501 AP315

Processing Employee Expenses

Web Based Training

Rev 11/04/2021

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 Learning.

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 travel and expense concepts
- Create, submit, update, and view expense transactions in Cardinal

Agenda

1 Processing Employee Expenses Overview

2 Travel Authorizations

3 Cash Advances

4 Expense Reports

Lesson 1: Introduction

1 Processing Employee Expenses Overview

This lesson covers the following topics:

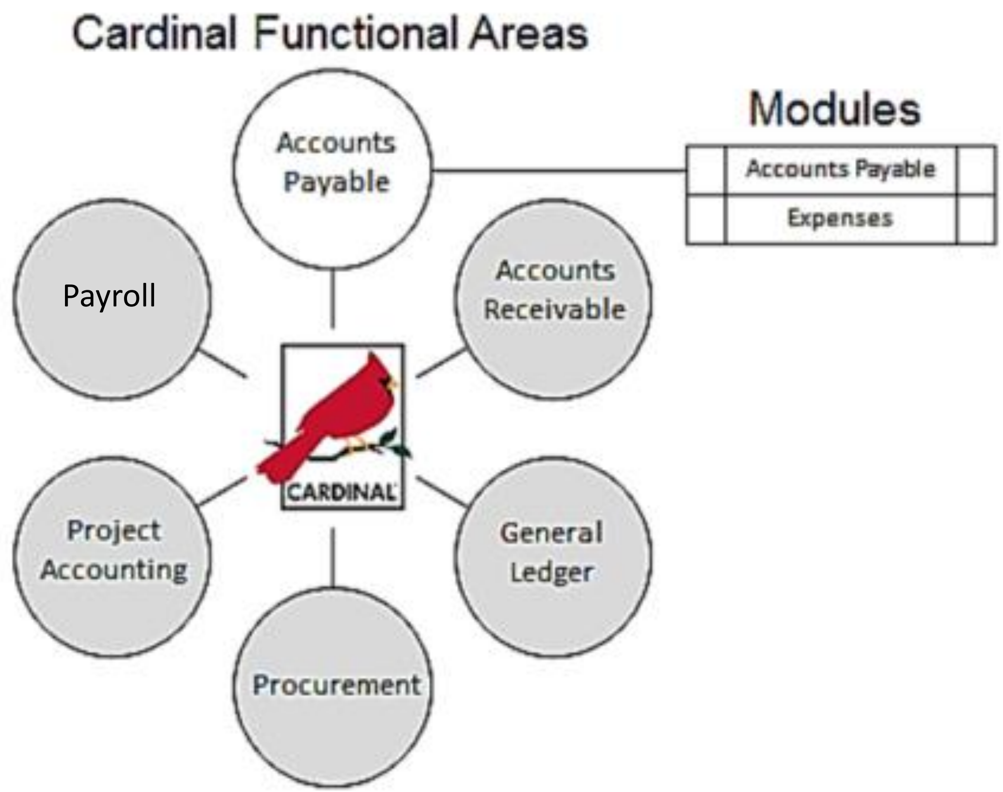
- Accounts Payable Overview
- Key Concepts
- Expenses Process

Accounts Payable Overview

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

Accounts Payable
The Accounts Payable (AP) module processes payments 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

Key concepts in processing travel and expenses include:

Accounts Payable (AP) Vouchers Are Not Created for Employee Expense Payments: In Cardinal, all non-salaried payments to agency employees (e.g., cash advances and travel expense reimbursements) are made through the Expenses module. The Accounts Payable module, which includes Petty Cash, is used only to pay suppliers.

Applying Cash Advances: As a Cardinal Travel and Expenses user, you apply any cash advance received is applied when completing the expense report. Cardinal then calculates the amount owed by the employee, or the amount owed to the employee, as appropriate.

Attachment Capability: In Cardinal, attachments can be added (such as scanned receipts) to Travel Authorizations, Cash Advance requests, or Expense Reports. The agency may elect to allow those attachments to be used as substantiation of requests submitted for approval.

However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, Yellow Book, etc.), State (Auditor of Public Accounts, Department of Accounts, etc.), or local regulatory requirements that may apply.

If an error is experienced when trying to open an attachment, try saving the file and opening it locally. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

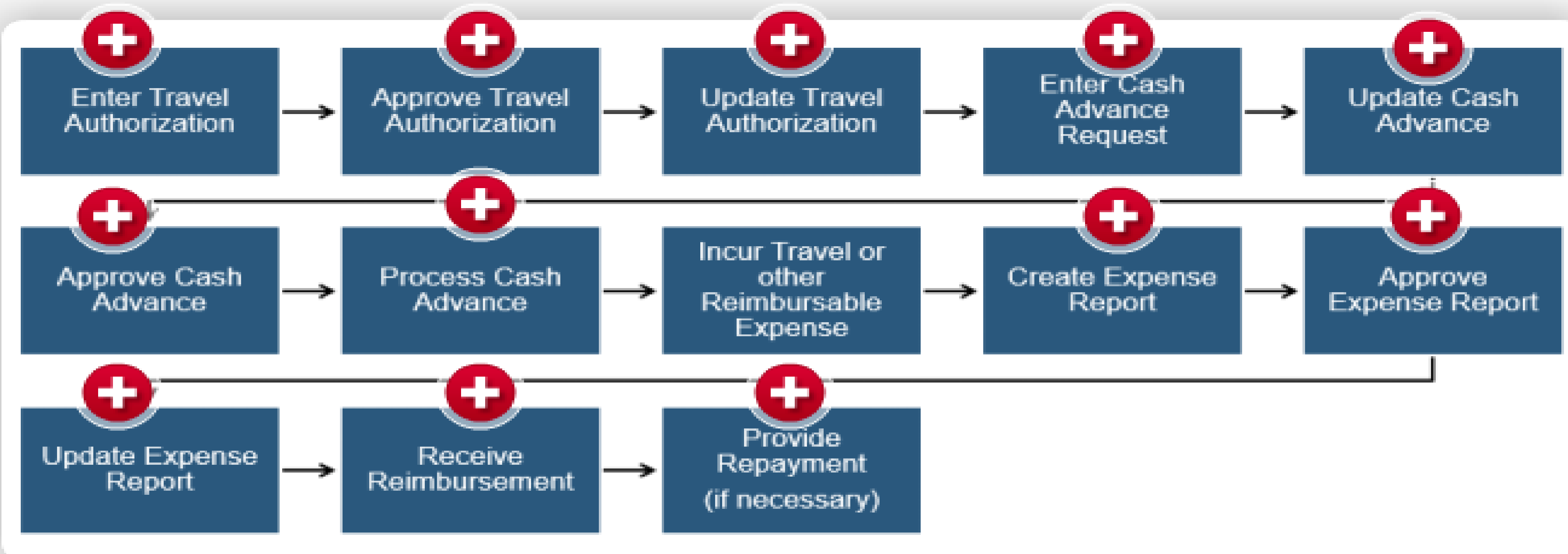
Key Concepts (continued)

Employee Profile Update: An employee must have a profile set up in Cardinal to be reimbursed. Cardinal Travel and Expenses uses much of the employee profile from the Cardinal Human Capital Management (HCM) module in the Time and Attendance functional area, including the home address and organizational information. Changes to the employee profile are requested through Human Resources.

Travel and Expense Process

The following diagram on the next page shows the overall Travel and Expenses process, from the Travel Authorization or cash advance request to reconciliation and payment.

Travel and Expenses Process



Lesson 1: Summary

1 Employee Self-Service Overview

In this lesson, you learned:

- Employees are not set up as suppliers in Cardinal for travel or business related expense reimbursement.
- An employee must have a profile set up in Cardinal to be reimbursed.
- Cardinal has the capability for add attachments to Travel Authorizations, Cash Advances, and Expense Reports. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

Lesson 2: Introduction

2 Travel Authorizations

This lesson covers the following topics:

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

Creating and Submitting Travel Authorizations

Travel Authorizations are typically used as a means of approving employees’ plans to travel and/or incur other business related expenses. Here are some key points to consider:

- Commonwealth and agency policy determine when and if a Travel Authorization is required.

- Cardinal does not require the use of Travel Authorizations. Agencies may elect to use alternative procedures for authorizing travel and other business related expenses.

- When a Cardinal Travel Authorization is used, it must be entered and approved in advance of the proposed travel. Travel Authorization can only be entered and approved **before** the begin date of the proposed travel.

- Another use of Travel Authorizations to document approval of non-travel expenses such as education.

- Details from a Travel Authorization can be copied into the Expense Report so the same information does not have to be reentered.

Creating and Submitting Travel Authorizations (continued)

- If eligible for a Cash Advance, one can entered along with the Travel Authorization. The Travel Authorization contains a link to create a Cash Advance. When a Cash Advance is created from a Travel Authorization, it is a separate transaction and follows its own approval path.

- Travel documents (such as reservation or flight confirmations) can be attached to the Travel Authorization to assist with online approvals. However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, etc.), State (Auditor of Public Accounts, Department of Accounts, etc.), or local regulatory requirements.

- When entering a Travel Authorization, record all expenses related to the trip, including any that are direct billed to the agency or paid by a third party. They are still part of the total cost of travel and are used for approval routing and tracking purposes, even if they are not reimbursable to the employee.

Creating a Travel Authorization

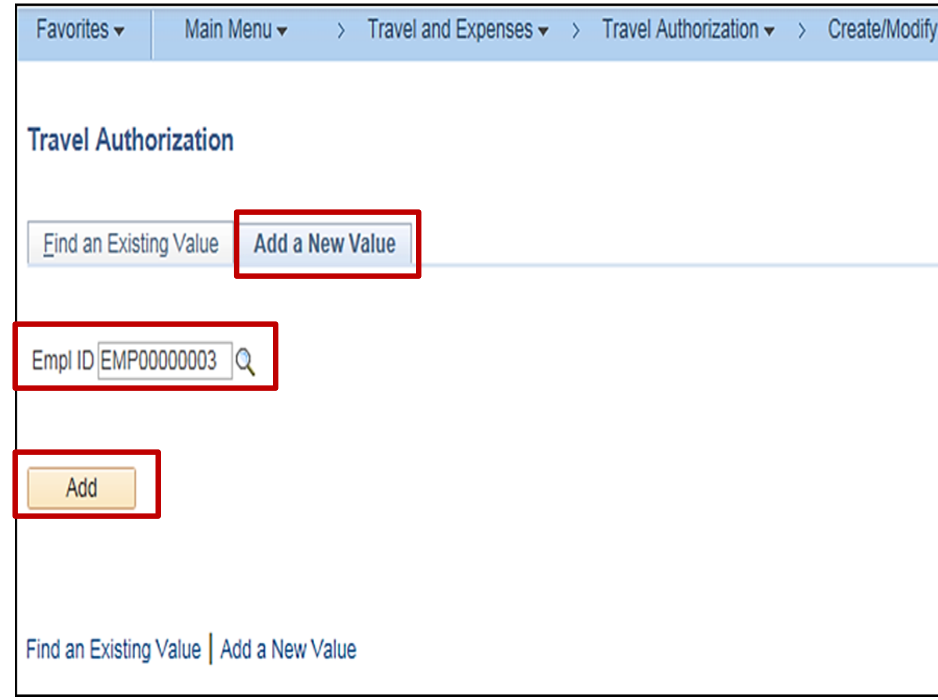
To create a Travel Authorization, access the **Travel Authorization** page, using the following path:

Main Menu > Travel and Expense Center > Travel Authorization > Create/Modify

On the **Add a New Value** tab, enter the **Empl ID** of the employee requesting travel.

Click the **Add** button to access the **Travel Authorization Entry** page.

If authorized to enter transactions for only one employee, the **Add a New Value** tab does not display. Cardinal takes you directly to the **Create Travel Authorization** page.

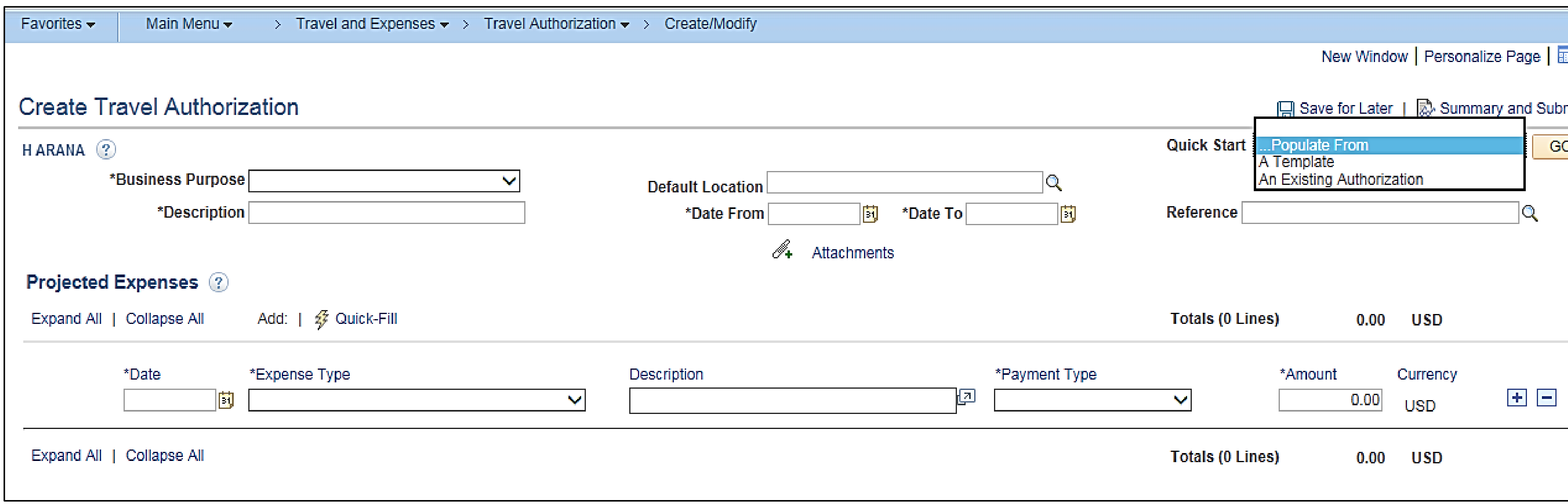


Creating a Travel Authorization (continued)

Start with a blank authorization or select an option from the **Quick Start** menu. There are two **Quick Start** selections:

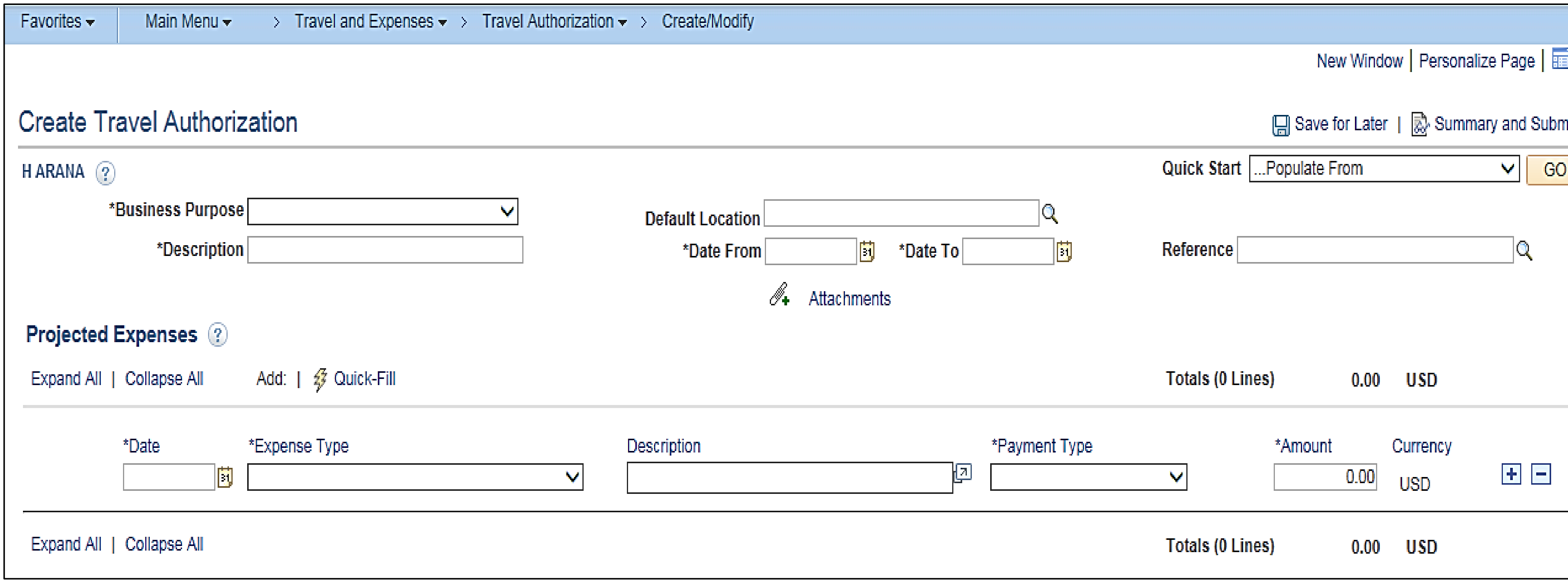
- **A Template:** This option allows to copy from an existing template. For more detailed information about setting up and using templates, see the job aid entitled **SW AP315: Creating an Expense Template** located on the Cardinal website in **Job Aids** under **Learning**.
- **An Existing Authorization:** This option allows copying from an existing travel authorization.

If you use the **Quick Start** menu, click the **Go** button to access it.



Creating a Travel Authorization (continued)

For this this scenario, we will start with a blank authorization so no option is selected from the **Quick Start** menu.

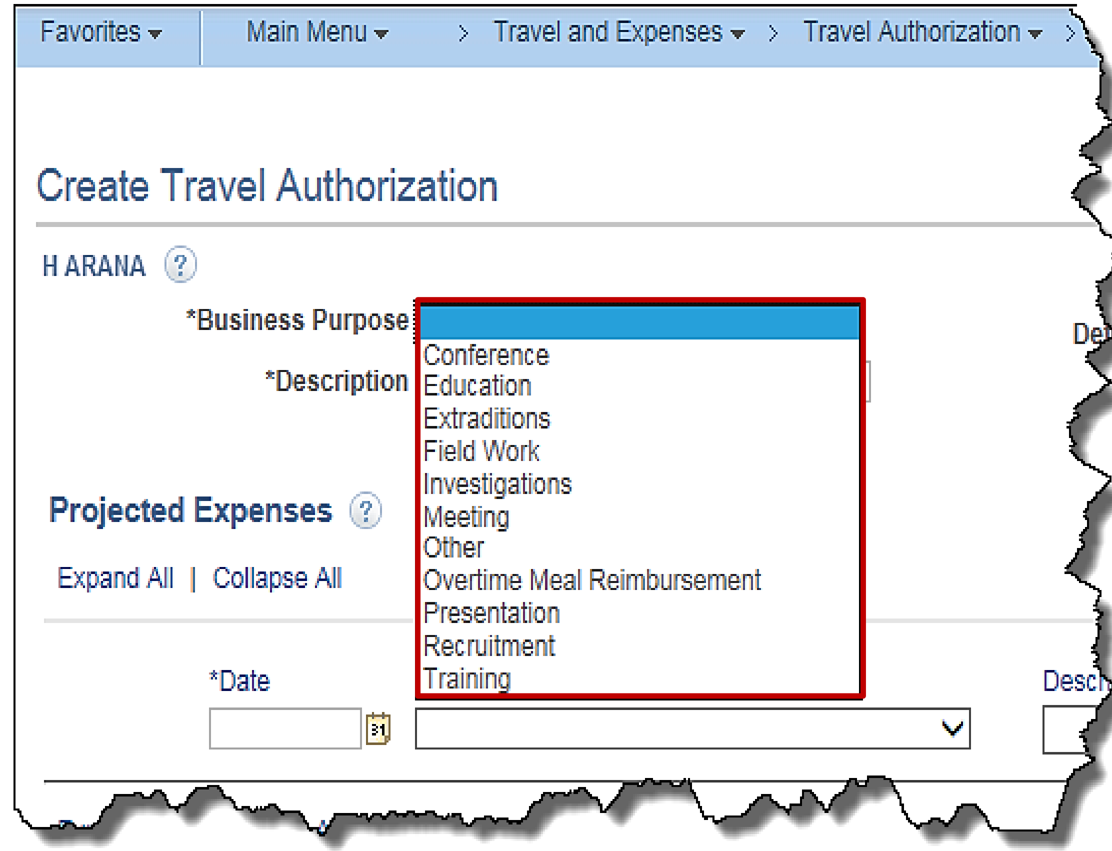


General Information Section

Select a **Business Purpose** from the drop-down menu options.

They include:

- **Conference**
- **Education**
- **Extraditions**
- **Field Work**
- **Investigations**
- **Meeting**
- **Other:** If you choose **Other**, you can enter an explanation in the **Notes** before you submit the authorization.
- **Overtime Meal Reimbursement**
- **Presentation**
- **Recruitment**
- **Training**



General Information Section (continued)

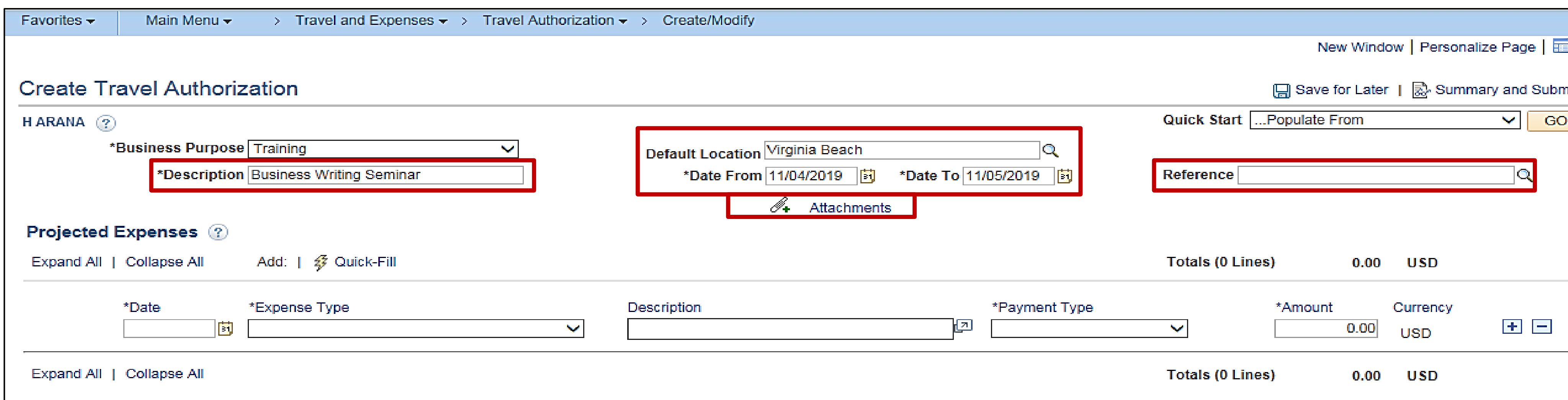
In the **Description** field, enter a brief description of the travel purpose.

The **Default Location** field is not a required field. When populated, it populates the location to the expense lines that require location and can be changed as appropriate.

In the **Date From** and **Date To** fields, enter the estimated beginning and end dates of the trip. If the travel is for a single day, enter or select the same day in both fields.

The **Reference** field is a 10 character field that is optional to use to enter additional reference information.

Use the **Attachments** link add attachments to the Travel Authorization that can be viewed by the approver. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

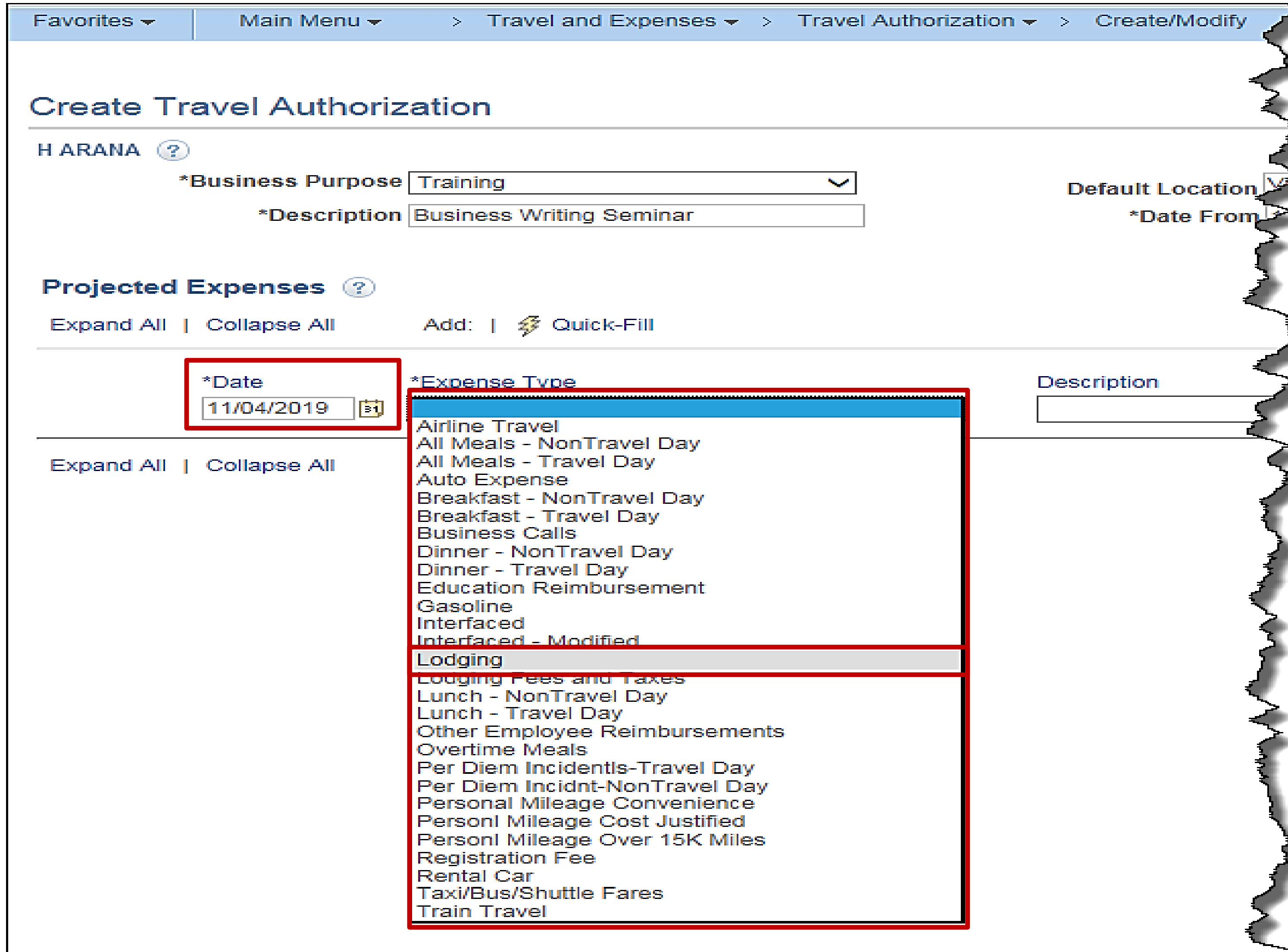


Entering Projected Expenses

The **Projected Expenses** section of the **Travel Authorization Entry** page is where travel expense information is entered.

Select or enter the date associated with the anticipated expense.

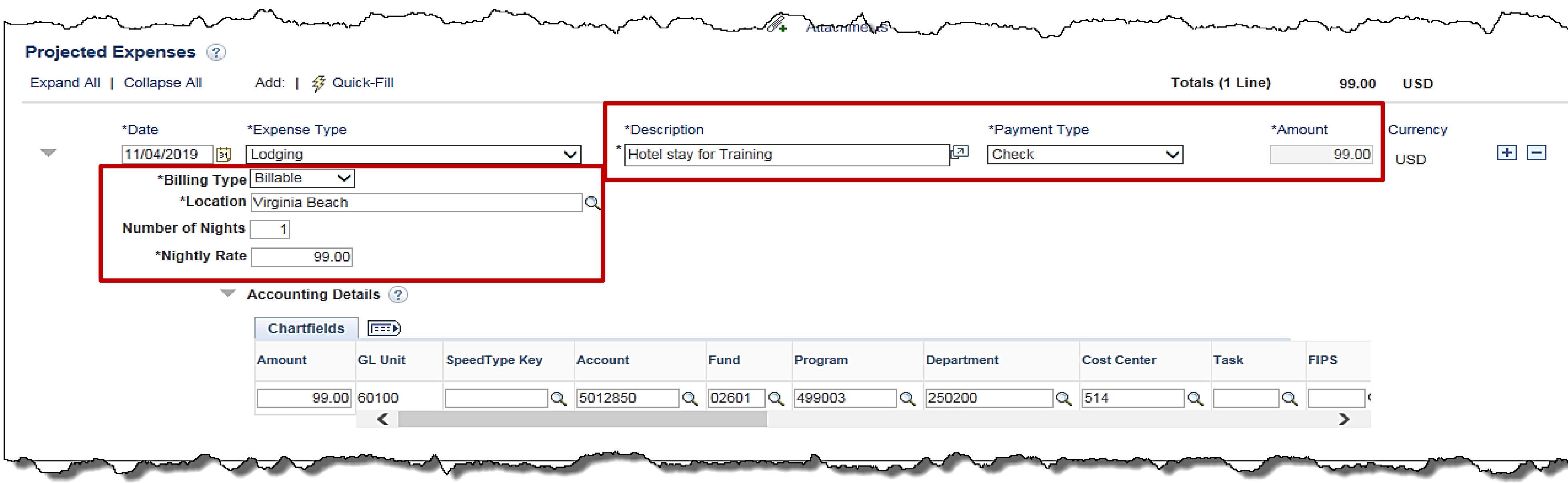
Use the **Expense Type** drop-down menu to select the type of expense (e.g., mileage, hotel, meals, fees, rental car). For this example, **Lodging** is selected.



Entering Projected Expenses (continued)

Once the **Expense Type** is selected, all required fields for that expense type display on the expense line.

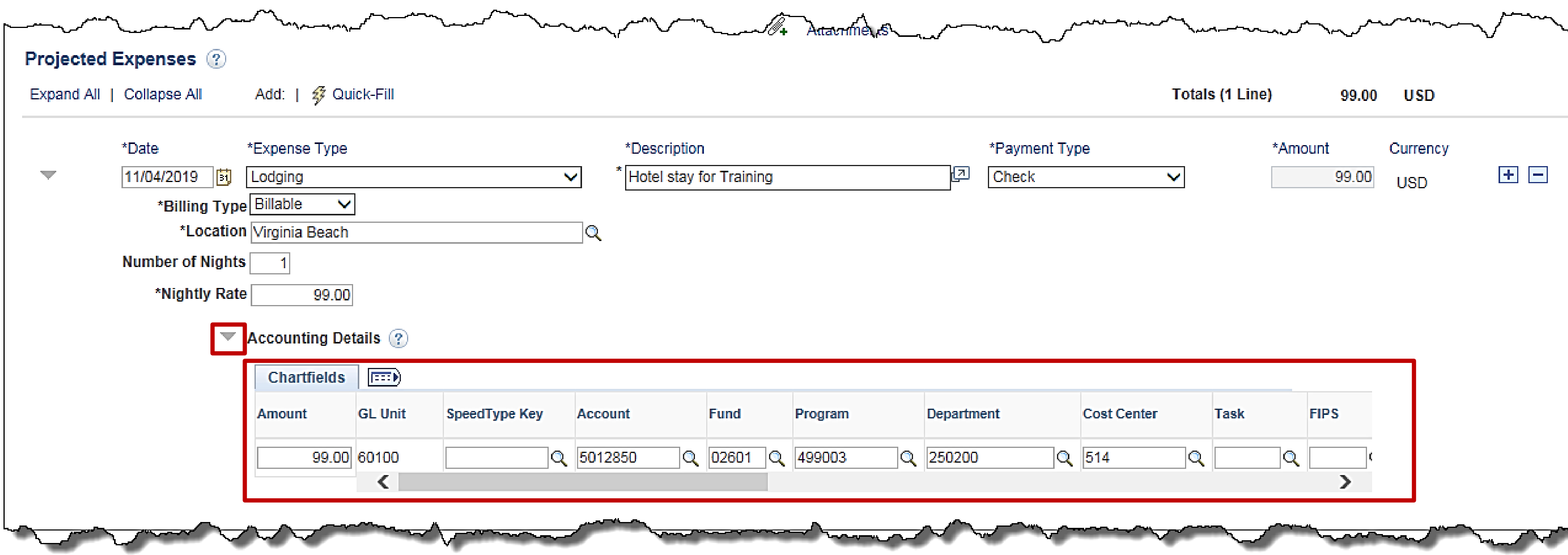
- In the **Description** field, enter information about the expense.
- In the **Payment Type** field, select **Check**. (this is the only option).
- For some **Expense Types**, the **Amount** field auto-populates based on COVA standard travel guidelines.
- The **Billing Type** defaults to **Billable**.
- The **Location** field populates based on the **Default Location** information entered in the header section of the page. This can be changed if necessary.
- In the **Number of Nights** field, enter the number of nights you plan to stay.
- The **Nightly Rate** populates based on COVA standard travel guidelines.



