Welcome to Cardinal Training

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

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

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

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

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

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

Course Objectives

After completing this course, you will be able to:

- Understand key travel and expense concepts
- Understand the business processes in the Expenses module
- Explain the processes for interfaced Cash Advances and Expense Reports
- Create and submit a Cash Advance request online
- View Cash Advance status
- Create and submit an Expense Report online

Course Objectives (continued)

- View Expense Report status

Agenda

1. Processing Employee Expenses Overview
2. Cash Advance
3. Expense Report

Lesson 1: Introduction

1 Processing Employee Expenses Overview

This lesson covers the following topics:

- Accounts Payable Overview
- Key Concepts
- Expenses Process

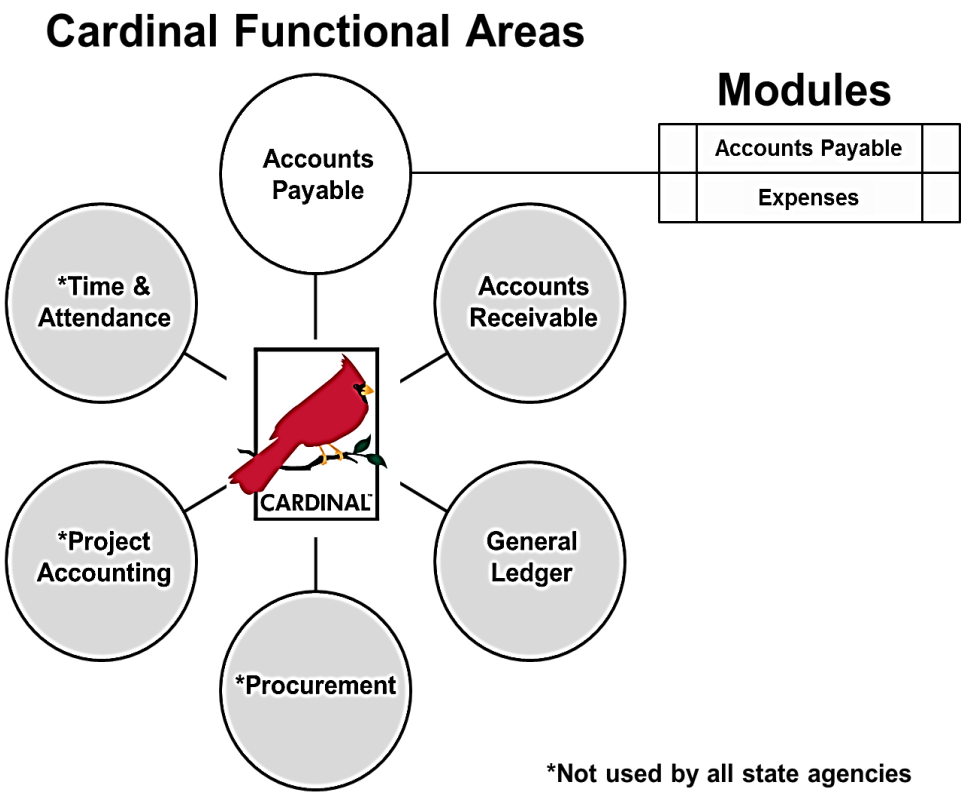
Accounts Payable Overview

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

Accounts Payable
The Accounts Payable (AP) module processes payments to suppliers for goods and/or services received.

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

This course will focus on processing employee expenses for interfacing agencies.



Key Concepts

Some key concepts in processing travel and expenses include:

- **Accounts Payable (AP) Vouchers -** Cardinal does not use AP vouchers to reimburse agency employees. In Cardinal, employee reimbursements for the agency employees are processed directly through the Expenses module. Employees are not set up as suppliers in Cardinal when being reimbursed by their agency.

- **Employee Profile Update -** A profile must exist for an employee prior to an employee being reimbursed or being granted access to Cardinal. Employee profiles house important organizational data such as business unit, department, and default ChartFields. Profiles also contain electronic data interchange (EDI) banking information, if applicable**.** EDI information is added/updated through a daily interface from the Cardinal Human Capital Management (HCM).

- **Proxy/Authorized User -** In Cardinal, a proxy (proxies) is assigned to enter employee expense transactions. Most employees will have proxies other than themselves who will enter and process their expense related transactions.

