Steps to Create an Expense Report (ER) in CUNYfirst:

All CUNY, NY State and NY City guidelines/regulations pertaining to the use of tax levy funds are in effect and they must be strictly adhered to when creating an Expense Report (ER). ERs that do not comply with those regulations and guidelines will not be approved for reimbursement. In addition, all ERs are subject to audit by the NYS Comptroller’s Office, even after having been paid. Please refer to the “Tax Levy Restrictions” section in the upper right corner of the Accounts Payable web page for a list of the most common unallowable expenses.

Log in to CUNYfirst and navigate through the following links: Financials Supply Chain > Employee Self Service > Travel and Expense Center > Expense Report > Create

The following screen will display, with your CF Empl ID automatically populated:

Make sure that you are in the Add a New Value tab. If you are a proxy creating the ER on behalf of another T&E user, click on the magnifying glass in the Empl ID field to select the appropriate T&E user. Otherwise, make sure the field contains your own CF Empl ID and click on the Add button.

The following page will display, showing the payee’s name:
For non-travel Expense Reports:

Double check the name to make sure you are creating the ER for the correct T&E user, as indicated in the shaded area above. If you are creating this ER for non-travel related expenses, just click on Return to Expense Report Entry as indicated above, and the following screen will display:

To make it easier to follow through the instructions, the above screenshot will be split into the top, the middle, and the bottom sections.
a. In the *Quick Start* field, click on the dropdown menu to select *A Blank Report* and click on *Go*

b. In the *Description* field, provide a brief description of what the expenses were for

c. In the *Business Purpose* field, click on the dropdown menu to select the appropriate option.
   Typically this will be *Non-Travel Expense* but it could also be *Meeting* for example

d. In the *Comment* box, provide a more detailed description of the expenses including the date and time they were incurred. For meetings, provide the times the meeting started and ended

e. Click on the magnifying glass in the *Default Location* field, change the *Search By* field criterion from *Expense Location* to *Description*, type in the percentage sign (%) followed by the name of the city where the expense was incurred and click on *Look Up*. Select the desired location from the search results list. If your location is not listed, change the city/county name and try again

f. Click on the *Accounting Defaults* hyperlink to confirm the chartfield values or to change them if the expenses will be charged against a different Business Unit/Department/Account, and then click *Ok* to return to the previous page

g. Click on the *Expense Location Details* hyperlink to complete the popup box:
   - Start address and destination address will be the same (since this is a non-travel ER), and it will be the employee’s official work location. For GC employees, this will be 365 Fifth Avenue New York NY 10016
   - Start date and end date will be the same
   - For meetings, specify the start time and end time
   - For the purchase of books and/or other allowable supplies, the start time and end time will be the same. At this point you must have confirmed with the Purchasing department that your purchase did not require a requisition and a purchase order in CUNYfirst
- Click on the OK button as shown below to return to the previous page:

![Expense Report Entry Form]

h. Note that all those fields are required and the system will not allow you to submit the ER if the above box is not completed

The middle section:

![Expense Report Details]

a. Click on the dropdown menu to select the Expense Type

b. Select the expense date, type in the amount, and select the appropriate Payment Type. Make sure the Payment Type and Billing Type are the same
c. Click on the *Detail hyperlink above to open the following window:

![Create Expense Report](image)

- **Expense Date:** 08/30/2016
- **Payment Type:** Empl Paid
- **Billing Type:** Empl Paid
- **Location:** [Search]
- **Description:** [Text]
- **Amount Spent:** 100.00 USD
- **Currency:** USD
- **Exchange Rate:** 1.000000

