State of Wisconsin

Department of Administration

Creating an Expense Report
Job Aid

Version 1.0

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PURPOSE

This document explains the sub-processes and key activities involved in the FIN202: Expense Entry and Reporting sub-process. The Steps section of this document provides the step-by-step procedure to perform the key activities of the Creating an Expense Report sub-process. The step list includes additional information, key points, and warnings that are depicted through the icons given below.

Icon	Description	Purpose
	Additional information	Provides more information on the fields highlighted or selected on the screenshot.
	Key Points	Explains the purpose/importance of a particular field/option.
	Warning	Provides any critical information for critical fields.

DESCRIPTION

This Job Aid is designed to help you in FIN202: Expense Entry and Reporting. The Creating Expense Report process is used to create, view and modify expense reports to be submitted for approval.

The Creating an Expense Report process includes the following sub-processes:

- Create an Expense Report and Enter Expenses
- Modify an Expense Report

CREATING AN EXPENSE REPORT

Description

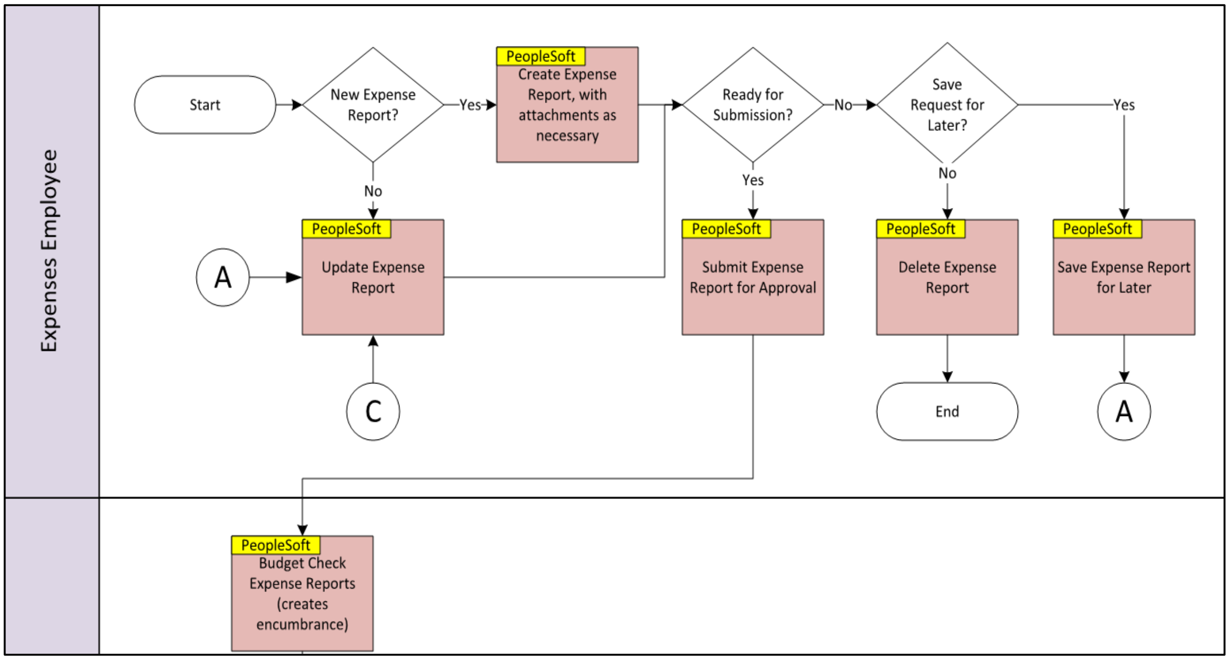
The Creating an Expense Report sub-process is a step-by-step instruction on how to initiate an expense report and save it. In this document you will also learn how to add expenses to an expense report and use templates and other tools which make the process more efficient.

The key activities involved in the creating an expense report sub-processes are:

- Navigating to the Create/Modify Expense Report
- Understanding the Fields on the Page
- Filling out an Expense Report
- Save an Expense Report
- Submit an Expense Report

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.



In STAR there are often multiple ways to get to a page. For the **Expense Report** page you can navigate via these paths: **Main Menu > Travel** or **Expenses > Expense Report** or **Employee Self Service > Travel and Expenses**. You can use whichever is most convenient to you. It is recommended to add the expense report pages to your favorites if you use them often.

