Creating an Expense Report by copying from a Travel Authorization

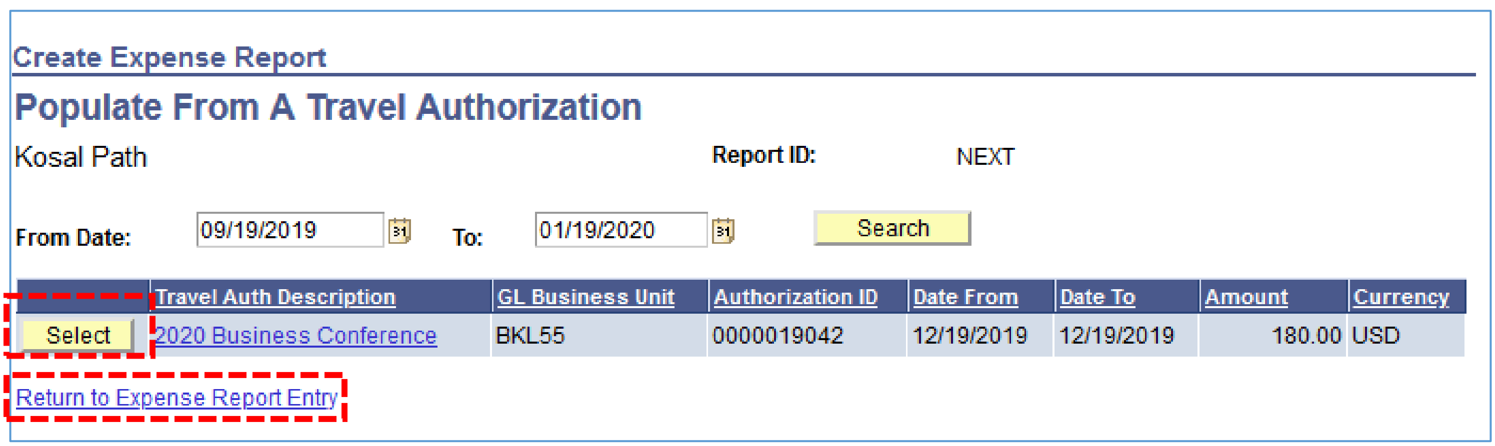
Expense User

Step#1: From the Enterprise Menu, click on the ***Financials Supply Chain*** link. Navigate to Employee Self-Service > Travel and Expense Center > Expense Report > Create

Step#2: You MUST choose/confirm your appropriate GL Business Unit as the first step before entering any other data element. Be sure you select a non-tax levy Business Unit if it does not automatically appear.

Note: Only one Travel Authorization can be copied to an Expense Report. A Travel Authorization cannot be copied to more than one Expense Report.

Step#3: If an employee has an existing, approved Travel Authorization, it will be displayed at this time. Verify the correct business unit and Click on the **Select** button to pick the correct Travel Authorization. If no Travel Authorization has been created and approved for this travel event, click on the hyperlink to **Return to Expense Report Entry**.


Create Expense Report

Populate From A Travel Authorization

Kosal Path   Report ID: NEXT

From Date: 09/19/2019 To: 01/19/2020 Search

	Travel Auth Description	GL Business Unit	Authorization ID	Date From	Date To	Amount	Currency
Select	2020 Business Conference	BKL55	0000019042	12/19/2019	12/19/2019	180.00	USD

