Expense Updates

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New Feature – Position Selection for Expenses

Workers with multiple positions must now select a position when creating a spend authorization or expense report.

The position selected determines which manager receives the transaction for approval. Previously, transactions always routed to the primary position's manager.

No other approval steps are impacted by the position selected. For example, cost center manager is determined by the cost center worktag(s) used on the transaction.

Go-live: Saturday, November 14

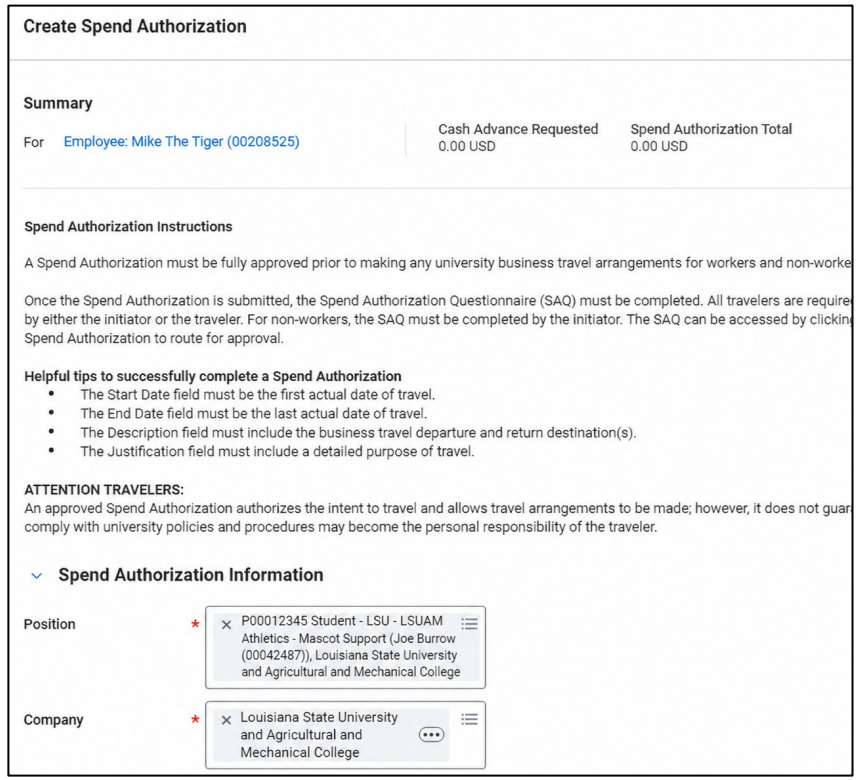
Position Selection During Creation

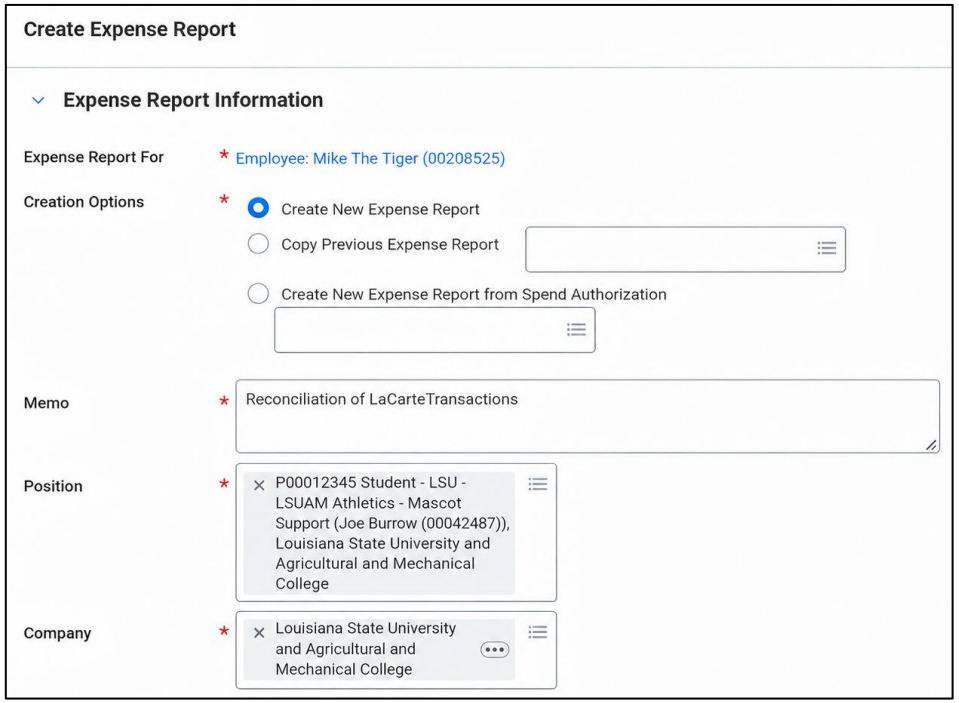
Position prompt appears on the Create Spend Authorization and Create Expense Report screens for workers with multiple positions.

