SW AP315: Processing Employee Expenses

Web Based Training

Rev 06/19/2014

Welcome

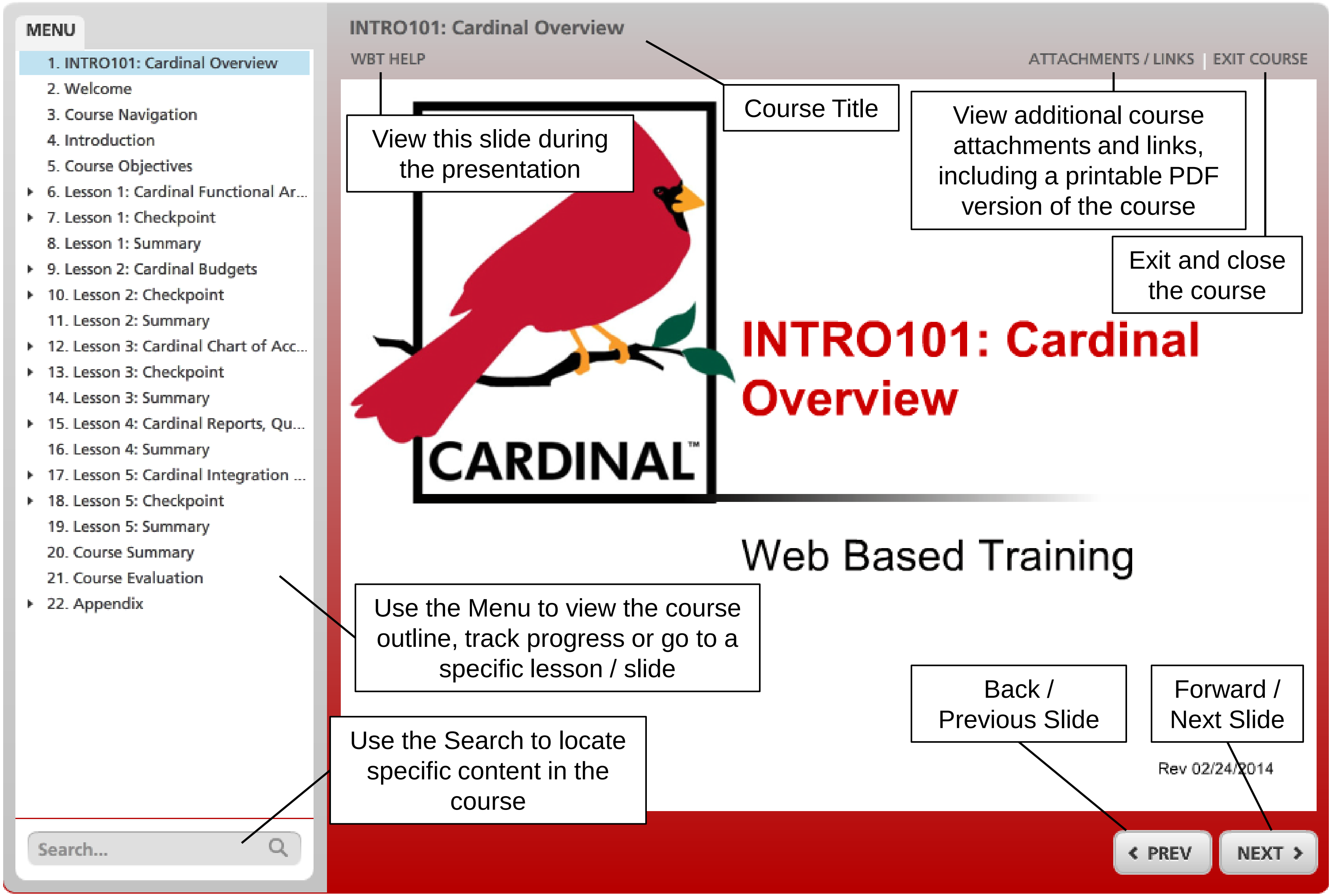
Welcome to Cardinal Training!

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 the Expenses functional area.

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.

Course Navigation



Course Objectives

After completing this course, you will be able to:

- Understand travel and expense processing concepts, processes, and integration
- Understand business purposes in Expenses
- Understand the process for interfaced expense transactions
- Create and submit a Travel Authorization
- View Travel Authorization status
- Update a Travel Authorization
- Cancel or delete a Travel Authorization
- Create and submit a Cash Advance request
- View Cash Advance status
- Create and submit an Expense Report
- View Expense Report status
- Use key reports, queries and online inquiries

Assessment questions will check for your understanding.

Introduction

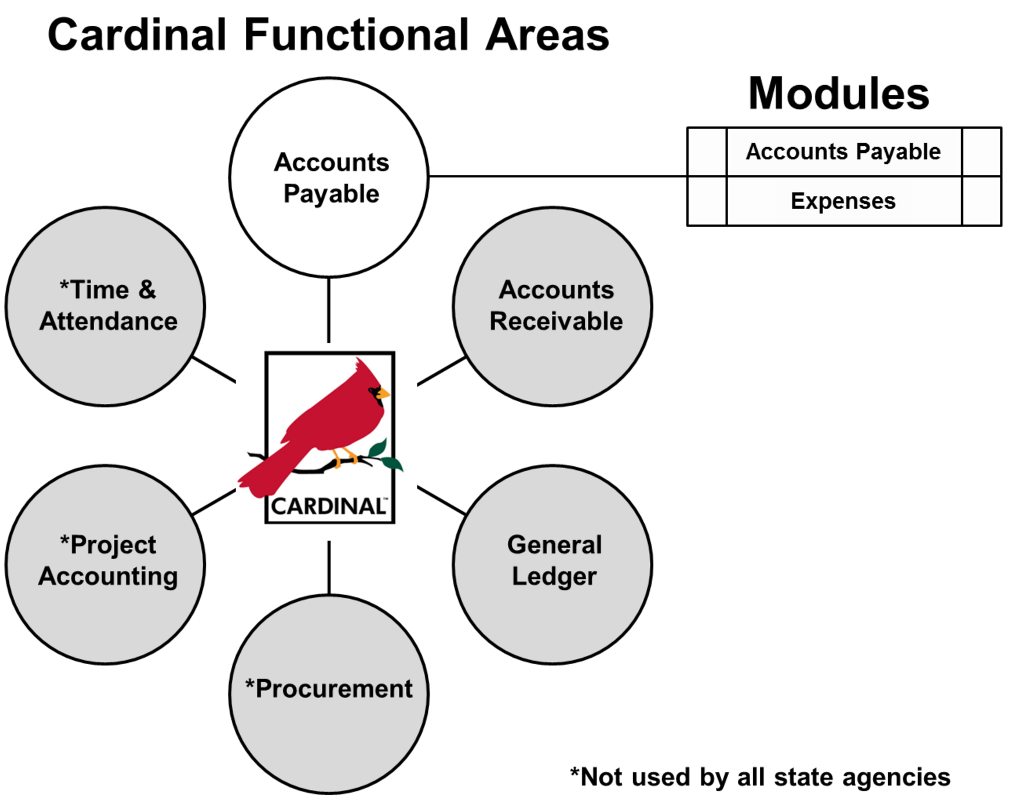
The Accounts Payable functional area of Cardinal is composed of two modules:

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.



Lesson 1: Processing Employee Expenses Overview

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

- Key Concepts
- Expenses Process

Key Concepts

Some key concepts in processing travel and expenses include:

- **Accounts Payable (AP) Vouchers:** Cardinal does not use AP vouchers to reimburse your agency employees. In Cardinal, employee reimbursements for your agency employees are processed directly through the Expenses module. Employees are not set up as vendors in Cardinal when being reimbursed by their agency.

- **Employee Profile Update**: A profile must exist prior to an employee being reimbursed. Cardinal Employee profiles house important organizational data such as business unit, department, and default ChartFields. Profiles also contain EDI banking information if applicable.

- **Proxy:** In Cardinal, a proxy is assigned to enter expense transactions. Most employees will have proxies other than themselves who will enter and process the majority of their expense related transactions.

- **Expense Allowances**: Cardinal is configured to include State allowable amounts for lodging, meal, per diem, and even mileage rates. When a Travel Authorization or Expense Report is entered, Cardinal applies those rates and assists with validations and calculations.

Key Concepts (continued)

- **Attachment Capability**: In Cardinal, you can add attachments (such as scanned receipts) to Travel Authorizations, Cash Advance requests, or Expense Reports.
- **Applying Cash Advances**: As a Cardinal Expenses user, you apply any Cash Advances to the employee against the related Expense Report that is filed after the travel is completed. Cardinal then calculates the amount owed back to the employee.
- **Workflow**: Workflow routes items to the appropriate approver(s) worklist and describes the path of approvers required for an item to continue being processed in Cardinal.
- **Distribution:** Do not create an expense transaction that has a different Business Unit than the Business Unit on the employee record (only relevant if you enter for multiple Business Units).

Proxies

In Cardinal, you must be a proxy in order to create, update or view expense transactions. Only a proxy can create or view Travel Authorizations, Expense Reports and Cash Advances.

Some agency employees may serve as proxies for themselves and create their own expense transactions. In other instances, one or more employees may serve as proxies for other agency employees. Only proxies can access expense transactions.

The proxy enters all expense related information in the system including Travel Authorizations, Cash Advances and Expense Reports.   Agencies' policies and procedures determine how the expense information is provided to the proxy for their employees.

Interface Expenses Process

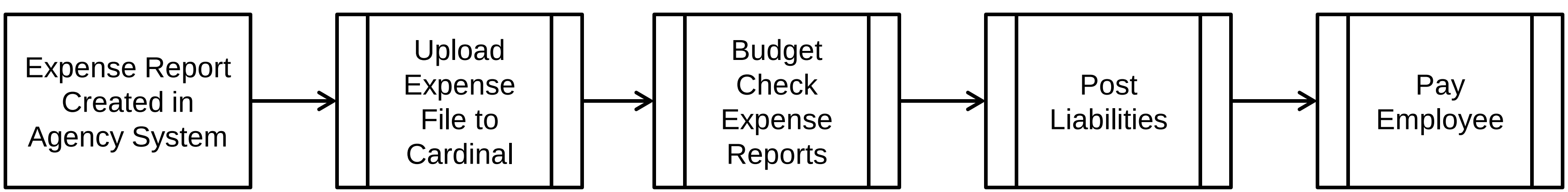
Interfacing agencies create Expense Reports in their agency systems and follow their agency guidelines for approval. Their Expense Report approvals occur at their agency, outside of Cardinal. Once approved, the expenses data is captured in a file and uploaded to Cardinal for processing.

Interfaced agency Expense Reports do not go through agency level workflow for approval. If they are updated online in Cardinal, the Expense Report will go through one agency level approval.

Transactions with valid and complete data are loaded into Cardinal for edit and budget checking. Cardinal then creates the related transaction entries and generates payments to reimburse employees.

Expense transactions that contain missing or invalid data are not uploaded. They are listed on the **Expense Upload Error Report.** See the **Expense Interface Processing** job aid for additional details on error processing interfaced transactions.

Here is a high level diagram of the Interfacing Agencies Expense process.



Only Expense Reports can be uploaded into Cardinal. Travel Authorizations and Cash Advance requests must be entered online.

Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.

Employees are not set up as vendors in Cardinal when being reimbursed by their agency.

- True
- False

A proxy is a person assigned to enter expense transactions on behalf of another employee. In Cardinal, most employees will have proxies to enter and process the majority of their expense related transactions.

- True
- False

Lesson 1: Summary

In this lesson, you learned:

- Key concepts in the Expenses module
- The different processes in the Expenses module for online and interfaced transactions

Lesson 2: Travel Authorizations

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

- Create and submit a Travel Authorization
- View Travel Authorization status
- Update a Travel Authorization
- Cancel or delete a Travel Authorization

Entering and Submitting Travel Authorizations

Travel Authorizations are typically used as a means of approving employees' plans to travel and/or incur related expenses prior to traveling. Here are some key points to consider:

- Cardinal does not require Travel Authorizations to be completed in the system prior to travel. Commonwealth and agency policy determine when and if a Travel Authorization should be created / completed in Cardinal.

- You can use Travel Authorizations to document approval of non-travel expenses such as education.

- Travel Authorizations can only be entered online.

- When a Travel Authorization is used, Cardinal requires it to be entered and approved in advance of the proposed travel. You can only enter and approve Travel Authorizations **before** the begin date of the proposed travel.

Entering and Submitting Travel Authorizations (continued)

- Details from a Travel Authorization can be copied into the Expense Report so you do not have to reenter the same information.

- If an employee is eligible and requests a Cash Advance, you can enter one with the Travel Authorization. The Travel Authorization contains a link to create a Cash Advance. When a Cash Advance is created from a Travel Authorization, it is a separate transaction that will follow its own approval path.

- You can attach travel documents (such as reservation or flight confirmations) to the Travel Authorization.

- When you enter a Travel Authorization, you can record all expenses related to the trip, including any that are direct billed to the agency or paid by a third party. They are still part of the total cost of travel and are used for approval routing and tracking purposes, even if they are not reimbursable to the employee.

Creating a Travel Authorization

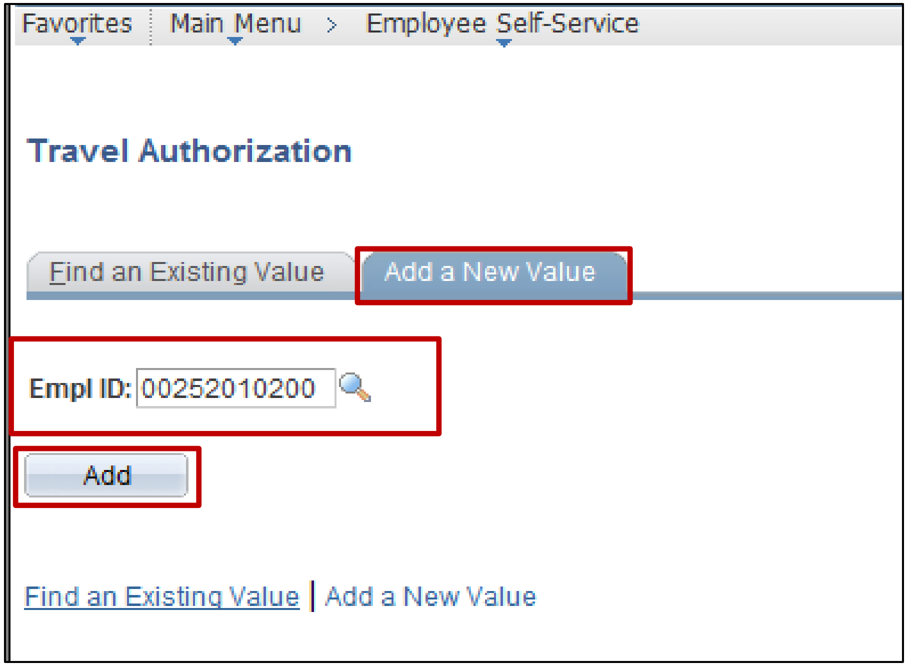
To create a Travel Authorization, access the **Travel Authorization** page, using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorization

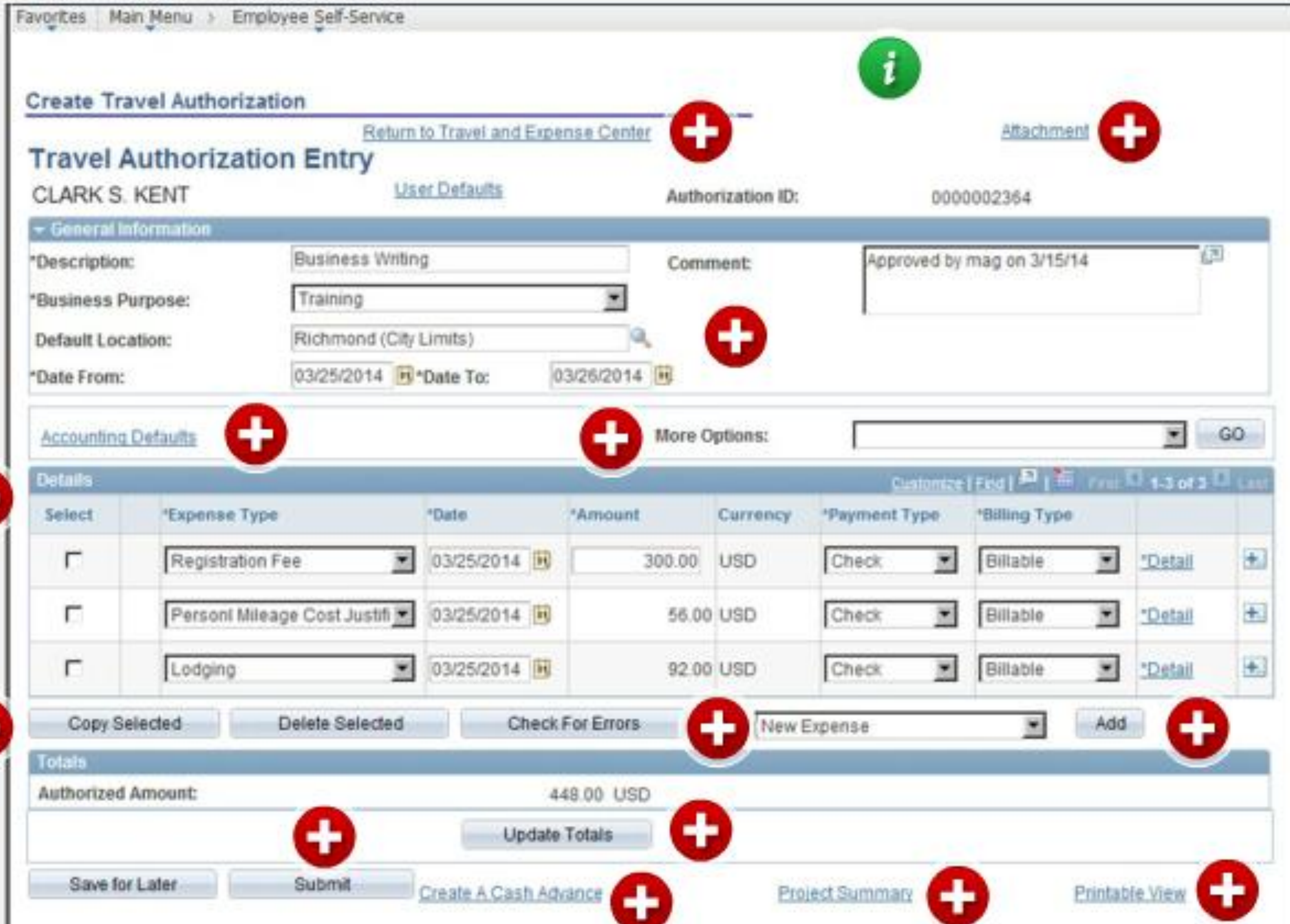
On the **Add a New Value** tab, enter the **Empl ID** of the employee requesting travel.

Click the **Add** button to access the **Travel Authorization Entry** page.

If you are authorized to enter transactions for only one employee, then you will not see the **Add a New Value** tab and will be taken directly to the **Travel Authorization Entry** page.



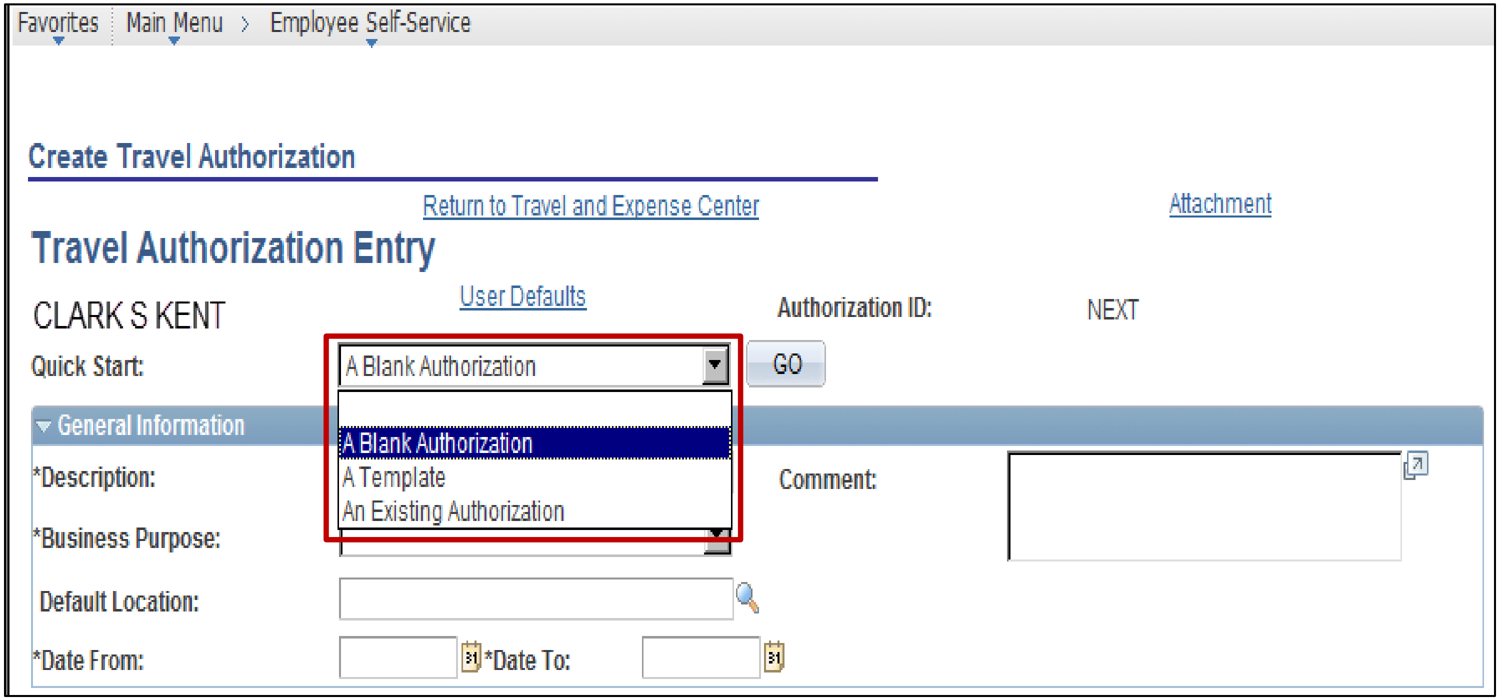
Travel Authorization Entry Page



Creating a Travel Authorization

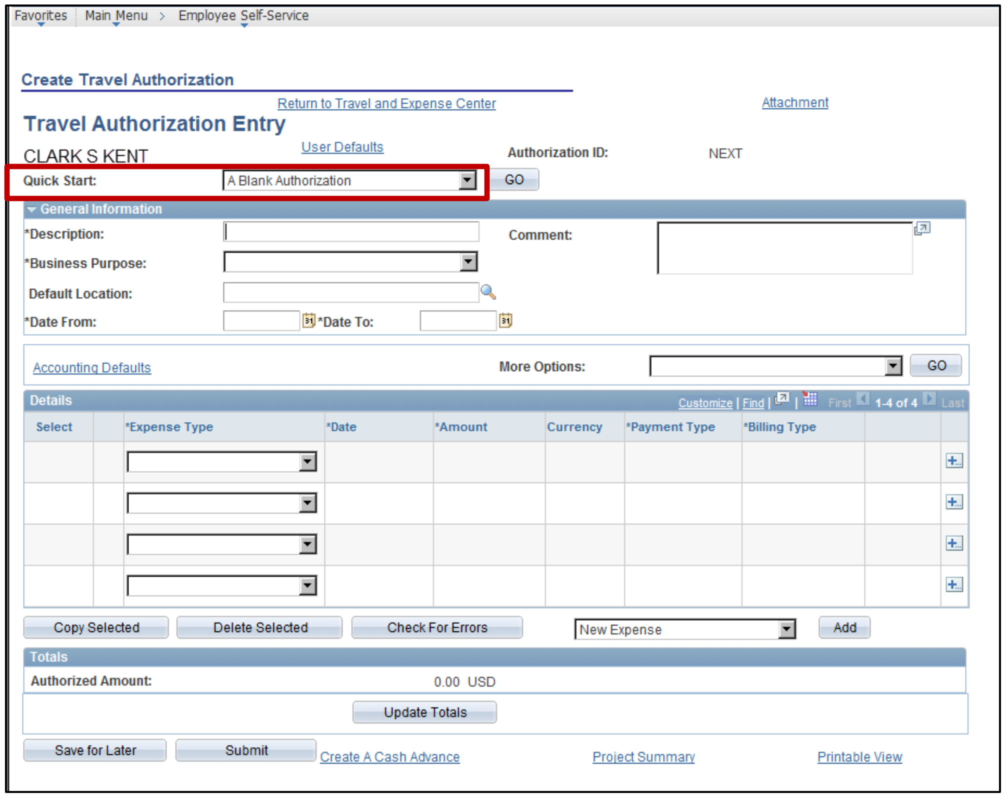
On the **Travel Authorization** page, select an option from the **Quick Start** drop-down menu:

- **A Blank Authorization** – This option opens a blank authorization.
- **A Template** – This option allows you to copy from an existing template.
- **An Existing Authorization** – This option allows you to copy from an existing authorization.



Creating a Travel Authorization (continued)

Once you select an option you can enter other travel related information.



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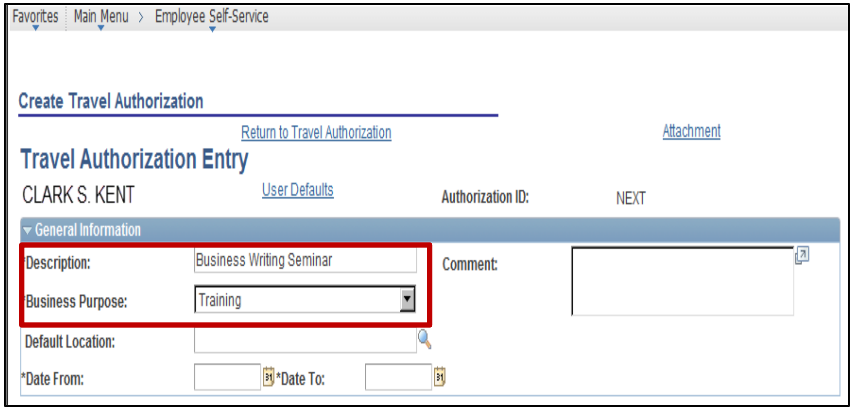
General Information Section

Each Travel Authorization, Cash Advance request, or Expense Report requires a **Description.** In addition, the Travel Authorization and Expense Report require a **Business Purpose** for the expense. The **Description** provides the reason for the expense.

A drop-down list displays available options for **Business Purpose**:

- **Conference**
- **Recruitment**
- **Presentation**
- **Investigations**
- **Education**
- **Extraditions**
- **Field Work**
- **Meeting**
- **Overtime Meal Reimbursement**
- **Training**
- **Other** - If you choose **Other**, you can enter an explanation in the **Comments** box.



