

Creating and Managing Expense Reports Overview

In Cardinal, all non-salaried payments to agency employees are made through the Expenses module. An Employee Profile must exist for an employee prior to an employee being reimbursed.

Employee Profile page information is automatically created from data entered in Cardinal Human Capital Management (HCM). The profile contains important organization data such as the employee's Business Unit, Department, default charge distribution ChartFields and banking information. Employee address changes must be done in Cardinal HCM. The address change will update to the Employee Profile overnight.

If updates are required to the Employee Profile, they can be made by the employee(s) with the Employee Profile Sync Maintenance (V_AP_COVA_EMP_PRFL_SYNC_MAINT) role.

The **Supervisor Information** section on the Employee Profile populates based on the **Reports To** field on the employee's **Job Data** page in Cardinal HCM. If an agency does not want the person in the **Reports To** position to serve as the expense approver, a Help Desk ticket must be submitted to bypass the routing process. Help Desk tickets are submitted to vccc@vita.virginia.gov and include "Cardinal AP" in the subject line.

For details regarding the changes that can be made on an Employee Profile, see the Job Aid titled **AP316_Updating an Employee Expense Profile**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Expense users must be set up as a Proxy to enter, update, and view expense transactions for themselves or other employees. A Proxy is not a security role and does not require a security form. Work with the agency employee(s) with the Expenses Processor (V_AP_EXPENSES_PROCESSOR) role to add and remove a Proxy as applicable. See the Job Aid titled **AP315_Authorizing a Proxy for an Employee** for details on adding a Proxy. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Cardinal is configured with expense allowances for lodging, meals and mileage rates and validates entries on expense transactions.

Required expense fields are determined based on the Expense Type that is entered. See the Job Aid titled **AP315A Expense Type Coding – Online Agency** to see a list of all expense types configured in Cardinal and the required fields and account coding for each. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

When an employee terminates, expense transactions can be entered and processed for up to 30 days after the termination date.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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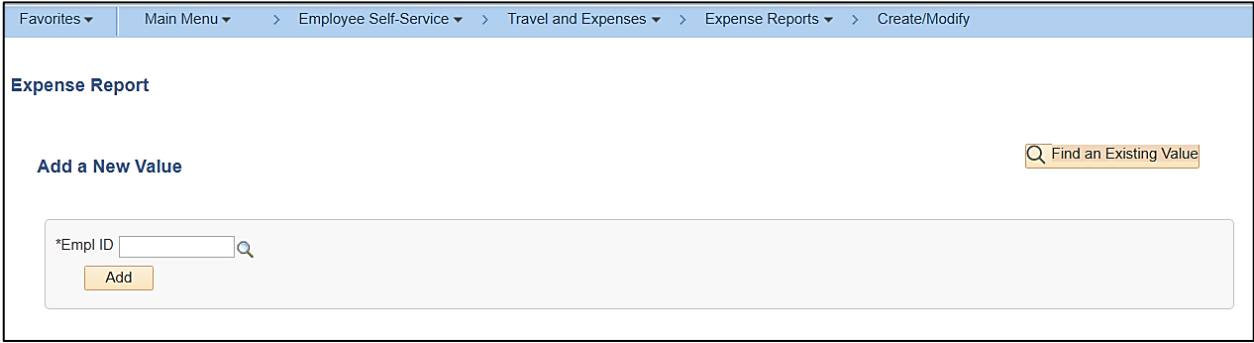




 Allowed Extensions on Attachments in Cardinal 56



Revision History

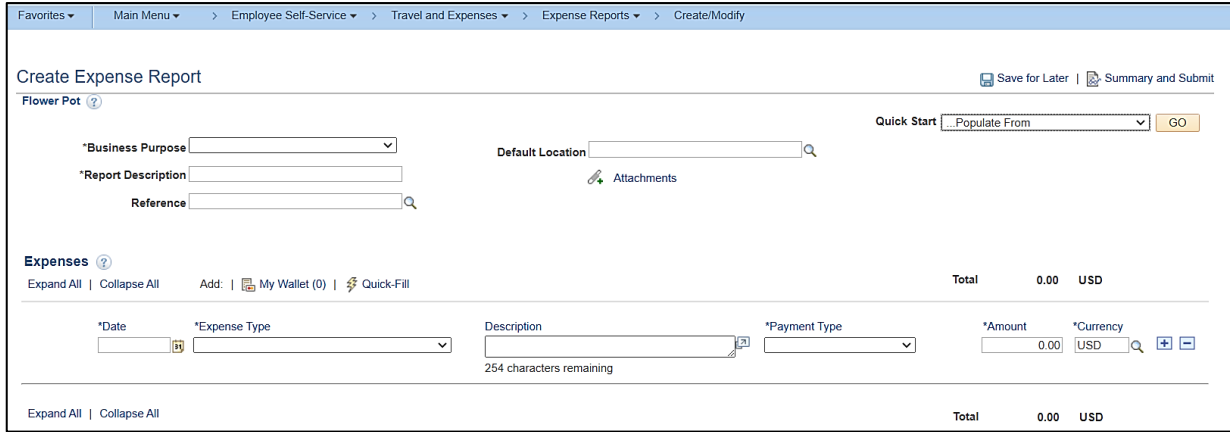
Revision Date	Summary of Changes
1/27/2025	Baseline




Creating an Expense Report










Step	Action
1.	<p>Navigate to the Expense Report entry page using the following path: Main Menu > Employee Self Service > Travel and Expense Expenses > Expense Reports > Create/Modify</p>
<p>The Add a New Value page displays.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  </div>	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter or select the employee's Employee ID in the Empl ID field.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  </div>
	<p>The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.</p>
3.	<p>Click the Add button.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  </div>







Step	Action
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The **Create Expense Report** page displays.

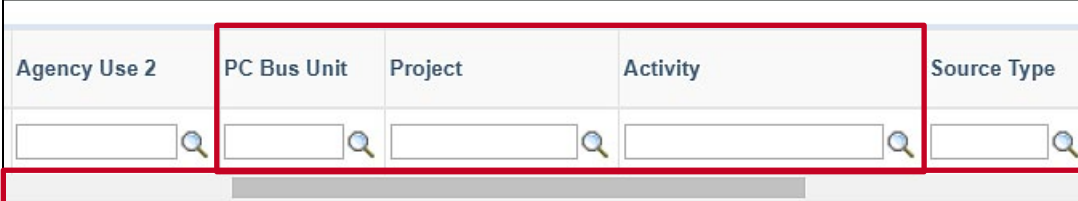





	<p>The Quick Start menu can be used to create an Expense Report using any one of the following:</p> <ul style="list-style-type: none"> A Template - See the Job Aid titled AP315_Creating an Expense Template located on the Cardinal website in Job Aids under Learning for details A Travel Authorization - This process is covered in this job aid in the Creating an Expense Report using an Approved Travel Authorization section. An Existing Report – This process is covered in this job aid in the Creating an Expense Report using an Existing Expense Report section. Entries from My Wallet – not used in Cardinal
4.	<p>Click the Business Purpose drop-down button to select the purpose of the Expense Report.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;"> *Business Purpose ▼ </div>
5.	<p>Enter a description for the Expense Report in the Description field.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;"> *Description </div>
	<p>This field allows up to 30 characters (including spaces).</p>
6.	<p>Enter or select the location of the expense in the Default Location field.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;"> Default Location 🔍 </div>
	<p>While this field is not required, it is recommended to complete as it populates on lines that require location.</p> <p>If the location is not listed, select the In State Standard or Out of State Standard option as applicable.</p>

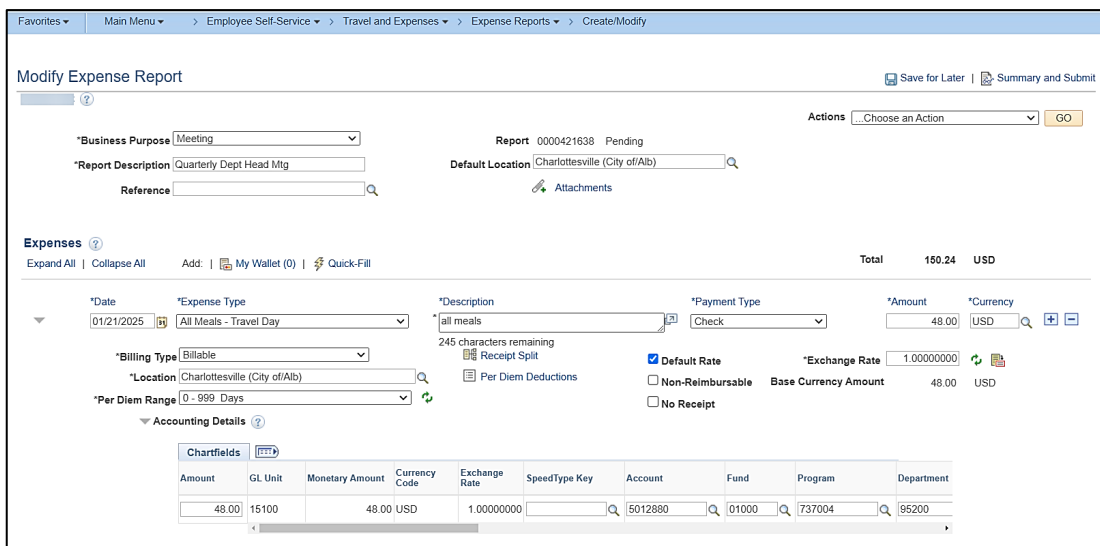
Step	Action
	<p>The Reference field is a 10-character optional field where additional information can be entered. Follow agency guidelines regarding the use of this field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Reference <input style="width: 150px;" type="text"/>  </div>
7.	<p>Click the Attachments link to add documents/receipt as applicable.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; display: inline-block;">  Attachments </div>
	<p>See the Appendix section of this job aid for a list of allowed extensions that can be used as attachments in Cardinal.</p>
8.	<p>Enter or select the date associated with the expense in the Date field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> *Date <input style="width: 80px;" type="text"/>  </div>
9.	<p>Click the Expense Type drop-down button to select the expense type.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> *Expense Type <input style="width: 150px;" type="text"/>  </div>
	<p>For a list of the expense types, see the Job Aid titled AP315A_Expense Type Coding – Online Agency. This Job Aid is located on the Cardinal Website in Job Aids under Learning. It provides the following:</p> <ul style="list-style-type: none"> Expense Types configured in Cardinal Description of the Expense Type Additional Required fields that display for the Expense Type The Default ChartField Account code for the expense <p>Once you select the Expense Type, the required fields display on the expense line as applicable.</p>
10.	<p>Enter a description for the expense in the Description field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> *Description <input style="width: 150px;" type="text"/>  254 characters remaining </div>
	<p>This field holds a maximum of 254 characters including spaces and will count down the remaining characters as an entry is made.</p>


Step	Action
11.	<p>Click the Payment Type drop-down button and select “Check”.</p> <p>If this field defaults, go to the next step.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>*Payment Type</p> <div style="border: 1px solid red; padding: 2px;"> ▼ </div> </div>
	Check is the only option for this field.
12.	<p>Enter the anticipated amount for the expense in the Amount field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>*Amount</p> <div style="border: 1px solid red; padding: 2px;"> 0.00 </div> </div>
	<p>Depending on the Expense Type selected, this field may not require entry as a configured value populates automatically.</p> <p>For meals or per diem incidentals, the value in this field auto populates if the Per Diem Range field value defaults.</p>
	<p>The Billing Type field defaults as “Billable” and cannot be changed.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>*Billing Type Billable ▼</p> </div>
13.	<p>Enter, select, or update the location for the expense in the Location field if it does not default or if the default value needs to be changed.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>*Location </p> </div>
	<p>The Location field is required and defaults to the value that was selected in the Default Location field in the Header section if it was entered.</p> <p>If a different location is required for expense, update as applicable.</p> <p>If the location is not listed, select the In State Standard or Out of State Standard option as applicable.</p>
14.	<p>For this scenario, the Per Diem Range fields displays.</p> <p>Click the Per Diem Range dropdown button and select “0-999” if this value does not default.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>*Per Diem Range ▼ </p> </div>

Step	Action																		
	<p>This populates the Amount field when entering expense types for meals and per diem incidentals.</p> <p>“0-999” is the only option available to select for this field.</p>																		
15.	<p>Click the Non-Reimbursable checkbox if the expense was prepaid or direct billed. Otherwise, go to the next Step.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input type="checkbox"/> Non-Reimbursable </div>																		
	<p>For more information about non-reimbursable expenses, see the Job Aid titled AP315_Entering Non-Reimbursable Expenses. This Job Aid is located on the Cardinal website in Job Aids under Learning.</p>																		
16.	<p>Next, review and update the Accounting Details section if applicable.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Accounting Details ?</p> <p>Chartfields [FEFF]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>SpeedType Key</th> <th>Account</th> <th>Fund</th> <th>Program</th> <th>Department</th> <th>Cost Center</th> <th>Task</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">44.25</td> <td style="text-align: center;">15100</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">5012880</td> <td style="text-align: center;">01000</td> <td style="text-align: center;">737004</td> <td style="text-align: center;">95200</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table> </div>	Amount	GL Unit	SpeedType Key	Account	Fund	Program	Department	Cost Center	Task	44.25	15100	[]	5012880	01000	737004	95200	[]	[]
Amount	GL Unit	SpeedType Key	Account	Fund	Program	Department	Cost Center	Task											
44.25	15100	[]	5012880	01000	737004	95200	[]	[]											
	<p>The Accounting Details auto populate:</p> <ul style="list-style-type: none"> • The Account field is populated based on the Expense Type • The remaining fields are populated based on the values set up on the employee’s Employee Profile page. 																		
	<p>SpeedTypes can be used to auto-populate ChartFields when the default accounting distribution needs to be updated. To use SpeedType enter or select it from the SpeedType Key field. Once the SpeedType field is populated, additional ChartFields may be needed to complete the distribution as applicable.</p> <p>To see SpeedTypes that have been set up at the user’s agency, run the APY0005_SPEEDCHARTS query.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>SpeedType Key</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 80%;" type="text"/> <input style="width: 15px; height: 15px; margin-left: 5px;" type="button" value="🔍"/> </div> </div>																		

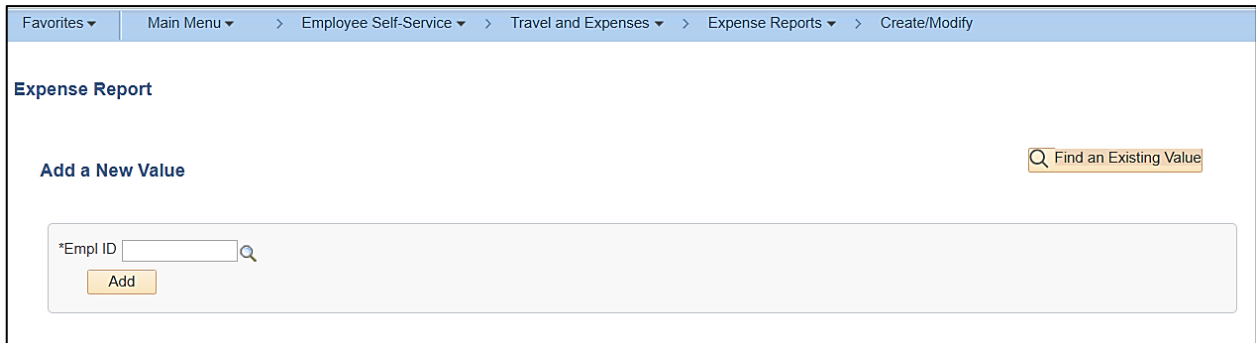
Step	Action
17.	<p>Click the scrollbar to complete the PC Bus Unit, Project, and Activity fields when the expense is being charged to a project.</p> <p>If the expense is not being charged to a project, go to the next Step.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;">  </div>
	<p>The PC Bus Unit field must be completed first to be enable projects for the business unit.</p> <p>All three fields (PC Bus Unit, Project, and Activity) must be completed when charging to a project.</p>
18.	<p>If you need to enter additional Expenses, click Add a New Row (+) icon.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
19.	Repeat Steps 8-18 until all anticipated expenses have been entered.
20.	<p>If the Expense Report is ready for submission, go to Step 27.</p> <p>If the Expense Report is not ready for submission, proceed to the next step.</p>
21.	<p>Click the Save for Later link at the top of the page.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;">  </div>

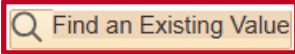
The page name updates to **Modify Expense Report**.