Key Concepts (continued)

- **Attachment Capability -** In Cardinal, you can add attachments (such as scanned receipts can be added) to Travel Authorizations, Cash Advance requests, or Expense Reports. Note that the scanned documents do not serve as official documentation for auditing purposes, so the original hard copy of the documents must be maintained. If an error occurs when trying to open an attachment, try saving the file and opening it locally. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

- **Applying Cash Advances -** As a Cardinal Expenses user, apply any Cash Advances to the employee against the related Expense Report that is filed after the travel is completed. Cardinal then calculates the amount owed back to the employee or the amount owed to the Commonwealth.

- **Workflow -** Workflow routes items to the designated approver(s) worklist and describes the path of approvers required for an item to continue being processed in Cardinal.

- **Accounting Distribution -** ChartField string that defines how a transaction is charged (i.e., which fund, account, program, department, etc.).

- **Payment Check Cashing -** A process that ensures all payments, including vouchers, employee expenses, and cash advances, are checked against available cash before being released for payment each night.

Proxies

In Cardinal, only a proxy (authorized user) can create, update, or view expense transactions. Only a proxy can create or view Travel Authorizations, Cash Advances, and Expense Reports.

Some agency employees may serve as proxies for themselves and create their own expense transactions. In other instances, one or more employees may serve as proxies for other agency employees. Only proxies can access expense transactions.

The proxy enters all expense related information in the system including Travel Authorizations, Cash Advances, and Expense Reports. Agencies' policies and procedures determine how the expense information is provided to the proxy for their employees. For example, an agency may have a specific form that is used to record the transactions or use the forms that are available on the Cardinal website in **Forms** under **Resources.**

Expenses Processing Overview

Travel Authorizations Processing
If a Travel Authorization is required by State and/or Agency policy, interfacing agencies have the option of deciding whether to use an internal agency process or enter online in Cardinal. Travel Authorizations are used as a means of approving employees' plans to travel and/or incur related expenses.

Online Travel Authorizations entered in Cardinal must be entered and approved prior to travel. Cardinal does not allow authorization of trips that have already occurred. Online Travel Authorizations cannot be used to populate an uploaded Expense Report. If interested in learning more about how the online Travel Authorization process works for agencies that process Employee Expenses online, please refer to the **SW AP315A Online Expense Processing** course for more details.

Cash Advance Processing
Cash Advances provide funds to an employee prior to travel in order to minimize the impact of business travel on an employee's personal finances. Cash advances are created in the agency system and uploaded into Cardinal.

Expense Reporting Processing
Expense Reports are used to reimburse the agency's employees business related travel and/or other business expenses. Expense Reports are created in the agency system and uploaded into Cardinal.

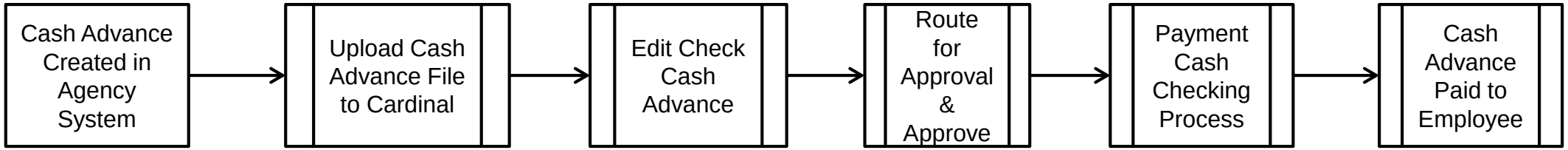
Interface Cash Advance Process

Interfacing agencies create Cash Advances in their agency systems which are then uploaded to Cardinal.

Transactions with valid and complete data are loaded into Cardinal for edit checking and are then routed for online approval in Cardinal. Cash advances must be approved in Cardinal. Once they are approved, Cardinal creates the related transaction entries and generates the cash advance payments to employees.

Cash Advances that contain missing or invalid data are not successfully loaded into Cardinal. They are listed on the **Cash Advance Upload Error Report**. For more detailed information about viewing cash advances and error processing for interfaced transactions, see the job aid entitled **SW AP315: Cash Advance Interface Processing** located on the Cardinal website in **Job Aids** under **Learning**.

