

# *Using Every Tool in the Box for Oracle EBS iExpense*

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Session 9

October 14, 2010

2:00 – 3:00

# Your Presenter

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Jim Flinn

University of Virginia

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## Previous Experience

EDS (HP)

WF Developer, EBS Implementation Consultant

# University of Virginia

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- **Public university, founded by Thomas Jefferson in 1819.**
- **No. 2 best public university in 2009 *U.S. News and World Report* rankings**
- **Approximately 21,000 students and 12,000 faculty and staff**
- **Over \$314 million in annual sponsored research**
- **Main campus in Charlottesville, Virginia**

# UVA Implementations/Upgrades

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- **Implemented Oracle Financials and Purchasing Version 11.03 in July 2001**
- **Implemented Oracle HR/Payroll and Oracle Assets in October 2002.**
- **Upgraded all modules to 11.5.9 in May 2004 and to 11.5.10 in May 2006**
- **R12.1.3 upgrade begun September 2010**

# UVA Integrated System

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Server: IBM P770 Database: 10.2.0.4

Oracle Modules: Version 11.5.10.2

Accounts Payable

Accounts Receivable

Cash Management

Fixed Assets

General Ledger

Grants Accounting

Human Resources

Inventory

iProcurement/Purchasing

Labor Distribution

Learning Management

Order Management

Payroll

Time Management (HXT)

# Hosted Software

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- PeopleAdmin
  - ❖ HR position description and applicant tracking system
- Thomson Treasura
  - ❖ Treasury management system
- SciQuest
  - ❖ Catalog management system

# Today's Agenda

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- Background
- UVA Expense Report Requirements
- UVA Approval Requirements
- What Did We Do?
- How Did We Do It?
- Expenses Workflow
- Q & A

# Background

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- UVA is Grants-Centric
  - ALL Money is Distributed Through Awards
  - UVA uses GMS as its Expenditure Sub-Ledger
  - State Monies have Different Rules Than Local and Grant Award Funds
  
- Expenses Workflow Goals:
  - Prevent Unapproved Expense Report Activity From Reaching Audit
  - Eliminate Paper and Streamline Expense Reporting Process
  - Create Different Approval Paths For Different Classes of Expenses
  - Provide All Necessary Approval Information in Notification
    - No Need to Log In to EBS to Approve/Reject
    - WF Notification or Email
  - Notify Preparer (and Traveler if different) Of Approval Status
  - Simplify Future Maintenance Where Possible (Expense Limits)

PTAEO

# Before Expenses Workflow

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- Manual Paper Process
- Spreadsheets
- Sloppy Receipt Process
- No Policy Enforcement Except Audit
- Communication Delays

# UVA Expense Report Requirements

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- Approval Managers Must Be Tied to Traveler
  - HR Organization for Cost Center Based on Primary Assignment
  - If Multiple Orgs, Create LOV
- All Expenses Must be Certified by Traveler
- Modify Wording on Forms
- Hide Unwanted Fields
- Enable PTAEO Functionality for Preferences & Allocations
- Limits Vary based On Source of Funds
- Approve and Forward Functionality
- Meaningful Error Messages and Hints
- Round Off Per Diem Meal Percentages

# UVA Approval Requirements

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- HR Dept Manager Approval
  - *AME not Implemented at UVA*
  - *Second Approval Necessary in Some Cases*
- Traveler Approval
  - *Must Certify Expenses*
- Self Approval
  - *Some are More Equal than Others*

# UVA Approval Requirements

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- Other Considerations
  - *Timeouts Derived From UVA Calendar*
  - *Second Approval Requirement Limits Change Regularly*
  - *CONUS Daily Per Diem Amount Should be Rounded Off Even Though UVA Implemented with Percentages (15/35/50)*

# UVA Customizations

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- **Additional Approvals**
  - *Second Manager When Exceeding State Limits*
  - *Approve & Forward (NCAA Compliance, Legal, etc.)*
  
- **Additional Information**
  - *Self Approval Does not Transfer with Vacation Rule*
  - *Certification Required if Traveler is Not Preparer*
  - *Link To Instructions Where Necessary*
  - *Prominently Feature Approver Comments/Actions*
  
- **Additional Functionality**
  - *Self Approval*
  - *Timeouts Tied to UVA Academic / Business Calendar*

# What Did We Do?

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## This Tool ...

## Was Used To ...

jDeveloper

1. Modify LOV for Cost Center Manager
2. Enable PTAE0 Allocation Favorites

Workflow Builder

Customize Expenses Workflow

Application Developer

1. Modify / Create Messages
2. Create Custom Profile Options

SQL Plus

Customize Expenses Workflow Behavior With Code Extensions

OAF Personalizations

Modify OAF Forms

# Approver LOV

**ORACLE** Expense Reports [Global Policy](#) [Home](#) [Logout](#) [Preferences](#)

**Expenses**


Expenses Home | Expense Report Search | Expenses Entry | Access Authorizations | Projects and Tasks | Payments Search

● — ○ — ○ — ○  
General Information   Enter Expenses   Enter PTAO   Review

---



### Create Expense Report: General Information

\* Indicates required field   Step 1 of 4

Name	<input type="text" value="Flinn, James V (Jim) (105764)"/>	Type of Travel	<input type="text" value="Domestic"/>
Organization	20020 IT-ISDS	* Purpose	<input type="text"/>
Currency	US Dollar	* Approver	<input type="text" value="Hicks, Shy M"/> 

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#### Additional Information

* Destination	<input type="text"/>	* Departure Date	<input type="text"/> 
		* Return Date	<input type="text"/> 

Step 1 of 4

[Expenses](#) | [Global Policy](#) | [Home](#) | [Logout](#) | [Preferences](#)

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# PTAO Preferences

ORACLE Expense Reports [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

- General
- Display Preferences
- Access Requests
- Expense Preferences
  - My PTAO

**Confirmation**  
Your Allocation Preferences have been set.

**Expenses Preferences: My PTAOs**  
Click the Add a PTAO button to create a pre-defined PTAO that you can select and assign to expense lines. You must provide a nickname for each PTAO. The nickname will appear in the LOV for My PTAOs on the Enter PTAO screen. [Revert](#) [Save](#)

My Project Allocation Sets

Line	Allocation Name	Project	Task	Award	Project Expenditure Organization	Split Criteria	Duplicate	Remove
1	State Funds	104088 <small>IT-ISDS Fin &amp; HR Operating</small>	101 <small>UVA Personnel</small>	SG00247 <small>FI-ISDS State</small>	20020 IT-ISDS			

[Add Another Row](#) [Revert](#) [Save](#)

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# PTAO Preferences

ORACLE Expense Reports Global Policy Home Logout Preferences Personalize Page

**Expenses**

Expenses Home | Expense Report Search | Expenses Entry | Access Authorizations | Projects and Tasks | Payments Search

General Information | Enter Expenses | **Enter PTAO** | Review

**Update Expense Report: Enter PTAO**

\* Indicates required field Save Cancel Back Step 3 of 4 Next

- You can enter the PTAO for each line on this form.  
or ...
- You can use the My Allocations LOV to update multiple lines using your preference PTAOs. Select the line(s) you wish to update, choose the nickname from the My Allocations LOV and click Apply.  
or ...
- To manually enter a PTAO for multiple lines or to split a line between multiple PTAOs, select the line(s) you wish to update and click the Update PTAO button.

Select Expense Lines: Update PTAOs Revert My Allocations State Funds Apply

Select All | Select None | Expand All | Collapse All Expense lines available for project updates.