Viewing the Accounting Detail Line

The **Travel Authorization** is a means of providing approval for the employee's travel request. It does not create a financial transaction, so the accounting line entries do not post to the General Ledger. However, the distribution created on the Travel Authorization copies over to the related **Expense Report**.

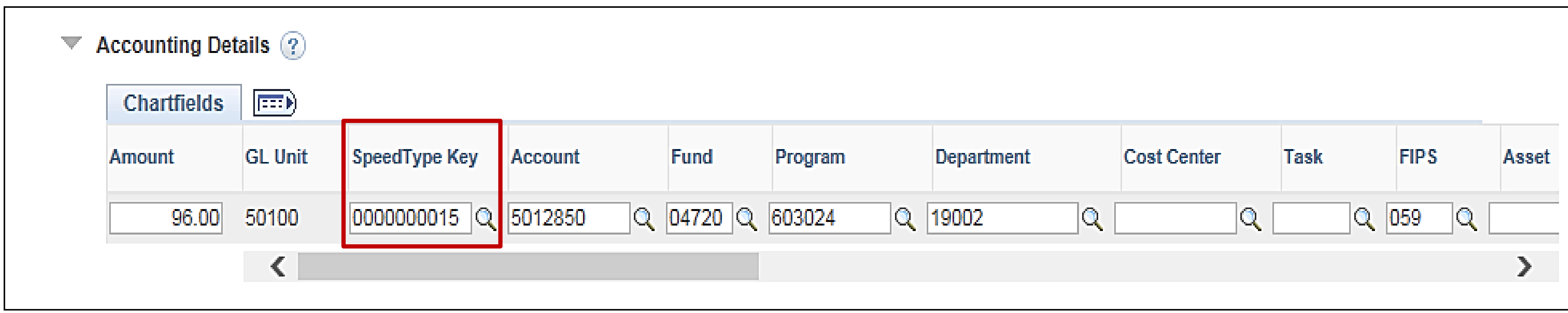
The **Account** value defaults based on the **Expense Type** selected. The **Department** value defaults based on the employee's profile setup in Cardinal. Enter any additional accounting details required for each expense line. For more detailed information about default account values for each expense type, see the job aid entitled **SW AP315: Expense Type Coding – Online Agency** located on the Cardinal website in **Job Aids** under **Learning**.



Using SpeedTypes

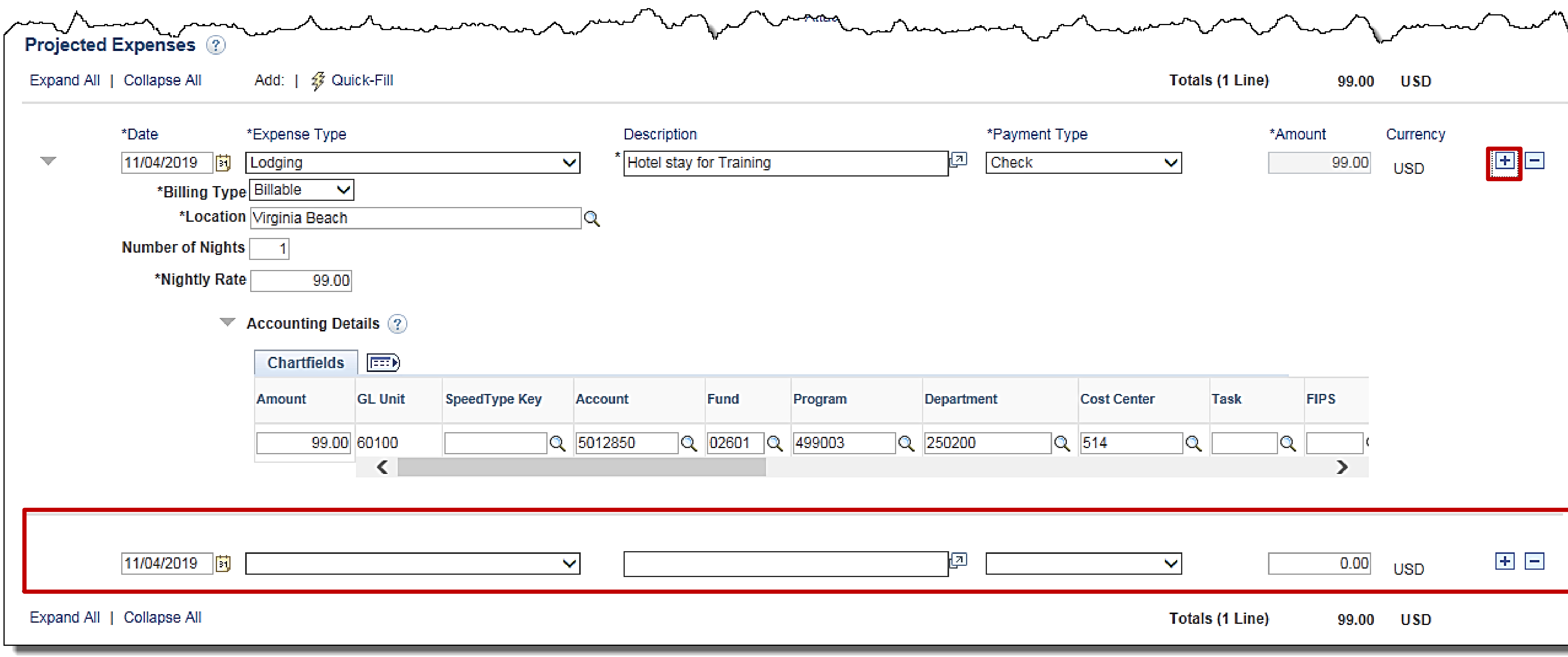
If it is necessary updating the default accounting distribution for the transaction, SpeedTypes may be used to auto-populate ChartFields on each distribution line. SpeedTypes are generally defined for frequently used accounting distribution combinations to increase data entry efficiency and accuracy.

To use a SpeedType, enter or select it in the **SpeedType Key** field. Once the SpeedType is selected/entered additional ChartFields values may need to be entered to complete the distribution as appropriate.



Adding a Line

Enter all anticipated expenses, one per line, on the Travel Authorization. To add a line, click the plus (**+**) button and a new line displays.

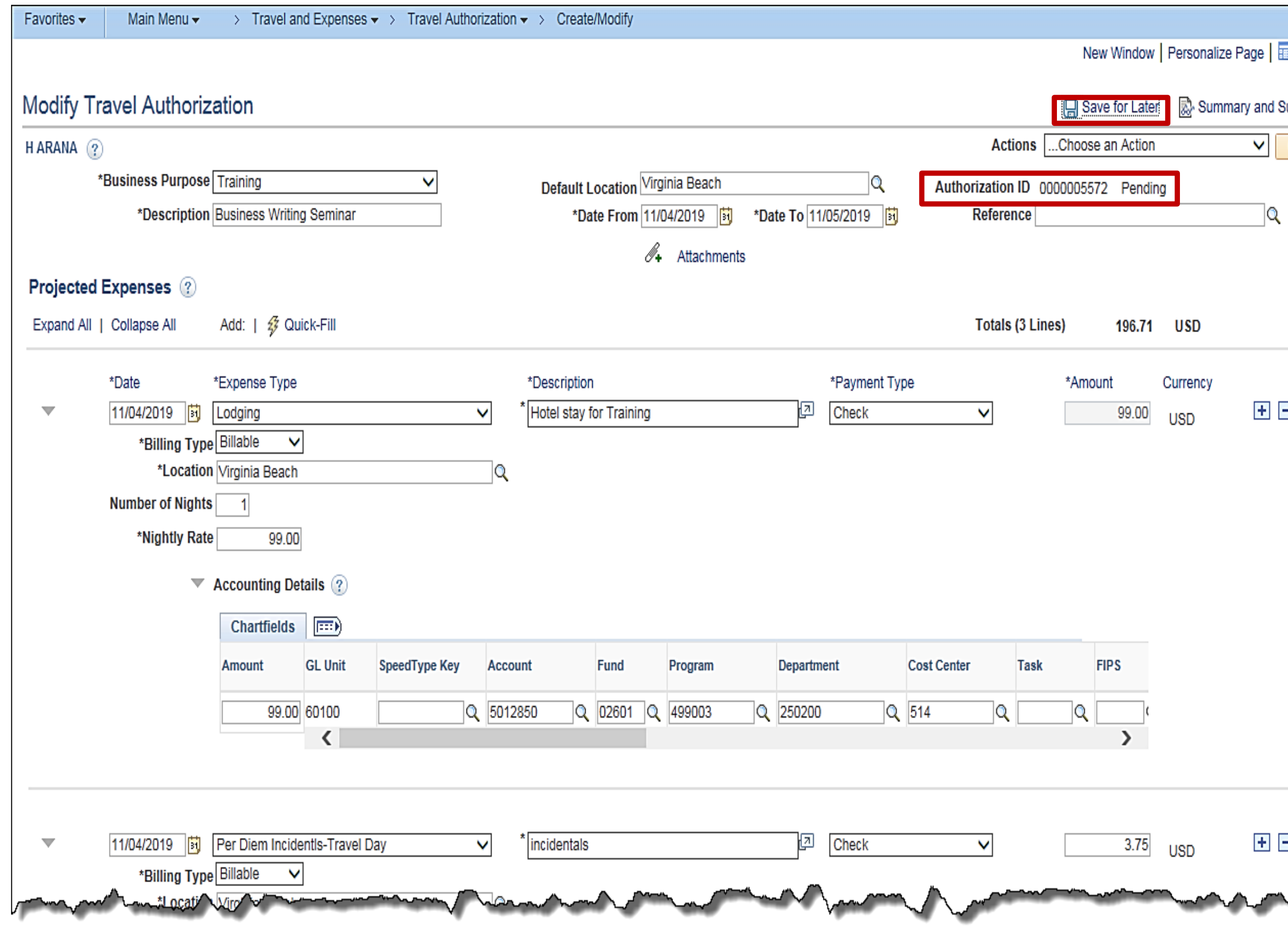


Saving a Travel Authorization

After all projected expenses lines have been entered you can save and/or submit the Travel Authorization for approval. To save the authorization without submitting it, click the **Save for Later** link at the top of the page.

Cardinal assigns an **Authorization ID** and the request is saved with a **Pending** status. The page changes from **Create Travel Authorization** to **Modify Travel Authorization**.

The **Authorization ID** number is a consecutive number across all state agency business unit, so the Business Unit's Travel Authorizations will not be consecutive. The Travel Authorization does not route for approval until it has been submitted.

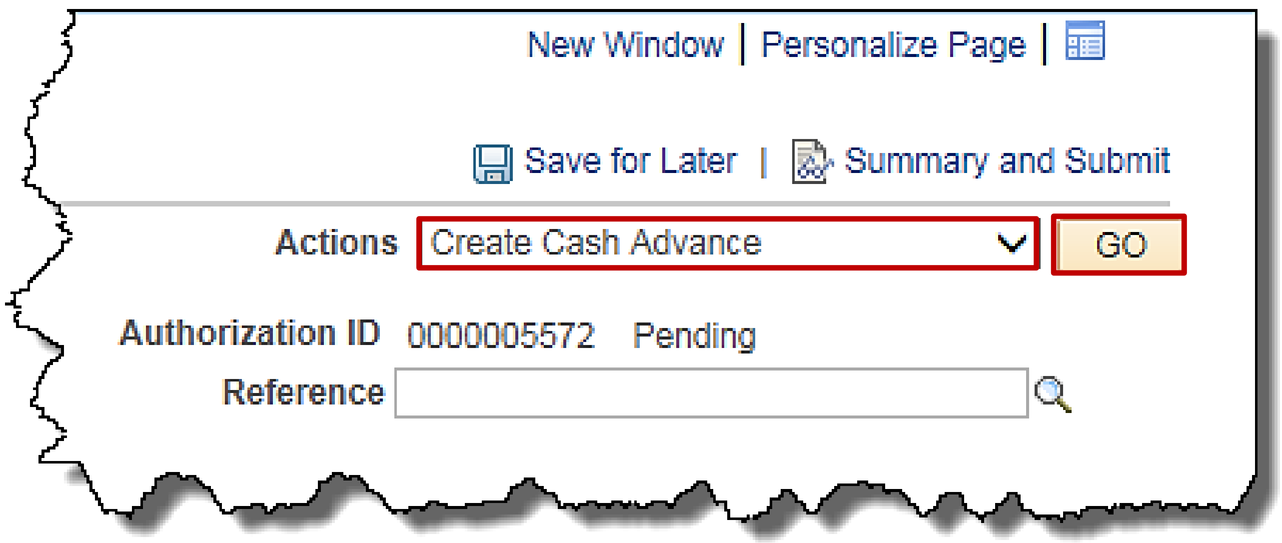


Creating a Cash Advance from the link on the Travel Authorization

If a cash advance is to be created as part of the Travel Authorization, it must be done <u>before</u> the travel authorization is submitted.

To create a Cash Advance from the **Create Travel Authorization** page:

- Click **Save for Later** link. Click the **Actions** drop-down menu. Note that the **Actions** menu replaces the **Quick Start** menu once you start entering expense lines.
- Select the **Create Cash Advance** option.
- Click the **Go** button.

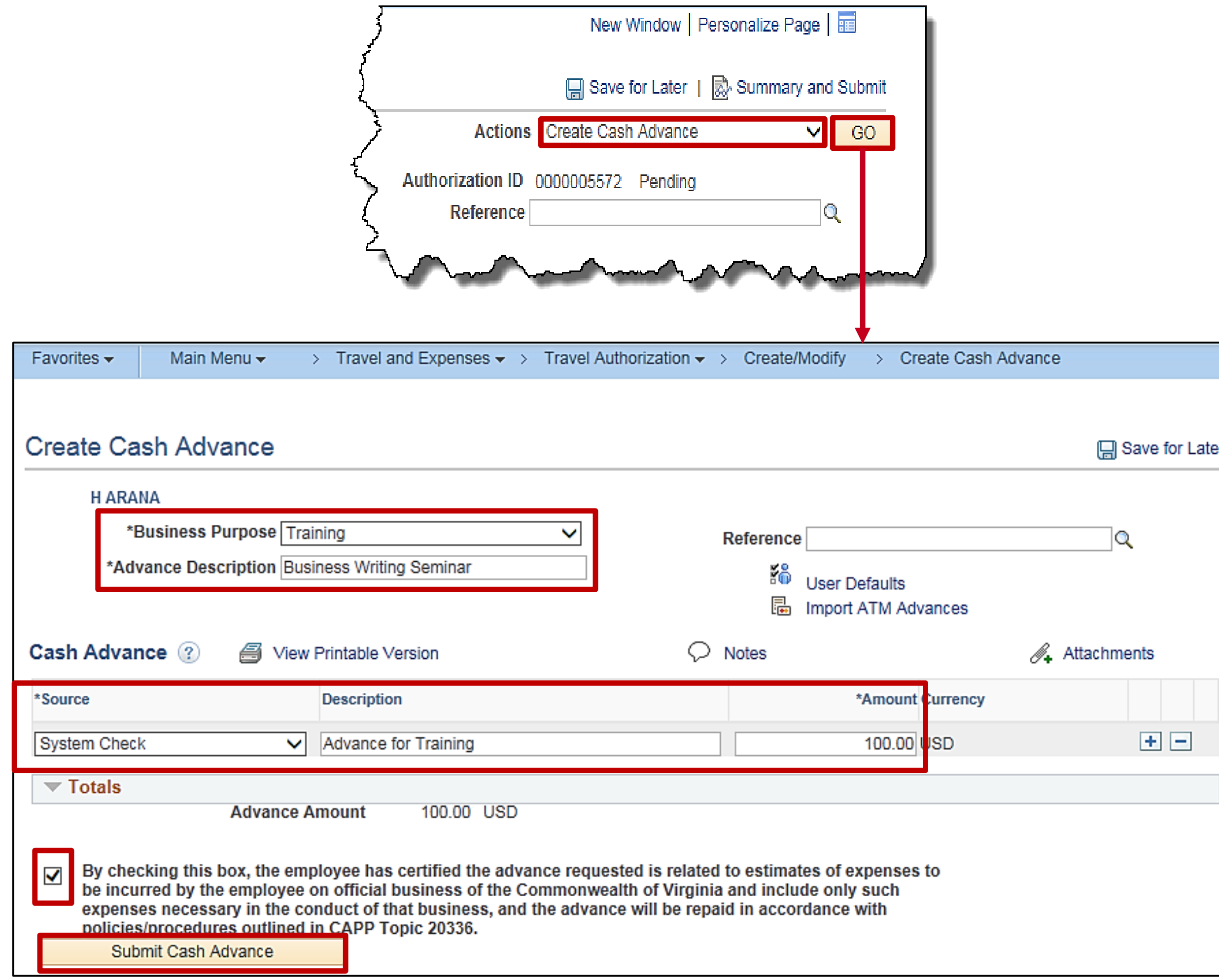


Creating a Cash Advance from the link on the Travel Authorization (continued)

Cardinal opens a new window, **Create Cash Advance,** in order to enter the cash advance information.

Click the new **Create Cash Advance** tab.

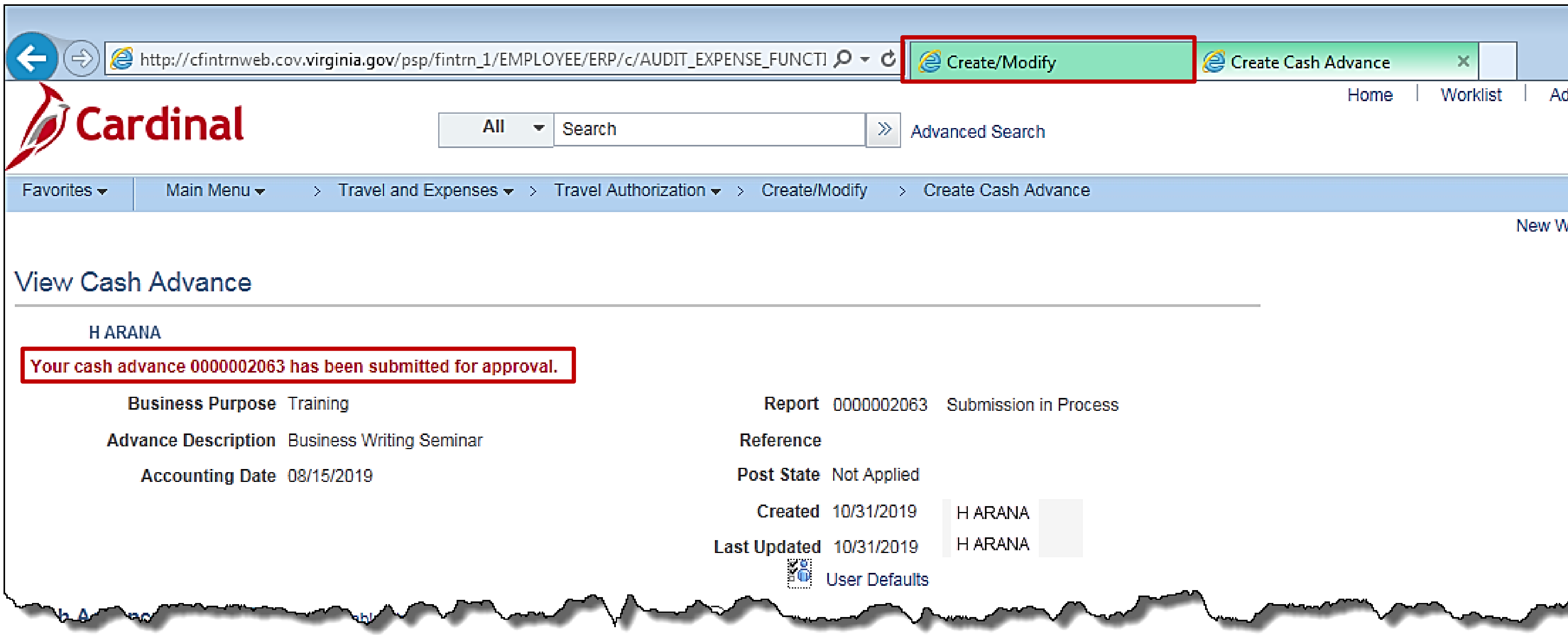
- The **Description** and **Business Purpose** fields on the Cash Advance populate based on the information entered on the **Create Travel Authorization** page.
- For the **Source,** choose **System Check**. Then enter the **Description** and the **Amount** being requested.
- Click the certification check box to enable the **Submit Cash Advance** button.
- Click the **Submit Cash Advance** button to submit the Cash Advance for approval.
- Click the **OK** button to confirm your submission.



Click on image to enlarge

Creating a Cash Advance from the link on the Travel Authorization (continued)

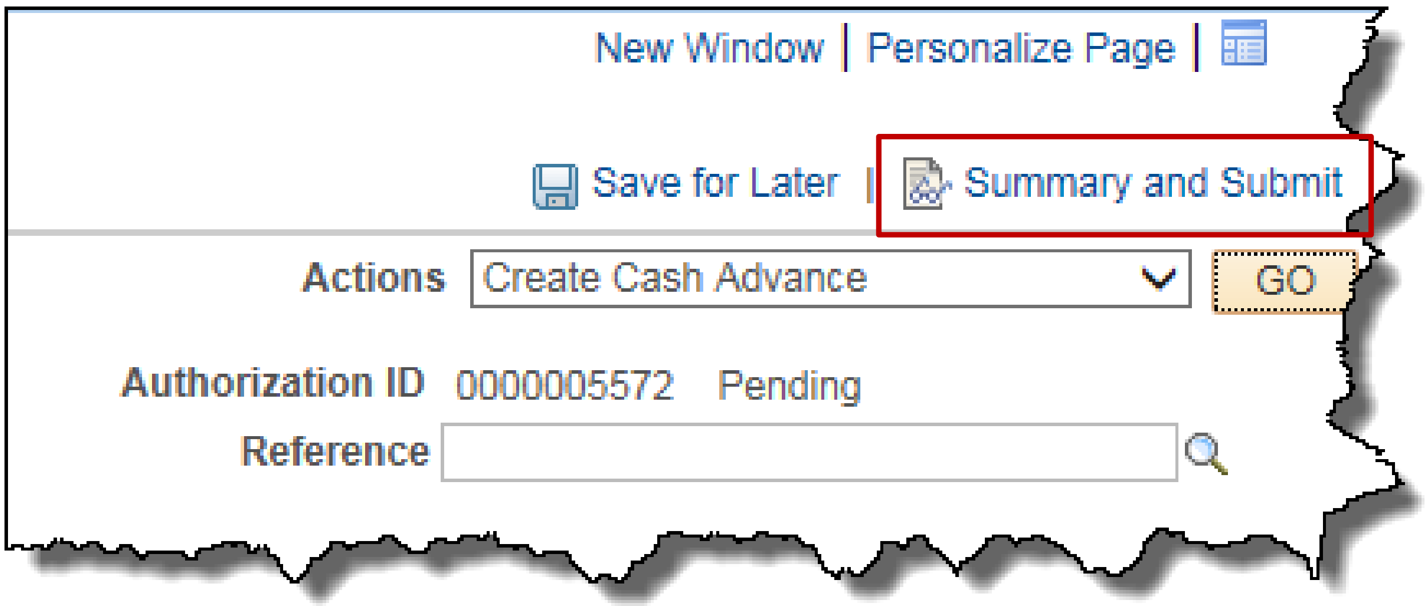
- Once the cash advance has been submitted for approval, click the **Create/Modify** tab at the top of the page to return to the **Travel Authorization** page.



Submitting a Travel Authorization

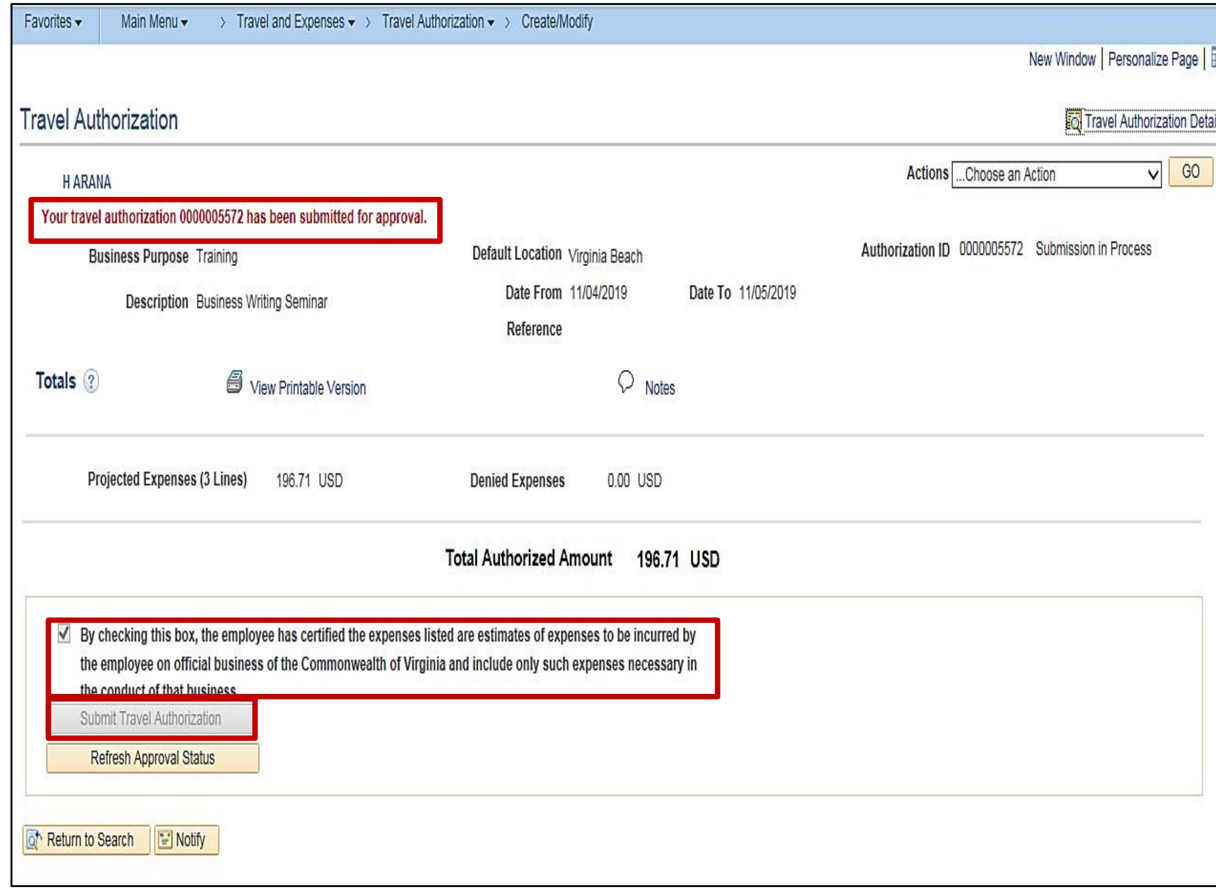
The Travel Authorization must be submitted in order for it to go through the workflow process.

To submit the authorization, click the **Summary and Submit** link at the top of the page.



Submitting a Travel Authorization (continued)

- The **Summary and Submit** page displays.
- Click the certification checkbox to enable to **Submit Travel Authorization** button.
- Click the **Submit Travel Authorization** button.
- A confirmation pop-up window displays.
- Click the **OK** button to confirm the submission.
- Cardinal assigns an **Authorization ID**.
- A message displays in red indicating the travel authorization number has been submitted for approval.



Click on image to enlarge

Travel Authorization Approval Routing

Cardinal workflow routes the authorization to the appropriate approver's worklist. If more than one approval is required, the authorization automatically routes through the appropriate levels.

Once you submit the Travel Authorization, is submitted, it can only be modified by clicking the **Withdraw Travel Authorization** button when the travel authorization is in the **Submitted for Approval** status or if it sent back by the approver.

The approver may approve, deny, or send the authorization back to you for updates. If the request is not approved, the approver provides comments explaining why.

Viewing the Travel Authorization Status

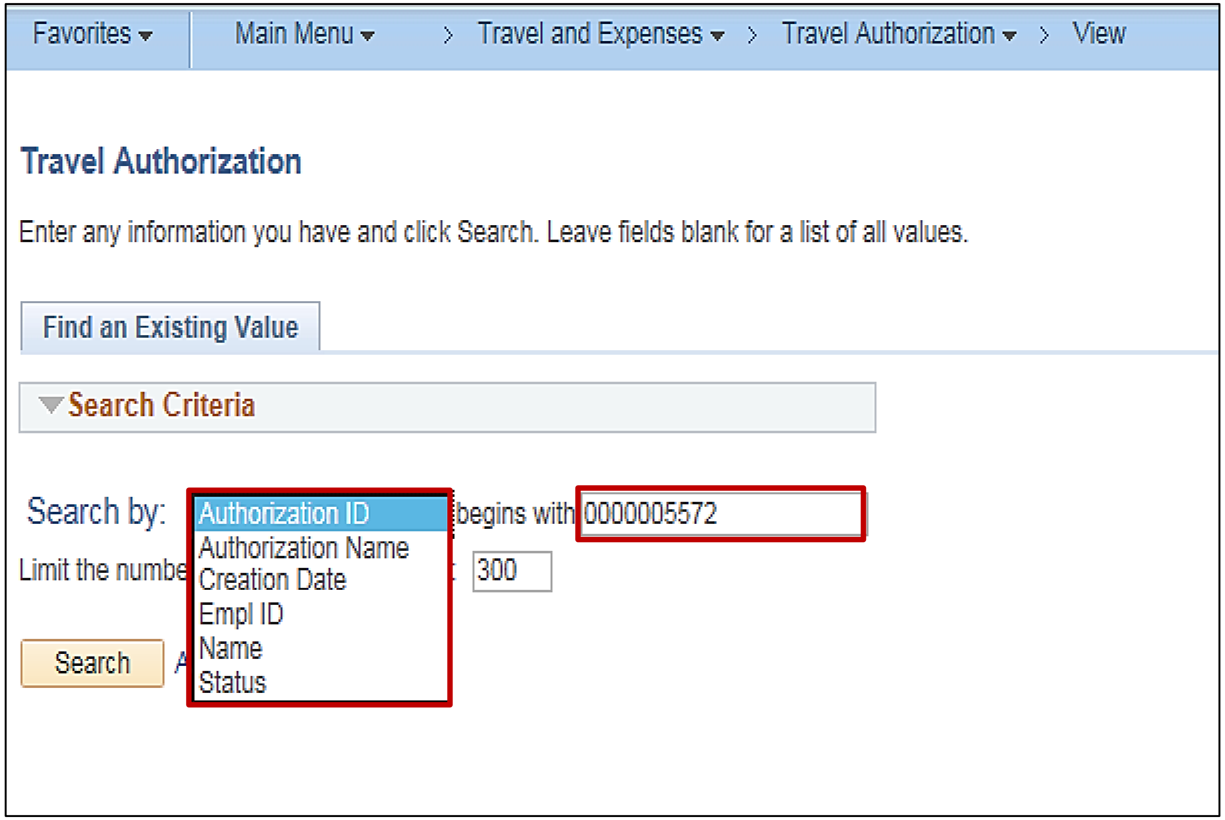
Any proxy for the employee can view the Travel Authorization once it has been saved or submitted.

To view a Travel Authorization, access the **View Travel Authorization Details** page using the following path:

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

Search for a Travel Authorization using any of the **Search by** drop-down menu options.

Enter the information and click the **Search** button.

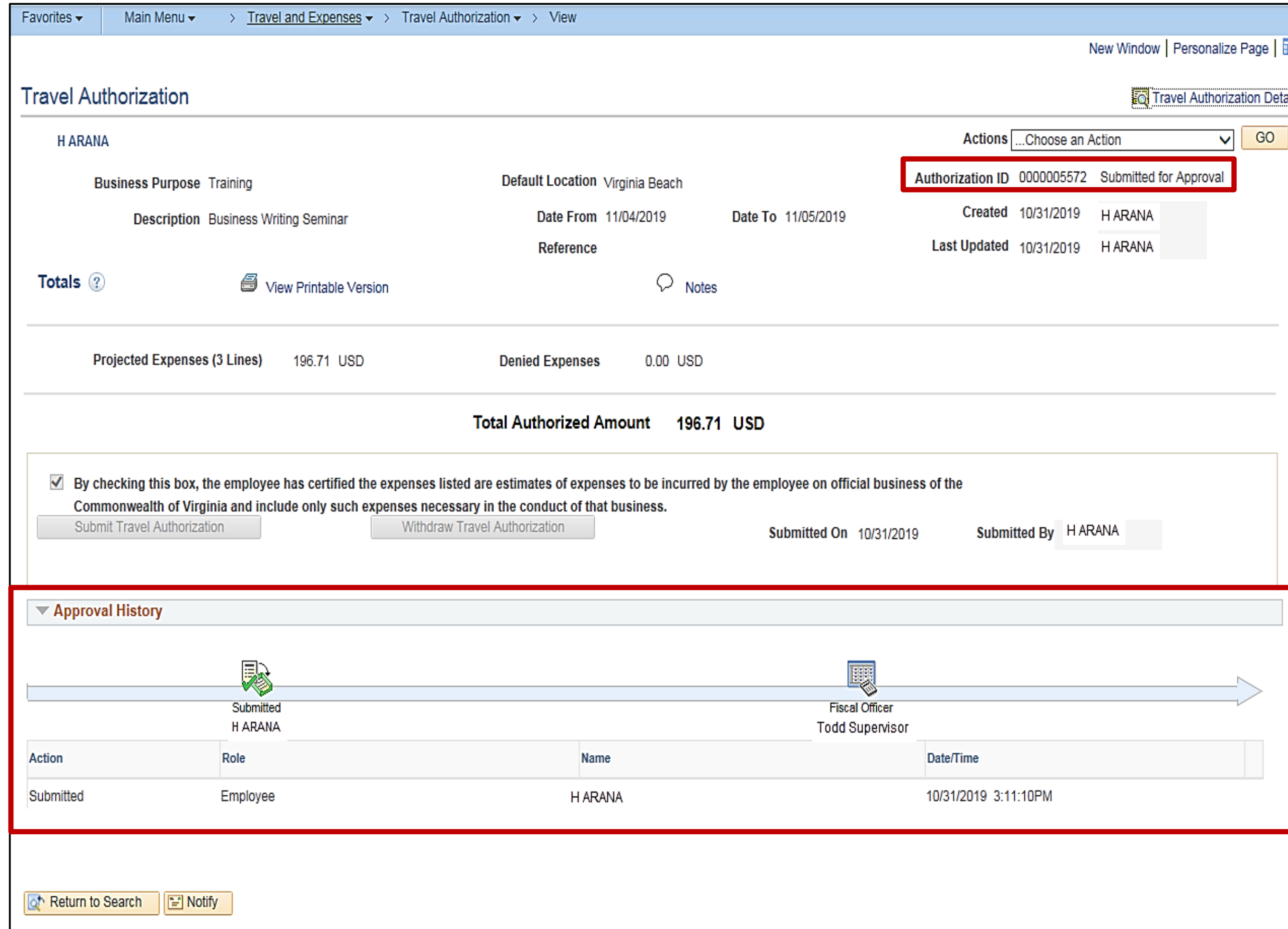


Viewing the Travel Authorization Status (continued)

The current status displays next to the **Authorization ID** at the top of the page.

