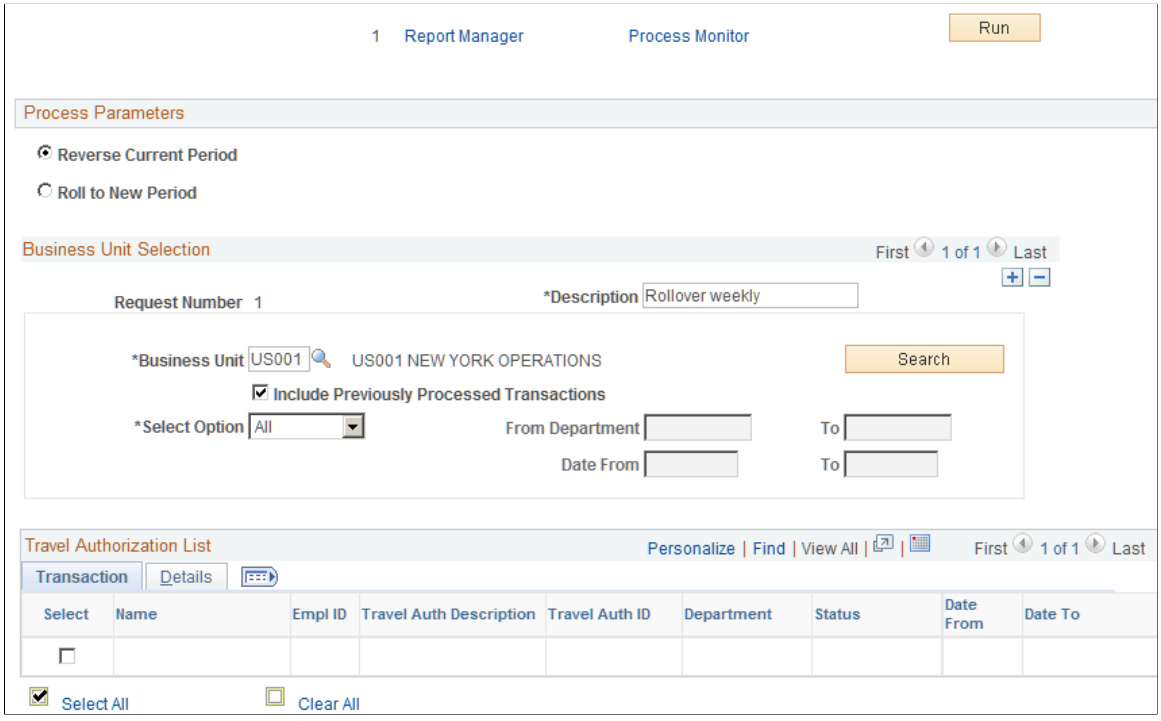
Rollover Travel Authorization Page

Use the Rollover Travel Authorization page (EX_BGTCHK_TAUTH) to select travel authorizations to roll encumbrances over to a new budget period.

Navigation:

Travel and Expenses > Manage Accounting > Rollover Travel Authorization

This example illustrates the fields and controls on the Rollover Travel Authorization page. You can find definitions for the fields and controls later on this page.



Process Parameters

Field or Control	*Description*
Reverse Current Period	Select to reverse out encumbrances from the prior period.
Roll to New Period	Select to re-encumber funds in a new period. If this option is selected, PeopleSoft Expenses displays the **Change Accounting Date To** and **Change Budget Date To** fields.

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Business Unit Selection

Field or Control	*Description*
Description	Enter a description of the defined set of parameters.
Business Unit	Select a valid business unit. **Note:** PeopleSoft Expenses lists all general ledger business units, not just the business units enabled for commitment control. This ensures that PeopleSoft Expenses retrieves all eligible travel authorizations, even when the general ledger business unit on the header record is not enabled for commitment control but the business unit on the associated distribution record is enabled.
Search	Click to retrieve transactions based on the criteria specified. If you do not enter any criteria, PeopleSoft Expenses retrieves and displays all eligible transactions.
Include Previously Processed Transactions	Select to include transactions that were previously processed for rollover.
Select Option	Select *All* to retrieve all eligible travel authorizations. Select *Some* to select by business unit, department, or date criteria.
From Department and **To**	Enter a value as criteria to select travel authorizations. The system retrieves all travel authorizations with department numbers that fall within the specified range in the criteria. If you leave these fields blank, the system retrieves all departments. Select a specific department by entering a department ID in the **From Department** field and leaving the **To** field blank. **Note:** The system searches on the employee's department ID as of the time you run the process, not the distribution department.
Date From and **To**	Enter a value as criteria to select travel authorizations. The system retrieves all travel authorizations with dates that fall within the dates specified in the criteria.

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Field or Control	*Description*
Change Accounting Date To	Enter a new accounting date to roll travel authorizations to. PeopleSoft Expenses displays this field only if you selected **Roll to a New Period** and populates the field with the system date by default. The Budget Processor process validates the accounting date against the general ledger open period. If the new fiscal year is not open, the system prevents you from rolling over the travel authorizations to the new period. ***Warning!*** PeopleSoft Expenses does not validate the date that you enter other than to ensure that the period is open. If you enter an incorrect date and run the Budget Processor process, you must run the process to reverse the entries.
Change Budget Date To	Select to enable the date field, where you can enter a new budget date. PeopleSoft Expenses displays this field only if you selected **Roll to a New Period** and populates the budget date field with the accounting date by default. The system applies the budget date that you entered to the distribution lines for all the travel authorizations selected for the business unit. If this option is not selected, the budget date on the distribution record is unchanged.

Travel Authorization List - Transaction Tab

Field or Control	*Description*
Select	Select individual travel authorizations to process.
Name	Displays the name of the person who requested the travel authorization.
EmplID (employee ID)	Displays the employee ID of the person who requested the travel authorization.
Travel Auth Description (travel authorization description)	Displays the description of the trip for the travel authorization. Click the link to access the travel authorization inquiry page and view information about the travel authorization.
Travel Auth ID (travel authorization ID)	Displays the travel authorization ID number. Click the link to access the travel authorization inquiry page and view information about the travel authorization.

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Field or Control	*Description*
Department	Displays the employee's department ID.
Status	Displays the current status of the travel authorization.
Date From and **Date To**	Displays the beginning and ending dates of the trip.

Travel Authorization List - Details Tab

Field or Control	*Description*
Amount	Displays the total estimated cost of the trip, excluding any denied line amounts.

Viewing Expenses and Encumbrances from the Period End Accrual Process

Page Used to View Expenses and Encumbrances from the Period End Accrual Process

Page Name	*Definition Name*	*Usage & Navigation*
Period End Accrual Inquiry Page	EX_ACCTG_PE_ACRL	View accounting entries from the Period End Accrual process. **Travel & Expense** > **Manage Accounting** > **View/Adjust Accounting Entries** > **Period End Acctg Entries** Select *Accrual - Expense Report* or *Accrual - My Wallet* in the **begins with** field.

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Chapter 29

Understanding Approvals in PeopleSoft Expenses

Understanding Approvals in PeopleSoft Expenses

Note: PeopleSoft Expenses delivers an approval and workflow configuration as part of system data. You can activate or inactivate transactions and approver types to match your business requirements. Oracle recommends that you manage your approval rules *only* through the PeopleSoft Expenses configuration pages; otherwise, modifications to the Approval Framework configuration data could disrupt approval routing. PeopleSoft Expenses supports only user lists that are based on application class. Using other user list sources may require customizing your system.
Due to the complex rules used by PeopleSoft Expenses, the PeopleTools - Monitor Approvals page should not be used to approve or deny expense transactions. To approve and deny expense transactions, use the PeopleSoft Expenses approval pages that are documented in the Approving topics.

Note: The data that is entered using these pages can also be loaded as an Application Data Set (ADS). For more information about ADS, see Migrating Data Using Application Data Sets

Many organizations enforce rules and policies related to expenses that employees and contractors incur for which they seek reimbursement. To manage these rules and policies, organizations can require one or more approvals for expense transactions as a normal part of the business process. The expense transaction types supported for approvals in PeopleSoft Expenses are travel authorizations, cash advances, expense reports, time reports, and time adjustments. You can activate all or some of the transaction types for approval through the approval configuration pages.

Organizations can have one or more types of approvers ranging from a departmental reviewer to an auditor who reviews expense transactions after reimbursements are processed. The approval process in PeopleSoft Expenses can involve certain actions that an approver can perform such as Approve, Deny, Send Back, Save, and Hold. The actions that an approver can take are determined through setup and configuration of the approver. Reviewing and approving expense transactions are performed through a set of pages that are accessed through the Summary Approvals pages, worklist, e-mail, or e-mail notification. These are a centralized set of pages used by approvers and auditors. PeopleSoft Expenses enables reviewers, approvers, and auditors to drill down to the transaction detail where they can view, modify, add, deny, undeny, or take action on the transaction. PeopleSoft Expenses also provides the ability to view or take action on expense transactions directly through an e-mail approval message, depending on the configuration of your system.

Summary Approvals

The PeopleSoft Expenses approval functionality enables reviewers, approvers, and auditors to review and approve multiple expense transactions with one approval action. You control the approver actions that can be used on the summary approval pages. You can disable summary approvals if it violates company policy for expense approvals and disable transactions for approval on the summary approval pages if they

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have exceptions or contain risk. You can also configure approvals so that an approver with multiple roles can see the same transaction only once. Depending on how you set up PeopleSoft Expenses, reviewers, approvers, and auditors can:

- Approve some or all expense transactions in their queues with one action.
- Approve all expense transaction types on one page or approve by transaction type.
- Drill down to view additional information and take action on transactions at the detail level.
- Change the sort order of transactions and view them sequentially in the new order.
- Search for transactions in a pending approval status.
- View expense history for one or more employees prior to approval.
- View risk and urgency alerts.
- Approve transactions using any device that is capable of receiving HTML emails, including mobile and handheld devices.

Pooled Approvers

You establish pooled approvers by assigning multiple approvers to the same routing range of ChartFields or by adding multiple profiles to the Expenses Approval Setup - Approver Routing List. In both cases, you must select the **Notify All Approvers** option in the **Submission Notifications** group box on the Approver Routing List page. The system by default requires only one approver out of the pool to approve a transaction. You can modify this to reflect the number of approvers that your organization requires by changing the **Number of Approvers Needed** value on the Setup Process Definitions – Approval Step Definition - Step page.

The following rules apply to pooled approver functionality:

- If you configure the system to require only one approver from a pool of approvers, and one of the approvers performs an approval action, the system withdraws the transaction from the other approvers' queues.
- If you establish multiple profiles on the Expenses Approval Setup - Approver Routing list with multiple approvers assigned to each profile, the system requires only one approval from the pool if you set the **Number of Approvers Needed** field to *1* on the Setup Process Definitions – Approval Step Definition - Step page.
- If you define a profile on an approver list that is associated with a refinement or filter that excludes a transaction, the system excludes the approvers assigned to that profile from the pool. For example, Auditor1, Auditor2, and Auditor3 profiles are on the prepayment auditor approver list. Auditor2 uses a refinement that selects only expense reports that contain project-related expenses. When an employee submits an expense report that does not contain project-related expenses, the approver pool consists of approvers assigned to the Auditor1 and Auditor3 profiles only. Auditor2 is excluded from the pool because no project-related expenses were included in the expense report.
- If all approvers in a pool are excluded by the system because of refinements associated with their profiles, the system automatically approves the transaction for that role.
- If all approvers on an approver list are defined with amount-based rules that exclude a submitted transaction, the system routes the transaction to the employee's supervisor. If the supervisor has

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already approved the transaction, the system routes the transaction to the next approval stage. If it is the last stage for approving an expense report or cash advance for payment, the system sets the status to *Approved for Payment.*

Email Approvals

Email approvals can be used to approve, deny, and send back expense transactions using e-mail without requiring the user to sign in to the PeopleSoft Expenses system. PeopleSoft Expenses uses e-mail collaboration within the approval framework to receive emails with interactive content. An approver can receive an e-mail that contains the detail of the transaction and can approve the transaction.

Email approvals can be sent to a handheld mobile device or any e-mail application capable of handling HTML or HTML attachments.

Understanding Line Level Approval

Line level approval enables approved time lines to flow to Project Costing when other time lines, for the same time report, are not approved.

Report level approval requires that all lines (of a time report) are approved prior to sending each time line to Project Costing. Using report level approval means that time lines for one project manager can be delayed because other project managers have not approved their time lines in a timely manner.

Using line level approvals for time reports allows individual time lines, which have been approved, to be processes to Project Costing faster. To enable this feature the **Timesheet Line is Approved** radio button is selected on the Business Unit 2 page (Set Up Financials/Supply Chain, Business Unit Related, Expense, Expenses Definition, Business Unit 2).

When using line level approval for time reports, an employee creates a time report that includes multiple lines for multiple projects. The time report lines are distributed to the approval manager of each project, and the approval managers can individually approve the time lines belonging to their projects. After a time line is approved, that line can be sent to Project Costing, while other time lines are waiting to be approved. This eliminates the process of holding the entire time report from proceeding to Project Costing while waiting for all approval managers to approve their individual time lines.

For example, an employee works on more than one project within a time report and enters multiple lines on their time report. Each line has a different project ID and each project is managed by a different project manager. Each project manager must approve the time report line for the projects for which they are responsible.

Keep these points in mind:

- If a line on a time report is approved, then that line is available to the system, to send to Project Costing.
- If there are three lines on a time report, one line is sent back and the other two are approved, and the employee corrects the line and resubmits the time report for approval. The system does not require the other two project managers to re-approve the other two lines, as long as no changes occurred to the lines for which they were responsible. Only the project manager for which the line was sent back needs to approve the corrections.

Note: This scenario applies to expense reports, travel authorizations, and time reports.

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- If a line on a time report has been approved or sent to Project Costing, then the line is not available for the employee to change.

Example

This is a step-by-step example of the approval workflow for a time report that has multiple project lines, when line-level approval is enabled for the business unit:

1. Time reports are approved by an HR Supervisor first, then Project Managers.
2. An employee submits a time report that has two lines, which are for project A and project B.
3. The HR Supervisor approves the time report.
4. The Project Manager approves the time line for project A.

   This line is eligible to send to Project costing.
5. The Project Manager sends the time line for project B back for revision.
6. The employee corrects the line for project B and resubmits it.
7. The time report is routed to the HR Supervisor again, who approves the time report.
8. The time report is not routed to the Project Manager for project A because they have already approved it and no changes were made to this time line.
9. The time report is routed to the Project Manager for project B, who approves the time report line.

Project Manager Self Approval

If a project manager adds time to their own time report and the Self Approval check box is selected on the Approval Step Definition page (Enterprise Components, Approvals, Approvals, Approval Process Setup. In the Steps section, click the Details icon), then the system automatically changes the status of the time report to approved.

Related Links

Migrating Data Using Application Data Sets

Understanding Approver Types

An approver type is a role, and PeopleSoft Expenses delivers these approver types:

- Receipt Verifier

  Person is responsible for verifying the receipt details of expense reports.
- Reviewer

  A department reviewer can screen expense transactions for policy compliance prior to the approval process. If you use this type of role, approvals are not processed until the transaction has been reviewed.

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- Expense Manager

  A department or expenses manager is authorized to approve some or all expense transactions. You can use the Expense Manager role instead of using the HR Supervisor role or you can use the role in conjunction with the HR supervisor for approvals of transactions meeting defined conditions, such as report total amount. You define these approvers through an approver list in PeopleSoft Expenses.

- HR Supervisor

  This role is the supervisor to whom the employee, contractor, or consultant directly reports, and is defined in the employee's user profile.

- Project Manager

  The person designated for project time and expense approvals may be the project manager as defined in PeopleSoft Project Costing, or the supervisor as an option in the product.

- Project Supplemental Approver

  This role is a supplemental or conditional approver for project-related expense transactions. Use this approver type instead of project manager approvals, or in conjunction with project manager approvals for project-related transactions that meet defined conditions, such as report total amount or reports with billable project hours. You define these approvers through an approver list.

- Prepayment Auditor

  This approver type supports an auditor process prior to payment processing for review and approvals.

- Post Payment Auditor

  Post payment auditors can take action on expense transactions that have completed the processing cycle. Certain combinations of transactions and approval actions are disallowed for this role.

Related Links

Defining Approver Types for PeopleSoft Expenses

Understanding Approval Rules

Employees cannot approve or audit their own expense transactions if the Enterprise Component's Approval Engine - Self Approval check box is deselected on the Approval Process Setup page for the stage, path, and step associated with the employee approval role. PeopleSoft Expenses compares the employee ID on the transaction with the employee ID that is associated with the user ID of the approver or auditor. This topic discusses:

- Deny and undeny rules.
- Final approval rules.
- Privilege rules.
- Adding transaction lines during approval processing rules.
- Routing rules.

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- Reassigning rules.
- Approval constraints.
- Final approval status rules.

Deny and Undeny Rules

PeopleSoft Expenses uses these rules for deny and undeny functionality:

- When an approver who is authorized to approve all transaction lines in an expense report clicks the **Deny** button for a transaction, PeopleSoft Expenses sets the transaction status to *Denied.* The transaction cannot be modified or resubmitted. If multiple approvers exist, PeopleSoft Expenses does not route the transaction to any subsequent approvers.

  For example, MGR1, MGR2, and MGR3 are required to approve expense reports. If MGR1 denies the expense report, PeopleSoft Expenses does not route the report the MGR2 or MGR3.

- When an approver who is authorized to approve some transaction lines clicks the **Deny** button, PeopleSoft Expenses denies all transaction lines that the approver is authorized to approve. Any subsequent approvers cannot undeny those transaction lines.

  If the approver is responsible for all transaction lines on the report and clicks the **Deny** button, the report terminates and is removed from any subsequent approvers' queues.

- When approvals are performed by a pool of approvers, the first approver who denies the transaction and is authorized to approve all of the transaction lines sets the transaction status to *Denied.* The system removes the transaction from the approval pool.

- When an approver denies a transaction by deselecting the **Approve** check box, but approves the overall transaction, the system routes the transaction to any subsequent approvers. The subsequent approvers can undeny the previously denied transaction line only if they have the authority to access the transaction line for approval.

Final Approval Rules

PeopleSoft Expenses uses these rules for final approvals:

- You must authorize at least one active approver type to approve expense report transactions for payment.
- You must authorize active approver types for expense report transactions to approve for payment, approve for billing, or both.
- PeopleSoft Expenses sets the status for travel authorizations, cash advances, time reports, and time adjustments to *Approvals In Process* until the final approver approves the transaction.
- Expense reports display a status of *Approvals In Process* until the final approver who is authorized to approve for payment has approved the transaction. Upon final approval, PeopleSoft Expenses changes the status to *Approved for Payment.* If no reimbursement is due back to the employee, PeopleSoft Expenses sets the status to *Paid.*
- If a transaction is in the *Staged* or *Paid* status, PeopleSoft Expenses does not enable the Deny or Send Back actions for subsequent approvers and the transaction displays a *Pending Billing Approval* status.

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The exception to this rule is that a post payment auditor can deny lines on an expense report or deny the entire transaction.

Privilege Rules

PeopleSoft Expenses uses these rules for privileges:

- If multiple approvers are authorized and one of the approvers adds a new line to an expense transaction, PeopleSoft Expenses records the user ID and date of the line added and routes the transaction to the next approver, if applicable.
- If an approver adds a line or modifies a line to change the value of a routing ChartField in any distribution, PeopleSoft Expenses does not route the transaction back to the beginning of the approval process; only subsequent approvers will see the line.

Adding Transaction Lines During Approval Processing Rules

When approvers add new transaction lines during the approval process, the system routes the new lines to subsequent approvers based on the ChartField values assigned to the new transaction line. Approvers must have the appropriate permissions to be able to add new lines during the approval process.

See Understanding Approval Privilege Templates.

PeopleSoft Expenses uses these rules when adding transaction lines during the approval process:

- When an approver adds an expense transaction line, the approver can modify the newly added line, regardless of his or her approval privileges, until the approver has submitted the transaction by clicking the **Approve** button.
- If the approver does not have *Delete* or *Full* privileges, only the newly added transaction line can be deleted by the approver.
- Any errors that the system identifies when entering a new expense transaction line must first be corrected before any action can be taken on the transaction.
- The system stamps any added expense transaction lines with the approver's operator ID and date on the line detail pages for expense reports and travel authorizations, and on the summary page grids for cash advances and time reports.
- When the approver clicks the **Save Changes** button, the transaction is validated and saved but no approval-related action is taken.
- When the approver clicks the **Approve** button, any new transaction lines are added to the transaction when it continues through the approval framework approval process.
- When the approver clicks the **Deny** button, the new transaction line is set to a status of denied. No additional changes can be made to the new transaction line, and any transaction lines that the approver has the authority to approve are permanently denied.
- When the approver clicks the **Send Back** button, the transaction is returned to the submitter and includes any transaction lines added by the approver.
- When the approver clicks the **Hold** button, the system submits the transaction and any added transaction lines to the approval process, but holds the transaction from any further processing.

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For example, MGR1, MGR2, and MGR3 are pooled approvers that are potentially required to approve expense reports. If MGR1 puts the expense report on hold, PeopleSoft Expenses removes the report from MGR2 or MGR3's queue until MGR1 releases the transaction.

- When a designated approver for a transaction adds an expense transaction line, the system considers this action an approval action.
- When an expense transaction line is added by an approver, the system routes the transaction, including the added transaction line, to the next designated approver.

  The added expense transaction lines are routed to subsequent approvers by means of the ChartField configurations entered on the transaction line and the approval framework configurations that are defined for your approvers. Each subsequent approver can take action based on his or her defined approval permissions.

  When no other subsequent approvers exist, the new transaction line is approved when the transaction is approved.

Routing Rules

PeopleSoft Expenses uses these rules for routing:

- This is the general defaulting rule used in rerouting (escalation), delegation, or reassignment functionality:
  - If the system cannot determine the appropriate approver based on the configuration, the system routes the transaction to the HR supervisor or designated approver in the employee's profile.
  - If the system cannot determine an HR supervisor or designated approver through the employee's profile, the system routes the transaction to the Expense System Administrator that you define in the PeopleSoft Expenses Manage Approvals - Transaction Definition (EX_TRANS_DEFN) component.
- If the escalation process picks up a transaction for rerouting, and the approver who is designated as the target for rerouting is the same person as the employee or submitter, the system routes the transaction to the approver's supervisor.
- If the rerouting process picks up a transaction for rerouting, and the approver who is designated as the target for rerouting is the same person as the employee or submitter, the system routes the transaction to the approver but does not enable him or her to take any transaction approval action on the approval pages.
- If you reassign a transaction to an approver who has already approved the transaction, the system does not route the transaction to that approver again.
- If supervisor A of an employee submits a report for the employee, the system routs the transaction to the supervisor of supervisor A.
- If a Supplemental Project Approver is defined in an expense workflow but no approvers are defined in the Approver Assignment for the project range, then the workflow skips this approver type all together.

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Reassigning Rules

When you use the Define Security - Reassign Work page to reassign work from one approver to another, PeopleSoft Expenses validates user IDs and transactions:

- PeopleSoft Expenses generates an error and terminates the reassign operation if you enter the same approver in the **Reassign Work To** field on the Define Security - Reassign Work page.

  Example: MGR1 cannot reassign work to MGR1.

- If the originator of an expense transaction is the same as the reassigned approver, PeopleSoft Expenses performs the reassignment, but when the new approver attempts to perform an approval action, that approver receives a message indicating that he or she is not authorized to approve a transaction that he or she submitted.

  Example: MGR1 reassigns the work to MGR2. PeopleSoft Expenses encounters an expense transaction that MGR2 created and submitted to MGR1 for approval.

- If the alternate approver is the same person as the approver whose work is being reassigned, the system reassigns the work in the following way:

  Example: MGR1 assigns the work to MGR2. MGR1 is also the alternate approver for MGR2. The system ignores the delegation and reassigns the work to MGR2.

- If an approver reassigns work to another approver who has designated an alternate approver, who in turn has designated an alternate approver who is the original approver, it is considered a circular reference and the reassignment stops at the first approver it encounters who is not the originator.

  Example:

  - MGR1 designates MGR2 as the alternate approver.
  - MGR2 designates MGR3 as the alternate approver.
  - MGR3 designates MGR4 as the alternate approver.
  - MGR4 designates MGR1 as the alternate approver.

  The approval engine loops through the delegated approvers until it can find no more alternates or until an alternate appears who has already appeared once in the approval chain of alternates. In the preceding example, the system would route the transaction to MGR4 and stop there because the alternate is an approver who has already been processed in the loop.

Approval Constraints

PeopleSoft Expenses has some approval constraints:

- The system routes time reports and time report adjustments containing only non-project hours to the HR supervisor or designated approver whom you defined on the employee profile.
- You cannot route cash advances to project manager or project supplemental approvers.

Final Approval Status Rules

PeopleSoft Expenses uses these rules for final approvals:

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- For travel authorizations, cash advances, time reports, and time adjustments, all active approvers must approve the transaction before the system marks the transaction header with a final approval status. Final approval status is *Approved* for these transactions.
- For expense reports, PeopleSoft Expenses sets the transaction header status to *Approved for Payment* upon approval by the last active approver type who is authorized to approve for payment. If subsequent approvers are active, the system routes the transaction to them; however, the expense report is eligible for payment processing, regardless of any subsequent approver actions. If the expense report is in *Approved for Payment status,* subsequent approvers can deny it or send it back for revision during the prepayment approval process. However, subsequent approvers cannot deny or send back for revision if the expense report is staged for payment or paid.
- For expense reports, the system sets the billing status to *Approved for Billing* upon approval by the last active approver type who is authorized to approve for billing. If subsequent approvers are active, the system routes the transaction to them.
- For expense reports, a transaction status of *Approved for Payment* and project manager flag value of *N* sets the expense report to be eligible for staging to PeopleSoft Project Costing.

Understanding Approval Workflow

This topic discusses:

- Managing Approval Notifications
- Reassigning Approvals
- Rerouting Approvals

Managing Approval Notifications

The approval framework is responsible for sending notifications based on the definitions set up on the Approval Transaction Registry page.

See Delivered Workflows for PeopleSoft Expenses for a list of notifications.

Notification Composer Framework

Oracle PeopleSoft delivers Notification Composer Framework in Enterprise Components to manage the setup and administration of notifications in one central location. Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications.

These PeopleSoft Expenses business processes, which are delivered with FSCM Update Image 49, must use Notification Composer:

- Expense Report Approval
- Expense Report Post Audit Approval
- Cash Advance Approval
- Cash Advance Post Audit Approval

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- Travel Authorization Approval
- Time Report Approval
- Time Adjustment Approval

For more information about Notification Composer Framework, see “Understanding Notification Composer” (Enterprise Components).

Reassigning Approvals

The Reassign Work feature enables administrators to move approval transactions from one approver's queue to another. This can be necessary if an approver is on leave, but has not defined an alternate approver in his or her absence. This feature can be used to reroute a transaction that was sent to the wrong approver.

- Reassignment can be done only for the transaction that is pending approval or held in the approver's queue.
- When reassigning a transaction to an approver who has already approved the transaction, the system automatically approves the transaction.
- When reassigning a transaction to an approver who is already one of the regular approvers for the transaction, the transaction appears only once for that approver.

Related Links

Reassigning Work for Expense Transactions

Rerouting Approvals

You can reroute transactions to a different approver if you use the rerouting feature in the approval configuration.

Rerouting is also referred to as *escalation.* A professional services organization can set escalation to occur if an approver has not performed his or her approval for a transaction within the duration specified in the transaction definition. For example, if a duration of one day is set for a project manager for time reports and a specific time report has been in the project manager's queue for a day with no action taken, the system routes the transaction to the approver designated in the transaction definition. The escalation process must be enabled and running for this to properly occur.

Related Links

Configuring Transaction Types for PeopleSoft Expenses
“Approval Framework Overview” (Approval Framework)

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Common Elements Used to Approve PeopleSoft Expense Transactions

Field or Control	*Description*
Urgency	The urgency icon is identified by a green circle, yellow triangle, or red square that indicates the level of urgency. A green circle indicates a low level of urgency, a yellow triangle indicates a medium level of urgency, and a red square indicates a high level of urgency. PeopleSoft Expenses displays a visual urgency alert to indicate that a level of urgency is associated with the expense transaction. Urgency levels are configured at the Installation Option level. Approvers can sort the transactions by urgency level on the Summary Approval page, which enables them to review the most urgent transactions first.
Risk	Click to access the View Exception Comments and Risks page and view the risk level, risk criteria, and risk details. (For cash advance and time report transactions, the risk button accesses the View Risk Details page.) The risk button is identified by a yellow triangle that has an exclamation point in the center. Approvers can sort the transactions by risk on the Summary Approval page, which enables them to review transactions that have risk first. PeopleSoft Expenses displays a visual risk alert to indicate that a level of risk is associated with the expense transaction. The risk button appears when the transaction meets the criteria that are defined on the risk template. The risk button appears at the header level for all transaction types, and at the line level for expense reports, travel authorizations, time reports, and time adjustments. Risk levels are defined by means of risk templates and are associated with an approver profile. Risk templates can have up to five levels of risk: no risk, low risk, medium to low risk, medium risk, and high risk. Using risk templates is optional.
Alert	The alert image is identified by a yellow triangle that has an exclamation point in the center. PeopleSoft Expenses displays a visual alert to indicate that an exception is associated with the expense transaction. You cannot click the alert image to transfer to another page. Exceptions are conditions that a transaction can be in that you can flag or exclude from summary approvals. An exception is not necessarily an error, but is considered as a condition or state. You select the exception conditions, such as Expenses Out of Policy or Preferred Merchant Not Used, on the Summary Approval Options page.

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Field or Control	*Description*
Errors	Click the error button to access the Approve Transactions - Error page, where you can view the details of the error. The error button is identified by a red flag. PeopleSoft Expenses displays a visual error alert to indicate that an error occurred when the system processed the transaction. Errors are conditions that prevent the approval of a transaction on the summary approval page. An error may be a budget checking status or an invalid action taken on a transaction, such as budget checking a time report.

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Chapter 30

Approving Expense Transactions Using PeopleSoft Fluid

Approving Expense Reports Using PeopleSoft Fluid User Interface

PeopleSoft Mobile Approval Framework allows approvers the flexibility to approve expense reports on the go. For example, you can log into the PeopleSoft system from a mobile device, such as a tablet or smart phone, and process expense reports that are pending your approval. You are able to view other approvers and see any comments that previous approvers have entered.

Pages Used to Approve Expense Reports in the PeopleSoft Fluid User Interface

Page Name	*Definition Name*	*Usage*
Pending Approvals - Expense Report Page (List)	EOAWMA_MAIN_FL	Review and approve multiple expense reports. For more information, see the “Pending Approvals Page” (Application Fundamentals)
Pending Approvals - Expense Report Page (Header)	EOAWMA_TXNHDTL_FL	Review and approve a single expense report. For more information, see the “Approval Header Detail Page” (Application Fundamentals).
Expense Report Page (Line Detail)	EOAWMA_TXNLDTL_FL	Review display-only line details. For more information, see the “Approval Line Detail Page” (Application Fundamentals)
Expense Report - Exception Comments and Risks page	EX_ER_RISK_SCF	View exception comments and risks for expense reports.

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Page Name	*Definition Name*	*Usage*
Approvals History - Expense Report Page (List)	EOAWMA_MAIN_FL	Review a list of expense report approvals. For more information, see the "Approvals History Page" (Application Fundamentals)
Approvals History - Expense Report Page (Header Approval)	EOAWMA_TXNHDTL_FL	Review the approval history for a single expense report.
Approvals History - Expense Line Page (Line Approval)	EOAWMA_TXNLDTL_FL	Review the approval history for a single expense line.

PeopleSoft Expenses supports delegation of approvals for Expense Reports. Expense users can leverage the Enterprise Components Delegation Framework in order to assign Delegates for approving various transactions. For more information, see "Understanding Delegation" (Enterprise Components).

Pending Approvals - Expense Report Page (List)

Use the Pending Approvals - Expense Report list page (EOAWMA_MAIN_FL) to review and approve multiple expense reports. Access header details for a specific expense report.

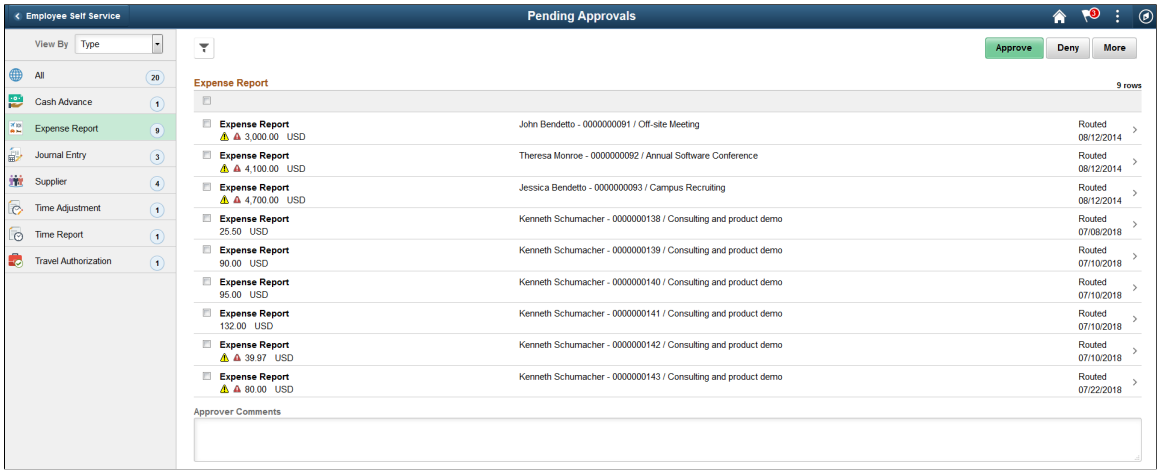
Navigation:

Employee Self Service > **Approvals** .

On the Pending Approvals page, select **Expense Report** in the View By Type pane to view the expense reports in the right pane.

Smartphone: On the Pending Approvals - View By Type page, select **Expense Report** to open a new page that lists the expense reports.

This example illustrates the fields and controls on the Pending Approvals - Expense Report list page.



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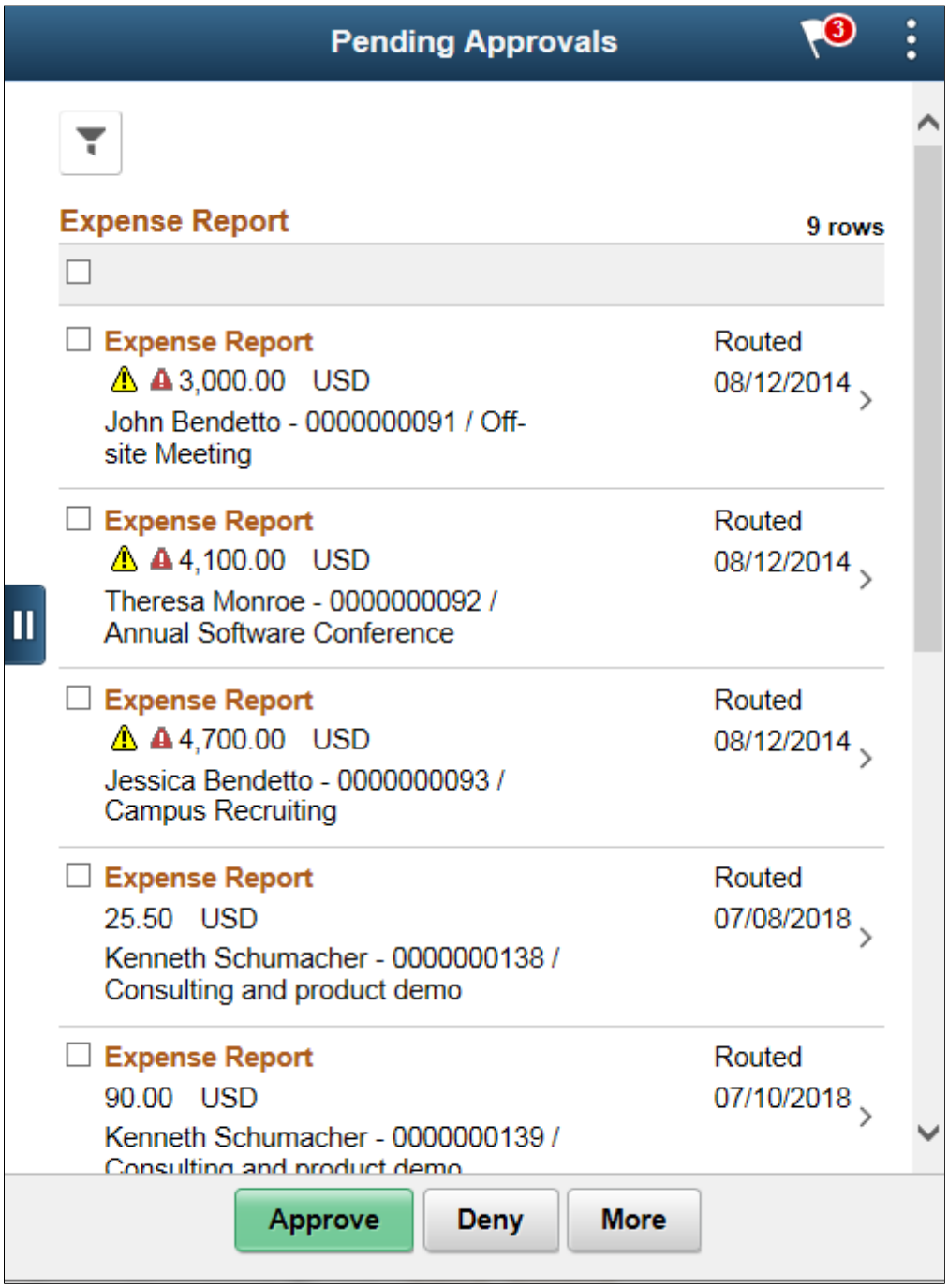
This example illustrates the fields and controls on the Pending Approvals - Expense Report page as displayed on a smartphone.



You can set up priority on the Urgency page (**Set Up Financials/Supply Chain** > **Install** > **Installation Options** > **Expenses** > **Urgency Options**).

Review header information for the expense reports currently routed for approval. To access header details for a particular transaction, select the header row for a particular expense report. You can select all or several expense reports on this page and perform a mass action on the selected reports. You can also use the filter to narrow results on the page. For more information about using the filter, see the “Filters Page” (Application Fundamentals)

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Field or Control	*Description*
Approve, Deny, Sendback, or **Hold**	Perform a mass action by selecting multiple transactions, and then selecting an approval action button. **Note:** If your organization allows approvers to run the Budget Checking process during Fluid Approvals, then the system displays the Budget Check Page (multi-transaction).
	Select this button to expand or collapse the View By Type page.
	Indicates that the system has identified risks and alerts for the expense report. The yellow icon indicates risks and the Red icon indicates alerts.

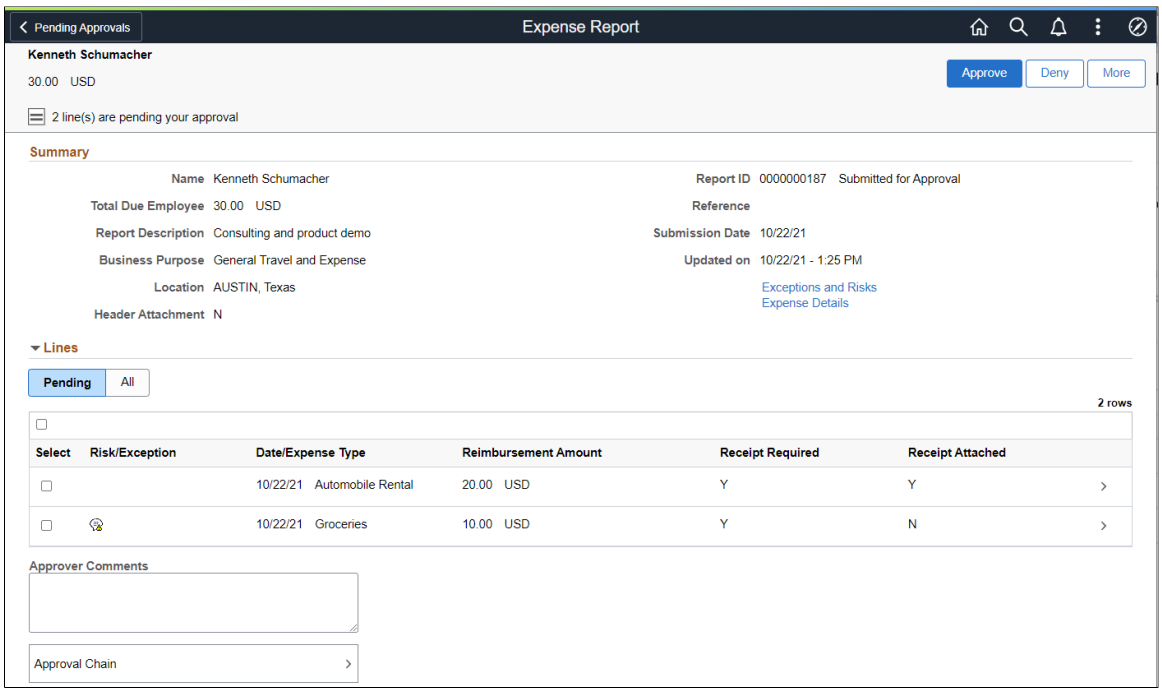
Pending Approvals - Expense Report Page (Header)

Use the Pending Approvals - Expense Report header approval page (EOAWMA_TXNHDTL_FL) to review and approve a single expense report. Access line item details for a specific line.

Navigation:

Select an expense report in the list on the Pending Approvals - Expense Report list page.

This example illustrates the fields and controls on the Pending Approvals - Expense Report (Header).



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This example illustrates the fields and controls on the Pending Approvals - Expense Report header page as displayed on a smartphone.

When viewing an expense report on a smartphone, you must scroll down to view the line information, approver comments, and approval chain.

The approval chain reflects approval status generated by the Application Workflow Engine (AWE). For more information about using AWE workflows, see “Approval Framework Overview” (Approval Framework).

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Field or Control	*Description*
Header Attachment	Indicates whether a document is attached at the header level so that the approver is aware to view. This toggle appears when the Enforce Receipt and Header Receipt for All Lines options are selected on the Receipts Required Page.
Exceptions and Risks (link)	Select to access the Approve Expense Report - View Exception Comments and Risks Page
Expense Details (link)	Select to access the Expense Summary page.
View Attachments	Select to view attachments associated with the report. If there are no attachments associated to the report, this link is hidden.
View Notes	Select to view notes associated with the report. If there are no notes associated to the report, this link is hidden
Lines	Select a line item to review additional details about the line item. Select the check box for one or more lines to approve, deny or send-back, or place a line item on hold.
Date/Expense Type	This column also displays prepaid expenses.
Reimbursement Amount	This column also displays *Denied* if the expense type is denied by an approver.
Receipt Required	Displays a *Y* or *N* value, which is based on how you've defined the Receipts Required Page.
Receipt Attached	Displays a *Y* or *N* value, which is based on the value selected for the **No Receipt** field on the Expense Entry Page. **Note:** This field has no influence over system behavior. It is displayed as information only for the approver to decide whether they want to approve the transaction. If a receipt is required but a receipt is not attached, and the approver selects the Approve button. the system continues with the approval process. This column is not displayed for small form factor.
Approver Comments	Enter comments in the text entry field.
Approval Chain	Select to review approval chain information. You can expand or collapse approver information for each line by selecting the Expand/Collapse icon. You can also select the approver name to view approver details.

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Field or Control	*Description*
Approve, Deny, Sendback, or **Hold**	Select an action button. When you select an action button, you have the option to select **Submit** to continue the action or **Cancel** to back out of the action. Upon submitting the action, the system generates a message that the action is successful. **Note:** If your organization allows approvers to run the Budget Checking process during Fluid Approvals, then the system displays the Budget Check Page (header level).
Exceptions and Risks	Select to view the Exception and Risks page.
Expense Details	Select to access the Expense Summary page to view a Summary and Expense Details on an expense report.

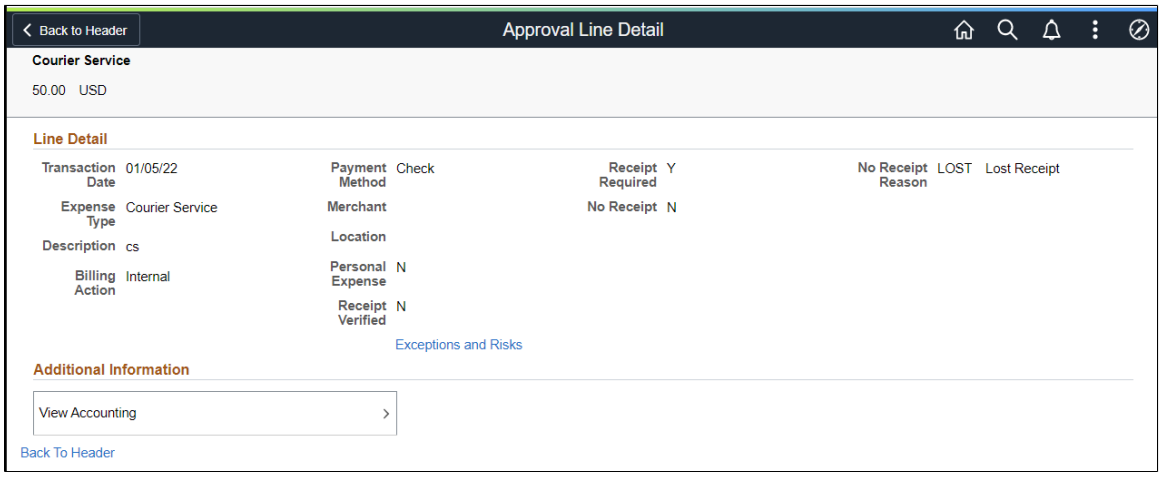
Expense Report Page (Line Detail)

Use the Expense Report line detail page (EOAWMA_TXNLDTL_FL) to review display-only line details.

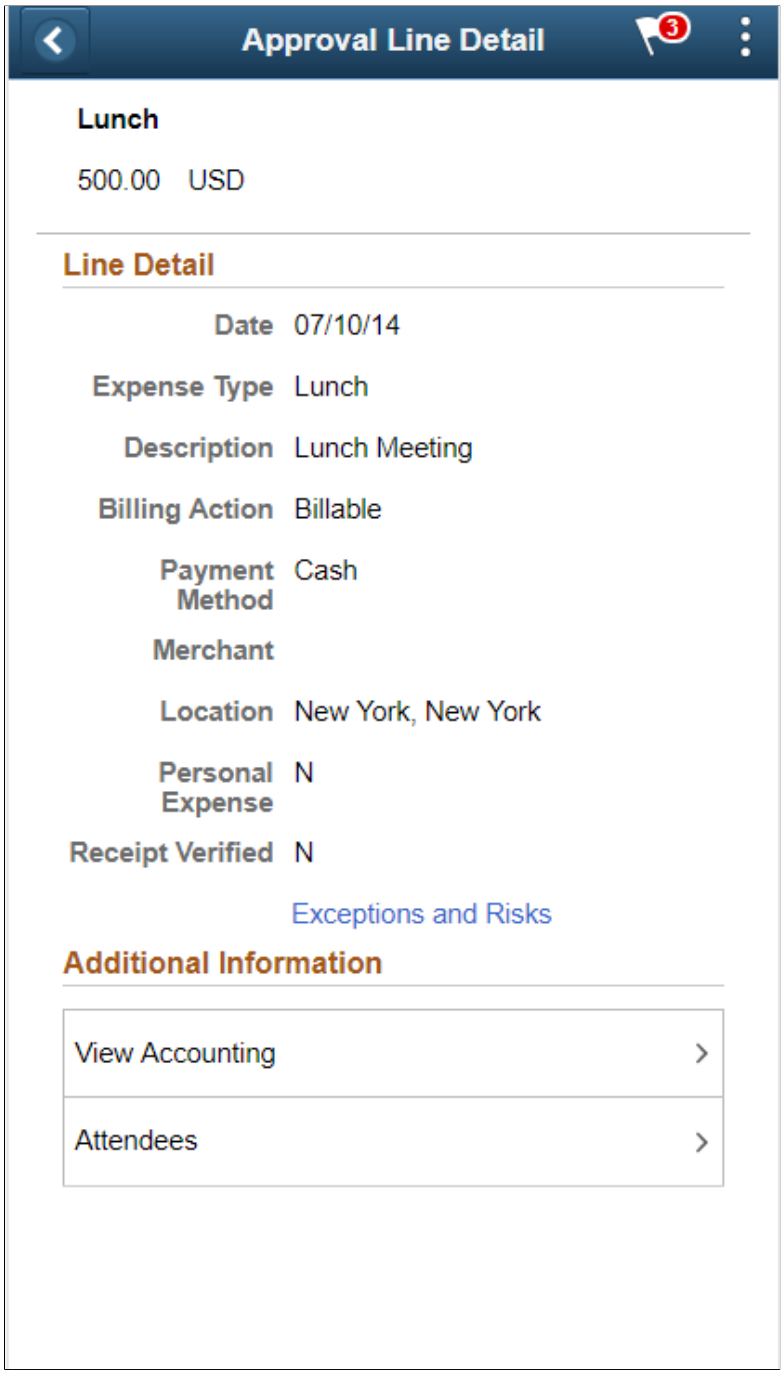
Navigation:

Select an expense report line item in the Lines section on the Expense Report header approval page.

This example illustrates the fields and controls on the Expense Report -Approval Line Detail page as displayed on a desktop.



This example illustrates the fields and controls on the Expense Report line detail page as displayed on a smartphone.



Field or Control	*Description*
View Attachments	Select to view attachments associated with the report. If there are no attachments associated to the report, this link is hidden.
Attendees	Select to access the Attendees page to view the attendees entered on the expense report. This link is hidden is there are no attendees entered on the expense report.

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Field or Control	*Description*
Per Diem Deductions	Select to access the Per Diem Deductions page to view the per diem deductions information. This link is hidden is there are no per diem deductions entered on the expense report.
View Accounting	Select to access the Accounting page and view the Accounting details.
India GST Information	Select to access the India GST information page. This link is available only if India GST is enabled for the user. If India GST is enabled: • The Accounting page displays the GST Amounts tab and the corresponding GST fields. • India GST information page display all the GST information pertaining to the expense line.
Exceptions and Risks	Select to view the Exception and Risks page.
No Receipt Reason	Indicates the reason code and its description to why there is no attachment.

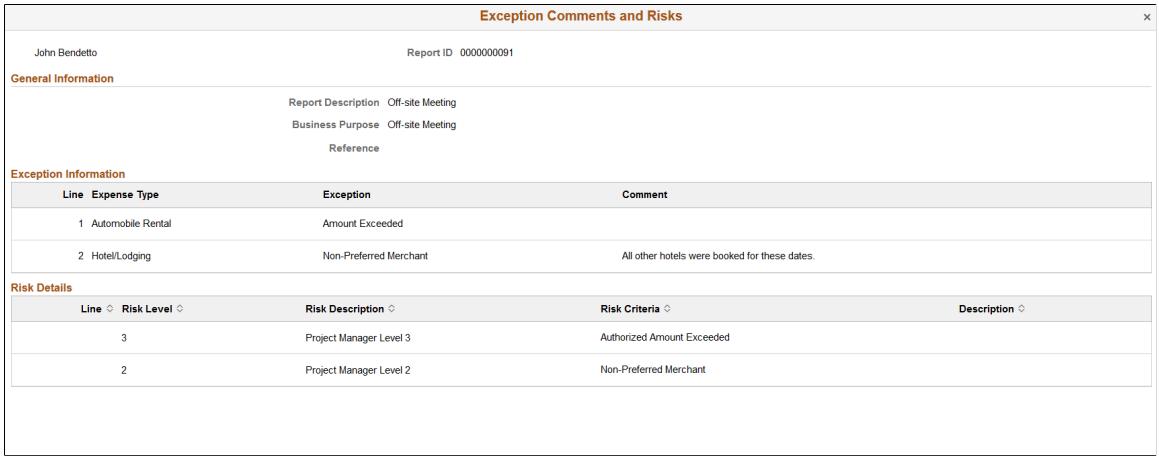
Expense Report - Exception Comments and Risks page

Use the Exception and Risks page (EX_ER_RISK_SCF) to view exception comments and risks for expense reports.

Navigation:

From the Expense Report page, select the Exceptions and Risks link. Or, select the Exceptions and Risks link on the Approval Line Detail page.

This example illustrates the fields and controls on the Expense Report – Exception Comments and Risks page.



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PeopleSoft Expenses displays comments for each expense transaction line.

- If the system determines risk for the transaction, the approver can view the risk level, the description about the risk, the criteria that triggered the risk, and the details of the risk.
- If the transaction is a possible duplicate row, select the row to access the Possible Duplicates Exist Page. This page displays whether the row has been reviewed by the submitting employee and provides the reason for the duplicate.

Approvals History - Expense Report Page (List)

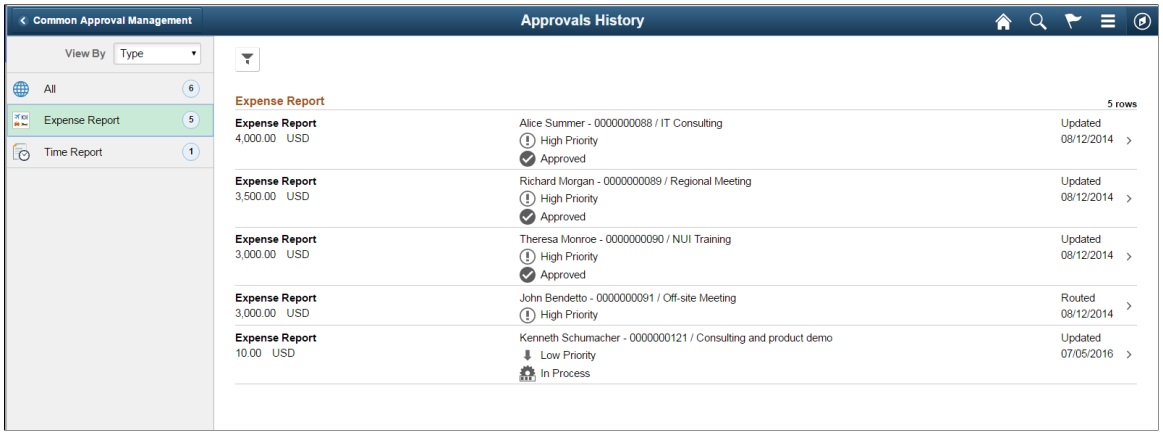
Use the Approvals History - Expense Report list page (EOAWMA_MAIN_FL) to review a list of expense report approvals. Access the approval history for a specific expense report.

Navigation:

From a Pending Approvals - Expense Report page, select the Actions icon on the page banner. Select **Approvals History**.

Smartphone: From a Pending Approvals - Expense Report page, select the Actions icon on the page banner. Select **Approvals History** , and then select **Expense Report** on the View By - Type page.

This example illustrates the fields and controls on the Approvals History - Expense Report list page



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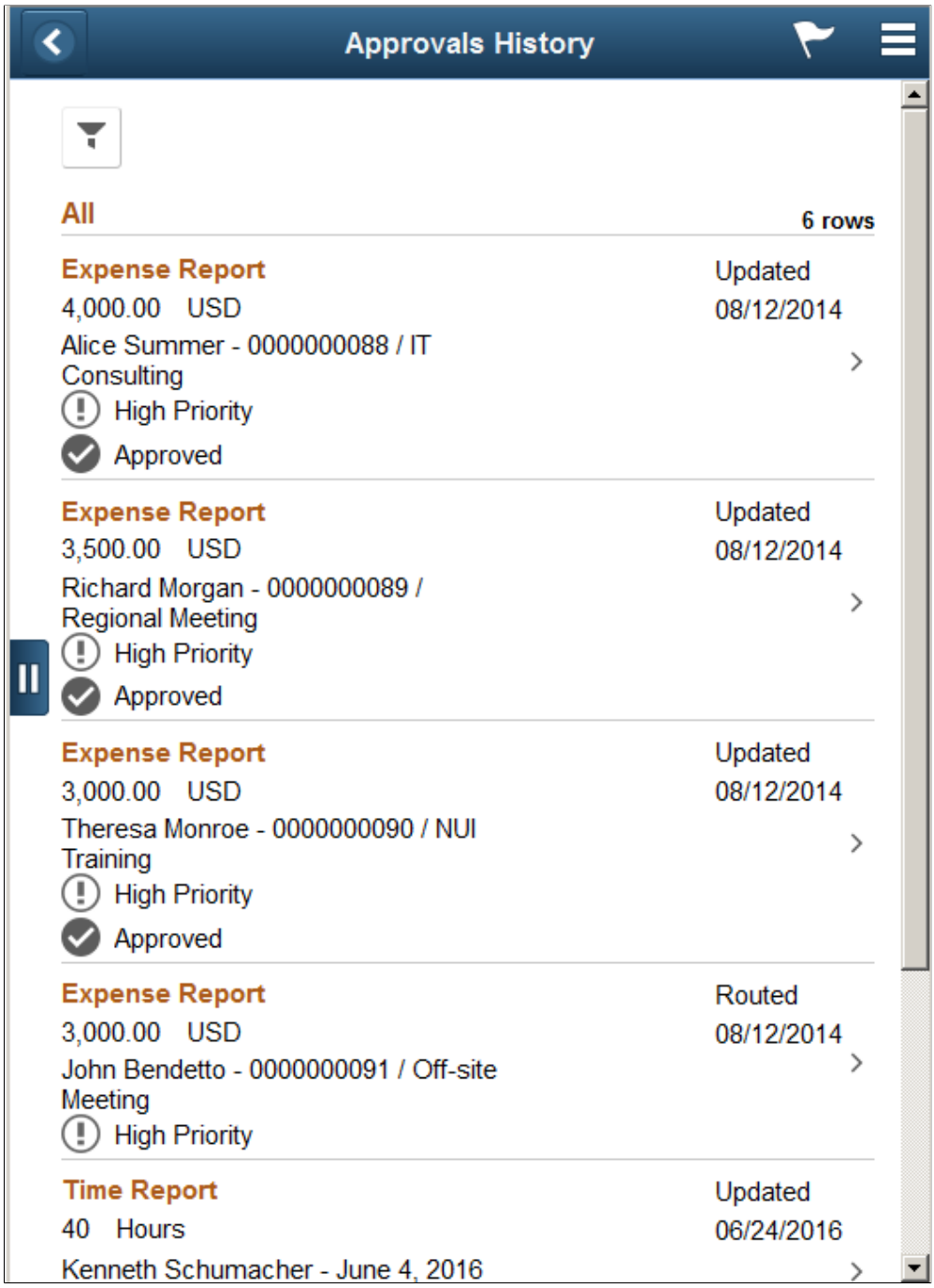
This example illustrates the fields and controls on the Approvals History - Expense Report list page as displayed on a smartphone.



Review the list of expense reports with an approvals history. Select an expense report to view the approvals history details for a particular expense report.

Approvals History - Expense Report Page (Header Approval)

Use the Approvals History - Expense Report header approval page to review the approval history for a single expense report. Access line item details for a specific line.

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Navigation:

Select an expense report in the list on the Approvals History - Expense Report list page.

This example illustrates the fields and controls on the Approvals History - Expense Report header approval page.

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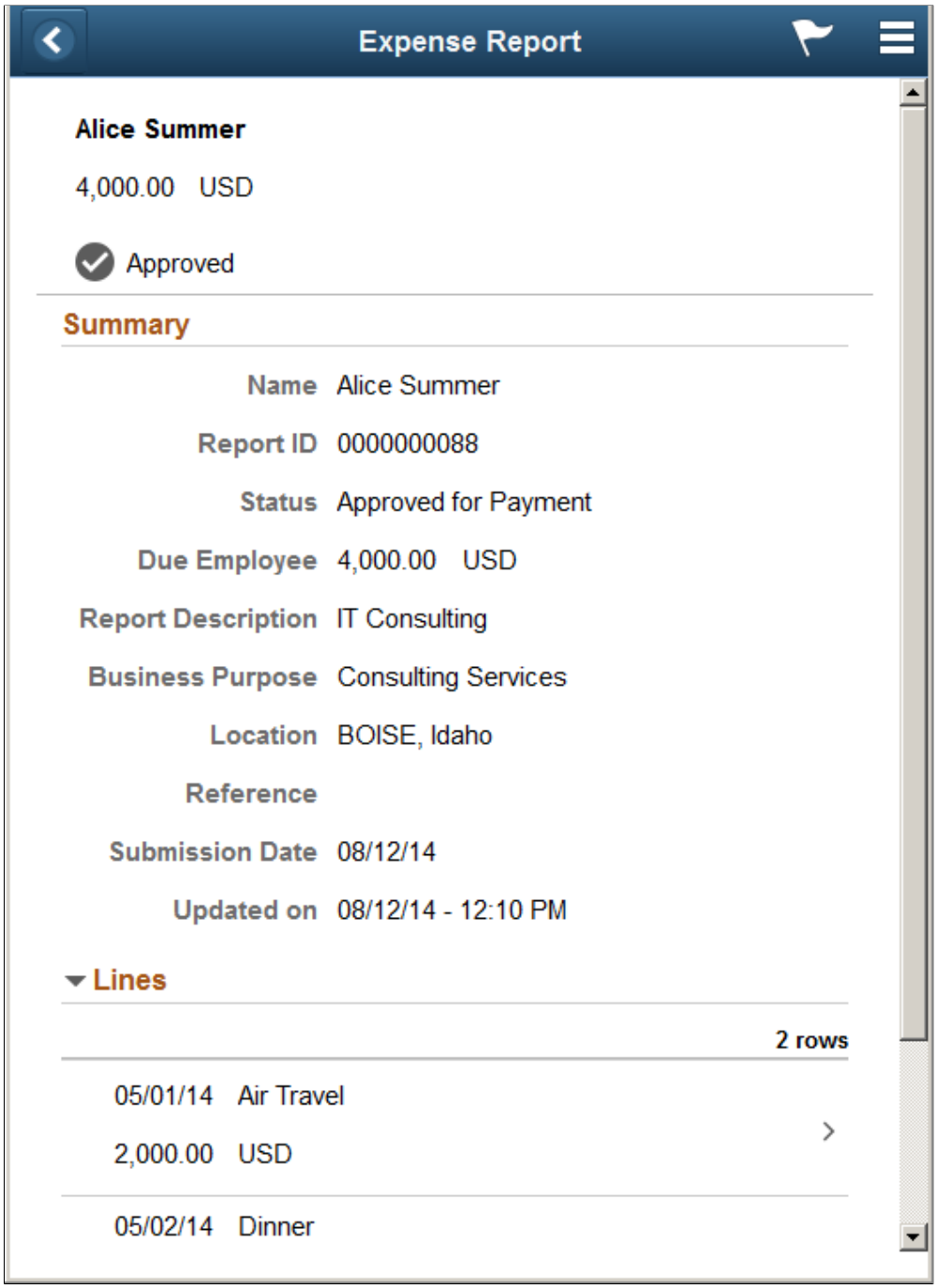
This example illustrates the fields and controls on the Approvals History - Expense Report header approval page as displayed on a smartphone.



Approvals History - Expense Line Page (Line Approval)

Use the Approvals History - Expense Line page (EOAWMA_TXNLDTL_FL) to review the approval history for a single expense line.

Navigation:

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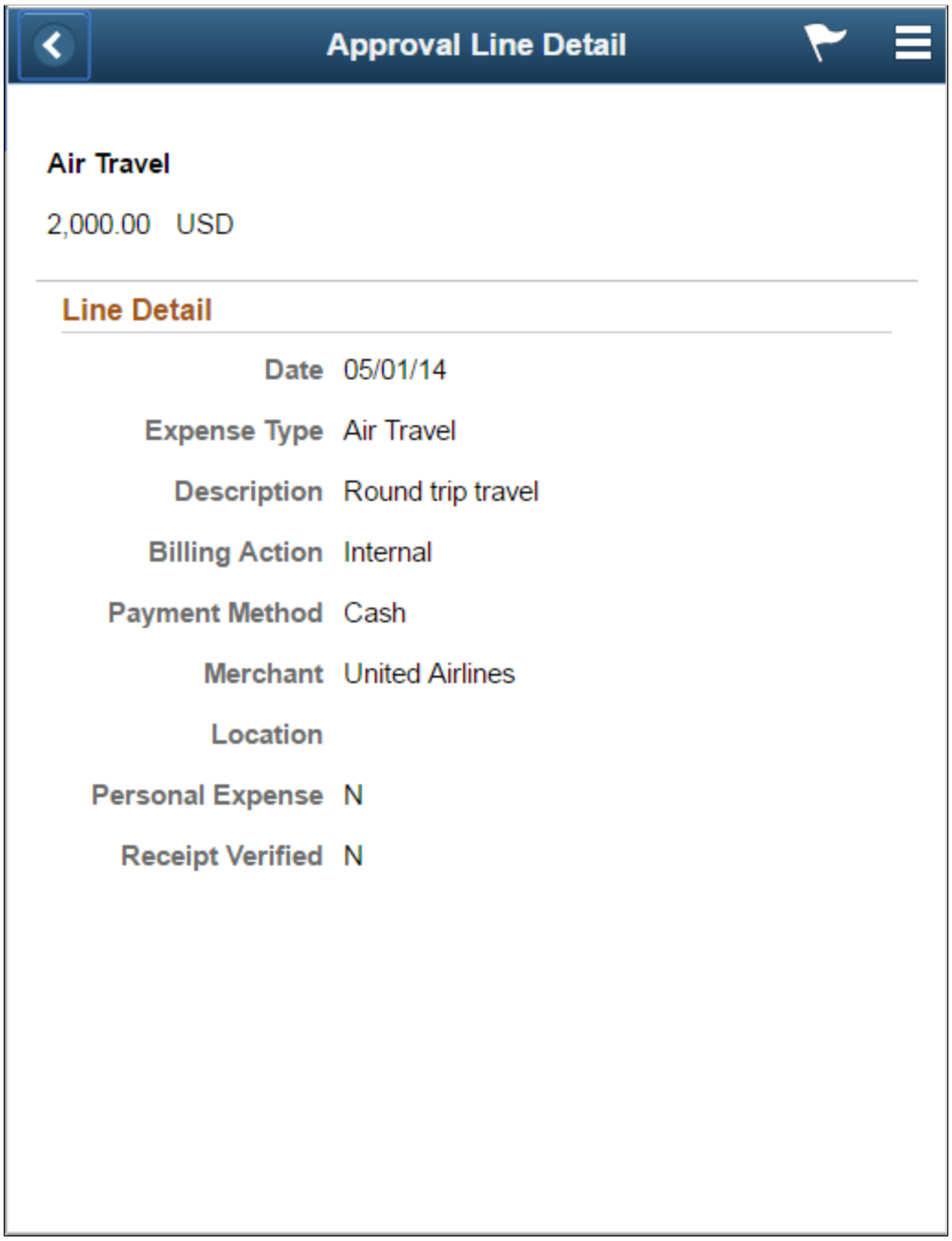
Select an expense report line item in the Lines section on the Approval History - Expense Report header approval page.

This example illustrates the fields and controls on the Approval History - Expense Report Line approval page as displayed on a smartphone.



Related Links

Approving Expense Reports

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Approving Expense Reports Post Payments Using PeopleSoft Fluid User Interface

Pages Used to Approve Expense Reports Post Payments in the PeopleSoft Fluid User Interface

Page Name	*Definition Name*	*Usage*
Pending Approvals - Expense Report Post Pay Page (List)	EOAWMA_MAIN_FL	Review and approve multiple expense report post payments. For more information, see the “Pending Approvals Page” (Application Fundamentals)
Expense Report Post Pay Page (Header Approval)	EOAWMA_TXNHDTL_FL	Review and approve a single expense report post payment. For more information, see the “Approval Header Detail Page” (Application Fundamentals).
Expense Report Post Pay Page (Line Detail)	EOAWMA_TXNLDTL_FL	Review additional information about an expense line. For more information, see the “Approval Line Detail Page” (Application Fundamentals)

Pending Approvals - Expense Report Post Pay Page (List)

Use the Pending Approvals - Expense Report Post Pay list page (EOAWMA_MAIN_FL) to review and approve multiple expense report post payments. Access header details for a specific expense report post payment.

Navigation:

Employee Self Service > **Approvals** .

On the Pending Approvals page, select **Expense Report Post Pay** in the View By Type pane to view the expense report post payments in the right pane.

Smartphone: On the Pending Approvals - View By Type page, select **Expense Report Post Pay** to open a new page that lists the expense report post payments.

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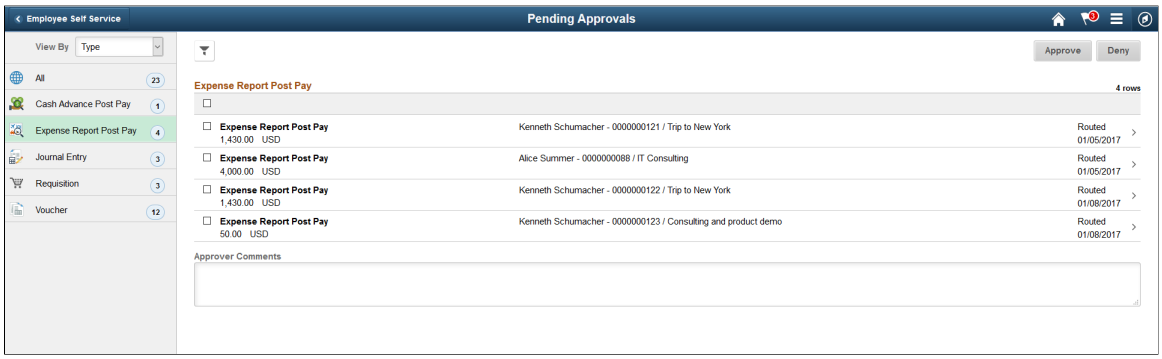
This example illustrates the fields and controls on the Pending Approvals - Expense Report Post Pay list page. You can find definitions for the fields and controls later on this page.



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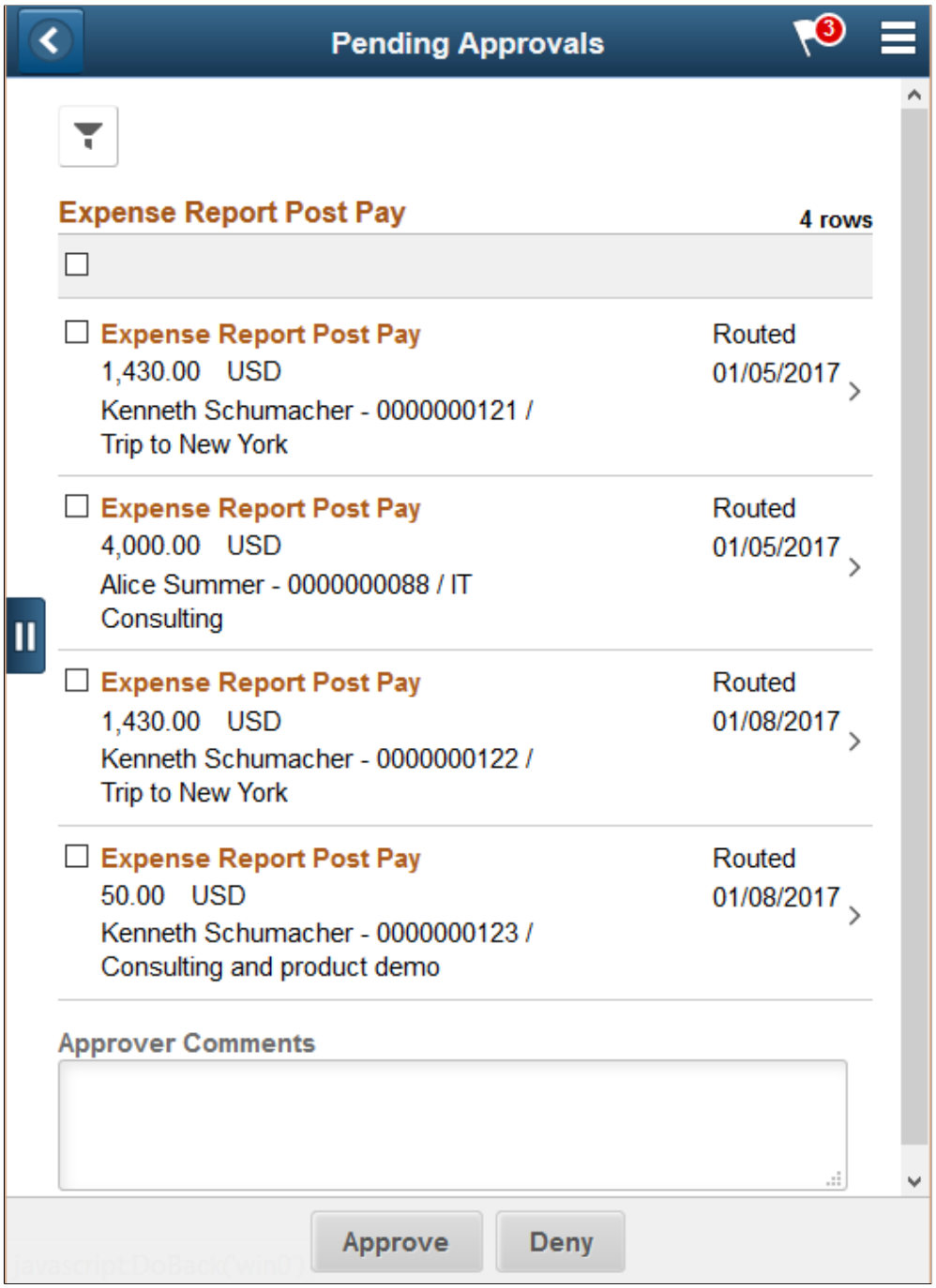
This example illustrates the fields and controls on the Pending Approvals - Expense Report Post Pay list page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



Review header information for the expense report post payments currently routed for approval. To access header details for a particular transaction, select the header row for a particular expense report post payment. You can select all or several expense report post payments on this page and perform a mass action on the selected reports. You can also use the filter to narrow results on the page. For more information about using the filter, see the “Filters Page” (Application Fundamentals)

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Field or Control	*Description*
Approve , **Deny**	Perform a mass action by selecting multiple transactions, and then selecting an approval action button.
	Select this button to expand or collapse the View By Type page.

