



# **AP316: Travel and Expense Administration**

*Instructor Led Training*



# Lesson 1: Understanding Travel and Expenses

## *Introduction*

### 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.

By now, you have completed all prerequisite courses for this course and discovered the different functional areas and modules included in Cardinal. In this course, we will walk you through how to administer travel and expenses in Cardinal.



# Lesson 1: Understanding Travel and Expenses

## *Introduction*

### Introduction

In the Cardinal Overview course, you learned that the Accounts Payable functional area of Cardinal is composed of two modules: the Accounts Payable module and the Expenses module.

### Accounts Payable

The Accounts Payable (AP) module automates invoice and payment processing to deliver timely and accurate payment for goods and services.

### Expenses

Payments to employees for non-salary related items (i.e. travel & business expense reimbursements) are made through the Expenses module. The Expenses module is often referred to as “Travel and Expenses”.



# Lesson 1: Understanding Travel and Expenses

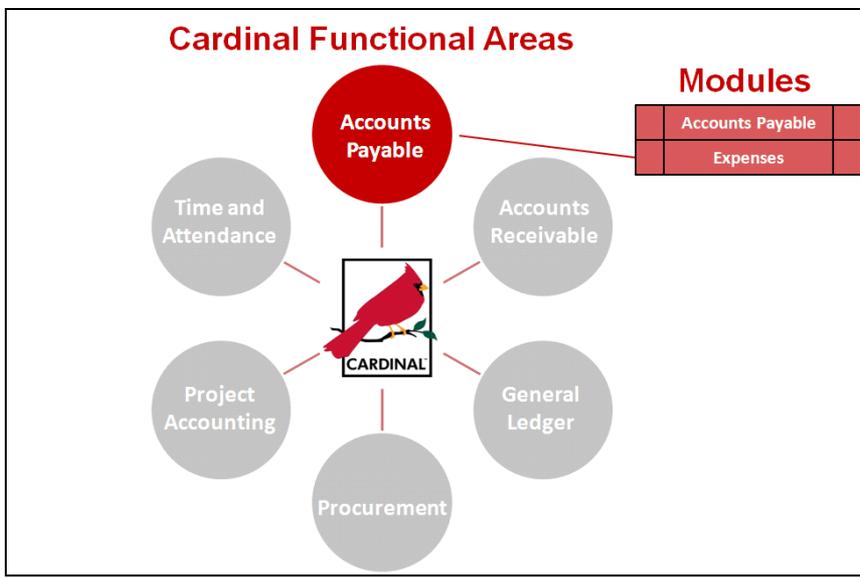
## Introduction

### Welcome

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By now, you have completed all prerequisite courses for this course and discovered the different functional areas and modules included in Cardinal. In this course, we will walk you through how to administer travel and expenses in Cardinal.





# Lesson 1: Understanding Travel and Expenses

## *Introduction*

### Course Objectives

After completing this course, you will be able to:

- Define key travel and expenses maintenance terms, concepts, processes, and roles
- Describe the categories of employee data used by Travel and Expenses and their sources
- Explain the effect of updating employee data in Travel and Expenses
- Update Employee Data, Organizational Data and Bank Accounts information in Travel and Expenses
- Describe the overall processing flow for travel authorizations, cash advances, expense reports, and payments
- Review Travel and Expense accounting entries
- Review and correct Travel and Expenses accounting errors
- Manually reconcile cash advances
- Process denied expense reports
- Close cash advances and expense reports
- Describe key reports and online inquiries
- Assessment questions at the end of each topic and/or lesson will check for your understanding



# Lesson 1: Understanding Travel and Expenses

## *Introduction*

### Agenda

Today, we will cover the following lessons:

- Lesson 1: Understanding Travel and Expenses
- Lesson 2: Loading/Maintaining Employee Profiles
- Lesson 3: Travel and Expenses Processing
- Lesson 4: Travel and Expenses Reports, Queries, and Online Inquiries
- Lesson 5: Travel and Expenses Hands-On Practice



# Lesson 1: Understanding Travel and Expenses

## *Introduction*

### Lesson Topics

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

- Key Terms
- Key Concepts
- Process and Roles
- Integration and Interfaces





# Lesson 1: Understanding Travel and Expenses

## *Topic 1: Key Terms*

### Key Terms

- **Travel Authorization:** A request made through Cardinal for authorization to travel. The travel authorization may include details of the proposed travel and expenses. An authorization must be approved, and the approver may request changes in the authorization request.
- **Cash Advance Request:** A request for a cash advance in connection with travel expenses. Cash advances may be made only to a limited number of employees and require approval. 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.





# Lesson 1: Understanding Travel and Expenses

## *Topic 1: Key Terms*

### Key Terms (Continued)

- **Expense Report:** An employee request for travel or other expense reimbursement. The request must include details of each expense, and receipts or other documentation scanned and attached to the report. 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.
- **Employee Profile:** Cardinal includes an Employee Profile for each user of Travel and Expenses. This profile includes information such as the employee's address, organizational data, and bank. The employee cannot change any of this information if it is incorrect. Personal and organizational information must be changed by Human Resources. Bank information must be changed by the agency's EDI Coordinator.





# Lesson 1: Understanding Travel and Expenses

## *Topic 1: Key Terms*

### Key Terms (Continued)

- **Expense Types:** A field on travel authorizations and expense reports that categorizes the expense reported on the associated line. Typical expense types include **Lodging, Airline Travel, Lunch – Travel Day, Dinner – Travel Day**, etc. There are also expense types for non-travel expenses. The value for the **Account** field in the accounting entries for travel authorizations and expense reports defaults based on the Expense Type. For example, the account used for **Lodging** is different than the account used for **Airline Travel**.
- **Stage Payments:** Batch processes in Travel and Expenses populate staging tables that contain records of travel and expense transactions to be paid. These processes occur after the approved transactions are posted and the records are used by the Accounts Payable Pay Cycle process to generate payments.





# Lesson 1: Understanding Travel and Expenses

## *Topic 2: Key Concepts*

### Key Concepts

Some key concepts in administering travel and expenses include:

- Accounts Payable (AP) 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.
- If non-employees, such as Board members, are reimbursed expenses, they will continue to be set up as vendors and paid through Accounts Payable.
- Cardinal includes an Employee Profile for each user of Travel and Expenses. This profile includes employee information such as address, organizational data, bank. If any of this information is incorrect, the employee must request a change, as they cannot change their own profile. For employee personal and organizational information, the employee should request changes through Human Resources. For updates to bank information, the employee should request changes through the agency's EDI Coordinator.
- In Cardinal Travel and Expenses, employees will be able to attach scanned documents such as invoices and receipts to travel authorizations, cash advances and expense reports. Approvers will be able to review these documents before approval.
- Employees who are issued cash advances can apply the cash advances to expense reports, and Cardinal will determine whether they are still owed money or will need to repay part of the advance. Travel Expense Processors will need to reconcile cash advance repayments from employees.



