



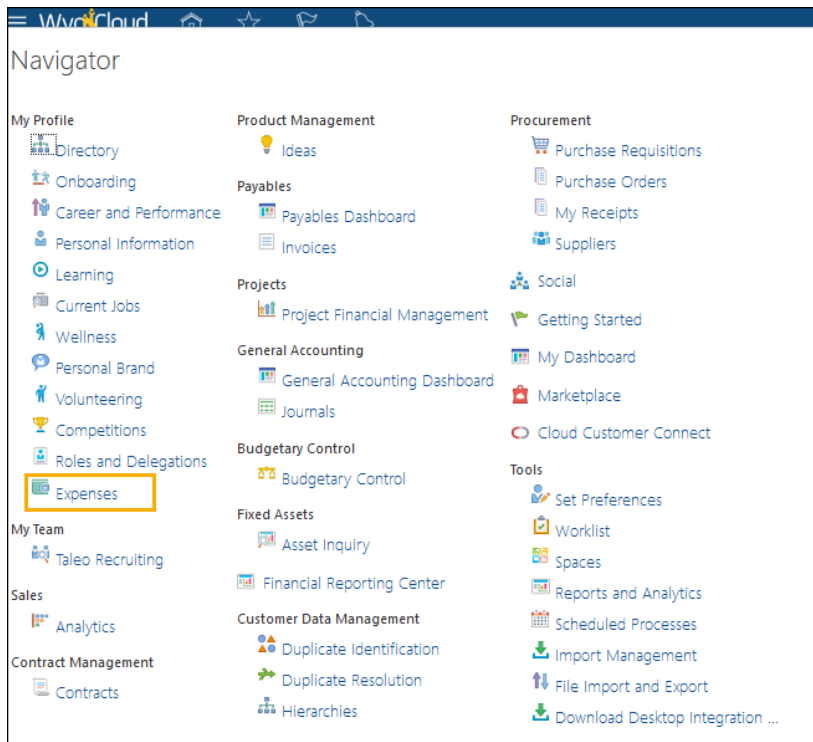
Project Related Transactions

Locating & Resubmitting Expense Reports in Saved Status

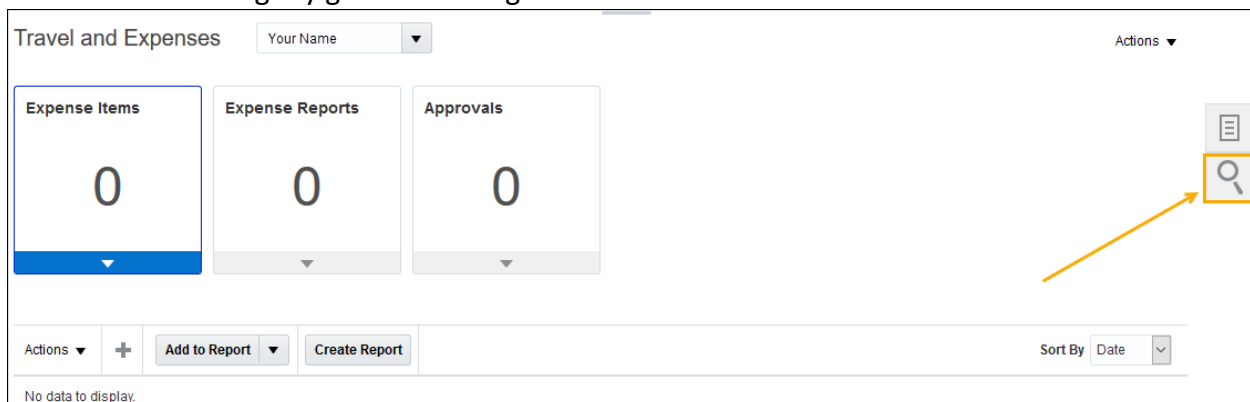
Step One

Locating Expense Reports

- I. Navigate to the Expense section under My Profile

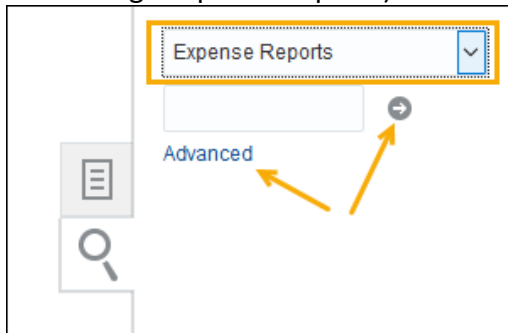


- II. Click on the magnify glass on the right





- III. Expense Reports should default to the search option. Either click on the grey circle with the white arrow **OR** the Advanced hyperlink (both options take you to the same place to Manage Expense Reports).






