

# Oracle

## Financials Cloud Using Expenses

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**Release 12**

This guide also applies to on-premises  
implementations

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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.
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# 1 Expense Report Entry

## Introducing the Expenses Work Area

 **Watch:** This video tutorial shows you how to use the Expenses work area and how to create an expense report.

## Entering Cash Expense Items: Points to Consider

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

- Expenses work area for expense entry online.
- Spreadsheet for expense entry offline.

### Using the Expenses Work Area for Expense Entry Online

You can use the Expenses work area to enter cash or corporate card transactions as expense items. After entry, you can:

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

### Using a Spreadsheet for Expense Entry Offline

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

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

## Itemizing a Hotel Bill: Worked Example

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

Enterprises typically implement one of the following practices:

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

The following table summarizes key decisions for this scenario.

Decisions to Consider	In this Example
Do you want to classify expenses as business or personal?	Both business and personal expenses are available to itemize.
Should expenses be shared between or assigned to different cost centers, projects, or tasks?	Yes.

## Prerequisites

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

- Enabled
- Required
- Disabled

## Itemizing a Hotel Bill

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

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

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

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

Field	Value
<b>Date</b>	Any
<b>Expense Template</b>	Travel
<b>Expense Type</b>	Hotel



Field	Value
<b>Expense Class</b>	Business
<b>Amount</b>	275.00
<b>Merchant Name</b>	Hilton Hotel
<b>Description</b>	One night's stay during the Strategy Conference
<b>Taxpayer ID</b>	95-07438241

3. Click **Itemize** to open the Itemizations tab on the Create Expense Item page.
4. In the **Create Expense Item** dialog box, complete the fields as shown in the following table.

Field	Value
<b>Date</b>	Any
<b>Expense Template</b>	Any
<b>Expense Type</b>	Room Charge
<b>Amount</b>	100
<b>Company</b>	01
<b>Department</b>	520


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

Field	Value
Date	Any
Expense Template	Any
Expense Type	Room Charge
Amount	95
Company	02
Department	680

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

Field	Value
<b>Expense Type</b>	Meals
<b>Amount</b>	70

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


 **Note:** As you itemize each expense, the remaining itemization balance in the itemization summary section decreases as you itemize each additional expense.

Field	Value
<b>Expense Type</b>	Bar
<b>Expense Class</b>	Personal
<b>Amount</b>	10

11. Click **Save and Close** to automatically add the newly created expense items to the Expense Items infotile.
12. Click **Save and Create Another** to create expense items.
13. Click **Add Report** to add the newly itemized expenses to a new or existing expense report.

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


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

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

## Classifying Expense Report Items as Business - Employee Paid

Jane Smith, a corporate trainer, was issued a corporate card so she can charge training expenses while teaching courses at customer sites. Jane receives the corporate card statement at home and decides to pay the entire statement amount to the

card provider before completing her expense report. When Jane completes her expense report, she classifies the expenses as Business - Employee Paid, rather than Business or Personal, because she has already paid the business expenses.

 **Note:** This scenario is the exception, rather than the rule, because typically the employer reimburses the card provider, rather than the employee.

## Manage Delegates: Explained

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

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

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

### Delegate Another Person to Enter Your Expense Reports

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

You can delegate, or authorize, another person to perform expense entry for you by adding his or her name to the list in the Delegates region on the Manage Delegates page. This authorization terminates when you remove your delegate's name from the list.

### Enter Expense Reports for Another Person

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

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

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

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

## Submitting an Expense Report from a Mobile Device: Explained

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

If your expense report fails validations due to missing information, it remains as a Saved report in the web-based application. You must correct the errors and resubmit the report from the Expenses web-based application.

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

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

### Ineligible Mobile Expenses Prevent Report from Passing

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

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

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

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

### Expense Report with a Status of Saved

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

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

- Required category-specific fields for expense items are missing.

## Matching Mobile Device Expenses to Online Corporate Card Expenses: Explained

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

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

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

### One-to-One Automatic Match

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

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

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

### One-to-Many Manual Match

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

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

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


- Expense Type
- Date
- Amount

- Merchant
- Location
- Description

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

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


After you determine the correct match, select the applicable expense, and click the **Match** button.

 **Note:** You can select only one expense from multiple potential matches as a valid match. Remaining expenses return to the Expense Items section of the work area as separate expenses.

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

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

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

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

## FAQs for Expense Report Entry

### What's an expense template?

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

### What's the difference between an expense type and an expense item?

An expense type is a potential expense that you can incur that has been defined during setup.


An expense item is the actual expense that was incurred. An expense item is always associated with an expense type during expense entry on an expense report.

Based on the expense type setup, you can itemize an expense item and allocate your expenses, for example, by specifying a company, cost center, or project. Depending on setups, you can also add fields to capture supporting information, such as Travel Itinerary Number or Checkout Date.

## What's the difference between Business and Business - Employee Paid?

Business is a business expense classification. When you complete an expense report for corporate card expenses incurred, you specify expense types and expense items as Business, Personal, or Business - Employee Paid. Typically, your company reimburses the corporate card issuer for business expenses you claim on your expense report.

Business - Employee Paid is a business expense classification where you pay the corporate card issuer for corporate card expenses incurred. For this expense classification, your company reimburses you, rather than the corporate card issuer.

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

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

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

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

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

## How can I resolve a corporate card dispute?

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

## When do I download the expense spreadsheet?

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

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

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

## Can I enter corporate card transactions in the expense spreadsheet?

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

## How can I activate a primary bank account?

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

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

 **Note:** You can only have one primary bank account.

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

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

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

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

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

## Can I avoid duplicating expenses when using a mobile device?

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



## What happens if I duplicate a recurring expense?

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


## Can I edit the recurring frequency of a recurring expense?

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

## How can I 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**
- Project fields
- Accounting fields: **Company** and **Department**

 **Note:** When EXM\_DFLT\_FROM\_PREV\_EXPENSE = **N**, values do not automatically populate the **Company** and **Department** fields from the default expense account of the employee's assignment.

