

**Oracle® Fusion Applications Workforce Deployment, Expenses
Guide**

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Oracle® Fusion Applications Workforce Deployment, Expenses Guide

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Preface

This Preface introduces the guides, online help, and other information sources available to help you more effectively use Oracle Fusion Applications.

Oracle Fusion Applications Help

You can access Oracle Fusion Applications Help for the current page, section, activity, or task by clicking the help icon. The following figure depicts the help icon.



You can add custom help files to replace or supplement the provided content. Each release update includes new help content to ensure you have access to the latest information. Patching does not affect your custom help content.

Oracle Fusion Applications Guides

Oracle Fusion Applications guides are a structured collection of the help topics, examples, and FAQs from the help system packaged for easy download and offline reference, and sequenced to facilitate learning. You can access the guides from the **Guides** menu in the global area at the top of Oracle Fusion Applications Help pages.

Note

The **Guides** menu also provides access to the business process models on which Oracle Fusion Applications is based.

Guides are designed for specific audiences:

- **User Guides** address the tasks in one or more business processes. They are intended for users who perform these tasks, and managers looking for an overview of the business processes. They are organized by the business process activities and tasks.
- **Implementation Guides** address the tasks required to set up an offering, or selected features of an offering. They are intended for implementors. They are organized to follow the task list sequence of the offerings, as displayed within the Setup and Maintenance work area provided by Oracle Fusion Functional Setup Manager.
- **Concept Guides** explain the key concepts and decisions for a specific area of functionality. They are intended for decision makers, such as chief financial officers, financial analysts, and implementation consultants. They are organized by the logical flow of features and functions.

- **Security Reference Manuals** describe the predefined data that is included in the security reference implementation for one offering. They are intended for implementors, security administrators, and auditors. They are organized by role.

These guides cover specific business processes and offerings. Common areas are addressed in the guides listed in the following table.

Guide	Intended Audience	Purpose
Common User Guide	All users	Explains tasks performed by most users.
Common Implementation Guide	Implementors	Explains tasks within the Define Common Applications Configuration task list, which is included in all offerings.
Information Technology Management, Implement Applications Guide	Implementors	Explains how to use Oracle Fusion Functional Setup Manager to plan, manage, and track your implementation projects, migrate setup data, and validate implementations.
Technical Guides	System administrators, application developers, and technical members of implementation teams	Explain how to install, patch, administer, and customize Oracle Fusion Applications.

For guides that are not available from the Guides menu, go to Oracle Technology Network at <http://www.oracle.com/technetwork/indexes/documentation>.

Other Information Sources

My Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Use the My Oracle Support Knowledge Browser to find documents for a product area. You can search for release-specific information, such as patches, alerts, white papers, and troubleshooting tips. Other services include health checks, guided lifecycle advice, and direct contact with industry experts through the My Oracle Support Community.

Oracle Enterprise Repository for Oracle Fusion Applications

Oracle Enterprise Repository for Oracle Fusion Applications provides visibility into service-oriented architecture assets to help you manage the lifecycle of your software from planning through implementation, testing, production,

and changes. In Oracle Fusion Applications, you can use the Oracle Enterprise Repository for Oracle Fusion Applications at <http://fusionappsoer.oracle.com> for:

- Technical information about integrating with other applications, including services, operations, composites, events, and integration tables. The classification scheme shows the scenarios in which you use the assets, and includes diagrams, schematics, and links to other technical documentation.
- Publishing other technical information such as reusable components, policies, architecture diagrams, and topology diagrams.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/us/corporate/accessibility/index.html>.

Comments and Suggestions

Your comments are important to us. We encourage you to send us feedback about Oracle Fusion Applications Help and guides. Please send your suggestions to oracle_fusion_applications_help_ww_grp@oracle.com. You can use the **Send Feedback to Oracle** link in the footer of Oracle Fusion Applications Help.

Enter Expense Report

Entering Cash Expense Items: Points to Consider

Oracle Fusion Expenses offers you two methods for cash expense entry. To enter cash transactions, you can choose from the following options at any time:

- Use the Expenses Work Area for expense entry online.
- Use an expense spreadsheet for expense entry offline.

Using the Expenses Work Area for Expense Entry Online

You can use the Expenses Work Area to enter cash and corporate card transactions as expense items. Once entered, you can:

- Save the expense items temporarily in the Expense Items region of 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 an Expense 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 online application enables you to:

- Easily and conveniently track cash expenses items offline.
- Upload cash expense items to one of three locations: the Expenses Work Area as a group of pending expense items or to a new or existing expense report as additions.
- Upload cash expense items 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 hierarchical expense types. In this case, itemizations appear automatically in the Business tab or Personal Tab of the Expense Items region of the Overview page and employees do not have to itemize expenses manually.
- Corporate cards are not 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 setup 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. On the **Overview** page in the Expense Items region on the Business tab or the Personal tab, click **Create Expense Item** to open the initial view of the **Create Expense Item** dialog box.

Note

You can also start itemizing by clicking **Create Expense Item** from within a new or existing expense report in the Expense Reports region on the **Overview** page.

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

Field	Value
Date	Any
Expense Template	Travel
Expense Type	Hotel
Expense Class	Business
Amount	283.50
Merchant Name	Hilton Hotel
Description	One night's stay during the Strategy Conference
Taxpayer ID	95-07438241

3. Click **Itemize** to open the refreshed view of the **Create Expense Item** dialog box.
4. On the **Create Expense Item** dialog box, complete the fields as shown in the following table.

Field	Value
Date	Any

Expense Template	Any
Expense Type	Room Charge
Amount	100
Company	01
Department	520
Amount	95
Company	02
Department	680

5. Click **Add Line**.
6. On the **Create Expense Item** dialog box, complete the fields as shown in the following table.