All of your expense reports and their statuses will show in the Manage Expense Reports page. All expense reports with a status of **Saved** will need to be resubmitted to workflow. Remember, this issue affected all reports in any status other than “Saved” **prior to 01/07/19**.

Manage Expense Reports

Saved

Search Expense Reports

► Search

Actions View    Detach

Create Report

Report Number	Date	Report Status	Report Total (USD)
EXP0041161258	1/02/2019	Saved	2,575.31
EXP0041161293	12/21/2018	Saved	12.00
EXP0029700543	1/10/2019	Ready for payment	5,017.57
EXP0029715200	12/21/2018	Saved	25.58
EXP0026287593	11/21/2018	Paid	844.00



Step Two

Resubmitting expense reports for project related transactions

Expense reports with transactions charging to a project have a known Oracle bug and must be handled differently than a transaction not charging to a project. Below are steps for **EACH** outlined scenario, you **MUST** follow the **DETAILED** steps pertaining to the type of expense report:

- Personal Reimbursement Only Transactions Charging to a Project
- Personal Reimbursement AND P-Card Transactions Combined All Charging to a Project
- Personal Reimbursement AND P-Card Transactions Combined, but Personal Reimbursement Lines are NOT Charging to a Project
- Personal Reimbursement AND P-Card Transactions Combined, but P-Card transactions are NOT Charging to a Project
- P-Card Only Transactions Charging to a Project

Personal Reimbursement Only Transactions Charging to a Project

Personal reimbursement lines charging to a project must be removed from the expense report and added back to the same report. The following steps outline how to do this:

- I. In Manage Expense Reports, click on the hyperlinked Report Number to fix the report in **Saved Status** with a date of 1/07/2019 or earlier

Manage Expense Reports				
Saved				
Search Expense Reports				
Search				
Actions View Detach Create Report				
Report Number	Date	Report Status	Report Total (USD)	
EXP0041161258	1/02/2019	Saved	2,575.31	
EXP0041161293	12/21/2018	Saved	12.00	
EXP0029700543	1/10/2019	Ready for payment	5,017.57	
EXP0029715200	12/21/2018	Saved	25.58	
EXP0026287593	11/21/2018	Paid	844.00	



II. Expense Report Displayed

Expense Report: EXP0041161258 Save Submit Cancel

* Purpose: Travel expenses for conference in Nashville, T

Missing Images Reason:

Attachments: None

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: 2,575.31 USD

2,575.31 USD

☐ I have read and accept the corporate travel and expense policies.

Expense Item: Sort By: Newest date

Actions Add Existing Apply Project Apply Account

Per Diem- Domestic Per Diem for travel Nashville, TN for conference	12/21/2018 Imaged receipt required	125.00 USD
Airfare & Bag Fees- Domestic Airfare to conference in Nashville, TN	12/20/2018 Imaged receipt required	1,025.00 USD
Hotel / Lodging Domestic Hotel in Nashville, TN for conference	12/23/2018 Imaged receipt required	1,425.31 USD

- III. Click the next to the amounts for EACH line charging to a project. This will remove the line from the expense report. ****It is critical to note the information and save attachments of each line PRIOR to removing to add back to the same report in step V****

Expense Report: EXP0041161258 Save Submit Cancel

* Purpose: Travel expenses for conference in Nashville, T

Missing Images Reason:

Attachments: None

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: 2,575.31 USD

2,575.31 USD

☐ I have read and accept the corporate travel and expense policies.