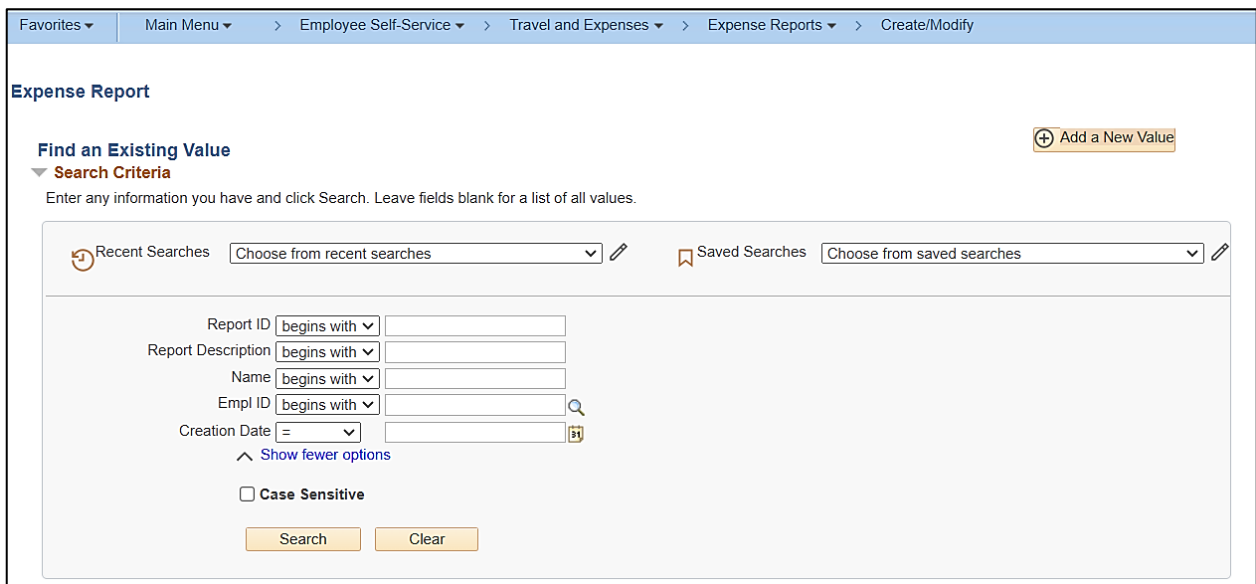
Step	Action
	<p>A message displays at the top of the page with the Expense Report ID number and the status of "Pending"</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Report 0000421638 Pending </div>
22.	<p>To access the Expense Report after it has been saved, navigate to the Expense Report page using the following path:</p> <p>Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify</p>

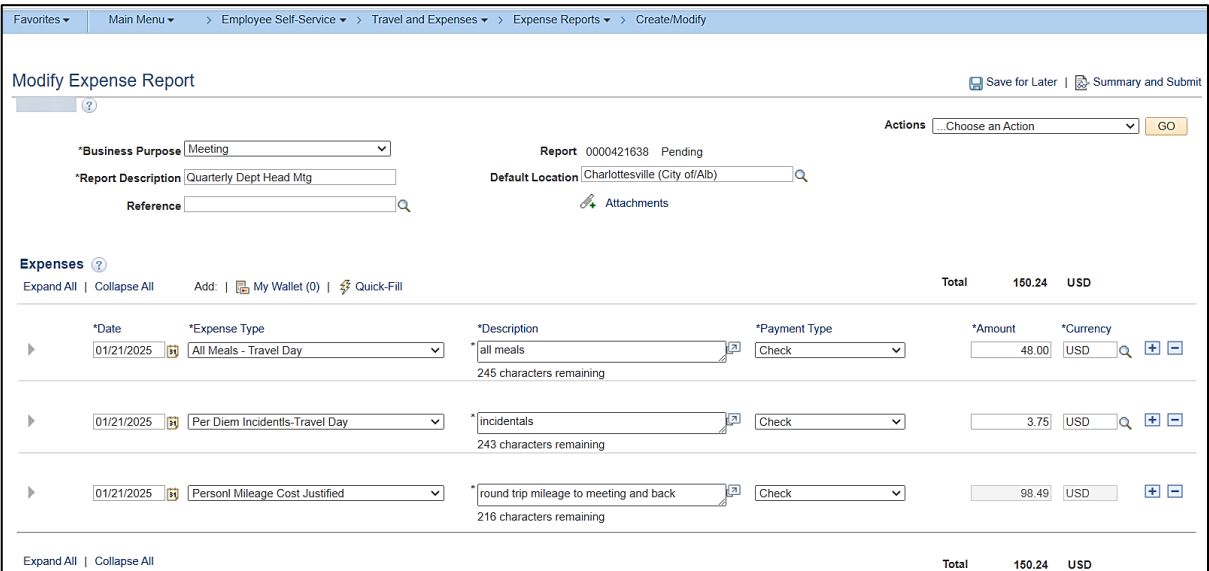
The **Add a New Value** page displays.



23.	<p>Click the Find an Existing Value button.</p> <div style="border: 2px solid red; padding: 5px; width: fit-content; margin: 10px auto;">  </div>
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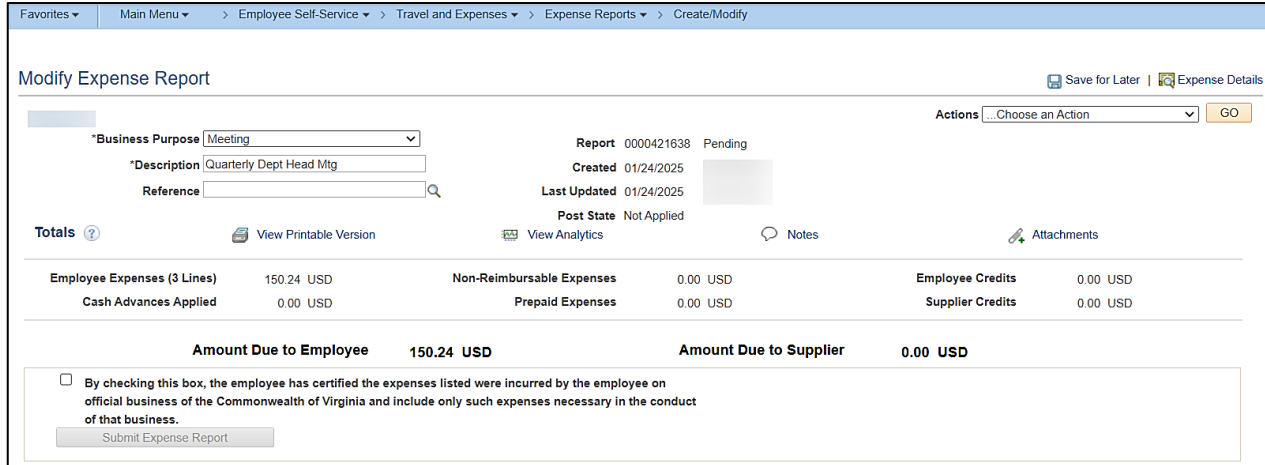
The **Find an Existing Value** page displays.





Step	Action
24.	Enter the Expense Report number in the Report ID begins with field. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Report ID begins with ▾ </div>
25.	Click the Search button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; justify-content: center; gap: 10px;"> Search Clear </div>
<p>The Modify Expense Report page displays.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">  </div>	
	Click the Expand All link to view the details for each line. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; align-items: center;"> Expand All Collapse All </div>
26.	Make any adjustment and/or additions to the Expense Report as applicable.
27.	Click the Summary and Submit link at the top of the page. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: inline-block;"> Summary and Submit </div>

Step	Action
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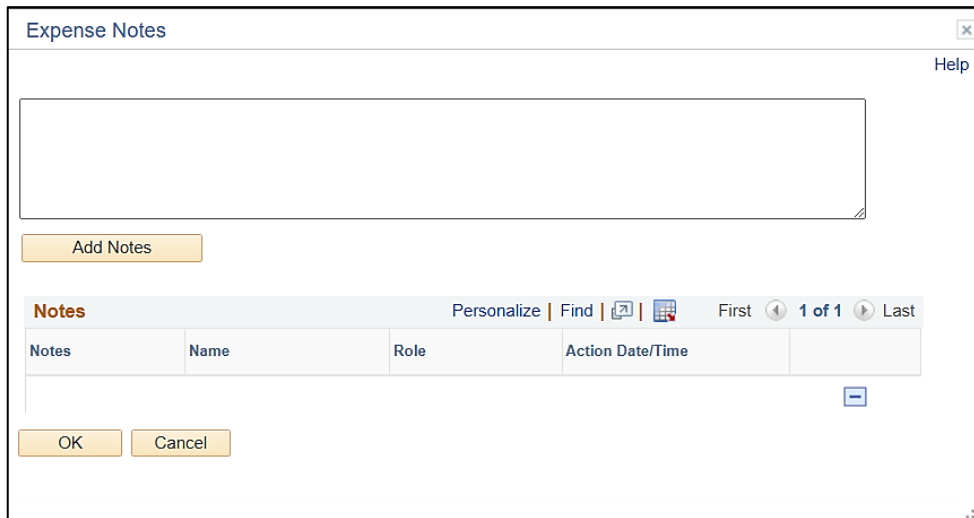
The **Modify Expense Report Summary** and **Submit** page displays.



	<p>If the Expense Report was “Saved for Later” the page name displays as Modify Expense Report.</p> <p>If the Expense Report was not “Saved for Later” the page name displays as Create Expense Report.</p>
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28.	<p>To add an internal note to the Expense Report, click the Notes icon.</p> <p>If a note is not needed, go to Step 32.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;">  Notes </div>
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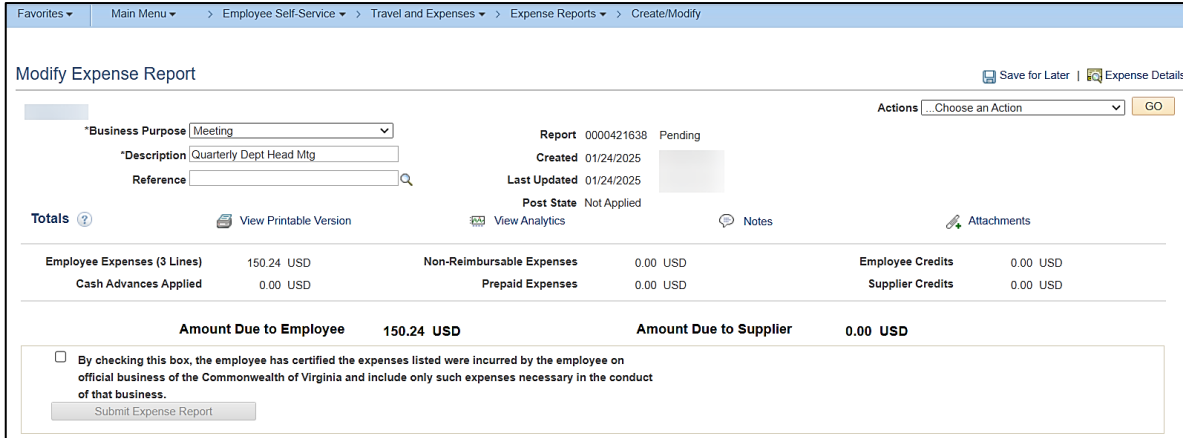
The **Expense Notes** page displays in a pop-up window.




Step	Action										
29.	Enter information in the Notes field as applicable. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="border: 2px solid red; height: 60px; width: 100%;"></div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Add Notes"/> </div> </div>										
30.	Click the Add Notes button. <div style="text-align: center; margin-top: 10px;"> <div style="border: 2px solid red; padding: 2px;"> <input type="button" value="Add Notes"/> </div> </div>										
The note displays under the Notes section. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="border: 2px solid red; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Notes Personalize Find First ◀ 1 of 1 ▶ Last </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <thead> <tr> <th style="width: 30%;">Notes</th> <th style="width: 20%;">Name</th> <th style="width: 20%;">Role</th> <th style="width: 20%;">Action Date/Time</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Quarterly Department Head meeting for 1st quarter.</td> <td></td> <td>Employee</td> <td>01/22/2025 11:40:31AM</td> <td style="text-align: right;"></td> </tr> </tbody> </table> <div style="display: flex; justify-content: center; margin-top: 5px;"> <input type="button" value="OK"/> <input style="margin-left: 20px;" type="button" value="Cancel"/> </div> </div> </div>		Notes	Name	Role	Action Date/Time		Quarterly Department Head meeting for 1st quarter.		Employee	01/22/2025 11:40:31AM	
Notes	Name	Role	Action Date/Time								
Quarterly Department Head meeting for 1st quarter.		Employee	01/22/2025 11:40:31AM								
i	Cardinal automatically records the Role of the user and applies a Date/Time stamp on the note.										
31.	Click the OK button. <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <div style="border: 2px solid red; padding: 2px; margin-right: 10px;"> <input type="button" value="OK"/> </div> <input type="button" value="Cancel"/> </div> </div>										


Step	Action
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The **Modify Expense Report Summary** and **Submit** page re-displays with lines filling the **Notes** icon.



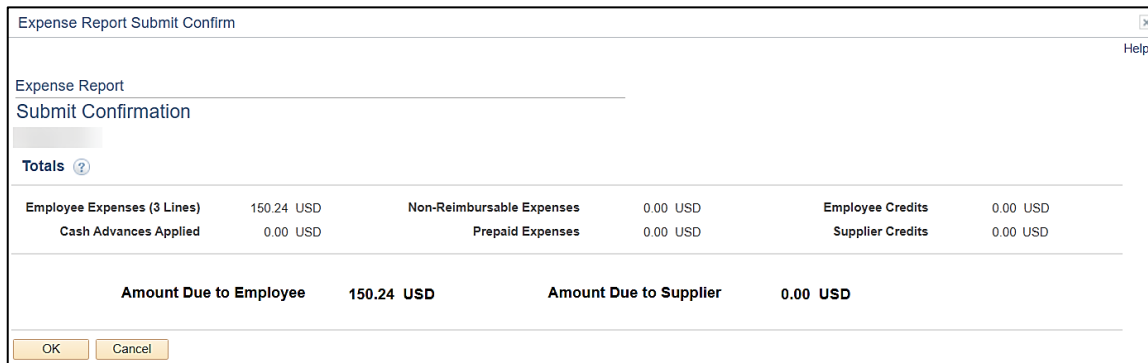
	The lines in Notes icon indicate a note was entered.
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32.	Click the Certification Statement checkbox. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> By checking this box, the employee has certified the 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. </div>
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	The Submit Expense Report button becomes enabled.
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33.	Click the Submit Travel Authorization button. <div style="border: 2px solid red; padding: 5px; margin-top: 10px; text-align: center;"> Submit Expense Report </div>
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The **Expense Report Submit Confirm** page displays in a pop-up window.



Step	Action
34.	Click the OK button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 2px 10px;">OK</div> <div style="padding: 2px 10px;">Cancel</div> </div> </div>

The **Modify Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**.

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

View Expense Report Expense Details

Your expense report 0000421638 has been submitted for approval.