After the authorization is approved, the status updates to **Approved**.

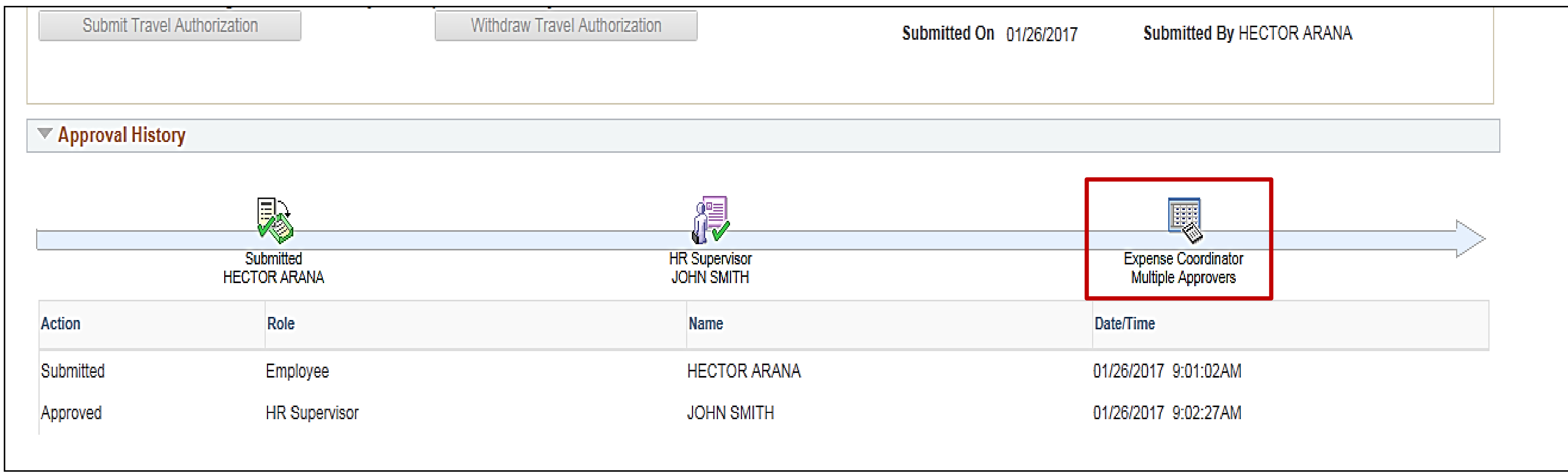
The **Approval History** section of the page provides information about the processing status and the approval flow.



Viewing the Travel Authorization Status (continued)

The **Expense Coordinator** approval may require additional levels of approval (i.e., Agency Head, District Administrator, etc.). If there are additional approvals required, the label of the **Multiple Approvers** displays.

When this is the case, this level will not show a green checkmark until all required levels of approval are completed. The final approver's name displays under **Expense Coordinator** once all levels are completed. The individual approvers will display in the grid below once they are approved.



Updating/Canceling and Deleting a Travel Authorization

A Travel Authorization can be updated if:

- An incomplete authorization was saved and needs to be completed
- It was withdrawn after submission, but before the approver takes action on it
- The Travel Authorization was sent back and changes are required

A Travel Authorization can be cancelled if:

- It has been approved and is not associated to an Expense Report. The Travel Authorization will have a status of **Closed**. For example, an authorization can be cancelled if an employee's trip is cancelled after approval. Cancelled authorizations are not deleted from Cardinal and can still be viewed.

A Travel Authorization can be deleted if it:

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

Deleted authorizations cannot be viewed.

For more detailed information about withdrawing an expense transaction, see the job aid entitled **SW AP315: Updating and Deleting Expense Transactions** located on the Cardinal website in **Job Aids** under **Learning**.

Simulation: Creating and Processing a Travel Authorization

You will now view a simulation that demonstrates **how to Create and Process a Travel Authorization.**

Click on the icon below to start the simulation.

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.

Which of the following is **<u>not</u>** a Business Purpose?

- ○ Conference
- ○ Lodging
- ○ Education
- ○ Presentation

A Travel Authorization must be entered, submitted, and approved prior to the start date of the travel.

- ○ True
- ○ False

At what point are you unable to update a travel authorization?

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

Lesson 2: Summary

2 Travel Authorizations

In this lesson, you learned:

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

Lesson 3: Introduction

3 Cash Advances

This lesson covers the following topics:

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

Creating and Submitting a Cash Advance Request

A cash advance can be requested for employee travel and other business expenses, in accordance with State and agency policy. Agency employees are not suppliers and cannot be paid via regular voucher, including Petty Cash.

While the Travel Authorization page contains a link to access the **Cash Advance** page, the Cash Advance is a separate request from both the Travel Authorization and Expense Report and has a separate approval process. A travel authorization does not include a cash advance request. If you need an advance for travel, you must request it separately.

A cash advance request can be entered for travel expenses only.

Cash Advance requests require approval. Once a Cash Advance is approved, Cardinal creates related accounting entries, based on the employee's profile and the associated accounting entry template.

Creating and Submitting a Cash Advance Request (continued)

The distribution for Cash Advances comes from the ChartFields set up on the Employee Profile. They are not visible on the **Create Cash Advance** page to be viewed nor modified.

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

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

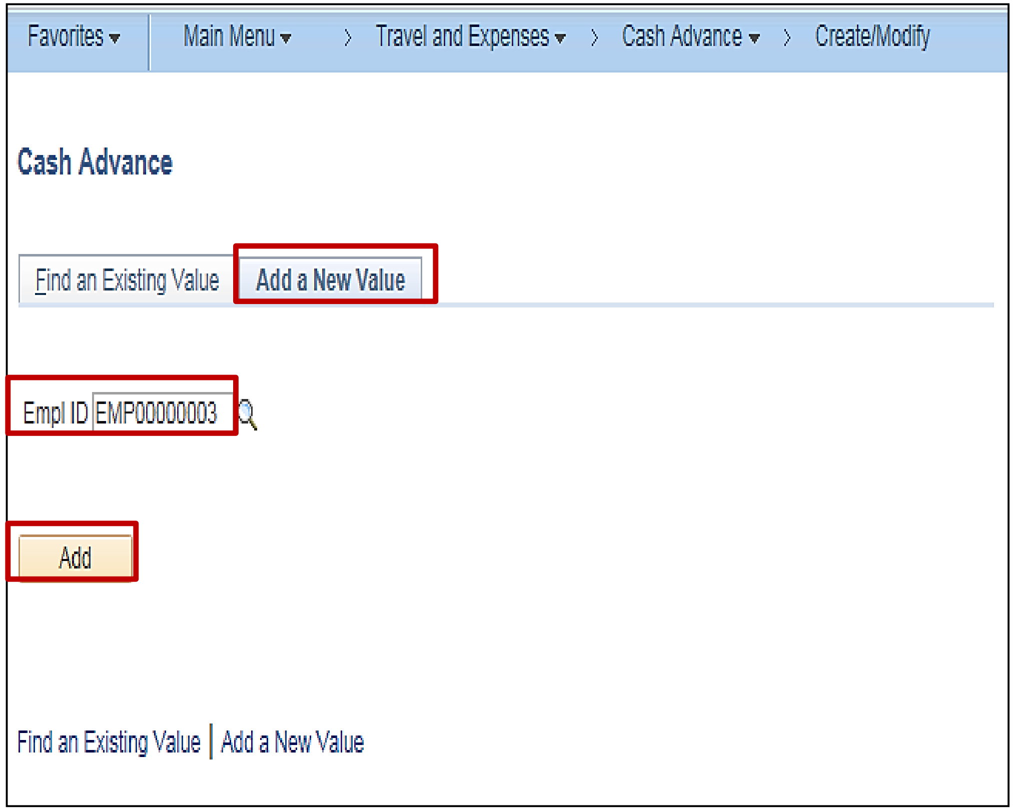
Creating a Cash Advance Request

If creating a cash advance not associated with a travel authorization, you can access the **Create Cash Advance** page using the following path:

Main Menu > Travel and Expense Center > Cash Advance > Create/Modify

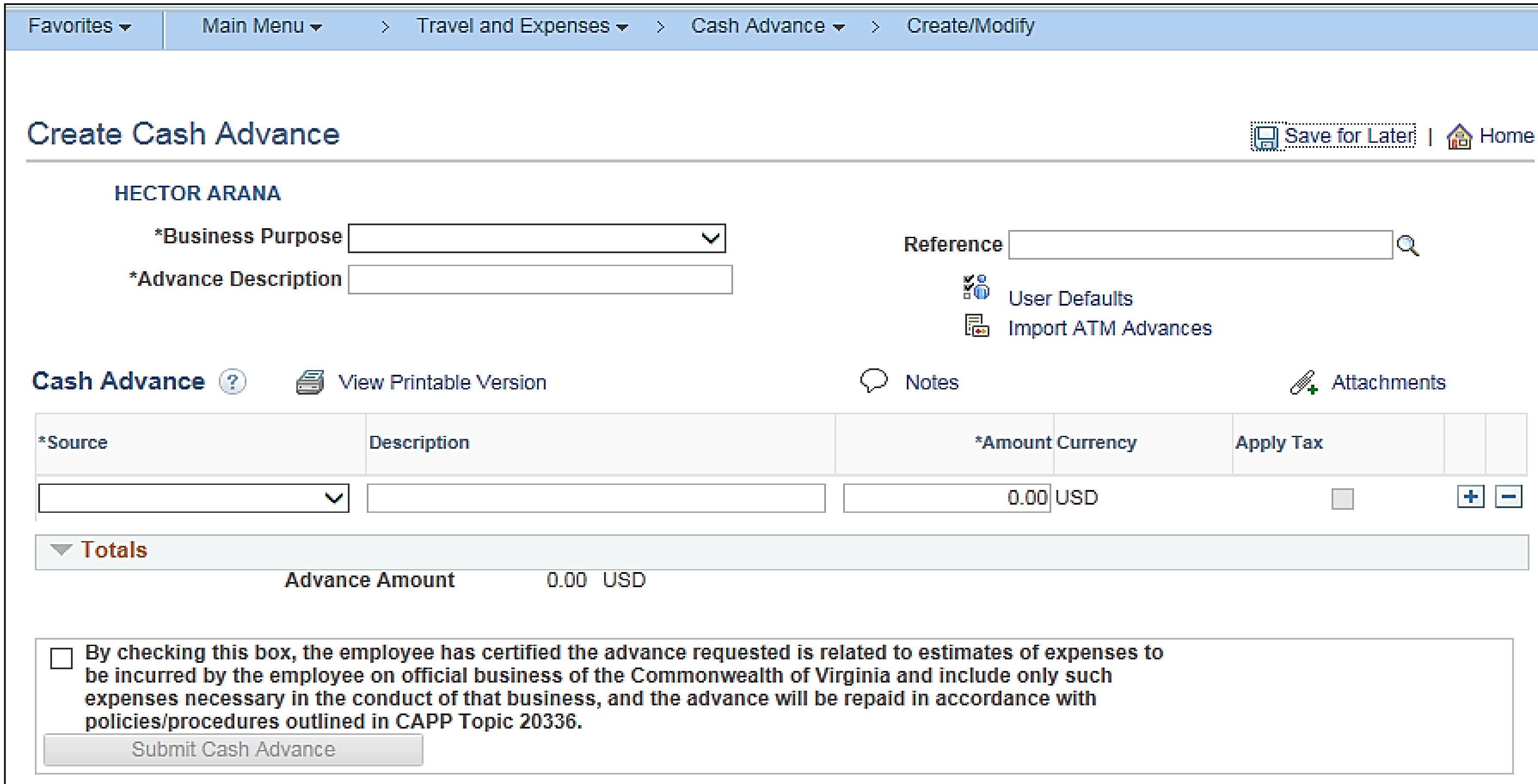
On the **Add a New Value** tab, enter or search for the **Empl ID**.

Click the **Add** button.



Creating a Cash Advance Request (continued)

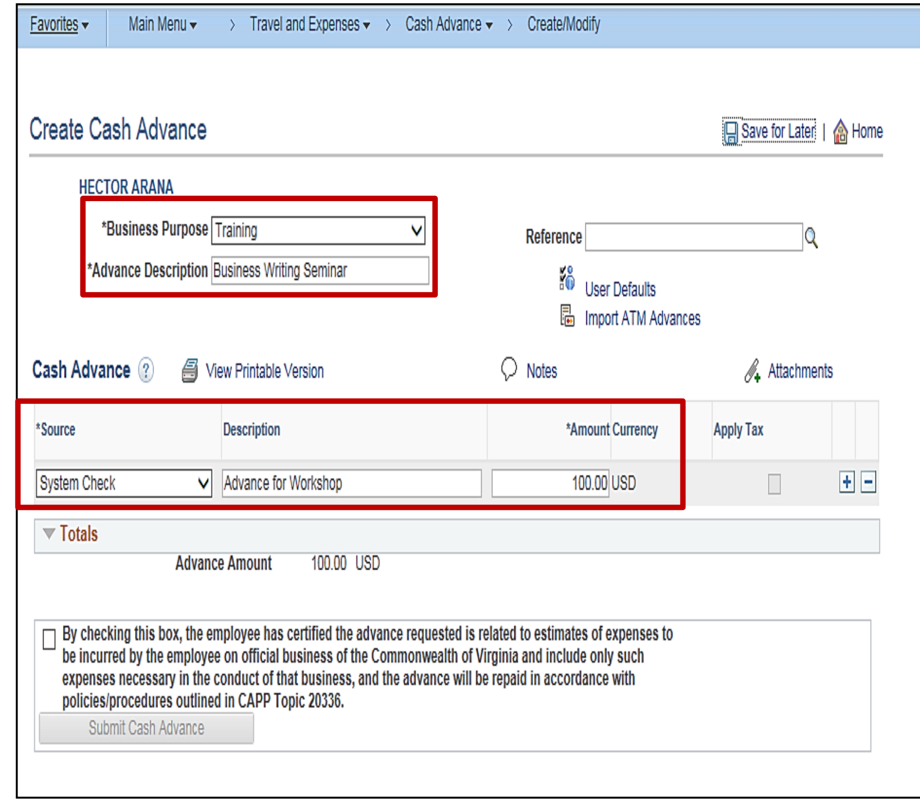
The **Create Cash Advance** page displays. Use this page to enter the Cash Advance request information.



Creating a Cash Advance Request (continued)

The following fields should be used when entering a Cash Advance request:

- **Business Purpose -** Use the drop-down menu to select the business purpose for the advance.
- **Advance Description -** Enter a description for the Cash Advance request.
- **Source -** Select **System Check**, which is the only option. This is not necessarily how the employee will receive payment. Payment method is determined by the employee profile setup.
- **Description** field next to the **Source -** This field is not required and is used to capture additional information about the request, if needed.
- **Amount -** Enter the amount of the advance.
- **Notes** icon - Click this to add any notes related to the cash advance, if necessary.
- **Attachments** icon - Click this to add any attachments to the cash advance, if necessary. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.



Saving a Cash Advance Request

After completing a Cash Advance request, either **Save for Later** or **Submit.**

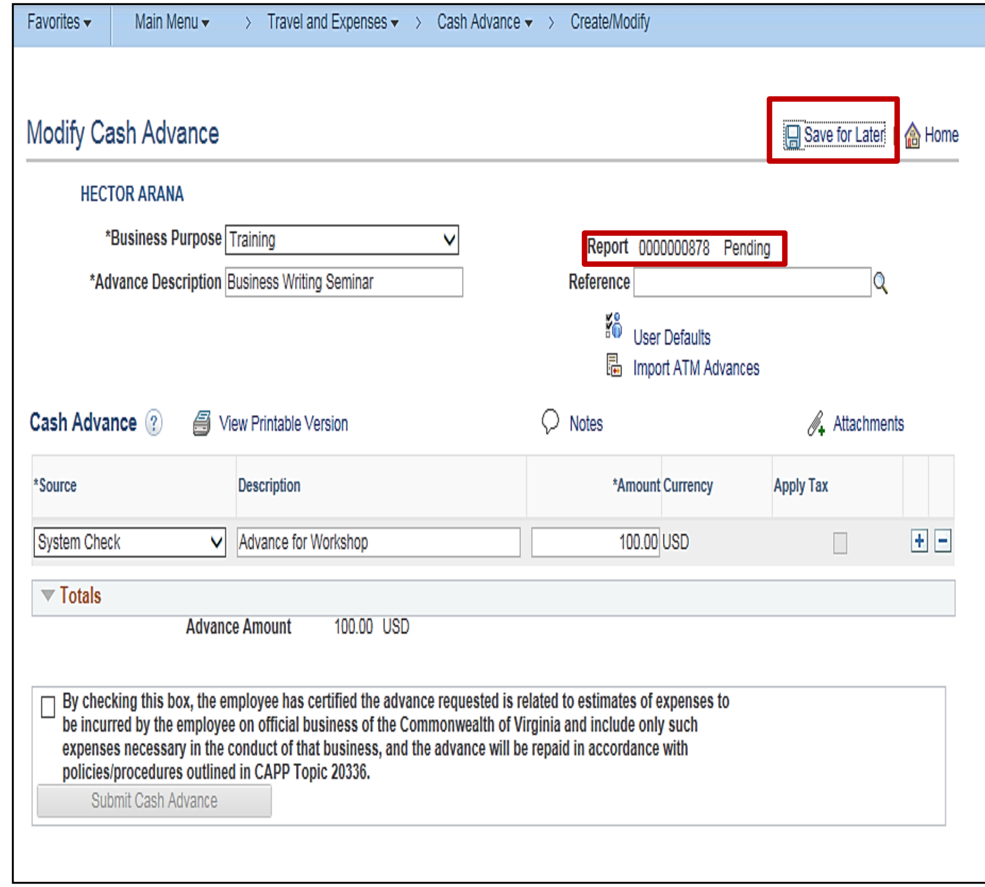
To save the request:

- Click the **Save for Later** link at the top of the page. This saves the request and permits making changes. The request must be submitted to go through the approval process.
- When the **Save for Later** link is clicked, the **Report** field displays and the page changes to **Modify Cash Advance Report**. At this point, the request is saved and can be modified.

Access the **Modify Cash Advance Report** page using following path:

Main Menu > Travel and Expense Center > Cash Advance > Create/Modify

Click the **Find an Existing Value** tab and enter the **Authorization ID** to access the Cash Advance and make revisions.



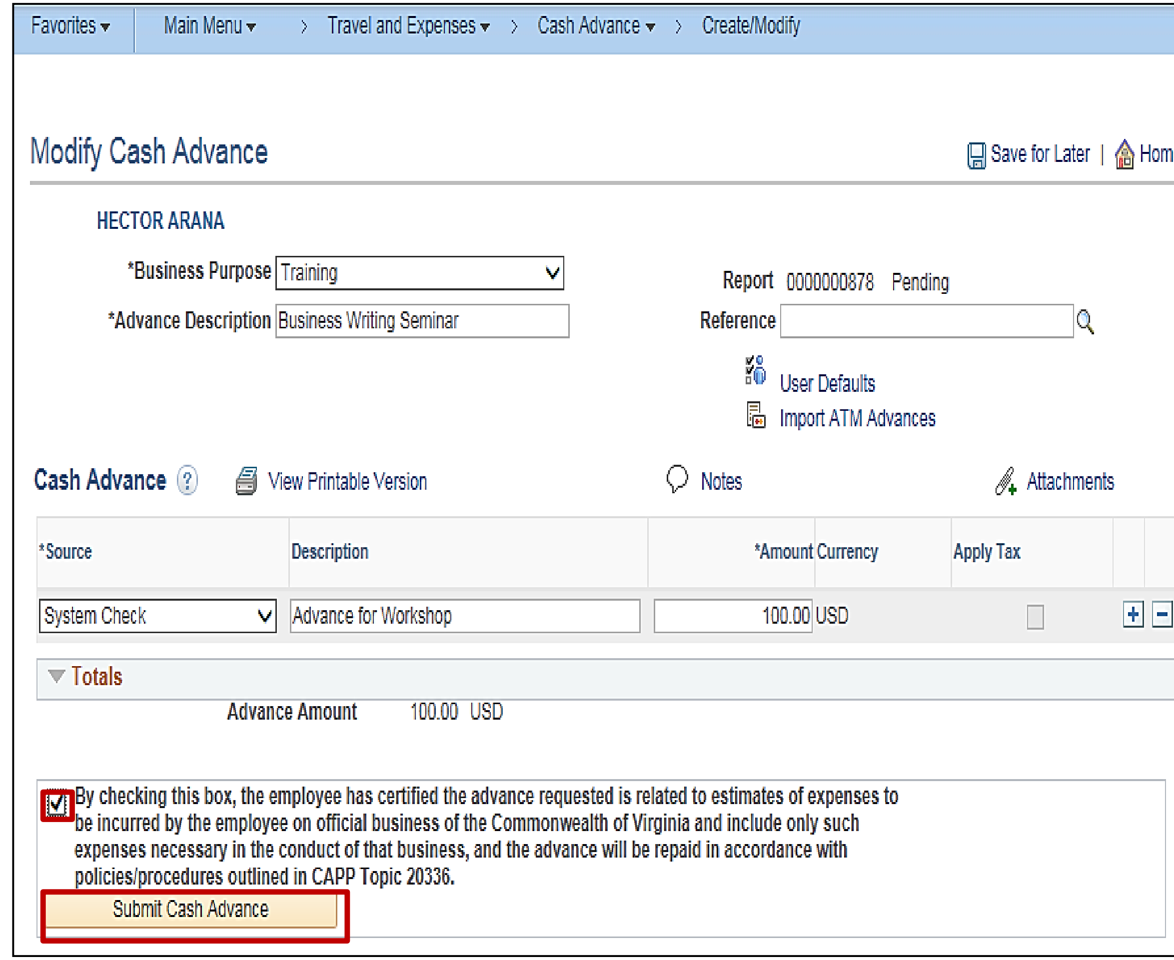
Submitting a Cash Advance Request

To submit the request:

- Click the certification checkbox. The **Submit Cash Advance** button is enabled.
- Click the **Submit Cash Advance** button.
- A **Submit Confirmation** pop-up window displays.
- Click the **OK** button to confirm the submission.

The Cash Advance request must be submitted to go through the approval workflow. Cardinal uses workflow to route the request to the approver's worklist.

If more than one approval is required, the request automatically routes to the designated approver(s).



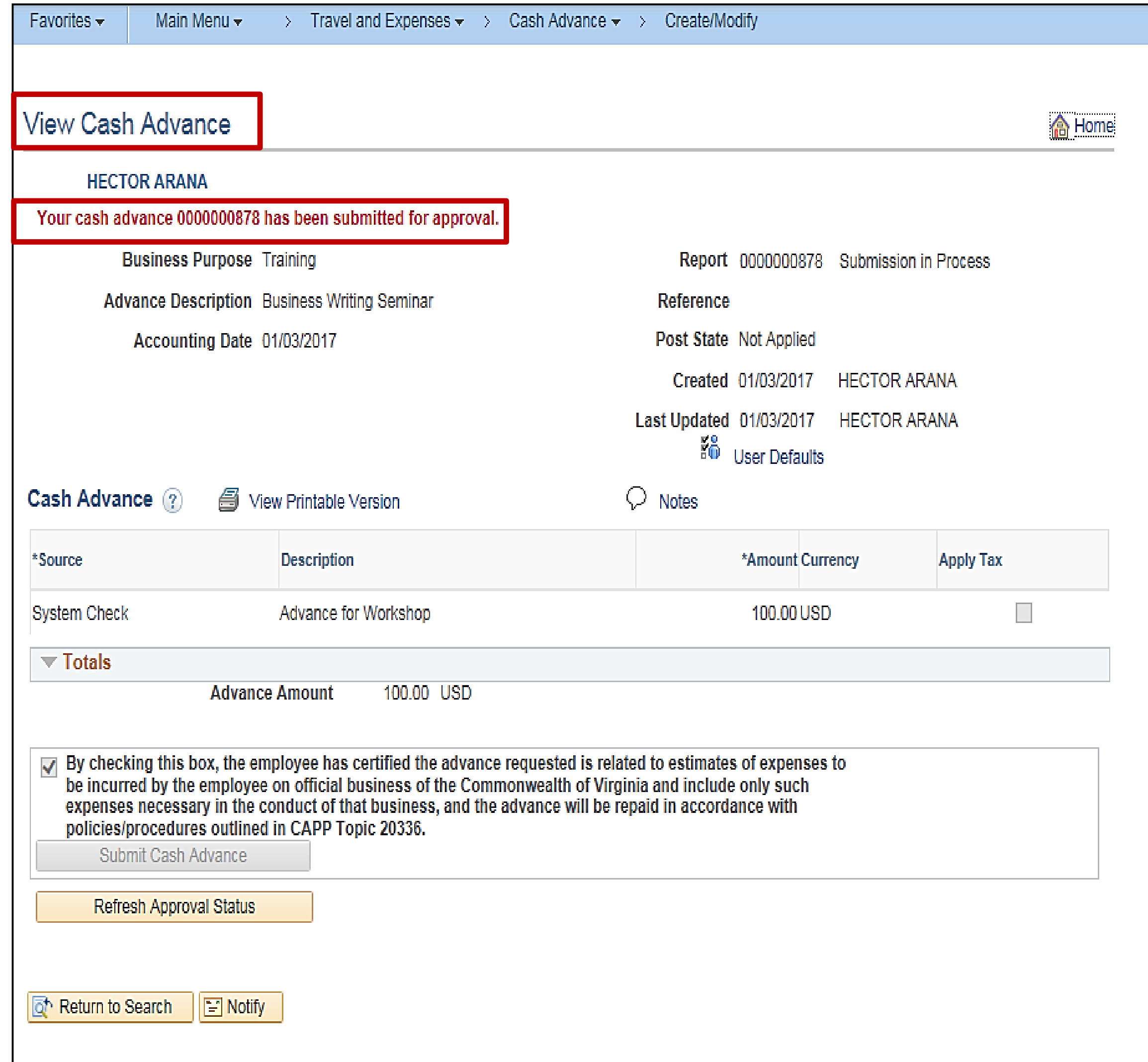
Submitting a Cash Advance Request (continued)

After the Cash Advance has been successfully submitted:

- A message displays in red indicating the Cash Advance has been submitted for approval.
- The page changes from **Create Cash Advance** to **View Cash Advance**.

The Cash Advance request must be submitted to go through the approval workflow. Cardinal uses workflow to route the request to the approver's worklist.

If more than one approval is required, the request automatically routes to the designated approver(s).



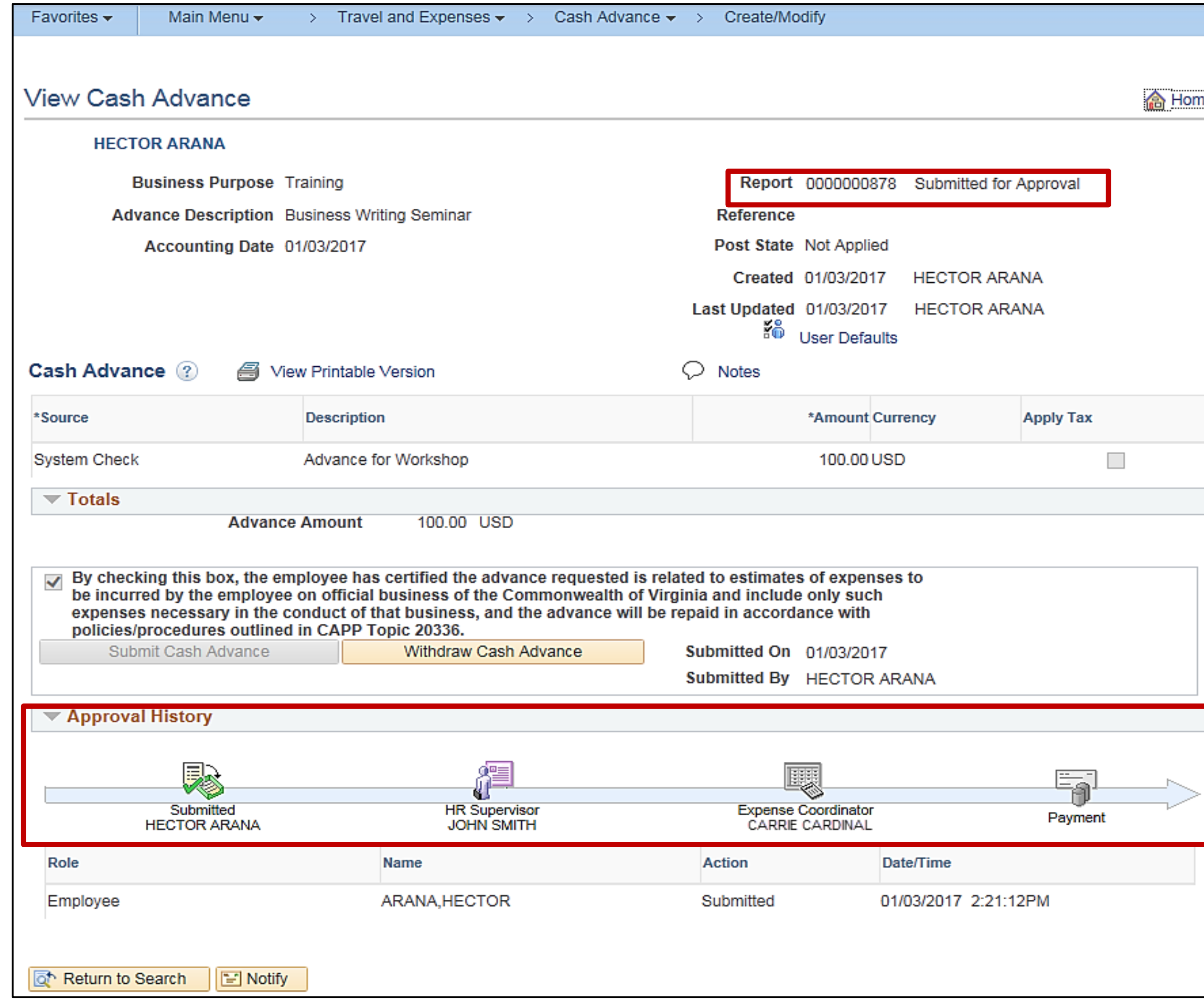
Viewing the Cash Advance Status

Once Cash Advance request is saved or submitted, proxies for the employee can view the status on the **View Cash Advance Report** page. Access this page using the following path:

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

The current status displays next to the **Report** number field.

The **Approval History** section, at the bottom of the page, provides a history of the submission, approval(s), and Payment. Completed actions are marked with a green checkmark.



Updating and Deleting a Cash Advance

If necessary, an existing Cash Advance can be updated by the proxy if it has been:

- Saved, but not submitted for approval
- Withdrawn from approval after submission, but before the approver takes action
- Sent back by an approver

A Cash Advance can be **deleted** if it has been:

- Saved but not submitted for approval
- Sent back by the approver
- Denied by the approver

A **deleted** cash advance cannot be viewed.

For more detailed information about updating and deleting a cash advance, see the job aid entitled **SW AP315: Updating and Deleting Expense Transactions** located on the Cardinal website in **Job Aids** under **Learning**.

