



# **SW AP315A: Online Expense Processing**

Instructor Led Training



# Welcome

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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. See your agency's Security Handbook, located on the Cardinal website, for a list of available roles and descriptions.



# Course Objectives

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After completing this course, you will be able to:

- Understand travel and expense concepts
- Create, submit, update and view expense transactions in Cardinal
- Use key reports, queries and online inquiries



# Agenda

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Today, we will cover the following lessons:

- Lesson 1: Processing Employee Expenses Overview
- Lesson 2: Travel Authorizations
- Lesson 3: Cash Advances
- Lesson 4: Expense Reports
- Lesson 5: Reports, Queries and Online Inquiries



# Introduction

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

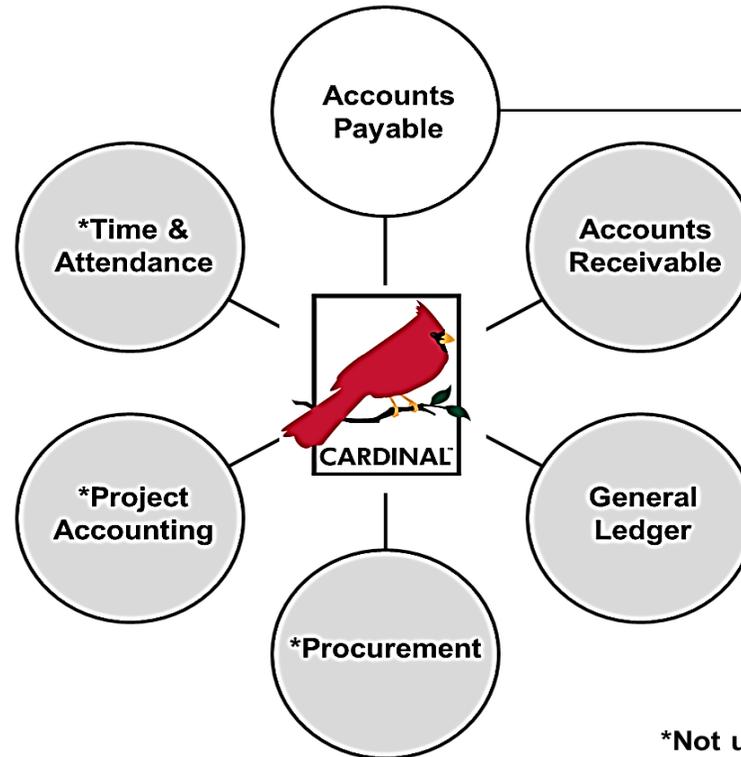
## Accounts Payable

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.

## Cardinal Functional Areas



## Modules

	Accounts Payable	
	Expenses	

\*Not used by all state agencies



# Lesson 1: Processing Employee Expenses Overview

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

- Key Concepts



# Key Concepts

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Some key concepts in processing travel and expenses include:

- **Employee Expenses:** In Cardinal, all non salaried payments to your agency employees (e.g., cash advances and travel expense reimbursements) are made through the expenses module. The Accounts Payable module (which includes Petty Cash) is used only to pay vendors.
- **Employee Profile Update:** A profile must exist for an employee prior to an employee being reimbursed. Employee profiles contain important organizational data such as business unit, department, and default ChartFields. Profiles also contain EDI banking information if applicable. EDI Information is added / updated through a daily interface from Commonwealth Integrated Payroll Personnel System (CIPPS).
- **Proxy / Authorized User:** In Cardinal, a proxy (proxies) is assigned to enter or modify employee 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)

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- **Attachment Capability:** In Cardinal, you can add attachments (such as scanned receipts) to Travel Authorizations, Cash Advance requests, or Expense Reports. Your agency may elect to allow those attachments to be used as substantiation of requests submitted for approval. However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, Yellow Book, etc.) State (Auditor of Public Accounts, Department of Accounts, etc.) or local regulatory requirements that may apply.
- **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 or the amount owed to the Commonwealth.
- **Workflow:** Workflow routes items to the designated approver(s) worklist and describes the path of approvers required for an item to continue being processed in Cardinal.
- **Accounting Distribution:** ChartField string that defines how a transaction is charged (i.e. which fund, account, program, department, etc.).
- **Payment Cash Checking:** A process that ensures all payments, including vouchers, employee expenses and cash advances are checked against available cash before being released for payment each night.



# Employee Profile

For an employee to be reimbursed for travel and business related expenses, an employee profile must exist in Cardinal. The employee profile contains **Default ChartField Values** which automatically populate any travel authorization, cash advance or expense report created on behalf of that employee.

Below is an example of the Employee Profile **Organizational Data** tab which shows where **Default ChartField Values** are entered for an employee profile. These values default on expense transactions, but can be changed as appropriate.

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

Employee Data | **Organizational Data** | User Defaults

### JOHN DOE

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

Valid for Expenses: Yes  **Default Profile**  
Reason for Status: Passed All Validation Edits  Ignore Authorized Amounts

**HR Information**

Employee Status: Active  
Hire Date: 01/01/1901  
\*GL Unit: 15100 Department of Accounts  
\*Department: 97200 Payroll Production  
Hours Per Period:  Use Business Unit Default

**Supervisor Information**

\*ID: 0044617080  
Name: Evans, Bob

**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
15100	01000	737003							



# Proxies

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Proxies are users who are authorized to enter and update expense transactions on behalf of specified employees. In Cardinal, you must be a proxy (authorized user) in order to create, update or view expense transactions for an employee, including yourself.

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.

Agencies' policies and procedures determine how the expense information is provided to the proxy for their employees.



# Lesson 1: Checkpoint

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

Answer the review questions below:

- 1) Employees are not set up as vendors in Cardinal when being reimbursed by their agency for business or travel related expenses.  
TRUE or FALSE
  
- 2) 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 transactions.  
TRUE or FALSE
  
- 3) The employee profile does not contain Default ChartField values that automatically populate on travel authorizations, cash advances and expense reports.  
TRUE or FALSE



# Lesson 1: Summary

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In this lesson, you learned:

- Key concepts in the Expenses module.
- Employees must have an employee profile set up in Cardinal in order to be reimbursed for travel and other business related expenses.
- A proxy must be authorized in Cardinal to create, update or view an employee's expense transactions.



# Lesson 2: Travel Authorizations

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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 other business related expenses. Here are some key points to consider:

- Commonwealth and agency policy determine when and if a Travel Authorization is required.
- Cardinal does not require the use of Travel Authorizations. Agencies may elect to use alternative procedures for authorizing travel and other business related expenses.
- When a Cardinal Travel Authorization is used, it must 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.
- You can use Travel Authorizations to document approval of non-travel expenses such as education.
- Details from a Travel Authorization can be copied into the Expense Report so you do not have to reenter the same information.



# Entering and Submitting Travel Authorizations (continued)

- 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 to assist with online approvals. However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, etc.) State (Auditor of Public Accounts, Department of Accounts, etc.) or local regulatory requirements.
- 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 > Create**

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.

Favorites | Main Menu > Employee Self-Service

## Travel Authorization

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

Empl ID: 00252010200 🔍

**Add**

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



# 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.

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: NEXT

**Quick Start:**

**General Information**

\*Description:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

Comment:



# Creating a Travel Authorization (continued)

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

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: NEXT

Quick Start: A Blank Authorization

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:  \*Date To:

[Accounting Defaults](#) More Options:

**Details** [Customize](#) [Find](#) [First](#) 1-4 of 4 [Last](#)

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

**Totals**

Authorized Amount: 0.00 USD

[Create A Cash Advance](#) [Project Summary](#) [Printable View](#)



# 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.

Favorites | Main Menu > Employee Self-Service

Create Travel Authorization [Return to Travel Authorization](#) [Attachment](#)

Travel Authorization Entry  
CLARK S. KENT [User Defaults](#) Authorization ID: NEXT

General Information

Description: Business Writing Seminar Comment:

Business Purpose: Training

Default Location:

\*Date From:  \*Date To:



# General Information Section

Favorites | Main Menu > Employee Self-Service

## Create Travel Authorization

[Return to Travel Authorization](#) [Attachment](#)

### Travel Authorization Entry

CLARK S. KENT [User Defaults](#) Authorization ID: NEXT

▼ General Information

Description:	<input type="text" value="Business Writing Seminar"/>	Comment:	<input type="text"/>
Business Purpose:	<input type="text" value="Training"/>		
Default Location:	<input type="text"/>		
*Date From:	<input type="text"/>	*Date To:	<input type="text"/>



# 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 to the **Expense Type** 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.

Favorites | Main Menu > Employee Self-Service

### Create Travel Authorization

[Return to Travel Authorization](#) Attachment

## Travel Authorization Entry

CLARK KENT [User Defaults](#) Authorization ID: NEXT

▼ General Information

<b>*Description:</b>	<input type="text" value="Business Writing Seminar"/>	<b>Comment:</b>	<input type="text"/>
<b>*Business Purpose:</b>	<input type="text" value="Training"/> ▼		
<b>Default Location:</b>	<input type="text" value="Virginia Beach"/> 🔍		
<b>*Date From:</b>	<input type="text" value="09/23/2015"/> 📅	<b>*Date To:</b>	<input type="text" value="09/24/2015"/> 📅





## 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.

Accounting Defaults More Options:

Details Customize | Find |  |  1-3 of 3

Select	*Expense Type	*Date	Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Lodging <input type="button" value="v"/>	09/23/2015 <input type="button" value="c"/>	94.00	USD	Check <input type="button" value="v"/>	Billable <input type="button" value="v"/>	<a href="#">*Detail</a> <input type="button" value="+"/>
	<input type="button" value="v"/>						<input type="button" value="+"/>
	<input type="button" value="v"/>						<input type="button" value="+"/>



# 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.

Favorites | Main Menu > Employee Self-Service

### Create Travel Authorization

#### Authorization Detail for Lodging (Line 1)

CLARK KENT Authorization ID: [NEXT](#)

**About This Expense**

*Date:	09/23/2015 <input type="text"/>
*Payment Type:	Check <input type="text"/>
*Billing Type:	Billable <input type="text"/>
Number of Nights:	1 <input type="text"/>
*Location:	Virginia Beach <input type="text"/>
*Description:	Omni Hotel - accomodations for <input type="text"/>
*Nightly Rate:	94.00 USD <input type="text"/>
*Total Amount:	94.00 USD

**Exception Comments**

Location Amount:

**Accounting Detail**

[Return to Travel Authorization Entry](#)



# 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 profile setup in Cardinal and the **Expense Type**. Below, you see the default **Department, Fund** and **Program** for Clark S. Kent. You see the **Account** value for the **Expense Type** of **Lodging** that you entered on the **Accounting Details** page.

