Creating and Modifying an Expense Report

Job Aid

Version History

Version	Date	Editor	Description
3.0	1/27/2019	Stacey Beattie	Navigation and process updates due to Fluid and Image Updates

TASK 1: CREATING AN EXPENSE REPORT

Role: Expenses Employee

There are multiple ways to enter an expense report. Follow the steps explained below.

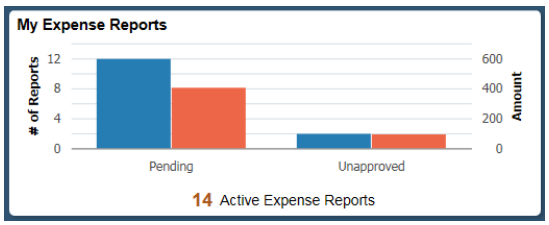
- **STEP 1:** Navigate to the Travel and Expense Website and log in using eIAM user name and password:

  https://travelexpense.wi.gov/psc/travelexpense/EXTERNAL/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL

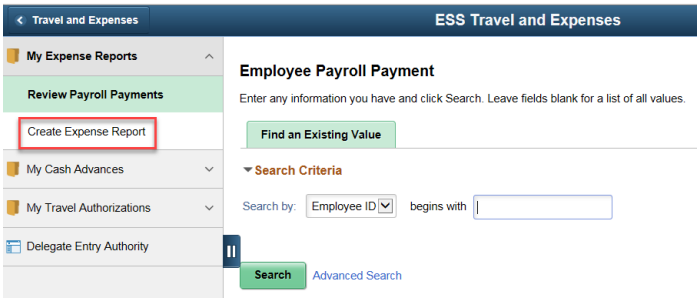
- **STEP 2:** Click on the **Travel and Expenses** tile.

- **STEP 3:**
  - Click on the **Create Expense Report** tile. (This will take you directly to the expense report entry page.)

  - Option 2 (Recommended) – Click on the **My Expense Reports** tile. (This allows you to review what expense reports you may have pending before you create a new one.)

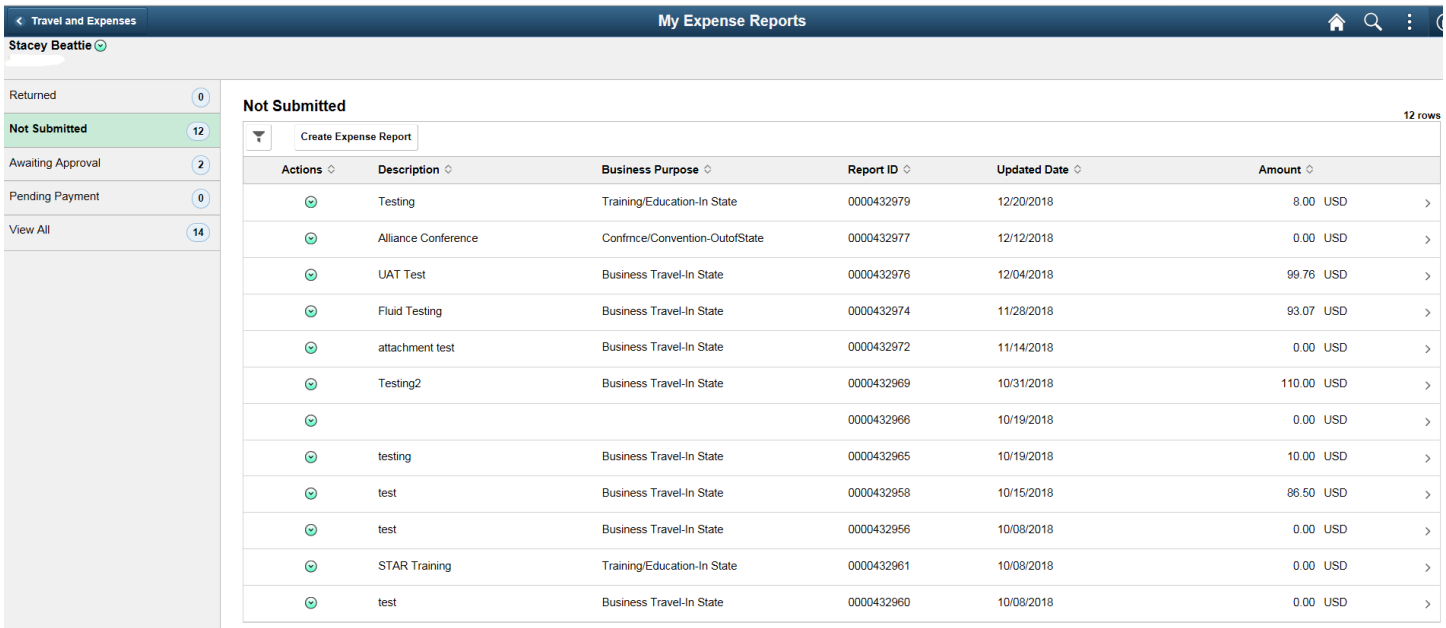


ESS Travel and Expenses Tile is displayed. Click on **Create Expense Report**. (This will take you directly to the expense report entry page and open a new window.)

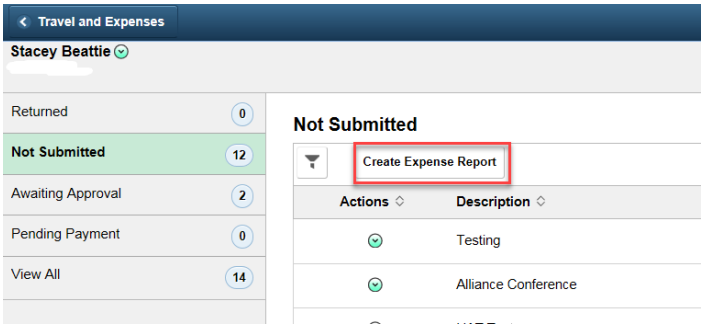


- **STEP 4:** Your Name and Employee ID should default in.

- **STEP 5:** If choosing Option 2, My Expense Reports page will be displayed. There are 5 categories of expense reports – Returned, Not Submitted, Awaiting Approval, Pending Payment, and View All. The number of expense reports in each category will be displayed along with the first category that contains expense reports will be expanded.



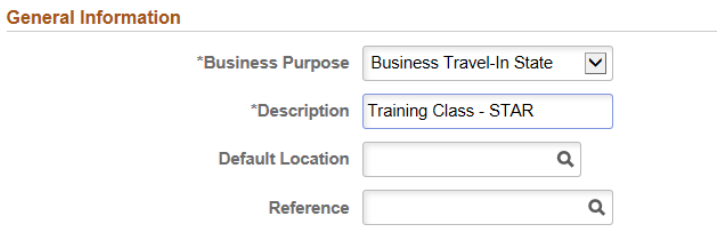
- **STEP 6:** Click on the **Create Expense** Report button.



- **STEP 7:** 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.

- **STEP 8:** Enter the desired information into the **Report Description** field.

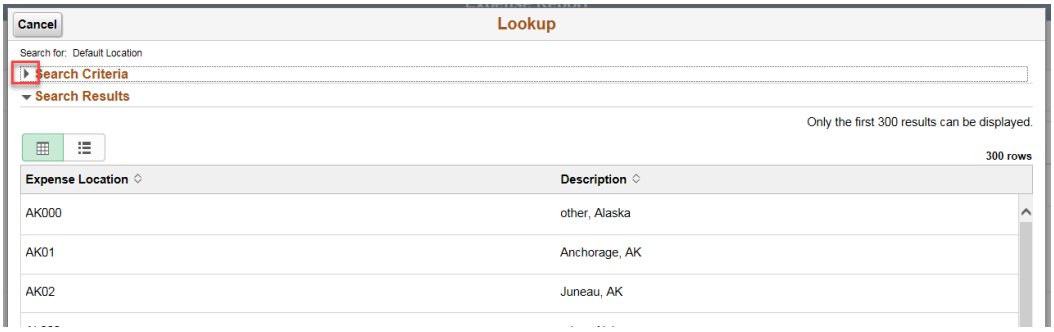
  The Report Description is a text field and should be used to name some detail your trip, i.e., "Attended ASTD Conference". This will help you identify your expenses when you are looking them up later. Please be sure to following your agency's procedures and guidelines.



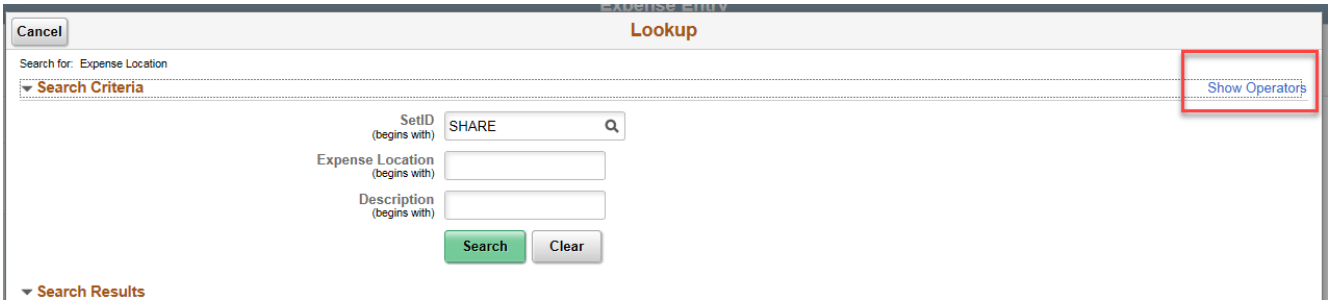
- **STEP 9:** The **Default Location** is the destination location. This field is not required to be completed. If you choose to complete this field, select a city, country, or geographical area where the expenses were generally incurred. This location will then appear on each expense line where applicable, and you can change it throughout the expense report entry process.

  Click **Look up Default Location** by choosing the magnifying glass icon.

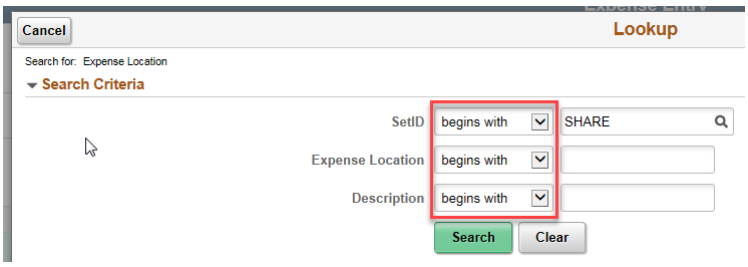
  You will need to click on the sideways arrow to expand the Search Criteria fields.



