How to Create an Expense Report

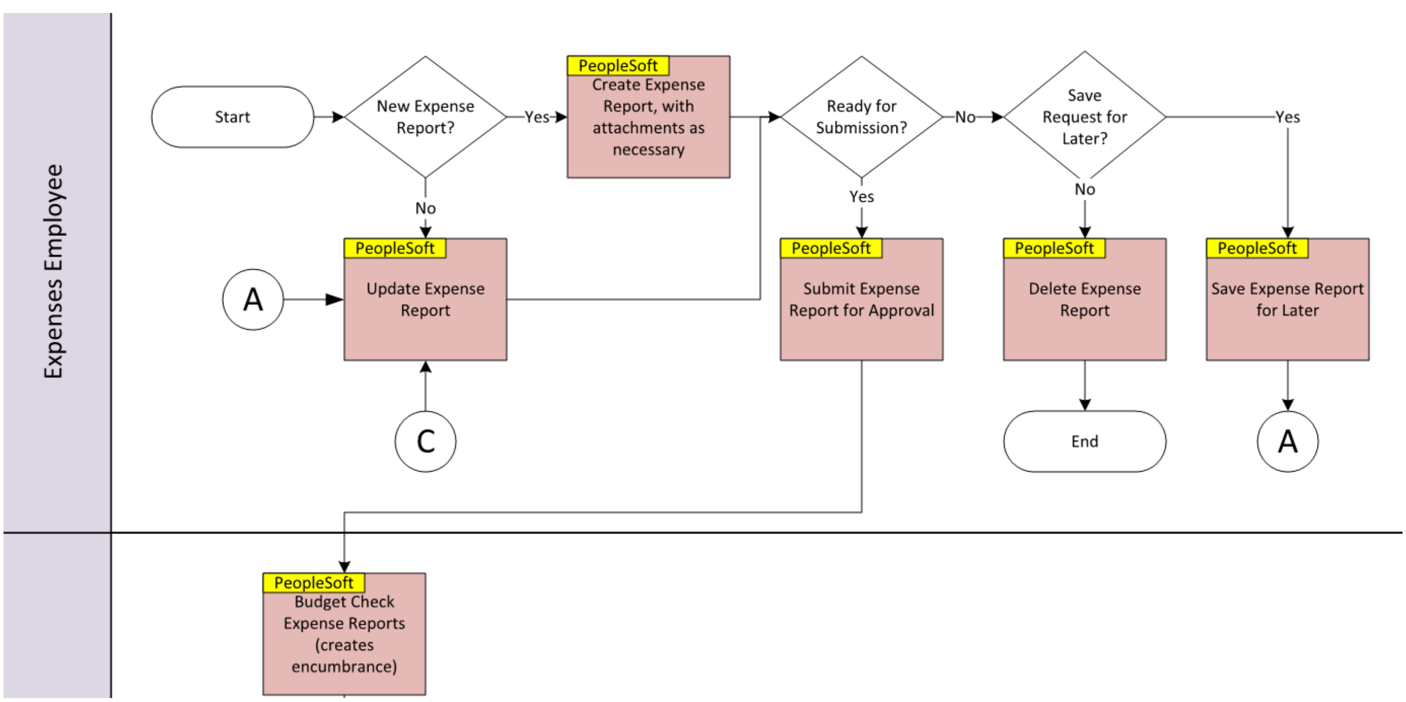
Important:
Only expenses that need to be reimbursed should be entered into an expense report.

Contents

See full list of **DOT Travel STAR Job Aids and Reference** materials at:
https://wigov.sharepoint.com/sites/dot/finance/Pages/TravelExpenses.aspx

Process Flow

Below is the business process flow for creating an Expense Report process. This process flow explains the flow of the various activities involved in this sub-process. This process flow will help you understand the system-generated actions as well as the tasks that are performed manually.



Navigation to Create an Expense Report

***Role:* Expenses Employee**

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

Log in to PeopleSoft Finance using your IAM account.

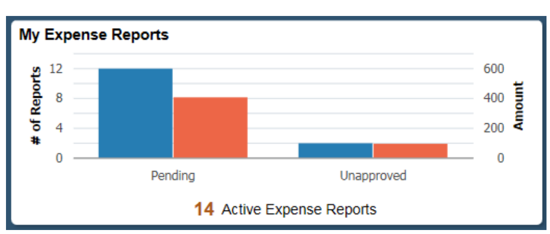
- **STEP 1:** Navigate to the **FSCM Employee Self-Service** Home Page.

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

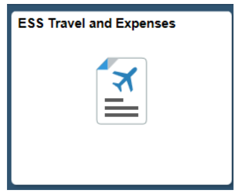
- **STEP 3:** From the Travel and Expenses dashboard, three different tiles can be used to create an expense report.

  - **Option 1** – Click on the **Create Expense Report** tile. (This will take you directly to the expense report entry page.)

  - **Option 2** (Recommended) – Click on the **My Expense Reports** tile. (This allows you to review what expense reports you may have pending before creating a new one.)



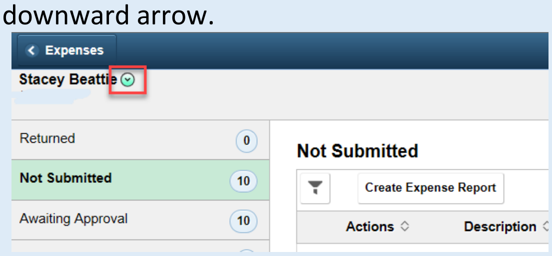
- **Option 3** – Click on the **ESS Travel and Expenses** tile.



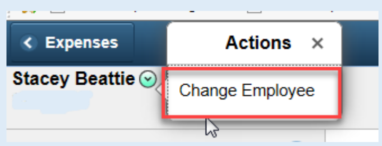
ESS Travel and Expenses Tile is displayed. Click on **Create Expense Report**. (This will take you directly to the expense report entry page and open a new window.)

➢ **STEP 4: For delegated users entering expense reports for another employee**. To create an Expense Report for yourself, please skip to **Step 5**.

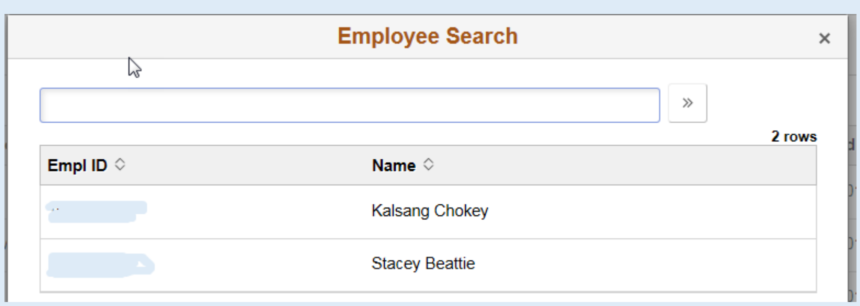
Your Name and Employee ID should default in. **If you are entering as a delegated user for another employee**, click on the green circle with the downward arrow.



Click on **Change Employee**.

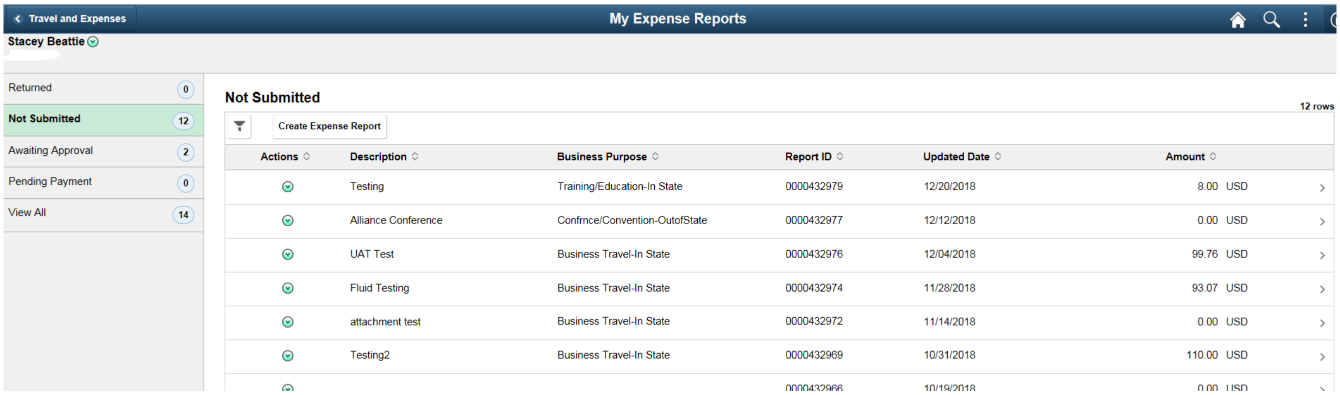


A listing of the employees that you have the authority to enter for will be displayed. You can also search for an employee if you are a delegated enterer for multiple employees by entering the name in the search box.



