



AP316: Employee Expenses Administration

Instructor Led Training



Welcome

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

In this course, we will show you Employee Expenses Administration in Cardinal.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your Agency Security Handbook for a list of available roles and descriptions.



Introduction

In the Cardinal Overview course, you learned that the Accounts Payable functional area of Cardinal is composed of two modules: the Accounts Payable module and the Expenses module.

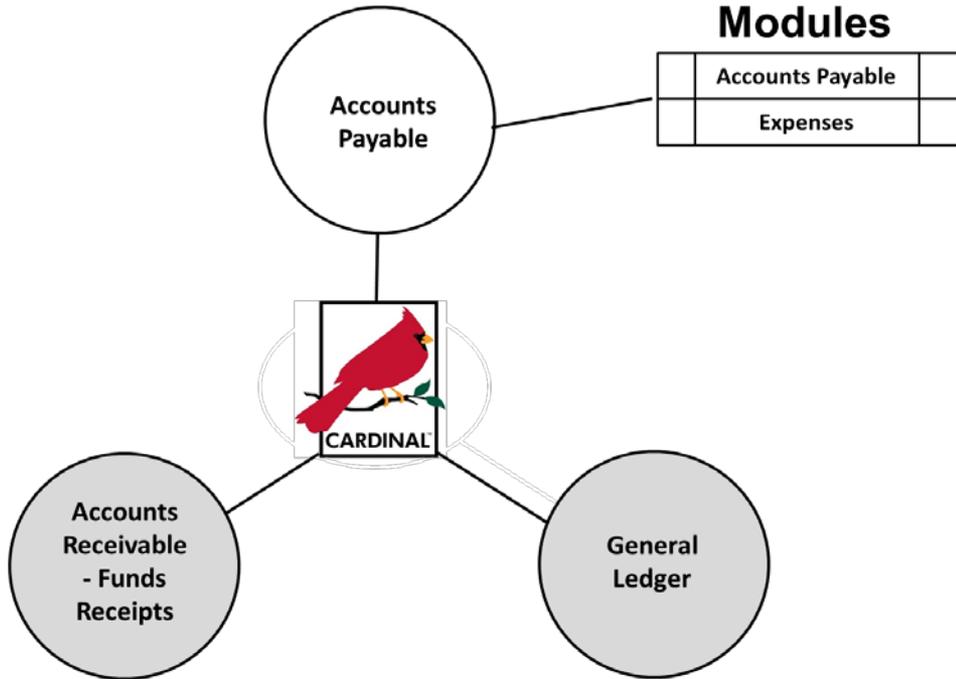
Accounts Payable

The Accounts Payable (AP) module processes payments to vendors for goods and/or services received.

Expenses

Payments to employees for non-salary related items (i.e., travel and other business expense reimbursements) are made through the Expenses module.

Cardinal Functional Areas





Course Objectives

After completing this course, you will be able to:

- Define key Expenses maintenance concepts and processes
- Describe the categories of employee data used by Expenses and their sources
- Add and update an employee profile in Expenses
- Describe the overall processing flow for travel authorizations, cash advances, expense reports, and payments
- Review Expenses accounting entries
- Review and correct Expenses accounting errors
- Manually reconcile cash advances
- Process denied expense reports
- Close cash advances and expense reports
- Describe key reports and online inquiries

Assessment questions at the end of each topic and/or lesson will check for your understanding.



Agenda

Today, we will cover the following lessons:

- Lesson 1: Understanding Expenses
- Lesson 2: Entering and Maintaining Employee Profiles
- Lesson 3: Expenses Processing
- Lesson 4: Expense Administration Reports and Online Inquiries



Lesson 1: Understanding Expenses

In this lesson, we will cover the following topics:

- Key Concepts
- Expenses Process



Key Concepts

Some key concepts in administering expenses include:

- Employees are not set up as vendors in Cardinal, so cannot be reimbursed on an Accounts Payable (AP) voucher.
- Employee reimbursements are processed directly through the Expenses module.
- If non-employees, such as Board members, are reimbursed expenses, they will continue to be set up as vendors and paid through Accounts Payable.
- Cardinal provides an Employee Profile for each employee. This profile includes employee information such as address, organizational data, bank. If any of this information is incorrect, the employee must request a change, as they cannot change their own profile. For employee personal and organizational information, the employee should request changes through Human Resources. For updates to bank information, the employee should request changes through DOA General Accounting EDI Coordinator.
- In Cardinal Expenses, employees are able to attach scanned documents such as invoices and receipts to travel authorizations, cash advances and expense reports. Approvers are able to review these documents before approval.
- Employees who are issued cash advances can apply the cash advances to expenses reports, and Cardinal determines whether they are still owed money or will need to repay. The cash advance repayments are reconciled to the employee's outstanding cash advance balance to the Commonwealth.



Expenses Process

The Expenses process involves the:

- Creation and approval of travel authorizations
- Creation and approval of cash advance requests
- Creation and approval of expense reports
- Payment of cash advances
- Expense report reimbursements
- Accounting for employee repayments

The most frequent users of Expenses are employees who enter travel authorizations, cash advances, and/or expense reports.

The other maintenance and exception handling processes are performed by roles that are more specialized.



Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions below:

- 1) Are employees set up as vendors in Cardinal for expense reimbursements?
- 2) Employees who are issued cash advances can apply a cash advance directly on their expense report and Cardinal determines whether they are still owed money or need to repay part of the advance. TRUE or FALSE
- 3) Board members are set up as employees and reimbursed through the Expenses module. TRUE or FALSE



Lesson 1: Summary

In this lesson, you learned:

- Employees are not setup as vendors in Cardinal and are reimbursed through the Expenses module
- Employee expenses involves the creation and approval of travel authorizations, cash advances and expense reports.



Lesson 2: Entering and Maintaining Employee Profiles

In this lesson, you will learn about the following topics:

- Employee data used by Expenses
- Enter/update an employee profiles
- Add authorized users



Employee Data Processing Overview

There are several types of employee data processed in Expenses:

- Employee data
- Organizational data
- Bank accounts



Employee Profile (Edit) Search Page

To add an employee profile, go to the **Employee Profile Search** page.

You can access this page using the following path:

Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

To add a new employee profile, click the **Add a New Value** tab.

Favorites Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

Employee Profile (Edit)

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Maximum number of rows to return (up to 300): 300

Search by: Employee ID begins with

Search [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)



Employee Profile (Edit) Search Page (continued)

Once you click on the **Add a New Value** tab, enter the **Employee ID**.

Click the **Add** button. This opens the **Employee Data** page tab.

Favorites Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

Employee Profile (Edit)

Find an Existing Value Add a New Value

Employee ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)



Employee Data Page

You can update information on the following tabs depending on your role:

- The **Employee Data** tab displays basic employee personal information.
- The **Organizational Data** page displays the employee's position in the organization and related data such as the employee's supervisor. It also displays the employee's cash advance limit.
- The **Bank Accounts** tab displays banking and payment information used for paying cash advances and expenses reports.

On the Employee Data tab, complete the information under the **Employee Information** and **Home Address** sections on the page.

After the information has been entered, click on the **Organizational Data** tab.

The screenshot shows a web application interface for managing employee information. The browser's address bar indicates the path: Favorites > Main Menu > Travel and Expenses > Manage Employee Information > Update Profile. The page has four tabs: Employee Data (selected), Organizational Data, User Defaults, and Bank Accounts. The main content area is divided into three sections: Employee Information, Home Address, and Mailing Address. The Employee Information section includes fields for Last Name, First Name, Telephone, and Personnel Status (set to Employee). It also has radio buttons for Employee Base (Home, Office) and Payments Sent To (Home Address, Mailing Address). The Home Address section includes fields for Country (USA), Address 1, Address 2, Address 3, City, County, Postal, and State. The Mailing Address section has identical fields to the Home Address section.



Employee Data Page

Favorites Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

Employee Data Organizational Data User Defaults Bank Accounts

Employee Information

*Last Name: *First Name:

Telephone: Employee Base: Home
 Office

*Personnel Status: Payments Sent To: Home Address
 Mailing Address

Home Address

Country:

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

Mailing Address

Country:

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:



Organizational Data

Complete the information in the **HR Information** and **Supervisor Information** sections on the **Organizational Data** page.

The supervisor's **ID** is used by workflow to route transactions for Supervisor level approval.

The **Default ChartField Values** section is used to predefine one or more of the ChartField values for the employee. Cardinal uses these values to populate the accounting information of expense related transactions created by the employee.

The **Cash Advance Level** section specifies whether the GL Business Unit configuration should be used or if a specific amount is entered.

After completing the information on this page, click the **User Defaults** tab.

Favorites | Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

Employee Data | Organizational Data | User Defaults | Bank Accounts

Expenses Processing Data Find | View All | First | 1 of 1 | Last

Valid for Expenses: No Default Profile
Reason for Status: Ignore Authorized Amounts

HR Information

Employee Status:

Hire Date:

*GL Unit:

*Department:

Hours Per Period: Use Business Unit Default

Supervisor Information

*ID:

Name:

Designated Approver:

Default ChartField Values Customize | Find | First | 1 of 1 | Last

*GL Unit	Fund	Program	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate
<input type="text"/>									

Cash Advance Level

Business Unit
 Specific Amount
 None

Expense Role

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."

Expense Processing Role:

Save | Notify | Add



Organizational Data Tab

Favorites | Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

Employee Data | **Organizational Data** | User Defaults | Bank Accounts

Expenses Processing Data Find | View All | First | 1 of 1 | Last

Valid for Expenses: No Default Profile
 Ignore Authorized Amounts

Reason for Status:

HR Information

Employee Status:

Hire Date:

*GL Unit:

*Department:

Hours Per Period: Use Business Unit Default

Supervisor Information

*ID:

Name:

Designated Approver:

Default ChartField Values Customize | Find | | First | 1 of 1 | Last

*GL Unit	Fund	Program	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate
<input type="text"/>									

Cash Advance Level

Business Unit
 Specific Amount
 None

Expense Role

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."

