Oracle

Financials Cloud
Implementing Expenses

Release 12

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Oracle® Financials Cloud Implementing Expenses

Part Number E73070-02

Contents

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Preface

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

Oracle Applications Help

Use the help icon ? to access Oracle Applications Help in the application. If you don't see any help icons on your page, click the Show Help icon ? in the global header. Not all pages have help icons. You can also access Oracle Applications Help at https://fusionhelp.oracle.com.

Using Applications Help

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

Additional Resources

- **Community:** Use **Oracle Applications 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** .

Documentation Accessibility

For information about Oracle's commitment to accessibility, see the **Oracle Accessibility Program** .

Comments and Suggestions

Please give us feedback about Oracle Applications Help and guides! You can send e-mail to: oracle_fusion_applications_help_ww_grp@oracle.com.

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1 Expenses Configuration

Viewing Details About Predefined Scheduled Processes: Explained

You can use web services to run predefined scheduled processes.

Scheduled Processes

Before you can schedule a process, you must sign in as a corporate card administrator, expense auditor, or travel administrator. When you sign in as a specific job role, you can then see processes that relate to your job role.

To schedule processes, perform the following steps:

1. Navigate to the Navigator and click the **Scheduled Processes** link to open the Scheduled Processes page.
2. Click the **Schedule New Process** button.
3. In the Schedule New Process dialog box, select the applicable process and click **OK** to open the **Process Details** dialog box.
4. Select the applicable parameters for your process and click **Submit**.

Security

Privileges provide the necessary access to run specific scheduled processes. Privileges are granted to duty roles, which are granted to job roles. To see which job roles inherit the needed privileges, use the Security Console or the security reference manuals for the appropriate product family.

FAQs for Expenses Configuration

How can I access Expenses predefined flexfields?

Access predefined flexfields using the Define Flexfields task list as follows:

1. In the Setup and Maintenance work area, search for the Define Flexfields task list.
2. Click the **Define Flexfields** task list link to display the tasks.
3. Click the task link that corresponds to the flexfields you are searching for.
4. Enter data for any of the search parameters and click **Search**.
5. If you don't know the flexfield name or the code, open the **Module** choice list and click the **Search** link at the bottom.
6. In the **User Module Name** field, enter **Expenses** and click **Search**.
7. Select **Expenses** and click **OK**.
8. Click **Search**.
9. Select a flexfield and click the Edit icon to view its details.

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How can I access Expenses predefined lookups?

Access Oracle Fusion Expenses predefined lookups using the Define Lookups task list as follows:

1. In the Setup and Maintenance work area, search for the Define Lookups task list.
2. Click on the **Define Lookups** task list link to view the Define Lookups tasks.
3. Click the task link that corresponds to the lookups you are searching for.
4. Enter data for any of the search parameters and click **Search**.
5. If you don't know the lookup type or the meaning, open the **Module** choice list and click the **Search** link at the bottom.
6. In the **User Module Name** field, enter **Expenses** and click **Search**.
7. Select **Expenses** and click **OK**.
8. Click **Search**.
9. Select a lookup type to view its lookup codes.

> 💡 **Tip:** To filter the lookup codes, click the Query By Example icon. Enter the term you want to filter on in the left-most field and press **Enter** on the keyboard.

How can I access Expenses predefined profile options?

Access Oracle Fusion Expenses predefined profile options using the Define Profiles task list as follows:

1. In the Setup and Maintenance work area, search for the Manage Profile Options task.
2. Click on the **Manage Profile Options** task link to open the Manage Profile Options page.
3. Enter data for any of the search parameters and click **Search**.
4. Alternatively, from the **Application** choice list, select **Expenses** and click **Search**.
5. If you don't know the profile option code or the display name, open the **Module** choice list and click the **Search** link at the bottom.
6. In the **User Module Name** field, enter **Expenses** and click **Search**.
7. Select **Expenses** and click **OK**.
8. Click **Search**.
9. Select a profile option to view its details.

Can I implement Expenses in another country if I have already implemented Expenses in one country?

Yes. You must set up applicable expense policies and rules, expense templates, and corporate card programs for the new country's business units. New users can start entering expenses as soon as setup is complete.

Why do I have to configure the barcode font mapping?

To display and print the barcode properly on expense reports, you must map the barcode font to the correct font in Oracle Business Intelligence Publisher Enterprise (Oracle BI Publisher Enterprise).

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To do this, perform the following steps:

1. In Oracle BI Publisher Enterprise, sign in as a user with Administrator access.
2. In the toolbar, click the Catalog menu.
3. In the Catalog pane, open Shared Folders and then open the Financials folder.
4. Select the Expenses folder and then select the Printable Expense Report Template icon.
5. Click the **Edit** link. The Printable Expense Report Template tab appears.
6. In the toolbar, click the Properties icon. The **Report Properties** dialog box appears.
7. In the **Report Properties** dialog box, select the Font Mapping tab.
8. In the RTF Templates region, add a new row.
9. In the **Font Family** field, enter Bookman.
10. From the Target Font choice list, select 128R00.TTF.

> **Note:** Code 128 is the barcode symbology provided with Oracle Fusion Applications.

11. Click the **OK** button.
12. To save the barcode font mapping, click the Save icon in the toolbar.

To use another barcode symbology, you must load the barcode font to the Oracle BI Publisher Enterprise Server and then perform steps 1 to 12.

> **Note:** At any point in time, you can have only one active barcode font mapping for the Printable Expense Report Template. That is, only one active mapping can be used for the barcode font in the Printable Expense Report Template.

Can I implement a country-specific version of Oracle Fusion Expenses?

No. A country-specific version of Expenses isn't available. Expenses supports both global and local requirements.

How can I enable employees to enter expense reports?

To enable employees to access the Expenses work area and to enter expense reports, you must login to in Oracle Fusion Global Human Resources as a human resources specialist, create employee records, and perform two actions. Whether you create an employee record for an existing or new employee, the mandatory Expense Entry Duty is automatically assigned.

For an existing employee, navigate to the Manage Employment page, select the employee's business unit in the Assignment Details tab of the Assignment region and then select the default expense account in the Expenses Information region.

For a new employee, navigate to the Hire an Employee page, select the employee's business unit in the Assignment Details tab of the Assignment region and then select the default expense account in the Expenses Information region.

How can I enable only a set of users to charge expenses against projects?

The Project Expense Allocation Duty allows employees to charge expenses against projects and tasks. Manually grant this duty role to the user when he or she is identified as a project user. To grant the duty role to the user, you must create a custom role that contains the Project Expense Allocation Duty. Then assign the new custom role to the user.

Alternately, you can also assign the abstract role, Project Team Member, or the job role, Project Manager, to the user. The user can then charge expenses to projects and tasks.

To enable project users to charge expenses to a project, they must also have a job assigned to them. Assign the job to the user in the Setup and Maintenance work area by using the Manage Users page. Alternately, you can assign the job to the user in the Person Management work area by using the Manage Employment page.

How can I enable some or all users to charge against other accounts or cost centers?

The expense accounting privilege named Override Expense Account Allocation allows employees to charge expenses against companies and cost centers that aren't their default company or cost center. If users must charge expenses to other companies or cost centers, you can assign the privilege to some or all employees. To do so, navigate to: Setup and Maintenance > Tools > Security Console.

How can I enable all account segments for expense report users?

Set the value for the EXM_ALLOW_FULL_ACCT_OVERRIDE profile option to **Yes**. When you set the profile value to **Yes**, expense report users can change the segment values of expense accounts during expense entry to accurately reflect the charge allocations of their expenses. You can set the value to **Yes** in the **Account** field on the Create Expense Item page. Navigate to: **Setup and Maintenance > Search Tasks: Manage Administrator Profile Values > Search: EXM_ALLOW_FULL_ACCT_OVERRIDE**.

How can I prevent values from automatically populating expense item fields?

When you create an expense item, several values automatically populate fields on the Create Expense Item page. You can prevent this automatic population by creating the profile option, EXM_DFLT_FROM_PREV_EXPENSE, and setting the value to **N**. Then, values from the previously created expense item won't automatically populate the following fields:

- **Date**
- **Template**
- **Expense Location**
- **Currency**
- **Conversion Rate**

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- Project fields

- Accounting fields: **Company** and **Department**

✏️ **Note:** When EXM_DFLT_FROM_PREV_EXPENSE = **N**, values do automatically populate the **Company** and **Department** fields from the default expense account of the employee's assignment.

What's an expense location?

The location where the expense was incurred. Oracle Expenses Cloud captures expense location to enforce corporate policies and to identify applicable tax rates. The application uses the location information, which is centrally stored.

Can I deploy Oracle Expenses Cloud as a stand-alone application?

Yes. You can deploy Oracle Expenses Cloud as a stand-alone application if you perform specific product tasks. In Setup and Maintenance, search and select the Define Ledger Configuration for Rapid Implementation task list and the Define Taxes for Rapid Implementation task list. Additional tasks to perform include: Manage Common Options for Payables and Procurement, Manage Disbursement System Options, Manage Payment Methods, and Manage Payment Process Profiles. You must also set up employees and their assignments in the application.

How can I enable third-party integration for expense report payments?

You can specify a third-party reimbursement application on the Manage Expenses System Options page. The default option processes employee expenses through Oracle Fusion Payables.

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2 **Credit Card Data**

Corporate Card Transaction Files: How They 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

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This figure shows an overview of the corporate card transaction files processing.
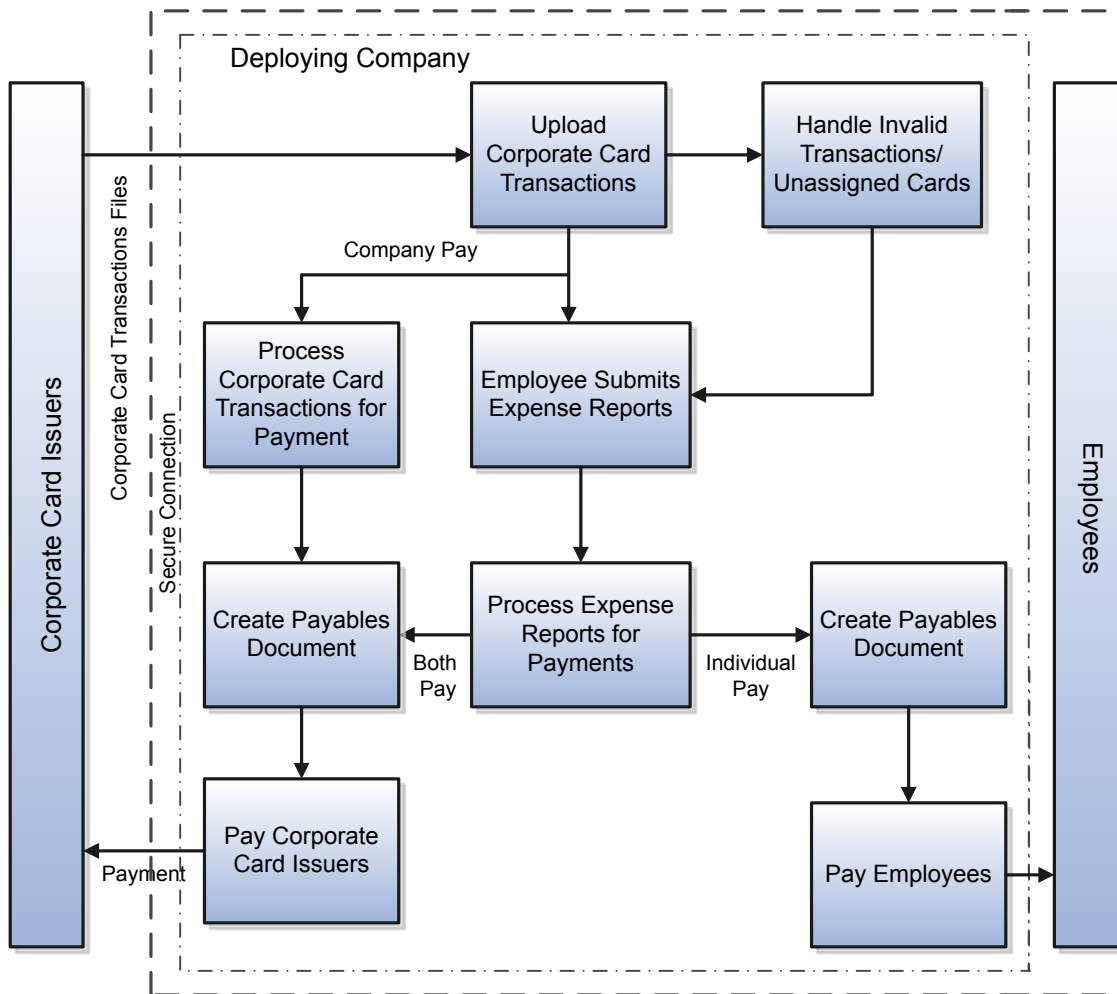
A Setting That Affects Corporate Card Transaction Files

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.

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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:

Action	Description
Set up company account and download data file.	Obtain the corporate card transactions data file from your corporate card provider.
Upload data file into Expenses.	Upload and validate your corporate card transactions files.
Create and submit expense report.	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.
Review and approve expense report.	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.
Reimbursement.	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.

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.

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

Action	Description
Set up company account and download data file.	Obtain the corporate card transactions file from your corporate card provider.
Upload data file into Expenses.	Upload and validate your corporate card transactions files.
Create and submit expense report.	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.
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. Any corporate card transactions designated as personal expenses are also displayed to the managers for review.
Export the expense report from Expenses to Payables.	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.

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:

Action	Description
Set up company account and download data file.	Obtain the corporate card transactions data file from your corporate card provider.
Upload data file into Expenses.	Upload and validate your corporate card transactions files.
Create and submit expense report.	When you create an expense report, select the corporate card transactions that you want to submit.

Action	Description
	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. |

Payment Liability: Critical Choices

Deciding who is responsible for paying the corporate card issuer is an important decision. You can choose from the following options:

- 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: The employee pays the corporate card issuer for personal expenses and your company pays the corporate card issuer for business expenses.

Individual Pay

For the Individual Pay option, the employee pays the corporate card issuer for both business and personal transactions. The employee reports both expenses in expense reports. To ensure that required receipts are attached and that the report is in compliance with your company's business policies, the employee's expense report is verified. When the report is approved by the employee's manager, the employee is reimbursed for corporate card business expenses and cash business expenses.

✏️ **Note:** Cash business expenses are paid by cash or check instead of a corporate card.

Employee Pays Corporate Card Issuer	Company Pays Corporate Card Issuer	Company Doesn't Pay	Company Reimburses Employee
- Corporate card business expenses	Not applicable	Corporate card personal expenses	- Corporate card business expenses - Cash business expenses

Employee Pays Corporate Card Issuer	Company Pays Corporate Card Issuer	Company Doesn't Pay	Company Reimburses Employee
• Corporate card personal expenses			

Company Pay

For the Company Pay option, the employee doesn't pay the corporate card issuer. Your company pays the corporate card issuer for corporate card and cash business transactions incurred by the employee. When the employee creates an expense report, business and personal expenses must be reported, but your company reimburses the employee for corporate card and cash business expenses. Any personal expenses are deducted from the cash business expenses and recovered by your company.

> ✎ **Note:** Your company can pay the corporate card issuer at any time, depending on the payment terms. Submission or approval of expense reports isn't required for payment to the card issuer.

Employee Pays Corporate Card Issuer	Company Pays Corporate Card Issuer	Employee Reimburses the Company	Company Reimburses Employee
Not applicable	• Corporate card business expenses • Corporate card personal expenses	Corporate card personal expenses	Cash business expenses

Both Pay

For the Both Pay option, the employee pays the corporate card issuer for corporate card transactions reported as personal expenses and your company pays the corporate card issuer for business expenses. When the employee creates an expense report, he selects corporate card business transactions. When the report is approved, the employee pays the corporate card issuer for corporate card personal expenses. Your company reimburses the employee for cash business expenses. This payment option is also referred to as joint liability.

Employee Pays Corporate Card Issuer	Company Pays Corporate Card Issuer	Company Doesn't Pay	Company Reimburses Employee
Corporate card personal expenses	Corporate card business expenses	Corporate card personal expenses	Cash business expenses

File Format and Delivery: Points to Consider

Before your company can receive transaction files from a corporate card issuer, your administrator must perform the following steps:

- Select the correct transaction file format.
- Establish file transfer connectivity.

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- Test sample transaction files.

Selecting the Correct Transaction File Format

Your company must verify that the corporate card issuer's file format is supported by Oracle Fusion Expenses. Expenses supports the following corporate card transaction file formats:

- American Express KR1025 format
- American Express GL1025 format
- American Express GL1080 format
- Diner's Club Standard Data File format
- MasterCard Common Data Format, version 2.0 (CDF 2.0)
- MasterCard Common Data Format, version 3.0 (CDF 3.0)
- Visa VCF3 format
- Visa VCF4 format

Corporate card issuers require your company to provide organizational hierarchy information that they set up in their system to satisfy your reporting and billing needs. The organizational hierarchy associates the corporate cards issued to your employees with the appropriate organizations within your company.

Corporate card issuers can provide your company with a single file containing all company transactions or a separate transaction file for each organizational hierarchy. Expenses processes both types of transactions files. To obtain the appropriate file for your company, communicate your preference to the corporate card issuer.

Establishing File Transfer Connectivity

Work with your card issuer to determine the secure file transfer method that meets your company's security requirements. A secure connection between the card issuer and your company is required to receive the transaction file from the card issuer's server. To process the transaction files, Expenses must have read access to the directory location in which the transaction files are stored.

Note: For American Express files, Expenses supports automatic download of corporate card transaction files from the American Express server.

Testing Sample Transaction Files

Transactions file format specifications and the test files applicable to your company are provided by the corporate card issuer. Work with your card issuer to identify transactions that you want to include in the test files and the number of test files required.

Note: Before you can test the transaction files, you must complete the corporate card program setup.

If you automatically assign newly created corporate cards to company accounts based on your setup within the card issuer's system, then you must set up the company account with the following:

- Company account number
- Card issuer number
- Processor-assigned number
- Market code

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- Billing control account number based on your card brand

If you don't plan to automatically assign newly created cards, then you must create one company account per business unit that pays the card issuer. The application then assigns the corporate card to a company account that is defined for the business unit of the employee.

The following table shows the location of the setup data in the sample files. The setup data is required to automatically assign the corporate cards to company accounts based on your setup within the card issuer's system. Use the table to locate the data in the card issuer's transaction files. To test the sample files, copy the data into the applicable fields on the Create Corporate Card Program page.

💡 **Tip:** Use this table with the file specification from the card issuer.

Transaction File Format	Field Name on the Create Corporate Card Program Page	Type of Record	Data Element Name	Data Location in the Card Issuer's Transaction File	Tag
American Express KR1025 format	Company Account Number	Type 1	Corporate Identifier Number	215-233	N/A
	Billing Control Account Number	Type 1	Billing Basic Control Account Number	56-74	N/A
	Market Code	Type 0	Report Number	30-32	N/A
American Express GL1025 format	Company Account Number	Type 1	Global Client Origin Identifier	5-19	N/A
	Market Code	Type 1	Market Code	2-4	N/A
		Type 8	Market Code	37-39	
Diner's Club Standard Data File format	Company Account Number	N/A	Link_acct	71-89	N/A
MasterCard Common Data Format, version 2.0 (CDF 2.0) MasterCard Common Data Format, version 3.0 (CDF 3.0)	Company Account Number	N/A	N/A	N/A	<CorporateEntity> <CorporationNumber>
	Card Issuer Number	N/A	N/A	N/A	<IssuerEntity> <IssuerNumber>
	Processor-Assigned Number	N/A	N/A	N/A	<IssuerEntity> <ICANumber>

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Transaction File Format	Field Name on the Create Corporate Card Program Page	Type of Record	Data Element Name	Data Location in the Card Issuer's Transaction File	Tag
Visa VCF3 format Visa VCF4 format	Company Account Number	Block Header	Company Identification	Field #2	N/A
	Card Issuer Number	Block Header	Issuer Identification Number	Field #9	N/A
	Processor-Assigned Number	Block Header	Processor Identification Number	Field #10	N/A

Creating Corporate Cards: Points to Consider

You can create corporate cards in two ways. You can choose either of the following actions at different points in time or you can do both at the same time:

- Automatic corporate card creation
- Manual corporate card creation

Automatic Corporate Card Creation

Automatic corporate card creation applies only to corporate cards that are issued to employees and used primarily for travel expenses. New employees are typically given new corporate cards, but the information on the cards isn't manually entered into the application at that time.

You can create corporate cards automatically by selecting an employee matching rule for new cards on the Upload Rules tab of the Create Corporate Card Program page. Then, when the corporate card transaction file containing transactions for the new card is uploaded to Expenses for the first time, the corporate card transaction upload and validation process uses the matching rule to match the new corporate card to the new employee.

Using the specified employee matching rule, the application automatically enters the transaction data for the new corporate card and associates it with the applicable employee. If the employee matching rule fails to identify a match, the application leaves the corporate card unassigned.

> ✏ **Note:** If desirable, each corporate card program can have a different matching rule.

> 💡 **Tip:** To reduce or eliminate manual effort, automatic corporate card creation is recommended.

Manual Corporate Card Creation

You can manually create corporate cards for employees in the **Create Corporate Card** dialog box where you enter the following data:

- Corporate card program

- Company account name

- Corporate card number

- Employee name and number

- Expiration date

- Maximum amount per transaction: Applicable for procurement cards only

- Maximum amount per billing period: Applicable for procurement cards only

✎ **Note:** Manual creation of corporate cards is the exception, rather than the rule.

Corporate cards are company account-specific. For example, if an employee transfers to another organization within your company and the organization belongs to another company account, you must create the corporate card again with the applicable company account name.

Mapping Rules: Explained

The corporate card expense type mapping rule is a correspondence between the transaction code that appears in the card feed file and the applicable predefined corporate card expense type. This linkage enables the application to automatically populate expense types for transactions in the expense report.

To automatically default expense types in expense reports, you must perform the following steps:

1. Define corporate card feed file transaction codes as lookup types.
2. Map predefined corporate card expense types to feed file transaction codes.
3. Assign the mapping rule to the corporate card program.
4. Map predefined corporate card expense types to user-defined expense types in the default expense template for each business unit.

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This figure shows the setup to automatically default expense types in expense reports, in conjunction with uploading and validating corporate card transaction files, which ultimately display as expense items in the Expenses work area.

Upload and Validate Corporate Card Transaction File
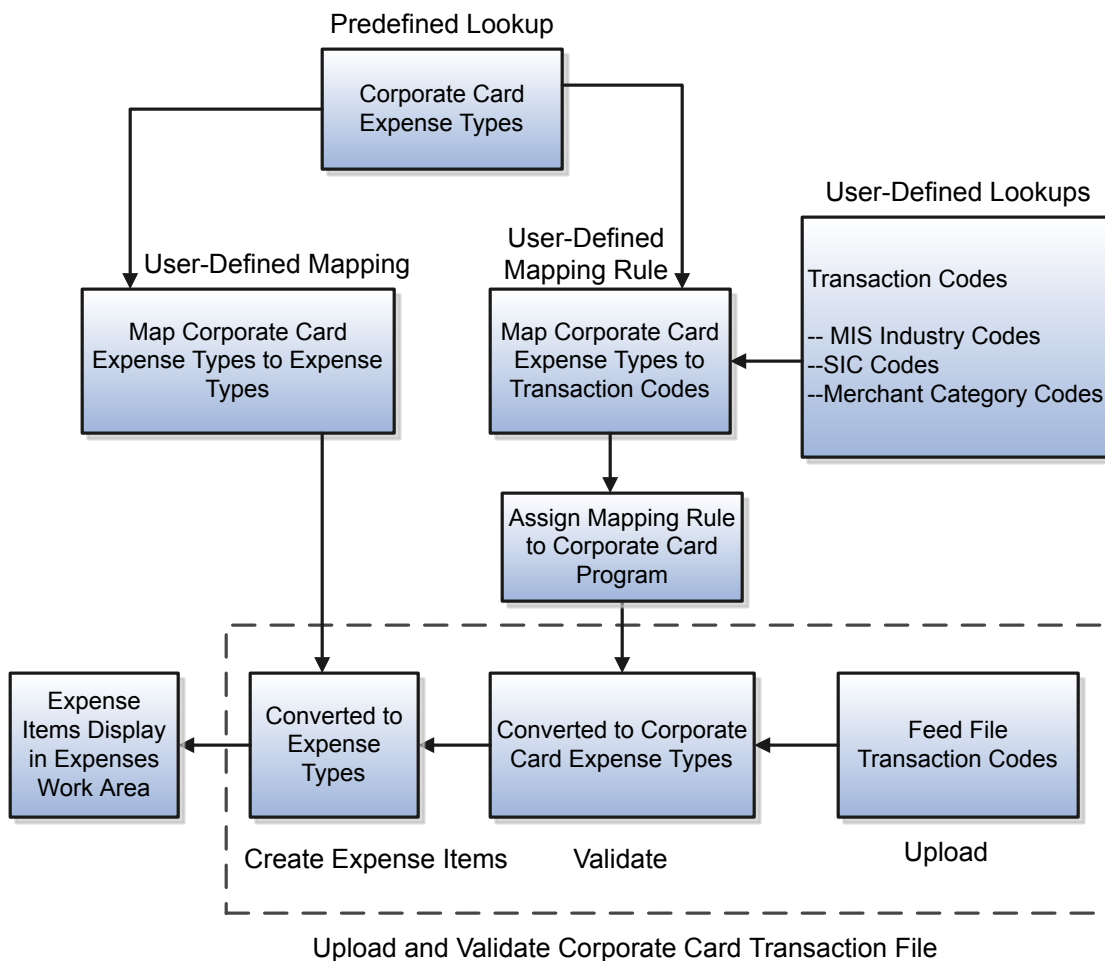
Define Feed File Transaction Codes

Corporate card issuers provide the transaction codes for each transaction in a corporate card feed file. These transaction codes, whether MIS Industry Codes, SIC Codes, or merchant category codes, must be set up in the application as lookups. Oracle Fusion Expenses provides predefined lookup types so you can define these transaction codes.

Map Corporate Card Expense Types to Transaction Codes

Expenses provides predefined corporate card expense types in a single lookup type. This lookup type can be extended to include your company's specific expense types. Then you must associate the predefined corporate card expense types with the corporate card transaction codes. This association is known as a mapping rule.

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Assign Mapping Rule to Corporate Card Program

To enable the upload process to use the correct mapping rule, you must assign a mapping rule to the corporate card program. You can set up multiple mapping rules to default expense types into expense reports for both summary transactions, known as eFolio or Level 2, and detail transactions, known as Level 3.

Map Corporate Card Expense Types to Expense Types

To default expense types into expense reports, you must perform a final setup. In the expense template, you associate the predefined corporate card expense types with your user-defined expense types. The upload process uses the mapping in the default expense template for the business unit of the transaction to derive the expense type to be displayed for the corporate card expense.

