501 AP316

Travel and Expense Administration

Web Based Training

Rev 3/19/2019

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:

- Understand key travel and expenses maintenance concepts and processes
- Identify the categories of employee data used by Travel and Expenses and their sources
- Update Employee Data, Organizational Data, and Bank Accounts information in Travel and Expenses
- Understand the overall processing flows for travel authorizations, cash advances, expense reports, and payments
- Review Travel and Expenses accounting errors
- Manually reconcile cash advances

Course Objectives (continued)

- Process denied expense reports

Agenda

1. Understanding Travel and Expenses
2. Viewing and Updating Employee Profiles
3. Expenses Processing

Lesson 1: Introduction

1 Understanding Travel and Expenses

This lesson covers the following topics

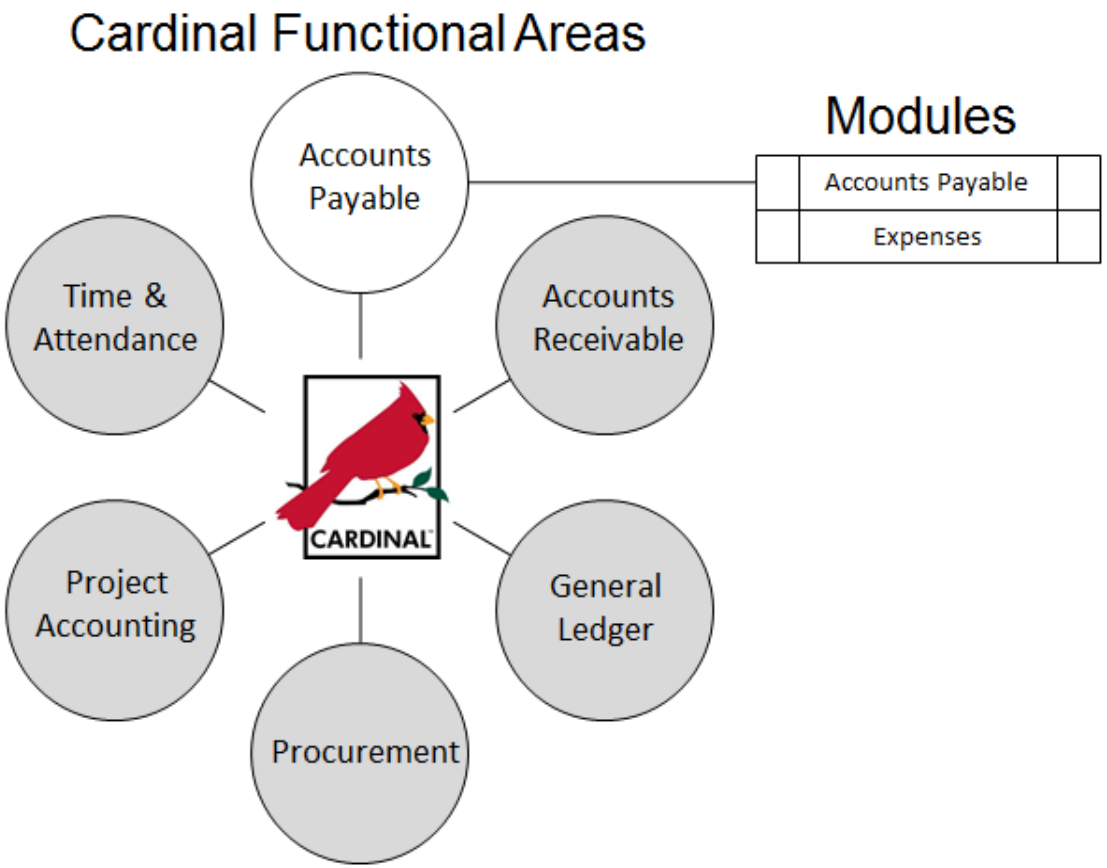
- Expense Administration Overview
- Key Concept
- Travel and Expenses Process

Expense Administration Overview

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

Accounts Payable
The Accounts Payable (AP) module automates invoice and payment processing to suppliers for goods and/or services received.

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



Key Concepts

Some key concepts in expense administration include:

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

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

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

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

Key Concepts (continued)

- Every employee who is reimbursed for Travel or other expenses must have an Employee Profile. This profile includes employee information such as address, organizational data, and bank.

  - The employee profile captures name, address, Human Resources (HR) employee status, business unit, department, supervisor, and employee banking information for Electronic Data Interchange (EDI) payments.
  - An Employee Profile must be set up in Cardinal before an employee can be reimbursed for expenses.
  - Employee banking information is interfaced daily from the Commonwealth's Integrated Payroll and Personnel System (CIPPS).
  - If any of the employee's profile 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.

Key Concepts (continued)

- In Cardinal Expenses, scanned documents such as invoices and receipts can be attached to Travel Authorizations, Cash Advances, and Expense Reports. Approvers can then review the attached documents when the transaction routes to them for approval. Per the Auditor of Public Accounts (APA), the electronic attachment documents do not replace the requirement to retain original documents (receipts, etc.) in your records.

- Cardinal is configured to include State allowable amounts for lodging, meals, per diem, and mileage rates. When a Travel Authorization or Expense Report is entered online, Cardinal applies those rates and assists with validations and calculations.

- If state policy requires agency head approval, Cardinal will route the transaction to the designated approver.

- If a Cash Advance is issued to an employee, the Cash Advance can be applied to an Expense Report after travel is completed. Cardinal then calculates the amount due for reimbursement.

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

Expenses and Expense Administration Process

The Expenses process in Cardinal involves processing:

- Travel Authorizations
- Cash Advance requests
- Expense Reports
- Payments to employees

The Expense Administration process in Cardinal involves:

- Maintaining Authorized User (proxy) configurations
- Reviewing expense accounting entries, if necessary
- Reconciling expense payments
- Reassigning expense transactions from one worklist to another

Lesson 1: Summary

1 Understanding Travel and Expenses

In this lesson, you learned:

- Agency employees are not set up as suppliers in Cardinal. They are reimbursed through the Expenses module.
- Employee expense transactions include Travel Authorizations (if required by Commonwealth and agency policy), Cash Advances, and Expense Reports.
- Expense Administration functions include maintaining employee profiles in Cardinal, maintaining proxy configuration, reviewing expense accounting entries if necessary, and reconciling expenses.

Lesson 2: Introduction

2 Viewing and Updating Employee Profiles

This lesson covers the following topics:

- Employee Data Processing Overview
- Employee Profile Pages
- Updating Employee Information
- Adding Authorized Users/Proxies

Employee Data Processing Overview

Travel and Expenses integrates with Human Capital Management (HCM) to maintain employee information. (See the Appendix section in this course for more details on integration and interfaces.)

There are three types of data processed in Travel and Expenses:

- Employee
- Organizational
- Bank accounts

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** page 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 and the employee's cash advance limit.
- The **Bank Accounts** tab displays banking and payment information used for paying cash advances and expense reports. Access to this tab is restricted to the EDI Coordinator at the Department of Accounts.

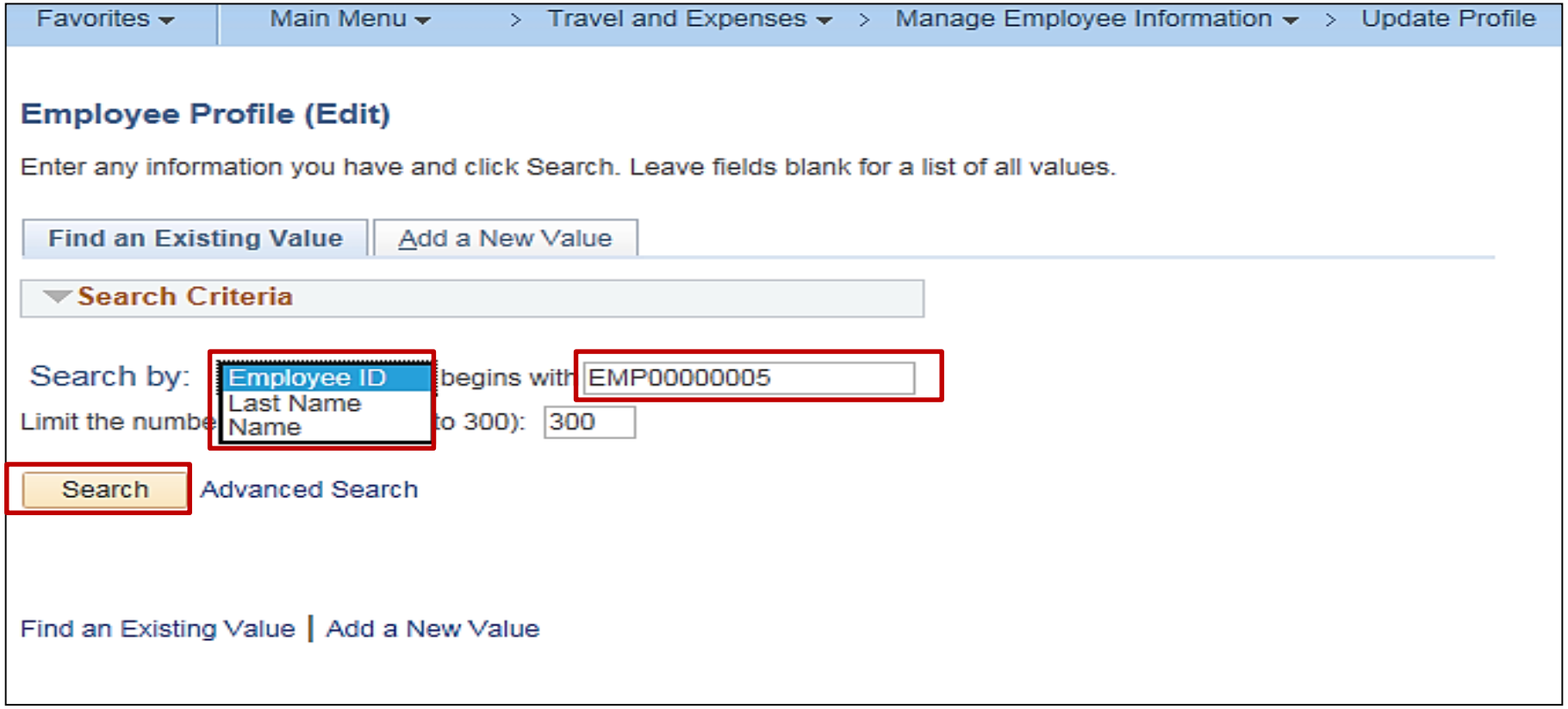
You can access this page by using the following path:

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

Employee Data (continued)

The **Employee Profile (Edit)** page displays. Enter the **Employee ID** or search by **Name** for the employee to be accessed.

Click the **Search** button.

