

# FIN: Local Configuration Guide - Travel Expenses

This document contains the configuration decisions made and values to be used in deployment of the Expense Module of the Oracle's PeopleSoft FSCM 9.2 application. As such, all additional documentation must be in agreement with the related items described herein. Should conflict arise with information contained in another document, the data in this document shall be considered valid and that of the other shall be deemed incorrect.

Any changes to the information in this document should be entered as dated additions. No information should be deleted once initial configuration has been completed.

The Expense Configuration Guide explains necessary tables needed to setup an institution in the PeopleSoft system. The order of the configuration tables presented in this document adheres to the table setup sequence required to successfully set up all tables.

## Approval Process Setup

There are three AWE Workflow processes used by Expenses that must be created under the local SetID, CAApproval for Cash Advance, ERApproval for Expense Reports, and TAApapproval for Travel Authorizations.

There are a number of settings that must be configured based on the decisions from the local institution.

Definition Notification could be used to modify the global notification process for the approvals to a local notification process.

Timeout Options must be configured using the standard WorkDays calendar and local setup for approval escalations.

Admin Role must be set for the local institution.

Local decisions will be incorporated for Auto Approval.

The Stages order will be determined by the local institution.

Paths Details will be configured to align with the Transaction Definition for the local escalation (re-routing) rules.

Paths Criteria must be configured and set to "Is Not Null"

Steps Details will be configured to align with local institution decisions for number of approvers required at each step.

Steps Criteria must be configured and set to "Is Not Null".

**Navigation:** NavBar > Navigator > Enterprise Components > Approvals > Approvals > Approval Process Setup  
**Security:** ZD Purchasing Local Config

**Menu:** EOAW\_APPROVAL\_WORKFLOW

**Component:** EOAW\_PRCs

## Expense Options

This is one of two Business Unit settings used to activate Expenses for the business unit.

Expenses Options

SetID WA

Payment Details

\*Rate Type CRRNT Current Rate

\*Bank Code BA Bank of America - WA

\*Bank Account BAC1 WA Bank of America

\*Payment Method System Check

Accounting Date

Use Current Date

Use Specific Date

Budget Checking Required Before EX Approval

You may enforce budget checking prior to approvals and audits for Travel Authorizations and Expense Reports.

Budget Checking Required Before EX Approval

Budget Checking Required Before TA Approval

Approval Preferences

After Approval Action:

Proceed to Next Transaction

Return to List

Save

Return to Search

Notify

Add

Update/Display

Rate Type is set to the standard CRRNT.

Bank Code is the local bank code configured by Treasury.

Bank Account is the local bank account code configured by Treasury typically the same account used for AP.

Payment Method: Local decision for default payment method for Expenses. Choices are System Check and ACH.

Accounting Date: Can select ‘Use Current Date’ or ‘Use Specific Date’ recommend ‘Use Current Date’ otherwise the month end close would cause the institution to manually update specific date every month.

Budget Checking Required Before EX Approval: This is a local decision. Institution can choose to require budget checking BEFORE first approval can be completed or can be unchecked meaning that budget checking can be done at any stage of the approval process. Selection of the latter would necessitate a business process to identify the responsible stage (approver type) for completing the budget checking as it is required before payment staging can be accomplished.

Approval Preference: This is a local decision. After approval action will the system: proceed to the next transaction or return to the approval list? This may seem like a simple decision, yet needs to be carefully considered as all approvers will be getting the same action. This action can't be customized for individual preference.

**Navigation:** NavBar > Navigator > Set Up Financials/Supply Chain > Business Unit Related > Expenses > Expenses Options

**Security:** ZD Expenses Central Conf Inq

**Menu:** ESTABLISH\_BUSINESS\_UNITS

**Component:** BUS\_UNIT\_OPT\_EX

**Page:** BUS\_UNIT\_OPT\_EX

**Action:** N/A

## Expenses Definition

This is the second of the Business Unit settings used to activate and setup Expenses for the business unit. Time reporting is not used in Expenses in ctcLink. All Time reporting configuration will be skipped.

There are five tabs of information that must be configured for the business unit to use Expenses in ctcLink.

