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Preface

This preface introduces information sources that can help you use the application.

Using Oracle Applications

Using Applications Help

Use help icons 🎨 to access help in the application. If you don’t see any help icons on your page, click your user image or name in the global header and select Show Help Icons. Not all pages have help icons. You can also access Oracle Applications Help.

Watch: This video tutorial shows you how to find help and use help features.

You can also read Using Applications Help.

Additional Resources

- **Community:** Use Oracle Cloud Customer Connect to get information from experts at Oracle, the partner community, and other users.
- **Guides and Videos:** Go to the Oracle Help Center to find guides and videos.
- **Training:** Take courses on Oracle Cloud from Oracle University.

Conventions

The following table explains the text conventions used in this guide.

<table>
<thead>
<tr>
<th>Convention</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>boldface</strong></td>
<td>Boldface type indicates user interface elements, navigation paths, or values you enter or select.</td>
</tr>
<tr>
<td><strong>monospace</strong></td>
<td>Monospace type indicates file, folder, and directory names, code examples, commands, and URLs.</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than symbol separates elements in a navigation path.</td>
</tr>
</tbody>
</table>

Documentation Accessibility

For information about Oracle’s commitment to accessibility, visit the Oracle Accessibility Program website.

Videos included in this guide are provided as a media alternative for text-based help topics also available in this guide.
Contacting Oracle

Access to Oracle Support
Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit My Oracle Support or visit Accessible Oracle Support if you are hearing impaired.

Comments and Suggestions
Please give us feedback about Oracle Applications Help and guides! You can send an e-mail to: oracle_fusion_applications_help_ww_grp@oracle.com.
1 Expense Report Entry

Introducing the Expenses Work Area

Video

Watch: This video tutorial shows you how to use the Expenses work area and how to create an expense report. The content of this video is also covered in text topics.

Procedure

This worked example shows you how to use the Expenses work area, and create an expense report. The expense report is for business travel and contains itemized hotel expenses, including personal expenses. This example also demonstrates how to add existing items from a previous trip to the expense report.

It covers the following tasks:

- Exploring the work area
- Creating an expense report
- Entering expense items
- Itemizing expense items
- Submitting the expense report

Exploring the Work Area

1. On the Home page, click About Me > Expenses.
   The Travel and Expenses work area opens with an Expenses Product Tour section and an embedded video if no expense transactions have been created.
   You can play the training video or perform different actions, such as creating an expense report or expense items and learning about your corporate policies.

2. If the Expenses Product Tour section doesn’t display with an embedded video and you want to view it, click the Actions menu and select Take the Product Tour.

3. To return to the Travel and Expenses work area without the embedded video displayed, click the Go to Travel and Expenses link.

4. Click the Go to Travel and Expenses link to leave the product tour.

5. Review the infotiles on the Travel and Expenses work area:
   - The Expense Items and Expense Reports infotiles are visible to all employees.
   - The Approvers infotile is viewed by managers who can approve expense reports and requests for cash advances.
   - The Cash Advances infotile is seen by anyone who has requested a cash advance that hasn’t been applied to an expense report.
   - The Trips infotile is visible only if travel is enabled and an employee has booked a trip.
6. Click the **Actions** menu to review the following available actions:
   - Create Expense Item
   - Create Expense Report
   - Request Cash Advance
   - Book Travel
   - Take the Product Tour

7. Click the **Tasks** icon to review tasks that can be performed at any time.

   Performance of the following tasks is independent of actions taken with infotiles:
   - Create Expense Items in Spreadsheet
   - Manage Bank Accounts
   - Manage Delegates

### Creating an Expense Report

To create an expense report, complete these steps:

1. Click the Expense Reports infotile.
2. Click the **Create** icon.
3. On the Create Expense Report page, in the **Purpose** field, enter **EXM Expense Report**.
4. Click **Save**.
   A Confirmation message appears, which includes the automatically assigned report number.
5. Click **OK**.

### Entering Expense Items

To enter expense items, complete these steps:

1. In the Expense Items section, click **Add**.
2. Complete the fields as shown in this table.

   Based on Expenses setup of the Travel template, Hotel is an expense you can itemize. After you enter the total amount of the hotel bill, the Itemize button is enabled.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Today’s date</td>
</tr>
<tr>
<td>Template</td>
<td>Travel</td>
</tr>
<tr>
<td>Type</td>
<td>Hotel</td>
</tr>
<tr>
<td>Amount</td>
<td>877 USD</td>
</tr>
<tr>
<td>Number of Days</td>
<td>4</td>
</tr>
</tbody>
</table>
Itemizing Expense Items

To itemize expense items, complete these steps:

1. Click **Itemize**.
2. Click **Add Line**.
3. Complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Room Charge</td>
</tr>
<tr>
<td>Amount</td>
<td>562 USD</td>
</tr>
</tbody>
</table>

4. For each expense type you want to add, first click **Add Line** and then complete the applicable fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Meals</th>
<th>Phone Calls</th>
<th>Internet Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Meals</td>
<td>Telephone Calls</td>
<td>Internet</td>
</tr>
<tr>
<td>Amount</td>
<td>280 USD</td>
<td>20 USD</td>
<td>15 USD</td>
</tr>
</tbody>
</table>

Each value you enter decreases the Remaining Balance shown on the page, which conveniently indicates how much you have left to itemize.

5. For the Telephone Calls item, select the **Personal** check box.

Itemizing an expense as personal reduces the running total for business expenses, which is also displayed on the page. When you select $20 of phone calls as a personal expense, the expense report total decreases from 877 USD to 857 USD.

6. Click **Save and Close** to return to the expense report you’re creating.

Submitting the Expense Report

To submit an expense report, complete these steps:

1. Select the **I have read and accept the corporate travel and expense policies** check box.
2. Click **Submit**.
3. Click **OK**.

Options for Entering Cash Expense Items

You can enter cash expenses using either or both of the following methods:

- Expenses work area for expense entry online.
- Spreadsheet for expense entry offline.
Using the Expenses Work Area for Expense Entry Online
You can use the Expenses work area to enter cash or corporate card transactions as expense items. After entry, you can:

- Save the expense items temporarily in the Expense Items section on the Overview page for inclusion in a future report.
- Add the expense items to a new expense report.
- Add the expense items to an existing expense report.

Using a Spreadsheet for Expense Entry Offline
You can use an Excel spreadsheet offline to enter cash transactions as expense items for subsequent upload to the application. Entering cash expense items on an Excel spreadsheet while disconnected from the application enables you to:

- Track cash expenses offline.
- Upload cash expenses to any of the following locations:
  - Expenses work area as a group of pending expense items
  - New expense report
  - Existing expense report
- Upload cash expenses to the application to receive immediate online validation or correction of expense entry.

Example of Itemizing a Hotel Bill
This example demonstrates how an employee creates and itemizes business and personal expenses after returning from a business trip. One expense is shared between two cost centers.

Enterprises typically implement one of the following practices:

- Corporate cards are implemented and the corporate card charge feed is imported into the application. Based on setup, card charges come in as a single line. In this case, employees must itemize expenses manually.
- Corporate cards are implemented and the corporate card charge feed is imported into the application. Based on setup, card charges come in as individual items. In this case, an indicator of the itemizations appears in the Expense Items infotile and employees don't have to itemize expenses manually.
- Corporate cards aren't implemented. Consequently, employees must create cash expense types and itemize expenses manually.

The following table lists key questions to ask and answer for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In this Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you want to classify expenses as business or personal?</td>
<td>Both business and personal expenses are available to itemize.</td>
</tr>
<tr>
<td>Should expenses be shared between or assigned to different cost centers, projects, or tasks?</td>
<td>Yes.</td>
</tr>
</tbody>
</table>
Prerequisites

During implementation, enterprises decide whether expense itemization should be set up as:

- Enabled
- Required
- Disabled

Itemizing a Hotel Bill

Using receipts from your one-day strategy conference trip, create and itemize business and personal expenses.

1. From the Expense Items infotile, click Create to open the initial view of the Create Expense Item page.

   ➤ Note: You can also itemize by clicking Create Expense Item from within a new or existing expense report available in the Expense Reports infotile.

2. In the Create Expense Item dialog box, complete the fields as shown in the following table. Use the default values except where indicated.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Any</td>
</tr>
<tr>
<td>Expense Template</td>
<td>Travel</td>
</tr>
<tr>
<td>Expense Type</td>
<td>Hotel</td>
</tr>
<tr>
<td>Expense Class</td>
<td>Business</td>
</tr>
<tr>
<td>Amount</td>
<td>275.00</td>
</tr>
<tr>
<td>Merchant Name</td>
<td>Hilton Hotel</td>
</tr>
<tr>
<td>Description</td>
<td>One night’s stay during the Strategy Conference</td>
</tr>
<tr>
<td>Taxpayer ID</td>
<td>95-07438241</td>
</tr>
</tbody>
</table>

3. Click Itemize to open the Itemizations tab on the Create Expense Item page.

4. In the Create Expense Item dialog box, complete the fields as shown in the following table.
5. Click **Create** to create an itemization line.
6. On the Create Expense Items page, complete the fields as shown in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Any</td>
</tr>
<tr>
<td>Expense Template</td>
<td>Any</td>
</tr>
<tr>
<td>Expense Type</td>
<td>Room Charge</td>
</tr>
<tr>
<td>Amount</td>
<td>100</td>
</tr>
<tr>
<td>Company</td>
<td>01</td>
</tr>
<tr>
<td>Department</td>
<td>520</td>
</tr>
</tbody>
</table>

7. Click **Create**.
8. In the **Create Expense Item** dialog box, complete the fields as shown in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Type</td>
<td>Meals</td>
</tr>
<tr>
<td>Amount</td>
<td>70</td>
</tr>
</tbody>
</table>

9. Click **Add Line**.
10. In the **Create Expense Item** dialog box, complete the fields as shown in the following table.

---

**Note:** As you itemize each expense, the remaining itemization balance in the itemization summary section decreases as you itemize each additional expense.
How Visibility is Determined for the Number of Expense Days Field

You can enter the number of days you stayed at a hotel or the number of days you rented a car on the Create Expense Item page. The Number of Days field is visible under certain conditions. These conditions differ depending on the expense category of an expense type.

Factors That Affect the Number of Expense Days Field

Visibility of the Number of Days field is dependent on the following factors:

- Expense category of an expense type
  - The Number of Days field is visible only if the expense category is Accommodations, Car Rental, or Miscellaneous.
- Itemization status of an expense type
  - Itemization can be set to Enabled, Disabled, or Required
- Miscellaneous expense policy assigned to a child expense type

How Visibility for the Number of Expense Days Field is Determined

The following table summarizes when the Number of Days field is visible for a parent expense item or an itemized expense item based on itemization status.

<table>
<thead>
<tr>
<th>Itemization Setting</th>
<th>Number of Days Field is Visible for a Parent Expense Item</th>
<th>Number of Days Field is Visible for an Itemized Expense Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enabled</td>
<td>• You don’t itemize.</td>
<td>The itemized expense type belongs to an expense category of Accommodations, Car Rental, or Miscellaneous.</td>
</tr>
<tr>
<td></td>
<td>• The parent expense item has an expense policy with a daily limit.</td>
<td></td>
</tr>
</tbody>
</table>
### Itemization Setting

<table>
<thead>
<tr>
<th>Number of Days Field is Visible for a Parent Expense Item</th>
<th>Number of Days Field is Visible for an Itemized Expense Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>The child expense item with an expense category of Miscellaneous has an expense policy based on the number of days of the parent expense item.</td>
<td></td>
</tr>
<tr>
<td><strong>Disabled</strong></td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>Expense category is Accommodations, Car Rental, or Miscellaneous</td>
<td>The itemized expense type belongs to an expense category of Accommodations, Car Rental, or Miscellaneous.</td>
</tr>
</tbody>
</table>

For a Miscellaneous expense policy only, you can select the check box named **Based on Number of Days in Parent Line During Itemization**. Selecting the check box requires the child miscellaneous expense to incur the specified minimum number of expense days before it's eligible for reimbursement. For example, suppose you selected the check box named **Based on Number of Days in Parent Line During Itemization** and specified the minimum number of expense days as five. Then you take a business trip and stay in a hotel. In this scenario, Hotel is the parent expense. If you expense Laundry as a miscellaneous child expense, the laundry expense must exceed five days before it's eligible for reimbursement.

**Related Topics**
- Set Up a Miscellaneous Expense Policy

### Example of Classifying a Business Expense as Business - Employee Paid

Business - Employee Paid is a business expense classification where you pay the corporate card provider for corporate card expenses incurred. This expense classification indicates that your company reimburses you, rather than the corporate card provider. The following scenario illustrates when you might classify business expenses as Business - Employee Paid rather than Business or Personal.

**Note:** The Business - Employee Paid option is only visible during expense entry if the Both Pay scenario has been set up in corporate cards setup. In the Both Pay scenario, your employer reimburses the card issuer for corporate card expenses and you pay for personal expenses.

### Classifying Expense Report Items as Business - Employee Paid

Jane Smith, a corporate trainer, was issued a corporate card so she can charge training expenses while teaching courses at customer sites. Jane receives the corporate card statement at home and decides to pay the entire statement amount to the card provider before completing her expense report. When Jane completes her report, she classifies the expenses as Business - Employee Paid, rather than Business or Personal, because she has paid the business expenses.
Note: This scenario is the exception, rather than the rule, because typically the employer reimburses the card provider, rather than the employee.

How You Manage Delegates

A delegate is a person you have authorized to perform expense entry and management of your expense reports.

The manage delegates functionality in Oracle Fusion Expenses enables you to perform two different actions:

- Delegate another person to enter your expense reports.
- Enter expense reports for another person.

Delegate Another Person to Enter Your Expense Reports

You can delegate expense entry to another person. For example, as an executive, you can delegate expense entry and management of your expense reports to your executive assistant.

You can delegate another person to perform expense entry for you by adding his name to the Delegates section on the Manage Delegates page. This authorization terminates when you remove your delegate’s name from the list.

Enter Expense Reports for Another Person

You can enter expense reports for another person. For example, you can enter expense reports for your manager if your manager has authorized you to enter reports on his or her behalf. You can view the persons who have authorized you to enter reports on their behalf in the Permissions section on the Manage Delegates page.