Expense Processing Role:



User Defaults

The **User Defaults** page allows you to specify defaults that reduce data entry time for travel authorizations, cash advances, and expense reports.

These are defaults only and can easily be changed during data entry by the employee.

Favorites Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

Employee Data Organizational Data **User Defaults** Bank Accounts

Default Creation Method

*Expense Report: Open a Blank Report
*Time Report: Open a Blank Report
*Travel Authorization: Open a Blank Authorization

Expense Defaults

Entry Method: [] Per Diem Range: []
Report Description: [] Billing Type: []
Business Purpose: [] Payment Type: []
Originating Location: [] Credit Card: []
Expense Location: [] Number of Nights: []
Transportation ID: []

Expense Type Defaults

Expense Type Merchant []

Expense Type	Payment Type	Billing Type
[]	[]	[]

Project Defaults for Expenses

Enabled	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Description	Descr
[]	[]	[]	[]	[]	[]	[]	[]	[]

Time Defaults

Country: []
State: []
Locality: []
Billing Type: []

Select Project ChartFields Display :

Default : Descriptions
 Descriptions
 Codes

Project Defaults for Time

Enabled	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Description	Descr
[]	[]	[]	[]	[]	[]	[]	[]	[]



User Defaults Page

Favorites | Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

Employee Data | Organizational Data | **User Defaults** | Bank Accounts

Default Creation Method

*Expense Report: ▾
 *Time Report: ▾
 *Travel Authorization: ▾

Expense Defaults

Entry Method: ▾ Per Diem Range: ▾
 Report Description: Billing Type: ▾
 Business Purpose: ▾ Payment Type: 🔍
 Originating Location: 🔍 Credit Card: ▾
 Expense Location: 🔍 Number of Nights:
 Transportation ID: 🔍

Expense Type Defaults Customize | Find | [Grid Icon] | First 1 of 1 Last

Expense Type: [Add] [Remove]

*Expense Type	Payment Type	Billing Type
<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Defaults for Expenses Customize | Find | View All | [Grid Icon] | First 1 of 1 Last

Enabled	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Description	Descrip
<input type="checkbox"/>	<input type="text"/> 🔍							

Time Defaults

Country: 🔍 **Select Project ChartFields Display :**
 State: 🔍 Default: Descriptions
 Locality: 🔍 Descriptions
 Billing Type: ▾ Codes

Project Defaults for Time Customize | Find | View All | [Grid Icon] | First 1 of 1 Last

Enabled	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Description	Descrip
<input type="checkbox"/>	<input type="text"/> 🔍							



Bank Accounts

The **Bank Accounts** tab is where you enter information regarding how the employee is reimbursed for Expenses transactions.

Note: Only EDI Coordinators have access to the Bank Accounts page.

Choose the appropriate **Payment Method**:

- **System Check** – The standard default for employees not enrolled in EDI
- **Automated Clearing House** – For employees enrolled in EDI

Organization: SUMMER SUN

GL Unit: 15100 VA Department of Accounts Default Profile

Department: 95400 General Accounting Hold Payment

*Payment Method: System Check

Default	Bank Account	Source	Bank Name	Bank ID	Branch Name	Branch ID	Bank Account #		
<input checked="" type="checkbox"/>		Expenses					4174126262488098		

EFT Options

Save Return to Search Notify Add



Bank Accounts (continued)

If the employee is set up for **System Check**, the default:

- Click the **Save** button and this completes the setup process.

If the employee is set up for EDI:

- Click the icon in the **Bank Account** field.

The screenshot shows the 'Bank Accounts' section for employee SUMMER SUN. The 'Organizational Data' section includes:

- GL Unit: 15100 VA Department of Accounts
- Department: 95400 General Accounting
- *Payment Method: Automated Clearing House

The 'Bank Account Info' section contains a table with the following columns: Default, Bank Account, Source, Bank Name, Bank ID, Branch Name, Branch ID, and Bank Account #. The 'Bank Account' column contains a red box around a bank icon.

Default	Bank Account	Source	Bank Name	Bank ID	Branch Name	Branch ID	Bank Account #
<input type="checkbox"/>		Expenses					

Below the table are 'EFT Options' with buttons for 'Save', 'Return to Search', and 'Notify'. The breadcrumb trail at the bottom reads: Employee Data | Organizational Data | Bank Accounts.



Pay Bank Accounts Page

The **Pay to Bank Accounts** page displays. This page shows how and where EDI cash advances and expense reimbursements, are direct deposited for the employees.

- Enter the employee bank information and click the **OK** button to return to the **Bank Accounts** tab.

Favorites | Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

New Window | Help | Cu

Pay to Bank Accounts

SUN,SUMMER ID: EMPLID11

Country: United States

Bank Name:

Branch Name:

Bank ID Qualifier: Account Type:

Bank ID:

Branch ID:

Bank Account Number: Check Digit:

DFI Qualifier: DFI ID:

IBAN:



Bank Accounts (continued)

Click the box under the **Default** field to indicate the banking information that is being used is the default information. To add another bank account, click the **Add New Row** button and repeat the steps noted on above. The bank account information is updated by clicking on the icon in the **Bank Account** field.

Once you complete your entries/edits, click the **Save** button at the bottom of the page.

The screenshot shows a web application interface for managing employee information. The breadcrumb trail is: Favorites > Main Menu > Travel and Expenses > Manage Employee Information > Update Profile. The current page is titled 'SUMMER SUN' and is under the 'Bank Accounts' tab. The 'Organizational Data' section shows: GL Unit: 15100, VA Department of Accounts (with a checked 'Default Profile' checkbox); Department: 95400, General Accounting (with an unchecked 'Hold Payment' checkbox); and *Payment Method: Automated Clearing House. Below this is the 'Bank Account Info' section, which contains a table with the following columns: Default, Bank Account, Source, Bank Name, Bank ID, Branch Name, Branch ID, and Bank Account #. The first row of the table has a checked 'Default' checkbox, a bank icon, 'Expenses' in the Source field, and a '+...' button at the end of the row. At the bottom of the page, there are 'EFT Options' and a 'Save' button, which is highlighted with a red box. Other buttons include 'Return to Search' and 'Notify'.



Bank Accounts (continued)

The **Prenote** information is created from the information entered on the Bank Account tab. You can view it by clicking the **Prenote** tab under the Bank Account Information section.

The **Prenote** is sent when the next Pay Cycle runs. **Prenote** status is automatically updated to **Confirmed** after 10 days.

After entering all the required information, click the **Save** button to successfully add the employee profile information.

If required information is missing, Cardinal displays an error message. Correct the error and click the **Save** button again.

Employee Data | Organizational Data | User Defaults | **Bank Accounts**

SUMMER SUN

Organizational Data Find | View All | First | 1 of 1 | Last

GL Unit: 15100 VA Department of Accounts Default Profile
Department: 95400 General Accounting Hold Payment
*Payment Method: System Check

Bank Account Info Customize | Find | First | 1 of 1 | Last

Bank Account Info Prenote Info

Default	Bank Account	Source	Bank Name	Bank ID	Branch Name	Branch ID	Bank Account #		
<input type="checkbox"/>		Expenses					4174126262488098		

EFT Options

Employee Data | Organizational Data | User Defaults | Bank Accounts

Employee Data | Organizational Data | User Defaults | **Bank Accounts**

SUMMER SUN

Organizational Data Find | View All | First | 1 of 1 | Last

GL Unit: 15100 VA Department of Accounts Default Profile
Department: 95400 General Accounting Hold Payment
*Payment Method: System Check

Bank Account Info Customize | Find | First | 1 of 1 | Last

Bank Account Info Prenote Info

Default	Bank Account	Source	Bank Name	Bank ID	Prenote Status	Required	Prenote Creation Date	Wait Days		
<input type="checkbox"/>		Expenses			New	<input type="checkbox"/>		10		

EFT Options

Employee Data | Organizational Data | User Defaults | Bank Accounts



Updating an Employee Profile

To update an employee profile, access the **Employee Profile Search** page. This is the same page that is used to add an employee.

You can navigate this page using the following path:

Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

On the **Find an Existing Value** tab, use the **Search by** drop down list to choose the search criteria, which contains three options:

- **Employee ID** - default value
- **Last Name**
- **Name** - first name

Once you have selected and entered your Search criteria, click the **Search** button.

Favorites | Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

Employee Profile (Edit)

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 30): 500

Search by: Employee ID begins with

Search | Advanced Search

Find an Existing Value | Add a New Value



Adding Expense Proxies

Users can be configured as proxies to create expense transactions for other employees. This is accomplished on the **Authorize Expense Users** page.

You can navigate this page using the following path:

Main Menu > Travel and Expenses > Manage Expenses Security > Authorize Expense Users

To authorize additional users to enter expenses for another employee, enter that employee's ID in the search field and click the **Search** button. In the **Authorize Users** table, click the **Add a New Row** button.

In the new row, use the **Look Up** icon to search for and select the **Authorized User ID** of the additional proxy.

Authorize Users
SUMMER SUN

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name		
SISSY SUPERVISOR	SUPERVISOR, SISSY	+	-
SUMMER SUN	SUN,SUMMER	+	-

Save



Adding Authorized Users

Click the **Save** button when finished. The added user(s) now have the ability to proxy expenses for the employee.

Favorites | Main Menu > Travel and Expenses > Manage Expenses Security > Authorize Expense Users

Authorize Users

SUMMER SUN

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users			
*Authorized User ID	Name		
<input type="text" value="SISSY SUPERVISOR"/>	SUPERVISOR, SISSY	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="SUMMER SUN"/>	SUN,SUMMER	<input type="button" value="+"/>	<input type="button" value="-"/>



Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions below:

- 1) What is the path used to access the **Update Profile Search** page?
- 2) What role updates bank account information?