### Related Topics

- [How can I access Expenses predefined profile options?](#)



## 2 Expense Report Approval

### Expense Report Approval: Explained

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

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

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

#### Employee Submits an Expense Report

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

#### Approver Receives an Approval Request

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

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

#### Approver Takes Approval Action

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

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

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


- Approve the expense report.
- Reject the expense report.

## FAQs for Expense Report Approval

### What are the expense report approval actions available to me?

Expense report approval actions include:

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

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

### How can I request more information on expense reports?

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

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

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

### Can I approve expense reports by E-Mail?

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

### How can I see expenses in my own currency?

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

### How can I view receipt images in expense reports?

By viewing approval notifications as attachments or you can drill down to expense reports. Individuals can attach receipt images to their expense reports or fax or E-Mail them to the payables department for automatic attachment.

## What's the reason I haven't been notified of my employee's expense report submission?

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

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

## Can I access expense analytics?

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

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

Yes. On the right side of the expense report approval notification, tables provide you with historical expense report information about this employee for recent similar expenses, recurring violations, and recent returned expense reports.



## 3 Expense Report Audit

### Audit Expense Report: Overview

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

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

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

Your company schedules and periodically runs processes that:

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

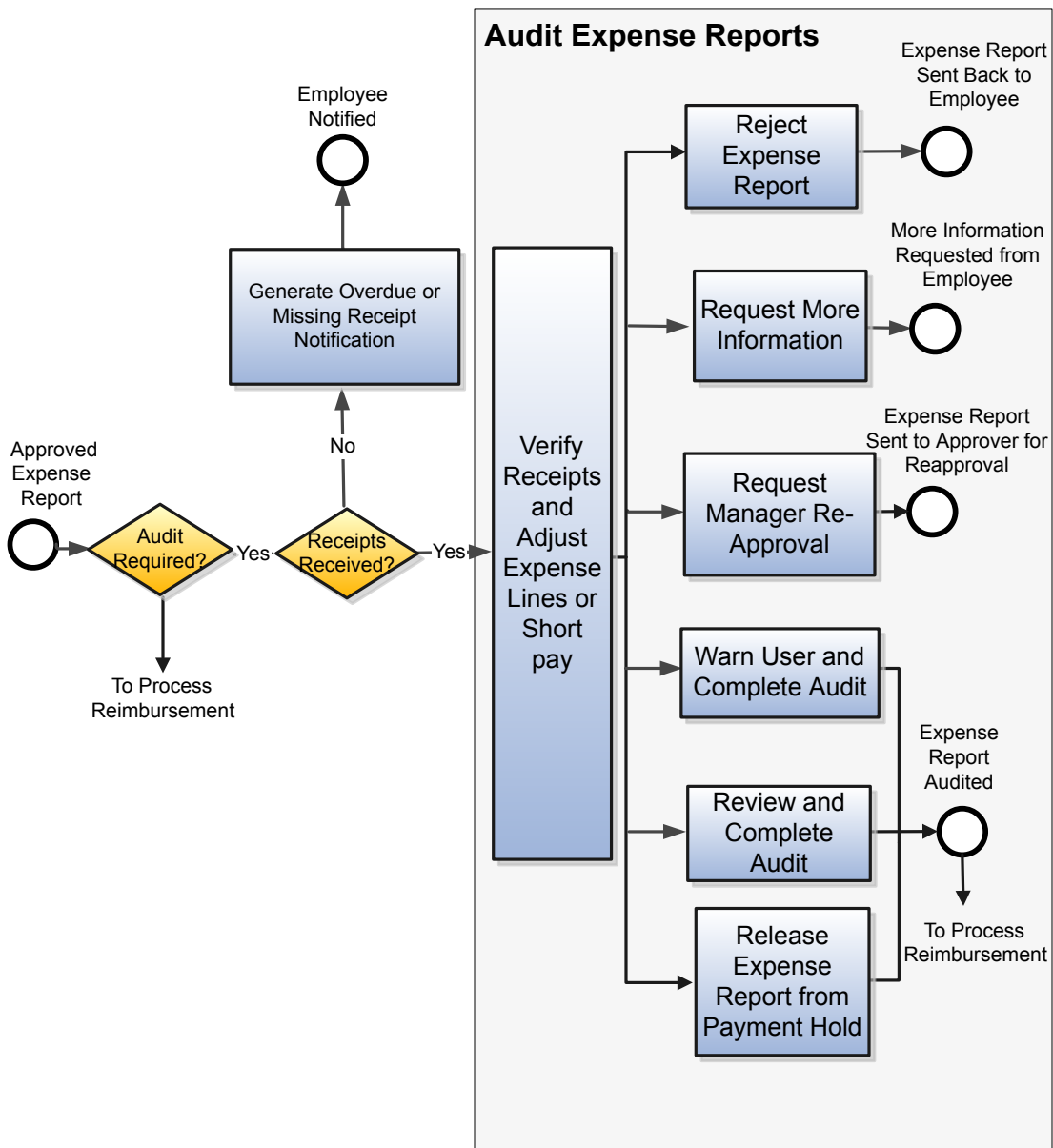
When employees submit their missing or overdue original receipts, their expense reports continue to the next stage in the process.

Expense auditors perform the following tasks:

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

To audit expense reports, navigate to the Auditing work area from the Expenses work area: **Navigator > Expenses > Auditing**.

The following diagram shows the Audit Expense Report activity business flow, which is integrated with the receipt management components.