Primary position displays initially, with the last selection defaulted for each new transaction.

Displays as *Position – Supervisory Organization, Company*. Plus sign (+) at the end indicates an additional position.

Workers with only one position will not see this prompt.





Review the Position Before Creating

The position locks once the transaction is created.

Selection cannot be changed through Edit, Change, Send Back, or Copy options.

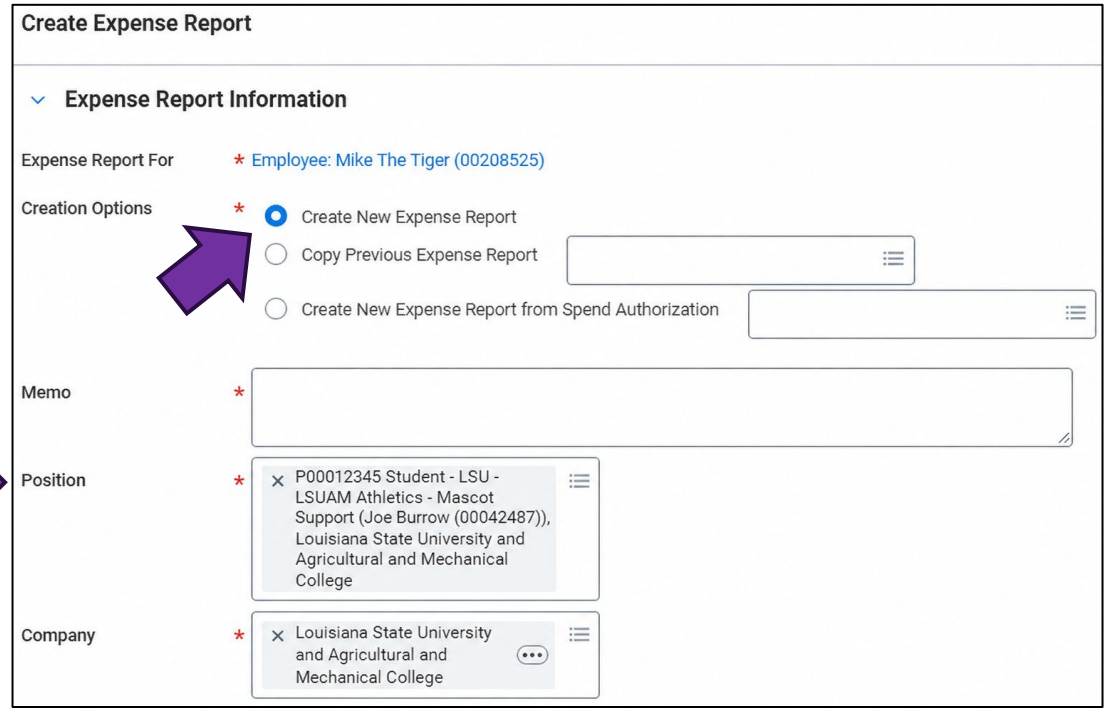
Always review the position before submitting the create screen.