# Lesson 1: Understanding Travel and Expenses

## *Topic 3: Process and Roles*

### Travel and Expenses Process

The Travel and Expenses process involves the:

- Creation and approval of travel authorizations
- Creation of cash advance requests
- Creation of expense reports
- Payment of cash advances
- Expense report reimbursements
- Accounting for employee repayments

The most frequent users of Travel and Expenses are employees who enter travel authorizations, cash advances, and/or expense reports.

The other maintenance and exception handling processes are performed by roles that are more specialized.



# Lesson 1: Understanding Travel and Expenses

## Topic 3: Process and Roles

### Roles

Module	Role Name	Functional Description
Accounts Payable	EDI Coordinator	This role has access to: <ul style="list-style-type: none"><li>• Enter EDI banking information for vendors and employees</li></ul>
Expenses	Travel Expense Configurator	This role has access to: <ul style="list-style-type: none"><li>• Maintain Expenses configuration such as lodging rates, mileage rates, per diem, etc.</li></ul>
Expenses	Travel Expense Processor	This role has access to: <ul style="list-style-type: none"><li>• Approve Meal and Lodging vouchers</li><li>• Create/update employee profiles</li><li>• Cancel travel authorizations</li><li>• Expense budget exceptions</li><li>• Reconcile cash advances</li><li>• Update unposted expense reports</li><li>• Mark expense reports for unpost</li><li>• Authorize an employee to enter expenses on behalf of another employee</li></ul>

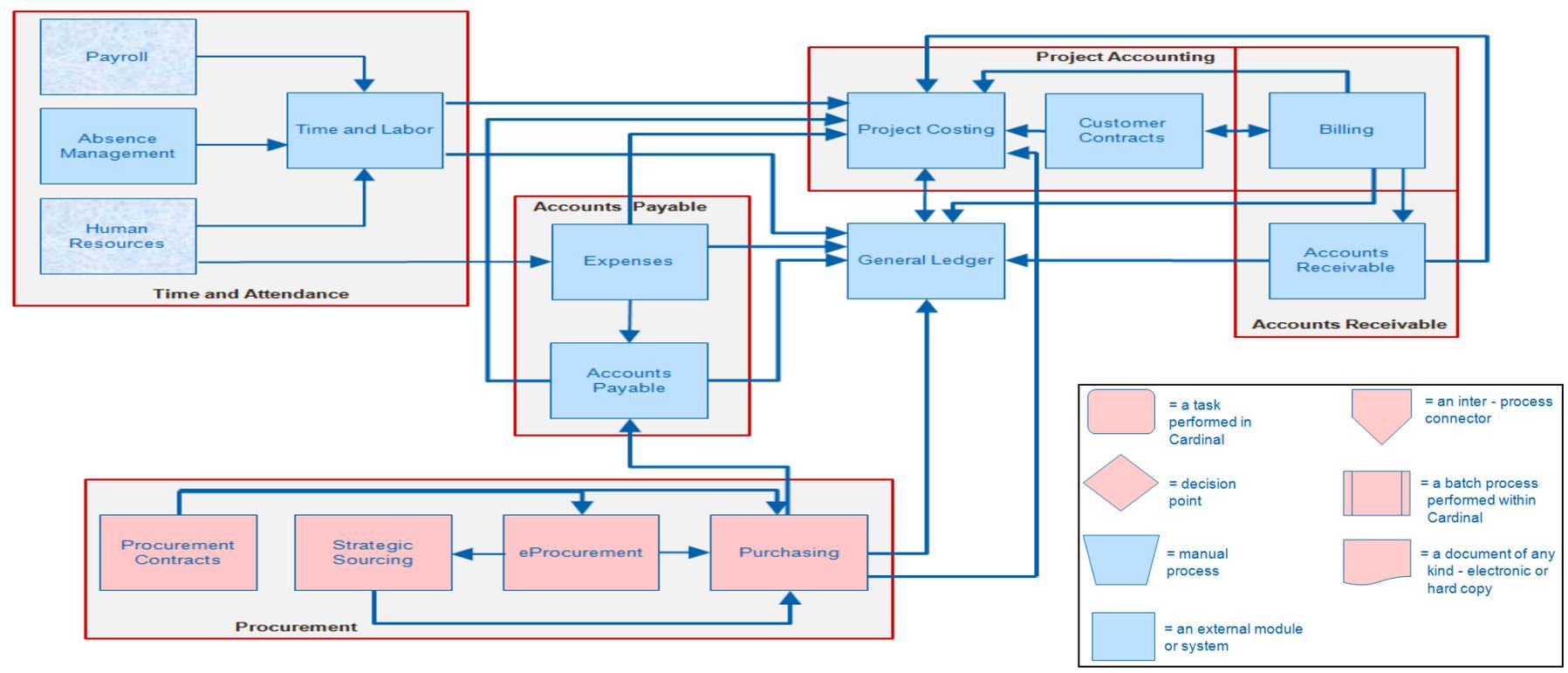


# Lesson 1: Understanding Travel and Expenses

## Topic 4: Integration and Interfaces

### Integration with Cardinal Human Capital Management (HCM) - Time and Attendance

The Travel and Expenses module integrates with the Cardinal Human Capital Management (HCM) application in the Time and Attendance functional area to obtain personal and organization information for Travel and Expenses Employee Profiles.





# Lesson 1: Understanding Travel and Expenses

## ***Topic 4: Integration and Interfaces***

### **Integration with Cardinal Human Capital Management (HCM) - Time and Attendance (Continued)**

As part of the regular daily process, HCM sends employee information to Travel and Expenses. This employee information includes:

- Personal information, such as address and phone
- Organizational information, such as personnel and employee status, department, and supervisor

Employee cash advance limits, bank, and PCard information are not included in the information sent from HCM. Employee cash advance limits are maintained by the Travel Expense Processor and bank information is maintained by the EDI Coordinator. PCard information is maintained by Procurement.

Information from HCM can be manually updated in Travel and Expenses. However, the daily interface process overwrites any changes in Travel and Expenses (all employee information is completely overwritten by the interface each time). So manual updates should only be done if the change is needed for immediate use; for example, if an employee has just changed departments/supervisors and needs to have an immediate travel authorization approved. Permanent changes to the personal and organization information must be made in HCM.



# Lesson 1: Understanding Travel and Expenses

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## *Lesson Checkpoint*

### Lesson Checkpoint

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



# Lesson 1: Understanding Travel and Expenses

## *Lesson Checkpoint*

### Lesson Checkpoint

Answer the review questions below:

1. What are some differences among travel authorizations, cash advances, and expense reports?
2. Are employees set up as vendors in Cardinal for expense reimbursements?
3. Why should personal and organizational data not be maintained in Travel and Expenses except in urgent situations?
4. What are some roles for people working in Travel and Expenses administration?