TASK 1: CREATING AN EXPENSE REPORT

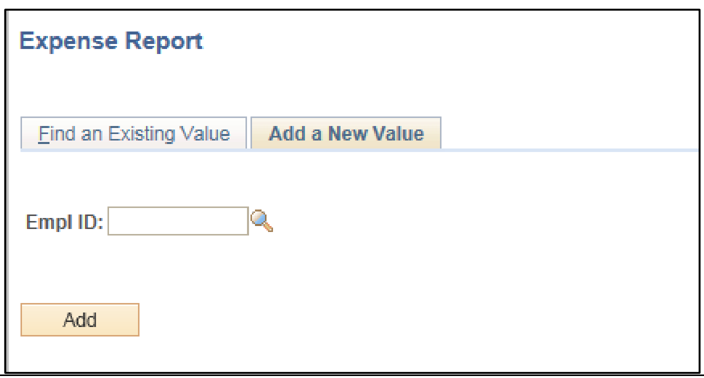
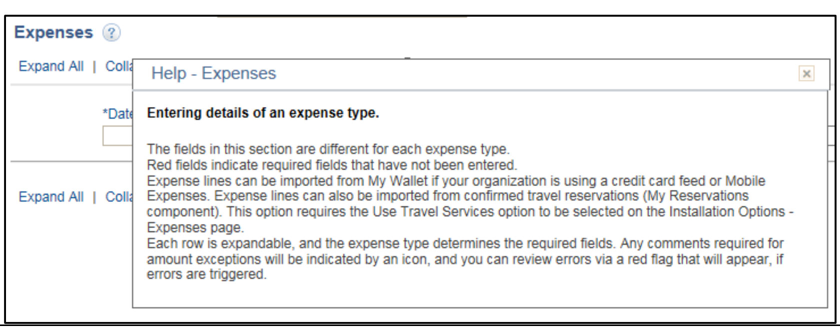
Overview

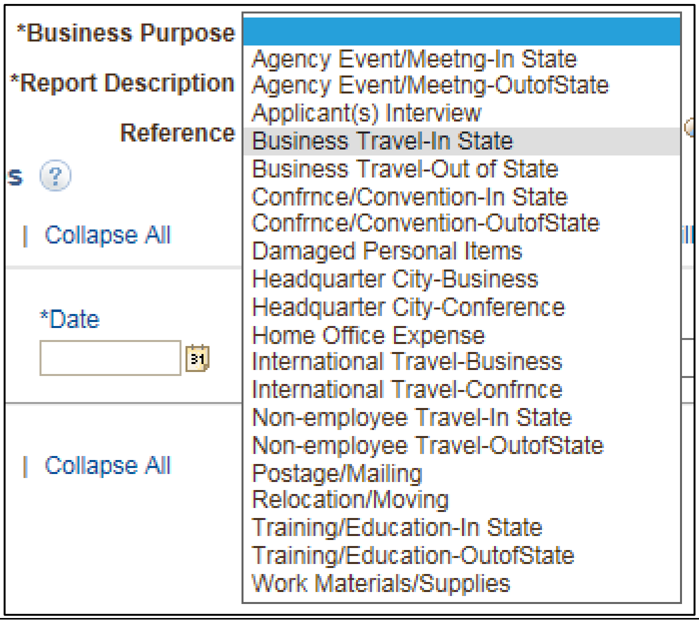
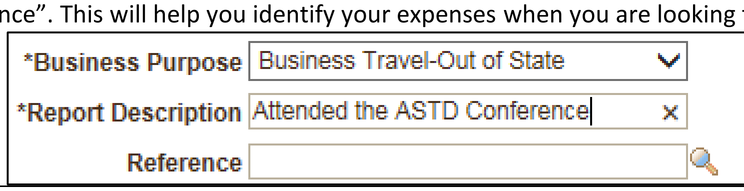
In this activity you will learn how to create a new expense report. This sub-process involves the following:

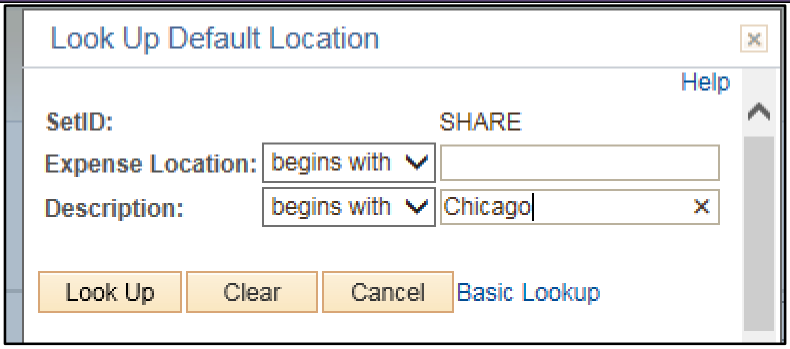
- Navigate to the expense report Page
- Create a new report
- Add expense lines to your report
- Save and submit the report for approval

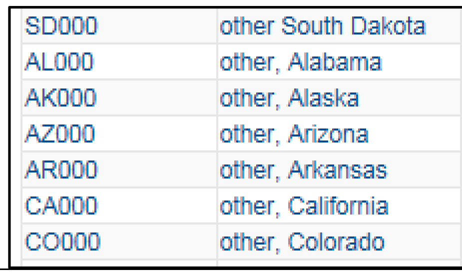
Steps

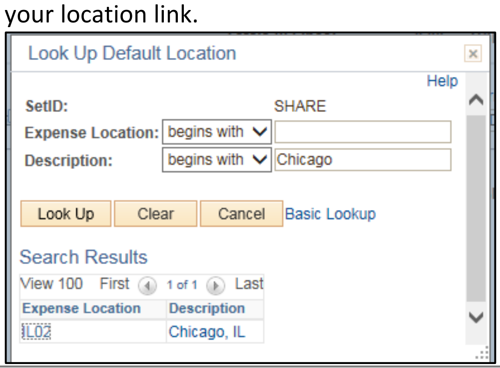
Scenario: In this scenario you will login to STAR, navigate to the **Create/Modify Expense Report** page, set up the basic information to the report, add expenses, save and submit the completed report.

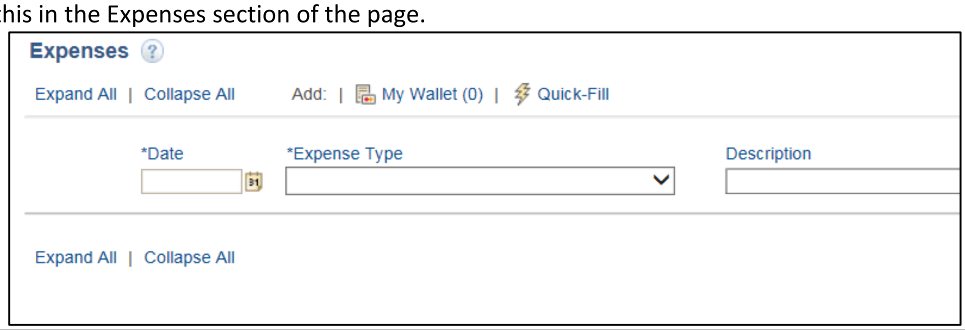
Step	Action
1.	Begin by navigating to the **Create/Modify Expense Report** page: **Main Menu > Travel and Expenses > Expense Report > Create/Modify**
2.	Enter Your **Empl ID** then click **Add**. 
3.	Use the **Create Expense Report** page to add expense lines and provide information that is specific for each expense type.
4.	**Embedded Help** icons are placed in some group boxes to help you understand how to proceed through the page. **Embedded Help** windows provide basic information about the section. You can move this window anywhere on the page, which enables you to view the instructions while you enter data on the page. Click **Help**. 

Step	Action
5.	When you are finished using the information in the window, you can close it by choosing the "X" icon in the top right corner of the window. Click **Close**.
6.	Now add the needed details to your expense report. 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. 
7.	Enter the desired information into the **Report Description** field. The Report Description is a text field and should be used to name some detail your trip, i.e., "Attended the ASTD Conference". This will help you identify your expenses when you are looking them up later. 
8.	Select the **Reference** value for this Expense Report. Even though you can enter text in the Reference box, you must enter a pre-defined value. Use the look-up for this entry. **General** will be the most common value selected.
9.	In the **Default Location** field, select a city, country, or geographical area where the expenses were generally incurred. This location appears on each expense line where applicable, and you can change it throughout the expense report entry process. If you change the default location, PeopleSoft will apply the new location to newly added expenses; the change will not impact existing expense lines.
10.	Click **Look up Default Location** by choosing the magnifying glass icon.
11.	Enter the city name in the **Description** field. In this example we are searching for Chicago. Once you have entered the search criteria, click **Look Up** or click **Enter** on your keyboard.

