



**State of Wisconsin
Department of Administration**

**Alternative Fluid Expense Report
Review/Approval Options
Job Aid**

Version History

Version	Date	Editor	Description
1.0	4/28/2024	Stacey Beattie	Initial Release



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PURPOSE AND DESCRIPTION

Purpose

This document provides alternative methods to review and approve expense reports, separate from the recommended method of using the Expenses Queries.

Description

Recommended processes for maintaining and approving expense reports are included in:

<https://confl-star.wi.gov/display/AGNCY/Maintaining+Expense+Report+During+Approval++Job+Aid>

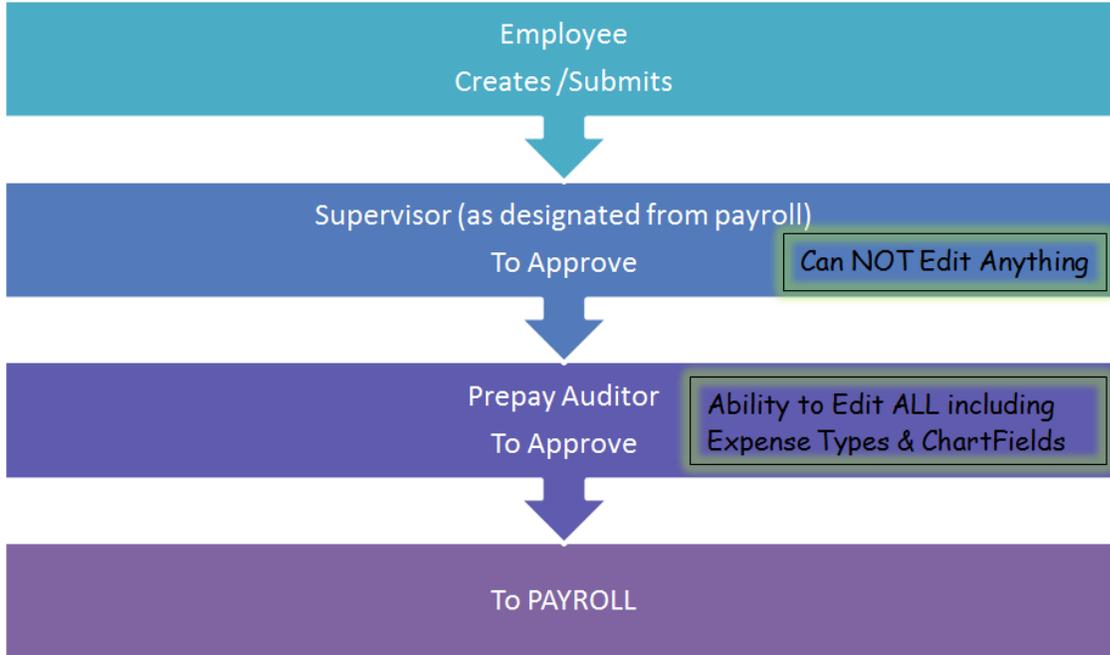
<https://confl-star.wi.gov/display/AGNCY/Fluid+Expense+Report+Approval+Job+Aid>



Process Flow

Workflow: Expense Report, Cash Advance and Travel Authorization

Set at a STATE-Wide level, not by agency





TOPIC 1: REVIEWING EXPENSE REPORTS FOR APPROVAL

Online Page

- **STEP 1:** Click on the **STAR Approvals** tile. This tile is available in both the FSCM Employee Self- Service and Finance & Procurement homepages. (If working outside the state network, navigate to the external travel site – <https://travelexpense.wi.gov>.)

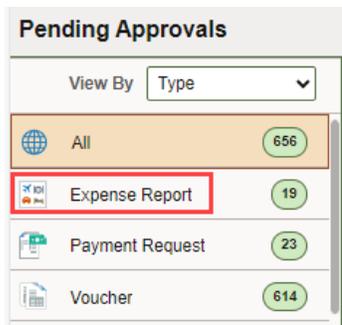


- **STEP 2:** The STAR Approvals page is displayed. Whatever approval category is first will be displayed. Your security will drive what approvals categories are available. Click on **Fluid Approvals**.

NOTE: Expense Approvals will not include expense reports. This selection can only be used for Travel Authorizations and Cash Advances.



- **STEP 3:** Click on **Expense Report**.





If Expense Report category does not display and the Load More button is visible, that indicates that there the expense transactions need to be “loaded” to be able to be viewed. Click the **Load More** button. (Depending on how many Fluid transactions are in your approval queue, the Load More button may need to be clicked more than once.)