The screenshot displays the 'Business Unit 1' configuration page. The 'Business Unit 1' tab is selected and highlighted. The page is divided into several sections:

- Default Information:** Includes fields for Base Currency (USD), Country (USA), and Template (STANDARD).
- Advance Options:** Includes a checkbox for 'Allow Advance' and a field for 'Max Advance Amount for BU' (100.00 USD).
- Twilio Integration:** Includes a checkbox for 'Text Message'.
- Payment Information:** Includes fields for 'DUNS Number' and 'Location' (AP INVOICE).
- Total Amount Limits:** Includes fields for 'Pre-Payment Amount' and 'Post-Payment Amount' (both 0.00).
- Receipt Amount:** Includes a field for 'Minimum Receipt Amount' (50.00 USD).
- Payroll Gross Up Estimate:** Includes a field for 'Gross Up Percent'.
- Change Expense Type from My Wallet Download:** Includes checkboxes for 'Allow Changes to Expense Type' and 'Require a Reason Code'.
- Cash Advance Doc Type:** Includes fields for 'Post' and 'Close'.
- Expense Report Doc Type:** Includes fields for 'Post', 'Close', and 'Unpost'.
- Override:** Includes checkboxes for 'Override Authorized Amounts', 'Override Per Diem', and 'Override Group Location Amount'.
- Period End Accruals:** Includes checkboxes for 'Accrue Unprocessed Expenses', 'Accrue Wallet Entries', 'Accrue for Billable Expenses', and 'Commitment Control for Accrual'.

At the bottom of the page, there are buttons for 'Save', 'Return to Search', and 'Notify'.

### Business Unit 1 (tab 1)

Standard defaults for Default Information are used. Country: USA, Template: Standard.

**Advance Options:** If the local institution allows cash advances then the check box for allow cash advance is checked. The Max Advance Amount for BU must also be set for greater than zero in order for cash advances to be authorized. The maximum amount is defined as the maximum amount of unreconciled cash advance that a traveler can have open.

At this time we do not use Twilio.

**Payment Information:** A default location must be configured for the local institution. This is typically the default AP location.

Total Amount Limits is not used in ctcLink.

**Receipt Amount:** What is the minimum receipt amount required by the local institution travel policies? OFM sets the minimum receipt amount at \$50.00.

Payroll Gross Up Estimate is not used.

**Change Expense Type from My Wallet Download:** We are not using this feature in ctcLink.

**Cash Advance Doc Type:** We are not using special document types. ctcLink uses the default doc types and therefore this is blank.

**Expense Report Doc Type:** We are not using special document types. ctcLink uses the default doc types and therefore this is blank.

**Override:** This is a local institutional decision. Placing a check in the Override Authorized Amounts allows travelers to enter amounts greater than the 'per diem' amounts that are configured for ctcLink. ctcLink uses the global per diem tables as set by CONUS. ctcLink doesn't use the PeopleSoft per diem tables so the next check box is unchecked. ctcLink doesn't use Group Location therefore that is also unchecked.

**Period End Accruals:** Standard is to have Accrue Unprocessed Expenses and Accrue Billable Expenses checked.

The screenshot displays the 'Business Unit 2' configuration page. At the top, there are tabs for 'Business Unit 1', 'Business Unit 2' (selected), 'Business Unit Privileges', 'VAT Options', and 'Receipts Required'. Below the tabs, the 'GL Unit' is set to 'COLLEGE'. The 'Journal Generator Templates' section includes a table with columns for template names and their corresponding expense types. The 'Grace Period' section contains fields for 'Cash Advance Overdue' (30 days), 'Credit Card Data Overdue' (30 days), 'Inactive Employee Submissions' (Time Report: 0 days, Expense Report: 30 days), and 'Comments Required for Transactions Older Than' (10 days). The 'Time Reporting Options' section includes 'Time Report Period' (Friday), 'Ending Day of Period' (Friday), 'Hours Per Day' (8), 'Time Grid Display' (Both Time Grids), and 'Project Time Options'. The 'Auto Approval Thresholds' section includes 'Monetary Amount Threshold' (USD) and 'Auto Approve Only if No Risk'. The 'Distance Accumulation Calendar' section includes 'Use Calendar Year' and 'Use Specified Calendar'. The 'GPS Calculator Options' section includes 'Display Distance Calculator', 'Require Comments to Override', 'Road Preference' (Highway), and 'Route Preference' (Fastest). At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

## Business Unit 2 (Tab 2)

Global Journal Generator Templates are selected.

Grace Period: Local institution decisions.