Below is a high level diagram of the Interfacing Agencies Cash Advance process.



Interface Expense Report Process

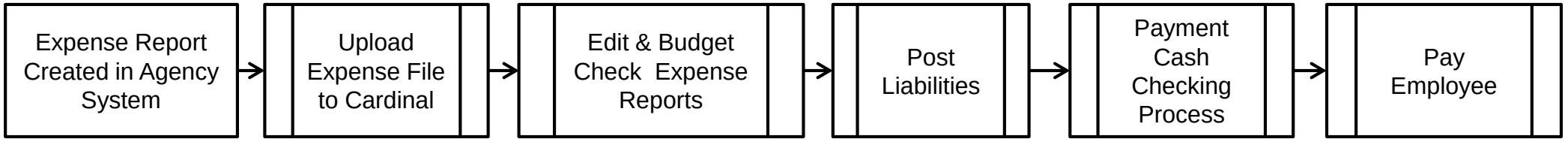
Interfacing agencies create Expense Reports in their agency systems and follow their agency guidelines for approval. Their Expense Report approvals occur at their agency, outside of Cardinal. Once approved, the expenses data is captured in a file and uploaded to Cardinal for processing.

Cardinal does not route interfaced agency Expense Reports through workflow for approval by the agency (agency level workflow). However, if an Expense Report is updated online in Cardinal, it will be routed for approval and it must be approved in Cardinal.

Transactions with valid and complete data are loaded into Cardinal for edit and budget checking. Cardinal then creates the related transaction entries and generates payments to reimburse employees.

Expense transactions that contain missing or invalid data are not successfully loaded in Cardinal. They are listed on the **Expense Upload Error Report**. For more detailed information about viewing expense reports and error processing for interfaced transactions, see the job aid entitled **SW AP315: Expense Report Interface Processing** located on the Cardinal website in **Job Aids** under **Learning.**

Below is a high level diagram of the Interfacing Agencies Expense process.



Lesson 1: Checkpoint

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

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

Your agency's employees are not set up as vendors in Cardinal when being reimbursed for travel or business related expenses incurred for your agency.

- True
- False

Cash Advance and Expense Transactions do not go through the payment cash checking process in Cardinal.

- True
- False

Interfacing agencies cannot upload which of the following in Cardinal:

- Travel Authorizations
- Expense Reports
- Cash Advances
- All of the above

Interfaced Cash Advances and Expense Reports do not require agency level approval online in Cardinal once they have been uploaded from the agency system.

- True
- False

Lesson 1: Summary

1 Processing Employee Expenses Overview

In this lesson, you learned:

- Key concepts in the Expenses module
- Travel authorizations cannot be uploaded into Cardinal; they can only be entered online
- The Interface Process for Cash Advances and Expense Reports
- Cash Advances and Expense reports go through the Payment Cash Checking process before payment is made to the employee

Lesson 2: Introduction

2 Cash Advance

This lesson covers the following topics:

- Interfaced Cash Advances Overview
- Creating and submitting a Cash Advance request online
- Viewing Cash Advance status
- Updating or deleting a Cash Advance

Interfaced Cash Advances Overview

All of your agency's employee travel and business related expenses are processed in the Expenses module. Petty cash cannot be used for payments to employees. Petty cash can only be used when entering vouchers to pay suppliers. In Cardinal, the agency's employees should not be suppliers.

Cash Advance requests require approval online in Cardinal. Interfacing agencies may upload a Cash Advance request or enter it online. Once a Cash Advance is approved, Cardinal creates related accounting entries, based on the employee's profile. Then the amount of the advance is issued by check or deposited in the employee's bank account. Employee bank account information is uploaded from Cardinal HCM daily and can only be viewed by the Virginia Department of Accounts (DOA) EDI Coordinator.

Note: Employee Profiles created by the Employee Profile Upload will be updated with EDI banking information daily.

Interfaced Cash Advances Overview (continued)

Interfacing Agencies send their agency Cash Advance transactions to Cardinal using the **Cash Advance Upload** process.

Transactions that do not pass edit checks are not successfully loaded into Cardinal. Cardinal generates a **Cash Advance Upload Error Report** nightly that displays details for all rejected transactions. Rejected transactions are reviewed and corrected by the agency before being re-sent to Cardinal.

