

## TOPIC 1: CREATE AN EXPENSE REPORT

**Role:** Expenses Employee

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



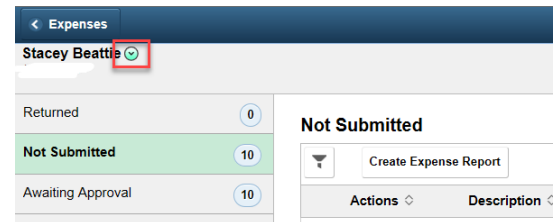
- **STEP 2:** Click on the **Travel and Expenses** tile.



- **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

**General Information**

\*Business Purpose: Business Travel-In State ☐

\*Description: Training Class - STAR

Default Location:

Reference:

- **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.

**Expense Details**

No expenses have been entered.

**+ Add Expense**

**Quick-Fill**

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

**Expense Entry**

New Expense - 01/16/2019

\*Date: 01/16/2019

\*Expense Type:

Description:

**Calendar**

January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Current Date

- **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.

The screenshot shows the 'Expense Type Search' window with the 'Frequently Used' tab selected. A list of expense types is displayed, including Parking, Meals In-State NoOvernight, Mileage Car, Internet, Lodging In-WI, Dues/Memberships, Train, and Airline Fee/Baggage. The 'Expense Type' dropdown is expanded.

- To view other expense types click on All Types.

The screenshot shows the 'Expense Type Search' window with the 'All Types' tab selected. The 'Expense Type' dropdown is expanded, showing a list of expense types.

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

The screenshot shows the 'Expense Type Search' window with the 'All Types' tab selected. The '\*Display Option' is set to 'Expense Category'. The 'Expense Type' dropdown is expanded, showing a list of expense types.

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

The screenshot shows the 'Expense Type Search' window with the 'All Types' tab selected. The '\*Display Option' is set to 'Expense Category'. The 'Expense Type' dropdown is expanded, showing a list of expense types. The 'Collapse All' button is highlighted.

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

The screenshot shows the 'Expense Type Search' window with the 'All Types' tab selected. The '\*Display Option' is set to 'Expense Type'. The 'Expense Type' dropdown is expanded, showing a list of expense types.

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

The screenshot shows the 'Expense Type Search' window with the 'All Types' tab selected. The '\*Display Option' is set to 'Expense Type'. The search box contains the text 'parking'. The 'Expense Type' dropdown is expanded, showing a list of expense types.

- **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.

Airfare - 01/10/2019

\*Date 01/10/2019

\*Expense Type Airfare

\*Description

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**Payment Details**

\*Payment Payroll

\*Amount 0.00 USD

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**Additional Information**

\*Expense Location

\*Ticket #

Attach Receipt (Required) No Receipts >

Accounting 1 >

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

**Additional Information**

\*Expense Location

Attach Receipt (Required) No Receipts >

Accounting 1 >

Receipt Split Itemize Hotel Bill

- **STEP 12:** The **Exceptions** section area
  - **Personal Expense**, always NO.
  - **No Receipt**, always NO – reimbursement will not be made if receipt is not attached

**Exceptions**

Personal Expense No

No Receipt No

- **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.

**Additional Information**

\*Expense Location

Attach Receipt (Required) No Receipts >

Accounting 1 >

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

**Additional Information**

\*Expense Location

Attach Receipt (Required) No Receipts >

Accounting 1 >

Receipt Split Itemize Hotel Bill

- **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

Cancel Done

**Expense Report Distributions**

Expense Type Lodging In-WI  
Amount 82.00 USD

Accounting Details Show All

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Bud Ref	Fund	Appropriation	Dept	*Account
82.00	50500	82.00	USD	1.00000000	FY2019	16100	13800	505T000001	7300000

