About Creating Expense Templates

Public Expense Report or Travel Authorization templates can be created in Cardinal which reflects typical combinations of expense items. These templates can be accessed by all users statewide and are not limited to specific agency. Users can then create new expense reports or travel authorizations by starting from a template, which can help reduce time and keying errors.

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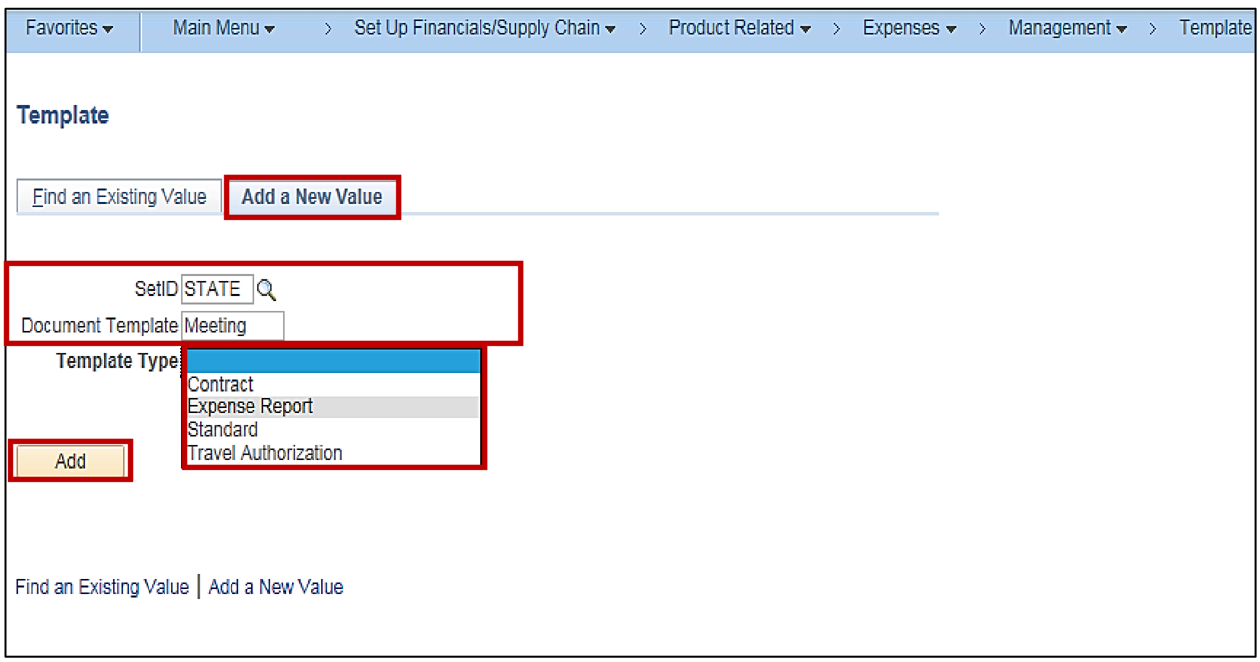
To Create a Template:

1 Navigate to the **Template** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Expenses > Management > Template



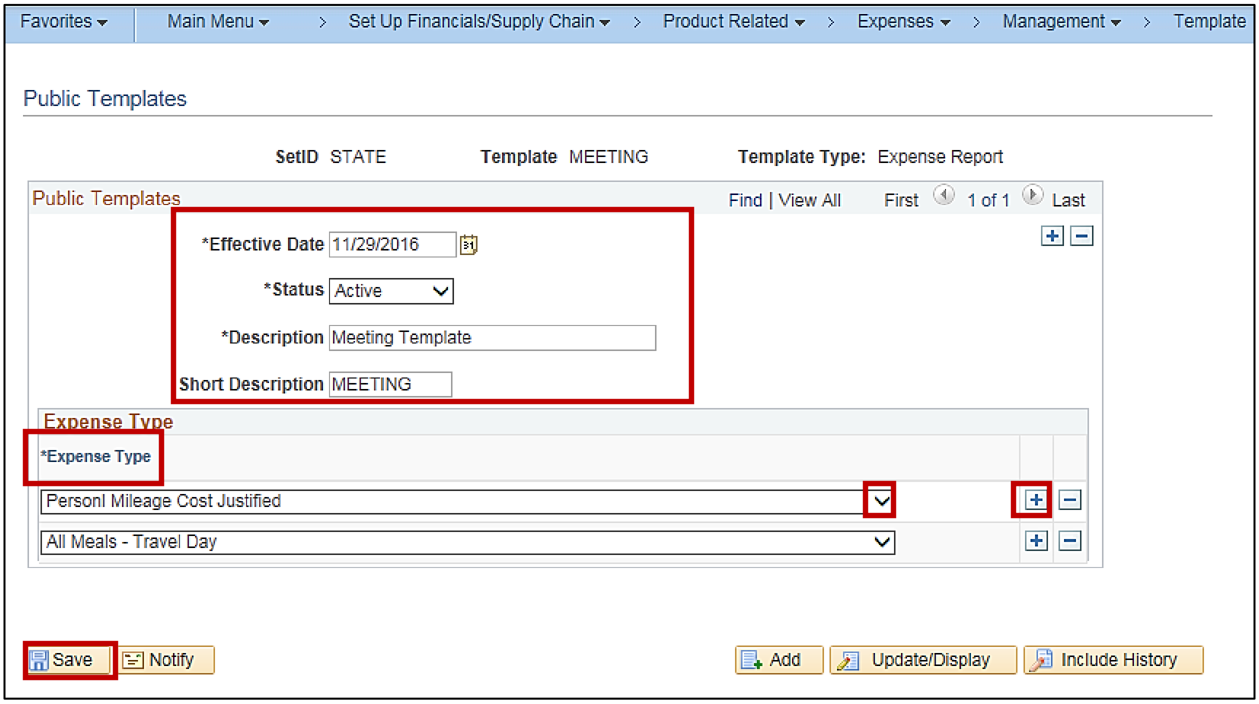
2 Click the **Add a New Value** tab.

3 Verify the **SetID** field value is **STATE**. If not, change it.

4 In the **Document Template** field, enter the name of the template, not to exceed eight (8) characters.

5 Select the **Template Type** from the drop down list. For this scenario, **Expense Report**.

6 Click the **Add** button.



7 The **Public Templates** page displays. The **Effective Date** defaults to the current date. You can change this if necessary.

8 The **Status** defaults to **Active**. Do not change this field.

9 Enter a **Description** of the template you are creating. This description will be displayed to the processor when selecting a template to create an Expense Report or Travel Authorization.

10 Enter a **Short Description** of the template.

11 In the **Expense Type Section**, select the type of expenses that would be associated with this template. For example, Personal Mileage or All Meals- Travel Day. These can be selected from the drop-down menu.

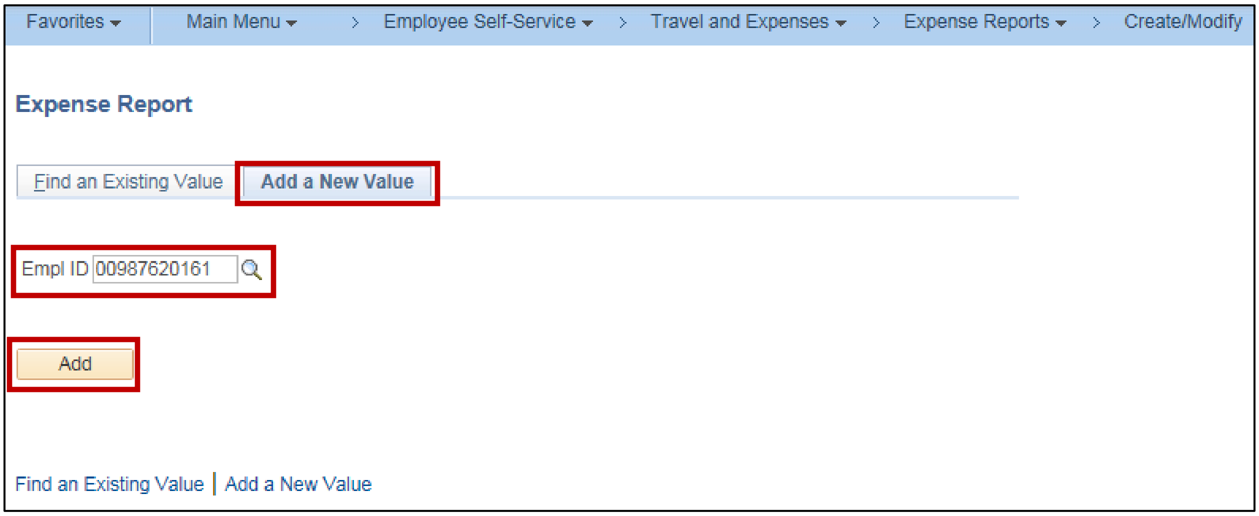
12 Click the **+** button to add other expense types as appropriate.

