



Financials
Procurement Other
P-Cards and Expenses
Quick Reference Guide

Expense Users

Travel Authorizations

Employees who travel out of town representing CUNY submit a Travel Authorization for approval. The Approval route is to be completed prior to the first travel date.

View Expense User Profile

View your Supervisor field used for Approval routing and your default ChartField string that includes your GL Unit and your Department as part of your usual cost center.

Create Travel Authorization

The Expense User or their proxy create and save a Travel Authorization in CUNYfirst.

Modify Travel Authorization

The Expense User or their proxy may come back at a later time to modify or add to the Travel Authorization. A Travel Authorization sent back by an Approver may be modified and re-submitted for approval.

Submit Travel Authorization

Submit a Travel Authorization for approval routing starting with the Expense User's Supervisor.

Cancel Travel Authorization

An approved Travel Authorization not yet copied to an Expense Report may be cancelled which runs a Budget Check to unencumber the funds. A cancelled Travel Authorization may then be deleted.

Delete Travel Authorization

A Travel Authorization may be deleted in any of these situations: It is no longer needed prior to the Expense Report being submitted for Approval; an Approver returns the Travel Authorization for modification; or the Travel Authorization has a status of Sent Back by an Approver.

View Travel Authorization

See a Travel Authorization when it is saved, submitted for approval or approved.

Expense Reports

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.

Create Expense Report

An employee or their proxy may create an Expense Report directly in CUNYfirst.

Modify Expense Report

After saving, the User can come back at a later time to delete Expense lines, change any of the values on existing lines, and add new Expense Report lines prior to clicking Submit if for approval. An Expense Report sent back by an approver may be modified and re-submitted for approval.

Submit Expense Report

When all expenses are entered and saved, click the Submit button. If any errors exist, the Expense Detail page displays for you to correct the errors and then click the Submit button again.

Delete Expense Report

An Expense Report may be deleted when it is no longer needed prior to being submitted, an Expense Report is sent back for modification and the employee chooses to start over rather than modifying the existing Expense Report; the approval status is Sent Back.

View Expense Report

An employee may view their Expense Report.

[Back to Table of Contents](#)

View Expense User Profile

Administrators establish an expense default profile in CUNYfirst for each Expense User. You may view your own personal, organizational, and financial data expense profile.

The defaults displayed in this component are applied when either the employee or the employee's proxy enter a new Travel Authorization or Expense Report.

Changes to this data may only be made by Travel and Expense Administration.

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 Expenses > Review/Edit Profile.</u>
3.	The Employee Data tab displays. Click the Organizational Data tab.
4.	On the Organization Data tab Default ChartField Values section, the business unit and employee's department is used to populate the expense accounting distribution.
5.	Click the User Defaults tab.
6.	On the User Defaults tab, view User preference data including: Active employee status and allowed to copy a Travel Authorization into an Expense Report.
	End of Procedure.

[Back to Table of Contents](#)

Create Travel Authorization



The employee or their proxy will create a Travel Authorization in CUNYfirst.

All out-of-town travel requires an approved Travel Authorization in CUNYfirst prior to the first travel date.

No self-approval of a Travel Authorization is permitted. Travel Authorizations must be approved by the Supervisor of the traveler, as well as, the Department Approvers. The Department Approver/s ensure department budget is encumbered (set aside) for the anticipated travel.

Separate Travel Authorizations are required when a trip is being paid for by more than one Institution.

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 > Travel Authorization > Create</u> .

<p>3.</p>	<p>The Travel Authorization Entry page displays. In the General Information section, enter the following: Description, Comment, Business Purpose, Default Location, Date From, and Date To fields.</p> <div data-bbox="396 371 1357 684" data-label="Form"> </div> <p>In the General Information section Description field, enter a brief description of no more than 30 characters to identify this trip.</p> <p>In the Comment field, enter the purpose of the trip in free form text in no more than 10,000 characters.</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>All Travel Authorizations must be future dated. In the Date From field, enter the departure date in the in the mm/dd/yyyy format.</p> <p>In the Date To field, enter the return date in the in the mm/dd/yyyy format.</p> <p>Click the Save button.</p> <p>Note: Save your work frequently as you enter the projected expenses and attach the required supporting documentation.</p>
<p>4.</p>	<p>Click the Accounting Defaults link to view the ChartField string to be applied to every expense line of the Travel Authorization.</p> <p>The Accounting Defaults page displays. As needed, modify these default accounting ChartFields:</p> <ul style="list-style-type: none"> • GL Unit • Department <p>Note: When travel expenses are split among departments in the same GL unit, then each department has a separate travel authorization line with the amount to be met from that Department Budget.</p> <p>Click the OK button.</p>

5. The **Travel Authorization Entry** page displays. For each expense line, enter the **Expense Type**, **Date**, **Amount**, **Payment Type**, and **Billing Type** fields.

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Non PSC Commercial air tra	04/23/2014	400.00	USD	CUNY Card	CUNY Paid	*Detail +
							+.
							+.
							+.

