

Status of Expense Report

This will show you the process to look up where your expense report is in the reimbursement process.

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Pending – has not been submitted for approval and you need to take action. Please see the job aid Modify My Expense Report if you need assistance finding your saved expense reports to submit.

In Process – the Approver currently has it open

Submitted for Approval – Expense Report has been submitted to the Supervisor for approval by the employee (you)

Approvals in Process – Supervisor has approved the ER and it is waiting for the Next approver to Approve

Approved – All approvals has been completed, will be sent to Payroll for payment

Staged – Waiting for Payroll to confirm payment and send data back to the EX Module. This status should generally only be on an expense report for a few days. If one is in "Staged" status for a long time, contact STAR Support.

Paid – Payment has been processed and confirmed from payroll. You are now able to look up the "PayCheck Number" Please refer to Step 5.



STATUS OF MY EXPENSE REPORT

Navigating to Expense Reports

Access PeopleSoft Finance using the following link: <u>https://starfin.wi.gov</u>

Log in to PeopleSoft Finance using your IAM account.

STEP 1: Navigate to the **FSCM Employee Self-Service** Home Page.



STEP 2: Click on the **Travel and Expenses** tile. This will take you to the Travel and Expenses dashboard.



STEP 3: Click on the **ESS Travel and Expenses** tile.

ESS Travel and Expenses	



STEP 4: The system defaults to "ESS Travel and Expenses", highlighting the "View" option on the left navigation bar, with the corresponding Search Criteria on the right. Enter your Last Name in the "Name" field OR your Employee ID in the "Empl ID" field and click Search to get the list of all expense reports. The list will show the Status of all your expense reports, as shown below. Select the specific report you want to view.

Travel and Expenses			ESS Travel and Expenses
My Expense Reports	^	Expense Report	
Review Payroll Payments		Enter any information you have and click Search. Leave fields blank for a list of all values.	
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View		Search Uniteria	
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b My Travel Authorizations	~	Empl ID begins with Report Status =	
Lelegate Entry Authority		Creation Date = Creation Date = Case Sensitive Search Clear Basic Search R Save Search Criteria	

Realtime Search	Keyword Se	earch		
* Search Criteria				
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STEP 5: The detail page will give you all the details of your expense report, see circled and notes within the example below.

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Business Purpos	e Business Travel-Out of State	Report 000	0007481 Approved for Payment		
Descriptio	IN STARCOM TEST	Created 10/1	19/2015 KIMBERLY SELL		
Referenc	ie :	Last Updated 10/1	19/2015 STACEY BEATTIE		
otals 💿	Wew Printable Version	n 🖾 View Analytics	○ Notes		
Employee Expenses (3 Li	ines) 670.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances App	plied 0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
	Amount Due to Employee	670.50 USD	Amount Due to Supplier	0.00 USD	
Submit Expense (Box, reenry the expenses such	W Expense Report Submitted On 1	ov. 0/19/2015 Submitted By KIMBERLY:	SELL	
Submit Expense I Approval History	Report Winds You can see where the check means the step	WEXCERNE REPORT Submitted On 1 PER is at here, the GREEN was completed	cy. 0/19/2015 Submitted By KIMBERLY:	SELL	_
Submit Expense i Approval History	Report Withday You can see where the check means the step	W Expense Report Submitted On 1 VER is at here, the GREEN was completed	y. 0/19/2015 Submitted By KIMBERLY:	SELL	-
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You can also click on the Expense Details hyperlink at the top right of page to get the full details of the expense(s) that was submitted.



Review Payroll Payments

Follow Steps 1 – 4 Above. You will click on Review Payroll Payments instead of View on the left navigation bar. In the Name field, enter your last name and click Search.

Travel and Expenses	ESS Travel and Expenses
🤣 My Expense Reports 🛛 🔿	Employee Payroll Payment
Review Payroll Payments	Enter any information you have and click Search. Leave fields blank for a list of all values.
Create Expense Report	Find an Existing Value
View	▼ Search Criteria
🔄 My Cash Advances 🗸 🗸	Search by: Name • begins with
🈓 My Travel Authorizations 🛛 🗸	
Lelegate Entry Authority	Search Advanced Search

You will get a listing of your Payment Information and can scroll through to view each.

Search Criteria							
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	Accour	nt 🔍					
	Check	#				Se	arch
ayroll Payment I	nformation			Find V	iew All	First	1 of 1 🕑 Las
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To assist with the search, you can also enter the following data in the Search Criteria:

SetID – should ALWAYS be SHARE Bank Code: US022 Account: 1401