# Lesson 1: Understanding Travel and Expenses

## *Lesson Summary*

### Lesson Summary

In this lesson, you learned:

- Each key term in the Travel and Expenses module and the meaning of each
- Several key concepts in the Travel and Expenses module
- The different processes in the Travel and Expenses module
- How the Travel and Expenses module integrates with the Cardinal Human Capital Management (HCM) application in the Time and Attendance functional area



# Lesson 2: Loading/Maintaining Employee Profiles

## *Introduction*

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the employee data used by Travel and Expenses and their sources
- Explain the effect of updating employee data in Travel and Expenses
- Update Employee Data, Organizational Data, and Bank Account information in Travel and Expenses



# Lesson 2: Loading/Maintaining Employee Profiles

## *Introduction*

### Lesson Topics

This lesson covers the following topics:

- Employee Data Processing Overview
- Employee Profile Pages
- Updating Employee Information





# Lesson 2: Loading/Maintaining Employee Profiles

## *Topic 1: Employee Data Processing Overview*

### Employee Data Processing Overview

In the previous lesson, you learned about Travel and Expenses integration with HCM for maintaining employee information.

There are several types of employee data processed in Travel and Expenses:

- Employee data
- Organizational data
- Bank accounts



# Lesson 2: Loading/Maintaining Employee Profiles

## Topic 2: Employee Profile Pages

### Employee Data

The **Update Employee Profile** pages in Travel and Expenses contain most of the employee information used by Travel and Expenses:

- 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 **Bank Accounts** tab displays banking and payment information used for paying cash advances and expense reports.

You can access this page by navigating to the following path:

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

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

Employee Data Organizational Data User Defaults Bank Accounts

**BILLY FRANKLIN**

Employee Information

\*Last Name: FRANKLIN \*First Name: BILLY

Telephone: Employee Base:  Home  Office

\*Personnel Status: Employee Payments Sent To:  Home Address  Mailing Address

Home Address

Country: USA United States

Address 1: 123 Main Street

Address 2:

Address 3:

City: GLADYS

County: Postal: 23344

State: VA Virginia

Mailing Address

Country:

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:



# Lesson 2: Loading/Maintaining Employee Profiles

## Topic 3: Updating Employee Information

### Updating Employee Data

Travel Expense Processors can update information on the **Employee Data** tab. Remember, however, that Travel and Expenses imports employee data from HCM during regular daily processing, so any changes made on this tab are overwritten (all employee information is completely overwritten by the interface).

Requests to change Employee Data should normally be referred to Human Resources to ensure permanent changes are made in Travel and Expenses through HCM. You should only change employee information in Travel and Expenses when needed for immediate processing; for example, if an employee has transferred between departments and needs to enter a travel authorization but HCM is not yet updated.

To change fields on this tab, simply click in each field that you want to edit and enter the new information. When you have completed making the desired edits, click the **Save** button at the bottom of the page.

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

Employee Data | Organizational Data | User Defaults | Bank Accounts

### BILLY FRANKLIN

Employee Information

\*Last Name: FRANKLIN \*First Name: BILLY

Telephone: [ ] Employee Base:  Home  Office

\*Personnel Status: Employee  Payments Sent To:  Home Address  Mailing Address

Home Address

Country: USA United States

Address 1: 123 Main Street

Address 2: [ ]

Address 3: [ ]

City: GLADYS

County: [ ] Postal: 23344

State: VA Virginia

Mailing Address

Country: [ ]

Address 1: [ ]

Address 2: [ ]

Address 3: [ ]

City: [ ]

County: [ ] Postal: [ ]

State: [ ]



# Lesson 2: Loading/Maintaining Employee Profiles

## Topic 3: Updating Employee Information

### Updating Organizational Data

Travel Expense Processors can update information on the **Organizational Data** tab. This employee data is also uploaded from HCM during regular daily processing, so any changes made on this tab other than the cash advance limit will be overwritten.

Again, requests to change Organizational Data should normally be referred to Human Resources to ensure permanent changes are made in Travel and Expenses through HCM. Changes to this information should only be made when needed for immediate processing; for example, if an employee has transferred between departments and needs to enter a travel authorization but HCM is not yet updated with this information.

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

Employee Data | **Organizational Data** | User Defaults | Bank Accounts

**BILLY FRANKLIN**

Expenses Processing Data First | View All | Previous | 1 of 1 | Last

Valid for Expenses: No   Default Profile  
 Ignore Authorized Amounts

Reason for Status:

<b>HR Information</b>		<b>Supervisor Information</b>	
Employee Status:	<input type="text"/>	*ID:	<input type="text"/>
Hire Date:	<input type="text"/>	Name:	<input type="text"/>
*GL Unit:	<input type="text"/>	Designated Approver:	<input type="text"/>
*Department:	<input type="text"/>		
Hours Per Period:	<input type="text"/>		

Use Business Unit Default

Default ChartField Values Customize | End | First | 1 of 1 | Last

*GL Unit	Fund	Program	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate
<input type="text"/>									

Cash Advance Level

Business Unit  
 Specific Amount  
 None

Expense Role

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."

Expense Processing Role:



# Lesson 2: Loading/Maintaining Employee Profiles

## Topic 3: Updating Employee Information

### Updating Bank Accounts

EDI Coordinators are responsible for updating the **Bank Accounts** tab. These updates can be made as needed since the **Bank Accounts** tab is the original source of this information.

To enter bank information for an employee, click on the bank icon in the **Bank Account** field. The **Pay to Bank Accounts** page will appear. To add or make changes to the fields on this page, simply click in the field you want to edit and enter the new information. When you have completed making the desired edits, click on the **OK** button to return to the **Bank Accounts** tab. The information you entered populates the respective fields under the **Bank Account Info** tab. To add another bank account, click on the **Add New Row** button and repeat the above steps. A bank account can also be designated as the default by using the checkbox in the **Default** field.

When you have completed making the desired edits, click the **Save** button at the bottom of the page.

The screenshot shows the 'Update Profile' interface for Billy Franklin. The 'Bank Accounts' tab is active, displaying a table with columns: Default, Bank Account, Source, Bank Name, Bank ID, Branch Name, Branch ID, and Bank Account #. A red box highlights the 'Bank Account' column header, and another red box highlights the 'Add New Row' button in the bottom right corner of the table. Below the table is the 'Pay to Bank Accounts' form, which includes fields for Country (USA), Bank Name, Branch Name, Bank ID Qualifier, Bank ID, Branch ID, Bank Account Number, Check Digit, DFI Qualifier, DFI ID, and IBAN. The form also has a 'Search' button and 'OK' and 'Cancel' buttons at the bottom.