Pending Approvals

View By Type

- All (983)
- Payment Request (12)
- Voucher (971)

Loaded transactions 999 of 1197. ⓘ

Load More

All

Payment Request 0000058594 / 50500 / 375.00 USD

Once all transactions have been loaded, the Expense Report category should be displayed and the Load More button should no longer be visible.

Pending Approvals

View By Type

- All (1176)
- Expense Report (79)
- Payment Request (12)
- Voucher (1085)

All

Payment Request 0000058594 / 50500 / 375.00 USD

Payment Request 0000060000 / 60.09 USD

Payment Request 0000060000 / 60.09 USD

- **STEP 4:** Expense reports that are Pending Approval will be displayed. This is considered the Summary level page. Click on the expense report that you wish to review.

Pending Approvals

View By Type

- All (658)
- Expense Report (19)
- Payment Request (23)
- Voucher (614)

Expense Report

19 rows

Expense Report	Details	Status
<input type="checkbox"/> Expense Report	Lee LaBonte - 0001027928 / 2023-10-22 to 2023-11-11	Routed 12/26/2023
<input type="checkbox"/> Expense Report	Lydia Salus - 0001029901 / Coastal Leadership Academy, MI	Routed 01/11/2024
<input type="checkbox"/> Expense Report	Katelynn Samuelsen - 0001023053 / Ag Summit	Routed 01/16/2024
<input type="checkbox"/> Expense Report	Kevin Schneider - 0001036386 / Facilitated Training	Routed 01/17/2024
<input type="checkbox"/> Expense Report	Robert Hill - 0001033038 / Mileage - Car	Routed 01/17/2024
<input type="checkbox"/> Expense Report	Troy Cunat - 0001036553 / 22E2P Punch List Mtg	Routed 01/18/2024
<input type="checkbox"/> Expense Report	Anita Krasno - 0001036520 / 12/19/23 parking at GEF 1	Routed 01/18/2024
<input type="checkbox"/> Expense Report	Jeffrey Heino - 0001036024 / Workforce Summit/WOW Meeting	Routed 01/18/2024
<input type="checkbox"/> Expense Report	Brock Mchenry - 0001036963 / 01/16/23-01/18/23	Routed 01/19/2024
<input type="checkbox"/> Expense Report	Frank Felt - 0001036493 / Business Travel-In State	Routed 01/19/2024
<input type="checkbox"/> Expense Report	Gerardo Garcia - 0001031325 / December 2023 Expenses	Routed 01/19/2024



- **STEP 5:** The Summary page of the expense report is displayed.

NOTE: The Budget Exceptions (if applicable) and Expense Inquiry hyperlinks will NOT be visible when accessing this page on a device with a small screen, i.e. phone.

NOTE: No changes can be made in the Fluid Approval pages, on either the summary page or the line detail page.

Both the Budget Status and Report Validation need to be Valid to be able to approve.

If the Budget Status is not valid and the accounting date is in a closed period, go to the Expense Details hyperlink to update Accounting Date. This will require the expense report to be re-budget checked.

Expense Report

Marqueleana Manz
11.00 USD Approve Sendback More

1 line(s) are pending your approval

Summary

Name: Marqueleana Manz	Report ID: 0001036386 Approvals in Process: Valid
Total Due Employee: 11.00 USD	Reference
Report Description: Facilitated Training	Submitted Date: 01/17/24
Business Purpose: Business Travel-In State	Updated on: 04/02/24 - 10:03 AM
Location: Waupaca, WI	Expense Details
Accounting Date: 01/17/24	Expense Inquiry
Budget Status: Valid	

Attachments and Notes

View Attachments >

Lines

Pending All 1 row

Select	Date/Expense Type	Reimbursement Amount	Line Attachment Qty
<input checked="" type="checkbox"/>	01/16/24 Meals In-State NoOvernight	11.00 USD	2 >

Approver Comments

Approval Chain >



If Report Validation is red and “Errors Exist”, click the **Expense Details** hyperlink to view the errors. The expense report could be sent back to employee to make necessary updates or the approver could make the necessary updates, if applicable. (Please refer to your agency policy.)

NOTE: Only Prepay Auditors are able to update expense line and accounting information on the expense report.

