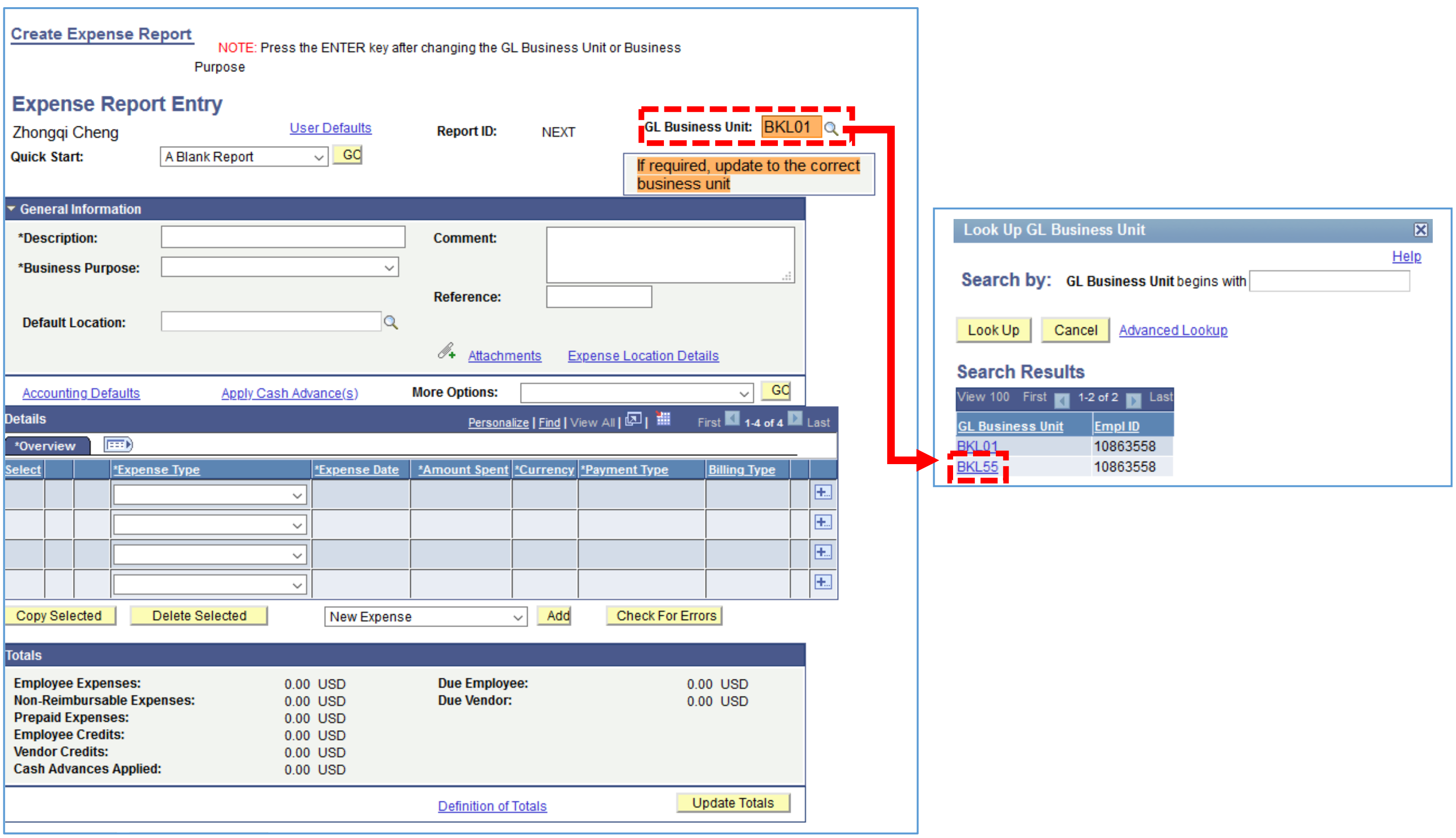
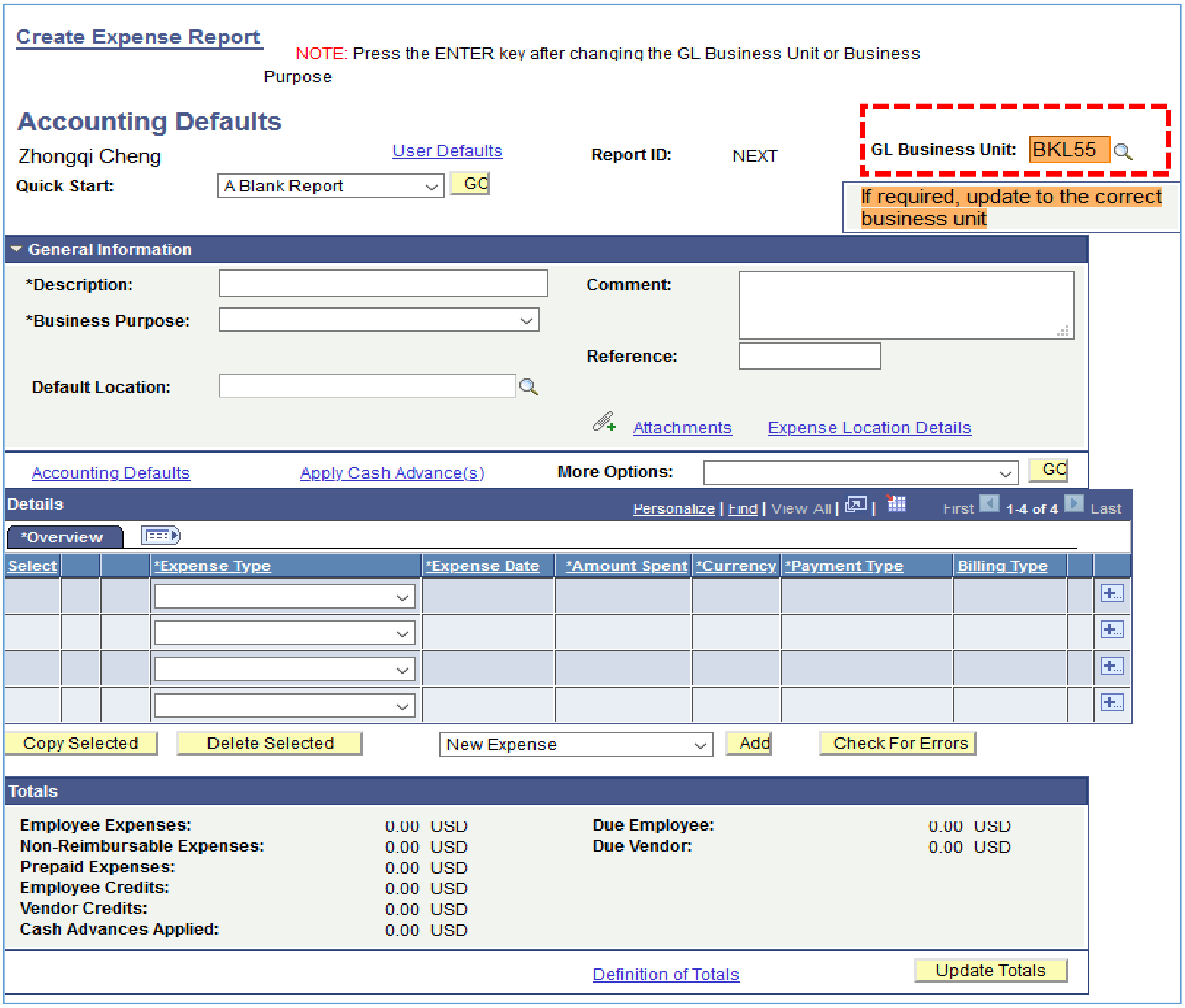
Creating an Expense Report for non-travel expenses

