[HTTPS://STARFIN.WI.GOV](https://starfin.wi.gov)

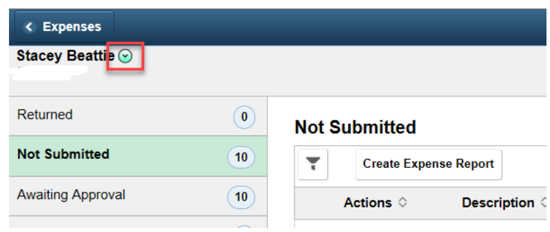
TOPIC 1: CREATE AN EXPENSE REPORT

*Role: **Expenses Employee***

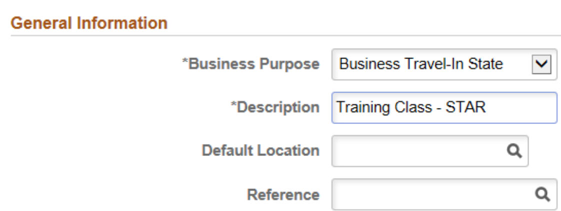
- **STEP 1:** Navigate to the **FSCM Employee Self-Service** Home Page.

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

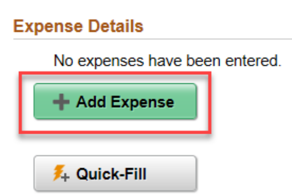
- **STEP 3:** Click on the **Create Expense Report** tile.



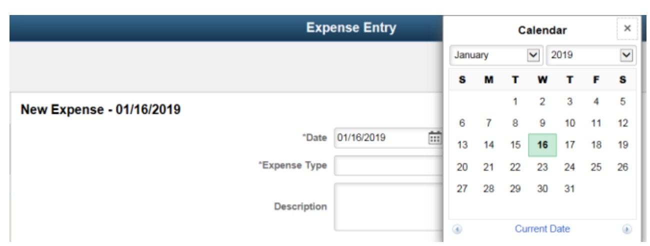
- **STEP 4:** Your Name and Employee ID should default in.



- **STEP 5:** General Information
  - Select a purpose from the **Business Purpose** dropdown.
  - Enter **Description** to identify travel
  - Leave Default Location and Reference Blank

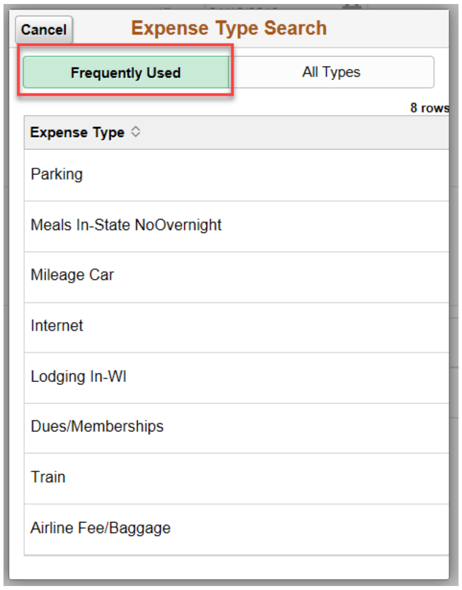


- **STEP 6:** To begin entering expenses, click on the Add Expense button.
  If no receipts have been added, the expense report will be automatically saved at this point.

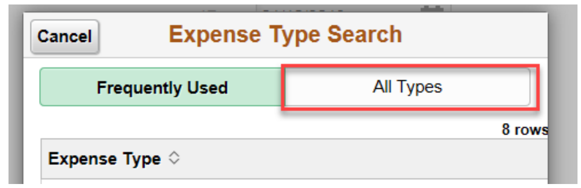


- **STEP 7:** **Date** Field: Enter the date/select date with calendar link

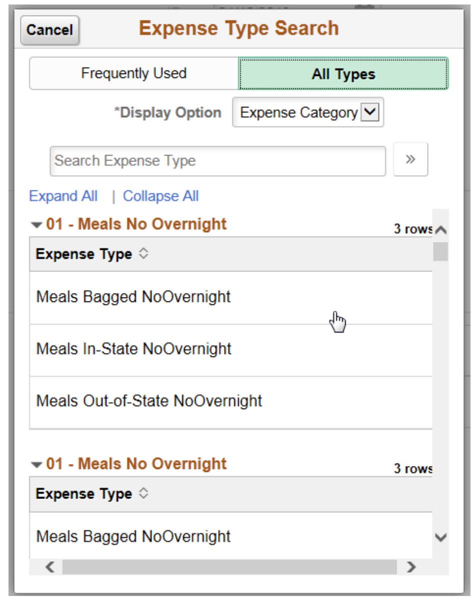
➢ **STEP 8:** Click on the magnifying glass to get to the **Expense Type search**. The Frequently Used expense types will appear first. This is the default. These are the expense types that you most frequently have used on past expense reports.



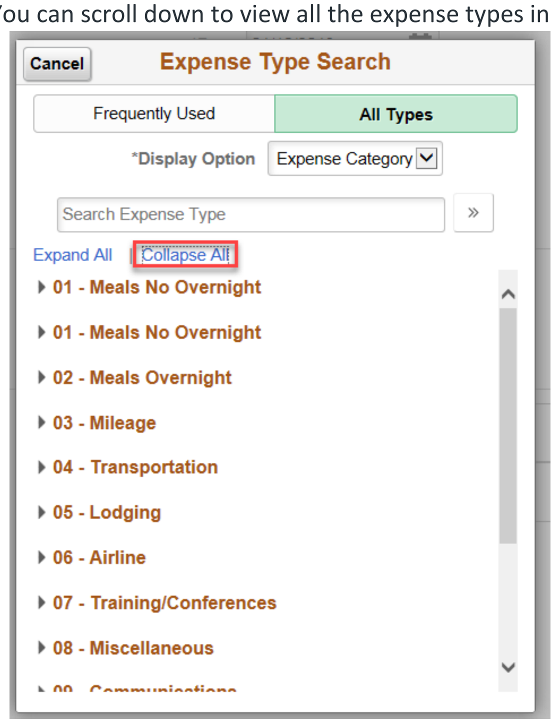
- To view other expense types click on All Types.



