

### Creating an Expense Template Overview

Public Expense Report or Travel Authorization templates can be created in Cardinal which reflects typical combinations of expense items. These templates can be accessed by all users statewide and are not limited to specific agency. Users can then create new expense reports or travel authorizations by starting from a template, which can help reduce time and keying errors.

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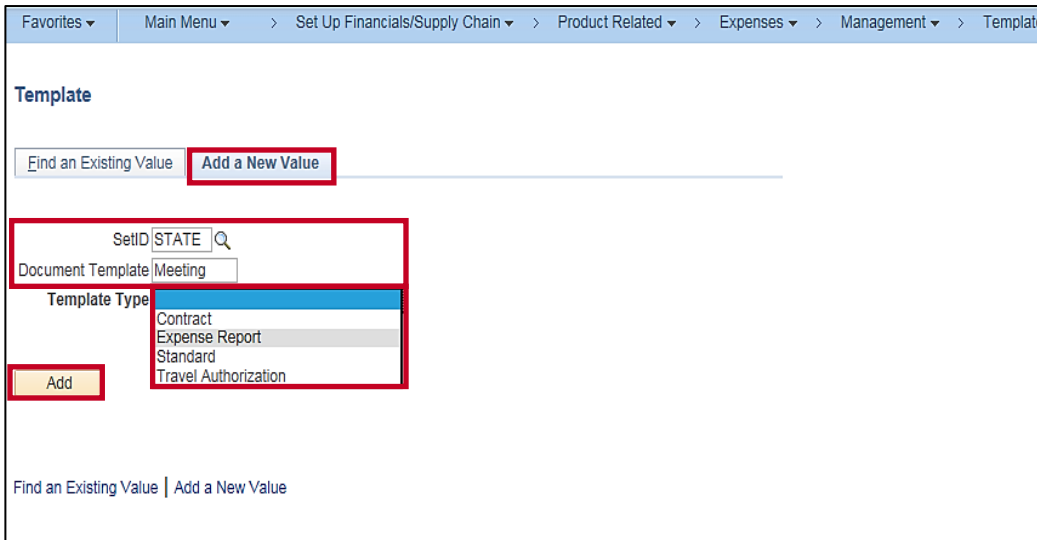
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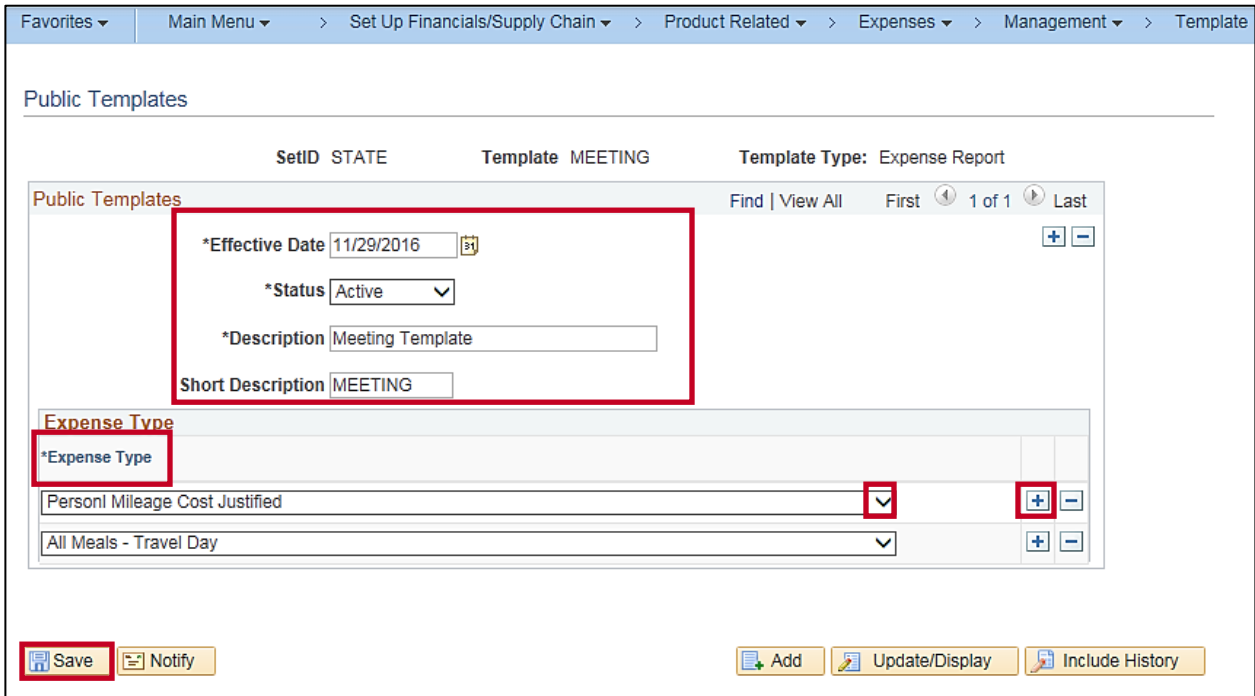
### To Create an Expense Template

