

**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.



With a local installation of help, you can add custom help files to replace or supplement the provided content. Help content patches are regularly made available to ensure you have access to the latest information. Patching does not affect your custom 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.

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### Note

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

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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.

To supplement these guides, which cover specific business processes and offerings, the following guides address common areas:

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 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.

The Oracle Fusion Applications information is provided as a solution pack that you can upload to your own deployment of Oracle Enterprise Repository for Oracle Fusion Applications. You can document and govern integration interface assets provided by Oracle with other assets in your environment in a common repository.

## 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@oracle.com](mailto:oracle_fusion_applications_help_ww@oracle.com). You can use the **Send Feedback to Oracle** link in the footer of Oracle Fusion Applications Help.



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# 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

<b>Expense Template</b>	Any
<b>Expense Type</b>	Room Charge
<b>Amount</b>	100
<b>Company</b>	01
<b>Department</b>	520
<b>Amount</b>	95
<b>Company</b>	02
<b>Department</b>	680

5. Click **Add Line**.
6. On 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

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

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**Note**

As you itemize each expense, the remaining itemization balance in the itemization summary region decreases as you itemize each additional expense.

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

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### 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.

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### 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.

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#### **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.

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### **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.

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## 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.**

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#### Note

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

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### 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.



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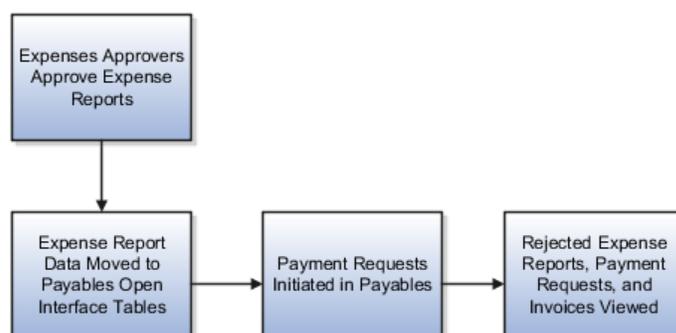
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## Process Expense Reimbursements

### 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

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#### Note

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

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- **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.

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#### Note

If a payee record does not exist for an employee who needs to be reimbursed, the application creates a payee record in Payments.

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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.

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**Note**

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

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Payment Options in Expense Reports for Corporate Card Transactions	Process 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> <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> <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

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## Define Credit Card Data

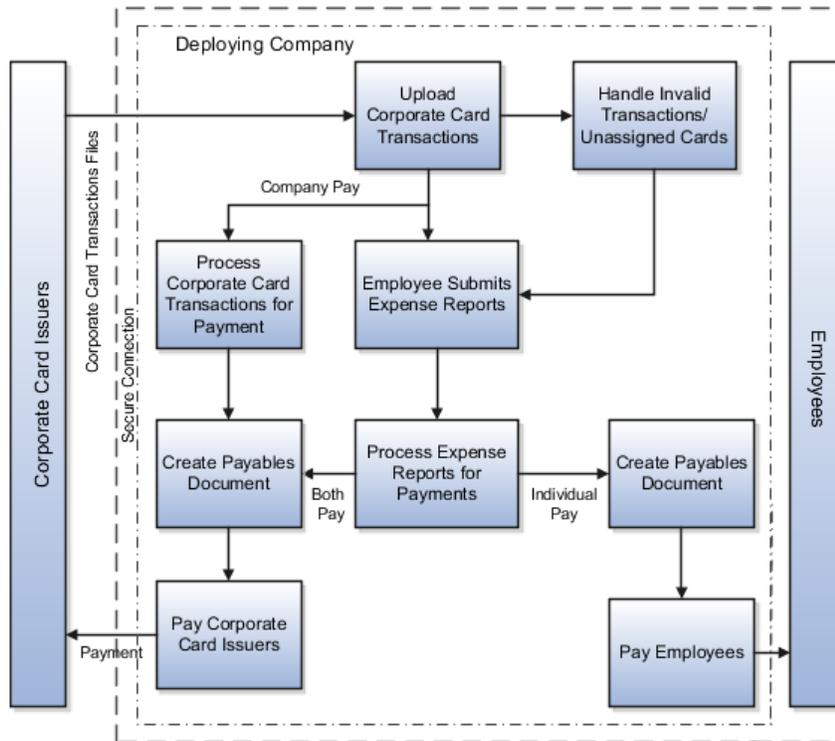
### Corporate Card Transaction Files: How They Are Processed

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><b>Note</b></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><b>Note</b></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><b>Note</b></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.

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#### Note

The actual time that data arrives is not a factor in the merchant wait days or the application transaction wait days' calculation.

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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.

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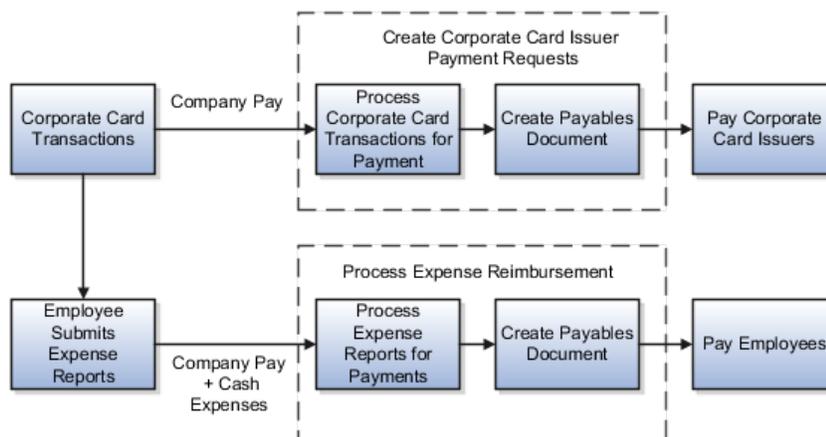
### Note

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.

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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

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## Note

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

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- **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"> <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> <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

## 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.



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# 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.