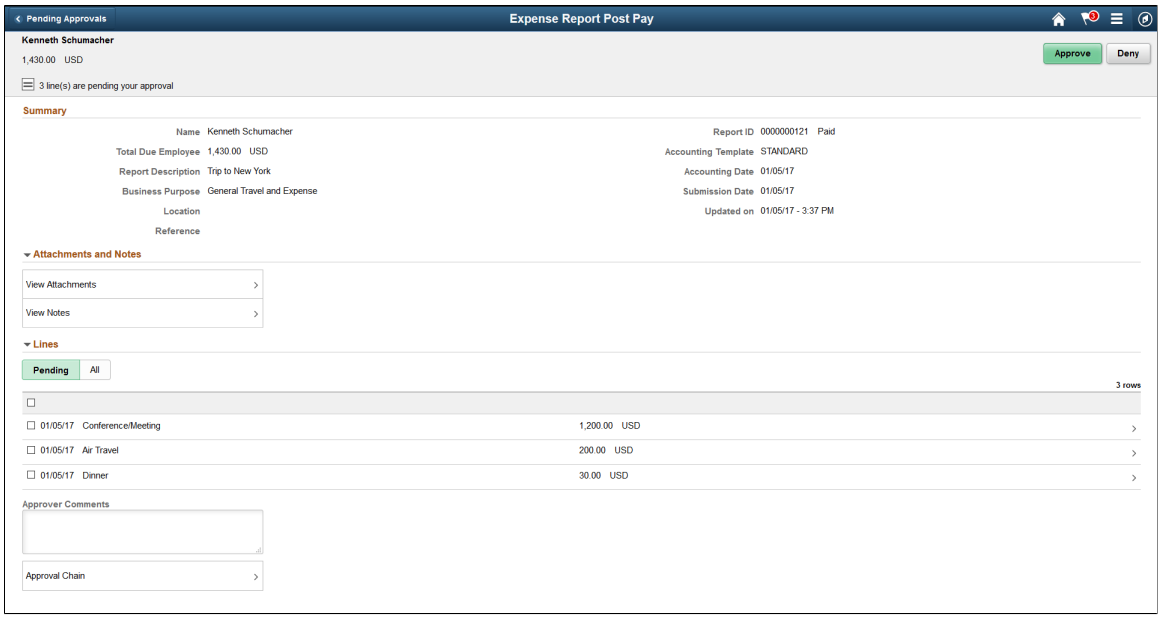
Expense Report Post Pay Page (Header Approval)

Use the Expense Report Post Pay header approval page (EOAWMA_TXNHDTL_FL) to review and approve a single expense report post payment. Access line details for a specific expense line.

Navigation:

Select an expense report post payment in the list on the Pending Approvals - Expense Report Post Pay list page.

This example illustrates the fields and controls on the Expense Report Post Pay header approval page. You can find definitions for the fields and controls later on this page.



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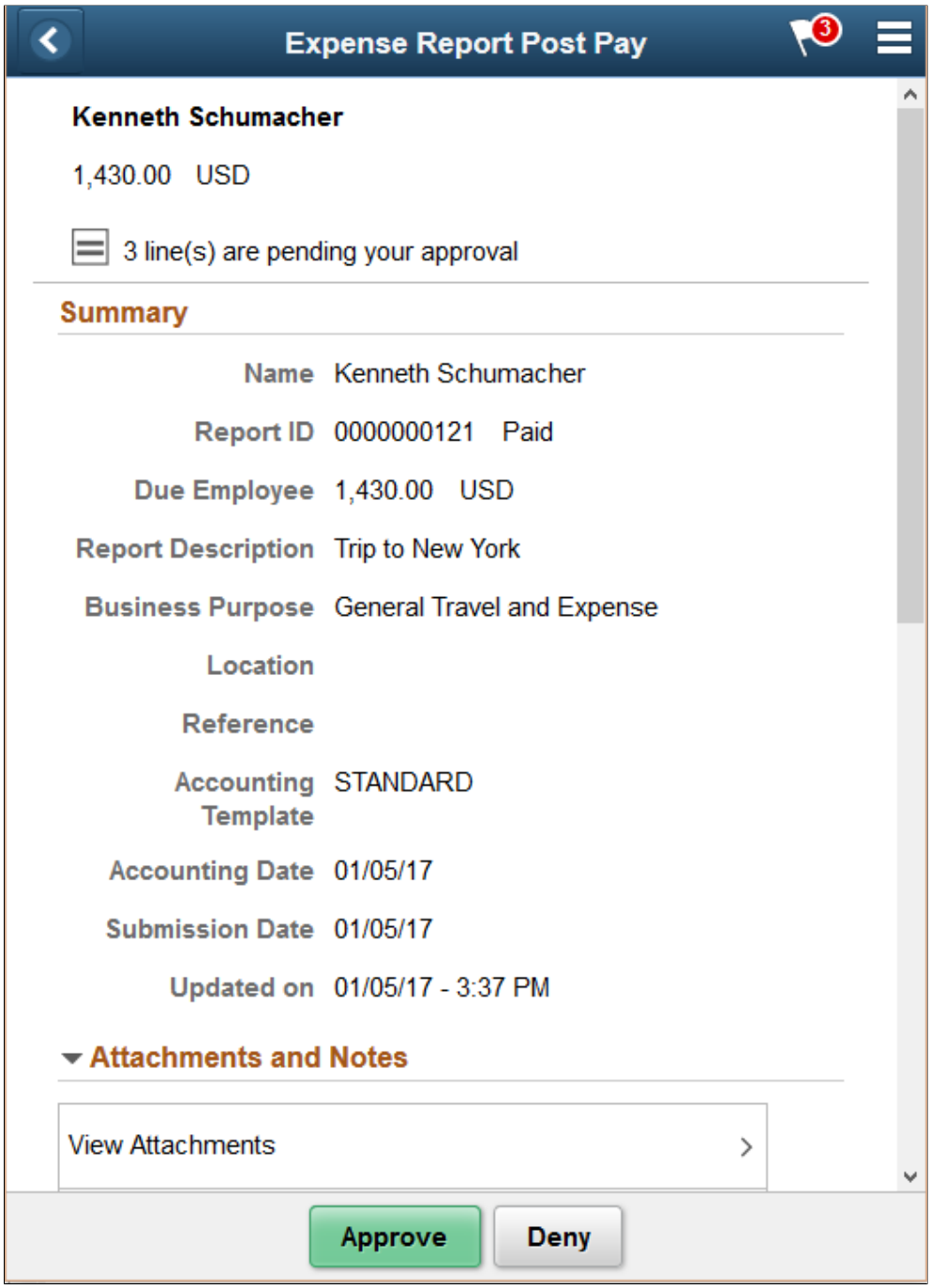
This example illustrates the fields and controls on the Expense Report Post Pay header approval page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



When viewing an expense report post payment on a smartphone, you must scroll down to view the line information, approver comments, and approval chain.

The approval chain reflects approval status generated by the Application Workflow Engine (AWE). For more information about using AWE workflows, see “Approval Framework Overview” (Approval Framework).

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Field or Control	*Description*
View Attachments	Select to view attachments associated with the report. If there are no attachments associated to the report, this link will be hidden.
View Notes	Select to view notes associated with the report. If there are no notes associated to the report, this link will be hidden.
Lines	Select a line to review additional details about the expense line. Select the check box for one or more lines to approve or deny an expense line.
Comment	Enter comments in the text entry field.
Approval Chain	Select to review approval chain information. You can expand or collapse approver information for each line by selecting the Expand/Collapse icon. You can also select the approver name to view approver details. **Note:** Ad hoc approvers are not allowed in between approvers. To change this, you must override the delivered transaction registry for Expense process definitions. In the Approval Status Monitor section, change the **Adhoc Package** field to *EX_APPROVAL_FL* and the **Adhoc Class** field to *RequestInformation*. For additional information about the Transaction Registry, see “Setting Up the Transaction Registry” (Approval Framework).
Approve , **Deny**	Select an action button. When you select an action button, you have the option to select **Submit** to continue the action or **Cancel** to back out of the action. Upon submitting the action, the system generates a message that the action is successful.

Expense Report Post Pay Page (Line Detail)

Use the Expense Report Post Pay line detail page (EOAWMA_TXNLDTL_FL) to review additional information about the expense line.

Navigation:

Select a post payment expense line in the Lines section on the Expense Report Post Pay header approval page.

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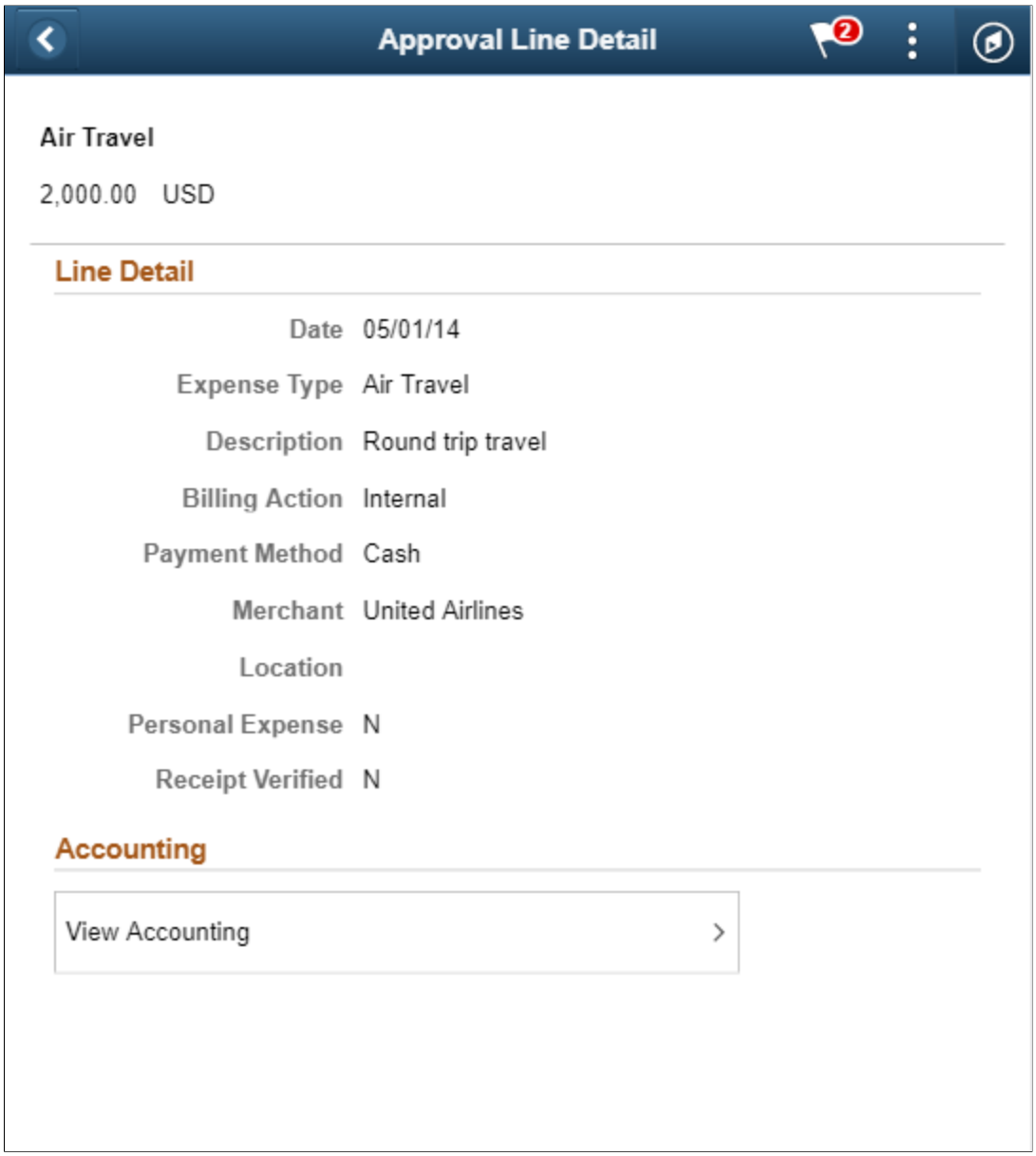
This example illustrates the fields and controls on the Expense Report Post Pay line detail page as displayed on a smartphone.



Field or Control	*Description*
View Attachments	Select to view attachments associated with the report. If there are no attachments associated to the report, this link will be hidden.
View Accounting	Select to access the Accounting page and view the Accounting details.

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Approving Time Reports Using PeopleSoft Fluid Interface

Pages Used to Approve Time Reports Using PeopleSoft Fluid Interface

Page Name	*Definition Name*	*Usage*
Pending Approvals - Time Report Page (List)	EOAWMA_MAIN_FL	Review and approve multiple time reports. For more information, see the “Pending Approvals Page” (Application Fundamentals)
Pending Approvals - Time Report Page (Header Approval)	EOAWMA_TXNHDTL_FL	Review and approve a single time report. For more information, see the “Approval Header Detail Page” (Application Fundamentals).
Pending Approvals - Time Report Page (Line Detail)	EOAWMA_TXNLDTL_FL	Review display-only line details.
Approval History - Time Report Page (List)	EOAWMA_MAIN_FL	Review a list of time reports approvals. For more information, see the “Approvals History Page” (Application Fundamentals)
Approval History - Time Report Page (Header Approval)	EOAWMA_TXNHDTL_FL	Review the approvals history for a single time report. For more information, see the “Approvals History Page” (Application Fundamentals)
Approvals History - Time Report Line Page (Line Approval)	EOAWMA_TXNLDTL_FL	Review the approval history for a single time report line.
Time Report - Exception Comments and Risks page	EX_TR_RISK_SCF	View all exception information and risk details of a time report. If the system determines risk for the transactions, the approver can view the risk level, the risk criteria that triggered the risk, and the details of the risk.

PeopleSoft Expenses supports delegation of approvals for Time Reports. Expense users can leverage the Enterprise Components Delegation Framework in order to assign Delegates for approving various transactions. For more information, see “Understanding Delegation” (Enterprise Components)

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Pending Approvals - Time Report Page (List)

Use the Pending Approvals - Time Report (List) page (EOAWMA_MAIN_FL) to review and approve multiple time reports. Access header details for a specific time report.

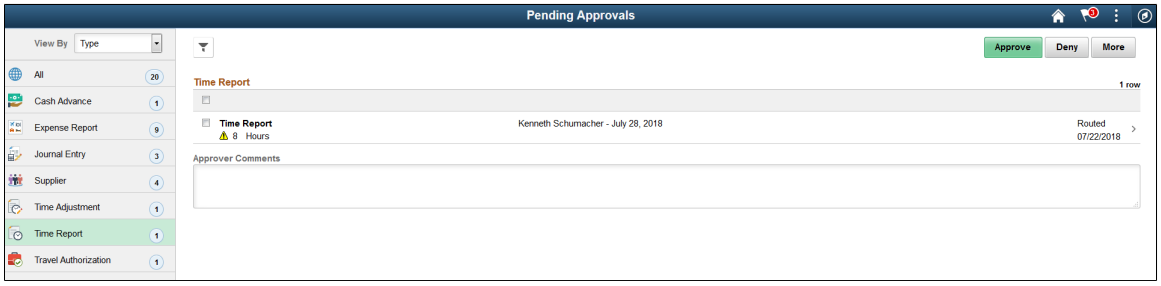
Navigation:

Employee Self Service > **Approvals**

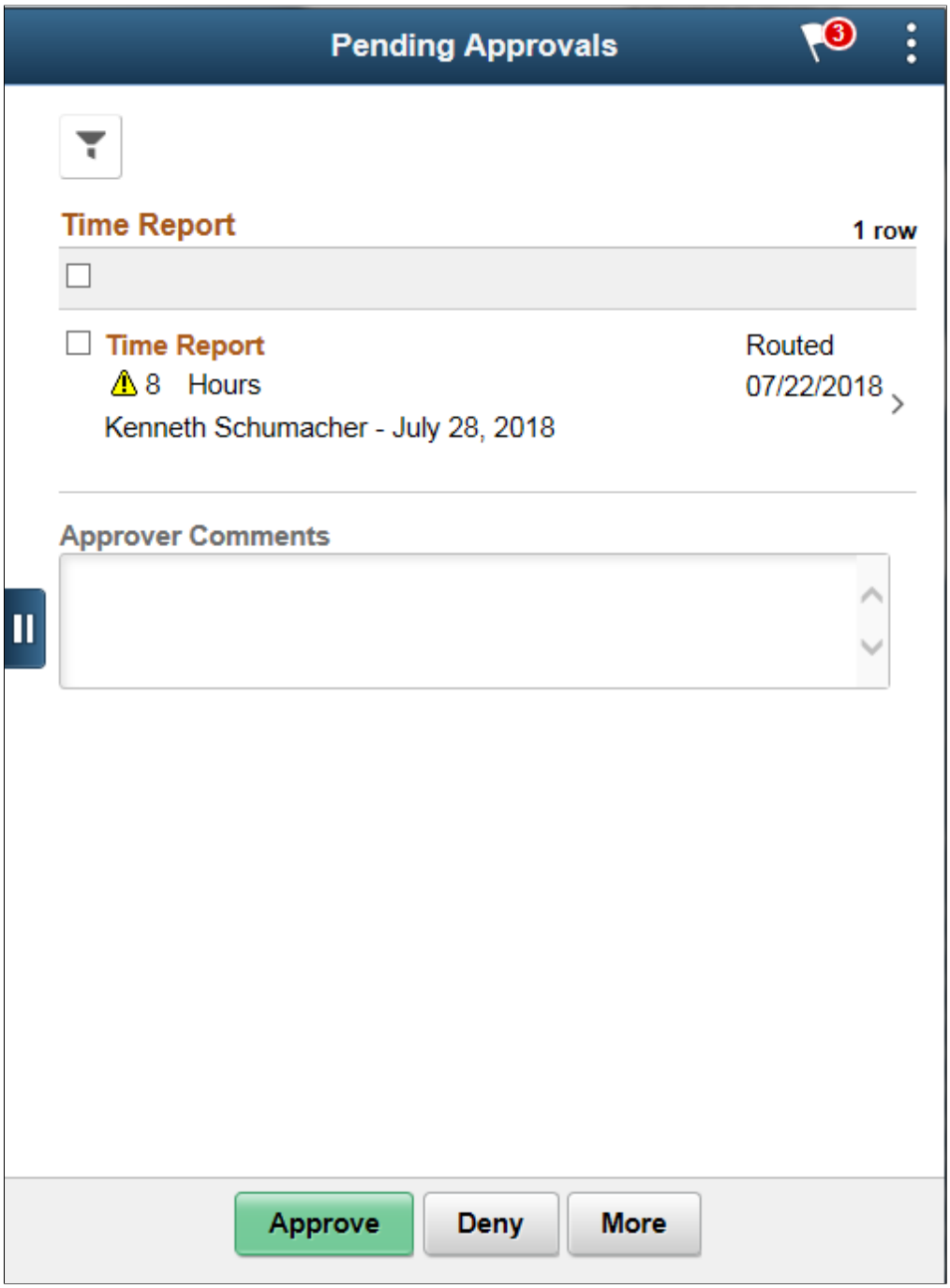
On the Pending Approvals page, select **Time Report** in the View By Type pane to view the time reports in the right pane.

Smartphone: On the Pending Approvals - View By Type page, select **Time Report** to open a new page that lists the time reports.

This example illustrates the fields and controls on the Pending Approvals - Time Report Page (List). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Pending Approvals - Time Report list page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



Review header information for the time reports that are currently routed for approval. To access header details for a particular transaction, select the header row for a particular time report. You can select all or several time reports on this page and perform a mass action on the selected reports. You can also use the filter to narrow results on the page.

Note: Approval action buttons are unavailable when time reports are set to line level approvals.

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Field or Control	*Description*
Approve, Deny, Sendback, or **Hold**	Perform a mass action by selecting multiple transactions, and then select an approval action button.
	Select this button to expand or collapse the View By Type page.
	Indicates the risks identified by the system.

You can configure urgency levels for time reports. Urgency level settings enable approvers to determine which transactions need immediate attention. For more information on how to configure Urgency levels, see “Installation Options - Urgency (in Days) Page” (Application Fundamentals)

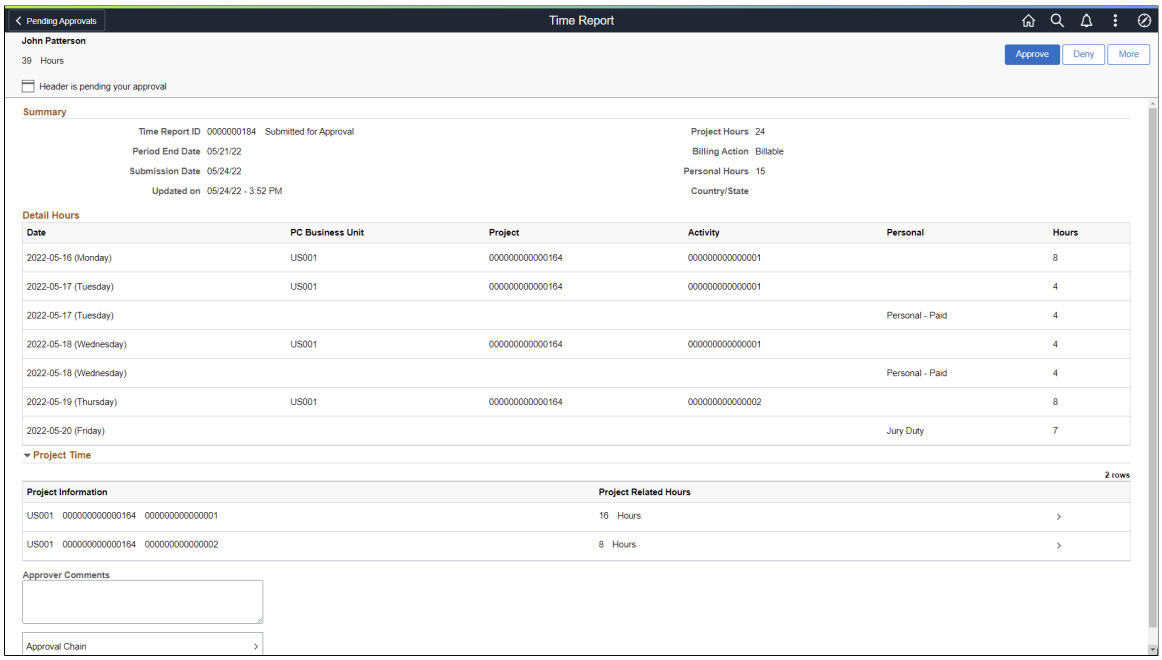
Pending Approvals - Time Report Page (Header Approval)

Use the Pending Approvals - Time Report (Header Approval) page (EOAWMA_TXNHDTL_FL) to review and approve a single time report. Access line item details for a specific line.

Navigation:

Select a time report in the list on the Pending Approvals - Time Report list page.

This example illustrates the fields and controls on the Pending Approvals - Time Report Page (Header Approval).



When viewing a time report on a smartphone, you must scroll down to view the project time information, approver comments, and approval chain.

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Select a time report line item to review additional details about the line item. The line select check boxes (in the Project Time section), are unavailable when time reports are set at the header level.

Action Buttons

Field or Control	*Description*
Approve, Deny, Sendback, or **Hold**	Select an action button. When you select an action button, you have the option to select **Submit** to continue the action or **Cancel** to back out of the action. Upon submitting the action, the system generates a message that the action is successful.

Summary

Field or Control	*Description*
Risks	Select the Risks link to view the risk details page.

Detail Hours

This section provides details of the hours logged by the employee.

Field or Control	*Description*
Date	Displays the date and day of the week.
PC Business Unit, Project, Activity	Displays the description or code of a project. The description or code is determined from the Select Project ChartFields Display option on the Expenses Definition - Business Unit 2 Page.
Personal	Displays the value selected in the Project/Personal Time field of the Time Entry page. A value does not display for project time.

Project Time

This section provides details of the hours logged by the employee for project time only.

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Field or Control	*Description*
Approver Comment	Enter comments in the text entry field.
Approval Chain	Review approval chain information. You can expand or collapse approver information for each line by selecting the Expand/Collapse icon. The approval chain reflects the approval status generated by the Application Workflow Engine (AWE). For more information about using AWE workflows, see "Approval Framework Overview" You can also select the approver name to view approver details and add approvers.

Pending Approvals - Time Report Page (Line Detail)

Use the Pending Approvals - Time Report (Line Detail) page (EOAWMA_TXNLDTL_FL) to review display-only line details.

Navigation:

Select a Time Report line item in the Project Time section on the Time Report header approval page.

This example illustrates the fields and controls on the Pending Approvals - Time Report Page (Line Detail).

Approval History - Time Report Page (List)

Use the Approval History - Time Report (List) page (EOAWMA_MAIN_FL) to review a list of time reports approvals. Access the approval history for a specific time reports.

Navigation:

Select the Actions Menu icon on the page banner. Select Approvals History. Then select Time Report on the View By - Type page.

Smartphone: From a Pending Approvals - Time Report page, select the Actions icon on the page banner. Select **Approvals History**, and then select **Time Report** on the View By - Type page.

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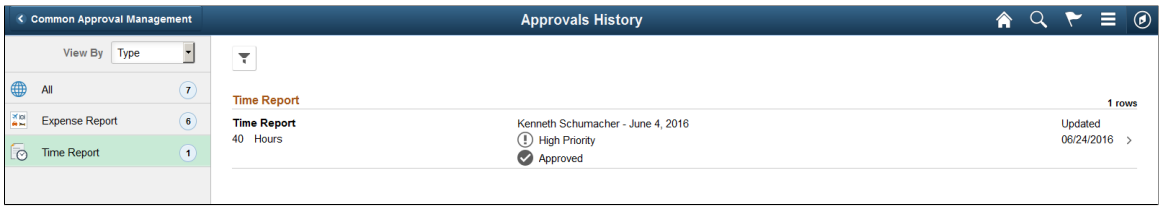
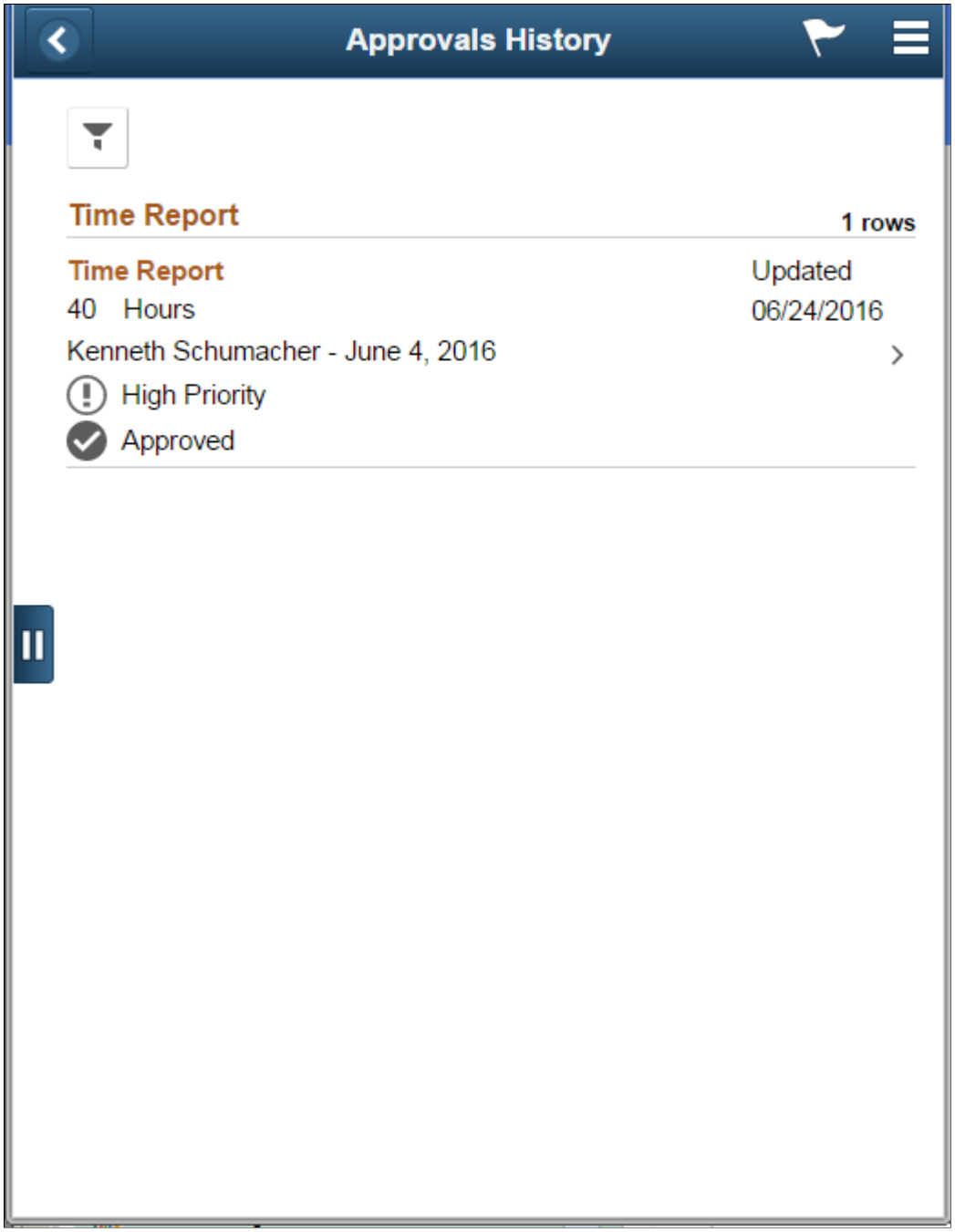
This example illustrates the fields and controls on the Approval History - Time Report Page (List). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Approvals History - Time Report list page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



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Review the list of time reports with an approvals history. Select a time report to view the approvals history details for a particular time report.

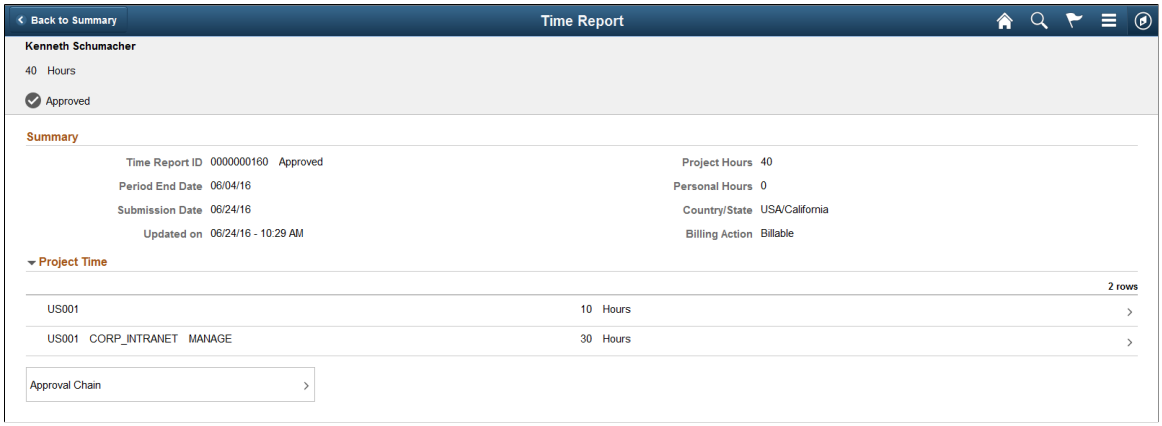
Approval History - Time Report Page (Header Approval)

Use the Approval History — Time Report (Header Approval) page (EOAWMA_TXNHDTL_FL) to review the approvals history for a single time report. Access line item details for a specific line.

Navigation:

Select a time report in the list on the Approvals History - Time Report (list) page.

This example illustrates the fields and controls on the Approval History - Time Report Page (Header Approval).



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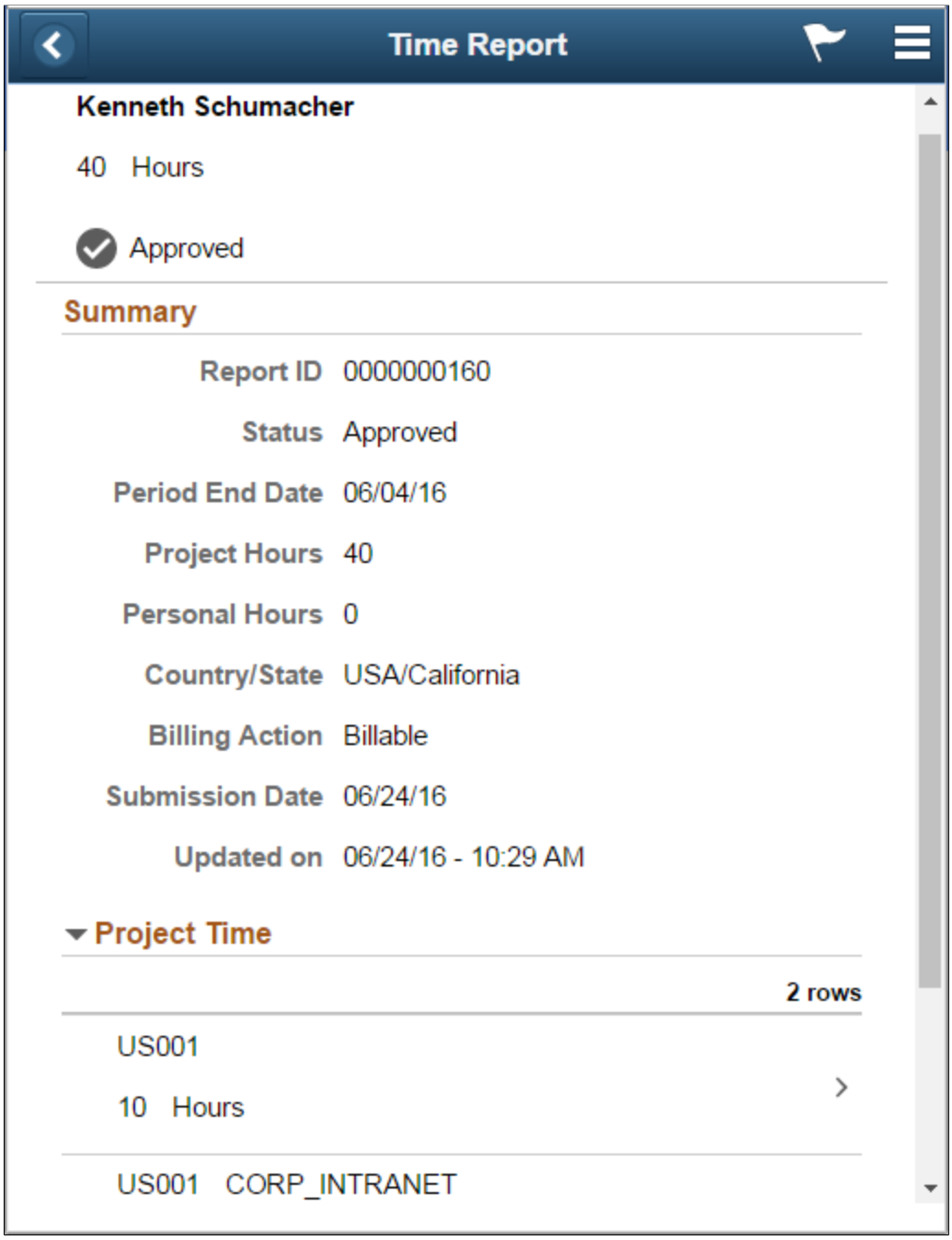
This example illustrates the fields and controls on the Approvals History - Time Report header approval page as displayed on a smartphone.



Approvals History - Time Report Line Page (Line Approval)

Use the Approvals History - Time Report Line page (EOAWMA_TXNLDTL_FL) to review the approval history for a single time report line.

Navigation:

Select an time report line item in the Project Time section on the Approval History - Time Report header approval page.

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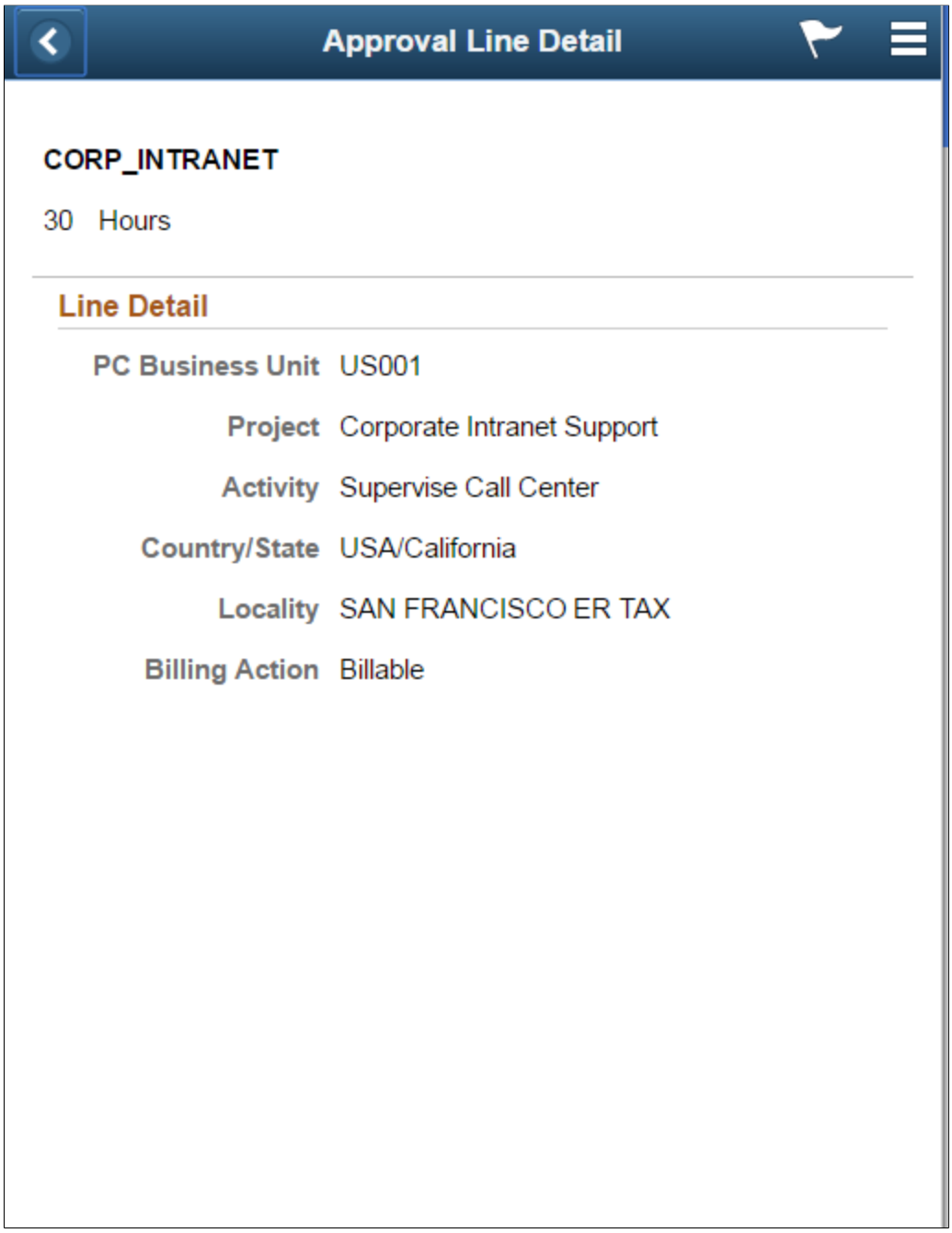
This example illustrates the fields and controls on the Approval History - Time Report Line approval page as displayed on a smartphone.



Related Links

Approving Time Reports

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Approving Time Adjustments Using PeopleSoft Fluid Interface

Pages Used to Approve Time Adjustments Using PeopleSoft Fluid Interface

Page Name	*Definition Name*	*Usage*
Pending Approvals - Time Adjustment Page (List)	EOAWMA_MAIN_FL	Review and approve multiple time adjustments. For more information, see the “Pending Approvals Page” (Application Fundamentals)
Pending Approvals - Time Adjustment Page (Header Approval)	EOAWMA_TXNHDTL_FL	Review and approve a single time adjustment. For more information, see the “Approval Header Detail Page” (Application Fundamentals).
Pending Approvals - Time Adjustment Page (Line Detail)	EOAWMA_TXNLDTL_FL	Review display-only line details.
Approval History - Time Adjustment Page (List)	EOAWMA_MAIN_FL	Review a list of time adjustments approvals. For more information, see the “Approvals History Page” (Application Fundamentals)
Approval History - Time Adjustment Page (Header Approval)	EOAWMA_TXNHDTL_FL	Review the approvals history for a single time adjustment. For more information, see the “Approvals History Page” (Application Fundamentals)
Approvals History - Time Adjustment Line Page (Line Approval)	EOAWMA_TXNLDTL_FL	Review the approval history for a single time adjustment line.
Time Adjustment - Exception Comments and Risks page	EX_TR_RISK_SCF	View all exceptions information and risk details of a time adjustment. If the system determines risk for the transactions, the approver can view the risk level, the risk criteria that triggered the risk, and the details of the risk.

PeopleSoft Expenses supports delegation of approvals for Time Adjustments. Expense users can leverage the Enterprise Components Delegation Framework in order to assign Delegates for approving various transactions. For more information, see “Understanding Delegation” (Enterprise Components)

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Pending Approvals - Time Adjustment Page (List)

Use the Pending Approvals - Time Adjustment (List) page (EOAWMA_MAIN_FL) to review and approve multiple time adjustments. Access header details for a specific time adjustment.

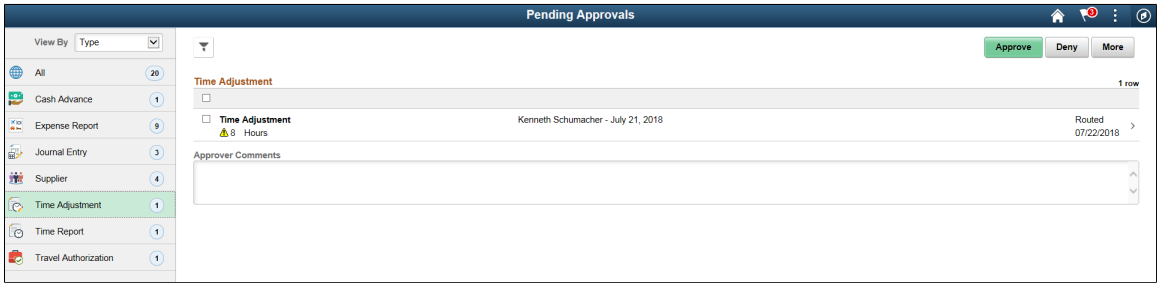
Navigation:

Employee Self Service > **Approvals**

On the Pending Approvals page, select **Time Adjustment** in the View By Type pane to view the time adjustments in the right pane.

Smartphone: On the Pending Approvals - View By Type page, select **Time Adjustment** to open a new page that lists the time adjustments.

This example illustrates the fields and controls on the Pending Approvals - Time Adjustment Page (List). You can find definitions for the fields and controls later on this page.



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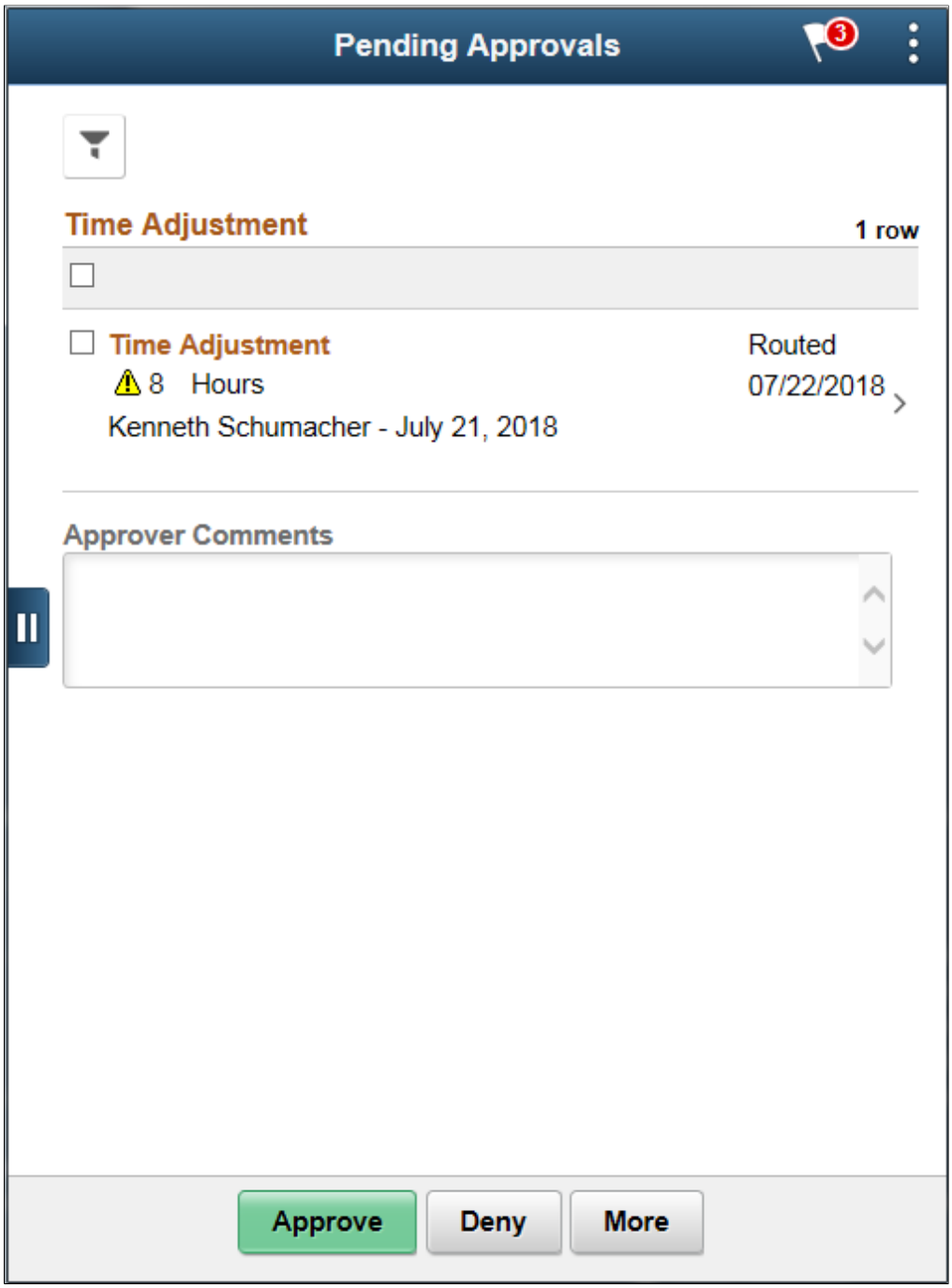
This example illustrates the fields and controls on the Pending Approvals - Time Adjustment list page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



Review header information for the time adjustments that are currently routed for approval. To access header details for a particular transaction, select the header row for a particular time adjustment. You can select all or several time adjustments on this page and perform a mass action on the selected reports. You can also use the filter to narrow results on the page.

Note: Approval action buttons are unavailable when time adjustments are set to line level approvals.

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Field or Control	*Description*
Approve, Deny, Sendback, or **Hold**	Perform a mass action by selecting multiple transactions, and then select an approval action button.
	Select this button to expand or collapse the View By Type page.
	Indicates the risks identified by the system.

You can configure urgency levels for time adjustments. Urgency level settings enable approvers to determine which transactions need immediate attention. For more information on how to configure Urgency levels, see “Installation Options - Urgency (in Days) Page” (Application Fundamentals)

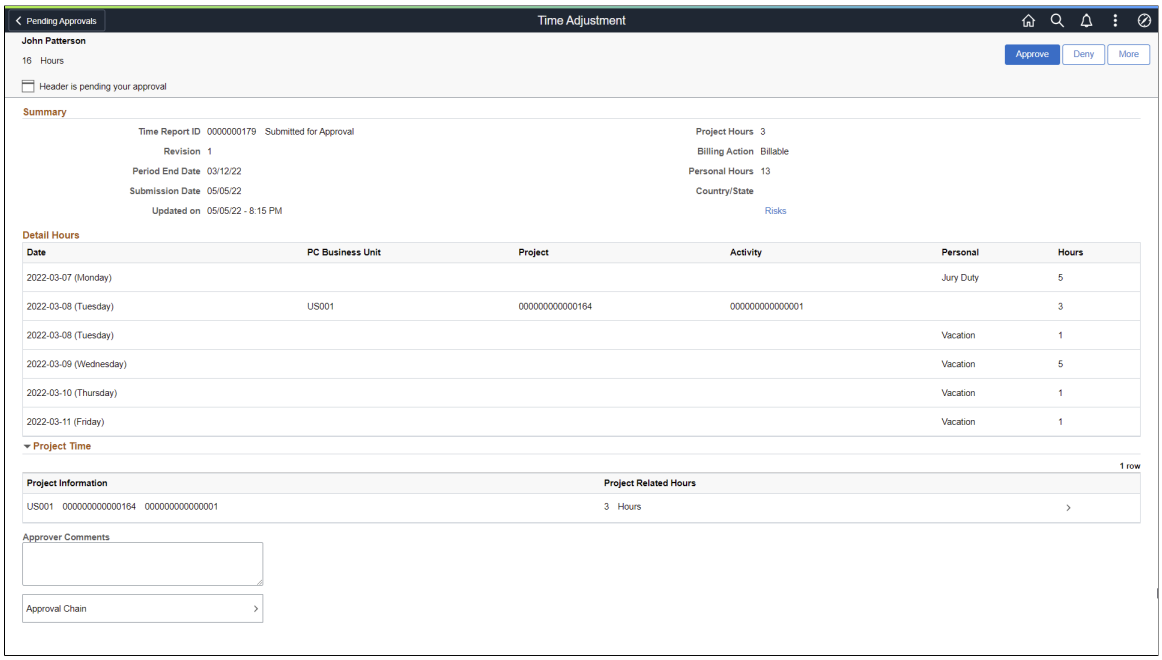
Pending Approvals - Time Adjustment Page (Header Approval)

Use the Pending Approvals - Time Adjustment (Header Approval) page (EOAWMA_TXNHDTL_FL) to review and approve a single time adjustment. Access line item details for a specific line.

Navigation:

Select a time adjustment in the list on the Pending Approvals - Time Adjustment list page.

This example illustrates the fields and controls on the Pending Approvals - Time Adjustment Page (Header Approval).



All fields are the same as those on the Pending Approvals - Time Report Page (Header Approval), with the exception of **Revision**.

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Field or Control	*Description*
Revision	Displays the revision number in increments of one.

Pending Approvals - Time Adjustment Page (Line Detail)

Use the Pending Approvals - Time Adjustment (Line Detail) page (EOAWMA_TXNLDTL_FL) to review display-only line details.

Navigation:

Select a Time Adjustment line item in the Project Time section on the Time Adjustment header approval page.

This example illustrates the fields and controls on the Pending Approvals — Time Adjustment Page (Line Detail).

Select the Risks link to view the risks associated with this transaction.

Approval History - Time Adjustment Page (List)

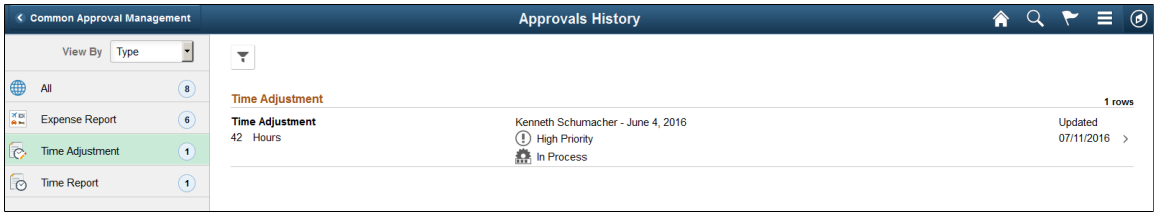
Use the Approval History - Time Adjustment (List) page (EOAWMA_MAIN_FL) to review a list of time adjustments approvals. Access the approval history for a specific time adjustments.

Navigation:

Select the Actions Menu icon on the page banner. Select Approvals History. Then select Time Adjustment on the View By - Type page.

Smartphone: From a Pending Approvals - Time Adjustment page, select the Actions icon on the page banner. Select **Approvals History** , and then select **Time Adjustment** on the View By - Type page.

This example illustrates the fields and controls on the Approval History - Time Adjustment Page (List).



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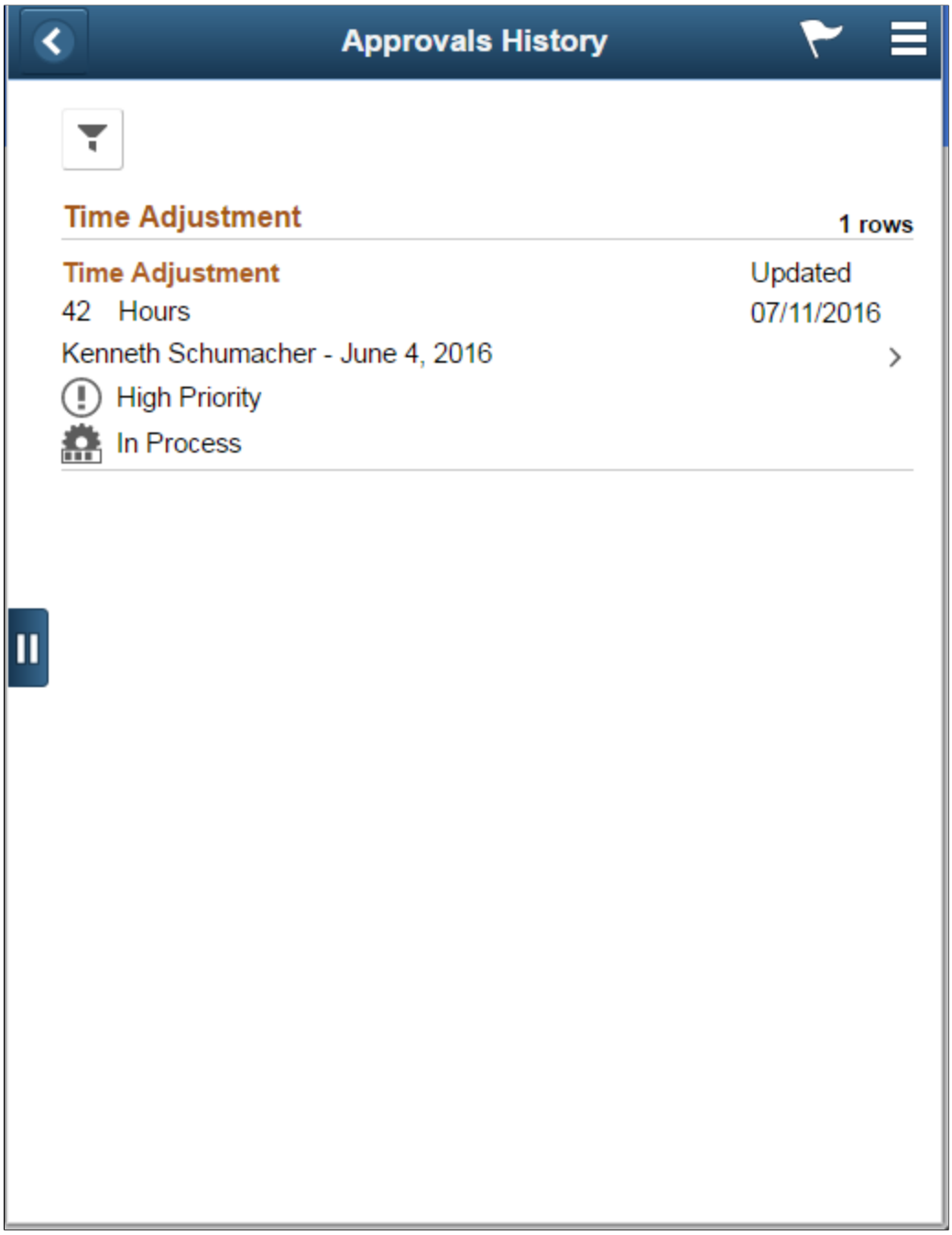
This example illustrates the fields and controls on the Approvals History - Time Adjustment list page as displayed on a smartphone.



Review the list of time adjustments with an approvals history. Select a time adjustment to view the approvals history details for a particular time adjustment.

Approval History - Time Adjustment Page (Header Approval)

Use the Approval History — Time Adjustment (Header Approval) page (EOAWMA_TXNHDTL_FL) to review the approvals history for a single time adjustment. Access line item details for a specific line.

Navigation:

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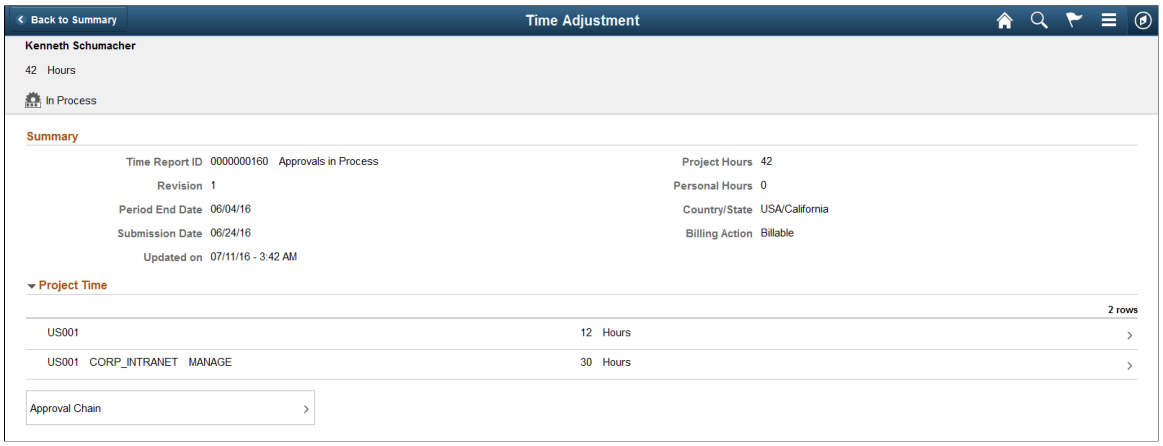
Select a time adjustment in the list on the Approvals History - Time Adjustment (list) page.

This example illustrates the fields and controls on the Approval History - Time Adjustment Page (Header Approval).



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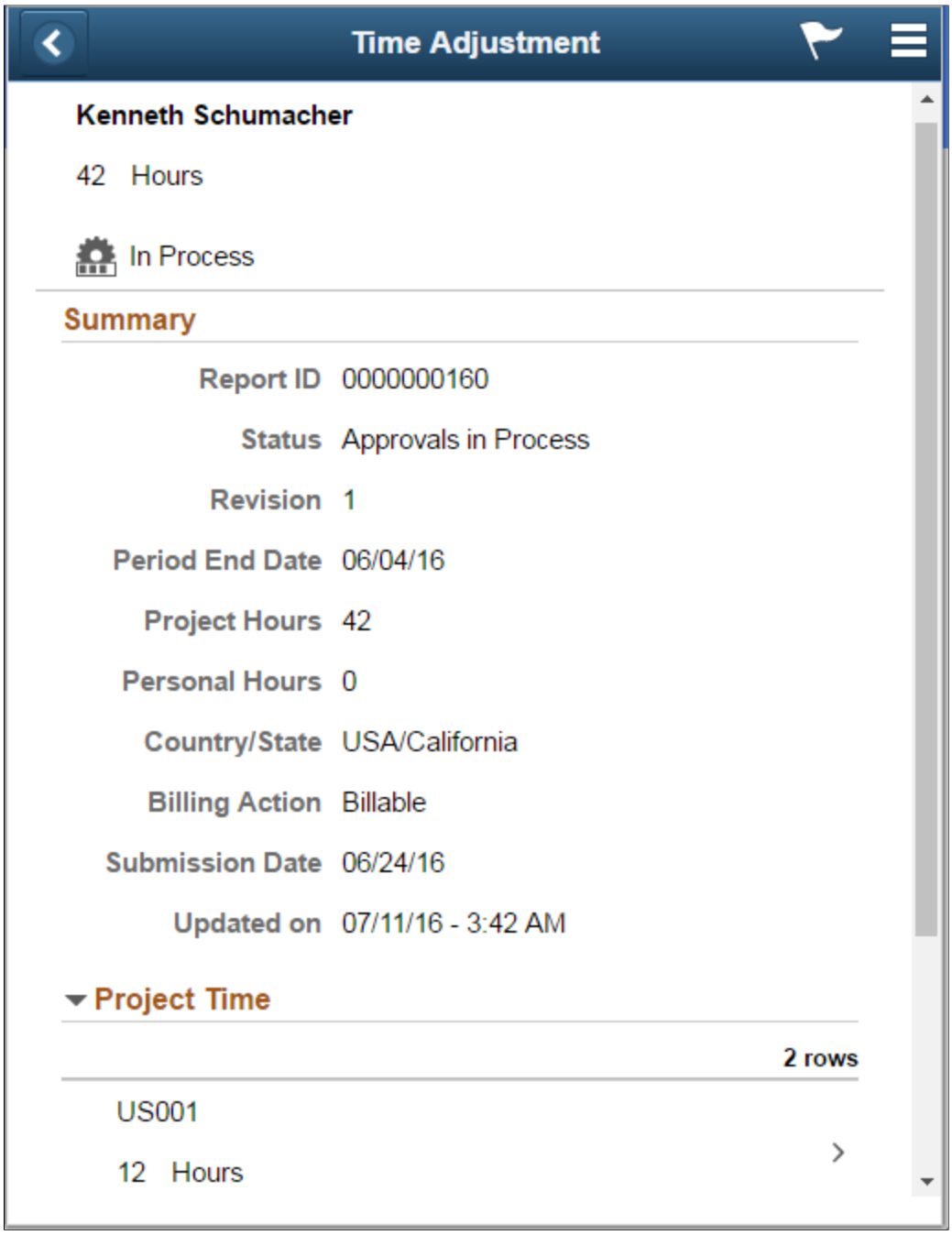
This example illustrates the fields and controls on the Approvals History - Time Adjustment header approval page as displayed on a smartphone.



Approvals History - Time Adjustment Line Page (Line Approval)

Use the Approvals History - Time Adjustment Line page (EOAWMA_TXNLDTL_FL) to review the approval history for a single time adjustment line.

Navigation:

Select an time adjustment line item in the Project Time section on the Approval History - Time Adjustment header approval page.

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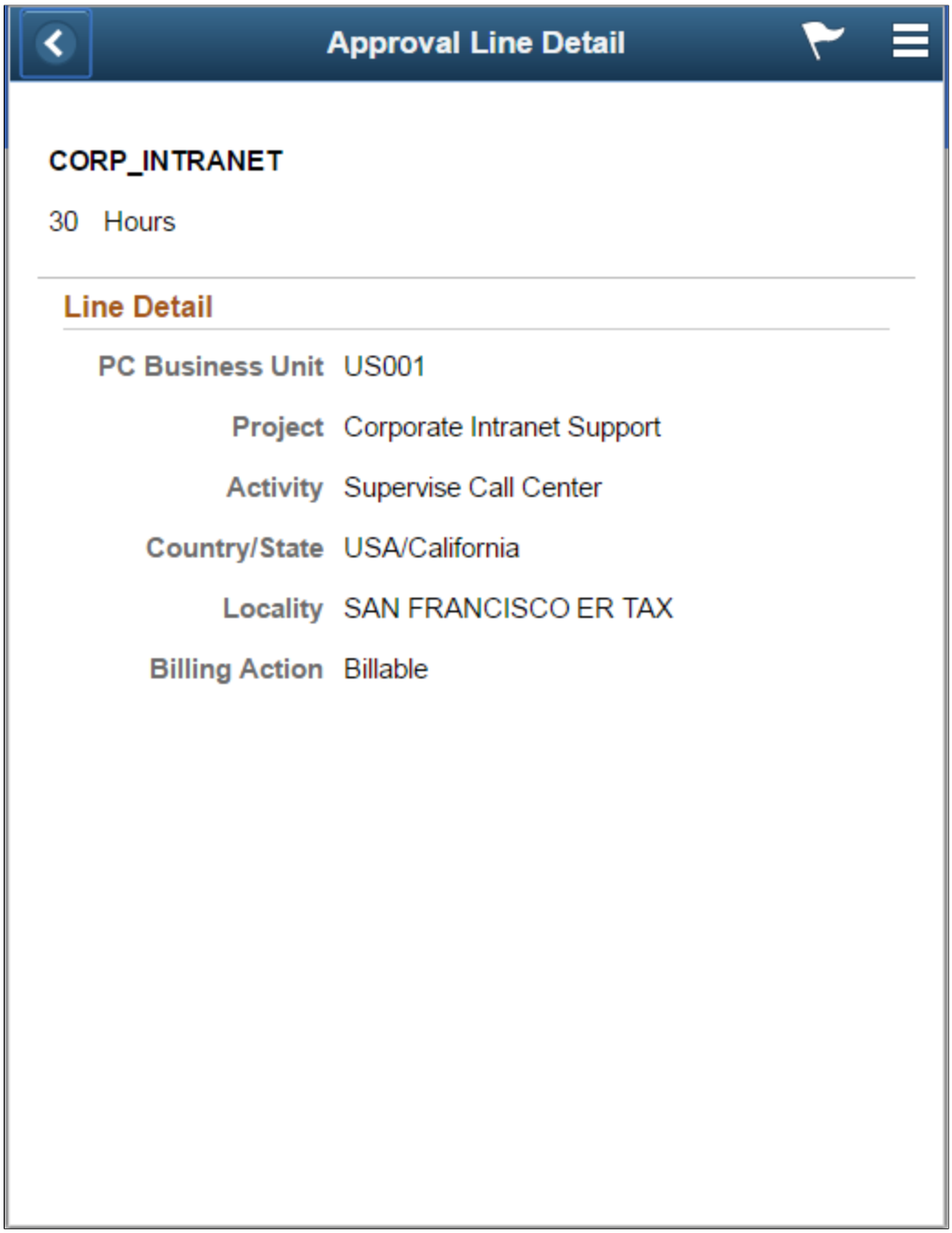
This example illustrates the fields and controls on the Approval History - Time Adjustment Line approval page as displayed on a smartphone.



Related Links

Approving Time Adjustments

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Approving Travel Authorizations Using PeopleSoft Fluid User Interface

Delegation

PeopleSoft Expenses supports delegation of approvals for Travel Authorizations. Expense users can leverage the Enterprise Components Delegation Framework in order to assign Delegates for approving various transactions. For more information, see “Understanding Delegation” (Enterprise Components).

Approval Privilege Templates

Approval privilege templates are utilized to determine fields that are displayed, hidden, and available to be modified. See Setting Up Approval Privilege Templates for PeopleSoft Expenses.

Pages Used to Approve Travel Authorizations in the PeopleSoft Fluid User Interface

Page Name	*Definition Name*	*Usage*
Pending Approvals - Travel Authorization Page (List)	EOAWMA_MAIN_FL	Review and approve multiple travel authorizations. For more information, see the “Pending Approvals Page” (Application Fundamentals)
Travel Authorization Page (header approval)	EOAWMA_TXNHDTL_FL	Review and approve a single travel authorization. For more information, see the “Approval Header Detail Page” (Application Fundamentals).
Approval Line Detail Page (travel authorization)	EOAWMA_TXNLDTL_FL	Review additional information about a travel authorization. For more information, see the “Approval Line Detail Page” (Application Fundamentals)
Travel Authorization page - Exception Comments and Risks page	EX_TA_RISK_SCF	View travel authorization exception comments and risks. For information, see Approve Travel Authorization - View Exception Comments and Risks Page

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Pending Approvals - Travel Authorization Page (List)

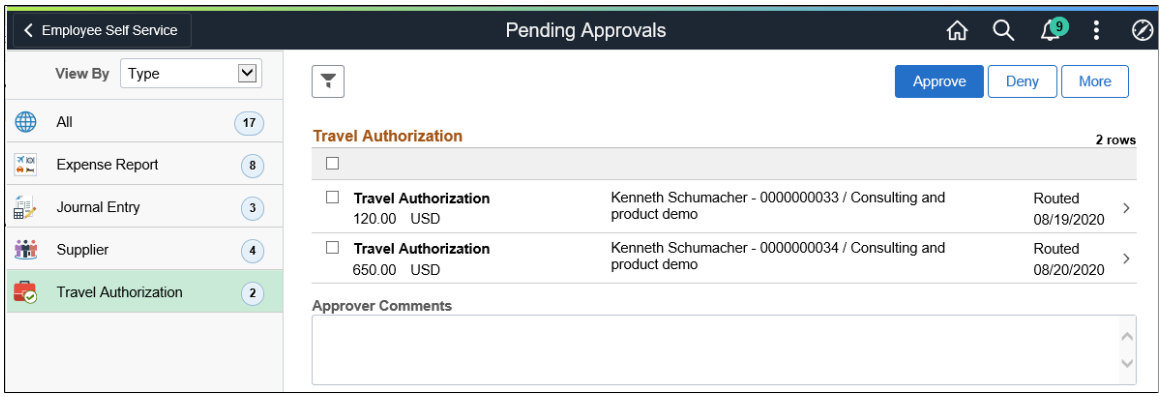
Use the Pending Approvals - Travel Authorization page (EOAWMA_MAIN_FL) (list) to review and approve multiple travel authorizations.

Navigation:

Select the Approvals tile. On the Pending Approvals page, select **Travel Authorization** in the View By Type pane.

Smartphone: On the Pending Approvals - View By Type page, select **Travel Authorization** to open a new page that lists the travel authorizations.

This example illustrates the fields and controls on the Pending Approvals - Travel Authorization page (list).