Interfaced Cash Advances successfully uploaded into Cardinal are routed by workflow for agency level approval in Cardinal.

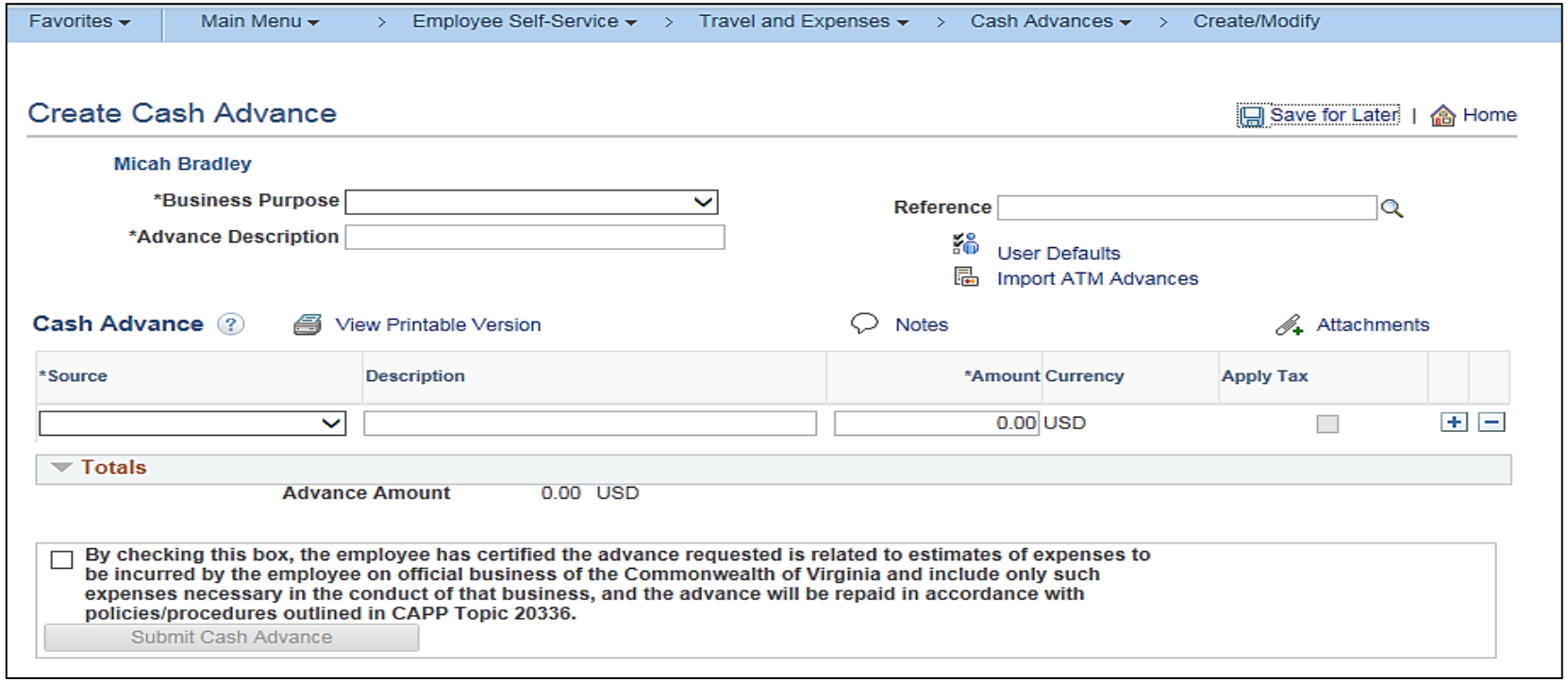
For more detailed information about interfaced cash advances , see the job aid entitled **SW AP315: Cash Advance Interface Processing** located on the Cardinal website in **Job Aids** under **Learning**.

Creating a Cash Advance Request

Cash advances can be uploaded into Cardinal or created online. To create a cash advance online in Cardinal, access the **Create Cash Advance Report** page using the following path:

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

Use the **Create Cash Advance Report** page to enter the Cash Advance request information for the employee.