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.

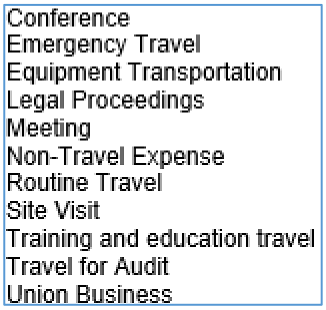




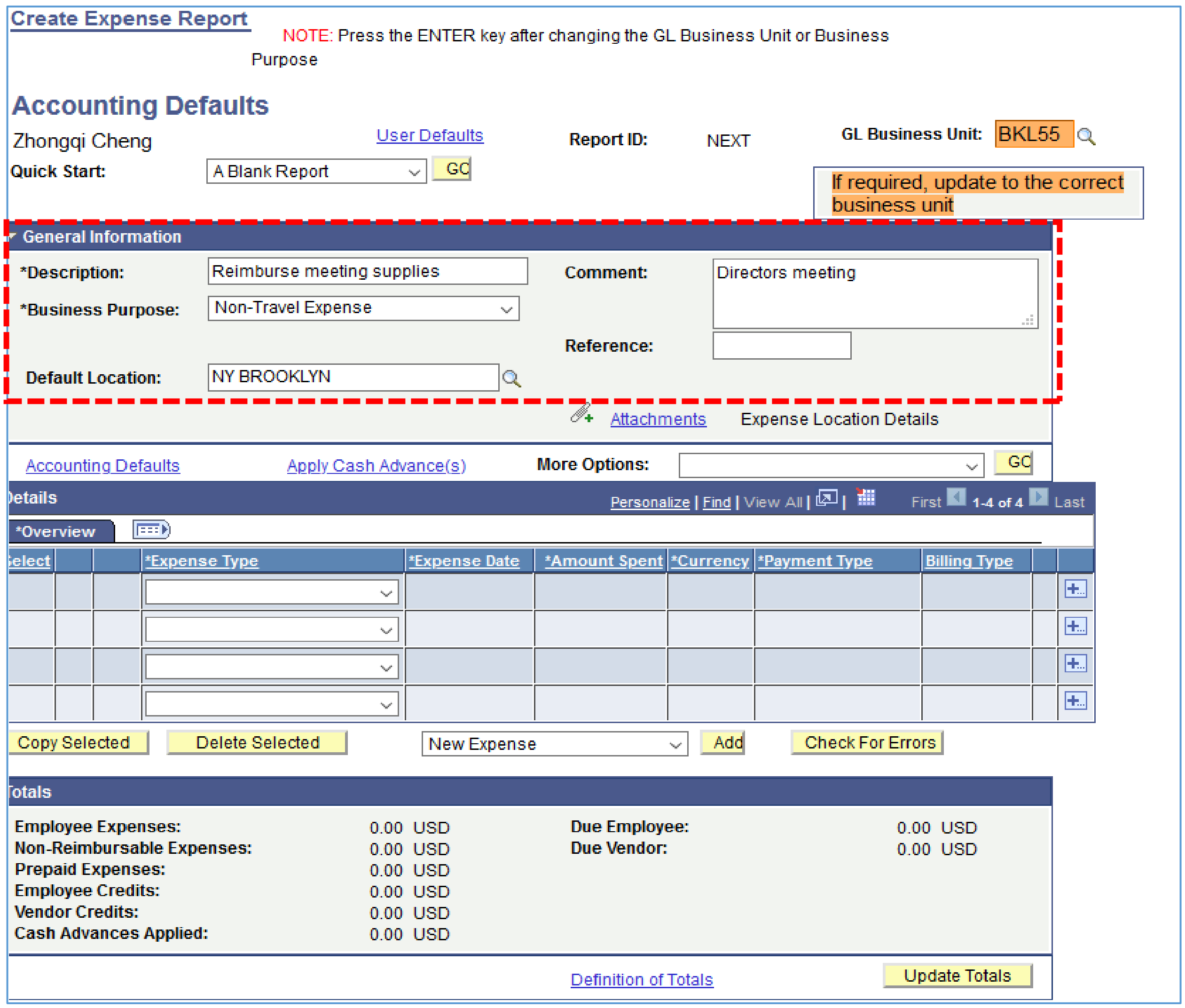
STEP#3: Complete the General Information section:

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

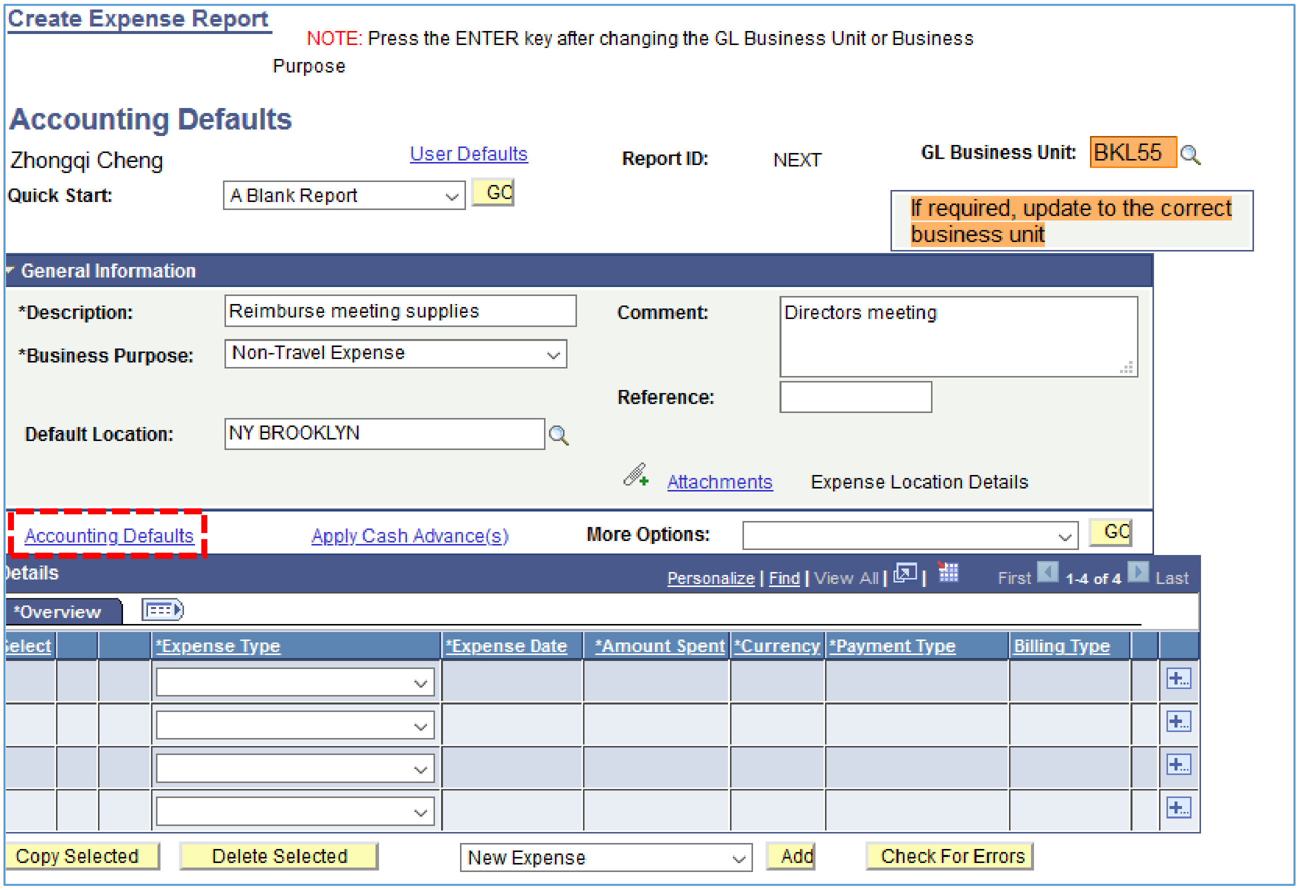
- Business Purpose: Select non- travel expense for this type of Expense Report.