#### Related Topics

- [Setting Up Expense Report Auditing: Explained](#)
- [Receipt Management: Points to Consider](#)



## 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:


## Simultaneous Manager and Auditor Expense Report Approvals: Explained

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

Navigate to: **Setup and Maintenance work area > All Tasks tab > Search field: Task Lists and Tasks > Name field: Expenses > Search button > Define Expenses Configuration folder > Define Expense Policies and Rules folder > Manage Expenses System Options task > Go to Task icon > Manage Expenses System Options page.**

If you allow audit approval:

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

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

Approval rule setup, whether in parallel with manager approval or after manager approval, affects the following:

- Auditor actions
- Expense report status

## Auditor Actions

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

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

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

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

## Expense Report Status

After submission of an expense report by an employee, the expense report status that is visible to the employee varies according to the approval rule your company set up.

Approval Rule Set Up	Approval Scenario	Expense Report Status
In parallel with manager approval.	The expense auditor approves the expense report after the manager.	Pending expense auditor approval.
After manager approval.	The expense auditor approves the expense report, but the manager has not yet approved it.	Pending manager approval.

## Audit Actions: Explained

You can take audit actions on expense reports by selecting the appropriate option on the Audit Expense Report page. When you select a particular option from the Actions menu, you are presented with a dialog box in which you enter pertinent information. With the exception of the Complete Audit and the Waive Receipts and Complete Audit actions, the dialog box triggers a notification that's sent to the employee. Notifications are sent by E-Mail or they can be accessed through the Worklist from any Oracle Fusion Application. If an expense report hasn't received approval from the employee's manager, you can still audit the expense report or take any audit actions if the Expense Report Audit Approval choice list on the Manage Expenses System Options page is set to **In parallel with manager approval**.

Audit actions include:

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

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

## Complete Audit


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

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

## Reject Expense Report

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

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

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

## Request More Information

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

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

## Waive Receipts or Waive Receipts and Complete Audit

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

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

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

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

## Warn User and Complete Audit

To warn the employee of questionable expenses and continue to complete the audit, select the **Warn User and Complete Audit** option from the Actions menu in the header of the Audit Expense Report page. The employee receives a notification

that includes the reason for the action and any additional instructions you entered. Selecting the **Warn User and Complete Audit** action results in the following:

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

## Release Hold

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

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

## Confirm Manager Approval

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

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

## Missing Receipts: How They Are Processed

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

## Settings That Affect Missing Receipts

Settings that affect missing receipts:

- **Receipt missing** check box: **Create Expense Item** dialog box  
This check box is selected by the individual when he creates an expense report.
- **Send missing receipt declaration notification** check box: Receipt Tracking section on the Create Receipt and Notification Rule page

This check box is selected by the implementer during setup of a receipt and notification rule.

- **Receipt Missing** button: On notification

This button is clicked by the individual to indicate that receipts are missing.

## How Missing Receipts Are Processed

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

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

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

## Overdue Receipts: How They Are Processed

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

- Imaged
- Original
- Imaged and original

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

## Settings That Affect Overdue Receipts

The settings that affect overdue receipts are the following:

- **Enable overdue process** check box: Tracking section on the Create Receipt and Notification Rule page  
This check box is selected by the implementer during setup of a receipt and notification rule.
- **Receipts are overdue after number of days** field: Receipt Tracking section on the Create Receipt and Notification Rule page

A value is entered by the implementer during setup of a receipt and notification rule.

- **Notify individual when receipts are overdue** choice list: Receipt Tracking section on the Create Receipt and Notification Rule page


An option is selected by the implementer during setup of a receipt and notification rule.

- Configuration of the Escalate subsection on the Deadlines tab for the task named FinExmReceiptsOverdue.

The escalation policy is set up by the implementer on the BPM Worklist. Navigate to: **Navigator > Directory > Setup and Maintenance > Define Expenses Configuration > Define Policies and Rules > Manage Expense Approval Rules > Go to Task > Oracle BPM Worklist > Task Configuration tab > FinExmReceiptsOverdue task > Deadlines tab > Escalation > Escalate link.**

## How Overdue Receipts Are Processed

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

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

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

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

## Expense Report Payment Hold Rules: 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 Report Audit

### How can I assign expense reports for audit?

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

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

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

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

## How can I enable expense auditors to audit expense reports for specific business units?

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

## How can I check in an original receipt package?

From two different pages in the Auditing work area.

 **Note:** Both methods assume that you've received a receipt package.

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

Page	Check in Steps
Manage Receipt Packages	<p>To check in a receipt package from the Manage Receipt Packages page:</p> <ol style="list-style-type: none"><li>1. In the Tasks pane of the Auditing work area, click the <b>Manage Receipt Packages</b> link to open the Manage Receipt Packages page.</li><li>2. Locate your expense report in the Search section in one of two ways:<ul style="list-style-type: none"><li>o Select <b>Expense Report Number</b> from the choice list and enter your expense report number in the field to the right of the choice list.</li><li>o Select <b>Bar code</b> from the choice list and then scan the bar code on your expense report cover sheet using a bar code scanner. Your bar code number appears in the field to the right of the choice list.</li></ul></li><li>3. In the Original Receipt Package Check In Date field, enter the date you received the receipt package.</li></ol>
Audit Expense Report	<p>To check in a receipt package while auditing an expense report, enter the date that you received the receipt package in the <b>Original Receipt Package Check In Date</b> field.</p>

## Can I reject part of an expense report?

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

When you finish the audit and click the **Complete Audit** button, the expense report is split into two reports. One contains the approved lines and the other contains the short-paid lines. The expense report that contains the approved lines is ready for payment. The short-paid expense report that contains the short-paid, rejected lines is returned to the individual along with a notification. The individual can then edit the short-paid expense report, provide additional information and supporting documents, and then resubmit it or delete it.