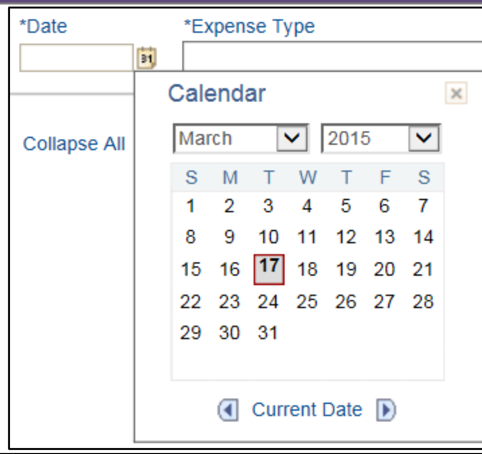
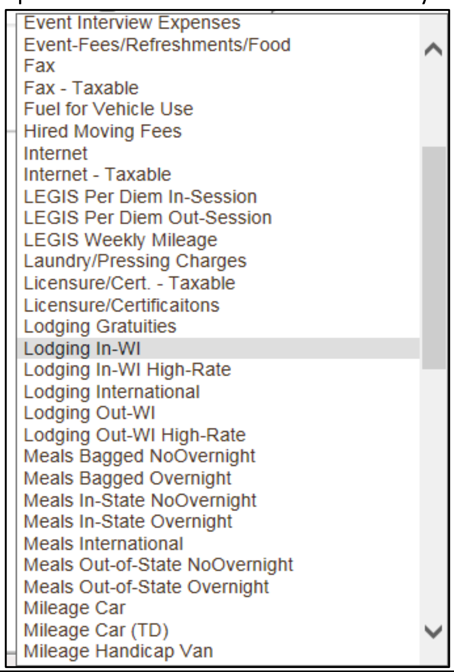
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>


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


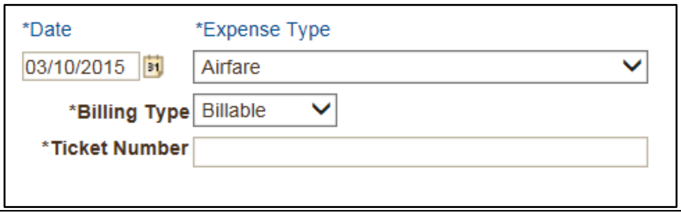
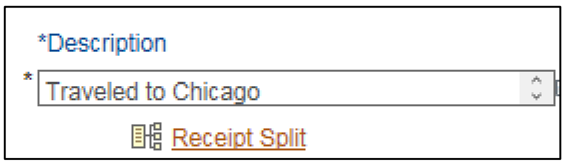
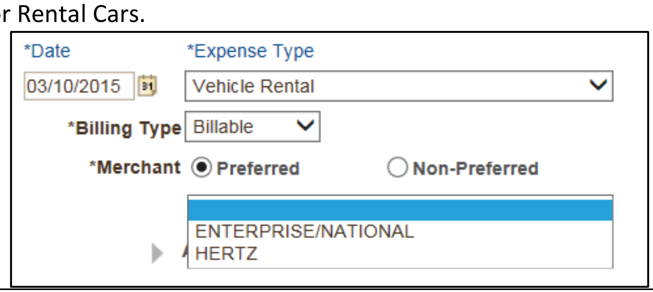
</td></tr>
<tr><td>12.</td><td>Select the value that matches your location link.