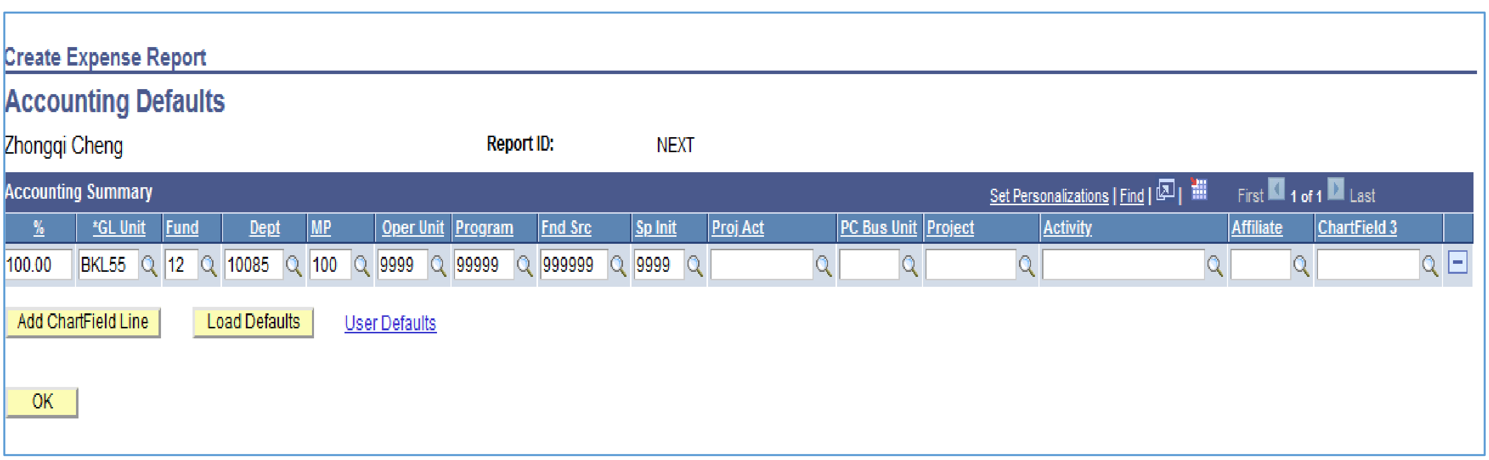


- Default Location: Search for the location code for location where the expenses were incurred. Use the magnifier glass and click on Advanced Lookup hyperlink and change the Description dropdown to 'Contains' and enter the City or State name. Click Look up. Be sure to pick the New York State selection 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.



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.





STEP#5: Enter the Expense Details.

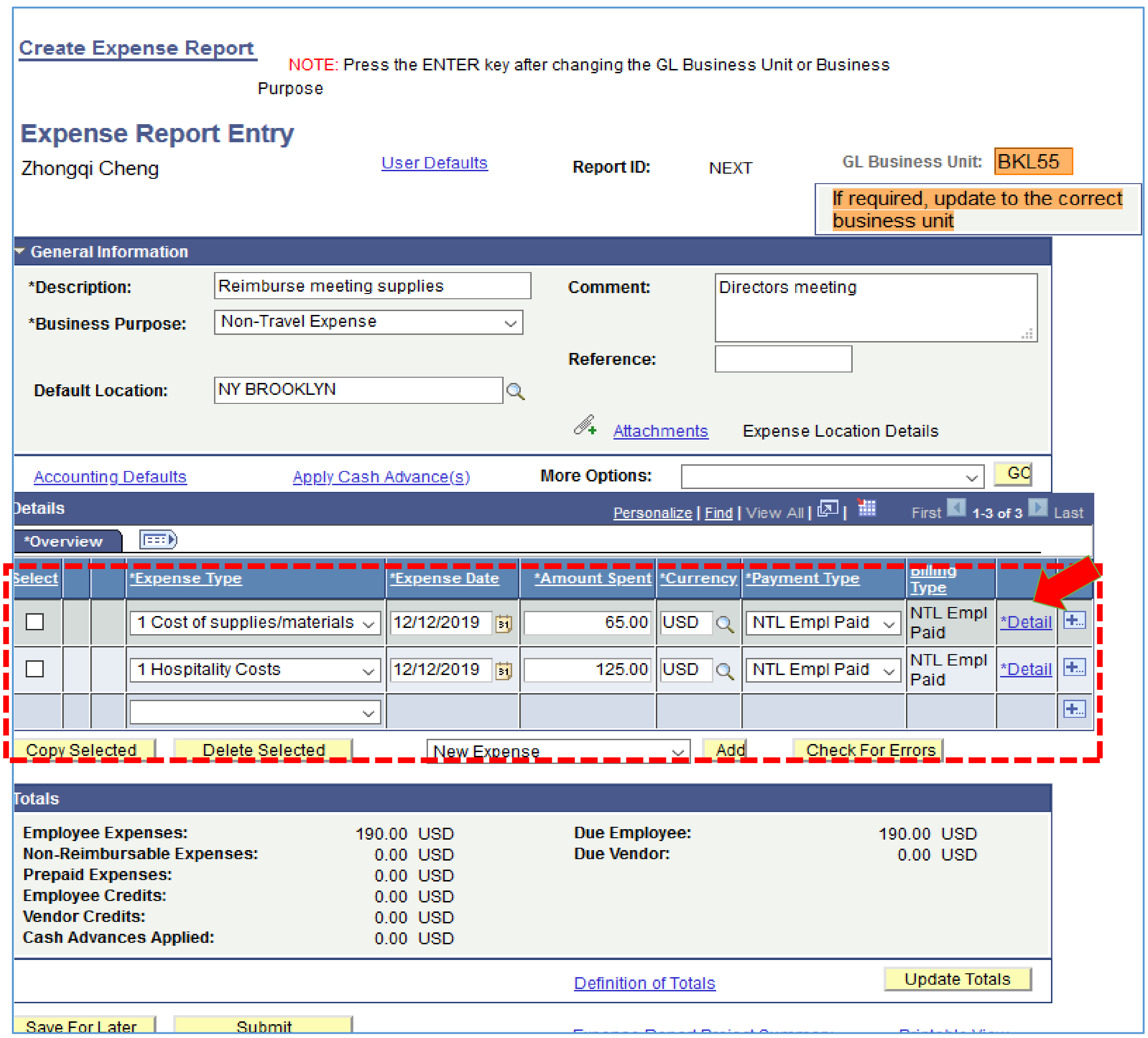
- Expense Type: Select the most appropriate Expense Type from the dropdown list to categorize each expense. Each expense must be listed on a separate line.

- Date: Enter the date that the expense was incurred.