Actions ...Choose an Action GO

Business Purpose Meeting	Report 0000421638 Submission in Process
Description Quarterly Dept Head Mtg	Created 01/24/2025
Reference	Last Updated 01/24/2025
	Post State Not Applied


Totals View Printable Version View Analytics Notes

Employee Expenses (3 Lines)	150.24 USD	Non-Reimbursable Expenses	0.00 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		150.24 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

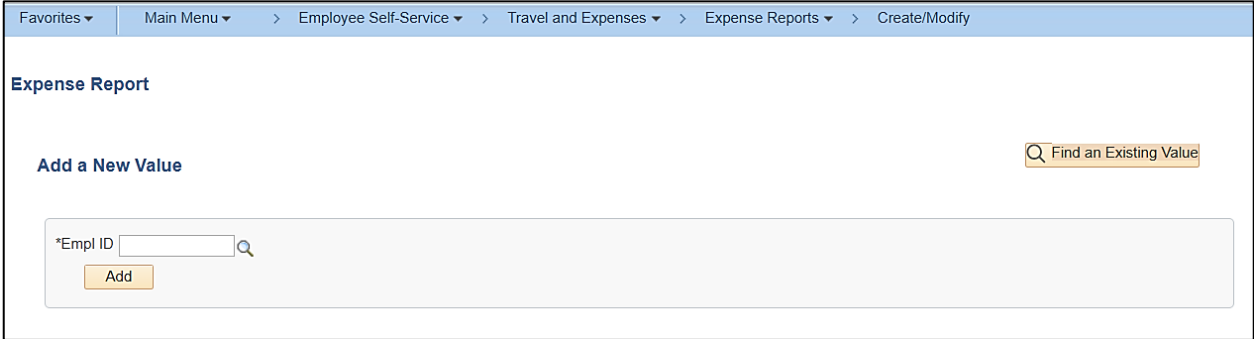




	<p>A message displays in red at the top of the page with the Expense Report ID number indicating it has been submitted for approval.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="color: red; font-weight: bold; font-size: small;">Your expense report 0000421638 has been submitted for approval.</p> </div>
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35.	Make note of the Expense Report number.
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Copying Expense Lines when Creating an Expense Report

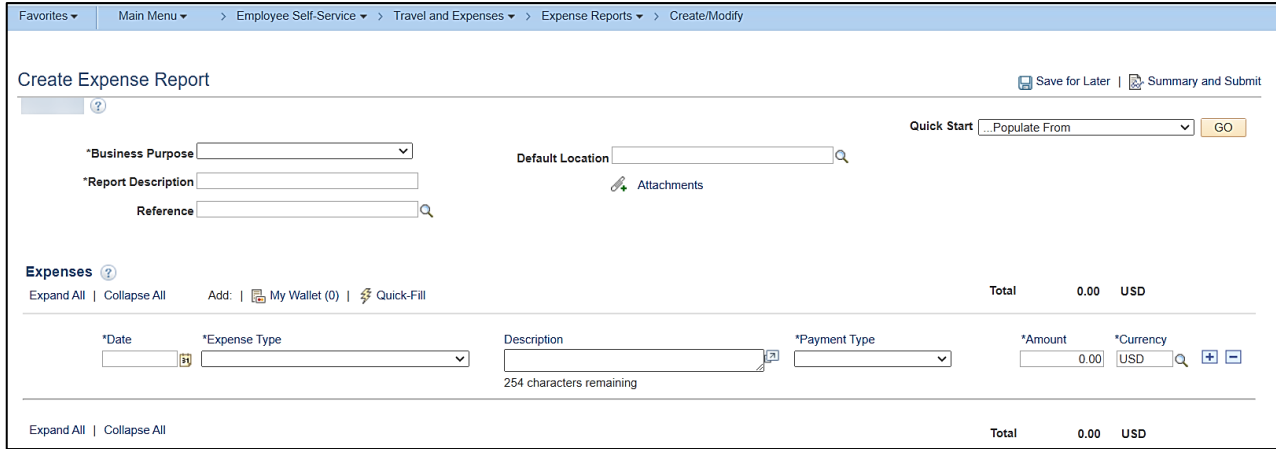
Copying expense lines can help increase both accuracy and efficiency when an expense is incurred for more than one day. This section of the job aid focuses on how to use the **Copy Expense Lines** feature.

When an expense line is copied, it copies all the information from the line to include the ChartField distribution information. Copied expense lines can be updated as applicable.


Step	Action
1.	Navigate to the Expense Report entry page using the following path: Main Menu > Employee Self Service > Travel and Expense Expenses > Expense Reports > Create/Modify
<p>The Add a New Value page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	Enter or select the employee's Employee ID in the Empl ID field. 
	<p>The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.</p>
3.	Click the Add button. 

Step	Action
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The **Create Expense Report** page displays.



4.	<p>Enter expense transactions as applicable.</p> <p>See the section in this job aid titled Creating an Expense Report for details on creating an Expense Report.</p>
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	Expense types that will require entry for more than one day should only be entered once.
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5.	<p>Click the Actions drop-down menu button and select the “Copy Expense Lines” list item.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Actions ...Choose an Action GO </div>
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6.	<p>Click the GO button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Actions Copy Expense Lines GO </div>
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Step	Action
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The **Copy Expense Lines** page displays in a pop-up window with the **Copy to One Date** option selected by default in the **Copy Option** section.

Copy Expense Lines
Help

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

Copy to One Date To Date

Copy to Range of Dates From Date **Include Weekends**

To Date **Include Holidays**

Select	Expense Type	Expense Date	Amount Spent	Currency
<input type="checkbox"/>	All Meals - Travel Day	01/14/2025	44.25	USD
<input type="checkbox"/>	Lodging	01/14/2025	107.00	USD
<input type="checkbox"/>	Lodging Fees and Taxes	01/14/2025	32.28	USD
<input type="checkbox"/>	Per Diem Incidentis-Travel Day	01/14/2025	3.75	USD
<input type="checkbox"/>	Registration Fee	01/14/2025	1200.00	USD

OK
Cancel

7. Select the **radio button** next to the appropriate **Copy Option** and complete the Date field(s) and checkbox options as applicable.

Copy Option

Copy to One Date To Date

Copy to Range of Dates From Date **Include Weekends**


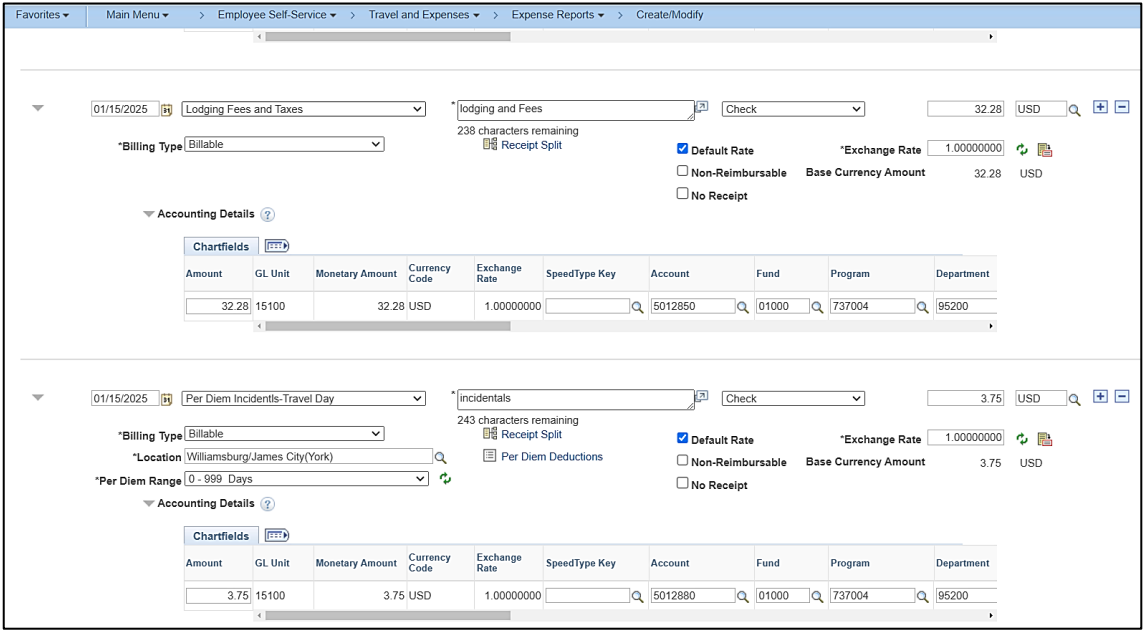

To Date **Include Holidays**

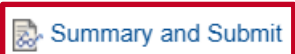


Copy Options

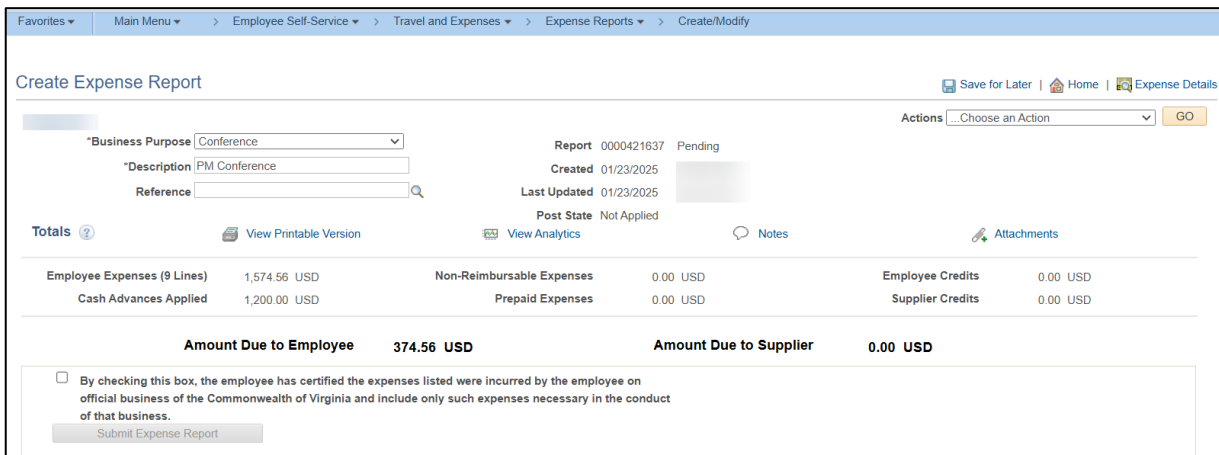
- **Copy to One Date** – use this option to copy selected expenses to one date.
 - **To Date** – enter or select the date the selected expenses need to be copied


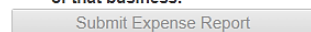
- **Copy to Range of Dates** – use this option to copy selected expenses to a date range
 - **From Date** – enter or select the first date in the range
 - **To Date** – enter or select the last date in the range
 - **Include Weekends** check box – click this checkbox to include the weekends that fall in the selected date range
 - **Include Holidays** – click this checkbox to include Holidays that fall in the selected date range


Step	Action												
8.	<p>Click the Select checkbox next to each Expense Type to be copied.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Select</th> <th>Expense Type</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>All Meals - Travel Day</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Lodging</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Lodging Fees and Taxes</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Per Diem Incidentals-Travel Day</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Registration Fee</td> </tr> </tbody> </table> </div>	Select	Expense Type	<input type="checkbox"/>	All Meals - Travel Day	<input type="checkbox"/>	Lodging	<input type="checkbox"/>	Lodging Fees and Taxes	<input type="checkbox"/>	Per Diem Incidentals-Travel Day	<input type="checkbox"/>	Registration Fee
Select	Expense Type												
<input type="checkbox"/>	All Meals - Travel Day												
<input type="checkbox"/>	Lodging												
<input type="checkbox"/>	Lodging Fees and Taxes												
<input type="checkbox"/>	Per Diem Incidentals-Travel Day												
<input type="checkbox"/>	Registration Fee												
	<p>Expense Type(s) that display is based on expenses that have been entered on the Expense Report.</p>												
9.	<p>Click the OK button.</p> <div style="margin: 10px 0;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;">OK</div> <div style="margin-left: 20px; border: 1px solid black; padding: 5px; display: inline-block;">Cancel</div> </div>												
<p>The Create Expense Report page re-displays with the copied lines added.</p>													
													
	<p>Copying expense lines copies all fields and ChartField distributions from the selected line. These fields can be updated if applicable.</p>												
10.	<p>Review the expense lines to verify all selected lines copied as applicable.</p>												

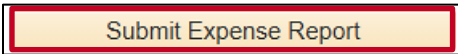
Step	Action
12.	Enter any additional expense lines if applicable.
11.	Click the Summary and Submit link. 

The **Create Expense Report Summary and Submit** page displays.



12.	Click the Certification Statement checkbox.  <p>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.</p> 
-----	---

	The Submit Expense Report button becomes enabled.
---	--

13.	Click the Submit Expense Report button. 
-----	---

Step	Action
------	--------

The **Expense Report Submit Confirm** page displays in a pop-up window.

Expense Report Submit Confirm
Help

Expense Report
Submit Confirmation

Totals ?

Employee Expenses (9 Lines)	1,574.56 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee	374.56 USD	Amount Due to Supplier	0.00 USD
-------------------------------	-------------------	-------------------------------	-----------------

OK
Cancel

14.	<p>Click the OK button.</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 2px solid red; padding: 2px 10px;">OK</div> <div style="padding: 2px 10px;">Cancel</div> </div>
-----	---

The **Create Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**.

View Expense Report
Home | Expense Details

Actions: Choose an Action GO

Your expense report 0000421637 has been submitted for approval.

Business Purpose: Conference	Report: 0000421637 Submission in Process
Description: PM Conference	Created: 01/23/2025
Reference:	Last Updated: 01/24/2025
	Post State: Not Applied


Totals ?
View Printable Version
View Analytics
Notes

Employee Expenses (9 Lines)	1,574.56 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee	374.56 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.

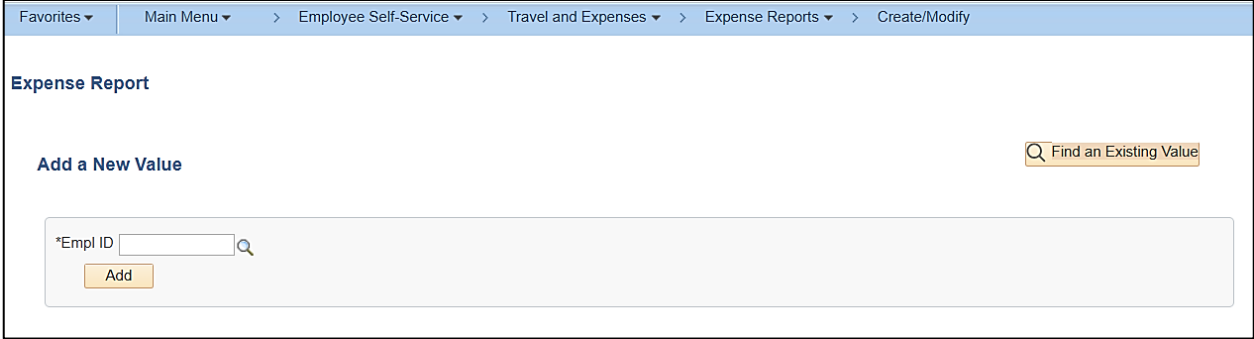




Submit Expense Report
Submitted On: 01/23/2025
Submitted By: [Redacted]

	<p>A message displays in red at the top of the page with the Expense Report ID number indicating it has been submitted for approval.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px; color: red; font-weight: bold;"> Your expense report 0000421637 has been submitted for approval. </div>
---	---

15.	Make note of the Expense Report number.
-----	---

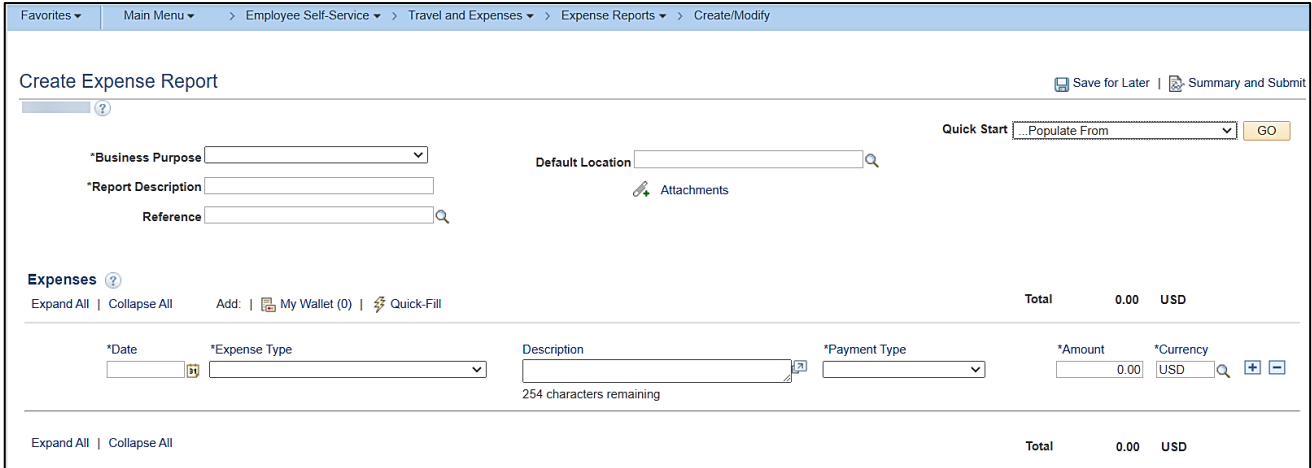
Creating an Expense Report from an Existing Expense Report

This section of the job aid will walk through the steps for creating an Expense Report by copying from a previously saved or submitted report.