Field	Value
Expense Type	Meals
Amount	70

7. Click **Add Line**.
8. On 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 region decreases as you itemize each additional expense.

Field	Value
Expense Type	Bar
Expense Class	Personal
Amount	10

9. Click **Save and Close** if you want to automatically add the newly created expense items to the **Overview** page, Expense Items region, Business and Personal tabs.
10. Click **Save and Create Another** if you want to create new expense items.
11. Click **Add to New Report** if you want to add the newly itemized expenses to a new expense report.
12. Click **Add to Existing Report** if you want to add the newly itemized expenses to an existing expense report.

Classifying a Business Expense as Business - Employee Paid: Example

Business - Employee Paid is 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. 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 and it has been enabled. In the Both Pay scenario, the employer reimburses the card issuer for corporate card expenses and the employee pays 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 held 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, as the employee, has already paid the business expenses. This scenario is an exception, rather than the rule, because typically the employer reimburses the card provider, rather than the employee.

FAQs for Enter Expense Report

What's an expense template?

An expense template is an administrator-defined list of related expense types. When you enter expenses on your expense report, you must select a specific expense template. The template you select enables you to see a list of related expense types from which you select one.

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 by the administrator during setup.

An expense item is the actual expense that was incurred and 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. Also

depending on setups, you can 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 completing an expense report for corporate card expenses incurred, an employee specifies expense types and expense items as Business, Personal, or Business - Employee Paid expenses. Typically, the employer reimburses the corporate card provider for business expenses claimed by an employee on an expense report.

Business - Employee Paid is a business expense classification where an employee pays the corporate card provider for corporate card expenses incurred. This expense classification indicates that the deploying company will reimburse the employee, rather than the corporate card provider.

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 and it has been enabled. In the Both Pay scenario, the employer reimburses the card issuer for corporate card expenses and the employee pays for personal expenses.

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

To enter project and task information on an expense report, you must have the duty role, Project Expense Allocation Duty, assigned to you and the expense type must be project-enabled.

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

To enter expense items on an expense report for a different account or cost center, you must have the duty role, Expense Account Allocation Duty, assigned to you.

How can I resolve a corporate card dispute?

If you have a dispute with a card issuer, you must actually contact the card provider to resolve the corporate card dispute. Recording the dispute in the application does not resolve the dispute.

When do I download the expense spreadsheet?

It is desirable to periodically connect to the application when using the ADFdi-enabled expense spreadsheet offline to enter cash expenses, so you can view the most recent expense template values in the spreadsheet after they are 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 information. Spreadsheet values that will be 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, only cash transactions, rather than corporate card transactions, can be entered in the expense spreadsheet. The spreadsheet enables you to conveniently record cash transactions that are incurred when you are disconnected from the application. Corporate card transactions are automatically tracked by the application when the corporate card feed file is imported.

How can I activate a primary bank account?

A primary bank account is one in which cash advances and expense reimbursements are deposited. To activate a primary bank account, access the Manage Bank Accounts page by clicking the **Manage Bank Accounts** link in the Tasks pane 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 green check mark appears in the Primary column on the bank account line you selected.

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

Note

You can only have one primary bank account.

Approve Expense Report

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, typically a manager or a supervisor, who reviews the request for approval and takes appropriate approval 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 expense approval by the appropriate approval authority. 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, where the approval notification is sent to the applicable 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 Approve Expense Report

What are the expense report approval actions available to me?

Expense report approval actions include the following:

- **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?

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

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

The History region of the 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 region of the expense report.

How can I view receipt images in expense reports?

You can fax or E-Mail your expense report receipts to Payables, along with the expense report confirmation page, which contains the unique bar code on your report. Oracle Fusion Document Capture (OFDC) and Oracle Fusion Imaging and Process Management (OFIPM) process, attach, and store the receipt images. The Business Process Execution Language (BPEL) process then initiates the approval flow by sending the approval request notifications to the approvers.

What's the reason I have not been notified of my employee's expense report submission?

An approver may not be notified of an employee's expense report submission for the following reasons:

- The expense report was automatically approved because it was an immaterial amount less than some predefined amount.
- The Approval process could not identify the approver 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 for this expense report.
- The preceding approver in the approval flow has not yet approved the expense report.
- A vacation rule is still activated, so the expense report approval notification is 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, three tables provide you with historical expense report information for this employee on recent similar expenses, recurring violations, and recent returned expense reports.

Audit Expense Report

Audit Expense Report: Overview

After approval of an individual's expense report by the applicable approvers, the Audit Expense Report activity enables an expense auditor to examine, verify, and if necessary, adjust or short pay any expense report amounts to be paid. Expense auditors can take various actions, which include completing audits, rejecting expense reports, requesting additional information from individuals, warning individuals, waiving receipts, releasing payment holds, and confirming managers' approval.