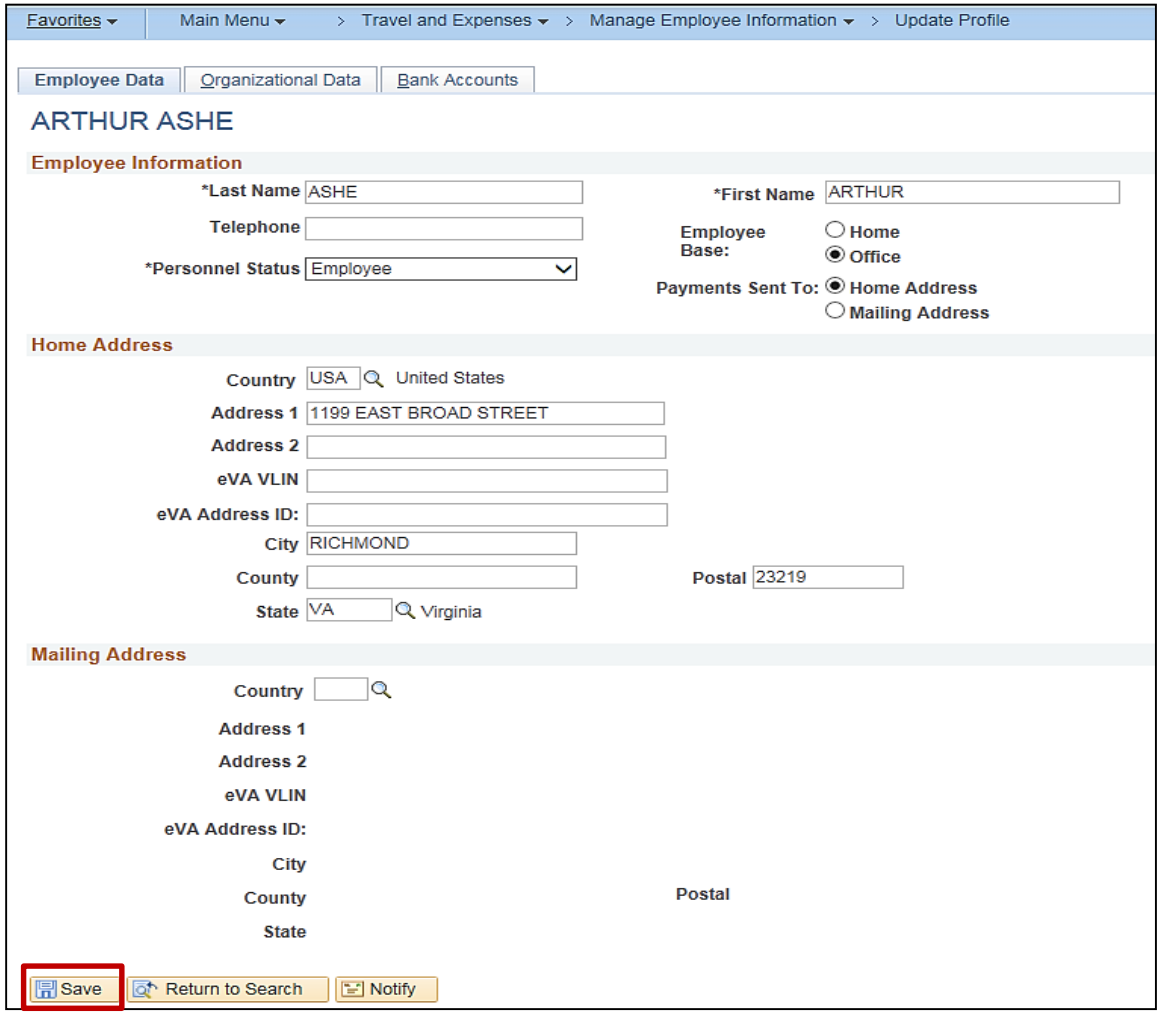


Updating Employee Data

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 by this 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. 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 to be edited and enter the new information. When finished making the desired edits, click the **Save** button at the bottom of the page.



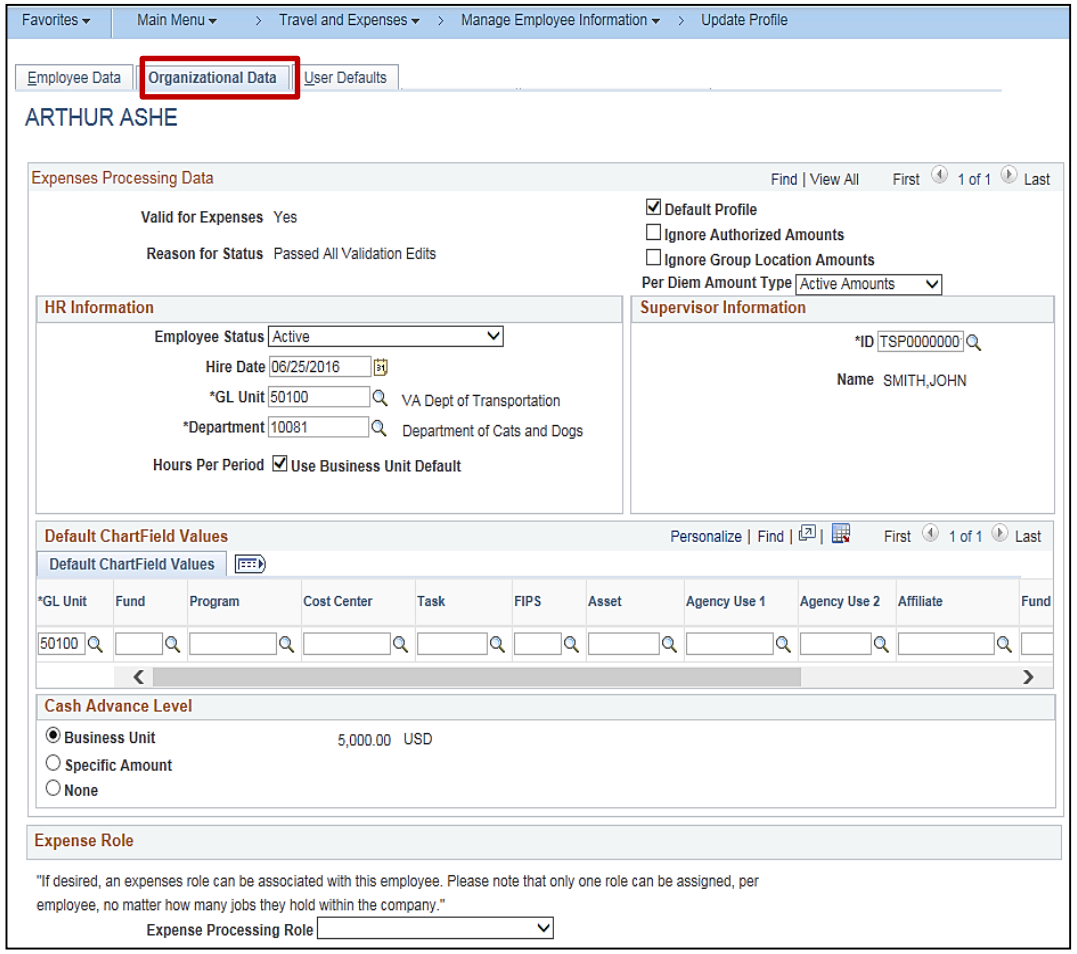
Click on the image to enlarge

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 **HR Information** changes made will be overwritten with the exception of the **Cash Advance Limit** section.

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.

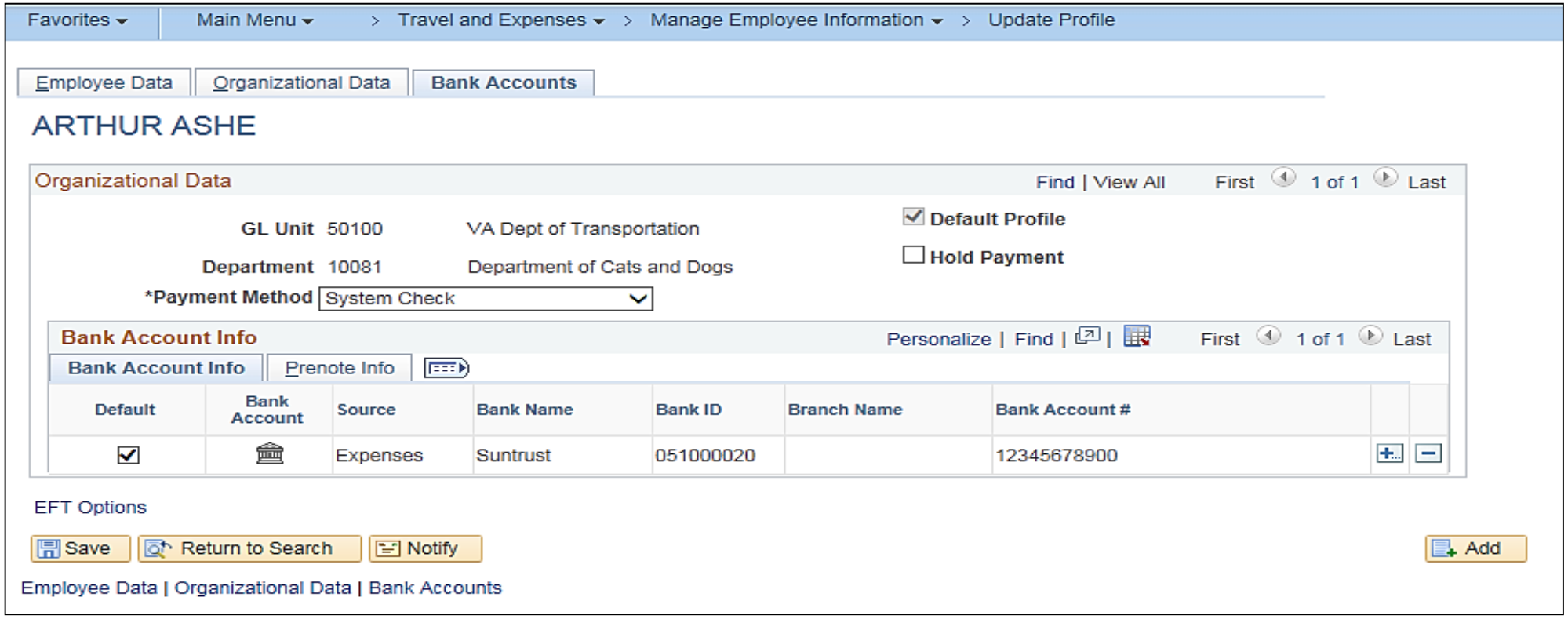


Click on the image to enlarge

Bank Accounts Page

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

Only the Department of Accounts EDI Coordinator has access to this page.



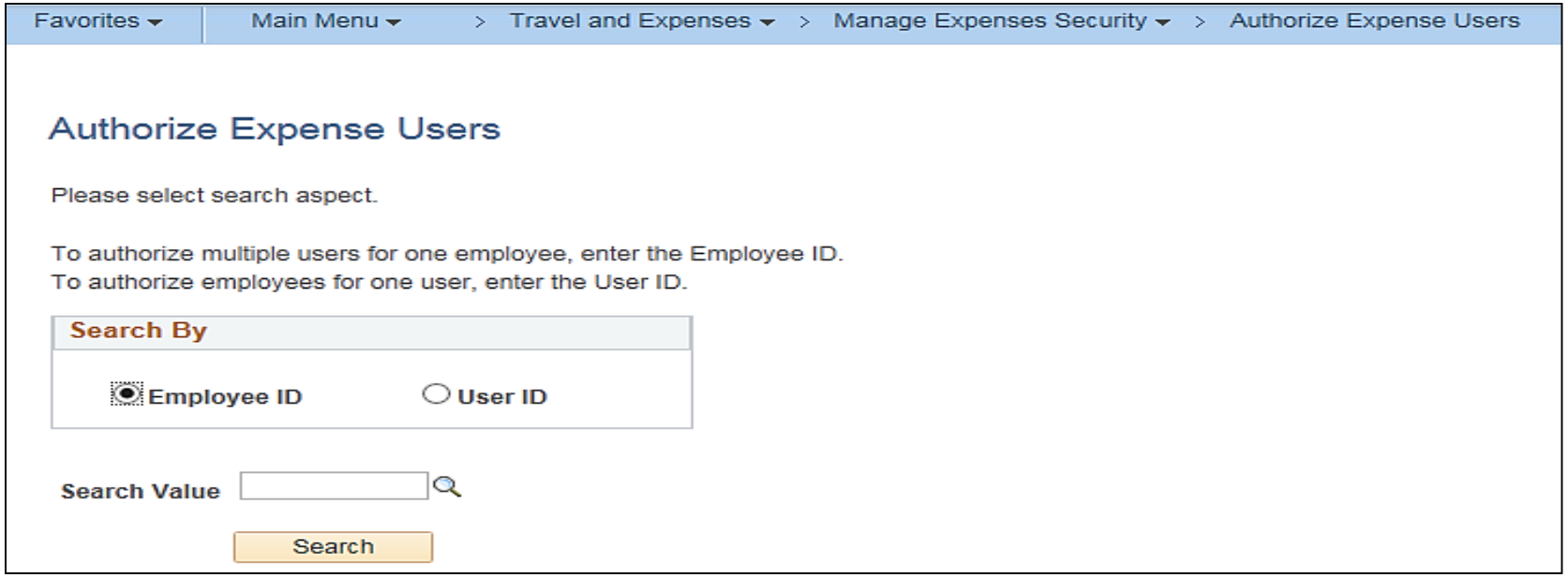
Adding Authorized Users/Proxies

A proxy must be set up for an employee in order to delete expense transactions for that employee. Access the **Authorize Expense Users** page to set up a proxy for an employee.

