State of Wisconsin

Department of Administration

Expense Report Tools

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
- Create an Expense Report Template
- Use Quick Start Template to create an Expense Report
- Use Quick-Fill to create expenses lines
- Use Actions to create expense lines
- Modifying an expense report
- View an expense report's status

CREATING AN EXPENSE REPORT

Description

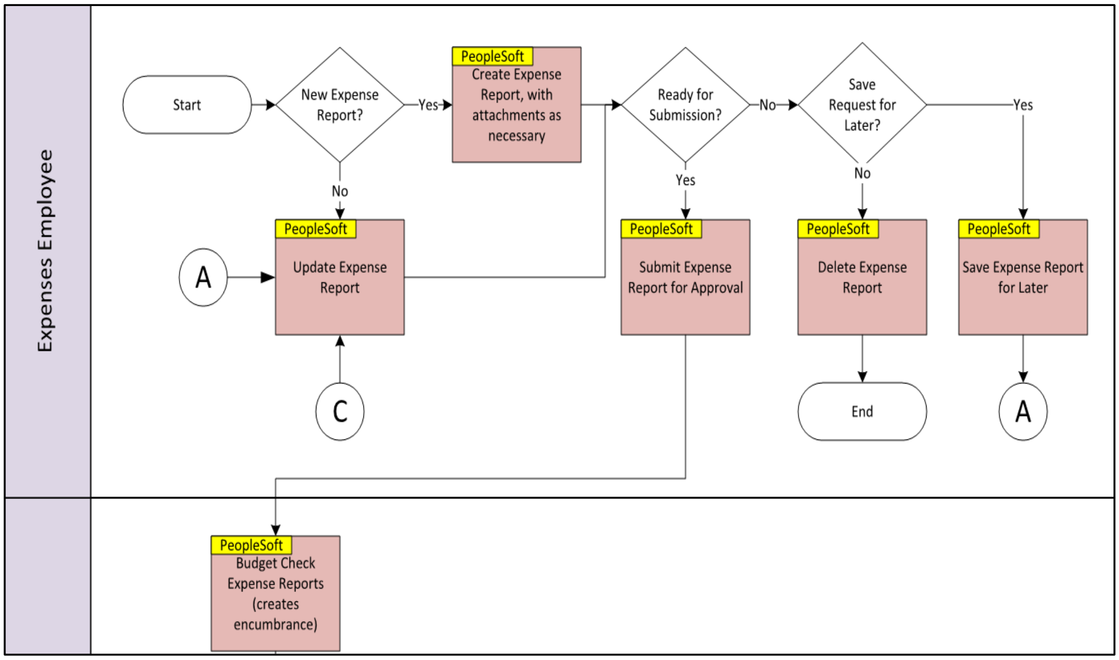
The Creating an Expense Report sub-process is a step-by-step instruction on how to initiate an expense report and save it. In this document you will also learn how to add expenses to an expense report and use templates and other tools which make the process more efficient.

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
- Using Quick Start
- Save an Expense Report
- Submit an Expense Report
- Modify an expense report
- View the Status of an Expense Report

Description

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. You can navigate to the expense report pages via: **Main Menu** > **Travel and Expenses** > **Expense Report** or **Employee Self Service** > **Travel and Expenses**. You can use whichever is most convenient to you. It is recommended that you add these pages to your favorites if you use them often.

ACTIVITY 1: CREATING A TEMPLATE

Overview

In this activity you will learn how to create an expense report Template. The **User Template** page is used to create an expense report template that pre-populates travel authorizations or expense reports for a specific user ID.

This sub-process involves the following:

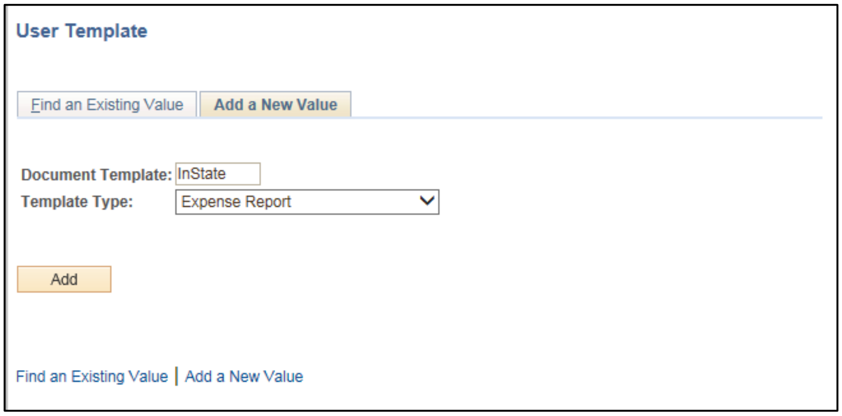
- Navigate to the Create/Update User Template
- Fill out the required fields to create an Expense Report Template