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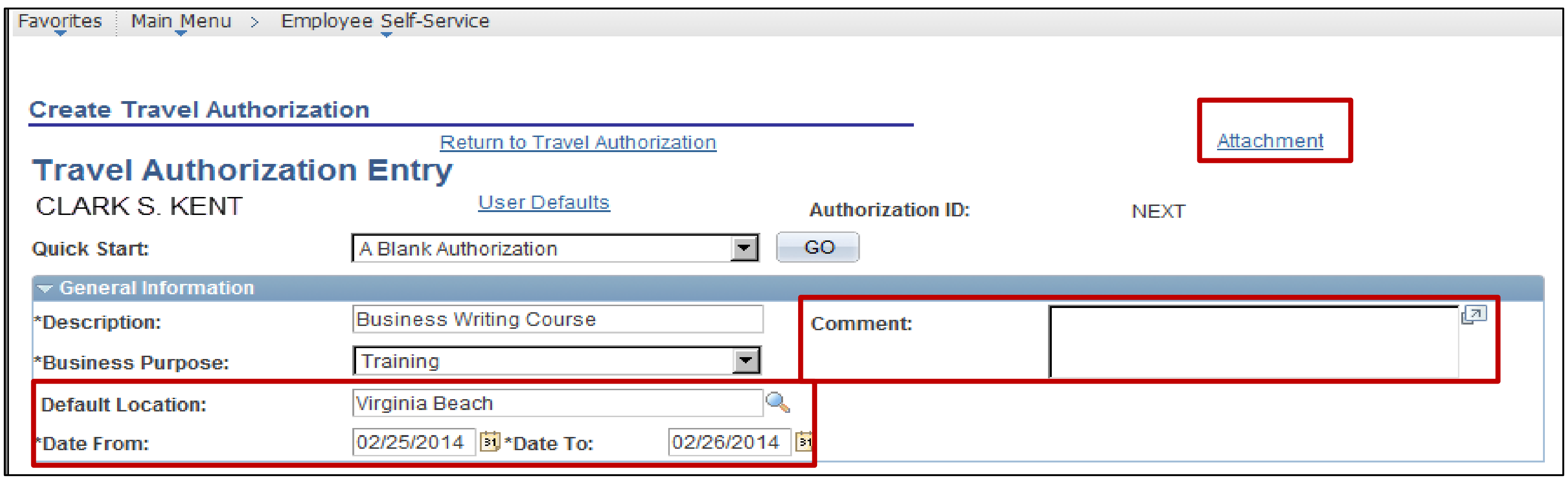
General Information Section (continued)

The **Attachment** link allows you to add attachments to the Travel Authorization.

The **Comment** field is optional and allows you to enter additional notes or information about the employee's expense.

The **Default Location** field defaults the location on the expense lines where location is required and can be changed.

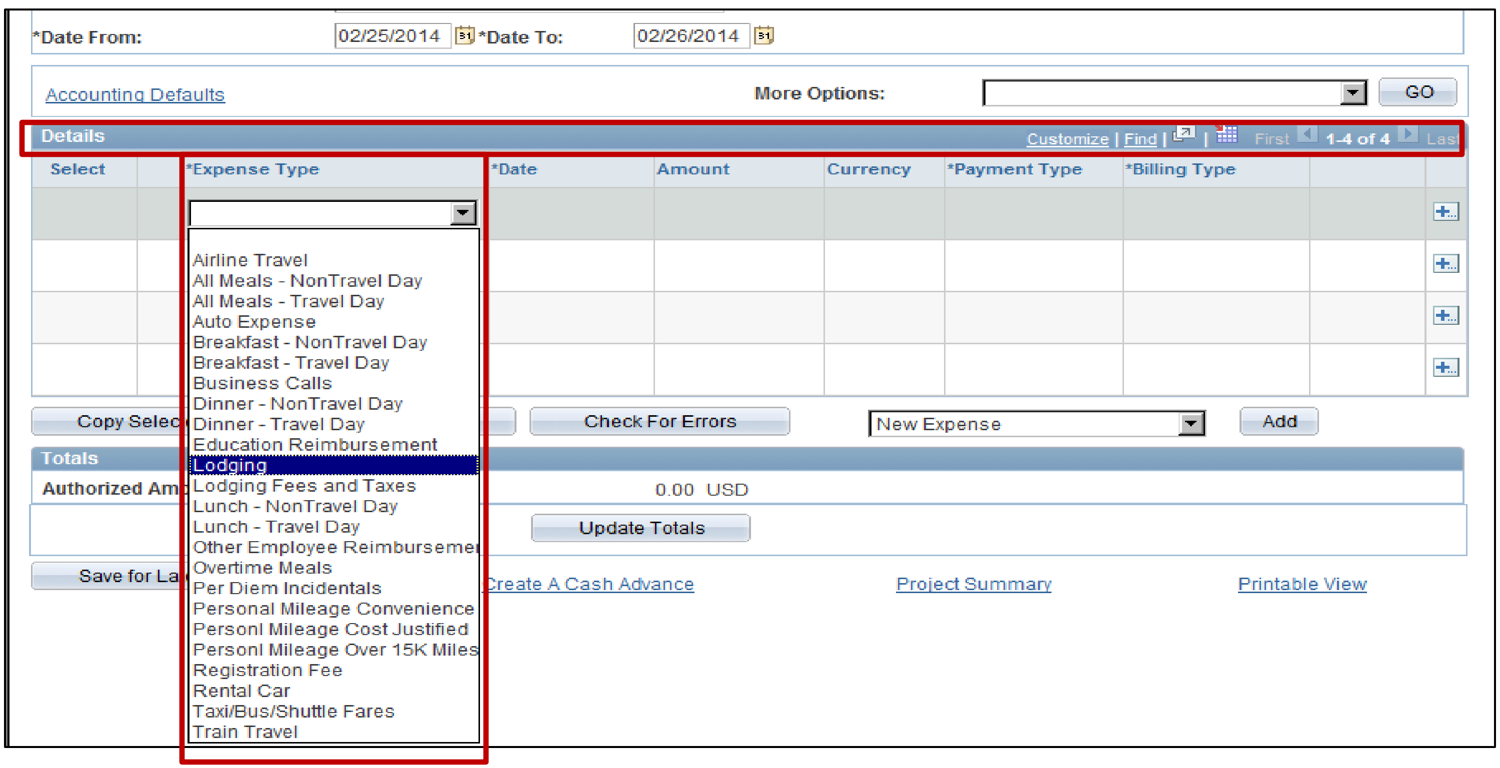
In the **Date From** and **Date To** fields, enter the estimated beginning and end dates of the trip. If the travel is for a single day, these values are the same.



Details Section

The **Details** section of the **Travel Authorization Entry** page allows you to enter details about the travel expense.

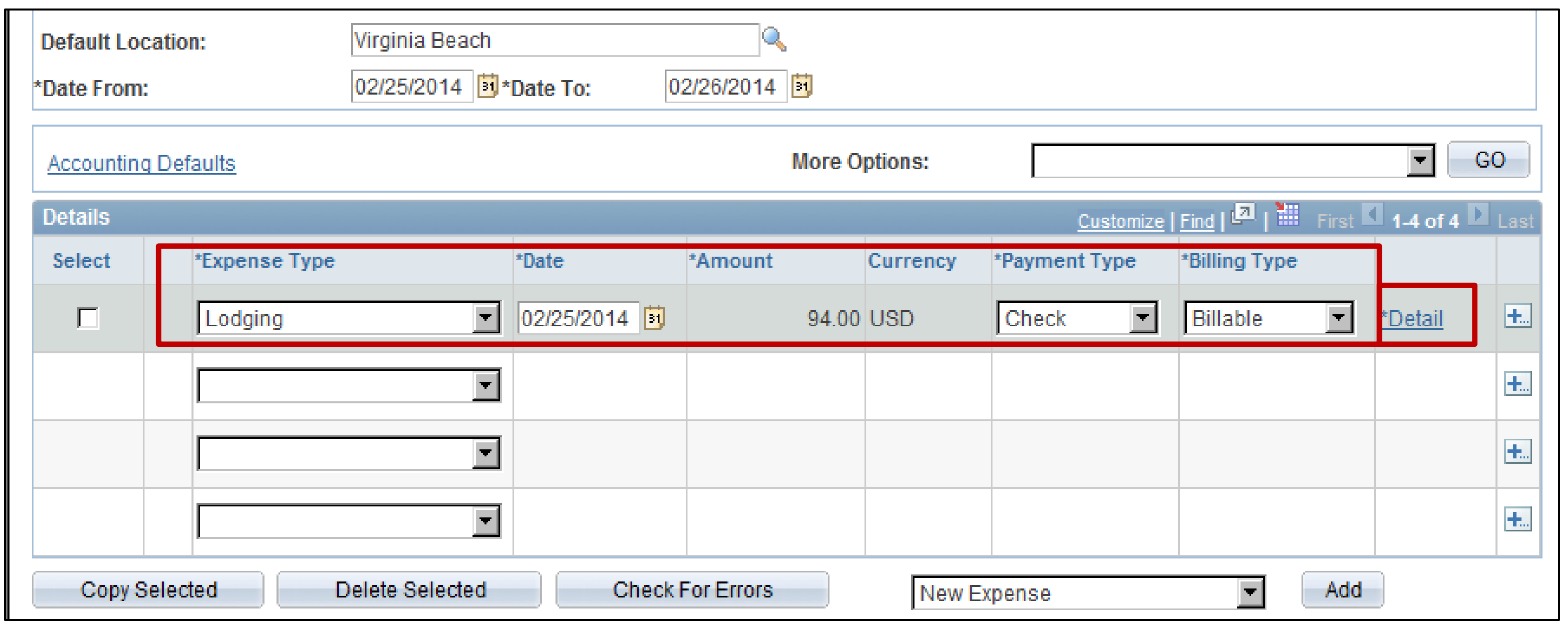
Use the **Expense Type** drop-down menu to select the type of expense (e.g., mileage, hotel, meals, fees, rental car). For this example, **Lodging** is selected.



Details Section (continued)

Once the **Expense Type** is selected:

- Enter or select the **Date** associated with the **Expense Type**.
- For some **Expense Types**, the **Amount** field auto-populates based on COVA standard travel guidelines.
- In the **Payment Type** field select **Check**. This is the only option.
- The **Billing Type** defaults to **Billable**. This is the only option for a Travel Authorization.
- Click the **Detail** link to access the **Authorization Detail** page.

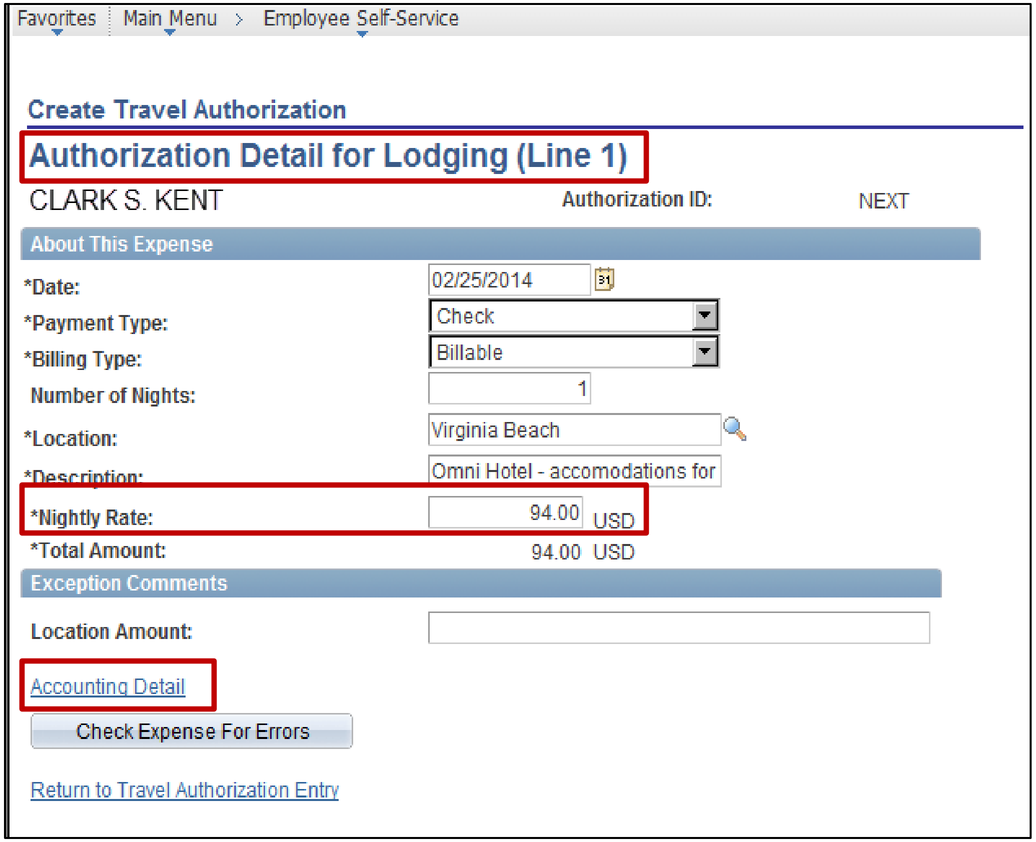


Authorization Detail Page

The **Authorization Detail** page is used for additional details about the estimated expense.

This example shows the **Lodging Expense Type**. The Detail page for each **Expense Type** is unique and required fields vary. For example, **Lodging** contains **Nightly Rate**; **Personal Mileage** contains **Miles**. Required fields for each **Expense Type** are noted with an * (asterisk) on this page.

Each **Create Authorization Detail** page has an **Accounting Detail** link. Click the **Accounting Detail** link to review, enter or update the accounting detail for each expense type entered. Accounting Detail lines are created for every line entered in the Travel Authorization.

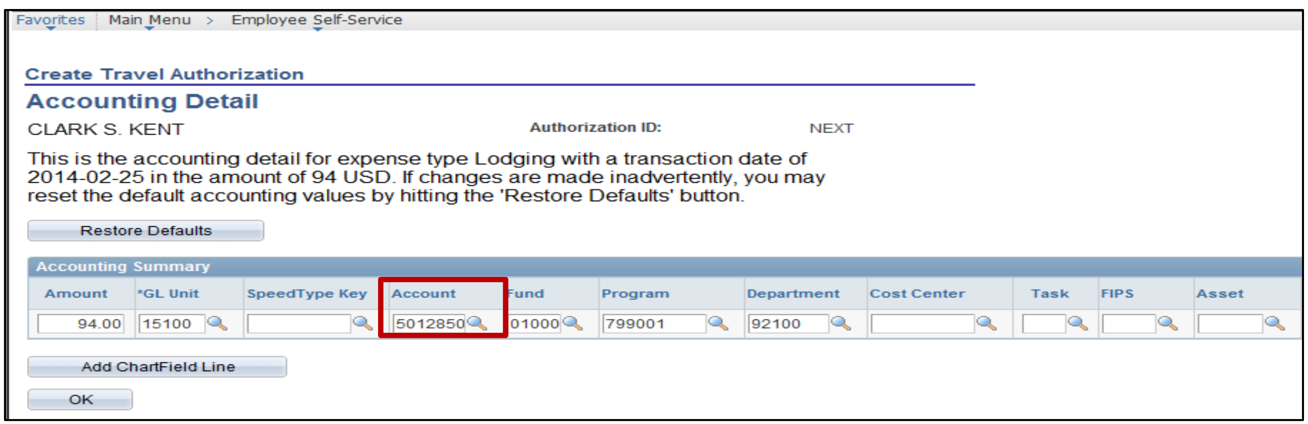


Accounting Detail Page

The **Accounting Detail** page contains charge distribution information for the selected expense. The **Account** value defaults based on the **Expense Type** selected. Other values default based on the employee's profile configuration. Enter any additional accounting details required for each expense line or make updates as needed.

The **Travel Authorization** is a means of providing approval for the employee's travel request. It does not create a financial transaction, so the accounting line entries do not post to the General Ledger. However, the distribution created on the Travel Authorization will be copied over to the related **Expense Report .**

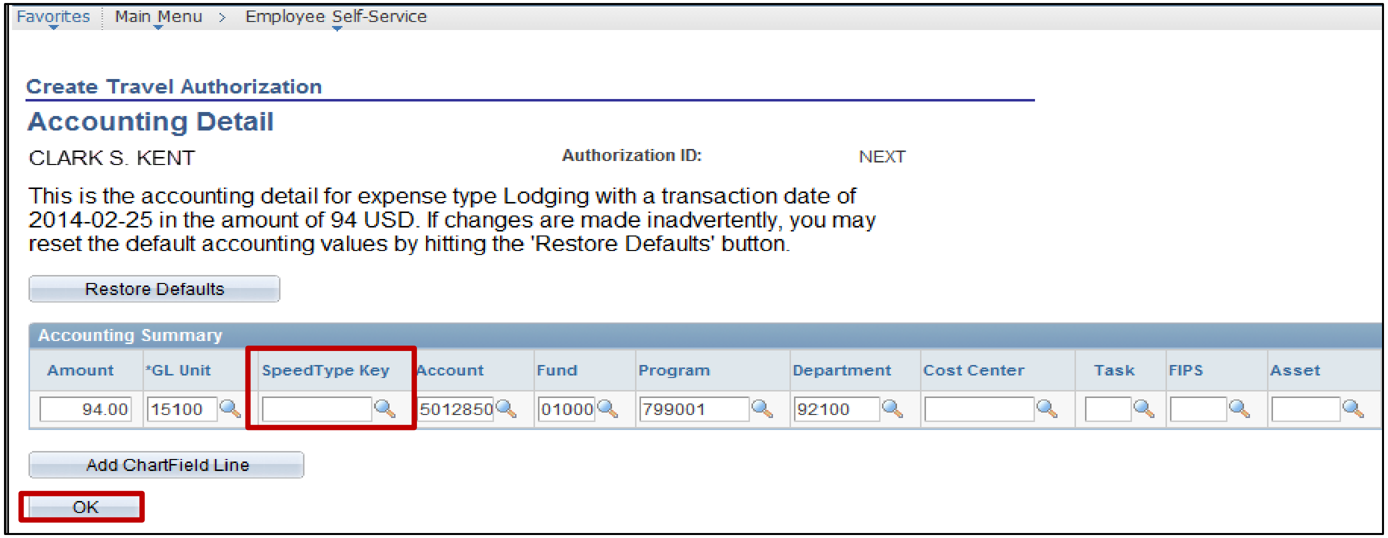
Most ChartField values for the accounting detail default based on the employee's setup and the **Expense Type**. Below, you see the default **Department** for Clark S. Kent. You see the **Account** value for the **Expense Type** of **Lodging** that you entered on the **Accounting Details** page.



Accounting Detail Page (continued)

If you need to update the default accounting distribution for the transaction, SpeedTypes may be used to auto-populate ChartFields on each distribution line. SpeedTypes are generally defined for frequently used accounting distribution combinations to increase data entry efficiency and accuracy.

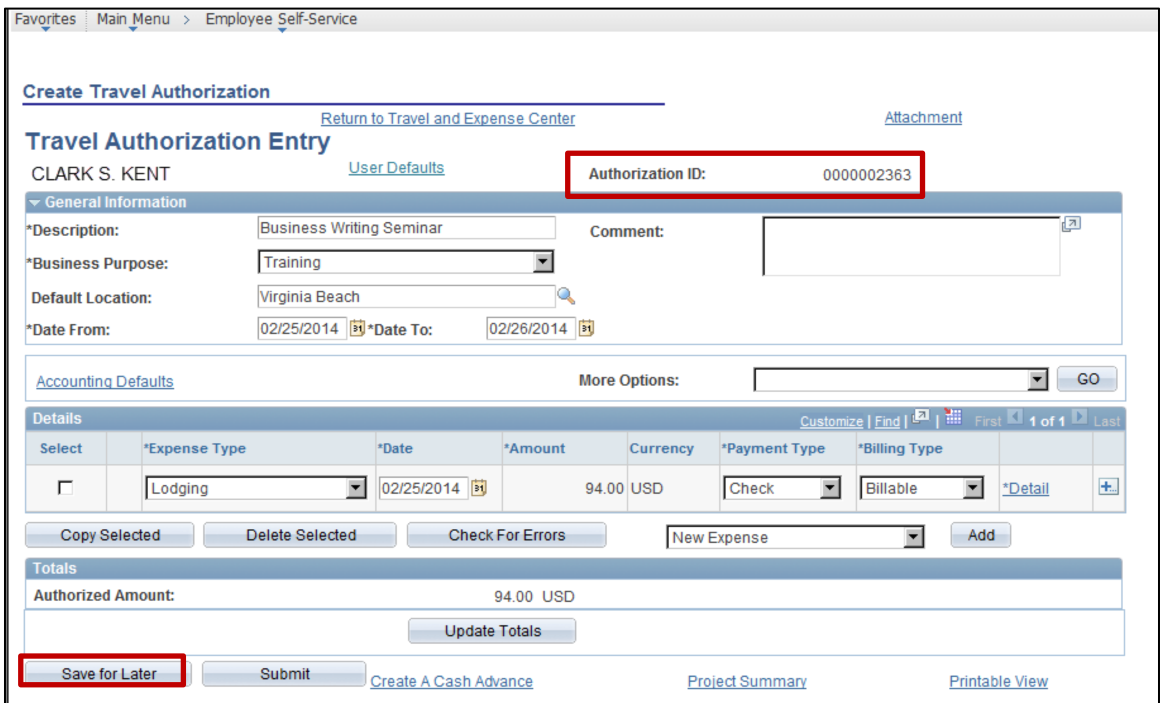
Once the **SpeedType** is selected you may need to enter additional fields. Enter any additional fields and click the **OK** button to save. Cardinal returns you to the **Authorization Detail** page. Click the **Return to Travel Authorization Entry** link to return to the entry page.



Saving a Travel Authorization

After you complete the Travel Authorization, you can save and/or submit it for approval.

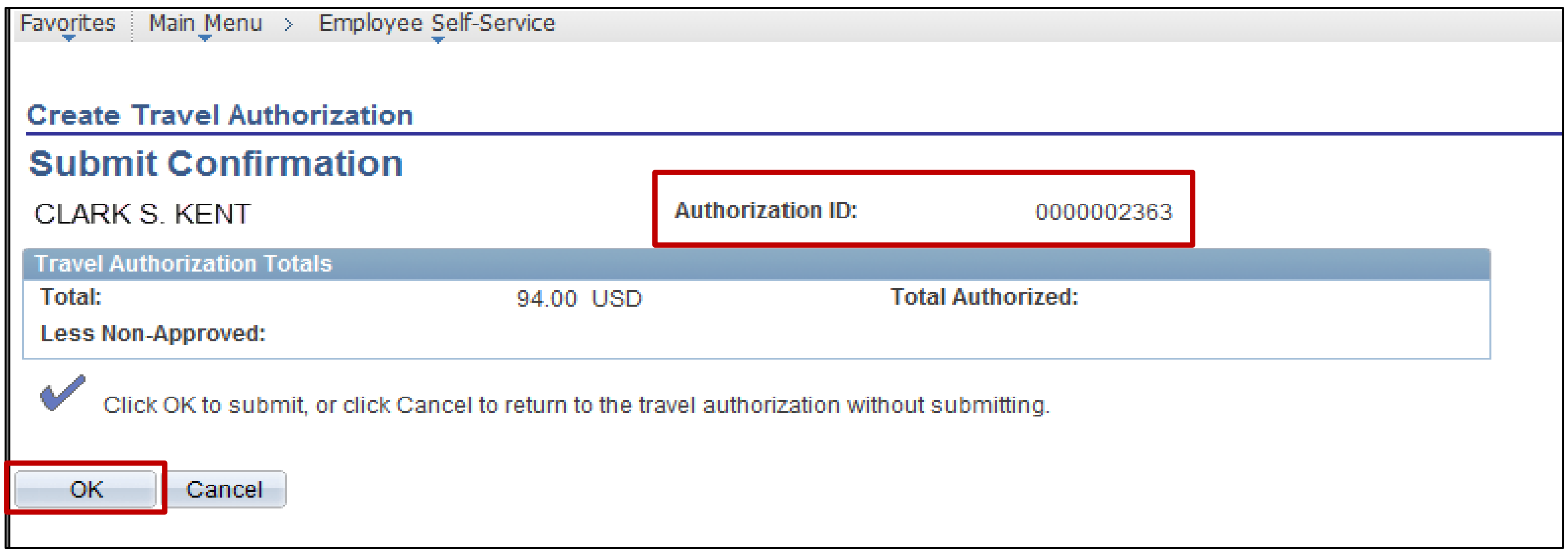
To save the authorization without submitting it, click the **Save for Later** button on the **Travel Authorization** page. Cardinal assigns an **Authorization ID** and the request is saved. The **Authorization ID** number is a consecutive number across all users in Cardinal, so it will not be consecutive for your Business Unit. The Travel Authorization will not be reviewed for approval until it has been submitted.



Submitting a Travel Authorization

To submit the authorization, click the **Submit** button on the **Travel Authorization Entry** page. After clicking the **Submit** button, Cardinal assigns an **Authorization ID** if not already previously assigned when saved**.** A confirmation page like the one below displays.

Click the **OK** button to confirm the submission.



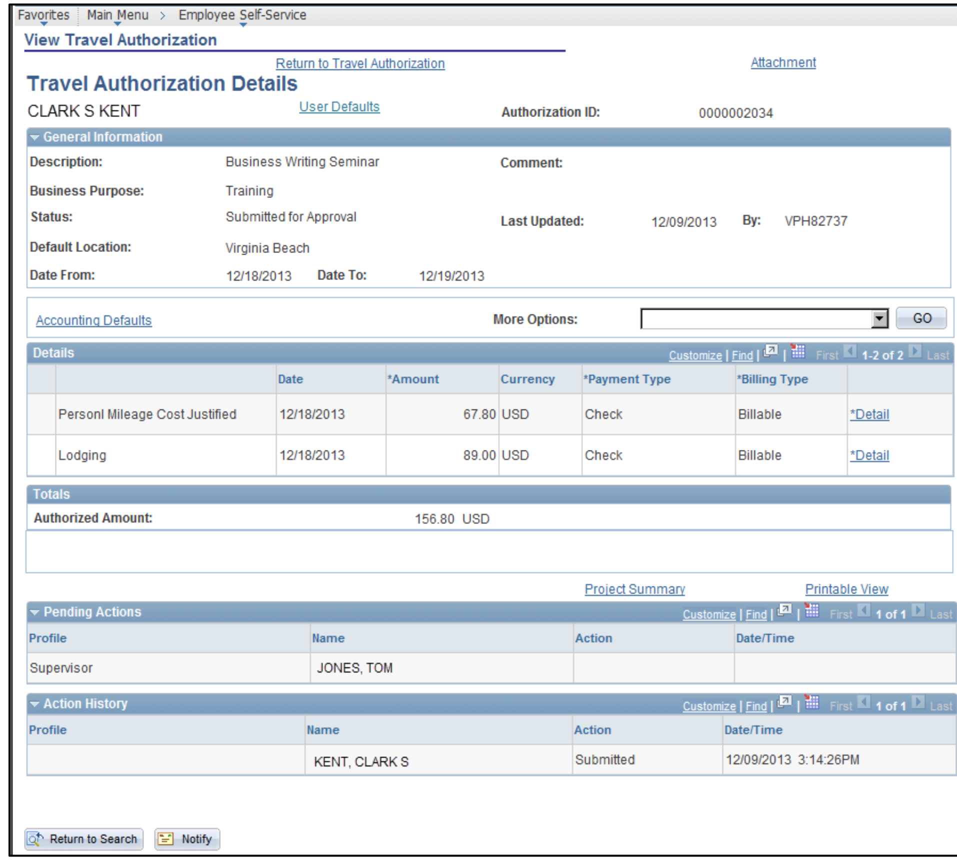
Submitting a Travel Authorization (continued)

After you confirm the submission, the **View Authorization** page displays. This is a view-only version of the authorization you just entered.

Cardinal workflow routes the authorization to the appropriate approver's worklist. If more than one approval is required, the authorization automatically routes through the appropriate levels.

Once submitted, the authorization can not be updated by the proxy unless it has been sent back.

The approver may approve, deny, or send the authorization back to you for updates. If the request is not approved, the approver provides comments explaining why.



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Viewing the Travel Authorization Status

Both the originator who enters the Travel Authorization and the proxies for the employee can view it after it has been saved or submitted.