Favorites | Main Menu > Employee Self-Service

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**Create Travel Authorization**

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**Accounting Detail**

CLARK KENT Authorization ID: NEXT

This is the accounting detail for expense type Lodging with a transaction date of 2015-09-23 in the amount of 94 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Accounting Summary									
Amount	GL Unit	SpeedType Key	Account	Fund	Program	Department	Cost Center	Task	FIPS
94.00	15100		5012850	01000	101010	95400			



# 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.

Favorites | Main Menu > Employee Self-Service

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### Create Travel Authorization

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## Accounting Detail

CLARK KENT Authorization ID: NEXT

This is the accounting detail for expense type Lodging with a transaction date of 2015-09-23 in the amount of 94 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Accounting Summary									
Amount	GL Unit	SpeedType Key	Account	Fund	Program	Department	Cost Center	Task	FIPS
94.00	15100	<input type="text"/>	5012850	01000	101010	95400	<input type="text"/>	<input type="text"/>	<input type="text"/>



# 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.

Favorites | Main Menu > Employee Self-Service

**Create Travel Authorization** [Return to Travel Authorization](#) [Attachment](#)

**Travel Authorization Entry**

CLARK KENT [User Defaults](#) **Authorization ID:** 0000003609

**General Information**

\*Description: Business Writing Seminar Comment:

\*Business Purpose: Training

Default Location: Virginia Beach

\*Date From: 09/23/2015 \*Date To: 09/24/2015

Accounting Defaults More Options:  GO

**Details** [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	*Detail	
<input type="checkbox"/>	Lodging	09/23/2015	94.00	USD	Check	Billable	*Detail	<a href="#">+</a>

Copy Selected Delete Selected Check For Errors New Expense Add

**Totals**

Authorized Amount: 94.00 USD

Update Totals

Save for Later Submit [Create A Cash Advance](#) [Project Summary](#) [Printable View](#)



# Creating a Cash Advance from the link on the Travel Authorization

If you want to create a cash advance using the link from the Travel Authorization page, it must be done before submitting it.

To create a Cash Advance using the link from the Travel Authorization page, follow the steps below:

- Save the **Travel Authorization** report.
- Click the **Create a Cash Advance** link at the bottom of the Travel Authorization page.

Cardinal opens a new window and populates the **Description** and **Business Purpose** fields on the Cash Advance.

- Enter the remaining information for the Cash Advance.
- Click the **Submit** button to submit the Cash Advance for approval.
- Click the **Create** tab at the top of the page to return to the **Travel Authorization** page.
- Click the **Submit** button on the Travel Authorization to submit it for approval.

Description	Amount	Currency	Billable	*Detail
Lodging	94.00	USD	Check	Billable

Copy Selected Delete Selected Check For Errors New Expense Add

Totals  
Authorized Amount: 94.00 USD  
Update Totals

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

http://fintmdvweb.covtest.virginia.gov/psp/fintrdy\_1/EMPLOYEE/ERP/c/ADMINISTER\_EXPE... Create Request Advance

**CARDINAL**

Travel and Expenses

Home Worklist

Travel & Expenses - Cash Advance Report

Create Cash Advance Report

Ronald Frank Advance ID: NEXT Attachment User Defaults

General Information

\*Description: Business Writing Seminar Comment:

\*Business Purpose: Training Reference:

Import ATM Advances

Details

*Source	Description	*Amount	Currency	Apply Tax
System Check	For Bus Writing Seminar	100.00	USD	

Totals  
Advance Amount: 0.00 USD  
Update Totals

Save For Later Submit



# Creating a Cash Advance from the link on the Travel Authorization (continued)

<input type="checkbox"/>	Lodging	09/23/2015	94.00	USD	Check	Billable	*Detail	+
Copy Selected	Delete Selected	Check For Errors	New Expense	Add				
<b>Totals</b>								
<b>Authorized Amount:</b>			94.00 USD					
Update Totals								
Save for Later	Submit	<b>Create A Cash Advance</b>	Project Summary	Printable View				

Browser tabs: Create, Request Advance

URL: http://fintrndvweb.covtest.virginia.gov/psp/fintrdv\_1/EMPLOYEE/ERP/c/ADMINISTER\_EXPE

**CARDINAL** Home | Worklist

Favorites | Main Menu > Travel and Expenses

**Travel & Expenses - Cash Advance Report**

**Create Cash Advance Report**

Ronald Frank      Advance ID:      NEXT      Attachment  
User Defaults

**General Information**

\*Description: Business Writing Seminar      Comment:

\*Business Purpose: Training      Reference:

Import ATM Advances

**Details**      Customize | Find | First 1 of 1 Last

*Source	Description	*Amount	Currency	Apply Tax
System Check	For Bus Writing Seminar	100.00	USD	<input type="checkbox"/>

**Totals**

Advance Amount: 0.00 USD

Update Totals

Save For Later      Submit



# Submitting a Travel Authorization

Saving a Travel Authorization does not route it for approval. The Travel Authorization must be submitted in order for it to go through the workflow process.

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.

Favorites | Main Menu > Employee Self-Service

### Create Travel Authorization

### Submit Confirmation

CLARK KENT      **Authorization ID:** 0000003609

Travel Authorization Totals		
<b>Total:</b>	94.00 USD	<b>Total Authorized:</b>
<b>Less Non-Approved:</b>		

✓ Click OK to submit, or click Cancel to return to the travel authorization without submitting.

**OK**    Cancel



# 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 cannot be modified 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.

Favorites | Main Menu > Employee Self-Service

**View Travel Authorization** [Return to Travel Authorization](#) [Attachment](#)

**Travel Authorization Details**

CLARK KENT [User Defaults](#) Authorization ID: 000003609

**General Information**

Description: Business Writing Seminar Comment:

Business Purpose: Training

Status: Submission in Process Last Updated: 09/16/2015 By: BAPUSER04

Default Location: Virginia Beach

Date From: 09/23/2015 Date To: 09/24/2015

Accounting Defaults More Options:  GO

**Details** [Customize](#) | [Find](#) | [Print](#) | First 1 of 1 Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	*Detail
Lodging	09/23/2015	94.00	USD	Check	Billable	<a href="#">*Detail</a>

**Totals**

Authorized Amount: 94.00 USD

Less Non-Approved: 0.00 USD

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Due Employee: 94.00 USD



# Submitting a Travel Authorization (continued)

Favorites | Main Menu > Employee Self-Service

## View Travel Authorization

[Return to Travel Authorization](#)

[Attachment](#)

### Travel Authorization Details

CLARK KENT

[User Defaults](#)

Authorization ID:

0000003609

#### General Information

**Description:** Business Writing Seminar **Comment:**

**Business Purpose:** Training

**Status:** Submission in Process **Last Updated:** 09/16/2015 **By:** BAPUSER04

**Default Location:** Virginia Beach

**Date From:** 09/23/2015 **Date To:** 09/24/2015

[Accounting Defaults](#)

More Options:

#### Details

[Customize](#) | [Find](#) | | First 1 of 1 Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Lodging	09/23/2015	94.00	USD	Check	Billable	<a href="#">*Detail</a>

#### Totals

**Authorized Amount:** 94.00 USD

**Less Non-Approved:** 0.00 USD

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**Due Employee:** 94.00 USD



# Viewing the Travel Authorization Status

The proxy who enters the Travel Authorization and any other proxies assigned for an 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**

You can search for the Travel Authorization you wish to view using any of the **Search by** drop down menu options.

Enter the information and click the **Search** button.

The screenshot shows a web browser window with the following elements:

- Navigation bar: Favorites | Main Menu > Employee Self-Service
- Section title: **Travel Authorization**
- Instruction: Enter any information you have and click Search. Leave fields blank for a list of all values.
- Section: Find an Existing Value
- Field: Maximum number of rows to return (up to 300):
- Field: Search by: **Authorization ID** (selected from a dropdown menu) begins with
- Field:  Ad
- Dropdown menu options: Creation Date, Description, Empl ID, Name, Status



# 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 cannot 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.

Favorites | Main Menu > Employee Self-Service

**View Travel Authorization** [Attachment](#)

**Travel Authorization Details**

CLARK KENT [User Defaults](#) Authorization ID: 000003609

**General Information**

Description: Business Writing Seminar Comment:

Business Purpose: Training

**Status:** Submitted for Approval Last Updated: 09/16/2015 By: BAPUSER04

Default Location: Virginia Beach

Date From: 09/23/2015 Date To: 09/24/2015

Accounting Defaults More Options:  GO

**Details** Customize | Find | First 1 of 1 Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Lodging	09/23/2015	94.00	USD	Check	Billable	*Detail

**Totals**

Authorized Amount: 94.00 USD

[Project Summary](#) [Printable View](#)

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

Profile	Name	Action	Date/Time
Supervisor	DOE, JOHN		

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

Profile	Name	Action	Date/Time
	Kent, Clark	Submitted	09/16/2015 3:05:35PM



# Viewing the Travel Authorization Status (continued)

Favorites | Main Menu > Employee Self-Service

## View Travel Authorization

### Travel Authorization Details

CLARK KENT [User Defaults](#) Authorization ID: 0000003609 [Attachment](#)

**General Information**

Description: Business Writing Seminar Comment:

Business Purpose: Training

**Status:** Submitted for Approval Last Updated: 09/16/2015 By: BAPUSER04

Default Location: Virginia Beach

Date From: 09/23/2015 Date To: 09/24/2015

Accounting Defaults More Options:

**Details** [Customize](#) | [Find](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Lodging	09/23/2015	94.00	USD	Check	Billable	<a href="#">*Detail</a>

**Totals**

Authorized Amount: 94.00 USD

[Project Summary](#) [Printable View](#)

**Pending Actions** [Customize](#) | [Find](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

Profile	Name	Action	Date/Time
Supervisor	DOE, JOHN		

**Action History** [Customize](#) | [Find](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

Profile	Name	Action	Date/Time
	Kent, Clark	Submitted	09/16/2015 3:05:35PM



# Updating / Canceling and Deleting a Travel Authorization

You can update a Travel Authorization if:

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

You can cancel a Travel Authorization if:

- It has been approved and is not associated to an Expense Report. The Travel Authorization will show a 'Closed' status. 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.

You can delete a Travel Authorization if:

- It has not been **submitted**
- It has been **canceled**
- It was **returned** or denied by the approver

**Deleted** authorizations cannot be viewed.

See the job aid entitled **SW AP315 Updating and Deleting Expense Transactions** for more details.



# Lesson Simulation: Creating and Processing a Travel Authorization

You are now about to view a simulation for creating and processing a Travel Authorization.





# Hands On Practice – Creating a Travel Authorization

---

This practice will reinforce the concepts learned in this lesson. Your instructor will provide direction regarding the activity. Please ask your instructor if you have any questions.



## Lesson 2: Checkpoint

---

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

- 1) Which of the following is not a business purpose:
  - a. Education
  - b. Presentation
  - c. Lodging
  - d. Conference
  
- 2) A Travel Authorization must be entered, submitted and approved prior to the start date of the travel.
  - a. True
  - b. False
  
- 3) At what point are you unable to update a Travel Authorization?
  - a. When the authorization is in the approval process
  - b. After you have saved the authorization
  - c. After the authorization has been 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

---

You can request a cash advance for employees for travel and other business expenses, in accordance with State and agency policy. Your agency employees are not vendors, and cannot be paid via regular voucher, including Petty Cash.

Cash Advance requests require approval. Once a Cash Advance is approved, Cardinal creates related accounting entries, based on the employee's profile.

Employees receive approved advances by check or deposit to their bank accounts. Employee bank account information is uploaded into Cardinal from CIPPS daily and can only be viewed by the DOA EDI Coordinator.

The distribution for Cash Advances comes from the ChartFields set up on the Employee Profile. They are not visible on the **Create a Cash Advance Report** page to be viewed nor modified.



# Creating a Cash Advance Request

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

If you are creating a cash advance not associated with a travel authorization, you can access the **Create Cash Advance Report** page, using the following path:

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

Enter the **Empl ID** and click the **Add** button.

Favorites | Main Menu > Employee Self-Service

## Cash Advance

Find an Existing Value | Add a New Value

Empl ID: 00252010200 🔍

Add

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



# Creating a Cash Advance Request

The Create a Cash Advance Report page displays. Use this page to enter the Cash Advance request information.

