SW AP317
Approving Employee Expenses

Web Based Training

Rev 6/29/2017

Welcome to Cardinal Training

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

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.

Course Objectives

After completing this course, you will be able to:

- Approve expense items
- Deny expense items
- Send Back expense items
- Put expense items on hold
- Reassign expense approval items

Agenda

1 Employee Expenses Approval Process

Lesson 1: Introduction

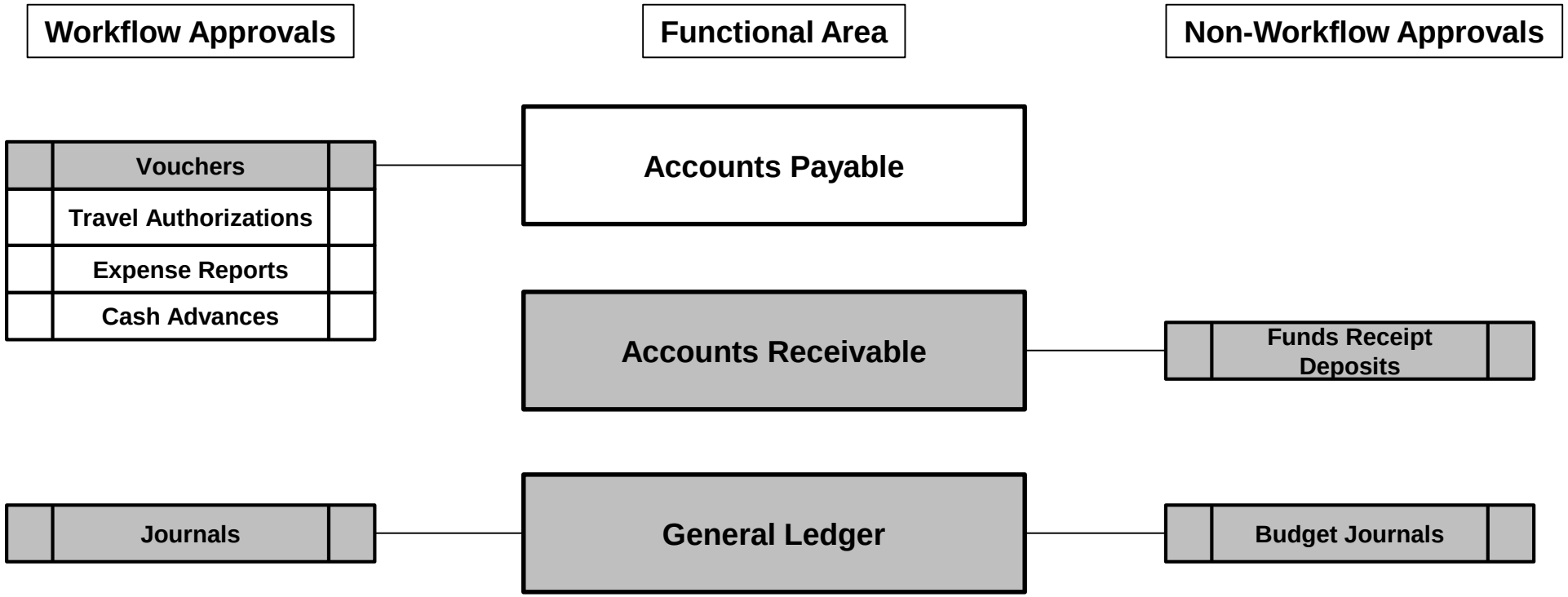
1 Employee Expenses Approval Process

This lesson covers the following topics:

- Employee Expenses Approval Overview – Online and Interfacing Agencies
- Employee Expenses Approval Levels – Online and Interfacing Agencies
- Employee Expenses Approval Steps – Online
- Reassign Expense Approvals

Employee Expenses Approval Overview

This course will focus on Expense Approvals. Cardinal uses **Workflow** to route online **Travel Authorizations**, **Expense Reports,** and **Cash Advances** to the appropriate approvers' **Worklists**.



Employee Expenses Approval Overview (continued)

Every expense transaction entered online in Cardinal must have at least one online approval. Additional approvals may be required, if certain conditions are met.

Workflow routes online expense transactions, including expense reports, travel authorizations, and cash advances, to a worklist for approval.

These items can be approved from the worklist or by navigating directly to the **Approve Transactions** page for Travel and Expense. Cardinal does not send an email when items are routed for approval.

Interfaced expense reports receive agency level approval(s) prior to being uploaded into Cardinal. Interfaced expense reports only require online approval(s) in Cardinal if they are modified or corrected online in Cardinal or if they require Virginia Department of Accounts (DOA) approval (e.g., capital outlay projects, legal services, etc.).

Interfaced cash advances must be approved online in Cardinal.

The originator (proxy) can check approval the status of expense reports, cash advances, and travel authorizations online.

Employee Expenses Approval Levels

Employee expenses require different levels of approval, based on the type of transaction and agency workflow. There are three different types of expense approvals in Cardinal:

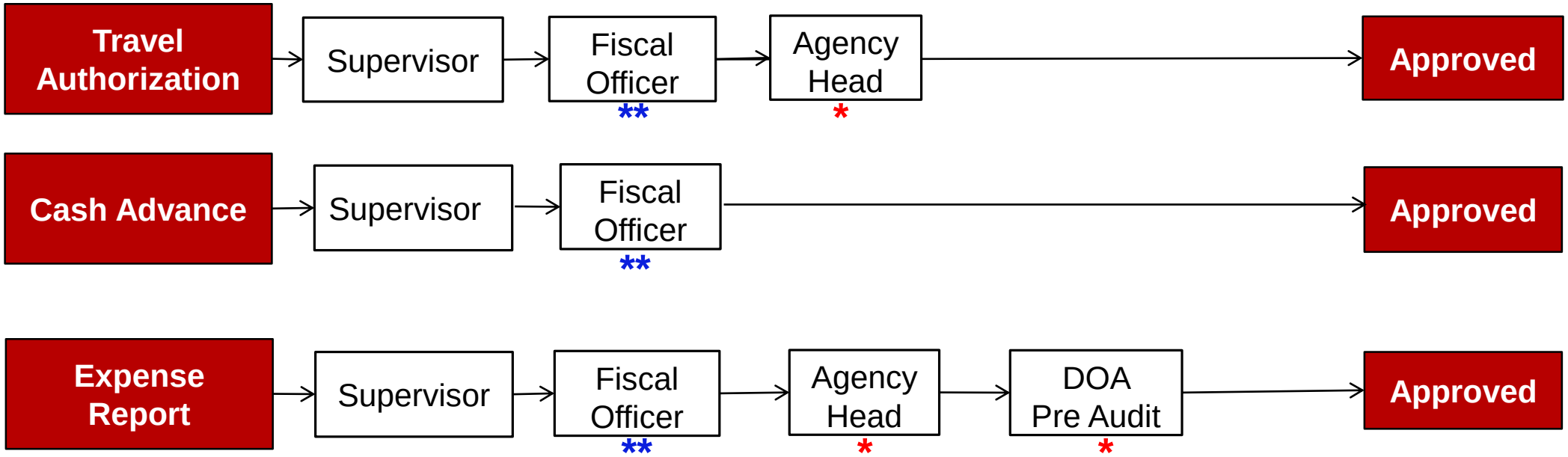
- Required – Indicates the approval level is required for all transactions
- Conditional – Indicates the approval level is required only when specific conditions are met on the transaction
- Optional – Indicates the approval level is optional, based on agency preference and workflow setup

A user can be the Supervisor, Fiscal Officer, or Agency Head approver in Cardinal, without actually being in that position at the agency. Cardinal allows the reassignment of approval from one approver to another based on an agency's business processes and needs.

If reassigning the worklist item to an approver who has already approved it at a lower level of approval, the expense transaction will not route to that approver again, but will be marked approved at that higher level of approval.

Expense Approval Process Flows – Online Agencies

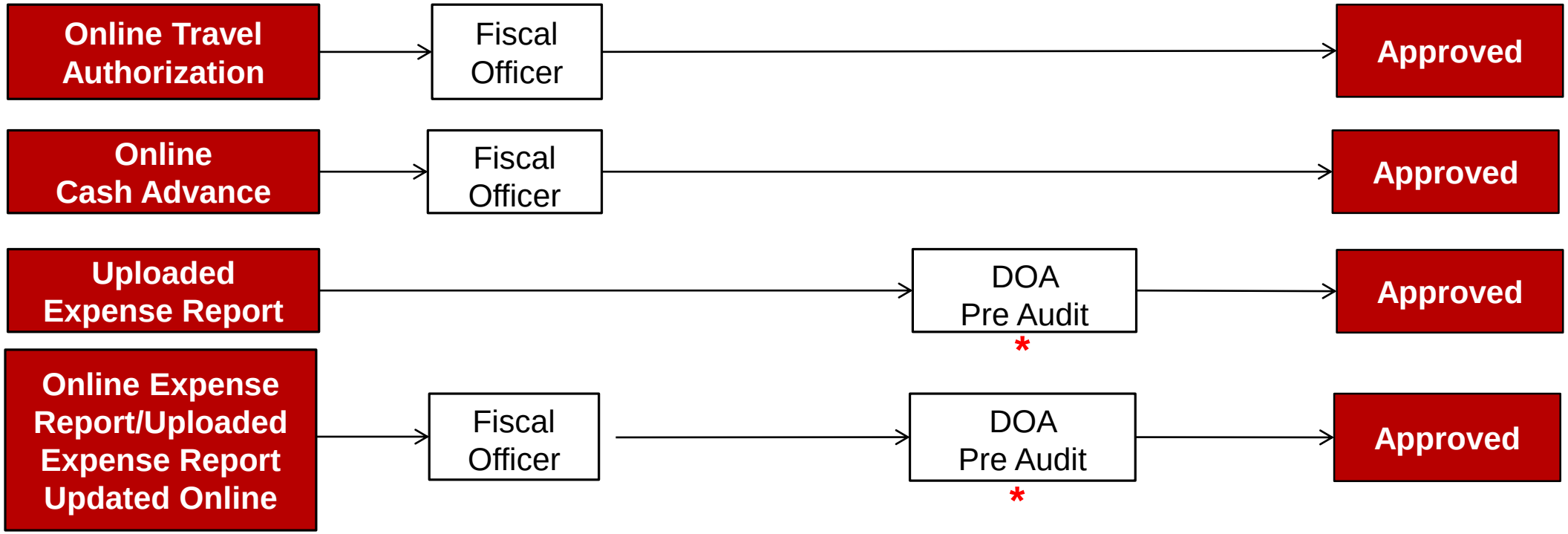
The diagram below shows the workflow for Travel Authorizations, Cash Advances, and Expense Reports for online agencies.



Legend: ** Indicates optional approval level
* Indicates conditional approval level

Expense Approval Process Flows - Interfacing Agencies

The diagram below shows the workflow for interfacing agencies. Travel authorizations can only be entered online. Expense reports and cash advances can be uploaded into Cardinal. If an expense report is uploaded and then updated online, Fiscal Officer approval is required.



Legend: * Indicates conditional approval level

Travel Authorization Approvals – Online Agencies

Approval levels for **Travel Authorizations** for online agencies include:

Required Approval

- Supervisor

Optional Approval

- Fiscal Officer – For agencies that have chosen this optional approval level, all travel authorizations will route to the Fiscal Officer for approval.

Conditional Approval

- Agency Head – If the authorization exceeds $500 or contains an expense over the allowable amount, it will route to the Agency Head, identified by the agency, for approval.