## Can I request confirmation of a prior approval from a manager when the expense report is assigned to me for audit?

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

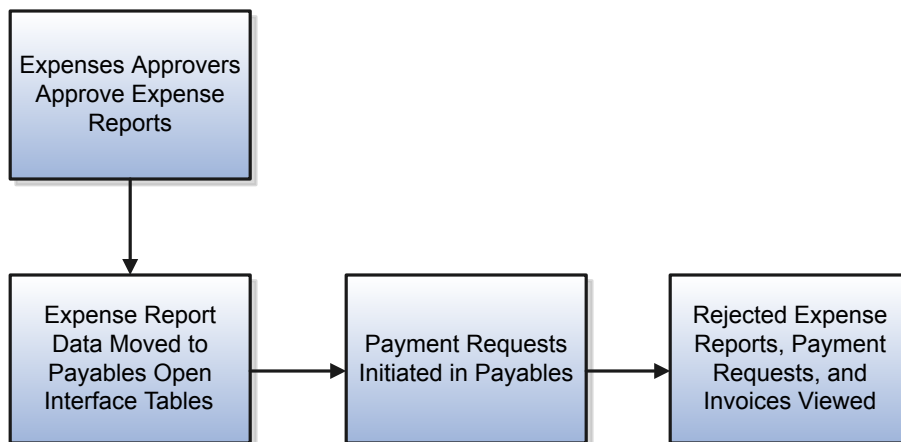


## 4 Expense Reimbursements

### Expense Report Payment Requests: How They Are Processed

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

This figure shows the flow of data when the expense auditor runs the Process Expense Reimbursement program.



### Settings That Affect Expense Report Payment Requests

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

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

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

- **Corporate Card Issuer Payment Liability Account:** Set up in Payables
- **Expense Clearing Account** and **Payment Option:** Set up in the **Create Company Account** dialog box

## How Expense Report Payment Requests Are Processed

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

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

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

### Process Expense Reports Containing Both Pay Corporate Card Transactions

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

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

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


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

### Run the Process Expense Reimbursement Program

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

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

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

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

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

- Expense amount and supporting details
- Tax event class and tax classification codes
- Project and task information
- Payment function and payment method

- Payee, whether employee or corporate card issuer
- Employee liability account or the corporate card issuer payment liability account


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

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

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

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

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

 **Note:** When a report contains cash expenses only, the Process Expense Reimbursement process creates an employee payment request, rather than a card issuer payment request.

Payment Options in Expense Reports for Corporate Card Transactions	Reimbursement Processes to Run	Payment Requests Created
<ul style="list-style-type: none"> <li>• Cash</li> <li>• Individual Pay</li> </ul>	Process Expense Reimbursements	Employee Payment Requests
Individual Pay Only	Process Expense Reimbursements	Employee Payment Requests
<ul style="list-style-type: none"> <li>• Cash</li> <li>• Both Pay</li> </ul>	Process Expense Reimbursements	<ul style="list-style-type: none"> <li>• Employee Payment Requests</li> <li>• Corporate Card Issuer Payment Requests</li> </ul>
Both Pay Only	Process Expense Reimbursements	Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> <li>• Cash</li> <li>• Company Pay</li> </ul>	<ul style="list-style-type: none"> <li>• Process Expense Reimbursements</li> <li>• Create Corporate Card Issuer Payment Requests</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Payment Requests</li> <li>• Corporate Card Issuer Payment Requests</li> </ul>
<ul style="list-style-type: none"> <li>• Individual Pay</li> <li>• Both Pay</li> </ul>	Process Expense Reimbursements	<ul style="list-style-type: none"> <li>• Employee Payment Requests</li> <li>• Corporate Card Issuer Payment Requests</li> </ul>
<ul style="list-style-type: none"> <li>• Cash</li> <li>• Individual Pay</li> <li>• Both Pay</li> </ul>	Process Expense Reimbursements	<ul style="list-style-type: none"> <li>• Employee Payment Requests</li> <li>• Corporate Card Issuer Payment Requests</li> </ul>
<ul style="list-style-type: none"> <li>• Individual Pay</li> </ul>	<ul style="list-style-type: none"> <li>• Process Expense Reimbursements</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Payment Requests</li> </ul>

Payment Options in Expense Reports for Corporate Card Transactions	Reimbursement Processes to Run	Payment Requests Created
<ul style="list-style-type: none"> <li>Company Pay</li> </ul>	<ul style="list-style-type: none"> <li>Create Corporate Card Issuer Payment Requests</li> </ul>	<ul style="list-style-type: none"> <li>Corporate Card Issuer Payment Requests</li> </ul>
<ul style="list-style-type: none"> <li>Cash</li> <li>Individual Pay</li> <li>Company Pay</li> </ul>	<ul style="list-style-type: none"> <li>Process Expense Reimbursements</li> <li>Create Corporate Card Issuer Payment Requests</li> </ul>	<ul style="list-style-type: none"> <li>Employee Payment Requests</li> <li>Corporate Card Issuer Payment Requests</li> </ul>
<ul style="list-style-type: none"> <li>Both Pay</li> <li>Company Pay</li> </ul>	<ul style="list-style-type: none"> <li>Process Expense Reimbursements</li> <li>Create Corporate Card Issuer Payment Requests</li> </ul>	Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> <li>Cash</li> <li>Both Pay</li> <li>Company Pay</li> </ul>	<ul style="list-style-type: none"> <li>Process Expense Reimbursements</li> <li>Create Corporate Card Issuer Payment Requests</li> </ul>	<ul style="list-style-type: none"> <li>Employee Payment Requests</li> <li>Corporate Card Issuer Payment Requests</li> </ul>
<ul style="list-style-type: none"> <li>Individual Pay</li> <li>Both Pay</li> <li>Company Pay</li> </ul>	<ul style="list-style-type: none"> <li>Process Expense Reimbursements</li> <li>Create Corporate Card Issuer Payment Requests</li> </ul>	<ul style="list-style-type: none"> <li>Employee Payment Requests</li> <li>Corporate Card Issuer Payment Requests</li> </ul>
Company Pay Only	<ul style="list-style-type: none"> <li>Process Expense Reimbursements</li> <li>Create Corporate Card Issuer Payment Requests</li> </ul>	Corporate Card Issuer Payment Requests

