AP315: Processing Employee Expenses

Web Based Training

Rev 08/08/2013

Welcome

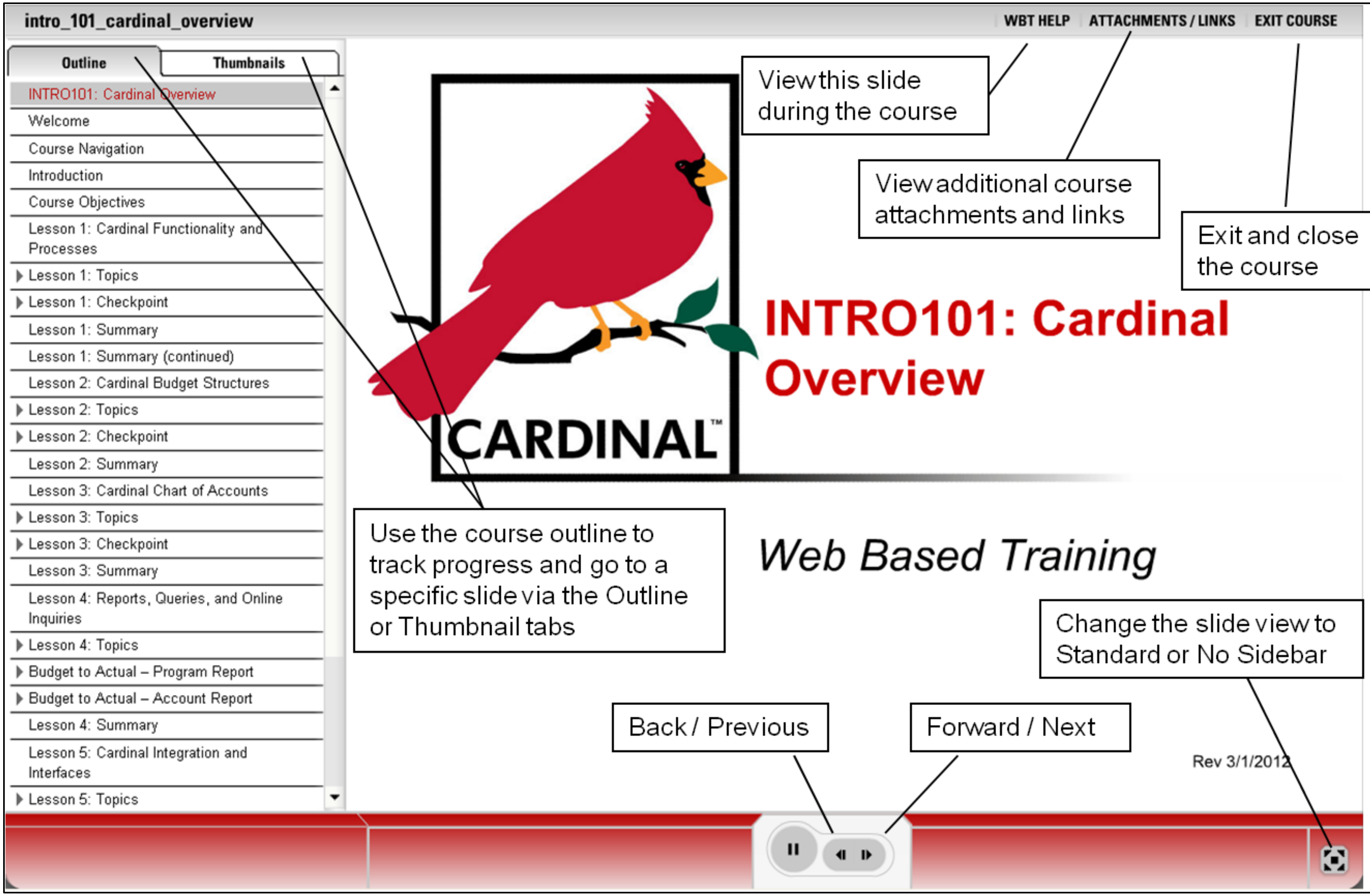
Welcome to Cardinal Training!

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

In this course, we will show you the Expenses functional area.

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

Course Navigation



Introduction

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

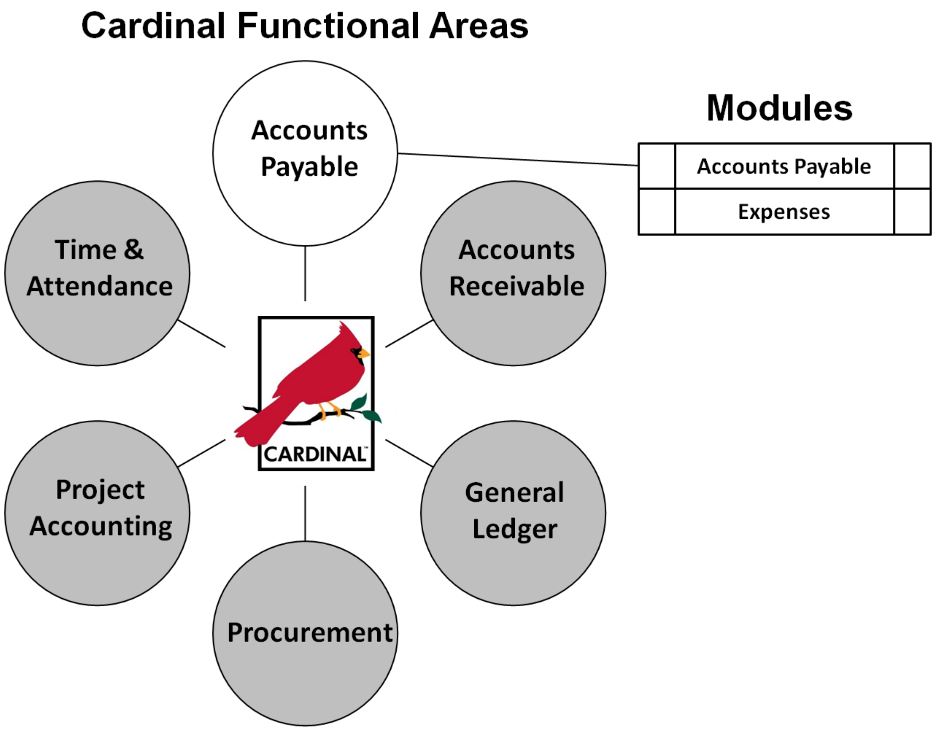
<u>Accounts Payable</u>

The Accounts Payable (AP) module processes payments to vendors for goods and/or services received.

<u>Expenses</u>

Payments to employees for non-salary related items (i.e., travel & business expense reimbursements) are made through the Expenses module.

Note: The Expenses module is often referred to as Travel and Expenses.



Course Objectives

After completing this course, you will be able to:

- Describe travel and expense processing concepts, processes, and integration
- Describe business purposes in Expenses
- Create and submit a travel authorization
- View travel authorization status
- Update a travel authorization
- Cancel or delete a travel authorization
- Create and submit an expense report
- View expense report status
- Update an expense report
- Delete an expense report
- Create and submit a cash advance request
- View cash advance status
- Update a cash advance request
- Delete a cash advance request
- Describe key reports and online inquiries

Assessment questions will check for your understanding.

Course Topics

In this course, we will cover the following topics:

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

Lesson 1: Processing Employee Expenses Overview

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

- Key Concepts
- Expenses Process

Key Concepts

Key concepts in processing travel and expenses include:

Accounts Payable (AP) Vouchers Not Created for Employee Expense Payments

Vouchers are not used to reimburse employees. In Cardinal, employee reimbursements are processed directly through the Expenses module. Employees are not set up as vendors in Cardinal.

Employee Profile Update

Cardinal Travel and Expenses uses much of your employee profile from the Cardinal Human Capital Management (HCM) module in the Time and Attendance functional area, including your home address and organizational information. Changes to your employee profile are requested through Human Resources.

Attachment Capability

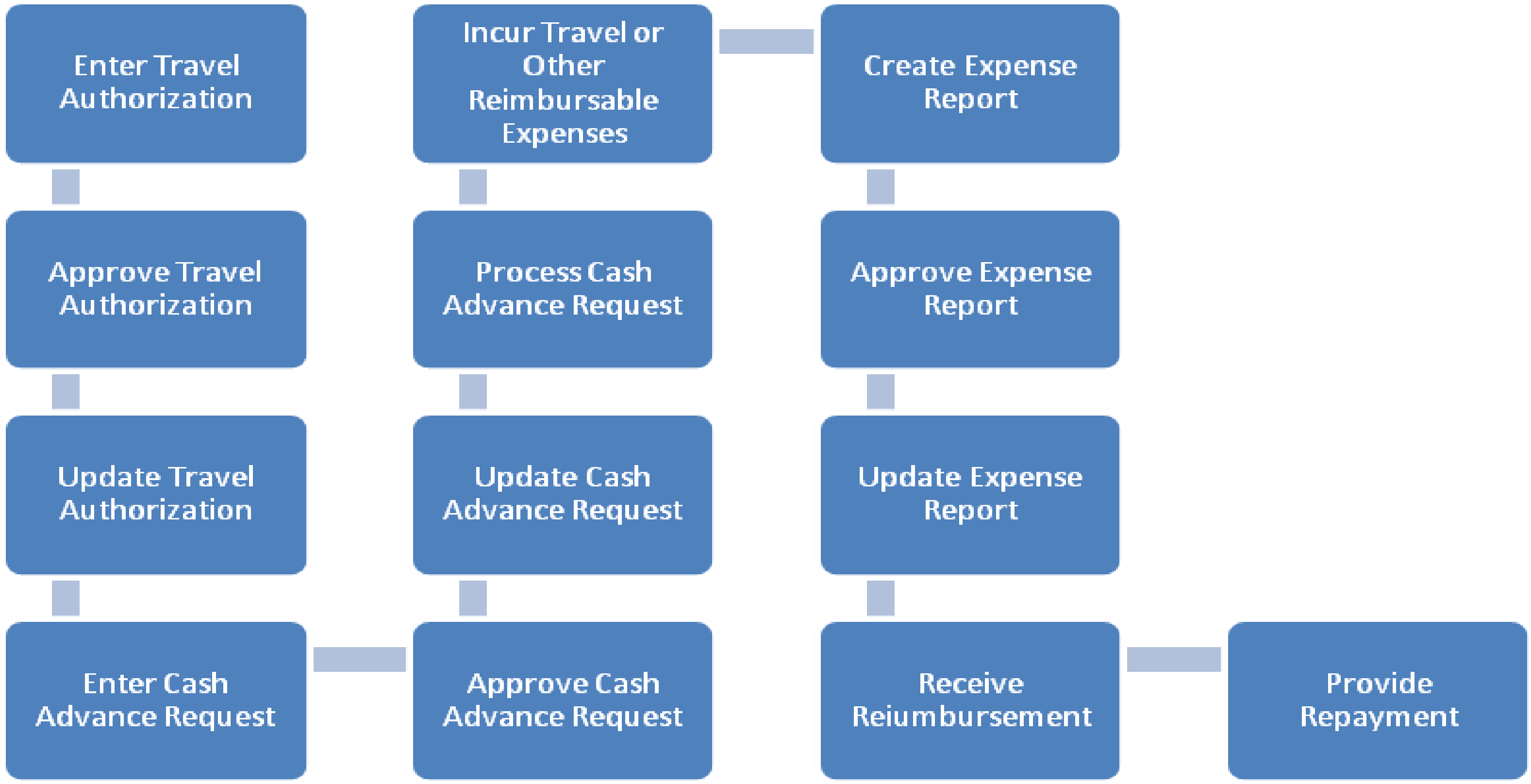
In Cardinal, you can add attachments (such as scanned receipts) to travel authorizations, cash advance requests, or expense reports.

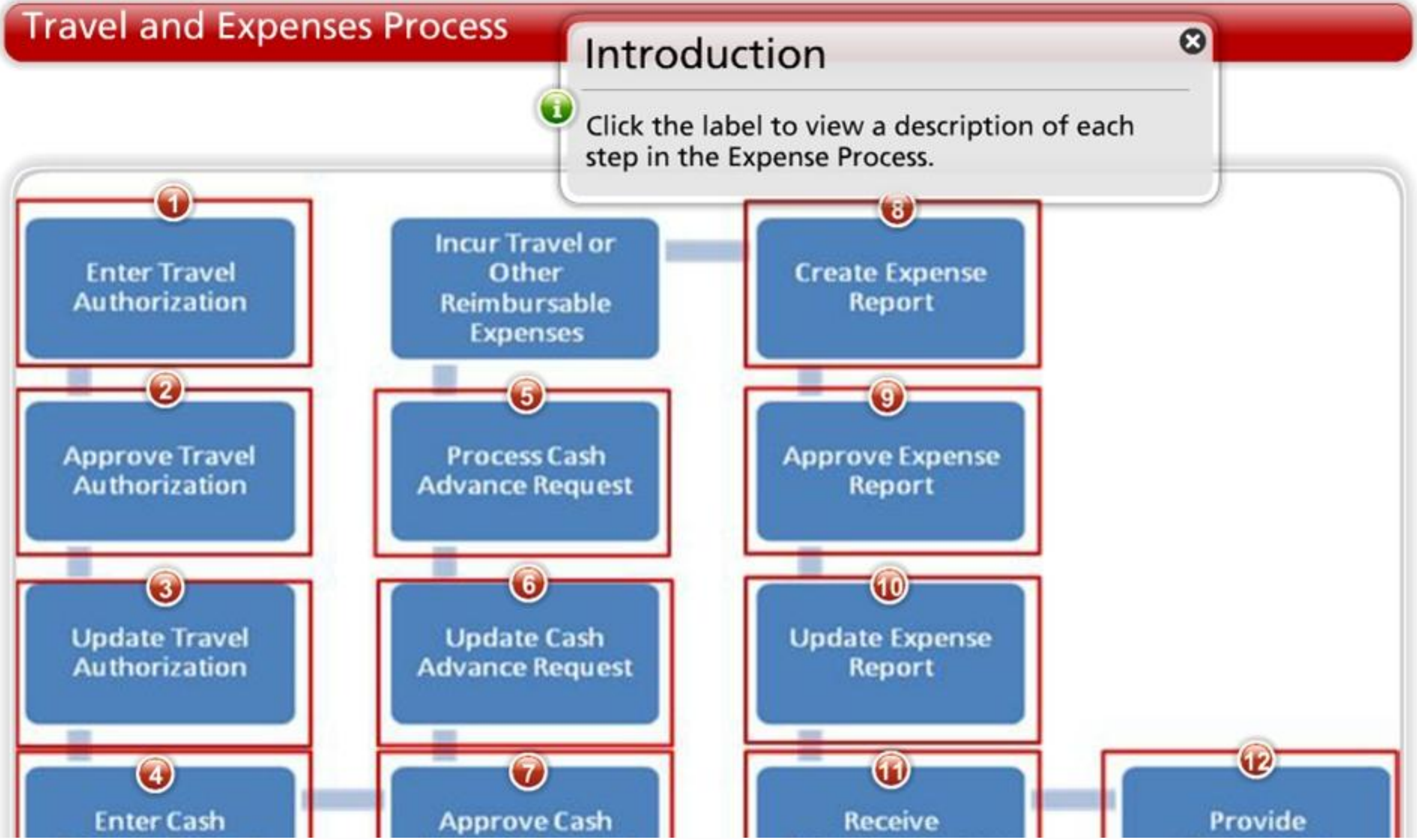
Applying Cash Advances

As a Cardinal Travel and Expenses user, you apply any cash advance you received when completing your expense report. Cardinal then calculates the amount you owe, or the amount owed to you as appropriate.

Expenses Process

The diagram on this page shows the overall Travel and Expenses process, from a travel authorization or cash advance request to reconciliation and payment.




Travel and Expenses Process
Introduction
Click the label to view a description of each step in the Expense Process.
1
Enter Travel Authorization
Incur Travel or Other Reimbursable Expenses
8
Create Expense Report
2
Approve Travel Authorization
5
Process Cash Advance Request
9
Approve Expense Report
3
Update Travel Authorization
6
Update Cash Advance Request
10
Update Expense Report
4
Enter Cash
7
Approve Cash
11
Receive
12
Provide

Lesson 1: Summary

In this lesson, you learned how to:

- Discuss key concepts in the Expenses module
- Discuss the different processes in the Expenses module
- Discuss the ways that the Expenses module integrates with other modules in Cardinal

Lesson 2: Travel Authorizations

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

- Create and submit a travel authorization
- View travel authorization status
- Update a travel authorization
- Cancel or delete a travel authorization

Creating and Submitting Travel Authorizations

Before you travel, you may need to create a travel authorization in Cardinal Expenses. Before viewing the specifics of this process, there are several important points you need to know when creating travel authorizations:

- An approved travel authorization may be required by State or Agency policy before you can travel. Check the latest travel policy if you are not sure.
- Cash advances are not required. If you are eligible, you can create one with your travel authorization.
- Though a travel authorization does not need to be as detailed as an expense report, include as much detail as possible, such as the anticipated expense items and their estimated cost when available.
- Cardinal allows you to attached travel documentation to your travel authorization (such as reservation or flight confirmations).
- Remember that you can copy the detail from the travel authorization into the expense report, so you do not need to enter the same information twice.
- You may also use travel authorization for non-travel authorizations such as education.

To access the Travel Authorization options, use the following path:

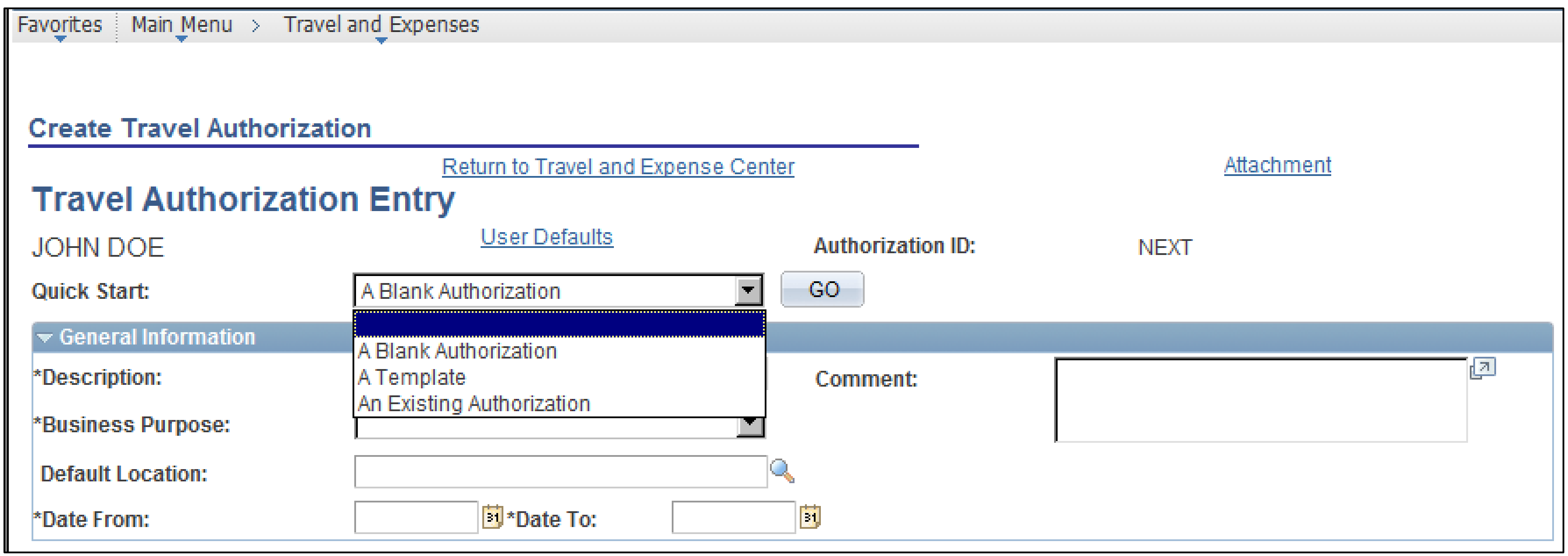
Main Menu > Travel and Expense Center > Travel Authorization

Creating a Travel Authorization

When you create a travel authorization, you have three options to select from the **Quick Start** drop down menu. Your options are:

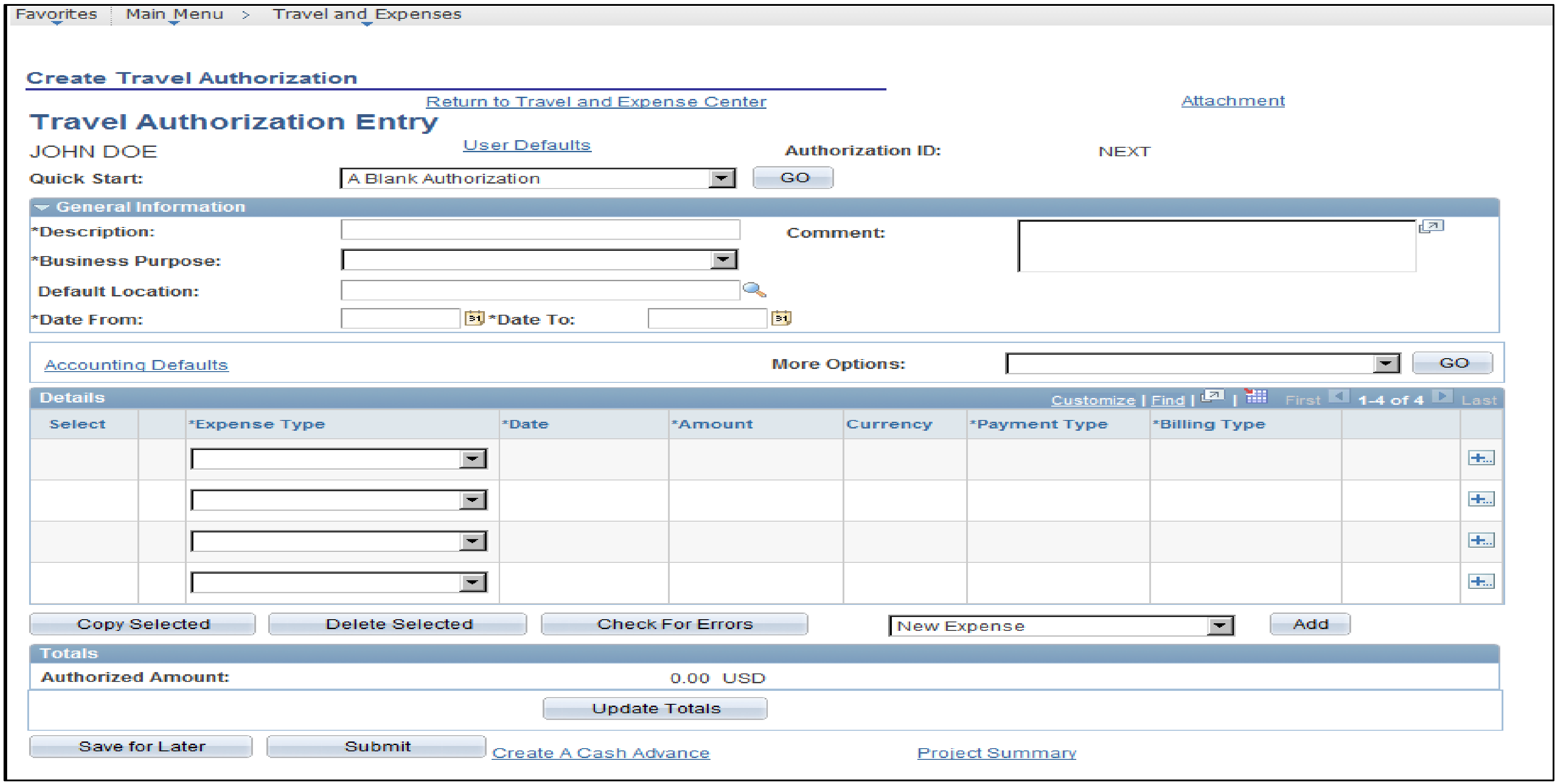
- **A Blank Authorization** – This option opens a blank authorization.
- **A Template** – This option allows you to copy from an existing template.
- **An Existing Authorization** – This option allows you to copy from an existing authorization.

Choosing the method that works better for you may save time.



