AP316: Employee Expenses Administration

Web Based Training

Rev 10/18/2016

Welcome

Welcome to Cardinal Training.

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

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

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

Introduction

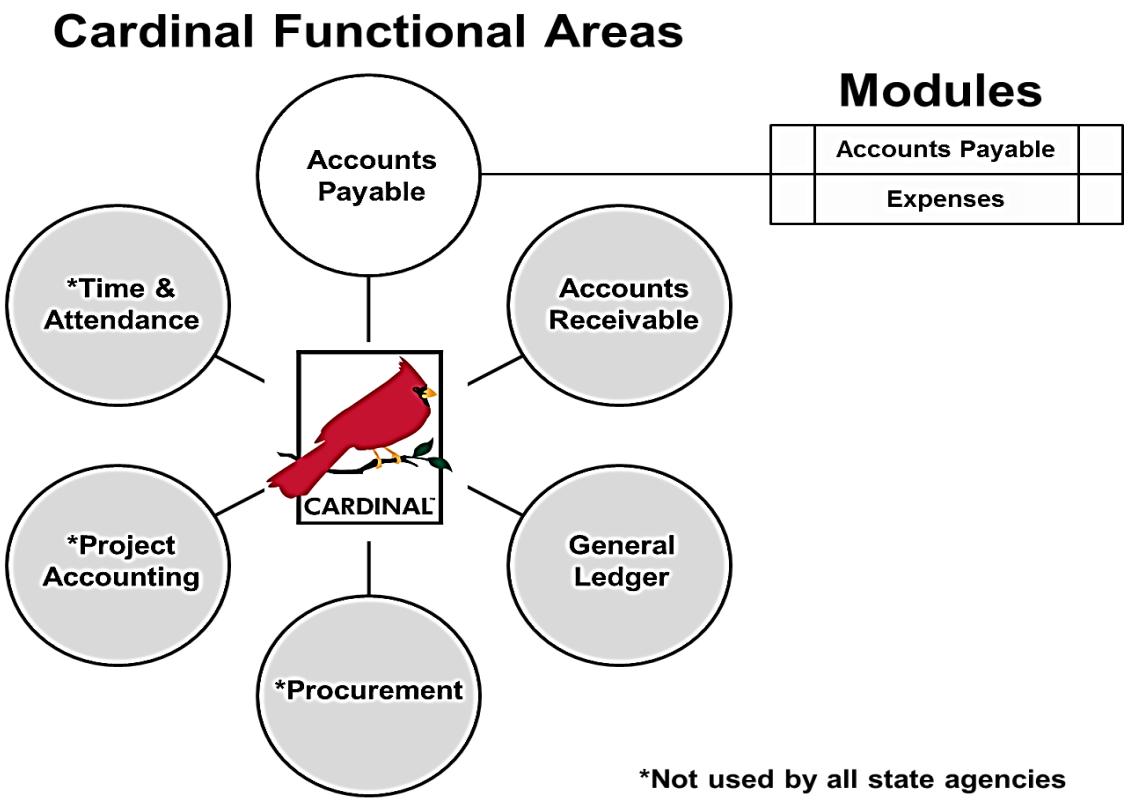
The Accounts Payable functional area of Cardinal is composed of two modules:

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.



Course Objectives

After completing this course, you will be able to:

- Understand key Expenses maintenance concepts and processes
- Add and update an employee profile in Expenses
- Describe the overall processing flow for Employee Profiles, Travel Authorizations, Cash Advances, Expense Reports, and payments
- Review Expenses accounting entries
- Manually reconcile Cash Advances, if applicable
- Navigate to the key reports, queries and online inquiries

Agenda

Today, we will cover the following lessons:

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

Lesson 1: Understanding Expenses

In this lesson, we will cover the following topics:

- Key Concepts
- Expenses Process

Key Concepts

Some key concepts in expense administration include:

- Employee reimbursements for your agency employees are processed through the Cardinal Expenses module.

- Your agency employees are not set up as vendors in Cardinal, so cannot be reimbursed for expenses using an Accounts Payable (AP) voucher.

- Commonwealth employees employed by another agency who require reimbursement from your agency, are either:
  - Treated as vendors and reimbursed using an AP voucher or
  - Reimbursed as employees by their agency using the Expense module. You can then pay that agency (via voucher) for the amount of the expense.

- Non-employees, such as Board members are set up as vendors and reimbursed for their expenses through vouchers using the Accounts Payable module.

Key Concepts (continued)

- Employee Profiles:
  - Employee personal and organizational information must be entered in the Expenses module before an employee can be reimbursed for expenses.
  - The employee profile captures name, address, HR employee status, business unit, department, supervisor and employee banking information for EDI payments.
  - Employee banking information is interfaced daily from the Commonwealth Integrated Payroll and Personnel System (CIPPS).
  - If your agency or an employee has been granted an exemption from DOA, that exemption will still apply.

Key Concepts (continued)

- In Cardinal, authorized users (proxies) enter expense transactions for employees.
- A user can be set up as a proxy for multiple employees. Most employees have proxies other than themselves who enter and process the majority of their expense related transactions.
- After entering an employee profile, you must enter a proxy (proxies) for that employee in Cardinal.
- In Cardinal Expenses, you can attach scanned documents such as invoices and receipts to Travel Authorizations, Cash Advances and Expense Reports. Approvers can then review the attached documents when the transaction routes to them for approval. Per APA, the electronic attachment documents do no replace the requirement to retain original documents (receipts, etc.) in your records.
- Cardinal is configured to include State allowable amounts for lodging, meals, per diem, and mileage rates. When a Travel Authorization or Expense Report is entered online, Cardinal applies those rates and assists with validations and calculations.
- If state policy requires agency head approval, Cardinal will route the transaction to the designated approver.

Key Concepts (continued)

- If you issue a Cash Advance to an employee you can apply the Cash Advance to an Expense Report after travel is completed. Cardinal then calculates the amount due for reimbursement.

- If the Cash Advance amount exceeds the Expense Report amount the excess amount is un-reconciled on the employee's Cash Advance. When the employee repays the Commonwealth, the payment offsets the employee's outstanding Cash Advance balance.

Expenses and Expense Administration Process

The Expenses process in Cardinal involves:

- Processing Travel Authorizations
- Processing Cash Advance requests
- Processing Expense Reports
- Processing payments to employees

The Expense Administration process in Cardinal involves:

- Creating and maintaining employee profiles
- Setting up and maintaining Authorized User (proxy) configurations
- Reviewing expense accounting entries, if necessary
- Reconciling expense payments
- Reassigning expense transactions from one worklist to another

Checkpoint

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

Are your agency's employees set up as vendors in Cardinal for expense reimbursements from your agency?

- ○ Yes
- ○ No

An Employee Profile must exist in Cardinal in order for an employee to be reimbursed for expenses?

- True
- False

Board members are set up as employees and reimbursed through the Expenses module.

- ○ True
- ○ False

Lesson 1: Summary

In this lesson, you learned:

- Your agency's employees are not set up as vendors in Cardinal. They are reimbursed through the Expenses module.
- Employees must have at least one proxy who is authorized to enter expense transactions in Cardinal on their behalf.
- Employee expense transactions include Travel Authorizations (if required by Commonwealth and agency policy), Cash Advances and Expense Reports.
- Expense Administration functions include entering and maintaining employee profiles in Cardinal, maintaining proxy configuration, reviewing expense accounting entries if necessary, and reconciling expenses.

Lesson 2: Entering and Maintaining Employee Profiles

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

- Creating / maintaining employee profiles process flow
- Processing employee data used by Expenses
- Entering / updating employee profiles
- Adding proxies (users authorized to enter travel on behalf of themselves and/or others)

Creating and Maintaining Employee Profile Process Flow

An employee profile must exist in Cardinal for an employee to:

- Gain access to Cardinal
- Be reimbursed for travel or other business expenses

Online agencies must manually add and update employee profiles.

Interfacing agencies can choose to add or update Employee Profile information online or through an interface.

To enter or update an employee profile online, log into Cardinal and enter or make changes to the employee information, then save the page.

To enter or update an employee profile via interface, the agency creates an Employee Profile Upload file that contains employee data and sends the data to Cardinal through an upload. Data validation occurs when the files are loaded. Errors will not be uploaded into Cardinal and are added to the Employee Profile Upload Error Report. Agencies will need to review this report, make corrections in the source system and send the information back to Cardinal or elect to manually enter employee changes in Cardinal.

Creating and Maintaining Employee Profile Process (continued)

The employee ID is the main data key in the employee profile. This number is derived from the Department of Human Resource Management (DHRM) employee ID and is the 11 digit number contained in the employee's Commonwealth Integrated Payroll and Personnel System (CIPPS) file. In Cardinal, a CIPPS employee banking file is uploaded daily to update employees profiles with information about their banking information so payments can be made electronically rather than through paper check.

Cardinal uses the profile to:

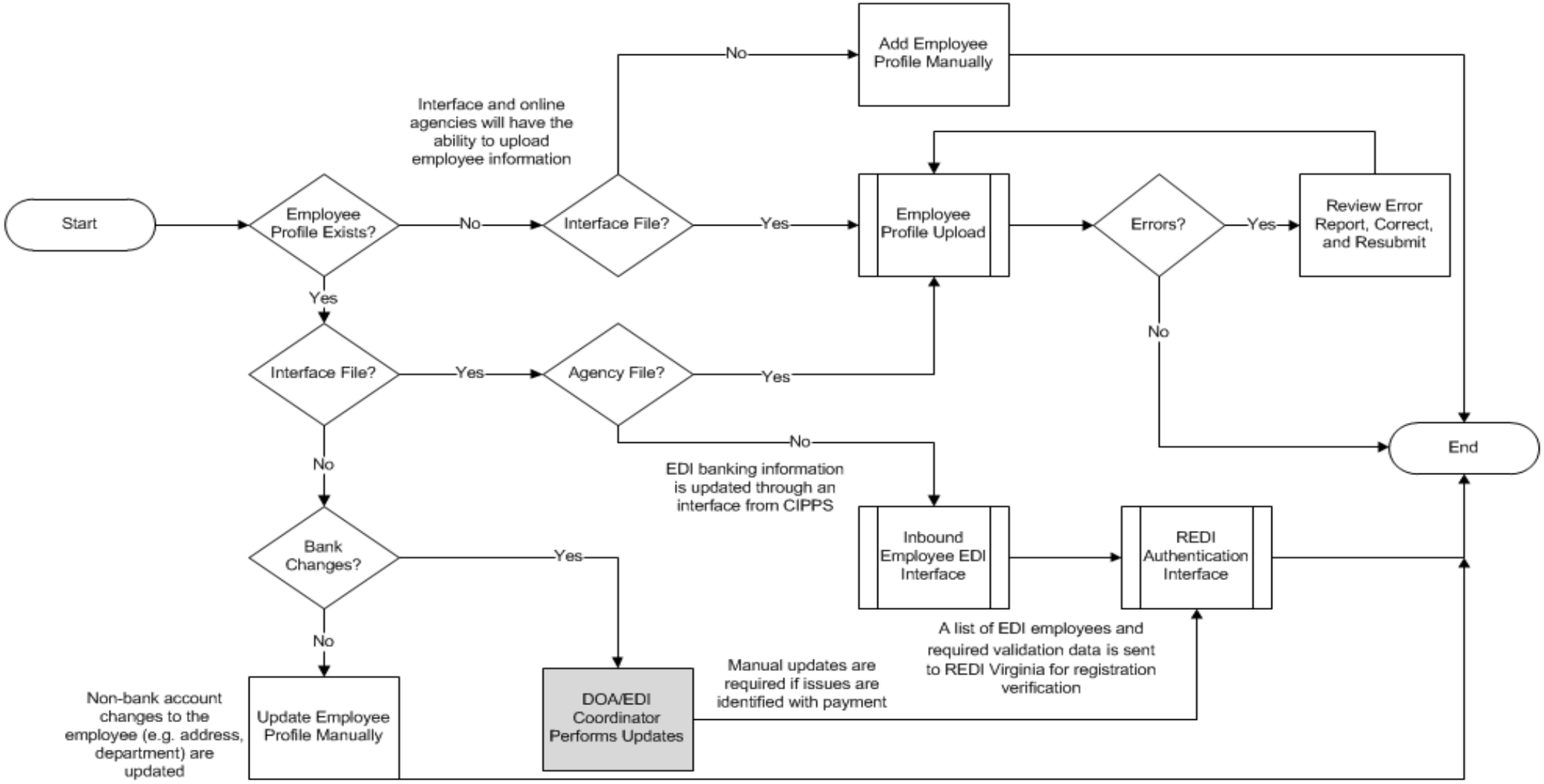
- Route entries for approval
- Populate default accounting distributions
- Make payments to the employee by the preferred method

Employee profiles only exist for state employees. Contractors who need access to Cardinal will not have an employee profile. They are assigned User IDs.

The Remittance Electronic Data Interchange (REDI) Authentication Interface process sends a list of vendors and employees along with the required validation data to REDI Virginia. REDI uses this data to verify the legitimacy of the new registered accounts. REDI authenticates when an employee creates a REDI account. Employees will need to create new REDI accounts based on their Employee ID and not their Social Security number.

The following diagram illustrates the creating and maintaining employee profile process.

Creating and Maintaining Employee Profile Process Flow (continued)



Employee Data Processing Overview

Employee data is the foundation of Cardinal Expenses. There are several types of employee data added and maintained by the Expenses Administrator on the Employee Profile pages in Cardinal Expenses:

- Employee personal data
- Employee Organizational data and user defaults

Because this data contains personal information (address, etc.), access is limited.

Employee Profile

Employees must have an employee profile configured in Cardinal, before they can:

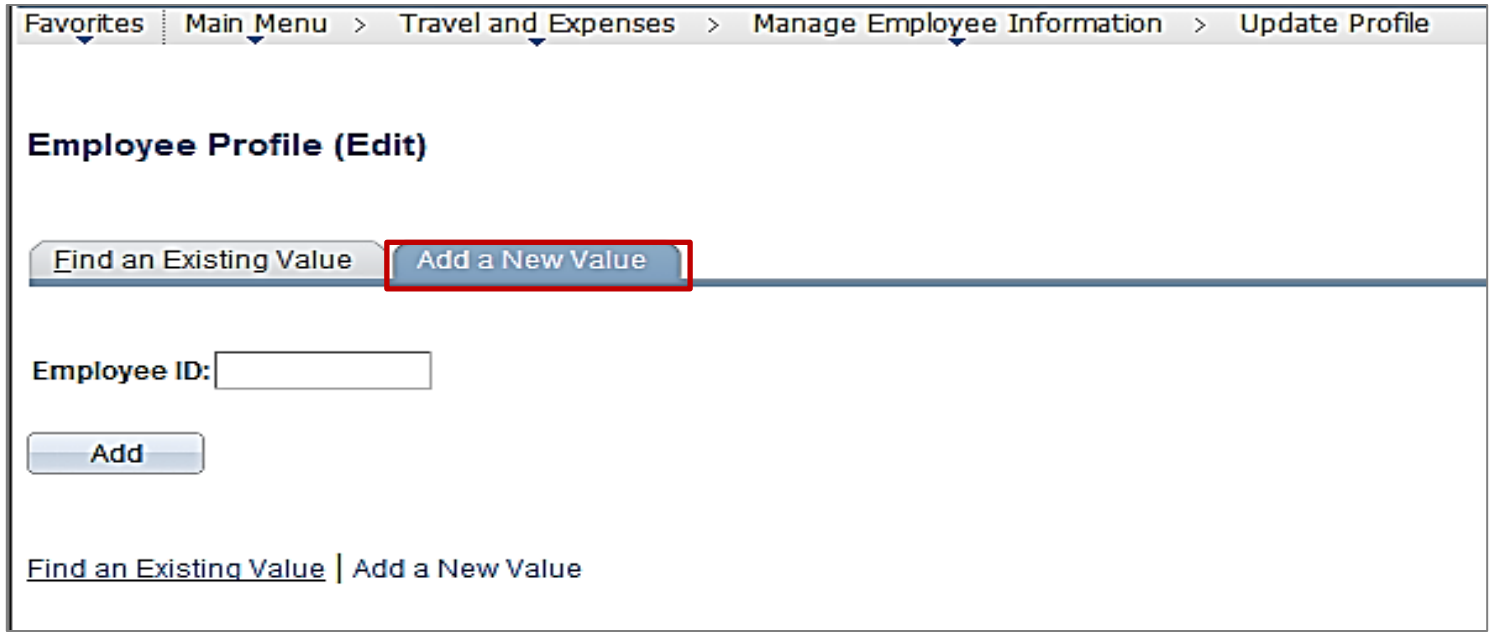
- Have a user profile configured
- Have an expense transaction entered and receive reimbursement

Entering an Employee Profile

To add or update an employee profile online, go to the **Employee Profile (Edit)** page. You can access this page using the following path:

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

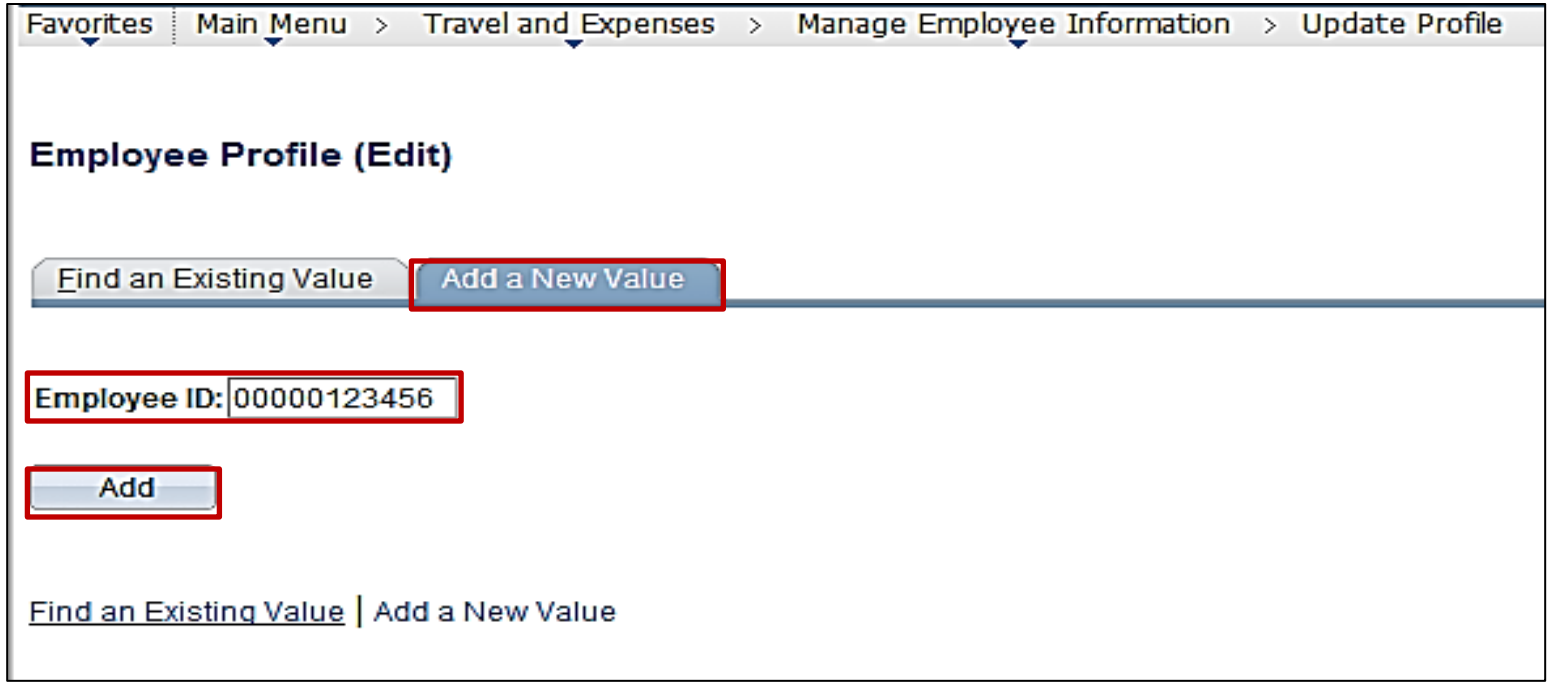
To add a new employee profile, click the **Add a New Value** tab.



Employee Profile (Edit) Page

Enter the **Employee ID**. The **Employee ID** is the employee's CIPPS ID number.

Click the **Add** button.

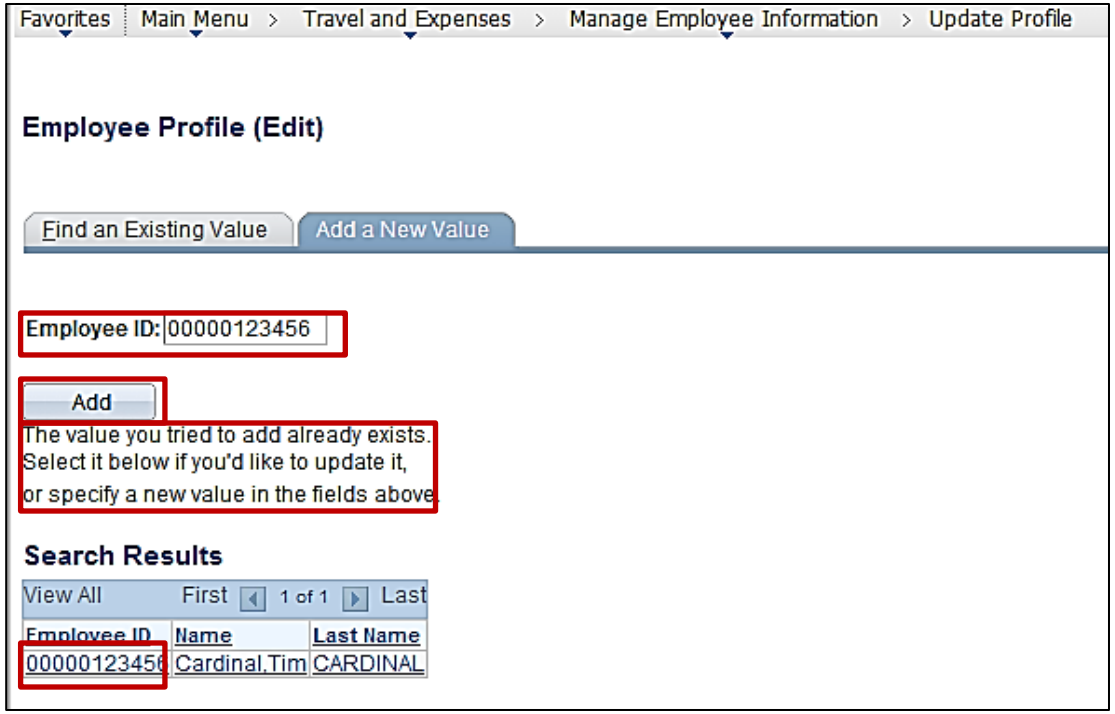


Employee Profile (Edit) Page (continued)

If you enter an employee ID and the profile already exists in Cardinal, Cardinal displays a message indicating that **The value you tried to add already exists. Select it below if you'd like to update it, or specify a new value in the fields above.**

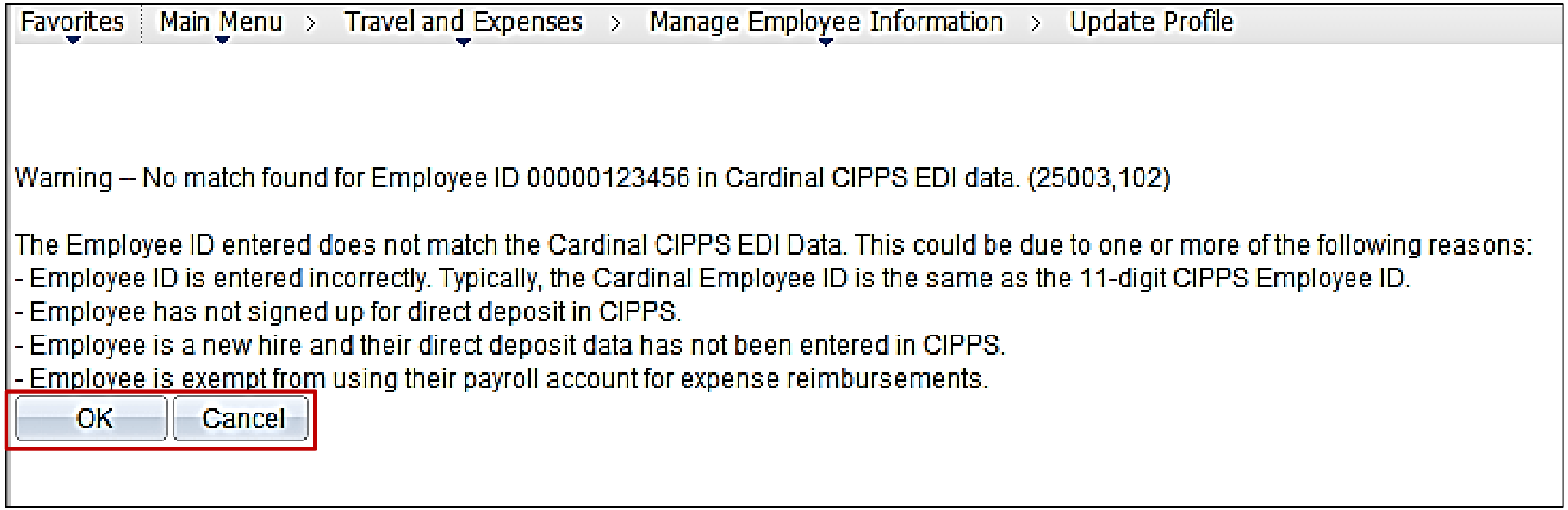
Verify your entry. If correct and you need to make changes to the employee profile, click the **Employee ID** number under the **Search Results** section of the page to access the employee record. If an employee is transferring from another agency or employed by two state agencies, see the job aid entitled **Creating and Updating an Employee Profile** for more information.