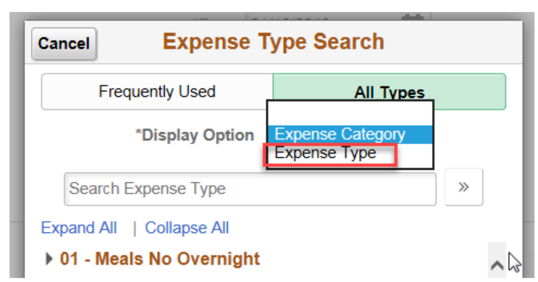
- The default display is Expense Category. They are defaulted to be expanded.



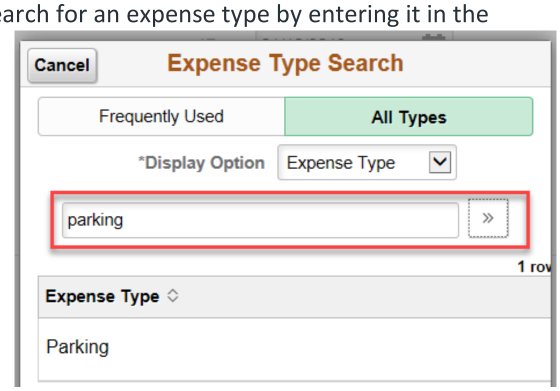
- You can scroll down to view all the expense types in each category or you can click on Collapse All to view the categories.



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



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



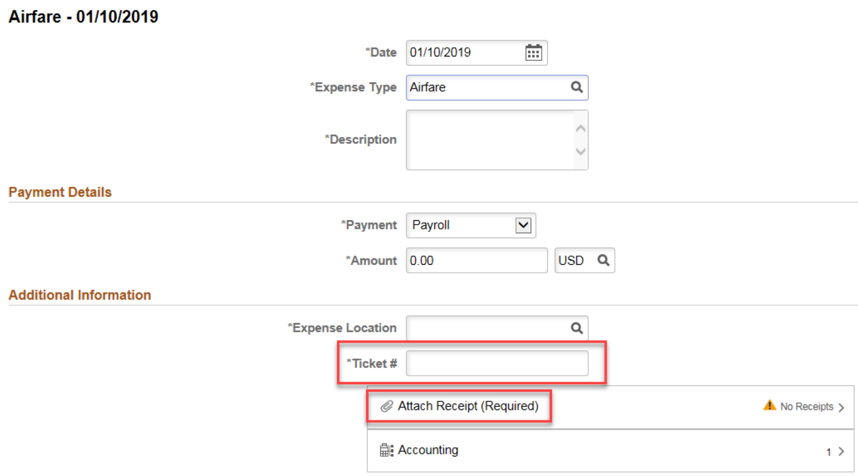
➢ **STEP 9:** **Description** field - enter a description of the expense transaction. Include departure and return times

➢ **STEP 10:** **Payment Details**

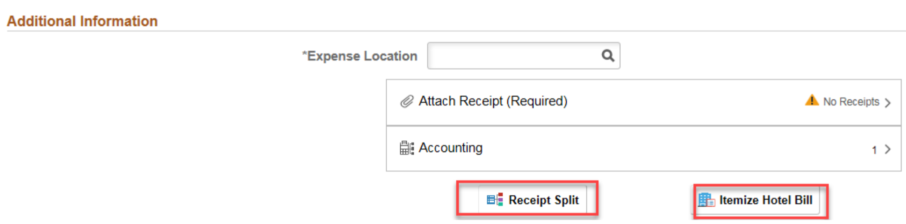
- **Payment** field - select Payroll
- **Amount** field - enter the amount that you spent for that expense.

➢ **STEP 11:** When an expense type is chosen, the system determines the remaining required fields.

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

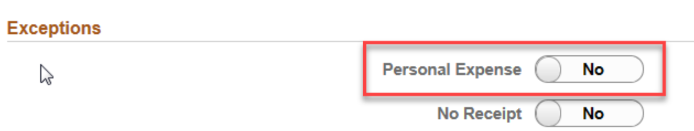


***NOTE: Do not use the Receipt Split or Itemize Hotel Bill (lodging expense types) hyperlinks. These are not configured for use.**

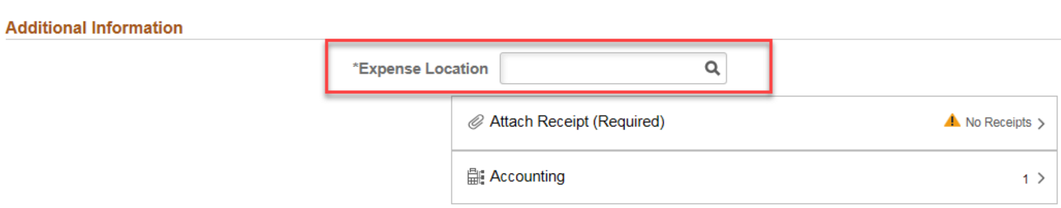


➢ **STEP 12:** The **Exceptions** section area

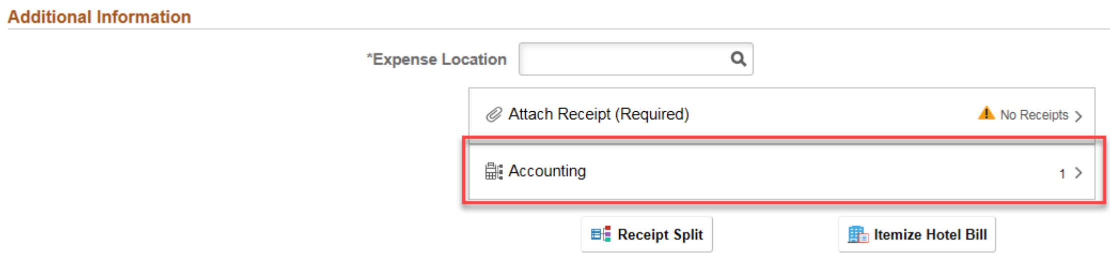
- **Personal Expense**, always NO.
- **No Receipt**, always NO – reimbursement will not be made if receipt is not attached



➢ **STEP 13:** If you are entering an expense that is location specific, such as a hotel room expense, you will be asked to enter a location.

