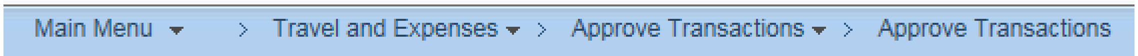
How to Approve Expenses as a Pre-Pay Auditor

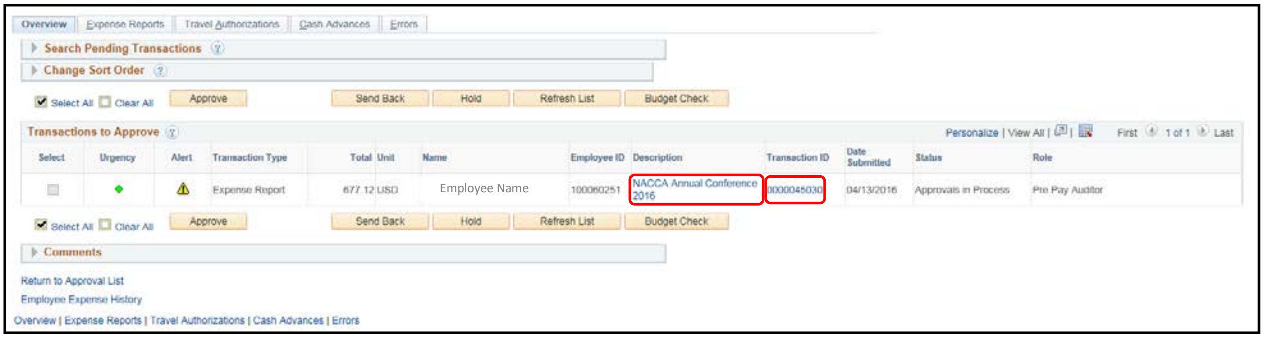
Contents

How to Review Expenses

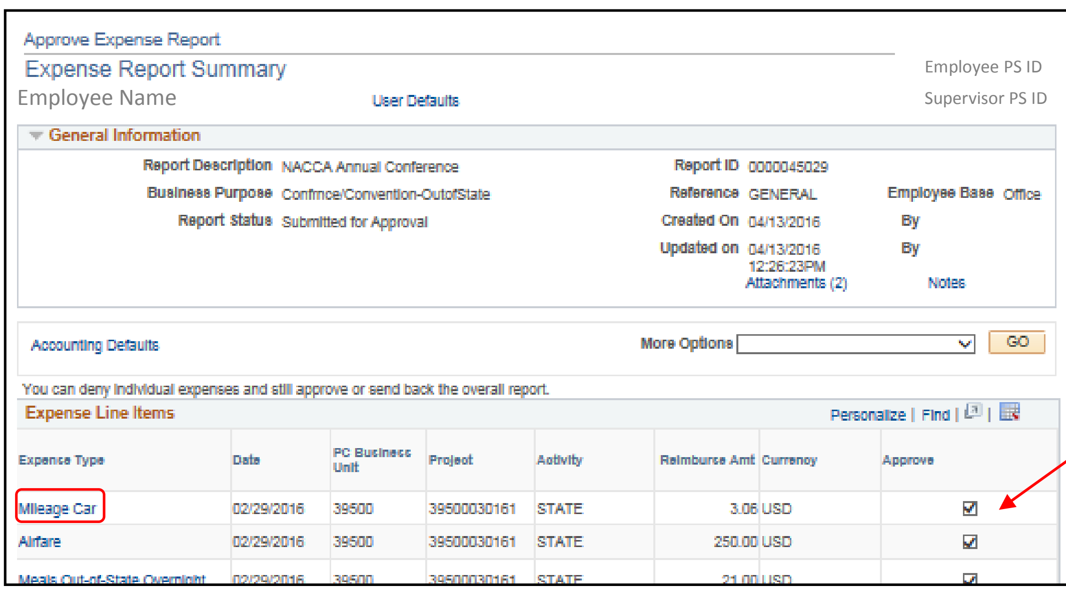
1. Access PeopleSoft using the following link: https://starhcm.wi.gov
2. Log in to PeopleSoft using your IAM account.
3. Navigate to **Payable Time** using the breadcrumbs below:



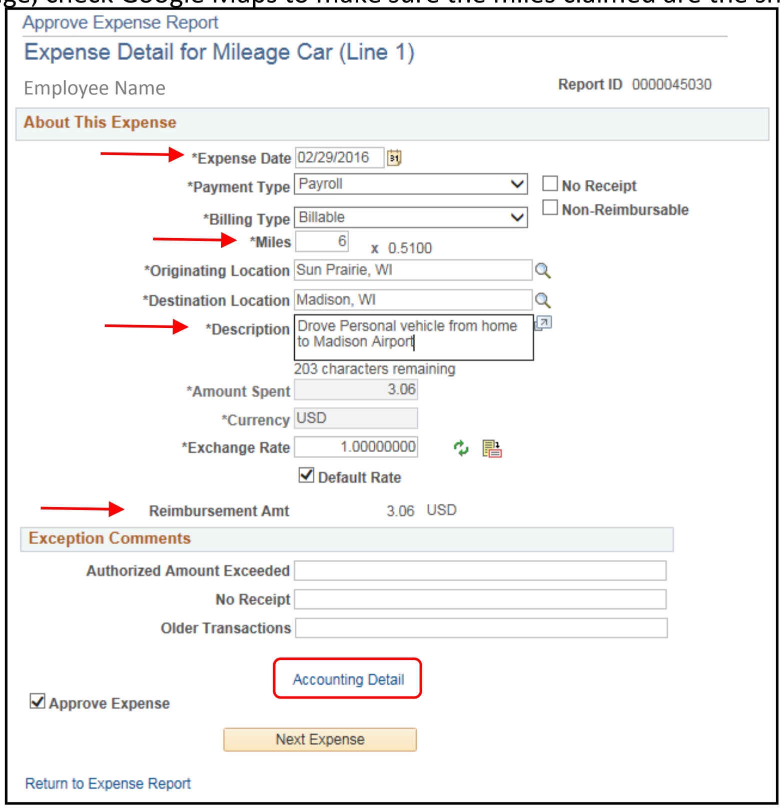
4. Any expense reports waiting for your approval will show up in your list. Click on the **Description** or **Transaction ID** to look at the report.



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.*



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)