Travel Authorization Approval Routing Order	
Supervisor	Required
Fiscal Officer	Optional
Agency Head	Conditional

Cash Advance Approvals – Online Agencies

Approval levels for **Cash Advances** for online agencies include:

Required Approval

- Supervisor

Optional Approval

- Fiscal Officer – For agencies that have chosen this optional approval level, all cash advances will route to the Fiscal Officer for approval.

Cash Advance Approval Routing Order	
Supervisor	Required
Fiscal Officer	Optional

Cash Advance Approvals – Interfacing Agencies

There is only one approval level for **Cash Advances** for interfacing agencies:

Required Approval

- Fiscal Officer – All interfaced cash advances require approval online in the Cardinal System (not in the agency system).

Cash Advance Approval Routing Order	
Fiscal Officer	Required

Expense Report Approvals – Online Agencies

Approval levels for online agencies **Expense Reports** include:

Required Approval

- Supervisor

Optional Approval

- Fiscal Officer –For agencies that require this optional approval level, all expense reports will route to the Fiscal Officer for approval.

Conditional Approvals

- Agency Head – If the expense report exceeds $500 or contains an expense over the allowable amount, it will route to the Agency Head, identified by the agency, for approval.

- DOA Pre-Audit - Required if the **Program Code** begins with **9980.**

Expense Report Approval Routing Order	
Supervisor	Required
Fiscal Officer	Optional
Agency Head	Conditional
DOA Pre-Audit	Conditional

Expense Approvals – Interfacing Agencies

Approval levels for expense transactions uploaded or entered online by interfacing agencies include:

Required Approval

- Fiscal Officer - Required for interfacing agencies when a transaction is entered or updated online.

Conditional Approval

- DOA Pre-Audit - Required if the **Program Code** begins with **9980**.

Online Travel Authorization	
Fiscal Officer	Required

Online Cash Advance	
Fiscal Officer	Required

Uploaded Expense Report	
DOA Pre-Audit	Conditional

Online Expense Report/Uploaded Expense Report Updated Online	
Fiscal Officer	Required
DOA Pre-Audit	Conditional

Expenses Notifications

Expense Transactions

- Once submitted for approval, can not be modified by the originator (proxy)
- If modification needed, approver must send it back to the originator (proxy)
  - Originator modifies and resubmits the expense transaction
  - Transaction routes to the first approver
- Notifications to Originator Email
  - Expense items denied or sent back
  - Expense is denied
- Notifications to Originator Email and Worklist Notification
  - Expense transaction is sent back for revision

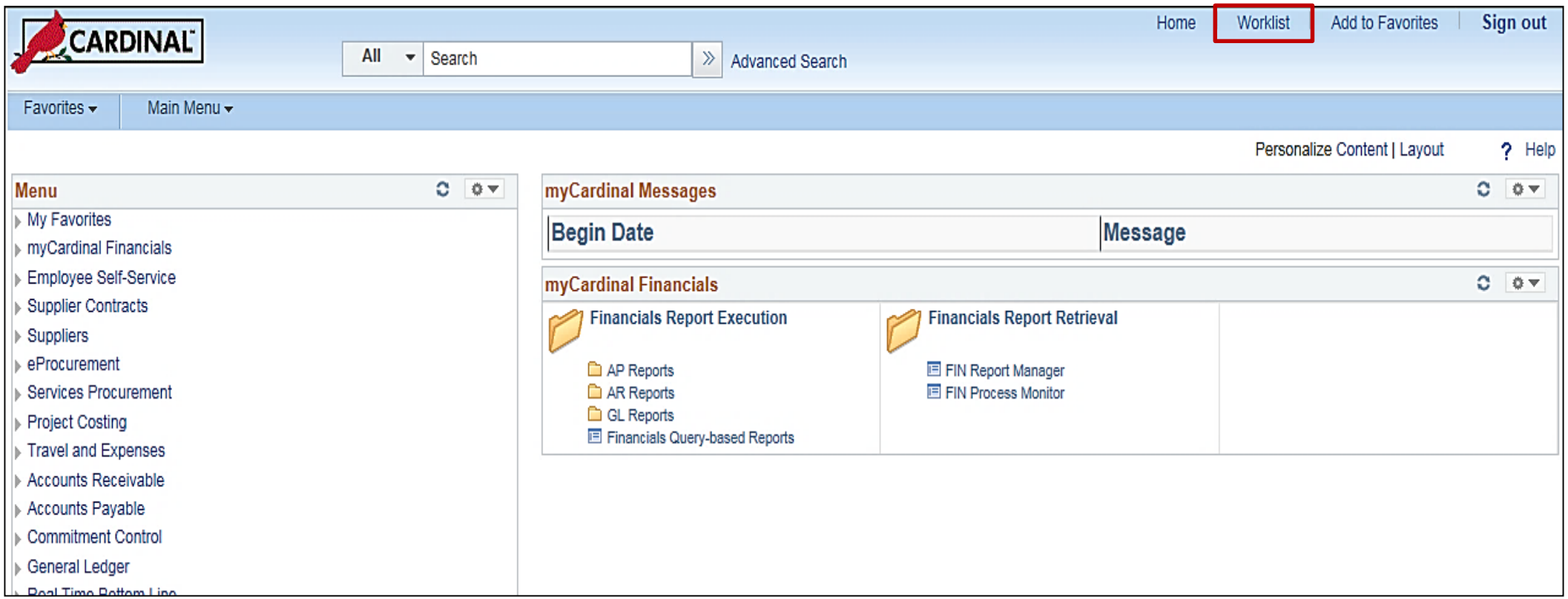
The originator can check the approval status of expense transactions online

No notifications are sent for transactions that are approved

Approval Steps

You can access the approvals pages for employee expense reports, cash advances, and travel authorizations either from the **Worklist** link or by navigating directly to the **Approve Transactions** page.

To do an approval using the worklist, click the **Worklist** link located at the top right of the **Home** page.



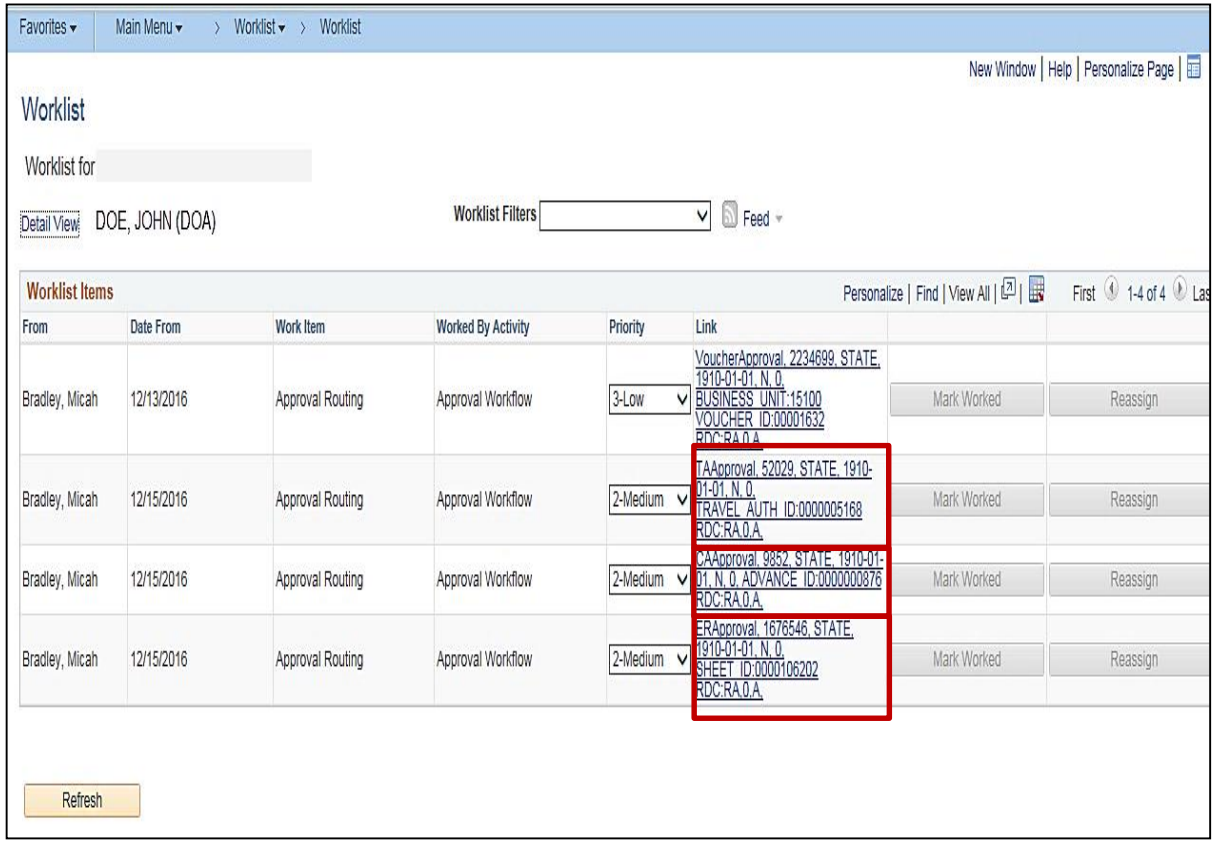
Approval Steps (continued)

You can access the **Approve Transactions** page for an employee expense report, travel authorization, or cash advance through the worklist.

Click the link on the worklist for the expense transaction that you need to approve.

- **TAApproval** for Travel Authorizations
- **CAApproval** for Cash Advance
- **ERApproval** for Expense Reports

Review all details based on relevant polices before approving the transaction.



