

EXPENSE REPORT UPDATE

Greetings,

The WyoCloud team has completed a mass update for the remaining select number of expense reports not processing in the system with a **submission date prior to January 3, 2019.** All outstanding affected expense reports have been moved to a **Saved Status**.

How do I know if my expense report was not processed? Attached are instructions to view all expense reports within the Manage Expense Reports screen. An expense report in **Saved Status** with a submission date prior to January 3, 2019 was **not processed** and will need to be resubmitted following one of the distinct set of instructions <u>based on funding</u>.

Expense reports NOT using Project Funds: All expense reports, including personal reimbursements and p-card transactions, not using projects funds can simply be resubmitted again. Users can go into the Manage Expense Reports screen, open the **Saved** expense report, and submit to route through the normal approval workflow. Attached are instructions labeled **Non-Project Related Transaction Reports** for submitting these types of expense reports again.

Expense reports USING Project Funds: All expense reports, including personal reimbursements and p-card transactions, **using projects funds** have a known Oracle bug associated with them. Please see attached instructions labeled **Project Related Transaction Reports** to view the instructions relating to the type of expense report using project funds.

P-Card transactions not reconciled by the 30 day deadline because of the known issue above <u>WILL NOT</u> hold up other expense reports from being processed. This rule has been lifted during this time.

Need Help? The WyoCloud Financial Management Team will host two open lab sessions to assist users having trouble with these expense reports.

Wednesday, January 30 – 1:00pm-3:00pm Friday, February 1 – 10:00am-12:00pm To register for one of these sessions, log into the <u>LearnCenter</u> and follow the below instructions:

- 1. Click on the **Course Catalog** on the left side panel.
- 2. In the middle of screen click on "Click Here to View Full Catalog."
- 3. Scroll down and click on WyoCloud.
- 4. On the left navigation under Narrow Results, select the box next to **Financial Management.**
- 5. Find **"WYOCL Financial Management Open Lab"** with the date you'd like to attend and click on the title.
- 6. Under Enrollments select the title "WYOCL Financial Management Open Lab."
- 7. Click on Enroll on the right side of the screen.

Best,

The WyoCloud Team

Contact Information

The WyoCloud Team Email:<u>wyocloud@uwyo.edu</u> <u>www.uwyo.edu/wyocloud</u> Need help with WyoCloud? Contact the UW Help Desk 766-4357, Option #1 userhelp@uwvo.edu

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Step One

Navigate to the Expense section under My Profile

= WwdCloud 🚓	A P N	
Navigator		
Navigator My Profile Directory Concorring Career and Performance Personal Information Learning Current Jobs Wellness Personal Brand Volunteering Competitions Roles and Delegations Expenses My Team	Product Management ldeas Payables Payables Dashboard Invoices Projects General Accounting General Accounting Dashboard Journals Budgetary Control Fixed Assets Management Asset Inquiry	Procurement Purchase Requisitions Purchase Orders My Receipts Suppliers Social Getting Started My Dashboard Marketplace Cloud Customer Connect Tools Worklist
Sales	Financial Reporting Center	Spaces Reports and Analytics
Gontract Management	Duplicate Resolution	 Scheduled Processes Import Management File Import and Export
	📫 Hierarchies	🛓 Download Desktop Integration

Step Two

Click on the magnify glass on the right

Travel and Expense	Your Name	•	Actions 🔻				
Expense Items	Expense Reports	Approvals	E				
0	0	0	9				
•	~	.					
Actions 🗸 🕂 Add to Report 🔻 Create Report Sort By Date 🗸							
No data to display.							



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).

	Expense Reports 🗸
Ξ	Advanced
Q	

Step Three

All of your expense reports and their statuses will show in the Manage Expense Reports page. Expense Reports with a date **prior** to **01/07/2019** that have a status of "Saved" are affected (Example – Orange Box).