Select	Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Project	Task	Award	Project Expenditure Organization
<input type="checkbox"/>		All					94.00							
<input checked="" type="checkbox"/>		1	Per Diem	08-Oct-2010	Meals Per Diem (Domestic)	94.00 USD	94.00		District Of Columbia	conference	104088 IT-ISDS Fin & HR Operating	101 UVA Personnel	SG00247 FI-ISDS State	20020 IT-ISDS

Save Cancel Back Step 3 of 4 Next

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# jDevelopment

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```
<?xml version="1.0" encoding='windows-1252'?>
<!DOCTYPE ViewObject SYSTEM "jbo_03_01.dtd">

<ViewObject
  Name="UvaMyAllocationsVO"
  Extends="oracle.apps.ap.oie.poplist.server.MyAllocationsVO"
  BindingStyle="Oracle"
  CustomQuery="true"
  RowClass="uva.oracle.apps.ap.oie.poplist.server.UvaMyAllocationsVORowImpl"
  ComponentClass="uva.oracle.apps.ap.oie.poplist.server.UvaMyAllocationsVOImpl"
  MsgBundleClass="oracle.jbo.common.JboResourceBundle"
  UseGlueCode="false">
  <SQLQuery><![CDATA[
SELECT DISTINCT
sets.distribution_set_id,
sets.distribution_set_name,
sets.distribution_method,
prefs.allocation_pref_reason
FROM
oie_allocation_prefs prefs,
oie_distribution_sets sets,
oie_set_distributions dists
WHERE
prefs.distribution_set_id = sets.distribution_set_id
AND ( prefs.person_id = :1 OR prefs.person_id = :2)
AND sets.distribution_set_type_code = :3
AND sets.distribution_set_id = dists.distribution_set_id
]]></SQLQuery>
```

# How Did We Do It?

---

N – Application Developer > Application > Messages

- Messages and Hints
  - *29 Messages Modified*
  - *3 New Messages Created and Inserted*

# Customized Messages

N – Application Developer > Application > Messages

The screenshot shows the Oracle Applications Messages window. The window title is "Oracle Applications - UVA isd10 : IBM Dev1 : Cloned from Production as of 9/4/10". The menu bar includes "File", "Edit", "View", "Folder", "Tools", "Window", and "Help". The toolbar contains various icons for file operations. The main area displays a table of messages:

Name	Language	Application	Number
OIE_ADVANCE_NOT_ENTERED	US	Payables	
OIE_AD_HEADER_CREATE	US	Payables	
OIE_AD_HEADER_UPDATE	US	Payables	
OIE_AFTERNOON_TIME	US	Payables	
OIE_ALERTS	US	Payables	
OIE_ALL	US	Payables	
OIE_ALLOCATION_DETAILS_TITLE	US	Payables	
<b>OIE_ALLOCATION_PREFS_INSTR</b>	US	Payables	

Below the table, the "Current Message Text" area is highlighted with a red border and contains the following text:

**Click the Add a PTAO button to create a pre-defined PTAO that you can select and assign to expense lines. You must provide a nickname for each PTAO. The nickname will appear in the LOV for My PTAOs on the Enter PTAO screen.**

# Customized Messages

ORACLE Expense Reports [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

- General
  - Display Preferences
  - Access Requests
  - Expense Preferences
    - My PTAO

**Confirmation**  
Your Allocation Preferences have been set.

**Expenses Preferences: My PTAOs**  
Click the Add a PTAO button to create a pre-defined PTAO that you can select and assign to expense lines. You must provide a nickname for each PTAO. The nickname will appear in the LOV for My PTAOs on the Enter PTAO screen. [Revert](#) [Save](#)

My Project Allocation Sets

Line	Allocation Name	Project	Task	Award	Project Expenditure Organization	Split Criteria	Duplicate	Remove
1	State Funds	104088 IT-ISDS Fin & HR Operating	101 UVA Personnel	SG00247 FHSDS State	20020 IT-ISDS			

[Add Another Row](#) [Revert](#) [Save](#)

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# Customized Messages

ORACLE Expense Reports Global Policy Home Logout Preferences Personalize Page

Expenses Home | Expense Report Search | Expenses Entry | Access Authorizations | Projects and Tasks | Payments Search

General Information | **Enter Expenses** | Enter PTAO | Review

**Error**  
 Line 1 Error - Do you have meals to deduct? Select Yes/No-Values have not been entered for one or more required segments.

**Create Expense Report: Enter Expenses** Save Cancel Back Step 2 of 4 Next

Actual Expenses [0.00] Per Diem Expenses [132.00] Mileage Expenses [0.00]

**Per Diem Expenses**  
 TIP Enter one expense line for each travel destination. Click Details icon to enter meal deduction information.  
 TIP Date Example: 12-OCT-2010.  
 If necessary, click Details to correct the errors listed above.

Select Expense Lines: Duplicate Remove

Select All | Select None

Select Error	Line	Start Date	Expense Type	Destination	Justification	Number Of Days	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	11-Oct-2010	Meals Per Diem (Domestic)	Richmond (City)	VOUG	2	132.00	
<input type="checkbox"/>	2		Meals Per Diem (Domestic)					
<input type="checkbox"/>	3		Meals Per Diem (Domestic)					
<input type="checkbox"/>	4		Meals Per Diem (Domestic)					
<input type="checkbox"/>	5		Meals Per Diem (Domestic)					
							<b>Total</b>	<b>132.00</b>

Add More Lines Calculate

Actual Expenses [0.00] Per Diem Expenses [132.00] Mileage Expenses [0.00] Save Cancel Back Step 2 of 4 Next

Expenses | Global Policy | Home | Logout | Preferences | Personalize Page Privacy Statement

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# Customized Messages

**ORACLE Expense Reports** Global Policy Home Logout Preferences Personalize Page

**Expenses**

Expenses Home | Expense Report Search | Expenses Entry | Access Authorizations | Projects and Tasks | Payments Search

General Information | **Enter Expenses** | Enter PTAO | Review

---

**Cash and Other Expenses: Details for Line 1**

\* Indicates required field

\* Expense Type: **Meals Per Diem (Domestic)**

\* Start Date: **11-Oct-2010** (example: 27-Sep-2010)

End Date: **12-Oct-2010**

\* Number Of Days: **2**

Reimbursable Amount: **132.00 USD**

[Generate Per Diem](#)

Justification: **VOUG**

\* Destination: **Richmond (City)**

[New Line](#) [Remove Line](#) [Return to Previous Page](#)

---

**MEALS DEDUCTIONS**

Check Meals eaten before departure, after return, or provided free of charge while in travel status. Click Recalculate Button for new reimbursable amount.

[Recalculate for new reimbursable amount](#)

Date	Meals Deductions			Amount (USD)
	Breakfast	Lunch	Dinner	
11-Oct-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
12-Oct-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
<b>Total</b>				<b>0.00</b>

Reimbursement Summary			
Date	Per Diem Amount (USD)	Meals Deductions (USD)	Reimbursable Amount (USD)
11-Oct-2010	66.00	0.00	66.00
12-Oct-2010	66.00	0.00	66.00
<b>Total</b>		<b>132.00</b>	<b>132.00</b>

---

**Additional Information**

\* Do you have meals to deduct? Select Yes/No

[New Line](#) [Remove Line](#) [Return to Previous Page](#)

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# Custom Process For CONUS Rounding

**ORACLE Expense Reports** Global Policy Home Logout Preferences Personalize Page

Expenses Home | Expense Report Search | Expenses Entry | Access Authorizations | Projects and Tasks | Payments Search

General Information | **Enter Expenses** | Enter PTAO | Review

---

**Cash and Other Expenses: Details for Line 1**

\* Indicates required field

\* Expense Type: **Meals Per Diem (Domestic)**

\* Start Date: **11-Oct-2010** (example: 27-Sep-2010)

End Date: **12-Oct-2010**

\* Number Of Days: **2**

Reimbursable Amount: **87.00 USD**

[Generate Per Diem](#)

Justification: **VOUG**

\* Destination: **Richmond (City)**

[New Line](#) [Remove Line](#) [Return to Previous Page](#)

---

**MEALS DEDUCTIONS**

Check Meals eaten before departure, after return, or provided free of charge while in travel status. Click Recalculate Button for new reimbursable amount.

[Recalculate for new reimbursable amount](#)

Date	Meals Deductions			Amount (USD)
	Breakfast	Lunch	Dinner	
11-Oct-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<11.00>
12-Oct-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<34.00>
<b>Total</b>				<b>&lt;45.00&gt;</b>

---

**Reimbursement Summary**

Date	Per Diem Amount (USD)	Meals Deductions (USD)	Reimbursable Amount (USD)
11-Oct-2010	66.00	<11.00>	55.00
12-Oct-2010	66.00	<34.00>	32.00
<b>Total</b>	<b>132.00</b>	<b>&lt;45.00&gt;</b>	<b>87.00</b>

---

**Additional Information**

\* Do you have meals to deduct? Select Yes/No

[New Line](#) [Remove Line](#) [Return to Previous Page](#)

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# Self Approval

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- Simple Requirement, Complex Solution
  - Profile Option with Yes/No Value
  - Code Extension to Derive Profile Value
  - Workflow Builder
    - *Compare Value*
    - *Bypass Approval if Compare is Equal*
    - *Require Certification if Not Preparer*

# Profile Option

N – Application Developer > Application > Profiles


The screenshot shows the Oracle Applications Profile Option configuration window. The window title is "Oracle Applications - UVA isd10 : IBM Dev1 : Cloned from Production as of 9/4/10". The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for file operations. The main area is titled "Profiles" and contains the following fields and sections:

- Name:** UVA\_OIE\_SELF\_APPROVER
- Application:** Payables
- User Profile Name:** UVA\_OIE\_Self Approver
- Description:** Does Employee Have Self-Approval Authority?
- Hierarchy Type:** Security
- Hierarchy Type Access Level:** A table with columns for Visible and Updatable, and rows for Site, Application, Responsibility, Server, Server+Responsibility, Organization, and User.
- Active Dates:** Start: 20-JAN-2010, End: (empty)
- User Access:** Visible (checked), Updatable (checked)
- SQL Validation used for the Profile Option's List of Values:** A text area containing the following SQL query:

```
SQL="SELECT MEANING, LOOKUP_CODE
INTO :VISIBLE_OPTION_VALUE, :PROFILE_OPTION_VALUE
FROM FND_LOOKUPS
WHERE LOOKUP_TYPE = YES_NO'
ORDER BY LOOKUP_CODE"
```

# Profile Option

N – System Administrator > Profile > System



The screenshot shows the 'System Profile Values' window in Oracle Applications. The window title is 'Oracle Applications - UVA isd10 : IBM Dev1 : Cloned from Production as of 9/4/10'. The menu bar includes 'File', 'Edit', 'View', 'Folder', 'Tools', 'Window', and 'Help'. The toolbar contains various icons for file operations. The main area displays a table with the following columns: Profile Option Name, Site, Application, Responsibility, and User. The first row is selected and shows 'UVA OIE Self Approver' in the Profile Option Name column and 'Yes' in the User column. The User column also shows 'JF4W' above the 'Yes' value. The table has a vertical scrollbar on the right and a horizontal scrollbar at the bottom.

Profile Option Name	Site	Application	Responsibility	User
UVA OIE Self Approver				JF4W Yes

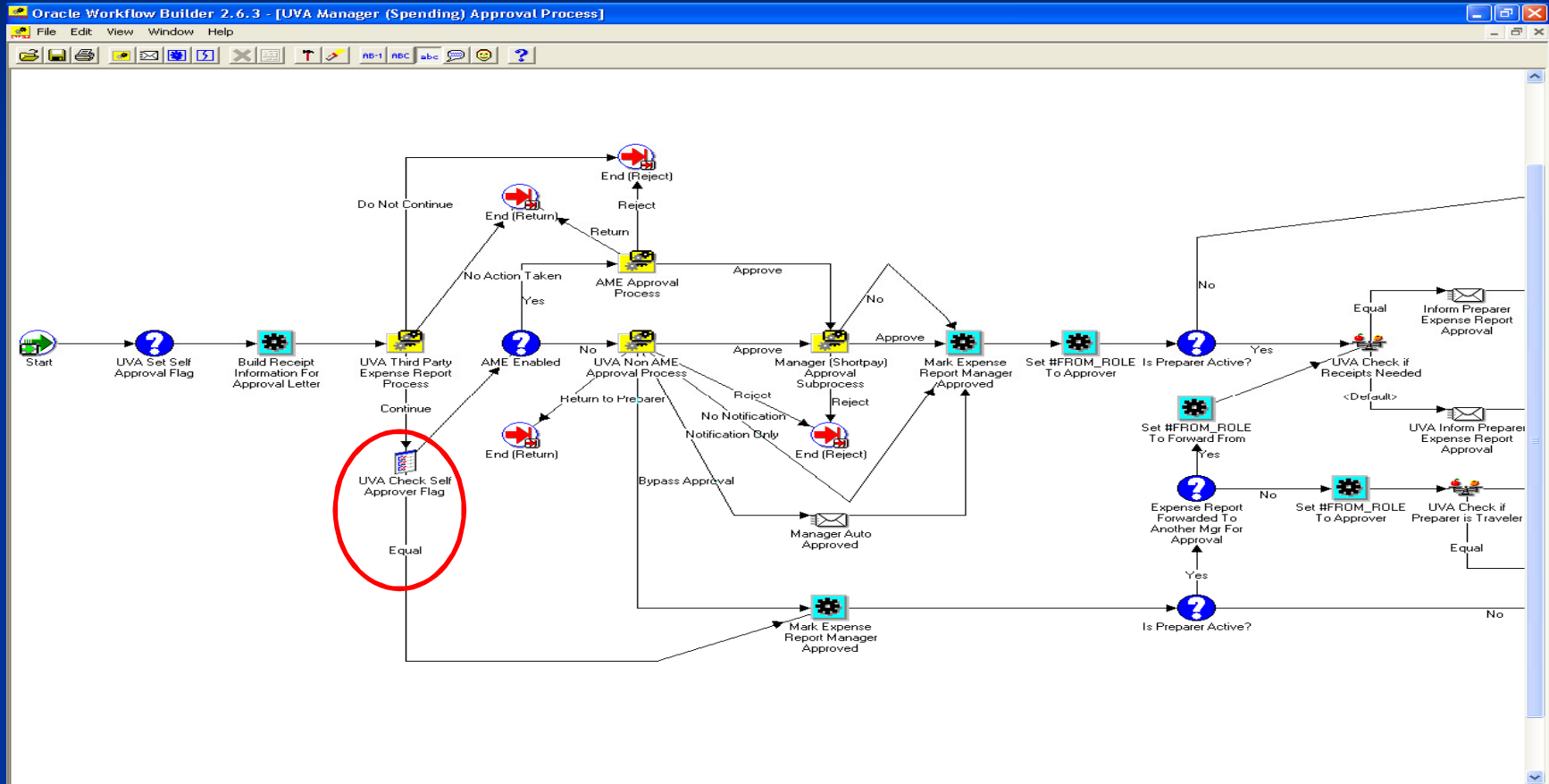
# Code to Derive Profile Value

---

```
select pov.profile_option_value
into l_self_approver_flag
from apps.fnd_profile_options pot
, apps.fnd_profile_option_values pov
, apps.fnd_user fu
where pov.profile_option_id = pot.profile_option_id
and pot.profile_option_name = 'UVA_OIE_SELF_APPROVER'
and pov.level_id = 10004
and to_number(pov.level_value) = fu.user_id
and fu.employee_id = l_employee_id;