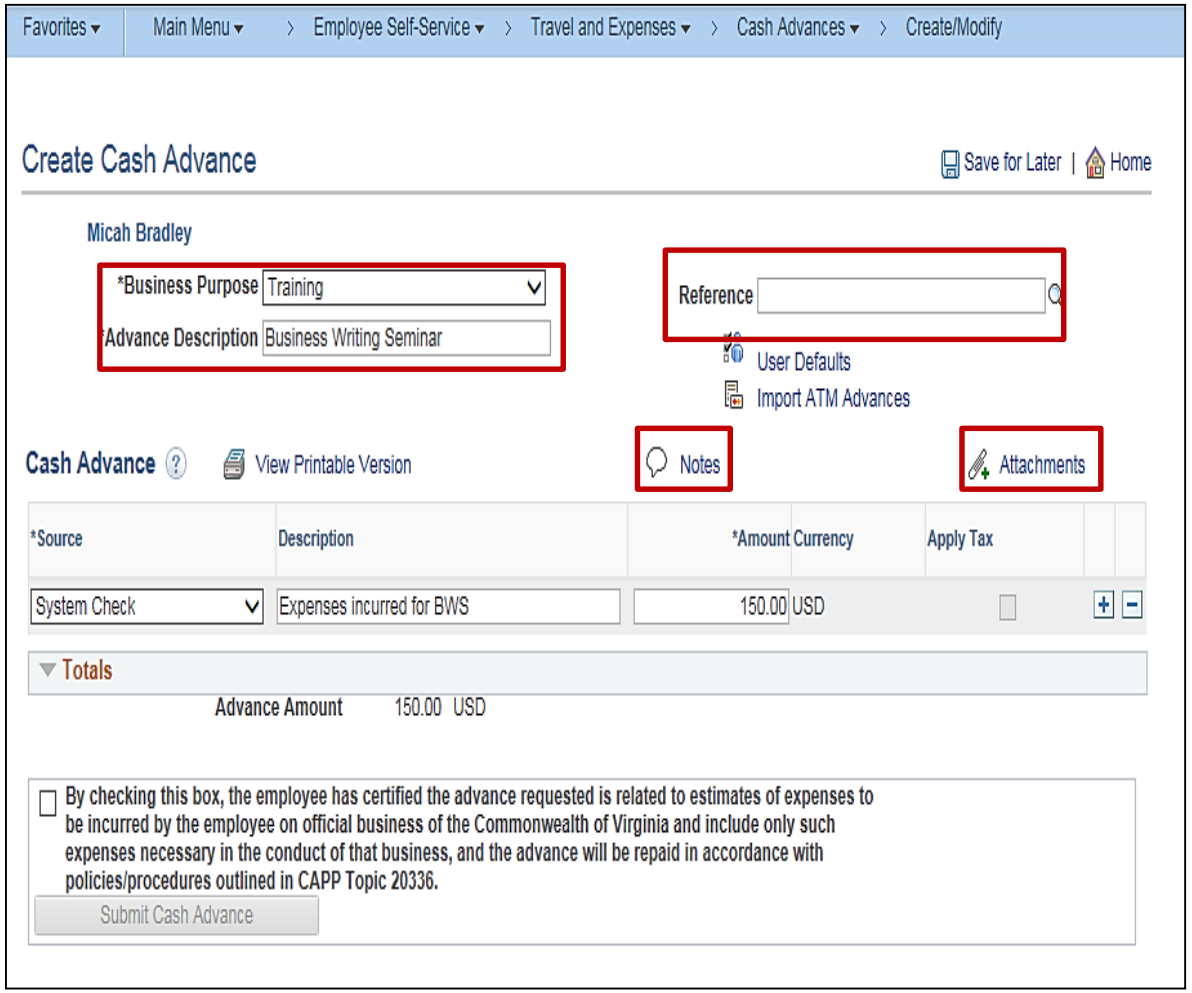


Click on image to enlarge

Creating a Cash Advance Request (continued)

Complete the following fields when entering a Cash Advance. Required fields are marked with an asterisk:

- **Business Purpose** - use the drop-down menu to select the business purpose for the advance.
- **Description** - enter a description for the Cash Advance request.
- **Reference** – use this fields to enter any additional information about the advance.
- **Notes** - use this hyperlink to document any notes related to the advance.
- **Attachments** - use this link to attach documents to the cash advance request. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