13 Click the **Save** button. The template can now be accessed by users.

To Access a Template:

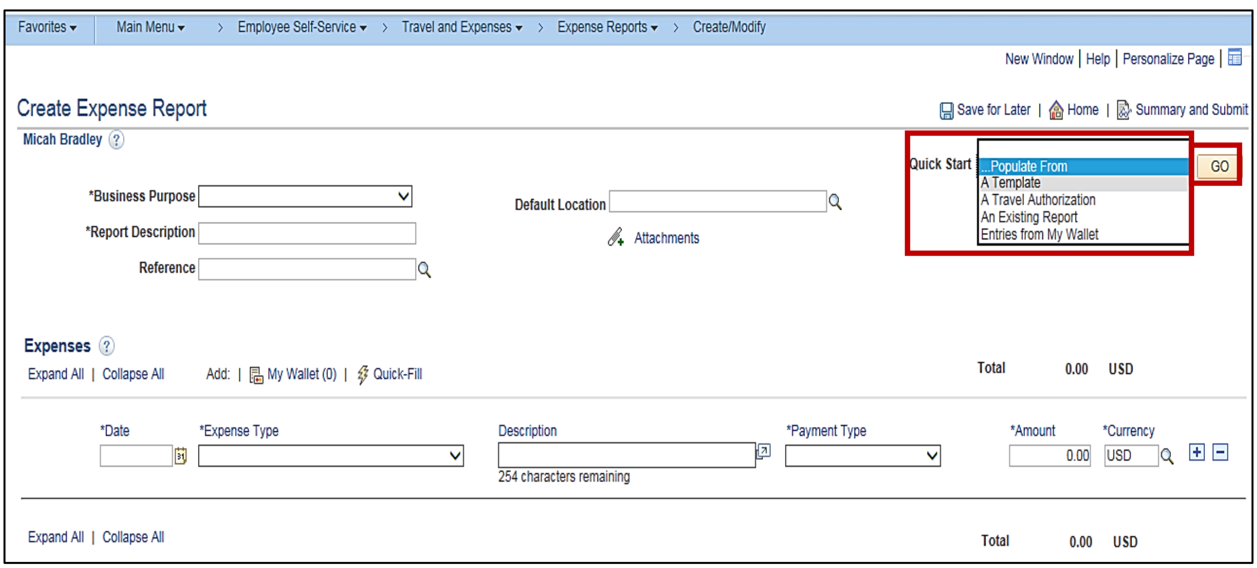
1 Navigate to the **Expense Report** page using the following path:

Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify



2 On the **Add a New Value** tab, enter the **Empl ID** of the person you are creating an Expense Report for.

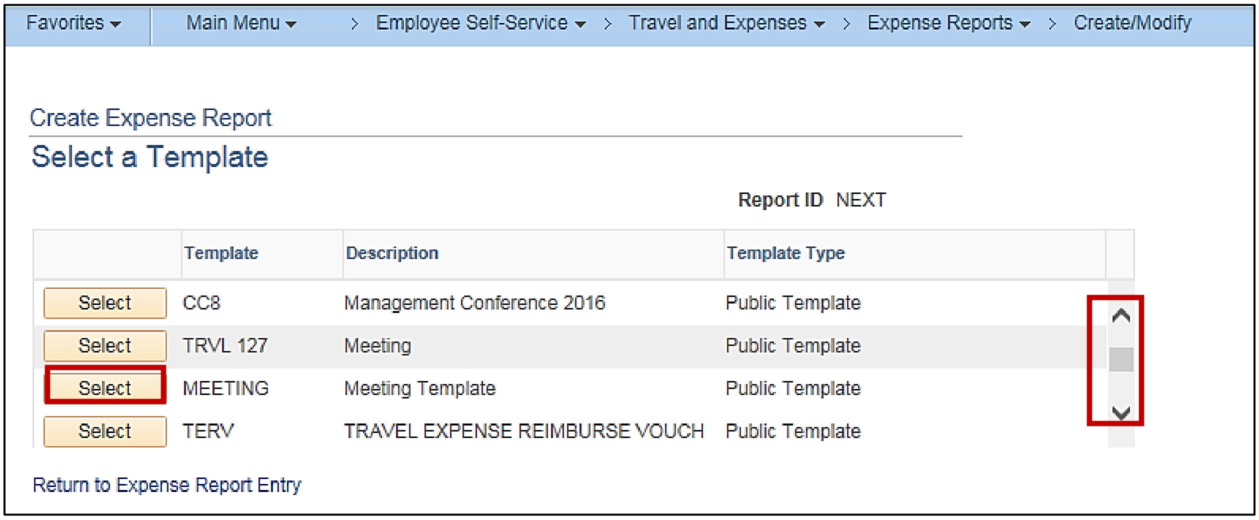
3 Click the **Add** button.



4 The **Create an Expense Report/Expense Report Entry** page displays. In the **Quick Start Menu**, click the pulldown arrow.

5 Select the **A Template** option.

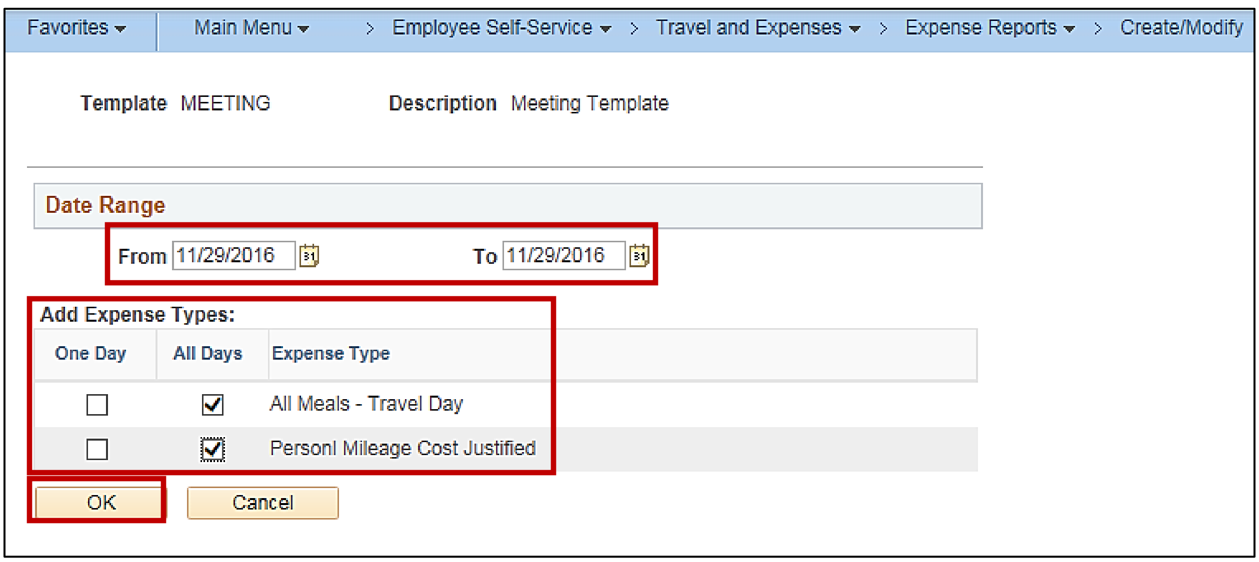
6 Click the **GO** button.



7 The **Select a Template** page displays. Click the **Select** button to choose the desired Template.

Note that you may need to use the side scrollbar to select the template you need.