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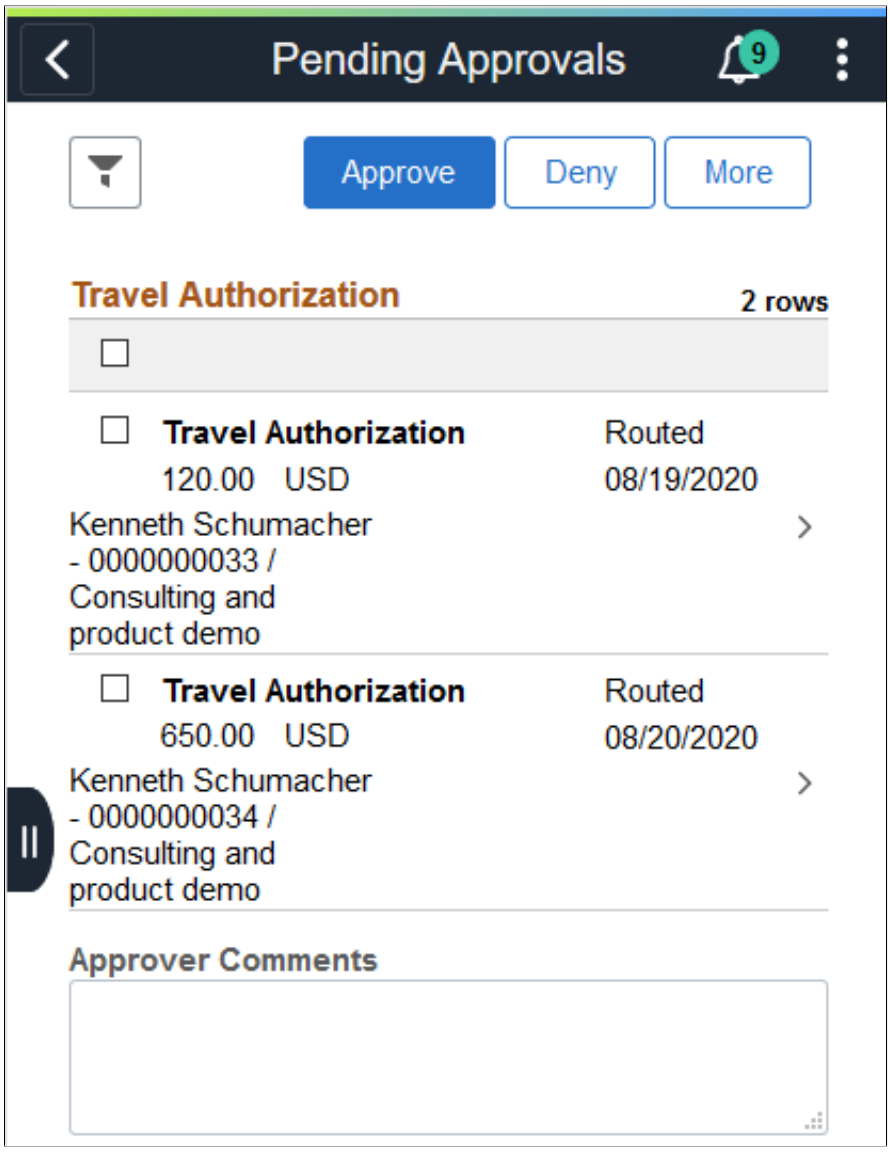
This example illustrates the fields and controls on the Pending Approvals Page (list) for Travel Authorizations.



You can set up the system to display which approvals are more urgent than the others using the “Installation Options - Urgency (in Days) Page” (Application Fundamentals).

Use the filter button to narrow results on the page. For more information about using the filter, see the “Filters Page” (Application Fundamentals)

You can access header details by selecting a row, or you can select one or several travel authorizations and perform a mass action on the selected reports.

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Field or Control	*Description*
Approve , **Deny**, **More**	Perform a mass action by selecting multiple transactions, and then selecting an approval action button. Select the **More** button to display other action buttons such as **Sendback** (return to submitter) and Hold. **Note:** If your organization allows approvers to run the Budget Checking process during Fluid Approvals, then the system displays the Budget Check Page (multi-transaction).
	Select this button to expand or collapse the View By Type page.
	Indicates that the system has identified risks and alerts for the travel authorization. The Yellow icon indicates risks and the Red icon indicates alerts.

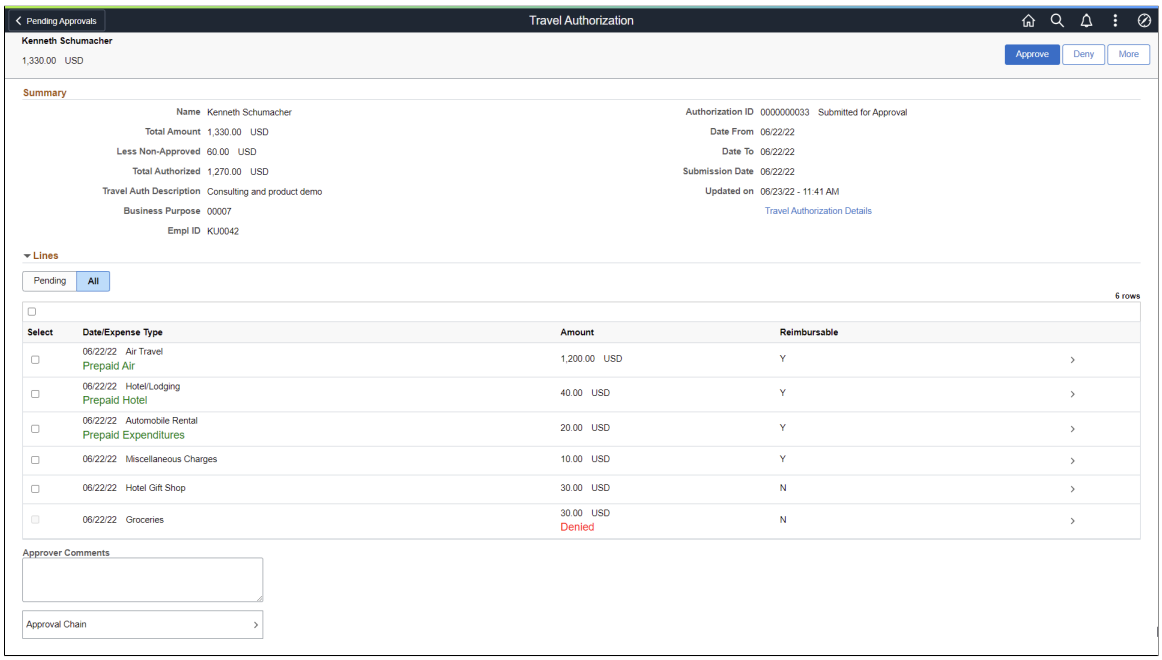
Travel Authorization Page (header approval)

Use the Travel Authorization header approval page (EOAWMA_TXNHDTL_FL) to review and approve a single travel authorization. Access line details for a specific travel authorization.

Navigation:

Select a travel authorization in the list on the Pending Approvals - Travel Authorization list page.

This example illustrates the fields and controls on the Travel Authorization Page (header approval).



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When viewing a travel authorization on a smartphone, you must scroll down to view the line information, approver comments, and approval chain.

The approval chain reflects the approval status generated by the Application Workflow Engine (AWE). For more information about using AWE workflows, see “Approval Framework Overview” (Approval Framework).

Field or Control	*Description*
View Attachments	Select to view attachments associated with the travel authorization. If there are no attachments associated to the report, this link is hidden.
View Notes	Select to view notes associated with the travel authorization. If there are no notes associated to the report, this link is hidden.
Lines	Select a line to review additional details about the travel authorization line. Select the check box for one or more lines to approve or deny a travel authorization line.
Pending/All	Select the Pending tab to view expense lines that have not been approved or denies. Select the All tab to view all lines, which can include Denied, Sent back, or on Hold.
Date/Expense Type	Displays prepaid lines in green text. Prepaid lines cannot be denied individually. However, prepaid lines can be denied if you select all prepaid lines and deny all of them.
Approver Comments	Enter comments in the text entry field.
Approval Chain	Select to review approval chain information. You can expand or collapse approver information for each line by selecting the Expand/Collapse icon. You can also select the approver name to view approver details.
Approve , **Deny**, **More**	Select an action button. When you select an action button, you have the option to select **Submit** to continue the action or **Cancel** to back out of the action. Upon submitting the action, the system generates a message that the action is successful. Select the **More** button to display other action buttons **Sendback** (Return to Submitter) and Hold. **Note:** If your organization allows approvers to run the Budget Checking process during Fluid Approvals, then the system displays the Budget Check Page (header level).

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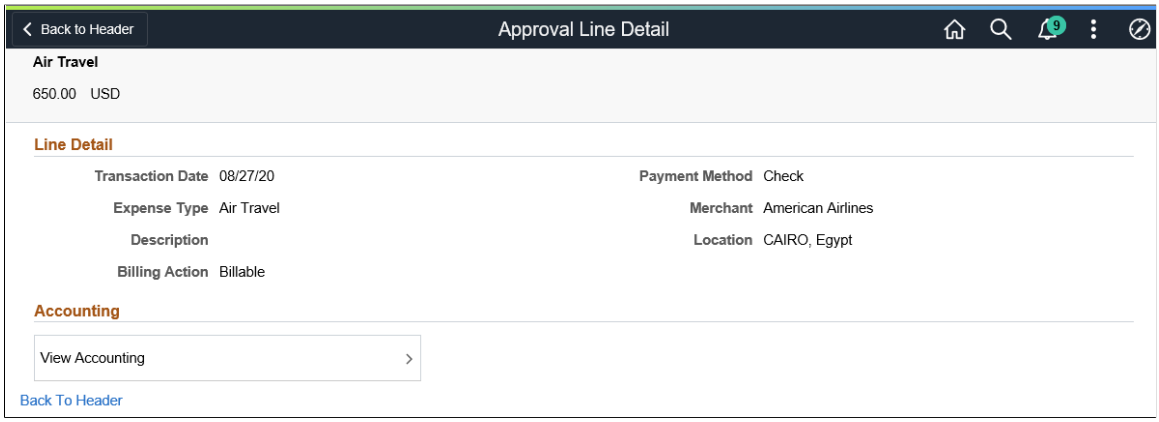
Approval Line Detail Page (travel authorization)

Use the Approval Line Detail page (EOAWMA_TXNLDTL_FL) for a travel authorization to review additional information about the travel authorization line.

Navigation:

Select a travel authorization line in the Lines section on the Travel Authorization header approval page.

This example illustrates the fields and controls on the Approval Line Detail Page (travel authorization).



Field or Control	*Description*
View Attachments	Select to view attachments associated with the travel authorization. If there are no attachments associated to the report, this link will be hidden.
View Accounting	Select to access the Accounting page and view the Accounting details.
Exceptions and Risks	Select to view the Exception Comments and Risks page.

Approving Cash Advances Using PeopleSoft Fluid User Interface

Pages Used to Approve Cash Advances in the PeopleSoft Fluid User Interface

Page Name	*Definition Name*	*Usage*
Pending Approvals - Cash Advance Page (List)	EOAWMA_MAIN_FL	Review and approve multiple cash advances. For more information, see the “Pending Approvals Page” (Application Fundamentals)

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Page Name	*Definition Name*	*Usage*
Cash Advance Page (Header Approval)	EOAWMA_TXNHDTL_FL	Review and approve a single cash advance. For more information, see the “Approval Header Detail Page” (Application Fundamentals).
Cash Advance Page (Line Detail)	EOAWMA_TXNLDTL_FL	Review additional information about a cash advance. For more information, see the “Approval Line Detail Page” (Application Fundamentals)
Cash Advance - Exception Comments and Risks page	EX_CA_RISK_SCF	View the exception comments and risk details for cash advance transactions. If the system determines risk for the transactions, the approver can view the risk level, risk description, the risk criteria that triggered the risk, and the details of the risk.

PeopleSoft Expenses supports delegation of approvals for Cash Advances. Expense users can leverage the Enterprise Components Delegation Framework in order to assign Delegates for approving various transactions. For more information, see “Understanding Delegation” (Enterprise Components)

Pending Approvals - Cash Advance Page (List)

Use the Pending Approvals - Cash Advance list page (EOAWMA_MAIN_FL) to review and approve multiple cash advances. Access header details for a specific cash advance.

Navigation:

Employee Self Service > **Approvals** .

On the Pending Approvals page, select **Cash Advance** in the View By Type pane to view the Cash Advances in the right pane.

Smartphone: On the Pending Approvals - View By Type page, select **Cash Advance** to open a new page that lists the Cash Advances.

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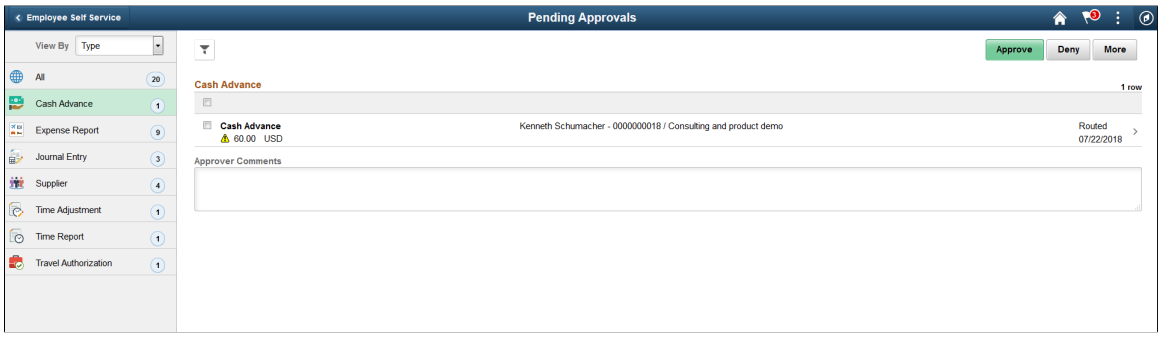
This example illustrates the fields and controls on the Pending Approvals - Cash Advance list page. You can find definitions for the fields and controls later on this page.



You can set up priority on the Urgency page (**Set Up Financials/Supply Chain** > **Install** > **Installation Options** > **Expenses** > **Urgency Options**).

Review header information for the cash advances currently routed for approval. To access header details for a particular transaction, select the header row for a particular cash advance. You can select all or several cash advances on this page and perform a mass action on the selected reports. You can also use the filter to narrow results on the page. For more information about using the filter, see the “Filters Page” (Application Fundamentals)

Field or Control	***Description***
Approve , **Deny**, **More**	Perform a mass action by selecting multiple transactions, and then selecting an approval action button. Select the **More** button to display other action buttons **Sendback** (Return to Submitter) and Hold.
	Select this button to expand or collapse the View By Type page.
	Indicates the risks identified by the system.

Cash Advance Page (Header Approval)

Use the Cash Advance header approval page (EOAWMA_TXNHDTL_FL) to review and approve a single cash advance. Access line details for a specific cash advance.

Navigation:

Select a cash advance in the list on the Pending Approvals - Cash Advance list page.

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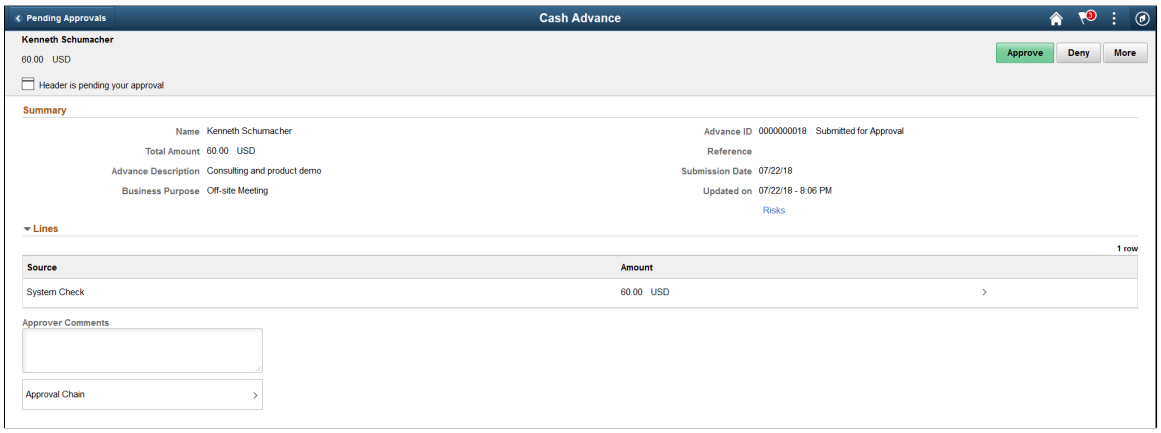
This example illustrates the fields and controls on the Cash Advance header approval page. You can find definitions for the fields and controls later on this page.



When viewing a cash advance on a smartphone, you must scroll down to view the line information, approver comments, and approval chain.

The approval chain reflects approval status generated by the Application Workflow Engine (AWE). For more information about using AWE workflows, see “Approval Framework Overview” (Approval Framework).

Field or Control	***Description***
View Attachments	Select to view attachments associated with the cash advance. If there are no attachments associated to the report, this link will be hidden.
View Notes	Select to view notes associated with the cash advance. If there are no notes associated to the report, this link will be hidden.
Lines	Select a line to review additional details about the cash advance. Select the check box for one or more lines to approve or deny a cash advance.
Approver Comments	Enter comments in the text entry field.
Approval Chain	Select to review approval chain information. You can expand or collapse approver information for each line by selecting the Expand/Collapse icon. You can also select the approver name to view approver details.

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Field or Control	*Description*
Approve , **Deny**, **More**	Select an action button. When you select an action button, you have the option to select **Submit** to continue the action or **Cancel** to back out of the action. Upon submitting the action, the system generates a message that the action is successful. Select the **More** button to display other action buttons **Sendback** (Return to Submitter) and Hold. Approvers approve cash advances at the header level. This setting is defined in the Setup Process Definitions page. For more information, see Defining the Setup Process Definitions Component topic in *PeopleSoft Enterprise Components*, Approval Framework
Risks	Select the Risks link to view the risk details.

Cash Advance Page (Line Detail)

Use the Cash Advance line detail page (EOAWMA_TXNLDTL_FL) to review additional information about the cash advance.

Navigation:

Select a cash advance line in the Lines section on the Cash Advance header approval page.

This example illustrates the fields and controls on the Cash Advance line detail page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.

Field or Control	*Description*
View Accounting	Select to access the Accounting page and view the Accounting details.

Note: Attachments are not available on the Line level for Cash Advances.

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Approving Cash Advance Post Payments Using PeopleSoft Fluid User Interface

Pages Used to Approve Cash Advance Post Payments in the PeopleSoft Fluid User Interface

Page Name	*Definition Name*	*Usage*
Pending Approvals - Cash Advance Post Pay Page (List)	EOAWMA_MAIN_FL	Review and approve multiple cash advance post payments. For more information, see the “Pending Approvals Page” (Application Fundamentals)
Cash Advance Post Pay Page (Header Approval)	EOAWMA_TXNHDTL_FL	Review and approve a single cash advance post payment. For more information, see the “Approval Header Detail Page” (Application Fundamentals).
Cash Advance Post Pay Page (Line Detail)	EOAWMA_TXNLDTL_FL	Review additional information about an cash advance post payment. For more information, see the “Approval Line Detail Page” (Application Fundamentals)

Pending Approvals - Cash Advance Post Pay Page (List)

Use the Pending Approvals - Cash Advance Post Pay list page (EOAWMA_MAIN_FL) to review and approve multiple cash advance post payments. Access header details for a specific cash advance post payment.

Navigation:

Employee Self Service > **Approvals** .

On the Pending Approvals page, select **Cash Advance Post Pay** in the View By Type pane to view the cash advance post payments in the right pane.

Smartphone: On the Pending Approvals - View By Type page, select **Cash Advance Post Pay** to open a new page that lists the cash advance post payments.

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This example illustrates the fields and controls on the Pending Approvals - Cash Advance Post Pay list page. You can find definitions for the fields and controls later on this page.

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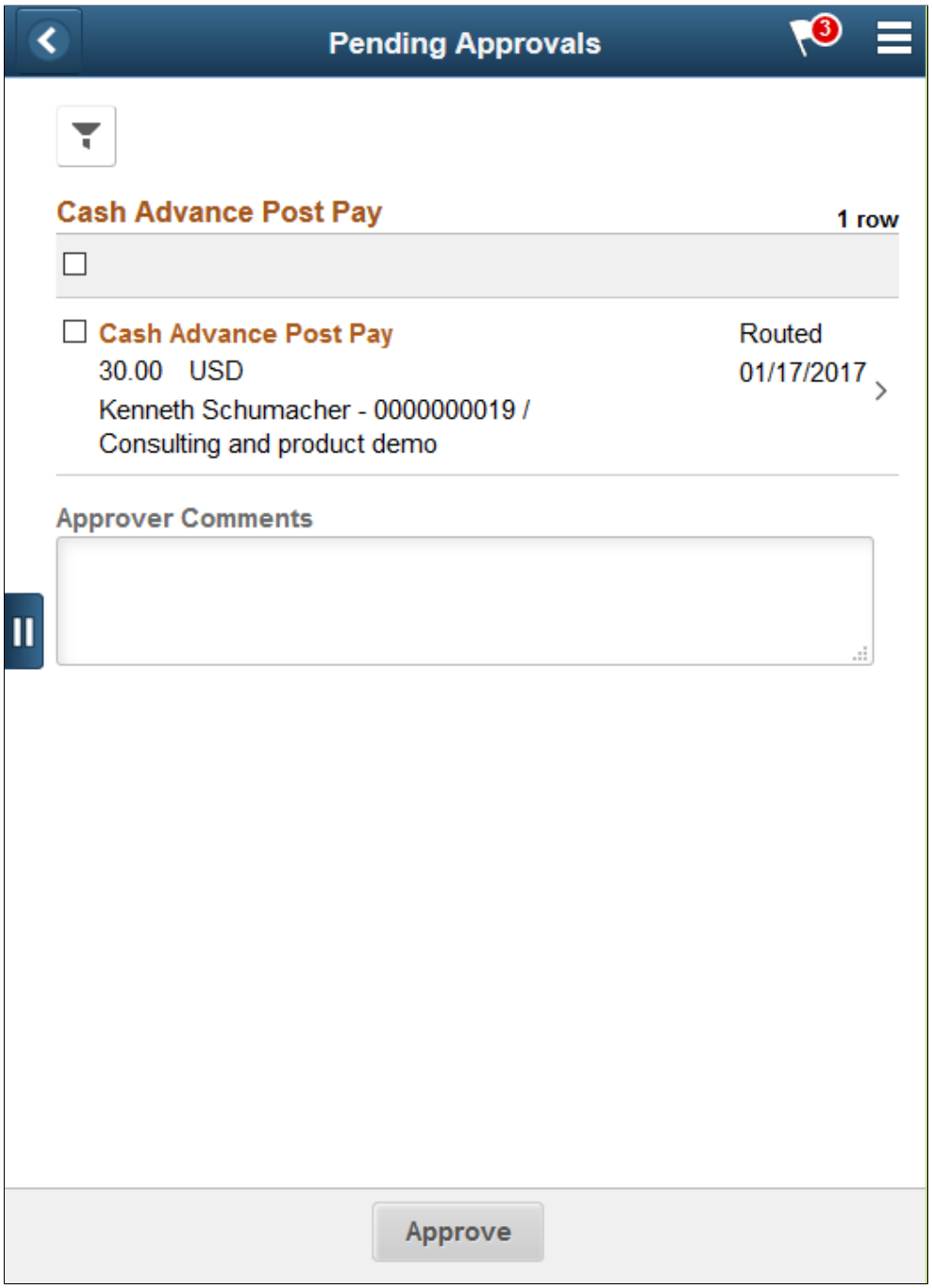
This example illustrates the fields and controls on the Pending Approvals - Cash Advance Post Pay list page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



Review header information for the cash advance post payments currently routed for approval. To access header details for a particular transaction, select the header row for a particular cash advance post payment. You can select all or several cash advance post payments on this page and perform a mass action on the selected reports. You can also use the filter to narrow results on the page. For more information about using the filter, see the “Filters Page” (Application Fundamentals)

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Field or Control	*Description*
Approve	Perform a mass action by selecting multiple transactions, and then selecting the **Approve** action button.
	Select this button to expand or collapse the View By Type page.

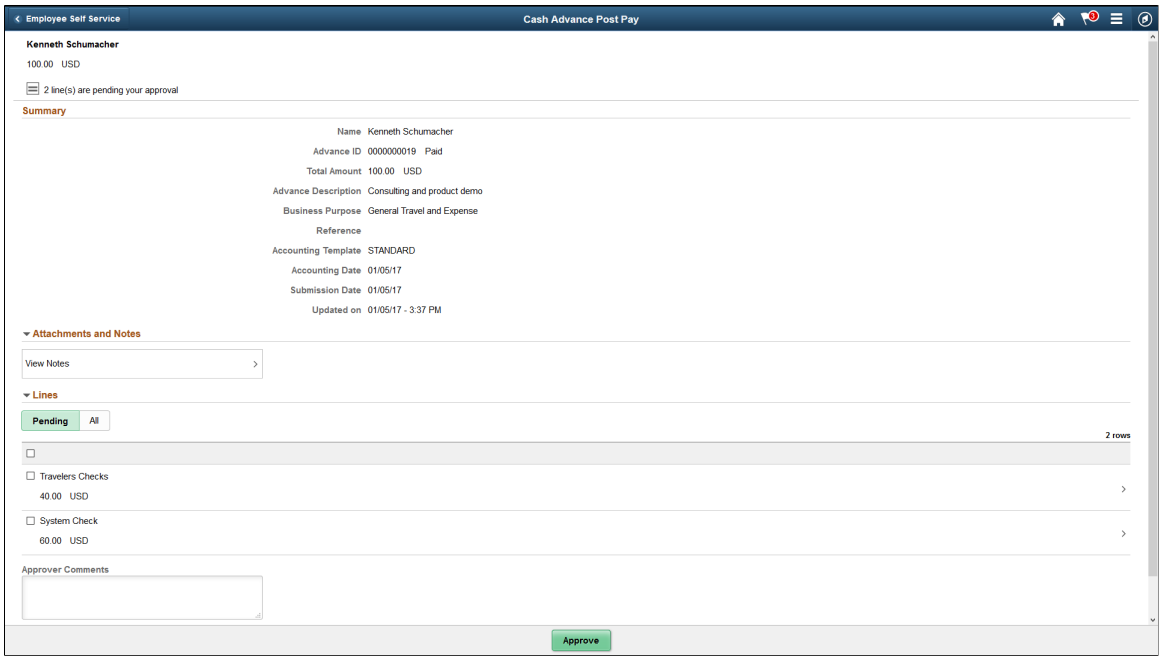
Cash Advance Post Pay Page (Header Approval)

Use the Cash Advance Post Pay header approval page (EOAWMA_TXNHDTL_FL) to review and approve a single cash advance post payment. Access line details for a specific cash advance post payment.

Navigation:

Select an cash advance post payment in the list on the Pending Approvals - Cash Advance Post Pay list page.

This example illustrates the fields and controls on the Cash Advance Post Pay header approval page. You can find definitions for the fields and controls later on this page.



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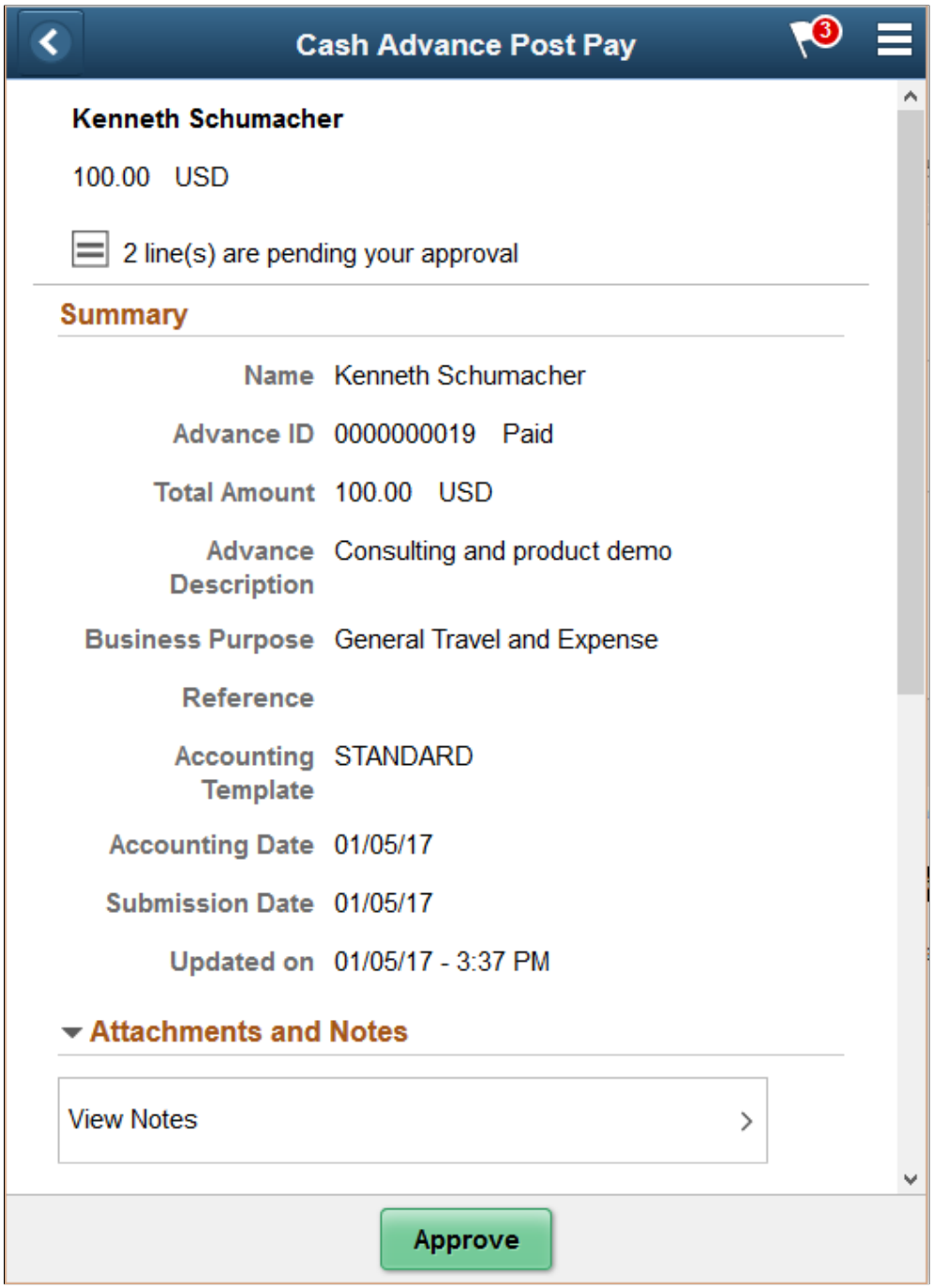
This example illustrates the fields and controls on the Cash Advance Post Pay header approval page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



When viewing an cash advance post payment on a smartphone, you must scroll down to view the line information, approver comments, and approval chain.

The approval chain reflects approval status generated by the Application Workflow Engine (AWE). For more information about using AWE workflows, see “Approval Framework Overview” (Approval Framework).

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Field or Control	*Description*
View Attachments	Select to view attachments associated with the cash advance post payment. If there are no attachments associated to the report, this link will be hidden.
View Notes	Select to view notes associated with the cash advance post payment. If there are no notes associated to the report, this link will be hidden.
Lines	Select a line to review additional details about the cash advance post payment. Select the check box for one or more lines to approve a cash advance post payment.
Approver Comments	Enter comments in the text entry field.
Approval Chain	Select to review approval chain information. You can expand or collapse approver information for each line by selecting the Expand/Collapse icon. You can also select the approver name to view approver details.
Approve	Select to approve a cash advance post payment. You have the option to select **Submit** to continue the action or **Cancel** to back out of the action. Approvers approve cash advance post payments at the header level. This setting is defined in the Setup Process Definitions page. For more information, see Defining the Setup Process Definitions Component topic in *PeopleSoft Enterprise Components*, Approval Framework

Cash Advance Post Pay Page (Line Detail)

Use the Cash Advance Post Pay line detail page (EOAWMA_TXNLDTL_FL) to review additional information about a cash advance post payment.

Navigation:

Select a cash advance post payment line in the Lines section on the Cash Advance Post Pay header approval page.

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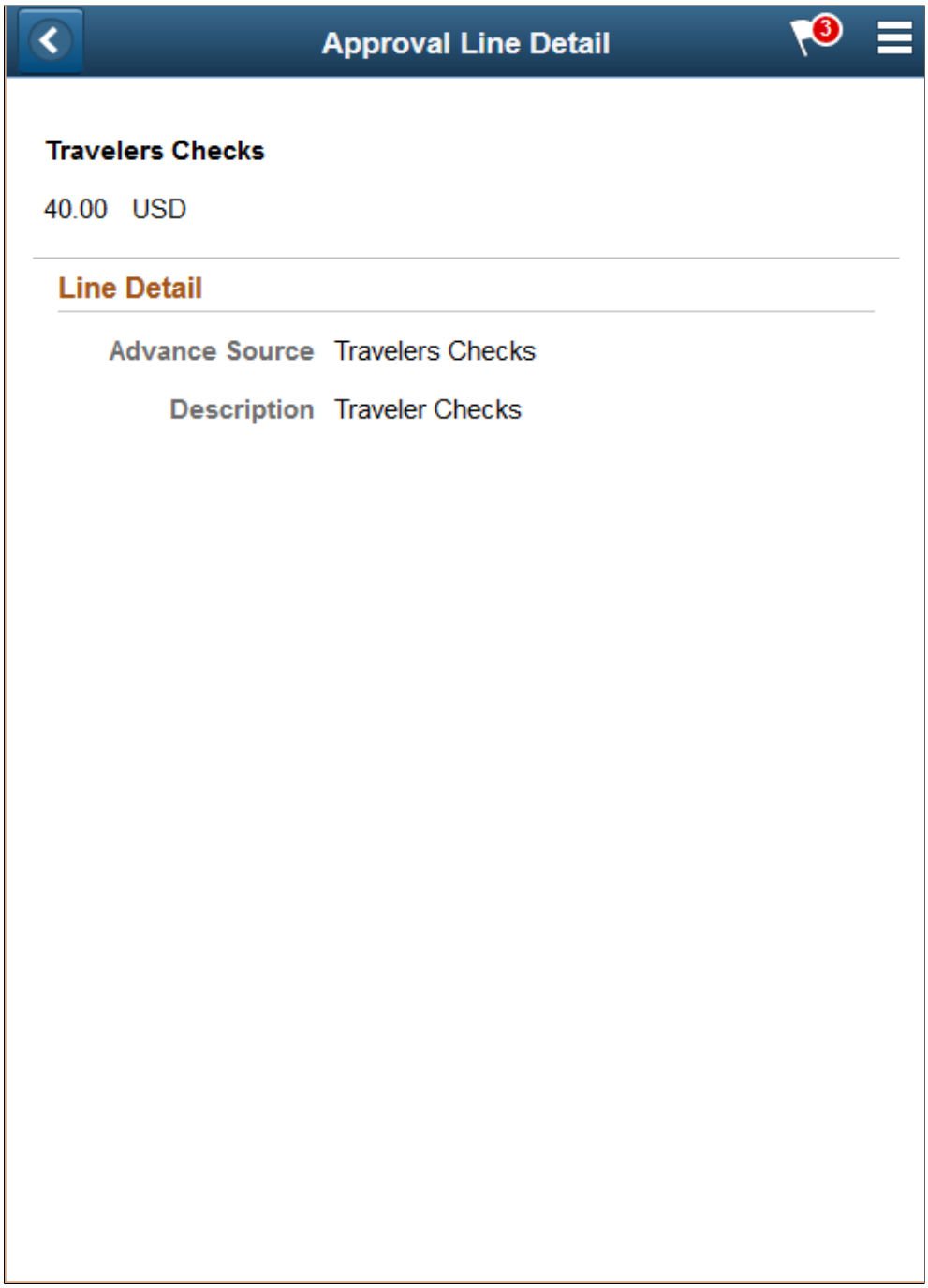
This example illustrates the fields and controls on the Cash Advance Post Pay line detail page as displayed on a smartphone. You can find definitions for the fields and controls later on this page.



Attachments are not available on the Line level for Cash Advances

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Chapter 31

Approving Expense Transactions Using PeopleSoft Classic

Using Summary Approvals for Expense Transactions

Pages Used for Summary Approvals

Page Name	*Definition Name*	*Usage*
Approve Transactions - Overview Page	EX_ALLTXN_APPR	Use summary approvals for all transactions. View and approve multiple expense transactions in one approver action.
Approve Transactions - Expense Reports Page	EX_SHEET_APPR	Use summary approvals for expense reports. View and approve multiple expense reports in one approver action.
Approve Transactions - Time Reports Page	EX_TIME_APPR	View and approve multiple time reports in one approver action.
Approve Transactions - Time Adjustments Page	EX_TADJ_APPR	View and approve multiple time adjustments in one approver action.
Approve Transactions - Travel Authorizations Page	EX_TAUTH_APPR	View and approve multiple travel authorizations in one approver action.
Approve Transactions - Cash Advances Page	EX_ADV_APPR	View and approve multiple cash advances in one approver action.

Understanding Summary Approvals

PeopleSoft Expenses delivers a configuration design that enables you to configure an approver for any type of role, whether it is line manager or auditor. All approvers and auditors perform reviews and approval actions through the same approval pages. In some organizations, approvers can view and approve many transactions each day. PeopleSoft Expenses enables reviewers, approvers, and auditors to view and approve some or multiple transactions in their queues with one action.

The Approve Transactions pages consist of a summary page of all transactions in an approver's queue and separate pages for each transaction type. On the Summary Approval Options page, you enable or disable the ability for approvers to act on multiple transactions on the Approve Transaction pages. For example, PeopleSoft Expenses does not display the **Approve, Reviewed, Send Back, Hold,** or **Budget**

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Check button on the Approve Transaction - Overview page if you deselect the **Overview and Error Pages** check box on the Summary Approval Options page. In this case, PeopleSoft Expenses displays the Approve Transaction - Overview page as a worklist and approvers must access the Approve Transactions pages for each transaction type (if enabled) or drill down to the transaction detail pages. PeopleSoft Expenses supports the Deny button and its functionality only on the transaction approval pages but not on the summary pages.

The Approve Transactions pages display urgency, risk, and alert images to help the approver with his or her decision-making process. Approvers can sort transactions based on urgency or risk, and they can click the risk button to access risk details.

Approvers click the link in the **Description** or **Transaction ID** column to drill down to view transaction details. They can also approve transactions from the detail pages.

On the Expenses Options page, you select the approval preference to govern the system's behavior after an approval action at the transaction detail level. For example, if you select *Proceed to the Next Transaction* for the approval preference, PeopleSoft Expenses displays the next transaction in the approver's queue that is of the same transaction type. If the approver is on the time report approval page, PeopleSoft Expenses displays the next time report in the approver's queue. If you select *Return to List* for the approval preference, PeopleSoft Expenses returns the approver to the Summary Approval page after each approval action taken at the detail level.

Approvers can select several transactions on the summary approval page and then click an approval action button. The system still observes all rules that you configured for approvals, for each transaction. At any time, approvers can click **Refresh List** to update their approval queues. If the approver takes an action that requires a comment and they select many transactions for the action, the system applies the comment entered by the approver to all selected transactions.

Related Links

Configuring Summary Approval Options

Approve Transactions - Overview Page

Use the Approve Transactions - Overview page (EX_ALLTXN_APPR) to use summary approvals for all transactions.

View and approve multiple expense transactions in one approver action.

Navigation:

- **Manager Self-Service** > **Manager Travel and Expense Center** > **Approvals** > **Approve Expense Transactions**
- **Travel and Expenses** > **Approve Transactions** > **Approve Transactions**

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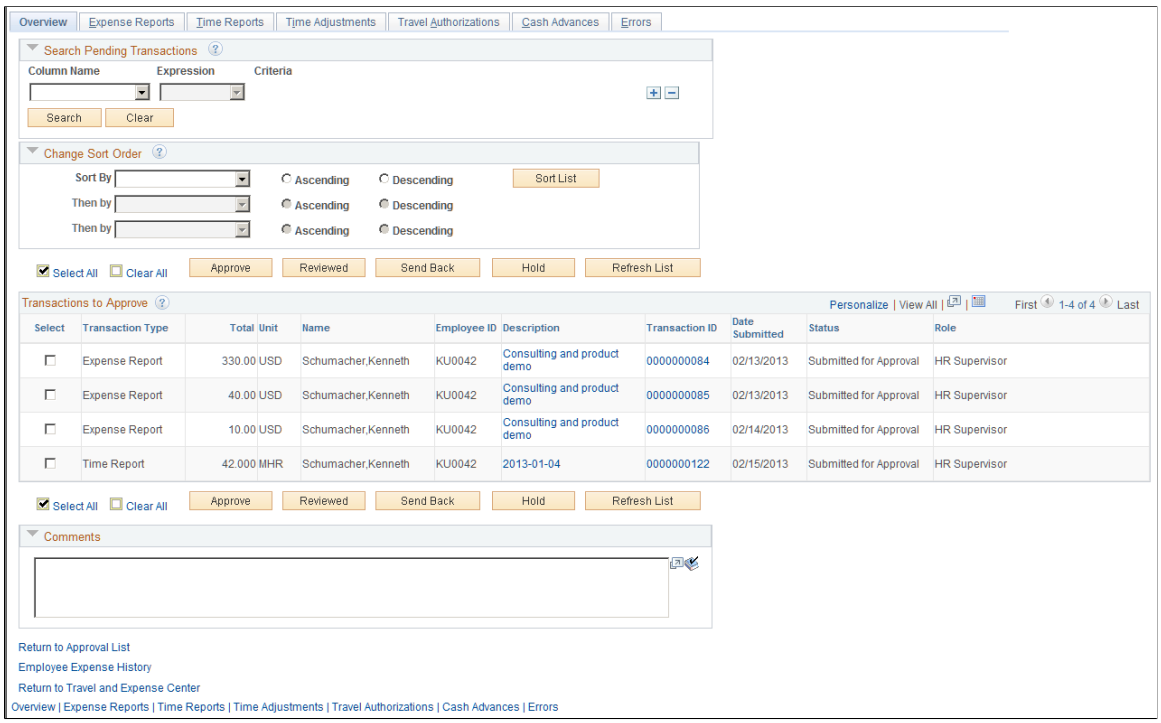
This example illustrates the fields and controls on the Approve Transactions - Overview page.



Search Pending Transactions

PeopleSoft Expenses provides a search utility for the summary approval pages that enables approvers to search for specific transactions in their queue that are pending approval. The search does not apply to transactions that the approver has already processed. This utility is intended for approvers who manage large numbers of transactions for review and approval. You can use this functionality to group transactions by some criteria to be approved with one action. For example, an approver can approve all expense and time reports for a special project before processing other transactions. The approver uses the search utility to select only those transactions.

The search utility enables approvers to add and delete rows; the conditional relationship between all rows is AND. If you select the **Select All** or **Clear All** check box after a search, the action applies only to those transactions returned in the search. If you click the **Refresh List** button, the system restores the approver's queue of pending transactions.

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Field or Control	*Description*
Column Name	PeopleSoft Expenses lists only columns that appear in the **Transactions to Approve** grid. If you select a column, then you must enter a criterion. Options are: • *Transaction Type* • *Total* • *Unit* • *Name* • *Employee ID* • *Description* This is available only for searches for expense reports, travel authorizations, and cash advances. If you enter a time report period end date for the criteria for a description field, the system does not return any time reports or time adjustments. Go to the Approve Transactions - Time Reports or Approve Transactions - Time Report Adjustments page to search for those transactions using Period End Date as the column name. • *Transaction ID* • *Date Submitted* • *Status* • *Role* • *Period End Date* Appears if the transaction type is time report or time adjustment. • *Trip Date* Appears only for travel authorizations. • *Budget Status* Appears for expense reports and travel authorizations.

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Field or Control	*Description*
Expression	Select an operand to build the select criteria. Operands that appear for selection change based on the field that you select. If you select the *Between* operand, the system displays a second criteria field to accept a value for the end of the range. The second criteria field must be a value that is not less than the value of the first criteria field.
Criteria	Enter the specific condition of the select statement. For example, if you enter "2005 Annual Conference" for the criteria in the Description column, PeopleSoft Expenses displays only those expense transactions that match that description.
Search	Click to search the pending transactions in an approver's queue using the selection criteria that you entered in the **Search Pending Transactions** grid. The system deselects any transactions in the **Transactions to Approve** grid that you previously selected.
Clear	Click to remove all search criteria lines.

Change Sort Order

This section enables you to select up to three columns to reorder transactions in the **Transactions Pending Approval** grid. Select a sort key from the drop-down list box, select the sort key order *(Ascending* or *Descending),* and click **Sort List.**

Transactions to Approve

Field or Control	*Description*
Select	Select transactions for an approval action. PeopleSoft Expenses does not display this column if you did not enable summary approvals for the page. PeopleSoft Expenses disables the **Select** check box if you disallowed summary approvals for transactions with exceptions on the Summary Approval Option page, which requires the approver to drill down to the transaction detail to perform the necessary approval action.
Transaction Type	Identifies the type of expense transaction, such as expense report or cash advance. PeopleSoft Expenses displays this column only on the Approve Transactions - Overview page.

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Field or Control	*Description*
Total	Displays the total amount for monetary transactions or total hours for time transactions.
Unit	Displays the unit of measure. The submitter's the base currency code of the submitter's general ledger business unit appears for monetary transactions. PeopleSoft Expenses displays *MHR* for time reports and time adjustments.
Name	Displays the name of the employee whom the transaction is for.
Employee ID	Displays the employee ID of the employee whom the transaction is for.
Description	Displays the transaction header description for expense reports, travel authorizations, and cash advances; displays the period end date for time reports and time adjustments. Click the link to access one of the following pages, depending on the transaction type: • Approve Expense Report - Expense Report Summary page. • Approve Cash Advance Report page. • Approve Travel Authorization - Travel Authorization Summary page. • Approve Time Report - Time Report Summary page. **Note:** PeopleSoft Expenses uses the Approve Time Report - Time Report Summary page for time reports and time adjustments. See Approving Expense Reports, Approving Time Reports, Approving Time Adjustments, Approving Travel Authorizations, Approving Cash Advances.

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Field or Control	*Description*
Transaction ID	Displays the transaction ID that PeopleSoft Expenses assigned to the transaction. Click the link to access one of the following pages, depending on the transaction type: • Approve Expense Report - Expense Report Summary page. • Approve Cash Advance Report page. • Approve Travel Authorization - Travel Authorization Summary page. • Approve Time Report - Time Report Summary page. **Note:** PeopleSoft Expenses uses the Approve Time Report - Time Report Summary page for time reports and time adjustments. See Approving Expense Reports, Approving Time Reports, Approving Time Adjustments, Approving Travel Authorizations, Approving Cash Advances.
Date Submitted	Displays the date on which the originator last submitted the expense transaction for approval. If an employee submits an expense transaction for approval on November 3, an approver returns the transaction to the employee on November 4, and the employee resubmits the transaction on November 5, PeopleSoft Expenses displays the date submitted as November 5.
Status	Displays the current header status of the expense transaction.
Role	Displays the type of role or approver type that the approver has for the transaction. Some employees in an organization can be both approvers and auditors. If an approver has only one role in the approval process, he or she can use the grid's Customization feature to hide this column.
Select All and Clear All	Use in conjunction with the **Approve, Reviewed, Send Back, Hold,** and **Budget Check** buttons. PeopleSoft Expenses does not display these buttons if you disabled summary approvals or the approval action on the Summary Approval Options page.

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Field or Control	*Description*
Approve	Click to approve an expense transaction. PeopleSoft Expenses does not display this button if you disabled summary approvals or the approval action on the Summary Approval Options page.
Reviewed	Click to indicate that you have reviewed an expense transaction. PeopleSoft Expenses does not display this button if you disabled summary approvals or the approval action on the Summary Approval Options page.
Send Back	Click to send an expense transaction back to the employee or the originator. PeopleSoft Expenses does not display this button if you disabled summary approvals or the approval action on the Summary Approval Options page.
Hold	Click to place the expense transaction on hold. Placing a transaction on hold reserves it for that approver until he or she takes a subsequent action. PeopleSoft Expenses does not display this button if you disabled summary approvals or the approval action on the Summary Approval Options page.
Budget Check	Click to budget check expense reports and travel authorizations. The system initially clears the transactions from the approval queue but re-displays them after the budget checking process finishes. PeopleSoft Expenses does not display this button if you disabled summary approvals or the budget check action button is disabled on the Summary Approval Options page. **Note:** If you make any changes to distributions or amounts, you must budget check the expense transaction again to reflect the changes in the commitment control ledgers.
Refresh List	Click to retrieve new transactions that may have been submitted to the approver's queue.
Comments	Enter a comment, which PeopleSoft Expenses displays on all summary pages. PeopleSoft Expenses displays the Comments section on the Approve Transaction pages if you selected the check box for **Transaction Pages** or **Overview and Error Pages** on the Summary Approval Options page.

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Field or Control	*Description*
Employee Expense History	Click to access the **Transaction History** grid to view one or many employee expense transactions, past and current transactions, and drill down to the transaction details.

Approve Transactions - Expense Reports Page

Use the Approve Transactions - Expense Reports page (EX_SHEET_APPR) to use summary approvals for expense reports.

View and approve multiple expense reports in one approver action.

Navigation:

- **Manager Self-Service** > **Manager Travel and Expense Center** > **Approvals** > **Approve Expense Transactions** > **Expense Reports**
- **Travel and Expenses** > **Approve Transactions** > **Approve Transactions** > **Expense Reports**

The Approve Transactions - Expense Reports page is similar to the Approve Transactions - Overview Page. This topic documents the page elements that pertain to expense reports that PeopleSoft Expenses does not display on the overview page.

Transactions to Approve

Field or Control	*Description*
Total Amount	Displays the total amount of the expense report.
Curr (currency)	Displays the currency associated with the expense report.
Budget Status	Displays the budget checking status of the transaction. Values are: • *Not Chk'd:* Indicates that budget checking is required. • *Valid:* Indicates that the transaction was successfully budget-checked. • *Error:* Indicates that a budget checking exception occurred during the budget checking process.

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Field or Control	*Description*
Description	Displays the transaction header description for the expense report. Click the link to access the Approve Expense Report - Expense Report Summary page. See Approving Expense Reports.
Transaction ID	Displays the transaction ID that PeopleSoft Expenses assigned to the expense report. Click the link to access the Approve Expense Report - Expense Report Summary page. See Approving Expense Reports.

Approve Transactions - Time Reports Page

Use the Approve Transactions - Time Reports page (EX_TIME_APPR) to view and approve multiple time reports in one approver action.

Navigation:

- **Manager Self-Service** > **Manager Travel and Expense Center** > **Approvals** > **Approve Expense Transactions** > **Time Reports**
- **Travel and Expenses** > **Approve Transactions** > **Approve Transactions** > **Time Reports**

The Approve Transactions - Time Reports page is similar to the Approve Transactions - Overview Page. This topic documents the page elements that pertain to time reports that PeopleSoft Expenses does not display on the overview page.

Transactions to Approve

Field or Control	*Description*
Project Hours	Displays the total project-related hours for the time report.
Personal Hours	Displays the total personal-related hours for the time report.
Period End Date	Displays the date on which the time reporting period ends for the time report. Click the link to access the Approve Time Report - Time Report Summary page. See Approving Time Reports.

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Field or Control	*Description*
Transaction ID	Displays the transaction ID that PeopleSoft Expenses assigned to the time report. Click the link to access the Approve Time Report - Time Report Summary page. See Approving Time Reports.

Approve Transactions - Time Adjustments Page

Use the Approve Transactions - Time Adjustments page (EX_TADJ_APPR) to view and approve multiple time adjustments in one approver action.

Navigation:

- **Manager Self-Service** > **Manager Travel and Expense Center** > **Approvals** > **Approve Expense Transactions** > **Time Adjustments**
- **Travel and Expenses** > **Approve Transactions** > **Approve Transactions** > **Time Adjustments**

The Approve Transactions - Time Adjustments page is similar to the Approve Transactions - Overview Page. This topic documents the page elements that pertain to time adjustments that PeopleSoft Expenses does not display on the overview page.

Transactions to Approve

Field or Control	*Description*
Project Hours	Displays the total project-related hours for the time adjustment.
Personal Hours	Displays the total personal-related hours for the time adjustment.
Period End Date	Displays the date on which the time reporting period ends for the time adjustment. Click the link to access the Approve Time Report - Time Report Summary page. See Approving Time Adjustments.
Transaction ID	Displays the transaction ID that PeopleSoft Expenses assigned to the time adjustment. Click the link to access the Approve Time Report - Time Report Summary page. See Approving Time Adjustments.

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Field or Control	*Description*
Version	Displays the version number that PeopleSoft Expenses assigned to the time adjustment.

Approve Transactions - Travel Authorizations Page

Use the Approve Transactions - Travel Authorizations page (EX_TAUTH_APPR) to view and approve multiple travel authorizations in one approver action.

Navigation:

- **Manager Self-Service** > **Manager Travel and Expense Center** > **Approvals** > **Approve Expense Transactions** > **Travel Authorizations**
- **Travel and Expenses** > **Approve Transactions** > **Approve Transactions** > **Travel Authorizations**

The Approve Transactions - Travel Authorizations page is similar to the Approve Transactions - Overview Page. This topic documents the page elements that pertain to travel authorizations that PeopleSoft Expenses does not display on the overview page.

Transactions to Approve

Field or Control	*Description*
Total	Displays the total amount of the travel authorization.
Curr (currency)	Displays the currency associated with the travel authorization.
Budget Status	Displays the budget checking status of the transaction. Values are: • *Not Chk'd:* Indicates that budget checking is required • *Valid:* Indicates that the transaction was successfully budget-checked. • *Error:* Indicates that a budget checking exception occurred during the budget checking process.
Description	Displays the transaction header description for travel authorizations. Click the link to access the Approve Travel Authorization - Travel Authorization Summary page. See Approving Travel Authorizations.

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Field or Control	*Description*
Transaction ID	Displays the transaction ID that PeopleSoft Expenses assigned to the transaction. Click the link to access the Approve Travel Authorization - Travel Authorization Summary page. See Approving Travel Authorizations.
Trip Date	Displays the date the travel begins for the employee.

Approve Transactions - Cash Advances Page

Use the Approve Transactions - Cash Advances page (EX_ADV_APPR) to view and approve multiple cash advances in one approver action.

Navigation:

- **Manager Self-Service** > **Manager Travel and Expense Center** > **Approvals** > **Approve Expense Transactions** > **Cash Advances**
- **Travel and Expenses** > **Approve Transactions** > **Approve Transactions** > **Cash Advances**

The Approve Transactions - Cash Advances page is similar to the Approve Transactions - Overview Page. This topic documents the page elements that pertain to cash advances that PeopleSoft Expenses does not display on the overview page.

Transactions to Approve

Field or Control	*Description*
Total	Displays the total amount of the cash advance.
Curr (currency)	Displays the currency associated with the cash advance.
Description	Displays the transaction header description for cash advances. Click the link to access the Approve Cash Advance Report page. See Approving Cash Advances.
Transaction ID	Displays the transaction ID that PeopleSoft Expenses assigned to the transaction. Click the link to access the Approve Cash Advance Report page. See Approving Cash Advances.

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Approving Expense Reports

This topic provides an overview of how to approve expense reports.

Pages Used to Approve Expense Reports

Page Name	*Definition Name*	*Usage*
Approve Transactions - Overview Page	EX_ALLTXN_APPR	Approve expense reports on the summary approval page.
Approve Transactions - Expense Reports Page	EX_SHEET_APPR	Approve expense reports.
Approve Expense Report – Expense Summary Page	TE_SHEET_LINES	Approve expense reports.
Approve Expense Report - Expense Details Page	EX_SHEET_ENTRY	View, modify, add or delete expense report lines. This page is accessible only to approvers who have *Add* or *Full* approval privileges for the transaction line.
Approve Expense Report - Expense Detail for [Expense Type] Page	TE_SHEET_LINE_DTL	View transaction lines for the expense report. This is accessible only to approvers who have Add, Delete, or View privileges to the transaction line. For approvers who have Full or Modify privileges to the transaction line, see Modifying the Approve Expense Report - Expense Detail for [expense type] Page (EX_SHEET_ERRORS).
Approve Expense Report - Accounting Defaults Page	TE_SHEET_SPLIT	View the accounting distribution summary for the expense report.
Approve Expense Report - Accounting Detail Page	TE_SHEET_DIST	View, add, or modify accounting details for expense transaction lines.
Approve Expense Report - View Exception Comments and Risks Page	TE_EXCPTN_COMM_SHT	View exception comments and risks for expense reports.
Expense Notes Page	EX_SHEET_NOTES	View and add notes.
Approve Expense Report - VAT Information Page	TE_SHEET_VAT_SUM	View VAT information

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Page Name	*Definition Name*	*Usage*
Approve Expense Report – Compare Totals Page	EX_TA_RES_COMP	View the comparative totals and variance percentages for any associated travel authorization as compared to the expense report totals.

Understanding How to Approve Expense Reports

After an employee submits an expense report, it goes through the approval process. Part of the approval process can include a review by an internal auditor. Expense reports can be audited before (prepayment) or after (post payment) reimbursement. The audit can be performed by one or many auditors, either sequentially or from a pool of auditors. In some organizations, auditors can only randomly or selectively review expense transactions for audit purposes. To selectively route expense transactions to an approver or auditor, define a refinement template and configure it for selective criteria, then assign it to an approver. The criteria established in the refinement template filters which transaction an approver or auditor sees in his or her queue. For example, a post payment auditor can review only transactions with project expenses associated with it or expense reports that are missing receipts.

You can authorize approvers and auditors to modify expense transactions through the approvals configuration. The privileges associated with an approver determines what he or she can change, add, or delete on expense transactions. If you use PeopleSoft Project Costing, you can charge some of your expense items to project-related ChartFields and your expense report approval procedures might include a review by a project manager. Project managers can also modify expense transactions if you enable that authorization through the privilege configuration. However, if an expense transaction has been processed for payment, some privileges can be constrained to maintain the integrity of payments issued or information already posted to other products.

PeopleSoft Expenses delivers a feature for supplemental or conditional approvers. If you use HR supervisor approvals but want to have an additional approval required as a standard or based on a transaction condition such as a monetary amount, you can use the expense approver list to define the supplemental approver by profile. If the condition is amount-based, you can define the amount rules for the profile on this list. The same concept applies for project approvals. You can use Project Manager as assigned in PeopleSoft Project Costing for standard project approvals, but also use the Project Supplemental Approver list to define a supplemental or conditional approval for project-related expenses.

Note: When you use Business Unit or Department criteria in the refinement template, routing is based on the employee's home business unit and department, not the business unit and department contained in the distributions.

Approve Expense Report – Expense Summary Page

Use the Approve Expense Report – Expense Summary page (TE_SHEET_LINES) to approve expense reports.

Navigation:

- **Manager Self Service** > **Travel and Expense Center** > **Approvals** > **Approve Transactions**. Click the **Description** or **Transaction ID** link on the Approve Transactions - Overview page.

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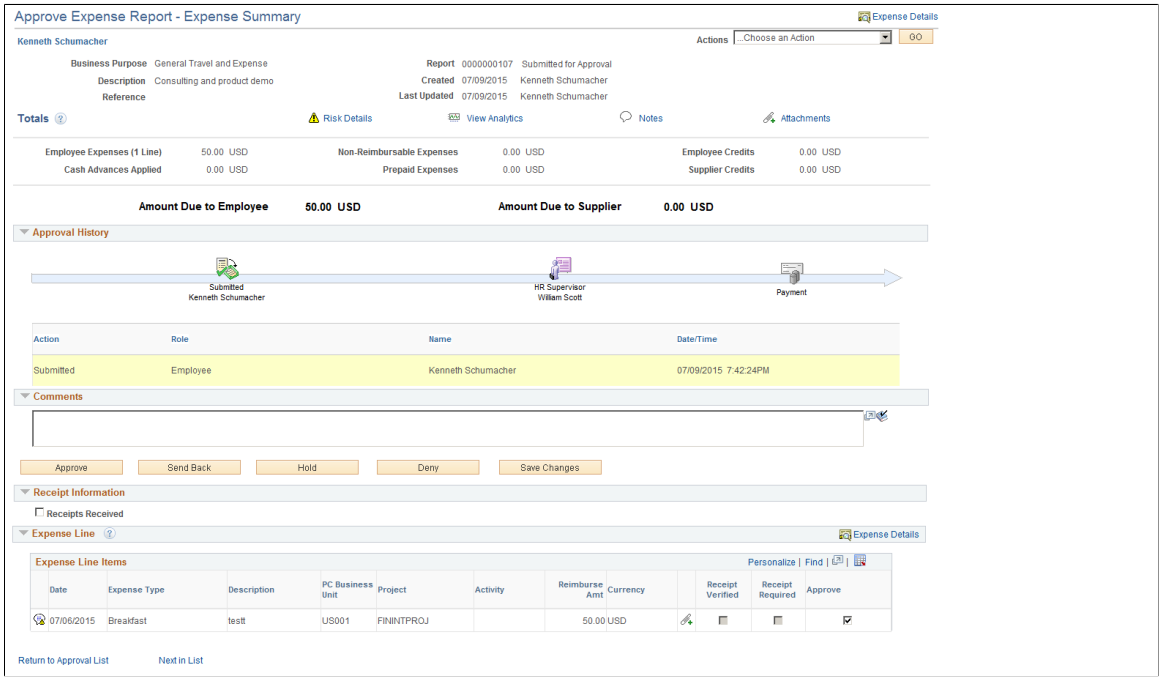
- **Travel and Expense** > **Approve Transactions** > **Approve Transactions.** Click the **Description** or **Transaction ID** link on the Approve Transactions - Overview page.
- **Manager Self Service** > **Travel and Expense Center** > **Approvals** > **Approve Transactions** > **Expense Reports**. Click the **Description** or **Transaction ID** link on the Approve Transactions - Expense Reports page.
- **Travel and Expense** > **Approve Transactions** > **Approve Transactions** > **Expense Reports**. Click the **Description** or **Transaction ID** link on the Approve Transactions - Expense Reports page.

This example illustrates the fields and controls on the Approve Expense Report – Expense Summary Page. You can find definitions for the fields and controls later on this page.



The fields on this page are the same as the fields on the Create (or Modify) Expense Report Page. Fields that are unique for the expense report approval process are documented in this topic.

Expense Summary

Field or Control	*Description*
Expense Details	Allow approvers to check detailed expense information. This link is hidden when approver has no privilege on the transaction lines.

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Field or Control	*Description*
Authorization ID	Displays the identifier for the travel authorization that is associated with the expense report, as a link. Travel authorizations that are copied to an expense report also appear as a link on the Approve Expense Report – Expense Summary page. Click the Authorization ID link to view the details of the travel authorization. If no travel authorization is associated with the expense report, this field is hidden.

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Field or Control	*Description*
More Options	Select from the list to view additional information about this expense report. Options are: • *Adjustment Cash Advance:* Select to access the Request Cash Advance page or the View Cash Advance page. An adjustment cash advance is needed only if the employee owes money to the company or if an approver or auditor has denied one or more lines on the expense report that have been reimbursed to the employee. Approvers and auditors can create adjustment cash advances if they deny one or more lines on expense reports for which employees have already been reimbursed. After creating an adjustment cash advance, the approver or auditor can view it. • *Default Accounting For Report:* Select the Approve Expense Report - Accounting Defaults page to view or modify the accounting distribution summary for the expense report. See Accounting Defaults Page. • *Export to Excel:* Select to access the Export to Excel page. • *Compare Totals:* Select to access the Compare Totals page to view and evaluate the totals for the expense report as compared to the total amounts for any associated travel authorization that is linked to the expense report. The calculations are automatically triggered when the page is opened and displays the totals and variances for the types of reports associated with the expense report. • *View Exception Comments:* Select to view the Approve Expense Report - View Exception Comments page. • *Expense Details:* Select to access the Approve Expense Report - Expense Details page. Approvers can edit descriptive information and expense report line items if their privileges authorize them to do so. • *User Defaults*: Select to access the Employee Profile - User Defaults page to view the employee's defaults and preferences. • *View Cash Advance:* Select to access the View Cash Advance page and view information about cash advances that the employee applied to the expense report. This link

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Field or Control	*Description*
	displays only if the employee applied a cash advance to the expense report. • *VAT Information:* Select to access the Approve Expense Report - VAT Information For Expense [type] page. • *View Receipts:* Select to view the expense report receipts. Receipts Imaging settings for your system is based upon the settings configured in the “Installation Options - Expenses Page” (Application Fundamentals) • *Document Sequencing:* Select to access the Document Sequencing page. This link is available only if document sequencing is enabled for the employee's default general ledger business unit.
Apply Cash Advances	Click to access the Apply Cash Advance(s) page. Post payment auditors cannot apply cash advances to expense reports.
Budget Check	Click to access the Commitment Control page to budget check the expense or view comments. This link is available only if any of the accounting distributions contain a GL business unit that is enabled for Commitment Control. **Note:** If you make any changes to distributions or amounts, you must budget check the expense report again to reflect the changes in the commitment control ledgers.

Totals

Field or Control	*Description*
	Click the *Totals* icon to view an explanation of each expense total.

Approval History

This section displays the names of the approvers, auditors, project managers, and other defined approvers who need to review and approve the expense report.

Action History

PeopleSoft Expenses displays the transaction submittal and approval activities that have occurred, as well as the approver's name and date of action.

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Comments

Enter information regarding the expense report such as why you denied the expense report or an expense transaction line. If you enter comments and send the expense report back to the employee, PeopleSoft Expenses displays your comments when the employee modifies the expense report. After employees resubmit expense reports, PeopleSoft Expenses displays a **Comment** icon in the **Action History** grid next to the name of the approver who made the comment. Selecting the icon transfers the approver to the View Approver Comments page.

Field or Control	*Description*
Review	Click to indicate that you have reviewed the expense report. Some organizations use expense screeners to review expense transactions for policy compliance.
Verify Receipt	Click to indicate that you have verified that a hard or soft copy of a receipt has been received for the expense types that have the Receipt Verified check box selected. When you click this button, all expense lines that have the Receipt Verified check box selected are considered verified, the expense report continues to the next approver in the approval chain, and the status is updated to Approvals in Process. If the receipt verifier is the last approver in the approval chain, the status is updated to Approved for Payment. For more information about this feature, see Understanding Receipt Options for Expense Reports.
Approve	Click to approve the expense report. This action changes the status to *Approved for Payment.* The expense report is ready for payment processing. If more than one approver is required, the status changes to *Approvals in Process* until the last authorized approver approves the expense report for payment.
Send Back	Click to send the expense report to the employee for correction or revision. This action changes the status to *Pending.* If you send the expense report back to the employee, you must also provide an explanation in the **Comments** field.
Hold	Click to place the expense report on hold. Holding an expense report claims the transaction for the approver. If a pool of approvers exists, each of whom can approve a transaction, placing the transaction on hold means that only the holding user can take action on the transaction.

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Field or Control	*Description*
Deny	Click to deny the entire expense report. This action changes the status to *Denied.* If you deny the expense report, you must also provide an explanation in the **Comments** field. The system does not route denied expense transactions to subsequent approvers and the employee cannot resubmit it.
Save Changes	Click to save any modifications that were made to the expense report, but take no approval-related action. If the expense report approval process uses pooled approvers, another member of the pooled approvers list can access the expense report and take action. **Note:** If the approver does not have privileges to make changes, this button is hidden.

Receipt Information

Field or Control	*Description*
Receipts Received	Select to indicate that the travel and expense department has the appropriate receipts on file. This field appears only if you set up your expense system to check that receipts are received; otherwise, this section and check box are hidden.
Receipt ID	Displays when an expense report requires a receipt verifier to approve the expense report. This value is associated with the expense report ID. This field displays only when the Receipts Received check box is selected.

Expense Line Items

Field or Control	*Description*
	Click the **Exceptions** icon to access the Approve Expense Report - View Risk/Exception Comments page.
Date	Displays the date on which the Expense line was created.

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Field or Control	*Description*
Expense Type	Click to access the Approve Expense Report - Expense Detail for [expense type] page to view or modify expense transaction lines.
PC Business Unit, Project, and **Activity**	If you have one distribution that contains the PC ChartFields, PeopleSoft Expenses displays the existing values in the appropriate columns. If multiple project distributions exist for the expense line, PeopleSoft Expenses displays the **Multiple** link. Click the **Multiple** link to access the Approve Expense Report - Accounting Detail page to view, add, or modify the general ledger or project-related ChartFields, general ledger business unit, or distribution split amount. If you change the distribution split amount, the total must equal the original amount of the expense transaction.
Attachments	Select to view or add attachments. This link is available based on the Receipts Configuration option selected on the “Installation Options - Expenses Page” (Application Fundamentals).
Receipt Verified	Select if a physical receipt for the expense transaction matches the expense line item. The physical receipt can be received as a hard or soft copy, depending on the rules of your organization. If the combination of the expense type, payment method, and credit card flag does not require a receipt, this field is not available. For more information about this feature, see Understanding Receipt Options for Expense Reports.
Receipt Required	If this field is selected, a receipt is required to substantiate the expense definition. Receipt requirements for expense types are controlled by the settings configured in the Receipts Required tab of the Expenses Definition - Business Unit 1 page . This field is display-only. For more information, see Receipts Required Page
Approve Expense	Deselect this check box if you do not approve a specific expense line. If you deselect the check box, you must select a reason from the drop-down list box (next to the **Approve Expense** check box) and optionally enter a comment in the **Approval Detail** section. Any expense lines that are denied can be undenied by any subsequent approvers.

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Field or Control	*Description*
Select Reason...	Select a reason that you did not approve a specific expense line. This field appears after you deselect the **Approve** check box.
Expense Details	Click to access the Approve Expense Report - Expense Details page. PeopleSoft Expenses displays this link only if the approver is authorized to add or modify expense lines.

Related Links

Setting Up Approval Privilege Templates for PeopleSoft Expenses

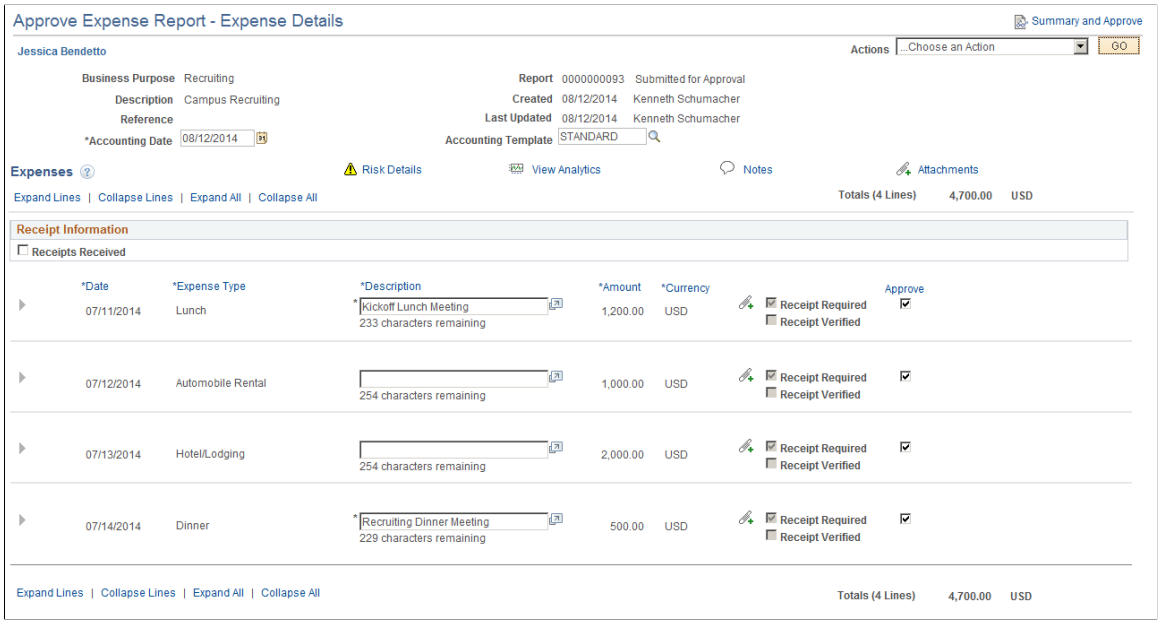
Approve Expense Report - Expense Details Page

Use the Approve Expense Report - Expense Details page (EX_SHEET_ENTRY) to view, modify, add or delete expense report lines. This page is accessible only to approvers who have *View*, *Modify*, *Add*, *Delete* or *Full* approval privileges for the transaction line.

Navigation:

From the Approve Expense Report – Expense Summary Page, click the **Expense Details** link.

This example illustrates the fields and controls on the Approve Expense Report - Expense Details. You can find definitions for the fields and controls later on this page.



This page enables you to add, modify, view, or delete expense report lines as needed based on your approval privileges for transaction lines. If you are authorized to add expense lines, PeopleSoft Expenses records your operator ID and date stamps the transaction. The new transaction line is routed to subsequent approvers for review and approval, if applicable.

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Many of the fields on the Approve Expense Report - Expense Report Details page are the same as the fields on the Create (or Modify) Expense Report Page or the Approve Expense Report – Expense Summary Page. Fields that are unique for the expense report approval process are documented in this topic.

Field or Control	*Description*
Actions	Select an action and click the Go button. Actions include: • *Adjustment Cash Advance:* Select to have PeopleSoft Expenses generate an adjustment cash advance if you owe money to the company. • *Copy Expense Lines*: Select to access the Copy Expense Lines page. • *Expense Report Project Summary*: Select to view summary of expense line items. • *Export to Excel:* Select to access the Export to Excel page. • *User Defaults:* Select to access the Employee Profile - User Defaults page to view or edit your defaults or preferences. • *View Exceptions Comments:* Select to access the Approve Expense Report - View Exception Comments and Risks page.