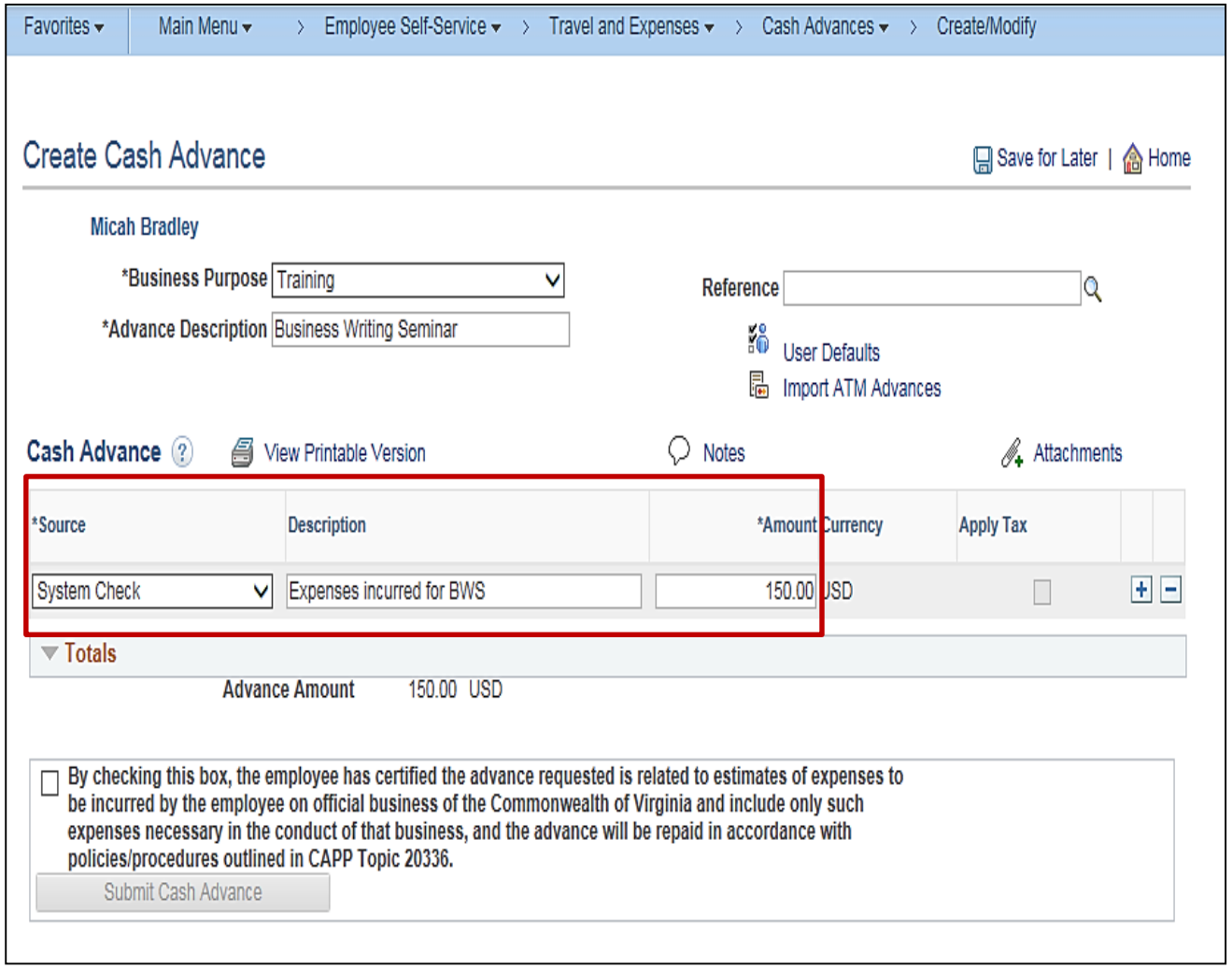


Creating a Cash Advance Request (continued)

- **Source -** select **System Check**, which is the only option. This is not necessarily how the employee will receive payment. Payment method is determined by the employee profile setup.