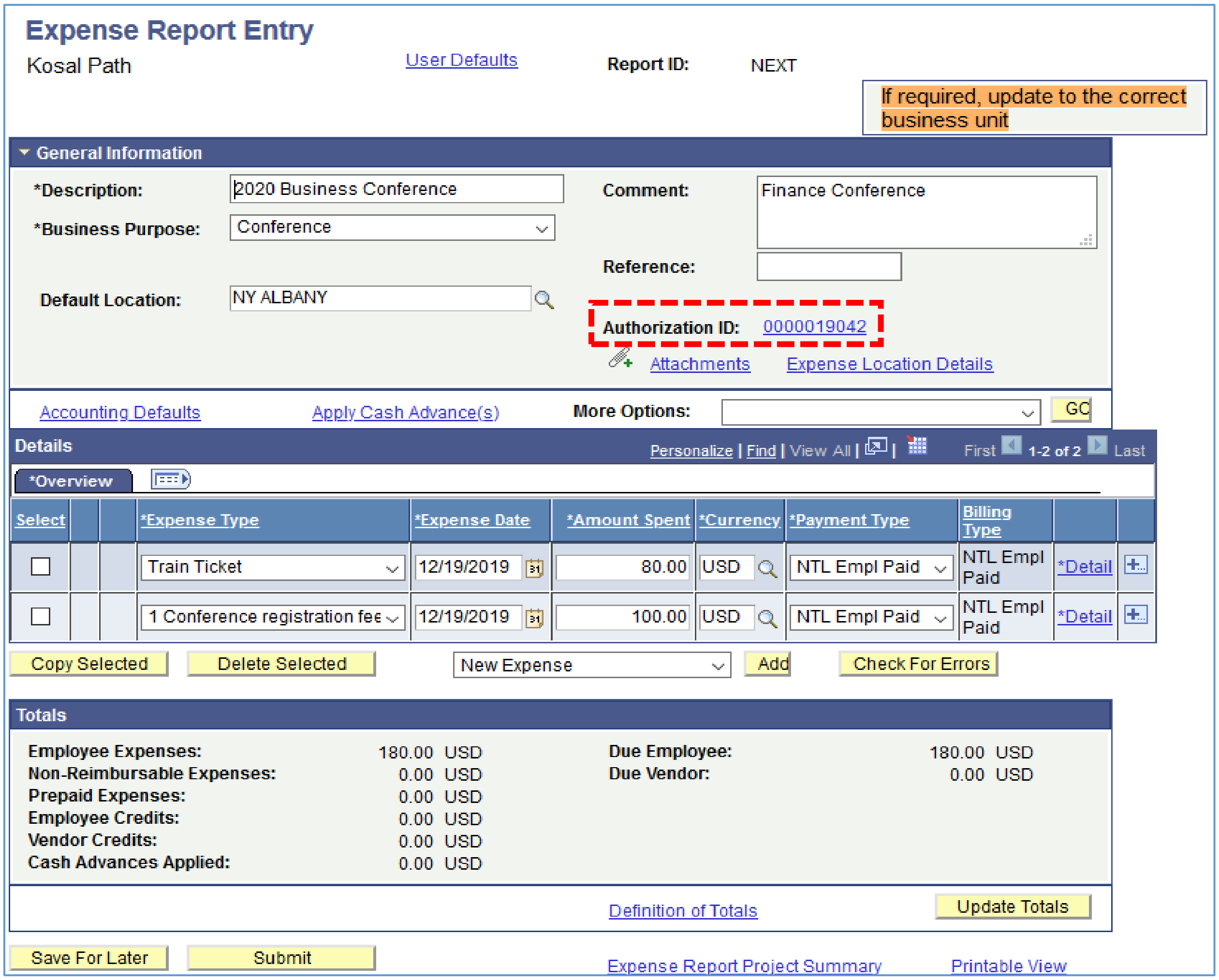
Return to Expense Report Entry

Step#4: An Expense Report will be automatically populated from the Travel Authorization selected. The employee can modify any of the existing expense lines or add additional expense lines to reflect expenses that were not included in the Travel Authorization.

In this example, the existing Travel Authorization expense lines will be modified as follows:

- The cost of the train ticket will be increased to $89 and the Payment Type will be changed to CUNY card since the employee paid for the ticket with a CUNY issued Non-Tax Levy charge card. This will no longer be reimbursable to the employee
- A new line will be added for taxi fare from the train to the conference site and return.

Travel Authorization copied to the Expense Report. Notice the Authorization ID 0000019042. This is the linkage to the Travel Authorization.



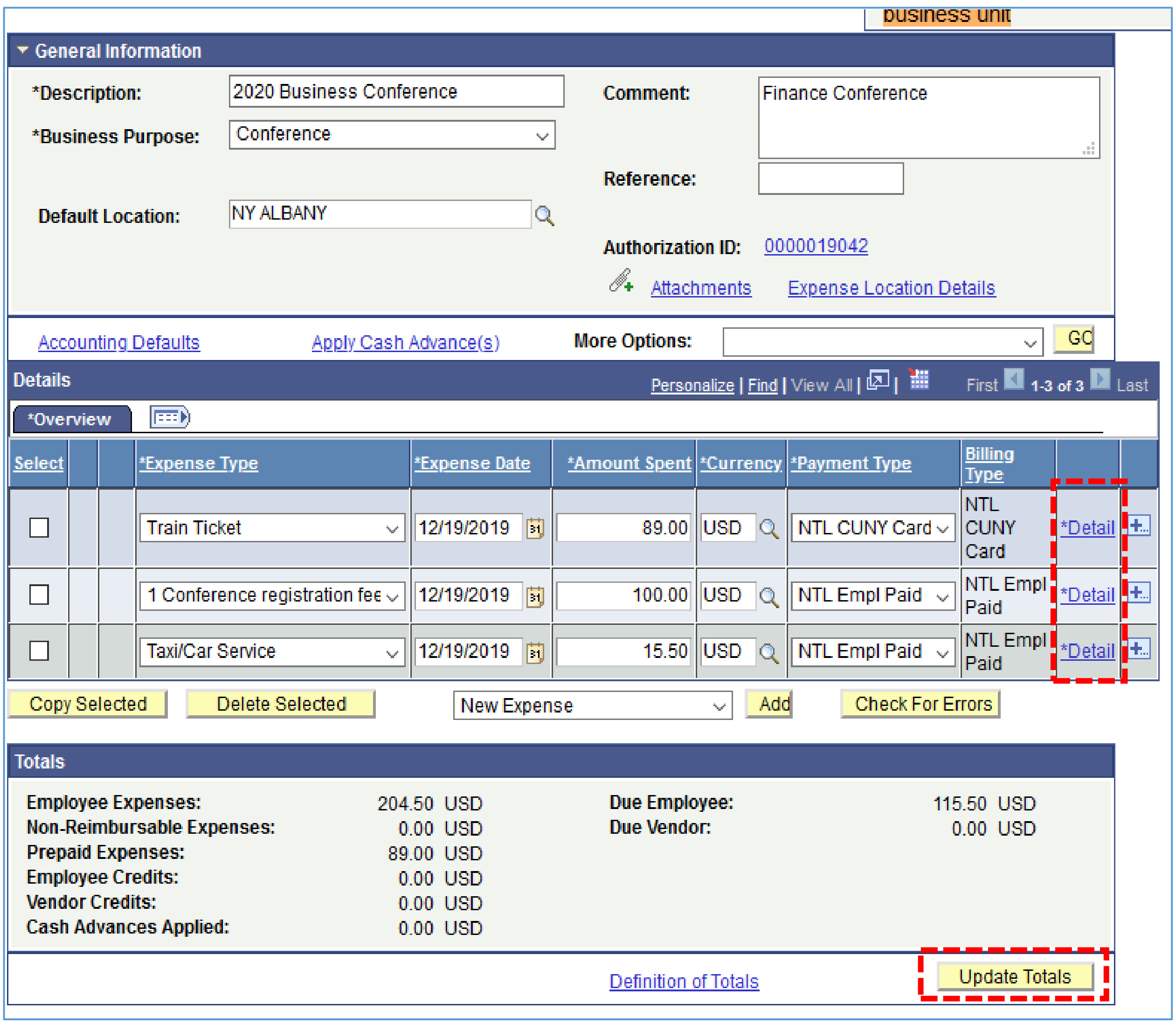
STEP#5: Enter or modify the Expense Details.