Favorites | Main Menu > Travel and Expenses

### Travel & Expenses - Cash Advance Report

## Create Cash Advance Report

CLARK S. KENT      Advance ID:      NEXT      [Attachment](#)  
[User Defaults](#)

**General Information**

\*Description:       Comment:

\*Business Purpose:        Reference:

[Import ATM Advances](#)

**Details**      [Customize](#) | [Find](#) | |      First  1 of 1  Last

*Source	Description	*Amount	Currency	Apply Tax		
<input type="text"/>	<input type="text"/>	0.00	USD	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**Totals**

Advance Amount:      0.00      USD



# Creating a Cash Advance Request

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

- **Description** - enter a description for the Cash Advance request.
- **Business Purpose** - use the dropdown menu to select the business purpose for the advance.
- **Source** - select **System Check**, which is the only option. This is not necessarily how the employee will receive payment. Payment method is determined by the employee profile setup.
- **Description** field next to the **Source** – this field is not required and is used to capture additional information about the request if needed.
- **Amount** - enter the amount of the advance.
- **Comment and Reference** – use these fields to enter any additional information about the advance

**Travel & Expenses - Cash Advance Report**  
**Create Cash Advance Report**

CLARK S. KENT      Advance ID:      NEXT      [Attachment](#)  
[User Defaults](#)

**General Information**

\*Description: Business Writing Seminar      Comment:

\*Business Purpose: Training      Reference:

[Import ATM Advances](#)

**Details**

Source	Description	*Amount	Currency	Apply Tax	Line Added by Approver	Date Added
System Check	Meals for 2 days	80.00	USD	<input type="checkbox"/>		

**Totals**

Advance Amount: 80.00 USD

[Return to Travel and Expense Center](#)



# Creating a Cash Advance Request (continued)

Favorites | Main Menu > Employee Self-Service

## Travel & Expenses - Cash Advance Report

### Create Cash Advance Report

CLARK S. KENT      Advance ID:      NEXT      [Attachment](#)  
[User Defaults](#)

**General Information**

\*Description:       Comment:

\*Business Purpose:       Reference:

[Import ATM Advances](#)

**Details**      Customize | Find | |      First 1 of 1 Last

Source	Description	*Amount	Currency	Apply Tax	Line Added by Approver	Date Added		
<input type="text" value="System Check"/>	<input type="text" value="Meals for 2 days"/>	<input type="text" value="80.00"/>	USD	<input type="checkbox"/>			<input type="button" value="+"/>	<input type="button" value="-"/>

**Totals**

Advance Amount:      80.00      USD

[Return to Travel and Expense Center](#)



# 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 you navigate away from this page, you can access the **Modify Cash Advance Report** page using following path:

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

**Travel & Expenses - Cash Advance Report**  
**Modify Cash Advance Report**

CLARK S KENT **Advance ID:** 0000000113 [Attachment](#) [User Defaults](#)

**General Information**

\*Description: Business Writing Seminar Comment:

\*Business Purpose: Training Reference:

[Import ATM Advances](#)

*Source	Description	*Amount	Currency	Apply Tax	Line Added by Approver	Date Added	
System Check	Meals for 2 days	80.00	USD	<input type="checkbox"/>			<input type="button" value="+"/> <input type="button" value="-"/>

**Totals**

Advance Amount: 80.00 USD

[Return to Travel and Expense Center](#)



# Submitting a Cash Advance Request

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.

The Cash Advance request must be submitted to go through the approval workflow. 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).

Favorites | Main Menu > Employee Self-Service

---

### Travel & Expenses - Cash Advance Report

---

## Submit Confirmation

CLARK S KENT      **Advance ID:** 0000000113

Totals	
Advance Amount:	80.00 USD

Click OK to submit, or click Cancel to return to the cash advance without submitting.



# Viewing the Cash Advance Status

Once you save or submit your Cash Advance request, proxies for the 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 Expense Transactions**.

Favorites | Main Menu > Employee Self-Service

### Travel & Expenses - Cash Advance Report

#### View Cash Advance Report

CLARK S KENT      Advance ID: 000000113      [Attachment](#)  
[User Defaults](#)

**General Information**

Description:	Business Writing Seminar	Comment:	<input type="text"/>
Business Purpose:	Training	Reference:	
<b>Status:</b>	<b>Submitted for Approval</b>	Post State:	Not Applied
Accounting Date:	09/18/2015	Last Updated:	09/18/2015 By: BAPUSER04

**Details**      Customize | Find |  First 1 of 1 Last

*Source	Description	*Amount	Currency	Apply Tax
System Check	Meals for 2 days	80.00	USD	<input type="checkbox"/>

**Totals**

Advance Amount:	80.00 USD	Report Balance	
Applied To Expense Reports:	0.00 USD	Due Company:	80.00 USD
Payments Received:	0.00 USD		

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

Profile	Name	Action	Date/Time
Supervisor	DOE, JOHN		

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

Profile	Name	Action	Date/Time
	KENT, CLARK S	Submitted	09/18/2015 8:35:47AM

[Return to Cash Advance](#)



# Viewing the Cash Advance Status (continued)

Favorites | Main Menu > Employee Self-Service

## Travel & Expenses - Cash Advance Report

### View Cash Advance Report

CLARK S KENT      Advance ID: 0000000113      [Attachment](#)  
[User Defaults](#)

**General Information**

Description:	Business Writing Seminar	Comment:	<input type="text"/>
Business Purpose:	Training	Reference:	
<b>Status:</b>	Submitted for Approval	Post State:	Not Applied
Accounting Date:	09/18/2015	Last Updated:	09/18/2015    By: BAPUSER04

**Details**      Customize | Find | |    First 1 of 1 Last

*Source	Description	*Amount	Currency	Apply Tax
System Check	Meals for 2 days	80.00	USD	<input type="checkbox"/>

**Totals**

Advance Amount:	80.00 USD	Report Balance	
Applied To Expense Reports:	0.00 USD	Due Company:	80.00 USD
Payments Received:	0.00 USD		

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

Profile	Name	Action	Date/Time
Supervisor	DOE, JOHN		

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

Profile	Name	Action	Date/Time
	KENT, CLARK S	Submitted	09/18/2015 8:35:47AM

[Return to Cash Advance](#)



# Updating / Canceling and Deleting a Cash Advance

---

If necessary, an existing Cash Advance can be updated by the proxy if it has been:

- Saved, but not submitted for approval
- Sent back by an approver

You can also delete a Cash Advance.

A Cash Advance can be **deleted** if it been:

- Saved but not submitted for approval
- Sent back by the approver
- Denied by the approver

A **deleted** cash advance cannot be viewed.

See the job aid entitled **Updating and Deleting Expense Transactions** for more information.



# Hands On Practice - Entering a Cash Advance

---

This practice will reinforce the concepts learned in this lesson. Your instructor will provide direction regarding the activity. Please ask your instructor if you have any questions.



## Lesson 3: Checkpoint

---

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

- 1) You can use the link on the Travel Authorization page to access the Cash Advance request page or navigate directly to the Cash Advance page to enter a request.  
TRUE or FALSE
  
- 2) In Cardinal, petty cash can be used to reimburse your agency's employees for business related travel and expense reimbursements.  
TRUE or 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
- View Expense Report status



# 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 > Create**

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 for that employee.

Favorites | Main Menu > Employee Self-Service

## Expense Report

Find an Existing Value | Add a New Value

Empl ID: 00252010200

Add

Find an Existing Value | Add a New Value



# 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.

Favorites | Main Menu > Employee Self-Service

## Create Expense Report

### Expense Report Entry

CLARK S KENT [Attachment](#)

User Defaults Report ID: NEXT

Quick Start: A Blank Report

**General Information**

\*Description:

\*Business Purpose:

Default Location:

Comment:

Reference:



# 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**, it auto-populates the corresponding fields.

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 Expense Report.

**Create Expense Report**

**Expense Report Entry** [Attachment](#)

CLARK S. KENT [User Defaults](#) Report ID: NEX

**General Information**

\*Description: Business Writing Seminar Comment:

\*Business Purpose: Training Reference:

Default Location: Virginia Beach

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:  [GO](#)

**Details** [Customize](#) [Find](#) [View All](#) [First](#) [1-4 of 4](#) [Last](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	Lodging	02/25/2014	89.00	USD	Check	Billable			

[Copy Selected](#) [Delete Selected](#) [Check For Errors](#)  [Add](#)

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 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](#)



# General Information Section (continued)

Favorites | Main Menu > Employee Self-Service

## Create Expense Report

### Expense Report Entry

CLARK S. KENT      User Defaults      Report ID:      NEXT Attachment

**General Information**

\*Description:       Comment:

\*Business Purpose:       Reference:

Default Location:

Accounting Defaults      Apply Cash Advance(s)      More Options:

**Details**      Customize | Find | View All |  |       First  1-4 of 4  Last

*Overview	*Detail	*Location	Merchant	*Air/Hotel	Mileage	Per Diem	*Currency				
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type					
<input type="checkbox"/>	<input type="text" value="Lodging"/>	<input type="text" value="02/25/2014"/> <input type="button" value="📅"/>	89.00	<input type="text" value="USD"/> <input type="button" value="🔍"/>	<input type="text" value="Check"/>	<input type="text" value="Billable"/>				<input type="button" value="➡"/> <input type="button" value="+"/>	
	<input type="text"/>									<input type="button" value="+"/>	
	<input type="text"/>									<input type="button" value="+"/>	
	<input type="text"/>									<input type="button" value="+"/>	

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 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](#)

[Return to Travel and Expense Center](#)



# General Information Section (continued)

The **Default Location** field defaults the location on the expense lines where location is required but can be changed as needed when keying the individual expense lines. The Location is needed for the calculation of the standard rates for Lodging, Meals and Incidentals and Mileage. You can enter it here to default on all the lines, or enter it on each individual line when keying the Details.

If the location you need is not on the list, select **In State Standard** or **Out of State Standard** as appropriate.

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

See the job aid entitled **Entering Expense Tips** for more information about entering expenses into Cardinal.

**Create Expense Report**

**Expense Report Entry** [Attachment](#)

CLARK S. KENT [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: Business Writing Seminar Comment:

\*Business Purpose: Training Reference:

Default Location: Virginia Beach

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:  [GO](#)

**Details** [Customize](#) [Find](#) [View All](#) [First](#) [1-4 of 4](#) [Last](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	Lodging	02/25/2014	89.00	USD	Check	Billable			

[Copy Selected](#) [Delete Selected](#) [Check For Errors](#)  [Add](#)

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 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](#)



# General Information Section (continued)

Favorites | Main Menu > Employee Self-Service

## Create Expense Report

### Expense Report Entry

CLARK S. KENT [User Defaults](#) Report ID: NEXT [Attachment](#)

**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](#) | [1-4 of 4](#) | [Last](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	Lodging	02/25/2014	89.00	USD	Check	Billable			

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

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 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](#)



# Details Section – Overview Tab

Enter the required information in the **Details** section of the page. The first tab that displays is the **Overview** tab. All fields are required on the **Overview** tab. **Amount Spent** is calculated and populated on the expense line for some Expense Types.

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**. If your hotel stay involves more than one night, you can enter the total amount for the entire stay (less fees and taxes) or enter one line for each day.

For information about each **Expense Type** and its required fields, see the job aid entitled **Expense Type Coding** job aid for more information.

