



How to Modify/Withdraw an Expense Report

While creating your expense report click **Save** if you want to come back to the report to modify it again. Once you click **Submit**, it is sent to your supervisor and you will no longer be able to modify unless you **Withdraw** the report.

Important:

If a supervisor or prepay auditor finds an issue in a report they will send it back to the employee, and the employee will need to modify it. There will be NO adjustments made by supervisors or Payroll Coordinators. Expenses will not be paid to the employee until the expense report is approved by the supervisor and Payroll Coordinator.

Contents

Modifying a Returned Expense Report.....	2
Modifying a Saved but Not Submitted Expense Report.....	4
Withdrawing a Submitted Expense Report to Modify.....	6



Navigation to Modifying a Saved Expense Report

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

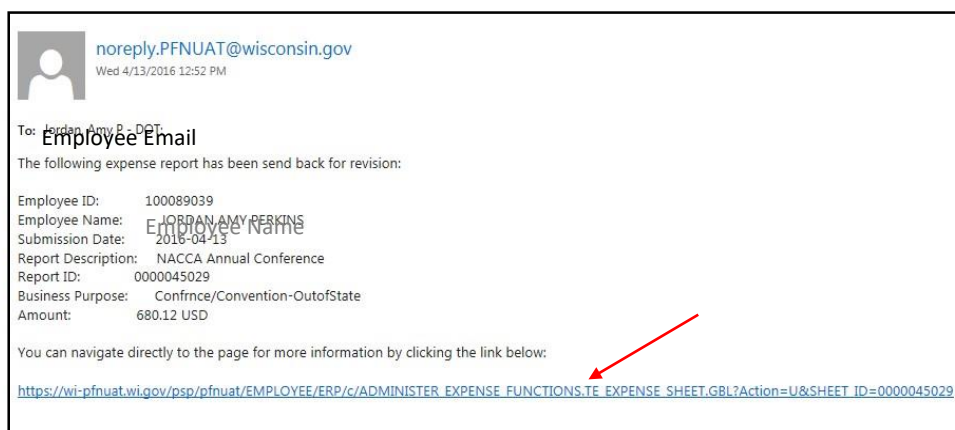
Log in to PeopleSoft Finance using your IAM account.

MODIFYING AN EXPENSE REPORT

This process is used to make changes to expense reports that have been returned for correction or have not been submitted.

Returned Expense Reports

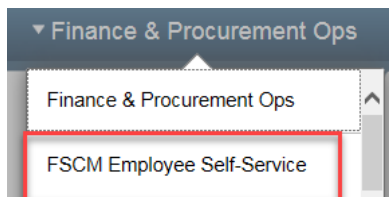
You will receive a system generated e-mail notifying you that your expense report has been sent back for modifications. Click on the link to go directly to your report.



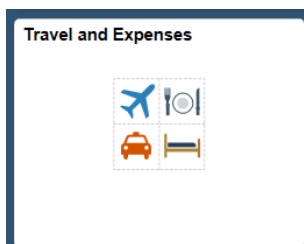
OR

If you did not click on the e-mail link, you can navigate to your report using the steps below.

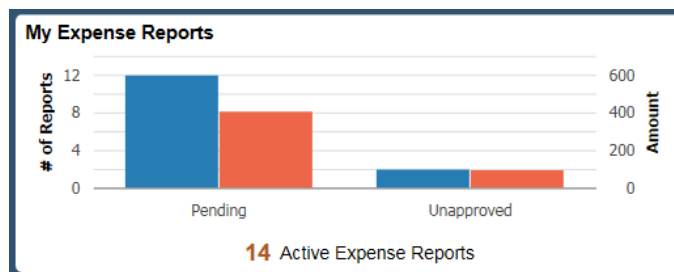
- **STEP 1:** Navigate to **FSCM Employee Self-Service** Home Page.



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

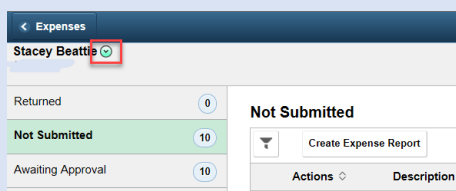


- **STEP 3:** Click on the **My Expense Reports** tile.

