

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:

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites Main Menu > Employee Self-Service

Expense Report

Find an Existing Value Add a New Value

Empl ID: [] [magnifying glass]

Add

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:

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites Main Menu > Employee Self-Service

Create Expense Report

Populate From A Travel Authorization

[Redacted] Report ID: NEXT

From Date: [] [calendar] To: [] [calendar] Search

Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
				0.000	

Return to Expense Report Entry

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:

Create Expense Report

Expense Report Entry

User Defaults Report ID: NEXT

Quick Start: A Blank Report

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location:

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

Details

Personalize | Find | View All | | First 1-4 of 4 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>

 New Expense

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

 [Expense Report Project Summary](#) [Printable View](#)

[Return to Travel and Expenses](#)

To make it easier to follow through the instructions, the above screenshot will be split into the top, the middle, and the bottom sections.

The top section:

Create Expense Report
Expense Report Entry

[User Defaults](#) Report ID: NEXT

Quick Start: A Blank Report

General Information

*Description: Comment:

Business Purpose: Reference:

Default Location:

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

- In the *Quick Start* field, click on the dropdown menu to select *A Blank Report* and click on *Go*
- In the *Description* field, provide a brief description of what the expenses were for
- 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
- 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
- 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
- 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
- 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:

Create Expense Report

Expense Report Entry

Report ID: 0000021142

****All Fields are Required****

Start Street Address:

Start Address Zip Code:

Destination Street Address:

Destination Address Zip Code:

Start Date: Start Time: HH:MM AM or PM

End Date: End Time: HH:MM AM or PM

- 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:

Details Personalize | Find | View All | First 1 of 4 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	1 Cost of supplies/materials <input type="button" value="v"/>	08/30/2016 <input type="button" value="31"/>	100.00	USD <input type="button" value="Q"/>	Empl Paid <input type="button" value="v"/>	Empl Paid	*Detail <input type="button" value="+"/>
	<input type="button" value="v"/>						<input type="button" value="+"/>
	<input type="button" value="v"/>						<input type="button" value="+"/>
	<input type="button" value="v"/>						<input type="button" value="+"/>

- 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

Expense Detail for 1 Cost of supplies/materials (Line 1)

Report ID: NEXT

About This Expense

*Expense Date: 08/30/2016

*Payment Type: Empl Paid No Receipt

Billing Type: Empl Paid Non-Reimbursable

*Location:

*Description:

*Amount Spent: 100.00

*Currency: USD

*Exchange Rate: 1.00000000

Default Rate

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 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:

Details Personalize | Find | View All | First 1 of 4 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	1 Cost of supplies/materials	08/30/2016	100.00	USD	Empl Paid	Empl Paid	*Detail +
							+
							+
							+

Copy Selected Delete Selected New Expense Add Check For Errors

The bottom section:

Totals

Employee Expenses:	100.00 USD	Due Employee:	100.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals Update Totals

Save For Later Submit Expense Report Project Summary Printable View

- Verify the *Employee Expenses* total and the *Due Employee* total
- Save the ER to generate an ER number
- 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**)
- 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
- 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
- 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**
- 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:

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites Main Menu > Employee Self-Service

Expense Report

Find an Existing Value Add a New Value

Empl ID: [Redacted] [Magnifying Glass]

Add

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

[Redacted] Report ID: NEXT

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

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	ConferenceExam London 9-24-16	0000007539	09/24/2016	10/02/2016	1,827.00	USD
Select	Boston, MA 8-20-16	0000007537	08/20/2016	12/27/2016	1,494.00	USD

[Return to Expense Report Entry](#)

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

- a. Select the corresponding TA, and the transactions will be automatically copied to the ER

Create Expense Report

Expense Report Entry

Report ID: NEXT

[User Defaults](#)

General Information

*Description: Conference&Exam London 9-24-16
 *Business Purpose: Conference
 Default Location: GBR LONDON

Comment: Mind, Agency, And Queen Mary University and York Exams 9-24-16 4PM
 Reference:
 Authorization ID: 0000007539

[Attachments](#) [Expense Location Details](#)

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

Details Personalize | Find | View All | First 1-3 of 3 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	PSC Receipted Lodging	09/24/2016	440.00	USD	Empl Paid	Empl Paid	*Detail +
<input type="checkbox"/>	PSC Per Diem Dinner	09/24/2016	315.00	USD	Empl Paid	Empl Paid	*Detail +
<input type="checkbox"/>	PSC Commercial air travel	09/24/2016	1,072.00	USD	Empl Paid	Empl Paid	*Detail +