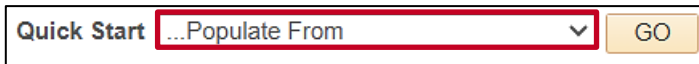
Step	Action
1.	Navigate to the Expense Report entry page using the following path: Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify
<p>The Add a New Value page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	Enter or select the employee's Employee ID in the Empl ID field. 
	<p>The user must be set up as a Proxy to enter expense transactions for themselves or other employees.</p>
3.	Click the Add button. 

Step	Action
------	--------

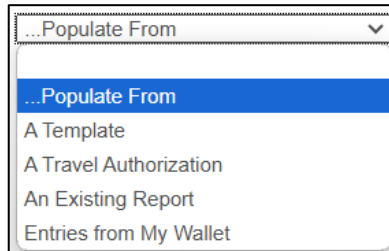
The **Create Expense Report** page displays.



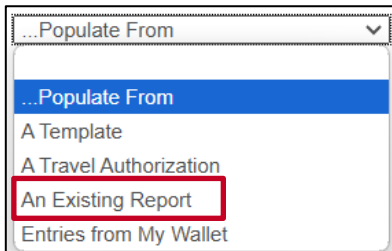
4. Click the **Quick Start Populate From** drop-down button.



The **Quick Start** options display.



5. Click the “An Existing Report” list item.



6. Click the **GO** button.



Step	Action
------	--------

The **Copy From an Existing Authorization** page displays in a pop-up window.

Copy from Existing Expense Report [X] Help

From Date To Search

Expense Reports

	Report ID	Description	Business Purpose	Status	Created
Select	0000421635	PM Conference	Conference	Submitted for Approval	01/22/2025
Select	0000421634	Quarterly Dept Head Mtg	Meeting	Submitted for Approval	01/22/2025
Select	0000421633	Project Management	Conference	Submitted for Approval	01/16/2025

Return



The **Copy from Existing Expense Report** section displays any previous reports based on the **From Date** and **To** field dates that default.

The date range can be adjusted by updating the **From Date** and **To** date fields then clicking the **Search** button.

7.

Click the **Report ID** link for any ID that displays to review the Expense Types for that report.

Report ID

0000421635

0000421634

The **Expense Report Detail** page displays in a pop-up window.

Expense Report Detail [X] Help

Report Description Quarterly Dept Head Mtg

Business Purpose Meeting

Reference

Description	Merchant	Amount	Currency
All Meals - Travel Day		48.00	USD
Per Diem Incidentls-Travel Day		3.75	USD
Personl Mileage Cost Justified		98.49	USD
Total Expenses		150.24	USD

Return



Step	Action
8.	Review the details to determine the expense report that will be used to copy from. After reviewing the information, click the Return button.



The **Copy From Existing Expense Report** page re-displays.

Copy from Existing Expense Report Help

From Date To

Expense Reports

	Report ID	Description	Business Purpose	Status	Created
<input type="button" value="Select"/>	0000421635	PM Conference	Conference	Submitted for Approval	01/22/2025
<input type="button" value="Select"/>	0000421634	Quarterly Dept Head Mtg	Meeting	Submitted for Approval	01/22/2025
<input type="button" value="Select"/>	0000421633	Project Management	Conference	Submitted for Approval	01/16/2025

9.	Repeat Steps 7 - 8 to view additional Expense Reports as applicable.
----	---

10.	Click the Select button next to the Report ID to be copied.
-----	---



The **Create Expense Report** page re-displays with the selected Expense Report information populated.

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Expense Reports](#) > [Create/Modify](#)

Create Expense Report
[Save for Later](#) | [Home](#) | [Summary and Submit](#)

*Business Purpose: Default Location:

*Report Description:

Reference:

Expenses Total: 160.24 USD

*Date: *Expense Type: *Description: *Payment Type: *Amount: *Currency:

*Billing Type: 245 characters remaining


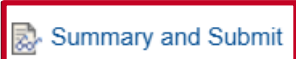
*Location:

*Per Diem Range:

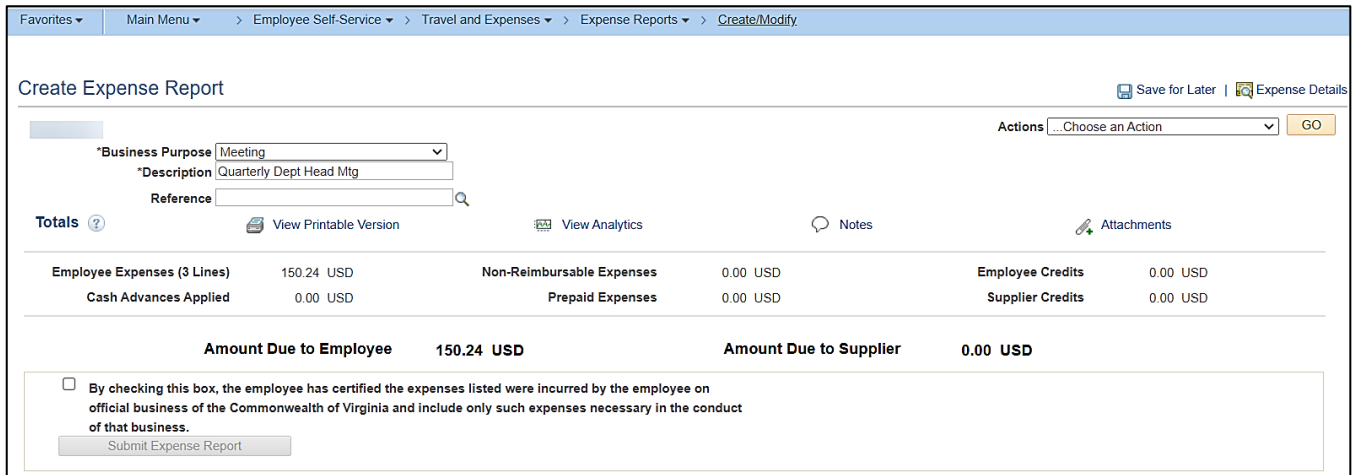
Default Rate Non-Reimbursable No Receipt

*Exchange Rate: Base Currency Amount: USD


Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department
48.00	15100	48.00	USD	1.00000000		5012880	01000	737004	95200

Step	Action
11.	Update and/or add expense lines as applicable.
	Changes can be made to any of the fields that copied from the existing Report. Additional expense lines can also be added as applicable.
12.	Click the Summary and Submit link once all adjustments and/or additional entries have been completed. <div style="border: 2px solid red; padding: 5px; display: inline-block;">  </div>

The **Create Expense Report Summary and Submit** page displays.



14.	Click the Certification Statement checkbox. <div style="border: 1px solid black; padding: 10px;"> <input checked="" type="checkbox"/> 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. <div style="text-align: center; margin-top: 5px;"> Submit Expense Report </div> </div>
-----	--

	The Submit Expense Report button becomes enabled.
---	--

15.	Click the Submit Travel Authorization button. <div style="border: 2px solid red; padding: 5px; display: inline-block;"> Submit Expense Report </div>
-----	---

Step	Action
------	--------

The **Expense Report Submit Confirm** displays in a pop-up window.

Expense Report Submit Confirm
Help

Create Expense Report
Submit Confirmation

Totals ?

Employee Expenses (3 Lines)	150.24 USD	Non-Reimbursable Expenses	0.00 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		Amount Due to Supplier			
150.24 USD		0.00 USD			

OK
Cancel

16. Click the **OK** button.

OK

Cancel

The **Create Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**.

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

View Expense Report Expense Details

Your expense report 0000421638 has been submitted for approval.

Business Purpose Meeting

Description Quarterly Dept Head Mtg

Reference

Report 0000421638 Submission in Process

Created 01/24/2025

Last Updated 01/24/2025

Post State Not Applied

Actions ...Choose an Action GO

Totals ? View Printable Version View Analytics Notes

Employee Expenses (3 Lines)	150.24 USD	Non-Reimbursable Expenses	0.00 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		Amount Due to Supplier			
150.24 USD		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



A message displays in red at the top of the page with the Expense Report ID number indicating it has been submitted for approval.

Your expense report 0000421638 has been submitted for approval.

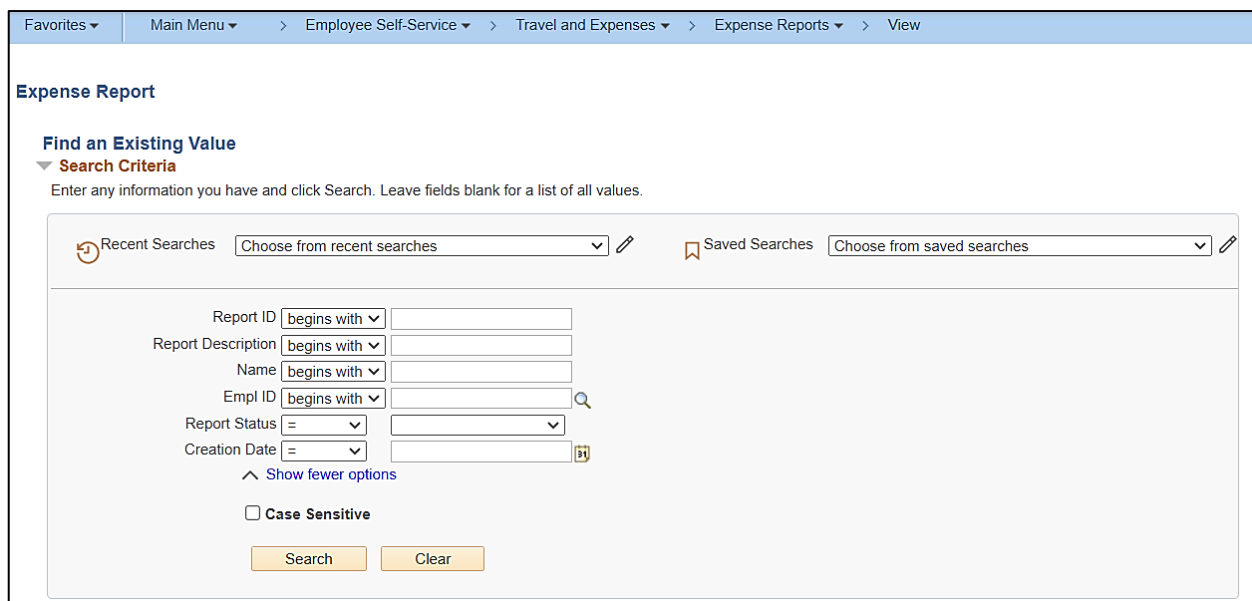
17. Make note of the Expense Report number.

Withdrawing, Updating, and Resubmitting an Expense Report





If an Expense Report has been submitted and updates need to be made, it can be withdrawn for updates as long as the Expense Approver has not taken action on the Expense Report. This section of the job aid provides the steps for withdrawing and updating an Expense Report.

Step	Action
1.	Navigate to the Expense Report entry page using the following path: Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > View

The **Find an Existing Value** page displays.

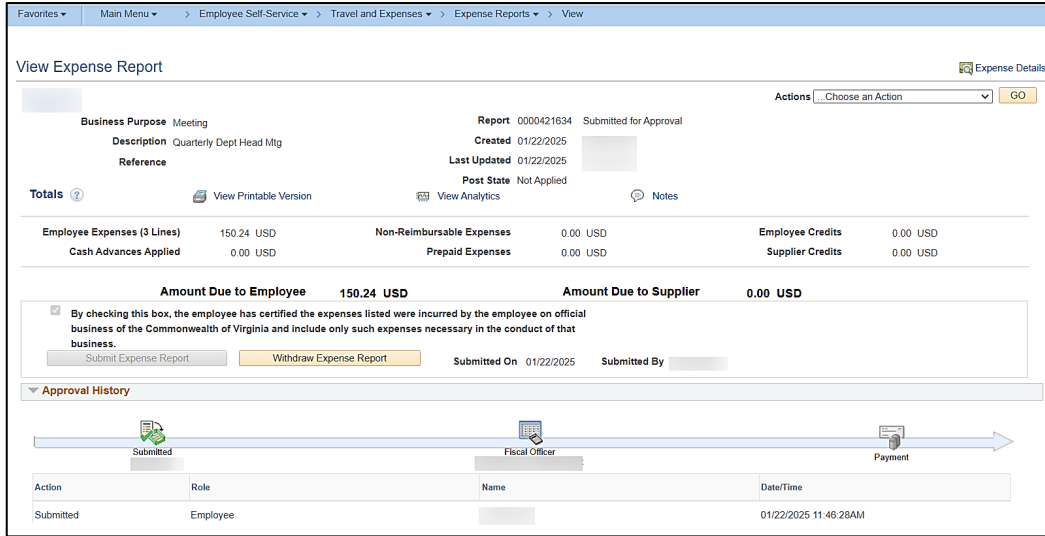


The screenshot shows the 'Expense Report' section with a 'Find an Existing Value' sub-section. Under 'Search Criteria', there is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus for 'Recent Searches' and 'Saved Searches'. The main search area contains several fields: 'Report ID' (dropdown: 'begins with'), 'Report Description' (dropdown: 'begins with'), 'Name' (dropdown: 'begins with'), 'Empl ID' (dropdown: 'begins with'), 'Report Status' (dropdown: '='), and 'Creation Date' (dropdown: '='). There is a 'Show fewer options' link and a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons.

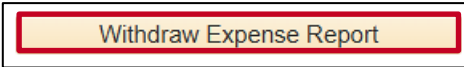
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter Expense Report ID number in the Report ID field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the Search button. 

Step	Action
------	--------

The **View Expense Report** page displays for the selected report.



4. Click the **Withdraw Expense Report** button.

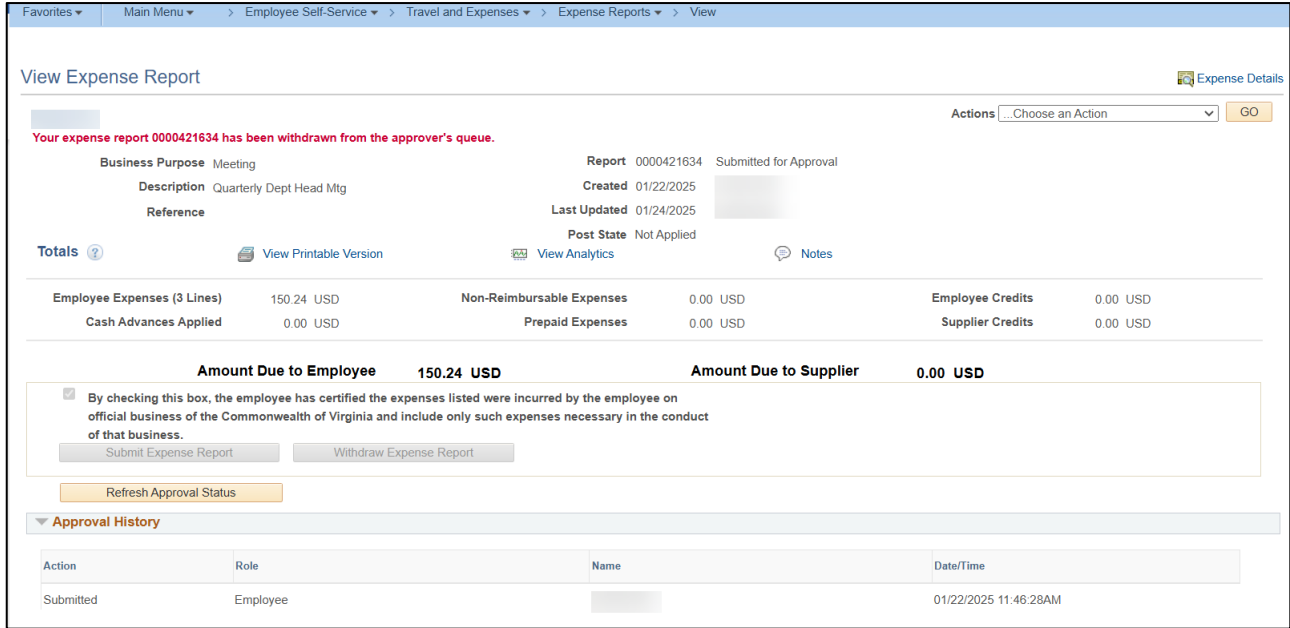


This button is enabled if the designated approver has not taken any action on the Expense Report.