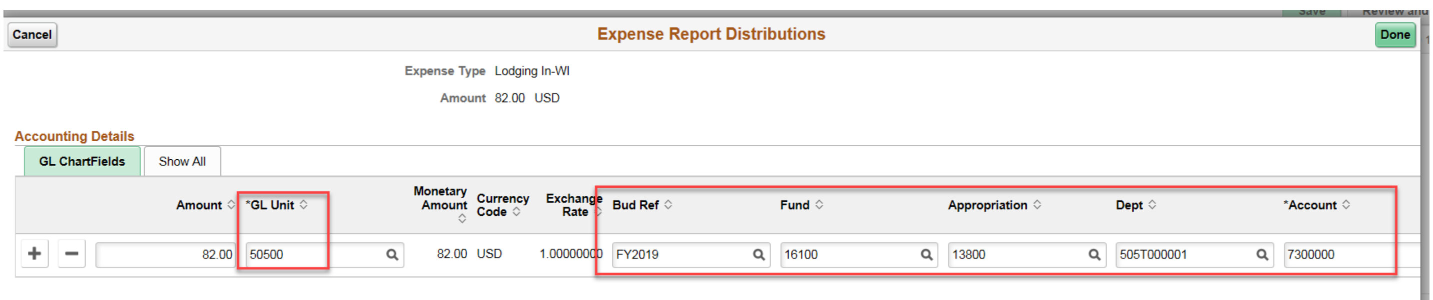


➢ **STEP 14:** Expand the **Accounting** section to view or edit ChartFields by clicking in the accounting box.

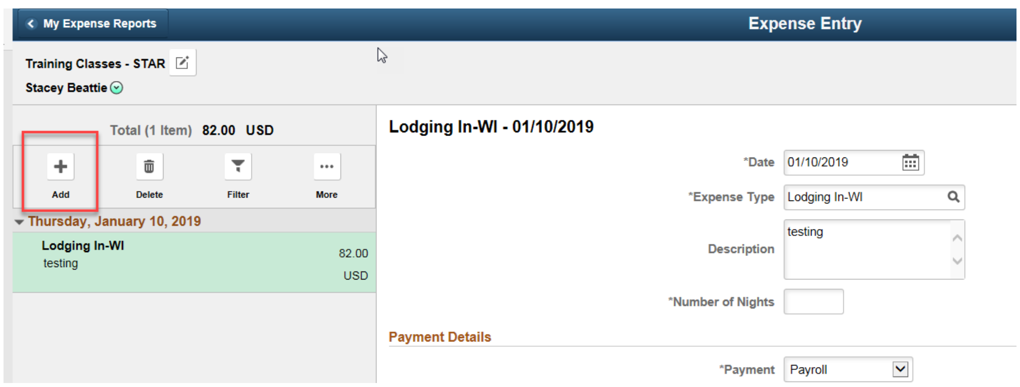


➢ **STEP 15:** Accounting Details GL ChartFields

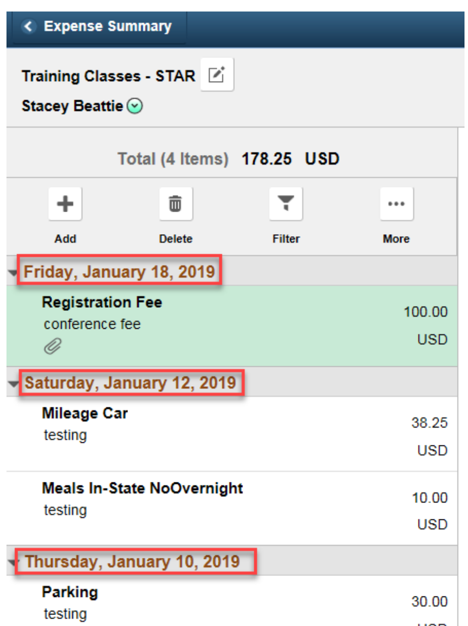
- GL Unit, Bud Ref, Fund, Appropriation, Dept, PC Bus Unit, Project & Activity fields are required to be filled in.
- The Account field defaults based upon the expense type that has been chosen. DO NOT Change



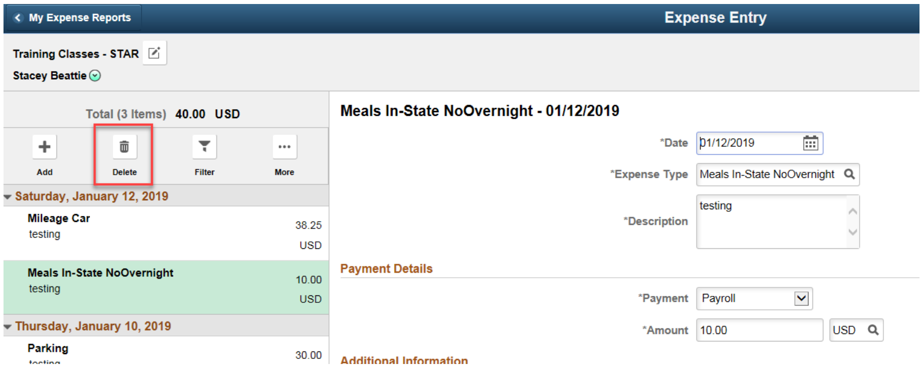
➢ **STEP 16:** To add additional expense lines, click the **Add (+)** button at the left of your screen.