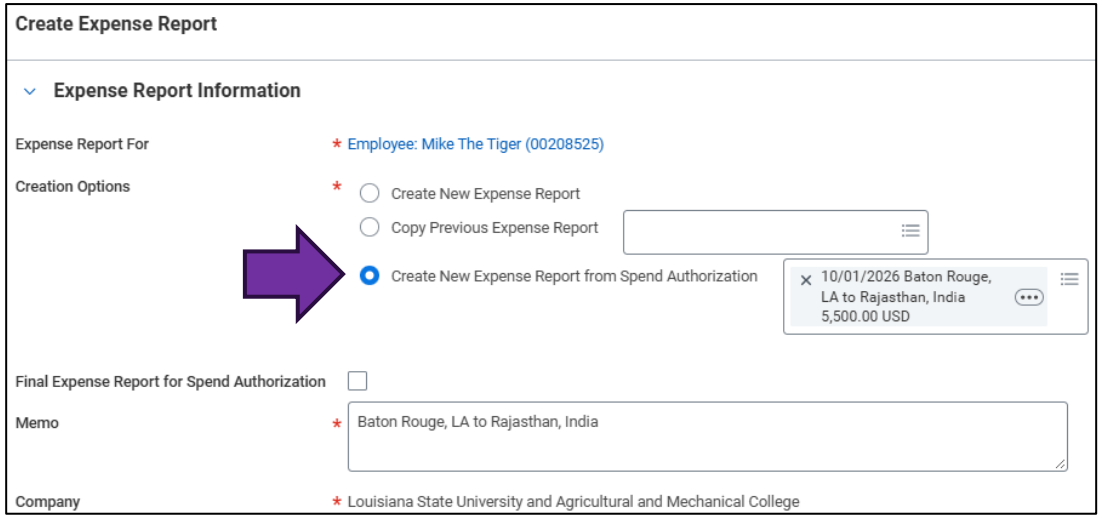
Expense Reports Linked to Spend Authorizations

An expense report linked to a spend authorization uses the spend authorization's position, which cannot be changed.

The Position prompt disappears from the Create Expense Report screen when the spend authorization is selected.

If the spend authorization uses a position the worker no longer holds, the expense report still routes to the manager of that former position.