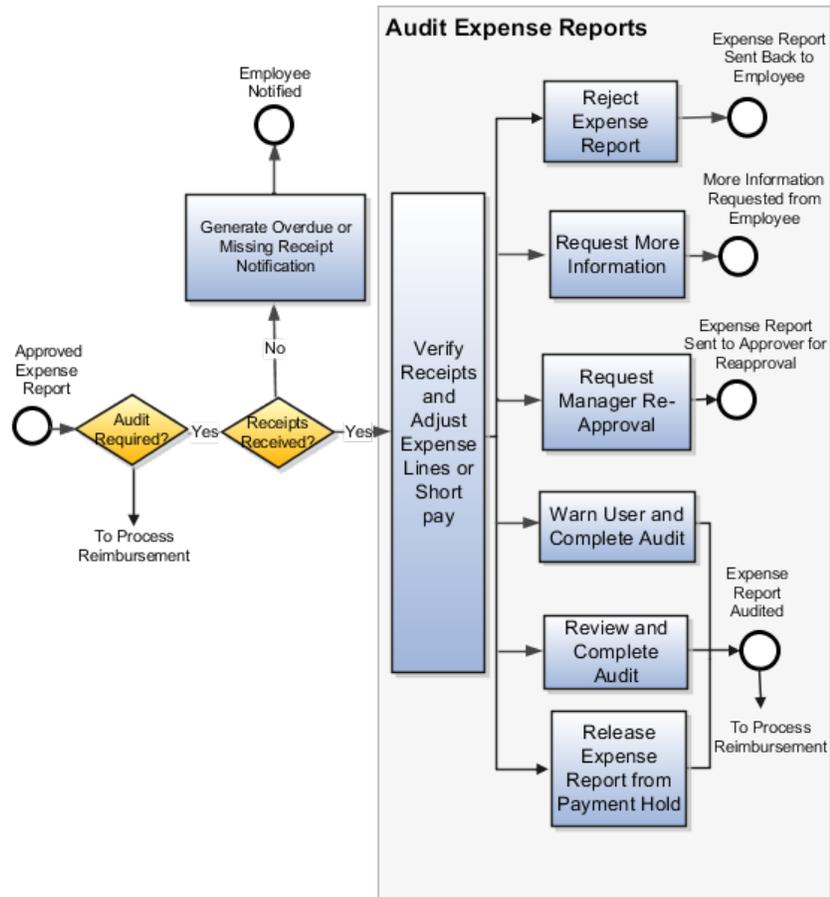
Receipt management is an integral component of auditing expense reports. Your company creates receipt and notification rules that determine when to send notifications to individuals and when to place payment holds on expense reports due to missing or overdue receipts. Your company schedules and periodically runs processes that generate missing and overdue receipt notifications that are sent to applicable employees, as well as check whether any payment hold rules are in effect. When individuals comply by submitting their missing or overdue original receipts, their expense reports can 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, you can access the Auditing work area from the Expenses work area by navigating as follows: **Navigator -> Expenses -> Auditing**.

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



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 that was created on the Create Audit List Rule page was 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.

Oracle Fusion Expenses lets you:

- Automatically add employees to and remove them from the audit list.
- Manually add employees to or remove them from the audit list.
- Manually add employees to or remove them from the audit list while auditing an expense report.

Automatically Add Employees to and Remove Them From the Audit List

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

- 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 any audit list rules you select are violated by employees.

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, which form an audit list rule.

Audit list rules are criteria that Expenses uses to automatically place employees on the audit list if the audit list rules that you select are violated by employees.

- Also on the Create Audit List Rule page, 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 number of days he or she remains on the audit list, the application resets the count for the 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 region.

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 to complete the process.

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 or she is inactivated on the Manage Audit List Membership page.

Tip

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.

Tip

For both automatic and manual additions to 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 Employees to or Remove Them 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:

- Majority of expenses under the receipt threshold
- High frequency of same expenses
- Disproportionate number of cash expenses
- Violation of company policy

You can manually add employees to the audit list on the Manage Audit List Membership page by performing the following action:

- Click the Add icon button to search for and manually add an employee to the audit list.

Note

You can select an audit selection rule on the Create Expense Report Audit Selection page, such as **Audit expense reports of individuals on the audit list**, that automatically selects expense reports for employees who are on the audit list, but you do not have to also create an audit list rule on the Create Audit List Rule page for which violators will be automatically added to the audit list. If an employee was not automatically added to the audit list through the Create Expense Report Audit Selection page or the Create Audit List Rule page, you can always manually add him or her.

You can manually remove employees from the audit list on the Manage Audit List Membership page by performing the following actions:

- Specify an end date. If no end date is specified, an employee remains on the audit list indefinitely.
- Select a reason from the Audit List Addition Reason choice list:
 - Satisfies company policies
 - Reason for addition no longer relevant

Manually Add Employees to or Remove Them From the Audit List While Auditing an Expense Report

While auditing an expense report on the Audit Expense Report page, you can manually add employees to the audit list by performing the following actions:

- Select the **Add to audit list** check box if visible.
- Select a reason from the **Reason** choice list:

- Majority of expenses under the receipt threshold
- High frequency of same expenses
- Disproportionate number of cash expenses
- Violation of company policy

While auditing an expense report on the Audit Expense Report page, you can manually remove employees from the audit list by performing the following actions:

- Select the **Remove from audit list** check box if visible.
- Select a reason from the **Reason** choice list:
 - Satisfies company policies
 - Reason for addition no longer relevant

Audit Actions: Explained

Audit actions are actions that the auditor can take on expense reports by selecting the appropriate option on the Audit Expense Report page. When an expense auditor selects a particular option from the Actions menu, he is presented with a dialog box in which he enters pertinent information. With the exception of the Complete Audit and the Waive Receipts and Complete Audit audit actions, the dialog box triggers a notification that is sent to the employee. Notifications are sent by E-Mail or they can be accessed through the Worklist from any Fusion Application. If an expense report has not received approval from the employee's manager, the expense auditor cannot audit the expense report or take any audit actions.

Audit actions include the following:

- 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 selected by an expense auditor and the contents of the expense report, Expenses recalculates the expense report status.