Wait Days: Explained

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 - Main transactions arrival date) + Most recent merchant wait days for the
 main transactions upload]/2
```

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.

Data Upload	Main Transactions Arrival Date	Detail Transactions Arrival Date	Merchant Wait Days	Application Transaction Wait Days	Latest Date Transactions are Available in Expense Report	Actual Date Transactions are Available in Expense Report
			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 divided by 2.	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.
Main Transactions 1	May 1	N/A	N/A The merchant has never provided detail transactions. Therefore no merchant wait days exist in the application.	0 Days The merchant didn't provide details transactions. Therefore the application doesn't wait.	May 1 Available immediately.	May 1 Available immediately.
Detail Transactions 1	N/A	May 5	4 Days	N/A	N/A	May 5
Main Transactions 2	May 7	N/A	4 Days Previously calculated merchant wait days.	5 Days The application waits for the minimum of 5 transaction detail wait days or 4 merchant wait days plus 1 day.	May 11 May 7 + 5 application wait days = May 12.	N/A

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Data Upload	Main Transactions Arrival Date	Detail Transactions Arrival Date	Merchant Wait Days	Application Transaction Wait Days	Latest Date Transactions are Available in Expense Report	Actual Date Transactions are Available in Expense Report
Detail Transactions 2	N/A	May 9	3 Days (May 9 minus May 7) +4 /2.	N/A	N/A	May 9
Main Transactions 3	May 12	N/A	3 Days Previously calculated merchant wait days.	4 Days The application waits for the minimum of 5 transaction detail wait days or 3 merchant wait days plus 1 day.	May 15 May 12 + 4 application wait days = May 16.	N/A

Corporate Card Issuer Payment Requests for Company Pay Transactions: How They 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.

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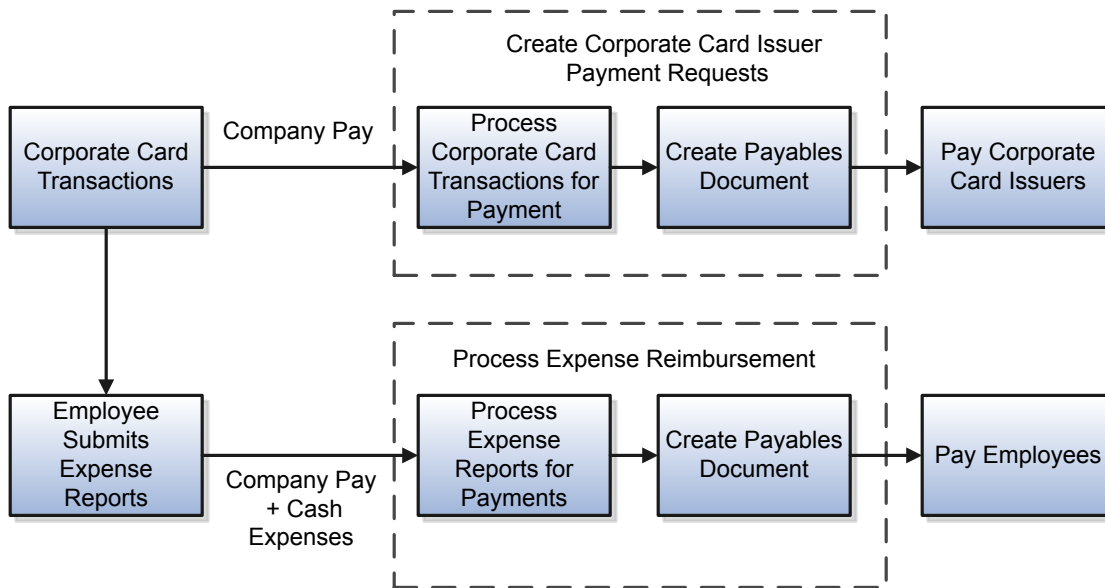
Settings That Affect Corporate Card Issuer Payment Requests for Company Pay Transactions

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:** 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.

Expense Report Payment Options for Corporate Card Transactions	Process Run	Payment Requests Created
- Cash - Company Pay	- Process Expense Reimbursements - Create Corporate Card Issuer Payment Requests	- Employee Payment Requests - Corporate Card Issuer Payment Requests
- Individual Pay - Company Pay	- Process Expense Reimbursements - Create Corporate Card Issuer Payment Requests	- Employee Payment Requests - Corporate Card Issuer Payment Requests
- Cash - Individual Pay - Company Pay	- Process Expense Reimbursements - Create Corporate Card Issuer Payment Requests	- Employee Payment Requests - Corporate Card Issuer Payment Requests
- Both Pay - Company Pay	- Process Expense Reimbursements	Corporate Card Issuer Payment Requests

Expense Report Payment Options for Corporate Card Transactions	Process Run	Payment Requests Created
	• Create Corporate Card Issuer Payment Requests	
• Cash • Both Pay • Company Pay	• Process Expense Reimbursements • Create Corporate Card Issuer Payment Requests	• Employee Payment Requests • Corporate Card Issuer Payment Requests
• Individual Pay • Both Pay • Company Pay	• Process Expense Reimbursements • Create Corporate Card Issuer Payment Requests	• Employee Payment Requests • Corporate Card Issuer Payment Requests
Company Pay only	• Process Expense Reimbursements • Create Corporate Card Issuer Payment Requests	Corporate Card Issuer Payment Requests

Related Topics

- Expense Report Payment Requests: How They Are Processed

Corporate Card Transactions for Inactive Employees: How They Are Processed

Your company can settle inactive employees' accounts with a card issuer in a timely manner. You can grant managers permission to submit their inactive employees' unpaid corporate card transactions in expense reports. You can process corporate card transactions for inactive employees by running either of the following processes from the Corporate Cards work area:

- Upload Corporate Card Transactions
- Process Corporate Cards Transactions for Inactive Employees

Navigate to Corporate Cards work area: **Navigator > Corporate Cards link > Overview page** or **Navigator >Tools > Scheduled Processes.**

An inactive employee is a person who was terminated or who is on unpaid leave. Examples include:

- Military leave
- Extended medical leave
- Educational leave

Settings That Affect Corporate Card Transactions for Inactive Employees

No prerequisites or setup is required to process corporate card transactions for inactive employees.

The corporate card transaction processes for inactive employees are relevant for Both Pay and Company Pay transactions only. For Both Pay transactions, your company pays the corporate card issuer for business expenses and the employee

pays the corporate card issuer for personal expenses. Company Pay transactions are those where your company pays the corporate card issuer for all corporate card transactions incurred by its employees. The employee is reimbursed only for cash business expenses.

The following table describes selected parameters for the Process Corporate Cards Transactions for Inactive Employees process.

Parameters	Description
Number of Days	Value used by the application that represents an interval of time, which the application uses to determine whether corporate card transactions for inactive employees exist.
	The default value for Number of Days is one. However, you can adjust this value depending on how frequently your company updates information about terminated and inactive employees.
	If your company updates employee information infrequently, the value for Number of Days should be greater than one.
	💡 **Tip:** A large value for Number of Days may impact performance. It's advisable to update your employee data frequently and enter a small value for Number of Days.
Business Unit	Unit of an enterprise in a management hierarchy that performs one or multiple business functions. The process named Process Corporate Cards Transactions for Inactive Employees runs for the business unit identified by this parameter.

How Corporate Card Transactions for Inactive Employees are Processed

The figure shows the different starting points of the following processes:

- Upload Corporate Card Transactions

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- Process Inactive Employees' Corporate Card Transactions

Inactive Employee Processing Flow

Upload Corporate Card
Transactions process

```
Start → Upload and Validate
         Corporate Card
         Transactions → Identify Inactive
                         Employee Corporate
                         Card Transactions
```

Process Corporate Card Transactions
for Inactive Employees

```
Start → Inactive Employee Has Unpaid Corporate Card Transactions?
  —Yes→ Manager Has Delegation Access?
    —No→ Send Notification to Manager
      → Manager Accepts Delegation Access?
        —Yes→ End    (Manager Submits Expense Report)
        —No→ Manager Reassigns Delegation Access to Another Person → End    (Delegate Submits Expense Report)

  —No→ Remove Delegation Access from Manager if Assigned Previously → End

Manager Has Delegation Access?
  —Yes→ Send Notification to Manager —Manager Submits Expense Report→ End