Expense Report

Keyshawna Mutert
380.74 USD

Approve
Sendback
More

2 line(s) are pending your approval

Summary

Name Keyshawna Mutert	Report ID 0001023053 Approvals in Process Errors Exist
Total Due Employee 380.74 USD	Reference
Report Description Ag Summit	Submitted Date 11/28/23
Business Purpose Business Travel-In State	Updated on 04/03/24 - 2:46 PM
Location Eau Claire, WI	Exceptions and Risks Expense Details Expense Inquiry Budget Exceptions
Accounting Date 03/01/24	
Budget Status Not Chk'd	

▼ Attachments and Notes

View Attachments >

View Notes >

▼ Lines

Pending
All

Select	Risk/Exception	Date/Expense Type	Reimbursement Amount	Line Attachment Qty
<input type="checkbox"/>				2 rows
<input checked="" type="checkbox"/>		10/23/23 Lodging in Wisconsin	113.50 USD	2 >
<input checked="" type="checkbox"/>		10/23/23 Mileage Car	267.24 USD	2 >

Approver Comments

Approval Chain >

NOTE: No changes can be made in the Fluid Approval pages, on either the summary page or the line detail page.

There are hyperlinks on this page.

Exceptions and Risks – If an expense report has any exception or risk identified, the Exceptions and Risk hyperlink will be visible. Click the **Exceptions and Risk** hyperlink to view the error. Click “X” to close this pop up window.



Exception Comments and Risks					
Sharayah Douglas		Report ID 0001033038			
General Information					
Report Description		Mileage - Car			
Business Purpose		Business Travel-In State			
Reference		GENERAL			
Exception Information					
Report ID	Line Number	Line	Expense Type	Exception	Comment
		1	Mileage Car	Older Transactions	Originally submitted within 60 days
		2	Mileage Car	Older Transactions	Originally submitted within 60 days
		3	Mileage Car	Older Transactions	Originally submitted within 60 days
		4	Mileage Car	Older Transactions	Originally submitted within 60 days
		5	Mileage Car	Older Transactions	Original submission was within 60 days.
		6	Mileage Car	Older Transactions	Original submission was within 60 days.

Expense Details – Opens the Fluid Entry page. Any changes/updates that would need to be made, need to be done here. Use the back arrow to return to the Summary approval page.

NOTE: Only Prepay Auditors are able to update expense line and accounting information on the expense report.

←
🔍 Search in Menu

Expense Entry

Mileage - Car

Sharayah Douglas

[Save](#) [View Summary](#)

Last Saved 02/29/2024 2:59PM

Employee Information

Employee GL Bu 50500 - DOA	Employee Headquarter City ADMINISTRATION, DEPARTMENT OF 101 EAST WILSON ST MADISON, WI 53703
Employee Profile (#) 0	Employee Home City Oxford, WI 53952-8813
*Accounting Date <input type="text" value="01/16/2024"/>	KK Budget Status Valid

Total (19 Items) 396.78 USD

+ Add
🗑 Delete
⌵ Filter
⋮ More

▼ Tuesday, January 16, 2024

Tax Penalty	37.23
Tax Penalty	USD
Tax Penalty Correction	-37.23
Tax Penalty Correction	USD

▼ Thursday, November 30, 2023

Mileage Car	38.25
HQ: 3319 W Bellline Hwy Suite E218 Madison. Depart HQ to 818 State St for Site Mtg. Return to HQ. Depart HQ to W6797 Kampen Rd for Site Visit. Return to HQ. Depart HQ to 1415 Engineering Dr for Site Visit. Return to HQ	USD

▼ Wednesday, November 29, 2023

Mileage Car	12.75
HQ: 3319 W Bellline Hwy Suite E218 Madison. Depart HQ to 650 N Lake St for Site Mtg. Return to HQ. Depart HQ to 728 State St for Site Mtg. Return to HQ. Depart HQ to 1601 Martin St for Site Visit. Return to HQ	USD

▼ Tuesday, November 28, 2023

Tax Penalty - 01/16/2024

*Expense Date

*Expense Type

*Description

Payment Details

*Payment

*Amount USD

Additional Information

Attach Receipt >

Accounting 1 >

[Receipt Split](#)

Exceptions

Non-Reimbursable Expense No

No Receipt No



Expense Inquiry – A popup window Expense report Inquiry page is displayed. Click **Expense Details** to review all the expense line detail. Click “X” to close the window.