Totals	
Authorized Amount:	400.00 USD

In the **Details** section from the **Expense Type** dropdown, select the most appropriate list item.

Note: If the employee is a member of PSC, then select only PSC Expense Types.

In the **Date** field, enter the future date the expense is expected to be incurred in the mm/dd/yyyy format.

In the **Amount** field, enter the total expected expenditure in dollars.

On the **Payment Type** and **Billing Type** dropdowns, select matching:


- **CUNY Card/CUNY Paid** when expenses will be charged to a CUNY issued credit card
or
- **Empl Paid** when an employee will use their own funds for an expense
or
- **Non-reimbursable** when an expense is the responsibility of the employee.

6. Click the **Detail** link to display the **Authorization Detail** page for the **Expense Type**.

In the **Description** field, enter a description of no more than 250 characters.

For each Expense Type, additional fields may display. If known, enter the related data.

Note: For example, if the Expense Type is either PSC or Non PSC Mileage, then three additional fields display being: Miles, Originating Location, and Destination Location. After these three fields are entered, click the Calc Mileage button to update the Amount field based on the entered data.

7.	<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>Click the OK button.</p> <p>The Authorization Detail page displays. Click the Return to Travel Authorization Entry link.</p>
8.	<p>As needed, click the Add a row  icon to enter more expense lines.</p>
9.	<p>Click the Attachments link to upload supporting documentation to justify the expenditure.</p> <p>Note: For example, add conference information, anticipated transport (airline, etc.) costs, anticipated hotel rates, and allowed per diem rate.</p> <p>The Travel Auth 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 Travel Auth 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 Travel Authorization Entry page, click the Attachments link.</p> <p>On the Travel Auth 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.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="2" style="text-align: left; padding: 2px;">Totals</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Authorized Amount:</td> <td style="text-align: right; padding: 2px;">400.00 USD</td> </tr> <tr> <td colspan="2" style="text-align: right; padding: 2px;">Update Totals</td> </tr> <tr> <td style="padding: 2px;">Save for Later</td> <td style="padding: 2px;">Submit</td> </tr> <tr> <td colspan="2" style="padding: 2px;"> Return to Travel Authorization Create A Cash Advance Project Summary Printable View </td> </tr> </tbody> </table> </div> <p>Click the Save for Later or Submit button.</p> <p>Note: If all required or major anticipated expenditure is entered and supporting documentation is attached, then click Submit.</p> <p>Note: In either case, all expense lines will be checked for errors. The Travel Authorization cannot be saved or submitted until all errors are corrected.</p> <p>If you click the Submit button, then the Submit Confirmation page displays. Click the OK button.</p>	Totals		Authorized Amount:	400.00 USD	Update Totals		Save for Later	Submit	Return to Travel Authorization Create A Cash Advance Project Summary Printable View	
Totals											
Authorized Amount:	400.00 USD										
Update Totals											
Save for Later	Submit										
Return to Travel Authorization Create A Cash Advance Project Summary Printable View											
	End of Procedure.										

[Back to Table of Contents](#)

Modify Travel Authorization

After saving a Travel Authorization, an employee may come back at a later time to modify the Travel Authorization and submit it for approval.

If a Travel Authorization is sent back by an Approver, the employee may modify the Travel Authorization 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: <i>Employee Self-Service > Travel and Expense Center > Travel Authorization > Modify.</i>
3.	On the Travel Authorization search page, click the Search button. The Search Results display only those Travel Authorizations created by or for the User. Click the Authorization ID link of the Travel Authorization you wish to modify.
4.	The Travel Authorization Entry page displays. To add new Expense Type expense lines, from the Add  dropdown select the Multiple Expenses list item. On the Add Multiple Expenses page, for each Expense Type to be added for the duration of the travel, check the All Days <input type="checkbox"/> checkbox. Click the Continue button. The Travel Authorization Entry page displays with additional lines for each day of the travel.
5.	The Travel Authorization Entry page displays. For each expense line, as needed, modify or enter the Expense Type , Date , Amount , Payment Type , and Billing Type fields. In the Date field, enter the future date the expense is expected to be incurred in the mm/dd/yyyy format. In the Amount field, enter the total expected expenditure in dollars. On the Payment Type and Billing Type  dropdowns, select matching: <ul style="list-style-type: none"> • CUNY Card/CUNY Paid when expenses will be charged to a CUNY issued credit card or • Empl Paid when an employee will use their own funds for an expense or • Non-reimbursable when an expense is the responsibility of the employee.