wf_engine.SETITEMATTRTEXT(p_item_type
, p_item_key
, 'UVA_SELF_APPROVER'
, l_self_approver_flag);
```

# Workflow Customization



Session: 9 Using Every Tool in the Box for Oracle EBS iExpense

# Workflow Customization

**Navigator Control Properties** [Close]

Function | Details | Roles | Access | Node | Node Attributes

Attribute

Name: Test value

Type: Item Attribute

Value: UVA Self Approver? [Edit]

Name	Value Type	Value	Type	Description
Test value	Item Attribute	UVA Self Approver?	Text	value to compare against the...
Reference value	Constant	Y	Text	standard against which test v...

OK Cancel Apply Help

# Expenses Workflow Extensions

---

- **AP\_WEB\_CUST\_DFLEX\_PKG**
  - CustomDefaultCostCenter - Function to use the ORG portion of employee's primary assignment as the default cost center
  - CustomValidateCostCenter - Validate cost center
- **AP\_WEB\_ACCTG\_PKG**
  - Function to add code to Oracle seeded PLSQL procedure called ValidateProjectAccounting to handle Award information (Grants Accounting)

# Expenses Workflow Extensions

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- **AP\_WEB\_EXPENSE\_CUST\_WF**
  - *Function to Define Custom Attributes from Profile Options*
  - *'Approve and Forward' customization—sets next approver.*
  - *Function to store custom data in tables*
  - *Modified Procedure VerifyAuthority to check expense limits for second level approval*
  - *Function to compute UVA timeout (3 days) based on UVA calendar*

# How Did We Do It?

- OAF Page Personalizations
  - *30 Pages Modified*

ORACLE Expense Reports

Global Policy Home Logout Preferences Personalize Page

Expenses

Expenses Home | Expense Report Search | Expenses Entry | Access Authorizations | Projects and Tasks | Payments Search

General Information Enter Expenses Enter PTAO Review

### Update Expense Report: Enter PTAO

\* Indicates required field

- You can enter the PTAO for each line on this form.  
or ....
- You can use the My Allocations LOV to update multiple lines using your preference PTAOs. Select the line(s) you wish to update, choose the nickname from the My Allocations LOV and click Apply.  
or ....
- To manually enter a PTAO for multiple lines or to split a line between multiple PTAOs, select the line(s) you wish to update and click the Update PTAO button.

Select Expense Lines: Update PTAOs Revert My Allocations [Dropdown] Apply

Select	Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Project	Task	Award	Project Expenditure Organization
<input type="checkbox"/>		All					94.00							
<input checked="" type="checkbox"/>		1	Per Diem	08-Oct-2010	Meals Per Diem (Domestic)	94.00 USD	94.00		District Of Columbia	conference	104088	101	SG00247	20020 IT-ISDS

Save Cancel Back Step 3 of 4 Next

Expenses | Global Policy | Home | Logout | Preferences | Personalize Page

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# How Did We Do It?

**ORACLE** Expense Reports Global Policy Home Logout Preferences Help Personalize Page

**Expenses**

Personalize H Grid : Expense lines ava... Cancel Apply

▼ Personalization Context

Scope Page:  
 Document Name /oracle/apps/ap/oi/entry/accounting/webui/ExpenseAllocationsPG  
 Function OIE Expenses Entry Flow  
 Site Include  
 Organization A1000 Rector/Board of Visitors  
 Responsibility UVA AP Expenses

**Personalization Properties**

Clear Personalization   Choose Levels Displayed

	Original Definition	Function: OIE Expenses Entry Flow	Site	Organization: A1000 Rector/Board of Visitors	Responsibility: UVA AP Expenses
Additional Text	Expense lines available for project updates.	Inherit 5	Inherit 5	Inherit 5	Inherit 5
Admin Personalization	true	Inherit 5	Inherit 5	Inherit 5	Inherit 5
CSS Class	Default	Inherit 5	Inherit 5	Inherit 5	Inherit 5
Controller Class	oracle.apps.ap.oi.entry.accounting.webui.AllocationsHGridCO	Inherit 5	Inherit 5	Inherit 5	Inherit 5
Help Target Appl Short Name	Default	Inherit 5	Inherit 5	Inherit 5	Inherit 5
Post Initial Values	false	true 5	Inherit 5	Inherit 5	Inherit 5
Record Set Size	Default	Inherit 5	Inherit 5	Inherit 5	Inherit 5
Rendered	true	Inherit 5	Inherit 5	Inherit 5	Inherit 5
Search Controller Class	Default	Inherit 5	Inherit 5	Inherit 5	Inherit 5
User Personalization	true	true 5	Inherit 5	Inherit 5	Inherit 5
Width	Default	Inherit 5	Inherit 5	Inherit 5	Inherit 5

Clear Personalization   Choose Levels Displayed

TIP The table rows show the personalizable properties for the object. Table columns show the personalization levels for each property. Any property set to inherit will assume its value from the next highest level.

Cancel Apply

Expenses | Global Policy | Home | Logout | Preferences | Help | Personalize Page

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# How Did We Do It?

ORACLE Expense Reports Global Policy Home Logout Preferences Help Personalize Page

Expenses

Personalize Page: Choose Context Manage Levels

▼ Personalization Context

Scope Page:  
 Document Name /oracle/apps/ap/oi/entry/accounting/webui/ExpenseAllocationsPG  
 Function OIE Expenses Entry Flow  
 Site Include  
 Organization A1000 Rector/Board of Visitors  
 Responsibility UVA AP Expenses

▼ Search

Style   
 Title/Prompt/Text   
 Include Personalized Items Only