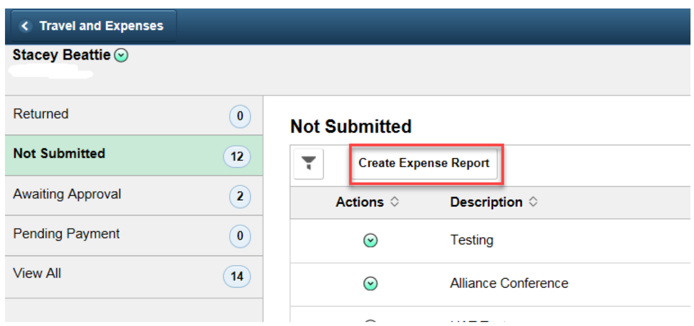
Select the appropriate name from the listing.

➢ **STEP 5:** If choosing Option 2, My Expense Reports page will be displayed. There are 5 categories of expense reports – Returned, Not Submitted, Awaiting Approval, Pending Payment, and View All. The number of expense reports in each category will be displayed. The first category that contains expense reports will be expanded.



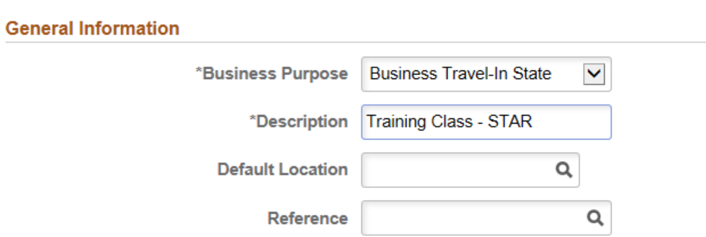
Creating an Expense Report

➢ **STEP 6:** Click on the **Create Expense** Report button.



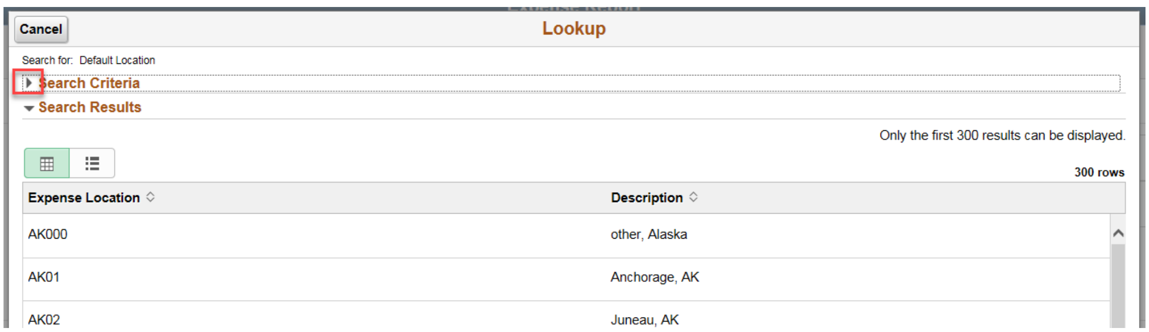
➢ **STEP 7:** Select a purpose from the **Business Purpose** list. This field is required due to tax laws requiring a business purpose for business expenses. Click **Business Purpose** and select the item that best describes your purpose.

➢ **STEP 8:** Enter the desired information into the **Report Description** field. The Report Description is a text field and should be used to make your trip identifiable, i.e., "Attended XYZ Conference." This will help you identify your expenses when you are looking them up later.

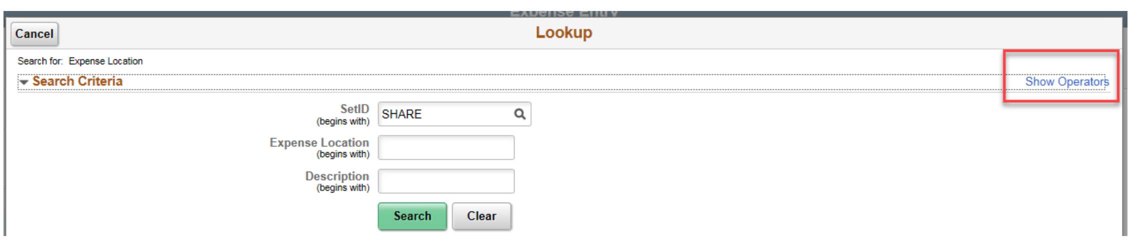


➢ **STEP 9:** The **Default Location** auto-populates each destination location field. This field is not required to be completed. If you choose to complete this field, select a city, country, or geographical area where the expenses were generally incurred. This location will then appear on each expense line where applicable, and you can change it throughout the expense report entry process.

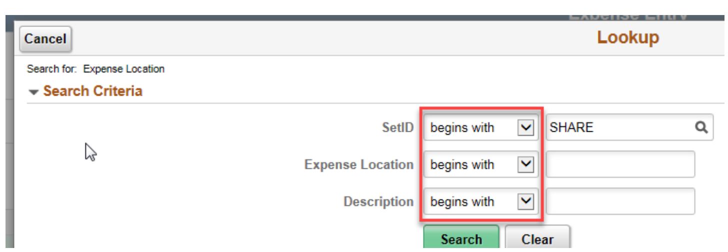
Click **Look up Default Location** by choosing the magnifying glass icon. You will need to click on the sideways arrow to expand the Search Criteria fields.



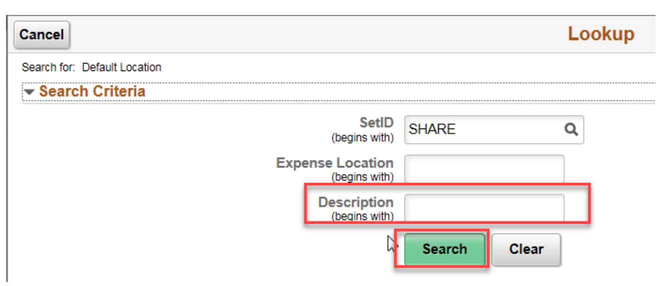
To gain more flexibility in the search criteria, click on the **Show Operators** hyperlink.



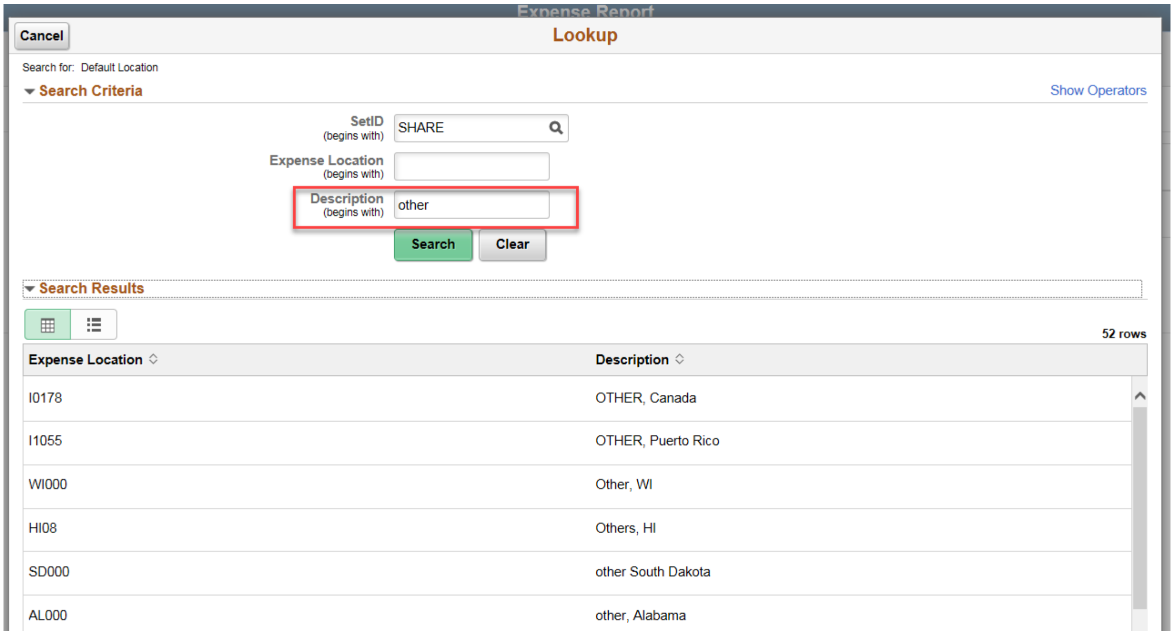
This will display Expense Location and Description dropdown menus to access additional search criteria.



