How to Delete / Withdraw an Expense Report

The Delete an Expense Report process is to find and delete an Expense Report that you do not intend to submit. Once you click Submit, it is sent to your supervisor and you will no longer be able to delete it unless you Withdraw the report.

Important:
Once an expense report has been deleted there is no way of recovering it. Deleted reports will have to be recreated to be submitted for payment.

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DELETE MY EXPENSE REPORT

Navigating to Expense Reports
Access PeopleSoft Finance using the following link: https://starfin.wi.gov
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 **My Expense Reports** tile.

➢ **STEP 4:** For **delegated users entering expense reports for another employee**. To create an Expense Report for yourself, please skip to Step 5.
Your Name and Employee ID should default in. **If you are entering as a delegated user for another employee**, click on the green circle with the downward arrow.

Click on **Change Employee**.

A listing of the employees that you have the authority to enter for will be displayed. You can also search for an employee if you are a delegated enterer for multiple employees by entering the name in the search box.

Select the appropriate name from the listing.

➢ **STEP 5**: The categories of expense reports are listed. Only expense reports in the Returned or Not Submitted categories can be deleted. Find the expense report that you wish to delete and click on the green circle with the upside-down arrow.
Deleting an Expense Report

➢ **STEP 6:** A list of available actions for that expense report is displayed. Click **Delete Report**.

➢ **STEP 7:** A popup box asking if you are sure that you want to delete this expense report and stating that it cannot be reversed. Click **Yes**.

➢ **STEP 8:** A message will be displayed across the top of your screen briefly that the expense report has been deleted. The message will disappear after a few seconds. The expense report will no longer appear in the list.
Withdraw a Submitted Expense Report to Delete

If a submitted expense report needs to be deleted, you can **Withdraw** your report **if your supervisor has not approved it** yet. Once the report is approved by your supervisor, you will have to contact the Prepay Audit team at DOTTRAVELExpenses@dot.wi.gov to request the report be sent back.

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

➢ **STEP 2:** Click on the **Travel and Expenses** tile.

➢ **STEP 3:** Click on the **My Expense Reports** tile.

➢ **STEP 4:** Your Name and Employee ID should default in. To continue creating your own Expense Report, please skip to **Step 5**.
If you are entering as a delegated user for another employee, click on the green circle with the downward arrow.

Click on Change Employee.

A listing of the employees that you have the authority to enter for will be displayed. You can also search for an employee if you are a delegated enterer for multiple employees by entering the name in the search box.

Select the appropriate name from the listing.

➢ **STEP 5:** If the expense report has been submitted but has not been approved by a supervisor, it will be in the **Awaiting Approval** Category. If there are expense reports in the Returned Category, they will display first; followed by those that are Not Submitted. To withdraw a report or to view expense reports in the Awaiting Approval category, click on **Awaiting Approval**. That category will be expanded, and those expense reports will be displayed.
➢ **STEP 6:** Click on the expense report that you wish to withdraw or view.

➢ **STEP 7:** The Expense Summary detail page will appear, where you can choose to **Withdraw** the report or **View Details**.

➢ **STEP 8:** Once withdrawn you will notice the Approval Status area on the right side of the summary page has changed from Awaiting Approval to Pending and the buttons at the upper right has changed to **Update Details** and **Submit**.

Once the report has been withdrawn to **Delete** the report, follow the instruction starting with **Step 5**, at the bottom of page 3. Clicking on the Update Details button will take you to Expense Entry page where you will make your modifications and resubmit.