If your entry is not correct, reenter the **Employee ID** number and click the **Add** button.



Employee Profile (Edit) Page (continued)

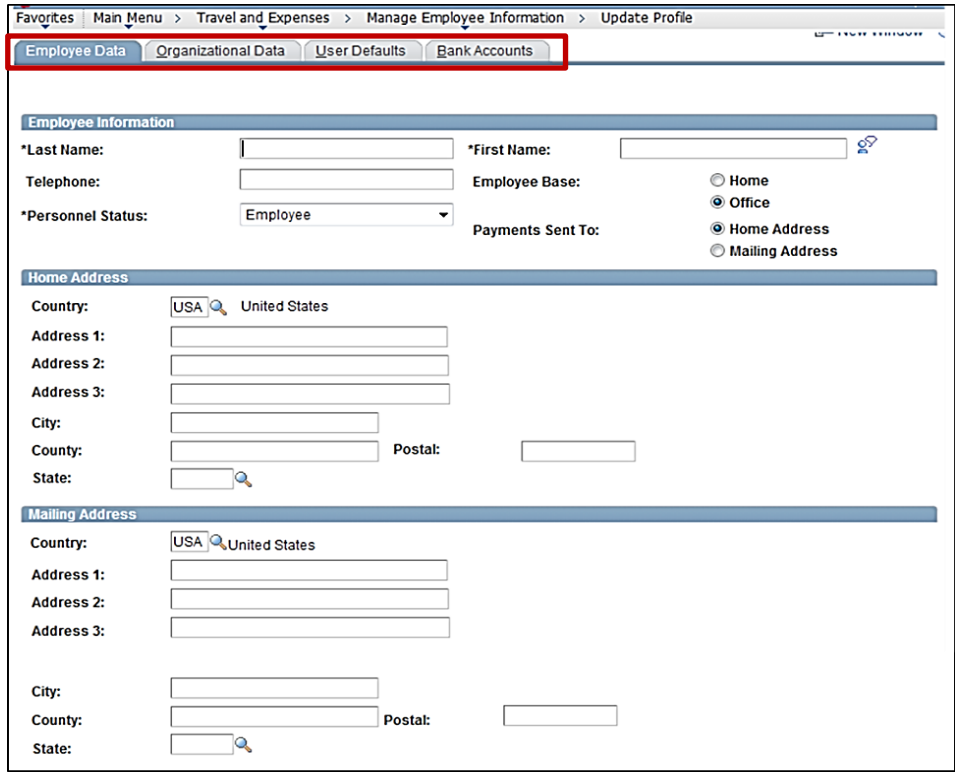
If the **Employee ID** entered is not found in the CIPPS EDI Data, a warning message like the one below displays. The EDI Data from CIPPS is updated daily, so current information may not be in Cardinal when you add the employee.



Employee Data Page

Access to edit information on the following tabs is limited (managed by role access):

- The **Employee Data** tab displays basic employee personal information.
- The **Organizational Data** page displays the employee's position in the organization and related data such as the employee's supervisor. It also displays the employee's Cash Advance limit.
- The **User Defaults** tab displays the defined user defaults to minimize data entry on Travel Authorizations, Cash Advances and Expense Reports.
- The **Bank Accounts** tab displays banking and payment information used for paying Cash Advances and Expenses Reports. Access to this tab is restricted to the Department of Accounts.



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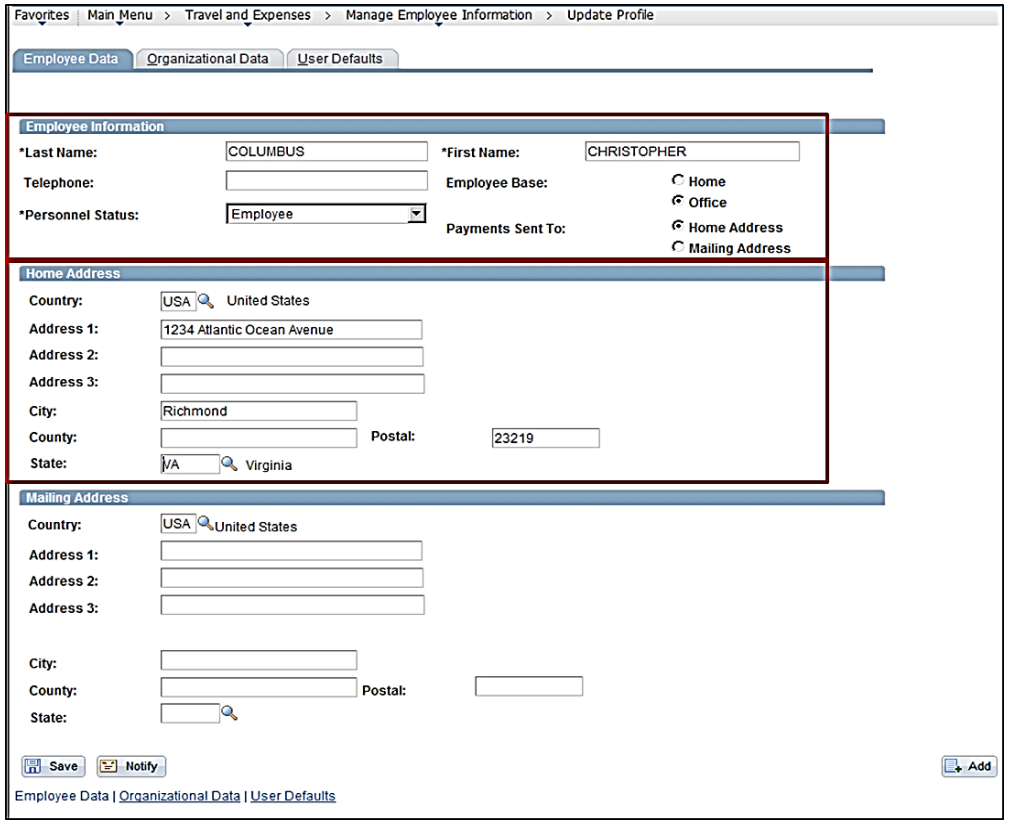
Employee Data Page (continued)

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

In the **Employee Information** section, complete the following fields:

- **Last Name** – employee's last name
- **First Name** – employee's first name
- **Telephone -** This is not a required field
- **Address -** employee's home address
- **Personnel Status** defaults to **Employee**. Do not change it.
- The **Employee Base** indicator defaults and should not be changed.
- The **Payments Sent To** indicator defaults and can be changed if needed.
- If an employee's home address and mailing address differ, click the radio button in front of **Mailing Address** and complete the **Mailing Address** section at the bottom of the page.



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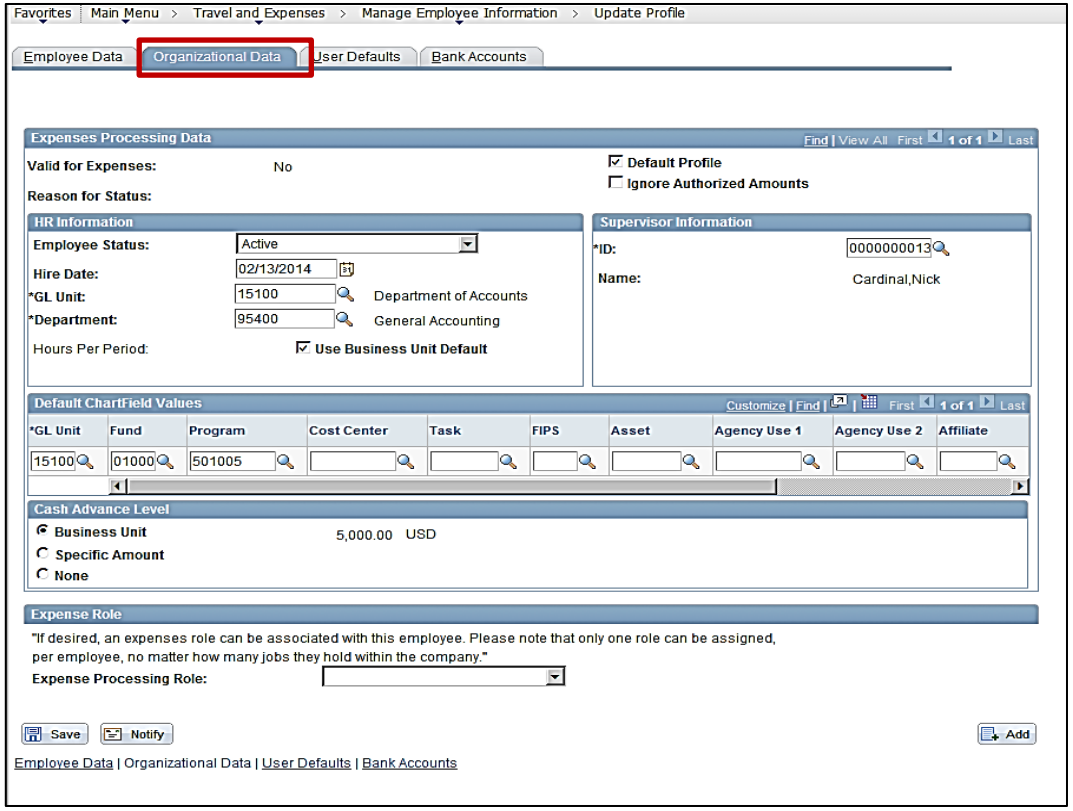
Organizational Data Page

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

This tab is divided into 5 different sections:

- **HR Information**
- **Supervisor Information**
- **Default ChartField Values**
- **Cash Advance Level**
- **Expense Role –** not currently used in Cardinal

These sections will be explained in more detail in the following slides.



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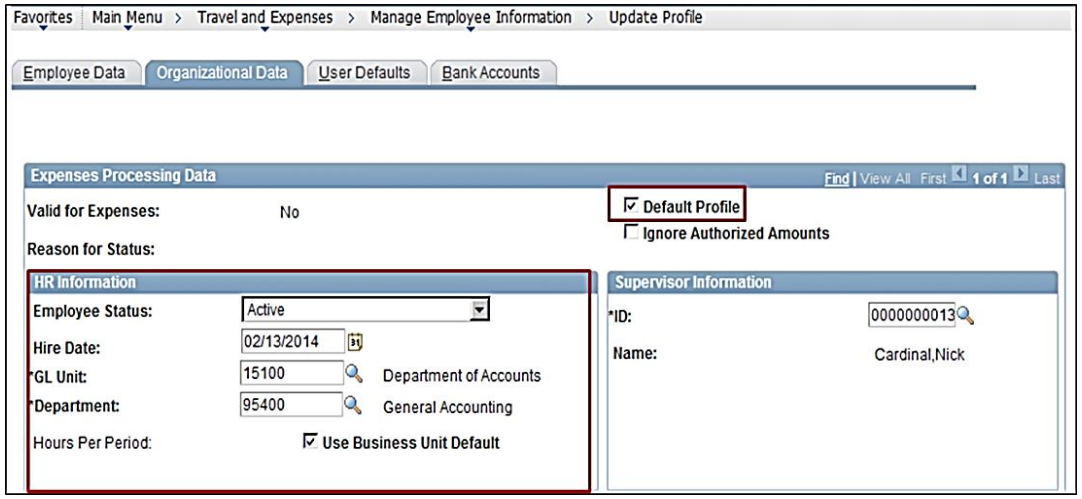
Organizational Data – HR Information

In the **Expenses Processing Data** section, the **Default Profile** checkbox defaults as checked. Do not change this.

In the **HR Information** section, complete the following fields:

- **Employee Status** – select **Active**
- **Hire Date** – enter the employee hire date for your agency
- **GL Unit** – enter or select your agency's business unit
- **Department** – select the appropriate Department for the employee

The **Use Business Unit Default** checkbox defaults as checked. Do not change this. **This defaults to the BU on the profile and it is important this value is not changed.**



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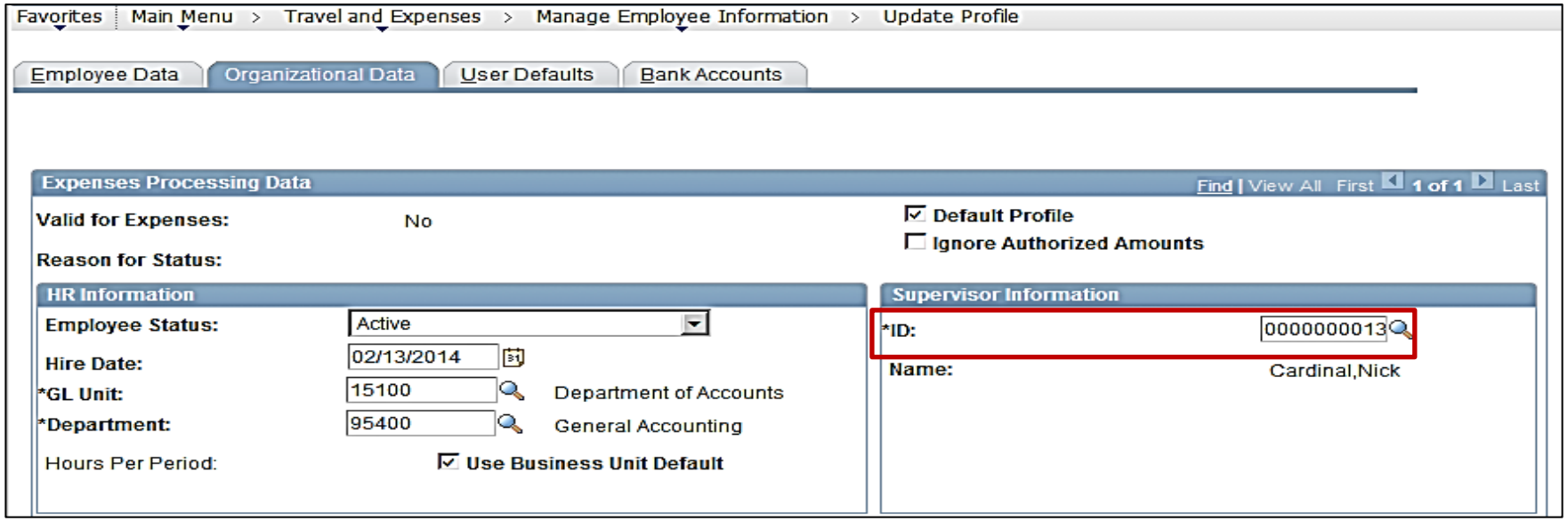
Organizational Data – Supervisor Information

In the **Supervisor Information** section, click the **ID** lookup button to select the ID of the Supervisor for the employee whose profile you are creating. The Supervisor may not be the employee's HR Supervisor. It is the person designated to approve expense transactions in Cardinal for that employee.

After you select the **ID**, the **Name** field populates based on your selection. Verify the name for accuracy.

Workflow uses the supervisor's **ID** to route transactions for Supervisor level approval.



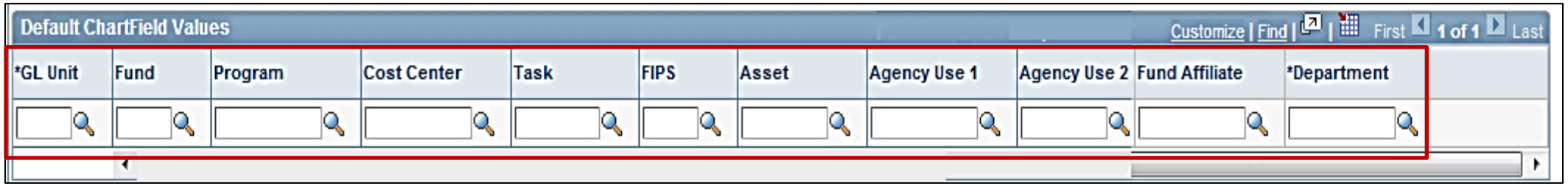
Organizational Data - Default ChartField Values

The **Default ChartField Values** section is used to predefine one or more of the ChartField values for the employee. Cardinal uses these values to populate the accounting information for the employee's travel and expense transactions. Even though these values default on the expense transactions, they can be changed if necessary.

For Cash Advances transactions Agency / Business Unit, Fund and Department populate from these defaults. You will not have the opportunity to change these values and if the values are not present on the profile, the cash advance accounting entries will not be created correctly.

Use the **scrollbar** under the ChartField values to move right and view / enter additional values as needed.

The **Department** field populates based on the entry in the **HR Information** section of the page.

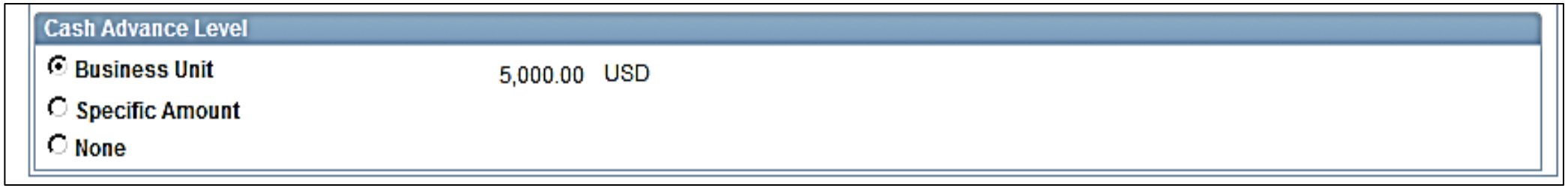


Cash Advance Level Options

The **Cash Advance Level** section is used to determine the employee's eligibility and maximum amount for a Cash Advance.

Select the appropriate option based on your agency's policy:

- **Business Unit** - this option allows the maximum amount of $5,000. In Cardinal, all business units are set up with this maximum value as the default.
- **Specific Amount** – this option allows you to enter a specific amount as the maximum for the employee.
- **None** – this option means the employee cannot receive a Cash Advance.



User Defaults Page

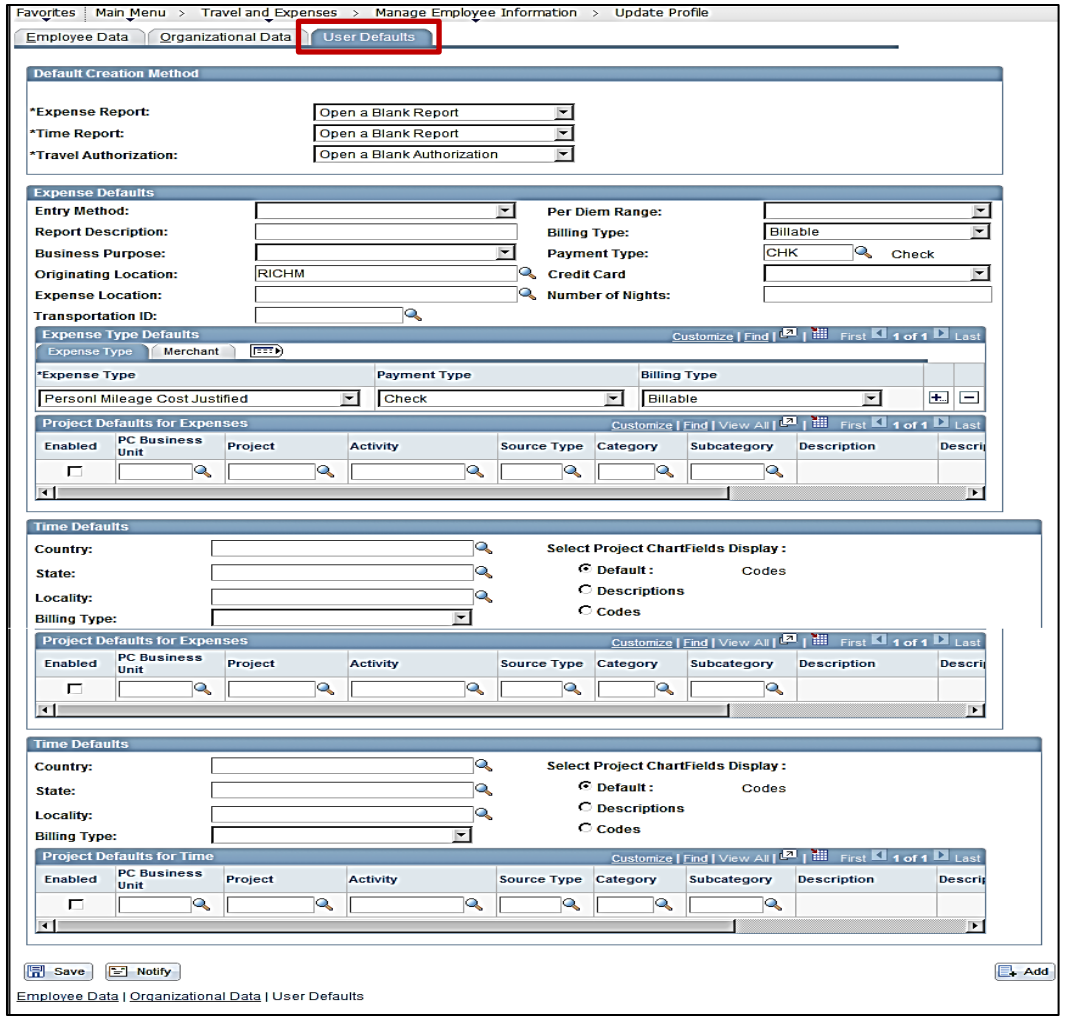
After completing the information on this page, click the **User Defaults** tab.

The **User Defaults** page allows you to specify defaults that reduce data entry time for Travel Authorizations, Cash Advances, and Expense Reports. The Time defaults are not used.

Select Payment Type CHK in the Expense Defaults section to avoid having to key this value on every expense line. Project ChartFields can be defaulted on this page as well.

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

Note that during conversion and when using the employee profile upload, these values are not populated.



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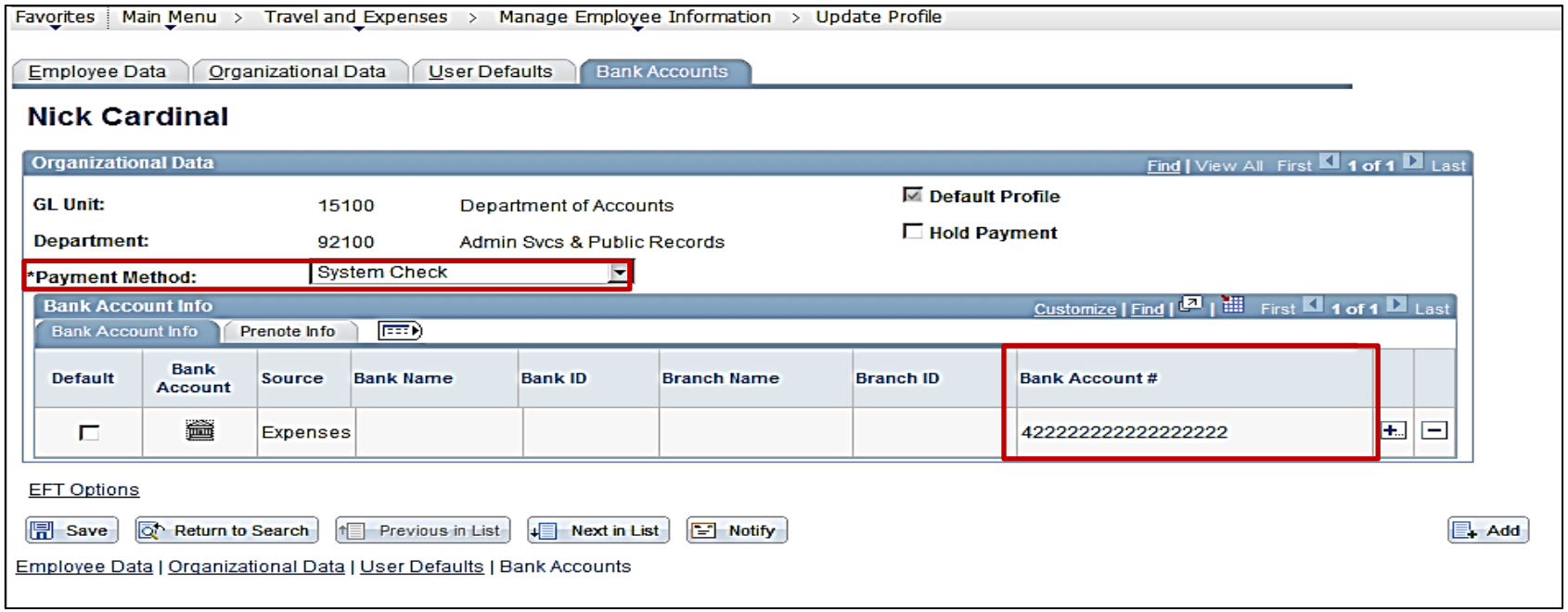
Bank Accounts Page

The **Bank Accounts** tab specifies how the employee is reimbursed for Expenses transactions.

The daily CIPPS interface populates the **Payment Method** and **Bank Account #**.