# Lesson 2: Loading/Maintaining Employee Profiles

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## *Lesson Checkpoint*

### Lesson Checkpoint

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



# Lesson 2: Loading/Maintaining Employee Profiles

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## *Lesson Checkpoint*

### Lesson Checkpoint

Answer the review questions below:

1. Which Employee Profile tabs use data copied from HCM?
2. What role updates bank account information?



# Lesson 2: Loading/Maintaining Employee Profiles

## *Lesson Summary*

### Lesson Summary

In this lesson, you learned:

- Employee data types used by Travel and Expenses and their sources
- What happens when employee data is updated in Travel and Expenses
- How to update Employee Data, Organizational Data, and Bank Account information in Travel and Expenses



# Lesson 3: Travel and Expenses Processing

## *Introduction*

### Lesson Objectives

After completing of this lesson, you will be able to:

- Describe the overall processing flow for travel authorizations, cash advances, expense reports, and payments
- Review Travel and Expenses accounting entries
- Review and correct Travel and Expenses accounting errors
- Manually reconcile cash advances
- Process denied expense reports
- Close cash advances and expense reports



# Lesson 3: Travel and Expenses Processing

## *Topic 1: Travel and Expenses Processing Overview*

### Travel and Expenses Processing Overview

We will first learn about the behind-the-scenes steps in Travel and Expenses. Many of these steps are automatic, but some may require your intervention, especially when there are errors.

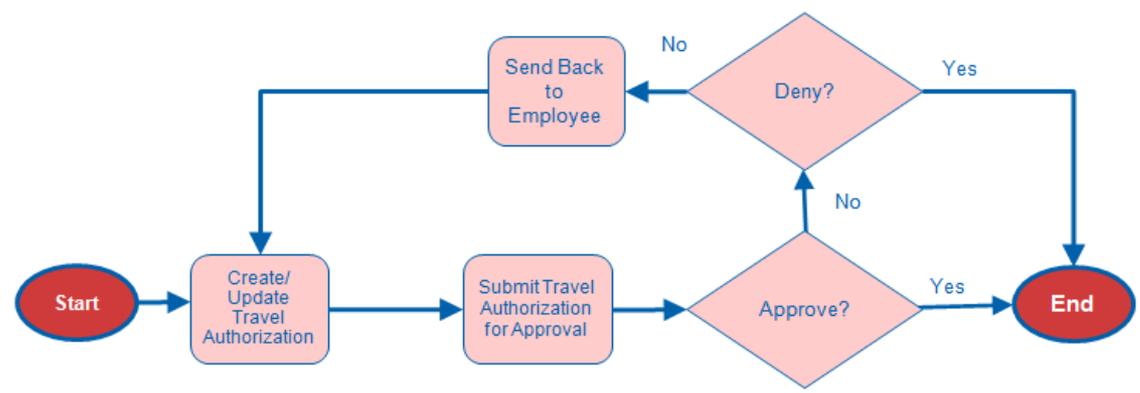


# Lesson 3: Travel and Expenses Processing

## Topic 1: Travel and Expenses Processing Overview

### Travel Authorization Processes

Requesting a travel authorization is typically the first step in the Travel and Expenses process for travel expenses. Each travel authorization must be approved by the employee's designated approver(s). This diagram illustrates how a travel authorization is processed.



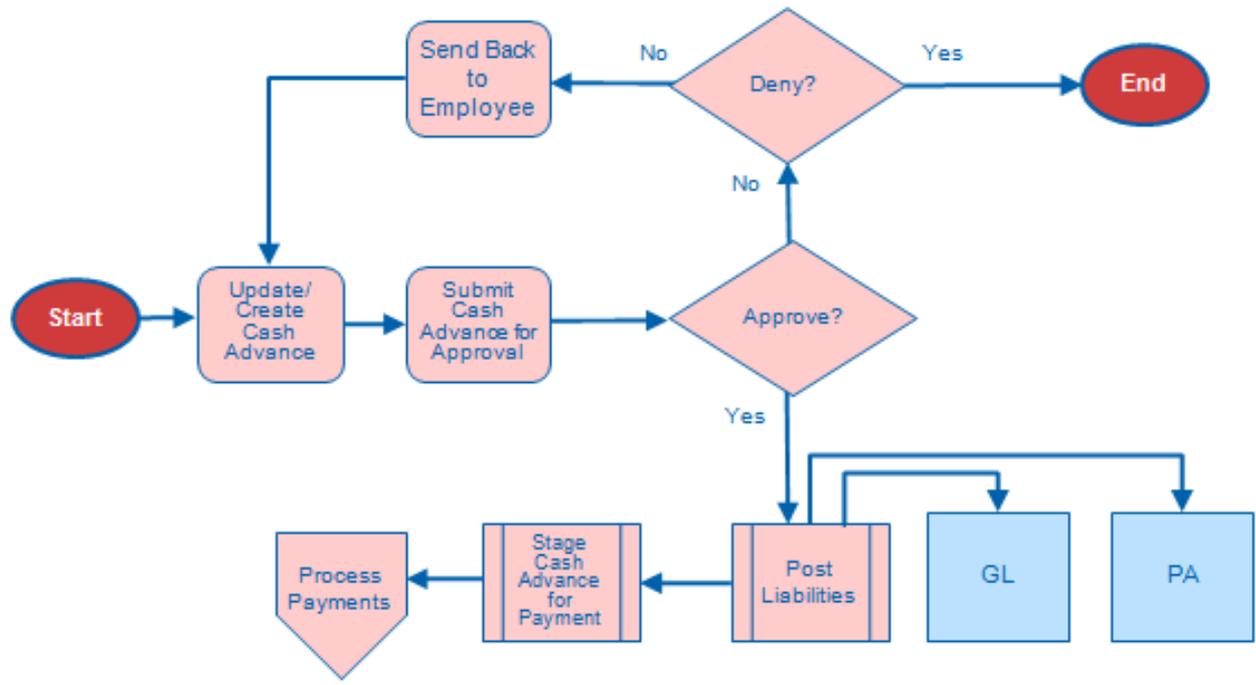


# Lesson 3: Travel and Expenses Processing

## Topic 1: Travel and Expenses Processing Overview

### Cash Advance Processes

Few employees are eligible for cash advances. This can be done when entering a travel authorization or afterward. Cash advances must be approved. This diagram illustrates how a cash advance is processed.