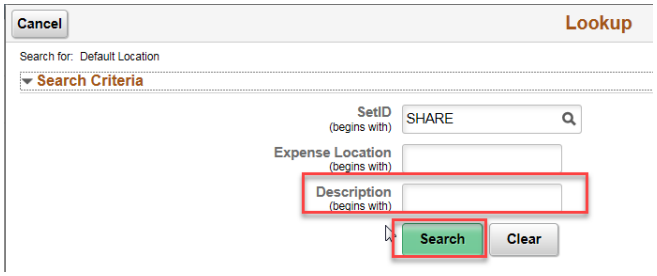
  To be able to have more flexibility in the search criteria, click on **Show Operators** hyperlink.



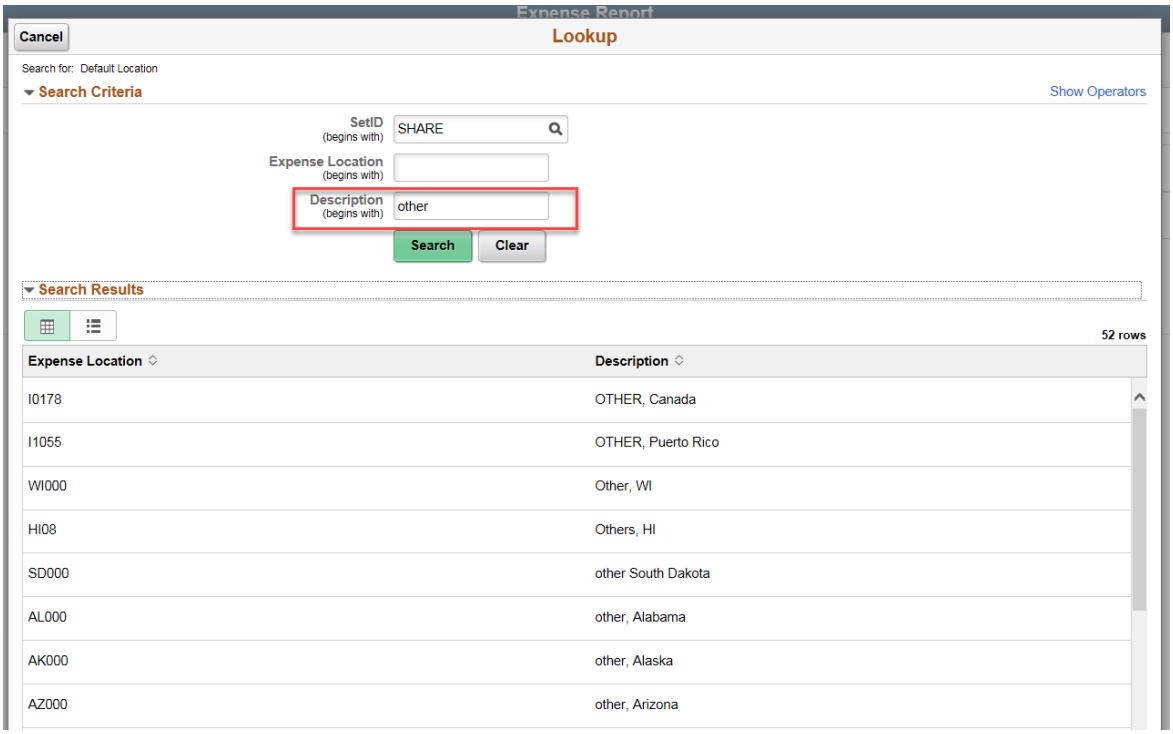
This will allow you to have dropdown menus in the Expense Location and Descriptions to choose different criteria in the criteria.



Enter the city name in the **Description** field. Once you have entered the search criteria, click the **Search** button.



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

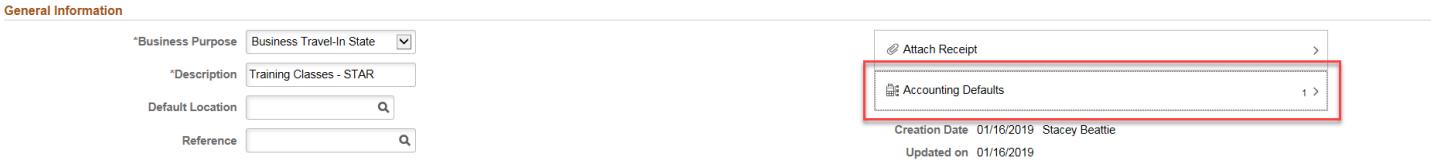


Select the value that matches your location link.

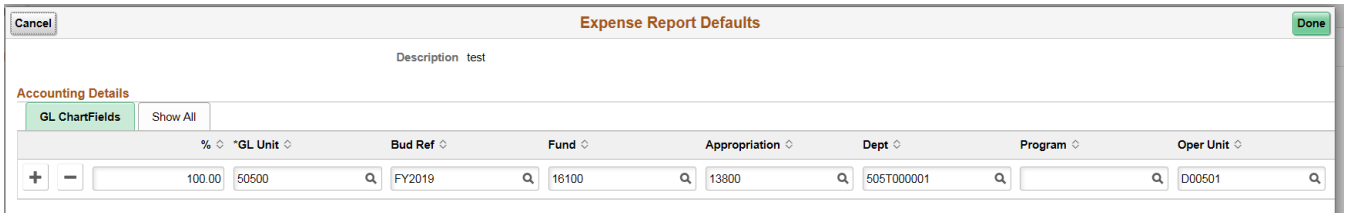
- **STEP 10:** If desired, select the **Reference** value for this Expense Report. This field is not required.

  Even though you can enter text in the Reference box, it is recommended to choose one of the pre-defined values for consistency. Use the magnifying glass to search for this entry. Please be sure to following your agency's procedures and guidelines.

- **STEP 11:** (Optional) - To set the expense report defaults so that every expense line has the same chartfields, click on Accounting Defaults.



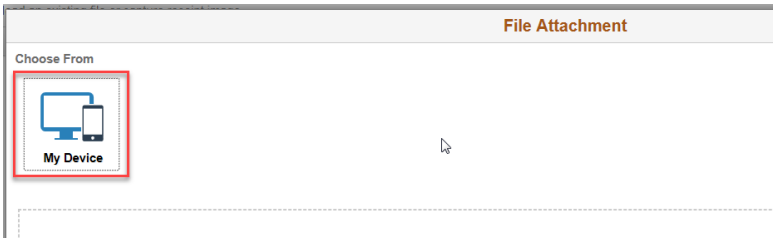
A popup window appears that may contain defaults from your expenses profile. These fields can be edited as needed. Click the Done button when finished.



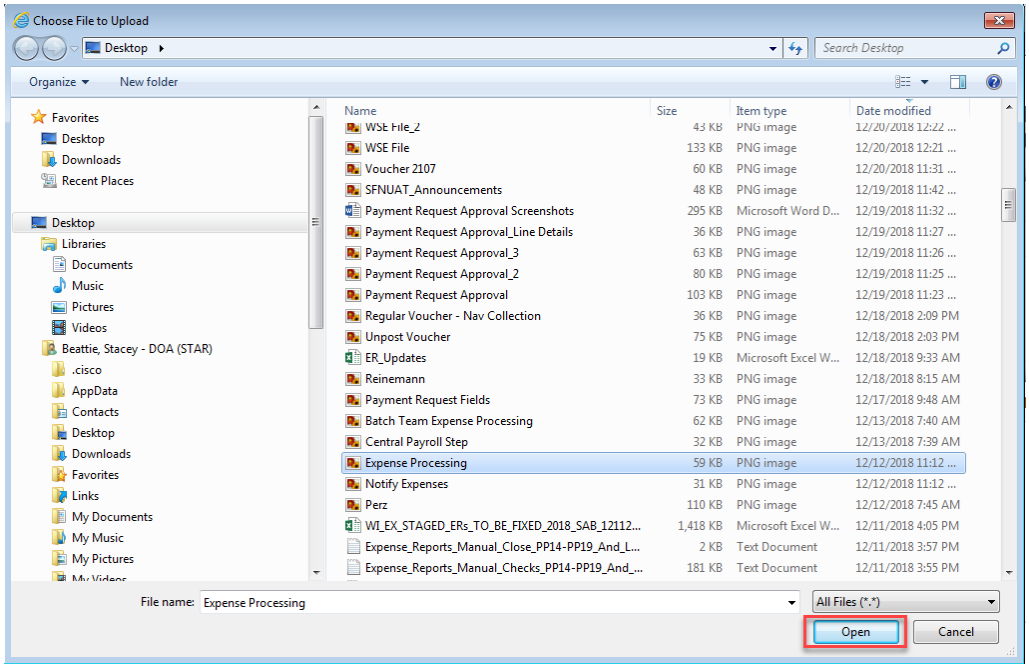
- **STEP 12:** To attach a receipt at the header level that relates to the entire expense report, i.e. conference agenda, click on **Attach Receipt**.

- **STEP 13:** An **Attachments** box will be displayed with attachment information. Click on the **Add Attachment** button.

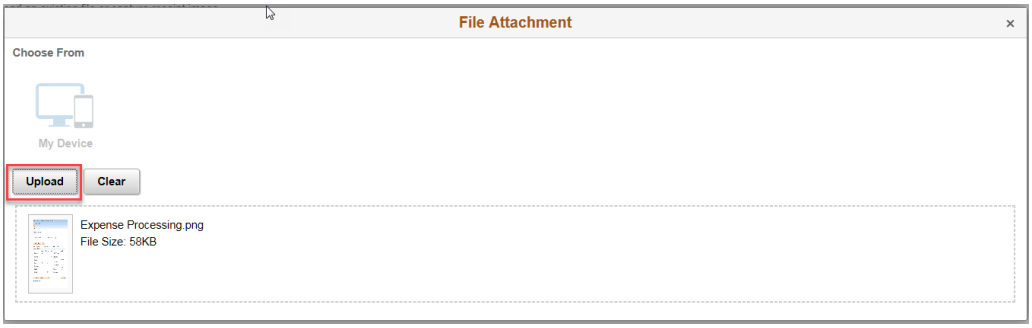
- **STEP 14:** A pop-up **File Attachment** window will appear. Click **My Device** to search for an attachment from your device.