Complete Audit

To complete an audit, click the Complete Audit button in the Audit Expense Report page. This action occurs after all approvals are complete and after the

expense auditor has completed the expense report audit. Selecting this action results in the following:

- No action is required from the employee.
- 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 made by the expense auditor 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 on 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 the auditor. Selecting this 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 an expense auditor rejects an expense report, Expenses discards any line adjustments made by the expense auditor. Line adjustments are changes to the expense amount by the expense auditor, which modifies the amount that the individual will be reimbursed.

Request More Information

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

- The employee does not need to resubmit the returned expense report, but he must reply to the notification before the reimbursement process can continue.
- The expense report status remains Pending Payables Approval.
 - After a number of days, the expense report is returned to the employee as an updateable expense report in a Returned status. This occurs when the current date, less the date the expense auditor requested more information, is greater than or equal to the number of days as defined by setup.
- The expense auditor 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 already complete and therefore approved, select the **Waive Receipts** option from the Actions menu in the header on the Audit Expense Report page. Selecting this action results in the following:

- The employee does not 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 on the Audit Expense Report page. This action is available only if the expense auditor has not already processed the expense report and when the expense report contains expense items that require receipts that have not yet been received. Selecting this action initiates the following:

- The employee does not receive a notification.
- The employee does not 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 on the Audit Expense Report page. The employee receives a notification that includes the reason for the action and any additional instructions entered by the expense auditor. Selecting this action results in the following:

- A notification is sent to the employee that advises him to review company policies.
- 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 on 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 this 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 on 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 entered by the expense auditor. Selecting this action results in the following:

- Any changes that the expense auditor 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.
- The expense auditor who requested manager approval will continue to be assigned to this expense report.

Missing Receipts: How They Are Processed

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

Settings That Affect Missing Receipts

The settings that affect missing receipts are the following:

- **Receipt missing** check box on the **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 in the Receipt Tracking region 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 in a notification
This button is clicked by the individual to indicate receipts are missing.

How Missing Receipts Are Processed

Your company has 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, in turn, 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 and, based on that setup, sends you either a missing receipt notification or a missing receipt declaration notification.

If your receipt tracking setup requires you to replace missing receipts with a completed missing receipt declaration form, the declaration form serves as an official substitute for required receipts. When the expense auditor receives the missing receipt declaration, the audit and payment process can proceed, and you will not receive subsequent reminders for missing receipts that are considered overdue.

Overdue Receipts: How They Are Processed

You can set up Expenses to automatically track expense reports for overdue receipts after expense report submission. Overdue expense report receipts are those that are required by your company, but not yet sent by the individual. Overdue receipts can be imaged, original, or both. To check for overdue expense report receipts, Expenses runs a process and, based on receipt tracking setup, 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 in the Receipt Tracking region 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 in the Receipt Tracking region 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** choicelist in the Receipt Tracking region 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 Expiration and Escalation Policy region on the Event Driven tab for the task named FinExmWorkflowExpenseApproval

The escalation policy is set up by the implementer in the BPM Worklist.

How Overdue Receipts Are Processed

Based on its overdue receipt policy, 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 and if it is, 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, then 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 has not received imaged or original receipts after expense report submission. Expenses compares the expense 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, then 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 applicable 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 region on the Create Receipt and Notification Rule page. You can then schedule and periodically run the Process Expense Report Reimbursement process, which checks 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 are not received or when they are overdue. When expense report payment hold rules are implemented, reimbursement to the individual or payment to the corporate card issuer cannot occur until expense reports holds are released. The Process Expense Report Reimbursement process also checks whether expense report holds can be released.

Payment holds are released in the following ways:

- The expense auditor manually releases the payment hold at his discretion 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 does not create payment requests for expense reports that have missing or overdue receipts.

Holding expense report payments from individuals and corporate card issuers can include any of the following options:

- Hold payment until receipts are received.

Each expense report payment is held if required receipts are not received.

- Hold payment if receipts are overdue.

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

Note

If an expense report is placed on payment hold due to overdue or missing corporate card transaction receipts, then neither the individual nor the corporate card issuer is reimbursed. This 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 hold at his discretion.

Note

By default, payments are not held for project-only expense reports. However, an implementer can specify inclusion of project-only expense reports as eligible for payment holds by selecting the **Apply hold rules to expense reports where every expense line contains project related information** check box in the Expense Report Payment Hold region on the Create Receipt and Notification Rules page.

FAQs for Audit Expense Report

How can I assign expense reports to myself or to my direct reports for audit?

You can search for available expense reports to assign to yourself or to your direct reports from two locations in Expenses. The primary location is the Overview page in the Auditing work area where you can select the **Unassigned Expense Reports** option from the Saved Search choice list in the Search Expense Reports pane and then click the **Search** button.

The secondary location is the Manage Expense Reports page. To access the Manage Expense Reports page, click the **Manage Expense Reports** link in the Tasks pane on the Overview page. Then select the **Unassigned Expense Reports** option from the Saved Search choice list in the Search region, and click the **Search** button. Alternatively, you can select the **Pending Audit** option from the Report Status choice list and also select the **No** option from the Assigned choice list in the Search region, and click the **Search** button. Both search methods display expense reports in the Search Results region that are available for audit.

If you do not have any direct reports, select an expense report in the Search Results region and click the **Assign to Expense Auditor** button. This action assigns the selected expense report to you.

If you do have direct reports, select an expense report in the Search Results region, and click the **Assign to Expense Auditor** button to invoke a dialog box with a list of your direct reports who have the privilege to audit expense reports for the associated business unit. 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 expense reports for the Vision Operations and Vision Services business units, assign the Expense Auditor Vision Operations and Expense Auditor Vision Services data roles, respectively, to the expense auditor.

How can I check in an original receipt package?