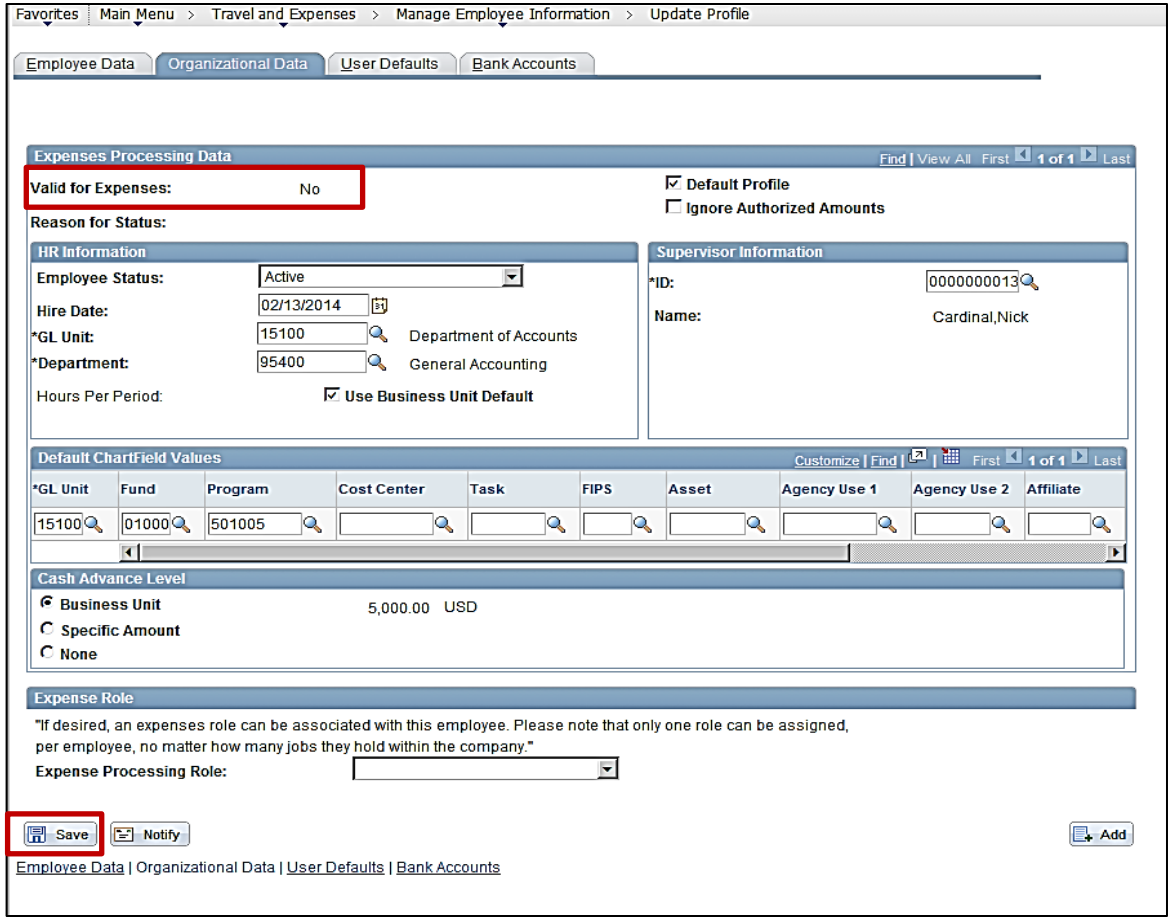
Only the DOA EDI Coordinator has access to this page.



Validating an Employee Profile

After entering all employee information, click the **Save** button to save your entries.

After saving the employee profile, it needs to be validated prior to use on an expense transaction. The Validation process runs every hour in batch between 8-5 daily.



Updating an Employee Profile

To update an employee profile online, access the **Employee Profile Search** page. This is the same page that is used to add an employee online. Access to update and view profiles are based on your security role and agency access.

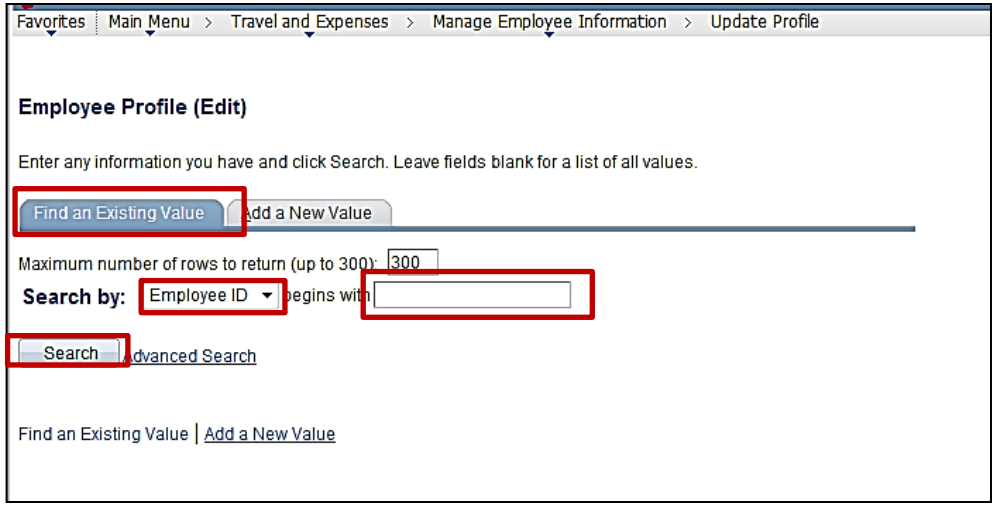
You can navigate to this page using the following path:

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

On the **Find an Existing Value** tab, use the **Search by** drop down list to choose one or more of the three search criteria (use the **Advanced Search** link to view all search fields):

- **Employee ID -** the employee's CIPPS number
- **Last Name / Name** – employee's last name

Once you select and enter your search criteria, click the **Search** button.



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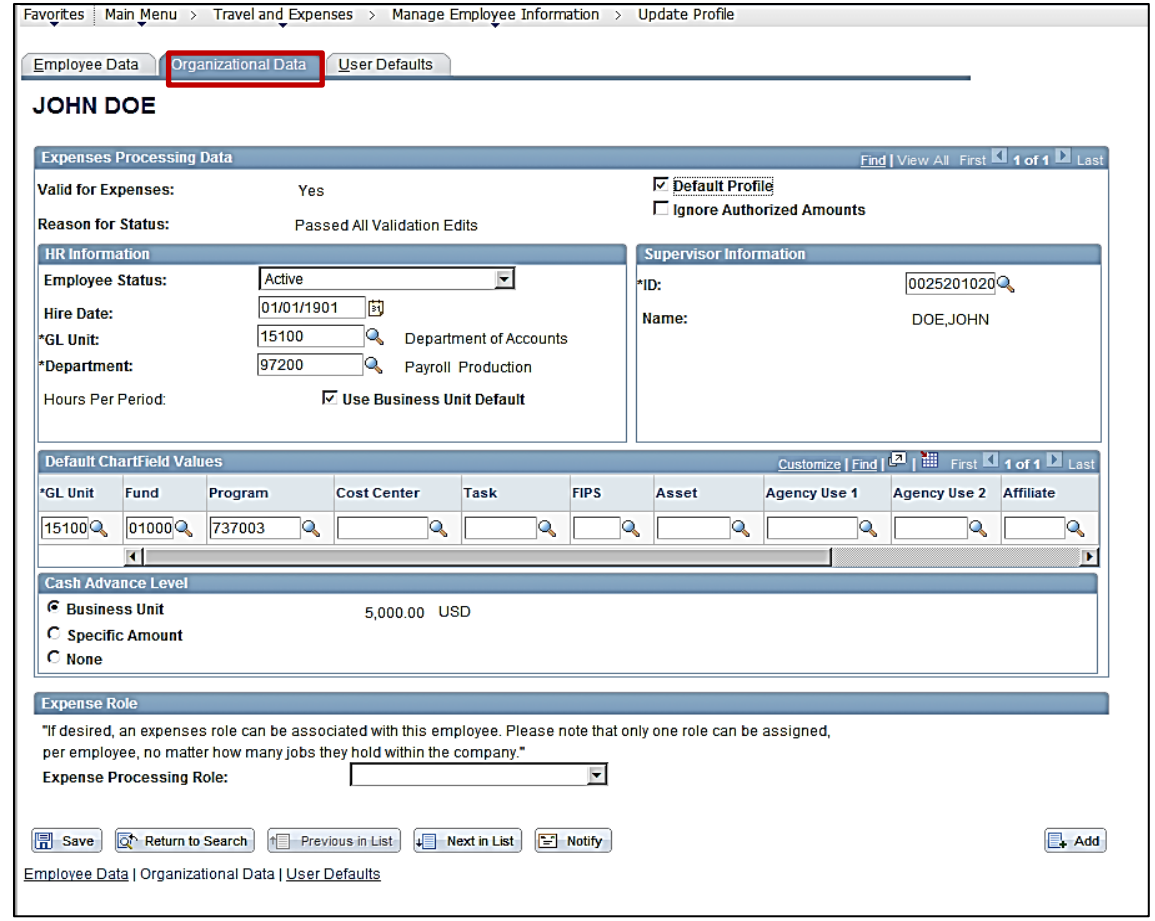
Updating an Employee Profile (continued)

Update fields on the **Employee Data** tab as necessary.

Click the **Organizational Data** tab.



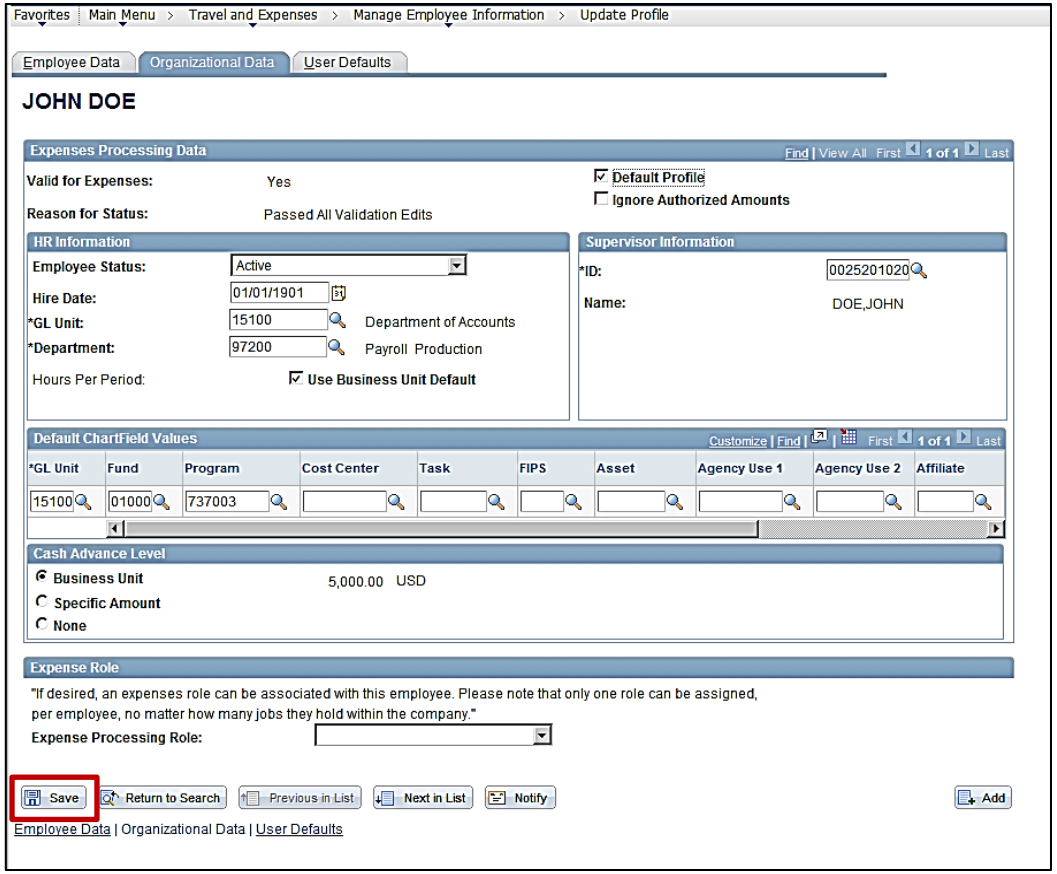
Updating an Employee Profile (continued)

Changes to **Organizational Data** tab information are needed when an employee's organizational data changes, e.g., for a transfer from one department to another.

Click the **Save** button at the bottom of the page.

Modifying the employee profile and saving it replaces the previous values. No record is maintained regarding who made the changes or when (there is no effective dating). It is advisable to maintain a record of these changes outside of Cardinal.

If you need to terminate an employee, see the job aid entitled **Creating and Updating an Employee Profile** for details regarding terminating an employee.



Adding Expense Proxies / Authorized Users

Every employee must have at least one proxy (authorized users) in Cardinal in order to have expense transactions entered. After adding an employee profile, a proxy should be added for the employee.

If an agency interfaces the Employee Profile information, the proxy information is included in the file upload.

The only time a proxy is not required is if an employee will not require expense reimbursement.

Interfacing Agencies

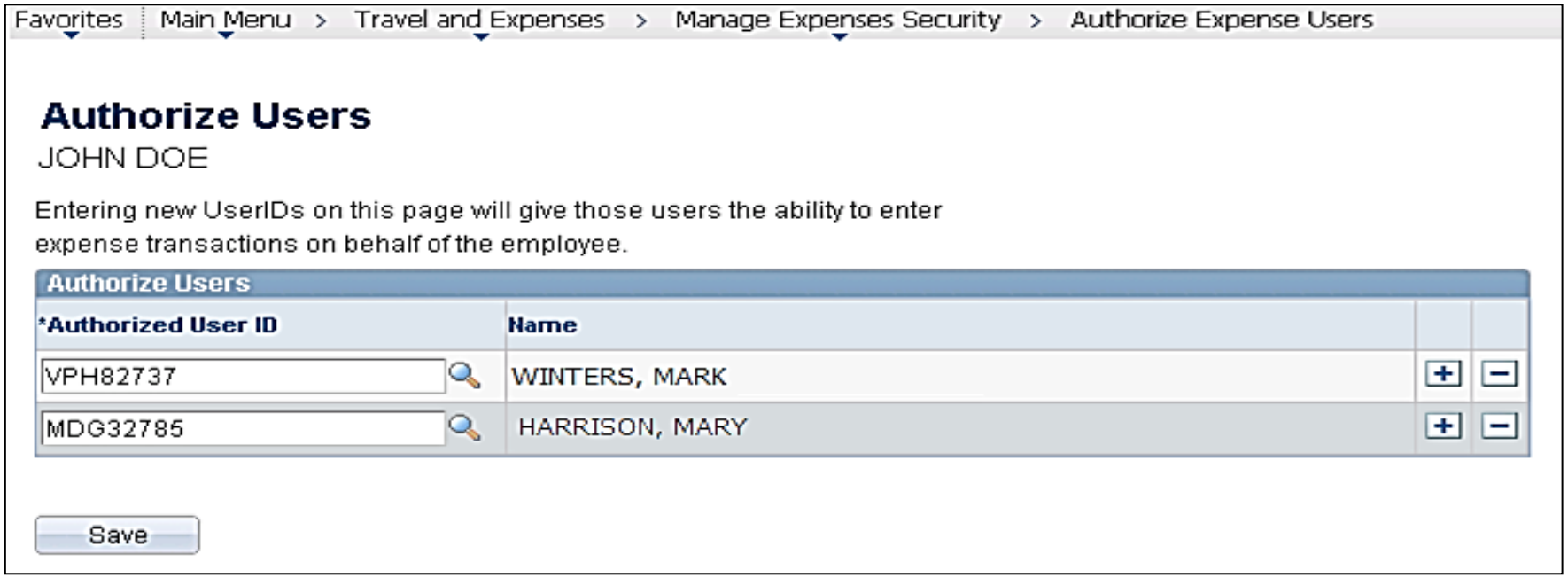
Interfacing agencies which selected to use the Employee Profile Upload have the ability to populate the Authorized user information in the upload file.

Adding Expense Proxies / Authorized Users (continued)

To add a proxy online, access the **Authorize Expense Users** page. You can navigate to this page using the following path:

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

See the job aid entitled **Authorizing a Proxy** for details regarding how to add a proxy for an employee.



Checkpoint

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

After adding an employee profile in Cardinal, you must also add at least one proxy for that employee if the employee will need to be reimbursed for expenses.

- ○ True
- ○ False

Employee banking information is populated bimonthly through an interface with _____.

- DOA
- CIPPS
- PMIS

You must be set up as a _____ to enter your own expenses transactions.

- Supervisor
- Proxy
- Administrator

Cardinal keeps a record of when updates are made on an employee profile.

- True
- False

Lesson 2: Summary

In this lesson, you learned:

- Employee profiles can be added or updated in the Expenses module both online and through an interface.
- When adding a new employee profile, you must also add at least one proxy for that employee if the employee needs to be reimbursed for business related expenses.
- Access to sensitive and personal employee information, such as address, bank information, etc., is highly restricted.
- Users must be configured as proxies for another employee before they can create expense transactions for that employee.

Lesson 3: Expenses Processing

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

- Process for Travel Authorizations, Cash Advances, Expense Reports, and payments
- Expenses and Cash Advance accounting entries
- Manually reconcile Cash Advances, if applicable

Travel Authorization Process Flow

A Travel Authorization is a request for permission to travel. Commonwealth and / or agency policy have specific policies regarding authorization prior to travel (or the incurrence of other expense). Cardinal, however, does not require that the Travel Authorization be entered in Cardinal in order to be reimbursed.

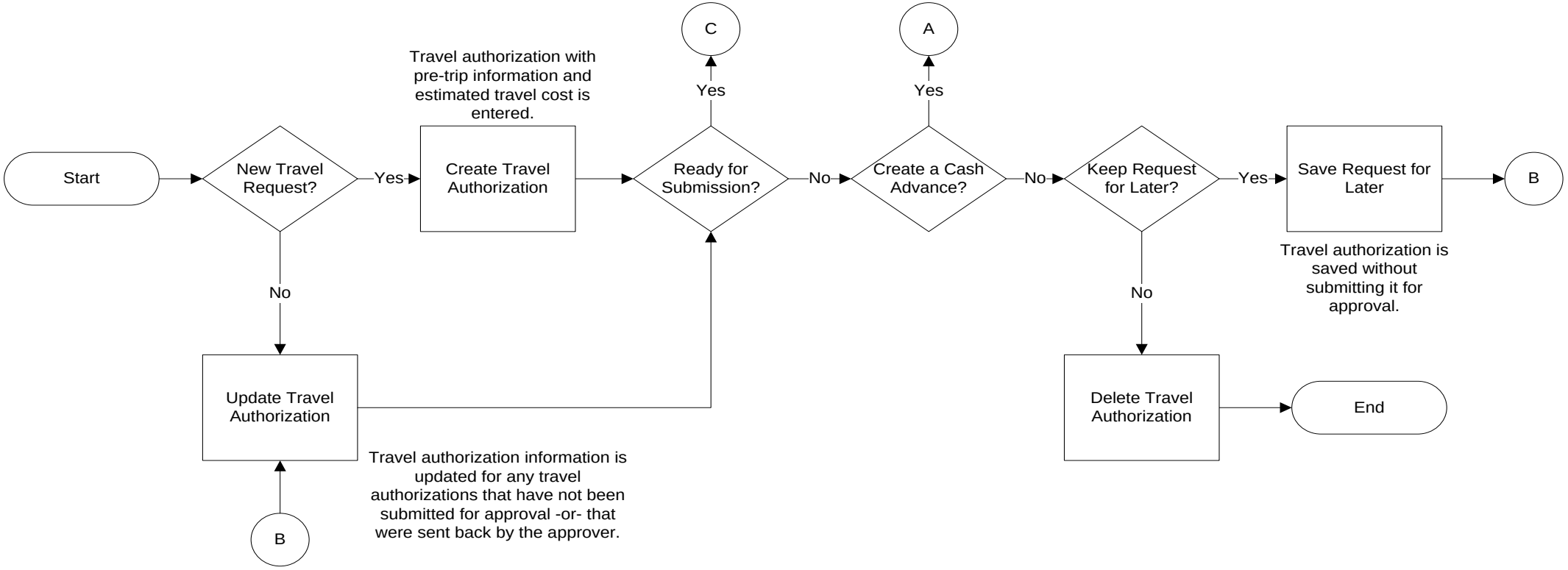
However, if you elect to enter your Travel Authorization in Cardinal it can only be entered online and must be approved prior to the start date of your trip. Cardinal does not allow you to save or approve an authorization after the start date of the trip.

The proxy enters pre-trip information, detail expense lines, and the estimated travel costs on the Travel Authorization. Travel authorizations must then be approved by the employee's designated approver(s) **before** the start date of travel. Once the employee's trip is complete an Expense Report is completed. The approved Travel Authorization can be copied into the Expense Report, which can be updated as appropriate.

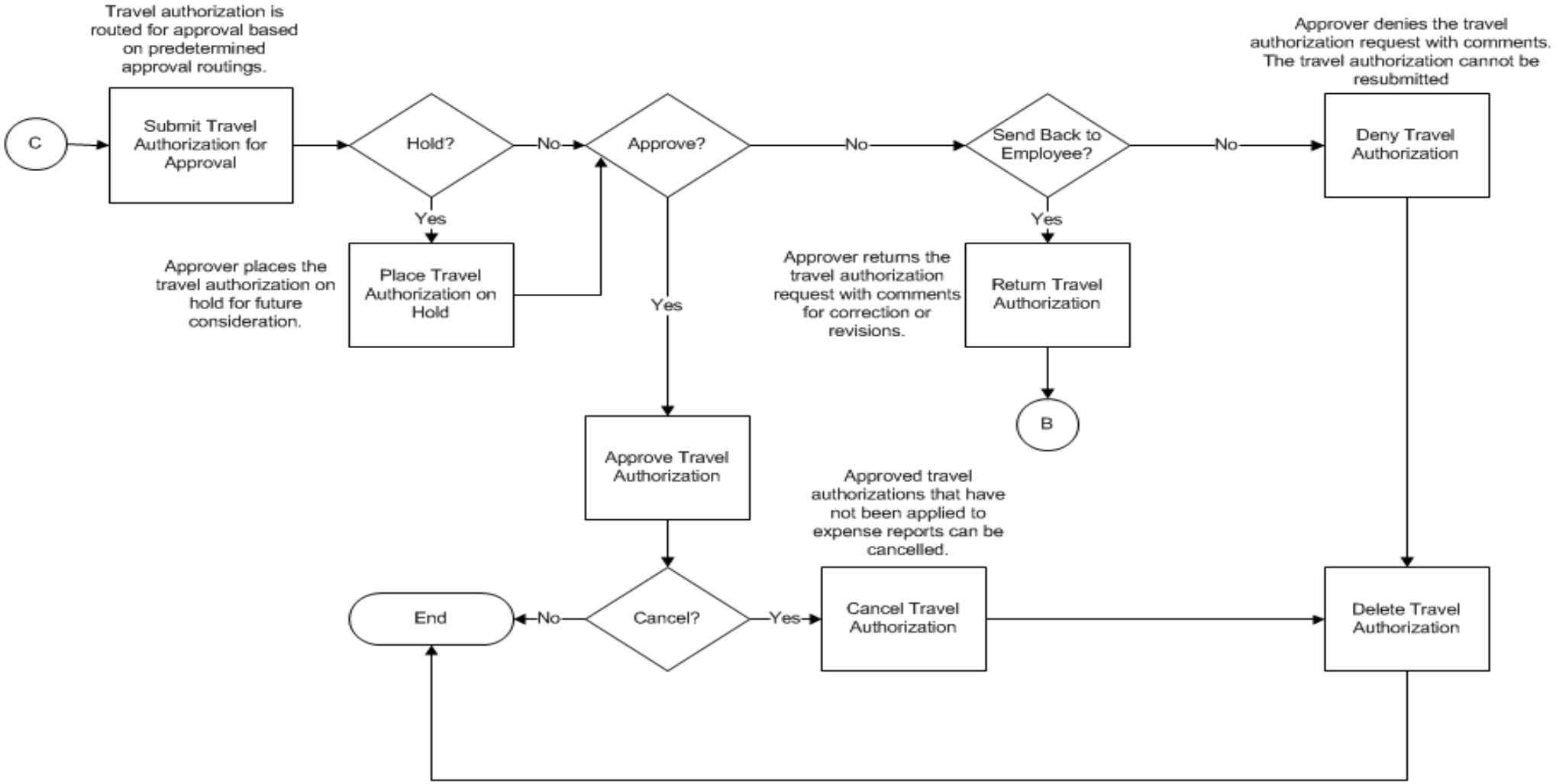
Interfacing agencies will not typically use this functionality in Cardinal.

The next two diagrams illustrate the Travel Authorization process.

Travel Authorization Process Flow (continued)



Travel Authorization Process Flow (continued)



Cash Advance Process Flow

A Cash Advance is a means for the Agency to provide funds to an employee prior to travel in order to minimize the impact of business travel on an employee's personal finances.

A Cash Advance can be created:

- As part of a Travel Authorization - There is a link on the Travel Authorization page to the Cash Advance page.
- Independently - You can navigate directly to the Create Cash Advance page to create a request

Cash advances are entered directly into Cardinal for online agencies.

Interfacing agencies may upload cash advances via an interface into Cardinal or have the ability to enter them online if necessary.