X
Help A

Expense Details

Sharayah Douglas Actions

Business Purpose: Business Travel-In State	Report: 0001033038 Approvals in Process
Description: Mileage - Car	Created: 01/02/2024 Sharayah Douglas
Reference: GENERAL	Last Updated: 02/29/2024 SAJJAN Carman-Frank
	Post State: Not Applied

Totals

Employee Expenses (19 Lines): 396.78 USD	Non-Reimbursable Expenses: 0.00 USD	Employee Credits: 37.23 USD
Cash Advances Applied: 0.00 USD	Prepaid Expenses: 0.00 USD	Supplier Credits: 0.00 USD

Amount Due to Employee: 396.78 USD **Amount Due to Supplier: 0.00 USD**

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submitted On: 01/16/2024
Submitted By: Sharayah Douglas

Approval History

Submitted: Sharayah Douglas HR Supervisor: Kahill Herth Prepay Auditor (Pooled) Payment

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Sharayah Douglas	01/02/2024 11:29:13AM	
Sent Back For Revision	HR Supervisor	Kahill Herth	01/03/2024 12:44:26PM	
Resubmitted	Employee	Sharayah Douglas	01/03/2024 1:30:12PM	

Budget Exceptions – If an expense report has a Budget Status of Error, the Budget Exceptions hyperlink will be visible. Click the **Budget Exceptions** hyperlink to view the error.

Expense Report

Alondria Limberatos

411.98 USD

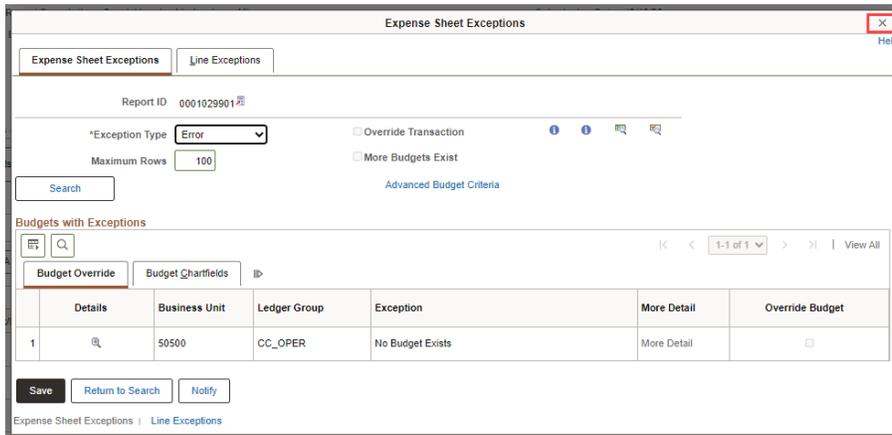
Summary

Name: Alondria Limberatos	Report ID: 0001037219 Approvals in Process Valid
Total Due Employee: 411.98 USD	Reference: GENERAL
Report Description: 1/16/24 - 1/18/24	Submitted Date: 01/19/24
Business Purpose: Business Travel-In State	Updated on: 03/27/24 - 3:30 PM
Location: Madison, WI	Expense Details
Accounting Date: 01/19/24	Expense Inquiry
Budget Status: Error	Budget Exceptions

Lines



Click the "X" to close the pop up window.



➤ **STEP 6:** Click on an expense line to view the detail for that line.

Expense Report

Sharayah Douglas
396.78 USD Approve Sendback More

19 line(s) are pending your approval
In Process

Summary

Name Sharayah Douglas	Report ID 0001033038 Approvals in Process
Total Due Employee 396.78 USD	Reference GENERAL
Report Description Mileage - Car	Submission Date 01/02/24
Business Purpose Business Travel-In State	Updated on 02/29/24 - 2:59 PM
Location Madison, WI	Exceptions and Risks
Accounting Date 01/16/24	Expense Details
Budget Status Valid	Expense Inquiry

Attachments and Notes

View Notes >

Lines

Pending All

Select	Risk/Exception	Date/Expense Type	Reimbursement Amount
<input checked="" type="checkbox"/>		11/03/23 Mileage Car	5.10 USD >
<input checked="" type="checkbox"/>		11/06/23 Mileage Car	9.18 USD >
<input checked="" type="checkbox"/>		11/07/23 Mileage Car	37.74 USD >
<input checked="" type="checkbox"/>		11/08/23 Mileage Car	32.13 USD >

19 rows



- **STEP 7:** High level detail for this expense line is displayed.

NOTE: All details of an expense line are able to be viewed using the Expense Detail hyperlink.

Approval Line Detail

Mileage Car
5.10 USD

Line Detail

Transaction Date	11/03/23	Payment Method	Payroll	Receipt Required	N
Expense Type	Mileage Car	Merchant			
Description	HQ: 3319 W Beltline Hwy Suite E218 Madison. Depart HQ to 728 State St for Site Mtg. Return to HQ		Location	Madison, WI	Exceptions and Risks

Additional Information

View Accounting >

[Back To Header](#)

- **STEP 8:** If there is a Risk/Exception for this line, the Exception and Risks hyperlink will be visible. Click **Exception and Risks** hyperlink.