Lesson 3: Summary

3 Cash Advances

In this lesson, you learned:

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

Lesson 4: Introduction

4 Expense Reports

This lesson covers the following topics:

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

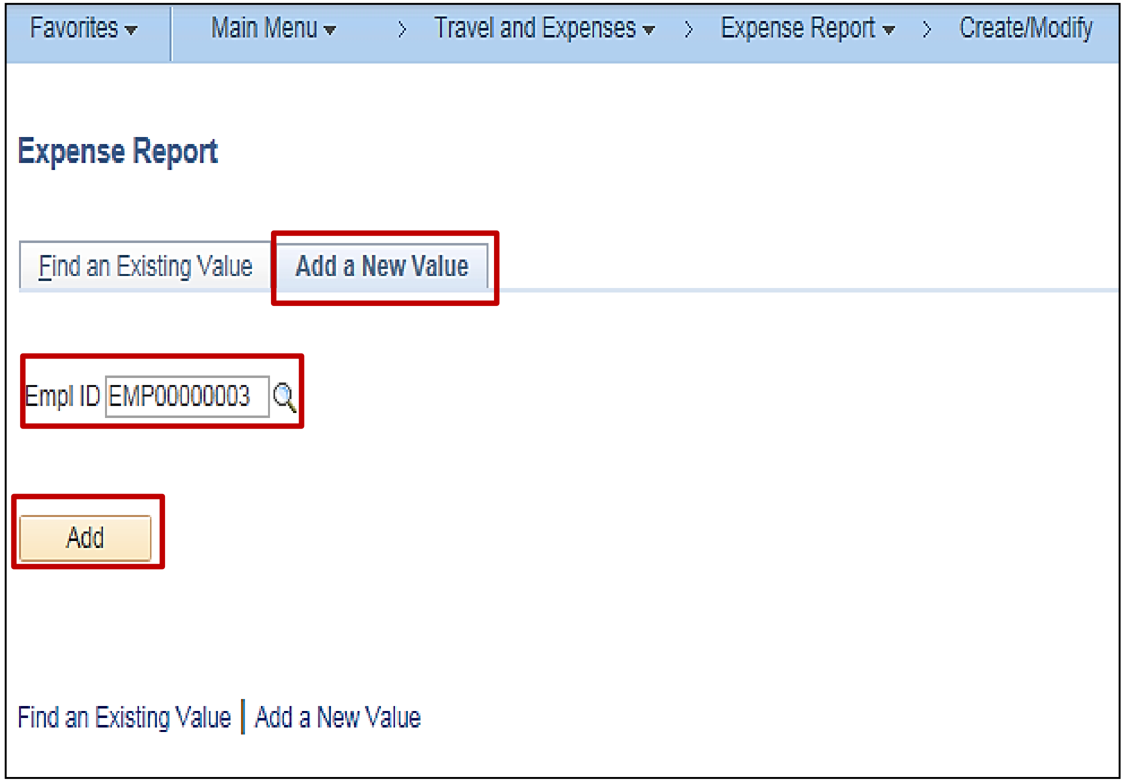
Creating an Expense Report

Access the **Expense Report** page and create an Expense Report, using the following navigation path:

Main Menu > Travel Center > Travel and Expense Center > Expense Report > Create/Modify

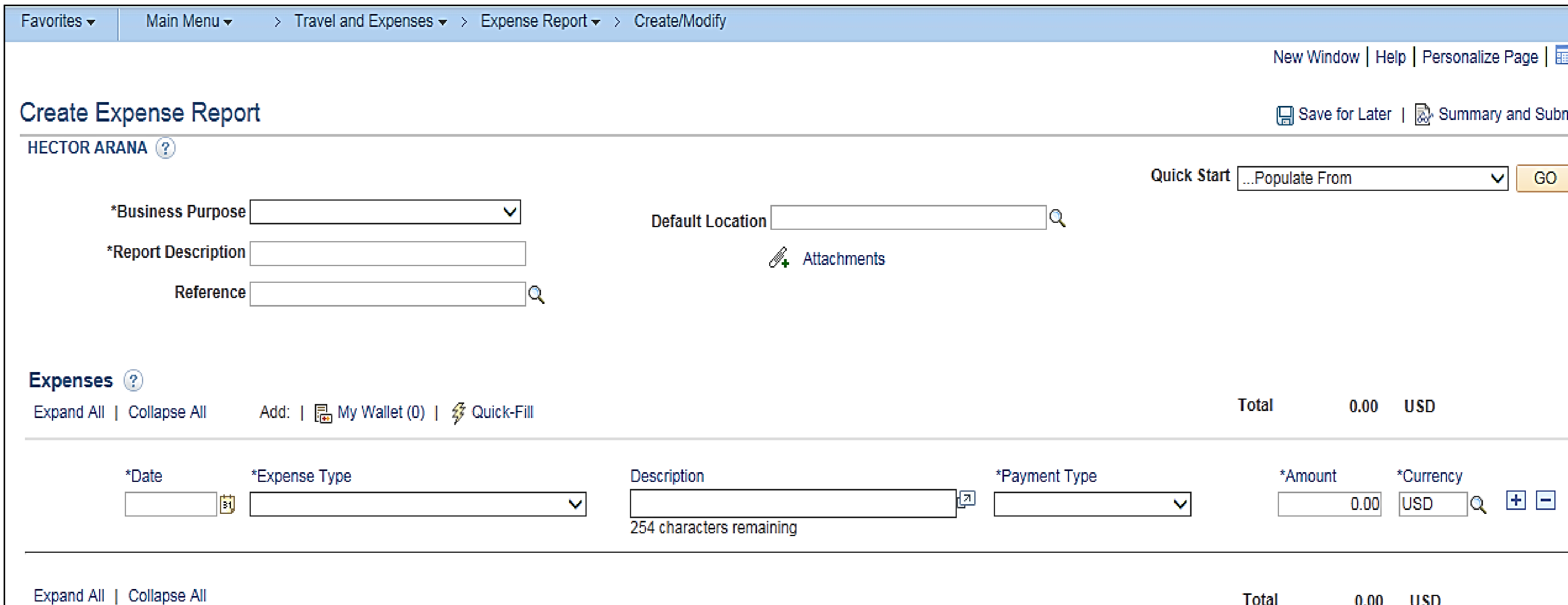
On the **Add a New Value** tab:

- Enter the **Employee ID.**
- Click the **Add** button.



Creating an Expense Report (continued)

The **Create Expense Report** page displays. Notice that the **Create Expense Report** page contains data similar to that on the **Create Travel Authorization** page. If copying from a **Template**, **Travel Authorization**, or another **Expense Report**, some fields default based on the source document.

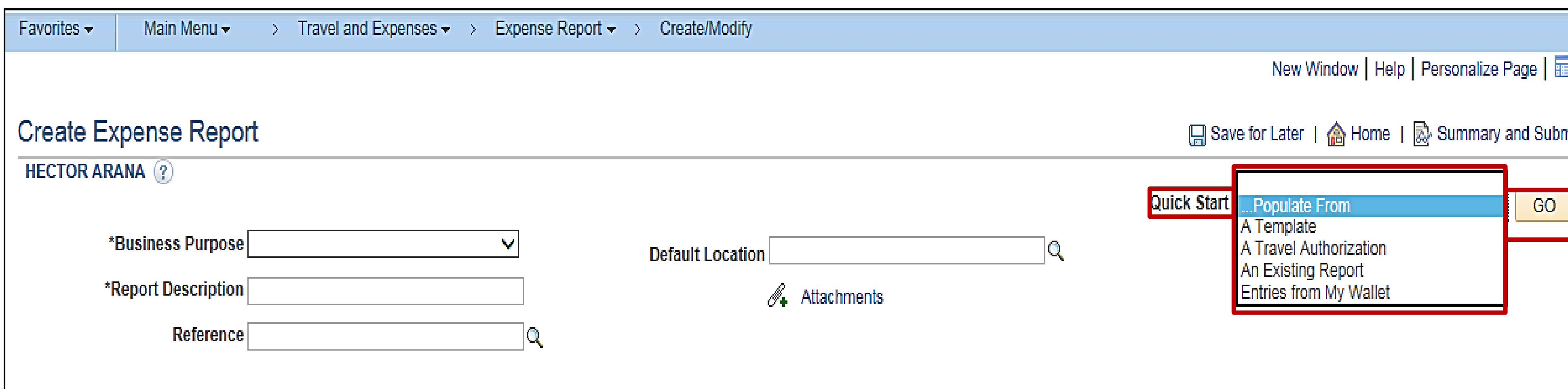


Creating an Expense Report (continued)

The **Create Expense Report** page displays. When entering an Expense Report, start with a blank expense report or choose the appropriate option from the **Quick Start** drop-down menu:

- **A Template -** Allows selection of the desired Expense Report template. For more detailed information about setting up and using templates, see the job aid entitled **SW AP315: Creating an Expense Template** located on the Cardinal website in **Job Aids** under **Learning**.
- **A Travel Authorization -** Opens the **Populate From A Travel Authorization** page which allows copying all data from a **Travel Authorization**, including accounting distributions.
- **An Existing Report -** Displays the **Copy From an Existing Expense Report** page, which allows copying all data from an **Expense Report**, including accounting distributions.
- **Entries from My Wallet -** Not used in Cardinal.

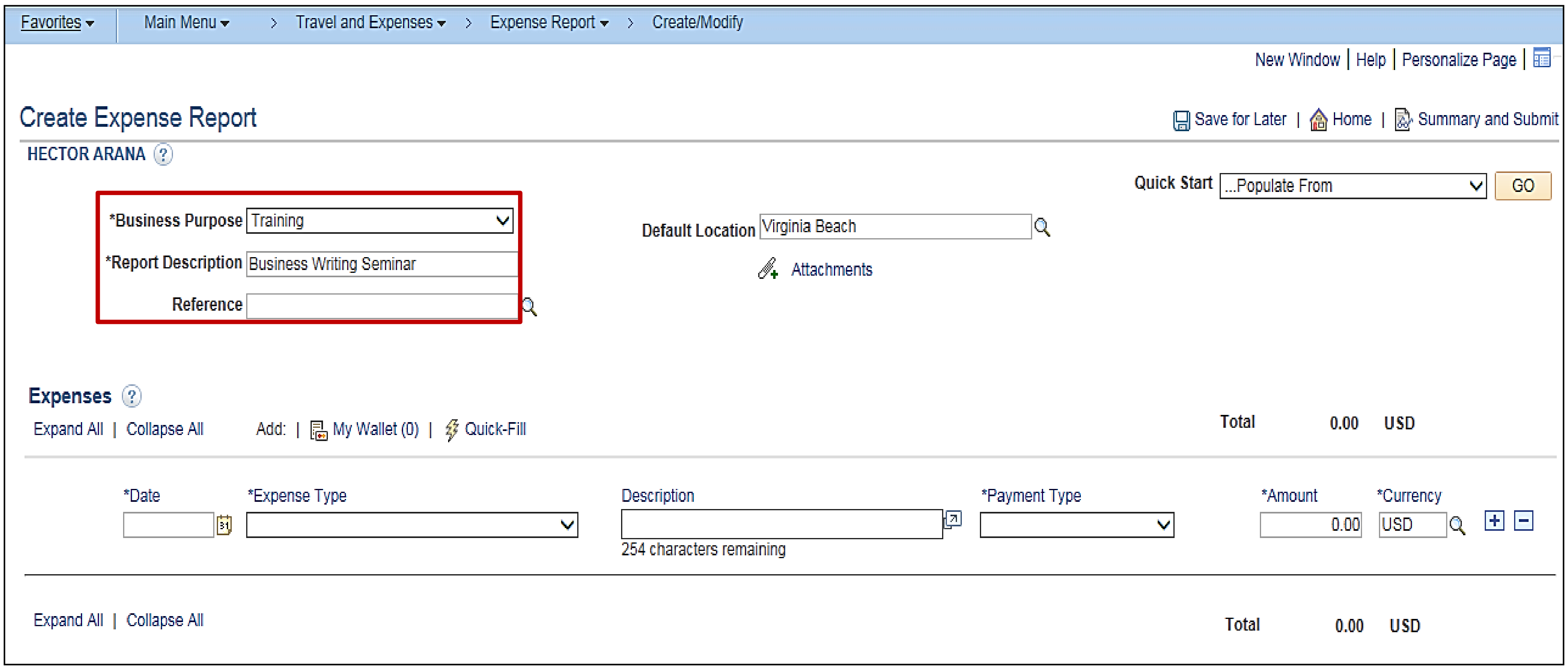
If you select an option from the **Quick Start** menu, click the **Go** button to access it.



General Information Section

For this scenario, we will create a blank expense report, so no options are chosen from the **Quick Start** menu.

Select a **Business Purpose** using the drop-down menu and enter a **Description**.



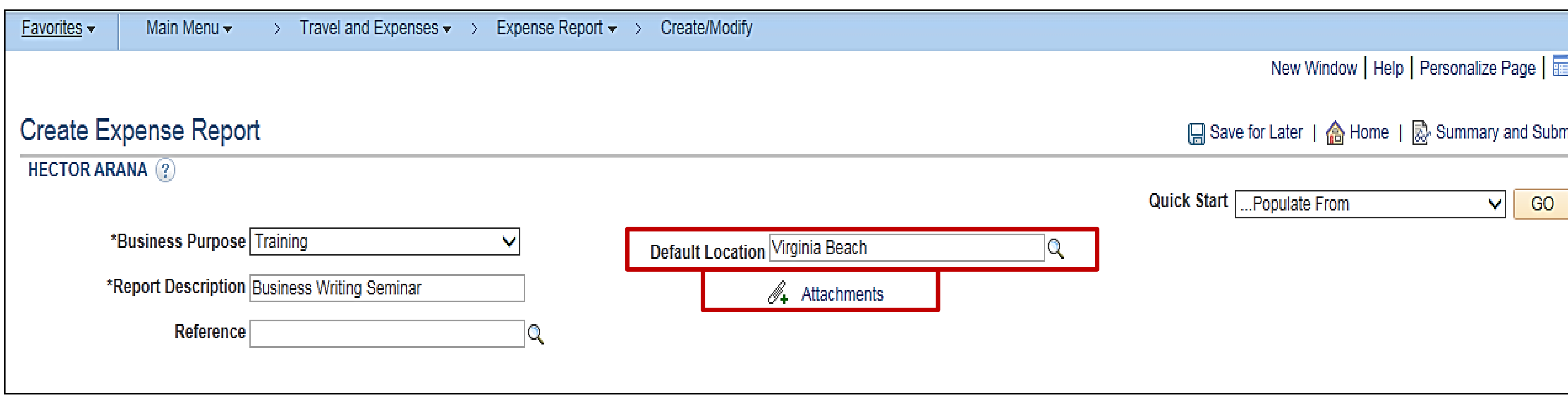
General Information Section (continued)

An entry in the **Default Location** field populates the location on the expense lines where location is required. It can be changed as needed when keying the individual expense lines.

The location is needed for the calculation of the standard rates for Lodging, Meals and Incidentals, and Mileage. It may be entered here to default on all the lines, or entered on each individual line. If the location needed is not on the list, select **In State Standard** or **Out of State Standard** as appropriate.

The **Attachments** link allows adding attachments to the Expense Report. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

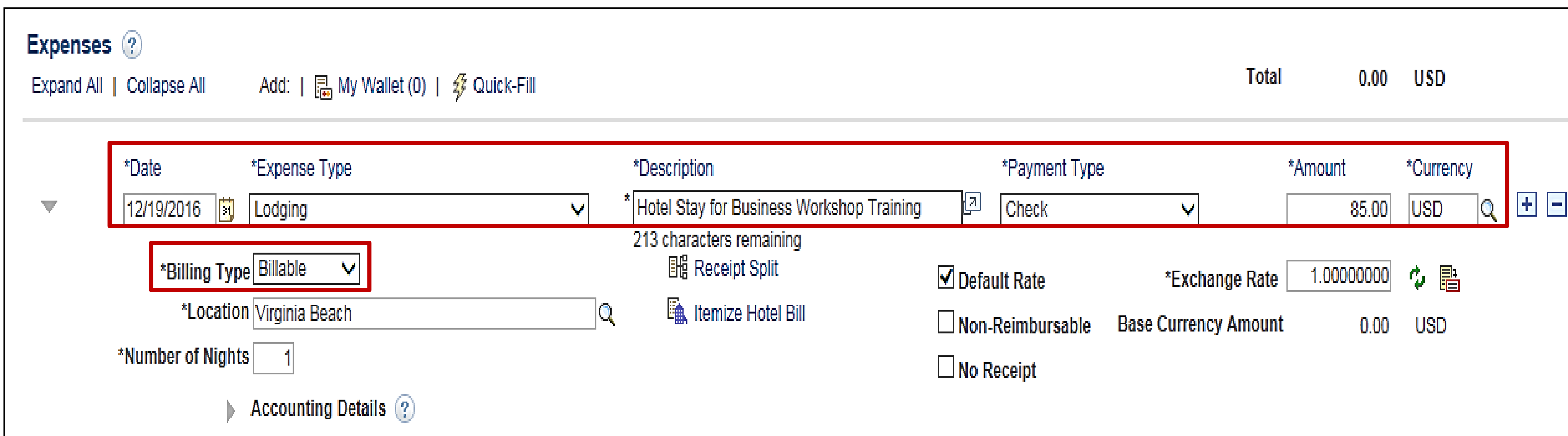
For more detailed information about entering expenses into Cardinal, see the job aid entitled **SW AP315A: Tips for Entering Employee Expenses – Online Agency** located on the Cardinal website in **Job Aids** under **Learning**.



Entering Expense Details

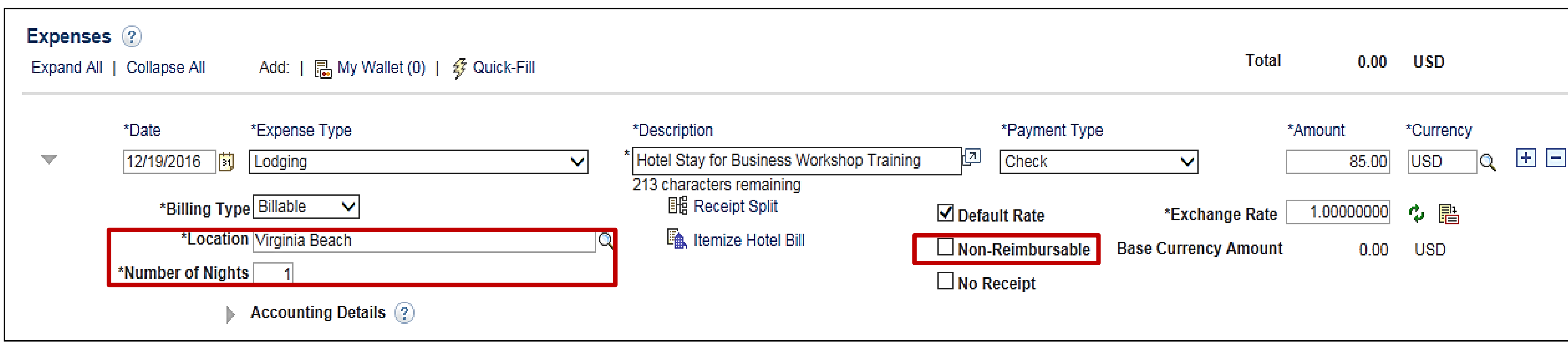
The **Expenses** section of the page is where the details for the expenses incurred are entered. Enter one line for each expense type. The example below shows the Lodging expense type:

- **Date -** Enter or select the date the expense was incurred.
- **Expense Type -** Select the expense type. In this example, **Lodging** is selected.
- **Description -** Enter a description associated with the **Expense Type**.
- **Payment Type -** Select **Check**.
- **Amount -** Enter the amount spent for the expense type selected.
- **Currency -** defaults to **USD**.
- **Billing Type -** defaults to **Billable**.



Entering Expense Details (continued)

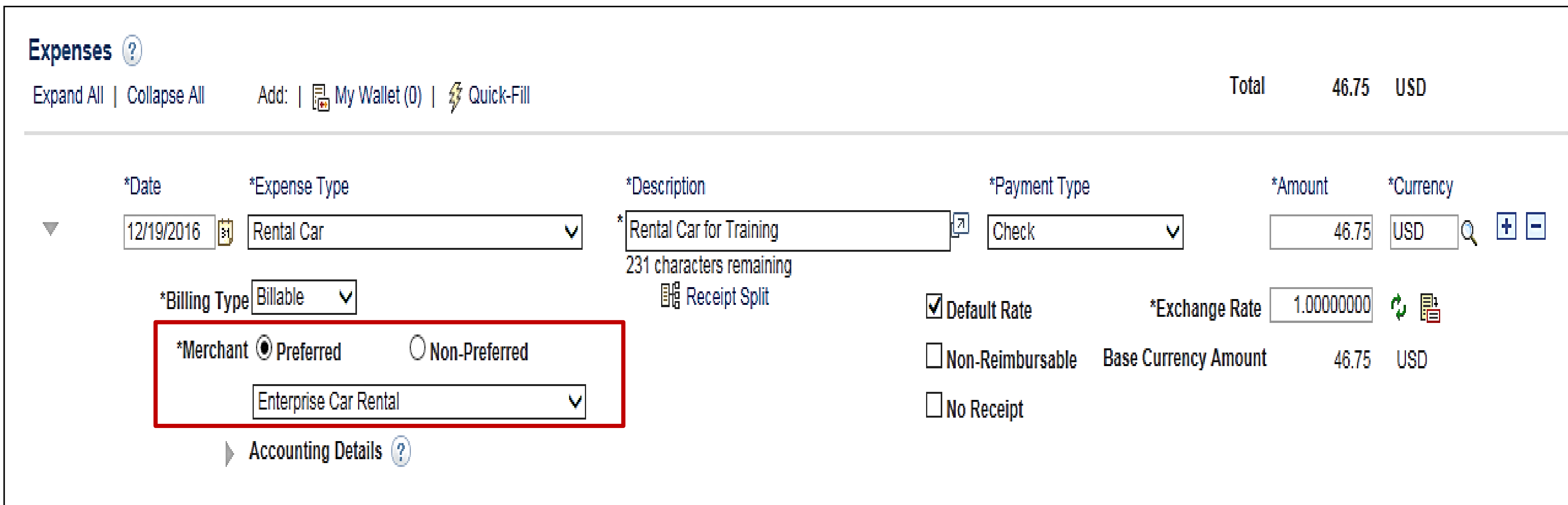
- **Location:** Populates based on the **Default Location** selected in the header section and can be changed as appropriate and can also be entered here if no Default Location was entered on the Header. Location is used for **Lodging** to calculate the State Standard lodging rates.
- **Number or Nights:** Enter the total amount for the entire stay (less fees and taxes) or enter one line for each day, if the hotel stay is longer than one day.
- **Non-Reimb** checkbox: Indicates expenses that the employee should not be reimbursed for. Check this box for any expense that is direct billed to the agency or paid by someone other than the employee.
- For more detailed information about entering non-reimbursable expenses, see the job aid entitled **SW AP315: Non-Reimbursable Expenses – Online Agency** located on the Cardinal website in **Job Aids** under **Learning**.
- For more detailed information about each Expense Type and its required fields, see the job aid entitled **SW AP315A: Expense Type Coding – Online Agency** located on the Cardinal website in **Job Aids** under **Learning**.



Rental Car Expense Type - Preferred

The Department of General Services, Office of Fleet Management Services (OFMS), maintains a contract with Enterprise Leasing to provide vehicles for short term travel by state employees. **Enterprise Car Rental** is configured as a **Preferred Merchant** in Cardinal.

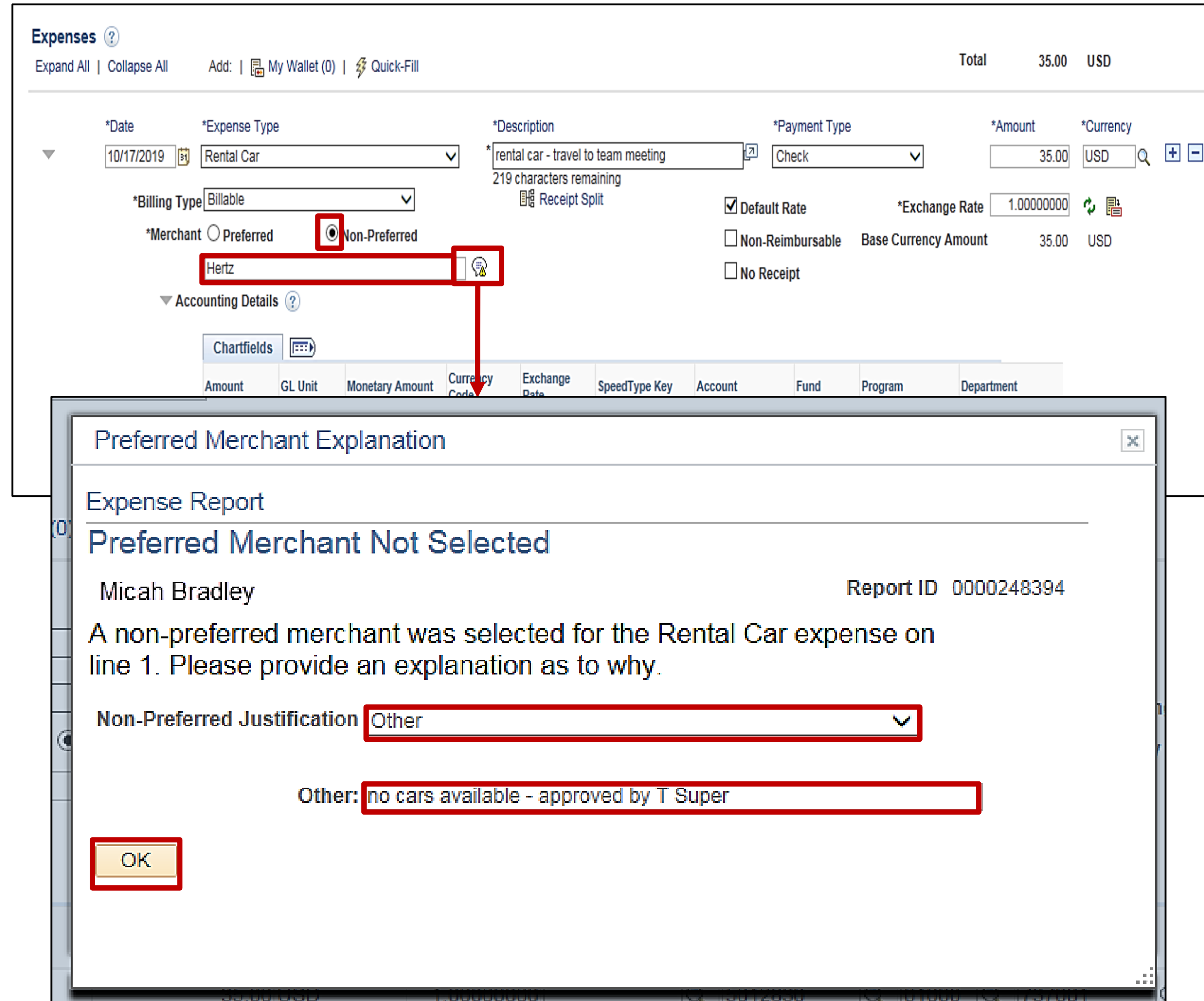
If Enterprise Car Rental was used, select the **Preferred** button and select **Enterprise Car Rental** in the drop down menu.



Rental Car Expense Type – Non-Preferred

If the preferred rental agency was not used, select the **Non-Preferred** button and follow the steps below:

- A blank field displays.
- Enter the rental car Merchant name in the field.
- Tab out of the field.
- A comment icon displays next to the field.
- Click the comment icon
- The **Preferred Merchant Explanation** pop-up window displays:
  - In the **Non-Preferred Justification** drop-down menu select **Other** (this is the only selection).
  - In the **Other** field (holds a maximum of 60 characters), provide a brief explanation for the reason for the using the Non-Preferred merchant.
  - Click the **OK** button to return to the expense report.

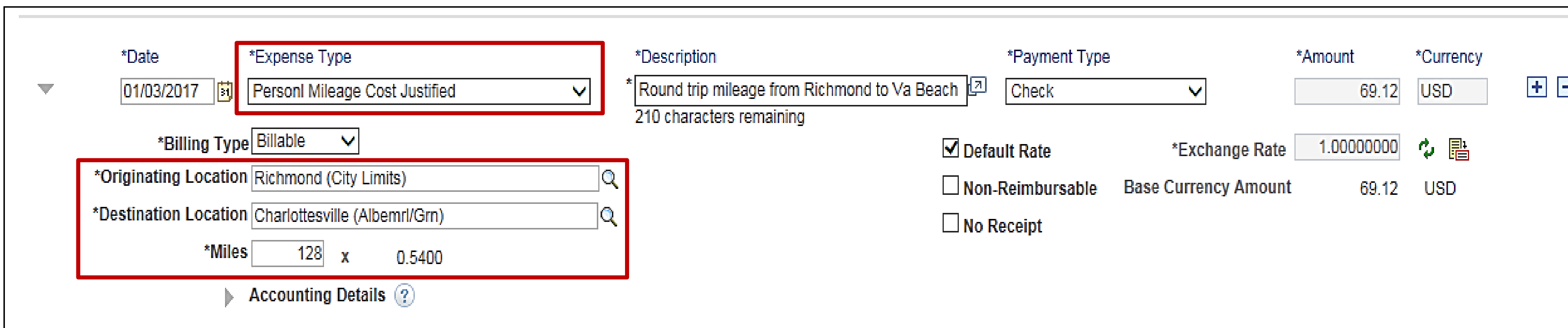


Mileage Expense Type

Mileage Expense Types include **Personal Mileage Convenience**, **Personl Mileage Cost Justified,** and **Personl Mileage Over 15K Miles**.

The usage of each is defined in the Department of Accounts' Commonwealth Accounting Policies and Procedures (CAPP) Manual for Cardinal, Topic 20335.

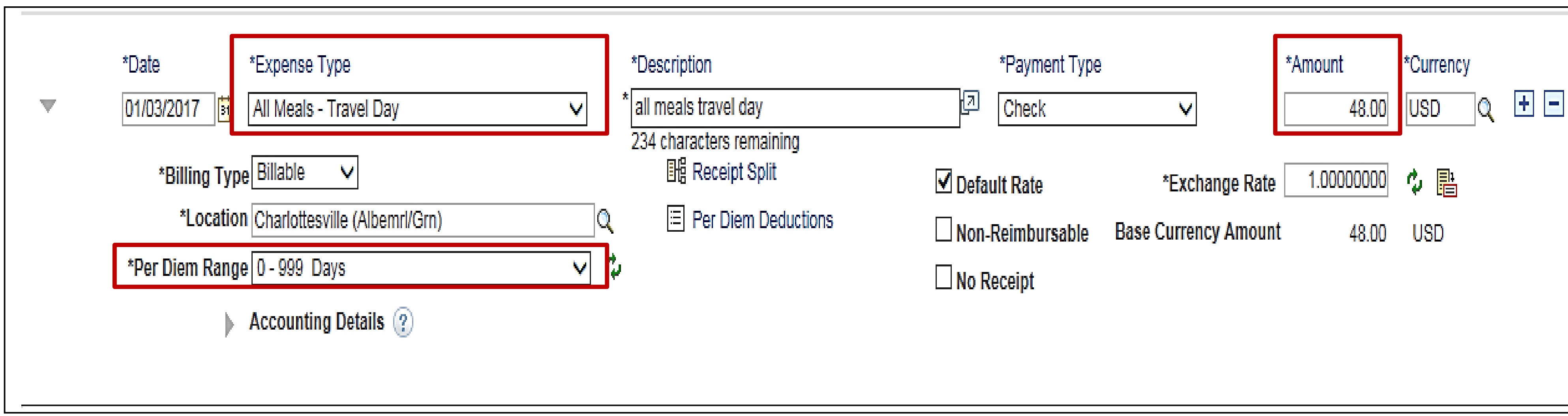
In Cardinal, when any of the mileage Expense Types are selected, entering the number of miles, the **Originating Location**, and the **Destination Location** is required. Cardinal is configured with the state mileage rates and calculates the **Amount** based on these inputs.



Details Section: Per Diem Tab

Cardinal is configured with the per diems for all meal types based on location. If the agency requires actual amounts paid, the per diem amount can be overridden up to the amount of the approved per diem.

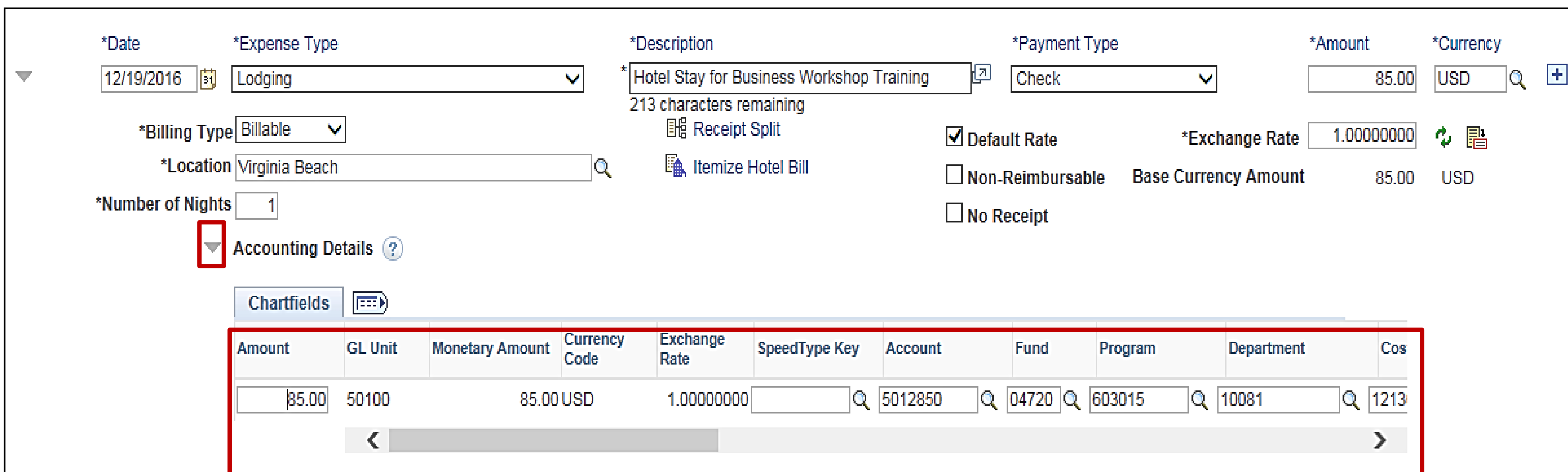
Be sure to select **0 – 999 Days** in the **Per Diem Range** field if it does not default.