Cash Advance Process Flow (continued)

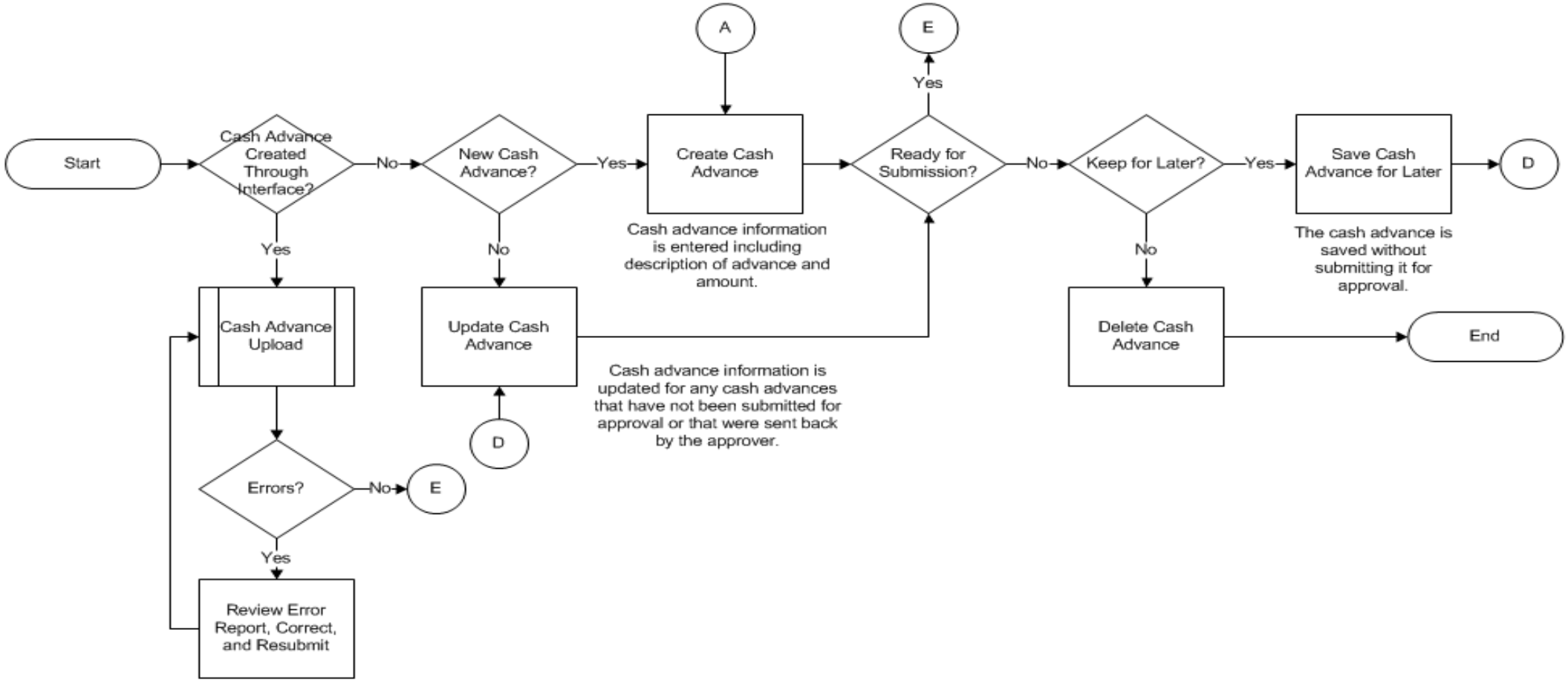
Both online entered and interfaced created cash advances must be approved before it can be processed for payment. Once Cash Advances are approved, nightly batch processes stage advances for payment and create the necessary accounting entries.

Once travel (or other business) expense is concluded, you can apply the Cash Advance to the employee Expense Report. If the Cash Advance exceeds the expenses, the employee must return the difference. If the expenses exceeded the Cash Advance, the difference is reimbursed to the employee.

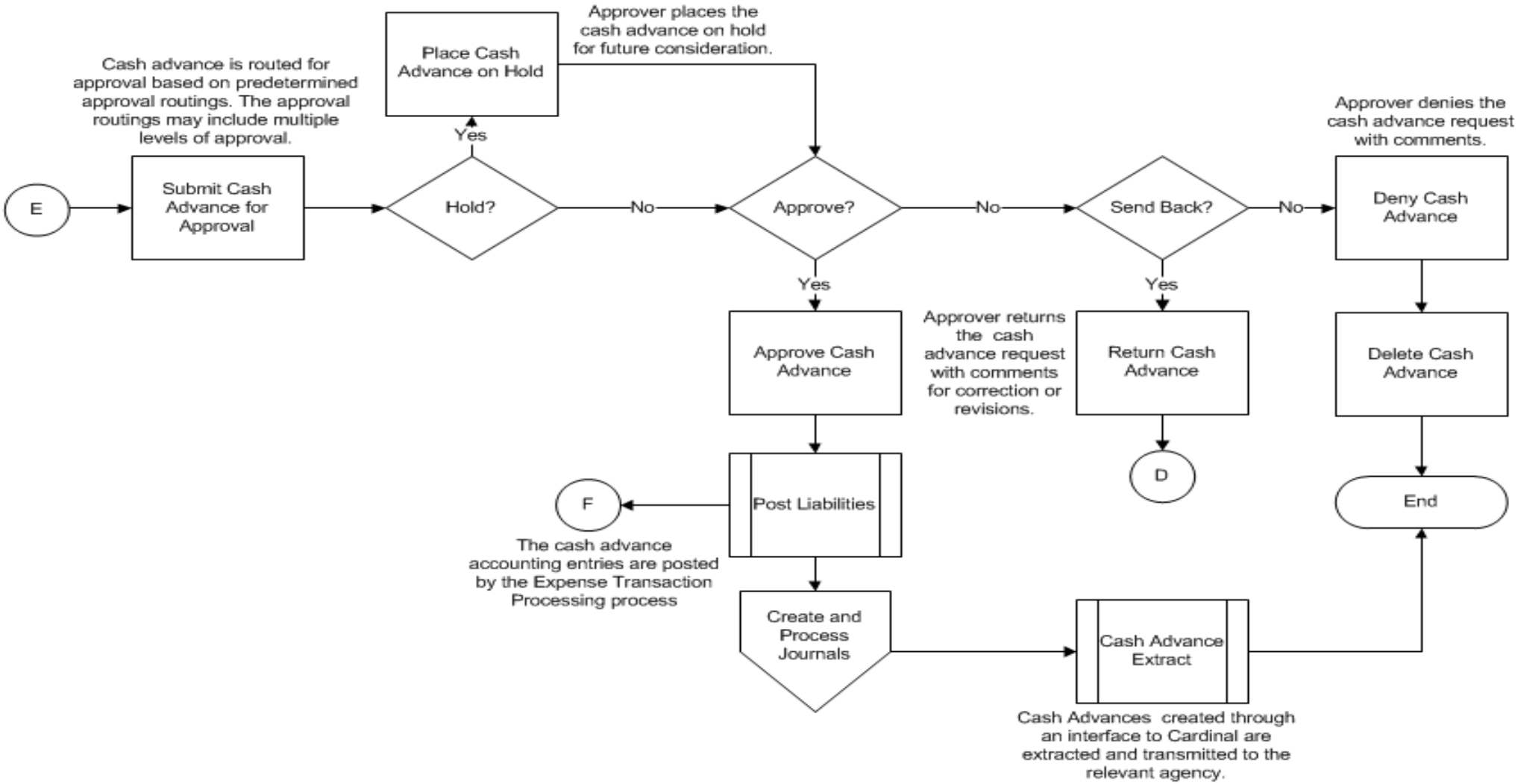
The Cash Advance will be checked against available cash in the nightly batch through a Cardinal process called Payment Cash Checking before payments are created. The agency Expense Administrator can set processing priority on transactions. See the job aid for **Payment Cash Checking Transaction Level Priority Configuration** for details.

The diagrams on the next two pages show how a Cash Advance is processed.

Cash Advance Process Flow (continued)



Cash Advance Process Flow (continued)



Expense Report Process Flow

An Expense Report can be copied from the related approved Travel Authorization if the Authorization and the Expense Report are created online. Any Cash Advance paid to the employee can be applied.

The Expense Report is entered once the expenditure has occurred and the employee has provided the necessary documentation.

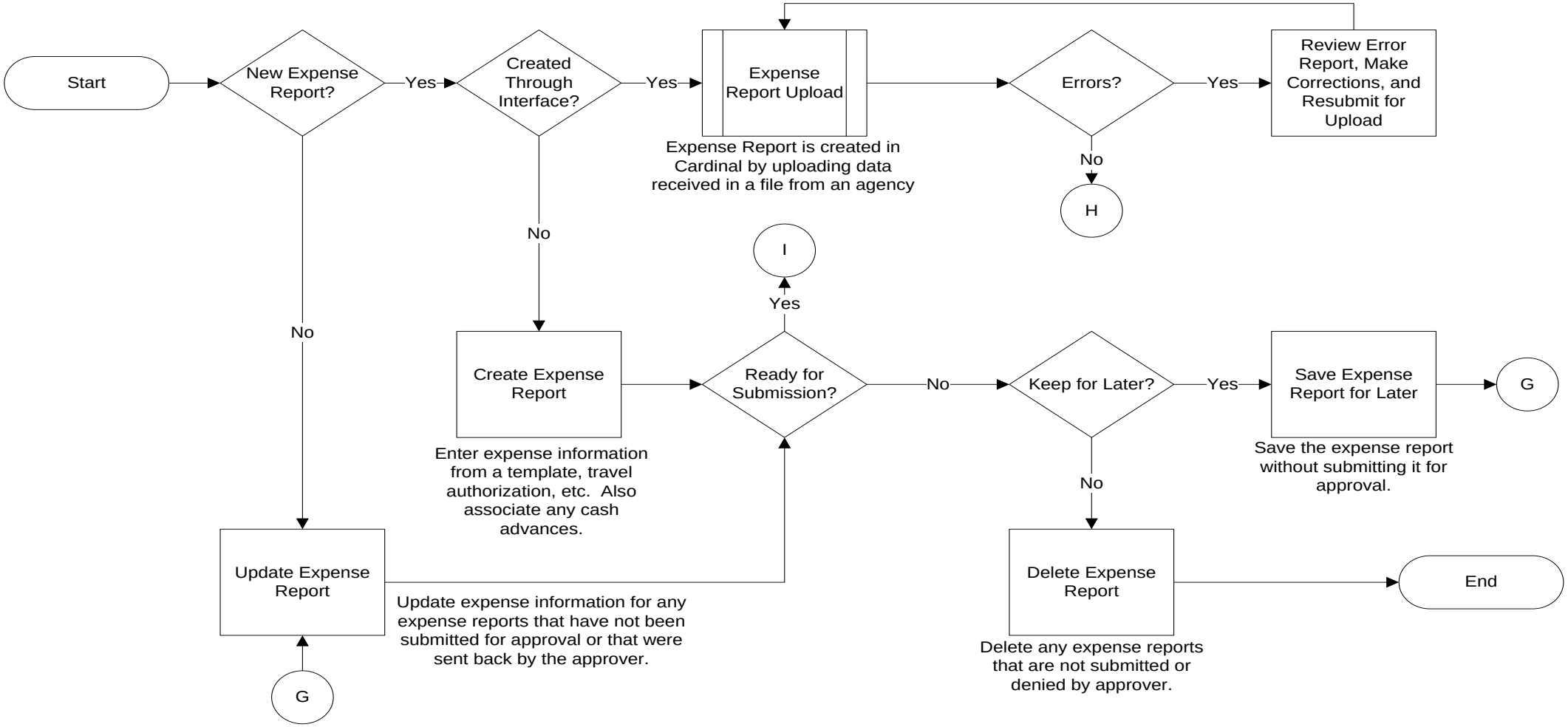
Whether entered for travel or non-travel expenses, Expense Reports require approval prior to processing.

The Expense Report will be checked against available cash in the nightly batch through a Cardinal process called Payment Cash Checking before payments are created. The agency Expense Administrator can set processing priority on transactions. See the job aid for **Payment Cash Checking Transaction Level Priority Configuration** for details.

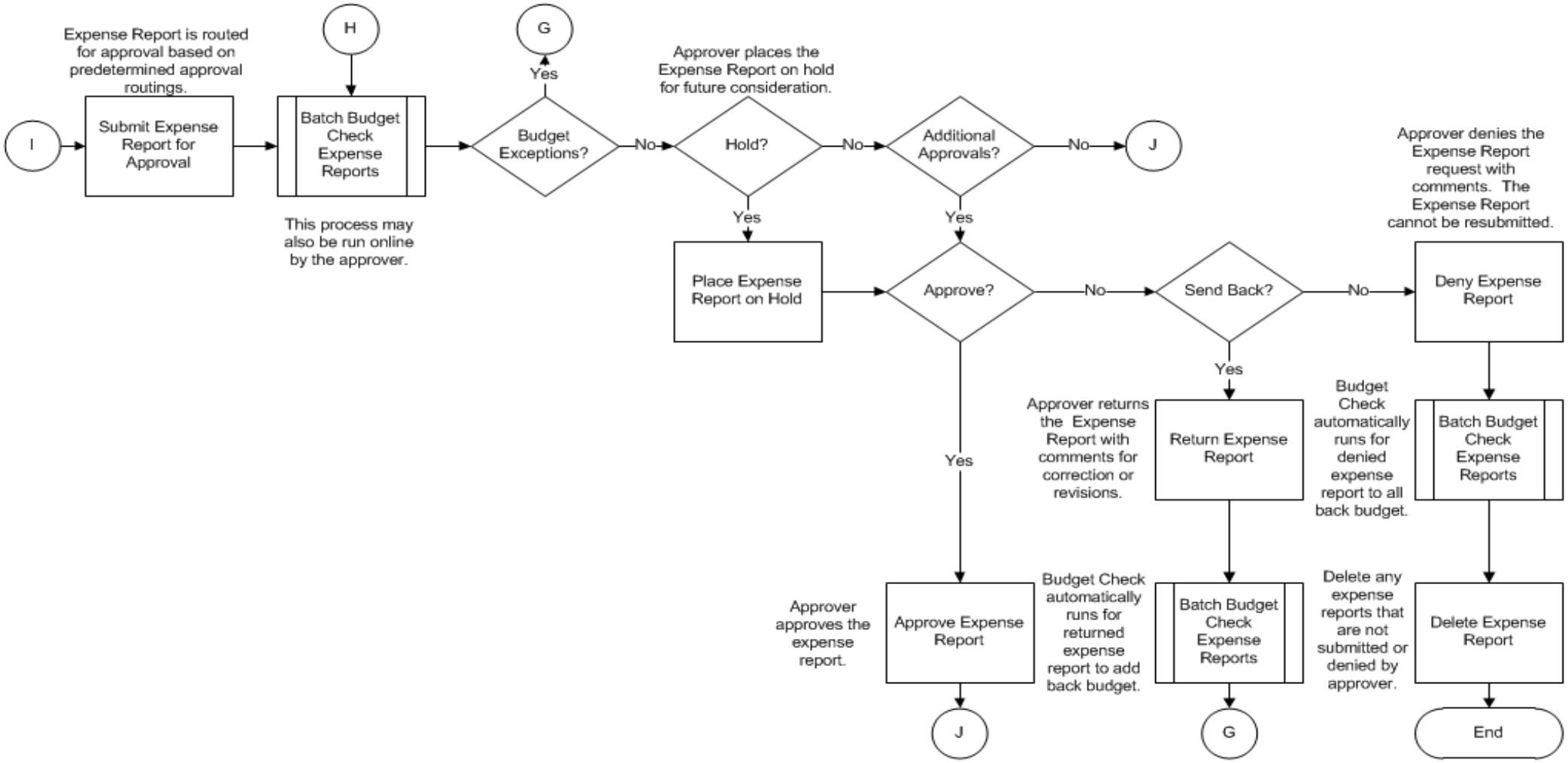
A nightly batch process stages the Expense Reports for payment and creates the necessary accounting entries.

The next three diagrams illustrate the Expenses Reporting Process.

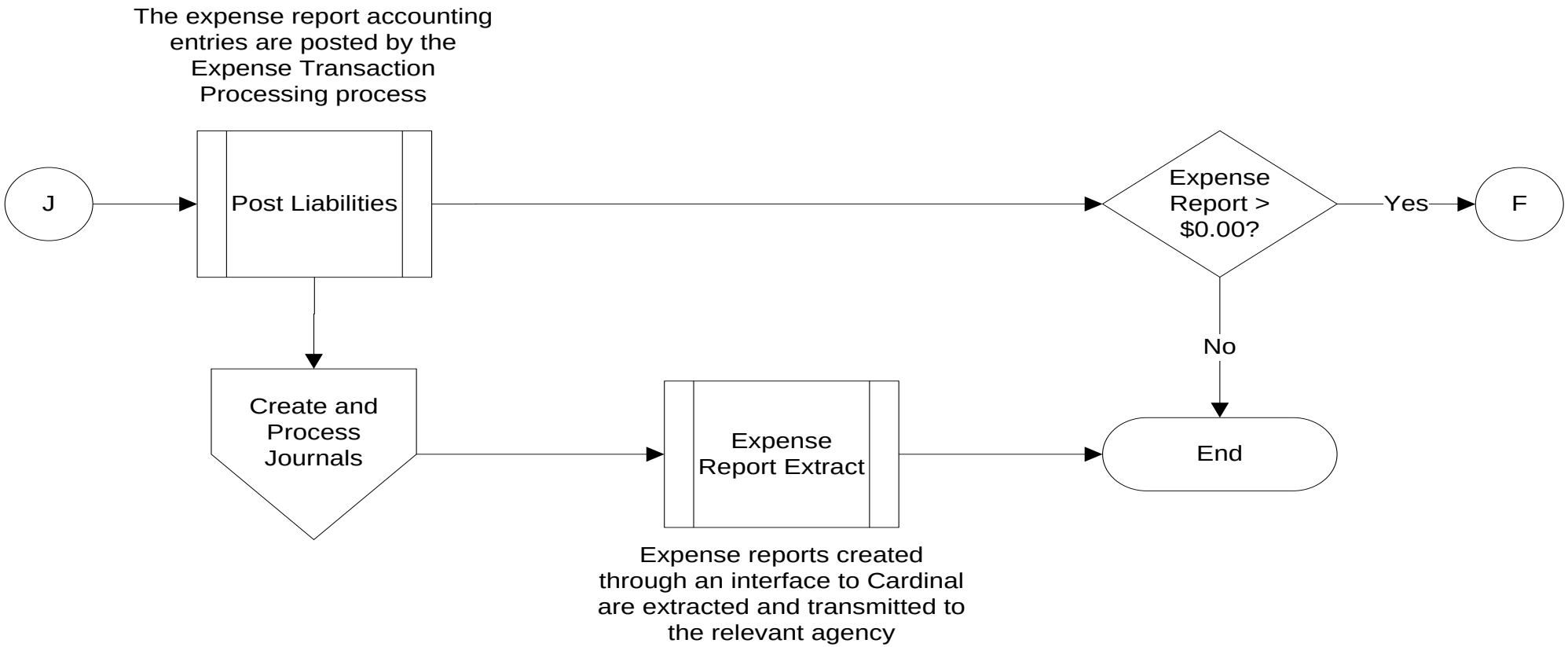
Expense Report Process Flow (continued)



Expense Report Process Flow (continued)



Expense Report Process Flow (continued)



Pay Employee Process Flow

When the Expense Report is approved and there is an amount due to the employee, the payment is staged in the Expense module and paid by the AP module.

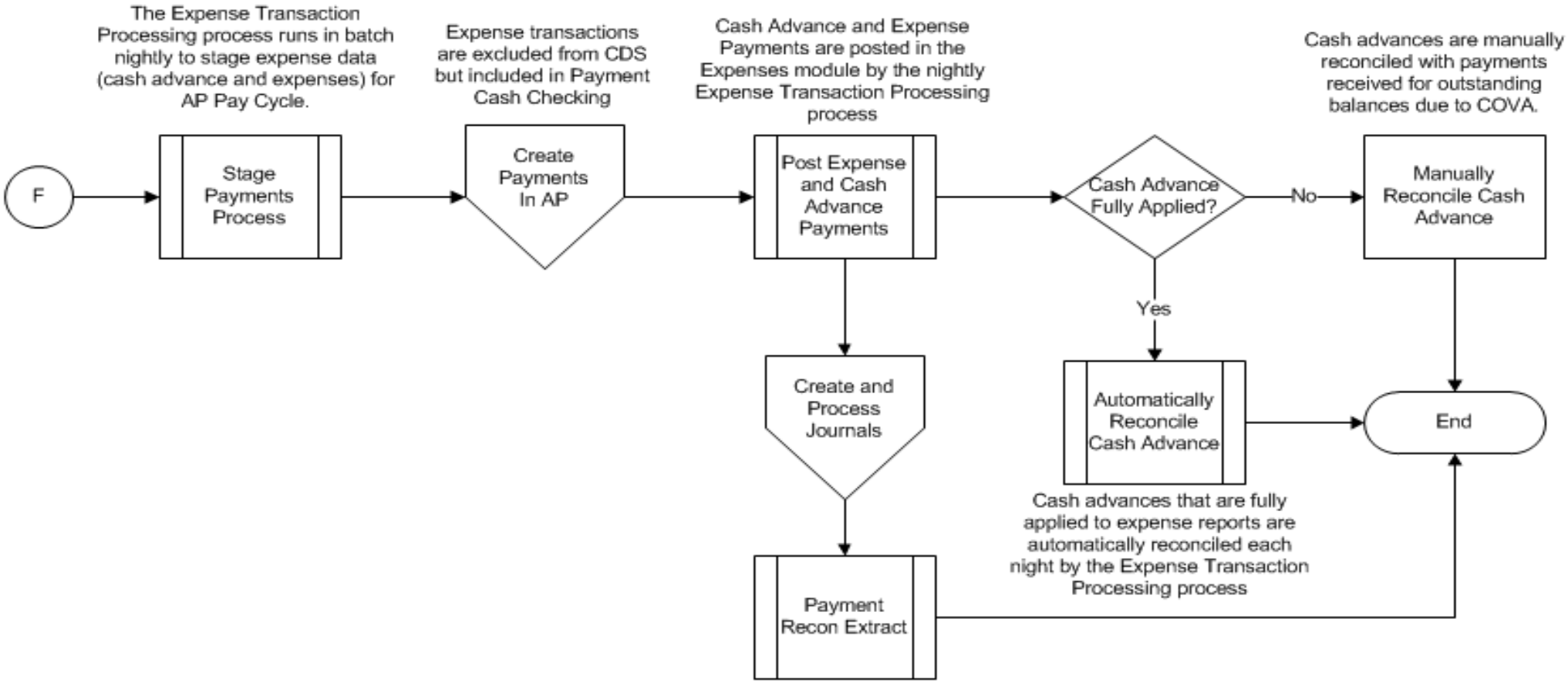
If the Cash Advance equals the travel amount:

- No payment is generated
- The Cash Advance, for the amount applied, is fully reconciled automatically in Cardinal

If the Cash Advance is more than the travel, the Cash Advance is applied up to the amount of the travel and the balance is due to the agency. The Expense Report balance will be zero.

The employee pays the balance due to the agency and Accounts Receivable (AR) is relieved. The Expenses Processor must manually reconcile the cash advance by recording the employee check on the Reconcile Cash Advances page.

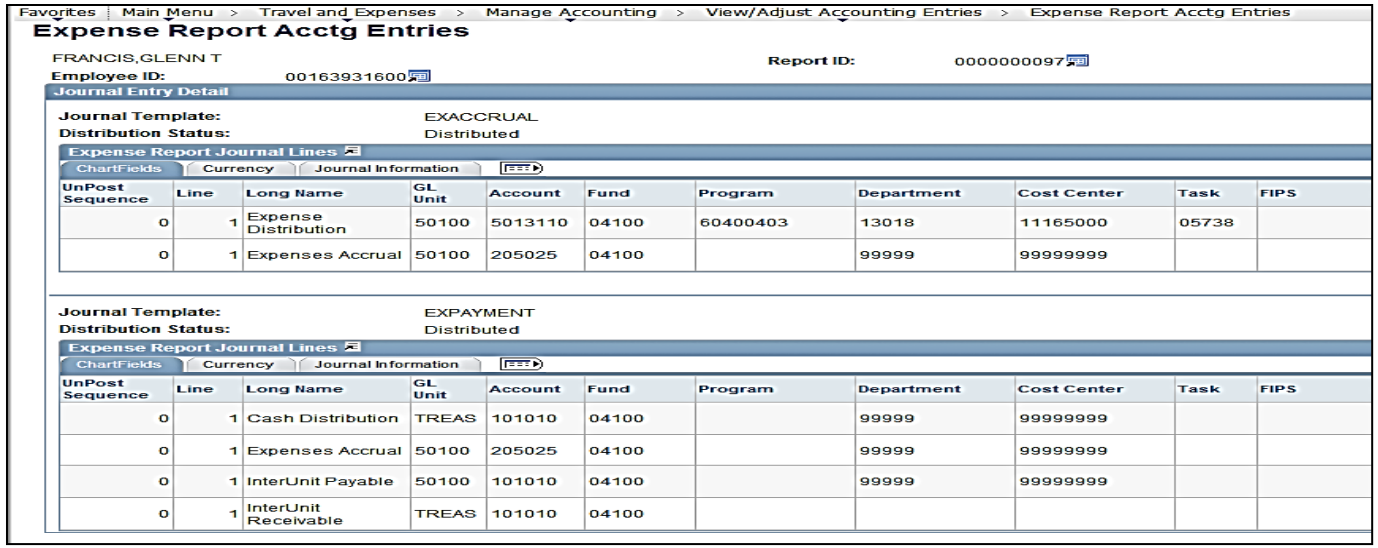
Pay Employee Process Flow (continued)



Expenses Accounting Entries

The nightly batch Expense processing creates Expense Report accounting entries and stages approved expense transactions for payment. The accounting entries are sent to General Ledger via the GL Journal Generator process in Cardinal.

You can review the posted accounting entries for a selected Expense Report using the **Expense Report Acctg Entries** page. This page displays the ChartFields, the amount, and the GL journal information (if the **Distribution Status** is **Distributed**).



