

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.

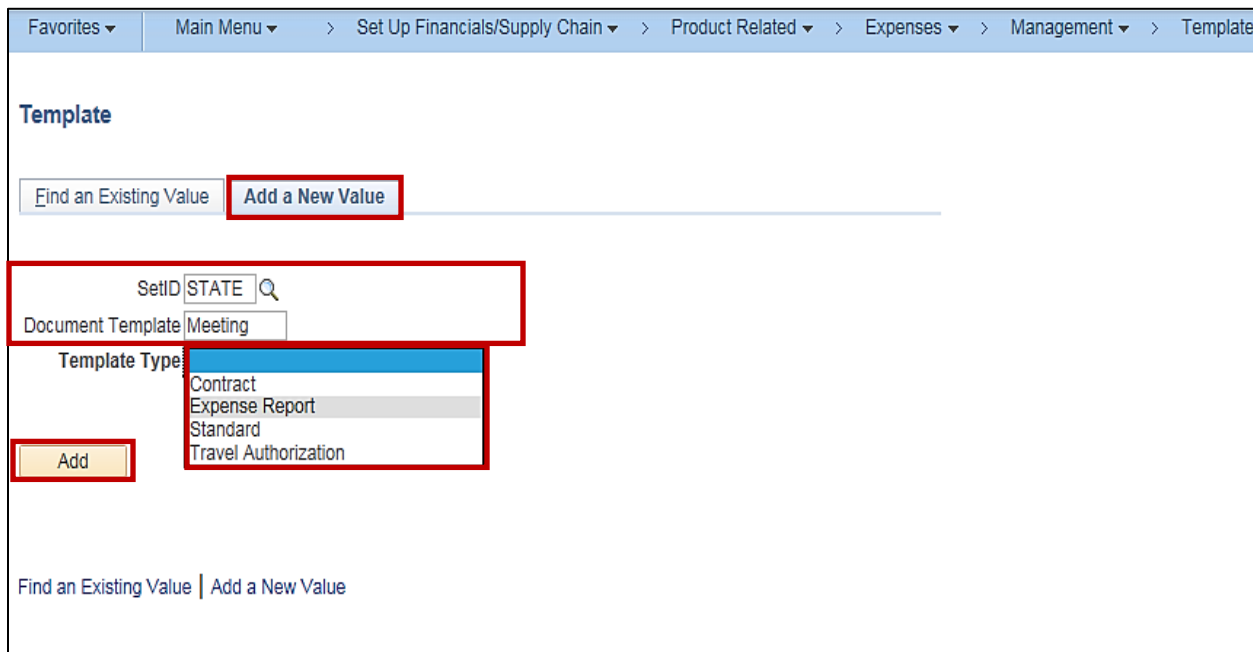
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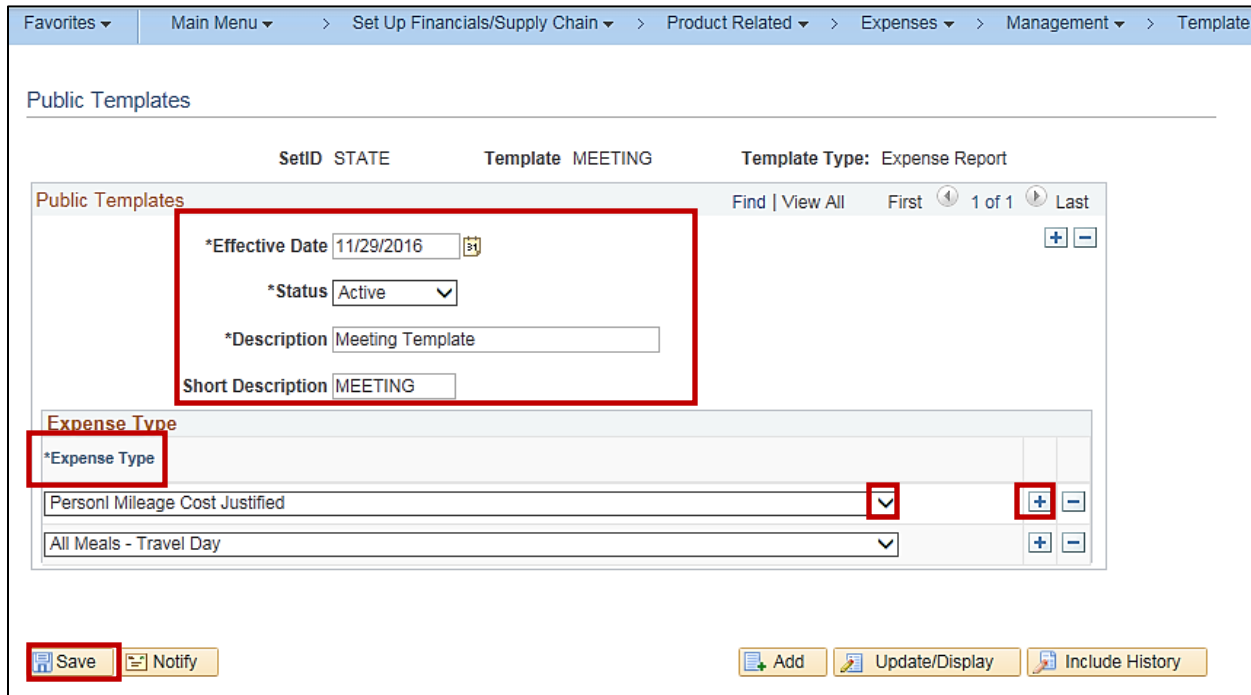
To Create a Template:

- 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.



Public Templates

SetID STATE Template MEETING Template Type: Expense Report

Public Templates Find | View All First 1 of 1 Last

*Effective Date 11/29/2016

*Status Active

*Description Meeting Template

Short Description MEETING

Expense Type

*Expense Type

Personal Mileage Cost Justified

All Meals - Travel Day

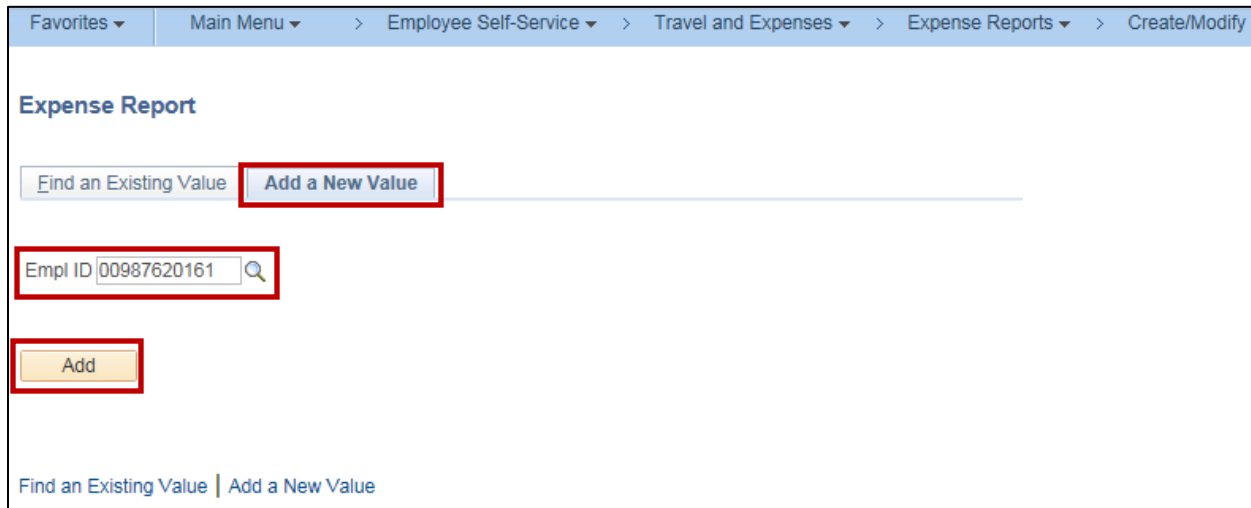
Save Notify Add Update/Display Include History

- 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:

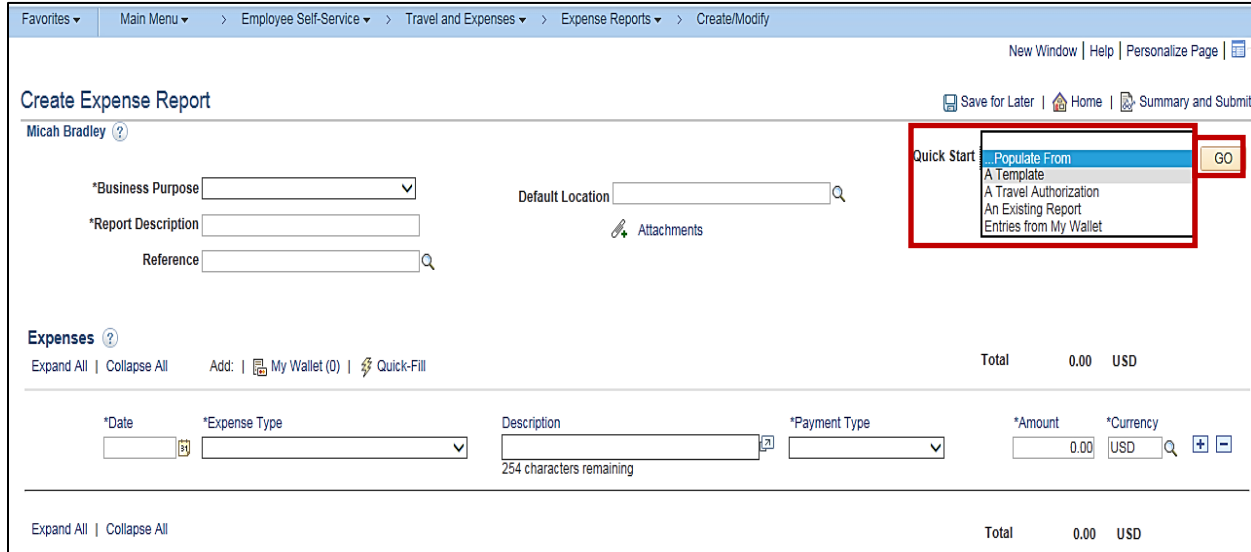
- 1 Navigate to the **Expense Report** page using the following path:

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



The screenshot shows the 'Expense Report' page with the breadcrumb trail: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The 'Expense Report' title is at the top. Below it are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs is a search field for 'Empl ID' containing the value '00987620161', also highlighted with a red box. Below the search field is an 'Add' button, highlighted with a red box. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

- 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.



The screenshot shows the 'Create Expense Report' page. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page title is 'Create Expense Report'. Below the title are several input fields: '*Business Purpose' (dropdown), 'Default Location' (text with search icon), '*Report Description' (text with search icon), and 'Reference' (text with search icon). There is an 'Attachments' icon. On the right side, there is a 'Quick Start' menu with a dropdown arrow. The menu is open, showing options: 'Populate From', 'A Template', 'A Travel Authorization', 'An Existing Report', and 'Entries from My Wallet'. The 'A Template' option is highlighted with a blue bar. To the right of the menu is a 'GO' button, highlighted with a red box. Below the input fields is an 'Expenses' section with a table. The table has columns for '*Date', '*Expense Type', 'Description', '*Payment Type', '*Amount', and '*Currency'. The 'Total' is 0.00 USD. At the bottom, there are links for 'Expand All' and 'Collapse All'.

- 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.

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

Create Expense Report

Select a Template

Report ID NEXT

	Template	Description	Template Type
Select	CC8	Management Conference 2016	Public Template
Select	TRVL 127	Meeting	Public Template
Select	MEETING	Meeting Template	Public Template
Select	TERV	TRAVEL EXPENSE REIMBURSE VOUCH	Public Template

Return to Expense Report Entry

- 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.

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

Template MEETING Description Meeting Template

Date Range

From 11/29/2016 To 11/29/2016

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	All Meals - Travel Day
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personl Mileage Cost Justified

OK Cancel

- 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.



Accounts Payable Job Aid

SW AP315 Creating an Expense Template

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

New Window | Help | Personalize Page |

Create Expense Report

Save for Later | Summary and Submit

Micah Bradley

Actions:

*Business Purpose
*Report Description
Reference

Default Location
 Attachments

Expenses

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

	*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
▼	11/29/2016	All Meals - Travel Day	<input type="text"/> 254 characters remaining	<input type="text"/>	0.00	USD	
		*Billing Type <input type="text" value="Billable"/>	<input type="checkbox"/> Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate <input type="text" value="1.00000000"/>		
		*Location <input type="text"/>	<input type="checkbox"/> Per Diem Deductions	<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	0.00 USD	
		*Per Diem Range <input type="text"/>		<input type="checkbox"/> No Receipt			
		Accounting Details					
▼	11/29/2016	Personl Mileage Cost Justified	<input type="text"/> 254 characters remaining	<input type="text"/>	0.00	USD	
		*Billing Type <input type="text" value="Billable"/>	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate <input type="text" value="1.00000000"/>			
		*Originating Location <input type="text"/>	<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	0.00 USD		
		*Destination Location <input type="text"/>	<input type="checkbox"/> No Receipt				
		*Miles <input type="text"/> x 0.5400					
		Accounting Details					

Expand All | Collapse All

Total 0.00 USD

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.