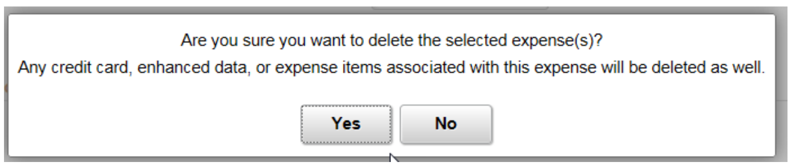
- As you add expense lines, they will be ordered by date, with the newest at the top.



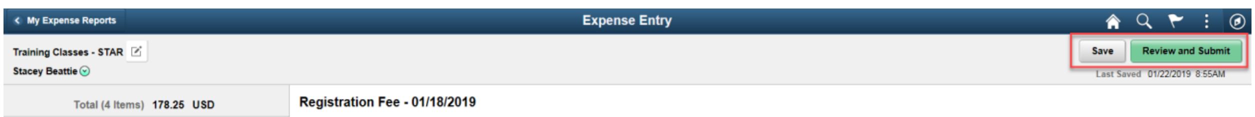
➢ **STEP 17:** To delete any of the expense lines, highlight the line you wish to delete (will be green) and click the **Delete (trash can)** button at the left of your screen.



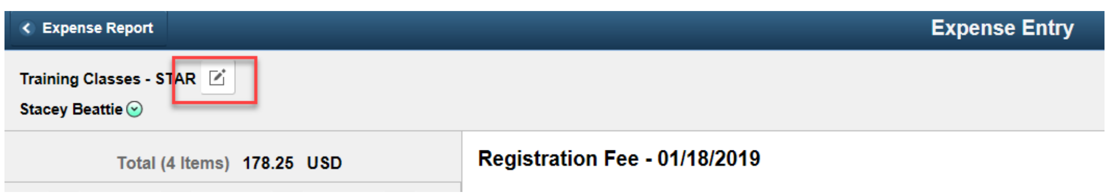
- A confirmation window will appear. Click yes if you wish to delete that expense line.



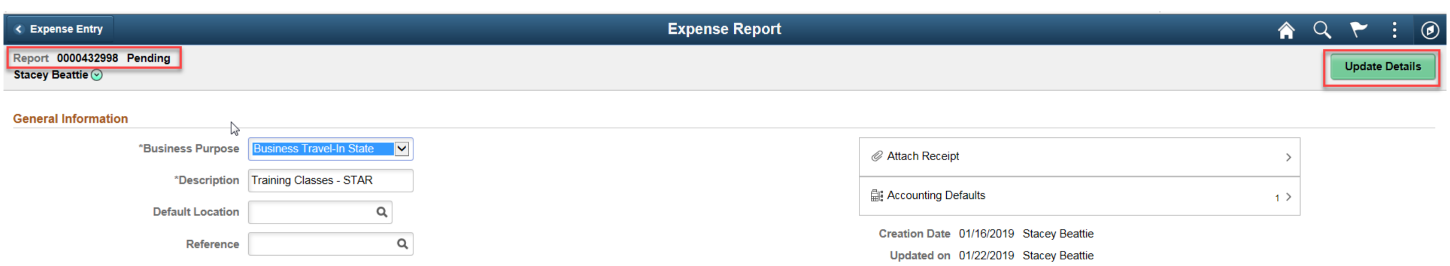
➢ **STEP 18:** Click **Save** to save the expense report without submitting it for approval. It is recommended that you "save early and save often" so that changes do not get lost.



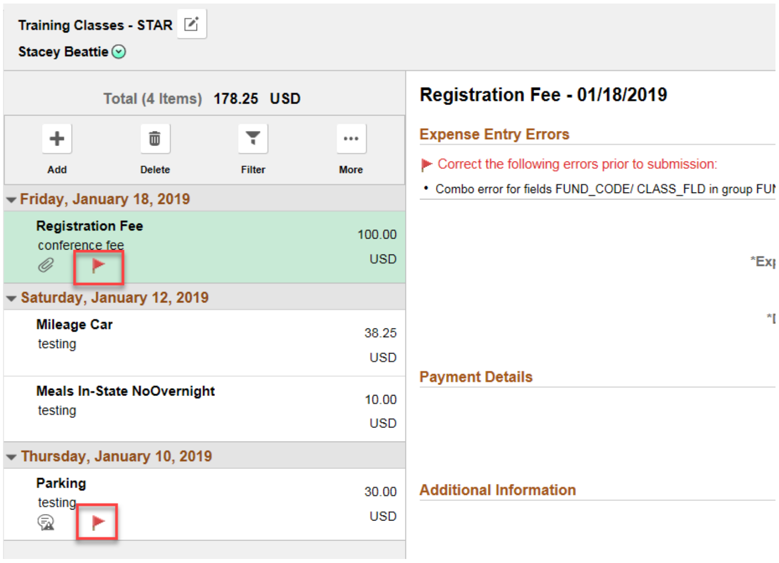
➢ **STEP 19:** Once you have saved the expense report, you will not see any changes to the page that you are currently on. To see the status of the expense report, you would need to click on the pencil icon to return to the header of the expense report.