Expense Item: Sort By: Newest date

Actions Add Existing Apply Project Apply Account

Per Diem- Domestic Per Diem for travel Nashville, TN for conference	12/21/2018 Imaged receipt required	125.00 USD
Airfare & Bag Fees- Domestic Airfare to conference in Nashville, TN	12/20/2018 Imaged receipt required	1,025.00 USD
Hotel / Lodging Domestic Hotel in Nashville, TN for conference	12/23/2018 Imaged receipt required	1,425.31 USD

- IV. If you receive a warning notification after clicking on the , Click Yes.

- V. On the same expense report, recreate the personal expense line by clicking the and re-enter all information and attachments you previously noted from Step II.



Expense Report: EXP0041161258

* Purpose: Travel expenses for conference in Nashville, T

Missing Images Reason:

Attachments: None +

Status: Saved

Expense Item:

Actions + Add Existing Apply Project Apply Account

- VI. Once all personal lines have been added back to the report, **click the box** next to “I have read and accept the corporate travel and expense policies.” Click **Submit**. The report will route through the normal approval workflow.

Expense Report: EXP0041161258

* Purpose: Travel expenses for conference in Nashville, T

Missing Images Reason:

Attachments: None +

Status: Saved

Expense Item:

Actions + Add Existing Apply Project Apply Account

Report Total

Payment Method: Electronic

Employer Pays You: 2,575.31 USD

2,575.31 USD

☒ I have read and accept the corporate travel and expense policies

Sort By: Newest date

Per Diem- Domestic Per Diem for travel Nashville, TN for conference	12/21/2018 + Imaged receipt required	125.00 USD	×
Airfare & Bag Fees- Domestic Airfare to conference in Nashville, TN	12/20/2018 + Imaged receipt required	1,025.00 USD	×
Hotel / Lodging Domestic Hotel in Nashville, TN for conference	12/23/2018 + Imaged receipt required	1,425.31 USD	×

- VII. Repeat these steps for all other expense reports in Saved Status for personal reimbursement only charging to a project.

Personal Reimbursement AND P-Card Transactions Combined All Charging to a Project

The following steps will remove only personal reimbursement lines from an expense report that includes personal reimbursement lines AND p-card transaction lines. **AFTER** you've removed the personal reimbursement lines from the expense report, **you will need to create a NEW expense report** for the reimbursement portion **ONLY** to go through the workflow and be paid as usual. Leave the p-card transactions on the original report for now as Oracle works on the known system bug.



- I. In Manage Expense Reports, click on the hyperlinked Report Number to edit the report in **Saved Status** with a date of **1/07/2019** or prior.

Manage Expense Reports

Saved

Search Expense Reports

Search

Actions View

Detach

Create Report

Report Number	Date	Report Status	Report Total (USD)
EXP0031115558	1/02/2019	Saved	1,735.99
EXP0041161293	12/21/2018	Saved	12.00
EXP0029700543	1/10/2019	Ready for payment	5,017.57
EXP0029715200	12/21/2018	Saved	25.58
EXP0026287593	11/21/2018	Paid	844.00

II. Expense Report Displayed

Expense Report: EXP0031115558

Save Submit Cancel

* PurposeTravel expenses for conference in Houston, TX

Missing Images Reason

AttachmentsNone

StatusSaved

Report Total

Payment MethodElectronic

Employer Pays You1,430.00 USD

Employer Pays Card Issuer305.99 USD

1,735.99USD

☐ I have read and accept the corporate travel and expense policies.

Expense Items

Sort ByNewest date

ActionsAdd ExistingApply ProjectApply Account

Hotel / Lodging Domestic Hotel in Houston, TX for conference	12/23/2018 + Imaged receipt required	1,325.00 USD ×
Per Diem- Domestic Per Diem for travel to conference in Houston, TX.	12/21/2018 + Imaged receipt required	105.00 USD ×
P-Card - Houston, TX Rental car during trip to Houston, TX for conference.	12/14/2018 🔗	277.91 USD × Card
P-Card - Aurora, CO Parking at DIA for trip to Houston, TX for conference	12/14/2018 🔗	28.08 USD × Card

Personal Reimbursement Charging to Project

P-Card Transactions Charging to Project



- III. Click the ☐ next to the amounts for **ONLY** the personal reimbursement line(s). ****It is critical to note the information and save attachments of each line PRIOR to removal in order to add those personal reimbursements lines to a new expense report (see step VI)****

Expense Report: EXP0031115558

Save Submit Cancel

* Purpose: Travel expenses for conference in Nashville, TN

Missing Images Reason:

Attachments: None

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: 1,430.00 USD

Employer Pays Card Issuer: 305.99 USD

1,735.99 USD

☐ I have read and accept the corporate travel and expense policies.