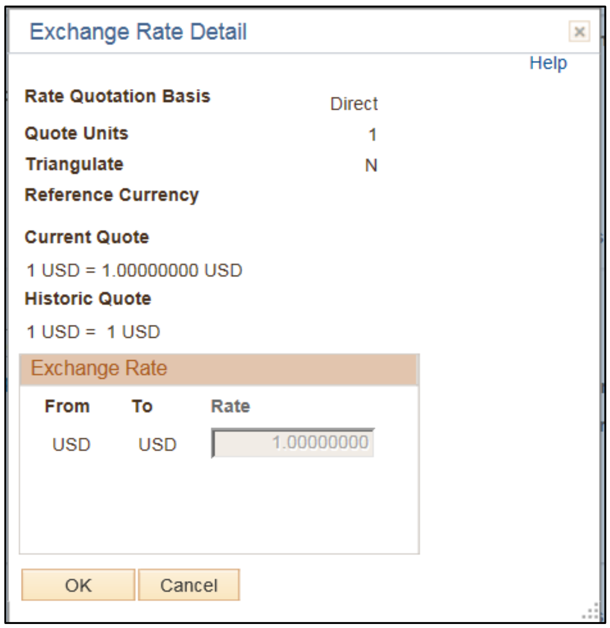
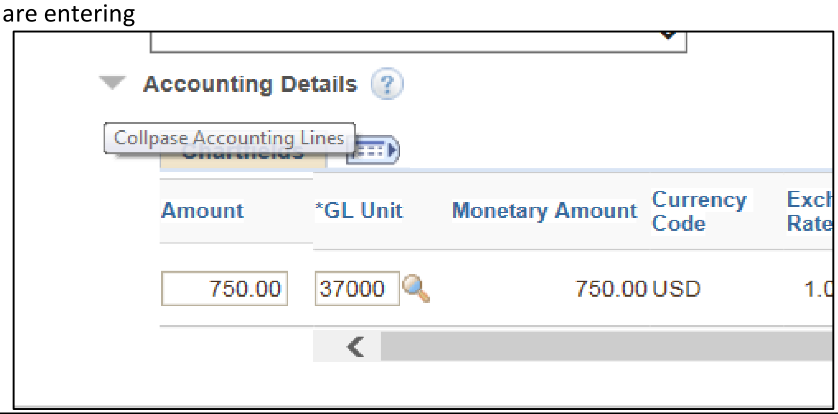
</td></tr>
<tr><td>13.</td><td>Now that you have entered the requisite information for your expense report, you can enter expenses. You do this in the Expenses section of the page.


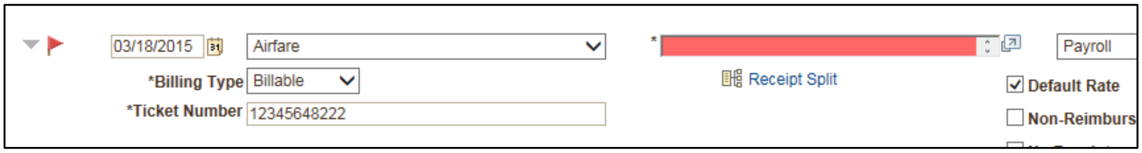
</td></tr>
<tr><td>14.</td><td>Start by entering the date of your expense. Enter the date into the Date field, or use the calendar link to select a date.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
</td></tr>
<tr><td>15.</td><td>Next select the Expense Type dropdown menu and select the list item you wish to enter.

</td></tr>
<tr><td>16.</td><td>The system determines the remaining fields for the expense type as soon as the expense type is selected.</td></tr>
<tr><td>17.</td><td>Use the Description field to enter a description of the expense transaction. Enter the desired information into the Description field.

This needs to be entered per the State Accounting Manual. Ensure that it adheres to any of your agency’s additional specifications.</td></tr>
<tr><td>18.</td><td>Use the Payment Type field to select how you paid for the expense. You can select Payroll or P-Card. If you select Payroll, the expense will be reimbursed on your pay check during the payroll process, if you select P-Card the expense will be processed using the P-Card payment process.</td></tr>
<tr><td>19.</td><td>Use the Amount field to enter the amount that you spent for the expense.
When you select mileage as the amount will be automatically calculated and you will not be able to override the calculated values.</td></tr>
</table>