To view a Travel Authorization, access the **View Travel Authorization Details** page using the following path:

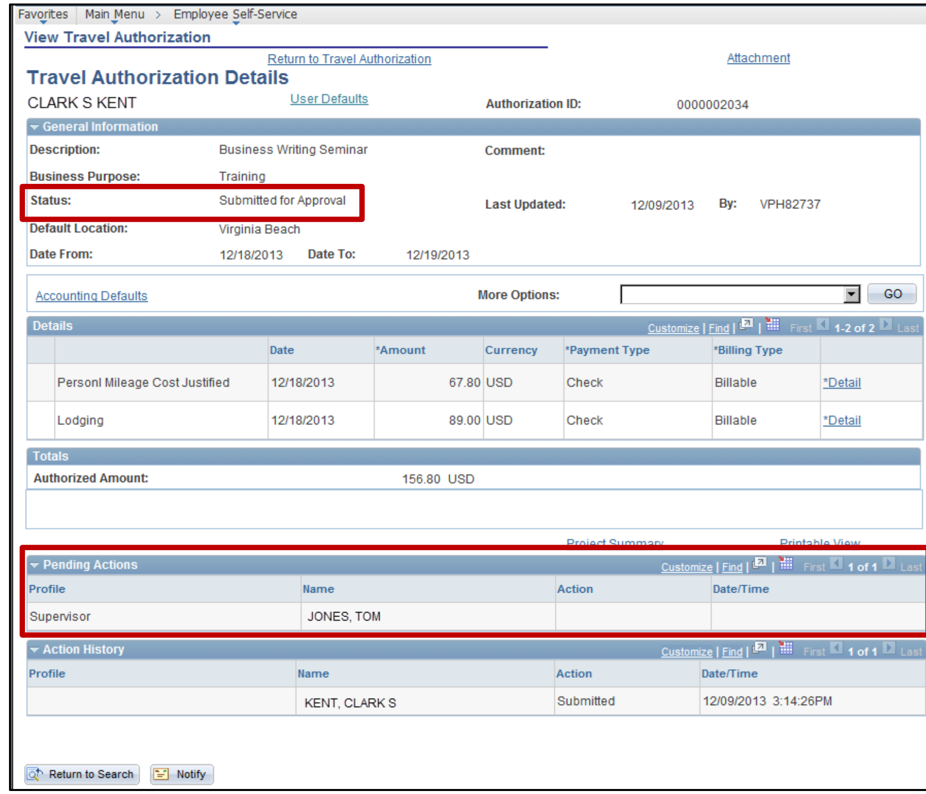
Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorizations > View

Viewing the Travel Authorization Status (continued)

The current status displays in the **Status** field on the **Travel Authorization Details** page. After the authorization is approved, the status updates to **Approved**.

The **Pending Actions** list at the bottom of the page also provides information about the processing status, and the approval flow if there are multiple approvers.

While a Travel Authorization is in the approval process, it <u>cannot</u> be modified. If the Travel Authorization requires updates, the proxy can ask the approver to send it back so it can be modified and resubmitted.



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Updating a Travel Authorization

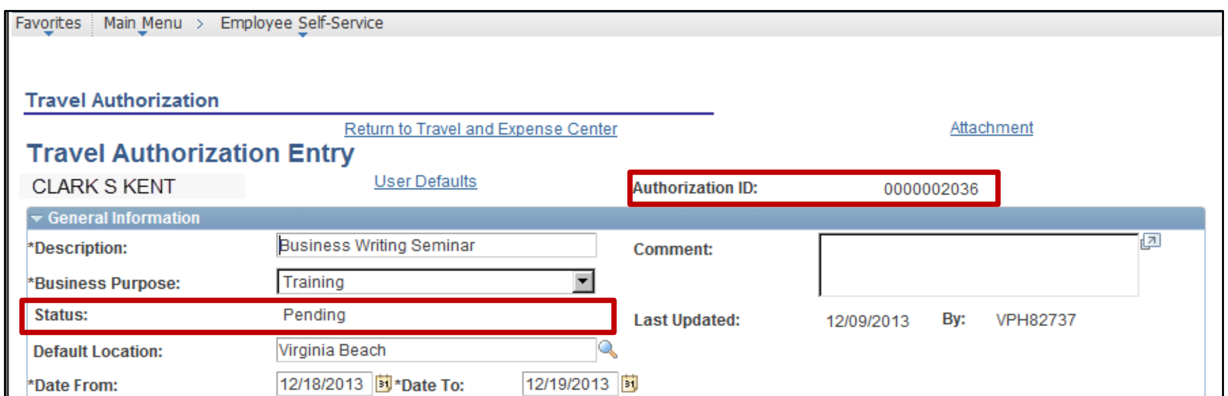
If necessary, an existing Travel Authorization can be updated by the proxy. For example:

- An incomplete authorization was saved and needs to completed.
- The Travel Authorization was sent back and changes are required.

To update a Travel Authorization, select **Modify** from the **Travel Authorization** menu and search for or select the authorization that needs to be modified. The same page is used to modify the authorization that was used to create it. The only difference is that the **Authorization ID** and the **Status** display.

You can view but cannot update a Travel Authorization while it is in the approval workflow. Also, any changes you make will require approval.

Travel Authorizations that are denied (as opposed to sent back) cannot be updated. They must be deleted.



Canceling or Deleting a Travel Authorization

If necessary, you can cancel or delete a Travel Authorization.

You can only cancel approved Travel Authorizations that do not have associated Expense Reports. For example, you can cancel an authorization if an employee's trip is canceled after approval. Canceled authorizations are not deleted from Cardinal and can still be viewed.

A Travel Authorization can be **deleted** if it:

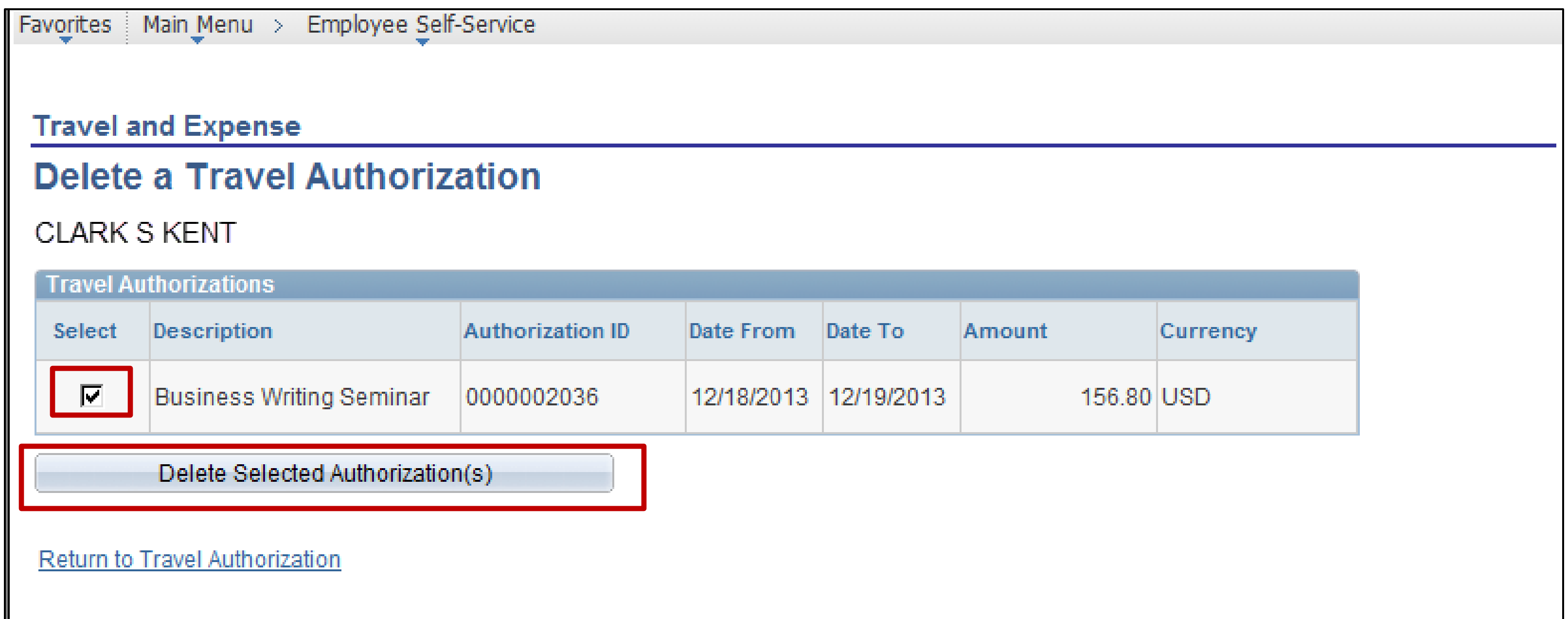
- Has not been **submitted**
- Has been **canceled**
- Was **returned** or denied by the approver

Deleted authorizations cannot be viewed.

Canceling or Deleting a Travel Authorization (continued)

To cancel or delete a Travel Authorization, select **Cancel** or **Delete** from the **Travel Authorization** menu and search for the authorization. The search page displays only authorizations that are eligible for cancellation or deletion.

The example below shows the **Delete a Travel Authorization** page. Click the **Select** checkbox in front of the authorization that requires deletion. Click the **Delete Selected Authorization(s)** button. The selected authorization is deleted.



Lesson Simulation: Creating and Processing a Travel Authorization

You are now about to view a simulation for creating and processing a Travel Authorization. Click the Cardinal logo on your screen to start the simulation.

Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.

Which of the following is **not** a business purpose.

- Conference
- Lodging
- Education
- Presentation

At what point are you not able to update a Travel Authorization?

- After you save the authorization
- When it is in the approval process
- After is it sent back by the approver

Lesson 2: Summary

In this lesson, you learned how to:

- Create and submit a Travel Authorization
- View Travel Authorization status
- Update a Travel Authorization
- Cancel or delete a Travel Authorization

Lesson 3: Cash Advance

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

- Create and submit a Cash Advance request
- View Cash Advance status

Creating and Submitting a Cash Advance Request

All of your agency's employee travel and business related expenses are processed in the Expenses module. You do not use petty cash for payments to your employees. You can only use petty cash when you enter vouchers to pay vendors. In Cardinal, your agency employees are not vendors for your agency.

Cash Advance requests require approval. Once a Cash Advance is approved, Cardinal creates related accounting entries, based on the employee's profile. Then the amount of the advance is issued by check or deposited in the employee's bank account. Employee bank account information is uploaded from CIPPS.

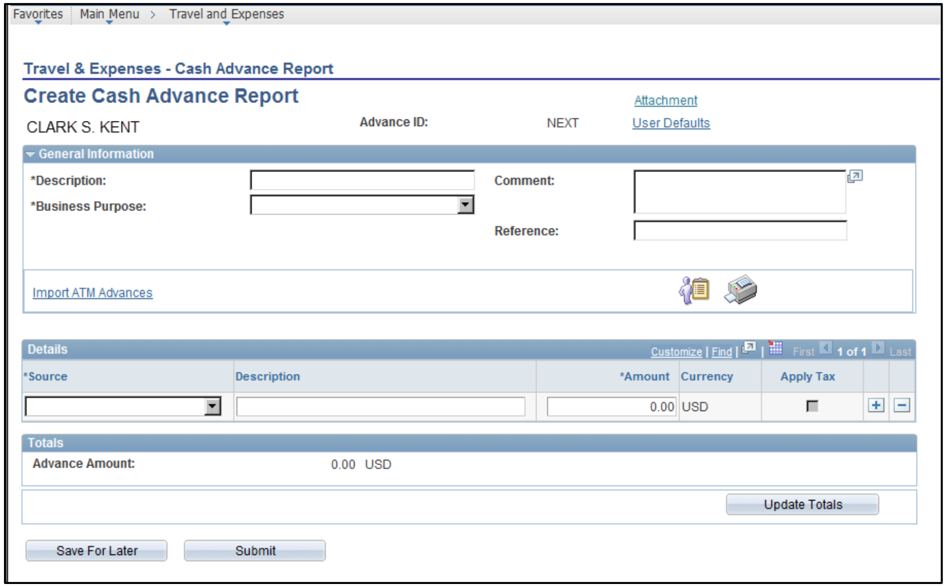
Creating a Cash Advance Request

You can use the link on the Travel Authorization to access the Cash Advance request for travel.

To access the **Create Cash Advance Report** page, use the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Cash Advance

Use the **Create Cash Advance Report** page to enter the Cash Advance request information. This page can be displayed either from the **Cash Advance** menu or, if you just completed entering a Travel Authorization, from the link on the **Travel Authorization Entry** page.



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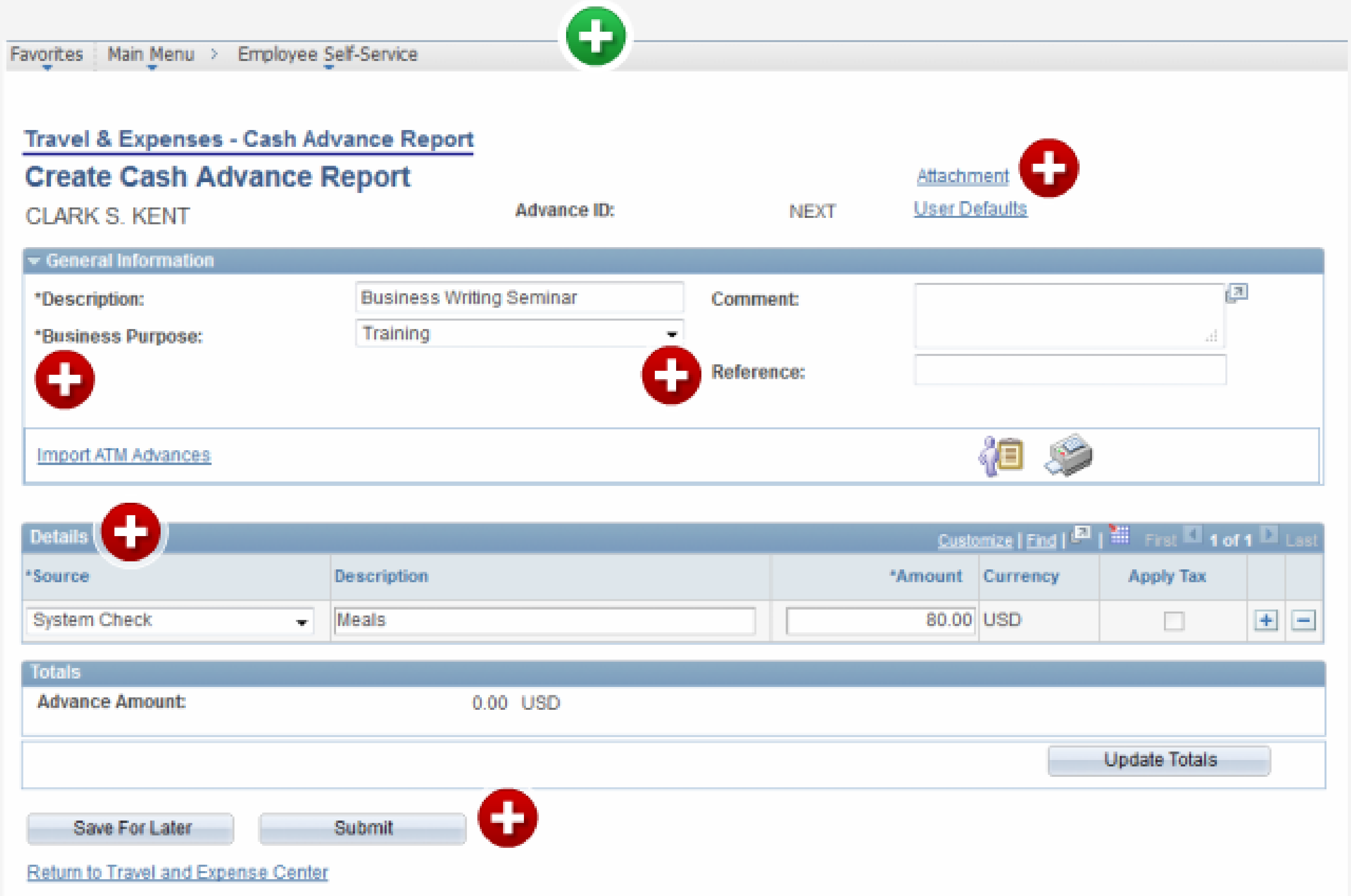
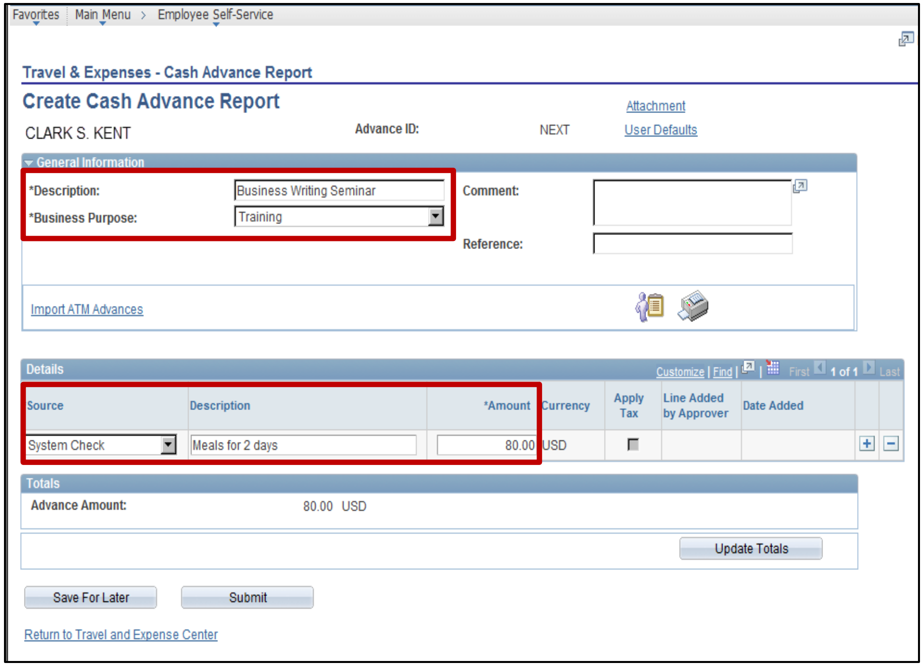
Create Cash Advance Report Page



Creating a Cash Advance Request

The following fields are required when entering a Cash Advance request:

- In the **Description** field, enter a description for the Cash Advance request.
- Select the **Business Purpose** for the reimbursement.
- In the **Source** field select **System Check**, which is the only option.
- The **Description** field next to the **Source** is not required and is used to capture additional information about the request.
- In the **Amount** field enter the amount of the advance.



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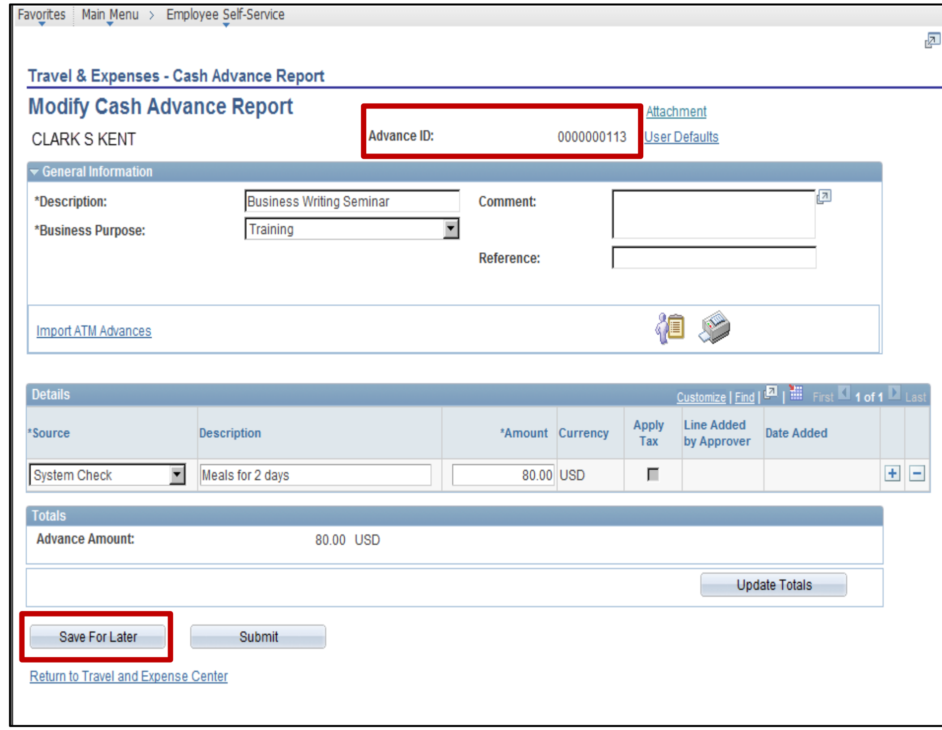
Saving a Cash Advance Request

After you complete a Cash Advance request you can either **Save for Later** or **Submit.** Cardinal assigns an **Advance ID** to the request.

To save the request:

- Click the **Save for Later** button on the **Create Cash Advance Report** page. This saves the request and allows you to make changes. The request must be submitted to go through the approval process.

- When the **Save for Later** button is clicked, the **Advance ID** populates and the page changes to **Modify Cash Advance Report**. At this point, the request is saved and can be modified if necessary.

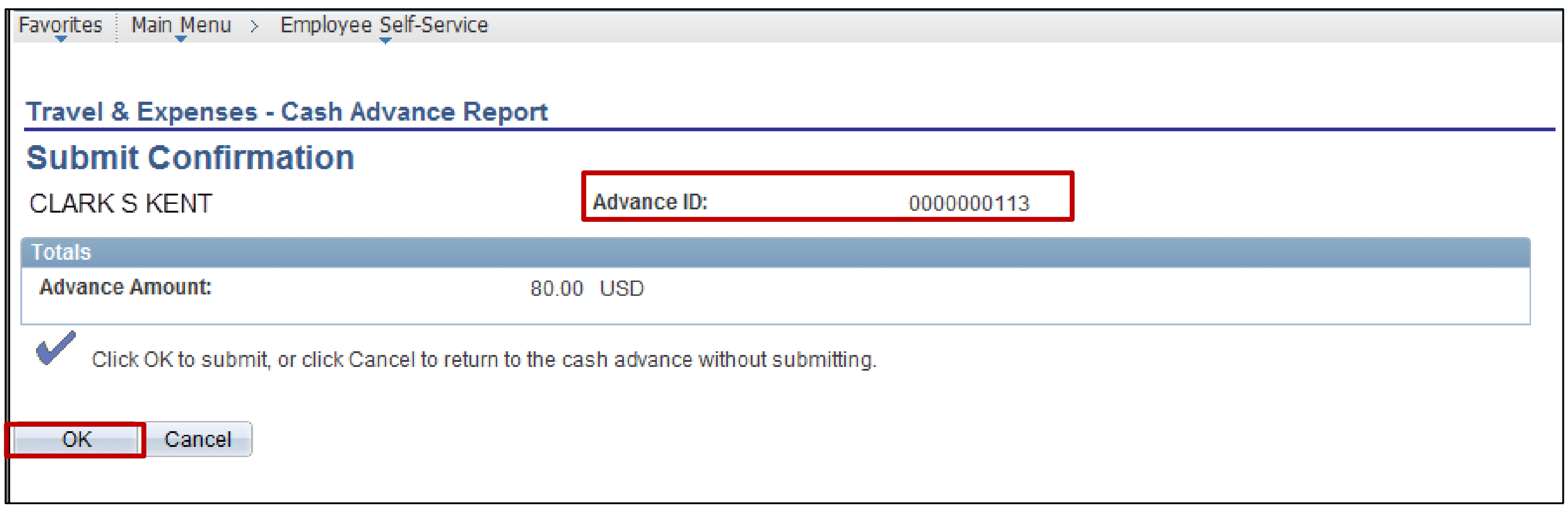


Submitting a Cash Advance Request (continued)

To submit the request:

- Click the **Submit** button on the **Create Cash Advance Report** page.
- A **Submit Confirmation** page displays.
- Click the **OK** button to confirm the submission.

Cardinal uses workflow to route the request to the approver's worklist. If more than one approval is required, the request automatically routes to the designated approver(s).



Viewing the Cash Advance Status

You can save or submit your Cash Advance request. Proxies for an employee can view the status on the **View Cash Advance Report** page. You can access this page using the following path:

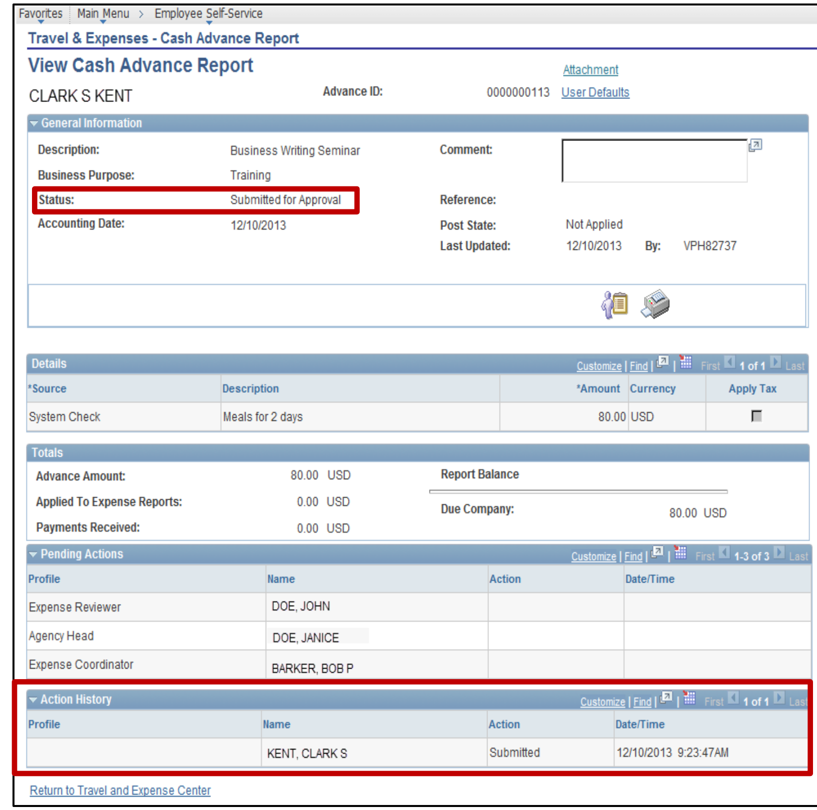
Main Menu > Employee Self Service > Travel and Expense Center > Cash Advance > View

The current status displays in the **Status** field on the **View Cash Advance Report** page shown here.

The **Action History** list, at the bottom of the page, provides a history of the submission, approval, and other actions on the request.

Once you submit an employee's Cash Advance request, you can only update it if an approver sends it back to you.

To update or delete a Cash Advance, see the job aid entitled **Updating and Deleting Travel Authorizations, Cash Advances and Expense Reports**.



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Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.

You can use the link on the Travel Authorization to access the Cash Advance request for travel or navigate directly to the Cash Advance page.

- True
- False

Lesson 3: Summary

In this lesson, you learned how to:

- Create and submit a Cash Advance request
- View Cash Advance status

Lesson 4: Expense Report

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

- Create and submit an Expense Report online
- Understand the process for interfaced Expense Reports
- View Expense Report status

Creating and Submitting an Expense Report

Online Agencies

When you enter an Expense Report online, you have four options for entering information. You can enter data into a blank report, use a template, copy data from a Travel Authorization or copy from another report. You can then update the Expense Report, if necessary.

Interfacing Agencies

The Expense Report data is uploaded into Cardinal via interface. The interface program checks the Expense Report transaction for completeness and valid values. If there is an error the Expense Report is rejected and will not be entered into Cardinal. Once the agency makes corrections within their internal system, it must be resubmitted.

Travel Authorizations can only be linked to Expense Reports entered online in Cardinal and not interfaced Expense Reports.