Approval Line Detail

Mileage Car
5.10 USD

Line Detail

Transaction Date	11/03/23	Payment Method	Payroll	Receipt Required	N
Expense Type	Mileage Car	Merchant			
Description	HQ: 3319 W Beltline Hwy Suite E218 Madison. Depart HQ to 728 State St for Site Mtg. Return to HQ		Location	Madison, WI	Exceptions and Risks

Additional Information

View Accounting >

[Back To Header](#)

A popup window is displayed and the exception comment can be viewed. Click "X" to close the window.

Exception Comments and Risks ✕

Sharayah Douglas Report ID 0001033038

General Information

Report Description	Mileage - Car
Business Purpose	Business Travel-In State
Reference	GENERAL
Line Number	1
Expense Type	Mileage Car

Exception Information

Report ID	Line Number	Exception	Comment
		Older Transactions	Originally submitted within 60 days



- **STEP 9:** To view the accounting for this line, click **View Accounting** button.

Approval Line Detail

Mileage Car
5.10 USD

Line Detail

Transaction Date	11/03/23	Payment Method	Payroll	Receipt Required	N
Expense Type	Mileage Car	Merchant			
Description	HQ: 3319 W Beltline Hwy Suite E218 Madison, Depart HQ to 728 State St for Site Mtg, Return to HQ	Location	Madison, WI		

[Exceptions and Risks](#)

Additional Information

View Accounting >

[Back To Header](#)

A pop up window with all the chartfields for that expense line is displayed. Click "X" to close the pop up window.

Accounting ✕

Accounting

Expense Type Mileage Car
Amount 5.10 USD

Accounting Details

GL ChartFields Show All

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Bud Ref	Fund	Appropriation	Dept	*Account	Program	Oper Unit	Product	PC Bus Unit	Project	Activity	Source Type	Category	Sub
5.10	50500	5.10	USD	1.00000000	FY2024	10000	13500	505F100000	73000000	00039								

- **STEP 10:** If there are attachments at the expense line level, the View Attachments button would be visible. Click the **View Attachments** button to view any attachments.

Approval Line Detail

Taxi/Shuttle
31.36 USD

Line Detail

Transaction Date	10/22/23	Payment Method	Payroll	Receipt Required	Y
Expense Type	Taxi/Shuttle	Merchant			
Description	Taxi airport to hotel	Location	Las Vegas, NV		

[Exceptions and Risks](#)

Additional Information

View Attachments >

View Accounting >

[Back To Header](#)



A pop up window is displayed with the attachment(s). Click on the “X” to return to the Approval Line Detail page.

X

Date 10/22/2023
Expense Type Taxi/Shuttle
Amount 31.36 USD

▼ Attachments

Sequence	Attached File	Description	Entered by	Updated on
1	IMG_2732.jpeg		LaBonte, Lee C	12/20/23 12:00AM

➤ **STEP 11:** Click **Back to Header** hyperlink to return to the Summary page of the expense report.

Approval Line Detail

Mileage Car
5.10 USD

Line Detail

Transaction Date	11/03/23	Payment Method	Payroll	Receipt Required	N
Expense Type	Mileage Car	Merchant			
Description	HQ: 3319 W Beltline Hwy Suite E218 Madison. Depart HQ to 728 State St for Site Mtg, Return to HQ		Location	Madison, WI	
			Exceptions and Risks		

Additional Information

View Accounting
>

[Back To Header](#)