Additional Fields with Unique Definitions for Approvers

Field or Control	*Description*
Expand Lines / **Collapse Lines**	Click the **Expand Lines** link to open the transaction lines. To close any open transaction lines, click the **Collapse Lines** link .
Expand All / **Collapse All**	Click the **Expand All** link to open all transaction lines and accounting information. To close all transaction lines and accounting information, click the **Collapse All** link.
Receipts Received	Select to indicate that the travel and expense department has the appropriate receipts on file. This field appears only if you set up your expense system to check that receipts are received; otherwise, the check box is hidden.
Receipt Verified	Select to indicate that a receipt matches a specific expense type. This field is inactive if receipt verification is not required.

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Field or Control	*Description*
Approve	Select to approve a expense. Deselect this check box if you do not approve a specific expense line. If you deselect the check box, you must select a reason from the drop-down list box (next to the Approve Expense check box) and optionally enter a comment in the Approval Detail section.
Date	Enter the date for any added expense line items. If you have permission to modify transaction lines, you can also modify the expense date for any transaction line item.
Expense Type	Select an expense type to add an expense item. **Note:** You can add a new expense line item only if you have the approval privileges. After you add an expense line item and approve the expense report, the system routes the expense report and new line item to subsequent approvers as needed.
Amount	Enter the amount for any added transaction lines or modify the transaction line amount for existing transaction lines.
Billing Type	Select one of the following options: Billable, Internal, and Nonbillable. This field can be open for modification, display only, or hidden depending on the value selected in the Billing Action field, on the Approval Privilege Template page, for the expense type. The Approval Privilege Template is associated with an approver profile on the Approver Profile page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver Profile). If you use PeopleSoft Project Costing, the system requires billing codes to identify project costs that are both billable and charged to project costing ChartFields. PeopleSoft Expenses sends the information to Project Costing, and Project Costing passes these items to PeopleSoft Billing for processing. The billing type determines the billing code that Project Costing uses.

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Field or Control	*Description*
	Click to add additional transaction lines to an expense report. Only approvers with the authority to add transaction lines will have access to the add button. The button is hidden if the approver does not have add privileges. When an approver adds a new transaction line, that approver can modify or delete the transaction line that he or she added prior to submitting the transaction, regardless of his or her other privileges. When the expense transaction is submitted by the approver, the transaction is routed to any additional approvers, who can modify the new transaction line if they are responsible for approving that transaction, and if they have privileges to add, delete, or modify the transaction line.
	Click the **Delete** icon to delete transaction lines. To delete a transaction line, the approver must be responsible for approving the transaction line and he or she also must have privileges to delete a transaction line.

Related Links

Setting Up Approval Privilege Templates for PeopleSoft Expenses

Modifying the Approve Expense Report - Expense Detail for [expense type] Page

Use the Approve Expense Report – Expense Detail for [expense type] page (EX_SHEET_ERRORS) to view and modify the details of the transaction line. This page can be edited, and is accessible only to approvers who have *Full* or *Modify* approval privileges for the transaction line.

Navigation:

From the Approve Expense Report – Expense Summary Page, click the Expense Type link in the Expense Line items section of the page.

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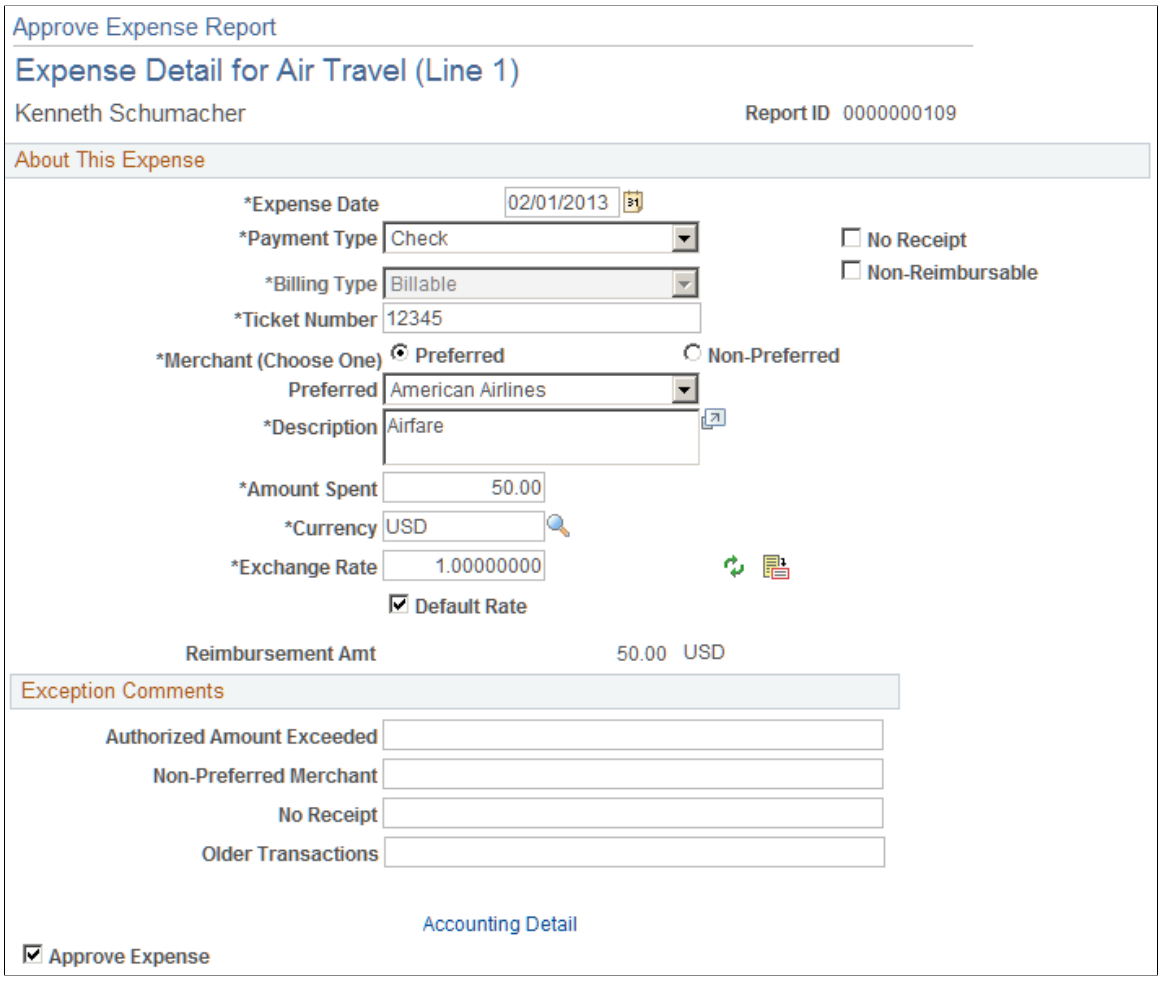
This example illustrates the fields and controls on the Approve Expense Report – Expense Detail for [expense type] page.



Depending on the Approval Privilege Template that is assigned to the user, some fields may be open for modification, view only, or hidden.

Field or Control	***Description***
Billing Type	Select one of the following options: *Billable*, *Internal*, and *Nonbillable*. This field can be open for modification, display only, or hidden depending on the value selected in the Billing Action field, on the Approval Privilege Template page, for the expense type. The Approval Privilege Template is associated with an approver profile on the Approver Profile page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver Profile).

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Field or Control	*Description*
Accounting Detail	Click to access the Approve Expense Report - Accounting Detail page to view, add, or modify accounting details for expense transaction lines, depending on the privilege allowed for the approver. Approvers can modify the general ledger or project-related ChartFields, general ledger business unit, or distribution split amount. If you change the distribution split amount, the total must equal the original amount of the expense transaction.
Previous Expense and **Next Expense**	Click to approve the previous or next expense transaction line item from within the Expense Detail page.

Related Links

Setting Up Approval Privilege Templates for PeopleSoft Expenses

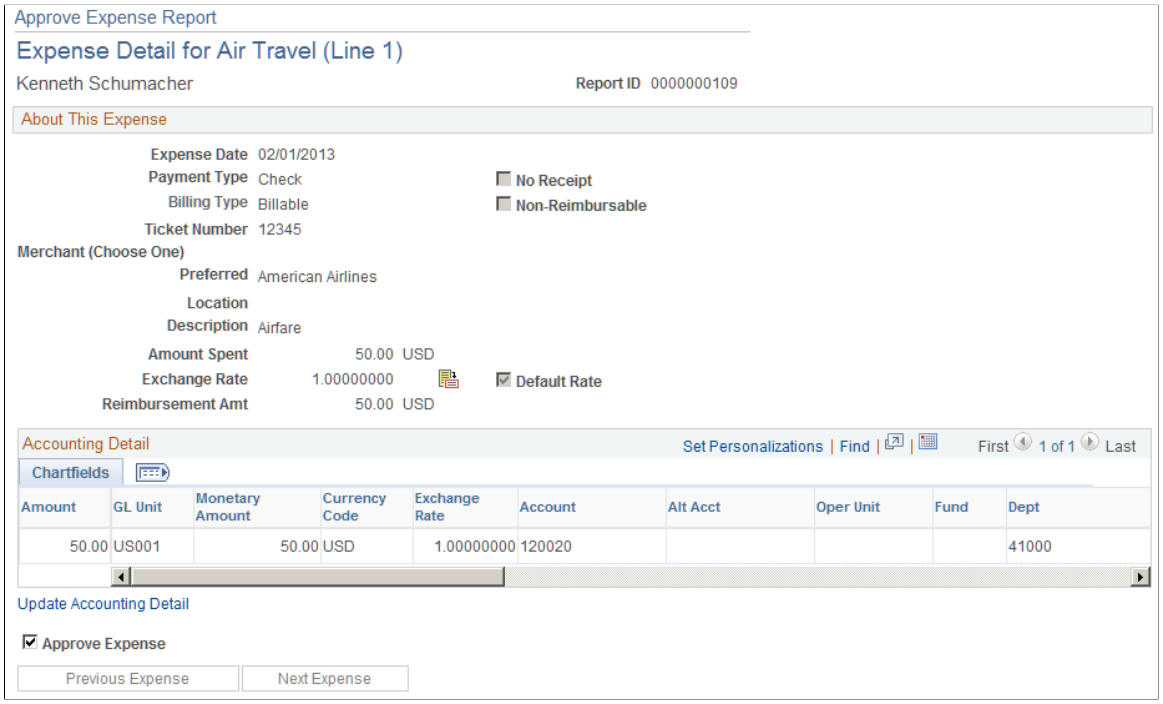
Approve Expense Report - Expense Detail for [Expense Type] Page

Use the Approve Expense Report - Expense Detail page (TE_SHEET_LINE_DTL) to view transaction lines for the expense report. This option appears only if the approver has add, delete, or view privileges for transaction lines.

Navigation:

From the Approve Expense Report – Expense Summary Page, click the Expense Type link in the Expense Line items section of the page.

This example illustrates the fields and controls on the Approve Expense Report - Expense Details page.



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Field or Control	*Description*
Update Accounting Detail	Click to access the Approve Expense Report - Accounting Detail page to view, add, or modify accounting details for expense transaction lines, depending on the privilege allowed for the approver. Approvers can modify the general ledger or project-related ChartFields, general ledger business unit, or distribution split amount. If you change the distribution split amount, the total must equal the original amount of the expense transaction.
Previous Expense and Next Expense	Click to approve the previous or next expense transaction line item from within the Expense Line Detail page. You can navigate to, and approve each transaction line from the Expense Line Detail page.

Related Links

Setting Up Approval Privilege Templates for PeopleSoft Expenses

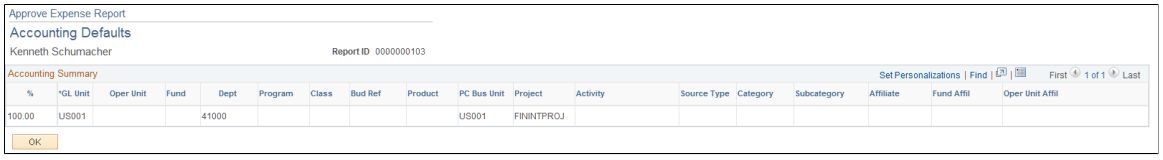
Approve Expense Report - Accounting Defaults Page

Use the Approve Expense Report - Accounting Defaults page (TE_SHEET_SPLIT) to view the accounting distribution summary for the expense report.

Navigation:

Click the **Accounting Defaults** link on the Approve Expense Report – Expense Summary Page.

This example illustrates the fields and controls on the Approve Expense Report - Accounting Defaults page (partial page). You can find definitions for the fields and controls later on this page.



Access to this page depends on the Approval Privilege Template for the approver profile.

See Accounting Defaults Page.

Approve Expense Report - Accounting Detail Page

Use the Approve Expense Report - Accounting Detail page (TE_SHEET_DIST) to view, add, or modify accounting details for expense transaction lines.

Navigation:

Click the **Update Accounting Detail** link on the Approve Expense Report - Expense Detail for [Expense Type] Page.

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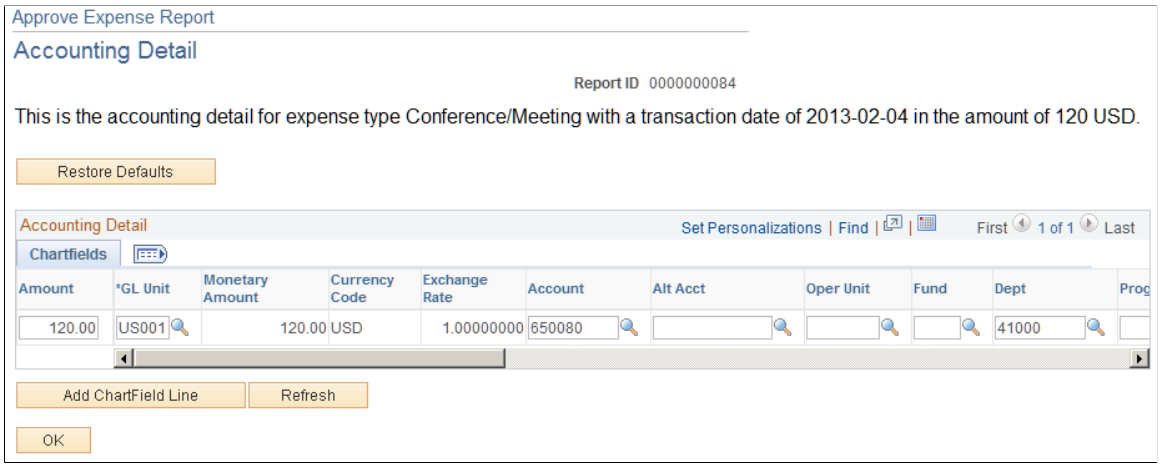
This example illustrates the fields and controls on the Approve Expense Report - Accounting Detail page (partial page). You can find definitions for the fields and controls later on this page.



Access to the Approve Expense Report - Accounting Detail page depends on how you set up your Approval Privilege Templates.

See Accounting Defaults Page.

Approve Expense Report - View Exception Comments and Risks Page

Use the Approve Expense Report - View Exception Comments and Risks page (TE_EXCPTN_COMM_SHT) to view exception comments and risks for expense reports.

Navigation:

From the Approve Expense Report – Expense Summary Page:

- Select *View Exception Comments* from **More Options** in the Report Information grid.
- Click the **Exceptions** button in the **Expense Line Items** grid.
- Click the **Risk** button in the **Expense Line Items** grid.
- Click the **Risk Detail** link in the **Report Information** group box when risk exists for the header.

From the Approve Transactions - Overview Page, click the **Risk** icon .

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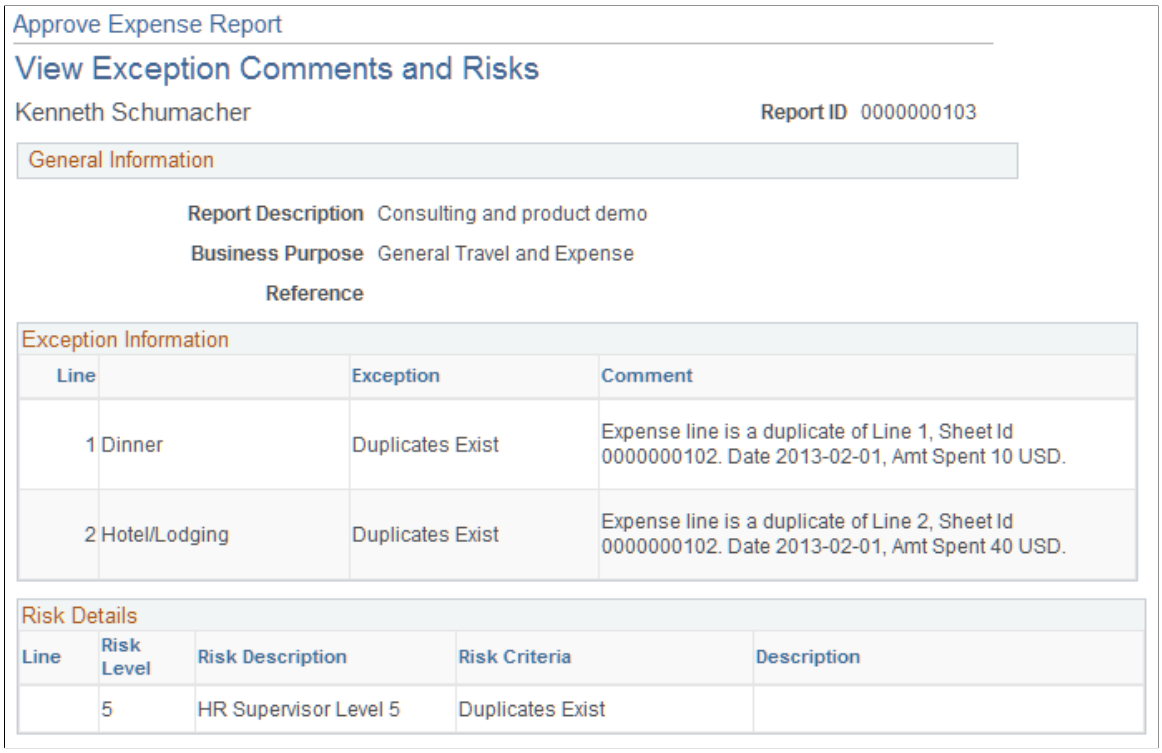
This example illustrates the fields and controls on the Approve Expense Report - View Exception Comments and Risks page. You can find definitions for the fields and controls later on this page.



Approve Expense Report

View Exception Comments and Risks

Kenneth Schumacher Report ID 0000000103

General Information

Report Description Consulting and product demo

Business Purpose General Travel and Expense

Reference

Exception Information

Line		Exception	Comment
1	Dinner	Duplicates Exist	Expense line is a duplicate of Line 1, Sheet Id 0000000102. Date 2013-02-01, Amt Spent 10 USD.
2	Hotel/Lodging	Duplicates Exist	Expense line is a duplicate of Line 2, Sheet Id 0000000102. Date 2013-02-01, Amt Spent 40 USD.

Risk Details

Line	Risk Level	Risk Description	Risk Criteria	Description
	5	HR Supervisor Level 5	Duplicates Exist	

PeopleSoft Expenses displays comments for each expense transaction line. If the system determines risk for the transaction, the approver can view the risk level, the risk criteria that triggered the risk, and the details of the risk.

Expense Notes Page

Use the Expense Notes page to view and add notes.

Navigation:

From the Approve Expense Report – Expense Summary Page:

- Click the **Notes** link.
- Select the Expense Report Detail option from the More Options drop-down list box. Then click the **Notes** link.

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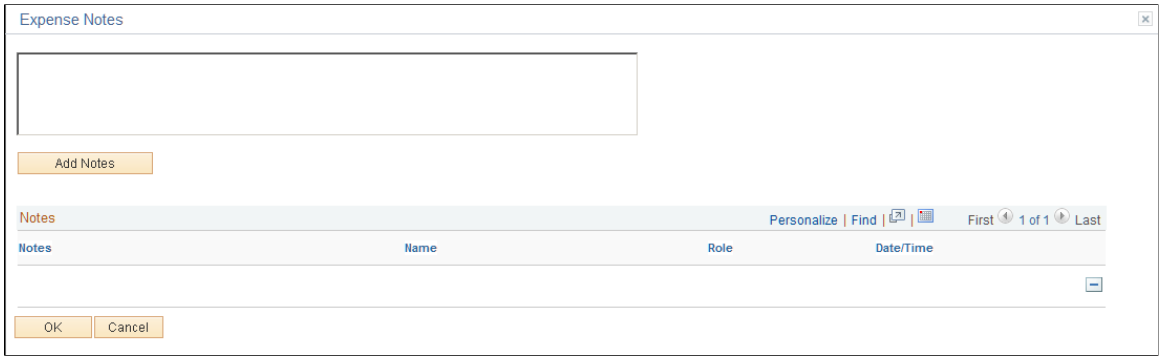
This example illustrates the fields and controls on the Expense Notes page.



Field or Control	*Description*
Add Notes	Click this button to add the note to the Notes section of the page.

Notes

The Notes section provides the note, the name of the employee who added the note, the approver profile (displays Employee if the employee of the expense report added the note), and a date and time stamp.

Field or Control	*Description*
	Click the delete button to remove a note that you have entered. Approvers cannot remove a note that was added by anyone else.

You must save the transaction to save the note.

Approve Expense Report - VAT Information Page

Use the Approve Expense Report - VAT Information page (TE_SHEET_VAT_SUM) to view VAT information.

Navigation:

Select *VAT Information* from the **More Options** drop-down list box on the Approve Expense Report – Expense Summary Page.

Expense Line VAT Information

Field or Control	*Description*
Expense Type	Click the link in the column to view VAT information about the expense transaction line.

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VAT Accounting Detail

Field or Control	*Description*
Distribution Line Number	Click the link in the column to access the Approve Expense Report - VAT Accounting Detail page to view the VAT accounting detail for the expense transaction line.

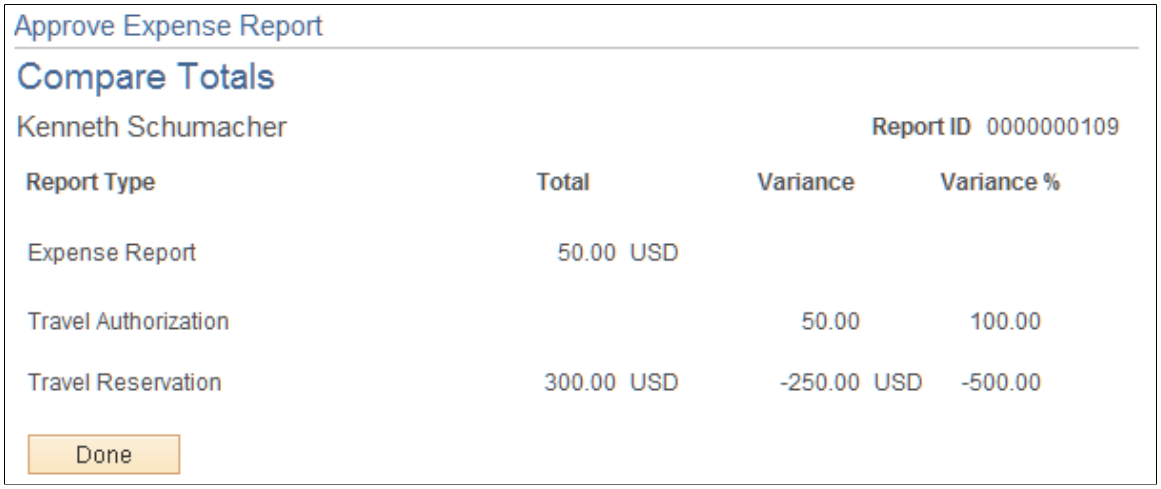
Approve Expense Report – Compare Totals Page

Use the Approve Expense Report – Compare Totals page (EX_TA_RES_COMP) to view the comparative totals and variance percentages for any associated travel authorization as compared to the expense report totals.

Navigation:

Select the **Compare Totals** option from the More Options drop down list box on the Approve Expense Report – Expense Summary Page.

This example illustrates the fields and controls on the Approve Expense Report - Compare Totals page. You can find definitions for the fields and controls later on this page.



The Compare Totals page displays the total amounts for an expense report and any associated travel authorizations and calculates the variance between the report totals. The calculations are automatically triggered when the page is opened and display the totals for the types of reports associated with the expense report.

Field or Control	*Description*
Report ID	Displays the report ID assigned to the expense report.

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Field or Control	*Description*
Report Type	Displays report types used in the totals comparison calculations. Values include *Expense Report* and *Travel Authorization.* and Only the report types associated with the expense report appear on this page.
Total	Displays the calculated summarized total for each report type displayed.
Variance	Displays the difference between the expense report total and the total for this report type in units of currency.
Variance % (variance percentage)	Displays the difference between the expense report total and the total for this report type as a percentage.

Approving Time Reports

Pages Used to Approve Time Reports

Page Name	*Definition Name*	*Usage*
Approve Transactions - Overview Page	EX_ALLTXN_APPR	Approve time reports on the summary approval page.
Approve Transactions - Time Reports Page	EX_TIME_APPR	Approve time reports on the summary approval page.
Approve Time Report - Time Report Summary Page	TE_TIME_LINES	Review, approve, hold, send back, or deny time reports.
Approve Time Report - Project Time Details	TE_TIME_DETAIL	Add, modify, or review project ChartField defaults for a time report. Click the **Details** button on the Approve Time Report - Time Report Summary page.
Approve Time Report - View Approver Comments and Risks	EX_EXCPTN_COMM_TR	View approver comments and risk details for time report transactions. If the system determines risk for the transactions, the approver can view the risk level, the risk criteria that triggered the risk, and the details of the risk. Click the **Risk** button on the Approve Time Report - Time Report Summary page.

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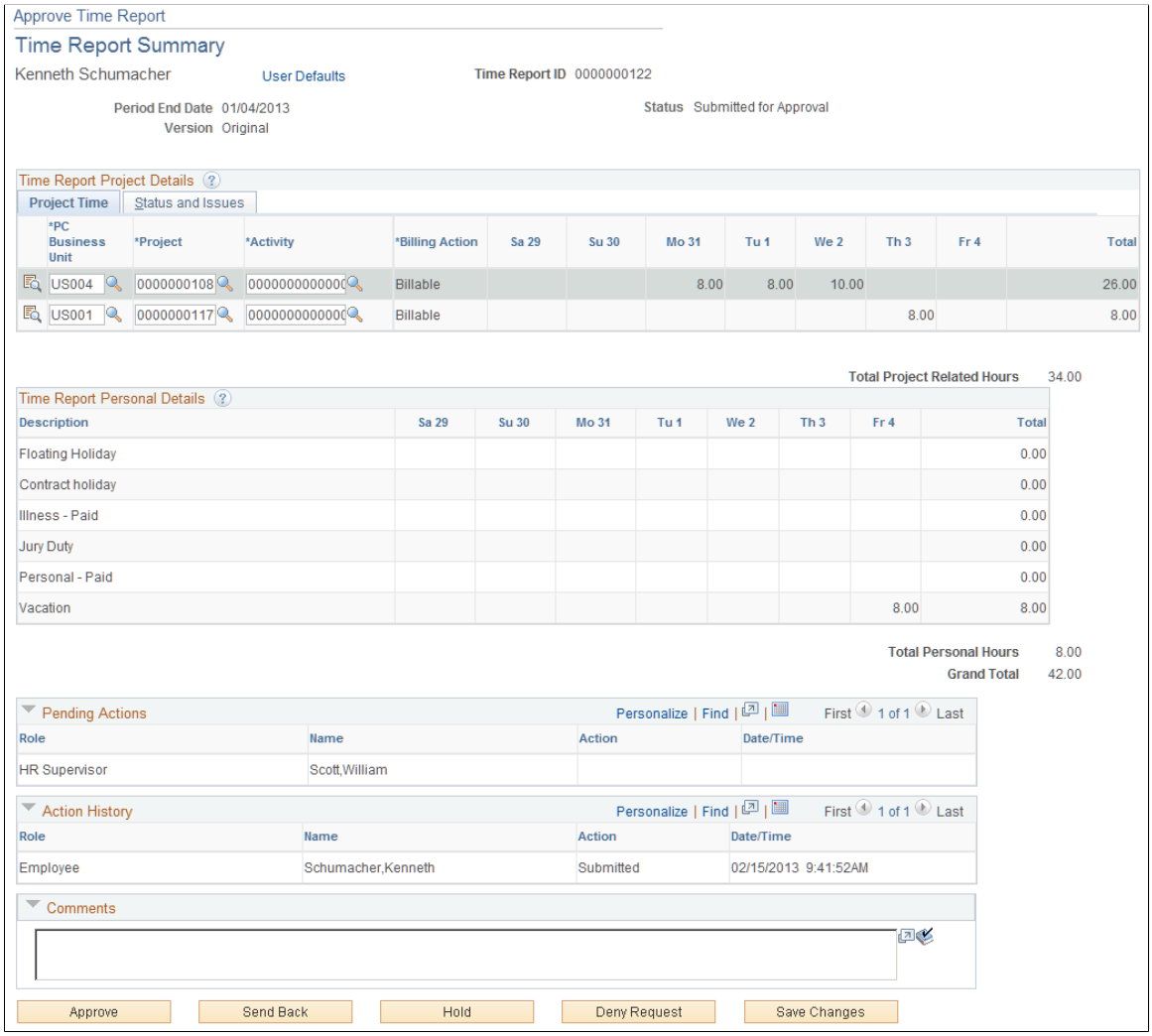
Approve Time Report - Time Report Summary Page

Use the Approve Time Report - Time Report Summary page (TE_TIME_LINES) to review, approve, hold, send back, or deny time reports.

Navigation:

- Click **Period End Date** or **Transaction ID** on the Approve Transactions - Expense Reports Page.
- Click **Period End Date** or **Transaction ID** on theApprove Transactions - Time Reports Page.

This example illustrates the fields and controls on the Approve Time Report - Time Report Summary page. You can find definitions for the fields and controls later on this page.



After you submit a time report, it goes through an approval process. When you enter a time report and submit it for approval, its status changes according to what action is taken at each stage of the process.

Note: The fields on the Approve Time Report - Time Report Summary page are the same as the fields on the Time Report Summary Page. Fields that are unique for the approval process are documented in this topic.

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Field or Control	*Description*
User Defaults	Click to access the Employee Profile - User Defaults page to view the employee's defaults and preferences.

Project Time Tab

Field or Control	*Description*
	Click the **Details** icon to access the Approve Time Report - Project Time Details page to view or modify project ChartFields, general ledger ChartFields, and location defaults for a time report.
Billing Action	Select one of the following options: *Billable*, *Internal*, and *Nonbillable*. This field can be open for modification, display only, or hidden depending on the value selected in the Billing Action field, on the Privilege Template, for the expense type. The Approval Privilege Template is associated with an approver profile on the Approver Profile page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver Profile).
Remaining Work	Displays the calculated difference between the remaining work totals from PeopleSoft Project Costing and the hours entered into the daily totals on the time report. **Note:** PeopleSoft Expenses displays this field only if you installed PeopleSoft Program Management and selected the **Allow Entry of Estimate to Complete** check box on the Expenses Definition - Business Unit 2 page.
New Estimate	Enter or modify an estimated time to complete the project or activity. **Note:** PeopleSoft Expenses displays this field only if you installed PeopleSoft Program Management and selected the **Allow Entry of Estimate to Complete** check box on the Expenses Definition - Business Unit 2 page.

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Field or Control	*Description*
Change Requests	Select to generate a change request when the approver approves the time report. If you deselect the check box, the system does not generate a change request and does not update the PeopleSoft Program Management tables. The system enables the check box only for the project manager who owns the project; the system disables the check box for approvers who are not the project manager who owns the project. **Note:** PeopleSoft Expenses displays this field only if you installed PeopleSoft Program Management and selected the **Allow Entry of Estimate to Complete** check box on the Expenses Definition – Business Unit 2 page.

Pending Actions

This section displays the names of the approvers and project managers who need to review and approve the time report.

Action History

PeopleSoft Expenses displays the transaction submittal and approval activities that have occurred, as well as the approver's name and the date on which he or she took action.

Field or Control	*Description*
	Click the **View Approver Comments** icon to access the View Approver Comments page and view comments that an approver made regarding the time report.

Comments

Enter information about the time report such as why you denied the time report. If you enter comments and send the time report back to the employee, PeopleSoft Expenses displays your comments when the employee modifies the time report. After employees resubmit the time reports, PeopleSoft Expenses displays comment history only to approvers and project managers.

Field or Control	*Description*
Reviewed	Click to indicate that you have reviewed the time report.

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Field or Control	*Description*
Approve	Click to approve the time report. This action changes the status to *Approved.* If more than one approval is required, the status changes to *Approvals in Process* until the last approver approves the time report.
Send Back	Click to return the time report to the employee for correction or revision. This action changes the status to *Pending.* If you send the time report back to the employee, you must also provide an explanation in the **Comment** field.
Hold	Click to place the time report on hold. Holding a time report claims the transaction for the approver. If a pool of approvers exist, each of whom can approve a transaction, placing the transaction on hold means that only the holding user can take action on the transaction.
Deny Request	Click to deny the time report. This action changes the status to *Denied.* If you deny the time report, you must also provide an explanation in the **Comments** field. The system does not route denied time report transactions to subsequent approvers and the employee cannot resubmit it.
Save Changes	Click to save any modifications that were made to the time report, but take no approval action. If the time report approval process uses pooled approvers, another member of the pooled approvers list can access the time report and take action. **Note:** If the approver does not have privileges to make changes, this button is hidden.

Approving Time Adjustments

Pages Used to Approve Time Adjustments

Page Name	*Definition Name*	*Usage*
Approve Transactions - Overview Page	EX_ALLTXN_APPR	Approve time adjustments on the summary approval page.
Approve Transactions - Time Adjustments Page	EX_TADJ_APPR	Approve time adjustments.

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Page Name	Definition Name	Usage
Approve Time Report - Time Report Summary Page	TE_TIME_LINES	Review, approve, hold, send back, or deny time adjustments.

Approve Transactions - Time Adjustments Page

Use the Approve Transactions - Time Adjustments page (EX_TADJ_APPR) to approve time adjustments.

Navigation:

- **Manager Self-Service** > **Travel and Expense Center** > **Approvals** > **Approve Transactions** > **Time Adjustments** .
- **Travel and Expenses** > **Approve Transactions** > **Approve Transactions** > **Time Adjustments**.

The fields on this page are the same as the fields on the Time Report Summary Page. Fields that are unique for the approval process of time adjustments are documented in this topic.

See Adjusting Time Reports.

Field or Control	Description
Version	Displays the adjustment number of the transaction.
View Other Version	Select to view different versions or adjustments of the time report.

Approving Travel Authorizations

This topic provides an overview of travel authorization approvals.

Pages Used to Approve Travel Authorizations

Page Name	Definition Name	Usage
Approve Transactions - Overview Page	EX_ALLTXN_APPR	Approve travel authorizations on the summary approval page.
Approve Transactions - Travel Authorizations Page	EX_TAUTH_APPR	Approve travel authorizations on the summary approval page.

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Page Name	*Definition Name*	*Usage*
Approve Travel Authorization - Travel Authorization Summary Page	TE_TAUTH_LINES	Review a summary of travel authorization expenses and select an approval status. Managers and project managers who have authority to approve travel authorizations use this page.
Approve Travel Authorization - Accounting Defaults Page	TE_TAUTH_SPLIT	View, add, or modify the accounting distribution summary for the travel authorization, depending on the privilege that you are allowed as an approver. Click the **Accounting Defaults** link on the Travel Authorization Summary page.
Approve Travel Authorization - Travel Authorization Detail Page	EX_TAUTH_ENTRY	View or modify the travel authorization request details.
Approve Travel Authorization - View Exception Comments and Risks Page	TE_EXCPTN_COMM_TA	View travel authorization exception comments and risks.
Approve Travel Authorization - View Approval Comments Page	EX_COMMENTS_HIST	View approval comments that were entered by a previous approver.
Approve Travel Authorization - Authorization Detail for [expense type] Page	TE_TAUTH_LINE_DTL	View and approve expense details on a travel authorization.
Approve Travel Authorization - Accounting Detail Page	TE_TAUTH_DIST	View, add, or modify accounting details for expense transaction lines, depending on the privilege that you are allowed as the approver. Click the **Update Accounting Detail** link on the Approve Travel Authorization - Expense Detail for [expense type] page.

Understanding Travel Authorization Approvals

After an employee submits a travel authorization, it goes through the approval process. From the time that an employee creates the travel authorization until an approver approves it, the travel authorization's status changes, depending on the action taken at each step of the approval process.

Approvers use the Approve Transactions - Overview, Approve Transactions - Travel Authorizations, or Travel Authorization - Travel Authorization Summary page to review, approve, hold, send back, save changes to, or deny authorizations.

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Approve Travel Authorization - Travel Authorization Summary Page

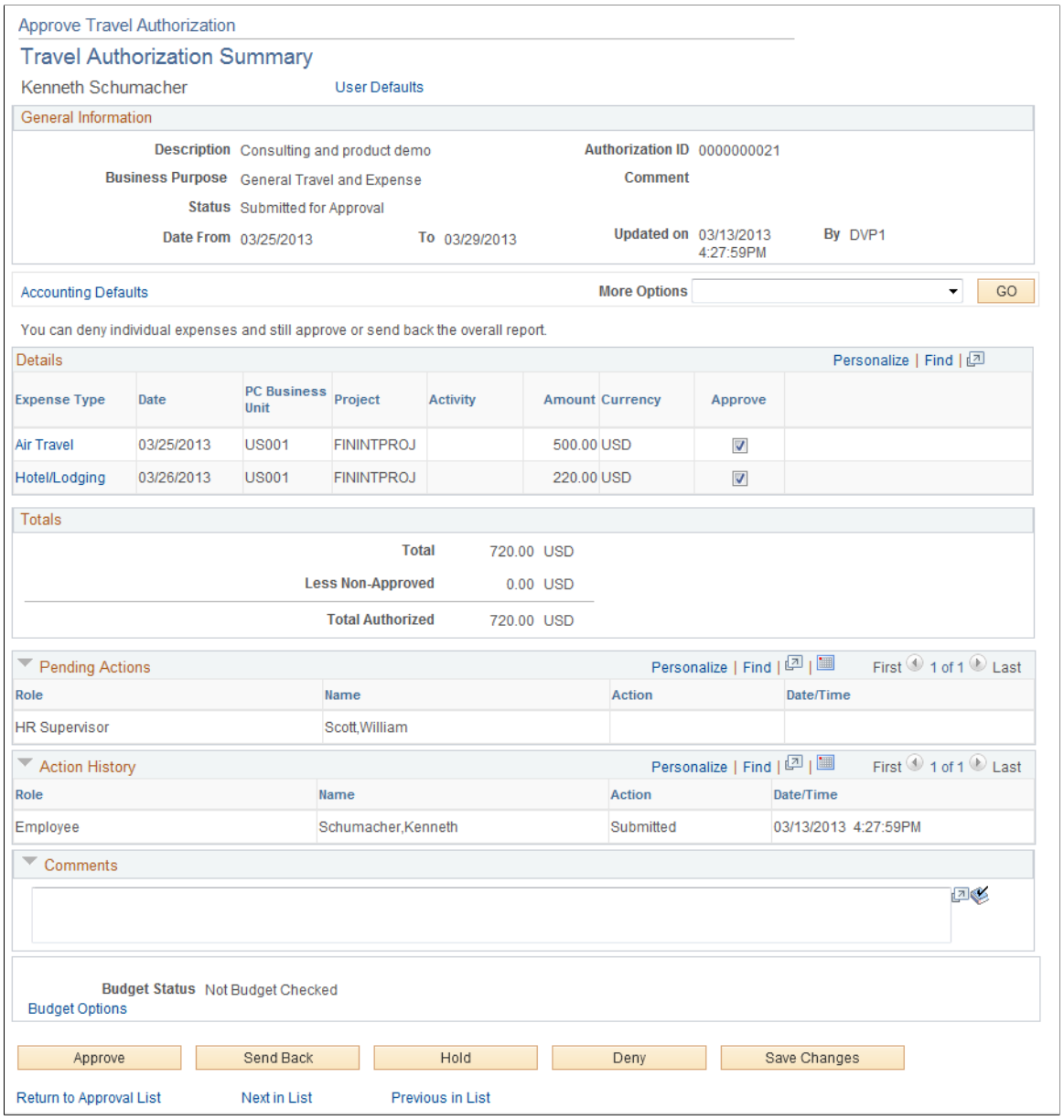
Use the Approve Travel Authorization - Travel Authorization Summary page (TE_TAUTH_LINES) to review a summary of travel authorization expenses and select an approval status.

Managers and project managers who have authority to approve travel authorizations use this page.

Navigation:

- Click the **Description** or **Transaction ID** link on the Approve Transactions - Overview Page.
- Click the **Description** or **Transaction ID** link on the Approve Transactions - Travel Authorizations Page.

This example illustrates the fields and controls on the Travel Authorization Summary page.



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The fields on the Travel Authorization Summary page are the same as the fields on the Create Travel Authorization Page. Fields that are unique for the approval process are documented in this topic.

Field or Control	*Description*
User Defaults	Click to access the Employee Profile - User Defaults page to view the employee's defaults and preferences.

Report Information

The information in this section is from the Report Information page and is not editable by approvers.

Field or Control	*Description*
Accounting Defaults	Click to access the Accounting Defaults page and view or modify the accounting distribution summary for the travel authorization.
More Options	Options are: *Travel Authorization Details:* Select to access the Travel Authorization Details page. *View Exception Comments:* Select to access the Travel Authorization - View Exception Comments page.

Details

Field or Control	*Description*
Expense Type	Click the link in this column to access the Expense Detail for [expense type] page and view or modify information about the expense lines.
Approve	Deselect the check box if you do not approve an expense line. You must select a reason from the drop-down list box (next to the **Approve** check box) and optionally enter a comment in the Approval Detail section. If an authorized approver adds a transaction line, the approver can add, modify, or delete the transaction line that he or she added, regardless of his or her privileges. After the transaction is submitted by the approver, the transaction, along with any new transaction lines, is passed to any subsequent approvers, who can then modify or deny the new transaction lines based on their approval authority and privileges.

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Pending Actions

This section displays the names of the approvers, auditors, project managers, and other defined approvers who must review and approve the travel authorization.

Action History

PeopleSoft Expenses displays the transaction submittal and approval activities that have occurred, as well as the approver's name and the date on which he or she took action.

Field or Control	*Description*
	Click the **View Approver Comments** icon to access the View Approver Comments page and view comments that an approver made regarding travel authorization expense lines.

Comments

Enter information about the travel authorization such as why you denied it. If you enter comments and send the travel authorization back to the employee, PeopleSoft Expenses displays your comments when the employee views or modifies the travel authorization. After employees resubmit travel authorizations, PeopleSoft Expenses displays comment history only to all approvers.

Field or Control	*Description*
Approve	Click to approve the travel authorization and change the status to *Approved* and automatically enter the current data and approver's user ID. If you use budget checking, PeopleSoft Expenses deactivates this button if it determines that the travel authorization request needs to be budget-checked prior to approval.
Send Back	Click to return the travel authorization to the employee for correction or revision. This action changes the status to *Pending*. If you send the travel authorization back to the employee, you must also provide an explanation in the **Comments** field.
Hold	Click to place the travel authorization on hold and change the status to *Hold by Approver*. Holding a travel authorization claims the transaction for the approver. If a pool of approvers exists, each of whom can approve a transaction, placing the transaction on hold means that only the holding user can take action on the transaction and the transaction is removed from the pooled approvers queue.

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Field or Control	*Description*
Deny	Click to deny the entire travel authorization and change the status to *Denied.* If you deny the request, you must also provide an explanation in the **Comments** field. The system does not route denied travel authorizations to subsequent approvers and the employee cannot resubmit it.
Save Changes	Click to save any modifications that were made to the travel authorization, but take no approval action. If the travel authorization approval process uses pooled approvers, another member of the pooled approvers list can access the travel authorization and take action. **Note:** If you as the approver do not have privileges to make changes, this button is hidden.
Budget Check	Click to access the Commitment Control page to budget check the travel authorization or view comments about the budget check. This link is available only if any of the accounting distributions contains a general ledger business unit that is enabled for Commitment Control. **Note:** If you make any changes to distributions or amounts, you must budget check the expense report again to reflect the changes in the commitment control ledgers.
Travel Authorization Detail	Click to access the Travel Authorization Detail page. This link appears only if the approver has privileges to modify the travel authorization.

Approve Travel Authorization - Travel Authorization Detail Page

Use the Approve Travel Authorization - Travel Authorization Detail page (EX_TAUTH_ENTRY) to view or modify the travel authorization request details.

Navigation:

Select *Travel Authorization Details* from the **More Options** drop-down list box on the Approve Travel Authorization - Travel Authorization Summary Page.

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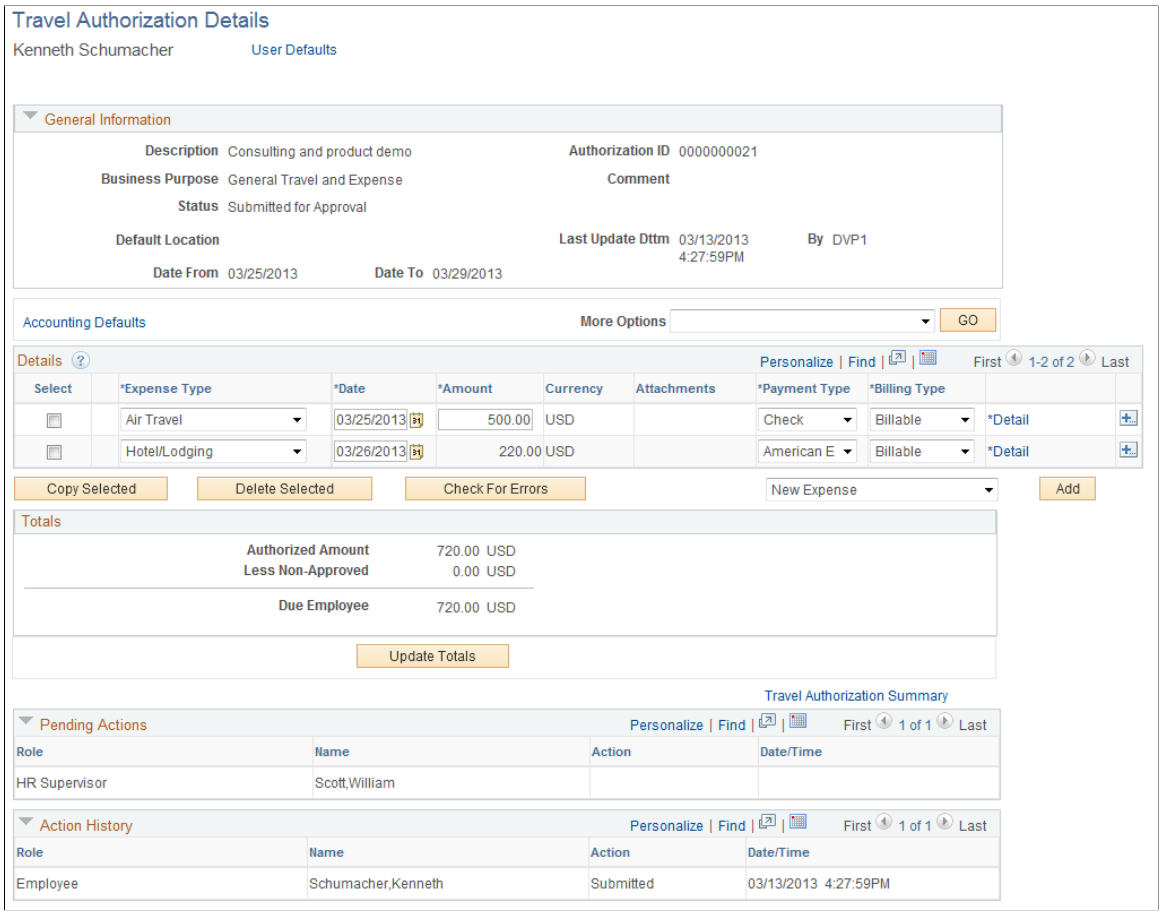
This example illustrates the fields and controls on the Approve Travel Authorization - Travel Authorization Details page.



The Travel Authorization Details page enables approvers to add additional transaction lines and modify existing transaction lines if they have the privileges to do so. Many of the fields on this page are the same fields on the Create Travel Authorization Page. Fields that have properties that are unique to the approval process are documented in this topic.

Details

Field or Control	*Description*
Select	Use in conjunction with the **Copy Selected** and **Delete Selected** buttons.
Expense Type	Select an expense type to add an expense item.
Date	Select the beginning date for the expense type.

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Field or Control	*Description*
Amount	Displays the amount for the expense type. When adding a transaction line on the Approve Travel Authorizations - Travel Authorization Details page, the approver must click the *** Detail** link to access the Authorization Detail page for the expense to enter the transaction amount data.
Currency	Displays the currency associated with the expense transaction amount.
Payment Type	Select how the expense item is paid.
Billing Type	Select *Billable, Nonbillable,* or *Internal.* If you use PeopleSoft Project Costing, billing codes are required to identify expense items that are both billable and charged to PeopleSoft Project Costing ChartFields. PeopleSoft Expenses sends the information to PeopleSoft Project Costing, and PeopleSoft Project Costing passes these items to PeopleSoft Billing for processing.
*** Detail**	Click to access the Authorization Detail for [expense type] page and enter additional information for the expense transaction line.
Add:	Options are: • *New Expense:* Select to add one blank line to the **Details** grid. • *Multiple Expenses...:* Select to access the Quick Fill Page and select expense types to add to the travel authorization.

Approve Travel Authorization - Authorization Detail for [expense type] Page

Use the Approve Travel Authorization - Authorization Detail for [expense type] page (TE_TAUTH_LINE_DTL) to view and approve expense details on a travel authorization.

Navigation:

Click the **Expense Type** link on the Approve Travel Authorization - Travel Authorization Summary page.

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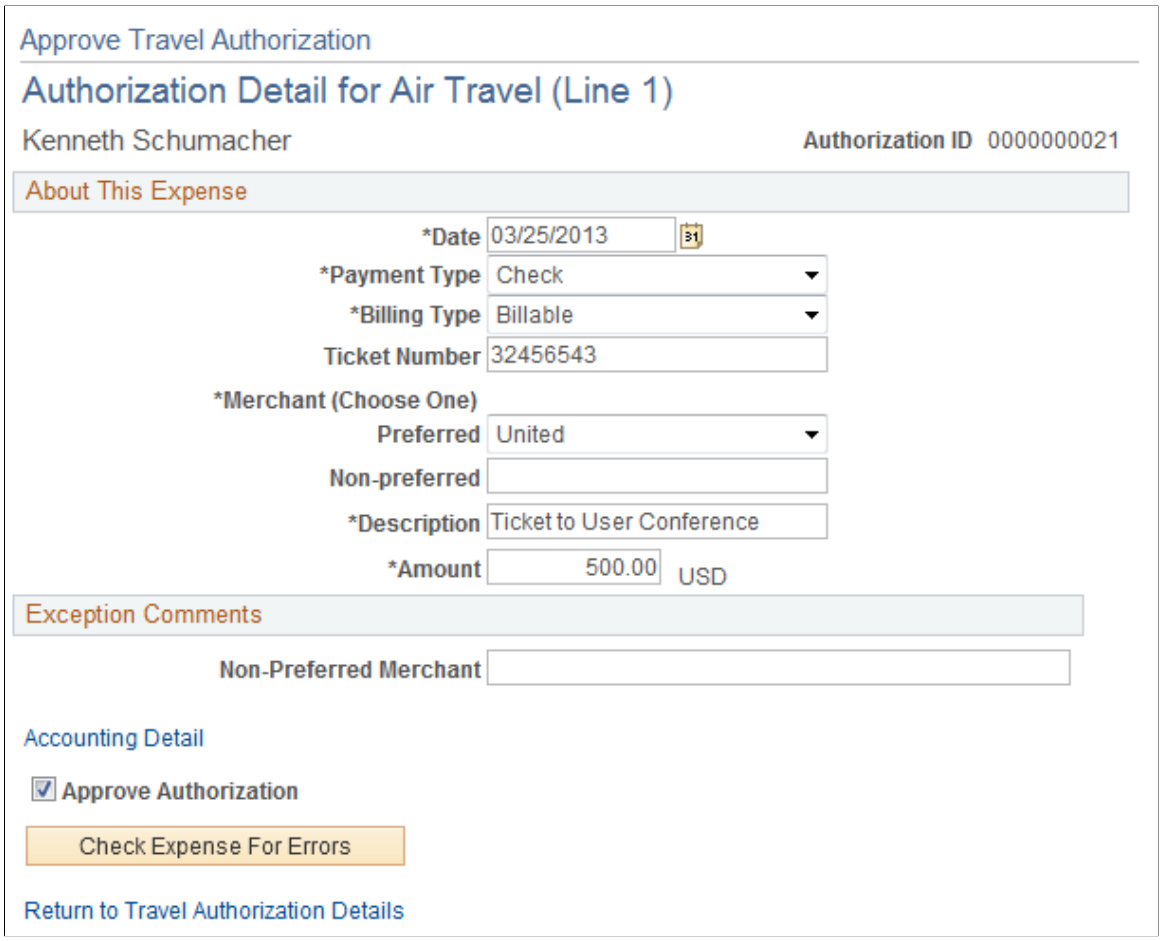
This example illustrates the fields and controls on the Approve Travel Authorization - Authorization Detail for [expense type] page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Line Added by Approver	Displays the operator ID and the date on which the approver added the line during the approval process.
Accounting Detail	Click to access the Approve Travel Authorization - Accounting Detail page to view, add, or modify accounting details for expense transaction lines, depending on the privileges allowed for the approver. Approvers can modify the general ledger or project-related ChartFields, general ledger business unit, or distribution split amount. If you change the distribution split amount, the total must equal the original amount of the expense transaction.
Approve Authorization	Deselect the check box if you do not approve the expense line.

Approve Travel Authorization - View Exception Comments and Risks Page

Use the Approve Travel Authorization - View Exception Comments and Risks page (TE_EXCPTN_COMM_TA) to view travel authorization exception comments and risks.

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Navigation:

From the Approve Travel Authorization - Travel Authorization Summary page:

- Select *View Exception Comments* from the **More Options** drop-down list box.
- Click the **Exceptions** button in the Details grid.
- Click the **Risk** button in the Details grid.
- Click the **Risk Details** link in the **Report Information** group box when risks exists.

For each travel authorization line item, PeopleSoft Expenses displays the associated expense type, exception, and comment. You can review explanations for line items that do not follow organizational expense policies, for example, line items not using preferred merchants or exceeding expense location amounts. Click the expense type in the **Expense Type** column to access the View Expense [expense type] page.

If the system determines risk for the transaction, the approver can view the risk level, the risk criteria that triggered the risk, and the details of the risk.

Approve Travel Authorization - View Approval Comments Page

Use the Approve Travel Authorization - View Approval Comments page (EX_COMMENTS_HIST) to view approval comments that were entered by a previous approver.

Navigation:

Click the Approval Comments icon on the Approve Travel Authorization - Travel Authorization Summary page in the Action History grid.

This page displays comments that approvers have made for the travel authorization request.

Approving Cash Advances

This topic provides an overview of cash advance approvals.

Pages Used to Approve Cash Advances

Page Name	*Definition Name*	*Usage*
Approve Transactions - Overview Page	EX_ALLTXN_APPR	Approve travel authorizations on the summary approval page.
Approve Transactions - Cash Advances Page	EX_ADV_APPR	Approve cash advances.

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Page Name	*Definition Name*	*Usage*
Travel & Expenses - Cash Advance Report - Approve Cash Advance Report Page	TE_ADVANCE	Approve cash advances.
Travel & Expenses - Cash Advance Report - View Exceptions Comments and Risks Page	EX_EXCPTN_COMM_CA	View risk details for cash advance transactions. If the system determines risk for the transactions, the approver can view the risk level, the risk criteria that triggered the risk, and the details of the risk.

Understanding Cash Advance Approvals

Based on the approval rules that you set up, cash advances can be paid as soon as employees submit them, or they can go through one or more checkpoints for review. If your organization requires auditing, approvers must approve the cash advance before it is eligible for auditing.

From the time the employee creates a cash advance until it is ready for payment, the cash advance's approval status changes, depending on the action taken in each step of the approval process. PeopleSoft Expenses immediately sets a cash advance to Paid status if the cash advance source does not generate a payment.

Approvers use the Approve Transactions - Overview, Approve Transactions - Cash Advances, or Approve Cash Advance Report page to approve, hold, send back, save changes to, or deny authorizations. The Approve Cash Advance Report page is similar to the page that employees use to prepare cash advance requests.

Travel & Expenses - Cash Advance Report - Approve Cash Advance Report Page

Use the Travel & Expenses - Cash Advance Report - Approve Cash Advance Report page (TE_ADVANCE) to approve cash advances.

Navigation:

- **Manager Self-Service** > **Travel And Expense Center** > **Approvals** > **Approve Transactions** > **Cash Advances**. Click the **Description** or **Transaction ID** link
- **Travel and Expenses** > **Approve Transactions** > **Approve Transactions** > **Cash Advanced**. Click the **Description** or **Transaction ID** link

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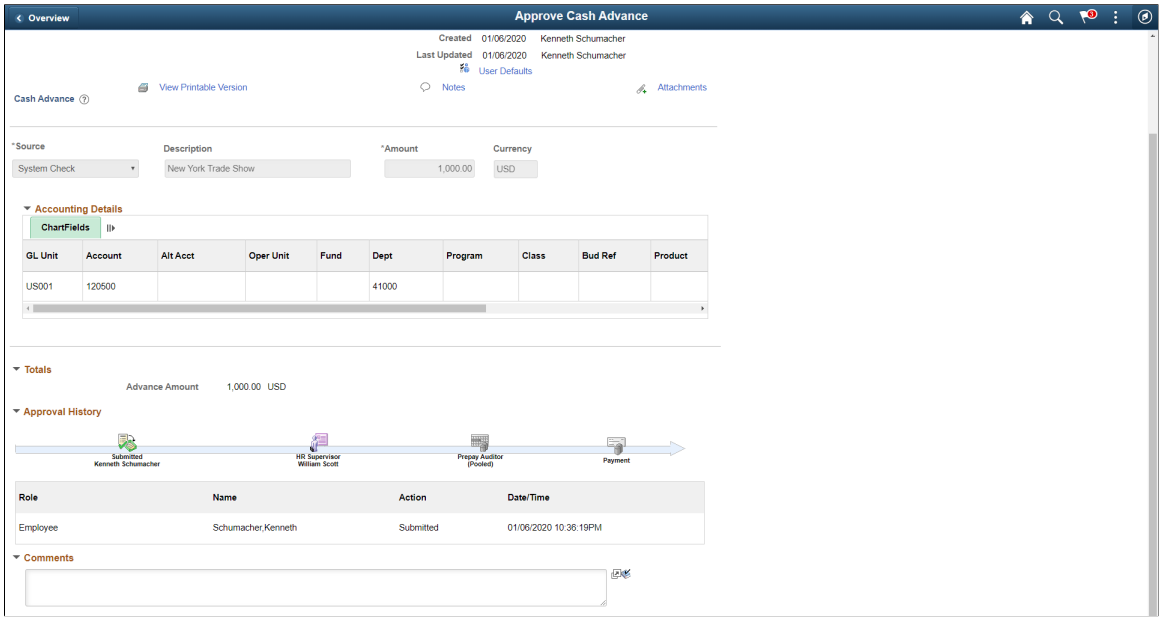
This example illustrates the fields and controls on the Approve Cash Advance Report page.



The fields on this page are the same as the fields on the Create/Modify Cash Advance Page. Fields that are unique for the approval process are documented in this topic.

Field or Control	*Description*
User Defaults	Click to access the Employee Profile - User Defaults page to view the employee's defaults and preferences.

Accounting Details

Use this section to view or change accounting details or ChartField allocations for the cash advance.

If you are using approval privilege templates, access to this section is dependant on the value in the **GL ChartFields** for the cash advance.

For more information about approval privilege templates: See Approval Privilege Template Page.

Details

Field or Control	*Description*
Line Added by Approver	Displays the operator ID of the approver that added the transaction line to the cash advance. This field appears only if a new transaction line is added during the approval process. Otherwise, this field is hidden. **Note:** Approvers must have the privileges to add transaction lines during the approval process.

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Field or Control	*Description*
Date Added	Displays the date that a transaction line is added to the cash advance during the approval process.

Pending Actions

This section displays the names of the approvers, auditors, and project managers who need to review and approve the cash advance.

Action History

PeopleSoft Expenses displays the transaction submittal and approval activities that have occurred, as well as the approver's name and the date on which he or she took action.

Field or Control	*Description*
	Click the **View Approver Comments** icon to access the View Approver Comments page and view comments that an approver made regarding the cash advance.

Comments

Enter a comment. When you select to return the cash advance request to employees upon denial, the system displays the comments to the employees when they access the cash advance. After employees resubmit returned cash advance requests, the system displays comment history only to approvers.

Field or Control	*Description*
Approve	Click to approve the cash advance. This action changes the status to *Approved for Payment* and the cash advance is ready for payment processing. If more than one approver is required, the status changes to *Approval in Process* until the last authorized approver approves the expense report for payment.
Send Back	Click to return the cash advance to the employee for correction or revision. This action changes the status to *Pending.* If you send the cash advance back to the employee, you must also provide an explanation in the **Comments** field.

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Field or Control	*Description*
Hold	Click to place the cash advance on hold and change the status to *Hold by Approver.* Holding a cash advance claims the transaction for the approver. If a pool of approvers exists, each of whom can approve a transaction, placing the transaction on hold means that only the holding user can take action on the transaction, and the transaction is removed from the pooled approver's queue.
Deny	Click to deny the cash advance and change the status to *Denied.* If you deny the cash advance, you must also provide an explanation in the **Comments** field. The system does not route denied cash advance requests to subsequent approvers and the employee cannot resubmit it.
Save Changes	Click to save any modifications that were made to the cash advance, but take no approval action. If the cash advance approval process uses pooled approvers, another member of the pooled approvers list can access the cash advance and take action. **Note:** If the approver does not have privileges to make changes, this button is hidden.

Approving Expense Transactions Using Email

This topic lists Common Elements Used to Approve Expense Transactions Using Email and discusses:

- Approving Expense Reports Using Email.
- Approving Time Reports Using Email.
- Approving Time Adjustments Using Email.
- Approving Travel Authorizations Using Email.
- Approving Cash Advances Using Email.

Note: If you approve an expense transaction using an online page, and then approve the same expense transaction using e-mail, the system sends an e-mail message. This message indicates that the transaction is no longer pending approval.

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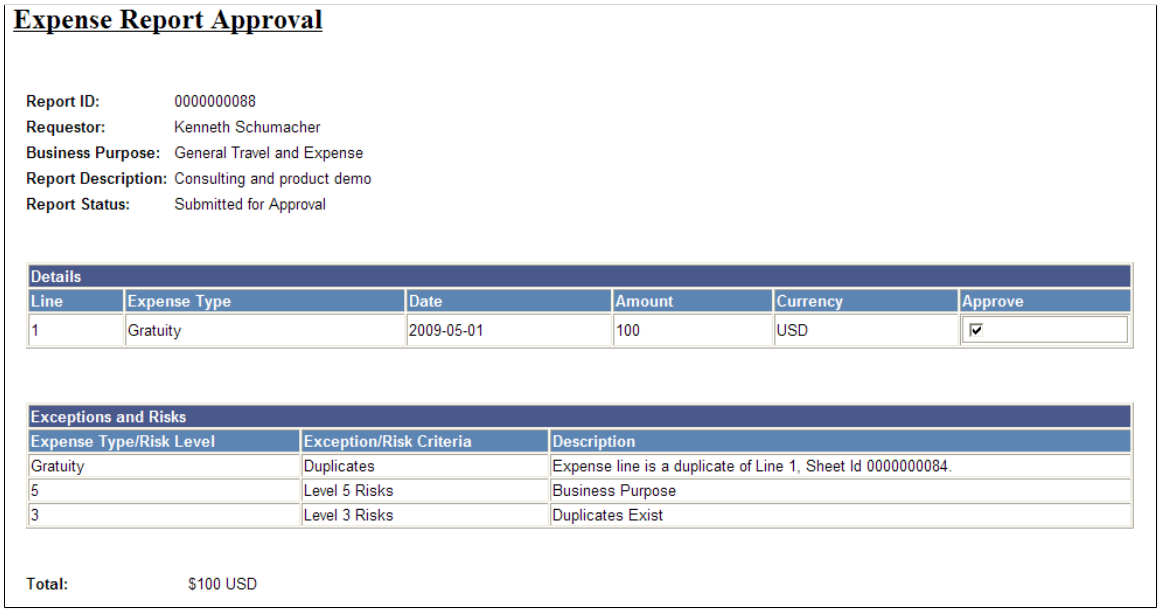
Common Elements Used to Approve Expense Transactions Using Email

Field or Control	*Description*
Approve (check box)	Deselect the check box if you do not approve a specific line.
Exception/Risk Criteria	Displays expense exceptions and risk criteria that are defined on the risk template for the transaction.
Approver Comments	Enter comments for the approval transactions. This field is required if you select *Deny* or *Send Back* in the **Action** field.
Action	Select the action to be taken for the entire report. Options include: *Approve, Deny,* and *Send Back.*

Approving Expense Reports Using Email

Use the Expense Report Approval email to approve expense reports.

This example illustrates the fields and controls on the Expense Report Approval e-mail (1 of 2). You can find definitions for the fields and controls later on this page.



Expense Report Approval

Report ID: 0000000088
Requestor: Kenneth Schumacher
Business Purpose: General Travel and Expense
Report Description: Consulting and product demo
Report Status: Submitted for Approval

Details

Line	Expense Type	Date	Amount	Currency	Approve
1	Gratuity	2009-05-01	100	USD	☑

Exceptions and Risks

Expense Type/Risk Level	Exception/Risk Criteria	Description
Gratuity	Duplicates	Expense line is a duplicate of Line 1, Sheet Id 0000000084.
5	Level 5 Risks	Business Purpose
3	Level 3 Risks	Duplicates Exist

Total: $100 USD

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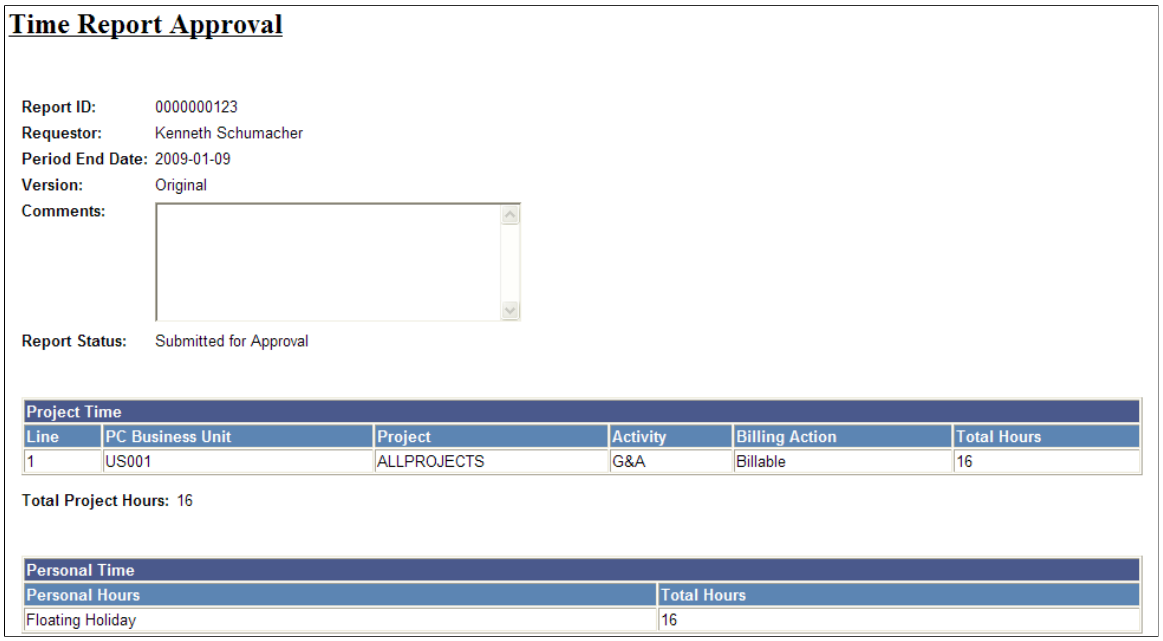
This example illustrates the fields and controls on the Expense Report Approval e-mail (2 of 2). You can find definitions for the fields and controls later on this page.

Approving Time Reports Using Email

Use the Time Report Approval e-mail to approve time reports

This example illustrates the fields and controls on the Time Report Approval e-mail (1 of 2). You can find definitions for the fields and controls later on this page.



Time Report Approval

Report ID: 0000000123
Requestor: Kenneth Schumacher
Period End Date: 2009-01-09
Version: Original
Comments:
Report Status: Submitted for Approval

Project Time					
Line	PC Business Unit	Project	Activity	Billing Action	Total Hours
1	US001	ALLPROJECTS	G&A	Billable	16

Total Project Hours: 16

Personal Time	
Personal Hours	Total Hours
Floating Holiday	16

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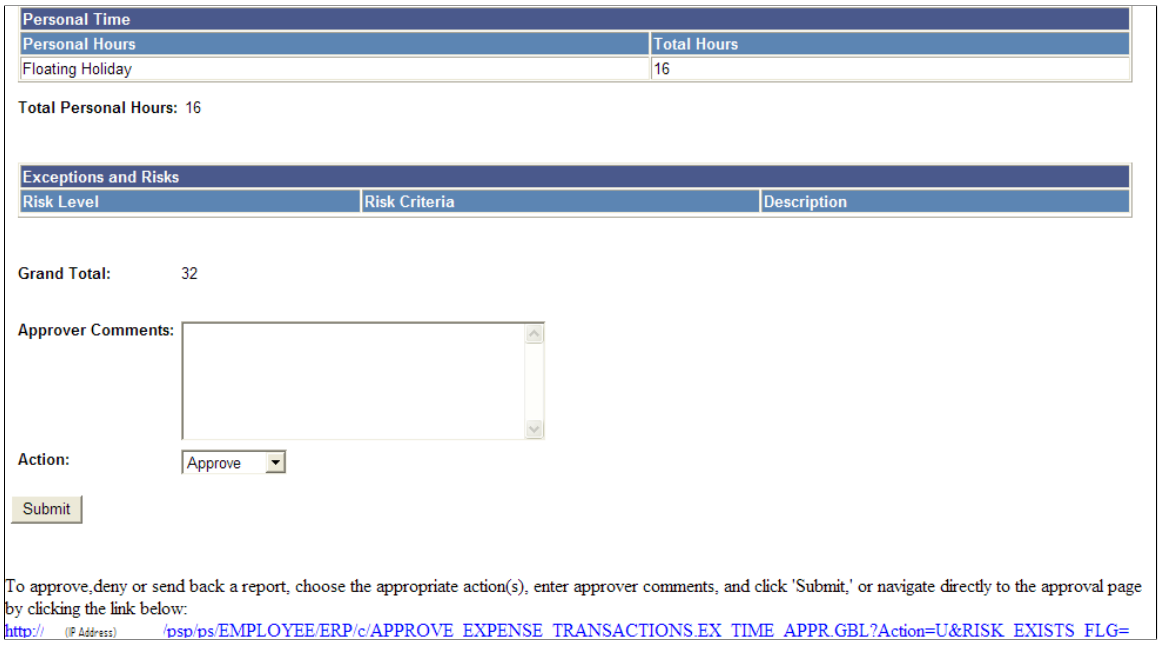
This example illustrates the fields and controls on the Time Report Approval e-mail (2 of 2). You can find definitions for the fields and controls later on this page.