Send Notification to Manager → Notification Expired?
  —Yes→ Send to Manager's Manager → End    (Manager's Manager Submits Report)
```

To run the Upload Corporate Card Transactions process from the Corporate Cards work area, click the **Upload Corporate Card Transactions** link in the Tasks list. First, this process validates and uploads corporate card transactions to Expenses. Second, if the process identifies unpaid corporate card transactions for an inactive employee, the process called Process Corporate Card Transactions for Inactive Employees initiates.

After Process Corporate Card Transactions for Inactive Employees is initiated and unpaid card transactions are found, a notification is sent to the inactive employee's manager.

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If the direct manager doesn't have delegation, he receives a notification. The notification informs him that corporate card transactions exist for an inactive employee. He can either accept delegation or reassign it to another person.

If no unpaid corporate card transactions exist for an inactive employee, then delegation is removed from the manager if it was assigned previously.

If the direct manager already has delegation, he receives a notification, informing him that corporate card transactions exist for an inactive employee. The manager can then submit the unpaid corporate card transactions in an expense report on behalf of the inactive employee.

> ✎ **Note:** If a person other than the inactive employee's manager accepts delegation, every subsequent notification is sent to both the inactive employee's manager and the delegate.

When unpaid card transactions for inactive employees are submitted in a report and are paid, delegation is removed from the manager or other designated person.

Alternatively, you can skip the Upload Corporate Card Transactions process if it's irrelevant, and run the Process Corporate Card Transactions for Inactive Employees. To run the process, click the **Process Corporate Card Transactions for Inactive Employees** link in the Tasks list. This process is run using two parameters: the Business Unit with which the inactive employee was associated and a value for the Number of Days.

Downloading Corporate Card Transaction Files From American Express: How They Are Processed

To download corporate card transaction files from American Express, you must set up Oracle Fusion Expenses to download data files in conjunction with the Upload Corporate Card Transaction File program.

> ✎ **Note:** You can only download American Express transaction files.

Settings That Affect Downloading Corporate Card Transaction Files From American Express

Before you can download transaction files from American Express servers, you must set up a Secure File Transfer (SFT) account with American Express and obtain the user name and password that identifies your customer account on the SFT server.

To set up the transaction file transfer parameters for the American Express corporate card program, enter the values in the following table on the Transfer Parameters tab on the Create Corporate Card Program page.

Parameter	Description
Download Profile Name	Name you enter to identify the download parameters.
Username	User name provided by American Express that identifies your customer account.

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Parameter	Description
Password	Password for the American Express customer account.
File Name Prefix	File name prefix provided by American Express.
Server	Name of the American Express server to connect to for the transaction file download.

> 💡 **Tip:** American Express also provides a server at fsgatewaytest. aexp.com for transaction file transfer testing.

How Downloading Corporate Card Transaction Files From American Express are Processed

After you complete the tasks for corporate card transaction download, you can use the Upload Corporate Card Transaction File program with the profile name as a download parameter to download corporate card transaction files from American Express.

> ✎ **Note:** American Express places one or multiple transaction files at a time in a folder called Outbox in your customer account. The Upload Corporate Card Transaction File program, however, processes only one file at a time. The process picks up the oldest file each time. To pick up multiple files, you must schedule the Upload Corporate Card Transaction File process to run multiple times.

Uploading VISA, MasterCard, and Diner's Club Corporate Card Transactions Files: Procedure

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.

   o The server must be externally accessible.

   o The server must have a valid certificate, such as Verisign.

2. Create the outbox directory on the server.

   o Create a directory called on the HTTPS server to receive corporate card transaction files.

   o Secure the directory with a user name and password.

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    o 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:

   o Create a profile with your server address, user name, and password:

       For example, a server address of **abc.cloud.com/outbox** represents the path to the directory, abc.cloud.com/outbox, that you created.

   o 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.

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.

   o In your browser, enter the server address, such as **https://abc.cloud.com/outbox**.

       If you don't see an error message that indicates an invalid server certificate or an untrusted server certificate, then the certificate is correctly installed.

2. Verify that the directory is accessible and secured.

   o After navigating to the server address, such as **https://abc.cloud.com/outbox**, if you see a login screen, then the directory is accessible and secured.

   o Sign in with user name and password to ensure that the user has access to the outbox directory.

Enabling Pretty Good Privacy (PGP) for Corporate Card Transaction Files: Procedures

This topic describes how to enable PGP for Visa, MasterCard, or Diner's Club corporate card transaction files. First you create a PGP encryption certificate and provide it to the card issuer. Using the PGP certificate that you provide, the card issuer encrypts your corporate card transaction files and sends them to the server that hosts the files for you. Finally, you run the Upload Corporate Card Transaction File process, which decrypts the files in memory and processes the transactions.

✏️ **Note:** PGP encryption isn't applicable to American Express.

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Prerequisites

To receive files directly from Visa, MasterCard, or Diner's Club, you must set up an HTTPS or SFTP server at your site or with a third party. Alternatively, you can set up an HTTPS or SFTP server at the card issuer's site so it can host your corporate card transaction files.

> ✏ **Note:** Oracle Expenses Cloud doesn't allow card issuers to directly push corporate card transaction files to your Cloud environment.

Creating a PGP Encryption Certificate

To create a PGP encryption certificate for uploading corporate card transactions files, perform the following steps:

1. Sign in to Oracle Applications Cloud as a user with the IT Security Manager role.
2. From the Springboard, navigate to: **Tools > Security Console**.
3. Select the Certificates tab.
4. Click the **Generate** button to open the Generate page.
5. From Certificate Type, select the PGP option.
6. In the Alias field, enter **EXM_PGP_KEY**.

> ✏ **Note:** The alias you enter must exactly match **EXM_PGP_KEY**.

7. In the **Passphrase** field, enter a password.

> ⓘ **Important:** Store the password in a safe location. If you need to delete this certificate in the future, the password is required.

8. From the Key Algorithm choice list, select the algorithm that you want to use.

> ✏ **Note:** A 256 bit algorithm isn't supported.

9. From the Key Length choice list, select the length that you want to use.
10. Click the **Save and Close** button.

Exporting a PGP Encryption Certificate

To export the PGP encryption certificate to your card issuer, perform the following steps:

1. On the Certificates page, select the EXM_PGP_KEY row, and click the down arrow on the right hand side to open actions available for this certificate.
2. Select **Export > Public Key**.
3. Save the public key file.
4. Provide the public key file to your card issuer.

> ✏ **Note:** Using the public key, your card issuer must encrypt your corporate card transactions files.

Verifying Encrypted Files

Contact the card issuer to verify that the files are encrypted.

Processing Encrypted Transaction Files

Run or schedule the Upload Corporate Card Transaction File process. The process uses the alias, EXM_PGP_KEY, decrypts the corporate card transaction files, and processes the transactions.

FAQs for Credit Card Data

What's a corporate card program?

A corporate card program is an agreement between the corporate card issuer and your company. The agreement governs the issuance of corporate cards to your employees and the payment to the card issuer. Your company can have a single card provider that provides corporate cards for your employees globally, which is referred to as a global card program. Alternatively, you can have multiple card providers that provide corporate cards for your employees based on the region and the services needed.

A corporate card program consists of one or more company accounts that represent a specific organizational hierarchy in your company. Corporate cards are issued under each company account. Each company account is associated with:

- A card issuing bank, known as a card issuer
- Payment terms
- Other agreements

Your company can elect to receive electronic files containing the corporate card transactions of their employees on a regular basis. The file format and method of delivery are agreed to and set up before your company processes corporate card transaction files through Oracle Fusion Expenses.

How can I configure corporate card issuers?

You can set up a corporate card issuer through the Manage Corporate Card Issuers page. You can enter the card issuer's site information and payment information. To pay a card issuer, enter a default payment method in the Address Payment Information section on the Edit Corporate Card Issuer page. Then you associate the newly created card issuer with your company account on the Create Company Account page. By selecting a payment currency and payment terms on the Create Company Account page, you can complete the information necessary to pay the card issuer.

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. Above 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.

3 Expense Policies and Rules

Configuring Approval Rules: Explained

Oracle Fusion Expenses supports flexible and configurable approval rules for expense report approval using the Approvals Management Extensions (AMX) of the Oracle Service-Oriented Architecture (SOA) suite and Oracle Business Process Management Suite (BPM). BPM provides the interface to administer the approval rules. A BPM Worklist administrator who is assigned the role of Financial Application Administrator (FUN_FINANCIAL_APPLICATION_ADMINISTRATOR) can access the approval rules in the BPM Worklist.

When you submit an expense report, Expenses invokes the approval process, which prompts a set of approval rules created in AMX to build the list of approvers. AMX sends approval notifications to approvers every time it receives a response to an approval notification. AMX continues sending approval notifications to the next set of approvers in the approval list until all approvals are complete.

The approval rules are managed through the Oracle BPM Worklist. Navigate to: **Setup and Maintenance > Select: Financials > Setup button > Functional Areas: Expenses > Show: All Tasks > Manage Expense Approval Rules > Oracle BPM Worklist**.

To configure or modify rules, perform the following steps:

1. In the BPM Worklist, select the Task Configuration tab.
2. From the Tasks to be configured pane, select **FinExmWorkflowExpenseApproval**.
3. Select the Assignees tab.
4. Click the **Switch to Vertical Layout** link in the upper right corner of the page. An approval hierarchy displays.
5. Under the left-most SoaOLabelExp rectangle, click the diamond icon and select **Go to Rule**.

The expense approval flow contains the following predefined rule sets with their associated approvers:

Rule Set	Approval by
ExpenseReportRuleSet	Supervisor
• CustomSerialParticipantRuleSet • CustomParallelParticipantRuleSet	• Additional serial approval rules for configuration • Additional parallel approval rules for configuration
CostCenterRuleSet	Cost center owners in parallel mode
ProjectManagerRuleSet	Project managers in parallel mode
ExpenseRuleSet	A specialist based on expense types in parallel mode
SerialCostCenterRuleSet	Cost center owners in serial mode
SerialProjectManagerRuleSet	Project managers in serial mode
SerialExpenseRuleSet	A specialist based on expense types in serial mode

ExpenseReportRuleSet: Approval by Supervisor

The predefined rule set for approval of expense reports using the supervisory hierarchy is called ExpenseReportRuleSet. The predefined rules include the following:

- Approval by the immediate supervisor of expense reports with a report total over 1000
- Automatic response for all expense reports with a report total equal to or less than 1000

You can change the predefined rules, delete, or add rules as needed. The following table lists the parameters for the ExpenseReportRuleSet rule set.

Rule	Field	Predefined Value	Description
ExpenseReportManagerApprovalRule	Condition	Task. payload. getExpenseReportVOResponse. result. expenseReportTotal	Attribute that stores the expense report total in the reimbursement currency.
	List Builder	Supervisory	The rule uses the supervisory hierarchy to retrieve approvers.
	Response Type	Required	The approval notification requires a response.
	Number of levels	1	Number of supervisory levels required for approval completion.
	Starting Participant	HierarchyBuilder. getManager("supervisory"Task. creator -1,"","")	Person for whom the expense report is created.
	Top Participant	HierarchyBuilder. getPrincipal("FINUSER30"-1"","")	Last approver in the approval chain. Approval doesn't go beyond this participant in a hierarchy. To use this rule as is, you must change the predefined last approver user name to the last approver in your organization.
	Auto Action Enabled	False	Automatic approval action is disabled.
	Auto Action	Null	No automatic approval action.
ExpenseReportAutoApprovalRule	Condition	Task. payload. getExpenseReportVOResponse. result. expenseReportTotal	Attribute that stores the expense report total in the reimbursement currency.
	List Builder	Supervisory	The rule uses the supervisory hierarchy to retrieve approvers.

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Rule	Field	Predefined Value	Description
	Response Type	Required	The approval notification requires a response.
	Number of levels	1	Number of supervisory levels required for approval completion.
	Starting Participant	HierarchyBuilder. getPrincipal("workflowsystem"-1,"","")	Person for whom the expense report is created.
	Top Participant	HierarchyBuilder. getPrincipal(Task. creator-1"","")	Person for whom the expense report is submitted.
	Auto Action Enabled	True	Automatic approval is enabled.
	Auto Action	Approve	The response is set to Approve.
ExpenseReportInactiveEmployeeMar	Condition	Task. payload. employeeInActive	Attribute that stores the condition.
	List Builder	Supervisory	The rule uses the supervisory hierarchy to retrieve approvers.
	Response Type	Required	The approval notification requires a response.
	Number of levels	1	Number of supervisory levels required for approval completion.
	Starting Participant	HierarchyBuilder. getPrincipal(Task. payload. startingParticipant-1,"","")	Person for whom the expense report is created.
	Top Participant	HierarchyBuilder. getPrincipal("FINUSER30"-1,"","")	Last approver in the approval chain. Approval doesn't go beyond this participant in a hierarchy. To use this rule as is, you must change the predefined last approver user name to the last approver in your organization.
	Auto Action Enabled	False	Automatic approval action is disabled.
	Auto Action	null	No automatic approval action. OR The response is set to Approve.

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Additional Serial Approval Rules for Configuration: This is an additional predefined rule set for serial approval called CustomSerialParticipantRule. This rule set doesn't contain any predefined rules. You can use this rule set for any additional combination of approval rules that needs to be executed sequentially with respect to the rules in ExpenseReportRuleSet.

Additional Parallel Approval Rules for Configuration: This is an additional predefined rule set for parallel approval called CustomParallelParticipantRule. This rule set doesn't contain any predefined rules. You can use this rule set for any additional combination of approval rules that needs to be executed in parallel to the rules in ExpenseReportRuleSet.

ProjectManagerRuleSet: Approval by Project Managers in Parallel Mode

The predefined rule set for approval of expense reports by project managers is called ProjectManagerRuleSet. This rule set has a single predefined rule. The rule says that if the total amount charged to projects is greater than zero, the expense report is sent to the project manager for approval. Additionally, if expenses are charged to more than one project, the applicable project managers receive the approval notification in parallel. The approval is complete when all project managers identified as approvers have approved the expense report.

You can change the predefined rules, delete, or add rules as needed. The following table lists the parameters for the ProjectManagerRuleSet rule set.

Rule	Field	Predefined Value	Description
ProjectManagerApprovalRule	Condition	ExpenseReport/ projectTotalVOtotal	Attribute that stores the total expense charged against each project in an expense report. The view object only stores details for expense reports that contain projects.
	List Builder	Resource	Static list of approvers.
	Response Type	Required	The approval notification requires a response.
	Participants	ExpenseReport/ projectTotalVOmanagerUsername	The approver of the expense report is the project manager.

CostCenterRuleSet: Approval by Cost Center Owners in Parallel Mode

The predefined rule set for approval of expense reports by cost center owners is called CostCenterRuleSet. This rule set has the following predefined rules:

- If the total amount charged to cost centers other than the employee's default cost center is greater than zero, the expense report is sent to the cost center owner for approval.

    - If expenses are charged to a cost center other than the employee's default cost center, the applicable cost center owners receive the approval notification in parallel. The approval is complete when all cost center owners identified as approvers have approved the expense report.

- If the cost center of the expenses is the same as the default cost center of the employee, an automatic response is generated that indicates there is no cost center approval.

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You can change the predefined rules, delete, or add rules as needed. The following table lists the parameters for the CostCenterRuleSet rule set.

Rule	Field	Predefined Value	Description
CostcenterIsNotEmpDefaultCostcen	Condition	ExpenseReport/ costCenterTotalVOcostCenter	Attribute that stores the cost centers in the expense report.
	Condition	Task. payload. getExpenseReportVOResponse. result. defaultCostCenter	Default cost center of the employee.
	List Builder	Resource	Static list of approvers.
	Response Type	Required	The approval notification requires a response.
	Participants	ExpenseReport/ costCenterTotalVOmanagerUsernam	The approver of the expense report is the cost center owner.
CostcenterIsEmpDefaultCostcenterR	Condition	ExpenseReport/ costCenterTotalVOcostCenter	Attribute that stores the cost centers in the expense report.
	Condition	Task. payload. getExpenseReportVOResponse. result. defaultCostCenter	Default cost center of the employee.
	List Builder	Supervisory	The rule uses the supervisory hierarchy to retrieve approvers.
	Response Type	Required	The approval notification requires a response.
	Number of levels	1	Number of supervisory levels required for approval completion.
	Starting Participant	HierarchyBuilder. getPrincipal("workflowsystem"-1,"",""	Person for whom the expense report is created.
	Top Participant	HierarchyBuilder. getPrincipal(Task. creator-1"","")	Person for whom the expense report is submitted.
	Auto Action Enabled	True	Automatic approval is enabled.
	Auto Action	Approve	The response is set to Approve.

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ExpenseRuleSet: Approval by a Specialist Based on Expense Types in Parallel Mode

The predefined rule set for approval of expense reports based on the template name or any attributes of the expense type is called ExpenseRuleSet. This rule set has the following predefined rules:

- If the template name for any of the expenses is Relocation Expenses, the expense report is routed to approval by a predefined user.

- If the expense reports don't contain any expenses with the expense template Relocation Expenses, an automatic approval response is generated that indicates there is no special approval.

You can change the predefined rules, delete, or add rules as needed. The following table lists selected parameters for the ExpenseRuleSet rule set.

Rule	Field	Predefined Value	Description
ExpenseTypeIsRelocationExpensesR	Condition	ExpenseReport/ expenseVOexpenseTemplateName	Attribute that stores the cost centers in the expense report.
	List Builder	Resource	Static list of approvers.
	Response Type	Required	The approval notification requires a response.
	Participants	User ID of the approver	The approver of the expense report is a specialist.
ExpenseTypeIsNotRelocationExpens	Condition	ExpenseReport/ expenseVOexpenseTemplateName	Auto approval enabled with the same list builder criteria as ExpenseReportAutoApprovalRule
	List Builder	Supervisory	The rule uses the supervisory hierarchy to retrieve approvers.
	Response Type	Required	The approval notification requires a response.
	Number of levels	1	Number of supervisory levels required for approval completion.
	Starting Participant	HierarchyBuilder. getPrincipal("workflowsystem"-1,"","")	Person for whom the expense report is created.
	Top Participant	HierarchyBuilder. getPrincipal(Task. creator-1,"","")	Person for whom the expense report is submitted.
	Auto Action Enabled	True	Automatic approval is enabled.

SerialProjectManagerRuleSet: Approval by Project Managers in Serial Mode

The predefined rule set for approval of expense reports in serial mode by project managers is called SerialProjectManagerRuleSet. This rule set contains the same rule as the parallel approval, but the rule set is configured to send the approval notifications sequentially to the approvers in the list. Each notification to a subsequent approver is sent only after the current approver approves the expense report. If the current approver rejects the expense report, the approval process is complete and the report returns to the user.

SerialCostCenterRuleSet: Approval by Cost Center Owners in Serial Mode

The predefined rule set for approval of expense reports in serial mode by cost center owners is called SerialCostCenterRuleSet. This rule set contains the same rule as the parallel approval, but the rule set is configured to send the approval notifications sequentially to the approvers in the list. Each notification to a subsequent approver is sent only after the current approver approves the expense report. If the current approver rejects the expense report, the approval process is complete and the report returns to the user.

SerialExpenseRuleSet: Approval by a Specialist Based on Expense Types in Serial Mode

The predefined rule set for approval of expense reports based on a template name or any attributes of the expense type is called SerialExpenseRuleSet. The rule set contains the same rule as the parallel approval, but the rule set is configured to send the approval notifications sequentially to the approvers in the list. Each notification to a subsequent approver is sent only after the current approver approves the expense report. If the current approver rejects the expense report, the approval process is complete and the expense report returns to the user.

Defining Approval Rules: Explained

Approval rules are configurable rules for expense report approval created in Approval Management Extensions (AMX). Oracle Fusion Expenses provides nine predefined rule sets. By using the BPM Worklist, you can define new approval rules or modify existing ones in AMX. To manage approval rules, you must be a BPM Worklist administrator, such as a financial application administrator.

If you are authorized to manage the approval rules, you can:

- Modify existing approval rules

- Define new approval rules

- Understand and apply properties of rules and rule sets

If you are authorized to manage the approval rules, an Administration link displays in the upper right corner of the BPM Worklist. To define new approval rules or modify existing ones, click the Administration link, click the Task Configuration tab, click the Data Driven tab to display the Data driven configuration page, and then select the FinExmWorkflowExpenseApproval task from the left hand pane named Tasks to be configured.

Each rule set contains one or more approval rules. Each approval rule has an approval condition and a list of approvers. The list of approvers derived for each rule set is called a participant. To generate the list of approvers, each rule requires a list builder to be associated with it.

Each expense report can only satisfy one rule within a rule set. If an expense report does not satisfy any rule in a rule set, the approval process errors and an incident is reported in Oracle Enterprise Manager Grid Control.

Modify Existing Approval Rules

In the Data driven configuration page, select a rule set to modify and click the Edit icon in the Tasks to be configured pane. You can now add, modify, or delete rules within the specified rule set. The changes take effect when you click the Commit Task icon in the Tasks to be configured pane. Saving changes by clicking the Save icon saves the changes, but it does not activate them. If needed, you can undo changes by clicking the Reset icon.

Define New Approval Rules

To create new rules, you must provide values for the following rule components:

- Condition: Criteria that an expense report must satisfy

- Response type: Required or FYI. A response from the approver is required or the notification is informational.

- List builder: Creates a list of approvers for a specific notification

To define a condition, select a value from the list of values in the left-most condition field in the IF region. The Condition Browser displays. In the Condition Browser, open a view object (folder) and select the attribute that you want to use as the criteria. You can add multiple conditions to a rule. An example of a condition is: ExpenseReport.expenseReportTotal more than 1000.

The following table lists view objects (folders) that are visible in the Condition Browser with their associated attributes and descriptions.

> ✏️ **Note:** The values in this table are the only ones that are relevant for you to select as conditions for expense report approval rules.

View Object in Condition Browser	Attribute	Description
ExpenseReport	ExpenseReportId	Expense report identifier
ExpenseReport	PersonId	Person identifier of the employee on the expense report
ExpenseReport	AssignmentId	Primary assignment identifier of the employee's assignment
ExpenseReport	ExpenseReportDate	Date of the latest expense in the expense report
ExpenseReport	ExpenseReportTotal	Total amount of the expense report in the reimbursement currency
ExpenseReport	ReimbursementCurrencyCode	Expense report reimbursement currency code
ExpenseReport	ReportSubmitDate	Date on which the expense report was submitted for approval

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View Object in Condition Browser	Attribute	Description
ExpenseReport	ExpenseStatusCode	Most recent status of the expense report
ExpenseReport	ExpenseStatusDate	Date of the most recent status of the expense report
ExpenseReport	OrgId	Business unit identifier of the expense report
ExpenseItem	ReceiptAmount	Expense amount in receipt currency
ExpenseItem	ReceiptCurrencyCode	Currency code of the expense amount
ExpenseItem	ExpenseSource	Source of the expense item, cash, or corporate card
ExpenseItem	ExpenseTypeCategoryCode	Category of the expense item, such as Airfare or Accommodations
ExpenseItem	ExpenseCategoryCode	Classification of expense item, such as Business or Personal
ExpenseItem	ExpenseTemplateId	Expense template identifier for the expense item
ExpenseItem	ExpenseTypeId	Expense type identifier of the expense item
ExpenseItem	PolicyViolatedFlag	Flag that indicates whether the expense item has policy violations
ExpenseItem	ReceiptMissingFlag	Flag that indicates whether the user has the original receipt
ExpenseItem	EmpDefaultCostCenter	Default cost center of the employee
CostCenterTotal	ExpenseReportId	Expense report identifier
CostCenterTotal	CostCenter	Cost center against which the expense is incurred
CostCenterTotal	Total	Total expense charged to the cost center
CostCenterTotal	ManagerId	Person identifier of the cost center owner
CostCenterTotal	ManagerUsername	User name of the cost center owner
ProjectTotal	ExpenseReportId	Expense report identifier

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View Object in Condition Browser	Attribute	Description
ProjectTotal	PjcProjectId	Project identifier
ProjectTotal	Total	Total expense charged to the project
ProjectTotal	ProjectPartyId	Person identifier of the project manager
ProjectTotal	ManagerUsername	User name of the project manager

Each approval notification generated from an approval rule must have a response type of Required or FYI. You specify the applicable response type in the THEN region on the Data driven configuration page of the BPM Worklist. If the approver should take an action in response to the notification, click the Required radio button. If the approval notification is designed as information only, click the FYI radio button.

Each rule requires a list builder to build the list of approvers. The following table shows the list builder types that are available in the BPM Worklist with their associated descriptions.

List Builder Type	Description
Supervisory	Ascends the primary supervisory hierarchy, starting at the expense report submitter or at a given approver, and generates the approval chain.
Job Level	Ascends the supervisory hierarchy, starting at a given approver and continuing until an approver with the appropriate job level is found.
Position	Ascends the position hierarchy, starting at a given approver's position and continuing until an approver with the appropriate position is found.
Resource	A list of approvers. You can choose a user name or a function that returns a set of approvers.
Approval Group	Group of approvers. You can create approver groups consisting of a list of users for use in the rule sets.

Each list builder type requires values for specific fields to build its approval list. In the THEN region on the Data driven configuration page of the BPM Worklist, select a type of list builder from the List Builder drop-down list and click the **Create Action** button. The Add Variable dialog box displays where you add specific variables for specific list builders.

The following table indicates the fields associated with each list builder type for which you must select specific values.

List Builder Type	Field	Description	Values to Select and Sample Data
Supervisor	Number of Levels	A positive number specifying the number of levels to traverse the supervisory hierarchy.	A positive number based on your needs. For example, use 1 for one level of approval.

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List Builder Type	Field	Description	Values to Select and Sample Data
Supervisor	Starting Participant	The first participant in the list.	From the Add Variable dialog box, select: • The **Get Manager** radio button • **Supervisory** as the **List Builder** • **Reference User** as **task.creator** to start from the person on the expense report • An **Effective Date** if applicable This creates the following string for the start participant: HierarchyBuilder.getManager ("supervisory",Task.creator,-1,"","").
Supervisor	Top Participant	The last participant in the list. The approval list does not go beyond this person in a hierarchy.	From the Add Variable dialog box: • Select the **Get User** radio button. • Enter the user name of the last person in the approval chain as the **Reference User**. • Select an **Effective Date** if applicable. This creates the following string as the top participant: HierarchyBuilder.getPrincipal ("<>",-1,"","")
Supervisor	Auto Action Enabled	If automatic response should be enabled for the approval notification, set to True.	
Supervisor	Auto Action	If automatic response is enabled, set the response.	For expense approval, use Approve.
Position	Number of Levels	A positive number specifying the number of levels to traverse the position hierarchy. This number can be an absolute value or a value relative to the **Starting Point** or **Creator**.	
Position	Relative to	The number of levels to traverse is relative to one of the following values: **Starting Point**, **Creator**, or **Absolute**.	• At most **2** relative to **Starting Point** • At least **2** relative to **Starting Point**.

List Builder Type	Field	Description	Values to Select and Sample Data
Position	Starting Participant	The first participant in the list.	To select a starting participant, click the list of values and select: • The **Get Manager** radio button • **Position** as the **List Builder** • **Reference User** as the position identifier of the starting position • A **Hierarchy Type**. This is a mandatory selection for the position list builder. To select a hierarchy type, you must first define a position hierarchy in Oracle Fusion Global Human Resources. • An **Effective Date** if applicable This creates a string for the starting participant. For example, to start from position id 1234, use HierarchyBuilder.getManager ("position","1234",-1,"","ENTERPRISE_POSITION _HIERARCHY") as the start participant.
Position	Top Participant	The last participant in the list. The approval list does not go beyond this person in a hierarchy.	From the Add Variable dialog box: • Select the **Get User** radio button. • Enter the position identifier for the last position in the approval chain as the **Reference User**. • Select an **Effective Date** if applicable. This creates a string for the top participant. For example, HierarchyBuilder.getPrincipal "<>","","ENTERPRISE_POSITION_ HIERARCHY").
Position	Utilized Participants	Uses only the participants specified in this option from the calculated list of participants. Available options are: **Everyone**, **First and Last Manager**, **Last Manager**.	

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List Builder Type	Field	Description	Values to Select and Sample Data
Position	Auto Action Enabled	If automatic response should be enabled for the notification, set to True.	
Position	Auto Action	If automatic response is enabled, set the response.	For expense approval, use Approve.
Job Level	Number of Levels	A positive number specifying the number of levels to traverse the job level hierarchy. This number can be an absolute value, or a value relative to **Starting Point** or **Creator**.	
Job Level	Relative to	The number of levels to traverse is relative to one of the following values: **Starting Point**, **Creator**, or **Absolute**.	• At most **2** relative to **Absolute** • At least **1** relative to **Absolute**
Job Level	Starting Participant	The first participant in the list.	From the Add Variable dialog box, select: • The **Get User** radio button • **Job Level** as the **List Builder** • **Reference User** as **task.creator** to start from the person on the expense report • An **Effective Date** if applicable This creates a string for the start participant. For example, HierarchyBuilder.getManager ("joblevel",task.creator,-1,"","").
	Top Participant	The last participant in the list. The approval list does not go beyond this person in a hierarchy.	From the Add Variable dialog box: • Select the **Get User** radio button. • Enter the user name for the last approver in the approval chain as the **Reference User**. • Select an **Effective Date** if applicable. This creates the following string as the top participant: HierarchyBuilder.getPrincipal ("<>",-1,"","")

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List Builder Type	Field	Description	Values to Select and Sample Data
Job Level	Include all managers at last level	If the job level equals that of the previously calculated last participant in the list, then it includes the next manager in the list.	
Job level	Utilized Participants	Uses only the participants specified in this option from the calculated list of participants. Available options are: **Everyone**, **First and Last Manager**, **Last Manager**.	
Job Level	Auto Action Enabled	If automatic response should be enabled for the approval notification, set to True.	
Job level	Auto Action	If automatic response is enabled, set the response.	For expense approval, use Approve.
Resource	Participants	Participants can be users, groups, or application roles. For users, use a static user name or a function to retrieve a user name.	For example, use ExpenseReport/costCenterTotalVOmanagerUsername for cost center owner.
Approval Group	Approval Group	Enter the approval group name. To select an approval group as a list builder, you must create the static approval groups in the BPM Worklist.	

For more information on configuring approval rules, see the Using Task Configuration section of the Using Approval Management chapter in the Oracle Fusion Middleware Modeling and Implementation Guide.

Understand and Apply Properties of Rules and Rule Sets

The following are properties of rules and rule sets that you need to understand and apply.

- For each expense report, one rule must be true within each rule set. If the expense report does not satisfy any rule in the rule set, the approval process will error.

- Since there can be only one rule that applies in a rule set for each expense report, you must configure the rules at the most granular level applicable and use priority within the rule to differentiate overlapping conditions. AMX does not support nested conditions.

- All rule sets are executed in parallel or in serial with respect to the Expense Report Approval Stage.

- Serial rule sets are designed to execute the approval process in a sequential order. The approvers in the approval list for any rule included in these rule sets are notified in a sequential order.

- To deactivate a rule set, check the **Ignore this participant** check box for that rule set.

- If the participants cannot be determined, then AMX sends out a failure notification to the user with an incident identifier. Administrators can access the incident details through the Support Workbench of the Oracle Enterprise

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Manager Grid Control application and restart the approval process in Oracle Enterprise Manager Grid Control after resolving the issues in the incident report.

Cash Advance Approval Rules: Explained

Cash advance approval rules are configurable rules for approving cash advances. A cash advance is an advance payment to an employee that covers out-of-pocket and incidental expenses while traveling or legitimate business expenses.

Oracle Fusion Expenses integrates with Approvals Management Extensions (AMX) of the Oracle Service-Oriented Architecture (SOA) suite and Oracle Business Process Management Suite (BPM) to allow deploying companies to build flexible approval routing rules. This ensures that proper approval authority is enforced.

The BPM Worklist provides an interface to administer the cash advance approval rules based on your company's business needs. A BPM Worklist administrator, such as a user with the Financial Application Administrator (FUN_FINANCIAL_APPLICATION_ADMINISTRATOR) role can access the cash advance approval rules in the BPM Worklist.

When you submit a cash advance request, Expenses invokes the cash advance approval process, which in turn invokes a set of cash advance approval rules created in AMX to build the list of approvers. AMX then sends out approval notifications to the approvers identified by the cash advance approval rules. This process is repeated until all cash advance approvals are complete.

The predefined cash advance approval rule routes every cash advance request by an employee to his or her immediate supervisor for approval. Once the immediate supervisor approves the cash advance request, it is automatically sent to the expense auditor for final approval.

If you are authorized to manage cash advance approval rules, you can:

- Navigate to the BPM Worklist.
- Modify the predefined cash advance rule.

Navigate to the BPM Worklist

The cash advance approval rules are managed through the BPM Worklist application. Users who are authorized to manage the cash advance approval rules see an Administration link displayed in the upper right corner of the application.

To create new rules or modify existing rules, click the Administration link, click the Task Configuration tab, click the Data Driven tab, and then select the FinExmWorkflowCashAdvanceApproval approval flow in the left panel. The cash advance approval flow contains the predefined rule set: Approval by immediate supervisor.

Modify the Predefined Cash Advance Rule

The predefined rule set for approval of cash advances using the supervisory hierarchy is called CashAdvanceApprovalStage: CashAdvanceApprovalRuleSet. This predefined cash advance rule defines the approval of cash advances of any amounts by the immediate supervisor.

You can modify the predefined cash advance rule by performing any of the following tasks:

- Modifying the predefined cash advance rule
- Adding new cash advance rules
- Deleting existing cash advance rules

The following table lists the parameters for the predefined CashAdvanceApprovalStage : CashAdvanceApprovalRuleSet rule set. You can modify these parameters to accommodate your cash advance approval needs.

Field	Predefined Value	Description
List Builder	Supervisory	This rule set uses the supervisory hierarchy to retrieve approvers.
Response Type	Required	The approval notification requires a response.
Number of Levels	1	The maximum number of supervisory levels required for completion of cash advance approval. You can modify the numbers of levels required by changing the value. For example, if you change 1 to 2, two levels of approvals will be required.
Starting Participant	HierarchyBuilder. getManager("supervisory"Task. creator -1,"","")	The first approver in the approval chain.
Top Participant	HierarchyBuilder. getPrincipal("FINUSER30"-1"","")	The last approver in the approval chain. The approval process does not go beyond this participant in the approval hierarchy. To use this rule without additional modification, you must change the predefined last approver user name to the last approver name in your organization, cost center, or department.
Auto Action Enabled	False	This parameter enables or disables the automatic approval action.
Auto Action	Null	The type of automatic approval action taken, such as Approve or Reject.

The administrator of the cash advance approval rules can perform the following modifications:

- Create additional rules.

  For example, you can define new rules to conform to your company's cash advance approval policies.

- Add additional levels of supervisory approval.

  For example, if the cash advance amount exceeds the threshold that the administrator configured, the cash advance request is sent to the next supervisory level for approval.

- Set up automatic cash advance approval.

  For example, if the cash advance amount is below a certain amount, then the cash advance is automatically approved and it does not require the supervisor's approval. This feature expedites the approval process for smaller amounts, since the need to wait for the supervisor's approval is eliminated.

To modify an existing cash advance approval rule in the Data Driven configuration page, select the rule set to modify and click the Edit icon in the Tasks to be configured pane. You can now add, modify, or delete rules within the specified rule set. The changes take effect when you click the Commit Task icon in the Tasks to be configured pane. Saving changes by clicking the Save icon saves the changes, but it does not activate them. If needed, you can undo changes by clicking the Reset icon.

Setting Up Approval Rules for Delegated Expense Reports: Explained

Oracle Fusion Expenses enables you to delegate expense entry to another person. To understand the approval process for delegated expense reports, it is necessary to understand the distinction between preparer, or creator, and owner. The person who submits an expense report for another person is called the preparer. The person who incurs the expenses is called the owner of the expense report.

Expenses provides predefined approval rules to support delegated expense report approval. When a preparer submits an expense report, the following approval process ensues.

- Approval by expense report owner

  In the first part of the approval process, the expense report is routed to the expense report owner for approval. The expense report has a status of Pending Individual Approval. The rule set for this part of the approval process is called the ExpenseReportApprovalStageExpenseReportD : ExpenseReportOwnerRuleSet in the BPM Worklist application.

- Approval by preparer's manager

  In the second part of the approval process, the expense report is routed to the preparer's manager hierarchy for approval. The Expense report has a status of Pending Manager Approval. The rule set for this part of the approval process is called ExpenseReportApprovalStage : ExpenseReportRuleSet in the BPM Worklist application.

This topic discusses the following two scenarios that require you to modify the rule sets if your company enables delegated expense entry.

- Bypass approval by owner
- Start approval with owner's manager

Based on your company policies, any one of the following scenarios can apply:

- Only bypass approval by owner
- Only start approval with owner's manager
- Both bypass approval by owner and start approval with owner's manager
- Neither bypass approval by owner nor start approval with owner's manager

Bypass Approval By Owner

If your company policy does not require expense report approval by the expense report owner, you can modify the rule set to bypass this approval. When bypassed, the expense report status is set to Pending Manager Approval. The expense report is routed to approvers based on the existing approval rules.

To bypass approval by the owner, perform the following steps:

1. Navigate to the Oracle BPM Worklist application.

2. Click the **Administration** link displayed in the upper right corner of the page. The Administration tab appears.
3. Click the Task Configuration tab.
4. Click the Rules tab.
5. In the Tasks to be configured pane, select the FinExmWorkflowExpenseApproval task.
6. From the Select Ruleset choice list, select the following predefined rule set:
   SoaOLabel.ExpenseReportApprovalStageExpenseReportD : ExpenseReportOwnerRuleSet .
7. On the far right of the page, select the **Ignore this participant** check box. This action tells the approval rule to ignore the owner as the first approver in the approval rule.
8. To save the modified rule set, click the **Save** icon in the Tasks to be configured pane.
9. To commit the modified rule set, click the **Commit task** icon in the Tasks to be configured pane.

Start Approval with Owner's Manager

The approval process routes the expense reports to the preparer's manager hierarchy.

If your company policy requires expense reports to be routed to the owner's manager hierarchy for approval, perform the following steps.

1. To navigate to the expense report approval taskflow, perform steps 1-5 in the preceding section.
2. From the Select Ruleset choice list, select the following predefined rule set:
   SoaOLabel.ExpenseReportApprovalStage : ExpenseReportRuleSet.
3. Click the **Edit task** icon (pencil) on the Tasks to be configured pane.
4. Expand the ExpenseReportManagerApproval rule.
5. In the List builder action 1 region, click in the **Starting Participant** field and scroll to the right until you see ("supervisory",Task.creator,.
6. In the **Starting Participant** field, replace Task.creator with Task.payload.Expense Report Owner as shown in the following table.

Predefined Value	Changed Value
HierarchyBuilder. getManager("supervisory"Task. creator -1,"","")	HierarchyBuilder. getManager("supervisory" Task. payload. Expense Report Owner, -1,"","")

7. To save the modified rule set, click the **Save** icon in the Tasks to be configured pane.
8. To commit the modified rule set, click the **Commit task** icon in the Tasks to be configured pane.

⚠ **Caution:** Expenses recommends that you evaluate any existing approval rules that use Task.creator as the first approver in an approval hierarchy to determine whether the first approver should be changed from task.creator to Task.payload.Expense Report Owner.

Configuring Expense Policies: Points to Consider

To enforce compliance with your company's expense policies, you can specify any of the following options:

- Receipt required
- Corporate card usage
- Conversion rate

Specifying a Receipt Required Policy

If your accounts payable department requires a receipt for each expense, then you must specify the following for each expense type that you define on the Create Expense Type page:

- A receipt requirement rule that reflects your company's receipt policy. A receipt can be required for cash only or for corporate card and cash.

- An expense amount, above which a receipt is required

- Warning and error tolerance percentages so the application can warn the user, if opted, of a receipt required policy violation or, in the case of an error, actually prevent submission of the expense report

Warnings are tracked by the application. You can view them in the Expense Items section on the Edit Expense Report page. Errors aren't tracked because they prevent submission of an expense report.

Specifying a Corporate Card Usage Policy

You can set up corporate card usage policies to enforce the use of corporate cards. These policies increase your control of the cards by enforcing compliance with the usage policies.

You can specify corporate card usage policies in the Edit Corporate Card Usage Policy dialog box by specifying cash limits for expense categories. A cash limit is a cash ceiling, above which an employee must use a corporate card to pay for an expense. An expense category is a grouping of expense types. For example, the expense category of Airfare includes the following expense types: International Air and Domestic Air.

You must also specify tolerance percentages for warnings or errors as they relate to the cash limits for the expense categories. The following table illustrates how the warning and error tolerance percentages work for corporate card usage policies.

Cash Limit for Expense Category of Car Rental	Warning Tolerance Percentage	Warning Amount	Error Tolerance Percentage	Error Amount
$100	5%	$100 + $5 = $105. The warning tolerance is $100 up to $105. Above $105, the user sees a warning.	10%	$100 + $10 = $110. The error tolerance is over $105 up to $110. Above $110, the application prevents the user from submitting the expense report.

If the employee enters a cash amount over $105 for a car rental on the expense report, a warning displays, if opted, that reminds the employee to use a corporate card, instead of cash, for car rental charges over $100. Warnings are tracked by the application. You can view them in the Expense Items section on the Edit Expense Report page.

If the employee enters a cash amount over $110 for a car rental on the expense report, the application prevents submission of the expense report. Therefore, errors aren't tracked by the application.

✎ **Note:** If no cash limits are defined, you can submit cash expenses of any amount.

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Specifying a Conversion Rate Policy

You can define conversion rate behavior for each business unit in your company. These definitions enable you to enforce conversion rate policies and to validate the conversion rates that employees enter for foreign currency receipts. If you enter a conversion rate value in an expense report, or override a defaulted value, the value you enter is validated against the current conversion rate definitions.

> ✎ **Note:** Conversion rate behavior applies only to cash expenses, not to corporate card expenses.

You can specify the following conversion rate behavior on the Edit Conversion Rates and Policies page:

- Type of conversion rate, whether **Corporate**, **Spot,** or **User**
- Whether you want the conversion rate to default onto a newly created expense report

> ✎ **Note:** The default conversion rate is only applicable to cash transactions.

- Warning and error tolerance percentages so the application knows when to warn the user, if opted, of a conversion rate policy violation or, in the case of an error, actually prevent submission of the expense report
- Warning and error tolerance percentages, if opted, for specific currencies

The following table illustrates how warning and error tolerance percentages work for conversion rate policies.

Conversion Rate	Warning Tolerance Percentage	Warning Tolerance	Error Tolerance Percentage	Error Tolerance
Conversion Rate Type = Corporate where 1 GBP = 1.579 USD. For this example, the employee reports expenses on the expense report in GBP, but is reimbursed in USD.	5%	1.579 + .07895 = 1.65795 The warning tolerance is 1.579 USD up to 1.65795. If the user enters a conversion rate above 1.65795, a warning displays.	10%	1.579 + .1579 = 1.7369 The error tolerance is over 1.65795 up to 1.7369. If the user enters a conversion rate above 1.7369, the application prevents the user from submitting the expense report.

If the employee enters a cash amount for a meal of 25 GBP on the expense report and indicates a conversion rate above 1.65795, a warning displays, if opted, that reminds the employee to use a conversion rate less than 1.65795. Warnings are tracked by the application. You can view them in the Expense Items section on the Edit Expense Report page.

If the employee enters a cash amount for a meal of 25 GBP on the expense report and indicates a conversion rate above 1.7369, the application prevents submission of the expense report. Errors aren't tracked by the application.

> ✎ **Note:** If a conversion rate isn't defined for the applicable reimbursement currency in Oracle Fusion General Ledger, the application can't enforce the conversion rate policy.

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Expense Category-Specific Fields: Explained

An expense category is a broad application-defined expense classification, such as Accommodations, Airfare, Car Rental, and Meals. Each expense category has fields associated with it, known as category-specific fields. For example, Accommodations is an expense category that has the following category-specific fields: Merchant Name and Checkout Date. You can capture additional expense information for each expense category by optionally enabling the category-specific fields provided with the application. The category-specific fields are visible in the expense report based on the display action you set. You can set the display action for each category-specific field as follows:

- **Hidden**: the field isn't displayed.
- **Required**: the field is displayed for each expense item in the expense category and the user is required to enter data.
- **Optional**: the field is displayed for each expense item in the expense category, but the user isn't required to enter data.

You can enable the display action for the category-specific fields in each expense category by business unit. The fields you enable display for all expense reports for the selected business unit.

Capturing Tax-Related Information in Expense Reports: Explained

You can display tax-related fields in expense reports for the purpose of capturing tax-related information. To capture tax-related information, you must enable the option to display tax-related fields in expense reports. Select the **Display tax fields on expense report** check box on the Edit Tax Fields page. Then, for each business unit, define the display action of each tax-related field. You can define the display action of tax-related fields for all locations and then define exception display action for specific countries. For example, **Merchant Name** and **Taxpayer ID** are tax-related fields for which you can define display action.

The display actions available for each tax-related field are as follows:

- **Hidden**: Tax-related field isn't displayed in the expense report.
- **Optional**: Tax-related field is displayed for each expense item in the expense category, but the user isn't required to enter data.
- **Required**: Tax-related field is displayed for each expense item in the expense category and the user is required to enter data

  ✏ **Note:** If you set the display action for the fields in each expense category at the business unit level, then the enabled fields appear in all expense reports for the given business unit.

Capturing Company-Specific Information: Explained

You can configure Oracle Fusion Expenses to capture company-specific information about expense reports for each expense by enabling descriptive flexfields provided at the expense type level. A descriptive flexfield is an extendable field that

captures additional information. For each expense type, you can capture up to 15 fields of additional information. This can be context-sensitive information based on the expense type or information that is collected across expense types called global descriptive flexfields.

To enable the capture of additional company-specific information in expense reports:

1. Set up descriptive flexfields.
2. Enable descriptive flexfields.

Set Up Descriptive Flexfields

Set up the descriptive flexfield, EXM_EXPENSES, that is provided by the application. You can enter expense types and fields you want to show for each expense type on the Manage Descriptive Flexfields for Expense Reports page.

To implement context-sensitive or global descriptive flexfields in Expenses, you must:

- Identify expense types on the line level for which you want to capture information and the fields you want to add for each expense type. These fields are context-sensitive descriptive flexfields.

- Identify the common information that you want to capture across expense types. These fields are global descriptive flexfields.

- Determine how you want the context-sensitive and global descriptive flexfields to render to the user.

✏ **Note:** The expense type you enter in the descriptive flexfield definition must exactly match the expense types you defined in the expense templates. Otherwise the descriptive flexfield won't be visible.

Enable Descriptive Flexfields

To capture the additional information defined in the descriptive flexfields, you must enable descriptive flexfields in the expense report. You can set the system option, **Enable Descriptive Flexfields**, to **Yes** on the Manage Expenses System Options page. By default, this option is set to **No**.

You can set this option at the implementation level on the Manage Expenses System Options page, which applies to all business units. Alternatively, you can specify exceptions for specific business units on the Create System Options: Specific Business Unit dialog box.

Expense Types: Explained

An expense type is a potential expense that employees or contingent workers can incur. Expense types are granular expenses. For example, if Accommodations is an expense category, then possible expense types are Hotel, Motel, and Bed and Breakfast.

Setting up expense types in Expenses includes the following actions:

- Creating expense types

- Itemizing expense types

- Enabling project-enabled expense types

- Enabling automatic population of the tax classification code

Creating Expense Types

When you create an expense type on the Create Expense Type page, you assign an account to the expense type. This enables the application to allocate expenses to a specific account. Additionally, you can specify whether receipts are required when users submit expense reports for approval. You can also require submission of a receipt over a specified amount. Receipt submission requirements can be set up for cash expenses, corporate card expenses, or both.

After creating expense types, associate them with corporate card expense types on the Card Expense Type Mapping tab of the Create Expense Template page. Corporate card expense types come predefined with Expenses or you can add them as additional lookups. Associating defined expense types with corporate card expense types enables Expenses to correctly derive expense types during the corporate card transaction upload process.

Itemizing Expense Types

Itemization is the breaking down of charges in a granular fashion so they can be applied to specific accounts. Itemization applies to both corporate card expense types and cash.

You set up itemization on the Itemization tab of the Create or Edit Expense Type page according to your company's requirements. You decide whether to enable, disable, or require itemization by employees or contingent workers when they create an expense item during expense entry. During itemization setup, you also decide one of the following:

- Whether expense types you define are eligible during expense entry for itemization only.
- Whether expense types you define are also available as an independent, single expense type.

✏ **Note:** When itemization is set up as Required or Enabled, include at least one expense type on the Itemization tab of the Create Expense Type page.

Specify whether a card expense type is a candidate for automatic itemization on the Card Expense Type Mapping tab of the Create Expense Template page. If you enable automatic itemization for an expense type, you must then select a default itemization expense type. A default itemization expense type is one to which expenses are automatically populated when they are outside the defined itemization. For example, suppose a deploying company maps corporate card expense types to expense types and identifies a default itemization expense type called Miscellaneous. When the corporate card feed file is uploaded to Expenses, any unmapped expense types default to the Miscellaneous expense type.

✏ **Note:** If automatic itemization is disabled for a specific expense type, then the expense type is not automatically itemized for you.

Enabling Project-Enabled Expense Types

Project-enabled expense types are associated with a project expenditure type in Oracle Fusion Project Costing if the user is allowed to enter project information. For example, a project-enabled expense type enables a consultant to allocate his consulting expenses to a specific project and its tasks during expense creation report.

To set up project-enabled expense types on the Project Expenditure Type Mapping tab of the Create Expense Type page, select the **Enable projects** check box. You must also select a default project expenditure type, which is a project expense type to which unspecified project unit expenses are assigned. Additionally, you can specify whether receipts are required for project expenses when the user submits an expense report.

The project-enabled expense type can be mapped to a specific project unit and a project expenditure type on an exception basis. It's the association of a project-enabled expense type with a project unit and a project expenditure type that derives accounting in Oracle Projects Costing.

> **Note:** Before you can project-enable expense types, you must perform the following prerequisite setup in
> Oracle Fusion Project Foundation:
> - Project unit: A unique identifier of a group of projects that are managed as a unit.
> - Project expenditure type: A classification of cost.

Enabling Automatic Population of the Tax Classification Code

When you create an expense type on the Create Expense Type page, you can specify the tax classification code that applies to the expense type. The tax classification code specified during the setup of an expense type is automatically populated onto the Create Expense Item page during expense entry. If necessary, the user can override the specified tax classification code when creating an expense item if the tax field is enabled on the report.

Expense Templates: Points to Consider

An expense template is a grouping of related expense types that are defined for a specific business unit. Examples of groupings of related expense types include expense templates for travel, education, and relocation. Expense templates enable companies to control the expense types visible to each business unit. Additionally, if your company processes card transactions and you want expense types automatically assigned during card transaction processing, you must set a default template.

When creating expense templates, it's advisable to consider the following actions:

- Using expense templates
- Defining default expense templates
- Inactivating expense templates

Using Expense Templates

When employees create expense items in the **Create Expense Item** dialog box to add to new or existing reports, they select a specific expense template.

The following rules apply to expense templates:

- Each business unit can have multiple expense templates associated with it.
- Expense templates cannot be shared across business units.

> **Note:** If your company operates in multiple countries, you must create one expense template per business
> unit. If your users use multiple languages within a business unit, then you must implement expense
> templates in each of those languages.

Defining Default Expense Templates

A default expense template is the first expense template that you create on the Create Expense Template page with corporate card expense type mapping. The application automatically sets the first template as the default template. This action occurs whether or not you select the **Set as default** check box on the Create Expense Template page. You can also change the default template, as long as the one you are changing to has corporate card expense type mapping.

The purpose of a default expense template is to automatically populate expense types to credit card transactions. Thus, when employees or contingent workers create expense reports, they can see the expense types assigned to the corporate card transactions. The default expense template uses the corporate card expense type mapping to associate expense types with the corporate card transactions. This association occurs when the corporate card feed file containing corporate card charges is uploaded to Expenses.

The following rules apply to default expense templates:

- Each business unit can have only one default expense template.

- For any business unit, you can have a default expense template with additional expense templates.

- For any business unit, you can have a default expense template with no additional expense templates.

> ✏ **Note:** If neither a default expense template nor an expense template is associated with a business unit, you can't implement Expenses.

Inactivating Expense Templates

Deploying companies do not typically inactivate expense templates because they can't use them after the end date. It's therefore advisable to leave the **Effective End Date** field blank, unless you intend to retire the expense template. Any expenses that are incurred after an end date can't be reported using an inactivated expense template. It's more likely that you would inactivate individual expense types, rather than inactivate an expense template.

To inactivate an expense template, enter a date in the **Effective End Date** field on the Create Expense Template page. You can also inactivate individual expense types in the same way on the Create or Edit Expense Type page. However, the expense template end date overrides the end date for individual expense types. Note that employees can still use inactivated templates to enter expenses on a report for the period in which the expense report was active.

> ⚠ **Caution:** If you decide to inactivate a default expense template, then no corporate card mapping occurs if no other default expense template is identified.

Expense Item Accounting: How It Is Derived

This topic provides an example of the expense item accounting flow so you can understand how expense item accounting works. With this understanding, you can set up default expense accounts properly to generate valid expense account combinations.

Before you can derive distributions, you must:

- Define default expense accounts in your human resources application for each person who uses Oracle Expenses Cloud.

- Decide whether or not to give employees the capability of changing the company segment and the cost center segment

- Decide whether or not to give employees the capability of changing all segments in the default expense account

- Set up the natural expense account for expense types in the expense template.

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Settings That Affect Expense Item Accounting

The following setups affect expense item accounting:

- Default expense account set up

  Every person who uses Expenses must be set up with a default expense account in your human resources application.

  > ✎ **Note:** If you don't set up default expense accounts for all users, they can't submit expense reports.

- Natural expense account setup

  When you create an expense report template on the Create Expense Report Template page, you set up expense types and specify the natural expense account for each expense type. The natural expense account is a segment in the default expense account.

- Optional expense accounting privilege assignment

  You can assign the expense accounting privilege named Override Expense Account Allocation for all employees. Then, they can change the Company and Cost Center segments of the default expense account on the Create or Edit Expense Item page.

  To set up the Override Expense Account Allocation privilege, navigate to: **Setup and Maintenance > Tools > Security Console**.

- Optional accounting profile option setup

  You can set the accounting profile option named EXM_ALLOW_FULL_ACCT_OVERRIDE to **Yes** for all or specific employees. Then, they can change any segment of the default expense account on the Create or Edit Expense Item page.

  To set the accounting profile option for all employees, navigate to: Setup and Maintenance and search for and select Manage Administrator Profile Values. Search for the profile option named EXM_ALLOW_FULL_ACCT_OVERRIDE in the **Profile Option Code** field and set the Profile Value choice list to **Yes** at the site, product, or user level.

How Expense Item Accounting Is Derived

The following example describes how expense item accounting works.

Step	Action	Initial Expense Account	Resulting Default Expense Account
1.	An employee's default expense account is set up in the human resources application where: • 10 = Company • 520 = Department	01-520-0000-0000-000	Not applicable.

Step	Action	Initial Expense Account	Resulting Default Expense Account
	• First set of four zeros = Natural Expense Account		
2.	Employee creates an expense report and selects the expense type of Hotel. Hotel = 7670 in the Travel expense template.	01-520-0000-0000-000	01-520-7670-0000-000
3.	Employee has the expense accounting privilege of Override Expense Account Allocation assigned him. Employee sees the following segments on the Create Expense Item page: • Company segment 01. Employee changes 01 to 02. • Department segment 520. Employee changes 520 to 540.	01-520-7670-0000-000	02-540-7670-0000-000
4.	Accounting profile option named EXM_ALLOW_FULL_ACCT_OVERRI is enabled. Employee sees the entire default expense account with all the segments on the Create Expense Item page. He can change any or all segments. • Segment 0000. Employee changes 0000 to 3251. • Segment 000. Employee changes 000 to 478.	02-540-7670-0000-000	02-540-7670-3251-478

If you change accounting segments on the Create or Edit Expense Item page, the change is applied to the Expenses accounting distributions in the background. When the expense report is processed for reimbursement, Oracle Payables Cloud pulls the expense item accounting information from Expenses to generate accounting. The resulting invoice or payment request reflects the accounting.

Entertainment Expense Policy: Explained

An entertainment expense policy is a policy that you define to manage entertainment and gift expenses for which employees are reimbursed. Your company must comply with laws and regulations and guard against inappropriate expenditures that

may arise when employees entertain or give gifts to customers. To assist with this effort, you can define entertainment spending rules, enable entertainment policy violations, and capture information about event attendees and gift recipients.

When you define an entertainment expense policy, you perform the following actions:

- Define types of rate limits and number of currencies
- Determine whether to include attendee types as the rate determinant
- Determine whether to enforce the entertainment expense policy and how
- Specify attendee-related information to capture
- Define rate limit amounts
- Associate the entertainment expense policy with an expense type

Navigate: **Navigator** > **Setup and Maintenance** > Search: Tasks pane: **Manage Policies by Expense Category** > **Go to Task** > **Manage Policies by Expense Category** page > **Create Policy list: Entertainment** > **Create Entertainment Policy** page.

Define Types of Rate Limits and Number of Currencies

In the Rate Definition section on the Create Entertainment Policy page, you decide whether to enable rate limits for the entertainment expense policy. If you enable them, you can:

- Select a type of rate limit, whether yearly, by instance, or both.
- Specify whether the entertainment expense policy rate is defined by a single currency or multiple currencies.

✎ **Note:** If a currency rate conversion is necessary to verify a policy rate limit, you must define a conversion rate in Oracle Fusion General Ledger.

Determine Whether to Include Attendee Types as the Rate Determinant

A rate determinant for an entertainment policy determines the policy rate amount limit that an employee can be reimbursed for entertainment or gift expenses. An entertainment expense policy has one rate determinant, which is attendee types.

In the Rate Determinants section on the Create Entertainment Policy page, you decide whether to include types of attendees as the rate determinant. To include them, you can define different policy rates for different attendee types, such as:

- Public sector attendees
- Private sector attendees

Determine Whether to Enforce the Entertainment Expense Policy and How

In the Policy Enforcement section on the Create Entertainment Policy page, you decide whether to enforce the entertainment expense policy. To enforce it, select one of the following:

- Reimburse only the rate limit amount when an expense exceeds the defined rate. For example, if the rate limit is 25 USD for a gift to a customer and an employee spends 30, he is reimbursed 25.
- Generate a policy violation when an expense exceeds the defined rate.

  ○ Warning: A percentage is used to calculate a warning. The warning tolerance amount is calculated as follows:

  ```
  Policy Rate * (1+Warning Tolerance/100)
  ```

If you submit an expense in a report that has an amount that is greater than the warning tolerance, you'll see a warning if the **Display warning to user** check box is selected in the Policy Enforcement section on the Create Entertainment Policy page.

> **Note:** A warning is always displayed to the approver, whether or not the **Display warning to user** check box is selected.

o Error: A percentage is used to calculate an error. The error tolerance amount is calculated as follows:

```
Policy Rate * (1+Error Tolerance/100)
```

If you submit an expense in a report that has an amount that is greater than the error tolerance, you're prevented from submitting the expense report.

Specify Attendee-Related Information to Capture

You decide which of the following event attendee information to capture in the **Add Attendees** dialog box. You can do it by selecting any of the following check boxes in the Enable Attendee Information section on the Create Entertainment Policy page:

- **Require attendee amount**: If selected, employees are required to enter amounts that were actually spent on event attendees.
- **Require employee name**: If selected, employees are required to enter at least one employee as an event attendee.
- **Display employee attendee information**: If selected, an Employees section is visible in the **Add Attendees** dialog box.
- **Display nonemployee attendee information**: If selected, a Nonemployees section is visible in the **Add Attendees** dialog box.

Define Rate Limit Amounts

After you finish defining the entertainment expense policy and save it, you can then define entertainment rate limit amounts in the **Create Rates** dialog box.

> **Note:** Rates with overlapping start and end dates are invalid.

Associate the Entertainment Expense Policy with an Expense Type

Before you can associate the entertainment policy with an expense type, you must first activate the policy from the Manage Policies by Expense Category page. You can do it by selecting the policy and then selecting the Activate option from the Actions menu.

The final sequence of steps is as follows:

1. On the Create Expense Report Template page, create a template for entertainment or select an existing entertainment template.
2. On the Expense Types tab on the Create Expense Report Template page, create an entertainment expense type.
3. In the **Create Expense Type** dialog box, create an entertainment expense type.
4. On the Policies tab in the **Create Expense Type** dialog box, select the entertainment expense policy, specify the start date, and optionally the end date.

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After the entertainment policy rate is set, a violation is raised when an employee submits a report that contains an expense that violates the policy.

Setting Up an Accommodations Expense Policy: Procedures

Your company can set up and enforce accommodations expense policies to help control, manage, and reduce spending for accommodations expenses. Two examples of accommodations expense policies are the enforcement of a hotel expense limit of 200 USD per day and the enforcement of hotels that are on the company's preferred merchant list.

This topic covers the following aspects of setting up an accommodations expense policy.

- Setting Up an Accommodations Policy
- Setting Up Policy Violations
- Completing the Accommodations Rate Spreadsheet
- Associating the Accommodations Expense Policy with an Expense Type

Setting Up an Accommodations Policy

The following procedure enables you to set up an accommodations expense policy and complete the accommodations rate spreadsheet for uploading to the application.

1. In the Setup and Maintenance work area, search for the Manage Policies by Expense Category task and click the **Go to Task** icon.
2. On the Manage Policies by Expense Category page, select **Accommodations** from the Expense Category choice list to open the Create Accommodations Expense Policy page.
3. In the Rate Definition section, do the following:

    a. Select the **Single currency** radio button.
    b. Currency = **USD**.

    > ✎ **Note:** If a currency rate conversion is necessary to verify a policy rate limit, you must define a conversion rate in Oracle Fusion General Ledger.

4. In the Rate Determinants section, do the following:

    a. Select the **Roles** check box.
    b. Select the **Locations** check box.
    c. Role Type = **Job**.
    d. Select the **Geographical locations** check box.
5. In the Policy Enforcements section, do the following:

    a. Select the **Policy violation warning** check box.
    b. Warning Tolerance Percentage = **10**.
    c. Select the **Display warning to user** check box.
    d. Select the **Prevent report submission** check box.
    e. Error Tolerance Percentage = **20**.

The preceding accommodations expense policy says the following: The accommodations expense policy is set up with a single instance daily rate in US dollars, by job, by geographical location, and is enforced by a warning and error.

Setting Up Policy Violations

You can set up policy violations for accommodations expense policies as shown in the following table.

Policy Violation	Application's Action	Effect	Calculation
Warning	Generates a warning policy violation when an accommodations expense exceeds the defined tolerance.	You see a warning if you selected the **Display warning to user** check box. A warning is always displayed to the approver, whether or not you select the **Display warning to user** check box.	Policy Rate * (1+Warning Tolerance/ 100)
Error	Generates an error policy violation when an accommodations expense exceeds the defined tolerance.	You see an error and you are prevented from submitting the accommodations expense.	Policy Rate * (1+Error Tolerance/ 100)

Completing the Accommodations Rate Spreadsheet

To complete an accommodations rate spreadsheet, perform the following steps:

1. On the Create Accommodations Policy page, click the **Create Rate** button.
2. Download the predefined spreadsheet to your local drive for completion.

   ✎ **Note:** If you select rate determinants in the Rate Determinants section, you complete the predefined spreadsheet. If you don't select any rate determinants, you create accommodations rates in the **Create Rates** dialog box.

3. On the Create Accommodations Rates spreadsheet, complete the fields as shown in the table.

Role	Geographical Location	Daily Limit	Start Date
ACC500. Accounting Manager	All Others, San Francisco, CA, United States	200	1/1/2014
ACC500. Accounting Manager	All Others, New York, NY, United States	220	1/1/2014
ACC500. Accounting Manager	All Others, All Others, All Others, United States	185	1/1/2014
SAL600. Salesperson	All Others, San Francisco, CA, United States	195	1/1/2014

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Role	Geographical Location	Daily Limit	Start Date
SAL600. Salesperson	All Others, New York, NY, United States	215	1/1/2014
SAL600. Salesperson	All Others, All Others, All Others, United States	170	1/1/2014
SAL700. Salesperson	All Others, San Francisco, CA, United States	250	1/1/2014
SAL700. Salesperson	All Others, New York, NY, United States	255	1/1/2014
SAL700. Salesperson	All Others, All Others, All Others, United States	222	1/1/2014
All Others	All Others, All Others, All Others, All Others	200	1/1/2014

4. Click the **Upload** button.

When rates are successfully uploaded, the policy status becomes valid. To use this rate policy for calculation of accommodations expenses, you must:

1. Activate the accommodations expense policy.

    a. On the Manage Policies by Expense Category page, select the accommodations expense policy you created and click the **Activate** button.

2. Assign the accommodations expense policy to an expense type.

Assigning the Accommodations Expense Policy to an Expense Type

To assign the accommodations expense policy to an expense type, perform the following steps:

1. In the Setup and Maintenance work area, search for the Manage Expense Report Templates and click the **Go to Task** icon to open the Manage Expense Report Templates page.
2. Click the **Create** icon or select an applicable template for a business unit.
3. On the Create Expense Report Template page, create a template for accommodations expenses.
4. On the Expense Types tab click the **Create** icon to open the **Create Expense Type** dialog box.
5. In the **Create Expense Type** dialog box, select Accommodations from the Category choice list.
6. On the Policies tab in the **Create Expense Type** dialog box, select the accommodations expense policy you created, specify the start date, and optionally specify an end date.

Setting Up a Meals Expense Policy: Procedures

Your company can set up and enforce meal expense policies to help control, manage, and reduce spending for meal expenses. Examples of scenarios where a meals expense policy is applicable include the following: a salesperson requests reimbursement for a lunch with customers, a consultant requests reimbursement for meals on a business trip, an employee requests reimbursement for meals while attending an off-site workshop.

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This topic covers the following aspects of setting up a meals expense policy.

- Setting Up a Meals Expense Policy

- Setting Up Policy Violations

- Completing the Meals Rate Spreadsheet

- Associating the Meals Expense Policy with an Expense Type

Setting Up a Meals Expense Policy

The following procedure enables you to set up a meals expense policy and complete the meals rate spreadsheet for uploading to the application.

1. In the Setup and Maintenance work area, search for the Manage Policies by Expense Category task and click the **Go to Task** icon.
2. On the Manage Policies by Expense Category page select **Meals** from the Create Policy choice list to open the Create Meals Expense Policy page.
3. In the Rate Definition section, do the following:

   a. Select the **Single instance limit** check box.
   b. Select the **Single currency** radio button.
   c. Currency = USD US Dollar

   > ✎ **Note:** If a currency rate conversion is necessary to verify a policy rate limit, you must define a conversion rate in Oracle Fusion General Ledger.

4. In the Rate Determinants section, do the following:

   a. Select the **Role** check box.
   b. Role Type = **Job**.
5. In the Policy Enforcements section, do the following:

   a. Select the **Policy violation warning** check box.
   b. Warning Tolerance Percentage = **10**.
   c. Select the **Display warning to user** check box.
   d. Select the **Prevent report submission** check box.
   e. Error Tolerance Percentage = **20**.

The preceding meals expense policy says the following: The meals expense policy is set up with a single instance rate in US dollars, by job, and is enforced by a warning and an error.

Setting Up Policy Violations

You can set up policy violations for a meals expense policy as shown in the following table.

Policy Violation	Application's Action	Effect	Calculation
Warning	Generates a warning policy violation when a meals expense exceeds the defined tolerance.	You see a warning if you selected the **Display warning to user** check box.	Policy Rate * (1+Warning Tolerance/ 100)

Policy Violation	Application's Action	Effect	Calculation
		A warning is always displayed to the approver, whether or not you select the **Display warning to user** check box.	
Error	Generates an error policy violation when a meals expense exceeds the defined tolerance.	You see an error and you are prevented from submitting the meals expense report.	Policy Rate * (1+Error Tolerance/ 100)

Completing the Meals Rate Spreadsheet

To complete a meals rate spreadsheet, perform the following steps.

1. On the Create Meals Policy page, click the **Create Rates** button.
2. Download the predefined spreadsheet to your local drive for completion.

> ✎ **Note:** If you select rate determinants in the Rate Determinants section, you complete the predefined spreadsheet. If you don't select any rate determinants, you create meals rates in the **Create Rates** dialog box.

3. On the Create Meals Rates spreadsheet, complete the fields as shown.

Role	Single Instance Limit (USD)	Start Date
ACC500. Accounting Manager	120	1/2014
SAL600. Salesperson	150	1/2014
SAL700.Sales Manager	180	1/2014
All Others	150	1/2014

4. Click the **Upload** button.

When rates are successfully uploaded, the policy status is valid. To use the rates spreadsheet for calculation of meal expenses, you must:

1. Activate the meals expense policy.
    a. On the Manage Policies by Expense Category page, select the meals expense policy that you created and click the **Activate** button.
2. Assign the meals expense policy to an expense type.

Assigning the Meals Expense Policy to an Expense Type

To assign the meals expense policy to an expense type, perform the following steps:

1. In the Setup and Maintenance work area, search for the Manage Expense Report Templates task and click the **Go to Task** icon to open the Manage Expense Report Templates page.
2. Click the **Create** icon or select an applicable template for a business unit.

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3. On the Create Expense Report Template page, create a template for meals expenses.
4. On the Expense Types tab, click the **Create** icon to open the Create Expense Type dialog box.
5. In the **Create Expense Type** dialog box, select Meals from the Category choice list.
6. On the Policies tab in the **Create Expense Type** dialog box, select the meals expense policy you created, specify the start date, and optionally specify an end date.

Setting Up an Airfare Policy: Procedures

Your company can set up and enforce airfare expense policies to help control, manage, and reduce spending by employees for airfare. An example of a scenario where an airfare expense policy is applicable is when a consultant flies to Finland for a business trip and then submits an expense report for reimbursement of the airfare.

To set up an airfare policy, you perform the following steps:

1. Entering general information
2. Setting up airfare policy violations
3. Creating a flight class policy
4. Activating the airfare policy
5. Assigning the airfare policy to an expense type

Entering General Information

To set up general information, perform the following steps:

1. Navigate: Setup and Maintenance > Manage Policies by Expense Category task > Go to Task icon > Manage Policies by Expense Category page.
2. From the Create Policy choice list, select Airfare to open the Create Airfare Policy page.
3. In the Flight Class Determinant section:
    o The Role check box is already selected by default.

    o From the Role Type choice list, select Job.

The preceding airfare policy says the following: The airfare policy is set up by job and a policy violation is enforced by a warning.

Setting Up Airfare Policy Violations

In the Policy Enforcement section, accept the following defaults:

- Policy violation warning radio button

- Display warning to user check box.

The following table describes what employees see when you set up warning and error policy violations for an airfare policy.

Policy Violation	Application's Action	Effect
Warning	Generates a warning policy violation when an airfare expense violates the policy.	You see a warning if you selected the Display warning to user check box.
		A warning is always displayed to the approver, whether or not you select the Display warning to user check box.

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Policy Violation	Application's Action	Effect
Error	Generates an error policy violation when an airfare expense violates the policy.	You see an error and you are prevented from submitting the expense report.

Creating a Flight Class Policy

You can optionally create a flight class policy where you define which job roles can fly which flight classes based on flight duration or type of flight, whether domestic or international. An example of a flight class policy includes the following:

1. Vice Presidents and above who fly longer than 8 hours for an international flight can purchase a first class ticket.
2. Vice Presidents and below who fly less than 8 hours for a domestic flight must purchase economy class ticket.

Activating the Airfare Policy

To use the airfare policy, you must:

1. Activate the airfare policy.

    a. Navigate: Setup and Maintenance > Manage Policies by Expense Category task > Go to Task > Manage Policies by Expense Category page.
    b. Select the airfare expense policy that you created and click the Activate button.
2. Assign the airfare policy to an expense type.

Assigning the Airfare Policy to an Expense Type

To assign the airfare policy to an expense type, perform the following steps:

1. Navigate: Setup and Maintenance > Manage Expense Report Templates task > Go to Task icon > Manage Expense Report Templates page.
2. Select an applicable template for a business unit or click the Create icon.
3. On the Create Expense Report Template page, create a template for Airfare expenses.
4. On the Expense Types tab, click the Create icon to open the Create Expense Type dialog box.
5. In the Create Expense Type dialog box, select Airfare from the Category choice list.
6. On the Policies tab in the Create Expense Type dialog box, select the Airfare policy you created, specify the start date, and optionally specify an end date.

Setting Up a Car Rental Policy: Procedures

Your company can set up and enforce car rental expense policies to help control, manage, and reduce spending by employees for car rentals. An example of a scenario where a car rental expense policy is applicable is when a consultant rents a car during a business trip and then submits an expense report for reimbursement of the car rental.

To set up a car rental policy, you perform the following steps:

1. Setting up a car rental policy
2. Setting up car rental policy violations

3. Completing the car rental rate spreadsheet
4. Activating the car rental policy
5. Assigning the car rental policy to an expense type

Setting Up a Car Rental Policy

To set up a car rental policy, perform the following steps:

1. Navigate: Setup and Maintenance > Manage Policies by Expense Category task > Go to Task icon > Manage Policies by Expense Category page. In the Rate Definition section:
2. From the Create Policy choice list, select Car Rental to open the Create Car Rental Policy page.
3. In the Rate Definition section:

   a. Select the Single currency radio button.
   b. From the Currency choice list, select USD US Dollar

   > ✏ **Note:** If a currency rate conversion is necessary to verify a policy rate limit, you must define a conversion rate in Oracle Fusion General Ledger.

4. In the Rate Determinants section:

   a. Select the Role check box.
   b. From the Role Type choice list, select Job.

The preceding car rental policy says the following: The car rental policy is set up with a daily limit in US dollars, by job, and is enforced by a warning and an error.

Setting Up Car Rental Policy Violations

To set up car rental policy violations, perform the following steps in the Policy Enforcement section:

1. Select the Policy violation warning check box.
2. Enter 10 in the Warning Tolerance Percentage field.
3. Select the Display warning to user check box.
4. Select the Prevent report submission check box.
5. Enter 20 in the Error Tolerance Percentage field.

The following table describes what employees see when you set up warning and error policy violations, as well as the calculation used to derive the policy violation.

Policy Violation	Application's Action	Effect	Calculation
Warning	Generates a warning policy violation when a car rental expense exceeds the defined tolerance.	You see a warning if you selected the Display warning to user check box. ✏ **Note:** A warning is always displayed to the approver, whether or not you select the Display warning to user check box.	Policy Rate * (1+Warning Tolerance/ 100)

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Policy Violation	Application's Action	Effect	Calculation
Error	Generates an error policy violation when a car rental expense exceeds the defined tolerance.	You see an error and you are prevented from submitting the expense report.	Policy Rate * (1+Error Tolerance/100)

Completing the Car Rental Rate Spreadsheet

To complete a car rental rate spreadsheet, perform the following steps:

1. On the Create Car Rental Policy page, click the Create Rates button.
2. Download the predefined spreadsheet to your local drive for completion.

   > 💡 **Tip:** If you select rate determinants in the Rate Determinants section, you complete the predefined spreadsheet. If you don't select any rate determinants, you create car rental rates in the Create Rates dialog box.

3. On the Create Car Rental Rates spreadsheet, complete the fields as shown.

Role	Daily Sum Limit (USD)	Start Date
ACC500. Accounting Manager	100	1/2014
SAL600. Salesperson	120	1/2014
SAL700.Sales Manager	150	1/2014
All Others	90	1/2014

4. Click the Upload button.

When rates are successfully uploaded, the policy status is Valid.

Activating the Car Rental Policy

To use the car rental rates spreadsheet for calculation of car rental expenses, you must:

1. Activate the car rental policy.
   a. Navigate: Setup and Maintenance > Manage Policies by Expense Category task > Go to Task > Manage Policies by Expense Category page.
   b. Select the car rental policy that you created and click the Activate button.
2. Assign the car rental policy to an expense type.

Assigning the Car Rental Policy to an Expense Type

To assign the car rental policy to an expense type, perform the following steps:

1. Navigate: Setup and Maintenance > Manage Expense Report Templates task > Go to Task icon > Manage Expense Report Templates page.

2. Select an applicable template for a business unit or click the Create icon.
3. On the Create Expense Report Template page, create a template for Car Rental expenses.
4. On the Expense Types tab, click the Create icon to open the Create Expense Type dialog box.
5. In the Create Expense Type dialog box, select Car Rental from the Category choice list.
6. On the Policies tab in the Create Expense Type dialog box, select the Car Rental policy you created, specify the start date, and optionally specify an end date.

Setting Up a Miscellaneous Expense Policy: Procedure

Your company can set up and enforce miscellaneous expense policies to help control, manage, and reduce spending for miscellaneous expenses. Examples of miscellaneous expense policies include policies for laundry, internet cable, and parking.

This topic covers the following aspects of setting up a miscellaneous expense policy:

- Setting Up a Miscellaneous Expense Policy
- Setting Up Policy Violations
- Completing the Miscellaneous Rate Spreadsheet
- Associating the Miscellaneous Expense Policy with an Expense Type

Setting Up a Miscellaneous Expense Policy

The following procedure enables you to set up a miscellaneous expense policy and complete the miscellaneous rate spreadsheet for uploading to the application.

1. In the Setup and Maintenance work area, search for the Manage Policies by Expense Category task and click the **Go to Task** icon.
2. On the Manage Policies by Expense Category page, select **Miscellaneous** from the Create Policy choice list to open the Create Miscellaneous Expense Policy page.
3. In the Miscellaneous Eligibility Rule section, do the following:

    a. Select the **Minimum number of days for miscellaneous expense reimbursement** check box.
    b. Days = **5**.
4. In the Rate Type section, select the **Rate limit** radio button.
5. In the Rate Definition section, do the following:

    a. Select the **Single instance limit** check box.
    b. Select the **Single currency** radio button.
    c. Currency = **USD US Dollar**.

    ✎ **Note:** If a currency rate conversion is necessary to verify a policy rate limit, you must define a conversion rate in Oracle Fusion General Ledger.
6. In the Rate Determinants section, do the following:

    a. Select the **Role** check box.
    b. Role Type = **Job**.
7. In the Policy Enforcements section, do the following:

    a. Select the **Policy violation warning** check box.

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    b. Warning Tolerance Percentage = **10**.

    c. Select the **Display warning to user** check box.

    d. Select the **Prevent report submission** check box.

    e. Error Tolerance Percentage = **20**.

The preceding miscellaneous expense policy says the following: You must accrue five days of miscellaneous expenses before the miscellaneous expense is eligible for reimbursement. This part of the policy is typically used when a company wants to enforce a laundry policy where the employee can only be reimbursed for laundry expenses if the trip is greater than a specified number of days. The preceding miscellaneous expense policy is set up with a single instance rate in US dollars, by job, and is enforced by a warning and an error.

Setting Up Policy Violations

You can set up policy violations for a miscellaneous expense policy as shown in the following table.

Policy Violation	Application's Action	Effect	Calculation
Warning	Generates a warning policy violation when a miscellaneous expense exceeds the defined tolerance.	You see a warning if you selected the **Display warning to user** check box. ✏️**Note:** A warning is always displayed to the approver, whether or not you select the **Display warning to user** check box.	Policy Rate * (1+Warning Tolerance/ 100)
Error	Generates an error policy violation when a miscellaneous expense exceeds the defined tolerance.	You see an error and you are prevented from submitting the miscellaneous expense.	Policy Rate * (1+Error Tolerance/ 100)

Completing the Miscellaneous Rate Spreadsheet

To complete a miscellaneous rate spreadsheet, perform the following steps:

1. On the Create Miscellaneous Policy page, click the **Create Rates** button.

2. Download the predefined spreadsheet to your local drive for completion.

> ✏️ **Note:** If you select rate determinants in the Rate Determinants section, you complete the predefined spreadsheet. If you don't select any rate determinants, you create miscellaneous rates in the **Create Rates** dialog box.

3. On the Create Miscellaneous Rates spreadsheet, complete the fields as shown in the following table.

Role	Single Instance Limit (USD)	Start Date
ACC500. Accounting Manager	155	1/1/2014

Role	Single Instance Limit (USD)	Start Date
SAL600. Salesperson	150	1/1/2014
SAL700.Sales Manager	160	1/1/2014
All Others	150	1/1/2014

4. Click the **Upload** button.

When rates are successfully uploaded, the policy status is valid. To use the miscellaneous rate policy for calculation of miscellaneous expenses, you must:

1. Activate the miscellaneous expense policy.
    a. On the Manage Policies by Expense Category page, select the miscellaneous expense policy that you created and click the **Activate** button.
2. Assign the miscellaneous expense policy to an expense type.

Assigning the Miscellaneous Expense Policy to an Expense Type

To assign the miscellaneous expense policy to an expense type, perform the following steps:

1. In the Setup and Maintenance work area, search for the Manage Expense Report Templates task and click the **Go to Task** icon to open the Manage Expense Report Templates page.
2. Click the **Create** icon or select an applicable template for a business unit.
3. On the Create Expense Report Template page, create a template for miscellaneous expenses.
4. On the Expense Types tab, click the **Create** icon to open the Create Expense Type dialog box.
5. In the **Create Expense Type** dialog box, select Miscellaneous from the Category choice list.
6. On the Policies tab in the **Create Expense Type** dialog box, select the **miscellaneous** expense policy you created, specify the start date, and optionally specify an end date.

Setting Up a Mileage Expense Policy: Explained

You can set up a mileage expense policy to allow employees to claim mileage reimbursement for travel expenses incurred by using their personal vehicles for business activities. In most countries, mileage reimbursement rates are determined by the central government.

Based on government mileage regulations and your company policy, you can set up a mileage expense policy by defining:

- Mileage eligibility rules
- Mileage rate determinants
- Mileage add-on rates

Mileage reimbursement is automatically calculated by the application based on your definition of the eligibility rules, rates determinants, and add-on rates.

Navigate: **Navigator** > **Setup and Maintenance** > Search: Tasks pane: **Manage Policies by Expense Category** > **Go to Task** > **Manage Policies by Expense Category** page> **Expense Category: Mileage** > **Search** button > **Create Policy button: Mileage** > **Create Mileage Policy** page.

✎ **Note:** If a currency rate conversion is necessary to verify a policy rate limit, you must define a conversion rate in Oracle Fusion General Ledger.

Mileage Eligibility Rules

In the Mileage Eligibility Rules region, you specify the rules that determine whether employees can claim mileage reimbursement for using their personal or company provided vehicles. The table lists the eligibility rules and their descriptions.

Mileage Eligibility Rule	Description
Standard Mileage Deduction	A specified number of miles is deducted from the total miles traveled before the mileage rate calculation is applied.
Minimum Distance for Mileage Eligibility	A minimum distance must be traveled before the mileage rate calculation is applied.

Mileage Rate Determinants

In the Mileage Rate Determinants region, you specify the determinants on which the mileage reimbursement policy is based. The table lists selected rate determinants and their descriptions.

Mileage Rate Determinants	Description
Role	Mileage rates are based on employees' grades, positions, or jobs.
Distance Threshold	Mileage rates are based on the distance traveled in a single trip or during a period of time.
Vehicle Category	Mileage rates are based on vehicle category, such as Company or Private.
Vehicle Type	Mileage rates are based on vehicle type, such as Car, Motorcycle, or Van.
Fuel Type	Mileage rates are based on fuel type, such as Diesel, Petrol, Hybrid, or Electric.

Mileage Add-On Rates

In the Add-On Rates region, your company can add passenger rates and company-specific rates for inclusion in the mileage reimbursement policy. The table lists additional rate types and their descriptions.

Add-On Rates	Description
Single rate per passenger	One mileage reimbursement rate that applies to each passenger, regardless of the number of passengers in the vehicle.
Rates by mileage determinants	Mileage rate reimbursed per passenger varies by multiple mileage rate determinants that you defined, such as Vehicle Category, Vehicle Type, or Role.

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Add-On Rates	Description
Rates by range of passengers	Mileage rate reimbursed per passenger varies by the number of passengers in the vehicle. For example, the mileage reimbursement rate is $ .25 per mile for the first three passengers and $ .20 per mile thereafter.
Rate by mileage determinants and range of passengers	Mileage rate reimbursed per passenger varies by multiple mileage rate determinants that you defined and by the number of passengers in the vehicle. For example, the mileage reimbursement rate is $ .10 for the first two passengers traveling in a diesel car and $ .07 for the remaining passengers. Similarly, $ .08 for the first two passengers traveling in a hybrid car and $ .05 for the remaining passengers.
Restrict number of passengers reimbursed	Indicates whether the number of passengers included for reimbursement is limited to a specific number.
Company-Specific Rates	Company-specific mileage rate types that you can add to the mileage reimbursement calculation, such as $ .30 for hauling a trailer and $ .50 for driving on forest roads.

Once you finish setting up the mileage expense policy, you must:

- Complete the mileage rate spreadsheet and load the spreadsheet to the application, or complete the **Create Rates** dialog box, depending on the complexity of the policy.
- Activate the mileage reimbursement policy.
- Set up cumulative mileage determinants when applicable.
- Assign the mileage reimbursement policy to expense types.

Completing a Mileage Rate Spreadsheet: Worked Example

This example demonstrates how to set up a mileage policy given government mileage regulations and how to complete the mileage rate spreadsheet for uploading to the application.

The following table summarizes key decisions to consider before setting up a mileage policy.

Decisions to Consider	In This Example
What country does the mileage reimbursement policy apply to? What is the general reimbursement policy for this country?	In Finland, mileage is reimbursed if the employee uses his personal vehicle for business purposes.
What vehicle types are included in this country's mileage policy?	• For a car, 45 cents per kilometer for the first 5,000 kilometers and 40 cents per kilometer for additional kilometers. • For a motorcycle, 34 cents for the first 5,000 kilometers and 30 cents per kilometer for additional kilometers. • For a motorboat, 78 cents per kilometer for engine power less than 50 hp and $1.14 cents per kilometer for engine power more than 50 hp. • For a snowmobile, $1.08 cents per kilometer.
What is the unit of measure?	Kilometers

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Decisions to Consider	In This Example
Will the mileage policy rates be defined for a single currency or for multiple currencies? If a currency rate conversion is necessary to verify a policy rate limit, you must define a conversion rate in Oracle Fusion General Ledger.	Single currency = Euro
What determinants are the mileage rates based on?	• Distance threshold = By period. Selecting **By period** implies that the mileage calculation is based on cumulative mileage. • Vehicle type = Vehicle Type • Fuel Type = Fuel Type
Have you defined the mileage determinant values?	Define lookup types and lookup codes for vehicle types and fuel types.
What passenger rates or passenger information will be included in the mileage policy, if any?	• Single rate per passenger. • 3 cents per person when the employee transports other persons, where arranging such transportation is the duty of the employer.
What company-specific rates need to be added to the mileage policy, if any?	• 7 cents when the job or duty requires transporting a trailer attached to the car. • 11 cents when the work or duty requires transporting a caravan attached to the car. • 21 cents when the work or duty requires transporting a resting hut, or similar facility, attached to the car. • 3 cents when the employee transports machines or appliances weighing more than 80 kilos, or unusually big machines or appliances, or must take a dog in the car to perform his duty or work. • 9 cents for driving a car on forest roads or on closed building sites because the employee's duty or work requires such driving.
What are the add-on rate types? Have you defined the add-on rate types?	Define a lookup type and lookup codes for the add-on rate types.

Prerequisites

1. Define the mileage determinant values that you want to use.
   - In this example, you need to define values for the two determinants that you have chosen; Vehicle Type and Fuel Type.
   - Create a new lookup type and add the applicable values as lookup codes.
2. Define the company-specific additional rate types that you want to use.

   In this example, you need to define the following rate types: Trailer attached to the car, Transporting a caravan, Transporting a resting hut, Transporting heavy machinery, Dog in the car, and On forest road.

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Setting Up a Mileage Policy

1. On the Manage Policies by Expense Category page, click the Create Policy choice list and select **Mileage** to open the Create Mileage Policy page.
2. On the Create Mileage Policy page, complete the fields as shown in this table.

Field	Value
Country	Finland
Rate Currency	Single Currency = EUR Euro
Unit of Measure	Kilometer
Distance Threshold Period	By period
Vehicle Type	Lookup type that defines the applicable vehicle types.
Fuel Type	Lookup type that defines the applicable fuel types.
Passenger Rate Type	Single rate per passenger.
Company-Specific Rate Type	Lookup type that defines the additional rate types.

Completing the Mileage Rate Spreadsheet

1. On the Create Mileage Policy page, click the **Create Rate** button.

    ✎ **Note:** In this example, you download a predefined spreadsheet to your local drive for completion because you selected mileage rate determinants and add-on rates on the Create Mileage Policy page. If, however, you create a mileage policy for a single currency with no mileage rate determinants or add-on rates, you create the mileage rate in a dialog box, rather than in a spreadsheet.

2. On the Create Mileage Rates spreadsheet in the Mileage Rates region, complete the fields as shown in this table.

Distance Threshold	Vehicle Type	Fuel Type	Rate	Start Date	End Date
5000	Car	All Other	0.45	1/1/2010	
	Car	All Other	0.4	1/1/2010	
5000	Motorcycle	All Other	0.34	1/1/2010	
	Motorcycle	All Other	0.3	1/1/2010	

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Distance Threshold	Vehicle Type	Fuel Type	Rate	Start Date	End Date
	Motorboat	< 50 hp	0.78	1/1/2010	
	Motorboat	=> 50 hp	1.14	1/1/2010	
	Snowmobile	All Other	1.08	1/1/2010	

3. On the Create Mileage Rates spreadsheet in the Passenger Rates region, complete the fields as shown in this table.

Calculation Method	Rate	Start Date	End Date
Amount	0.03	1/1/2010	

4. On the Create Mileage Rates spreadsheet in the Additional Rates region, complete the fields as shown in this table.

Distance Threshold	Vehicle Type	Fuel Type	Calculation Method	Rate Type	Rate	Start Date	End Date
	Car	All Other	Amount	Trailer attached to the car	0.07	1/1/2010	
	Car	All Other	Amount	Transporting a caravan	0.11	1/1/2010	
	Car	All Other	Amount	Transporting a resting hut	0.21	1/1/2010	
	Car	All Other	Amount	Transporting heavy machinery	0.03	1/1/2010	
	Car	All Other	Amount	Dog in the car	0.3	1/1/2010	
	Car	All Other	Amount	Driving on a forest road	0.09	1/1/2010	

5. On the Create Mileage Rates spreadsheet, click the **Upload** button.

The policy status becomes valid when rates are successfully uploaded. To use this rate policy for mileage calculation, you must activate the policy and assign it to an expense type.

Uploading Cumulative Mileage from a Third Party: Explained

You can upload accumulated mileage-to-date from a legacy system into Oracle Expenses Cloud for a midyear changeover. Uploading accumulated mileage includes the following actions:

- Performing prerequisites
- Creating a cumulative mileage data file
- Uploading a cumulative mileage data file
- Viewing uploaded cumulative mileage

If both of the following statements are true, you upload cumulative mileage for your employees to Expenses:

- Your mileage rates vary by the total distance traveled during a time period
- You'll go live with the application during the current tax year.

Performing Prerequisites

Before you can upload accumulated mileage, you must:

- Define the cumulative mileage determinants in Setup and Maintenance.
- Optionally, create vehicle type, vehicle category, and fuel type lookup codes in Setup and Maintenance.

Creating a Cumulative Mileage Data File

The Upload Cumulative Mileage process accepts cumulative mileage in a text file format as shown in the following table.

⚠️ **Caution:** To avoid data corruption, you can only run the Upload Cumulative Mileage process once per business unit, unless you are editing existing entries before employees submit additional mileage expenses.

Field	Type	Description
Person Number.	Char (30)	- Required - Must match the person number in the application.
Accumulated Mileage	Number (12)	- Required - Last two digits are decimal places.
Cumulative as of Date	MMDDYYYY	- Optional. - If empty, it's assumed to be the upload date.
Vehicle Category Lookup Code	Char (30)	Required if cumulative mileage determinant is by vehicle category.
Vehicle Type Lookup Code	Char (30)	Required if cumulative mileage determinant is by vehicle type.

Field	Type	Description
Fuel Type Lookup Code	Char (30)	Required if cumulative mileage determinant is by fuel type.
Reimbursement Amount	Number(12)	• Optional. • Last two digits are decimal places.
Reimbursement Currency	Char(3)	• Required if reimbursement amount is present. • Three-digit currency code.

The following table illustrates sample file entries that you can enter in a text editor to upload cumulative mileage from a third party. The sample file entries include person number fields with their associated accumulated mileage as of a certain date, along with the vehicle type.

Person Number	Mileage Number	Vehicle
10026335772	513800000008012014	Car
10026335790	00100210020008022014	Car
10026335778	513800000008012014	Car
10026335796	00100210020008022014	Car

Uploading a Cumulative Mileage Data File

On the Manage Cumulative Mileage Determinants page, select a cumulative mileage determinant. From the Actions menu, select **Upload**. Navigate to: Setup and Maintenance > Search: Manage Cumulative Mileage Determinants.

Viewing Uploaded Cumulative Mileage

After you upload the cumulative mileage, employees can view their mileage in the application by activating the Expense Items infotile in the Travel and Expenses work area. Then, they select the View Cumulative Mileage option from the Actions menu. The resulting Cumulative Mileage dialog box allows employees to view cumulative mileage by time period if the mileage rate is based on a distance threshold. For example, in the UK, employees are reimbursed 45 pounds for the first 10,000 miles traveled in a car or van and 25 pounds over 10,000 miles.

Setting Up Expense Report Auditing: Explained

You can examine, verify, and adjust the contents of expense reports as needed. Auditing expense reports ensures that employees comply with your company's policies without having to audit all submissions. You can automate several processes related to expense report auditing.

To set up expense report auditing, you can perform the following first four steps in any order:

1. Create audit selection rules.
2. Create audit list rules.
3. Create expense template and type rules.
4. Create receipt and notification rules.
5. Assign audit rules to business units.

For the last step, you assign the audit rules created in steps 1 to 4 to business units.

> ✏ **Note:** To set up expense report auditing, you must create at least one audit selection rule, audit list rule, or expense template and type rule and then assign it to a business unit. Otherwise, Expenses can't audit expense reports.

Create Audit Selection Rules

To enable automatic selection of expense reports for audit, select audit selection rules on the Create Audit Selection Rule page. Audit selection rules are criteria that Expenses uses to automatically select expense reports for audit.

When you set up audit selection rules, you can optionally specify audit types. Audit types are alphanumeric codes that you create which print on the cover sheet of each expense report. These codes identify the type of audit to be performed by the auditor.

Expenses divides expense reports into the following audit categories:

- Automatic Approval

- Original Receipts Audit

- Imaged Receipts Audit

- No Receipts Required Audit

For example, your alphanumeric code can read: Auto Approval, Paper Receipts Audit, Paperless Audit, or No Receipts Required. Alternatively, you can create codes known only to your Expense Audit department. Audit types provide your audit department with a convenient method for sorting paper receipt packages.

Create Audit List Rules

To enable automatic selection of individuals for the audit list, you can:

- Select audit list rules on the Create Audit List Rule page.

- Specify the number of days a violator remains on the audit list.

Audit list rules are criteria that Expenses uses to automatically place violators on the Manage Audit List Membership page.

When an employee submits an expense report, Expenses determines whether the employee has violated an audit list rule. If he has, he is automatically added to the Manage Audit List Membership page with an end date that matches the value you entered for the **Number of Days an Individual Remains on the Audit List**. When the end date is before the current date, the violator becomes inactive. The violator's name, however, remains on the Manage Audit List Membership page for historical purposes.

If you select the criterion **Maximum Number of Days to Wait for Original Receipt Package** on the Create Audit List Rule page and you enter a value for the maximum number of days to wait, you must also enter a value in the **Original Receipt**

Package Received Date field for all expense reports on the Audit Expense Report page. After you save and assign the audit list rule to a business unit, Expenses automatically places employees on the Manage Audit List Membership page who have:

