



How to Delete / Withdraw an Expense Report

The Delete an Expense Report process is to find and delete an Expense Report that you do not intend to submit. Once you click **Submit**, it is sent to your supervisor and you will no longer be able to delete it unless you **Withdraw** the report.

Important:

Once an expense report has been deleted there is no way of recovering it. Deleted reports will have to be recreated to be submitted for payment.

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DELETE MY EXPENSE REPORT

Navigating to Expense Reports

Access PeopleSoft Finance using the following link: <https://starfin.wi.gov>

Log in to PeopleSoft Finance using your IAM account.

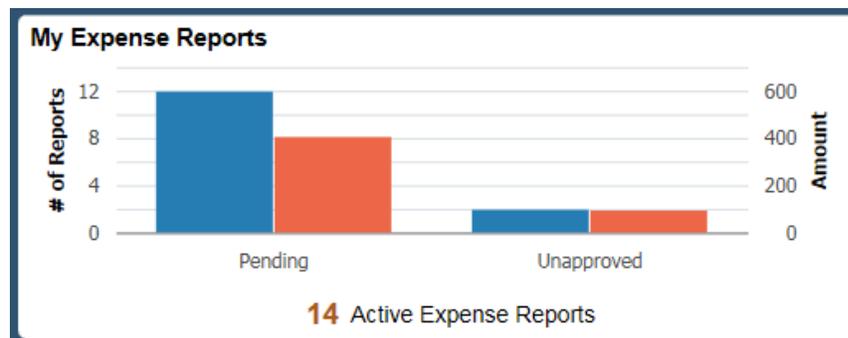
- **STEP 1:** Navigate to the **FSCM Employee Self-Service** Home Page.



- **STEP 2:** Click on the **Travel and Expenses** tile. This will take you to the Travel and Expenses dashboard.



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

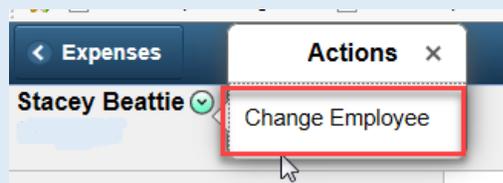


- **STEP 4:** For delegated users entering expense reports for another employee. To create an Expense Report for yourself, please skip to **Step 5**.

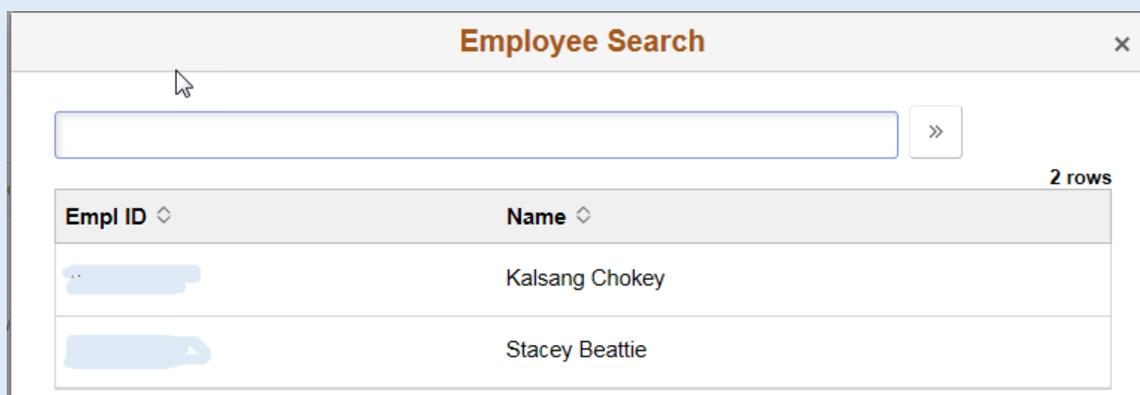
Your Name and Employee ID should default in. **If you are entering as a delegated user for another employee**, click on the green circle with the downward arrow.



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:** The categories of expense reports are listed. Only expense reports in the Returned or Not Submitted categories can be deleted. Find the expense report that you wish to delete and click on the green circle with the upside-down arrow.



Travel and Expenses My Expense Reports Stacey Beattie

Returned 0

Not Submitted 15

Awaiting Approval 2

Pending Payment 0

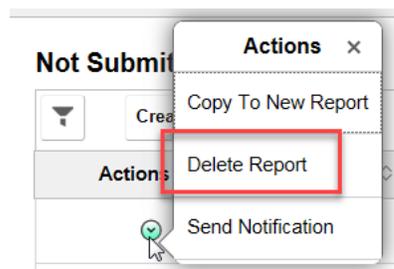
View All 17

Create Expense Report

Actions	Description	Business Purpose	Report ID	Updated Date	Amount
	asdasd	Agency Event/Meeting-OutofState	0000432987	02/01/2019	0.00 USD
	test	Agency Event/Meeting-In State	0000432986	02/01/2019	400.00 USD
	Testing	Training/Education-In State	0000432979	01/31/2019	8.00 USD
	Testing2	Business Travel-In State	0000432969	01/31/2019	110.00 USD
	test	Business Travel-In State	0000432983	01/16/2019	0.00 USD
	Alliance Conference	Confrence/Convention-OutofState	0000432977	12/12/2018	0.00 USD
	UAT Test	Business Travel-In State	0000432976	12/04/2018	99.76 USD
	Fluid Testing	Business Travel-In State	0000432974	11/28/2018	93.07 USD
	attachment test	Business Travel-In State	0000432972	11/14/2018	0.00 USD

Deleting an Expense Report

- **STEP 6:** A list of available actions for that expense report is displayed. Click **Delete Report**.



