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CUNYfirst
Fully Integrated Resources & Services Tool

Training Times

Greetings from Adante Harvey

Welcome to the CUNYfirst **Training Times newsletter for Travel and Expenses.** The following topics are included in this edition:

3i's Information, Interfaces, Integration focus on processes that can be accomplished in multiple ways, or items that need to be completed by various groups of users. In this issue, we focus on Expense User Set-up.

Working with CUNYfirst addresses items available to the CUNYfirst user, e.g: understanding various types of reference material and providing suggestions that can help process the day-to-day CUNYfirst transactions.

How to… provides summary information and provides links to step-by-step documentation to complete key processes. While working in the system, if you become aware that you do not have access to complete a process or transaction, please contact your campus' Help Desk and refer to the article: "Security in CUNYfirst" in the newsletter.

As a final reminder, it is critical to attend training currently being offered at your campus. The trainers have a wealth of information and are providing exceptional knowledge transfer.

Again, welcome to CUNYfirst Procurement for CUNY Travel and Expenses.

Adante Harvey

CUNYfirst Training Manager

Learning Support

Enterprise Learning Management (ELM) provides access to learning activities and support documentation. Users can browse the learning catalog to enroll in scheduled learning activities and download support material (to use as CUNYfirst guides). Reference material include:

PowerPoint: Provides the big picture (key points guide the learner through course material).

Quick Reference Guide: Step Sheets that provide step-by-step point and click directions.

Training Environment (Simulation System):

The Simulation System, https://cnyeptst.cunyfirst.cuny.edu is a separate environment where users can practice while creating daily tasks (not to be mistaken with the real CUNYfirst environment). A user can have access to both the real CUNYfirst environment and the simulation environment at the same time (but must launch two different browsers, e.g., Internet Explorer to launch the real CUNYfirst environment, and Firefox to launch the CUNYfirst training simulation environment).

INSIDE THIS ISSUE

3i's...Expense User Set-up

Prior to CUNYfirst Travel Authorization or Expense Report access, a user must be set-up as follows:

1. The Business Unit Accounts Payable team requests that the Vendor Management Unit add the Expense User to the Vendor file as necessary.
2. The Business Unit Travel and Expense Administrator adds the Expense User to the Travel and Expense module.
3. The Expense User is assigned the correct security roles in CUNYfirst. To download and complete the CUNYfirst Travel and Expense User's Access Request Form–PRODUCTION: (a) Launch a browser and enter the following web address: security.cuny.edu; Click **CUNYfirst (PeopleSoft) Security; (**c.) Click **Procurement Travel & Expense**<pdf>).

User's Supervisor completes the necessary components of the form and sends it to the appropriate Campus' ASL processing Unit.

How to... Create Travel Authorization

All out-of-town travel requires an approved Travel Authorization prior to travel date. Pre-approval ensures travel meets relevant business needs, and confirms Department Budget is checked and funds are available to support the trip.

Key Information and Process:

Navigate to : Employee Self-Service >Travel and Expense Center > Travel Authorization > Create

1. **General Information** to remember:
   (i.) Trip Description must be no more than 30 characters;

   (ii.) For Comment enter the purpose of the trip;

   (iii.) For Business Purpose, select from a drop-down list;

   (iv.) For Default Location lookup, select a 2-character code for the State and then City in full (if travel concerns travel to another country, the Country Code replaces the State Code); (v.) Date From refers to departure date and Date To refers to return date.

2. **Projected Costs** in **Details** section (each Expense line must specify Expense Type): Determine whether (i.) Expense Type category is Non PSC or PSC (Proxy must consult traveler to assign appropriate category); (ii) for Date, enter expected expense date (must be a future date); (iii.) Amount should be an estimate.

3. **Payment Type** and **Billing Type**: (i.) CUNY Card/CUNY Paid refers to a charge to be made to a CUNY issued credit card; (ii.) Empl Paid means employee expects to use his/her own funds and (iii.) Non-reimbursable means the expense is expected to be the responsibility of the employee. Payment Type and Billing Type must always match.

4. Projected **Cost Details** for **Expense Type**:
   (i.) Description must be less than 250 characters;
   (ii.) Based on Expense Type, other relevant information can be entered in additional fields.

5. Use the **Add a row** icon to add Expense Lines.

6. Upload supporting documentation, via the **Add Attachments** link (assign a description to the attachment).

7. If there's need to revisit an incomplete Travel Authorization and/or to check for errors: **Save for Later** (errors must be corrected prior to **Submit**); Submit <u>only</u> when the Travel Authorization is complete.