Copy Selected Delete Selected **New Expense** Add Check For Errors

Totals

Employee Expenses:	1,827.00 USD	Due Employee:	1,827.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) Update Totals

Save For Later Submit [Expense Report Project Summary](#) [Printable View](#)

- 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 *Start Date/Time* and *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 *OK* button as shown below to return to the previous page:

Create Expense Report

Expense Report Entry

Report ID: 0000021142

****All Fields are Required****

Start Street Address:

Start Address Zip Code:

Destination Street Address:

Destination Address Zip Code:

Start Date: Start Time: HH:MM AM or PM

End Date: End Time: HH:MM AM or PM

- e. 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 *My Wallet*. Click on the dropdown menu highlighted below to select *Expenses from My Wallet* and click on the *Add* button to access those transactions:

Details								Personalize Find View All	First 1-3 of 3 Last
Select		*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type		
<input type="checkbox"/>		PSC Receipted Lodging <input type="button" value="v"/>	09/24/2016 <input type="button" value="31"/>	440.00	USD <input type="button" value="q"/>	Empl Paid <input type="button" value="v"/>	Empl Paid	*Detail	<input type="button" value="+"/>
<input type="checkbox"/>		PSC Per Diem Dinner <input type="button" value="v"/>	09/24/2016 <input type="button" value="31"/>	315.00	USD <input type="button" value="q"/>	Empl Paid <input type="button" value="v"/>	Empl Paid	*Detail	<input type="button" value="+"/>
<input type="checkbox"/>		PSC Commercial air travel <input type="button" value="v"/>	09/24/2016 <input type="button" value="31"/>	1,072.00	USD <input type="button" value="q"/>	Empl Paid <input type="button" value="v"/>	Empl Paid	*Detail	<input type="button" value="+"/>

f. If you have transactions in *My Wallet*, a screen similar to the following will display:

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

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

Select		Date	Expense Type	Merchant	Amount		Personal Expense
<input type="checkbox"/>		07/13/2016	VISA Transactions	THE PINNACLE VANCOUVER HA	445.04 USD		<input type="checkbox"/>
<input type="checkbox"/>		07/08/2016	VISA Transactions	NYC-TAXI	45.41 USD		<input type="checkbox"/>

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

Report ID: NEXT

Expense Type:	VISA Transactions	▼
Transaction Date:	07/08/2016	
Payment Type:	TCard	
Merchant:	NYC-TAXI	
Expense Location:		
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

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

- 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

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

Select	Date	Expense Type	Merchant	Amount		Personal Expense
<input type="checkbox"/>	07/13/2016	VISA Transactions	THE PINNACLE VANCOUVER HA	445.04	USD	<input type="checkbox"/>
<input checked="" type="checkbox"/>	07/08/2016	PSC Taxi/Car Service	NYC-TAXI	45.41	USD	<input type="checkbox"/>

Done

- 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*

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

Select	Date	Expense Type	Merchant	Amount		Personal Expense
<input type="checkbox"/>	07/13/2016	VISA Transactions	THE PINNACLE VANCOUVER HA	445.04	USD	<input type="checkbox"/>
<input checked="" type="checkbox"/>	07/08/2016	PSC Taxi/Car Service	NYC-TAXI	45.41	USD	<input type="checkbox"/>

Done

- 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*:

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	PSC Taxi/Car Service	07/08/2016	45.41	USD	TCard	TCard	*Detail +

Copy Selected Delete Selected Expenses from My Wallet... Add Check For Errors

- 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

Totals			
Employee Expenses:	100.00 USD	Due Employee:	100.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) [Update Totals](#)

[Save For Later](#) [Submit](#) [Expense Report Project Summary](#) [Printable View](#)

- 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

Create Expense Report

Expense Report Entry

User Defaults Report ID: NEXT

▼ General Information

*Description: Conference&Exam London 9-24-16 Comment: Mind, Agency, And Queen Mary University and York Exams 9-24-16 4PM

*Business Purpose: Conference Reference: [Empty]

Default Location: GBR LONDON Authorization ID: 0000007539

[Attachments](#)

- 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**

Totals			
Employee Expenses:	100.00 USD	Due Employee:	100.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) [Update Totals](#)

[Save For Later](#) [Submit](#) [Expense Report Project Summary](#) [Printable View](#)

- 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.