Personalization Structure

Simple View  Complete View  
 TIP In simple view mode, some items or regions may not be visible in the page structure and the reorder or create icon may be disabled for certain nodes. Please switch to complete view mode if you need full personalization capabilities over all items and regions.

[Expand All](#) | [Collapse All](#)

Focus Name	Shown	User Personalizable	Personalize	Reorder	Create Item	Update Item	Delete Item	Seeded User Views	Show in Complete View
▼ Page Layout	Yes								
▼ Page Status									
Static Styled Text: (PageInstructionText)		Yes							
Static Styled Text: *	Yes								
Spacer: Region item for s...	Yes								
Static Styled Text: Indicates required field	Yes								
Image	Yes								
Spacer: Region item for s...	Yes								
Static Styled Text: Indicates changed item	Yes								
Formatted Text: <font size=2><UL><LI>You can enter the PTAO for each line on this form.  <B>or ...</B>. <LI>You can use the My Allocations LOV to update multiple lines using your preference PTAOs. Select the line(s) you wish to update, choose the nickname from the My Allocations LOV and click Apply.  <B>or ...</B> <LI>To manually enter a PTAO for multiple lines or to split a line between multiple PTAOs, select the line(s) you wish to update and click the Update PTAO button.</UL>	Yes	Yes							
▼ Page Button Bar: Actions Region	Yes								
Submit Button: &Save									
Submit Button: Revert									
Submit Button: Cance&l									
Navigation Bar: (pbb.OIENavBar)									

Session: 9 Using Every Tool in the Box for Oracle EBS iExpense

# Verify Approve & Forward Approver

**ORACLE** Administrator Workflow

Home Logout Preferences Help Personalize Page

Status Monitor > Monitor Search > Monitor Activities History >

**TRAVEL ACTION REQUIRED: Expense ER10322 for Flinn, Jim (87.00 USD)**

From **Flinn, Jim** Expense Report for **Flinn, Jim**  
To **Hicks, Shy** Individual's Cost Center **20020**  
Sent **12-Oct-2010 16:36:17** Purpose **VOUG**  
Due **12-Oct-2010 17:06:17** Expense Report Total **87.00 USD**  
ID **3102570** Attachments

**Approve Approve And Forward Reject**

**By approving this message:**  
I certify that I have reviewed all related receipts for compliance with UVA travel policies.  
[Personalize Stack Layout](#)

**Cash and Other Expenses: Business Expenses**

[Show All Details](#) | [Hide All Details](#)

Details	Line	Date	Expense Type	Reimbursable Amount (USD)	Justification	Attachments
<a href="#">Show</a>	1	11-Oct-2010	Meals Per Diem (Domestic)	87.00	VOUG	
<b>Total</b>				<b>87.00</b>		

**Action History**

Num	Action Date	Action	From	To	Details
1	12-Oct-2010 16:36:17	Submit	<a href="#">Flinn, Jim</a>	<a href="#">Hicks, Shy</a>	

**Related Applications**

[Expense Report Details](#)

**Response**

Approve and Forward To:

Comments and Notes:

**Approve Approve And Forward Reject**

[Return to Worklist](#)

Home | Logout | Preferences | Help | Personalize Page

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# Verify Approve & Forward Approver

ORACLE Administrator Workflow

Home Logout Preferences Help Personalize Page

Home Monitor Search Monitor Activities History

**Error**  
1603: ERROR:The Forward To field is blank. Please select a valid employee before clicking Approve and Forward

**TRAVEL ACTION REQUIRED: Expense ER10322 for Flinn, Jim (87.00 USD)**

From Flinn, Jim  
To Hicks, Shy  
Sent 12-Oct-2010 16:36:17  
Due 12-Oct-2010 17:06:17  
ID 3102570

Expense Report for Individual's Cost Center  
Purpose  
Expense Report Total

Flinn, Jim  
20020  
VOUG  
87.00 USD

Attachments

Approve Approve And Forward Reject

**By approving this message:**  
I certify that I have reviewed all related receipts for compliance with UVA travel policies.  
[Personalize Stack Layout](#)

**Cash and Other Expenses: Business Expenses**

Show All Details Hide All Details

Details	Line	Date	Expense Type	Reimbursable Amount (USD)	Justification	Attachments
Show	1	11-Oct-2010	Meals Per Diem (Domestic)	87.00	VOUG	
Total				87.00		

**Action History**

Num	Action Date	Action	From	To	Details
1	12-Oct-2010 16:36:17	Submit	Flinn, Jim	Hicks, Shy	

**Related Applications**

Expense Report Details

**Response**

Approve and Forward To All Employees and Users

Comments and Notes

Approve Approve And Forward Reject

Return to Worklist

Home Logout Preferences Help Personalize Page

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# Verify Approve & Forward Approver

## *Add a Function to Your Notification*

*Code is processed before the Workflow Moves to Next Node*

The screenshot shows the 'Navigator Control Properties' dialog box with the 'Details' tab selected. The configuration is as follows:

Field	Value	Action
Item Type	Expenses	Edit
Internal Name	UVA_APPROVAL_REQUEST	New
Display Name	UVA Request Approval from APPROVER	
Description	Approve and Forward Functionality added	
Icon		Browse
Function Name	AP_WEB_EXPENSE_CUST_WF.UVA_Check_For	
Function Type	PL/SQL	
Result Type	UVA Approval Action	Edit
Message	UVA Request Expense Report Approval Messa	Edit
Expand Roles	<input type="checkbox"/>	

Buttons at the bottom: OK, Cancel, Apply, Help.

# Verify Approve & Forward Approver

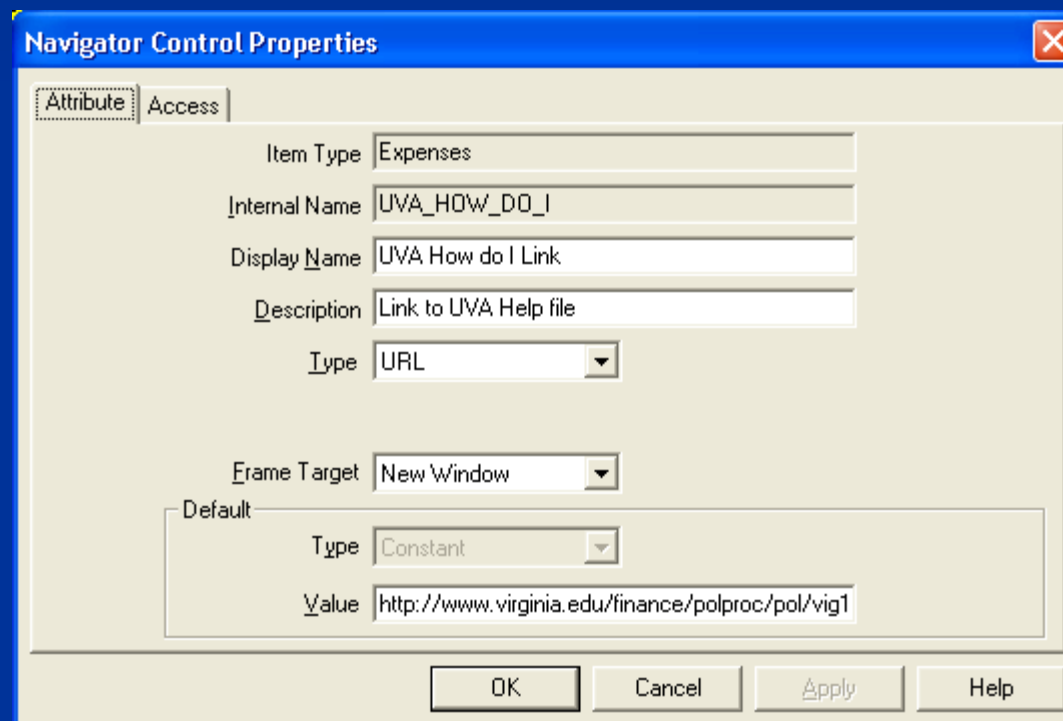
---