Creating an Expense Report

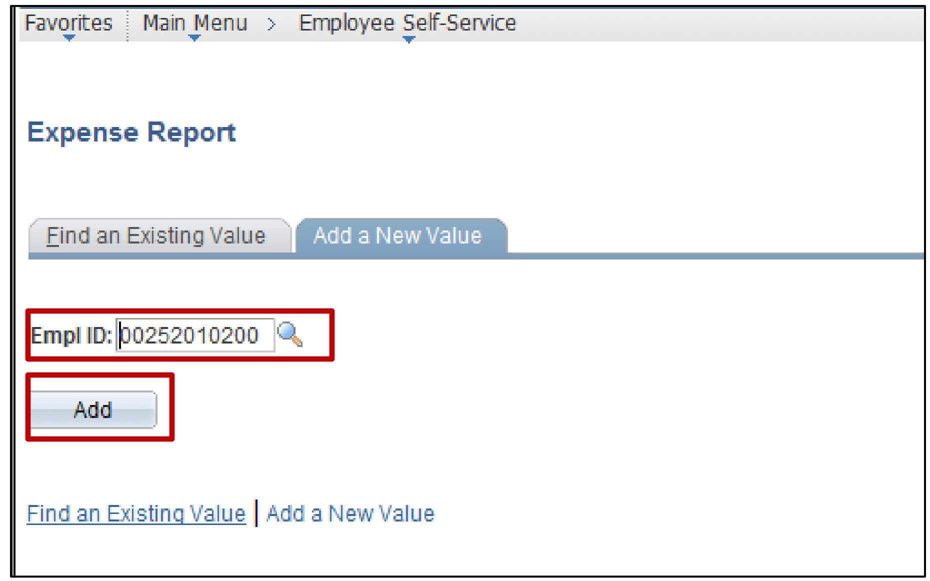
To access the **Expense Report** page, use the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Expense Report

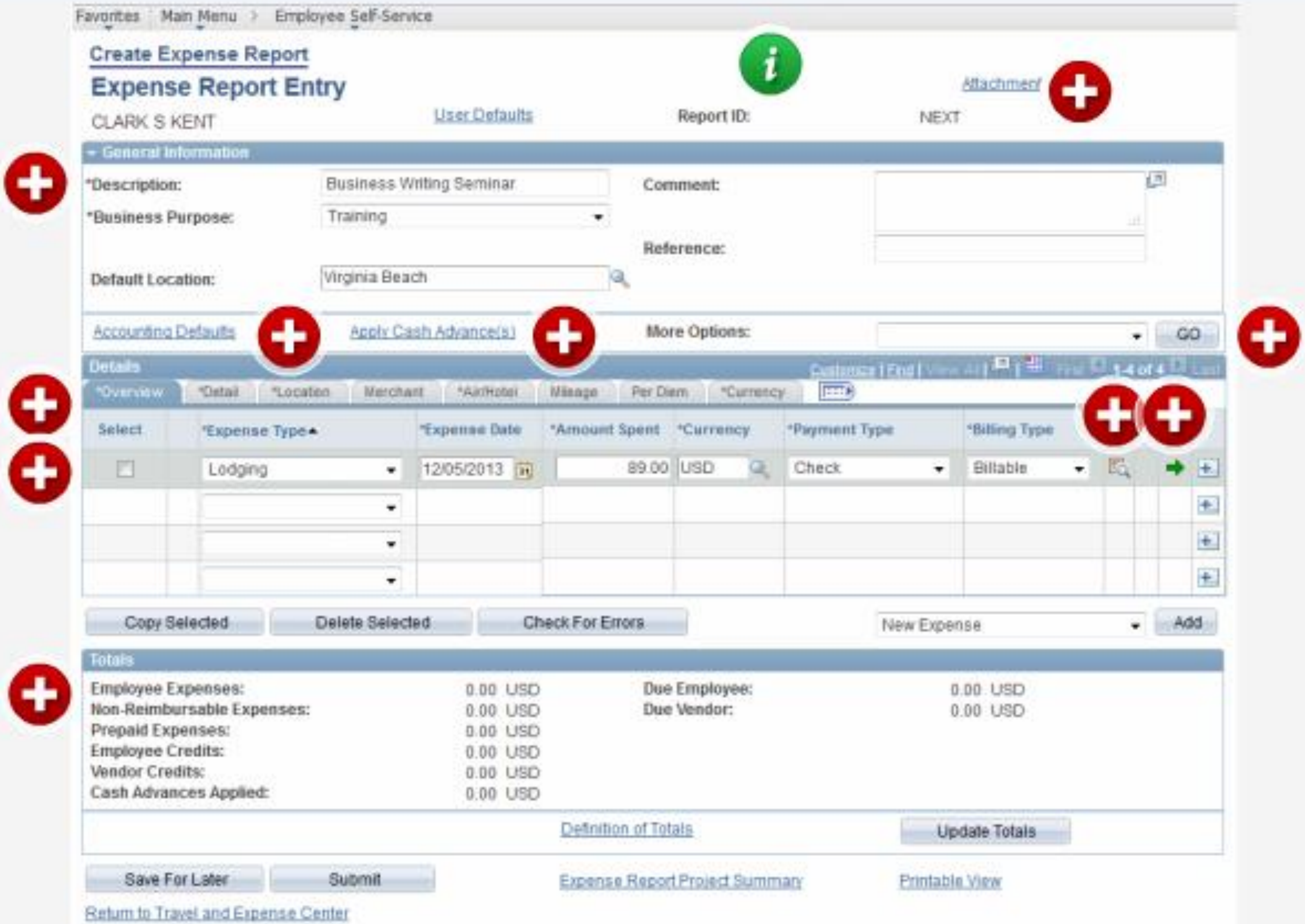
Enter the employee's **Employee ID** in the **Empl ID** field.

Click the **Add** button.

If you are authorized to enter transactions for only one employee, then you will not see the **Add a New Value** tab and will be taken directly to the **Expense Report Entry** page directly



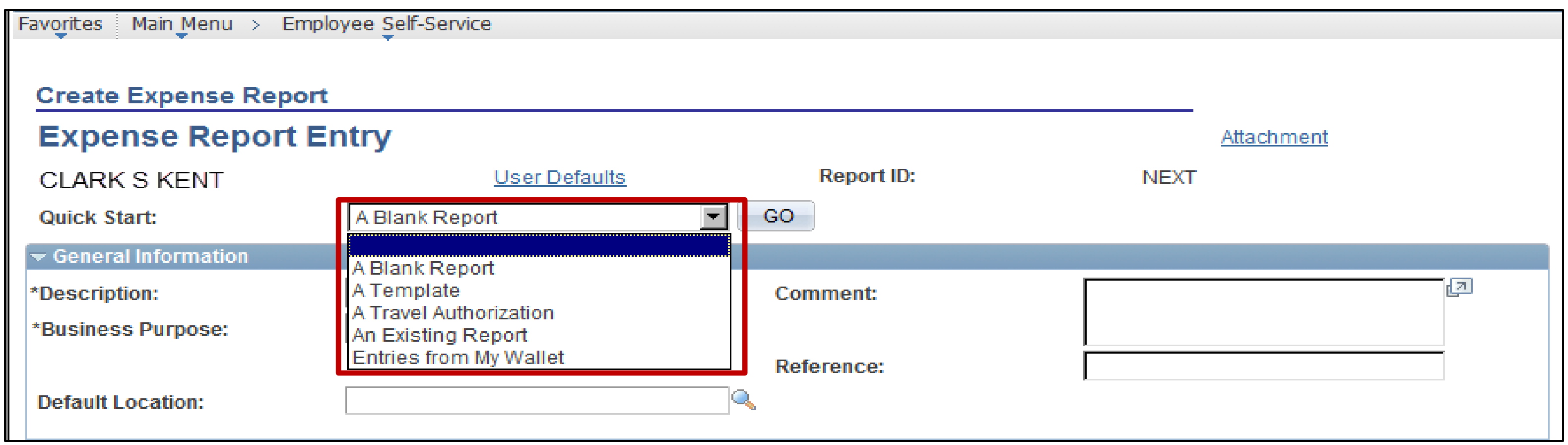
Expense Report Entry Page



Creating an Expense Report (continued)

When entering an Expense Report, start by choosing the appropriate option from the **Quick Start** drop-down menu:

- **A Blank Report** – This option displays a blank Expense Report Entry page.
- **A Template** – This option allows you to select the desired Expense Report template to copy in.
- **A Travel Authorization** – This option opens the **Populate From A Travel Authorization** page which allows you to copy all data from a **Travel Authorization**, including accounting distributions.
- **An Existing Report** – This option displays the **Copy From an Existing Expense Report** page, which allows you to copy all data from an **Expense Report**, including accounting distributions.
- **Entries from My Wallet** – This option is not used in Cardinal.



General Information Section

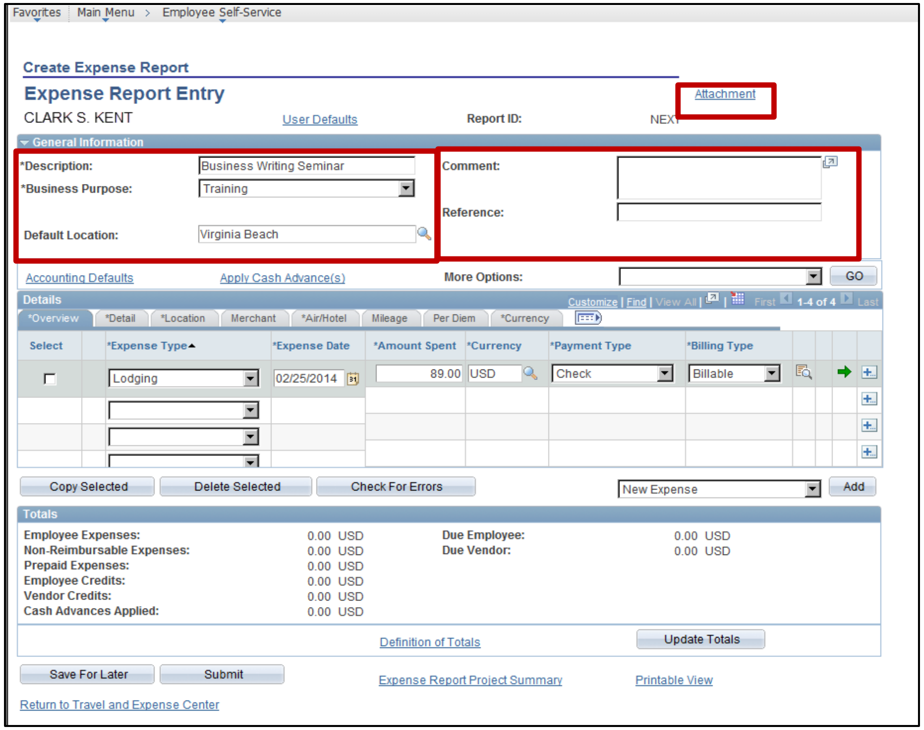
Notice that the **Expense Report Entry** page contains data similar to that on the **Travel Authorization Entry** page. If you are copying from a **Template**, **Travel Authorization** or another **Expense Report**, data here auto-populates.

If you are using a **Blank Report**, enter a **Description** of your trip and select a **Business Purpose** using the drop-down menu.

The **Attachment** link allows you to add attachments to the Travel Authorization.

The **Default Location** field defaults the location on the expense lines where location is required and can be changed.

The **Comment** and **Reference** fields are optional and allow you to enter additional notes or information about the employee's expense(s).

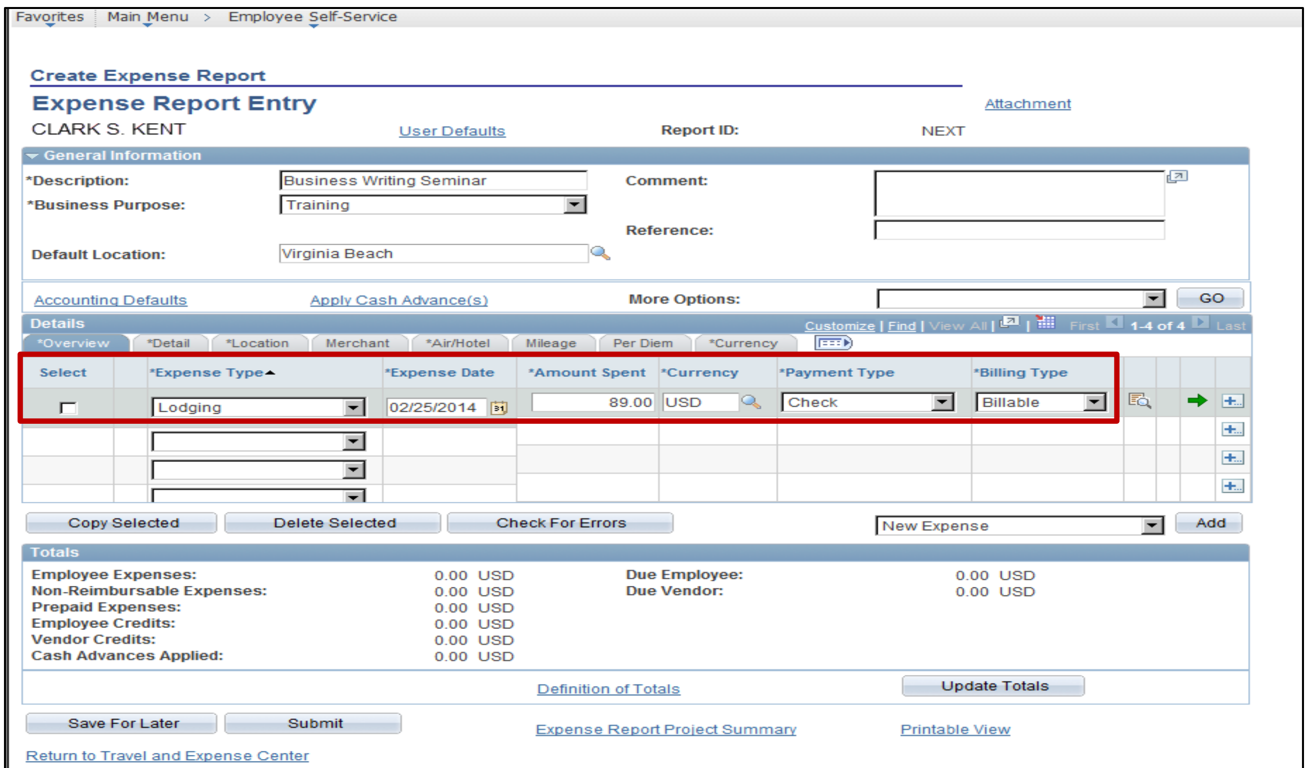


Click on image to enlarge

Details Section

Enter the required information in the **Details** section of the page. The first tab that displays is the **Overview** tab.

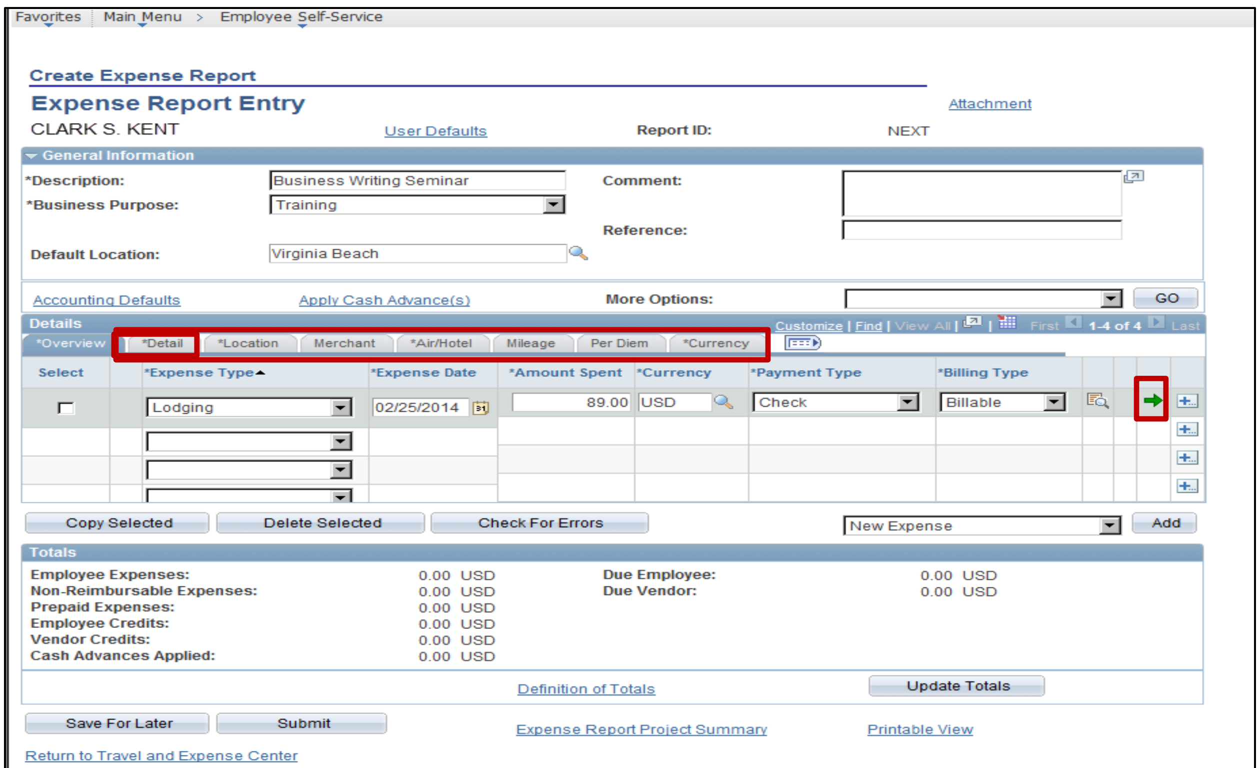
In this example, the **Expense Type** of **Lodging** is selected. Enter the **Expense Date(s)**, and the **Amount Spent**. **Currency** defaults to **USD**. Select **Check** as your **Payment Type**. The **Billing Type** field defaults to **Billable**.



Overview Tab

After completing entries on the **Overview** tab, additional tabs are required based on the **Expense Type**. Required tabs are indicated by an * (asterisk). Use the green arrow to move to the next tab or click on a specific tab to access it .

In this example for the **Lodging Expense Type**, required tabs include **Detail**, **Location**, **Air/Hotel** and **Currency**. To access the **Detail** tab, click the green arrow button or click the **Detail** tab.



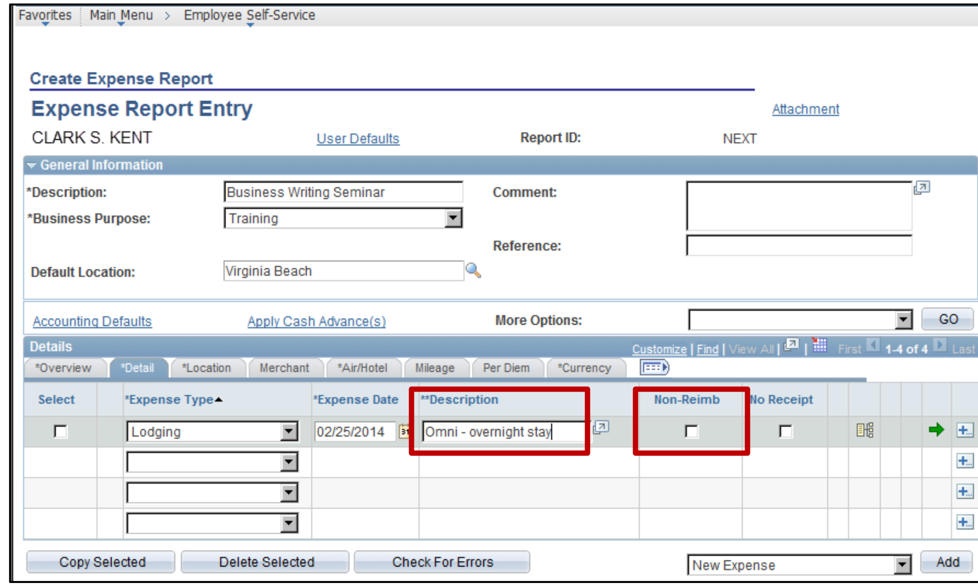
Detail Tab

The **Detail** tab on the **Expense Report Entry** page displays details about the expense type. The **Expense Type** and **Expense Date** default from the **Overview** tab.

Notice that there is a required **Description** field. Enter a description associated with the **Expense Type**.

This tab contains a **Non-Reimb** checkbox field to indicate expenses that the employee should not be reimbursed for. Check this box for any expense that is direct billed to the agency or paid by someone other than the employee.

See the job aid entitled **Non-Reimbursable Expenses** for more details about entering non-reimbursable expenses.

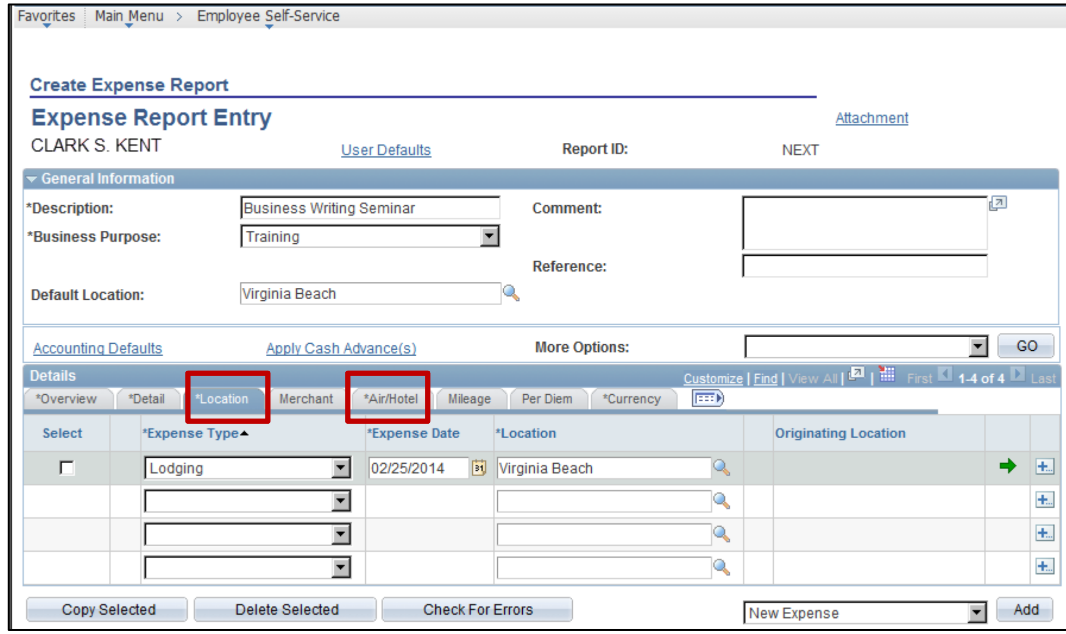


Location Tab

After completing the **Details** tab, use the green arrow or click the **Location** tab. Depending on the **Expense Type**, additional information may be required. In this example using **Lodging**, the information populates based on what was entered on the **Overview** tab, and no additional fields are required.

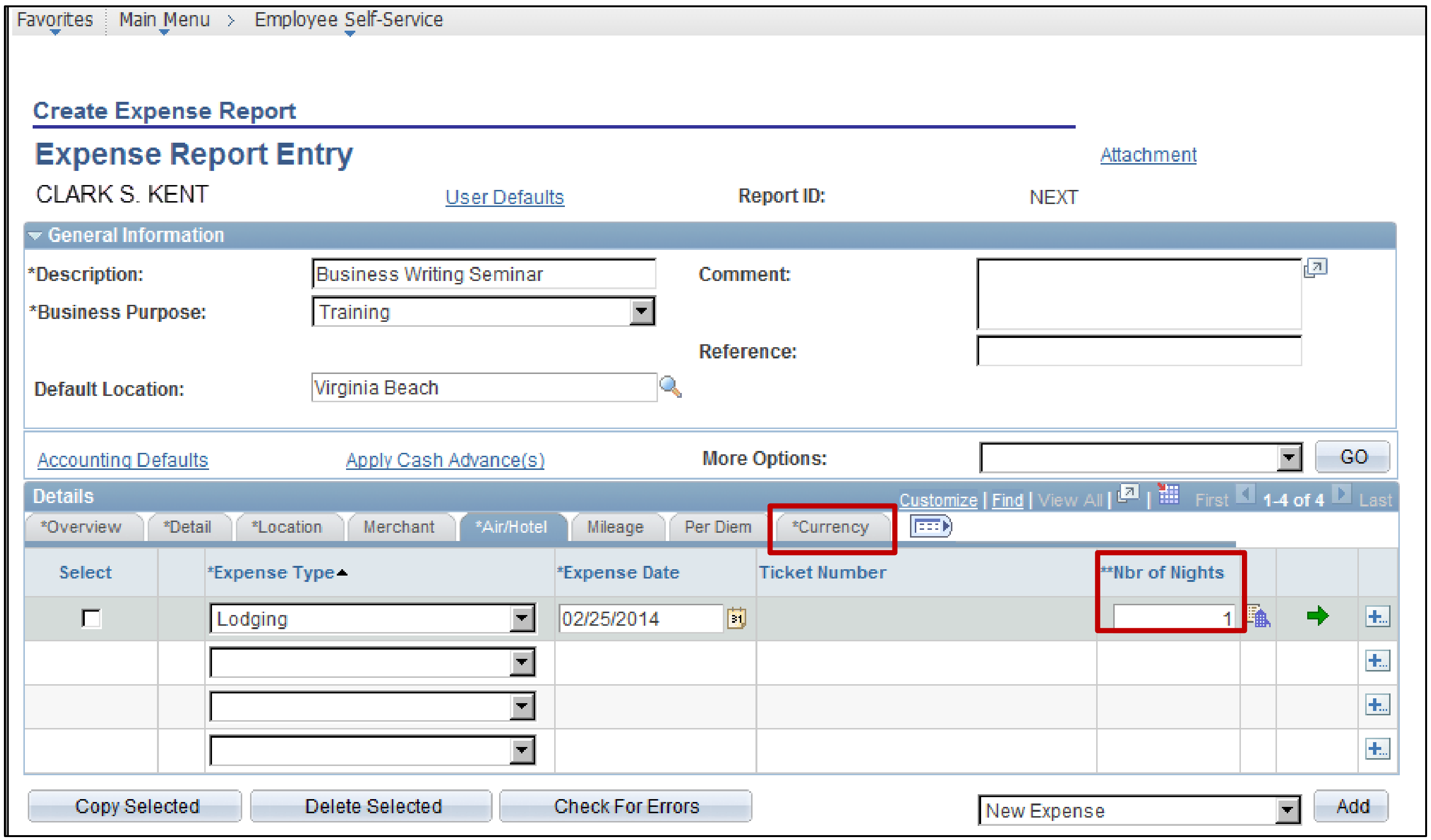
The **Expense Type** you enter on the **Overview** tab determines which fields you can edit on the remaining tabs. For example, if the **Expense Type** is **Lodging**, you cannot enter **Miles** on the **Mileage** tab.

Click the next required tab, **Air/Hotel**.