You can check in an original receipt package from three locations in Expenses. The first location is the Overview page in the Auditing work area where you can use two methods to check in an original receipt package. You can select the **Bar Code** option from the choice list in the Search Expense Reports pane, scan the bar code on the cover sheet using a bar code scanner, and click the **Search** button. Alternatively, you can select the **Expense Report Number** option from the choice list in the Search Expense Reports pane, and click the **Search** button. Either action opens the Check In Receipt Package page where you must enter the date you received the original receipt package. You can also optionally enter the expense report filing number.

The second check in location is the Manage Receipt Packages page where you can use the same methods previously mentioned.

The third check in location is the Audit Expense Report page where you can check in an original receipt package when you audit an expense report. On the page header, you must enter the date you received the original receipt package, and you can also optionally enter the expense report filing number.

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 region on the Audit Expense Report page for those expense items that are questionable. Additionally, select an audit issue for those 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 containing the approved expense lines is ready for payment, whereas the short paid expense report containing the short paid, that is, rejected expense 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 he can delete it.

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

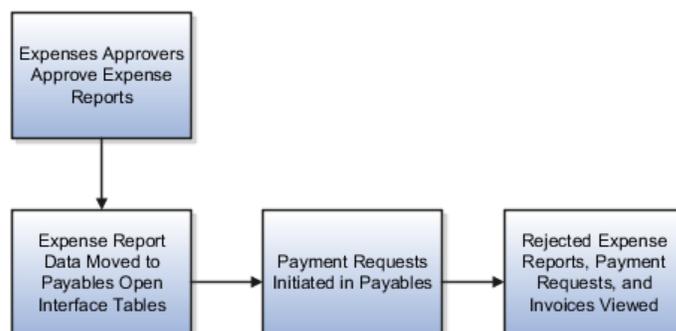
Yes. To request confirmation of a prior approval from a manager when the expense report is assigned to you for audit, select the **Confirm Manager Approval** option from the **Actions** choice list on the Audit Expense Report page. The first approver, as evaluated by the applicable approval rules, receives a notification that includes a specific read-only instruction and any additional instructions entered by the expense auditor. After the first approver confirms approval, the expense report continues through the approval list and then returns to the expense auditor for audit completion.

Process Expense Reimbursements

Expense Report Payment Requests: How They Are Processed

Oracle Fusion Expenses provides reimbursement functionality that ensures corporate card issuers and employees are reimbursed for business expenses. Expenses uses Oracle Fusion Payables to process expense reports for reimbursement. To reimburse card issuers and employees, the expense auditor runs the Process Expense Reimbursement process and the corporate card administrator runs the process, Create Corporate Card Issuer Payment Requests. After payment requests are created in Payables, corporate card issuers and employees are paid by Oracle Fusion Payments. This topic explains how payment requests are generated in Expenses and how they are processed in Payables.

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 are the following:

- **Employee Liability Account**, which is set up as a system option in 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**, which is set up in Payables
- **Expense Clearing Account and Payment Option**, which are set up in the Create or Edit Company Account popup

How Expense Report Payment Requests Are Processed

Expense reports are ready for reimbursement processing after expense report approval processing is complete. After approval, expense reports that contain corporate card transactions require additional processing if the payment option is Both Pay for the company accounts associated with the corporate card transactions.

After expense report approval, the following stages of expense report processing occur:

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

Processing Expense Reports Containing Both Pay Corporate Card Transactions

Processing Both Pay expense reports is automatically initiated by the approval process when the expense report approval process is complete. 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 identified by appending a .1 to the original expense report number. If there are corporate card transactions for more than one card in the expense report, a new expense report is created for the transactions for each card and is appended as .1, .2, and so on.

The project and task information, tax classification codes, and accounting distributions from the original expense report are not copied into the corporate card issuer expense report. 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.

Running the Process Expense Reimbursement Program

Expense auditors run the Process Expense Reimbursement program to process expense reports in Expenses and to create payment requests for payments in Payables. This process has the following components:

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

The Process Expense Reimbursement program selects all expense reports that are ready for reimbursement processing and creates header and lines records for each expense report in the Payables 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 record does not exist for an employee who needs to be reimbursed, the application creates a payee record in Payments.

Each expense report has one corresponding header record in the Payables 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 process creates reversal lines in the Payables Open Invoice Interface tables so the employee invoice can derive the net amount due to the employee.

After populating the Payables 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 Payables Invoice Open Interface tables. When there is no accounting distribution for a line item in the Payables 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 Payables Open Invoice Interface tables if there are errors, such as dates in closed accounting periods or invalid payment methods. The Process Expense Reimbursement program removes the rejected records from the interface table and updates the status of the expense reports to Payables Rejected. The expense auditor then takes the necessary action to reprocess these expense reports for reimbursement. The Process Expense Reimbursement program selects all the Payables Rejected expense reports for reprocessing whenever it is run.

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 for payment in Payments.

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.

Note

When the expense report contains only cash expenses, then the Process Expense Reimbursement process runs and creates employee payment requests.