Detailed steps to create a Travel Authorization can be referenced at:
Create-Travel-Authorization.pdf

How to… Create an Expense Report

Ensure that an Expense Report will not be returned to be modified: Check to be certain that the Expense Report is complete, accurate and adheres to CUNY's New York State and New York City expense reimbursement requirements:

1. **When preparing Receipts for Upload:** (i) sort all receipts by Date and then by Expense Type.
2. **Affix receipts** to 8-1/2 by 11 paper: (i) on top of each sheet of paper, print File Name and File Description; (ii.) for each receipt, print Expense Type and Date, Payment amount in dollars and cents, and Billing Type (specify whether the type is CUNY, Empl or Non-reimbursable).
3. Scan each page that is made up of the receipts that need to be uploaded.
4. On the computer, **create a folder name** that describes the trip: In the folder, place all the scanned files with applicable receipts and Travel Authorization support documentation.
5. **Navigate to:** ***Employee Self-Service> Travel and Expense Center> Expense Report> Create***
6. As appropriate, "**copy in**" the relevant Travel Authorization into the appropriate Expense Report.
7. When entering in **General Information** fields, ensure: (i.) **Description** of trip is no more than 30 characters; (ii.) for Comment enter the purpose of the trip; (iii.) for Business Purpose, select from a drop-down list; (iv.) for Default Location lookup, select a 2-character code for the State and then City in full (if travel concerns travel to another country, the Country Code replaces the State Code); (v.) Date From refers to departure date and Date To refers to return date; (vi.) use the Save button frequently.
8. Use the appropriate default Department Budget account number for an Expense that defaults from the Expense Type then update any other ChartFields per line if needed: Note: separate expense lines are needed when travel expenses are split between departments.
9. Enter actual costs on **Expense Report Entry** page in Detail. For each line select: (i.) employee Expense Type (whether Non PSC or PSC); (ii.) Expense Date and Amount Spent refer to the actual date the expense incurred and the actual expenditure in dollars and cents.
10. In selecting **Payment Type** and **Billing Type**: (i.) CUNY Card/CUNY Paid refers to a charge to be made to a CUNY issued credit card; (ii.) Empl Paid means employee used his/her own funds, and (iii.) Non-reimbursable means expense is the responsibility of the employee. Payment Type and Billing Type must always match.
11. In entering **Cost Details** for **Expense Type**: (i.) Description must be less than 250 characters); (ii.) Based on Expense Type, related information can be entered in additional fields.
12. As necessary, use the **Add a row** icon for adding Expense Lines.
13. Upload supporting documentation, via the **Add Attachments** link: (i.) browse and upload appropriate attachment; (ii.) enter Attachment Description as necessary.
14. Prior to **Submit**, use **Save for Later** to check the Expense Report for errors (the Expense Report cannot be saved or submitted until all errors are corrected).

How to…Perfectly Prepared Expense Report

Prior to **Submit** for approval, review the entire **Expense Report** to be certain it is accurate and complete, and will not be delayed in return for correction. Refer to checklist below:

- Every **Expense** is documented
- **Expense Type** is correct
- Amount **Spent** entry matches corresponding **Receipt** amount
- **Payment** and **Billing Type** match
- **Details** link is selected to ensure required **Description** field is complete
- **Accounting Detail** link is selected when **Department** field is changed (this confirms the **Expense** line is not paid by the default **Department Budget**)
- Uploaded attachments must include a receipt for every expense and, if applicable, all **Travel Authorization** support documentation.

Your Travel and Expense Questions Answered

Q. Where do I find my defaults in the Travel and Expense module?
A. The **View Personal Information Summary** component automatically displays both Supervisor's name and the default ChartFields (Department Budget) on all Travel Authorizations and Expense Reports that pertain to a particular employee.

Q. Who can help in entering my Travel Authorizations, and/or Expense Reports into CUNYfirst?
A. Business Unit management determines who is eligible for a proxy. If an employee is not already a proxy (and if authorized by the appropriate business unit) in order to reconcile transactions one or more proxies can be assigned the necessary security roles in CUNYfirst. Refer to:
security.cuny.edu **CUNYfirst** (**PeopleSoft**) **Security**:

a. Download the appropriate security form;
b. Identify who requires the proxy and submit the form for approval;
c. Gain appropriate role;
d. Submit Tumbleweed spreadsheet to VMU.

If the proxy already has a role, contact the appropriate Travel Expense administrator.

Q. What do I do if a Department other than my own department anticipates paying for an Expense that I incur?
A. The appropriate ChartField needs to be changed to match the department on the Travel Expense or Expense Report. To do so: (i.) obtain a confirmation note from the paying department; (ii.) the note must indicate which specific item will be paid from the budget and the department and other ChartFields (attach the confirmation note to the Travel Authorization and Expense Report). If the paying department is other than your own Business Unit, contact Accounts Payable for assistance.

Q. Who approves Travel Authorizations?
A. When an employee submits a Travel Authorization, the Travel Authorization (along with an email notification) is routed to the employee's Supervisor for approval, then routed to two Department Level approvers: (i.) the Supervisor ensures that there are sufficient funds and the expenses are business related, and (ii.) Department Approvers ensure that travel is appropriate to the Department budget.

Q. Who approves Expense Reports?
A. Two levels of approval (in some Business Units there are three levels) are required to approve Expense Reports. When an employee submits an Expense Report, the Expense Report along with an email notification is routed for approval.