Enter the city name in the **Description** field. Once you have entered the search criteria, click the **Search** button.



If you cannot find your city, select **Other, STATE NAME**. See examples below.

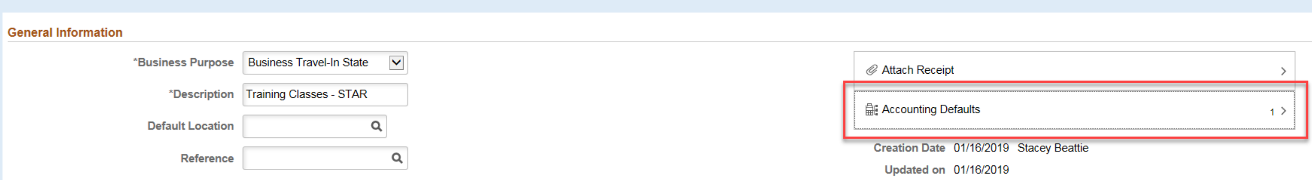


Select the value that best matches your desired location.

➢ **STEP 10:** If desired, select the **Reference** value for this Expense Report. This field is not required.

Even though you can enter text in the Reference box, it is recommended that you choose one of the pre-defined values for consistency. Use the magnifying glass to search for this entry. The most common value selected will be **General**.

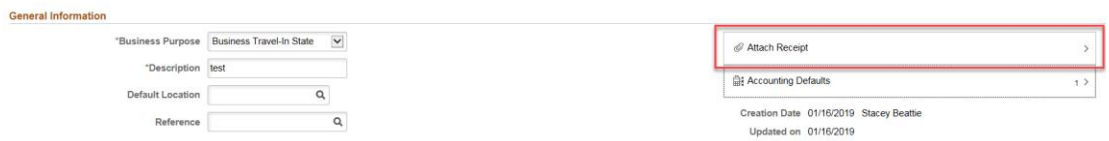
➢ **STEP 11:** (Optional) - To set the expense report defaults so that every expense line has the same chartfields, click on **Accounting Defaults**. (For account code assistance, refer to Step 32 on pages 16 and 17).



A popup window will appear that may contain defaults from your expenses profile. These fields can be edited as needed. Click the **Done** button when finished.

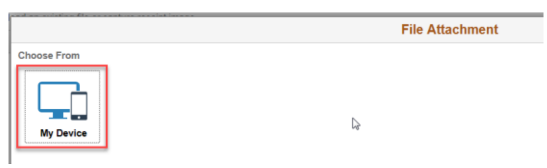
Attaching Receipts - at the header. See page 13, to attach receipts to the line entry.

➢ **STEP 12:** Receipts or documents that relate to the entire expense report are to be attached at header level, i.e. conference agendas, Out-of-State Travel forms (OST), and Vehicle Non-Availability forms. (Other receipts will be attached at the line level, as expenses are entered). To add attachments, click on **Attach Receipt**.

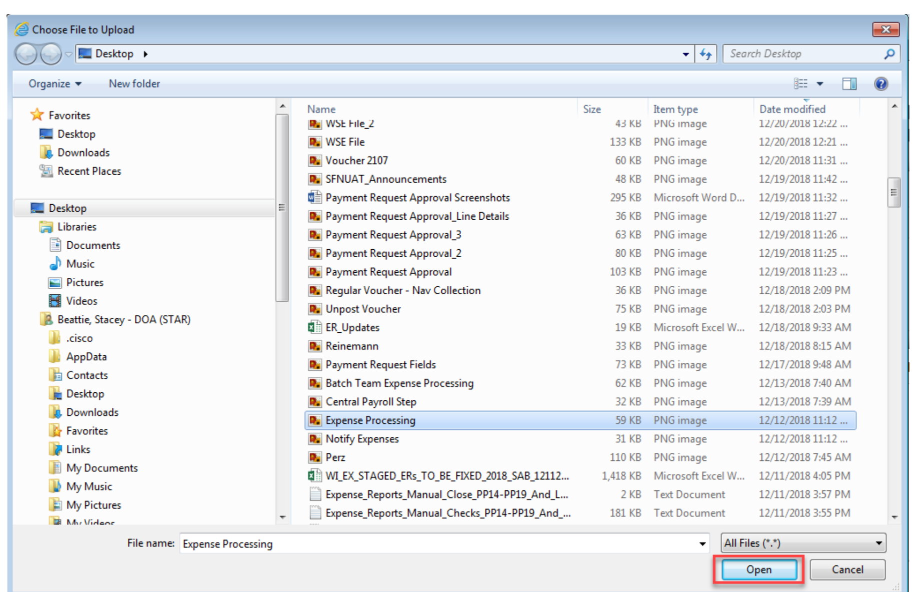


➢ **STEP 13:** An **Attachments** box will be displayed with attachment information. Click on the **Add Attachment** button.

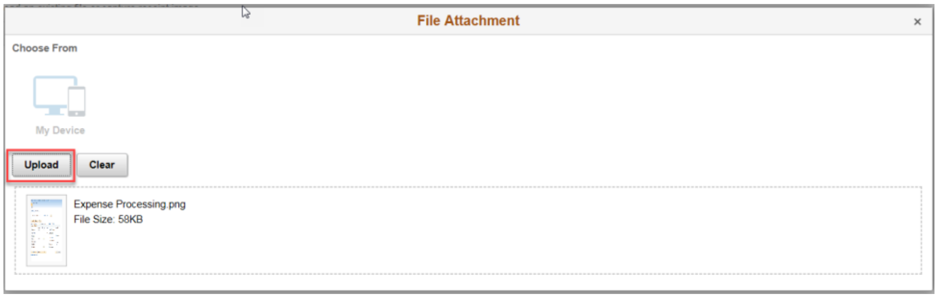
➢ **STEP 14:** A pop-up **File Attachment** window will appear. Click **My Device** to search for an attachment from your device.



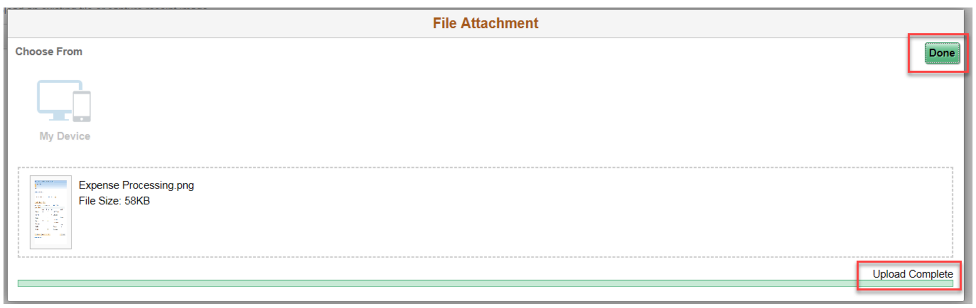
➢ **STEP 15:** This will display a directory to the files on your device from where you can choose the file you wish to attach. Once you have chosen the file and it appears in the File Name field, click the **Open** button.



➢ **STEP 16:** Once a file is selected, click **Upload**.



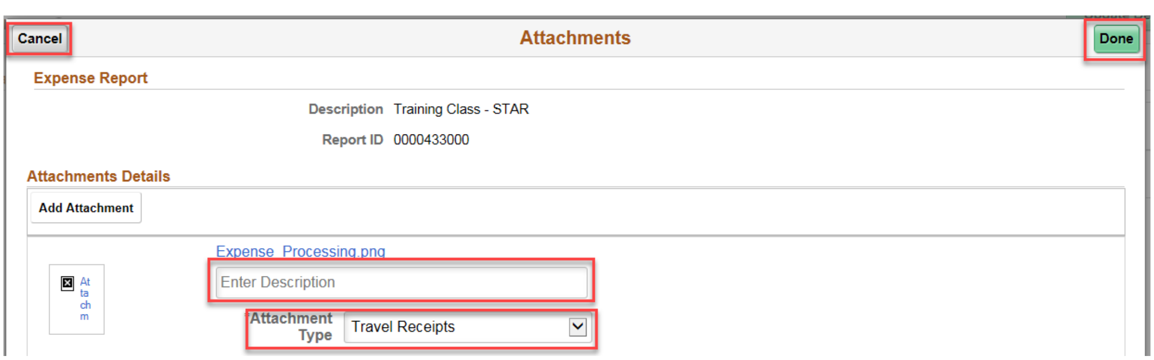
➢ **STEP 17:** The upload will show as complete. Click Done.