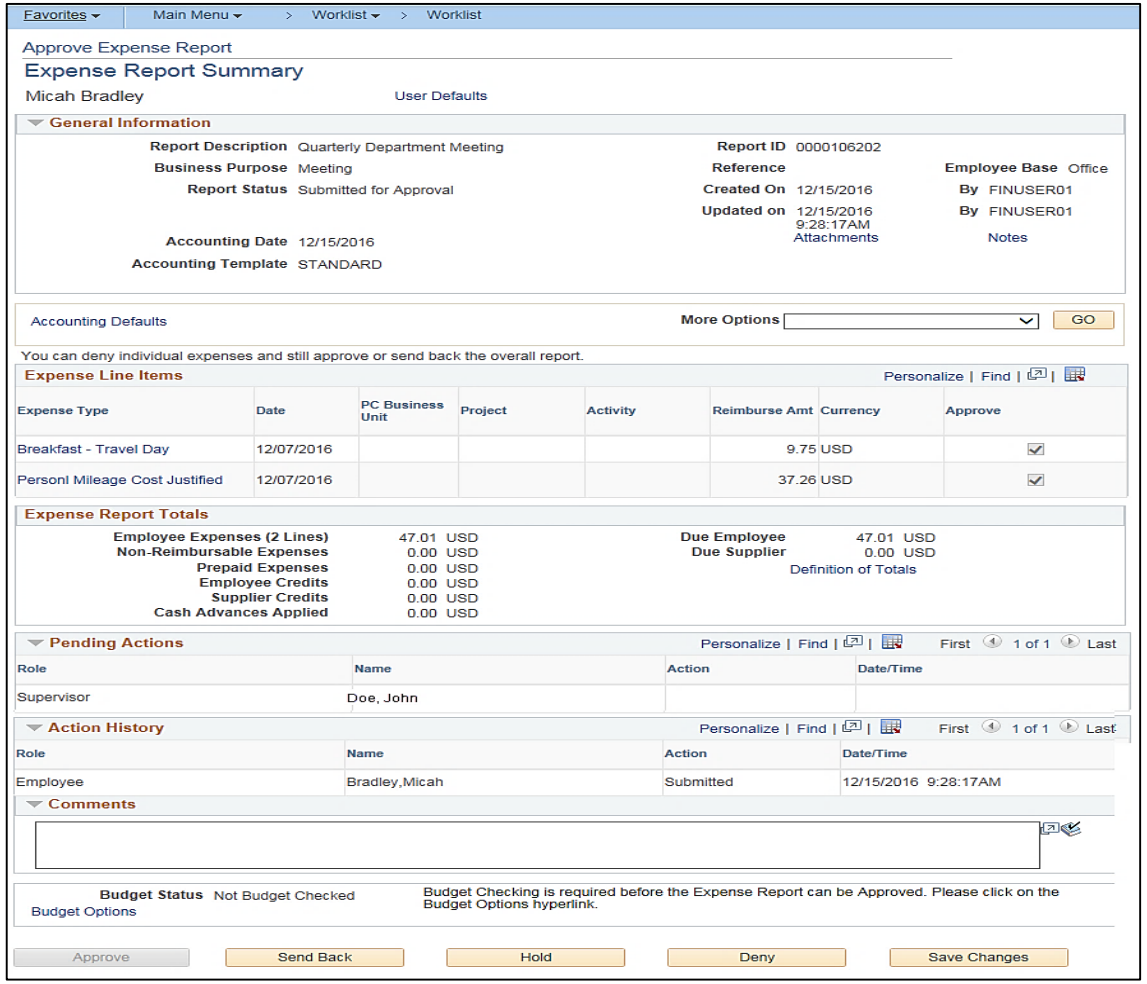
Click the image to enlarge

Expense Report Approval Steps

The approval steps for the Travel Authorization, Expense Report, and Cash Advance are similar. For this example, the Expense Report is selected.

The **Approve Expense Report**, **Expense Report Summary** page displays. This page is used to review the details of the expense.

Review the transaction details, based on relevant policies.



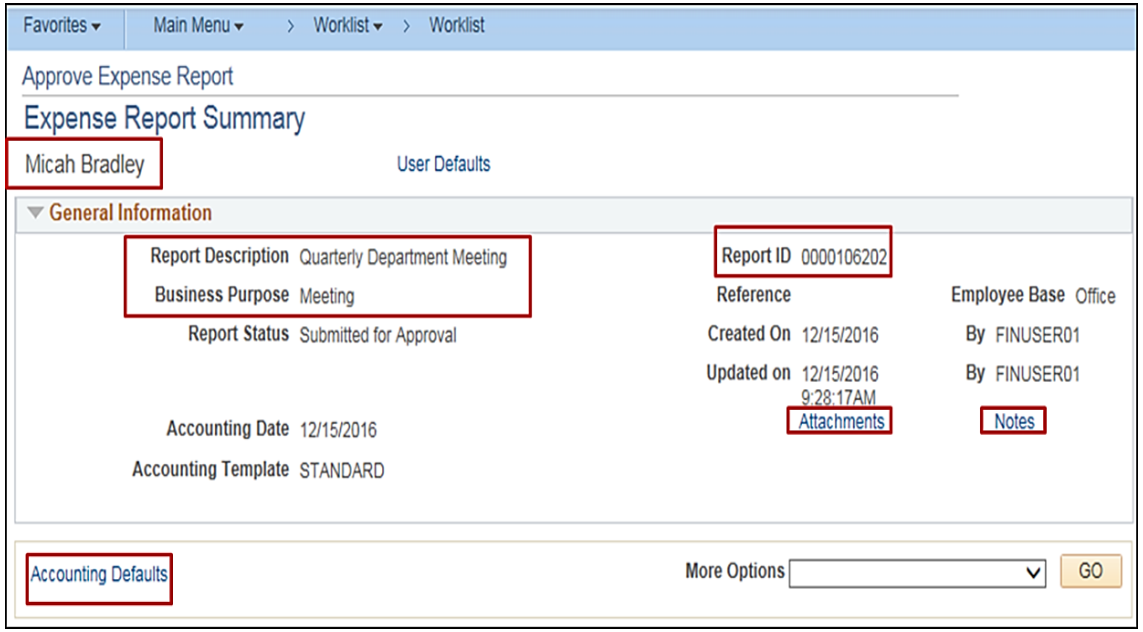
Click the image to enlarge

Expense Report Summary Page – Top Section

The top portion of the **Expense Report Summary** page includes the **General Information** section.

Some examples of information in this section include:

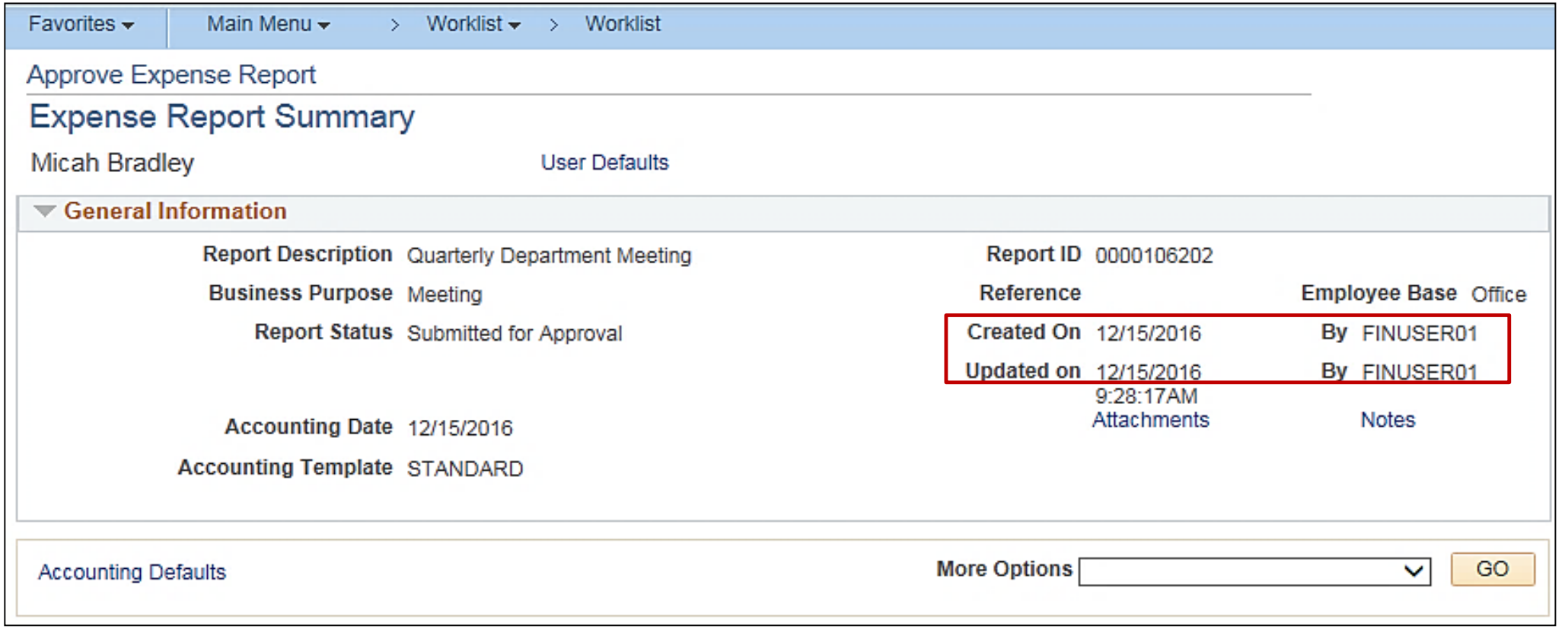
- **Employee Name** – employee who incurred the expense
- **Report Description** – brief description of the travel and/or expense
- **Business Purpose** – reason for the expense
- **Report ID** – ID number automatically assigned to the report in Cardinal or submitted by interfacing agency in the upload
- **Attachments** link – additional documentation attached to the report. If there is an error when trying to open an attachment, try saving the file and opening it locally.
- **Notes** – displays any notes entered by the processor or previous approver
- **Accounting Defaults** link – displays the accounting distribution defaults for the employee



Click the image to enlarge

Expense Report Summary Page – Top Section (continued)

- **Created On** and **By** – date created and name of person who created it
- **Updated on** and **By** – date last updated or approved and name of person who updated or approved it

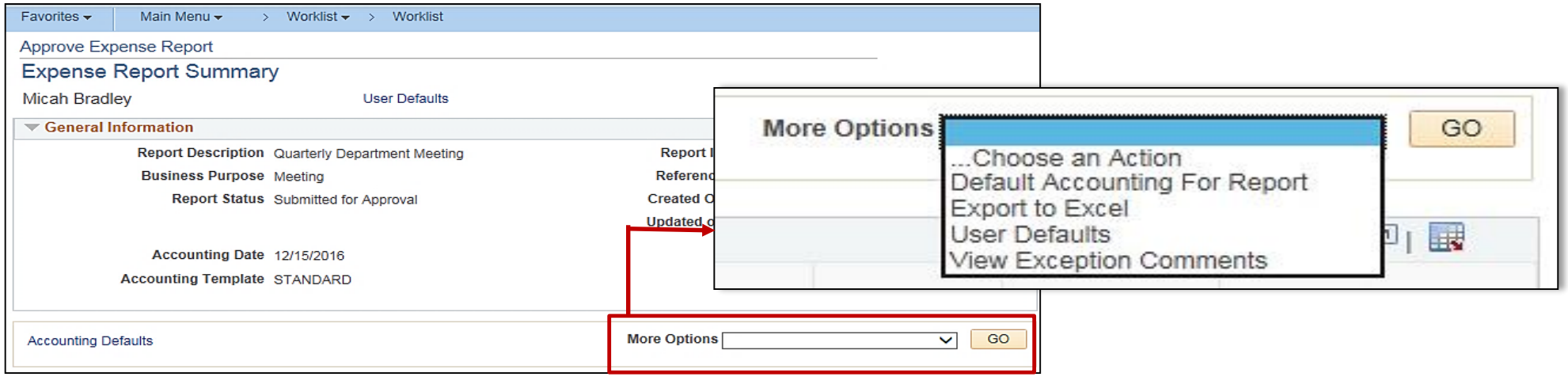


Expense Report Summary Page – Top Section (continued)

- **More Options** – displays four additional options:

  - **Default Accounting for the Report** – shows the accounting defaults for the expense report
  - **Export to Excel** – opens a pop-up window with the option to export the expense report information into an Excel spreadsheet (does not include the accounting distribution information)
  - **User Defaults** – must have the Employee Profile Administrator role to use this link as it opens the **Employee Profile** page
  - **View Exception Comments** - select and display any exception comments if applicable. Exception comments are provided on the expense line if the amount entered on an expense line is more than the calculated allowable amount in Cardinal.

- Select the option you want and click the **Go** button to view it.



Expense Line Items

The next section of the **Approve Expense Report** page contains the **Expense Line items**, which include the **Expense Type** (e.g., lodging, fees, meals, etc.), **Date**, and **Reimbursement Amount**.

The link for each **Expense Type** displays additional details related to the expense. As an approver, review the charge distribution for each expense item:

- Click the expense you want to view. For this example, **Breakfast – Travel Day**.