6.	<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 Mileage, then three additional fields display being: Miles, Originating Location, and Destination Location. After these three fields are entered, click the Calc Mileage button to update the Amount field based on the entered data.</p>
7.	<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>Click the OK button.</p>
8.	<p>The Authorization Detail page displays. To confirm the newly entered ChartFields exist, click the Check Expense For Errors button which will perform a combo edit validation.</p> <p>Note: ChartField strings are checked to ensure that combination of values is valid. The User must confirm that the correct ChartField string is entered.</p> <p>Click the Return to Travel Authorization Entry link.</p>
9.	<p>Click the Attachments link to add supporting documentation to justify the expenditure.</p> <p>Note: For example, add conference information, anticipated transport (airline, etc.) costs, anticipated hotel rates, and allowed per diem rate.</p> <p>The Travel Auth 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 Travel Auth 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 Travel Authorization Entry page, click the Attachments link.</p> <p>On the Travel Auth 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>After modifying the Travel Authorization, click either the Save for Later or Submit button.</p> <p>Note: If all required or major anticipated expenditure is entered and supporting documentation is attached, then click Submit.</p> <p>Note: In either case, all expense lines will be checked for errors. The Travel Authorization cannot be saved or submitted until all errors are corrected. If you click the Submit button, then the Submit Confirmation page displays. Click the OK button.</p> <p>Note: In the General Information section, the Status field updates from Pending to Submission in Process.</p> <p>Note: You may confirm the Status of the Travel Authorization transaction by navigating to the View Travel Authorization page.</p>
	<p>End of Procedure.</p>

[Back to Table of Contents](#)

Submit Travel Authorization

After saving a Travel Authorization, an employee may come back at a later time to modify the Travel Authorization and submit it for approval.

If a Travel Authorization is sent back by an approver, the employee may modify the Travel Authorization 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 > Travel Authorization > Modify.</u>
3.	On the Travel Authorization search page, click the Search button.
4.	The Search Results display only those Travel Authorizations created by or for the User that were previously saved after having been checked for errors. Click the Authorization ID link of the Travel Authorization you wish to submit. <i>Note: The Search Results may be sorted by selecting any of the column headers.</i> <i>Note: Travel Authorizations with a Pending status are ready to be submitted for approval.</i>
5.	The Travel Authorization Entry page displays. Click the Submit button. <i>Note: If all required or major anticipated expenditure is entered and supporting documentation is attached, then click Submit.</i> <i>Note: All expense lines will be checked for errors. The Travel Authorization cannot be saved or submitted until all errors are corrected.</i>
6.	If you click the Submit button, then the Submit Confirmation page displays. Click the OK button. <i>Note: In the General Information section, the Status field updates from Pending to Submission in Process.</i> <i>Note: You may confirm the Status of the Travel Authorization transaction by navigating to the View Travel Authorization page.</i>
	End of Procedure.

[Back to Table of Contents](#)

Cancel Travel Authorization

An approved Travel Authorization that has not yet been copied to an Expense Report may be cancelled by the employee. The cancellation process runs a Budget Check to unencumber (release) the funds.

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 Expenses > Travel Authorization > Cancel.</u>
3.	On the Cancel Approved Travel Authorization page, select the <input type="checkbox"/> checkbox of the Travel Authorization/s to cancel and then click the Cancel Selected Travel Authorization(s) button.
4.	The Save Confirmation page displays. Click the OK button. <i>Note: The Travel Authorization Status updates to Closed.</i> <i>Note: The Cancelled Travel Authorization is available to be deleted.</i>
	End of Procedure.



[Back to Table of Contents](#)

Delete Travel Authorization

After a **Travel Authorization** is copied into an **Expense Report** it can no longer be cancelled.

However, the **Travel Authorization** may be deleted in any of these situations:

- It is no longer needed prior to the Expense Report being submitted for Approval.
- The Travel Authorization has a status of Sent Back by an Approver. An Approver returns the Travel Authorization for modification. The Employee chooses to start again rather than modifying the existing Travel Authorization.

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 > Travel Authorization > Delete.</u>
3.	On the Delete Travel Authorization search page, in the Empl ID field, enter or  look up the employee's unique eight digit CUNY ID.
4.	On the Delete Travel Authorization page, select the <input type="checkbox"/> checkbox/es of the Travel Authorization/s to delete.
5.	Click the Delete Selected Authorization(s) button.
6.	On the Delete Confirmation page, click the OK button.
7.	Click the Return to Travel Authorization link.
8.	To verify the Travel Authorization has been deleted, see if it is still available for deletion. In the menu, click the Delete link.
9.	On the Delete Travel Authorization page, in the Empl ID field, enter or  look up the employee's unique eight digit CUNY ID.
10.	Click the Search button. Note: From the list of Travel Authorizations, the Travel Authorization can no longer be found. Note: The message "No matching values were found." confirms that the Travel Authorization was successfully deleted.
	End of Procedure.

[Back to Table of Contents](#)

View Travel Authorization

An employee may view their Travel Authorization when it is saved, submitted for approval or approved.

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 > Travel Authorization > View</u>
3.	The Travel Authorization search page displays. Click the Search button.
4.	The Search Results display. In the Authorization ID column, click the link of the Travel Authorization you wish to view. Note: The Status column indicates how each Travel Authorization is progressing.
5.	The Travel Authorization Details page displays. In the Details section, for each projected expense line, click the *Detail link.
6.	On the Authorization Detail page, view the Description . Click the Accounting Detail link to view the ChartFields for the line.
7.	Click the OK button.
8.	Click the Return to Travel Authorization Details link.
9.	The Travel Authorization Details page displays. Note: The Pending Actions section displays which Approvers are yet to approve this transaction. Note: In the Action History section Action column view previous submissions and approvals. Note: In the Action History section, the Comments icon displays on those actions for which a comment is entered. Click the Comments icon to view those comments.
10.	Click the Return to Search button.
11.	Click the Authorization ID link for the next Travel Authorization you wish to view in the Search Results .
	End of Procedure.