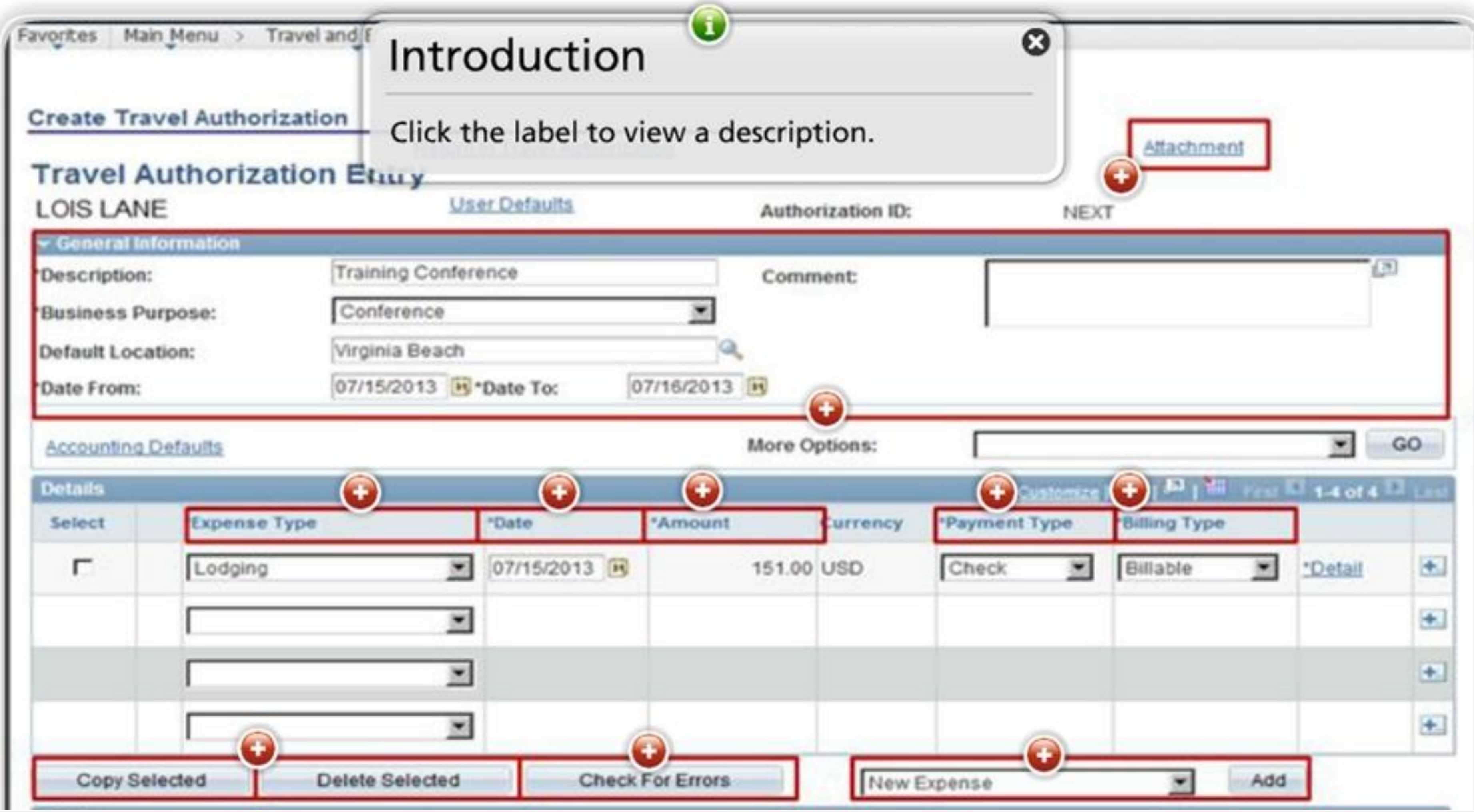
Creating a Travel Authorization (continued)

Once you choose the option for your travel authorization from the Quick Start menu, the **Travel Authorization Entry** page displays. Use this page to enter travel authorization information.



Click on image to enlarge

Travel Authorization Entry Page (continued)



Business Purposes in Expenses

Each travel authorization, cash advance request, or expense report must include a Business Purpose for the expense. The page for each includes a drop-down list where you can select the appropriate Business Purpose.

This page displays the valid Business Purposes defined in Expenses.

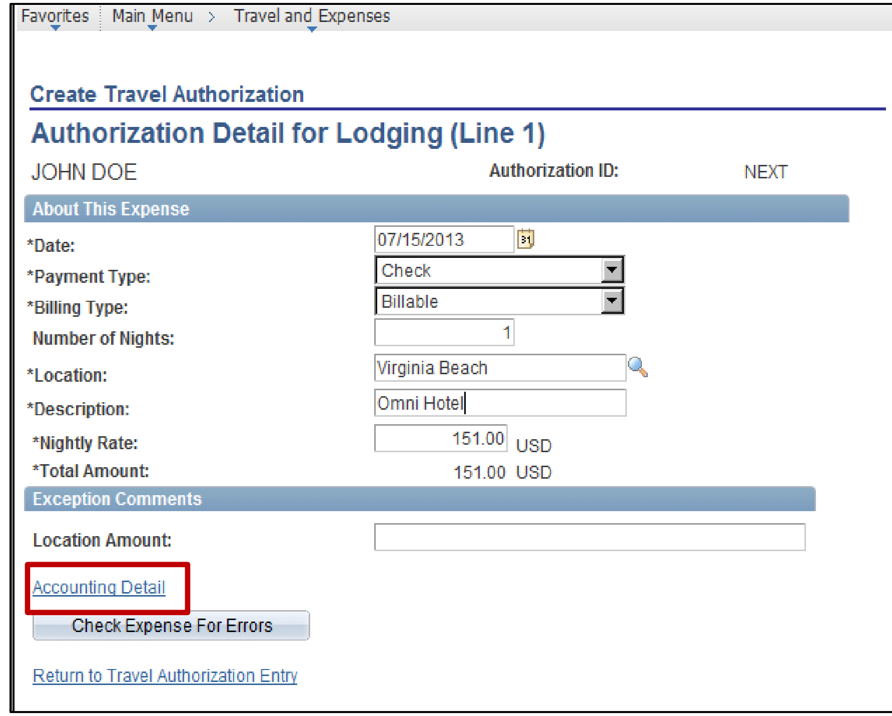
- Conference
- Recruitment
- Presentation
- Investigations
- Education
- Extraditions
- Field Work
- Meeting
- Overtime Meal Reimbursement
- Training
- Other

Creating a Travel Authorization (continued)

To access the **Authorization Detail** page, click the **Detail** hyperlink on an expense line. This example shows the Expense Type **Lodging**. Use this page for entering additional details about the estimated expense.

This example shows the **Lodging** Expense Type. Detail pages for other expense types are different. Each Detail page display is specific to the Expense Type.

All **Authorization** pages include an **Accounting Detail** link. Click this link to enter the accounting detail for each line as explained on the next page.

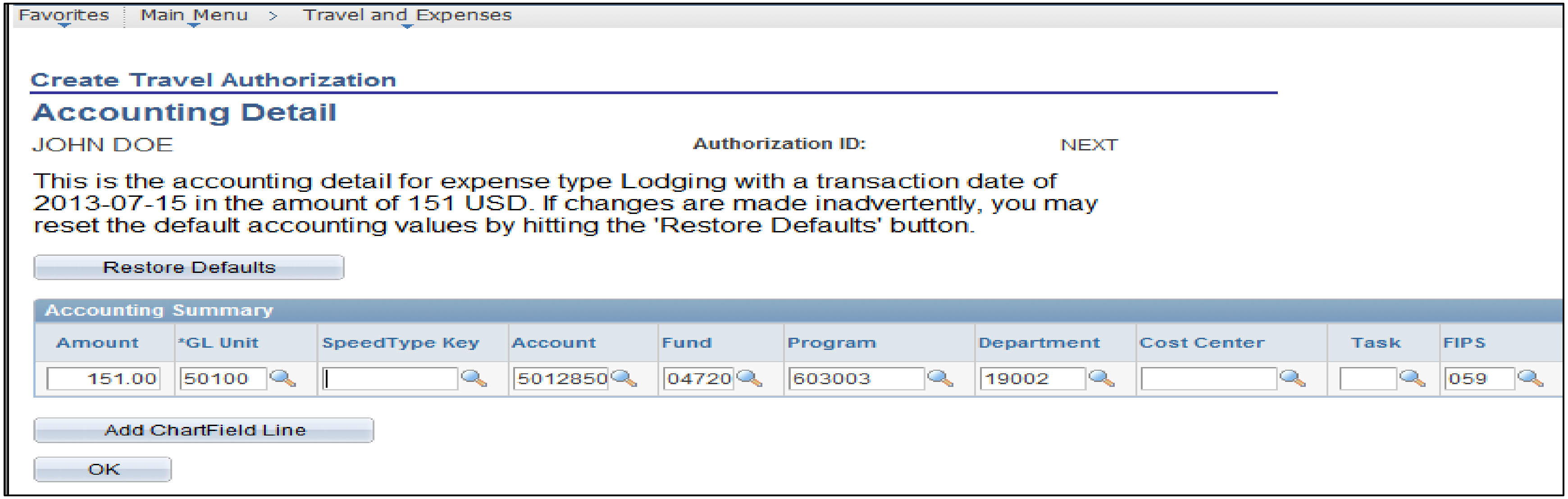


Creating a Travel Authorization (continued)

An accounting distribution must be specified for all expenses requested on a travel authorization. When the approver approves an authorization, the approver is also approving the accounting entries.

Click the **Accounting Detail** link on the **Authorization Detail** page for each expense line displays the **Accounting Detail** page shown here. Complete the accounting details for each expense line, to complete the travel authorization.

The **Account** value defaults based on the **Expense Type** selected. Other values default based on the employee's profile configuration.


Favorites | Main Menu > Travel and Expenses

Create Travel Authorization

Accounting Detail

JOHN DOE   Authorization ID: NEXT

This is the accounting detail for expense type Lodging with a transaction date of 2013-07-15 in the amount of 151 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Restore Defaults

Accounting Summary

Amount	*GL Unit	SpeedType Key	Account	Fund	Program	Department	Cost Center	Task	FIPS
151.00	50100		5012850	04720	603003	19002			059

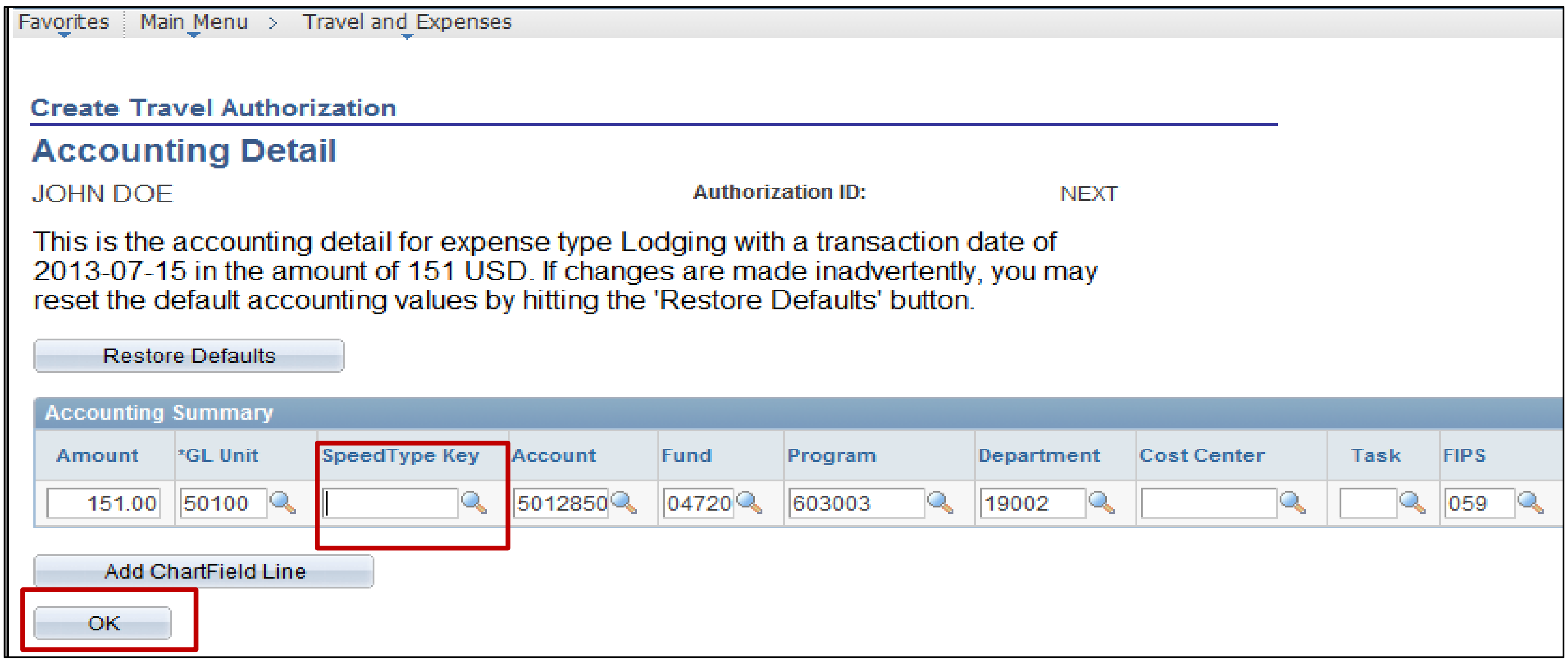
Add ChartField Line

OK

Creating a Travel Authorization (continued)

SpeedType Key: In most instances, **SpeedType Key** values are defined that allows you to complete the accounting entries by selecting the applicable SpeedType. Click the **Look Up** button in this field to display the available SpeedTypes.

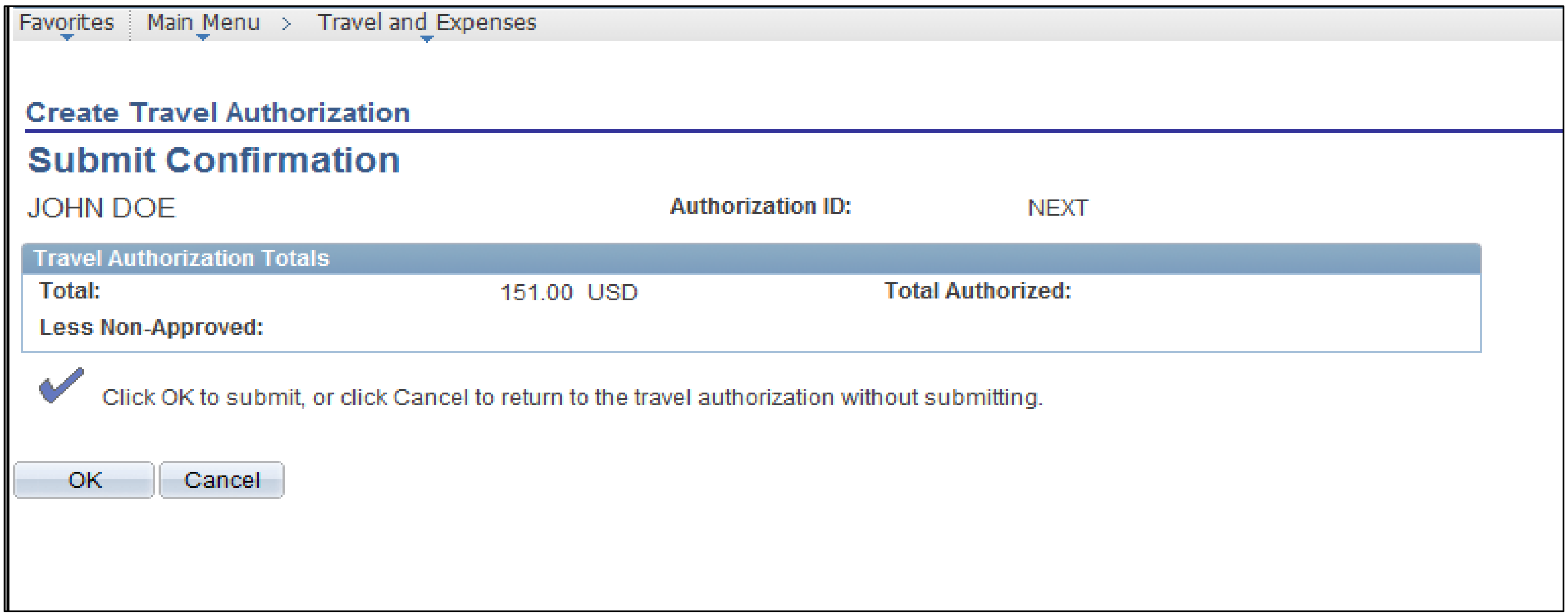
When you have selected the **SpeedType Key**, click the **OK** button to save.



Submitting a Travel Authorization

After you complete a travel authorization, you can save and/or submit it for approval:

- To save the authorization without submitting it, click the **Save for Later** button.
- To save and submit the authorization, click the **Submit** button on the Travel Authorization Entry page. After clicking the **Submit** button, a confirmation page like the one below displays.
- After you save and/or submit the authorization, Cardinal assigns an **Authorization ID** to the authorization.



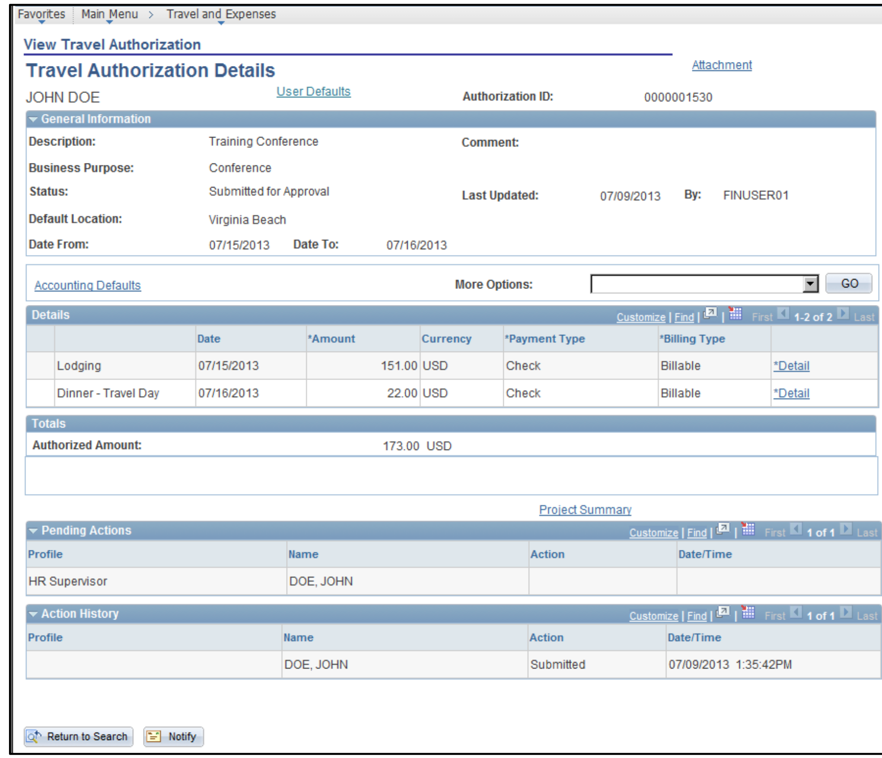
Submitting a Travel Authorization (continued)

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

The authorization is submitted through Cardinal workflow, and appears on the approver's worklist. If more than one approval is required, your authorization is automatically routed to the designated approver(s).

The approver(s) may approve, deny, or send the authorization back to you for updates. If the request is not approved, the approver should provide comments so you can update and resubmit or delete.

An approver may reassign approval to another person. In that case, you may receive approval from someone other than your usual approver.


Favorites | Main Menu > Travel and Expenses

View Travel Authorization

Attachment

Travel Authorization Details

JOHN DOE User Defaults Authorization ID: 0000001530

General Information

Description: Training Conference Comment:

Business Purpose: Conference

Status: Submitted for Approval Last Updated: 07/09/2013 By: FINUSER01

Default Location: Virginia Beach

Date From: 07/15/2013 Date To: 07/16/2013

Accounting Defaults More Options: GO

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

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Lodging	07/15/2013	151.00	USD	Check	Billable	*Detail
Dinner - Travel Day	07/16/2013	22.00	USD	Check	Billable	*Detail

Totals

Authorized Amount: 173.00 USD

Project Summary

Pending Actions Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
HR Supervisor	DOE, JOHN		

Action History Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
	DOE, JOHN	Submitted	07/09/2013 1:35:42PM

Return to Search | Notify

Click on image to enlarge

Viewing the Travel Authorization Status

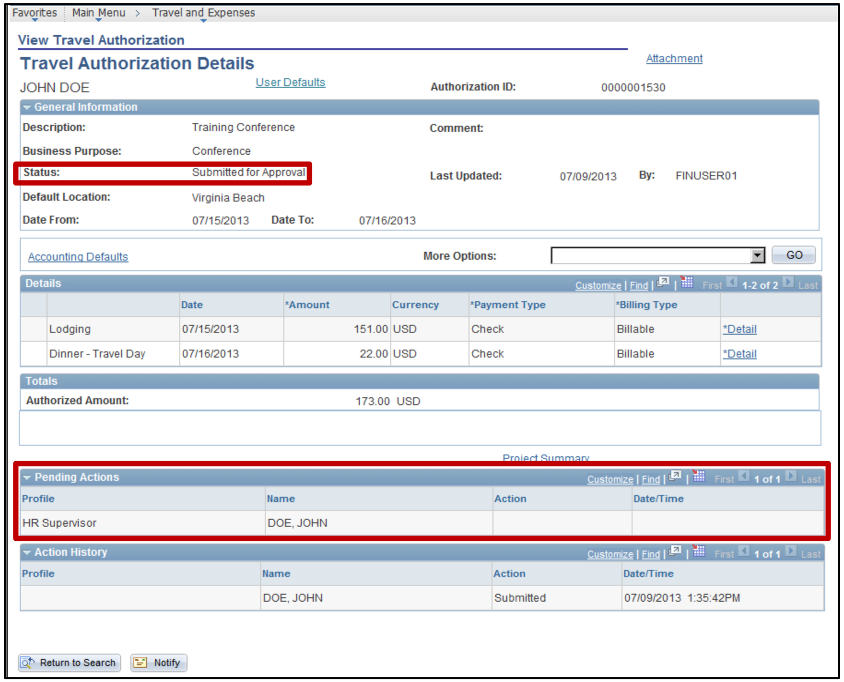
You can view the status of your travel authorization any time after you save or submit it by accessing **View Travel Authorization Details** page. You can access this page using the following path:

Main Menu > Travel and Expense Center > Travel Authorizations > View

The current status displays in the **Status** field on the **Travel Authorization Details** page. After the authorization is approved, it has a status of **Approved**.

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

While a travel authorization is in the approval process, you <u>cannot</u> modify it. If it needs to be changed, you can ask an approver to send it back to you.



Click on image to enlarge

Updating a Travel Authorization

If necessary, you can update an existing travel authorization. You might do this if:

- You saved an incomplete authorization and need to complete it.
- Your travel authorization was sent back and you need to make changes.

Remember, you cannot update a travel authorization while it is in the approval workflow. Also, any changes you make to a travel authorization means that it needs to be approved again.

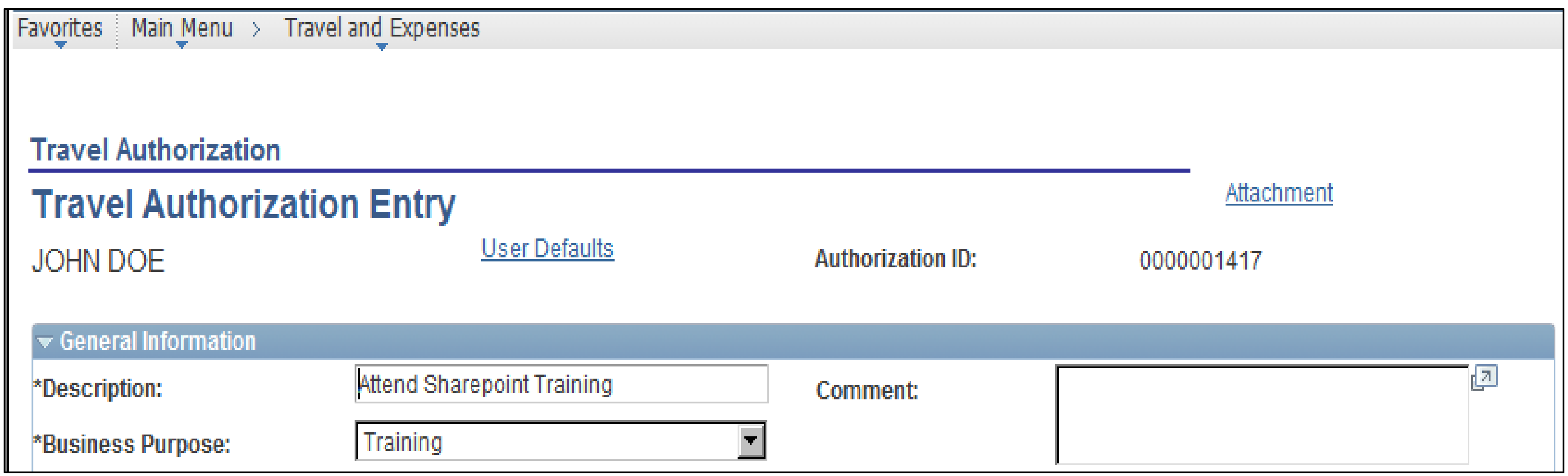
Travel authorizations that were denied (as opposed to sent back) cannot be updated. They must be deleted.