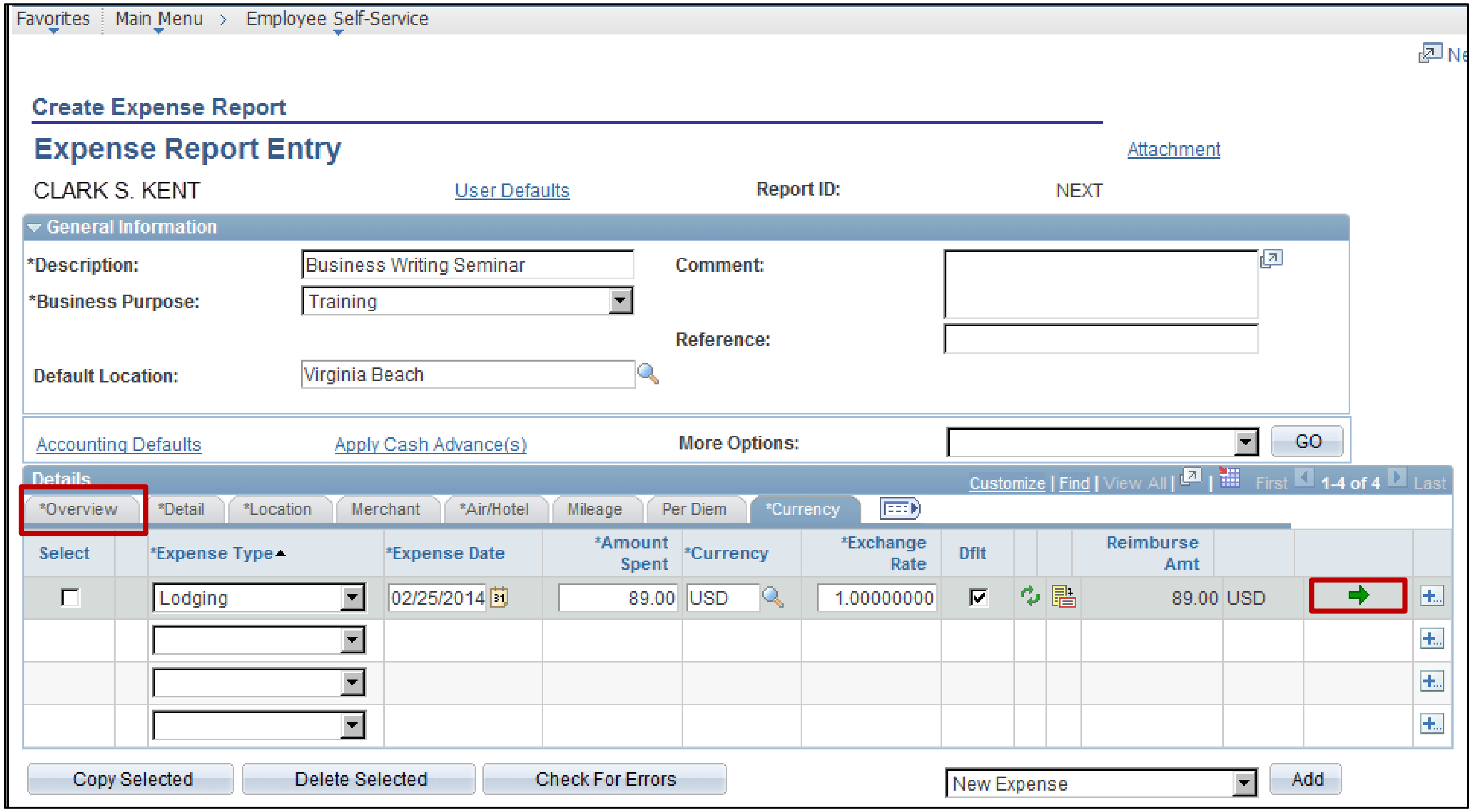
Air / Hotel Tab

On the **Air/Hotel** tab, you can enter the ****Nbr of Nights** because the **Expense Type** is **Lodging.** Enter the number of nights, then click the next required tab for this **Expense Type** which is the **Currency** tab.



Currency Tab

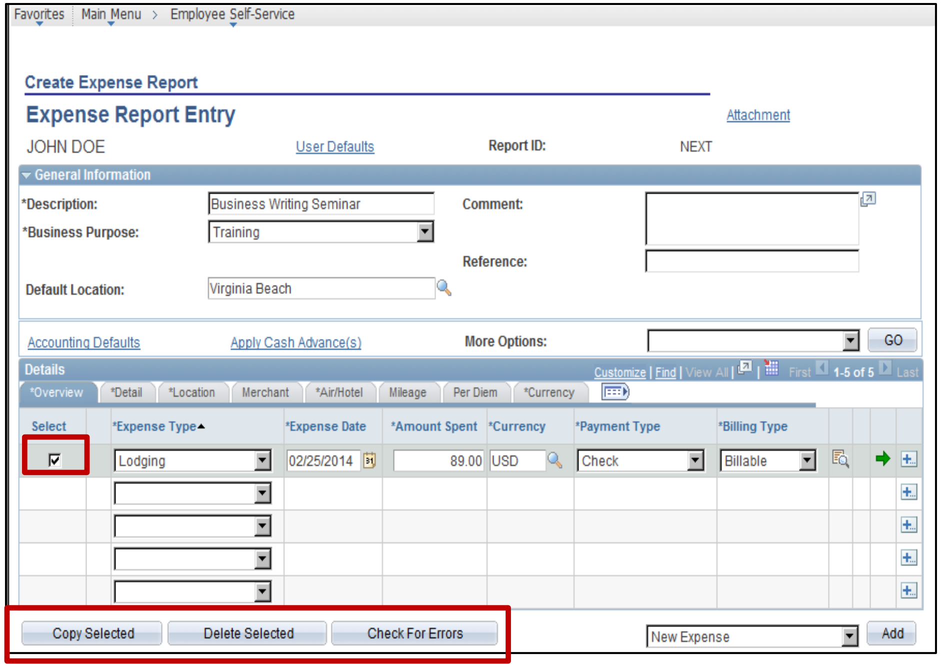
On the **Currency** tab, the information populates for the **Lodging Expense Type.** No additional entries are required. Use the green arrow or click the **Overview** tab to return to the **Overview** tab.



Expense Line Options

The following buttons display under the **Details** section of the page:

- **Copy Selected** allows you to create a copy of an expense line entered on the report.
- **Delete Selected** allows you to delete an expense line.
- **Check for Errors** allows you to check the Expense Report for errors.

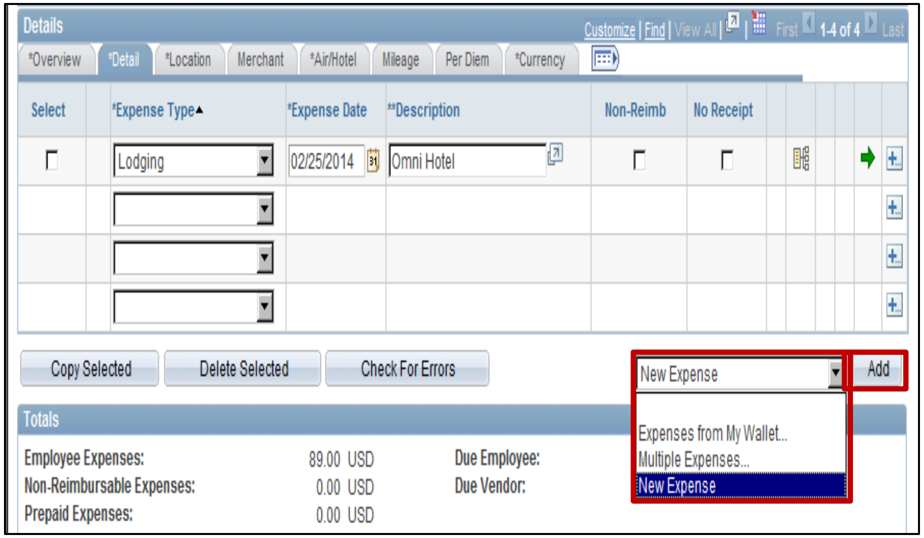


Add Expense Lines

You have the ability to add expense lines by using the drop-down menu next to the **Check for Errors** button.

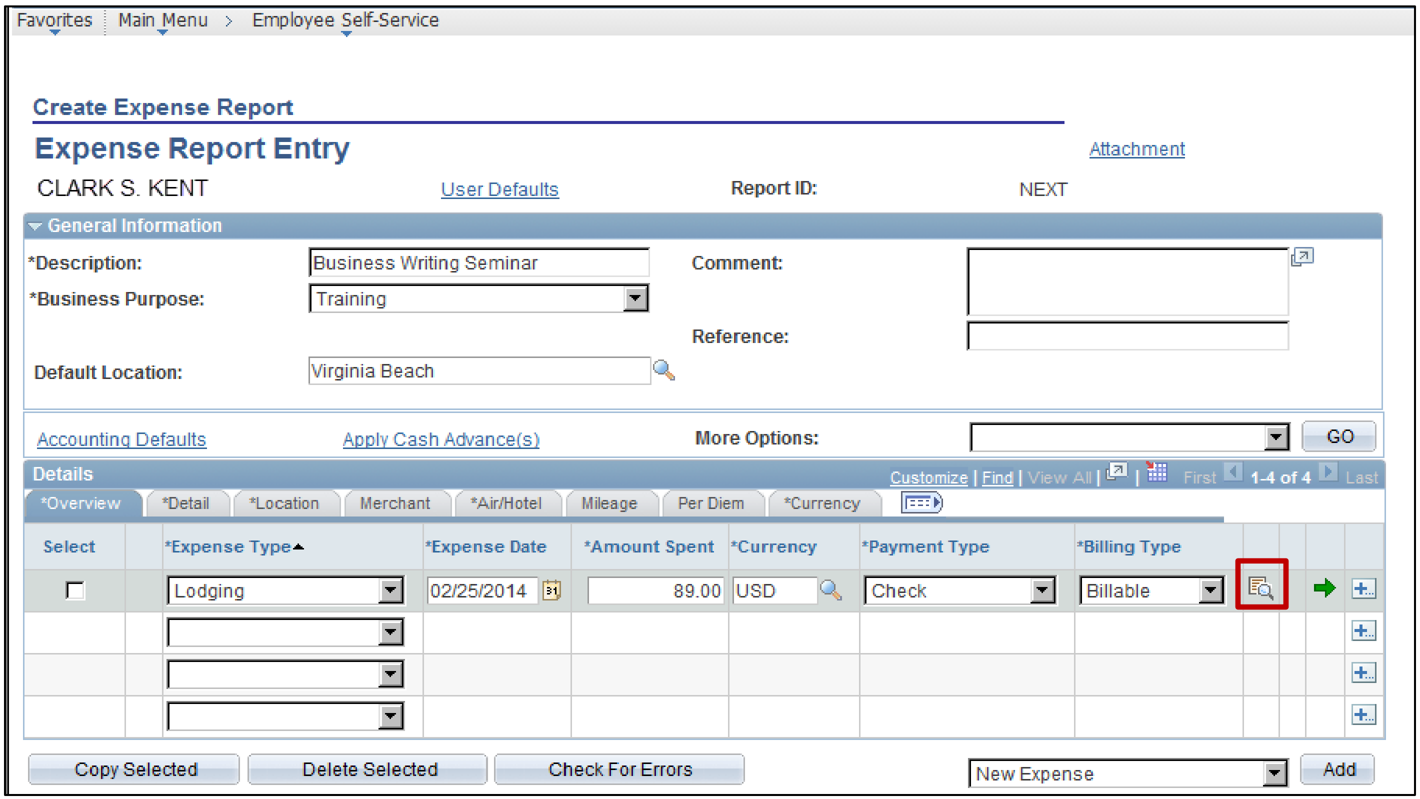
Three options display:

- **Expense from my Wallet** – this functionality is not used.
- **Multiple Expenses** – use this option to access and select several expense types to add to the Expense Report. Click the **Add** button to choose which expense types you want to add to the report. This option is recommended if you need to add several types of expenses to the Expense Report.
- **New Expense** – use this option to add a new expense line to the report. Click the **Add** button and a new line displays.



Accounting Details Page

Once you have completed all the required tabs, access the accounting details to verify the expense is being charged correctly. To go to the **Accounting Detail** page for an expense line, click the **Accounting Detail** icon on the **Overview** tab.

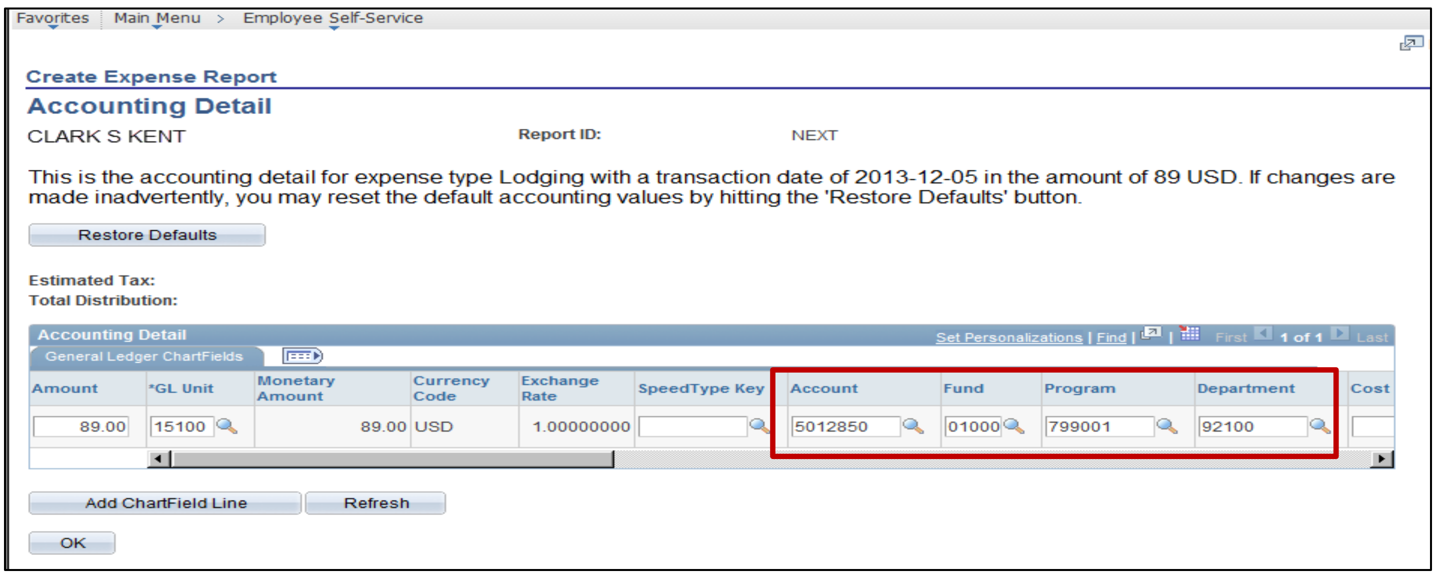


Accounting Details Page (continued)

This page is completed for each expense line on the Expense Report. The accounting distribution here defaults from the employee's profile and the **Expense Type** chosen. If you used a template or copied the Expense Report from a Travel Authorization, the accounting details default. You can use those entries or update them if necessary.

In this example, the employee's profile defaults a specific **Fund**, **Program** and **Department** that should be charged. The **Account** field defaults based on the **Expense Type** on the expense line. The account displayed here is the account used for lodging charges, but you can update. For example, you could update the **Account** value from **5012850** to **5012270**.

In this scenario, we will not update.



Accounting Details Page (continued)

The **Account** value defaults based on the Expense Type. All Expense Types have been configured with appropriate **Account** values but they should be changed if necessary.

Here are 2 examples:

- When purchasing stamps, you use Expense Type Other Employee Reimbursement which defaults to **Account** 5013110 (Apparel Supplies), so you should update to 5012140 (Postal Services) when purchasing stamps.
- When attending Training, all Expense Line **Account** values should be changed to 5012270 regardless of Expense Type, per Commonwealth Travel Policy.

ChartField values other than **Account** also default based on the employee's profile configuration and can be updated if necessary. For example, if the employee's travel is being charged to another department, the **Department ID** can be updated.

<u>Interfacing Agencies:</u>

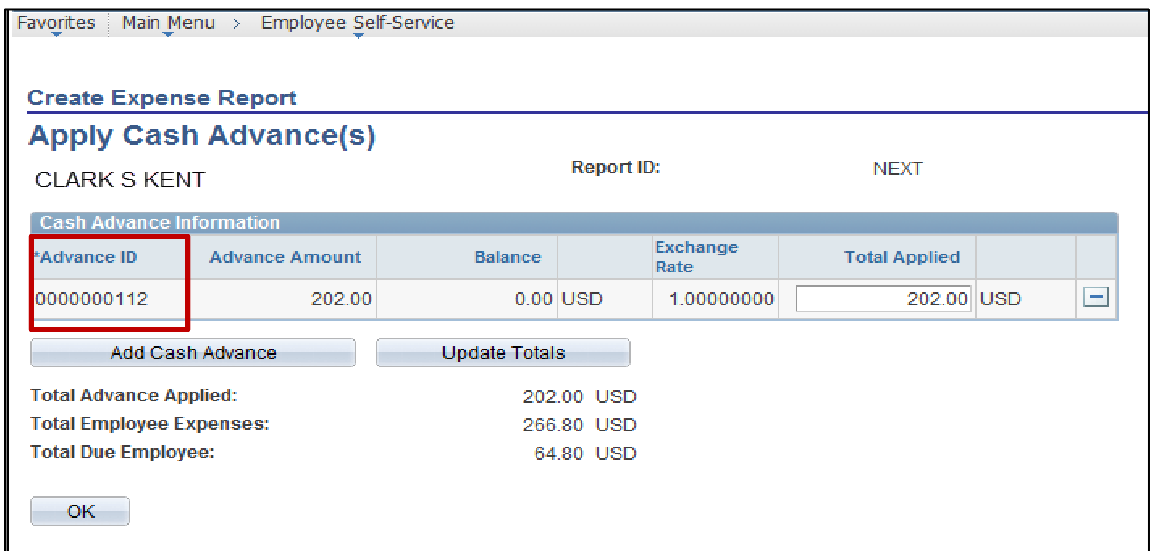
This page contains the fields entered in the **Expense Distribution Record** of the **Expense Report Upload** file for interfaced transactions.

Applying a Cash Advance to an Expense Report

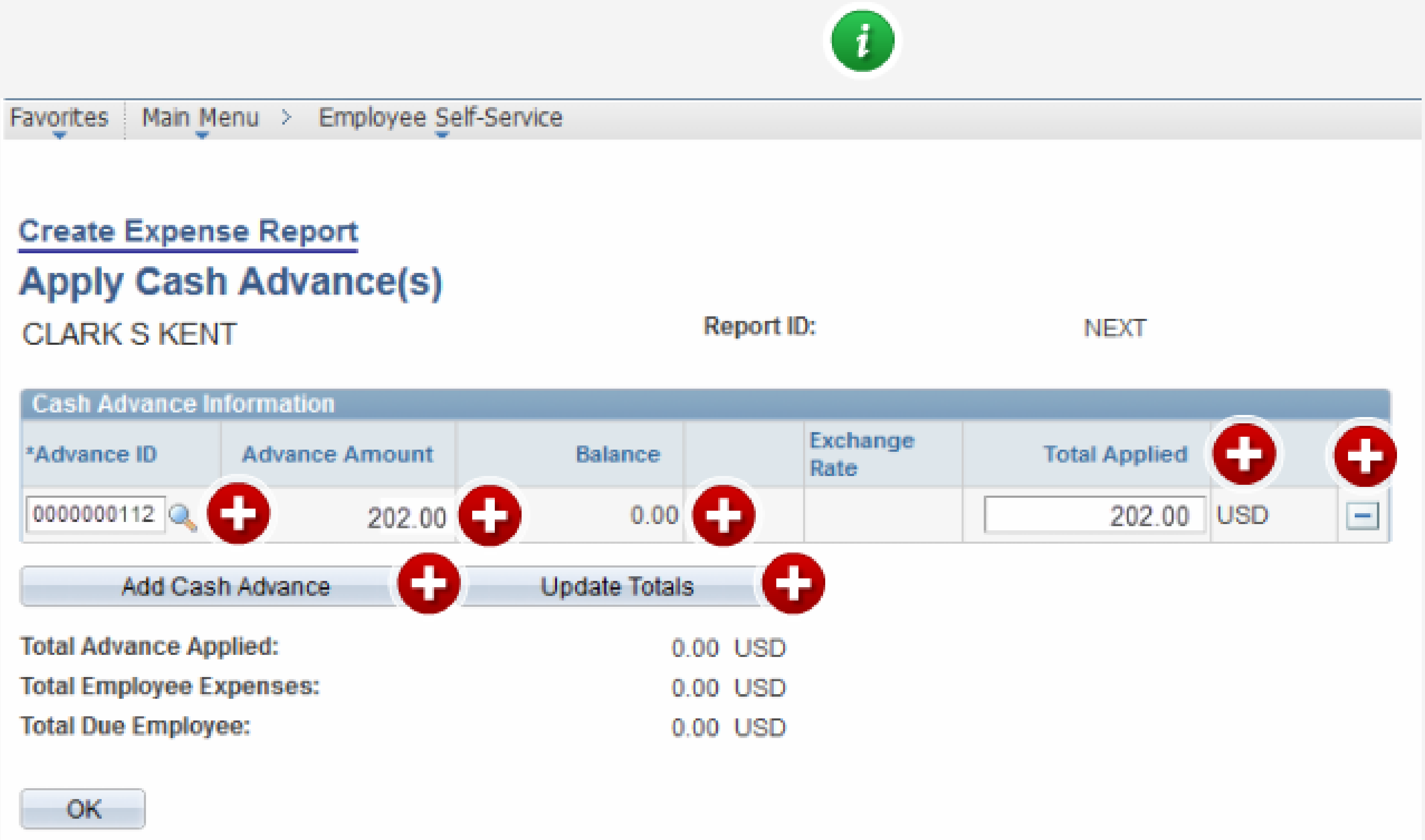
If the employee received a Cash Advance for the travel, it must be applied to the **Expense Report** before you save it.

Apply a Cash Advance by clicking the **Apply Cash Advance(s)** link on the **Expense Report Entry** page. The **Apply Cash Advance(s)** page appears as shown here. The **Advance ID** must be entered and all other values are auto-calculated. Make sure the advance is applied to the expense for which it was intended by reviewing the **Description** field. The **Description** field displays when selecting the Cash Advance.

If the Cash Advance amount is more than the total amount of the Expense Report, only apply the amount of the Expense Report. The balance will need to be paid back the to Commonwealth.



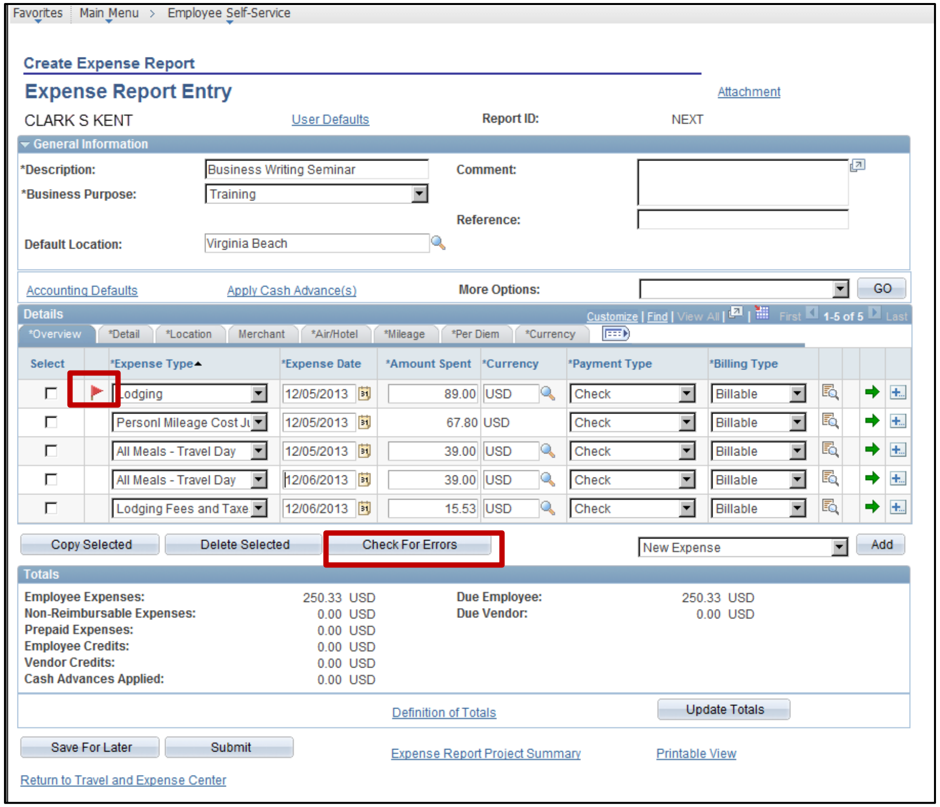
Apply Cash Advance(s) Page



Checking the Expense Report for Errors

You can check an Expense Report for errors any time during the entry process by clicking the **Check for Errors** button above the **Totals** section. This checks the current entries for errors. If errors exist, a red flag displays in the second column of the expense line, and the incorrect fields are highlighted in red.

To locate the error(s) and learn more about them, click on the red flag(s).



Click on image to enlarge

Checking the Expense Report for Errors (continued)

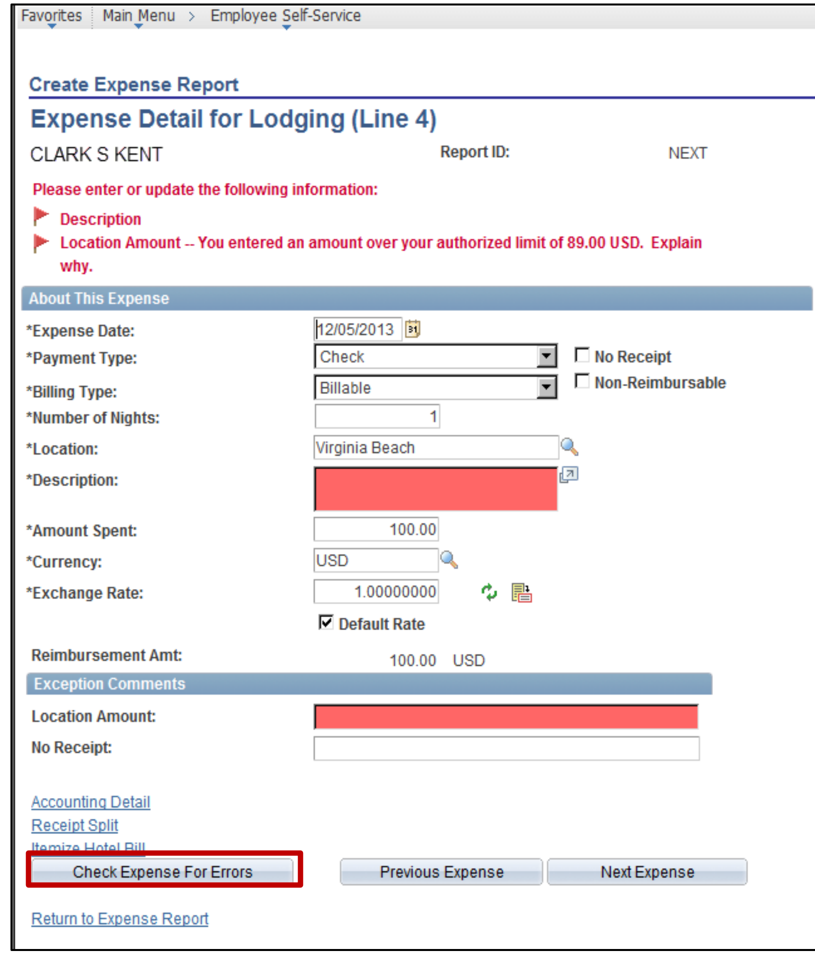
When you click the flag icon, the **Expense Detail** page for the expense displays, highlighting the field(s) in error and displaying error message(s).

The **Expense Detail** page display varies depending on the **Expense Type** and the errors detected.

Correct the errors on the page and click the **Check Expense for Errors** button on the page to confirm your corrections.

