



View Expense Report

An employee may view their Expense Report with expense lines, attachments, ChartFields and Approver comments.

An Expense Report is available after it is submitted for approval with any of these statuses: Approved, Closed, In Process, Paid, Pending, Submitted, and On Hold.

| Step | Action |
|------|---|
| 1. | Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the Log In button. • From the Enterprise Menu, select the Financials Supply Chain link. |
| 2. | Navigate to: <u>Employee Self-Service > Travel and Expense Center > Expense Report > View.</u> |
| 3. | The Expense Report search page displays on the Find an Existing Value tab by default. Click the Search button. |
| 4. | The Search Results display below. In the Search Results in the Report ID column, click the link of the Expense Report to be viewed. Note: If only one is available, then the Expense Report Detail page displays. |
| 5. | The Expense Report Detail page displays. To view an Approver's comments, click the red link with the first 30 characters of the comments in the header of the Expense Report Detail page. |
| 6. | Click the Return button. |
| 7. | To view the Travel Authorization, click the Authorization ID link. |
| 8. | 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. |
| 9. | The Expense Report Detail page is still displayed. To view attachments, click the Attachments link. Note: The number of attachments displays on the link. |
| 10. | The Expense Attachments page displays. To view an attachment, in the File Name column, click the link for the attachment to be viewed. |
| 11. | The attachment file displays in a new window. When you have finished viewing the file, click the Close  button in the upper right corner of the window. |
| 12. | Click the OK button. |
| 13. | In the Details section for any expense line to view the Description and additional fields related to the Expense Type, click the Detail link. |
| 14. | The Expense Detail page for the selected expense line displays. To view the ChartFields, click the Accounting Detail link. |
| 15. | Click the OK button. |
| 16. | Click the Return to Expense Report link. |
| | End of Procedure. |