**Create Expense Report**  
**Expense Report Entry**  
CLARK S. KENT      User Defaults      Report ID:      NEXT      Attachment

**General Information**

\*Description: Business Writing Seminar      Comment:

\*Business Purpose: Training      Reference:

Default Location: Virginia Beach

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

**Details**      Customize | Find | View All | First 1-4 of 4 Last

Select	*Expense Type^	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	Lodging	02/25/2014	89.00	USD	Check	Billable	<input type="text"/>	<input type="text"/>	<input type="text"/>

Copy Selected      Delete Selected      Check For Errors      New Expense      Add



# Details Section - 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**. The **Expense Type** you enter on the **Overview** tab also 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.

To access the **Detail** tab, click the green arrow button or click the **Detail** tab.

**Create Expense Report**

**Expense Report Entry** [Attachment](#)

CLARK S. KENT [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: Business Writing Seminar Comment:

\*Business Purpose: Training Reference:

Default Location: Virginia Beach

**Accounting Defaults** [Apply Cash Advance\(s\)](#) More Options: [GO](#)

**Details** [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-4 of 4 | [Last](#)

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

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Lodging	02/25/2014	89.00	USD	Check	Billable		

[Copy Selected](#) [Delete Selected](#) [Check For Errors](#) New Expense [Add](#)



# Details Section - 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.

After completing the **Details** tab, use the green arrow or click the **Location** tab.

**Create Expense Report**

**Expense Report Entry** [Attachment](#)

CLARK S. KENT [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: Business Writing Seminar Comment:

\*Business Purpose: Training Reference:

Default Location: Virginia Beach

Accounting Defaults [Apply Cash Advance\(s\)](#) More Options:  [GO](#)

**Details** [Customize](#) [Find](#) [View All](#) [First](#) [1-4 of 4](#) [Last](#)

Select	*Expense Type	*Expense Date	**Description	Non-Reimb	No Receipt		
<input type="checkbox"/>	Lodging	02/25/2014	Omni - overnight stay	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

[Copy Selected](#) [Delete Selected](#) [Check For Errors](#)  [Add](#)



# Details Section - Detail Tab (continued)

Favorites | Main Menu > Employee Self-Service

## Create Expense Report

### Expense Report Entry [Attachment](#)

CLARK S. KENT [User Defaults](#) Report ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:  Reference:

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details** [Customize](#) | [Find](#) | [View All](#) |  | [First](#) | [1-4 of 4](#) | [Last](#)

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

Select	*Expense Type▲	*Expense Date	*Description	Non-Reimb	No Receipt					
<input type="checkbox"/>	<input type="text" value="Lodging"/>	02/25/2014 <input type="button" value="📅"/>	Omni - overnight stay <input type="button" value="🔍"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="📄"/>	<input type="button" value="➡"/>	<input type="button" value="⊕"/>		
	<input type="text"/>							<input type="button" value="⊕"/>		
	<input type="text"/>							<input type="button" value="⊕"/>		
	<input type="text"/>							<input type="button" value="⊕"/>		



# Details Section - Location Tab

Depending on the **Expense Type**, additional information may be required on the **Location** tab. The **Expense Type** and **Expense Date** default from the **Overview** tab.

In this example using **Lodging**, the **Location** will either have populated from the **Default Location** entered under the **General Information** section, or can be populated here on the expense line.

The **Location** is required for certain Expense Types and is used for **Lodging** to calculate the State Standard lodging rates.

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

**Create Expense Report**

**Expense Report Entry** [Attachment](#)

CLARK S. KENT [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: Business Writing Seminar Comment:

\*Business Purpose: Training Reference:

Default Location: Virginia Beach

Accounting Defaults [Apply Cash Advance\(s\)](#) More Options:

**Details** [Customize](#) | [Find](#) | [View All](#) |  |  First 1-4 of 4 Last

Select	*Expense Type▲	*Expense Date	*Location	Originating Location	
<input type="checkbox"/>	Lodging	02/25/2014	Virginia Beach		<input type="button" value="➔"/> <input type="button" value="+"/>
	<input type="text"/>		<input type="text"/>		<input type="button" value="+"/>
	<input type="text"/>		<input type="text"/>		<input type="button" value="+"/>
	<input type="text"/>		<input type="text"/>		<input type="button" value="+"/>



# Details Section - Air/Hotel Tab

On the **Air/Hotel** tab, the **\*\*Nbr of Nights** field is available because the **Expense Type** is **Lodging**. If your hotel stay involves more than one night, you can enter the total **\*\*Nbr of Nights** for the entire stay with the total Lodging amount, or enter one line for each day with the daily Lodging amount. Lodging related fees should be entered on a separate expense line using the **Expense Type Lodging Fees and Taxes**.

Click the next required tab for this **Expense Type** which is the **Currency** tab.

Favorites | Main Menu > Employee Self-Service

### Create Expense Report

#### Expense Report Entry

CLARK S. KENT      User Defaults      Report ID: NEXT      Attachment

**General Information**

\*Description: Business Writing Seminar      Comment: [Text Area]      [?]      [?]

\*Business Purpose: Training      Reference: [Text Area]

Default Location: Virginia Beach      [Search Icon]

Accounting Defaults      Apply Cash Advance(s)      More Options: [Dropdown]      GO

**Details**      Customize | Find | View All | [Icons]      First 1-4 of 4 Last

\*Overview    \*Detail    \*Location    Merchant    \*Air/Hotel    Mileage    Per Diem    \*Currency    [Filter Icon]

Select	*Expense Type	*Expense Date	Ticket Number	**Nbr of Nights		
<input type="checkbox"/>	Lodging	02/25/2014		1	[Search Icon]	[Green Arrow] [Add]
	[Dropdown]					[Add]
	[Dropdown]					[Add]
	[Dropdown]					[Add]

Copy Selected    Delete Selected    Check For Errors    New Expense [Dropdown]    Add



# Details Section - 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.

Favorites | Main Menu > Employee Self-Service

---

### Create Expense Report

## Expense Report Entry

CLARK S. KENT User Defaults Report ID: NEXT [Attachment](#)

**General Information**

\*Description:  Comment:

\*Business Purpose:  Reference:

Default Location:

Accounting Defaults Apply Cash Advance(s) More Options:

**Details** Customize | Find | View All |  |  First 1-4 of 4 Last

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

Select	*Expense Type▲	*Expense Date	*Amount Spent	*Currency	*Exchange Rate	Dflt	Reimburse Amt		
<input type="checkbox"/>	Lodging	02/25/2014 <input type="button" value="📅"/>	89.00	USD <input type="button" value="🔍"/>	1.00000000	<input checked="" type="checkbox"/>	<input type="button" value="🔄"/>	89.00 USD	<input type="button" value="➡"/>
	<input type="text"/>								<input type="button" value="➡"/>
	<input type="text"/>								<input type="button" value="➡"/>
	<input type="text"/>								<input type="button" value="➡"/>



# Details Section – Merchant Tab

The **Merchant** Tab is required if the **Expense Type Rental Car** is used on an expense line. Since the Department of General Services, Office of Fleet Management Services (OFMS), maintains a contract with Enterprise Leasing to provide vehicles for short term travel by state employees, Enterprise Car Rental is configured as a **Preferred Merchant** in Cardinal.

The **Expense Type** and **Expense Date** default from the **Overview** tab.

Select the **Preferred Merchant**, or if not used, enter a rental car vendor in the **Non-preferred Merchant** field. You will be requested to add a **Non-Preferred Merchant** comment to explain why the preferred merchant was not used.

Details							Customize	Find	View All	First	1-4 of 4	Last
*Overview	*Detail	Location	*Merchant	Air/Hotel	Mileage	Per Diem	*Currency					
Select	*Expense Type▲	*Expense Date▲	Preferred Merchant	Non-preferred Merchant								
<input type="checkbox"/>	Rental Car ▼	02/24/2015 [B]	Enterprise Car Rental ▼								➔	+...
	▼											+...
	▼											+...
	▼											+...

Copy Selected    Delete Selected    Check For Errors    New Expense ▼    Add



# Details Section – Mileage Tab

The **Mileage** tab is used when Expense Types **Personal Mileage Convenience**, **Personl Mileage Cost Justified** and **Personl Mileage Over 15K Miles** are used on an expense lines. The usage of each is defined in Cardinal CAPP 20335.

You are required to enter the number of miles and the **Originating Location**. Cardinal is configured with the state mileage rates and will calculate the **Expense Amount** based on these inputs. A **Destination Location** is also required on the **Location** tab for the mileage expense types. The calculated **Amount Spent** will populate the **Overview** tab for the expense line.

Details										Customize   Find   View All   First 1-4 of 4 Last	
*Overview	*Detail	*Location	Merchant	Air/Hotel	*Mileage	Per Diem	*Currency				
Select	*Expense Type▲	*Expense Date▲	Transportation ID	**Miles	Rate	Passengers	**Originating Location				
<input type="checkbox"/>	Personl Mileage Cost J ▼	02/25/2014		120	0.5600		Richmond (City Li				
	▼										
	▼										
	▼										

Copy Selected    Delete Selected    Check For Errors    New Expense    Add



# Details Section – Per Diem Tab

The **Per Diem** tab is required when using Meals and Incidentals **Expense Types**. Select **0-999 Days** (the only option available) to populate the **Per Diem Range** field.

Cardinal is configured with the per diems for all meal types based on location. If your agency requires you to use the actual amounts, the per diem amount can be overridden up to the amount of the per diem.

Details										Customize   Find   View All   [Grid Icon]   First 1-4 of 4 Last					
*Overview	*Detail	*Location	Merchant	Air/Hotel	Mileage	*Per Diem	*Currency	[Filter Icon]							
Select	*Expense Type▼	*Expense Date▲				**Per Diem Range	*Amount Spent	Currency							
<input type="checkbox"/>	All Meals - Travel Day ▼	10/01/2015 [Calendar Icon]				0 - 999 Days ▼	39.00	USD [Search Icon]	[Refresh Icon]	[List Icon]	[Green Arrow Icon]	[Plus Icon]			
<input type="checkbox"/>	Per Diem Incidentals–Travel C ▼	10/01/2015 [Calendar Icon]				0 - 999 Days ▼	3.75	USD [Search Icon]	[Refresh Icon]	[List Icon]	[Green Arrow Icon]	[Plus Icon]			
	▼											[Plus Icon]			
	▼											[Plus Icon]			

Copy Selected    Delete Selected    Check For Errors    New Expense ▼    Add



# 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.

Click the **Select** checkbox in front of the line that you want to take action on, then click either the **Copy Selected** or **Delete Selected** button.

If **Copy Selected** is selected, be sure to change the **Expense Date** on the new line so that you do not create a duplicate expense line.

To check for errors, click the **Check for Errors** button.

Favorites | Main Menu > Employee Self-Service

### Create Expense Report

#### Expense Report Entry

Attachment

JOHN DOE [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: Business Writing Seminar Comment: [Text Area]

\*Business Purpose: Training Reference: [Text Area]

Default Location: Virginia Beach [Search Icon]

Accounting Defaults [Apply Cash Advance\(s\)](#) More Options: [Dropdown] GO

**Details** [Customize](#) [Find](#) [View All](#) First 4-5 of 5 Last

Select	*Expense Type^	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input checked="" type="checkbox"/>	Lodging	02/25/2014	89.00	USD	Check	Billable			
<input type="checkbox"/>	[Dropdown]								
<input type="checkbox"/>	[Dropdown]								
<input type="checkbox"/>	[Dropdown]								
<input type="checkbox"/>	[Dropdown]								



# Expense Line Options

Favorites | Main Menu > Employee Self-Service

## Create Expense Report

### Expense Report Entry

JOHN DOE User Defaults Report ID: NEXT [Attachment](#)

**General Information**

\*Description: Business Writing Seminar **Comment:**

\*Business Purpose: Training **Reference:**

Default Location: Virginia Beach

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					
<input checked="" type="checkbox"/>	Lodging	02/25/2014	89.00	USD	Check	Billable					



# Copy Selected Expense Lines Option

When you select a line and click the **Copy Selected** button, the **Copy Selected Expenses** page displays.