- Expense Type: Select the most appropriate Expense Type from the dropdown list to categorize each expense. Each expense must be listed on a separate line.
- Date: Enter the date that the expense was incurred.
- Amount: Enter the total expenditure for each individual line.
- Payment Type: Select from the dropdown as follows:

- ***NTL CUNY Card*** – Expense was charged to a NTL CUNY credit card and will not be reimbursed through an Expense Report.
- ***NTL Empl Paid*** – Expense paid by the employee and will be reimbursed through an Expense Report.
- ***NTL non-Reimbursable* –** Expense will not be reimbursed to the employee per CUNY's policy

Expense Report modified as indicated above (page#14, step# 4).

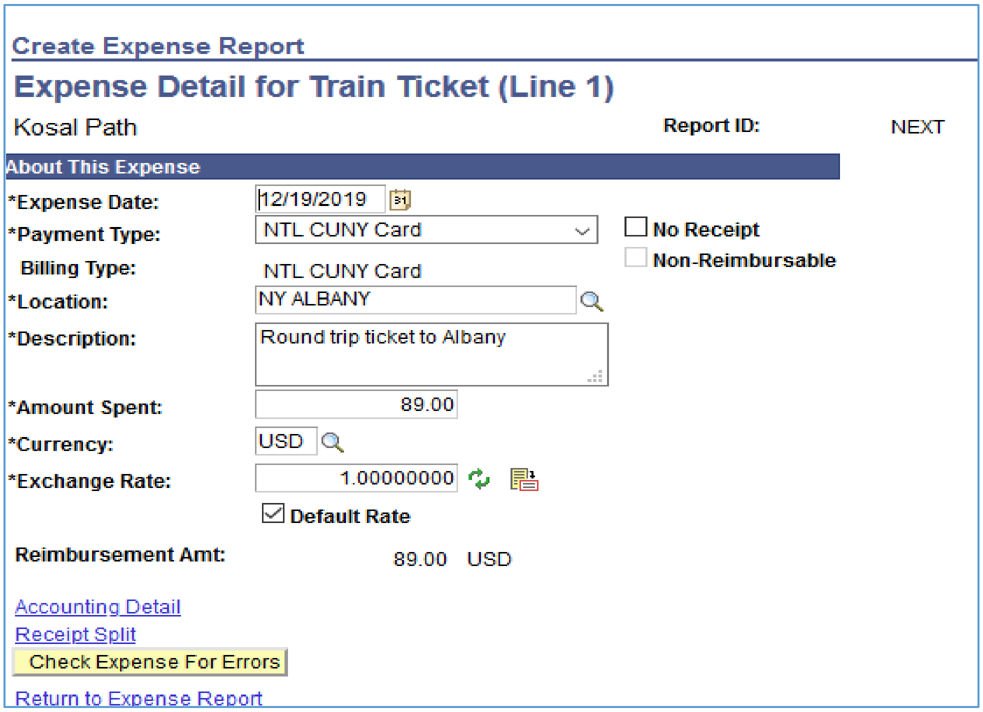
Be sure to Click on Update Totals to incorporate any changes.



STEP#6: Click the hyperlink '***Detail**' for each expense line and enter the required data. Once completed, click OK to return to the Expense Report.

Any expense line where the Detail information that was submitted with the Travel Authorization and where no change has been made in the amount, payment type, etc. will be retained on the Expense Report.

Expense lines that have been added or modified require that the Expense Detail be added or modified as appropriate.