➢ **STEP 18:** The Attachments Uploader will again be displayed to show that the attachment has been uploaded.

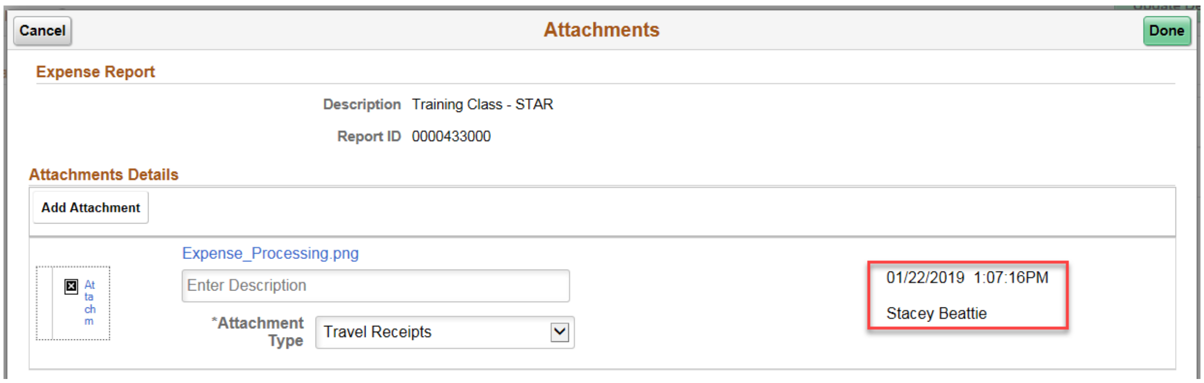
The description field is available and can be used if necessary. An attachment type is required. The default attachment type for expense reports is Travel Receipts. The types that are available for expense reports are:

Break Expenses
Conference Agendas
Fleet Non-Availability Slip
Hotel Receipts
Non-Travel Expense Documents
Other Related Documents
Travel Authorization
Travel Receipts

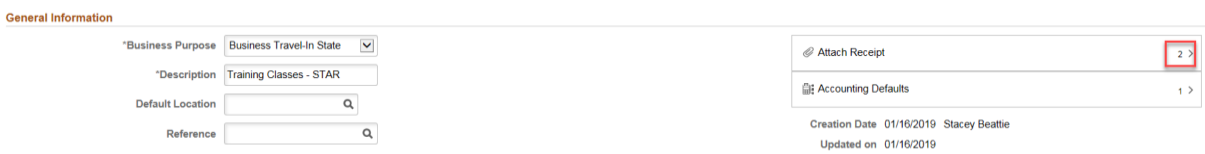


Cancel is available to retract the addition of an attachment, in case an incorrect attachment was chosen. **NOTE: This is the only time the Cancel button is available to end the addition of an attachment. Once the attachment has been added, it will no longer be able to be deleted.** The description field should be used to note any errors in the attachment(s).

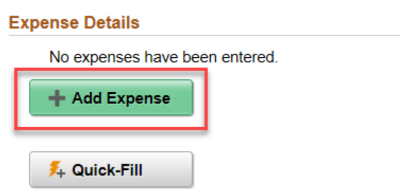
The User and Name fields will be populated after the attachment has been added.



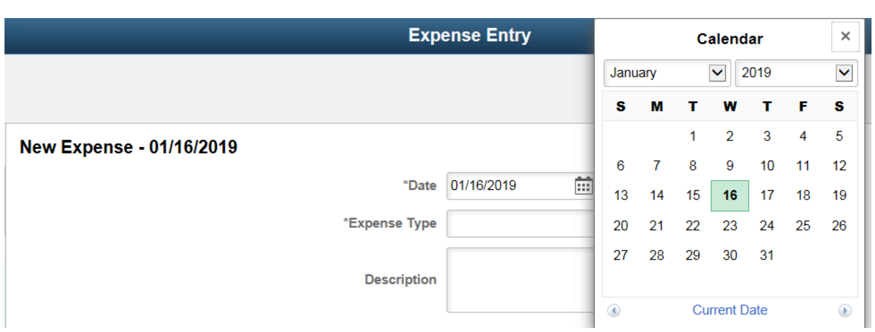
➢ **STEP 19:** The number of attachments will be shown at the far right in the **Attach Receipt** section.



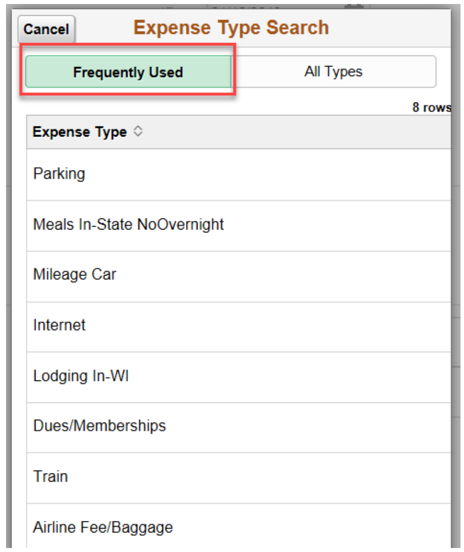
➢ **STEP 20:** Now that you have entered the requisite information for your expense report, you can enter your expenses. You do this in the Expenses section of the page. To begin entering expenses, click on the **Add Expense** button.



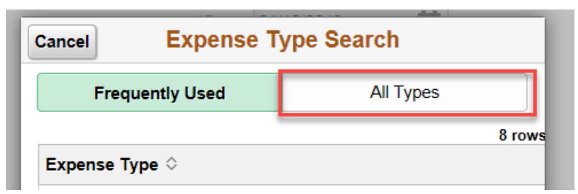
➢ **STEP 21:** Enter the date into the **Date** field or select one using the calendar link.



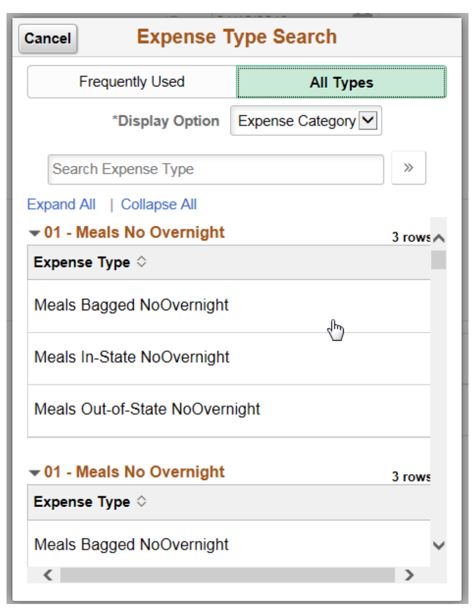
➢ **STEP 22:** In the Expense Type field, click on the magnifying glass to get to the Expense Type search. The **Frequently Used** expense types will appear first. This is the default. These are the expense types that you have used most frequently in past reports.



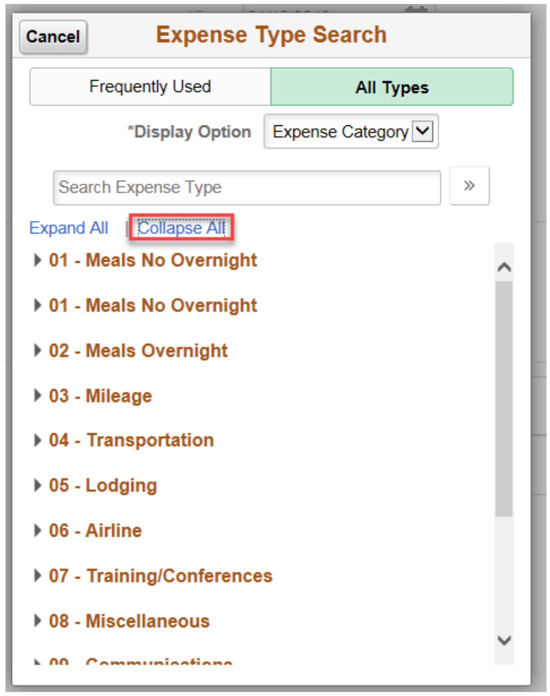
To view other expense types, click on **All Types**.



