Modify Expense Report

All employees are responsible for ensuring that their Expense Reports are complete, accurate and adhere to the expense reimbursement requirements of CUNY, New York State and New York City. Expense Reports that do not comply with these requirements are returned to the employee to be modified to meet the requirements.

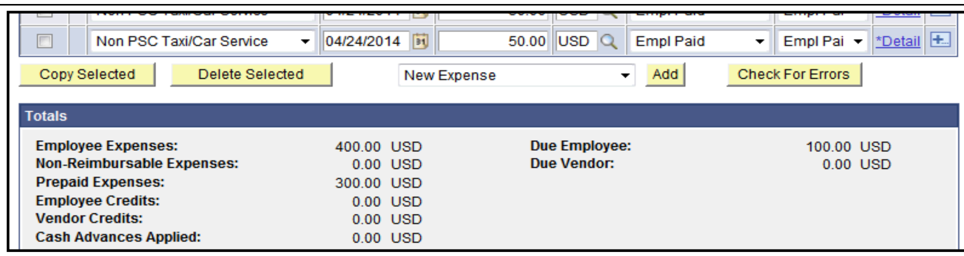
After saving an Expense Report, an Expense User may come back at a later time to modify the Expense Report and Submit it for approval.

The User can delete Expense lines, change any of the values on existing lines, and add new Expense lines.

If an Expense Report is Sent Back by an Approver, the Expense User may modify the Expense Report and re-submit it for approval.

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: ***Employee Self-Service > Travel and Expense Center > Expense Report > Modify***.
3.	The **Expense Report** search page displays on the **Find an Existing Value** tab by default. Click the **Search** button. The **Search Results** display below. In the **Search Results** in the **Report ID** column, click the link of the Expense Report to be modified.
4.	The **Expense Report Entry** page displays. To modify the ChartFields for the entire Expense Report, click the **Accounting Defaults** link. **The Accounting Defaults** page displays. As needed, modify these default accounting ChartFields: • **GL Unit** • **Dept** (Department). Click the **OK** button.
5.	To add multiple expense lines by Expense Type for one day or a date range, from the **New Expense** dropdown, select the **Multiple Expenses** list item. Click the **Add** button. On the **Add Multiple Expenses** page, confirm the **Date Range** displayed covers the duration of the travel. In the **Add Expenses Types** area, identify each expense type for which additional lines are needed. Select either the **One day** checkbox or the **All days** checkbox for that Expense Type. Click the **Continue** button.

6.	The **Expense Report Entry** page displays. For each line being added in the **Amount Spent** field, enter the amount shown on the receipt. On the **Payment Type** and **Billing Type** dropdowns, select matching: • **CUNY Card/CUNY Paid** when expenses are 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.
7.	Click the **Detail** link to display the **Authorization Detail** page for the **Expense Type**. The **Authorization Detail** page displays. In the **Description** field, enter a description of no more than 250 characters. For each Expense Type, additional fields may display. If known, enter the related data. ***Note: For example, if the Expense Type is either PSC or Non PSC Commercial Air Travel, then an additional field displays being: Air Ticket Number.***
8.	To change the accounting values for an individual line, click the **Accounting Details** link. On the **Accounting Details** page, as needed, modify these default accounting ChartFields: • **GL Unit** • **Dept** (Department) Click the **OK** button. The **Authorization Detail** page displays. Click the **Return to Expense Report** link.
9.	Click the **Attachments** link to upload the Travel Authorization supporting documentation and scanned receipts. The **Expense Attachments** page displays. Click the **Add Attachment** button. The **File Attachment** pop up displays. Click the **Browse** button. Within CUNYfirst, your **Computer** folder displays. Navigate to the documents to be uploaded into CUNYfirst. Click the **Open** button. Click the **Upload** button. ***Note: Documents may be uploaded into a variety of file formats including: .jpg, .pdf, .docx, etc.*** The **Expense Attachments** page displays. In the **Attachment Description** field, enter a brief description of the attachment. Click the **OK** button.

10.	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 by **File Name** or **Description**. Click that row's **Delete** button. The **Delete Confirmation** pop up displays this message, "Delete current/selected rows from this page? The delete will occur when the transaction is saved." Click the **OK** button.
11.	The **Expense Report Entry** page displays. In the **General Information** section **Comment** field, as needed, enter free form text.
12.	 To validate the data, click the **Check For Errors** button. ***Note: When any of the Check for Errors, Save for Later or Submit buttons are clicked, then CUNYfirst:*** • ***Identifies any missing required fields.*** • ***ChartField strings are checked to ensure that combination of values is valid.*** If there are errors, then the **Missing or Invalid Information** button displays on each line that contains an error. Click the **Missing or Invalid Information** button for an expense line. The **Expense Detail for [expense type]** page displays with an explanation of problems for every expense line. Correct each error as indicated.
13.	Click the **Save For Later** button when there are additional expenses to enter or an expense line needs to have a receipt attached at the Attachments link. Click the **Submit** button when every expense is entered with an attached receipt at the Attachments link. When the **Submit** button is selected, then the **Save Confirmation** page displays. Click the **OK** button. ***Note: After an Expense Report is submitted for approval, or after the Expense Report is approved, the employee can view their Expense Report to see the Status is updated to Submitted for Approval. In the Pending Actions section, you may also verify that the Expense Report is routed to the Expense User's Supervisor for review and approval.***
	End of Procedure.