### Related Topics

- [Corporate Card Issuer Payment Requests for Company Pay Transactions: How They Are Processed](#)

## Expense Report Rejection Reasons: Explained

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

- Payment requests for employees
- Invoices for contingent workers

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

Types of expense report rejections include:

- Payment request rejections
- Invoice rejections

## Payment Request Rejections

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



Rejection Code	Rejection Reason	Corrective Action
INACTIVE_PERSON	Employee is inactive.	On the Manage Expenses System Options page, increase the number of days allowed after termination.
CREATE_PAYEE_FAILED	Application failed to create a payee.	Run the process with diagnostics turned on.  Review the log file.
ACCT DATE NOT IN OPEN PD	Accounting date isn't in an open period or can't be derived.	If the accounting date is in a closed period, the process advances the items to the next open period.  Ensure that at least one open accounting period exists.
INVALID DISTRIBUTION ACCT	Accounting code combination is invalid.	Verify whether any of the following rejection reasons caused the error and update accordingly: <ol style="list-style-type: none"> <li>1. Code combination ID is invalid.</li> <li>2. Distribution account segments are invalid.</li> <li>3. Distribution account isn't enabled or is inactive.</li> <li>4. Code combination ID isn't present in the general ledger.</li> </ol>
DOC CAT NOT REQD	Document sequencing isn't enabled, but the <b>Document Category Code</b> field is populated.	Enable document sequencing in your payables application.
DUPLICATE INVOICE NUMBER	Invoice number isn't unique.	Verify from the AP_INVOICES table or from the AP_HISTORY_INVOICES table whether an invoice with a similar number exists for the same business unit.  Correct data.
INVALID PAY CURR CODE	Payment currency code is invalid.	Verify the payment currency code in accounts payables.  Correct data if required.
INVALID DOC CATEGORY	Document category code is invalid.	The seeded document category code is populated on the invoice header and isn't synchronized with the invoice type.  Ensure that the document category is the same as the invoice type.
INVALID CURRENCY CODE	Invoice currency code is invalid.	Ensure that the invoice currency code is valid in your payables application.  Correct data if required.

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

## Invoice Rejections

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

Rejection Code	Rejection Reason	Corrective Action
INVALID_VENDOR	Supplier is invalid.	Verify that the supplier that is set up in your procurement application passes validation.  Make data corrections if required.
DUPLICATE_VENDOR	Supplier isn't unique.	Verify that the supplier that is set up in your procurement application is unique.

Rejection Code	Rejection Reason	Corrective Action
		Make data corrections if required.
INVALID_VENDOR_SITE	Supplier site is invalid.	Verify that the supplier site that is set up in your procurement application passes validation.  Make data corrections if required.

## 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:

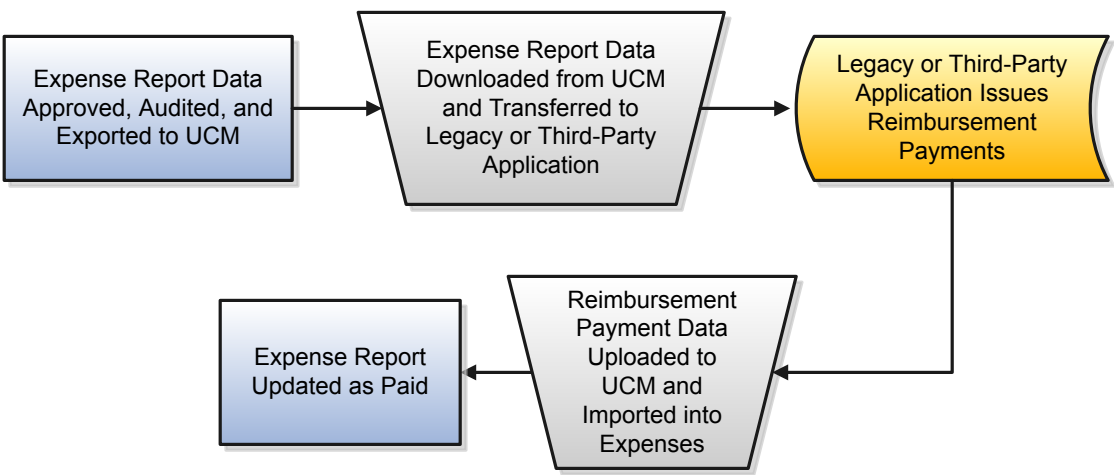
- Payables
- Third-party application

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.	<div>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:<ul style="list-style-type: none"><li>Process Expense Reimbursements and Cash Advances</li><li>Create Card Issuer Invoices</li></ul></div>	<div>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:<ul style="list-style-type: none"><li>Universal Content Manager (UCM) under the Export directory: <b>Navigators &gt; Tools &gt; File Import and Export</b> link.</li><li>Search Results section on the Scheduled Processes page: <b>Navigators &gt; Tools &gt; Scheduled Processes</b>.</li></ul></div> <div>UCM facilitates easy tracking and download of expense report data files.</div>
3.	From UCM under <b>fin/expenses/export directory</b> , 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.