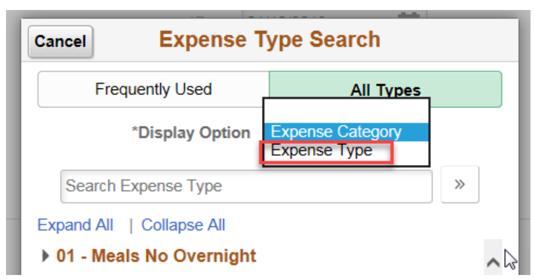
The default display option is Expense Category. Click **Expand All,** to expand all the categories.



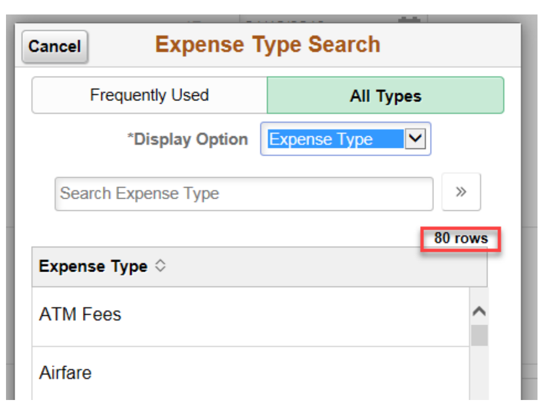
You can scroll down to view all the expense types in each category, or you can click on **Collapse All** to view the categories.



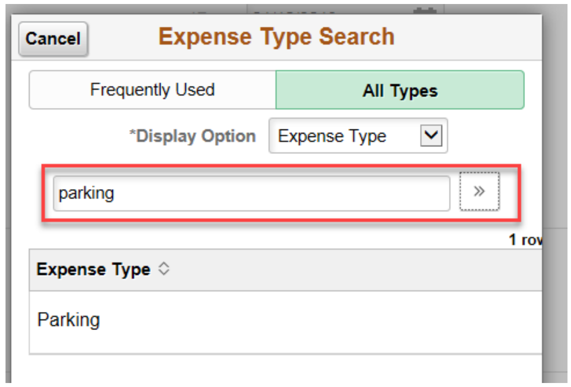
To view every expense type, use the drop down and click on Expense Type.



This will display all expense types in alphabetical order.



You can also search for an expense type by entering it in the search box.



- STEP 23: Use the **Description** field to enter a description of the expense transaction. Enter the desired information into the **Description** field. For meal reimbursements, employees will use this field to provide information on their departure, return, and meal break times. (See Allowed Expenses Job Aid).

  NOTE: This description field is 254 characters. If you exceed this maximum, you will receive an error once you tab out of this field.

- STEP 24: Use the **Payment Type** field to select how you will be paid for the expense. You should always select **Payroll** if it not already defaulted in. If you select **Payroll**, the expense will be reimbursed on your pay check during the payroll process.

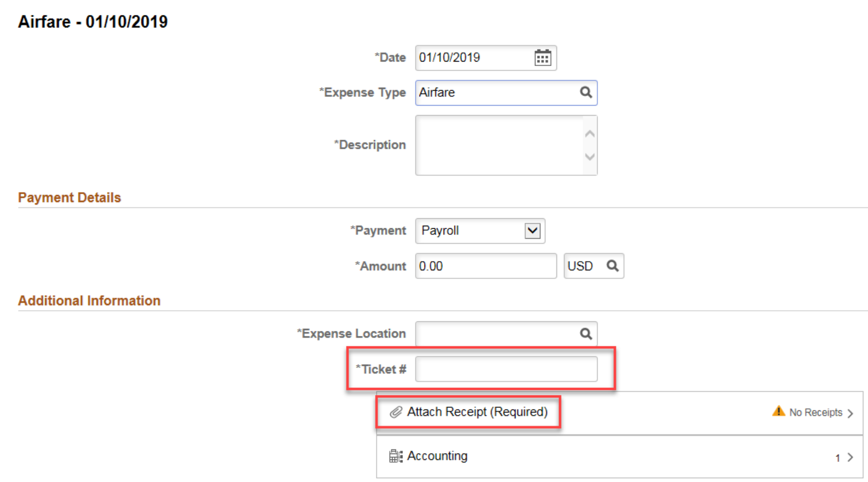
  NOTE: The payment type of PCard Transaction **should not** be selected. If **PCard Transaction** is chosen, the system assumes that this purchase was made with a State Procurement Pcard and it will be treated as a prepaid transaction and you will not be reimbursed for the expense.

- STEP 25: Use the **Amount** field to enter the amount that you spent for the expense.

  NOTE: When you select a mileage expense type, the amount will be automatically calculated, and you will not be able to override the calculated value.

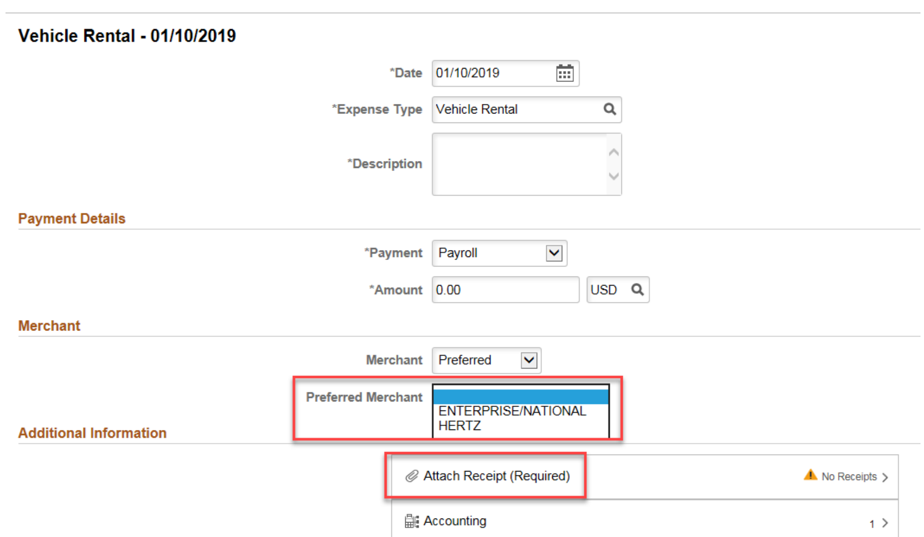
- STEP 26: When an expense type is chosen, the system determines the required fields for the expense as soon as the expense type is selected.

  For some expenses types, you will be asked to supply more details or attach a required receipt/documentation. For example, if you are entering an airfare expense you will need to supply a Ticket Number and attach a receipt.

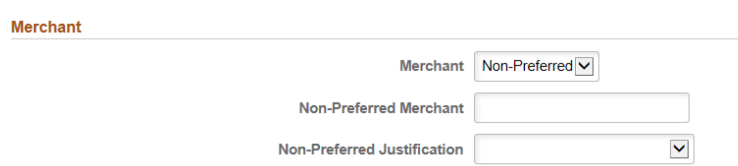


For some expense types, i.e. Vehicle Rental, you will need to select a **Merchant,** as well as attach a receipt. The merchant used for this expense type is either a preferred or non-preferred merchant.

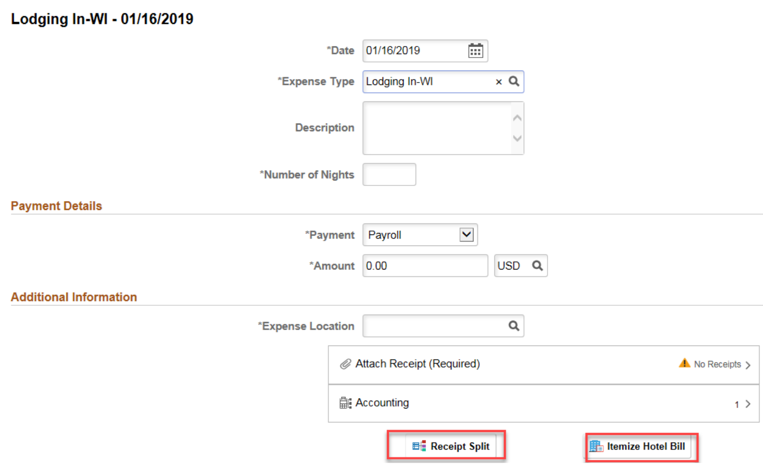
If you select **Preferred,** you must select from a list of merchants with whom your agency has a contractual agreement. The merchant list varies according to the expense type. Below is an example of a Preferred Merchant for Rental Cars.