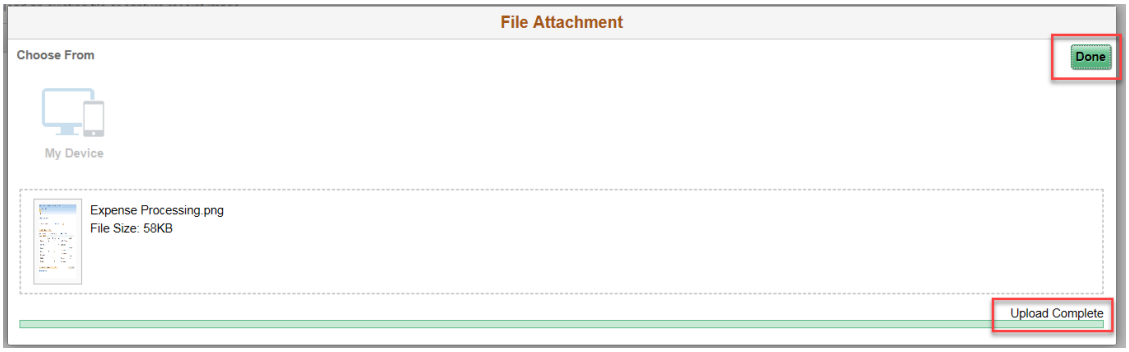
- **STEP 15:** This will display a directory to the files on your device from where you can choose the file you wish to attach. Once you have chosen the file and it appears in the File Name field, click the **Open** button.



- **STEP 16:** Once a file is selected, click **Upload**.



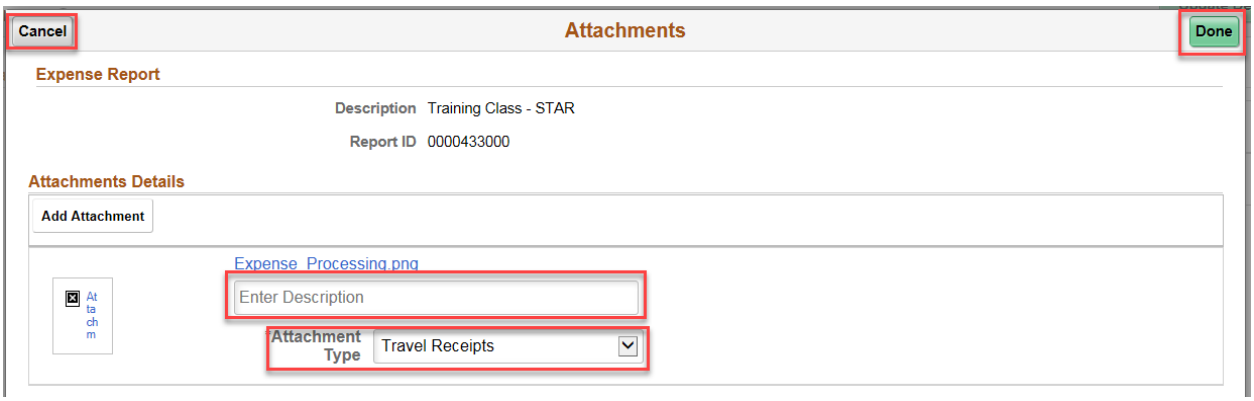
- **STEP 17:** The upload will show as complete. Click Done.



- **STEP 18:** The Attachments Uploader will again be displayed to show that the attachment has been uploaded.

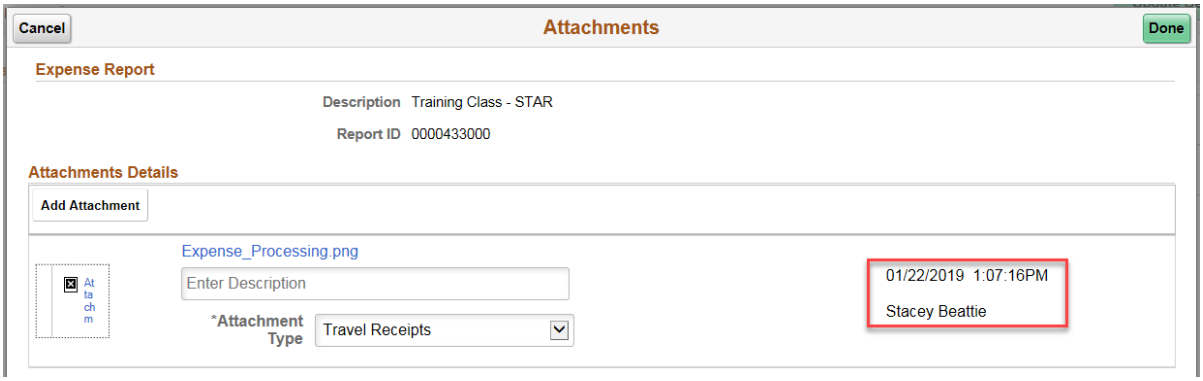
  The description field is available and can be used if necessary. An attachment type is required. The default attachment type for expense reports is Travel Receipts. The types that are available for expense reports are:

  Break Expenses
  Conference Agendas
  Fleet Non-Availability Slip
  Hotel Receipts (folios)
  Non-Travel Expense Documents
  Other Related Documents
  Travel Authorization
  Travel Receipts

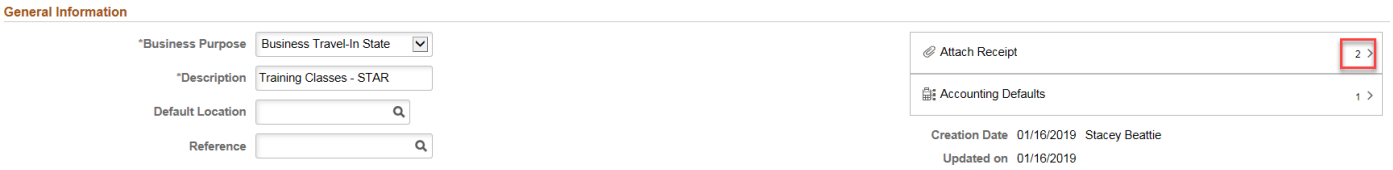


Cancel is available to cancel adding this attachment in case the incorrect attachment was chosen. **NOTE: This is the only time that the Cancel of adding this attachment to this expense line will be available. Once the attachment has been added, it will no longer be able to be deleted.** The description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

The User and Name fields will be populated after the attachment has been added.



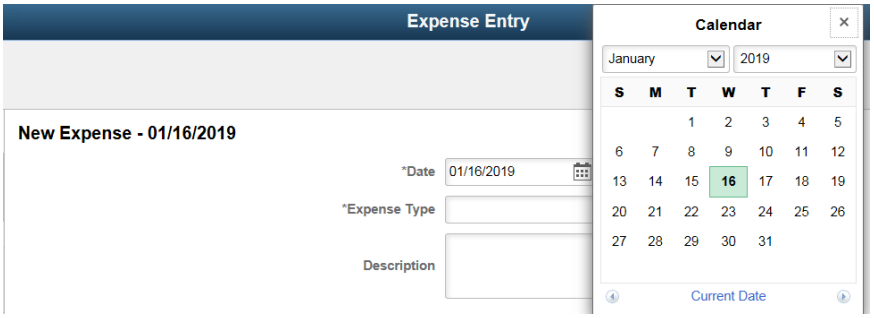
➢ **STEP 19:** The number of attachments will show in to the far right in the **Attach Receipt** section.



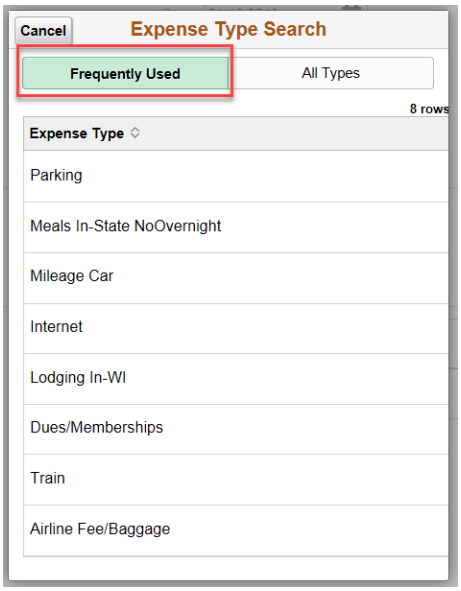
➢ **STEP 20:** Now that you have entered the requisite information for your expense report, you can enter your expenses. You do this in the Expenses section of the page.

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.

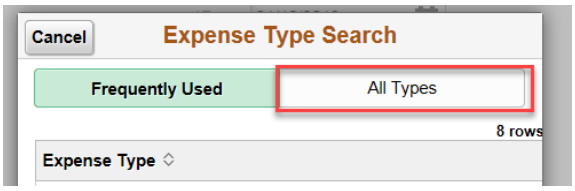
➢ **STEP 21:** Enter the date into the **Date** field, or use the calendar link to select a date.



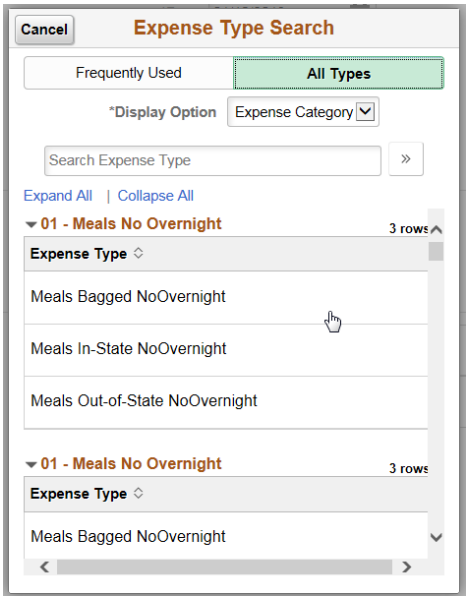
- **STEP 22:** Click on the magnifying glass to get to the Expense Type search. The Frequently Used expense types will appear first. This is the default. These are the expense types that you most frequently have used on past expense reports.



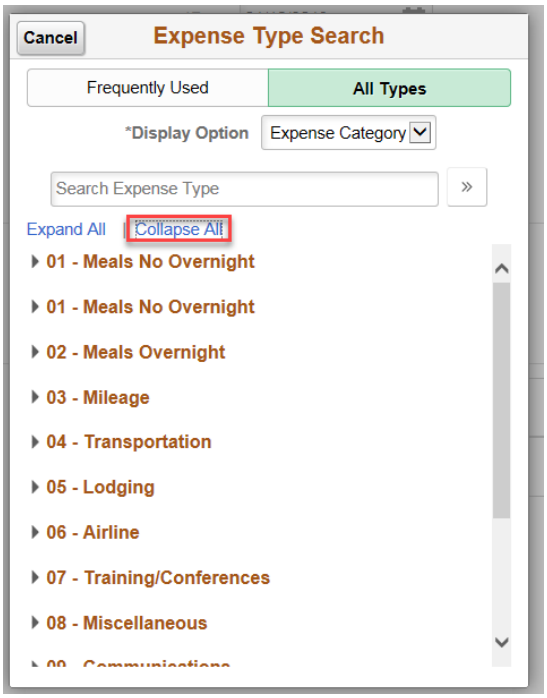
To view other expense types click on All Types.