Personal Time

Personal Hours	Total Hours
Floating Holiday	16

Total Personal Hours: 16

Exceptions and Risks

Risk Level	Risk Criteria	Description

Grand Total: 32

Approver Comments:

Action: Approve

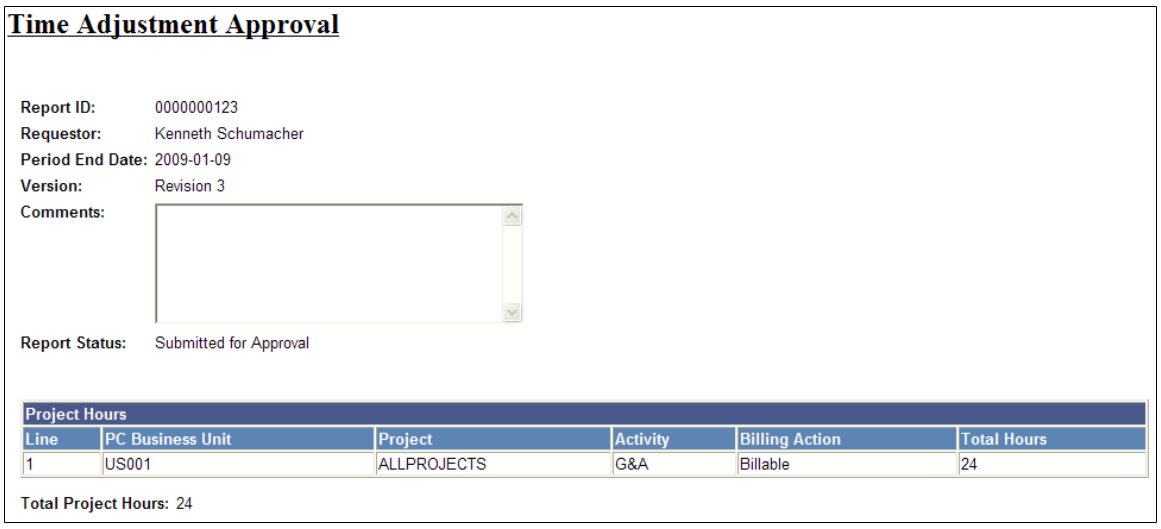
Submit

To approve,deny or send back a report, choose the appropriate action(s), enter approver comments, and click 'Submit,' or navigate directly to the approval page by clicking the link below:
http:// (IP Address) /psp/ps/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_TIME_APPR.GBL?Action=U&RISK_EXISTS_FLG=

Approving Time Adjustments Using Email

Use the Time Adjustment Approval e-mail to approve time adjustments.

This example illustrates the fields and controls on the Time Adjustment Approval e-mail (1 of 2). You can find definitions for the fields and controls later on this page.



Time Adjustment Approval

Report ID: 0000000123
Requestor: Kenneth Schumacher
Period End Date: 2009-01-09
Version: Revision 3
Comments:

Report Status: Submitted for Approval

Project Hours

Line	PC Business Unit	Project	Activity	Billing Action	Total Hours
1	US001	ALLPROJECTS	G&A	Billable	24

Total Project Hours: 24

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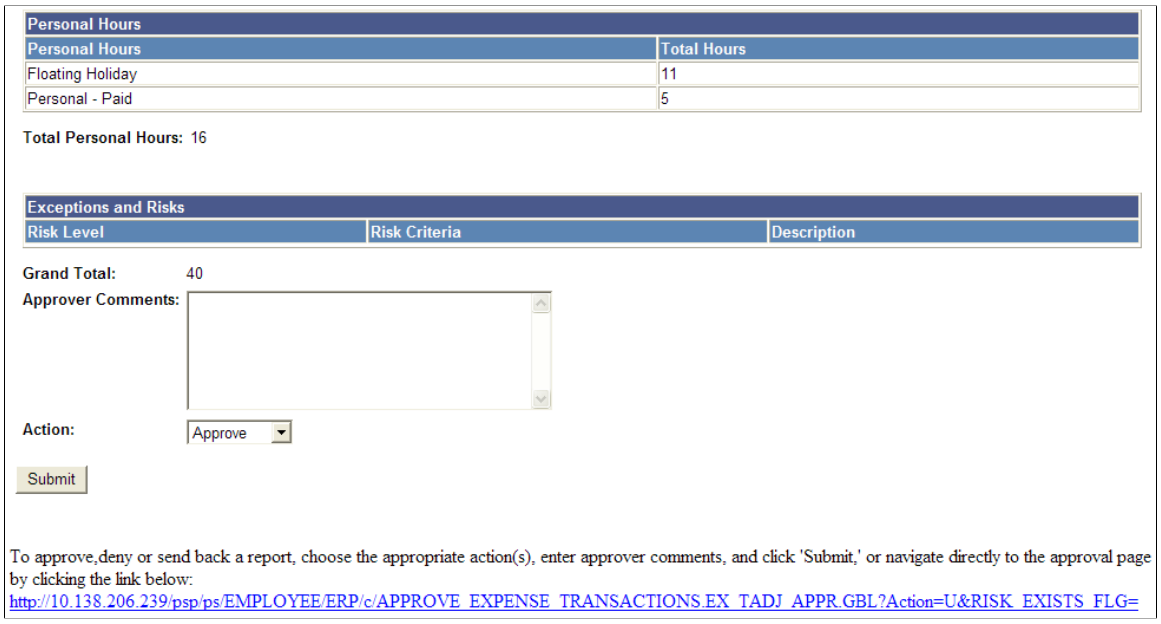
This example illustrates the fields and controls on the Time Adjustment Approval e-mail (2 of 2). You can find definitions for the fields and controls later on this page.



Personal Hours

Personal Hours	Total Hours
Floating Holiday	11
Personal - Paid	5

Total Personal Hours: 16

Exceptions and Risks

Risk Level	Risk Criteria	Description

Grand Total: 40

Approver Comments:

Action: Approve

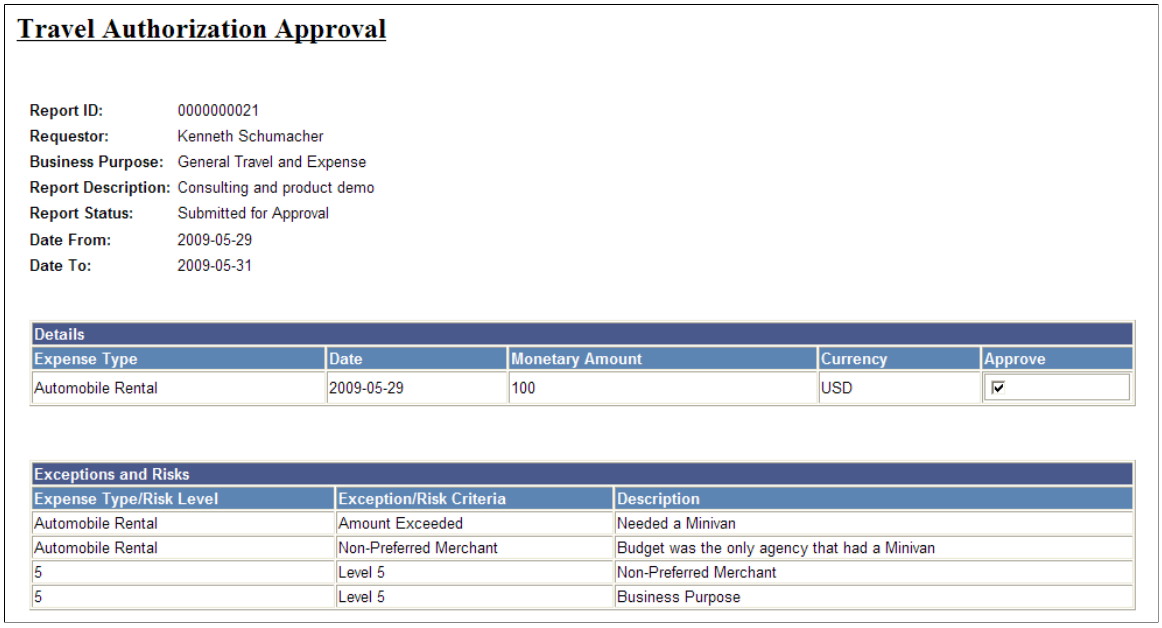
Submit

To approve,deny or send back a report, choose the appropriate action(s), enter approver comments, and click 'Submit,' or navigate directly to the approval page by clicking the link below:
http://10.138.206.239/psp/ps/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_TADJ_APPR.GBL?Action=U&RISK_EXISTS_FLG=

Approving Travel Authorizations Using Email

Use the Travel Authorization Approval e-mail to approve travel authorizations.

This example illustrates the fields and controls on the Travel Authorization Approval e-mail (1 of 2). You can find definitions for the fields and controls later on this page.



Travel Authorization Approval

Report ID: 0000000021
Requestor: Kenneth Schumacher
Business Purpose: General Travel and Expense
Report Description: Consulting and product demo
Report Status: Submitted for Approval
Date From: 2009-05-29
Date To: 2009-05-31

Details

Expense Type	Date	Monetary Amount	Currency	Approve
Automobile Rental	2009-05-29	100	USD	☑

Exceptions and Risks

Expense Type/Risk Level	Exception/Risk Criteria	Description
Automobile Rental	Amount Exceeded	Needed a Minivan
Automobile Rental	Non-Preferred Merchant	Budget was the only agency that had a Minivan
5	Level 5	Non-Preferred Merchant
5	Level 5	Business Purpose

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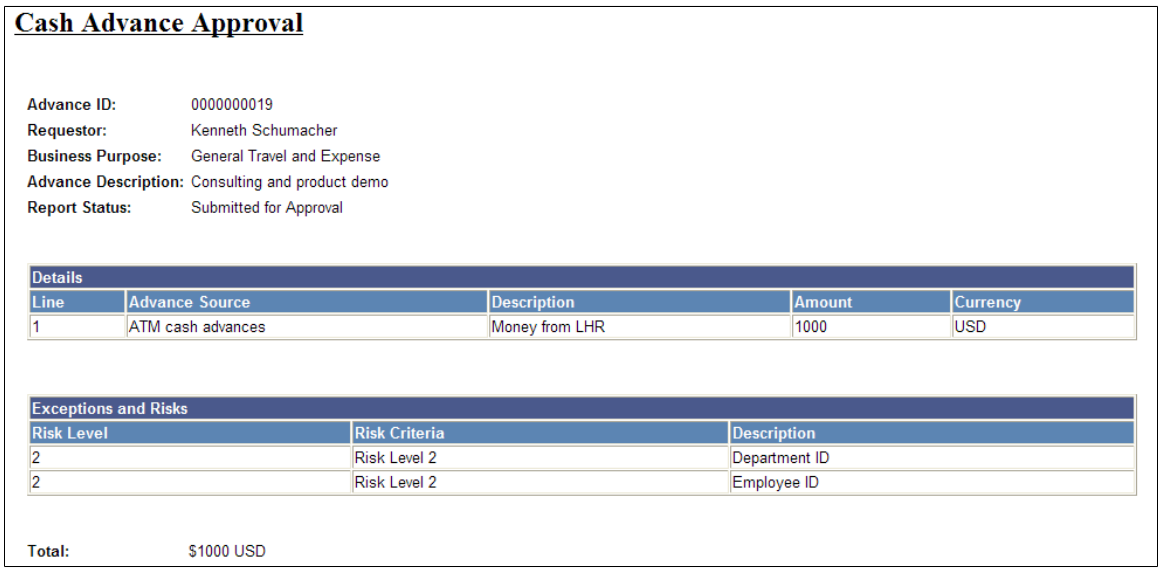
This example illustrates the fields and controls on the Travel Authorization Approval e-mail (2 of 2). You can find definitions for the fields and controls later on this page.

Approving Cash Advances Using Email

Use the Cash Advance Approval e-mail to approve cash advances.

This example illustrates the fields and controls on the Cash Advance Approval e-mail (1 of 2). You can find definitions for the fields and controls later on this page.



Cash Advance Approval

Advance ID: 0000000019
Requestor: Kenneth Schumacher
Business Purpose: General Travel and Expense
Advance Description: Consulting and product demo
Report Status: Submitted for Approval

Details

Line	Advance Source	Description	Amount	Currency
1	ATM cash advances	Money from LHR	1000	USD

Exceptions and Risks

Risk Level	Risk Criteria	Description
2	Risk Level 2	Department ID
2	Risk Level 2	Employee ID

Total: $1000 USD

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This example illustrates the fields and controls on the Cash Advance Approval e-mail (2 of 2). You can find definitions for the fields and controls later on this page.

Viewing Approval Errors

Page Used to View Approval Errors

Page Name	*Definition Name*	*Usage*
Approve Transactions - Errors Page	EX_ALLERROR_APPR	View approval errors.

Understanding Approval Errors

When errors occur as a result of an action taken by an approver, the summary approval page initially refreshes and displays a red flag icon in the **Errors** column to indicate that the transaction is in error from the approval process. Approvers click the Errors tab to view error messages. PeopleSoft Expenses displays an error message for each transaction. The transaction can have multiple errors, but the first error condition that prevented the transaction from being processed is the message that PeopleSoft Expenses displays. The error conditions handled are:

- *Error in budget checking:* Indicates that a transaction has encountered an error in the budget checking process. Approvers must resolve the cause of the exception before performing another budget check.
- *Accounting date is invalid:* Indicates that the transaction's accounting date is in a closed period.
- *Approval action not allowed for your profile:* Indicates that the approver performed an approval action on the Approve Transactions pages that he or she is not authorized to use.
- *Transactions must be budget checked prior to approval:* Indicates that you must run the budget checking process before you can approve the transaction. This condition applies when an approver selects and tries to approve transactions that must be budget checked prior to approval.
- *Processing error – please contact your administrator:* Indicates that some type of programming error occurred.

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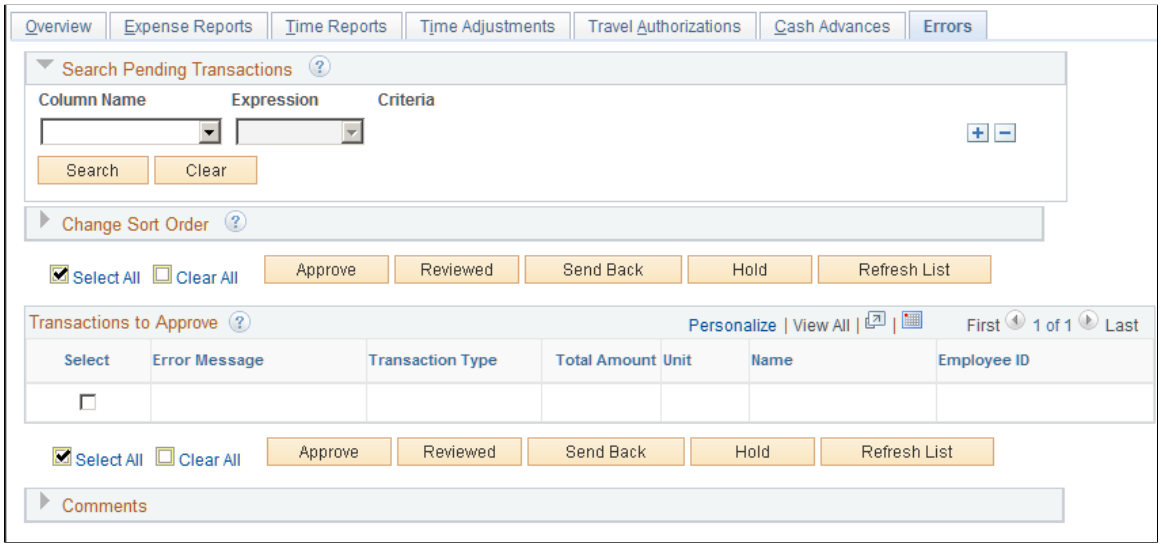
Approve Transactions - Errors Page

Use the Approve Transactions - Errors page (EX_ALLERROR_APPR) to view approval errors.

Navigation:

- **Manager Self-Service** > **Travel and Expense Center** > **Approvals** > **Approve Transactions** > **Errors**
- **Travel and Expenses** > **Approve Transactions** > **Approve Transactions** > **Errors**

This example illustrates the fields and controls on the Approve Transactions - Errors page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Description or Transaction ID	Click the link to access one of the following pages, depending on the transaction type: • Expense Report Summary page. • Approve Cash Advance Report page. • Travel Authorization Summary page. • Time Report Summary page.

Modifying Approved Transactions

Note: The pages used to modify approved expense transactions are the same pages used to approve transactions.

See Approving Expense Reports, Approving Time Reports, Approving Time Adjustments, Approving Travel Authorizations, Approving Cash Advances.

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Pages Used to Modify Approved Transactions

Page Name	*Definition Name*	*Usage*
Approve Expense Report - Expense Report Summary Page	TE_SHEET_LINES	Modify approved expense reports. Use this page to modify expense reports after they have been approved for payment, but not staged for payment or paid, unless they have a budget header status of *Error* and no accounting has been created for them. You can edit descriptive information, expense report line items, and accounting details. Only accounting and distribution fields can be modified for expense reports that are staged for payment or paid, and have a budget header status of *Error*. Only approved transactions are displayed. The search criteria helps you retrieve transactions for a date range of up to 6 months.
Approve Travel Authorization - Travel Authorization Summary Page	TE_TAUTH_LINES	Modify travel authorizations after they have been approved. Only approved transactions are displayed. The search criteria helps you retrieve transactions for a date range of up to 6 months.
Approve Cash Advance Report Page	TE_ADVANCE	Modify cash advances after they have been approved for payment, but not staged for payment or paid. Only approved transactions are displayed. The search criteria helps you retrieve transactions for a date range of up to 6 months.
Approve Time Report - Time Report Summary Page	TE_TIME_LINES	Modify time reports after they have been approved. Only approved transactions are displayed. The search criteria helps you retrieve transactions for a date range of up to 6 months.
Approve Time Report - Time Report Summary	TE_TIME_LINES	Modify time adjustments after they have been approved. Only approved transactions are displayed. The search criteria helps you retrieve transactions for a date range of up to 6 months.

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Chapter 32

Processing Value Added Tax Transactions in PeopleSoft Expenses

Understanding How to Process VAT Transactions in PeopleSoft Expenses

PeopleSoft Expenses enables you to record and report VAT information associated with expense reports. The system loads the VAT information from expense reports into the VAT transaction table and then into the VAT reporting tables, which you use to create VAT returns and other VAT reports. Before you record and report VAT, set up your VAT environment and enable your business units for VAT. Oracle's PeopleSoft applications accommodate a number of methods to calculate VAT based on the countries where your organization is located or with which it conducts business.

Set up VAT for PeopleSoft Expenses and other PeopleSoft applications that process VAT transactions using the VAT and Intrastat components and pages. VAT setup and the associated system pages are described in detail in the *PeopleSoft Global Options and Reports*.

Set up VAT for PeopleSoft Expenses at the expense type and expense business unit levels. Both of these levels are represented by a VAT driver created by the PeopleSoft system. You can set up the VAT defaults for PeopleSoft Expenses in a central VAT location by selecting the VAT driver for expense type or expense business unit.

The global VAT default routines provide a centralized mechanism for the storage and retrieval of VAT information. PeopleSoft Expenses obtains VAT defaults by calling the global VAT default routines. The basic elements in the VAT default routines are:

- VAT Driver: An entity for which you can define VAT defaults, such as expenses business unit and expense types.
- Driver Keys: Application-specific key fields that identify a VAT driver instance.

  For example, the keys that identify the expense types VAT driver are SetID and expense type. Driver keys are pulled from transactions from the VAT default routines.
- VAT Defaults: Fields for which the common VAT default routines supply default values. The system determines VAT defaults by:
  - Using algorithms.

    Complex algorithms determine some field values, such as VAT registration country or VAT treatment.
  - Using the VAT Default table.

    The system obtains some VAT default fields through a hierarchy of defaults from the common VAT Defaults table. The levels in the hierarchy represent the default source and are identified by

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the VAT driver (such as expense type, expenses business unit, and VAT entity). This information is centralized into a single table, and the values are available through the common VAT default routines.

The following table lists the VAT drivers and associated VAT driver keys in VAT default hierarchy sequence from most specific to least specific for the VAT Defaults component. No PeopleSoft Expenses drivers apply to the Services VAT Treatment Defaults:

Note: The VAT drivers that appear in this table include only those that apply to PeopleSoft Expenses. They appear in the order of the hierarchy that PeopleSoft Expenses uses to process defaults.

VAT Driver	*VAT Driver Keys*	*PeopleSoft Application*	*Country*	*State*	*Applicable to Regular VAT Defaults*	*Applicable to Services VAT Treatment Defaults*
Expense Type	Set ID Expense Type	Expenses	Optional	Optional	Yes	No
Expenses Business Unit	Business Unit	Expenses	Optional	Optional	Yes	No
VAT Entity Registration	VAT Entity Country	All	Required	Optional	Yes	No
VAT Country	Country	All	Required	Optional	Yes	No

Related Links

“Understanding VAT” (PeopleSoft Global Options and Reports)
“Defining VAT Transaction Types” (PeopleSoft Global Options and Reports)
“Setting Up VAT Authorities, and Tax Codes” (PeopleSoft Global Options and Reports)
“Defining VAT Countries” (PeopleSoft Global Options and Reports)
“Setting Up VAT Entities” (PeopleSoft Global Options and Reports)
“Defining VAT Use Types and Apportionment” (PeopleSoft Global Options and Reports)
“Establishing VAT Defaults” (PeopleSoft Global Options and Reports)
“Managing VAT on Interunit Transactions” (PeopleSoft Global Options and Reports)
“Loading the VAT Transaction Table” (PeopleSoft Global Options and Reports)
“Generating VAT Reports” (PeopleSoft Global Options and Reports)

Understanding VAT Calculations

VAT calculations on expense reports occur when you:

- Click the **Calculator** button (frequent user) or **Calculate VAT** button (occasional user).

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- Access the VAT Information for Expense [type] page.
- Access the VAT Accounting Detail page.
- Click the **Save for Later** button.

  VAT is calculated for each expense line where VAT was not previously calculated.
- Click the **Submit for Approval** button.

  VAT is calculated for each expense line where VAT was not previously calculated.

You can manually enter a VAT amount in the **Override VAT Amount** field if the VAT amount shown in your receipt does not match the VAT amount calculated by PeopleSoft Expenses.

Managers and auditors can access the Expense Report - VAT Information (TE_SHEET_VAT_SUM) page to review a summary of VAT calculations. This page is not available when you create or edit an expense report and have not submitted it for approval.

Understanding VAT Calculations

This table is an example of VAT calculations:

Expense Line	*VAT Code*	*Reimbursement Amount*
1	10%	110 EUR
2	15%	230 EUR
3	20%	300 EUR

PeopleSoft Expenses always uses an *Inclusive* VAT calculation method. PeopleSoft Expenses subtracts any VAT amount calculated or entered from the reimbursement amount to obtain the VAT basis amount.

Using the expense line 2 from the previous example, you calculate the VAT basis amount as follows:

(VAT Basis Amount) = (Reimbursement Amt) / (1 + (VAT Code / 100))
(VAT Basis Amount) = (230 EUR) / (1 + (15/100)) = 200 EUR

If a receipt has a VAT amount of 35 EUR, enter *35 EUR* in the **VAT Override Amount** field and click the **Calculate** button. The system recalculates the amounts as follows:

(VAT Basis Amount) = (Reimbursement Amt) − (VAT Override Amount)
VAT Basis Amount = (230 EUR) − (35 EUR) = 195 EUR

The VAT amount remains 35 EUR in this example.

The following table displays how all VAT amount fields are treated when you save for later or submit the expense report:

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Expense Line	*Reimbursement Amount*	*VAT Code*	*VAT Calculated Amount*	*VAT Override Amount*	*VAT Basis Amount*
1	110 EUR	10%	10	-	100
2	230 EUR	15%	30	35	195
3	300 EUR	0%	-	-	300

Setting Up VAT Driver Defaults for PeopleSoft Expenses

The VAT drivers for PeopleSoft Expenses are:

- Expense Types
- Expenses Business Unit
- VAT Entity Registration
- VAT Country

Pages Used to Set Up VAT Drivers for PeopleSoft Expenses

Page Name	*Definition Name*	*Usage*
VAT Defaults Setup (VAT Driver: Expenses Business Unit) Page	VAT_DEFAULTS_DTL	Access the VAT defaults for expenses business units.
VAT Defaults Setup (VAT Driver: Expense Type) Page	VAT_DEFAULTS_DTL	Access the VAT defaults for expense types.

Related Links

Expenses Definition - VAT Options Page

VAT Defaults Setup (VAT Driver: Expenses Business Unit) Page

Use the VAT Defaults Setup page (VAT_DEFAULTS_DTL) for expenses business unit VAT Driver, to access the VAT defaults for expenses business units.

Navigation:

- **Set Up Financials/Supply Chain** > **Common Definitions** > **VAT and Intrastat** > **Value Added Tax** > **VAT Defaults** > **VAT Defaults Sub-Search** > **VAT Defaults Setup**

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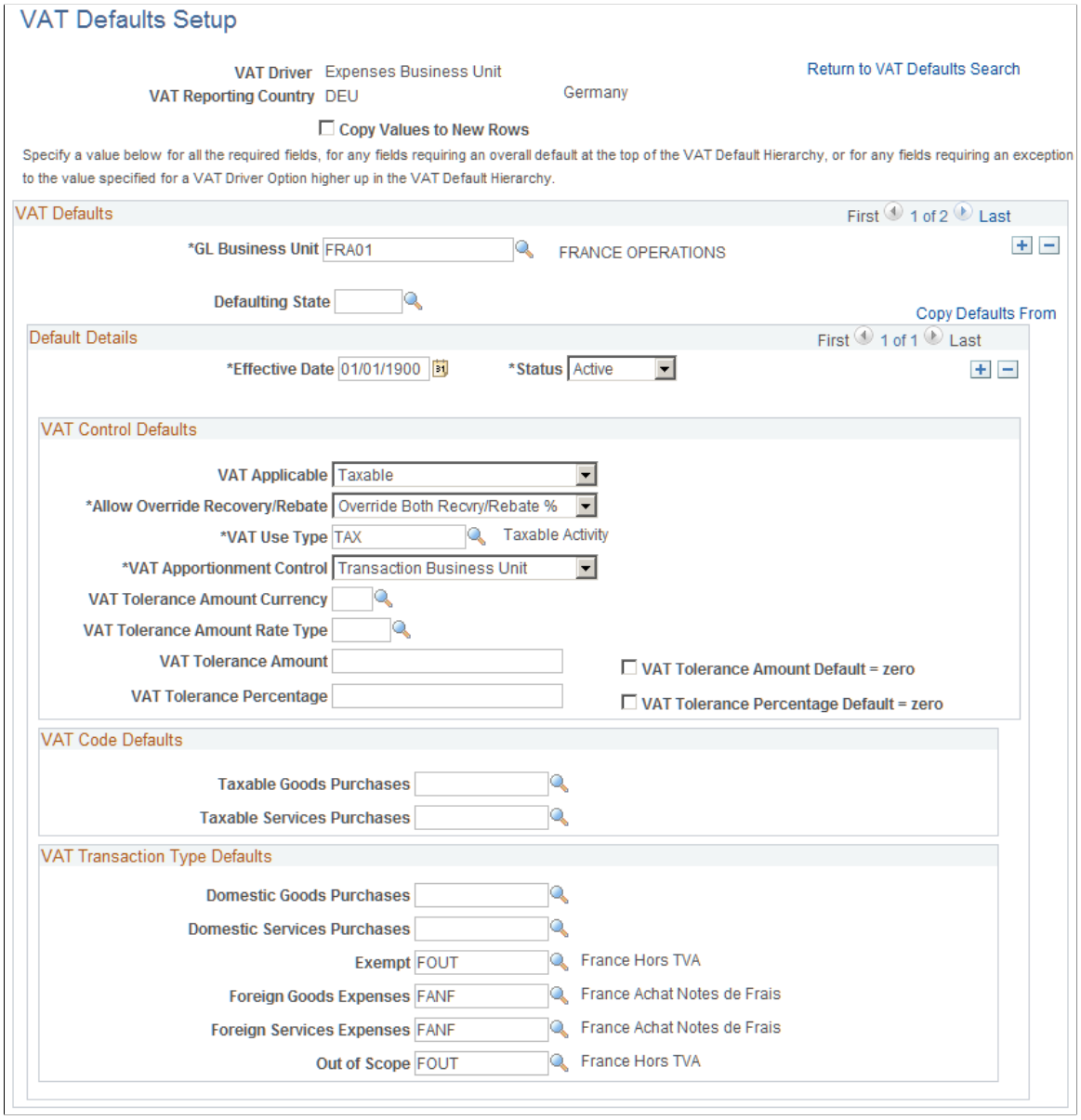
- **Set Up Financials/Supply Chain** > **Business Unit Related** > **Expenses** > **Expenses Definition** > **VAT Options**. Click the **VAT Default** link on the Expenses Business Unit Definitions – VAT Options page.

This example illustrates the fields and controls on the VAT Defaults Setup - VAT Driver: Expenses Business Unit page.



The VAT Defaults Setup page is a common page used to set up VAT defaults for all Oracle's PeopleSoft products that process VAT transactions. On this page, you define PeopleSoft Expenses defaults as applicable for each PeopleSoft-defined Expenses VAT driver.

See “Defining VAT Transaction Types” (PeopleSoft Global Options and Reports).

VAT Defaults Setup (VAT Driver: Expense Type) Page

Use the VAT Defaults Setup (VAT Driver: Expense Type) page (VAT_DEFAULTS_DTL) to access the VAT defaults for expense types.

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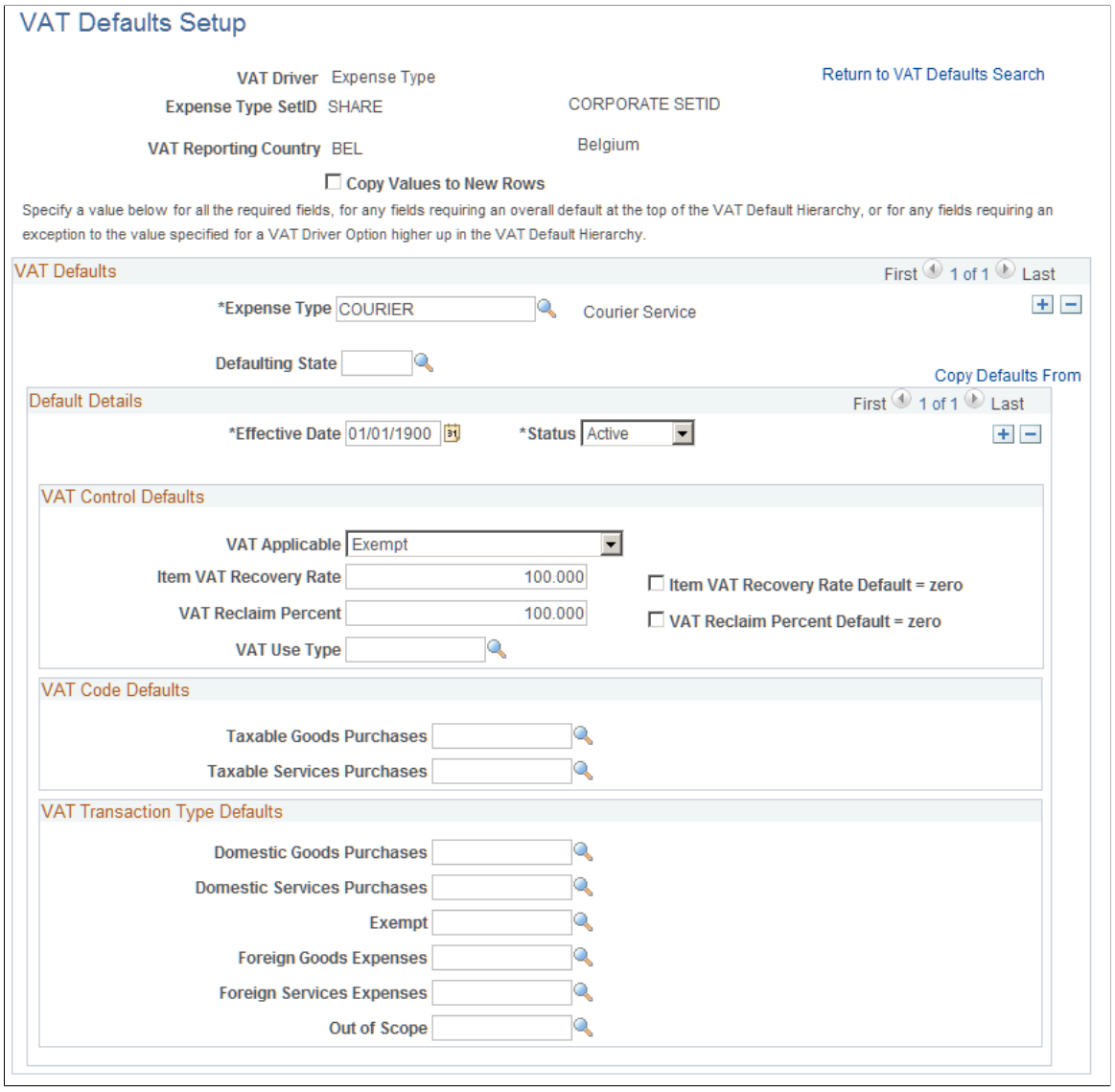
Navigation:

- **Set Up Financials/Supply Chain** > **Common Definitions** > **VAT and Intrastat** > **Value Added Tax** > **VAT Defaults** > **VAT Defaults Sub-Search** > **VAT Defaults Setup**
- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Purchase** > **Create Expense Type Codes**. Click the **VAT Default** link on the Expense Types 1 page.

This example illustrates the fields and controls on the VAT Defaults Setup - VAT Driver: Expense Type page.



The VAT Defaults Setup page is a common page used to set up VAT defaults for all Oracle's PeopleSoft products that process VAT transactions. On this page, you can define PeopleSoft Expenses defaults as applicable for each PeopleSoft-defined Expenses VAT driver.

Related Links

“Understanding VAT” (PeopleSoft Global Options and Reports)

“Defining VAT Transaction Types” (PeopleSoft Global Options and Reports)

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Entering VAT Information on Expense Reports

Pages Used to Enter VAT Information

Page Name	*Definition Name*	*Usage*
VAT Information For Expense [type] Page	TE_SHEET_VAT_INFO	Select VAT options and calculate VAT for the expense item.
Create Expense Report - VAT Accounting Detail Page	TE_SHEET_ACCTG_VAT	View or change VAT accounting details.

Understanding VAT Information

After entering an expense transaction line on the Create Expense Report page, select the **VAT Information** link to access the VAT Information For Expense Type page. The system defaults appear the first time you access the VAT Information For Expense Type page. You can easily change values and recalculate VAT.

VAT Information For Expense [type] Page

Use the VAT Information For Expense [type] page (TE_SHEET_VAT_INFO) to select VAT options and calculate VAT for the expense item.

Navigation:

From the Create (or Modify) Expense Report page, click the VAT Information icon on an expense line.

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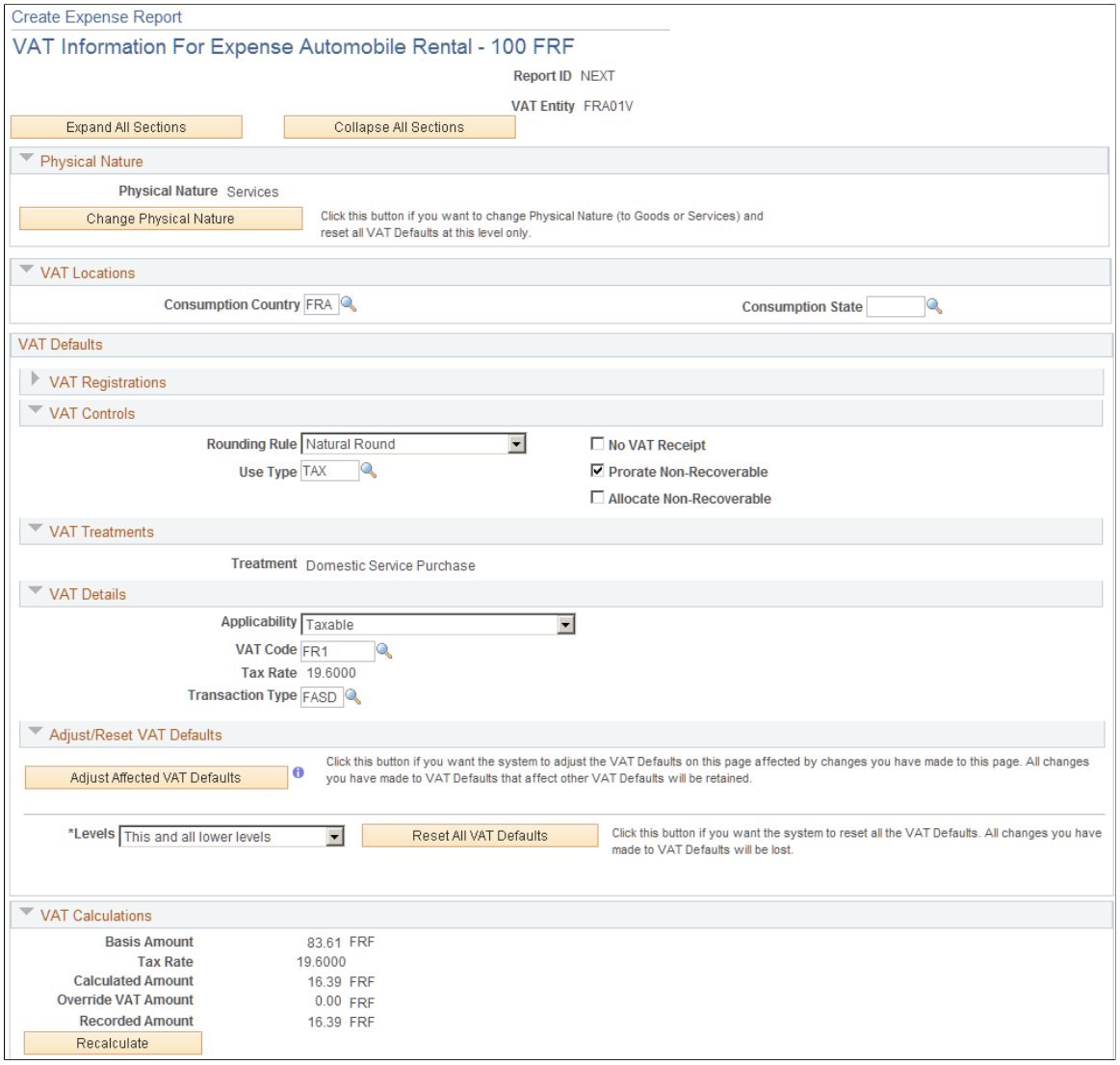
This example illustrates the fields and controls on the VAT Information For Expense [type] page.



Physical Nature

Field or Control	*Description*
Physical Nature	Indicates whether an expense type is a good or a service. Many countries require that the sale or purchase of goods is reported separately from that of services. PeopleSoft Expenses uses this field to retrieve values from the VAT Defaults table.
Change Physical Nature	Click to override the default physical nature for this expense. The system resets all the VAT defaults.

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VAT Locations

Field or Control	*Description*
Consumption Country	Enter the country where you incurred the VAT. PeopleSoft Expenses uses this field to retrieve values from the VAT Defaults table. The initial default value for this field comes from the location that you enter on the expense transaction line. If you do not enter a location on the expense transaction line, PeopleSoft Expenses uses the default location from the expense report header.
Consumption State	If the consumption country requires that you track VAT by state or province, enter the state, province, or geographic region within the country where you incurred the VAT. PeopleSoft Expenses uses this field to retrieve values from the VAT Defaults table. The initial default value for this field comes from the location that you enter on the expense transaction line. If you do not enter a location on the expense transaction line, PeopleSoft Expenses uses the default location from the expense report header.

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VAT Defaults - VAT Controls

Field or Control	*Description*
Rounding Rule	Select the VAT rounding rule that you want to use. The initial default value comes from either the VAT entity registration or VAT country VAT driver within the VAT Defaults table. Values are: • *Nat Rnd* (natural round): Rounds amounts normally (up or down) to the precision that is specified for the currency code. For example, for a currency that is defined with two decimal places, 157.4659 would round up to 157.47, but 157.4649 would round down to 157.46. • *Up:* Rounds up and limits rounding precision to one additional decimal place. For example, for a currency that is defined with two decimal places, 157.4659 would round up to 157.47. • *Down:* Rounds amounts down to the precision that is specified for the currency. For example, for a currency defined with two decimal places, 157.4659 would round down to 157.46.
Use Type	Enter a value to categorize the use of a good or service by the tax status of the activity in which it is used—the tax status of the goods or services that is ultimately produced from those procured. VAT use is one of the main determinants in the recoverability of input VAT. The initial default value comes from the expense type or Expenses business unit VAT driver within the VAT Defaults table.
No VAT Receipt	Select if the employee did not submit a VAT receipt for a VAT expense item that requires one. If selected, PeopleSoft Expenses sets the recovery percentage and rebate percentage fields to zero. You can set up approval and audit rules so that expenses with VAT but without VAT receipts require approval and auditing; in many countries, you cannot claim tax credits for the VAT without a VAT receipt. By default, this check box is not selected.

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Field or Control	*Description*
Prorate Non-Recoverable	PeopleSoft Expenses generates an accounting line for non-recoverable VAT. Deselect this check box to charge non-recoverable VAT to the non-recoverable VAT account that is designated in the VAT code. Select this check box to charge non-recoverable VAT as an expense to ChartFields that are indicated in an expense report accounting split. The initial default value comes from the Expenses Definition - VAT Options page.
Allocate Non-Recoverable	This check box is applicable only when non-recoverable VAT is not being prorated. When non-recoverable VAT is not being prorated, the account and alternate account for the non-recoverable VAT accounting entry will always be obtained from the VAT accounting template associated with the VAT code. Select this check box to allow the other, non-account ChartFields to be obtained based on the ChartField Inheritance Options that have been defined for non-recoverable VAT. For each ChartField, these options allow you to specify whether the ChartField value is inherited from the expense distribution line, whether the value comes from the business unit defaults, or whether the value comes from the VAT accounting template. Deselect this check box to allow the other, non-account ChartFields to all be obtained from the VAT accounting entry template. The value of this check box defaults from the Expenses Definition - VAT Options page.

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VAT Defaults - VAT Treatments

Field or Control	*Description*

Treatment	Displays the appropriate VAT treatment value. Within PeopleSoft, VAT treatment values on the transactions lines —which come from complex algorithms—are used to apply the precise defaults that are applicable to the transaction lines. Options are:
	• *Domestic Goods Purchases:* The purchase of goods where the VAT entity is registered in the consumption country.
	• *Domestic Services Purchases:* The purchase of services where the VAT entity is registered in the consumption country.
	• *Foreign Goods Expense:* The purchase of goods where the VAT entity is not registered in the consumption country and the Record Foreign VAT check box on the Expenses Business Unit definition is selected.
	• *Foreign Service Expense:* The purchase of services where the VAT entity is not registered in the consumption country and the Record Foreign VAT check box on the Expenses Business Unit definition is selected.
	• *No VAT Processing:* No VAT is processed for the expense line. The following scenarios illustrate this case:
	  • The consumption country and employee base country are the same, but the Expenses business unit is not VAT-enabled.
	  • The consumption country and employee base country are the same, but the VAT Entity is not registered in that country.
	  • The consumption country and employee base country are not the same and the consumption country is not defined as having a VAT system.
	  • The consumption country and employee base country are not the same, the Expenses business unit is not VAT-enabled, and the Record Foreign VAT check box on the Expense business unit is deselected.
	  • The consumption country and employee base country are not the same, the VAT Entity is not registered in the consumption country, and the Record Foreign VAT check box on the Expense business unit is deselected.

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VAT Defaults - VAT Details

Field or Control	*Description*
Applicability	Displays the appropriate status for VAT applicability. Options for PeopleSoft Expenses are *Taxable, Exempt (not subject to VAT)* and *Outside (Outside of Scope of VAT).* The value comes from an algorithm that uses the VAT Applicable default from the VAT default hierarchy (expense types, Expenses business unit, and VAT country VAT drivers) within the VAT Defaults table, the treatment, and the exception type.
VAT Code	Displays the rate at which the system calculates VAT for the expense line. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable VAT Code default from the VAT default hierarchy (expense types, Expenses business unit, and VAT country VAT drivers) within the VAT Defaults table.
Transaction Type	Displays a code that categorizes and classifies this transaction for VAT reporting and accounting. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable transaction type form the VAT default hierarchy (expense types, expenses business unit, and VAT entity registration VAT drivers) within the VAT Defaults table.

VAT Defaults - Adjust/Reset VAT Defaults

Field or Control	*Description*
Adjust Affected VAT Defaults	Click this button to have the system adjust the VAT defaults that are affected by your changes. All changes you have made to VAT defaults on this page that affect other VAT defaults on this page are retained. Oracle's PeopleSoft recommends that you always click the **Adjust Affected VAT Defaults** button after changing any defaults on the VAT page. Since values that appear further down the page can be dependent on values that appear previously on the page, you should work from top to bottom and click the **Adjust Affected VAT Defaults** button in the **Adjust/Reset VAT Defaults** region as needed. This action avoids updating values that you have already overridden.
	Click the **List of fields to be selected** icon to view a list of the fields whose values will be adjusted when you click the **Adjust Affected VAT Defaults** button.

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Field or Control	*Description*
Levels	Before you click the **Reset All VAT Defaults** button, select the levels to which you want the action to apply. Options are: • *All lower levels only:* Reset the VAT defaults for the expense distribution lines. • *This and all lower levels:* Reset the defaults for the expense line and the expense distribution line. • *This level only:* Reset the defaults for the only the expense line.
Reset All VAT Defaults	Click to reset VAT defaults that you overwrote to the original defaults before you saved the component. This action includes changes that you made when you clicked the **Adjust Affected VAT Defaults** button. The reset default values will be saved onto the expense line, the distribution line, or both levels, depending on your selection in the **Level** field. **Note:** Reset redetermines the VAT defaults. If you changed a VAT driver field, resetting VAT defaults does not return the original default values; it resets all of the default values based on the new driver value.

VAT Calculations

Field or Control	*Description*
Basis Amount	Displays the amount on which the VAT is calculated in the transaction currency.
Tax Rate	Displays the applicable VAT percentage.
Calculated Amount	Displays the system-calculated VAT amount in the transaction currency.
Override VAT Amount	Displays the manually entered VAT amount for the line when the calculated VAT amount is not equal to the VAT on the invoice being recorded; otherwise, this field is blank.

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Field or Control	*Description*
Recorded Amount	Displays the amount of VAT that will be recorded for this transaction in the transaction currency. If the calculated VAT amount has been overridden, this will be the entered override VAT amount; otherwise, this amount will be the calculated amount.
Recalculate	Click to recalculate the **Basis Amount, Calculated Amount,** and **Recorded Amount fields** based on the changes made to VAT defaults. This button performs the same action as the calculate button on the expense line grid.

Create Expense Report - VAT Accounting Detail Page

Use the Create Expense Report - VAT Accounting Detail page (TE_SHEET_ACCTG_VAT) to view or change VAT accounting details.

Navigation:

From the Create (or Modify) Expense Report page, expand the Accounting Details section. Select the VAT Info tab, and then click the VAT Detail icon.

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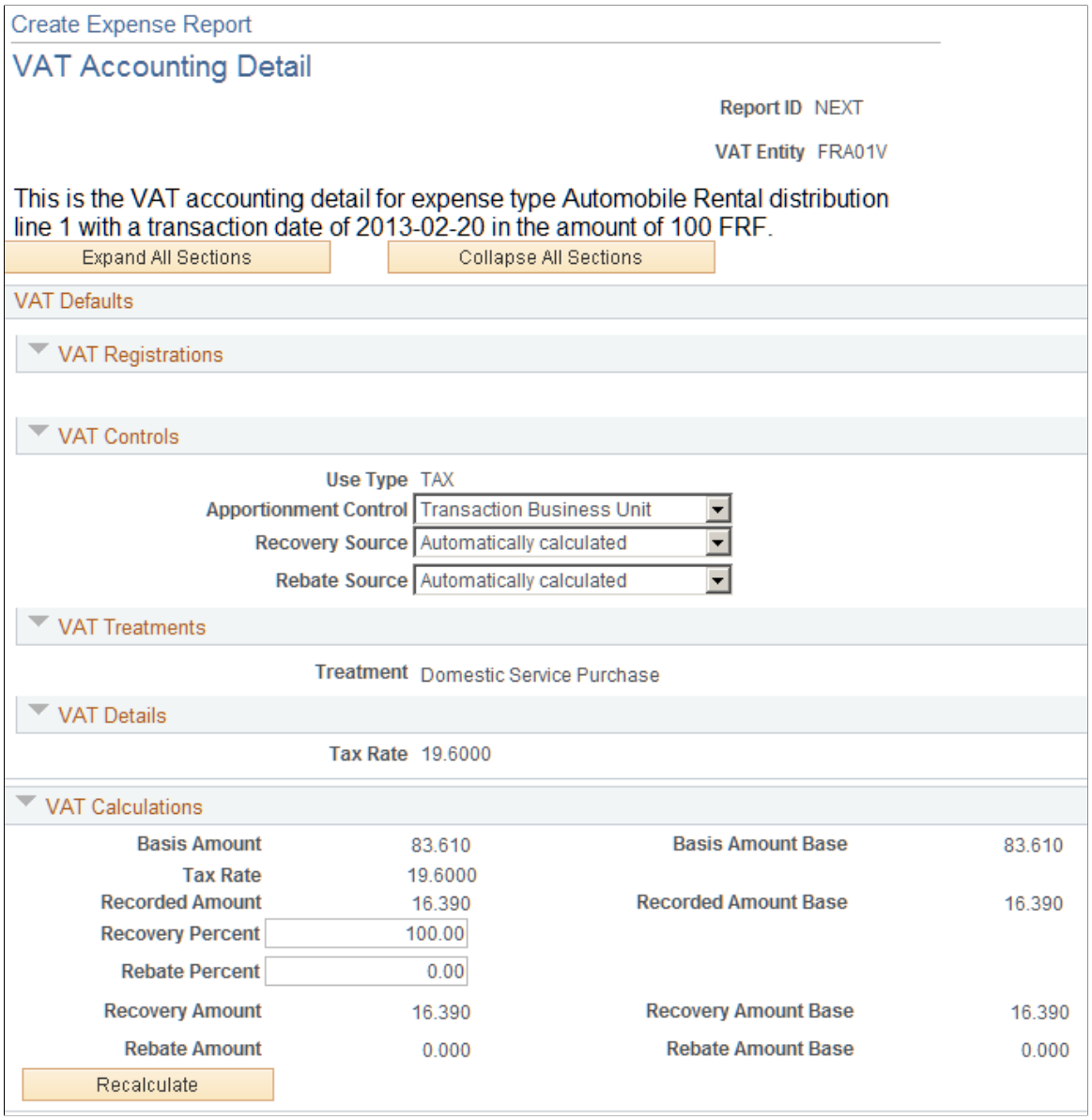
This example illustrates the fields and controls on the Create Expense Report - VAT Accounting Detail page.



VAT Defaults - VAT Controls

Field or Control	*Description*
Use Type	Displays the value from the VAT Information for Expense [type] page. You cannot modify this field.

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Field or Control	*Description*
Apportionment Control	Displays the default value from the PeopleSoft Expenses business unit VAT driver within the VAT defaults table. Select the option to use when searching for VAT apportionment information. Values are: • *Dist GL BU* (distribution general ledger business unit): Select for the system to use the general ledger business unit on the distribution line to search for the taxable and exempt percentages. • *Txn BU* (transaction business unit): Select for the system to use the expenses business unit associated with the employee to search for the taxable and exempt percentages. • *Txn GL BU* (transaction general ledger business unit): Because PeopleSoft Expenses uses the general ledger business unit, this option has the same behavior as *Txn BU*.
Recovery Source	Select one of the following options: • *Automatic:* Select for the system to calculate what percentages to use. This is the initial default value. • *Manual:* Select if you want to override the percentage calculated by the system. You can enter the percentage of VAT entered that is recoverable.
Rebate Source	Select one of the following values: • *Automatic:* Select for the system to calculate what percentage to use. This is the initial default value. • *Manual:* Select if you want to override the percentage calculated by the system. When you do, you can enter the percentage that is used to calculate the rebate. **Note:** The availability of the **Recovery** and **Rebate Source** fields is dependent on the **Allow Override Recovery/Rebate** check box that you set on the expenses business unit VAT driver in the VAT Defaults table. For *Automatic,* the system-calculated percentages are based on the VAT use type or VAT apportionment for the ChartFields on the distribution line.

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Field or Control	*Description*
Reclaim Percent	When the expense line has a foreign VAT treatment, you can specify a VAT reclaim percent. VAT recovery and VAT rebate are not available for foreign VAT treatments, and you cannot modify those fields.

VAT Treatments

This section displays the VAT treatment, which is provided by default from the VAT Information For Expense [type] page.

VAT Calculations

Field or Control	*Description*
Basis Amount	Displays the amount on which the VAT is calculated in the employee business unit's base currency.
Basis Amount Base	Displays the amount on which the VAT is calculated in the base currency for the business unit entered in the distribution line.
Tax Rate	Displays the applicable VAT percentage.
Recorded Amount	Displays the amount of VAT that will be recorded for this transaction in the employee business unit's base currency. If the calculated VAT amount has been overridden, this will be the entered override; otherwise, this amount will be the calculated VAT amount.
Recorded Amount Base	Displays the amount of VAT that will be recorded for this transaction in the base currency for the business unit entered in the distribution line. If the calculated VAT amount has been overridden, this amount will be the entered override VAT amount; otherwise, it will be the calculated VAT amount.
Recovery Percent	Indicates the rate used to recover domestic VAT.
Rebate Percent	Indicates the rate used to calculate the rebate amount.
Recovery Amount	VAT recovery amount calculated by the system based on the VAT recovery percentage.

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Field or Control	*Description*
Recovery Amount Base	VAT recovery amount in the base currency for the business unit entered in the distribution line.
Rebate Amount	The calculated rebate amount expressed in the employee business unit's base currency.
Rebate Amount Base	The calculated rebate amount expressed in the base currency for the business unit entered in the distribution line.
Reclaim Amount	The calculated reclaim amount expressed in the employee business unit's base currency.
Reclaim Amount Base	The calculated reclaim amount expressed in the base currency for the business unit entered in the distribution line.
Recalculate	Click to recalculate the recovery, rebate, and reclaim amounts.

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Chapter 33

Using Per Diems in PeopleSoft Expenses

Understanding Per Diem Processing in PeopleSoft Expenses

Per Diem means the *daily* amount authorized to be spent in one day by an employee.

Expense amount default settings and controls are defined by location in conjunction with expense type. The Expense Location and Expense Types pages must be set up appropriately to have the amount defaulting and controls.

Setting up PeopleSoft Expenses for Per Diem Processing

Pages Used to Set Up PeopleSoft Expenses for Per Diem Processing

Page Name	***Definition Name***	***Usage***
“Installation Options - Expenses Page” (Application Fundamentals)	INSTALLATION_EX	To use overage accounting for amounts exceeding per diem amounts, select Allow Overage Accounting
Expense Types 1 Page	EX_EXPENSE_TYPES1	Define usage and requirements for an expense type.
Expense Types 2 Page	EX_EXPENSE_TYPES2	Define accounting distribution defaults for the expense type's billing codes. Also define the accounts that are used for overage amounts. For example, if an employee charges an amount that is greater than the per diem amount, the overage/unallowable amount can be booked to a different account.
Expense Types 3 Page	EX_EXPENSE_TYPES3	Define parameters for per diems, preferred merchants, or both.
Expense Location Amount Page	EX_LOC_AMOUNT	Establish spending limits for business travel in a particular location.
Per Diem Range Page	EX_PER_DIEM_RANGE	Allows organizations to set up hourly or daily ranges to define per diem reimbursement percentages.

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Page Name	Definition Name	Usage
Per Diem Amount Page	EX_PER_DIEM_AMT	Sets the amount that an employee is reimbursed within a per diem range.

Note: The data that is entered using these pages can also be loaded as an Application Data Set (ADS). For more information about ADS, see Migrating Data Using Application Data Sets

Setting Up PeopleSoft Expenses for Per Diem Processing

To set up PeopleSoft Expenses to perform per diem processing:

1. If you allow employees to override the per diem amount to enter an amount greater than the allowed amount, select the Allow Overage Accounting option on the "Installation Options - Expenses Page" (Application Fundamentals). This setting enables PeopleSoft Expenses to record amounts exceeding a specified per diem amount to a different accounting line. When you set up an expense type, you can select a billing code parameter called *Overage* for that expense type.

   Selecting this option activates the **Overage** column on the Expense Types – Expense Types 2 page, which allows you to charge a different account for the amount spent over the per diem.

2. Select Location in the Required Fields group box on the Expense Types – Expense Types 1 page to require employees to enter the location where charges occurred for the expense type.

   See Expense Types 1 Page.

3. Select Per Diem or Per Diem Lodging in the Expense Type Edit group box on the Expense Types – Expense Types 1 page.

   Select Per Diem to prompt for input of times that include the start and end of the business day. This activates a per diem information button in an expense report, enabling the employee to select meals that another party, such as a supplier or lodging establishment, provides. PeopleSoft Expenses can then deduct the appropriate amount from the per diem for that day.

   Select Per Diem Lodging to indicate lodging where an employee stays with a family or a friend while on a business trip.

   See Expense Types 1 Page.

4. Select Overage on the Expense Types – Expense Types 2 page to book amounts exceeding a per diem amount to a different set of ChartFields.

   See Expense Types 2 Page.

5. Set up per diem deductions on the Expense Types – Expense Types 3 page.

   See Expense Types 3 Page.

6. Set up amounts for locations that are subject to per diem processing on the Expense Location Amount page using the per diem expense type as a key.

   See Setting Up Expense Locations and Amounts.

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7. Set up hourly or daily ranges to define per diem reimbursement percentages on the Per Diem Range page.

   See Setting Up Per Diems.

8. Set up amounts that employees are reimbursed within a per diem range on the Per Diem Amount page .

   See Setting Up Per Diems.

Using Per Diem Processing in PeopleSoft Expenses

When you create an expense report, you use the per diem expense type that you defined in Step 3 and use a location that you defined in Step 6. This brings the Per Diem defaults into the expense report when you select **Retrieve Per Diem Amount.**

Note: An employee can continue to enter an amount over the per diem amount defined if the option to override per diem is enabled for the business unit. However, the employee needs to provide an explanation for the overage. The per diem amounts are available as defaults only and the limit is not strictly enforced.

Related Links

Migrating Data Using Application Data Sets

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Chapter 34

Running Expense Transaction Processes

Understanding Running Expense Transaction Processes

Several functions in PeopleSoft Expenses require running processes that move data, change a record, or perform an intermediate step in processing expenses. You initiate many of these processes on the Expense Processes page.

Warning! Do not run the Stage Payments and the Unstage Payments processes in the same run control. Do not run the Stage Time to Project Costing and Publish Elapsed Time processes in the same run control. These combinations prevent staging.
If the stage, unstage, post liabilities, or post payment process abends during the process, you must restart the abended instance from the Process Scheduler.

Warning! Do not run the payment staging process concurrently with the budget checking process to ensure that the system does not select the same transaction for both processes.

Warning! When you run the Stage Payments and Post Liabilities processes, do not change the Accounting Entry Template. Specifically, do not populate the Accounting Entry Template with ChartFields that are already populated for employee-generated expense distributions.

For additional information about running processes, see *PeopleTools: Application Engine*

Running Expense Transaction Processes

Pages Used to Run Expense Transaction Processes

Page Name	*Definition Name*	*Usage*
Expense Processes Page	RUN_EXTRNPRC	Run jobs that are integral to the expense process. The Process Scheduler runs the EX_TRAN_PRCS process, which drives other programs, depending on the options selected.
Selected Business Units Page	RUN_EXTRNPRC_BU	Specify business units for expense processing.

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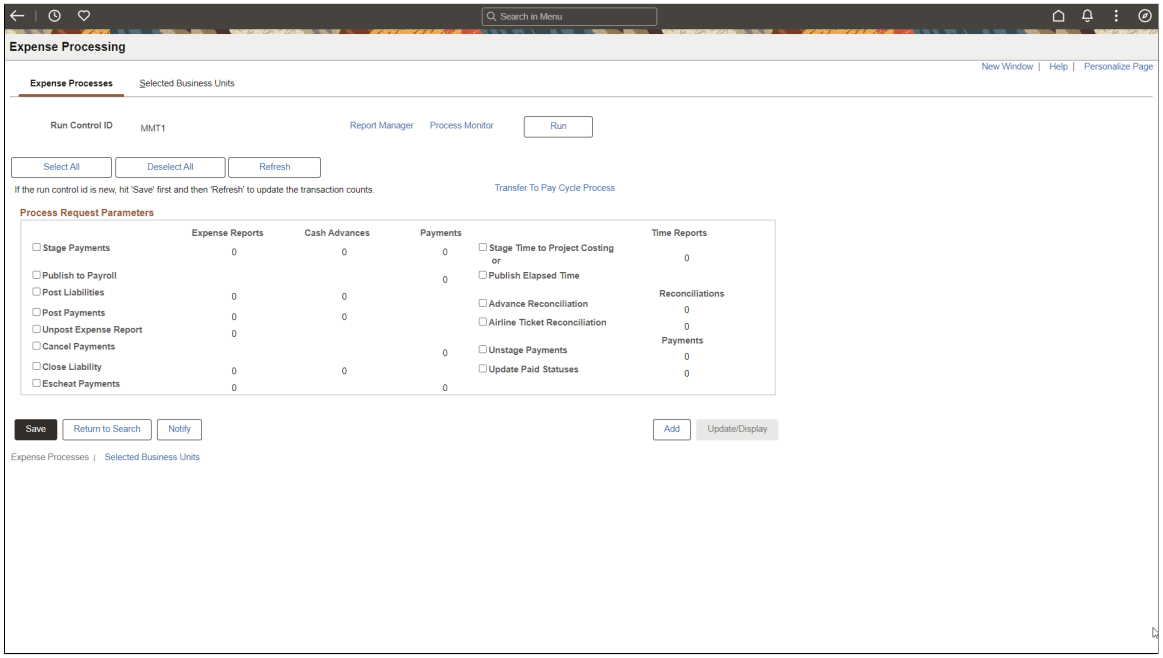
Expense Processes Page

Use the Expense Processes page (RUN_EXTRNPRC) to run jobs that are integral to the expense process. The Process Scheduler runs the EX_TRAN_PRCS process, which drives other programs, depending on the options selected.

Navigation:

Travel and Expenses > **Process Expenses** > **Expense Processing** > **Expense Processes**

This example illustrates the fields and controls on the Expense Processes page.



Field or Control	*Description*
Refresh	Click to re-display the Expense Processes page and update the number of expense reports, cash advances, payments, time reports, reconciliations, and payments that await processing. Save a new run control before clicking **Refresh** to update the transaction counts.
Transfer to Pay Cycle Process	Click to access the Pay Cycle Manager in PeopleSoft Payables.
Stage Payments	Select to move expense transaction data into staging tables for payables or payroll processing.
Publish to Payroll	Select to trigger an application message that publishes expense data to your payroll system for employee reimbursement.

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Field or Control	*Description*
Post Liabilities	Select to create rows in the EX_ACCTG_LINE table for the journal generator to send to PeopleSoft General Ledger to post liabilities. The Post Liabilities process generates accounting entries for expense reports, cash advances, and reconciled cash advances. The system adds accounting entries for expenses and for cash advances that you reconciled on the Cash Advance Reconciliation page. OR: The system adds accounting entries for expenses and reconciled cash advances.
Post Payments	Select to create rows in the EX_ACCTG_LINE table for the journal generator to send to PeopleSoft General Ledger to post payments.
Unpost Expense Report	Select to reverse accounting liability entries for expense reports that are marked for unposting. You can edit and resubmit unposted expense reports.
Cancel Payments	Select to reverse accounting entries for payments that you canceled in PeopleSoft Payables. **Note:** If you selected the **Do Not Reissue/Close Liability** option on the “Cancel Payment Page” (PeopleSoft Payables), the Cancel Payments process in PeopleSoft Expenses performs the close liability step and reverses the amounts. If you use PeopleSoft Commitment Control, you must manually run budget checking on the Request Budget Check page and select **Cancel Void Expense Reports** as the transaction type. If you selected the **Re-Open Voucher(s)/Re-Issue** option on the “Cancel Payment Page” (PeopleSoft Payables), the Cancel Payments process in Expenses will not perform the close liability step.
Close Liability	Select to reverse liability entries for cash advances and expense reports that are marked for closure.

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Field or Control	*Description*
Stage Time to Project Costing (Stage Time and Expense to Project Costing)	Select to run the EX_PC_TM_STG process to move time report data to staging tables for processing by PeopleSoft Project Costing. If PeopleSoft Project Costing is installed and you selected the **Enable One Step Staging** check box in the Installation Options - Expenses page, the EX_PC_TM_STG process automatically calls the PC_EX_TO_PC process. If you have not selected the **Enable One Step Staging** check box, you must manually run the PC_EX_TO_PC process after the EX_PC_TM_STG process completes. **Note:** To use the one-step staging process, use the EX_TO_PC run control ID that PeopleSoft Expenses delivers. A corresponding run control ID also exists in the PeopleSoft Project Costing Cost Collection process. The one-step staging process runs properly only if matching run control IDs exist in both PeopleSoft Expenses and PeopleSoft Project Costing.
Publish Elapsed Time	Select to trigger an application message that publishes elapsed time reporting data to PeopleSoft Time and Labor for billing purposes.
Advance Reconciliation	Select to update expense tables to indicate that cash advances are reconciled against corresponding expense reports.
Airline Ticket Reconciliation	Select to update expense tables to indicate that airline tickets reconciled against expense reports.
Unstage Payments	Select to move expense transaction data out of staging tables that have not been selected by the payables or payroll systems.
Update Paid Statuses	Select to change the status of cash advances or expense reports to *Paid.* Run this process to mark transactions as *Paid* prior to posting payments without generating accounting lines. **Note:** Posting payments also changes the status of cash advances or expense reports to *Paid.*
Escheat Payments	Select to run the Escheatment process for PeopleSoft expense reports. This process changes the status of the expense report to *Escheated Payment* and creates accounting entries to reverse the liability. **Note:** Do not run any other Expense process while running the Escheatment process. The Escheatment process applies to only expense reports. It does not apply to cash advances. For additional information about the Escheatment process, see Processing Escheated Payments.

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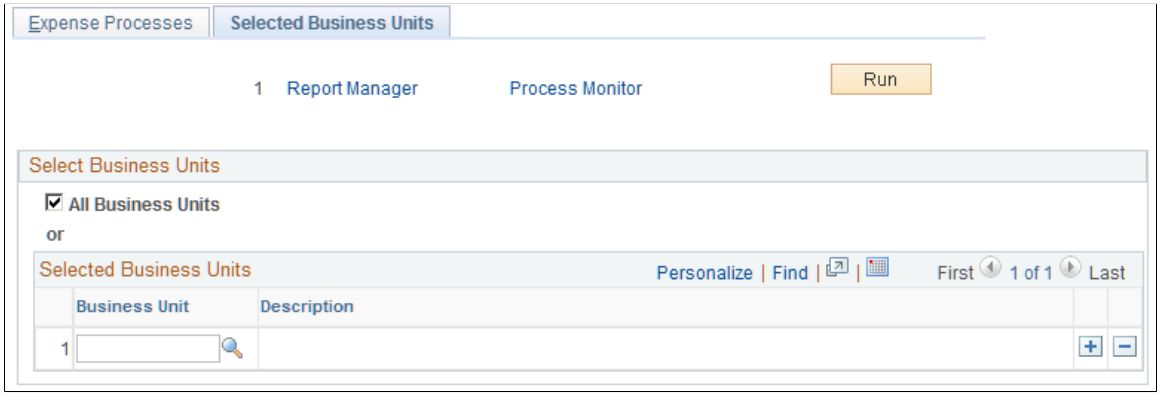
Selected Business Units Page

Use the Selected Business Units page (RUN_EXTRNPRC_BU) to specify business units for expense processing.

Navigation:

Travel and Expenses > **Process Expenses** > **Expense Processing** > **Selected Business Units**

This example illustrates the fields and controls on the Selected Business Units page. You can find definitions for the fields and controls later on this page.



Select **All Business Units** or a specific business unit to process, as defined on the Expense Processes page. Add or delete rows to create a list of business units for processing.

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Chapter 35

Processing Expense Payments

Understanding Expense Payments

After expense reports or cash advances have undergone final approval, PeopleSoft Expenses converts their detail lines into data used to generate payments. The process begins by staging and reviewing payments in your expense system, and completes when your payables system creates the actual payments. An individual employee payment can encompass multiple cash advances and expense reports. The amount you pay a supplier can encompass multiple transactions from multiple expense reports submitted by various employees.

Staging Payments

Before staging payments you must determine whether Account Payable or Payroll is the source of the payment for employee cash advances and expense reports. The payment source is determined at the installation, business unit, or employee level using the "Installation Options - Expenses Page" (Application Fundamentals), the Expenses Definition - Business Unit 1 Page, or the User Payment Option Page.

Select the Stage Payments check box on the Expense Processes Page and run the Application Engine process to load approved payments into the cash advance staging table (EX_ADVNCE_PYMNT) or the expense report staging table (EX_SHEET_PYMNT). After staging a payment, you have one other opportunity to place a payment on hold during the review process.

The staging process selects payments with a status of *Approved for Payment.* The staging process does not select employee payments if the **Hold Payment** check box is selected on the Employee Profile - Bank Accounts Page.

Both accounts payable and payroll are staged using the staging payment process. If the payment destination option is configured to reimburse using accounts payable, the payables pay cycle picks up the data form these staging tables. If you select reimbursement using your payroll system, then the system publishes this request through the Publish to Payroll Application Engine process.

Unstaging Payments

For all previously staged payments that have not been selected for payment (pymnt_select_status = N), unstage payments will reset the *Approved for Payment* flag and changes the header and lines status back to APY (Approved for Payment). It then inserts a row on a new table for Unstaging (so that the staging process picks these up in subsequent runs) and then deletes the row from EX_SHEET_PYMNT or EX_ADVNCE_PYMNT. When the Staging process runs, it picks up these unstaged payments and restages them with current information.

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Common Elements Used to Process Expense Payments

Field or Control	*Description*
Bank Code, Bank Account, or **Payment Method**	If you use PeopleSoft Payables, these fields must match the bank and payment method criteria you set up for Pay Cycle Manager.
On Hold or **Hold Payment**	Select if you wish to delay paying an employee or supplier. You can hold all payments for an employee or supplier by going to the employee or supplier profile pages. You can also hold individual payments using the Cash Advance Payments, Expense Sheet Payments or Supplier Payments pages.

Reviewing Staged Payments

After staging payments, you can review any expense report, cash advance, or supplier payments that are ready for your payables system. Before you actually create payments, you have the opportunity to modify bank information or place payments on hold. PeopleSoft Expenses unstages rows that have not been selected by your accounts payable or payroll system for payment and reinserts the rows with the latest bank account (payment) information. If you hold payments, they are not selected for payment until the next Stage Payments Process is run.

Pages Used to Review Staged Payments

Page Name	*Definition Name*	*Usage*
Cash Advance Payments Page	EX_STG_EMP_ADVANCE	Review cash advance payment totals staged for an individual employee, modify bank information, or place a cash advance payment on hold.
Expense Report Payments Page	EX_STG_EMP_REIMB	Review expense report payments staged for an individual employee, modify bank information, or place an expense report payment to an employee on hold.
Supplier Payments Page	EX_STG_VND_PAYMENT	Review payments staged for an individual supplier, modify bank information, or place a payment to a supplier on hold. This page is accessed from the Update Staged Payments component.

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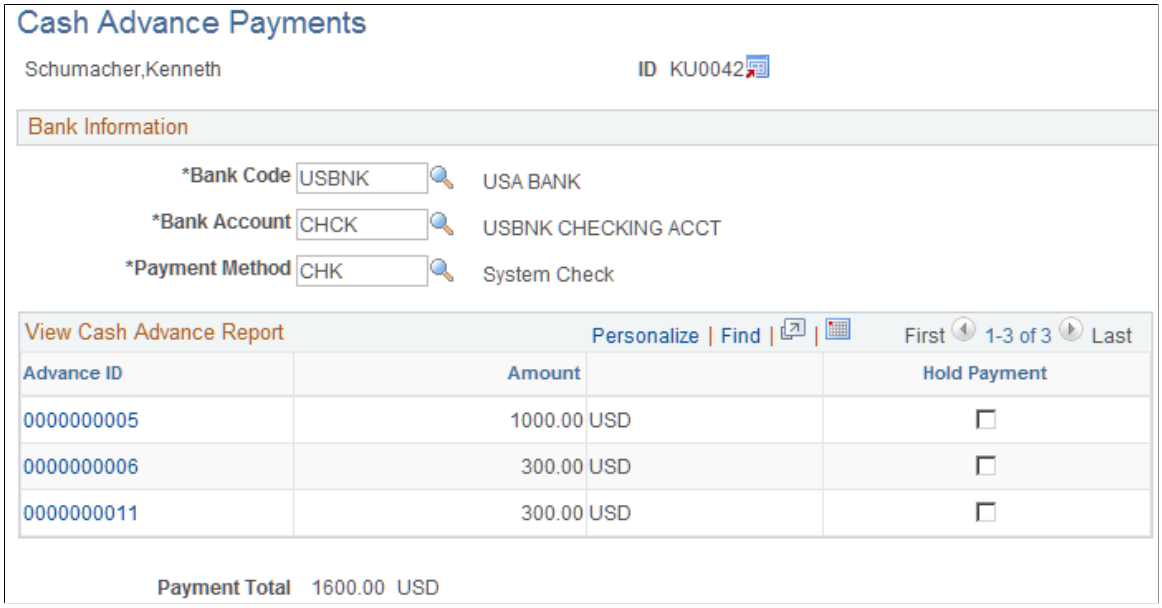
Cash Advance Payments Page

Use the Cash Advance Payments page (EX_STG_EMP_ADVANCE) to review cash advance payment totals staged for an individual employee, modify bank information, or place a cash advance payment on hold.

