

# Functional Workaround Options for Known Issue EX-5 Related to Pre-Upgrade (8.9) Travel Authorizations Applied to 9.2 Expense Reports

---

Issues have been reported when a travel authorization that was created and approved prior to the 9.2 upgrade is applied to an expense report, the expense report may encounter budget errors and the travel authorization encumbrances not get relieved correctly.

Until a fix is identified, please use the most appropriate of the following suggested workarounds.

## Option 1: Create an Expense Report but do not use the Approved 8.9 Travel Authorization

Instead of having the traveler create an Expense Report from their approved Travel Authorization, have them enter an Expense Report from scratch to prevent encountering the budget check errors and hanging encumbrance issues.

1. Confirm that an approved 8.9 Travel Authorization exists.
2. Have the traveler create an expense report from scratch (do not create from the Travel Authorization).
3. Have the traveler enter the Authorization ID associated with the Expense Report as the Report Description.

*Business Purpose	<input type="text"/>
*Report Description	TAUTH 456211

4. Expense Administrators/Approvers can monitor for Report Descriptions referencing Travel Authorizations and Cancel those Travel Authorizations.
  - a. Depending on budget availability, you may want to complete the cancellation of the Travel Authorization prior to processing the new Expense Report.

## Option 2: Apply the 8.9 Pre-Upgrade Travel Authorization to a 9.2 Expense Report and use it to Create an Expense Report not Associated with the Travel Authorization

In this option, the traveler will create an expense report from their approved 8.9 Travel Authorization as usual which will prevent them from having to key in all of the lines originally included on the travel

authorization. However, in order to prevent the known issue, the traveler will have to take the following additional steps.

1. Have the traveler create an Expense Report from their Approved 8.9 Travel Authorization and SAVE the Expense Report but **do not** submit it.
  - a. Make note of the Expense Report ID assigned.
2. Have the traveler create a new expense report using the Quick Start menu and select create from An Existing Report.
3. Select to create from the Expense Report that was just created from the approved Travel Authorization in step 1 above.

4. Have the traveler submit the new Expense Report created in step 3 above not associated with the Travel Authorization.
5. Have the traveler Delete the first Expense Report created from the Travel Authorization in step 1 above.
6. Lastly, the Expense Administrator will need to Cancel the approved 8.9 Travel Authorization.

In the event you are unable to catch the creation of the Expense report following the functional workaround options provided and encounter the Known Issue, you will receive one of the budget check errors noted below:

#### Expense Report Budget Checking errors:

- Exceeds Budget Tolerance
- Ref'd Doc has been Finalized

In order to work around this error, take the following action:

1. Have the Approver select the expense report receiving the budget error (with the 8.9 travel authorization applied) from their Worklist and Send Back to the traveler.
2. Follow the steps provided in Option 2 above beginning with step 2 (Have the traveler create a new expense report using the Quick Start menu and select create from An Existing Report).