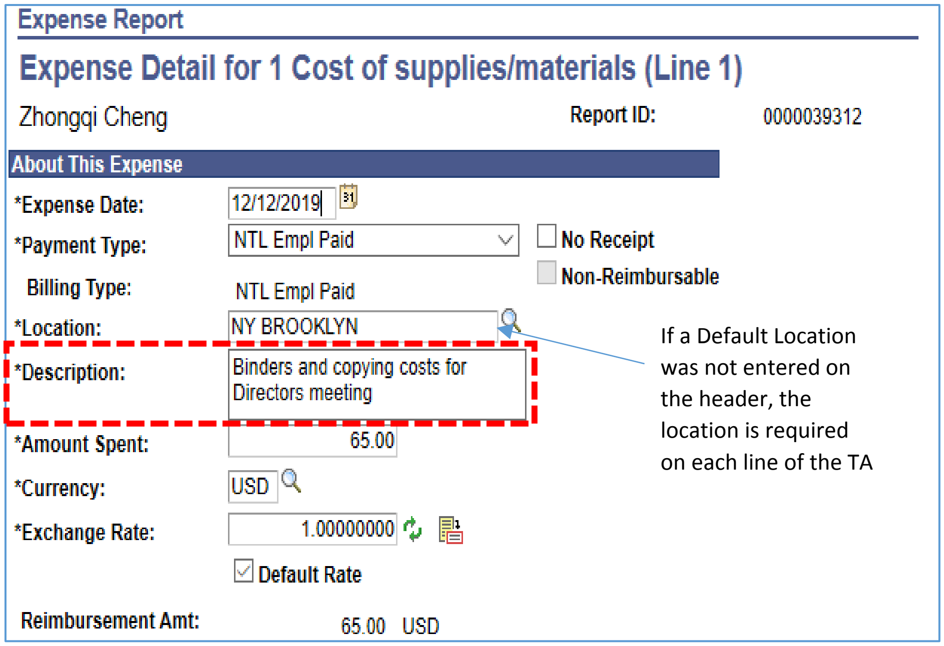
- Amount: Enter the total expenditure for each individual line.

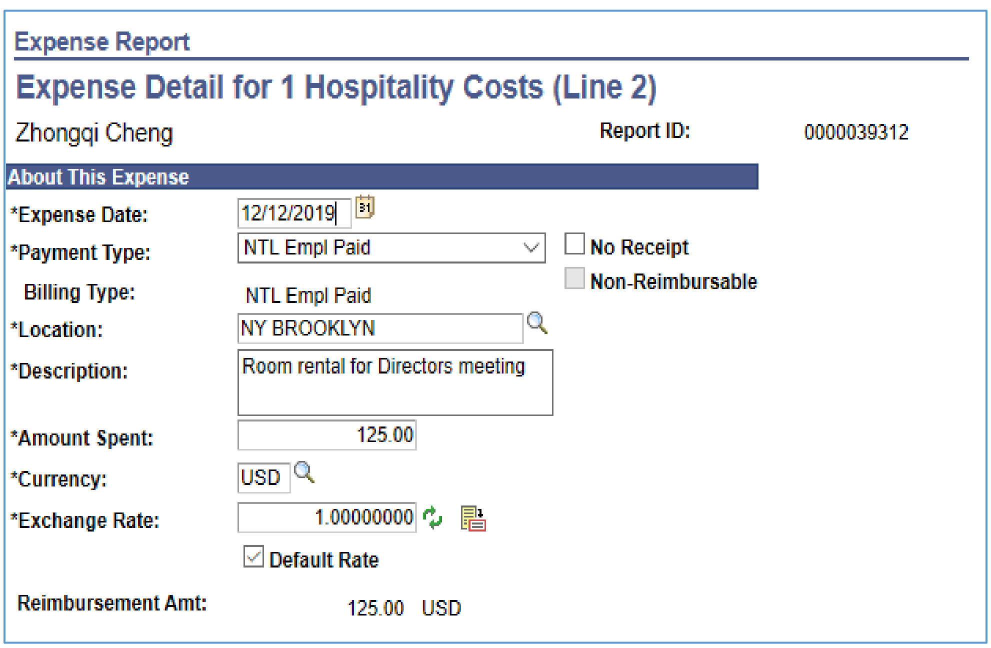
- Payment Type: Select from the dropdown as follows:

    - ***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.