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

Expense Report Acctg Entries

FRANCIS,GLENN T

Employee ID: 00163931600

Report ID: 0000000097

Journal Entry Detail

Journal Template: EXACCRUAL
Distribution Status: Distributed

Expense Report Journal Lines

ChartFields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
0	1	Expense Distribution	50100	5013110	04100	60400403	13018	11165000	05738	
0	1	Expenses Accrual	50100	205025	04100		99999	99999999		

Journal Template: EXPAYMENT
Distribution Status: Distributed

Expense Report Journal Lines

ChartFields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
0	1	Cash Distribution	TREAS	101010	04100		99999	99999999		
0	1	Expenses Accrual	50100	205025	04100		99999	99999999		
0	1	InterUnit Payable	50100	101010	04100		99999	99999999		
0	1	InterUnit Receivable	TREAS	101010	04100					

Click on image to enlarge

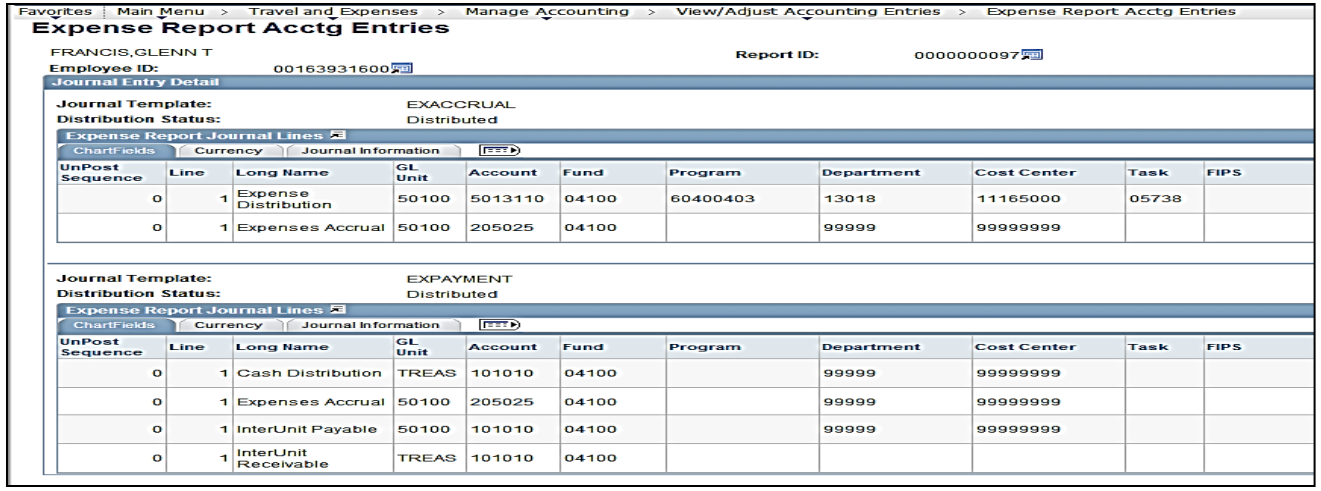
Expenses Accounting Entries (continued)

You can navigate to the **Expenses Accounting Entries** page using the following path:

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

You can search by **Report ID, Empl ID, Name, Report Description, Report ID** or **Status**.

Once you access the page, scroll to the right and click **View All** to see all the entries and all the accounting entry lines.



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

Expense Report Acctg Entries

FRANCIS,GLENN T

Employee ID: 00163931600

Report ID: 0000000097

Journal Entry Detail

Journal Template: EXACCRUAL

Distribution Status: Distributed

Expense Report Journal Lines

ChartFields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
0	1	Expense Distribution	50100	5013110	04100	60400403	13018	11165000	05738	
0	1	Expenses Accrual	50100	205025	04100		99999	99999999		

Journal Template: EXPAYMENT

Distribution Status: Distributed

Expense Report Journal Lines

ChartFields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
0	1	Cash Distribution	TREAS	101010	04100		99999	99999999		
0	1	Expenses Accrual	50100	205025	04100		99999	99999999		
0	1	InterUnit Payable	50100	101010	04100		99999	99999999		
0	1	InterUnit Receivable	TREAS	101010	04100					

Expenses Accounting Entries (continued)

Scroll to the right and click **View All** to see all the entries and all the accounting entry lines.

The types of accounting entries that can be created are **ACCRUAL**, **PAYMENT**, **CANCEL** and **CLOSE**.

The **Distribution** status of **Distributed**, indicates the accounting entries have been sent to General Ledger.

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

Expense Report Acctg Entries

Report ID: 0000000097

Employee ID: 00163931600

Journal Entry Detail

Journal Template: EXACCRUAL
Distribution Status: Distributed

Expense Report Journal Lines

ChartFields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
0	1	Expense Distribution	50100	5013110	04100	60400403	13018	11165000	05738	
0	1	Expenses Accrual	50100	205025	04100		99999	99999999		

Journal Template: EXPAYMENT
Distribution Status: Distributed

Expense Report Journal Lines

ChartFields | Currency | Journal Information

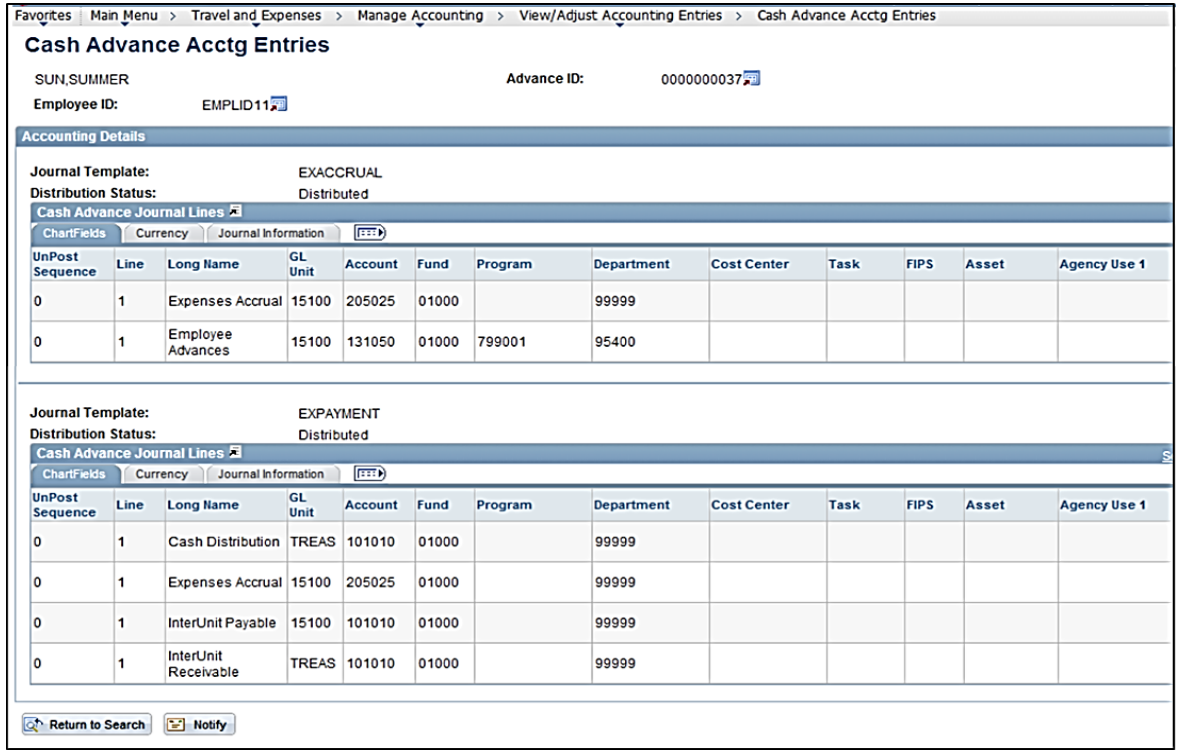
UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
0	1	Cash Distribution	TREAS	101010	04100		99999	99999999		
0	1	Expenses Accrual	50100	205025	04100		99999	99999999		
0	1	InterUnit Payable	50100	101010	04100		99999	99999999		
0	1	InterUnit Receivable	TREAS	101010	04100					

Cash Advance Accounting Entries

You can view accounting entries associated with a Cash Advance on the **Cash Advance Acctg Entries** page. This page displays the ChartFields, the amount of the advance, and the GL journals that were created to post the Cash Advance.

You can navigate to this page using the following path:

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



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

Cash Advance Acctg Entries

SUN,SUMMER — Advance ID: 0000000037

Employee ID: EMPLID11

Accounting Details

Journal Template: EXACCRUAL
Distribution Status: Distributed

Cash Advance Journal Lines — ChartFields | Currency | Journal Information

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

Journal Template: EXPAYMENT
Distribution Status: Distributed

Cash Advance Journal Lines — ChartFields | Currency | Journal Information

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

Return to Search | Notify

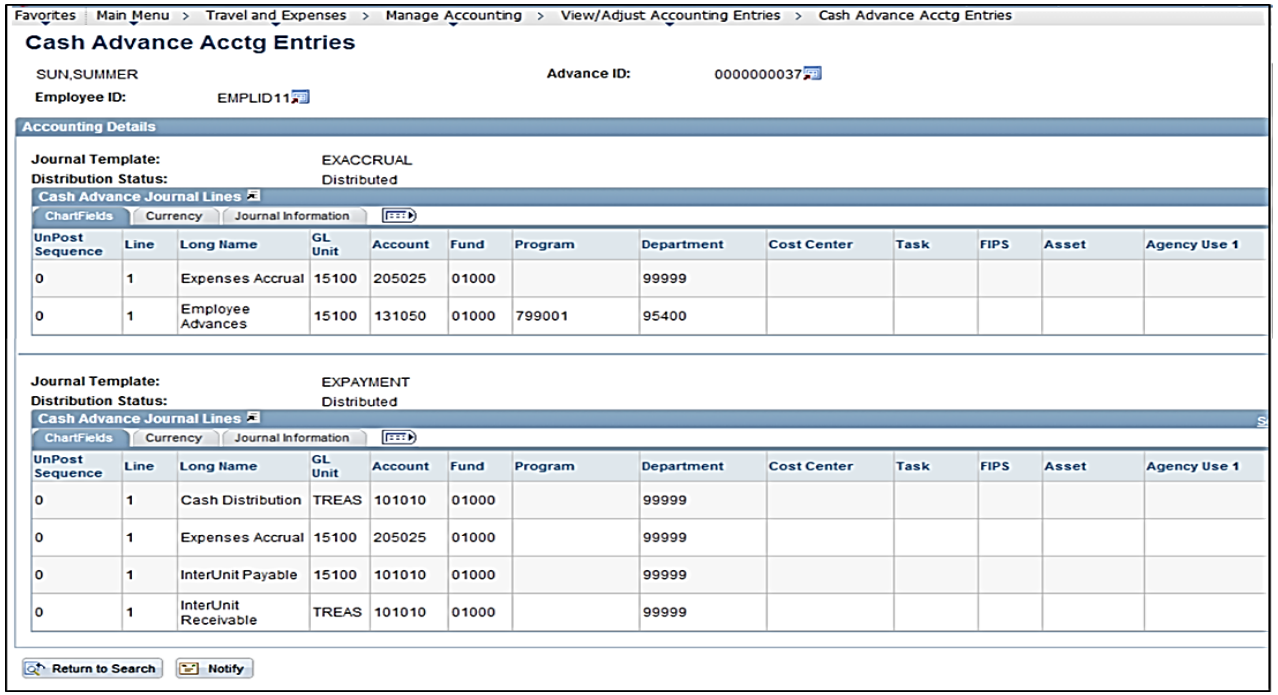
Click on image to enlarge

Cash Advance Accounting Entries (continued)

You can scroll to the right or click **View All** to see all the accounting entries and lines.

The types of expense transaction entries that can be created are **ACCRUAL**, **PAYMENT**, **CANCEL** and **CLOSE**.

The **Distribution** status of **Distributed**, indicates the accounting entries have been sent to General Ledger.



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

Cash Advance Acctg Entries

SUN,SUMMER — **Advance ID:** 0000000037

Employee ID: EMPLID11

Accounting Details

Journal Template: EXACCRUAL
Distribution Status: Distributed

Cash Advance Journal Lines

ChartFields | Currency | Journal Information

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

Journal Template: EXPAYMENT
Distribution Status: Distributed

Cash Advance Journal Lines

ChartFields | Currency | Journal Information

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

Return to Search | Notify

Expenses Payment Reconciliation

When a Cash Advance is applied to an Expense Report, Cardinal automatically reconciles the applied amount for the Cash Advance. If the Cash Advance was more than the travel, the employee pays the amount in excess of the travel back to the agency. The Cash Advance must be manually reconciled for the amount not already applied on the Expense Report.

When an employee receives a Cash Advance there are three possible scenarios:

- If the amount of the Expense Report is greater than the Cash Advance (i.e. if payment is due to the employee), Cardinal applies the outstanding Cash Advance against the employees expense reimbursement.
- If the amount of the Cash Advance is greater than the Expense Report (i.e., payment is due from the employee), the employee makes a payment to the Commonwealth of Virginia for the amount over the travel. After the payment is received and posted by AR, the Cash Advance should be manually reconciled in Cardinal to the employee's repayment. Reconciliation is not automatic. Reports are available to check if travelers have repaid advances.
- If the amount of Cash Advance and the Expense Report are equal, the reconciliation is also automatically performed during nightly batch processing.

See the job aid entitled **Applying and Reconciling Cash Advances** for more details.

Reconcile Cash Advance Report Page

Use the **Reconcile Cash Advance Report** page to perform a manual reconciliation. This page displays the associated Expense Report to which the cash advance has been applied. This section is updated by Cardinal only. The page also displays the current amount due, and allows you to enter information under the Payments section about the check submitted by the employee. This page is only used when the employee owes the Commonwealth and has reimbursed the funds owed to the Commonwealth.

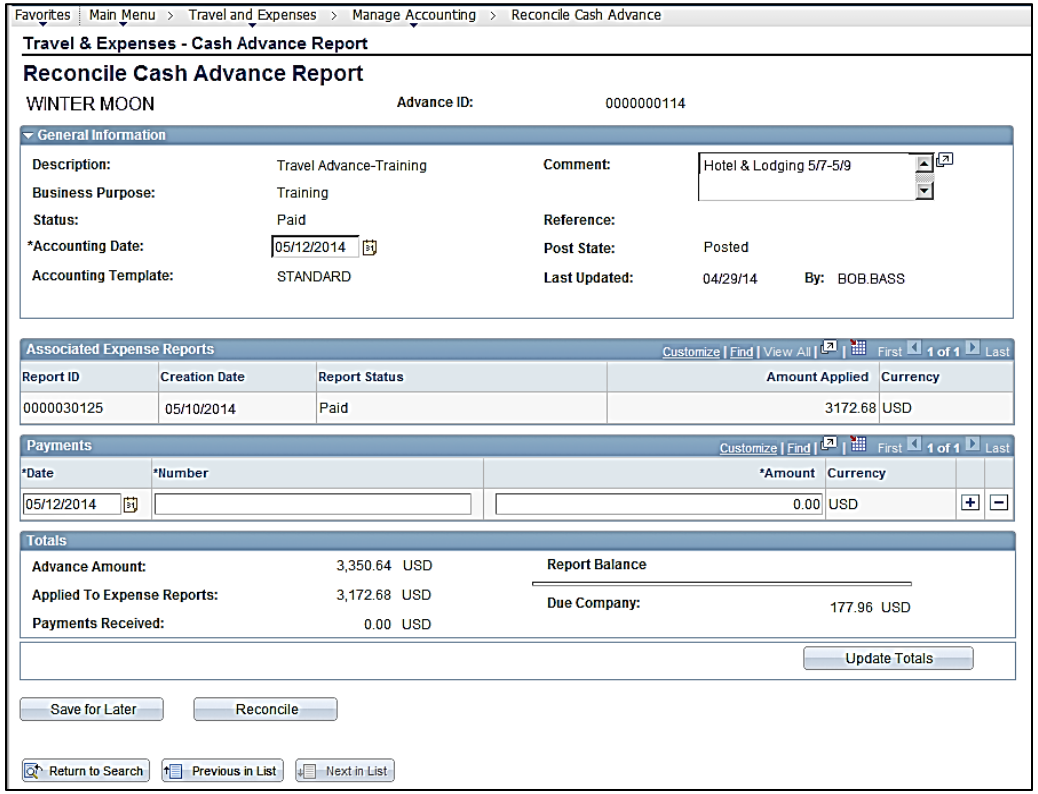
A reconciliation can only be completed if the total of the employee payment(s) equals the amount due (i.e., the Cash Advance amount less the Expense Report amount). If the employee's payment is less than that, you are able to save the payment, and the payment is deducted from the amount due, but the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

Reconcile Cash Advance Report Page (continued)

You can navigate to this page using the following path:

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

See the job aid entitled **SW AP315 Applying and Reconciling a Cash Advance** for details.



Click on image to enlarge

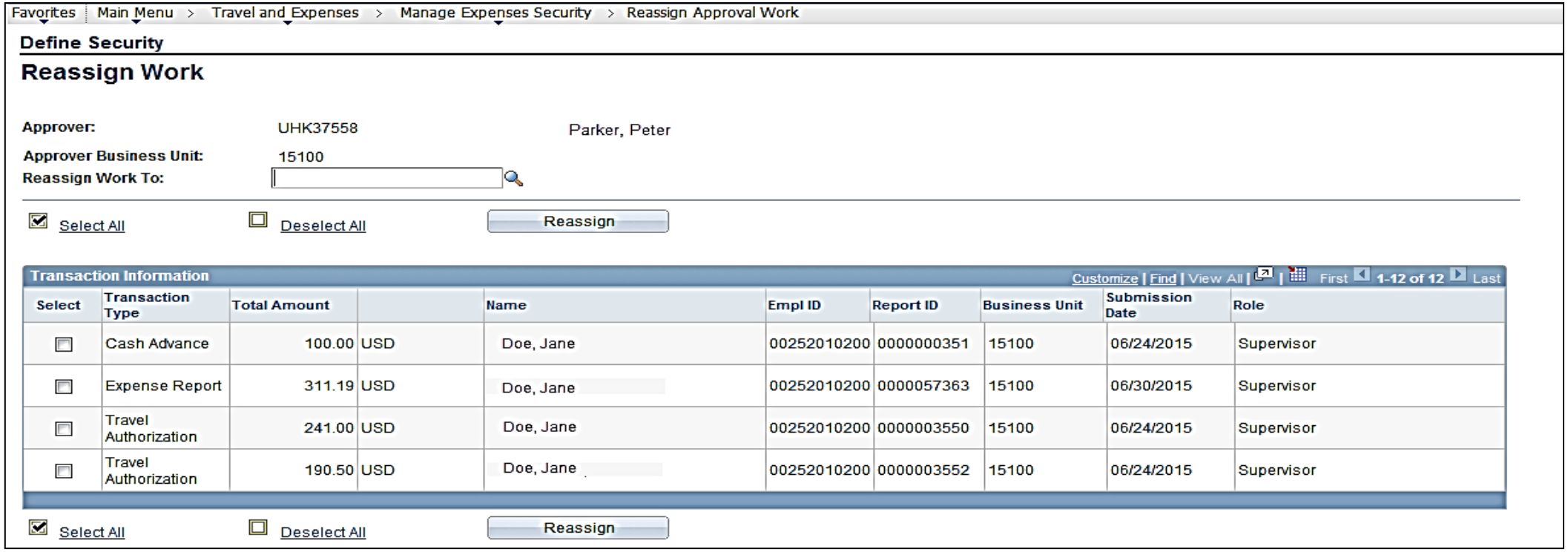
Simulation: Manual Reconciliation Process

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

Reassigning Expense Approvals

Administrators can reassign an Expense Report , Travel Authorization and Cash Advance Approvals from one approver's worklist to another approver's worklist within their agency.

See the job aid entitled **Reassign Employee Expense Approvals** for more details.



Checkpoint

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

Employee profiles are automatically uploaded into Cardinal through CIPPS.

- ○ True
- ○ False

If a Travel Authorization is entered into Cardinal, it must be approved prior to the start date of the trip.

- True
- False

The cash advance must be manually reconciled for the amount not applied on the Expense Report.

- True
- False

_____ can reassign Expense Reports from one approver's worklist to another approver's worklist within their agency.

- Proxies
- Employees
- Administrators

_____ can reassign Expense Reports from one approver's worklist to another approver's worklist within their agency.

- Proxies
- Employees
- Administrators

Lesson 3: Summary

In this lesson, you learned:

- The overall process flow for Travel Authorizations, Cash Advances and Expense Reports
- You can review accounting entries for an Expense Report or Cash Advance
- Cash Advances must be applied to the associated Expense Report and will be reconciled automatically in Cardinal, or can be manually reconciled when applicable.

Lesson 4: Expense Administration Reports, Queries and Online Inquiries

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

- Reports
- Queries
- Online inquiries

Reports

Expense Reports can be run at various intervals. Several key Expenses reports include:

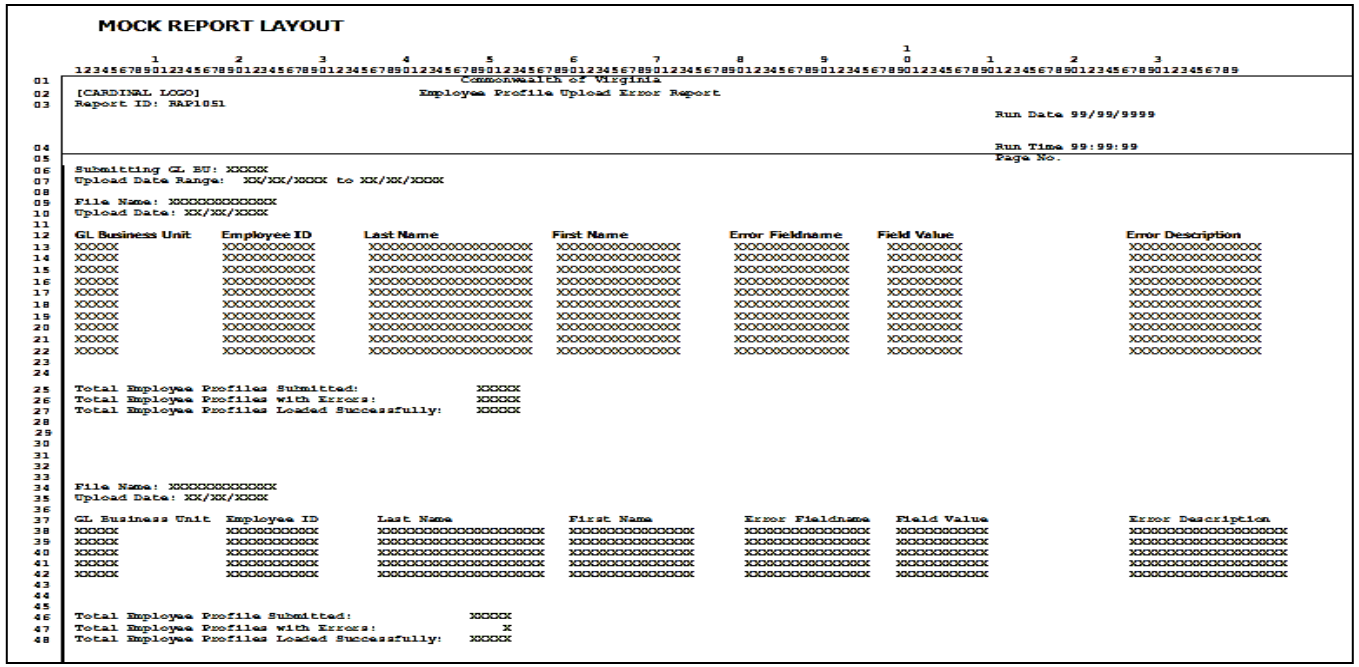
- Employee Profile Upload Error Report
- Cash Advance Upload Error Report
- Expense Report Upload Error Report
- Cash Advances Aging by Business Unit
- Expense Transactions by Department
- Employee Average Expenses

Employee Profile Upload Error Report

This report provides will provide a list of employee upload errors that occurred during the interface process.

You can access this report using the following path:

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



MOCK REPORT LAYOUT

Commonwealth of Virginia

[CARDINAL LOGO]

Employee Profile Upload Error Report

Report ID: RAP1051

Run Date 99/99/9999

Run Time 99:99:99

Page No.

Submitting GL BU: XXXXX

Upload Date Range: XX/XX/XXXX to XX/XX/XXXX

File Name: XXXXXXXXXXXX

Upload Date: XX/XX/XXXX

GL Business Unit	Employee ID	Last Name	First Name	Error Fieldname	Field Value	Error Description
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXXXXX

Total Employee Profiles Submitted: XXXXX

Total Employee Profiles with Errors: XXXXX

Total Employee Profiles Loaded Successfully: XXXXX

File Name: XXXXXXXXXXXX

Upload Date: XX/XX/XXXX

GL Business Unit	Employee ID	Last Name	First Name	Error Fieldname	Field Value	Error Description
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX

Total Employee Profile Submitted: XXXXX

Total Employee Profiles with Errors: X

Total Employee Profiles Loaded Successfully: XXXXX

Cash Advance Upload Error Report

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

You can access this report using the following path:

Main Menu > Cardinal Interfaces > EX Interfaces > Cash Advance Error Report

MOCK REPORT LAYOUT

Cardinal
Cash Advance Error Report

Report ID: AP988
Submitting BU: XXXXX
Upload Date: XX/XX/XX to XX/XX/XX

Page No:
Run Date:
Run Time:

Process Instance: XXXXXXXXXX
Upload Run Date: XX/XX/XX

GL Business Unit	Employee ID	Cash Advance ID	Cash Advance Line Number	Error Fieldname	Error Description
XXXXX	XXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX

Total Cash Advance Count: XXXXX

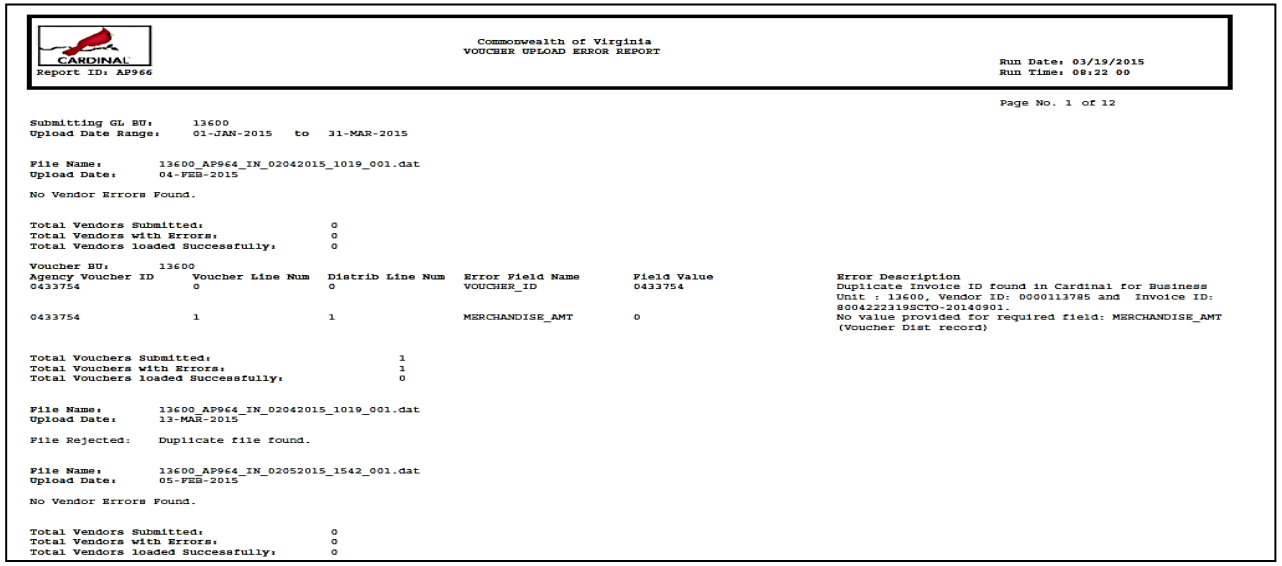
Total Cash Advance Transactions Inserted into Staging Tables: XXXXX
Total Cash Advance Transactions Rejected: XXXXX

Expense Report Upload Error Report

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

You can access this report using the following path:

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



Report ID: AP966

Commonwealth of Virginia
VOUCHER UPLOAD ERROR REPORT

Run Date: 03/19/2015
Run Time: 08:22 00

Page No. 1 of 12

Submitting GL BU: 13600
Upload Date Range: 01-JAN-2015 to 31-MAR-2015

File Name: 13600_AP964_IN_02042015_1019_001.dat
Upload Date: 04-FEB-2015

No Vendor Errors Found.