- Pending receipts greater than the maximum number of days to wait

- Submitted receipts that were received after the maximum number of days to wait

✏ **Note:** An employee membership is considered active when the current date is between the start date and the end date or no end date exists. If an active employee on the Manage Audit List Membership page violates another audit list rule, Expenses adds the new violation and restarts the count for the number of days to remain on the audit list.

Create Expense Template and Type Rules

To enable selection of expense reports for audit based on expense template and type, set up expense template and type rules on the Create Expense Template and Type Rule page. These rules can apply to an expense template only or to an expense type within an expense template. When an employee submits an expense report, Expenses determines whether it meets the criteria for expense template and type rules. If it does meet the criteria, the report is automatically selected for audit.

For example, the following table shows Entertainment expense type values associated with the Travel expense template. Together, they form the Travel and Entertainment rule.

Expense Template	Expense Type	Expense Type Amount	Expense Type Cumulative Amount	Expense Type Currency	Expense Type Period
Travel	Entertainment	250.00	250.00	USD	Month

The preceding granular Travel (template) and Entertainment (expense type) rule is interpreted as follows: If the employee spends more than $250 US dollars in a month on Entertainment using the Travel expense template, then the employee's expense report is selected for audit.

You can also create broader rules that are based solely on a specific expense template without an associated expense type. For example, suppose you want to create a rule for the Training template, then all expense reports that use the Training template are selected for audit.

Create Receipt and Notification Rules

To enable receipt and notification rules, set them up on the Create Receipt and Notification Rule page.

Create receipt and notification rules to specify:

- Type of expense report receipts required: original, imaged, or both

- Stage at which imaged receipts must be attached to the expense report

- When missing and overdue receipts are overdue

- When expense report payment holds occur

- Action Expenses takes if an employee doesn't respond to notifications for missing and overdue receipts

When an employee submits an expense report, Expenses determines whether receipts are required and acts according to the receipt and notification rules you specified. Receipt and notification rules are applied at various points throughout the

expense report process. Some receipt and notification rules are applied during expense entry, some are applied during the Overdue Tracking process, and others are applied during the Process Expense Reimbursement process.

Assign Audit Rules to Business Units

The final audit setup step is to assign the following audit rules to business units on the Manage Expense Report Audit and Receipt Rule Assignments page:

- Audit selection rules

- Expense template and type selection rules

- Audit list rules

- Receipt and notification rules

You can assign all or any audit rules to all business units in the All Business Units section. In the Specific Business Units section, you can assign specific audit rules to specific business units.

The rules that you assign to a business unit remain active during the effective period that you specify. If you don't enter an end date, the rules remain active indefinitely. To change the behavior of an audit rule, you must apply an end date to the existing rule and then create and assign a new one. If you don't assign an audit rule to a business unit, Expenses doesn't apply the audit rule to any business unit.

> ✎ **Note:** If you assign an audit list rule to a business unit, you must ensure that you also assign an audit selection rule to the same business unit that has the criterion, **Audit expense reports of individuals on the audit list**, activated. This allows Expenses to automatically add employees to the audit list and monitor the number of days they remain on the list. If you don't assign an audit list rule to a business unit, but you do assign an audit selection rule that uses the criterion, **Audit expense reports of individuals on the audit list**, you can still add employees to the audit list manually.

Audit Selection Rules: Explained

Audit selection rules are criteria that you select on the Create Audit Selection Rule page. These rules determine which expense reports are automatically selected for audit if the audit selection rule is true. If you don't select any audit selection rules, Oracle Fusion Expenses automatically approves all expense reports.

Expenses includes the following audit selection rules:

- Audit the specified percentage of all expense reports.

- Audit expense reports greater than a specified amount.

- Audit expense reports with required receipts.

- Audit expense reports with missing imaged receipts.

- Audit expense reports with policy violations.

- Audit expense reports of individuals on the audit list.

- Audit expense reports with expenses older than a specified number of days.

Audit the Specified Percentage of All Expense Reports

Expenses randomly selects for audit the percentage of expense reports that you specify in the **Audit Percentage** field in the Random Selection section. Reports that aren't selected for audit due to an explicit audit selection rule are candidates for random audit selection.

> 💡 **Tip:** To audit all expense reports, enter 100 in the **Audit Percentage** field.

Audit Expense Reports Greater than a Specified Amount

Expenses selects for audit all expense reports where the total report amount is greater than the amount you specify for the audit selection rule. For this audit selection rule, you specify the amount and the ledger currency to use.

For any expense report where the ledger currency you specified is not the same as the reimbursement currency, Expenses converts the report currency to the functional currency and calculates the expense report amount. Expenses uses the conversion rate in the General Ledger Daily Rates table that was in effect on the expense report submission date. If the calculated expense report amount is greater than the amount you specified for the audit selection rule, the report is selected for audit.

> ✏️ **Note:** If no conversion rate is defined in the General Ledger Daily Rates table for the expense report ledger currency on the expense report submission date, Expenses ignores this audit selection rule and the report is not selected for audit.

Audit Expense Reports with Required Receipts

Expenses selects for audit all expense reports with at least one expense line that requires a receipt. This audit selection rule doesn't consider whether the employee actually provided the receipts.

Audit Expense Reports with Missing Imaged Receipts

Expenses selects for audit all expense reports for which an imaged receipt is missing.

Audit Expense Reports with Policy Violations

Expenses selects for audit all expense reports with at least one expense line that has a policy violation.

Audit Expense Reports of Individuals on the Audit List

Expense reports of employees who are listed on the Manage Audit List Membership page are automatically audited if their status is active as evidenced by no end date or the current date is before the end date.

To ensure automatic auditing of employees' expense reports listed on the Manage Audit List Membership page, you must:

1. Assign this audit selection rule to the applicable business unit on the Rule Assignments page.
2. Select an applicable audit list rule and assign it to the same business unit you specified in step 1.

> ✏️ **Note:** If you don't assign the audit list rule you selected in step 2 to the business unit specified in step 1, you can only add individuals to the Manage Audit List Membership page manually.

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Audit Expense Reports with Expenses Older than a Specified Number of Days

Expenses reviews the receipt date of all expenses submitted with an expense report. If at least one receipt date is older than the expense report submission date by the specified number of days, the report is selected for audit. For example, if the expense report submission date is October 15 and the maximum age of expenses in the report is 7 days, the report is selected for audit if it contains expense items earlier than October 8. The audit selection rule calculation is submission date minus maximum age of expenses.

You can select additional expense reports for audit based on your custom logic by using the Extend Audit Selection Rules API. The Extend Audit Selection Rules API corresponds to the package EXM_AUDIT_EXT_PUB.

Audit List: Explained

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:** You can use the Manage Audit List API to automatically add or remove individuals from the audit list based on your custom logic. The Manage Audit List API corresponds to the package EXM_AUDIT_LIST_EXT_PUB.

> ✎ **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 extending 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:

Receipt Management: Points to Consider

Receipt management ensures that all required expense report receipts are submitted by employees. To do this, you can create receipt and notification rules to determine:

- When to send notifications to employees
- When to place payment holds on expense reports due to missing or overdue receipts

You can assign receipt and notification rules to each business unit in your company to reflect your business policies. When you set up receipt and notification rules according to your company's policies, employees aren't reimbursed for expenditures until missing or overdue original or imaged receipts are submitted.

When you set up receipt management rules for your company, you can specify the following:

- Type of receipts
- Granularity of receipt requirements
- Receipt requirements

Type of Receipts

The first and most important receipt management decision is to specify the type of receipt your company requires for expense report submission. You can require:

- Original receipts
- Imaged receipts
- Original and imaged receipts

You can specify your company's receipt requirement in the header of the Create Receipt and Notification Rule page. Original receipts are paper receipts that employees receive after incurring an expense. Imaged receipts are expense receipts that have been converted to a digital image by a camera, scanner, or fax machine so they can be attached to the online expense report.

> **Note:** If you specify that imaged receipts are required, you must also specify the point in the expense report process at which their attachment to the expense report is required.

Granularity of Receipt Requirements

The second receipt management decision is to specify the level on which you want to define receipt rules. You can specify receipt rules at all, any, or none of the following levels:

- Organization level: Create Receipt and Notification Rule page

  > **Note:** If you don't select a required type of receipt on the Create Receipt and Notification Rule page, then Expenses selects **Originals only** as the default type of receipt required.

- Template level: Create Expense Template page, Receipt Requirement tab
- Expense type level: Edit Expense Type page, Receipt Requirement tab

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The following table indicates the sequence in which Expenses processes receipt and notification rules. It starts with the lowest level and moves to the highest level.

Sequence in Which Expenses Processes Receipt and Notification Rules	Level
Lowest level	Expense type
Middle level	Template
Highest level	Organization

Receipt Requirements

The third receipt management decision is to specify receipt requirements. You can define them on the Receipt Requirement tabs of the Create Expense Template page or the Edit Expense Type page.

You can specify receipt requirements for:

- Cash expense lines

- Corporate card expense lines

- Negative expense lines

- Disallowance of missing receipts

- Display of missing receipt warning

Expense Report Payment Hold Rules: Explained

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 or waived and automatically releases the payment hold.

    ✏ **Note:** Expenses doesn't create payment requests for expense reports with missing or overdue receipts.

Holding expense report payments from individuals and corporate card issuers can include the following reasons:

- Hold payment if receipts are missing.

- Hold payment if receipts are overdue.

   All submitted expense reports that require receipts are evaluated. If any reports have outstanding receipts, payments for all subsequent reports are placed on hold.

   ✏️ **Note:** If an expense report is placed on payment hold due to overdue or missing corporate card transaction receipts, 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.

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 Policies and Rules

How can I enforce terms and agreements?

You can enforce expense terms and agreements for all or specific business units. For enforcement, select **Yes** from the **Enable Terms and Agreements** choice list on the Manage Expenses System Options page. This choice list controls whether employees are required to select the **I have read the company policies before submitting expense reports** check box.

Can expense types be used across expense templates?

No. You can't define an expense type in an expense template and reference that same expense type in another expense template.

You can, however, create an expense type with the same name in another expense template. Expense types are template-specific.

Related Topics

- What's an expense template?

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How can I enable users to select reimbursement currencies for each expense report?

You must set the setup option, Allow Reimbursement Currency Selection, to **Yes** and enable multiple currencies in Oracle Fusion Payables. If you don't want to allow users to select the reimbursement currency, set this option to **No**.

By default, this setup option is set to **No**, which means that the expense report is reimbursed in your ledger currency. You can optionally set the option at the implementation level on the Manage Expenses System Options page, which applies to all business units. Alternatively, you can specify exceptions for specific business units in the Create System Options: Specific Business Unit dialog box.

How can I enable users to select payment methods in expense reports?

You must set the system option, **Enable Payment Method**, to **Yes**. If you don't want to allow users to select the payment method for reimbursement of each expense report, set the option to **No**.

By default, this option is set to **No**. The application uses the default payment method, such as check or EFT, that was set up for the users' reimbursement. You can optionally set the option at the implementation level on the Manage Expenses System Options page, which applies to all business units. Alternatively, you can specify exceptions for specific business units in the Create System Options: Specific Business Unit dialog box.

How can I display the barcode?

Set the system option, **Display Bar Code**, to **Yes**. The barcode is displayed on the printed copies. This system option enables you to fax receipts and the expense report cover sheet with the barcode on it to a server. The server attaches the receipts to the expense reports. You can set this system option at the implementation level on the Manage Expenses System Options page, which applies to all business units. You can also specify exceptions for specific business units in the Create System Options: Specific Business Unit dialog box.

Related Topics

- Why do I have to configure the barcode font mapping?

How can I configure expense report number prefixes for different business units?

If you chose alphanumeric prefixes for expense report numbers, then you must enter the **Expense Report Number Prefix** as a setup option. You can define prefixes at the implementation level on the Manage Expenses System Options page, which applies to all business units, and you can specify exceptions for specific business units or define the prefix for each business unit in the Create System Options: Specific Business Unit dialog box.

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How can I enable a printable expense report format and assign it to a business unit?

Your company can create printable expense report formats in BI Publisher Enterprise to meet legal or expense report formatting requirements.

You can then assign the formats to any of the business units on the Manage System Options page. To assign a printable expense report format to an existing business unit, click the applicable business unit link. On the Edit System Options page, select a value from the Printable Expense Report Format choice list. If the business unit that you want to assign a printable expense report format to doesn't exist in the Specific Business Units section, click Create. Then select a business unit from the Business Unit choice list. Now select a value from the Printable Expense Report Format choice list.

How can I change a default expense template for a business unit?

Every business unit can have only one default expense template. If you enable an expense template as the default template, you can select another template as the default. Only templates that have corporate card mapping enabled are eligible to become the new default expense template. If the expense template is eligible, then the **Set as default** check box in the header region is enabled for selection.

To set another expense template as the default, navigate to the Manage Expense Report Templates page. Find the template you want to specify as the new default expense template and click its name. In the Edit Expense Report Template page, select the **Set as default** check box in the header region and save the template. If the template does not meet the criteria for a default expense template, then the **Set as default** check box is disabled. In that case, confirm that the **Enable corporate card mapping** check box is selected.

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 create customized expense report audit selection rules?

You can create your own audit selection rules by using the Extend Audit Selection Rules API, which corresponds to the EXM_AUDIT_EXT_PUB package. Expenses first evaluates the audit selection rules listed on the Manage Expense Report Audit Selection Rules page to determine if an expense report requires auditing. Expenses then evaluates the rules specified in the Extend Audit Selection Rules API for customized audit rules that apply to your company's expense reports.

What's a rate determinant?

A rate determinant for an entertainment expense policy is a variable that determines the policy rate amount limit for which an employee can be reimbursed for entertainment or gift expenses. An entertainment expense policy has one rate determinant, which is attendee types. Since attendee types is a rate determinant, you can define different policy rate amounts for different event attendee types, such as a public sector client or a private sector client.

How can the administrator enable the Oracle Fusion Expenses mobile application on an iPhone or iPad?

Using the mobile device, users must download and install the Oracle Fusion Expenses mobile application from the Apple Store at **http://www.apple.com/iphone/from-the-app-store/**. Users require the following information to use the mobile application:

Host URL: If your company has a specific URL for the Oracle Fusion Financials domain, then the host URL is the URL for the Financials domain. The following URL is an example: https://fusion-fin.mycompany.com:7002. If your company has a single URL for the entire Oracle Fusion Applications, then the host URL is the one you use for Fusion Applications. The following URL is an example: https://fusion.mycompany.com. The server must use an HTTPS connection.

User Name and Password: User's user name and password that is used to access the Expenses web-based application.

If your company doesn't enable Fusion applications outside its firewall, users must connect to your company's network using a Virtual Private Network (VPN). The VPN is used for the initial connection and to upload expense items to Expenses web-based application. For convenience, users can enter expenses on the mobile device when they aren't connected to VPN.

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4 **Travel**

Setting Up Prerequisites for Travel Partner Integration: Explained

A travel partner is an online booking provider or a travel agency that provides travel services to your employees. Before you can set up a travel partner and booking sites in Oracle Fusion Expenses, your company must perform the following prerequisite steps:

- Select a travel partner.

- Configure booking sites.

- Configure travel policies and policy violations.

- Determine employee access methods.

- Set up employees.

Select a Travel Partner

Your company selects a travel partner based on the travel needs of your employees and the travel booking support provided by the travel partner in countries where your employees are located. If you choose, you can also use the services of a travel partner for specific countries only.

> ✎ **Note:** Expenses currently supports travel partner integration with GetThere. GetThere may provide your travel booking services directly or through a travel agency.

Configure Booking Sites

A booking site is an instance of your travel partner's booking tool that is configured for a group of employees. Your company may require one or more booking sites, which are configured in the travel partner's system. Your company may require multiple booking sites depending on your operations.

- Your company operates in multiple countries or regions.

- Your company's travel policies vary based on employee job roles.

    For example, employees in the management level of executive vice president and above are eligible to stay in luxury hotels, while employees in the management level of vice president and below are not eligible. Similarly, employees in the management level of executive vice president and above are eligible to fly first class, while employees in the management level of vice president and below are only eligible for business class.

- Your company wants booking sites displayed in the language of each country or region.

Your travel partner configures your booking site instances in its system and provides you with the site names that represent those instances, as well as the sign in credentials for administrative access.

Configure Travel Policies and Policy Violations

You create travel policies in the travel partner's system to enforce your company's travel policies. For each booking site that you set up, you must configure travel policies and policy violations. When you set up your travel partner in Expenses, the travel policy violations and justifications are downloaded to Expenses with the itineraries.

Determine Employee Access Methods

Your company must decide how your employees will access and sign in to the booking sites. Your company can enable sign in access in one of the two following ways.

- Single sign-on (SSO)
- Authentication by travel partner

If your company already has a system that centrally manages all user accounts and passwords, known as Federated authentication with an identity provider (IdP), and sign in to all systems are routed through this central system, you can use the same capability for accessing your booking sites. When you enable SSO, employee passwords are not stored in your travel partner's system. You can enable SSO for all or for specific booking sites.

> ⚠ **Caution:** When you set up employees in booking sites with SSO enabled, it is advisable for employee user names in booking sites to match the corresponding user names in your IdP. For example, if employee user names are their E-Mail identifiers, then it's advisable for the user names in the booking sites to also be E-Mail identifiers.

An alternative way to enable sign in access is authentication by your travel partner. In this scenario, you associate your employees with booking sites in your travel partner's system, along with their user names and passwords. When employees access the booking sites, they enter their user names and passwords and the booking sites validate the sign in credentials. For this access alternative, user names do not have to match that of any other system.

Set Up Employees

After your travel partner configures your booking site instances in its system, you can set up your employees and their sign in credentials in your travel partner's system. If your travel policies vary by job roles or other criteria, you must set up the relevant information for each employee in the travel partner's system. This information also determines your employees' access to relevant booking sites.

Setting Up a Travel Partner and Booking Sites: Explained

A travel partner is an online booking provider or a travel agency that provides travel services to your employees. A booking site is an instance of your travel partner's booking tool that is configured for a group of employees.

Before you can set up a travel partner and booking sites, your company must perform the following prerequisite steps in the travel partner's system:

- Select a travel partner.
- Configure booking sites.
- Configure travel policies and policy violations.
- Determine employee access methods.

- Set up employees.

The following table describes both mandatory and optional setups that you complete at the travel partner or booking site levels to integrate with a travel partner.

Mandatory	Setups	Level	Page
Yes	itinerary import	Travel partner	Manage Travel Partner Integration
No	itinerary validation rules	Travel partner or booking site	Manage Travel Partner Integration or Create or Edit Booking Site
Yes	booking sites	Booking site	Create or Edit Booking Site
Yes	booking site links	Booking site or travel partner	Create or Edit Booking Site or Manage Travel Partner Integration
No	booking site assignments	Booking site	Create or Edit Booking Site

Itinerary Import

To import itineraries into Expenses from your travel partner, you must enter the following information at the travel partner level.

- Connection user name and password

  Your travel partner provides the user name and password to your company.

- Super site name

  The travel partner's system assigns a name to your company.

Itinerary Validation Rules

Your reliance on accurate travel data to make strategic, company-wide travel decisions is essential. To improve the accuracy of travel data and to provide visibility of policy violations to approvers and auditors, you can enable validations on itineraries when they are imported into Expenses. You manage itinerary validation rules on the Manage Travel Itinerary Validation Rules page. You can optionally assign itinerary validation rules at the travel partner level or the booking site level, based on your company's global and regional business requirements. You can also override an itinerary validation rule at the booking site level.

Booking Sites

You must create booking sites to import itineraries and to permit your employees to navigate to booking sites from the Expenses work area. Your travel partner provides you with a booking site identifier for each of your company booking sites. Site identifiers identify your booking sites to your travel partner and are required for itinerary import.

> 🖉 **Note:** You must create at least one booking site for your travel partner.

Booking Site Links

To allow employees to access travel booking sites from the Expenses work area, you can define a booking site link in the following ways:

- Default booking site URL:

  All your employees use this link if they are not assigned to a specific booking site.

  To select this option, enter an URL at the partner level in the Default Booking Site Link field in the Booking Sites section on the Manage Travel Partner Integration page. By default, all employees use this URL to access the travel partner unless you specify a booking site-specific URL on the Create Booking Site page.

  > ✏ **Note:** An URL entered at the booking site level on the Create Booking Site page overrides the URL entered at the partner level on the Manage Travel Partner Integration page.

- Booking site-specific URLs:

  Each booking site has a specific link. Even if you have a single travel partner site, you can define an exception using a site-specific link. You may have to use booking site-specific URLs when:

  - Your company uses a SSO for most, but not all, of its locations. You need specific booking sites due to local or regional regulations. Your company uses a SSO for most, but not all, of its locations.
  - You need specific booking sites due to local or regional regulations.

To select this option, enter an URL at the booking site level in the Site Booking Link field on the Create Booking Site page.

Whether you select the default booking site URL or the booking site-specific URLs option, you can enter any of the following access links:

- Single sign-on (SSO)

  - From the Travel tab in the Expenses work area, employees navigate to their assigned booking site after the system signs them in automatically.

- Authentication by travel partner or travel agency

  - Employees navigate to the travel partner or travel agency's authentication page where they provide their user name and password and then they are taken to their assigned booking sites.

If your company permits SSO, you enter the SSO URL from the identity provider as the booking site link. When employees click Book Travel in the Expenses work area, they are automatically signed in and they automatically navigate to their assigned booking sites.

If your company doesn't permit SSO, employee credentials are authenticated by the travel partner or the travel agency. When employees click Book Travel in the Expenses work area, they navigate to the booking site URL that you set up. However, they must enter their credentials and sign in to the booking site.

The applicable URL can be your travel partner's site URL or a travel agency's booking site URL, depending on how you access your travel sites.

Booking Site Assignments

Assignment of employees to a booking site on the Create Booking Site page is required only if you select the booking site-specific URLs option as described in the Booking Site Links section of this topic. When you assign employees to booking sites, information you enter in Expenses and in GetThere results in automatic navigation of employees to the correct booking site when they click Book Travel on the Trips page.

In your travel partner's system, you've set up employees and the travel sites to which they have access. In the Site Assignments section on the Create Booking Site page, instead of individually assigning employees to sites, you specify the association based on two parameters, country and employment. Within employment, site assignment of employees can be set up by job role or job management level.

The following table provides examples of employee booking site assignments by country, by employment groups, and by type of employment.

Scenario	Assignment by Country	Employment Groups to Which Assignment is Applicable	Assignment by Employment Type
Booking site is accessible to all employees in the company.	All countries	All employment	Not applicable
Booking site is accessible to all employees in the US.	Specific country	All employees	Not applicable
Booking site is accessible to all senior vice presidents in the company, except in Australia.	All countries with exceptions	Specific employment	Job management level

> ✎ **Note:** Before you can select the Job role or Job management level option in the Site Assignments section on the Create Booking Site page, you must set up job roles and job management levels in Oracle Human Capital Management.

Setting Up Travel Integration: Explained

You integrate with your travel partner to improve employee travel booking experience, to provide visibility to travel actions and patterns, and to facilitate reporting on noncompliant travel. In addition, the resulting travel data enables you to make cost-effective decisions and help with travel supplier negotiations.

When you enable travel integration, the following actions can occur:

- Itinerary data is imported into Expenses from your travel partner and trips are automatically created for valid itineraries.

- Updates to itineraries are imported into Expenses from your travel partner until the employee takes the trip.

- The travel administrator corrects itineraries with validation errors.

- Employees manage their trips.

- Expense reports are automatically created and appear in the Expenses work area.

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- Approvers and auditors can view the difference between booked and actual travel expenses, booking policy violations, and justifications provided by users.

The following figure illustrates how a deploying company integrates with a travel partner.

Integrating with a Travel Partner
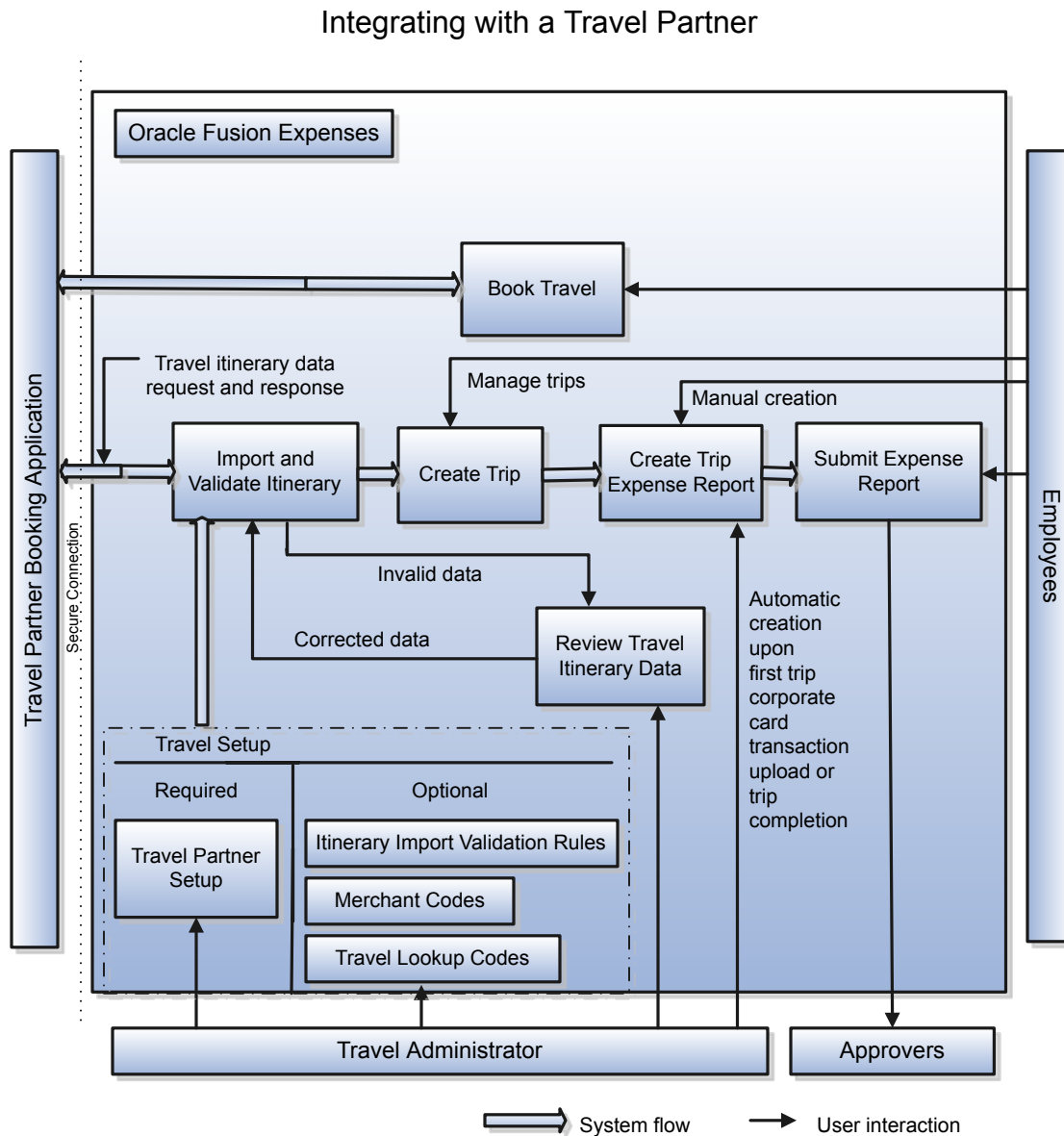
Note: Expenses supports integration with GetThere.

To set up travel integration in Expenses, you must perform the following required setup tasks:

- Enable Travel Integration
- Configure Travel Partner and Travel Sites

- Schedule Travel Itinerary Import Process

- Assign Travel Administrator

To improve the quality of travel data and to enhance employees' user experience, you can set up the following optional tasks:

- Define Itinerary Validation Rules

- Enable Automatic Creation of Trip-Based Expense Reports

Enable Travel Integration

To receive itinerary data from your travel partner, you must enable travel integration. To do this, select **Yes** for the **Enable Travel** option on the Manage Expenses System Options page. You can set this option for all business units or for specific business units that are enabling travel integration. Navigation: **Setup and Maintenance work area > Manage Expenses System Options task > Go to Task > Manage Expenses System Options page.**

Configure Travel Partner and Travel Sites

Your travel partner and its booking sites store the following information about your company's setup:

- Connection information to your travel partner for itinerary import

- Travel sites defined by your company

- Booking site links

- Association of your employees with booking sites.

You can integrate with your travel partner and set up booking sites on the Manage Travel Partner Integration page. Navigation: **Setup and Maintenance work area > Manage Travel Partner Integrations task > Go to Task > Manage Travel Partner Integration page.**

Schedule Import Travel Itineraries Process

To automatically import itineraries into Expenses at predefined intervals, you must schedule the Import Travel Itineraries process. The first run of the process imports itineraries according to the specified import process start date and time. Subsequent runs import itineraries that are created or updated since the last import. You can schedule the process to import itineraries for each booking site. The process imports itineraries in both active and ticketed statuses. A ticketed status means that the travel partner or merchant has issued a ticket to the employee for the trip. Because the process runs in near real-time, it's advisable to schedule it frequently.

> ✎ **Note:** The Import Travel Itineraries process also imports itineraries that have a status of Canceled. If itineraries were canceled before importation, they won't have any details. If itineraries are canceled after importation, their status is updated accordingly.

You can schedule the Import Travel Itineraries process from the Travel Administration work area Tasks pane by clicking the Import Travel Itineraries link. Navigation: **Travel Administration > Import Travel Itineraries > Advanced button > Schedule tab**. Alternately, you can schedule it from the Scheduled Processes work area. Navigation: **Navigator > Tools > Scheduled Processes > Schedule New Process > Job > Name: Import Travel Itineraries.**

Assign Travel Administrator

To monitor imported itineraries and resolve itinerary data errors, you must have a travel administrator. To provide the travel administrator with access to the Travel Administration work area, you must assign him or her the job role of Travel Manager. Navigation: **Navigator > Setup and Maintenance work area > Manage Users task > Manage Users page**.

Optionally, Enable Itinerary Validation Rules

Your reliance on accurate travel data to make strategic, company-wide travel decisions is essential. You can optionally enable travel itinerary validation rules to be applied when travel itineraries are imported. An itinerary validation rule identifies data errors so the travel administrator can correct them. Additionally, you can enable itinerary validation rules if you want expense report approvers and auditors to view booking policy violations and the associated justifications provided by employees.

Additional setup is required if you choose to enable the following validations for use in creating validation rules:

- Airline class of ticket

- Location

- Merchant

- Policy violation

The following table describes the validations that require additional setup, their validation types, source names, and high-level setup actions.

Validations	Validation Type	Source Name	High-Level Set Up
Airline class of ticket	Lookup	EXM_ TICKET_CLASS	1. Add lookup codes to the EXM_TICKET_CLASS lookup type on the Manage Travel Policy Lookup Types page. 2. Alternatively, you can create a new class of ticket lookup type that starts with the prefix EXM_TRAVEL Navigation: **Setup and Maintenance work area > Manage Travel Policy Lookup Types task > Manage Travel Policy Lookup Types page**.
Location	Trading Community Architecture (TCA)	Not applicable	1. Review geographies on the TCA Manage Geographies page. 2. Create a missing geography hierarchy for all possible city, state, and country values for itinerary reservations. Navigation: **Setup and Maintenance work area >**

Validations	Validation Type	Source Name	High-Level Set Up
			Manage Geographies task > Manage Geographies page.
Merchant	Table	EXM_MERCHANT	1. Open the predefined Merchant Codes spreadsheet from the Manage Merchant Codes task in the Travel Administration work area. 2. Ensure that all merchants for itinerary reservations appear in the spreadsheet. 3. Add any needed merchants to the spreadsheet.
Policy Violation	Lookup	EXM_ POL_ VIOLATION_ TYPES	1. Add lookup codes to the EXM_POL_VIOLATION_TYPES lookup type on the Manage Travel Policy Lookup Types page. 2. Alternatively, you can create a new booking policy lookup type that starts with the prefix EXM_TRAVEL. Navigation: **Setup and Maintenance work area > Manage Travel Policy Lookup Types task > Manage Travel Policy Lookup Types page.**

You can assign itinerary validation rules to your travel partner or to its booking sites. Creation and assignment of the validation rules occurs on the Create Travel Itinerary Validation Rules page. Navigation: **Navigator > My Information > Expenses > Travel Administration > Manage Travel Itinerary Validation Rules task > Create icon > Create Travel Itinerary Validation Rules page.** Alternatively, you can access the Manage Travel Itinerary Validation Rules page from the Setup and Maintenance work area.

Optionally, Enable Automatic Creation of Trip-Based Expense Reports

You can optionally enable automatic creation of expense reports based on trips. Automatic creation of reports simplifies and expedites expense entry for employees. To do this, you can take the following steps:

1. Select **Yes** for the **Enable Automatic Travel Expense Report Creation** option on the Manage Expenses System Options page. When travel is enabled, the default value for this option is **Yes**. You can set this option for all business units or for specific business units. Navigation: **Setup and Maintenance work area > Manage Expenses System Options task > Manage Expenses System Options page.**
2. Schedule the Create Trip Expense Report process to automatically create expense reports from trips. This process creates expense reports from corporate card transactions that match those transacted over the trip's duration. The timing of the expense report creation is based on each employee's preference as specified on the Expenses Preferences page. Navigation: **Navigator > Tools > Scheduled Processes > Schedule New Process > Job > Name: Create Trip Expense Report.**

When automatic creation of expense reports is enabled, employees can choose to generate expense reports upon completion of their trips or when they receive the first corporate card transaction. Employees can also choose to manually initiate creation of expense reports.

Setting Up Travel Itinerary Validation Rules: Explained

Your reliance on accurate travel data to make strategic, company-wide travel decisions is essential. To improve the accuracy of travel data and to provide visibility of policy violations to approvers and auditors, you can enable validations that act on itineraries when you import them.

You can setup itinerary validation rules on the Manage Travel Itinerary Validation Rules page. You can enforce them by assigning them to a travel partner or to a specific booking site.

The application executes two types of itinerary validation rules:

- Validations that always occur
- Validations that you can enable

Validations That Always Occur

The Import Travel Itineraries process has validations that identify:

- Invalid itineraries to reject
- Itineraries with critical validation errors

Itineraries that are rejected and didn't import are displayed in the **Itinerary Import Failures** dialog box by clicking on the nonzero value of the Itinerary Import Failures count for a process shown in the Travel Itinerary Import Requests table in the Travel Administration work area. They can have any of the following errors:

- The itinerary status is Null.
- The last modified time stamp on the itinerary is null or is an invalid format.
- The itinerary has an Invalid reservation, where the reservation confirmation number is null.
- An unexpected error occurs while attempting to import the details for an itinerary.

✏️ **Note:** Validations that always occur do not require any setup.

Trips aren't created for itineraries that failed import and you can't access their details for correction. The Import Travel Itineraries process attempts to reimport failed itineraries for the number of days past the initial failed import specified by the process parameter.

Itineraries with critical validation errors that require you to fix them before a trip can be created include those with:

- Missing or unmatched employee numbers
- Missing pricing information, such as amount and currency, for one or more reservations
- An unexpected error while validating an itinerary

You can fix itineraries with critical validation errors in the Review Travel Itinerary Import Results page. Clicking the nonzero value of the Critical Validation Errors count for a process shown in the Travel Itinerary Import Requests table in the Travel Administration work area, navigates you to the Review Travel Itinerary Import Results page displaying those errors.

Trips are also not created for itineraries with critical validation errors. The Import Travel Itineraries process continues to revalidate all itineraries with validation errors and create a trip for itineraries once critical validation errors are fixed.

Validations That You Can Enable

To enhance the quality of trip data, you can enable a set of itinerary validations. The following itinerary validations require additional setup as described:

- Policy violation validations

- Merchant validation

- Location validation

- Ticket's air class validation

- Currency code and amount

- Date and time

- Flight or train number

The following table describes the validations that you can enable with their associated setup steps.

Validation	Steps to Enable Validations