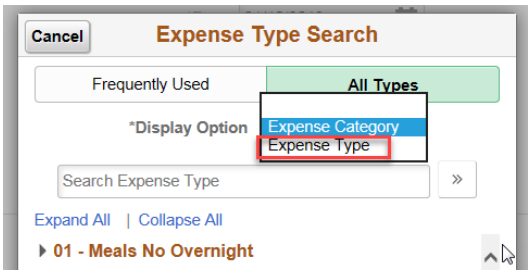
The default display option is Expense Category. They are defaulted to be expanded.



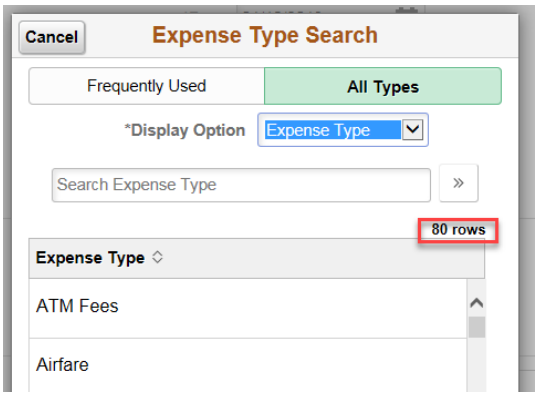
You can scroll down to view all the expense types in each category or you can click on Collapse All to view the categories.



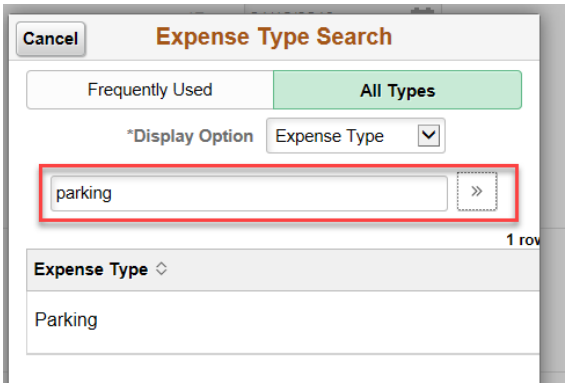
To view every expense type, use the drop down and click on Expense Type.



This will display all expense types in alphabetical order.



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



- **STEP 23:** 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.

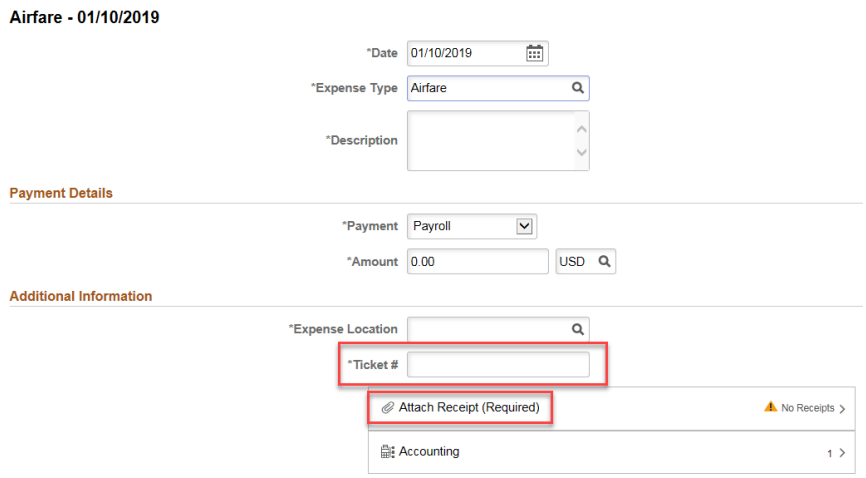
  NOTE: This description field is 254 characters. If you exceed this maximum, you will receive an error once you tab out of this field.

- **STEP 24:** Use the **Payment Type** field to select how you paid for the expense. You should select Payroll if it not already defaulted in. If you select **Payroll**, the expense will be reimbursed on your pay check during the payroll process. The payment type of PCard Transaction **should not** be selected. If **PCard Transaction** is chosen, the system assumes that this purchase was purchased with your either your own personal credit card or the State Procurement Pcard and will be treated as a prepaid transaction and you will not be reimbursed for this expense.

- **STEP 25:** Use the **Amount** field to enter the amount that you spent for that expense.
  NOTE: When you select any mileage expense types, the amount will be automatically calculated and you will not be able to override the calculated values.

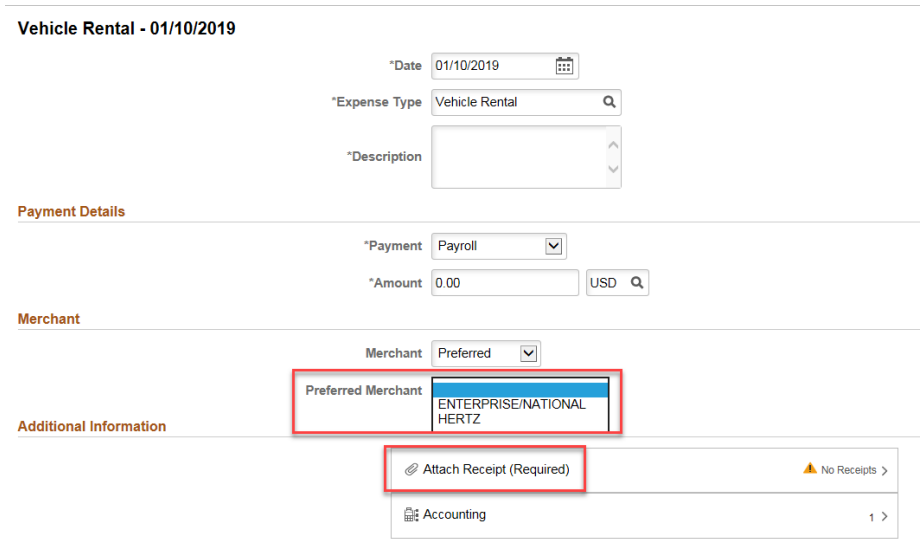
- **STEP 26:** When an expense type is chosen, the system determines the remaining required fields for the expense type as soon as the expense type is selected.

  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.

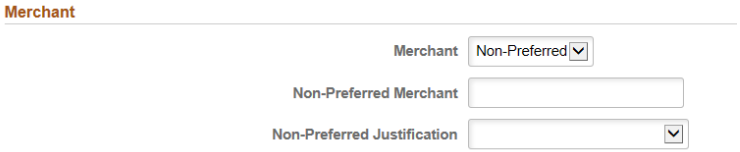


For some expense types, i.e. Vehicle Rental, you will need to select a **Merchant,** as well as attach a receipt. The merchant used for this expense type is either preferred or non-preferred merchant.

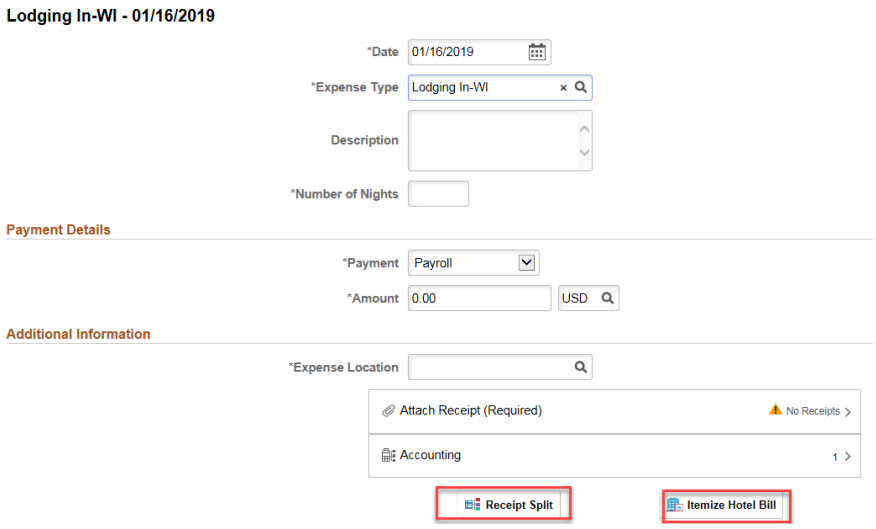
If you select **Preferred,** you must select from a list of merchants with whom your agency has a contractual agreement. The merchant list varies according to the expense type. Below is an example of a Preferred Merchant for Rental Cars.



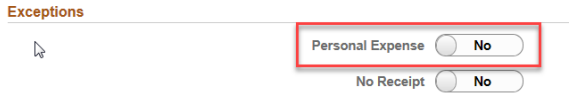
If selecting **Non-Preferred**, the field becomes a text field in which you will enter the merchant's name. You will need to indicate a Non-Preferred Justification.



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

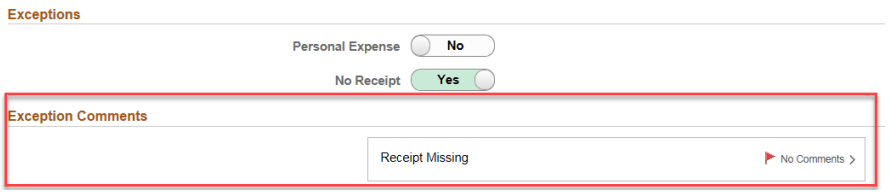


- **STEP 27:** The **Exceptions** section area is where you would indicate if an expense was a personal expense and the employee should not be reimbursed for it. On **Personal Expense**, slide the toggle button would be slid over to "Yes" if this applies to this line. **<u>This would most likely never be used.</u>**

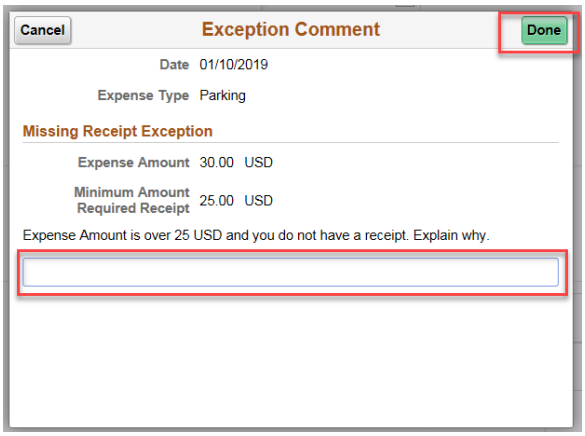


- **STEP 28:** On **No Receipt**, slide the toggle button over to "Yes" if there is no receipt to substantiate an expense item that requires a receipt. Indicating that there is **No Receipt** does not absolve you from having to submit receipt for certain reimbursable charges. Receipt requirements are found in the State Accounting Manual.

