

How to Remove 'itemization'

- > May assist with 'Please provide appropriate travel attachments and receipts' warning if attachments are already present for that line item.
1. Log in to Oracle iExpense using your HAD details at <https://erp.had.sa.gov.au> on a computer (not a mobile device) connected to the SA Health network.
 2. Click 'Internet Expenses' to take you to the Expenses Home page (pictured).
 3. If your expense report appears in the Track Submitted Expenses Reports table (the first table in the screenshot below), click the Withdraw button in the same row as that expense report – note that this will mean your manager will need to reapprove your expense report – this will move the expense report to Update Expense Reports table.
 4. If/once your expense report appears in the Update Expense Report table, click the Update pencil icon to edit your claim.

5. Click 'Next' until you reach Step 2 of 4; click the Details icon of one of the itemized lines (itemized lines appear with grey behind the text instead of a white textbox).

6. Click 'Remove Itemization'.

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The screenshot shows the Oracle Expense Reports interface for 'Cash and Other Expenses: Details for Line 1'. The page has three tabs: 'General Information', 'Cash and Other Expenses' (selected), and 'Expense Allocations'. A note states '* Indicates required field'. On the right, there are buttons for 'Remove Itemization' (highlighted in pink), 'Duplicate', and 'New'. The form fields include: '* Receipt Type' (IT Accessories Ind/Set <= \$300), '* Receipt Date' (10-Oct-2022), 'Original Receipt Amount' (50.00), '* Receipt Currency' (AUD - Australian Dollar), 'Exchange Rate' (1), and 'Reimbursable Amount' (50.00 AUD). Other fields include 'Justification' (iPhone charger), 'Expense Location', 'Merchant Name', and 'Attachments' (None Add...).

7. You may need to complete any mandatory fields, marked with an asterisk (*).
8. Once you have finished entering any relevant information, either select:
 - a. Return to return to the list of line items and then select any other itemized lines and remove the itemization by repeating steps 5 and 6 above;
 - b. Continue/Back/Next if you would like to cycle through the other line items.

The screenshot shows the Oracle Expense Reports interface for 'Cash and Other Expenses: Details for Line 2'. The page has three tabs: 'General Information', 'Cash and Other Expenses' (selected), and 'Expense Allocations'. A note states '* Indicates required field'. At the top right, there are links for 'Global Policy', 'Home', 'Logout', and 'Preferences'. Below the tabs, there are buttons for 'Itemize', 'Duplicate', 'New', 'Remove', 'Back' (highlighted in pink), 'Next', and 'Return' (highlighted in pink). The text 'Line 2 of 3' is visible between 'Back' and 'Next'.

9. Once you are ready to resubmit your expense report for your manager's approval, click Return as pictured above (if on a Details page of a line item) and then click Next to get to Step 4 of 4, then click Submit.

For more information

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