Policy violation validations	The Import Travel Itineraries process validates policy violations provided by your travel partner against the policy violations specified as the source lookup assigned to the policy violation validation rules on the Manage Travel Itinerary Validation Rules page. 1. Navigate as follows: **Setup and Maintenance > Manage Travel Policy Lookup Types task > Go to Task icon > Manage Travel Policy Lookup Types page.** 2. Extend the lookup codes in the EXM_POL_VIOLATION_TYPES lookup type to include the violations provided by your travel partner or create a new EXM lookup type and codes for booking violations. 3. Define the lookup code meaning to match the policy violation meaning provided by your travel partner. If you receive policy violations in languages other than your base language, you must set up language-specific text for the lookup code meaning to support policy violations in different languages. For example, your company has two booking sites, US and France. Your travel partner provides policy violations in the regional language, which is French. Both booking sites enforce a policy violation if the lowest fare isn't selected. If an employee doesn't select the lowest fare, he must justify the policy violation using the following reason: Needed a direct flight due to time constraints. To enforce the lowest fare policy for itineraries from both sites during itinerary import, you must define the policy violation message as the meaning in English, as well as in French. Itineraries with policy violations that don't exist in the application are tagged as an Unmatched Value validation error.
Merchant validation	1. To add missing merchant codes to merchant reference data, navigate to the Travel Administration work area. 2. Click the **Manage Merchants Codes** link. 3. Download the spreadsheet, add new merchants, and upload.

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Validation	Steps to Enable Validations
	Itineraries with merchants that don't exist in the application are tagged as an Unmatched Value validation error.
Location validation	A location validation is performed against the geography data stored centrally in the Fusion Applications Trading Community Architecture. 1. To add or change a missing location to reference data, first review the values in the Review Travel Itinerary Import Results page. 2. Define missing locations in Fusion Trading Community Architecture. Navigation: **Setup and Maintenance work area > Manage Geographies task > Manage Geographies page**. Itineraries with locations that don't exist in the application are tagged as an Unmatched Value validation error.
Ticket's air class validation	Validation of a ticket's air class is performed against the EXM_TICKET_CLASS lookup type. You can extend the lookup type to add new classes of air tickets. 1. To add a missing ticket's air class to reference data, first review the values in the Review Travel Itinerary Import Results page. 2. Navigate as follows: **Setup and Maintenance > Manage Travel Policy Lookup Types task > Go to Task icon > Manage Travel Policy Lookup Types page.** 3. To add a missing ticket's air class to reference data, create a new lookup code for the lookup EXM_AIR_CLASS_OF_TICKETS and define the same meaning provided by your travel partner. 4. If you use a custom lookup code for the ticket's air class validation, add the new code in this lookup. Itineraries with air ticket classes that don't exist in the application are tagged as an Unmatched Value validation error.
Currency code and amount	Setup isn't required. The currencies from Oracle Fusion General Ledger are used for validation.
Date and time	Setup isn't required. This is a standard date and time validation.
Flight or train number	Setup isn't required. The application validates that the flight or train number is present.

Note: For itineraries that fail the validations that you can enable, the application creates trips. The travel administrator can correct the validation errors and the itineraries as needed.

Resolving Travel Itinerary Import and Validation Issues: Explained

You run the Import Travel Itineraries process to validate and import travel itineraries from your travel partner into Oracle Fusion Expenses. When you run the process, the following results may occur:

- The Import Travel Itineraries process completes with an error.

- The Import Travel Itineraries process completes with a warning or success but doesn't import any itineraries.

- The Import Travel Itineraries process completes with a warning.

Import Travel Itineraries Process Completes with an Error

The process completes with an error when:

- It can't establish a connection with your travel partner.

- It encounters an unexpected fatal error.

- The travel partner's portal or booking site is unavailable.

To identify the error, review the log and output details of the Import Travel Itineraries process by performing the following steps:

1. Navigate to the Travel Administrator work area.
2. Select the applicable process.
3. From the Action menu, select **View Process Details**.
4. In the View Process Details dialog box, click the log .txt file.
5. In the View Output Parameters column, click the output file.

Verify that the travel partner integration values described in the following table are set up correctly. Navigation: **Setup and Maintenance work area > Manage Travel Partner Integrations task > Go to Task > Manage Travel Partner Integrations page.**

Invalid Value	Log File Error	Page
Connection User Name and Password	CreateSesssionWS failed with authentication error.	Manage Travel Partner Integration page
Super Site Name	CreateSesssionWS failed with authentication error.	Manage Travel Partner Integration page
Create Session Web Service Definition Language (WSDL) location	CreateSessionWS failed with InaccessibleWSDLException. An error occurs only when the travel partner asks you to change a WSDL location and you enter it incorrectly.	Manage Travel Partner Integration page
Retrieve Itinerary Locator WSDL location	RetrieveItinLocatorWS failed with InaccessibleWSDLException An error occurs only when the travel partner asks you to change a WSDL location and you enter it incorrectly.	Manage Travel Partner Integration page
Retrieve Itinerary Details WSDL location	RetrieveItinDetailWS failed with InaccessibleWSDLException An error occurs only when the travel partner asks you to change a WSDL location and you enter it incorrectly.	Manage Travel Partner Integration page

> **Note:** If you see a log file that indicates that the EndSessionWS failed with InaccessibleWSDLException, the Import Travel Itineraries process won't result in an error even if the End Session WSDL location was updated incorrectly. These atypical sessions are removed by your travel partner eventually.

If you want to reset the entries in the WSDL fields to the original values, the following table describes the original WSDL locations.

Web Service Name	Web Service URL
Create Session	http: //webservicessabre. com/ wsdl/sabreXML10. 00/ usg/ SessionCreateRQwsdl
Retrieve Itinerary Locator	http: //webservicessabre. com/ wsdl/sabreXML10. 00/GetThere/GTERP_ TravelltineraryLocatorRead1. 0.0RQ.wsdl
Retrieve Itinerary Details	http: //webservicessabre. com/ wsdl/sabreXML10. 00/GetThere/GTERP_ TravelltineraryRead1. 0.0RQ.wsdl
End Session	http: / / webservicessabre com/ wsdl/ sabreXML10 00/ usg/ SessionCloseRQwsdl

> **Tip:** If web service connection issues persist after ruling out set up issues, contact your travel partner's administrator or your support representative to validate WSDL locations or to determine whether the travel partner's portal or booking site is down. For other unexpected errors, contact Oracle Support.

Import Travel Itineraries Process Completes with a Warning or Success But Doesn't Import Itineraries

To review warnings, review the log and output details of the Import Travel Itineraries process by performing the steps mentioned in the previous section of this topic.

The following table describes the results when the Import Travel Itineraries process continues to complete with a warning or success but doesn't import any itineraries.

Invalid Value	Result	Page
Site Identifier	• No errors in the log file. • The count for new itineraries imported is zero in the output file. • The Import Travel Itineraries process completes with a warning or success.	Create Booking Site page Navigation: **Setup and Maintenance work area > Manage Travel Partner Integrations task > Manage Travel Partner Integrations page.**

Import Travel Itineraries Process Completes with a Warning

The Import Travel Itineraries process completes with a warning when:

- Itineraries fail importation
- Itineraries have critical validation errors

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- Itineraries have invalid data

- Itineraries have unmatched values

To review warnings, review the log and output details of the Import Travel Itineraries process by performing the steps mentioned in the previous section of this topic.

The following table describes the cause and resolution for itinerary import failures.

Log Error Message	Cause	Resolution
The itinerary could not be imported because it is missing a value in the Status attribute.	• The itinerary status is null.	1. Review the import failure message in the **Itinerary Import Failures** dialog box. 2. The Import Travel Itineraries process automatically reattempts to import failed itineraries for a specified number of user-defined days 3. If itineraries continue to fail, contact your travel partner's representative to resolve issues.
The itinerary can't be imported because the time stamp that indicates whether or not the itinerary has been modified is invalid.	The last modified time stamp on the itinerary is null.	1. Review the import failure message in the **Itinerary Import Failures** dialog box. 2. The Import Travel Itineraries process automatically reattempts to import failed itineraries for a specified number of user-defined days. 3. If itineraries continue to fail, contact your travel partner's representative to resolve issues.
Missing message text. The itinerary can't be imported because it contains a reservation, which was not reserved and is missing a confirmation number.	Itinerary has a reservation confirmation number that is null.	1. Review the import failure message in the Itinerary Import Failures dialog box. The Import Travel Itineraries process automatically reattempts to import failed itineraries for a specified number of user-defined days. 2. If itineraries continue to fail, contact your travel partner's representative to resolve issues.
This itinerary can't be imported because the following error was returned by the itinerary details web service: {ERROR}.	An unexpected error occurs while attempting to import the details for an itinerary. The Import Travel Itineraries process continues to import itineraries, even if it encounters an unexpected error with a specific itinerary.	1. Review the import failure message on the Itinerary Import Failures dialog box. 2. The Import Travel Itineraries process automatically reattempts to import failed itineraries for a specified number of user-defined days. 3. If itineraries continue to fail, contact Oracle Support.
Your request cannot be completed at this time. Verify your request and try again.	Itinerary details can't be retrieved since the itinerary has multiple travelers.	1. Review the import failure message on the Itinerary Import Failures dialog box. 2. The Import Travel Itineraries process automatically reattempts to import failed itineraries for a specified number of user-defined days.

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Log Error Message	Cause	Resolution
		3. Your travel partner does not support itineraries booked for multiple travelers.

Errors due to a validation failure are resolved by travel administrators. The following table lists the error, cause, and resolution of critical validation errors.

Validation Error	Cause	Resolution
Invalid employee number: • The employee number is null. • The employee number doesn't match the employee number in Oracle Fusion Human Capital Management.	• The employee's user profile in your travel partner's site has a null or invalid employee number. • The employee number is not sent from your travel partner. • The traveler is an applicant and not an employee.	1. Correct the user profile in your travel partner's site. 2. From the Travel Administration work area, navigate to the Resolve Travel Itinerary Import Errors page. 3. Assign the correct employee to the itinerary.
Missing reservation pricing information	• Your travel partner booking site allows employees to book a split flight across two airlines in which pricing is unavailable.	1. Contact your corporate travel agency to update the missing pricing information. 2. From the Travel Administration work area, open the Review Travel Itinerary Import Results page to update the missing pricing information for that itinerary. 3. To eliminate errors in the future, consider a configuration change at the travel booking site to prevent booking without pricing information.
Unexpected error	• The application encountered an unexpected error while validating an itinerary. • The Import Travel Itineraries process continues to import itineraries, even if it encounters an unexpected error with a specific itinerary.	Review the Import Travel Itineraries process log file by performing the following steps: 1. Navigate to the Travel Administrator work area. 2. Select the applicable process. 3. From the Action menu, select **View Process Details**. 4. In the View Process Details dialog box, click the log .txt file. 5. If you can't diagnose the error, contact Oracle Support.

✎ **Note:** After itinerary import failures and critical validation errors are resolved, rerun the Import Travel Itineraries process in the Validate only process mode to remove errors so a trip can be automatically created from itinerary import.

The following table describes the validation error, cause, and resolution of invalid data validation errors.

Validation Error	Cause	Resolution
Invalid data	• Missing data • Invalid data format	1. From the Travel Administration work area, open the Review Travel Itinerary Import Results page.

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Validation Error	Cause	Resolution
		2. Correct the errors and rerun the Import Travel Itineraries process to revalidate the errors or wait for the next scheduled Import Travel Itineraries process to revalidate.
		3. Contact your travel partner and take steps to prevent future errors.

The following table describes the validation error type, cause, and resolution of unmatched value validation errors.

Validation Error	Cause	Resolution
Unmatched values for policy violation.	Missing booking policy violation mapping	1. Review the values on the Review Travel Itinerary Import Results page and select the correct policy violation. 2. To add missing booking policy violation mapping to reference data, create a new lookup code for the lookup EXM_POL_VIOLATIONS_TYPES and define the meaning with the booking policy violation text. 3. To enforce booking policy violation validation for booking sites set up in a foreign language, define the booking policy violation as the lookup code meaning for the foreign language. 4. If you use a custom lookup type for policy violation validation, add the new policy violations as lookup codes for this custom lookup type. 5. If a lookup code for the missing booking policy violation already exists, ensure that the lookup code meaning is defined exactly as the booking policy violation that is provided by your travel partner.
Unmatched value for airline, hotel, rail, car rental code, or name.	Missing merchant codes	1. Review the values in the Review Travel Itinerary Import Results page and select the correct merchant code. 2. To add missing merchant codes to merchant reference data, navigate to the Travel Administration work area. 3. Click the Manage Merchants link. 4. Download the spreadsheet, add new merchants, and upload.
Unmatched value for class of ticket for air reservation	Missing class of air ticket	1. Review the values in the Review Travel Itinerary Import Results page and select the correct air ticket class. 2. To add a missing class of air ticket to reference data, create a new lookup code for the lookup type EXM_TICKET_CLASS and define the meaning with the class of air ticket. 3. To enforce class of air ticket validation for booking sites setup in a foreign language, define the class of air ticket

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Validation Error	Cause	Resolution
		as the lookup code meaning for the foreign language.
		4. If you use a custom lookup type for class of air ticket validation, add the new class of air ticket as lookup codes for this custom lookup type.
		5. If a lookup code for the missing class of air ticket already exists, ensure that the lookup code meaning is defined exactly as the class of air ticket provided by your travel partner.
Unmatched value for location.	Missing location	1. Review the values in the Review Travel Itinerary Import Results page and select the correct location.
		2. To add a missing location to reference data, define missing locations in Fusion Trading Community Architecture that map to the city, state, and country values sent by your travel partner.
		Navigation: Setup and Maintenance work area > Manage Geographies task > Manage Geographies page.

Managing Trip Expense Reports

▶ **Watch:** This video tutorial shows you how to manage trip expense reports if your company is integrated with GetThere, a corporate travel service.

Automatic Trip Expense Reports: Explained

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. Navigation: **Setup and Maintenance work area > Manage Expenses System Options task > Manage System Options page.**

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 initiator options.

Initiation Option	Description
Employee initiates	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.
Application initiates upon first expenditure	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. When the process is subsequently run, the expense report is updated with any new corporate card transactions that are related to the trip. 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.
Application initiates upon trip completion	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. When the process is subsequently run, the expense report is updated with any new corporate card transactions that are related to the trip. 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.

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

5 Image Processing

Receipt Images: How They're Processed

To ensure the validity of employee expenses, companies often require their employees to submit receipts for their expenses. Organizations vary in their receipt submission requirements. Common methods of receipt submission include faxing or e-mailing receipts to accounts payables. You can enable receipt of expense-related images by fax, e-mail, or from a file location on a server. Oracle Expenses Cloud integrates with Oracle WebCenter Imaging and Oracle WebCenter Capture. This integration enables automatic attachment of receipt images to their respective expense reports.

> ✎ **Note:** When you configure the application to require receipt images before manager approval, the expense reports aren't routed for approval until receipts are received. That is, Oracle WebCenter Imaging calls the approval process after the receipt images are received.

Before you can properly configure the application with Oracle WebCenter Imaging and Oracle WebCenter Capture to process receipt images, you must first understand the receipt image process.

> ✎ **Note:** Expenses Cloud accepts images only through e-mail. Fax isn't supported with Expenses Cloud.

The following figure illustrates the receipt image process.
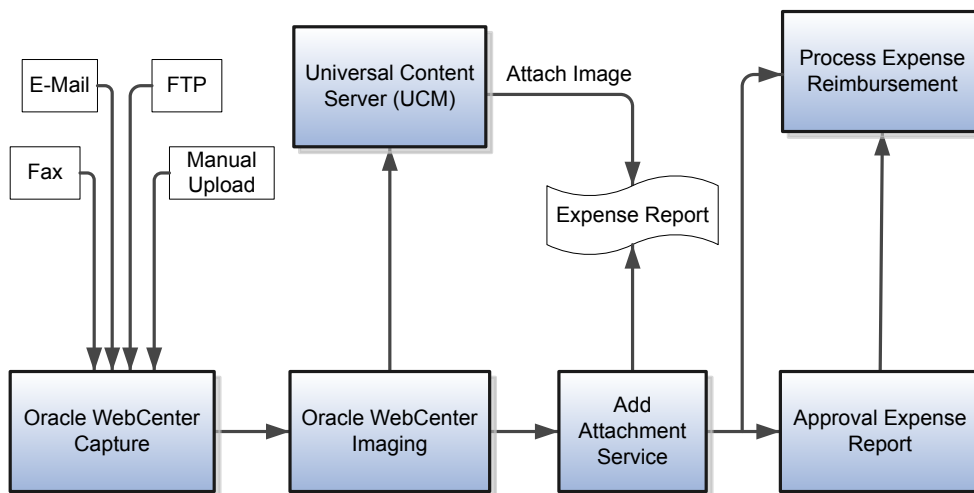
How Receipt Images Are Processed

Receipt images are processed in the following stages:

- Oracle WebCenter Capture receives receipt images.
- Oracle WebCenter Capture processes the receipt image file to identify the expense report identifier.

- Oracle WebCenter Imaging retrieves images for further processing and calls the Add Attachment to Expense Report service.

You can send receipt images to Oracle WebCenter Capture by fax, e-mail, or by uploading receipt image files to a folder location that is accessible by Oracle WebCenter Capture. You can upload receipt image files to a specific location manually or by using a File Transfer Protocol (FTP) process.

Oracle WebCenter Capture checks for receipt image files in predefined folders for each method of delivery. It scans the receipt image file for a barcode, derives the expense report identifier, and creates a text file for each receipt image file. The receipt image files and corresponding text files are transferred by Oracle WebCenter Capture to a predefined folder that is accessible by Oracle WebCenter Imaging.

Note: You must print the printable expense report page and fax or e-mail it as the first page of your receipt images. The first page of the receipt image file must be the printable expense report page with the barcode. Otherwise Oracle WebCenter Capture can't accurately process the receipt image file.

Oracle WebCenter Imaging scans the predefined folder for receipt image files and the corresponding text files with expense report identifiers for attachment to expense reports. Oracle WebCenter Imaging then stores the receipt image file in the Universal Content Management (UCM) server. It then passes the location address of the receipt image file in UCM to the Add Attachment to Expense Report service. The Add Attachment to Expense Report service creates the attachments for the expense report in the attachments tables in Oracle Applications Cloud.

Receipt Image-Processing Components: How They Work Together

Oracle Expenses Cloud uses Oracle WebCenter Capture and Oracle WebCenter Imaging to receive and process receipt image files. Using these services, the application can automatically attach receipts to expense reports and users can navigate to the Expenses work area to view expense report attachments. To store the receipt images, Oracle WebCenter Imaging uses Universal Content Management (UCM).

Note: Setup is applicable only for Expenses On-Premises implementations. For Expenses Cloud, setup is predefined.

The following figure shows the Oracle WebCenter Capture components that affect receipt image processing.

Note: Expenses Cloud accepts images only through e-mail. Fax isn't supported with Expenses Cloud.

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Oracle
WebCenter
Capture

Folder Provider	Scheduled process to pick up images	Import Server
Fax Provider		
E-Mail Provider		Recognition Server
FTP Provider		Commit Server

FaxPress

Manual Upload

Fax

E-Mail

FTP

Receipt Images

Scheduled process for parsing

Scheduled process to commit files

Meta data file and image for commit

Commit Folder/Oracle WebCenter Imaging Input Agent Directory (Shared by Oracle WebCenter Capture and Oracle WebCenter Imaging)

To Oracle WebCenter Imaging
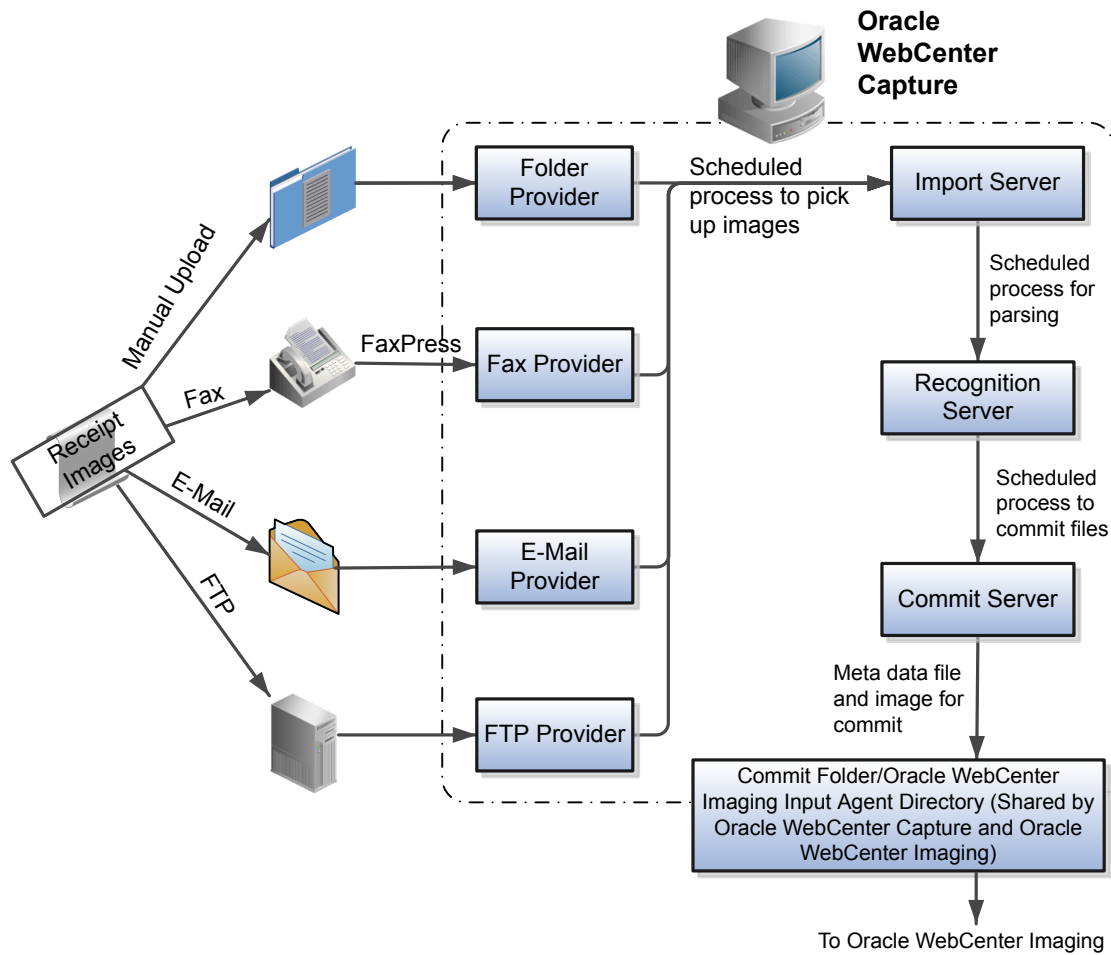
The following figure shows the Oracle WebCenter Imaging components that affect receipt image processing.
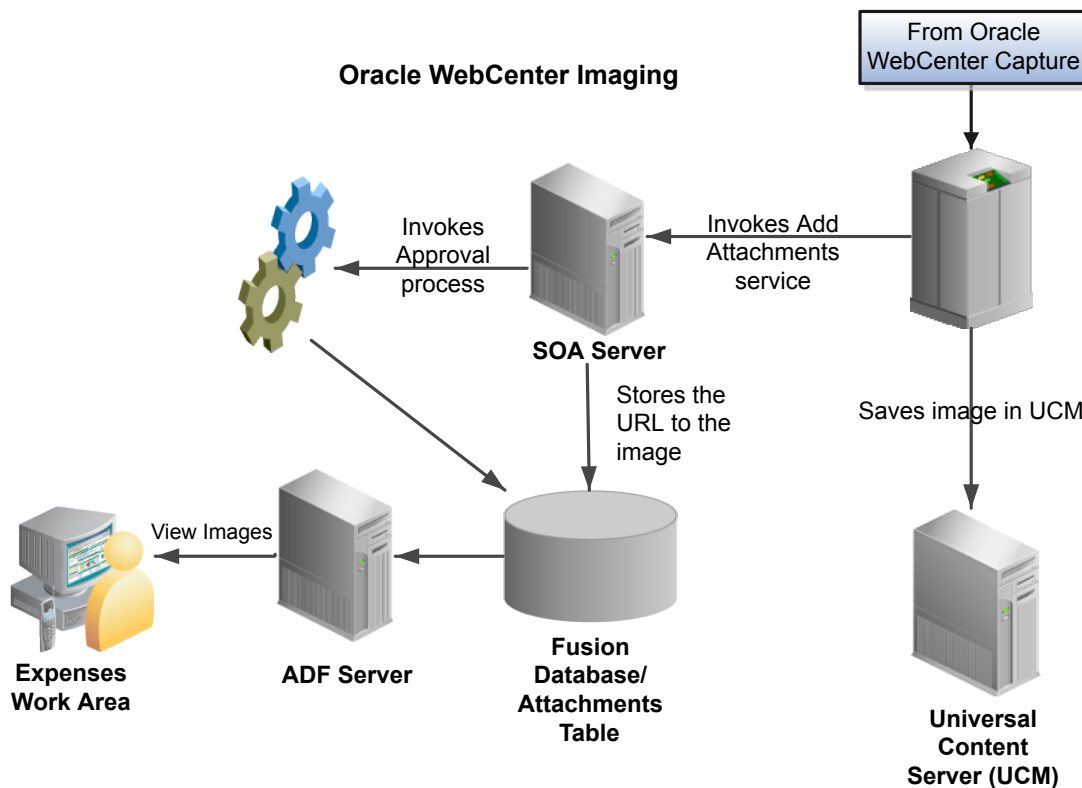
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Oracle WebCenter Capture

The receipt images sent to Oracle WebCenter Capture by fax, e-mail, or uploaded to a folder location, whether manually or automatically, are received by components called providers. For each method of receipt image delivery, a corresponding provider receives the image. The following types of providers support the methods of receipt image delivery:

- The fax provider receives images sent to Oracle WebCenter Capture by fax.

- The e-mail provider receives images sent to Oracle WebCenter Capture by e-mail.

- The FTP provider receives images sent to a file location that is accessible by Oracle WebCenter Capture.

- The folder provider receives images manually uploaded to a file location that is accessible by Oracle WebCenter Capture.

Your company must configure the necessary providers to support the delivery methods that are applicable to its business. For detailed information about configuring providers, see the Oracle WebCenter Capture User's Guide.

Oracle WebCenter Capture is composed of the following components that receive and process image files:

- Providers
- Import server:
    - Imports documents from providers
    - Looks for images on a scheduled frequency
    - Retrieves and stores receipt images in a folder

- Recognition server:

  o Checks for images

  o Parses the barcode in the receipt image file to derive the expense report identifier

  > ✏ **Note:** If there are multiple receipt image files with the same barcode number, Oracle WebCenter Capture creates a single metadata file. This single receipt image file can contain multiple pages of receipt images.

- Commit server:

  o Creates the metadata file with the extension .exmdat, which contains the expense report identifier and the image location

  o Transfers receipt image and metadata files to the commit folder that Oracle WebCenter Imaging accesses to look for receipt image files that are waiting to be processed

Oracle Image Processing and Management

Oracle WebCenter Imaging uses one component, the input agent directory, to process receipt image files. The input agent directory is the location where Oracle WebCenter Imaging scans for receipt images and the metadata files to process. This directory and the Oracle WebCenter Capture commit folder point to the same storage host, which is configured at the time of deployment.

Oracle WebCenter Imaging is configured to retrieve files from the input agent directory and checks the directory periodically for new files. Based on the configuration in the input definition Expense Reports Input, Oracle WebCenter Imaging recognizes the files by the file name mask *.exmdat. The metadata file contains two fields: **Full File Path** and **Expense Report Identifier** separated by a delimiter. Oracle WebCenter Imaging uses the "|" delimiter to derive the two fields from the metadata file.

Oracle WebCenter Imaging retrieves the receipt image files from the input agent directory and stores it in UCM. Oracle WebCenter Imaging then initiates the Add Attachment to Expense Report service defined in the workflow configuration to attach the receipt image to the expense report. It does this by by creating an entry in the FND_ATTACHMENTS table. The attachment record stores the URL to the UCM location of the attachment. If the expense report hasn't been submitted for approval, the Add Attachment to Expense Report service initiates the expense report approval process.

Add Attachment to Expense Report Service

The application provides the Add Attachment to Expense Report service to attach receipt images to expense reports and optionally initiate approval processing. This service is defined in the Workflow Configuration region of Oracle WebCenter Imaging. The Add Attachment to Expense Report service creates an entry in the FND_ATTACHMENTS table to the UCM location where the image is stored. This service also initiates the approval process for expense reports that require approval.

Expenses Work Area

When receipt images are attached to an expense report, you can view and annotate the receipt images in the Expenses work area.

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Setup Components That Affect Receipt Image Processing: How They Work Together

Setups in Oracle Expenses Cloud, Oracle WebCenter Imaging, and Oracle WebCenter Capture affect receipt image processing.

> ✏ **Note:** Setup is applicable only for Expenses On-Premises implementations. For Expenses Cloud, setup is predefined.

The following figure shows the Oracle WebCenter Capture components that affect receipt image processing.
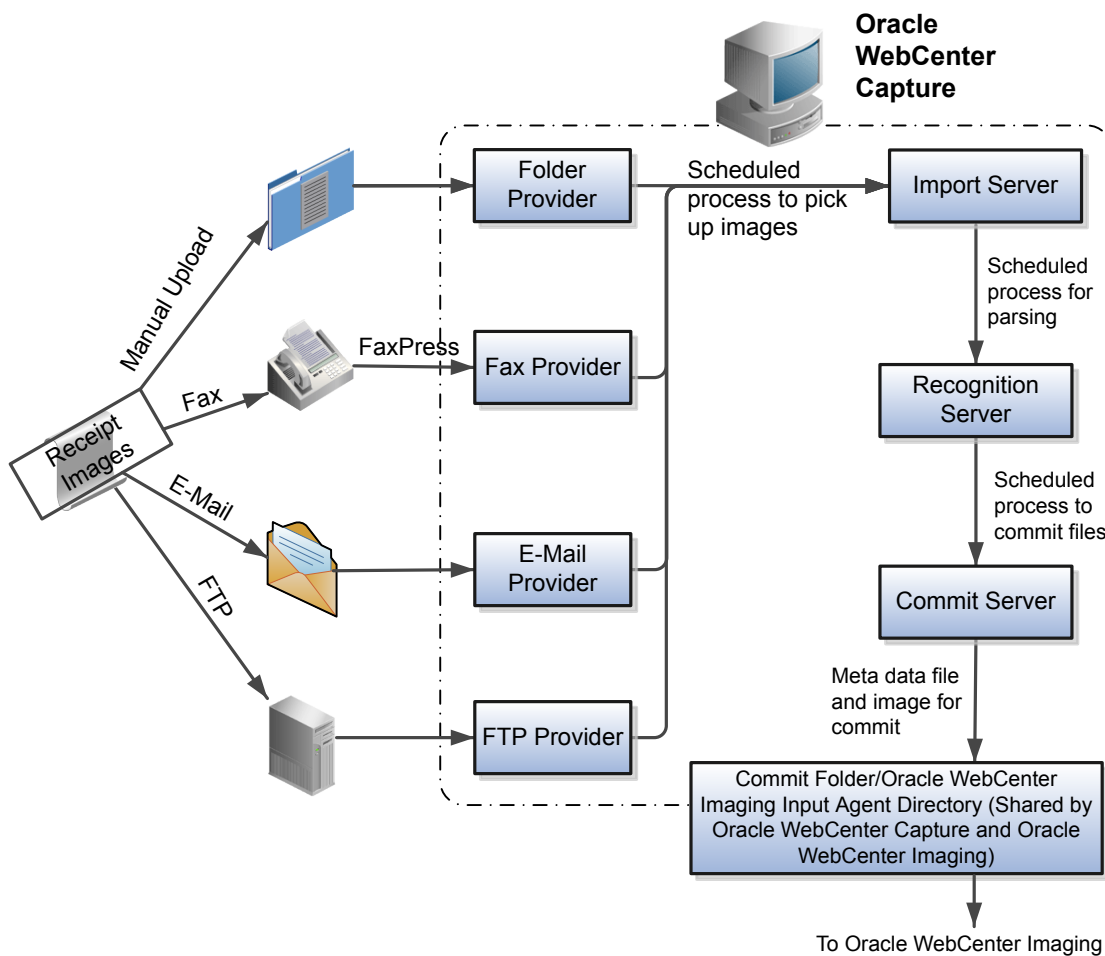
The following figure shows the Oracle WebCenter Imaging components that affect receipt image processing.
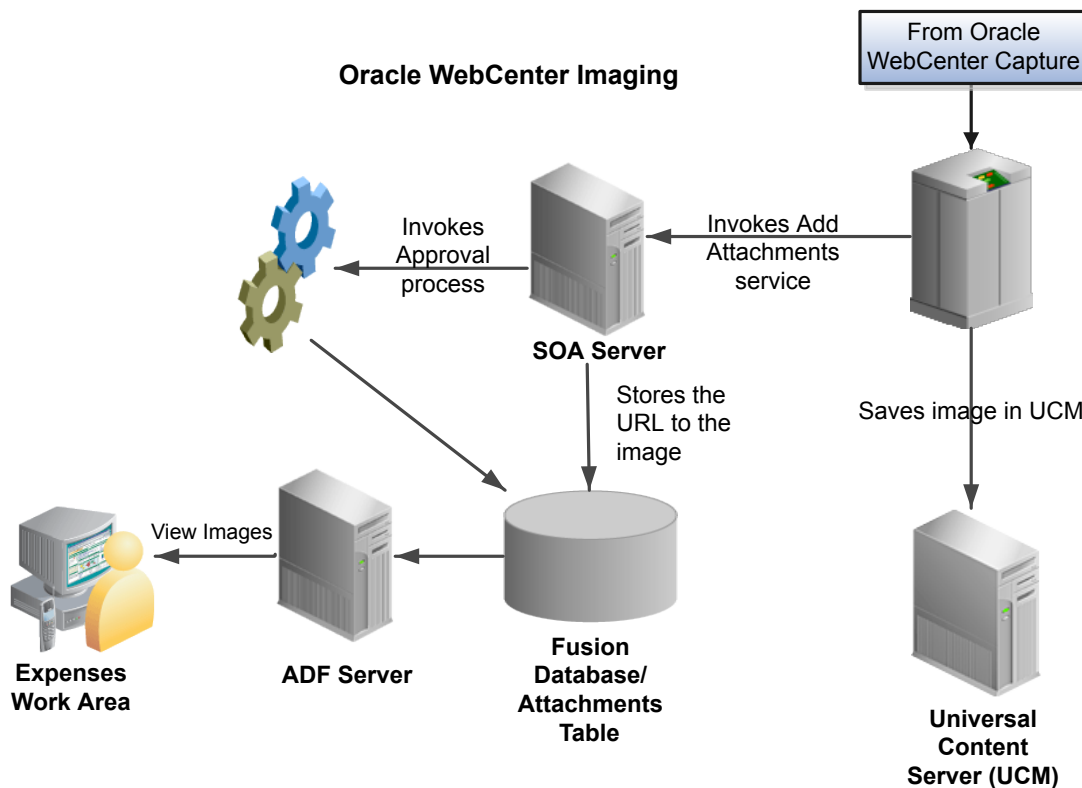
Setting Up the Application to Wait for Receipts

If your company requires receipts to be submitted before managerial approval of expense reports, you can set up the application to do so. Set **Receipts Required Before Approval** to **Yes** on the Manage Expenses System Options page. Then, expense reports are not submitted for approval until receipts are received.

To enable barcode printing on the report's printable page, set the Display Bar Code to **Yes** on the Manage Expenses System Options page.

Setting Up Oracle WebCenter Imaging for Integration with the Application

During the deployment of Oracle Applications Cloud, Oracle WebCenter Imaging is automatically installed at your company with the configuration required for integrating with the application. You can access the configuration details for the application by signing in Oracle WebCenter Imaging as a user with the FUN_FINANCIAL_APPLICATION_ADMINISTRATOR role.

The Oracle WebCenter Imaging configuration that is pertinent for the application includes the following:

- Application definition
- Input definition
- Search definition

The application definition captures application security, document security, field definition of the parameters required for Oracle WebCenter Imaging to process the images, and the workflow configuration. The application definition for the application is called Expense Reports Application. This application definition contains the packaged configuration for Oracle

WebCenter Imaging to integrate with the application. The following table describes the application details predefined for Expense Reports Application.

Region	Component	Details
Application Security	Not applicable	Application security captures the roles, also called security groups, that can access the application definition and modify the details. By default, the FUN_ FINANCIAL_ APPLICATION_ ADMINISTRATOR role is given access to the Expense Reports Application definition.
Document Security	Roles	By default, the following two roles are given access to view receipt images. • EXM_AUDITOR job role. During expense report auditing, auditors are required to verify receipt images to ensure the validity of the expenses. • PER_EMPLOYEE_ABSTRACT abstract role. This role is given document access to enable all employees to access receipt images from their expense reports in the application. When the receipt image is called from the application, Universal Content Management checks whether the role accessing the document has the necessary privileges in Oracle WebCenter Imaging. The document is displayed in the application only if the user has sufficient privileges. At a minimum, an employee must have view, write, and delete access.
Document Security	Document Access	In addition to view, write, and delete, Oracle WebCenter Imaging allows users to annotate the image. To annotate, users must have one of the following for document access: Annotate Standard or Annotate Restricted. Users with Annotate Restricted access can create annotations that can be hidden from users without Annotate Restricted access.
Workflow Configuration	Not applicable	Workflow configuration stores the details of the service initiated by Oracle WebCenter Imaging that attaches the receipt images to expense reports using the expense report identifier. This service also initiates the expense report approval flow if the expense report must be approved after the receipt of images.

The input definition captures the folder location where Oracle WebCenter Imaging scans for receipt images and the format of the metadata file accompanying the receipt image. The input definition for the application, called Expense Reports Input, is created during deployment and contains the details described in the following table.

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Region	Description
File Parameters	The File Parameters region stores the metadata file extension, delimiter used in the metadata file, and the sample file. Sample values are provided for the input mask and delimiter. In Oracle WebCenter Imaging, this step is called Review Sample File. You can change the mask and the delimiter to suit your business needs. If you change the data in this step, you must change the mask and the delimiter in Oracle WebCenter Imaging.
Field Mapping	The Field Mapping section maps the fields that are defined in the Field Definition section under the Application Summary page to the metadata file contents. The mapped fields include the **Full File Path** and the **Expense Report ID**.
Input Security	The Input Security region defines who can modify the input definition. By default, the FUN_ FINANCIAL_ APPLICATIONS_ ADMINISTRATOR role is given access to modify the input definition.

The search definition stores the roles that are given access to search for documents by logging directly into Oracle WebCenter Imaging.

> ✎ **Note:** No manual configuration is required for Oracle WebCenter Imaging. Oracle WebCenter Imaging's input folder points to a storage host, which is configured during Oracle WebCenter Imaging deployment.

Setting Up Oracle WebCenter Capture for Integration with the Application

Your company must manually install Oracle WebCenter Capture on a Windows computer. Oracle WebCenter Capture provides the packaged configuration for uploading receipt images to a folder for processing. Manual changes to the packaged configuration are required, however, to tailor Oracle WebCenter Capture to meet your company's specific needs.

To facilitate receipt image processing, you must set up an Oracle WebCenter Capture file cabinet. The packaged file cabinet for the application is called Expense Reports. The configuration for the commit server, which it uses to create and save the metadata file, is called Expense Reports Commit Text. During the Oracle WebCenter Capture file cabinet setup, you define the following:

- Mapping of relevant information in Oracle WebCenter Capture to Oracle WebCenter Imaging
- Location of the folder where processed receipt images and corresponding metadata files are stored

The following table presents the information you must capture during Oracle WebCenter Capture setup.

File Cabinet Setup	Field	Predefined Value	Additional Information
File Cabinet Index Fields		Expense Report ID	The field in the metadata file that stores the value of the parsed barcode.
		Delimiter	The delimiter character that separates the data in the metadata file. The delimiter is "|".
		Oracle WebCenter Imaging Dest1	Oracle WebCenter Imaging Dest1 to Oracle WebCenter Imaging Dest4 store the absolute path to the location of the folder where image files and metadata

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File Cabinet Setup	Field	Predefined Value	Additional Information
			files are stored for processing by Oracle WebCenter Imaging. These four fields are defined to accommodate folder locations that exceed the length limit. The location of the folder is derived as Oracle WebCenter Imaging Dest1|| Oracle WebCenter Imaging Dest2 || Oracle WebCenter Imaging Dest3 || Oracle WebCenter Imaging Dest4. Deploying company must change the value to reflect the destination folder in its system.
		Oracle WebCenter Imaging Dest2	Deploying company must change the value to reflect the destination folder in its system.
		Oracle WebCenter Imaging Dest3	Deploying company must change the value to reflect the destination folder in its system.
		Oracle WebCenter Imaging Dest4	Deploying company must change the value to reflect the destination folder in its system.
Commit Profile/ Commit Driver Configuration/ General/ Text File Folder	Do Not Create Commit Text File	Unchecked	
	Export Folder	Example: C:\Oracle WebCenter Capture Projects\Expenses \Export	The folder where metadata files are stored by Oracle WebCenter Capture after processing. Deploying company must change the value to reflect the export folder in its system.
	File Extension	exmdat	
Commit Profile/ Commit Driver Configuration/ General/ Document Folder	Export Folder	Example: C:\Oracle WebCenter Capture Projects\Expenses \Export	The folder where images are stored by Oracle WebCenter Capture after processing. Deploying company must change the value to reflect the export folder in its system.
	Create a Folder per Committed Batch	Unchecked	
Formatting	Field Delimiter	None	

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File Cabinet Setup	Field	Predefined Value	Additional Information
	Fields to Include	Oracle WebCenter Imaging Dest1	The details written into the metadata file and the format. This includes the full file path of the processed image file and the expense report identifier separated by the delimiter.
		Oracle WebCenter Imaging Dest2	
		Oracle WebCenter Imaging Dest3	For example, the resulting entry in the image file looks like: / slot/ ems7795/ appmgr/ provisioning/ mwhome/ instance/ domains/ machine/ company/ com/ CommonDomain/ Oracle WebCenter Imaging/ InputAgent/ Input/ 100000012512081TIF| 100000012512081
		Oracle WebCenter Imaging Dest4	
		File Name Relative Path	
		Delimiter	
		Expense Report ID	
Document File Naming	Name Document Based on Index Values	Checked	
	Selected Fields	Expense Report ID	These two fields rename the receipt image file.
		Batch ID	Batch ID of the process. The image file when received by Oracle WebCenter Capture is renamed to Expense Report ID - Batch ID to ensure uniqueness of receipt image file name.
Document Output Format		TIFF - Multiple Page	

The import server setup defines the details required for the different providers, such as the e-mail provider and the folder provider that deliver receipt images. The e-mail provider does not support SSL connections.

E-mail provider and folder provider sample configurations are included with Oracle WebCenter Capture. If you plan to receive images through fax or FTP, you must configure the settings for the fax provider or the FTP provider respectively.

The following table presents the information you must capture during the import server setup.

Import Server Setup	Field	Predefined Value	Additional Information
e-mail Provider			
Batch Job Settings/Job for e-mail Provider/ General	File Cabinet	Expense Reports	Name of the file cabinet setup.
	Batch Prefix	EXM-EM	
	Log File Path		Enter the local directory path for the log file.

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Import Server Setup	Field	Predefined Value	Additional Information
			Example: C:\Program Files \Oracle\Document Capture \Logs.
Processing	If Invalid Page Found or Time Out Occurs	Abort batch	
Import Output	Retain Native Image Format	Yes	Example: expense_ receipts@company. com.
e-mail Provider Settings	e-mail Accounts		Example: expense_ receipts at company.com.

Deploying company must change the value to reflect the e-mail accounts in its system. |
| e-mail Provider Settings/ e-mail Filters/ Attachment Processing | Include Attachments Matching the Following Mask(s) | *.TIF

*.DOC

*.PDF | |
e-mail Provider Settings/ e-mail Filters/Post Processing	Upon Successful Import	Delete Messages	
	Upon Failed Import	Don't Delete Message	
Folder Provider			
Batch Job Settings/Job for Folder Provider/ General	File Cabinet	Expense Reports	Name of the file cabinet setup.
	Batch Prefix	EXM-FD	
	Log File Path		Enter the local directory path for the log file.

Example: C:\Program Files \Oracle\Document Capture \Logs. |
Processing	If Invalid Page Found or Time Out Occurs	Abort batch	
Import Output	Retain Native Image Format	Yes	
Folder Provider Settings	Import Folder		Enter the local directory path for the import folder.

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Import Server Setup	Field	Predefined Value	Additional Information
			This is the location where the folder provider receives receipt images.
	File Mask	Expenses*	
	Create a New Batch	For Each File	
	After Import/ Add Prefix to Image File Name	Checked	
	Prefix	Processed	
Server/ Scheduler	Schedule Event	Folder/List File Provider - Expense Reports	Deploying company must change the value to reflect the scheduled event in its system.
	Frequency	Every 30 seconds	Deploying company must change the value to reflect the frequency in its system.

The recognition server setup defines the details required for the recognition server component of Oracle WebCenter Capture to derive relevant details from receipt image files.

The following table presents the information you must capture during the recognition server setup.

Recognition Server Setup	Field	Predefined Value	Additional Information
Batch Job Settings/ General	Batch Job Name	Expense Reports	
	File Cabinet	Expense Reports	Name of the file cabinet setup.
	Batch Prefix	EXM	
	Log File Path		Enter the local directory path for the log file.
	Use Commit Server	Checked	
	If Pages Remain After Processing, Notify by e-mail		Enter the e-mail ID to be notified if an error occurs while processing a batch.
Batch Job Settings/ Processing	Each Batch Consists of	One Document Only	
	Pages to Read Barcodes	1	
Document Separation	Bar Code	Expense Report ID	

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Recognition Server Setup	Field	Predefined Value	Additional Information
	Clear All Index Values	Checked	
	Keep Document Separator	Checked	
Bar Code Recognition	Auto Detect	Code 128	Deploying company must change the value to reflect the auto detect in its system if the barcode is generated using another code.
	Number of Bar Code to Detect	Limit to 1	
Bar Code	Bar Code Definition	Expense Report ID	
Fields/ Delimiter	Auto Populate with	Default of "/"	
Fields	Expense Report ID	Required	
	Auto Populate With	Bar Code	
	Description	Expense Report ID	
Fields/Oracle WebCenter Imaging Dest1	Auto Populate with	Oracle WebCenter Imaging Dest1 Oracle WebCenter Imaging Dest2 Oracle WebCenter Imaging Dest3 Oracle WebCenter Imaging Dest4	This is the folder where Oracle WebCenter Capture posts images and metadata files for processing by Oracle WebCenter Imaging. Due to length limitation, four fields are available to enter the partial absolute path information that, when concatenated, gives the complete absolute path. If the file path is long, enter partial paths in all four fields. If you don't need four fields to enter the complete path, you can leave the remaining fields in Oracle WebCenter Imaging Dest<n>blank. Deploying company must change the value to reflect the destination folder in its system.
Server/ Scheduler	Schedule Event	Expense Reports	Deploying company must select the applicable file cabinet.
	Frequency	Every 30 seconds	Deploying company must change the value to reflect the frequency in its system.

The commit server setup defines the details to transfer the receipt image files and the metadata files to a location accessible to Oracle WebCenter Imaging for processing.

The following table presents the information you must capture during the commit server setup.

Commit Server Setup	Field	Predefined Value	Additional Information
Batch Job Settings/ General	File Cabinet	Expense Reports	
Batch Criteria	Process Specific Batches with Prefix	EXM	
	Batch Status	All	
	Processing Order	Sort Before Commit Order by Batch Name Ascending	
Server/ Scheduler	Schedule Event	Expense Reports	Deploying company must select the applicable file cabinet.
	Frequency	Every 30 seconds	Deploying company must change the value to reflect the frequency in its system.
	Server	Activate	

Related Topics

- Why do I have to configure the barcode font mapping?

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6 Expense Reimbursements

Third-Party Expense Reimbursements: How They 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.

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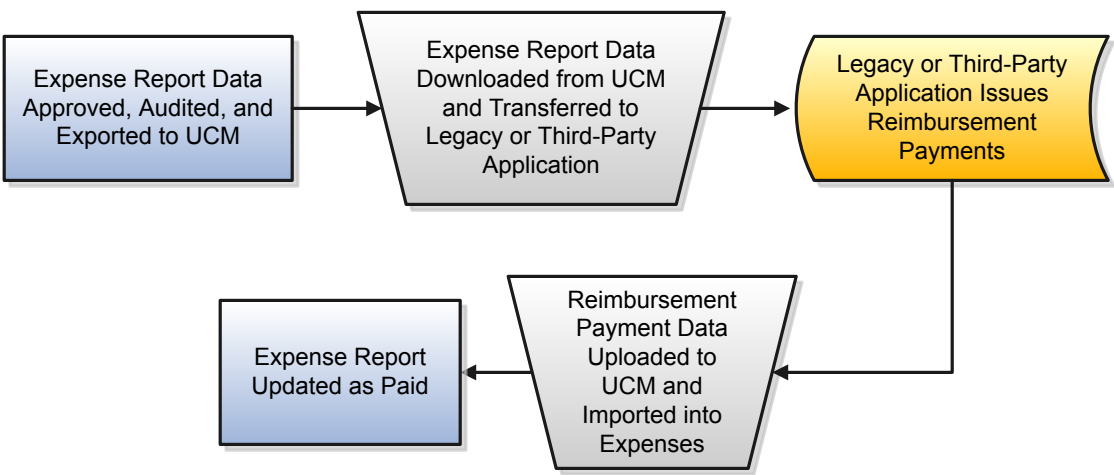
The following table describes the flow of expense report data when you use a legacy or third-party expense report reimbursement application.

Sequence	Action	Result
1.	In Expenses, employees create expense reports, which are approved, and audited.	Expense reports are eligible for reimbursement.
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 (UCM) under the Export directory: **Navigator** > **Tools** > **File Import and Export** link. • Search Results section on the Scheduled Processes page: **Navigator** > **Tools** > **Scheduled Processes**. UCM facilitates easy tracking and download of expense report data files.
3.	From UCM under **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.

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Sequence	Action	Result
4.	Your legacy or third-party application issues expense report reimbursement payments to: • Employees • Credit card issuers	Employees and credit card issuers receive payments.
5	To transfer reimbursement payment data from your legacy or third-party application, you upload your expense report reimbursement data to UCM under **fin/expenses/import directory**.	Expense report reimbursement information transfers from the legacy or third-party application back to Expenses in a specific .xml format with a .txt or .xml extension. The specific .xml format depends on the expense report payment option selected by your company for corporate card transactions and whether the data file is for cash advances.
6	From Expenses, you schedule the Update Expense Report Status process.	The Update Expense Report Status process automatically: • Updates the expense reports in Expenses as paid • Provides legacy or third-party reimbursement references in the paid expense reports

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) under **fin/expenses/export directory** using **Navigator** > **Tools** > **File Import and Export** link.

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The following data is 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.