[Back to Table of Contents](#)

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 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.

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	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

[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
- Authorization ID: [0000000064](#)

Comment:

Reference:



[Attachments](#)

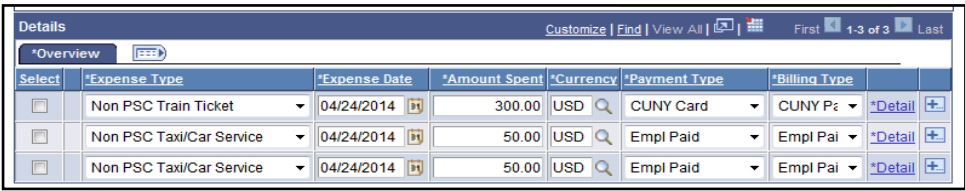
[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

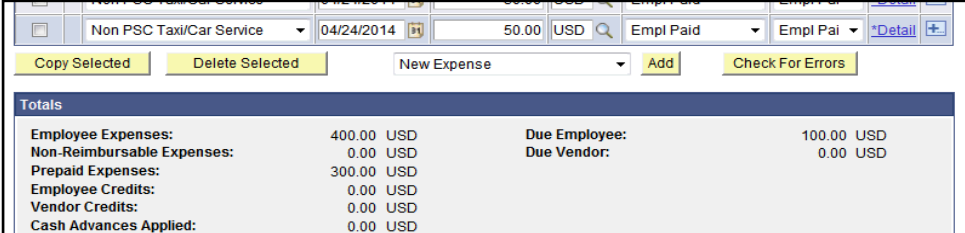
The **Expense Report Entry** page displays. In the **General Information** section, click the **Authorization ID** link to view the associated Travel Authorization in a pop-up window.

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 General Information section, as needed, enter the following fields: Description, Comment, Business Purpose, and Default Location.</p> <p><i>Note: These fields will auto populate from the Travel Authorization and may be overwritten as needed.</i></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><i>Note: The Default Location begins with a two digit code for the state.</i></p> <p>Click the Save button.</p> <p><i>Note: Save your work frequently as you enter the actual expenses and attach the required supporting documentation and receipts.</i></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>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: If the employee is a member of PSC, then select only PSC Expense Types.</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.
<p>8.</p>	<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>
<p>9.</p>	<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>Click the OK button.</p> <p>The Authorization Detail page displays. Click the Return to Expense Report link.</p>
<p>10.</p>	<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>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>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>	<div data-bbox="397 245 1356 325" style="border: 1px solid black; padding: 5px;"> Save For Later Submit Expense Report Project Summary Printable View Return to Expense Report </div> <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>

[Back to Table of Contents](#)

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.

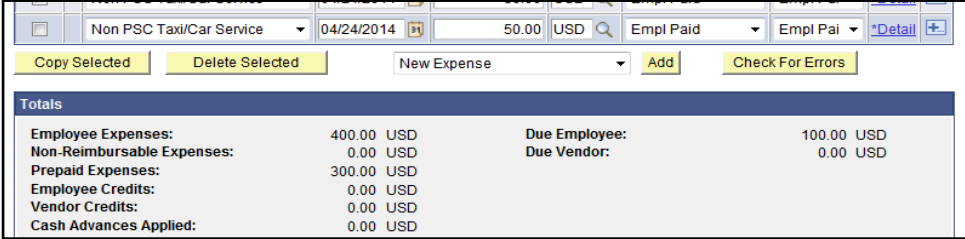
After saving an Expense Report, an Expense User may come back at a later time to modify the Expense Report and Submit it for approval.

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: <i>Employee Self-Service > Travel and Expense Center > Expense Report > Modify.</i>
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). Click the OK button.
5.	To add multiple expense lines by Expense Type for one day or a date range, from the New Expense <input type="checkbox"/> dropdown, select the Multiple Expenses list item. Click the Add button. On the Add Multiple Expenses page, confirm the Date Range displayed covers the duration of the travel. 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. Click the Continue button.

6.	<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 <input type="text"/> 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.
7.	<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>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>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>

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>
12.	 <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>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>
13.	<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>	

Submit Expense Report

When all the expenses for an Expense Report are entered and saved with attached support documentation and receipts, click the Submit button.

If any errors exist, the Expense Detail page displays for you to correct the errors. After an Expense Report is successfully submitted, then it is not available to be modified.

The Expense Report is routed for approval first to your Supervisor and then other designated Approver/s.

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.