Access this page using the following path:

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

For more detailed information about adding authorized users/proxies, see the job aid entitled **SW AP315: Authorizing a Proxy** for an Employee located on the Cardinal website in **Job Aids** under **Training**.

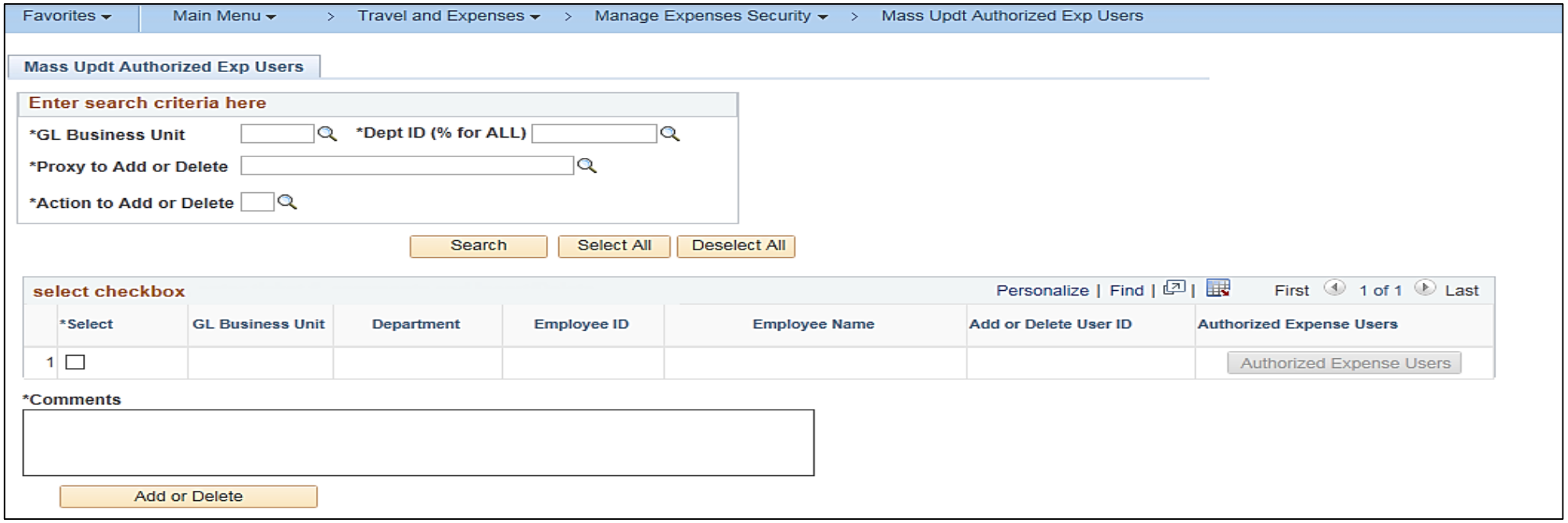


Mass Update of Authorized Expense Users

Adding or deleting a proxy for a large number or employees can be completed using the Mass Update Authorize Users page. You can navigate to this page using the following path:

Main Menu > Travel and Expenses > Manage Expenses Security > Mass Updt Authorized Users

For more detailed information about adding/deleting expense proxies/authorized users for multiple employees, see the job aid entitled **SW AP315: Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Training**.



Lesson 2: 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.

The Employee Data and Organizational Data tabs use data copied from HCM.

- True
- False

Anyone can update banking information for an employee.

- ○ True
- ○ False

A _____ is a person who is authorized to enter transaction on behalf of another employee.

- Proxy
- Secretary
- Supervisor

Lesson 2: Summary

2 Viewing and Updating Employee Profiles

In this lesson, you learned:

- Employee data types used by Travel and Expenses and their sources
- How to update Employee Data, Organizational Data, and Bank Account information in Travel and Expenses

Lesson 3: Introduction

3 Expenses Processing

This lesson covers the following topics:

- Travel and Expenses Processes and accounting entries
- Reviewing and correcting errors
- Manually reconciling cash advances
- Processing denied expense reports

Travel Authorization Process Flow

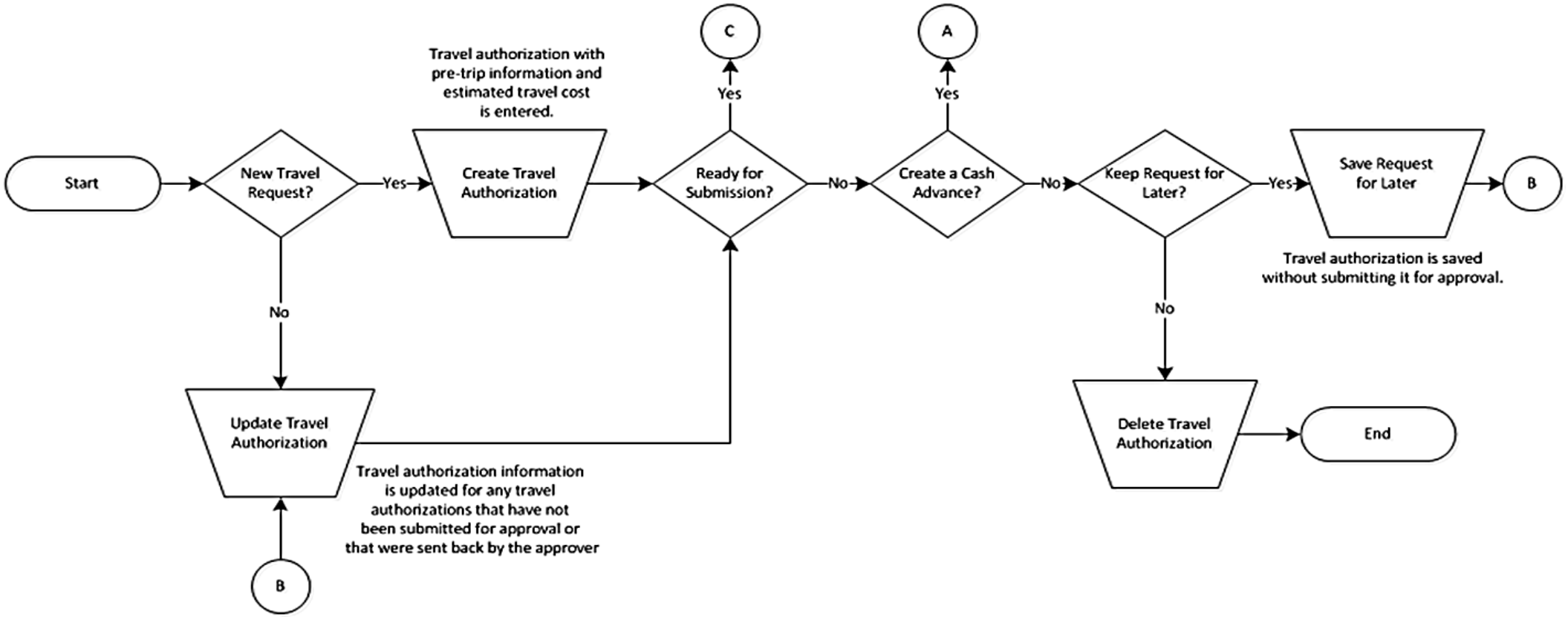
A Travel Authorization is a request for permission to travel. Commonwealth and/or agency's have specific policies regarding authorization prior to travel (or the incurrence of other expense). Cardinal, however, does not require that the Travel Authorization be entered in Cardinal in order to be reimbursed.

A Travel Authorization in Cardinal must be entered online and approved prior to the start date of the trip. Cardinal does not saving or approving an authorization after the start date of the trip.

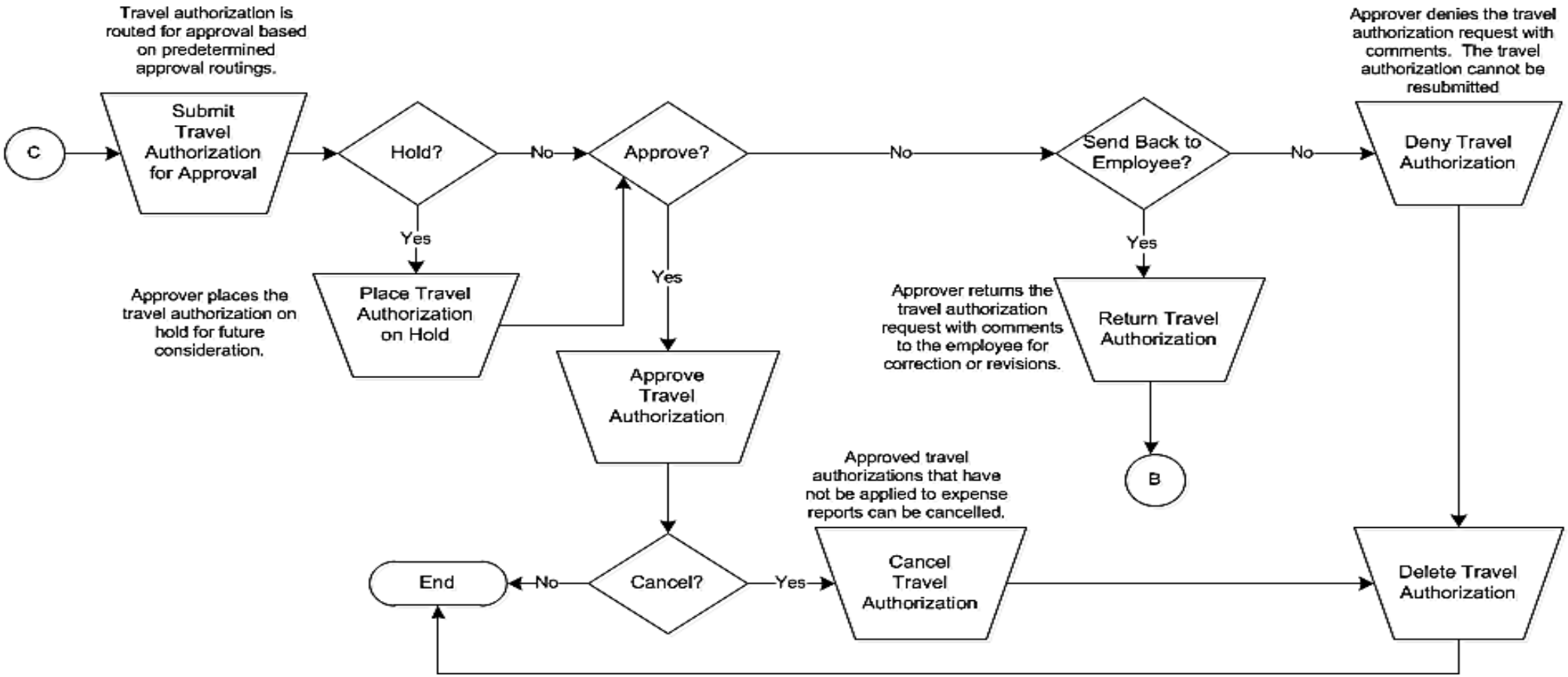
The proxy enters pre-trip information, detail expense lines, and the estimated travel costs on the Travel Authorization. Travel authorizations must then be approved by the employee's designated approver(s) **before** the start date of travel. Once the employee's trip is complete, an Expense Report is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

The next two diagrams illustrate the Travel Authorization process.