Expense Reports are approved first by (i.) the employee's Supervisor; (ii.) some Business Units require reviewing by a Department Level 2 Approver (your Business Unit has determined whether or not a Department Level 2 Approver reviews an Expense Report), (iii.) the final approver is the Prepay Auditor who is responsible for ensuring expenses are allocated to the correct account codes, and the Expense Report satisfies CUNY, NYS and NYC expense reimbursement requirements.

Q. Who can add attachments to a Travel Authorization or Expense Report?
A. Only the user and/or proxy entering on behalf of the user can add attachments. Approvers cannot add attachments; instead, they need to send the Travel Authorization or Expense Report back to the user.

Query names to look up approval routing for a Travel Authorization or Expense Report with the business unit:

ER's...CU_FSTE_ER_APPRVL_ROUTE_BY_BU

TA's...CU_FSTE_TA_APPRVL_ROUTE_BY_BU

Q. If my Travel Authorization or Expense Report is "Sent Back" because I used the wrong Expense Type, how do I correct the Travel Authorization or Expense Report?
A. An Expense Type cannot be changed on a Travel Authorization or on an Expense Report's existing row but the following can be done: i.) add a new row, (ii.) Delete the incorrect expense row and then enter the correct Expense Type (remember to complete all required fields on the new line).

Q. What happens if I forget to attach a receipt?
A. The Expense Report will be "Sent Back". Attach the appropriate receipt then **Submit** the report.

Q. How do I change a Travel Authorization or an Expense Report after it has been submitted?
A. The next Approver within the Approval cycle can **Send Back** either a Travel Authorization or an Expense Report to the appropriate employee (the employee will update the necessary changes to the document).

Your Travel and Expense Questions Answered (cont'd)

Q. How do I change a Travel Authorization after the approval cycle is complete?

A. Travel Authorization cannot be changed after the approval cycle is complete but it can be canceled only if it has not been copied to an Expense Report. Create a new Travel Authorization by doing the following:
(i.) copy the relevant canceled Travel Authorization;
(ii.) use the copy of the canceled Travel Authorization as the new Travel Authorization (enter the relevant information in the copy by editing as necessary);
(v.) Delete the canceled Travel Authorization.

Q. How do I change an Expense Report after the approval cycle is complete?

A. Call your Campus Help Desk to have an approved Expense Report closed prior to creating a new one. Closing an Expense Report will also close an associated Travel Authorization. To avoid re-entering all of the data, you may copy a closed Expense Report .

Q. I started to create a Travel Authorization but decided to cancel travel plans. What do I do?

A. If the Travel Authorization is not fully approved, ask the next approver to Send Back the unused Travel Authorization then the Expense User or the proxy needs to delete the Travel Authorization (this will release any encumbrances).

Q. If a Travel Authorization is fully approved but I've decided to cancel travel plans, what do I do?

A. The Expense User or Proxy needs to cancel the Travel Authorization if the Travel Authorization has not been copied to an Expense Report. This will release any encumbrances held against Travel Expenses.

Q. How far in advance of the first Travel Date must a Travel Authorization be submitted for approval?

A. It is recommended to submit a Travel Authorization at least five days in advance of Travel Dates (this allows sufficient time for the approval cycle): (i.) Travel Authorization must be created, (ii.) successfully budget checked, and (iii.) approved prior to the travel date and before it can be copied to an Expense Report.

Q. How many Travel Authorizations may be applied to (copied to) an Expense Report?

A. Only one Travel Authorization can be copied to a single Expense Report.

Q. When creating a Travel Authorization, which Billing Type do I use?

A. The Billing Type and Payment Type on each expense line must match. Select appropriately: (i.) CUNY Card/ CUNY Paid, when expenses are charged to a CUNY issued credit card; (ii.) Empl Paid/Empl Paid, when personal funds such as cash, check, or if a personal credit card is used; (iii.) Non-Reimbursable/Non-Reimbursable when there's an agreement to self-fund specified expenses.

DO NOT use the reimbursable check box after clicking on the 'Details' link).

Q. Under what conditions are non-reimbursable (out-of-pocket) expenses listed?

A. According to CUNY policy, all expenses associated with a travel event are required on the Expense Report.

Q. What do I do to be reimbursed for a legitimate **Employee Paid** amount?

A. To encourage and assure smooth reimbursement processing, an Employee must be set-up as an **Expense User** and must submit an Expense Report to be reimbursed for a legitimate Employee paid amount.

- State employees are reimbursed according to the mode of payment that matches the Payroll selection, whether direct deposit or physical check).
- Research Foundation employees at senior colleges can check ePay at: http://www.osc.state.ny.us/epay/index.htm
- City employees can apply for a NYC Vendor Code.

Security in CUNYfirst

If you do not have the appropriate security access to the components in CUNYfirst that you need to do your job:

1. Launch a browser and enter the following web address: security.cuny.edu.
2. Select: CUNYfirst Application Security.
3. Download and complete the appropriate User Access Request Form <pdf>.
4. Obtain the required approvals from your supervisor and executive.

Help Desks

To Find any Help Desk address or phone number, refer to the following page on the CUNY website:

https://www.cuny.edu /about/resources/helpdesks.html