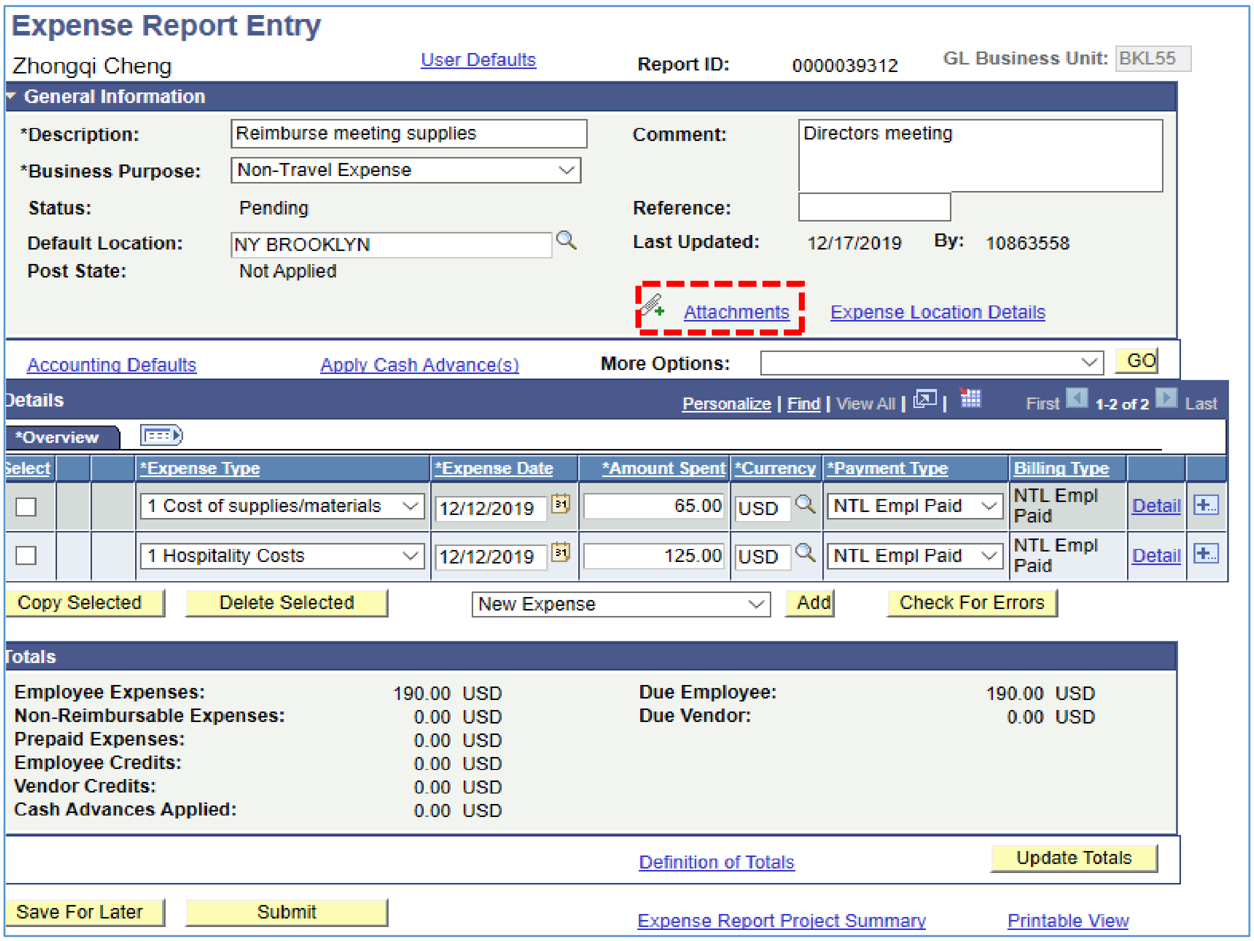


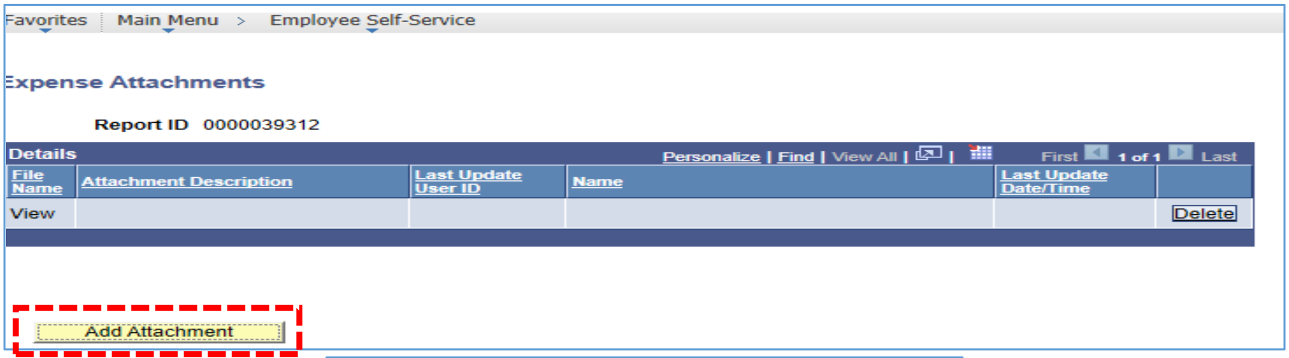
STEP#6: Click the hyperlink called '***Detail**' for each expense line and enter the required data. Once completed, click OK to return to the Expense Report.