Payment Options in Expense Reports for Corporate Card Transactions	Process Run	Payment Requests Created
<ul style="list-style-type: none"> • Cash • Individual Pay 	Process Expense Reimbursements	Employee Payment Requests

Individual Pay Only	Process Expense Reimbursements	Employee Payment Requests
<ul style="list-style-type: none"> • Cash • Both Pay 	Process Expense Reimbursements	<ul style="list-style-type: none"> • Employee Payment Requests • Corporate Card Issuer Payment Requests
Both Pay Only	Process Expense Reimbursements	Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> • Cash • Company Pay 	<ul style="list-style-type: none"> • Process Expense Reimbursements • Create Corporate Card Issuer Payment Requests 	<ul style="list-style-type: none"> • Employee Payment Requests • Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> • Individual Pay • Both Pay 	Process Expense Reimbursements	<ul style="list-style-type: none"> • Employee Payment Requests • Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> • Cash • Individual Pay • Both Pay 	Process Expense Reimbursements	<ul style="list-style-type: none"> • Employee Payment Requests • Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> • Individual Pay • Company Pay 	<ul style="list-style-type: none"> • Process Expense Reimbursements • Create Corporate Card Issuer Payment Requests 	<ul style="list-style-type: none"> • Employee Payment Requests • Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> • Cash • Individual Pay • Company Pay 	<ul style="list-style-type: none"> • Process Expense Reimbursements • Create Corporate Card Issuer Payment Requests 	<ul style="list-style-type: none"> • Employee Payment Requests • Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> • Both Pay • Company Pay 	<ul style="list-style-type: none"> • Process Expense Reimbursements • Create Corporate Card Issuer Payment Requests 	Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> • Cash • Both Pay • Company Pay 	<ul style="list-style-type: none"> • Process Expense Reimbursements • Create Corporate Card Issuer Payment Requests 	<ul style="list-style-type: none"> • Employee Payment Requests • Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> • Individual Pay • Both Pay • Company Pay 	<ul style="list-style-type: none"> • Process Expense Reimbursements • Create Corporate Card Issuer Payment Requests 	<ul style="list-style-type: none"> • Employee Payment Requests • Corporate Card Issuer Payment Requests
Company Pay Only	<ul style="list-style-type: none"> • Process Expense Reimbursements • Create Corporate Card Issuer Payment Requests 	Corporate Card Issuer Payment Requests

Request Travel Authorization or Cash Advance

Cash Advances: Explained

A cash advance is an advance payment to an employee that covers out-of-pocket and incidental expenses while traveling or legitimate business expenses. Two business flows are impacted by a cash advance request. One flow processes the cash advance request and the other flow applies the cash advance to the employee's expense report.

The cash advance process begins when an employee requests a cash advance by completing the **Request Cash Advance** dialog box that is accessible in the Cash Advances region on the Expenses work area. Expenses tracks all requests for cash advances by the employee. After completing the cash advance request, the employee submits it to his manager for approval. If the manager approves the cash advance request, Expenses sends it to the expense auditor for approval. If the manager rejects the cash advance request, Expenses returns it to the employee. If the expense auditor rejects the cash advance request, Expenses returns it to the employee. If the expense auditor approves the cash advance request, he specifies a due date by which the cash advance must be applied to the employee's expense report. After the mandatory approvals, Expenses sends a payment request for the cash advance to Oracle Fusion Payables which, in turn, sends a payment process request to Oracle Fusion Payments. Payments processes the payment process request and deposits the amount of the requested cash advance into the employee's primary bank account. The Cash Advance Clearing Account records the cash advances that are owed to the company.

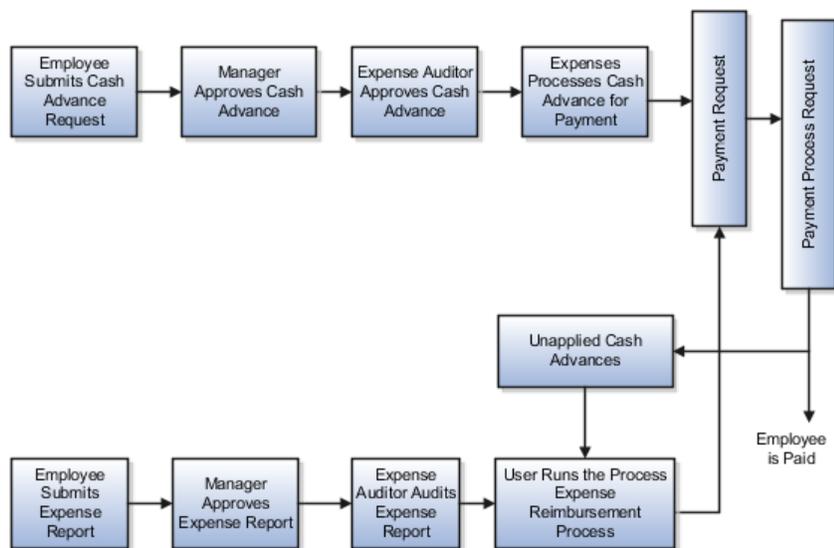
After incurring business expenses, the employee creates and submits an expense report to his manager for approval. If the manager rejects the expense report, it is returned to the employee. If the manager approves the expense report, it is sent to the expense auditor for approval. The expense auditor audits the expense report. If the expense auditor rejects the expense report, it is returned to the employee. After the expense report is approved, the expense auditor then runs the Process Expense Reimbursement process. When this process applies all the unapplied cash advance amounts to the expense report, the process clears the Cash Advance Clearing Account and charges the expense to the applicable expense account. The process then sends a payment request for the reimbursement to Oracle Fusion Payables which, in turn, sends a payment process request to Oracle Fusion Payments. 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 report or refunded to the company by the employee.

Note

Expenses tracks overdue cash advance balances. A cash advance is overdue if it was paid to the employee, but an unapplied amount exists after the due date specified by the expense auditor.

The following diagram illustrates the integration of the cash advance flow and the expense report flow.



FAQs for Request Travel Authorization or Cash Advance

How can I receive my cash advance?

After requesting a cash advance and receiving approval from your approvers and the applicable expense auditor, the cash advance is deposited directly into your primary bank account or mailed to you as a check if that is your preferred payment method.