- **STEP 7:** A popup box asking if you are sure that you want to delete this expense report and stating that it cannot be reversed. Click **Yes**.



- **STEP 8:** A message will be displayed across the top of your screen **briefly** that the expense report has been deleted. The message will disappear after a few seconds. The expense report will no longer appear in the list.

Expense Report 0000432987 has been deleted.



Withdraw a Submitted Expense Report to Delete

If a submitted an expense report, needs to be deleted, you can **Withdraw** your report **if your supervisor has not approved it** yet. Once the report is approved by your supervisor, you will have to contact the Prepay Audit team at DOTTRAVELExpenses@dot.wi.gov to request the report be sent back.

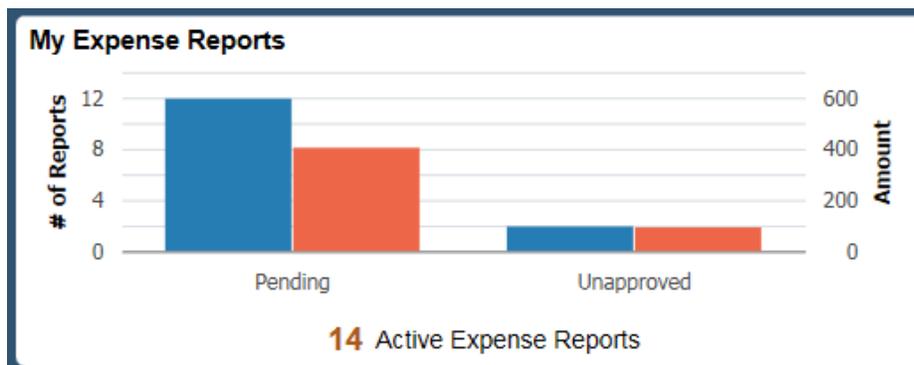
- **STEP 1:** Navigate to the **FSCM Employee Self-Service** Home Page.



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

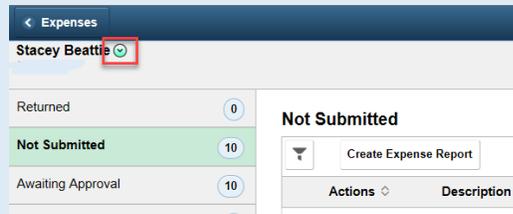


- **STEP 3:** Click on the **My Expense Reports** tile.

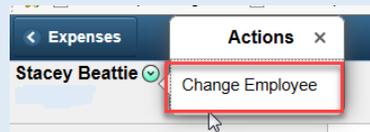


- **STEP 4:** Your Name and Employee ID should default in. To continue creating your own Expense Report, please skip to **Step 5**.

If you are entering as a delegated user for another employee, 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 been submitted but has not been approved by a supervisor, it will be in the **Awaiting Approval** Category. If there are expense reports in the Returned Category, they will display first; followed by those that are Not Submitted. To withdraw a report or to view expense reports in the Awaiting Approval category, click on **Awaiting Approval**. That category will be expanded, and those expense reports will be displayed.





- **STEP 6:** Click on the expense report that you wish to withdraw or view.
- **STEP 7:** The Expense Summary detail page will appear, where you can choose to **Withdraw** the report or View Details.

The screenshot shows the 'Expense Summary' page for report ID 0000493647. The 'Expense Report Summary' table shows a total of 12.30 USD. The 'Approval Status' table shows the report is 'Submitted for Approval' by Linda Boelter. The 'Withdraw' button is highlighted in red.

Expense Report Summary	
Total (2 Items)	12.30 USD
Non-Reimburse	12.30 USD
Due to Employee	0.00 USD

Approval Status	
Report ID	0000493647
Submitted for Approval	
Submitted	Linda Boelter Employee 03/20/2019 12:24:17PM
Pending Approval	Kieu Vu HR Supervisor
Not Routed	(Pooled) Prepay Auditor
Not Routed	Payment

- **STEP 8:** Once withdrawn you will notice the Approval Status area on the right side of the summary page has changed from Awaiting Approval to Pending and the buttons at the upper right has changed to **Update Details** and **Submit**.

The screenshot shows the 'Expense Summary' page after the report has been withdrawn. The 'Approval Status' table now shows the report is 'Pending' and 'Withdrawn' by Linda Boelter. The 'Update Details' and 'Submit' buttons are visible.

Expense Report Summary	
Total (2 Items)	12.30 USD
Non-Reimburse	12.30 USD
Due to Employee	0.00 USD

Approval Status	
Report ID	0000493647
Pending	
Submitted	Linda Boelter Employee 03/20/2019 12:24:17PM
Withdrawn	Linda Boelter Employee 03/20/2019 1:55:12PM

Once the report has been withdrawn to **Delete** the report, follow the instruction starting with **Step 5**, at the bottom of **page 3**. Clicking on the Update Details button will take you to Expense Entry page where you will make your modifications and resubmit.