

# Creating an Expense Report for non-travel expenses

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.

**Create Expense Report** NOTE: Press the ENTER key after changing the GL Business Unit or Business

Purpose

**Expense Report Entry**

Zhongqi Cheng [User Defaults](#) Report ID: NEXT GL Business Unit: BKL01

Quick Start: A Blank Report

**General Information**

\*Description:  Comment:

\*Business Purpose:  Reference:

Default Location:

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

**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="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

**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](#)

**Look Up GL Business Unit**

[Help](#)

Search by: GL Business Unit begins with

[Advanced Lookup](#)

**Search Results**

View 100 First 1-2 of 2 Last

GL Business Unit	Empl ID
BKL01	10863558
BKL55	10863558

**Create Expense Report** NOTE: Press the ENTER key after changing the GL Business Unit or Business Purpose

Purpose

**Accounting Defaults**

Zhongqi Cheng [User Defaults](#) Report ID: NEXT **GL Business Unit:** BKL55

Quick Start: A Blank Report  If required, update to the correct business unit

**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="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

**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](#)

**STEP#3:** Complete the General Information section:

- Description: Enter a brief description to the reimbursement request. Up to 30 characters.
- Comment: Enter any additional information to describe the reimbursement request.

- **Business Purpose:** Select non- travel expense for this type of Expense Report.

Conference  
Emergency Travel  
Equipment Transportation  
Legal Proceedings  
Meeting  
Non-Travel Expense  
Routine Travel  
Site Visit  
Training and education travel  
Travel for Audit  
Union Business

- **Default Location:** Search for the location code for location where the expenses were incurred. Use the magnifier glass and click on Advanced Lookup hyperlink and change the Description dropdown to 'Contains' and enter the City or State name. Click Look up. Be sure to pick the New York State selection if there are selections from other states. For the five boroughs, there may not be detailed locations – e.g. Flatbush. In that event, select Brooklyn.

**Create Expense Report** NOTE: Press the ENTER key after changing the GL Business Unit or Business Purpose

Purpose

**Accounting Defaults**

Zhongqi Cheng [User Defaults](#) Report ID: NEXT GL Business Unit: **BKL55**

Quick Start: A Blank Report  If required, update to the correct business unit

**General Information**

\*Description: Reimburse meeting supplies Comment: Directors meeting

\*Business Purpose: Non-Travel Expense Reference:

Default Location: NY BROOKLYN

[Attachments](#) Expense Location Details

[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="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

**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](#)

**STEP#4:** Optional – you may review your NTL Travel & Expenses default chartfields by clicking on the Accounting Defaults hyperlink. Once reviewed, click OK to return to the Travel Authorization create page.

**Create Expense Report** NOTE: Press the ENTER key after changing the GL Business Unit or Business Purpose

Purpose

**Accounting Defaults**

Zhongqi Cheng [User Defaults](#) Report ID: NEXT GL Business Unit: **BKL55**

Quick Start: A Blank Report  If required, update to the correct business unit

**General Information**

\*Description: Reimburse meeting supplies Comment: Directors meeting

\*Business Purpose: Non-Travel Expense Reference:

Default Location: NY BROOKLYN

Expense Location Details

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="+"/>

**Create Expense Report**

**Accounting Defaults**

Zhongqi Cheng Report ID: NEXT

Accounting Summary Set Personalizations | Find |  |  First 1 of 1 Last

%	*GL Unit	Fund	Dept	MP	Oper Unit	Program	End Src	Sp Init	Proj Act	PC Bus Unit	Project	Activity	Affiliate	ChartField 3
100.00	BKL55 <input type="text"/>	12 <input type="text"/>	10085 <input type="text"/>	100 <input type="text"/>	9999 <input type="text"/>	99999 <input type="text"/>	999999 <input type="text"/>	9999 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[User Defaults](#)

**STEP#5:** Enter 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.

**Create Expense Report** NOTE: Press the ENTER key after changing the GL Business Unit or Business Purpose

Purpose

**Expense Report Entry**

Zhongqi Cheng [User Defaults](#) Report ID: NEXT GL Business Unit: **BKL55**

If required, update to the correct business unit

**General Information**

\*Description: Reimburse meeting supplies Comment: Directors meeting

\*Business Purpose: Non-Travel Expense

Default Location: NY BROOKLYN

[Attachments](#) Expense Location Details

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

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

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Original Type	
<input type="checkbox"/>	1 Cost of supplies/materials	12/12/2019	65.00	USD	NTL Empl Paid	NTL Empl Paid	*Detail +
<input type="checkbox"/>	1 Hospitality Costs	12/12/2019	125.00	USD	NTL Empl Paid	NTL Empl Paid	*Detail +
							+.