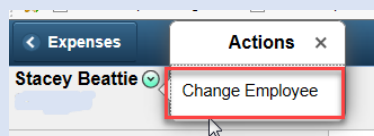


- **STEP 4:** Your Name and Employee ID should default in. To continue creating your own Expense Report, please skip to **Step 5**.

If you are entering as a delegated user for other employees, 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 expense reports have been returned, that category will be expanded, and those expense reports will be displayed.



Returned	3
Not Submitted	12
Awaiting Approval	8
Pending Payment	0
View All	23

Actions	Description	Business Purpose	Report ID	Approver	Comment	Updated Date	Amount
	Training Classes - STAR	Business Travel-In State	0000432998	Michele Young	Wrong date on Conference fee	01/22/2019	178.25 USD
	Testing	Business Travel-In State	0000432996	Michele Young	Claimed too much	01/22/2019	30.00 USD
	EX Testing - 03	Business Travel-In State	0000432995	Michele Young	Change the date	01/22/2019	30.00 USD

The Comment field will be populated in red with the reason that it was sent back.

- **STEP 6:** Click on the expense report that you wish to modify.
- **STEP 7:** The Expense Summary page will be displayed. You again can see the reason it was sent back, shown in **Red Lettering**. Click on the **Update Details** to go to the details page.

Expense Summary

Training Classes - STAR Stacey Beattie

Expense Report Summary

Total (4 Items)	178.25 USD
Due to Employee	178.25 USD

Additional Information

- View Analytics
- Notes
- View Printable Report

Approval Status

Report ID: 0000432998 **Pending**

Submitted	Stacey Beattie
Employee	01/22/2019 10:59:32AM
Sent Back For Revision	Michele Young
HR Supervisor	01/22/2019 11:10:36AM
Wrong date on Conference fee	

- **STEP 8:** Continue to review your expense report, make any necessary changes/additions and submit the expense report when ready to submit for approval.

Saved but Not Submitted Expense Reports

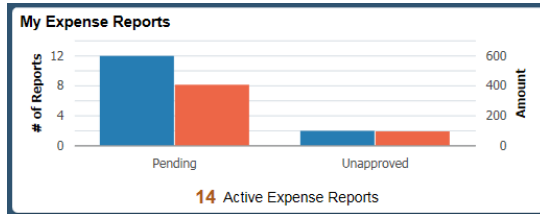
- **STEP 1:** Navigate to the **FSCM Employee Self-Service** Home Page.



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

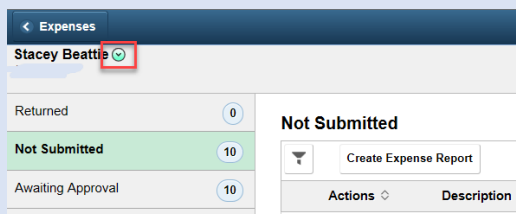


- **STEP 3:** Click on the **My Expense Reports** tile.

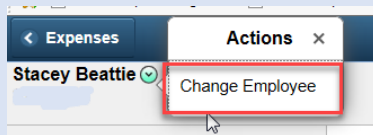


- **STEP 4:** Your Name and Employee ID should default in. To continue creating your own Expense Report, please skip to **Step 5**.

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 not been submitted, it will be in the Not Submitted Category. If there are expense reports in the Returned Category, they will display first. To view expense reports in the Not Submitted category, click on the **Not Submitted** Category. That category will be expanded, and those expense reports will be displayed.



Actions	Description	Business Purpose	Report ID	Updated Date	Amount
	f	Business Travel-In State	0000432969	01/16/2019	0.00 USD
	Training Classes - STAR	Business Travel-In State	0000432967	01/16/2019	0.00 USD
	Test	Agency Event/Meeting-OutofState	0000432961	01/08/2019	200.00 USD
	sachsdavid	Agency Event/Meeting-In State	0000432960	01/08/2019	300.00 USD
	testing	Business Travel-In State	0000432989	01/08/2019	65.00 USD

➤ **STEP 6:** Click on the expense report that you wish to modify.

