

Create Expense Report

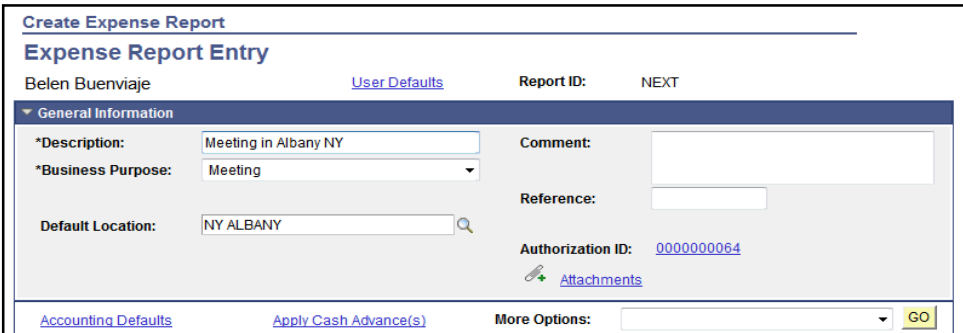



All employees are responsible for ensuring that their Expense Reports are complete, accurate and adhere to the expense reimbursement requirements of CUNY, New York State and New York City. Expense Reports that do not comply with these requirements are returned to the employee to be modified to meet the requirements.

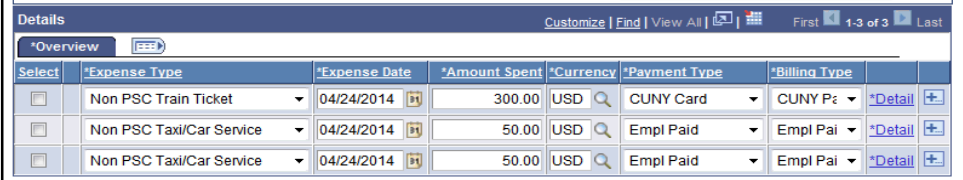
Users may find it helpful to prepare their receipts for upload into CUNYfirst.


1. Sort all receipts by Date and then Expense Types.
2. Affix the receipts in order on 8½ by 11 sheets of paper.
3. On the top of each sheet:
 - a. Print the file name.
 - b. Print a description of the file for entry in CUNYfirst.
4. For each receipt, print:
 - a. Expense Type.
 - b. Date.
 - c. Amount – in dollars and cents.
 - d. Payment and Billing Type – CUNY, Empl or Non-reimbursable.
5. Scan page.
6. Place receipts and Travel Authorization support documentation in a folder named with the description of the trip on your computer.
7. Retain the originals.

An employee or their proxy may create an Expense Report directly in CUNYfirst. Both the Expense User and the proxy who entered the Expense Report are notified by email when an Expense Report is sent back by an approver.