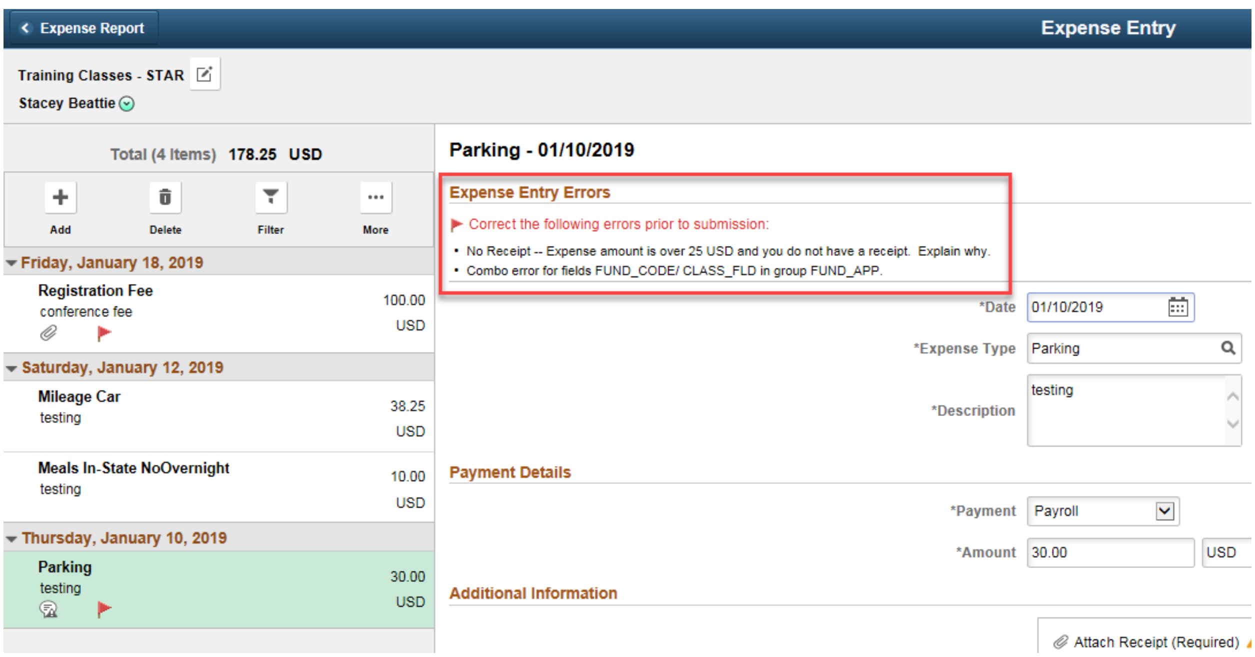
➢ **STEP 20:** You can see from this page (header) the expense report ID and the status. You are also able to update anything else you may need that may have been missed in the initial creation of the expense report. To return to the details, click on the **Update Details** button.



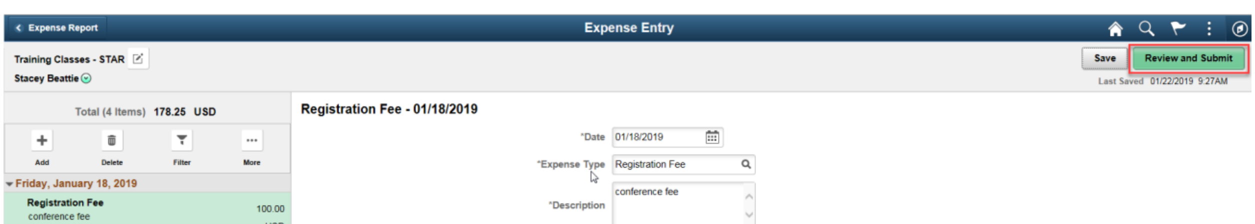
➢ **STEP 21:** Before you can submit your expense report, any errors would need to be corrected. Errors are indicated by a red flag and are visible to the left in the listing of all expense lines.



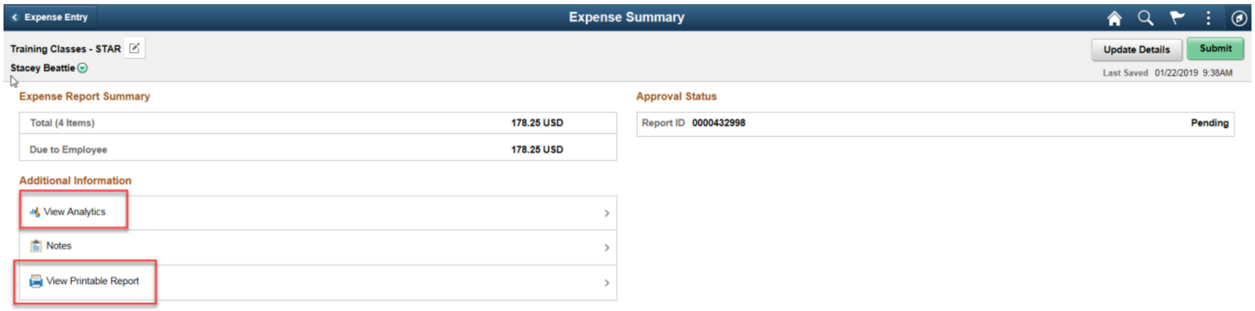
➢ **STEP 22:** By clicking on each expense type with a red flag, you will be able to see what the error is.



➢ **STEP 23:** When you are ready to submit your expense report, Clik the **Review and Submit** button.

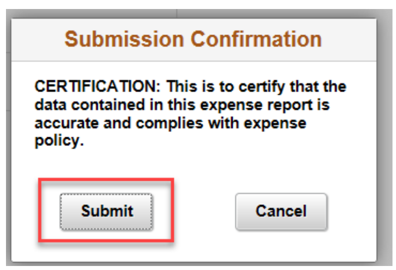


➢ **STEP 24:** You can select **View Printable Version** to print a copy of the expense report. Choose **View Analytics** to access a window where you can view three tabs: Expense by Day/Type, Totals by Department, and Totals by Project / Activity.