Accounting Details Information

The Accounting Detail is required on each expense line and populates on the Expense Report. The distribution **Department** value defaults from the employee's profile and the **Account** defaults from the **Expense Type** selected. Other ChartFields must be entered. If using a template or copying the Expense Report from a Travel Authorization, the accounting details populate. Use those entries or update them if necessary.

The **Account** field defaults based on the **Expense Type** on the expense line. The account displayed here is the account used for lodging charges, can be updated. For example, the **Account** value could be updated from **5012850** to **5012270** (no shown).



Accounting Details Information (continued)

The **Account** value defaults based on the **Expense Type** selected. All Expense Types have been configured with appropriate **Account** values but they can be changed if necessary.

Here are two examples:

- When purchasing stamps, use **Expense Type Other Employee Reimbursement** which defaults to **Account 5013110** (Travel, Subsistence & Lodging), update to account **5012140** (Postal Services) when purchasing stamps.

- When attending Training, all Expense Line **Account** values should be changed to **5012270** regardless of **Expense Type**, per Commonwealth Travel Policy.

About Per Diem Meals

In Cardinal, per diem meals are configured in accordance with Cardinal CAPP Topic 20335. Some key points about entering per diem meals in Cardinal include:

- Per Diems for meals and incidentals are configured in Cardinal in accordance with Cardinal CAPP Topic 20335. On a travel departure or return day, meals and incidentals are calculated in Cardinal at 75% of the meal and incidentals rate by choosing the **Travel Day** Expense Type for meals or incidentals.

- Cardinal does not allow for per diem meal amounts to go above the per diem rate. Any questions regarding travel policy should be directed to the appropriate contact at the agency.

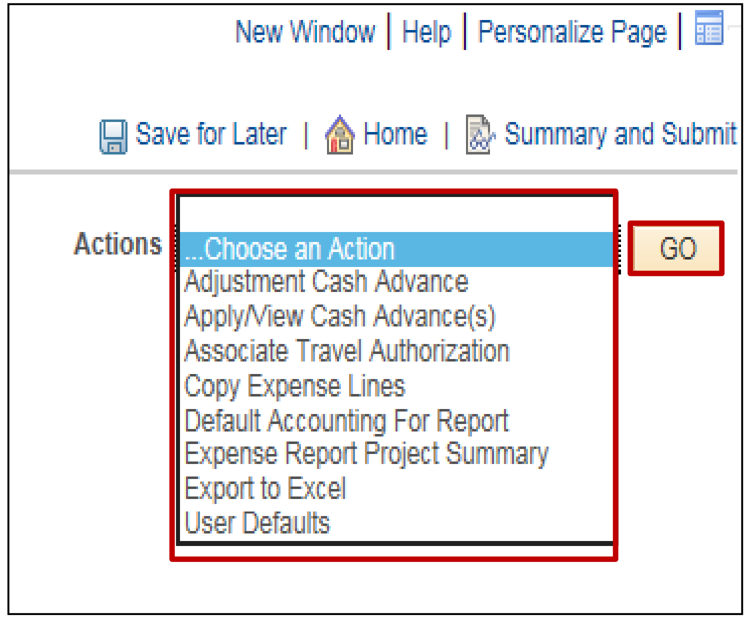
For more detailed information about entering expenses in Cardinal, see the job aid entitled **SW AP315A: Tips for Entering Employee Expenses – Online Agency** located on the Cardinal website in **Job Aids** under **Learning**.

Actions Options

Once you start entering the expense report, the **Quick Start** menu changes to **Actions** menu. After clicking the **Actions** drop-down menu, the following options are available for selection:

- **Adjustment Cash Advance -** Not used in Cardinal.
- **Apply/View Cash Advance(s) -** Apply a cash advance to the expense report.
- **Associate Travel Authorization -** Not used in Cardinal.
- **Copy Expense Lines -** Copy expense lines.
- **Default Accounting For Report -** Opens a page to view the accounting distribution that defaults from the employee profile.
- **Expense Report Project Summary -** Opens a pop-up window that displays any distributions related to a project on the expense report.
- **Export to Excel -** Allows the expense report information to be exported into Microsoft Excel.
- **User Defaults -** Opens the Employee Profile page for users who have access to enter/update the employee profile.

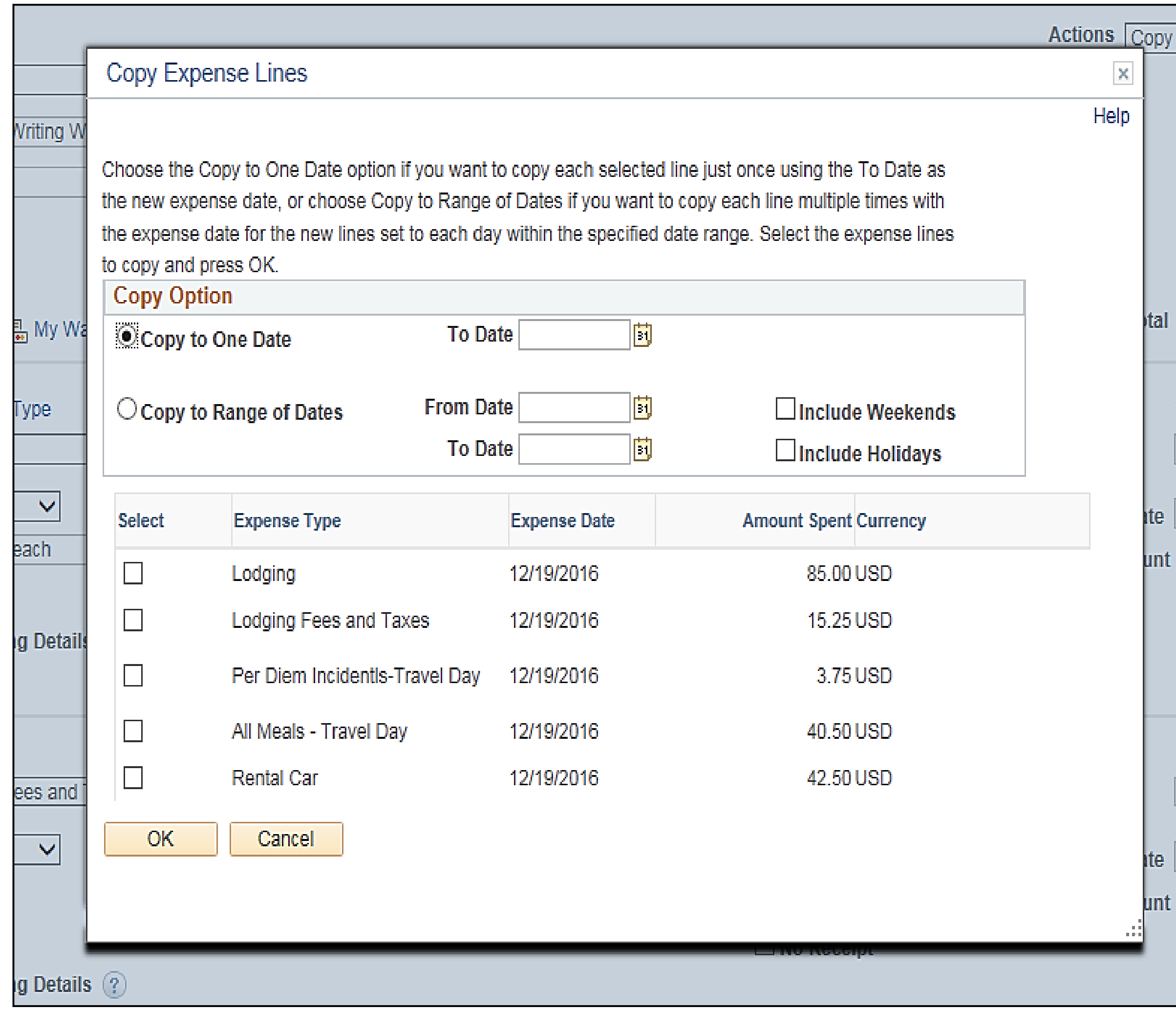
After selecting an option, click the **Go** button to execute it.



Copying Expense Lines Option

Copy the information from one date or range of dates to another date or date range on the **Copy Expense Lines** page. Then update the Expense Report **Date(s)** rather than keying in all of the fields on each line. To copy expense lines complete these steps:

- Click the **Actions** field drop-down button.
- Select the **Copy Expense Lines** option.
- Click the **Go** button.
- The **Copy Expense Lines** pop-up window displays.
- Select the appropriate copy options.
- Click the **OK** button.

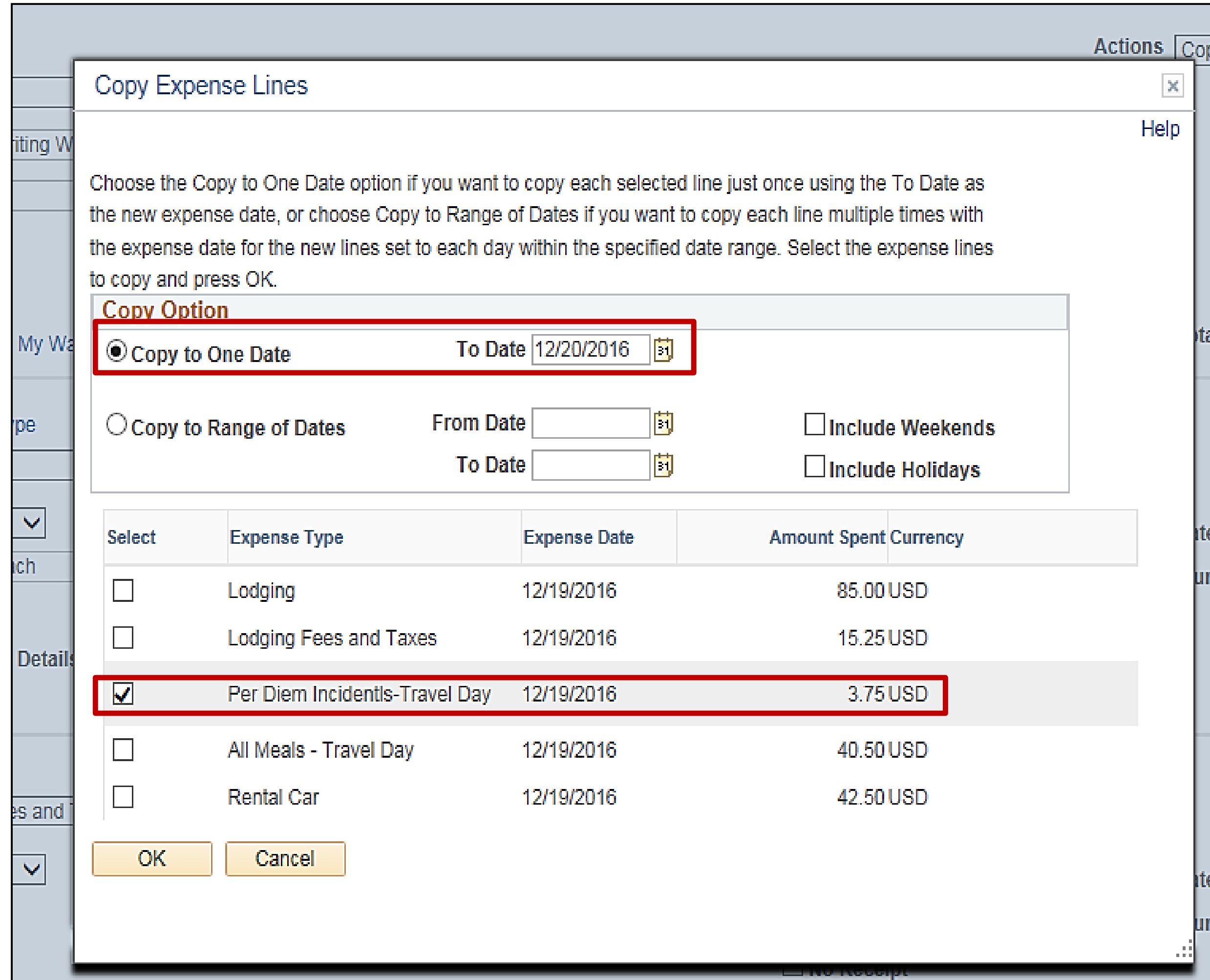


Copying Expense Lines Option (continued)

In this example, the **Per Diem Incidentals** line was selected to copy for one date. Alternatively, it is possible to copy this item to a range of dates.

When the **OK** button is checked, the lines are copied into the Expense Report based on the selection. Go to the lines copied into the Expense Report and correct the **Date** field.

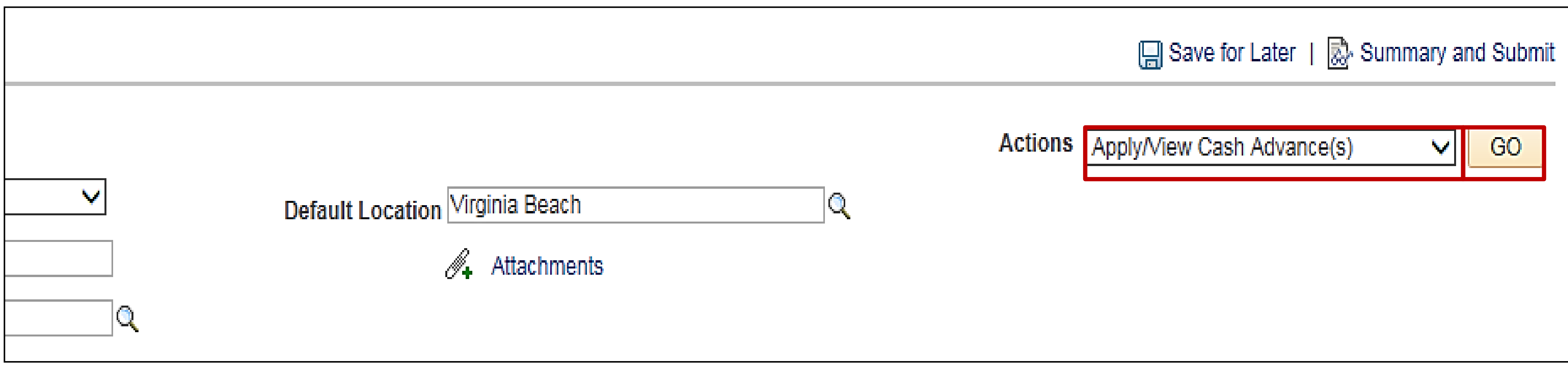
This feature can reduce the time it takes to enter an expense report.



Applying a Cash Advance to an Expense Report

If the employee received a Cash Advance for the travel, it must be applied to the **Expense Report** before you saving.

Select **Apply/View Cash Advance(s)** in the **Actions** drop-down menu list at the top of the **Create Expense Report** page, to apply a Cash Advance. Click the **Go** button.

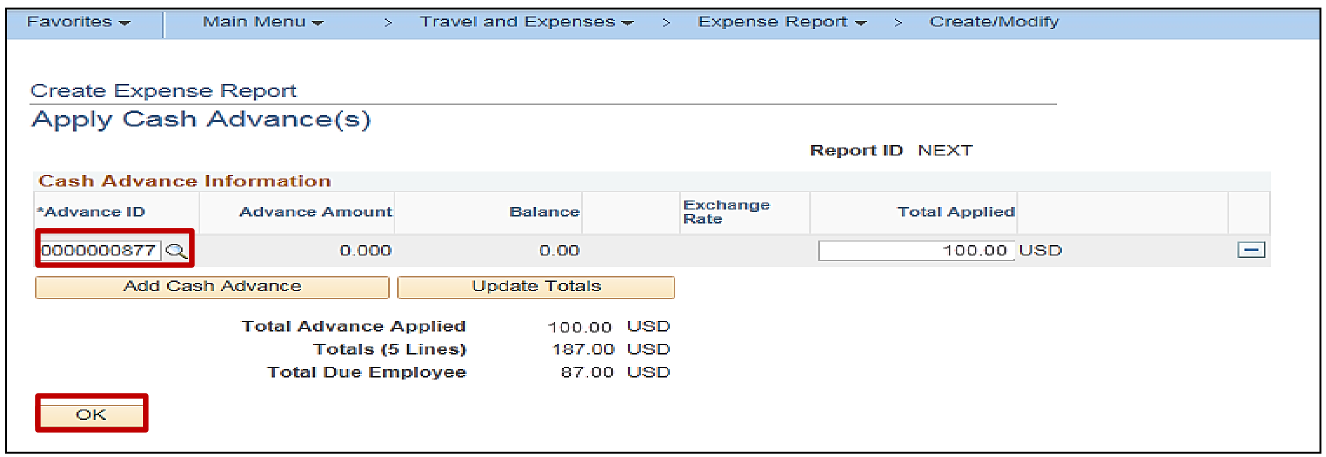


Applying a Cash Advance to an Expense Report (continued)

The **Apply Cash Advance(s)** page displays. Enter or look up the **Advance ID**. All other values are auto-calculated. Make sure the advance is applied to the expense for which it was intended by reviewing the **Description** field. The **Description** field displays when selecting the Cash Advance.

Click the **Add Cash Advance** button to add it to the Expense Report and click the **OK** button.

If the Cash Advance amount is more than the total amount of the Expense Report, only apply the amount of the Expense Report. The balance will need to be paid back to the Commonwealth.



For more detailed information about applying and 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 **Learning**.

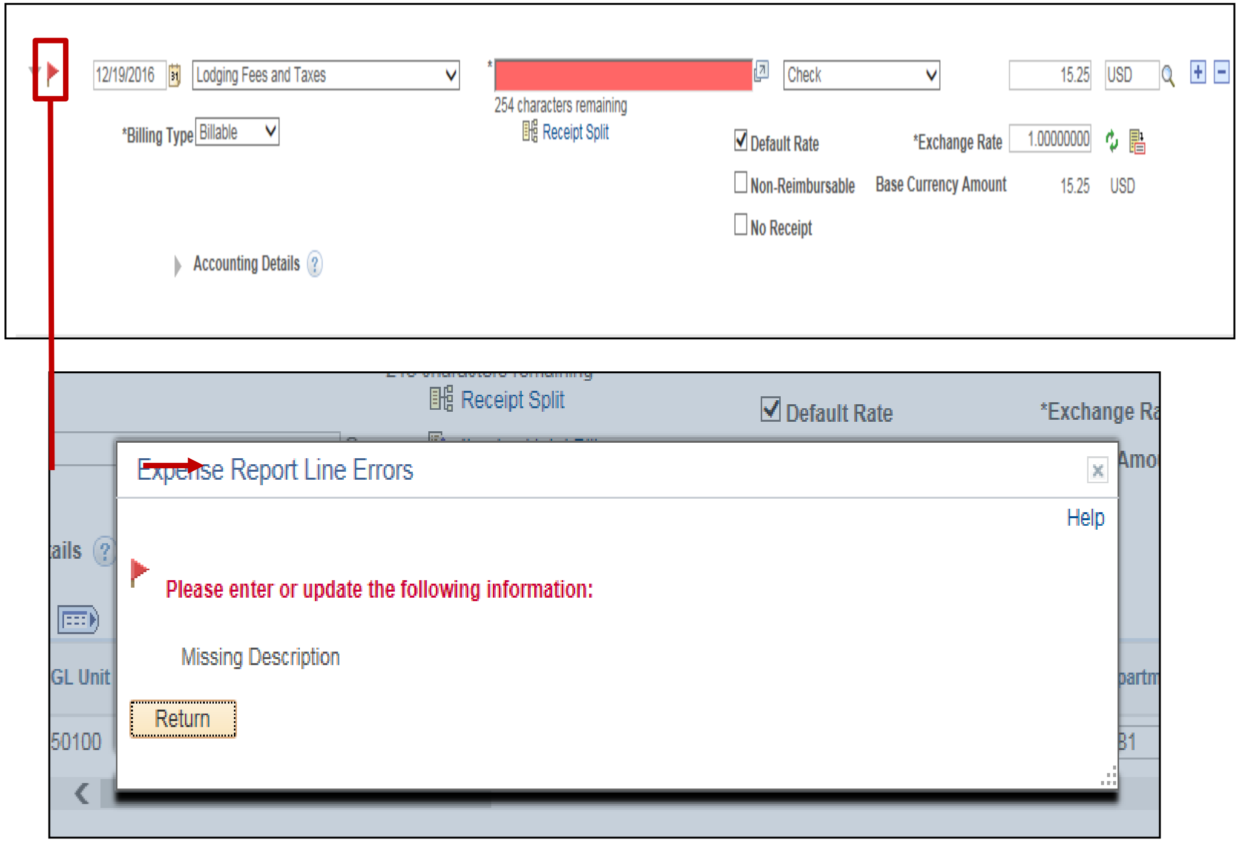
Checking the Expense Report for Errors

Cardinal automatically checks an expense report for errors when it is saved or submitted.

If errors exist, a red flag appears next to the expense line with an error with any applicable field(s) highlighted in red.

To identify and correct the error(s), click on the red flag(s). A pop-up window, **Expense Report Line Errors**, displays, indicating the reason for the error. In this example, the **Description** field is required and was left blank.

After corrections are complete save or submit the Expense Report as appropriate.



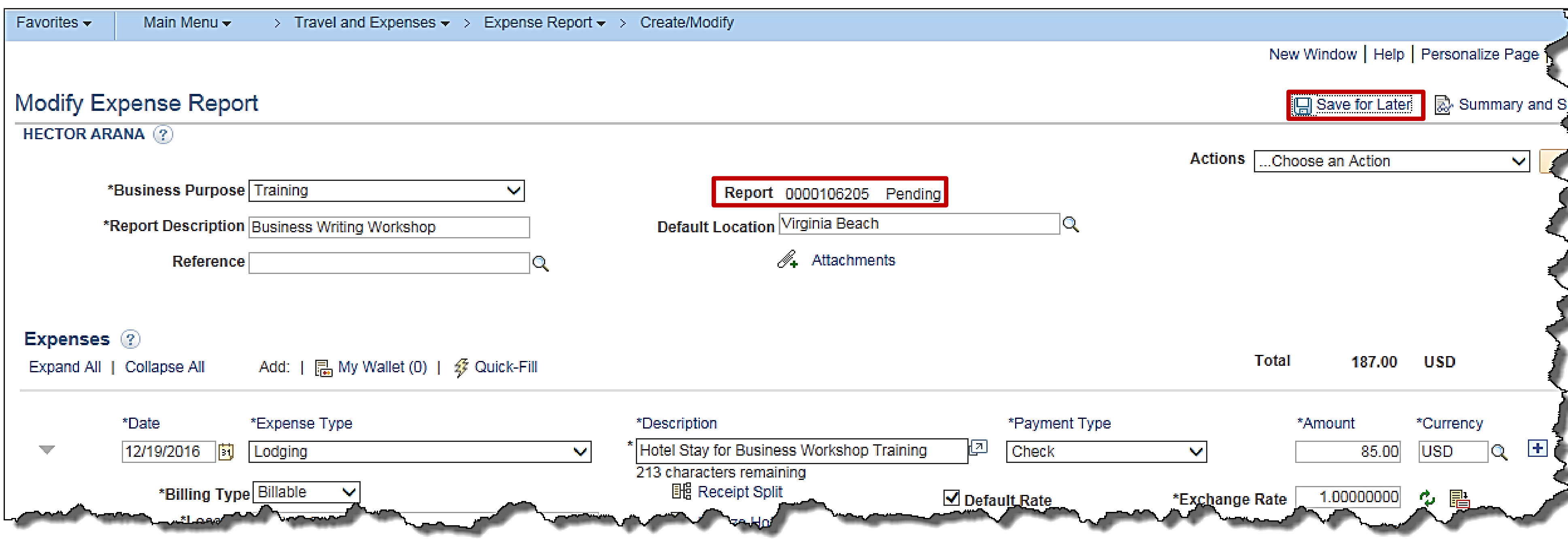
Click on image to enlarge

Saving an Expense Report

After completing an Expense Report, applying any Cash Advance(s), and correcting any errors, you can save or submit it for approval. To save an Expense Report, click the **Save for Later** link at the top of the page:

- Cardinal assigns a **Report ID**.
- The **Create Expense Report** page changes to **Modify Expense Report**.

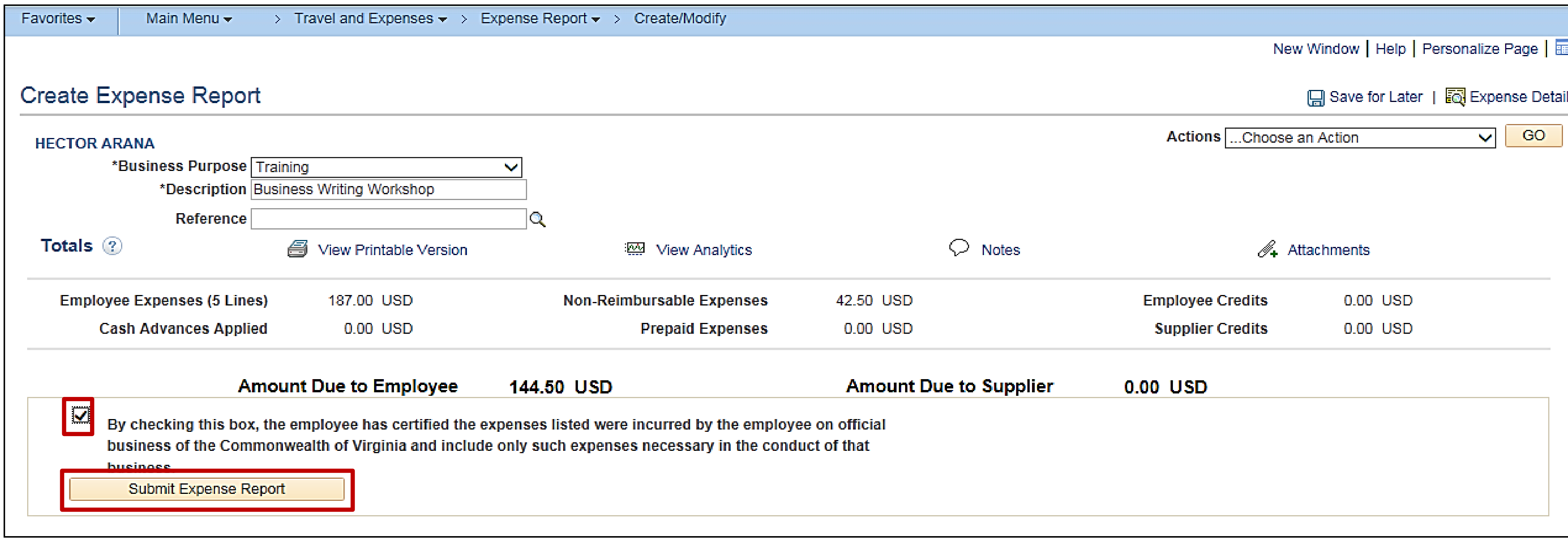
The Expense Report is saved and changes may be made later. The Expense Report must be submitted in order for it to be approved and paid.



Submitting an Expense Report

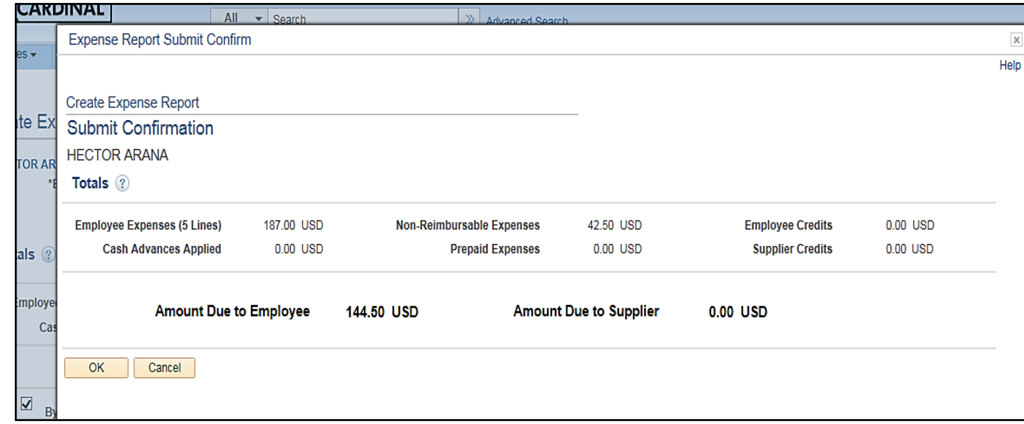
To submit the Expense Report:

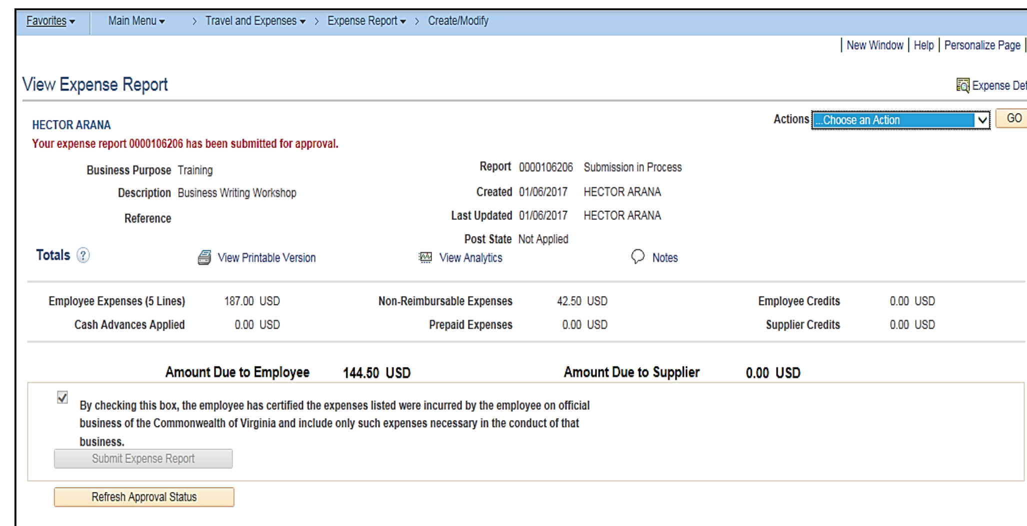
- Click the **Summary and Submit** link on the **Create Expense Report** page. A new page displays with the Totals for the Expense Report.
- Click the certification statement check box.
- Click the **Submit Expense Report** button.



Submitting an Expense Report (continued)

- The **Submit Confirmation** pop-up window displays.
- Click the **OK** button.
- The **Create Expense Report** page changes to the **View Expense Report** page.
- A message displays in red at the top of the page indicating the expense report has been submitted for approval.





Click on each image to enlarge

Submitting an Expense Report (continued)

- After clicking the **OK** button on the **Submit Confirmation** pop-up window, the Expense Report is edit checked. If errors are detected, additional administrative action may be required.

- Budget checking is also a part of expense report processing.

- Expense reports are checked against the budget(s) established for the related accounting entries. If an expense report exceeds the budget, additional administrative action may be required.
  - Budget checking is done by Cardinal approximately every 2 hours during the day and once overnight.
  - Approvers also have the option to manually run budget check when reviewing an expense report, then approve it.

For more detailed information about expense approval process, see the course entitled **501 AP318: Accounts Payable Approvals** located on the Cardinal website in **Course Materials** under **Learning**.

Submitting an Expense Report (continued)

- After passing edits, the Expense Report routes through workflow to the approver's worklist. If more than one approval is required, Cardinal automatically routes the Expense Report to the designated approver(s).

- The approver(s) may approve, deny, or send back the Expense Report. If the request is not approved, the approver is required to indicate the reason(s) in the message comments.

- Approved Expense Reports are submitted for payment in the nightly batch.