Updating a Travel Authorization (continued)

Remember, you cannot update a travel authorization while it is in the approval workflow. Also, any changes you make to a travel authorization means that it needs to be approved again.

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

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



Canceling or Deleting a Travel Authorization

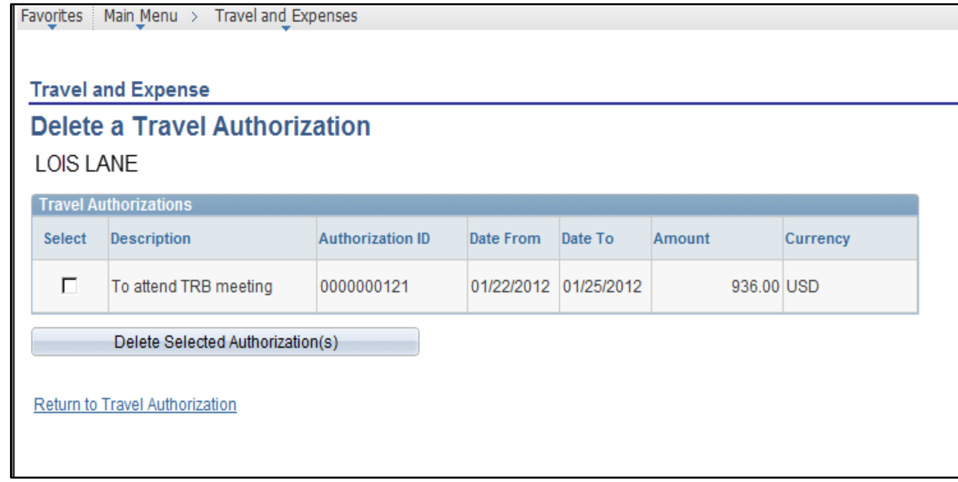
If required, you can cancel or delete a travel authorization.

You can only **cancel** approved travel authorizations that do not have associated expense reports. For example, you can cancel an authorization if your trip is canceled after approval. Canceled authorizations are not deleted from Cardinal and, can still be viewed.

A travel authorization can be **deleted** if it:

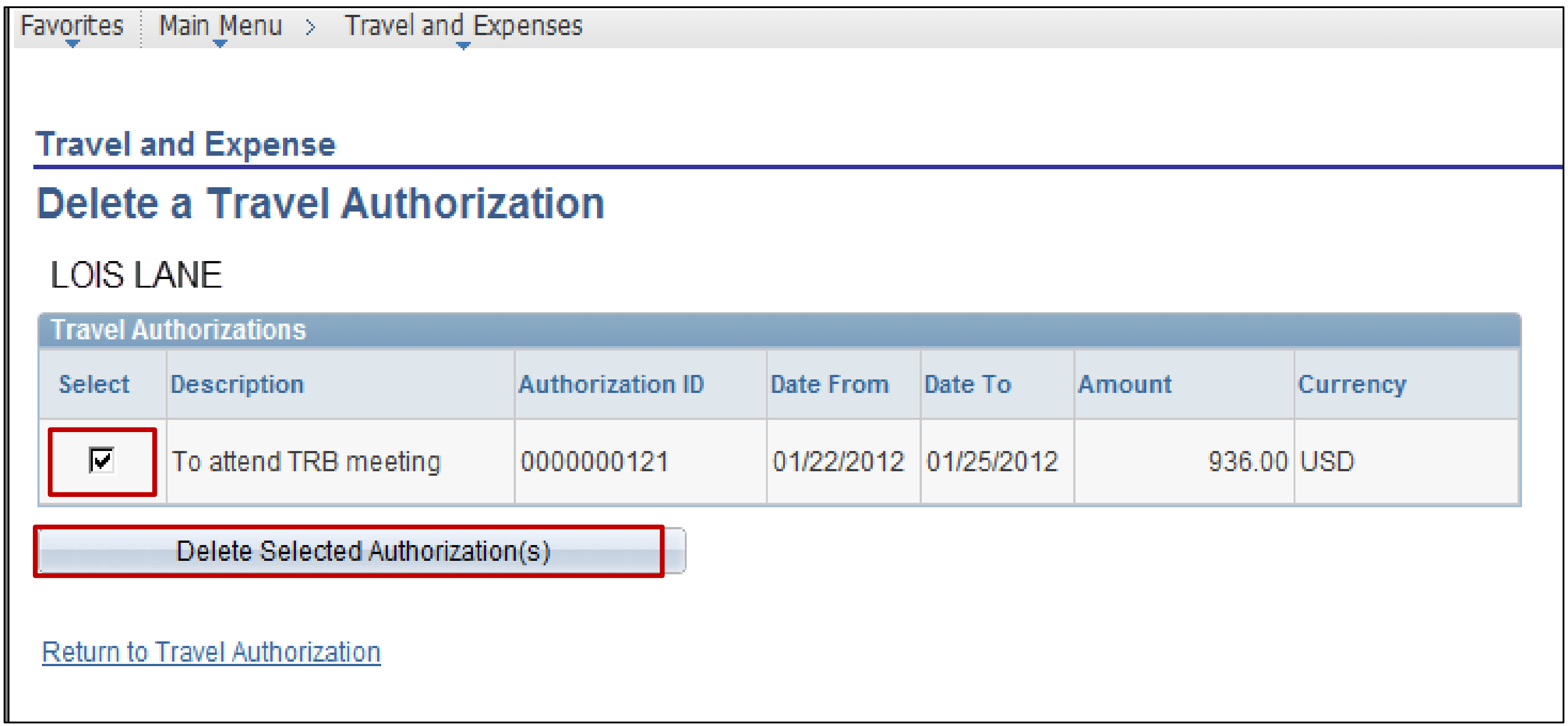
- Has not been **submitted**
- Has been **canceled**
- Was **returned** or denied by the approver

Deleted authorizations cannot be viewed.



Canceling or Deleting a Travel Authorization (continued)

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



Simulation: Create and Process a Travel Authorization

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

Lesson 2: Checkpoint

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

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

- Conference
- Lodging
- Education
- Presentation

At what point are you not able to update a travel authorization?

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

Which of these activities requires approval?

- ◯ Canceling a travel authorization
- ◯ Deleting a travel authorization
- ◯ Updating an approved travel authorization

Lesson 2: Summary

In this lesson, you learned how to:

- Create and submit a travel authorization
- View travel authorization status
- Update a travel authorization
- Cancel or delete a travel authorization

Lesson 3: Expense Report

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

- Create and submit an expense report
- View expense report status
- Update an expense report if required
- Delete an expense report

Creating and Submitting an Expense Report

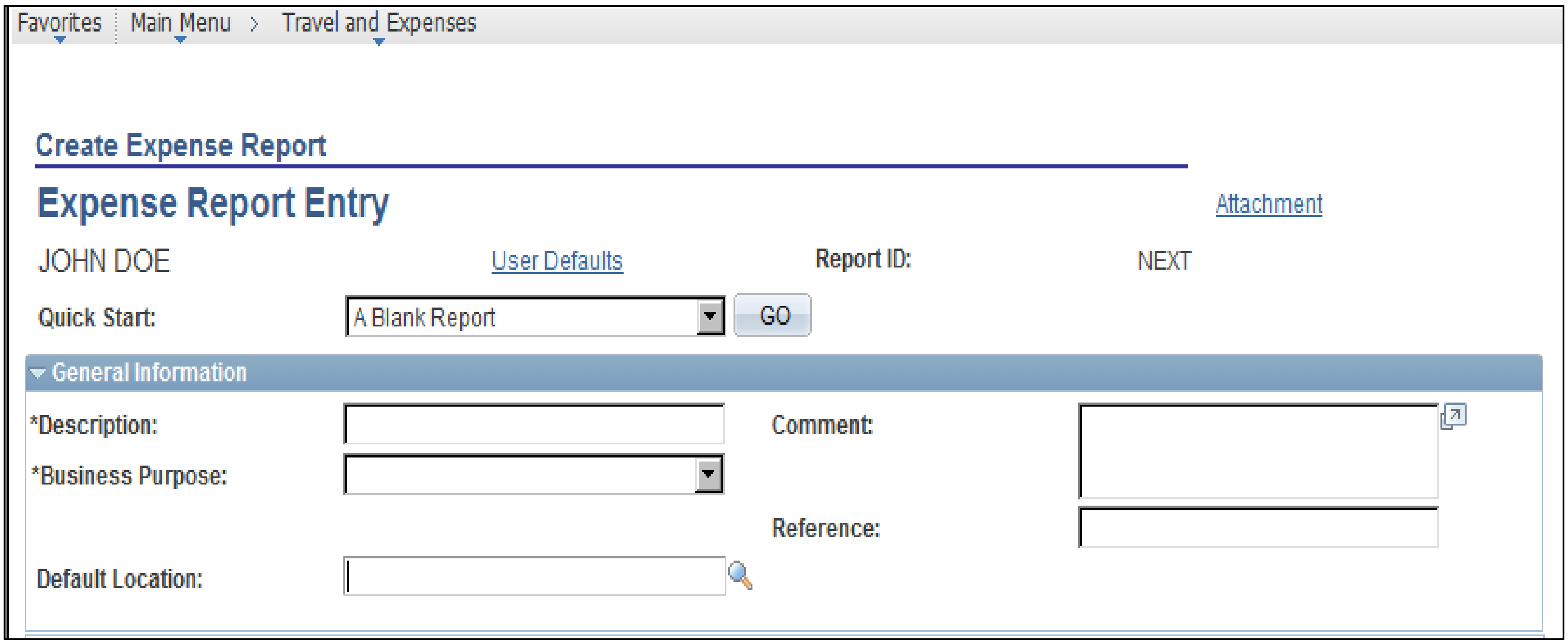
You can copy data from a travel authorization or template into an expense report, and then update it as required.

Creating an Expense Report

To access the Expense Report options, use the following path:

Main Menu > Travel and Expense Center > Expense Report

Click the **Create** menu option. This opens the **Create Expense Report Page**.



Creating an Expense Report (continued)

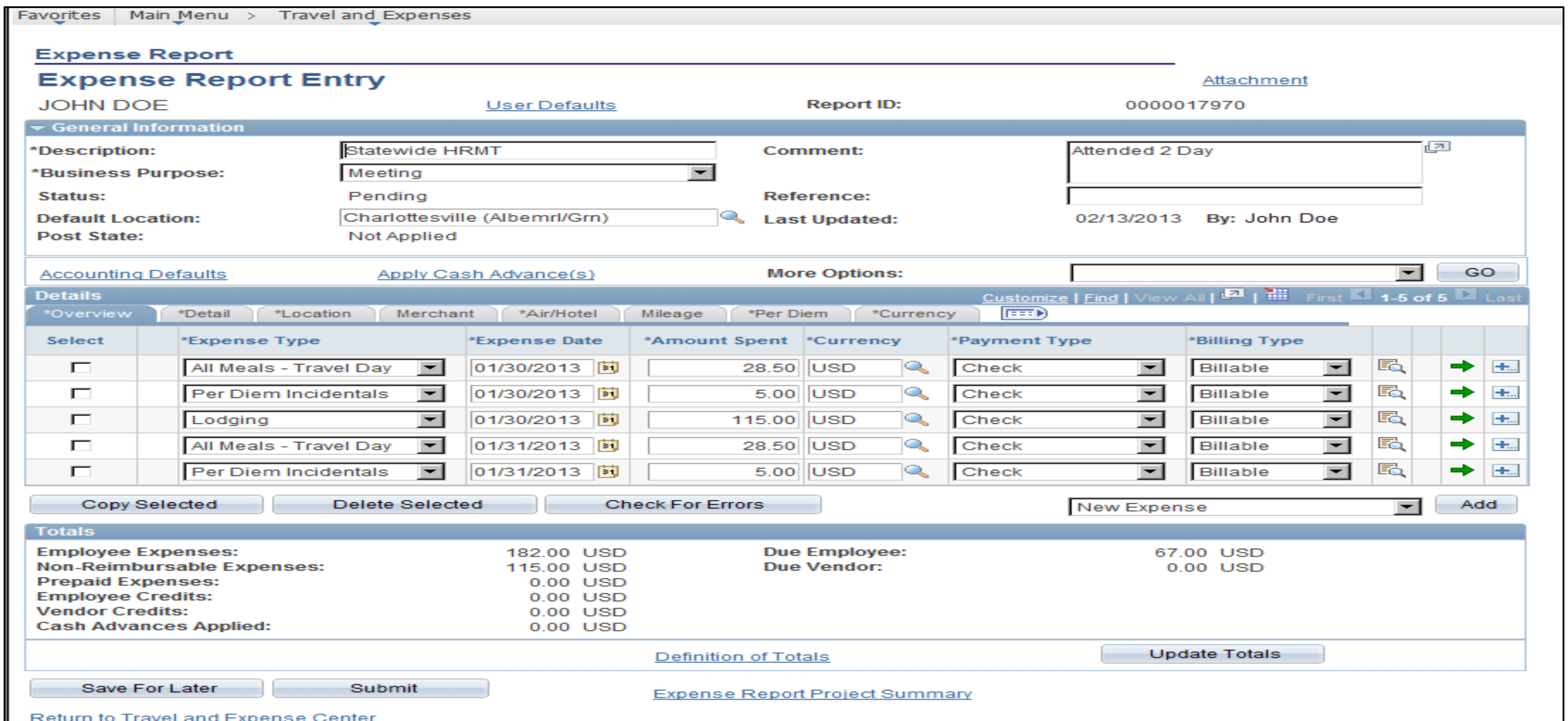
Choose the appropriate option from the **Quick Start** drop down menu:

- **A Blank Report** – This option displays a blank Expense Report Entry page.
- **A Template –** This option allows you to select the desired expense report template to copy in.
- **A Travel Authorization** – This option opens the Populate From A Travel Authorization page which allows you to select the desired travel authorization to copy in.
- **An Existing Report** – This option displays the Copy From an Existing Expense Report page, where you can select the desired expense report to copy in.
- **Entries from my Wallet** selection is not used.

If you chose either **A Travel Authorization** or **An Existing Report**, all data, including accounting distribution, copies into the Expense Report.

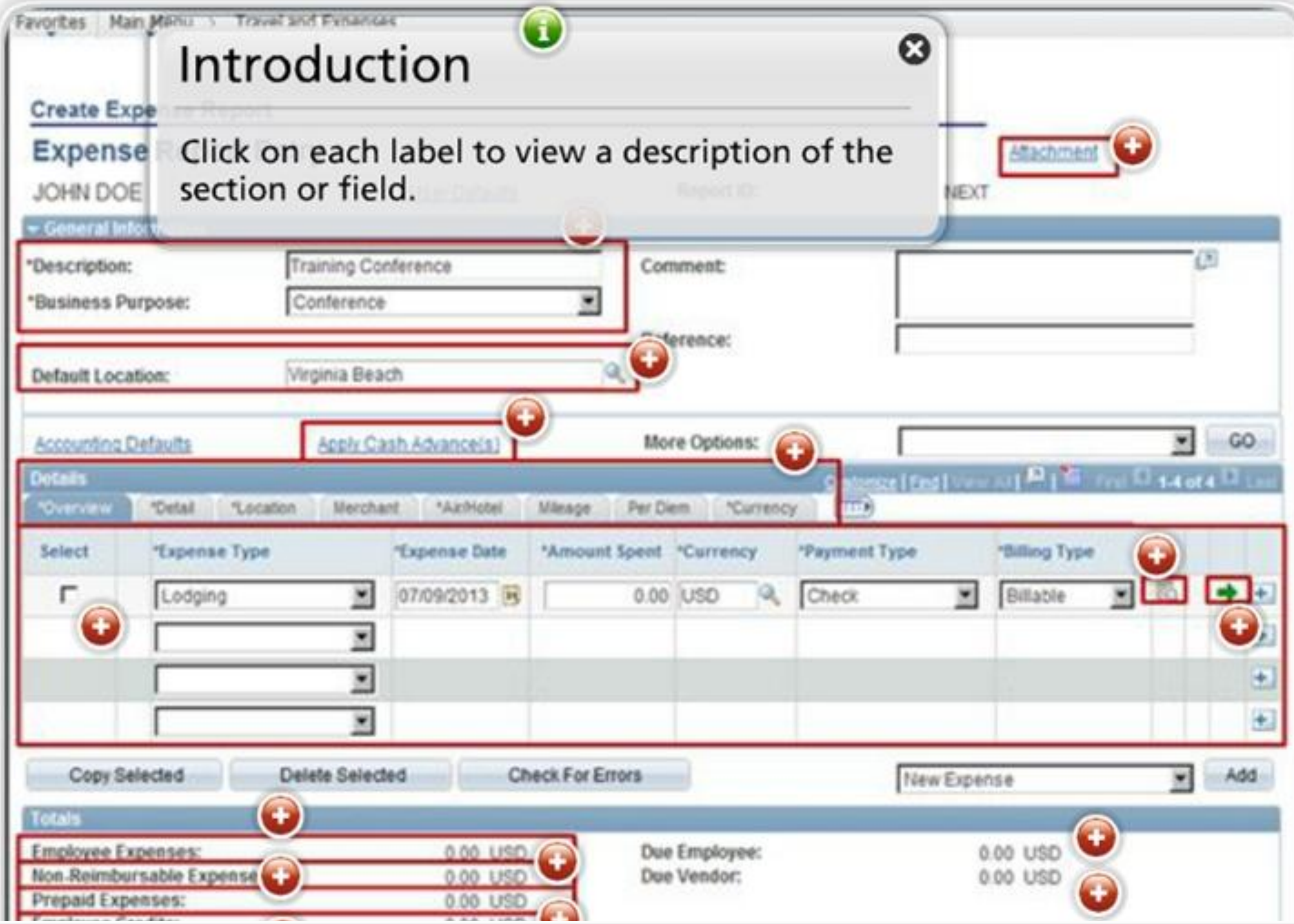
Creating an Expense Report (continued)

This is an **Expense Report Entry** page. Notice that it contains data similar to that on the **Travel Authorization** entry page.



Click on image to enlarge

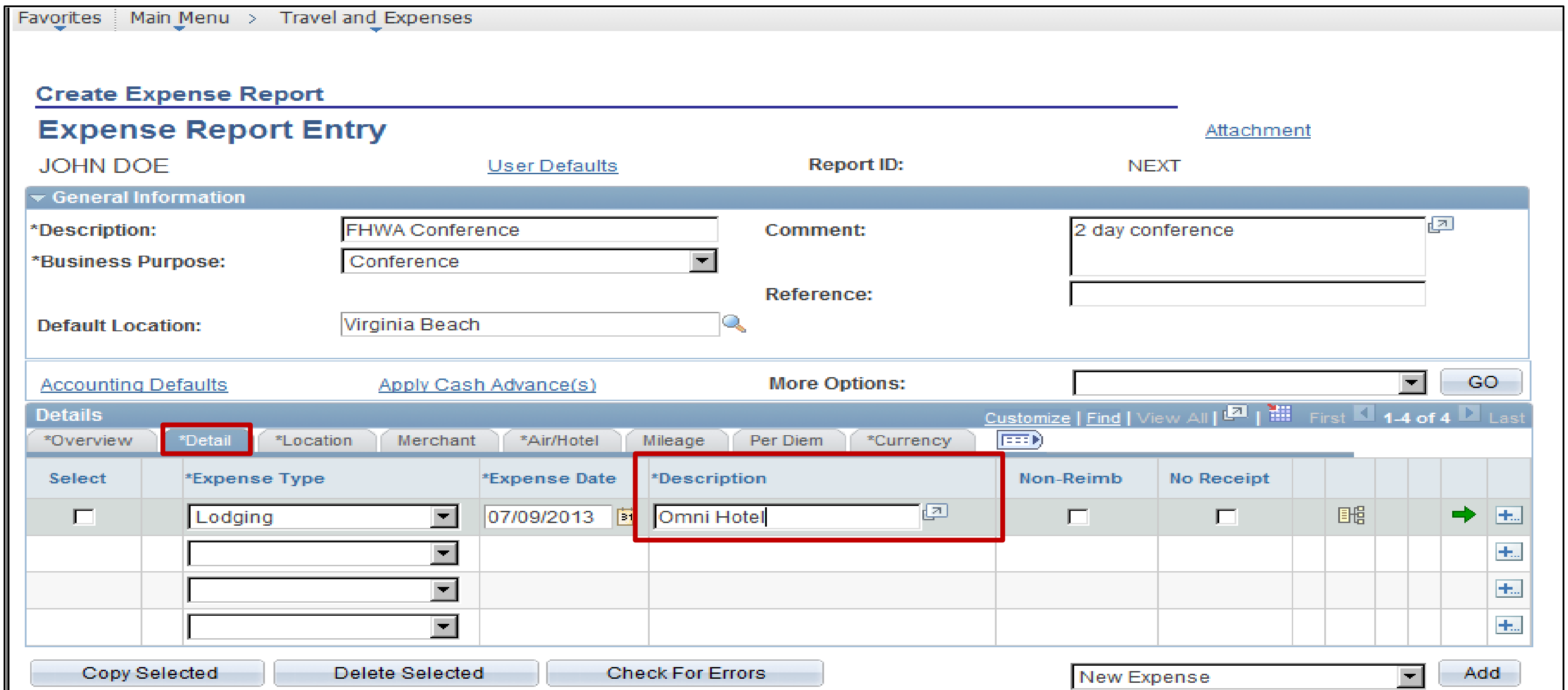
Expense Report Entry Page



Creating an Expense Report (continued)

This page displays an example of one of the other tabs (the **Detail** tab). The **Expense Type** and **Expense Date** also default from the **Overview** tab.

Notice that there is also a required **Description** field.



Creating an Expense Report (continued)

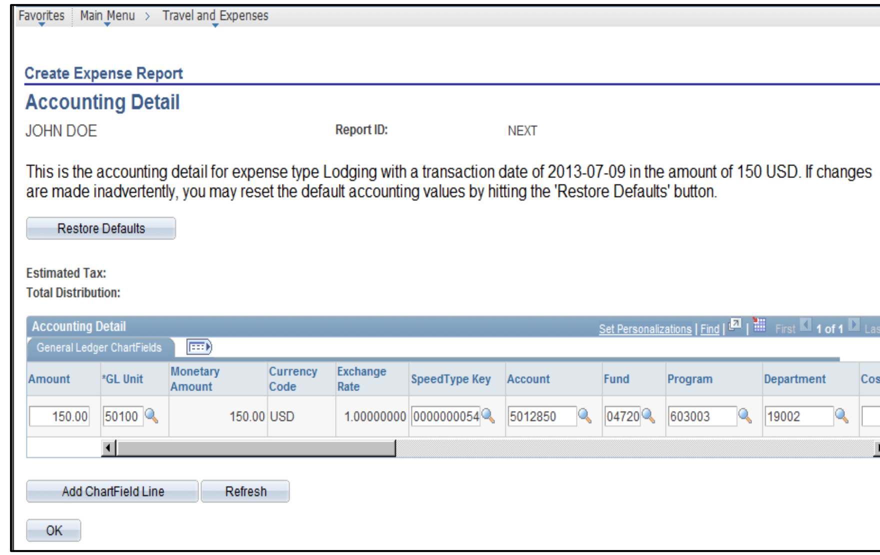
To go to the **Accounting Detail** page for an expense line, click the **Accounting Detail** icon on the **Overview** tab.

This page is completed for each expense line on the expense report. Remember, if you used a template or copied the expense report from a travel authorization, the accounting details default. You can use those entries or update them.

If you did not use a template or copy from a travel authorization, you need to complete these lines. The **Account** defaults based on the Expense Type. Do not change for travel related expenses account values.

For non-travel expense types, you may need to change the default **Account**.

ChartField values other than account may also default based on your employee profile configuration.