This page allows you to copy the information for one date or a range of dates. Be sure to enter the appropriate dates for the new line or lines being added.

In this example, the **Per Diem Incidentals** line was selected to copy for one date. Notice that if the travel was longer, you could choose of range of dates for which you want this line copied.

When you click the OK button, the lines are copied into the Expense Report based on your selection. This feature can reduce the time it takes to enter an expense report.

Favorites | Main Menu > Employee Self-Service

### Create Expense Report

#### Copy Selected Expenses

CLARK KENT Report ID: NEXT

You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

Selected Expenses			
Expense Type	Expense Date	Amount Spent	Currency
Per Diem Incidentals	09/09/2015	5.00	USD

#### Copy Option

Copy to One Date To Date:

Copy to Range of Dates From Date:   Include Weekends

To Date:   Include Holidays



# 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.

The screenshot shows the 'Details' view of an expense report. At the top, there are tabs for 'Overview', 'Detail', 'Location', 'Merchant', 'Air/Hotel', 'Mileage', 'Per Diem', and 'Currency'. Below the tabs is a table with columns: 'Select', '\*Expense Type', '\*Expense Date', '\*\*Description', 'Non-Reimb', and 'No Receipt'. The first row shows a selected checkbox, 'Lodging' as the expense type, '02/25/2014' as the date, and 'Omni Hotel' as the description. Below the table are buttons for 'Copy Selected', 'Delete Selected', and 'Check For Errors'. A dropdown menu is open next to the 'Add' button, showing three options: 'New Expense', 'Expenses from My Wallet...', and 'Multiple Expenses...'. The 'New Expense' option is highlighted in blue.

Select	*Expense Type	*Expense Date	**Description	Non-Reimb	No Receipt						
<input checked="" type="checkbox"/>	Lodging	02/25/2014	Omni Hotel	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											

Copy Selected   Delete Selected   Check For Errors   Add

Totals

Employee Expenses:	89.00 USD	Due Employee:	
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	
Prepaid Expenses:	0.00 USD		

New Expense  
Expenses from My Wallet...  
Multiple Expenses...  
New Expense



# 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.

Favorites | Main Menu > Employee Self-Service

### Create Expense Report

## Expense Report Entry

CLARK S. KENT User Defaults Report ID: NEXT [Attachment](#)

**General Information**

\*Description:  Comment:

\*Business Purpose:  Reference:

Default Location:

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

**Details** Customize | Find | View All | First 1-4 of 4 Last

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

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	Lodging	02/25/2014	89.00	USD	Check	Billable		→	+...
									+...
									+...
									+...

Copy Selected Delete Selected Check For Errors New Expense  Add



# 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 to 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.

Favorites | Main Menu > Employee Self-Service

### Create Expense Report

#### Accounting Detail

CLARK S KENT Report ID: NEXT

This is the accounting detail for expense type Lodging with a transaction date of 2013-12-05 in the amount of 89 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Estimated Tax:  
Total Distribution:

Accounting Detail										
General Ledger ChartFields										
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost
89.00	15100	89.00	USD	1.00000000		5012850	01000	799001	92100	



# Accounting Details Page (continued)

Favorites | Main Menu > Employee Self-Service

## Create Expense Report

### Accounting Detail

CLARK S KENT Report ID: NEXT

This is the accounting detail for expense type Lodging with a transaction date of 2013-12-05 in the amount of 89 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Estimated Tax:  
Total Distribution:

Accounting Detail										
General Ledger ChartFields										
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost
89.00	15100	89.00	USD	1.00000000		5012850	01000	799001	92100	



## Accounting Details Page (continued)

---

The **Account** value defaults based on the **Expense Type** selected. All Expense Types have been configured with appropriate **Account** values but they can 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.



# About Per Diem Meals

In Cardinal, per diem meals are configured in accordance with Cardinal CAPP (Commonwealth Accounting Policy and Procedures) Topic 20335. Some key points about entering per diem meals in Cardinal include:

- Per Diems for meals and incidentals are configured in Cardinal in accordance with Cardinal CAPP Topic 20335. On a travel departure or return day, meals and incidentals are calculated in Cardinal at 75% of the meal and incidentals rate by choosing the Travel Day Expense Type for meals or incidentals.
- Overtime meals / Business meals should be entered using the **Other Employee Reimbursements** Expense Type. You will need to update the **Account** code as appropriate based on Cardinal CAPP Topic 20335 guidelines.
- Cardinal does not allow for per diem meals amounts to go above the per diem rate. Specific questions regarding travel policy should be directed to the appropriate contact at your agency as needed.

See the job aid entitled **Entering Expenses Tips** for more tips on entering expenses in Cardinal.



# 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.

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 **Comment:**

\*Business Purpose: Training **Reference:**

Default Location: Virginia Beach

[Accounting Defaults](#) **Apply Cash Advance(s)** **More Options:**

**Details** Customize | Find | View All |   First 1-4 of 4 Last

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

*Expense
----------



# Applying a Cash Advance to an Expense Report

The **Apply Cash Advance(s)** page appears as shown here. Enter the **Advance ID**; 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.

See the job aid entitled **SW AP315 Applying and Reconciling Cash Advances** for more information.

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	[-]

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



# Applying a Cash Advance to an Expense Report (continued)

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



# 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.

To identify and correct the error(s), click on the red flag(s). The errors will be highlighted in red and can be corrected on this page. Once corrected, select the Return to Expense Report hyperlink to return to the previous page.

Favorites | Main Menu > Employee Self-Service

### Create Expense Report

**Expense Report Entry** [Attachment](#)  
CLARK KENT [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: Business Writing Seminar Comment:   
\*Business Purpose: Training Reference:   
Default Location: Virginia Beach

Accounting Defaults [Apply Cash Advance\(s\)](#) More Options:  [GO](#)

**Details** [Customize](#) [Find](#) [View All](#) [First](#) [1-7 of 7](#) [Last](#)

[\\*Overview](#) [\\*Detail](#) [\\*Location](#) [Merchant](#) [\\*Air/Hotel](#) [\\*Mileage](#) [\\*Per Diem](#) [\\*Currency](#) [\[...\]](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	<input type="text" value="Lodging"/>	10/01/2015	100.00	USD	Check	Billable			
<input type="checkbox"/>	Lodging Fees and Tax	10/01/2015	15.53	USD	Check	Billable			
<input type="checkbox"/>	Personal Mileage Cost J	10/01/2015	69.00	USD	Check	Billable			
<input type="checkbox"/>	All Meals - Travel Day	10/01/2015	40.50	USD	Check	Billable			
<input type="checkbox"/>	Per Diem Incidentals-Tr.	10/01/2015	3.75	USD	Check	Billable			
<input type="checkbox"/>	All Meals - Travel Day	10/02/2015	40.50	USD	Check	Billable			
<input type="checkbox"/>	Per Diem Incidentals-Tr.	10/02/2015	3.75	USD	Check	Billable			

[Copy Selected](#) [Delete Selected](#) [Check For Errors](#) [New Expense](#) [Add](#)

**Totals**

Employee Expenses:	262.03 USD	Due Employee:	262.03 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](#)



# Checking the Expense Report for Errors (continued)

Favorites | Main Menu > Employee Self-Service

## Create Expense Report

### Expense Report Entry

CLARK KENT User Defaults Report ID: NEXT Attachment

**General Information**

\*Description:  Comment:   
\*Business Purpose:  Reference:   
Default Location:

Accounting Defaults Apply Cash Advance(s) More Options:

**Details** Customize | Find | View All |  | First 1-7 of 7 Last

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

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	<input type="text" value="Lodging"/>	10/01/2015	100.00	USD	Check	Billable	<input type="button" value="Info"/>	<input type="button" value="Refresh"/>	<input type="button" value="Add"/>
<input type="checkbox"/>	Lodging Fees and Tax	10/01/2015	15.53	USD	Check	Billable	<input type="button" value="Info"/>	<input type="button" value="Refresh"/>	<input type="button" value="Add"/>
<input type="checkbox"/>	Personl Mileage Cost J	10/01/2015	69.00	USD	Check	Billable	<input type="button" value="Info"/>	<input type="button" value="Refresh"/>	<input type="button" value="Add"/>
<input type="checkbox"/>	All Meals - Travel Day	10/01/2015	40.50	USD	Check	Billable	<input type="button" value="Info"/>	<input type="button" value="Refresh"/>	<input type="button" value="Add"/>
<input type="checkbox"/>	Per Diem Incidentis-Tr:	10/01/2015	3.75	USD	Check	Billable	<input type="button" value="Info"/>	<input type="button" value="Refresh"/>	<input type="button" value="Add"/>
<input type="checkbox"/>	All Meals - Travel Day	10/02/2015	40.50	USD	Check	Billable	<input type="button" value="Info"/>	<input type="button" value="Refresh"/>	<input type="button" value="Add"/>
<input type="checkbox"/>	Per Diem Incidentis-Tr:	10/02/2015	3.75	USD	Check	Billable	<input type="button" value="Info"/>	<input type="button" value="Refresh"/>	<input type="button" value="Add"/>

**Totals**

Employee Expenses:	262.03 USD	Due Employee:	262.03 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](#)

[Return to Travel and Expense Center](#)



# 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.

Favorites | Main Menu > Employee Self-Service

### Create Expense Report

#### Expense Detail for Lodging (Line 6)

CLARK KENT Report ID: NEXT

Please enter or update the following information:

- ▶ Description
- ▶ Location Amount -- You entered an amount over your authorized limit of 94.00 USD. Explain why.

#### About This Expense

\*Expense Date: 10/01/2015

\*Payment Type: Check  No Receipt

\*Billing Type: Billable  Non-Reimbursable

\*Number of Nights: 1

\*Location: Virginia Beach

\*Description: [Redacted]

\*Amount Spent: 100.00

\*Currency: USD

\*Exchange Rate: 1.00000000  Default Rate

Reimbursement Amt: 100.00 USD

#### Exception Comments

Location Amount: [Redacted]

No Receipt: [Redacted]

[Accounting Detail](#)  
[Receipt Split](#)  
[Itemize Hotel Bill](#)

**Check Expense For Errors** Previous Expense Next Expense

[Return to Expense Report](#)



# 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:

- Once you click **Save** and/or **Submit**, Cardinal assigns a **Report ID** to the Expense Report.
- 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.
- Once you click **Submit**, a confirmation page like the one below displays.

Favorites | Main Menu > Employee Self-Service

---

**Create Expense Report**

---

**Submit Confirmation**

CLARK KENT Report ID: NEXT

Expense Report Totals					
Employee Expenses:	273.03	USD	Due Employee:	273.03	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD	<a href="#">Definition of Totals</a>		
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

Click OK to submit, or click Cancel to return to the expense report without submitting.