TOPIC 2: EXPENSE REPORT APPROVAL

Summary Page

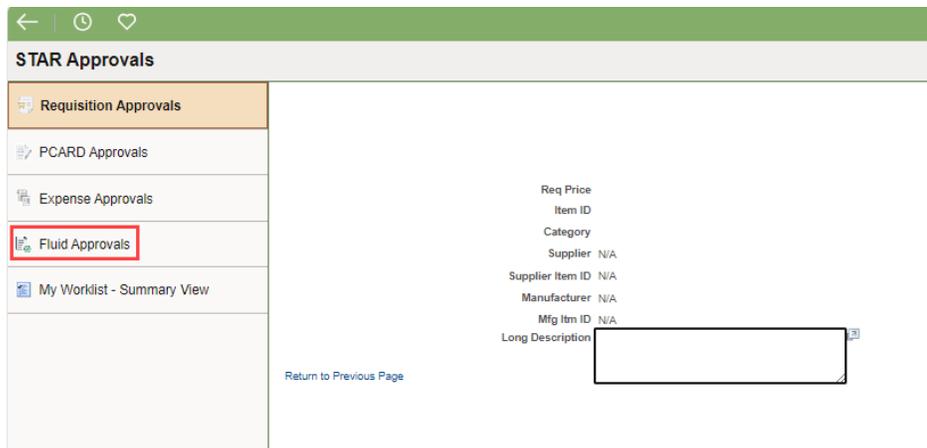
Depending on your agency policy & procedures, expense transactions could be approved at the Summary Level if a review of the individual expense lines is not required. **Please verify your agency policy and procedures before approving any expense transactions at the Summary Level.**

- **STEP 1:** Click on the STAR Approvals tile. This tile is available in both the FSCM Employee Self- Service and Finance & Procurement homepages. (If working outside the state network, navigate to the external travel site – <https://travelexpense.wi.gov>.)

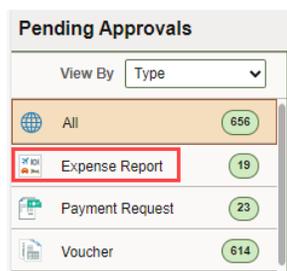


- **STEP 2:** The STAR Approvals page is displayed. Whatever approval category is first will be displayed. Your security will drive what approvals categories are available. Click on **Fluid Approvals**.

NOTE: Expense Approvals will not include expense reports. This selection can only be used for Travel Authorizations and Cash Advances.



- **STEP 3:** Click on **Expense Report**.





If Expense Report category does not display and the Load More button is visible, that indicates that there the expense transactions need to be “loaded” to be able to be viewed. Click the **Load More** button. (Depending on how many Fluid transactions are in your approval queue, the Load More button may need to be clicked more than once.)

The screenshot shows the 'Pending Approvals' interface. On the left, a sidebar lists categories: 'All' (983), 'Payment Request' (12), and 'Voucher' (971). The 'All' category is selected. On the right, a 'Load More' button is highlighted with a red box. Below the button, a single transaction is visible: 'Payment Request' for 375.00 USD with ID 0000058594 / 50500.

Once all transactions have been loaded, the Expense Report category should be displayed and the Load More button should no longer be visible.

The screenshot shows the 'Pending Approvals' interface after loading. The 'Expense Report' category is now visible in the sidebar with 79 items. The 'Load More' button is no longer present. The main area shows a list of transactions, including 'Payment Request' items for 375.00 USD and 60.09 USD.

➤ **STEP 4:** Expense reports that are Pending Approval will be displayed. This is considered the Summary level page.

The screenshot shows the 'Pending Approvals' interface with the 'Expense Report' category selected. A list of 19 expense reports is displayed, each with a checkbox, amount, description, and status. The list includes reports from Lee LaBonte, Lydia Salus, Katelynn Samuelson, Kevin Schneider, Robert Hill, Troy Cunat, Anita Krasno, Jeffrey Heino, Brock Mchenry, Frank Feit, and Gerardo Garcia.

Expense Report	Description	Status
<input type="checkbox"/> Expense Report	Lee LaBonte - 0001027928 / 2023-10-22 to 2023-11-11	Routed 12/26/2023
<input type="checkbox"/> Expense Report	Lydia Salus - 0001029901 / Coastal Leadership Academy, MI	Routed 01/11/2024
<input type="checkbox"/> Expense Report	Katelynn Samuelson - 0001023053 / Ag Summit	Routed 01/16/2024
<input type="checkbox"/> Expense Report	Kevin Schneider - 0001036386 / Facilitated Training	Routed 01/17/2024
<input type="checkbox"/> Expense Report	Robert Hill - 0001033038 / Mileage - Car	Routed 01/17/2024
<input type="checkbox"/> Expense Report	Troy Cunat - 0001036553 / 22E2P Punch List Mtg	Routed 01/18/2024
<input type="checkbox"/> Expense Report	Anita Krasno - 0001036520 / 12/19/23 parking at GEF 1	Routed 01/18/2024
<input type="checkbox"/> Expense Report	Jeffrey Heino - 0001036024 / Workforce Summit/WOW Meeting	Routed 01/18/2024
<input type="checkbox"/> Expense Report	Brock Mchenry - 0001036963 / 01/16/23-01/18/23	Routed 01/19/2024
<input type="checkbox"/> Expense Report	Frank Feit - 0001036493 / Business Travel-In State	Routed 01/19/2024
<input type="checkbox"/> Expense Report	Gerardo Garcia - 0001031325 / December 2023 Expenses	Routed 01/19/2024



- **STEP 5:** To approve an expense report from this summary page, click the checkbox next to the expense report(s).