If the button is not enabled, work with the designated approver and request the Expense Report be “Sent Back” for updates to be made.

Step	Action
------	--------

The **View Expense Report** page re-displays.

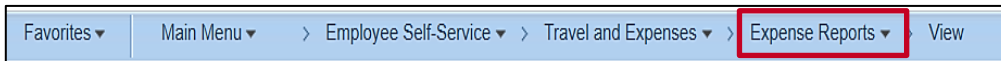



A message displays in red at the top of the page indicating the Expense Report has been withdrawn from the approver's queue.

Your expense report 0000421634 has been withdrawn from the approver's queue.

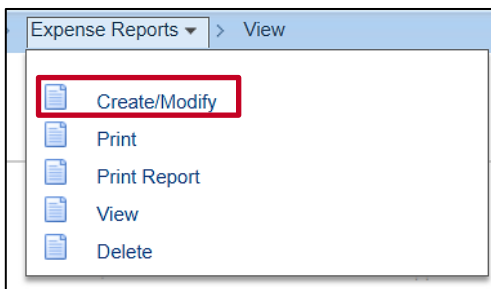
5.

Click the **Expense Reports** menu item at the top of the page.



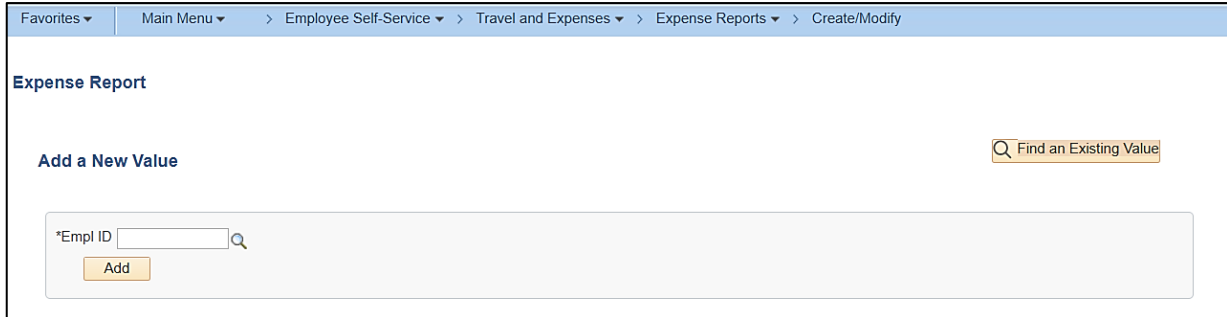
6.

Select the **Create/Modify** list item



Step	Action
------	--------

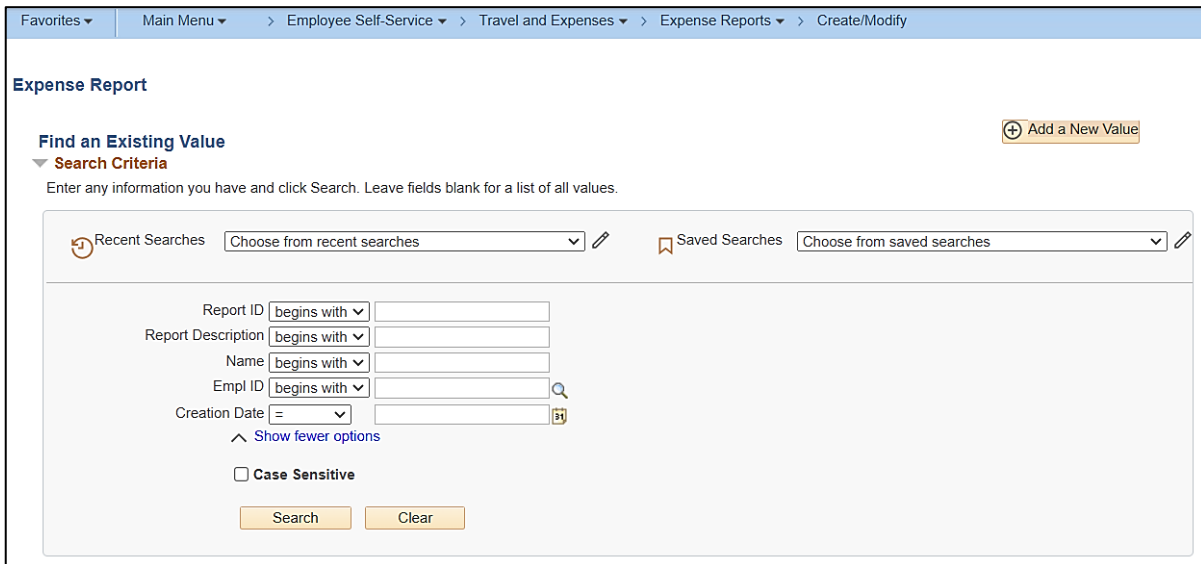
The **Add a New Value** page displays.



- Click the **Find an Existing Value** button.



The **Find an Existing Value** page displays.



- Enter the Expense Report ID in the **Report ID begins with** field.

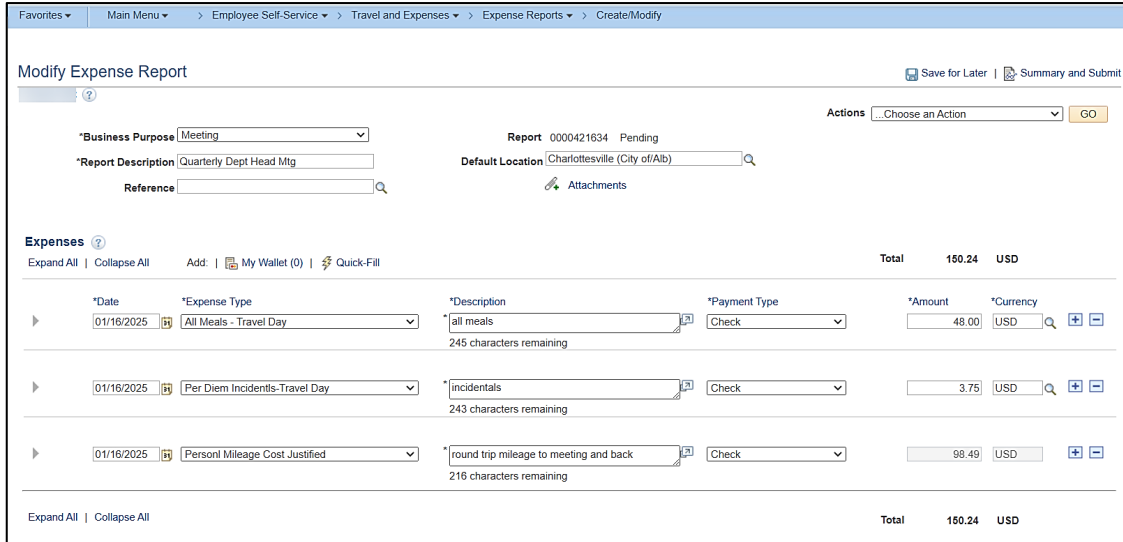


- Click the **Search** button.



Step	Action
------	--------

The **Modify Expense Report** page displays.



Modify Expense Report Save for Later | Summary and Submit

Report: 0000421634 Pending

*Business Purpose: Meeting

*Report Description: Quarterly Dept Head Mtg

Default Location: Charlottesville (City of Alb)

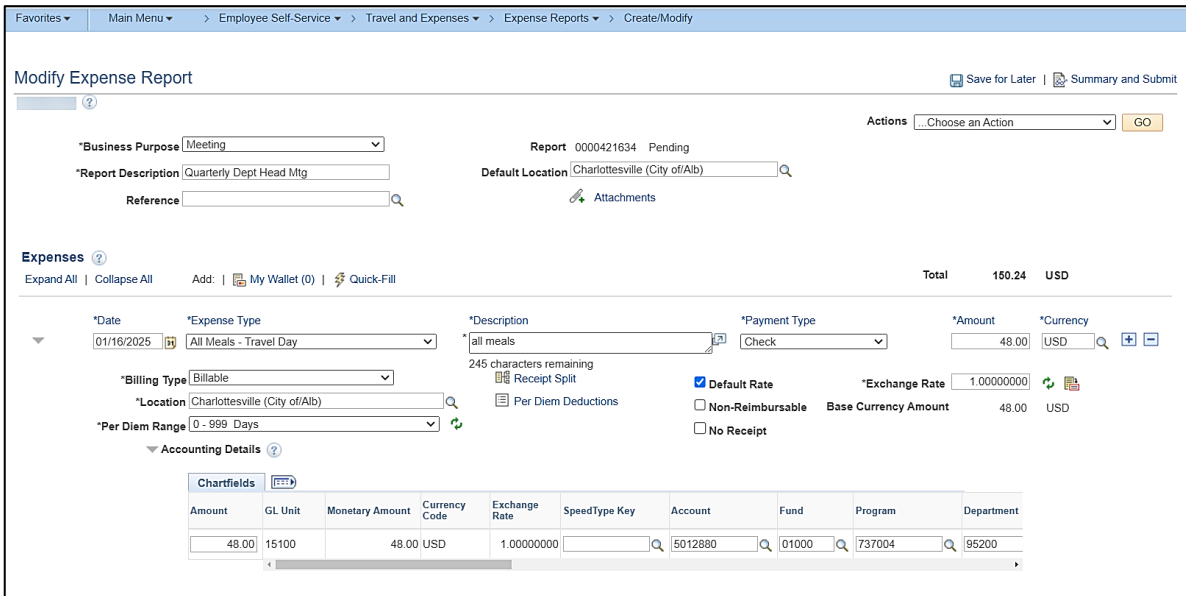
Expenses Summary:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
01/16/2025	All Meals - Travel Day	all meals	Check	48.00	USD
01/16/2025	Per Diem Incidentals-Travel Day	incidentals	Check	3.75	USD
01/18/2025	Personl Mileage Cost Justified	round trip mileage to meeting and back	Check	98.49	USD
Total				150.24	USD

10. Click the **Expand All** link to view the details for all expenses.



The **Modify Expense Report** page re-displays with all expense lines expanded.



Modify Expense Report Save for Later | Summary and Submit

Report: 0000421634 Pending

*Business Purpose: Meeting

*Report Description: Quarterly Dept Head Mtg

Default Location: Charlottesville (City of Alb)

Expenses Summary:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
01/16/2025	All Meals - Travel Day	all meals	Check	48.00	USD

*Billing Type: Billable

*Location: Charlottesville (City of Alb)


*Per Diem Range: 0 - 999 Days

*Exchange Rate: 1.00000000

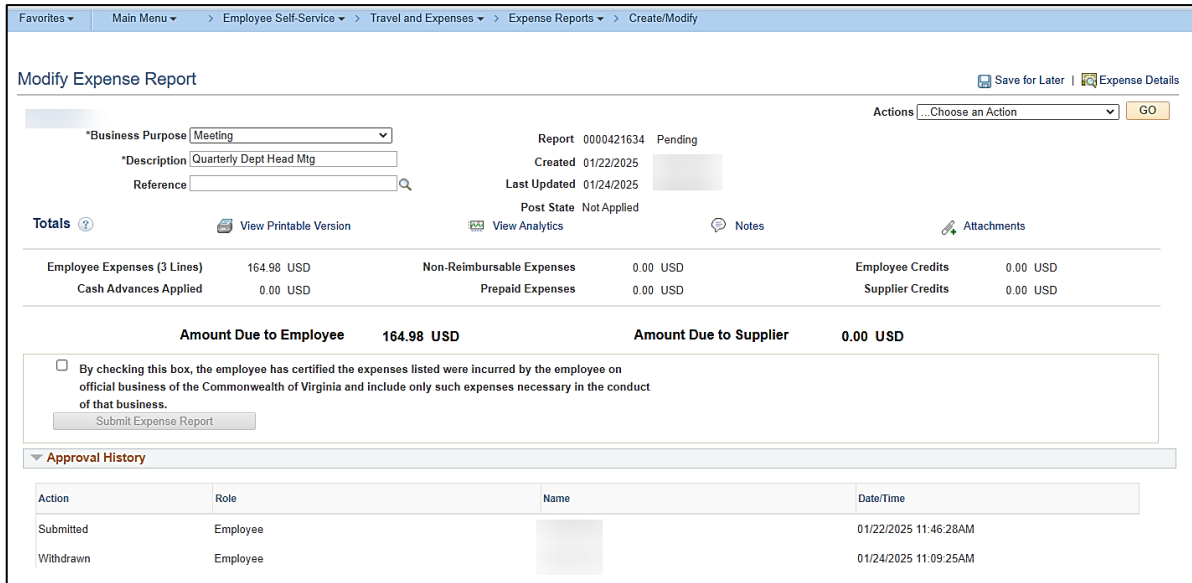
Accounting Details:

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department
48.00	15100	48.00	USD	1.00000000		5012880	01000	737004	95200

11. Adjust and/or add the expense lines as applicable.

Step	Action
12.	Once all adjustments/additions have been made, click the Summary and Submit link. <div style="border: 2px solid red; padding: 5px; margin-top: 10px; display: inline-block;">  </div>

The **Modify Expense Report Summary and Submit** page displays.




The **Approval History** section displays the **Action** history for the Expense Report to include when it was originally “Submitted” and “Withdrawn”.

13.	Click the Certification Statement checkbox. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <input type="checkbox"/> 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. <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Submit Expense Report"/> </div> </div>
-----	--



The **Submit Expense Report** button becomes enabled.

14.	Click the Submit Expense Report button. <div style="border: 2px solid red; padding: 5px; margin-top: 10px; display: inline-block;"> <input type="button" value="Submit Expense Report"/> </div>
-----	--

Step	Action
------	--------

The **Expense Report Submit Confirm** page displays in a pop-up window.

Expense Report Submit Confirm x Help

Expense Report
Submit Confirmation

Totals ?

Employee Expenses (3 Lines)	164.98 USD	Non-Reimbursable Expenses	0.00 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	164.98 USD	Amount Due to Supplier	0.00 USD
-------------------------------	------------	-------------------------------	----------

15. Click the **OK** button.

The **Modify Expense Report Summary** and Submit page re-displays and the name of the page updates to **View Expense Report**.

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Expense Reports](#) > [Create/Modify](#)

View Expense Report Expense Details

Actions:

Your expense report 0000421634 has been submitted for approval.

Business Purpose Meeting	Report 0000421634	Submission in Process
Description Quarterly Dept Head Mtg	Created 01/22/2025	
Reference	Last Updated 01/24/2025	
	Post State Not Applied	

Totals ? [View Printable Version](#) [View Analytics](#) [Notes](#)

Employee Expenses (3 Lines)	164.98 USD	Non-Reimbursable Expenses	0.00 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	164.98 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.

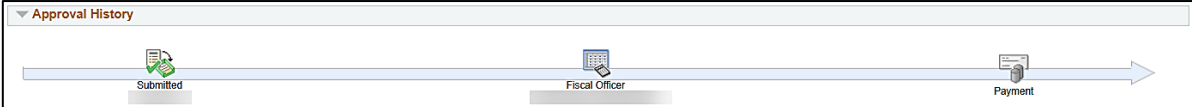
 Submitted On 01/22/2025 Submitted By

[Return to Search](#) [Notify](#)



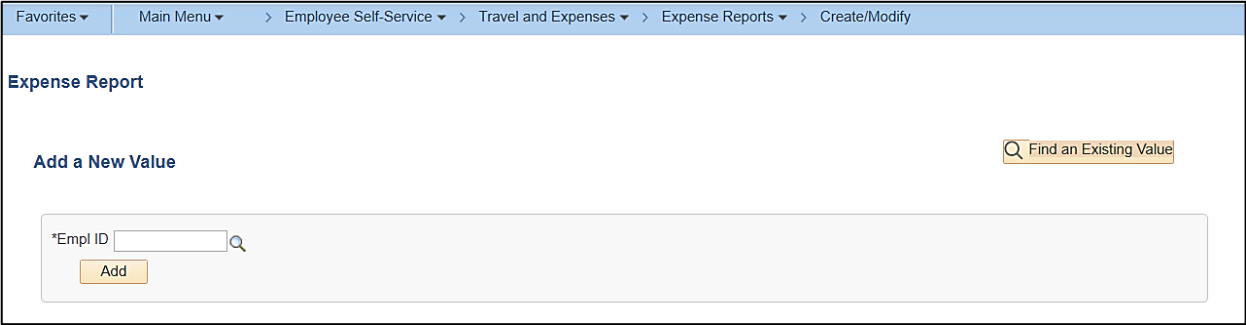




A message displays in red at the top of the page with the Expense Report ID number indicating it has been submitted for approval.