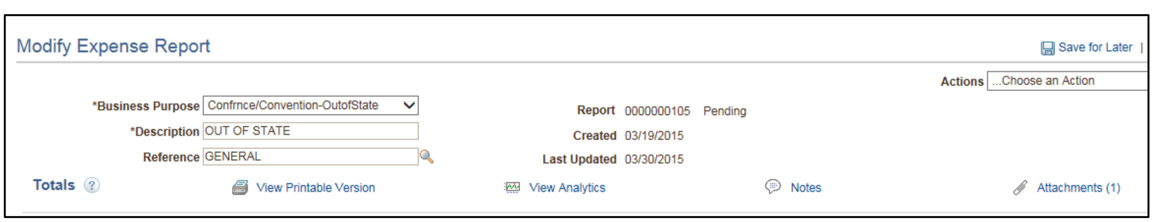
Step	Action
20.	Select the appropriate **Billing Type** for the expense transaction. This field will always be defaulted to **Billable**.
21.	For some of the expenses you are entering you may be asked to supply more details. For example, if you are entering an airfare expense you will need to supply a Ticket Number. 
22.	Select **Receipt Split** to access the **Receipt Detail for <the expense type>** page to itemize the charges on this receipt into smaller, detailed expenses.  The feature can be used to split reimbursed and non-reimbursed expenses or to split the expenses between two funding sources.
23.	Use the **Default Rate** check box to indicate whether you want to use system rate exchange tables or user-defined exchange rates are being used. If selected, PeopleSoft will use the current market exchange rate that is defined in the system rate tables. If not selected, PeopleSoft will use a user-defined exchange rate.
24.	Select **Non-Reimbursable** to indicate that the expense line is neither business related nor subject to employee reimbursement.
25.	Select **No Receipt** if there is no receipt to substantiate an expense item that requires a receipt. Selecting **No Receipt** does not absolve you from having to submit receipt for certain reimbursable charges. Receipt requirements are found in the State Accounting Manual.
26.	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** field (at the top of the page) or to any a previous expense line with a location.
27.	For some expense types you will need to select a **Merchant**. The merchant used for this expense line is either 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. 

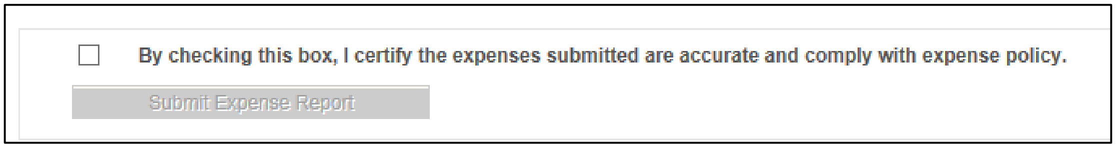
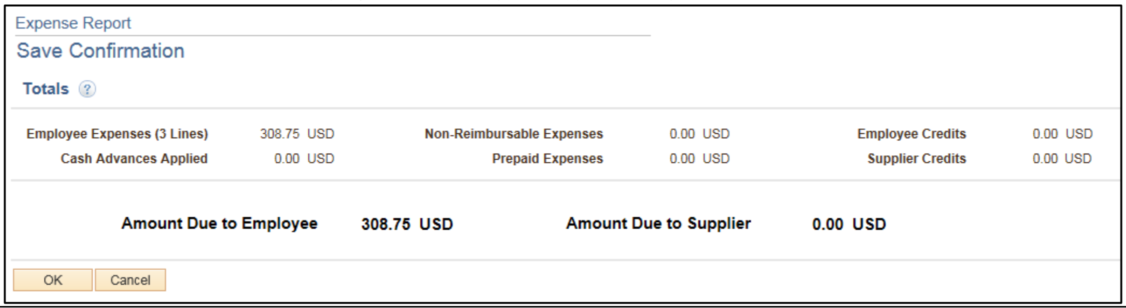
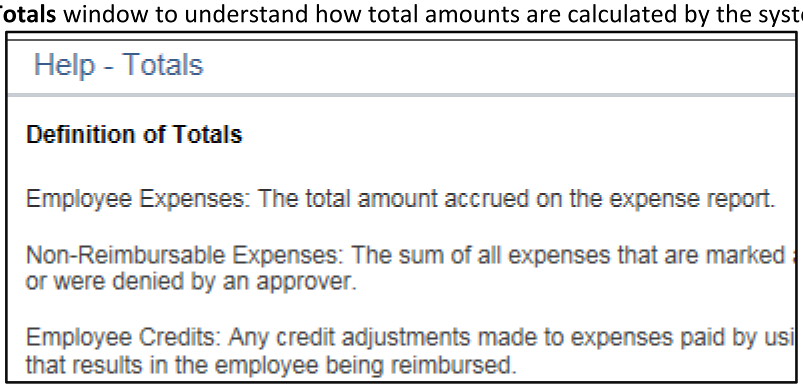
Step	Action
28.	If the currency code for the transaction amount differs from the base currency of the employee's business unit, the system populates the **Exchange Rate** field with the current market rate that is defined in the system rate tables. The State will only be reimbursing in USD, so the conversion functionality will not provide anything in the system.
29.	Click **Exchange Rate Detail** to access the **Exchange Rate Detail** page and view the exchange rate information that the system used. 
30.	The **Reimbursement Amt** field displays the amount in the employee's base currency, which may be reimbursed to the employee.
31.	Expand the **Accounting Details** section to view or edit ChartFields. Click **Expand Accounting Lines**. 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. These can be changed if they are not correct for the expenses you are entering 
32.	When you add a new expense line, the system checks the expense transaction line for missing or invalid