Cash Advance Overdue: How many days until a Cash Advance is considered overdue?  
PeopleSoft default is 90 days.

Credit Card Data Overdue: ctcLink doesn't use travel credit cards so this will be left at the default of 30 days.

Inactive Employee Submissions: Does the institution allow the submission of expense report on behalf of an inactive (i.e. separated) employee, if so, how long after that employee's inactivation can an Expense Report be submitted? (Time Reports not used).

The last Grace Period settings can be used to control whether Expense Report line items are allowed, not allowed, or require some kind of exception comment before being processed; there are two options that can be selected:

Exception Comments Required - Number of days after a line item's date that after which the user is required to add an extra comment. If this option is selected and the days field is left blank, no exception comments are required for any line item, regardless of how long ago the date was.

Disallow Transactions - Number of days after a line item's date that after which the line item is not allowed to be processed. If this option is selected and the days field is left blank, all line items are allowed regardless of how long ago the date was.

Auto Approval Thresholds: If Auto Approval has been selected by the local institution then this is where that is defined. The institution can stipulate a monetary amount threshold or a % variance from the Travel Authorization.

Distance Accumulation Calendar: Standard configuration is to 'Use Specified Calendar' and use the monthly 01 calendar.

GPS Calculator Options: This configuration will allow the local institution to add a GPS mileage calculator to the Fluid Expense Report every time the Expense Type Transportation Mileage is selected. If select to use, check Display Distance Calculator. Will comments be required to override determined mileage? Check is yes. Road Preference selections are Highway or Local, Route Preference is Fastest or Shortest.

Business Unit 1Business Unit 2Business Unit PrivilegesVAT Options>

GL Unit WA COLLEGE

Privilege Templates

1-1 of 1

View All

|   | *Transaction Type | *Privilege Template |              |              |
|---|-------------------|---------------------|--------------|--------------|
| 1 | <div></div>       | <div></div>         | <div>+</div> | <div>-</div> |

Save

Return to Search

Notify

Business Unit 1 | Business Unit 2 | Business Unit Privileges | VAT Options | Receipts Required

**Business Unit Privileges** settings allow you to set a default Employee Privilege Template for all Employees set up under that Business Unit. The Employee Privilege Templates are different from the Approval Privilege Templates used in the approval definition. You can associate one configured Employee Privilege Template or none if no default should be applied. There are three globally defined Employee Privilege Templates: Employee, Consultant and Vice President. Employee limits the traveler's ability to interact with fields except the default accounting for the document; Consultant can only modify accounting GL chartfields at the line level; and Vice President has full access.

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Page 7

Business Unit 2 | Business Unit Privileges | VAT Options | **Receipts Required** | New Window

GL Unit: WA | COLLEGE

### Receipts Configuration

Receipt Required: Always | Minimum Receipt Amount: 50.00 USD

**No Receipt Default Comment**

☐ Comments Required

**Exceptions**

Attributes | No Receipt Comments | 1-9 of 9 | View 8

|   | *Expense Type                 | *Payment Type | *Receipt Required | Minimum Receipt Amount |   |   |
|---|-------------------------------|---------------|-------------------|------------------------|---|---|
| 1 | Meals International           | Employee      | Never             | 0.00 USD               | + | - |
| 2 | Meal outside of WA Breakfast  | Employee      | Never             | 0.00 USD               | + | - |
| 3 | Meal outside of WA Dinner     | Employee      | Never             | 0.00 USD               | + | - |
| 4 | Meal outside of WA Lunch      | Employee      | Never             | 0.00 USD               | + | - |
| 5 | Meal in State of WA Breakfast | Employee      | Never             | 0.00 USD               | + | - |
| 6 | Meal in State of WA Dinner    | Employee      | Never             | 0.00 USD               | + | - |
| 7 | Meal in State of WA Lunch     | Employee      | Never             | 0.00 USD               | + | - |
| 8 | Transportation Mileage        | Employee      | Never             | 0.00 USD               | + | - |
| 9 | Transportation Toll           | Employee      | Never             | 0.00 USD               | + | - |

Save | Return to Search | Notify

Business Unit 1 | Business Unit 2 | Business Unit Privileges | VAT Options | Receipts Required

The **Receipts Required** settings correspond to a Receipt verification step that can be built into the local institution T&E approvals. You can identify what line items (or even users) need verification, and whether you require users to enter comments for items they have marked as not having a receipt. The system does not make any attempt at automatic verification or matching; it simply flags line items that the “Receipt Verifier” will need to mark off before approvals continue.