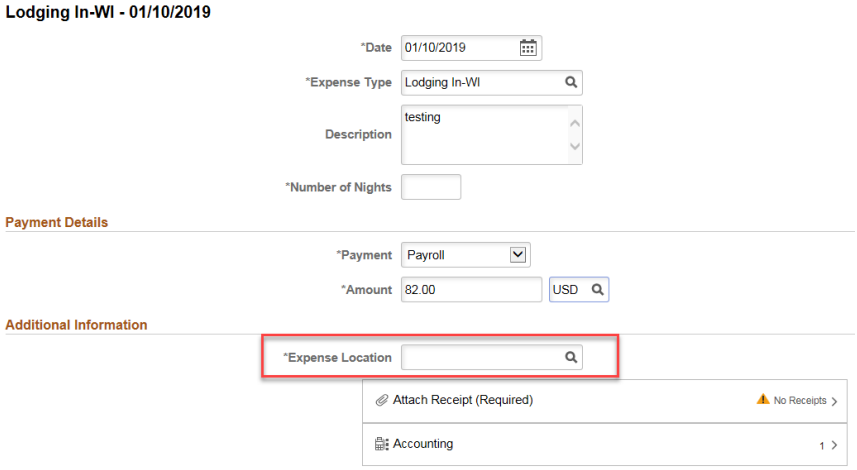
- **STEP 29:** If the toggle button is indicated as "Yes" for No Receipt for an expense type that requires a receipt, once the expense report is saved, an **Exception Comments** section will appear and a comment will be required to be entered as to why no receipt is attached for that expense line.



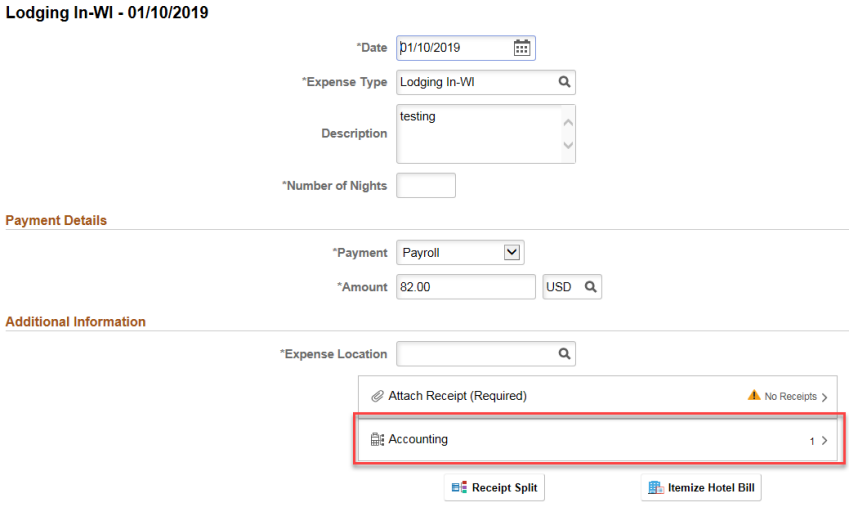
To enter a comment, click anywhere in the **Receipt Missing** box and an **Exception Comment** pop-up window will appear. You can enter your explanation and when finished, click **Done**. You will be taken back to the expense report.



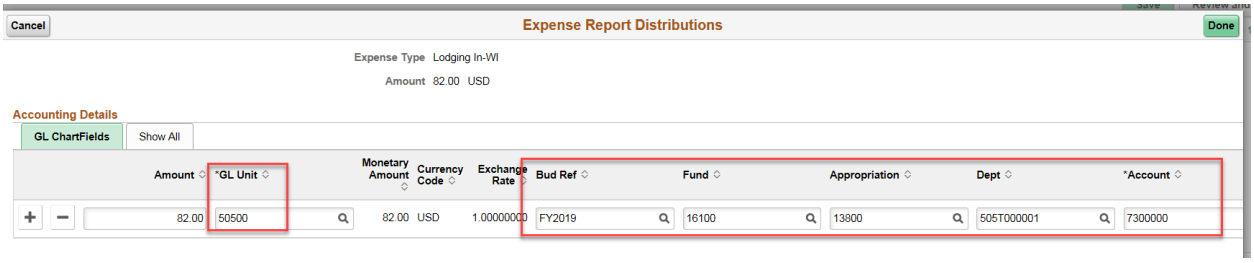
- **STEP 30:** If you are entering an expense that is location specific, such as a hotel room expense, you will be asked to enter a location. This field will default to the **Default Location** field if a value was entered or to any a previous expense line with a location.



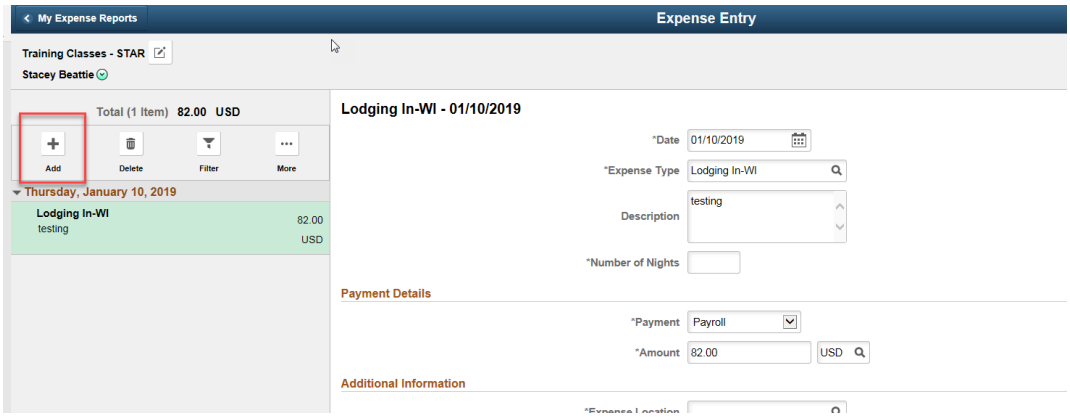
➢ **STEP 31:** Expand the **Accounting** section to view or edit ChartFields by clicking in the accounting box.



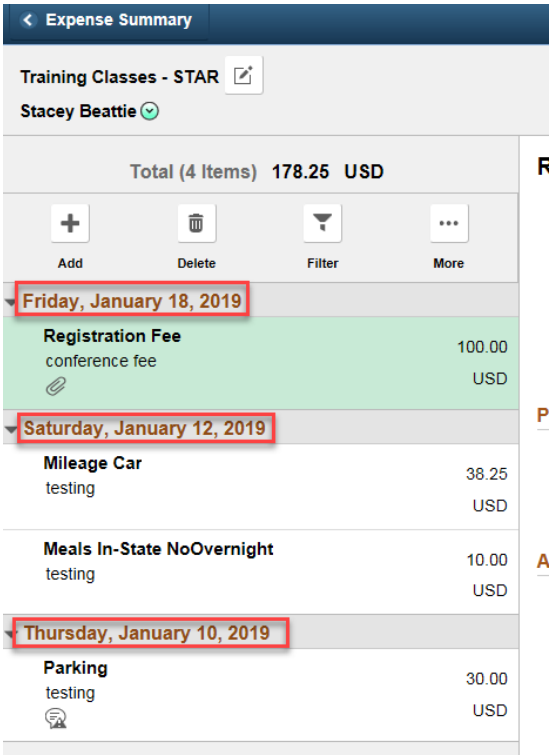
➢ **STEP 32:** Expense items are charged to a set of chartFields that represent the business unit or department of the employee who is submitting the expense report. These can be changed if they are not correct for the expenses you are entering. Some of these chartfields may default in from your expense profile and some may not. At a minimum, the GL Unit, Bud Ref, Fund, Appropriation, Dept, and Account fields are required. The Account field defaults based upon the expense type that has been chosen. This should not be changed, per the State Controller's Office. There may be other chartfields that are required based upon your agency.



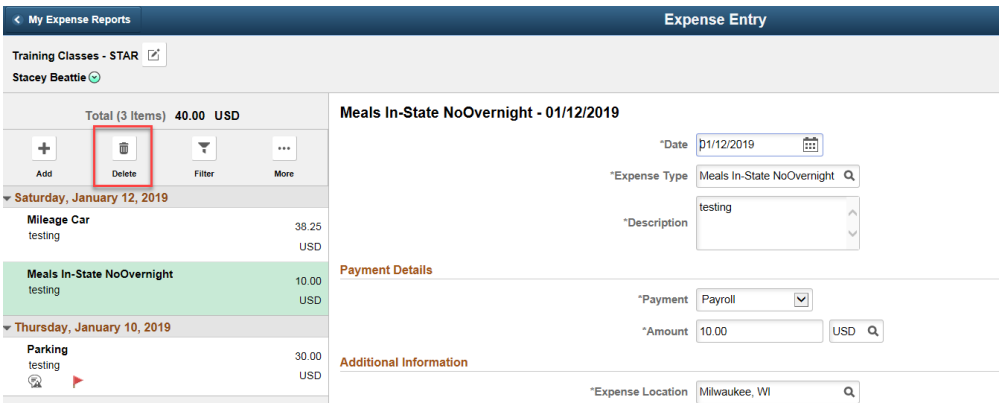
➢ **STEP 33:** To add additional expense lines, click the **Add (+)** button at the left of your screen.



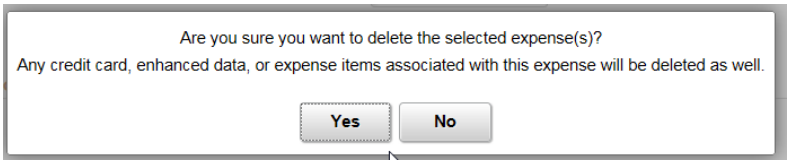
As you add expense lines, they will be ordered by date, with the newest at the top.



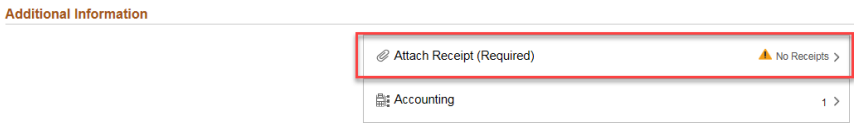
➢ **STEP 34:** To delete any of the expense lines, highlight the line you wish to delete (will be green) and click the **Delete (trash can)** button at the left of your screen.



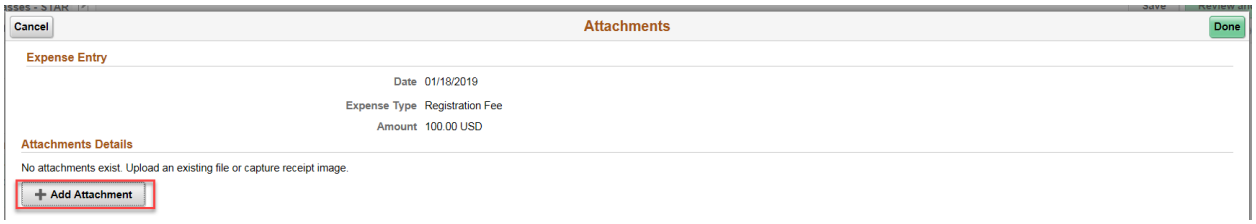
A confirmation window will appear. Click yes if you wish to delete that expense line.