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>information. Fields that have errors display in red.


The system does not prevent you from continuing, but you cannot submit an expense report if there are errors.</td></tr>
<tr><td>33.</td><td>To add new expense lines, click the plus sign to Insert Line.</td></tr>
<tr><td>34.</td><td>Follow the previous steps for each expense you need to enter.

1. Enter the date of your expense into the Date field.
2. Select the Expense Type.
3. Enter a Description.
4. Select Payment Type.
5. Enter an Amount.
6. Select Billing Type.
7. Receipt Split (if necessary).
8. Keep Default Rate.
9. Select Non-Reimbursable (if necessary).
10. Select No Receipt (if necessary).
11. Enter a Location if the default value does not match the expense.
12. Select a Merchant (if necessary).
13. Check the Reimbursement Amt field.
14. Expand the Accounting Details and change any information necessary.
15. Click Insert Line to add each new expense line necessary.</td></tr>
<tr><td>35.</td><td>You will need to add attachments to your expense report. In STAR, you will add all your required attachments such as receipts using the Attachments link. You will not add attachments on each line of your report, but to the header of the report.</td></tr>
<tr><td>36..</td><td>Click Save For Later to save the expense report without submitting it for approval. Click Summary and Submit when you have completed filling out the report.

</td></tr>
<tr><td>37.</td><td>If you select Summary and Submit, 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, Totals by Department, and Totals by Project / Activity

</td></tr>
<tr><td>38.</td><td>After reviewing the project total information, select the certification check box to indicate that you agree</td></tr>
</table>

Step	Action
	with the certification statement.  After you select this check box, **Submit Expense Report** becomes active.
39.	Click **Submit Expense Report** to access the **Submit Confirmation** page.
40.	Use the **Submit Confirmation** page to review your expense report totals. 
41.	Expenses provide definitions of all the total lines if you want more information about what is included in each amount. Click **Help**.
42.	Use the **Help - Totals** window to understand how total amounts are calculated by the system.  Click on the "X" to close the window when you have finished reading.
43.	If everything is correct, click **OK** to submit the expense report. If your organization uses Expense Report Approvals, the expense report is added to the approval process flow. If you have submitted a report and it has not yet been approved, you can make changes to that report. If you need to make a change to a non-approved report, you will need to view the report using the **View Reports** link, withdraw the expense report and modify it using **Create/Modify Reports**. These processes are covered in more detail in the sub-processes below.

44.	After you submit the report the system returns you to a summary **View Expense Report** page. The expense report number is displayed at the top and in red.
45.	You have successfully created and submitted an expense report.

TASK 2: MODIFYING AN EXPENSE REPORT

Overview

In this activity you will learn how to modify an expense report you saved but have not yet submitted.