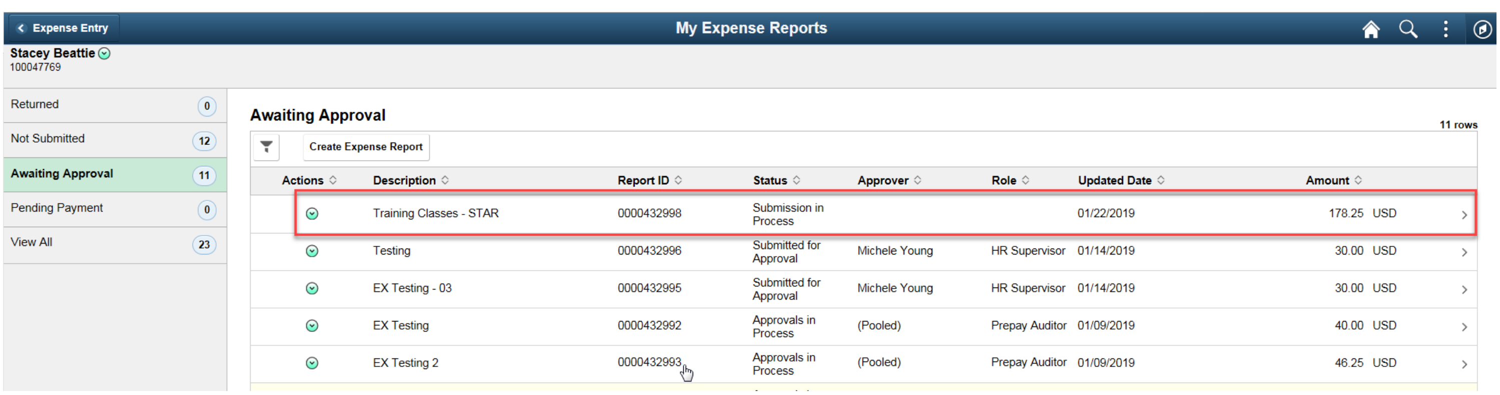


➢ **STEP 25:** When you are ready to submit your expense report, click the **Submit** button.

➢ **STEP 26:** 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.



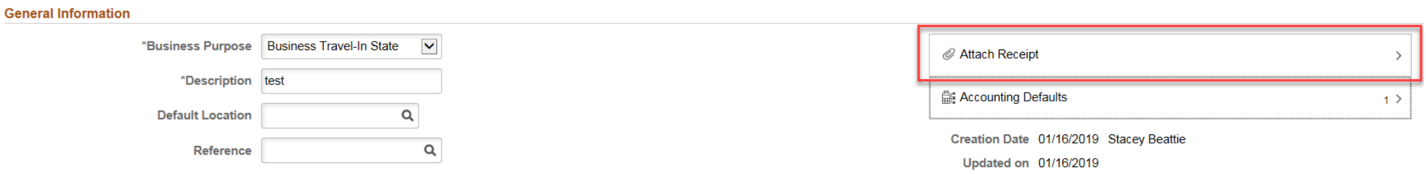
➢ **STEP 27:** After you submit the report, the system returns you to a summary **My Expense Reports** page.
It will default to the Awaiting Approval category and the expense report that you just submitted should be on top. The status has also updated to Submission in Process.



TOPIC 2: ATTACHMENTS - HEADER & LINE LEVEL

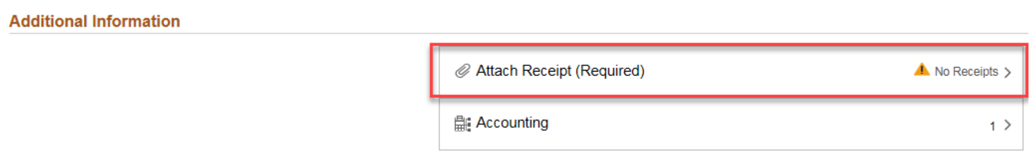
HEADER LEVEL

➢ **STEP 1:** To add an attachment at the header level that relates to the entire expense report, i.e. approved travel request, conference agenda, click on **Attach Receipt**.



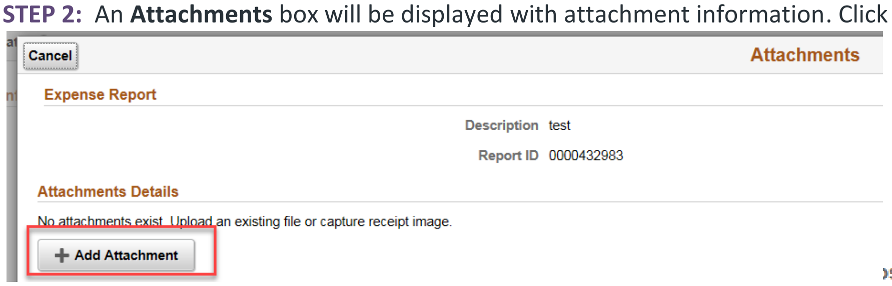
LINE LEVEL

➢ **STEP 1:** To add an attachment at the line level, In the **Additional Information** section, click the **Attach Receipt** box to bring up the Attachments Uploader. Certain expense types may require receipts to be attached at the line level, i.e. parking, airline baggage fee. Other times, you may want to attach a receipt(s) at the header of the report, i.e. conference agenda.



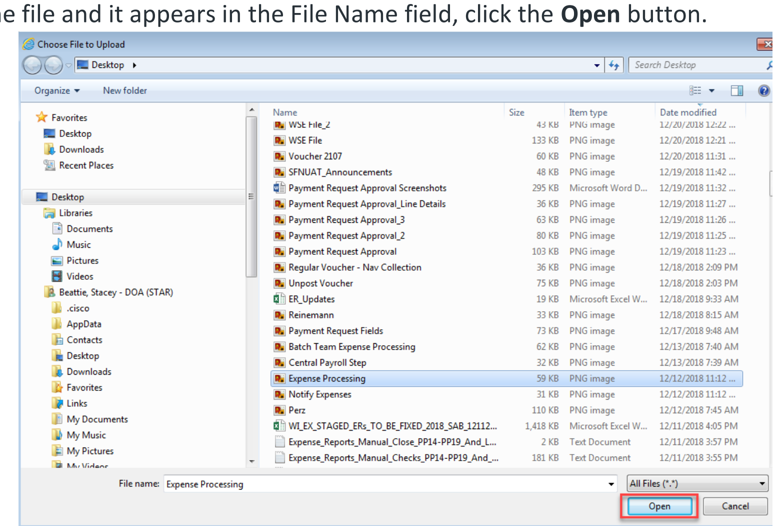
For Both Header and Line Level Attachments… after Step 1, follow Steps 2-8 below

➢ **STEP 2:** An **Attachments** box will be displayed with attachment information. Click on the **Add Attachment** button.

