

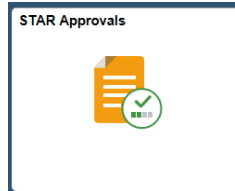
# TOPIC 1: EXPENSES APPROVAL

## Expense Approval Procedure Steps

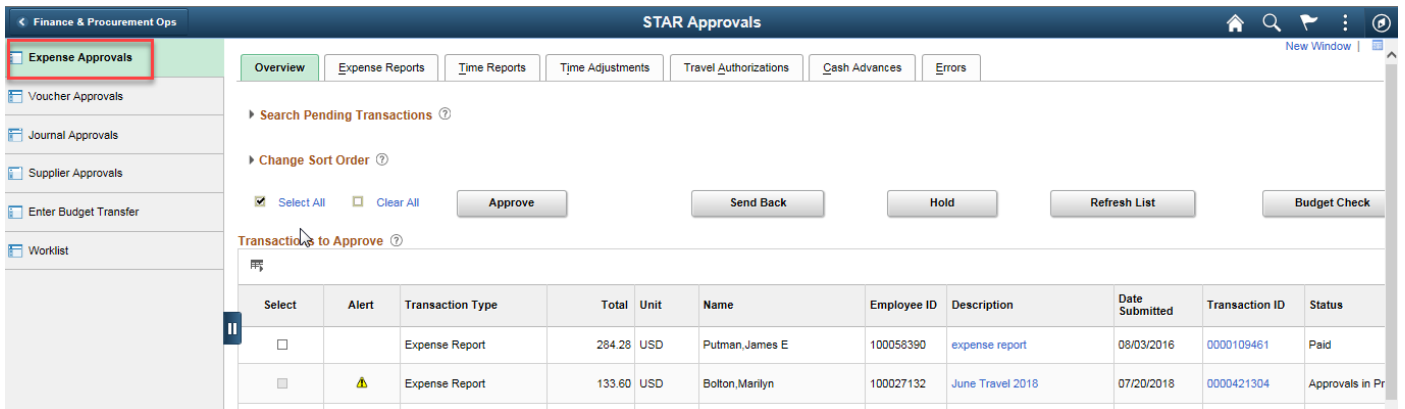
- **STEP 1:** Navigate to the **Finance & Procurement Ops** Homepage.



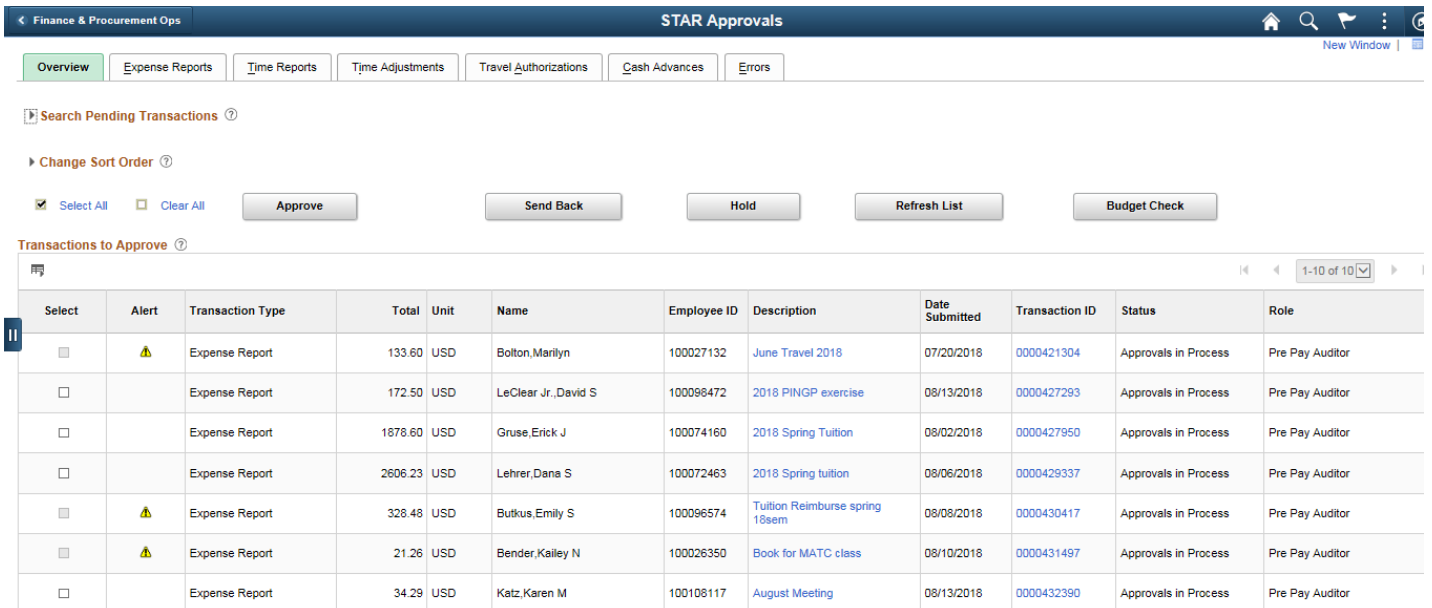
- **STEP 2:** Click on the **STAR Approvals** tile.