Navigation:

Travel and Expenses > Process Expenses > Update Staged Payments > Cash Advance Payments

This example illustrates the fields and controls on the Cash Advance Payments page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Advance ID	Click on the link to access the View Cash Advance Report page.

Expense Report Payments Page

Use the Expense Report Payments page (EX_STG_EMP_REIMB) to review expense report payments staged for an individual employee, modify bank information, or place an expense report payment to an employee on hold.

Navigation:

Travel and Expenses > Process Expenses > Update Staged Payments > Expense Report Payments

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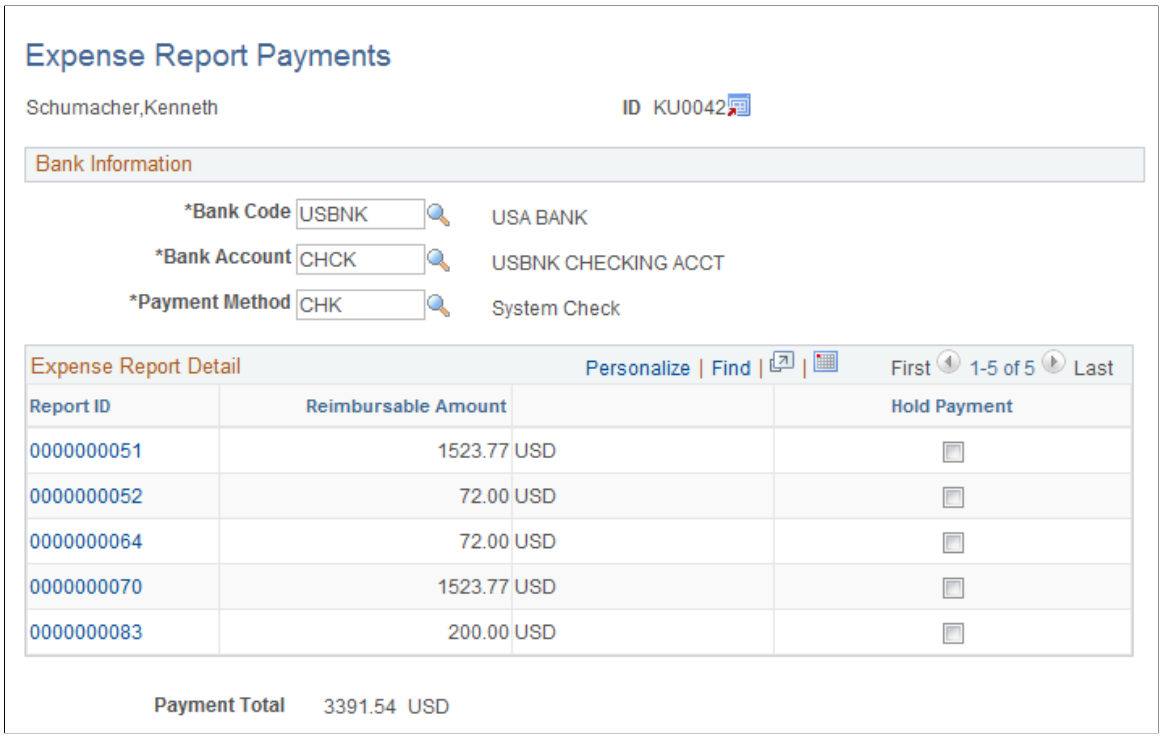
This example illustrates the fields and controls on the Expense Report Payments page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Report ID	Click on the link to view the View Expense Report Page.

Canceling Payments

If you use PeopleSoft Payables to cancel a payment, the system updates payment tables so that the correct accounting entries can occur. PeopleSoft Expenses delivers processes that accommodate the various cancel actions that are available in the PeopleSoft Payables system. PeopleSoft Expenses generates the correct accounting entries associated with cancelling the payment based upon the action selected for the cancel.

Page Used to Cancel Payments

Page Name	*Definition Name*	*Usage*
Expense Processes Page	RUN_EXTRNPRC	Select options to cancel payments.

Related Links

“Canceling Individual Payments” (PeopleSoft Payables)

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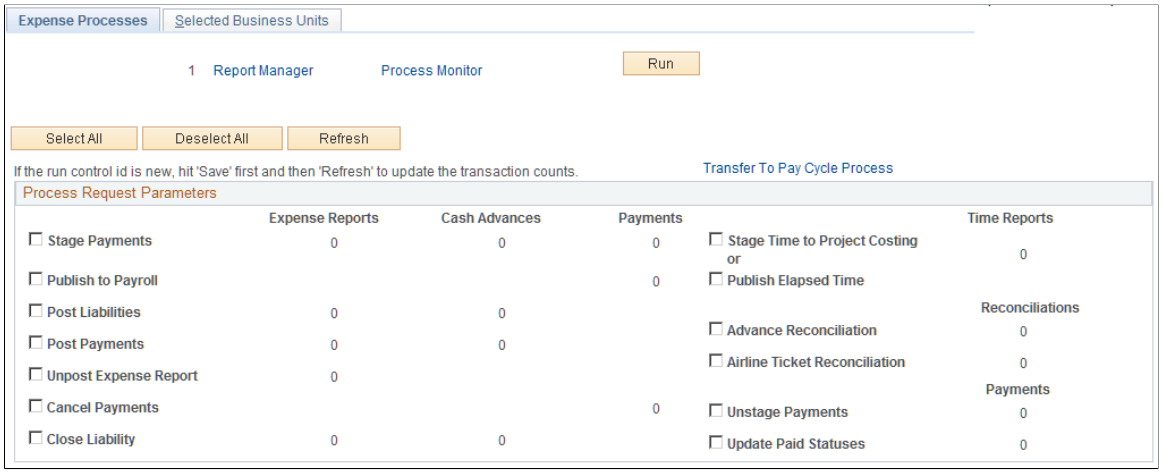
Expense Processes Page

Use the Expense Processes page (RUN_EXTRNPRC) to select options to cancel payments.

Navigation:

Travel and Expenses > Process Expenses > Expense Processing

This example illustrates the fields and controls on the Expense Processes page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Cancel Payments	Reverses accounting entries for payments that you canceled in PeopleSoft Payables. **Note:** If you selected the **Do Not Reissue/Close Liability** option on the Payment Cancellation - Cancel a Payment page, the Cancel Payments process in PeopleSoft Expenses performs the close liability step and reverses the amounts. If you use PeopleSoft Commitment Control, you must manually run budget checking on the Request Budget Check page and select **Cancel Void Expense Reports** as the transaction type. If you selected the **Re-Open Voucher(s)/Re-Issue** option on the Payment Cancellation - Cancel a Payment page, the Cancel Payments process in PeopleSoft Expenses will not perform the close liability step. See “Canceling Individual Payments” (PeopleSoft Payables).

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Chapter 36

Posting Expense Transactions

Understanding Posting Expense Transactions

As expense reports and cash advances go through the approval and payment stages, you need to post the expense transactions. PeopleSoft Expenses delivers posting mechanisms that adapt to the accounting practices and business operations of your organization. The predefined processes prepare liabilities and payments for final posting in your general ledger system.

Related Links

Understanding Running Expense Transaction Processes
Running Expense Transaction Processes

Posting Liabilities

This topic provides an overview of posting liabilities and discusses:

- Posting Expense Report Liabilities.
- Posting Cash Advance Liabilities That Generate Payments.
- Posting Cash Advance Liabilities That Do Not Generate Payments.
- Posting Reconciled Cash Advance Accounting Entries.

Understanding Posting Liabilities

The Post Liabilities process creates the accounting lines for expense transactions that are used to generate journals for posting to PeopleSoft General Ledger. This process uses defaults defined during implementation to generate balanced accounting entries for the appropriate accounting period in the general ledger. The Post Liabilities and Unpost Expense Report processes use the EXACCRUAL Journal Template defined in the Expenses Definition – Business Unit 2 tab for the PeopleSoft Expenses business unit definition. To post liabilities to the general ledger, navigate to the Expense Processes page and select the **Post Liabilities** check box. The Application Engine process populates the EX_ACCTG_LINE table with data staged for posting to the general ledger.

Note: If you use PeopleSoft Commitment Control, all transactions must have a valid budget status to be eligible for the Post Liabilities process.

Related Links

Understanding PeopleSoft Commitment Control in PeopleSoft Expenses
Budget Checking Expense Transactions

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Posting Expense Report Liabilities

When posting expense report liabilities, the system debits actual expenses to the ChartFields you designate on the Expense Report - Accounting Detail page. The expense system then generates an offsetting credit to the expenses accrual account that you specified in the accounting entry template.

For example, here are the results if you post airfare and hotel expenses:

Account	***Debit***	***Credit***
Airfare	450 USD	
Hotel	100 USD	
Expenses Accrual		(550) USD

Posting Cash Advance Liabilities That Generate Payments

When posting liabilities for a cash advance paid from a cash advance source that generates a payment, the system debits the advance to the employee advance account and credits the expenses accrual account. You specify both accounts in the accounting entry template.

For example, here are the results if you post a cash advance that generates a payment:

Account	***Debit***	***Credit***
Employee Advances	500 USD	
Expenses Accrual		(500) USD

Posting Cash Advance Liabilities That Do Not Generate Payments

When posting liabilities for a cash advance paid from a cash advance source that does not generate a payment, the system debits the advance to the Employee Advances account designated in the accounting entry template. The expense system then creates an offsetting credit to the ChartFields that were selected when the cash advance source was created.

For example, here are the results if you post a cash advance that does not generate a payment:

Account	***Debit***	***Credit***
Employee Advances	500 USD	
Traveler's Checks Payable		(500) USD

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Posting Reconciled Cash Advance Accounting Entries

The Post Liabilities process generates new accounting entries when an employee pays an outstanding cash advance balance:

Account	*Debit*	*Credit*
Reconciled Cash Advance	500 USD	
System check		(500) USD

Posting Payments

The Posting Payments process generates the accounting entries to cash accounts to record payments and updates the expense transaction status from staged (STG) to paid (PD) status. These accounting entries are then used to generate journals for the general ledger. To post payments, navigate to the Expense Processes page and select the **Post Payments** check box. The Application Engine process populates the EX_ACCTG_LINE table with data staged for posting to the general ledger.

In posting expense payments, the system credits the cash account you indicate in an external account when you define banks. The system also generates an offsetting debit to the expenses accrual account that you specified in the accounting entry template.

For example, here are the results if you post expense payments:

Account	*Debit*	*Credit*
Expenses Accrual	550 USD	
Cash		(550) USD

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Chapter 37

Managing Period End Accruals for PeopleSoft Expenses

Understanding Period End Accrual Processing for PeopleSoft Expenses

The Period End Accrual (PE_ACCRUAL) process enables you to accrue for liabilities that have not been fully processed. This enables you to post a liability to the general ledger and to account for expenses in the next fiscal period.

The transactions that can be accrued at period end are:

- Expense transactions that match the criteria defined on the Period End Accrual Options - Document page.
- My Wallet transactions that are not attached to an expense report.

Commitment Control is supported if you elect to implement commitment control on period end accruals. However, Commitment Control does not support My Wallet transactions.

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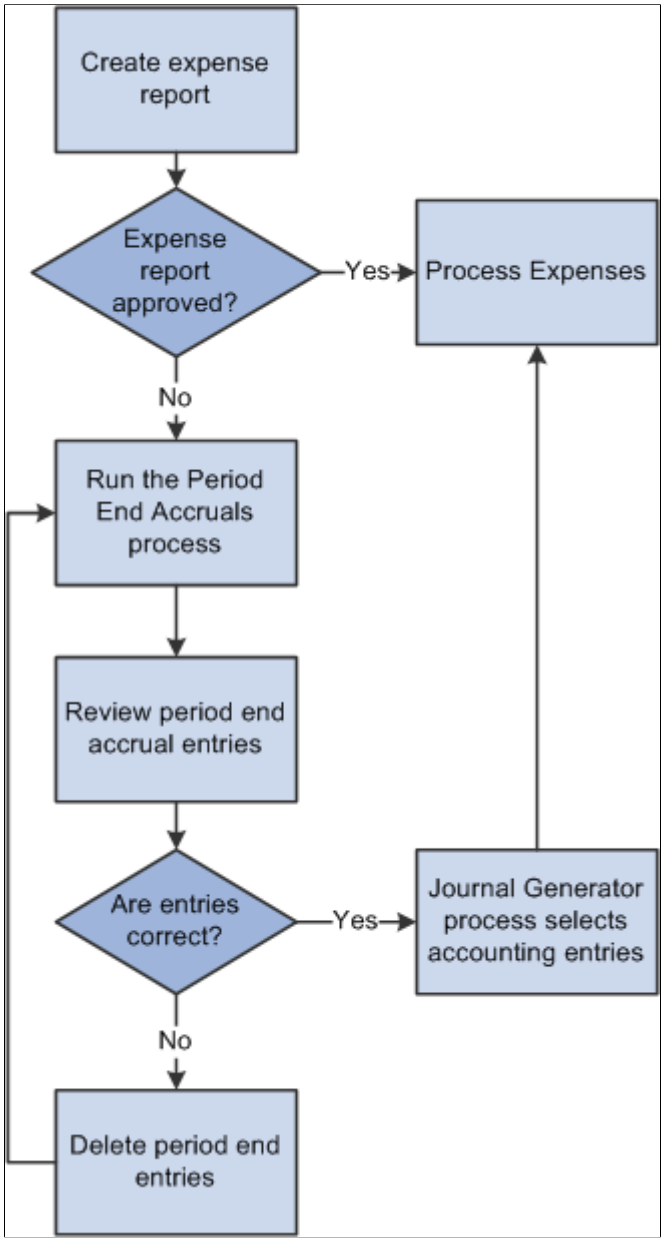
This diagram illustrates the process of creating an expense report to processing entries through the journal generator. After creating an expense report, if the expense report is approved, then it is ready to be picked up by the Process Expenses run control. If the expense report is not approved, then run the Period End Accruals process and review period end accrual entries. If the entries are correct, run the Journal Generator process and then Process Expenses process. If the entries are not correct, delete period end entries, make corrections and run the Period End Accruals process again.



The first step in the process is to create an expense report. If the expense report is approved, it is ready to be processed to the general ledger. If the expense report is not approved, it can be processed through the Period End Accrual process.

The run control page of the Period End Accrual process enables you to review the period end accrual entries. You can remove entries from the process or initiate the process.

The accounting entries that result from the Period End Accrual process can be reviewed by a user. If the user determines that the accounting entry was created in error, he or she can delete the entry. If the user

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determines that the accounting entry is correct, the Journal Generator selects the entry and the entry is ready to be posted to the general ledger.

The Period End Accrual Inquiry page enables you to view and inquire on existing accruals.

When creating accrual entries for expense transactions that have not been processed, you need to understand the implications of creating a period end accrual entry and processing the expense transaction through normal posting in the same period. Oracle recommends that you run all month end processes for Expenses before running period end accrual processing so that liabilities are not duplicated.

The Period End Accrual Process

The Period End Accrual process is an application engine batch process that creates an accrual journal entry and its corresponding reversal journal entry. The Period End Accrual process selects expense reports that match the criteria defined on the Period End Accrual Options - Document page or My Wallet transactions that are not added to an expense report and that meet the criteria selected on the run control page. The transaction status that is eligible for accrual processing is determined on the Period End Options component for the transaction type.

The Period End Accrual process run control page provides a secondary review page where you can view the transaction counts that are selected for accrual processing prior to running the process. This page specifies whether any error or warning conditions exist for the business units selected.

The accruals process does not delete any existing accruals in the same period. The Delete Accruals component enables you to delete any accruals that are incorrectly generated.

Period End Accrual Accounting Type and Templates

The Expenses Period End Accruals (EXB) account type is used to distinguish the period end accrual entry from other accrual entries.

The EX_PACCRUE template determines the accounting rules for the entry that is created during the Period End Accrual process.

Commitment Control Entries for Accruals

If budget checking is enabled, create the expense and encumbrance reversal entries as needed. Note these high-level rules:

- If the expense sheet is created from a travel authorization and the expense sheet is not budget checked, encumbrance reversal entries are created that are budget checked and the encumbrance budget is relieved.

  The encumbrance entry ChartField information is inherited from the travel authorization.

- If the expense sheet is created from a travel authorization and the expense sheet is budget checked, commitment control expense and encumbrance entries are not created.

- If the expense sheet is not created from a travel authorization and the expense sheet is budget checked, commitment control expense entries are not created.

- If the expense sheet is not created from a travel authorization and the expense sheet is not budget checked, commitment control expense and expense reversal entries are created.

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If commitment control entries are created during the accrual process, the encumbrances may get double counted. Consider this scenario:

1. An expense report is created from a travel authorization.

   The travel authorization was previously budget checked and the encumbrance was created.

2. The expense report is not budget checked.

   Therefore, the encumbrance is not relieved and actuals are not posted.

3. The Period End Accrual process is defined to select expense reports that have not been budget checked and to create commitment control entries.

   When the Period End Accrual process runs, encumbrance relief entries are created in the accounting line table with the ENR distribution type.

4. When the budget processor runs and you indicate to select all transaction types, the encumbrance relief is created twice, once from the entry in the accounting line table and once from the expense report.

   The entries that are created from the Period End Accrual process are reversed in the next period, but the budget may be incorrect for a period of time.

Understanding an Example - Expense Report Transactions

Expense reports are candidates for the accrual process if they have a status that matches the criteria defined on the Period End Accrual Options - Document page. Expenses that are identified as a personal expense are not included. Sales Tax and value-added tax (VAT) are not calculated.

Commitment Control is supported for expense sheet accruals if the Enable Commitment Control for Accruals option is selected on the Expenses - Business Unit 1 page.

This table illustrates a basic scenario for an expense report transaction that has two lines. Budget checking is not considered for this basic scenario.

Document ID	*Document Type*	*Line Number*	*Distribution Account Type*	*Accounting Period*	*Amount*	*Account*	*Department*
0000000040	Expense Sheet Accrual	1	DST – Expense Distribution	5	1500.00	650080	1100
0000000040	Expense Sheet Accrual	1	EXB - Expense Advance Accrual	5	–1500.00	207100	1100
0000000040	Expense Sheet Accrual	2	DST – Expense Distribution	5	1500.00	650100	1100

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Document ID	Document Type	Line Number	Distribution Account Type	Accounting Period	Amount	Account	Department
0000000040	Expense Sheet Accrual	2	EXB - Expense Advance Accrual	5	–1500.00	207100	1100

This table illustrates the reversal entries for the expense sheet with two lines:

Document ID	Document Type	Line Number	Distribution Account Type	Accounting Period	Amount	Account	Department
0000000040	Expense Sheet Accrual	1	DST – Expense Distribution	6	–1500.00	650080	1100
0000000040	Expense Sheet Accrual	1	EXB - Expense Advance Accrual	6	1500.00	207100	1100
0000000040	Expense Sheet Accrual	2	DST – Expense Distribution	6	–1500.00	650100	1100
0000000040	Expense Sheet Accrual	2	EXB - Expense Advance Accrual	6	1500.00	207100	1100

Understanding an Example - My Wallet Transactions

My Wallet transactions are accrued if they have the status of Expense, ATM Advance, or Credit and are not selected on an existing expense report. My Wallet transactions do not have accounting information on the document; therefore, accounting information is created during the accrual process. Creating the accounting entries follows the same logic as expense report transactions. The expense type of the My Wallet transaction determines the ChartField information on the expense entry.

Commitment Control is not supported for My Wallet accruals.

This table illustrates a basic scenario for a My Wallet transaction:

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Document ID	Document Type	Line Number	Distribution Account Type	Accounting Period	Monetary Amount	Account	Department
0000000040	EX MyWallet Accrual	1	DST – Expense Distribution	5	1500.00	650080	1100
0000000040	EX MyWallet Accrual	1	EXB - Expense Advance Accrual	5	–1500.00	207100	1100

This table illustrates the reversal entries for the My Wallet transaction:

Document ID	Document Type	Line Number	Distribution Account Type	Accounting Period	Monetary Amount	Account	Department
0000000040	EX MyWallet Accrual	1	DST – Expense Distribution	6	–1500.00	650080	1100
0000000040	EX MyWallet Accrual	1	EXB - Expense Advance Accrual	6	1500.00	207100	1100

Setting Up Period End Accruals

Follow these steps to set up period end accruals:

1. Set up a journal generator template.

   When implementing period end accruals for PeopleSoft Expenses, a new journal generator template needs to be created to process period end accrual transactions for expenses. The Expenses Period End Accrual (EX_PACCRUE) journal template is available and is defined for the SHARE SetID.

   See “Journal Generator Template - Defaults Page” (Application Fundamentals).

2. Set up the business unit to processes period end accruals.

   Select the type of expense transactions to be processed for the business unit on the Expenses Definition - Business Unit 1 Page.

   Select *EX_PACCRUE,* or the journal generator template that you created for period end accrual processing, in the **Period End Accruals** field on the Business Unit 2 page .

3. Set up period end accrual options for the SetID on the Period End Accrual Options - Document page.

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See Setting Up Period End Accrual Options.

Processing Period End Accruals for PeopleSoft Expenses

Pages Used to Process Period End Accruals for PeopleSoft Expenses

Page Name	*Definition Name*	*Usage*
Period End Accrual Processing Page	PE_ACCRL_RQST	Process period end accruals for PeopleSoft Expenses.
Review Period End Accrual Selection Page	PE_ACCRL_RQST1	Review period end accrual transactions.

Understanding the Period End Accruals Process

The Period End Accruals process selects expense report and My Wallet transactions that match the criteria in the Period End Accrual Options - Document page for Expenses. The status of the expense report must meet the criteria defined on the Period End Accrual Options - Document page.

During the Period End Accruals process, an accrual and expense entry is created along with the accompanying reversal entries for the next period. These accounting entries can be reviewed by a user. If the entries should not be posted to the general ledger, you can delete the entries prior to running the Journal Generator process. If the entries can be posted to the general ledger, they are selected by the Journal Generator process and can be posted to the general ledger.

Period End Accrual Processing Page

Use the Period End Accrual Processing page (PE_ACCRL_RQST) to process period end accruals for PeopleSoft Expenses.

Navigation:

Travel and Expenses > **Process Expenses** > **Period End Accruals** > **Period End Accrual Processing**

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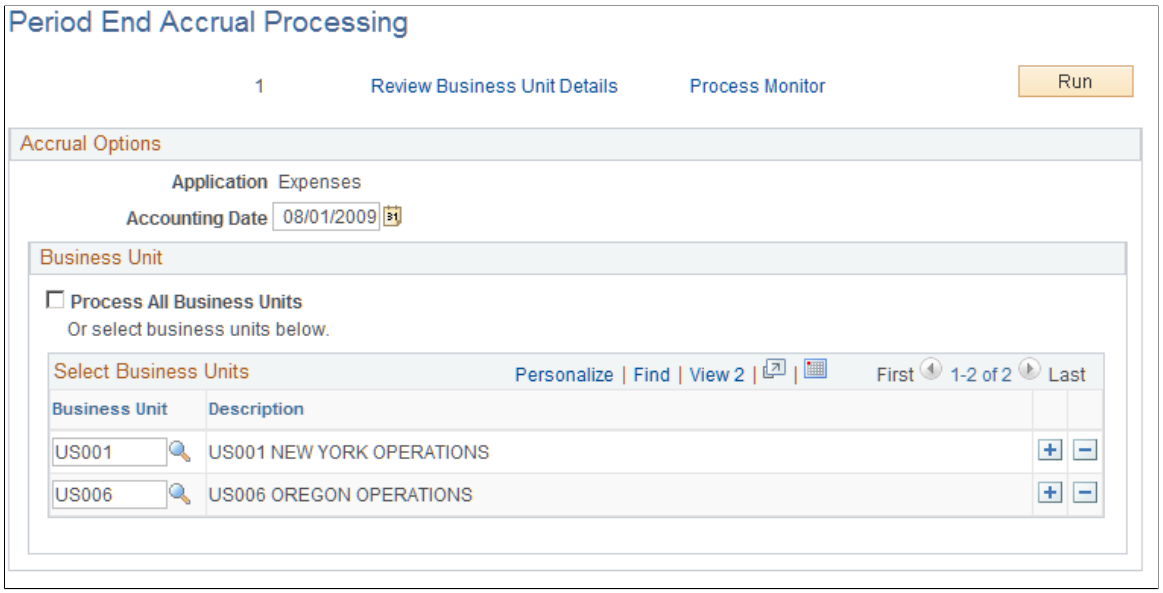
This example illustrates the fields and controls on the Period End Accrual Processing page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Review Business Unit Details	Click to access the Review Business Unit Details page. Use this link after selecting the business units to process. Use the Review Business Unit Details page to review the transactions selected for the Period End Accrual process prior to running the process.
Accounting Date	Select a date to use as the accounting date on the accrual transaction and the reversal transaction.
All Business Units	Select to run the process for all General Ledger business units that have period end accruals enabled.
Business Unit	Enter a General Ledger business unit that has period end accruals enabled. Use the **Select Business Units** grid to enter individual business units. This field is not available if the **All Business Units** option is selected.

Review Period End Accrual Selection Page

Use the Review Period End Accrual Selection page (PE_ACCRL_RQST1) to review period end accrual transactions.

Navigation:

Click the **Review Business Unit Details** link on the Period End Accrual Processing page.

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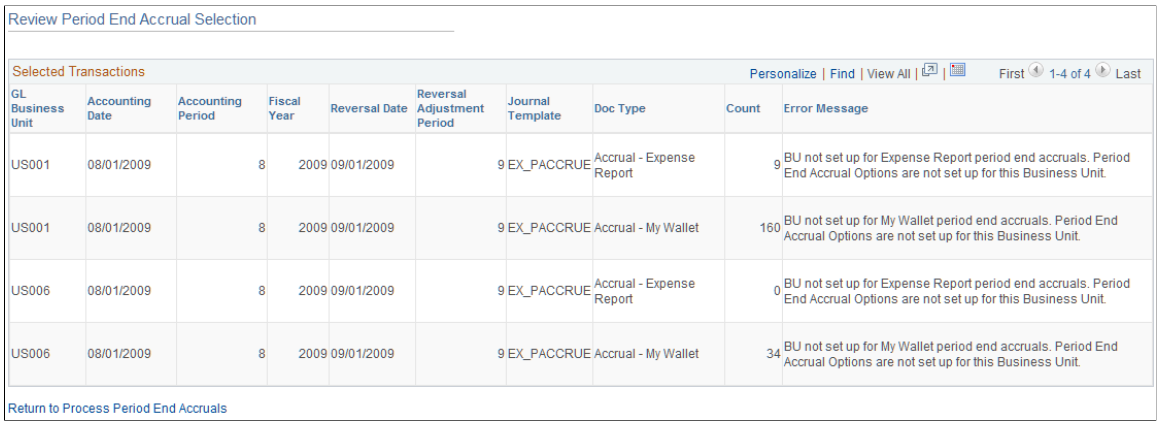
This example illustrates the fields and controls on the Review Period End Accrual Selection page. You can find definitions for the fields and controls later on this page.



Review Period End Accrual Selection

Selected Transactions — Personalize | Find | View All | First 1-4 of 4 Last

GL Business Unit	Accounting Date	Accounting Period	Fiscal Year	Reversal Date	Reversal Adjustment Period	Journal Template	Doc Type	Count	Error Message
US001	08/01/2009	8	2009	09/01/2009	9	EX_PACCRUE	Accrual - Expense Report	9	BU not set up for Expense Report period end accruals. Period End Accrual Options are not set up for this Business Unit.
US001	08/01/2009	8	2009	09/01/2009	9	EX_PACCRUE	Accrual - My Wallet	160	BU not set up for My Wallet period end accruals. Period End Accrual Options are not set up for this Business Unit.
US006	08/01/2009	8	2009	09/01/2009	9	EX_PACCRUE	Accrual - Expense Report	0	BU not set up for Expense Report period end accruals. Period End Accrual Options are not set up for this Business Unit.
US006	08/01/2009	8	2009	09/01/2009	9	EX_PACCRUE	Accrual - My Wallet	34	BU not set up for My Wallet period end accruals. Period End Accrual Options are not set up for this Business Unit.

Return to Process Period End Accruals

The system determines the accrual reversal accounting date by selecting the first day of the next accounting period from the date provided in the **Accounting Date** field on the run control page. The system creates the expense reversal by reversing the amounts found on the expense entry.

The Review Period End Accrual selection enables users to review transaction counts per business unit and transaction type. It also displays potential errors with your setup that prevents the process from selecting transactions.

Field or Control	***Description***
Error Message	View the message to determine issues with the transaction. Options include: • *The accrual distribution account types from the accounting templates are not set up:* This message indicates that the setup for business unit and SetID is incorrect or incomplete. See Configuring Business Units for PeopleSoft Expenses. • *BU not set up for Expense Report period end accruals:* (business unit is not set up for Expense Report period end accruals). This message indicates that the **Accrue Unprocessed Expenses** option is not selected on the Business Unit 1 page. • *Period End Accrual Options are not set up for this Business Unit:* This message indicates that period end accrual options are not setup for the SetID. • *BU not set up for My Wallet period end accruals:* (business unit is not set up for My Wallet period end accruals). This message indicates that the **Accrue MyWallet Entries** option is not selected on the Business unit 1 page.

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Viewing Accounting Entries from the Period End Accrual Process

Page Used to View Accruals for PeopleSoft Expenses

Page Name	*Definition Name*	*Usage*
Period End Accounting Entries Page	EX_ACCTG_PE_ACCRL	View accruals for PeopleSoft Expenses.

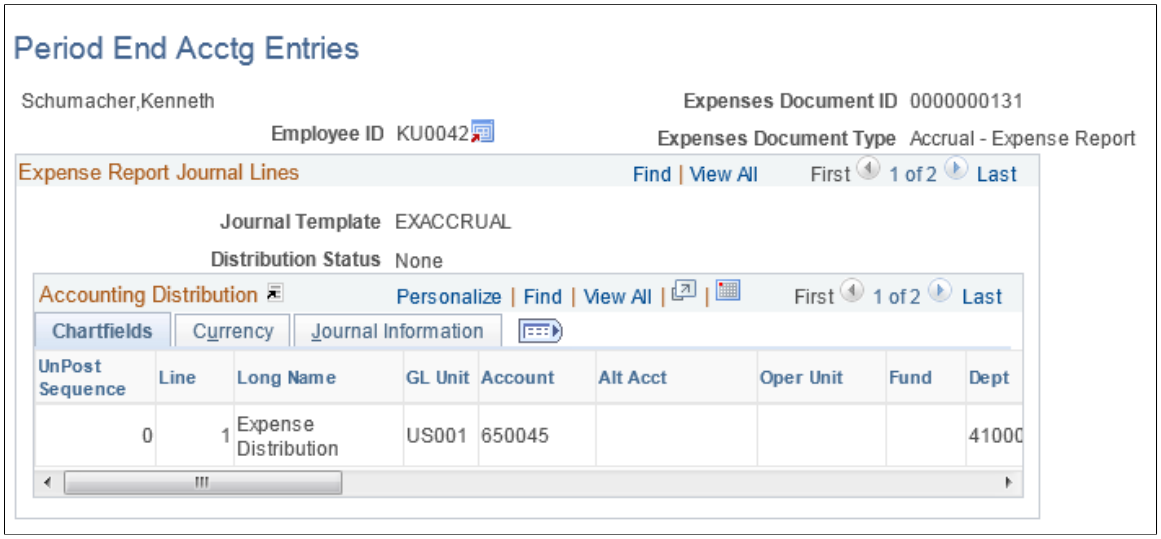
Period End Accounting Entries Page

Use the Period End Accounting Entries page (EX_ACCTG_PE_ACCRL) to view accruals for PeopleSoft Expenses.

Navigation:

Travel & Expense > **Manage Accounting** > **View/Adjust Accounting Entries** > **Period End Acctg Entries** . Select *Accrual - Expense Report* or *Accrual - My Wallet* in the **begins with** field.

This example illustrates the fields and controls on the Period End Accounting Entries page. You can find definitions for the fields and controls later on this page.



Use this page to view the accounting entries that are created from the Period End Accrual process. Accounting entries include expense report and My Wallet transactions.

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Deleting Accruals for PeopleSoft Expenses

Page Used to Delete Accruals for PeopleSoft Expenses

Page Name	*Definition Name*	*Usage*
Period End Accrual Delete Page	PE_ACCRL_DELETE	Delete accruals for PeopleSoft Expenses.

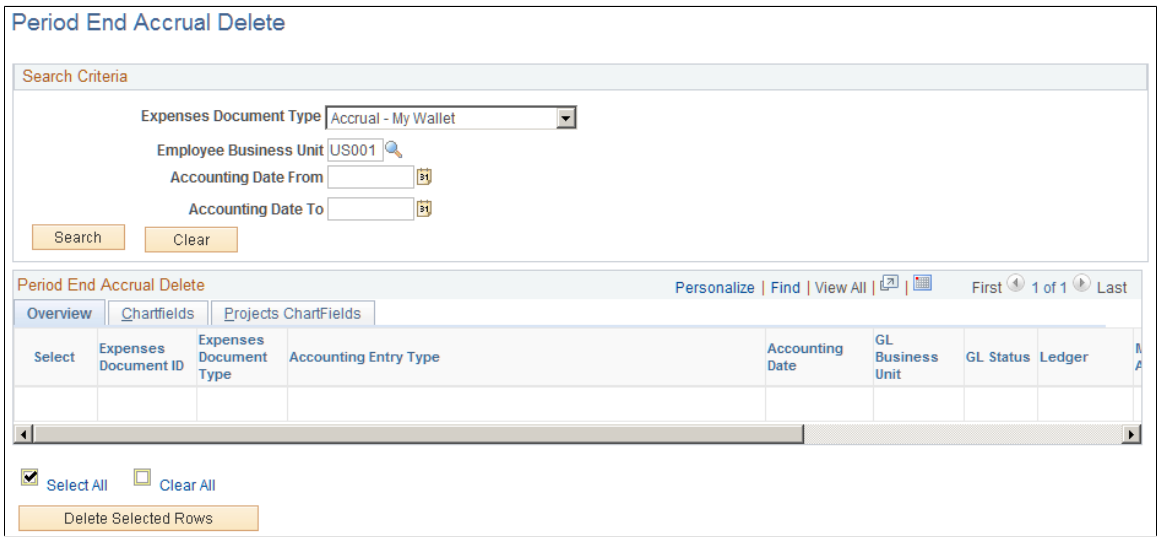
Period End Accrual Delete Page

Use the Period End Accrual Delete page (PE_ACCRL_DELETE) to delete accruals for PeopleSoft Expenses.

Navigation:

Travel and Expenses > **Process Expenses** > **Period End Accrual Delete**

This example illustrates the fields and controls on the Period End Accrual Delete page.



There may be instances when accounting entries are erroneously created. If the accounting entries have not been processed through the journal generator, you can reverse the entries. If the accounting entries have been processed through the journal generator, any erroneous transactions must be reversed in the general ledger through a reversing journal transaction. If transactions have been budget checked by commitment control, these transactions should be zeroed out and budget checked after being reversed.

The purpose of this page is to provide a way to delete accounting entries that are created from the Period End Accruals process. The only entries that are available to delete are those that have not been processed by the Journal Generator process.

This page displays all of the expense document types for which accruals have been created. You can delete any accrual row and its corresponding reversal row if the entry has not been journal generated. Journal-generated entries must be reversed in the general ledger.

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Field or Control	*Description*
Expense Document Type	Select the type of document that you want to delete. Options include *Accrual - Expense Report* and *Accrual - My Wallet.*
Search	Click to perform a search of all expense document types in the Expenses accounting line table that have been created by the Period End Accrual process and that have been budget checked. The transactions that are selected are only the accrual side of the transaction. The associated reversal transactions are listed in the grid. Any action taken on the accrual entry is also taken on the accrual reversal entry and the expense entries.
Select	Select to indicate that you want to delete the transaction. The associated reversal transaction is deleted when you click the **Delete Selected Rows** button. The check box is disabled if the accounting transaction has been journal generated. The check box is not displayed for reversal transactions. If the transaction has been budget checked, the transaction is updated to zero out the amount and set the budget checking status to not budget checked.
Budget Header Status	Displays the header status of expense sheet lines that have been processed through the Period End Accrual process and have been budget checked. These values can appear in this column: • *N:* Indicates that the transaction is not budget checked. • *V:* Indicates that the transaction is successfully budget checked. • *E:* Indicates that the transaction is budget checked but it has an error. This column is not displayed for My Wallet transactions because commitment control is not related to this transaction. This column is not displayed if commitment control is not enabled.

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Field or Control	*Description*
Delete Selected Rows	Click to delete the transactions that are selected in the grid. The associated reversal row is deleted as well. If budget checking has been run on any transaction selected for deletion, you receive a message that the budget checked transactions must be budget checked again to reverse any activity. If the rows have been budget checked, they are updated so that they are selected by the budget processor the next time it is run. The distribution status is updated to *Ignore* for all selected lines so that they are not selected by the Journal Generator process.

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Chapter 38

Viewing Accounting Transactions in PeopleSoft Expenses

Understanding Viewing Inquiries

PeopleSoft Expenses enables you to view expense documents, document details, payment information, and accounting entries. Certain people can see, but not modify, expense data.

Common Elements Used to View Accounting Transactions in PeopleSoft Expenses

Field or Control	*Description*
ChartFields tab	Enter ChartField-specific information about an employee's cash advances, expense reports, and journal entry transactions.
Currency tab	Displays debit and credit amounts in the base currency of the employee's business unit.
Journal Information tab	Displays detailed journal information for expense transactions.

Viewing Cash Advance Accounting Entries

Page Used to View Cash Advance Accounting Entries

Page Name	*Definition Name*	*Usage*
Cash Advance Acctg Entries Page (cash advance accounting entries page)	EX_ACCTG_LN_ADV	View an employee's cash advance accounting lines.

Cash Advance Acctg Entries Page

Use the Cash Advance Acctg Entries page (EX_ACCTG_LN_ADV) to view an employee's cash advance accounting lines.

Navigation:

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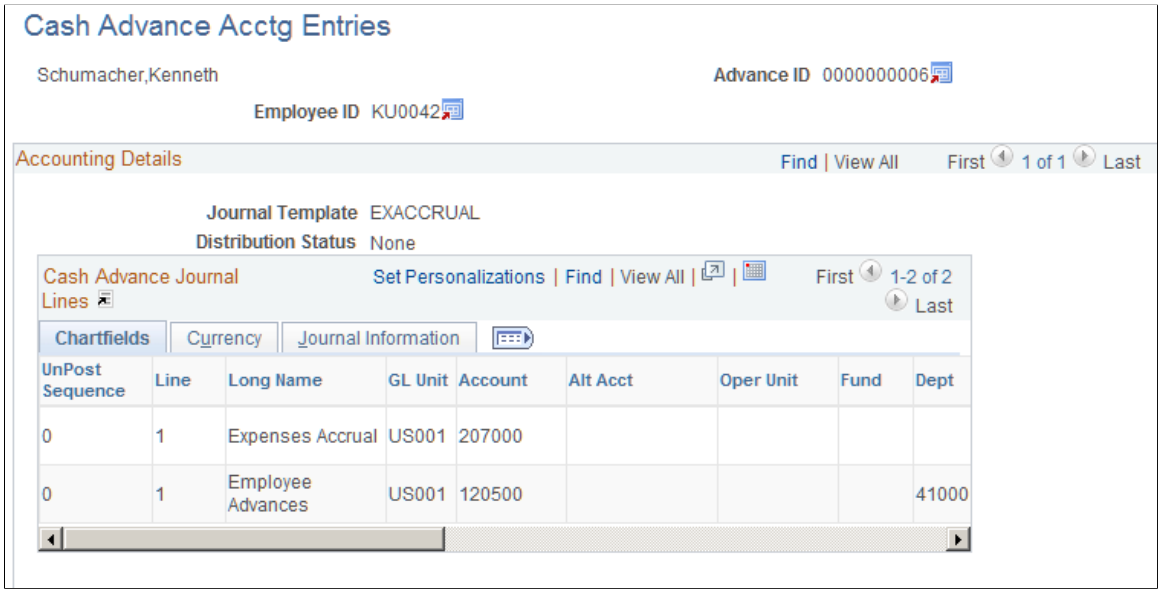
- **Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Cash Advance Acctg Entries**
- **Travel and Expenses > Travel and Exp Admin Center > View Accounting Entries > Cash Advance**

This example illustrates the fields and controls on the Cash Advance Acctg Entries page (partial) . You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
	Click the **Employee Profile** icon to view the Employee Profile - Employee Data page.
	Click the **Cash Advance Detail** icon to access the View Cash Advance Report page.
	Click the **View Related Links** icon to view additional general ledger journal information about the cash advance.

Viewing Expense Report Accounting Entries

Pages Used to View Expense Report Accounting Entries

Page Name	*Definition Name*	*Usage*
Expense Report Acctg Entries Page (Expense report accounting entries page)	EX_ACCTG_LN_SHEET	View an employee's expense report accounting lines.

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Page Name	*Definition Name*	*Usage*
Journal Lines Page	JOURNAL_LN_FS	Select a transaction line to view additional general ledger journal information about an expense report. To access this page, click the **View Related Links** button on the Expense Report Acctg Entries page.
Journal entries Page	EX_ACCTG_GL_DRLDN	View expense report journal lines recorded in the general ledger.

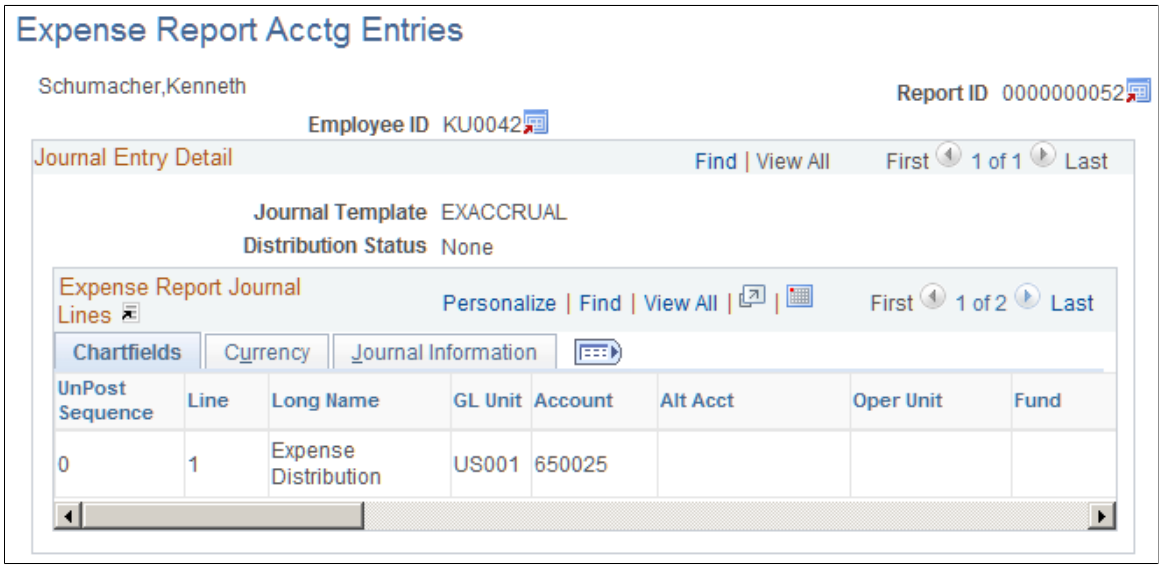
Expense Report Acctg Entries Page

Use the Expense Report Acctg Entries page (EX_ACCTG_LN_SHEET) to view an employee's expense report accounting lines.

Navigation:

- **Travel and Expenses** > **Manage Accounting** > **View/Adjust Accounting Entries** > **Expense Report Acctg Entries**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **View Accounting Entries** > **Expense Report**

This example illustrates the fields and controls on the Expense Report Acctg Entries page (partial). You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
	Click the **Employee Profile** icon to view the Employee Profile - Employee Data page.

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Field or Control	*Description*
	Click the **Expense Report Detail** icon to access the Expense Report Detail page.
	Click the **View Related Links** icon to access the Journal Lines page where you select a line to view additional general ledger journal information about the expense report.

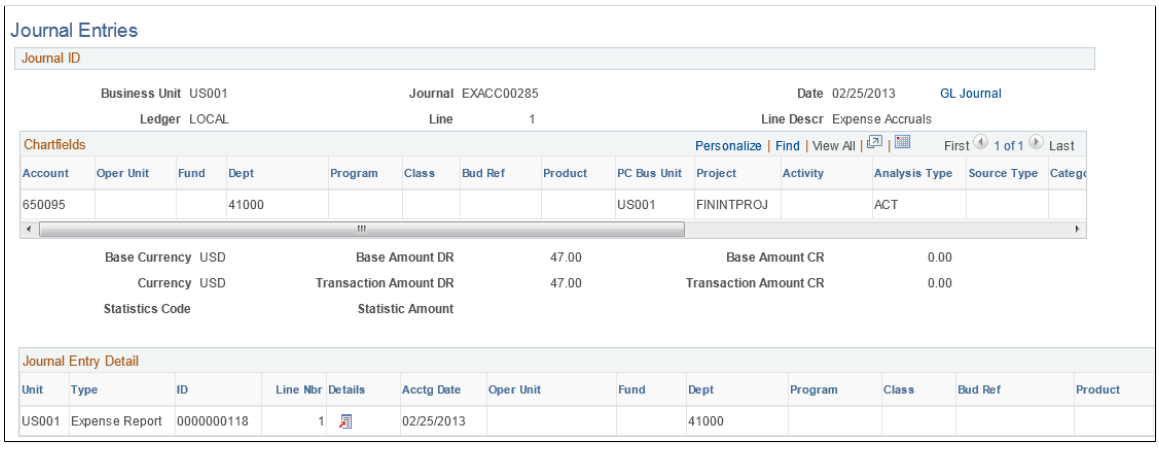
Journal entries Page

Use the Journal entries page (EX_ACCTG_GL_DRLDN) to view expense report journal lines recorded in the general ledger.

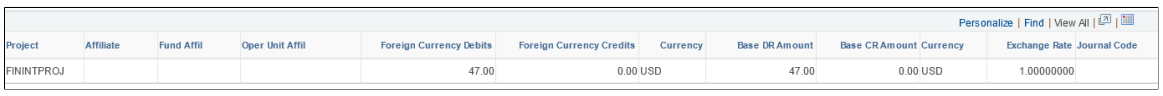
Navigation:

- **Travel and Expenses** > **Process Expenses** > **Review Payments** > **Review Expense Report Journals**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **View Accounting Entries** > **Journal Entries**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Adjust Accounting Entries** > **View Journal Entries**
- Click the **GL Journal Line Number** button on the Journal Lines page.

This example illustrates the fields and controls on the Journal entries page (1 of 2). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Journal entries page (2 of 2). You can find definitions for the fields and controls later on this page.



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Field or Control	*Description*
GL Journal	Click to access the Journal Lines page, where you can view all journal lines for the Journal ID. Journal lines are summarized according to the configuration of your journal generator template for PeopleSoft Expenses.

Journal Entry Detail

Field or Control	*Description*
	Click the **View Related Links** icon to access links to additional pages: • *Transaction Detail:* Click to access the Expense Report - Expense Report Detail page or the Cash Advance - View Cash Advance page. • *Exchange Rate Detail:* Click to access the Exchange Rate Detail page. • *Journal Line Inquiry:* Click to access the Review Journal Status - Journal Lines page.

Viewing Employee Expense Data

Pages Used to View Employee Expense Data

Page Name	*Definition Name*	*Usage*
Employee Expense History Page	TE_EE_INQ_HIST TE_EE_INQ_HIST2	View an employee's expense transactions for travel authorizations, cash advances, and expense reports.
Employee Payment History Page	TE_PYMT_INQ_EMP TE_PYMT_INQ_EMP2	View, by check number, payments to employees for cash advances and expense report reimbursements.
Employee Payroll Payment History Page	TE_PYRL_INQ_EMP TE_PYRL_INQ_EMP2	View payroll payments for an employee.
Payroll Payments Status Page	EX_PY_PMT_INQ	View payroll payment status by date and document type.

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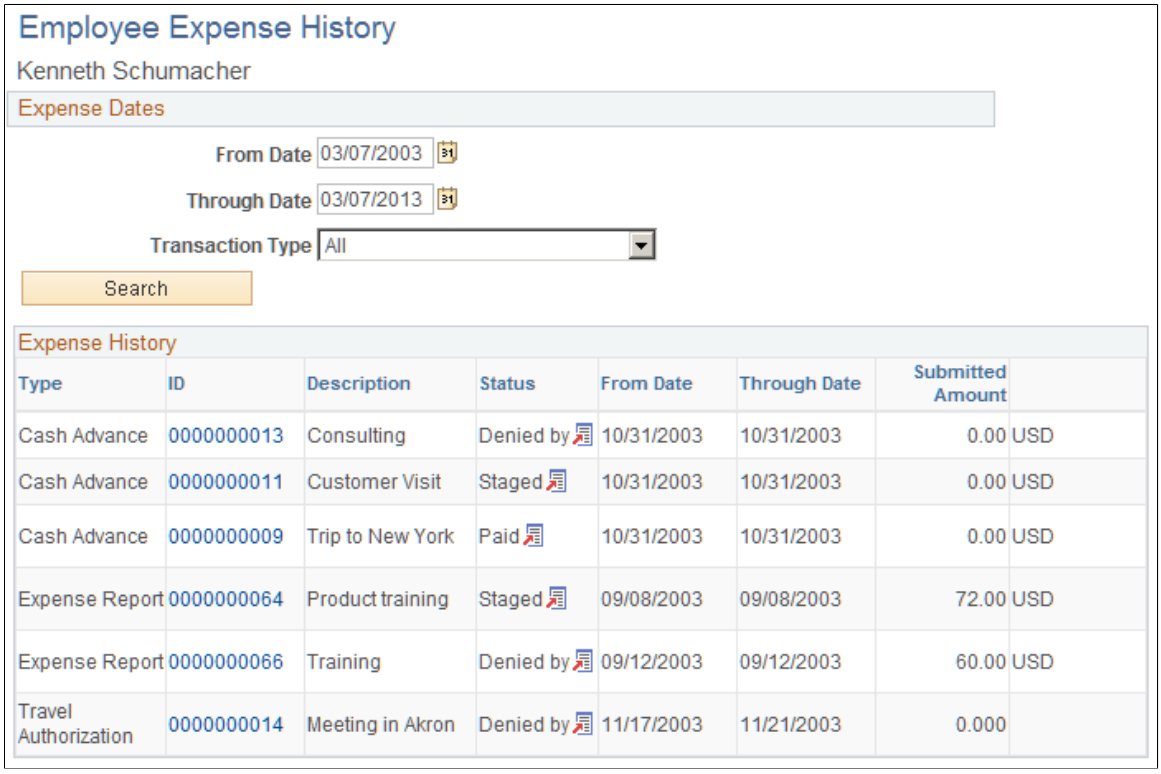
Employee Expense History Page

Use the Employee Expense History page (TE_EE_INQ_HIST and TE_EE_INQ_HIST2) to view an employee's expense transactions for travel authorizations, cash advances, and expense reports.

Navigation:

- **Travel and Expenses** > **Process Expenses** > **Review Payments** > **Employee Expense History**
- **Employee Self-Service** > **Travel and Expense Center** > **Review Payments** > **Review Expense History**
- **Travel and Expenses** > **Travel and Expense Center** > **Review Payments** > **Review Expense History**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Review Payments** > **Employee Expense History**

This example illustrates the fields and controls on the Employee Expense History page . You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Transaction Type	Select a type of transaction to display: *All, Cash Advances, Expense Reports,* or *Travel Authorizations.*
ID	Click a report ID link in this column to open the expense document.

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Field or Control	*Description*
Status	Displays the payment status for the expense transaction. Click the **View Related Links** button in this column to open the related links page, and then select a link to view additional information. Options are: • **Transaction Detail** • **Employee Payment Detail** • **Supplier Payment Detail** • **Accounting Detail**

Note: The Employee Expense History page that you access through the Employee Self-Service navigation differs slightly from the page that you access through the Travel and Expenses navigation path.

Employee Payment History Page

Use the Employee Payment History page (TE_PYMT_INQ_EMP) to view, by check number, payments to employees for cash advances and expense report reimbursements.

Navigation:

- **Travel and Expenses** > **Process Expenses** > **Review Payments** > **View Expenses Payroll History**
- **Employee Self-Service** > **Travel and Expense Center** > **Review Payments** > **Review Payments**
- **Travel and Expenses** > **Travel and Expense Center** > **Review Payments** > **Review Payments**
- **Travel and Expenses** > **Travel and Exp Admin Center** > **Review Payments** > **View Payment History**

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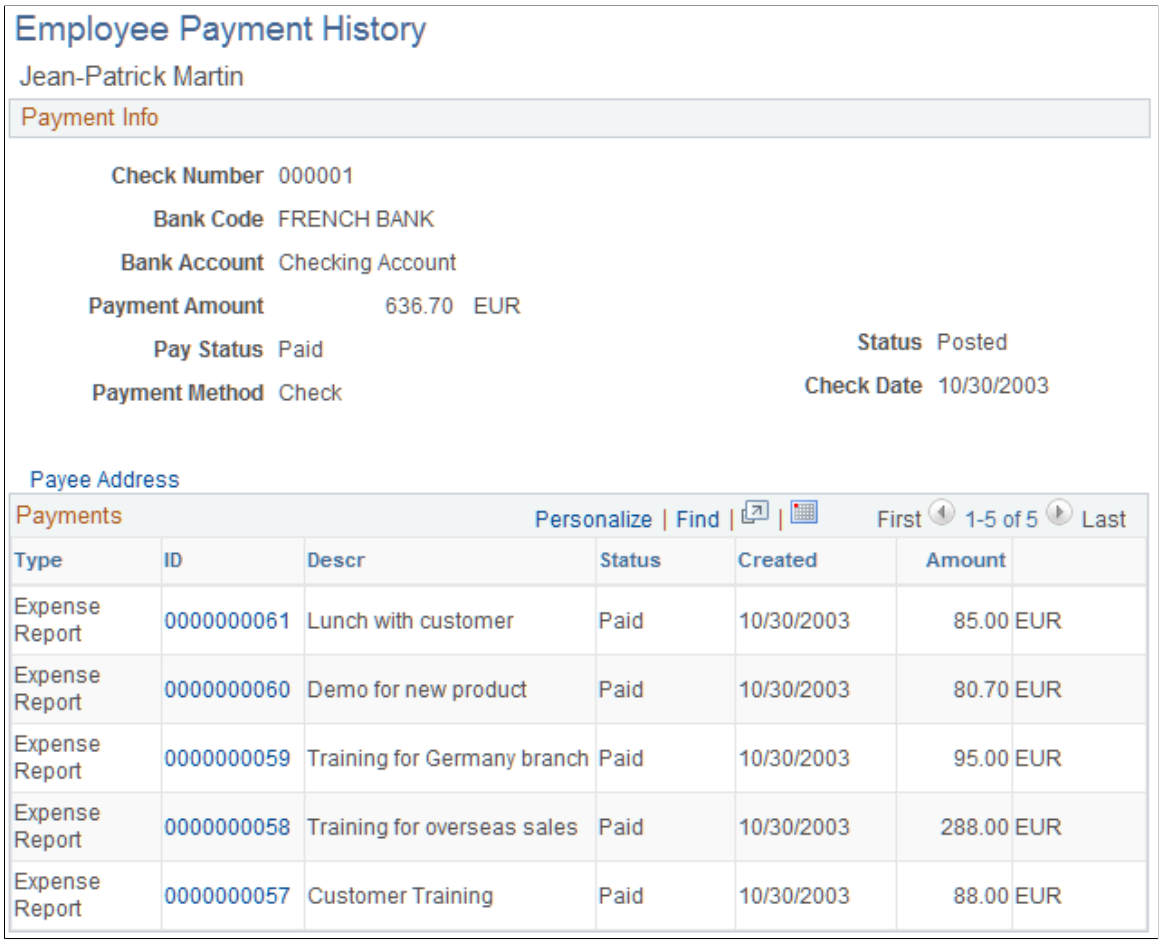
This example illustrates the fields and controls on the Employee Payment History page. You can find definitions for the fields and controls later on this page.



Employee Payment History

Jean-Patrick Martin

Payment Info

Check Number 000001

Bank Code FRENCH BANK

Bank Account Checking Account

Payment Amount 636.70 EUR

Pay Status Paid

Payment Method Check

Status Posted

Check Date 10/30/2003

Payee Address

Payments Personalize | Find | First 1-5 of 5 Last

Type	ID	Descr	Status	Created	Amount	
Expense Report	0000000061	Lunch with customer	Paid	10/30/2003	85.00	EUR
Expense Report	0000000060	Demo for new product	Paid	10/30/2003	80.70	EUR
Expense Report	0000000059	Training for Germany branch	Paid	10/30/2003	95.00	EUR
Expense Report	0000000058	Training for overseas sales	Paid	10/30/2003	288.00	EUR
Expense Report	0000000057	Customer Training	Paid	10/30/2003	88.00	EUR

Field or Control	*Description*
Payee Address	Click to access the Payee Address Information - Employee Payment History page and view the employee's address information.
ID	Click to view the View Expense Report page or the Cash Advance - View Cash Advance page.

Note: The Employee Payment History page that you access through the Employee Self-Service navigation differs slightly from the page that you access through the Travel and Expenses navigation.

Employee Payroll Payment History Page

Use the Employee Payroll Payment History page (TE_PYRL_INQ_EMP) to view payroll payments for an employee.

Navigation:

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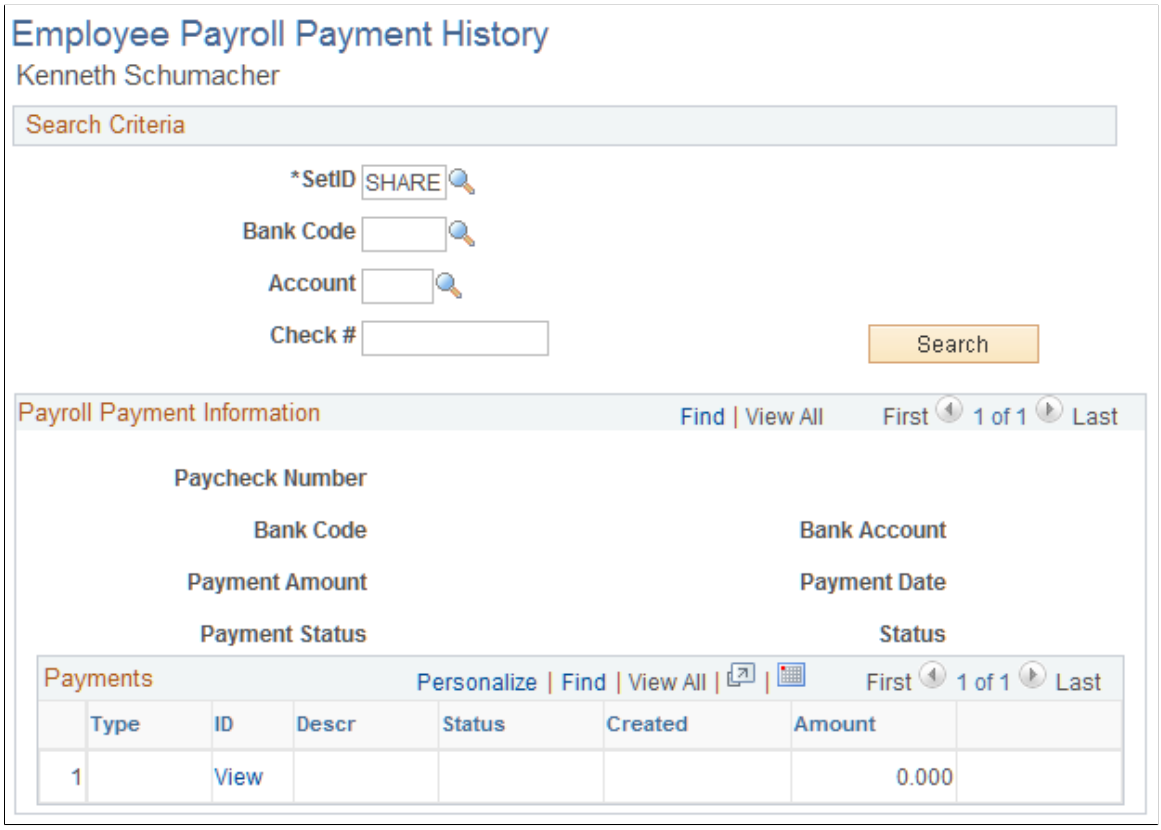
- **Employee Self-Service > Employee Travel and Exp Center > Review Payments > Review Payroll Payment History**
- **Travel and Expenses > Process Expenses > Review Payments > Review Payroll Payment History**
- **Travel and Expenses > Travel and Expense Center > Review Payments > Review Payroll Payment History**
- **Travel and Expenses > Travel and Exp Admin Center > Review Payments > View Payroll Payments**

This example illustrates the fields and controls on the Employee Payroll Payment History page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
ID	Click the link to access the View Expense Report or Cash Advance - View Cash Advance page.

Payroll Payments Status Page

Use the Payroll Payments Status page (EX_PY_PMT_INQ) to view payroll payment status by date and document type.

Navigation:

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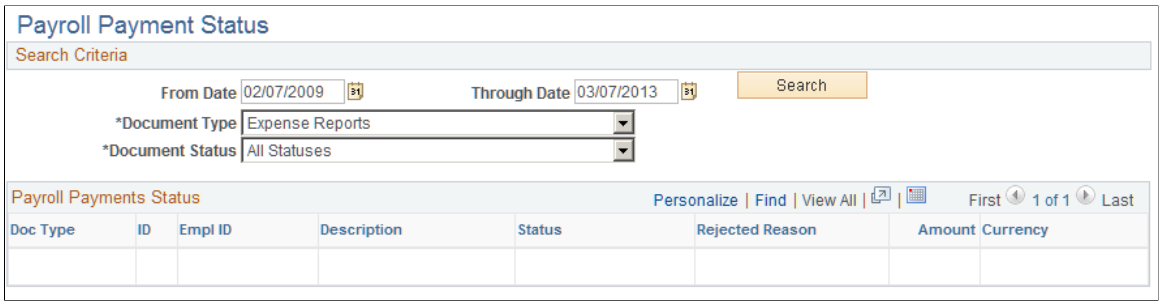
- **Travel and Expenses > Process Expenses > Review Payments > Payroll Payment Status**
- **Travel and Expenses > Travel and Exp Admin Center > Review Payments > Payroll Payment Status**

This example illustrates the fields and controls on the Payroll Payments Status page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Document Type	Select one of the following: *All Document Types, Cash Advances,* or *Expense Reports.*
Document Status	Select one of the following statuses: • *All Statuses:* Displays documents at all payroll statuses. (Does not apply to the *Status* field within the grid.) • *Confirmed by Payroll:* Displays payments verified by the Payroll system. • *In Process:* Displays documents in payroll processing. • *None:* Displays documents with no status. • *Published to Payroll:* Displays documents sent to the payroll system. • *Rejected by Payroll:* Displays documents that the Payroll system denied. • *Reversal:* Displays documents for which the Payroll system reversed payment.
ID	Click to view the View Expense Report page or the Cash Advance - View Cash Advance page.

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Viewing Accounting Entries from the Period End Accrual Process

Page Used to View Accounting Entries from the Period End Accrual Process

Page Name	*Definition Name*	*Usage & Navigation*
Period End Accrual Inquiry Page	EX_ACCTG_PE_ACRL	View accounting entries from the Period End Accrual process. **Travel & Expense** > **Manage Accounting** > **View/Adjust Accounting Entries** > **Period End Acctg Entries**

Viewing Supplier Payment Data

Page Used to View Supplier Payments

Page Name	*Definition Name*	*Usage*
Supplier Payment Page	TE_PYMT_INQ_VND	View a supplier's payment information.

Supplier Payment Page

Use the Supplier Payment page (TE_PYMT_INQ_VND) to view a supplier's payment information.

Navigation:

Travel and Expenses > **Process Expenses** > **Update Staged Payments** > **Maintain Supplier Payments**

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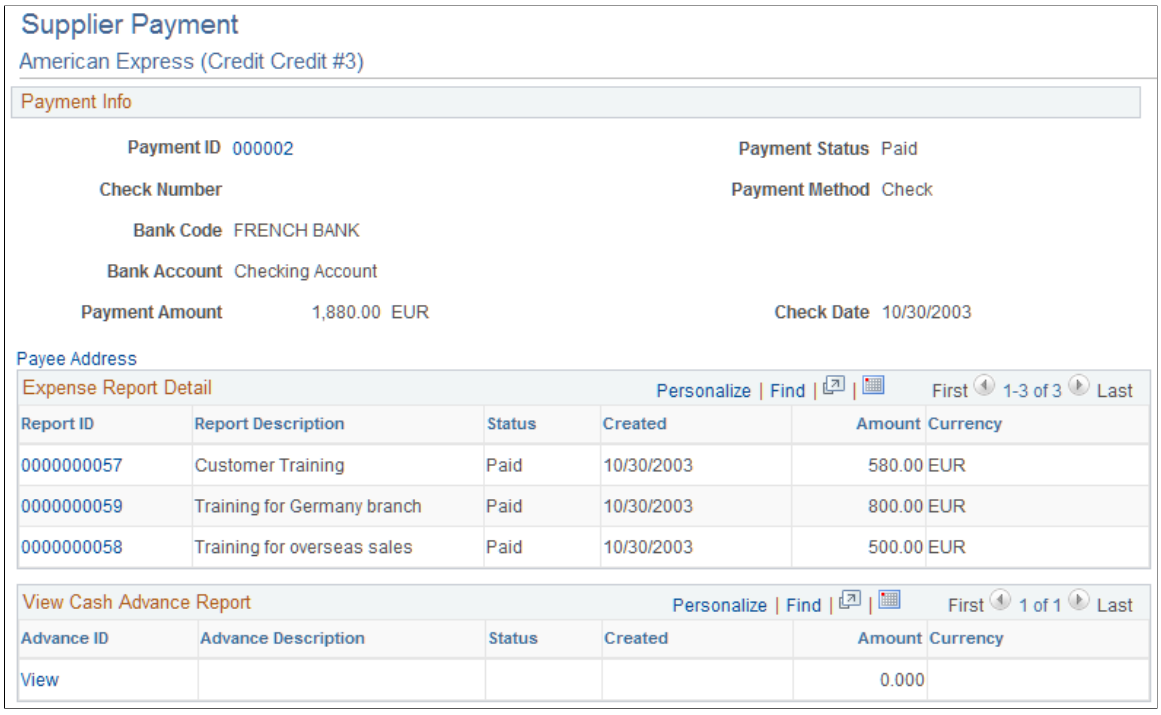
This example illustrates the fields and controls on the Supplier Payment page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Payment ID or **Check Number**	Click to access the Vouchers For a Payment page for the particular payment or check.
Payee Address	Click to view the supplier's address information.
Report ID	Click to view the View Expense Report page.
Advance ID	Click to access the Cash Advance - View Cash Advance page.

Related Links

EXC9000 - Supplier Payments

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Chapter 39

Analyzing Expenses Using PeopleSoft Insights

Understanding PeopleSoft Insights for Expenses

PeopleSoft Insights is an analytical engine that provides visual reports (visualizations) in the form of charts, tables, graphs and so on. The visualizations are based on queries that retrieve data from the PeopleSoft Search Framework.

Dashboard administrators use PeopleSoft Insights and the underlying analytics engine to create both dashboards and visualizations, which are then attached to dashboards. The dashboard can contain multiple visualizations. The visualization and dashboard are objects in PeopleSoft Insights, which must be imported into the PeopleSoft application.

Typically, a PeopleSoft user who has the Search Administrator role performs these tasks:

- Imports dashboards.
- Configures dashboards as tiles or related information.
- Specifies user privileges for the dashboard.

  End users access dashboards based on user privileges.
- Deploys dashboards.

Note: Oracle recommends that you do not modify or edit a delivered dashboard or visualization. You may copy a delivered visualization and then modify it as per your business requirements.

For more information, see *PeopleTools Search Technology*, “Working with Insights Dashboards for PeopleSoft Application Data", Understanding Application Data and Insights Dashboards.

For more information about PeopleSoft Search Framework, see Understanding PeopleSoft Insights Using PeopleSoft Search Framework.

Setting up Insights Dashboards for Expenses

PeopleSoft Expenses delivers dashboards to help employees, managers, and approvers analyze employee data using different visualizations.

To set up Dashboards for Expenses:

1. Use the “Installation Options - Expenses Page” (Application Fundamentals) to determine the reporting currency and rate type for dashboard visualizations.

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This setup is required for all PeopleSoft Insights dashboards in Expenses.

These values identify a common currency for comparing expenses in various currencies across business units. If you change the value for reporting currency or rate type on this page, then the search index must be refreshed using the *Full Index* option for the change to be reflected in the dashboard. Conversion of the amount to reporting currency amount happens using the currency exchange rate with an effective date when the row is added to the index. There is no refresh unless the row is refreshed again in the index.

2. Use the Authorize Expense Users (Search) Page to provide access to employees who create expense transactions for themselves and on behalf of other employees.

3. Use the Deploy Search Definition page to deploy the search definition (PeopleTools, Search Framework, Administration, Deploy/Delete Object).

   PeopleSoft Expenses search definitions are:

   - EP_EX_SRCH_RISK_EXCP_KIB
   - EP_EX_SRCH_EMP_EXCP_KIB
   - EP_EX_SRCH_PERF_OPR_KIB

   See also “Search Definitions and Privileges” (Application Fundamentals) for a list of product search definitions.

4. Use the Schedule Search Index page to run the Build Index process (PeopleTools, Search Framework, Administration, Schedule Search Index).

   The first time you run this process for a search index, you should always select *Full Index* as the **Indexing type**. You can run incremental indexes after that.

   Note: If an expense report is deleted then a full index is needed for the dashboard to reflect the deletion.

   ---

5. Use the Deploy Insights Dashboards page to deploy the dashboard and the tile (PeopleTools, Search Framework, Administration, Deploy Insights Dashboards).

   When you deploy a dashboard, you are copying the dashboard from the PeopleSoft database to your instance of PeopleSoft Insights. The deployed dashboard is then available on the Saved Objects page in the Management section on the Insights home page. Use the Deploy Insights Dashboards page to deploy or update a dashboard. For more information about Deploying a Dashboard, see PeopleTools: Search Technology, Working with Insights Dashboards for PeopleSoft Application Data, Deploying a Dashboard.

6. Use the “Personalize Homepage Page” (Application Fundamentals) to add the tile to a homepage.

7. Use the User Roles page to add the privileges to users (PeopleTools, Security, User Profiles, User Profiles).

   The PeopleSoft Expenses privileges are:

   - Insights EX Edit Privilege

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- Insights EX View Privilege

See also “Search Definitions and Privileges” (Application Fundamentals) for a list of all product privileges for PeopleSoft Insights dashboards.

Adding Expense Tiles for Insights Dashboards

When adding Insights dashboard tiles to a Expenses homepage, access the **Travel and Expenses** folder. PeopleSoft Expenses provides these tiles:

- Travel Policy Violations, see Travel Policy Violations Dashboard.
- My Proxy Expense Activity, see My Proxy Expense Activity Dashboard.
- Performance & Operations, see Performance & Operations Dashboard.

For additional information about how to add a tile to a PeopleSoft Fluid Home page, see “Adding Homepages and Tiles” (Application Fundamentals) and *PeopleTools: Application User’s Guide*, “Working With PeopleSoft Fluid User Interface”, Working with Fluid Homepages and Dashboards, Managing Tiles on Fluid Homepages and Dashboards.

This example illustrates the Travel Policy Violations Tile.