The main Receipt Configuration settings control whether you require receipts at a Business Unit level or not and whether you have a minimum threshold if you do:

**Receipt Required** Since we do not use the T&E credit card feed functionality, the only real options are “Always” or “Never”

**Minimum Receipt Amount** - The amount a line item can be at or above to require a receipt.

Line items with amounts greater than this amount can still be filtered out using the Exception settings on this configuration page

The No Rule Default Comment settings are invoked when a traveler submits a line item that configuration says requires a receipt but they have flagged as not having included one:

**Comments Required** If selected, travelers must enter a comment if they don’t have a receipt for a line item that requires one

**Unlabeled Comment Box** - This text box will become available once the Comments Required box is checked; here the local institution can specify default text that appears in the comment box for line items missing a required receipt. This could be an actual comment or an instructional message. There is a 60 character limit for the default message. [Example: Written authorization from VP required for missing receipt]



The Exceptions settings are optional and used to identify combinations of Expense Types (e.g. Registration, Miscellaneous) and Payment Types (e.g. Employee, PCard) that are treated differently than the standard rule defined at the top of this page:

Attributes tab - Where you select a specific Expense Type (or “All Values”) and a specific Payment Type (or “All Values”), whether that combination requires a receipt or not, and a minimum line item amount if one is required.

OFM - State Administrative & Accounting Manual (10.80.40) provides the receipt and documentation requirements. Receipts are not required for Day parking fees, transit fares, tolls, taxis & shuttles. Meal receipts are governed by agency policy.

**Navigation:** NavBar > Navigator > Set Up Financials/Supply Chain > Business Unit Related > Expenses > Expenses Definition

**Security:** ZD Expenses Central Conf Inq  
**Menu:** ESTABLISH\_BUSINESS\_UNITS  
**Component:** BUS\_UNIT\_TBL\_EX  
**Page:** BUS\_UNIT\_TBL\_EX1  
**Action:** N/A

## Approval Type

Defining each approver type by local SetID, identifies and links approver category to routing chartfield. Routing chartfield will be local institution decision. Most commonly used routing chartfields are Department, Project and Operating Unit.

Define Approver Types

SetID

WA

Approver Type

EXAPPROVER

\*Description

Expense Manager

Long Description

A department or expenses manager who may be required for supplemental approvals or derived through rules.

149 characters remaining

\*Approver Category

Expense Approver

\*Routing ChartField

Department

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

**Navigation:** NavBar > Navigator > Set Up Financials/Supply Chain > Product Related > Expenses > Management > Approval Setup > Approver Types

**Security:** ZD Expenses Local Config Inq  
**Menu:** STRUCTURE\_EXPENSES

**Component:** EX\_APPRVR\_TYPE  
**Page:** EX\_APPRVR\_TYPE  
**Action:** N/A

## Approval Privilege Template

Defines the interaction level (Add, Delete,View, Modify, and Full) by transaction type and Approver role. Decisions for Approval Privilege Templates made through homework assignment following BPGF sessions.

Approval Privilege Template

SetIDWA

Privilege TemplateEXAPPROVER

Transaction TypeExpense Report

Approval Privilege Template

Q | | | 1 of 1 | View All

Effective Date01/01/1901

StatusActive

+ -

DescriptionExpense Approver

Default AccountingModify

Transaction LinesModify

Receipt RequiredHide

Receipt VerifiedHide

Billing ActionModify

AttachmentFull

User DefaultsView

Accounting DateModify

Cash Advance AppliedModify

Cash Advance TaxView

Cash Advance AdjustmentModify

DistributionsModify

GL ChartFieldsModify

PC ChartFieldsModify

VAT InformationHide

Document Sequence TypeHide

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Include History

Correct History

**Navigation:** NavBar > Navigator > Set Up Financials/Supply Chain > Product Related > Expenses > Management > Approval Setup > Privilege Template

**Security:** ZD Expenses Local Config Inq  
**Menu:** STRUCTURE\_EXPENSES  
**Component:** EX\_PRIV\_TMPL  
**Page:** EX\_PRIV\_TMPL  
**Action:** N/A

## Refinement Template

Refinement templates are used to refine and drive transactions for review and approval workflow. Created from local institution requirements. Can be refined by department, EMPLID, or expense types. Example: Institution request to have VP approval for all overnight and out of state travel.