Expense Items

Sort By: Newest date

Actions: + Add Existing Apply Project Apply Account

Hotel / Lodging Domestic Hotel in Houston, TX for conference	12/23/2018 + Imaged receipt	1,325.00 USD	<input type="checkbox"/>
Per Diem- Domestic Per Diem for travel to conference in Houston, TX.	12/21/2018 + Imaged receipt required	105.00 USD	<input type="checkbox"/>
P-Card - Houston, TX Rental car during trip to Houston, TX for conference.	12/14/2018 🔗	277.91 USD Card	×
P-Card - Aurora, CO Parking at DIA for trip to Houston, TX for conference	12/14/2018 🔗	28.08 USD Card	×

- IV. If you receive a warning notification after clicking on the ☐, **Click Yes.**
- V. The expense report should have **0.00 next to Employer Pays You** and remaining amount matching the p-card transactions next to Employer Pays Card Issuer. **Click Save and Close.** Repeat these steps for all other expense reports in Saved Status that include p-card transactions and personal reimbursements combined on one report charging to a project.

P-card transactions are to remain on the original report. **DO NOT** resubmit them. These will be addressed once we receive a fix from Oracle.



Expense Report: EXP0031115558

* Purpose: Travel-expenses for conference in Nashville, TN

Missing Images Reason: [Empty]

Attachments: None

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: 0.00 USD

Employer Pays Card Issuer: 305.99 USD

305.99 USD

☐ I have read and accept the corporate travel and expense policies.

Expense Items

Sort By: Newest date

Actions	+	Add Existing	Apply Project	Apply Account
P-Card - Houston, TX Rental car during trip to Houston, TX for conference.	12/14/2018	277.91 USD Card	X	
P-Card - Aurora, CO Parking at DIA for trip to Houston, TX for conference	12/14/2018	28.08 USD Card	X	

- VI. Create a new expense report for the personal reimbursement lines you previously deleted from Step III. The new expense report will go through the normal workflow approval and payment process.



Note: It is recommended not to mix personal reimbursements and p-card transactions on the same expense report. A single expense report should include only personal reimbursement lines or only p-card transaction lines.

Personal Reimbursement AND P-Card Transactions Combined, but Personal Reimbursement Lines are NOT Charging to a Project

Expense reports containing both personal reimbursement and p-card transactions with **only p-card** transactions charging to a project can be resubmitted after removing the p-card transaction lines. **The personal reimbursement lines CANNOT be charging to a project for this method to work.**

The following steps will remove only p-card lines from an expense report that includes personal reimbursement lines AND p-card transaction lines. After removing the p-card lines, the expense report can be resubmitted and route through the normal approval workflow. The p-card transactions removed from the original report will not show back up on your Travel and Expenses home screen; however, Oracle is working on the known bug in the system to fix these. At this time, do not worry about reconciling those transactions until communicated by WyoCloud.

- I. In Manage Expense Reports, click on the hyperlinked Report Number to fix the report in **Saved Status** with a date of 1/07/2019 or earlier

Manage Expense Reports

Saved

Search Expense Reports

► Search

Actions View Detach Create Report

Report Number	Date	Report Status	Report Total (USD)
EXP0031115558	1/02/2019	Saved	1,735.99
EXP0041161293	12/21/2018	Saved	12.00
EXP0029700543	1/10/2019	Ready for payment	5,017.57
EXP0029715200	12/21/2018	Saved	25.58
EXP0026287593	11/21/2018	Paid	844.00

II. Expense Report Displayed

Expense Report: EXP0031115558

Save Submit Cancel

* Purpose: Travel expenses for conference in Houston, TX

Missing Images Reason: Attachments: None

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: 1,430.00 USD

Employer Pays Card Issuer: 305.99 USD

1,735.99 USD

☐ I have read and accept the corporate travel and expense policies.