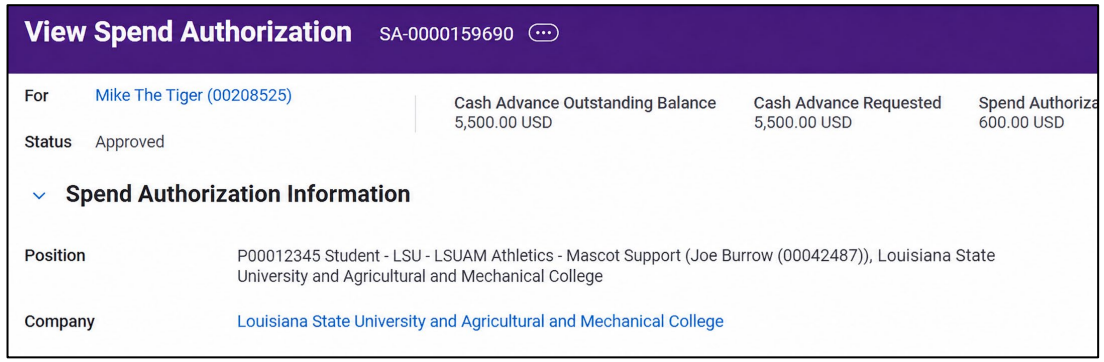


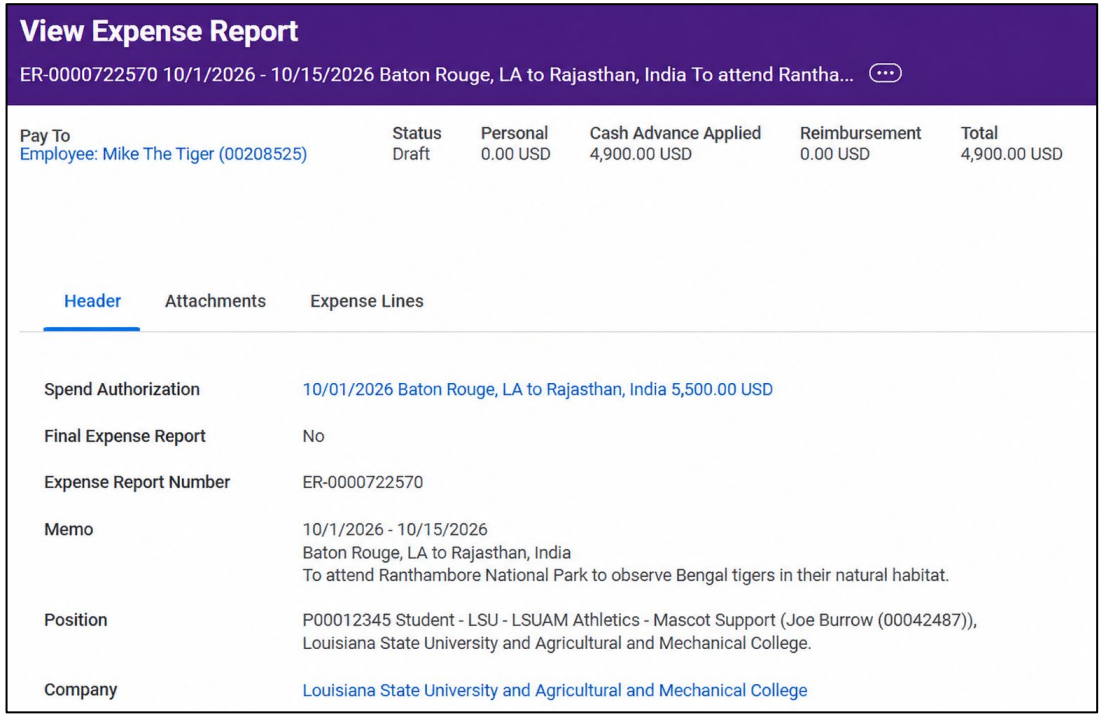


Viewing the Position on Transactions

The Position field displays on the view screens even for workers with one position who did not make a selection during creation.

Transactions created before go-live will also display the Position field.





New Feature – Defaulted and Recommended Expense Items for Credit Card Transactions

Applies only to newly loaded credit card transactions

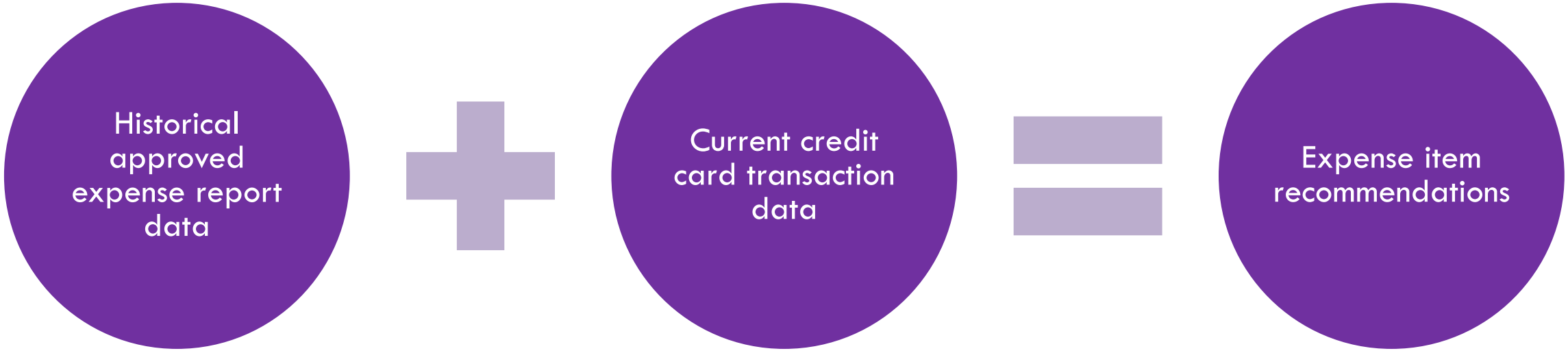
Does not apply to out-of-pocket expense lines

Does not apply retroactively to previously loaded credit card transactions

Recommendations began appearing on transactions loaded Monday, November 2

How Recommendations Are Generated

- Machine learning uses a combination of approved expense report data together with details from the current credit card transaction (e.g., cardholder, charge description, amount) to identify likely expense items.



How It Works

Recommendations

Up to 5 recommendations may appear for a credit card transaction

Defaults

When the model has high confidence, one recommendation will be automatically defaulted. All recommendations remain visible when an item is defaulted, making it easy to change.

No Recommendations

Some transactions may receive no recommendations

What Did Testing Show?

- **48%** of test transactions received a defaulted expense item
- **94%** of defaulted expense items matched expense item used in Production
- **67%** of defaulted expense items are for Procurement transactions
- **33%** of defaulted expense items are for Travel transactions

Unable to calculate the accuracy or volume of test transactions that received a recommendation, but no defaulted expense item, due to reporting limitations

Recommendations Are a Starting Point

Always review the expense item!

