Approve Expense Report

Once an employee submits an Expense Report for approval, the transaction is routed to the appropriate approvers for review and approval.

Expense Reports are approved first by the Supervisor of the employee submitting the reimbursement request. Then some Business Units have Expense Reports reviewed for approval by a Department Level 2 Approver.

Whether or not a Department Level 2 Approver reviews the Expense Report, the final approver is the Prepay Auditor who is responsible for ensuring that the Expense Report meets CUNY, NYS and NYC expense reimbursement requirements and those expenses are allocated to the correct General Ledger account codes. The PrePay Auditor can modify the Expense Report to ensure compliance.

In the event that the PrePay Auditor modifies the Expense Report, a notification will be sent to the employee with an explanation of the changes.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Enterprise Menu**, select the **Financials Supply Chain** link.
2.	Navigate to: ***Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions*** or ***Worklist***. ***Note: The Manager Self-Service navigation displays all Travel Authorization and Expense Report transactions available for approval, and offers additional tabs and filters.*** ***Note: The Worklist takes you directly to the transaction.*** ***Note: Once approved, an Expense Report no longer displays.***
3.	Through the **Manager Self Service** navigation, the **Overview** tab displays. To view only Expense Reports to be reviewed for approval, click the **Expense Reports** tab.
4.	Alternatively, click the **Worklist** link.
5.	On your **Worklist** page in the **Link** column, click the link for the Expense Report you wish to review for approval.

6.	The **Expense Report Summary** page displays. At the bottom of the page beneath the **Comments** section, the **Budget Status** must be **Valid** for the **Approval** button to display. ***Note: The Budget Check batch process is run hourly weekdays. If the Budget Check status is 'Not Chk'd', then either return to the approval item after an hour or run a manual budget check.*** ***Note: To manually run the budget check:*** ***1. Click the Budget Options link.*** ***2. The Commitment Control Page displays. Click the Budget Check button. When there is sufficient budget, then the Budget Checking Header Status field displays 'Valid Budget Check'.*** ***3. Click the OK button.***
7.	In the **Report Information** section an identifying **Description** and the **Business Purpose** display followed by the current **Status** and, as applicable, the **Default Location**.
8.	In the **Comments** field, travel related Expense Reports should display the Date and Time From and Date and Time To information needed to review some Expense Types.
9.	To view the Travel Authorization, click the **Authorization ID** link.
10.	The Travel Authorization for this Expense Report displays in a new window. After viewing the Travel Authorization, click the **Close** button in the upper right corner of the window.
11.	To view attachments, click the **Attachments** link. ***Note: The link denotes the number of attachments.*** ***Note: Expense Report attachments will include scanned and uploaded receipts for each expense line and, if applicable, all Travel Authorization support documentation.***
12.	The **Expense Attachments** page displays. To view an attachment, in the **File Name** column, click the link for the attachment to be reviewed.
13.	The attachment file displays in a new window. After viewing the attachment, click the **Close** button in the upper right corner of the window.
14.	When you have finished reviewing the attachments on this page, click the **OK** button.
15.	The **Expense Report Summary** page displays. In the **Report Information** section, click the **Accounting Defaults** link to view the Expense User's Department ChartFields applied to the entire Expense Report.
16.	Click the **OK** button.
17.	The **Expense Report Summary** page displays. In the **Expense Line Items** section **Expense Type** column, click the link of a line to view the **Description** of the expense and to access the **Accounting Detail** link to view the ChartFields for this line.

18. The **Expense Detail** page for that line displays. To view the ChartFields for this expense line, click the **Accounting Detail** link.

Note: Expense Types distinguish between PSC members and Non PSC members.

Note: In the Header area the line, employee and Expense Report are identified.

Note: In the About this Expense section Payment Type and Billing Type fields display either:

- ***CUNY Card when expenses were charged to a CUNY issued credit card or***
- ***Empl Paid when an employee used their own funds for an expense or***
- ***Non-reimbursable when an expense is the responsibility of the employee.***

Note: In the Description field, each expense must display a brief explanation of the expense.

19. The **Accounting Detail** page displays. Click the **OK** button.

Note: An Expense Line may be modified, as needed, on this page. Alternatively, the Approver may send the Expense Report to be modified by the Expense User.

20. Click the **Next Expense** button.

Note: Repeat Steps 17-19 to view remaining Expense Lines.

21. After reviewing the Expense Lines, return to the **Expense Report Summary** page. Click the **Return to Expense Report** link.

22. If transaction lines have Exception Comments, they are denoted by the **Exception Comment** icon to the left of the **Expense Type** column. To view the Exception Comments for the entire Expense Report, click the **Exception Comments** icon

23.

Approve Expense Report

View Exception Comments

Belen Buenviaje — **Report ID:** 0000000150

General Information

Report Description: Meeting in Albany NY

Business Purpose: Meeting

Reference:

Line	Expense Type	Exception	Comment
1	Non PSC Train Ticket	None	No exceptions associated with this line.
2	Non PSC Taxi/Car Service	Duplicates Exist	Expense line is a duplicate of Line 3, Sheet Id 0000000150. Date 2014-04-28, Amt Spent 50 USD.
3	Non PSC Taxi/Car Service	Duplicates Exist	Expense line is a duplicate of Line 2, Sheet Id 0000000150. Date 2014-04-28, Amt Spent 50 USD.
4	Misc Travel Expenses	None	No exceptions associated with this line.
5	Non PSC Per Diem Breakfast	None	No exceptions associated with this line.

The **View Exception Comments** page displays. To examine any or all expense lines, click the **Return To Expense Report** link.

24.	In the **Comments** section, as needed, enter free form text in the **Comments** textbox. ***Note: Comments are required when an Expense Report is sent back to guide the employee or their proxy when the Expense Report is modified.***
25.	Click either the **Approve** or **Send Back** buttons. ***Note: Both the Expense User and, if applicable, the proxy that submitted the Expense Report on behalf of the Expense User are notified when the Expense Report is sent back for modification.*** ***Note: The Transaction Approval History tracks the approval process.***
26.	The **Submit Confirmation** page displays. Click the **OK** button.
	End of Procedure.