Lesson 2: Summary

In this lesson, you learned:

- You can add or update employee profiles in the Expenses module
- Only the DOA General Accounting EDI Coordinator has access to an employee's banking information
- Users can be configured as proxies, so they can create expense transactions for other employees



Lesson 3: Expenses Processing

In this lesson, you will learn about the following topics:

- Process flow for travel authorizations, cash advances, expense reports, and payments
- Expenses accounting entries
- Review and correct Expenses accounting errors
- Manually reconcile cash advances
- Process denied expense reports
- Close cash advances and expense reports



Expenses Processing Overview

We will first learn about the behind-the-scenes steps in Employee Expenses. Many of these steps are automatic, but some may require your intervention, especially when there are errors.



Travel Authorization Process

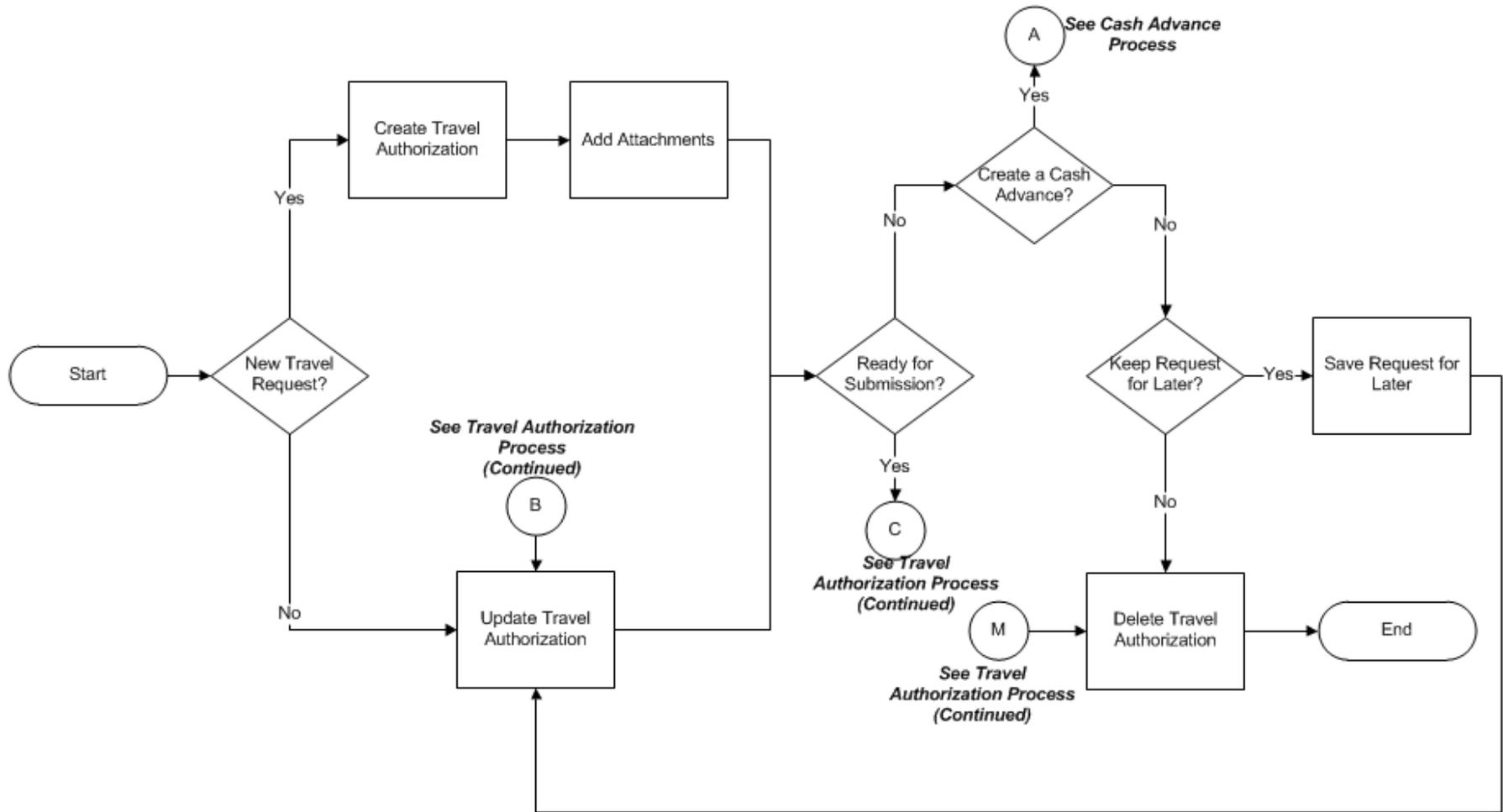
Requesting a travel authorization is typically the first step in the Expenses process as required by the Commonwealth or agency policy.

Travel authorizations have to be budget checked before the approval options are available. This is due to year end processing. Each travel authorization must be approved by the employee's designated approver(s).

The next two diagrams illustrate the travel authorization process.

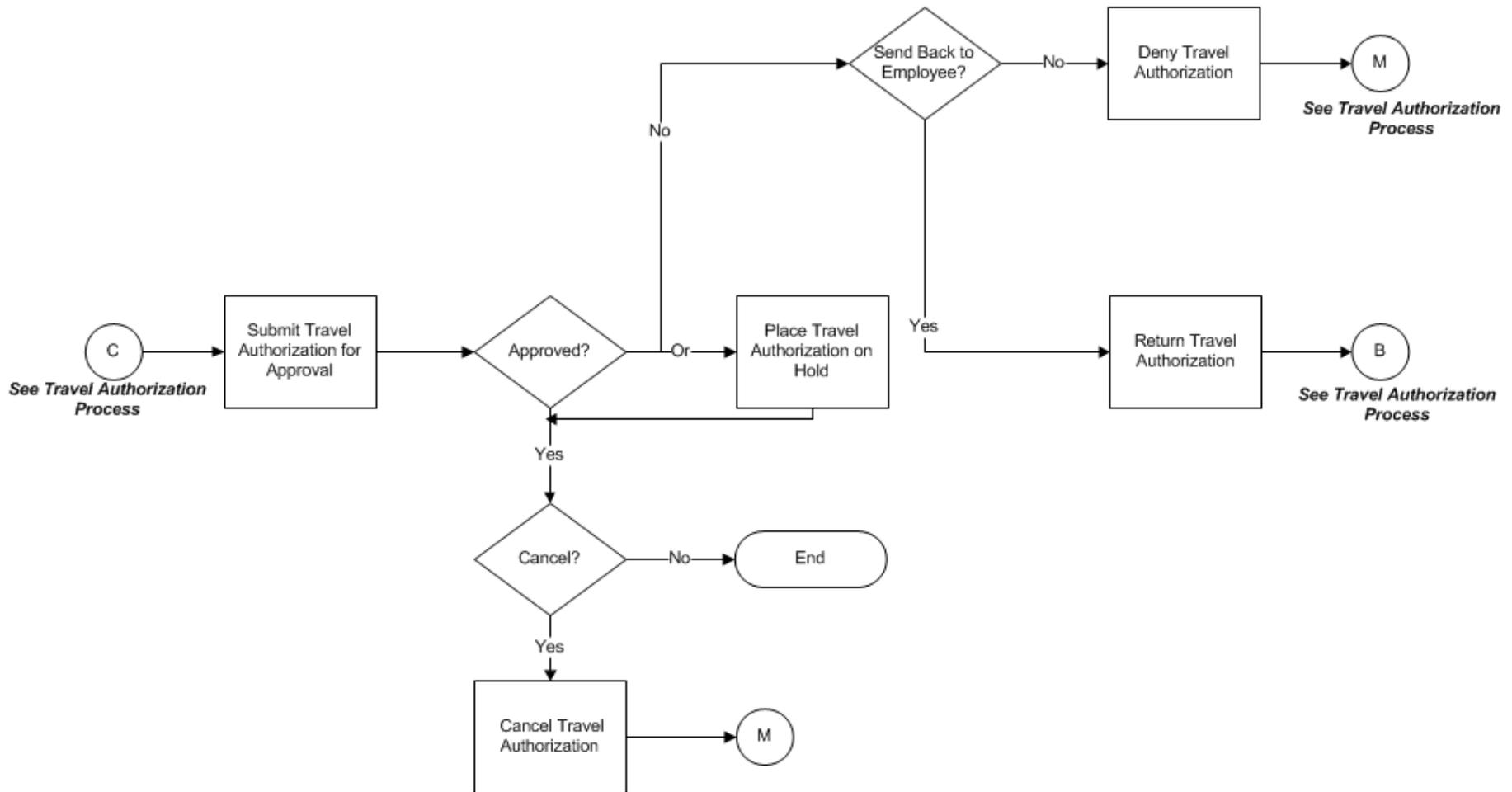


Travel Authorization Process (continued)





Travel Authorization Process (continued)