1. Navigate to the **Template** page using the following path:

**Main Menu > Set Up Financials/Supply Chain > Product Related > Expenses > Management > Template**



2. The **Template** page displays.
3. Click the **Add a New Value** tab.
4. Verify the **SetID** field value is **STATE**. If not, change it.
5. In the **Document Template** field, enter the name of the template, not to exceed eight characters.
6. Select the **Template Type** from the drop-down list. For this scenario, **Expense Report**.
7. Click the **Add** button.

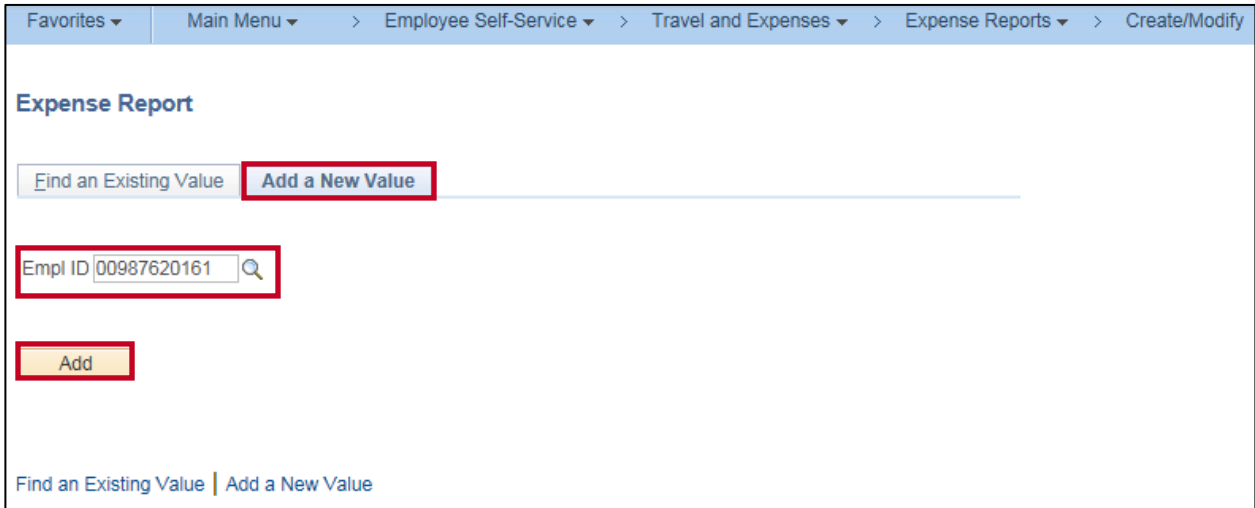


8. The **Public Templates** page displays.
9. The **Effective Date** defaults to the current date. You can change this if necessary.
10. The **Status** defaults to **Active**. Do not change this field.
11. Enter a **Description** of the template you are creating. This description will be displayed to the processor when selecting a template to create an Expense Report or Travel Authorization.
12. Enter a **Short Description** of the template.
13. In the **Expense Type Section**, select the type of expenses that would be associated with this template. For example, Personal Mileage or All Meals- Travel Day. These can be selected from the drop-down menu.
14. Click the (+) button to add other expense types as appropriate.
15. Click the **Save** button. The template can now be accessed by users.