Expense Line Items

Personalize | Find |

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Breakfast - Travel Day	12/07/2016				9.75	USD	✓
Personl Mileage Cost Justified	12/07/2016				37.26	USD	✓

Expense Report Totals

Employee Expenses (2 Lines)	47.01 USD	Due Employee	47.01 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD		
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

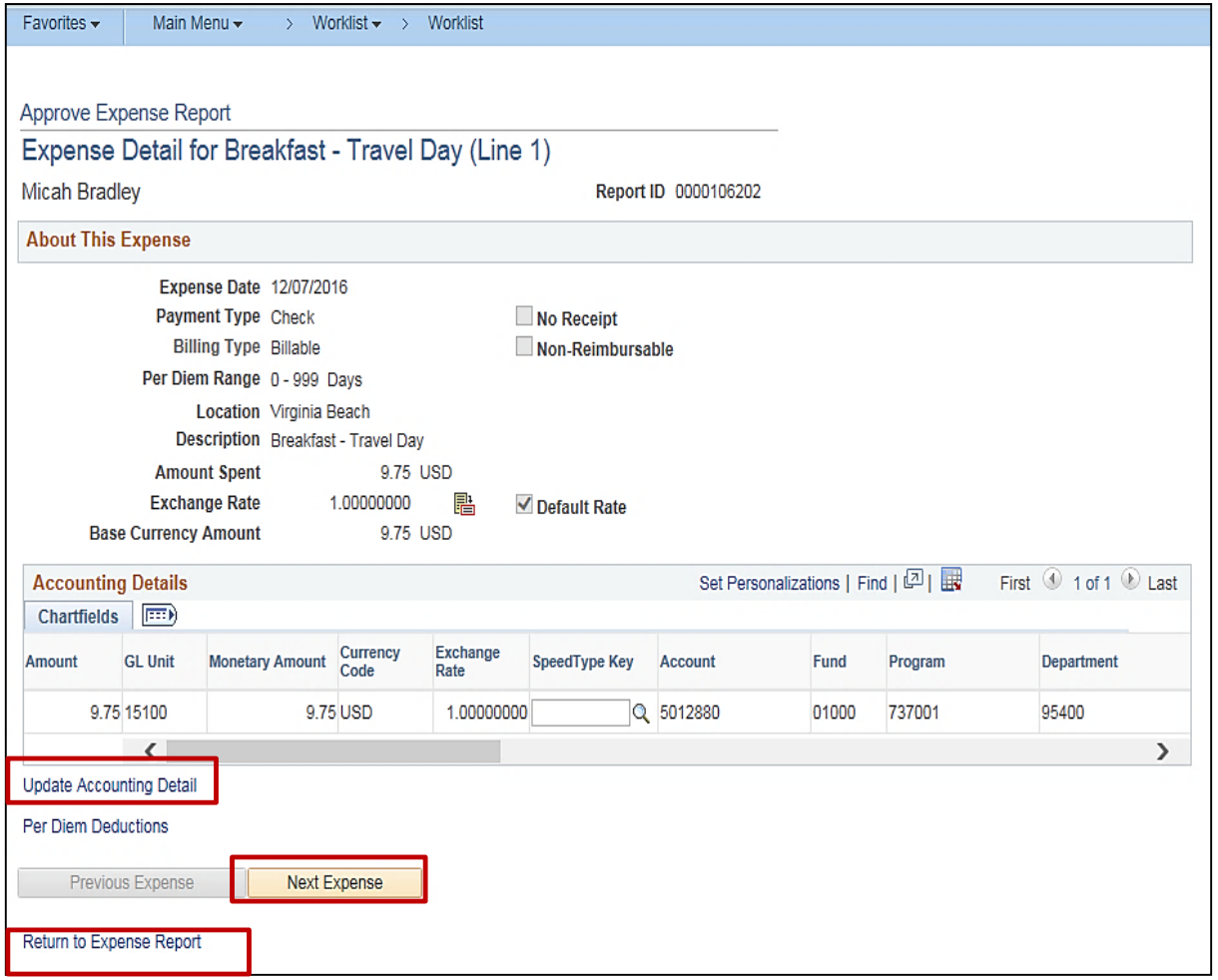
Definition of Totals

Expense Line Items – Distribution Detail

The **Expense Detail for** the selected **Expense Type** displays. If the distribution is correct, you can:

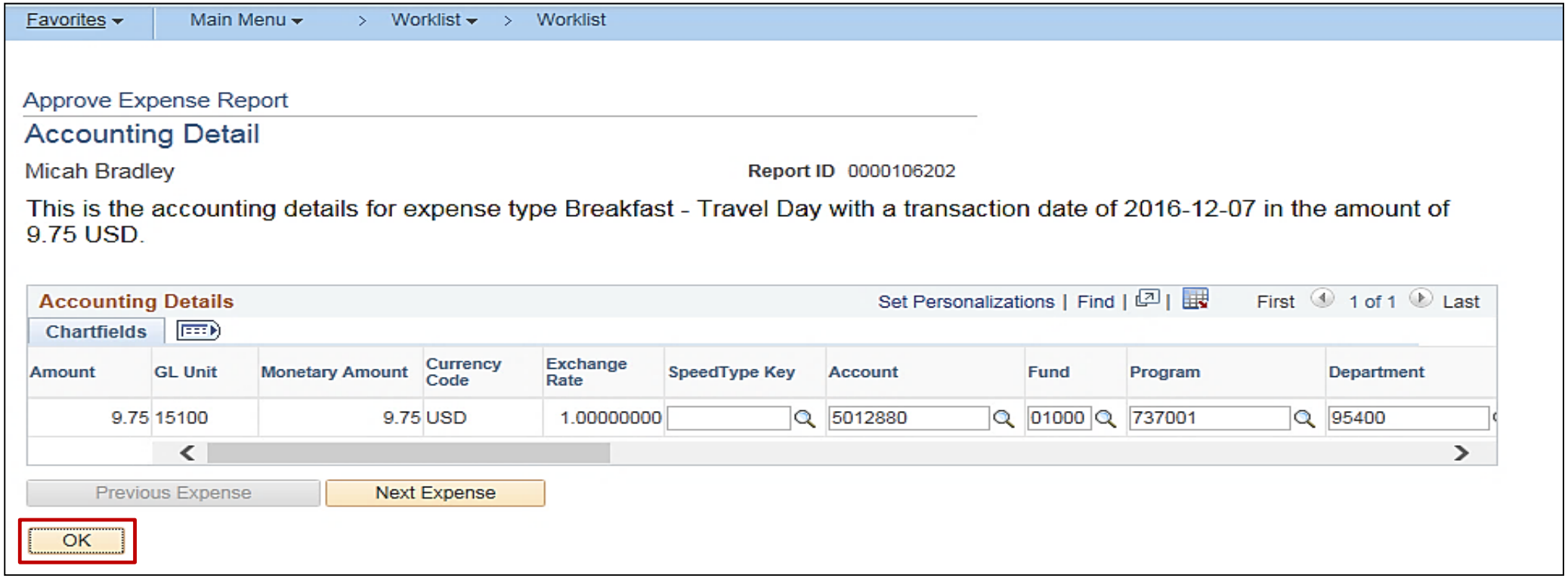
- Click the **Return to Expense Report** link to return to the expense report.
- If the expense report contains more than one **Expense Type**, click the **Next Expense** button to review the distribution information for the next expense.

If changes are required to the distribution, click the **Update Accounting Detail** link.



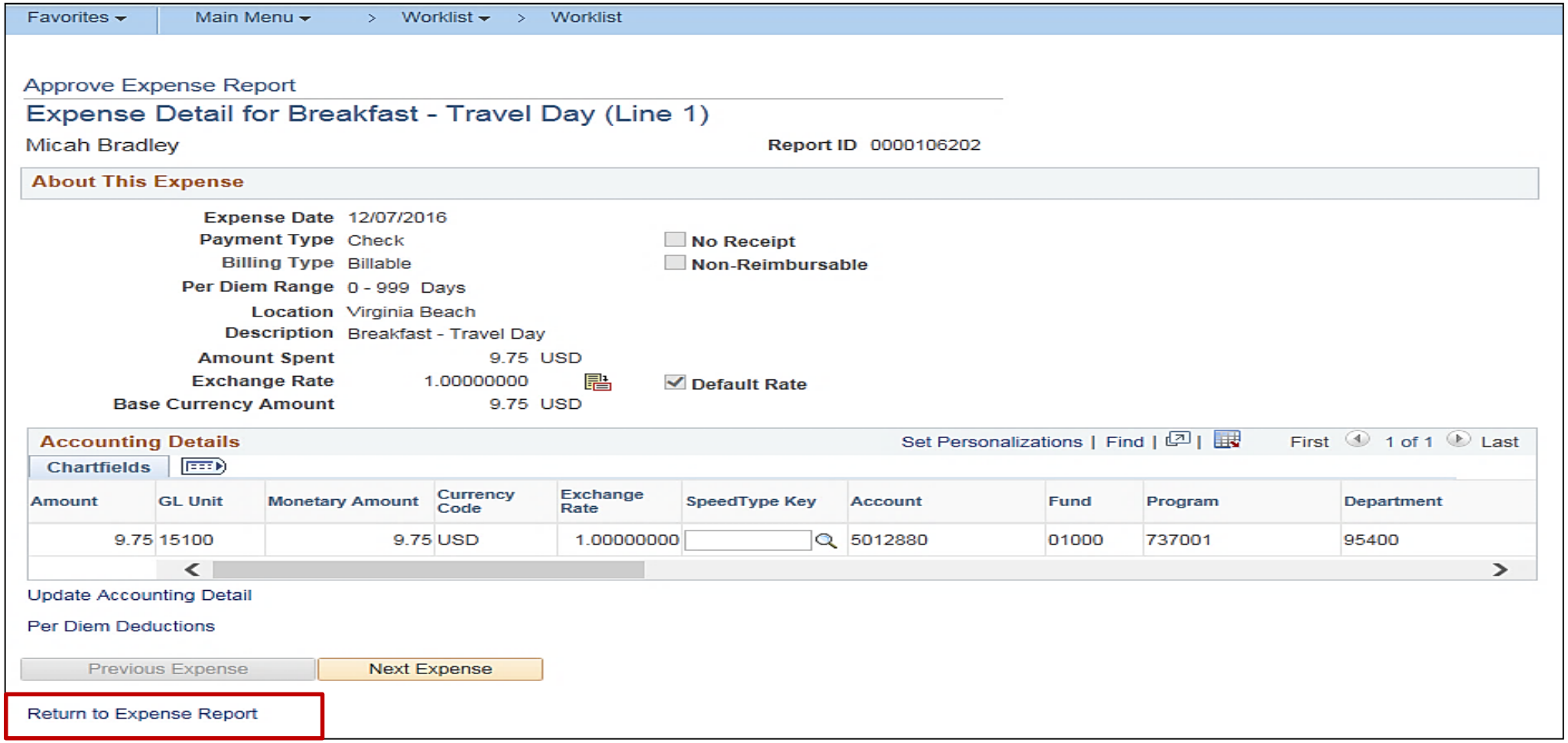
Expense Line Items – Updating Distribution Detail

- After clicking the **Update Accounting Detail** link, the **Accounting Detail** page displays.
- Make any necessary adjustments to the distribution.
- Click the **OK** button to return to the **Expense Detail** page.



Expense Line Items – Updating Distribution Detail (continued)

- Click the **Return to Expense Report** link.