In this example, the errors that require attention are:

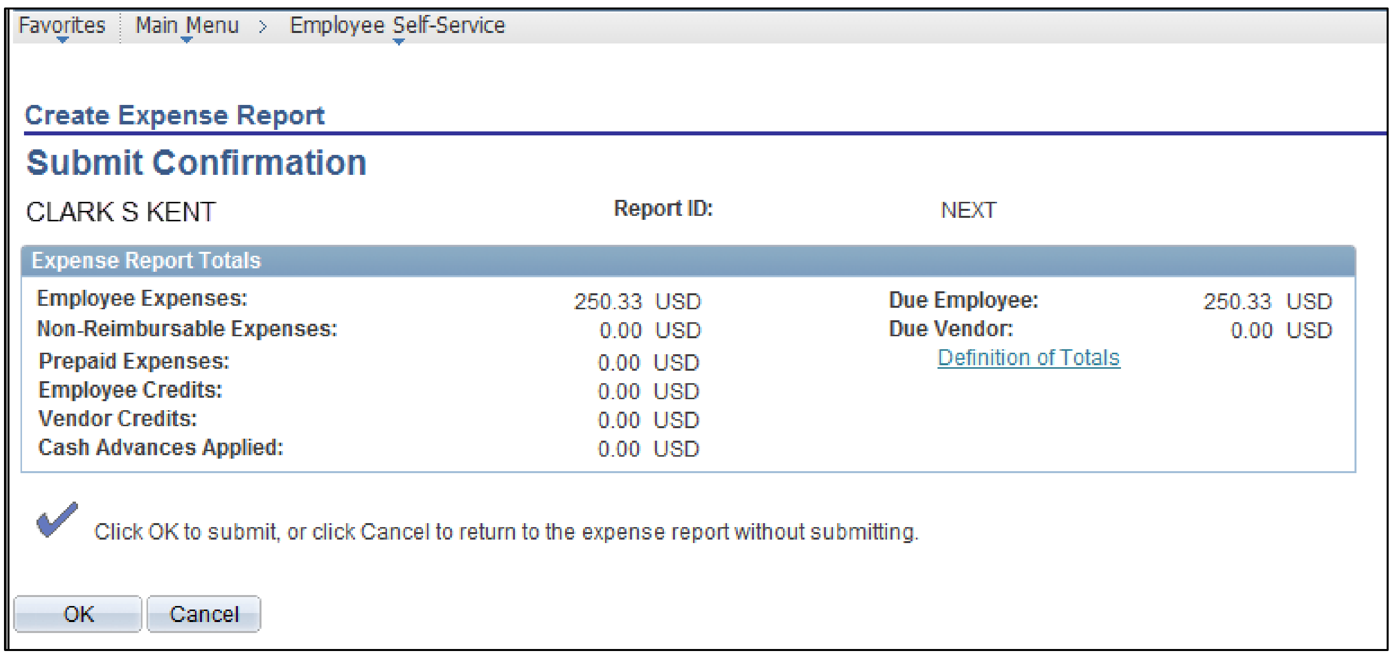
- **Description** – the **Description** field is required and was left blank
- **Location Amount** – the amount entered exceeds the amount allowable under the travel guidelines. If an exception was approved, comments must be entered in the **Exception Comments** area in the **Location Amount** field.



Submitting an Expense Report

After completing an Expense Report, applying any Cash Advance(s) and correcting any errors, you can save or submit it for approval:

- To save the report without submitting it, click the **Save for Later** button.
- To save and submit the Expense Report, click the **Submit** button on the **Expense Report Entry** page. After clicking this button, a confirmation page like the one here appears.
- After an Expense Report has been saved and/or submitted, Cardinal assigns a **Report ID** to the Expense Report.



Submitting an Expense Report (continued)

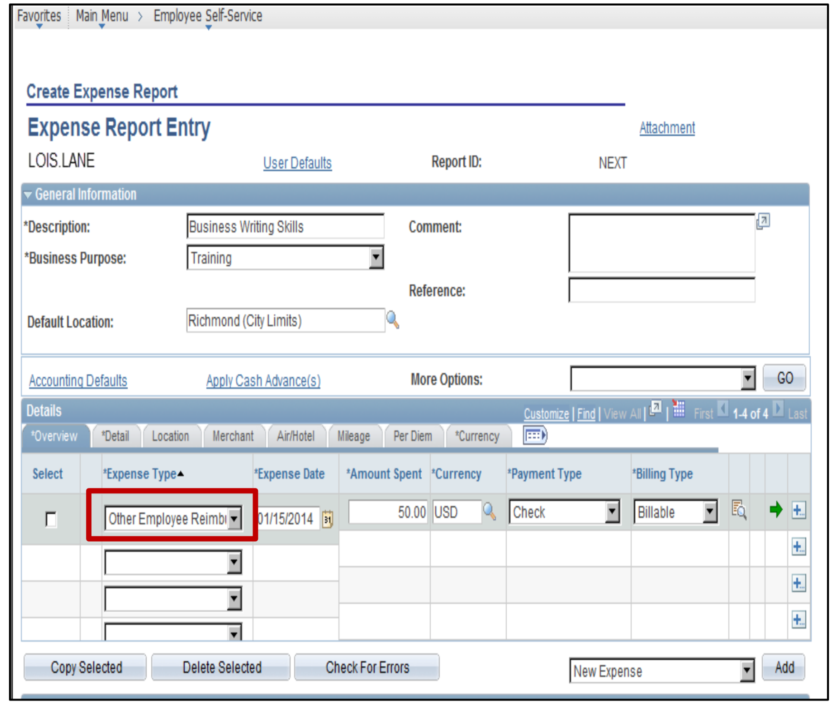
- Once you click the **OK** button on the **Submit Confirmation** page, the Expense Report is edit and budget checked. If errors are detected, additional administrative action may be required.
- After edit and budget checking, the report is routed through workflow to the approver's worklist. If more than one approval is required, Cardinal automatically routes your report to the designated approvers. The approver can view the budget check results when reviewing the report for approval.
- The approver(s) may approve, deny, or send back the Expense Report. If the request is not approved, the approver should indicate the reason(s) in the message comments.
- The Payment Cash Checking application ensures all payments including vouchers and expenses are checked against available cash before being released for payment.

Creating an Expense Report – Interfacing Agencies

The **Details** tab contains the fields entered in the **Expense Line Record** for interfaced transactions that are uploaded in Cardinal.

When an interfacing agency needs to enter an Expense Report online in Cardinal, the following selections should be made on the **Overview** tab:

- Select the **Expense Type** of **Other Employee Reimbursement**
- Enter the total amount of the expenses for the report in the **Amount Spent** field.
- For **Payment Type** select **Check**.
- For **Billing Type** select **Billable**.



Agencies are responsible for ensuring all expenses meet travel and expense guidelines and follow agency policy.

Interfaced Expense Transactions

Interfacing Agencies send their agency approved Expense Report transactions to Cardinal using the **Expense Report Upload** process.

Cardinal validates required ChartFields and ChartField combinations. Transactions that pass these checks are loaded into Cardinal.

Transactions that do not pass these checks are rejected. Cardinal generates an **Expense Upload Error Report** nightly that displays details for all rejected transactions.

Rejected transactions are reviewed and corrected by the agency, before being re-sent to Cardinal.

Interfaced Expense Reports do not go through agency level workflow for approval. If they are updated online in Cardinal, the Expense Report will go through one agency level approval.

See the **Expense Report Interface Processing** job aid for additional details.

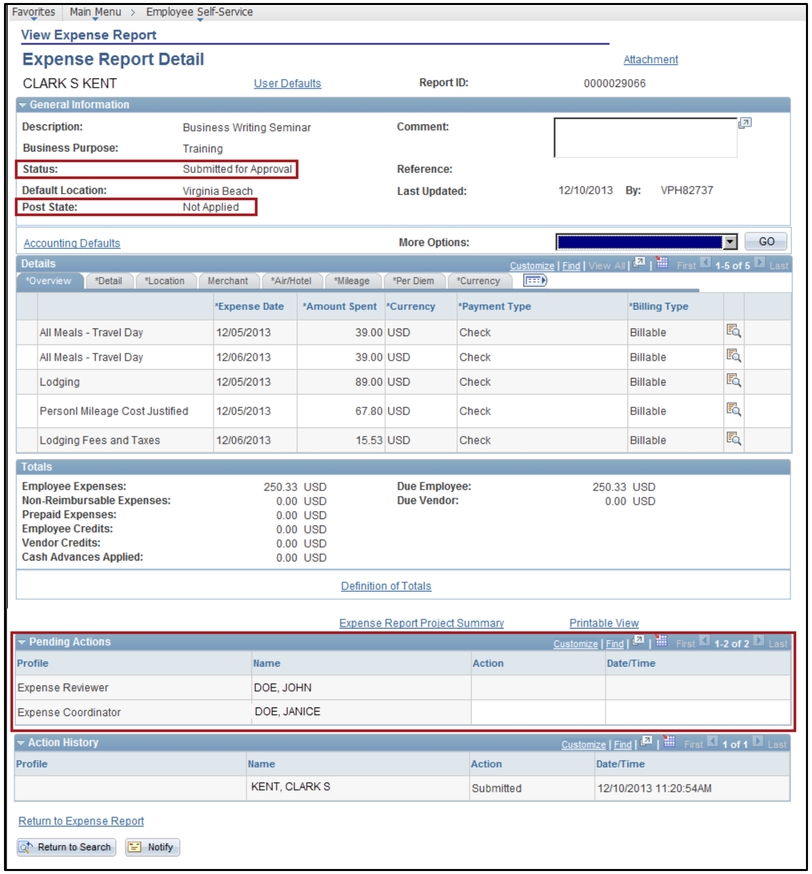
Viewing an Expense Report Status

You can view the status of the Expense Report any time after you save or submit it using **View** from the menu.

The current status displays in the **Status** field on the **Expense Report Detail** page shown here. After the Expense Report is approved, the status updates to **Approved**. The **Post Status** field indicates whether or not the report has been posted after approval. Once it is posted, it is processed for payment.

The **Pending Actions** list at the bottom of the page indicates processing status and the approval flow if there are multiple approvers.

To update or delete an Expense Report, see the job aid entitled **Updating and Deleting Travel Authorizations, Cash Advances and Expense Reports**.



Click on image to enlarge

Lesson Simulation: Creating an Expense Report

You are now about to view a simulation on creating an Expense Report. Click the Cardinal logo on your screen to start the simulation.

Lesson 4: Checkpoint

Now is your opportunity to check your understanding of the material. Read the question, select your answer and click **Submit** to see if you chose the correct response.

If you begin an Expense Report by copying in the Travel Authorization, the accounting entries are copied as well.

- ○ True
- ○ False

When can an Expense Report be modified?

- Before it is submitted
- After it is approved
- Both of the above

Interfacing agencies are able to upload Travel Authorizations, Cash Advances and Expense Reports into Cardinal.

- ○ True
- ○ False

Lesson 4: Summary

In this lesson, you learned how to:

- Create and submit an Expense Report for online and interfacing agencies
- View Expense Report status

Lesson 5: Reports, Queries and Online Inquiries

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

- Reports
- Queries
- Online Inquiries

Reports

Three key Expenses reports include:

- Expense Report
- Travel Authorization Report
- Expense Report Upload Error Report

Only proxies can run these reports.

Expense Report

The **Expense Report** is available in a printable format. You can navigate to this report using the following path:

Main Menu > Employee Self Service >Travel and Expense Center > Print Reports > Expense Report

Favorites | Main Menu

Expense Report | Expense Receipt

To print this report, please use your browser's print feature.

PeopleSoft.

Expense Report 0000007388

SUMMER SUN **Employee ID:** EMPLID11

Report Date: 07/16/2012 11:49:16AM **Status:** Approved for Payment

Description: Conference Travel

Business Purpose: Conference

Comment:

Date	Expense Type	Merchant	Location	Amount
07/02/2012	Personal Mileage Convenience		Charlottesville (Albemrl/Grn)	17.22 USD

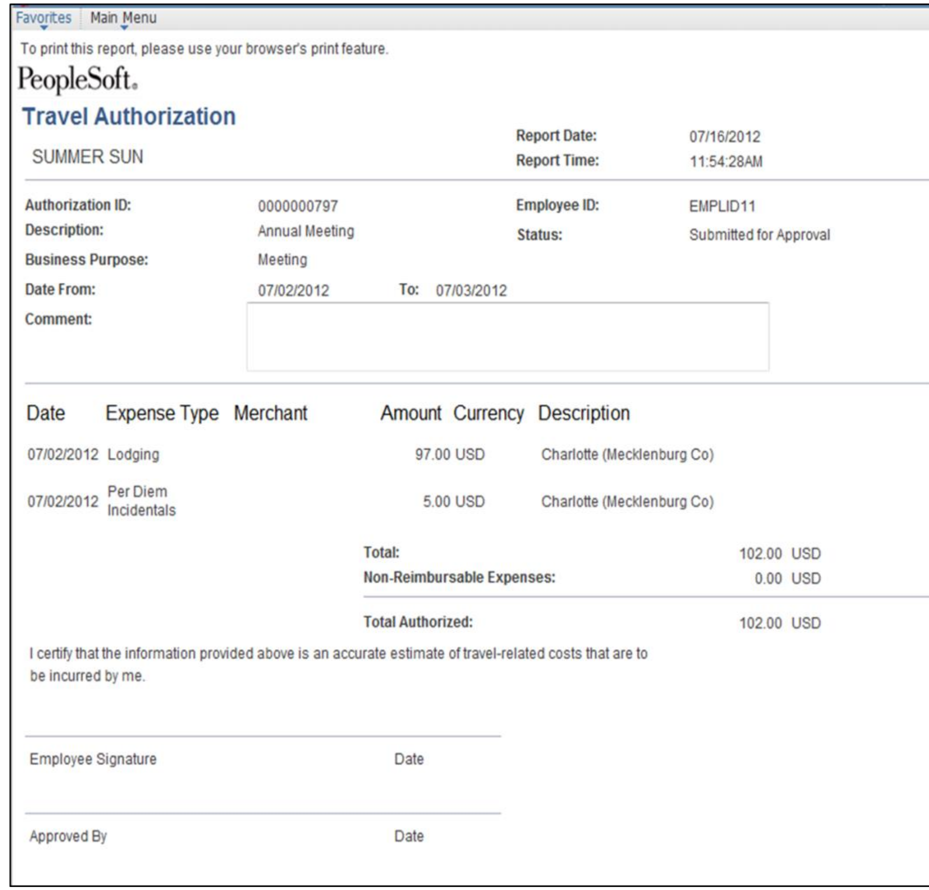
Expense Report Totals

Employee Expenses:	17.22 USD
Non-Reimbursable Expenses:	0.00 USD
Prepaid Expenses:	0.00 USD
Employee Credits:	0.00 USD
Vendor Credits:	0.00 USD
Cash Advances Applied:	0.00 USD
Total Due Employee:	17.22 USD
Total Due Vendor:	0.00 USD

Travel Authorization Report

The **Travel Authorization Report** is also printable. You can navigate to this report using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Print Reports > Travel Authorization



Favorites Main Menu

To print this report, please use your browser's print feature.

PeopleSoft.

Travel Authorization

SUMMER SUN

Report Date:	07/16/2012
Report Time:	11:54:28AM

Authorization ID:	0000000797	**Employee ID:**	EMPLID11
Description:	Annual Meeting	**Status:**	Submitted for Approval
Business Purpose:	Meeting		
Date From:	07/02/2012 **To:** 07/03/2012		
Comment:			

Date	Expense Type	Merchant	Amount	Currency	Description
07/02/2012	Lodging		97.00	USD	Charlotte (Mecklenburg Co)
07/02/2012	Per Diem Incidentals		5.00	USD	Charlotte (Mecklenburg Co)

Total:	102.00	USD
Non-Reimbursable Expenses:	0.00	USD
Total Authorized:	102.00	USD

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

Employee Signature Date

Approved By Date

Expense Report Upload Error Report

This report provides details on all errors, including missing and invalid data, encountered when loading data from agency systems into Cardinal.

You can access this report using the following path:

Main Menu > Travel and Expenses > Travel & Expenses Center > Print Reports > Expense Report Upload Error Report

Queries

Two frequently used queries include:

- Posted Cash Advance Extract
- Posted Expense Report Extract

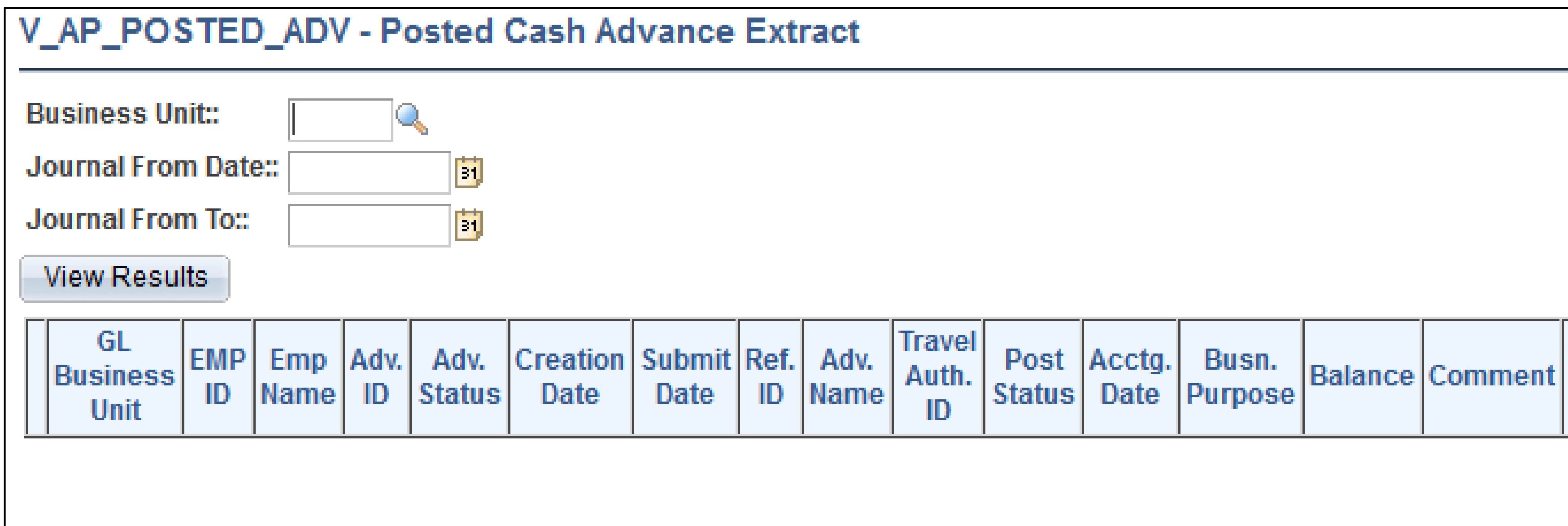
Queries will only display results of transactions processed by the proxy who runs the query.

Posted Cash Advance Extract

This query shows a listing of all Cash Advance transactions that have been posted to the General Ledger. The query requires user inputs for General Ledger **Business Unit**, **Journal Date From** and **Journal Date To**.

You can navigate to this query using the following path:

Reporting Tools > Query > Query Viewer > V_AP_POSTED_ADV



Posted Expense Report Extract

This query shows a listing of all Expense Report transactions that have been posted to the General Ledger. The query requires user inputs for **GL Business Unit**, **Journal Date From** and **Journal Date To**.

You can navigate to this query using the following path:

Reporting Tools > Query > Query Viewer > V_AP_POSTED_EXPN

V_AP_POSTED_EXPN - Posted Expense Report Extract

GL Business Unit: 15100

Journal Date From: 03/27/2013

Journal Date To: 03/27/2014

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (10240 kb)

View All

	Transaction Business Unit	Employee ID	Employee Name	Expense Report Number	Sheet Name	Business Purpose	Creation Date	Submission Date	Approval Date	Accounting Date	Sheet Status	Operator ID	Comments	Cardinal Cash Advance ID	Advance amount applied against	Expense Report Line Number	Exp Ty
1	15100	00523190500	DUFFEE,BRYAN L	0000020058	Quality Assurnce Review at DMV	00007	03/27/2013	04/01/2013	04/02/2013	04/01/2013	PD	IBA39799				1	PER
2	15100	00523190500	DUFFEE,BRYAN L	0000020058	Quality Assurnce Review at DMV	00007	03/27/2013	04/01/2013	04/02/2013	04/01/2013	PD	IBA39799				1	PER
3	15100	00523190500	DUFFEE,BRYAN L	0000020058	Quality Assurnce Review at DMV	00007	03/27/2013	04/01/2013	04/02/2013	04/01/2013	PD	IBA39799				1	PER
					Quality												

Online Inquiries

Two frequently used Expenses online inquiries include:

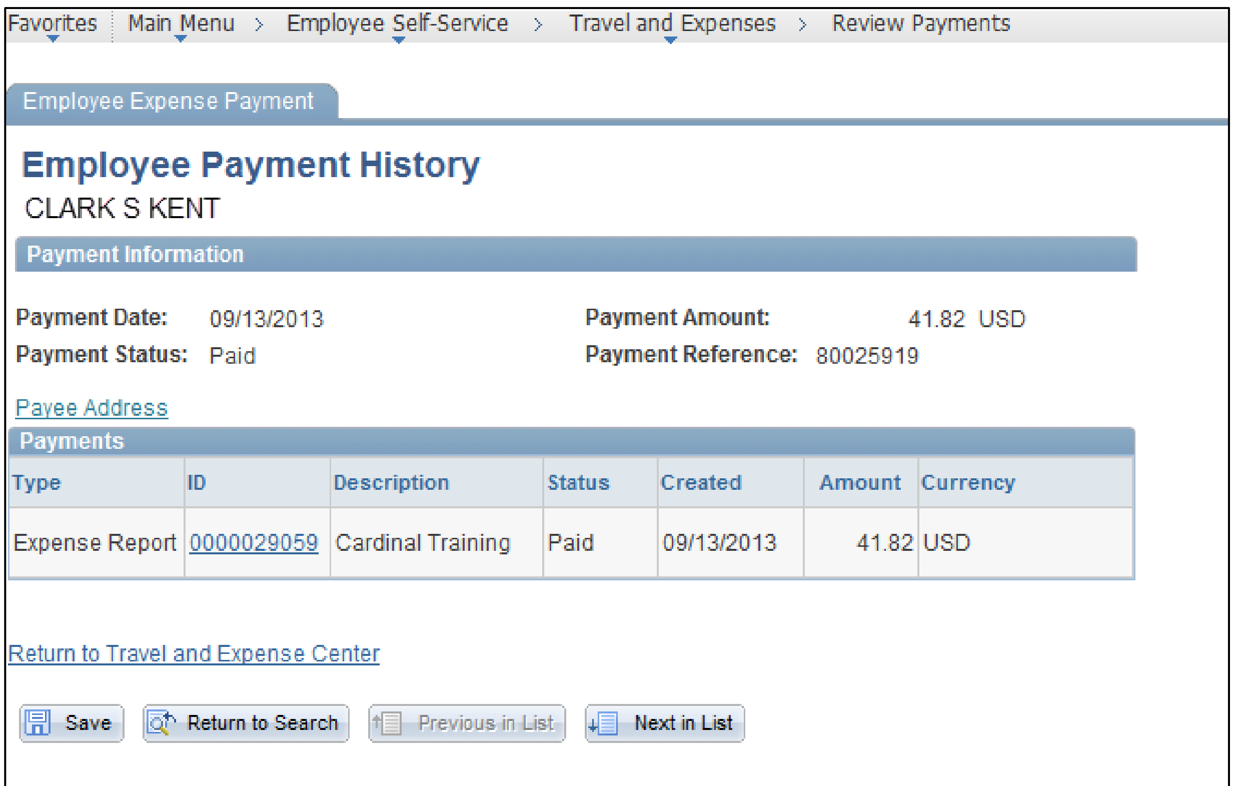
- Employee Payment History
- Employee Expense History

Inquiries will only display results of transactions processed by the employee / proxy who runs the inquiry.

Payment History

The **Employee Payment History** inquiry displays information about the history of payments for an employee. You can navigate to this online inquiry using the following path:

Main Menu > Employee Self Service > Travel and Expenses > Review Payments



Employee Expense History

The **Employee Expense History** inquiry displays a history of the Expense Reports you have submitted and their status. This inquiry also includes links to other pages for more details. You can navigate to this online inquiry using the following path:

Main Menu > Employee Self Service > Travel and Expenses > Review Expense History

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Review Expense History

Employee Expense History

CLARK S KENT

Expense Dates

From Date: 12/10/2012

Through Date: 12/10/2013

Transaction Type: All

Search

Expense History

Type	ID	Description	Submitted Date	Status	From Date	Through Date	Submitted Amount	
Expense Report	0000029059	Cardinal Training	09/13/2013	Paid	09/09/2013	09/12/2013	41.82	USD

Return to Travel and Expense Center

Lesson Summary

In this lesson, you learned how to:

- Use key reports, queries and online inquiries

Course Summary

In this course, you learned how to:

- Understand travel and expense processing concepts, processes, and integration
- Understand business purposes in Expenses
- Understand the process for interfaced expense transactions
- Create and submit a Travel Authorization
- View Travel Authorization status
- Update a Travel Authorization
- Cancel or delete a Travel Authorization
- Create and submit an Expense Report
- View Expense Report status
- Create and submit a Cash Advance request
- View Cash Advance status
- Use key reports, queries and online inquiries

You have completed the **AP315: Processing Employee Expenses** course.

Appendix

- Key Terms
- Integration with Accounts Receivable – Funds Receipts
- Expense Process Flow Diagram
- Screens and Descriptions
- Diagrams and Screenshots

Key Terms

Cash Advance – A request made by an employee for an advance on an anticipated expense.

Employee Profile – Employee data that is set up and used to correctly route employee Travel Authorizations and Expense Reports through workflow for approval, and also to send related payments to the correct mailing address or bank (if employee is set up for electronic payments). An Employee Profile must exist to process any expense transactions.

Expenses – Any costs incurred by employees related to business and reimbursed to employees. These reimbursements can be for travel or non-travel related expenses.

Expense Report – A report of expenses incurred by an employee. The report must include details of each expense. The details from the Travel Authorization (if applicable) can be copied into the Expense Report. If a Cash Advance was provided, the employee applies the amount of the Cash Advance to the Expense Report.

Expense Type – A field on Travel Authorizations and Expense Reports that identifies the category of expense. For example, some travel related expense types include: **Lodging**, **Airline Travel**, **Lunch – Travel Day, Dinner – Travel Day**, etc. There are also expense types for non-travel expenses. The default value of the **Account** field in the accounting entries on the Expense Type. For example, the account used for **Lodging** is different than the account used for **Airline Travel**.

Key Terms (continued)

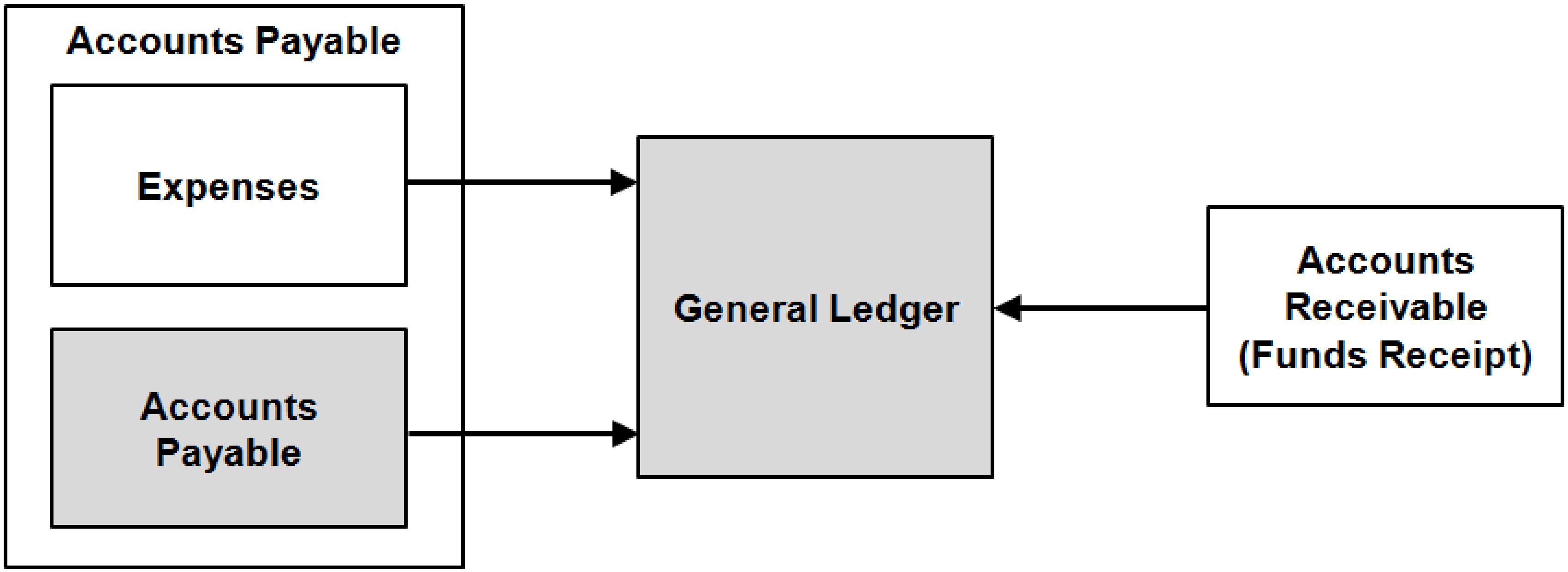
Non-Reimbursable Expense – Expense paid by the agency through direct billing or 3rd party that needs to be identified as part of the total cost of travel.

