

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

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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 January 27, 2016  
POSTED:

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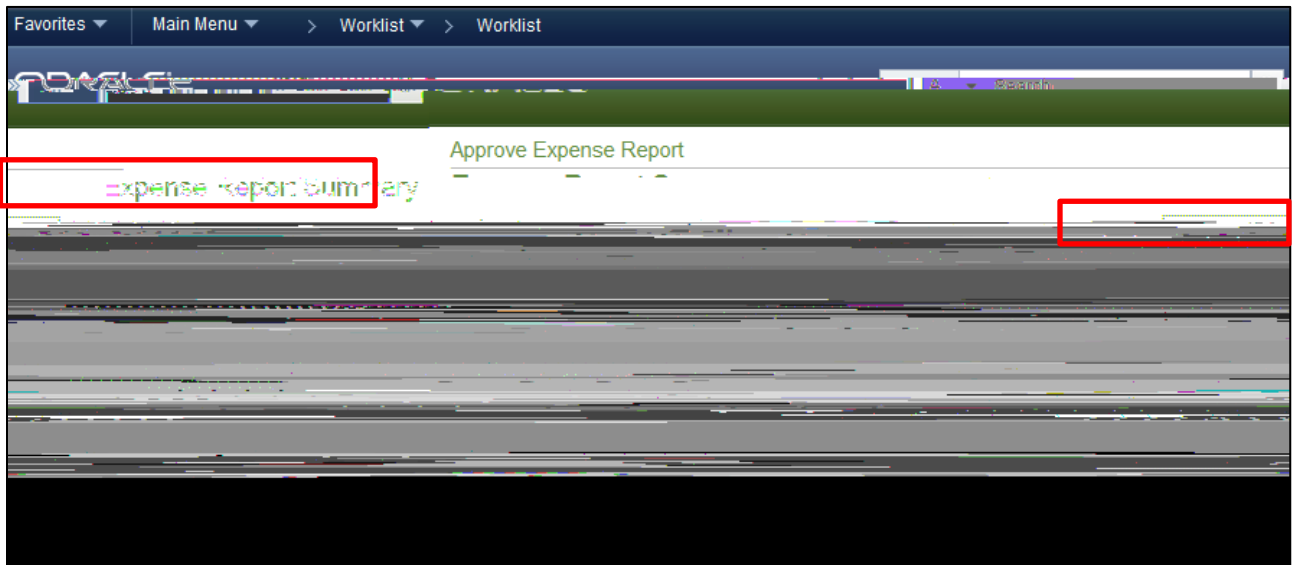
When an approver selects an Expense Report from their approval queue, clicks the Expense Report Detail link to display the Expense Detail page, and makes certain changes, the system is not triggering for a new budget check. This occurs whether the transaction is selected from the Worklist or Approve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

The changes that are not triggering a budget check are:

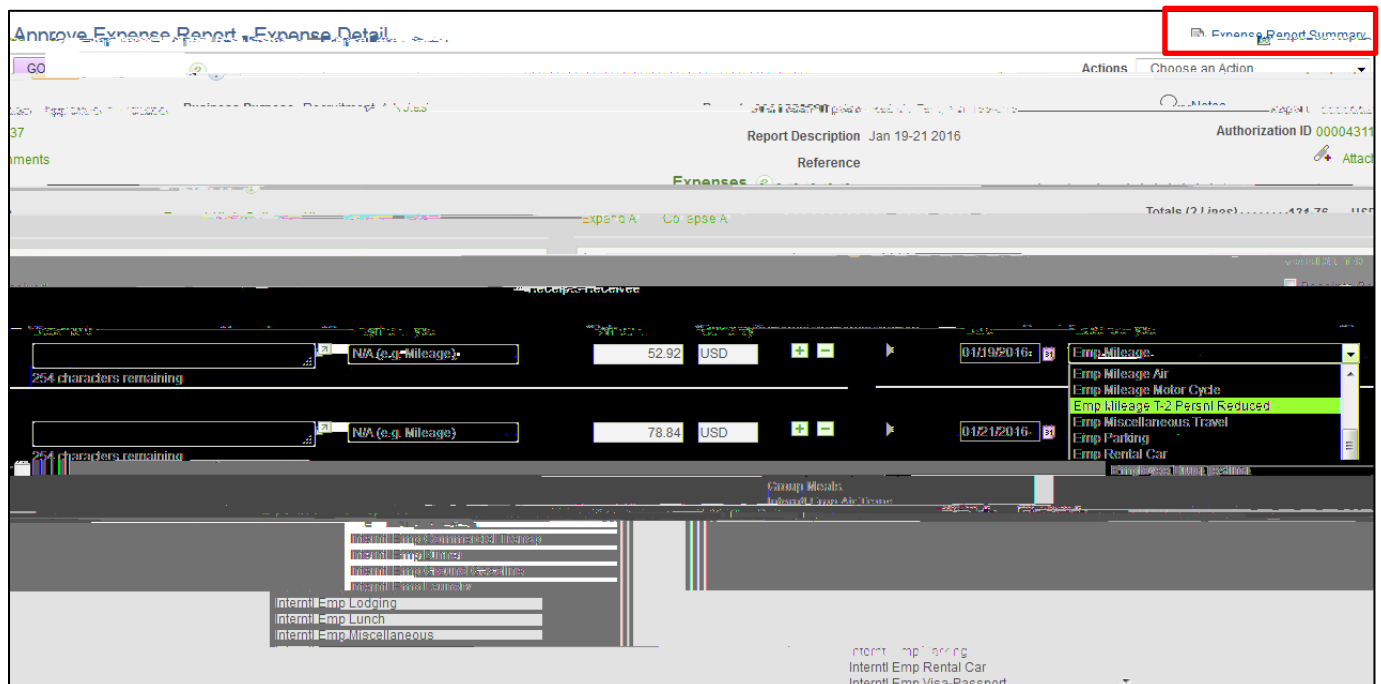
- Changing an Emp Mileage line to Emp Mileage T-2 Persnl Reduced
- Adding the First or Last Day of Travel deduction to a meal line