Manage Expense Reports								
Saved								
Search	rch Expense Reports 🔹							
► S	▶ Search							
Action	ns 🔻 View 🔻	狎 辱	Detach	Create Report				
R	eport Number	Date	Report St	atus 🔺 🔻	Report Total (USD)			
E	KP0041161258	1/02/2019	Saved	1	2,575.31			
E	KP0041161293	12/21/2018	Saved		12.00			
E	KP0029700543	1/10/2019	Ready for p	payment	5,017.57			
E	KP0029715200	12/21/2018	Saved		25.58			
E	(P0026287593	11/21/2018	Paid		844.00			



Non-Project Related Transactions Locating & Resubmitting Expense Reports in Saved Status

Step One

Locating Expense Reports

I. Navigate to the Expense section under My Profile

= Wwifiloud 🔿	A P B	
Navigator		
My Profile Directory Concoarding Career and Performance Personal Information Current Jobs Vellness Personal Brand Volunteering Competitions Roles and Delegations Roles and Delegations Expenses My Team Taleo Recruiting Sales Paraona Delegations Contract Management Contracts	Product Management Ideas Payables Payables Dashboard Invoices Projects Project Financial Management General Accounting Dashboard General Accounting Dashboard General Accounting Dashboard General Accounting Dashboard Budgetary Control Sudgetary Control Fixed Assets Masset Inquiry Financial Reporting Center Customer Data Management Duplicate Identification Duplicate Resolution Hierarchies	Procurement

II. Click on the magnify glass on the right

Travel and Ex	penses	Your	Name	•	 Actions 🔻
Expense Items	I	Expense l	Reports	Approvals	Ξ
0		(0	0	9
•			Ŧ	V	
Actions 🔻 🕂	Add to Re	port v	Create Report		Sort By Date 🗸
No data to display.					



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

	- 1
	Expense Reports 👻
Ξ	Advanced
Q	

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	earch Expense Reports 🔹							
► S	▶ Search							
Action	ns ▼ View ▼	ja en	E Detach	Create Report				
R	eport Number	Date	Report St	atus 🔺 🔻	Report Total (USD)			
E	XP0041161258	1/02/2019	Saved	1	2,575.31			
E	XP0041161293	12/21/2018	Saved		12.00			
E	XP0029700543	1/10/2019	Ready for p	payment	5,017.57			
E	XP0029715200	12/21/2018	Saved		25.58			
E	XP0026287593	11/21/2018	Paid		844.00			



Step Two

Resubmitting expense reports for non-project related transactions

Non-project related 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 stuck in **Saved Status** with a date of 1/07/2019 or earlier.

Manage Expense Reports								
	Saved							
Search	Search Expense Reports							
▶ S	earch							
Action	Actions View View P P C Detach Create Report							
Report Number Date Report Status A V To (U								
E	(P0041161258	1/02/2019	Saved		2,575.31			
Þ	(P0041161293	12/21/2018	Saved		12.00			
EX	(P0029700543	1/10/2019	Ready for p	ayment	5,017.57			
EX	(P0029715200	12/21/2018	Saved		25.58			
EX	(P0026287593	11/21/2018	Paid		844.00			

- II. Once in the expense report, review the detail, account string, attachment(s) and payment method to ensure they are correct.
- III. Click the box next to "I have read and accept the corporate travel and expense policies."
- IV. Click Submit.

Wyo	Cloud
Expense Report: EXP0041161258	Save v Sub <u>mit</u> Cancel
* Purpose Travel expenses for conference in Nashville, TN 12/1 Missing Images Reason Attachments None	✓ Report Total Payment Method Electronic Employer Pays You 2,675.31 USD 2,575.31 USD ✓ Trave read and accept the corporate travel and expense
Expense Items Actions Actions	poulles. Sort By Newest date
Hotel / Lodging Domestic Hotel in Nashville, TN for conference	12/23/2018 1,425.31 USD × + Imaged receipt required
Per Diem - Domestic Per Diem for travel Nashville, TN for conference	12/21/2018 125.00 USD × ➡ Imaged receipt required
Airfare & Bag Fees- Domestic Airfare to conference in Nashville, TN	12/20/2018 1,025.00 USD ×

The expense report will route through the normal workflow and approvals.