Proxy – A user authorized to create and view expense transactions for an employee. Each employee must have one or more proxies.

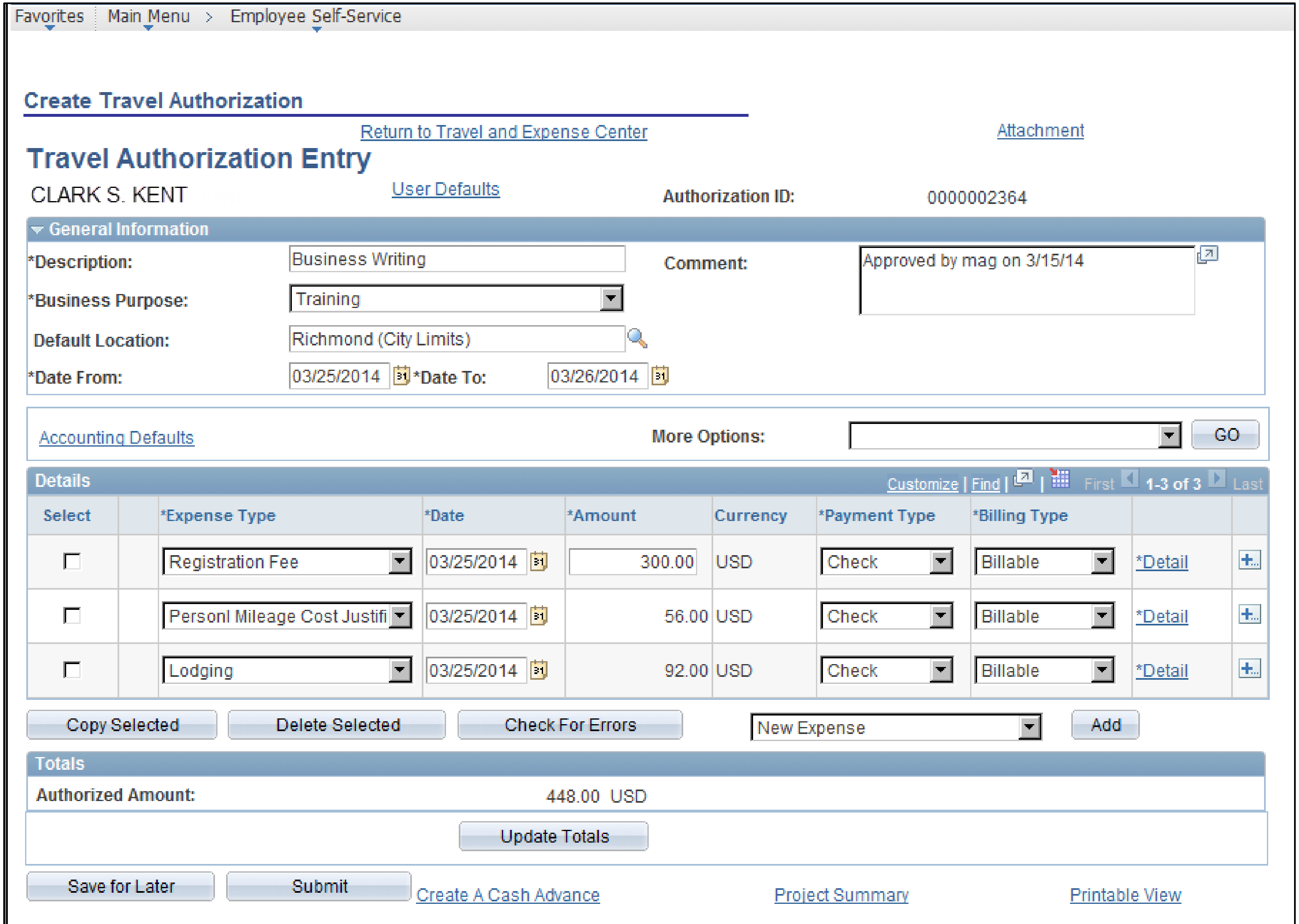
Travel Authorization – A request made through Cardinal for permission to travel. An authorization must be approved prior to travel.

Integration with Accounts Receivable

If you owe money for an outstanding Cash Advance after submitting your Expense Report, Accounts Receivable processes repayment once it is received.



Travel Authorization Entry Page



Favorites | Main Menu > Employee Self-Service

Create Travel Authorization

Return to Travel and Expense Center

Attachment

Travel Authorization Entry

CLARK S. KENT

User Defaults

Authorization ID: 0000002364

General Information

***Description:** Business Writing

Comment: Approved by mag on 3/15/14

***Business Purpose:** Training

Default Location: Richmond (City Limits)

***Date From:** 03/25/2014 ***Date To:** 03/26/2014

Accounting Defaults

More Options: GO

Details Customize | Find | First 1-3 of 3 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type		
☐	Registration Fee	03/25/2014	300.00	USD	Check	Billable	*Detail	+
☐	Personl Mileage Cost Justifi	03/25/2014	56.00	USD	Check	Billable	*Detail	+
☐	Lodging	03/25/2014	92.00	USD	Check	Billable	*Detail	+

Copy Selected | Delete Selected | Check For Errors | New Expense | Add

Totals

Authorized Amount: 448.00 USD

Update Totals

Save for Later | Submit | Create A Cash Advance | Project Summary | Printable View

Travel Authorization Entry Page Descriptions

Return to Travel and Expense Center link: Click this link to go back to the Travel and Expense Center page.

Attachment link: Click this link to display a page where you can add attachments to the authorization.

Description: Enter a brief description of the reason for the travel.

Business Purpose: Enter the purpose for the expense.

Default Location : Enter or select the location for the expense. This field defaults the location on the expense lines where location is required and can be changed.

Date To / Date From: Enter or select the planned start date and end date of the travel. If the travel is one day, both dates should be the same.

Comment: This field is optional and allows you to enter additional notes or information about the expense.

Accounting Defaults link: Allows you to view the accounting defaults that are setup on the employee profile.

Travel Authorization Entry Page Descriptions (continued)

More Options drop-down menu: Allows access to create a Cash Advance, view a project summary (not applicable) or see a printable version of the Travel Authorization.

Expense Type: Select the type from the drop-down list, such as **Airline Travel** or **Lodging**. Each type must be on a separate line. You can use more than one line for an expense type if needed; for example, if you have two separate airplane tickets and want to show them separately.

Date: Enter the estimated date of the expense.

Amount: Enter the estimated amount of the expense. Note in this example that some amounts are display-only. Calculate these amounts on the **Authorization Detail** page.

Payment Type: Shows how an expense item that is listed on an Expense Report was paid for by the employee. **Check** is the default used in Cardinal.

Billing Type: In Cardinal, this defaults to **Billable** and cannot be changed.

Travel Authorization Entry Page Descriptions (continued)

Detail link: Click this hyperlink to display an **Authorization Detail** page for the Expense Type on the line. This lets you enter more information about the estimated expense as well as accounting information. For Expense Types where you cannot enter an amount on the line, such as per diems or mileage, you need to display the **Authorization Detail** page and calculate the amount there.

+ (Add a Row) button: Click this button to add a new expense row.

Copy Selected and Delete Selected buttons: To copy selected lines to additional rows, or to delete lines from the page, click these buttons as needed, e.g. for one day's expenses (lodging, etc.). Click in the **Select** checkbox on a line to select it for copying or deletion.

Check for Errors button: After you complete an authorization but before you submit it, click this button to identify any possible errors before you continue. (Cardinal performs this same error check when you save.)

Add button and drop-down menu: To add a new blank line for an expense item, select **New Expense** from the drop-down list and click the **Add** button. To add more than one line at a time, select **Multiple Expenses**. When you select **Multiple Expenses**, a page displays letting you specify the **Expense Type** of each expense line, and a date range so you can create different lines for different days.

Travel Authorization Entry Page Descriptions (continued)

Update Totals button: Click this button to update the totals of the expense items on the page.

Save for Later button: Click this button to save the Expense Report. Upon save, Cardinal generates an Authorization ID.

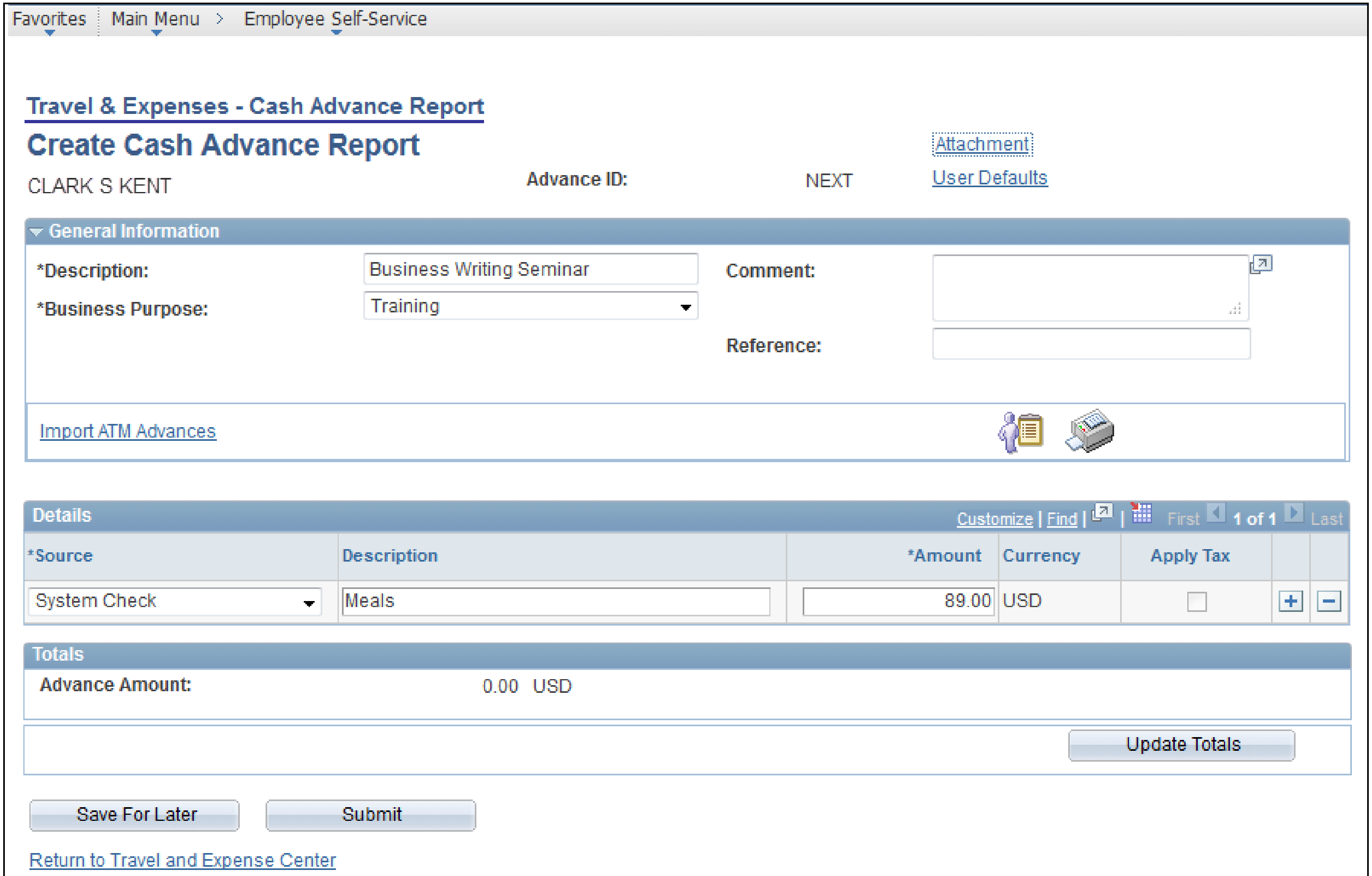
Submit button: Click this button to submit the Travel Authorization to the approval workflow. Cardinal generates an Authorization ID if the Travel Authorization was not previously saved.

Create A Cash Advance link: Click this link to begin the process of requesting a Cash Advance. Remember that this is a separate process from creating a Travel Authorization and requires a separate approval, so make sure your Travel Authorization is complete before doing this. Also remember that requesting a Cash Advance is optional. **Note:** You can request a Cash Advance separately. According to state policy, Cash Advances may not be requested for non-travel expenses.

Project Summary link: Not applicable.

Printable View link: Click this link to get a printable view of the Travel Authorization.

Create Cash Advance Report Page



Create Cash Advance Report Page Descriptions

Description/Business Purpose: Enter a description for the advance and select the appropriate Business Purpose. If you link to this page from a Travel Authorization, these fields default from your Travel Authorization entries.

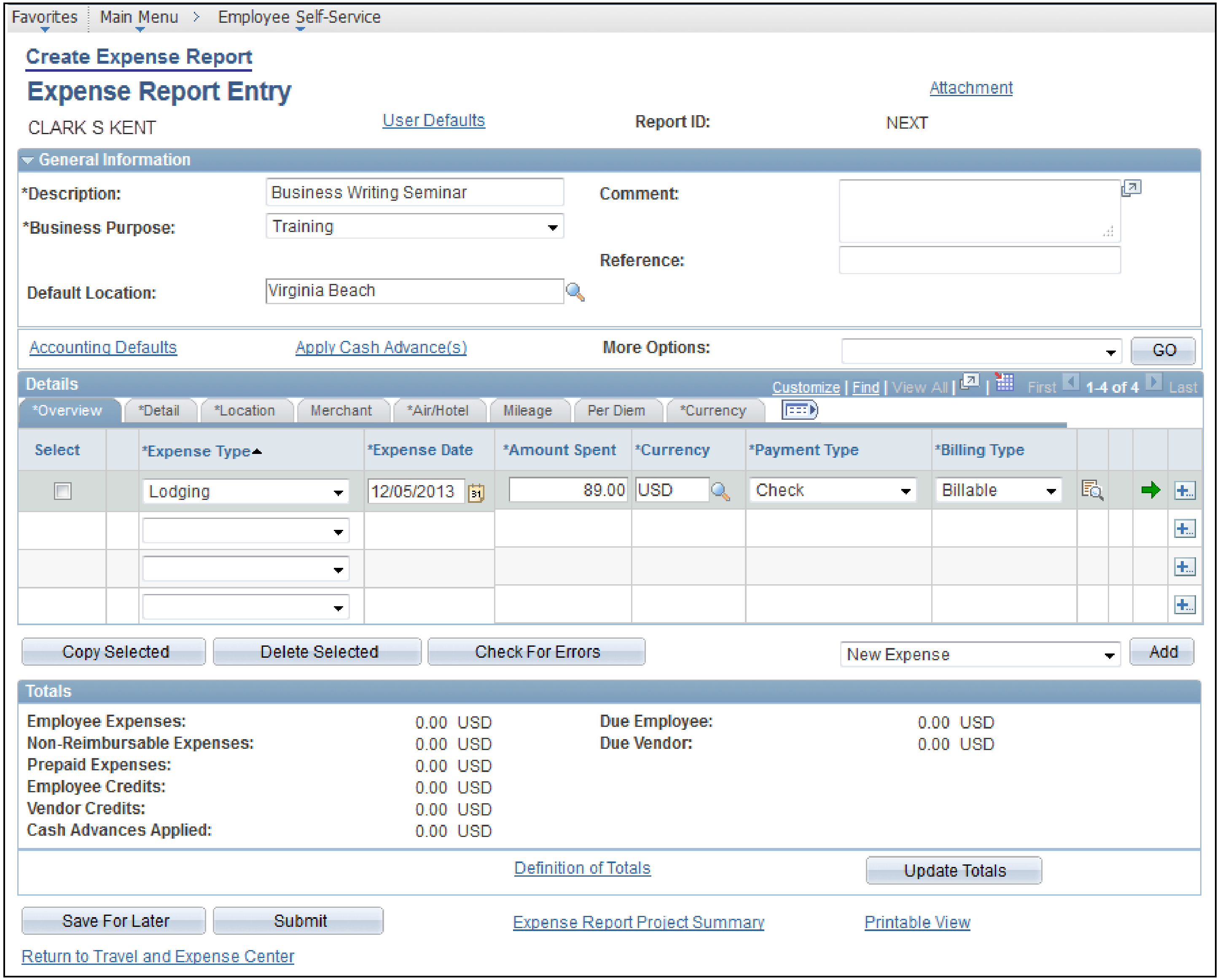
Comment/Reference: Enter any additional information about the advance, or specific reference numbers that might be required. For example, you might want to enter the Authorization ID of the associated Travel Authorization, so you can make sure to apply the advance correctly on the subsequent Expense Report.

Attachments Link: Click this link to display a page where you can add attachments to the Cash Advance request.

Details Line: The **Source** defaults to **System Check** and cannot be changed. Enter an additional **Description** if needed, and enter the requested **Amount**.

Save for Later/Submit: Click **Save for Later** if you do not want to submit the request at this time, or **Submit** to save it and submit it for approval.

Expense Report Entry Page



Expense Report Entry Page Descriptions

Attachments link: Click this link to display a page where you can add attachments, such as scanned receipts, to the Expense Report.

Description / **Business Purpose:** These are required fields and are copied from the source document if you specified one.

Comment / **Reference**: These fields are optional and allow you to enter additional notes or information about the expense.

Accounting Defaults link: Allows you to view the accounting defaults that are setup on the employee profile.

Default Location link: This is the location that is used for all expenses on the report unless you change the location on the individual expense line.

More Options drop-down menu: Allows access to see a printable version of the Expense Report. The **Expense Report Project Summary** is not applicable.

Apply Cash Advance(s) link: Click this hyperlink to display the page where you apply any outstanding Cash Advances to the Expense Report.

Expense Report Entry Page Descriptions (continued)

Tabs above lines: Click these tabs to enter details about the expense on each line, starting with the **Overview** tab and then moving left to right. The tabs that contain required fields are indicated by asterisks (*) before their names. The required tabs vary depending on Expense Type. For example, entries are required on the **Air/Hotel** tab for air and lodging expenses but not other types.

Expense Lines: Fields for expense details appear here. As you select different tabs, some fields change to match the subjects of the tabs.

Accounting Detail icon: These icons appear only on the **Overview** tab. Click the icon on each line to enter, display, or change the accounting details on the line.

Green Arrow icon: These arrows allow you to move from tab to tab in place of clicking the tabs.

Employee Expenses: The total of all expenses.

Non-Reimbursable Expenses: Any expense that is prepaid or direct billed to the agency and will not be an out-of-pocket expense reimbursement to the employee. This field reflects the total amount of expenses that have been indicated as non-reimbursable on the Expense Report.

Prepaid Expenses: This field is not used in Cardinal.

Expense Report Entry Page Descriptions (continued)

Employee Credits: This field is not used in Cardinal.

Vendor Credits: This field is not used in Cardinal.

Cash Advances Applied: Any Cash Advance received for this travel.

Due Employee: Equals **Employee Expenses** less any **Cash Advances Applied**.

Due Vendor: This field is not used in Cardinal.

Apply Cash Advance(s) Page

Favorites | Main Menu > Employee Self-Service

Create Expense Report

Apply Cash Advance(s)

CLARK S KENT

Report ID: NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance		Exchange Rate	Total Applied		
0000000112	202.00	0.00	USD	1.00000000	202.00	USD	−

Add Cash Advance | Update Totals

Total Advance Applied:	202.00	USD
Total Employee Expenses:	266.80	USD
Total Due Employee:	64.80	USD

OK

Apply Cash Advance(s) Page Descriptions

Advance ID: Enter or select the ID for the Cash Advance to be applied.

Advance Amount: After you select the advance, the total amount of the advance appears in this field.

Balance: The remaining balance on the Cash Advance after the advance has been applied to an Expense Report.

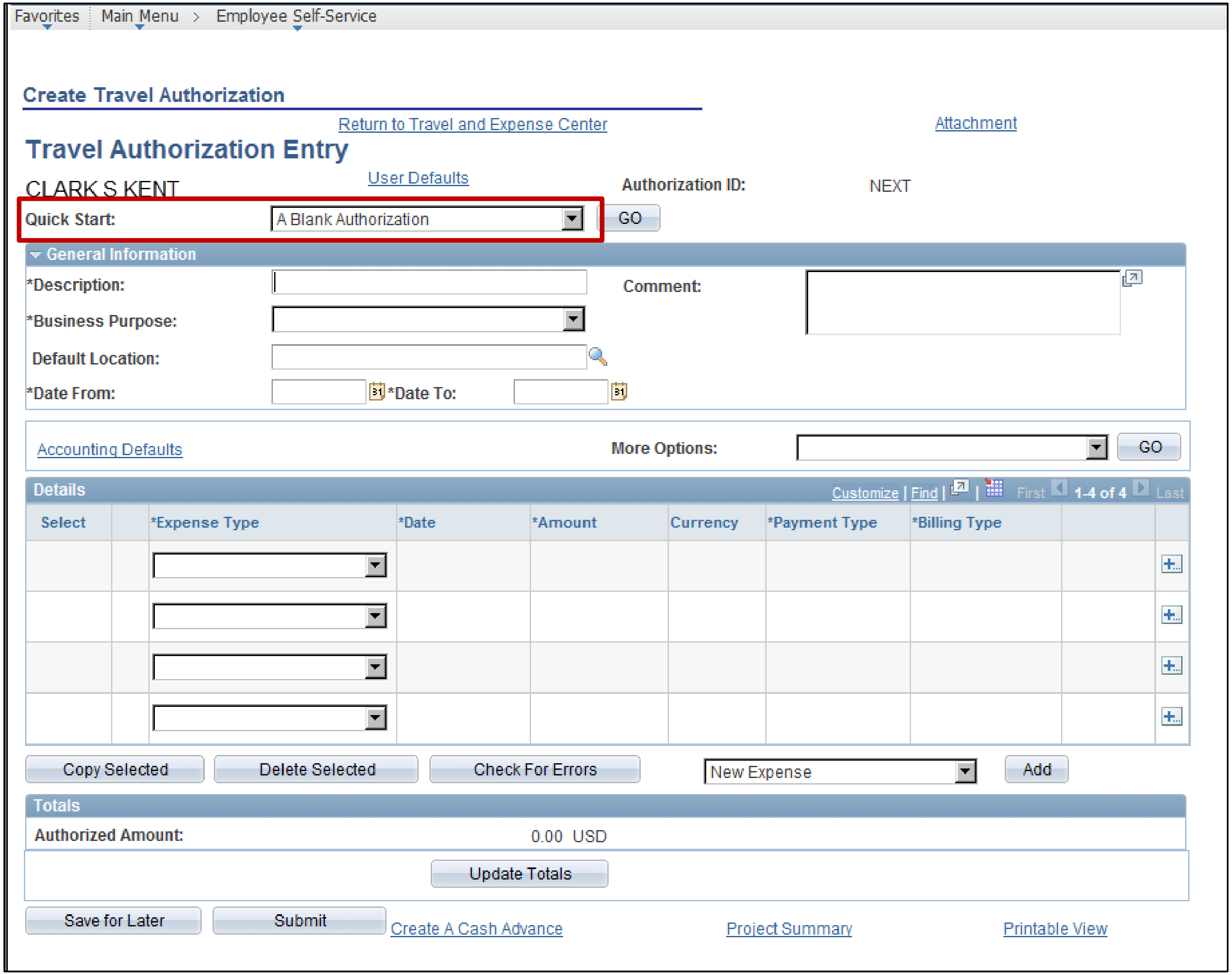
Total Applied: This field defaults to the amount of the Cash Advance. If you need to apply a portion of the total advance amount to the Expense Report, enter the appropriate amount in this field. For example, if the total expenses on the Expense Report are less than the Cash Advance amount, you need to adjust the **Total Applied** field to match the total expenses.

Delete row icon (-): If you need to remove the advance from the Expense Report, click the **Delete row** icon.

Add Cash Advance: Click this button to add another Cash Advance to the Expense Report.

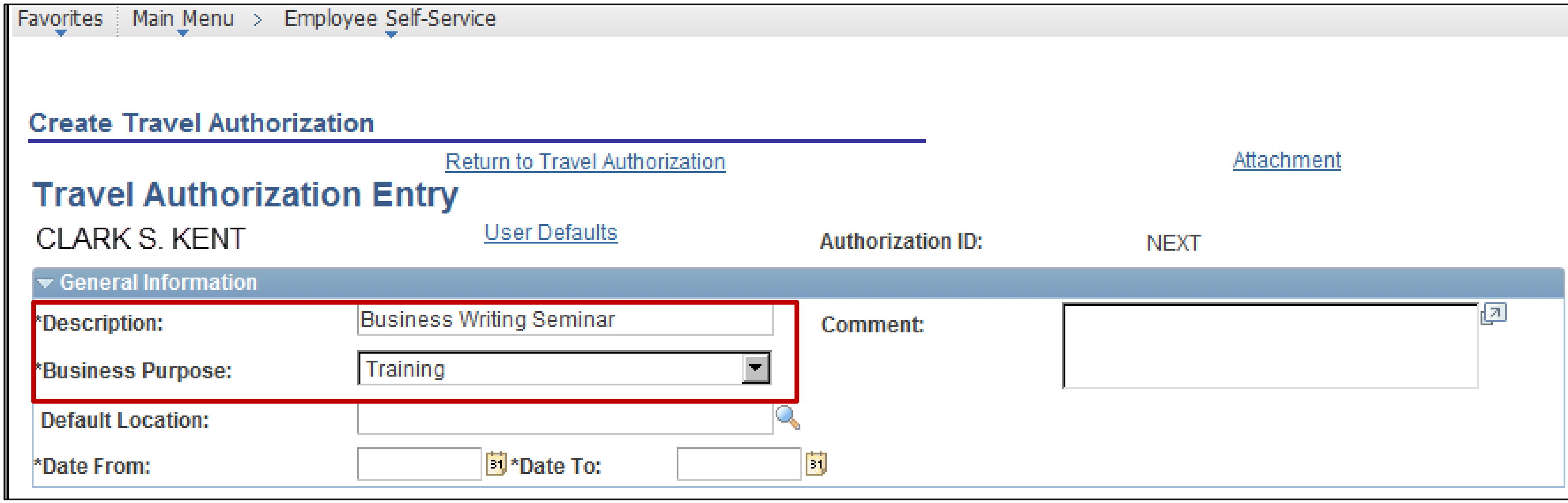
Update Totals: Click this button to update the totals below. This indicates of how the amount owed to you, if any. Note that if you return to the Expense Report and make any changes to the items, this value is no longer be correct, and you may need to update the **Apply Cash Advance(s)** page.

