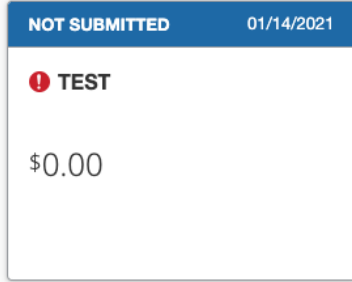
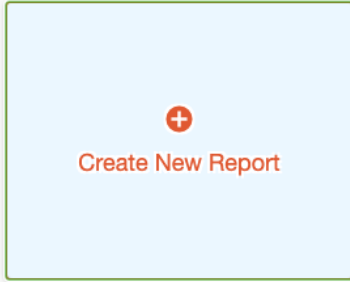


1. Create a New Expense Report or view the Report Header of an existing unsubmitted Expense Report.

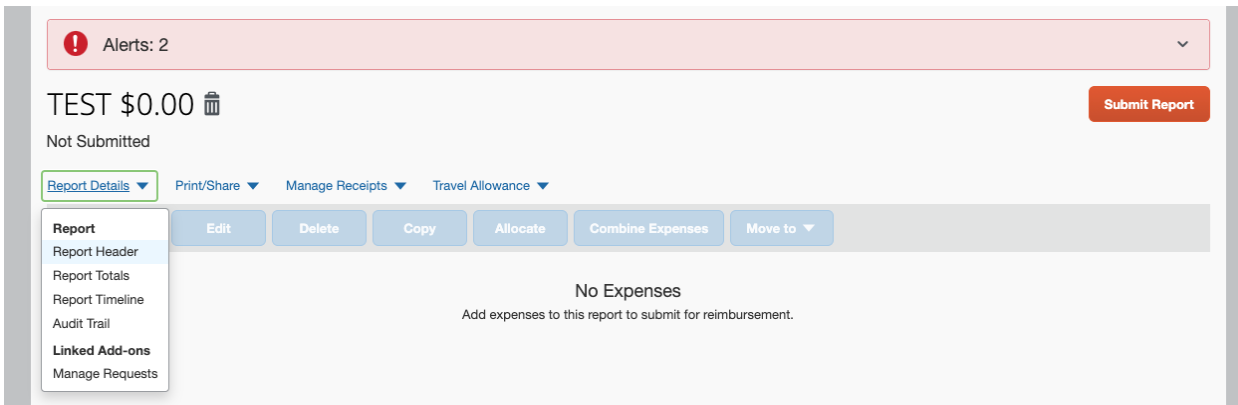
Manage Expenses

REPORT LIBRARY View Active Reports ▾



Displayed reports: 2, Total: 2

OR



2. Change the **School**, **Division**, and **Sub-Division** categories in order to select the appropriate **Admin Department** (4167102, 5260101, 5260102, or 5260104 – depending on the department of the chart string your expense report will be charged; they should match).

FOR DEPARTMENT 4167102:

Create New Report

* Required field

| | | |
|-------------------------------|--|--------------------------------------|
| Type of Report * | School * 1 | Division * 2 |
| Select the Type of Report ▾ | ▾ A&S Core - Interdisciplinary (410000X) | ▾ A&S Science Laboratories (41SL00X) |
| Sub-Division * 3 | Admin Department * 4 | |
| ▾ A&S CISE (416700X) | ▾ A&S CISE (4167102) | |
| Report Name * ? | Report Purpose * | Detailed Business Purpose * |
| | None Selected ▾ | |
| GL BU * 1 | Department * 2 | PC Business Unit * 3 |
| ▾ Columbia University (COLUM) | ▾ A&S CISE (4167102) | ▾ Search by Code |
| Project * 4 | Activity * 5 | Initiative * |
| ▾ Search by Code | | ▾ Search by Code |
| Segment * | Site | |
| ▾ Search by Code | ▾ Search by Text | |

FOR DEPARTMENTS 5260101, 5260102, or 5260104:

Create New Report

Type of Report * * Required field

School * 1 Division * 2

Sub-Division * 3 Admin Department * 4

Report Name * ? Report Purpose * 5 Detailed Business Purpose * 6

GL BU * 1 Department * 2 PC Business Unit * 3

Project * 4 Initiative * 5

Segment * 6 Site 7

Admin Department * 4

526010

This field is missing required information.

Report Purpose * 5

None Selected

Department * 2

ENG CNI Academic RO (5260102)
ENG CNI General (5260101)
ENG CNI Research (5260104)

Create New Report

Type of Report * * Required field

School * 1 Division * 2

Sub-Division * 3 Admin Department * 4

Report Name * ? Report Purpose * 5 Detailed Business Purpose * 6

GL BU * 1 Department * 2 PC Business Unit * 3

Project * 4 Activity * 5 Initiative * 6

Segment * 7 Site 8

Admin Department * 4

ENG CNI General (5260101)

Department * 2

ENG CNI General (5260101)