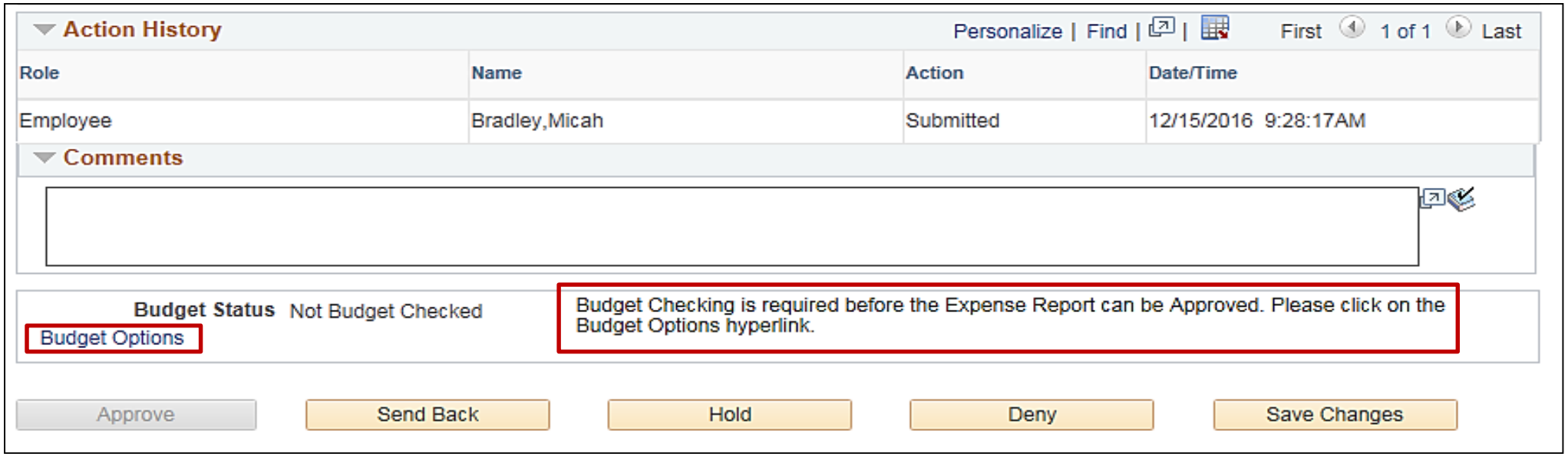
Budget Checking an Expense Report

A note displays under the **Comments** section of the page to indicate if budget checking has occurred.

Expense reports require budget checking before they can be approved. Approvers can manually run the budget check process for an expense report if the batch budget check process has not run.

If the approver makes a change to the accounting distribution on an expense report, the expense report will need to be budget checked again before approval.

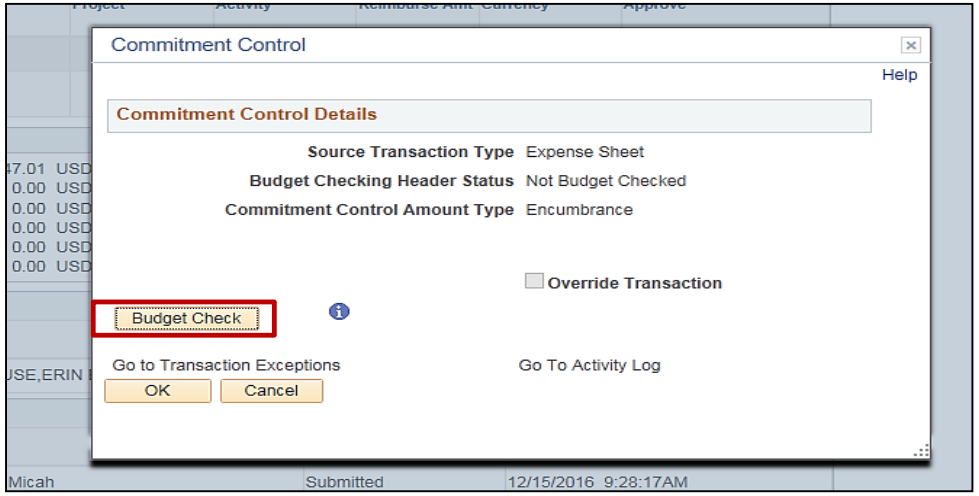
To budget check an expense report, click the **Budget Options** link.

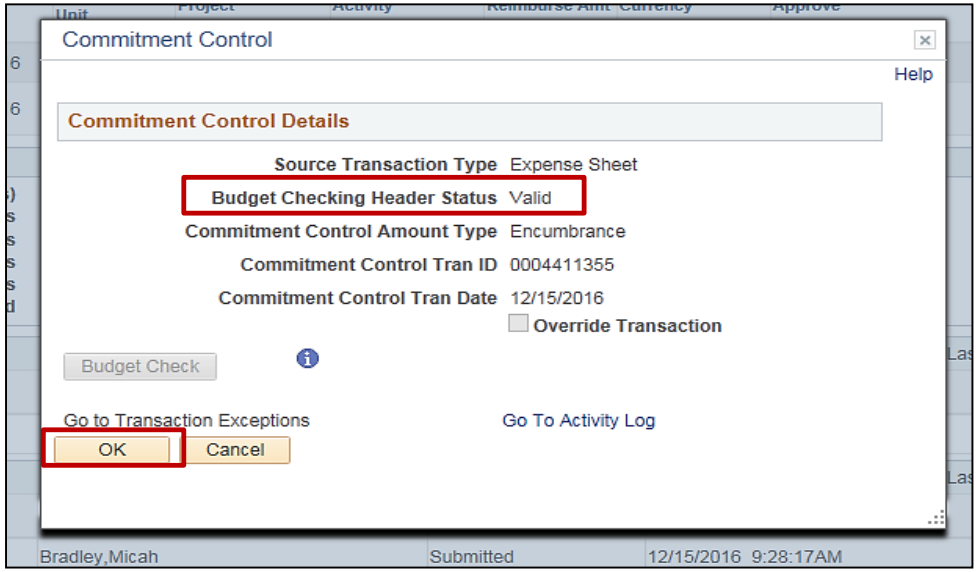


Budget Checking an Expense Report (continued)

The **Commitment Control** pop-up window displays.

- Click the **Budget Check** button to run budget checking.
- After budget check has run, the **Budget Checking Header Status** changes:
  - **Valid** – indicates the expense report passed budget check
  - **Error** – indicates the expense report did not pass budget checking.
- Click the **OK** button to return to the expense report.

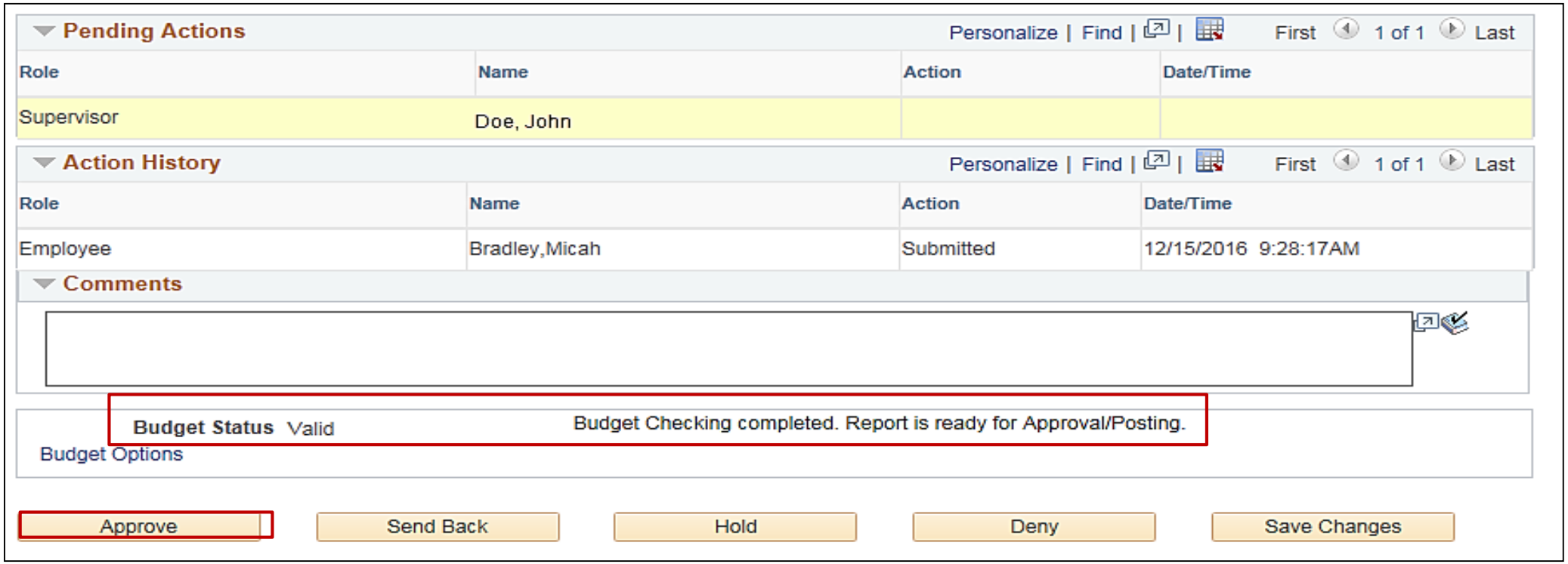




Budget Checking an Expense Report (continued)

The Budget Status field displays **Valid** and indicates **Budget Checking completed. Report is ready for Approval/Posting.**

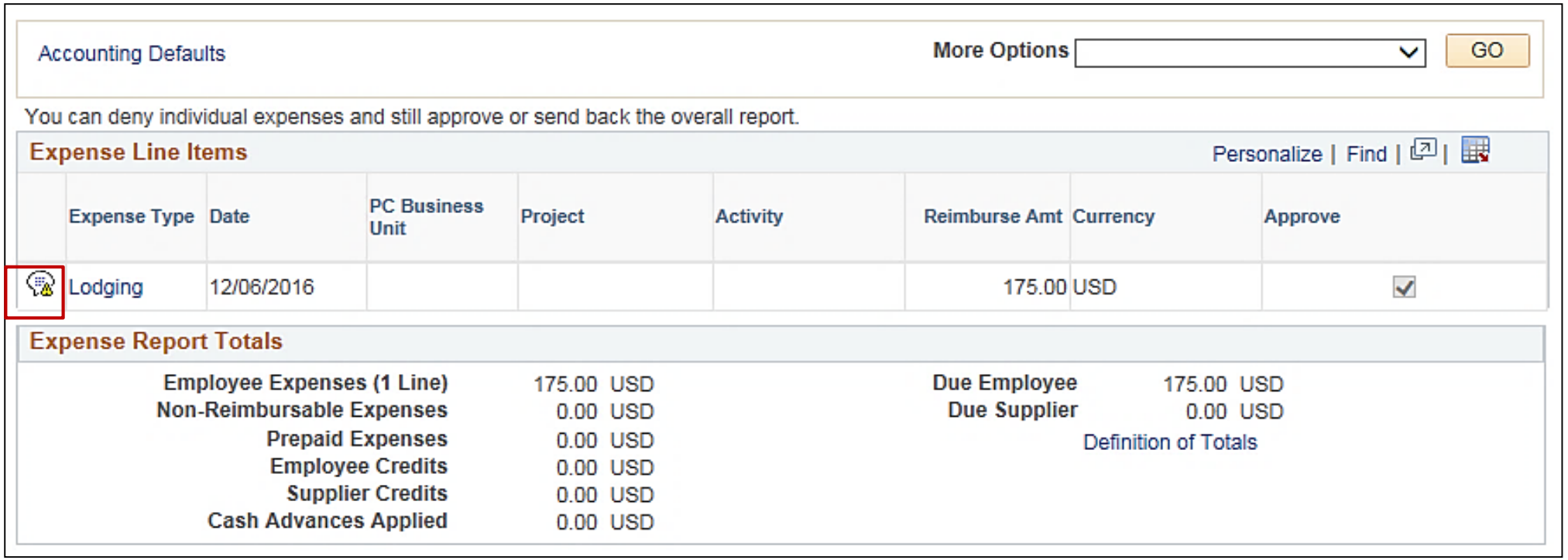
Click the **Approve** button to approve the report.