Travel Authorization Process Flow (continued)



Travel Authorization Process Flow (continued)



Cash Advance Process Flow

A Cash Advance can be created:

- As part of a Travel Authorization; as an option under the **Actions** drop-down menu on the **Travel Authorization** page to the **Cash Advance** page.

- Independently: by navigating directly to the **Create Cash Advance** page to create a request.

Cash advances are entered directly into Cardinal.

Cash Advance Process Flow (continued)

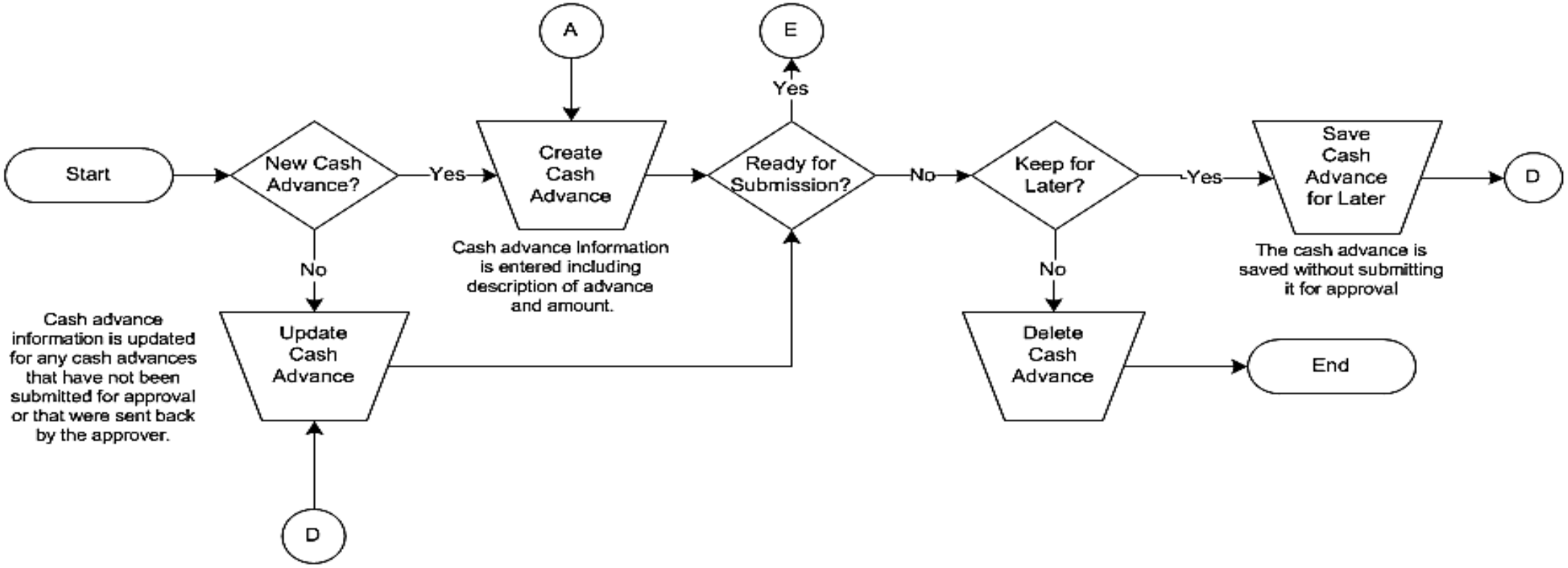
A Cash Advance must be approved before it can be processed for payment. Once a Cash Advance is approved, nightly batch processes stage it for payment and create the necessary accounting entries.

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

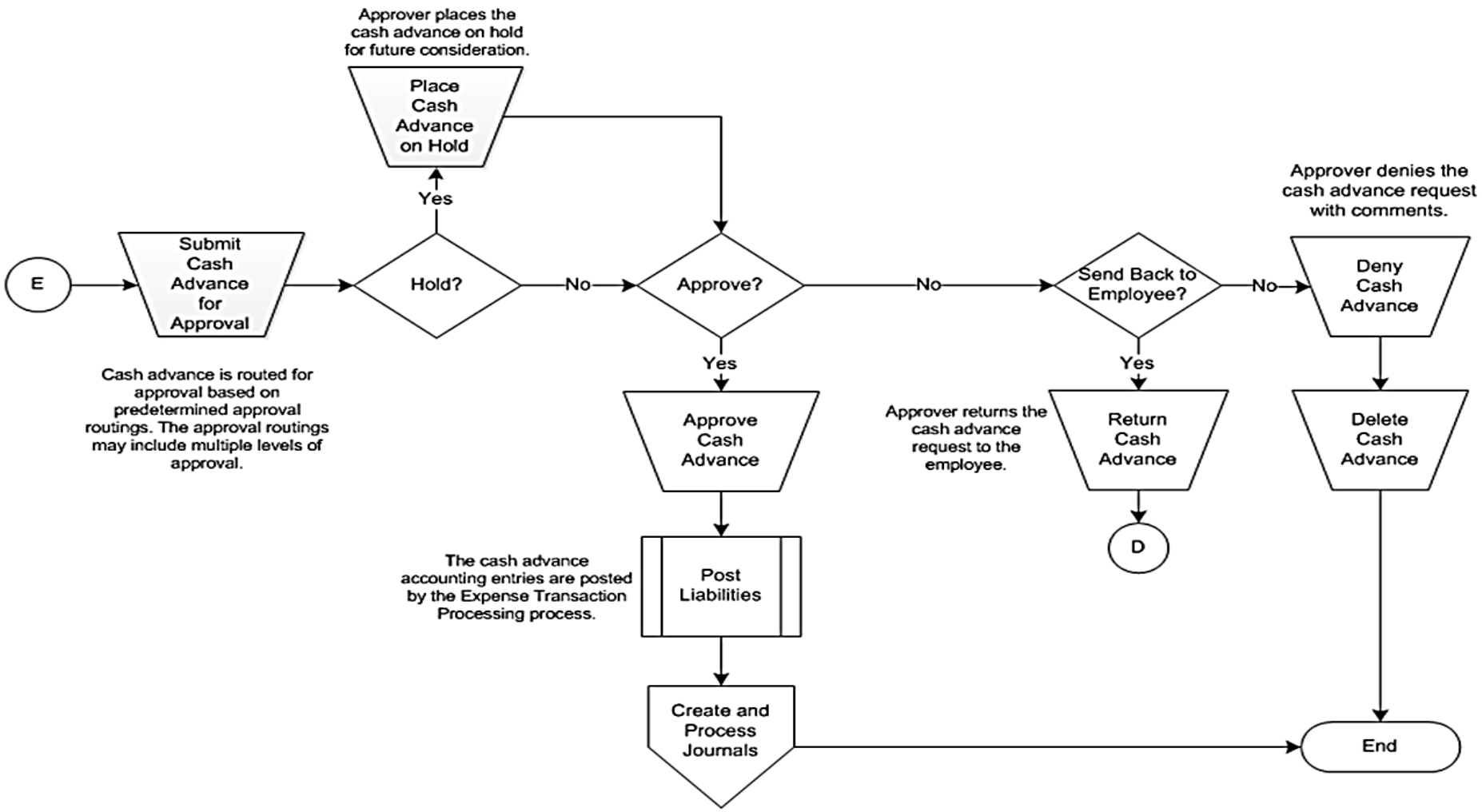
The Cash Advance is checked against available cash in the nightly batch through a Cardinal process called Payment Cash Checking before a payment is created. The agency Expense Administrator can set processing priority on transactions. For more detailed information about payment check cashing transaction priority, see the job aid entitled **SW AP312: Payment Cash Checking Transaction Level Priority Configuration** located on the Cardinal website in **Job Aids** under **Training**.

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

Cash Advance Process Flow (continued)



Cash Advance Process Flow (continued)



Expense Report Process Flow

The Expense Report is entered once the expenditure has occurred and the employee has provided the necessary documentation. It can be copied from the related approved Travel Authorization. If the employee received a cash advance, it applied to the expense report during expense report creation.

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

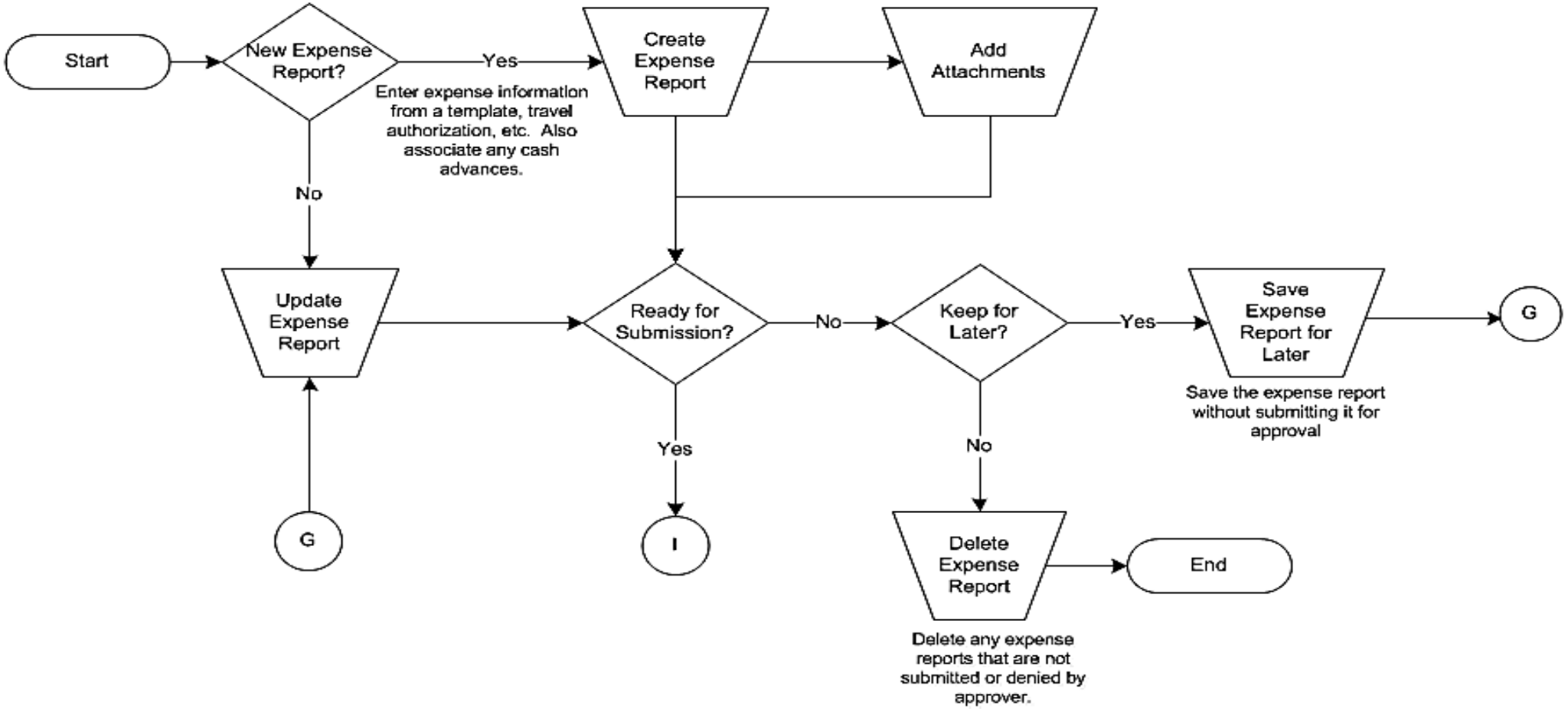
Once it is approved, the Expense Report is checked against available cash in the nightly batch through a Cardinal process called Payment Cash Checking before payments are created. The agency Expense Administrator can set the processing priority on transactions.

For more detailed information about payment check cashing transaction priority, see the job aid entitled **SW AP312: Payment Cash Checking Updating Transaction Level Overrides** located on the Cardinal website in **Job Aids** under **Training**.