Create Expense Report

Expense Detail for 1 Conference registration fees (Line 2)

Kosal Path **Report ID:** NEXT

About This Expense

***Expense Date:**	12/19/2019	
***Payment Type:**	NTL Empl Paid	☐ **No Receipt**
Billing Type:	NTL Empl Paid	☐ **Non-Reimbursable**
***Location:**	NY ALBANY	
***Description:**	Registration fee	
***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

Create Expense Report

Expense Detail for Taxi/Car Service (Line 3)

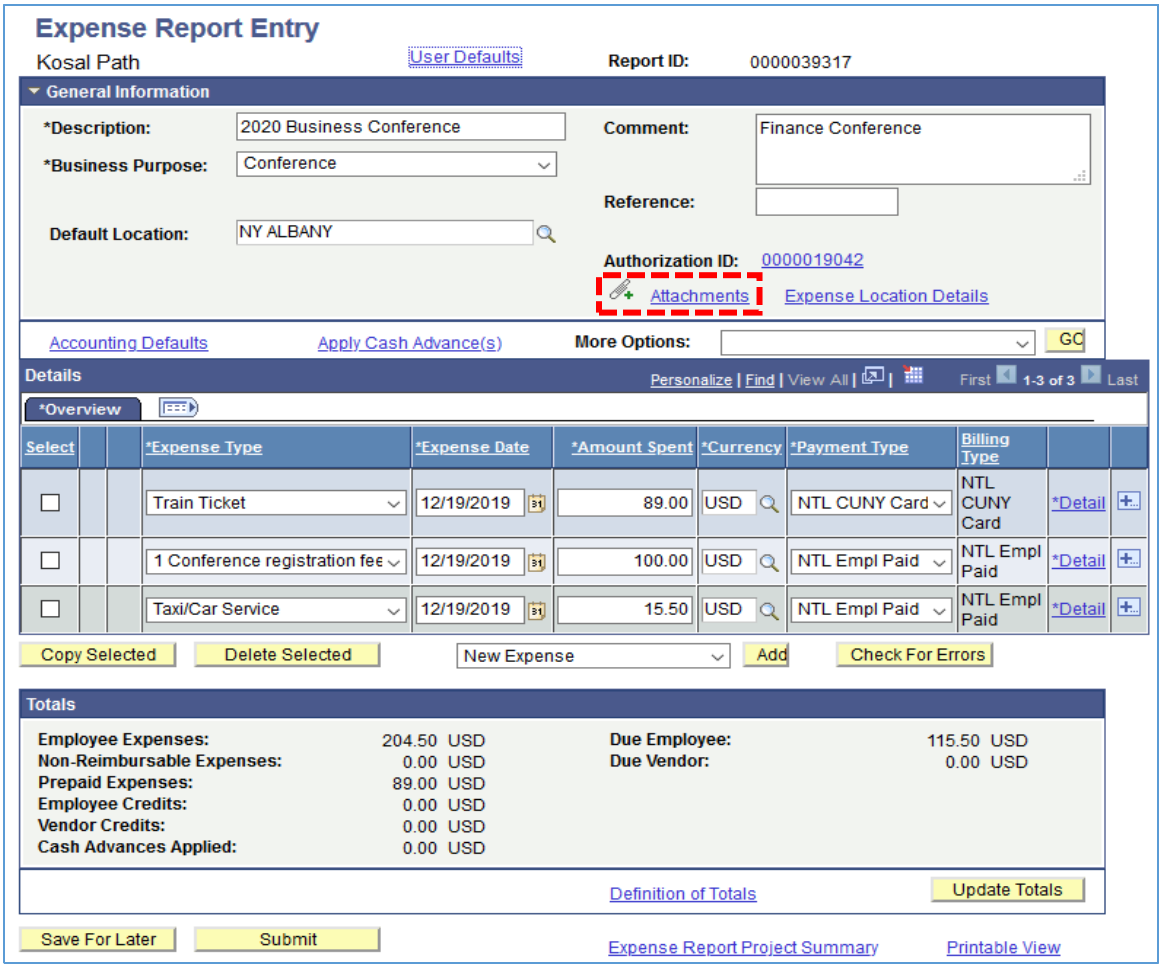
Kosal Path **Report ID:** NEXT

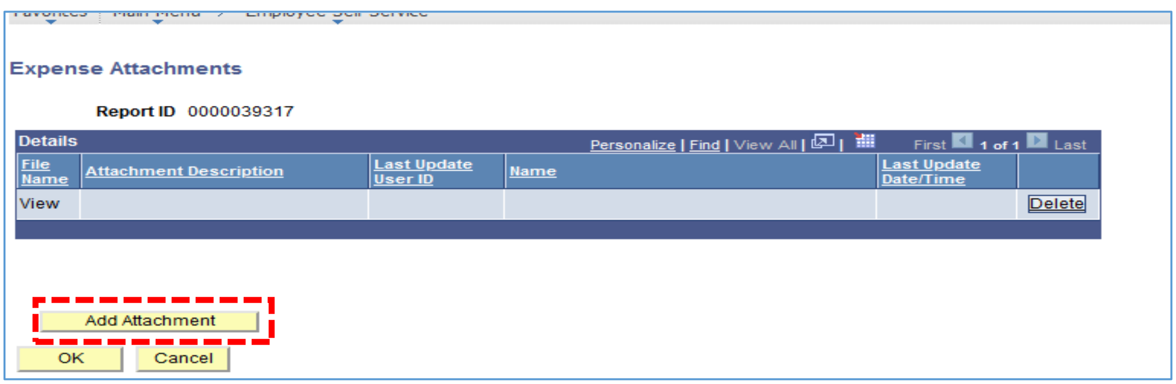
About This Expense

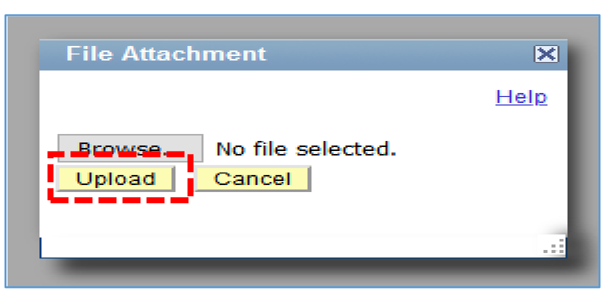
***Expense Date:**	12/19/2019	
***Payment Type:**	NTL Empl Paid	☐ **No Receipt**
Billing Type:	NTL Empl Paid	☐ **Non-Reimbursable**