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

< My Expense Reports Expense Entry

Training Classes - STAR Stacey Beattie

Total (1 Item) 82.00 USD

+

Add Delete Filter More

Thursday, January 10, 2019

Lodging In-WI testing 82.00 USD

Lodging In-WI - 01/10/2019

\*Date 01/10/2019

\*Expense Type Lodging In-WI

Description testing

\*Number of Nights

Payment Details

\*Payment Payroll

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

< Expense Summary

Training Classes - STAR Stacey Beattie

Total (4 Items) 178.25 USD

+

Add Delete Filter More

Friday, January 18, 2019

Registration Fee conference fee 100.00 USD

Saturday, January 12, 2019

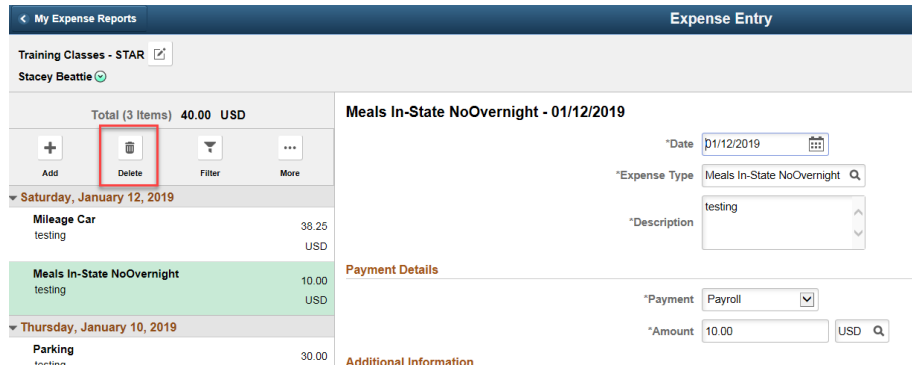
Mileage Car testing 38.25 USD

Meals In-State NoOvernight testing 10.00 USD

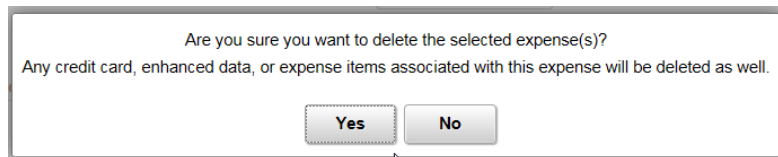
Thursday, January 10, 2019

Parking testing 30.00 USD

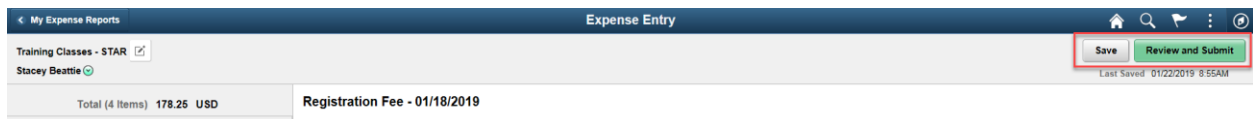
- **STEP 17:** To delete any of the expense lines, highlight the line you wish to delete (will be green) and click the **Delete (trash can)** button at the left of your screen.



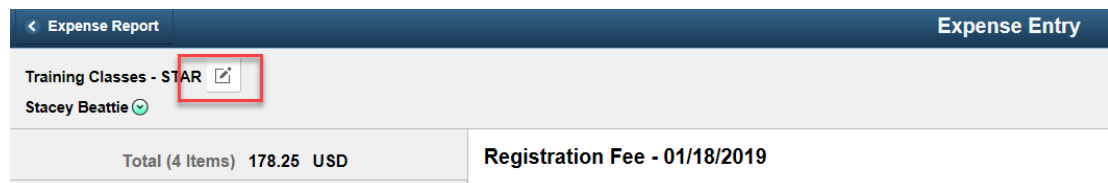
- A confirmation window will appear. Click yes if you wish to delete that expense line.




- **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.