Employee Name

Report ID 0000045030

About This Expense

*Expense Date 02/29/2016

*Payment Type Payroll

No Receipt

Non-Reimbursable

*Billing Type Billable

*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

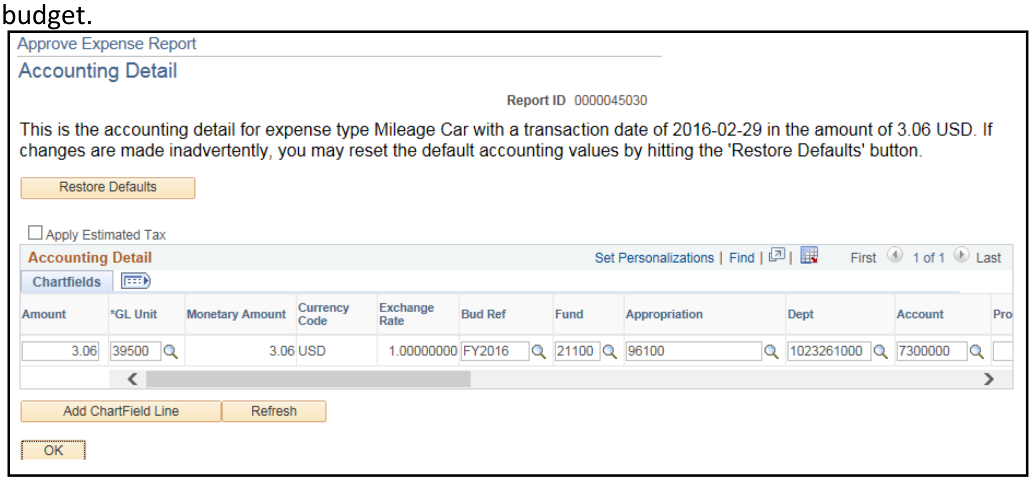
Accounting Detail

Approve Expense

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

Chartfields

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	

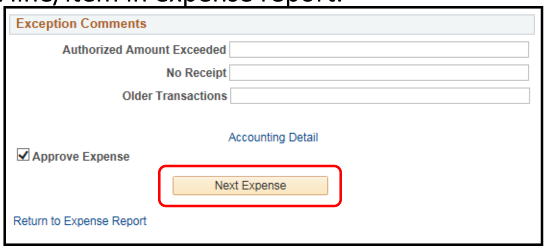
Add ChartField Line

Refresh

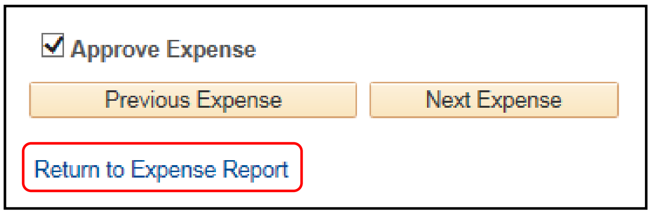
OK

8. Click **OK**.

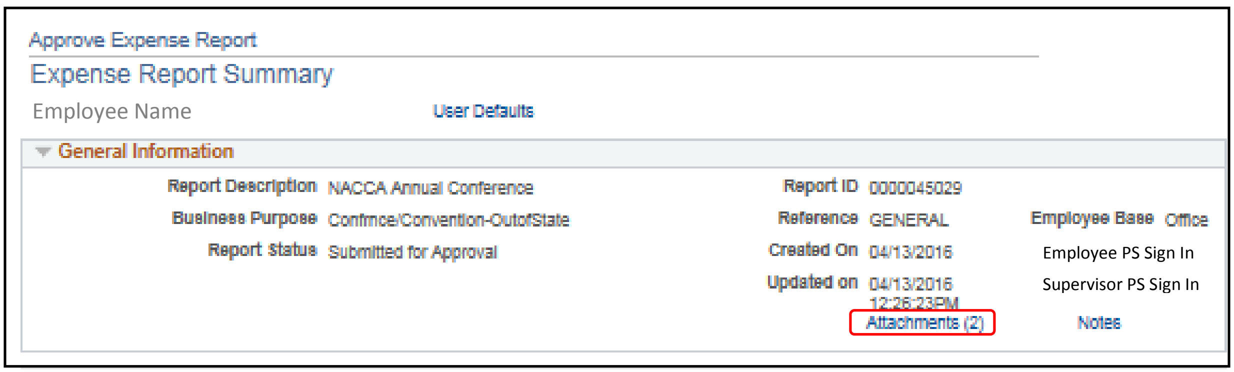
9. Click **Next Expense** to see next line/item in expense report.