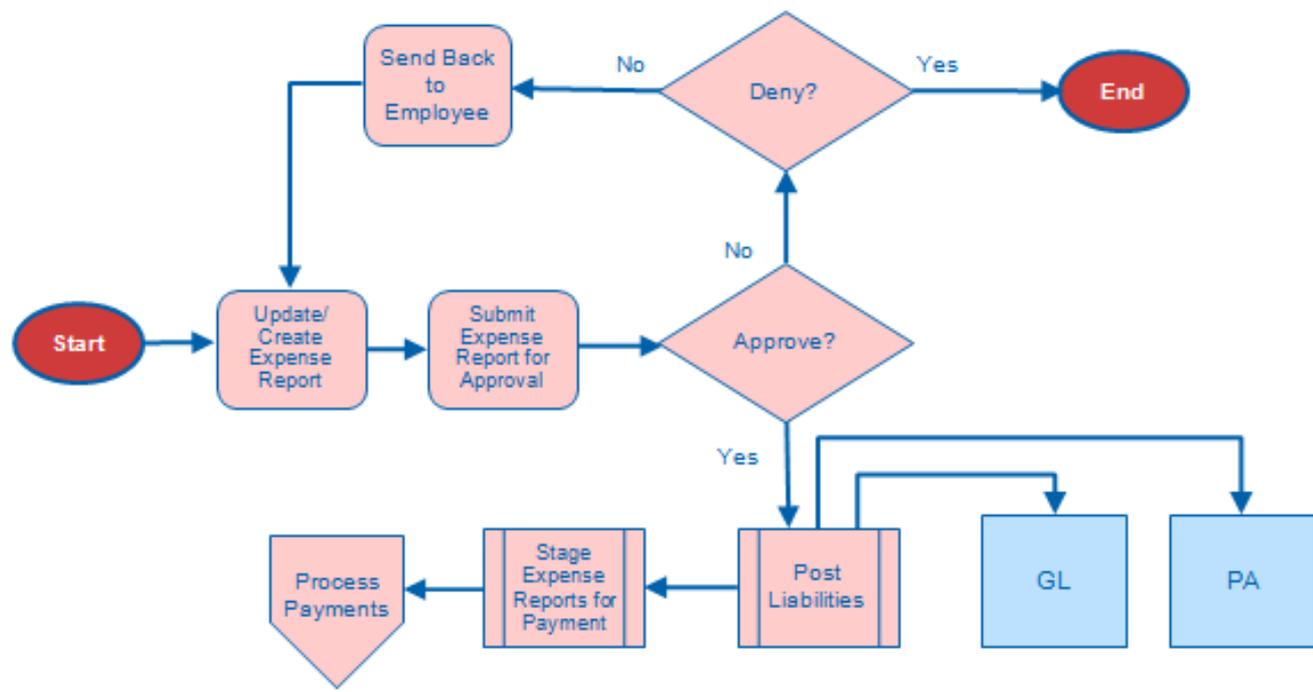


# Lesson 3: Travel and Expenses Processing

## Topic 1: Travel and Expenses Processing Overview

### Expense Report Processes

Employees may request reimbursement for travel or other business expenses. When employees enter an expense report for travel reimbursement, they may copy information from the travel authorization into the report and apply any cash advance received. Whether entered for travel or non-travel expenses, expense reports require approval.





# Lesson 3: Travel and Expenses Processing

## *Topic 1: Travel and Expenses Processing Overview*

### **Payment Processes**

After a cash advance or expense report is approved, it is processed for payment. The payment process uses the Accounts Payable module as well as the Travel and Expenses module. Payments are either issued by check or deposited in the employee's bank account, depending on the employee's Employee Profile.

If the expense report has a balance due from the employee (for example, if the cash advance exceeded the reported expenses), the employee submits repayment through Accounts Receivable and the Cardinal Accounts Receivable module processes the repayment. The Travel Expense Processor is responsible for manually reconciling the repayment with the expense report(s) in Cardinal Travel and Expenses.

If the expense report does not have a balance, no further action is needed; a nightly batch process will complete the reconciliation process.



# Lesson 3: Travel and Expenses Processing

## *Topic 2: Reviewing and Correcting Errors*

### Reviewing and Correcting Errors

Cardinal detects most expense report errors when employees enter their expense reports. At this point, employees can correct any errors.

However, it is possible that expense report accounting entries may be incorrect and may need to be unposted in order to make a correction.



# Lesson 3: Travel and Expenses Processing

## Topic 2: Reviewing and Correcting Errors

### Expense Report Acctg Entries Page

You can review the posted accounting entries for a selected expense report using the **Expense Report Acctg Entries** page.

You can navigate to this page through the following path:

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

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
0	1	Expense Distribution	50100	5012830	01000	612001	10001	11040020		
0	1	Expenses Accrual	50100	205025	01000		99999	99999999		
0	2	Expense Distribution	50100	5012830	01000	612001	10001	11040020		
0	2	Expenses Accrual	50100	205025	01000		99999	99999999		
0	3	Expense Distribution	50100	5012820	01000	607001	10001	11040010		
0	3	Expenses Accrual	50100	205025	01000		99999	99999999		



# Lesson 3: Travel and Expenses Processing

## Topic 2: Reviewing and Correcting Errors

### Cash Advance Acctg Entries Page

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 through the following path:

**Main Menu > Travel and Expenses > T and E Administration Center > View Accounting Entries > Cash Advance > Cash Advance Acctg Entries**

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

**Cash Advance Acctg Entries**

Sun, Summer      Advance ID: 000000023

Employee ID: VTEST123

**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	50100	205025						
0	1	Employee Advances	50100	205025			10001			
0	2	Expenses Accrual	50100	205025						
0	2	Employee Advances	50100	205025			10001			

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



# Lesson 3: Travel and Expenses Processing

## *Topic 2: Reviewing and Correcting Errors*

### Correcting Accounting Entries

There are some restrictions on the correction procedures for accounting entries:

- You can only unpost expense reports that have not been paid. If an expense report has been paid and you need to change the accounting entries, a manual journal entry must be created.
- On an unposted expense report, you can only change the accounting entries. You cannot change any other elements of the report (including the amounts).



# Lesson 3: Travel and Expenses Processing

## *Topic 2: Reviewing and Correcting Errors*

### Correcting Accounting Entries (Continued)

If you need to correct any accounting entries in an expense report that is eligible for unposting, follow these steps:

- Mark the expense report for unposting using the **Mark Expense Report for Unpost** page.
- Wait for the Unpost Expense Report and Budget Check processes to be run as part of regular daily batch processing. The Unpost Expense Report process changes the **Posting Status** of the expense report but not the **Expense Report Status**. Therefore, the updated expense report does not require re-approval.
- Update the expense report to correct the entries.
- The corrected expense report will be budget-checked and if it passes budget check, posted in the next regular processing run.



# Lesson 3: Travel and Expenses Processing

## Topic 2: Reviewing and Correcting Errors

### Mark Expense Report for Unpost Page

The first step in correcting accounting entries is to unpost the expense report. Use the following path to access the **Mark Expense Report for Unpost** page.