***Location:**	NY ALBANY	
***Description:**	roundtrip taxi fare from train to conference location in Albany	
***Amount Spent:**	15.50	
***Currency:**	USD	
***Exchange Rate:**	1.00000000	
	☑ **Default Rate**	
Reimbursement Amt:	15.50 USD	

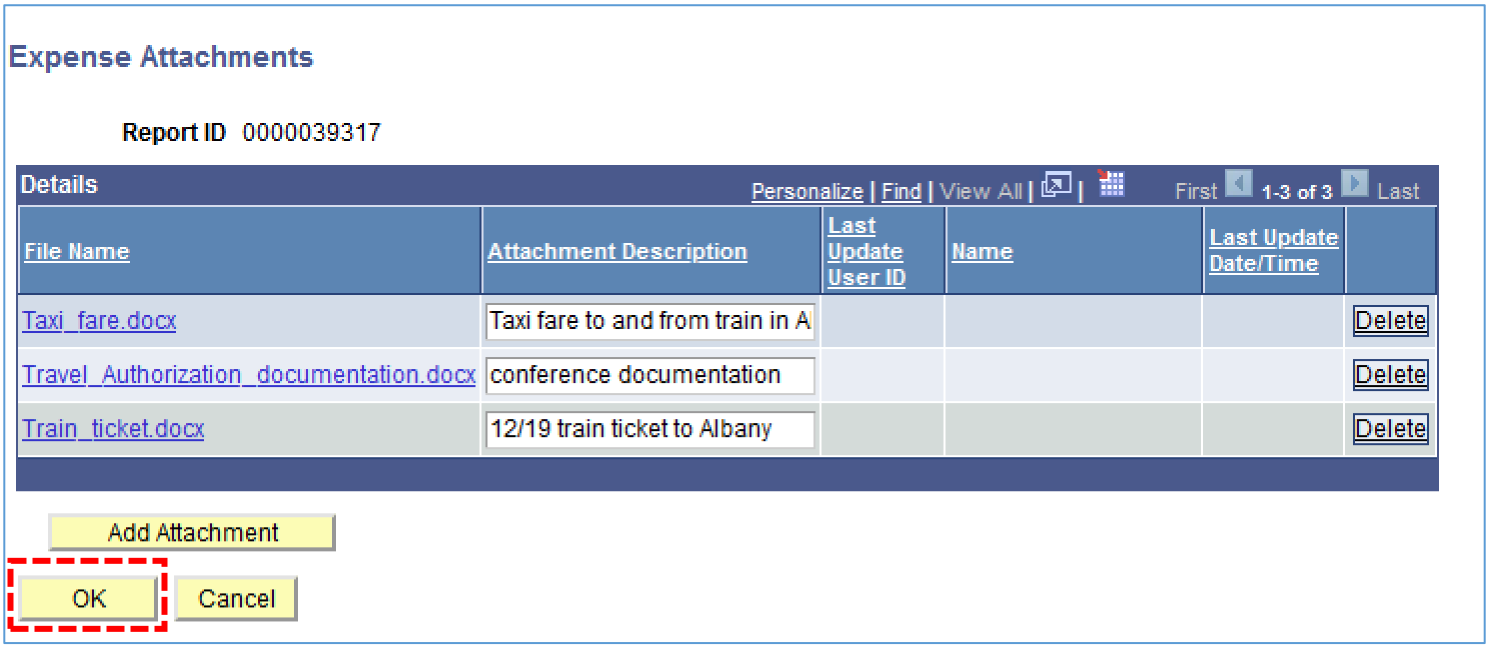
Accounting Detail
Receipt Split
Check Expense For Errors

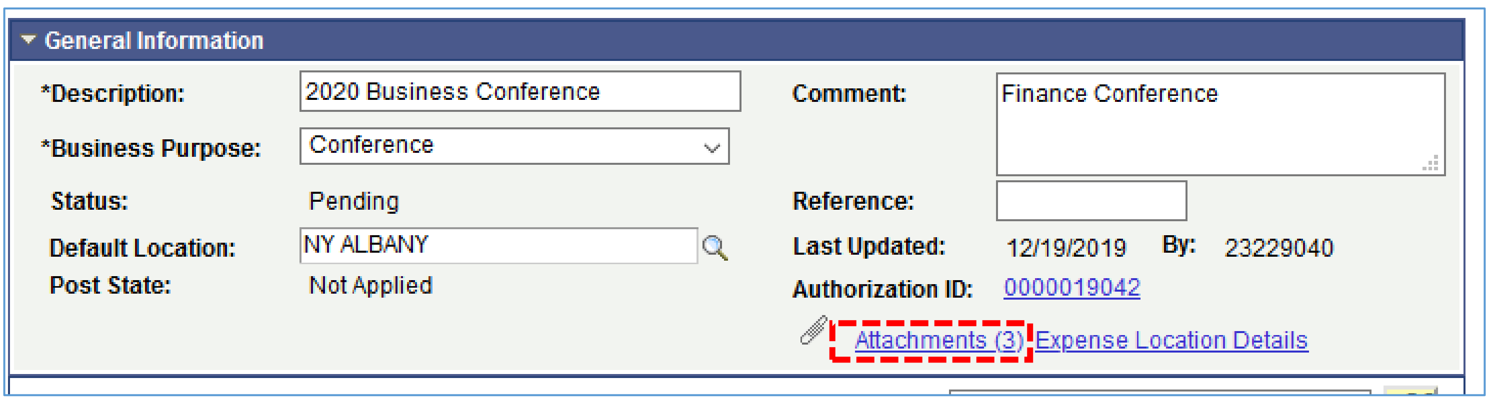
STEP#7: Click on the Attachments hyper link to attach the scanned receipts and click on Add Attachment and then click on Add Attachment. Then browse for the correct attachment and click on upload. Provide an attachment description for each receipt. Continue adding all receipts one at a time. When all receipts are added, click OK. The number of attachments will appear on the Expense Report Entry page