Approval Refinement Template

Refinement Template VENDORPROVER Transaction Type Expense Report

Refinements

Effective Date: 01/01/2021 Status: Active

Description: VP Approver for out of state

Select one or more refinements for review by approvers or auditors:

- ☐ VAT Items
- ☐ Credit Card Fees
- ☐ No Receipt
- ☐ No VAT Receipt
- ☐ Amount Exceeded
- ☐ Non-Preferred Merchant
- ☐ Items with Tax Implications
- ☐ Duplicate Entry
- ☐ Total Amount Limit
- ☐ Project Expenses
- ☐ Billable Hours
- ☐ Non-Billable Hours
- ☐ Older Transactions

Approve Every: ☐ in Report

Total Hours >  Project Hours >

Total Hours <  Project Hours <

Refine transactions for review and approval by Business Unit, Department, or Employee ID.

Business Unit

| Business Unit        | Description          |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Departments

| Department           | Description          |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Users

| Employee ID          | Name                 |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Expense Types

| Expense Type | Description                  |
|--------------|------------------------------|
| AIROTH       | Airfare outside State of WA  |
| HOTELGT      | Hotel outside State of WA    |
| MEALOTB      | Meal outside of WA Breakfast |
| MEALOTD      | Meal outside of WA Dinner    |
| MEALOTL      | Meal outside of WA Lunch     |

Time Codes

| Time Reporting Code  | Description          |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Save Return to Search Notify Add Update Display Include History Correct History

**Navigation:** NavBar > Navigator > Set Up Financials/Supply Chain > Product Related > Expenses > Management > Approval Setup > Refinement Template

**Security:** ZD Expenses Local Config Inq

**Menu:** STRUCTURE\_EXPENSES

**Component:** EX\_REFINE\_TMPL

**Page:** EX\_REFINE\_TMPL

**Action:** N/A

## Approver Profile

Approver profile pages are used to associate transaction type, privileges, refinements, and risk to an approver type. Required for functionality of Approval Workflow. Even if some of these Approver Profiles will not be used, all combinations need to be configured to support the remaining T&E approval configuration.

Approver Profile

SetID

WA

Approver Profile

EXAPPROVER

Approver Profile

Q

|

|<

<

1 of 1

>

|>

|

View All

\*Effective Date

01/01/1901

Status

Active

+

-

\*Description

Expense Approver

Long Description

A department or expenses manager who may be required for supplemental approvals or derived through rules.

149 characters remaining

\*Approver Type

EXAPPROVER

☒ Default Profile

Approver Attributes

Q

1-3 of 3

|<

<

>

|>

| Transaction Type     | Refinement Template | Refinements | Change All               | Privilege Template | Privileges | Risk Template | Enable Email Approvals   |   |   |
|----------------------|---------------------|-------------|--------------------------|--------------------|------------|---------------|--------------------------|---|---|
| Cash Advance         |                     |             | <input type="checkbox"/> | EXAPPROVER         |            |               | <input type="checkbox"/> | + | - |
| Expense Report       |                     |             | <input type="checkbox"/> | EXAPPROVER         |            |               | <input type="checkbox"/> | + | - |
| Travel Authorization |                     |             | <input type="checkbox"/> | EXAPPROVER         |            |               | <input type="checkbox"/> | + | - |

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Include History

Correct History

**Navigation:** NavBar > Navigator > Set Up Financials/Supply Chain > Product Related > Expenses > Management > Approval Setup > Approver Profile

**Security:** ZZ Expenses Local Config

**Menu:** STRUCTURE\_EXPENSES

**Component:** EX\_APPRVR\_PROFILE

**Page:** EX\_APPRVR\_PROFILE

**Action:** N/A

## Transaction Definition

### Tab 1 - Mapping

Defines the active approver roles from the Approval Process Setup, enables amount based routing rules and threshold based auto approval.