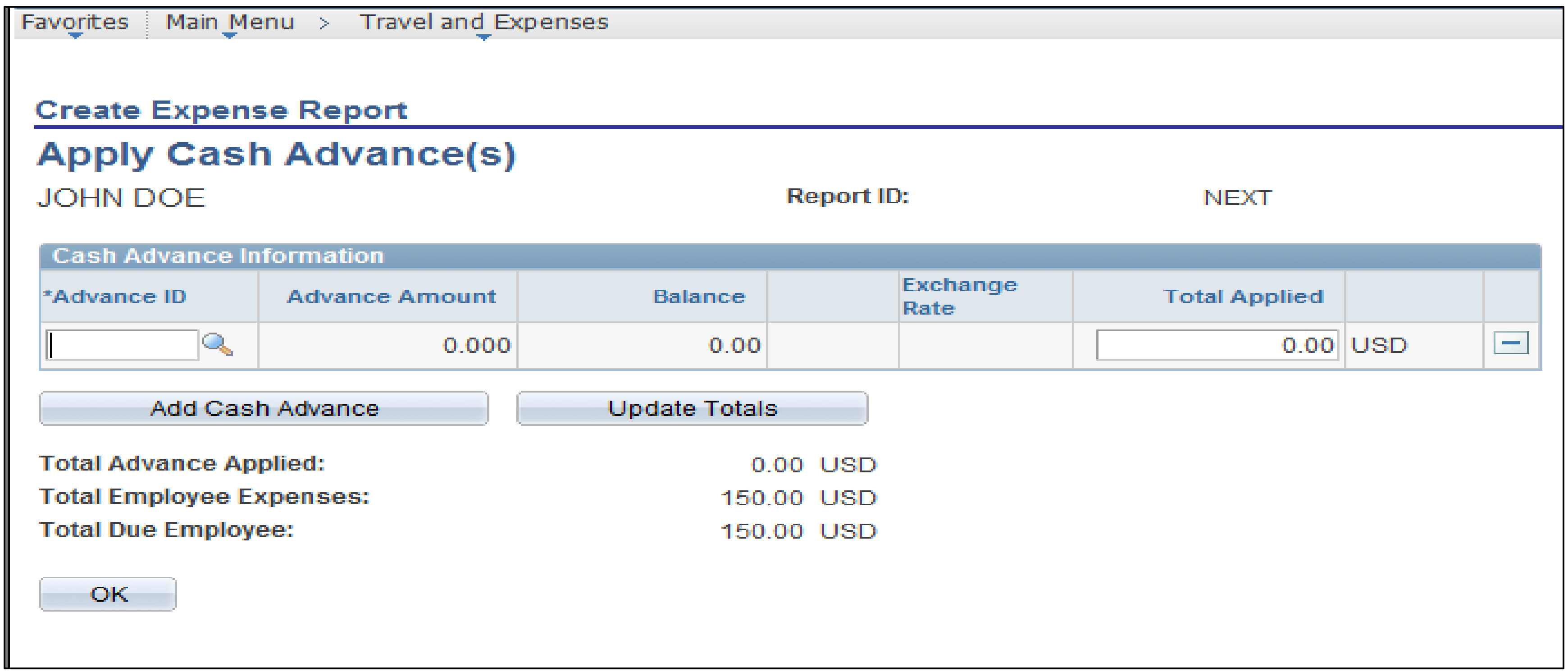


Click on image to enlarge

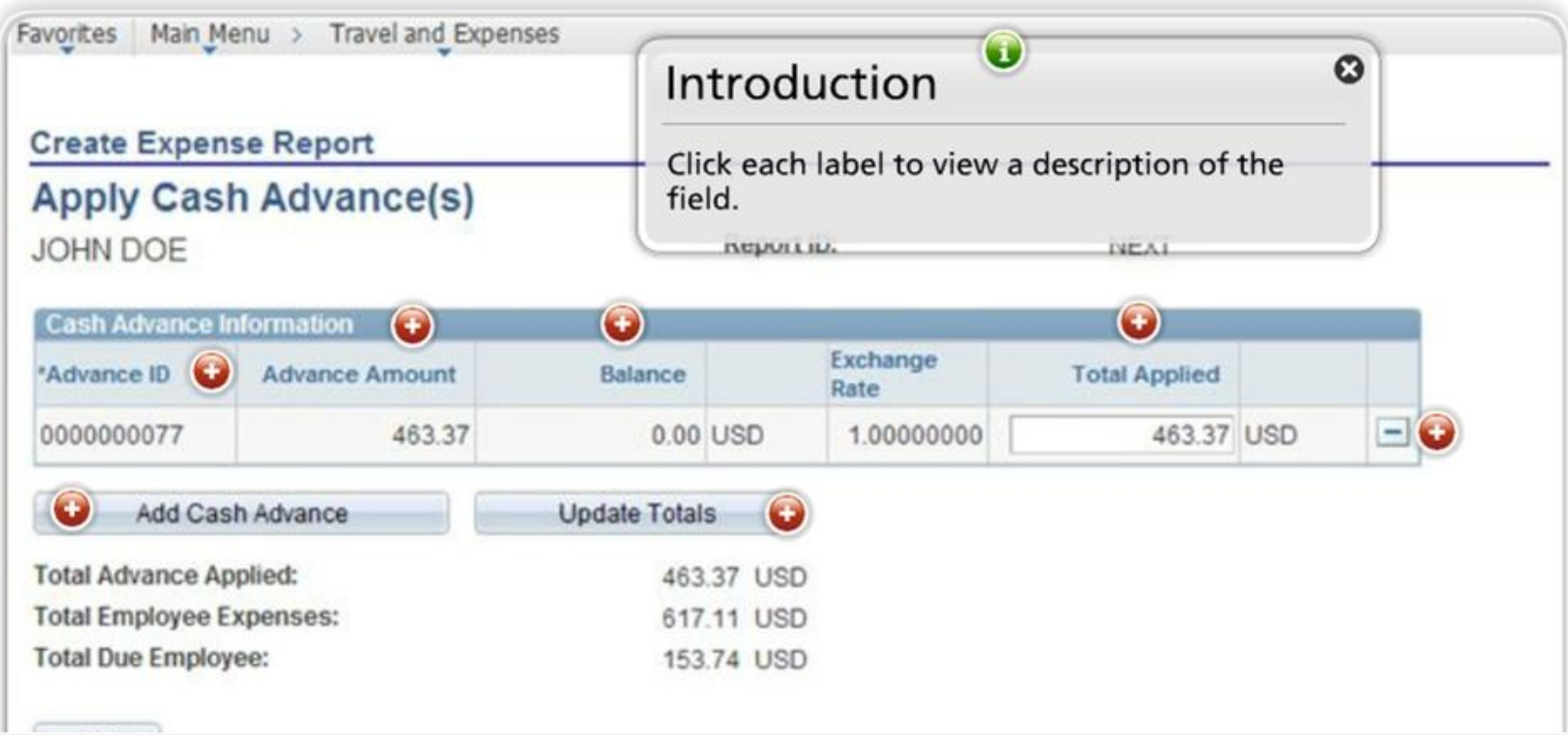
Applying a Cash Advance to an Expense Report

Before saving an expense report, you must apply any cash advance(s) you received that are associated with it. When doing this, make sure that you apply the advance to the expenses for which it was intended.

Apply a cash advance by clicking the **Apply Cash Advance(s)** link on the **Expense Report Entry** page. The **Apply Cash Advance(s)** page appears as shown here.



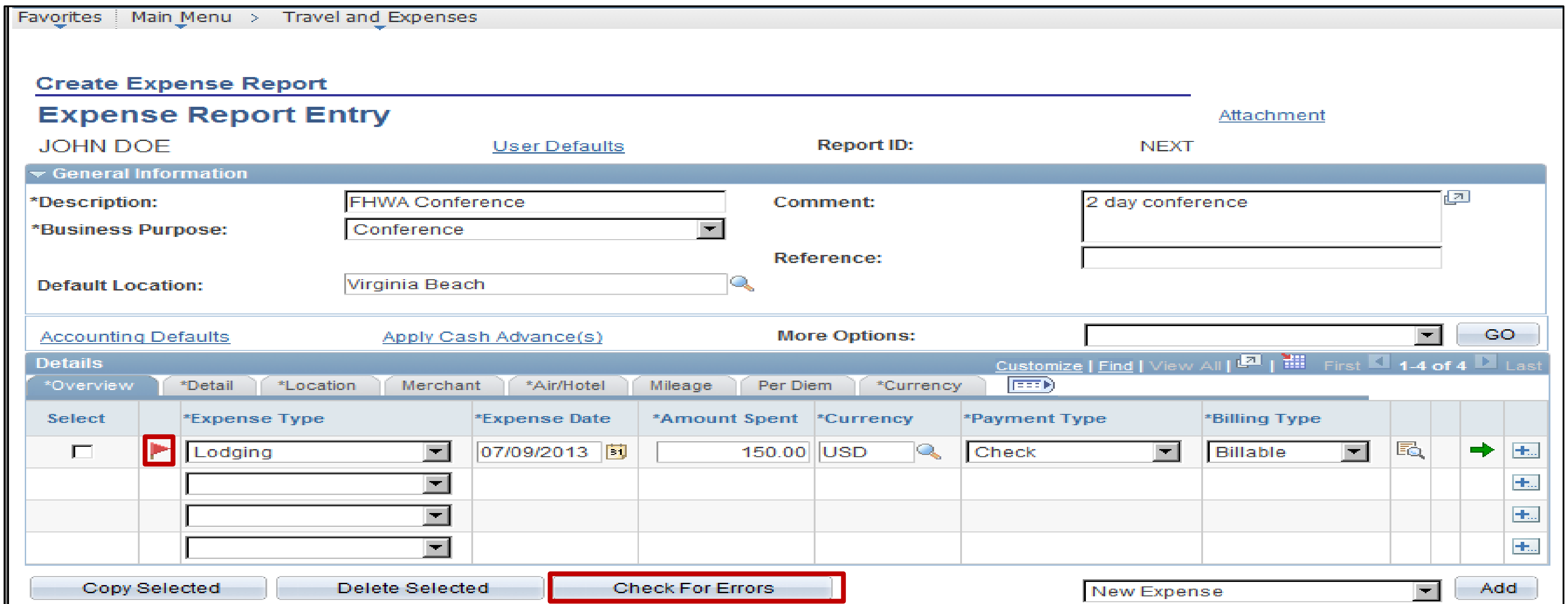
Applying a Cash Advance to an Expense Report (continued)



Checking the Expense Report for Errors

You can check an expense report for errors any time during the entry process by clicking the **Check for Errors** button near the bottom of the screen. This checks your current entries for errors. If Cardinal discovers errors, it displays a red flag in the second column of the expense line, and changes the incorrect fields to red, if they are visible.

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



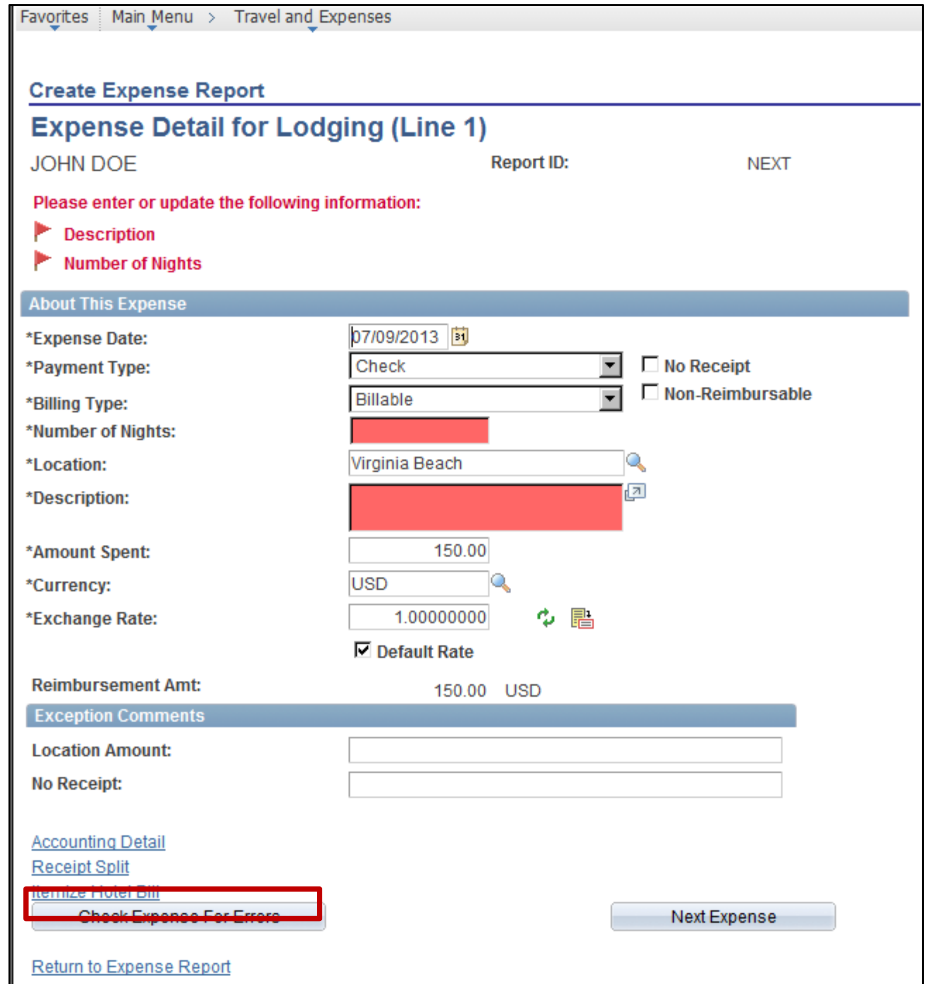
Click on image to enlarge

Checking the Expense Report for Errors (continued)

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

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

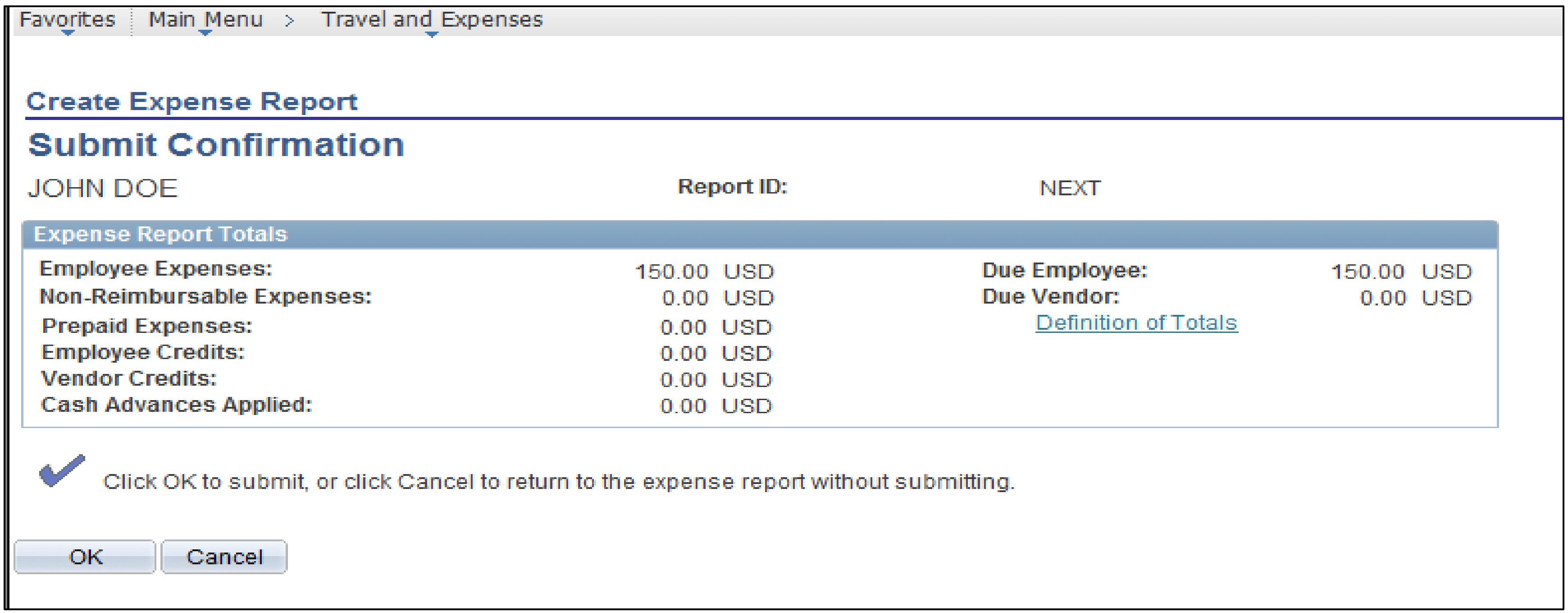
Correct the errors on the page and click the **Check Expense for Errors** button on the page to confirm your corrections.



Submitting an Expense

After you complete an expense report and apply any cash advance(s), you can save and/or submit it for approval:

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



Submitting an Expense Report (continued)

- Once you click the **OK** button on the **Submit Confirmation** page, the report is submitted through Cardinal workflow, and appears on the approver's worklist. If more than one approval is required, Cardinal automatically routes your report to the designated approvers.

- Budget checking is also a part of expense report processing. Expense reports are checked against the budget(s) established for the related accounting entries. If an expense report exceeds the budget, additional administrative action may be required. The approver can view the budget check results when reviewing the report for approval.

- The approver(s) may approve, deny, or send back the report back to you for changes. If the request is not approved, the approver should indicate in the message comments any changes you may need to make.

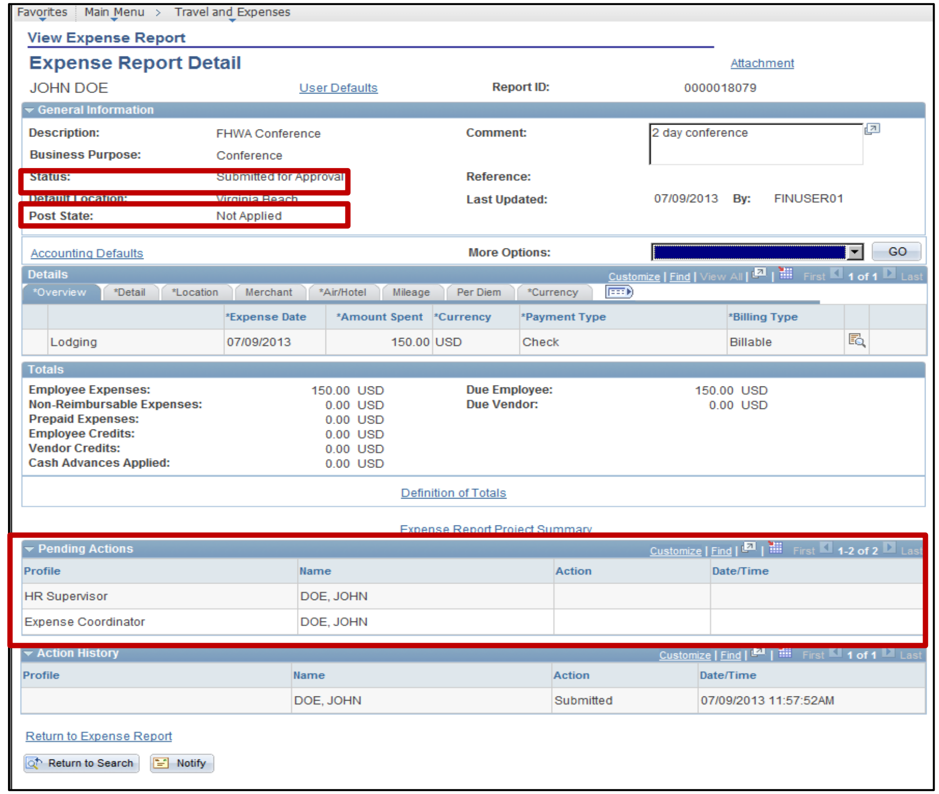
Viewing an Expense Report Status

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

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

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

While an expense report is in the approval process or if it has been approved, you **cannot** modify it. If it needs to be changed, you can ask the approver to send it back to you.



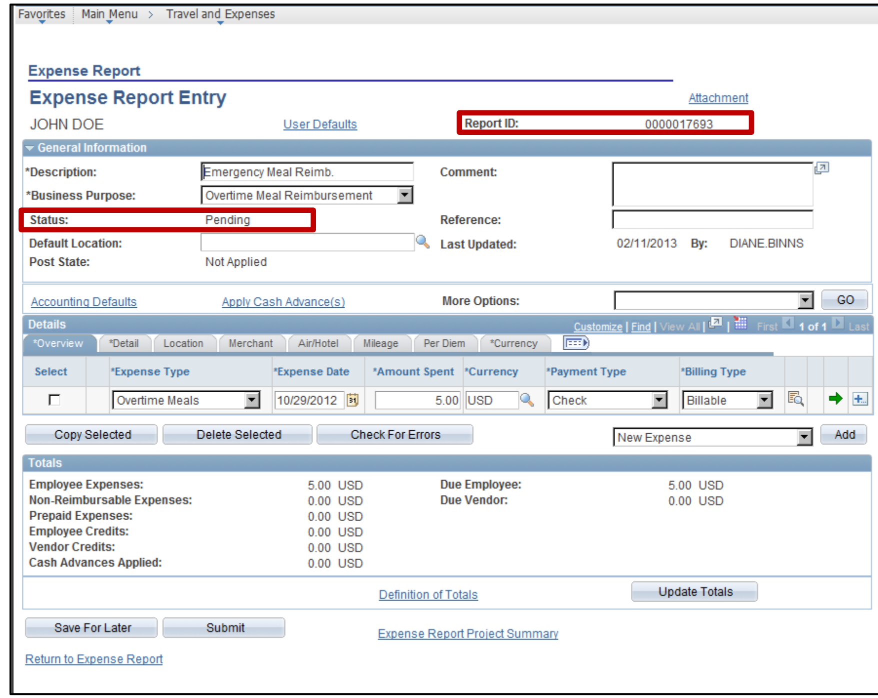
Click on image to enlarge

Updating an Expense Report

You can update an existing expense report if it:

- was incomplete report and need to complete it
- was sent back to you to make changes
- is not in the approval workflow
- has not been approved

To update an expense report, select **Modify** from the **Expense Report** menu and search for or select the report. You use the same page to modify the report that you used to create it. The only difference is that the **Report ID** and the **Status** display.



Click on image to enlarge

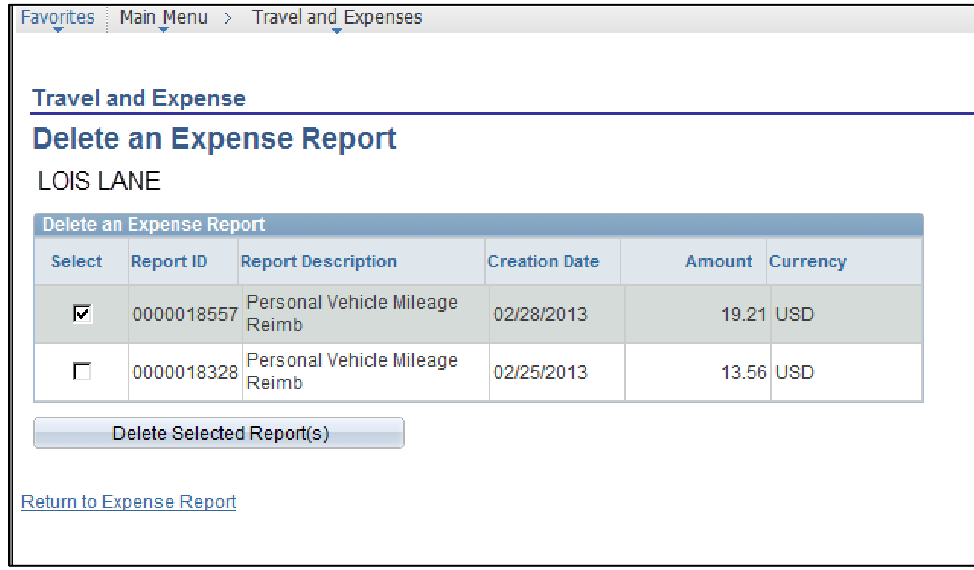
Deleting an Expense Report

You can delete an expense report if it has not yet been submitted for approval or if it has been returned or denied by the approver.

You cannot cancel an expense report.

If the approver denied the expense report, you cannot update it. Delete the denied expense report to restore any associated travel authorization. You can then use the restored travel authorization to create another expense report if needed.

To delete an expense report, select **Delete** from the **Expense Report** menu and search for the report. The search page displays only reports that are eligible for deletion. Select the report(s) to be deleted and click **Delete Selected Expense Report(s)**.



Simulation: Create an Expense Report

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

Lesson 3: Checkpoint

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

If you begin an expense report by copying in the travel authorization, the accounting entries are copied as well.

- True
- False

When can an expense report be modified?

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

Lesson 3: Summary

In this lesson, you learned how to:

- Create and submit an expense report
- View expense report status
- Update an expense report if required
- Delete an expense report

Lesson 4: Cash Advance

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

- Create and submit a cash advance request
- View cash advance status
- Update a cash advance request
- Delete a cash advance request

Creating and Submitting a Cash Advance Request

A travel authorization does not include a cash advance request. If you need an advance for travel, you must request it separately.

You can enter a cash advance request only for travel expenses. You cannot request a travel advance for reimbursable non-travel expenses.

Cash advance requests require approval. This approval is separate from the approval for a travel authorization and expense report.

If your cash advance is approved, the amount of the advance is deposited in your pre-designated bank account or issued to you by check.

Note: Cash advances must be requested through the procedure detailed here. Petty cash is not used for any employee payments.