Total Vendors Submitted: 0
Total Vendors with Errors: 0
Total Vendors loaded Successfully: 0

Voucher BU: 13600

Agency Voucher ID	Voucher Line Num	Distrib Line Num	Error Field Name	Field Value	Error Description
0433754	0	0	VOUCHER_ID	0433754	Duplicate Invoice ID found in Cardinal for Business Unit : 13600, Vendor ID: 0000113785 and Invoice ID: 8004222319SCTO-20140901.
0433754	1	1	MERCHANDISE_AMT	0	No value provided for required field: MERCHANDISE_AMT (Voucher Dist record)

Total Vouchers Submitted: 1
Total Vouchers with Errors: 1
Total Vouchers loaded Successfully: 0

File Name: 13600_AP964_IN_02042015_1019_001.dat
Upload Date: 13-MAR-2015

File Rejected: Duplicate file found.

File Name: 13600_AP964_IN_02052015_1542_001.dat
Upload Date: 05-FEB-2015

No Vendor Errors Found.

Total Vendors Submitted: 0
Total Vendors with Errors: 0
Total Vendors loaded Successfully: 0

Click on image to enlarge

Cash Advances Aging by Business Unit Report

This report lists outstanding Cash Advances by employee including ID, purpose, amount, department, and days outstanding.

You can navigate to this report using the following path:

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

Cash Advance Aging by Business Unit

PeopleSoft Expenses - EXC5701

ORACLE

Business Unit	Description	Report Print Date	Page Number
15100	VA Department of Accounts	5/8/2014	1 of 1

Employee ID / Name		Advance ID	Business Purpose	Department	Payment Dat	Advance Amount		Days Outstanding
00129805700	Cardinal, Kathy C	0000000118	Conference	10003	10/23/2013	164.00	USD	197
00228705500	Driver, Darryl D	0000000119	Conference	10141	10/23/2013	414.00	USD	

Employee ID / Name		Advance ID	Business Purpose	Department	Payment Dat	Advance Amount		Days Outstanding
00590426200	Thomas, Tabby R	0000000114	Training	12014	9/9/2013	3,350.64	USD	241

- End of Report -

Total Advances	Total Advance Amount	
3	3,928.64	USD

Expense Transactions by Department Report

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

You can navigate to this report using the following path:

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

Expense Transactions by Department

PeopleSoft Expenses - EXC4600

ORACLE

Department	Description	GL Business Unit	From Date	Through Date	Report Print Date	Page Number
92100	Admin Svcs & Public Records	15100	1/1/2014	5/8/2014	5/8/2014	1 of 1

Employee ID / Name		Sheet ID	Reference	Business Purpose	Account		Alt.Account	Project ID	Amount	
00000005000	Jones, Bob R	0000032008		Education	154601	PC Oper			200.00	USD
								154601 PC Oper	*200.00*	*USD*
00482066600	Traveler, Tim P	0000032016		Meeting	5012850	Trv Lodge			500.00	USD
		0000032013		Training					200.00	USD
								5012850 Trv Lodge	*700.00*	*USD*
00482066600	Traveler, Tim P	0000032017		Other	5013110	Apparel		0000103772	210.00	USD
								5013110 Apparel	*210.00*	*USD*

Total Transactions	Total Expenses
4	1,110.00 USD

- End of Report -

Click on image to enlarge

Employee Average Expenses Report

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

You can navigate to this report using the following path:

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

ORACLE
EX_AVEM_XRPT

Employee Average Expenses
PeopleSoft Expenses

Page: 1 of 1
Run Date: 5/8/2014

Report Parameters				
GL Business Unit	15100	Department of Accounts	From Date	01/01/2014
Department	92100	Admin Svcs & Public Records	Through Date	05/08/2014
Employee	00482066600	Travelor, Tim P		

GL Business Unit: 15100 Department of Accounts
Currency: USD US Dollar

Employee ID	Employee Name	Department	Total Number of Expense Report Lines	Monetary Amount	Average Monetary Amount
00482066600	Traverler, Tim P.	92100	3	910.00	303.33

Queries

Queries can be run at any time. Several key queries include:

- Expenses in Process Query
- Expenses Potential Dups
- Expenses not Posted to Expenses Module
- Expenses Posted but not Journal Generated
- Payment Cash Checking Results Query
- Posted Expense Report Extract Query
- Posted Cash Advance Extract Query
- Posted Payments Extract Query

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 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): 15100

Dept ID (% for all): %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All

First 1-3 of 3 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

Expenses Potential Dups

This query identifies all the expense transactions that are duplicate based on expense type, transaction date and the transaction amount within the same expense report or another expense report for the same employee.

You can access this query using the following path:

Main Menu > 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: 07/01/2015
Transaction Date To: 07/23/2015

View Results

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	50100	10015	00322417000	Doe, John	07/09/2015	0000057365	test approvals	Submitted for Approval	Cardinal, Jay	07/09/2015	OTHREMP	5.00			N		Expense line is a duplicate, Sheet Id 0000057364.

Expenses not Posted to Expenses Module

This query lists all Cash Advance and Expense Report transactions that have not posted to the Expenses module for a specified Business Unit and Accounting Date range.

You can access this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_EXPN_NOT_POSTED_TO_EX

V_AP_EXPN_NOT_POSTED_TO_EX - Expenses Not Posted to EX

GL Business Unit (% for All): 15100

Accounting Date From: 06/30/2015

Accounting Date To: 06/30/2015

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All

First 1-4 of 4 Last

	Transaction Type	Transaction Business Unit	Document ID	Employee ID	Employee Name	Accounting Date	Account	Fund Code	Program Code	Department ID	Business Unit PC	Project ID	Activity ID	Sheet Status	Budget Check Status	Distrib Line Amount	Operator ID Entered	Creation Date	Submission Date	Approval Date	Last Updated Date	Last Updated By
1	Expense Report	15100	0000057363	00252010200	Doe, Jane	06/30/2015	5012820	01000	799001	92100				SUB	V	69.00	VPH82737	06/30/2015	06/30/2015		07/08/2015	UHK37558
2	Expense Report	15100	0000057363	00252010200	Doe, Jane	06/30/2015	5012850	01000	799001	92100				SUB	V	171.62	VPH82737	06/30/2015	06/30/2015		07/08/2015	UHK37558
3	Expense Report	15100	0000057363	00252010200	Doe, Jane	06/30/2015	5012880	01000	799001	92100				SUB	V	20.83	VPH82737	06/30/2015	06/30/2015		07/08/2015	UHK37558
4	Expense Report	15100	0000057363	00252010200	Doe, Jane	06/30/2015	5013740	01000	799001	92100				SUB	V	49.74	VPH82737	06/30/2015	06/30/2015		07/08/2015	UHK37558

Expenses Posted but not Journal Generated

This query lists all Cash Advance and Expense Report transactions that have posted to the Expenses module but have not been journal generated in General Ledger for a specified Business Unit and Accounting date range.

You can access this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_EXPN_PSTD_EX_NOT_JGEN

V_AP_EXPN_PSTD_EX_NOT_JGEN - Expenses Posted to EX not JGEN

GL Business Unit (% for All): 11900
Accounting Date From: 04/01/2015
Accounting Date To: 07/23/2015
View Results

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

View All

	Transaction Type	Transaction Business Unit	Document ID	Employee ID	Employee Name	Accounting Date	Payment Reference	Payment Date	Payment Selection Status	Account	Fund Code	Program Code	Department ID
1	Expense Report	11900	0000058763	00615584400	Doe, Sally	04/27/2015			N	5012820	01000	799001	10100
2	Expense Report	11900	0000058763	00615584400	Doe, Sally	04/27/2015			N	5012850	01000	799001	10100

First 1-2 of 2 Last

Business Unit PC	Project ID	Activity ID	Sheet Status	Budget Check Status	Distrib Line Amount	Operator ID Entered	Creation Date	Submission Date	Approval Date	Last Updated Date	Last Updated By
			STG	V	100.05	ISV76299	04/27/2015	04/27/2015	04/27/2015	04/27/2015	LWF96048
			STG	V	123.57	ISV76299	04/27/2015	04/27/2015	04/27/2015	04/27/2015	LWF96048

Click on image to enlarge

Payment Check Cashing 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: 04/23/2015
GL Unit: 70100
Fund (Enter % for all values): %
View By: All Transactions
Report Option: Summary

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						

Click on image to enlarge

Posted Expense Report Extract Query

This query provides users with posted Expense Report 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_EXPN

V_AP_POSTED_EXPN - Posted Expense Report Extract

GL Business Unit: 13600

Journal Date From: 01/01/2014

Journal Date To: 06/19/2014

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (45 kb)

View All

	Transaction Business Unit	Employee ID	Employee Name	Expense Report Number	Sheet Name	Business Purpose	Creation Date	Submission Date	Approval Date	Accounting Date	Sheet Status	Operator ID	Comments	Cardinal Cash Advance ID	Advance amount applied against	Expense Report Line Number
1	13600	00859153957	Bell,Blue	0000031954	Smoke Test Expense Report	00010	02/01/2014	02/01/2014	02/01/2014	02/01/2014	PD	V_EMPLID1				1
2	13600	00859153957	Bell,Blue	0000031981	Offsite Meeting	00008	03/06/2014	03/06/2014	03/06/2014	03/06/2014	PD	V_EMPLID1				1
3	13600	00859153957	Bell,Blue	0000032003	Quarterly Meeting	00008	03/26/2014	03/26/2014	03/26/2014	03/26/2014	PD	V_EMPLID1	Financial Management Meeting			1
4	13600	00859153957	Bell,Blue	0000032022	Offsite Meeting	00008	05/05/2014	05/05/2014	05/05/2014	05/05/2014	STG	V_EMPLID1				1

Posted Cash Advance Extract Query

This query provides users with posted Cash Advance 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_ADV

V_AP_POSTED_ADV - Posted Cash Advance Extract

Business Unit:: 13600

Journal From Date:: 05/01/2014

Journal From To:: 06/19/2014

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (3 kb)

View All

	GL Business Unit	EMP ID	Emp Name	Adv. ID	Adv. Status	Creation Date	Submit Date	Ref. ID	Adv. Name	Travel Auth. ID	Post Status	Acctg. Date	Busn. Purpose	Balance	Comment	Total Amt.	Line Nbr.	Monetary Amt.	Descr	Distrib. Line	Account	Fund Code	Program
1	13600	00859153957	Bell,Blue	0000000140	PD	05/05/2014	05/05/2014		Out of Town Meeting		P	05/05/2014	00008	0.00	Cash Advance Less Than	100.00	1	100.00	Lodging	1	131050	01000	828001
2	13600	00859153957	Bell,Blue	0000000141	PD	05/05/2014	05/05/2014		Out of Town Meeting		P	05/05/2014	00008	0.00	Cash Advance Equal To	200.00	1	200.00	Lodging	1	131050	01000	828001
3	13600	00859153957	Bell,Blue	0000000142	PD	05/05/2014	05/05/2014		Out of Town Meeting		P	05/05/2014	00008	300.00	Cash Advance Greater Than	300.00	1	300.00	Lodging	1	131050	01000	828001

Posted Payments Extract 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

Business Unit: 70100
Date From: 04/01/2015
Date To: 04/30/2015
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (239 kb)

View All

	AP/GL Business Unit	Payment ID	Remit Vendor ID	Vendor Location	Employee ID	Vendor or Employee Name	Payee Address Line 1	Payee Address Line 2	Vendor Location Identification	City	State	Zip Code	Country
1	70100	80072235			00160173800	ABC Office				Richmond	VA	23860	USA
2	70100	80072602			00134312900	Jane Doe				Concord	NC	27502	USA
3	70100	80072663			00439660100	Computer Aid				Richmond	VA	24501	USA

First 1-100 of 231 Last

Payment Date	Payment Amount	Payment Method	Payment Status	Cancel Date	Cancel Action	Source Transaction	Document ID	Paid Amount	Invoice ID	Customer Acct Number	Journal ID	Journal Date	Unpost Sequence
04/21/2015	313.12	ACH	P		N	EXAD	0000000349	313.12			EX00096642	04/17/2015	0
04/23/2015	314.00	ACH	P		N	EXAD	0000000353	314.00			EX00097316	04/21/2015	0
04/23/2015	314.00	ACH	P		N	EXAD	0000000354	314.00			EX00097316	04/21/2015	0

Click on image to enlarge

Online Inquiries

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

- Expense Report Budget Exceptions
- View Expense Report Accounting Entries
- View Cash Advance Accounting Entries
- View Expense Reports
- View Travel Authorizations
- View Cash Advances
- Employee Payment History
- Employee Expense History
- Payment Cash Check Results
- Review Results by Transaction

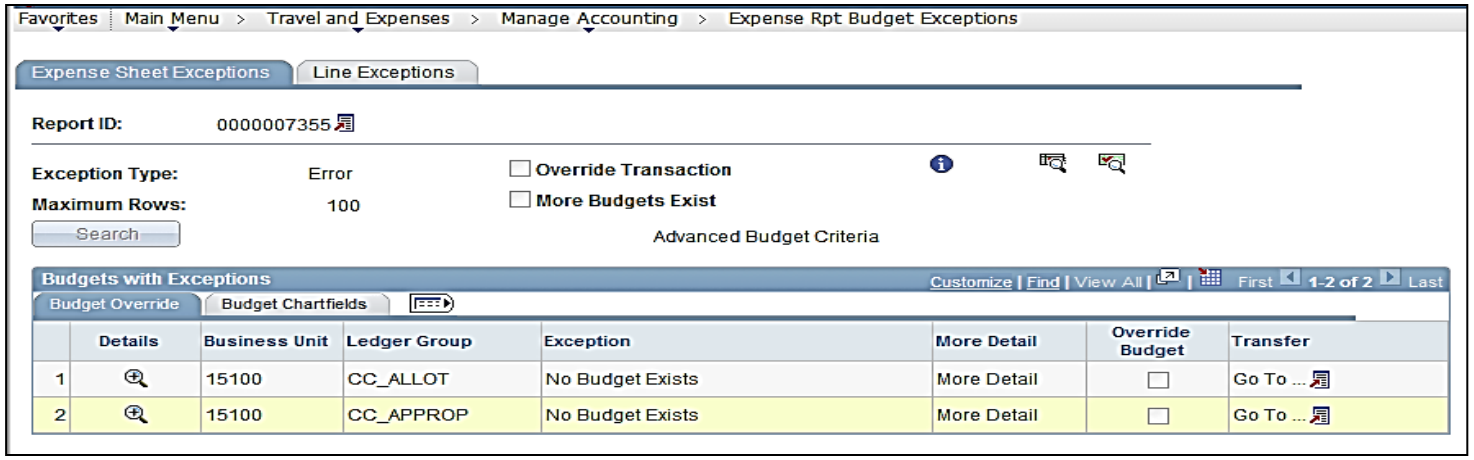
Expense Report Budget Exceptions

Budget checking exceptions are transactions that fail budget checking validations. These exceptions may be either errors or warnings. Errors prevent the system from recording the transaction, while warnings allow the system to record the transaction but inform you of the exception condition(s).

Use the **Expense Report Budget Exceptions** inquiry to list Expense Report(s) that failed budget checking and learn more about why. The status on this can change since budget check runs approximately every 2 hours during the day.

You can navigate to this inquiry using the following path:

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



Click on image to enlarge

View Expense Report and Cash Advance Accounting Entries

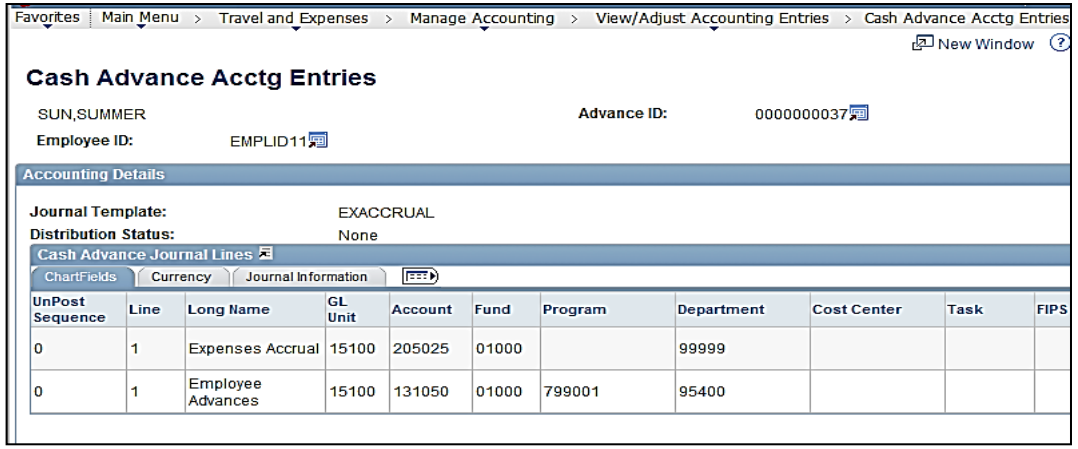
Use these two inquiries to view the accounting entries on an Expense Report or a Cash Advance.

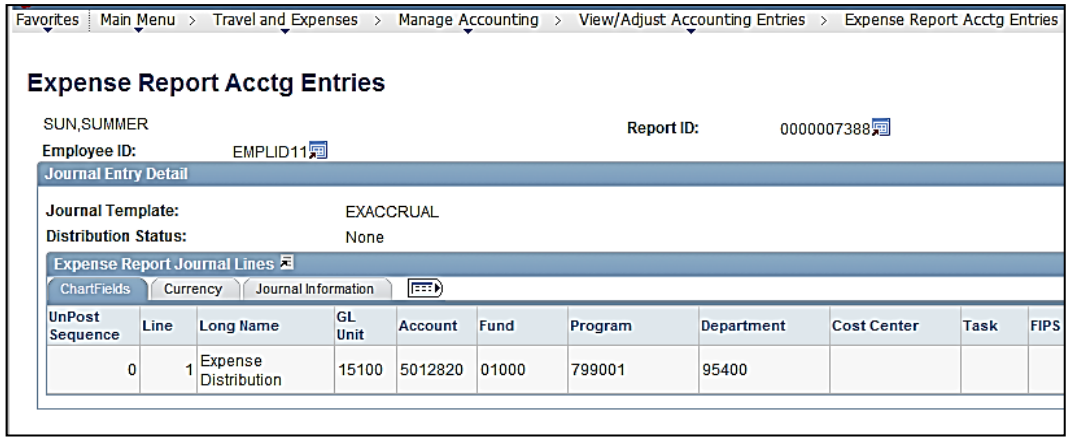
You can navigate to these inquiries using the following path:

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

Then choose either:

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





Click on image to enlarge

View Expense Reports, Travel Authorizations and Cash Advances

Use these inquiries to view employee expenses transactions. The page displays in read-only mode and shows the status details and approval history.

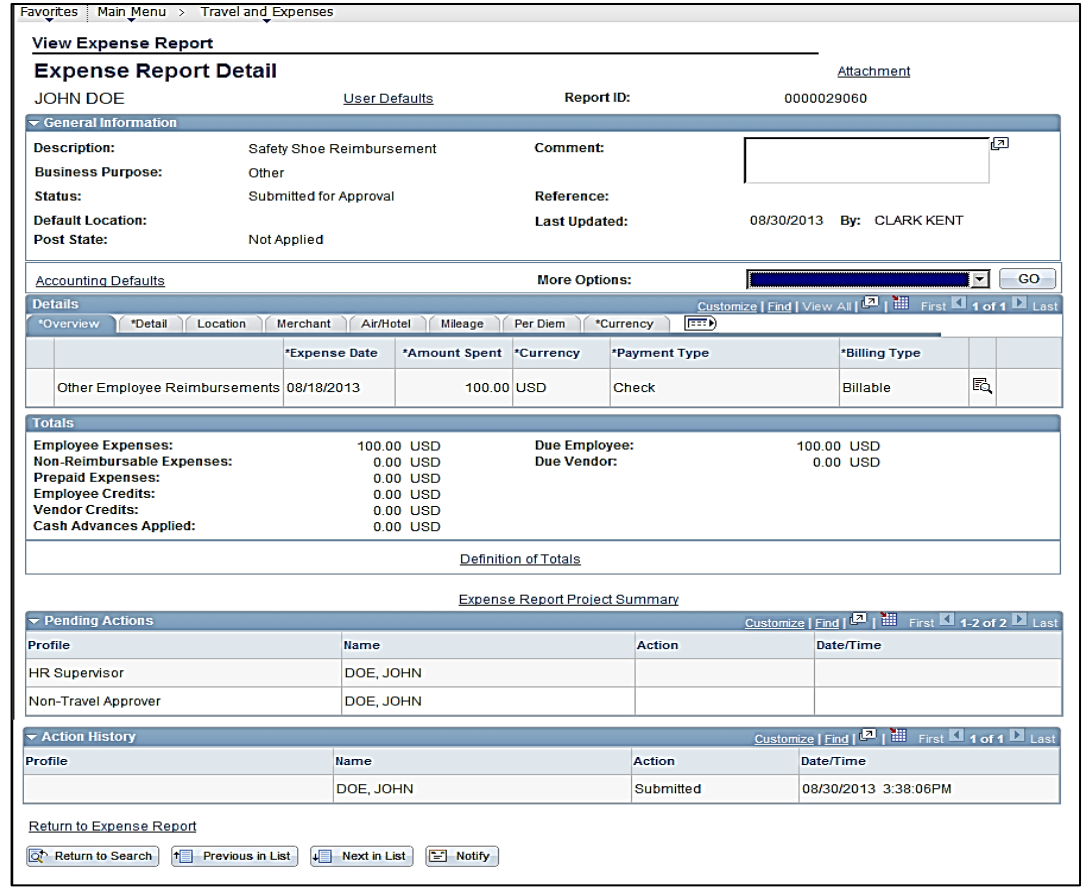
You can navigate to these inquires using the following path:

Main Menu > Employee Self-Service > Travel and Expense Center > (choose: Expense Report, Travel Authorization or Cash Advance) > View

Or

Main Menu > Travel and Expenses > Travel and Expense Center > (choose: Expense Report, Travel Authorization or Cash Advance) > View

Note: Screenshot is an example of an Expense Report.



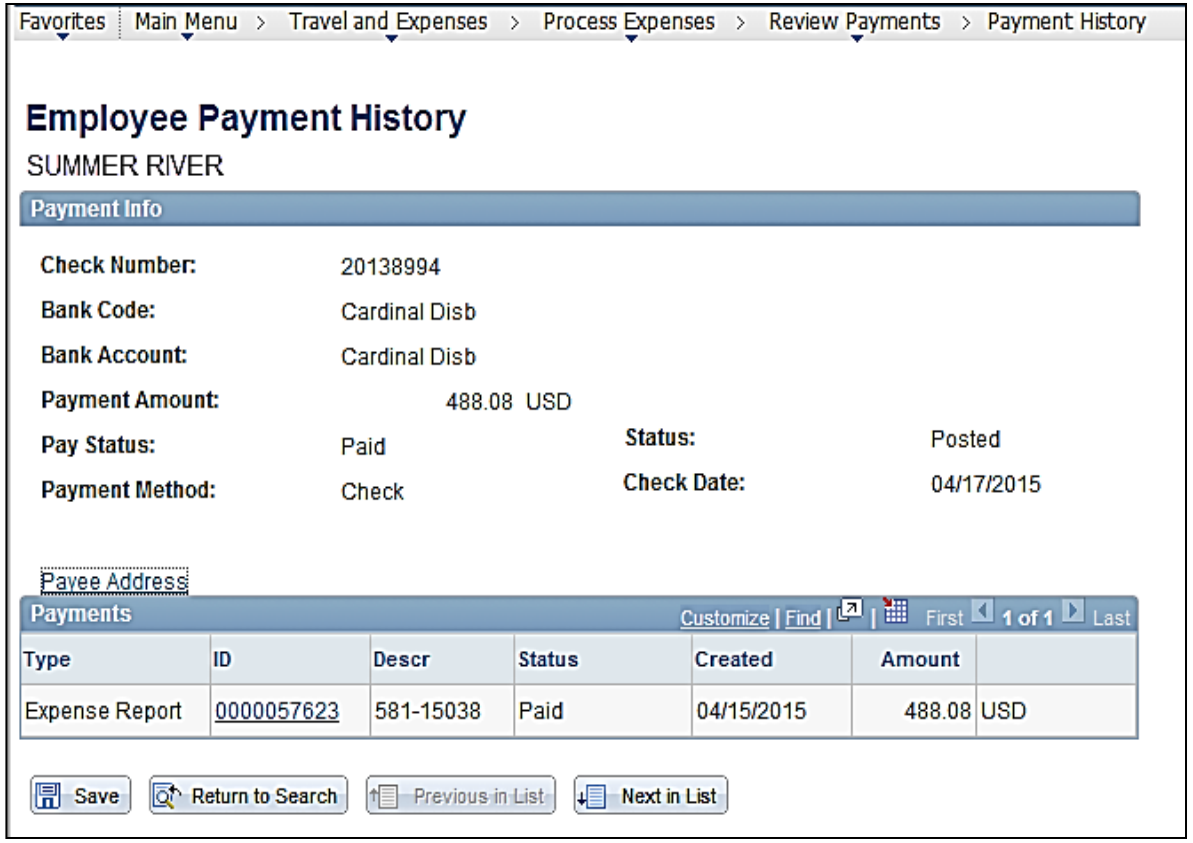
Click on image to enlarge

Employee Payment History

The **Employee Payment History** page allows you to review a history of payments for a particular employee.

