



# How to Approve Expenses as a Pre-Pay Auditor

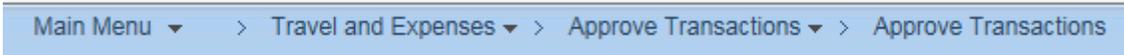
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## How to Review Expenses

1. Access PeopleSoft using the following link: <https://starhcm.wi.gov>
2. Log in to PeopleSoft using your IAM account.
3. Navigate to **Payable Time** using the breadcrumbs below:



4. Any expense reports waiting for your approval will show up in your list. Click on the **Description** or **Transaction ID** to look at the report.

Select	Urgency	Alert	Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>			Expense Report	877.12 USD	Employee Name	100060251	NACCA Annual Conference 2016	000045030	04/13/2016	Approval in Process	Pre Pay Auditor

5. Click on the **Expense Type**.

*Note: Do not uncheck the approve boxes. If there is an item that you do not want to approve, send the whole report back to the employee. See the **Sending an Expense Report Back to the Employee for Revision** (page 4) section for more information.*

**Approve Expense Report**  
**Expense Report Summary**

Employee Name: \_\_\_\_\_ Employee PS ID: \_\_\_\_\_  
User Defaults Supervisor PS ID: \_\_\_\_\_

**General Information**

Report Description	NACCA Annual Conference	Report ID	000045029
Business Purpose	Conf/meal/Convention-OutofState	Reference	GENERAL
Report Status	Submitted for Approval	Created On	04/13/2016
		Updated on	04/13/2016 12:26:23PM
		Attachments (2)	Notes

Accounting Defaults More Options [dropdown] GO

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

**Expense Line Items**

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Mileage Car	02/29/2016	39500	39500030161	STATE	3.06	USD	<input checked="" type="checkbox"/>
Airfare	02/29/2016	39500	39500030161	STATE	250.00	USD	<input checked="" type="checkbox"/>
Meals Out-of-State Overnight	02/29/2016	39500	39500030161	STATE	21.00	USD	<input checked="" type="checkbox"/>



6. Review the details of the expense listed.
- Does it fit within the allowed spending?
  - Is there a description that explains the expense?
  - Does the date fit with the others in the trip?
  - If it is mileage, check Google Maps to make sure the miles claimed are the shortest route.

Approve Expense Report  
Expense Detail for Mileage Car (Line 1)  
Report ID 0000045030  
Employee Name

**About This Expense**

\*Expense Date 02/29/2016  
\*Payment Type Payroll  No Receipt  
\*Billing Type Billable  Non-Reimbursable  
\*Miles 6 x 0.5100  
\*Originating Location Sun Prairie, WI  
\*Destination Location Madison, WI  
\*Description Drove Personal vehicle from home to Madison Airport  
203 characters remaining  
\*Amount Spent 3.06  
\*Currency USD  
\*Exchange Rate 1.00000000  Default Rate  
Reimbursement Amt 3.06 USD

**Exception Comments**

Authorized Amount Exceeded  
No Receipt  
Older Transactions

Approve Expense

**Accounting Detail**

Next Expense

[Return to Expense Report](#)

7. Click **Accounting Detail** (see above snapshot) to make sure the ChartField matches the correct project ID and expense budget.

Approve Expense Report  
Accounting Detail  
Report ID 0000045030

This is the accounting detail for expense type Mileage Car with a transaction date of 2016-02-29 in the amount of 3.06 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Restore Defaults

Apply Estimated Tax

**Accounting Detail** Set Personalizations | Find | First 1 of 1 Last

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Bud Ref	Fund	Appropriation	Dept	Account	Pro
3.06	39500	3.06 USD	1.00000000	FY2016	21100	96100	1023261000	7300000		

Add ChartField Line Refresh

OK

8. Click **OK**.



9. Click **Next Expense** to see next line/item in expense report.

10. Check through all expenses and then click **Return to Expense Report** to go back to **Expense Report Summary**.

11. Click **Attachments** at the top of the Expense Report Summary to see any receipts that the employee attached to the report. Reminder that receipts are needed for any single expense over \$25.00.