To access the Cash Advance menu options, use the following path:

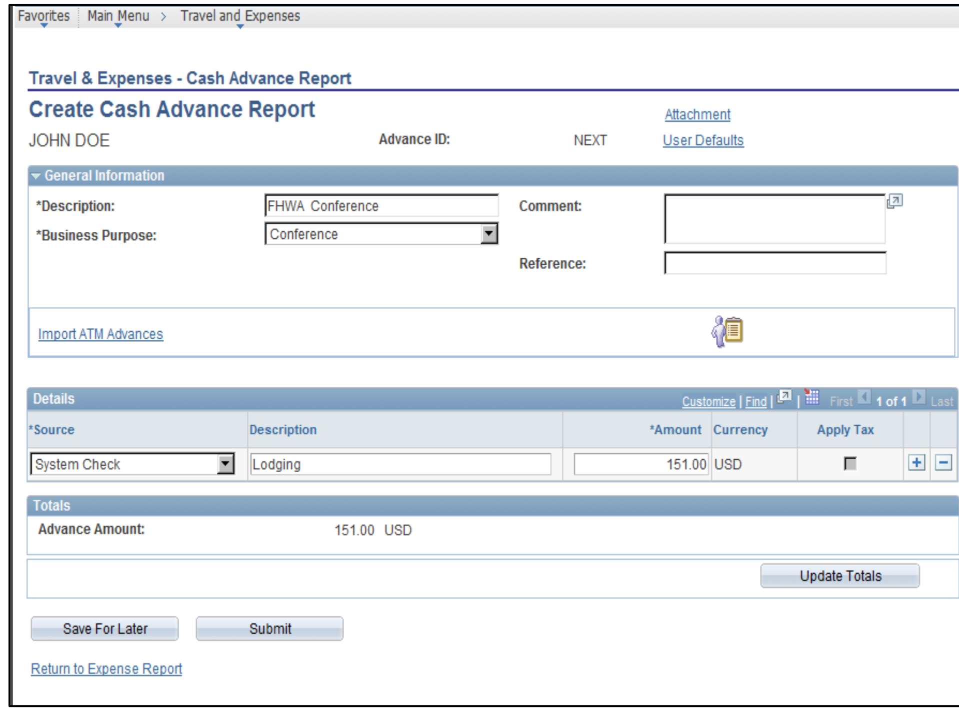
Main Menu > Travel and Expense Center > Cash Advance

Creating a Cash Advance Request

Click the **Create** menu option and the **Create Cash Advance Report** page displays.

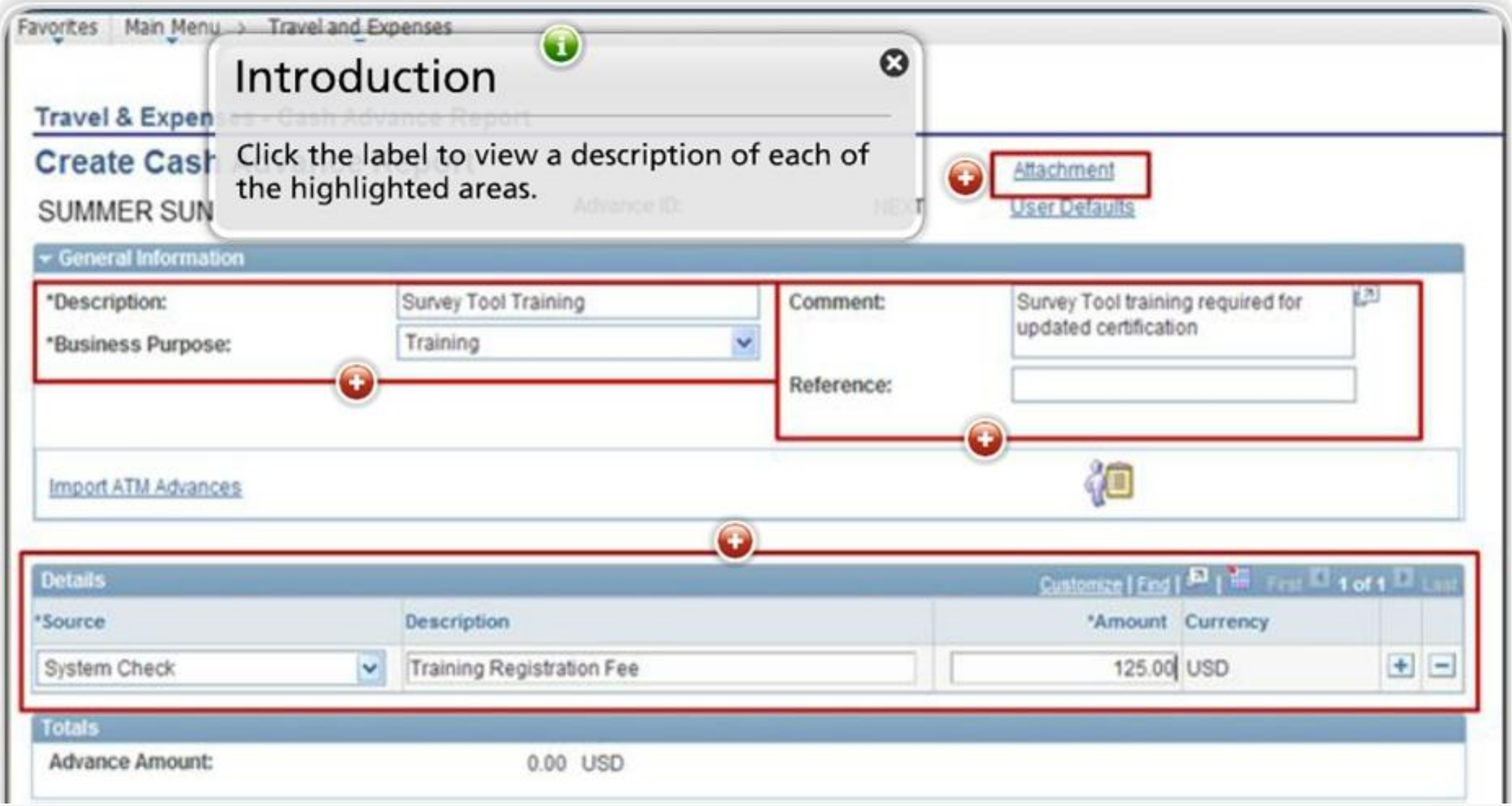
Use the **Create Cash Advance Report** page to enter the cash advance request information. This page can be displayed either from the **Cash Advance** menu or, if you just completed entering a travel authorization, from the link on the **Travel Authorization Entry** page.

Note that there are no links or fields on this page for accounting entries. Accounting information is not required to be entered when requesting a cash advance. For cash advances, the accounting entries are created from a pre-configured accounting template that you cannot change.



Click on image to enlarge

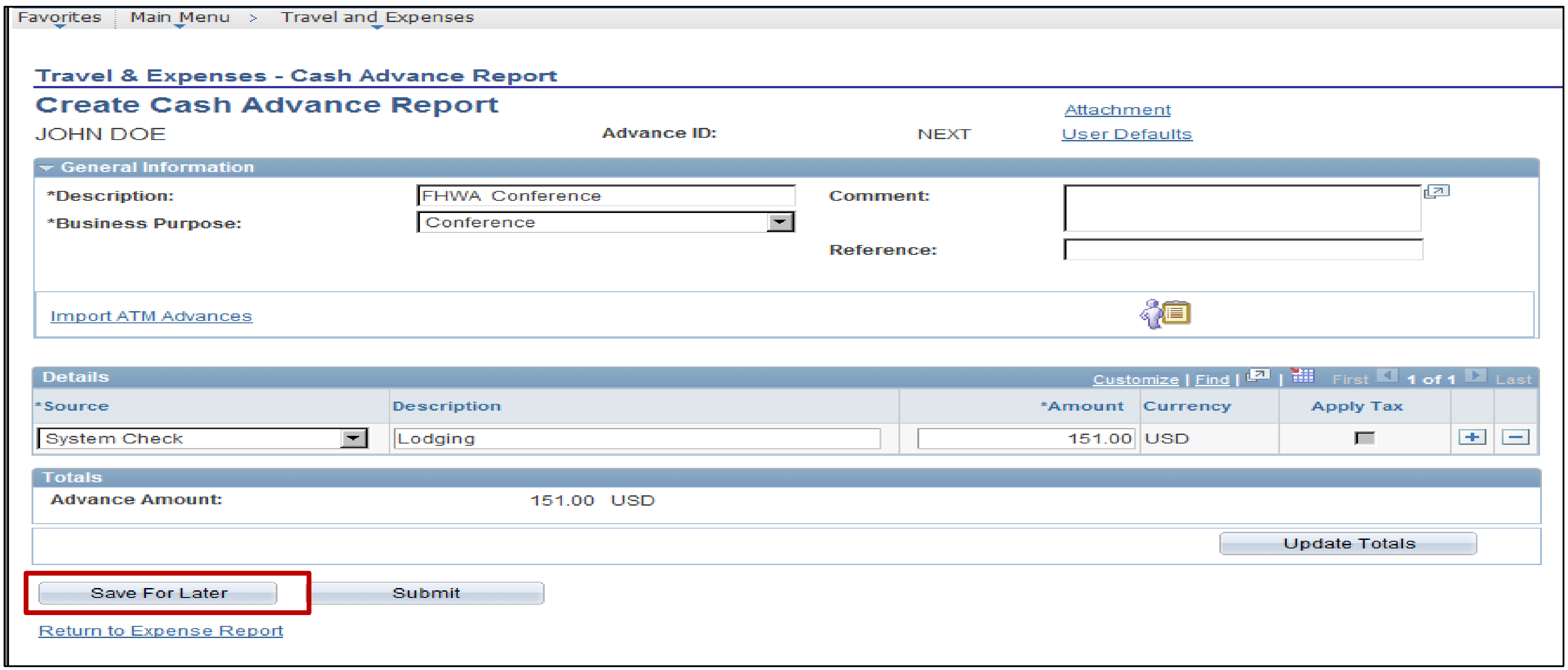
Create Cash Advance Report Page



Submitting a Cash Advance Request

After you complete a cash advance request you can either **Save for Later** or **Submit,** Cardinal assigns an ID to the request. To save the request:

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

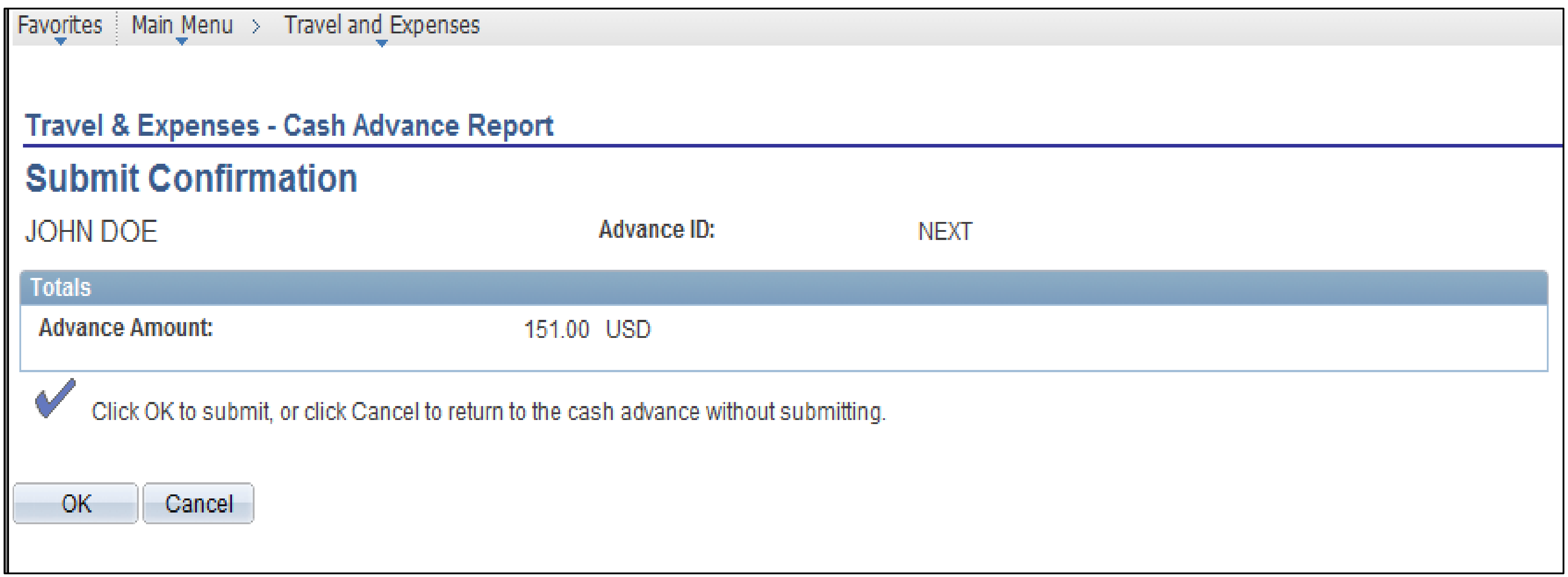


Submitting a Cash Advance Request (continued)

To submit the request:

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

The request is submitted through Cardinal workflow, and appears on the approver's worklist. Depending on circumstances, more than one approval may be required. In this case, your request is automatically routed to the designated approver(s).



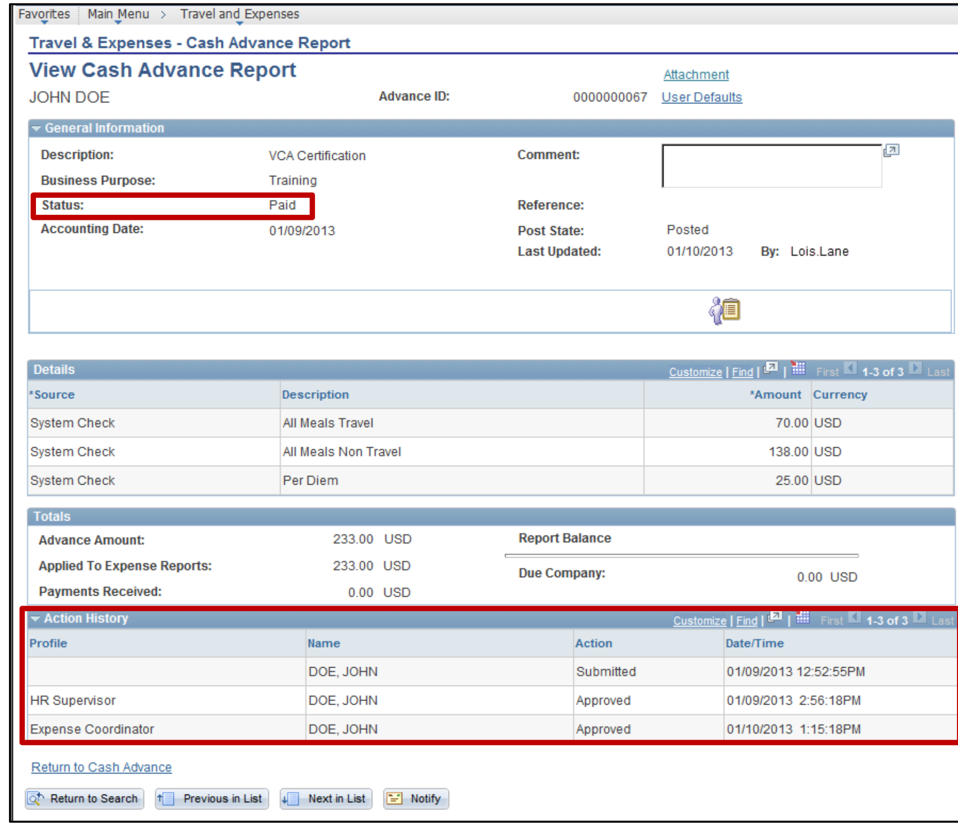
Viewing the Cash Advance Status

You can view the status of your cash advance request any time after you save or submit it. You can access the **View Cash Advance Report** page using the following path:

Main Menu > Travel and Expense Center > Cash Advance > View

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

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


Favorites | Main Menu > Travel and Expenses

Travel & Expenses - Cash Advance Report

View Cash Advance Report

Attachment

JOHN DOE   Advance ID: 0000000067   User Defaults

General Information

Description: VCA Certification   Comment:

Business Purpose: Training

Status: Paid   Reference:

Accounting Date: 01/09/2013   Post State: Posted

Last Updated: 01/10/2013   By: Lois.Lane

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

*Source	Description	*Amount	Currency
System Check	All Meals Travel	70.00	USD
System Check	All Meals Non Travel	138.00	USD
System Check	Per Diem	25.00	USD

Totals

Advance Amount: 233.00 USD   Report Balance

Applied To Expense Reports: 233.00 USD   Due Company: 0.00 USD

Payments Received: 0.00 USD

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

Profile	Name	Action	Date/Time
	DOE, JOHN	Submitted	01/09/2013 12:52:55PM
HR Supervisor	DOE, JOHN	Approved	01/09/2013 2:56:18PM
Expense Coordinator	DOE, JOHN	Approved	01/10/2013 1:15:18PM

Return to Cash Advance

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

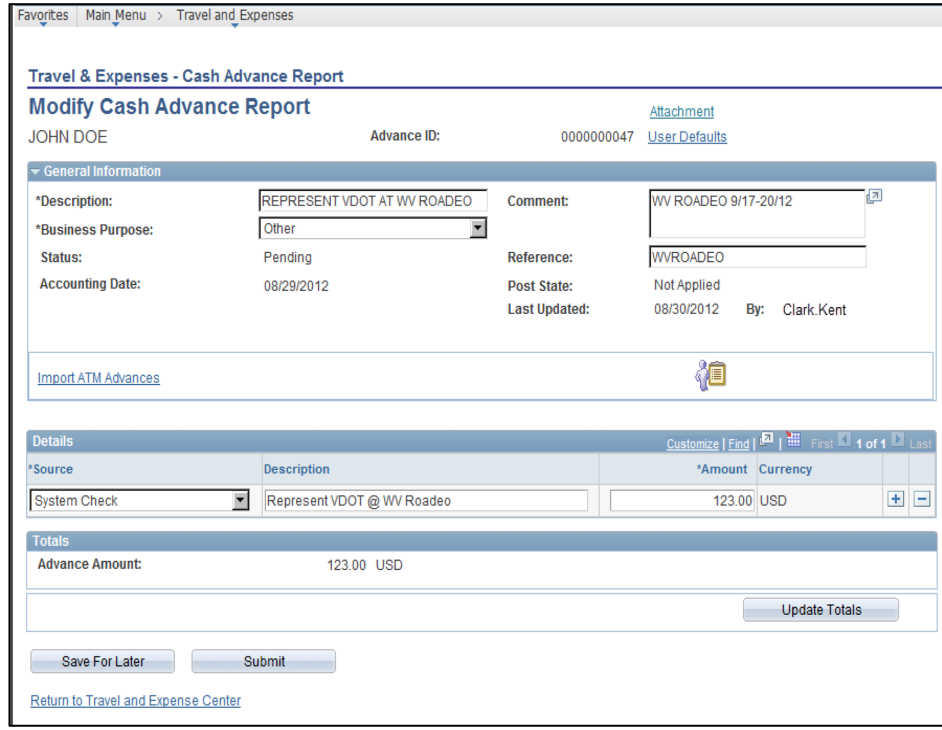
Click on image to enlarge

Updating a Cash Advance Request

Once you submit a cash advance request, you can only update if:

- You saved the request but have not yet submitted it
- The approver(s) sent back the request to you. (If the approver[s] deny your request, however, you cannot update it; you can only delete it.)

To update a cash advance, select **Modify** from the **Cash Advance** menu and search for or select the advance. The page you use to modify a cash advance request is similar to the page you used to create it.


Favorites | Main Menu > Travel and Expenses

Travel & Expenses - Cash Advance Report

Modify Cash Advance Report

Attachment

JOHN DOE Advance ID: 0000000047 User Defaults

General Information

*Description: REPRESENT VDOT AT WV ROADEO Comment: WV ROADEO 9/17-20/12

*Business Purpose: Other

Status: Pending Reference: WVROADEO

Accounting Date: 08/29/2012 Post State: Not Applied

Last Updated: 08/30/2012 By: Clark.Kent

Import ATM Advances

Details Customize | Find | First 1 of 1 Last

*Source	Description	*Amount	Currency
System Check	Represent VDOT @ WV Roadeo	123.00	USD

Totals

Advance Amount: 123.00 USD

Update Totals

Save For Later Submit

Return to Travel and Expense Center

Click on image to enlarge

Deleting a Cash Advance Request

You can delete a cash advance request that has:

- Not yet been submitted for approval
- Been sent back or denied by the approver
- Not been approved

Records of the cash advances remain in the database, even though they cannot be paid.

To delete a cash advance, select **Delete** from the **Cash Advance** menu and search for the advance. The search page displays only advances that are eligible for deletion. Select the advance(s) to be deleted and click **Delete Selected Advance(s)**.

Lesson 4: Summary

In this lesson, you learned how to:

- Create and submit a cash advance request
- View cash advance status
- Update a cash advance request
- Delete a cash advance request

Lesson 5: Reports and Online Inquiries

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

- Reports
- Online Inquiries

Reports

Expenses reports can be run at various intervals. Two key Expenses reports are:

- **Expense Report**
- **Travel Authorization Report**

Note: All users with access to view information in the Expenses module are able to run these reports.

Expenses Report

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

Main Menu > Travel and Expense Center > Print Reports > Expense Report

Favorites | Main Menu > Travel and Expenses

Expense Report

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

CARDINAL

Expense Report 0000026227

LOIS LANE **Employee ID:** 012345678900

Report Date: 07/09/2013 2:05:11PM **Status:** Submitted for Approval

Description: meeting

Business Purpose: Meeting

Comment:

Date	Expense Type	Merchant	Location	Amount
07/01/2013	Personl Mileage Cost Justified		Richmond (City Limits)	16.95 USD

Expense Report Totals

Employee Expenses:	16.95 USD
Non-Reimbursable Expenses:	0.00 USD
Prepaid Expenses:	0.00 USD
Employee Credits:	0.00 USD
Vendor Credits:	0.00 USD
Cash Advances Applied:	0.00 USD
Total Due Employee:	16.95 USD
Total Due Vendor:	0.00 USD

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

Employee Signature Date

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

Approved By Date

Return to Expense Report

Travel Authorization Report

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

Main Menu > Travel and Expense Center > Print Reports > Travel Authorization

Favorites | Main Menu > Travel and Expenses

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

CARDINAL

Travel Authorization

LOIS LANE

Report Date: 07/09/2013
Report Time: 2:09:46PM

Authorization ID:	0000001829	**Employee ID:**	012345678900
Description:	Travel to Woodford VA	**Status:**	Approved
Business Purpose:	Training		
Date From:	06/11/2013	**To:**	06/11/2013
Comment:	Travel to Woodford VA for small purchase class		

Date	Expense Type	Merchant	Amount	Currency	Description
06/11/2013	Personl Mileage Cost Justified		27.69	USD	Fredburg(Spots/Staff/Caroline)

Total:	27.69	USD
Non-Reimbursable Expenses:	0.00	USD
Total Authorized:	27.69	USD

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

Employee Signature   Date

I certify that the travel or business expenses identified in this document have been reviewed and approved and will be necessary for conduct of business for the Commonwealth of Virginia.

Approved By   Date

Return to Travel Authorization

Online Inquiries

Expenses online inquiries can be run at any time. Two key Expenses online inquiries include are:

- **Employee Payment History**

- **Employee Expense History**

Note: All users with access to view information in the Expenses module can do these online inquiries.

Payment History

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

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

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

Employee Payment History

JOHN DOE

Payment Info

Payment Reference: 80013424

Bank Code: TREASURY - Cardinal Disb

Bank Account: Treasury - Cardinal Disb

Payment Amount: 55.00 USD

Pay Status: Paid

Status: Posted

Payment Method: ACH

Payment Date: 12/05/2012

Payee Address

Payments Customize | Find | First 1 of 1 Last

Type	ID	Descr	Status	Created	Amount	
Expense Report	0000014061	Notary Reimbursement	Paid	11/26/2012	55.00	USD

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

Employee Expense History

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

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

Lesson 5: Summary

In this lesson, you learned how to:

- Describe the key reports and online inquiries

Course Summary

In this course, you learned how to:

- Describe travel and expense processing concepts, processes, and integration
- Describe business purposes in Expenses
- Create and submit a travel authorization
- View travel authorization status
- Update a travel authorization
- Cancel or delete a travel authorization
- Create and submit an expense report
- View expense report status
- Update an expense report
- Delete an expense report
- Create and submit a cash advance request
- View cash advance status
- Update a cash advance request
- Delete a cash advance request
- Describe key reports and online inquiries

Course Evaluation

Congratulations! You have completed the **AP315: Processing Employee Expenses** 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 survey window. To close the web based training course, click the Exit Course button.

Appendix

- Key Terms
- Integrations
- Expense Process Flow Diagram
- Screenshots

Key Terms

Cash Advance Request: A request may be made through Cardinal for a cash advance in connection with travel expenses. Cash advances must be approved, and the approver may request changes in the advance request before approval. When the employee files an expense report, the cash advance is applied to the expense report. Cash advances are not available for non-travel expenses.

Employee Profile: Cardinal includes an Employee Profile for each user of Expenses. This profile includes your employee information such as your addresses, organizational data, and bank information. If any of this information is incorrect, you must request a change, as you cannot change it in the system yourself. For employee personal and organizational information, you should request changes through Human Resources. For updates to bank information, you should request changes through the agency's EDI Coordinator.

