

## 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 prior to.

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 <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the <b>Log In</b> button.</li> <li>• From the <b>Enterprise Menu</b>, select the <b>Financials Supply Chain</b> link.</li> </ul>
2.	Navigate to: <b><u>Employee Self-Service &gt; Travel and Expense Center &gt; Expense Report &gt; Create.</u></b>

3.

**Create Expense Report**  
**Expense Report Entry**

Belen Buenviaje [User Defaults](#) Report ID: NEXT

Quick Start: A Blank Report

**General Information**

\*Description: A Blank Report  
\*Business Purpose: A Template, A Travel Authorization, An Existing Report, Entries from My Wallet

Comment:

The **Expense Report Entry** page displays.

**Note:** When the expenses are not travel related, then go directly to Step 4.

Click the **Quick Start**  dropdown. To copy a Travel Authorization into the Expense Report, select the **A Travel Authorization** list item. Click the **GO** button.

**Create Expense Report**  
**Populate From A Travel Authorization**

Belen Buenviaje Report ID: NEXT

From Date: 01/24/2014  To: 05/24/2014

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	<a href="#">Meeting in Albany NY</a>	0000000064	04/24/2014	04/24/2014	400.00	USD
Select	<a href="#">Meeting in Albany NY</a>	0000000061	05/01/2014	05/02/2014	400.00	USD

[Return to Expense Report Entry](#)

The **Populate From A Travel Authorization** page displays. Click the Select button of the Travel Authorization to be copied.

4.

**Create Expense Report**  
**Expense Report Entry**

Belen Buenviaje [User Defaults](#) Report ID: NEXT


**General Information**

\*Description: Meeting in Albany NY  
\*Business Purpose: Meeting  
Default Location: NY ALBANY



Comment:  
Reference:  
Authorization ID: [0000000064](#)  
[Attachments](#)

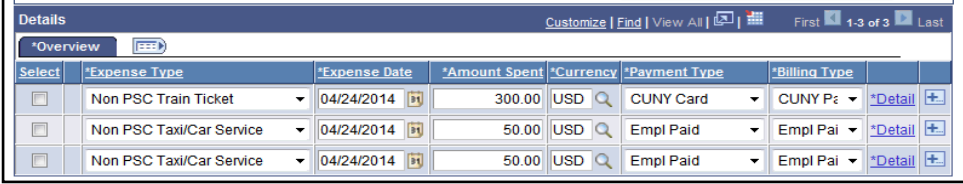
[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

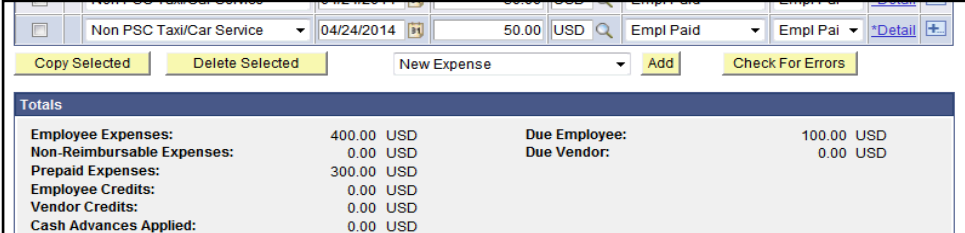
The **Expense Report Entry** page displays. In the **General Information** section, click the **Authorization ID** link to view the associated Travel Authorization in a pop-up window.

After viewing the Travel Authorization, click the  **Close** button in the upper right corner of the window.

**Note:** A Travel Authorization that is associated with an Expense Report in error may be detached.

<p>5.</p>	<p>In the <b>General Information</b> section, as needed, enter the following fields: <b>Description</b>, <b>Comment</b>, <b>Business Purpose</b>, and <b>Default Location</b>.</p> <p><b>Note: These fields will auto populate from the Travel Authorization and may be overwritten as needed.</b></p> <p>In the <b>Description</b> 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 <b>Comments</b> field.</p> <p>From the <b>Business Purpose</b>  dropdown, select the correct list item.</p> <p>Look up  the <b>Default Location</b> field which is the destination State and City for your travel.</p> <p><b>Note: The Default Location begins with a two digit code for the state.</b></p> <p>Click the <b>Save</b> button.</p> <p><b>Note: Save your work frequently as you enter the actual expenses and attach the required supporting documentation and receipts.</b></p>
<p>6.</p>	<p>Click the <b>Accounting Defaults</b> link to view the ChartField string to be applied to every expense line of the Expense Report.</p> <p>The <b>Accounting Defaults</b> page displays. As needed, modify these default accounting ChartFields:</p> <ul style="list-style-type: none"> <li>• <b>GL Unit</b></li> <li>• <b>Dept</b> (Department)</li> </ul> <p>Click the <b>OK</b> button.</p>