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.
4.	The Search Results display below. In the Search Results in the Report ID column, click the link of the Expense Report to be modified.
5.	For the selected Expense Report, the Expense Report Entry page displays. To validate the data, click the Check For Errors button. Note: When any of the Check for Errors, Save for Later or Submit buttons are clicked, then CUNYfirst: <ul style="list-style-type: none"> Identifies any missing required fields, and ChartField strings are checked to ensure that combination of values is valid. The User must confirm that the correct ChartField string is entered.
6.	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.
7.	The Expense Detail for [expense type] page displays with an explanation of problems for every expense line. Correct each error as indicated. Note: When either the Check for Error, Save for Later or Expenses button is clicked, the messages and visual indicators disappear. Note: If any error remains, then you may Save for Later, but not Submit the Expense Report.
8.	To confirm that all of the errors are corrected, click the Check For Errors button.

9.	<p>Click the Submit button.</p> <p>Note: <i>Click the Submit button when every expense is entered with an attached receipt at the Attachments link.</i></p>
10.	<p>When the Submit button is selected, then the Save Confirmation page displays. Click the OK button.</p> <p>Note: <i>Click the Cancel button to go back and modify the Expense Report as needed.</i></p> <p>Note: <i>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.</i></p>
<p>End of Procedure.</p>	

[Back to Table of Contents](#)

Delete Expense Report

An Expense Report may be deleted in any of these situations:

- It is no longer needed prior to the Expense Report being submitted for Approval.
- The Expense Report has a status of Sent Back by an Approver. An Approver returns the Expense Report for modification and the Employee chooses to start again rather than modifying the existing Expense Report.



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 > Delete.</u>
3.	The Delete Expense Report displays. Click the Search button.
4.	The Delete an Expense Report page displays both unsubmitted Expense Reports and those sent back by an Approver. In the Select column, select the <input type="checkbox"/> checkbox/es of the Expense Report/s to delete.
5.	Click the Delete Selected Report(s) button.
6.	The Delete Confirmation page displays. Click the OK button.
	End of Procedure.

[Back to Table of Contents](#)

View Expense Report

An employee may view their Expense Report with expense lines, attachments, ChartFields and Approver comments.

An Expense Report is available after it is submitted for approval with any of these statuses: Approved, Closed, In Process, Paid, Pending, Submitted, and On Hold.

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 > View.</u>
3.	The Expense Report search page displays on the Find an Existing Value tab by default. Click the Search button.
4.	The Search Results display below. In the Search Results in the Report ID column, click the link of the Expense Report to be viewed. Note: If only one is available, then the Expense Report Detail page displays.
5.	The Expense Report Detail page displays. To view an Approver's comments, click the red link with the first 30 characters of the comments in the header of the Expense Report Detail page.
6.	Click the Return button.
7.	To view the Travel Authorization, click the Authorization ID link.
8.	The Travel Authorization for this Expense Report displays in a new window. After viewing the Travel Authorization, click the  Close button in the upper right corner of the window.
9.	The Expense Report Detail page is still displayed. To view attachments, click the Attachments link. Note: The number of attachments displays on the link.
10.	The Expense Attachments page displays. To view an attachment, in the File Name column, click the link for the attachment to be viewed.
11.	The attachment file displays in a new window. When you have finished viewing the file, click the  Close button in the upper right corner of the window.
12.	Click the OK button.
13.	In the Details section for any expense line to view the Description and additional fields related to the Expense Type, click the Detail link.
14.	The Expense Detail page for the selected expense line displays. To view the ChartFields, click the Accounting Detail link.
15.	Click the OK button.
16.	Click the Return to Expense Report link.
	End of Procedure.

[Back to Table of Contents](#)

Approvers of Travel Authorizations and Expense Reports

Travel Authorization Approvals

Supervisor Approval

Supervisors ensure that the travel meets a specified business purpose.

Department Approval

Department Level 1 and Department Level 2 Approvers ensure budget is available for the anticipated travel and that support documentation is attached.

Expense Report Approvals

Supervisor Approval

Supervisors confirm that the Budget Check status is Valid, corresponding receipts are attached, and that each expense line is related to the business purpose. Supervisors Send Back Expense Reports requiring modification.

Department Level Approval

Some Business Units required a Department Level 2 approval to ensure that corresponding receipts are attached, and GL Unit and Department ChartField values for each transaction are correct. Department Approvers Send Back Expense Reports requiring modification.

PrePay Auditor Approval

The Prepay Auditor is responsible for ensuring that the Expense Report meets CUNY, NYS and NYC expense reimbursement requirements and those expenses are allocated to the correct account codes. The AP Approver can modify or Send Back the Expense Report to ensure compliance. In the event that the AP Approver modifies the Expense Report, a notification will be sent to the employee with an explanation of the changes.

Review Approval History

Approvers can view previously approved Travel Authorizations and Expense Reports.