Once you mark an expense report for unposting, the report will be unposted during the next batch process, and will then be available for correction.

You can navigate to this page through the following path:

**Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Mark Expense Report for Unpost**

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

New Window ? Help

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### Mark Expense Report For Unpost

Stephan John Report ID: 0000000150

Report Description: Training Conference  
Creation Date: 06/21/2011  
GL Unit: 50100 VA Dept of Transportation  
Report Status: Staged  
Business Purpose: Conference  
Amount: 250.00 USD

Reversal Date

Use Current Date  
 Use Specific Date

Unpost



# Lesson 3: Travel and Expenses Processing

## *Topic 2: Reviewing and Correcting Errors*

### Unposted Expense Report - Expense Report Summary Page

After the Unpost Expense Report process runs, the expense report becomes available for updating through the **Unposted Expense Report - Expense Report Summary** page.

After you select the report to update, the **Unposted Expense Report - Expense Report Summary** page appears. From that page, follow these steps:

- Click the link in the **Expense Type** column of the **Expense Line Items** section for the item you want to update.
- The **Expense Detail** page for the item appears, displaying the **Accounting Detail** for the expense. Click the **Update Accounting Detail** link just below this detail.
- The **Accounting Detail** page appears with the fields accessible for change. Change the values as needed, then return to the **Expense Report Summary** page to save.

Remember, you can only update accounting entries on the expense report. After you complete the changes and the Budget Check is run, the updated expense report again becomes available for posting.

You can navigate to this page through the following path:

**Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Update Unposted Expense Report**



# Lesson 3: Travel and Expenses Processing

[Favorites](#) | [Main Menu](#) > [Travel and Expenses](#) > [Manage Accounting](#) > [View/Adjust Accounting Entries](#) > [Update Unposted Expense Report](#)

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## Unposted Expense Report

### Expense Report Summary

Stephan John Report ID: 0000000235 [Expense Report Attachments](#)

**General Information**

Report Description:	Training Conference	Reference:	Employee Base:	Office
Business Purpose:	Conference	Comment:		
Report Status:	Approved for Payment			
Default Location:				
Accounting Date:	07/19/2011	Created On:	07/19/2011	By: V_AP_EXPENSES_EMPLOYEE
Accounting Template:	STANDARD	Last Updated:	07/19/2011	By: V_AP_EXPENSES_APPROVER

[Risk Details](#)

---

**Expense Line Items** [Customize](#) | [Find](#) |  | 

Risks	Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency
	<a href="#">Registration Fee</a>	07/01/2011				200.00	USD



# Lesson 3: Travel and Expenses Processing

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## *Lesson Simulation*

### Simulation

You are now about to view a simulation for unposting and correcting accounting entries in an expense report.



# Lesson 3: Travel and Expenses Processing

## *Topic 3: Reconciling a Cash Advance*

### Payment Reconciliation

When an employee receives a cash advance, the cash advance payment to the employee must be reconciled with the expense report to ensure that the expense report, the cash advance, and payment to or from the employee balance.

Cardinal uses two different reconciliation procedures:

- If the amount of the expense report is greater than the cash advance (i.e. if payment is due to the employee), Cardinal uses a batch process to perform the reconciliation. This process is automatic and the outstanding cash advance is balanced against the reimbursable expenses during the process.
- If the amount of the cash advance is greater than the expense report (i.e., payment is due from the employee), the repayment goes through Accounts Receivable and will not be balanced automatically against the expense report in Cardinal. The Travel Expense Processor must perform the reconciliation manually to ensure that the amounts balance. 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.



# Lesson 3: Travel and Expenses Processing

## *Topic 3: Reconciling a Cash Advance*

### Manual Reconciliation

To repay an outstanding cash advance, employees submit the repayment to Accounts Receivable.

A manual reconciliation associates the employee's repayment with the expense report. Details are entered about the employee's repayment, for example, the check number, the date and the amount from Accounts Receivable are entered.



# Lesson 3: Travel and Expenses Processing

## Topic 3: Reconciling a Cash Advance

### Reconcile Cash Advance Report Page

Use the **Reconcile Cash Advance Report** page to perform a manual reconciliation. This page displays the current amount due and allows you to enter information about the check submitted by the employee.

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 will be able to save the payment, and the payment will be deducted from the amount due, but the expense report will not go into **Reconciled** status. It is possible to enter additional payments later until the amount due is zero, at which time the expense report will be **Reconciled**.

You can navigate to this page through the following path:

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

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

New Window ? Help Custom

### Travel & Expenses - Cash Advance Report

#### Reconcile Cash Advance Report

Wiley Coyote Authorization ID: 000000036

**General Information**

Description: Test Supervisor Comment:

Business Purpose: Conference

Status: Paid Reference:

\*Accounting Date: 06/23/2011 Post State: Posted

Accounting Template: STANDARD Last Updated: 03/10/2011 By: V\_AP\_EXPENSES\_APPROV

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

Report ID	Creation Date	Report Status	Amount Applied	Currency
			0.000	

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

*Date	*Number	*Amount	Currency
06/23/2011	<input type="text"/>	0.00	USD

**Totals**

Advance Amount:	20.00 USD	Report Balance	
Applied To Expense Reports:	0.00 USD	Due Company:	20.00 USD
Payments Received:	0.00 USD		

Update Totals

Save for Later Reconcile



# Lesson 3: Travel and Expenses Processing

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## *Lesson Simulation*

### Simulation

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



# Lesson 3: Travel and Expenses Processing

## *Topic 4: Processing Denied Expense Reports*

### Processing Denied Expense Reports

In some cases, an approver may deny an employee's expense report. In these situations, it is not possible for the employee to update the expense report. If the employee wants to make another request for reimbursement for some or all of the associated expenses, the employee needs to create a new expense report.

If an expense report is denied, it should be deleted from the system. Doing this will release any associated travel authorization so it can be used with a replacement expense report.

Expense reports may also be deleted for other reasons (for example, if the employee made mistakes on a report and prefers to start over).

Either a Travel Expense Processor or the employee may delete expense reports.



# Lesson 3: Travel and Expenses Processing

## Topic 4: Processing Denied Expense Reports

### Deleting an Expense Report

The **Delete an Expense Report** page is used to select and delete existing expense report(s). This page lists the expense reports that are eligible for deletion. Use the checkbox in the **Select** field to identify the report(s) to be deleted, then click on the **Delete Selected Report(s)** button.