You can navigate this inquiry using the following path:

Main Menu > Travel and Expenses > Process Expenses > Review Payments > Payment History

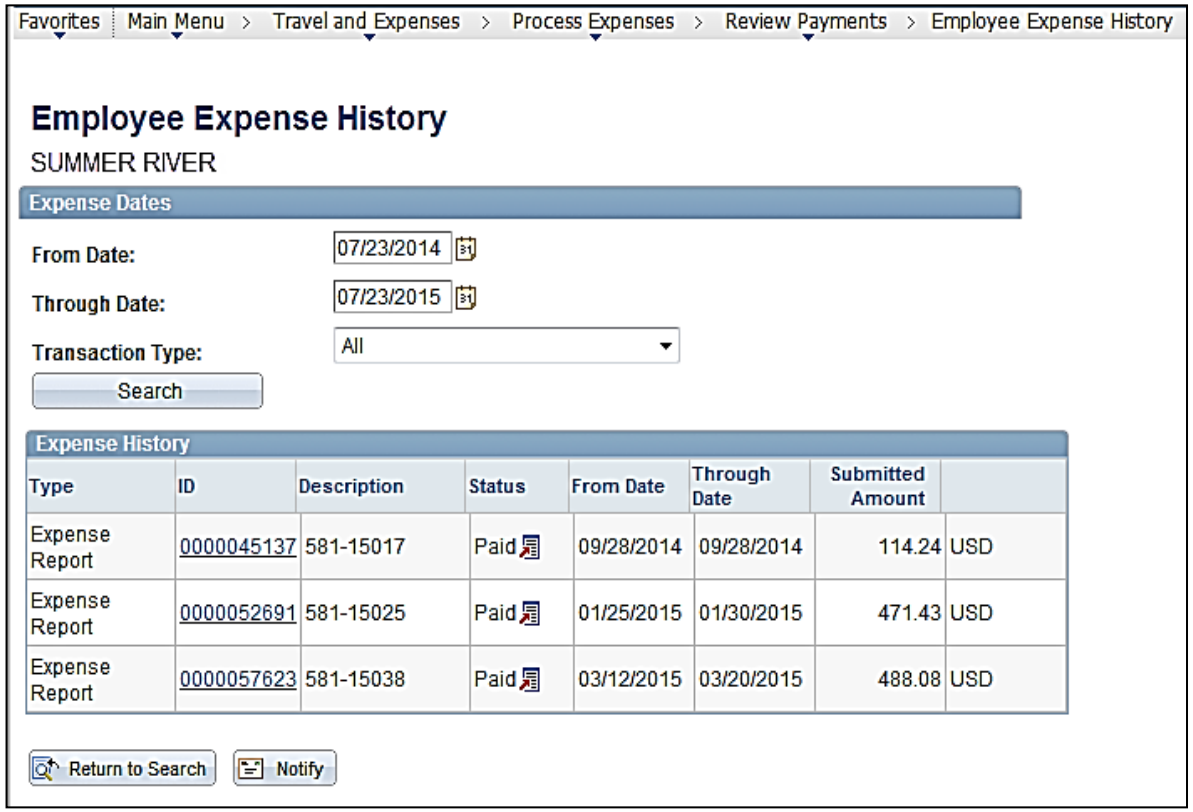


Employee Expense History

The Employee Expense History page allows you to review expense transactions for a particular employee and range of expense dates.

You can navigate this inquiry using the following path:

Main Menu > Travel and Expenses > Process Expenses > Review Payments > Employee Expense History



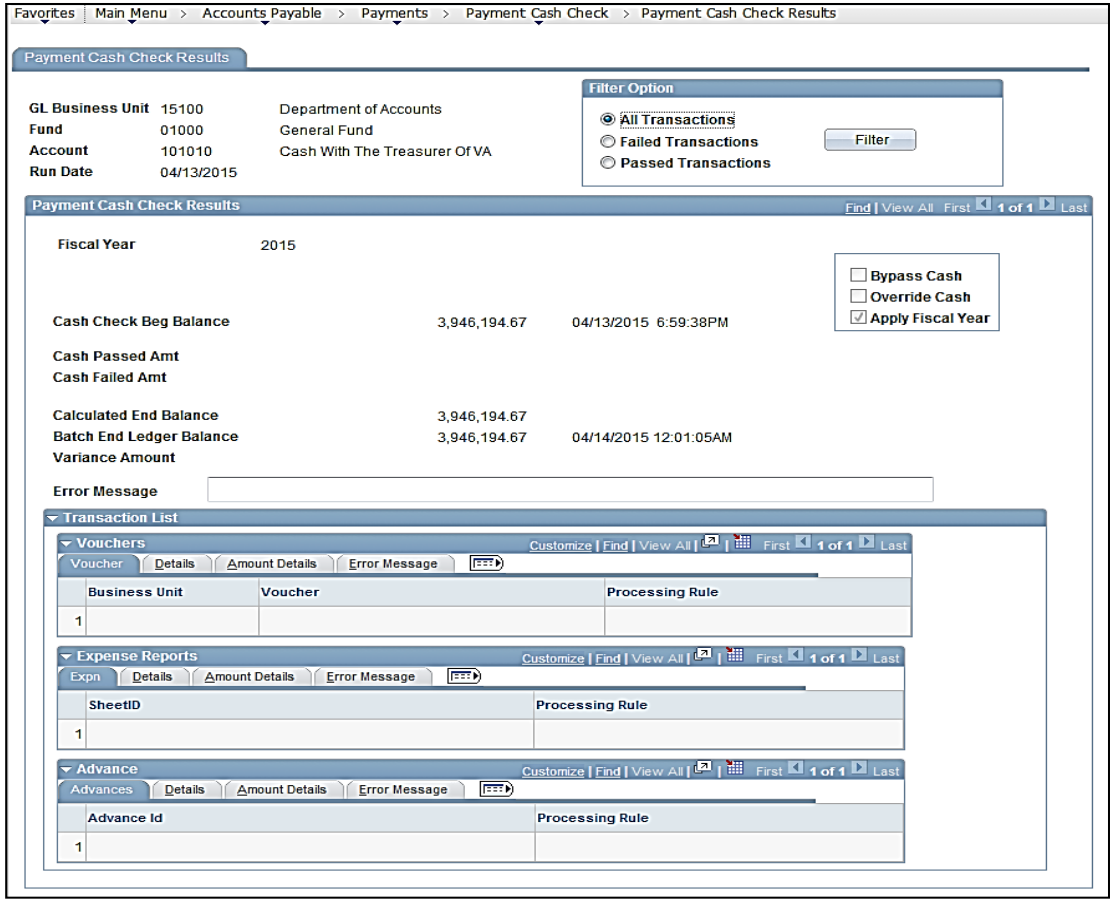
Click on image to enlarge

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



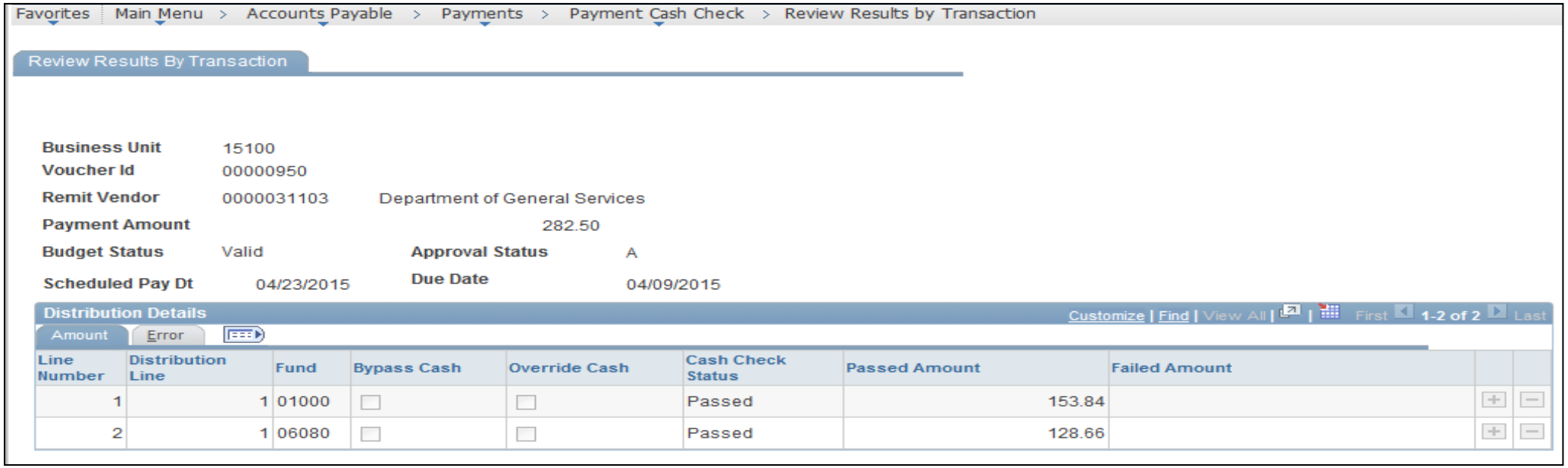
Click on image to enlarge

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



Lesson 4: Summary

In this lesson, you learned how to:

- Navigate to the key reports, queries and online inquiries

Course Summary

In this course, you learned to:

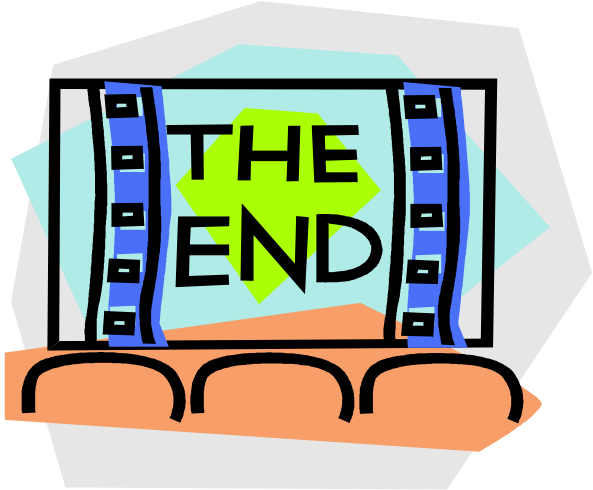
- Understand key Expenses maintenance concepts and processes
- Add and update an employee profile in Expenses
- Describe the overall processing flow for Employee Profiles, Travel Authorizations, Cash Advances, Expense Reports, and payments
- Review Expenses accounting entries
- Manually reconcile Cash Advances, if applicable
- Navigate to the key reports, queries and online inquiries

Course Evaluation

Congratulations! You have successfully completed the **AP316: Employee Expenses Administration** course. Please use the evaluation link to assess this course.

Click here to access the survey

Once you have completed and submitted the survey, close the window. To close the web based training course, click the Exit Course button.



Appendix

- Key Terms
- Screenshots
- Flow Chart Key

Key Terms

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

Distributed – Status on the **Accounting Entries** page which indicates that the accounting entries have been sent to the General Ledger.

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).

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 they are both entered online. If a Cash Advance was provided, the employee applies the amount of the Cash Advance to the Expense Report.

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

Key Terms (continued)

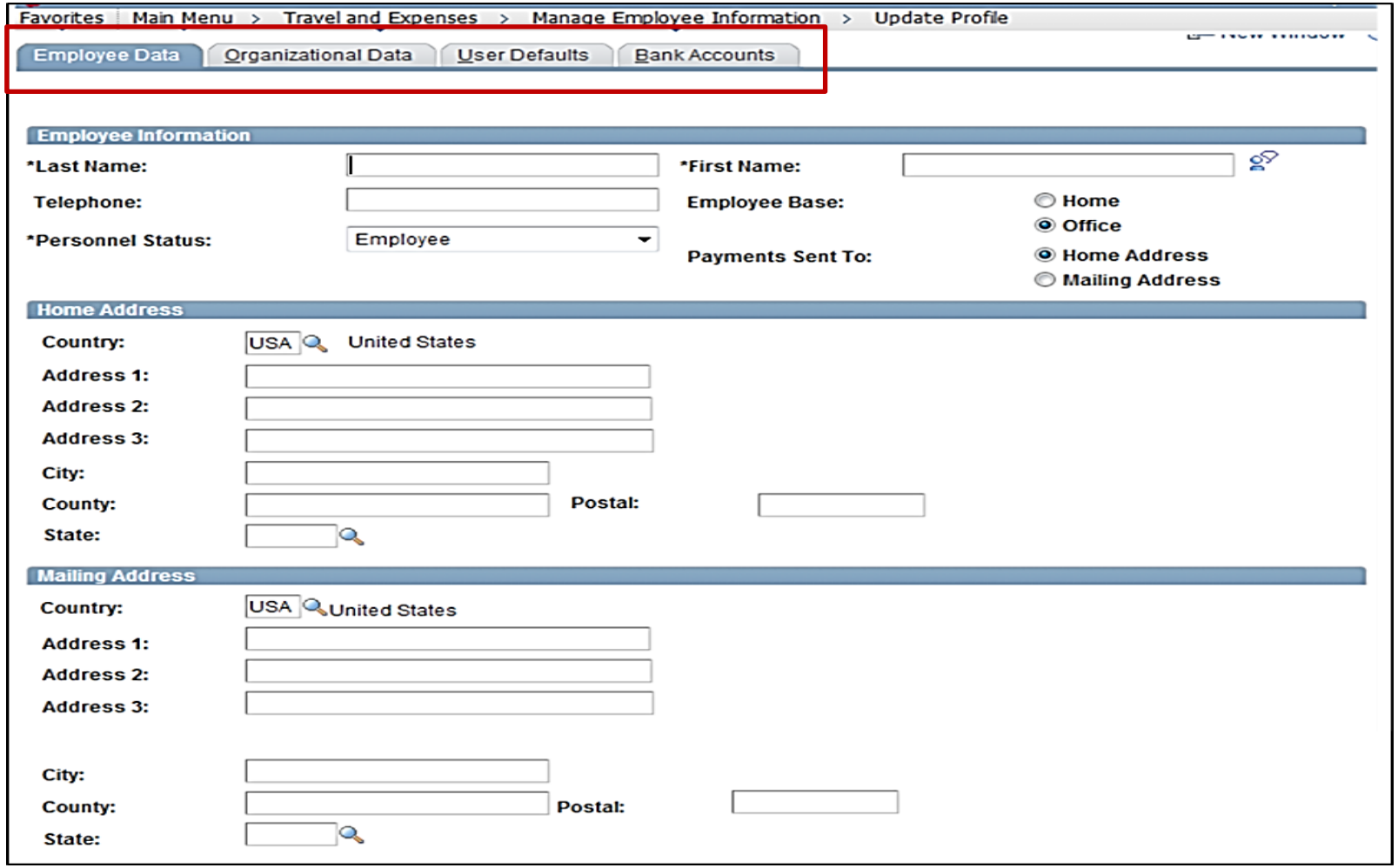
Payments – In Accounts Payable, this term refers to a payment to a vendor. Payments are created by Accounts Payable vouchers that represent invoices submitted by vendors. Payments are also generated for employee Travel and Expense reimbursements or for revenue refunds. Payments may be generated in different forms, like checks or EDI.

Proxy – A user set up to access an employee's Expense Report. Each employee must have one or more proxies.

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

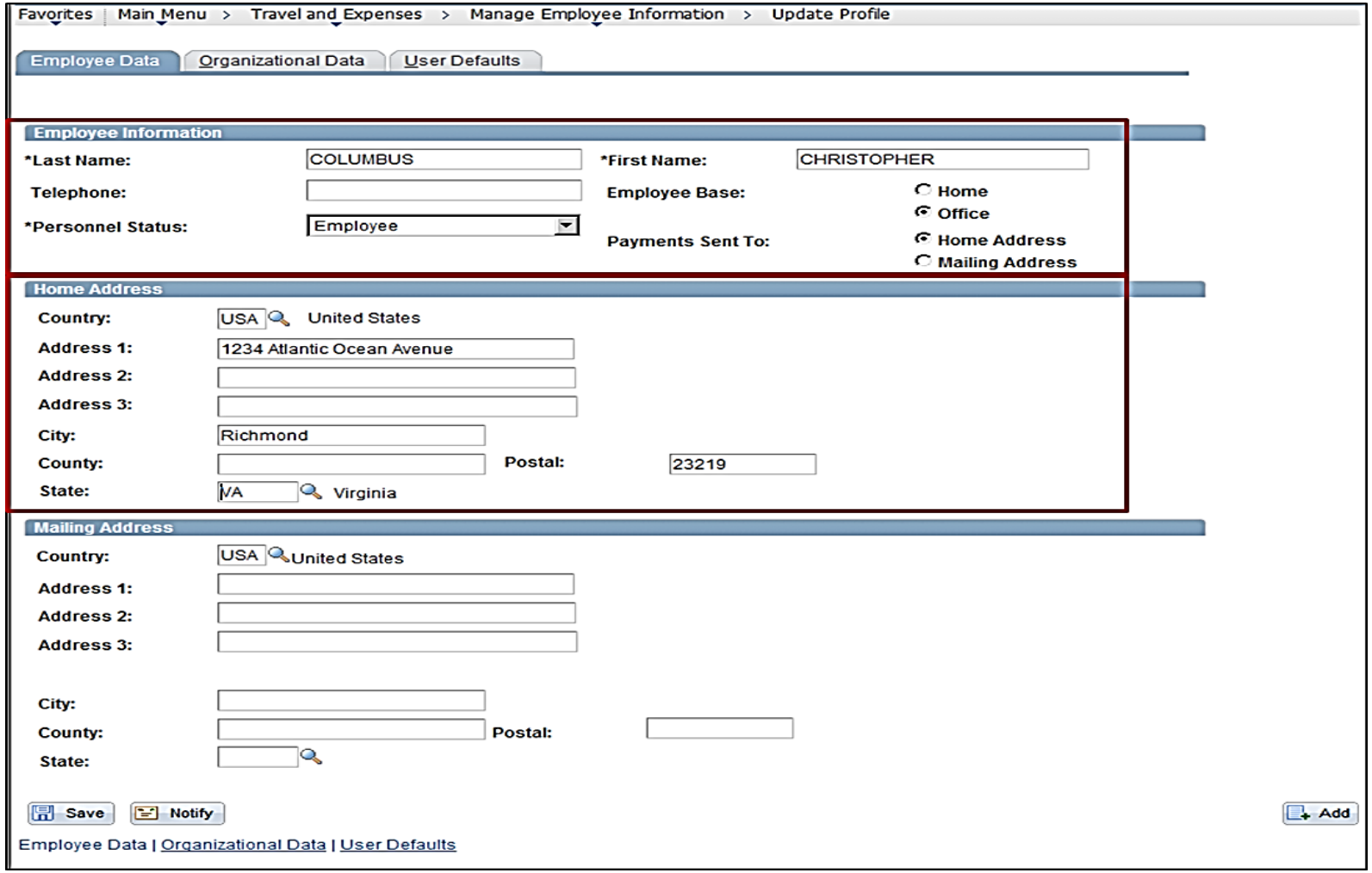
Travel Authorization – A request made through Cardinal for permission to travel. An authorization must be approved prior to travel and can only be done online.

Employee Data Page (continued)



Click on image to return

Employee Data Page (continued)



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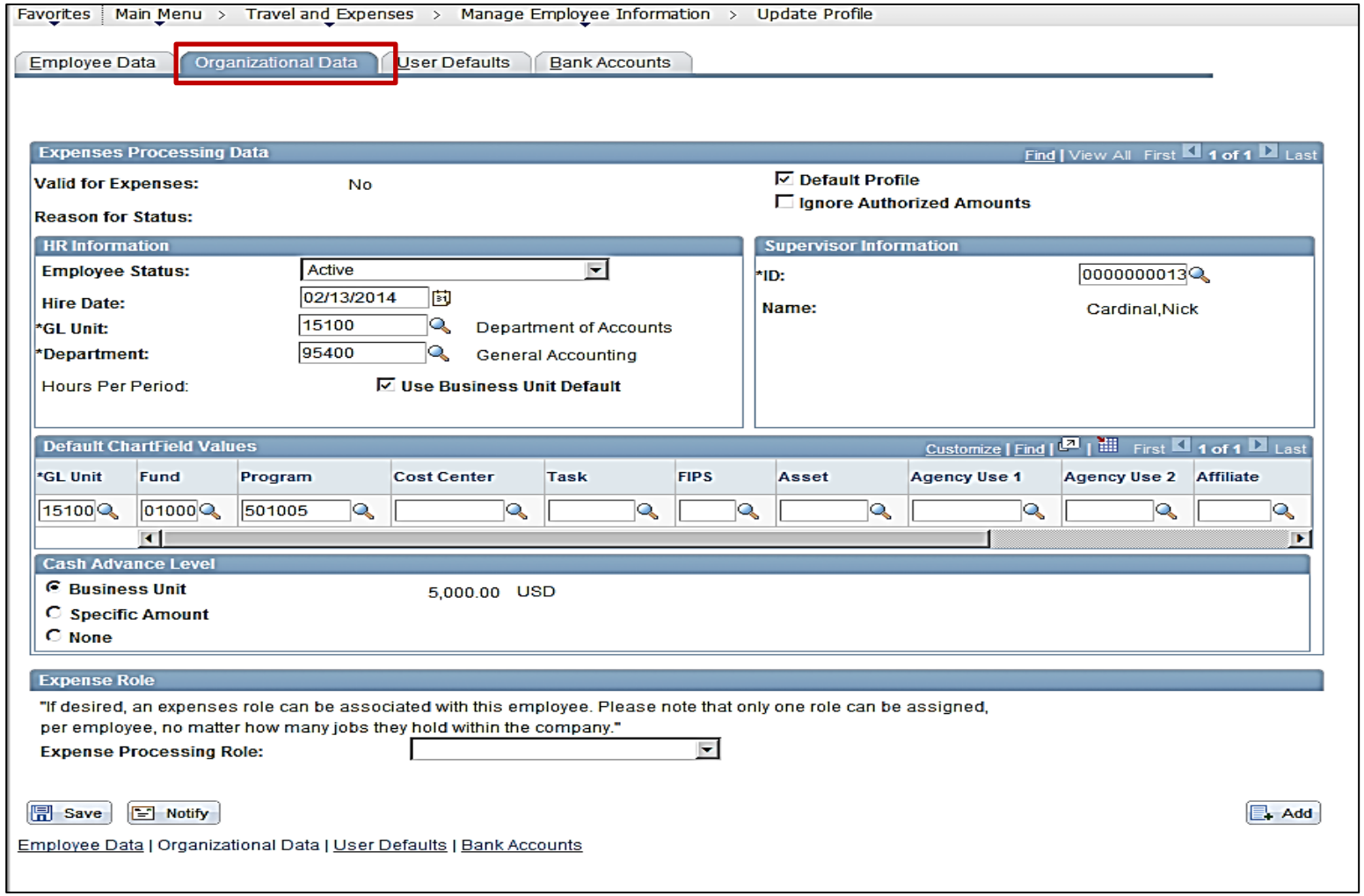
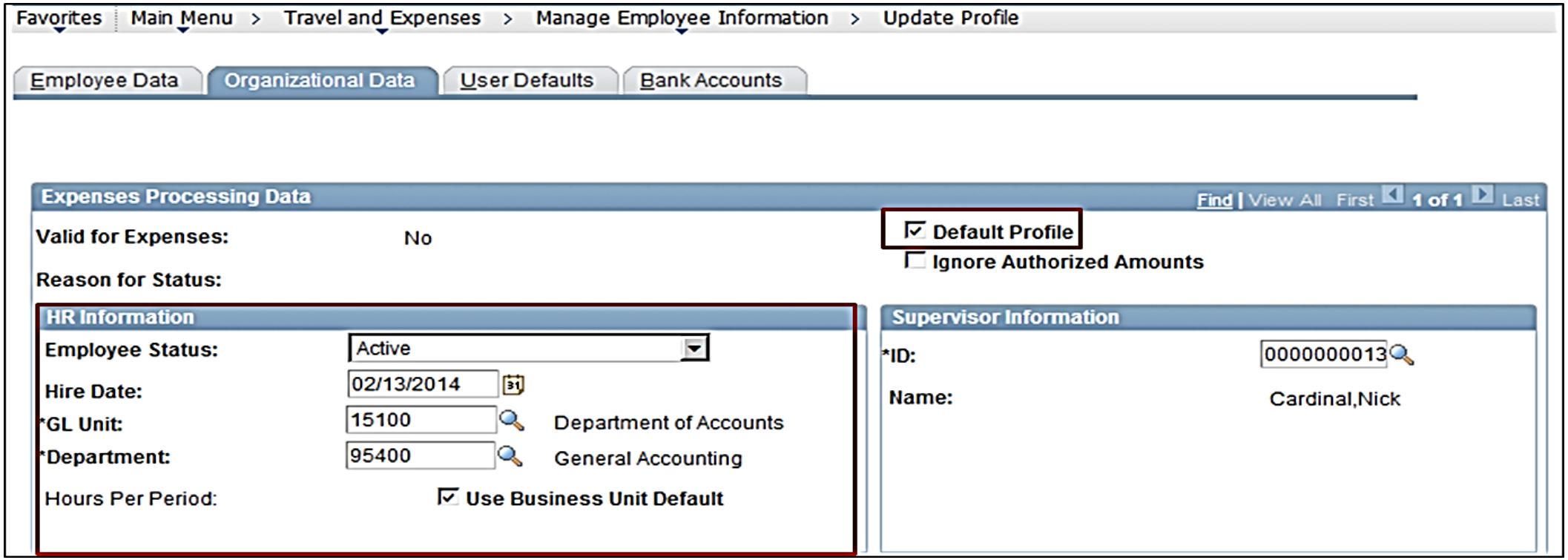
Organizational Data Page (continued)