Your expense report 0000421634 has been submitted for approval.

Step	Action																
16.	<p>Click the Refresh Approval button to see, the Approval History for the Expense Report.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Approval History</p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Action</th> <th>Role</th> <th>Name</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td>Submitted</td> <td>Employee</td> <td></td> <td>01/22/2025 11:46:28AM</td> </tr> <tr> <td>Withdrawn</td> <td>Employee</td> <td></td> <td>01/24/2025 11:09:25AM</td> </tr> <tr> <td>Resubmitted</td> <td>Employee</td> <td></td> <td>01/24/2025 11:26:09AM</td> </tr> </tbody> </table> </div>	Action	Role	Name	Date/Time	Submitted	Employee		01/22/2025 11:46:28AM	Withdrawn	Employee		01/24/2025 11:09:25AM	Resubmitted	Employee		01/24/2025 11:26:09AM
Action	Role	Name	Date/Time														
Submitted	Employee		01/22/2025 11:46:28AM														
Withdrawn	Employee		01/24/2025 11:09:25AM														
Resubmitted	Employee		01/24/2025 11:26:09AM														
17.	Make note that the Expense Report was resubmitted.																

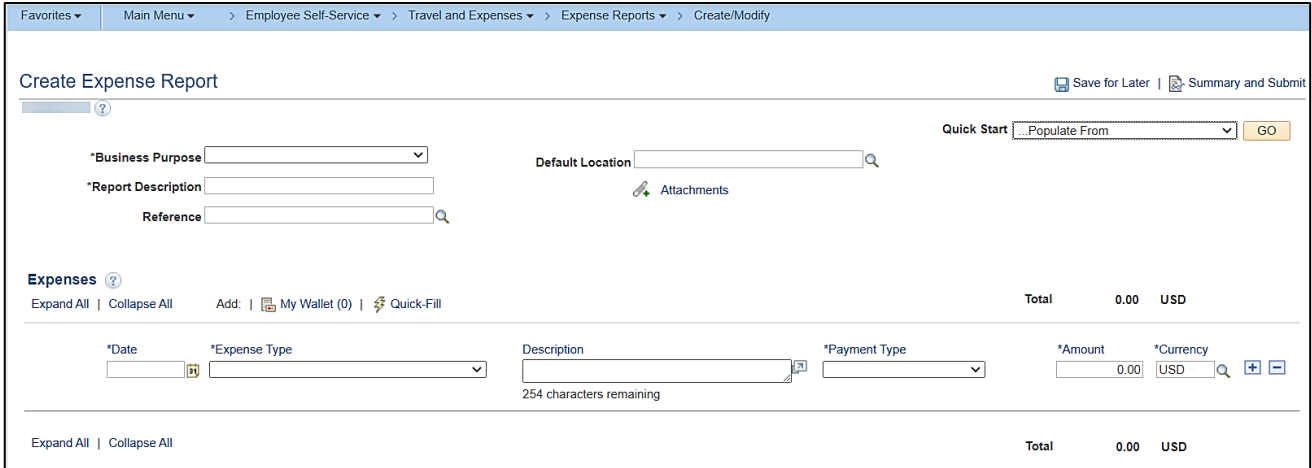
Updating the Default Accounting ChartFields for an Expense Report

This section of the job aid will walk through the steps to update the default accounting for an Expense Report. This is helpful when you need to change the accounting distribution for the entire expense report or to enter split funding.

Step	Action
1.	Navigate to the Expense Report entry page using the following path: Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify
<p>The Add a New Value page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter or select the employee's Employee ID in the Empl ID field.</p> 
	<p>The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.</p>
3.	<p>Click the Add button.</p> 

Step	Action
------	--------

The **Create Expense Report** page displays.

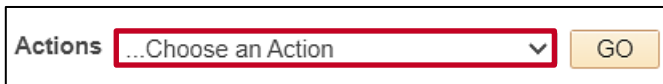


4. Enter expense transactions as applicable.
See the section in this job aid titled [Creating an Expense Report](#) for details on creating an Expense Report.

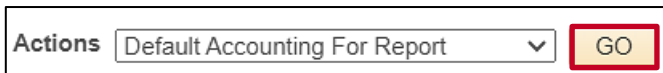


When entering the expense transactions leave the defaulted ChartField values.

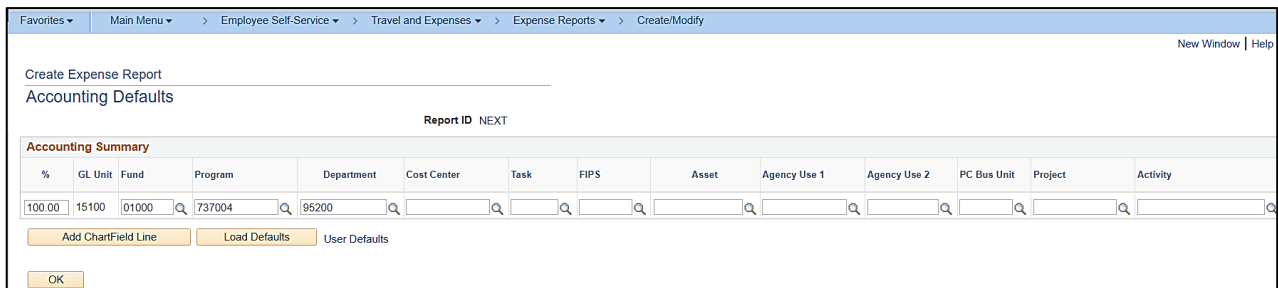
5. Click the **Actions** drop-down button and select the “Default Accounting for Report” list item.



6. Click the **GO** button.



The **Default Accounting for Report** page displays.





Accounts Payable Job Aid

AP315A_Creating and Managing Expense Reports

Step	Action
7.	Click the Add ChartField Line button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; justify-content: space-around;"> Add ChartField Line Load Defaults User Defaults </div>

A new line displays and copies the ChartField values from the default line.

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

Create Expense Report
Accounting Defaults

Report ID NEXT

Accounting Summary														
%	GL Unit	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity	
100.00	15100	01000	737004	95200										
0.00	15100	01000	737004	95200										

Add ChartField Line
Load Defaults
User Defaults

OK

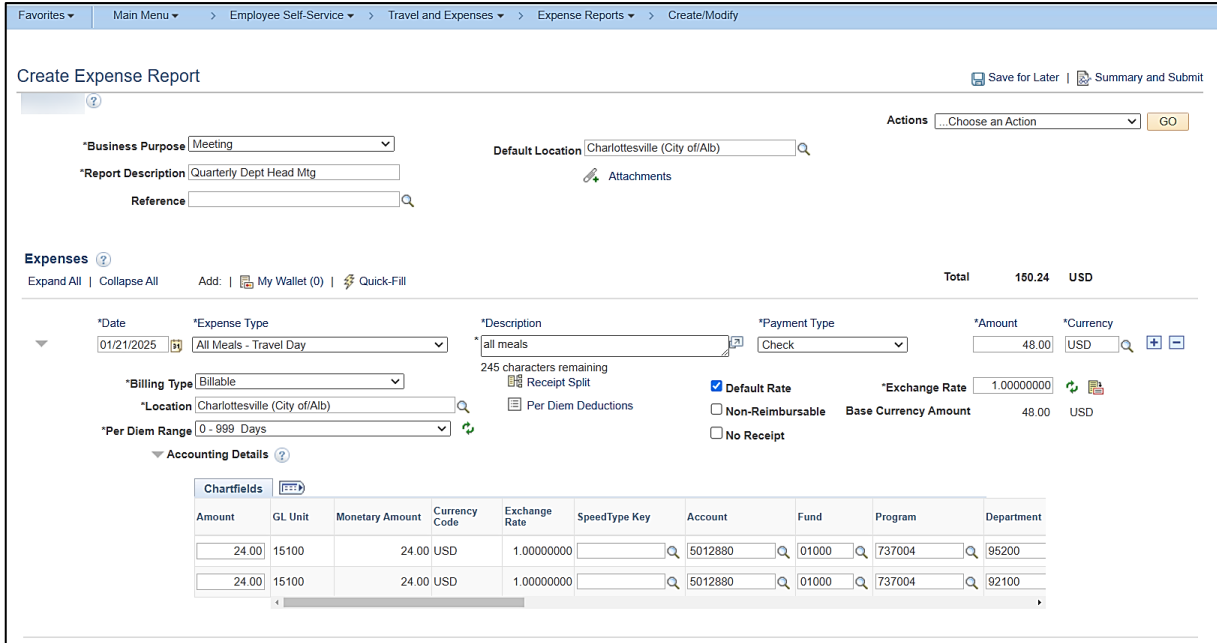
8.	If additional ChartField lines are required, repeat Step 7 until all lines are added as applicable.
----	--

9.	Update the percentage “%” and distribution fields as applicable. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th colspan="15">Accounting Summary</th> </tr> <tr> <th>%</th> <th>GL Unit</th> <th>Fund</th> <th>Program</th> <th>Department</th> <th>Cost Center</th> <th>Task</th> <th>FIPS</th> <th>Asset</th> <th>Agency Use 1</th> <th>Agency Use 2</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> <th></th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">100.00</td> <td>15100</td> <td>01000</td> <td>737004</td> <td>95200</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="border: 2px solid red;">0.00</td> <td>15100</td> <td>01000</td> <td>737004</td> <td>95200</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Accounting Summary															%	GL Unit	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity		100.00	15100	01000	737004	95200											0.00	15100	01000	737004	95200										
Accounting Summary																																																													
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100.00	15100	01000	737004	95200																																																									
0.00	15100	01000	737004	95200																																																									

10.	Click the OK button. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; text-align: center;"> OK </div>
-----	--

Step	Action
------	--------

The **Create Expense Report** page re-displays with the distribution lines updated.



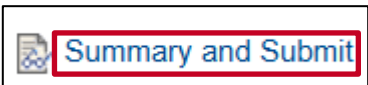
The screenshot shows the 'Create Expense Report' page with the following details:

- Business Purpose:** Meeting
- Report Description:** Quarterly Dept Head Mtg
- Default Location:** Charlottesville (City of Alb)
- Expenses Total:** 150.24 USD
- Expense Line 1:**
 - Date: 01/21/2025
 - Expense Type: All Meals - Travel Day
 - Description: all meals
 - Payment Type: Check
 - Amount: 48.00 USD
 - Billing Type: Billable
 - Location: Charlottesville (City of Alb)
 - Per Diem Range: 0 - 999 Days
- Chartfields Table:**

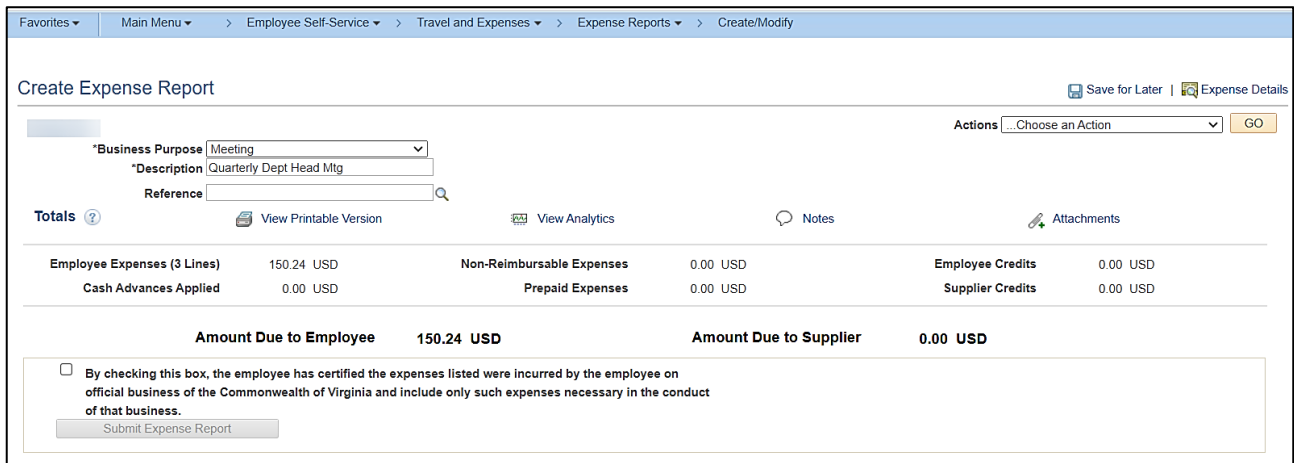
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department
24.00	15100	24.00 USD	USD	1.00000000		5012880	01000	737004	95200
24.00	15100	24.00 USD	USD	1.00000000		5012880	01000	737004	92100

11.	Review all distribution lines to verify they updated as applicable.
-----	---

12.	Click the Summary and Submit link.
-----	---




The **Create Expense Report Summary and Submit** page displays.



The screenshot shows the 'Create Expense Report Summary and Submit' page with the following details:

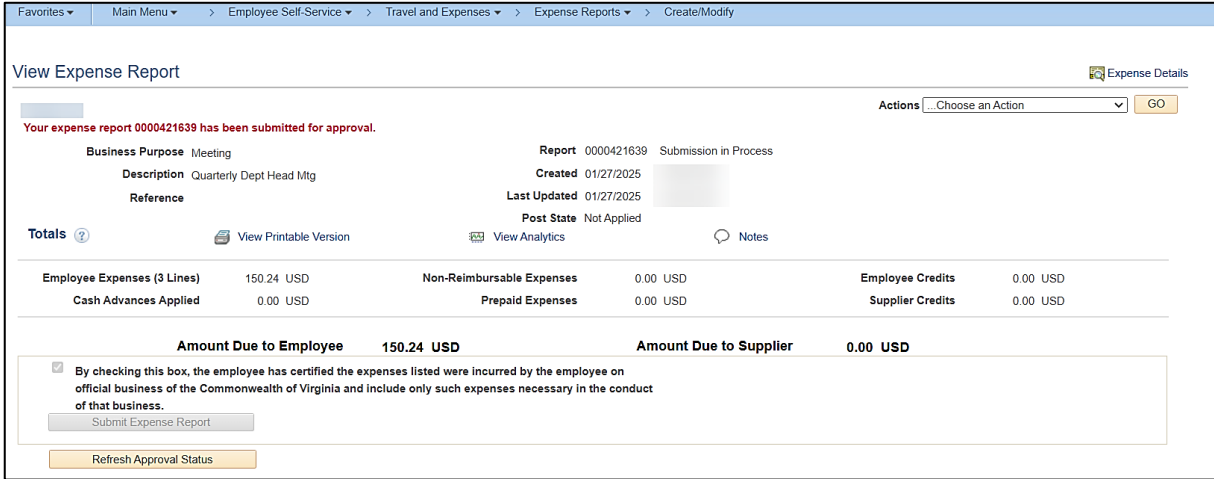
- Totals:**
 - Employee Expenses (3 Lines): 150.24 USD
 - Cash Advances Applied: 0.00 USD
 - Non-Reimbursable Expenses: 0.00 USD
 - Prepaid Expenses: 0.00 USD
 - Employee Credits: 0.00 USD
 - Supplier Credits: 0.00 USD
- Amount Due to Employee:** 150.24 USD
- Amount Due to Supplier:** 0.00 USD
- Disclaimer:**


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** button

Step	Action																
13.	Click the Certification Statement checkbox. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> 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. </div>																
	The Submit Expense Report button becomes enabled.																
14.	Click the Submit Expense Report button. <div style="border: 2px solid red; padding: 5px; margin-top: 10px; text-align: center;"> Submit Expense Report </div>																
The Expense Report Submit Confirm page displays in a pop-up window. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> Expense Report Submit Confirm Help </div> <hr/> <p>Create Expense Report</p> <p>Submit Confirmation</p> <hr/> <p>Totals ?</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Employee Expenses (3 Lines)</td> <td style="width: 15%;">150.24 USD</td> <td style="width: 33%;">Non-Reimbursable Expenses</td> <td style="width: 15%;">0.00 USD</td> <td style="width: 33%;">Employee Credits</td> <td style="width: 15%;">0.00 USD</td> </tr> <tr> <td>Cash Advances Applied</td> <td>0.00 USD</td> <td>Prepaid Expenses</td> <td>0.00 USD</td> <td>Supplier Credits</td> <td>0.00 USD</td> </tr> </table> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: right;">Amount Due to Employee</td> <td style="width: 15%;">150.24 USD</td> <td style="width: 33%; text-align: right;">Amount Due to Supplier</td> <td style="width: 15%;">0.00 USD</td> </tr> </table> <hr/> <div style="display: flex; justify-content: space-between;"> OK Cancel </div> </div>		Employee Expenses (3 Lines)	150.24 USD	Non-Reimbursable Expenses	0.00 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	150.24 USD	Amount Due to Supplier	0.00 USD
Employee Expenses (3 Lines)	150.24 USD	Non-Reimbursable Expenses	0.00 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	150.24 USD	Amount Due to Supplier	0.00 USD														
15.	Click the OK button. <div style="border: 2px solid red; padding: 5px; margin-top: 10px; display: flex; justify-content: space-around;"> <div style="border: 1px solid red; padding: 5px;">OK</div> <div style="padding: 5px;">Cancel</div> </div>																

Step	Action
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The **Create Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**.