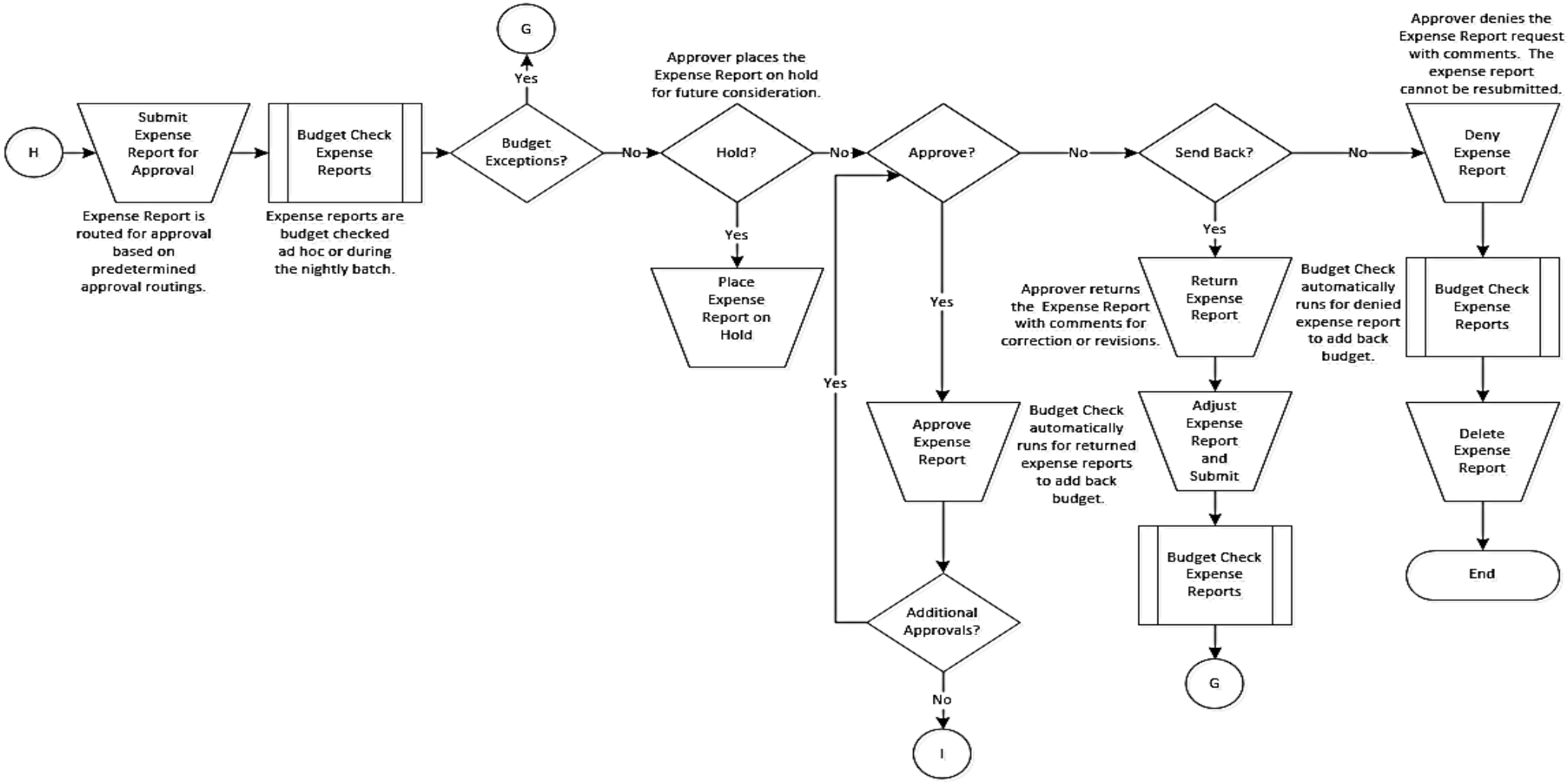
A nightly batch process stages Expense Reports for payment and creates the necessary accounting entries.

The next three diagrams illustrate the Expenses Reporting Process.

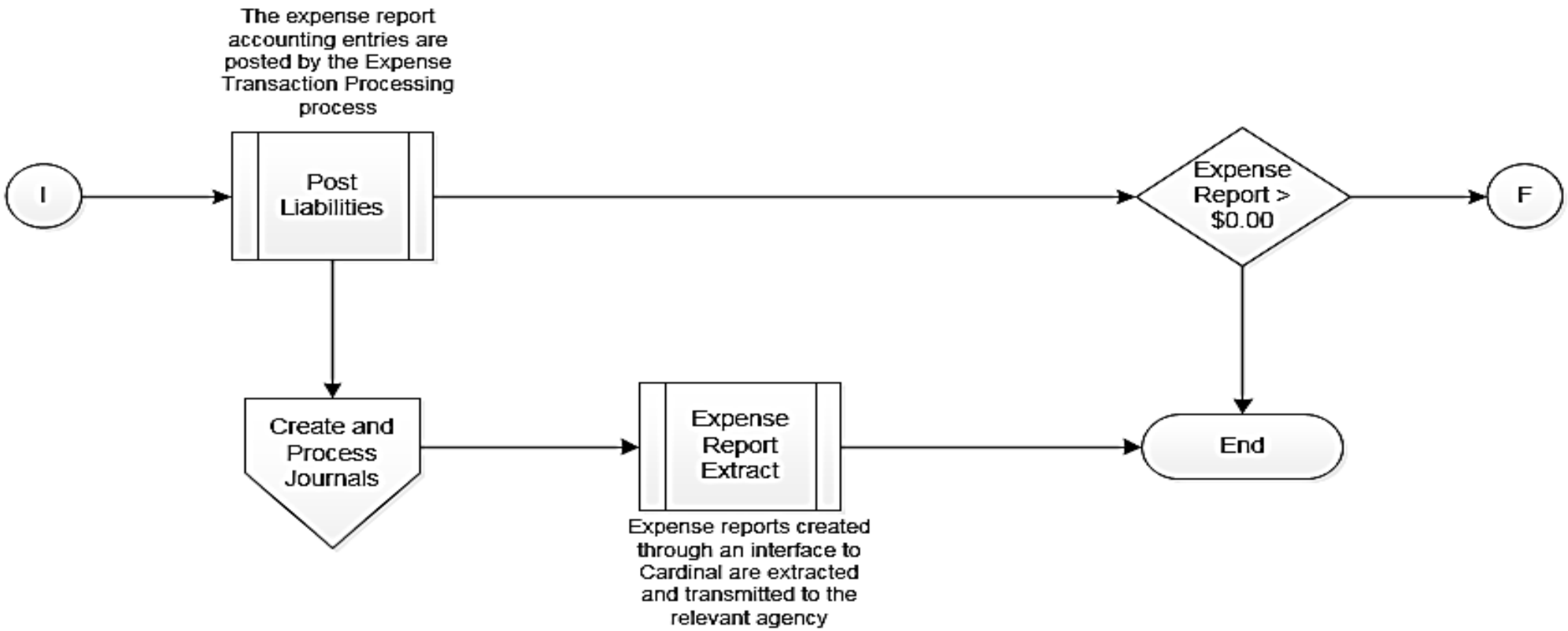
Expense Report Process Flow (continued)



Expense Report Process Flow (continued)



Expense Report Process Flow (continued)



Pay Employee Process Flow

When the Expense Report is approved and there is an amount due the employee, the payment is staged in the Expenses module and paid by the Accounts Payable module. Payments are either issued by check or deposited in the employee bank account, depending on the employee's employee profile.

Expense Reports with Cash Advances **applied**

- If the Cash Advance is less than the travel amount:
  - The Cash Advance is applied against the amount of the travel
  - The balance is due the employee and will process in nightly batch

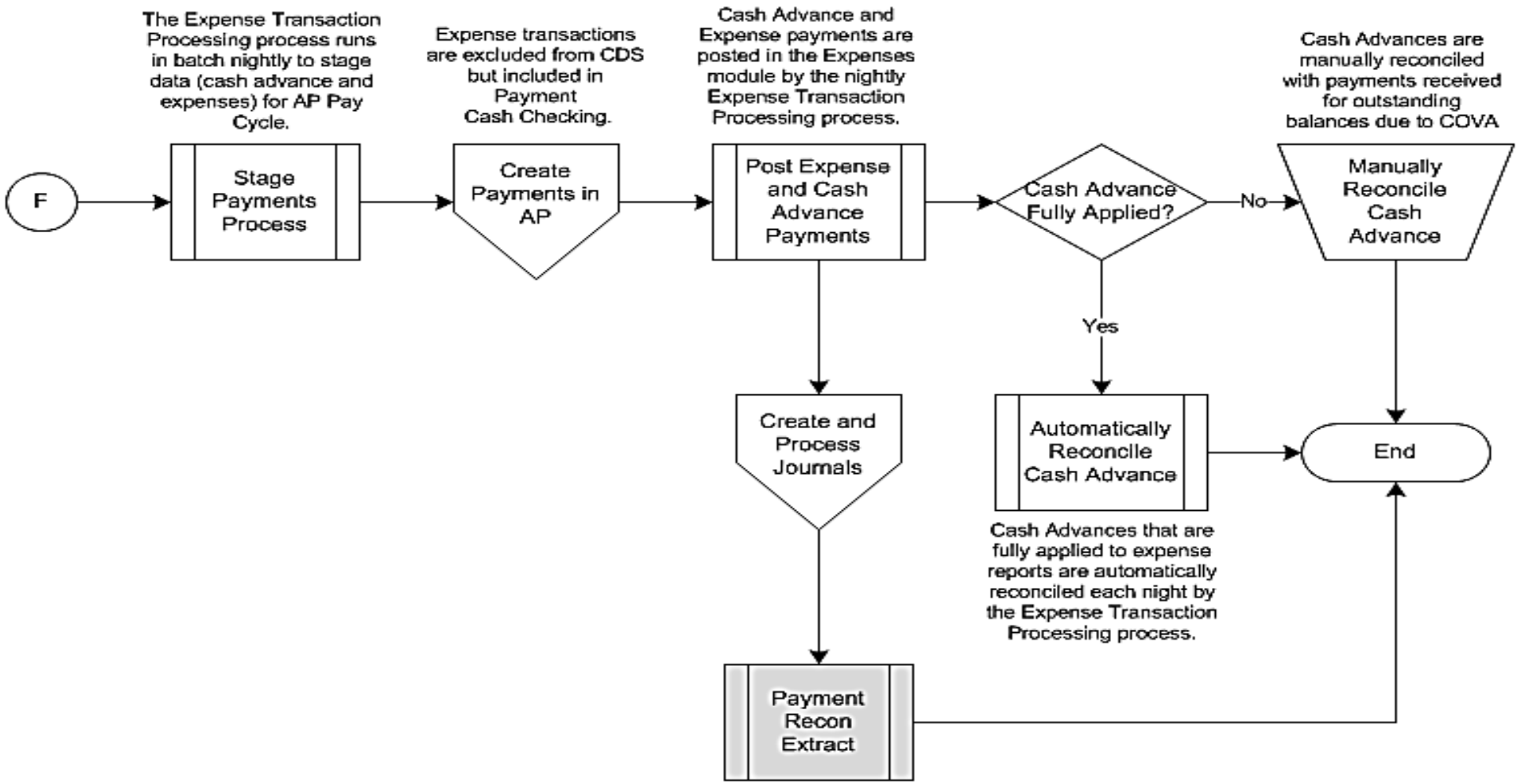
- Cash Advance equals the travel **amount**
  - The Expense Report balance will be zero
  - No payment is generated
  - The Cash Advance for the amount applied is automatically fully reconciled in Cardinal

Pay Employee Process Flow (continued)

- If the Cash Advance is more than the travel:
  - The Cash Advance is applied up to the amount of the travel
  - No payment is generated and the employee must reimburse the agency
  - The employee payment is processed in the Accounts Receivable module
  - The Expense Report balance will be zero
  - The Expenses Processor must manually reconcile the cash advance by recording the employee check on the **Reconcile Cash Advances** page.
  - For more detailed information about reconciling cash advances, see the job aid entitled **SW AP315: Applying and Reconciling a Cash Advance** located on the Cardinal website in **Job Aids** under **Training**.