Steps

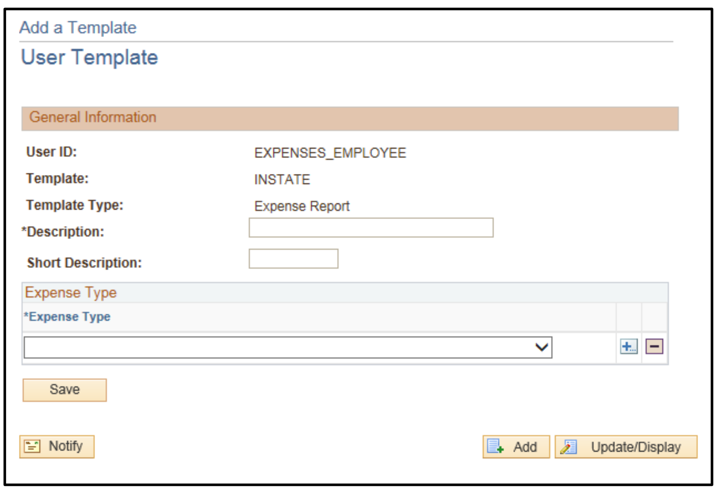
Scenario: In this scenario you will login to STAR, navigate to the Create/Update User Template page to create a new template. Later you can create a new Expense Report, using the template by selecting it from the Quick Start menu.

Step	Action
1.	Begin by navigating to the **User Template** page: **Employee Self Service** > **Travel and Expenses** > **User Preferences** > **Create/Update User Template**

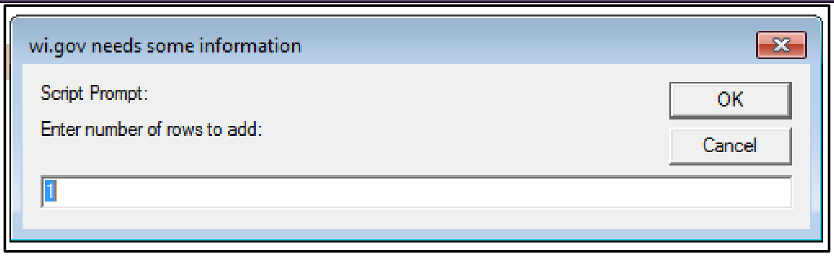
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2.</td><td>Select Add a New Value. Select Expense Report from the Click the Template Type list and select Expense Report



</td></tr>
<tr><td>3.</td><td>Click Add.</td></tr>
<tr><td>4.</td><td>The User Template page is used to create a template that pre-populates travel authorizations or expense reports for a specific user ID.</td></tr>
<tr><td>5.</td><td>Use the Description field to enter brief information about the template. Enter the desired information into the Description field. Enter a valid value e.g. "Chicago client visit".



</td></tr>
<tr><td>6.</td><td>Use the Expense Type list to specify the expense type to include in the template. For example, if Air Travel is used often on your trips, select the Expense Type Air Travel.</td></tr>
<tr><td>7.</td><td>If you need to add more expense lines to your report, click Add new rows and enter how many new rows you will need to add.</td></tr>
</table>

Step	Action
	
8.	Click **OK**.
9.	If you select **All Days** your template will create an expense row containing that item for each day of your trip. Selecting an item for **One Day** will create a single row on your expense report.
10.	Click **Save**.
11.	Click **OK**.
12.	You have successfully created a user template, which can be used as a starting point for creating an expense report.