Training Classes - STAR

Stacey Beattie

Total (4 Items) 178.25 USD

**Registration Fee - 01/18/2019**

**Expense Entry Errors**

▶ Correct the following errors prior to submission:

- Combo error for fields FUND\_CODE/ CLASS\_FLD in group FUI

Date	Description	Amount	Unit
Friday, January 18, 2019	Registration Fee conference fee	100.00	USD
Saturday, January 12, 2019	Mileage Car testing	38.25	USD
	Meals In-State NoOvernight testing	10.00	USD
Thursday, January 10, 2019	Parking testing	30.00	USD

**Payment Details**

**Additional Information**

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

Expense Report Expense Entry

Training Classes - STAR

Stacey Beattie

Total (4 Items) 178.25 USD

**Parking - 01/10/2019**

**Expense Entry Errors**

▶ Correct the following errors prior to submission:

- No Receipt -- Expense amount is over 25 USD and you do not have a receipt. Explain why.
- Combo error for fields FUND\_CODE/ CLASS\_FLD in group FUND\_APP.

Date	Description	Amount	Unit
Friday, January 18, 2019	Registration Fee conference fee	100.00	USD
Saturday, January 12, 2019	Mileage Car testing	38.25	USD
	Meals In-State NoOvernight testing	10.00	USD
Thursday, January 10, 2019	Parking testing	30.00	USD

**Payment Details**

**Additional Information**

\*Date: 01/10/2019

\*Expense Type: Parking

\*Description: testing

\*Payment: Payroll

\*Amount: 30.00 USD

Attach Receipt (Required)

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

Expense Report Expense Entry

Training Classes - STAR

Stacey Beattie

Total (4 Items) 178.25 USD

**Registration Fee - 01/18/2019**

**Save** **Review and Submit**

Last Saved: 01/22/2019 9:27AM

\*Date: 01/18/2019

\*Expense Type: Registration Fee

\*Description: conference fee

- **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.

The screenshot shows the 'Expense Summary' form for 'Training Classes - STAR' by Stacey Beattie. The 'Expense Report Summary' section shows a total of 178.25 USD for 4 items. The 'Approval Status' section shows the report ID 0000432998 is 'Pending'. In the 'Additional Information' section, the 'View Analytics' and 'View Printable Report' links are highlighted with red boxes.

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

This screenshot is identical to the previous one, but the 'Submit' button in the top right corner is highlighted with a red box, indicating the next step in the process.

- **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.

The 'Submission Confirmation' pop-up window displays a certification statement: 'CERTIFICATION: This is to certify that the data contained in this expense report is accurate and complies with expense policy.' Below the statement, the 'Submit' button is highlighted with a red box, while the 'Cancel' button is not.

- **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.

Expense Entry

My Expense Reports

Home

Search

Filter

Print

Stacey Beattie

100047769

Returned0

Not Submitted12

Awaiting Approval11

Pending Payment0

View All23

Awaiting Approval

11 rows

Create Expense Report

Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount
	Training Classes - STAR	0000432998	Submission in Process			01/22/2019	178.25 USD
	Testing	0000432996	Submitted for Approval	Michele Young	HR Supervisor	01/14/2019	30.00 USD
	EX Testing - 03	0000432995	Submitted for Approval	Michele Young	HR Supervisor	01/14/2019	30.00 USD
	EX Testing	0000432992	Approvals in Process	(Pooled)	Prepay Auditor	01/09/2019	40.00 USD
	EX Testing 2	0000432993	Approvals in Process	(Pooled)	Prepay Auditor	01/09/2019	46.25 USD

## 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**.

#### General Information

\*Business Purpose

\*Description

Default Location

Reference

**Attach Receipt** >

Accounting Defaults 1 >

Creation Date 01/16/2019 Stacey Beattie

Updated on 01/16/2019

### 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.

#### Additional Information

**Attach Receipt (Required)** No Receipts >

Accounting 1 >

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.