To create an expense report for another person, first access Expenses by using your own user name and password. Then, in the Expenses work area, select the name of the person for whom you are performing expense entry or management.

If you perform expense entry for another person, you assume the same responsibility for expense report management as the person who has given you permission. For example, you can perform the following actions:

- Enter an expense report.
- Enter expense items.
- View expenses, expense reports, and corporate card transactions from the Expenses work area.
- After you are notified, follow up on expense reports that are detained in the approvals process because they’re rejected or require more information.
- Execute a search in the context of another person, which returns that person’s expense data.

How You Submit an Expense Report from a Mobile Device

Using mobile devices, such as iPhone and iPad, you can create and submit expense reports with both cash and corporate card transactions. Cash transactions include cash, checks, or personal credit cards that are used to pay for business expenses. When you submit your eligible expenses from your mobile device, the expense report passes to Expenses web-based application. The web-based application saves your report and prompts the validations. If your report passes all validations, it’s submitted to your approval hierarchy and assigned a status of Pending Manager Approval.
If your expense report fails validations due to missing information, it remains as a Saved report in the web-based application. You must correct the errors and resubmit the report from the Expenses web-based application.

When you attempt to submit an expense report from a mobile device, the following results can occur:

- Ineligible expenses are unavailable for submission in the report.
- Expense report passes to the application with a status of Saved due to missing information.

**Ineligible Mobile Expenses Prevent Report from Passing**

When you are ready to submit an expense report from your mobile device, click the Submit icon on the Springboard. Only eligible expenses are displayed on the Submit Expenses screen. The following expenses are ineligible for inclusion in an expense report:

- Expenses without descriptions as required by the applicable business unit
- Expenses without justifications
- Expenses without project and task information as required for a project user.

To make ineligible expenses eligible, you must provide the missing information.

⚠️ **Tip:** You can upload the ineligible expenses to Expenses without providing the missing information.

**Expense Report with a Status of Saved**

If you submit an expense report from a mobile device with invalid or missing information, the Expenses web-based application saves the report with a status of Saved under the following conditions:

- The expense report violates a policy that is over the allowed limit and company policy prevents submission of a report if a policy violation occurs.
- The expense type requires itemization.
- The expense type selected for the expense is not applicable for the date selected.
- Company policy prevents submission of the expense report if required imaged receipts aren’t attached.
- The cost center for one or more expenses doesn’t exist in the Expenses web-based application and the cost center account can’t be created automatically.
- The project assigned to Expenses is invalid.
- A required descriptive flexfield for expense items is missing.
- Required tax fields for expense items are missing.
- Required category-specific fields for expense items are missing.

**How You Match Mobile Device Expenses to Online Corporate Card Expenses**

Oracle Fusion Expenses provides you with the convenience of using mobile devices to create expense items on the fly. You can use the Expenses mobile application to track all your business expenses, including corporate card transactions. You can download corporate card transactions to your mobile device, review and edit the expense details, and tag corporate
card transactions as personal. When you upload expenses in an expense report to the web-based application, any resulting duplicate expenses must be reconciled.

To eliminate duplicate expenses, the web-based application automatically finds potential matches between your uploaded expenses and your corporate card transactions. The web-based application handles matches in the Expense Items section of the work area in different ways, depending on whether the match is a:

- One-to-one automatic match
- One-to-many manual match
- One-to-one or one-to-many manual match

One-to-One Automatic Match

When the web-based application identifies a one-to-one match between a mobile device expense and a card expense, it automatically merges the two lines into one. The web-based application alerts you to a match by displaying a Match icon, which displays as double pages, on the merged line.

To review the automatic match identified by the web-based application, click the Match icon in the Expense Items section of the work area. The Matched Expense Items dialog box appears. If a match exists, you take no further action.

If you think the potential match identified by the web-based application isn’t a match, click the Delete icon. Both the mobile device expense and the corporate card expense return to the Expense Items section of the Expenses work area as two separate expenses.

One-to-Many Manual Match

When the web-based application identifies a one-to-many potential match, a Potential Match icon appears. This occurs, whether it’s a single corporate card expense versus multiple mobile device expenses or a single mobile device expense versus multiple corporate card expenses. The icon displays as an exclamation point on the single expense. For example, if a one-to-many match exists between one card expense and two mobile expenses, the web-based application displays the Potential Match on the card expense.

For the one-to-many potential match, the web-based application doesn’t automatically merge expense lines. Instead, you must manually identify the correct match.

To manually review potential matches, click the Potential Match icon. To identify the correct match, visually compare the following fields for the single expense against the same fields for the multiple expenses:

- Expense Type
- Date
- Amount
- Merchant
- Location
- Description

If you think a potential match is a duplicate, select the applicable expense, and delete it. You may select one or multiple expenses to delete.

Note: You can delete only mobile cash expenses. You can’t delete corporate card expenses.

After you determine the correct match, select the applicable expense, and click the Match button.
Note: You can select only one expense from multiple potential matches as a valid match. Remaining expenses return to the Expense Items section of the work area as separate expenses.

One-to-One or One-to-Many Manual Match

After adding expenses to a report, the web-based application may identify one or more expenses as a one-to-one match or as a one-to-many potential match. For either case, you must manually match the expenses.

The web-based application doesn’t automatically match expenses that already exist in an expense report.

Tip: If you download corporate card transactions to a mobile device, similar matching capability exists on the device.

FAQs for Expense Report Entry

What's an expense template?
A group of expense types defined for a specific purpose. When you enter expenses on your expense report, you must select a specific expense template. The template you select supplies a list of related expense types.

What's the difference between an expense type and an expense item?
An expense type is a potential expense that you can incur that has been defined during setup.
An expense item is the actual expense that was incurred. An expense item is always associated with an expense type during expense entry on an expense report.
Based on the expense type setup, you can itemize an expense item and allocate your expenses, for example, by specifying a company, cost center, or project. Depending on setups, you can also add fields to capture supporting information, such as Travel Itinerary Number or Checkout Date.

What's the difference between Business and Business - Employee Paid?
Business is a business expense classification. When you complete an expense report for corporate card expenses incurred, you specify expense types and expense items as Business, Personal, or Business - Employee Paid. Typically, your company reimburses the corporate card issuer for business expenses you claim on your expense report.
Business - Employee Paid is a business expense classification where you pay the corporate card issuer for corporate card expenses incurred. For this expense classification, your company reimburses you, rather than the corporate card issuer.
How can I automatically calculate the trip distance?

By enabling and using Google Maps. When your company enables Google Maps for your business unit, you can enter trip start location, subsequent stops, and your destination location to determine trip distance. Trip distance is the distance you travel, which is used to calculate mileage reimbursement. If your company mileage policy requires you to deduct commute mileage between home and office, then the basic formula is: Trip distance = (Total Distance) - (Commute Distance).

Can I classify cash expenses as personal?

No. You can’t classify cash expenses as Personal. You can, however, classify a corporate card expense as Personal. The default for all expenses is Business.

Can I charge an expense item to a project and task?

Yes. You must have the duty role, Project Expense Allocation Duty, assigned to you. The expense type must be project-enabled.

Can I charge an expense item to a different cost center?

Yes. You must have the expense accounting privilege named Override Expense Account Allocation assigned to you.

How can I resolve a corporate card dispute?

You must contact the card provider to resolve the corporate card dispute. Recording the dispute in the application doesn’t resolve it.

When do I download the expense spreadsheet?

It’s desirable to periodically connect to the application when using the ADFdi-enabled expense spreadsheet offline to enter cash expenses. Doing so allows you to view the most recent expense template values in the spreadsheet after they’re downloaded from the application.

By connecting periodically to the application, you can export data from the application to the expense spreadsheet to capture the most current data. Spreadsheet values that are populated and stored are the following:

- Values in choice lists
- Values for dependent fields
• Context sensitive descriptive flexfields

Can I enter corporate card transactions in the expense spreadsheet?

No. You can only enter cash transactions in the expense spreadsheet. When you are disconnected from the application, you can record cash transactions that you incur.

How can I activate a primary bank account?

Cash advances and expense reimbursements are deposited to a primary bank account. To activate a primary bank account, access the Manage Bank Accounts page. You can click the Manage Bank Accounts link in the Tasks panel drawer of the Expenses work area. Select the bank account line that you want to specify as primary and then click the green check mark icon. The check mark appears in the Primary column on the line you selected.

Although you can have multiple bank accounts, cash advances and reimbursement of business expenses are always deposited into your primary bank account.

Note: You can only have one primary bank account.

How can I enable the Oracle Fusion Expenses mobile application on a mobile device?

Using your mobile device, download and install the Oracle Fusion Expenses mobile application from Apple’s App Store at http://www.apple.com/iphone/from-the-app-store/ or from Google Play at http://play.google.com. Enter information for the fields in the Settings screen as follows:

In the Host URL field, enter the URL provided by your administrator.

In the User Name and Password fields, enter the same user name and password that you use to access the Expenses web-based application. When you connect, you are asked to accept an agreement. Then, you are presented with the Expenses mobile application springboard.

If your company doesn’t enable Oracle Fusion applications outside its firewall, you must connect to your company’s network by using a Virtual Private Network (VPN). You can use the VPN for the initial connection and to upload expenses to the Expenses web-based application. For convenience, you can enter expenses on the mobile device when you aren’t connected to VPN.

Can I avoid duplicating expenses when using a mobile device?

Yes. When you download corporate card transactions to your mobile device, the mobile application automatically matches the downloaded transactions to expenses on your device. A downloaded transaction is matched with its associated expense and merged into a single expense on your device. Automatic matching eliminates duplication of expenses and allows you to track your receipts while waiting for the corporate card transactions.
What happens if I duplicate a recurring expense?

When you duplicate an expense item that has been set up as a recurring expense, the duplicated expense will no longer be a recurring expense. All fields for the expense item are copied, such as Date, Amount, and Template, but the recurring schedule is not duplicated.

Can I edit the recurring frequency of a recurring expense?

When you set up an expense item as a recurring expense, you can’t edit the recurring frequency. You must delete the recurring expense item and set up a new one with the needed recurring frequency.

How can I be reimbursed for expenses that were incurred during a previous work assignment?

On the Manage Expense Reports page, search for outstanding corporate card transactions. Transactions that were incurred in a previous work assignment are noted by a check mark in the Previous Assignment column. You can add the card transactions that were incurred in a previous work assignment to a new or existing expense report for reimbursement.
2 Expense Report Approval

Expense Report Approval

Expense report approval is an activity flow that begins when an employee submits an expense report for approval. An approval notification is then sent by the application to the employee’s approver, who reviews the request for approval and takes appropriate action.

Expense report approval is an activity flow that consists of the following actions:

- The employee submits an expense report.
- The approver receives an approval request.
- The approver takes approval action.

Employee Submits an Expense Report

The employee enters expenses in the expense report, following company policies, and then submits the completed report for approval.

Approver Receives an Approval Request

The approver receives an approval request in the form of a notification that appears in the BPM Worklist or by email, based on setup. Configurable approval rules are set up by the expense manager in Oracle Fusion Approvals Management to enable routing rules for approval by the appropriate approver. Expense report approval can take the following forms:

- Approval based on supervisor hierarchy, position hierarchy, cost center managers, or project managers.
- Approval based on templates: The approval notification is sent to the approver of the template that was used to create at least one expense item in the expense report.

Approver Takes Approval Action

If the approver is set up to receive approval requests through the BPM Worklist, the approver can take the following approval actions:

- Approve the expense report.
- Reject the expense report.
- Request more information about anything in the expense report, usually expense items.
- Delegate approval of the expense report to a selected user who acts on the approver’s behalf temporarily.
- Transfer approval ownership of the expense report to another person or group permanently.

If the approver is set up to receive email approval requests, the approver can only take the following approval actions:

- Approve the expense report.
- Reject the expense report.
FAQs for Expense Report Approval

What are the expense report approval actions available to me?

Expense report approval actions include:

- Approve.
- Reject.
- Request Additional Information from the preparer.
- Reassign.

> Note: The Reassign action has two options: Delegate Expense Report to another approver temporarily and Transfer to Correct Approver permanently.

How can I request more information on expense reports?

In the expense report approval notification, select the Actions menu and choose Request Additional Information. This action sends the approval notification to the preparer, requesting additional information.

How can I see all the approvers for an expense report?

The History section of an expense report approval notification shows all the approvers of a particular expense report and the action taken by each.

Can I approve expense reports by email?

If you are set up to approve expense reports by email, you can use it to approve or reject them.

How can I see expenses in my own currency?

If expenses were incurred in a foreign currency, the expense report total automatically displays both the reimbursement currency and the approver preferred ledger currency in the Details section of the expense report Approval Notification.

How can I view receipt images in expense reports?

By viewing approval notifications as attachments or you can drill down to expense reports. Individuals can attach receipt images to their expense reports or fax or email them to the payables department for automatic attachment.
What's the reason I haven't been notified of my employee's expense report submission?

You may not be notified of your employee's expense report submission because:

- The expense report was automatically approved since it's an immaterial amount that is less than the predefined amount.
- The Approval process couldn't identify you as the employee's supervisor, project manager, or cost center owner, so the expense report approval notification was directed to the administrator.
- The expense report was received by another approver who was identified as the approver of this expense report.
- The preceding approver in the approval flow hasn't approved the expense report.
- A vacation rule is still activated, so the expense report approval notification was forwarded to another approver.

Can I access expense analytics?

Only approvers can access expense analytics that are visible on the expense reports. The analytics include recent similar expenses, recurring violations, and recent returned expense reports associated with the preparer.

Can I see previous expense report submission data to help me with my approval decision?

Yes. On the expense report approval notification, tables provide you with historical expense report information about this employee for recent similar expenses, recurring violations, and recent returned expense reports.
3 Expense Report Audit

Overview of the Audit Expense Report

After approval of an individual’s expense report by approvers, an expense auditor can examine, verify, and if necessary, adjust or short pay any expense report amounts. Expense auditors can take the following actions:

- Complete audits.
- Reject expense reports.
- Request additional information from individuals.
- Warn individuals.
- Waive receipts.
- Release payment holds.
- Confirm managers’ approval.
- Return approved expense reports to individuals.

Receipt management is an important part of auditing expense reports. Your company creates receipt and notification rules that determine when to send notifications to individuals and when to place payment holds on expense reports due to missing or overdue receipts.