Define Credit Card Data

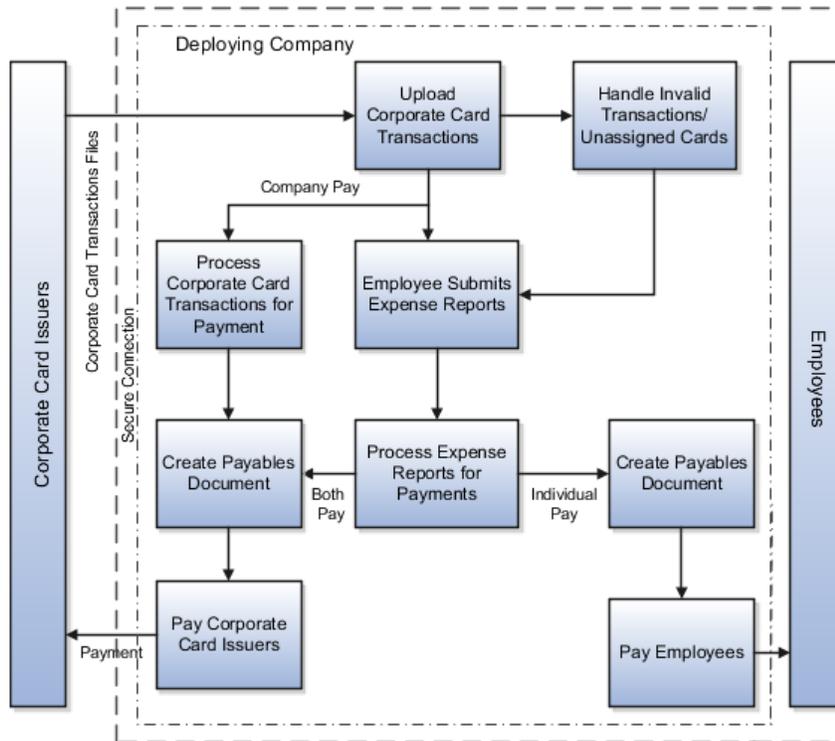
Corporate Card Transaction Files: How They Are Processed

Before you can begin processing corporate card transaction files, your company must work with the corporate card issuers to establish connectivity and to 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 the corporate credit card functionality for Oracle Fusion Expenses, one of the essential decisions you need to make is 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** where the employee pays the corporate card issuer for all corporate card transactions
- **Company Pay** where your company pays the corporate card issuer for all transactions
- **Both Pay** where 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. For example, a global company might have Both Pay implemented in the US and Individual Pay implemented in the UK.

When creating a new company account for a specific corporate card program, you select a payment option from the Payment Due From choice 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 corporate 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> <hr/> <p>Note</p> <p>You are 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 is true for 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 expense report is verified to ensure that required receipts are attached and that the report is in compliance with your company's business policies.
Reimbursement.	After the expense report has been reviewed and approved, it is 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.

<p>Create and submit expense report.</p>	<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 are not charged to the company corporate card but are considered business expenses. Cash expenses are not reimbursed as corporate card business expenses. Corporate card transactions designated as personal expenses reduce the amount you are reimbursed.</p> <hr/> <p>Note</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 is true for both business and personal expenses.</p>
<p>Review and approve expense report.</p>	<p>After you submit the expense report, your manager must approve it. After managerial approval, your expense report is verified to ensure that required receipts are attached and that the report is in compliance with your company's business policies. Any corporate card transactions designated as personal expenses are also displayed to the managers for review.</p>
<p>Export the expense report from Expenses to Payables.</p>	<p>After the expense report has been reviewed and approved, it is 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 cannot 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.	<p>When you create an expense report, select the corporate card transactions that you want to submit.</p> <hr/> <p>Note</p> <p>You will only be 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 is true for both business and personal expenses.</p> <hr/>
Review and approve expense report.	<p>After you submit the expense report, your manager must approve it. After managerial approval, your expense report is verified to ensure that required receipts are attached and that the report is in compliance with your company's business policies. Once the Payables review process is complete for an expense report, a new expense report containing only corporate card transactions is created based on the existing report by copying only the corporate card transactions categorized as business, which is used to pay the card issuer. If the expense report contains transactions charged to two corporate cards, two reports will be created to pay the corporate card issuers. These reports are named 1 and 2 respectively.</p>
Process expense reimbursements.	<p>After the card issuer expense report is created, it is 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>

Wait Days: Explained

Oracle Fusion Expenses allows you to hold the main corporate card transactions from use by users until the detail corporate card transactions arrive. This ensures that users can include the itemization 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

These wait days are applicable only when the merchant provides Level 3 detail transaction data. That is, there is no wait period for transactions from merchants who do not provide Level 3 transaction detail.

Transaction Detail Wait Days

Transaction detail wait days is the number of days the application is set up to hold the main transaction data while waiting for Level 3 detail transaction data from a merchant, which may or may not arrive.

You can set a wait period at the corporate card program level by selecting a value in the Transaction Detail Wait Days choice list in the Upload Rules tab on 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 transaction.

Merchant Wait Days

Merchant wait days, which is calculated by the application, is the difference in the number of days between receiving the main transactions and receiving Level 3 detail transactions when the detail transactions arrive for the first time. Thereafter, the merchant wait days is 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 Level 3 detail transactions either with the main transactions or as a separate delivery. If they are 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 Level 3 detail transactions. During this wait period, which is expressed in days, the main transactions are not available in expense reports. After each delivery of Level 3 detail transactions, the merchant's wait days is updated by the application according to the preceding formula.

Note

The actual time that data arrives is not a factor in the merchant wait days or the application transaction 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 is based on a transaction detail wait days setting of 5 days.