ACTIVITY 2: USING QUICK START

Overview

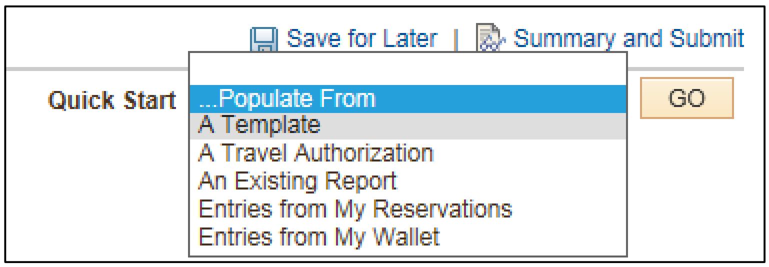
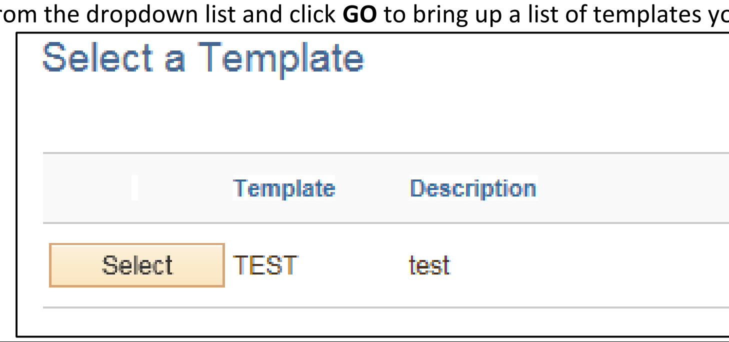
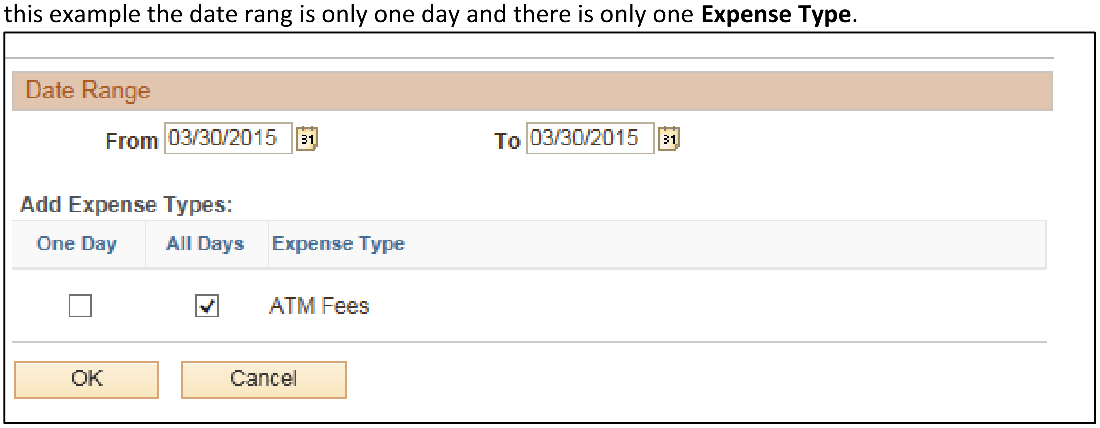
In this activity you will learn how to create an expense report using the Quick Start menu. This sub-process involves the following:

- Navigate to the Expense Report Page
- Create a new report
- Select a Quick Start Template to create your report

Steps

Scenario: In this scenario you will login to STAR, navigate to the Create/Modify Expense Report, and select a template from the Quick Start menu which can save you time when entering expenses.

Step	Action
1.	Begin by navigating to the **Main Menu** > **Travel and Expenses** > **Expense Report** > **Create/Modify** page
2.	Once you have opened an expense, you can use a template to auto populate some of the expense report fields using the **Quick Start** menu. Use the **Quick Start** list to change the method used for creating an expense report. These options are no longer available when you click in the Expenses section and begin entering an expense line. Options include:

Step	Action
	• **A Template:** Leads to the the **Select a Template** page, where you can select a template to use to base a new expense report on. • **A Travel Authorization:** Select to access the **Populate From A Travel Authorization** page, where you can select a travel authorization from which to create a new expense report that contains similar information. • **An Existing Report:** Select to access the **Copy From an Existing Report** page, where you can select an existing expense report from which to create a new expense report that contains similar information. • **Entries From My Wallet:** Not applicable for STAR 
3.	Select **Template** from the dropdown list and click **GO** to bring up a list of templates you have created. 
4.	Once you have selected a template you can choose the date range of the expense lines you wish to copy. You can also select which days each of the expense lines should be applied. In this example the date rang is only one day and there is only one **Expense Type**. 
5.	End of Procedure.