Sequence	Action	Result
4.	<p>Your legacy or third-party application issues expense report reimbursement payments to:</p> <ul style="list-style-type: none"> <li>• Employees</li> <li>• Credit card issuers</li> </ul>	Employees and credit card issuers receive payments.
5	<p>To transfer reimbursement payment data from your legacy or third-party application, you upload your expense report reimbursement data to UCM under <b>fin/expenses/import directory</b>.</p>	<p>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.</p> <p>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.</p>
6	<p>From Expenses, you schedule the Update Expense Report Status process.</p>	<p>The Update Expense Report Status process automatically:</p> <ul style="list-style-type: none"> <li>• Updates the expense reports in Expenses as paid</li> <li>• Provides legacy or third-party reimbursement references in the paid expense reports</li> </ul>

## 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 **Navigators > 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 **Navigators > Tools > File Import and Export** link.

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.

## 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:

```
<?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>Santa 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>
```



# 5 Travel Authorization or Cash Advance Request

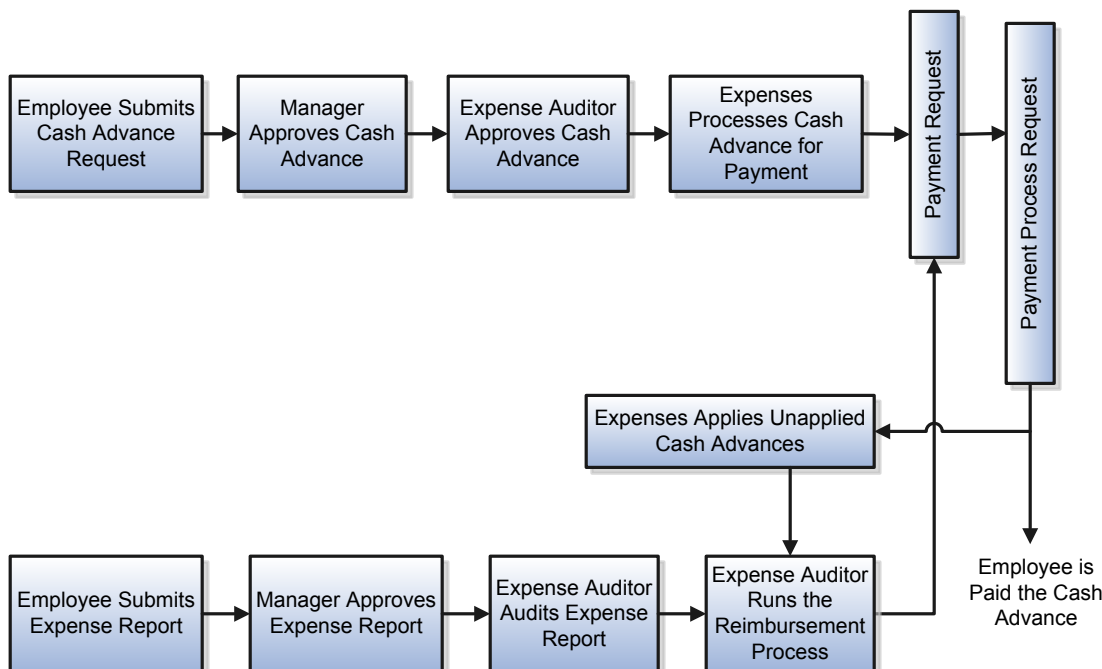
## Cash Advances: Explained

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

The cash advance process includes the following actions:

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

The following diagram illustrates the cash advance and expense report flows.



## Employee Submits a Cash Advance Request

The cash advance process begins when an employee requests a cash advance by completing the Request Cash Advance page. The page is accessible from the Cash Advances infotile on the Oracle Fusion Expenses work area. Expenses tracks all requests for cash advances by the employee.

## Approvers Approve the Cash Advance Request

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

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

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

## Expenses Requests a Payment Request

After required approvals, Expenses sends a payment request for the cash advance to Oracle Fusion Payables. Payables then sends a payment process request to Oracle Fusion Payments. Payments processes the request and deposits the amount requested into the employee's primary bank account. Expenses Cash Advance Clearing Account records outstanding cash advances that haven't been applied to an employee's expense report.

## Employee Submits an Expense Report

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

## Approvers Approve the Expense Report

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


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

## Expense Auditor Runs the Reimbursement Process

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

## Expenses Applies Any Unapplied Cash Advances

Expenses automatically applies available cash advances to the approved expense report. Payments processes the payment process request and the employee receives payment for the expense report amount minus the cash advance amount. Any unused cash advance amounts are applied to the next expense report or refunded to the company by the employee.

 **Note:** Expenses tracks overdue cash advance balances. A cash advance is overdue if an unapplied amount exists after the due date specified by the expense auditor.

## Travel Card Processing: Explained

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

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

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

Processing travel cards includes the following actions:

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

## Schedule the Upload Corporate Card Transactions Process

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

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

On the Upload Corporate Card Transactions page, ensure that you select the following parameters:

Parameters	Option
Process Type	Upload and validate
Corporate Card Program	Applicable travel card
Account Type choice list	Centrally-billed card

## View Upload Results

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

## Schedule the Create Corporate Card Issuer Payment Requests Process

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

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

On the Create Corporate Card Issuer Payment Requests page, ensure that you select the following parameters:

Parameters	Option
Corporate Card Program	Travel card
Account Type choice list	Centrally-billed card