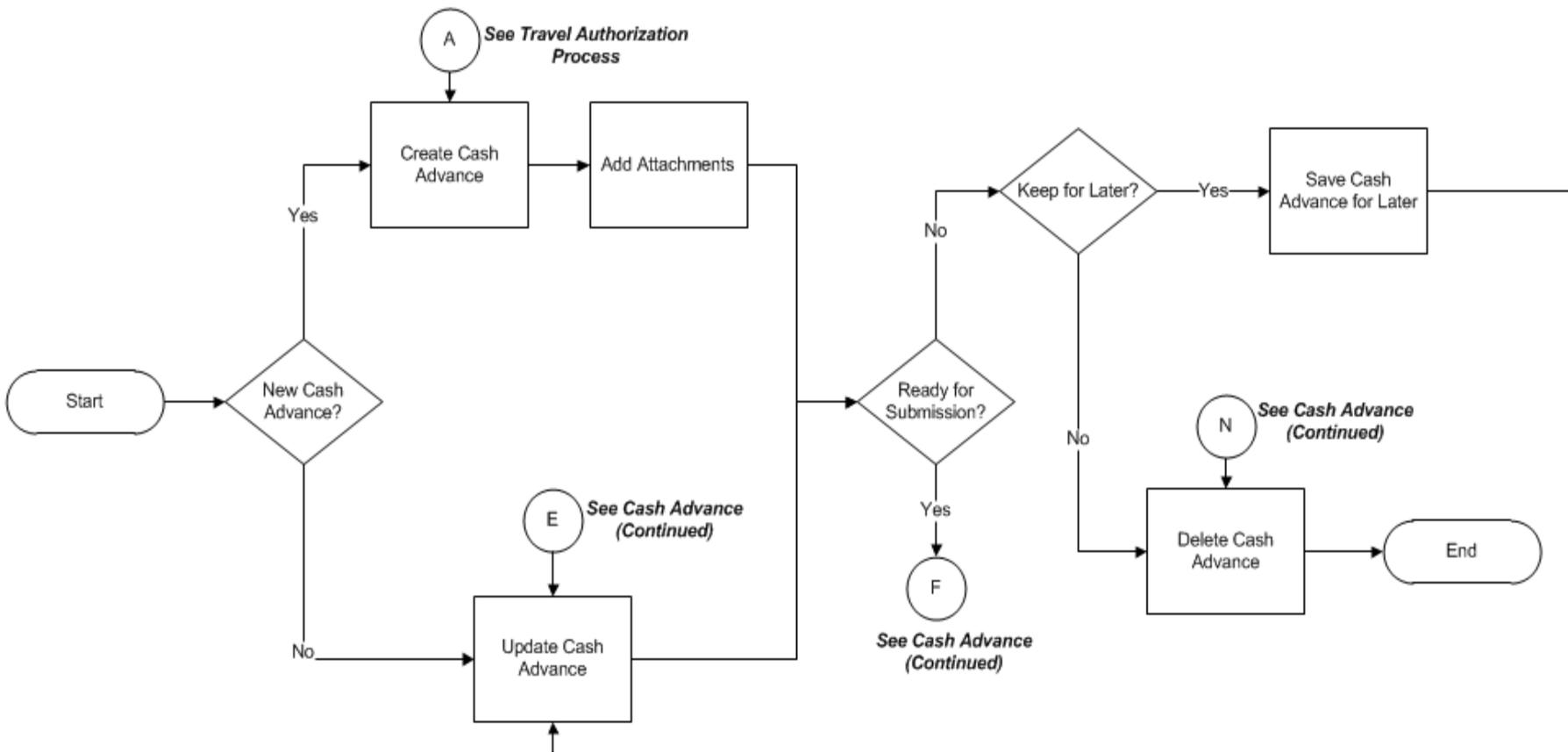
Cash Advance Process

Cash advances can be created in Cardinal when entering a travel authorization or afterward. Cash advances must be approved in order to be processed.

The diagrams on the next two pages shows how a cash advance is processed.

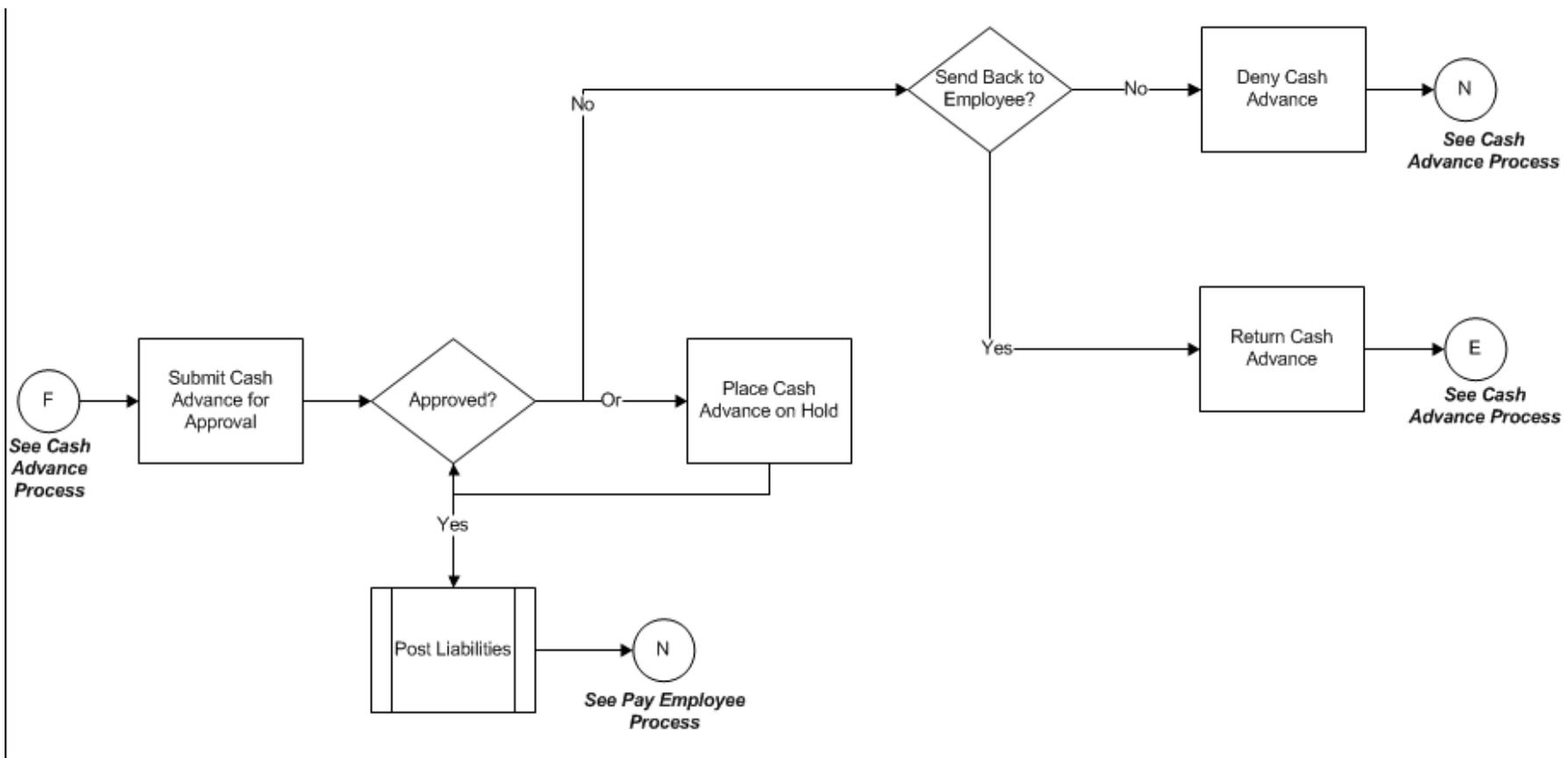


Cash Advance Process (continued)





Cash Advance Process (continued)





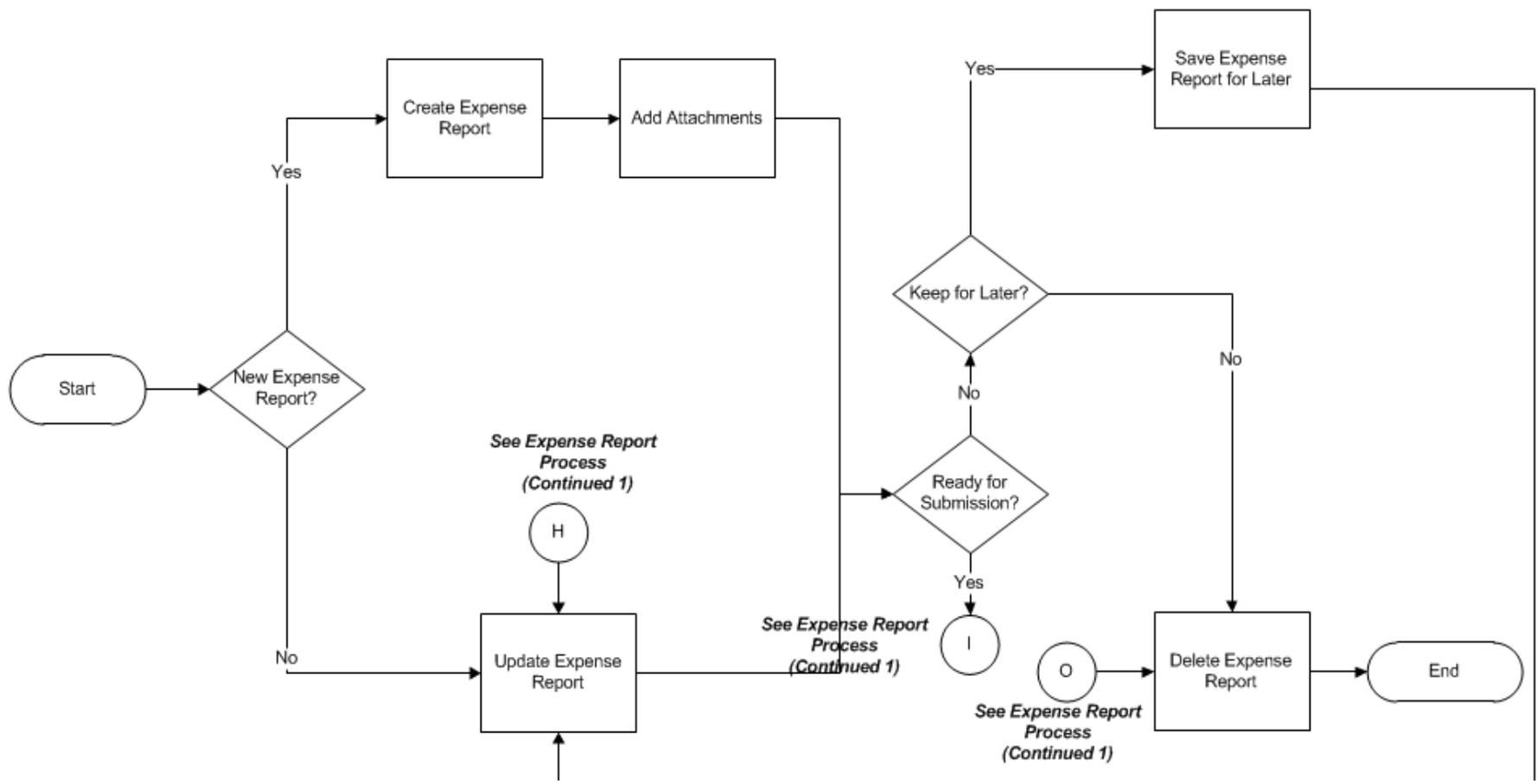
Expense Report Processes

Employees may request reimbursement for travel or other business expenses. When employees enter expense reports, they may copy information from the travel authorization into the report and apply any cash advance received. Whether entered for travel or non-travel expenses, expense reports require approval prior to processing.