Expense Report: A request for reimbursement of expenses incurred by an employee made through Cardinal for travel or other reimbursable business expenses. The request must include details of each expense, and receipts if required or other documentation can be scanned and attached to the report. The details from a travel authorization (if applicable) can be copied into the expense report to save time. Expense reports must be approved, and the approver may request changes in the expense report before approval. If a cash advance was provided, the employee applies the amount of the cash advance to the expense report.

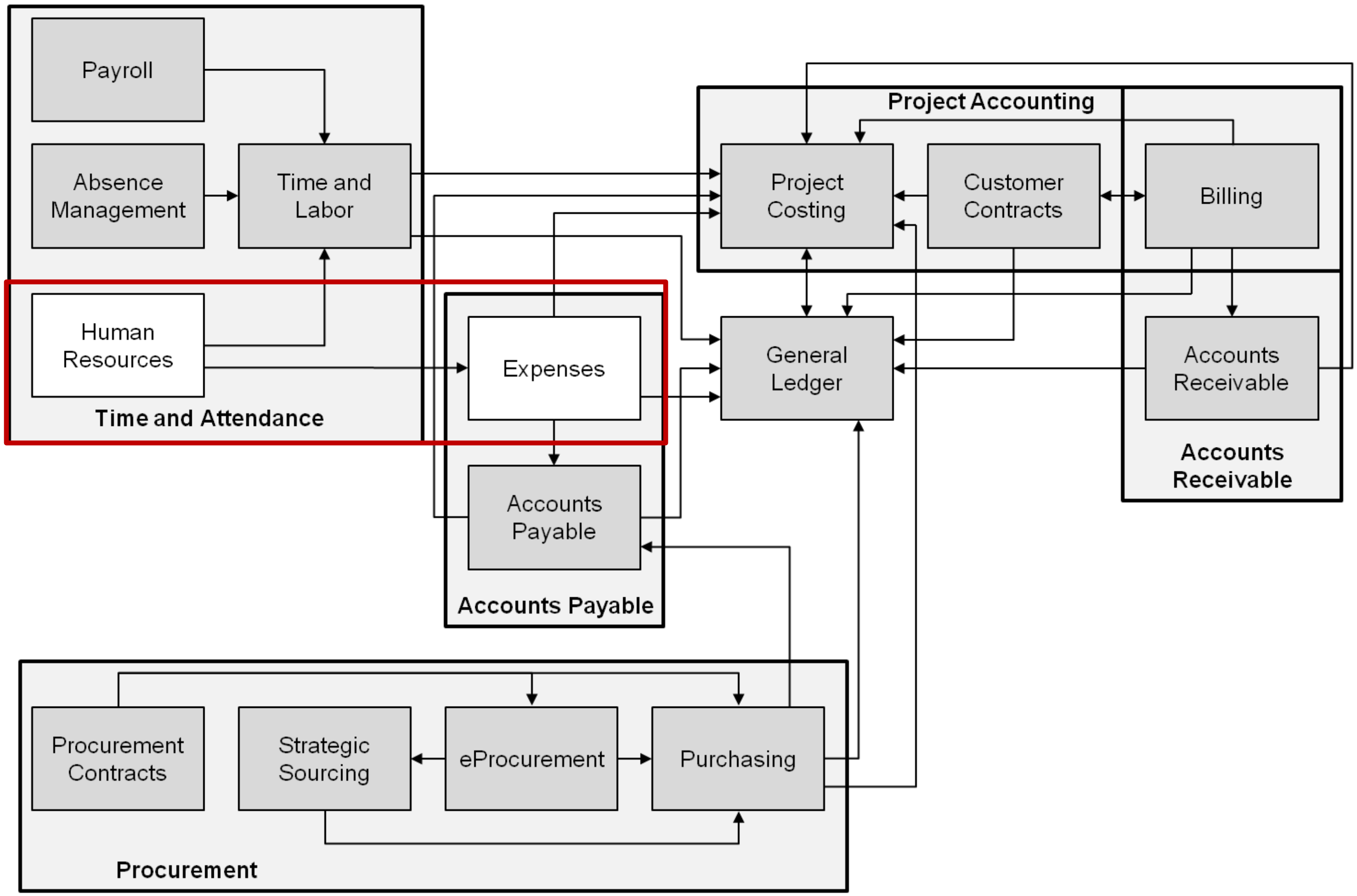
Key Terms (continued)

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

Travel Authorization: A request made through Cardinal for authorization for proposed travel. Includes details of the proposed travel and expenses. An authorization must be approved, and the approver may request changes in the authorization request.

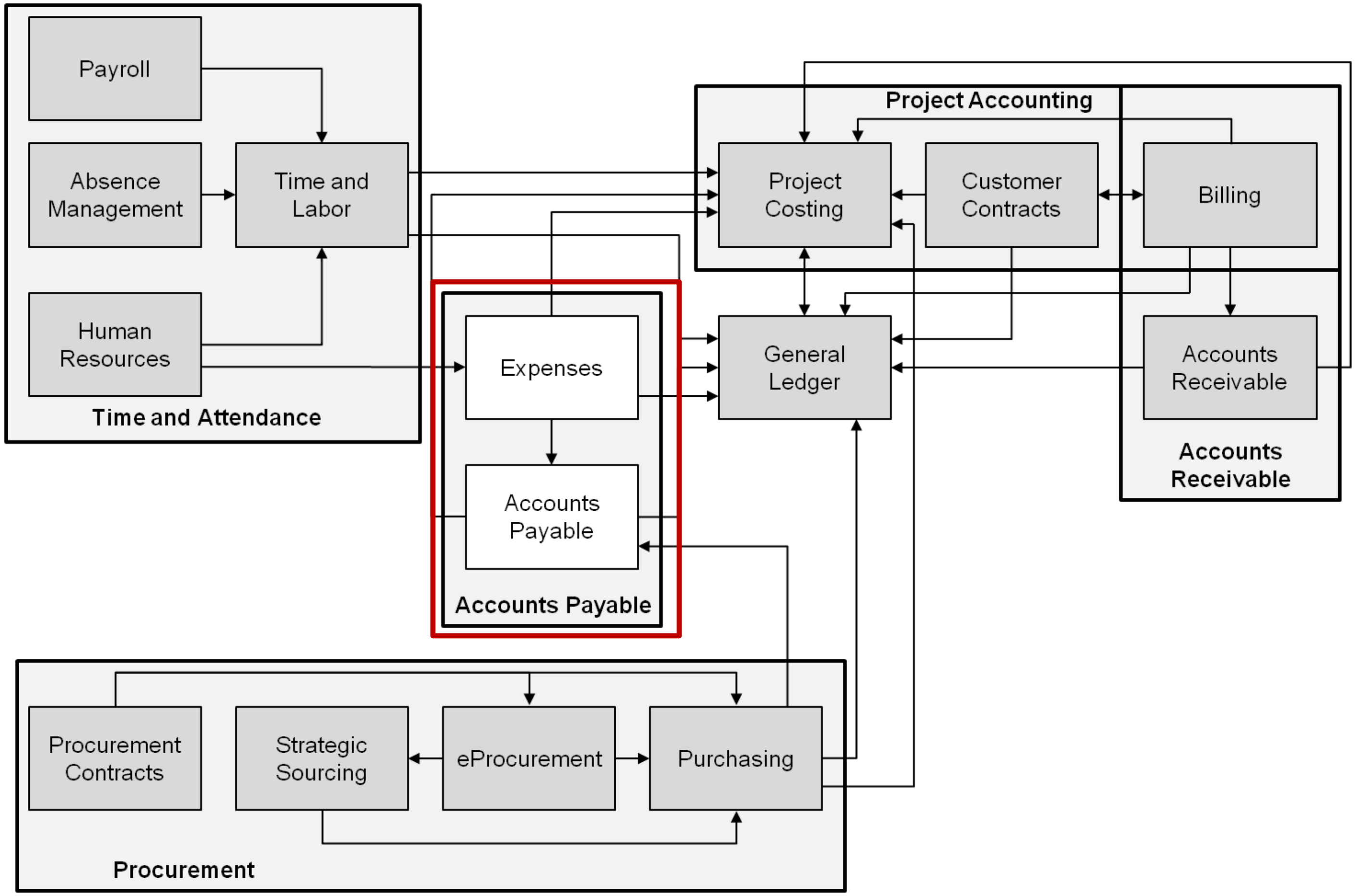
Integration with Human Resources (Cardinal Human Capital Management)

Travel and Expenses obtains Employee Profile information, such as address and organization, from HCM.



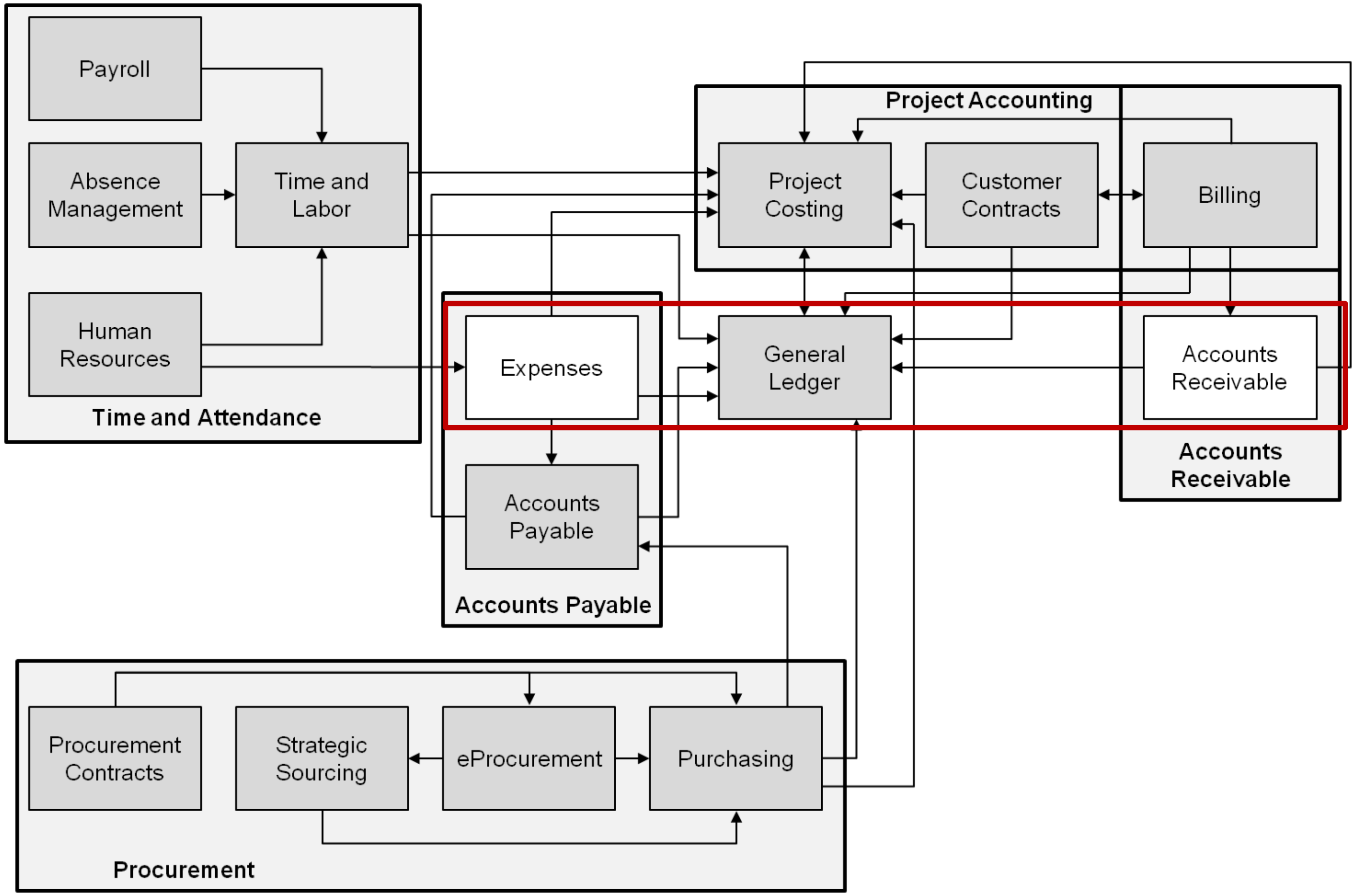
Integration within Accounts Payable

Transactions that require payment to you, such as cash advances and expense reimbursements, are created in Travel and Expenses and sent to Accounts Payable for payment processing.

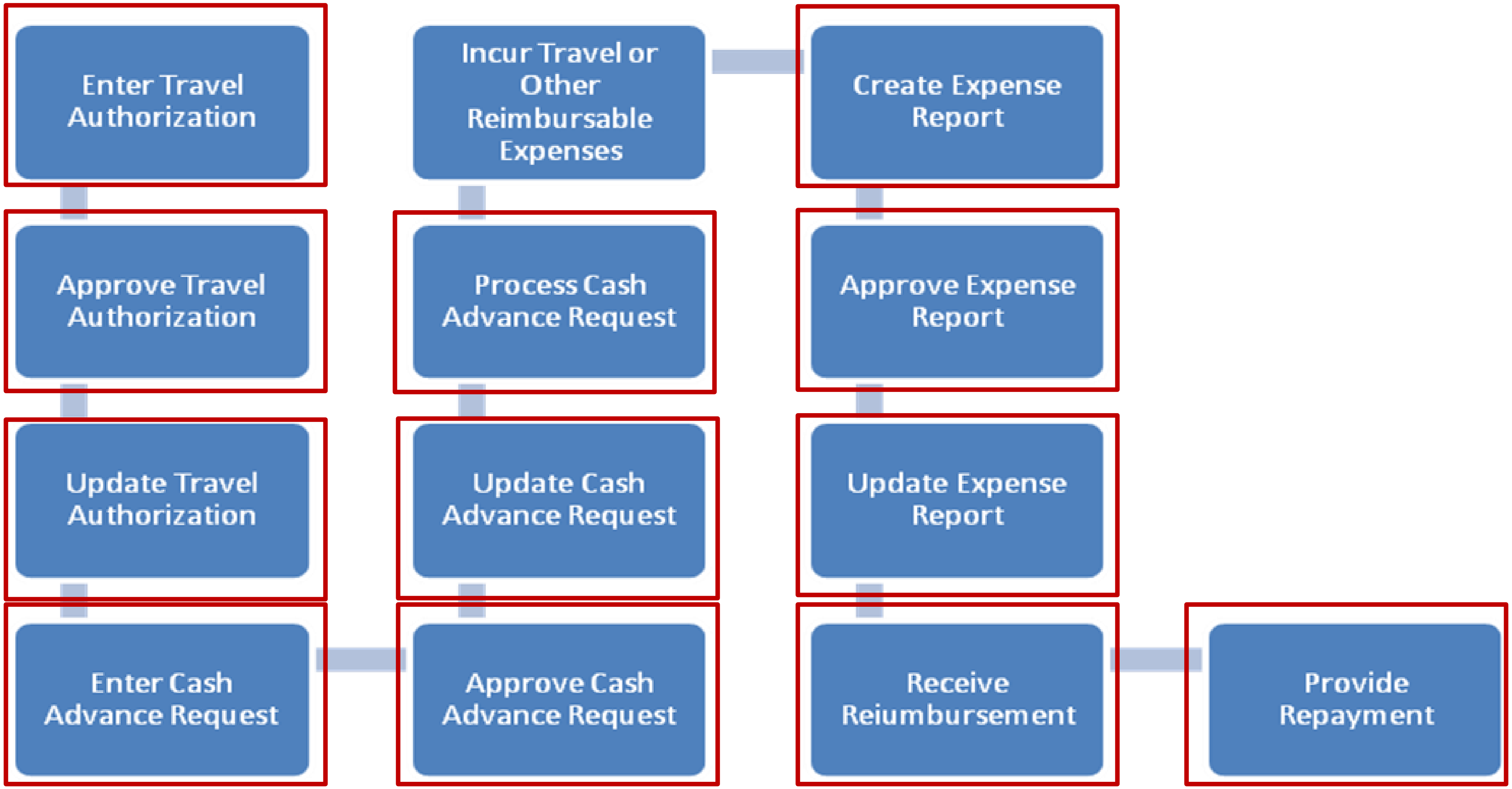


Integration with Accounts Receivable

If you owe money for an outstanding cash advance after submitting your expense report, Accounts Receivable processes repayment once it is received.



Expense Process Flow Diagram



Expense Process Descriptions

Enter Travel Authorization: Before traveling, you should enter a travel authorization in Cardinal, including as many expense details as available. On the travel authorization, you also must enter a business purpose.

Approve Travel Authorization: After you enter a travel authorization, Cardinal routes the request to your designated approver(s). They may approve your request, deny it, or ask for updates, and the response is routed back to you in Cardinal's Workflow feature, where it appears on your Worklist. Authorizations must be approved prior to travel.

Update Travel Authorization: If your approver(s) ask for changes, you can update the request and re-submit it for approval. If the request is denied, you may delete the request.

Enter Cash Advance Request: If required, enter a cash advance request in Cardinal before incurring expenses for travel.

Approve Cash Advance Request: After you enter a cash advance request, Cardinal routes it to your designated approver(s). They may approve your request, deny it, or ask for updates, and it is routed back to you.

Update Cash Advance Request: If your approver(s) ask for changes, you can update the request and re-submit it for approval. If the advance is denied, you may delete the advance.

Expense Process Descriptions (continued)

Process Cash Advance Request: After your cash advance request is approved, Cardinal processes it and the advance is paid to you.

Create Expense Report: After completing your travel or incurring other reimbursable business expenses, create an expense report in Cardinal. You may copy in any details from a travel authorization to save time. You also apply the cash advance you received (if any) to determine whether you owe or are owed money.

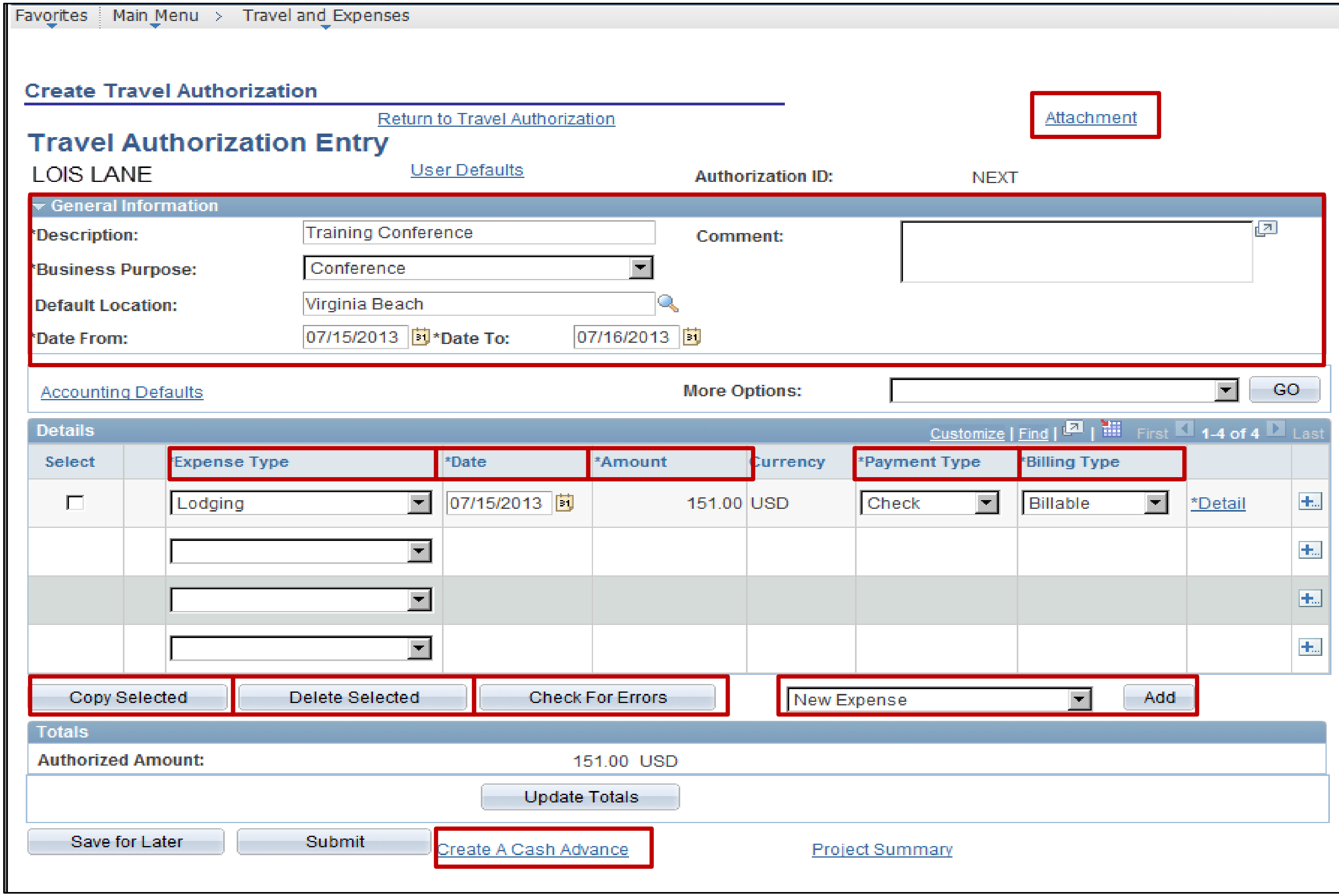
Approve Expense Report: After you enter an expense report, Cardinal routes it to your designated approver(s). They may approve the request, deny it, or ask for updates, and the approver's action is routed back to you.

Update Expense Report: If your approver(s) ask for changes, you can update the report and re-submit it for approval. If the report is denied, you may delete the report.

Receive Reimbursement: If you are owed money from the expense report, Cardinal processes the reimbursement and pay it to you.

Provide Repayment: If you owe money for an outstanding cash advance, Cardinal Accounts Receivable processes your repayment once it is received.

Travel Authorization Entry Screen



Travel Authorization Entry Screen Descriptions

General Information: Enter or select basic information about the trip, such as the **Business Purpose**, the location where you are traveling, and the date(s).

Expense Type: Select the type from the drop-down list, such as **Airline Travel** or **Lodging**. Each type must be on a separate line. You can use more than 1 line for an expense type if needed; for example, if you have 2 separate airplane tickets and want to show them separately.

Date: Enter the estimated date of the expense.

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

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

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

Travel Authorization Entry Screen Descriptions (continued)

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

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

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

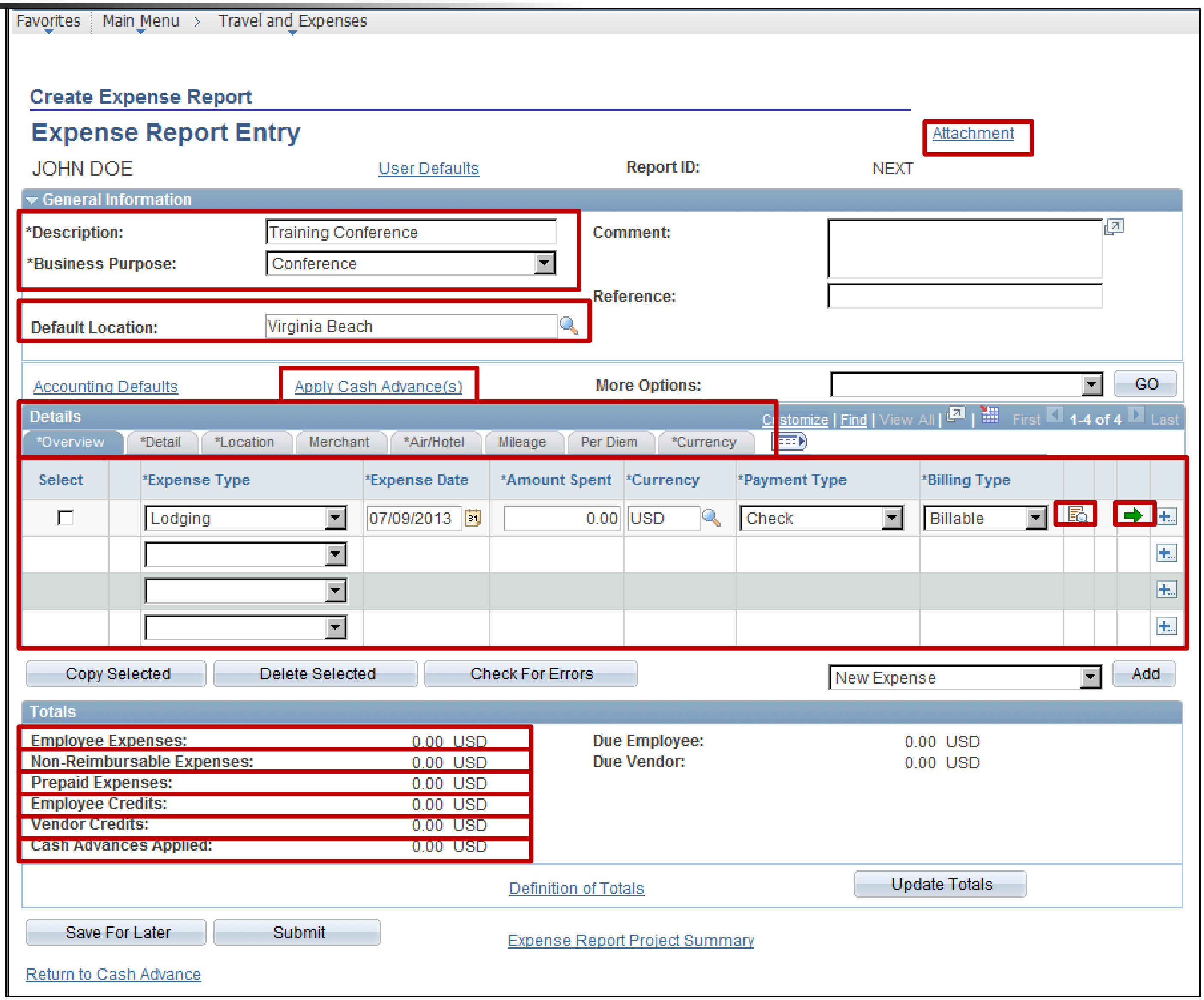
Add button and dropdown: To add a new blank line for an expense item, select **New Expense** from the dropdown list and click the **Add** button. To add more than 1 line at a time, select **Multiple Expenses**. When you select **Multiple Expenses**, a page displays letting you specify the **Expense Type** of each expense line, and a date range so you can create different lines for different days.