Viewing an Expense Report Status

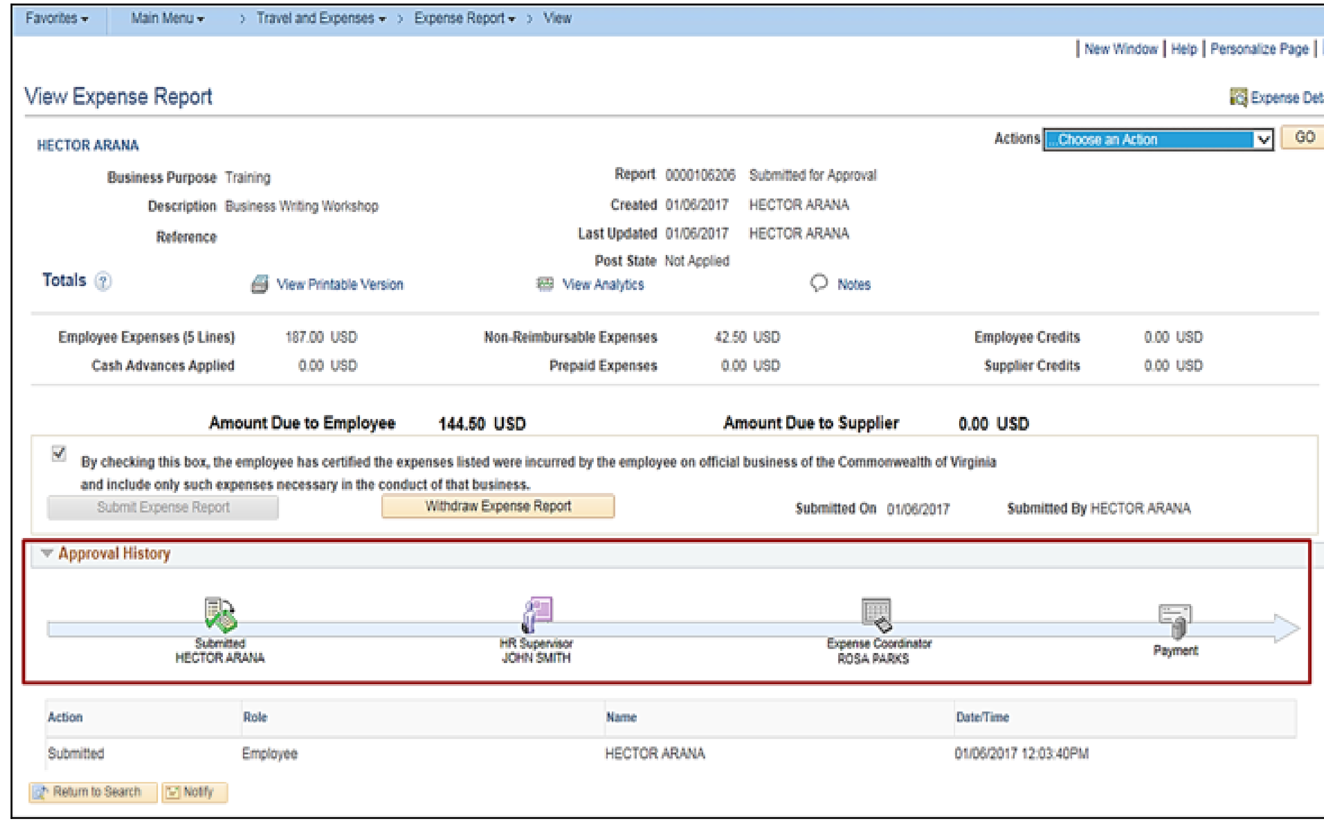
View the status of the Expense Report any time after saving or submitting it using **View** from the menu. Access the view page using the following path:

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

The current status displays in the **Approval History** section of the page.

Click to expand this area of the page and view the current status of the expense report.

A green checkmark on the step indicates it has been completed.



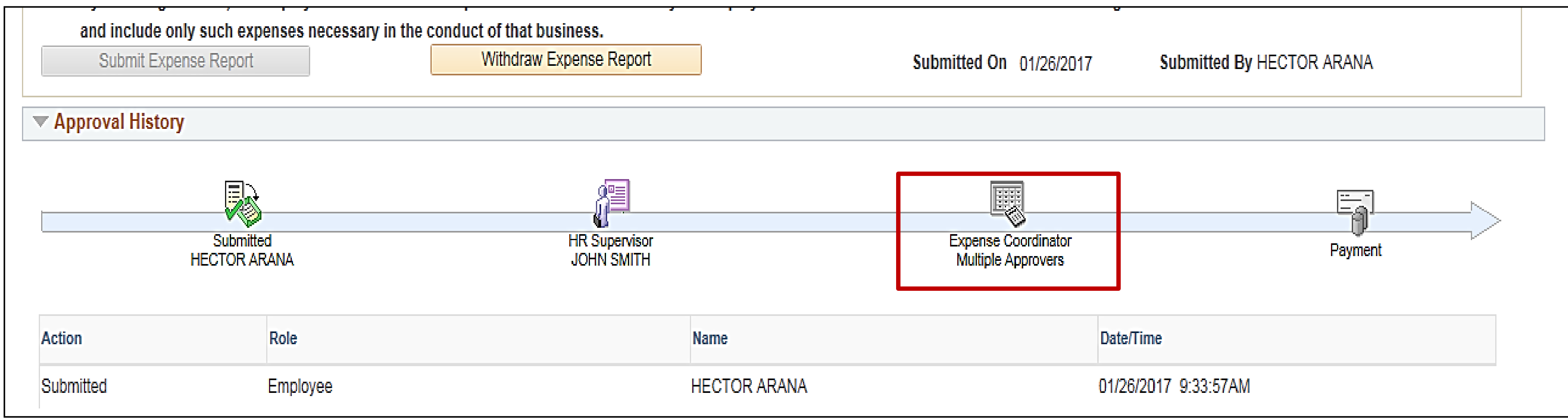
Click on image to enlarge

Viewing the Travel Authorization Status (continued)

The **Expense Coordinator** approval level may require additional levels of approval (i.e., Agency Head, District Administrator, etc.). If there are additional approvals required, the label of the **Multiple Approvers** displays.

When this is the case, this level will not show a green checkmark until all required levels of approval are completed. The final approver's name displays under **Expense Coordinator** once all levels are completed.

The individual approvers will display in the grid below once they approve, however, they are not visible before then.



Updating and Deleting an Expense Report

You can update an existing expense report if it was:

- Saved
- Withdrawn by the processor after submission, but before the approver has taken action
- Sent back to you to make changes
- Not submitted to the approval workflow
- Not approved

An expense report cam be deleted if it has not yet been submitted for approval or if it has been returned or denied by the approver. **Deleted** expense reports cannot be viewed.

An expense report cannot be cancelled.

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

For more detailed information about updating and deleting expense reports, see the job aid entitled **SW AP315: Updating and Deleting Expense Transactions** located on the Cardinal website in **Job Aids** under **Learning**.

Payment Cash Checking

The Payment Cash Checking process checks all payments including vouchers, cash advances and expenses against available cash before releasing them for payment each night. The payment cash checking process helps ensure all payments have available cash in the respective business unit (agency)/fund combinations. During the batch process, based on system priority, payments are deducted from the applicable ledger cash account balances in order of system priority. A running total is maintained until all payments are cleared or marked for insufficient funds.

The Payment Cash Checking process deselects vouchers and employee expenses from that night's pay cycle when they are marked for insufficient funds. Deselected vouchers and expenses can be viewed using online inquiries or queries. Deselected vouchers/employee expenses/cash advances are reset and made available for processing again before the next night's pay cycle selection run. They are not paid until they successfully pass the payment cash checking process.

For more detailed information about payment cash checking, see the following job aids located on the Cardinal website in **Job Aids** under **Learning**:

- **SW AP312 Payment Cash Checking – Overview**
- **SW AP312 Payment Cash Checking – Reports**
- **SW AP312 Payment Cash Checking – Fund Level Processing Rules Updates**
- **SW AP312 Payment Cash Checking – Updating Transaction Level Overrides**

Simulation: Creating and Submitting an Expense Report

You will now view a simulation that demonstrates **how to Create and Submit an Expense Report.**

Click on the icon below to start the simulation.

Lesson 4: 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.

If you begin an Expense Report by copying from a Travel Authorization, the accounting entries are also copied.

- ○ True
- ○ False

Once you select an Expense Type, the Quick Start menu changes to the Actions menu.

- True
- False

Expense Reports do not contain a certification statement.

- ○ True
- ○ False

To add a Cash Advance to the expense Report, click the _______ drop-down menu.

- Quick Start
- Expense Type
- Actions
- None of the above

Lesson 4: Summary

4 Expense Reports

In this lesson, you learned:

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

Course Summary

AP315 Processing Employee Expenses

In this course, you learned:

- Understand travel and expense concepts.
- Create, submit, update, and view expense transactions in Cardinal.

Course Evaluation

Congratulations! You successfully completed the **501 AP315: Processing 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

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

Key Terms

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

Employee Profile: Employee data that is set up and used to correctly route employee Travel Authorizations and Expense Reports through workflow for approval, and also to send related payments to the correct mailing address or bank (if employee is set up for electronic payments). An Employee Profile must exist to process any expense transactions.

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 a Cash Advance was provided, the employee applies the amount of the Cash Advance to the Expense Report.

Expense Type: A field on Travel Authorizations and Expense Reports that identifies the category of expense. For example, some travel related expense types include: **Lodging**, **Airline Travel**, **Lunch – Travel Day, Dinner – Travel Day**, etc. There are also expense types for non-travel expenses.

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

Key Terms (continued)

Non-Reimbursable Expense: Expense paid by the agency through direct billing or 3rd party that needs to be identified as part of the total cost of travel. This expense will not be reimbursed to the employee and this expense line will not generate accounting entry lines to post to Expenses and the General Ledger.

Payment Cash Checking: A process to ensure all payments, including vouchers, employee expenses, and cash advances are checked against available cash before being released for payment each night.

Proxy: A user authorized to create and view expense transactions for an employee. Each employee must have at least one proxy.

Travel Authorization: A request made for permission to travel. Travel Authorizations entered online in Cardinal must be approved prior to travel.

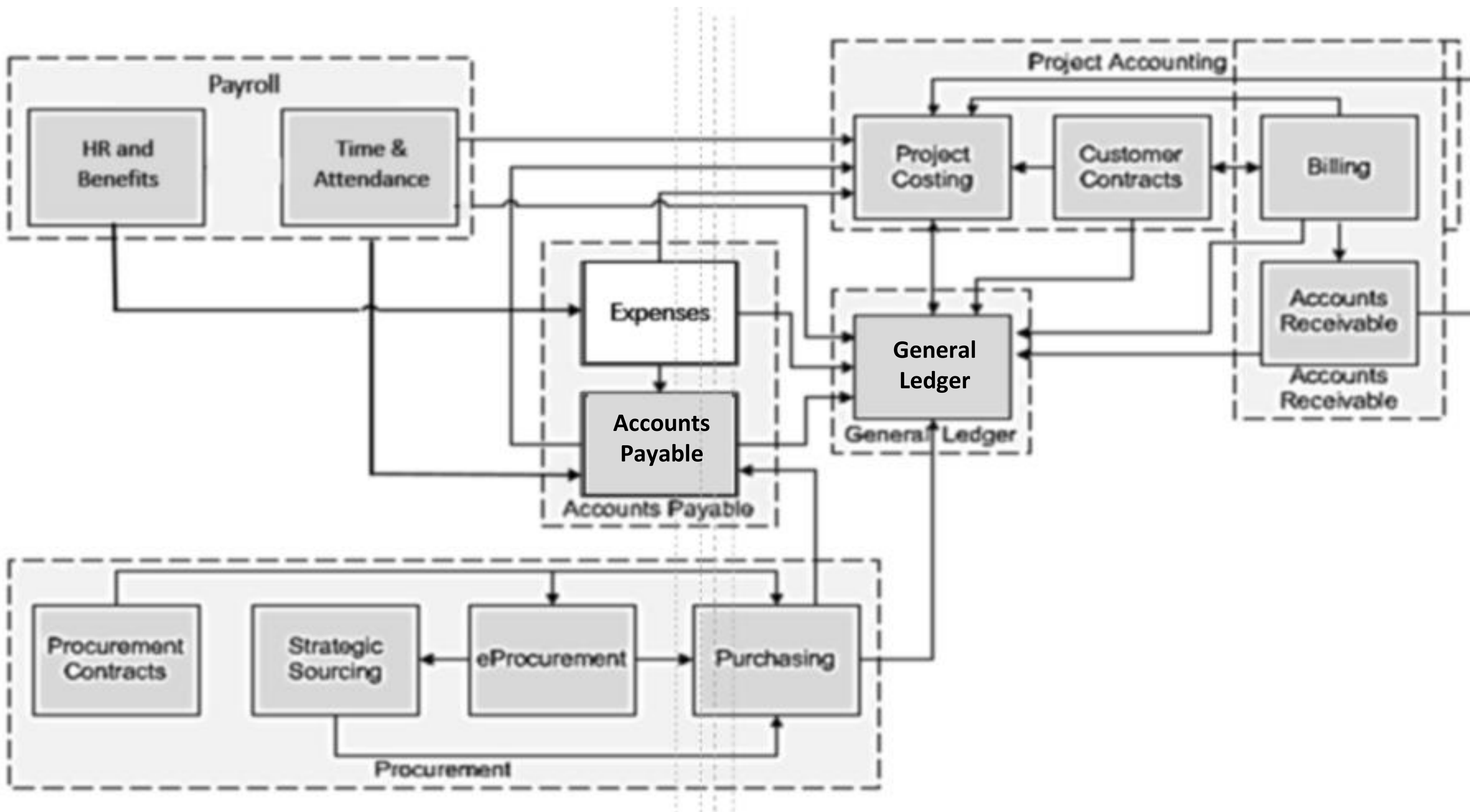
Allowed Extensions on Attachments in Cardinal

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

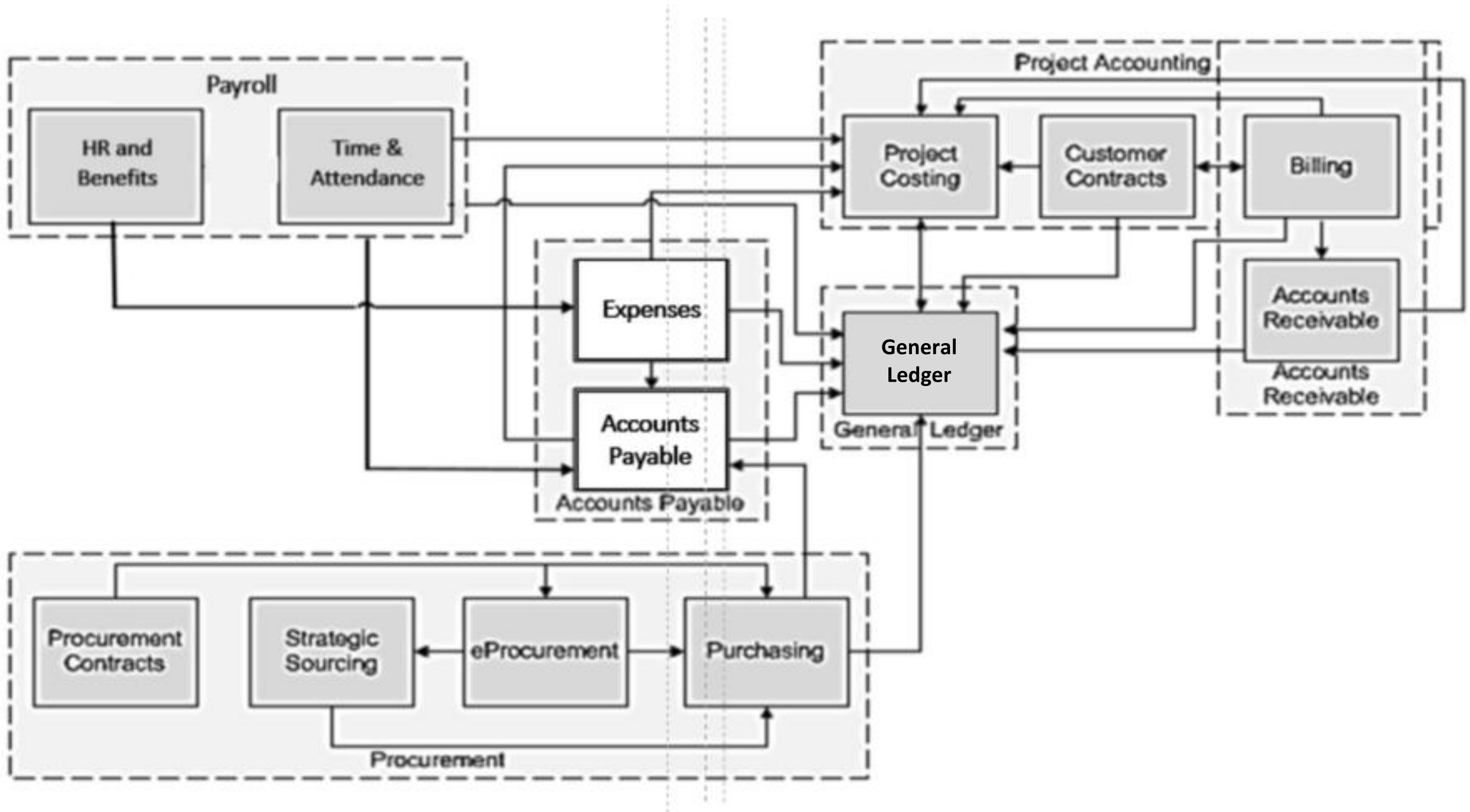
Integration with Human Resources (Cardinal Human Capital Management)

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



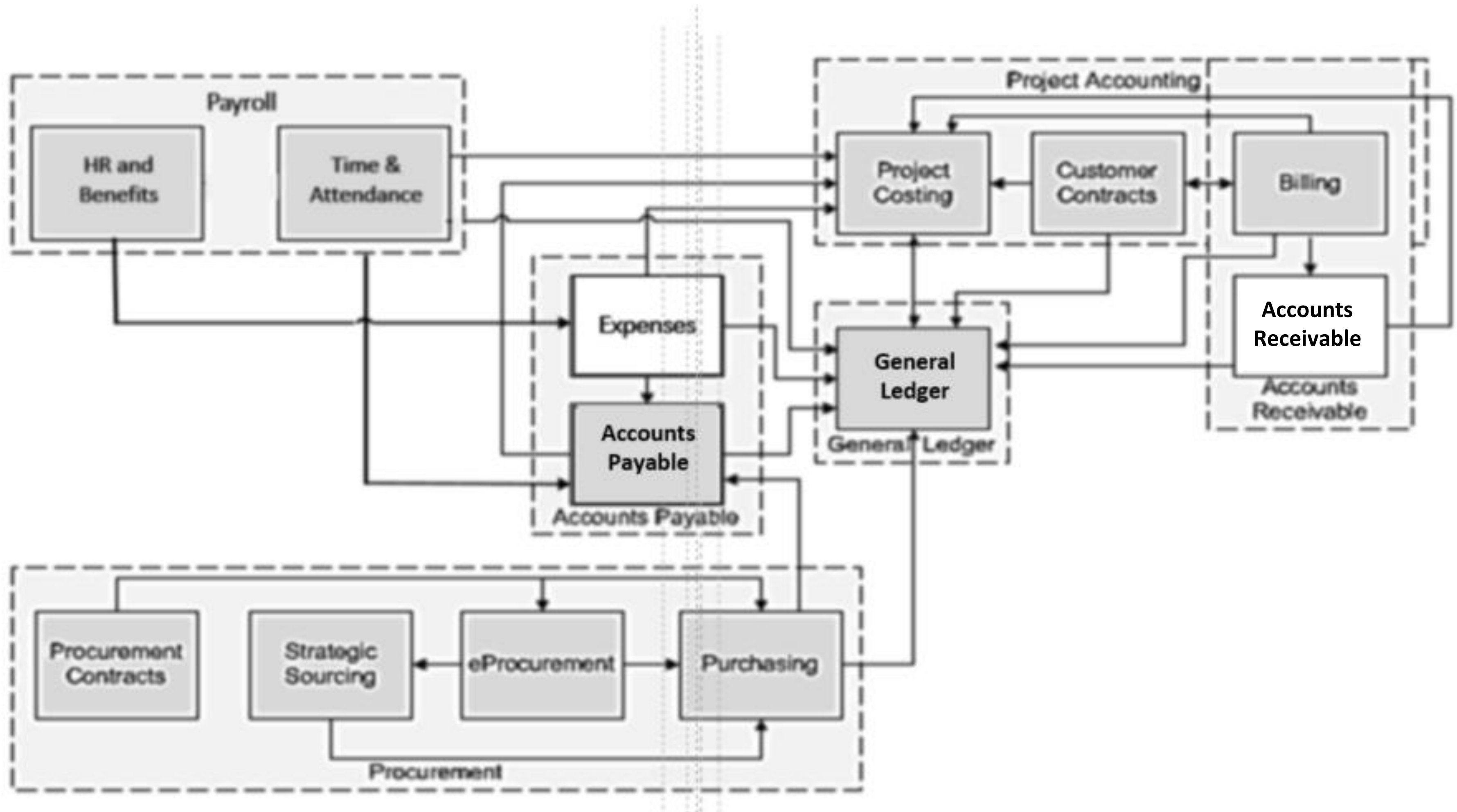
Integration within Accounts Payable

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

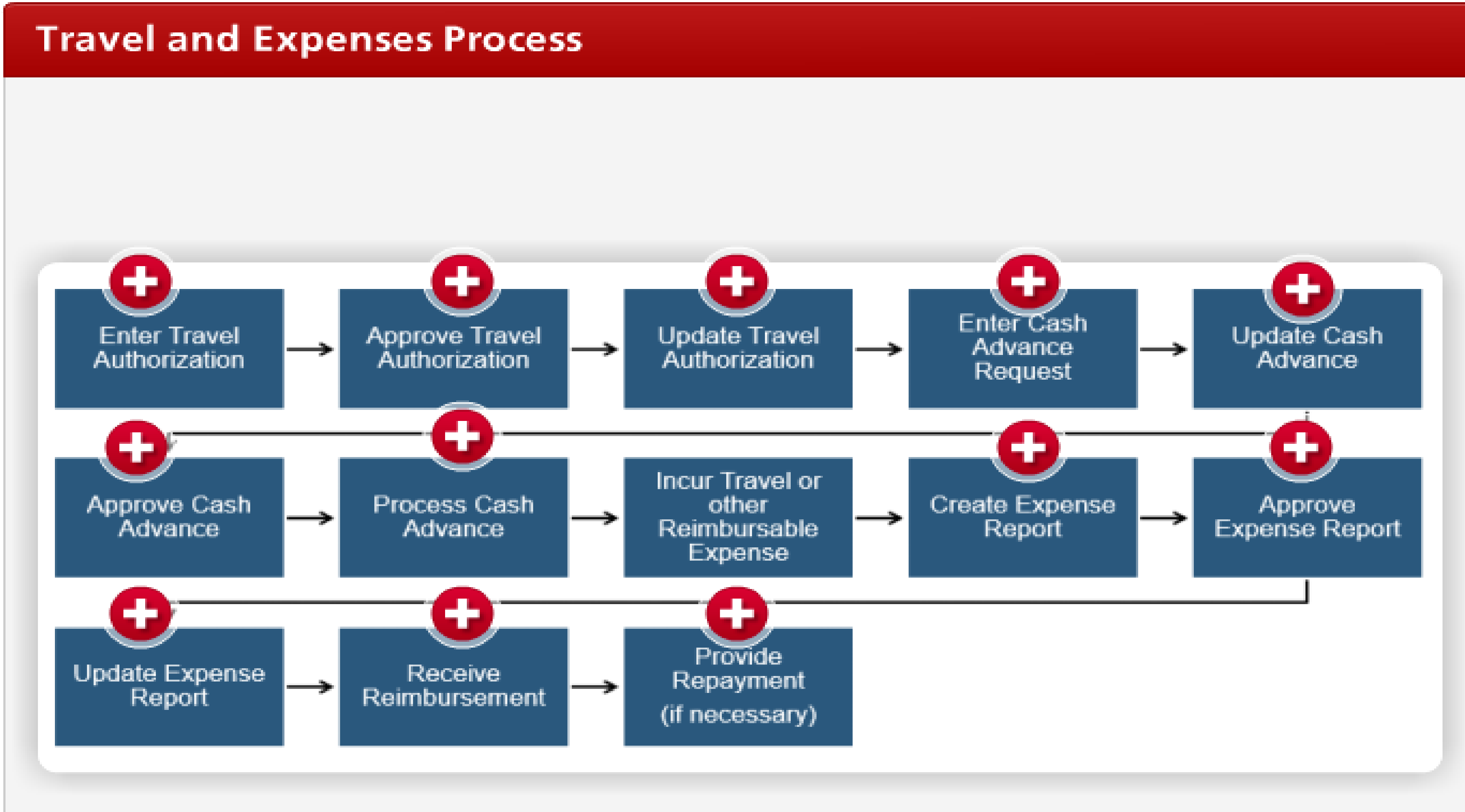


Integration with Accounts Receivable

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



Expense Process Flow Diagram



Expense Process Descriptions

Enter Travel Authorization: Before traveling, enter a travel authorization with a business purpose in Cardinal, including as many expense details as available.

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

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

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

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

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

Expense Process Descriptions (continued)

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

Create Expense Report: After completing travel or incurring other reimbursable business expenses, create an expense report in Cardinal. Details may be copied from a travel authorization to save time. Apply the cash advance you received (if any) to determine whether the employee is owed or is owed money.

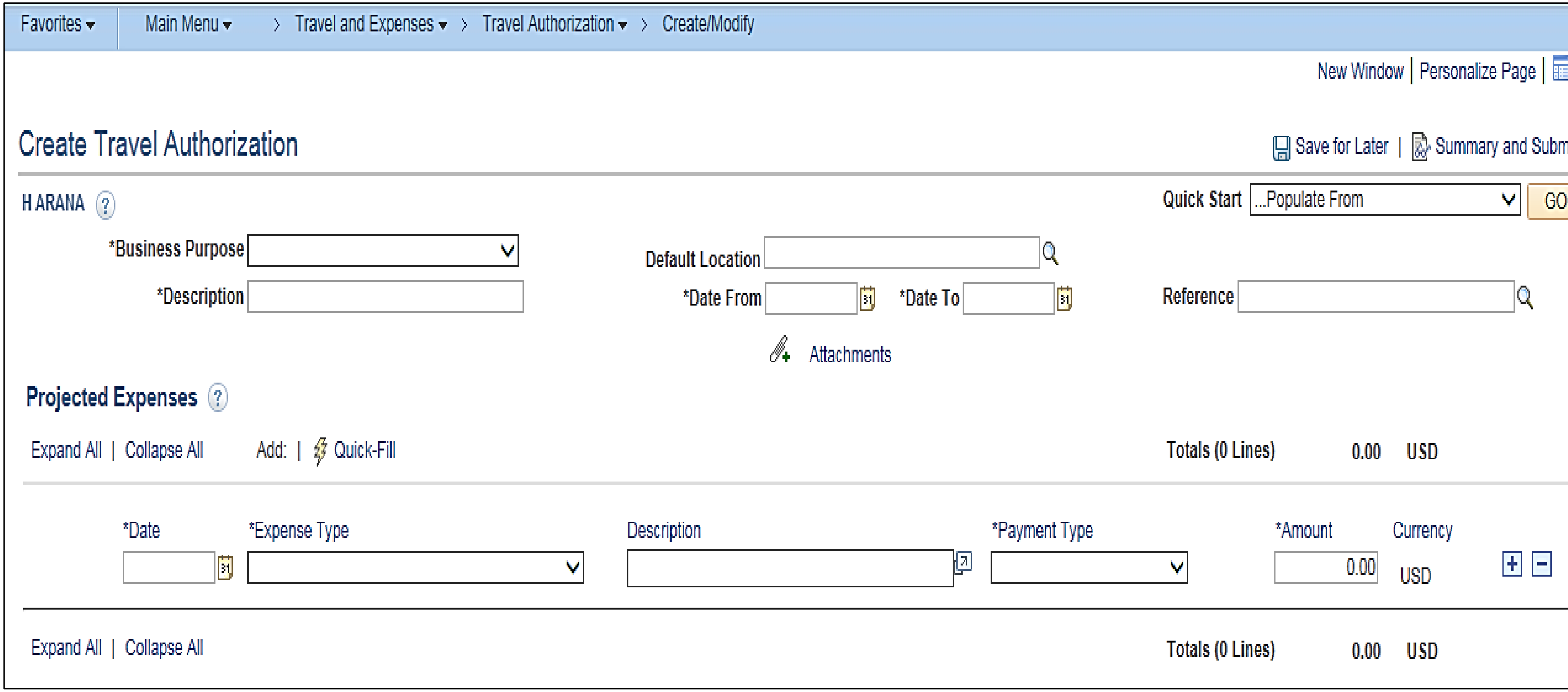
Approve Expense Report: After entering an expense report, Cardinal routes it to the designated approver(s). They may approve the request, deny it, or ask for updates, and the approver's action is routed back to the employee.

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

Receive Reimbursement: If the employee is owed money from the expense report, Cardinal processes the reimbursement and pays it to the employee.

Provide Repayment: If the employee owes money for an outstanding cash advance, Cardinal Accounts Receivable processes the repayment once it is received.

Travel Authorization Entry Screen



Travel Authorization Entry Screen Descriptions

Quick Start: Allows copying from an existing expense template or an existing travel authorization. This changes to an **Action** drop-down menu once an **Expense Type** has been selected.

Business Purpose: Choose from the drop-down menu which includes: **Conference, Education, Extraditions, Field Work, Investigations, Field Work, Meeting, Other, Overtime Meal Reimbursement, Presentation, Recruitment,** or **Training.**

Description: This required field allows entering more information regarding the requested travel.

Default Location: This field allows selecting the location of the travel. It defaults this location onto each projected expense line that is added. If all travel is to one location, this field can save entry time.

Date From Date To: Enter the estimated begin and end dates of the travel.

Reference: A 10 character field that is optional to use to enter additional reference information.

Attachments: Click this link to display a page where to add attachments to the authorization. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

Date: Enter the estimated date of the expense.

Expense Type: Select the type from the drop-down list, such as **Airline Travel** or **Lodging**. Each type must be on a separate line. Use more than one line for an expense type if needed; for example, if there are two separate airplane tickets each can be shown separately.

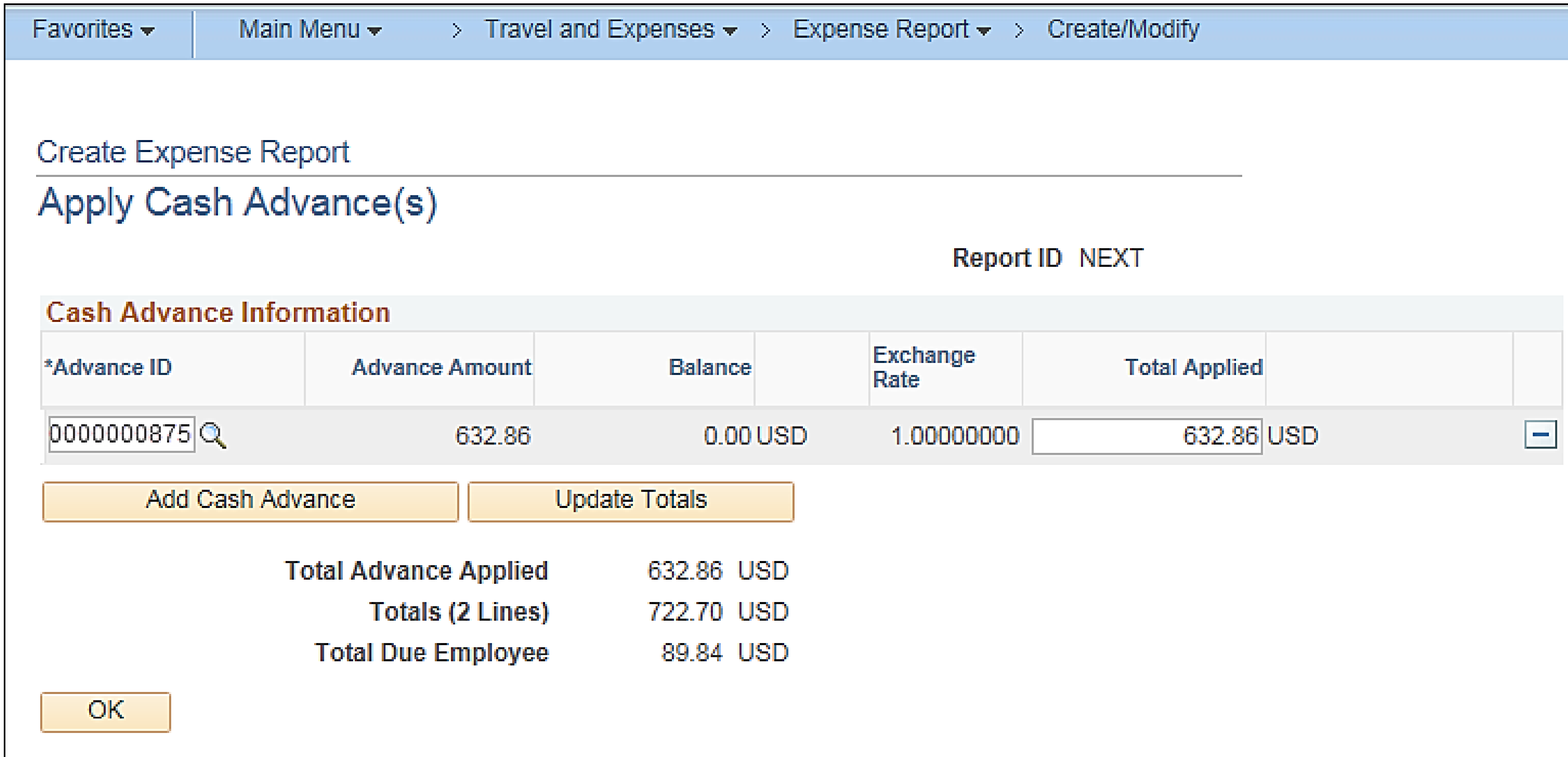
Travel Authorization Entry Screen Descriptions (continued)

Description: Enter a brief description associated with the **Expense Type** entered. This is a required field.