ACTIVITY 3: USING QUICK-FILL

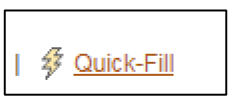
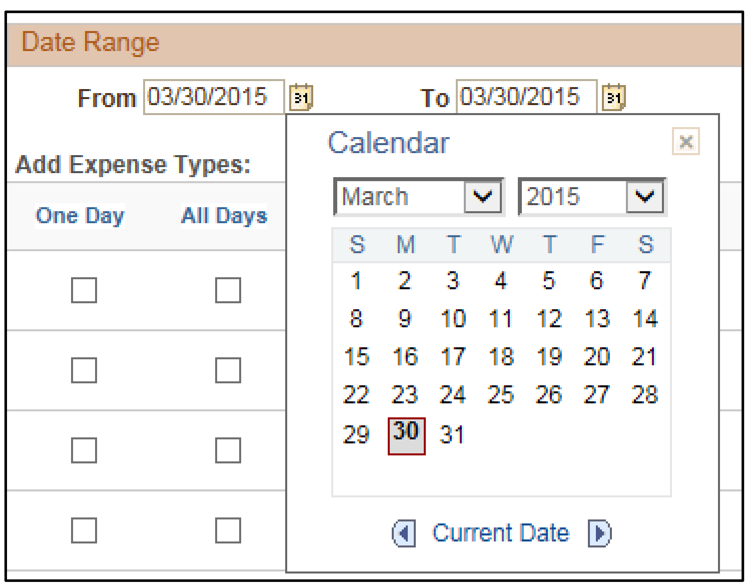
Overview

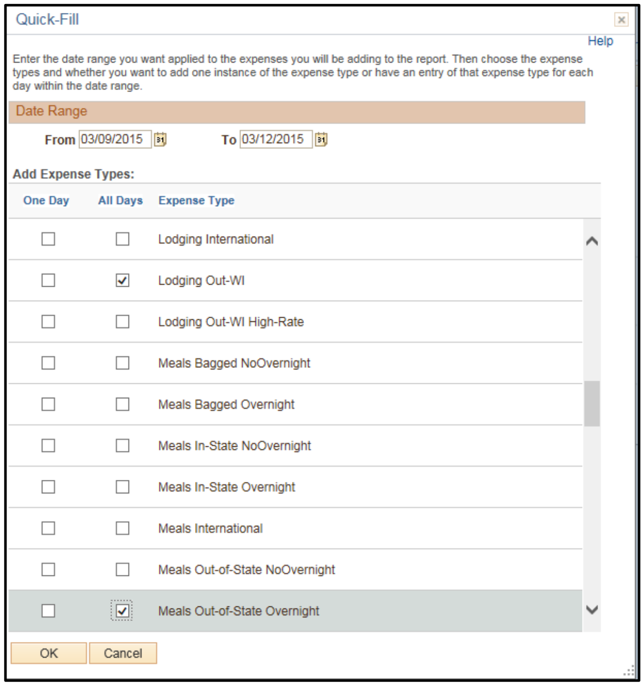
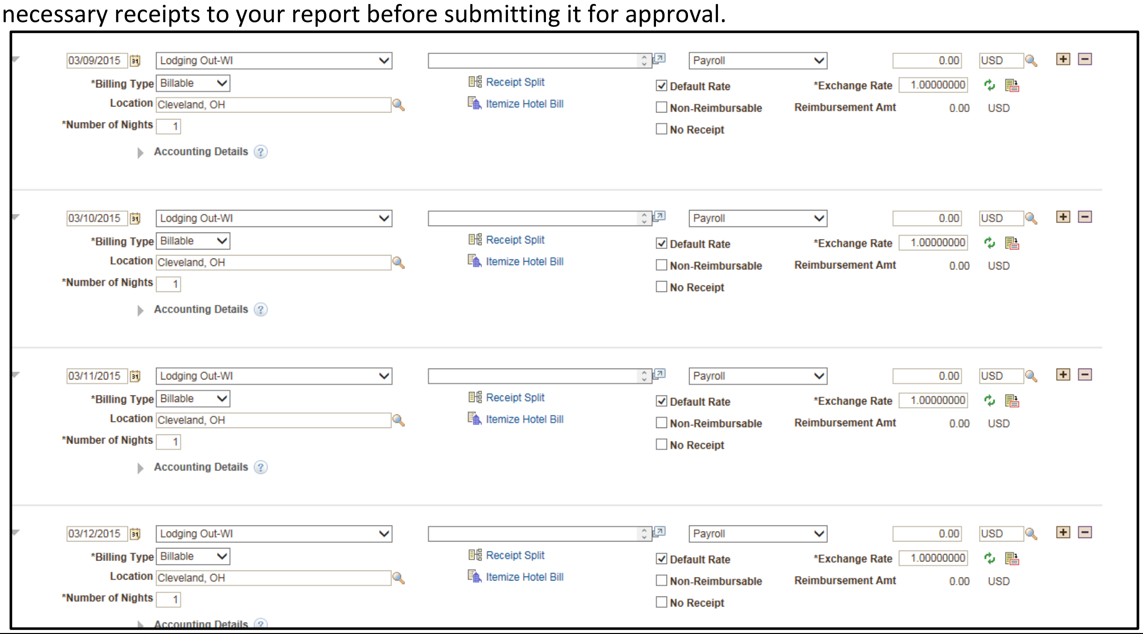
In this activity you will learn how to use the Quick-Fill process to efficiently add expenses to your expense report. This sub-process involves the following:

- Open or create an expense report
- Use the Quick-Fill option to add expense lines to your report

Steps

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

Step	Action
1.	Begin by navigating to the **Create Expense Report** page and create a new or modify and existing expense report. **Main Menu** > **Travel and Expenses** > **Expense Report** > **Create/Modify**
2.	Once you have an expense open you can use a template to auto populate some of the expense report fields using the **Quick-Fill** link.
3.	Quick-Fill is an easy way to create the necessary expense rows for a single day of your trip or all days. Click **Quick-Fill**. 
4.	Click **From** and **To** to select the first day of your travel. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Next you can now select the items that you want to add to your expense report. Selecting One Day it will add one line for that expense on your report, if you select All Days it will add and expense line for each day you have selected for your trip.

</td></tr>
<tr><td>6.</td><td>Click OK.</td></tr>
<tr><td>7.</td><td>Once you have completed this process you will notice that the expense lines have been added to your report. You will need to add the required details to each line, including descriptions, and attach any necessary receipts to your report before submitting it for approval.

</td></tr>
</table>

Step	Action
8.	End of Procedure.

ACTIVITY 4: USING ACTIONS

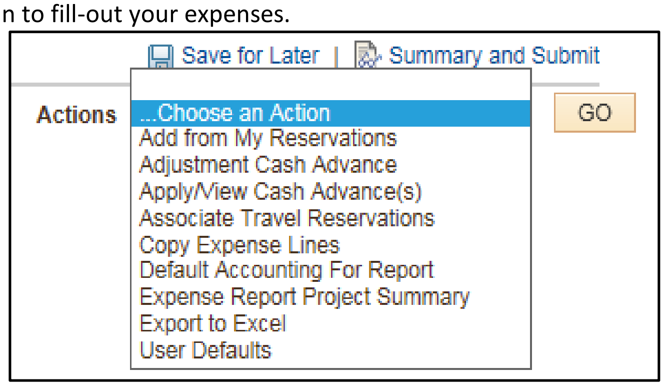
Overview

In this activity you will learn how to use Actions in an expense report to efficiently add expense details. This sub-process involves the following:

- Navigate to the Expense Report Page
- Create a new report
- Use Actions to auto populate expenses