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

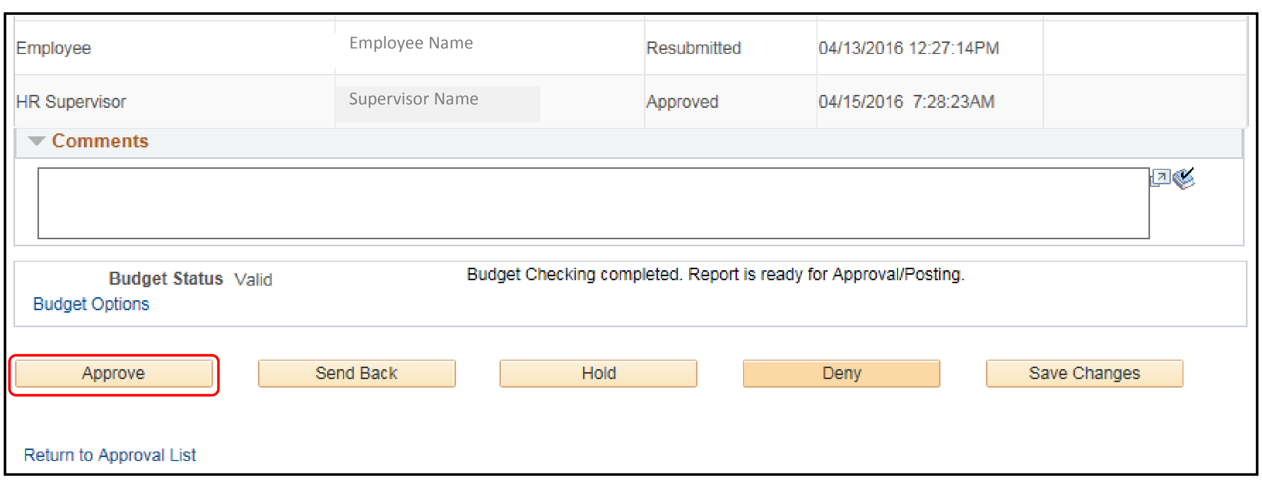


11. Click **Attachments** at the top of the Expense Report Summary to see any receipts that the employee attached to the report. Reminder that receipts are needed for any single expense over $25.00.