Copy Selected Delete Selected New Expense Add Check For Errors

**Totals**

Employee Expenses:	190.00 USD	Due Employee:	190.00 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

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

**Expense Report**

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

Zhongqi Cheng Report ID: 0000039312

**About This Expense**

\*Expense Date: 12/12/2019

\*Payment Type: NTL Empl Paid   No Receipt

Billing Type: NTL Empl Paid  Non-Reimbursable

\*Location: NY BROOKLYN

\*Description: Binders and copying costs for Directors meeting

\*Amount Spent: 65.00

\*Currency: USD

\*Exchange Rate: 1.00000000   Default Rate

Reimbursement Amt: 65.00 USD

If a Default Location was not entered on the header, the location is required on each line of the TA

**Expense Report**

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**Expense Detail for 1 Hospitality Costs (Line 2)**

Zhongqi Cheng Report ID: 0000039312

**About This Expense**

\*Expense Date: 12/12/2019

\*Payment Type: NTL Empl Paid   No Receipt

Billing Type: NTL Empl Paid  Non-Reimbursable

\*Location: NY BROOKLYN

\*Description: Room rental for Directors meeting

\*Amount Spent: 125.00

\*Currency: USD

\*Exchange Rate: 1.00000000   Default Rate

Reimbursement Amt: 125.00 USD

**STEP#7:** Click on the Attachments hyper link to attach the scanned receipts and click on Add Attachment

### Expense Report Entry

Zhongqi Cheng [User Defaults](#) Report ID: 0000039312 GL Business Unit: BKL55

**General Information**

*Description: Reimburse meeting supplies	Comment: Directors meeting
*Business Purpose: Non-Travel Expense	Reference:
Status: Pending	Last Updated: 12/17/2019 By: 10863558
Default Location: NY BROOKLYN	By: 10863558
Post State: Not Applied	

+ Attachments
[Expense Location Details](#)

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

**Details** Personalize | Find | View All | | First 1-2 of 2 Last

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	1 Cost of supplies/materials	12/12/2019 <small>31</small>	65.00	USD	NTL Empl Paid	NTL Empl Paid	<a href="#">Detail</a> <span style="font-size: small;">+...</span>
<input type="checkbox"/>	1 Hospitality Costs	12/12/2019 <small>31</small>	125.00	USD	NTL Empl Paid	NTL Empl Paid	<a href="#">Detail</a> <span style="font-size: small;">+...</span>

Copy Selected
Delete Selected
New Expense  Add
Check For Errors

**Totals**

Employee Expenses:	190.00	USD	Due Employee:	190.00	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](#)

Favorites | Main Menu > Employee Self-Service

### Expense Attachments

Report ID 0000039312

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

File Name	Attachment Description	Last Update User ID	Name	Last Update Date/Time
View <span style="float: right;">Delete</span>				

Add Attachment

File Attachment Help

You can browse your files to identify the correct attachment. Once you have selected the correct receipt, click on Upload and the receipt will be attached to your Expense Report. When all receipts have been added, Click OK to return to the Expense Report page. The number of receipts attached to the Expense Report is indicated on the page. Every expense should be reflected on a receipt.

File Attachment Help



### Expense Report Entry

Zhongqi Cheng [User Defaults](#) Report ID: 0000039312 GL Business Unit: BKL55

**General Information**

\*Description: Reimburse meeting supplies Comment: Directors meeting

\*Business Purpose: Non-Travel Expense

Status: Pending Reference: [ ]

Default Location: NY BROOKLYN Last Updated: 12/17/2019 By: 10863558

Post State: Not Applied

[Attachments \(2\)](#) [Expense Location Details](#)

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

**Details** Personalize | Find | View All | [ ] [ ] First 1-2 of 2 Las

**\*Overview** [ ]

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	1 Cost of supplies/materials	12/12/2019 [31]	65.00	USD	NTL Empl Paid	NTL Empl Paid	<a href="#">Detail</a> +
<input type="checkbox"/>	1 Hospitality Costs	12/12/2019 [31]	125.00	USD	NTL Empl Paid	NTL Empl Paid	<a href="#">Detail</a> +

[Copy Selected](#) [Delete Selected](#) [New Expense](#) [Add](#) [Check For Errors](#)

**Totals**

Employee Expenses:	190.00 USD	Due Employee:	190.00 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](#)

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

### Expense Report Entry

Zhongqi Cheng [User Defaults](#) Report ID: 0000039312 GL Business Unit: BKL55

**General Information**

\*Description: Reimburse meeting supplies Comment: Directors meeting

\*Business Purpose: Non-Travel Expense

Status: Pending Reference:

Default Location: NY BROOKLYN Last Updated: 12/17/2019 By: 10863558

Post State: Not Applied

[Attachments \(2\)](#) [Expense Location Details](#)

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

Details Personalize | Find | View All |  |  First 1-2 of 2 Last

**\*Overview**

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	1 Cost of supplies/materials	12/12/2019	65.00	USD	NTL Empl Paid	NTL Empl Paid	<a href="#">Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	1 Hospitality Costs	12/12/2019	125.00	USD	NTL Empl Paid	NTL Empl Paid	<a href="#">Detail</a> <input type="button" value="+"/>

**Totals**

Employee Expenses:	190.00 USD	Due Employee:	190.00 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](#)
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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.

Totals			
Employee Expenses:	190.00 USD	Due Employee:	190.00 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](#)

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

**Expense Report**

**Submit Confirmation**

Zhongqi Cheng Report ID: 0000039312

Expense Report Totals			
Employee Expenses:	190.00 USD	Due Employee:	190.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	<a href="#">Definition of Totals</a>	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Click OK to submit, or click Cancel to return to the expense report without submitting.

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