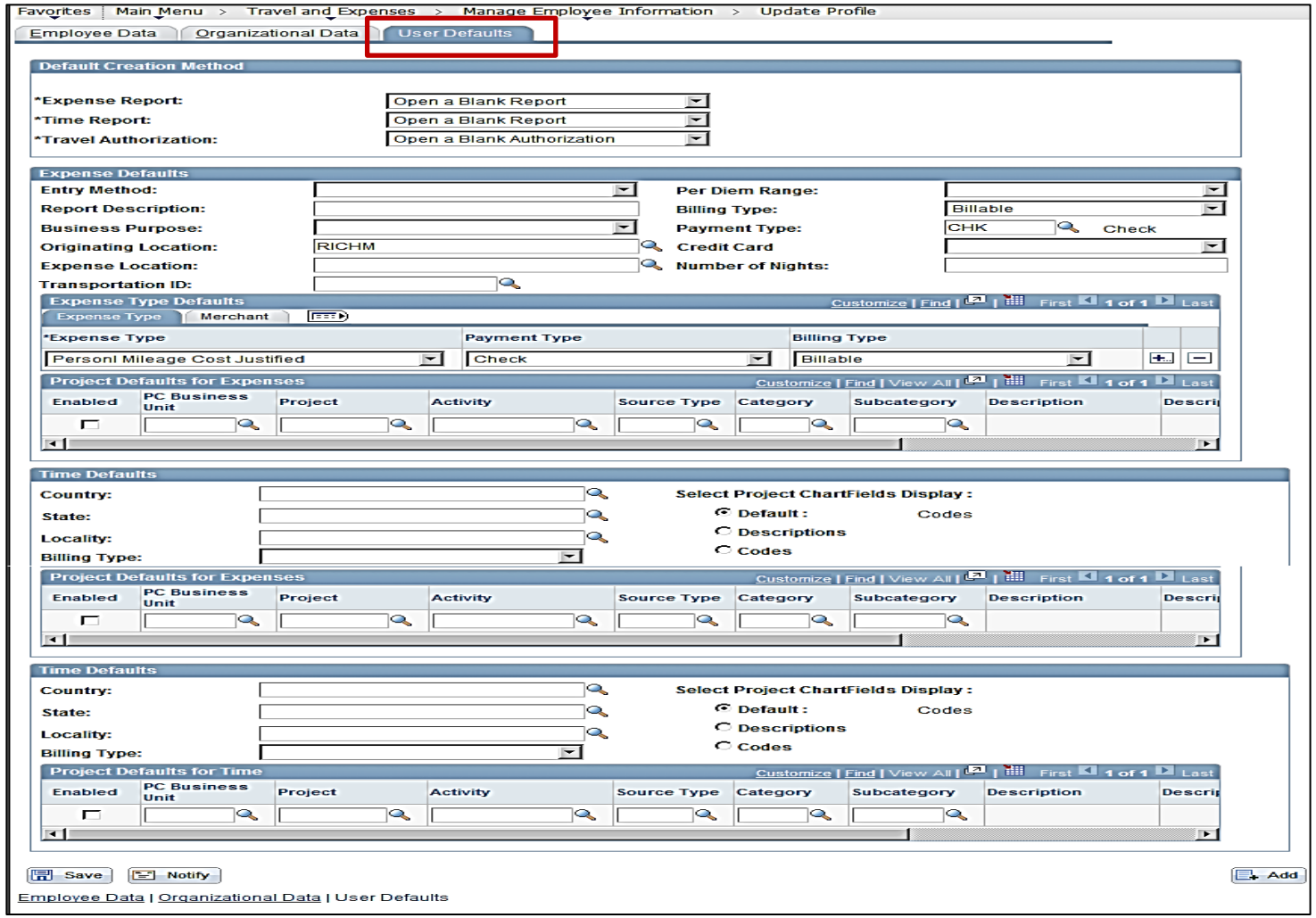
Click on image to return

Organizational Data – HR Information (continued)



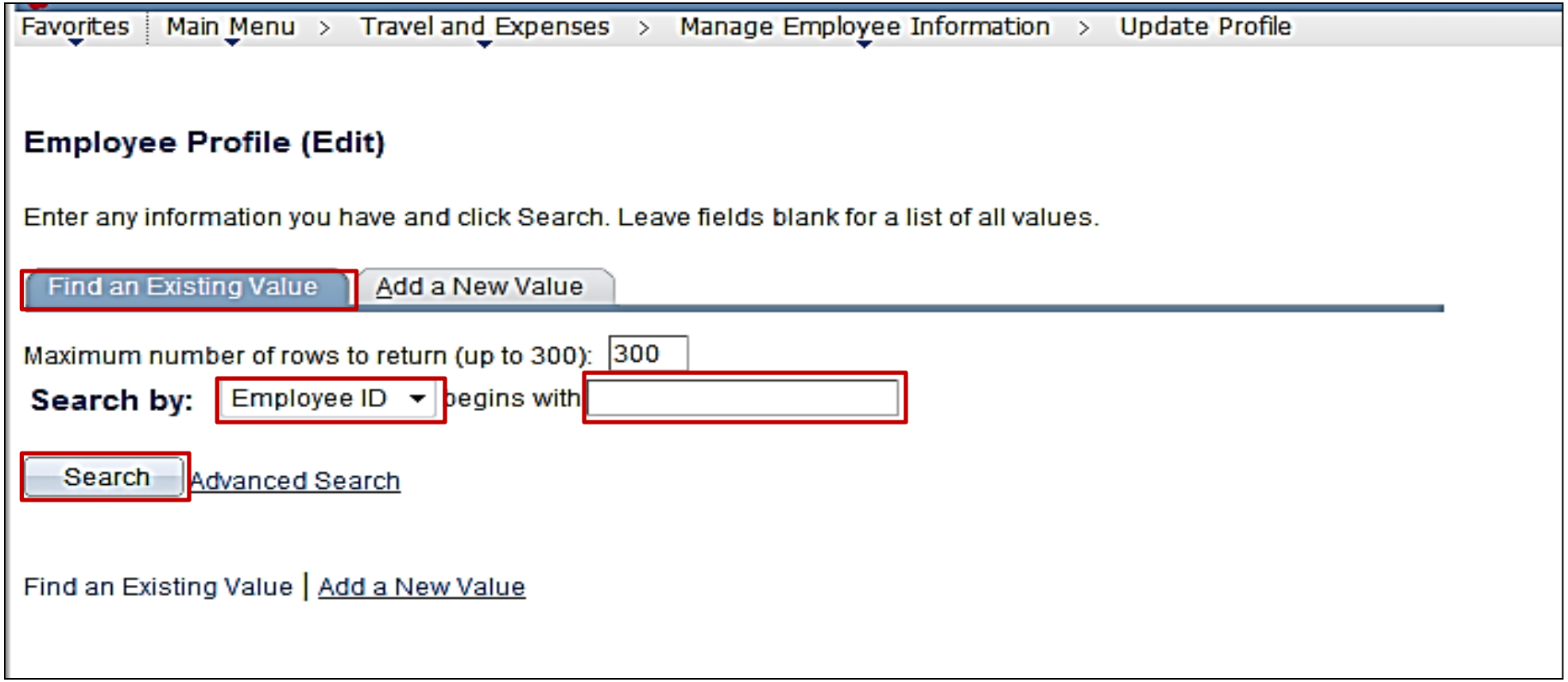
Click on image to return

User Defaults Page (continued)



Click on image to return

Updating an Employee Profile (continued)



Click on image to return

Expenses Accounting Entries (continued)

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

Expense Report Acctg Entries

Report ID: 0000000097

Employee ID: 00163931600

Journal Entry Detail

Journal Template: EXACCRUAL
Distribution Status: Distributed

Expense Report Journal Lines

ChartFields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
0	1	Expense Distribution	50100	5013110	04100	60400403	13018	11165000	05738	
0	1	Expenses Accrual	50100	205025	04100		99999	99999999		

Journal Template: EXPAYMENT
Distribution Status: Distributed

Expense Report Journal Lines

ChartFields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
0	1	Cash Distribution	TREAS	101010	04100		99999	99999999		
0	1	Expenses Accrual	50100	205025	04100		99999	99999999		
0	1	InterUnit Payable	50100	101010	04100		99999	99999999		
0	1	InterUnit Receivable	TREAS	101010	04100					

Click on image to return

Cash Advance Accounting Entries (continued)

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

Cash Advance Acctg Entries

SUN,SUMMER

Advance ID: 0000000037

Employee ID: EMPLID11

Accounting Details

Journal Template: EXACCRUAL

Distribution Status: Distributed

Cash Advance Journal Lines

ChartFields | Currency | Journal Information

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

Journal Template: EXPAYMENT

Distribution Status: Distributed

Cash Advance Journal Lines

ChartFields | Currency | Journal Information

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

Return to Search | Notify

Click on image to return

Reconcile Cash Advance Report Page (continued)

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

Travel & Expenses - Cash Advance Report

Reconcile Cash Advance Report

WINTER MOON **Advance ID:** 0000000114

General Information

Description:	Travel Advance-Training	**Comment:**	Hotel & Lodging 5/7-5/9
Business Purpose:	Training		
Status:	Paid	**Reference:**	
***Accounting Date:**	05/12/2014	**Post State:**	Posted
Accounting Template:	STANDARD	**Last Updated:**	04/29/14 **By:** BOB.BASS

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

Report ID	Creation Date	Report Status	Amount Applied	Currency
0000030125	05/10/2014	Paid	3172.68	USD

Payments Customize | Find | First 1 of 1 Last

*Date	*Number	*Amount	Currency		
05/12/2014		0.00	USD	+	−

Totals

Advance Amount:	3,350.64	USD	**Report Balance**	
Applied To Expense Reports:	3,172.68	USD	**Due Company:**	177.96 USD
Payments Received:	0.00	USD		

Update Totals

Save for Later | Reconcile

Return to Search | Previous in List | Next in List

Click on image to return

Expense Transactions by Department Report (continued)

Expense Transactions by Department

PeopleSoft Expenses - EXC4600

ORACLE

Department	Description	GL Business Unit	From Date	Through Date	Report Print Date	Page Number
92100	Admin Svcs & Public Records	15100	1/1/2014	5/8/2014	5/8/2014	1 of 1

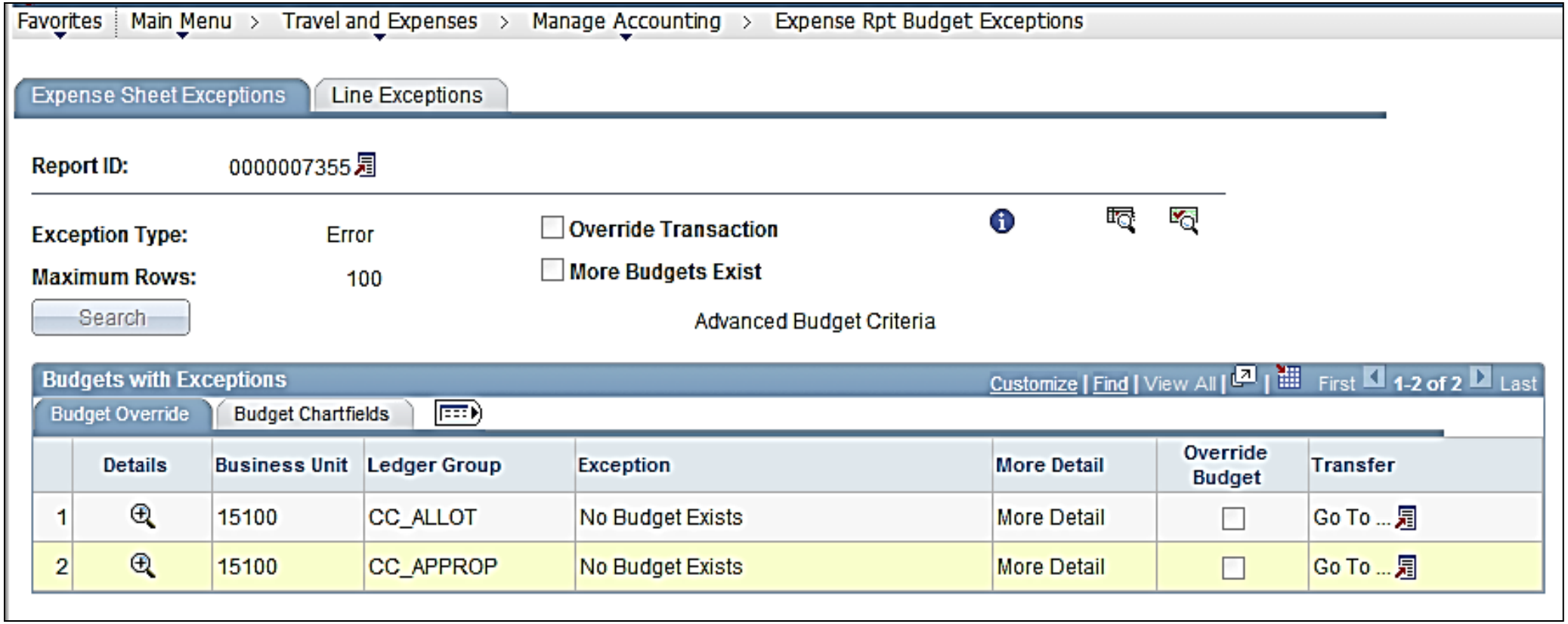
Employee ID / Name		Sheet ID	Reference	Business Purpose	Account		Alt.Account	Project ID	Amount	
00000005000	Jones, Bob R	0000032008		Education	154601	PC Oper			200.00	USD
								154601 PC Oper	*200.00*	*USD*
00482066600	Traveler, Tim P	0000032016		Meeting	5012850	Trv Lodge			500.00	USD
		0000032013		Training					200.00	USD
								5012850 Trv Lodge	*700.00*	*USD*
00482066600	Traveler, Tim P	0000032017		Other	5013110	Apparel		0000103772	210.00	USD
								5013110 Apparel	*210.00*	*USD*

Total Transactions	Total Expenses
4	1,110.00 USD

- End of Report -

Click on image to return

Expense Report Budget Exceptions (continued)



Click on image to return

Expense Report and Cash Advance Accounting Entries Pages

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

New Window

Cash Advance Acctg Entries

SUN,SUMMER

Advance ID: 0000000037

Employee ID: EMPLID11

Accounting Details

Journal Template: EXACCRUAL

Distribution Status: None

Cash Advance Journal Lines

ChartFields | Currency | Journal Information

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

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

Expense Report Acctg Entries

SUN,SUMMER

Report ID: 0000007388

Employee ID: EMPLID11

Journal Entry Detail

Journal Template: EXACCRUAL

Distribution Status: None

Expense Report Journal Lines

ChartFields | Currency | Journal Information

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

Click on image to return

View Expense Reports, Travel Authorizations and Cash Advances

Favorites | Main Menu > Travel and Expenses

View Expense Report

Expense Report Detail Attachment

JOHN DOE User Defaults **Report ID:** 0000029060

General Information

Description:	Safety Shoe Reimbursement	**Comment:**	
Business Purpose:	Other		
Status:	Submitted for Approval	**Reference:**	
Default Location:		**Last Updated:**	08/30/2013 **By:** CLARK KENT
Post State:	Not Applied		

Accounting Defaults **More Options:** GO

Details Customize | Find | View All | First 1 of 1 Last

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

	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Other Employee Reimbursements	08/18/2013	100.00	USD	Check	Billable

Totals

Employee Expenses:	100.00 USD	**Due Employee:**	100.00 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

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

Profile	Name	Action	Date/Time
HR Supervisor	DOE, JOHN		
Non-Travel Approver	DOE, JOHN		

Action History Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
	DOE, JOHN	Submitted	08/30/2013 3:38:06PM

Return to Expense Report

Return to Search | Previous in List | Next in List | Notify

Click on image to return

Expenses Posted but not Journal Generated

V_AP_EXPN_PSTD_EX_NOT_JGEN - Expenses Posted to EX not JGEN

GL Business Unit (% for All): 11900

Accounting Date From: 04/01/2015

Accounting Date To: 07/23/2015

View Results

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

View All

	Transaction Type	Transaction Business Unit	Document ID	Employee ID	Employee Name	Accounting Date	Payment Reference	Payment Date	Payment Selection Status	Account	Fund Code	Program Code	Department ID
1	Expense Report	11900	0000058763	00615584400	Doe, Sally	04/27/2015			N	5012820	01000	799001	10100
2	Expense Report	11900	0000058763	00615584400	Doe, Sally	04/27/2015			N	5012850	01000	799001	10100

First 1-2 of 2 Last

Business Unit PC	Project ID	Activity ID	Sheet Status	Budget Check Status	Distrib Line Amount	Operator ID Entered	Creation Date	Submission Date	Approval Date	Last Updated Date	Last Updated By
			STG	V	100.05	ISV76299	04/27/2015	04/27/2015	04/27/2015	04/27/2015	LWF96048
			STG	V	123.57	ISV76299	04/27/2015	04/27/2015	04/27/2015	04/27/2015	LWF96048

Click on image to return

Payment Check Cashing Results Query

V_AP_PYMNT_CASH_CHECK_RESULT - Payment Cash Check Results

Run Date: 04/23/2015

GL Unit: 70100

Fund (Enter % for all values): %

View By: All Transactions

Report Option: Summary

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						

Click on image to return

Posted Payments Extract Query

V_AP_POSTED_PYMNTS - Posted Payments Query

Business Unit: 70100

Date From: 04/01/2015

Date To: 04/30/2015

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (239 kb)

View All

	AP/GL Business Unit	Payment ID	Remit Vendor ID	Vendor Location	Employee ID	Vendor or Employee Name	Payee Address Line 1	Payee Address Line 2	Vendor Location Identification	City	State	Zip Code	Country
1	70100	80072235			00160173800	ABC Office				Richmond	VA	23860	USA
2	70100	80072602			00134312900	Jane Doe				Concord	NC	27502	USA
3	70100	80072663			00439660100	Computer Aid				Richmond	VA	24501	USA

First 1-100 of 231 Last

Payment Date	Payment Amount	Payment Method	Payment Status	Cancel Date	Cancel Action	Source Transaction	Document ID	Paid Amount	Invoice ID	Customer Acct Number	Journal ID	Journal Date	Unpost Sequence
04/21/2015	313.12	ACH	P		N	EXAD	0000000349	313.12			EX00096642	04/17/2015	0
04/23/2015	314.00	ACH	P		N	EXAD	0000000353	314.00			EX00097316	04/21/2015	0
04/23/2015	314.00	ACH	P		N	EXAD	0000000354	314.00			EX00097316	04/21/2015	0

Click on image to return

Employee Expense History

Favorites | Main Menu > Travel and Expenses > Process Expenses > Review Payments > Employee Expense History

Employee Expense History

SUMMER RIVER

Expense Dates

From Date: 07/23/2014

Through Date: 07/23/2015

Transaction Type: All

Search

Expense History

Type	ID	Description	Status	From Date	Through Date	Submitted Amount	
Expense Report	0000045137	581-15017	Paid	09/28/2014	09/28/2014	114.24	USD
Expense Report	0000052691	581-15025	Paid	01/25/2015	01/30/2015	471.43	USD
Expense Report	0000057623	581-15038	Paid	03/12/2015	03/20/2015	488.08	USD

Return to Search | Notify

Click on image to return

Expense Report Upload Error Report

Report ID: AP966

Commonwealth of Virginia
VOUCHER UPLOAD ERROR REPORT

Run Date: 03/19/2015
Run Time: 08:22 00

Page No. 1 of 12

Submitting GL BU: 13600
Upload Date Range: 01-JAN-2015 to 31-MAR-2015

File Name: 13600_AP964_IN_02042015_1019_001.dat
Upload Date: 04-FEB-2015

No Vendor Errors Found.

Total Vendors Submitted: 0
Total Vendors with Errors: 0
Total Vendors loaded Successfully: 0

Voucher BU: 13600

Agency Voucher ID	Voucher Line Num	Distrib Line Num	Error Field Name	Field Value	Error Description
0433754	0	0	VOUCHER_ID	0433754	Duplicate Invoice ID found in Cardinal for Business Unit : 13600, Vendor ID: 0000113785 and Invoice ID: 8004222319SCTO-20140901.
0433754	1	1	MERCHANDISE_AMT	0	No value provided for required field: MERCHANDISE_AMT (Voucher Dist record)

Total Vouchers Submitted: 1
Total Vouchers with Errors: 1
Total Vouchers loaded Successfully: 0

File Name: 13600_AP964_IN_02042015_1019_001.dat
Upload Date: 13-MAR-2015

File Rejected: Duplicate file found.

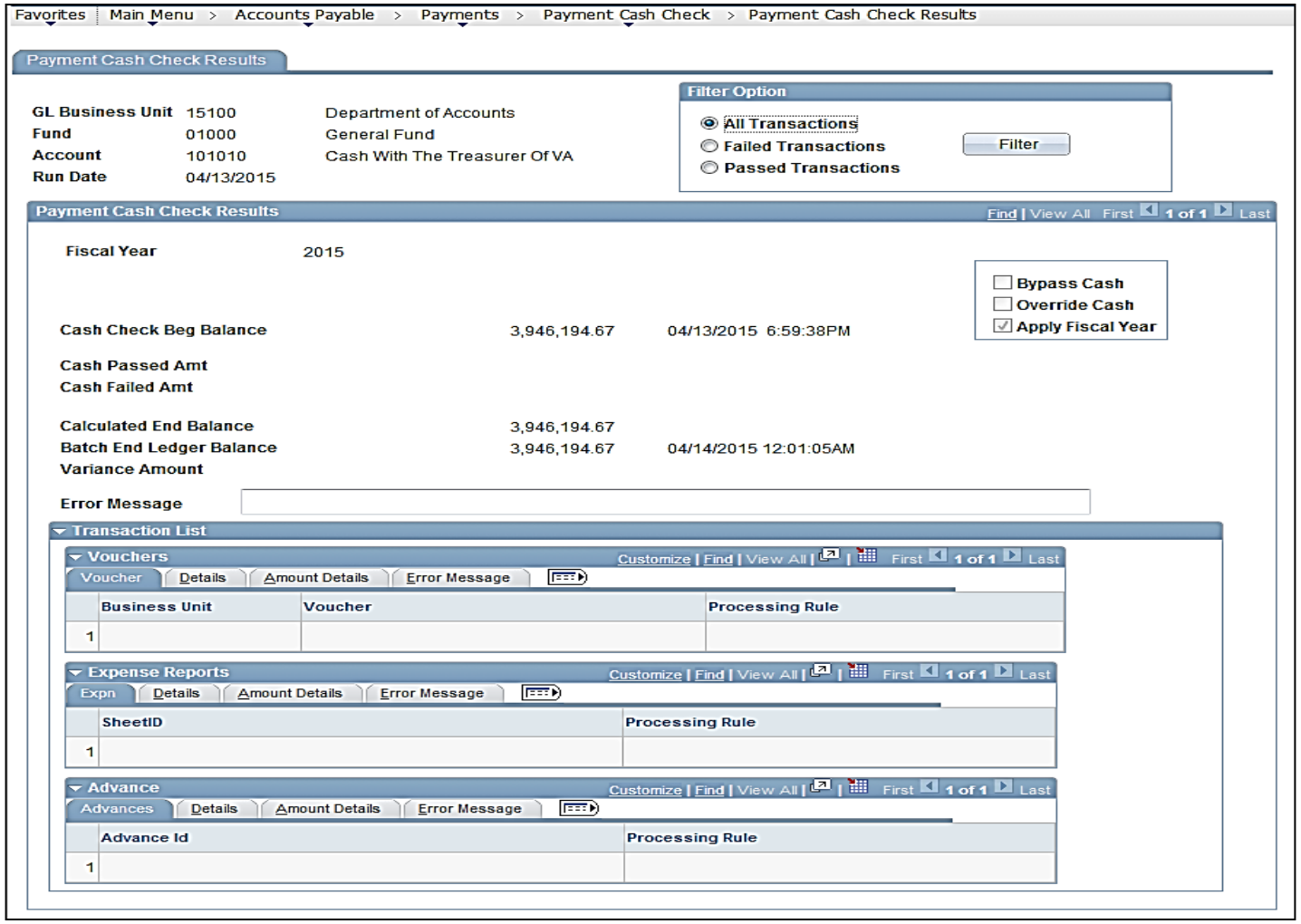
File Name: 13600_AP964_IN_02052015_1542_001.dat
Upload Date: 05-FEB-2015

No Vendor Errors Found.

Total Vendors Submitted: 0
Total Vendors with Errors: 0
Total Vendors loaded Successfully: 0

Click on image to return

Payment Cash Check Results



Click on image to return

Flow Chart Key

FLOW CHART KEY

Step Description	Depicts a process step or interface.	Start	Indicates point at which the process begins. Does not represent any activity.
Batch Process	Specifies a batch process.	End	Indicates point at which the process ends. Does not represent any activity.
Manual Operation	Depicts a process or step that is performed manually.	Document	Depicts a document of any kind, either electronic or hard copy
Decision Outcome	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.	X	Indicates an On-Page or Intra Process Connector which is used to avoid complex overlapping connector lines or to continue a process on another page.
Entity Name	Specifies an entity (person, organization, etc.).	Budget YE Close GL	Connects steps between business processes.
Process	Depicts a process.		