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.



- 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.



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

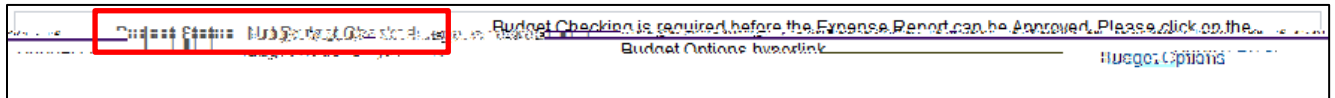
The Expense Report Summary page reflects the changes; however, the Budget Status remains Valid. After these types of changes, the system should have reverted to Not Budget Checked.

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

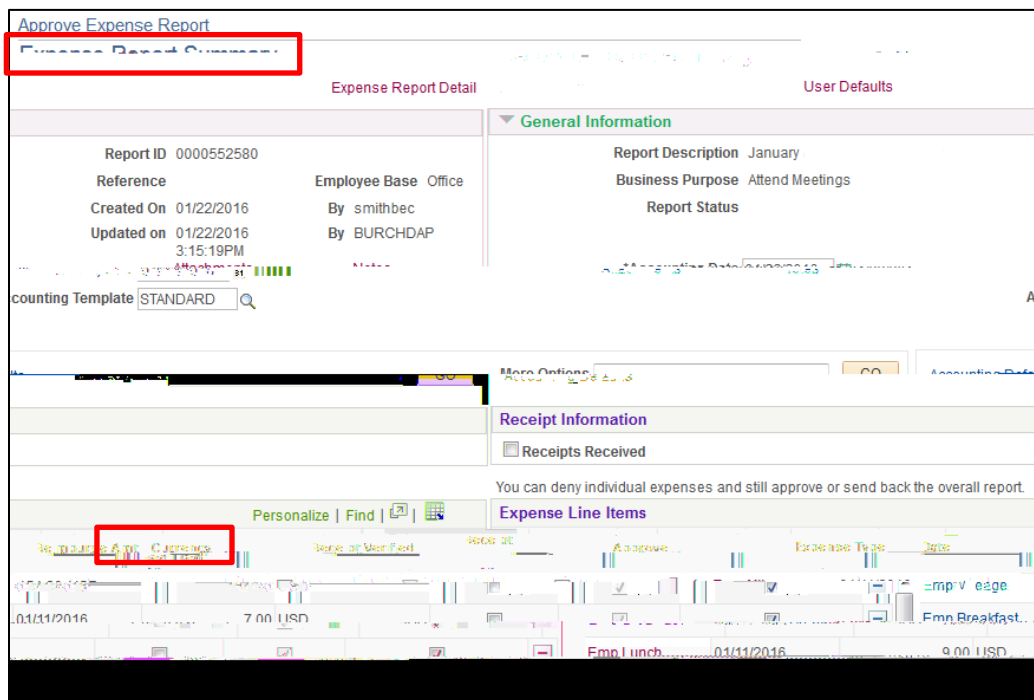
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- After making a change to the Accounting Date, click Save Changes.
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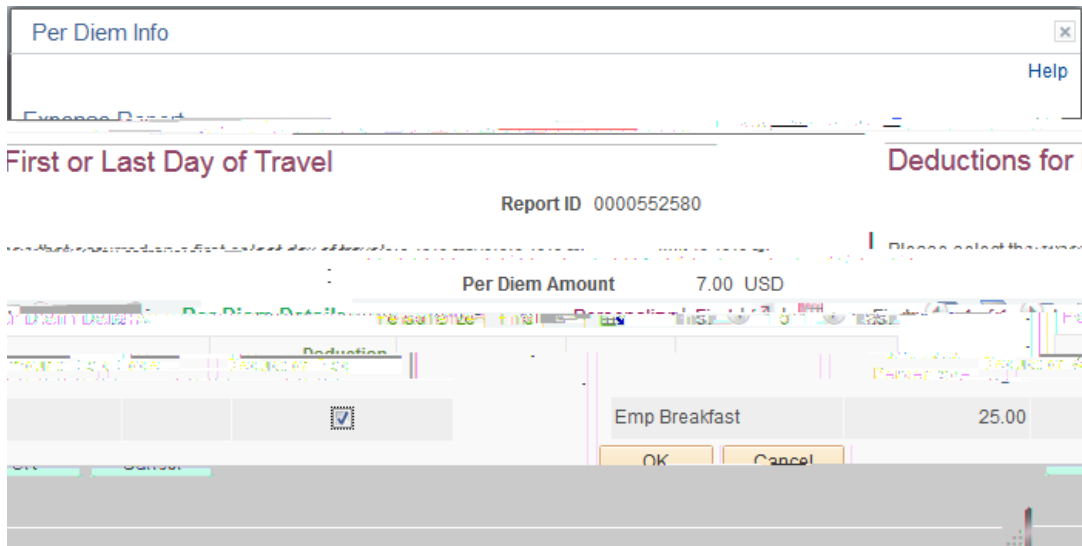
