PeopleSoft Expenses
PeopleSoft Mobile Expenses

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KEY FEATURES

- Best practices in expense management
- Mobile Expenses solution available for smart phones and tablets
- Integrated receipt management
- Enhanced (or Level 3) corporate credit card data
- Flexible cash advance and pre-trip travel authorization management
- Global support for per diems and mileage
- Automated risk assessment to flag approvers and auditors of potentially invalid expenses
- Expenses WorkCenter for auditors and accounting to manage approvals, monitor exceptions, etc.
- Real-time expense analysis
- Centralized location for all travel and expense-related activities
- Travel policy compliance
- Approvals through automated approval workflow
- Seamless integration
- Fast expense entry with intuitive user interface and error correction

KEY BENEFITS

- Reduce the second largest controllable category of enterprise spend
- Deploy best practices for effective travel policy management
- Improve employee productivity
- Streamline processing and reduce costs

Oracle's PeopleSoft Expenses is a comprehensive travel expense solution, which streamlines and automates travel spend management and establishes policy-driven controls for expense reimbursement. PeopleSoft Expenses is part of PeopleSoft's Travel and Expense Management solution, a seamless and comprehensive business solution that helps you manage the second largest controllable category of enterprise spend.

Oracle's PeopleSoft Mobile Expenses is a new solution for the growing world of connected mobility, allowing users to enter and submit expense reports while on the go. Users can access PeopleSoft Mobile Expenses from nearly any smart phone or tablet that supports the HTML 5 internet browser standard, and can submit their expenses for approval and reimbursement even before returning back home or to the office.

As organizations search for ways to trim unnecessary costs, automating the management of travel and expenses is one way to achieve immediate bottom-line results. The move from paper-based entry to electronic capture of time and expenses can reduce processing time by up to 80 percent.

PeopleSoft Expenses automation enables you to increase compliance and improve your ability to leverage supplier discounts—which in turn can create up to 10 percent savings in the cost of goods and services. It also allows you to switch from paper checks to electronic employee and vendor payments, further reducing costs and providing you more control over settlement dates, or floats.

With PeopleSoft Expenses, you can:

- Implement best practices in time and expense management
- Reduce costs
- Benefit from real-time reporting and analytics

Achieve Best Practices

PeopleSoft Expenses cuts costs by helping you establish and implement best practices across your organization. Specific features include streamlined data entry, enforcement of internal controls, and enhanced approval and audit processing.

- Provide a central location for all employee travel- and expense-related functions that minimizes clicks and improves usability.
- Access a single, comprehensive page that displays report information, as well as detailed expense lines.

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- View default accounting for the entire expense report, cross charge expenses to other business units or cost centers, and apply an outstanding cash advance / travel authorization to the report.

Leverage the new PeopleSoft Expenses intuitive interface to submit expense reports within minutes, or utilize the Mobile Expenses interface on nearly any smart phone or tablet that supports HTML 5.

PEOPLESOFT ENTERPRISE SERVICE AUTOMATION SOLUTIONS

PeopleSoft Expenses is part of an integrated family of financial accounting, project management and analytic applications. These solutions provide flexible, best practice business processes and greater insight into performance – helping organizations worldwide to transform finance into a strategic advantage.

RELATED PRODUCTS

- PeopleSoft Enterprise Service Automation
- PeopleSoft Project Costing
- PeopleSoft Program Management
- PeopleSoft Resource Management
- PeopleSoft In-Memory Project Discovery
- PeopleSoft Human Capital Management
- PeopleSoft Payroll
- PeopleSoft Payables
- PeopleSoft General Ledger

Figure 1. The contemporary expense reporting user interface streamlines entry of reimbursable transactions while providing full compliance with organizational travel policies.

- Use the worklist of approval and audit pages to empower managers and auditors with a high level of flexibility in process automation and management. Define approval routing rules for transferring expense transactions to other approvers. Approve expense reports via email, mass approval, or via Mobile Approvals, reducing time and costs.
- Accounting and auditors can efficiently manage approvals and monitor exceptions via the Expenses WorkCenter, which centralizes nearly all travel and expense functions into one unified component.
- Automated risk assessment and approval refinement templates provide flexible and powerful options to quickly identify potentially risky expense transactions that may require additional approval or justification.
- Configure global business rules for individual provinces or countries with powerful per diem and full multi-currency capabilities.
- Accommodate value-added taxes (VAT) in the consumption country and province. Enter VAT amount manually or let the system calculate it for you, based on your organization's configuration.
- Automation of accruals for transactions in My Wallet that have not yet been processed on expense reports.

Streamline Processing and Reduce Costs

At a time when spending controls are critical, PeopleSoft Expenses provides features that allow you to accelerate submission and reimbursement, while taking control of the operational costs that are related to unauthorized or maverick spending.

- Mobile Expenses provides users with a streamlined user interface, optimized for the experience of smart phones and tablets, so users can enter and submit reports while on the go. The solution provides file attachments capability, so users can take pictures of receipts and automatically upload the images on to the expense report.

Figure 2. The new Mobile Expenses solution provides on-the-go travelers with access to corporate credit card transaction data, enter and submit expense reports, attach receipt images from the smart phone or tablet, and review past expense history.