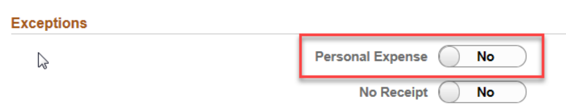
If selecting **Non-Preferred**, the field becomes a text field in which you will enter the merchant's name. You will need to indicate a Non-Preferred Justification.



NOTE: Do not use the Receipt Split or Itemize Hotel Bill (lodging expense types) hyperlinks. These are not configured for use.



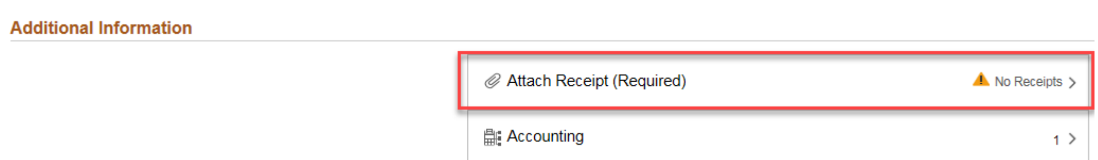
- **STEP 27:** The **Exceptions** section area is where you would indicate if an expense was a personal expense and the employee should not be reimbursed for it. On **Personal Expense**, the slide toggle button would be slid over to "Yes" if this applies to this line. **This would most likely never be used.**



Attaching Receipts – at the line level. See page 7, for specific attachment instructions.

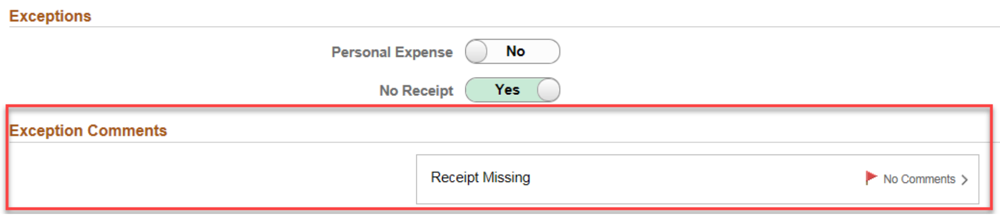
The DOT requires receipts for all expense that total $25.00 or above, but some expenses under $25.00 also require receipts. For the list of expense types that need receipts, including expenses that are under $25.00, please see the **Allowed Expenses job aid**.

To add an attachment at the line level, in the **Additional Information** section, click the **Attach Receipt** box to bring up the Attachments Uploader.



- **STEP 28:** On **No Receipt**, slide the toggle button over to "Yes" if there is no receipt to substantiate an expense item that requires a receipt. Indicating that there is **No Receipt** does not absolve you from having to submit a receipt for certain reimbursable charges.

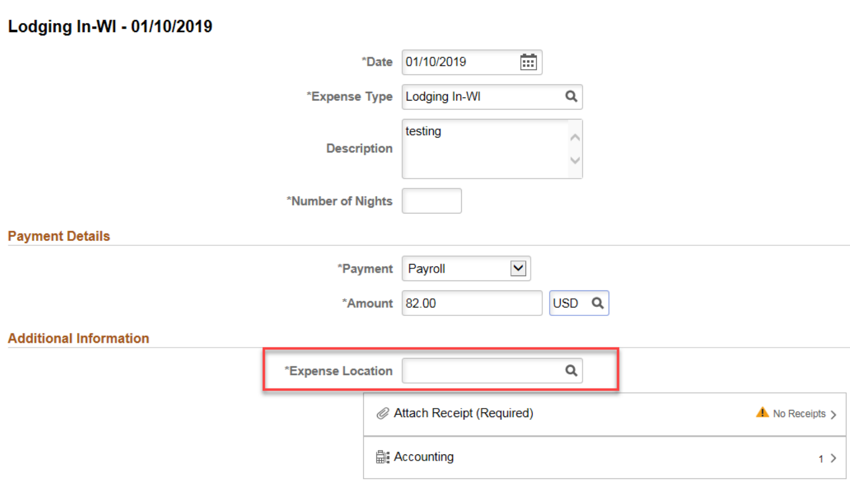
- **STEP 29:** If the toggle button is indicated as “Yes” for No Receipt for an expense type that requires a receipt, once the expense report is saved, an **Exception Comments** section will appear, and a comment will be required to be entered as to why no receipt is attached for that expense line.



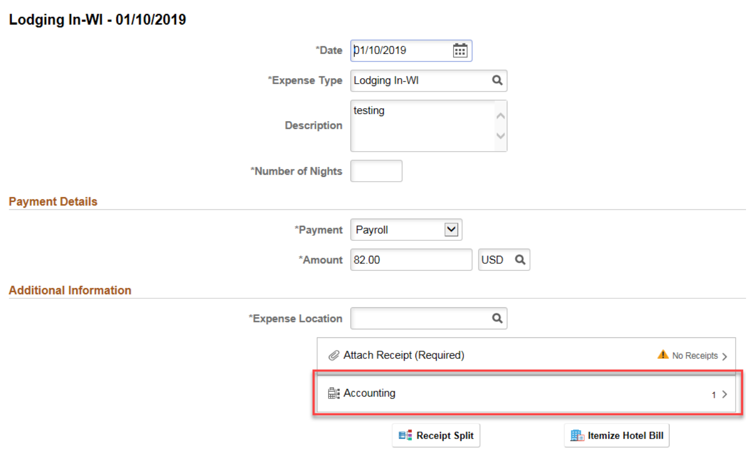
All necessary receipts will be attached to the **Expense Report** by being uploaded as electronic attachments. This could require scanning and saving the receipt to your computer or attaching a picture from a mobile device, so that it can be uploaded into the PeopleSoft system. Consider renaming your attached receipts to identify the document. (i.e., agenda, hotel receipt, baggage, etc.).

To enter a comment, click anywhere in the **Receipt Missing** box and an **Exception Comment** pop-up window will appear. Enter your explanation, and when finished, click **Done**.

- **STEP 30:** If you are entering an expense that is location specific, such as a hotel room expense, you will be asked to enter a location. This field will default to the **Default Location** used, if one was entered, or to any a previous location entered in an expense line.

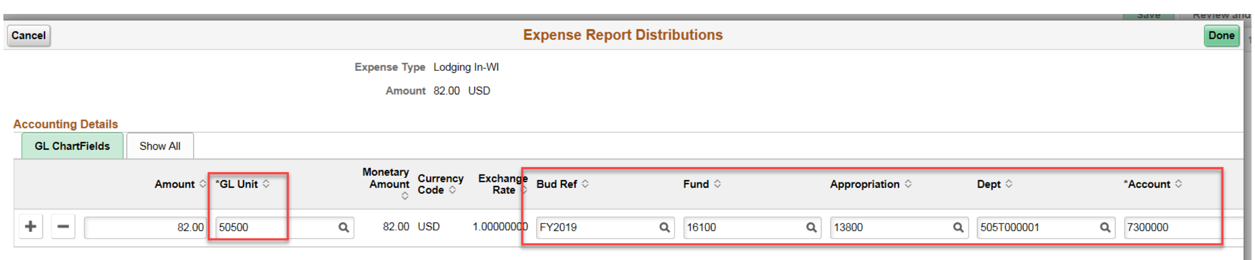


➢ **STEP 31:** Expand the **Accounting** section to view or edit ChartFields by clicking in the accounting box.



Project Charging

➢ **STEP 32:** Expense items are charged to a set of ChartFields that represent the business unit or department of the employee who is submitting the expense report. Some of these ChartFields may default in from your expense profile and some may not. The **GL Unit, Bud Ref, Fund, Appropriation, Department, Account, PC Bus Unit, Project, Activity,** and **Source Type** fields are required. The Account field defaults based upon the expense type that has been chosen and should not be changed. For more information on what codes you should be using, please contact your supervisor, as this information varies for each employee and Speedtype used.