```
Begin
-----
l_debug_info := 'Verifying Forward_To field was properly populated before App and Frwrd';
-----
if p_funmode = 'RESPOND' then
    nNid := wf_engine.context_nid; -- gets the notification ID
    l_response_code := wf_notification.GETATTRTEXT (nNid, 'RESULT');
    l_forward_to := upper(wf_notification.GETATTRTEXT (nNid, 'UVA_FORWARD_TO_USERNAME'));
    If (l_response_code = 'APPROVE_AND_FORWARD') then
        if (l_forward_to is null) then
            wf_core.token
            ('CUSTOM' , 'ERROR:The Forward To field is blank. Please select a valid employee before clicking Approve and Forward');
            wf_core.RAISE ('WFLDRS_CUSTOM');
            else
                p_result := 'COMPLETE:FORWARD_TO';
            end if;
        end if;
    else
        p_result := wf_engine.eng_null ;
    end if;
end if;
```

# Embed Links in Your Message

---

## Create a URL Attribute in WF Builder



The screenshot shows the "Navigator Control Properties" dialog box with the "Attribute" tab selected. The configuration is as follows:

Property	Value
Item Type	Expenses
Internal Name	UVA_HOW_DO_I
Display Name	UVA How do I Link
Description	Link to UVA Help file
Type	URL
Frame Target	New Window
Default Type	Constant
Default Value	<a href="http://www.virginia.edu/finance/polproc/pol/vig1">http://www.virginia.edu/finance/polproc/pol/vig1</a>

Buttons at the bottom: OK, Cancel, Apply, Help.

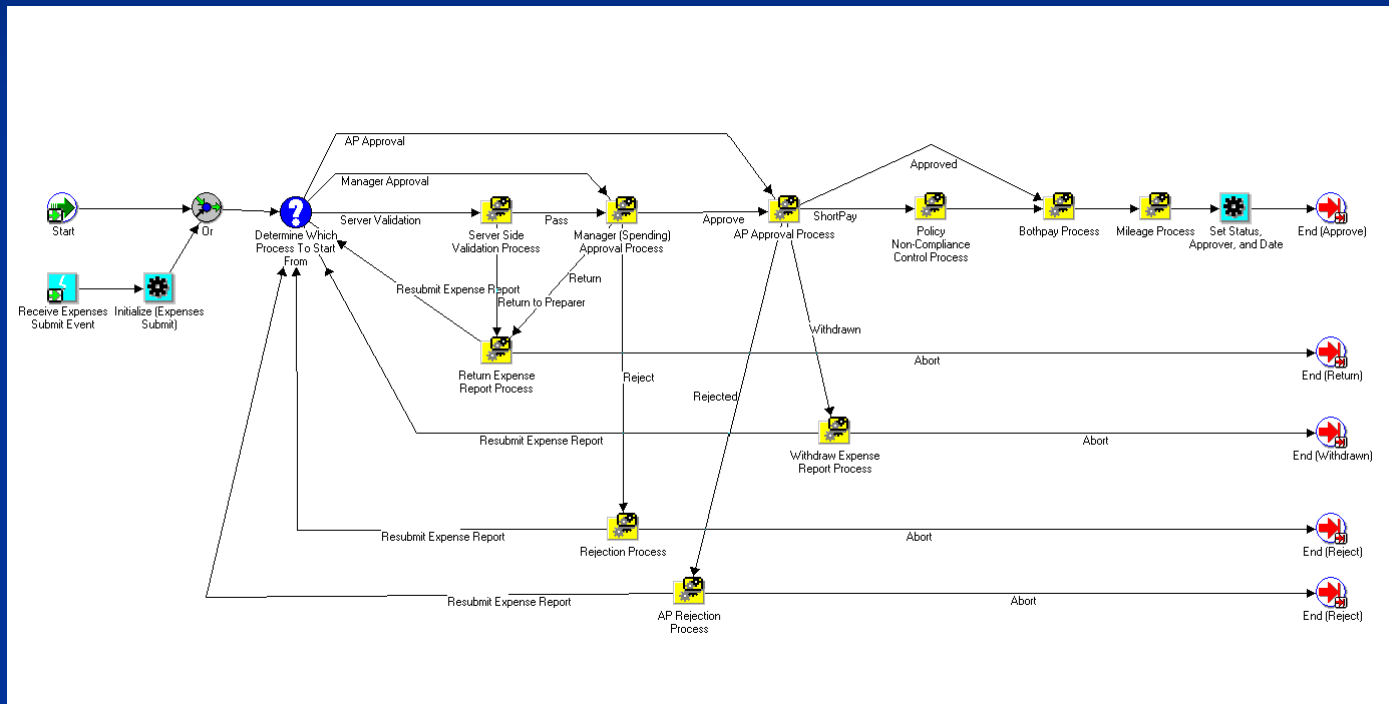
# How Did We Do It?

---

- Workflow Builder
  - *Custom Attributes for Self Approval, Expense Limits, Approve & Forward History*
  - *Custom Processes to Process the Flow*
  - *Custom Functions to Control the Flow*
  - *Custom Notifications and Messages*
  - *Attached Custom Code to Custom Functions*
  - *(Examples to Follow)*

# Seeded Expenses Workflow

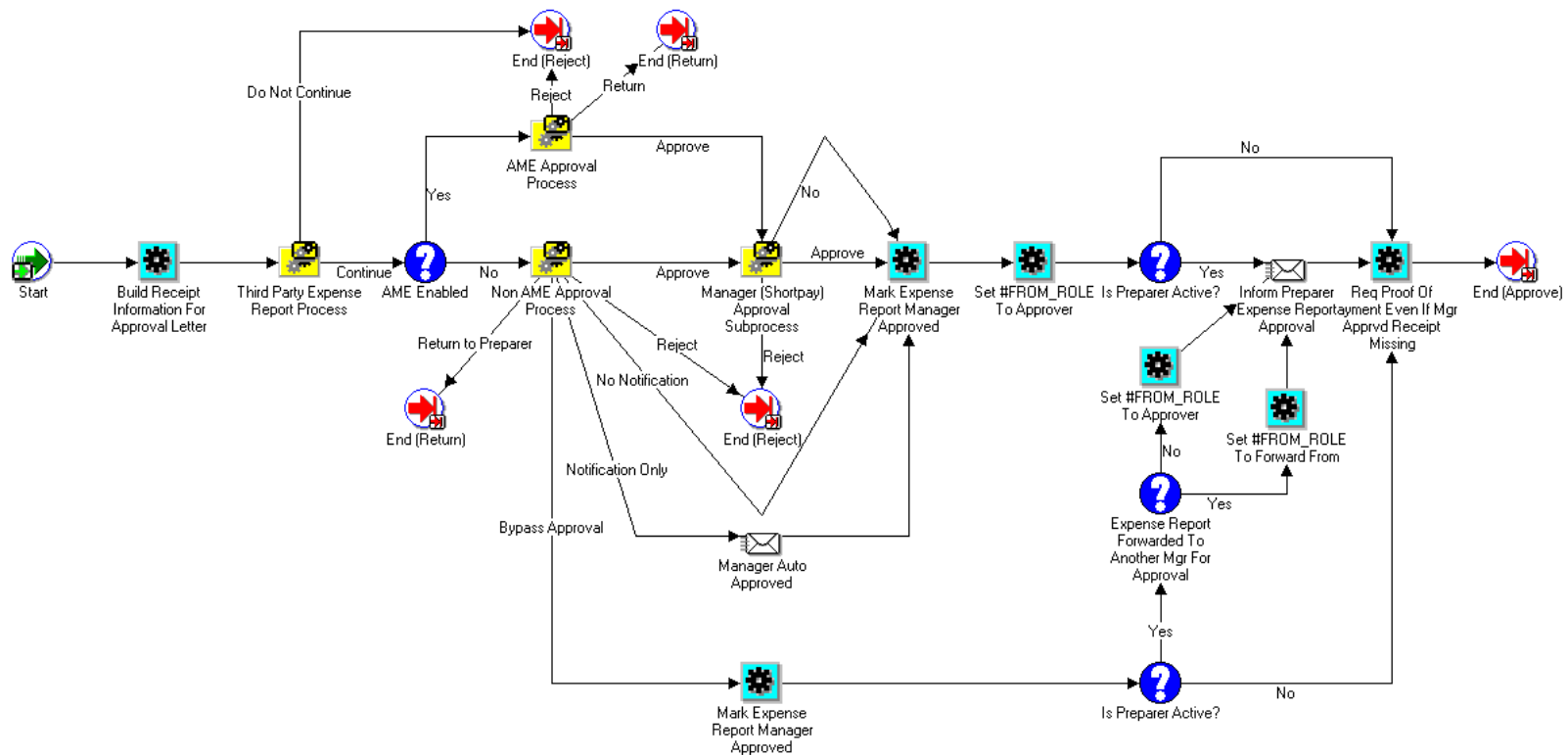
## AP Standard Expense Report Process





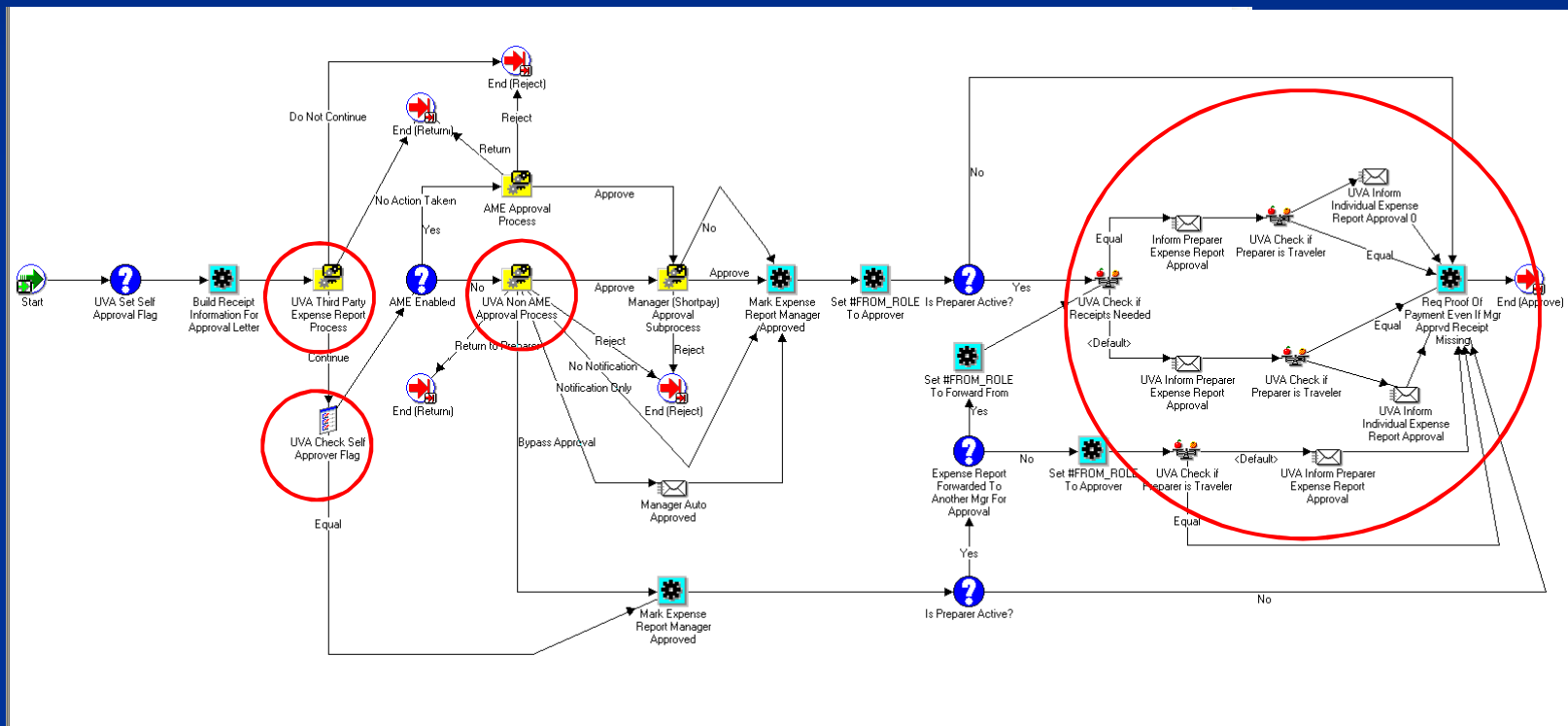
# Seeded Expenses Workflow

## Manager (Spending) Approval Process



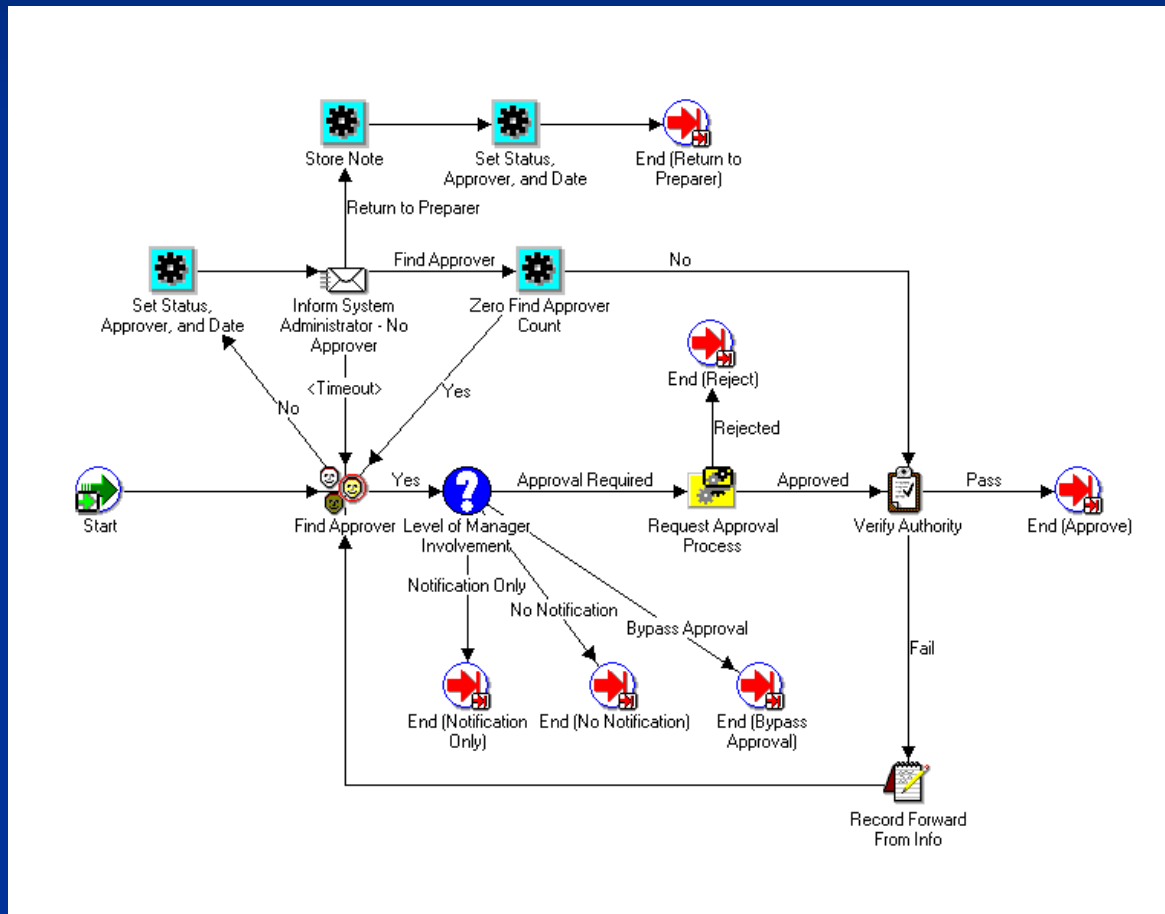