## Submitting an Expense Report (continued)

- Once you click the **OK** button on the **Submit Confirmation** page, the Expense Report is edit checked. If errors are detected, additional administrative action may be required.
- After passing edits, the Expense Report routes through workflow to the approver's worklist. If more than one approval is required, Cardinal automatically routes your Expense Report to the designated approvers.
- Budget check is run in batch frequently during the day or the first approver can budget check manually before approval.
- The approver(s) may approve, deny, or send back the Expense Report. If the request is not approved, the approver is required to indicate the reason(s) in the message comments.
- Approved Expense Reports will be submitted for payment in the nightly batch.



# Payment Cash Checking

The Payment Cash Checking process checks all payments including vouchers, cash advances and expenses against available cash before releasing them for payment each night. The payment cash checking process helps ensure all payments have available cash in the respective business unit (agency) / fund combinations. During the batch process, based on system priority, payments are deducted from the applicable ledger cash account balances in order of system priority. A running total is maintained until all payments are cleared or marked for insufficient funds. All payments that successfully pass the payment cash checking process are then subject to regular Cardinal payment processing, including CDS Offset.

The Payment Cash Checking process deselects vouchers and employee expenses from that night's pay cycle when they are marked for insufficient funds. You can review those deselected vouchers and expenses using online inquiries or queries. Deselected vouchers / employee expenses / cash advances are reset and made available for processing again before the next night's pay cycle selection run. They are not paid until they successfully pass the payment cash checking process.

See the job aids listed below for more information:

- **SW AP312 Payment Cash Checking – Overview**
- **SW AP312 Payment Cash Checking – Reports**
- **SW AP312 Payment Cash Checking – Fund Level Processing Rules Updates**
- **SW AP312 Payment Cash Checking – Updating Transaction Level Overrides**



# 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.

Favorites | Main Menu > Employee Self-Service

### View Expense Report

**Expense Report Detail** [Attachment](#)

CLARK KENT User Defaults Report ID: 0000067355

**General Information**

Description:	Business Writing Seminar	Comment:	<input type="text"/>
Business Purpose:	Training	Reference:	
Status:	Submitted for Approval	Last Updated:	10/07/2015 By: VPH82737
Default Location:	Virginia Beach		
Post State:	Not Applied		

Accounting Defaults More Options:

**Details** Customize | Find | View All | First | 1-7 of 7 | Last

	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
Personl Mileage Cost Justified	09/30/2015	69.00 USD	Check	Billable	<input type="button" value="🔍"/>	
All Meals - Travel Day	09/30/2015	39.00 USD	Check	Billable	<input type="button" value="🔍"/>	
Lodging	09/30/2015	100.00 USD	Check	Billable	<input type="button" value="🔍"/>	
Lodging Fees and Taxes	09/30/2015	15.53 USD	Check	Billable	<input type="button" value="🔍"/>	
Per Diem Incidentals--Travel Day	09/30/2015	3.75 USD	Check	Billable	<input type="button" value="🔍"/>	
All Meals - Travel Day	09/30/2015	39.00 USD	Check	Billable	<input type="button" value="🔍"/>	
Per Diem Incidentals--Travel Day	09/30/2015	3.75 USD	Check	Billable	<input type="button" value="🔍"/>	

**Totals**

Employee Expenses:	270.03 USD	Due Employee:	270.03 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](#)

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

Profile	Name	Action	Date/Time
Supervisor	Lane, Lois		
Agency Head	Doe, John		

**Return to Expense Report**

Profile	Name	Action	Date/Time
	Kent, Clark S	Submitted	10/07/2015 2:45:42PM



# Viewing an Expense Report Status

Favorites | Main Menu > Employee Self-Service

## View Expense Report

### Expense Report Detail

CLARK KENT Attachment  
 User Defaults Report ID: 0000067355

**General Information**

Description: Business Writing Seminar Comment:   
 Business Purpose: Training  
 Status: Submitted for Approval Reference:  
 Default Location: Virginia Beach Last Updated: 10/07/2015 By: VPH82737  
 Post State: Not Applied

Accounting Defaults More Options:  GO

**Details** Customize | Find | View All |  First 1-7 of 7 Last

*Overview	*Detail	*Location	Merchant	*Air/Hotel	*Mileage	*Per Diem	*Currency		
					*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
					09/30/2015	69.00 USD	USD	Check	Billable
					09/30/2015	39.00 USD	USD	Check	Billable
					09/30/2015	100.00 USD	USD	Check	Billable
					09/30/2015	15.53 USD	USD	Check	Billable
					09/30/2015	3.75 USD	USD	Check	Billable
					09/30/2015	39.00 USD	USD	Check	Billable
					09/30/2015	3.75 USD	USD	Check	Billable

**Totals**

Employee Expenses:	270.03 USD	Due Employee:	270.03 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
Supervisor	Lane, Lois		
Agency Head	Doe, John		

---

**Custom History** Customize | Find |  First 1-1 of 1 Last

Profile	Name	Action	Date/Time
	Kent, Clark S	Submitted	10/07/2015 2:45:42PM

[Return to Expense Report](#)



# Updating / Canceling and Deleting an Expense Report

If necessary, an existing Expense Report can be updated by the proxy if it has:

- Been Saved but not submitted for approval
- Been Sent back by the approver

You can delete an Expense Report if it has:

- Been Saved, but not submitted for approval
- Been sent back by the approver
- Not had a cash advance applied to it
- Been denied by the approver

**Deleted** expense reports cannot be viewed.

See the job aid entitled **Updating and Deleting Expense Transactions** for more information.



# Lesson Simulation: Creating an Expense Report

You are now about to view a simulation entitled **Creating an Expense Report**.





# Hands On Practice - Entering an Expense Report

---

This practice will reinforce the concepts learned in this lesson. Your instructor will provide direction regarding the activity. Please ask your instructor if you have any questions.



## Lesson 4: Checkpoint

---

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

- 1) If you start an Expense Report by copying it from a Travel Authorization, the accounting entries are copied as well.  
TRUE or FALSE
  
- 2) The accounting distribution on the expense report defaults based on the employee profile and the expense type.  
TRUE or FALSE
  
- 3) When can an Expense Report be modified?
  - a. Before it is submitted
  - b. After it is approved
  
- 4) This process ensures all payments are checked against available cash before being released for payment each night.
  - a) Budget Checking
  - b) Payment Cash Checking
  - c) Edit Check



# Lesson 4: Summary

---

In this lesson, you learned how to:

- Create and submit an Expense Report online
- 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:

- Travel Authorization Report
- Cash Advance Report
- Expense Report

Only proxies can run these reports.





# Cash Advance Report

The **Cash Advance 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 > Cash Advance**

Favorites | Main Menu > Travel and Expenses

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



**Cash Advance**  
SUMMER SUN

**Report Date:** 08/17/2015  
**Report Time:** 10:39:37AM

---

**Advance ID:** 0000000428      **Empl ID:** 00446170800  
**Description:** Quarterly Team Meeting      **Status:** Paid  
**Business Purpose:** Meeting  
**Reference Number:**  
**Comment:**

---

Advance Source	Description	Amount
System Check	Quarterly Team Meeting	175.00 USD

---

**Cash Advance Total:** 175.00 USD  
**Less Nonpayable Amount:** 0.00 USD

---

**Amount Due Employee:** 175.00 USD

---

We certify that the advance requested is necessary to conduct business on behalf of the Commonwealth. We understand that the total amount of any advance received is subject to deduction from the traveler's salary if not repaid within 60 days of issuance, and that all payments are subject to debt setoff. We agree to the traveler's submission of a travel Reimbursement Request within 5 workdays of returning from the trip and the supervisor's prompt review of the submission requested.

---

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Approved By \_\_\_\_\_ Date \_\_\_\_\_

[Return to Travel and Expense Center](#)



# 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 > Employee Self-Service

Expense Report | Expense Receipt

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



**Expense Report** 0000067075  
CLARK S KENT Employee ID: 00257326000

---

**Report Date:** 08/27/2015 3:39:39PM **Status:** Paid  
**Description:** WORKSHOP  
**Business Purpose:** Other

**Comment:**

---

Date	Expense Type	Merchant	Location	Amount
07/27/2015			Virginia Beach	39.00 USD
07/27/2015			Virginia Beach	5.00 USD
07/27/2015			Virginia Beach	87.00 USD
07/27/2015			Virginia Beach	13.18 USD
07/28/2015			Virginia Beach	22.00 USD
07/28/2015			Virginia Beach	5.00 USD

---

**Expense Report Totals**

<b>Employee Expenses:</b>	171.18 USD
<b>Non-Reimbursable Expenses:</b>	0.00 USD
<b>Prepaid Expenses:</b>	0.00 USD
<b>Employee Credits:</b>	0.00 USD
<b>Vendor Credits:</b>	0.00 USD
<b>Cash Advances Applied:</b>	0.00 USD
<b>Total Due Employee:</b>	171.18 USD
<b>Total Due Vendor:</b>	0.00 USD

---

I certify that expenses listed were incurred by me on official business of the Commonwealth of Virginia and include only such expenses as were necessary in the conduct of business.

\_\_\_\_\_  
Employee Signature Date

---

I certify that the travel undertaken and/or business expenses in this reimbursement have been reviewed and approved as necessary for the conduct of business for the Commonwealth of Virginia.

\_\_\_\_\_  
Approved By Date



# Queries

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Frequently used queries include:

- Expense Travel Rates
- Expenses in Process
- Posted Cash Advance Extract
- Posted Expense Report Extract
- Potential Duplicate Expense Transactions
- Posted Payments Query
- Payment Cash Check Results Query

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



# Expense Travel Rates

This query provides a listing of the most recent travel rates per Location for all Expense Types.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer**

**V\_AP\_EX\_TRAVEL\_RATES- Expense Travel Rates**

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1176 kb)

[View All](#) First  1-100 of 3678  Last

	Reimbursement Type	SetID	Expense Type	Expense Type Descr	Effective Date	Location	Location Descr	Start of Season	End of Season	Standard Rate
1	Lodging	STATE	LODGING	Lodging	10/01/2015	ABING	Abingdon and Washington County	01/01	12/31	96.000
2	Lodging	STATE	LODGING	Lodging	10/01/2015	ARLTX	Arlngtn/FtWrth/Grpvne(Tarrant)	01/01	12/31	144.000
3	Lodging	STATE	LODGING	Lodging	10/01/2015	ATLGA	Atlanta (Fulton/Cobb/DeKalb)	01/01	12/31	135.000
4	Lodging	STATE	LODGING	Lodging	10/01/2015	AUSTX	Austin (Travis)	01/01	03/31	139.000
5	Lodging	STATE	LODGING	Lodging	10/01/2015	AUSTX	Austin (Travis)	04/01	09/30	126.000
6	Lodging	STATE	LODGING	Lodging	10/01/2015	AUSTX	Austin (Travis)	10/01	11/30	126.000
7	Lodging	STATE	LODGING	Lodging	10/01/2015	AUSTX	Austin (Travis)	12/01	12/31	139.000



# Expenses in Process

This query allows you to monitor and take action on travel expenses, authorizations and advances that are NOT Paid, Approved, Closed or Cash Advance not Reconciled.