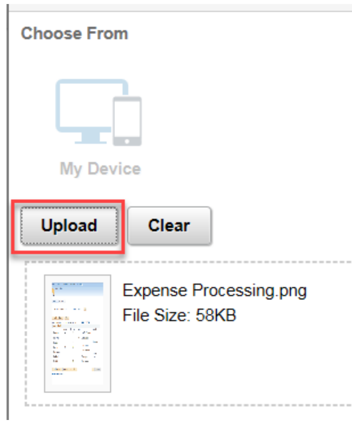


➢ **STEP 3:** A pop-up **File Attachment** window will appear. Click **My Device**

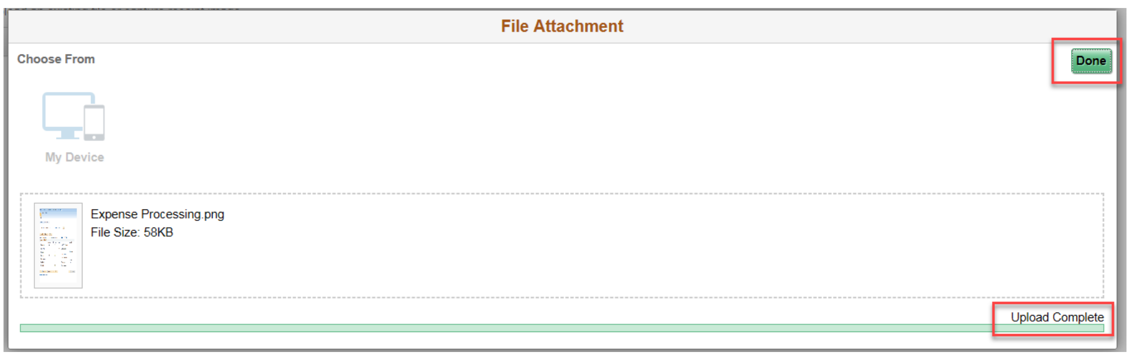
➢ **STEP 4:** This will display a directory to the files on your device from where you can choose the file you wish to attach. Once you have chosen the file and it appears in the File Name field, click the **Open** button.



➢ **STEP 5:** Once a file is selected, click **Upload**.

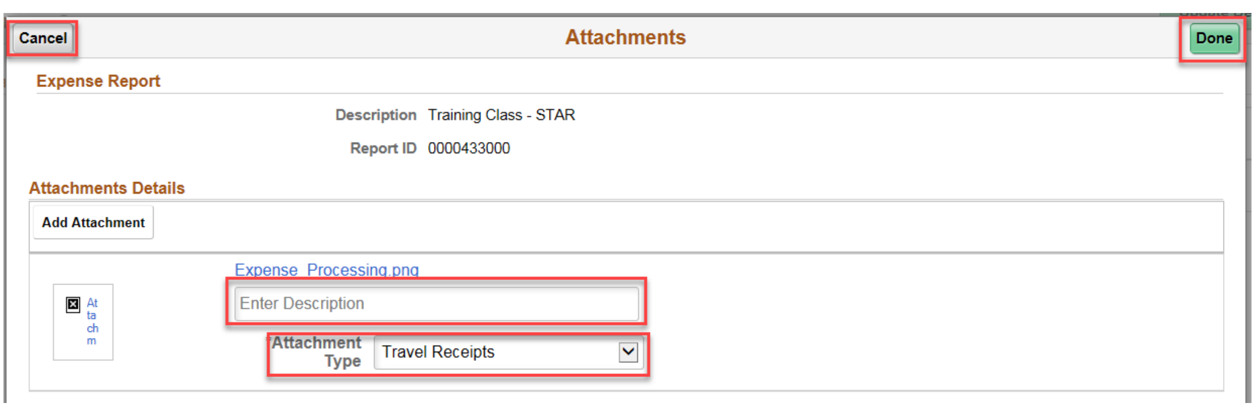


➢ **STEP 6:** The upload will show as complete. Click Done.



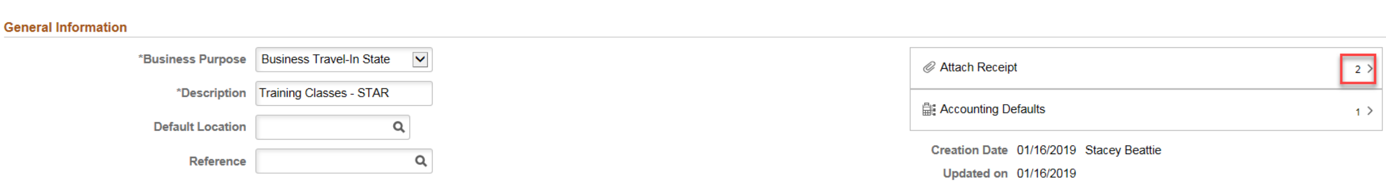
➢ **STEP 7:** The Attachments Uploader will again be displayed to show that the attachment has been uploaded.

- **Attachment type** is required, select from drop down. The default for expense reports is Travel Receipts.



Cancel is available to cancel adding this attachment in case the incorrect attachment was chosen.
NOTE: This is the only time that the Cancel of adding this attachment to this expense line will be available. Once the attachment has been added, it will no longer be able to be deleted. The description field would need to be used to note any errors in the attachment(s).

➢ **STEP 8:** The number of attachments will show in the **Attach Receipt** section to the far right.

