# Expense Itemization Issue Workaround

## Information

An oracle bug has been identified within Expenses during testing of the May Quarterly System Update for Expenses. This bug is expected to be fixed by June 1st.

This issue only affects expense reimbursements that require itemization of an expense item on an expense report. It does **not** affect p-card transactions that require itemization.

A workaround has been identified below to ensure reimbursements are processed as usual in a timely fashion. Upon creating an expense item that will be itemized, the expense type "Split Funding" cannot be used. If a user selects split funding on a personal reimbursement expense item, an error will pop up. Follow the steps outlined below to create multiple expense item lines for the same expense that requires itemization.

## Steps for Workaround on Expense Itemization Issue

**(Note: The workaround simply creates separate expense item lines for the same expense)**

1. Create an expense item for the specific expense type (do not use split funding).
2. Enter only the amount for one portion of the itemization.
3. Upload receipt associated with expense.
4. Enter all other applicable information on the expense item.
5. In the line description include the text "Split Funding Issue" before any other information. This will help Payment Services while auditing expense items.
6. Update the account or project information for this portion of the expense.
7. Click Save and Close.



Example: Car rental expense to be split between two accounts. Total of car rental = $400, split 50/50.

8. On the Travel and Expenses screen, select the box next to the expense item you just created



9. Click on the Actions button and select Duplicate.



10. The duplicated expense item will open. Update any information for this portion of the expense item (i.e., amount and account string) as normal.
11. Attach the same receipt as other expense item related to this expense that requires itemization.
12. Click Save and Close.
13. Continue these steps by creating separate expense item lines for as many times as needed to itemize an expense item.
14. Once all expense item lines have been created, select all items and add to an expense report.



15. Once expense items are added to a report, complete the purpose box, review all expense items and payment method and submit the expense report. The report will process as normal through the approval workflow.

**Create Expense Report**    Save ▼   **Submit** ▼   Cancel

* Purpose   Reimbursement - Car rental for professional developn

Attachments   None ➕

◢ Report Total

Payment Method   Electronic ▼

Employer Pays You   **400.00** USD

**400.00**USD

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