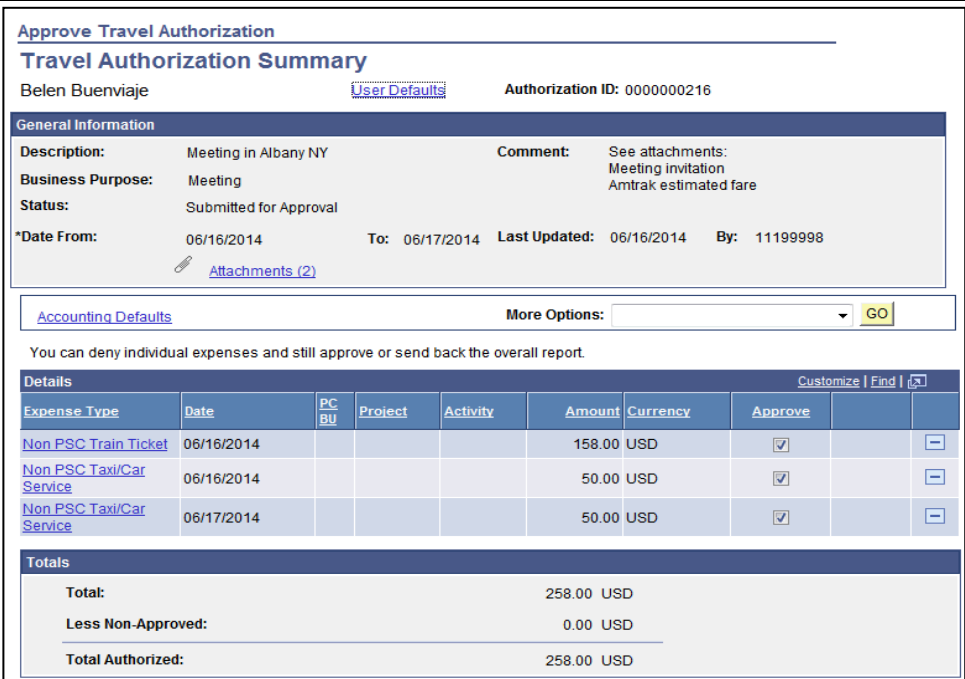

[Back to Table of Contents](#)

Approve Travel Authorization

Once an employee submits a Travel Authorization, the transaction is routed with email notifications to the employee's Supervisor for approval and then two levels of Department Level approvers.

Supervisors ensure that the travel meets a specified business purpose. Department Approvers ensure budget is available for the anticipated travel.

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.	On the Universal Navigation Header , click the Worklist link. <i>Note: Alternatively, navigate to: <u>Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions</u>. The Manager Self-Service navigation also provides approvers with another option to approve Travel Authorizations. The Manager Self-Service navigation displays all Travel Authorization transactions available for approval, and offers additional tabs and filters.</i>
3.	In the Worklist section Link column, select the link for the Travel Authorization you wish to review for approval.
4.	The Travel Authorization Summary page displays. At the bottom of the page beneath the Comments section, the Budget Status must be Valid for the Approval button to display. <i>Note: The Budget Check batch process is run hourly weekdays. If the Budget Check status is 'Not Chk'd', then either return to the approval item in an hour or run a manual budget check.</i> <i>Note: To manually run the budget check:</i> <ol style="list-style-type: none"> 1. Click the Budget Options link. 2. The Commitment Control Page displays. Click the Budget Check button. When there is sufficient budget, then the Budget Checking Header Status field displays 'Valid Budget Check'. 3. Click the OK button.

<p>5.</p>	 <p>In the General Information section an identifying Description and the Business Purpose display followed by the current Status and the travel dates.</p>
<p>6.</p>	<p>Click the Attachments link to view the supporting documentation.</p> <p>Note: The number on the link indicates the number of attachments.</p>
<p>7.</p>	<p>The Travel Auth Attachments page displays. In the File Name column, select a link to view the attachment.</p>
<p>8.</p>	<p>The attachment displays in a new window. After viewing the attachment, click the  Close button in the upper right corner of the window.</p>
<p>9.</p>	<p>Click the OK button.</p>
<p>10.</p>	<p>The Travel Authorization page displays. Click the Accounting Defaults link to view the Department Budget for the entire Travel Authorization. As needed, modify the ChartFields and click the OK button.</p> <p>Note: If the Accounting Default ChartFields are modified, then run a manual Budget Check.</p>
<p>11.</p>	<p>The Travel Authorization page displays. In the Details section Expense Type column, select the link of a line to review.</p>
<p>12.</p>	<p>The Authorization Detail page for that line displays. Click the Accounting Detail link to view the ChartFields for this expense line.</p>
<p>13.</p>	<p>On the Accounting Detail page, as needed, modify the ChartFields and click the OK button.</p> <p>Note: If any Accounting Detail ChartFields are modified, then run a manual Budget Check.</p>
<p>14.</p>	<p>Click the OK button.</p>

15.	Click the Return to Travel Authorization Details link.
16.	The Travel Authorization page displays. As needed, in the Comments section, enter free form text. <i>Note: Comments are required when a Travel Authorization is sent back by an approver. The employee or their proxy may modify the Travel Authorization and re-submit it for approval.</i>
17.	Click either the Approve or Send Back buttons. <i>Note: Both the Expense User and, if applicable, the proxy that submitted the Expense Report on behalf of the Expense User are notified when the Expense Report is sent back for modification.</i>
18.	The Submit Confirmation page displays. To confirm that the Travel Authorization is approved at your level, click the OK button.
	End of Procedure.