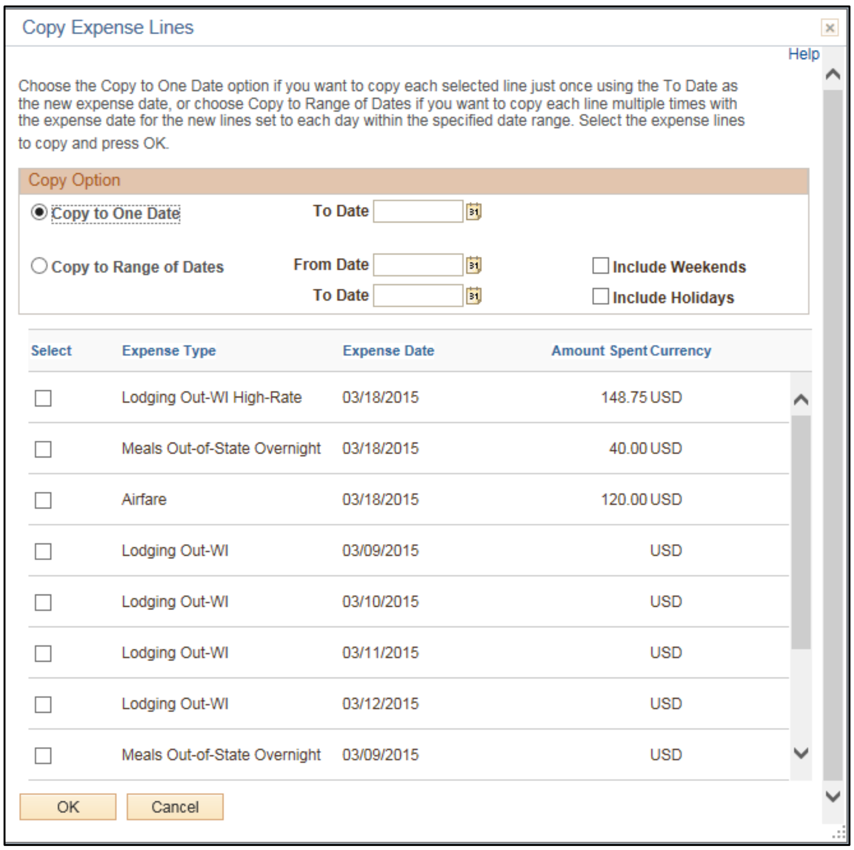
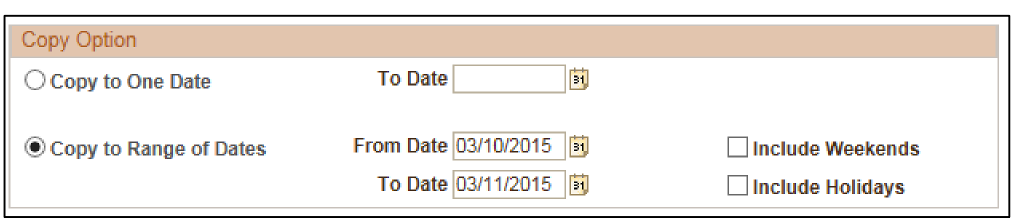
Steps

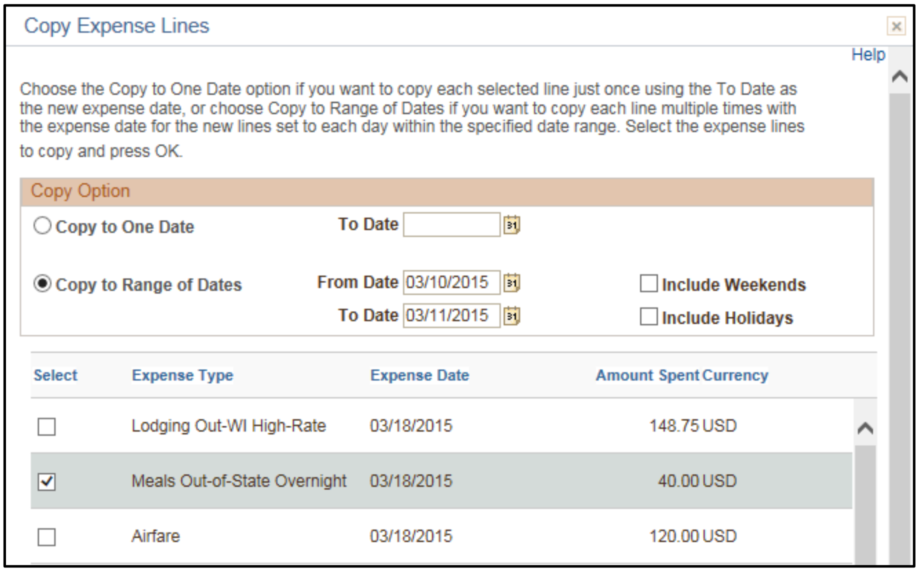
Scenario: In this scenario you will login to STAR, navigate to the Create/Modify Expense Report, set up the basic information for the report and save the report. In later activities you will add expenses and submit the completed report.

<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>When you are creating or editing an expense report you will notice the Quick Start menu changes to Actions once you begin to fill-out your expenses.


Below are descriptions of the Actions you can use.

Add from My Reservations
Adjustment Cash Advance: Select to have Expenses generate an adjustment cash advance if you owe money to the company.
Apply/View Cash Advance(s): Select to access the Apply Cash Advance(s) page where you can select and apply part or all of a cash advance to the expense report.
Associate Travel Authorization: Select to access the Associate Travel Authorization page where you can search and select a TA.
Copy Expense Lines: Select to access the Copy Expense Lines page where you can copy expense lines to another date or dates.
Default Accounting for Report: Select to access the Accounting Defaults page.
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>7. Expense Report Project Summary: Select to access the Expense Report Project Summary page and view a summary of expense line items. This option is available only if Project Costing is installed.
8. Export to Excel: Select to access the Export to Excel page where you can export expense lines to an Excel spreadsheet.
9. User Defaults: Select to access the Employee Profile - User Defaults page to view or edit your defaults or preferences.</td></tr>
<tr><td>3.</td><td>Select the Action you want to use and click GO.</td></tr>
<tr><td>4.</td><td>Click the Copy to Range of Dates option. In the example below the Action selected was Copy Expense Lines.