Your company schedules and periodically runs processes that:

- Generate missing and overdue receipt notifications that are sent to applicable employees.
- Check whether any payment hold rules are in effect.

When employees submit their missing or overdue original receipts, their expense reports continue to the next stage in the process.

Expense auditors perform the following tasks:

- Audit expense reports.
- Generate overdue and missing receipt notifications.
- Check in expense report receipt packages.
- Manage expense report audit list membership.

To audit expense reports, navigate to the Auditing work area from the Expenses work area: **Navigator > Expenses > Auditing.**
The following figure shows the Audit Expense Report activity business flow, which is integrated with the receipt management components.

Related Topics
- How You Set Up Expense Report Auditing
- Options for Setting Up Receipt Management Rules

How You Add to or Remove Employees from the Audit List

The audit list on the Manage Audit List Membership page is the list of employees whose expense reports are automatically selected for audit if an audit list rule is violated. You can also manually add employees to the audit list. The audit list is not maintained by each business unit. Instead, one audit list is available across all business units.
With Oracle Fusion Expenses, you can:

- Automatically add and remove employees from the audit list.
- Manually add or remove employees from the audit list.
- Manually add or remove employees from the audit list during auditing.

Automatically Add and Remove Employees from the Audit List

During setup on the Create Audit List Rule page, you can select any of the following audit list rules:

- Maximum number of days to wait for original receipt package
- Allowable total monthly amount of all expense reports
- Allowable number of policy violations per month
- Allowable number of expense reports per month

Expenses automatically adds employees to the audit list if they violate any audit list rules you select.

You can automatically add employees to the audit list by performing all of the following actions:

- On the Create Audit List Rule page, select audit list criteria to create an audit list rule. Expenses uses audit list rules to automatically place employees on the audit list if they violate the audit list rules that you select.
- For each audit list criterion that you select, specify the number of days that the application automatically monitors the expense reports of the active employees on the audit list.

**Note:** If another audit list violation occurs for an employee during the time period he remains on the audit list, the application resets the count for the same number of days to remain on the list.

- On the Create Expense Report Audit Selection Rule page, select the Audit expense report of individuals on the audit list rule in the Additional Rules section. Audit selection rules are the criteria that Expenses uses to automatically select expense reports for audit.
- On the Rule Assignments page, associate the audit list rule and the audit selection rule with a business unit.

You can automatically remove employees from the audit list by performing the following action:

- On the Create Audit List Rule page, enter a value for the number of days that the application automatically monitors the expense reports of employees on the audit list. When the number of monitoring days is complete, the employee is no longer automatically monitored by the application and he is inactivated on the Manage Audit List Membership page.

**Note:** For both automatic and manual additions or deletions from the audit list, you can add reasons to the Audit List Addition Reason choice list by configuring the lookup EXM_AUDIT_REASON.

Manually Add or Remove Employees from the Audit List

On the Manage Audit List Membership page, you can select any of the following predefined reasons from the Audit List Addition Reason choice list to manually add employees to the audit list:

- Expenses amounts near threshold
• High frequency of same expense types
• Disproportionate number of cash expenses
• Violates an undefined policy

You can manually remove employees from the audit list on the Manage Audit List Membership page by:
• Specifying an end date. If no end date is specified, an employee remains on the audit list indefinitely.
• Selecting a reason from the Audit List Addition Reason choice list:

Manually Add or Remove Employees from the Audit List During Auditing
While auditing an expense report on the Audit Expense Report page, you can manually add employees to the audit list by:
• Selecting the Add to audit list check box if visible.
• Selecting a reason from the Reason choice list:

While auditing an expense report on the Audit Expense Report page, you can manually remove employees from the audit list by:
• Selecting the Remove from audit list check box if visible.
• Selecting a reason from the Reason choice list:

Simultaneous Manager and Auditor Expense Report Approvals
You can set up processing options to allow expense auditors to audit expense reports before or after manager approvals are complete. If expense auditors can audit expense reports before manager approvals are complete, expense report reimbursement is expedited and certain auditor actions are impacted.

In the Setup and Maintenance work area, use the following to navigate to the Manage Expenses System Options page:
• Offering: Financials
• Functional Area: Expenses
• Task: Manage Expenses System Options

If you allow audit approval:
• In parallel with manager approval, both managers and the expense auditor can approve expense reports at the same time.
• After manager approval, the expense auditor can audit expense reports only after manager approvals are complete.

Note: An expense report can only be processed and reimbursed after both the manager and the expense auditor approve it. If either the manager or the expense auditor reject an expense report, it is returned to the employee and isn’t processed for reimbursement.

Approval rule setup, whether in parallel with manager approval or after manager approval, affects the following:
• Auditor actions
• Expense report status
Auditor Actions

When the manager and the expense auditor can approve expense reports at the same time, the following auditor actions are affected.

- Short pay an expense report.
- Reject an expense report.
- Request more information.

The following table contains the expense auditor actions that are impacted when the expense auditor takes certain actions before or after manager approval.

<table>
<thead>
<tr>
<th>Auditor Action</th>
<th>In Parallel with Manager Approval</th>
<th>After Manager Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short pay an expense report.</td>
<td>New expense report containing disallowed expense items isn’t created until manager approves expense report.</td>
<td>New expense report containing disallowed expense items is immediately created.</td>
</tr>
<tr>
<td></td>
<td>Approved portion of expense report isn’t eligible for expense reimbursement until manager approval is complete.</td>
<td>Approved portion of expense report is eligible for expense reimbursement. The short paid portion requires action from the employee.</td>
</tr>
<tr>
<td>Reject an Expense Report</td>
<td>Manager is unable to continue with the approval process because the expense report isn’t eligible for expense reimbursement.</td>
<td>Expense report isn’t eligible for expense reimbursement.</td>
</tr>
<tr>
<td>Request More Information</td>
<td>Employee doesn’t immediately receive a request for more information. After manager approves the expense report, the request is communicated to employee.</td>
<td>Employee receives a request for more information. The expense auditor continues with the audit.</td>
</tr>
</tbody>
</table>

Expense Report Status

After an employee submits an expense report, the report status that is visible to the employee varies according to the approval rule your company set up as described in the following table.

<table>
<thead>
<tr>
<th>Approval Rule Set Up</th>
<th>Approval Scenario</th>
<th>Expense Report Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>In parallel with manager approval.</td>
<td>The expense auditor approves the expense report after the manager.</td>
<td>Pending expense auditor approval.</td>
</tr>
<tr>
<td>After manager approval.</td>
<td>The expense auditor approves the expense report, but the manager has not yet approved it.</td>
<td>Pending manager approval.</td>
</tr>
</tbody>
</table>
Audit Actions

You can take audit actions on expense reports by selecting the appropriate option on the Audit Expense Report page. When you select a particular option from the Actions menu, you are presented with a dialog box in which you enter pertinent information. With the exception of the Complete Audit and the Waive Receipts and Complete Audit actions, the dialog box triggers a notification that’s sent to the employee. Notifications are sent by email or they can be accessed through the Worklist from any Oracle Fusion Application.

If an expense report hasn’t received approval from the employee’s manager, you can still audit the expense report or take any audit actions if the Expense Report Audit Approval choice list on the Manage Expenses System Options page is set to In parallel with manager approval.

Audit actions include:

- Complete audit.
- Reject expense report.
- Request more information.
- Waive receipts or Waive receipts and complete audit.
- Warn user and complete audit.
- Release hold.
- Confirm manager approval.

Depending on the audit action you select and the contents of the expense report, Expenses adjusts the status of the expense report.

Complete Audit

To complete an audit, click the Complete Audit button on the Audit Expense Report page. The Complete Audit action results in the following:

- No action is required from the employee.
- If manager approvals are complete, the expense report status is set to Pending Payment and is ready for payment processing in Oracle Fusion Payables.
- Any short payments or line adjustments you make are reflected in the reimbursement amount.

Reject Expense Report

To reject an expense report, select the Reject Expense Report option from the Actions menu in the header of the Audit Expense Report page. The employee receives a notification that includes the reason for the rejection, specific read-only instructions, and any additional instructions from you. Selecting the Reject Expense Report action results in the following:

- The expense report is returned to the employee with a status of Rejected.
- The employee can resubmit the report or delete it.
- The employee must resubmit the rejected expense report with the requested remedy before it can be approved.
- A resubmitted report must complete all required approvals before it can be audited.
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Expense Report Audit

**Note:** When you reject an expense report, Expenses discards any previous line adjustments you made. Line adjustments are changes you made to the expense amount, which modifies the reimbursement amount to the individual.

**Request More Information**
To request more information for an expense report, select the **Request More Information** option from the Actions menu in the header of the Audit Expense Report page. The employee receives a notification that includes the reason for the request, specific instructions, and any additional instructions from you. Selecting the **Request More Information** action results in the following:

- The employee doesn’t need to resubmit the returned expense report. He can optionally reply to the notification.
- The expense report status remains Pending Payables Approval.
- You can complete the audit before the requested information is received from the employee.

**Waive Receipts or Waive Receipts and Complete Audit**
To waive receipts when the expense report audit is complete and approved, select the **Waive Receipts** option from the Actions menu in the header of the Audit Expense Report page. Selecting the **Waive Receipts** action results in the following:

- The employee doesn’t receive a notification.
- The receipt status is set to Waived.

To waive receipts before completing the expense report audit, select the **Waive Receipts and Complete Audit** option from the Actions menu in the header of the Audit Expense Report page. This action is available only if you haven’t processed the expense report and when the report contains expenses which require receipts that haven’t been received. Selecting the **Waive Receipts and Complete Audit** action results in the following:

- The employee doesn’t receive a notification.
- The employee doesn’t need to take any action.
- The expense report status is set to Pending Payment and is ready for payment request creation in Oracle Fusion Payables.
- The receipt status is set to Waived.

**Warn User and Complete Audit**
To warn the employee of questionable expenses and continue to complete the audit, select the **Warn User and Complete Audit** option from the Actions menu in the header of the Audit Expense Report page. The employee receives a notification that includes the reason for the action and any additional instructions you entered. Selecting the **Warn User and Complete Audit** action results in the following:

- A notification is sent to the employee that advises him to review company policies.
- If manager approvals are complete, the expense report status is set to Pending Payment and is ready for payment request creation in Payables.

**Release Hold**
To release an expense report from payment hold, select the **Release Hold** option from the Actions menu in the header of the Audit Expense Report page. This action is only available when an expense report is held pending receipts. The employee
receives a notification that includes specific read-only instructions and that indicates his expense report was released from payment hold. Selecting the Release Hold action results in the following:

- The payment hold on the entire expense report is released.
- The expense report status is set to Pending Payment.

**Confirm Manager Approval**

To ask the approving manager to confirm a previous expense report approval, select the Confirm Manager Approval option from the Actions menu in the header of the Audit Expense Report page. This action is only available after the manager has approved the expense report and the status is set to Pending Expense Auditor Approval. The approving manager receives a notification that includes a specific read-only instruction and any additional instructions you entered. Selecting Confirm Manager Approval action results in the following:

- Any changes that you made are discarded.
- A notification is sent to the employee’s direct manager that requests approval of the expense report.
- The expense report status is set to Pending Manager Approval.
- You will continue to be assigned to this expense report since you requested manager approval.

**Default Receipt Check-in Date**

Your company can save auditors from entering duplicate receipt dates by setting up a default receipt date rule on the Create Expense Report Receipt and Notification Rule page. The default receipt date rule enables the automatic population of the Original Receipt Package Check in Date field when imaged receipts are scanned and received. The automatic population occurs when images are manually attached to a report by an auditor or payables clerk or when images are emailed or faxed using Oracle WebCenter Imaging or Oracle WebCenter Capture.

> **Note:** When original receipts are required, the original receipt status is also updated to Received.

Entities impacted by the default receipt date rule include:

- Audit Expense Report page
- Check in Receipt Package page
- Oracle WebCenter Capture and Oracle WebCenter Imaging services

> **Note:** Whether your company’s receipt rule requires original receipts only, images only, or both, the automatic population of the original receipt date still occurs.

**Audit Expense Report Page**

While auditing an expense report on the Audit Expense Report page, the auditor may attach imaged receipts to the expense report. When the default receipt date rule is set up, the Original Receipt Package Check in Date field is populated with the date that the imaged receipts are received. The population occurs when the audit is complete or the page is saved.

> **Note:** The automatic population applies to attachments that are made at the header level, line level, or both.
Check-in Receipt Package Page

While checking in receipt packages for a report on the Check in Receipt Package page, the payables clerk may attach imaged receipts to the report. When the default receipt date rule is set up, the **Original Receipt Package Check in Date** field is populated with the date that the imaged receipts are received. This occurs when the clerk submits the receipt package.

Oracle WebCenter Capture and Oracle WebCenter Imaging Services

Your company may use the Oracle WebCenter Capture and Oracle WebCenter Imaging services to receive and process imaged receipts. When the default receipt date rule is set up, the **Original Receipt Package Check in Date** field is populated with the date that the imaged receipts are received and scanned.

The **Original Receipt Package Check in Date** field isn’t automatically populated when:

- A third-party service is used to create expense items and expense reports. This scenario can occur if you’re migrating data from an older system to Expenses.
- An employee attaches images to an expense report.

How Missing Receipts Are Processed

An expense report may require original, imaged, or both types of receipts. When required receipts aren’t provided by the individual, they’re considered missing. Individuals control when they indicate that receipts are missing from their reports, whether during expense entry or after receiving a short-paid expense or an overdue receipt notification. To check for missing expense report receipts, Expenses runs a process. Based on receipt tracking setup, it generates the appropriate missing receipt notification.

Settings That Affect Missing Receipts

Settings that affect missing receipts:

- **Receipt missing** check box: **Create Expense Item** dialog box
  This check box is selected by the individual when he creates an expense report.

- **Send missing receipt declaration notification** check box: Receipt Tracking section on the Create Receipt and Notification Rule page
  This check box is selected by the implementor during setup of a receipt and notification rule.

- **Receipt Missing** button: On notification
  This button is clicked by the individual to indicate that receipts are missing.
How Missing Receipts Are Processed

Your company defines an explicit policy on handling missing expense report receipts. It decides whether to allow individuals to complete a missing receipt declaration form as a substitute for required receipts.