## View Payment Requests Results

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

# FAQs for Travel Authorization or Cash Advance Request

## How can I receive my cash advance?

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

## 6 Credit Card Data

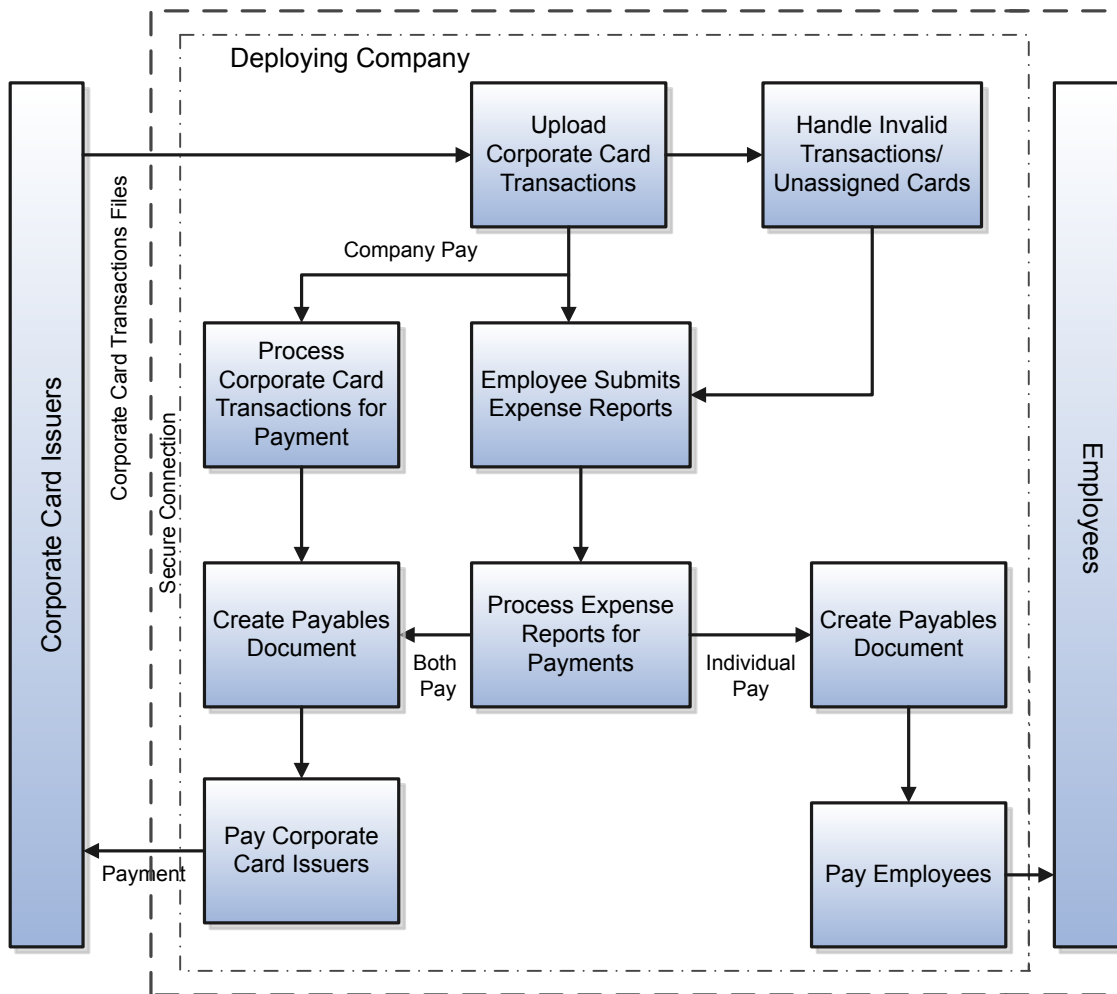
### Corporate Card Transaction Files: How They Are Processed

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

This figure shows an overview of the corporate card transaction files processing.



## A Setting That Affects Corporate Card Transaction Files

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

When creating a company account for a card program, select a payment option from the Payment Due From list on the Create Company Account page.

## How Corporate Card Transaction Files Are Processed

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

### Individual Pay


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

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

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.	<p>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.</p> <p>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.</p>
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.

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.	<p>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.</p> <p>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.</p> <p>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.</p>
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.	<p>After the expense report has been reviewed and approved, it's ready for invoice creation in Payables to facilitate payment processing.</p> <p>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.</p> <p>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.</p>

## 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.	<p>After the card issuer expense report is created, it's ready for invoice creation in Payables to facilitate payment processing.</p> <p>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.</p> <p>The corporate card issuer invoice contains a single accounting distribution for all corporate card expenses against the expense clearing account.</p>

#### Related Topics


- [Payment Liability: Critical Choices](#)

## Uploading Corporate Card Transactions with Encrypted Card Numbers: Explained

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

Encrypting corporate card numbers:

- Prevents fraudulent activity by employees or administrators.
- Protects your corporate cards from hackers.

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


Encrypted corporate card numbers have digits that are both masked and unmasked. Expenses supports the following formats for encrypted corporate card numbers:

- American Express GL1025 files:
  - Last five digits unmasked
  - Last six digits unmasked

- Last seven digits unmasked
- MasterCard CDF3 files:
  - Last four digits unmasked

When encrypted American Express GL1025 files are uploaded to Expenses, they are stored as follows:

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

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


## 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.
  - The server must be externally accessible.
  - The server must have a valid certificate, such as Verisign.
2. Create the outbox directory on the server.
  - Create a directory called on the HTTPS server to receive corporate card transaction files.
  - Secure the directory with a user name and password.
  - Enable the directory so it's visible to external users who have read access.

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

## Configuring the Corporate Card Programs Setup

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

1. In the Upload Parameters section on the Create or Edit Corporate Card Programs page, do the following:
  - 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.

## 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:

**$$[(\text{Detail transactions arrival date} - \text{Main transactions arrival date}) + \text{Most recent merchant wait days for the main transactions upload}] / 2$$**

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	0 Days	May 1	May 1
			The merchant has never provided detail transactions. Therefore no merchant wait	The merchant didn't provide details transactions. Therefore the	Available immediately.	Available immediately.