[Back to Table of Contents](#)

Approve Expense Report



Once an employee submits an Expense Report for approval, the transaction is routed to the appropriate approvers for review and approval.


Expense Reports are approved first by the Supervisor of the employee submitting the reimbursement request. Then some Business Units have Expense Reports reviewed for approval by a Department Level 2 Approver.

Whether or not a Department Level 2 Approver reviews the Expense Report, the final approver is the Prepay Auditor who is responsible for ensuring that the Expense Report meets CUNY, NYS and NYC expense reimbursement requirements and those expenses are allocated to the correct General Ledger account codes. The PrePay Auditor can modify the Expense Report to ensure compliance.

In the event that the PrePay Auditor modifies the Expense Report, a notification will be sent to the employee with an explanation of the changes.

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>Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions</u> or <u>Worklist</u> . <i>Note: The Manager Self-Service navigation displays all Travel Authorization and Expense Report transactions available for approval, and offers additional tabs and filters.</i> <i>Note: The Worklist takes you directly to the transaction.</i> <i>Note: Once approved, an Expense Report no longer displays.</i>
3.	Through the Manager Self Service navigation, the Overview tab displays. To view only Expense Reports to be reviewed for approval, click the Expense Reports tab.
4.	Alternatively, click the Worklist link.
5.	On your Worklist page in the Link column, click the link for the Expense Report you wish to review for approval.

6.	<p>The Expense Report Summary page displays. At the bottom of the page beneath the Comments section, the Budget Status must be Valid for the Approval button to display.</p> <p><i>Note: The Budget Check batch process is run hourly weekdays. If the Budget Check status is 'Not Chk'd', then either return to the approval item after an hour or run a manual budget check.</i></p> <p><i>Note: To manually run the budget check:</i></p> <ol style="list-style-type: none"> 1. Click the Budget Options link. 2. The Commitment Control Page displays. Click the Budget Check button. When there is sufficient budget, then the Budget Checking Header Status field displays 'Valid Budget Check'. 3. Click the OK button.
7.	<p>In the Report Information section an identifying Description and the Business Purpose display followed by the current Status and, as applicable, the Default Location.</p>
8.	<p>In the Comments field, travel related Expense Reports should display the Date and Time From and Date and Time To information needed to review some Expense Types.</p>
9.	<p>To view the Travel Authorization, click the Authorization ID link.</p>
10.	<p>The Travel Authorization for this Expense Report displays in a new window. After viewing the Travel Authorization, click the  Close button in the upper right corner of the window.</p>
11.	<p>To view attachments, click the Attachments link.</p> <p><i>Note: The link denotes the number of attachments.</i></p> <p><i>Note: Expense Report attachments will include scanned and uploaded receipts for each expense line and, if applicable, all Travel Authorization support documentation.</i></p>
12.	<p>The Expense Attachments page displays. To view an attachment, in the File Name column, click the link for the attachment to be reviewed.</p>
13.	<p>The attachment file displays in a new window. After viewing the attachment, click the  Close button in the upper right corner of the window.</p>
14.	<p>When you have finished reviewing the attachments on this page, click the OK button.</p>
15.	<p>The Expense Report Summary page displays. In the Report Information section, click the Accounting Defaults link to view the Expense User's Department ChartFields applied to the entire Expense Report.</p>
16.	<p>Click the OK button.</p>
17.	<p>The Expense Report Summary page displays. In the Expense Line Items section Expense Type column, click the link of a line to view the Description of the expense and to access the Accounting Detail link to view the ChartFields for this line.</p>