To generate the appropriate missing receipt notifications, your company periodically schedules and runs the Process Overdue and Missing Receipts process that initiates the Missing Receipt process. The Missing Receipt process checks whether the Send missing receipt declaration notification check box is selected on the Create Receipt and Notification Rule page. Based on that setup, Expenses sends the individual either a missing receipt notification or a missing receipt declaration notification.

If your receipt tracking setup requires an employee to replace missing receipts with a completed missing receipt declaration form, the form serves as an official substitute for required receipts. When the expense auditor receives the completed declaration, the audit and payment process proceeds, and the employee won’t receive subsequent reminders for missing overdue receipts.

How Overdue Receipts Are Processed

You can set up Expenses to automatically track expense reports for overdue receipts after expense report submission. Overdue receipts are company-required receipts that weren’t sent by the individual. Overdue receipt types can be any of the following:

- Imaged
- Original
- Imaged and original

To check for overdue expense report receipts, Expenses runs a process. Based on receipt tracking setup, it generates the appropriate overdue receipt notification.

Settings That Affect Overdue Receipts

The settings that affect overdue receipts are the following:

- **Enable overdue process** check box: Tracking section on the Create Receipt and Notification Rule page
  This check box is selected by the implementor during setup of a receipt and notification rule.

- **Receipts are overdue after number of days** field: Receipt Tracking section on the Create Receipt and Notification Rule page
  A value is entered by the implementor during setup of a receipt and notification rule.

- **Notify individual when receipts are overdue** choice list: Receipt Tracking section on the Create Receipt and Notification Rule page
  An option is selected by the implementor during setup of a receipt and notification rule.

- Configuration of the Escalate subsection on the Deadlines tab for the task named FinExmReceiptsOverdue.
The escalation policy is set up by the implementor on the BPM Worklist. In the Setup and Maintenance work area, use the following to navigate to the Escalate subsection:

- Offering: Financials
- Functional Area: Expenses
- Task: Manage Expense Approval Rules

In the BPM Worklist, navigate as follows: Task Configuration tab > FinExmReceiptsOverdue task > Deadlines tab > Escalation > Escalate link.

How Overdue Receipts Are Processed

Your company periodically schedules and runs the Process Overdue and Missing Receipts process that generates overdue receipt notifications. The Overdue Receipt process checks whether the Enable overdue process check box is selected on the Create Receipt and Notification Rule page. If the check box is selected, the process then checks the specified overdue receipt tracking rules.

Tip: If your company prefers to notify individuals as soon as receipts are overdue, as defined by the receipt and notification rules, consider running the Process Overdue and Missing Receipts process daily. Otherwise, individuals may be notified several days after the overdue date, depending on when the process runs.

Overdue receipts are measured by the number of days that Expenses hasn’t received imaged or original receipts after expense report submission. Expenses compares the report submission date to the current date to determine if receipts are overdue.

If receipts are overdue and setup requires that the individual be notified, Expenses automatically sends a notification to the individual to inform him that receipts are overdue. Similarly, if overdue receipt tracking rules specify, Expenses also sends escalation notifications to the individual’s approvers.

Expense Report Payment Hold Rules

You can set up expense report payment hold rules for individuals and corporate card issuers in the Expense Report Payment Hold section on the Create Receipt and Notification Rule page. You can then schedule and periodically run the Process Expense Report Reimbursement process to check whether any payment hold rules are in effect.

An expense report payment hold rule is a component of the receipt and notification rule that is assigned to a specific business unit. A payment hold rule places current or future expense reports on hold when receipts aren’t received or when they’re overdue. When expense report payment hold rules are implemented, reimbursement to the individual or payment to the corporate card issuer can’t occur until expense report holds are released.

The Process Expense Report Reimbursement process also checks whether expense report payment holds can be released. Payment holds are released when:

- The expense auditor manually releases the payment hold on the Audit Expense Report page by selecting the Release Hold option on the Actions menu.
- Based on receipt status, Expenses detects that receipts are received, waived, or declaration received and automatically releases the payment hold.
Holding expense report payments from individuals and corporate card issuers can include the following reasons:

- Hold payment if receipts are required, but not yet received.
- Hold payment if receipts are overdue on a previously submitted expense report.

All submitted expense reports that require receipts are evaluated. When the rule is set to hold payment when receipts are overdue, payments for all subsequent reports are placed on hold if any have outstanding receipts.

Note: If an expense report is placed on payment hold due to overdue or required receipts that are not yet received, neither the individual nor the corporate card issuer is reimbursed. This rule is applicable only when the payment liability for the card issuer is Both Pay and the Apply Hold Rule To option is set to Report of both individuals and corporate card issuers.

Your company schedules and periodically runs the Process Expense Report Reimbursement process, which checks whether any payment hold rules are in effect. If they are, Expenses places payment holds on expense reports according to the specified payment hold rules. Individuals who have expense report payments held receive a notification. When receipts are received or waived, Expenses automatically releases holds. Alternatively, the expense auditor can manually release a payment hold at his discretion.

Tip: By default, payments aren’t held for project-only expense reports. However, you can specify inclusion of project-only expense reports as eligible for payment holds by selecting the Apply hold rules to expense reports check box. Every expense line contains a project-related information check box in the Expense Report Payment Hold section on the Create Receipt and Notification Rules page.

FAQs for Expense Report Audit

How can I assign expense reports for audit?

To assign expense reports for audit, you can search for and assign available reports to yourself or to your direct reports. Navigate to: Navigator > Expenses > Auditing. In the Auditing pane, you can click either the Unassigned Expense Reports link or the Manage Expense Reports link.

To locate unassigned expense reports, click the Manage Expense Reports link and select Unassigned Expense Reports from the Saved Search choice list in the header.

If you don’t have direct reports, select a report in the Search Results section and click Audit Expense Report to assign yourself the report.

If you do have direct reports, select an expense report in the Search Results region, and click the Assign button. This action opens a dialog box with a list of your direct reports who can audit expense reports. To assign or reassign the selected expense report to one of your direct reports, select an applicable name in the dialog box.
How can I enable expense auditors to audit expense reports for specific business units?

You can enable expense auditors to audit expense reports for specific business units by assigning them specific expense auditor data roles for the business units. For example, to allow an expense auditor to audit reports for the Vision Operations business unit, assign the Expense Auditor Vision Operations data role to the auditor.

How can I check in an original receipt package?

From two different pages in the Auditing work area.

💌 Note: Both methods assume that you have received a receipt package.

The following table shows the check in pages with their respective steps.

<table>
<thead>
<tr>
<th>Page</th>
<th>Check in Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Receipt Packages</td>
<td>To check in a receipt package from the Manage Receipt Packages page:</td>
</tr>
<tr>
<td></td>
<td>1. In the Tasks pane of the Auditing work area, click the Manage Receipt Packages link to open the Manage Receipt Packages page.</td>
</tr>
<tr>
<td></td>
<td>2. Locate your expense report in the Search section in one of two ways:</td>
</tr>
<tr>
<td></td>
<td>- Select Expense Report Number from the choice list and enter your expense report number.</td>
</tr>
<tr>
<td></td>
<td>- Select Bar code from the choice list and then scan the bar code on your expense report cover sheet using a bar code scanner. Your bar code number appears in the field next to the choice list.</td>
</tr>
<tr>
<td></td>
<td>3. In the Original Receipt Package Check In Date field, enter the date you received the receipt package.</td>
</tr>
<tr>
<td>Audit Expense Report</td>
<td>To check in a receipt package while auditing an expense report, enter the date that you received the receipt package in the Original Receipt Package Check In Date field.</td>
</tr>
</tbody>
</table>

Can I reject part of an expense report?

Yes. To reject part of an expense report, select the Short Pay check box in the Policy Verification section on the Audit Expense Report page for expense items that are questionable. Additionally, select an audit issue for the same expense items from the Audit Issue choice list.

When you finish the audit and click the Complete Audit button, the expense report is split into two reports. One contains the approved lines and the other contains the short-paid lines. The expense report that contains the approved lines is ready for payment. The short-paid expense report that contains the short-paid, rejected lines is returned to the individual along with a notification. The individual can then edit the short-paid expense report, provide additional information and supporting documents, and then resubmit it or delete it.
Can I request confirmation of a prior approval from a manager when the expense report is assigned to me for audit?

Yes. Select the **Confirm Manager Approval** option from the **Actions** choice list on the Audit Expense Report page. The first approver receives a notification that includes a specific read-only instruction and any additional instructions you entered. After the first approver confirms approval, the expense report continues through the approval list and then returns to you for audit completion.

When can an auditor return an expense report to a worker?

When the expense report is in the Ready for Payment Processing status and belongs to an active employee. An expense auditor can return an expense report to a worker when manager and auditor approvals are both complete, but an invoice hasn't been created. Returning a report allows the worker to make necessary modifications, such as adjusting an amount or adding a missing receipt. The worker receives a return notification with a reason for the return.
4 Expense Reimbursements

How Expense Report Payment Requests Are Processed

The payment options your company chooses determines the reimbursement processes to run and the payment requests that are created. To reimburse card issuers and employees for business expenses, the expense auditor runs the Process Expense Reimbursement process and the corporate card administrator runs the process, Create Corporate Card Issuer Payment Requests. Payment requests are created in Oracle Fusion Payables, after which corporate card issuers and employees are paid by Oracle Fusion Payments.

The following figure illustrates the flow of data when the expense auditor runs the process named Process Expense Reimbursement.

Settings That Affect Expense Report Payment Requests

Settings that affect expense report payment requests for Both Pay transactions:

- **Employee Liability Account**: Set up as a system option on the Edit Expenses System Options page

  ✓ **Note**: This account is used only if there are cash expenses in the expense report and reimbursement is due to the employee.

- **Corporate Card Issuer Payment Liability Account**: Set up in Payables

- **Expense Clearing Account** and **Payment Option**: Set up in the Create Company Account dialog box
How Expense Report Payment Requests Are Processed

After expense report approval is complete, expense reports are ready for reimbursement. The following processing must occur:

- Process expense reports containing Both Pay corporate card transactions.
- Run the Process Expense Reimbursement program.

If the payment option is Both Pay, expense reports that contain corporate card transactions require additional processing.

Process Expense Reports Containing Both Pay Corporate Card Transactions

When the expense report approval process is complete, Both Pay expense reports are automatically processed. The Both Pay processing creates corporate card issuer expense reports to pay the card issuers. All Both Pay corporate card transactions in the expense report are copied into a new expense report to which the report number is appended with a .1. If corporate card transactions exist for more than one card in the report, a new expense report is created that is appended as .1, .2.

The following information from the original expense report isn’t copied into the corporate card issuer expense report:

- Project and task information
- Tax classification codes
- Accounting distributions

The accounting distributions for the corporate card issuer expense report are created against the expense clearing account defined for the company accounts of the corporate card transactions. The original expense report and the newly created corporate card issuer expense report are now ready for reimbursement processing.

Run the Process Expense Reimbursement Program

Expense auditors run the Process Expense Reimbursement program to process expense reports and to create payment requests in Payables. This process includes the following actions:

- Populates Payables Open Invoice Interface tables.
- Creates employee and corporate card issuer payment requests.
- Handles processed and rejected expense reports.

The Process Expense Reimbursement program selects all expense reports that are ready for reimbursement and creates header and line records for each report in the Open Invoice Interface tables. Only business expenses are eligible for reimbursement to the employee and they are categorized as Business or Business - Employee Paid.

>Note: If a payee doesn’t exist for an employee who needs to be reimbursed, the application creates a payee in Payments.

Each expense report has one corresponding header record in the Open Invoice Interface tables. A child line is created in the interface table for each expense item eligible for reimbursement with the following information:

- Expense amount and supporting details
- Tax event class and tax classification codes
- Project and task information
- Payment function and payment method
- Payee, whether employee or corporate card issuer
- Employee liability account or the corporate card issuer payment liability account

For expense reports containing Both Pay and Company Pay transactions, the reimbursement process creates reversal lines in the Open Invoice Interface tables so the employee invoice can derive the net amount due to the employee.

After populating the Open Invoice Interface tables, the Process Expense Reimbursement program invokes the Import Payables Invoices process in Payables. Payables creates payment requests using the information in the Open Invoice Interface tables. When there is no accounting distribution for a line item in the Open Invoice Interface tables, Payables creates accounting distributions using the distributions from Expenses. Payables then invokes Oracle Fusion Tax to calculate tax for the expense lines with tax classification codes.

During payment request creation, Payables rejects records in the Open Invoice Interface tables if errors occur. Examples of errors are dates in closed accounting periods or invalid payment methods. The Process Expense Reimbursement program removes rejected records from the interface table and updates the status of the expense reports to Payables Rejected. Whenever the Process Expense Reimbursement program runs, it selects all the Payables Rejected expense reports for reprocessing. The expense auditor then reprocesses the remaining expense reports for reimbursement.

All expense reports, for which payment requests are created, are updated with a payment request identifier. After payment requests are created, they remain in a Never Validated status until the invoice validation process is run in Payables. After validation, payment requests are processed in Payments.

The following table describes the payment options for corporate card transactions in expense reports and the reimbursement processes that are run to generate payment requests.

