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.
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
II. Expense Report Displayed

III. Click the \( \times \) 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**

IV. If you receive a warning notification after clicking on the \( \times \), 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.
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.

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](image1)

II. Expense Report Displayed

![Expense Report: EXP0031115558](image2)
III. Click the \( \times \) 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)**

IV. If you receive a warning notification after clicking on the \( \times \), **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.
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
II. Expense Report Displayed

III. Click the □ next to the amounts for ONLY the p-card transaction line(s).
IV. **Click Yes** on the warning notification that pops up after clicking on the [X]

![Warning](image)

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

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](image)

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](image)

**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.

1. **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**
II. Expense Report Displayed

III. Click the \( \times \) 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)**
IV. If you receive a warning notification after clicking on the [X], 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.

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.