You can access this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_EXPENSES\_IN\_PROCESS**

V_AP_EXPENSES_IN_PROCESS - Expenses In Process																					
Business Unit (% for all): <input type="text" value="15100"/>																					
Dept ID (% for all): <input type="text" value="%"/>																					
<input type="button" value="View Results"/>																					
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (2 kb)																					
View All																			First <input type="button" value="1"/> <input type="button" value="1-3 of 3"/> <input type="button" value="Last"/>		
	Report Type	Business Unit	Department ID	Current Approver User ID	Approver Type	Report ID	Report Status	Employee ID	Employee Name	Report Description	Total Amt	Amt Due Employee	Budget Status	Accounting Date	Submit Date	Entered By Userid	Out of Policy	Duplicates Exist	Associated Travel Auth ID	Associated Advance ID	Associated Advance Amt
1	Advance	15100	92100			0000000112	PD	00252010200	Kent, Clark	Meeting	202.00	202.00		09/13/2013	09/13/2013	VPH82737					0.00
2	Expense Report	15100	91100	VPH82737	REVIEWER	0000028959	SUB	00046915400	Kent, Clark	Meeting in Boston MA	1297.93	1297.93	V	08/28/2013	08/28/2013	IBA39799	N	N			0.00
3	Expense Report	15100	95700	VPH82737	REVIEWER	0000029063	SUB	00570951900	Kent, Clark	PeopleSoft Training in Orlando	776.38	776.38	V	11/08/2013	11/08/2013	PPS_ELIZABETH.LAKE	N	Y			0.00



# 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**

V_AP_POSTED_ADV - Posted Cash Advance Extract																			
Business Unit:		15100																	
Journal From Date:		01/01/2015																	
Journal From To:		06/08/2015																	
View Results																			
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (1 kb)																			
View All																			
GL Business Unit	Advance ID	Employee ID	Employee Name	Advance Name	Business Purpose	Comments	Reference ID	Creation Date	Submit Date	Accounting Date	Advance Status	Posted Status	Associated Travel Auth ID	Balance	Total Amt	Line	Line Amt	Descr	
1 15100	0000000269	00616617900	Lane, Lois	CASH ADVANCE STAFF TRAINING	00010			01/20/2015	01/20/2015	01/20/2015	Reconciled	Posted		0.00	576.30	1	576.30	TRAINING	
																First 1-1 of 1 Last			
Distrib Line	Distrib Line Amt	Account	Fund Code	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate	Fund Affiliate	Journal ID	Journal Date	Journal Post Date	Journal Line	Unpost Seq.
1	576.30	131050	01000	737001	95400										EX00070999	01/20/2015	01/20/2015	2	0



# 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:

Journal Date From:

Journal Date To:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (230 kb)

[View All](#)

	GL Business Unit	Expense Report Number	Employee ID	Employee Name	Sheet Name	Business Purpose	Comments	Creation Date	Submit Date	Entered by Userid	Approval Date	Accounting Date	Sheet Status	Associated Advance ID	Associated Advance Amt	Expense Line	Expense Type
1	15100	0000050287	00198478000	Doe, John	TRAINING	00005	ACCELERATED TRAINING	01/06/2015	01/09/2015	RBF93774	01/09/2015	01/09/2015	Paid			1	LODGING
2	15100	0000050287	00198478000	Doe, John	TRAINING	00005	ACCELERATED TRAINING	01/06/2015	01/09/2015	RBF93774	01/09/2015	01/09/2015	Paid			2	LODGFEE

Distrib Line	Distrib Line Amt	Account	Fund Code	Program	Department	Journal ID	Journal Date	Journal Post Date	Journal Line	Unpost Seq
1	139.00	5012270	06090	711008	95700	EX00068598	01/09/2015	01/09/2015	1	0
1	20.85	5012270	06090	711008	95700	EX00068598	01/09/2015	01/09/2015	3	0



# Potential Duplicate Expense Transactions

This query identifies potential duplicate expense transactions based on the Expense Line record. Results display based on the same expense type, same transaction date and same transaction amount within the same expense report or within another expense report for the same employee.

You can navigate to this query using the following path:

**Reporting Tools > Query > Query Viewer > V\_AP\_EXPENSES\_POTENTIAL\_DUPS**

**V\_AP\_EXPENSES\_POTENTIAL\_DUPS - Identify Duplicate Expenses**

GL Business Unit (% for ALL):

Department (% for ALL):

Employee ID (% for ALL):

Transaction Date From:

Transaction Date To:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-1 of 1 Last

	GL Business Unit	Department ID	Employee ID	Employee Name	Transaction Date	Report ID	Report Description	Report Status	Entered By	Submission Date	Expense Type	Transaction Amt	Transaction Location	Transaction Description	Out Of Policy	Travel Authorization ID	Duplicate Comments
1	16600	10100	00290021000	CARDINAL, JANE	01/18/2015	0000051675	LEADERS BREAKFAST	Paid	ISV76299	01/27/2015	LODGING	87.00	NORPO		N		Expense line is a duplicate, Sheet Id 0000051543.



# Posted Payments Query

This query provides users with posted Payments data for a specific journal date range.

You can access this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_POSTED\_PYMNTS**

**V\_AP\_POSTED\_PYMNTS - Posted Payments Query with VW**

Business Unit GL (% for All):

Journal Date From:

Journal Date To:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

	AP/GL BusinessUnit	Payment ID Ref	Remit Vendor ID	Vendor Location	Employee ID	Vendor or Employee Name	Payee Address Line 1	Payee Address Line 2	Payee Address Line 3	City	State	Zip Code	Country	Payment Date	Payment Amount	Payment Method
1	15100	90032877	0000042877	MAIN		Bank of America	PO BOX 660742	SAFE BOX ACCOUNTING	VA10023369	DALLAS	TX	75266	USA	08/07/2015	15557.69	EFT

First 1-1 of 1 Last

Payment Status	Bank Code	Cancel Date	Cancel Action	Source Transaction	Document ID	Paid Amount	Payment Message	Invoice ID	Customer Acct Number	Journal ID	Journal Date	Unpost Sequence
P	1100		N	VCHR	00001052	15557.69	4715290007150811	JULY2015PCC		AP00129762	08/05/2015	0



# Posted Payments Query (continued)

## V\_AP\_POSTED\_PYMNTS - Posted Payments Query with VW

Business Unit GL (% for All):

Journal Date From:

Journal Date To:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

	AP/GL BusinessUnit	Payment ID Ref	Remit Vendor ID	Vendor Location	Employee ID	Vendor or Employee Name	Payee Address Line 1	Payee Address Line 2	Payee Address Line 3	City	State	Zip Code	Country	Payment Date	Payment Amount	Payment Method
1	15100	90032877	0000042877	MAIN		Bank of America	PO BOX 660742	SAFE BOX ACCOUNTING	VA10023369	DALLAS	TX	75266	USA	08/07/2015	15557.69	EFT

First 1-1 of 1 Last

Payment Status	Bank Code	Cancel Date	Cancel Action	Source Transaction	Document ID	Paid Amount	Payment Message	Invoice ID	Customer Acct Number	Journal ID	Journal Date	Unpost Sequence
P	1100		N	VCHR	00001052	15557.69	4715290007150811	JULY2015PCC		AP00129762	08/05/2015	0



# Payment Cash Check Results Query

This query will give the ledger cash balance for a given date and also the vouchers/expenses that passed or failed the cash check.

You can access this query using the following path:

**Main Menu > Reporting tools > Query > Query Viewer > V\_AP\_PYMNT\_CASH\_CHECK\_RESULTS**

**V\_AP\_PYMNT\_CASH\_CHECK\_RESULT - Payment Cash Check Results**

Run Date:

GL Unit:

Fund (Enter % for all values):

View By:

Report Option:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(7 kb\)](#)

View All First  1-13 of 13  Last

	Row Identifier	Run Date	GL Unit	Fund	Account	Fiscal Year	Bypass Cash	Override Cash	Apply FY	CY Ledger Beg Balance	PY Ledger Beg Balance	Cash Check Beg Balance	Batch End Cash Balance	Processed Amount	Failed Amount	Source Transaction	Transaction BU	Document ID	Schd Pay Date	Payment Method	Payee
1	Summary	04/23/2015	70100	01000	101010	2015	N	N	Y	22313313.04	0.00	22313313.04	22309629.26	4570.29	0.00						
2	Summary	04/23/2015	70100	02320	101010	2015	N	N	N	2057807.48	0.00	2057807.48	2057807.48	0.00	0.00						
3	Summary	04/23/2015	70100	02550	101010	2015	N	N	N	376057.30	0.00	376057.30	376057.30	0.00	0.00						
4	Summary	04/23/2015	70100	02570	101010	2015	N	N	N	1386385.20	0.00	1386385.20	1386385.20	0.00	0.00						
5	Summary	04/23/2015	70100	02700	101010	2015	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00						



# Payment Cash Check Results Query (continued)

## V\_AP\_PYMNT\_CASH\_CHECK\_RESULT - Payment Cash Check Results

Run Date:

GL Unit:

Fund (Enter % for all values):

View By:  ▼

Report Option:  ▼

[View Results](#)

Download results in: [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(7 kb\)](#)

[View All](#)

First [1-13 of 13](#) Last

Row Identifier	Run Date	GL Unit	Fund	Account	Fiscal Year	Bypass Cash	Override Cash	Apply FY	CY Ledger Beg Balance	PY Ledger Beg Balance	Cash Check Beg Balance	Batch End Cash Balance	Processed Amount	Failed Amount	Source Transaction	Transaction BU	Document ID	Schd Pay Date	Payment Method	Payee
1	Summary	04/23/2015	70100	01000	101010	2015	N	N	Y	22313313.04	0.00	22313313.04	22309629.26	4570.29	0.00					
2	Summary	04/23/2015	70100	02320	101010	2015	N	N	N	2057807.48	0.00	2057807.48	2057807.48	0.00	0.00					
3	Summary	04/23/2015	70100	02550	101010	2015	N	N	N	376057.30	0.00	376057.30	376057.30	0.00	0.00					
4	Summary	04/23/2015	70100	02570	101010	2015	N	N	N	1386385.20	0.00	1386385.20	1386385.20	0.00	0.00					
5	Summary	04/23/2015	70100	02700	101010	2015	N	N	N	0.00	0.00	0.00	0.00	0.00	0.00					



# Online Inquiries

---

Two frequently used Expenses online inquiries include:

- Employee Payment History
- Employee Expense History
- Payment Cash Check Results
- Payment Cash Check Review Results by Transaction



# 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**

You must be a proxy to view this inquiry.

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

Employee Expense Payment

### Employee Payment History

CLARK S KENT

**Payment Information**

**Payment Date:** 09/13/2013      **Payment Amount:** 41.82 USD  
**Payment Status:** Paid      **Payment Reference:** 80025919

Payee Address

**Payments**

Type	ID	Description	Status	Created	Amount	Currency
Expense Report	<a href="#">0000029059</a>	Cardinal Training	Paid	09/13/2013	41.82	USD

[Return to Travel and Expense Center](#)



# Employee Expense History

The **Employee Expense History** inquiry displays a history of the Expense Reports you have submitted and their payment 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**

You must be a proxy to view this inquiry.

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

### Employee Expense History

CLARK S KENT

**Expense Dates**

From Date:

Through Date:

Transaction Type:

**Expense History**

Type	ID	Description	Submitted Date	Status	From Date	Through Date	Submitted Amount	
Expense Report	<a href="#">0000029059</a>	Cardinal Training	09/13/2013	<a href="#">Paid</a>	09/09/2013	09/12/2013	41.82	USD

[Return to Travel and Expense Center](#)



# Payment Cash Check Results

The **Payment Cash Check Results** page provides users with the ability to review the details of results for the daily Payment Cash Checking process.