Transaction Definition

SetID WA Transaction Type Expense Report

Transaction Definition

\*Effective Date 01/01/1901 \*Status Active

\*Description Expense Report Transactions

Long Description Expense Report transaction definition

217 characters remaining

\*Object Owner ID Expenses

\*Approval System Administrator PSADMIN

Transaction Unit of Measure

☒ Monetary Amount Based

☐ Hours Based

Expense Transaction Detail

Mapping Properties Rerouting Rules

| Process ID | Active                              | *Stage Identifier | Description                   | *Approver Type | Amount Based             | Auto Approve             |   |   |
|------------|-------------------------------------|-------------------|-------------------------------|----------------|--------------------------|--------------------------|---|---|
| ERApproval | <input type="checkbox"/>            | 31 Q              | Review                        | REVIEWER Q     | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| ERApproval | <input checked="" type="checkbox"/> | 32 Q              | HR Supervisor                 | SUPERVISOR Q   | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| ERApproval | <input checked="" type="checkbox"/> | 35 Q              | Project Approval              | PROJAPPRVR Q   | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| ERApproval | <input checked="" type="checkbox"/> | 33 Q              | Expense Approval              | EXAPPROVER Q   | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| ERApproval | <input checked="" type="checkbox"/> | 34 Q              | Pre Pay Audit                 | PREPAYAUD Q    | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| ERApproval | <input type="checkbox"/>            | 160 Q             | Project Supplemental Approval | PROJSUPPLE Q   | <input type="checkbox"/> | <input type="checkbox"/> | + | - |

Save Return to Search Notify Add Update/Display Include History Correct History

## Tab 2 - Properties

Defines what actions each Approver Type that is active from tab 1 is eligible to perform (i.e. Approve, Deny, Send Bank, Hold and Review).

Transaction Definition

SetID WA Transaction Type Expense Report

Transaction Definition

\*Effective Date 01/01/1901 \*Status Active

\*Description Expense Report Transactions

Long Description Expense Report transaction definition

217 characters remaining

\*Object Owner ID Expenses

\*Approval System Administrator PSADMIN

Transaction Unit of Measure

☒ Monetary Amount Based

☐ Hours Based

Expense Transaction Detail

Mapping Properties Rerouting Rules

| *Approver Type | Routing Chartfield | Approve Payment                     | Approve Billing                     | Approve                             | Deny                                | Send Back                           | Verify Receipt           | Hold                     | Review                   |   |   |
|----------------|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|---|---|
| REVIEWER Q     | Operating Unit     | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| SUPERVISOR Q   |                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| PROJAPPRVR Q   |                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| EXAPPROVER Q   | Department         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| PREPAYAUD Q    | Department         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | + | - |
| PROJSUPPLE Q   | Project            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | + | - |

Save Return to Search Notify Add Update/Display Include History Correct History

## Tab 3 - Rerouting Rules

Defines Rerouting Rules for the institution (must align with Approval Process Setup). Defined in days and/or hours and to whom the rerouting goes if invoked.

Transaction Definition

SetIDWATransaction TypeExpense Report

Transaction Definition

\*Effective Date01/01/1901

\*StatusActive

+ -

\*DescriptionExpense Report Transactions

Long DescriptionExpense Report transaction definition

217 characters remaining

\*Object Owner IDExpenses

\*Approval System AdministratorPSADMIN

Transaction Unit of Measure

☒ Monetary Amount Based

☐ Hours Based

Expense Transaction Detail

MappingPropertiesRerouting Rules

| *Approver Type | Duration Days | Duration Hours | Route to Supervisor      | Route to Other Approver | Name |   |   |
|----------------|---------------|----------------|--------------------------|-------------------------|------|---|---|
| REVIEWER       |               |                | <input type="checkbox"/> |                         |      | + | - |
| SUPERVISOR     |               |                | <input type="checkbox"/> |                         |      | + | - |
| PROJAPPRVR     |               |                | <input type="checkbox"/> |                         |      | + | - |
| EXAPPROVER     |               |                | <input type="checkbox"/> |                         |      | + | - |
| PREPAYAUD      |               |                | <input type="checkbox"/> |                         |      | + | - |
| PROJSUPPLE     |               |                | <input type="checkbox"/> |                         |      | + | - |

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History

**Navigation:** NavBar > Navigator > Set Up Financials/Supply Chain > Product Related > Expenses > Management > Approval Setup > Transaction Definition

**Security:** ZD Expenses Local Config Inq

**Menu:** STRUCTURE\_EXPENSES

**Component:** EX\_TRANS\_DEFN

**Page:** EX\_TRANS\_DEFN

**Action:** N/A

## Approver List

Sets up approver routing lists by business unit, transaction type, and approver type. Establish amount-based rules only if the approver type that is associated with the transaction is enabled for amount-based routing on the Transaction Definition page.