You can navigate to this page through the following path:

**Main Menu > Travel and Expenses > Travel and Expense Center > Expense Report > Delete**

Favorites | Main Menu > Travel and Expenses

### Travel and Expense

## Delete an Expense Report

Summer Sun

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000000136	Test	03/15/2011		USD
<input type="checkbox"/>	0000000114	Richmond Field Work	02/01/2011	1150.00	USD
<input type="checkbox"/>	0000000096	Financial Implementation	01/25/2011	903.99	USD

Delete Selected Report(s)



# Lesson 3: Travel and Expenses Processing

## *Topic 4: Processing Denied Expense Reports*

### Deleting an Expense Report (Continued)

After you click the **Delete Selected Report(s)** button, the **Delete Confirmation** page appears. Click on the **OK** button to confirm the deletion.

You then return to the **Delete an Expense Report** page. Click on the **Return to Expense Report** link to return to the **Expense Report** page.



# Lesson 3: Travel and Expenses Processing

## *Topic 5: Closing Cash Advances and Expense Reports*

### Closing Cash Advances and Expense Reports

From time to time, you may need to close a cash advance or an expense report before it is staged for payment; for example, an employee requests a cash advance, it is approved, and then prior to payment the employee resigns. Another example might be if an employee requests to be reimbursed for business expenses and they are approved, but then prior to payment, they are determined to be non-reimbursable.

Closing processes create reversal entries for the accounting liabilities that were posted after the cash advance or expense report was approved, but before it was staged for payment. After a cash advance or expense report is staged for payment, it can no longer be closed through this process.

Closing a cash advance or expense report is **not** the same as deleting a cash advance or expense report. Deleting marks the transaction as deleted in the database and is typically used for denied items. Closing is used for creating reversals to posted accounting liabilities before a cash advance or expense report is staged for payment. The items are not however deleted.



# Lesson 3: Travel and Expenses Processing

## Topic 5: Closing Cash Advances and Expense Reports

### Closing a Cash Advance

The **Mark Cash Advance for Close** page is used to close cash advances.

Select the cash advance to be closed and then, on the **Mark Cash Advance for Close** page that appears, follow these steps:

- In the **Reversal Date** section, specify the date for the reversal accounting entry. Always select the **Use Current Date** option.
- Click on the **Close** button to confirm the closure. This will mark the cash advance for closing.
- The next time the batch process for closing liabilities runs, the reversal accounting entries will be generated and posted to close the cash advance.

You can navigate to this page through the following path:

**Main Menu > Travel and Expenses > Process Expenses > Close Expenses > Mark Cash Advance for Close**

Favorites | Main Menu > Travel and Expenses > Process Expenses > Close Expenses > Mark Cash Advance for Close

New Window | Help | Customize Page | http

### Mark Cash Advance for Close

Cash Advance Close

Schumacher, Kenneth ID: KU0042 Advance ID: 0000000003

Advance Description: Product Demo  
Accounting Date: 08/15/2000  
GL Unit: US001 US001 NEW YORK OPERATIONS  
Advance Status: Paid  
Business Purpose: Customer Visit  
Amount: 0.00 USD

Reversal Date

Use Current Date  
 Use Specific Date

Close



# Lesson 3: Travel and Expenses Processing

## Topic 5: Closing Cash Advances and Expense Reports

### Closing an Expense Report

The **Mark Expense Report for Close** page is used for closing an expense report.

The steps for closing a cash advance are:

- In the **Reversal Date** section, the current date is used for the reversal accounting entry. Click on the Close button to confirm the closure. This will mark the expense report for closing.
- The next time the batch process for closing liabilities runs, the reversal accounting entries will be generated and posted to close the expense report.

You can navigate to this page through the following path:

**Main Menu > Travel and Expenses > Process Expenses > Close Expenses > Mark Expense Report for Close**

Favorites | Main Menu > Travel and Expenses > Process Expenses > Close Expenses > Mark Expense Report for Close

New Window ? Help Customize Page http

### Mark Expense Report for Close

Schneider, Kim ID: KS1234 Report ID: 0000000200

Report Description: CA Retest 2  
Accounting Date: 11/10/2010  
GL Unit: US001 US001 NEW YORK OPERATIONS  
Report Status: Paid  
Business Purpose: Consulting Services  
Amount: 14.00 USD

**Reversal Date**

Use Current Date  
 Use Specific Date

Close

Return to Search Previous in List Next in List Notify



# Lesson 3: Travel and Expenses Processing

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## *Lesson Checkpoint*

### Lesson Checkpoint

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



# Lesson 3: Travel and Expenses Processing

## *Lesson Checkpoint*

### Lesson Checkpoint

Answer the review questions below:

1. Is budget checking used in Travel and Expense processing? If so, where?
2. What happens when an employee owes money from an expense report?
3. Is it possible to correct the accounting entries on an employee's expense report?
4. Why should a denied expense report be deleted?
5. What is the difference between deleting and closing a cash advance or expense report?



# Lesson 3: Travel and Expenses Processing

## *Lesson Summary*

### Lesson Summary

In this lesson, you learned:

- The overall processing flow for travel authorizations, cash advances, expense reports, and payments
- The process used to review Travel and Expenses accounting entries
- The process used to review and correct Travel and Expenses accounting errors
- How to manually reconcile cash advances
- The steps to process denied expense reports
- How to close cash advances and expense reports



# Lesson 4: Travel and Expenses Reports and Online Inquiries

## *Introduction*

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the key reports, queries and online inquiries





# Lesson 4: Travel and Expenses Reports and Online Inquiries

## *Introduction*

### Lesson Topics

This lesson covers the following topics:

- Reports
- Online Inquiries





# Lesson 4: Travel and Expenses Reports and Online Inquiries

## *Topic 1: Reports*

### Travel and Expenses Reports

Travel and Expenses reports can run at various intervals during Travel and Expenses administration. Different reports may be available depending on your individual security role. Key administrative Travel and Expenses reports include:

- Cash Advances Aging by Business Unit
- Expense Transactions by Department
- Employee Average Expenses
- Employee Trends



# Lesson 4: Travel and Expenses Reports and Online Inquiries

## Topic 1: Reports

### Cash Advances Aging by Business Unit Report

It lists outstanding cash advances by employee including ID, purpose, amount, department, and days outstanding.

You can navigate to this report through 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			
		50100	VA Dept of Transportation	8/3/2011	1 of 1			
Employee ID / Name	Advance ID	Business Purpose	Department	Payment Dat	Advance Amount	Days Outstanding		
'123	Sun,Summer	0000000034	Field Work	10001	3/24/2011	105.00	USD	132
- End of Report -						Total Advances	Total Advance Amount	
						1	105.00	USD



# Lesson 4: Travel and Expenses Reports and Online Inquiries

## Topic 1: Reports

### Expense Transactions by Department Report

It lists expense transaction for a specified department in a specified date range by employee.

