

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							
			Sa	ved			
Search	Search Expense Reports 🔹						
▶ \$	Search						
Actio	ns 🔻 View 🔻	严 辱	Detach	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

Manage Expense Reports									
						:	Sav	ed	
Sear	rch Expense Reports 🔹								
Þ	▶ Search								
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: EX	P0041161258		Save Sub <u>m</u> it <u>C</u> ancel
* Purpose Tr Missing Images Reason Attachments No Status Si	avel expenses for conference in Nashville, T	✓ Report Total Payment Method Electronic Employer Pays You 2,575.31 USD 2,575.31 USD V I have read and accept the corporate travel and expense ploides.	
Expense Item:	the Australia and the Australia and the		Sort By Newest date 🗸
Per Diem - Domestic Per Diem for travel Nashville,	TN for conference	12/21/2018	125.00 USD ×
Airfare & Bag Fees- Dom Airfare to conference in Nash	nestic ville, TN	12/20/2018 + Imaged receipt required	1,025.00 USD ×
Hotel / Lodging Domestic Hotel in Nashville, TN for cor	C rference	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**.

Manage Expense Reports								
			Sa	ved				
Search	rch Expense Reports							
► 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	
F	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: EXP0031115558	Save v Sub <u>m</u> it	<u>C</u> ancel
* Purpose Travel expenses for conference in Houston, TX	Report Total	
Missing Images Reason	Payment Method Electronic 🗸	
Attachments None 🕂	Employer Pays You 1,430.00 USD	
Status Saved	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	iate 🗸
Actions v + Add Existing Apply Project v Apply Account v		
Hotel / Lodging Domestic	12/23/2018 1,325.00 USD	×
Hotel in Houston, TX for conference	+	
	Imaged receipt required	
Per Diem- Domestic	12/21/2018 105.00 USD	×
Per Diem for travel to conference in Houston, TX.	+	
	Imaged receipt required	
P-Card - Houston, TX	12/14/2018 277.91 USD	×
Rental car during trip to Houston, TX for conference.	P-Card Transactions	
P-Card - Aurora, CO	12/14/2018 Charging to a Project 28.08 USD	×
Parking at DIA for trip to Houston, TX for conference	Ø 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 Inave read and accept the corporate travel and expense policies.		7	
Expense Items		-	Sort	By Newest o	late 🗸
Actions Act	xisting Apply Project Apply Account estic iference Apply Account Apply Account Apply Account Apply Account Apply Account Apply Account Apply Account Apply Account Apply Account Apply Account Apply Account Apply Account Apply Account 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		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	ved	
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 itatus	Report Total (USD)
Actio	ns ▼ View ▼ Report Number	J J 1/02/2019	Detach Report S	Create Report itatus	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 tatus	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 tatus	Report Total (USD) 1,735.99 12.00 5,017.57 25.58

II. Expense Report Displayed

Expense Report: EXP0031115558		Save ▼ Sub <u>m</u> it	<u>C</u> ancel
* Purpose Travel expenses for conference in Houston, TX	Report Total		
Missing Images Reason 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 dat	te 🗸
Actions v + Add Existing Apply Project v Apply Account v			
Hotel / Lodging Domestic Hotel in Houston, TX for conference Personal	12/23/2018 + Imaged receipt required	1,325.00 USD	×
Per Diem- Domestic Per Diem for travel to conference in Houston, TX.	roject 12/21/2018 + 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	12/14/2018	28.08 USD	×

III. Click the Another to the amounts for <u>ONLY</u> 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)**



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	✓ Report Total Payment Method Electronic Employer Pays You 1,430.00 USD Employer Pays Card Issuer 305.99 USD 1,735.99 USD Ihave read and accept the corporate travel and expense pickes.	
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."

CIICK SUDMIT.	lick Subi	mit.
---------------	-----------	------

Exp	pense Report: EXP0031115558		Save v Sub <u>m</u> it <u>C</u> ancel
* Purpose Missing Images Reason Attachments Status	Travelexpenses for conference in Nashville, TN None 🛨 Saved	A Report Total Payment Method Electronic Employer Pays You 0.00 USD Employer Pays Card Issuer 305.99 USD	
Expense Items		305.99USD Interventional and accept the corporate travel and expense policies.	Sort By Newest date V
Actions v + Add E	Existing Apply Project V Apply Account V		
P-Card - Houston, TX Rental car during trip to Hou	ston, TX for conference.	12/14/2018 Ø	277.91 USD × Card
P-Card - Aurora, CO Parking at DIA for trip to Hou	iston, TX for conference	12/14/2018 🛷	$28.08 { m USD} imes { m Card}$

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.