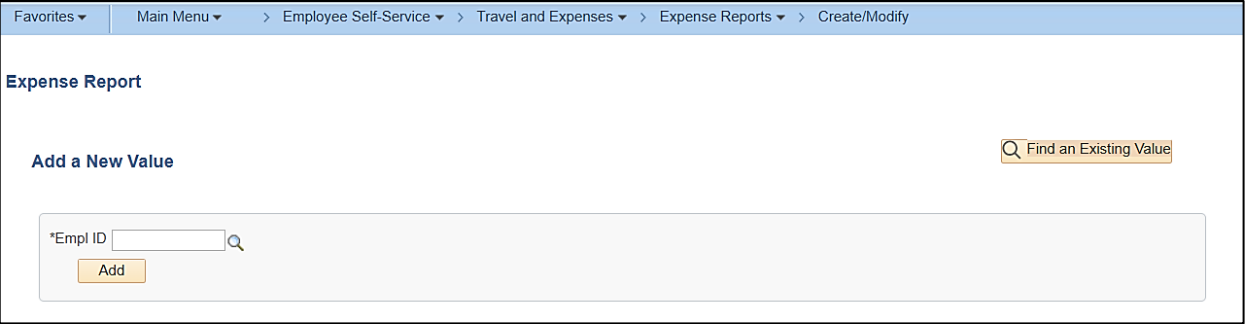






	<p>A message displays in red at the top of the page with the Expense Report ID number indicating it has been submitted for approval.</p> <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p style="color: red; font-weight: bold;">Your expense report 0000421639 has been submitted for approval.</p> </div>
---	--

16.	Make note of the Expense Report number.
-----	---

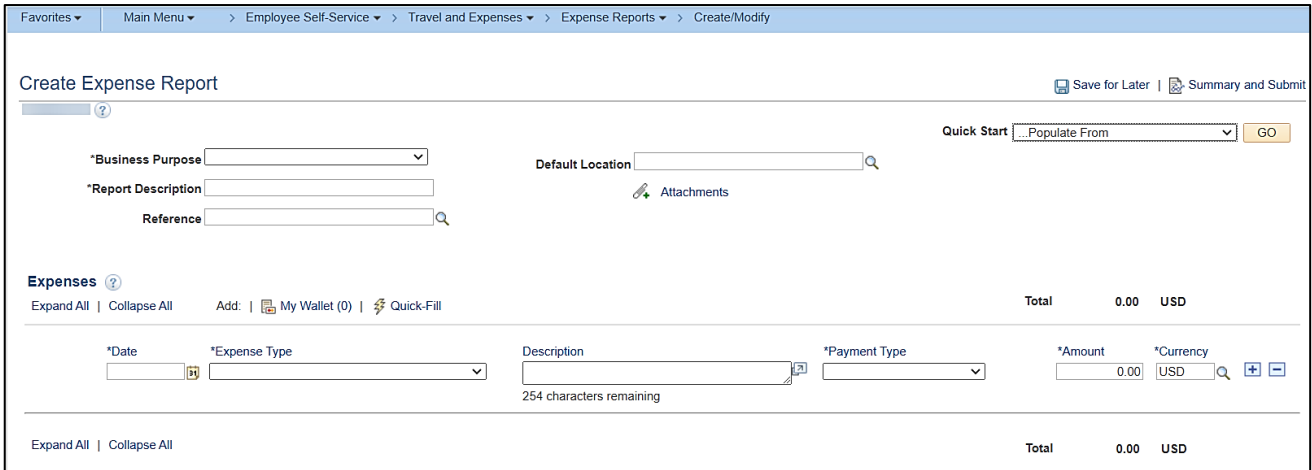
Creating an Expense Report from an Approved Travel Authorization

This section of the job aid will walk through the steps for creating an Expense Report by copying from an approved Travel Authorization.

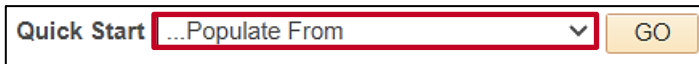
Step	Action
1.	Navigate to the Expense Report entry page using the following path: Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify
<p>The Add a New Value page displays.</p> 	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter or select the employee's Employee ID in the Empl ID field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the Add button. 

Step	Action
------	--------

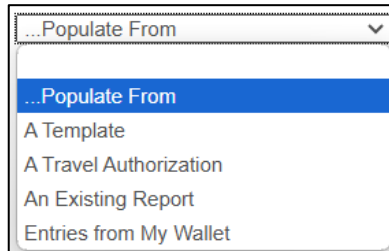
The **Create Expense Report** page displays.



4. Click the **Quick Start Populate From** drop-down button.

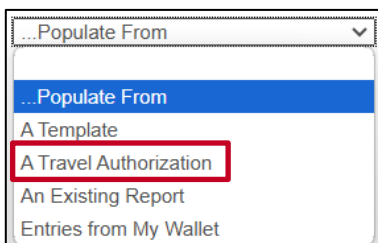


The **Quick Start** options display.




- To use the “A Template” option, see the Job Aid titled **AP315_Creating an Expense Template**. The Job Aid is located on the Cardinal website in **Job Aids** under **Learning** for details.
- See the **Creating an Expense Report using an Existing Expense Report** section for details on using that option.
- **Entries from My Wallet** is not used in Cardinal.

5. Click the “A Travel Authorization” item.



Step	Action														
6.	<p>Click the GO button.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Quick Start A Travel Authorization ▼ GO </div>														
<p>The Copy from Approved Travel Authorization page displays in a pop-up window.</p> <div style="border: 1px solid black; padding: 10px; margin: 5px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Copy from Approved Travel Authorization x </div> <div style="text-align: right; margin-top: 5px;"> Help </div> <div style="margin-top: 10px;"> <p>From Date 10/22/2024 31 To 02/22/2025 31 Search</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 5%;"></th> <th style="width: 30%;">Travel Auth Description</th> <th style="width: 15%;">Authorization ID</th> <th style="width: 10%;">Date From</th> <th style="width: 10%;">Date To</th> <th style="width: 10%;">Amount</th> <th style="width: 10%;">Currency</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: middle;">Select</td> <td>PM Conference</td> <td>0000005687</td> <td>01/28/2025</td> <td>01/29/2025</td> <td>235.28</td> <td>USD</td> </tr> </tbody> </table> <p style="margin-top: 5px;">Return</p> </div> </div>			Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency	Select	PM Conference	0000005687	01/28/2025	01/29/2025	235.28	USD
	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency									
Select	PM Conference	0000005687	01/28/2025	01/29/2025	235.28	USD									
i	<p>The approved Travel Authorizations display based on the From Date and To field dates that default.</p> <p>The date range can be adjusted by updating the From Date and To date fields then clicking the Search button.</p>														
7.	<p>Click the Travel Auth Description link for any authorizations that displays to review the details.</p> <div style="border: 2px solid red; padding: 2px; margin: 5px 0; display: inline-block;"> PM Conference </div>														

Step	Action
------	--------

The **Selected Travel Authorization** details page displays in a pop-up window.

Selected Travel Authorization
✕

[Help](#)

Travel Authorization ID 0000005687
Description PM Conference
Date From 01/28/2025 **To** 01/29/2025
Business Purpose Conference

Expense Type	Merchant	Amount
All Meals - Travel Day		44.25
Lodging		107.00
Lodging Fees and Taxes		32.28
Per Diem Incidentals-Travel Day		3.75
All Meals - Travel Day		44.25
Per Diem Incidentals-Travel Day		3.75
Authorized Amount		235.28 USD

8.	Review the details to determine the authorization the user wants to copy from.
----	--

9.	Click the Return button. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> <input type="button" value="Return"/> </div>
----	--

The **Copy from Approved Travel Authorization** page re-displays.

Copy from Approved Travel Authorization
✕

[Help](#)

From Date

 To

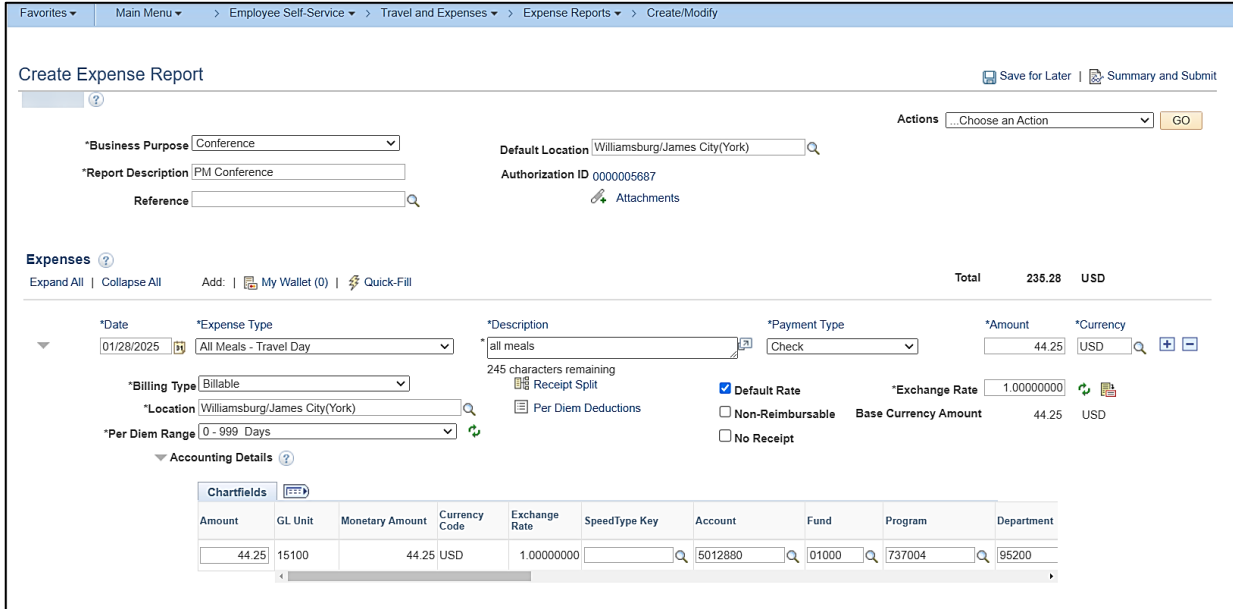
	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="button" value="Select"/>	PM Conference	0000005687	01/28/2025	01/29/2025	235.28	USD


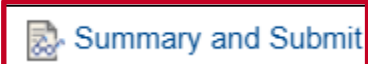
10.	Repeat Steps 7- 9 to view additional approved Travel Authorizations if applicable.
-----	---

11.	Click the Select button next to the Travel Auth Description field to copy into the Expense Report. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> <input type="button" value="Select"/> </div>
-----	---

Step	Action
------	--------

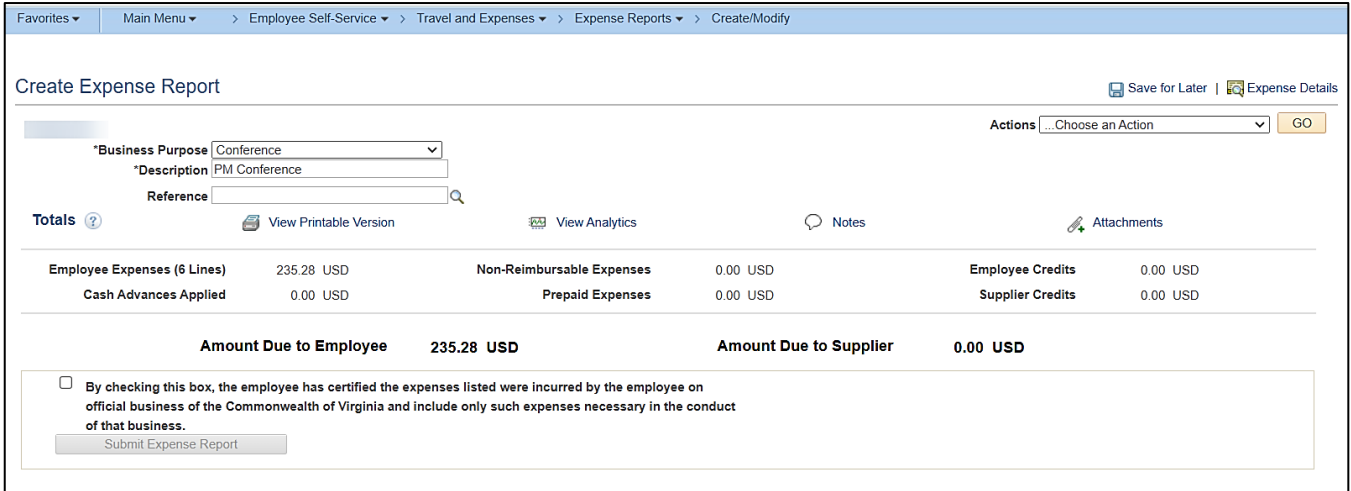
The **Create Expense Report** page re-displays with the selected Travel Authorization information populated.



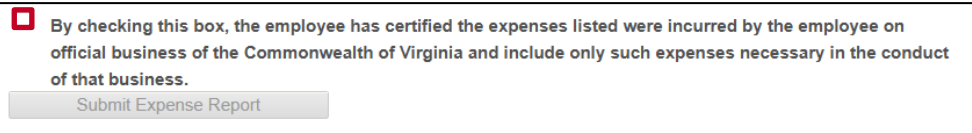
12.	Update the fields as applicable.
	<p>Changes can be made to any of the fields that copied from the Travel Authorization. Additional fields can also be added, and expense lines can be removed as applicable.</p>
13.	<p>Click the Summary and Submit link once all adjustments have been completed.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block;">  </div>

Step	Action
------	--------

The **Create Expense Report Summary** and **Submit** page displays.



14. Click the Certification Statement checkbox.

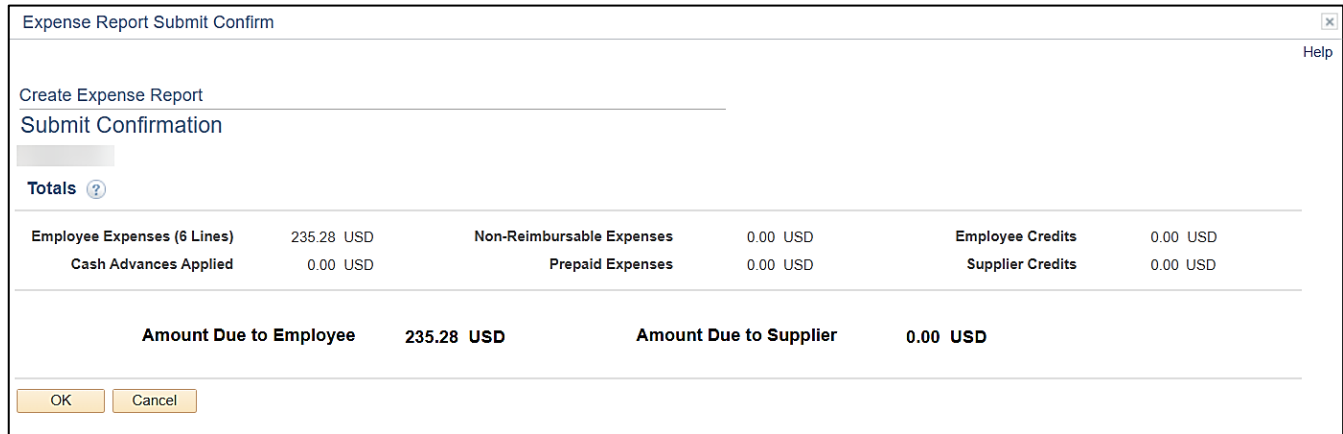



The **Submit Expense Report** button becomes enabled.

