

Known Issue: KI9.2-29_EX - Changes to Expense Reports During Approvals Not Requiring Budget Check

UPDATED February 27, 2017

STATUS: RESOLVED

IMPACT: As of Release 5.22, dated February 27, 2017, an Oracle fix has been applied. Changes to Mileage and Meal expense lines during approval will now change the Budget Status to “Not Checked” and trigger a new budget check prior to allowing approval of the Expense Report.

ORIGINALLY POSTED: January 27, 2016

When an approver selects an Expense Report from their approval queue, clicks the Expense Report Detail link to display the Expense Detail page, and makes certain changes, the system is not triggering for a new budget check. This occurs whether the transaction is selected from the Worklist or Approve Transactions (Travel and Expenses > Approve Transactions > Approve Transactions).

The changes that are not triggering a budget check are:

- Changing an Emp Mileage line to Emp Mileage T-2 Persnl Reduced
- Adding the First or Last Day of Travel deduction to a meal line

The steps below describe how this issue occurs and how it can be identified:

- After selecting the Expense Report from the Worklist or Approve Transactions, you will see the Expense Report Summary page.
- Click the Expense Report Detail link.

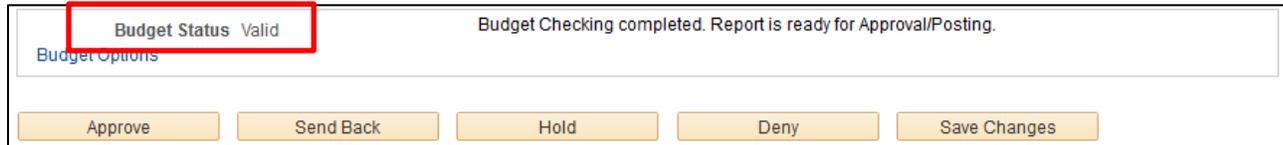
Oracle Expense Report Summary page. The page title is "Expense Report Summary". A red box highlights the "Expense Report Summary" link in the top navigation bar. Another red box highlights the "Expense Report Detail" link in the top right corner. The main content area shows "General Information" for a report dated Jan 19-21 2016, with a Report ID of 0000552586. The business purpose is "Recruitment, Admissions" and the status is "Approvals in Process". The accounting date is 01/22/2016 and the template is STANDARD. The employee base is "Office" and the employee is "landerjo".

- The Expense Detail page displays.
- This is where an Expense Type can be changed, the Amount modified, or First or Last Day of Travel deduction applied to meal lines.

Expense Report Detail page. The page title is "Expense Report Summary - Expense Detail". A red box highlights the "Expense Report Summary" link in the top right corner. The page shows details for the report 0000552586. Under "Expenses", there are two lines of expense data. The first line is for 01/19/2016, with an expense type of "Emp Mileage" and an amount of 52.92 USD. The second line is for 01/21/2016, with an expense type of "Emp Mileage T-2 Persnl Reduced" and an amount of 78.84 USD. A dropdown menu is open for the second line, showing various expense types. The "Receipts Received" section is currently empty.

- After making any of the above changes, click the Expense Report Summary link to return to the summary page.

The Expense Report Summary page reflects the changes; however, the Budget Status remains Valid. After these types of changes, the system should have reverted to Not Budget Checked.

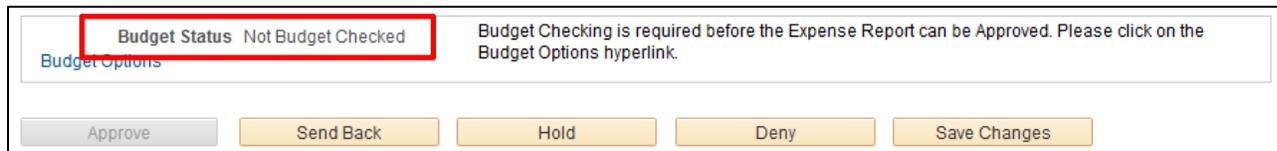


Budget Status **Valid** Budget Checking completed. Report is ready for Approval/Posting.
[Budget Options](#)
 Approve Send Back Hold Deny Save Changes

As a result of this issue, Expense Reports that did not receive a new budget check to reflect changes made by approvers can be approved and paid. ITS is analyzing where this issue has occurred and will notify impacted institutions.

FUNCTIONAL WORKAROUND

Until this issue is resolved, approvers should confirm that the Budget Status changes to **Not Budget Checked** when making changes to an Expense Report.



Budget Status **Not Budget Checked** Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.
[Budget Options](#)
 Approve Send Back Hold Deny Save Changes

In the event that changes were made and the Budget Status incorrectly remains in a Valid status, you can perform the following functional workaround steps to force the Budget Status to update appropriately:

- On the Expense Report Summary page, select a different Accounting Date (e.g., one day later than current date but within current open period).