- **Reimbursement Amt:** 100.00 USD
- **Accounting Detail**
- **Receipt Split**
- **Check Expense For Errors**
- **Return to Expense Report**


d. Verify that the expense date, Payment Type and Billing Type are all correct

e. Click on the magnifying glass in the Location field to select the location where the expense was incurred (refer to Default Location search in the top section above for guidance)

f. Verify the amount, the currency, and the exchange rate, if applicable. If the expense was incurred in a foreign currency, be sure to select that currency and to set the exchange rate as of the date of transaction ([www.xe.com](http://www.xe.com) is one of the most widely used platforms to look up currency exchange rates, but you are free to use any other reliable platform). The system will automatically calculate the dollar equivalency

g. Click on the Accounting Details one more time to verify the chartfield values

h. Click on Check Expense For Errors to validate the transaction line and make sure everything is okay

i. Click on Return to Expense Report

j. Repeat steps a through i for each additional transaction line

k. To add extra lines to the ER, click on the plus sign at the far right corner of the table. To delete a line, select that line and click on the Delete Selected button at the bottom as highlighted below:
a. Verify the *Employee Expenses* total and the *Due Employee* total
b. Save the ER to generate an ER number
c. Access the ER right back, and click on *Printable View* to print the cover sheet of the ER *(the ER must be saved before the system will allow you to access the printable view)*
d. Manually sign the cover sheet (or have the cover sheet signed by the claimant, if you are a proxy) and obtain the required supervisor signature
e. Return to the ER to upload all the supporting documentation (including the signed cover sheet) by clicking on the *Attachments* hyperlink from the top section, and follow the prompts. All receipts, justification memos and other supporting documents must be scanned and uploaded onto the ER
f. Submit the ER in CUNYfirst for approval, *and have your supervisor (or the claimant’s supervisor, if you are a proxy) approve the ER in CUNYfirst as well*
g. Bring all the original receipts and supporting documents, along with the signed ER cover sheet, to the Accounts Payable department for review/audit and further approval
Travel-related ER

For travel-related ERs, you must have an approved Travel Authorization (TA) in the system and you must select that associated TA to convert it into an ER. Additionally, transactions must always be pulled from My Wallet when available.

Log in to CUNYfirst and navigate through the following links: Financials Supply Chain > Employee Self Service > Travel and Expense Center > Expense Report > Create

The following screen will display, with your CF Empl ID automatically populated:

Make sure that you are in the Add a New Value tab. If you are a proxy creating the ER on behalf of another T&E user, click on the magnifying glass in the Empl ID field to select the appropriate T&E user. Otherwise, make sure the field contains your own CF Empl ID and click on the Add button. The following page will display, showing the claimant’s name and a list of all available TAs:

Create Expense Report
Populate From A Travel Authorization

Report ID: NEXT

From Date: 06/01/2016 To: 10/01/2016

<table>
<thead>
<tr>
<th>Travel Auth Description</th>
<th>Authorization ID</th>
<th>Date From</th>
<th>Date To</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Exam London 9-24-16</td>
<td>0000007539</td>
<td>09/24/2016</td>
<td>09/24/2016</td>
<td>1,827.00</td>
<td>USD</td>
</tr>
<tr>
<td>Boston, MA 8-20-16</td>
<td>0000007537</td>
<td>08/20/2016</td>
<td>12/27/2016</td>
<td>1,494.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

Return to Expense Report Entry

Contact Accounts Payable immediately if your approved TA is not listed.

Updated August 2017
a. Select the corresponding TA, and the transactions will be automatically copied to the ER.

b. In the top section, make sure you see the Authorization ID as highlighted above. Also, ensure that the Description, the Business Purpose and the Default Location fields are properly completed. Include the dates and times the travel began and ended in the Comment box.

c. Click on the Accounting Defaults hyperlink to confirm the chartfield values or to change them if the expenses will be charged against a different Business Unit/Department/Account, and then click Ok to return to the previous page.

d. Click on the Expense Location Details hyperlink to complete the popup box:

- The Start Street Address is the employee’s official work location. For GC employees, this will be 365 Fifth Avenue New York NY 10016.

- The Destination Street Address is the address of the hotel where the employee stayed during the trip or the address where the conference was held.
- The \textit{Start Date/Time} and \textit{End Date/Time} are the date and time the employee left for the trip and the date and time s/he returned from the trip, respectively.

- Note that all those fields are required and the system will not allow you to submit the ER if the box is not completed.

