

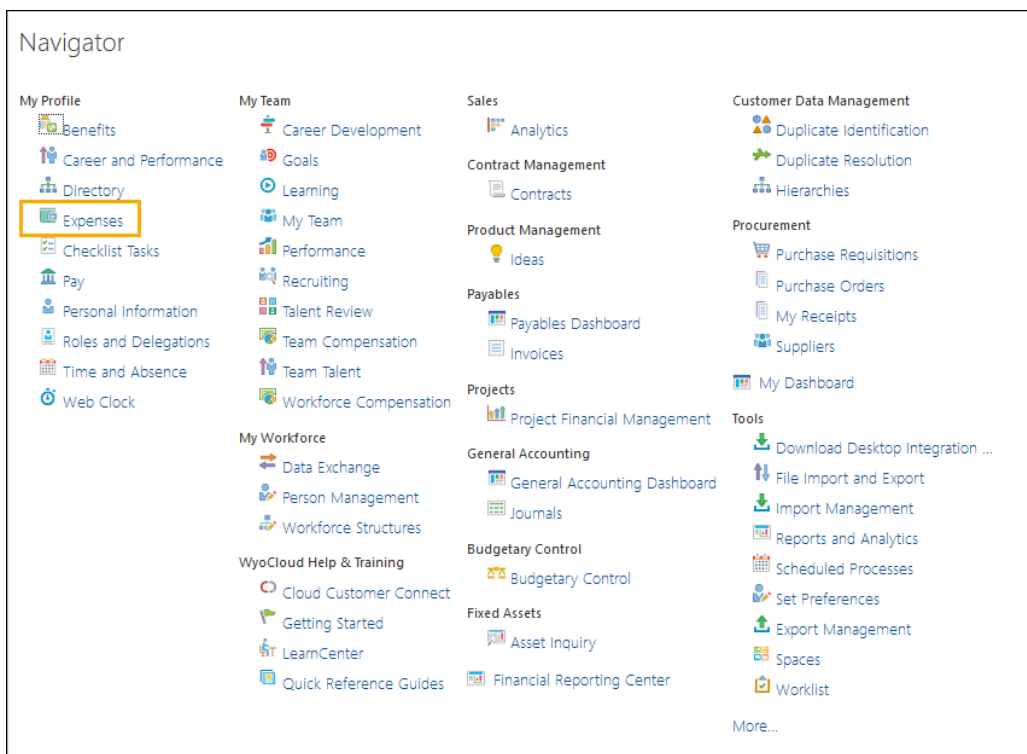


Locating & Resubmitting Expense Reports in Saved Status and/or Outstanding P-Card Transactions Prior to 01/07/19