Any expense report that has an issue cannot be approved at the Summary Level. This could be because of an Alert or Risk or Budget Status. These are indicated with a yellow and/or red yield icon. You are required to go into the expense report and approve from the detailed page. If you try to approve an expense report with an alert or error, you will receive a message when clicking the Approve button.

Expense Report			
<input type="checkbox"/>			<input type="button" value="Approve"/> <input type="button" value="Sendback"/> <input type="button" value="More"/>
19 rows			
<input type="checkbox"/>	Expense Report ▲ 249.18 USD	Lee LaBonte - 0001027928 / 2023-10-22 to 2023-11-11	Routed 12/26/2023 >
<input type="checkbox"/>	Expense Report ▲ ▲ 274.52 USD	Lydia Salus - 0001029901 / Coastal Leadership Academy, MI	Routed 01/11/2024 >
<input type="checkbox"/>	Expense Report ▲ ▲ 380.74 USD	Katelynn Samuelsen - 0001023053 / Ag Summit	Routed 01/16/2024 >
<input type="checkbox"/>	Expense Report 12.00 USD	Kevin Schneider - 0001036386 / Facilitated Training	Routed 01/17/2024 >
<input type="checkbox"/>	Expense Report ▲ ▲ 396.78 USD	Robert Hill - 0001033038 / Mileage - Car	Routed 01/17/2024 >
<input type="checkbox"/>	Expense Report 92.93 USD	Troy Cunat - 0001036553 / 22E2P Punch List Mtg	Routed 01/18/2024 >
<input type="checkbox"/>	Expense Report 5.40 USD	Anita Krasno - 0001036520 / 12/19/23 parking at GEF 1	Routed 01/18/2024 >
<input type="checkbox"/>	Expense Report	Jeffrey Heino - 0001036024 / Workforce Summit/WOW Meeting	Routed

- **STEP 6:** Click the Approve button. If there are any transactions that cannot be approved from this page, that will be indicated.

Expense Report			
<input type="checkbox"/>			<input type="button" value="Approve"/> <input type="button" value="Sendback"/> <input type="button" value="More"/>
17 rows			
<input checked="" type="checkbox"/>	Expense Report ▲ ▲ 274.52 USD	Lydia Salus - 0001029901 / Coastal Leadership Academy, MI	Routed 01/11/2024 >
<input checked="" type="checkbox"/>	Expense Report ▲ ▲ 380.74 USD	Katelynn Samuelsen - 0001023053 / Ag Summit	Routed 01/16/2024 >
<input checked="" type="checkbox"/>	Expense Report 12.00 USD	Kevin Schneider - 0001036386 / Facilitated Training	Routed 01/17/2024 >
<input checked="" type="checkbox"/>	Expense Report ▲ ▲ 396.78 USD	Robert Hill - 0001033038 / Mileage - Car	Routed 01/17/2024 >
<input checked="" type="checkbox"/>	Expense Report 92.93 USD	Troy Cunat - 0001036553 / 22E2P Punch List Mtg	Routed 01/18/2024 >
<input checked="" type="checkbox"/>	Expense Report 5.40 USD	Anita Krasno - 0001036520 / 12/19/23 parking at GEF 1	Routed 01/18/2024 >
<input type="checkbox"/>	Expense Report 210.44 USD	Jeffrey Heino - 0001036024 / Workforce Summit/WOW Meeting	Routed 01/18/2024 >



Any transactions that are “Valid” are eligible to be approved from this page. Any transactions that have a Risk/Alert, “Error in Budget Check” or “Not Budget Checked” will require additional steps.