**Attachments**

Expense Report

Description test

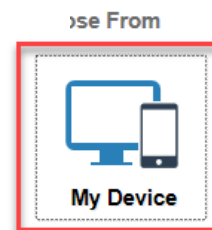
Report ID 0000432983

**Attachments Details**

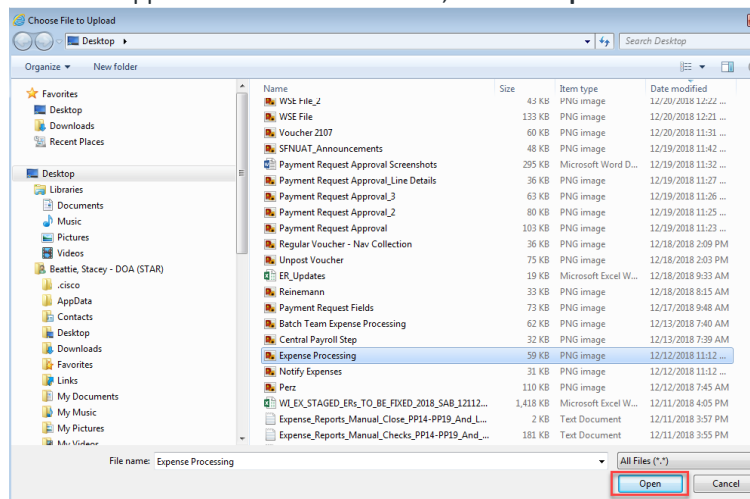
No attachments exist. Upload an existing file or capture receipt image.

**+ Add Attachment**

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

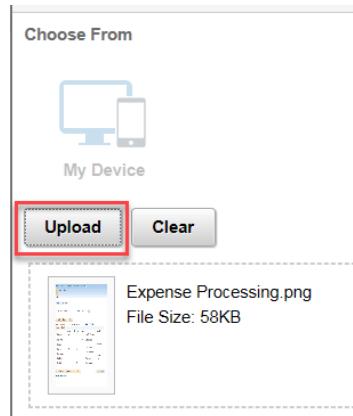


- **STEP 4:** This will display a directory to the files on your device from where you can choose the file you wish to attach. Once you have chosen the file and it appears in the File Name field, click the **Open** button.

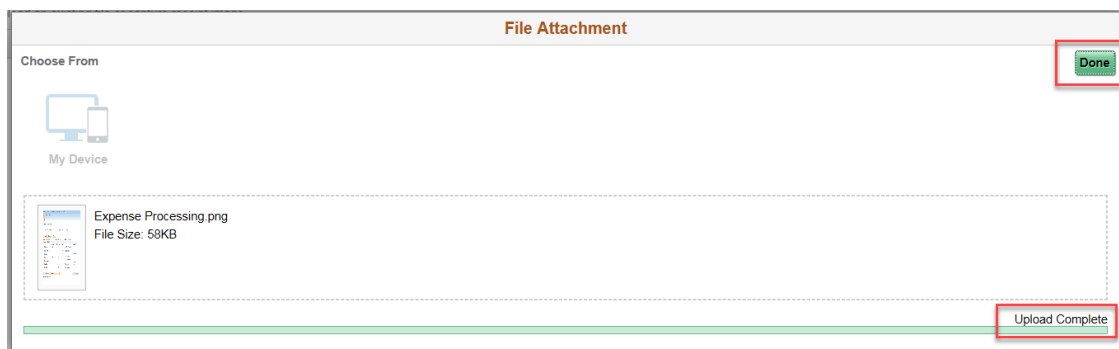




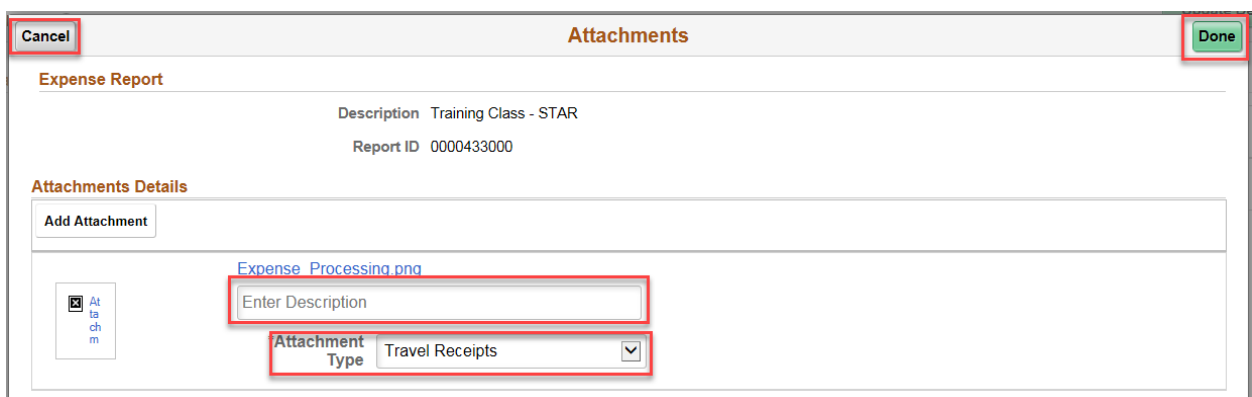
- **STEP 5:** Once a file is selected, click **Upload**.