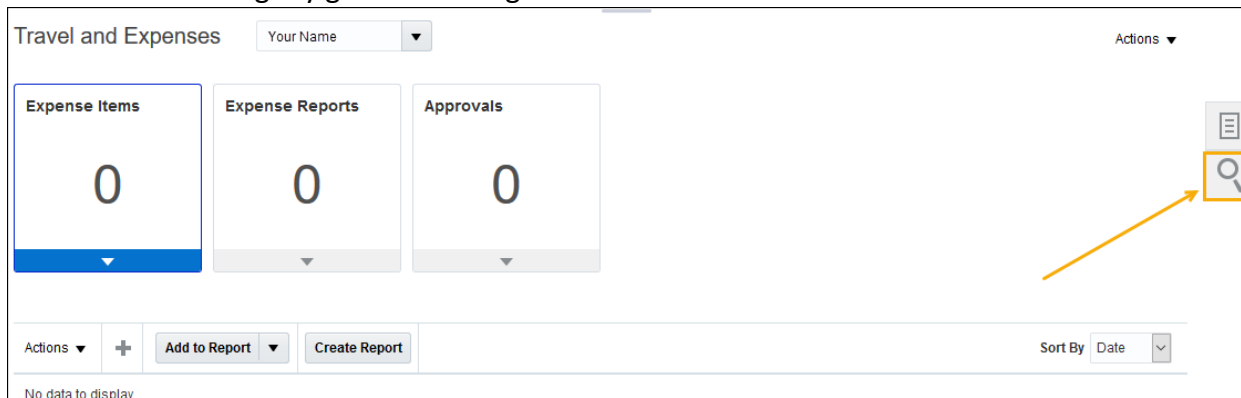
Step One

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

- Navigate to the Expense section under My Profile

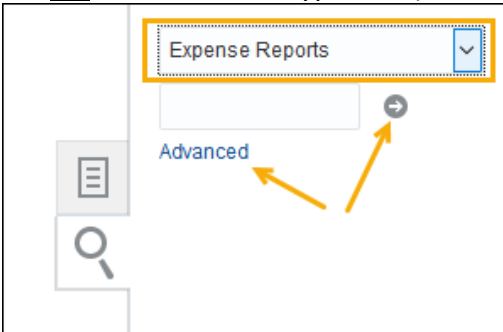


- Click on the magnifying glass on the right






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).

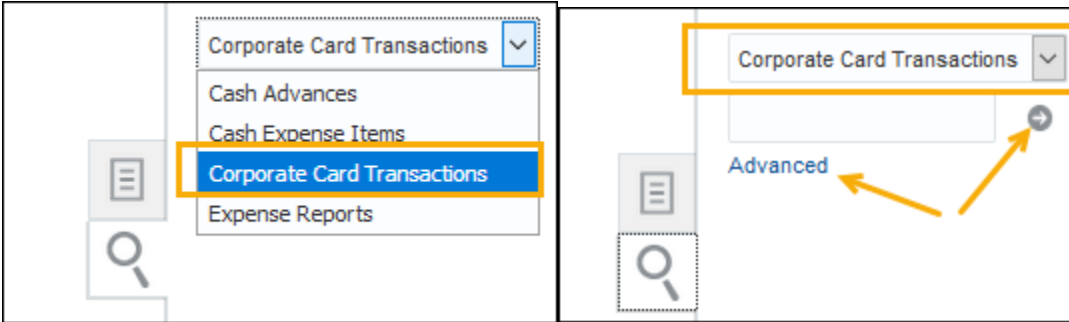


- All of your expense reports and their statuses will show in the Manage Expense Reports page. All expense reports with a status of **Saved** will need to be resubmitted to workflow. Remember, this issue affected all reports **prior to 01/07/19** that were returned to a Saved status.

Manage Expense Reports					
				Saved	
Search	Expense Reports				
▶ Search					
Actions	View			 Detach	Create Report
Report Number	Date	Report Status		Report Total (USD)	
EXP0041161258	1/02/2019	Saved		2,575.31	
EXP0041161293	12/21/2018	Saved		12.00	
EXP0029700543	1/10/2019	Ready for payment		5,017.57	
EXP0029715200	12/21/2018	Saved		25.58	
EXP0026287593	11/21/2018	Paid		844.00	

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.

Manage Expense Reports
Done

Search Corporate Card Transactions

Search

Transaction Amount Equals

Posted Currency Equals

Age in Days Greater than

Transaction Class Equals

Basic **Manage Watchlist** Saved Search Overdue Transactions

Posted Date Equals

Billed Date Equals

Report Status Equals

Report Number Is blank

Actions View Format

Expense Type	Expense Template	Corporate Card Number	Age in Days	Posted Date	Billed Date	Transaction Amount	Transaction Class	Merchant Name	Billed Amount	Business Amount
No results found.										

- Remove 600 from the **Age in Days** prompt, leave it blank and click **Search**.

Manage Expense Reports
Done

Search Corporate Card Transactions

Search

Transaction Amount Equals

Posted Currency Equals

Age in Days Greater than

Transaction Class Equals

Basic **Manage Watchlist** Saved Search Overdue Transactions

Posted Date Equals

Billed Date Equals

Report Status Equals

Report Number Is blank

Actions View Format

Expense Type	Expense Template	Corporate Card Number	Age in Days	Posted Date	Billed Date	Transaction Amount	Transaction Class	Merchant Name	Billed Amount	Business Amount
No results found.										



Manage Expense Reports Done

Search Corporate Card Transactions

Search

Transaction Amount Equals

Posted Currency Equals

Age in Days Greater than **1**

Transaction Class Equals

Posted Date Equals

Billed Date Equals

Report Status Equals

Report Number is blank

2 Search Reset Save... Add Fields Reorder

Actions View Format Add to Report

Expense Type	Expense Template	Corporate Card Number	Age in Days	Posted Date	Billed Date	Transaction Amount	Transaction Class	Merchant Name	Billed Amount	Business Amount
No results found.										