Expense Report Entry
Kosal Path
User Defaults
Report ID: 0000039317
General Information
*Description: 2020 Business Conference
*Business Purpose: Conference
Default Location: NY ALBANY
Comment: Finance Conference
Reference:
Authorization ID: 0000019042
Attachments
Expense Location Details
Accounting Defaults
Apply Cash Advance(s)
More Options:
GO
Details
Personalize | Find | View All |
First 1-3 of 3 Last
*Overview
Select
*Expense Type
*Expense Date
*Amount Spent
*Currency
*Payment Type
Billing Type
Train Ticket
12/19/2019
89.00
USD
NTL CUNY Card
NTL CUNY Card
*Detail
1 Conference registration fee
12/19/2019
100.00
USD
NTL Empl Paid
NTL Empl Paid
*Detail
Taxi/Car Service
12/19/2019
15.50
USD
NTL Empl Paid
NTL Empl Paid
*Detail
Copy Selected
Delete Selected
New Expense
Add
Check For Errors
Totals
Employee Expenses: 204.50 USD
Non-Reimbursable Expenses: 0.00 USD
Prepaid Expenses: 89.00 USD
Employee Credits: 0.00 USD
Vendor Credits: 0.00 USD
Cash Advances Applied: 0.00 USD
Due Employee: 115.50 USD
Due Vendor: 0.00 USD
Definition of Totals
Update Totals
Save For Later
Submit
Expense Report Project Summary
Printable View


Expense Attachments
Report ID 0000039317
Details
Personalize | Find | View All |
First 1 of 1 Last
File Name
Attachment Description
Last Update User ID
Name
Last Update Date/Time
View
Delete
Add Attachment
OK
Cancel


