

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.

If an Approver finds the Expense Report needs to be changed to be approved, then the Expense Report is sent back to the Expense User with a comment detailing the needed 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>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>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.</p> <p>Note: To manually run the budget check:</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>Note: The link denotes the number of attachments.</p> <p>Note: Expense Report attachments will include scanned and uploaded receipts for each expense line and, if applicable, all Travel Authorization support documentation.</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>

18.	<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>																								
19.	<p>The Accounting Detail page displays. Click the OK button.</p> <p>Note: The Approver may send the Expense Report to be modified by the Expense User.</p>																								
20.	<p>Click the Next Expense button.</p> <p>Note: Repeat Steps 17-19 to view remaining Expense Lines.</p>																								
21.	<p>After reviewing the Expense Lines, return to the Expense Report Summary page. Click the Return to Expense Report link.</p>																								
22.	<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>																								
23.	<div style="border: 1px solid black; padding: 5px;"> <p>Approve Expense Report</p> <hr/> <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" style="width: 100%; border-collapse: collapse;"> <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><i>Note: Comments are required when an Expense Report is sent back to guide the employee or their proxy when the Expense Report is modified.</i></p>
25.	<p>Click either the Approve or Send Back buttons.</p> <p><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></p> <p><i>Note: The Transaction Approval History tracks the approval process.</i></p>
26.	<p>The Submit Confirmation page displays. Click the OK button.</p>
	<p>End of Procedure.</p>