If the only change that needs to be made to the Expense Report is adding the First or Last Day of Travel deduction to meal lines, it can be added on the Expense Report Summary page by following these steps:

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

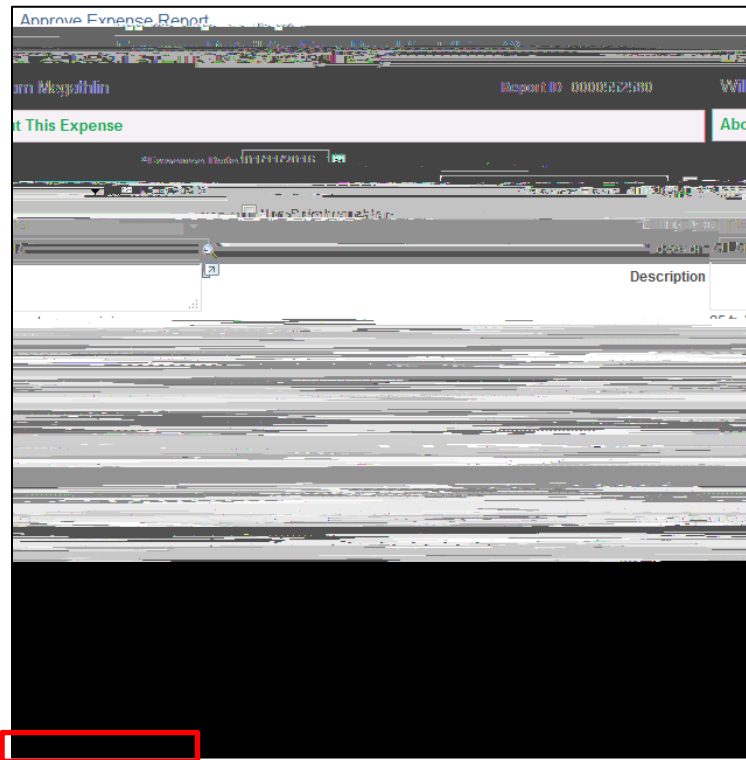


- Click the Expense Type of the meal line you need to apply the First or Last Day of Travel deduction to.

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- 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.

**ESTIMATED RESOLUTION:**

A service request has been submitted to Oracle and a fix will be provided in a future release Do Q Q q.2 7( Twi-m