15. Click the **Submit Expense Report** button.



The **Expense Report Submit Confirm** page displays in a pop-up window.



Step	Action
16.	Click the OK button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 2px 10px;">OK</div> <div style="padding: 2px 10px;">Cancel</div> </div> </div>

The **Create Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**.

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

View Expense Report
 Expense Details

Your expense report 0000421638 has been submitted for approval.

Business Purpose Meeting

Description Quarterly Dept Head Mtg

Reference

Report 0000421638 Submission in Process

Created 01/24/2025

Last Updated 01/24/2025

Post State Not Applied


Totals ? View Printable Version View Analytics Notes

Employee Expenses (3 Lines)	235.28 USD	Non-Reimbursable Expenses	0.00 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 235.28 USD

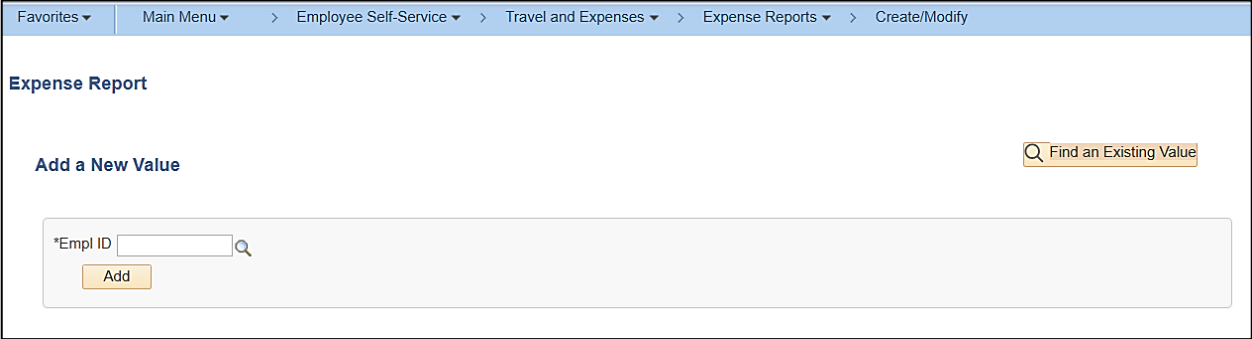




By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

Amount Due to Supplier 0.00 USD

	<p>A message displays in red with the Expense Report number ID indicating it has been submitted for approval.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px; color: red; font-weight: bold;"> Your expense report 0000421638 has been submitted for approval. </div>
17.	Make note of the Expense Report number.

Applying an Approved Cash Advance to an Expense Report

This section walks through the steps for creating an Expense Report and apply an Approved Cash Advance. Cash advances can be applied to one report or multiple Expense Reports. In addition, multiple Cash Advances can be applied to one Expense Report. Follow agency guidelines regarding this process.

Step	Action
1.	Navigate to the Expense Report entry page using the following path: Main Menu > Employee Self Service > Travel and Expense Expenses > Expense Reports > Create/Modify
<p>The Add a New Value page displays.</p> 	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter or select the employee's Employee ID in the Empl ID field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the Add button. 


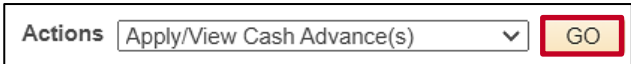


Accounts Payable Job Aid

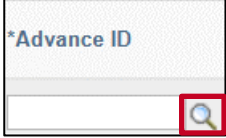
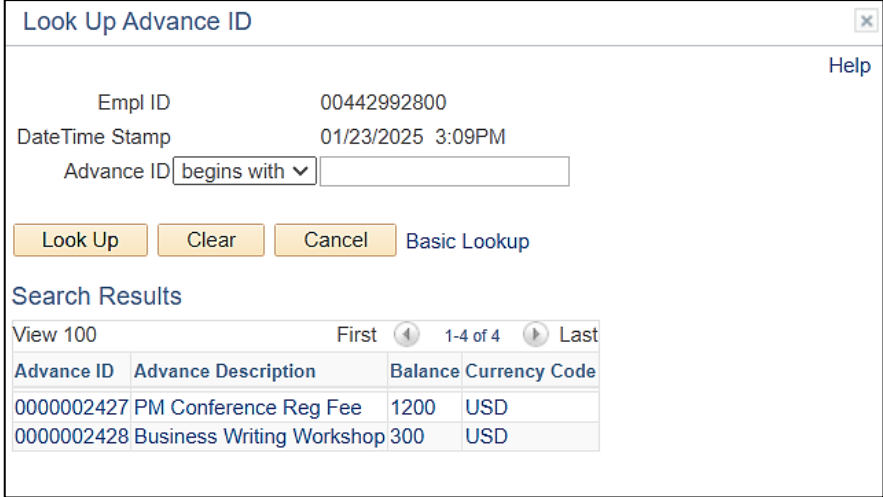


AP315A_Creating and Managing Expense Reports

Step	Action
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The **Create Expense Report** page displays.

4.	Enter the details of the Expense Report. See the section in this job aid titled Creating an Expense Report for details on that process.
5.	Once all expense lines have been entered, proceed to the next Step .
6.	Click the Actions drop-down button and select “Apply/View Cash Advance(s)” list item. 
7.	Click the GO button. 

The **Apply Cash Advance(s)** page displays.

Step	Action
8.	<p>Click the Advance ID look up icon.</p> 
<p>The Look Up Advance ID page displays in a pop-up window.</p> 	
	<p>Cash advances display in the Search Results section of the page.</p>
9.	<p>Click the Advance ID link that will be used for the Expense Report.</p> 



Step	Action
------	--------

The **Apply Cash Advance(s)** page returns with the selected cash advance number in the **Advance ID** field and the amount displayed in the **Total Applied** field.

Create Expense Report

Apply Cash Advance(s)

Report ID NEXT

Cash Advance Information						
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied		
0000002427	1200.00	0.00 USD	1.00000000	1200.00	USD	<input type="button" value="-"/>

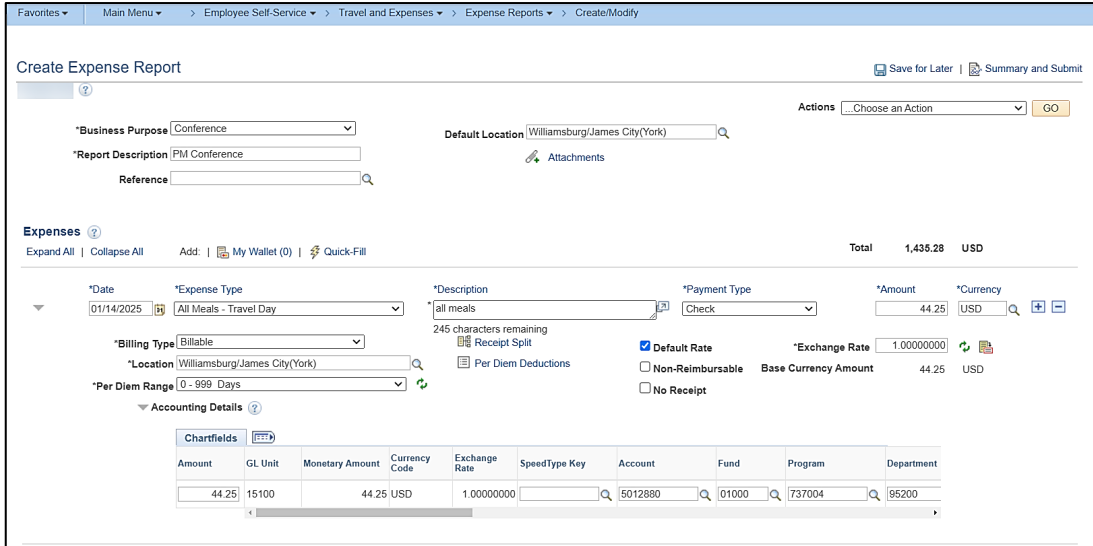
Total Advance Applied 1,200.00 USD
Totals (7 Lines) 1,435.28 USD
Total Due Employee 235.28 USD

10.	<p>To apply more than one Cash Advance to the Expense Report, click the Add Cash Advance button and repeat Step 9.</p> <p>If not, proceed to the next Step.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="button" value="Add Cash Advance"/> <input type="button" value="Update Totals"/> </div>
-----	--

11.	<p>Click the OK button.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="button" value="OK"/> </div>
-----	--

Step	Action
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The **Create Expense Report** page re-displays.



Create Expense Report

Business Purpose: Conference
 Report Description: PM Conference
 Default Location: Williamsburg/James City(York)
 Total: 1,435.28 USD

Expenses:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
01/14/2025	All Meals - Travel Day	all meals	Check	44.25	USD

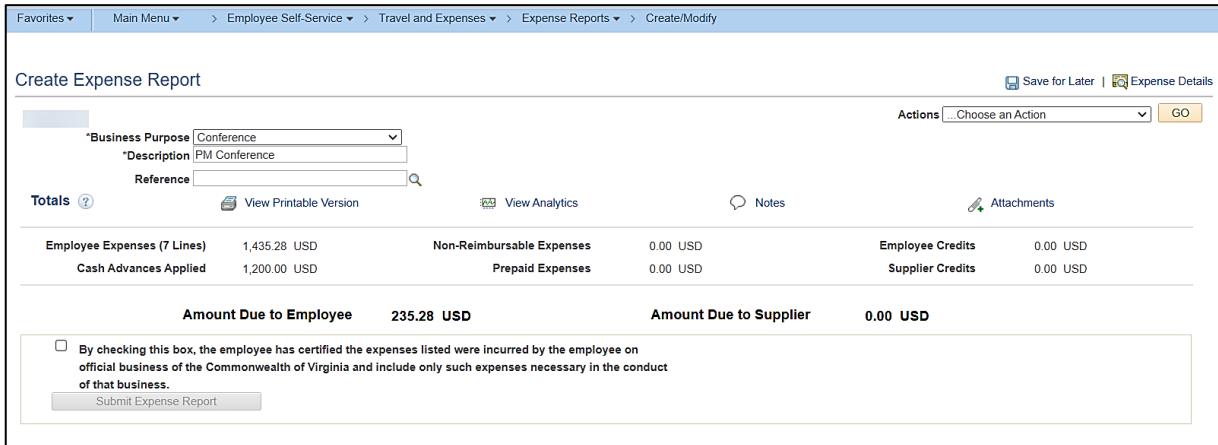
Accounting Details:

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department
44.25	15100	44.25 USD		1.00000000		5012880	01000	737004	85200

12. Click the **Summary and Submit** link.



The **Create Expense Report Summary and Submit** page displays.



Create Expense Report Summary and Submit


Totals	Employee Expenses (7 Lines)	Cash Advances Applied	Non-Reimbursable Expenses	Prepaid Expenses	Employee Credits	Supplier Credits
	1,435.28 USD	1,200.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
Amount Due to Employee	235.28 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

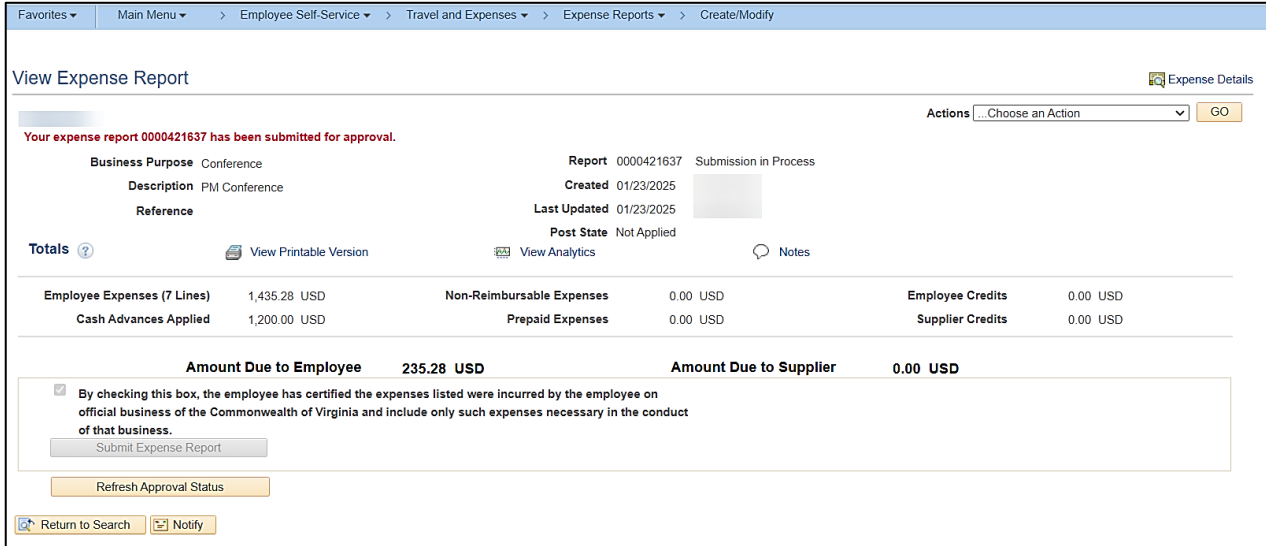
13. The **Cash Advances Applied** field displays the amount of the cash advance that was applied.




Step	Action																		
14.	<p>Click the Certification Statement checkbox.</p> <div style="border: 1px solid black; padding: 10px;"> <input type="checkbox"/> 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. <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit Expense Report"/> </div> </div>																		
	The Submit Expense Report button becomes enabled.																		
15.	<p>Click the Submit Expense Report button.</p> <div style="text-align: center; border: 2px solid red; padding: 5px; width: fit-content; margin: 0 auto;"> <input type="button" value="Submit Expense Report"/> </div>																		
<p>The Expense Report Submit Confirm page displays in a pop-up window.</p> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Expense Report Submit Confirm ✕ </div> <div style="text-align: right; margin-bottom: 5px;">Help</div> <hr/> <p>Create Expense Report</p> <p>Submit Confirmation</p> <div style="background-color: #cccccc; height: 15px; width: 50px; margin-bottom: 10px;"></div> <p>Totals ?</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Employee Expenses (7 Lines)</td> <td style="width: 15%;">1,435.28 USD</td> <td style="width: 33%;">Non-Reimbursable Expenses</td> <td style="width: 15%;">0.00 USD</td> <td style="width: 33%;">Employee Credits</td> <td style="width: 15%;">0.00 USD</td> </tr> <tr> <td>Cash Advances Applied</td> <td>1,200.00 USD</td> <td>Prepaid Expenses</td> <td>0.00 USD</td> <td>Supplier Credits</td> <td>0.00 USD</td> </tr> <tr> <td colspan="2" style="text-align: right;">Amount Due to Employee</td> <td>235.28 USD</td> <td colspan="2" style="text-align: right;">Amount Due to Supplier</td> <td>0.00 USD</td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div>		Employee Expenses (7 Lines)	1,435.28 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	Amount Due to Employee		235.28 USD	Amount Due to Supplier		0.00 USD
Employee Expenses (7 Lines)	1,435.28 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD														
Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD														
Amount Due to Employee		235.28 USD	Amount Due to Supplier		0.00 USD														
16.	<p>Click the OK button.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 2px 10px;"><input type="button" value="OK"/></div> <div style="padding: 2px 10px;"><input type="button" value="Cancel"/></div> </div> </div>																		

Step	Action
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The **Create Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**.



	<p>A message displays in red at the top of the page with the Expense Report ID number indicating it has been submitted for approval.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> <p>Your expense report 0000421637 has been submitted for approval.</p> </div>
17.	Make note of the Expense Report number.



Appendix

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