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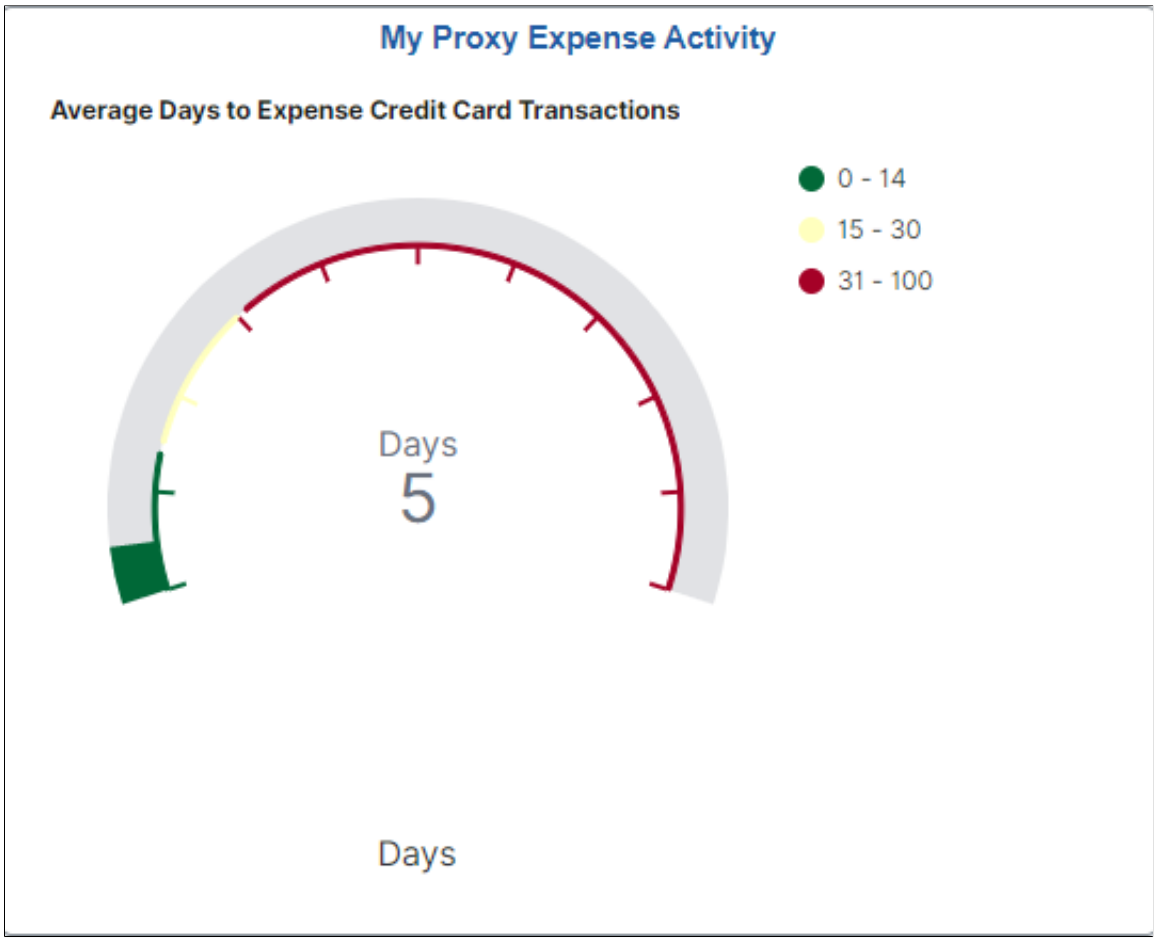
Violation counts are based on Exception and Risk setup, such as those displayed on the Approve Expense Report - View Exception Comments and Risks Page.

This example illustrates the My Proxy Expense Activity Tile.



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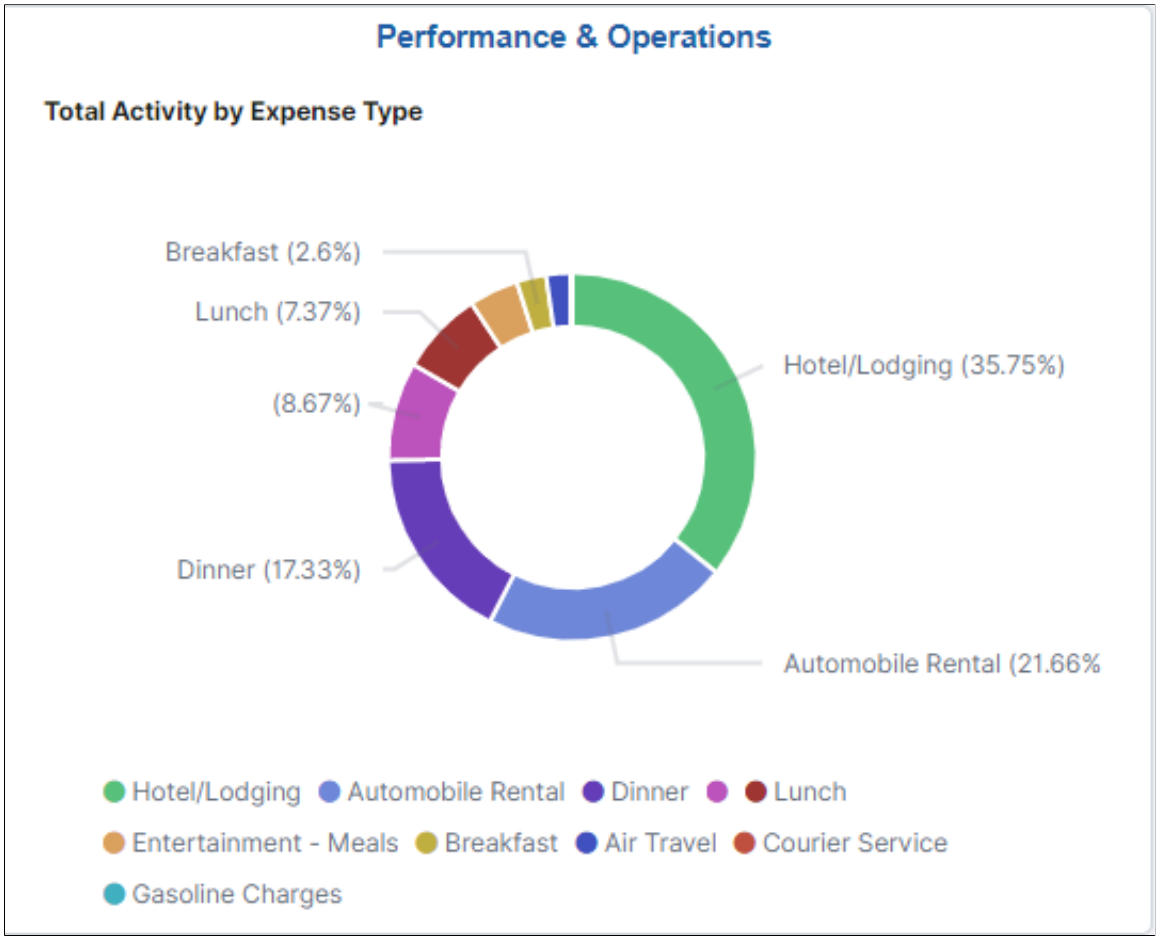
This example illustrates the Performance & Operations Tile.



Analyzing Expenses Using PeopleSoft Insights

This topic displays and explains how to analyze Expense data using PeopleSoft Insights dashboards.

Pages Used to Analyze Expense Using PeopleSoft Insights

Use these pages to analyze Expenses using PeopleSoft Insights dashboards.

Page Name	***Definition Name***	***Usage***
Travel Policy Violations Dashboard		View the top employees who have violated expense policy
My Proxy Expense Activity Dashboard		View expense reports that you have prepared. This includes your own expense reports and those where you have created an expense report on behalf of someone else.

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Page Name	*Definition Name*	*Usage*
Performance & Operations Dashboard		Analyze the activity in a department or business unit for compliance with travel and expense policies.

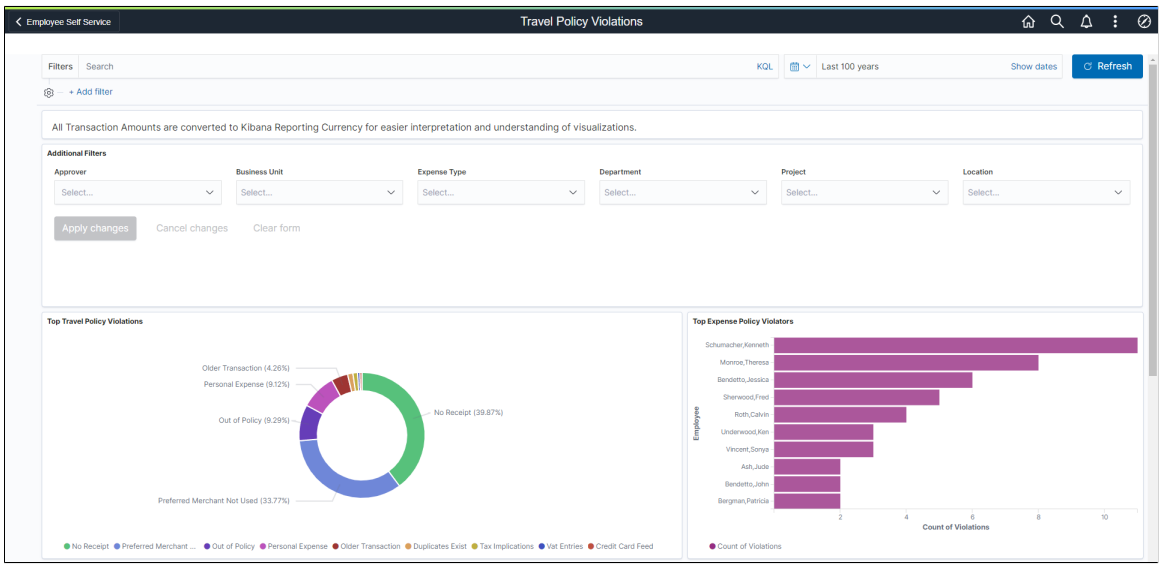
Travel Policy Violations Dashboard

Use the Travel Policy Violations dashboard to view the top employees who have violated expense policy.

Navigation:

Select the Travel Policy Violations tile.

This example illustrates the fields and controls on the Travel Policy Violations Dashboard (1 of 2).



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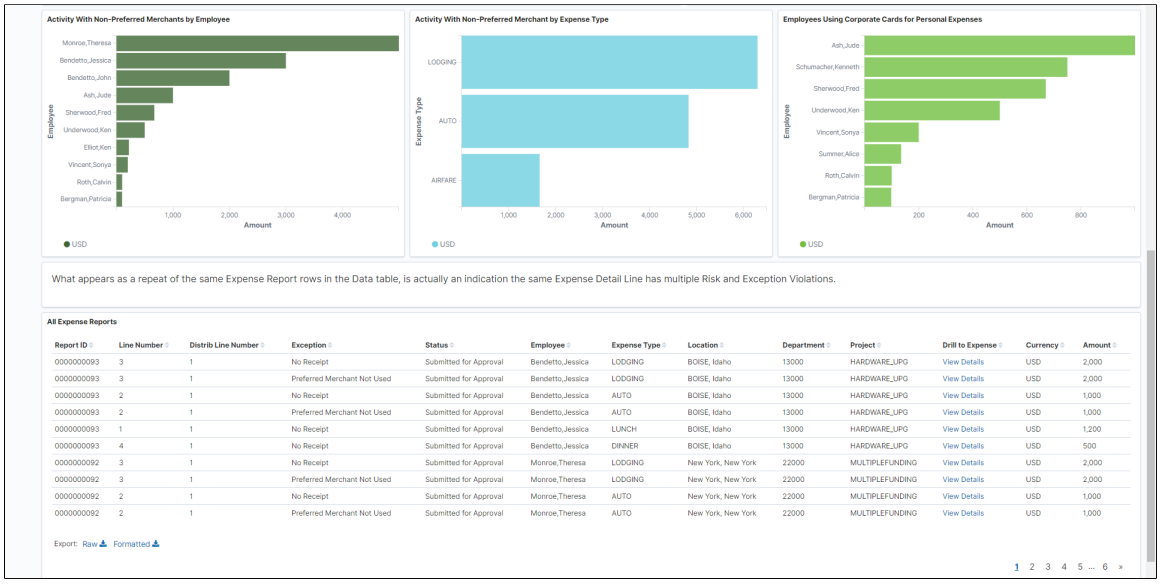
This example illustrates the fields and controls on the Travel Policy Violations Dashboard (2 of 2).



Report ID	Line Number	Distrib Line Number	Exception	Status	Employee	Expense Type	Location	Department	Project	Drill to Expense	Currency	Amount
0000000093	3	1	No Receipt	Submitted for Approval	Bendetto,Jessica	LODGING	BOISE, Idaho	13000	HARDWARE_UPG	View Details	USD	2,000
0000000093	3	1	Preferred Merchant Not Used	Submitted for Approval	Bendetto,Jessica	LODGING	BOISE, Idaho	13000	HARDWARE_UPG	View Details	USD	2,000
0000000093	2	1	No Receipt	Submitted for Approval	Bendetto,Jessica	AUTO	BOISE, Idaho	13000	HARDWARE_UPG	View Details	USD	1,000
0000000093	2	1	Preferred Merchant Not Used	Submitted for Approval	Bendetto,Jessica	AUTO	BOISE, Idaho	13000	HARDWARE_UPG	View Details	USD	1,000
0000000093	1	1	No Receipt	Submitted for Approval	Bendetto,Jessica	LUNCH	BOISE, Idaho	13000	HARDWARE_UPG	View Details	USD	1,200
0000000093	4	1	No Receipt	Submitted for Approval	Bendetto,Jessica	DINNER	BOISE, Idaho	13000	HARDWARE_UPG	View Details	USD	500
0000000092	3	1	No Receipt	Submitted for Approval	Monroe,Theresa	LODGING	New York, New York	22000	MULTIPLEFUNDING	View Details	USD	2,000
0000000092	3	1	Preferred Merchant Not Used	Submitted for Approval	Monroe,Theresa	LODGING	New York, New York	22000	MULTIPLEFUNDING	View Details	USD	2,000
0000000092	2	1	No Receipt	Submitted for Approval	Monroe,Theresa	AUTO	New York, New York	22000	MULTIPLEFUNDING	View Details	USD	1,000
0000000092	2	1	Preferred Merchant Not Used	Submitted for Approval	Monroe,Theresa	AUTO	New York, New York	22000	MULTIPLEFUNDING	View Details	USD	1,000

Export: Raw Formatted

1 2 3 4 5 ... 6 »

Note: All transaction amounts are converted to the dashboard reporting currency for easier interpretation and understanding of visualizations. The dashboard reporting currency is configured on the "Installation Options - Expenses Page" (Application Fundamentals).

Violation counts are determined at the line level, not by expense report. Therefore, you can have three line level violations for the same expense report.

Each bar chart displays the top 10 violators. If there are only 4 violations, then only 4 are displayed.

All Expense Reports

This grid displays all expense reports included in the filtered violations.

Rows that appear as a repeat of the same expense report in the table indicates that the same expense detail line has multiple risk and exception violations.

Field or Control	***Description***
View Details	Select to access the Expense Report Page.

My Proxy Expense Activity Dashboard

Use the My Travel Policy Violations dashboard to view expense reports that you have prepared. This includes expense reports for yourself and those you have prepared on behalf of someone else.

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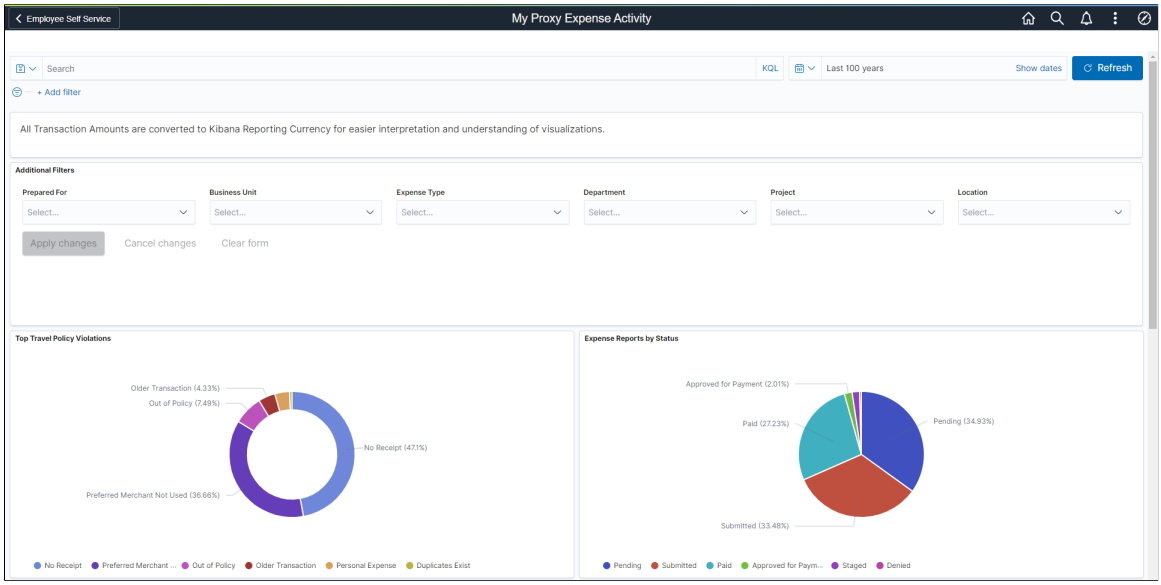
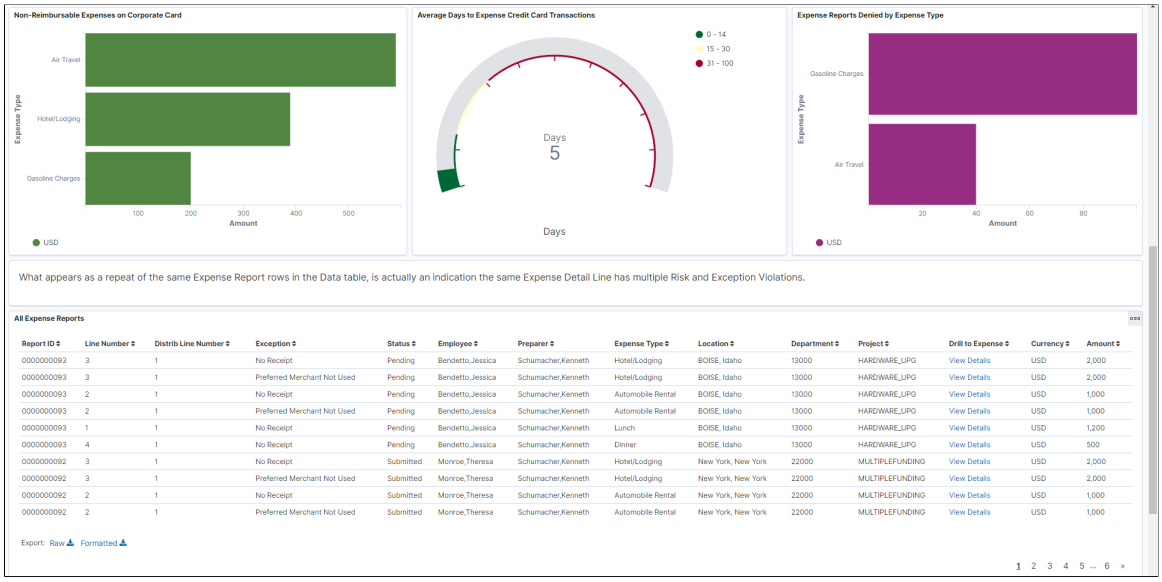
This example illustrates the fields and controls on the My Proxy Expense Activity dashboard (1 of 2).



This example illustrates the fields and controls on the My Proxy Expense Activity dashboard (2 of 2).



Use **Prepared For** to select an individual for which you prepare expense reports.

The **All Expense Reports** grid displays violations included in the visual graphs above. Select **View Details** to access the expense report.

Performance & Operations Dashboard

Use the Performance & Operations dashboard to analyze the activity in a department or business unit, for compliance with travel and expense policies. Managers determine if remediation actions such as a review or refresh of travel policies or additional training for employees is needed.

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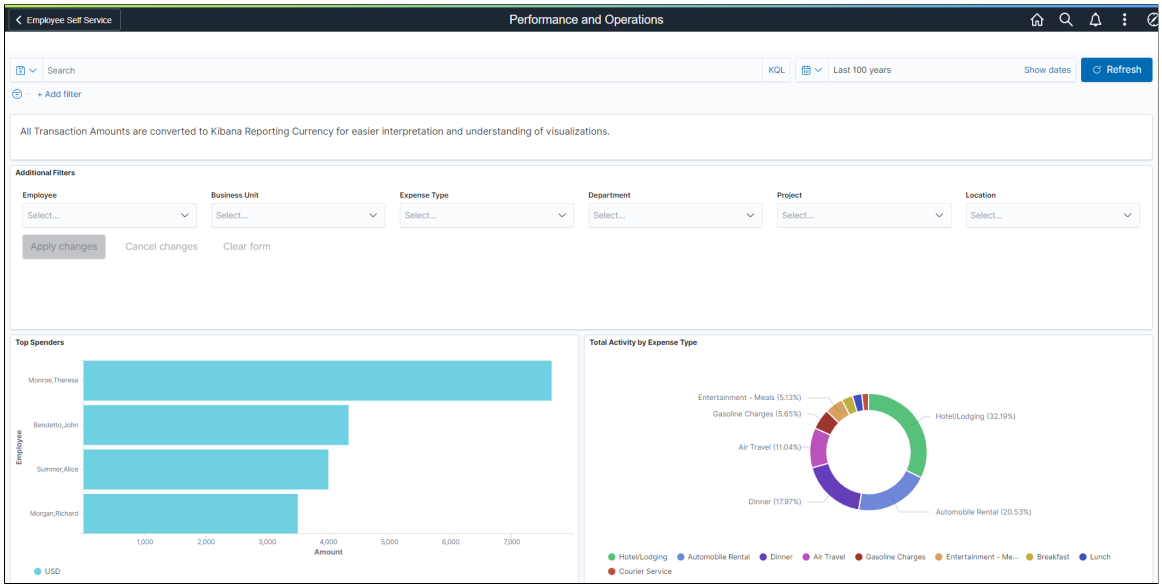
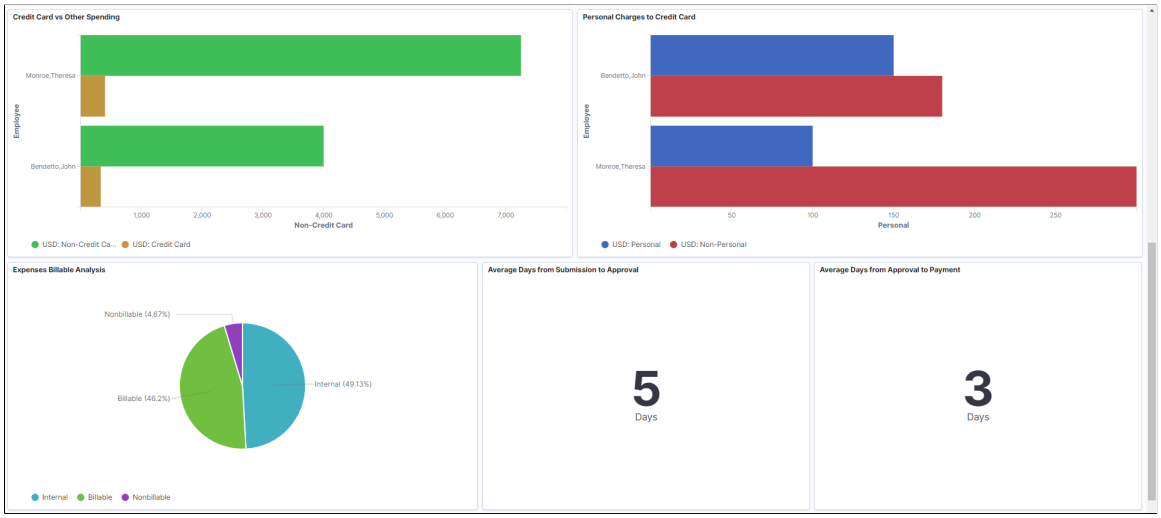
This example illustrates the fields and controls on the Performance & Operations dashboard (1 of 3).



This example illustrates the fields and controls on the Performance & Operations dashboard (2 of 3).



This example illustrates the fields and controls on the Performance & Operations dashboard (2 of 3).

The **Average Days from Submission to Approval** and the **Average Days from Approval to Payment** numbers allow you to determine whether there are bottlenecks in your entire business process. If these numbers are higher than expected, then you can investigate.

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Chapter 40

Migrating Data Using Application Data Sets

Migrating Data Using Application Data Sets

PeopleSoft Application Data Sets (ADS) are delivered for key setup data records to simplify the administration, testing, and transfer of setup data between databases. Once specific setup data is defined and tested in a testing environment, ADS helps move the data (along with their related data counterparts) easily between databases. Since the relationships between the setup data records are maintained and pre-delivered into the ADS, there are less issues to consider, especially when compared with running traditional Data Mover scripts. ADS records are delivered in PeopleSoft Expenses for:

- Expense Types, Expense Type Groups, Expense Type Categories
- Expense Locations, Location Amounts
- Approval Workflow configuration (Approver Stages, Refinement Templates, Risk Templates)
- Roles and Privilege Templates (employee & approver)
- Per Diem (including Range Categories, Ranges, Per Diem Amounts, Formulas)

The data set project use these data sets in PeopleSoft Expenses to copy data from one system to another system.

Delivered ADS to Support PeopleSoft Expenses	***Record***	***Description***
EX_APPRVR_ASSIGN	EX_APPRVR	EXPENSES APPROVER ASSIGNMENTS
EX_APPRVR_LIST	EX_TRANS_RTG EX_TRANS_RTGLST	EXPENSES APPROVER ROUTING LIST
EX_APPRVR_PROF	EX_PROF_APPRVR EX_PROF_ATTR	EXPENSE APPROVER PROFILE
EX_APPRVR_TYPE	EX_APPRVR_TYPE	EXPENSE APPROVER TYPE
EX_EE_PRIV_TMPL	EX_EE_PRIV_TMPL EX_EE_PRIV_CF	EXPENSE EE PRIVILEGE TEMPLATE
EX_LOC	EX_LOCATION_TBL	EXPENSE LOCATION

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Delivered ADS to Support PeopleSoft Expenses	*Record*	*Description*
EX_LOC_AMT	EX_LOC_AMOUNT EX_LOC_AMT_DTL	EXPENSE LOCATION AMOUNT
EX_LOC_GRP	EX_LOC_GRP_TBL	EXPENSE LOCATION GROUP
EX_LOC_AMT_TYPE_GRP	EX_LOC_AMT_GRP EX_LOCAMT_G_DTL	EXPENSE LOCATION AMOUNT TYPE GROUP
EX_MERCHANT	EX_MERCHANT_TBL	EXPENSES PREFERRED MERCHANT
EX_PD_CALC	EX_PD_CALC_TBL EX_PD_CALC_DTL	EXPENSE PER DIEM CALCULATION
EX_PD_CATEGORY	EX_CATEGORY_TBL	EXPENSE PER DIEM CATEGORY
EX_PER_DIEM_AMT	EX_PER_DIEM_TBL EX_PER_DIEM_DTL	EXPENSE PER DIEM AMOUNT
EX_PER_DIEM_RANGE	EX_RANGE_TBL EX_RANGE_DTL	EXPENSE PER DIEM RANGE
EX_PRIV_TMPL	EX_PRIV_TMPL	EXPENSE PRIVILEGE TEMPLATE
EX_REFINE_TMPL	EX_REFINE_TMPL EX_REFINE_DEPT EX_REFINE_EE EX_REFINE_BU EX_REFINE_TRC EX_REFINE_TYPES	EXPENSE REFINEMENT TEMPLATE

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Delivered ADS to Support PeopleSoft Expenses	*Record*	*Description*
EX_RISK_TMPL	EX_RISK_TMPL EX_RISK_BU EX_RISK_BUSPURP EX_RISK_DEPT EX_RISK_EE EX_RISK_AUTHAMT EX_RISK_TOTLMT EX_RISK_TRC EX_RISK_TYPLMT	EXPENSE RISK TEMPLATE
EX_ROLE	EX_ROLE_TBL EX_ROLE_PRIV	EXPENSE ROLE
EX_ROLE_EXCEPTION	EX_ROLE_TBL EX_ROLE_EXCP_ET EX_ROLE_EXC_ETG	EXPENSE ROLE EXCEPTION
EX_ROLE_EXP_TYPE	EX_ROLE_TBL EX_ROLE_EXP_TYP	EXPENSE ROLE EXPENSE TYPE
EX_ROLE_VAT	EX_ROLE_EXCP_VT	EXPENSE ROLE VAT
EX_TRANS_DEFN	EX_TRANS_DEFN EX_TRANS_PROP	EXPENSE TRANSACTION DEFINITION
EX_TYPE	EX_TYPES_TBL EX_TYPES_CF_TBL EX_TYPE_MERCHNT EX_TYPE_PERDIEM	EXPENSE TYPES
EX_TYPE_CAT	EX_TYPE_CAT_TBL EX_TYPE_CAT_DTL	EXPENSE TYPE CATEGORY

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Delivered ADS to Support PeopleSoft Expenses	*Record*	*Description*
EX_TYPE_GRP	EX_TYPE_GRP_TBL EX_TYPGP_CF_TBL	EXPENSE TYPE GROUP
EX_TYPE_IMG	EX_EXP_TYPE_IMG	EXPENSE TYPE IMAGE

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Chapter 41

Using the Fluid Expenses WorkCenter

Understanding the Fluid Expenses WorkCenter

The Fluid Expenses WorkCenter is similar to the Classic Expenses WorkCenter, but has all the advantages of PeopleSoft fluid technology.

To personalize the PeopleSoft Fluid Expenses WorkCenter, see “Setting Up and Personalizing PeopleSoft Fluid WorkCenters” (Application Fundamentals).

Setting Up the Fluid Expenses WorkCenter

To set up the Fluid Expenses WorkCenter

- Use the Configure Pagelest component to define configuration IDs for Fluid WorkCenters.

  See the “Configuring Pagelets” (Enterprise Components) topic.

- Use the “Personalize Page (Fluid)” (Application Fundamentals) to personalize your display options for Fluid WorkCenter group boxes.

  See also the “Setting Up and Personalizing PeopleSoft Fluid WorkCenters” (Application Fundamentals) topic for additional setup pages.

Expenses WorkCenter Tile

Use the Expenses WorkCenter Tile to access the Expenses WorkCenter page in PeopleSoft Fluid.

This tile can be placed on any PeopleSoft Fluid Home page. For additional information about how to add a tile to a PeopleSoft Fluid Home page, see PeopleTools: Application User’s Guide, “Working With PeopleSoft Fluid User Interface”, Working With Fluid Homepages, Managing Tiles, Adding Tiles to a Fluid Homepage.

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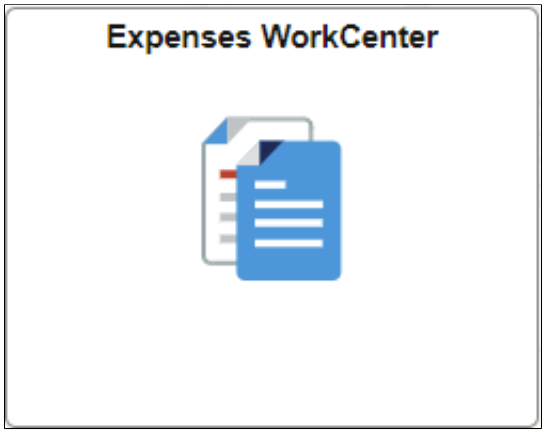
This example illustrates the Expenses WorkCenter tile.



Using the Fluid Expenses WorkCenter

The PeopleSoft Fluid WorkCenter Framework is an Enterprise Components feature. A Fluid WorkCenter is designed for specific roles and provides a central area for users to access key components within PeopleSoft applications.

For additional information about understanding Fluid WorkCenters, see “Understanding PeopleSoft Fluid WorkCenters” (Application Fundamentals).

For additional information about how to set up Fluid WorkCenters, see “Setting Up and Personalizing PeopleSoft Fluid WorkCenters” (Application Fundamentals).

Pages Used with the Fluid Expenses WorkCenter

Page Name	*Definition Name*	*Usage*
Expenses WorkCenter - My Work (Fluid)	Not applicable	Access pages that have process exceptions.
Cash Advances Paid in Error	EX_EXCEPTN_WC_FL	Manage cash advances that have been incorrectly paid to an employee, or to send a notification to the employee or manager.
Outstanding Cash Advances	EX_EXCEPTN_WC_FL	Manage outstanding cash advances that have been paid to an employee but not used on an expense report or paid back by the employee.
Non-Reimbursable Charges to Prepaid Credit Card Page	EX_TRANS_GRD_WC_FL	Review non-reimbursable expense that were added to a company prepaid credit card and send a notification to the employee or manager.

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Page Name	*Definition Name*	*Usage*
Open Transactions for Inactive Employee	EX_INACTIVE_EE_WC	Manage open transactions for inactive employees.
On Hold/Pending Approvals	EX_TRANSCTON_WC_FL	Review transactions that are pending approval or on hold.
Alerts	EX_TRANSCTON_WC_FL	Monitor transactions that need attention.
Expenses WorkCenter - My Approvals (Fluid)	Not applicable	Access pending approvals that are assigned to you.
Expenses WorkCenter - Links (Fluid)	Not applicable	Access internal and external links that are frequently used.
Expenses WorkCenter - Queries (Fluid)	Not applicable	Access public and private queries.
Expenses WorkCenter - Reports/ Processes (Fluid)	Not applicable	Access system-defined reports and processes for which you have access.

Expenses WorkCenter - My Work (Fluid)

Use the Expenses WorkCenter - My Work (Fluid) grouplet to access pages that have process exceptions.

Navigation:

From an Fluid Expenses Homepage, select the Expenses WorkCenter tile, and expand the My Work grouplet.

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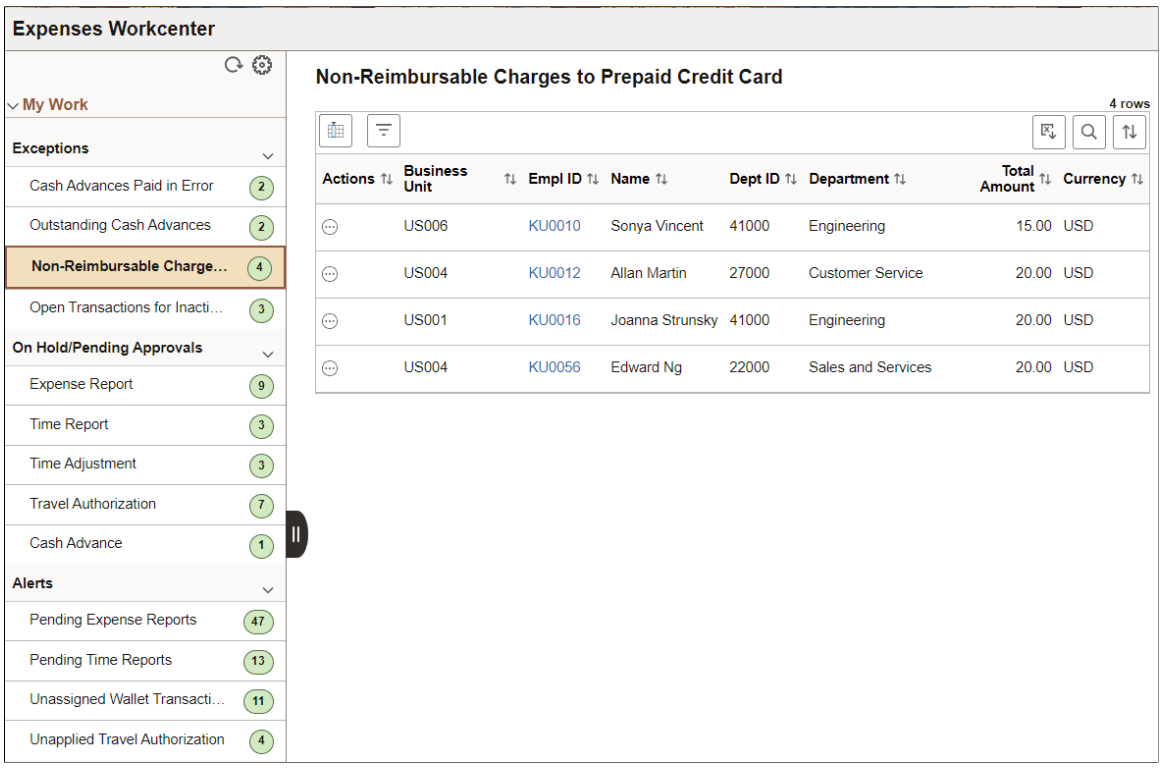
This example illustrates the fields and controls on the Expenses WorkCenter - My Work (Fluid) grouplet.



In the Exceptions section, if you have an administrative role (EX_FLUID_ADMIN), all four exceptions are displayed. Employees who do not have an administrative role only see Non-Reimbursable Charges to Prepaid Credit Card.

Note: When selecting options from the Fluid Expenses WorkCenter, the page that displays is always a Fluid page unless a Fluid page is not available. If a Fluid page is not available, then the system opens the page in Classic. For example, cash advance pages are only in Classic. Therefore, when selecting a cash advance link the system displays the Classic page.

Common Elements

These options are common to these pages:

Field or Control	*Description*
(update selected rows)	Select to change the action icon next to every row to a check box. This allows you to select multiple rows and take the same action on all selected rows. Select again to change all check boxes back to an action icon.
(Check box)	Select to indicate that you want to work on that transaction or that you want to perform an action (in the Action drop-down list box) for the transaction.

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Field or Control	*Description*
Actions	Select **Reconcile Cash Advance**, **Notify Employee**, or **Notify Manager** to notify that person of the expense transaction. Not all options are always available. Use the **Reconcile Cash Advance** to access the Cash Advance Reconciliation page (EX_EXCEPTN_WC_SCF) where you can enter a check number.
  (refine filter)	Select to change filter values.
Advance ID	Click to access the Cash Advance Inquiry page (TE_ADVANCE) in inquiry mode.
Employee ID	Click to access the Employee Information page, which provides more information about the employee.

Cash Advances Paid in Error

Use the Cash Advances Paid in Error (EX_EXCEPTN_WC_FL) page to manage cash advances that have been incorrectly paid to an employee, or to send a notification to the employee or manager.

Note: To access this page, you must have a system administrator role (EX_FLUID_ADMIN).

The lines that are shown on this page are selected by the system. The criteria is that they are adjustment cash advances that are paid, have a positive balance, and don’t belong to the current user.

When you select the action **Reconcile Cash Advance**, the system takes you to the Cash Advance Reconciliation page. Use this page to enter payment information for expenses that were reimbursed incorrectly. Enter the payment date (accounting date) and a check number, when the payment is received from the employee. Partial payments are not allowed when reconciling cash advances. Therefore, the total amount must be available to reconcile a cash advance.

Select **Done** to submit payment information. The system updates each cash advance to a Reconciled (RCN) status.

Outstanding Cash Advances

Use the Outstanding Cash Advances (EX_EXCEPTN_WC_FL) page to manage outstanding cash advances that have been paid to an employee but not used on an expense report or paid back by the employee.

Note: To access this page, you must have a system administrator role (EX_FLUID_ADMIN).

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Use this page to reconcile one or more advances, or to send an e-mail to the employee or the manager of the employee that notifies them of the overdue cash advance.

The lines that are shown on this page are selected by the system. The criteria is that they are cash advances that have been paid, have a positive balance, and are older than the grace period specified in the **Cash Advance Overdue** field on the Expenses Definition - Business Unit 2 Page.

Field or Control	*Description*
Aging (Days)	Displays the number of days that the cash advance has been issued to the employee. The system takes the accounting date of the cash advance and calculates the number of days compared to **Cash Advance Overdue Days** value, which is determined on the Expenses Definition - Business Unit 2 Page.

When you select the **Reconcile Cash Advance** action, the system takes you to the Cash Advance Reconciliation page. Use this page to enter a payment date and a check number for a cash advance that has not been used on an expense report or repaid by the employee. Select **Done** to submit payment information. The system updates each cash advance to a Reconciled (RCN) status.

Non-Reimbursable Charges to Prepaid Credit Card Page

Use the Non-Reimbursable Charges to Prepaid Credit Card (EX_TRANS_GRD_WC_FL) page to review non-reimbursable expense that were added to a company prepaid credit card and send a notification to the employee or manager.

When sending a notification to employees and managers, the notification is a reminder of a non-reimbursable expense that was added to a company prepaid credit card.

The criteria for the transactions that appear on this page are that the transactions are personal expenses loaded into My Wallet and have an expense type of non-reimbursable. Non-reimbursable expense types are determined using the Expense Types pages, see Setting Up Expense Types.

Field or Control	*Description*
Empl ID (employee ID)	Click the employee ID link to access the Non-Reimbursable Expenses (EX_PERS_EXP_WC) page, which provides more detail about non-reimbursable expenses for the employee.

Open Transactions for Inactive Employee

Use the Open Transactions for Inactive Employee (EX_INACTIVE_EE_WC) page to manage open transactions for inactive employees.

Note: To access this page, you must have a system administrator role (EX_FLUID_ADMIN).

This page helps you to monitor the outstanding transactions for employees who are no longer with your organization. Transactions include unapplied paid wallet transactions, unapplied cash advances, unapplied travel authorizations, unpaid expense reports, and incomplete time reports and time adjustments. You

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can drill into or take appropriate actions against the open transactions. Use the number link under each transaction type to view the details of the transactions and to take appropriate action.

Field or Control	*Description*
Empl ID	Select the **Empl ID** link to access the Employee Data Page (Travel and Expenses).
Expense Report	Select the number link to access the Outstanding Expense Report page. Select the **Report ID** link to access the Expense Report Page.
Cash Advance	Select the number link to display the Outstanding Cash Advance page. Select the **Advance ID** link to view Cash Advance page. Use the **Reconcile Cash Advance** option under the **Actions** drop down to reconcile any Overdue Cash Advances.
Travel Authorization	Select the number link to display the Outstanding Travel Authorization page. Select the **Authorization ID** link to access the Travel Authorization page in view mode. See Travel Authorization Page (add).
My Wallet	Select the number link to access the Wallet Entry Page.
Time Report	Select the number link to display the Outstanding Time Report page. Select the **Time Report ID** link to access the Time Entry Page.

On Hold/Pending Approvals

Use the On Hold/Pending Approvals links to review transactions that are pending approval or on hold.

The On Hold/Pending Approval section has the following transactions:

- Expense Report
- Time Report
- Time Adjustment
- Travel Authorization
- Cash Advance

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You have the option to view these transactions in the right pane or to open the transaction in a new window. Select the transaction ID to open the transaction in a new window and view the details.

The Travel and Expenses back office monitors the approval process to ensure the reviewer, approver or auditor complete their task in a timely manner. A back office user assigned to complete the pending/on-hold status can directly access the WorkCenter and complete the approval process or remove the on-hold status.

Field or Control	*Description*
Approve Selected Transactions	Select one or more check boxes, and select the **Approve Selected Transactions** action. The system takes you to the Fluid Approval page.
Notify Employee, **Notify Manager**	Select one or more check boxes, and select the action to notify an employee, or manager about the transaction.

Alerts

Use the Alerts section to monitor transactions that need attention.

The Alerts section displays these transactions:

Field or Control	*Description*
Pending Expense Reports	Select this option to monitor unused expense reports, notify employees about unused expense reports, or delete a transaction.
Pending Time Reports	Select this option to monitor pending time reports, notify employees about pending time reports, or delete a transaction.
Unassigned Wallet Transactions	Select this option to monitor unassigned wallet transactions for each employee that you have authority to review. You can notify the employee or manager to convert a wallet transaction to an expense report or to delete it.
Unapplied Travel Authorization	Select this option to monitor travel authorizations that are not applied to an expense report. You can notify the employee to create an expense report or link the travel authorization to an existing expense report, or cancel the unused travel authorization.

Expenses WorkCenter - My Approvals (Fluid)

Use the Expenses WorkCenter - My Approvals (Fluid) grouplet to access pending approvals that are assigned to you.

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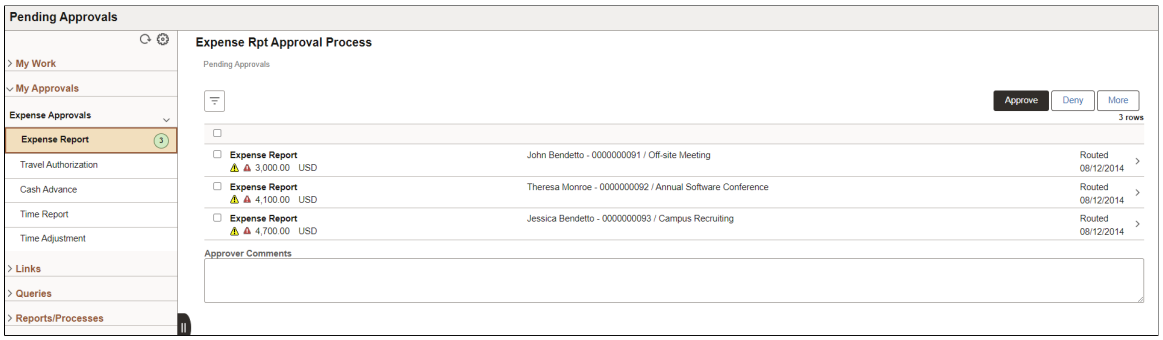
Navigation:

From a Fluid Expenses Homepage, select the Expenses WorkCenter tile, and expand the My Approvals grouplet.

This example illustrates the fields and controls on the Expenses WorkCenter - My Approvals (Fluid) grouplet.



Select one or more Expense transactions to approve, deny, hold, or send back to the submitter.

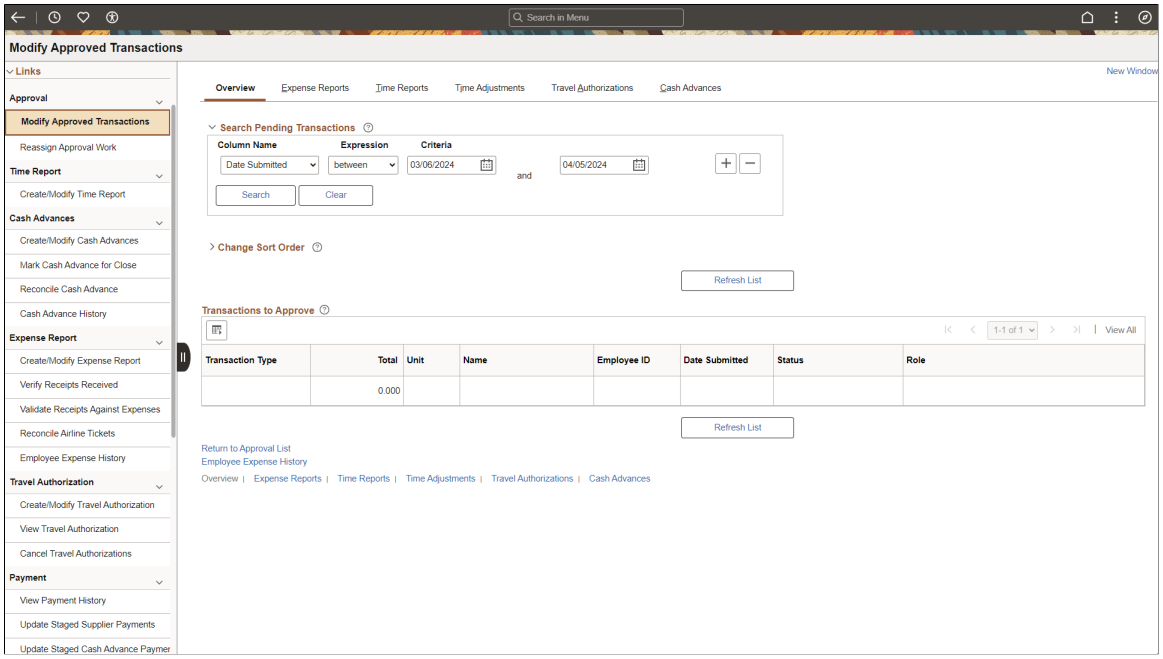
Expenses WorkCenter - Links (Fluid)

Use the Expenses WorkCenter - Links (Fluid) grouplet to access internal and external links that are frequently used.

Navigation:

From a Fluid Expenses Homepage, select the Expenses WorkCenter tile, and expand the Links grouplet.

This example illustrates the fields and controls on the Expenses WorkCenter - Links (Fluid) grouplet.



These categories are available in this grouplet depending on user security:

- Approval
- Time Report
- Cash Advances
- Expense Report
- Travel Authorization
- Payment
- Manage Accounting
- Other

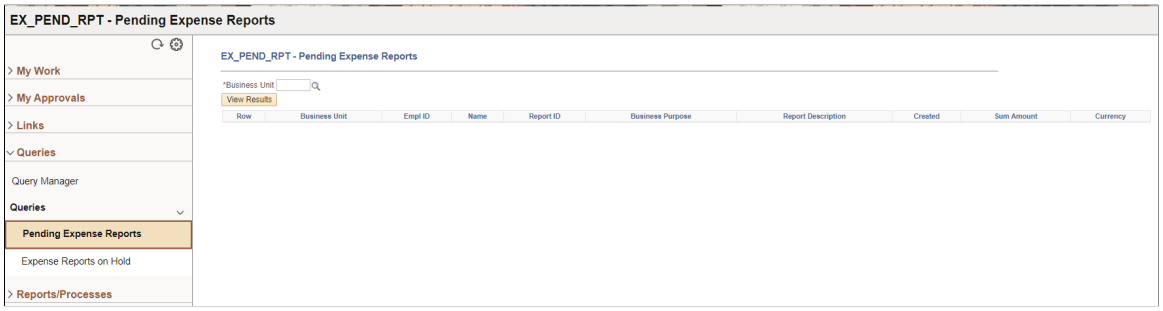
Expenses WorkCenter - Queries (Fluid)

Use the Expenses WorkCenter - Queries (Fluid) grouplet to access public and private queries.

Navigation:

From a Fluid Expenses Homepage, select the Expenses WorkCenter tile, and expand the Queries grouplet.

This example illustrates the fields and controls on the Expenses WorkCenter - Queries (Fluid) grouplet.



Expenses WorkCenter - Reports/Processes (Fluid)

Use the Expenses WorkCenter - Reports/Processes (Fluid) grouplet to access system-defined reports and processes for which you have access.

Navigation:

From a Fluid Expenses Homepage, select the Expenses WorkCenter tile, and expand the Reports/Processes grouplet.

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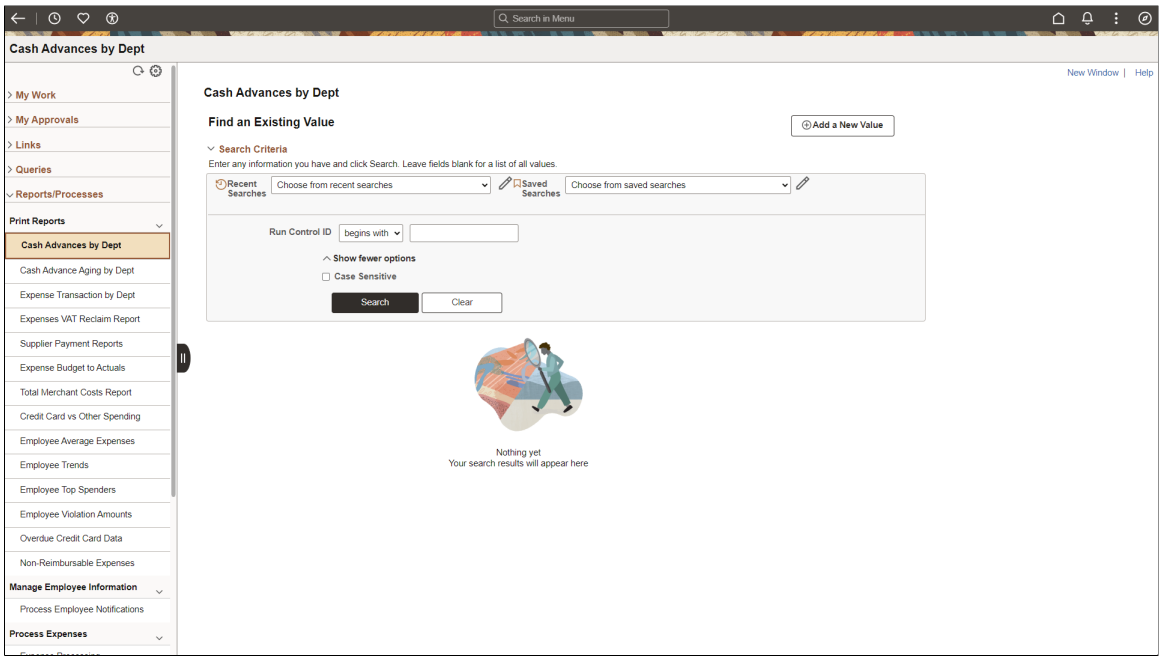
This example illustrates the fields and controls on the Expenses WorkCenter - Reports/Processes (Fluid) grouplet.



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Chapter 42

Using the Classic Expenses WorkCenter and Dashboard

Understanding the Classic Expenses WorkCenter and Dashboard

The Expenses WorkCenter is a central navigational component that is designed for the end user. The goal of the WorkCenter is to help an end user become more efficient by accessing frequently used pages and pagelets, and by keeping multiple pages open while performing daily tasks.

The Expenses WorkCenter is delivered with sample data. It is the responsibility of the system administrator from your organization to design and create links so that users can view and access specific links, pages, and pagelets.

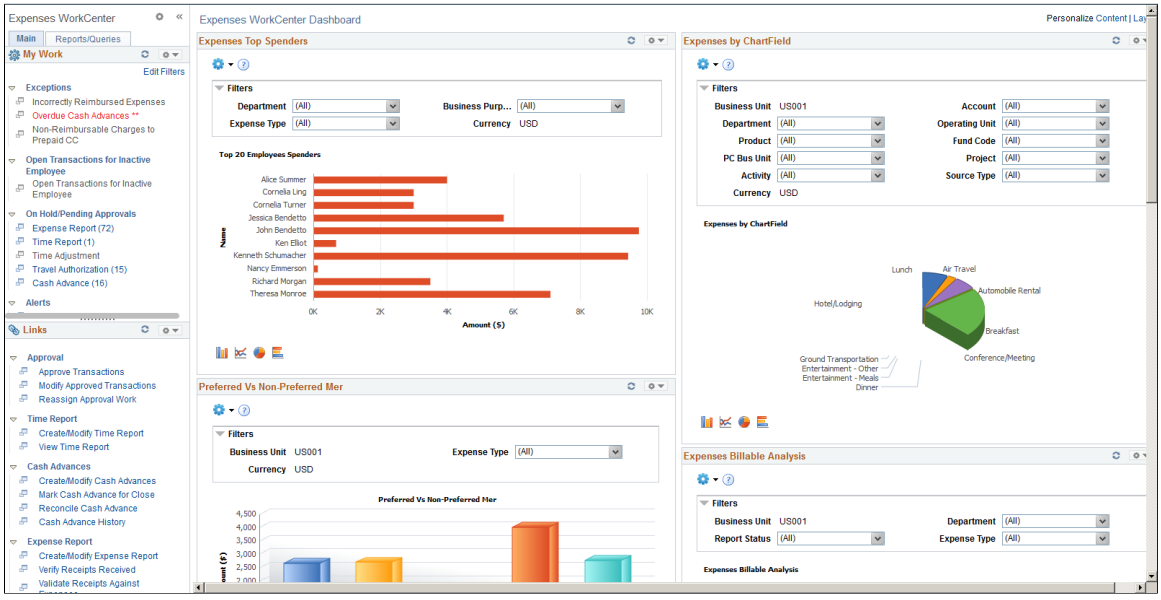
For information about setting up PeopleTools options for the WorkCenter, see *PeopleTools: Global Technology*

"Understanding PeopleSoft Classic WorkCenters and Dashboards" (Application Fundamentals)

Example: Classic Expenses WorkCenter

This example illustrates how the Classic Expenses WorkCenter can be set up:

This example illustrates the fields and controls on the Classic Expenses WorkCenter Page.



The right side of the page has been configured as Welcome page and can be configured to display specific pagelets and Dashboards that provide specific information as soon as a user accesses the Classic WorkCenter.

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To review more information about the links that appear in each pagelet, see:

- Understanding the Classic Expenses WorkCenter - My Work
- Understanding the Classic Expenses WorkCenter - Links
- Understanding the Classic Expenses WorkCenter - Reports and Processes

Related Links

"Configure Pagelets – WorkCenter/Dashboard Page" (Enterprise Components)
"Configure Pagelets - My Work Page" (Enterprise Components)
"Configure Pagelets - Links Page" (Enterprise Components)
"Configure Pagelets – Queries Page" (Enterprise Components)
"Configure Pagelets – Reports/Processes Page" (Enterprise Components)

Understanding Dashboards and Pagelets

For more information about setting up dashboards, see "Configure Pagelets – WorkCenter/Dashboard Page" (Enterprise Components)

PeopleSoft Classic WorkCenters

WorkCenters are designed for specific roles and provide a central area for users to access key components within Financial and Supply Chain applications. They enable users to access various pages and perform daily tasks without leaving the WorkCenter, thus reducing the time used when navigating through menus.

WorkCenters are delivered as empty components. The system administrator from your organization is responsible for designing and creating links so that users can view and access specific links and pages.

Click to watch a short video about PeopleSoft WorkCenters.

For more information about setting up WorkCenters as a system administrator, see the documentation for "Understanding WorkCenters and Dashboards" (Enterprise Components), "Configuring Filter Definitions and Values" (Enterprise Components), "Configuring Pagelets" (Enterprise Components).

For information about setting up PeopleTools options for the WorkCenter, see *PeopleTools: Portal Technology*.

Understanding the Classic Expenses WorkCenter - My Work

Example of Pages Used in the Classic Expenses WorkCenter - My Work

For page and field descriptions, see Expenses WorkCenter - My Work (Fluid).

Page Name	*Definition Name*	*Usage*
Expenses WorkCenter - My Work (Classic)	FSPC_MYWORK_PGLT	Access exception pages that require additional processing.

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Page Name	*Definition Name*	*Usage*
Incorrectly Reimbursable Expenses - Review and Notify Page	EX_EXC_WIZ_10	Manage cash advances that have been paid to an employee incorrectly, or to send a notification to the employee or manager.
Overdue Cash Advances - Review and Notify Page	EX_EXC_WIZ_10	Manage Overdue Cash Advances.
Non-Reimbursable Charges to Prepaid Credit Card Page	EX_TRANS_APP_GRID	Review non-reimbursable expense items that were added to a company prepaid credit card and send a notification to the employee or manager.
Open Transactions for Inactive Employee	EX_INACTIVE_EE_WC	Manage open transactions for inactive employees including reviewing the unapplied paid wallet transactions, unapplied cash advances, unapplied travel authorization, unpaid expense reports and incomplete time report and time adjustment.
On Hold/Pending Approvals	EX_TRANSACTIONS_WC	Review all transactions that are pending approval or on hold.
Alerts	EX_TRANSACTIONS_WC	Monitor the inactive expense reports. Any unused expense report will be deleted.

Common Elements Used on the Classic Expenses WorkCenter - My Work Pagelet

Action Options

Users can select an expense transaction and perform these actions:

Field or Control	*Description*
(Check box)	Select to indicate that you want to work on that transaction or that you want to perform an action (in the Action drop-down list box) for the transaction.
Actions	Select *Notify Employee* or *Notify Manager* to notify that person of the expense transaction.
Advance ID	Click to access the View Cash Advance Page.

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Field or Control	*Description*
Employee ID	Click to access the Employee Information page, which provides more information about the employee.
Go	Click the GO button, after selecting and option in the Actions drop-down list box, which sends a system generated notification to the individual. The system displays a message indicating that an e-mail has been sent.
Next	Click this button after selecting a transaction line to access the next page.
Previous	Click to return to the Previous page.

Expenses WorkCenter - My Work (Classic)

Use the Expenses WorkCenter – My Work links to access pages that have process exceptions.

Navigation:

Travel and Expenses > **Expenses WorkCenter**

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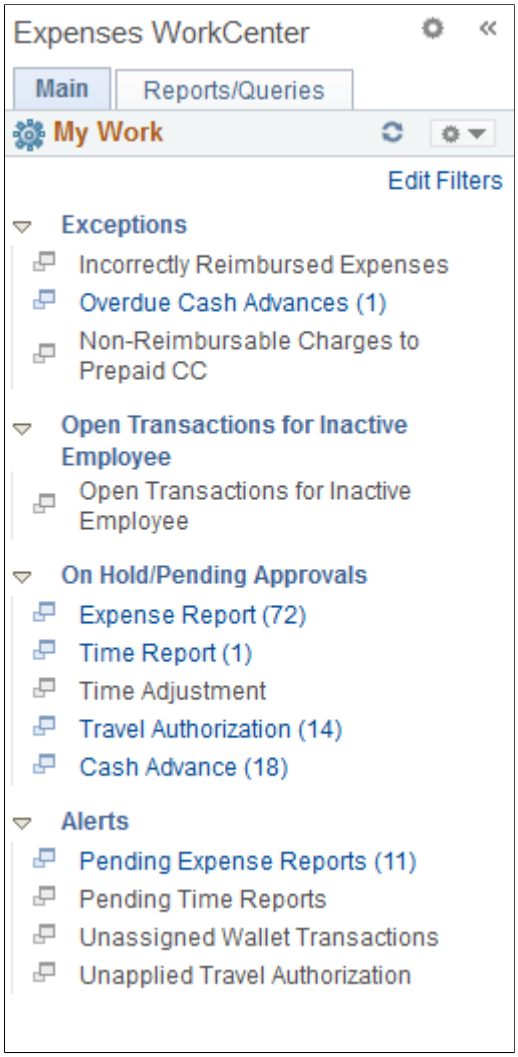
This example illustrates the fields and controls on the Expenses WorkCenter - My Work.



In this example, the My Work section has one group called Exceptions and contains links for these exceptions:

- Incorrect reimbursable expenses
- Overdue Cash Advances
- Non-reimbursable charges to prepaid credit card

Incorrectly Reimbursable Expenses - Review and Notify Page

Use the Incorrectly Reimbursable Expenses - Review and Notify (EX_EXC_WIZ_10) page to manage cash advances that have been paid to an employee incorrectly, or to send a notification to the employee or manager.

Overdue Cash Advances - Review and Notify Page

Use the Overdue Cash Advances - Review and Notify (EX_EXC_WIZ_10) page to manage Overdue Cash Advances.

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Non-Reimbursable Charges to Prepaid Credit Card Page

Use the Non-Reimbursable Charges to Prepaid Credit Card (EX_TRANS_APP_GRID) page to review non-reimbursable expense that were added to a company prepaid credit card and send a notification to the employee or manager.

Open Transactions for Inactive Employee

Use the Open Transactions for Inactive Employee (EX_INACTIVE_EE_WC) page to manage open transactions for inactive employees including reviewing the unapplied paid wallet transactions, unapplied cash advances, unapplied travel authorization, unpaid expense reports and incomplete time report and time adjustment.

On Hold/Pending Approvals

Use the On Hold/Pending Approvals links to review all transactions that are pending approval or on hold.

Alerts

Use the Alerts links to monitor inactive transactions.

Understanding the Classic Expenses WorkCenter - Links

This page shot provides an example of how the Classic Expenses WorkCenter - Links section can be set up:

For page and field descriptions, see Expenses WorkCenter - Links (Fluid).

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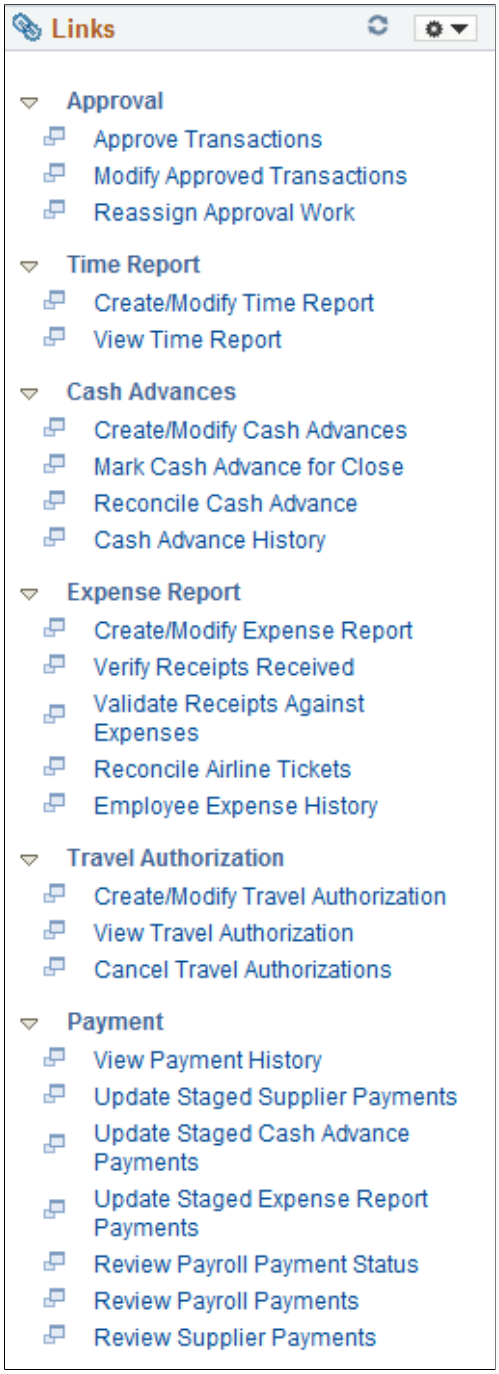
This example illustrates the fields and controls on the Classic Expenses WorkCenter - Links pagelet.



The Links section provides access to internal and external links.

System administrators use the “Configure Pagelets - Links Page” (Enterprise Components) to set up the WorkCenter - Links section for end users.

End users use the “Working With and Personalizing the Classic Links Pagelet As an End User” (Application Fundamentals) to personalize the Links section for personal use.

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Understanding the Classic Expenses WorkCenter - Queries

This page shot provides an example of how the Classic Expenses WorkCenter - Queries pagelet can be set up:

For page and field descriptions, see Expenses WorkCenter - Queries (Fluid).

This example illustrates the fields and controls on the Classic Expenses WorkCenter - Queries pagelet.

The Queries pagelet provides access to public queries, private queries, and Pivot grids.

System administrators use the “Configure Pagelets – Queries Page” (Enterprise Components) to set up the WorkCenter Queries pagelet for end users. End users use the “Working With and Personalizing the Classic Queries Pagelet As an End User” (Application Fundamentals) to personalize the Queries pagelet for personal use.

Common Elements Used with the Classic Expenses WorkCenter - Queries Pagelet

Field or Control	*Description*
	Select this icon to display menu options. These options can include: • Prompts: enables you to change grid search values. • Export Data: enables you to export the data to a Microsoft Excel spreadsheet. • Hide Chart/Display Chart • Chart Options: displays the user Charting Options window. • Save

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Pending Expense Reports Query

Use the Pending Expense Reports query to view expense reports that are pending.

This example illustrates the fields and controls on the Pending Expense Reports query.

EX_PEND_RPT - Pending Expense Reports

GL Unit US001

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (4 kb)

View All First 1-11 of 11 Last

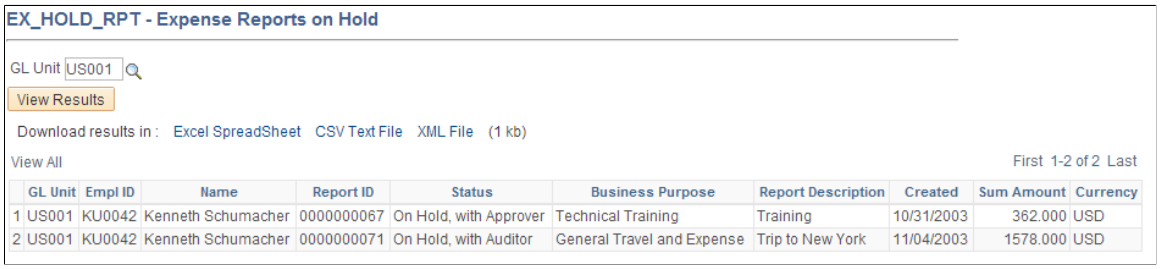
	GL Unit	ID	Name	Report ID	Report Description	Business Purpose	Created	Currency	Sum Amount
1	US001	KU0042	Schumacher,Kenneth	0000000050	Training	Customer Visit	08/15/2000	USD	60.000
2	US001	KU0042	Schumacher,Kenneth	0000000063	Meeting costs	Off-site Meeting	10/31/2003	USD	2000.000
3	US001	KU0042	Schumacher,Kenneth	0000000068	Training	Customer Visit	10/31/2003	USD	60.000
4	US001	KU0042	Schumacher,Kenneth	0000000086	Consulting and product demo	General Travel and Expense	08/11/2014	USD	110.000
5	US001	KU9101	Lee,Susan	0000000072	Consulting Services	Consulting Services	03/14/2008	USD	171.000
6	US001	KU9101	Lee,Susan	0000000073	Consulting Services	Consulting Services	03/14/2008	USD	167.000
7	US001	KU9102	Collins,Mike	0000000074	Presentation to Customer	Demonstrations	03/14/2008	USD	50.000
8	US001	KU9105	Elliot,Ken	0000000079	Presentation in NY	Demonstrations	03/14/2008	USD	565.000
9	US001	KU9105	Elliot,Ken	0000000080	Presentation in NY	Demonstrations	03/14/2008	USD	673.550
10	US001	KU9106	Ann,Mary	0000000081	Presentation	Demonstrations	03/14/2008	USD	100.000
11	US001	KU9107	Ash,Jude	0000000082	Consulting Services	Consulting Services	03/14/2008	USD	33.230

This query selects all expense reports that have a *Pending* status within the business unit entered.

Expense Reports on Hold Query

Use the Expense Reports on Hold query to view expense reports that are on hold.

This example illustrates the fields and controls on the Expense Reports on Hold query.



EX_HOLD_RPT - Expense Reports on Hold

GL Unit US001

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-2 of 2 Last

	GL Unit	Empl ID	Name	Report ID	Status	Business Purpose	Report Description	Created	Sum Amount	Currency
1	US001	KU0042	Kenneth Schumacher	0000000067	On Hold, with Approver	Technical Training	Training	10/31/2003	362.000	USD
2	US001	KU0042	Kenneth Schumacher	0000000071	On Hold, with Auditor	General Travel and Expense	Trip to New York	11/04/2003	1578.000	USD

This query selects all expense reports that are have an *On Hold* status, by the person signed into the system, within the business unit entered.

Expenses by ChartField Pivot Grid

Use the Expenses by ChartField to view a pivot grid of expenses by ChartField.

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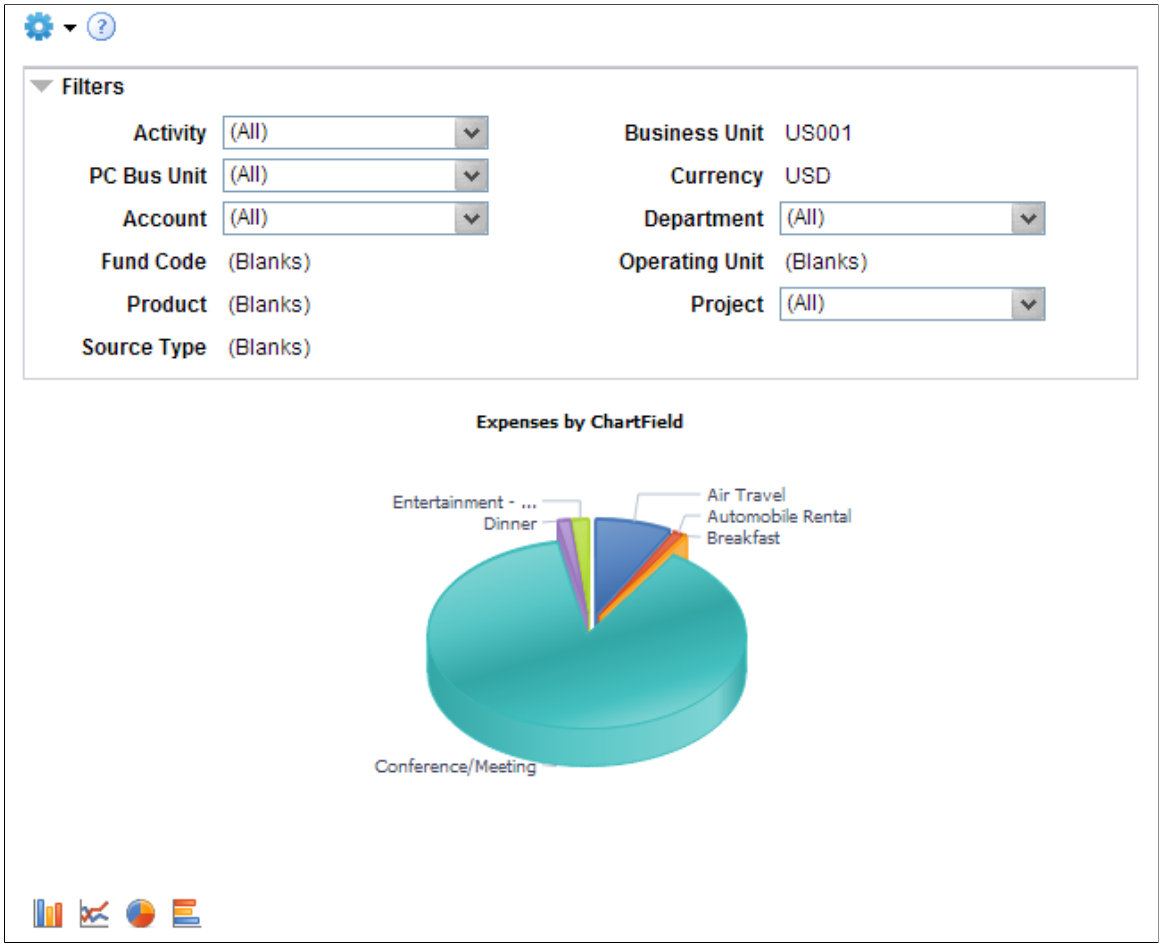
This example illustrates the fields and controls on the Expenses by ChartField pivot grid.