- **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.

General Information			
*Business Purpose	Business Travel-In State	Attach Receipt	2 >
*Description	Training Classes - STAR	Accounting Defaults	1 >
Default Location		Creation Date 01/16/2019 Stacey Beattie	
Reference		Updated on 01/16/2019	

## TOPIC 3: MODIFY AN EXISTING EXPENSE REPORT

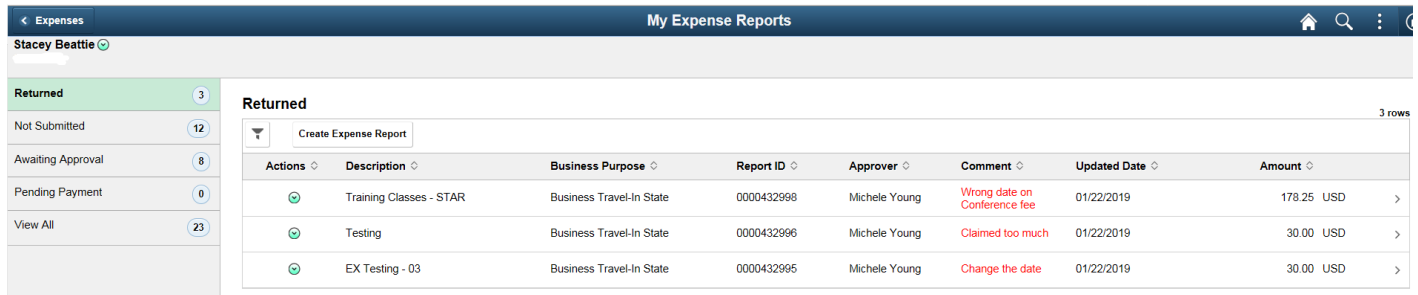
### TASK 1: Returned Expense Reports

- **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.

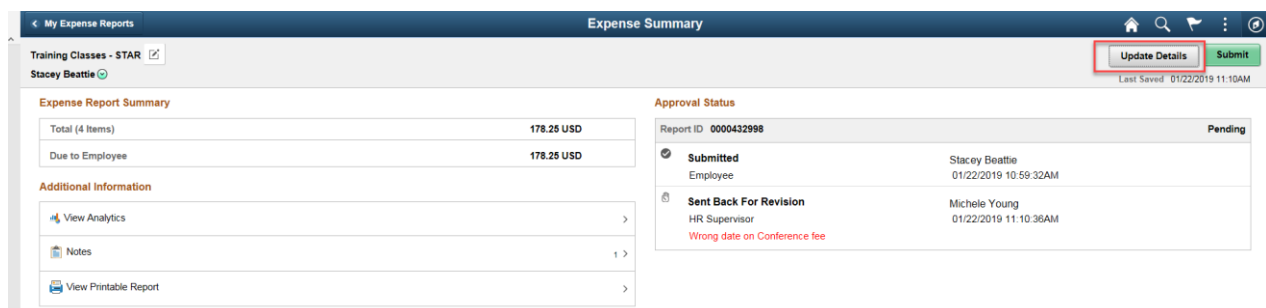


Returned	3
Not Submitted	12
Awaiting Approval	8
Pending Payment	0
View All	23

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

- **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.