Data Upload	Main Transactions Arrival Date	Detail Transactions Arrival Date	Merchant Wait Days	Application Transaction Wait Days	Latest Date Transactions are Available	Actual Date Transactions are Available
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					in Expense Report	in Expense Report
			<p>First Time: Detail transactions arrival date minus main transactions arrival date</p> <p>Thereafter: Detail transactions arrival date minus main transactions arrival date plus most recent merchant wait days for the main transactions upload divided by two.</p>	<p>Application: Uses the minimum of transaction detail wait days or merchant wait days for the main transactions upload plus one day.</p>	Date the transaction detail wait days end.	Actual date the main and detail transactions are available in the expense report.
Main Transactions 1	May 1	N/A	N/A The merchant has never provided Level 3 detail transactions. Hence, there are no merchant wait days in the application.	0 Days The merchant did not provide Level 3 details transactions. Hence, the application does not wait.	May 1 Available immediately.	May 1 Available immediately.
Detail Transactions 1	N/A	May 5	4 Days	N/A	N/A	May 5
Main Transactions 2	May 7	N/A	4 Days Previously calculated merchant wait days.	5 Days The application waits for the minimum of 5 transaction detail wait days or 4 merchant wait days plus one 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 one day.	May 15 May 12 + 4 application wait days = May 16.	N/A
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Corporate Card Issuer Payment Requests for Company Pay Transactions: How They Are Processed

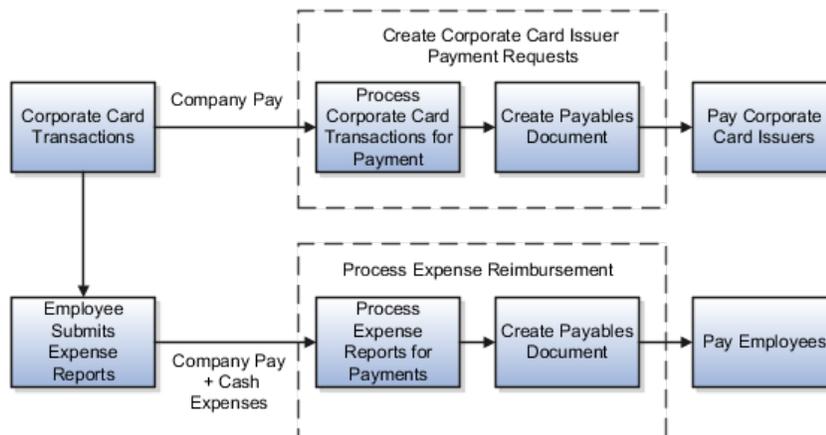
The corporate card administrator runs the Create Corporate Card Issuer Payment Requests process to generate the payment requests for corporate card issuers when there are corporate cards that use the Company Pay payment option. The Create Corporate Card Issuer Payment Requests process is run only when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

Note

This process can be run at any time. Since the company's objective is to pay the card issuer on time, running the Create Corporate Card Issuer Payment Requests process is not dependent on when the employee submits the expense report.

This figure shows how the:

- Create Corporate Card Issuer Payment Requests process generates payment requests to pay corporate card issuers when the corporate cards use the Company Pay payment option.
- Process Expense Reimbursement process generates payment requests to pay employees when the 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 expense report payment requests for Company Pay transactions are the following:

- **Employee Liability Account**, which is set up as a system option in 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**, which is set up in Oracle Fusion Payables

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

- **Expense Clearing Account and Payment Option**, which are set up in the Create or Edit Company Account popup

This account holds accounting for corporate card transactions temporarily. The account is cleared when the expense reports containing the corporate card transactions are processed by Oracle Fusion 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 is not 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 there are errors, 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. The corporate card administrator must then take the necessary action to 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"> Cash Company Pay 	<ul style="list-style-type: none"> Process Expense Reimbursements Create Corporate Card Issuer Payment Requests 	<ul style="list-style-type: none"> Employee Payment Requests Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> Individual Pay Company Pay 	<ul style="list-style-type: none"> Process Expense Reimbursements Create Corporate Card Issuer Payment Requests 	<ul style="list-style-type: none"> Employee Payment Requests Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> Cash Individual Pay Company Pay 	<ul style="list-style-type: none"> Process Expense Reimbursements Create Corporate Card Issuer Payment Requests 	<ul style="list-style-type: none"> Employee Payment Requests Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> Both Pay Company Pay 	<ul style="list-style-type: none"> Process Expense Reimbursements Create Corporate Card Issuer Payment Requests 	Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> Cash Both Pay Company Pay 	<ul style="list-style-type: none"> Process Expense Reimbursements Create Corporate Card Issuer Payment Requests 	<ul style="list-style-type: none"> Employee Payment Requests Corporate Card Issuer Payment Requests
<ul style="list-style-type: none"> Individual Pay Both Pay Company Pay 	<ul style="list-style-type: none"> Process Expense Reimbursements Create Corporate Card Issuer Payment Requests 	<ul style="list-style-type: none"> Employee Payment Requests Corporate Card Issuer Payment Requests
Company Pay only	<ul style="list-style-type: none"> Process Expense Reimbursements Create Corporate Card Issuer Payment Requests 	Corporate Card Issuer Payment Requests

FAQs for Define Credit Card Data

How can I enforce corporate card usage policies?

Oracle Fusion Expenses enables your company to 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 allowable amount, employees are required to use their corporate cards. Employees who exceed the allowable limit receive a warning message, while completing expense entry, that reminds them to use the corporate card or an error message that actually prevents submission of the expense report. The application also notifies the auditor and manager of the policy violations. Alternatively, if no limits are defined, Expenses allows you to submit cash expenses of any amount.

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.