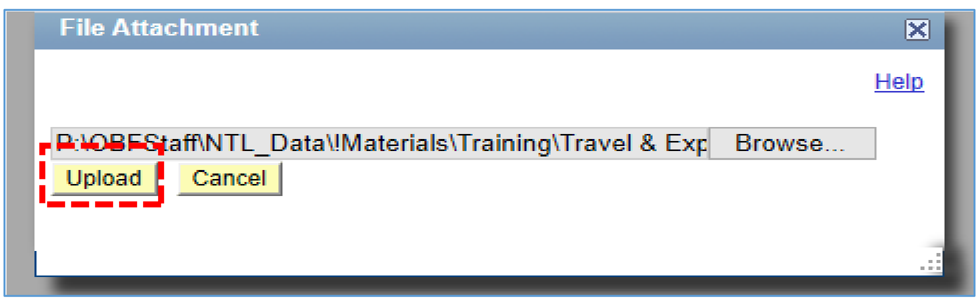


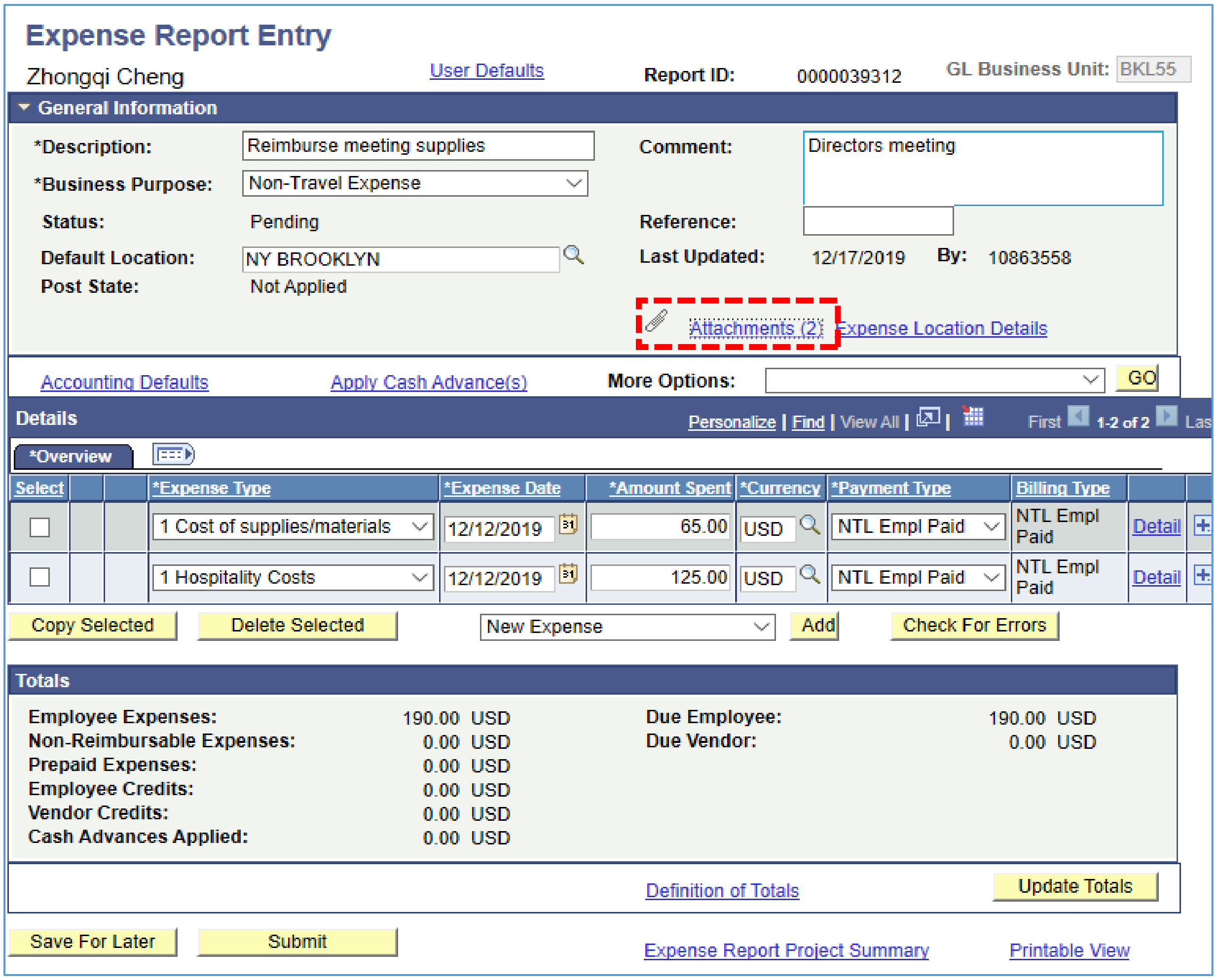
STEP#7: Click on the Attachments hyper link to attach the scanned receipts and click on Add Attachment





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.