</td></tr>
<tr><td>5.</td><td>Select to Copy to One Date or Date Range. Enter the desired information into the From and To Date fields. Click the Include Weekends option if applicable.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>Select the Lines you need to copy. The example below is for Meals Out-of-State Overnight option.

</td></tr>
<tr><td>7.</td><td>Click OK.</td></tr>
<tr><td>8.</td><td>You will now see there are additional expense lines for the dates you entered. You will need make any changes necessary to those expense lines and add any attachments to your report before submitting it for approval.</td></tr>
<tr><td>9.</td><td>End of Procedure.</td></tr>
</table>

ACTIVITY 5: VIEWING EXPENSE REPORT STATUS

Overview

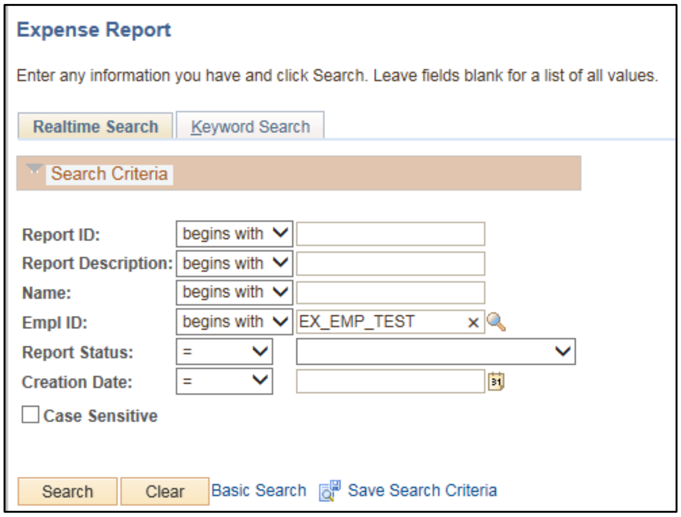
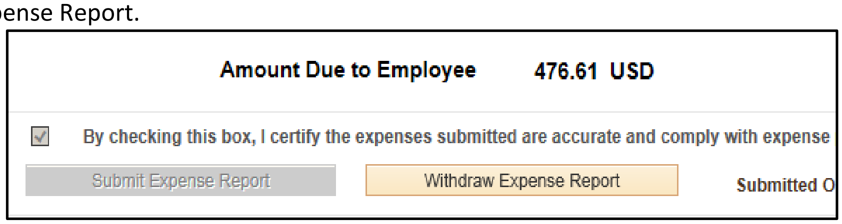
In this activity you will learn how to view Expense Report status details of reports you have submitted and learn when and how you can edit reports that have been submitted, but not yet approved.

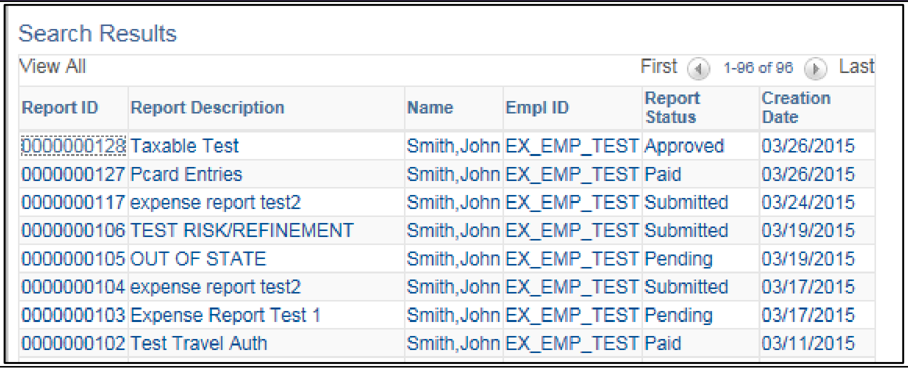
This sub-process involves the following:

- Navigate to the Employee Self-Service> Travel Expense Center>View Page
- Review the details of your reports
- Withdraw and modify a submitted report.