- **STEP 3:** The STAR Approvals page is displayed. Whatever approval category is first will be displayed. Your security will drive what approvals categories are available. If Expense Approvals is not the first category and is not already displayed at the right, click on **Expense Approvals**.



- **STEP 4:** The Approval Overview Tab/Page will open. You should see a tab for **Overview**(all), **Expense Reports**, **Time Reports** (not applicable), **Time Adjustments** (not applicable), **Travel Authorizations**, **Cash Advances**, **Errors**.



- **STEP 5:** Budget Status must be VALID before you can approve anything. The Budget Status can only be viewed on the “Expense Report” tab.

- **STEP 6:** Select the Transaction you would like to view the details of by clicking on the blue hyperlink description or transaction ID.

Transactions to Approve ?

Select	Alert	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		284.28	USD	Valid	Putman, James E						
<input type="checkbox"/>	⚠	133.60	USD	Valid	Bolton, Marilyn	100027132	<a href="#">June Travel 2018</a>	0000421304	07/20/2018	Approvals in Process	Pre Pay Auditor
<input type="checkbox"/>		172.50	USD	Valid	LeClear Jr., David S	100098472	<a href="#">2018 PINGP exercise</a>	0000427293	08/13/2018	Approvals in Process	Pre Pay Auditor
<input type="checkbox"/>		1878.60	USD	Valid	Gruse, Erick J	100074160	<a href="#">2018 Spring Tuition</a>	0000427950	08/02/2018	Approvals in Process	Pre Pay Auditor
<input type="checkbox"/>		2606.23	USD	Valid	Lehrer, Dana S	100072463	<a href="#">2018 Spring tuition</a>	0000429337	08/06/2018	Approvals in Process	Pre Pay Auditor

- **STEP 7:** The **Approve Expense Report – Expense Summary** page will be displayed. The top portion is a general summary and approval history of the expense report.

**Approve Expense Report - Expense Summary** [Expense Details](#)

David LeClear Actions

Business Purpose: Training/Education-In State	Report: 0000427293 Approvals in Process
Description: 2018 PINGP exercise	Created: 08/01/2018 David LeClear
Reference:	Last Updated: 08/13/2018 Ramona Baldoni-Lake
*Accounting Date: <input type="text" value="08/13/2018"/>	Accounting Template: STANDARD

Budget Status: Valid Budget Options Budget Checking completed. Report is ready for Approval/Posting.

Totals ? [View Analytics](#) [Notes](#) [Attachments \(2\)](#)

Employee Expenses (1 Line)	172.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD		
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD		
<b>Amount Due to Employee</b>		<b>172.50 USD</b>		<b>Amount Due to Supplier</b>		<b>0.00 USD</b>	

Approval History

The approval and other action buttons are in the middle of the page, in between the approval history and the expense line summary.

Action	Role	Name	Date/Time
Submitted	Employee	David LeClear	08/13/2018 2:52:45PM
Approved	HR Supervisor	Ramona Baldoni-Lake	08/13/2018 2:57:14PM

▼ Comments

Approve
Send Back
Hold
Deny
Save Changes

▼ Expense Line [?](#)

[Expense Details](#)

Expense Line Items

Date	Expense Type	Description	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
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The lower portion of the page contains a summary of the expense lines.

▼ Expense Line [?](#)

[Expense Details](#)

Expense Line Items

Date	Expense Type	Description	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
07/17/2018	Meals In-State Overnight	Working lunch for field teams and Forward Operating Center staff. Attached receipt is from Hager Heights; they only accepted cash or check. Staff stayed at River Falls Best Western.	43500	435001REPDMA019	RADIO_EMER_PREP	172.50	USD	<input checked="" type="checkbox"/>

- **STEP 8:** To view the detail of each expense line, along with the chartfields, click the **Expense Details** hyperlink, either at the top of the Expense Summary page or above the Expense Lines Summary section.

Approve Expense Report - Expense Summary

[Expense Details](#)

David LeClear Actions ...Choose an Action

Business Purpose	Training/Education-In State	Report	0000427293	Approvals in Process
Description	2018 PINGP exercise	Created	08/01/2018	David LeClear
Reference		Last Updated	08/13/2018	Ramona Baldoni-Lake
*Accounting Date	08/13/2018	Accounting Template	STANDARD	

Budget Status: Valid [Budget Options](#) Budget Checking completed. Report is ready for Approval/Posting. [View Analytics](#) [Notes](#) [Attachments \(2\)](#)

Totals	
Employee Expenses (1 Line)	172.50 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Employee Credits	0.00 USD
Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>172.50 USD</b>
<b>Amount Due to Supplier</b>	<b>0.00 USD</b>

- **STEP 9:** The **Approve Expense Report – Expense Detail** page is displayed.