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

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

Apply Cash Advance(s)



Favorites ▾ | Main Menu ▾ > Travel and Expenses ▾ > Expense Report ▾ > Create/Modify

Create Expense Report

Apply Cash Advance(s)

Report ID NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance		Exchange Rate	Total Applied		
0000000875	632.86	0.00	USD	1.00000000	632.86	USD	−

Add Cash Advance | Update Totals

Total Advance Applied	632.86	USD
Totals (2 Lines)	722.70	USD
Total Due Employee	89.84	USD

OK

Apply Cash Advance(s) Screen Descriptions

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

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

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

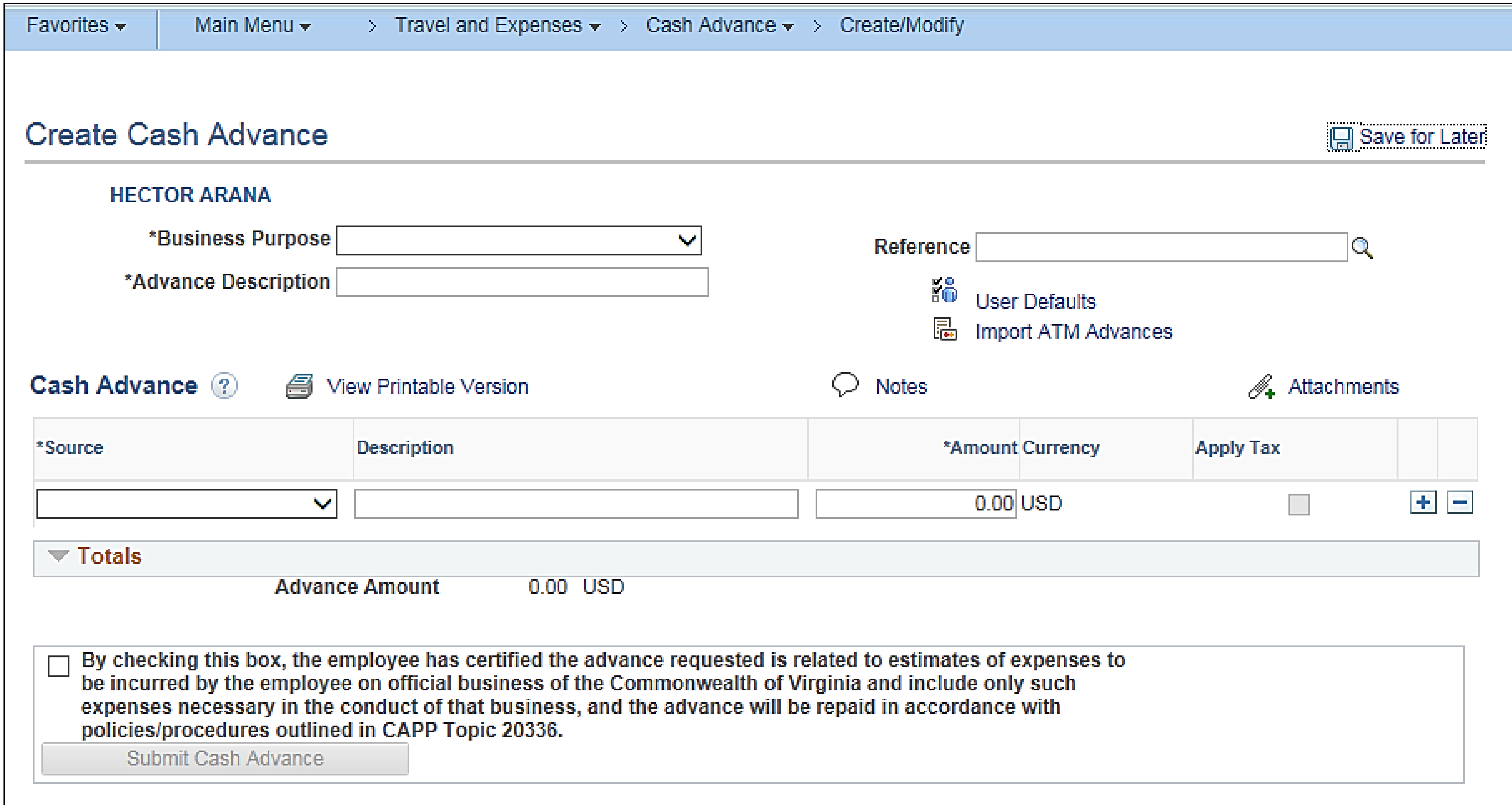
Total Applied: This field defaults to the amount of the cash advance. If a portion of the total advance amount should be applied to the expense report, enter the appropriate amount in this field. For example, if the total expenses on the expense report are less than the cash advance amount, you need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

Delete row icon (-): To remove the advance from the expense report, click the **Delete row** icon.

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

Update Totals: Click this button to update the totals below. This indicates the amount owed to the employee, if any. Note: If any changes are made to the expense report items later, this value is no longer correct, and may need to be updated on the Apply Cash Advance(s) page.

Create Cash Advance Page



Create Cash Advance Page Descriptions

Business Purpose: Enter a description for the advance and select the appropriate Business Purpose. If this page is linked from a travel authorization, this field defaults from the travel authorization entries.

Advance Description: Enter a description for the advance. This is a free form field. If this page is linked from a travel authorization, this field defaults from the travel authorization entries.

Reference: Enter any additional information about the advance, or specific reference numbers that might be required. For example, entering the Authorization ID of the associated travel authorization will help make sure the advance is applied correctly on the subsequent expense report.

Source: Defaults to **System Check** and cannot be changed.

Description: Enter an additional **Description** if needed.

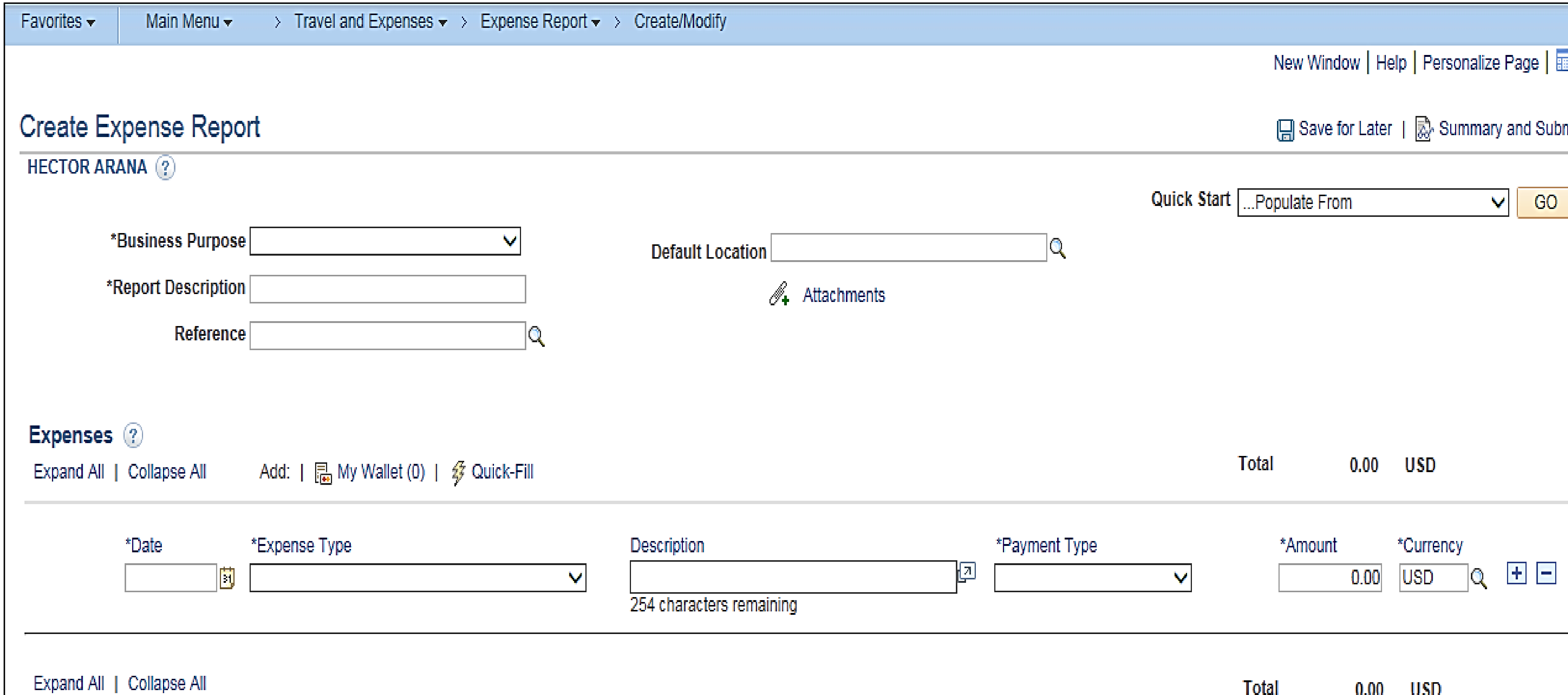
Amount: Enter the requested **Amount**.

Save for Later: Click **Save for Later** if the request is not being submitted at this time.

Notes: Click this link to add any notes related to the cash advance for the approver to review.

Attachments Link: Click this link to display a page where to add attachments to the cash advance request. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

Create Expense Report Page



Expense Report Entry Screen Descriptions

Business Purpose: Select the appropriate purpose from the drop-down menu.

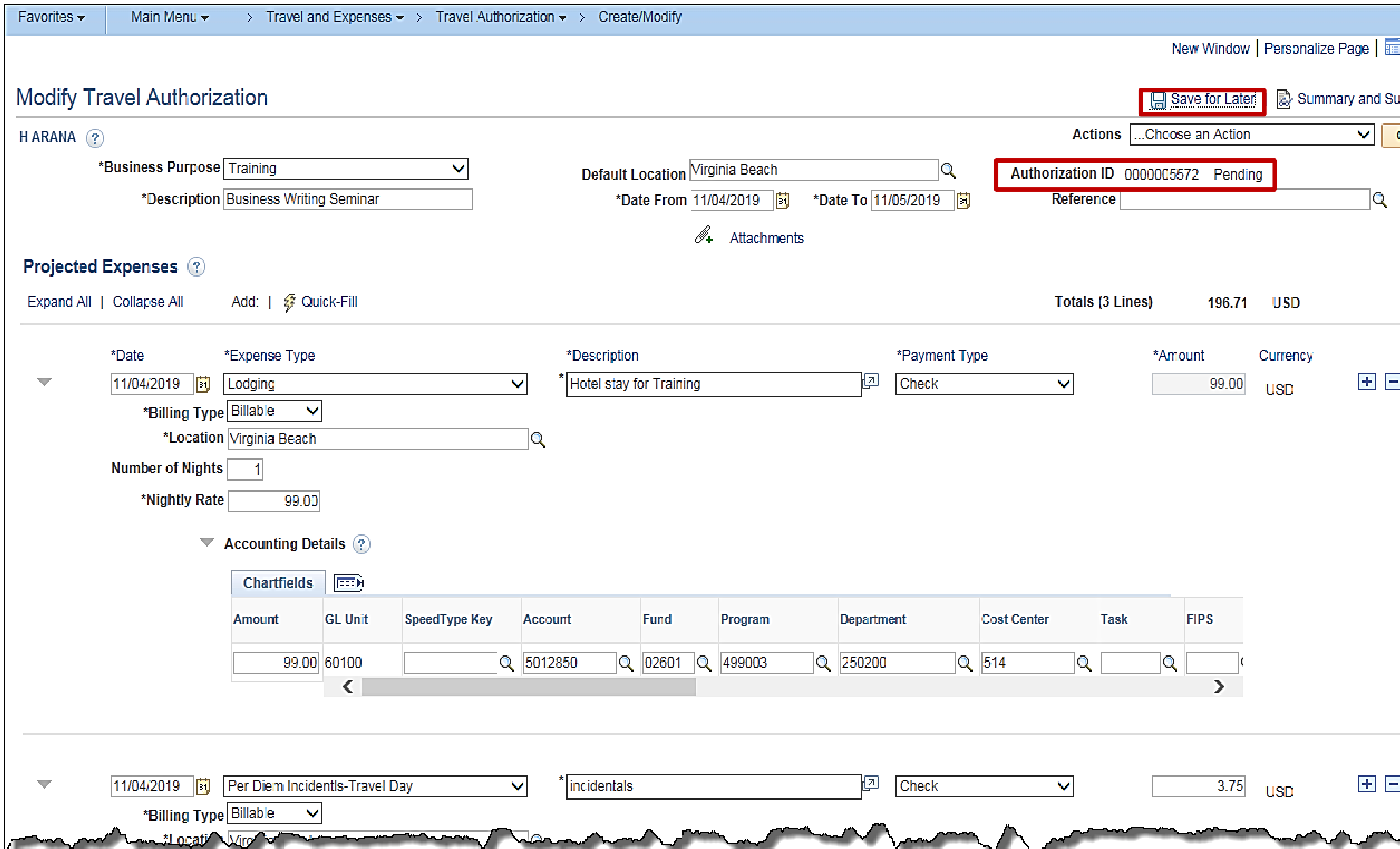
Report Description: Free form field used to enter a description associated with the Business Purpose selected.

Default Location: Select or enter the location where the expense(s) was incurred. This is the location that populates all expenses lines on the report that require a location and can be changed as appropriate.

Expense Lines: Use this section to enter the expense details. When the **Expense Type** is selected, the line populates with the required fields for that expense.

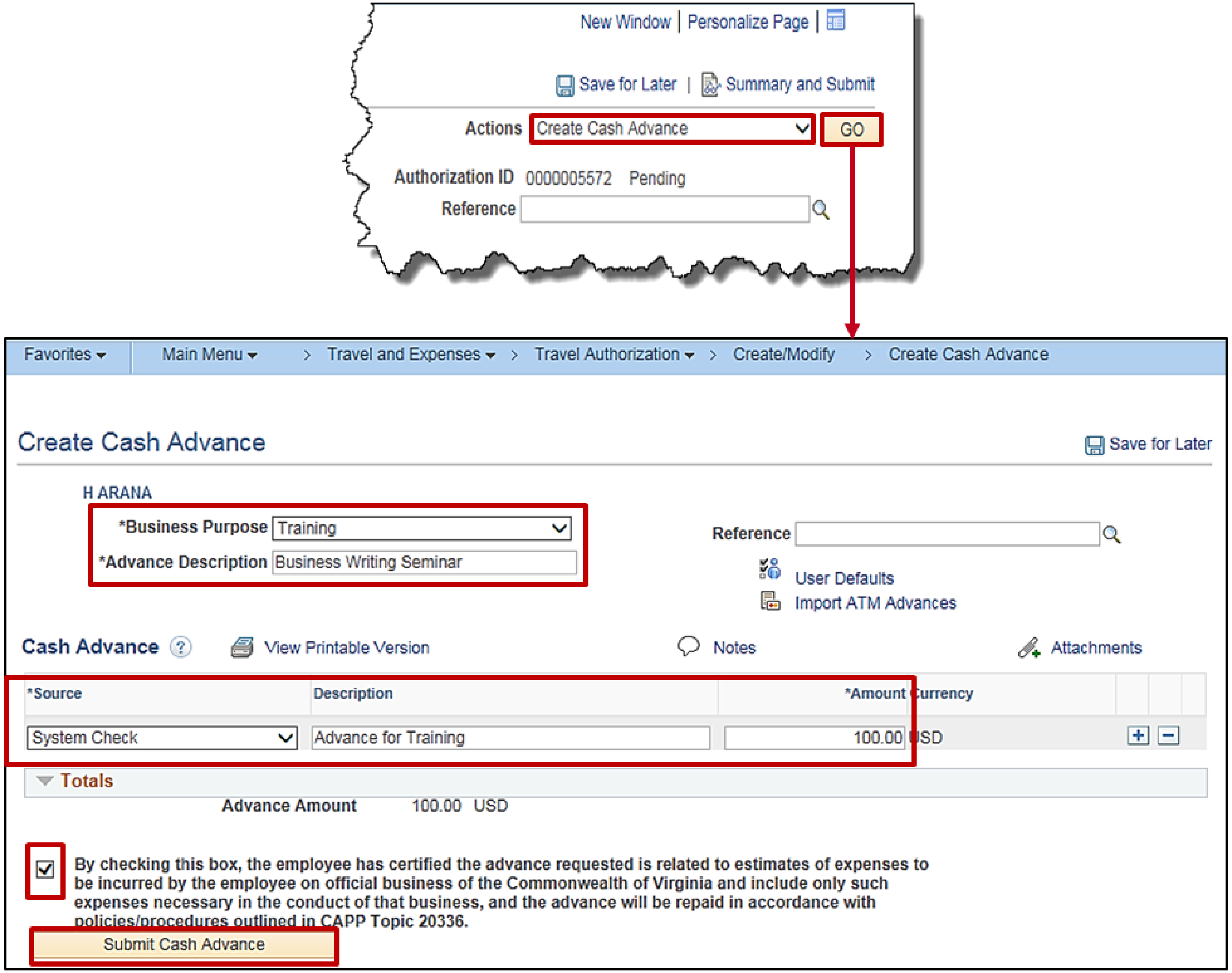
Attachments: Click this link to display a page where to add attachments, such as scanned receipts, to the expense report. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

Saving a Travel Authorization (continued)



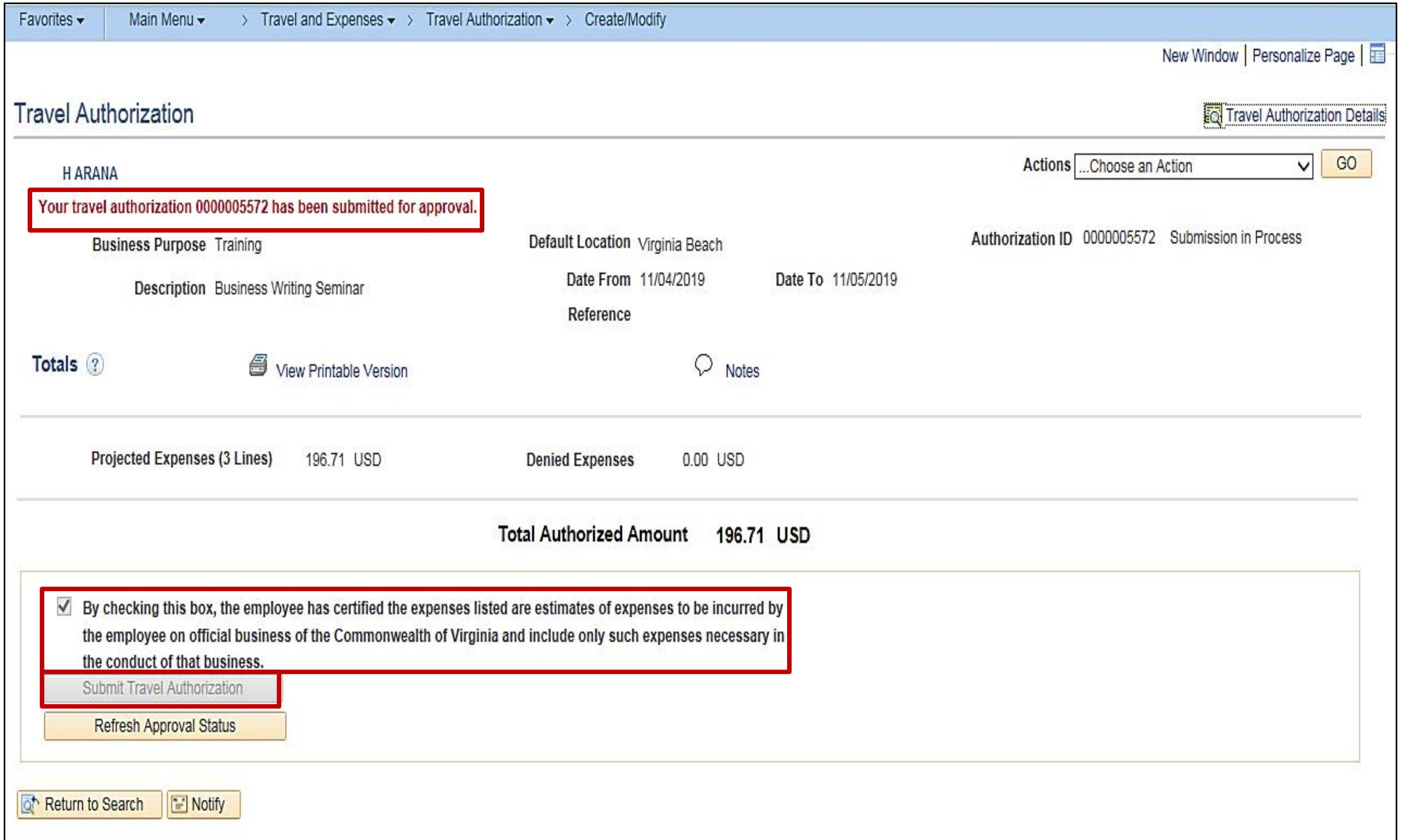
Click on image to return

Creating a Cash Advance from the link on the Travel Authorization Page



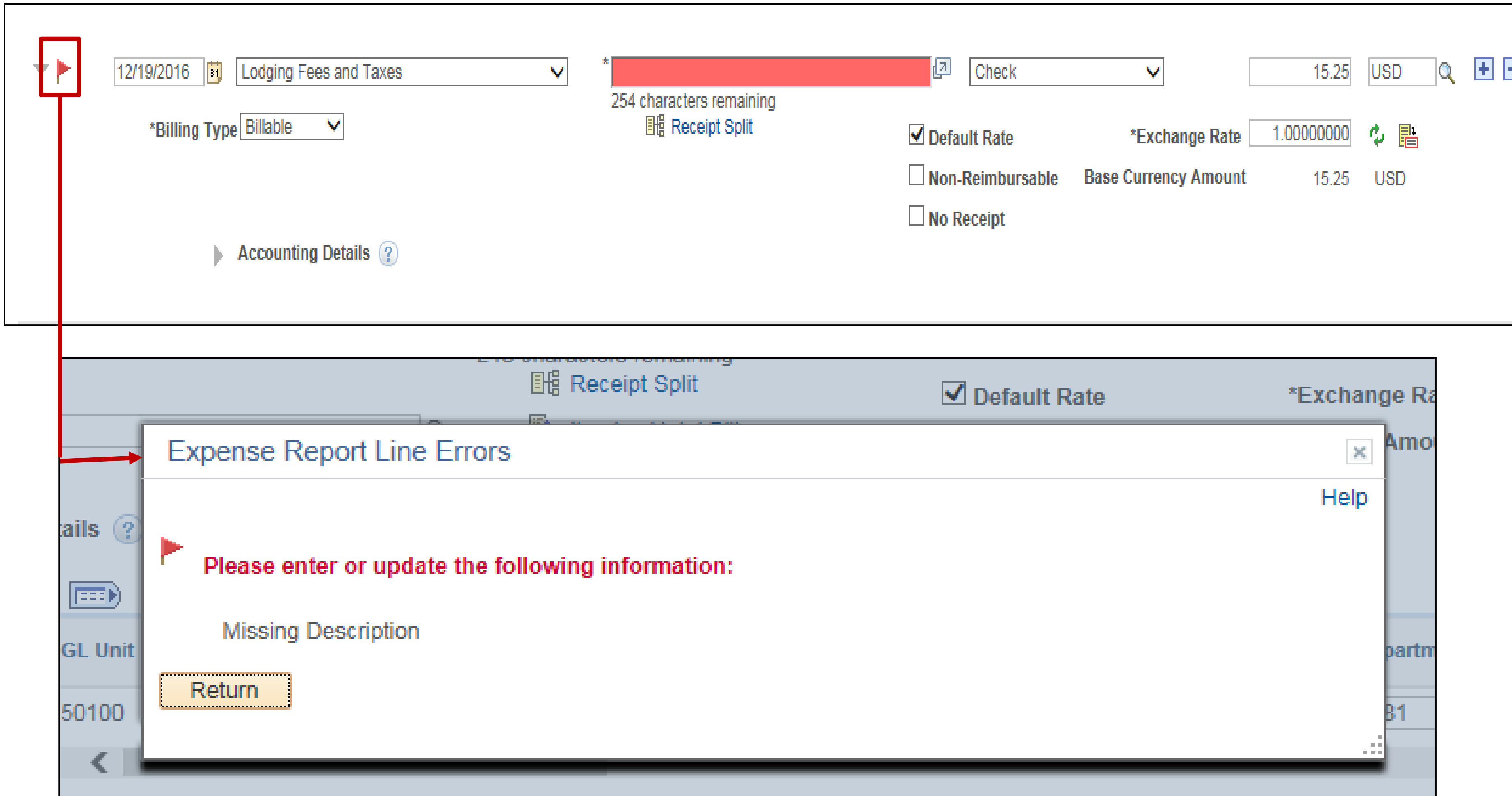
Click on image to return

Submitting a Travel Authorization



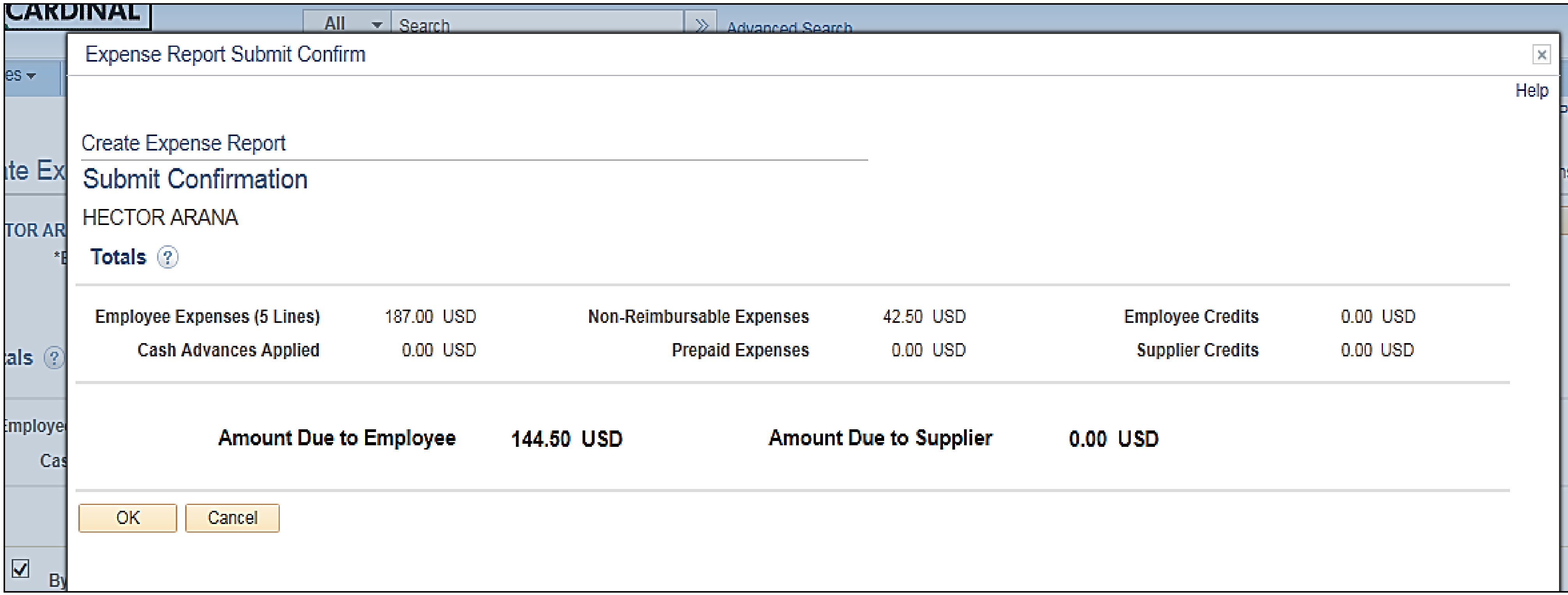
Click on image to return

Checking the Expense Report for Errors



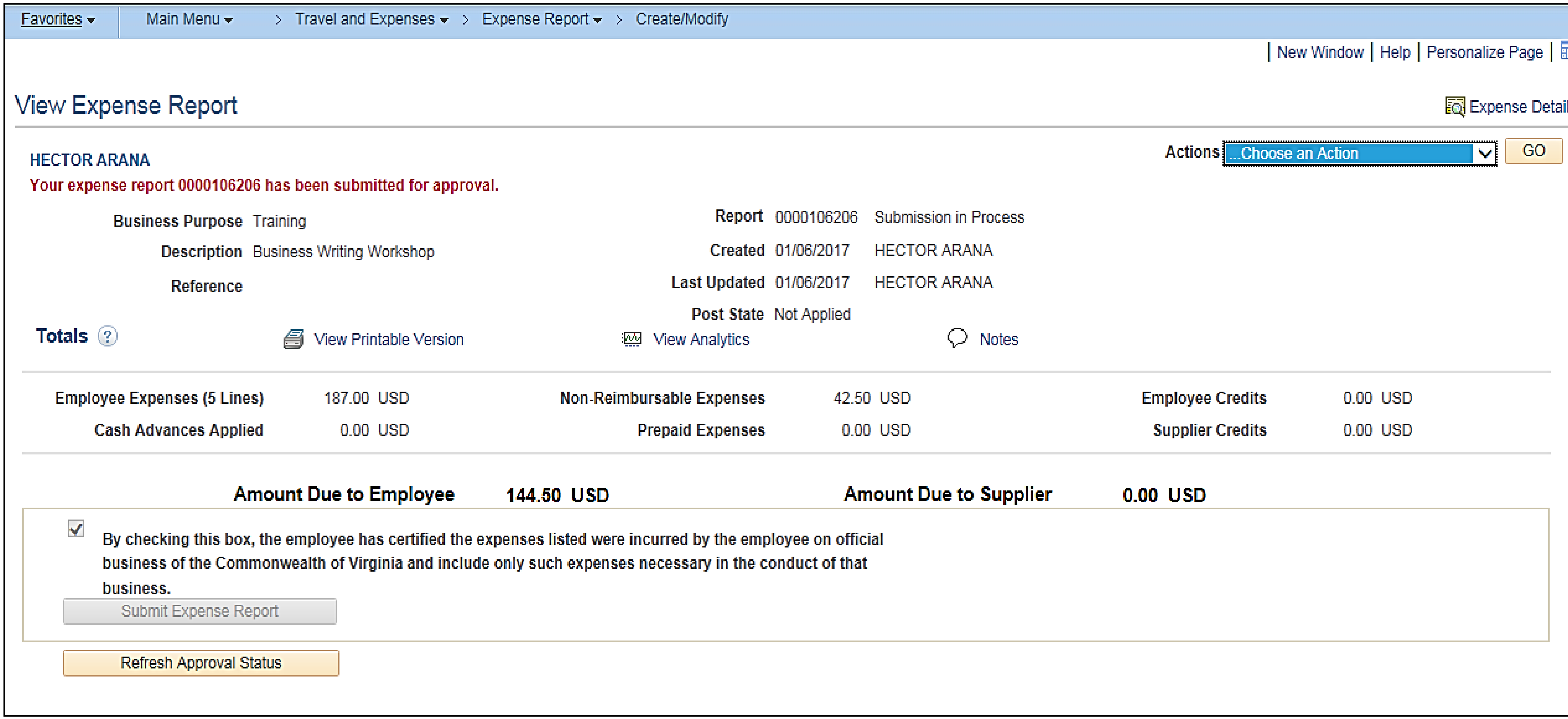
Click on image to return

Submit Confirmation Page



Click on image to return

Submitting an Expense Report



Favorites ▾ | Main Menu ▾ > Travel and Expenses ▾ > Expense Report ▾ > Create/Modify

New Window | Help | Personalize Page

View Expense Report

Expense Details

HECTOR ARANA

Actions ...Choose an Action GO

Your expense report 0000106206 has been submitted for approval.