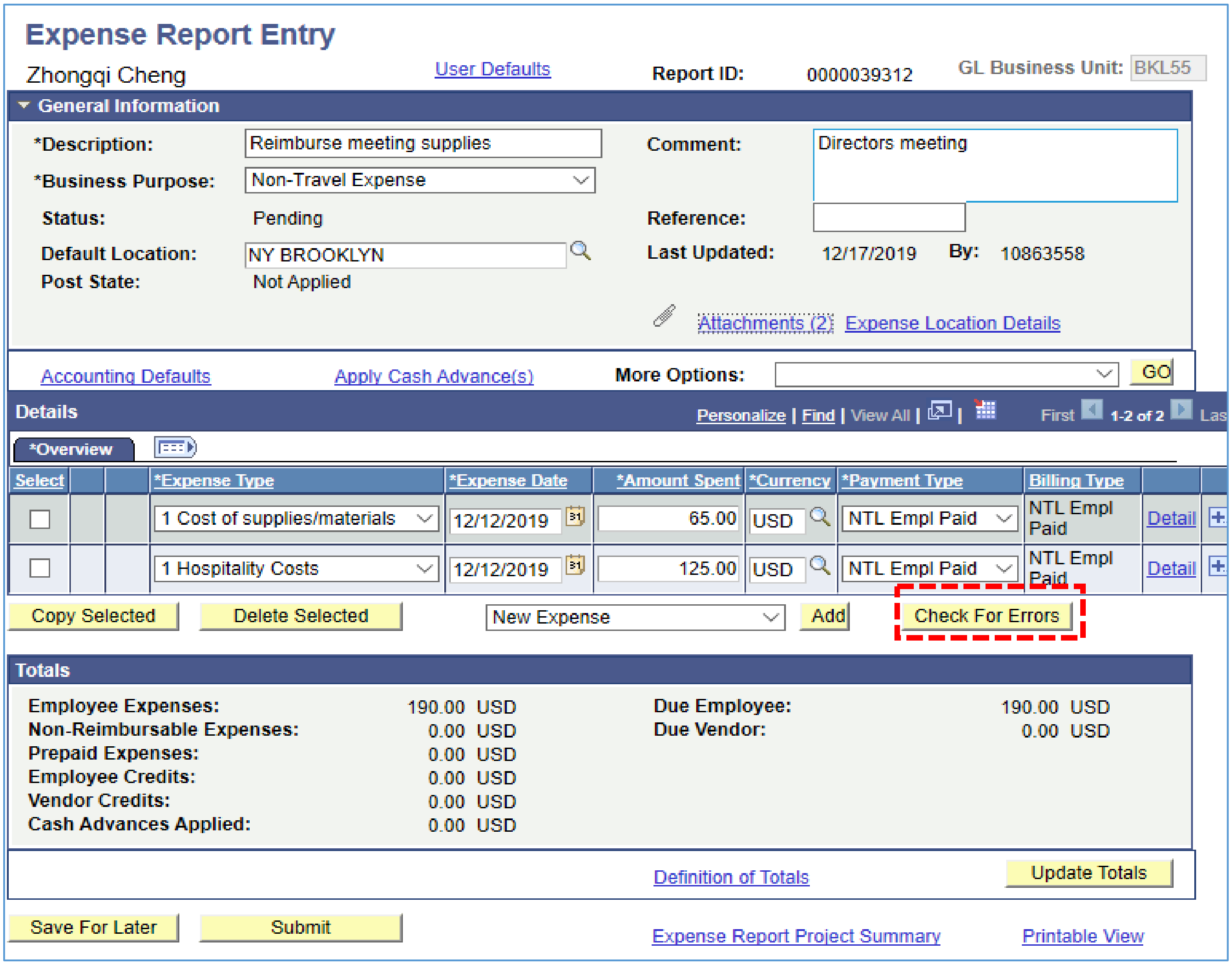




To delete an attachment on the Expense Report Entry page, click the Attachments link. On the Expense Attachments page, identify the row of the attachment to be deleted either by the file name or the Description. Click on the Delete function for that row.

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**.

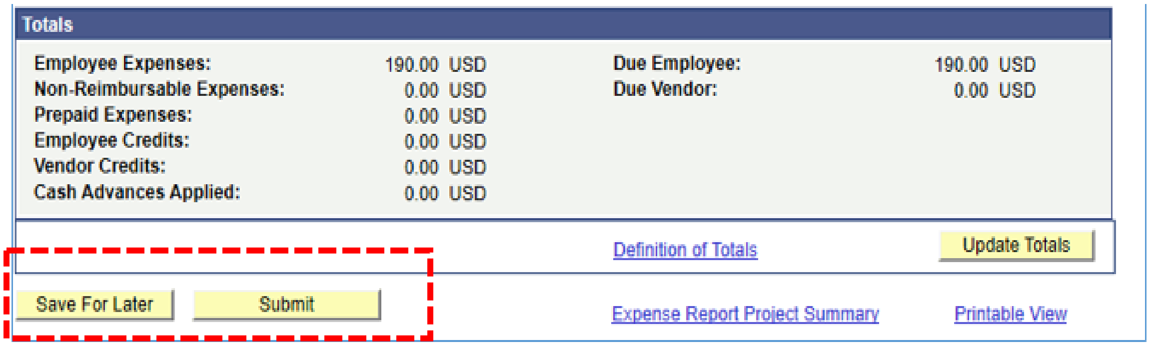


Check for Errors will identify any missing fields and validate the chartfield string.

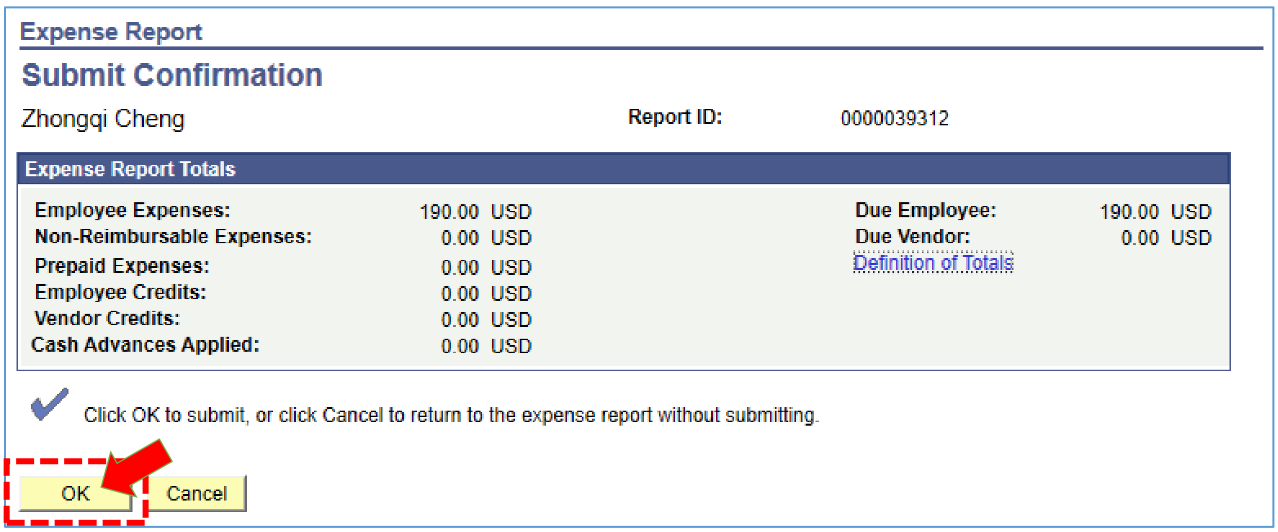
If an Expense Detail is missing, or invalid information has been entered, that page will be displayed with an explanation of the missing or invalid information. Correct each error as indicated.

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.



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.