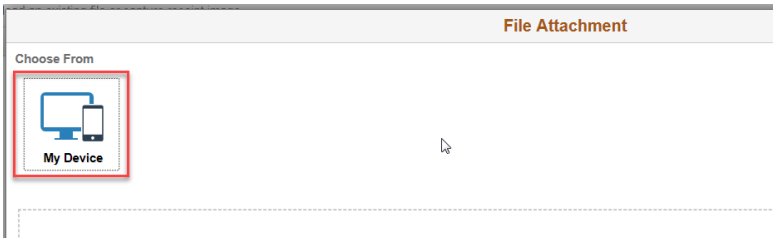
- **STEP 35:** To add an attachment at the line level, In the **Additional Information** section, click the **Attach Receipt** box (may be required or not) to bring up the Attachments Uploader. Certain expense types may require receipts to be attached at the line level, i.e. parking, airline baggage fee. Other times, you may want to attach a receipt(s) at the header of the report, i.e. conference agenda.



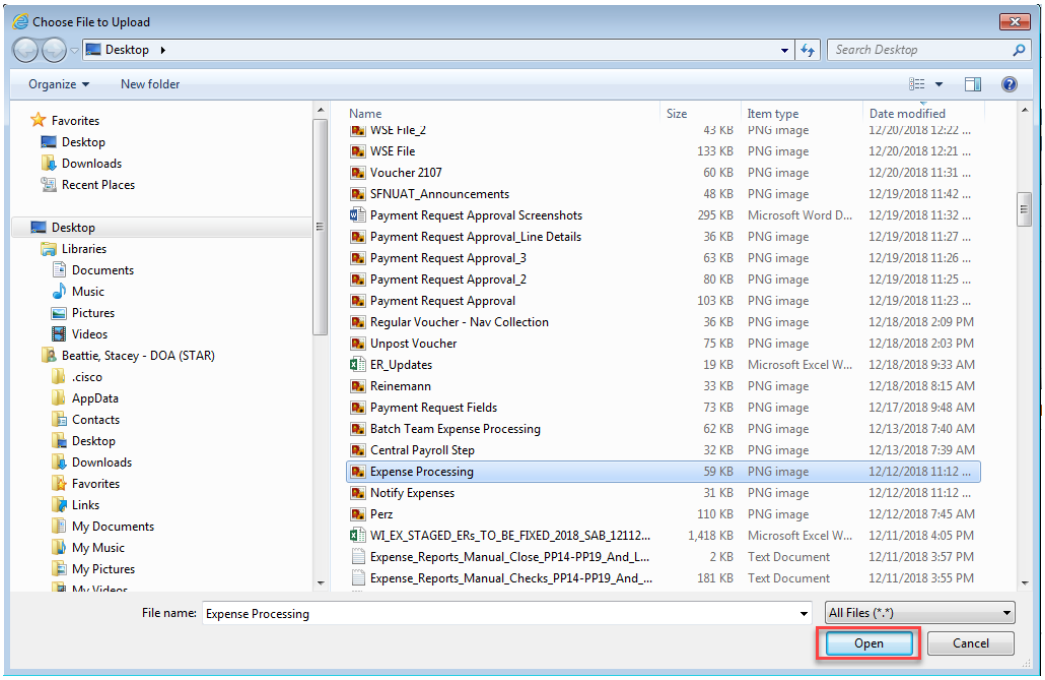
- **STEP 36:** An **Attachments** box will be displayed with attachment information. Click on the **Add Attachment** button.



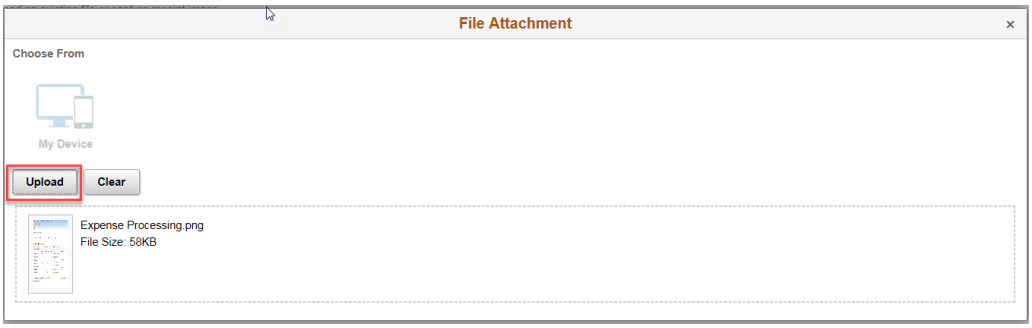
- **STEP 37:** A pop-up **File Attachment** window will appear. Click **My Device** to search for an attachment from your device.



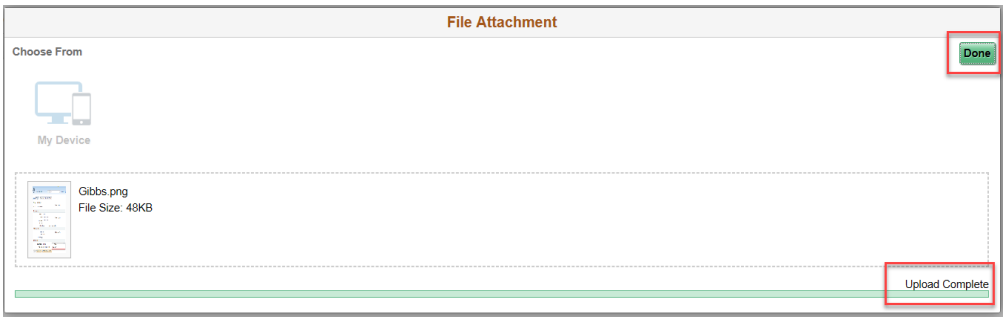
- **STEP 38:** This will display a directory to the files on your device from where you can choose the file you wish to attach. Once you have chosen the file and it appears in the File Name field, click the **Open** button.



- **STEP 39:** Once a file is selected, click **Upload**.



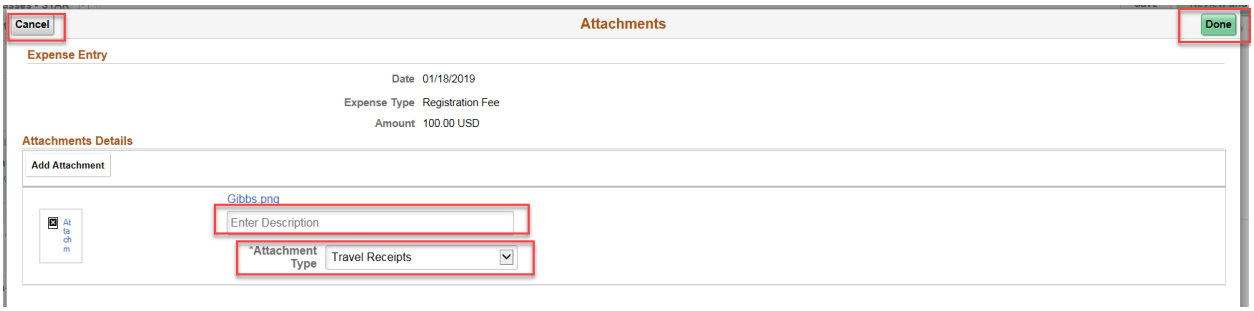
- **STEP 40:** The upload will show as complete. Click **Done**.



➢ **STEP 41:** The Attachments Uploader will again be displayed to show that the attachment has been uploaded.

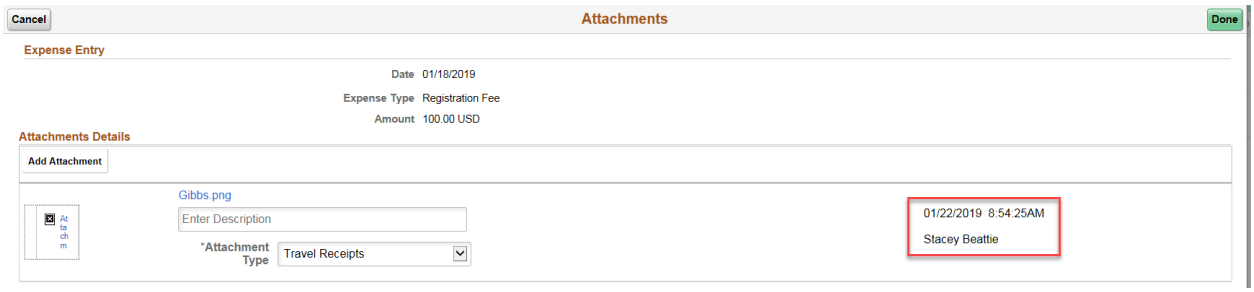
The description field is available and can be used if necessary. An attachment type is required. The default attachment type for expense reports is Travel Receipts. The types that are available for expense reports are:

Break Expenses
Conference Agendas
Fleet Non-Availability Slip
Hotel Receipts
Non-Travel Expense Documents
Other Related Documents
Travel Authorization
Travel Receipts

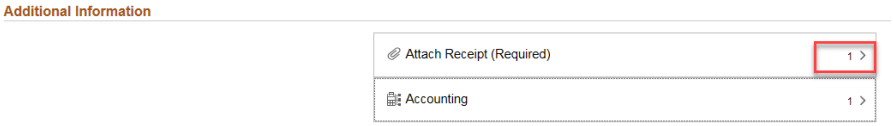


Cancel is available to cancel adding this attachment in case the incorrect attachment was chosen. **NOTE: This is the only time that the Cancel of adding this attachment to this expense line will be available. Once the attachment has been added, it will no longer be able to be deleted.** The description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

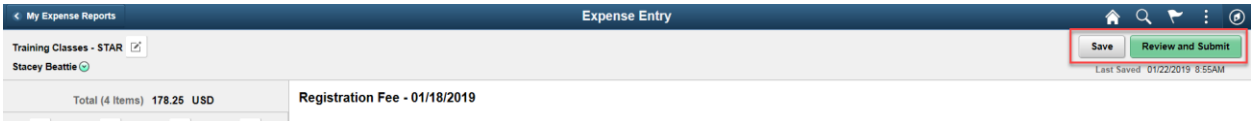
The User and Name fields will be populated after the attachment has been added.



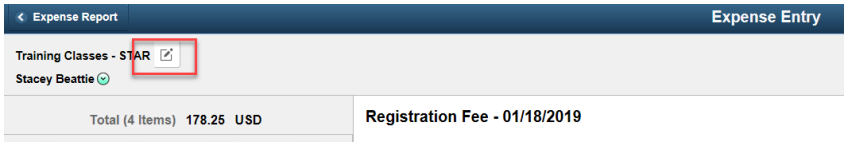
➢ **STEP 42:** The number of attachments will show in to the far right in the **Attach Receipt** section.