Expense Items

Sort By: Newest date

Actions: Add Existing Apply Project Apply Account

Hotel / Lodging Domestic Hotel in Houston, TX for conference	12/23/2018 + Imaged receipt required	1,325.00 USD	×
Per Diem- Domestic Per Diem for travel to conference in Houston, TX.	12/21/2018 + Imaged receipt required	105.00 USD	×
P-Card - Houston, TX Rental car during trip to Houston, TX for conference.	12/14/2018 🔗	277.91 USD Card	×
P-Card - Aurora, CO Parking at DIA for trip to Houston, TX for conference	12/14/2018 🔗	28.08 USD Card	×

Personal Reimbursement **NOT** Charging to Project

P-Card Transactions Charging to Project

III. Click the next to the amounts for **ONLY** the p-card transaction line(s).



Expense Report: EXP0031115558

Save Submit Cancel

* Purpose: Travel expenses for conference in Houston, TX

Missing Images Reason

Attachments: None

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: 1,430.00 USD

Employer Pays Card Issuer: 305.99 USD

1,735.99USD

☐ I have read and accept the corporate travel and expense policies.

Expense Items

Sort By: Newest date

Actions: Add Existing Apply Project Apply Account

Hotel / Lodging Domestic Hotel in Houston, TX for conference	12/23/2018 + Imaged receipt required	1,325.00 USD	X
Per Diem- Domestic Per Diem for travel to conference in Houston, TX.	12/21/2018 + Imaged receipt required	105.00 USD	X
P-Card - Houston, TX Rental car during trip to Houston, TX for conference.	12/14/2018 P-Card Transactions Charging to a Project	277.91 USD Card	X
P-Card - Aurora, CO Parking at DIA for trip to Houston, TX for conference	12/14/2018 P-Card Transactions Charging to a Project	28.08 USD Card	X

- IV. Click **Yes** on the warning notification that pops up after clicking on the 

Warning

Expense items that you remove from this report will be available to add to future reports. Do you want to continue?

Yes No

- V. The expense report should only display the remaining amount **next to Employer Pays You**. There no longer should be a line for Employer Pays Card Issuer.

Expense Report: EXP0031115558

Save Submit Cancel

* Purpose: Travel expenses for conference in Houston, TX

Missing Images Reason

Attachments: None

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: 1,430.00 USD

1,430.00USD

☐ I have read and accept the corporate travel and expense policies.

Expense Items

Sort By: Newest date

Actions: Add Existing Apply Project Apply Account

Hotel / Lodging Domestic Hotel in Houston, TX for conference	12/23/2018 + Imaged receipt required	1,325.00 USD	X
Per Diem- Domestic Per Diem for travel to conference in Houston, TX.	12/21/2018 + Imaged receipt required	105.00 USD	X

- VI. Click the box next to "I have read and accept the corporate travel and expense policies."
- VII. Click Submit.



Repeat these steps for all other expense reports in Saved Status that include p-card transactions and personal reimbursements combined on one report with **only the p-card transactions charging to a project.**

Expense Report: EXP0031115558

Save Submit Cancel

* Purpose: Travel expenses for conference in Houston, TX

Missing Images Reason

Attachments: None

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: 1,430.00 USD

1,430.00 USD

☒ I have read and accept the corporate travel and expense policies.

Expense Items

Sort By: Newest date

Actions: Add Existing Apply Project Apply Account

Hotel / Lodging Domestic Hotel in Houston, TX for conference	12/23/2018 + Imaged receipt required	1,325.00 USD	X
Per Diem- Domestic Per Diem for travel to conference in Houston, TX.	12/21/2018 + Imaged receipt required	105.00 USD	X



Note: It is recommended **not** to mix personal reimbursements and p-card transactions on the same expense report. A single expense report should include only personal reimbursement lines or only p-card transaction lines.

Personal Reimbursement AND P-Card Transactions Combined, but P-Card transactions are NOT Charging to a Project

The following steps will **remove only personal reimbursement lines** from an expense report that includes personal reimbursement lines AND p-card transaction lines. After removing the personal reimbursement lines, the expense report can be resubmitted and route through the normal approval workflow. **The p-card transactions CANNOT be charging to a project for this method to work.** The personal reimbursement lines removed from the original report will need to be submitted on a NEW expense report to route through the normal approval workflow.