Travel Authorization Entry Screen Descriptions (continued)

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

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

Expense Report Entry Screen



Expense Report Entry Screen Descriptions

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

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

Apply Cash Advance(s): Click this hyperlink to display the page where you apply any outstanding cash advances to the expense report.

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

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

Expense Report Entry Screen Descriptions (continued)

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

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

Employee Expenses: The total of all expenses.

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

Prepaid Expenses: This field is not used in Cardinal.

Cash Advances Applied: Any cash advance received for this travel.

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

Non-Reimbursable Expenses: Any expense that is prepaid or direct billed to the agency and will not be an out-of-pocket expense reimbursement to the employee.

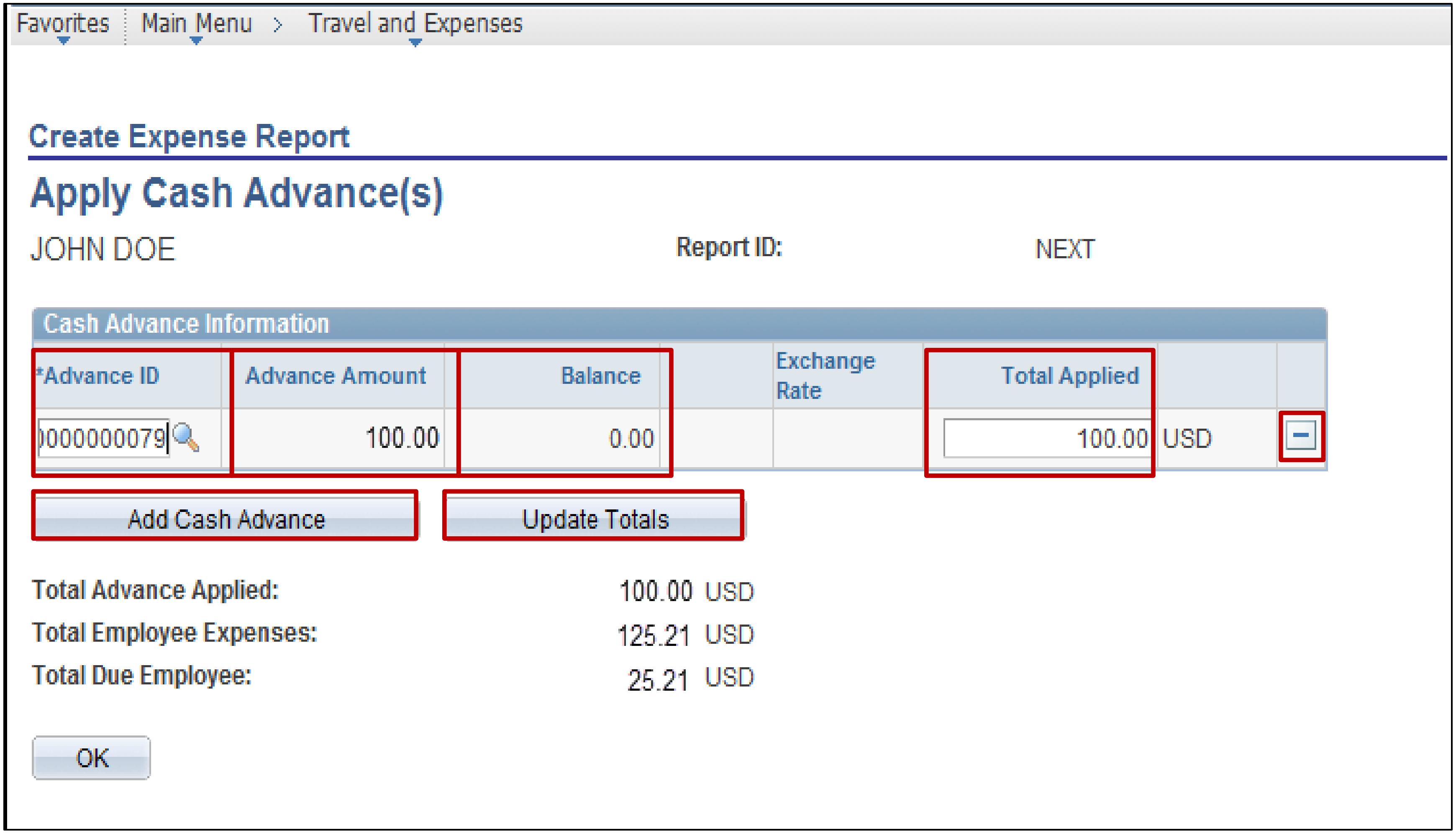
Expense Report Entry Screen Descriptions (continued)

Employee Credits: This field is not used in Cardinal.

Vendor Credits: This field is not used in Cardinal.

Due Vendor: This field is not used in Cardinal.

Apply Cash Advance Screen



Apply Cash Advance Screen Descriptions

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

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

Balance: The remaining balance on the cash advance after the advance has been applied to an expense report.

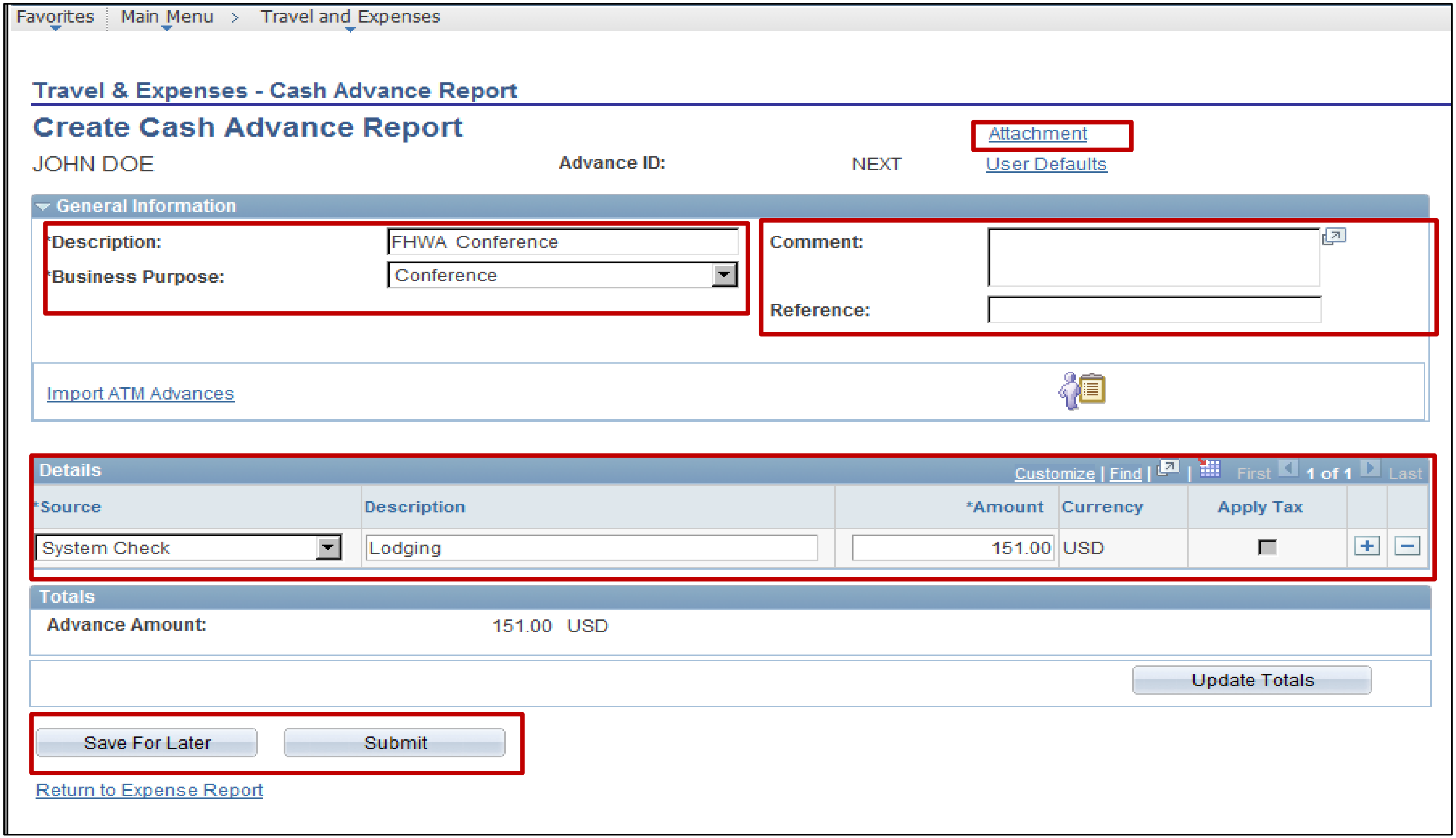
Total Applied: This field defaults to the amount of the cash advance. If you need to apply a portion of the total advance amount to the expense report, enter the appropriate amount in this field. For example, if the total expenses on the expense report are less than the cash advance amount, you need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

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

Add Cash Advance: Click this button to add another cash advance to the expense report.

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

Create Cash Advance Page



Create Cash Advance Page Descriptions

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

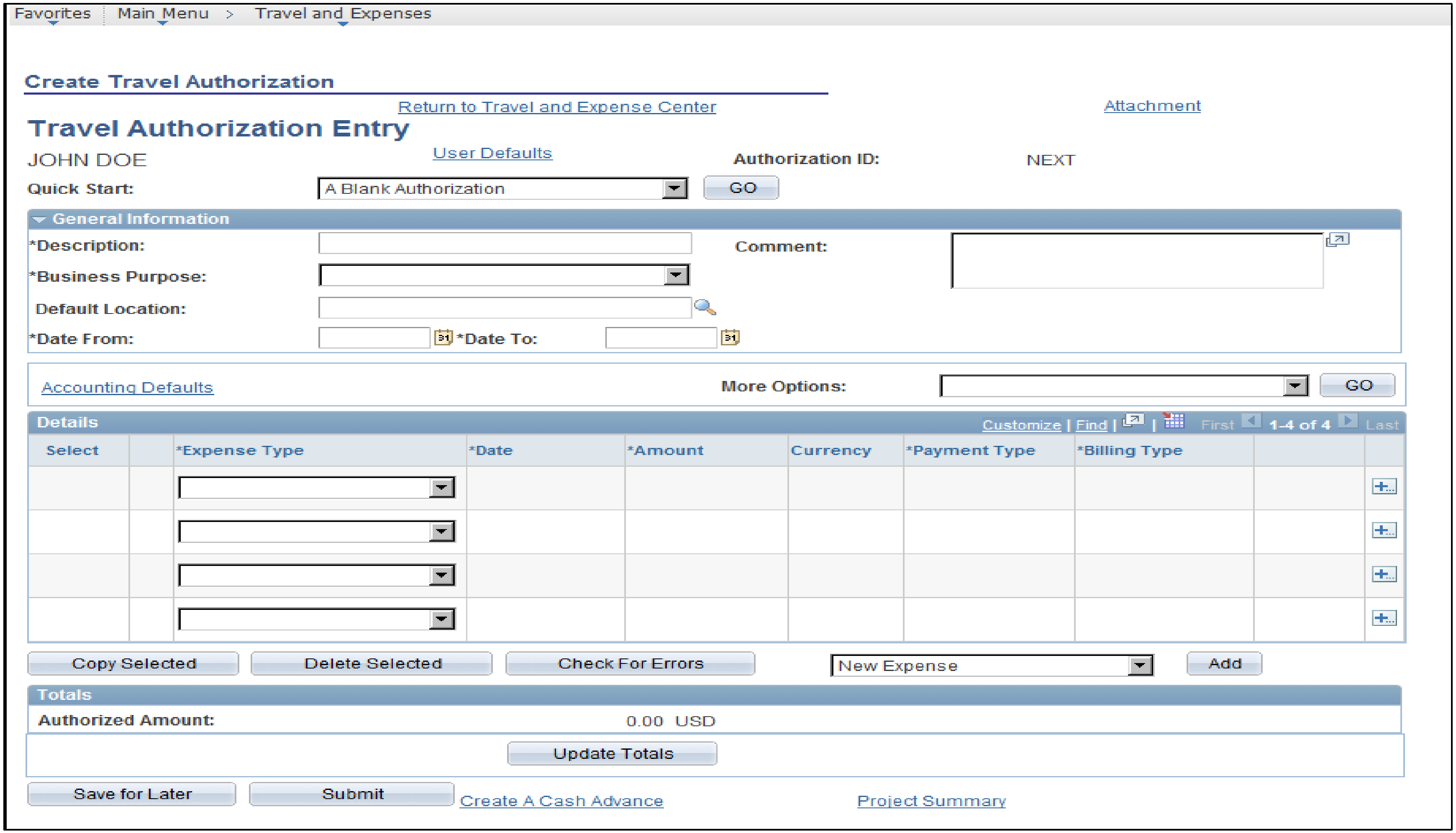
Comment/Reference: Enter any additional information about the advance, or specific reference numbers that might be required. For example, you might want to enter the Authorization ID of the associated travel authorization, so you can make sure to apply the advance correctly on the subsequent expense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

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

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

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

Travel Authorization Entry Page



Click on image to return

Travel Authorization Details Page

Favorites | Main Menu > Travel and Expenses

View Travel Authorization

Travel Authorization Details

Attachment

JOHN DOE User Defaults **Authorization ID:** 0000001530

General Information

Description:	Training Conference	**Comment:**	
Business Purpose:	Conference		
Status:	Submitted for Approval	**Last Updated:**	07/09/2013 **By:** FINUSER01
Default Location:	Virginia Beach		
Date From:	07/15/2013	**Date To:**	07/16/2013

Accounting Defaults **More Options:** GO

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

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Lodging	07/15/2013	151.00	USD	Check	Billable	*Detail
Dinner - Travel Day	07/16/2013	22.00	USD	Check	Billable	*Detail

Totals

Authorized Amount: 173.00 USD

Project Summary

Pending Actions Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
HR Supervisor	DOE, JOHN		

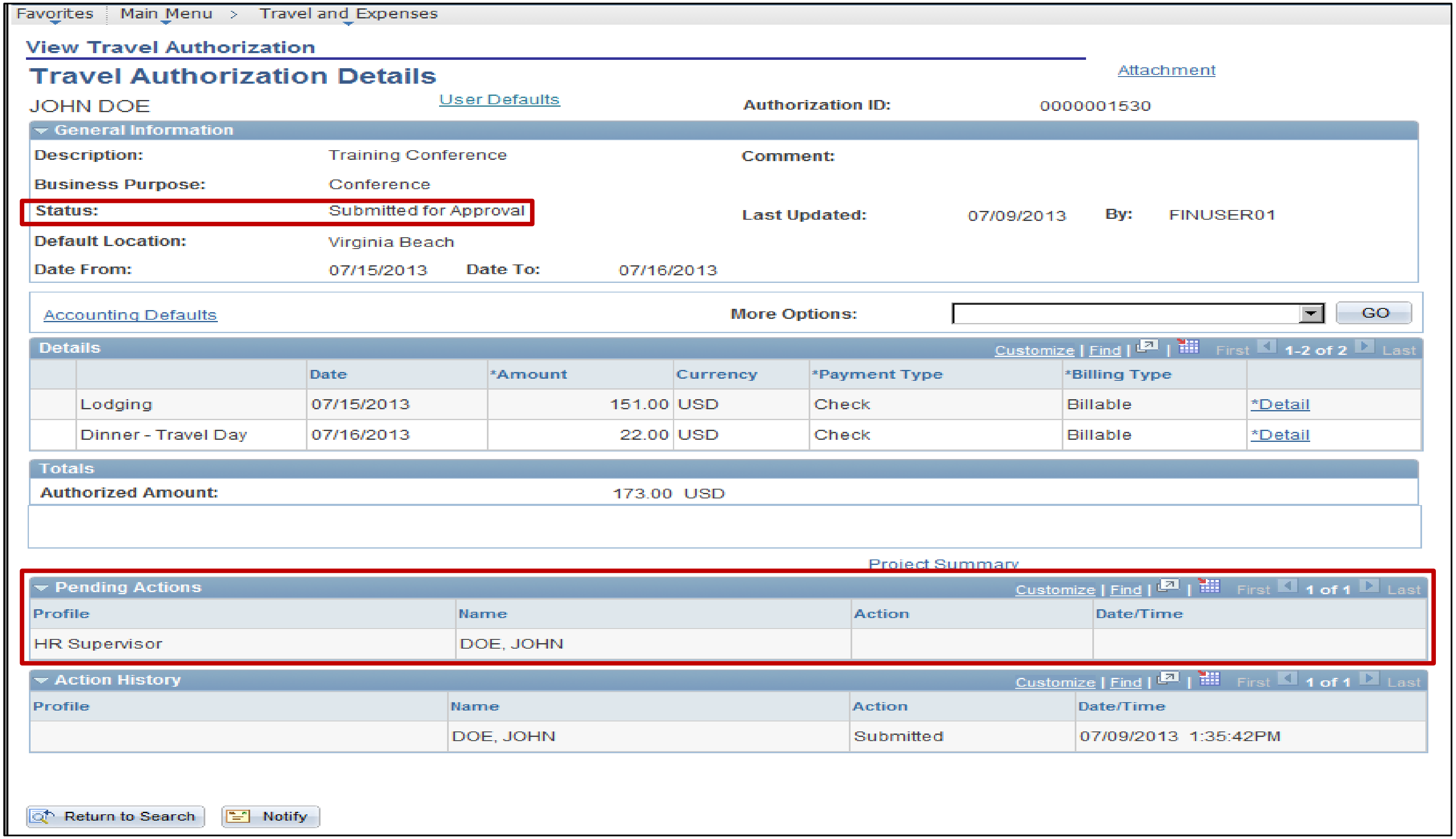
Action History Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
	DOE, JOHN	Submitted	07/09/2013 1:35:42PM

Return to Search Notify

Click on image to return

Viewing the Travel Authorization Status



	Date	*Amount	Currency	*Payment Type	*Billing Type	
Lodging	07/15/2013	151.00	USD	Check	Billable	*Detail
Dinner - Travel Day	07/16/2013	22.00	USD	Check	Billable	*Detail

Totals

Authorized Amount: 173.00 USD

Project Summary

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

Profile	Name	Action	Date/Time
HR Supervisor	DOE, JOHN		

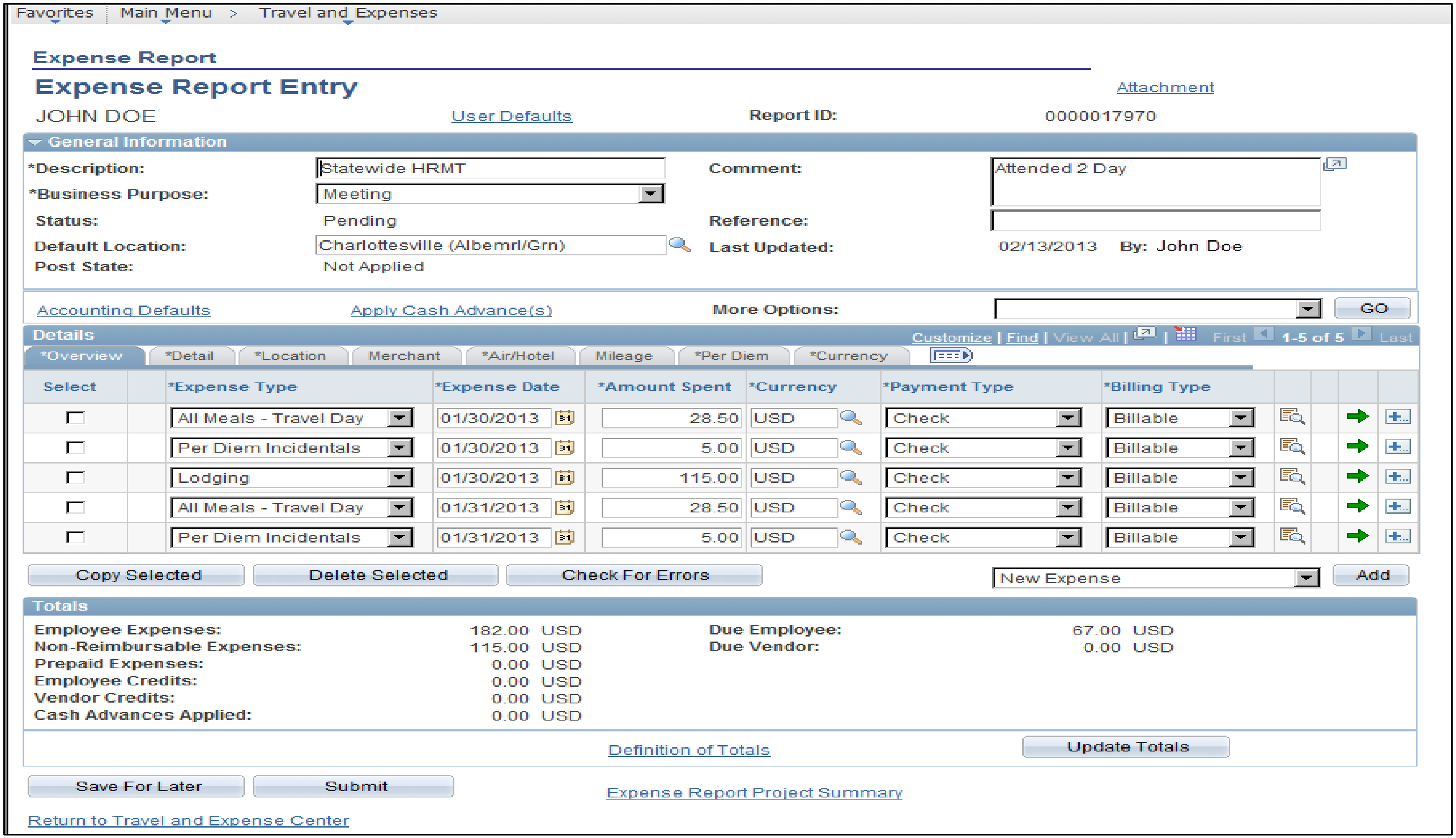
Action History — Customize | Find | First 1 of 1 Last

Profile	Name	Action	Date/Time
	DOE, JOHN	Submitted	07/09/2013 1:35:42PM

Return to Search | Notify

Click on image to return

Expense Report Entry Page



Favorites | Main Menu > Travel and Expenses

Expense Report

Expense Report Entry

Attachment

JOHN DOE — User Defaults — **Report ID:** 0000017970

General Information

***Description:**	Statewide HRMT	**Comment:**	Attended 2 Day
***Business Purpose:**	Meeting		
Status:	Pending	**Reference:**	
Default Location:	Charlottesville (Albemrl/Grn)	**Last Updated:**	02/13/2013 **By:** John Doe
Post State:	Not Applied		

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

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

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

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
	All Meals - Travel Day	01/30/2013	28.50	USD	Check	Billable
	Per Diem Incidentals	01/30/2013	5.00	USD	Check	Billable
	Lodging	01/30/2013	115.00	USD	Check	Billable
	All Meals - Travel Day	01/31/2013	28.50	USD	Check	Billable
	Per Diem Incidentals	01/31/2013	5.00	USD	Check	Billable

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

Totals

Employee Expenses:	182.00 USD	**Due Employee:**	67.00 USD
Non-Reimbursable Expenses:	115.00 USD	**Due Vendor:**	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