The next three diagrams illustrate the Expenses Reporting Process.

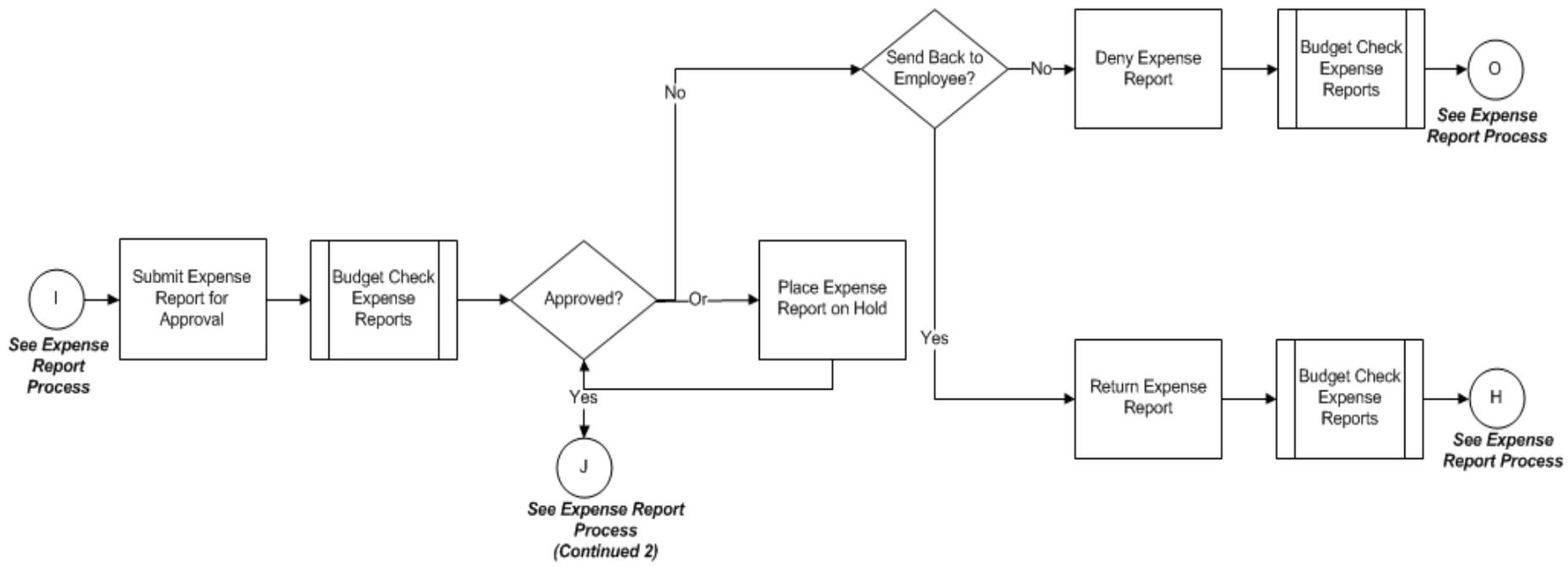


Expenses Reporting Process



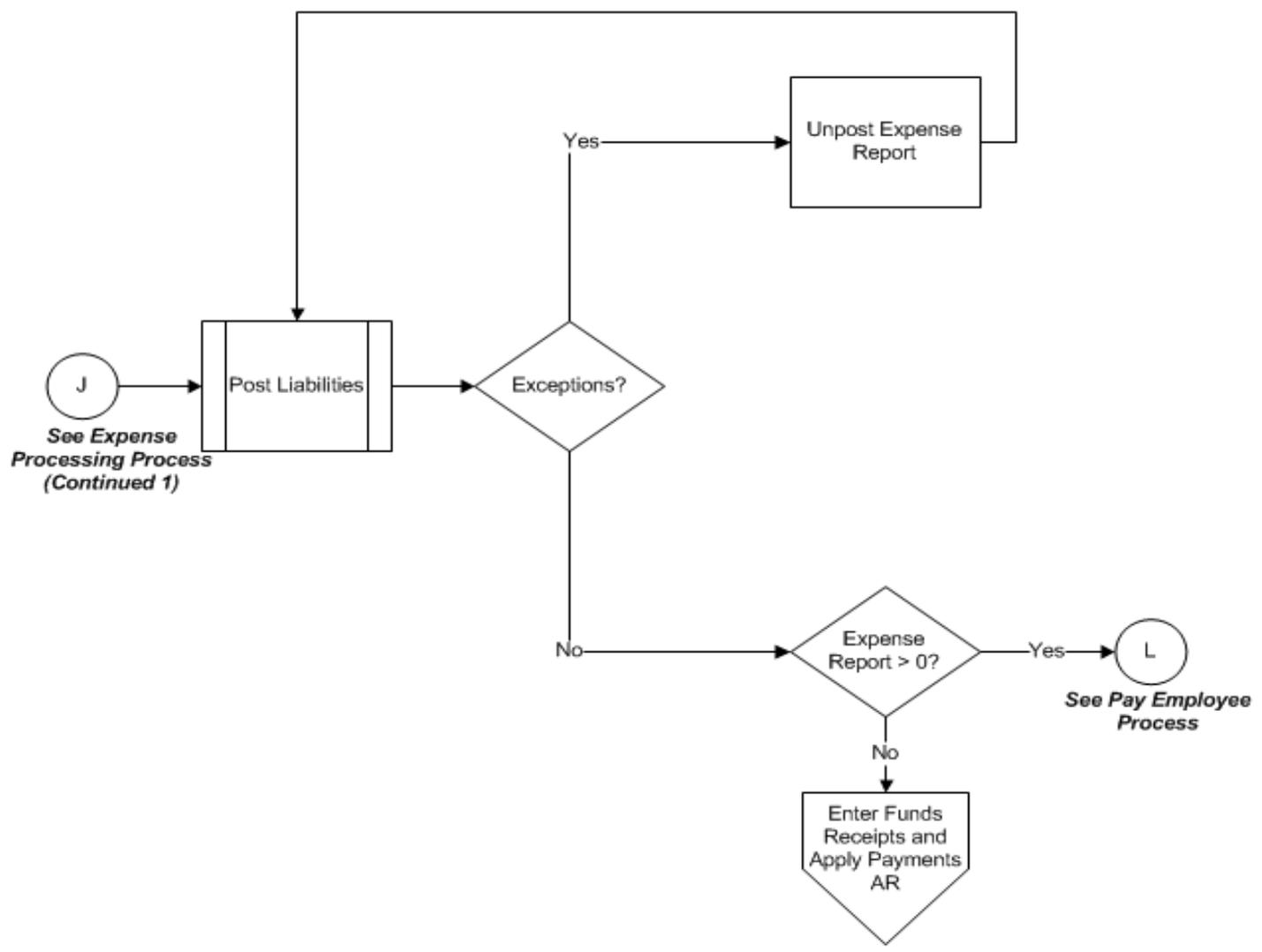


Expenses Reporting Process (continued)