- 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.

Manage Expense Reports Done

Search Corporate Card Transactions

Search

Actions View Format Add to Report

Expense Type	Expense Template	Corporate Card Number	Age in Days	Posted Date	Billed Date	Transaction Amount (USD)	Transaction Class	Merchant Name	Billed Amount (USD)	Business Amount (USD)	Personal Amount (USD)	Report Number	Report Status
P-Card	Expenses	Card -	12	1/20/2019	1/20/2019	57.58	Business	NATIONAL CAR...	57.58	57.58	0.00		
P-Card	Expenses	Card -	12	1/20/2019	1/20/2019	12.51	Business	EXXONMOBL 4...	12.51	12.51	0.00		

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.




- Click on the hyperlinked Report Number to fix the report that is in **Saved Status** with a date of 1/07/2019 or earlier.

Manage Expense Reports

Saved

Search

▶ Search

Actions ▼ View ▼    Detach Create Report

Report Number	Date	Report Status	Report Total (USD)
EXP0041161258	1/02/2019	Saved	2,575.31
EXP0041161293	12/21/2018	Saved	12.00
EXP0029700543	1/10/2019	Ready for payment	5,017.57
EXP0029715200	12/21/2018	Saved	25.58
EXP0026287593	11/21/2018	Paid	844.00

- 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.

Expense Report: EXP0041161258

Save ▼ **Submit** Cancel

* Purpose

Missing Images Reason

Attachments None +

Status Saved

Report Total

Payment Method

Employer Pays You 2,575.31 USD

2,575.31 USD

I have read and accept the corporate travel and expense policies.

Expense Items Sort By Newest date ▼

Actions + Add Existing Apply Project Apply Account

Hotel / Lodging Domestic Hotel in Nashville, TN for conference	12/23/2018 + Imaged receipt required	1,425.31 USD ×
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 ×

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 **hold CTRL** on your keyboard and click on your second line. Rows selected will display how many lines you have selected. In this example, we've selected 2 lines.

- **Click Add to Report.** Note: **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.

Manage Expense Reports Done

Search Corporate Card Transactions

Search

Actions View Format **Add to Report** Basic Manage Watchlist Saved Search Overdue Transactions

Expense Type	Expense Template	Corporate Card Number	Age in Days	Posted Date	Billed Date	Transaction Amount (USD)	Transaction Class	Merchant Name	Billed Amount (USD)	Business Amount (USD)	Personal Amount (USD)
P-Card	Expenses	Card -	12	1/20/2019	1/20/2019	57.58	Business	NATIONAL CAR...	57.58	57.58	0.00
P-Card	Expenses	Card -	12	1/20/2019	1/20/2019	12.51	Business	EXXONMOBL 4...	12.51	12.51	0.00

Rows Selected 2

Do **NOT** click on the down arrow 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.

Create Expense Report Save Submit Cancel

* Purpose

Attachments None

Report Total

Payment Method Electronic

Employer Pays You 0.00 USD

Employer Pays Card Issuer 70.09 USD

70.09 USD

I have read and accept the corporate travel and expense policies.

Expense Items Sort By Newest date

Actions + Add Existing Apply Project Apply Account

<p>P-Card - UT, United States</p> <p style="font-size: 0.8em; color: red;">Missing required fields</p>	<p>1/18/2019</p> <p>+ Imaged receipt required</p>	<p>12.51 USD</p> <p>Card</p>	×
<p>P-Card - UT, United States</p> <p style="font-size: 0.8em; color: red;">Missing required fields</p>	<p>1/18/2019</p> <p>+ Imaged receipt required</p>	<p>57.58 USD</p> <p>Card</p>	×



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

Expense Report: EXP0045439380 Save Submit Cancel

* Purpose

Missing Images Reason

Attachments None +

Status Saved

Report Total

Payment Method

Employer Pays You 0.00 USD

Employer Pays Card Issuer 70.09 USD

70.09 USD

I have read and accept the corporate travel and expense policies.

Expense Items Sort By Newest date

Actions + Add Existing Apply Project Apply Account

P-Card - UT, United States Fuel for rental car in Salt Lake City, UT while attending...	1/18/2019	12.51 USD	×
P-Card - UT, United States Rental car in Salt Lake City, UT for CASE conference 01/1...	1/18/2019	57.58 USD	×

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