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 <u>OR</u> 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	Search Expense Reports 🔹							
▶ \$	▶ Search							
Actio	Actions View View P P Create Report							
R	eport Number	Date	Report S	tatus 🔺 🔻	Report Total (USD)			
E	XP0041161258	1/02/2019	Saved		2,575.31			
E	XP0041161293	12/21/2018	Saved		12.00			
E	XP0029700543	1/10/2019	Ready for	payment	5,017.57			
E	XP0029715200	12/21/2018	Saved		25.58			
E	XP0026287593	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 <u>MUST</u> follow the <u>DETAILED</u> steps pertaining to the type of expense report:

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

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

Ma	Manage Expense Reports								
						:	Sav	ed	
Sear	rch E	xpense Repo	orts		•				
Þ	Sea	rch							
Ac	tions 🖣	View 🔻	严	Ę		Detach	C	Create Report	
	Repo	rt Number	Date			Report	Sta	atus 🔺 🔻	Report Total (USD)
4	EXP0	041161258	1/02/2	2019		Saved			2,575.31
1	EXP0	041161293	12/21/	2018		Saved			12.00
	EXP0	029700543	1/10/2	019		Ready f	or p	ayment	5,017.57
	EXP0	029715200	12/21/	2018		Saved			25.58
	EXP0	026287593	11/21/	2018		Paid			844.00



II. Expense Report Displayed

Expense Report: EX	KP0041161258		Save Submit Cancel
* Purpose T Missing Images Reason Attachments N Status S	Travel expenses for conference in Nashville, T None 🕂	A Report Total Payment Method Electronic Employer Pays You 2,576.31 USD C,575.31 USD I have read and accept the corporate travel and expense policies.	
Expense Item:	isting Apply Project V Apply Account V		Sort By Newest date V
Per Diem - Domestic Per Diem for travel Nashville	e, TN for conference	12/21/2018 + Imaged receipt required	125.00 USD ×
Airfare & Bag Fees- Dol Airfare to conference in Nas	mestic Inville, TN	12/20/2018 	1,025.00 USD ×
Hotel / Lodging Domest Hotel in Nashville, TN for co	iiC onference	12/23/2018 	1,425.31 USD ×

III. Click the A 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 Y Sub <u>m</u> it <u>C</u> ancel
* Purpose Travel expenses for conference in Nashville, T Missing Images Reason Attachments None -	Report Total Payment Method Electronic Employer Pays You 2,575.31 USD C,575.31 USD Ihave read and accept the corporate travel and expense policies.	
Expense Item: Actions V + Add Existing Apply Project V Apply Account V		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	1,425.31 USD ×

- 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 reenter all information and attachments you previously noted from Step II.

	Wyok	lou
Expense Report: E	EXP0041161258	
* Purpose	Travel expenses for conference in Nashville, T	
Missing Images Reason		
Attachments	None -	
Status	Saved	
Expense Item:		
Actions 🔻 🕇 Add B	Existing Apply Project V Apply Account V	

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: E	EXP0041161258		Save v Sub <u>m</u> it <u>C</u> ancel
* Purpose Missing Images Reason Attachments Status	Travel expenses for conference in Nashville, T None + Saved	Report Total Payment Method Electronic Employer Pays You 2,575.31 USD 2,575.31 USD USD I have read and accept the corporate travel and expense policies.	
Expense Item:	Existing Apply Project V Apply Account V		Sort By Newest date 🗸 🗸
Per Diem- Domestic Per Diem for travel Nashv	ille, TN for conference	12/21/2018	125.00 USD ×
Airfare & Bag Fees- D Airfare to conference in N	Domestic Iashville, TN	12/20/2018	1,025.00 USD ×
Hotel / Lodging Dome Hotel in Nashville, TN for	stic conference	12/23/2018	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. <u>AFTER</u> you've removed the personal reimbursement lines from the expense report, <u>you will need to create a NEW</u> <u>expense report</u> 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**.