You will need to verify/update the following required fields within the ChartFields. The SpeedType Financial Spreadsheet (Search by Project) is needed to find your **Fund**, **Appropriation** and **Department** codes.
Note: The Speed Types (Finance) spreadsheet is updated regularly, do not print this spreadsheet and also be sure to verify your ChartFields if you are copying an Expense Report.

GL Unit	Auto populates to 39500
Bud Ref	**FY20XX** Current Fiscal Year
Fund	5-digit Fund code. Determined by your SpeedType. *Please refer to the SpeedType Financial Spreadsheet, see job aid link above*
Appropriation	5-digit Appropriation code. Determined by your SpeedType. *Please refer to the SpeedType Financial Spreadsheet, see job aid link above*

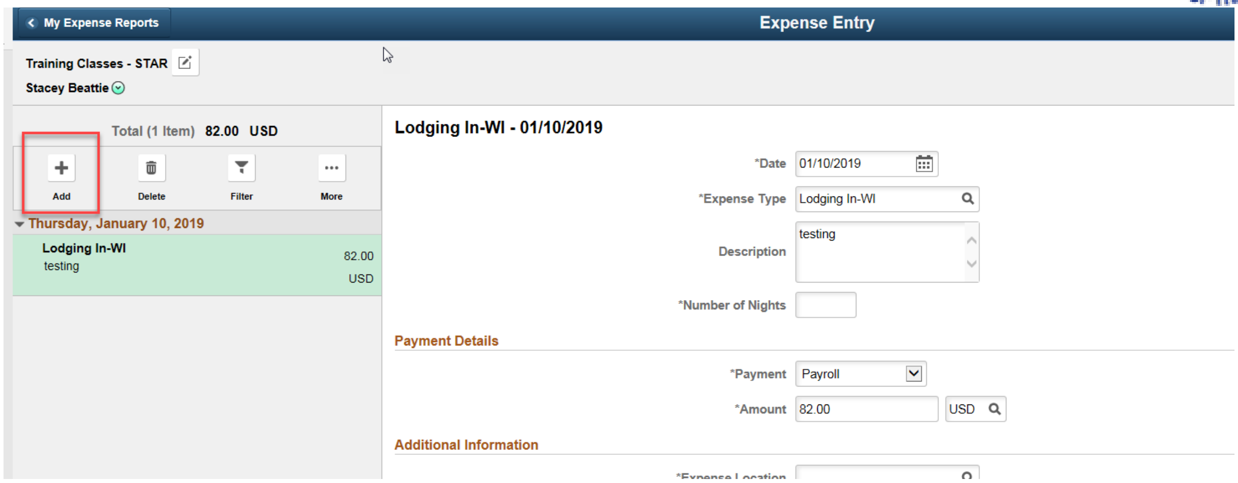
Dept	Auto populates to the employee's dept code. **Please revise** to the department code for the SpeedType. *Refer to the SpeedType Financial Spreadsheet, see job aid link*
Account	DO NOT change the code that defaults into this field. It auto populates based on the expense type chosen
Program	Leave Blank
Oper Unit	Leave Blank
Product	Leave Blank
PC Bus Unit	**39500**
Project	**395** and then your Speed Type (8-digit project ID code) Please contact your supervisor for the correct SpeedType
Activity	**LABOR-DLVY-OTHER**
Source Type	**Other**
Category	Leave Blank
Subcategory	Leave Blank
Affiliate	Leave Blank
Fund Affil	Leave Blank

If you added all the required information into the expense line, your ChartField is now complete and you can move on to the next expense. An error in the ChartField will result in the GL Unit field turning red. This does not mean the GL Unit is incorrect; however, it means there is missing or incorrect data within the required fields.

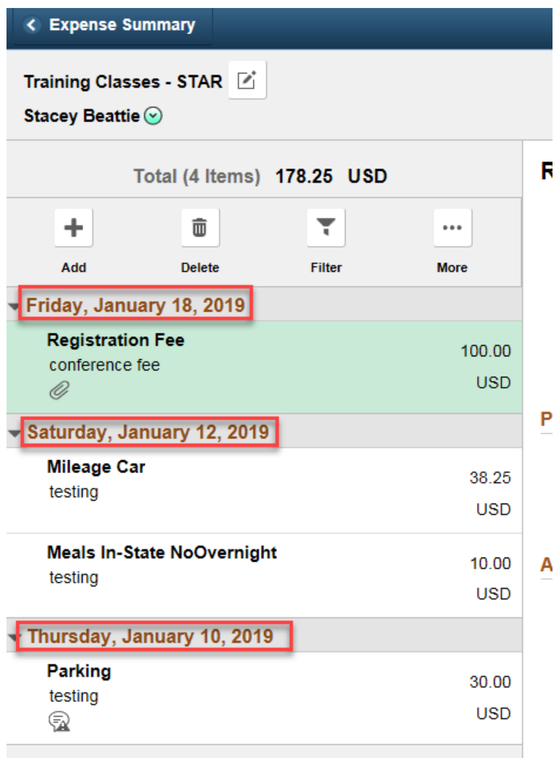
Click **Done** to return to the expense report.

Option 2: If you are charging expenses to multiple Speedtypes (former project IDs), you must enter expenses individually. Expand the **Accounting Details** by clicking the **Plus** (+) symbol to the left of the existing accounting string. Then, enter the Speedtypes for the other project to be charged, thus splitting the expense between multiple projects. Then click **Done** to return to the expense report.

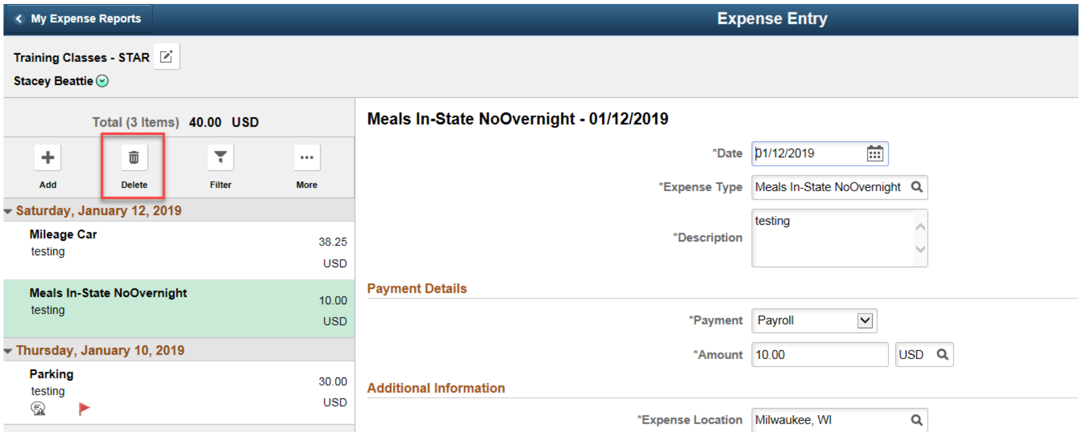
➢ **STEP 33:** To add additional expense lines, click the **Add (+)** button at the left of your screen.



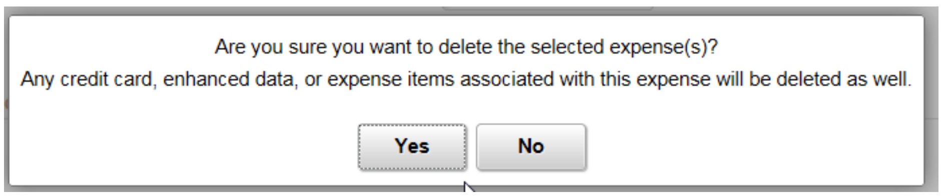
As you add expense lines, they will be ordered by date, with the newest at the top.



- **STEP 34:** To delete any of the expense lines, highlight the line you wish to delete (will be green) and click the **Delete (trash can)** button at the left of your screen.

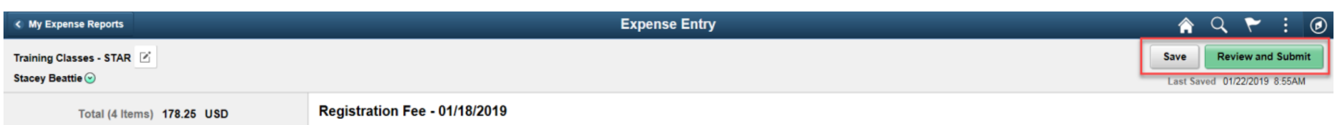


A confirmation window will appear. Click yes if you wish to delete that expense line.