<table>
<thead>
<tr>
<th>Payment Options in Expense Reports for Corporate Card Transactions</th>
<th>Reimbursement Processes to Run</th>
<th>Payment Requests Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Cash&lt;br&gt;• Individual Pay</td>
<td>Process Expense Reimbursements</td>
<td>Employee Payment Requests</td>
</tr>
<tr>
<td>Individual Pay Only</td>
<td>Process Expense Reimbursements</td>
<td>Employee Payment Requests</td>
</tr>
<tr>
<td>• Cash&lt;br&gt;• Both Pay</td>
<td>Process Expense Reimbursements</td>
<td>• Employee Payment Requests&lt;br&gt;• Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>Both Pay Only</td>
<td>Process Expense Reimbursements</td>
<td>Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>• Cash&lt;br&gt;• Company Pay</td>
<td>• Process Expense Reimbursements&lt;br&gt;• Create Corporate Card Issuer Payment Requests</td>
<td>• Employee Payment Requests&lt;br&gt;• Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>• Individual Pay&lt;br&gt;• Both Pay</td>
<td>Process Expense Reimbursements</td>
<td>• Employee Payment Requests&lt;br&gt;• Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>• Cash&lt;br&gt;• Individual Pay&lt;br&gt;• Both Pay</td>
<td>Process Expense Reimbursements</td>
<td>• Employee Payment Requests&lt;br&gt;• Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>• Individual Pay</td>
<td>Process Expense Reimbursements</td>
<td>Employee Payment Requests</td>
</tr>
</tbody>
</table>

Note: When a report contains cash expenses only, the Process Expense Reimbursement process creates an employee payment request, rather than a card issuer payment request.
### Payment Options in Expense Reports for Corporate Card Transactions

<table>
<thead>
<tr>
<th>Payment Options in Expense Reports for Corporate Card Transactions</th>
<th>Reimbursement Processes to Run</th>
<th>Payment Requests Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Company Pay</td>
<td>• Create Corporate Card Issuer Payment Requests</td>
<td>• Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>• Cash</td>
<td>• Process Expense Reimbursements</td>
<td>• Employee Payment Requests</td>
</tr>
<tr>
<td>• Individual Pay</td>
<td>• Create Corporate Card Issuer Payment Requests</td>
<td>• Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>• Company Pay</td>
<td>• Process Expense Reimbursements</td>
<td>• Employee Payment Requests</td>
</tr>
<tr>
<td>• Individual Pay</td>
<td>• Create Corporate Card Issuer Payment Requests</td>
<td>• Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>• Both Pay</td>
<td>• Process Expense Reimbursements</td>
<td>Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>• Company Pay</td>
<td>• Create Corporate Card Issuer Payment Requests</td>
<td>• Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>• Cash</td>
<td>• Process Expense Reimbursements</td>
<td>• Employee Payment Requests</td>
</tr>
<tr>
<td>• Both Pay</td>
<td>• Create Corporate Card Issuer Payment Requests</td>
<td>• Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>• Company Pay</td>
<td>• Process Expense Reimbursements</td>
<td>• Employee Payment Requests</td>
</tr>
<tr>
<td>• Individual Pay</td>
<td>• Create Corporate Card Issuer Payment Requests</td>
<td>• Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>Company Pay Only</td>
<td>• Process Expense Reimbursements</td>
<td>Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>• Create Corporate Card Issuer Payment Requests</td>
<td>• Corporate Card Issuer Payment Requests</td>
<td></td>
</tr>
</tbody>
</table>

### Related Topics

- How Corporate Card Issuer Payment Requests for Company Pay Transactions Are Processed

### Expense Report Rejection Reasons

An expense report rejection occurs when expense reports don’t pass validation. When you submit an expense report for reimbursement, the reimbursement process creates:

- Payment requests for employees
- Invoices for contingent workers

During payment request or invoice creation, expense reports that don’t pass validation are rejected and a document payable isn’t created. When this happens, the expense auditor is presented with a rejection reason. After corrective action is taken, the expense auditor reruns the Process Expense Reimbursements and Cash Advances process. Prompt attention to rejection reasons result in timely reimbursement.

Types of expense report rejections include:

- Payment request rejections
- Invoice rejections

### Payment Request Rejections

The following table lists rejection codes, describes payment request rejection reasons, and states the corrective action to take.
<table>
<thead>
<tr>
<th>Rejection Code</th>
<th>Rejection Reason</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>INACTIVE_PERSON</td>
<td>Employee is inactive.</td>
<td>On the Manage Expenses System Options page, increase the number of days allowed after termination.</td>
</tr>
<tr>
<td>CREATE_PAYEE_FAILED</td>
<td>Application failed to create a payee.</td>
<td>Run the process with diagnostics turned on.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review the log file.</td>
</tr>
<tr>
<td>ACCT_DATE_NOT_IN_OPEN_PD</td>
<td>Accounting date isn’t in an open period or can’t be derived.</td>
<td>If the accounting date is in a closed period, the process advances the items to the next open period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure that at least one open accounting period exists.</td>
</tr>
<tr>
<td>INVALID_DISTRIBUTION_ACCT</td>
<td>Accounting code combination is invalid.</td>
<td>Verify whether any of the following rejection reasons caused the error and update accordingly:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Code combination ID is invalid.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Distribution account segments are invalid.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Distribution account isn’t enabled or is inactive.</td>
</tr>
<tr>
<td>DOC_CAT_NOT_REQD</td>
<td>Document sequencing isn’t enabled, but the Document Category Code field is populated.</td>
<td>Enable document sequencing in your payables application.</td>
</tr>
<tr>
<td>DUPLICATE_INVOICE_NUMBER</td>
<td>Invoice number isn’t unique.</td>
<td>Verify from the AP_INVOICES table or from the AP_HISTORY_INVOICES table whether an invoice with a similar number exists for the same business unit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Correct data.</td>
</tr>
<tr>
<td>INVALID_PAY_CURR_CODE</td>
<td>Payment currency is invalid.</td>
<td>Verify the payment currency in accounts payables.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Correct data if required.</td>
</tr>
<tr>
<td>INVALID_DOC_CATEGORY</td>
<td>Document category code is invalid.</td>
<td>The seeded document category code is populated on the invoice header and isn’t synchronized with the invoice type.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure that the document category is the same as the invoice type.</td>
</tr>
<tr>
<td>INVALID_CURRENCY_CODE</td>
<td>Currency is invalid.</td>
<td>Ensure that the currency is valid in your payables application.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Correct data if required.</td>
</tr>
</tbody>
</table>
## Invoice Rejections

The following table lists rejection codes, describes invoice rejection reasons, and states the corrective action to take.

<table>
<thead>
<tr>
<th>Rejection Code</th>
<th>Rejection Reason</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVALID_VENDOR</td>
<td>Supplier is invalid.</td>
<td>Verify that the supplier that is set up in your procurement application passes validation. Make data corrections if required.</td>
</tr>
<tr>
<td>DUPLICATE_VENDOR</td>
<td>Supplier isn’t unique.</td>
<td>Verify that the supplier that is set up in your procurement application is unique.</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Rejection Code</th>
<th>Rejection Reason</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO EXCHANGE RATE</td>
<td>Rate type is User and conversion rate isn’t present or the rate type is Non-User and the rate isn’t defined.</td>
<td>Verify that a conversion rate exists in the general ledger for the given rate type. Correct data if required.</td>
</tr>
<tr>
<td>INVALID LINE TYPE LOOKUP</td>
<td>Line type lookup value is invalid.</td>
<td>Ensure that the line type is valid.</td>
</tr>
<tr>
<td>INVALID EXCH RATE TYPE</td>
<td>Conversion rate type is invalid.</td>
<td>Verify that the currency and the ledger currency include a valid conversion rate type. Verify the conversion rate type on the Currency Rates Manager page, Rate Types tab in Setup and Maintenance, Manage Historical Rates task. Check whether the conversion rate type value is valid. Make corrections if required.</td>
</tr>
<tr>
<td>OVERRIDE DISALLOWED</td>
<td>Document category code is populated on the invoice header when the Allow document category override option isn’t enabled.</td>
<td>Review the Allow document category override option on the Manage Invoice Options page in Setup and Maintenance. Update if required.</td>
</tr>
<tr>
<td>PAY X RATE NOT FIXED</td>
<td>Payment currency isn’t equal to currency and the fixed rate doesn’t exist.</td>
<td>Verify the existence of the conversion rate. Create a conversion rate if required.</td>
</tr>
<tr>
<td>INVALID PAY METHOD</td>
<td>Payment method for the installment is invalid.</td>
<td>Verify the existence of the payment method for the installment. Create a payment method for the installment or assign one if required.</td>
</tr>
<tr>
<td>NO TERMS INFO</td>
<td>Terms information isn’t provided on the interface and it can’t be derived from the PO, receipt, supplier, or invoice options level.</td>
<td>Ensure that terms information is populated or define the terms defaulting rule.</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Rejection Code</th>
<th>Rejection Reason</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVALID_LINE_TYPE_LOOK UP</td>
<td>Line type lookup value is invalid.</td>
<td>Ensure that the line type is valid.</td>
</tr>
<tr>
<td>INVALID_EXCH_RATE_TYPE</td>
<td>Conversion rate type is invalid.</td>
<td>Verify that the currency and the ledger currency include a valid conversion rate type. Verify the conversion rate type on the Currency Rates Manager page, Rate Types tab in Setup and Maintenance, Manage Historical Rates task. Check whether the conversion rate type value is valid. Make corrections if required.</td>
</tr>
<tr>
<td>OVERRIDE_DISALLOWED</td>
<td>Document category code is populated on the invoice header when the Allow document category override option isn’t enabled.</td>
<td>Review the Allow document category override option on the Manage Invoice Options page in Setup and Maintenance. Update if required.</td>
</tr>
<tr>
<td>PAY_X_RATE_NOT_FIXED</td>
<td>Payment currency isn’t equal to currency and the fixed rate doesn’t exist.</td>
<td>Verify the existence of the conversion rate. Create a conversion rate if required.</td>
</tr>
<tr>
<td>INVALID_PAY_METHOD</td>
<td>Payment method for the installment is invalid.</td>
<td>Verify the existence of the payment method for the installment. Create a payment method for the installment or assign one if required.</td>
</tr>
<tr>
<td>NO_TERMS_INFO</td>
<td>Terms information isn’t provided on the interface and it can’t be derived from the PO, receipt, supplier, or invoice options level.</td>
<td>Ensure that terms information is populated or define the terms defaulting rule.</td>
</tr>
</tbody>
</table>
### How Third-Party Expense Reimbursements Are Processed

Expense reports can be reimbursed through Oracle Fusion Payables or any legacy or third-party application. If you want to issue expense reimbursements through a legacy or third-party application, you can use the third-party expense reimbursement process.

### Settings That Affect Third-Party Expense Reimbursements

On the Manage Expenses System Options page, you can use the **Pay Expense Reports Through** option to choose one of the following for expense reimbursement:

- Payables
- Third-party application

A third-party application may be a legacy application within your company or an outside supplier.

### How Third-Party Expense Reimbursements Are Processed

The following diagram illustrates the export of expense report data from Oracle Fusion Expenses to a legacy or third-party application, the issuance of reimbursement payments by the legacy or third-party application, and the import of reimbursement payment data back to Expenses.

<table>
<thead>
<tr>
<th>Rejection Code</th>
<th>Rejection Reason</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVALID_VENDOR_SITE</td>
<td>Supplier site is invalid.</td>
<td>Make data corrections if required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verify that the supplier site that is set up in your procurement application passes validation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Make data corrections if required.</td>
</tr>
</tbody>
</table>
The following figure illustrates the export of expense report data from Oracle Fusion Expenses to a legacy or third-party application, the issuance of reimbursement payments by the legacy or third-party application, and the import of reimbursement payment data back to Expenses.

The following table describes the flow of expense report data when you use a legacy or third-party expense report reimbursement application.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In Expenses, employees create expense reports, which are approved, and audited.</td>
<td>Expense reports are eligible for reimbursement.</td>
</tr>
</tbody>
</table>
| 2.       | In Expenses, you can schedule the following processes to automatically export the expense report data from Expenses to your legacy or third-party application in .xml format:  
  - Process Expense Reimbursements and Cash Advances  
  - Create Card Issuer Invoices | The exported expense report data files contain all the information necessary to issue payments and record accounting entries in your legacy or third-party application. The Expenses processes automatically export expense report data from Expenses to the following locations:  
  - Universal Content Manager Navigator > Tools > File Import and Export link.  
UCM facilitates easy tracking and download of expense report data files. |
| 3.       | From the fin/expenses/export directory, you can download the expense report data files in .xml format and transfer them to your legacy or third-party application. | Your legacy or third-party application processes the expense report data files. |
### Expense Report Data Flow Using a Third-Party Application

If you use a legacy or third-party application to process expense report reimbursements, you can export expense report XML data files from Oracle Fusion Expenses and use them to process data in your legacy or third-party application. After your legacy or third-party application processes reimbursement payments, you can import the reimbursement payment XML data files back to Expenses.

### Expense Report XML Data Exported to Universal Content Manager

To create expense report XML data files for export to a legacy or third-party application, schedule the following automatic processes in Expenses using **Navigator > Tools > Scheduled Processes**:

- Process Expense Reimbursements and Cash Advances
- Create Card Issuer Invoices

The resulting XML expense report data files are available from the Search Results section on the Scheduled Processes page or you can download them from Universal Content Manager (UCM) at **fin/expenses/export directory** using **Navigator > Tools > File Import and Export** link.
The following figure shows an example of an expense report XML data file format that is automatically created when an expense report containing cash expense items is processed by the Process Expense Reimbursements and Cash Advances process.

```xml
<ExpenseReports>
  <RequestId>10613</RequestId>
  <ExpenseReport>
    <Number>ALLBU/0028511328</Number>
    <Purpose>Apr 11</Purpose>
    <ReferenceKey>30010002951128</ReferenceKey>
    <ExpenseReportDate>2014-02-26</ExpenseReportDate>
    <PaymentCurrency>USD</PaymentCurrency>
    <PaymentAmount>95</PaymentAmount>
    <PaymentMethod>CHECK</PaymentMethod>
    <Source>Employee</Source>
    <EmployeeName>Brown, Ted</EmployeeName>
    <EmployeeNumber>10020335781</EmployeeNumber>
    <EmployeeAddressCode>OFFICE</EmployeeAddressCode>
    <PayeeName>Ted Brown</PayeeName>
    <LegalEntity>Vision Corporation</LegalEntity>
    <LedgerName>Vision Operations (USA)</LedgerName>
    <BusinessUnit>Vision Operations</BusinessUnit>
    <LiabilityAccount>
      <Company>201</Company>
      <Department>100</Department>
      <Account>2210</Account>
      <Sub-Account>0000</Sub-Account>
      <Product>000</Product>
    </LiabilityAccount>
  </ExpenseReport>
  <Lines>
    <Line>
      <ReferenceKey>30010002951128</ReferenceKey>
      <ExpenseDate>2014-02-26</ExpenseDate>
      <ExpenseType>Miscellaneous</ExpenseType>
      <Amount>95</Amount>
      <Description>Miscellaneous</Description>
      <Location>Academy, Albany, New York, United States</Location>
      <ReceiptCurrency>USD</ReceiptCurrency>
      <ReceiptConversionRate>1</ReceiptConversionRate>
      <ReceiptAmount>95</ReceiptAmount>
      <TaxClassification>CA-Sales Tax</TaxClassification>
      <ExpenseAccount>
        <Company>01</Company>
        <Department>520</Department>
        <Account>7598</Account>
        <Sub-Account>0000</Sub-Account>
        <Product>010</Product>
      </ExpenseAccount>
    </Line>
  </Lines>
</ExpenseReports>
```

**Note:** Expense report data files that contain corporate card expenses for Company Pay or Both Pay payment options have a different XML format structure than the preceding example. Similarly, expense report data files for cash advances also contain a different XML format structure.
Expense Report Reimbursement XML Data Imported Into Universal Content Manager

To transfer expense report reimbursement data from a legacy or third-party application back to Expenses, the data must appear in XML format. Upload the correctly formatted XML reimbursement payment data files to UCM at fin/expenses/import directory.