Expense Processing Process





Payment Processes

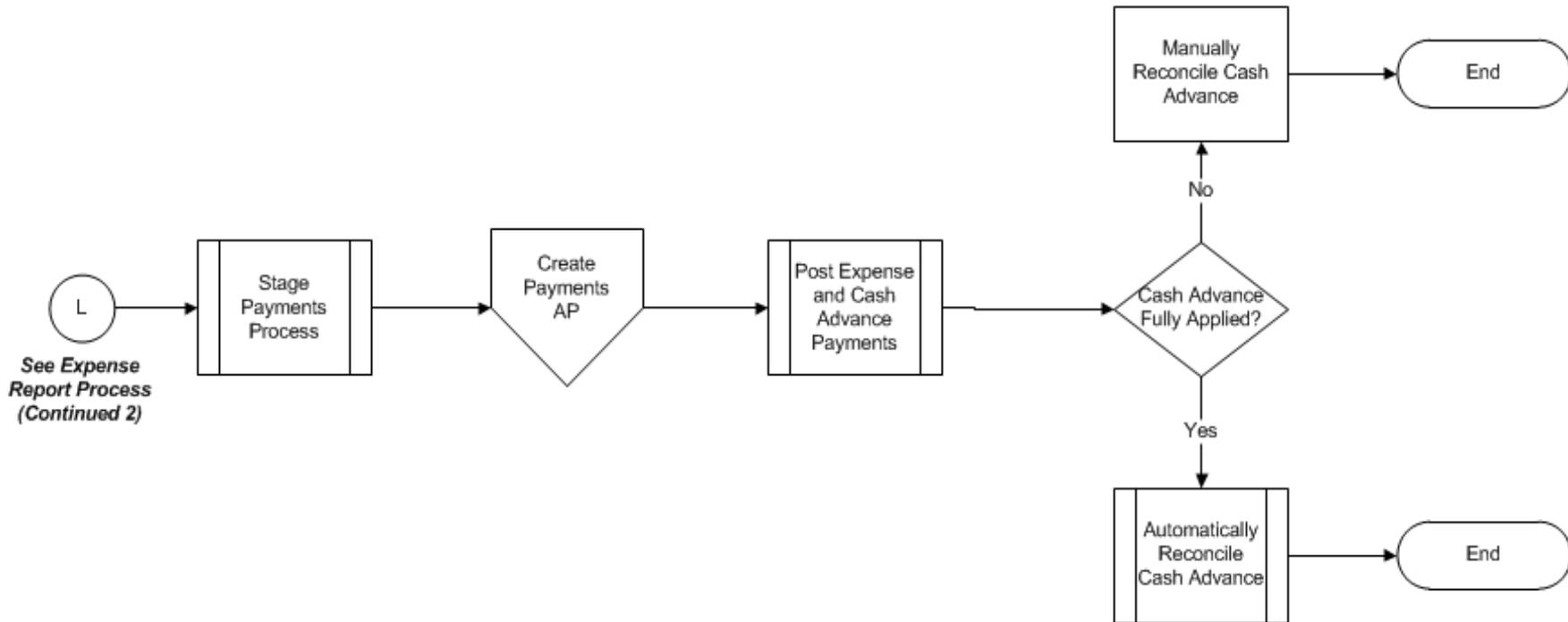
After a cash advance or expense report is approved, it is processed for payment. The payment process uses the Accounts Payable module as well as the Expenses module. Payments are either issued by check or deposited in the employee's bank account, depending on the employee's Employee Profile.

If the expense report has a balance due from the employee (for example, if the cash advance exceeded the reported expenses), the employee submits repayment through Accounts Receivable and the Cardinal Accounts Receivable module processes the repayment.

If the expense report does not have a balance, no further action is needed; a nightly batch process completes the reconciliation process.



Pay Employee Process





Reviewing and Correcting Errors

Cardinal detects most expense report errors when employees enter their expense reports. At this point, employees can correct any errors.

However, it is possible that expense report accounting entries may be incorrect and may need to be unposted in order to make a correction.



Expense Report Acctg Entries Page

You can review the posted accounting entries for a selected expense report using the **Expense Report Acctg Entries** page. This page displays the ChartFields, the amount of the advance, and the GL journals that were created.

You can navigate to this page using the following path:

Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Expense Report Acctg Entries

Favorites | Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Expense Report Acctg Entries

Expense Report Acctg Entries

SUN,SUMMER Report ID: 0000007393
 Employee ID: EMPLID11

Journal Entry Detail

Journal Template: EXACCRUAL
 Distribution Status: Distributed

Expense Report Journal Lines

ChartFields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency
0	1	Expense Distribution	15100	5012850	01000	799001	95400					

Journal Template: EXPAYMENT
 Distribution Status: Distributed

Expense Report Journal Lines

ChartFields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency
0	1	Cash Distribution	TREAS	101010	01000		99999					



Expense Report Accting Entries Page (continued)

[Favorites](#) | [Main Menu](#) > [Travel and Expenses](#) > [Manage Accounting](#) > [View/Adjust Accounting Entries](#) > Expense Report Acctg Entries

Expense Report Acctg Entries

SUN,SUMMER Report ID: 0000007393
 Employee ID: EMPLID11

Journal Entry Detail

Journal Template: EXACCRUAL
 Distribution Status: Distributed

Expense Report Journal Lines

[ChartFields](#) | [Currency](#) | [Journal Information](#)

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency
0	1	Expense Distribution	15100	5012850	01000	799001	95400					

Journal Template: EXPAYMENT
 Distribution Status: Distributed

Expense Report Journal Lines

[ChartFields](#) | [Currency](#) | [Journal Information](#)

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency
0	1	Cash Distribution	TREAS	101010	01000		99999					



Cash Advance Acctg Entries Page (continued)

[Favorites](#) | [Main Menu](#) > [Travel and Expenses](#) > [Manage Accounting](#) > [View/Adjust Accounting Entries](#) > [Cash Advance Acctg Entries](#)

Cash Advance Acctg Entries

SUN,SUMMER Advance ID: 0000000037
 Employee ID: EMPLID11

Accounting Details

Journal Template: EXACCRUAL
Distribution Status: Distributed

Cash Advance Journal Lines

[ChartFields](#) | [Currency](#) | [Journal Information](#)

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1
0	1	Expenses Accrual	15100	205025	01000		99999					
0	1	Employee Advances	15100	131050	01000	799001	95400					

Journal Template: EXPAYMENT
Distribution Status: Distributed

Cash Advance Journal Lines

[ChartFields](#) | [Currency](#) | [Journal Information](#)

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1
0	1	Cash Distribution	TREAS	101010	01000		99999					
0	1	Expenses Accrual	15100	205025	01000		99999					
0	1	InterUnit Payable	15100	101010	01000		99999					
0	1	InterUnit Receivable	TREAS	101010	01000		99999					

[Return to Search](#) | [Notify](#)



Correcting Accounting Entries

There are some restrictions on the correction procedures for accounting entries:

- You can only unpost expense reports that have not been paid. If an expense report has been paid and you need to change the accounting entries, a manual journal entry must be created.
- Journal expense reports are processed to correct accounting entries that have already been recorded in general ledger. Using journal expense reports keeps detail transactions synchronized with balances in the general ledger.
- On an unposted expense report, you can only change the accounting entries. You cannot change any other elements of the report (including the amounts).



Correcting Accounting Entries (continued)

If you need to correct any accounting entries in an expense report that is eligible for unposting, follow these steps:

- Mark the expense report for unposting using the **Mark Expense Report for Unpost** page.
- Wait for the Unpost Expense Report and Budget Check processes to be run as part of regular daily batch processing. The Unpost Expense Report process changes the **Posting Status** of the expense report but not the **Expense Report Status**. Therefore, the updated expense report does not require re-approval.
- Update the expense report to correct the entries and save.
- The corrected expense report is budget-checked and if it passes budget check, posted in the next regular processing run.



Mark Expense Report for Unpost Page

The first step in correcting accounting entries is to unpost the expense report. Use the following path to access the **Mark Expense Report for Unpost** page.

Once you mark an expense report for unposting, the report is unposted during the next batch process, and is then available for correction.

You can navigate to this page using the following path:

Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Mark Expense Report for Unpost

Favorites | Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Mark Expense Report for Unpost

New Window ? Help

Mark Expense Report For Unpost

SUMMER SUN Report ID: 000007366

Report Description: Quarterly Meeting
Creation Date: 07/10/2012
GL Unit: 15100 VA Department of Accounts
Report Status: Approved for Payment
Business Purpose: Meeting
Amount: 727.00 USD

Reversal Date

Use Current Date
 Use Specific Date

Unpost

Return to Search Previous in List Next in List Notify



Unpost Expense Report - Expense Report Summary Page

After the Unpost Expense Report process runs, the expense report becomes available for updating through the **Unposted Expense Report - Expense Report Summary** page.

After you select the report to update, the **Unposted Expense Report - Expense Report Summary** page appears. From that page, follow these steps:

- Click the link in the **Expense Type** column of the **Expense Line Items** section for the item you want to update.
- The **Expense Detail** page for the item appears, displaying the **Accounting Detail** for the expense. Click the **Update Accounting Detail** link just below this detail.
- The **Accounting Detail** page appears with the fields accessible for change. Change the values as needed, then return to the **Expense Report Summary** page to save.

Remember, you can only update accounting entries on the expense report. After you complete the changes and the Budget Check is run, the updated expense report again becomes available for posting.

You can navigate to this page using the following path:

Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Update Unposted Expense Report



Expense Report Summary Page

Favorites Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Update Unposted Expense Report

Unposted Expense Report

Expense Report Summary

SUMMER SUN Report ID: 0000007388 [Expense Report Attachments](#)

General Information

Report Description:	Conference Travel	Reference:	Employee Base: Office
Business Purpose:	Conference	Comment:	
Report Status:	Approved for Payment		
Default Location:	Charlottesville (Albemrl/Grn)		
Accounting Date:	07/16/2012	Created On:	07/16/2012
Accounting Template:	STANDARD	Last Updated:	07/16/2012
		By:	V_EMPLID11
		By:	V_EMPLID1

[Risk Details](#)

Expense Line Items [Customize](#) | [Find](#) |

Risks	Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency
	Personal Mileage Convenience	07/02/2012				17.22	USD



Simulation: Unposting and Correcting Accounting Entries in an Expense Report

You are now about to view a simulation for unposting and correcting accounting entries in an expense report.





Payment Reconciliation

When an employee receives a cash advance, the cash advance payment must be reconciled with the expense report to ensure that the expense report, the cash advance balance against any payments to or from the employee.

Cardinal uses three different reconciliation procedures:

- If the amount of the expense report is greater than the cash advance (i.e. if payment is due to the employee), Cardinal uses a batch process to perform the reconciliation. This process is automatic and the outstanding cash advance is balanced against the reimbursable expenses during the process.
- If the amount of the cash advance is greater than the expense report (i.e., payment is due from the employee), the employee makes a payment to the Commonwealth of Virginia. After the payment is received, the cash advance is manually reconciled to the employee's repayment. Reconciliation is not automatic. Reports are available to check if travelers have repaid advances.
- If the amount of cash advance and the expense report are equal, the reconciliation is also automatically performed during nightly batch processing.



Manual Reconciliation

To repay an outstanding cash advance, employees submit the repayment to their agency.

