Approve an Expense Report

BUSINESS OBJECTIVE: The employee’s supervisor, the department approver and the Accounts Payable Pre-Pay Audit Approver must approve all Non-Tax-Levy Expense Reports (ER). The ER is automatically routed to the Supervisor for approval and an email notification is sent to each level for approval. The approval workflow is shown below.

NOTE: The steps below show an approver approving from the Approve Transactions menu. Approvers can also go to their worklist to find the transaction to approve by clicking on the link.

NOTE: The Expense Report must have a valid budget check before it can be approved.

STEP#1: From the Enterprise Menu, click on the Financials Supply Chain link. Navigate to Travel and Expenses > Approve Transactions > Approve Transactions.

The overview tab shows all Expense Reports and Travel Authorizations to be approved by the Supervisor. If the supervisor clicks on the Expense Report or Travel Authorization tabs, only those transactions will display. The supervisor will select the appropriate ER to approve by clicking on the Transaction ID hyperlink. In this example, there is only one ER to be approved.
STEP#2: Expense Reports must be successfully budget checked before they can be approved. In CUNYfirst, budget checking runs hourly. If the ER to be approved, has a Budget Status of Not Chk’d, then the Supervisor can initiate the budget check process manually by clicking on the Budget Options hyperlink or wait for the budget check to run.

NOTE: When budget check runs against an expense report related to a travel authorization, it releases the encumbrance and creates an expense. When budget check runs against an expense report without a travel authorization, an expense is created.
STEP#3: Click on the Budget Check icon. The Budget Checking process may take a few moments. If there is sufficient budget, the Budget Checking Header Status will display as Valid Budget Check. If there is insufficient budget, contact your Budget Office to resolve the budget error.
STEP#4: Click on OK. This action returns the Supervisor to the Approve Expense Report page. If Budget Status is valid, the Supervisor can now approve the ER. Click on the Approve button. If the Supervisor requires clarification or changes to the ER, the Supervisor can click on the Send Back button. This will send the Expense Report back to the employee for the required changes.
STEP#5: Click on **OK** to finalize the approval process. The ER will no longer appear on the Supervisor’s list of transactions to be approved.

**Approve Expense Report**

**Submit Confirmation**

Kosal Path  
Report ID: 0000039317

<table>
<thead>
<tr>
<th>Expense Report Totals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Expenses:</strong></td>
<td>204.50 USD</td>
</tr>
<tr>
<td><strong>Non-Reimbursable Expenses:</strong></td>
<td>0.00 USD</td>
</tr>
<tr>
<td><strong>Prepaid Expenses:</strong></td>
<td>69.00 USD</td>
</tr>
<tr>
<td><strong>Employee Credits:</strong></td>
<td>0.00 USD</td>
</tr>
<tr>
<td><strong>Vendor Credits:</strong></td>
<td>0.00 USD</td>
</tr>
<tr>
<td><strong>Cash Advances Applied:</strong></td>
<td>0.00 USD</td>
</tr>
<tr>
<td><strong>Due Employee:</strong></td>
<td>115.50 USD</td>
</tr>
<tr>
<td><strong>Due Vendor:</strong></td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

This report will be approved.

**OK**  
**Cancel**

The next step in the approval process for an Expense Report is for the Department Approver to approve. The Department Approver must validate the expenditure of department funds for the travel activity reflected on the Expense Report. Once approved by the Department Approver, the Expense Report will be routed to the Account Payable Pre-Pay Audit Approver.
**STEP#1:** From the Enterprise Menu, click on the *Financials Supply Chain* link. Navigate to Travel and Expenses > Approve Transactions > Approve Transactions.

The department approver will follow the same steps as the Supervisor to approve the Expense Report. However, the department approver will only approve transactions that are successfully budget checked and approved by the Supervisor.

**Note:** If the Supervisor and the Department Approver are the same employee, the Expense Report will only be approved once.

The Department Approver will select the appropriate Expense Report from the list for approval. The image below shows the Overview Tab that the Department Approver may see. In this instance there are two ERs to be approved.
STEP 2: Click on the Transaction ID for the transaction to be approved. The ER details are available for review.
Note: The Department Approver should review the accompanying documentation by clicking on the Attachments hyperlink and can review the Accounting Details by clicking on that hyperlink before approving the Expense Report.

The Supervisor approval noted on the ER Action History informs the Department Approver of the employee who has already approved this ER.

When the Department Approver is ready to approve the Expense Report, click on the Approve Button. The Submit Confirmation Page will appear. Be sure to click OK to complete the approval.

If additional information is required or the employee needs to make changes to the Expense Report, the Department Approver should click the Send Back button to return the Expense Report to the employee for changes.