File Attachment
Help
Browse...
No file selected.
Upload
Cancel

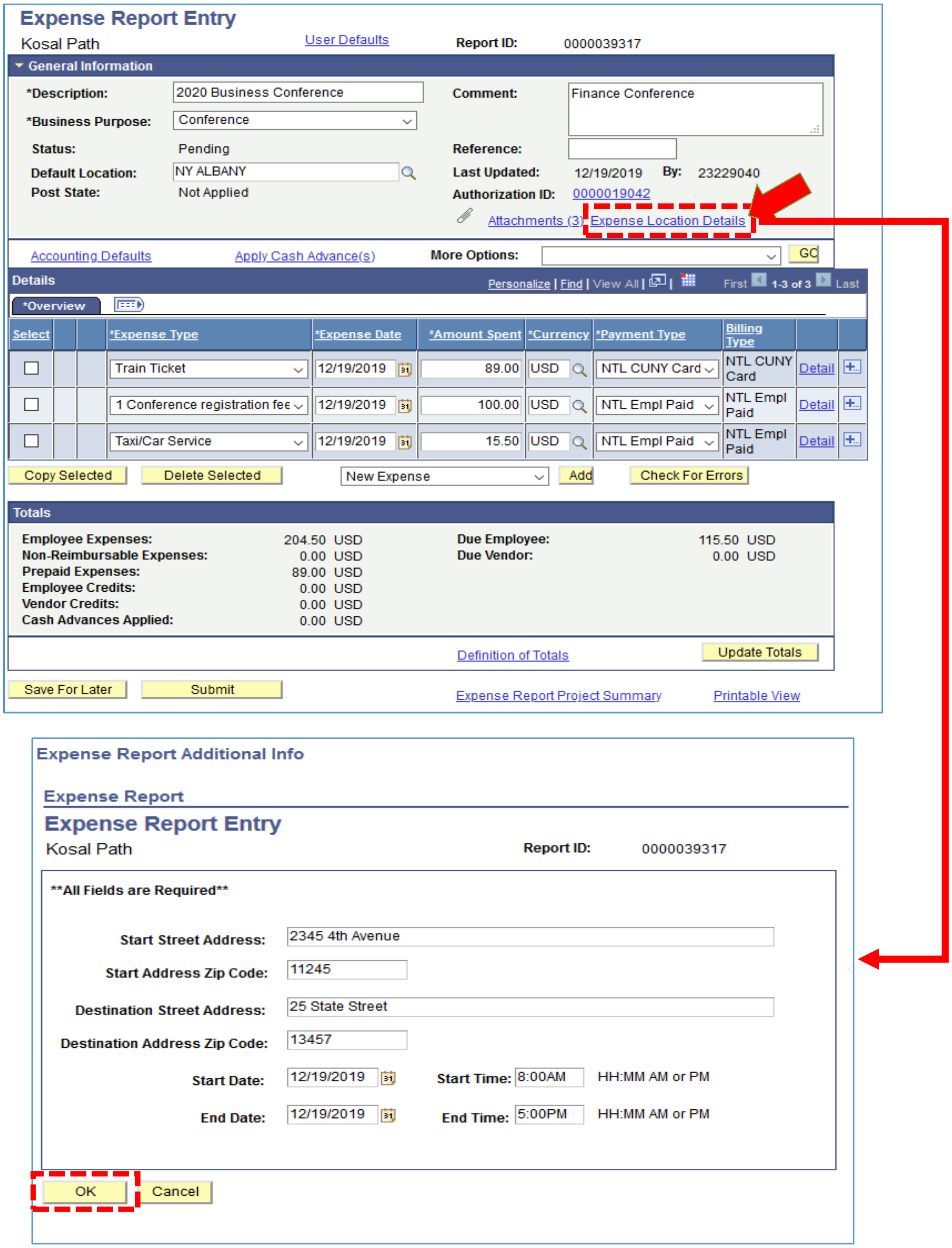




To delete an attachment on the Expense Report Entry page, click the Attachments link. On the Expense Attachments page, identify the row of the attachment to be deleted either by the file name or the Description. Click on the Delete function for that row.

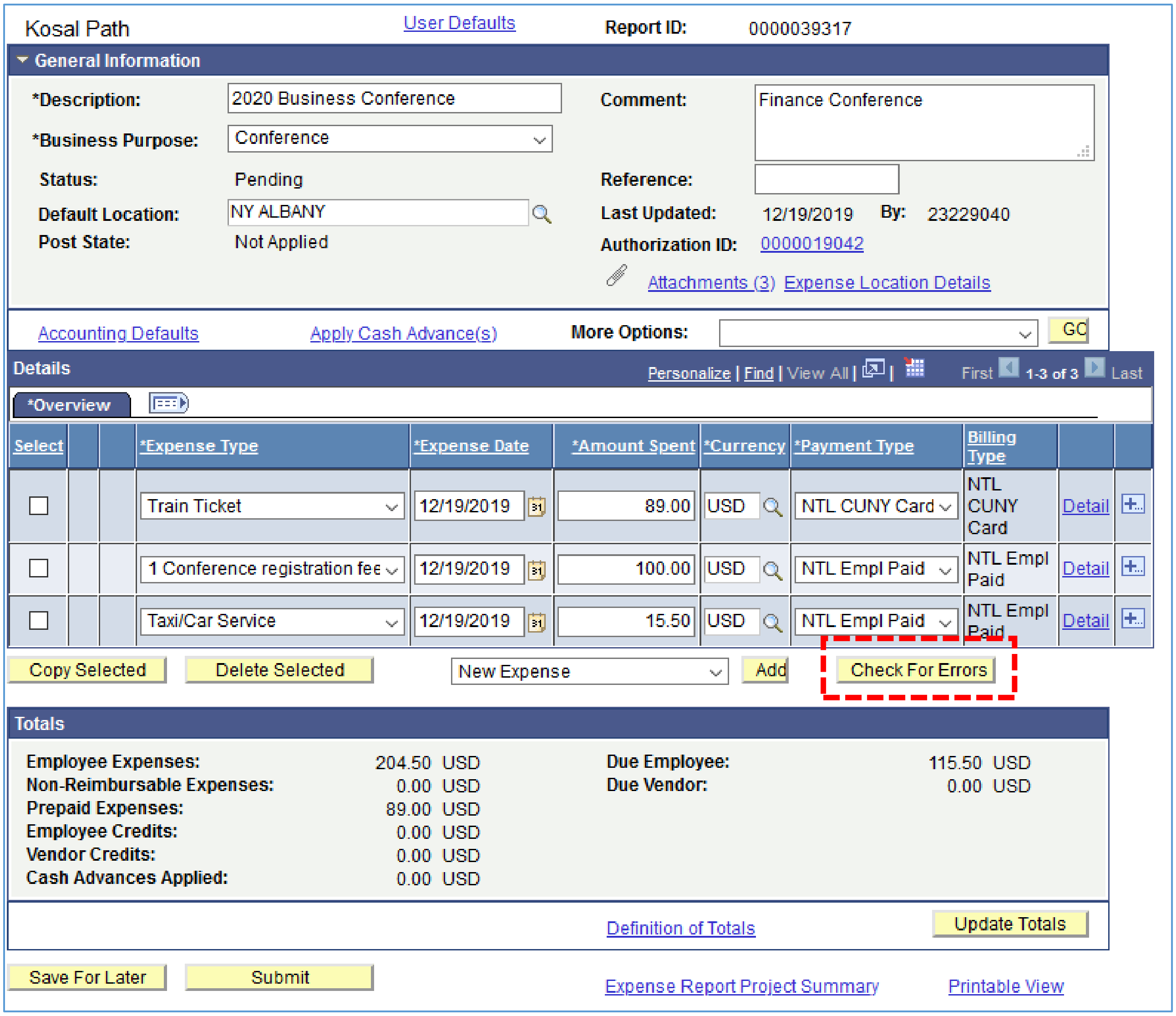
A Delete Confirmation pop up displays the message "Delete current/selected rows from this page?" Click the OK button. The delete will occur when the Expense Report is saved.