Man	age Exper	ise Repo	rts		
			Sa	ved	
Search	Expense Repo	orts	•		
► S	Search				
Action	ns 🔻 View 🔻	尹 辱	Detach	Create Report	
R	eport Number	Date	Report St	tatus 🔺 🔻	Report Total (USD)
E	KP0031115558	1/02/2019	Saved		1,735.99
Ē	XP0041161293	12/21/2018	Saved		12.00
E	XP0029700543	1/10/2019	Ready for	payment	5,017.57
E	XP0029715200	12/21/2018	Saved		25.58
E	XP0026287593	11/21/2018	Paid		844.00

II. Expense Report Displayed

Exp	pense Report: EXP00311155	58		Save Sub <u>m</u> it	<u>C</u> ancel
* Purpose Missing Images Reason Attachments	Travel expenses for conference in Houston, T	TX	Report Total Payment Method Electronic Employer Pays You 1,430.00 USD		
Status	Saved		Employer Pays Card Issuer 305.99 USD 1,735.99 USD Ihave read and accept the corporate travel and expense policies.		
Expense Items				Sort By Newest dat	e 🗸
Actions Act	Existing Apply Project V Apply Ac estic eference	Personal	12/23/2018 Imaged receipt required	1,325.00 USD	×
Per Diem- Domestic Per Diem for travel to confer	rence in Houston, TX.	Reimbursement Charging to Project	12/21/2018	105.00 USD	×
P-Card - Houston, TX Rental car during trip to Hou	iston, TX for conference.	P-Card Transactions	12/14/2018 Ø	277.91 USD Card	×
P-Card - Aurora, CO Parking at DIA for trip to Hou	uston, TX for conference	Charging to Project	12/14/2018 Ø	28.08 USD Card	×



III. Click the intervention 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	Sar	ve Sub <u>m</u> it <u>C</u> ancel
* 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 306.99 USD 1,735.99 USD Ihave read and accept the corporate travel and expense	
Expense Items Actions Add Existing Apply Project Apply Account	ponces.	Sort By Newest date 🗸
Hotel / Lodging Domestic Hotel in Houston, TX for conference	12/23/2018 + Imaged receip Personal Reimburgement	1,325.00 USD ×
Per Diem - Domestic Per Diem for travel to conference in Houston, TX.	12/21/2018 Charging to a Project 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

- 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.

	V	VyoCloud	
Exp	pense Report: EXP0031115558		Save Submit Cancel Save and Close
* Purpose	Travel expenses for conference in Nashville, TN	Report Total	
Missing Images Reason		Payment Method Electronic V	\mathbf{X}
Attachments	None +	Employer Pays You 0.00 USD	
Status	Saved	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 E	Existing Apply Project V Apply Account V		
P-Card - Houston, TX		12/14/2018	277.91 USD ×
Rental car during trip to Hou	ston, TX for conference.	<i>@</i>	Card
P-Card - Aurora, CO		12/14/2018	28.08 USD ×
Parking at DIA for trip to Hou	iston, TX for conference	Ø	Card

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 <u>not</u> 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

					V	Vý	O C	loud
Man	age Expen	ise Repo	rts					
				Save	ed			
Search	Expense Repo	orts	•					
▶ \$	Search							
Actio	ns 🔻 View 🔻	尹 辱		Detach	Create Re	port		
R	eport Number	Date		Report Sta	atus	•	Report Total (USD)	
E	XP0031115558	1/02/2019		Saved			1,735.99	
Ē	XP0041161293	12/21/2018		Saved			12.00	
E	XP0029700543	1/10/2019		Ready for p	ayment		5,017.57	
E	XP0029715200	12/21/2018		Saved			25.58	
E	XP0026287593	11/21/2018		Paid			844.00	