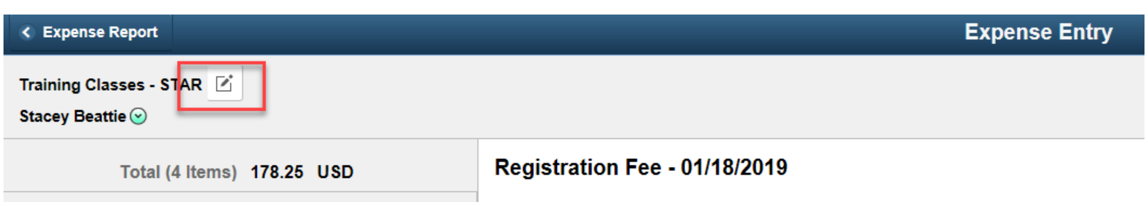


Submitting Expense Reports

➢ **STEP 35:** Click **Save** to save the expense report without submitting it for approval.   It is recommended that you "**save early and often**" so that changes do not get lost. Click **Review and Submit** when you have completed filling out the report and are ready to submit it for approval.

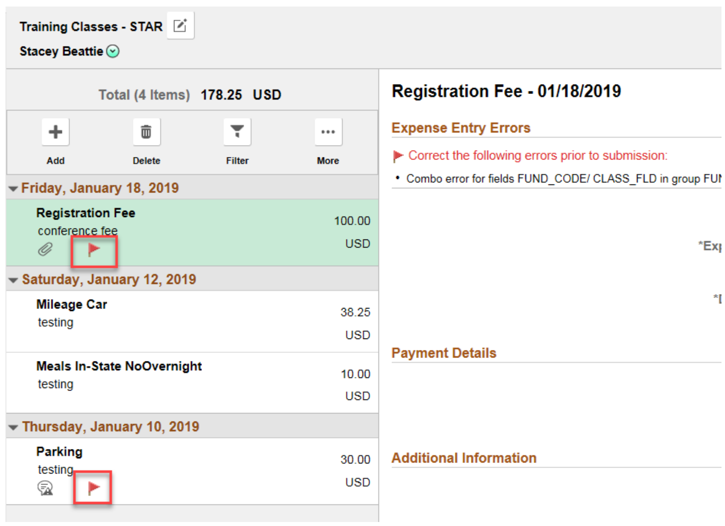


➢ **STEP 36:** Once you have saved the expense report, you will not see any changes to the page that you are currently on. To see the status of the expense report, you would need to click on the pencil icon to return to the header of the expense report.

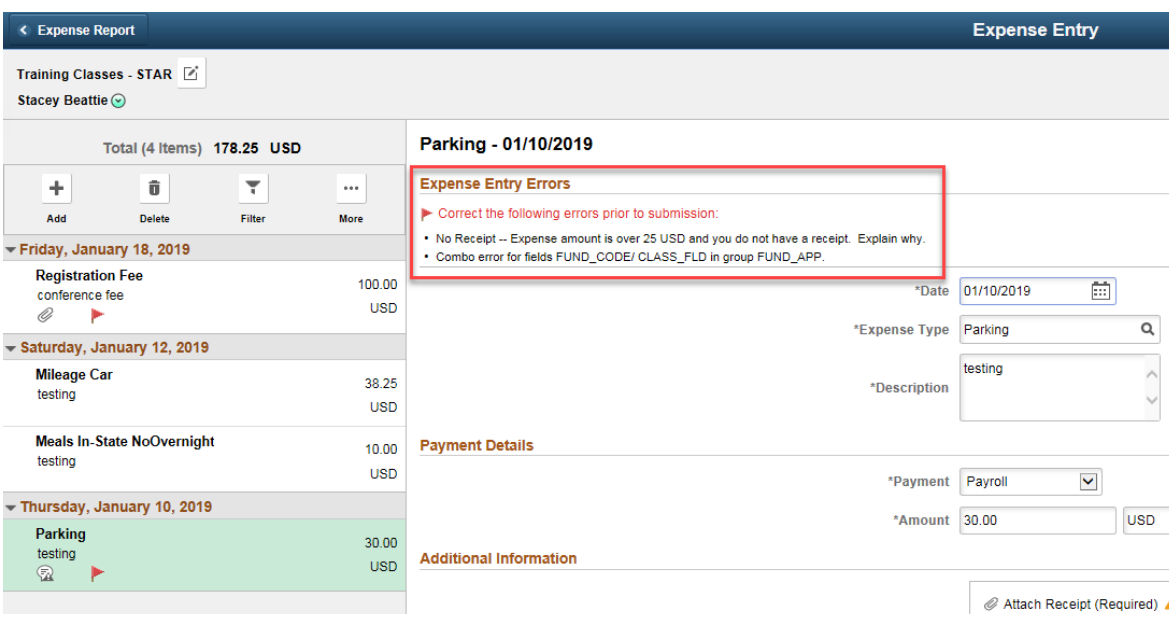


➢ **STEP 37:** You can see from this page (header) the expense report ID and the status. You are also able to update anything else you may need that may have been missed in the initial creation of the expense report. To return to the details, click on the **Update Details** button.

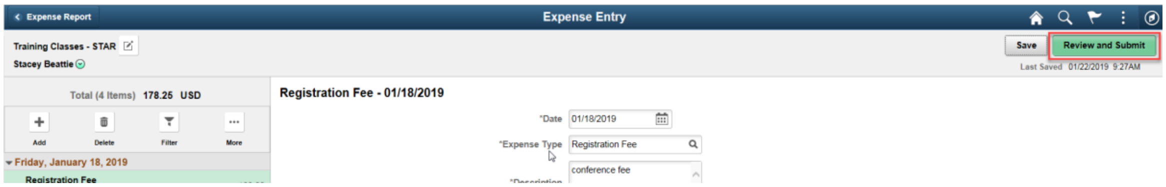
➢ **STEP 38:** Before you can submit your expense report, any errors will need to be corrected. Errors are indicated by a red flag and are visible to the left in the listing of all expense lines.



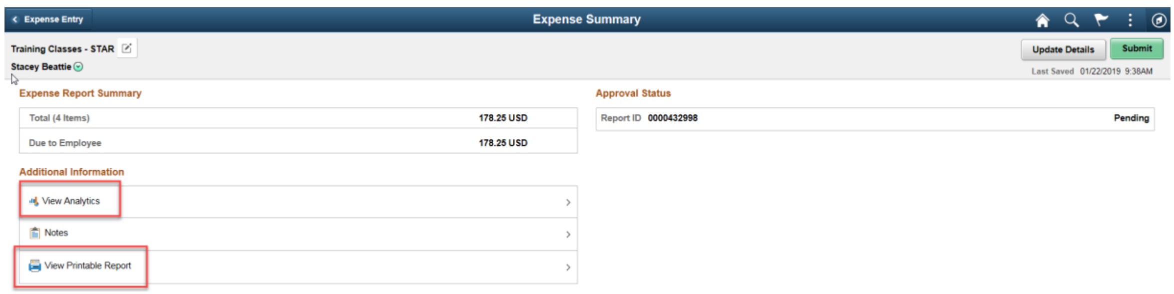
➢ **STEP 39:** By clicking on each expense type with a red flag, you will be able to see what the error is.



➢ **STEP 40:** When you are ready to submit your expense report, Click the **Review and Submit** button.

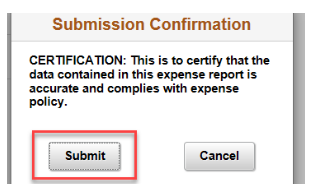


➢ **STEP 41:** You can select **View Printable Version** to print a copy of the expense report. Choose **View Analytics** to access a window where you can view three tabs: Expense by Day/Type, Totals by Department, and Totals by Project / Activity.



➢ **STEP 42:** When you are ready to submit your expense report, click the **Submit** button.

➢ **STEP 43:** A **Submission Confirmation** pop-up window appears. This Submission Confirmation contains a certification statement. If you agree with the certification statement, click the **Submit** button.



➢ **STEP 44:** After you submit the report, the system returns you to a summary **My Expense Reports** page. It will default to the **Awaiting Approval** category, and the expense report that was just submitted should be on top and will serve as confirmation that the report submitted successfully. Notice the status has also updated to Submission in Process.