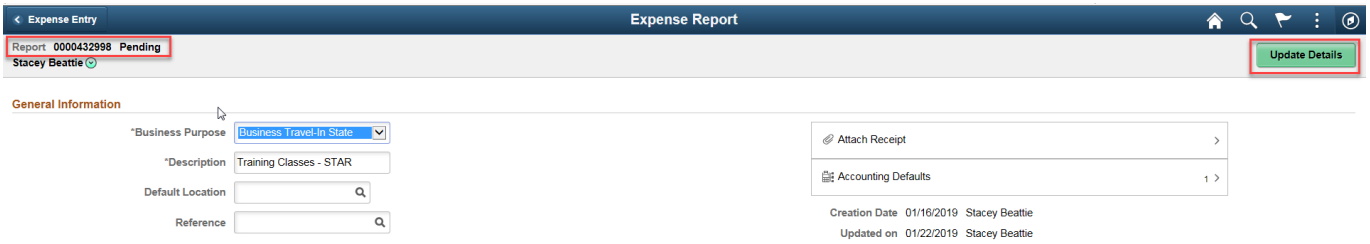
- **STEP 43:** Click **Save** to save the expense report without submitting it for approval. It is recommended that you "save early and save often" so that changes do not get lost. Click **Review and Submit** when you have completed filling out the report and are ready to submit it for approval.



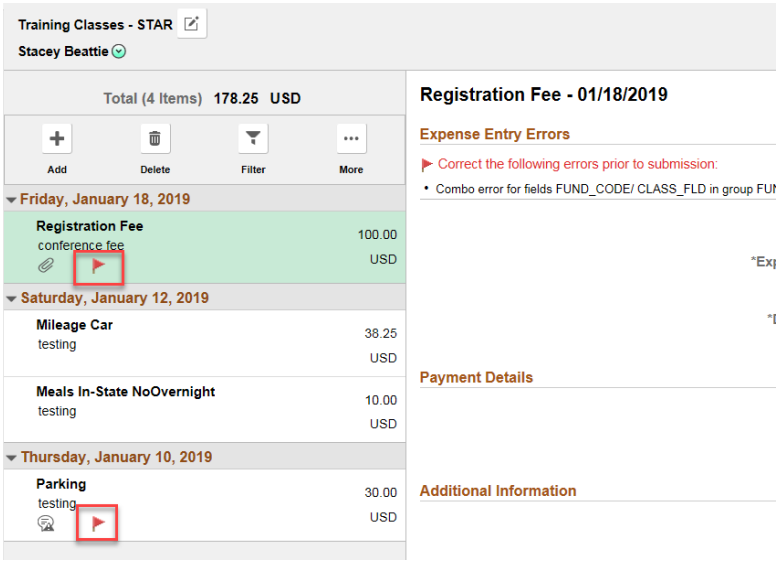
- **STEP 43:** Once you have saved the expense report, you will not see any changes to the page that you are currently on. To see the status of the expense report, you would need to click on the pencil icon to return to the header of the expense report.



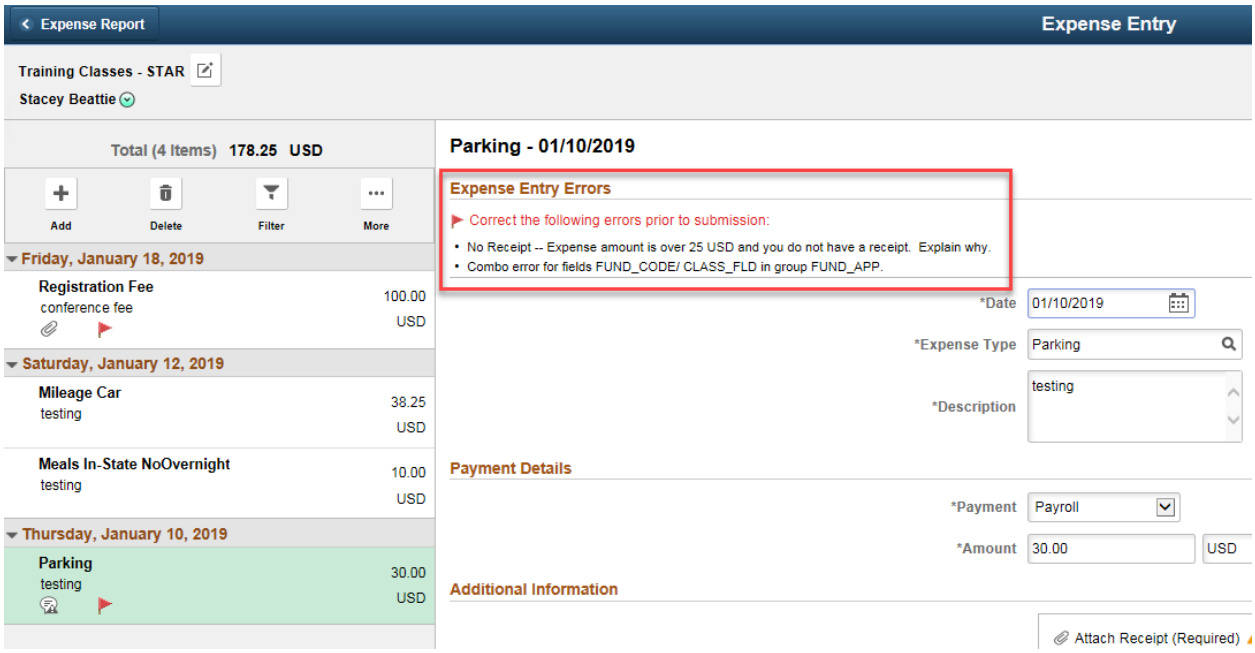
- **STEP 44:** You can see from this page (header) the expense report ID and the status. You are also able to update anything else you may need that may have been missed in the initial creation of the expense report. To return to the details, click on the **Update Details** button.



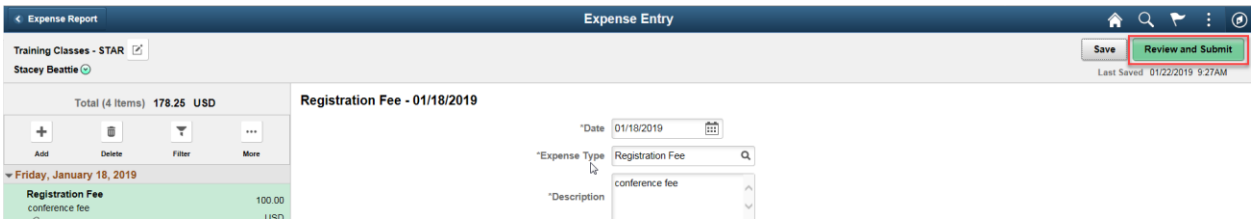
- **STEP 45:** Before you can submit your expense report, any errors would need to be corrected. Errors are indicated by a red flag and are visible to the left in the listing of all expense lines.



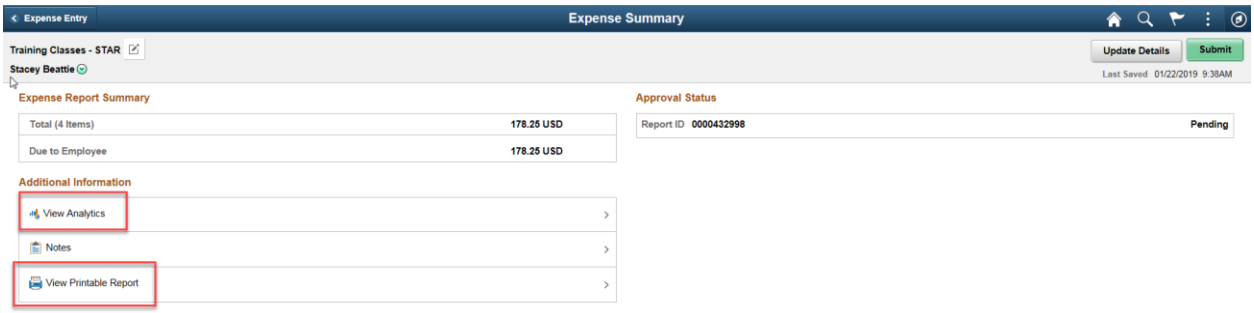
➢ **STEP 46:** By clicking on each expense type with a red flag, you will be able to see what the error is.



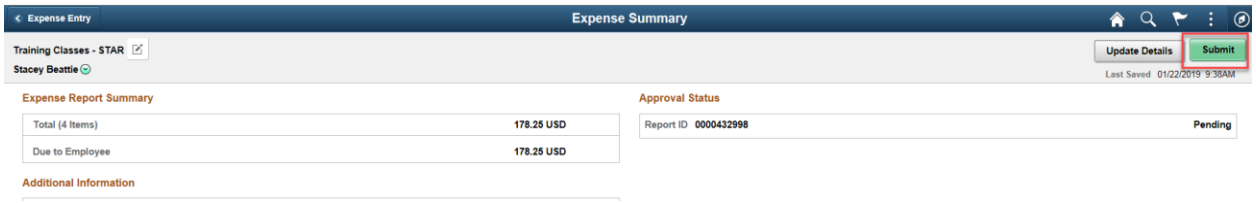
➢ **STEP 47:** When you are ready to submit your expense report, Clik the **Review and Submit** button.



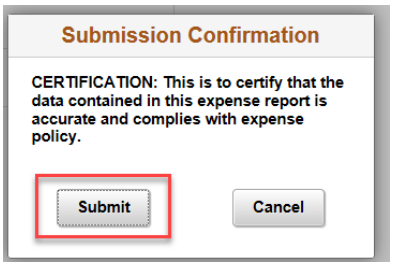
➢ **STEP 48:** You can select **View Printable Version** to print a copy of the expense report. Choose **View Analytics** to access a window where you can view three tabs: Expense by Day/Type, Totals by Department, and Totals by Project / Activity.