You can navigate to this inquiry using the following path:

**Main Menu > Accounts Payable > Payments > Payment Cash Check Results**

The screenshot shows the 'Payment Cash Check Results' page. At the top, there is a breadcrumb trail: Favorites | Main Menu > Accounts Payable > Payments > Payment Cash Check > Payment Cash Check Results. Below this, the page title 'Payment Cash Check Results' is displayed. The main content area is divided into several sections:

- Metadata:** GL Business Unit 15100, Fund 01000, Account 101010, Run Date 04/13/2015, Department of Accounts, General Fund, Cash With The Treasurer Of VA.
- Filter Option:** A section with radio buttons for 'All Transactions' (selected), 'Failed Transactions', and 'Passed Transactions', and a 'Filter' button.
- Summary Table:** A table showing 'Fiscal Year 2015', 'Cash Check Beg Balance 3,946,194.67' (dated 04/13/2015 6:59:38PM), 'Cash Passed Amt', 'Cash Failed Amt', 'Calculated End Balance 3,946,194.67', and 'Batch End Ledger Balance 3,946,194.67' (dated 04/14/2015 12:01:05AM). There is also a 'Variance Amount' field.
- Control Panel:** Checkboxes for 'Bypass Cash', 'Override Cash', and 'Apply Fiscal Year' (checked).
- Error Message:** An empty text input field.
- Transaction List:** A section with three expandable sub-sections: 'Vouchers', 'Expense Reports', and 'Advance'. Each sub-section has tabs for 'Details', 'Amount Details', and 'Error Message'. The 'Vouchers' table has columns for 'Business Unit', 'Voucher', and 'Processing Rule'. The 'Expense Reports' table has columns for 'SheetID' and 'Processing Rule'. The 'Advance' table has columns for 'Advance Id' and 'Processing Rule'. Each table shows a single row with the value '1'.



# Payment Cash Check Results (continued)

[Favorites](#) | [Main Menu](#) > [Accounts Payable](#) > [Payments](#) > [Payment Cash Check](#) > [Payment Cash Check Results](#)

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**Payment Cash Check Results**

<b>GL Business Unit</b> 15100	Department of Accounts
<b>Fund</b> 01000	General Fund
<b>Account</b> 101010	Cash With The Treasurer Of VA
<b>Run Date</b> 04/13/2015	

**Filter Option**

All Transactions  
 Failed Transactions  
 Passed Transactions

[Filter](#)

---

**Payment Cash Check Results** Find | View All | First 1 of 1 Last

**Fiscal Year** 2015

Bypass Cash

Override Cash

Apply Fiscal Year

<b>Cash Check Beg Balance</b>	3,946,194.67	04/13/2015 6:59:38PM
<b>Cash Passed Amt</b>		
<b>Cash Failed Amt</b>		
<b>Calculated End Balance</b>	3,946,194.67	
<b>Batch End Ledger Balance</b>	3,946,194.67	04/14/2015 12:01:05AM
<b>Variance Amount</b>		

**Error Message**

**Transaction List**

**Vouchers** Customize | Find | View All | First 1 of 1 Last

Voucher | Details | Amount Details | Error Message | [Filter]

Business Unit	Voucher	Processing Rule
1		

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

Expn | Details | Amount Details | Error Message | [Filter]

SheetID	Processing Rule
1	

**Advance** Customize | Find | View All | First 1 of 1 Last

Advances | Details | Amount Details | Error Message | [Filter]

Advance Id	Processing Rule
1	



# Payment Cash Check - Review Results by Transaction

The **Review Results by Transaction** page provide users with the payment cash check results for a particular transaction for a particular run date.

You can navigate to this inquiry using the following path:

**Main Menu > Accounts Payable > Payments > Payment Cash Check > Review Results by Transaction**

Favorites | Main Menu > Accounts Payable > Payments > Payment Cash Check > Review Results by Transaction

**Review Results By Transaction**

**Business Unit** 15100  
**Voucher Id** 00000950  
**Remit Vendor** 0000031103 Department of General Services  
**Payment Amount** 282.50  
**Budget Status** Valid **Approval Status** A  
**Scheduled Pay Dt** 04/23/2015 **Due Date** 04/09/2015

**Distribution Details** Customize | Find | View All | First 1-2 of 2 Last

Line Number	Distribution Line	Fund	Bypass Cash	Override Cash	Cash Check Status	Passed Amount	Failed Amount		
1		1 01000	<input type="checkbox"/>	<input type="checkbox"/>	Passed	153.84		+	-
2		1 06080	<input type="checkbox"/>	<input type="checkbox"/>	Passed	128.66		+	-



# Lesson 5: Summary

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In this lesson, you learned how to:

- Use key reports, queries and online inquiries



# Course Evaluation

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You have completed the **AP315A: Online Expense Processing** course. Please use the evaluation link to assess this course.



# Course Summary

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In this course, you learned how to:

- Understand travel and expense concepts.
- Create, submit, update and view expense transactions in Cardinal.
- Use key reports, queries and online inquiries.



# Appendix

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- Key Terms
- Diagrams and Screenshots
- Flow Chart Key



# Key Terms

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**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)

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**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. This expense will not be reimbursed to the employee and this expense line will not generate accounting entry lines to post to Expenses and the General Ledger.

**Payment Cash Checking** – A process to ensure all payments, including vouchers, employee expenses and cash advances are checked against available cash before being released for payment each night.

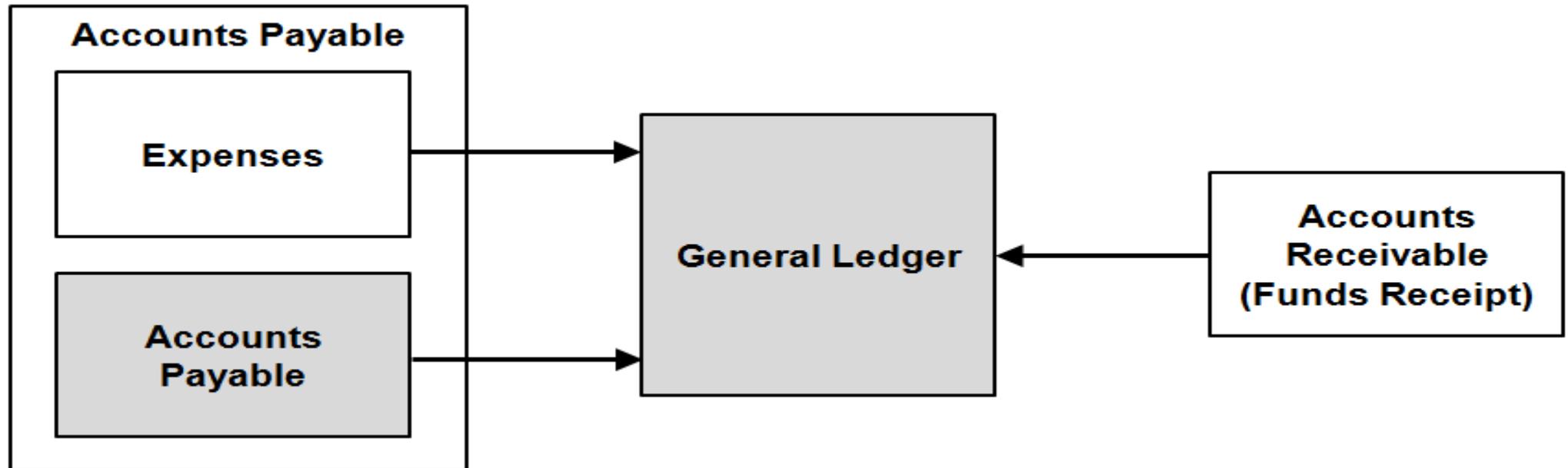
**Proxy** – A user authorized to create and view expense transactions for an employee. Each employee must have one or more proxies.

**Travel Authorization** – A request made for permission to travel. Travel Authorizations entered online in Cardinal 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:

000002364

#### General Information

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:   \*Date To:

#### Accounting Defaults

More Options:

GO

#### Details

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

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	<input type="text" value="Registration Fee"/>	<input type="text" value="03/25/2014"/>	<input type="text" value="300.00"/>	USD	<input type="text" value="Check"/>	<input type="text" value="Billable"/>	*Detail	
<input type="checkbox"/>	<input type="text" value="Personl Mileage Cost Justifi"/>	<input type="text" value="03/25/2014"/>	<input type="text" value="56.00"/>	USD	<input type="text" value="Check"/>	<input type="text" value="Billable"/>	*Detail	
<input type="checkbox"/>	<input type="text" value="Lodging"/>	<input type="text" value="03/25/2014"/>	<input type="text" value="92.00"/>	USD	<input type="text" value="Check"/>	<input type="text" value="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. Your agency may elect to allow those attachments to be used as substantiation of requests submitted for approval. However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, Yellow Book, etc.) State (Auditor of Public Accounts, Department of Accounts, etc.) or local regulatory requirements that may apply.

**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.



# Travel Authorization Entry Page Descriptions (continued)

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

**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)

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**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

Favorites | Main Menu > Employee Self-Service

## Travel & Expenses - Cash Advance Report

### Create Cash Advance Report

CLARK S KENT      Advance ID:      NEXT      [Attachment](#)  
[User Defaults](#)

**General Information**

\*Description:       Comment:

\*Business Purpose:       Reference:

[Import ATM Advances](#)        

**Details**      [Customize](#) | [Find](#) |  |       First  Last

*Source	Description	*Amount	Currency	Apply Tax		
<input type="text" value="System Check"/>	<input type="text" value="Meals"/>	<input type="text" value="89.00"/>	USD	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**Totals**

Advance Amount:      0.00      USD

[Return to Travel and Expense Center](#)



# 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. Your agency may elect to allow those attachments to be used as substantiation of requests submitted for approval. However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, Yellow Book, etc.) State (Auditor of Public Accounts, Department of Accounts, etc.) or local regulatory requirements that may apply.

**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

Favorites | Main Menu > Employee Self-Service

**Create Expense Report**  
**Expense Report Entry** [Attachment](#)

CLARK S KENT [User Defaults](#) Report ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:  Reference:

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

**Details** [Customize](#) | [Find](#) | [View All](#) |  | First 1-4 of 4 Last

*Overview	*Detail	*Location	Merchant	*Air/Hotel	Mileage	Per Diem	*Currency				
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type					
<input type="checkbox"/>	Lodging	12/05/2013 <input type="button" value="Calendar"/>	89.00	USD <input type="button" value="Search"/>	Check	Billable	<input type="button" value="Search"/>	<input type="button" value="Green Arrow"/>	<input type="button" value="Plus"/>		
									<input type="button" value="Plus"/>		
									<input type="button" value="Plus"/>		
									<input type="button" value="Plus"/>		

New Expense

**Totals**

Employee Expenses:	0.00 USD	Due Employee:	0.00 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](#)

[Return to Travel and Expense Center](#)



# Expense Report Entry Page Descriptions

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**Attachments link:** Click this link to display a page where you can add attachments, such as scanned receipts, to the Expense Report. Your agency may elect to allow those attachments to be used as substantiation of requests submitted for approval. However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, Yellow Book, etc.) State (Auditor of Public Accounts, Department of Accounts, etc.) or local regulatory requirements that may apply.

**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.



# Expense Report Entry Page Descriptions

**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.

**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.



# Expense Report Entry Page Descriptions (continued)

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**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)

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**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

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



# Apply Cash Advance(s) Page Descriptions

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**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.