Steps

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

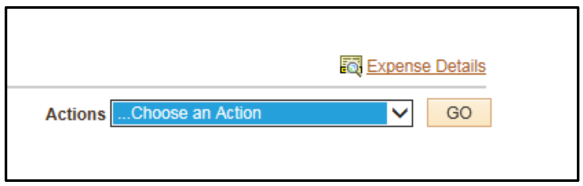
Step	Action
1.	Begin by navigating to the **View Expense Report** page: **Employee Self-Service** > **Travel Expense Center** > **View**.
2.	In the example below the **Empl ID** is used as the search criteria. You should use your **Empl ID** when you search. You can also refine your search by **Report Status** of **Creation Date**. 
3.	Click **Search**.
4.	Use the **View Expense Report** page to view an expense report in read-only mode.  If you have submitted a report and your supervisor has not approved the report, you can still make changes to that report. If you need to make a change to a non-approved report you can click the Withdraw Expense Report.  Once you have withdrawn the report you will need to navigate to the **Create/Modify** page to make changes. See sub-process **Modifying an Expense Report** above.
5.	Next to the report ID, the system displays the status of the expense report. Below you can see that some of the expense reports have been **Approved, Paid, Submitted**, or are still **Pending**. You can open any of these reports to review.

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


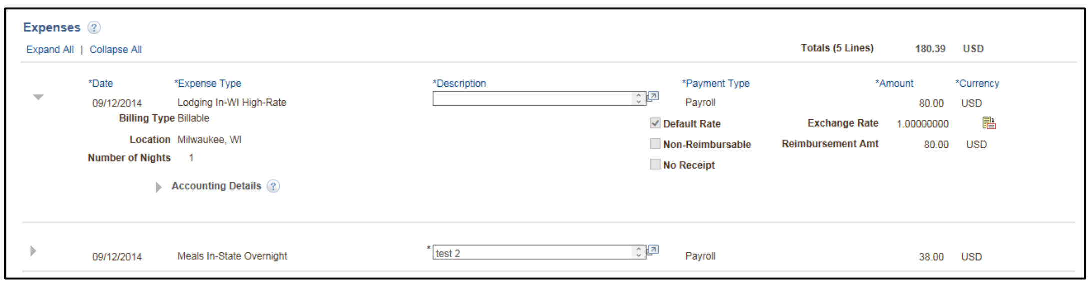
Search Results

View All | First 1-96 of 96 Last

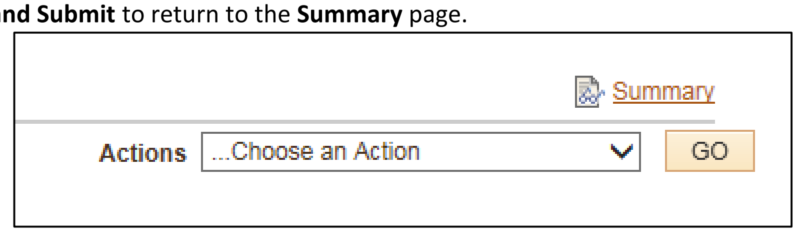
Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000000128	Taxable Test	Smith,John	EX_EMP_TEST	Approved	03/26/2015
0000000127	Pcard Entries	Smith,John	EX_EMP_TEST	Paid	03/26/2015
0000000117	expense report test2	Smith,John	EX_EMP_TEST	Submitted	03/24/2015
0000000106	TEST RISK/REFINEMENT	Smith,John	EX_EMP_TEST	Submitted	03/19/2015
0000000105	OUT OF STATE	Smith,John	EX_EMP_TEST	Pending	03/19/2015
0000000104	expense report test2	Smith,John	EX_EMP_TEST	Submitted	03/17/2015
0000000103	Expense Report Test 1	Smith,John	EX_EMP_TEST	Pending	03/17/2015
0000000102	Test Travel Auth	Smith,John	EX_EMP_TEST	Paid	03/11/2015
</td></tr>
<tr><td>6.</td><td>
Once you open an expense report you can use the **Expense Details** to view the individual expense lines.



</td></tr>
<tr><td>7.</td><td>
Expand the expense line to view the line details. Click **Expand Section**.



</td></tr>
<tr><td>8.</td><td>
Use **Summary and Submit** to return to the **Summary** page.



</td></tr>
<tr><td>9.</td><td>You have successfully viewed an expense report. End of Procedure.</td></tr>
</table>