

▼ ERS transaction rejection reasons consolidated and clarified

Added November 2024

▼ ERS updates streamline process to upload multiple receipts

Added October 2024

Recent updates to the Expense Requests System (ERS) now allow preparers to more easily upload multiple attachments to ERS. Preparers may use the **Choose file** button in ERS to select and upload multiple receipts to a single transaction line, rather than uploading each receipt separately. This functionality, available for all ERS transactions as of this month, was previously only available when uploading files within [eReceipts](#).

In the spring of 2024, several other changes were also made within ERS to make it easier to upload attachments. The changes include:

- An expanded list of allowable characters to use in file names (based on campus feedback), which includes:
 - parenthesis ()
 - dash/hyphen –
 - underscore _
 - dollar sign \$
 - period .
 - comma ,
 - ampersand &
 - apostrophe '
 - plus sign +
- A specified range of file formats for attachments, to ensure that auditors can open a file and it does not become stuck in the system. The supported file formats for attachments include: .heic, .jpg, .jpeg, .png, .gif, .pdf, .txt, .doc, .docx, .html, .rtf, .xml, .xls, .xlsx.
- If a file format or special character is not allowed, an error message appears that lists the allowable characters/file formats.

These changes support administrative efficiency for preparers by **reducing the number of steps** needed to attach multiple files; **preventing unreadable files** from becoming stuck in the system or returned; and **providing guidance** on allowable file formats and characters within Oracle.

The changes to attachments in ERS will also become available soon within the Purchasing Card (PCard) module.