Travel Authorization Entry Page



Click on image to return

Description and Business Purpose



Click on image to return

Travel Authorization Details Page

Favorites | Main Menu > Employee Self-Service

View Travel Authorization

Return to Travel Authorization   Attachment

Travel Authorization Details

CLARK S KENT   User Defaults   **Authorization ID:** 0000002034

General Information

Description: Business Writing Seminar   **Comment:**

Business Purpose: Training

Status: Submitted for Approval   **Last Updated:** 12/09/2013   **By:** VPH82737

Default Location: Virginia Beach

Date From: 12/18/2013   **Date To:** 12/19/2013

Accounting Defaults   **More Options:** [ ] GO

Details   Customize | Find | First 1-2 of 2 Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Personl Mileage Cost Justified	12/18/2013	67.80	USD	Check	Billable	*Detail
Lodging	12/18/2013	89.00	USD	Check	Billable	*Detail

Totals

Authorized Amount: 156.80 USD

Project Summary   Printable View

Pending Actions   Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
Supervisor	JONES, TOM		

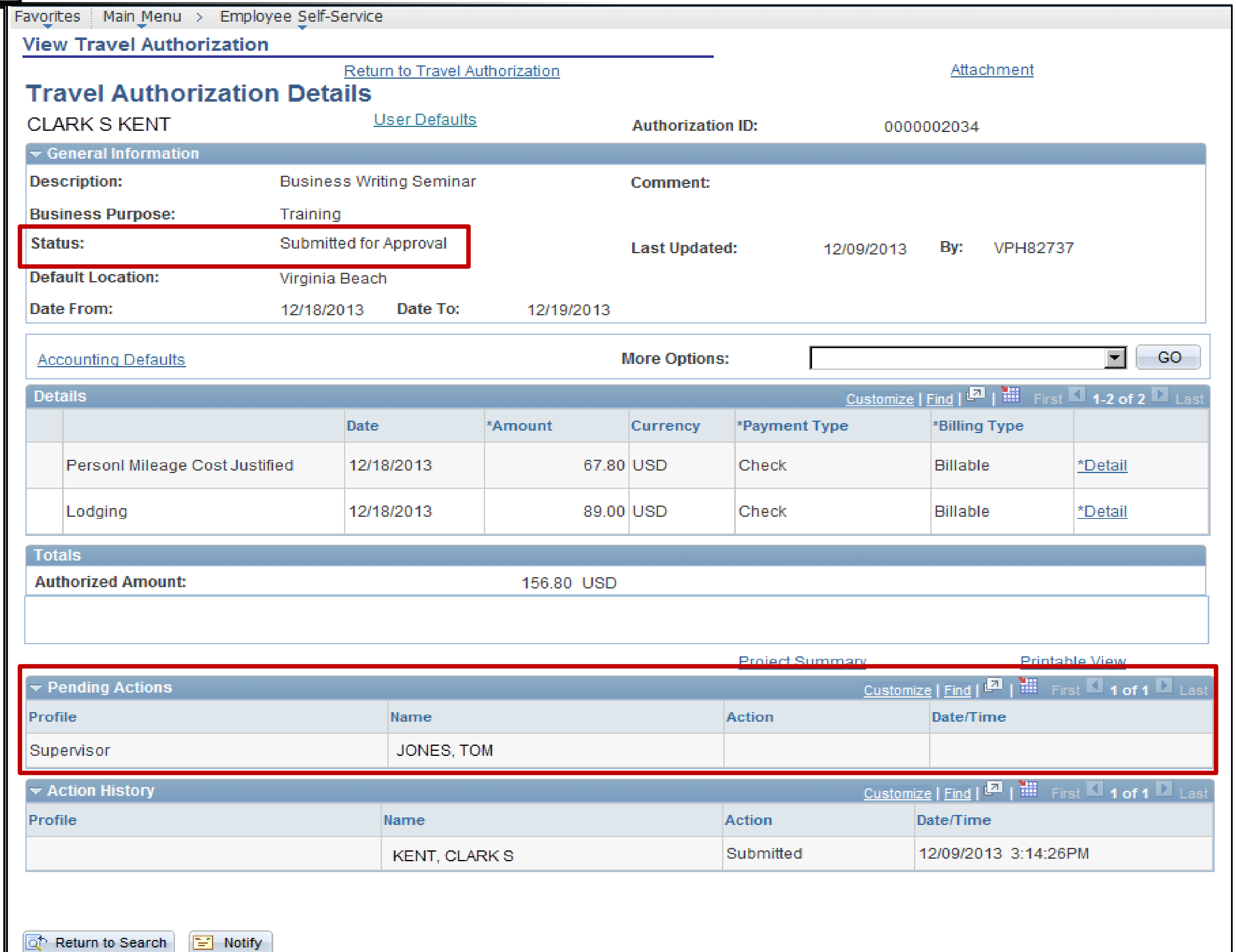
Action History   Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
	KENT, CLARK S	Submitted	12/09/2013 3:14:26PM

Return to Search   Notify

Click on image to return

Viewing the Travel Authorization Status



Favorites | Main Menu > Employee Self-Service

View Travel Authorization

Return to Travel Authorization | Attachment

Travel Authorization Details

CLARK S KENT | User Defaults | **Authorization ID:** 0000002034

General Information

Description: Business Writing Seminar

Comment:

Business Purpose: Training

Status: Submitted for Approval

Last Updated: 12/09/2013 **By:** VPH82737

Default Location: Virginia Beach

Date From: 12/18/2013 **Date To:** 12/19/2013

Accounting Defaults | **More Options:** GO

Details — Customize | Find | First 1-2 of 2 Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Personl Mileage Cost Justified	12/18/2013	67.80	USD	Check	Billable	*Detail
Lodging	12/18/2013	89.00	USD	Check	Billable	*Detail

Totals

Authorized Amount: 156.80 USD

Project Summary | Printable View

Pending Actions — Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
Supervisor	JONES, TOM		

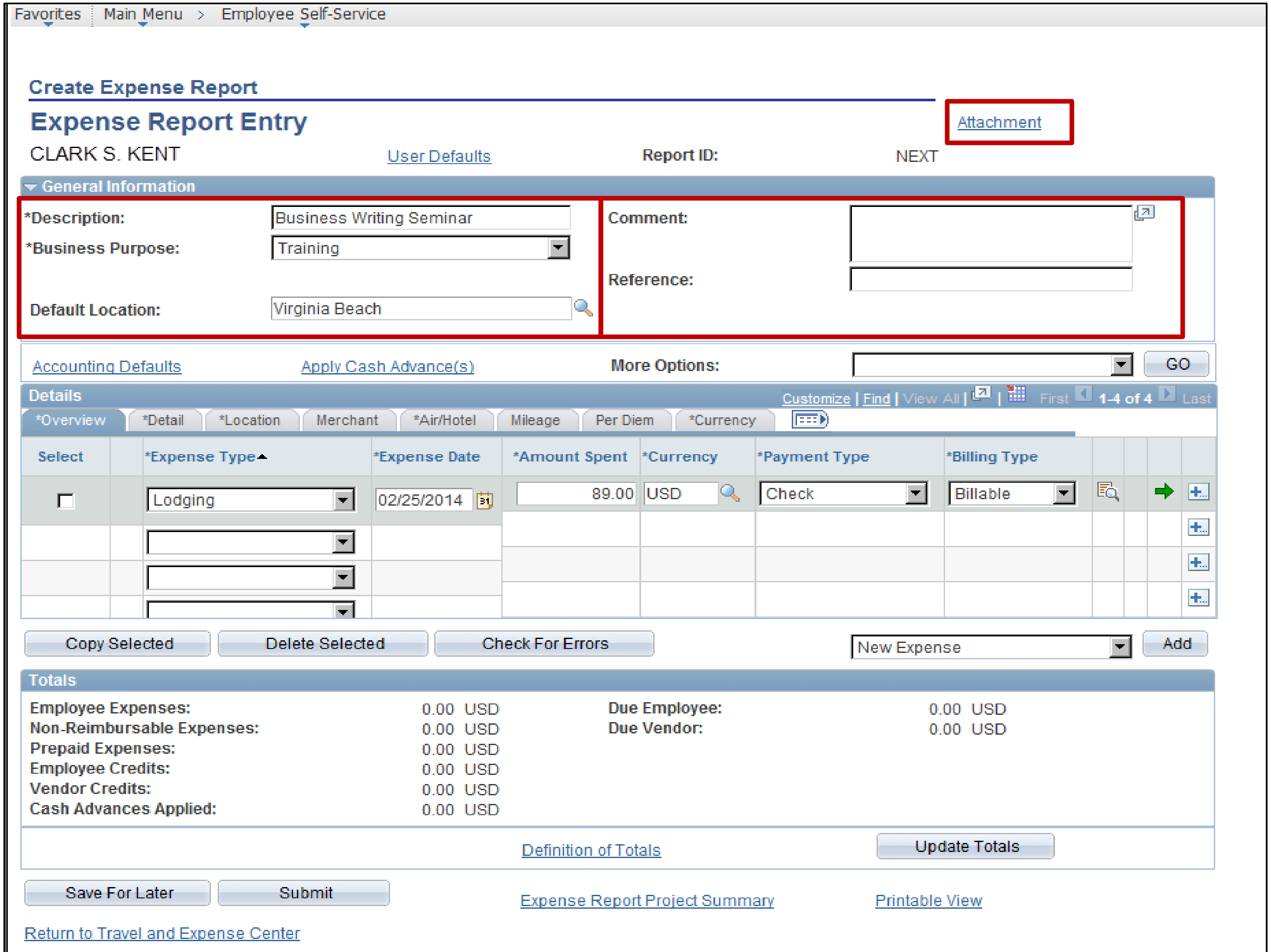
Action History — Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
	KENT, CLARK S	Submitted	12/09/2013 3:14:26PM

Return to Search | Notify

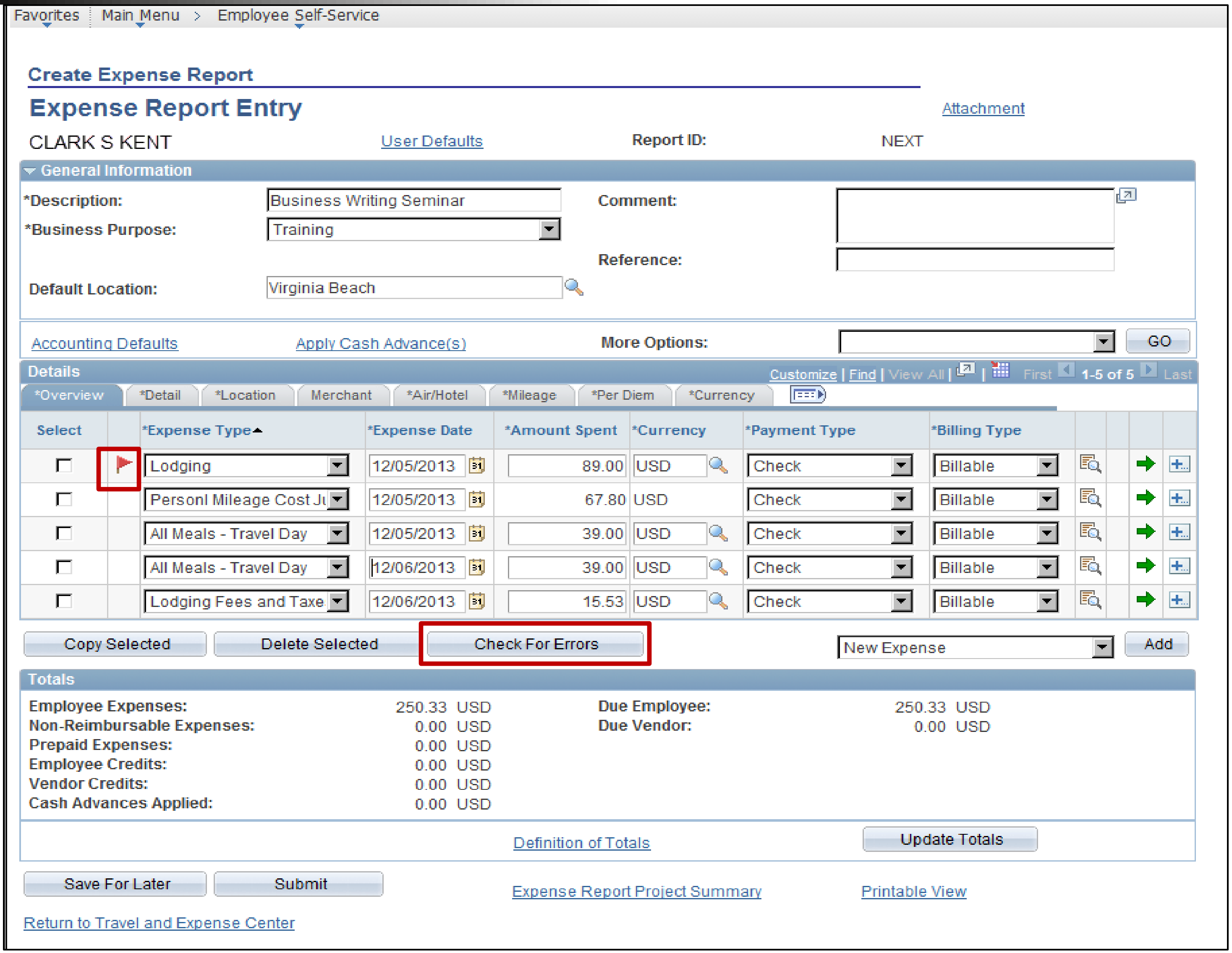
Click on image to return

Expense Report Entry Page



Click on image to return

Expense Report Entry – Check for Errors



Favorites | Main Menu > Employee Self-Service

Create Expense Report

Expense Report Entry

Attachment

CLARK S KENT | User Defaults | **Report ID:** NEXT

General Information

***Description:** Business Writing Seminar

***Business Purpose:** Training

Default Location: Virginia Beach

Comment:

Reference:

Accounting Defaults | Apply Cash Advance(s) | **More Options:** | GO

Details — Customize | Find | View All | First 1-5 of 5 Last

*Overview | *Detail | *Location | Merchant | *Air/Hotel | *Mileage | *Per Diem | *Currency

Select		*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
☐	▶	Lodging	12/05/2013	89.00	USD	Check	Billable
☐		Personl Mileage Cost Ju	12/05/2013	67.80	USD	Check	Billable
☐		All Meals - Travel Day	12/05/2013	39.00	USD	Check	Billable
☐		All Meals - Travel Day	12/06/2013	39.00	USD	Check	Billable
☐		Lodging Fees and Taxe	12/06/2013	15.53	USD	Check	Billable

Copy Selected | Delete Selected | Check For Errors | New Expense | Add

Totals

Employee Expenses:	250.33 USD	**Due Employee:**	250.33 USD
Non-Reimbursable Expenses:	0.00 USD	**Due Vendor:**	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

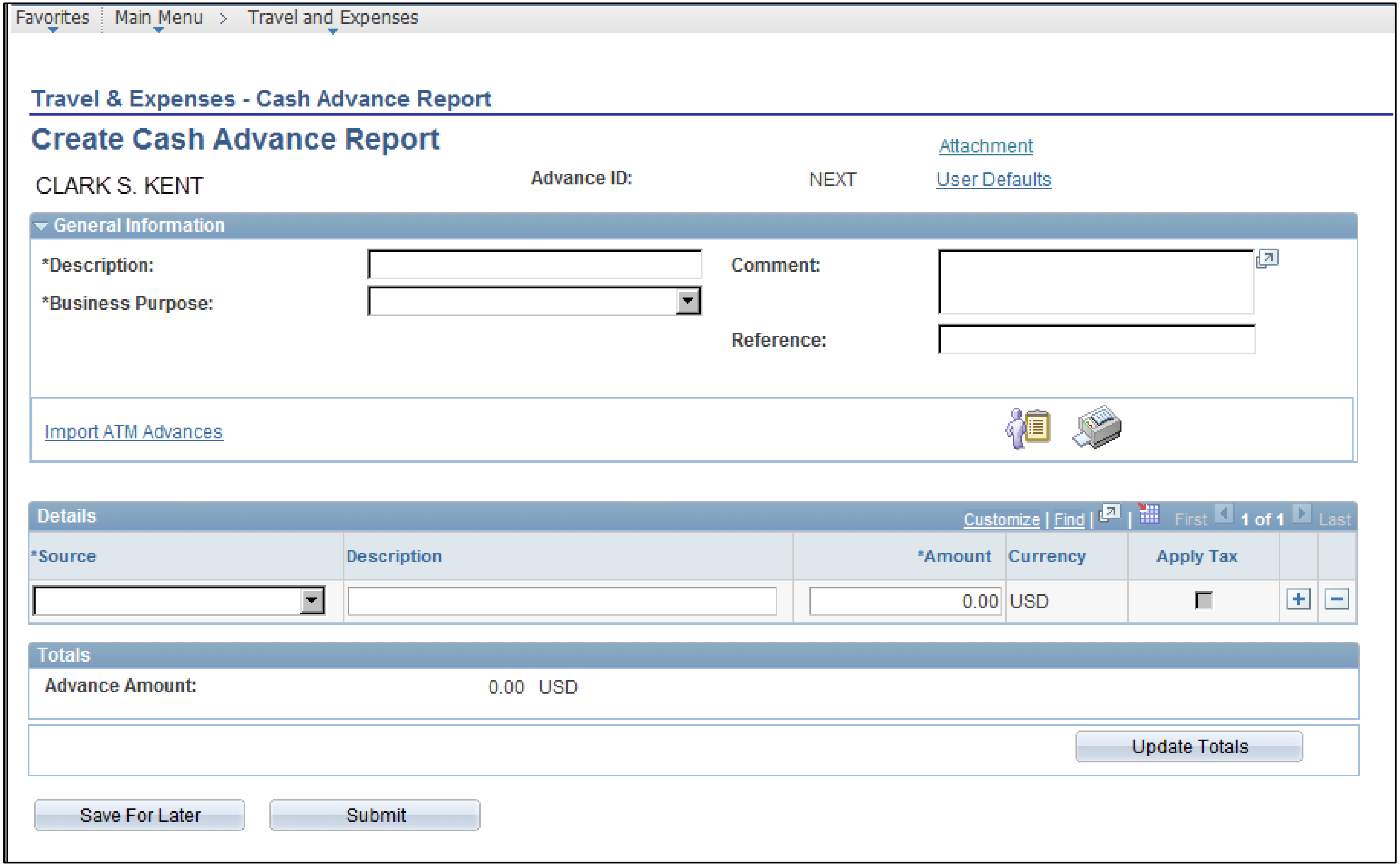
Definition of Totals | Update Totals

Save For Later | Submit | Expense Report Project Summary | Printable View

Return to Travel and Expense Center

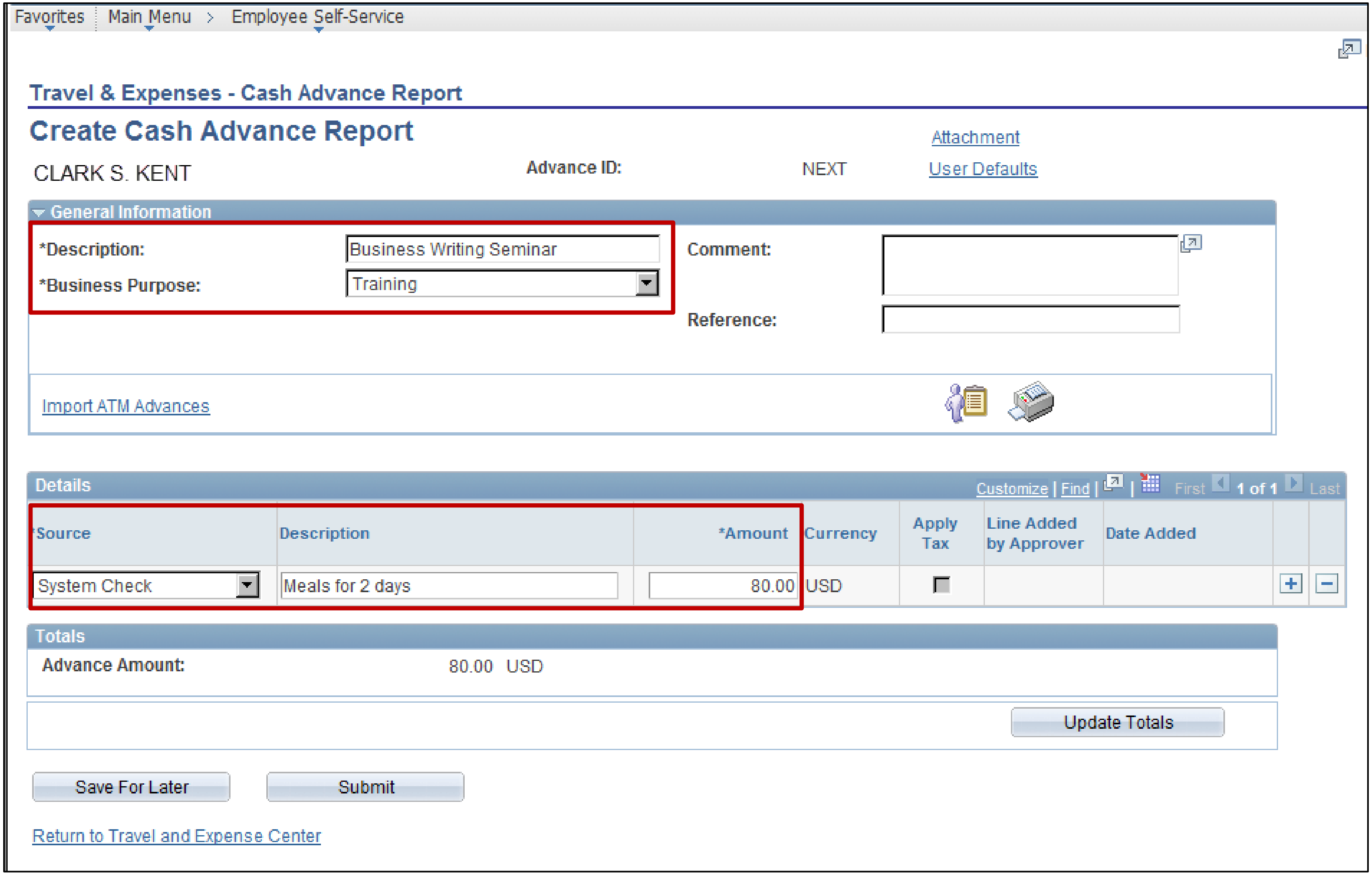
Click on image to return

Create Cash Advance Report Page



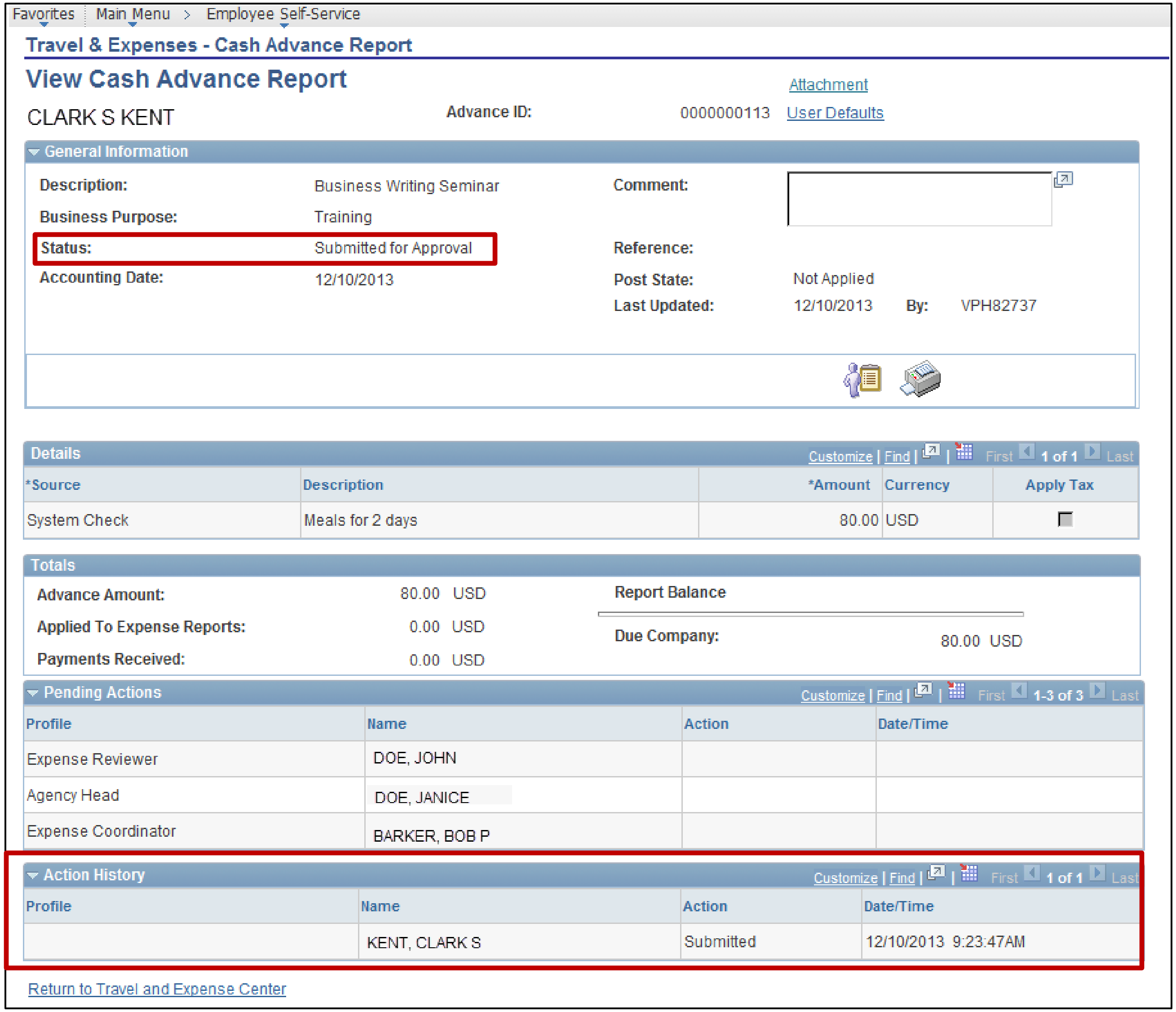
Click on image to return

Create Cash Advance Report Page (continued)



Click on image to return

View Cash Advance Report – Status and Action History



Click on image to return

Viewing an Expense Report Status

Favorites | Main Menu > Employee Self-Service

View Expense Report

Expense Report Detail

Attachment

CLARK S KENT | User Defaults | **Report ID:** 0000029066

General Information

Description:	Business Writing Seminar	**Comment:**	
Business Purpose:	Training		
Status:	Submitted for Approval	**Reference:**	
Default Location:	Virginia Beach	**Last Updated:**	12/10/2013 **By:** VPH82737
Post State:	Not Applied		

Accounting Defaults | **More Options:** | GO

Details — Customize | Find | View All | First 1-5 of 5 Last

*Overview | *Detail | *Location | Merchant | *Air/Hotel | *Mileage | *Per Diem | *Currency

	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
All Meals - Travel Day	12/05/2013	39.00	USD	Check	Billable
All Meals - Travel Day	12/06/2013	39.00	USD	Check	Billable
Lodging	12/05/2013	89.00	USD	Check	Billable
Personl Mileage Cost Justified	12/05/2013	67.80	USD	Check	Billable
Lodging Fees and Taxes	12/06/2013	15.53	USD	Check	Billable

Totals

Employee Expenses:	250.33 USD	**Due Employee:**	250.33 USD
Non-Reimbursable Expenses:	0.00 USD	**Due Vendor:**	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals

Expense Report Project Summary | Printable View

Pending Actions — Customize | Find | First 1-2 of 2 Last

Profile	Name	Action	Date/Time
Expense Reviewer	DOE, JOHN		
Expense Coordinator	DOE, JANICE		

Action History — Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
	KENT, CLARK S	Submitted	12/10/2013 11:20:54AM

Return to Expense Report

Return to Search | Notify

Click on image to return