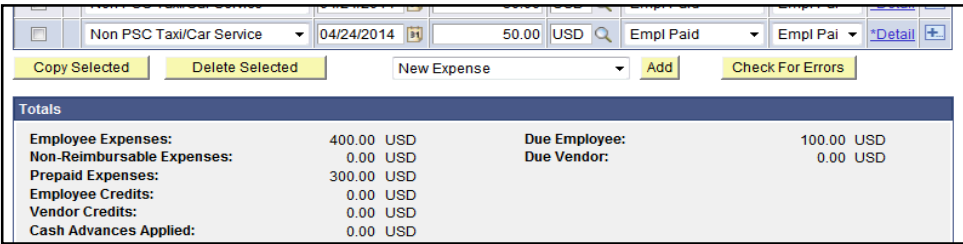

Step	Action																					
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the Log In button. • From the Enterprise Menu, select the Financials Supply Chain link. 																					
2.	Navigate to: <u>Employee Self-Service > Travel and Expense Center > Expense Report > Create.</u>																					
3.	<div style="border: 1px solid black; padding: 5px;"> <p>Create Expense Report</p> <p>Populate From A Travel Authorization</p> <p>Belen Buenviaje Report ID: NEXT</p> <p>From Date: <input type="text" value="01/24/2014"/> To: <input type="text" value="05/24/2014"/> <input type="button" value="Search"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Travel Auth Description</th> <th>Authorization ID</th> <th>Date From</th> <th>Date To</th> <th>Amount</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>Meeting in Albany NY</td> <td>0000000064</td> <td>04/24/2014</td> <td>04/24/2014</td> <td>400.00</td> <td>USD</td> </tr> <tr> <td>Select</td> <td>Meeting in Albany NY</td> <td>0000000061</td> <td>05/01/2014</td> <td>05/02/2014</td> <td>400.00</td> <td>USD</td> </tr> </tbody> </table> <p>Return to Expense Report Entry</p> </div> <p>The Populate From A Travel Authorization page displays. Click the Select button of the Travel Authorization to be copied.</p> <p>Note: When the expenses are not travel related, then click the Return to Expense Report Entry link and skip to Step 5.</p>		Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency	Select	Meeting in Albany NY	0000000064	04/24/2014	04/24/2014	400.00	USD	Select	Meeting in Albany NY	0000000061	05/01/2014	05/02/2014	400.00	USD
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<p>4.</p>	 <p>The Expense Report Entry page displays. In the General Information section, click the Authorization ID link to view the associated Travel Authorization in a pop-up window.</p> <p>After viewing the Travel Authorization, click the Close  button in the upper right corner of the window.</p> <p>Note: A Travel Authorization that is associated with an Expense Report in error may be detached.</p>
<p>5.</p>	<p>In the General Information section, as needed, enter the following fields: Description, Comment, Business Purpose, and Default Location.</p> <p>Note: These fields will auto populate from the Travel Authorization and may be overwritten as needed.</p> <p>In the Description field, as needed, enter a brief description of no more than 30 characters to identify this trip.</p> <p>For travel related Expense Reports, enter the Date and Time From and Date and Time To in the Comments field.</p> <p>From the Business Purpose  dropdown, select the correct list item.</p> <p>Look up  the Default Location field which is the destination State and City for your travel.</p> <p>Note: The Default Location begins with a two digit code for the state.</p> <p>Click the Save button.</p> <p>Note: Save your work frequently as you enter the actual expenses and attach the required supporting documentation and receipts.</p>

<p>6.</p>	<p>Click the Accounting Defaults link to view the ChartField string to be applied to every expense line of the Expense Report.</p> <p>The Accounting Defaults page displays. As needed, modify these default accounting ChartFields:</p> <ul style="list-style-type: none"> • GL Unit • Dept (Department) <p>Note: <i>When all of the expenses are being met in another GL unit and that GL unit is not available on the look up, then speak with your Supervisor who can submit a security form to assign the primary permission list of CUFDPAPCOCOM to the user. If this financial arrangement is a singular instance, it is necessary to submit a second security form to remove the primary permission list of CUFDPAPCOCOM.</i></p> <p>Click the OK button.</p>
<p>7.</p>	 <p>The Expense Report Entry page displays. In the Details section, as needed, for each expense line update the Expense Type, Date, Amount, Payment Type, and Billing Type fields.</p> <p>In the Details section from the Expense Type dropdown, select the most appropriate list item.</p> <p>Note: <i>If the employee is a member of PSC, then select only PSC Expense Types.</i></p> <p>In the Expense Date field, enter the date the expense was incurred in the mm/dd/yyyy format.</p> <p>In the Amount Spent field, enter the actual expense in dollars and cents as displayed on the receipt.</p> <p>On the Payment Type and Billing Type dropdowns, select matching:</p> <ul style="list-style-type: none"> • CUNY Card/CUNY Paid when expenses are charged to a CUNY issued credit card or • Empl Paid when an employee used their own funds for an expense or • Non-reimbursable when an expense is the responsibility of the employee.