**Approve Expense Report - Expense Details** [Summary and Approve](#)

David LeClear Actions

Business Purpose: Training/Education-In State  
 Description: 2018 PINGP exercise  
 Report: 0000427293 Approvals in Process  
 Created: 08/01/2018 David LeClear  
 Reference:    
 Last Updated: 08/13/2018 Ramona Baldoni-Lake  
 Accounting Template: STANDARD

[View Analytics](#) [Notes](#) [Attachments \(2\)](#)

**Expenses**

*Date	*Expense Type	*Description	*Amount	*Currency	Approve
07/17/2018	Meals In-State Overnight	Working lunch for field teams and 73 characters remaining	172.50	USD	<input checked="" type="checkbox"/>

Total 172.50 USD

**NOTE:** The Accounting Date must be updated if the expense report was submitted in a prior month that is now closed and needs to be updated to a date in the current month in order to be approved. **(It is recommended that the Accounting Date be updated on the Summary Page.)** This will change the Budget Status from Valid to Not Checked and trigger the expense report to require it to be re-budget checked.

- **STEP 10:** Click the **Expand All** hyperlink to see all the details of that expense line. This will expand the line details as well as the accounting details. **Only the Prepay Auditor is able to make changes to the expense line.**

If an expense type requires a receipt, the **Receipt Required** checkbox will be checked and an attachment should be attached at that line for review. If there is a **green plus sign** after the paper clip, that means there is no attachment for that expense line. If there are attachments for that line, there will be no green plus sign after the paper clip, but there will be a number indicating the number of attachments. If no receipts are attached for an expense type that requires a receipt, there may be an exception comment to the left of the **No Receipt** checkbox to explain why there is no receipt was attached.

*Date	*Expense Type	Description	*Amount	*Currency	Receipt Required	Approve
02/19/2019	Lodging in Wisconsin	test 250 characters remaining	70.00	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Payment Type: Payroll  
 Location: Green Bay, WI  
 Number of Nights: 1

Exchange Rate: 1.00000000  
 Base Currency Amount: 70.00 USD

Default Rate  
 Non-Reimbursable  
 No Receipt

You may have to use the scroll bar to view all the chartfields.

**Accounting Details**

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Bud Ref	Fund	Appropriation	Dept	Account	Program
172.50	43500	172.50	USD	1.00000000	FY2019	10000	16700	4351000774	7314000	

- **STEP 11:** When you are finished reviewing all the expense lines, click on the **Summary and Approve** hyperlink at the top of the expense report.

Approve Expense Report - Expense Details

[Summary and Approve](#)

James Udelhoven Actions ...Choose an Action

Business Purpose: Business Travel-In State Report: 0000351666 Approvals in Process

Description: Jan 2018 Meals and milage ins Created: 02/13/2018 James Udelhoven

Reference: INPECT Last Updated: 03/05/2018 Shannon Holt

\*Accounting Date: 02/15/2018 Accounting Template: STANDARD

**Expenses** View Analytics Notes Attachments

Expand Lines | Collapse Lines | Expand All | Collapse All Total 286.08 USD

*Date	*Expense Type	*Description	*Amount	*Currency	Approve
01/03/2018	Meals In-State NoOvernigh	HDQR Fennimore 172 characters remaining	10.00	USD	<input type="checkbox"/> Select reason...

\*Payment Type: Payroll \*Exchange Rate: 1.00000000  Default Rate

\*Billing Type: Billable  Non-Reimbursable

\*Location: Platteville, WI  No Receipt

Accounting Details

- **STEP 12:** This will take you back to the summary page. If no changes were made and the Budget Status is Valid, you are able to approve the expense report.
- **STEP 13:** There are different actions that can be taken on an expense report.

**Approve** – Indicates you agree the employee should be reimbursed as the report states, and moves the report onto the next step in workflow.

**Send Back** – If there is an Error in the Budget Check you will need to return to the employee for edits. (As a Supervisor Approver you are not able to make any edits.) You will be required to type the reason for sending it back in the comments field. It is recommended that you include all updates the employee should make in an effort to reduce the number of times an expense report is sent back to an employee. The comment that is given for sending an expense report back to an employee is indicated in red at the header level of the expense report so the employee will know the reason(s).

**Deny** – DO NOT DENY!! When you choose this action it STOPS all processing on the ER, nothing more can be done with it by anyone.