The next diagram illustrates the Pay Employee Process.

Pay Employee Process Flow (continued)



Expenses Accounting Entries

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

The posted accounting entries for a selected Expense Report or Cash Advance may be reviewed using the **Expense Report Acctg Entries** page. This page displays the ChartFields, the amount, and the GL journal information (if the **Distribution Status** is **Distributed**).

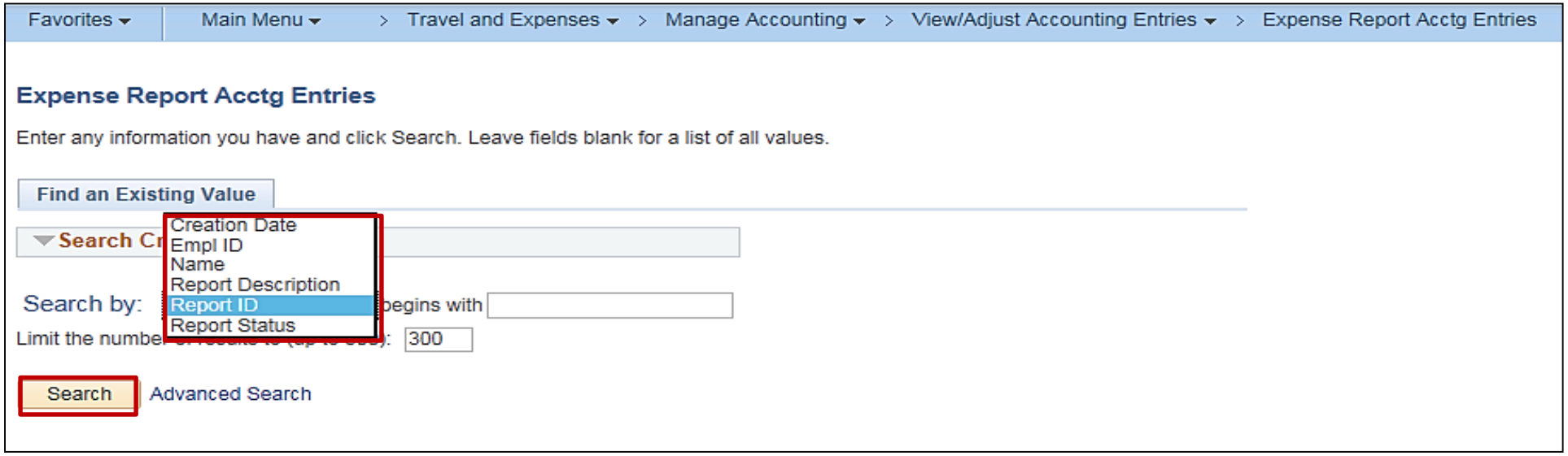
Expenses Accounting Entries (continued)

Navigate to the **Expenses Report Acctg Entries** page using the following path:

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

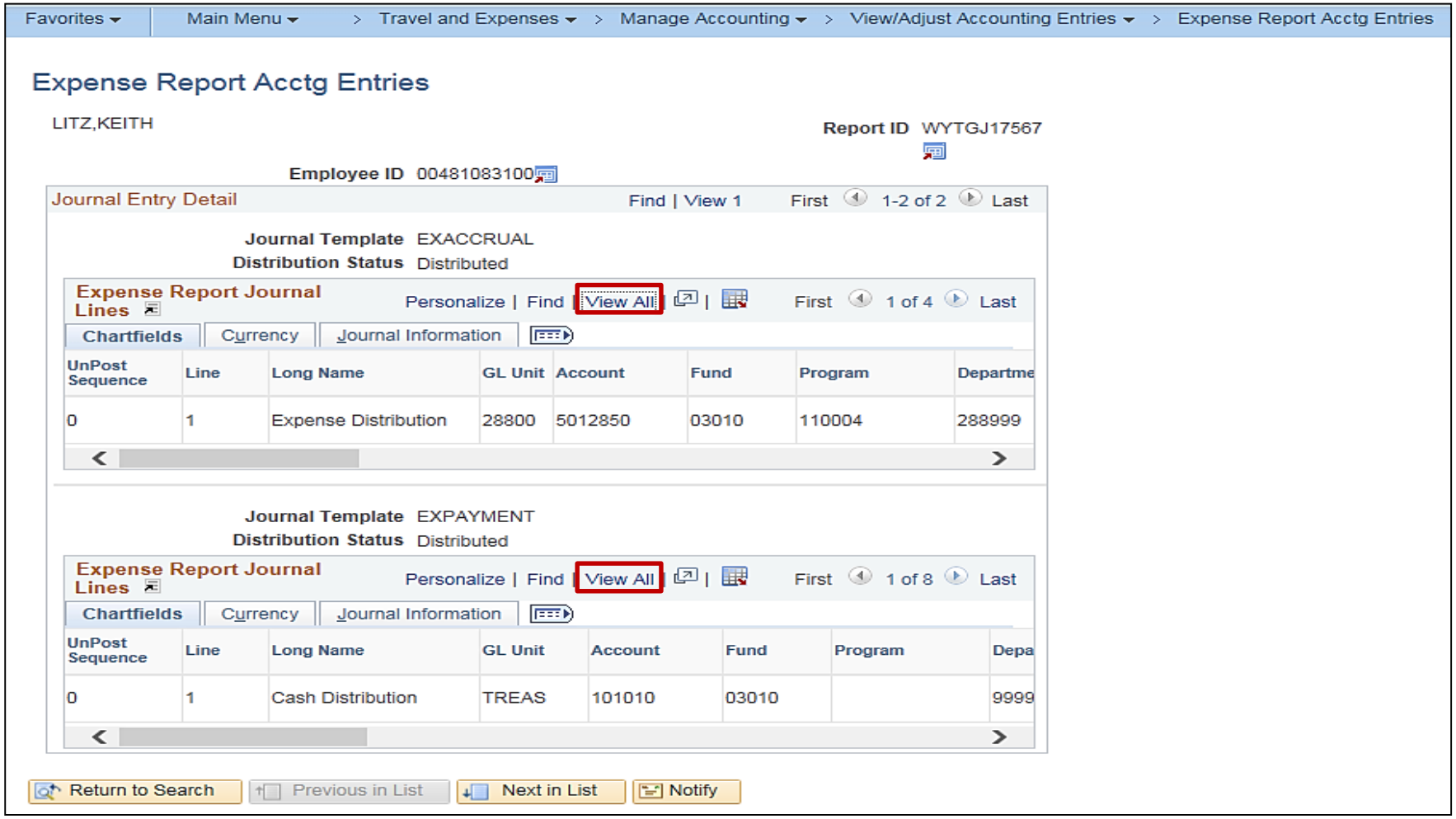
Choose the desired search criteria. Options include **Creation Date**, **Empl ID**, **Name**, **Report Description**, **Report ID**, or **Report Status**. Click the **Search** button.

This example shows displays the search using the Report ID.



Expenses Accounting Entries (continued)

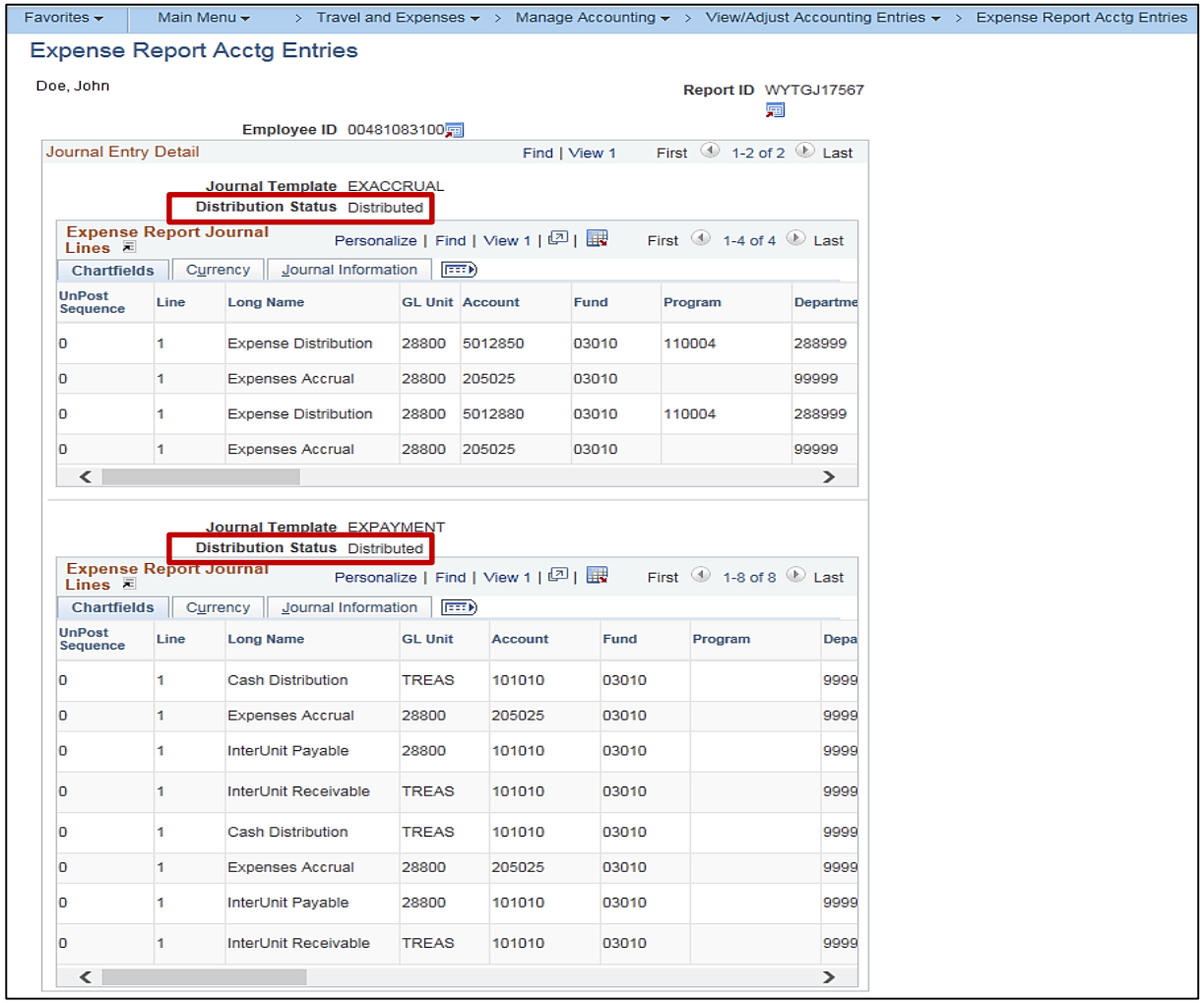
Once accessing the page, scroll to the right and click **View All** to see all the entries and all the accounting entry lines.