- Click on the \textit{OK} button as shown below to return to the previous page:

\begin{center}
\includegraphics[width=\textwidth]{image}
\end{center}

\begin{itemize}
\item The Business Office provides a CUNY travel card (T-Card) to GC employees who travel frequently for research and conferences. If a T-Card was used to pay for transactions associated with the trip, those transactions will be available in \textit{My Wallet}. Click on the dropdown menu highlighted below to select \textit{Expenses from My Wallet} and click on the \textit{Add} button to access those transactions:
\end{itemize}
f. If you have transactions in *My Wallet*, a screen similar to the following will display:

![Screen shot of My Wallet transactions]

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

<table>
<thead>
<tr>
<th>Select</th>
<th>Date</th>
<th>Expense Type</th>
<th>Merchant</th>
<th>Amount</th>
<th>Personal Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>07/13/2016</td>
<td>VISA</td>
<td>THE PINNACLE VANCOUVER HA</td>
<td>445.04 USD</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>07/08/2016</td>
<td>VISA</td>
<td>NYC-TAXI</td>
<td>45.41 USD</td>
<td></td>
</tr>
</tbody>
</table>

**Done**

g. Under the *Expense Type* column, click on *VISA Transactions* as shown above, and the following *My Wallet Detail* screen will display:

![My Wallet Detail screen]

**My Wallet Detail**

- Expense Type: VISA Transactions
- Transaction Date: 07/08/2016
- Payment Type: TCard
- Merchant: NYC-TAXI
- Expense Location: ************0880
- Cardmember Number: ************0880
- Transaction Amount: 45.41 USD
- Country: USA
- Exchange Rate: 1.00000000 Custom - Direct
- Reimbursement Amt: 45.41 USD

h. Check out the *Merchant* line to determine what the transaction was for, and click on the *VISA Transactions* dropdown menu to select the corresponding expense type. In this example, the employee is a PSC member and the merchant line shows NYC-TAXI, which indicates that the transaction was for a taxi fare. Therefore the corresponding expense type is PSC Taxi/Car Service.

![My Wallet Detail screen with selected expense type]
i. Click on Return to My Wallet. Notice that the expense type in My Wallet has now changed from VISA Transactions to the expense type you selected in the previous step.

![Table of transactions]

j. Repeat steps g through i for each transaction in My Wallet that you need to pull into the ER.

k. When you have finished, select all the modified transactions (those specifically associated with the current ER) and click on Done.

![Table of transactions]

l. At this point, the ER may contain duplicate transactions because some transactions were pulled from two different places (from the TA and from My Wallet). The amounts may or may not be the same since the TA only shows estimates, whereas My Wallet transactions are actual expenditures.

m. Once the duplicates have been identified, select and delete the lines that were copied from the TA. As a hint, the transactions pulled from My Wallet (which must remain on the ER) display a VISA logo, and their Payment and Billing Types are TCard:

![Transaction details]

n. Although unusual, an employee on travel status sometimes incur expenses that are neither on the TA nor in My Wallet. If this is the case, now is the time to include those miscellaneous transactions on the ER. New transaction lines can be added by clicking on the “+” sign at the end of any existing transaction line. The claimant should be ready to provide a justification memo substantiating any unusual or miscellaneous transaction upon request.
o. Verify the Total lines to ensure that the amounts are all correct

p. Save the ER by clicking on Save For Later to generate an ER number
q. Access the ER right back, click on Printable View to print the cover sheet of the ER (the ER must be saved before the system will allow you to access the printable view)
r. Manually sign the cover sheet (or have the cover sheet signed by the claimant, if you are a proxy), and obtain the required supervisor signature
s. Return to the ER to upload all the supporting documentation (including the signed cover sheet) by clicking on the Attachment hyperlink from the top section and following the prompts. All receipts, justification memos and other supporting documents must be scanned as a PDF and uploaded to the ER
t. Submit the ER in CUNYfirst for approval, and confirm that your supervisor (or the employee’s supervisor, if you are a proxy) has actually approved the ER in CUNYfirst as well
u. Bring all the original receipts and supporting documents, along with the signed cover sheet of the ER to the Accounts Payable department for review/audit and further approval
v. If you have any questions, contact the Accounts Payable department in room 8105.