A recommendation or default does not replace the user's review.

Select a different expense item when a default is not appropriate. Select any available expense item, not just the recommended options.

Recommendations display alphabetically, not by likelihood.

Similar transactions may receive different recommendations.

Reviewers and approvers only see the expense item ultimately selected.

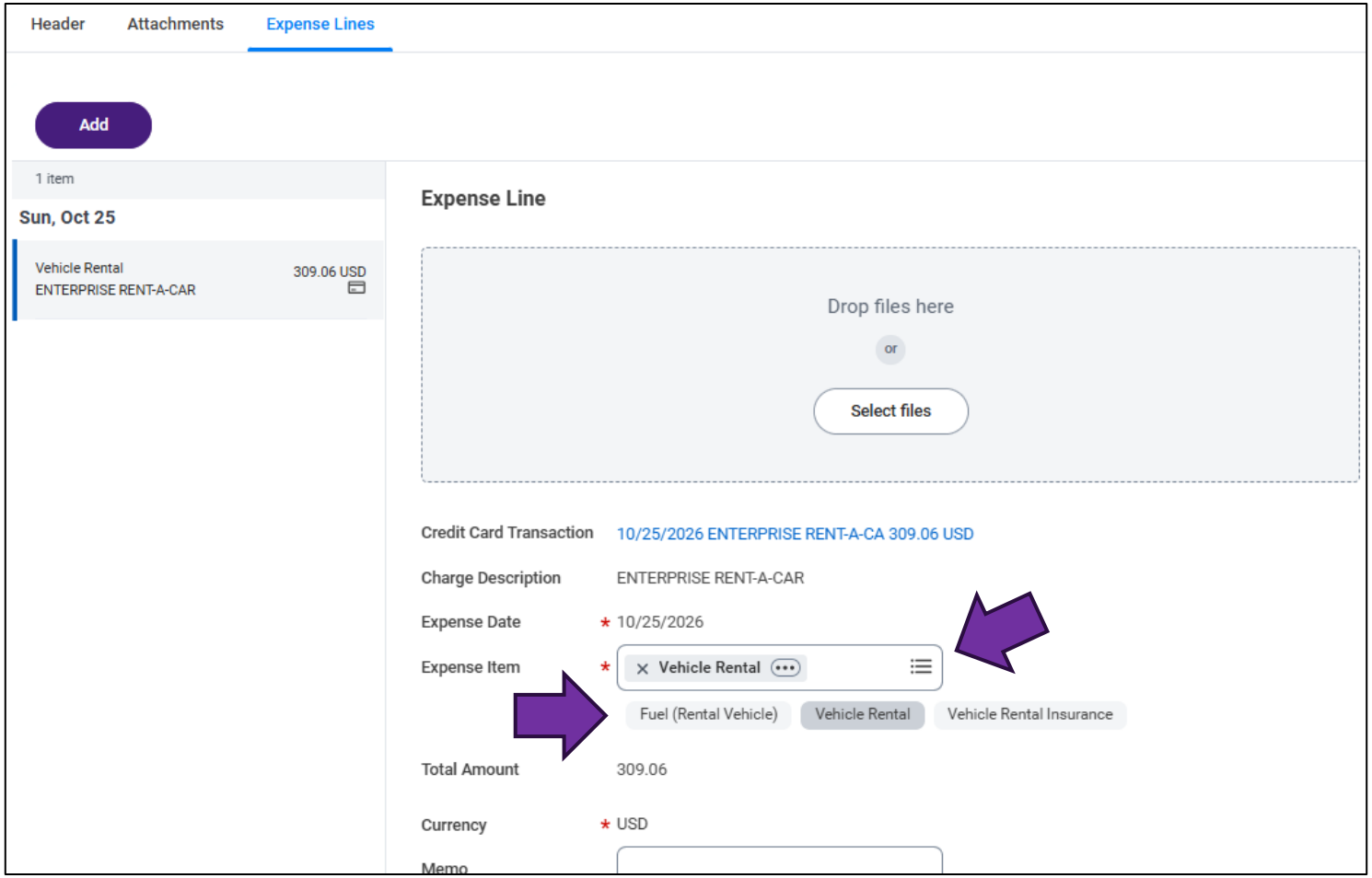
What's Next?