Expenses Accounting Entries (continued)

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

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



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

Expense Report Acctg Entries

Doe, John

Report ID WYTGJ17567

Employee ID 00481083100

Journal Entry Detail — Find | View 1 — First 1-2 of 2 Last

Journal Template EXACCRUAL

Distribution Status Distributed

Expense Report Journal Lines — Personalize | Find | View 1 | First 1-4 of 4 Last

Chartfields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Departme
0	1	Expense Distribution	28800	5012850	03010	110004	288999
0	1	Expenses Accrual	28800	205025	03010		99999
0	1	Expense Distribution	28800	5012880	03010	110004	288999
0	1	Expenses Accrual	28800	205025	03010		99999

Journal Template EXPAYMENT

Distribution Status Distributed

Expense Report Journal Lines — Personalize | Find | View 1 | First 1-8 of 8 Last

Chartfields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Depa
0	1	Cash Distribution	TREAS	101010	03010		9999
0	1	Expenses Accrual	28800	205025	03010		9999
0	1	InterUnit Payable	28800	101010	03010		9999
0	1	InterUnit Receivable	TREAS	101010	03010		9999
0	1	Cash Distribution	TREAS	101010	03010		9999
0	1	Expenses Accrual	28800	205025	03010		9999
0	1	InterUnit Payable	28800	101010	03010		9999
0	1	InterUnit Receivable	TREAS	101010	03010		9999

Click on the image to enlarge

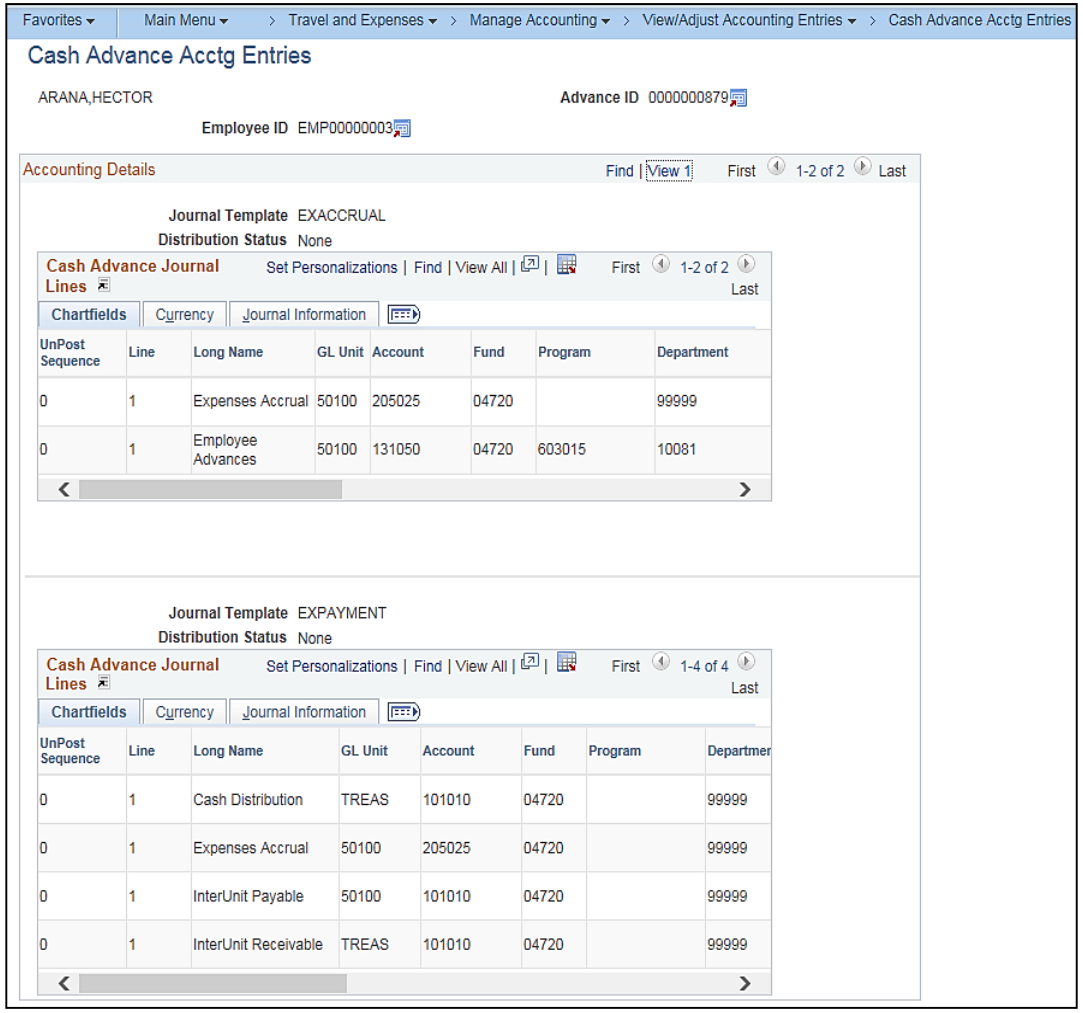
Cash Advance Acctg Entries Page

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.

Navigate to this page using the following path:

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



Expenses Payment Reconciliation

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

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

- If the amount of the Expense Report is greater than the Cash Advance (i.e. if payment is due to the employee), Cardinal applies the outstanding Cash Advance against the employees expense reimbursement.

- If the amount of the Cash Advance is greater than the Expense Report, the employee makes a payment to the Commonwealth of Virginia for the excess amount. After the payment is received and posted by Accounts Receivable, the Cash Advance must be manually reconciled in Cardinal for the employee's repayment. Reconciliation is not automatic. Reports are available to check if travelers have repaid advances.

- If the amount of Cash Advance and the Expense Report are equal, the reconciliation is automatically performed during nightly batch processing.

Reconcile Cash Advance Report Page

Use the **Reconcile Cash Advance Report** page to perform a manual reconciliation.

Navigate to this page using the following path:

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

For more detailed information about reconciling a cash advance, see the job aid entitled **SW AP315: Applying and Reconciling a Cash Advance** located on the Cardinal website in **Job Aids** under **Training**.

Processing Denied Expenses

If an approver denies an employee's expense report, it cannot be updated and resubmitted. To be reimbursed, the employee must create a new expense report.

If an expense report is denied, it must 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).

A proxy for the employee must delete the expense report.

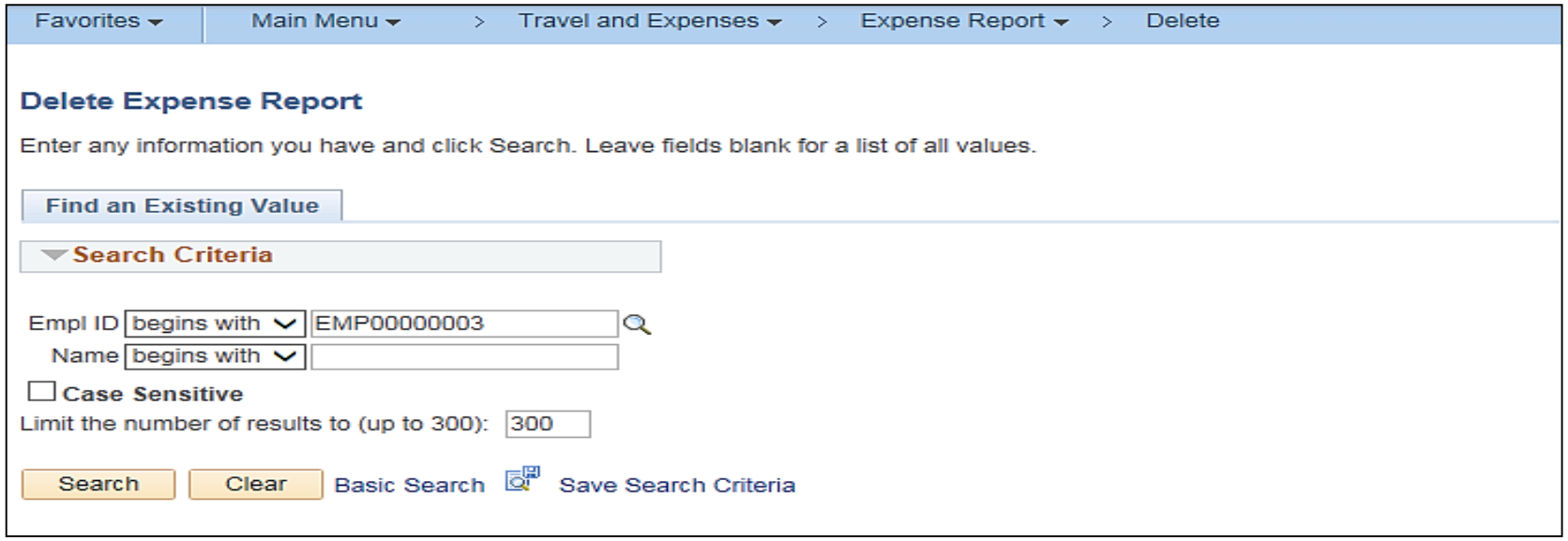
Deleting an Expense Report

The **Delete Expense Report** page is used to select and delete existing expense report(s). This page lists the expense reports that are eligible for deletion.

Navigate to this page using the following path:

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

For more detailed information about deleting an expense report, see the job aid entitled **SW AP315A: Updating and Deleting Expense Transactions** located on the Cardinal website in **Job Aids** under **Training**.



Lesson 3: 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.

Is budget checking used in Travel and Expense processing?

- Yes
- No

When the amount of an employee's cash advance is more than the expense incurred on the Expense Report, the employee pays Accounts Receivable. The Travel Expense Processor then reconciles the employee payment manually.

- ○ True
- ○ False

The accounting entries on an employee's expense report can be corrected after it has been posted and paid.

- True
- False

Why should a denied expense report be deleted?

- To release any travel authorization associated with it.
- To clear out the data base
- None of the above

Lesson 3: Summary

3 Expenses Processing

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 transactions

Course Summary

AP316 Travel and Expense Administration

In this course, you learned:

- Understand key travel and expenses maintenance concepts and processes
- Identify the categories of employee data used by Travel and Expenses and their sources
- Update Employee Data, Organizational Data, and Bank Accounts information in Travel and Expenses
- Understand the overall processing flows for travel authorizations, cash advances, expense reports, and payments
- Review Travel and Expenses accounting errors

Course Summary (continued)

AP316 Travel and Expense Administration

In this course, you learned:

- Manually reconcile cash advances
- Process denied expense reports

Course Evaluation

Congratulations! You successfully completed the **501 AP316: Travel and Expense Administration** 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

- Key Terms
- Allowed Extensions on Attachments in Cardinal
- Diagrams and Screenshots
- Flowchart Key

Key Terms

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

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.

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

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.

Key Terms (continued)

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

Expense Report: A report of expenses incurred by an employee. The report must include details of each expense. The details from the Travel Authorization (if applicable) can be copied into the Expense Report if they are both entered online. If a Cash Advance was provided, the employee applies the amount of the Cash Advance to the Expense Report.

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**.