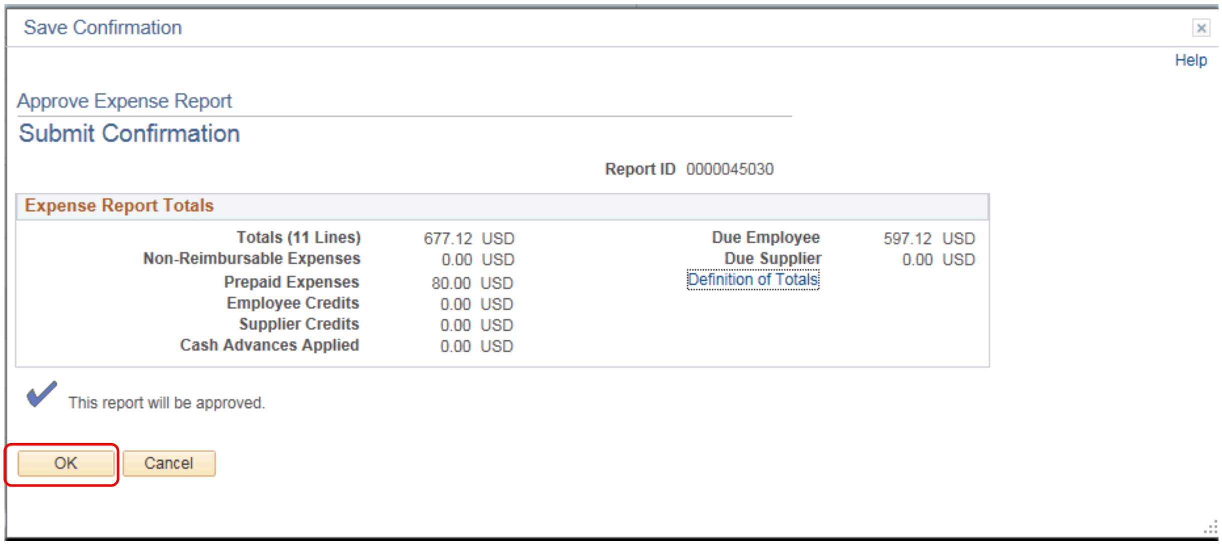


How to Approve Expenses

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

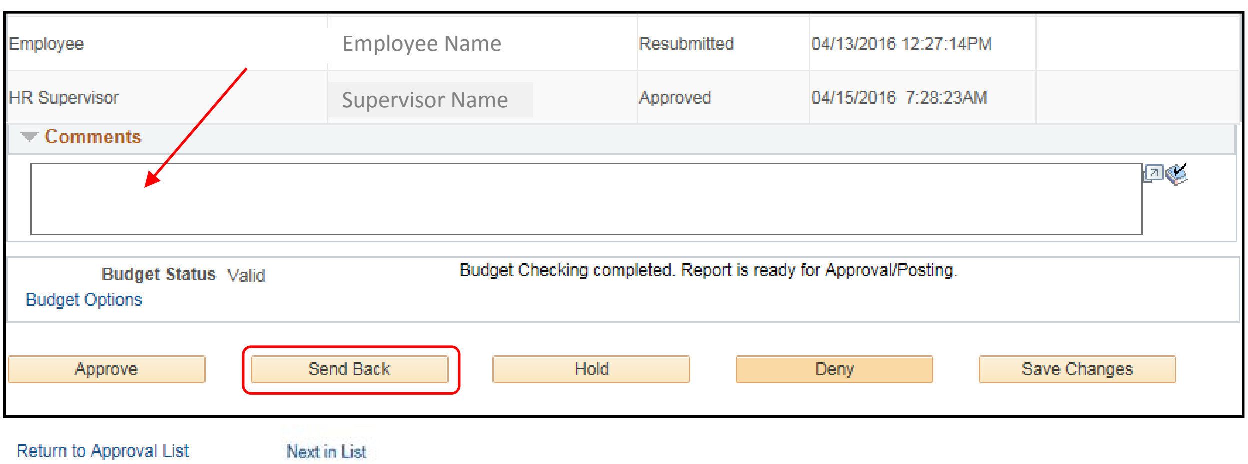


2. The Summary Page will appear with an overview of the expenses again. Click **OK**.

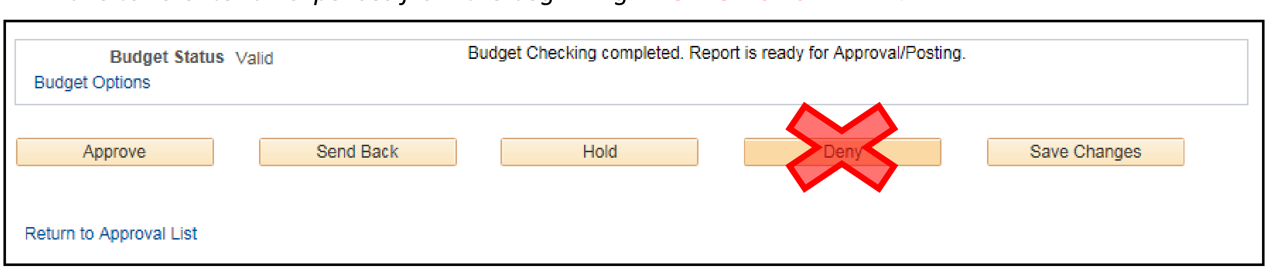


How to Send Back an Expense Report to the Employee for Revision

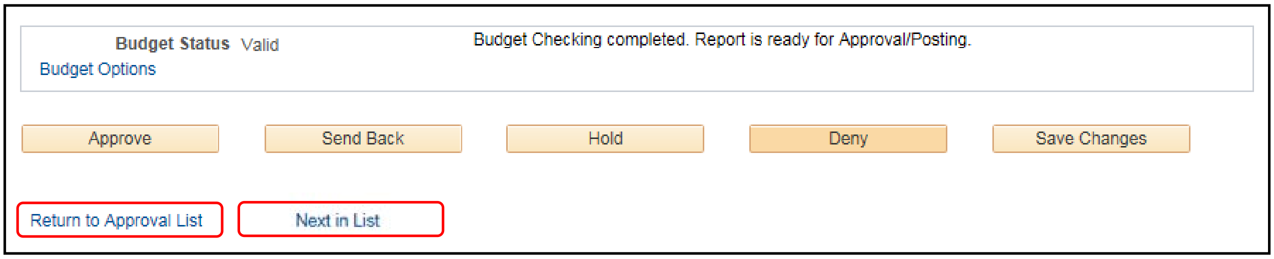
1. If any part of the report is wrong, you will need to send the whole report back to the employee. Add comments to indicate where clarification/justification is needed, then click the **Send Back** button.