All expense job aids have been updated.

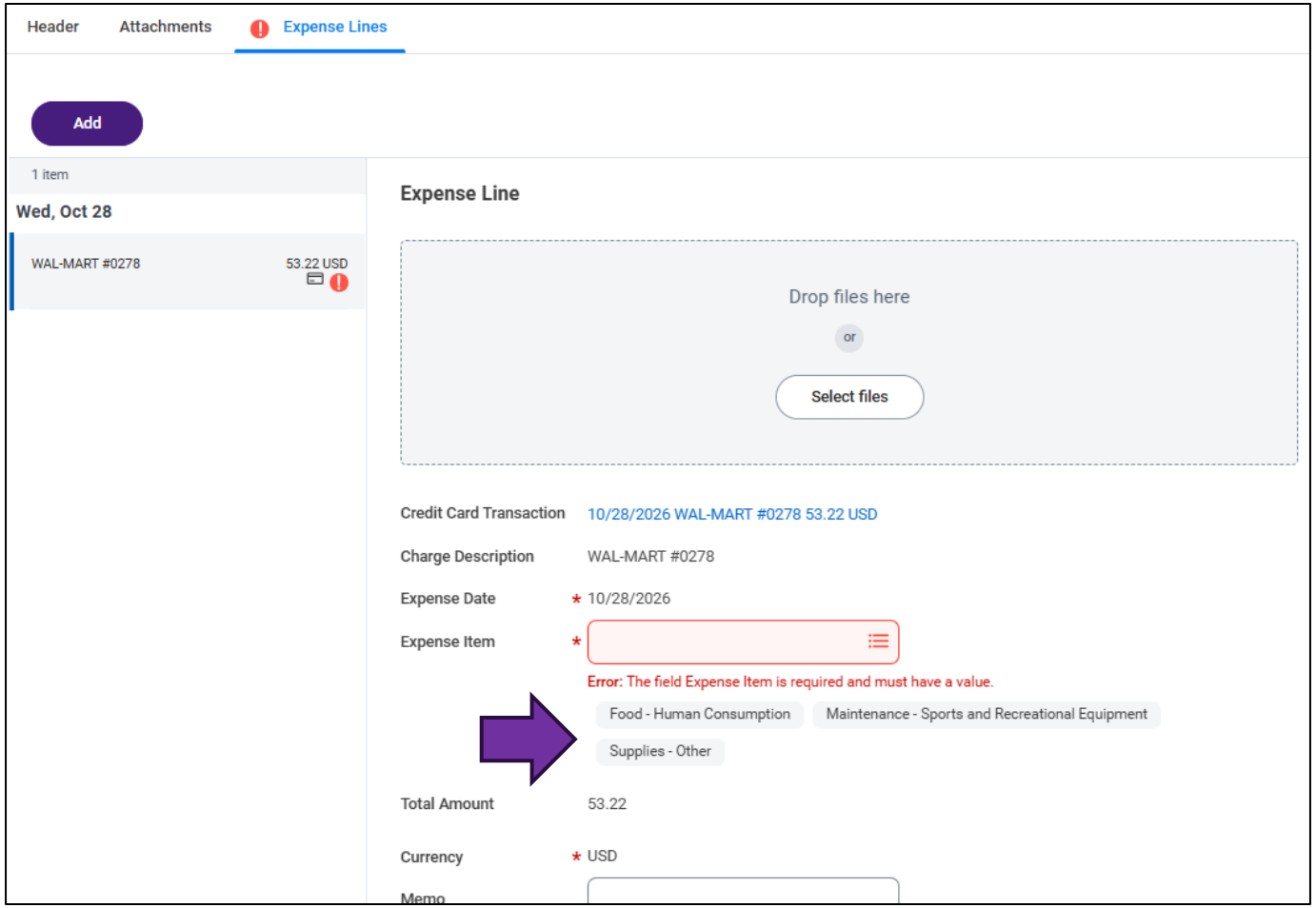
Scanned receipt recommendations will be evaluated once there is enough volume.

Let's see a demo.

Demo – Defaulted Expense Item



Demo – Recommended Expense Items Only



Demo – No Recommended Expense Items