II. Expense Report Displayed

Expense Report: EXP0031115558		Save Submit Cancel
* Purpose Travel expenses for conference in Houston, TX	A Report Total	
Attachments None - Status Saved	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 🗸
Hotel in Houston, TX for conference Personal	12/23/2018 	1,325.00 USD ×
Per Diem Domestic Per Diem for travel to conference in Houston, TX.	12/21/2018	105.00 USD ×
P-Card - Houston, TX Rental car during trip to Houston, TX for conference.	12/14/2018 Ø	277.91 USD × Card
P-Card - Aurora, CO Parking at DIA for trip to Houston, TX for conference	12/14/2018 Ø	28.08 USD × Card

III. Click the $\boxed{}$ next to the amounts for <u>**ONLY**</u> the p-card transaction line(s).



Expense Report: EXP00	31115558		Sat	ve Sub <u>m</u> it	<u>Cancel</u>
* Purpose Travel expenses for conference in	n Houston, TX	Report Total			
Missing Images Reason		Payment Method Electronic	~		
Attachments None 🕂		Employer Pays You 1 430 00 11	SD		
Status Saved		Employer Pays four 1,450.00 0.	50		
		Employer Pays Card Issuer 305.99 USE)		
		1,735.99usd			
		I have read and accept the corporate policies.	travel and expense		
Expense Items				Sort By Newest da	te 🗸
Actions 🔻 🕂 Add Existing Apply Project 💌	Apply Account				
Hotel / Lodging Domestic		12/23/2018		1,325.00 USD	×
Hotel in Houston, TX for conference		+			
		- Imaged recei	ot required		
Per Diem- Domestic		12/21/2018		105.00 USD	×
Per Diem for travel to conference in Houston, TX.		+			
		- Imaged receip	ot required		
P-Card - Houston, TX		12/14/2018		277.91 USD	×
Rental car during trip to Houston, TX for conference.		Ø	P-Card Transactions	Card	
D Card to an		4014410040	Charging to a Project	20.00.0	
P-Caro - Aurora, CO Barking at DIA for this to Haupton, TV for conference		12/14/2018		26.08 USD	~
Parking at DIA for the to houston, TX for conference		4		Card	

IV. Click Yes on the warning notification that pops up after clicking on the $|\times|$

A Warning	×
Expense items that you remove from this report will be available to add to future reports. Do you wan	t 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.

Ex	pense Report: EXP0031115558		Save Submit Cancel
* Purpose Missing Images Reason Attachments Status	Travel expenses for conference in Houston, TX None	A Report Total Payment Method Electronic Employer Pays You 1,430.00 USD 1,430.00 USD Usus and ad exampt the corporate travel and example	
Expense Items	Existing Apply Project 🔻 Apply Account 🔻	policies.	Sort By Newest date 🗸
Hotel / Lodging Dom Hotel in Houston, TX for con	estic Iference	12/23/2018 Haged receipt required	1,325.00 USD ×
Per Diem- Domestic Per Diem for travel to confe	rence in Houston, TX.	12/21/2018	105.00 USD ×

- 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 <u>only</u> the p-card transactions charging to a project.

Exp	pense Report: EXP0031115558		Save 🔻	Sub <u>m</u> it	<u>C</u> ancel
* Purpose Missing Images Reason Attachments Status	Travel expenses for conference in Houston, TX None Saved	Report Total Payment Method Electronic Employer Pays You 1,430.00 USD 1,430.00 USD Image: Compared and accept the corporate travel and expense policies.			
Expense Items			Sort	By Newest d	ate 🗸
Actions Actions Actions Actions Add E Hotel / Lodging Dome Hotel in Houston, TX for com	Existing Apply Project Apply Account Apply Account	12/23/2018 Imaged receipt required	1,	325.00 USD	×
Per Diem- Domestic Per Diem for travel to confer	rence in Houston, TX.	12/21/2018 + Imaged receipt required		105.00 USD	×