STEP#8: For travel related Expense Reports, the Expense Location Details must be provided. Click on the **Expense Location Details** hyperlink to enter the required data. Every travel related Expense Report requires the Start and Destination addresses and the Start and End times for the employee's travel event. Complete those fields and click OK.



STEP#9:

To ensure that there are no errors on your Expense Report, click the button **Check for Errors**.



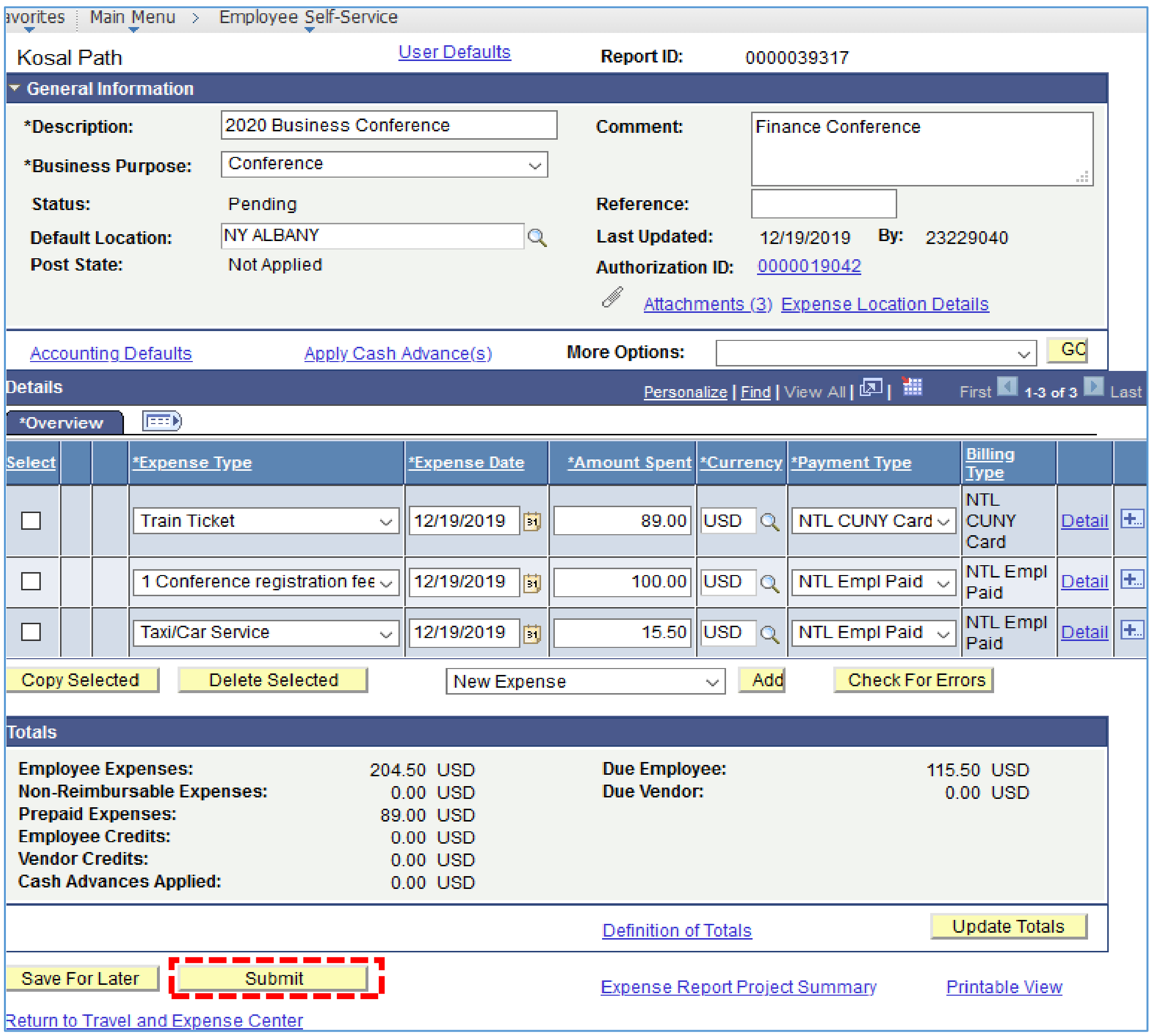
Check for Errors will identify any missing fields and validate the chartfield string.

If an Expense Detail is missing, or invalid information has been entered, that page will be displayed with an explanation of the missing or invalid information. Correct each error as indicated.

When you have added all the expense data available to you, click one of the following buttons:

- Click the **Save for Later button** when there are additional expenses or receipts to be added to the Expense Report. You can click this button at any time to save your Expense Report as you are creating it.
- Click the **Submit button** when you are satisfied that the Expense Report is complete and ready to be approved.

STEP#10: When the **Submit button** is selected, the **Save Confirmation page** displays. Click the **OK** button to complete the submission process.



After an Expense Report has been submitted for approval, the employee can view the status of the Expense report as Pending Approval, Approved, etc.