<p>18.</p>	<p>The Expense Detail page for that line displays. To view the ChartFields for this expense line, click the Accounting Detail link.</p> <p>Note: Expense Types distinguish between PSC members and Non PSC members.</p> <p>Note: In the Header area the line, employee and Expense Report are identified.</p> <p>Note: In the About this Expense section Payment Type and Billing Type fields display either:</p> <ul style="list-style-type: none"> • CUNY Card when expenses were 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>Note: In the Description field, each expense must display a brief explanation of the expense.</p>																								
<p>19.</p>	<p>The Accounting Detail page displays. Click the OK button.</p> <p>Note: An Expense Line may be modified, as needed, on this page. Alternatively, the Approver may send the Expense Report to be modified by the Expense User.</p>																								
<p>20.</p>	<p>Click the Next Expense button.</p> <p>Note: Repeat Steps 17-19 to view remaining Expense Lines.</p>																								
<p>21.</p>	<p>After reviewing the Expense Lines, return to the Expense Report Summary page. Click the Return to Expense Report link.</p>																								
<p>22.</p>	<p>If transaction lines have Exception Comments, they are denoted by the Exception Comment  icon to the left of the Expense Type column. To view the Exception Comments for the entire Expense Report, click the Exception Comments icon</p>																								
<p>23.</p>	<div data-bbox="397 1270 1356 1785" style="border: 1px solid black; padding: 5px;"> <p>Approve Expense Report</p> <p>View Exception Comments</p> <p>Belen Buenviaje Report ID: 0000000150</p> <p>General Information</p> <p>Report Description: Meeting in Albany NY</p> <p>Business Purpose: Meeting</p> <p>Reference:</p> <table border="1" data-bbox="406 1543 1347 1774"> <thead> <tr> <th>Line</th> <th>Expense Type</th> <th>Exception</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Non PSC Train Ticket</td> <td>None</td> <td>No exceptions associated with this line.</td> </tr> <tr> <td>2</td> <td>Non PSC Taxi/Car Service</td> <td>Duplicates Exist</td> <td>Expense line is a duplicate of Line 3, Sheet Id 0000000150. Date 2014-04-28, Amt Spent 50 USD.</td> </tr> <tr> <td>3</td> <td>Non PSC Taxi/Car Service</td> <td>Duplicates Exist</td> <td>Expense line is a duplicate of Line 2, Sheet Id 0000000150. Date 2014-04-28, Amt Spent 50 USD.</td> </tr> <tr> <td>4</td> <td>Misc Travel Expenses</td> <td>None</td> <td>No exceptions associated with this line.</td> </tr> <tr> <td>5</td> <td>Non PSC Per Diem Breakfast</td> <td>None</td> <td>No exceptions associated with this line.</td> </tr> </tbody> </table> </div> <p>The View Exception Comments page displays. To examine any or all expense lines, click the Return To Expense Report link.</p>	Line	Expense Type	Exception	Comment	1	Non PSC Train Ticket	None	No exceptions associated with this line.	2	Non PSC Taxi/Car Service	Duplicates Exist	Expense line is a duplicate of Line 3, Sheet Id 0000000150. Date 2014-04-28, Amt Spent 50 USD.	3	Non PSC Taxi/Car Service	Duplicates Exist	Expense line is a duplicate of Line 2, Sheet Id 0000000150. Date 2014-04-28, Amt Spent 50 USD.	4	Misc Travel Expenses	None	No exceptions associated with this line.	5	Non PSC Per Diem Breakfast	None	No exceptions associated with this line.
Line	Expense Type	Exception	Comment																						
1	Non PSC Train Ticket	None	No exceptions associated with this line.																						
2	Non PSC Taxi/Car Service	Duplicates Exist	Expense line is a duplicate of Line 3, Sheet Id 0000000150. Date 2014-04-28, Amt Spent 50 USD.																						
3	Non PSC Taxi/Car Service	Duplicates Exist	Expense line is a duplicate of Line 2, Sheet Id 0000000150. Date 2014-04-28, Amt Spent 50 USD.																						
4	Misc Travel Expenses	None	No exceptions associated with this line.																						
5	Non PSC Per Diem Breakfast	None	No exceptions associated with this line.																						

24.	<p>In the Comments section, as needed, enter free form text in the Comments textbox.</p> <p>Note: Comments are required when an Expense Report is sent back to guide the employee or their proxy when the Expense Report is modified.</p>
25.	<p>Click either the Approve or Send Back buttons.</p> <p>Note: Both the Expense User and, if applicable, the proxy that submitted the Expense Report on behalf of the Expense User are notified when the Expense Report is sent back for modification.</p> <p>Note: The Transaction Approval History tracks the approval process.</p>
26.	<p>The Submit Confirmation page displays. Click the OK button.</p>
<p>End of Procedure.</p>	

[Back to Table of Contents](#)

Review Approval History

Approvers can view both Travel Authorizations and Expense Reports they previously approved.

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>Manager Self-Service > Travel and Expense Center > Approve Transactions.</u>
3.	The Approve Transactions component displays. Click the Employee Expense History link.
4.	To narrow the search for transactions in the Search Pending Transactions section, on the Column Name  dropdown, select the correct list item. Note: Available list items include: Date Submitted, Description, Employee ID, Name, Status, Total, Transaction ID, Transaction Type, and Unit.
5.	From the Expression  dropdown, select the correct list item. Note: As an example, on the Expression  dropdown you could select 'between' and then choose a start date and end date for the search.
6.	Based on the selected Expression, in the corresponding Criteria fields, enter appropriate values.
7.	Click the Search button.
8.	To list the transactions in a particular sequence, select the  Expand icon for the Change Sort Order section.
9.	On the Sort By  dropdown, select the correct list item. Note: Up to three Sort By criteria may be selected.
10.	Click the Sort List button.
11.	To see details of the transactions and their approval history, in the Transactions History section, click either the Description or Transaction ID link on the correct row.
12.	The Expense Report Summary page displays. Note: The Pending Actions section displays which Approvers are yet to approve this transaction. Note: In the Action History section Action column view previous submissions and approvals. Note: In the Action History section, the Comments icon displays on those actions for which a comment is entered. Click the Comments icon to view those comments.
13.	Click the Return to Approval List link to view other Travel Authorizations or Expense Reports.
	End of Procedure.

[Back to Table of Contents](#)