```
<ExpenseReports>
  <RequestId>10613</RequestId>
  <ExpenseReport>
    <Number>ALLBU:0029511328</Number>
    <Purpose>jp apr 11</Purpose>
    <ReferenceKey>300100029511328</ReferenceKey>
    <ExpenseReportDate>2014-02-26</ExpenseReportDate>
    <PaymentCurrency>USD</PaymentCurrency>
    <PaymentAmount>95</PaymentAmount>
    <PaymentMethod>CHECK</PaymentMethod>
    <Source>Employee</Source>
    <EmployeeName>Brown, Ted</EmployeeName>
    <EmployeeNumber>10026335781</EmployeeNumber>
    <EmployeeAddressCode>OFFICE</EmployeeAddressCode>
    <PayeeName>Ted Brown</PayeeName>
    <LegalEntity>Vision Corporation</LegalEntity>
    <LedgerName>Vision Operations (USA)</LedgerName>
    <BusinessUnit>Vision Operations</BusinessUnit>
    <LiabilityAccount>
      <Company>01</Company>
      <Department>000</Department>
      <Account>2210</Account>
      <Sub-Account>0000</Sub-Account>
      <Product>000</Product>
    </LiabilityAccount>
    <Lines>
      <Line>
        <ReferenceKey>300100029511329</ReferenceKey>
        <ExpenseDate>2014-02-26</ExpenseDate>
        <ExpenseType>Miscellaneous</ExpenseType>
        <Amount>95</Amount>
        <Description>Miscellaneous-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>7699</Account>
          <Sub-Account>0000</Sub-Account>
          <Product>000</Product>
        </ExpenseAccount>
      </Line>
    </Lines>
  </ExpenseReport>
</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.