Please note: If desired, this date can be changed back after completing the functional workaround steps and confirming the Budget Status has correctly updated to Not Budget Checked.

Approve Expense Report

Expense Report Summary

User Defaults Expense Report Detail

▼ **General Information**

Report Description	Travel	Report ID	0000538943		
Business Purpose	Campus Visits / Satellite Locs	Reference		Employee Base	Office
Report Status	Approvals in Process	Created On	07/23/2015	By	rbutler_24
		Updated on	01/27/2016 4:44:51PM	By	BURCHDAP
		Attachments		Notes	

*Accounting Date 01/27/2016 

Accounting Template STANDARD 

- After making a change to the Accounting Date, click Save Changes.



- The Save Confirmation window will display.

Save Confirmation

Approve Expense Report

Save Confirmation

Corinne Cartwright Report ID 0000552585

Expense Report Totals			
Employee Expenses (1 Line)	34.25	USD	Due Employee 34.25 USD
Non-Reimbursable Expenses	0.00	USD	Due Supplier 0.00 USD
Prepaid Expenses	0.00	USD	
Employee Credits	0.00	USD	
Supplier Credits	0.00	USD	
Cash Advances Applied	0.00	USD	Definition of Totals

This report and any changes made will be saved.

You can approve, deny, send back, or hold this report at a later time.

- Click OK.
- Following the Save, all of the action buttons will be grayed out.

- Navigate to the Worklist or Approve Transactions page and select the Expense Report again.
- The Budget Status should now be Not Budget Checked and the Expense Report can be budget checked and approved.

Budget Status Not Budget Checked Budget Options	Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.
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If the only change that needs to be made to the Expense Report is adding the First or Last Day of Travel deduction to meal lines, it can be added on the Expense Report Summary page by following these steps:

- Select the expense report from the Worklist or Approve Transactions.
- The Expense Report Summary page will display.

Approve Expense Report

Expense Report Summary

User Defaults Expense Report Detail

General Information

Report Description January	Report ID 0000552580	
Business Purpose Attend Meetings	Reference	Employee Base Office
Report Status	Created On 01/22/2016	By smithbec
	Updated on 01/22/2016 3:15:19PM	By BURCHDAP
*Accounting Date <input type="text" value="01/22/2016"/> <input type="button" value="BT"/>	Attachments	Notes
Accounting Template <input type="text" value="STANDARD"/> <input type="button" value="Q"/>		

Accounting Defaults More Options

Receipt Information

Receipts Received

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items Personalize | Find |

Expense Type	Date	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve	
Emp Mileage	01/11/2016	151.20	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Emp Breakfast	01/11/2016	7.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Emp Lunch	01/11/2016	9.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Emp Dinner	01/11/2016	20.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-

- Click the Expense Type of the meal line you need to apply the First or Last Day of Travel deduction to.

Approve Expense Report

Expense Detail for Emp Breakfast (Line 2)

William Megathlin Report ID 0000552580

About This Expense

*Expense Date: 01/11/2016

*Payment Type: American Express No Receipt

*Billing Type: Internal Non-Reimbursable

*Location: ATLANTA

Description:

254 characters remaining

*Amount Spent: 7.00

*Currency: USD

*Exchange Rate: 1.00000000 Default Rate

Reimbursement Amt: 7.00 USD

Exception Comments

Authorized Amount Exceeded:

No Receipt:

Older Transactions:

Accounting Detail

First or Last Day of Travel

Approve Expense

Previous Expense Next Expense

[Return to Expense Report](#)

- Click the First or Last Day of Travel link

Per Diem Info Help

Expense Report

Deductions for First or Last Day of Travel

Report ID 0000552580

Please select the expense that occurred on a first or last day of travel.

Per Diem Amount: 7.00 USD

Per Diem Details Personalize | Find | First 1 of 1 Last

	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag
Emp Breakfast	25.00			<input type="checkbox"/>

OK Cancel

- Check the Deduction Flag box.

- Click OK.

- Perform the same steps for each meal that needs the First or Last Day of Travel deduction.
- Click the Return to Expense Report link.

The Budget Status should now be Not Budget Checked and the Approve button should be grayed out. The system will require that the report be budget checked before it can be approved.

Budget Status Not Budget Checked Budget Options	Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.			
<input type="button" value="Approve"/>	<input type="button" value="Send Back"/>	<input type="button" value="Hold"/>	<input type="button" value="Deny"/>	<input type="button" value="Save Changes"/>

ESTIMATED RESOLUTION:

A service request has been submitted to Oracle and a fix will be provided in a future release.

MORE INFORMATION AND SUPPORT: For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES: For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit <http://status.usg.edu>.