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

Key Terms (continued)

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

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

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

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

Integration with Cardinal Human Capital Management (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

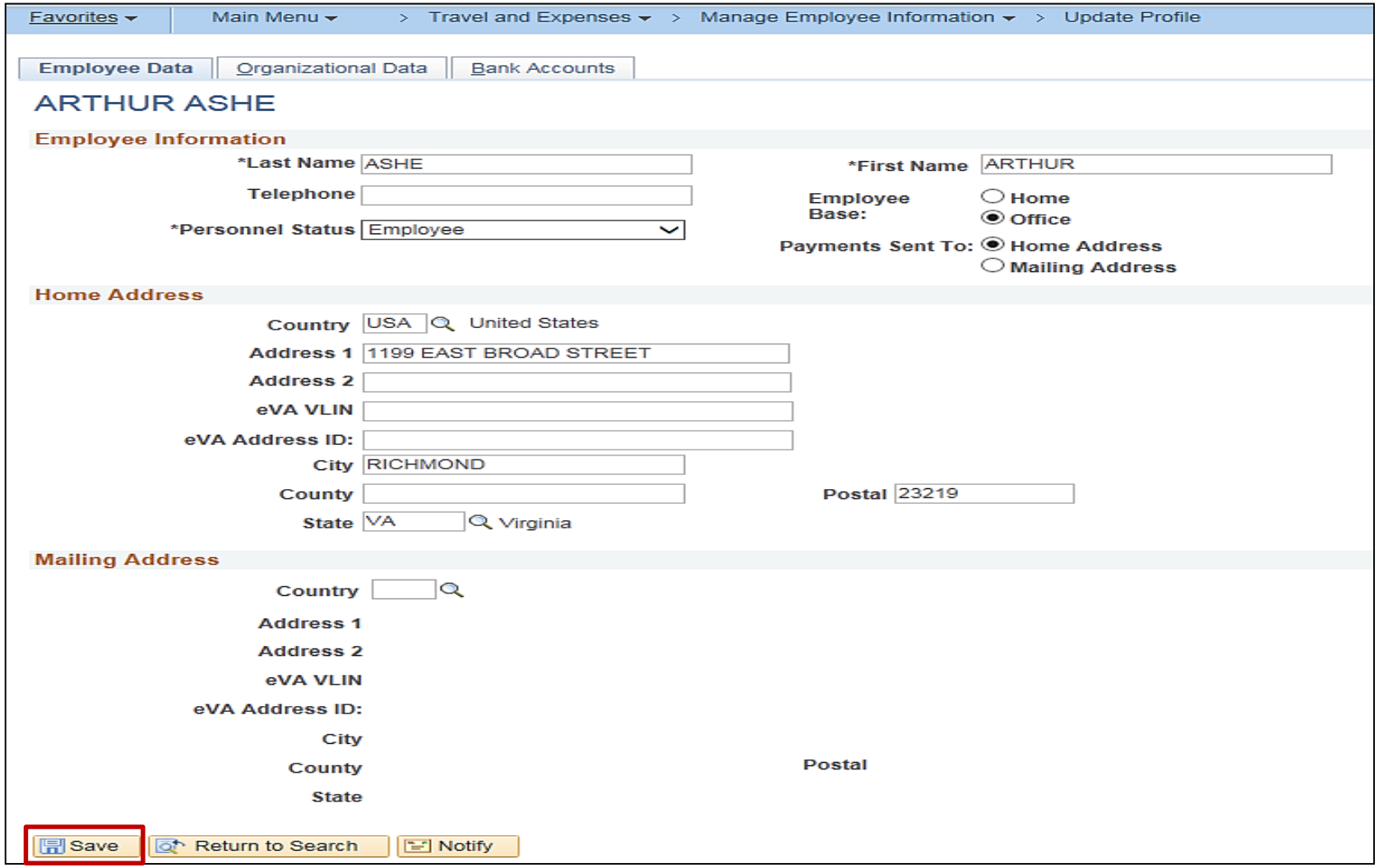
Employee cash advance limits, bank, and PCard information are not included in the information sent from HCM. Employee cash advance limits are maintained by the Travel Expense Processor and bank information is maintained by the EDI Coordinator.

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.

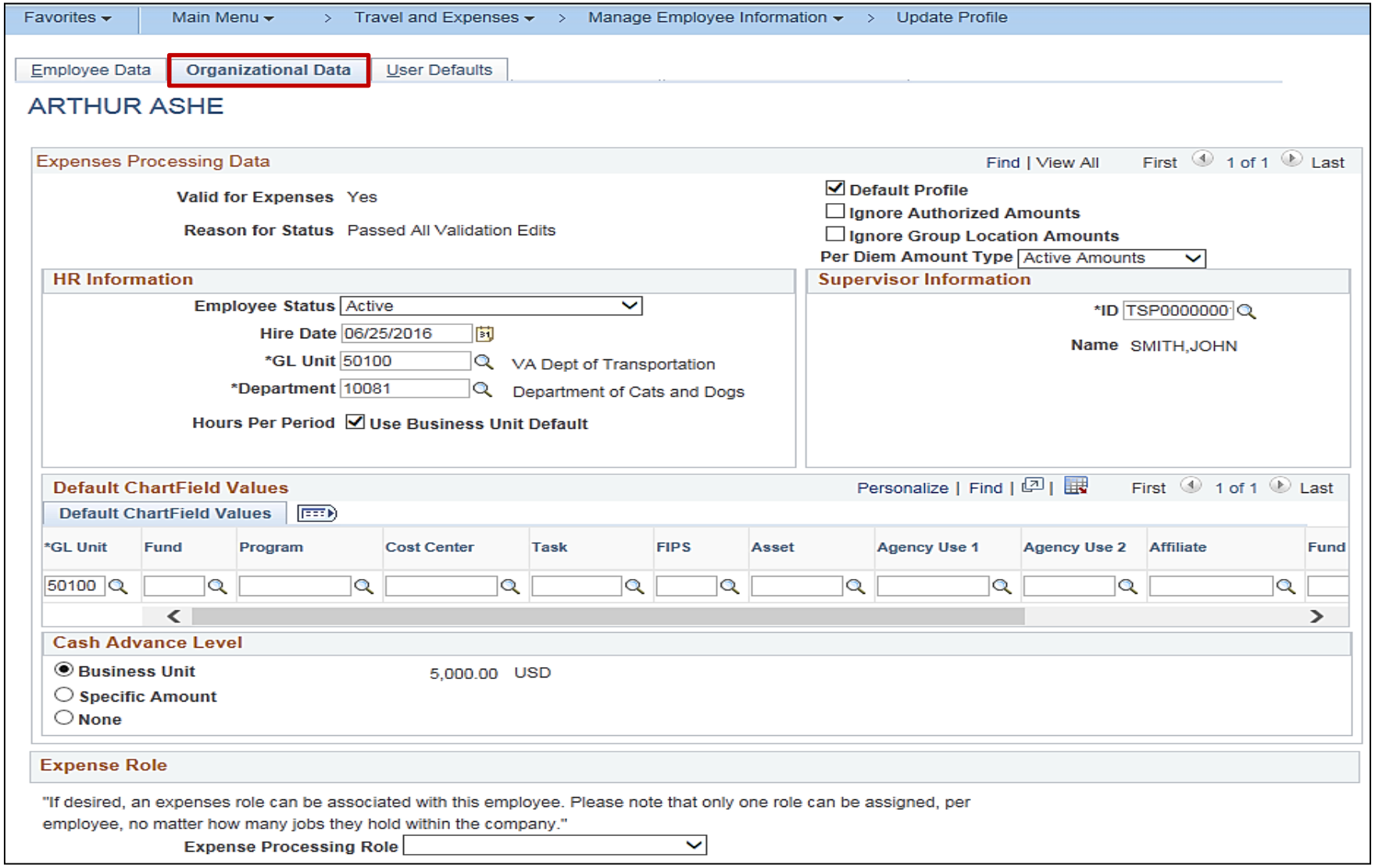
Permanent changes to the personal and organization information must be made in HCM.

Updating Employee Data (continued)



Click on the image to return

Updating Organizational Data (continued)



Click on the image to return

Expenses Accounting Entries (continued)

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

Expense Report Acctg Entries

Doe, John

Report ID WYTGJ17567

Employee ID 00481083100

Journal Entry Detail — Find | View 1 — First 1-2 of 2 Last

Journal Template EXACCRUAL
Distribution Status Distributed

Expense Report Journal Lines — Personalize | Find | View 1 | First 1-4 of 4 Last

Chartfields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Departme
0	1	Expense Distribution	28800	5012850	03010	110004	288999
0	1	Expenses Accrual	28800	205025	03010		99999
0	1	Expense Distribution	28800	5012880	03010	110004	288999
0	1	Expenses Accrual	28800	205025	03010		99999

Journal Template EXPAYMENT
Distribution Status Distributed

Expense Report Journal Lines — Personalize | Find | View 1 | First 1-8 of 8 Last

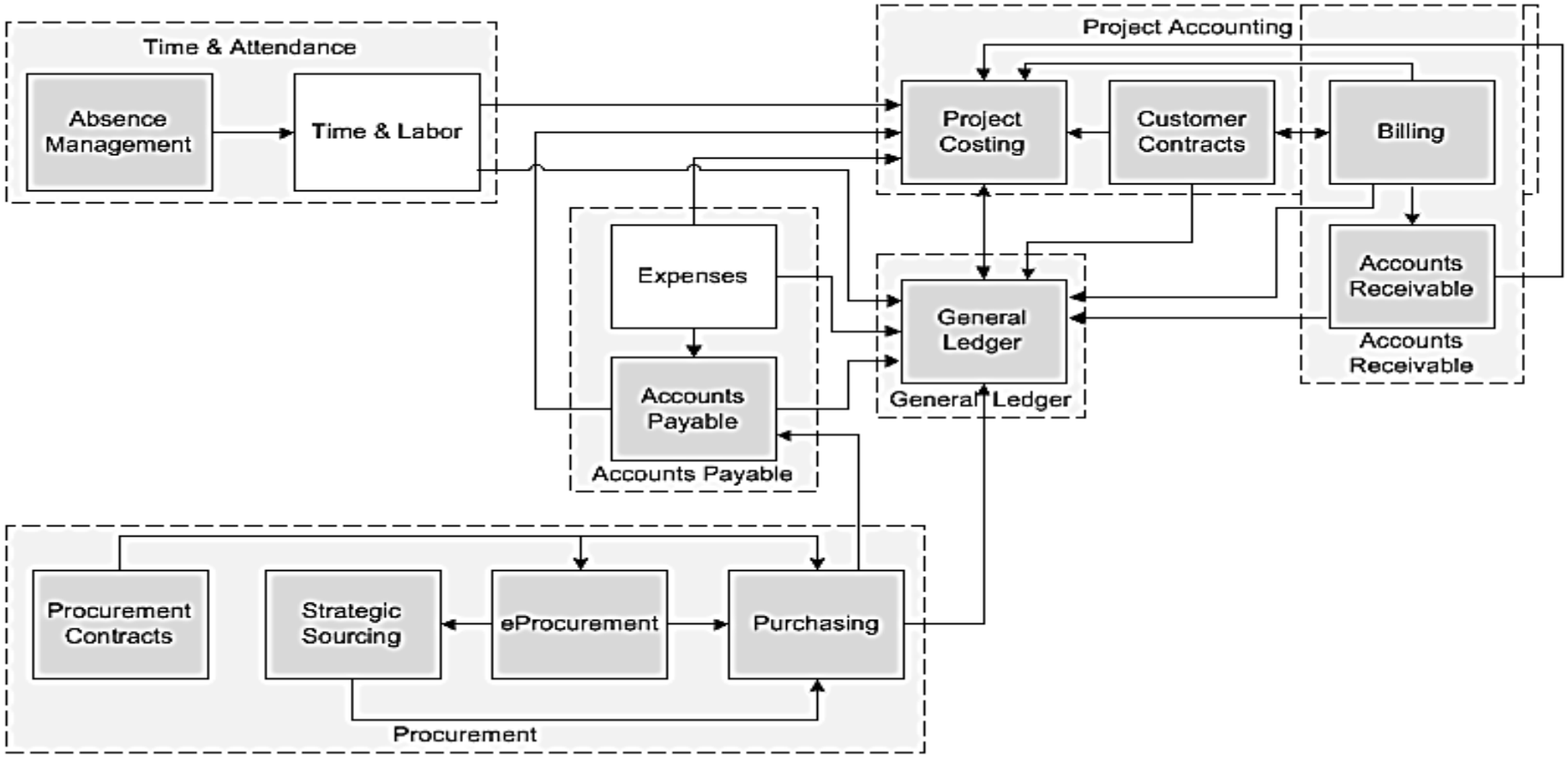
Chartfields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Depa
0	1	Cash Distribution	TREAS	101010	03010		9999
0	1	Expenses Accrual	28800	205025	03010		9999
0	1	InterUnit Payable	28800	101010	03010		9999
0	1	InterUnit Receivable	TREAS	101010	03010		9999
0	1	Cash Distribution	TREAS	101010	03010		9999
0	1	Expenses Accrual	28800	205025	03010		9999
0	1	InterUnit Payable	28800	101010	03010		9999
0	1	InterUnit Receivable	TREAS	101010	03010		9999

Click on the image to return

Integration with Cardinal Human Capital Management

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.



Flowchart Key

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

End Of Appendix

Congratulations! You successfully completed the appendix section of **501 AP316: Cardinal Travel and Expense Administration** course.

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