A manual reconciliation associates the employee's repayment with the expense report. Details are entered about the employee's repayment, for example, the check number, the date and the amount are entered.



Reconcile Cash Advance Report Page

Use the **Reconcile Cash Advance Report** page to perform a manual reconciliation. This page displays the current amount due and allows you to enter information about the check submitted by the employee.

A reconciliation can only be completed if the total of the employee payment(s) equals the amount due (i.e., the cash advance amount less the expense report amount). If the employee's payment is less than that, you are able to save the payment, and the payment is deducted from the amount due, but the expense report does not go into **Reconciled** status. It is possible to enter additional payments later until the amount due is zero, at which time the expense report is **Reconciled**.

You can navigate to this page using the following path:

Main Menu > Travel and Expenses > Manage Accounting > Reconcile Cash Advance

Travel & Expenses - Cash Advance Report
Reconcile Cash Advance Report
SUMMER SUN Authorization ID: 000000029

General Information

Description:	State Finance Meeting	Comment:	Cash Advance for out-of-state meeting
Business Purpose:	Meeting	Reference:	
Status:	Paid	Post State:	Posted
*Accounting Date:	07/11/2012	Last Updated:	07/09/2012 By: V_EMPLID1
Accounting Template:	STANDARD		

Associated Expense Reports

Report ID	Creation Date	Report Status	Amount Applied	Currency
			0.000	

Payments

*Date	*Number	*Amount	Currency
07/11/2012		0.00	USD

Totals

Advance Amount:	435.00 USD	Report Balance	
Applied To Expense Reports:	0.00 USD	Due Company:	435.00 USD
Payments Received:	0.00 USD		

Buttons: Save for Later, Reconcile, Update Totals



Reconcile Cash Advance Report Page (continued)

Favorites | Main Menu > Travel and Expenses > Manage Accounting > Reconcile Cash Advance

Travel & Expenses - Cash Advance Report

Reconcile Cash Advance Report

SUMMER SUN Authorization ID: 0000000029

General Information

Description:	State Finance Meeting	Comment:	Cash Advance for out-of -state meeting
Business Purpose:	Meeting	Reference:	
Status:	Paid	Post State:	Posted
*Accounting Date:	07/11/2012	Last Updated:	07/09/2012 By: V_EMPLID1
Accounting Template:	STANDARD		

Associated Expense Reports Customize | Find | View All | First 1 of 1 Last

Report ID	Creation Date	Report Status	Amount Applied	Currency
			0.000	

Payments Customize | Find | First 1 of 1 Last

*Date	*Number	*Amount	Currency
07/11/2012		0.00	USD

Totals

Advance Amount:	435.00	USD	Report Balance
Applied To Expense Reports:	0.00	USD	Due Company:
Payments Received:	0.00	USD	435.00 USD

[Update Totals](#)

[Save for Later](#) [Reconcile](#)



Simulation: Manual Reconciliation Process

You are now about to view a simulation that demonstrates the manual reconciliation process.





Processing Denied Expense Reports

If an approver denies an expense report it cannot be updated and resubmitted for approval. If the employee wants to make another request for reimbursement for some or all of the associated expenses, the employee needs to create a new expense report.

If an expense report is denied, it should be deleted from the system. Doing this releases any associated travel authorization so it can be used with a replacement expense report.

Expense reports may also be deleted for other reasons (for example, if the employee made mistakes on a report and prefers to start over).

Employees may delete their own expense reports. The ability to delete other employees' expense reports is restricted by proxy configuration.



Deleting an Expense Report

The **Delete an Expense Report** page is used to select and delete existing expense report(s). This page lists the expense reports that are eligible for deletion. Use the checkbox in the **Select** field to identify the report(s) to be deleted, then click on the **Delete Selected Report(s)** button.

You can navigate to this page using the following path:

Main Menu > Travel and Expenses > Travel and Expense Center > Expense Report > Delete

Favorites Main Menu > Employee Self-Service

Travel and Expense

Delete an Expense Report

SUMMER SUN

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000007378	Offsite Meeting	07/10/2012	36.90	USD
<input type="checkbox"/>	0000007377	Offsite Meeting	07/10/2012	36.90	USD
<input type="checkbox"/>	0000007375	Offsite Meeting	07/10/2012	36.90	USD
<input type="checkbox"/>	0000007363	Test Authorized	07/09/2012	30.00	USD
<input type="checkbox"/>	0000007361	TEST	07/09/2012	1.00	USD

Delete Selected Report(s)



Deleting an Expense Report (continued)

After you click the **Delete Selected Report(s)** button, the **Delete Confirmation** page appears. Click on the **OK** button to confirm the deletion.

You then return to the **Delete an Expense Report** page. Click on the **Return to Expense Report** link to return to the **Expense Report** page.



Closing Cash Advances and Expenses Reports

From time to time, you may need to close a cash advance or an expense report before it is staged for payment; for example:

- An employee requests a cash advance, it is approved, and then prior to payment the employee resigns.
- An employee requests to be reimbursed for business expenses and they are approved, but then prior to payment, they are determined to be non-reimbursable.

Closing processes create reversal entries for the accounting liabilities that were posted after the cash advance or expense report was approved, but before it was staged for payment. After a cash advance or expense report is staged for payment, it can no longer be closed through this process.

Closing a cash advance or expense report is **not** the same as deleting a cash advance or expense report. Deleting marks the transaction as deleted in the database and is typically used for denied items. Closing is used for creating reversals to posted accounting liabilities before a cash advance or expense report is staged for payment. The items are not, however, deleted.



Closing a Cash Advance

The **Mark Cash Advance for Close** page is used to close cash advances.

Select the cash advance to be closed and then, on the **Mark Cash Advance for Close** page that appears, follow these steps:

- In the **Reversal Date** section, specify the date for the reversal accounting entry. Always select the **Use Current Date** option.
- Click on the **Close** button to confirm the closure. This marks the cash advance for closing.
- The next time the batch process for closing liabilities runs, the reversal accounting entries are generated and posted to close the cash advance.

You can navigate to this page using the following path:

Main Menu > Travel and Expenses > Process Expenses > Close Expenses > Mark Cash Advance for Close

Favorites | Main Menu > Travel and Expenses > Process Expenses > Close Expenses > Mark Cash Advance for Close

Cash Advance Close

SUN,SUMMER ID: EEMPLID11 Advance ID: 0000000037

Advance Description: Out of State - Finance Meetin
Accounting Date: 07/10/2012
GL Unit: 15100 VA Department of Accounts
Advance Status: Approved for Payment
Business Purpose: Meeting
Amount: 325.00 USD

Reversal Date

Use Current Date
 Use Specific Date

Close



Mark Cash Advance for Close Page

Favorites Main Menu > Travel and Expenses > Process Expenses > Close Expenses > Mark Cash Advance for Close New W

Cash Advance Close

SUN,SUMMER ID: EMPLID11 Advance ID: 000000037

Advance Description: Out of State - Finance Meetin

Accounting Date: 07/10/2012

GL Unit: 15100 VA Department of Accounts

Advance Status: Approved for Payment

Business Purpose: Meeting

Amount: 325.00 USD

Reversal Date

Use Current Date

Use Specific Date

Close



Closing an Expense Report

The **Mark Expense Report for Close** page is used for closing an expense report.

The steps for closing an Expense Report are:

- In the **Reversal Date** section, the current date is used for the reversal accounting entry.
- Click on the **Close** button to confirm the closure. This marks the expense report for closing.
- The next time the batch process for closing liabilities runs, the reversal accounting entries are generated and posted to close the expense report.

You can navigate to this page using the following path:

Main Menu > Travel and Expenses > Process Expenses > Close Expenses > Mark Expense Report for Close

Favorites | Main Menu > Travel and Expenses > Process Expenses > Close Expenses > Mark Expense Report for Close

Mark Expense Report for Close

SUN,SUMMER ID: EEMPLID11 Report ID: 0000007366

Report Description: Quarterly Meeting
Accounting Date: 07/10/2012
GL Unit: 15100 VA Department of Accounts
Report Status: Approved for Payment
Business Purpose: Meeting
Amount: 727.00 USD

Reversal Date

Use Current Date
 Use Specific Date

Close

Return to Search Previous in List Next in List Notify



Mark Expense Report for Close Page

Favorites Main Menu > Travel and Expenses > Process Expenses > Close Expenses > Mark Expense Report for Close New

Mark Expense Report for Close

SUN,SUMMER ID: EEMPLID11 Report ID: 0000007366

Report Description: Quarterly Meeting
Accounting Date: 07/10/2012
GL Unit: 15100 VA Department of Accounts
Report Status: Approved for Payment
Business Purpose: Meeting
Amount: 727.00 USD

Reversal Date

Use Current Date
 Use Specific Date



Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions below:

- 1) What happens when an employee owes money from an expense report?
- 2) Is it possible to correct the accounting entries on an employee's expense report?
- 3) Why should a denied expense report be deleted?
- 4) What is the difference between deleting and closing a cash advance or expense report?



Lesson 3: Summary

In this lesson, you learned:

- Travel authorizations are completed prior to travel
- Cash advances must be approved in order to be processed
- Expense reports may be copied from a travel authorization
- You can review accounting entries for an expense report
- Expense reports can only be unposted if they have not been paid
- Cash advances must be reconciled with the expense report associated with it
- If an expense report is denied, it cannot be updated or resubmitted for approval



Lesson 4: Expense Administration Reports and Online Inquiries

In this lesson, you will learn about the following topics:

- Reports
- Online inquiries



Reports

Expense reports can be run at various intervals. Four key administrative Expenses reports include:

- Cash Advances Aging by Business Unit
- Expense Transactions by Department
- Employee Average Expenses
- Employee Trends



Cash Advances Aging by Business Unit Report

This report lists outstanding cash advances by employee including ID, purpose, amount, department, and days outstanding.