Business Purpose	Training	**Report**	0000106206	Submission in Process
Description	Business Writing Workshop	**Created**	01/06/2017	HECTOR ARANA
Reference		**Last Updated**	01/06/2017	HECTOR ARANA
		Post State	Not Applied	

Totals ? View Printable Version View Analytics Notes

Employee Expenses (5 Lines)	187.00 USD	**Non-Reimbursable Expenses**	42.50 USD	**Employee Credits**	0.00 USD
Cash Advances Applied	0.00 USD	**Prepaid Expenses**	0.00 USD	**Supplier Credits**	0.00 USD

Amount Due to Employee **144.50 USD** **Amount Due to Supplier** **0.00 USD**

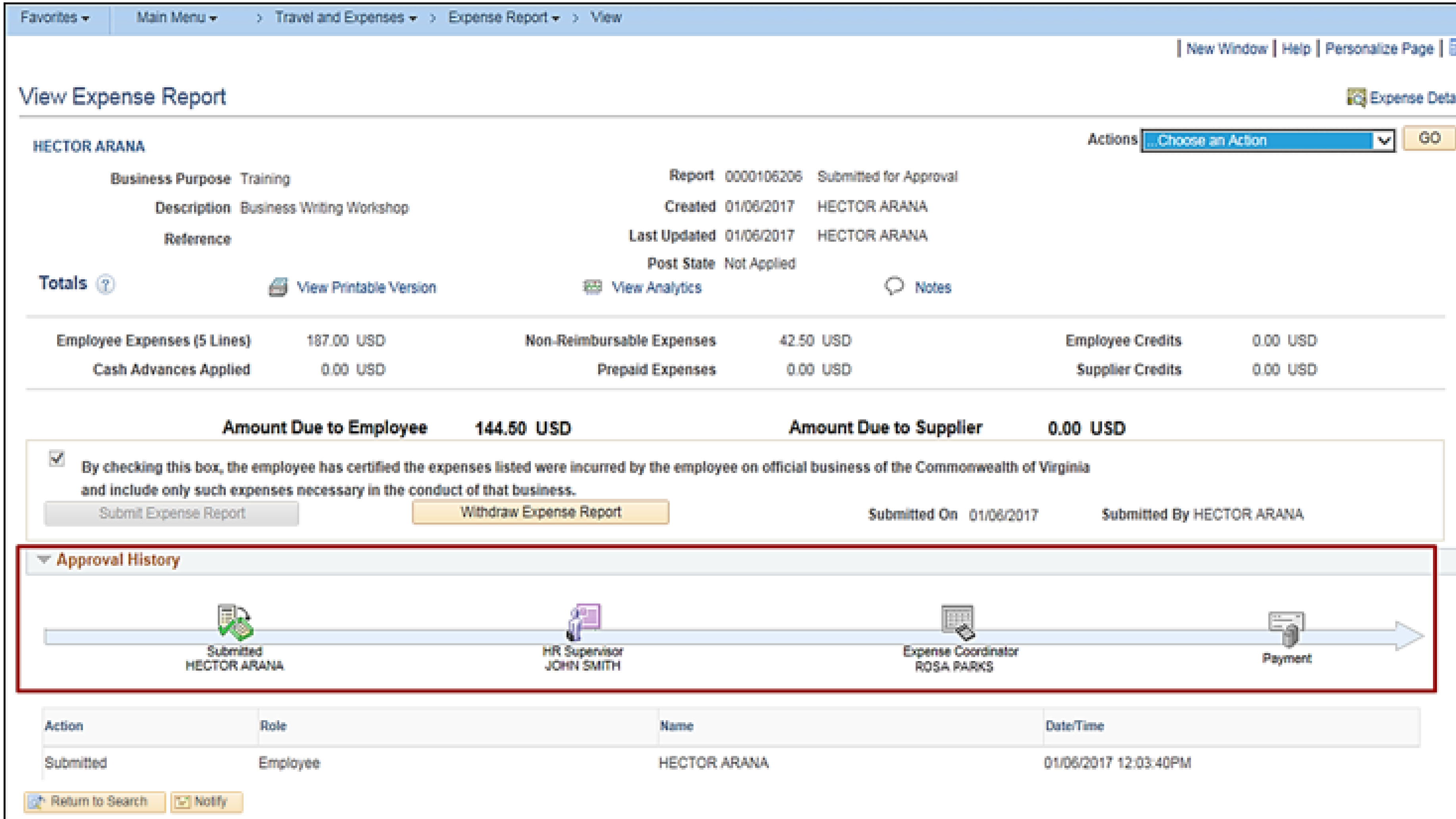
☑ By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

Submit Expense Report

Refresh Approval Status

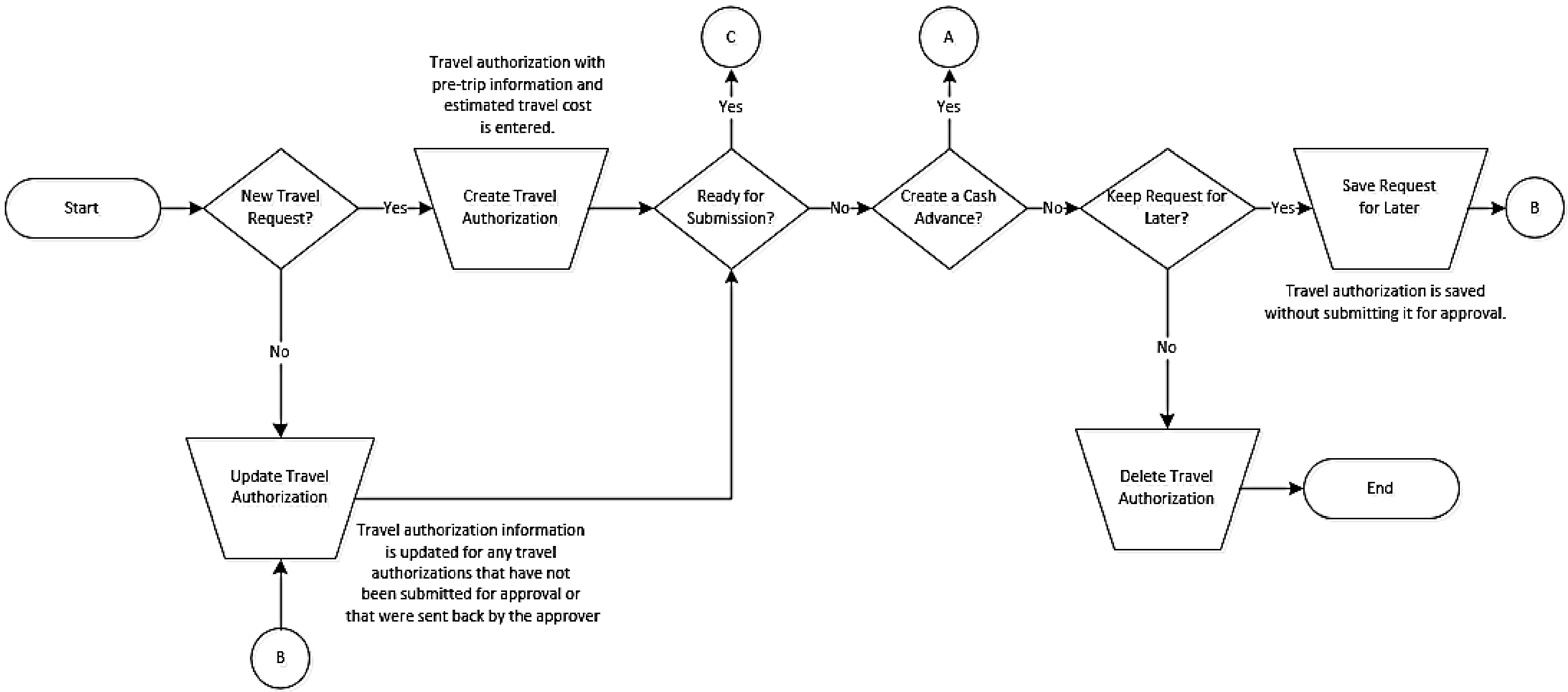
Click on image to return

Viewing an Expense Report

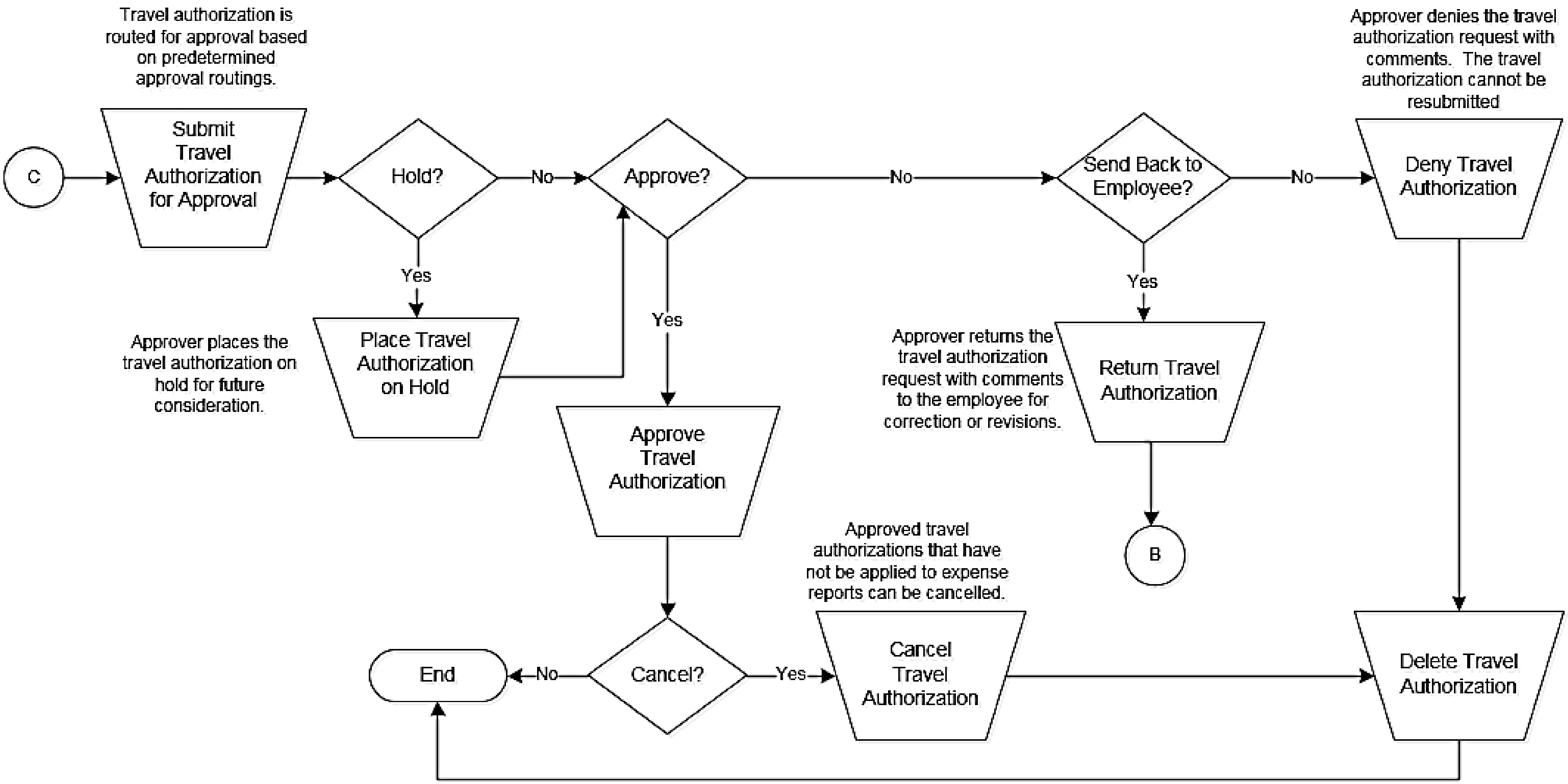


Click on image to return

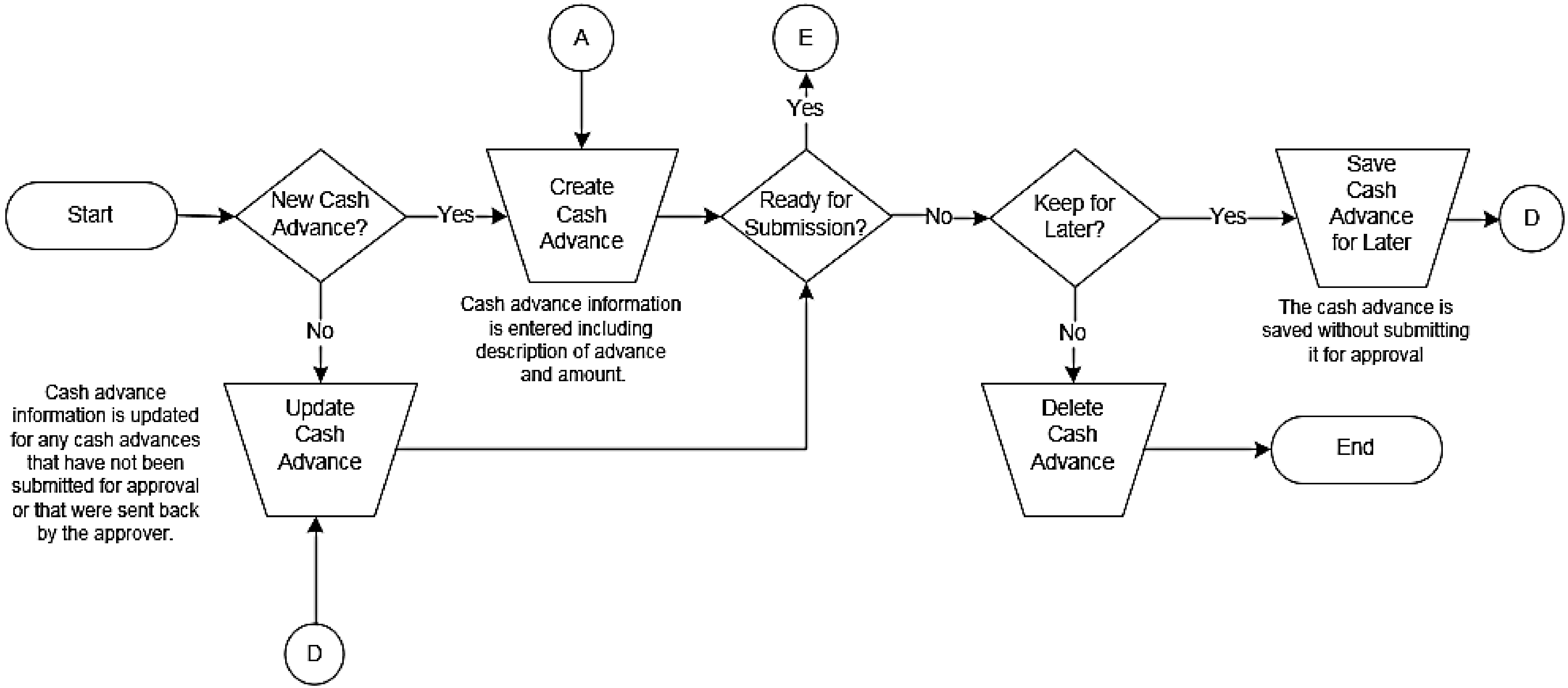
Travel Authorization Process



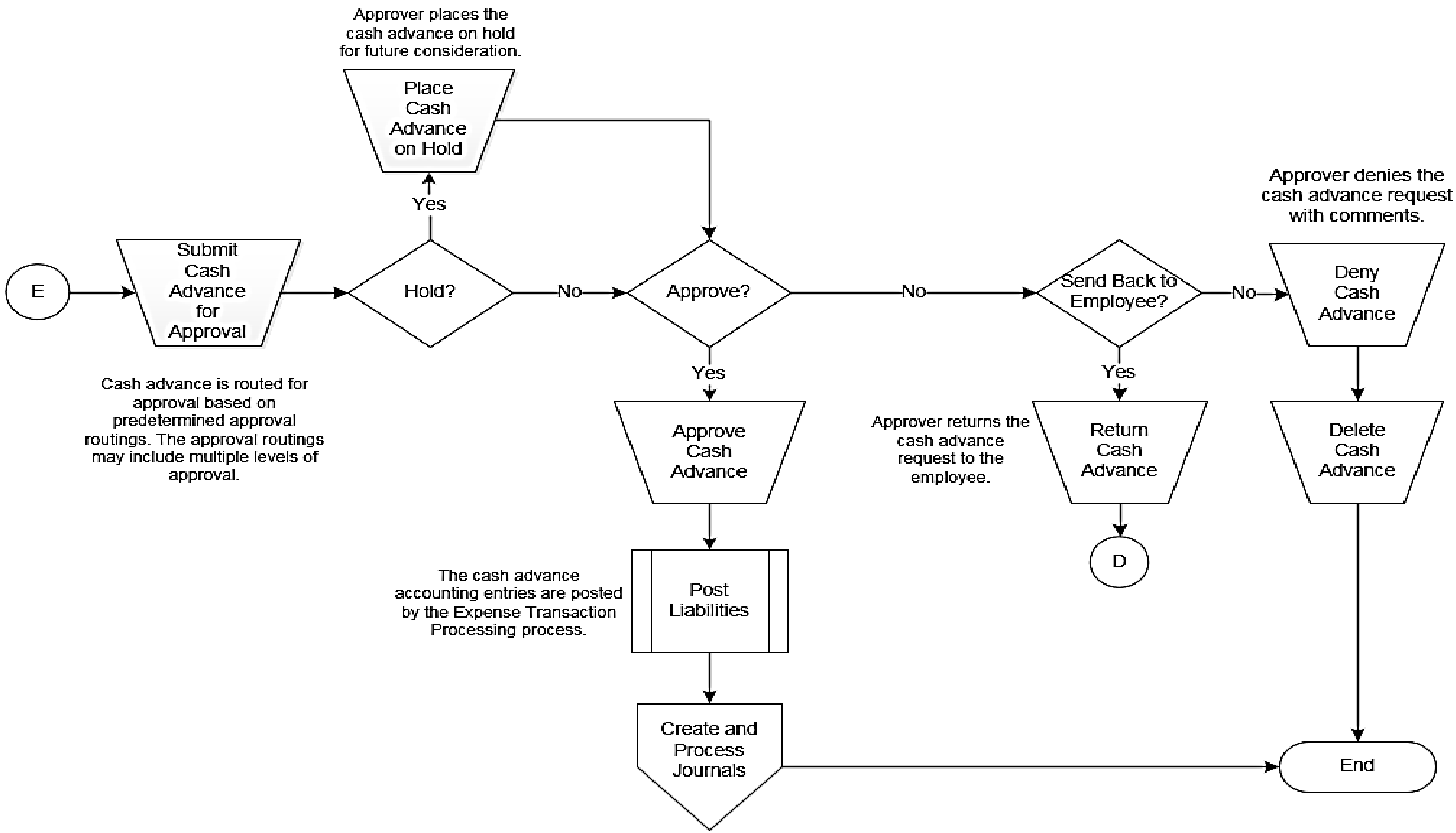
Travel Authorization Process (continued)



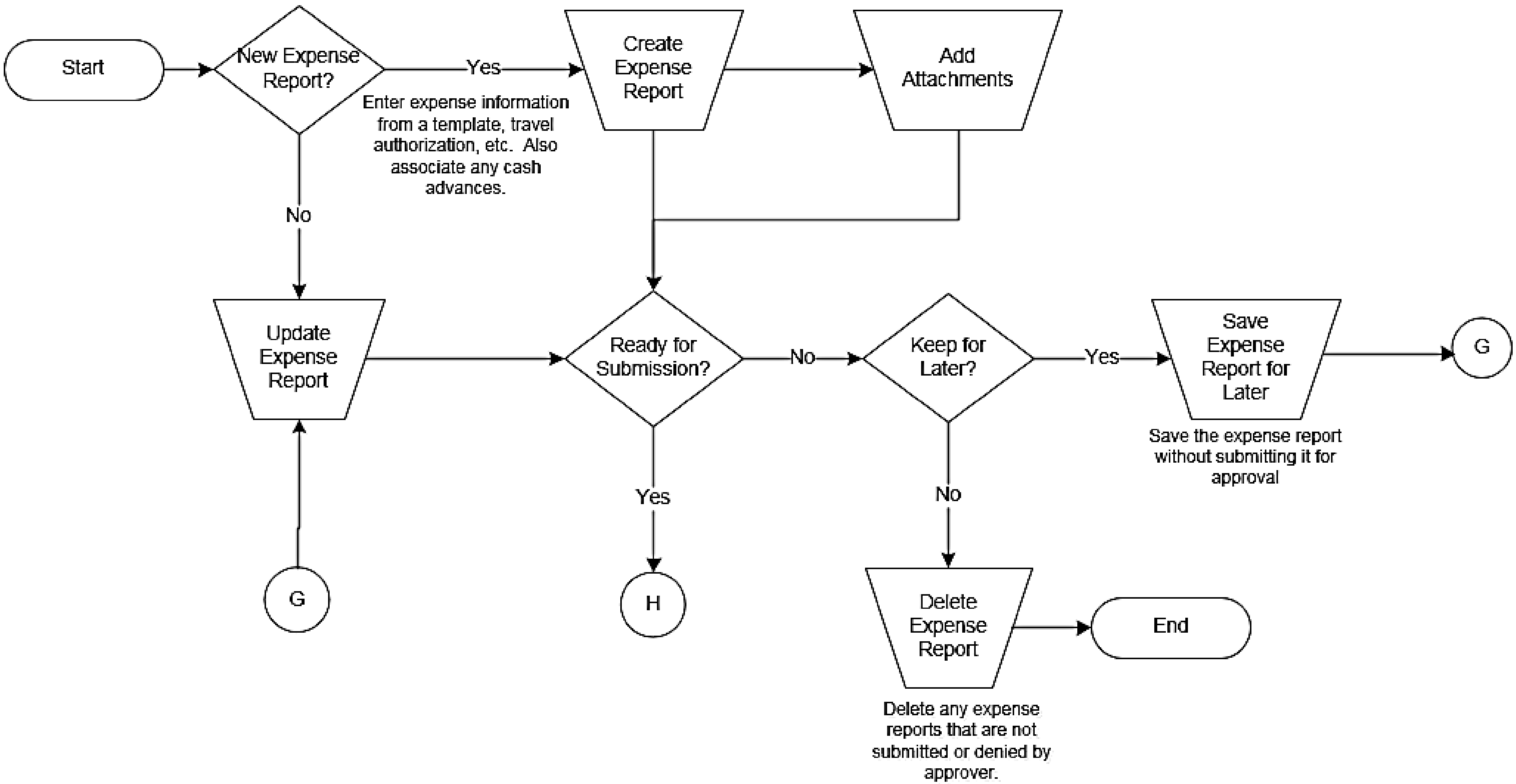
Cash Advance Process



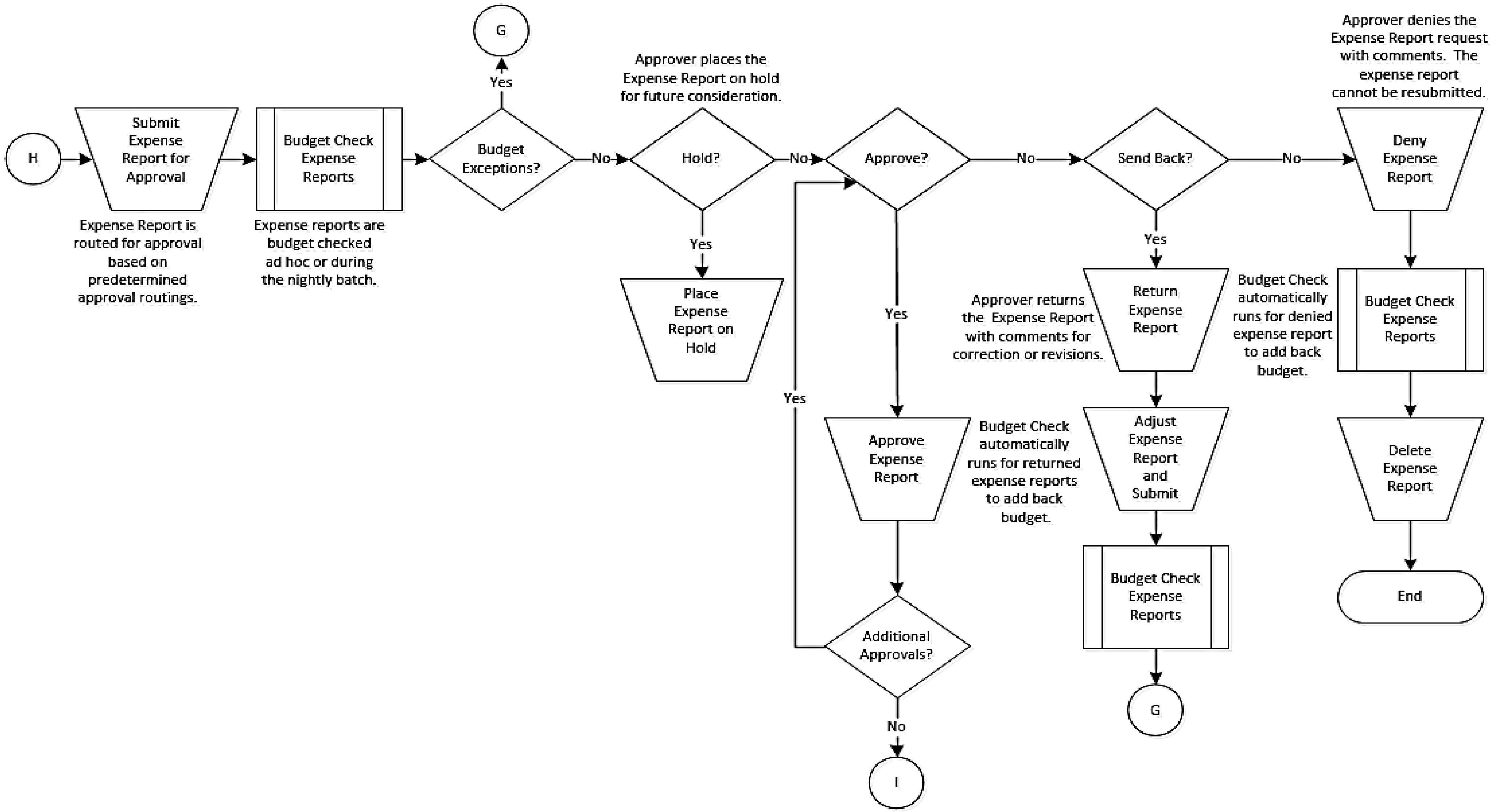
Cash Advance Process (continued)



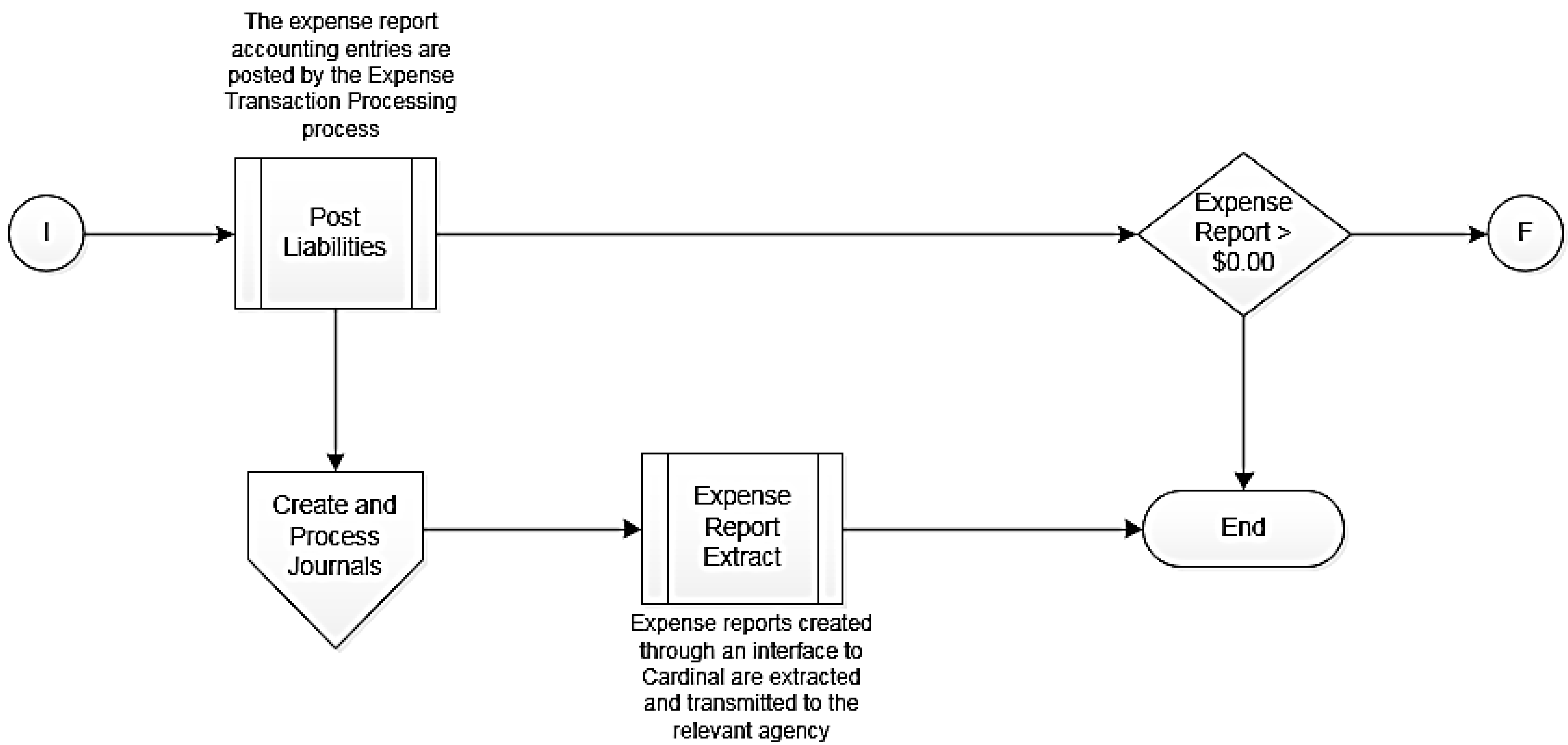
Expense Report Process



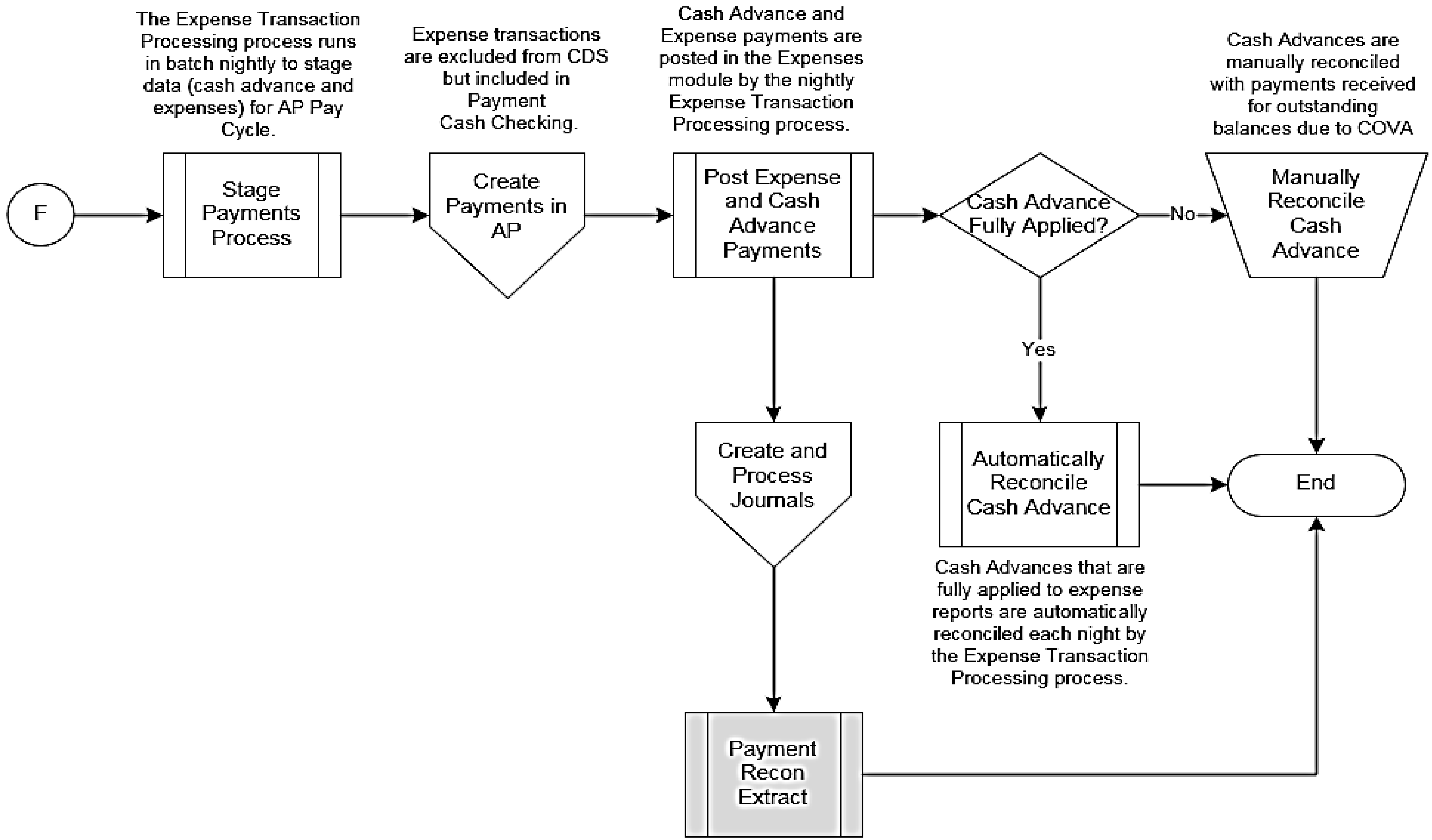
Expense Report Process (continued)



Expense Report Process (continued)



Payment Process



Flowchart Key

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

End Of Appendix

Congratulations! You successfully completed the appendix section of **501 AP315: Cardinal Processing Employee Expenses** course.

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