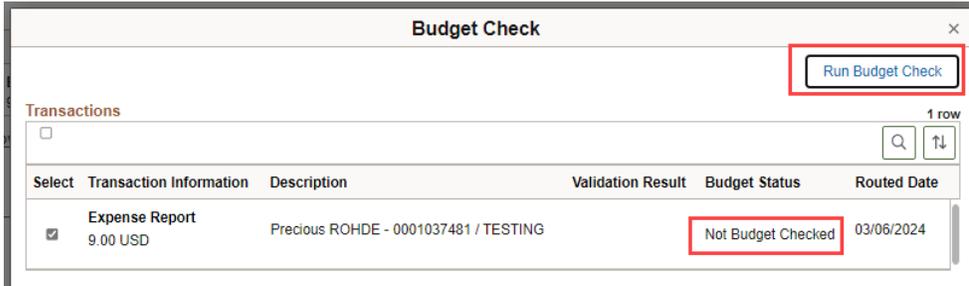
Budget Check					
					Run Budget Check
Transactions 6 rows					
Select	Transaction Information	Description	Validation Result	Budget Status	Routed Date
<input type="checkbox"/>	Expense Report 92.93 USD	Kolleen Augustyn - 0001036553 / 22E2P Punch List Mtg		Valid	01/18/2024
<input type="checkbox"/>	Expense Report 396.78 USD	Sharayah Douglas - 0001033038 / Mileage - Car	The transaction is not allowed from summary level approval.	Valid	01/17/2024
<input type="checkbox"/>	Expense Report 12.00 USD	Marqueleana Manz - 0001036386 / Facilitated Training		Valid	01/17/2024
<input type="checkbox"/>	Expense Report 380.74 USD	Keyshawna Mutert - 0001023053 / Ag Summit	The transaction is not allowed from summary level approval.	Error in Budget Check	01/16/2024
<input type="checkbox"/>	Expense Report 274.52 USD	Tianlin Barents - 0001029901 / Coastal Leadership Academy, MI	The transaction is not allowed from summary level approval.	Error in Budget Check	01/11/2024
<input type="checkbox"/>	Expense Report 249.18 USD	Kiana Roginski - 0001027928 / 2023-10- 22 to 2023-11-11	The transaction is not allowed from summary level approval.	Valid	12/26/2023

Budget Check					
					Run Budget Check
Transactions 6 rows					
Select	Transaction Information	Description	Validation Result	Budget Status	Routed Date
<input type="checkbox"/>	Expense Report 92.93 USD	Kolleen Augustyn - 0001036553 / 22E2P Punch List Mtg		Valid	01/18/2024
<input type="checkbox"/>	Expense Report 396.78 USD	Sharayah Douglas - 0001033038 / Mileage - Car	The transaction is not allowed from summary level approval.	Valid	01/17/2024
<input type="checkbox"/>	Expense Report 12.00 USD	Marqueleana Manz - 0001036386 / Facilitated Training		Valid	01/17/2024
<input type="checkbox"/>	Expense Report 380.74 USD	Keyshawna Mutert - 0001023053 / Ag Summit	The transaction is not allowed from summary level approval.	Error in Budget Check	01/16/2024
<input type="checkbox"/>	Expense Report 274.52 USD	Tianlin Barents - 0001029901 / Coastal Leadership Academy, MI	The transaction is not allowed from summary level approval.	Error in Budget Check	01/11/2024
<input type="checkbox"/>	Expense Report 249.18 USD	Kiana Roginski - 0001027928 / 2023-10- 22 to 2023-11-11	The transaction is not allowed from summary level approval.	Valid	12/26/2023

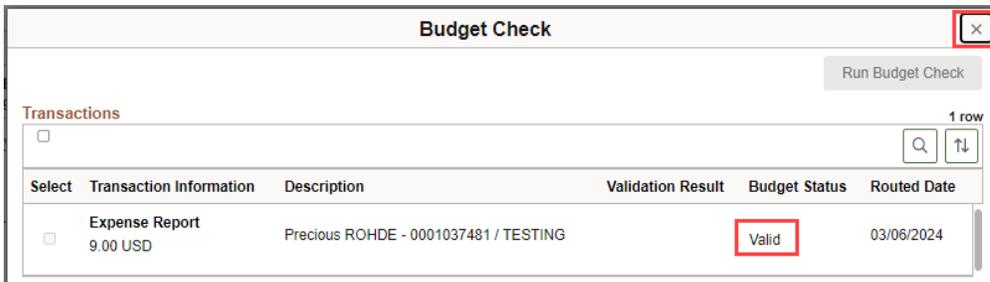


If an expense report has not been budget checked, you will have the ability to run budget check. Select the transaction you want to budget check. Click the **Run Budget Check** button.

If approving at the Supervisor level, the budget check can be done manually, but it is recommended to let the batch process run. The batch process to run budget check on expense transactions runs every hour at :40 (minutes) on the hour.



Once the process has completed, the Budget Status will be displayed and the Run Budget Check button is no longer available.



- **STEP 7:** The expense report(s) is available to be approved from the summary will be displayed. Click **Submit**.



- **STEP 8:** A brief message will appear that you have approved a transaction(s).