### To Access an Expense Template

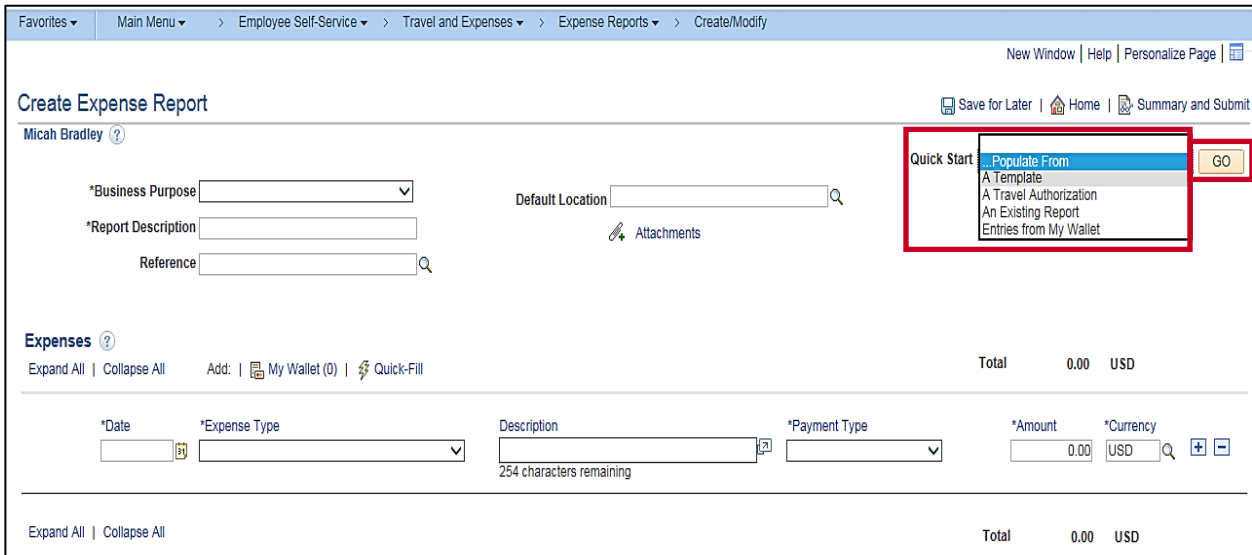
1. Navigate to the **Expense Report** page using the following path:

**Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify**



The screenshot shows a web application interface for creating an expense report. At the top, there is a breadcrumb trail: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. Below this, the page title is "Expense Report". There are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected and highlighted with a red box. Below the tabs, there is a text input field labeled "Empl ID" containing the value "00987620161" and a search icon, also highlighted with a red box. Below the input field is a yellow "Add" button, also highlighted with a red box. At the bottom of the form area, there are links for "Find an Existing Value" and "Add a New Value".

2. The **Expense Report** page displays.
3. On the **Add a New Value** tab, enter the **Empl ID** of the person you are creating an Expense Report for.
4. Click the **Add** button.



Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > Create/Modify

Create Expense Report New Window | Help | Personalize Page | [icon]

Save for Later | Home | Summary and Submit

Micah Bradley ⓘ

\*Business Purpose  Default Location

\*Report Description  Attachments

Reference

**Expenses** ⓘ

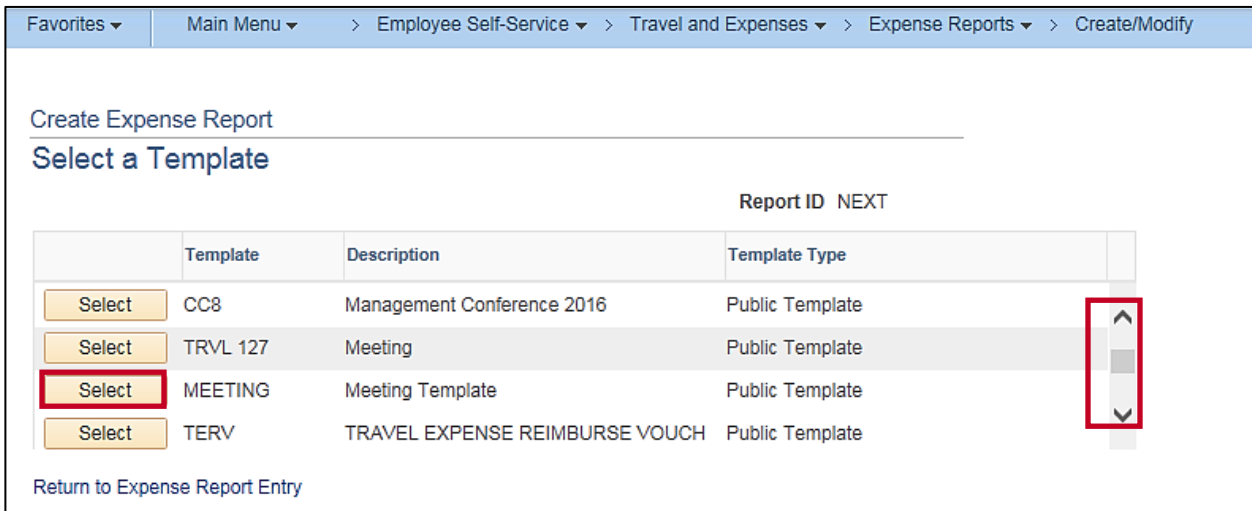
Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill Total 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD

254 characters remaining

Expand All | Collapse All Total 0.00 USD

5. The **Create an Expense Report/Expense Report Entry** page displays.
6. In the **Quick Start Menu**, click the drop-down arrow.
7. Select the **A Template** option.
8. Click the **GO** button.



Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > Create/Modify

Create Expense Report

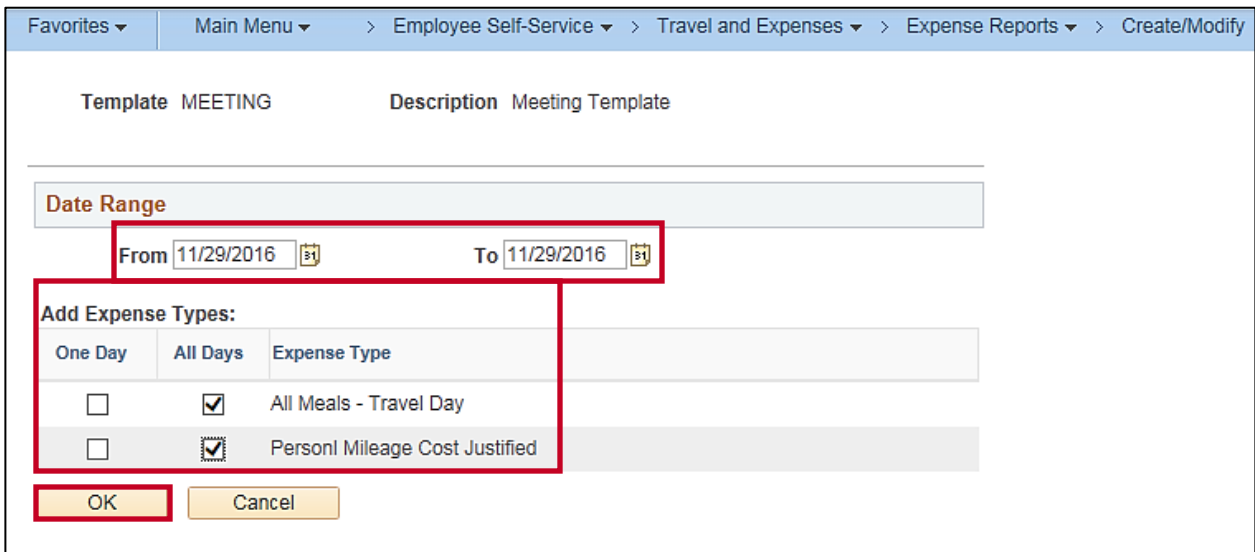
**Select a Template**

Report ID NEXT

	Template	Description	Template Type
<input type="button" value="Select"/>	CC8	Management Conference 2016	Public Template
<input type="button" value="Select"/>	TRVL 127	Meeting	Public Template
<input type="button" value="Select"/>	MEETING	Meeting Template	Public Template
<input type="button" value="Select"/>	TERV	TRAVEL EXPENSE REIMBURSE VOUCH	Public Template

Return to Expense Report Entry

9. The **Create Expense Report – Select a Template** page displays.
  10. Click the **Select** button to choose the desired Template.
- Note:** you may need to use the side scrollbar to select the template you need.  
 In this example, the **MEETING** template is selected.



Template MEETING      Description Meeting Template

Date Range

From 11/29/2016      To 11/29/2016

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	All Meals - Travel Day
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personl Mileage Cost Justified

OK      Cancel

11. The **Add Expenses to Report** page displays.
12. Enter the **Date Range** associated with the Expense.
13. Click the appropriate indicator next to the **Expense Type** to denote if it should be applied for **One Day** or **All Days** depending on the type of expense.
14. Click the **OK** button.

Favorites ▾ | Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > Create/Modify
 New Window | Help | Personalize Page |

**Create Expense Report**
Save for Later | Summary and Submit

Micah Bradley 
Actions: ...Choose an Action ▾ | GO

\*Business Purpose 
Default Location

\*Report Description 
 Attachments

Reference

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**Expenses**
Total: 0.00 USD

Expand All | Collapse All    Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/29/2016	All Meals - Travel Day ▾	<input type="text"/>	<input type="text"/>	0.00	USD
*Billing Type <input type="text"/> Billable ▾		<input type="checkbox"/> Receipt Split <input type="checkbox"/> Per Diem Deductions	<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt	*Exchange Rate 1.00000000	Base Currency Amount 0.00 USD
*Location <input type="text"/> *Per Diem Range <input type="text"/>					
▶ Accounting Details					
11/29/2016	Personl Mileage Cost Justified ▾	<input type="text"/>	<input type="text"/>	0.00	USD
*Billing Type <input type="text"/> Billable ▾		<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt	*Exchange Rate 1.00000000	Base Currency Amount 0.00 USD	
*Originating Location <input type="text"/> *Destination Location <input type="text"/> *Miles <input type="text"/> x 0.5400					
▶ Accounting Details					

Expand All | Collapse All
 Total: 0.00 USD

15. The **Create Expense Report** page displays.
16. The **Expense Type(s)** and Expense **Date(s)** are populated on the report. These fields can be edited as needed.
17. The **General Information** section and other expense related details will need to be entered to complete the Expense Report or Travel Authorization.