Note: It is recommended <u>not</u> 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

				Wyd	Clou
Man	lage Exper	nse Repo	rts		
			Sa	ived	
Search	h Expense Repo	orts	•		
•	Search				
Actio	ons 🔻 View 👻	严 辱	Detach	Create Report	
Actio	nns ▼ View ▼ Report Number	Date	Detach Report S	Create Report Status	Report Total (USD)
Actio	ns ▼ View ▼ Report Number	J J 1/02/2019	Detach Report S	Create Report	Report Total (USD) 1,735.99
Actio	Report Number	Date 1/02/2019 12/21/2018	Detach Report S Saved	Create Report	Report Total (USD) 1,735.99 12.00
Actio	Ans View View A Report Number XP0031115558 XP0041161293 XP0029700543	Image: Date 1/02/2019 12/21/2018 1/10/2019	Detach Report S Saved Saved Ready for	Create Report	Report Total (USD) 1,735.99 12.00 5,017.57
Actio	Ans View View A Report Number XP0031115558 XP0041161293 XP0029700543 XP0029715200	Image: Date Image: Date 1/02/2019 12/21/2018 1/10/2019 12/21/2018	Detach Report S Saved Saved Ready for Saved	Create Report	Report Total (USD) 1,735.99 12.00 5,017.57 25.58

II. Expense Report Displayed

Payment Method Electronic	
Payment Method Electronic V	
Employer Pays You 1,430.00 USD Employer Pays Card Issuer 305.99 USD	
I have read and accept the corporate travel and expense policies.	
	Sort By Newest date 🗸
12/23/2018 	1,325.00 USD ×
12/21/2018 H Imaged receipt required	105.00 USD ×
12/14/2018 Ø	277.91 USD × Card
12/14/2018 Ø	28.08 USD × Card
	Employer Pays Card Issuer 306.99 USD 1,735.99USD I have read and accept the corporate travel and expense policies. 12/23/2018 + Imaged receipt required 12/21/2018 + Imaged receipt required 12/14/2018 12/14/2018 2

III. Click 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 ¥	Sub <u>m</u> it Cancel
* Purpose Travel expenses for conference in Houston, TX Missing Images Reason Attachments None III Status Saved	A Report Total Payment Method Electronic Employer Pays You 1,430.00 USD Employer Pays Card Issuer 305.99 USD 1,7355.99 USD □ Jhave read and accept the corporate travel and expense □ ploicies.	
Expense Items Actions Ac	Sort B	y Newest date 🗸
Hotel / Lodging Domestic Hotel in Houston, TX for conference	12/23/2018 + Imaged rec Reimbursement	25.00 USD ×
Per Diem - Domestic Per Diem for travel to conference in Houston, TX.	12/21/207 Charging to a Project	05.00 USD ×
P-Card - Houston, TX Rental car during trip to Houston, TX for conference.	12/14/2018 2 Ø	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 $[\times]$, 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 the box next to "I have read and accept the corporate travel and expense policies."

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Exp	pense Report: EXP0031115558		Save ▼ Sub <u>m</u> it <u>C</u> ancel
* Purpose Missing Images Reason Attachments Status	Travel expenses for conference in Nashville, TN None 📲	Report Total Payment Method Electronic Employer Pays You 0.00 USD Employer Pays Card Issuer 305.99 USD 305.99 USD	
Expense Items Actions • + Add E P-Card - Houston, TX	Xisting Apply Project V Apply Account V	policies.	Sort By Newest date v 277.91 USD ×
Rental car during trip to Hou P-Card - Aurora, CO Parking at DIA for trip to Hou	ston, TX for conference.	 <i>№</i> <i>№</i> 	Card 28.08 USD × 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.