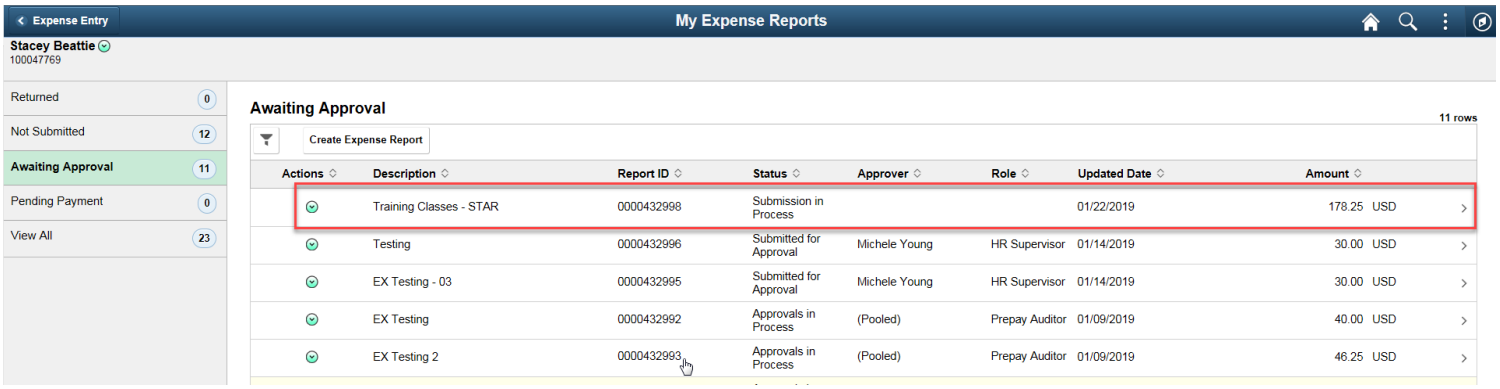
➢ **STEP 49:** When you are ready to submit your expense report, click the **Submit** button.



➢ **STEP 50:** 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 51:** 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: MODIFYING AN EXPENSE REPORT

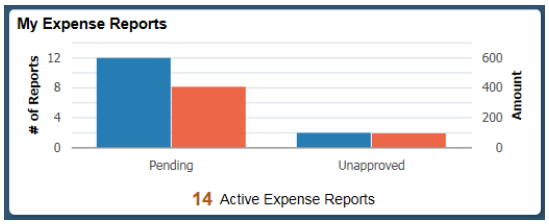
This process is used to make changes to expense reports that have been returned for correction or have not been submitted.

Returned Expense Reports

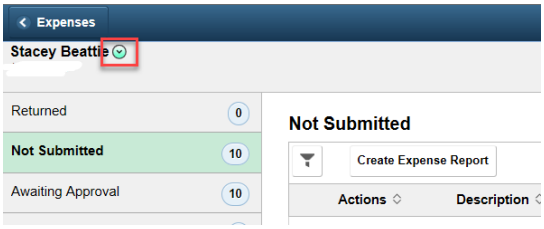
- **STEP 1:** Navigate to **FSCM Employee Self-Service** Home Page.

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

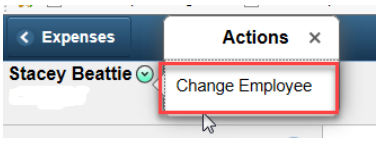
- **STEP 3:** Click on the **My Expense Reports** tile.



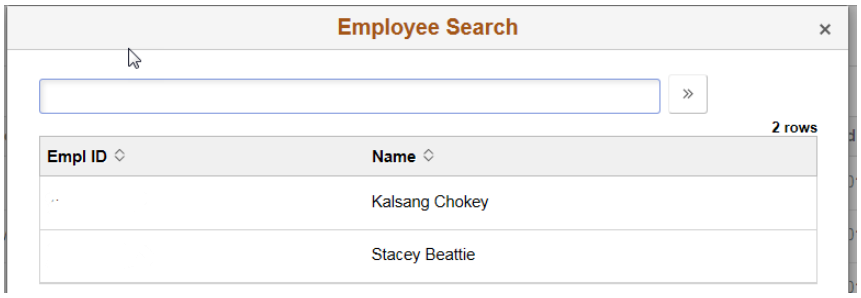
- **STEP 4:** Your Name and Employee ID should default in. If you are entering as a delegated user for other employees, click on the green circle with the downward arrow.



Click on **Change Employee**.

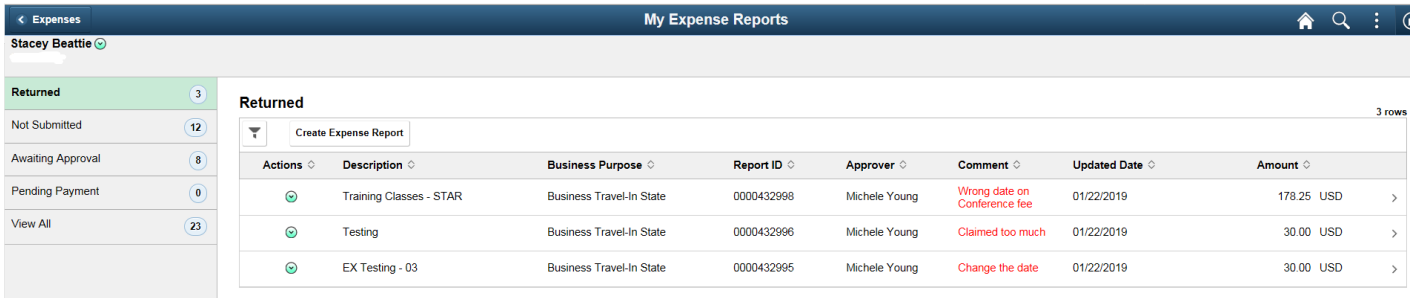


A listing of the employees that you have the authority to enter for will be displayed. You can also search for an employee if you are a delegated enterer for multiple employees by entering the name in the search box.



Select the appropriate name from the listing.

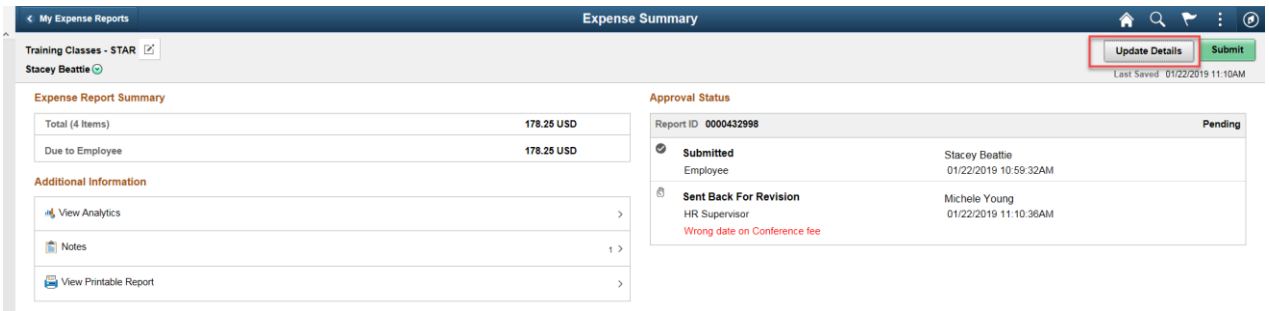
- **STEP 5:** If expense reports have been returned, that category will be expanded and those expense reports will be displayed.



The Comment field will be populated in red with the reason that it was sent back.

- **STEP 7:** Click on the expense report that you wish to modify.

- **STEP 8:** 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.



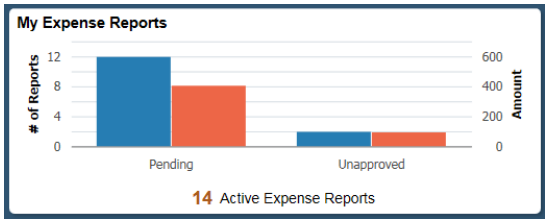
- **STEP 9:** Continue to review your expense report, make any necessary changes/additions and submit the expense report when ready to submit for approval.

Not Submitted Expense Reports

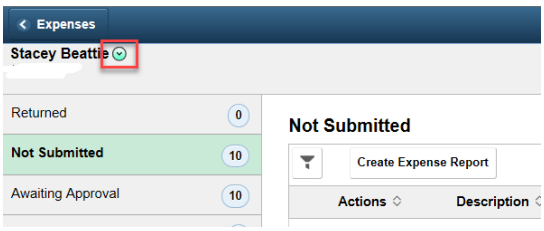
- **STEP 1:** Navigate to the **Employee Self-Service** Home Page.

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

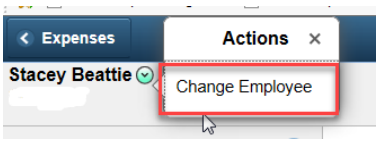
- **STEP 3:** Click on the **My Expense Reports** tile.



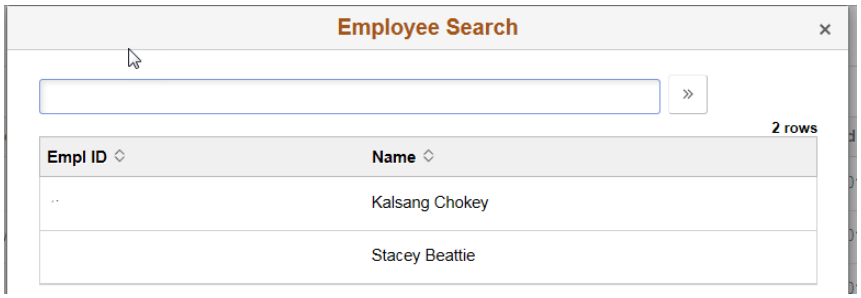
- **STEP 4:** Your Name and Employee ID should default in. If you are entering as a delegated user for other employees, click on the green circle with the downward arrow.



Click on **Change Employee**.



A listing of the employees that you have the authority to enter for will be displayed. You can also search for an employee if you are a delegated enterer for multiple employees by entering the name in the search box.

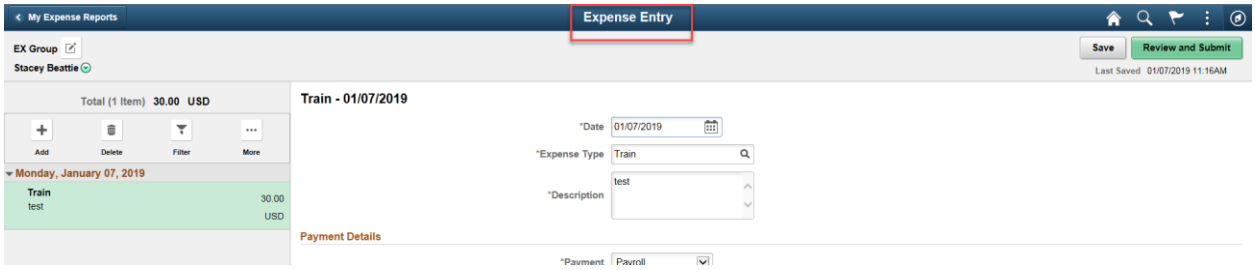


Select the appropriate name from the listing.

- **STEP 5:** 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 6:** Click on the expense report that you wish to modify.

- **STEP 7:** It will take you to the Expense Entry detail page.



- **STEP 8:** Continue to review your expense report, make any necessary changes/additions and submit the expense report when ready to submit for approval.