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TO: All CUNYfirst Expense Users

FROM: Sonia Rodriguez
             Accounts Payable Mgr.

RE: CUNYfirst Expense Reports - New 'Expense Location Details' Field Requirements

DATE: August 18, 2017

Effective Monday morning, August 21st, new fields will be required on CUNYfirst expense reports.   The following changes will impact expense report processing:

- The Expense Report will contain a new link called 'Expense Location Details' and all fields will be required for each expense report being created. Below is a screenshot of the new link and page as well as an example of how the data needs to be entered. You will **NOT** be able to submit the expense report unless all fields on this page are filled in.

- The Official Station (work location address/zip code) on the Employee Profile in SFS is now required for every person submitting an expense report. If an expense report is interfaced to SFS and the Official Station is not populated, the expense report will be rejected and a new expense report will need to be created and submitted in CUNYfirst.   All existing employees with an Employee Profile in CUNYfirst have been updated with an Official Station in SFS.

- Expense reports created prior to Monday, August 21st will be sent back and a new expense report will have to be created by the user to fill in the new required fields.

Any questions, please do not hesitate to contact Accounts Payable at 8263.

Attachment

Job Aid – Entering Expense Location Details on an Expense Report