💡 Tip: For optimal file handling, the best practice is to use the following naming convention for reimbursement payment data files: MM-DD-YYYY HH-MM ExmPaymentExtract.

⚠️ Caution: The XML files you upload to UCM must be in precisely the same structure as shown in the following figure.
<?xml version="1.0" encoding="UTF-8"?>
<Payments>
  <Payer>
    <PayerName>Vision Operations (USA)</PayerName>
    <PayerBankName>Bank of the West</PayerBankName>
    <PayerAddress>
      <AddressLine1>500 Wolfe Road</AddressLine1>
      <AddressLine2/>
      <AddressLine3/>
      <AddressLine4/>
    </PayerAddress>
    <City>Santa Clara</City>
    <State>CA</State>
    <PostalCode>95051</PostalCode>
    <Province>CA</Province>
    <County>Santa Clara</County>
    <PayerAddress>
      <PaymentReferenceNumber>290614</PaymentReferenceNumber>
      <PaymentDate>2014-05-29</PaymentDate>
      <PaymentCurrency>USD</PaymentCurrency>
      <PaymentAmount>32.00</PaymentAmount>
      <PayeeName>Mary Johnson</PayeeName>
      <EmployeeNumber>10026335772</EmployeeNumber>
      <PaymentMethod>Check</PaymentMethod>
      <CheckNumber>290214</CheckNumber>
      <MailingAddressType>Office</MailingAddressType>
      <PayeeBankName>Wells Fargo</PayeeBankName>
      <PayeeBranchName>San Jose Branch</PayeeBranchName>
      <PayeeMaskedBankAccountNumber>******7890</PayeeMaskedBankAccountNumber>
    </Payment>
    <Documents>
      <Document>
        <DocumentReferenceNumber>EXM0045554490</DocumentReferenceNumber>
        <DocumentCurrency>USD</DocumentCurrency>
        <DocumentAmount>32.00</DocumentAmount>
      </Document>
      <Documents>
    </Payer>
  </Payer>
</Payments>
5 Travel Authorization

Travel Card Processing

Travel cards, also known as centrally-billed travel cards, business travel accounts, or ghost cards, are used by companies to centrally charge high value travel expenses, such as airfare, accommodations, and car rental. The travel card account allows corporate employees to purchase travel expenses using a single card account, rather than each employee using individual corporate cards. A centrally-billed card is a single card number that is assigned to an entire company or to a specific business unit.

Your company can realize the following benefits from using a travel card account:

- Greater visibility into total trip cost
- Accurate travel expense allocation
- On time payment to card issuers
- Integration with American Express
- Cost savings

Processing travel cards includes the following actions:

- Schedule the Upload Corporate Card Transactions process.
- View upload results.
- Schedule the Create Corporate Card Issuer Payment Requests process.
- View payment requests results.

Schedule the Upload Corporate Card Transactions Process

The Upload Corporate Card Transactions process uploads and validates corporate card or travel card transactions from a card issuer.

To schedule the Upload Corporate Card Transactions process, navigate to: Navigator > Expenses > Corporate Cards link > Tasks link > Upload Corporate Card Transactions link > Upload Corporate Card Transactions page.

The following table contains the parameters that you must select on the Upload Corporate Card Transactions page to schedule the Upload Corporate Card Transactions process.

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Type</td>
<td>Upload and validate</td>
</tr>
<tr>
<td>Corporate Card Program</td>
<td>Applicable travel card</td>
</tr>
<tr>
<td>Account Type choice list</td>
<td>Centrally-billed card</td>
</tr>
</tbody>
</table>
View Upload Results

View upload results in the Corporate Cards work area on the Transactions Upload Results tab. The upload results display the status of the process, output, and any invalid transaction errors. You can click the View Output icon and the link for the number of invalid transactions to review details and take corrective action.

Schedule the Create Corporate Card Issuer Payment Requests Process

The Create Corporate Card Issuer Payment Requests process creates invoices for subsequent payment to corporate card or travel card issuers.

To schedule the Create Corporate Card Issuer Payment Requests process, navigate to: Navigator > Expenses > Corporate Cards link > Tasks link > Create Corporate Card Issuer Payment Requests link > Create Corporate Card Issuer Payment Requests page.

The following table contains the parameters that you must select on the Create Corporate Card Issuer Payment Requests page to schedule the Create Corporate Card Issuer Payment Requests process.

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Card Program</td>
<td>Travel card</td>
</tr>
<tr>
<td>Account Type choice list</td>
<td>Centrally-billed card</td>
</tr>
</tbody>
</table>

View Payment Requests Results

View payment requests results in the Corporate Cards work area on the Card Issuer Payment Requests tab. The payment requests results display the status of the process, as well as output. You can click the View Output icon to review details and take corrective action.

Overview of Spend Authorizations

A spend authorization is a request by an employee for approval of estimated expenses for a future activity. A spend authorization request proceeds through the following process, which the employee initiates:

- Employee submits a spend authorization request
- Manager approves the spend authorization request
- Employee submits an expense report

Employee Submits a Spend Authorization Request

The process for a spend authorization begins when an employee requests authorization for future expenses. The employee completes the Request Authorization page by clicking the Authorizations infotile on the Oracle Expenses work area. Expenses tracks all requests by an employee for authorization of future expenses.
Manager Approves the Spend Authorization Request

The employee submits the spend authorization request to his manager for approval. If the manager rejects the request or requests more information, Expenses returns the request to the employee who takes appropriate action.

Employee Submits an Expense Report

After incurring business expenses, the employee creates and submits an expense report to his manager for approval. When an approved spend authorization request exists, the employer may require the employee to attach it to the expense report at either the expense report header or at the lines.

Attaching the spend authorization to the expense report allows managers and expense auditors to compare approved estimated expenses against incurred expenses. If budgetary control is enabled, the employee may be alerted when he makes expense report entries that are contrary to a previous authorization. Such violations are visible to the manager and the expense auditor.

Related Topics

- How Budgetary Control and Spend Authorizations Work Together
- Options for Setting Up Spend Authorizations with Budgetary Control
Cash Advances

A cash advance is an advance payment to an employee that covers incidental expenses while traveling or during the course of business.

The cash advance process includes the following actions:

- Submitting a cash advance request
- Approving the cash advance request
- Requesting a payment request
- Submitting an expense report
- Approving the expense report
- Running the reimbursement process
- Applying any unapplied cash advances

The following figure illustrates the cash advance and expense report flows.
Employee Submits a Cash Advance Request
The cash advance process begins when an employee requests a cash advance by completing the Request Cash Advance page. The page is accessible from the Cash Advances infotile on the Oracle Expenses work area. Expenses tracks all requests for cash advances by the employee.

Approvers Approve the Cash Advance Request
The employee submits the cash advance request to his manager for approval. If the manager approves the request, Expenses sends it to the expense auditor for approval.

If either the manager or the expense auditor rejects the cash advance request, Expenses returns the request to the employee.

If the expense auditor approves the cash advance request, he specifies a date by which the cash advance must be applied to the employee’s report.

Expenses Requests a Payment Request
After required approvals, Expenses sends a payment request for the cash advance to Oracle Payables. For cash advances, Payables automatically uses the pay alone feature to create a separate cash advance payment for each invoice. Oracle Payments then processes the payment request and deposits the amount requested into the employee’s primary bank account. Expenses Cash Advance Clearing Account records outstanding cash advances that haven’t been applied to an employee’s expense report.

Employee Submits an Expense Report
After incurring business expenses, the employee creates and submits an expense report to his manager for approval.

Approvers Approve the Expense Report
If the manager rejects the expense report, he returns it to the employee. If the manager approves the expense report, he sends it to the expense auditor for approval.

The expense auditor audits the expense report. If the expense auditor rejects the expense report, he returns it to the employee.

Expense Auditor Runs the Reimbursement Process
After the expense report is approved, the expense auditor runs the Process Expense Reimbursement process. When the process applies the unapplied cash advance amounts to the report, it clears the Cash Advance Clearing Account. The process then charges the expense to the applicable expense account. The process then sends a payment request for the reimbursement to Payables, which sends a payment process request to Oracle Payments.

Expenses Applies Any Unapplied Cash Advances
Expenses automatically applies available cash advances to the approved expense report on or after the due date. Payments processes the payment process request and the employee receives payment for the expense report amount minus the cash advance amount. Any unused cash advance amounts are applied to the next expense report or refunded to the company by the employee.
Note: Expenses tracks overdue cash advance balances. A cash advance is overdue if an unapplied amount exists after the due date specified by the expense auditor.

How Accounting Entries for Cash Advances Are Distributed

When a cash advance is paid to an employee, the amount to be reclaimed from the employee is tracked in the Cash Advance Clearing account. Then, when the cash advance is applied to an expense report, the amount is reversed from the clearing account.

The following table shows an example of a cash advance of 500 USD and an expense report with a total amount of 500 USD.

<table>
<thead>
<tr>
<th>Document</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Advance</td>
<td>500 USD</td>
</tr>
<tr>
<td>Expense Report</td>
<td>700 USD</td>
</tr>
</tbody>
</table>

Data in the preceding table is used in subsequent sections to illustrate how accounting entries are distributed when each document is processed.

Setting That Affects Accounting Entries

The setting that affects accounting entries for cash advances is the Cash Advance Clearing account on the Manage Expenses System Options page. This setting can only be implemented for a business unit.

The clearing account for each cash advance is derived by overlaying the natural account from the Cash Advance Clearing account on the Default Expense account of the employee.

How Accounting Entries are Distributed

After a cash advance is approved and audited, it is processed to Oracle Payables as a payment request.

The following table summarizes the accounting distribution that is generated when the cash advance is processed in Payables.

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Advance Clearing</td>
<td>500 USD</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Employee Liability</td>
<td>Not applicable</td>
<td>500 USD</td>
</tr>
</tbody>
</table>
The following table summarizes the accounting distribution that is generated when the cash advance is applied to the expense report and the expense report is processed in Payables.

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Advance Clearing</td>
<td>Not applicable</td>
<td>500 USD</td>
</tr>
<tr>
<td>Employee Liability: Reclaim cash advance</td>
<td>500 USD</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Employee Liability: Expense report</td>
<td>Not applicable</td>
<td>700 USD</td>
</tr>
<tr>
<td>Expense</td>
<td>700 USD</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

FAQs for Cash Advance Request

How can I receive my cash advance?

After you request a cash advance and receive approval from approvers and the expense auditor, the cash advance is deposited into your primary bank account. You can also have it mailed to you as a check if that's your preferred payment method.
7 Credit Card Data

How Corporate Card Transaction Files Are Processed

Before you can begin processing corporate card transaction files, your company must establish connectivity with the corporate card issuers. You must also determine the transaction file format and the transaction file delivery frequency. After establishing a secure connection, your company receives transaction files. The application loads the transaction file and validates the transactions. The application loads eFolio summary and detail transactions if they are present in the file. All valid transactions are created as expense items and are available to employees for inclusion in the expense reports. All invalid transactions are available for corporate card administrators to review and correct. After correction, these transactions are validated again and become available for expense reporting.

When you implement corporate credit card functionality, you must decide whether your company or its employees are responsible for paying the credit card issuer. The three payment options that you can implement in Expenses are the following:

- **Individual Pay**: The employee pays the corporate card issuer for all corporate card transactions
- **Company Pay**: Your company pays the corporate card issuer for all transactions
- **Both Pay**: Your company pays the corporate card issuer for business expenses and the employee pays the corporate card issuer for personal expenses
This figure shows an overview of the corporate card transaction files processing.

A Setting That Affects Corporate Card Transaction Files

The process flow of corporate card transaction files is based on which of the three payment options your company decides to implement. Your company can implement one, two, or all three of the payment options by geographical region, organizational hierarchy, or other criteria. For example, a global company might have Both Pay implemented in the US and Individual Pay implemented in the UK. Another company might have Both Pay for one set of organizations and Individual Pay for another set of organizations within the UK.

When creating a company account for a card program, select a payment option from the Payment Due From list on the Create Company Account page.
How Corporate Card Transaction Files Are Processed

This section provides examples of the corporate card transaction files process flow for each payment option. For each example, assume that an employee reports cash and categorizes card transactions as both business and personal when creating and submitting an expense report.

Individual Pay

The Individual Pay payment option is simpler than Both Pay or Company Pay. Whether you identify corporate card transactions as business or personal expenses, the employee pays the corporate card issuer for both business and personal expenses. When the employee creates an expense report, both business and personal transactions are reported. The employee is, however, reimbursed by your employer for the corporate card business expenses.

The following table provides an example of Individual Pay corporate card transaction files processing:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up company account and download data file.</td>
<td>Obtain the corporate card transactions data file from your corporate card provider.</td>
</tr>
<tr>
<td>Upload data file into Expenses.</td>
<td>Upload and validate your corporate card transactions files.</td>
</tr>
<tr>
<td>Create and submit expense report.</td>
<td>When you create an expense report, you select the corporate card transactions that you want to submit on the report. You determine if transactions are business or personal expenses. By default, transactions are identified as Business. You're only reimbursed by your employer for business expenses. Once processed on an expense report, corporate card transactions are no longer available in the list of transactions to be added to expense reports. This rule applies to both business and personal expenses.</td>
</tr>
<tr>
<td>Review and approve expense report.</td>
<td>After you submit the expense report, your manager must approve it. After managerial approval, the report is verified to ensure that required receipts are attached and that the report is in compliance with your company’s policies.</td>
</tr>
<tr>
<td>Reimbursement.</td>
<td>After the expense report has been reviewed and approved, it's ready for invoice creation in Payables to facilitate payment processing. To create an invoice with the amount due to the employee, run the Process Expense Reimbursements program. Then the payment to the employee is processed through Oracle Fusion Payments.</td>
</tr>
</tbody>
</table>

Company Pay

For the Company Pay payment option, your employer pays the corporate card issuer for all corporate card transactions incurred by its employees. The employee is only reimbursed for cash business expenses. Corporate card transactions reported as business expenses have no effect on the amount that is reimbursed to the employee.