➤ **STEP 7:** It will take you to the Expense Entry detail page.

Expense Entry

EX Group: Stacey Beattie

Total (1 Item) 30.00 USD

Train - 01/07/2019

Date	Expense Type	Description	Amount
01/07/2019	Train	test	30.00 USD

Payment Details: *Payment: Payroll

➤ **STEP 8:** Continue to review your expense report, make any necessary changes/additions and submit the expense report when ready to submit for approval.

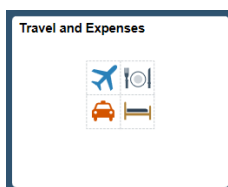
Withdraw a Submitted Expense Report to Modify

If you have submitted an expense report, but realize you missed something or need to revise something, 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.

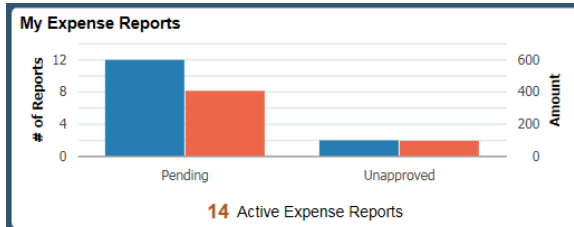
➤ **STEP 1:** Navigate to the **FSCM Employee Self-Service** Home Page.



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

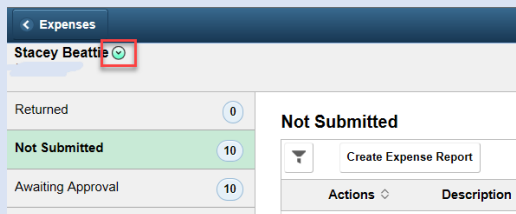


- **STEP 3:** Click on the **My Expense Reports** tile.

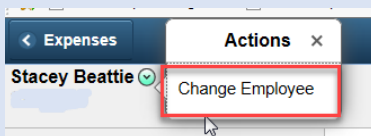


- **STEP 4:** Your Name and Employee ID should default in. To continue creating your own Expense Report, please skip to **Step 5**.

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.



Travel and Expenses		My Expense Reports						
Linda Boelter 100096330								
Returned	0	Awaiting Approval 1 row						
Not Submitted	0	Create Expense Report						
Awaiting Approval	1							
Pending Payment	0							
View All	1							
Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount	
	DOA - Test FLUID	0000493647	Submitted for Approval	Kieu Vu	HR Supervisor	03/20/2019	12.30 USD	>

- **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.

My Expense Reports		Expense Summary							
DOA - Test FLUID		View Details Withdraw							
Linda Boelter		Last Saved 03/20/2019 12:26PM							
Expense Report Summary				Approval Status					
Total (2 Items)	12.30 USD	Report ID 0000493647 Submitted for Approval							
Non-Reimburse	12.30 USD	Submitted Linda Boelter							
Due to Employee	0.00 USD	Employee 03/20/2019 12:24:17PM							
Additional Information				Pending Approval Kieu Vu					
	View Analytics	Not Routed (Pooled)							
	Notes	Not Routed Payment							
	View Printable Report								

- **STEP 8:** You will notice the Approval Status area on the right side of the summary page has changed from Pending Approval to Withdrawn and the buttons at the upper right has changed to **Update Details** and **Submit**.

Expense Summary		Expense Summary							
DOA - Test FLUID		Update Details Submit							
Linda Boelter		Last Saved 03/20/2019 1:55PM							
Expense Report Summary				Approval Status					
Total (2 Items)	12.30 USD	Report ID 0000493647 Pending							
Non-Reimburse	12.30 USD	Submitted Linda Boelter							
Due to Employee	0.00 USD	Employee 03/20/2019 12:24:17PM							
Additional Information				Withdrawn Linda Boelter					
	View Analytics	Employee 03/20/2019 1:55:12PM							
	Notes								
	View Printable Report								

Clicking on the **Update Details** button will take you to Expense Entry page where you will make your modifications and resubmit. Continue to review your expense report, make any necessary changes/additions and **Submit** the expense report when ready to resubmit it for approval.