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!**

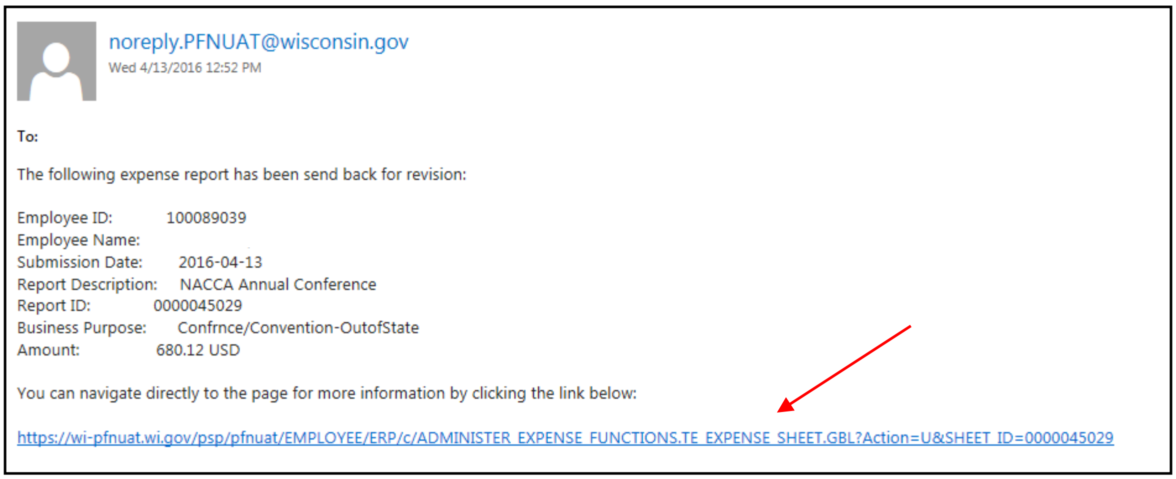


2. Click **Return to Approval List** to return to the list of all of your employees or **Next in List** to move to your next employee from your list.



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.



noreply.PFNUAT@wisconsin.gov
Wed 4/13/2016 12:52 PM

To:

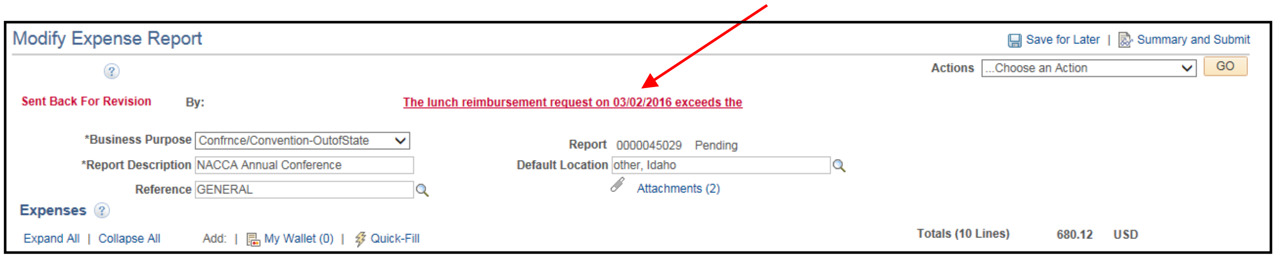
The following expense report has been send back for revision:

Employee ID: 100089039
Employee Name:
Submission Date: 2016-04-13
Report Description: NACCA Annual Conference
Report ID: 0000045029
Business Purpose: Confrnce/Convention-OutofState
Amount: 680.12 USD

You can navigate directly to the page for more information by clicking the link below:

https://wi-pfnuat.wi.gov/psp/pfnuat/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_EXPENSE_SHEET.GBL?Action=U&SHEET_ID=0000045029

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.



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.