Note: If the employee reports any transactions as personal expenses, these transactions are offset against any cash business expenses reported. Therefore, the amount reimbursable to the employee is reduced by the amount of the corporate card personal expenses.
The following table provides an example of Company Pay corporate card transaction files processing:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up company account and download data file.</td>
<td>Obtain the corporate card transactions file from your corporate card provider.</td>
</tr>
<tr>
<td>Upload data file into Expenses.</td>
<td>Upload and validate your corporate card transactions files.</td>
</tr>
<tr>
<td>Create and submit expense report.</td>
<td>When you create an expense report, select the corporate card transactions that you want to submit. You determine if transactions are business or personal expenses. Cash expenses aren’t charged to the company corporate card but are considered business expenses. Cash expenses aren’t reimbursed as corporate card business expenses. Corporate card transactions designated as personal expenses reduce the amount you’re reimbursed. You are only reimbursed by your employer for cash business expenses. Once processed on an expense report, corporate card transactions are no longer available in the list of transactions to be added to expense reports. This rule applies to both business and personal expenses.</td>
</tr>
<tr>
<td>Review and approve expense report.</td>
<td>After you submit the expense report, your manager must approve it. After managerial approval, your report is verified to ensure that required receipts are attached and that the report is in compliance with your company’s policies. Any corporate card transactions designated as personal expenses are also displayed to the managers for review.</td>
</tr>
<tr>
<td>Export the expense report from Expenses to Payables.</td>
<td>After the expense report has been reviewed and approved, it’s ready for invoice creation in Payables to facilitate payment processing. To create the invoice with the amount due to the employee, run the Process Expense Reimbursements program. Then the payment to the employee is processed through Oracle Fusion Payments. To create an invoice with the amount due to the card issuer, run the Create Corporate Card Issuer Payment Requests process. Then the payment to the employee is processed through Oracle Fusion Payments. The card issuer can be paid at any time, regardless of the status of the expense report.</td>
</tr>
</tbody>
</table>

**Both Pay**

For the Both Pay payment option, your company pays the corporate card issuer for transactions that are categorized as business expenses. The employee pays the corporate card issuer for all corporate card transactions reported as personal expenses. An invoice can’t be created for the corporate card issuer until the expense report is exported to Payables as an invoice.

The following table provides an example of Both Pay corporate card transaction files processing:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up company account and download data file.</td>
<td>Obtain the corporate card transactions data file from your corporate card provider.</td>
</tr>
<tr>
<td>Upload data file into Expenses.</td>
<td>Upload and validate your corporate card transactions files.</td>
</tr>
<tr>
<td>Create and submit expense report.</td>
<td>When you create an expense report, select the corporate card transactions that you want to submit.</td>
</tr>
</tbody>
</table>
You are reimbursed only by your employer for cash business expenses. Once processed on an expense report, corporate card transactions are no longer available in the list of transactions to be added to expense reports. This rule applies to both business and personal expenses.

Review and approve expense report. After you submit the expense report, your manager must approve it. After managerial approval, your report is verified to ensure that required receipts are attached and that the report is in compliance with your company’s policies. When the Payables review process is complete for an expense report, a new expense report containing only corporate card transactions is created. The new report is based on the existing report by copying only the business transactions, which are used to pay the card issuer. If the expense report contains transactions charged to two corporate cards, two reports are created to pay the corporate card issuers. These reports are named 1 and 2 respectively.

Process expense reimbursements. After the card issuer expense report is created, it’s ready for invoice creation in Payables to facilitate payment processing.

To create the invoice with the amount due to the employee and to the card issuer, run the Process Expense Reimbursements program. Then the payment to the employee and the corporate card issuer is processed through Oracle Fusion Payments. The invoice due to the employee contains accounting distributions and project accounting, when applicable, for both the cash and corporate card expenses.

The corporate card issuer invoice contains a single accounting distribution for all corporate card expenses against the expense clearing account.

Related Topics
- Options for Deciding Who Pays the Corporate Card Issuer

How You Upload Corporate Card Transactions with Encrypted Card Numbers

A data file is an electronic format in which your company receives its employees’ corporate card charges. Using Oracle Fusion Expenses, your company can upload MasterCard CDF3 files and American Express GL1025 files with encrypted corporate card numbers.

Encrypting corporate card numbers:
- Prevents fraudulent activity by employees or administrators.
- Protects your corporate cards from hackers.

Note: No setup or process change is necessary to receive corporate card transaction files from MasterCard or American Express with encrypted card numbers.

Encrypted corporate card numbers have digits that are both masked and unmasked. Expenses supports the following formats for encrypted corporate card numbers:
- American Express GL1025 files:
  - Last five digits unmasked
  - Last six digits unmasked
When encrypted American Express GL1025 files are uploaded to Expenses, they are stored as follows:

- A new encrypted corporate card number is created by concatenating an employee ID number with unmasked digits.
  - If the new encrypted corporate card number is more than 12 digits, the last 12 digits are used as the card number.
  - If the new encrypted corporate card number is less than 12 digits, the application adds zeros in front to total 12 digits.
- The new encrypted corporate card number is then stored against the employee.

💡 **Tip:** When corporate card numbers are encrypted, transactions without employee ID numbers are rejected. To ensure receipt of all encrypted corporate card transactions, you must ask your corporate card provider to include an employee ID number for each transaction in the file.

### Upload VISA, MasterCard, and Diner's Club Corporate Card Transactions Files

Before you can process VISA, MasterCard, and Diner’s Club corporate card transaction files, you must set up an HTTPS server, configure the corporate card programs setup, and verify the HTTPS server setup.

### Setting Up the HTTPS Server

When you set up the HTTPS server, ensure the following:

1. Install a web server and enable HTTPS.
   - The server must be externally accessible.
   - The server must have a valid certificate, such as Verisign.

2. Create the outbox directory on the server.
   - Create a directory called on the HTTPS server to receive corporate card transaction files.
   - Secure the directory with a user name and password.
   - Enable the directory so it’s visible to external users who have read access.

🔍 **Note:** You must either receive corporate card transaction files directly to the directory from the card issuers or move the transaction files to this directory from an alternate location where the transaction files are initially received.
Configuring the Corporate Card Programs Setup

To configure the corporate card programs setup, perform the following steps:

1. In the Upload Parameters section on the Create or Edit Corporate Card Programs page, do the following:
   - Create a profile with your server address, user name, and password:
     - For example, a server address of **Vision.com/outbox** represents the path to the directory, **Vision.com/outbox**, that you created.
   - Enter the full file name of the corporate card transaction file in the File Name Prefix field.

2. Schedule the Upload Corporate Card Transaction Files process to automatically pull and process the transaction files.

   **Note:** The Upload Corporate Card Transactions process supports only user name and password-based authentication.

Verifying the HTTPS Server Setup

To verify the HTTPS server setup, perform the following steps:

1. Verify that the HTTPS server has a valid certificate.
   - In your browser, enter the server address, such as **https://Vision.com/outbox**.
     - If you don't see an error message that indicates an invalid server certificate or a mistrusted server certificate, then the certificate is correctly installed.

2. Verify that the directory is accessible and secured.
   - After navigating to the server address, such as **https://Vision.com/outbox**, if you see a login screen, then the directory is accessible and secured.
   - Sign in with user name and password to ensure that the user has access to the outbox directory.

Wait Days

Using Oracle Fusion Expenses, you can hold the main corporate card transactions from use until the detail corporate card transactions arrive. This ensures that employees can include the itemization detail provided by the card issuer in their expense reports.

Two types of wait days control the maximum duration that the application waits for the detail transactions to arrive:

- Transaction detail wait days
- Merchant wait days

   **Note:** Wait days are applicable only when the merchant provides Level 3 detail transaction data. No wait period is applicable for transactions from merchants who don't provide transaction detail.
Transaction Detail Wait Days

Transaction detail wait days are the number of days the application is set up to hold the main transaction data while waiting for detail transaction data from a merchant. Detail transaction data may or may not arrive.

You can set a wait period at the corporate card program level by selecting a value from the Transaction Detail Wait Days choice list on the Upload Rules tab of the Create Corporate Card Program page. If defined, the application uses the smaller value between the transaction detail wait days and the merchant wait days as the wait period for the main transactions.

Merchant Wait Days

Merchant wait days are calculated by the application. It’s the difference, in days, between receiving the main transactions and receiving detail transactions when they arrive for the first time. Thereafter, merchant wait days are computed as follows:

- Detail Transactions Arrival Date minus Main Transactions Arrival Date plus Most Recent Merchant Wait Days for the Main Transactions Upload divided by two.

A merchant can provide detail transactions either with the main transactions or as a separate delivery. If they’re provided as a separate delivery, the Upload Corporate Card Transaction File process holds the main transactions for a specified time period while waiting for the detail transactions. During this wait period, the main transactions aren’t available for expense reports. After each delivery of detail transactions, the merchant’s wait days are updated by the application according to the preceding formula.

Note: The actual time that data arrives isn’t a factor in the merchant wait days or in the application’s wait days’ calculation.

The following table shows the calculations associated with detail transactions and merchant wait days based on transaction data arrival dates using sample data. The table data is based on a transaction detail wait days setting of five days.

<table>
<thead>
<tr>
<th>Data Upload</th>
<th>Main Transactions Arrival Date</th>
<th>Detail Transactions Arrival Date</th>
<th>Merchant Wait Days</th>
<th>Application Transaction Wait Days</th>
<th>Latest Date Transactions are Available in Expense Report</th>
<th>Actual Date Transactions are Available in Expense Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May 1</td>
<td>N/A</td>
<td>N/A</td>
<td>0 Days</td>
<td>May 1</td>
<td>May 1</td>
</tr>
</tbody>
</table>

First Time: Detail transactions arrival date minus main transactions arrival date.

Thereafter, detail transactions arrival date minus main transactions arrival date plus most recent merchant wait days for the main transactions upload plus 1 day.

Application uses the minimum of transaction detail wait days or merchant wait days for the main transactions upload plus 1 day.

Date the transaction detail wait days end.

Actual date the main and detail transactions are available in the expense report.
## How Corporate Card Issuer Payment Requests for Company Pay Transactions Are Processed

You can run the Create Corporate Card Issuer Payment Requests process to generate payment requests for corporate card issuers when there are corporate cards that use the Company Pay payment option. The Create Corporate Card Issuer Payment Requests process is run only when the Company Pay payment option is used.

> **Note:** You can run the process any time. Since your company’s objective is to pay the card issuer on time, running the Create Corporate Card Issuer Payment Requests process isn’t dependent on when an employee submits an expense report.

### Oracle Financials Cloud
**Using Expenses**

### Credit Card Data

<table>
<thead>
<tr>
<th>Data Upload</th>
<th>Main Transactions Arrival Date</th>
<th>Detail Transactions Arrival Date</th>
<th>Merchant Wait Days</th>
<th>Application Transaction Wait Days</th>
<th>Latest Date Transactions are Available in Expense Report</th>
<th>Actual Date Transactions are Available in Expense Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>The merchant has never provided detail transactions. Therefore no merchant wait days exist in the application.</td>
<td>The merchant didn’t provide details transactions. Therefore the application doesn’t wait.</td>
<td>Available immediately.</td>
<td>Available immediately.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Detail Transactions 1</th>
<th>N/A</th>
<th>May 5</th>
<th>4 Days</th>
<th>N/A</th>
<th>N/A</th>
<th>May 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Transactions 2</td>
<td>May 7</td>
<td>N/A</td>
<td>4 Days</td>
<td>5 Days</td>
<td>May 11</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The application waits for the minimum of 5 transaction detail wait days or 4 merchant wait days plus 1 day.</td>
<td>May 7 + 5 application wait days = May 12.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Detail Transactions 2</th>
<th>N/A</th>
<th>May 9</th>
<th>3 Days</th>
<th>N/A</th>
<th>N/A</th>
<th>May 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Transactions 3</td>
<td>May 12</td>
<td>N/A</td>
<td>3 Days</td>
<td>4 Days</td>
<td>May 15</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The application waits for the minimum of 5 transaction detail wait days or 3 merchant wait days plus 1 day.</td>
<td>May 12 + 4 application wait days = May 16.</td>
<td></td>
</tr>
</tbody>
</table>
This following figure shows how the:

- Create Corporate Card Issuer Payment Requests process generates payment requests to pay corporate card issuers when corporate cards use the Company Pay payment option.
- Process Expense Reimbursement process generates payment requests to pay employees when corporate cards use the Company Pay Plus Cash payment option.

**Settings That Affect Corporate Card Issuer Payment Requests for Company Pay Transactions**

Settings that affect payment requests for Company Pay transactions are the following:

- **Employee Liability Account**: Set up as a system option on the Edit Expenses System Options page.

  > Note: To use the Payables default liability account, select the **Use setup from Oracle Fusion Payables** option. To define a specific liability account that is specific to a business unit, select the **Define value specific to business unit** option and then enter an account. This account is used only if there are cash expenses in the expense report and reimbursement is due to the employee.

- **Corporate Card Issuer Payment Liability Account**: Set up in Oracle Fusion Payables.

  This account records the amount the company reimburses corporate card issuers for expenses incurred by employees who use their corporate cards.

- **Expense Clearing Account** and **Payment Option**: Set up in the **Create Company Account** dialog box.

  This account temporarily holds accounting for corporate card transactions. It’s cleared when the expense reports containing the corporate card transactions are processed by Payables.
How Corporate Card Issuer Payment Requests for Company Pay Transactions Are Processed

The Create Corporate Card Issuer Payment Requests process has the following components:

- Populate Payables Open Invoice Interface tables
- Create corporate card issuer payment requests
- Handle processed and rejected expense reports

Populating Payables Open Invoice Interface Tables

For each corporate card, the Create Corporate Card Issuer Payment Requests process creates one invoice header record in the Payables Open Invoice Interface table. All corporate card transactions for the corporate card are created as child lines. The accounting distributions for the transactions are created using the Expense Clearing Account for the corporate card.

