Locating & Resubmitting Expense Reports in Saved Status and/or Outstanding P-Card Transactions Prior to 01/07/19

**Step One**

Locating Expense Reports or P-Card Transactions Not Showing on the Travel & Expenses Main Page

- Navigate to the Expense section under My Profile

- Click on the magnify glass on the right
Locating Expense Reports Previously Stuck in a Saved Status

- 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 prior to 01/07/19 that were returned to a Saved status.
Locating Outstanding P-Card Transactions Not Showing on the Travel & Expenses Main Page

- After clicking on the magnify glass, from the dropdown select **Corporate Card Transactions**. Then either click on the grey circle with the white arrow OR the Advanced hyperlink (both options take you to the Manage Expense Reports screen).

- Manage Expense Reports screen will display.

- Remove 600 from the **Age in Days** prompt, leave it blank and click **Search**.
All p-card transactions will populate. These p-card transactions may include ones that “disappeared” from the Travel & Expenses main page and are showing up on the Outstanding P-Card Transaction report or any other current charges.

Step Two

Resubmitting expense reports (including project-related transactions)

Expense reports containing only personal reimbursement lines, only p-card transaction lines or combination of p-card and personal transaction lines need to be resubmitted if they are in a saved status. The expense report will route through the normal approval workflow.

I. Click on the hyperlinked Report Number to fix the report that is in **Saved Status** with a date of 1/07/2019 or earlier.
• Once in the expense report, review the detail, account string, attachment(s) and payment method to ensure they are correct.

• Click the box next to “I have read and accept the corporate travel and expense policies.”

• Click Submit.
Adding P-Card Transactions to a New Expense Report (including project-related transactions)

In order to edit the p-card transaction charges in the Advance Search, they must be added to a new report.

- **Select the line(s)** you want to add to a new report by clicking on the line anywhere that is not hyperlinked.

If you want to add more than one line, click on your first line then **DO NOT** click the down arrow beside Add to Report and try to add to an existing report. The only way to add p-card transactions that do not show up on your Travel & Expenses home page is to add them to a new report.

- **Click Add to Report.** Note: **DO NOT** click the down arrow beside Add to Report and try to add to an existing report. Transactions must be added to a NEW report.

- The new expense report will display. Enter all appropriate information, attach required documentation, review the account string and submit the expense report as normal.
- Click the box next to “I have read and accept the corporate travel and expense policies.”

- Click Submit.

All expense reports will route through the normal workflow and approvals.