Expense Line Items - Exceptions

- If you see an **Exceptions** icon in front of an **Expense Type**, it indicates an exception for that line (e.g., duplicate transaction exists, amount over allowable, etc.).

- To see the reason for the exception, click the **Exceptions** icon.



View Exception Comments and Risks Page

The **View Exception Comments and Risks** page opens and displays the reason for the **Exception**. In this example, the amount of the lodging is over the allowable limit. You are also able to view associated comments related to the exception in the **Comment** field.

Click the **Return to Expense Report** link to return to the **Approve Expense Report** page.

Expense Report Summary Page - Totals Section

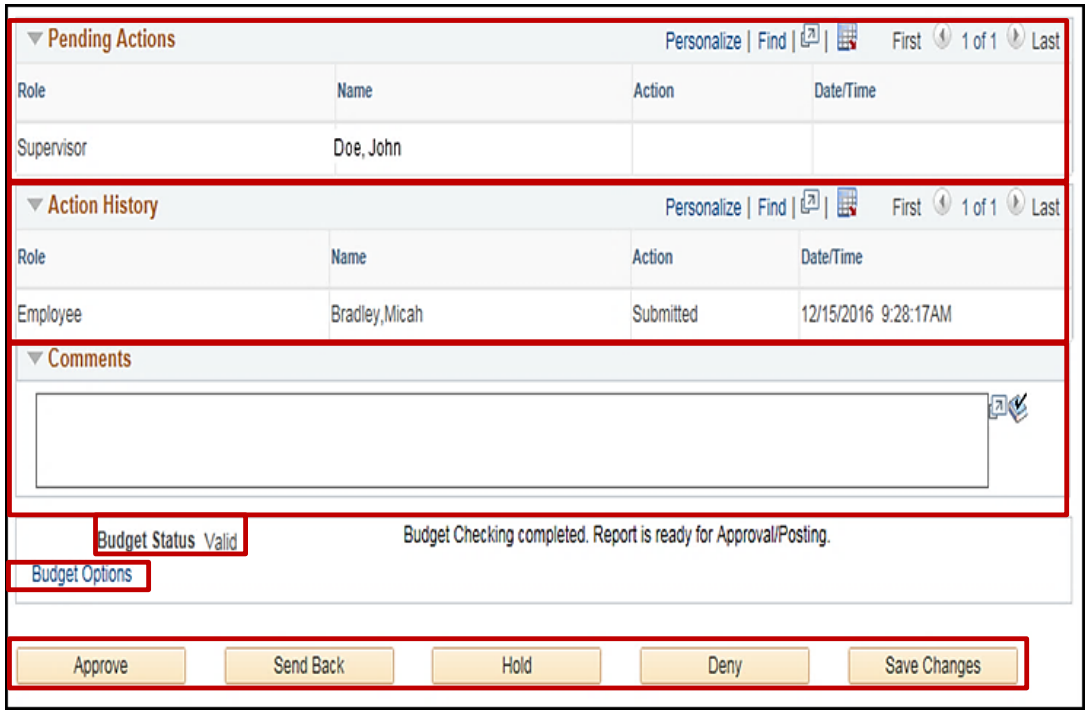
The next section of the **Approve Expense Report** page includes:

- **Expense Report Totals** lists the total expenditures for the expense report by category (e.g., employee expense, non-reimbursable expense, cash advances applied, etc.).
- Use the **Definition of Totals** link to access an explanation of each category under the **Expense Report Totals** section.

Expense Report – Pending Actions

The bottom section of the **Approve Expense Report** page includes:

- **Pending Actions** – displays the approvals that are still pending
- **Action History** – displays the actions that have been taken on the expense to date
- **Comments** – contains Approver comments
- **Budget Status** – displays budget check status
- **Budget Options** link – allows the approver to budget check the expense report
- **Action Buttons** – actions available to you as an approver



Click the image to enlarge

Expense Report Approval Options

Once you have reviewed the expense report, you can:

- Click the **Approve** button to approve the expense transaction. If more than one approver is required, the status changes to **Approval in Process** until the last authorized approver approves the employee expense for payment. After the last approval, the status changes to **Approved for Payment** and the employee expense is ready for payment processing. At the Reviewer level, the **Approve** button is the **Reviewed** button.

  If you are approving an expense report and it requires a change to the charge distribution, Cardinal allows you (the approver) to modify it without sending it back. Once you update the charge distribution, you can proceed with your approval.

- Click the **Send Back** button to send the expense transaction back to the originator for correction or revision. This action changes the status to **Pending**. If you send back an expense report, you must provide an explanation in the **Comments** field. Cardinal sends an e-mail and worklist notification to the originator (proxy) indicating the expense was sent back.

- Click the **Hold** button to place an expense transaction on hold. This changes the status to **Hold by Approver**. Placing a transaction on hold reserves it for later action related to approval. The hold feature also allows you to prevent other approvers from taking action on the item.

Expense Report Approval Options (continued)

- Click the **Deny** button to deny the expense transaction. This changes the status to **Denied** and Cardinal sends an email to the originator (proxy) indicating that the expense was denied. If you deny a transaction, you should provide an explanation in the **Comments** field. The originator cannot correct and re-submit the expense if denied. They must delete it.

- Do not click the **Save Changes** button. If you make modifications to the expense transactions, you should budget check and then approve.

Expense Report Approvals via Direct Navigation

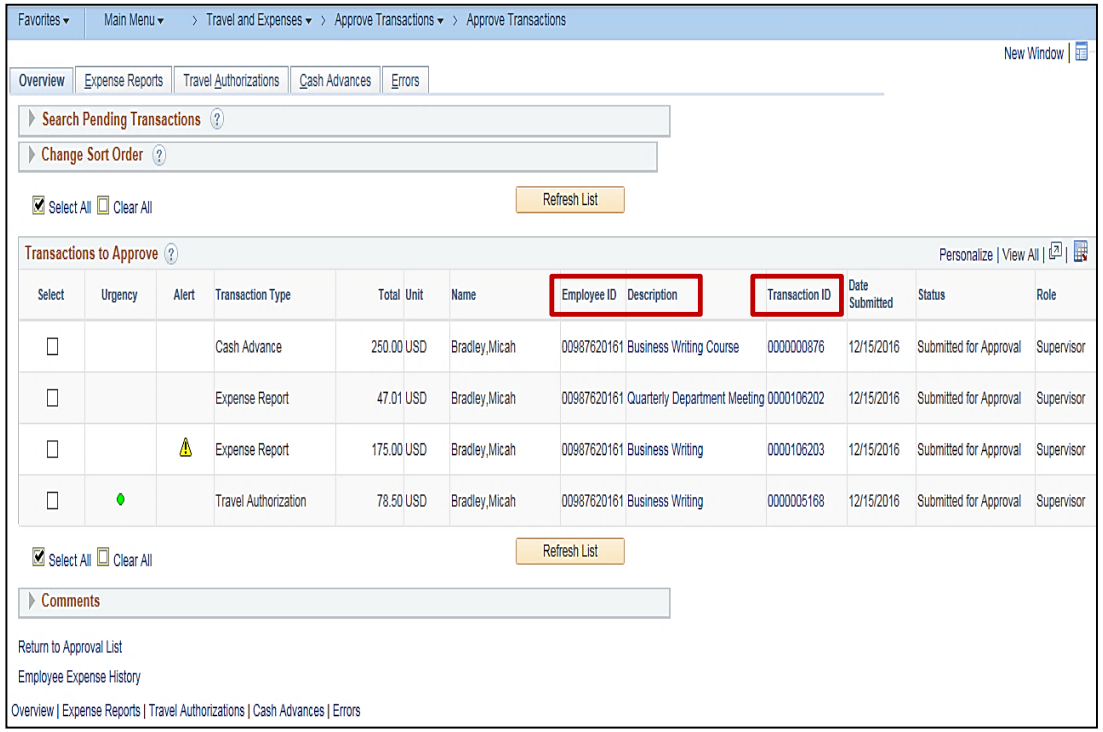
You can also approve an expense report by directly navigating to the **Approve Transactions** page using the following path:

Main Menu > Travel and Expenses > Approve Transactions

This opens the **Approve Transactions' Overview** tab. This tab provides a list of all the pending transactions that require approval. Use the tabs at the top to specify a list by **Expense Report**, **Travel Authorization**, or **Cash Advance** expense type.

Click the **Description** or **Transaction ID** link for the item you want to approve.

Once the expense report, travel authorization, or cash advance is open, the steps to approve are the same as selecting from the worklist.



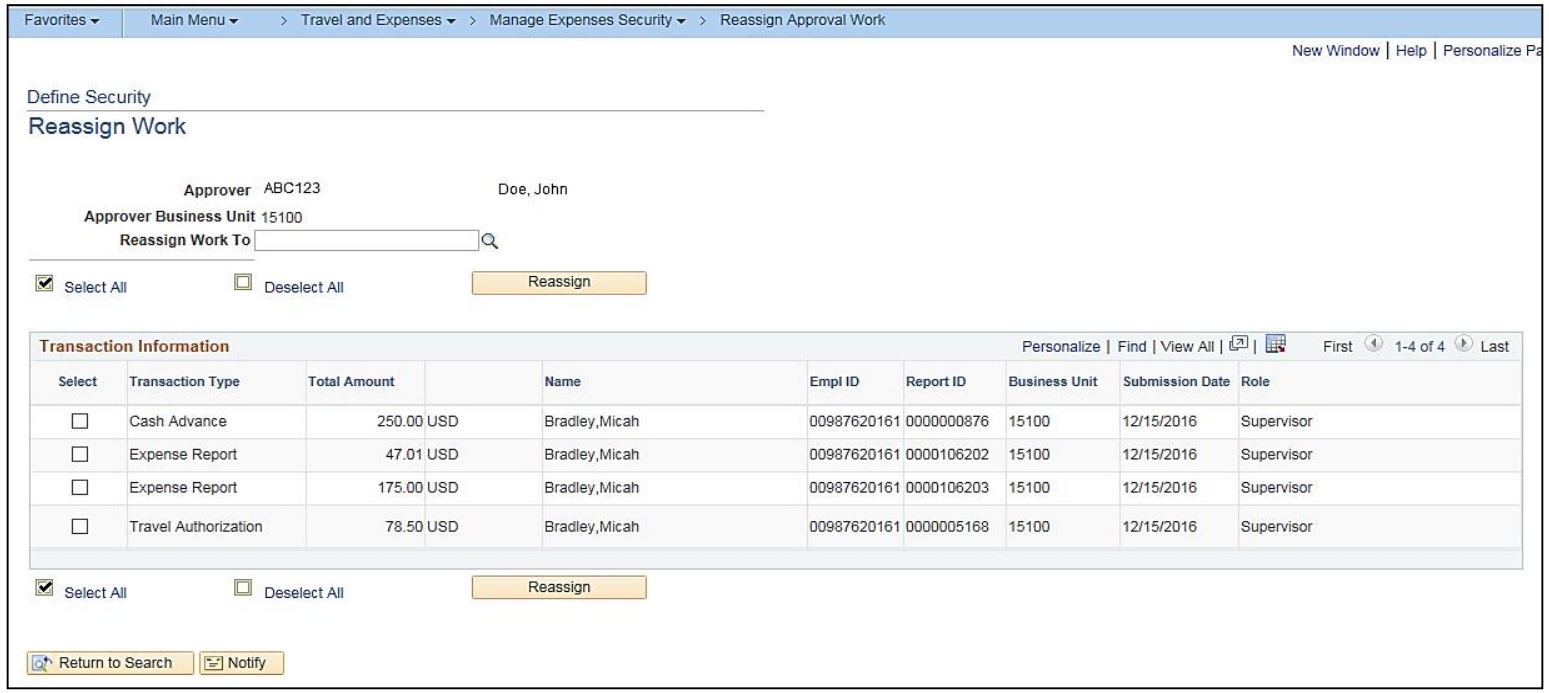
Click the image to enlarge

Reassigning Expense Approvals

Employee expense items can be reassigned to another approver on the **Reassign Approval Work** page by a user with the appropriate security role in Cardinal, using the following path:

Main Menu > Travel and Expenses > Manage Expenses Security > Reassign Approval Work

For more detailed information about reassigning expense approvals, see the job aid entitled **SW AP317: Reassign Employee Expense Approvals** located on the Cardinal website in **Job Aids** under **Training.**



Click the image to enlarge

Simulation: Approving an Expense Report

You will now view a simulation that demonstrates how to approve an Expense Report.

Click on the icon below to start the simulation.

Lesson 1: Checkpoint

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

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.

You can access the **Approve Transactions** page using your worklist link or by direct navigation.

- ○ True
- ○ False

Interfaced expense reports only require approval(s) at the agency level in Cardinal if the expense report is modified or corrected online in Cardinal.

- True
- False

At the bottom of the Approve Expense Report page, you can view the approvals that are still pending by viewing which section?

- Action History
- Pending Actions
- Budget Status

A user can be a Supervisor, Fiscal Officer or Agency Head approver in Cardinal, without actually being in that position at the agency. Cardinal allows delegation of approval to others to handle different levels of approval, based on an agency's business processes and needs.

- True
- False

Course Summary

AP317 Approving Employee Expenses

In this lesson, you learned:

- Approve expense items
- Deny expense items
- Send Back expense items
- Put expense items on hold
- Reassign expense approval items

Course Evaluation

Congratulations! You successfully completed the **SW AP317: Approving Employee Expenses** course.

Click here to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the [**X**] button in the upper right corner.

Appendix

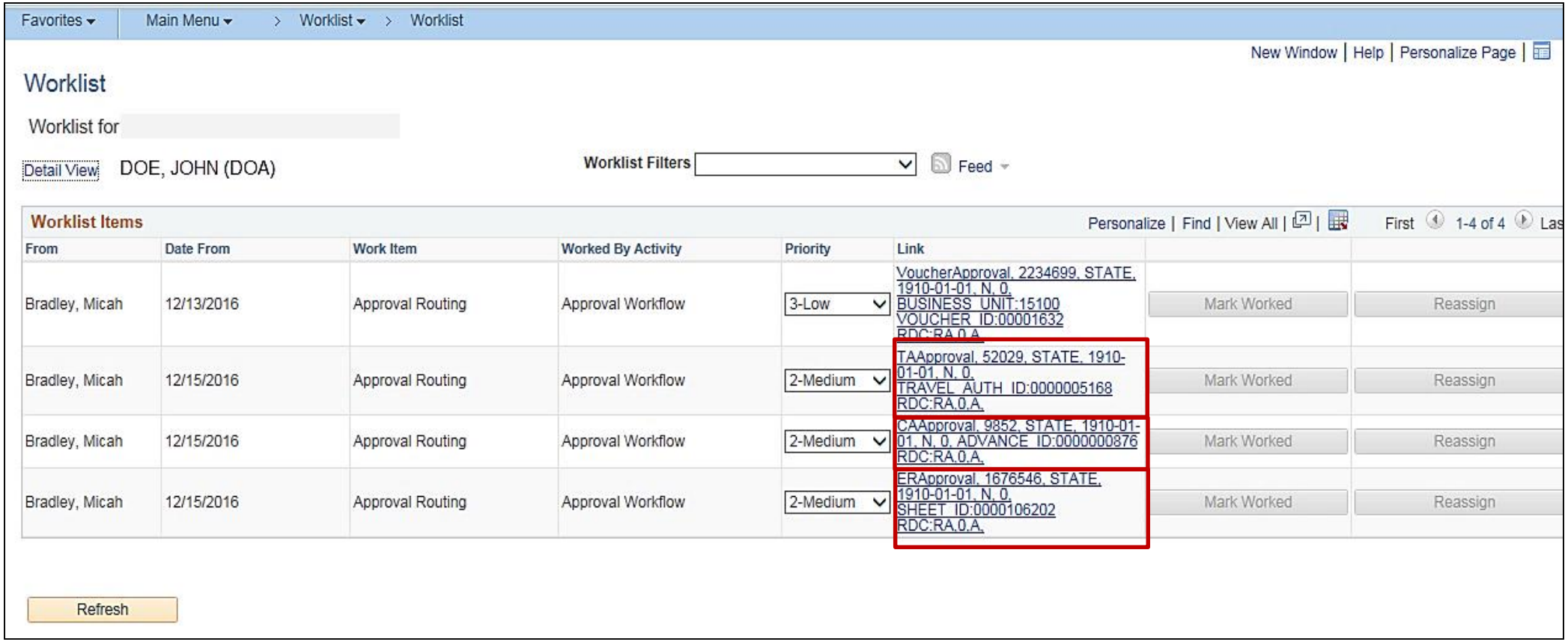
- Allowed Extensions on Attachments in Cardinal
- Screenshots

Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

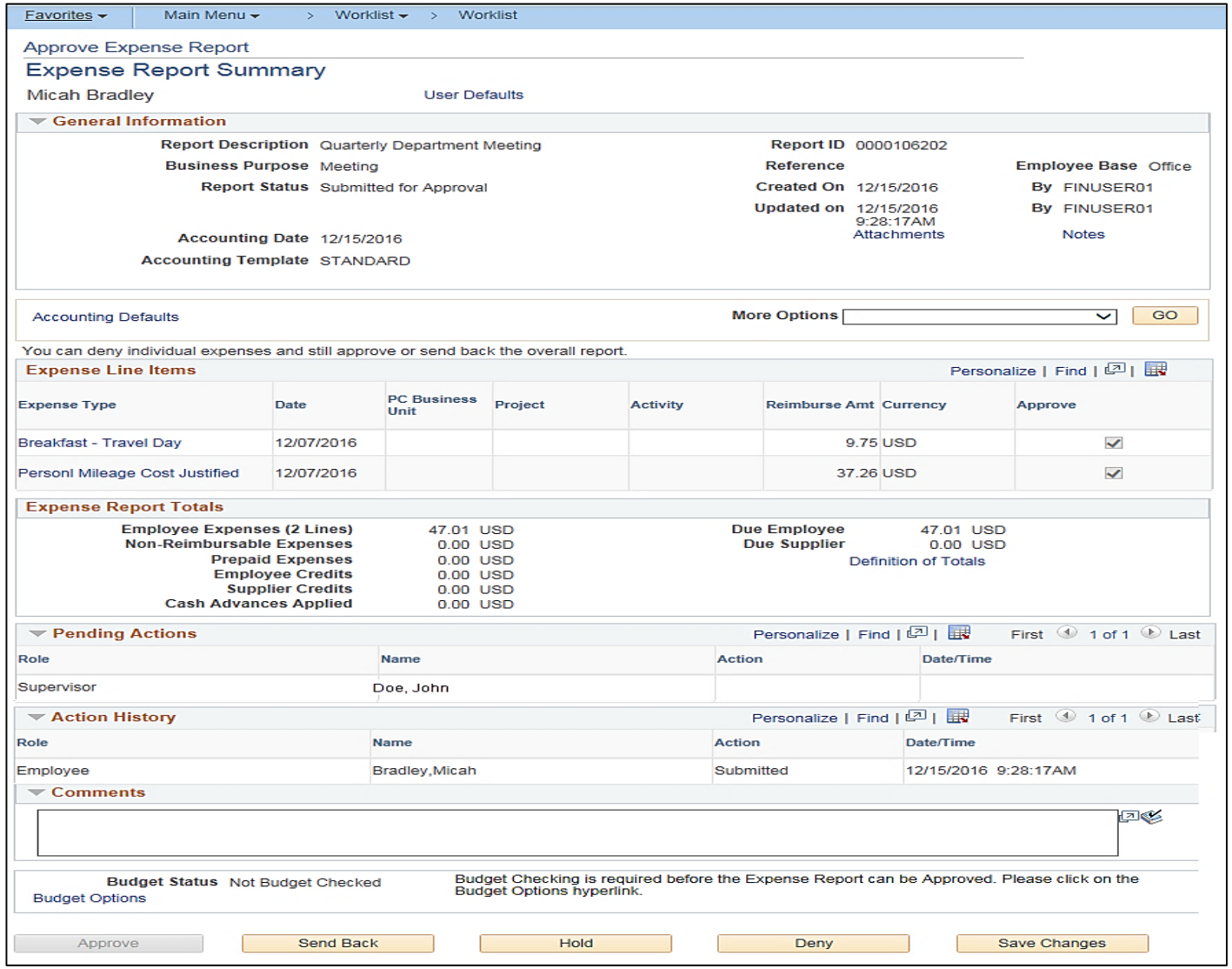
Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML

Expenses Worklist



Click the image to return

Expense Report Summary Page



Favorites | Main Menu > Worklist > Worklist

Approve Expense Report

Expense Report Summary

Micah Bradley User Defaults

General Information

Report Description	Quarterly Department Meeting	Report ID	0000106202		
Business Purpose	Meeting	Reference		Employee Base	Office
Report Status	Submitted for Approval	Created On	12/15/2016	By	FINUSER01
		Updated on	12/15/2016 9:28:17AM	By	FINUSER01
			Attachments		Notes
Accounting Date	12/15/2016				
Accounting Template	STANDARD				

Accounting Defaults More Options GO

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items Personalize | Find |

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Breakfast - Travel Day	12/07/2016				9.75	USD	✓
Personl Mileage Cost Justified	12/07/2016				37.26	USD	✓

Expense Report Totals

Employee Expenses (2 Lines)	47.01 USD	Due Employee	47.01 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD		Definition of Totals
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

