## OFFICIAL

## 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 <a href="https://erp.had.sa.gov.au">https://erp.had.sa.gov.au</a> 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).
- 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.

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General Informati	on	Cash and Other Expenses	Expense Allocations
Cash and Other Expenses: D	Details for Line 1	Cush and Outer Expenses	Expense Anocatorio
* Indicates required field			Remove Itemization Duplicate New
* Receipt Type * Receipt Date	IT Accessories Ind/Set <= \$300 10-Oct-2022	✓ Justification	iPhone charger
Original Receipt Amount * Receipt Currency	50.00 AUD - Australian Dollar 🗸	Expense Location	
Exchange Rate Reimbursable Amount	1 50.00 AUD	Merchant Name 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.

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Expenses Home   Expense Reports   Access Authorizations	Projects and Tasks   Payments Search		
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General Information Ca	sh and Other Expenses	Expense Allocations	Review
Cash and Other Expenses: Details for Line 2			
* Indicates required field	Itemize Duplicate	New Remove Back Line 2 of 3	Ne <u>x</u> t Return

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

Medical Officer Professional Development Reimbursement System (MOPDRS) Clinical System Support & Improvement, SA Health Health.PDReimbursement@sa.gov.au sahealth.sa.gov.au/reimburseme For Official Use Only-A1-I1

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How to Remove Itemization.docx Last updated 12-Sep-23





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