Expense Report Summary	
Total (4 Items)	178.25 USD
Due to Employee	178.25 USD

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

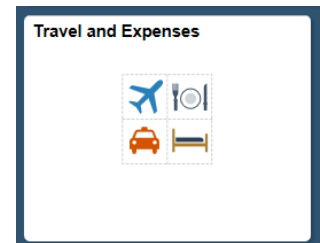
- **STEP 7:** Continue to review your expense report, make any necessary changes/additions and submit the expense report when ready to submit for approval.

## Task 2: Not Submitted Expense Reports

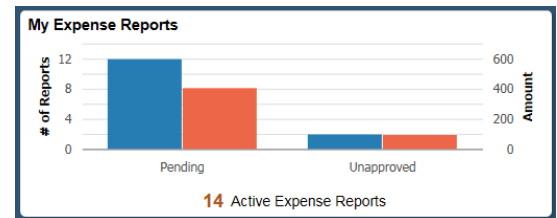
- **STEP 1:** Navigate to the **Employee Self-Service** Home Page.



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



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



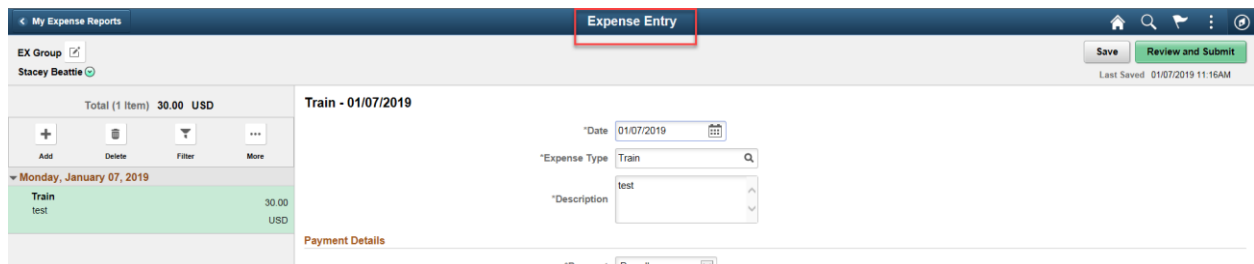
- **STEP 4:** If the expense report has not been submitted, it will be in the Not Submitted Category. If there are expense reports in the Returned Category, they will display first. To view expense reports in the Not Submitted category, click on the **Not Submitted** Category. That category will be expanded and those expense reports will be displayed.

A screenshot of the 'My Expense Reports' page. The page has a dark blue header with the title 'My Expense Reports'. On the left, there is a sidebar with a list of categories: 'Returned' (3), 'Not Submitted' (12), 'Awaiting Approval' (8), 'Pending Payment' (0), and 'View All' (23). The 'Not Submitted' category is selected and highlighted. The main area shows a table of expense reports under the 'Not Submitted' category. The table has columns: 'Actions', 'Description', 'Business Purpose', 'Report ID', 'Updated Date', and 'Amount'. There are 12 rows of data.

Actions	Description	Business Purpose	Report ID	Updated Date	Amount
	f	Business Travel-In State	0000432999	01/16/2019	0.00 USD
	Training Classes - STAR	Business Travel-In State	0000432997	01/16/2019	0.00 USD
	Test	Agency Event/Meeting-OutofState	0000432991	01/09/2019	200.00 USD
	sadsadawsd	Agency Event/Meeting-In State	0000432990	01/08/2019	300.00 USD
	testing	Business Travel-In State	0000432989	01/08/2019	65.00 USD

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

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

A screenshot of the 'Expense Entry' detail page. The page has a dark blue header with the title 'Expense Entry'. On the left, there is a sidebar with a list of categories: 'Returned' (3), 'Not Submitted' (12), 'Awaiting Approval' (8), 'Pending Payment' (0), and 'View All' (23). The 'Not Submitted' category is selected and highlighted. The main area shows the details of an expense report. The report is titled 'Train - 01/07/2019'. The total amount is 30.00 USD. The report is dated 01/07/2019. The expense type is 'Train'. The description is 'test'. The payment method is 'Payroll'.

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