You can navigate to this report using the following path:

Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Aging by Bus Unit

Cash Advance Aging by Business Unit								PeopleSoft Expenses - EXC5701	
ORACLE		Business Unit	Description	Report Print Date	Page Number				
		15100	VA Department of Accounts	7/16/2012	1 of 1				
Employee ID / Name		Advance ID	Business Purpose	Department	Payment Dat	Advance Amount		Days Outstanding	
EMPLID11	SUN,SUMMER	0000000032	Meeting	95400	7/10/2012	485.00	USD	6	
		0000000031	Meeting	95400	7/10/2012	325.00	USD		
		0000000030	Meeting	95400	7/10/2012	235.00	USD		
		0000000029	Meeting	95400	7/10/2012	435.00	USD		
Employee ID / Name		Advance ID	Business Purpose	Department	Payment Dat	Advance Amount		Days Outstanding	
EMPLID11	SUN,SUMMER	0000000024	Other	95400	6/18/2012	120.00	USD	28	
- End of Report -						Total Advances	Total Advance Amount		
						5	1,600.00	USD	



Expense Transactions by Department Report

This report lists expense transaction for a specified department in a specified date range by employee.

You can navigate to this report using the following path:

Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Expense Transaction by Dept

Expense Transactions by Department							PeopleSoft Expenses - EXC4800	
ORACLE	Department	Description	GL Business Unit	From Date	Through Date	Report Print Date	Page Number	
	92100	Admin Svcs & Public Records	15100	6/1/2012	6/30/2012	7/17/2012	1 of 1	
Employee ID / Name	Sheet ID	Reference	Business Purpose	Acount	Alt.Acount	Project ID	Amount	
EMPLID14	MOUSE,MICKEY	0000007345	Field Work	5012820	Trv Per Ve		30.26 USD	
						5012820	Trv Per Ve	30.26 USD
- End of Report -						Total Transactions	Total Expenses	
						1	30.26 USD	



Employee Average Expenses Report

This report lists average expenses reported for a specific employee during a specified time period.

You can navigate to this report using the following path:

Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Employee Average Expenses

ORACLE EX_AVEM_XRPT		Employee Average Expenses PeopleSoft Expenses		Page: Run Date:	1 of 1 7/17/2012
Report Parameters					
GL Business Unit	15100	VA Department of Accounts		From Date	06/01/2012
Department	92100	Admin Svcs & Public Records		Through Date	07/31/2012
Employee	EMPLID14	MOUSE,MICKEY			
GL Business Unit: 15100 VA Department of Accounts					
Currency: USD US Dollar					
Employee ID	Employee Name	Department	Total Number of Expense Report Lines	Monetary Amount	Average Monetary Amount
EMPLID14	MOUSE,MICKEY	92100	8	3470.52	433.82



Employee Trend Report

This report lists changes in expenses reported for a specific employee during a specified time period.

You can navigate to this report using the following path:

Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Employee Trends

ORACLE EX_ETRD_XRPT		Employee Trends PeopleSoft Expenses			Page: 1 of 1 Run Date: 7/17/2012		
Report Parameters				Current From Date	04/18/2012		
GL Business Unit	15100	VA Department of Accounts		Current Through Date	07/17/2012		
Department	92100	Admin Svcs & Public Records		Previous From Date	04/18/2011		
Employee	EMPLID14	MOUSE,MICKEY		Previous Through Date	07/17/2011		
GL Business Unit: 15100 VA Department of Accounts							
Currency Code: USD US Dollar							
Employee ID	Employee Name	Department	Current # of Expense Lines	Previous # of Expense Lines	Current Monetary Amt	Previous Monetary Amt	% of Change Over Period
EMPLID14	MOUSE,MICKEY	92100	8	0	3470.52	0.00	0



Online Inquiries

Expense online inquiries can be run at any time. Three key Expenses online inquiries include:

- Expense Report Budget Exceptions
- View Expense Report Accounting Entries
- View Cash Advance Accounting Entries



Expense Report Budget Exceptions

Use the **Expense Report Budget Exceptions** inquiry to list expense report(s) that failed budget checking and learn more about why.

You can navigate to this inquiry using the following path:

Main Menu > Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions

Favorites | Main Menu > Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions

Expense Sheet Exceptions | Line Exceptions

Report ID: 0000007355

Exception Type: Error Override Transaction

Maximum Rows: 100 More Budgets Exist

Advanced Budget Criteria

Budgets with Exceptions Customize | Find | View All | | First 1-2 of 2 Last

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		15100	CC_ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2		15100	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...



View Expense Report and View Cash Advance Accounting Entries

Use these two inquiries to view the accounting entries on an expense report or a cash advance. See Lesson 3: Expenses Processing topic for more information.

You can navigate to these inquiries using the following path:

Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries >

Then choose either:

- **Expense Report Acctg Entries** or
- **Cash Advance Acctg Entries**

Favorites | Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Cash Advance Acctg Entries

Cash Advance Acctg Entries

SUN,SUMMER Advance ID: 000000037

Employee ID: EMPLID11

Accounting Details

Journal Template: EXACCRUAL
Distribution Status: None

Cash Advance Journal Lines

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
0	1	Expenses Accrual	15100	205025	01000		99999			
0	1	Employee Advances	15100	131050	01000	799001	95400			

Favorites | Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Expense Report Acctg Entries

Expense Report Acctg Entries

SUN,SUMMER Report ID: 0000007388

Employee ID: EMPLID11

Journal Entry Detail

Journal Template: EXACCRUAL
Distribution Status: None

Expense Report Journal Lines

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
0	1	Expense Distribution	15100	5012820	01000	799001	95400			



Expense Report and Cash Advance Accounting Entries Pages

[Favorites](#) | [Main Menu](#) > [Travel and Expenses](#) > [Manage Accounting](#) > [View/Adjust Accounting Entries](#) > [Expense Report Acctg Entries](#)

Expense Report Acctg Entries

SUN,SUMMER Report ID: 0000007388
 Employee ID: EMPLID11

Journal Entry Detail

Journal Template: EXACCRUAL
 Distribution Status: None

Expense Report Journal Lines

[ChartFields](#) | [Currency](#) | [Journal Information](#)

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
0	1	Expense Distribution	15100	5012820	01000	799001	95400			

[Favorites](#) | [Main Menu](#) > [Travel and Expenses](#) > [Manage Accounting](#) > [View/Adjust Accounting Entries](#) > [Cash Advance Acctg Entries](#)

[New Window](#) ?

Cash Advance Acctg Entries

SUN,SUMMER Advance ID: 0000000037
 Employee ID: EMPLID11

Accounting Details

Journal Template: EXACCRUAL
 Distribution Status: None

Cash Advance Journal Lines

[ChartFields](#) | [Currency](#) | [Journal Information](#)

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
0	1	Expenses Accrual	15100	205025	01000		99999			
0	1	Employee Advances	15100	131050	01000	799001	95400			



Lesson 4: Summary

In this lesson, you learned how to:

- Describe the key reports and online inquiries



Course Summary

In this course, you learned to:

- Define key Expenses maintenance, concepts, and processes
- Describe the categories of employee data used by Expenses and their sources
- Add and update an employee profile in Expenses
- Describe the overall processing flow for travel authorizations, cash advances, expense reports, and payments
- Review Expenses accounting entries
- Review and correct Expenses accounting errors
- Manually reconcile cash advances
- Process denied expense reports
- Close cash advances and expense reports
- Describe key reports and online inquiries



Course Evaluation

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Appendix

- Key Terms
- Flow Chart Key



Key Terms

Travel Authorization: A request made through Cardinal for authorization to travel. The travel authorization may include details of the proposed travel and expenses. An authorization must be approved, and the approver may request changes in the authorization request.

Cash Advance Request: A request for a cash advance in connection with travel expenses. Cash advances may be made only to a limited number of employees and require approval. The approver may request changes in the advance request before approval. When the employee files an expense report, the cash advance is applied to the expense report to determine any amount that is due to or from the employee.

Expense Report: An employee's request travel or other expense reimbursement. The request must include details of each expense, and receipts or other documentation scanned and attached to the report. Details from a travel authorization (if applicable) can be copied into the expense report to save time. Expense reports must be approved, and the approver may request changes in the expense report before approval. If a cash advance was provided, the employee applies the amount of the cash advance to the expense report.

Employee Profile: Cardinal provides an Employee Profile for each employee. This profile includes information such as the employee's address, organizational data, and bank. The employee cannot change any of this information if it is incorrect. Personal and organizational information must be changed by Human Resources. Bank information must be changed by the agency's EDI Coordinator.



Key Terms (continued)

Expense Types: A field on travel authorizations and expense reports that categorizes the expense reported on the associated line. Typical expense types include **Lodging, Airline Travel, Lunch – Travel Day, Dinner – Travel Day**, etc. There are also expense types for non-travel expenses. The value for the **Account** field in the accounting entries for travel authorizations and expense reports defaults based on the Expense Type. For example, the account used for **Lodging** is different than the account used for **Airline Travel**.

Stage Payments: Batch processes in Expenses populate staging tables that contain records of expenses transactions to be paid. This process occurs after the approved transactions are posted. The staged records are used by the Accounts Payable Pay Cycle process to generate payments.

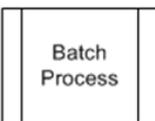


Flow Chart Key

FLOW CHART KEY



Depicts a process step or interface.



Specifies a batch process.



Depicts a process or step that is performed manually.



Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.



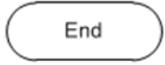
Specifies an entity (person, organization, etc.).



Depicts a process.



Indicates point at which the process begins. Does not represent any activity.



Indicates point at which the process ends. Does not represent any activity.



Depicts a document of any kind, either electronic or hard copy



Indicates an On-Page or Intra Process Connector which is used to avoid complex overlapping connector lines or to continue a process on another page.



Connects steps between business processes.