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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 under **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 example:

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```xml
<?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 />
   <City>Santa Clara</City>
   <State>CA</State>
   <PostalCode>95051</PostalCode>
   <Province>CA</Province>
   <County>Sants Clara</County>
   <CountryCode>US</CountryCode>
  </PayerAddress>
  <Payment>
   <PaymentReferenceNumber>290514</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>*********7899</PayeeMaskedBankAccountNumber>
   <Documents>
    <Document>
      <DocumentReferenceNumber>EXM0045554490</DocumentReferenceNumber>
      <DocumentCurrency>USD</DocumentCurrency>
      <DocumentAmount>32.00</DocumentAmount>
      <AmountPaid>32.00</AmountPaid>
    </Document>
   </Documents>
  </Payment>
 </Payer>
</Payments>
```

Glossary

barcode

A printable barcode that uniquely identifies each employee's expense report.

both pay

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

card feed file

A file containing corporate card transactions that originated from the card issuer's server.

company pay

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

corporate card issuer

A bank that issues corporate cards.

corporate card program

An agreement between the corporate card issuer and the deploying company that governs the issuance of corporate cards to the deploying company's employees and the payments to the card issuer.

eFolio

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

error amount

When setting up corporate card usage policies to enforce the use of corporate cards, an amount that exceeds the cash limit and for which an error displays during expense entry in the expense report, which prevents submission of the report.

error tolerance

When setting up corporate card usage policies to enforce the use of corporate cards, a range that is from the cash limit up to the error tolerance amount. Above that amount, the expense report is not submitted.

error tolerance percentage

When setting up corporate card usage policies to enforce the use of corporate cards, a percentage that, when added to the cash limit, defines the error amount. If you spend more than the error amount, the expense report is not submitted.

expense template

An administrator-defined list of related expense types. When you enter expenses on your expense report, you must select a specific expense template.

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expense type

A potential expense that you can incur that has been defined by the administrator during setup.

FTP

Acronym for File Transfer Protocol. A system for transferring computer files, generally by the Internet.

individual pay

The employee pays the corporate card issuer for all corporate card transactions.

Level 2

Summary corporate card transactions. Also known as eFolio.

Level 3

Detailed corporate card transactions.

merchant category code

A four-digit code that identifies the industry in which the deploying company operates.

MIS industry code

A code provided by the card issuer that identifies the type of transaction.

payment method

Indicates the method of payment, such as check, cash, or credit.

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.

SIC code

A Standard Industrial Classification code, which represents a United States government system for classifying industries by a four-digit code.

transaction codes

Codes that the card issuer assigns to corporate card transactions in the corporate card feed file.

warning amount

When setting up corporate card usage policies to enforce the use of corporate cards, an amount that exceeds the cash limit and for which a warning displays during expense entry in the expense report.

warning tolerance

When setting up corporate card usage policies to enforce the use of corporate cards, a range that is from the cash limit up to the warning tolerance amount. Above that amount, a warning displays.

warning tolerance percentage

When setting up corporate card usage policies to enforce the use of corporate cards, a percentage that, when added to the cash limit, defines the warning amount. If you spend more than the warning amount, a warning displays.