

Modify 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.

After saving an Expense Report, an Expense User may come back at a later time to modify the Expense Report and Submit it for approval.

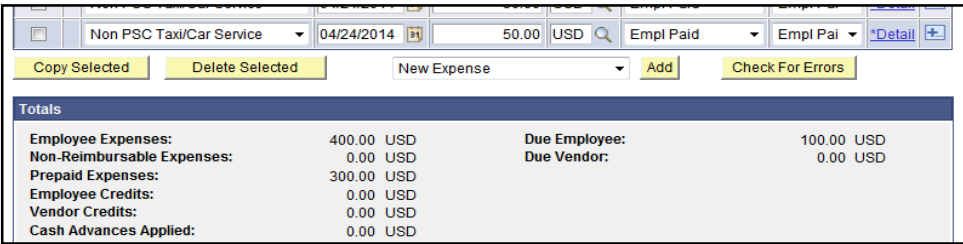
The User can delete Expense lines, change any of the values on existing lines, and add new Expense lines.

If an Expense Report is Sent Back by an Approver, the Expense User may modify the Expense Report and re-submit it for approval.

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 > Modify.</u>
3.	The Expense Report search page displays on the Find an Existing Value tab by default. Click the Search button. The Search Results display below. In the Search Results in the Report ID column, click the link of the Expense Report to be modified.
4.	The Expense Report Entry page displays. To modify the ChartFields for the entire Expense Report, click the Accounting Defaults link. The Accounting Defaults page displays. As needed, modify these default accounting ChartFields: <ul style="list-style-type: none"> • GL Unit • Dept (Department). <p>Note: 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.</p> Click the OK button.

<p>5.</p>	<p>To add multiple expense lines by Expense Type for one day or a date range, from the New Expense <input type="button" value="v"/> dropdown, select the Multiple Expenses list item.</p> <p>Click the Add button.</p> <p>On the Add Multiple Expenses page, confirm the Date Range displayed covers the duration of the travel.</p> <p>In the Add Expenses Types area, identify each expense type for which additional lines are needed. Select either the One day <input type="checkbox"/> checkbox or the All days <input type="checkbox"/> checkbox for that Expense Type.</p> <p>Click the Continue button.</p>
<p>6.</p>	<p>The Expense Report Entry page displays. For each line being added in the Amount Spent field, enter the amount shown on the receipt.</p> <p>On the Payment Type and Billing Type <input type="button" value="v"/> 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.
<p>7.</p>	<p>Click the Detail link to display the Authorization Detail page for the Expense Type.</p> <p>The Authorization Detail page displays. 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>

8.	<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><i>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.</i></p> <p><i>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.</i></p> <p>Click the OK button.</p> <p>The Authorization Detail page displays. Click the Return to Expense Report link.</p>
9.	<p>Click the Attachments link to upload the Travel Authorization supporting documentation and scanned receipts.</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><i>Note: Documents may be uploaded into a variety of file formats including: .jpg, .pdf, .docx, etc.</i></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>
10.	<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>
11.	<p>The Expense Report Entry page displays. In the General Information section Comment field, as needed, enter free form text.</p>

<p>12.</p>	 <p>The screenshot shows a software interface for entering expenses. At the top, there are fields for 'Non PSC Taxi/Car Service', a date '04/24/2014', an amount '50.00 USD', and a dropdown menu set to 'Empl Paid'. Below these are buttons for 'Copy Selected', 'Delete Selected', 'New Expense', 'Add', and 'Check For Errors'. A 'Totals' section is highlighted in blue, containing the following data:</p> <table border="1"> <tr> <td>Employee Expenses:</td> <td>400.00 USD</td> <td>Due Employee:</td> <td>100.00 USD</td> </tr> <tr> <td>Non-Reimbursable Expenses:</td> <td>0.00 USD</td> <td>Due Vendor:</td> <td>0.00 USD</td> </tr> <tr> <td>Prepaid Expenses:</td> <td>300.00 USD</td> <td></td> <td></td> </tr> <tr> <td>Employee Credits:</td> <td>0.00 USD</td> <td></td> <td></td> </tr> <tr> <td>Vendor Credits:</td> <td>0.00 USD</td> <td></td> <td></td> </tr> <tr> <td>Cash Advances Applied:</td> <td>0.00 USD</td> <td></td> <td></td> </tr> </table> <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>	Employee Expenses:	400.00 USD	Due Employee:	100.00 USD	Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD	Prepaid Expenses:	300.00 USD			Employee Credits:	0.00 USD			Vendor Credits:	0.00 USD			Cash Advances Applied:	0.00 USD		
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<p>13.</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>																								