You can navigate to this report through 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 10001	Description Commissioner's Office	GL Business Unit 50100	From Date 7/1/2011	Through Date 8/10/2011	Report Print Date 8/10/2011	Page Number 1 of 2	
Employee ID / Name	Sheet ID	Reference	Business Purpose	Account		Alt.Account	Project ID	Amount	
VTEST123	Sun,Summer	0000000256	Field Work	112052	A/R-Local		0000035244	448.00	USD
							112052 A/R-Local	448.00	USD
VTEST123	Sun,Summer	0000000265	Conference	5012820	Trv Per Ve			100.00	USD
							5012820 Trv Per Ve	100.00	USD
00998877	Duper,Super	0000000110	Field Work	5012830	Trv Pub Ca		0000000044	880.91	USD
							5012830 Trv Pub Ca	880.91	USD
VTEST123	Sun,Summer	0000000275	Conference	5012850	Trv Lodge			87.14	USD
		0000000274	Conference					87.14	USD
		0000000273	Conference					1,111.11	USD
		0000000272	Conference					90.00	USD



# Lesson 4: Travel and Expenses Reports and Online Inquiries

## Topic 1: Reports

### Employee Average Expenses

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

You can navigate to this report through 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: 8/3/2011

Report Parameters					
GL Business Unit	50100	VA Dept of Transportation		From Date	04/01/2011
Department	10000	All Central Office Orgs		Through Date	08/03/2011
Employee	123	Sun,Summer			

GL Business Unit: 50100    VA Dept of Transportation  
Currency: USD    US Dollar

Employee ID	Employee Name	Department	Total Number of Expense Report Lines	Monetary Amount	Average Monetary Amount
123	Sun,Summer	10000	1	110.00	110.00



# Lesson 4: Travel and Expenses Reports and Online Inquiries

## Topic 1: Reports

### Employee Trends Report

It reports changes in expenses reported for a specific employee during a specified time period.

You can navigate to this report through the following path:

**Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Employee Trends**

**ORACLE**  
EX\_ETRD\_XRPT

**Employee Trends**  
PeopleSoft Expenses

Page: 1 of 1  
Run Date: 8/3/2011

Report Parameters				
GL Business Unit	50100	VA Dept of Transportation	Current From Date	05/05/2011
Department	10000	All Central Office Orgs	Current Through Date	08/03/2011
Employee	123	Sun,Summer	Previous From Date	05/05/2010
			Previous Through Date	08/03/2010

GL Business Unit: 50100    VA Dept of Transportation  
Currency Code: USD    US Dollar

Employee ID	Employee Name	Department	Current # of Expense Lines	Previous # of Expense Lines	Current Monetary Amt	Previous Monetary Amt	% of Change Over Period
123	Sun,Summer	10000	1	0	110.00	0.00	0



# Lesson 4: Travel and Expenses Reports and Online Inquiries

## *Topic 2: Online Inquiries*

### Online Inquiries

Travel and Expenses administration online inquiries can be run at various intervals. There are numerous Travel and Expenses administration online inquiries available. Key Travel and Expenses online inquiries include:

- Expense Report Budget Exceptions
- View Expense Report Accounting Entries
- View Cash Advance Accounting Entries



# Lesson 4: Travel and Expenses Reports and Online Inquiries

## Topic 2: Online Inquiries

### Expense Report Budget Exceptions

Use the **Expense Report Budget Exceptions** inquiry to list expense report(s) that failed budget checking and learn more about why.

You can navigate to this inquiry through the following path:

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

The screenshot shows the 'Expense Rpt Budget Exceptions' inquiry page. At the top, there is a breadcrumb trail: Favorites | Main Menu > Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions. Below this, there are two tabs: 'Expense Sheet Exceptions' and 'Line Exceptions'. The 'Report ID' field contains '000000098'. The '\*Exception Type' dropdown is set to 'Error'. There are two checkboxes: 'Override Transaction' (unchecked) and 'More Budgets Exist' (unchecked). The 'Maximum Rows' field is set to '100'. A 'Search' button is present, along with a link to 'Advanced Budget Criteria'. Below the search area, there is a table titled 'Budgets with Exceptions'. The table has columns for 'Details', 'Business Unit', 'Ledger Group', 'Exception', 'More Detail', 'Override Budget', and 'Transfer'. There are two rows of data, both showing 'No Budget Exists' for the 'Exception' column. The table also includes a 'Customize' button and pagination information '1-2 of 2'.

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		50100	CC_LOWLVL	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2		50100	CC_LOWLVL	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...



# Lesson 4: Travel and Expenses Reports and Online Inquiries

## Topic 2: Online Inquiries

### View Expense Report and View Cash Advance Accounting Entries

Use these two inquiries to view the accounting entries on an expense report or on a cash advance respectively. These inquiries are view-only versions of the page you learned about in Lesson 3 for adjusting accounting entries.

You can navigate to this inquiry through the following path:

**Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting 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: 0000000055  
 Employee ID: 0000000098

**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	Fl
0	1	Expenses Accrual	50100	205025	04100		99999	99999999		
0	1	Employee Advances	50100	131050	04100		10001	99999999		

**Accounting Details**

Journal Template: EXPAYMENT  
 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	Fl
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					



# Lesson 4: Travel and Expenses Reports and Online Inquiries

## *Lesson Summary*

### Lesson Summary

In this lesson, you learned:

- How to describe the key Travel and Expenses reports
- How to describe the key Travel and Expenses online inquiries
- There are several other Travel and Expenses reports

Please reference the **Cardinal Reports Job Aid** for a list of all reports available.



# Lesson 5: Travel and Expenses Hands-On Practice

## *Course Simulations Review*

### Simulation

You can now run the UPK simulations you have viewed in this course. This simulation will go back to every topic you have explored so far. You have 10 minutes to run this simulation.

Following this simulation, please refer to your Activity Guide to complete all the required exercises on Travel and Expense Administration. You are encouraged to note all your questions and ask them to the instructor after completing all the exercises.

Open the **UPK** file on the **Desktop** to begin.



# AP315: Travel and Expense Administration

## *Course Summary*

### Course Summary

In this course, you learned to:

- Define key travel and expenses maintenance terms, concepts, processes, and roles
- Describe the categories of employee data used by Travel and Expenses and their sources
- Explain the effect of updating employee data in Travel and Expenses
- Update Employee Data, Organizational Data and Bank Accounts information in Travel and Expenses
- Describe the overall processing flow for travel authorizations, cash advances, expense reports, and payments
- Review Travel and Expense accounting entries
- Review and correct Travel and Expenses accounting errors
- Manually reconcile cash advances
- Process denied expense reports
- Close cash advances and expense reports
- Describe key reports and online inquiries



# AP316: Travel and Expense Administration

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## *Course Evaluation*

### Course Completed

Congratulations! You successfully completed the AP316: Travel and Expenses Administration course. Please use the evaluation link to assess this course.