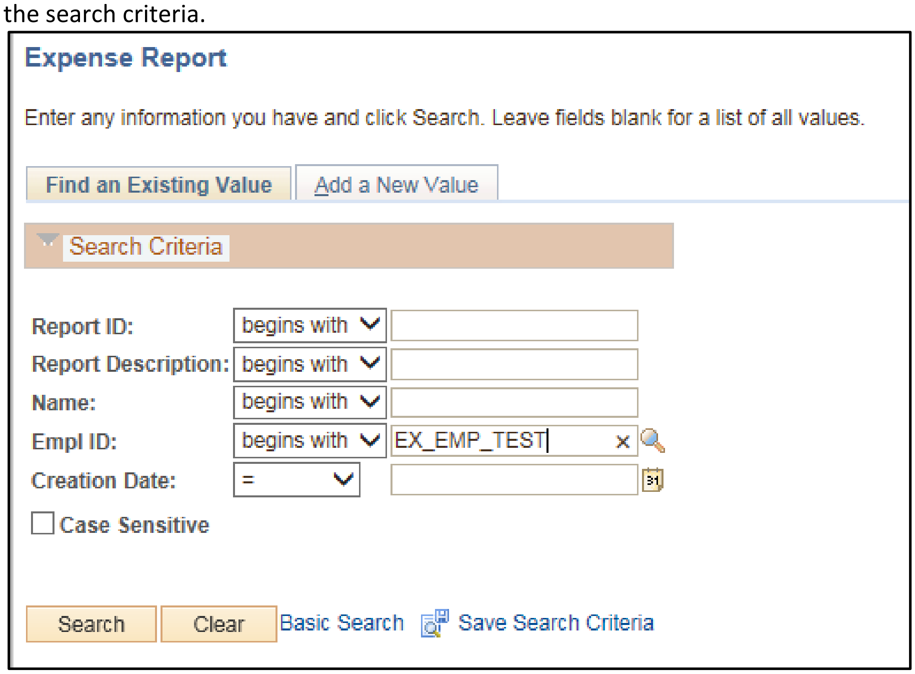
This sub-process involves the following:

- Navigate to the Expense Report Page
- Search and locate and expense report you need to modify
- Make necessary modifications to the report.

Steps

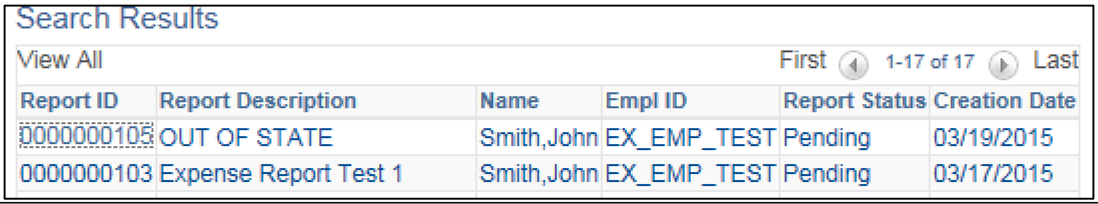
Scenario: In this scenario, you will navigate to the **Create/Modify Expense Report** page to make changes to expense reports that have not been submitted or that have been returned for correction.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Begin by navigating to the Create/Modify Expense Report page: Main Menu > Travel and Expenses > Expense Report > Create/Modify</td></tr>
<tr><td>2.</td><td>Click the Find an Existing Value tab.</td></tr>
<tr><td>3.</td><td>You can search for your report using the search fields on this page. In the example below the Emp ID is used to as the search criteria.



</td></tr>
<tr><td>4.</td><td>After entering your search criteria, click Search.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Use the Modify Expense Report page to make changes to expense reports that have not been submitted or that have been returned for correction.</td></tr>
<tr><td>6.</td><td>When you access this page using the modify navigation, PeopleSoft enables you to edit all of the fields.
You can modify an expense report if you have previously saved it, but not submitted it for approval, or if an approver sends it back for revision or correction.

In this example, the status of the reports is Pending so the reports can be edited.

</td></tr>
<tr><td>7.</td><td>When an employee modifies an expense report that an approver returned to the employee for revisions, PeopleSoft display the first 30 characters of the approver's comments as a red link at the top of the page.

Click the link to access the View Approver Comments page to view all of the approver's comments.
You were going to add dinner with the client to this expen</td></tr>
<tr><td>8.</td><td>Use the View Approver Comments page to review the entire comment posted to an expense report.</td></tr>
<tr><td>9.</td><td>Click Return.</td></tr>
<tr><td>10.</td><td>Use the Modify Expense Report Summary page to review totals and submit the expense report.</td></tr>
</table>