## How to Approve Expenses

1. Once all expenses and lines have been checked for accuracy, click **Approve**.



2. The Summary Page will appear with an overview of the expenses again. Click **OK**.

Save Confirmation x Help

Approve Expense Report  
**Submit Confirmation**

Report ID 0000045030

Expense Report Totals			
Totals (11 Lines)	677.12 USD	Due Employee	597.12 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	80.00 USD	<a href="#">Definition of Totals</a>	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

This report will be approved.

### How to Send Back an Expense Report to the Employee for Revision

1. If any part of the report is wrong, you will need to send the whole report back to the employee. Add comments to indicate where clarification/justification is needed, then click the **Send Back** button.

Employee	Employee Name	Resubmitted	04/13/2016 12:27:14PM
HR Supervisor	Supervisor Name	Approved	04/15/2016 7:28:23AM
<b>Comments</b>			
<input type="text"/>			
Budget Status Valid      Budget Checking completed. Report is ready for Approval/Posting.			
Budget Options			
<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"/>			

[Return to Approval List](#)      [Next in List](#)

*Note: If you click the Deny button the expense report will be erased and deleted from PeopleSoft. The employee will have to re-enter all expenses from the beginning. **DO NOT CLICK DENY!***

Budget Status Valid      Budget Checking completed. Report is ready for Approval/Posting.				
Budget Options				
<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"/>
<a href="#">Return to Approval List</a>				



2. Click **Return to Approval List** to return to the list of all of your employees or **Next in List** to move to your next employee from your list.

Budget Status Valid Budget Checking completed. Report is ready for Approval/Posting.

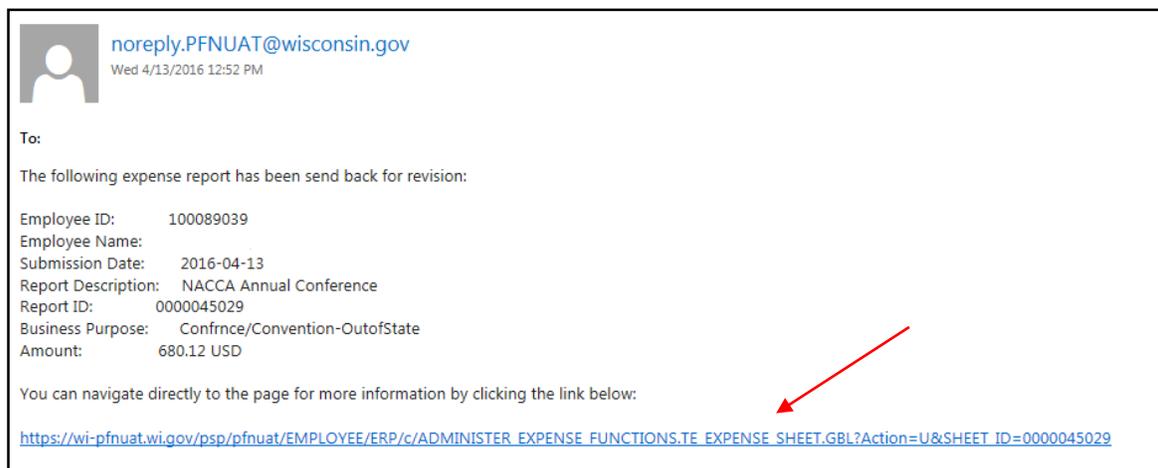
Budget Options

Approve Send Back Hold Deny Save Changes

Return to Approval List Next in List

## What the Employee Sees When You Send Back an Expense Report for Revision

1. The employee will receive an e-mail that has a link to take them directly to the expense report.



2. The comment you entered will appear at the top of the report so they know what needs to change. If they click on the comment link, they will be able to read the entire message.

Modify Expense Report Save for Later Summary and Submit

Sent Back For Revision By: The lunch reimbursement request on 03/02/2016 exceeds the

\*Business Purpose Confnrnce/Convention-OutofState Report 0000045029 Pending

\*Report Description NACCA Annual Conference Default Location other, Idaho

Reference GENERAL Attachments (2)

Expenses Expand All Collapse All Add: My Wallet (0) Quick-Fill Totals (10 Lines) 680.12 USD

3. They need to fix the issue and then resubmit.
4. Once resubmitted, the report will show up in the supervisor's reports to approve. After the supervisor approves, the report will be in your list again to review and approve.