Pending Actions Personalize | Find | First 1 of 1 Last

Role	Name	Action	Date/Time
Supervisor	Doe, John		

Action History Personalize | Find | First 1 of 1 Last

Role	Name	Action	Date/Time
Employee	Bradley,Micah	Submitted	12/15/2016 9:28:17AM

Comments

Budget Status Not Budget Checked

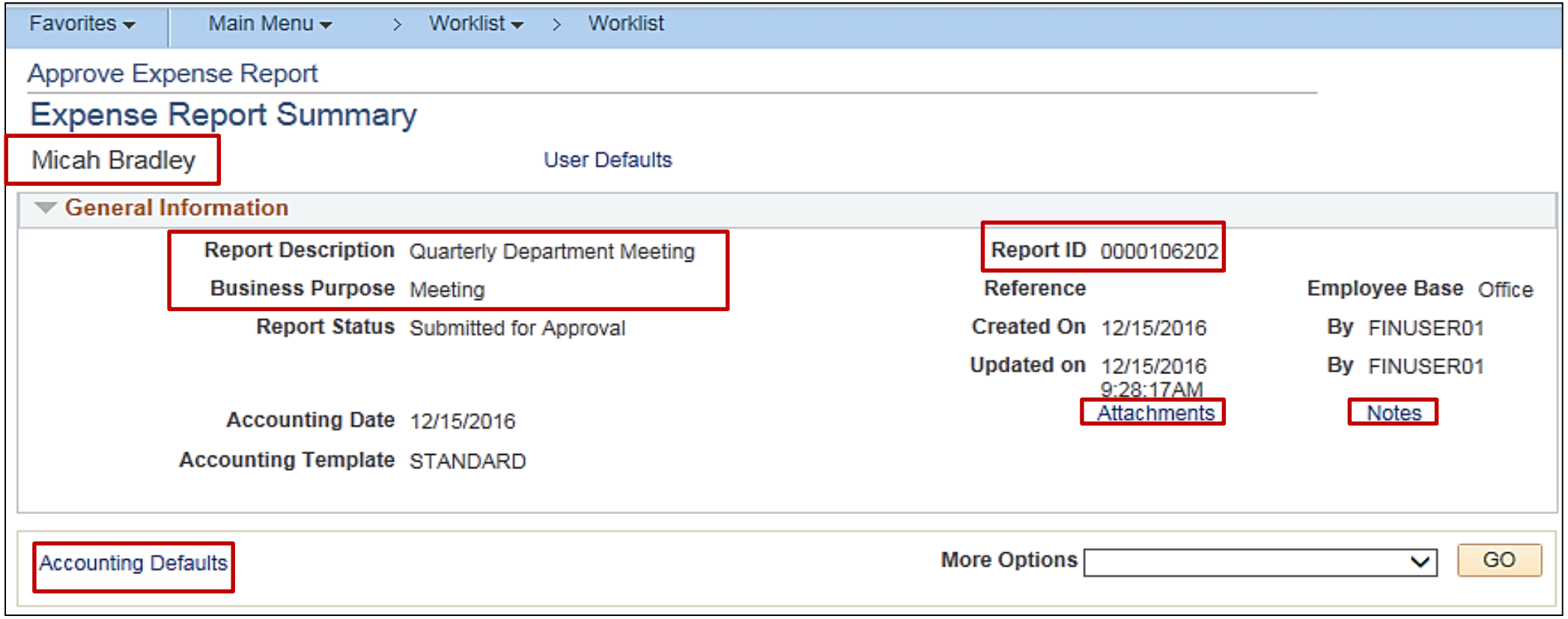
Budget Options

Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

Approve | Send Back | Hold | Deny | Save Changes

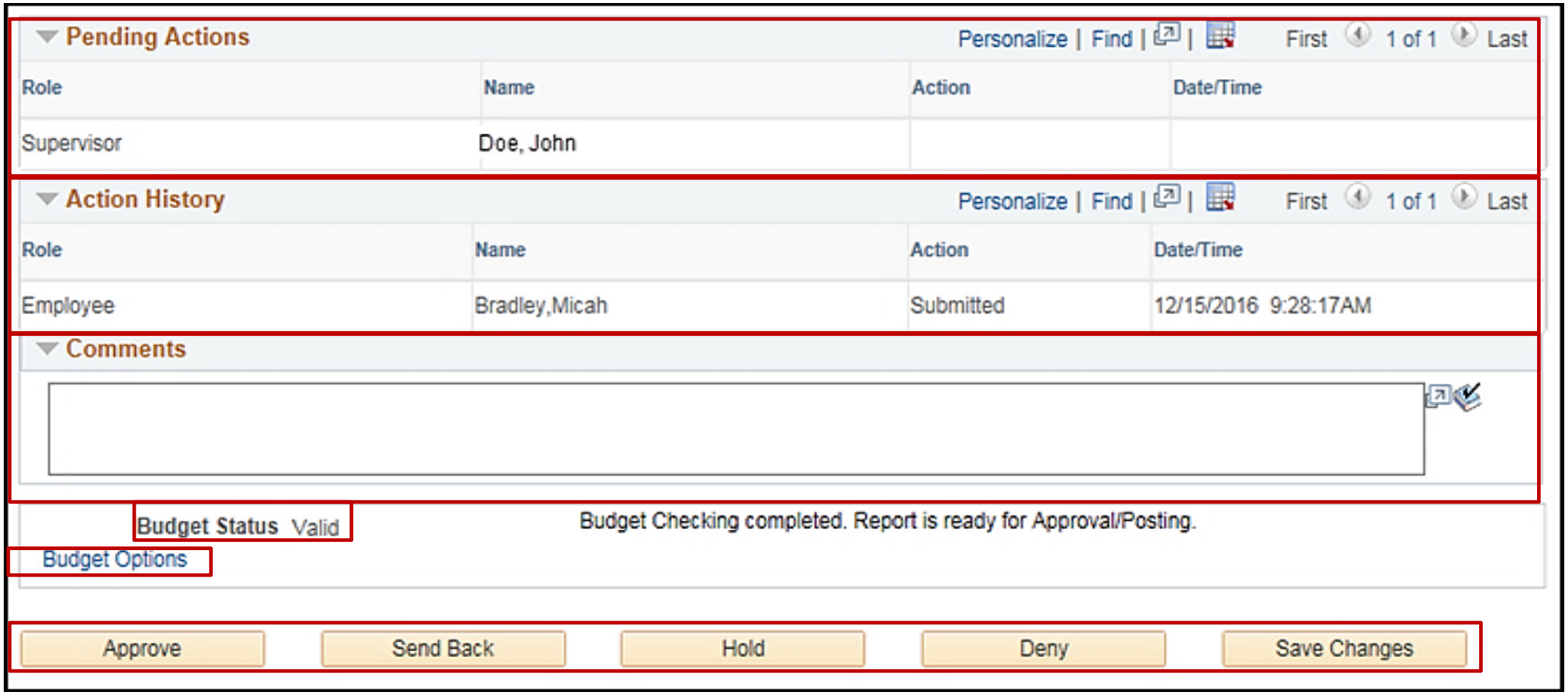
Click the image to return

Expense Report Summary Page – Top Section



Click the image to return

Expense Report – Pending Actions



Click the image to return

Approve Transactions Page

Favorites ▾ | Main Menu ▾ > Travel and Expenses ▾ > Approve Transactions ▾ > Approve Transactions

New Window |

Overview | Expense Reports | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions

Change Sort Order

Select All | Clear All

Refresh List

Transactions to Approve

Personalize | View All |

Select	Urgency	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
☐			Cash Advance	250.00	USD	Bradley,Micah	00987620161	Business Writing Course	0000000876	12/15/2016	Submitted for Approval	Supervisor
☐			Expense Report	47.01	USD	Bradley,Micah	00987620161	Quarterly Department Meeting	0000106202	12/15/2016	Submitted for Approval	Supervisor
☐		⚠	Expense Report	175.00	USD	Bradley,Micah	00987620161	Business Writing	0000106203	12/15/2016	Submitted for Approval	Supervisor
☐	●		Travel Authorization	78.50	USD	Bradley,Micah	00987620161	Business Writing	0000005168	12/15/2016	Submitted for Approval	Supervisor

Select All | Clear All

Refresh List

Comments

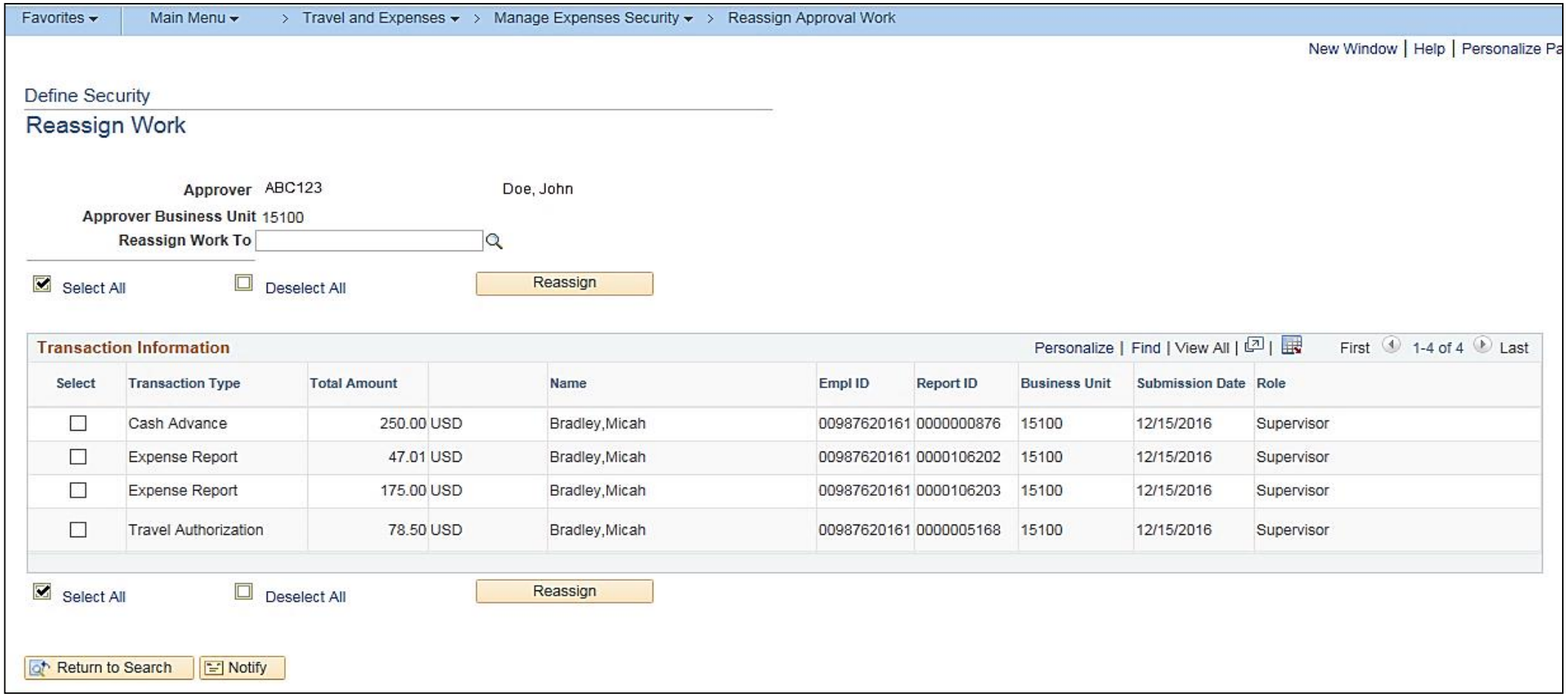
Return to Approval List

Employee Expense History

Overview | Expense Reports | Travel Authorizations | Cash Advances | Errors

Click the image to return

Reassign Work Page



Click the image to return

End Of Appendix

Congratulations! You successfully completed the appendix section of **SW AP317: Cardinal Approving Employee Expenses** course.

To close the web based training course, click the ‘**X’** button in the upper right corner.