- I. In Manage Expense Reports, click on the hyperlinked Report Number to fix the report in **Saved Status** with a date of 1/07/2019 or earlier

Manage Expense Reports

Saved

Search

► Search

Actions ▼ View ▼    Detach

Report Number	Date	Report Status	Report Total (USD)
EXP0031115558	1/02/2019	Saved	1,735.99
EXP0041161293	12/21/2018	Saved	12.00
EXP0029700543	1/10/2019	Ready for payment	5,017.57
EXP0029715200	12/21/2018	Saved	25.58
EXP0026287593	11/21/2018	Paid	844.00

II. Expense Report Displayed

Expense Report: EXP0031115558

Save Submit Cancel

* Purpose

Missing Images Reason

Attachments

Status

Report Total

Payment Method

Employer Pays You 1,430.00 USD

Employer Pays Card Issuer 305.99 USD



1,735.99USD

☐ I have read and accept the corporate travel and expense policies.

Expense Items

Sort By

Actions ▼

Hotel / Lodging Domestic Hotel in Houston, TX for conference	12/23/2018 + Imaged receipt required	1,325.00 USD	×
Per Diem- Domestic Per Diem for travel to conference in Houston, TX.	12/21/2018 + Imaged receipt required	105.00 USD	×
P-Card - Houston, TX Rental car during trip to Houston, TX for conference.	12/14/2018 	277.91 USD Card	×
P-Card - Aurora, CO Parking at DIA for trip to Houston, TX for conference	12/14/2018 	28.08 USD Card	×

- III. Click the next to the amounts for **ONLY** the personal reimbursement line(s). ****It is critical to note the information and save attachments of each line PRIOR to removal in order to add those personal reimbursements lines to a new expense report (see step VI)****



Expense Report: EXP0031115558

* Purpose: Travel expenses for conference in Houston, TX

Missing Images Reason: [Empty]

Attachments: None

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: 1,430.00 USD

Employer Pays Card Issuer: 305.99 USD

1,735.99USD

☐ I have read and accept the corporate travel and expense policies.

Expense Items

Sort By: Newest date

Actions	+	Add Existing	Apply Project	Apply Account
Hotel / Lodging Domestic				
Hotel in Houston, TX for conference				
12/23/2018 1,325.00 USD X				
+ Imaged receipt				
Personal Reimbursement Charging to a Project				
12/21/2018 105.00 USD X				
+ Imaged receipt required				
P-Card - Houston, TX				
Rental car during trip to Houston, TX for conference.				
12/14/2018 277.91 USD X				
Card				
P-Card - Aurora, CO				
Parking at DIA for trip to Houston, TX for conference				
12/14/2018 28.08 USD X				
Card				

IV. If you receive a warning notification after clicking on the , Click Yes.

V. The expense report should have **0.00 next to Employer Pays You** and remaining amount matching the p-card transactions next to Employer Pays Card Issuer.

Click the box next to "I have read and accept the corporate travel and expense policies."

Click Submit.

Expense Report: EXP0031115558

* Purpose: Travel expenses for conference in Nashville, TN

Missing Images Reason: [Empty]

Attachments: None

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: **0.00 USD**

Employer Pays Card Issuer: 305.99 USD

305.99USD

☒ I have read and accept the corporate travel and expense policies.

Expense Items

Sort By: Newest date

Actions	+	Add Existing	Apply Project	Apply Account
P-Card - Houston, TX				
Rental car during trip to Houston, TX for conference.				
12/14/2018 277.91 USD X				
Card				
P-Card - Aurora, CO				
Parking at DIA for trip to Houston, TX for conference				
12/14/2018 28.08 USD X				
Card				

VI. Create a new expense report for the personal reimbursement lines previously removed in Step III above. The new expense report will go through the normal workflow approval and payment process.



- VII. Repeat these steps for all other expense reports in Saved Status that include p-card transactions and personal reimbursements combined on one report with only the personal reimbursement lines charging to a project.

P-Card Only Transactions Charging to a Project

At this time, expense reports containing only p-card transactions with one or more lines charging to a project have a known Oracle bug associated with them and **should be left alone**. Even if these expense reports are past the 30 day reconciling deadline, users are still able to submit new expense reports for reimbursements and will not be affected by the 30 day rule.