- Leverage commitment control capabilities that reduce the chance of reimbursing employees or vendors and later learning that no funds are allotted for the expense. Check travel authorizations against budgets prior to approval, as well as expense reports prior to approval and payment. Deny or cancel previously authorized travel, automatically reversing unencumbered budget dollars.
- Define your processes, policies, and procedures for corporate credit cards using the enhanced corporate credit card integration. PeopleSoft Expenses offers out-of-the-box integration to MasterCard, Visa International, American Express, Diners Club, and US Bank.
- Support of enhanced credit card data (sometimes referred to as Level 3) to automatically receive and create subsequent expense transactions based on additional information in the airline transaction, hotel folio, or car rental record, saving users valuable time.
- Update employee profiles for credit card account changes received from the issuer (for example, new account number, canceled account, new expiration date, and so on).
- Use enhanced functionality to calculate variable auto mileage. For example, the system can be triggered to split reimbursement rates when an employee's accumulated auto mileage spans multiple distance rates ranges.
- Populate or associate travel reservations with travel authorizations or expense reports via delivered external travel provider network integration. Provide traveler profiles directly to online travel solutions with enhanced travel integration functionality.
- Facilitate decisions with metric-driven analysis to provide assurance that project-based time and expenses are recorded correctly.
- Rollover encumbered funds from one budget period to another—closing the budget item in a prior budget period and automatically adding a new entry to the current budget period—simplifying the process of ensuring that travel spend is on track.
- Understand your spend vs. budget vs. policy, leading to better cost controls and improved contract negotiations with preferred vendors.
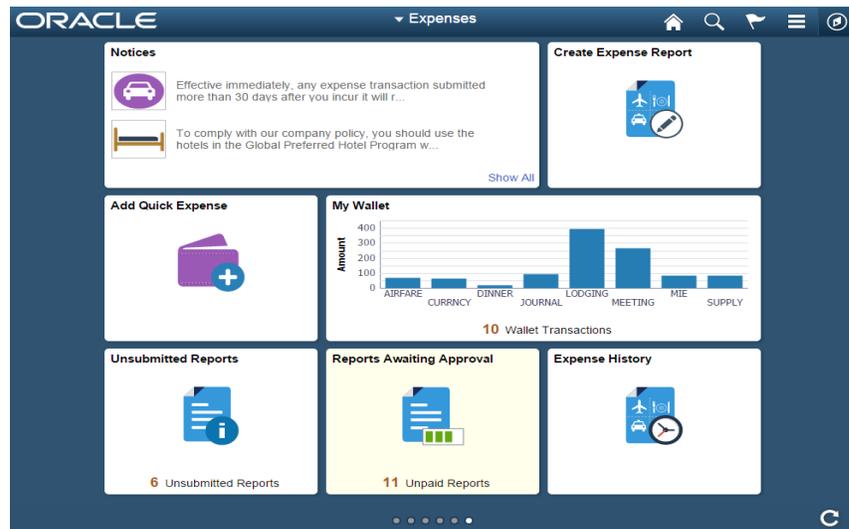
Figure 3. PeopleSoft Expenses delivers powerful reporting and analytics capabilities that are pervasive throughout the solution, providing instant access to key information and helping to reduce travel spend.

Maximize Performance with Real-Time Reporting and Analytics

PeopleSoft Expenses contains sophisticated reporting and analytics that enable you to track, in real time, the performance of your expense management program. For reporting, transaction-in-progress functionality enables managers, auditors, and executives to easily determine where transactions are in the overall process and make inquiries about specific transactions. This capability allows you to spot potential and existing problems and identify areas for improvement.

PeopleSoft Expenses includes embedded analytics at five transactional stages:

- Expenses estimated but actual expenses not entered (past due).
- Expenses recorded but not approved.
- Expenses approved but not reimbursed or paid.
- Time estimated but actual time not entered (past due).
- Time recorded but not approved.

Leverage Integration

When you integrate PeopleSoft Expenses with other PeopleSoft or third-party applications, you get enterprise-wide control of your reimbursement process with minimal integration costs. Use each product's strengths to best help you achieve your expense management goals.

- Populate employee tables with organizational, personal, and job data from PeopleSoft Human Capital Management or any HR system.
- Receive direct deposit and bank account information from PeopleSoft Payroll.
- Use the flexibility of PeopleSoft Payables to define different reimbursement pay cycles for employees and vendors.
- Transfer project-costing data to PeopleSoft Projects so you can invoice expenses through PeopleSoft Billing.

- Post expense report and cash advance accounting entries in PeopleSoft General Ledger or third-party financial systems. Integrate with PeopleSoft Enterprise Performance Management applications for cross-application analysis and reporting.
- Utilize preconfigured workflow, approvals, and audits to streamline implementation.
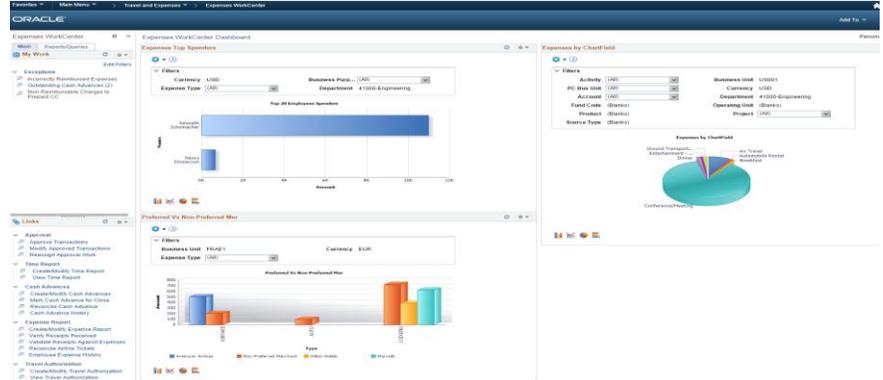

Figure 4. The Expenses WorkCenter provides a centralized wealth of travel and expense information to accounting and auditors, enabling the organization to better manage travel spend and ensure policy compliance.

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