# UVA Expenses Workflow

## UVA Manager (Spending) Approval Process



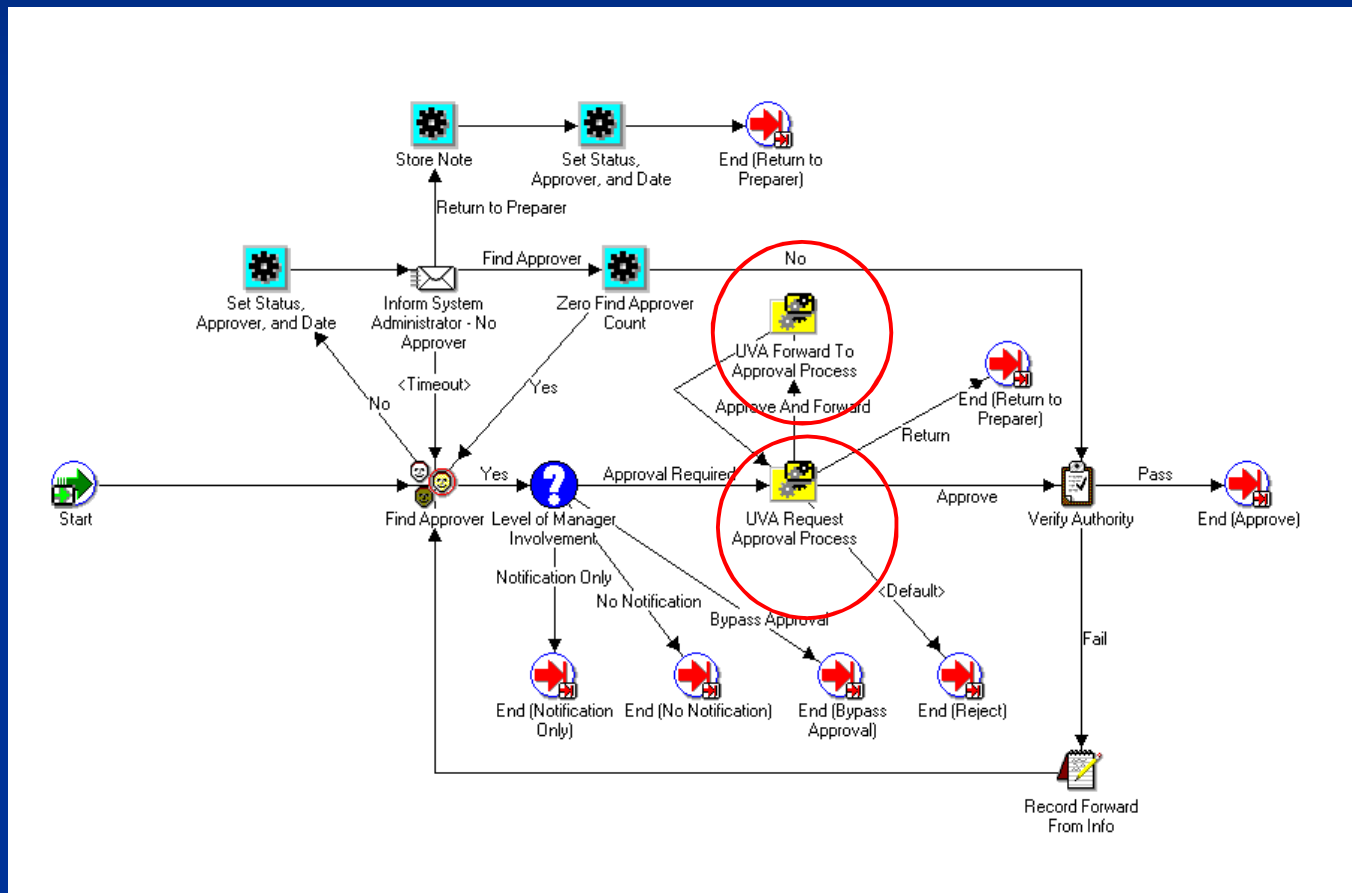
# Seeded Expenses Workflow

## Non AME Approval Process



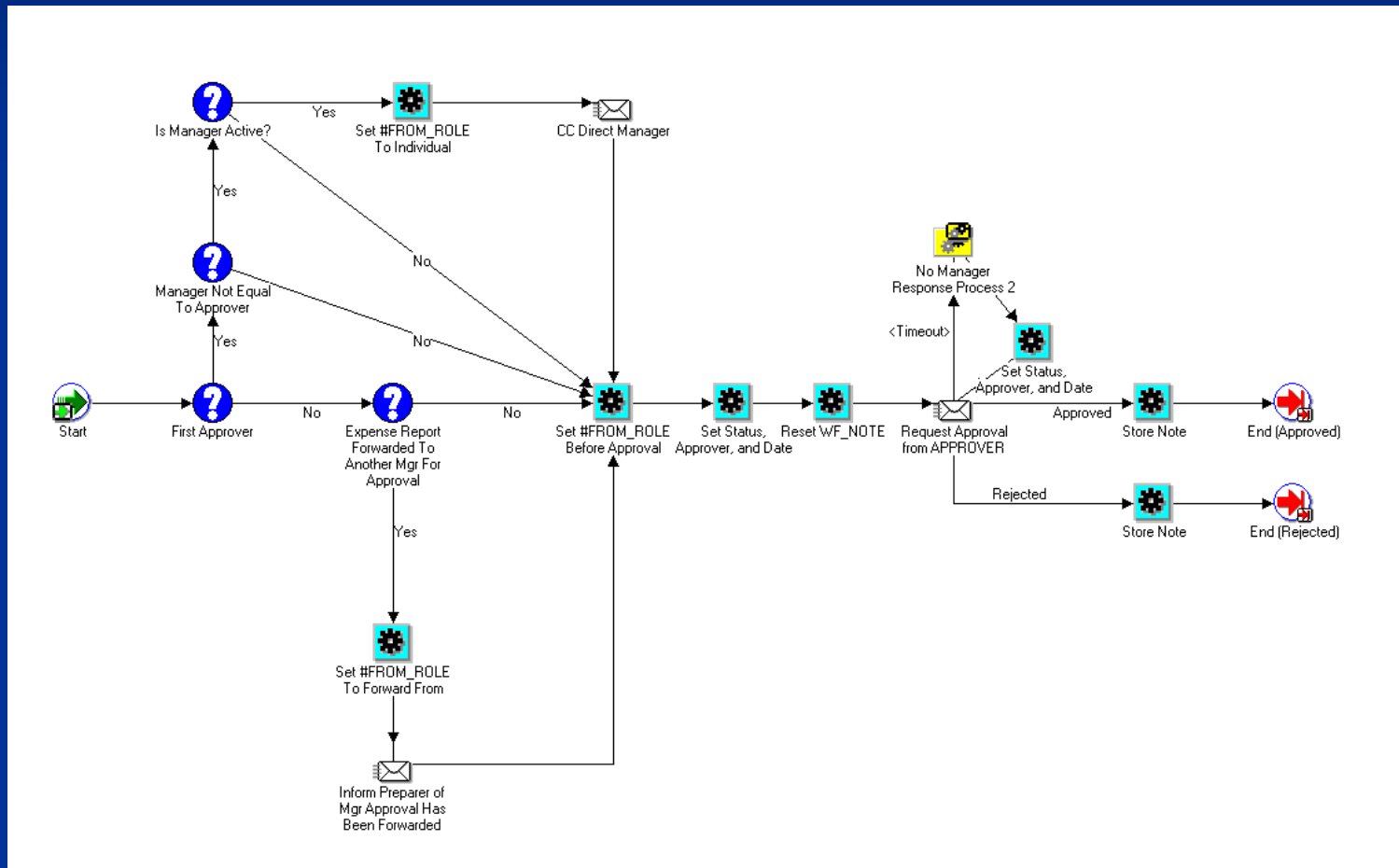
# UVA Expenses Workflow

## UVA Non AME Approval Process



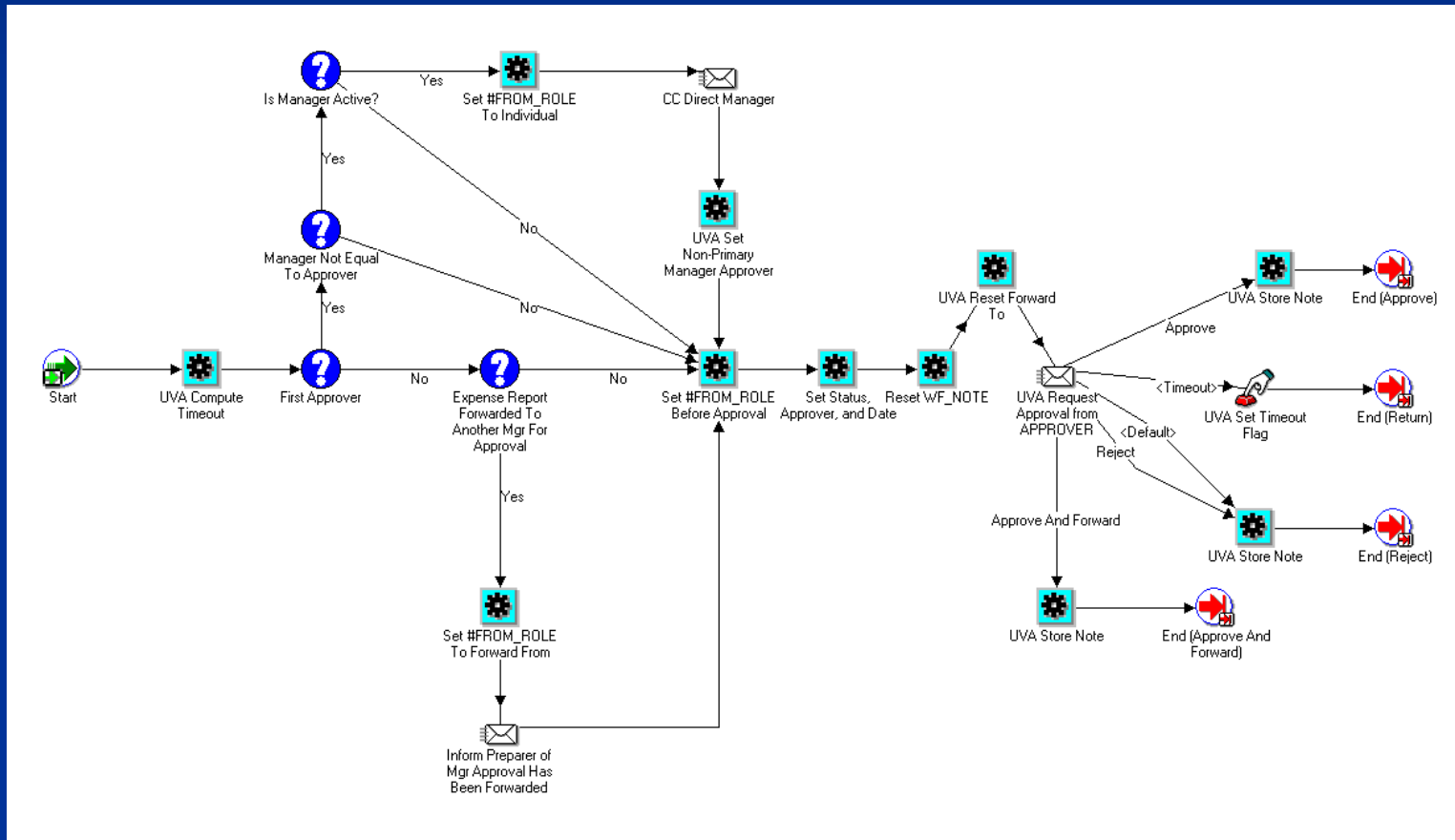
# Seeded Expenses Workflow

## Request Approval Process



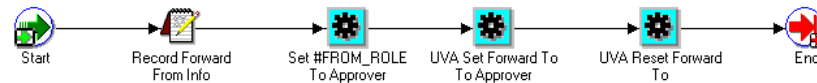
# UVA Expenses Workflow

## UVA Request Approval Process



# UVA Expenses Workflow

## UVA Forward To Approval Process



# Questions?

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# Contacts

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# PTAEO

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- PTAEO at UVA
  - Project (UVA Funds at Project Level)
  - Task (Funding Allowed in Special Cases)
  - Award (Controls Distribution of All Funds)
  - Expenditure Type
  - Organization
- “Many to Many” A – P Linkages

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