Creating Corporate Card Issuer Payment Requests

After populating the Payables Open Invoice Interface table, the Create Corporate Card Issuer Payment Requests process invokes the Import Payables Invoices process in Payables. Payables creates payment requests using the information in the Payables Open Invoice Interface table. Tax processing isn’t applicable for corporate card issuer payment requests.

Handling Processed and Rejected Expense Reports

During payment request creation, Payables rejects records in the Payables Open Invoice Interface table if errors exist, such as dates in closed accounting periods or invalid payment methods. After payment requests creation is complete, the Create Corporate Card Issuer Payment Requests process removes any rejected records from the interface table. You must then reprocess the corporate card transactions for reimbursement.

Finally, all expense items corresponding to the corporate card transactions, for which payment requests are created, are updated with a corresponding payment request identifier.

The following table describes the types of payment options for corporate card transactions in expense reports and the processes that are run to generate their associated payment requests.

<table>
<thead>
<tr>
<th>Expense Report Payment Options for Corporate Card Transactions</th>
<th>Process Run</th>
<th>Payment Requests Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Cash, Company Pay</td>
<td>• Process Expense Reimbursements</td>
<td>• Employee Payment Requests</td>
</tr>
<tr>
<td></td>
<td>• Create Corporate Card Issuer Payment Requests</td>
<td>• Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>• Individual Pay, Company Pay</td>
<td>• Process Expense Reimbursements</td>
<td>• Employee Payment Requests</td>
</tr>
<tr>
<td></td>
<td>• Create Corporate Card Issuer Payment Requests</td>
<td>• Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>• Cash, Individual Pay, Company Pay</td>
<td>• Process Expense Reimbursements</td>
<td>• Employee Payment Requests</td>
</tr>
<tr>
<td></td>
<td>• Create Corporate Card Issuer Payment Requests</td>
<td>• Corporate Card Issuer Payment Requests</td>
</tr>
<tr>
<td>• Both Pay, Company Pay</td>
<td>• Process Expense Reimbursements</td>
<td>Corporate Card Issuer Payment Requests</td>
</tr>
</tbody>
</table>
Oracle Financials Cloud
Using Expenses

Chapter 7
Credit Card Data

### Expense Report Payment Options for Corporate Card Transactions

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>500 USD</td>
</tr>
<tr>
<td>Corporate Card Business Expenses</td>
<td>650 USD</td>
</tr>
<tr>
<td>Corporate Card Personal Expenses</td>
<td>299 USD</td>
</tr>
<tr>
<td>Corporate Card Transactions from Corporate Card Issuer</td>
<td>949 USD</td>
</tr>
</tbody>
</table>

Data in the preceding table is used in subsequent sections to illustrate how accounting entries are distributed for each payment liability.
Settings That Affects Payment Options

The following options available from the Payment Option choice list in the Create Company Account dialog box affect payment liability: Both, Company, and Individual.

How Accounting Entries for Payment Options Are Calculated

When an employee’s expense report is exported to Payables, the amount of the payment request equals the amount due the employee.

The following table summarizes amounts owed by a company to an employee and the corporate card issuer based on the payment liability.

<table>
<thead>
<tr>
<th>Payment Liability</th>
<th>Expense Report Total</th>
<th>Amount Due Employee</th>
<th>Amount Due Corporate Card Issuer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Pay</td>
<td>1,150 USD</td>
<td>1,150 USD</td>
<td>0</td>
</tr>
<tr>
<td>Both Pay</td>
<td>1,150 USD</td>
<td>500 USD</td>
<td>650 USD</td>
</tr>
<tr>
<td>Company Pay</td>
<td>1,150 USD</td>
<td>201 USD</td>
<td>949 USD</td>
</tr>
</tbody>
</table>

Accounting Entries for Individual Pay

Since the payment option is Individual Pay, a single payment request is created to reimburse the employee. It’s the employee’s responsibility to pay the card issuer.

The following table describes the accounting distributions for a corporate card with Individual Pay liability.

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and other expenses</td>
<td>500 USD</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Corporate card business expenses</td>
<td>650 USD</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Employee liability</td>
<td>Not Applicable</td>
<td>1,150 USD</td>
</tr>
</tbody>
</table>

Accounting Entries for Both Pay

With Both Pay liability, two payment requests are created, one to pay the employee for any out of pocket expenses and a second one to pay the card issuer.

The following table describes the accounting distributions for a corporate card with Both Pay liability.
### Accounting Entries for Company Pay

With Company Pay liability, a company can pay the card issuer at any time. The payment request for an employee is created when an expense report is approved and processed, while the payment request for the card issuer is created separately.

The following table describes the accounting distributions for a corporate card with Company Pay liability.

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Request for Employee</td>
<td>500 USD</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Cash and other expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate card business expenses</td>
<td>650 USD</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Expenses clearing account</td>
<td></td>
<td>650 USD</td>
</tr>
<tr>
<td>Payment Request for Card Issuer</td>
<td>650 USD</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Expenses clearing account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due to employee</td>
<td></td>
<td>201 USD</td>
</tr>
<tr>
<td>Due to card issuer</td>
<td></td>
<td>949 USD</td>
</tr>
</tbody>
</table>

**Related Topics**

- Options for Deciding Who Pays the Corporate Card Issuer
FAQs for Credit Card Data

How can I enforce corporate card usage policies?

Your company can set up corporate card usage rules to enforce its policies regarding the use of corporate cards. On the Manage Corporate Card Usage Policies page, you can define the allowable amount for each expense category that can be charged as a cash expense. Over this cash limit, employees are required to use their corporate cards. Employees who exceed the cash limit receive either a warning message or an error message while completing expense entry. A warning reminds employees to use the corporate card. An error prevents submission of the expense report. Expenses notifies the expense auditor and the employee’s manager of the policy violations. Alternatively, if no cash limits are defined, you can submit cash expenses of any amount.
Trips

Managing Trip Expense Reports

Video

Watch: This video tutorial shows you how to manage trip expense reports if your company is integrated with GetThere, a corporate travel service. The content of this video is also covered in text topics.

Procedure

This worked example shows you how to manage trip information in Oracle Expenses and in the corporate travel partner site. This example also demonstrates how to automatically create an expense report from a trip.

It covers the following tasks:

- Exploring the Trips infotile
- Logging into GetThere
- Reviewing booked trips in GetThere
- Returning to the Travel and Expenses work area
- Reviewing booked trips in Expenses
- Consolidating bookings
- Creating an expense report from a trip

Exploring the Trips Infotile

To explore the Trips infotile, complete these steps:

1. On the Home page, click About Me > Expenses.
2. In the Travel and Expenses work area, click the bar on the Trips infotile to activate it and to enable the Book Travel button.

   Note: The Trips infotile is visible only when Expenses is integrated with GetThere, the corporate travel partner. Integration means the travel feature is enabled, an employee has booked a trip, and the itinerary has been imported into Expenses from GetThere.

3. Click the Canceled link on the Trips infotile to see canceled trips displayed.
4. Click the Booked link on the Trips infotile to see bookings.

   By default, Expenses creates a name for each trip, but you can change it. Trips also show start and end dates and the type of reservations booked.
Logging into GetThere
To sign in to GetThere, complete these steps:

1. Click **Book Travel**.
2. On the GetThere login page, enter your user name and password.
3. Click **Log in**.

Reviewing Booked Trips in GetThere
After signing into GetThere, you can immediately book travel or review previous bookings.

To review booked trips in GetThere, complete these tasks:

1. Click the Book Travel tab to book new travel.
2. Click the Manage Trips tab to display previously booked trips.

Returning to the Travel and Expenses Work Area
To return to the Travel and Expenses work area, complete these steps:

1. Click the Travel and Expenses browser tab.
2. On the Home page, click **About Me > Expenses**.
3. Click the bar on the Trips infotile to activate it.

To see itineraries in Expenses, the Travel Administrator runs a process to import bookings from GetThere.

Reviewing Booked Trips in Expenses
To review booked trips in Expenses, complete these steps:

1. In the Travel and Expenses work area, select the Ithaca trip.
2. Click the Ithaca trip link, **Trip: 9/1/16 RIKUKK**.
   The Edit Trip page appears. The itinerary details are the same reservations that were booked in GetThere. If you want to change your trip, you can make the change in GetThere and then import the itinerary again.

Consolidating Bookings
Employees don’t always book their airfare, accommodations, and car rental at the same time. To consolidate separately booked reservations into one, complete these steps:

1. On the Edit Trip page, click **Add Travel Item to Trip**.
2. Select a booking that you want to add to the trip.
3. Repeat Steps 1 and 2 for additional separate bookings.

Creating an Expense Report from a Trip
After you take a trip, you can automatically create an expense report from the trip. The trip expense report selects all eligible corporate card transactions within the date range of the trip. If corporate cards are not used by employees, the trip expense report creates cash expense lines for dates and amounts found in the itinerary.

To create an expense report from a trip, complete this step:

1. On the Edit Trip page, click **Create Report from Trip**.
   The itinerary details on the Edit Trip page are the same reservations that were booked in GetThere. If you want to change your trip, you can make the change in GetThere and then import the itinerary again.
Submitting the Expense Report

On the Create Expense Report page, you can see the expense report that was created from the trip. For each expense, you can see all the details.

1. To indicate that you have read and accept the travel and expense policies, click the **I have read and accept the corporate travel and expense policies** check box.
2. To submit the expense report, click **Submit**.
3. In the Warning message regarding missing receipts, click **Yes**. Although you have missing receipts, you can still submit the expense report now and attach or email the missing receipts later.
4. In the Confirmation message, click **OK**.
5. Click **Cancel** to return to the Travel and Expenses work area. Now you can see the trip expense report you created.

Automatic Trip Expense Reports

Your company can choose whether to automatically or manually create expense reports from business trips. A business trip is a collection of items that make up an employee’s business travel. For example, a trip may include a travel itinerary and a cash advance. The contents of an automatic trip expense report is based on whether an employee was issued a corporate card or uses cash only. The application automatically creates a trip expense report if the employee selects the application to initiate report creation on the Expenses Preferences page.

If an employee was issued a corporate card, the automatic trip expense report contains corporate card transactions. Expenses attempts to match the travel itinerary reservation with a corporate card transaction.

If an employee doesn’t have a corporate card, the automatic trip expense report process creates a report with cash expense items that correspond to each travel reservation item. Other nontravel cash expenses generated by the employee aren’t included in this trip expense report.

To automate expense reports based on trips, the following people perform these setup tasks:

- The system administrator chooses to automate trip expense reports.
- Each employee selects the timing of the automatic trip expense reports.

Allow Automatic Trip Expense Reports

If your company chooses to automate expense reports from trips, your implementor selects Yes from the Enable Expense Report Automatic Creation choice list in the Processing Options for Expense Report section on the Manage System Options page.

In the Setup and Maintenance work area, use the following to navigate to the Manage System Options page:

- Offering: Financials
- Functional Area: Expenses
- Task: Manage Expenses System Options
Select Timing of Automatic Trip Expense Reports

Once your implementor chooses to automate expense reports from business trips, employees can then select whether they want themselves or Expenses to initiate automatic trip expense reports. Employees specify their preference by selecting an option in the Expense Report Automatically Created from Trip section. Navigation: **User's name choice list > Set Preferences > Expenses Preferences**

The following table describes the timing of the initiation options.

<table>
<thead>
<tr>
<th>Initiation Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee initiates</td>
<td>Employee selects a trip on the Trips page in the Expenses work area and clicks Create Report from Trip or navigates to the Edit Travel Itinerary page.</td>
</tr>
<tr>
<td>Application initiates upon first expenditure</td>
<td>This option is the default value. The process, Process Trip Expense Report, automatically creates an expense report when the first corporate card transaction related to a trip is uploaded to Expenses.</td>
</tr>
<tr>
<td></td>
<td>When the process is subsequently run, the expense report is updated with any new corporate card transactions that are related to the trip.</td>
</tr>
<tr>
<td></td>
<td>If a new expense report is needed, the application creates one. For example, the application generated one expense report, which was submitted for approvals. Any remaining transactions are added to a new trip expense report.</td>
</tr>
<tr>
<td>Application initiates upon trip completion</td>
<td>The process, Process Trip Expense Report, automatically creates an expense report when a trip is completed that contains corporate card transactions that are related to the completed trip.</td>
</tr>
<tr>
<td></td>
<td>When the process is subsequently run, the expense report is updated with any new corporate card transactions that are related to the trip.</td>
</tr>
<tr>
<td></td>
<td>If a new expense report is needed, the application creates one. For example, the application generated one expense report, which was submitted for approvals. Any remaining transactions are added to a new trip expense report.</td>
</tr>
</tbody>
</table>

**Tip:** Mobile device users who download corporate card transactions and submit them from their mobile devices are advised to select the Employee initiates option.
Glossary

**both pay**
The deploying company pays the corporate card issuer for business expenses and the employee pays the corporate card issuer for personal expenses.

**business - employee paid**
A business expense classification where the employee pays the corporate card provider for corporate card expenses he or she incurred. This expense classification indicates that the deploying company will reimburse the employee, rather than the corporate card provider.

**company pay**
The deploying company pays the corporate card issuer for all transactions.

**corporate card issuer payment liability account**
An account that records the amount the company reimburses the corporate card issuers for expenses incurred by the employees on their corporate cards.

**eFolio**
Summary corporate card transactions. Also known as Level 2 transactions.

**employee liability account**
Account that records the amount the company reimburses employees for expenses authorized on expense reports.

**expense analytics**
Expense information that is visible on the side of expense reports. The analytics include recent similar expenses, recurring violations, and recent returned expense reports associated with the preparer.

**individual pay**
The employee pays the corporate card issuer for all corporate card transactions.

**Level 3**
Detailed corporate card transactions.

**payment request**
A grouping of documents payable for which payment is requested. A payment request specifies the template to use in Oracle Fusion Payables, selects invoices for a pay run, and groups the invoices into payments based on setup rules.