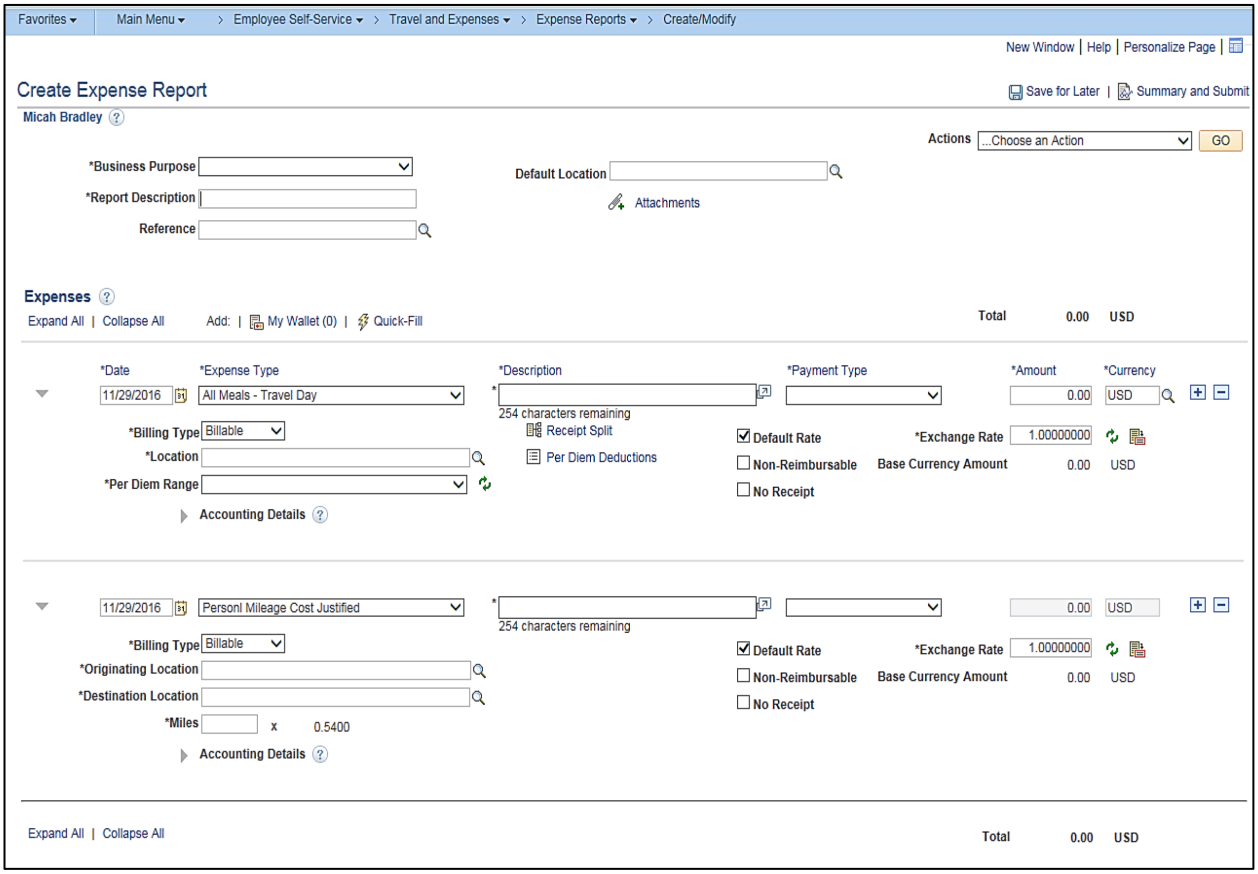
In this example, the MEETING template is selected.



8 The **Add Expenses to Report** page displays. Enter the **Date Range** associated with the Expense.

9 Click the appropriate indicator next to the **Expense Type** to denote if it should be applied for **One Day** or **All Days** depending on the type of expense.

10 Click the **OK** button.



11 The **Create Expense Report** page displays. The **Expense Type**(s) and Expense **Date**(s) are populated on the report. These fields can be edited as needed.

The **General Information** section and other expense related details will need to be entered to complete the Expense Report or Travel Authorization.