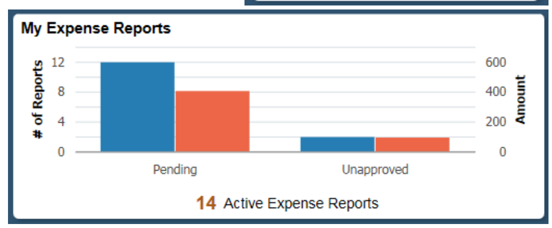


TOPIC 3: MODIFY AN EXISTING EXPENSE REPORT

<u>**TASK 1: Returned Expense Reports**</u>

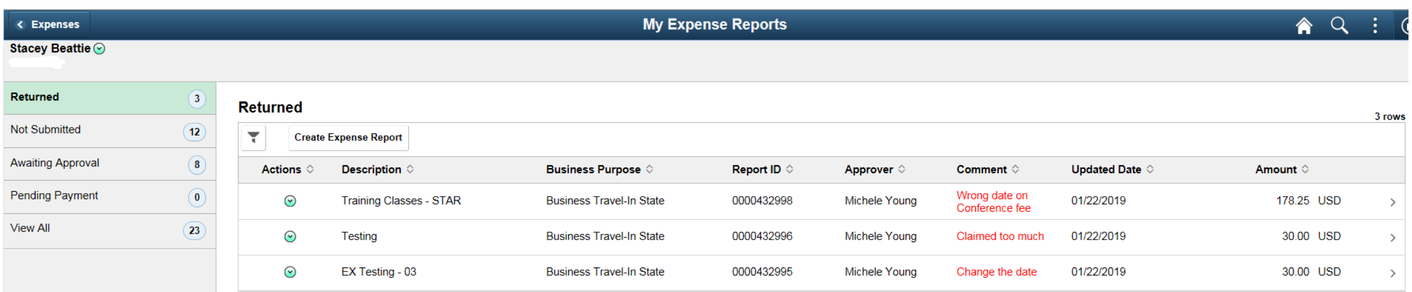
- **STEP 1:** Navigate to **FSCM Employee Self-Service** Home Page.

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



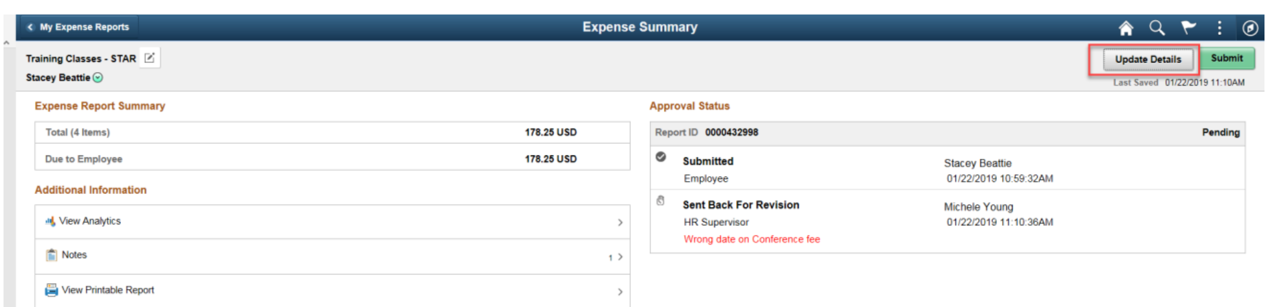
- **STEP 3:** Click on the **My Expense Reports** tile.

- **STEP 4:** If expense reports have been returned, that category will be expanded and those expense reports will be displayed. The Comment field will be populated in red with the reason that it was sent back.



- **STEP 5:** Click on the expense report that you wish to modify.

- **STEP 6:** The Expense Summary page will be displayed. You again can see the the reason it was sent back. Click on the **Update Details** to go to the details page.

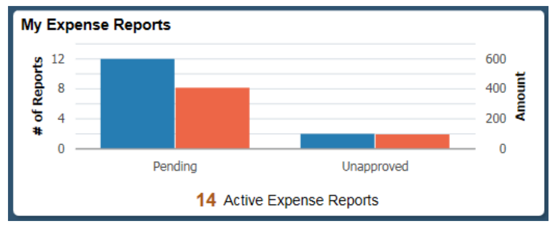


- **STEP 7:** Continue to review your expense report, make any necessary changes/additions and submit the expense report when ready to submit for approval.

Task 2: Not Submitted Expense Reports

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

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

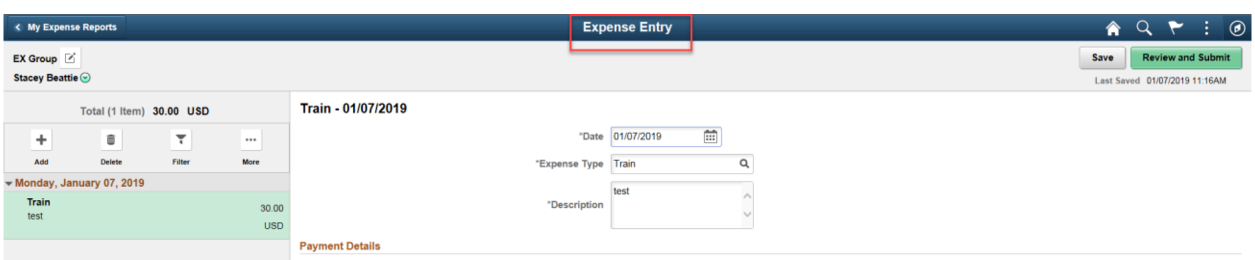


- **STEP 3:** Click on the **My Expense Reports** tile.

- **STEP 4:** 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.

- **STEP 5:** Click on the expense report that you wish to modify.

- **STEP 6:** It will take you to the Expense Entry detail page.



- **STEP 7:** Continue to review your expense report, make any necessary changes/additions and submit the expense report when ready to submit for approval.