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
			days exist in the application.	application doesn't wait.		
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
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

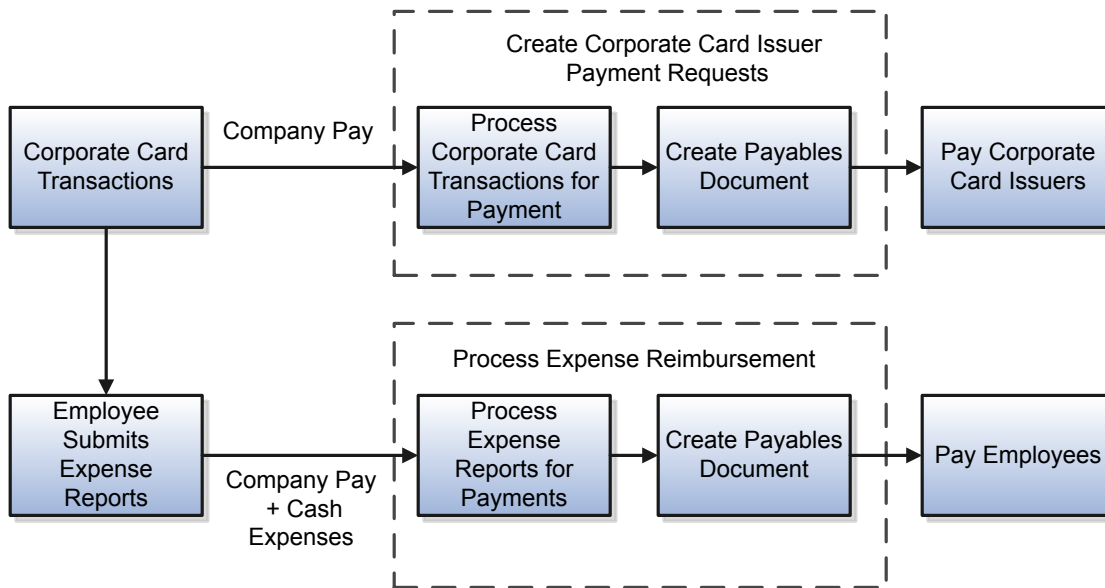
You can run the Create Corporate Card Issuer Payment Requests process to generate payment requests for corporate card issuers when there are corporate cards that use the Company Pay payment option. The Create Corporate Card Issuer Payment Requests process is run only when the Company Pay payment option 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
<ul style="list-style-type: none"> <li>• Cash</li> <li>• Company Pay</li> </ul>	<ul style="list-style-type: none"> <li>• Process Expense Reimbursements</li> <li>• Create Corporate Card Issuer Payment Requests</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Payment Requests</li> <li>• Corporate Card Issuer Payment Requests</li> </ul>
<ul style="list-style-type: none"> <li>• Individual Pay</li> <li>• Company Pay</li> </ul>	<ul style="list-style-type: none"> <li>• Process Expense Reimbursements</li> <li>• Create Corporate Card Issuer Payment Requests</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Payment Requests</li> <li>• Corporate Card Issuer Payment Requests</li> </ul>
<ul style="list-style-type: none"> <li>• Cash</li> <li>• Individual Pay</li> <li>• Company Pay</li> </ul>	<ul style="list-style-type: none"> <li>• Process Expense Reimbursements</li> <li>• Create Corporate Card Issuer Payment Requests</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Payment Requests</li> <li>• Corporate Card Issuer Payment Requests</li> </ul>
<ul style="list-style-type: none"> <li>• Both Pay</li> <li>• Company Pay</li> </ul>	<ul style="list-style-type: none"> <li>• Process Expense Reimbursements</li> </ul>	Corporate Card Issuer Payment Requests

Expense Report Payment Options for Corporate Card Transactions	Process Run	Payment Requests Created
	<ul style="list-style-type: none"> <li>Create Corporate Card Issuer Payment Requests</li> </ul>	
<ul style="list-style-type: none"> <li>Cash</li> <li>Both Pay</li> <li>Company Pay</li> </ul>	<ul style="list-style-type: none"> <li>Process Expense Reimbursements</li> <li>Create Corporate Card Issuer Payment Requests</li> </ul>	<ul style="list-style-type: none"> <li>Employee Payment Requests</li> <li>Corporate Card Issuer Payment Requests</li> </ul>
<ul style="list-style-type: none"> <li>Individual Pay</li> <li>Both Pay</li> <li>Company Pay</li> </ul>	<ul style="list-style-type: none"> <li>Process Expense Reimbursements</li> <li>Create Corporate Card Issuer Payment Requests</li> </ul>	<ul style="list-style-type: none"> <li>Employee Payment Requests</li> <li>Corporate Card Issuer Payment Requests</li> </ul>
Company Pay only	<ul style="list-style-type: none"> <li>Process Expense Reimbursements</li> <li>Create Corporate Card Issuer Payment Requests</li> </ul>	Corporate Card Issuer Payment Requests

### Related Topics

- [Expense Report Payment Requests: How They Are Processed](#)
- [Payment Liability: Critical Choices](#)

## FAQs for Credit Card Data


### How can I enforce corporate card usage policies?

Your company can set up corporate card usage rules to enforce its policies regarding the use of corporate cards. On the Manage Corporate Card Usage Policies page, you can define the allowable amount for each expense category that can be charged as a cash expense. 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.



# 7 Trips

## 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	<p>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.</p> <p>When the process is subsequently run, the expense report is updated with any new corporate card transactions that are related to the trip.</p> <p>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.</p>
Application initiates upon trip completion	<p>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.</p> <p>When the process is subsequently run, the expense report is updated with any new corporate card transactions that are related to the trip.</p> <p>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.</p>

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

# Glossary

## **both pay**

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

## **business - employee paid**

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

## **company pay**

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

## **corporate card issuer payment liability account**

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

## **eFolio**

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

## **employee liability account**

Account that records the amount the company reimburses employees for expenses authorized on expense reports.

## **expense analytics**

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

## **individual pay**

The employee pays the corporate card issuer for all corporate card transactions.

## **Level 3**

Detailed corporate card transactions.

## **payment request**

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