8.	<p>Click the Detail link to display the Authorization Detail page for the Expense Type.</p> <p>In the Description field, enter a description of no more than 250 characters.</p> <p>For each Expense Type, additional fields may display. If known, enter the related data.</p> <p>Note: For example, if the Expense Type is either PSC or Non PSC Commercial Air Travel, then an additional field displays being: Air Ticket Number.</p>
9.	<p>To change the accounting values for an individual line, click the Accounting Details link. On the Accounting Details page, as needed, modify these default accounting ChartFields:</p> <ul style="list-style-type: none"> • GL Unit • Dept (Department) <p>Note: When expenses are split among departments in the same GL unit (institution), then each department has separate Expense Lines with the amount to be met from that Department Budget. For example, if two departments agree to pay 50% of a \$1000 Hotel charge, then enter two Expense Lines for hotel accommodation with two different Account Codes for \$500.</p> <p>Note: When any of the expenses are being met in another GL unit and that GL unit is not available on the look up, then speak with your Supervisor who can submit a security form to assign the primary permission list of CUFDPAPCOCOM to the user. If this financial arrangement is a singular instance, it is necessary to submit a second security form to remove the primary permission list of CUFDPAPCOCOM.</p> <p>Click the OK button.</p> <p>The Authorization Detail page displays. Click the Return to Expense Report link.</p>
10.	<p>As needed, click the Add a row  icon to enter more expense lines.</p>

<p>11.</p>	<p>Click the Attachments link to upload the Travel Authorization supporting documentation and scanned receipts.</p> <p>Note: Expense Reports prepared by a proxy that include a reimbursement amount must be printed, signed by the employee to be reimbursed, scanned and uploaded to the Expense Report.</p> <p>The Expense Attachments page displays. Click the Add Attachment button.</p> <p>The File Attachment pop up displays. Click the Browse button.</p> <p>Within CUNYfirst, your Computer folder displays. Navigate to the documents to be uploaded into CUNYfirst. Click the Open button. Click the Upload button.</p> <p>Note: Documents may be uploaded into a variety of file formats including: .jpg, .pdf, .docx, etc.</p> <p>The Expense Attachments page displays. In the Attachment Description field, enter a brief description of the attachment.</p> <p>Click the OK button.</p>
<p>12.</p>	<p>To delete an attachment, on the Expense Report Entry page, click the Attachments link.</p> <p>On the Expense Attachments page, identify the row of the attachment to be deleted by File Name or Description. Click that row's Delete button.</p> <p>The Delete Confirmation pop up displays this message, "Delete current/selected rows from this page? The delete will occur when the transaction is saved." Click the OK button.</p>
<p>13.</p>	<p>The Expense Report Entry page displays. In the General Information section Comment field, as needed, enter free form text.</p>

<p>14.</p>	 <p>To validate the data, click the Check For Errors button.</p> <p>Note: When any of the Check for Errors, Save for Later or Submit buttons are clicked, then CUNYfirst:</p> <ul style="list-style-type: none"> • Identifies any missing required fields. • ChartField strings are checked to ensure that combination of values is valid. <p>Note: The User confirms that the correct ChartField is entered.</p> <p>If there are errors, then the Missing or Invalid Information button displays on each line that contains an error. Click the Missing or Invalid Information button for an expense line.</p> <p>The Expense Detail for [expense type] page displays with an explanation of problems for every expense line. Correct each error as indicated.</p>
<p>15.</p>	 <p>Click the Save For Later button when there are additional expenses to enter or an expense line needs to have a receipt attached at the Attachments link.</p> <p>Click the Submit button when every expense is entered with an attached receipt at the Attachments link.</p> <p>When the Submit button is selected, then the Save Confirmation page displays. Click the OK button.</p> <p>Note: After an Expense Report is submitted for approval, or after the Expense Report is approved, the employee can view their Expense Report to see the Status is updated to Submitted for Approval. In the Pending Actions section, you may also verify that the Expense Report is routed to the Expense User's Supervisor for review and approval.</p>
<p>End of Procedure.</p>	