<p>7.</p>	 <p>The <b>Expense Report Entry</b> page displays. In the <b>Details</b> section, as needed, for each expense line update the <b>Expense Type</b>, <b>Date</b>, <b>Amount</b>, <b>Payment Type</b>, and <b>Billing Type</b> fields.</p> <p>In the <b>Details</b> section from the <b>Expense Type</b> dropdown, select the most appropriate list item.</p> <p><b>Note: If the employee is a member of PSC, then select only PSC Expense Types.</b></p> <p>In the <b>Expense Date</b> field, enter the date the expense was incurred in the mm/dd/yyyy format.</p> <p>In the <b>Amount Spent</b> field, enter the actual expense in dollars and cents as displayed on the receipt.</p> <p>On the <b>Payment Type</b> and <b>Billing Type</b> dropdowns, select matching:</p> <ul style="list-style-type: none"> <li>• <b>CUNY Card/CUNY Paid</b> when expenses are charged to a CUNY issued credit card or</li> <li>• <b>Empl Paid</b> when an employee used their own funds for an expense or</li> <li>• <b>Non-reimbursable</b> when an expense is the responsibility of the employee.</li> </ul>
<p>8.</p>	<p>Click the <b>Detail</b> link to display the <b>Authorization Detail</b> page for the <b>Expense Type</b>.</p> <p>In the <b>Description</b> 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><b>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.</b></p>
<p>9.</p>	<p>To change the accounting values for an individual line, click the <b>Accounting Details</b> link. On the <b>Accounting Details</b> page, as needed, modify these default accounting ChartFields:</p> <ul style="list-style-type: none"> <li>• <b>GL Unit</b></li> <li>• <b>Dept</b> (Department)</li> </ul> <p>Click the <b>OK</b> button.</p> <p>The <b>Authorization Detail</b> page displays. Click the <b>Return to Expense Report</b> link.</p>
<p>10.</p>	<p>As needed, click the <b>Add a row</b> icon to enter more expense lines.</p>

<p>11.</p>	<p>Click the <b>Attachments</b> link to upload the Travel Authorization supporting documentation and scanned receipts.</p> <p>The <b>Expense Attachments</b> page displays. Click the <b>Add Attachment</b> button.</p> <p>The <b>File Attachment</b> pop up displays. Click the <b>Browse</b> button.</p> <p>Within CUNYfirst, your <b>Computer</b> folder displays. Navigate to the documents to be uploaded into CUNYfirst. Click the <b>Open</b> button. Click the <b>Upload</b> button.</p> <p><b>Note: Documents may be uploaded into a variety of file formats including: .jpg, .pdf, .docx, etc.</b></p> <p>The <b>Expense Attachments</b> page displays. In the <b>Attachment Description</b> field, enter a brief description of the attachment.</p> <p>Click the <b>OK</b> button.</p>																																				
<p>12.</p>	<p>To delete an attachment, on the <b>Expense Report Entry</b> page, click the <b>Attachments</b> link.</p> <p>On the <b>Expense Attachments</b> page, identify the row of the attachment to be deleted by <b>File Name</b> or <b>Description</b>. Click that row's <b>Delete</b> button.</p> <p>The <b>Delete Confirmation</b> pop up displays this message, "Delete current/selected rows from this page? The delete will occur when the transaction is saved." Click the <b>OK</b> button.</p>																																				
<p>13.</p>	<p>The <b>Expense Report Entry</b> page displays. In the <b>General Information</b> section <b>Comment</b> field, as needed, enter free form text.</p>																																				
<p>14.</p>	 <p>The screenshot shows the 'Totals' section of the Expense Report Entry page. It includes a table with the following data:</p> <table border="1"> <thead> <tr> <th colspan="4">Totals</th> </tr> </thead> <tbody> <tr> <td>Employee Expenses:</td> <td>400.00</td> <td>USD</td> <td></td> </tr> <tr> <td>Non-Reimbursable Expenses:</td> <td>0.00</td> <td>USD</td> <td></td> </tr> <tr> <td>Prepaid Expenses:</td> <td>300.00</td> <td>USD</td> <td></td> </tr> <tr> <td>Employee Credits:</td> <td>0.00</td> <td>USD</td> <td></td> </tr> <tr> <td>Vendor Credits:</td> <td>0.00</td> <td>USD</td> <td></td> </tr> <tr> <td>Cash Advances Applied:</td> <td>0.00</td> <td>USD</td> <td></td> </tr> <tr> <td>Due Employee:</td> <td>100.00</td> <td>USD</td> <td></td> </tr> <tr> <td>Due Vendor:</td> <td>0.00</td> <td>USD</td> <td></td> </tr> </tbody> </table> <p>To validate the data, click the <b>Check For Errors</b> button.</p> <p><b>Note: When any of the Check for Errors, Save for Later or Submit buttons are clicked, then CUNYfirst:</b></p> <ul style="list-style-type: none"> <li>• Identifies any missing required fields.</li> <li>• ChartField strings are checked to ensure that combination of values is valid.</li> </ul> <p>If there are errors, then the <b>Missing or Invalid Information</b> button displays on each line that contains an error. Click the <b>Missing or Invalid Information</b> button for an expense line.</p> <p>The <b>Expense Detail for [expense type]</b> page displays with an explanation of problems for every expense line. Correct each error as indicated.</p>	Totals				Employee Expenses:	400.00	USD		Non-Reimbursable Expenses:	0.00	USD		Prepaid Expenses:	300.00	USD		Employee Credits:	0.00	USD		Vendor Credits:	0.00	USD		Cash Advances Applied:	0.00	USD		Due Employee:	100.00	USD		Due Vendor:	0.00	USD	
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Due Vendor:	0.00	USD																																			

<p>15.</p>	<div data-bbox="396 245 1354 323" style="border: 1px solid black; padding: 5px;"> <span style="border: 1px solid black; padding: 2px 10px;">Save For Later</span> <span style="border: 1px solid black; padding: 2px 10px; margin-left: 20px;">Submit</span> <span style="float: right; margin-left: 20px;"> <a href="#">Expense Report Project Summary</a> <a href="#">Printable View</a> </span> <span style="float: left; margin-right: 20px;"> <a href="#">Return to Expense Report</a> </span> </div> <p>Click the <b>Save For Later</b> 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 <b>Submit</b> button when every expense is entered with an attached receipt at the Attachments link.</p> <p>When the <b>Submit</b> button is selected, then the <b>Save Confirmation</b> page displays. Click the <b>OK</b> button.</p> <p><b>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.</b></p>
	<p><b>End of Procedure.</b></p>