**Approver Routing List**

---

GL Business Unit    WA

Transaction Type   Expense Report

Approver Type      EXAPPROVER

**Submission Notifications**

☐ Notify First Approver

☒ Notify All Approvers

  

**Approver Routing List**

| *Approver Profile | All Values               | Department From | Department To | All Amounts              | Amount From | Amount To |   |   |  |
|-------------------|--------------------------|-----------------|---------------|--------------------------|-------------|-----------|---|---|--|
| EXAPPROVER 🔍      | <input type="checkbox"/> |                 |               | <input type="checkbox"/> | 0.000       | 0.000     | + | - |  |
| VPAPPROVER 🔍      | <input type="checkbox"/> |                 |               | <input type="checkbox"/> | 0.000       | 0.000     | + | - |  |

Save
Return to Search
Previous in List
Next in List
Notify

Add
Update/Display

GL Business Unit WA

Transaction Type Expense Report

Approver Type EXAPPROVER

## Submission Notifications

- ☐ Notify First Approver
- ☒ Notify All Approvers

### Approver Routing List

| *Approver Profile | All Values               | Department From | Department To | All Amounts              | Amount From | Amount To |   |   |
|-------------------|--------------------------|-----------------|---------------|--------------------------|-------------|-----------|---|---|
| EXAPPROVER        | <input type="checkbox"/> |                 |               | <input type="checkbox"/> | 0.000       | 0.000     | + | - |
| VPAPPROVER        | <input type="checkbox"/> |                 |               | <input type="checkbox"/> | 0.000       | 0.000     | + | - |

Save

[Return to Search](#)

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Notifv

Add

### Update/Display

**Navigation:** NavBar > Navigator > Set Up Financials/Supply Chain > Product Related > Expenses > Management > Approval Setup > Approver List

**Security:** ZD Expenses Local Config Inq and ZZ Expenses Local Config

**Menu:** STRUCTURE EXPENSES

**Component:** EX APPRVR LIST

**Page:** EX APPRVR LIST

**Action:** N/A

## Approver Assignment

Approver Assignments are local configuration by GL Business Unit. Approver Assignments will be created based on the active roles determined by the local institution. This is locally maintained to update as employees change roles or depart. A workbook will be collected from the institution for initial setup at go-live.





Summary Approval Options

SetID WA

Enable Summary Approvals

Enable or disable summary approvals.  
Clear the check boxes to convert pages to work lists.

☒ Transaction Pages
 ☒ Overview and Error Pages

Select Approval Actions

Enable or disable the actions an approver may take.  
The Deny function is not available for summary approvals.

☒ Approve
 ☐ Send Back  
☒ Review
 ☐ Hold  
☒ Budget Check

Alert Approvers

Select the check box next to the exception condition to highlight transactions as exceptions on the approval page.

☒ Expenses Out of Policy
 ☐ Time Reports Outside Threshold
 ☒ Expenses Older Transaction  
☒ Expenses not Receipt-Verified
 ☐ Duplicates Exist  
☐ Preferred Merchant Not Used
 ☒ Budget Checking Errors

Disallow Summary Approvals

Select the check box next to the exception condition to disallow transactions with exceptions from summary level approval.

☐ Same as Alerts  
☐ Expenses Out of Policy
 ☐ Time Reports Outside Threshold
 ☐ Expenses Old Transaction  
☐ Expenses not Receipt-Verified
 ☐ Duplicates Exist  
☐ Preferred Merchant Not Used
 ☐ Budget Checking Errors  

Select the check box to disallow summary level approval when Risk exists for the transaction.

☐ Risk

Save

Return to Search

Add

Update/Display

**Navigation:** NavBar > Navigator > Set Up Financials/Supply Chain > Product Related > Expenses > Management > Approval Setup > Summary Approval Options

**Security:** ZD Expenses Local Config Inq

**Menu:** STRUCTURE\_EXPENSES

**Component:** EX\_SUM\_APPR\_OPT

**Page:** EX\_SUM\_APPR\_OPT

**Action:** N/A

FIN: Local Configuration Guide - Travel Expenses

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