This query selects accounting data from expense reports that do not have a Pending, Denied, or Closed status within the business unit entered. All accounts are displayed in the currency of the business unit. Use the Filter section to reduce the data displayed by project activity, project costing business unit, account, department, and project.

Field or Control	***Description***
Business Unit	Displays the business unit. To change the value of this field, click the Options Menu icon and select Prompts.

Top 20 Employee Spenders Pivot Grid

Use the Top 20 Employee Spenders pivot grid to view the top 20 employees who spend the most.

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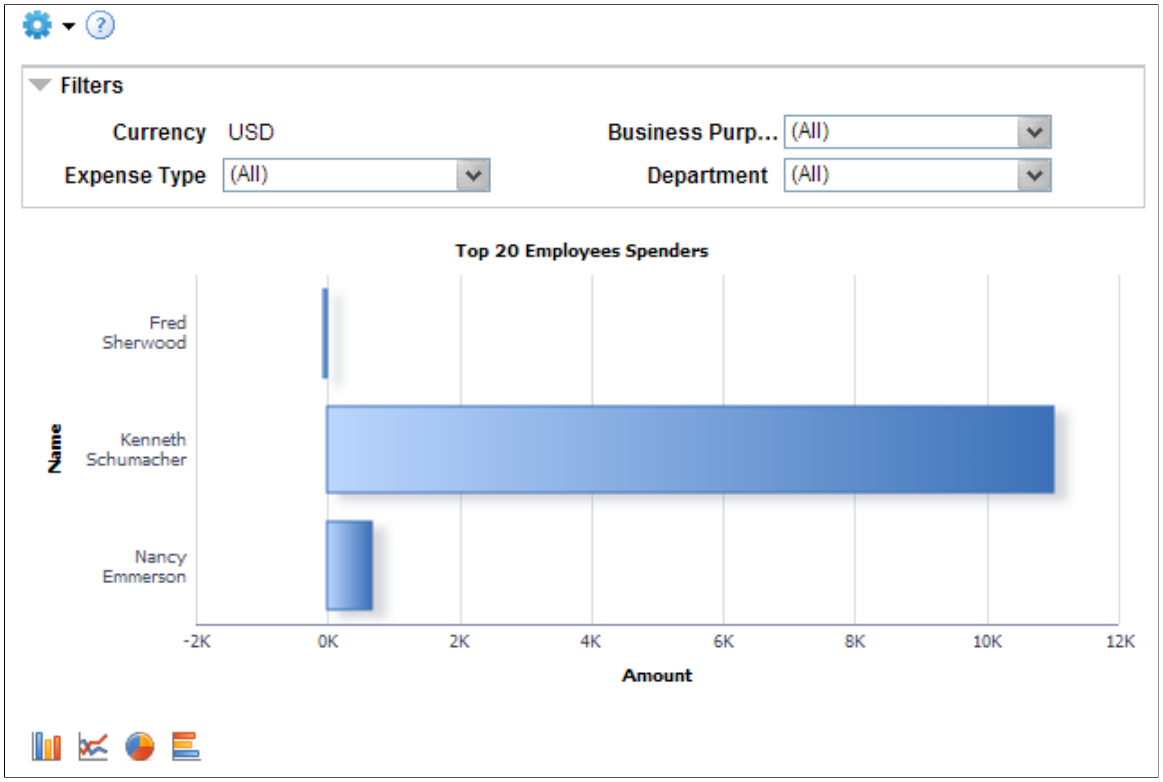
This example illustrates the fields and controls on the Top 20 Employee Spenders pivot grid.



This query selects amount and employee data from expense reports that do not have a Pending, Denied, or Closed status within the business unit. All amounts are displayed in the currency of the business unit. Use the Filter section to reduce the data displayed by department.

Field or Control	***Description***
Business Unit	Displays the business unit. To change the value of this field, click the Options Menu icon and select Prompts.

Preferred Vs Non-Preferred Merchant Pivot Grid

Use the Preferred Vs Non-Preferred Merchant pivot grid to view preferred merchant spending.

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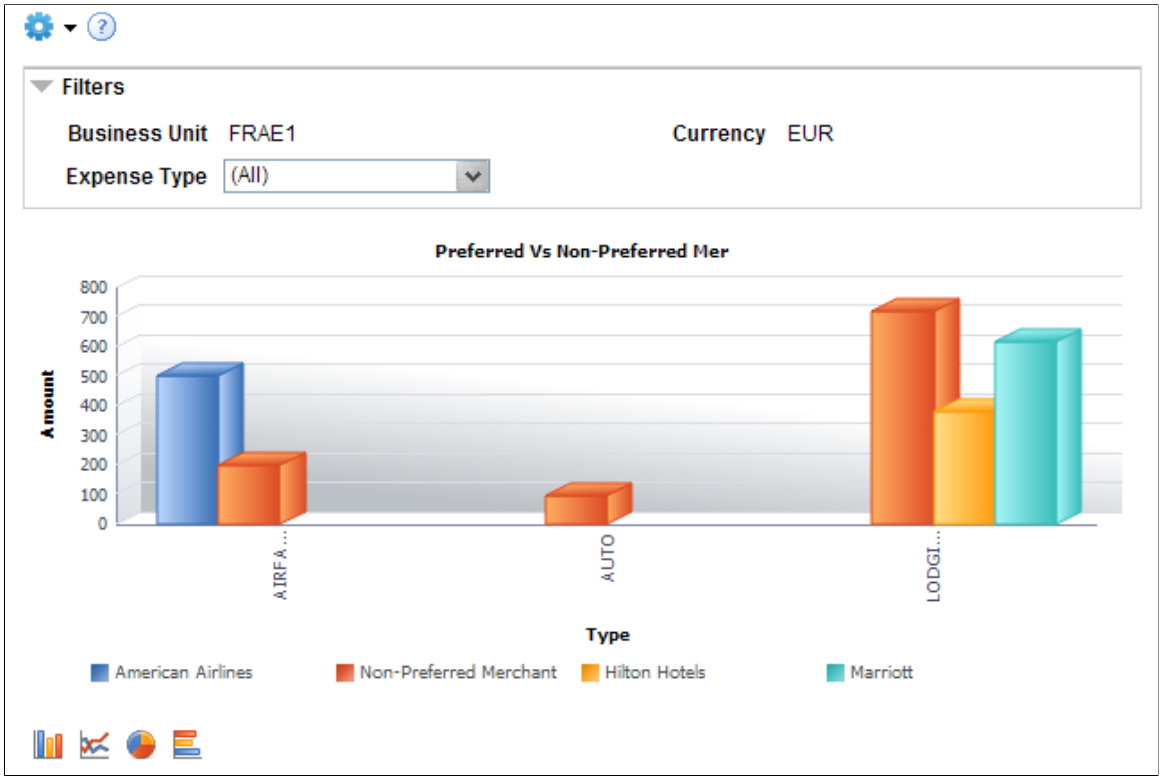
This example illustrates the fields and controls on the Preferred Vs Non-Preferred Merchant pivot grid.



This query selects amount and expense type data from expense reports that do not have a Pending, Denied, or Closed status, for preferred merchants within the business unit. All amounts are displayed in the currency of the business unit. Use the Filter section to reduce the data displayed by expense type and preferred merchant.

Field or Control	***Description***
Business Unit	Displays the business unit. To change the value of this field, click the Options Menu icon and select Prompts.

Expenses With Exceptions

Use the Expenses With Exceptions pagelet to view the total amount and the number of expense reports that have exceptions.

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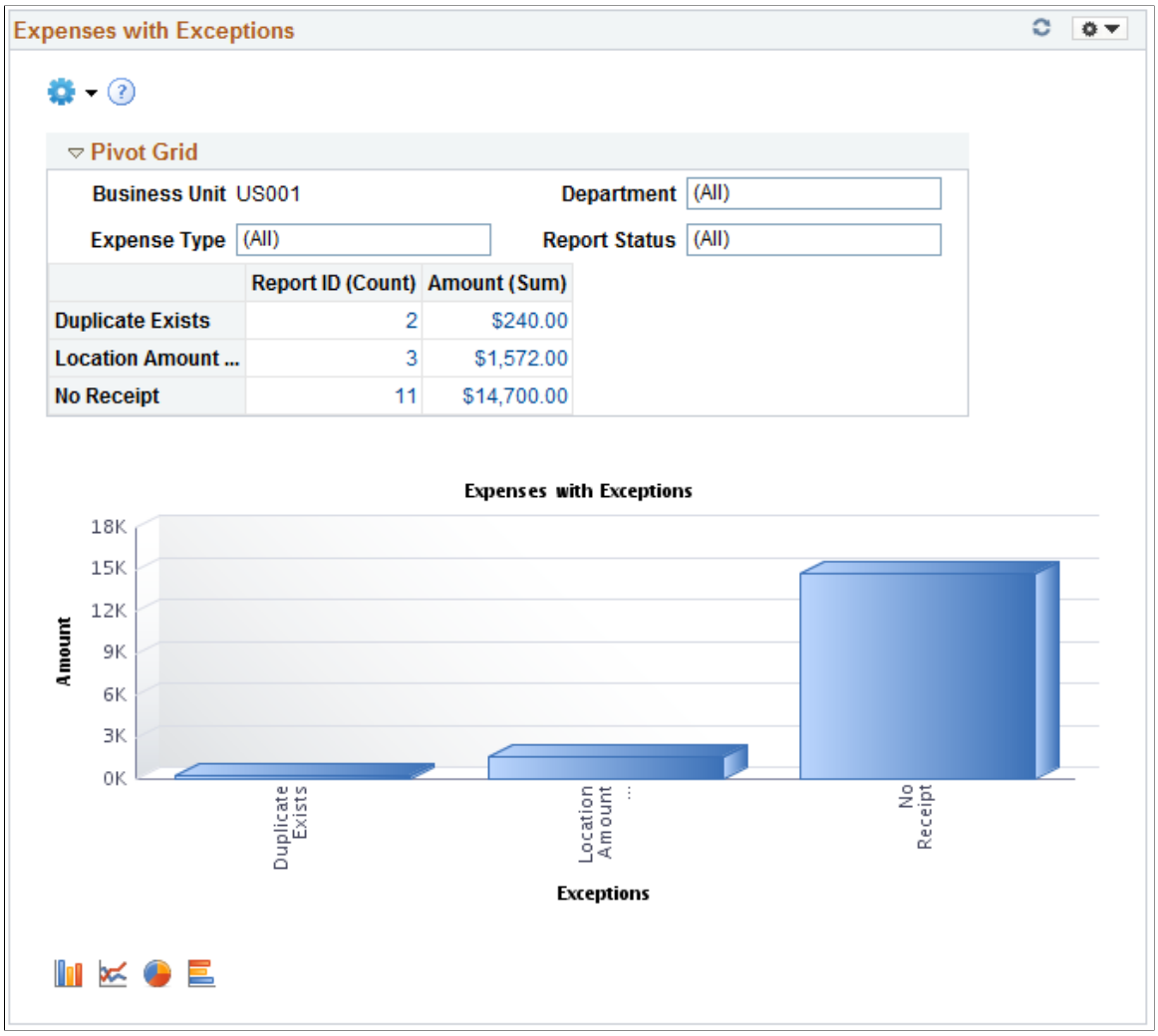
This example illustrates the fields and controls on the Expenses With Exceptions. You can find definitions for the fields and controls later on this page.



Expense Reports marked with any of the Exceptions given below will be displayed in the Expenses with Exceptions pagelet.

- No Receipts
- Non-Reimbursable (Personal Expenses)
- Older Transactions
- Location Amount Exceeded
- Tax Implications Exist
- Duplicate Exist
- No VAT Receipt

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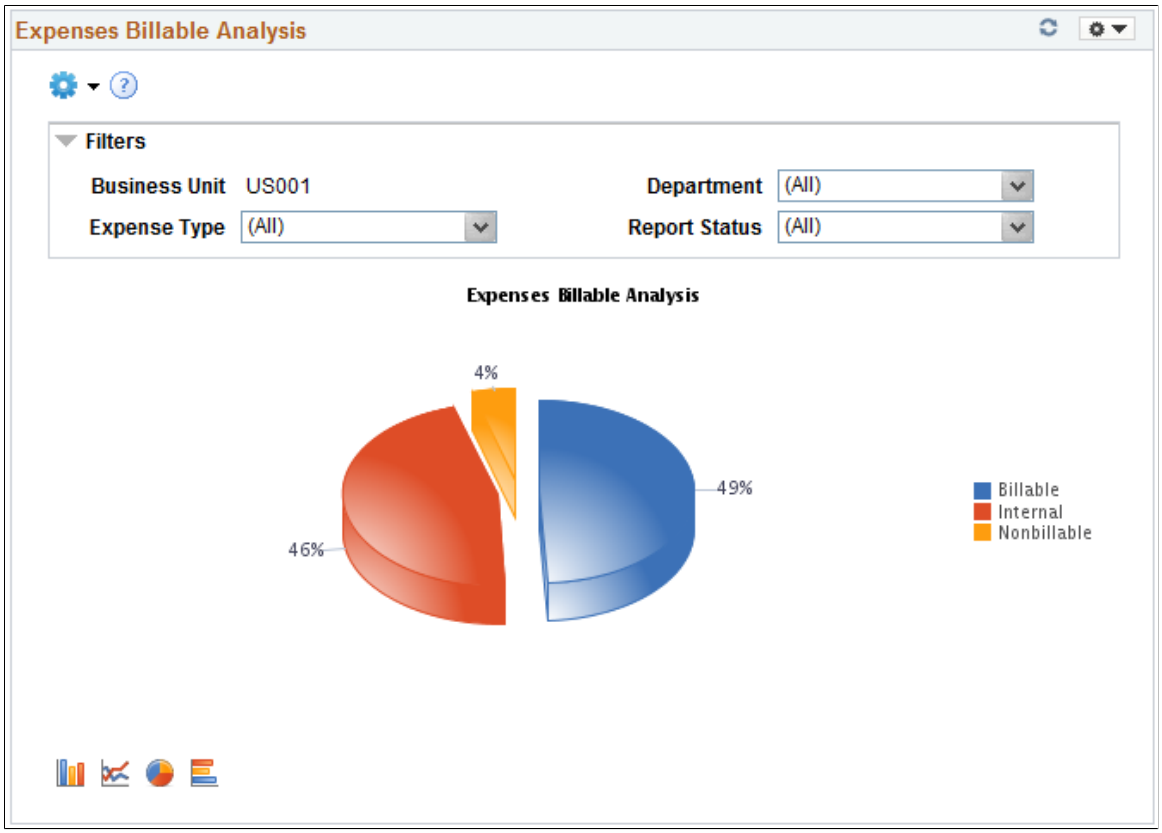
Expenses Billable Analysis

Use the Expenses Billable Analysis pagelet to view the total percentage of expenses charged to each of the billing types.

This example illustrates the fields and controls on the Expenses Billable Analysis. You can find definitions for the fields and controls later on this page.



The Expenses Billable Analysis pagelet helps you to analyze the expenses incurred for each Billing type. The Expenses Billable Analysis pagelet has the following Billing Types:

- Billable
- Internal
- Nonbillable

To view the billable expenses in detail, click on a Billing Type in the Expenses Billable Analysis pagelet.

Hours Billable Analysis

Use the Hours Billable Analysis pagelet to view the total percentage of hours charged to each billing type.

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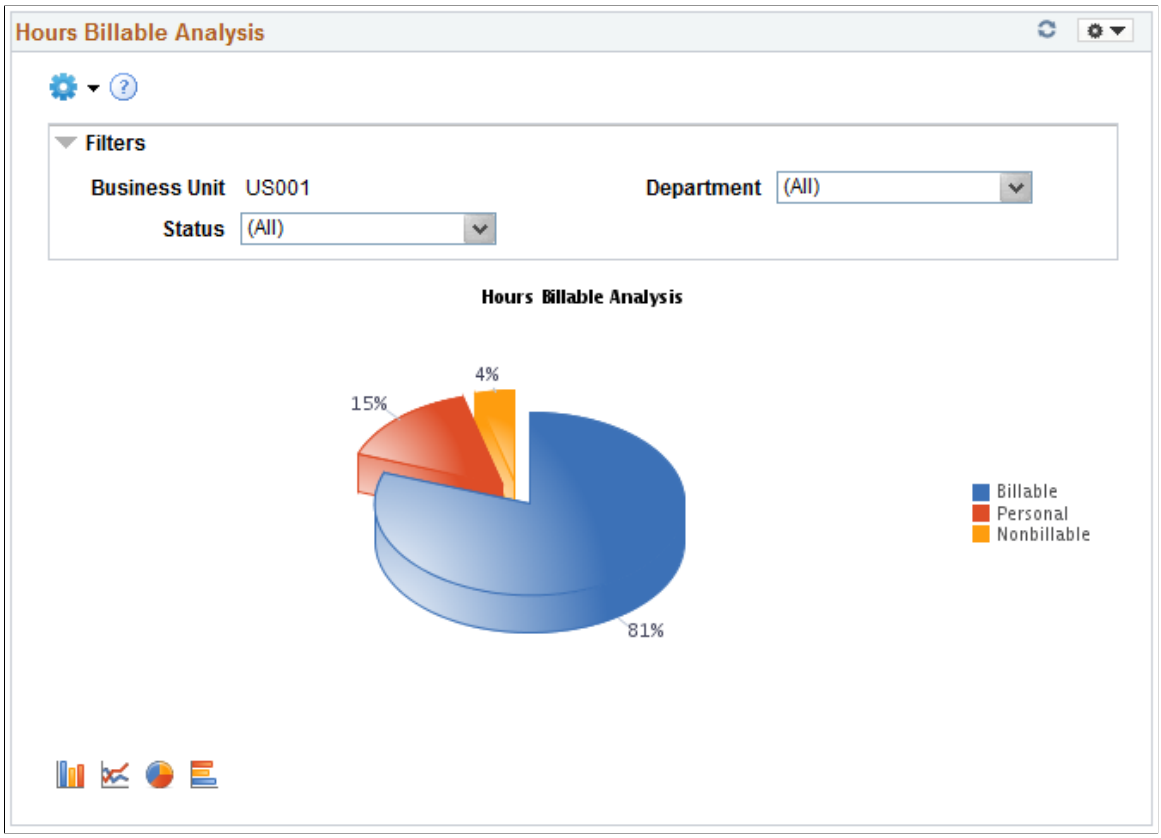
This example illustrates the fields and controls on the Hours Billable Analysis. You can find definitions for the fields and controls later on this page.



The Hours Billable Analysis pagelet helps you to analyze the hours spent against each of the Billing types. The Hours Billable Analysis pagelet has the following Billing Types:

- Billable
- Personal
- Nonbillable

To view the billing hours in detail, click on a Billing Type in the Hours Billable Analysis pagelet.

Expenses Audit Risk Metric

Use the Expenses Audit Risk Metric pagelet to view the total number of expenses having approval or audit risk.

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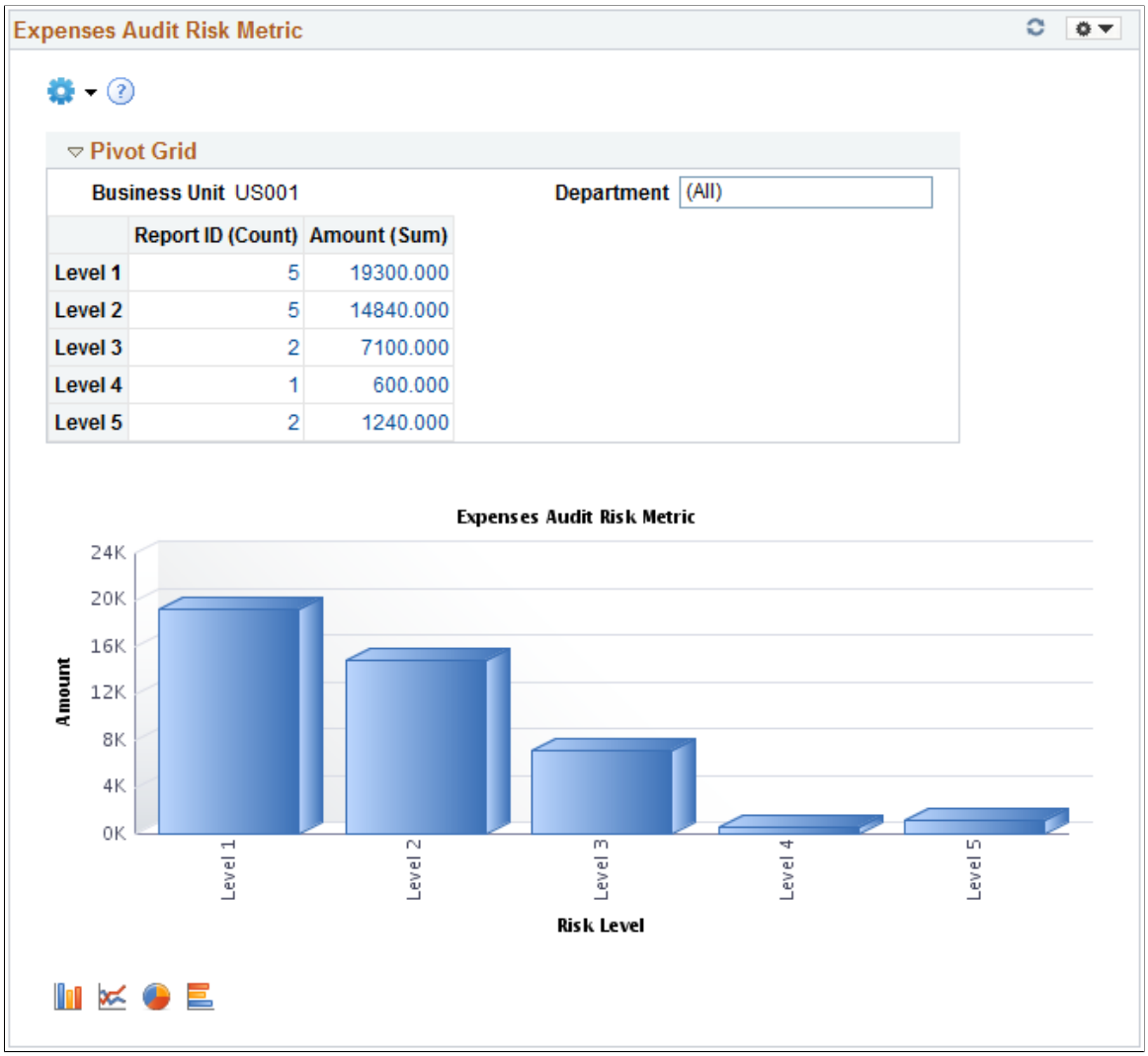
This example illustrates the fields and controls on the Expenses Audit Risk Metric. You can find definitions for the fields and controls later on this page.



The Expenses Audit Risk Metric pagelet lists the number of expenses by risk level. When you click on a risk level, all the expense reports for the selected risk level are displayed. Use the **Related Action** option to review the expense report, employee information, and risk details.

Understanding the Classic Expenses WorkCenter - Reports and Processes

This page shot provides an example of how the Expenses WorkCenter – Reports/Processes section can be set up.

For page and field descriptions, see Expenses WorkCenter - Reports/Processes (Fluid).

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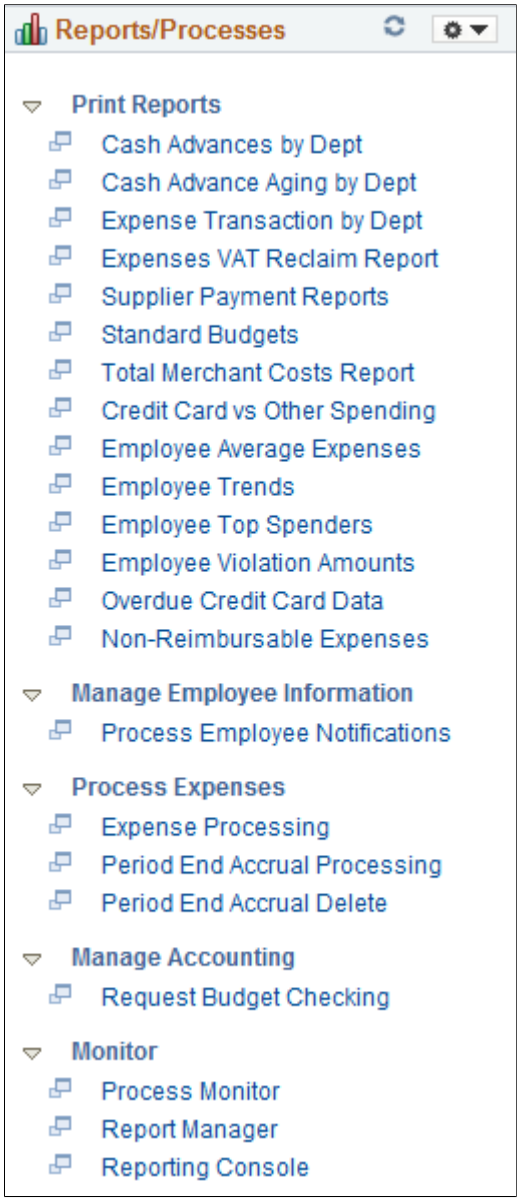
This example illustrates the fields and controls on the Expenses WorkCenter – Reports/Processes.



The Reports/Processes pagelet provides access to system defined reports and processes for which a user has access.

System administrators use the “Configure Pagelets – Reports/Processes Page” (Enterprise Components) to set up the WorkCenter Reports/Processes pagelet for end users.

End users use the “Working With and Personalizing the Classic Reports and Processes Pagelet As an End User” (Application Fundamentals) to personalize the Reports/Processes pagelet for personal use.

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Chapter 43

Setting Up and Using Fluid Applications in PeopleSoft Expenses

Understanding Fluid Applications in PeopleSoft Expenses

This topic provides an overview of PeopleSoft fluid applications and prerequisites to setting up fluid approval options for expense reports.

PeopleSoft Fluid Applications

PeopleSoft provides fluid applications to allow real time access to critical business information. You can use these applications on your desktop, smart phone, or tablet devices.

Mobile Expenses

This table provides the Expense transactions that can be created and managed using PeopleSoft Fluid and where to find the primary documentation. (Cash advances and time adjustments are not available using Fluid. Use Classic+ pages for now.)

Transaction	***Reference***
Create and manage expense reports	See Creating and Modifying Expense Reports Using PeopleSoft Fluid.
Create and load wallet entries	See Importing My Wallet Data into an Expense Report using PeopleSoft Fluid.
Time Reports	See Using PeopleSoft Fluid User Interface for Time Entry
Travel Authorizations	See Creating Travel Authorizations Using PeopleSoft Fluid
Approval Actions	See Approving Expense Reports Using PeopleSoft Fluid User Interface

Use your mobile tablet or mobile phone (no application download required from the AppStore) to access the application and manage your expense reporting on the go.

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Prerequisites - Setting Up Fluid Approval Options for Expense Reports

To use PeopleSoft Fluid Approvals for approving expense reports, you must:

1. Implement Approval Framework for Expenses. See Understanding Approval Workflow.
2. Activate the EXER transaction ID within the “Fluid Approval Setup - General Settings Page” (Enterprise Components)

   Implement system-wide setup of Fluid Approval Framework, see Application Fundamentals: “Configuring Fluid Approvals” (Application Fundamentals)

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Chapter 44

Archiving Transactions in PeopleSoft Expenses

Understanding Archiving in PeopleSoft Expenses

For organizations where transactional volumes are large, retaining historical data on Oracle's PeopleSoft transactional tables can become a burden when the volumes of data reduce processing speed and efficiency in reporting or inquiring on information. To reduce this burden, you can schedule processes to archive and purge historical or obsolete data. PeopleSoft Expenses enables you to archive inactive data on the transaction tables to history tables. If you need to access the data later, you can restore it.

Oracle's PeopleSoft strongly recommends that you consider transaction relationships when you develop an archiving plan. For example:

- If you archive time reports and time adjustments through December 31, 2005, time adjustments made in 2006 will not list prior versions from the previous year.
- If you archive and purge approval history information up through the beginning of the current year, but keep expense reports in the transaction tables for the previous two years, the expense reports that refer to the purged approval history will not reflect the proper information.
- When archiving expense reports, archive related documents such as cash advances and travel authorizations first.

  If you don’t archive related documents first, orphan cash advances or travel authorizations may exist.

Understanding Data Types Available for Archiving

This topic discusses:

- Data types.
- Travel authorization transaction data.
- Travel authorization approval data.
- Cash advance transaction data.
- Cash advance approval data.
- Expense report transaction data.
- Expense report approval data.
- Time report transaction data.

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- Time report approval data.
- Defense Contract Audit Agency (DCAA) audit transaction data.
- Time report project resource data.
- My Wallet data.
- Accounting line data.
- Approval history data.
- Suggested order of data removal.

Understanding Data Types

PeopleSoft Expenses enables you to archive the inactive data on the transaction tables to the history tables. If you need to access the data later, you can restore it.

Type of Data	*Description*	*Tables*
Travel authorization transaction data	Travel authorization data, such as general information, expense transaction lines, and accounting information.	• EX_TAUTH_DIST • EX_TAUTH_HDR • EX_TAUTH_LINE • EX_TAUTH_SPLIT
Travel authorization approval data	Cross reference data used by approval framework to process the travel authorization approval actions.	EX_TAUTH_AW
Cash advance transaction data	Cash advance data, such as general information, approval details, document sequencing (if applicable), and cash advance payment information.	• EX_ADV_CHK • EX_ADV_DIST • EX_ADV_DOCSEQ • EX_ADV_HDR • EX_ADV_LINE • EX_ADVNCE_PYMNT
Cash advance approval data	Cross reference data used by approval framework to process the cash advance approval actions.	EX_ADV_AW

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Type of Data	*Description*	*Tables*
Expense report transaction data	Expense report transaction data, such as general information, expense transaction lines, approval details, document sequencing (if applicable), attendee information, accounting details, expense report payment information.	• EX_SHEET_ADV • EX_SHEET_ATT • EX_SHEET_DIST • EX_SHEET_DOCSEQ • EX_SHEET_HDR • EX_SHEET_LINE • EX_SHEET_LN_PD • EX_SHEET_PYMNT • EX_SHEET_SPLIT
Expense report approval data	Cross reference data used by approval framework to process the expense report approval actions.	EX_SHEET_AW
Time report transaction data	Time report transaction data, such as general information, personal and project-related details, prior period adjustment details, and approval details.	• EX_TIME_DTL • EX_TIME_DTL_DLY • EX_TIME_HDR • EX_TIME_POL • EX_TIME_POL_DLY
Time report approval data	Cross reference data used by approval framework to process the time report approval actions.	EX_TIME_AW
DCAA audit data	DCAA audit log of entries, changes or violations made by employees, authorized reporters, approvers, and auditors.	EX_AUDIT_DCAA
Time report project resource data	Approved time entries that are staged for the PC_EX_TO_PC Application Engine process to pick them up.	EX_PROJ_RES_STG
My Wallet data	My Wallet data, such as expense transactions from a credit card feed or transactions that employees manually entered into My Wallet.	EX_TRANS

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Type of Data	*Description*	*Tables*
My Wallet enhanced data	Enhanced data used to create expense reports that was loaded from credit card suppliers or manually entered.	EX_ENHC_SUMM EX_ENHC_DET EX_ENHC_SUMM_AMX (for American Express) EX_ENHC_DET_AMX (for American Express)
Account entry data	Expenses accounting line information.	EX_ACCTG_LINE
Approval history data	Expenses approval action history information.	EX_APRVL_HIST

Understanding Travel Authorization Transaction Data

To be eligible to archive, travel authorization transactions must be:

- Budget-checked (if using PeopleSoft Commitment Control).
- Approved (if approvals are active).
- Copied to an expense report, depending on system setup.

You can also archive travel authorization transactions with Closed and Denied status.

Selection for archival is general ledger business unit and accounting date.

Understanding Travel Authorization Approval Data

Selection for archival is last date modified or last approval date.

Understanding Cash Advance Transaction Data

To be eligible to archive, cash advances must have:

- Advance Status of closed, denied, or paid.
- Expenses Post Status of closed or posted.
- Cash advance balance of zero.

Selection for archival is general ledger business unit and accounting date

Understanding Cash Advance Approval Data

Selection for archival is last date modified or last approval date.

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Understanding Expense Report Transaction Data

PeopleSoft Expenses provides two archiving methods for expense reports:

- Archive all expense report transactions.
- Archive only nonbillable expense report transactions.

To be eligible to archive, expense report transactions must have:

- Report status of closed, denied, or paid.
- Expenses post status of closed or posted.

Selection for archival is general ledger business unit and accounting date.

Understanding Expense Report Approval Data

Selection for archival is last date modified or last approval date.

Understanding Time Report Transaction Data

To be eligible to archive, time report transactions must be sent to PeopleSoft Project Costing and PeopleSoft Time and Labor (if installed) and have a time report status of denied or approved.

Selection for archival is by general ledger business unit and period end date.

Understanding Time Report Approval Data

Selection for archival is last date modified or last approval date.

Understanding DCAA Audit Transaction Data

Selection for archival is by DCAA audit date, which is the server date and time when PeopleSoft Expenses saved a record.

Understanding Time Report Project Resource Data

Selection for archival is by general ledger business unit and period end date.

Understanding My Wallet Data

Selection for archival is transaction date and that the transaction has been applied to an expense report.

Understanding My Wallet Enhanced Data

Selection for archival is transaction date and that the transaction has been applied to an expense report.

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Understanding Accounting Line Data

The EX_ACCTG_LINE table is archived separate from the transactions that created them to enable you to keep the data synchronized with the data in the general ledger. The selection for archival is by the accounting date range.

Understanding Approval History Data

The selection for archival is by approval date.

Understanding Suggested Order of Data Removal

There is no required order to archive PeopleSoft Expenses data.

Understanding Archive Objects Definitions, Query Definitions, and Template Definitions

PeopleSoft Expenses delivers archive object definitions, query definitions, and template definitions to archive:

- Travel authorization transaction data.
- Travel authorization approval data.
- Cash advance transaction data.
- Cash advance approval data.
- Expense transaction data.
- Expense approval data.
- Time report transaction data.
- Time report approval data.
- DCAA audit transaction data.
- Time report project resource data.
- My Wallet data.
- Account entry data.
- Approval history data.

You can modify them if needed using the Data Archive Manager. You can also use the Data Archive Manager to create your own archive object definitions, query definitions, and template definitions to archive other types of data.

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Archive Object Definitions

An archive object definition identifies the tables that contain the data to be archived and the history tables that will be updated for each table. PeopleSoft Expenses delivers these archive objects:

Data Type	*Archive Object*
Travel authorization transaction data	EX_TRAVELAUTH
Travel authorization approval data	EX_TRAVELAUTH_APPR_DATA
Cash advance transaction data	EX_EXADVANCE
Cash advance approval data	EX_EXADVANCE_APPR_DATA
Expense report transaction data	EX_EXSHEET
Expense report approval data	EX_EXSHEET_APPR_DATA
Time report transaction data	EX_TIMEREPORT
Time report approval data	EX_TIMEREPORT_APPR_DATA
DCAA audit transaction data	EX_AUDIT_DCAA
Time report project resource data	EX_TIME_PRJ_RESOURCE
My Wallet transaction data	EX_MYWALLET
My Wallet enhanced data	EX_MYWALLET_ENHC EX_MYWALLET_ENHCAMX (for American Express)
Accounting line data	EX_ACCOUNTING
Approval history data	EX_APPROVAL_HIST

Archive Query Definitions

Each archive query definition defines the selection criteria to archive data from transaction tables. PeopleSoft Expenses delivers these archive queries:

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Data Type	*Archive Query*
Travel authorization transaction data	EX_TAUTH_ARCH
Travel authorization approval data	EX_TAUTH_APPR_DATA_ARCH
Cash advance transaction data	EX_ADV_ARCH
Cash advance approval data	EX_ADV_APPR_DATA_ARCH
Expense report transaction data	• EX_EXSHT_ARCH • EX_EXSHT_ARCH_NONBILLABLE
Expense report approval data	EX_EXSHT_APPR_DATA_ARCH
Time report transaction data	EX_TIME_ARCH
Time report approval data	EX_TIME_APPR_DATA_ARCH
DCAA audit transaction data	EX_AUDIT_DCAA_ARCH
Time report project resource data	EX_TIME_PRJRES_ARCH
My Wallet transaction data	EX_MYWALLET_ARCH
Accounting line data	EX_ACCTG_ARCH
Approval history data	EX_APPROVAL_HIST_ARCH

Review these queries to determine whether you want to add additional selection criteria for the transactions to be archived.

Archive Template Definitions

When you archive data, you select an archive template definition. Each archive template definition includes one or more archive object definitions and the archive query definitions used to select the data. PeopleSoft Expenses delivers these archive templates:

Data Type	*Archive Template*
Travel authorization transaction data	EX_TAUTH

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Data Type	*Archive Template*
Travel authorization approval data	EX_TA_AD
Cash advance transaction data	EX_EXADV
Cash advance approval data	EX_CA_AD
Expense report transaction data	EX_EXSHT
Expense report approval data	EX_ER_AD
Time report transaction data	EX_TIME
Time report approval data	EX_TR_AD
DCAA audit transaction data	EX_DCAA
Time report project resource data	EX_PRJRS
My Wallet data	EX_MYWAL
Accounting line data	EX_ACCTG
Approval history data	EX_APPR

Archiving Data

This topic provides an overview of the archive process flow and an overview of history tables. For additional information about these pages, see *PeopleTools: Lifecycle Management Guide*.

Pages Used to Archive Data

Page Name	*Definition Name*	*Usage*
Archive Data to History Page	PSARCHRUNCNTL	Select an archive template and query and select the action you want to take in the archiving process.

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Page Name	*Definition Name*	*Usage*
Define Query Bind Variables Page	PSARCHRUNQRYBND	Enter the date used to select the transactions to archive by clicking the **Reset Query Bind Variables** button.
Audit Archiving Page	PSARCHIVEAUDIT	View the number of rows selected to be archived for each table for a specific archive run.

Understanding the Archive Process Flow

Use the Data Archive Manager to archive transactions. You use the same run control page for each step in the process except for auditing the archive selection and generating archive candidate reports.

Perform these tasks to archive data:

1. Archive data to the history tables by selecting the archive template and query for the data type that you want to archive on the Archive Data to History page.

   Also, enter the archive date used to select the transactions by clicking **Reset Query Find Variables** on the Define Query Bind Variables page.

   This table shows what the system compares the archive date to for the different data types:

Data Type	*Archive Date*
Travel authorization transaction data	Accounting date
Travel authorization approval data	Last date modified or last approval date
Cash advance transaction data	Accounting date
Cash advance approval data	Last date modified or last approval date
Expense report transaction data	Accounting date
Expense report approval data	Last date modified or last approval date
Time report transaction data	Accounting date
Time report approval data	Last date modified or last approval date
DCAA audit data	DCAA audit date
Time report project resource data	Period end date

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Data Type	*Archive Date*
My Wallet transaction data	Transaction date
My Wallet enhanced data	Transaction date
Accounting line data	Accounting date
Approval history data	Approval date

Note: You can run the process multiple times to create various "what-if" scenarios based on the archive date.

2. (Optional) Review the number of rows that were selected for archiving for each table on the Audit Archiving page.

   This page lists the number of rows that were selected for archiving for each archive ID (template), archive batch number, and table combination.

   Note: This page displays data only if you selected the **Audit Row Count** check box on the Archive Data to History page.

3. Delete the data from the transaction tables for a specific archive ID (template) and batch number on the Archive Data to History page.
4. (Optional) Rollback the transaction data from the history tables for a specific archive ID (template) and batch number on the Archive Data to History page if you deleted the transaction data in error.
5. Remove the transaction data from the history tables for a specific archive ID (template) and batch number on the Archive Data to History page.

Note: When archiving is complete, you need to incrementally rebuild index tables to remove the records from the index. This applies to all tables that are part of the Search Definition (index) for this product.

Understanding History Tables

PeopleSoft Expenses updates these history tables when you run the selection process:

History Tables
• EX_TAUT_SPLIT_H • EX_TAUTH_DIST_H • EX_TAUTH_HDR_H • EX_TAUTH_LINE_H

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History Tables
EX_TAUTH_AW_H
• EX_ADV_CHK_H • EX_ADV_DIST_H • EX_ADV_DOCSEQ_H • EX_ADV_HDR_H • EX_ADV_LINE_H • EX_ADV_PYMT_H
EX_ADV_AW_H
• EX_SHEET_ADV_H • EX_SHEET_ATT_H • EX_SHEET_DIST_H • EX_SHEET_HDR_H • EX_SHEET_LINE_H • EX_SHEET_PYMT_H • EX_SHT_DOCSEQ_H • EX_SHT_LN_PD_H • EX_SHT_SPLIT_H
EX_SHEET_AW_H
• EX_TIME_DTL_H • EX_TIME_HDR_H • EX_TIME_POL_H • EX_TM_DTL_DLY_H • EX_TM_POL_DLY_H
EX_TIME_AW_H
EX_AUDIT_DCAA_H
EX_PRJ_RS_STG_H

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History Tables
EX_TRANS_H
EX_ENHC_SUMM_H EX_ENHC_DET_H EX_ENHC_SUMMAMX_H EX_ENHC_DETAMX_H
• TV_MYRES_HDR_H • TV_MYRES_LINE_H • TV_MYRES_DTL_H
EX_ACCTG_LINE_H
EX_APRVL_HIST_H

The data in these tables is keyed by the archive ID (template) and batch number for each archive run. If you want to see all transactions that are selected to archive you can run a query on the history tables or you can run one of the PeopleSoft Expenses archive candidate reports.

You may not want to delete data from the history tables each time that you select and delete data from the transaction tables. This way the data will be available for a period of time to enable you to restore the data into the transaction tables. Oracle recommends that you create a schedule for deleting data from the history tables. Before you delete data from the history tables, you should use a database utility to copy the contents to a flat file.

Important! If you decide to run the archive selection process again because you didn't select the correct data, you must first use the Data Archive Manager option to remove the data from the history tables.

Restoring Archived Data

Page Used to Restore Archived Data

Page Name	*Definition Name*	*Usage*
Archive Data to History Page	PSARCHRUNCNTL	Select an archive ID (template) and the batch number from the Data Archive Manager in PeopleTools for the process run of the data that you want to restore.

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Understanding Data Restoration

The **Selection** option on the Archive Data to History page places a copy of the data in the transaction tables in the history tables and the **Delete** option removes the transaction data from the transaction tables. If you delete the data from transaction tables in error, you can restore the data from the history tables by using the **Rollback** option on the Archive Data to History page. The process restores all data for a specific archive ID (template) and process run. You cannot restore selected data. For example, you cannot specify that you want to restore data for a specific customer or group control.

Important! After you delete data from the history tables, you cannot restore it to the transaction tables unless you first manually restore it to the history tables from a flat file.

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Chapter 45

Configuring Batch Processes for PeopleSoft Expenses

Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleSoft PeopleTools enables you to dedicate specific instances of temporary tables for each process. When the PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

Note: When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

Specify how many temporary table instances to dedicate for each of the following batch processes that can run in parallel in PeopleSoft Expenses:

- Expenses Transaction Processing Driver (EX_TRAN_PRCS).

  Two or more Application Engine programs called by the Expenses Transaction Processing Driver share these temporary tables. These temporary tables are defined for this Application Engine program to avoid creating extra instances of the table on the database.

  The Expenses Transaction Processing Driver process uses these temporary tables:

  - BU_OPT_EX_TAO
  - EX_ACCTG_TMP
  - EX_ACCTLN_TAO
  - EX_AD_RST_TAO
  - EX_ALLOC_TAO
  - EXP_BUBANK_TAO
  - EX_CA_UPD_TAO
  - EX_DSTACT_TAO

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- EX_EE_PMT_TAO
- EX_ER_UPD_TAO
- EX_SH_RST_TAO
- EX_SHTADV_TAO
- EX_SUMEMP_TAO
- EXACCTI2_TAO
- EXACCTIU_TAO
- EXADVKEY_TAO
- EXAIRTKT_TAO
- EXBUSET2_TAO
- EXBUSETID_TAO
- EXEMPBNK_TAO
- EXEMPLID_TAO
- EXEMPPMT_TAO
- EXEMPPMT2_TAO
- EXSHTKEY_TAO
- EXVNDPMT_TAO
- IU_TRAN_TAO
- VAT_IU_PR_TAO

- Stage Payments (EX_STAGE_PMT)

  The Stage Payments process uses these temporary tables:

  - EX_ADVLN_TAO
  - EX_ADVLSS_TAO
  - EX_STGSHT_TMP

- Post Liabilities (EX_POST_LIAB)

  The Post Liabilities process uses these temporary tables:

  - EX_ADV_TAO
  - EX_SHEET_TAO

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- EXVATACCT_TAO
- EXVTACCTA_TMP
- EXVTACCTB_TMP
- VAT_IU_EX_TAO

- Post Payments (EX_POST_PMT)

  The Post Payments process uses these temporary tables:

  - EX_AD_DST_TAO
  - EX_AD_PST_TAO
  - EX_SH_DST_TAO
  - EX_SH_PST_TAO
  - EX_SHTALC_TAO

- Cancel Payments (EX_CANCL_PMT)

  The Cancel Payments process uses these temporary tables:

  - EX_BUBNK2_TAO
  - EXCAN1_TAO
  - EXCAN2_TAO
  - EXCAN4_TAO
  - EXCANADV_TAO
  - EXCANAUT2_TAO
  - EXCANAUTO_TAO
  - EXCANPMT_TAO
  - EXINTR_CR_TAO
  - EXINTR_DB_TAO

- Expenses Synchronization Payments (EX_SYNC_PMT)

  The PeopleSoft Expenses Synchronization Payments process uses the EX_SH_PMT_TAO temporary table.

- Travel Authorization Cancel, Reverse, and Rollover (EX_BCHK_AUTH)

  The Cancel, Reverse, and Rollover process uses the EX_TAUTH_TAO temporary table.

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- DCAA Notifications (EX_DCAA_NTFY)

  The DCAA Notifications process uses the EX_DCAA_TAO temporary table.

- Travel Profile Export (TV_PROF_EXP)

  The Travel Profile Export process uses these temporary tables:

  - TV_EXP_TRVLR
  - TV_EXP_TVGRP
  - TV_EXPADD_TAO
  - TV_EXPCHG_TAO
  - TV_EXPDEL_TAO

- Travel Profile Import (TV_PROF_IMP)

  The Travel Profile Import process uses the TV_PRFIMP_TAO temporary table.

The PeopleSoft PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

If you run any of the PeopleSoft General Ledger COBOL processes, also configure the temporary tables for those processes. The *PeopleSoft General Ledger* discusses how to do this in detail.

See Also: PeopleTools: Application Engine

Related Links

“Understanding Optimal General Ledger Performance” (PeopleSoft General Ledger)

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Chapter 46

PeopleSoft Expenses Web Libraries

Understanding Web Libraries

A web library is a derived or work record whose name starts with WEBLIB_. Oracle's PeopleSoft embeds all internet scripts (iScripts) in records of this type. An iScript is a specialized PeopleCode function that generates dynamic web content. Administrators must make sure that users have the proper access to web libraries. For example, the default navigation system for Oracle's PeopleSoft Pure Internet Architecture users is implemented by using a web library. If users do not have the proper authorization to the web library and its associated scripts, then they won't have proper access to the system. If users are not authorized to a particular web library or iScript, then they can't invoke it. After you add a web library, you set the access for each script function individually. Invoking an iScript requires the assembly of a URL. Developers assemble the URL by using PeopleSoft PeopleCode.

See *PeopleTools PeopleCode API Reference, PeopleTools Security Administration, PeopleTools: Portal Technology*

PeopleSoft Expenses Web Libraries

This table lists the web libraries that are used and delivered with PeopleSoft Expenses:

Web Library Name	***Description***
WEBLIB_EOPP_SC	Returns user to the Travel and Expense home page upon submission of a transaction.

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Web Library Name	*Description*
WEBLIB_PORTAL	Contains the following seven fields with FieldFormula iScript PeopleCode, each of which relate to a functional area of the portal: PORTAL_ADMIN: Support iScripts administration functions for the portal. PORTAL_HOMEPAGE: Support for homepage runtime interaction, including the homepage version of the menu navigation. PORTAL_NAV: Main support routines for navigation. PORTAL_HEADER: Support for the header portion of the page and some generic routines. PORTAL_DYN_TEMP: Support for the dynamic template. PORTAL_PGLT_PREV: Support for the pagelet preview functionality.
WEBLIB_TE_NAV	Contains iScript used for PeopleSoft Expenses CFAN navigation to a level more detailed than available on the left-hand navigation menu.
WEBLIB_EX_TV	Contains iScript used to build the HTML forms that are used to access the travel partner websites.

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Chapter 47

Delivered Workflows for PeopleSoft Expenses

Delivered Workflows for PeopleSoft Expenses

This topic discusses PeopleSoft Expenses workflow. The workflows are listed alphabetically by workflow name.

See Also: *PeopleTools: Workflow Technology,* and *PeopleTools: PeopleSoft Applications User's Guide.*

Authorization Approval Error

This topic discusses the Authorization Approval Error workflow.

Description

Information Type	*Description*
Event Description	Approval processing terminates with errors.
Action Description	If the system cannot process the approval, it returns the transaction to the approver's queue.
Notification Method	Email and worklist.
Email Template	Authorization Approval Error.

Authorization Request Approved

This topic discusses the Authorization Request Approved workflow.

Description

Information Type	*Description*
Event Description	The final approver clicks the **Approve** button on the Approve Transactions - Overview, Approve Transactions - Travel Authorizations, or Travel Authorization Summary page.

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Information Type	*Description*
Action Description	When the final approver approves the travel authorization, the system sends a notification to the person who submitted the travel authorization.
Notification Method	Email.
Email Template	Authorization Request Approved.

Authorization Request Denied

This topic discusses the Authorization Request Denied workflow.

Description

Information Type	*Description*
Event Description	An approver clicks the Deny button on the Approve Transactions - Overview, Approve Transactions - Travel Authorizations, or Travel Authorization Summary page.
Action Description	When an approver denies a travel authorization, the system sends a notification to the person who submitted the travel authorization.
Notification Method	Email.
Email Template	Authorization Request Denied.

Authorization Request Reassign

This topic discusses the Authorization Request Reassign workflow.

Description

Information Type	*Description*
Event Description	A transaction is assigned to a different approver through the Reassignment page.

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Information Type	*Description*
Action Description	When a transaction is reassigned to a different approver, the system sends the new approver a notification.
Notification Method	Email and worklist.
Email Template	Authorization Request Reassign.

Authorization Request Routing

This topic discusses the Authorization Request Routing workflow.

Description

Information Type	*Description*
Event Description	If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes travel authorization requests to another approver after a specified number of days or hours.
Action Description	The system automatically reroutes travel authorization requests to the HR supervisor or to another designated approver after the specified number of days or hours has elapsed.
Notification Method	Email and worklist.
Email Template	Authorization Request Routing.

Authorization Request SentBack

This topic discusses the Authorization Request SentBack workflow.

Description

Information Type	*Description*
Event Description	An approver clicks the **Send Back** button on the Approve Transactions - Overview, Approve Transactions - Travel Authorizations, or Travel Authorization Summary page.

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Information Type	*Description*
Action Description	An approver sends a travel authorization back for revision. The system routes the travel authorization back to the employee and sends a notification.
Notification Method	Email.
Email Template	Authorization Request SentBack.

Authorization Submit Error

This topic discusses the Authorization Submit Error workflow.

Description

Information Type	*Description*
Event Description	A travel authorization is submitted for approval but there are errors in processing it for approval.
Action Description	A travel authorization is submitted for approval but there are errors in processing it for approval.
Notification Method	Email.
Email Template	Authorization Submit Error.

Cash Advance Approval Error

This topic discusses the Cash Advance Approval Error workflow.

Description

Information Type	*Description*
Event Description	Approval processing terminates with errors.
Action Description	If the system cannot process the approval, it returns the transaction to the approver's queue.

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Information Type	*Description*
Notification Method	Email and worklist.
Email Template	Cash Advance Approval Error.

Cash Advance Approved

This topic discusses the Cash Advance Approved workflow.

Description

Information Type	*Description*
Event Description	The final approver clicks the **Approve** button on the Approve Transactions - Overview, Approve Transactions - Cash Advances, or Approve Cash Advance page.
Action Description	When the final approver approves the cash advance, the system sends a notification to the person who submitted the cash advance.
Notification Method	Email.
Email Template	Cash Advance Approved.

Cash Advance Denied

This topic discusses the Cash Advance Denied workflow.

Description

Information Type	*Description*
Event Description	An approver clicks the **Deny** button on the Approve Transactions - Overview, Approve Transactions - Cash Advances, or Approve Cash Advance page.
Action Description	When an approver denies a cash advance, the system sends a notification to the person who submitted the cash advance.
Notification Method	Email.

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Information Type	*Description*
Email Template	Cash Advance Denied.

Cash Advance Reassign

This topic discusses the Cash Advance Reassign workflow.

Description

Information Type	*Description*
Event Description	A transaction is assigned to a different approver through the Reassignment page.
Action Description	When a transaction is reassigned to a different approver, the system sends the new approver a notification.
Notification Method	Email and worklist.
Email Template	Cash Advance Reassign.

Cash Advance Routing

This topic discusses the Cash Advance Routing workflow.

Description

Information Type	*Description*
Event Description	If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes cash advances to another approver after a specified number of days or hours.
Action Description	The system automatically reroutes cash advances to the HR supervisor or to another designated approver after the specified number of days or hours has elapsed.
Notification Method	Email and Worklist.
Email Template	Cash Advance Routing.

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Cash Advance Sent Back

This topic discusses the Cash Advance Sent Back workflow.

Description

Information Type	*Description*
Event Description	An approver clicks the **Send Back** button on the Approve Transactions - Overview, Approve Transactions - Cash Advances, or Approve Cash Advance page.
Action Description	An approver sends a cash advance back for revision. The system routes the cash advance back to the employee and sends a notification.
Notification Method	Email.
Email Template	Cash Advance Sent Back.

Cash Advance Submit Error

This topic discusses the Cash Advance Submit Error workflow.

Description

Information Type	*Description*
Event Description	A cash advance is submitted for approval but there are errors in processing it for approval.
Action Description	A cash advance is submitted for approval but there are errors in processing it for approval.
Notification Method	Email.
Email Template	Cash Advance Submit Error.

Expense Report Approval Error

This topic discusses the Expense Report Approval Error workflow.

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Description

Information Type	*Description*
Event Description	Approval processing terminates with errors.
Action Description	If the system cannot process the approval, it returns the transaction to the approver's queue.
Notification Method	Email and worklist.
Email Template	Expense Report Approval Error.

Expense Report Approved

This topic discusses the Expense Report Approved workflow.

Description

Information Type	*Description*
Event Description	The final approver clicks the **Approve** button on the Approve Transactions - Overview, Approve Transactions - Expense Reports, or Expense Report Summary page.
Action Description	When the final approver approves the expense report, the system sends a notification to the person who submitted the expense report.
Notification Method	Email.
Email Template	Expense Report Approved.

Expense Report Denied

This topic discusses the Expense Report Denied workflow.

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Description

Information Type	*Description*
Event Description	An approver clicks the **Deny** button on the Approve Transactions - Overview, Approve Transactions - Expense Reports, or Expense Report Summary page.
Action Description	When an approver denies an expense report, the system sends a notification to the person who submitted the expense report.
Notification Method	Email.
Email Template	Expense Report Denied.

Expense Report Reassign

This topic discusses the Expense Report Reassign workflow.

Description

Information Type	*Description*
Event Description	A transaction is assigned to a different approver through the Reassignment page.
Action Description	When a transaction is reassigned to a different approver, the system sends the new approver a notification.
Notification Method	Email and worklist.
Email Template	Expense Report Reassign.

Expense Report Routing

This topic discusses the Expense Report Routing workflow.

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Description

Information Type	*Description*
Event Description	If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes expense reports to another approver after a specified number of days or hours.
Action Description	The system automatically reroutes expense reports to the HR supervisor or to another designated approver after the specified number of days of hours has elapsed.
Notification Method	Email and worklist.
Email Template	Expense Report Routing.

Expense Report Send Back

This topic discusses the Expense Report Send Back workflow.

Description

Information Type	*Description*
Event Description	An approver clicks the **Send Back** button on the Approve Transactions - Overview, Approve Transactions - Expense Reports, or Expense Report Summary page.
Action Description	An approver sends an expense report back for revision. The system routes the expense report back to the employee and sends a notification.
Notification Method	Email.
Email Template	Expense Report Send Back.

Expense Report Submit Error

This topic discusses the Expense Report Submit Error workflow.

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Description

Information Type	*Description*
Event Description	An expense report is submitted for approval but there are errors in processing it for approval.
Action Description	An expense report is submitted for approval but there are errors in processing it for approval.
Notification Method	Email.
Email Template	Expense Report Submit Error.

Time Adjustment Approval Error

This topic discusses the Time Adjustment Approval Error workflow.

Description

Information Type	*Description*
Event Description	Approval processing terminates with errors.
Action Description	If the system cannot process the approval, it returns the transaction to the approver's queue.
Notification Method	Email and worklist.
Email Template	Time Adjustment Approval Error.

Time Adjustment Approved

This topic discusses the Time Adjustment Approved workflow.

Description

Information Type	*Description*
Event Description	The final approver clicks the **Approve** button on the Approve Transactions - Overview, Approve Transactions - Time Adjustments, or Time Report Summary page.

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Information Type	*Description*
Action Description	When the final approver approves the time adjustment, the system sends a notification to the person who submitted the time adjustment.
Notification Method	Email.
Email Template	Time Adjustment Approved.

Time Adjustment Denied

This topic discusses the Time Adjustment Denied workflow.

Description

Information Type	*Description*
Event Description	An approver clicks the **Deny** button on the Approve Transactions - Overview, Approve Transactions - Time Adjustments, or Time Report Summary page.
Action Description	When an approver denies a time adjustment, the system sends a notification to the person who submitted the time adjustment.
Notification Method	Email.
Email Template	Time Adjustment Denied.

Time Adjustment Reassign

This topic discusses the Time Adjustment Reassign workflow.

Description

Information Type	*Description*
Event Description	A transaction is assigned to a different approver through the Reassignment page.
Action Description	When a transaction is reassigned to a different approver, the system sends the new approver a notification.

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Information Type	*Description*
Notification Method	Email and worklist.
Email Template	Time Adjustment Reassign.

Time Adjustment Routing

This topic discusses the Time Adjustment Routing workflow.

Description

Information Type	*Description*
Event Description	If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes time adjustments to another approver after a specified number of days or hours.
Action Description	The system automatically reroutes time adjustments to the HR supervisor or to another designated approver after the specified number of days or hours has elapsed.
Notification Method	Email and worklist.
Email Template	Time Adjustment Routing.

Time Adjustment Sent Back

This topic discusses the Time Adjustment Sent Back workflow.

Description

Information Type	*Description*
Event Description	An approver clicks the **Send Back** button on the Approve Transactions - Overview, Approve Transactions - Time Adjustments, or Time Report Summary page.
Action Description	An approver sends a time adjustment back for revision. The system routes the time adjustment back to the employee and sends a notification.

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Information Type	*Description*
Notification Method	Email.
Email Template	Time Adjustment Send Back.

Time Adjustment Submit Error

This topic discusses the Time Adjustment Submit Error workflow.

Description

Information Type	*Description*
Event Description	A time adjustment is submitted for approval but there are errors in processing it for approval.
Action Description	A time adjustment is submitted for approval but there are errors in processing it for approval.
Notification Method	Email.
Email Template	Time Adjustment Submit Error.

Time Report Approval Error

This topic discusses the Time Report Approval Error workflow.

Description

Information Type	*Description*
Event Description	Approval processing terminates with errors.
Action Description	If the system cannot process the approval, it returns the transaction to the approver's queue.
Notification Method	Email and worklist.
Email Template	Time Report Approval Error.

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Time Report Approved

This topic discusses the Time Report Approved workflow.

Description

Information Type	*Description*
Event Description	The final approver clicks the **Approve** button on the Approve Transactions - Overview, Approve Transactions - Time Reports, or Time Report Summary page.
Action Description	When the final approver approves the time report, the system sends a notification to the person who submitted the time report.
Notification Method	Email.
Email Template	Time Report Approved.

Time Report Denied

This topic discusses the Time Report Denied workflow.

Description

Information Type	*Description*
Event Description	An approver clicks the **Deny** button on the Approve Transactions - Overview, Approve Transactions - Time Reports, or Time Report Summary page.
Action Description	When an approver denies a time report, the system sends a notification to the person who submitted the time report.
Notification Method	Email.
Email Template	Time Report Denied.

Time Report Reassign

This topic discusses the Time Report Reassign workflow.

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Description

Information Type	*Description*
Event Description	A transaction is assigned to a different approver through the Reassignment page.
Action Description	When a transaction is reassigned to a different approver, the system sends the new approver a notification.
Notification Method	Email and worklist.
Email Template	Time Report Reassign.

Time Report Routing

This topic discusses the Time Report Routing workflow.

Description

Information Type	*Description*
Event Description	If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes time reports to another approver after a specified number of days or hours.
Action Description	The system automatically reroutes time reports to the HR supervisor or to another designated approver after the specified number of days or hours has elapsed.
Notification Method	Email and worklist.
Email Template	Time Report Routing.

Time Report Sent Back

This topic discusses the Time Report Sent Back workflow.

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Description

Information Type	*Description*
Event Description	An approver clicks the **Send Back** button on the Approve Transactions - Overview, Approve Transactions - Time Reports, or Time Report Summary page.
Action Description	An approver sends a time report back for revision. The system routes the time report back to the employee and sends a notification.
Notification Method	Email.
Email Template	Time Report Send Back.

Time Report Submit Error

This topic discusses the Time Adjustment Submit Error workflow.

Description

Information Type	*Description*
Event Description	A time report is submitted for approval but there are errors in processing it for approval.
Action Description	A time report is submitted for approval but there are errors in processing it for approval.
Notification Method	Email.
Email Template	Time Report Submit Error.

Time Report Acknowledgement

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Description

Information Type	*Description*
Event Description	An authorized reporter submits a time report on behalf of an employee who has DCAA functionality enabled.
Action Description	The system sends the employee a notification to acknowledge the content of the time report.
Notification Method	Email.
Email Template	TimeReportAcknowledgement.

Time Report DCAA Past Due

This topic discusses the Time Report DCAA Past Due workflow.

Description

Information Type	*Description*
Event Description	System administrators run the Time Reporting Notifications process for DCAA-compliant business units.
Action Description	The system sends an e-mail notification to employees to remind them of missed deadlines and to save or submit their time reports.
Notification Method	Email
Email Template	TimeReportDCAAPastDue.

Time Report DCAA Reminder

This topic discusses the Time Report DCAA Reminder workflow.

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Description

Information Type	*Description*
Event Description	System administrators run the Time Reporting Notifications process for DCAA-compliant business units.
Action Description	The system sends emails to employees to remind them of upcoming deadlines and to save time for a day if none is already saved by the time PeopleSoft Expenses runs the Time Reporting Notifications process.
Notification Method	Email
Email Template	TimeReportDCAAReminder.

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Chapter 48

PeopleSoft Expenses Reports

PeopleSoft Expenses Reports: A to Z

This table lists the PeopleSoft Expenses reports, sorted alpha-numerically by report ID. Use this table to find general information about any PeopleSoft Expenses report.

For more information about running these reports, refer to this corresponding topic in the product documentation:

PeopleTools: SQR Language Reference for PeopleSoft

PeopleTools: BI Publisher for PeopleSoft

See “PeopleSoft Global Options and Reports: A-Z” (PeopleSoft Global Options and Reports) for additional PeopleSoft Expenses reports.

For samples of these reports, see the Report Samples that are published with this online documentation.

To access each report, select the report from one of these navigation paths:

- **Travel and Expenses** > **Manage Accounting** > **Print Reports**.
- **Travel & Expenses** > **Travel & Expense Administration Center** > **Print Reports.**
- **Travel and Expenses** > **Manage Employee Information**.
- **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Reports**.

Report ID and Report Name	*Description*	*Run Control Page*
EX_AEMP_XRPT Employee Average Expenses	Lists the average amount spent by an employee over a period of time. Select **Direct Report Employees** to list the employees that report directly to the user that is signed on.	RUN_EXAVEM_XRPT

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Report ID and Report Name	*Description*	*Run Control Page*
EX_BUDG_XRPT Standard Budgets	This run control page provides an option to run two reports: • Select **Expense Sheet Report** to list the amount of expense reports (pending and approved) versus the amount in the standard budget, and the difference between the two amounts. • Select **Travel Authorization Report** to list the amount of travel authorizations (pending and approved) versus the amount in the standard budget, and the difference between the two amounts.	RUN_EXBUDG_XRPT
EX_CCOVRD_RPT Overdue Credit Card Transactions	Lists credit card transactions that have not been added to an expense report within the time allowed by the business unit. Select the Direct Report Employee check box to filter the report by the employees that report to the User ID that is signed into the system when the report is run.	RUN_CCOVRD_RPT
EX_CCRD_XRPT Credit Card versus Other Spending	Lists the usage of corporate credit cards versus other types of spending. Select **Direct Report Employees** to list the employees that report directly to the user that is signed on.	RUN_EXCCARD_XRPT
EX_ETRD_XRPT Employee Trends	Lists the trend of an employee's expenses over a specified period of time. Select **Direct Report Employees** to list the employees that report directly to the user that is signed on.	RUN_ETRD_XRPT
EX_EVLT_XRPT Employee Violation Amounts	Lists the employees that have amounts that are in violation. Select **Direct Report Employees** to list the employees that report directly to the user that is signed on.	RUN_EXEVLT_XRPT
EX_MRCH_XRPT Total Merchant Costs	Lists the dollar amount spent for each merchant, and groups the amount by expense type and currency. This report can be run for preferred merchants or all merchants. It can be run at a high level (location not included), or at a more detailed level, which lists the location of the expense.	RUN_EXMRCH_XRPT

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Report ID and Report Name	*Description*	*Run Control Page*
EX_NONRMB_RPT Non-Reimbursable Expenses	Lists transactions that are non-reimbursable. Select the Direct Report Employee check box to filter the report by the employees that report to the User ID that is signed into the system when the report is run.	RUN_NONRMB_RPT
EX_TSPD_XRPT Employee Top Spenders	Lists the amount that an employee has spent over a given period of time. The report is displayed in descending monetary amount (the highest spenders are at the top of the page). Select **Direct Report Employees** to list the employees that report directly to the user that is signed on.	RUN_EXESPD_XRPT
EXC1500 Business Units	Lists business units.	RUN_EXC1500
EXC2500 Employee Data by Department	Lists employee personal, organizational, and job data by department.	RUN_EXC2500
EXC2501 Employee Data by Business Unit	Lists employee personal, organizational, and job data by business unit.	RUN_EXC2501
EXC2510 Business Purposes	Lists Business Purposes defined in PeopleSoft Expenses.	RUN_EXC2510
EXC2515 Earnings Code	Lists the Earnings Codes defined in PeopleSoft Expenses.	RUN_EXC2515
EXC2521 Expense Type Groups	Lists the Expense Type Groups defined in PeopleSoft Expenses.	RUN_EXC2521
EXC2522 Expense Types	Lists Expense Types defined in PeopleSoft Expenses.	RUN_EXC2522
EXC2523 Expense Billing Code	Lists Expense Billing Codes defined in PeopleSoft Expenses.	RUN_EXC2523

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Report ID and Report Name	Description	Run Control Page
EXC2525 Preferred Merchants	Lists Preferred Merchants defined in PeopleSoft Expenses.	RUN_EXC2525
EXC2529 Authorized Expense Amounts by Location	Lists Expense Location Amounts defined in PeopleSoft Expenses.	RUN_EXC2529
EXC2530 Expense Locations	Lists Expense Locations defined in PeopleSoft Expenses.	RUN_EXC2530
EXC2531 Expense Location Groups	Lists Expense Location Groups defined in PeopleSoft Expenses.	RUN_EXC2531
EXC2540 Reimbursement Actions	Lists Reimbursement Actions defined in PeopleSoft Expenses.	RUN_EXC2540
EXC2550 Corporate Card Information	Lists employee corporate credit card information.	RUN_EXC2550
EXC2551 Credit Card Supplier	Lists Corporate Card Suppliers defined in PeopleSoft Expenses.	RUN_EXC2551
EXC2561 Payment Type	Lists Payment Types defined in PeopleSoft Expenses.	RUN_EXC2561
EXC2570 Auto Mileage Standard Distance Rates	Lists Standard Distance Rates defined in PeopleSoft Expenses.	RUN_EXC2570
EXC2571 Auto Mileage Varied Distance Rates	Lists Varied Distance Rates defined in PeopleSoft Expenses.	RUN_EXC2571
EXC2581 Cash Advance Source	Lists Cash Advance Sources defined in PeopleSoft Expenses.	RUN_EXC2581
EXC2596 Templates	Lists Templates defined in PeopleSoft Expenses.	RUN_EXC2596

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Report ID and Report Name	*Description*	*Run Control Page*
EXC2597 Wizard Types	Lists Wizard Types defined in PeopleSoft Expenses.	RUN_EXC2597
EXC3500 General Ledger Balancing	Lists transaction balancing with general ledger entries.	RUN_EXC3500
EXC4500 Expense Report-XMLPub	Prints a standard expense report.	RUN_EXC4500
EXC4600 Expense Transactions by Department-XMLPub	Lists all expense transactions billed to a specific department.	RUN_EXC4600
EXC4601 Expense Transactions by Unit	Lists all expense transactions billed to a specific business unit.	RUN_EXC4601
EXC5600 Cash Advances by Department-XMLPub	Lists all cash advances billed to a specific department.	RUN_EXC5600
EXC5601 Cash Advances by Business Unit	Lists all cash advances billed to a specific business unit.	RUN_EXC5601
EXC5700 Cash Advance Aging by Department-XMLPub	Lists all outstanding cash advances for a department and how long they have been outstanding.	RUN_EXC5700
EXC5701 Cash Advance Aging by Business Unit	Lists all outstanding cash advances for a business unit and how long they have been outstanding.	RUN_EXC5701
EXC7500 Time Report-XMLPub	Lists project hours and project descriptions.	RUN_EXC7500
EXC9000 Supplier Payments	Summarizes all payments by supplier, payment bank account, payment date, and employee ID.	RUN_EXVNDRPMT
TE_ICRFORM Bar Code Receipt Form	Prints a form to attach receipts to if using receipt imaging.	HTML page

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PeopleSoft Expenses Selected Reports

This topic provides detailed information about individual reports, including important fields. The reports are listed alphanumerically by report ID.

EXC9000 - Supplier Payments

Define parameters on the Supplier Payments (RUN_EXVNDRPMT) page for the Supplier Payments report:

Field or Control	*Description*
Supplier SetID	Enter a SetID for the supplier. This is a required field.
Supplier ID	Select *All Suppliers* for PeopleSoft Expenses to run the report for all suppliers or select *Specify* and enter supplier IDs.
Payment Date	Enter a from and to date. These are required fields.
Export to File Name	Enter a file name to use for the flat file. PeopleSoft Expenses does not override existing reports.
Run	Click to run the Supplier Payments Export to File Application Engine (EX_VNDPT_EXP) process.

Note: For security reasons, PeopleSoft Expenses displays only the last five digits of employee credit card numbers on the Supplier Payments report.

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