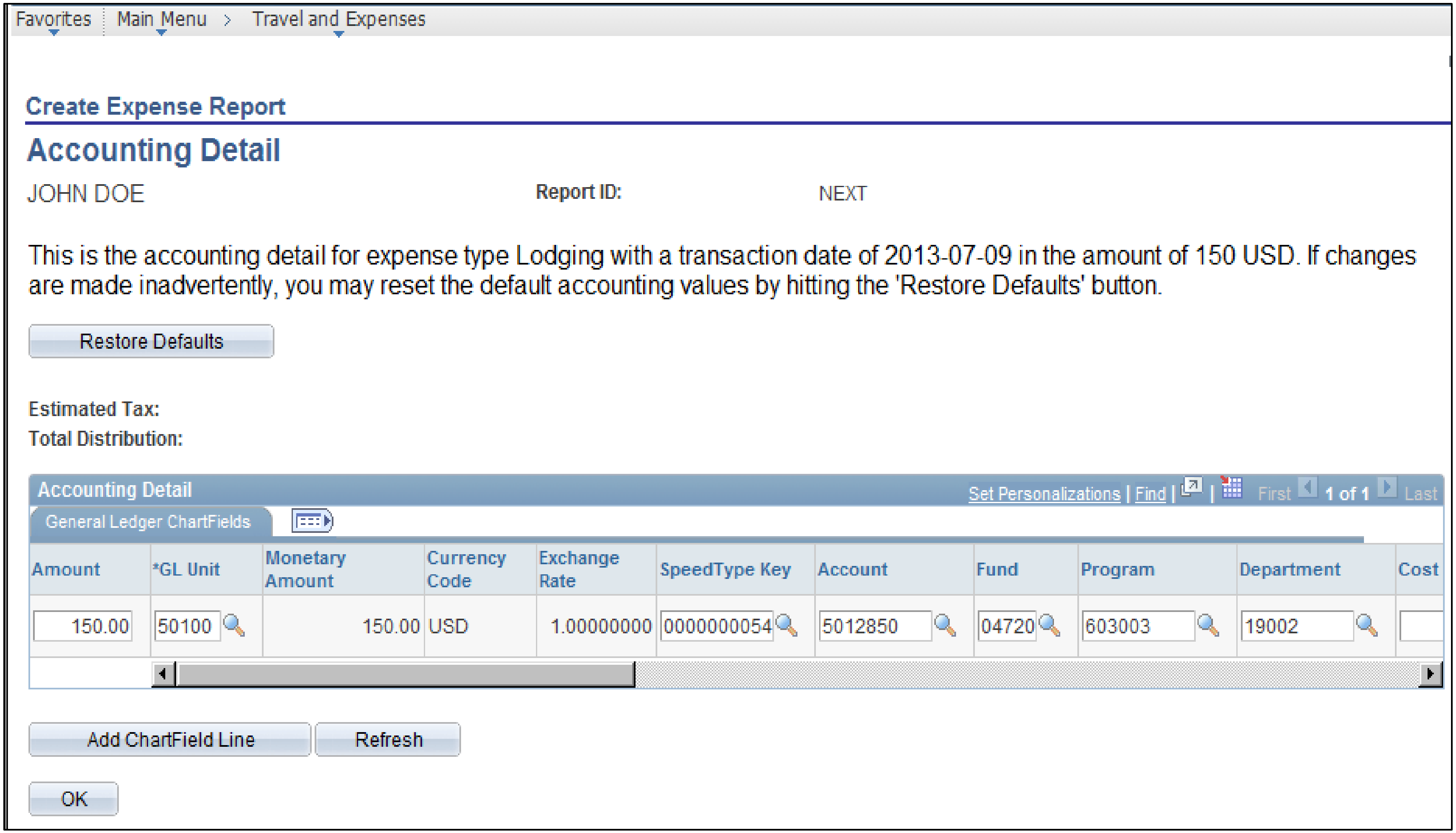
Definition of Totals — Update Totals

Save For Later | Submit — Expense Report Project Summary

Return to Travel and Expense Center

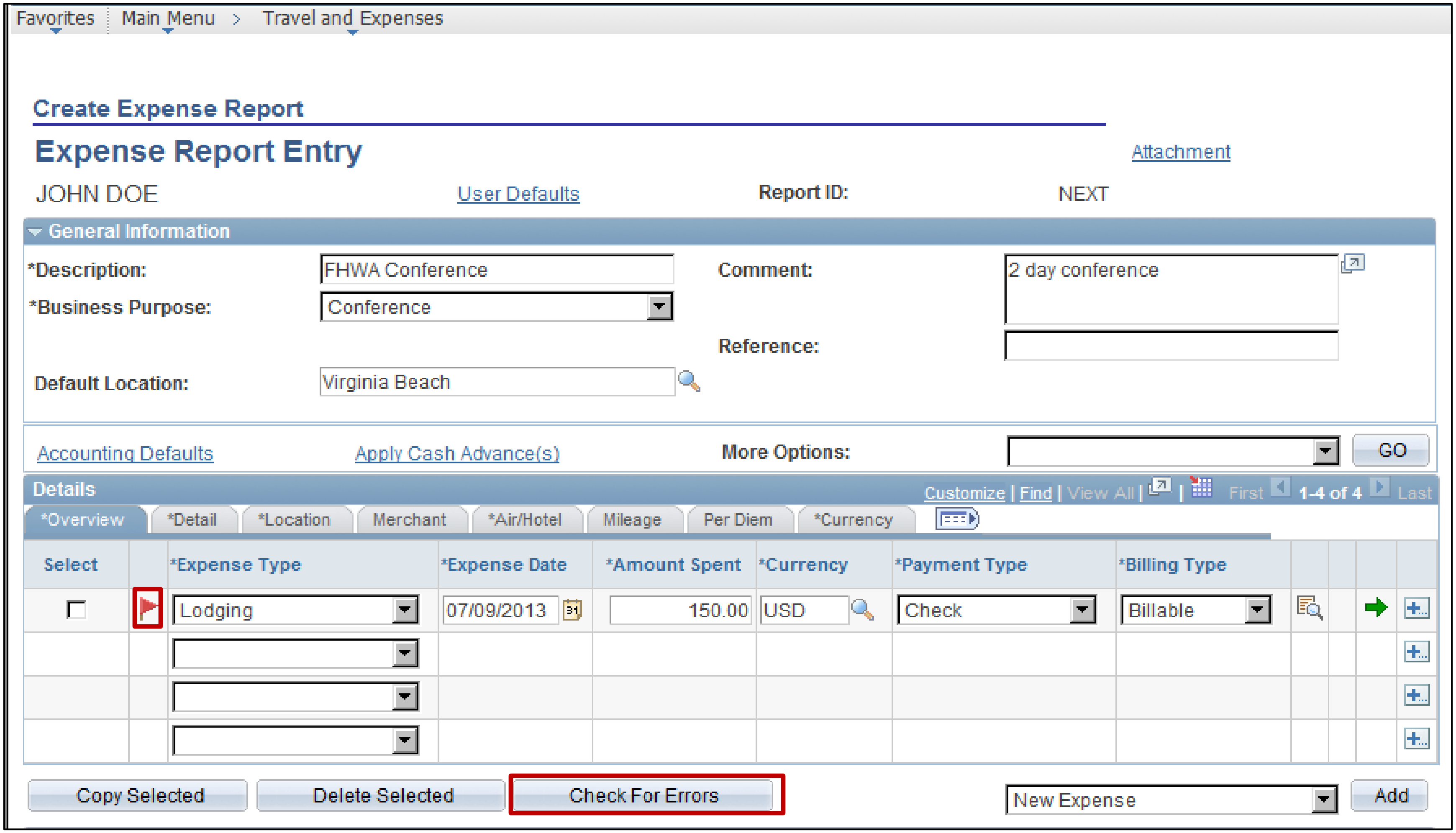
Click on image to return

Create Expense Report Accounting Detail Page



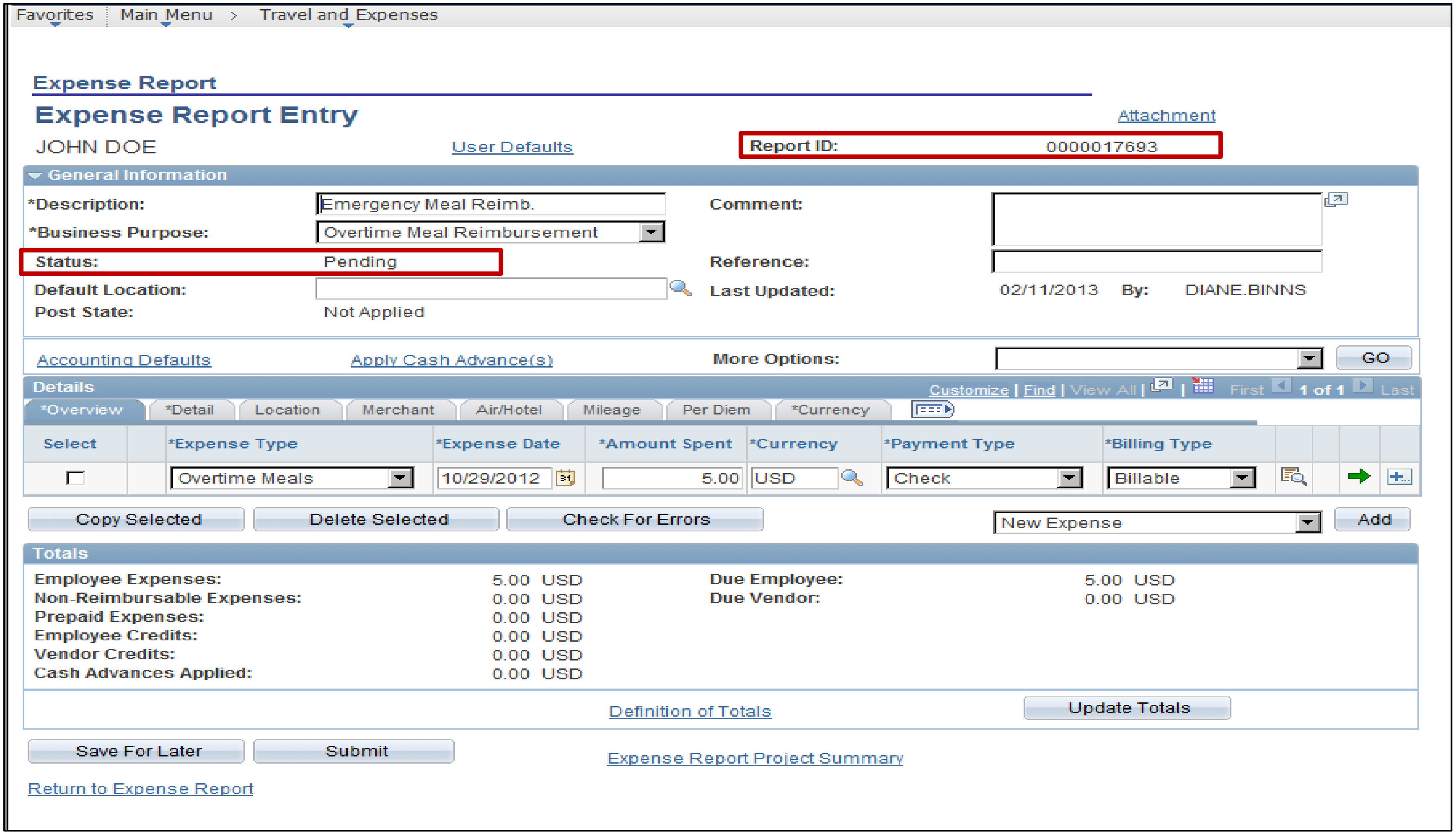
Click on image to return

Expense Report Entry – Check for Errors



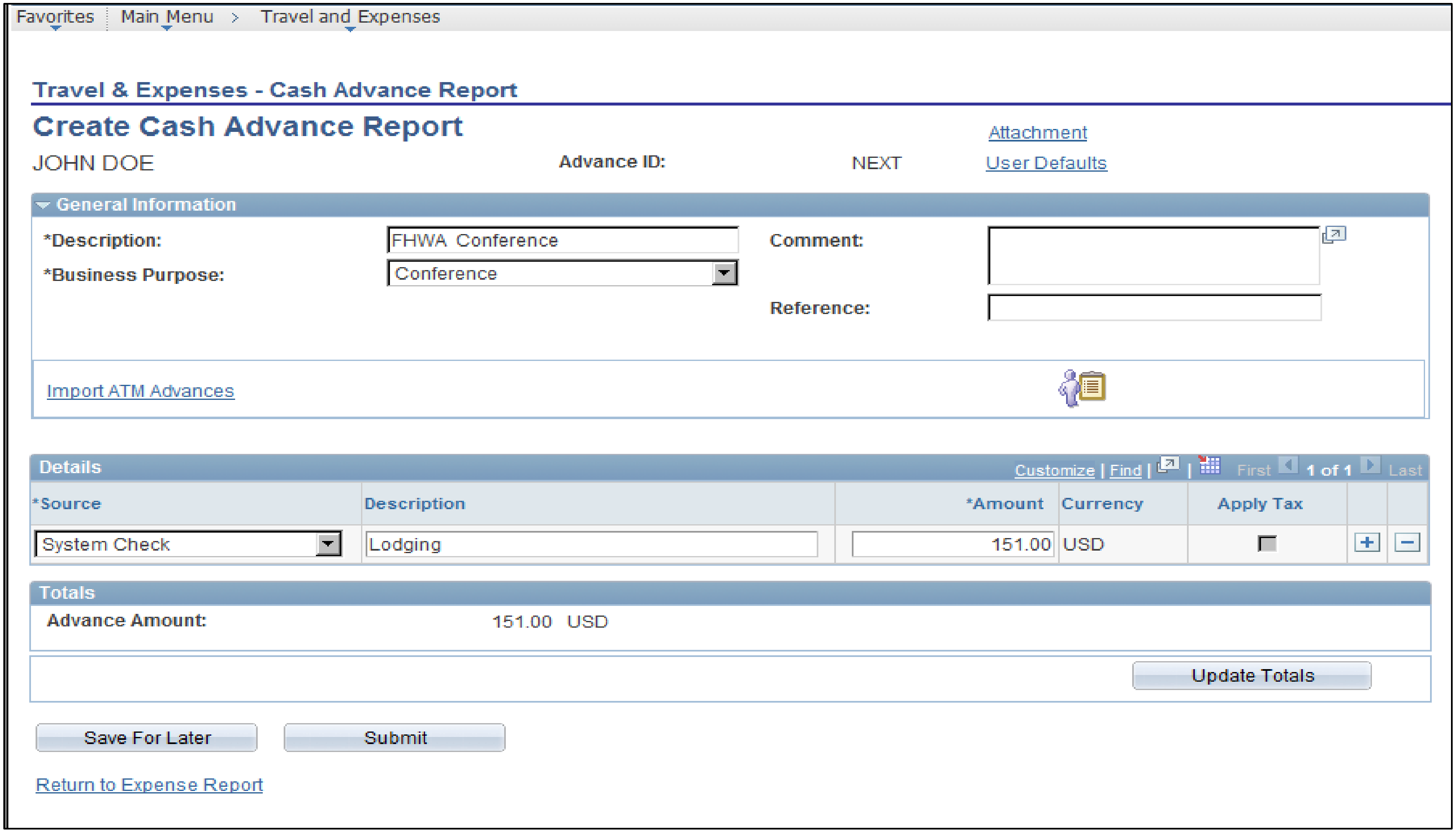
Click on image to return

Expense Report Entry – Report ID and Status



Click on image to return

Create Cash Advance Report Page



Click on image to return

View Cash Advance Report – Status and Action History

Favorites | Main Menu > Travel and Expenses

Travel & Expenses - Cash Advance Report

View Cash Advance Report

JOHN DOE **Advance ID:** 0000000067

Attachment
User Defaults

General Information

Description:	VCA Certification	**Comment:**	
Business Purpose:	Training		
Status:	Paid	**Reference:**	
Accounting Date:	01/09/2013	**Post State:**	Posted
		Last Updated:	01/10/2013 **By:** Lois.Lane

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

*Source	Description	*Amount	Currency
System Check	All Meals Travel	70.00	USD
System Check	All Meals Non Travel	138.00	USD
System Check	Per Diem	25.00	USD

Totals

Advance Amount:	233.00 USD	**Report Balance**	
Applied To Expense Reports:	233.00 USD	**Due Company:**	0.00 USD
Payments Received:	0.00 USD		

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

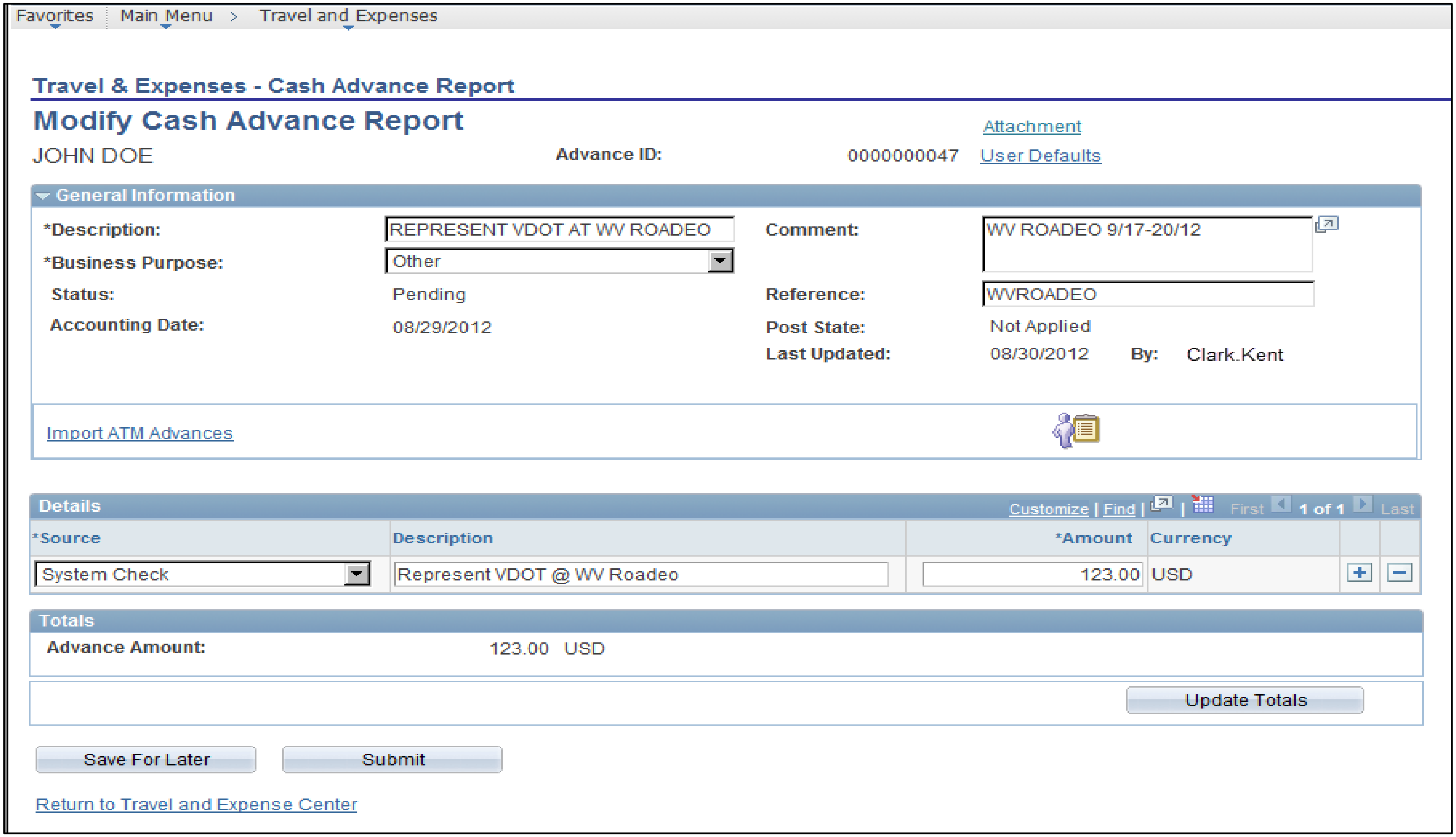
Profile	Name	Action	Date/Time
	DOE, JOHN	Submitted	01/09/2013 12:52:55PM
HR Supervisor	DOE, JOHN	Approved	01/09/2013 2:56:18PM
Expense Coordinator	DOE, JOHN	Approved	01/10/2013 1:15:18PM

Return to Cash Advance

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

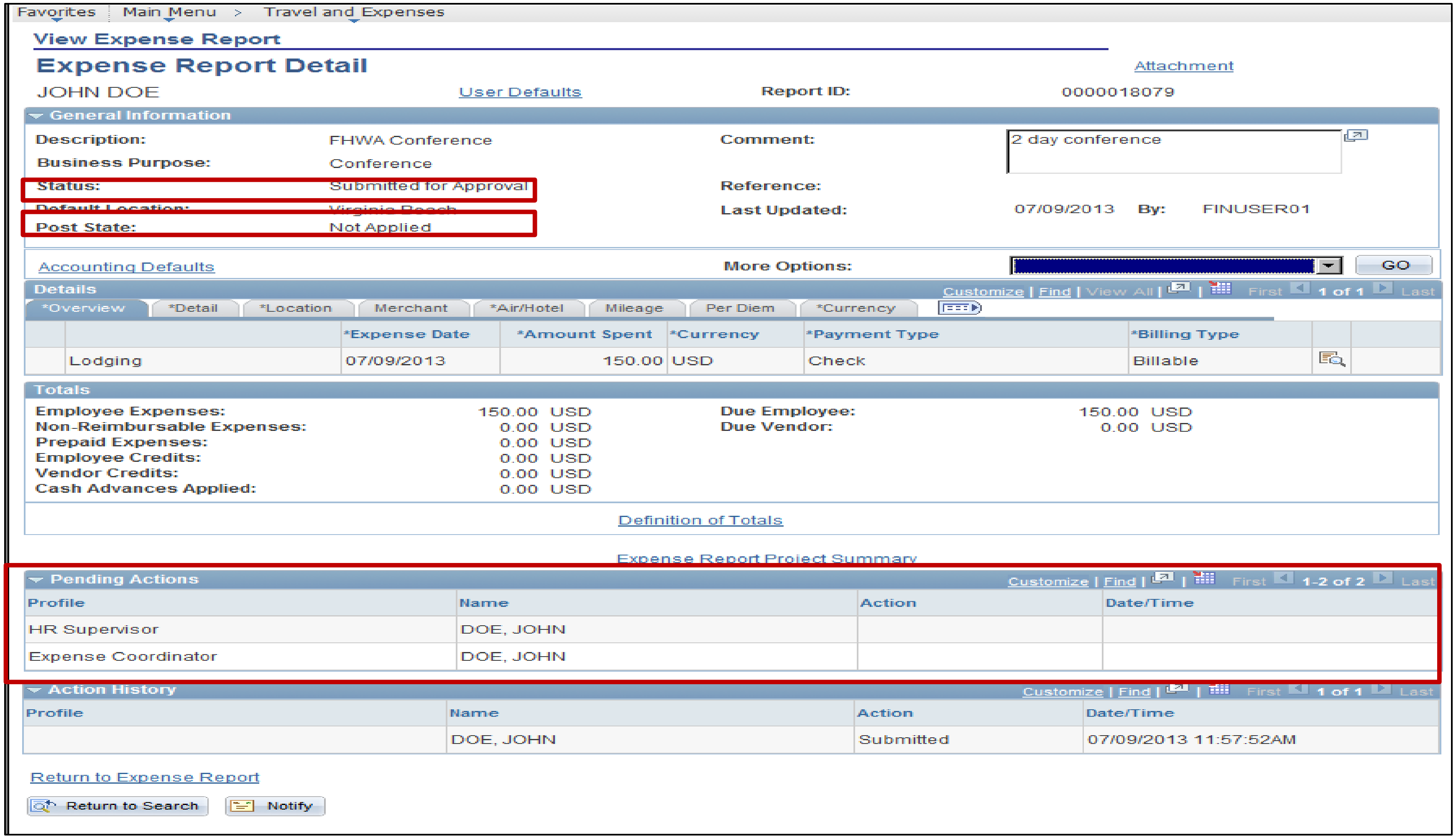
Click on image to return

Modify Cash Advance Report



Click on image to return

Viewing an Expense Report Status



Favorites | Main Menu > Travel and Expenses

View Expense Report

Expense Report Detail

Attachment

JOHN DOE — User Defaults — **Report ID:** 0000018079

General Information

Description:	FHWA Conference	**Comment:**	2 day conference
Business Purpose:	Conference		
Status:	Submitted for Approval	**Reference:**	
Default Location:	Virginia Beach	**Last Updated:**	07/09/2013 **By:** FINUSER01
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
Lodging	07/09/2013	150.00	USD	Check	Billable

Totals

Employee Expenses:	150.00 USD	**Due Employee:**	150.00 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		
Expense Coordinator	DOE, JOHN		

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

Profile	Name	Action	Date/Time
	DOE, JOHN	Submitted	07/09/2013 11:57:52AM

Return to Expense Report

Return to Search | Notify

Click on image to return