

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

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Navigator		
My Profile Directory Concert and Performance Personal Information Current Jobs Wellness Personal Brand Volunteering Competitions Roles and Delegations Roles and Delegations Expenses My Team Taleo Recruiting Sales F* Analytics Contract Management Contracts	Product Management ♥ Ideas Payables Payables Dashboard ■ Invoices Projects Min Project Financial Management General Accounting Dashboard ■ General Ac	Procurement

II. Click on the magnify glass on the right

Travel ar	nd Ex	penses	Your	Name	•	Actions 🔻
Expense I	tems		Expense	Reports	Approvals	国
0			0		0	9
	•			▼	•	
Actions 🔻	ons 🔻 🕂 Add to Report 💌 Create Report			Sort By Date 🗸		
No data to di	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).

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	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	Expense Repo	rts	•			
► S	▶ Search					
Action	s ▼ View ▼	严 辱	Detach	Create Report		
R	eport Number	Date	Report St	tatus 🔺 🔻	Report Total (USD)	
E	(P0041161258	1/02/2019	Saved		2,575.31	
E	(P0041161293	12/21/2018	Saved		12.00	
E	(P0029700543	1/10/2019	Ready for	payment	5,017.57	
E	(P0029715200	12/21/2018	Saved		25.58	
E	(P0026287593	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							
			Sav	ed			
Search	Expense Repo	rts	•				
► S	Search						
Action	s 🔻 View 💌	严 辱	Detach (Create Report			
Re	eport Number	Date	Report Sta	atus 🔺 🔻	Report Total (USD)		
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.