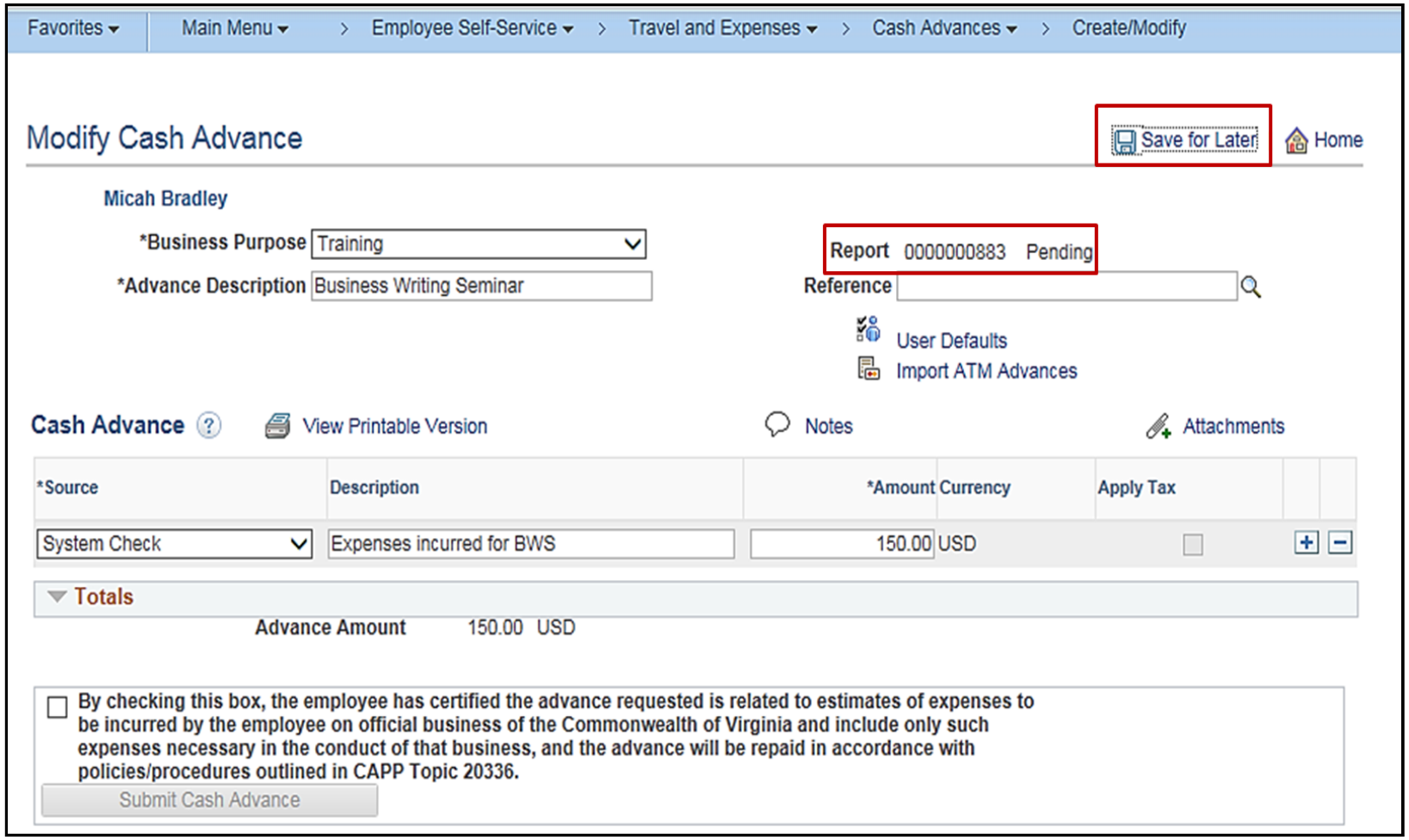
- **Description** field next to the **Source** - this field is not required but can be used to capture additional information about the request, if needed.

- **Amount** - use to enter the amount of the advance.



Saving a Cash Advance Request

After completing a Cash Advance request, click on **Save for Later** or **Submit.** Cardinal assigns an **Advance ID** to the request. The **Advance ID** cannot be added manually when creating a Cash Advance online.



Saving a Cash Advance Request (continued)

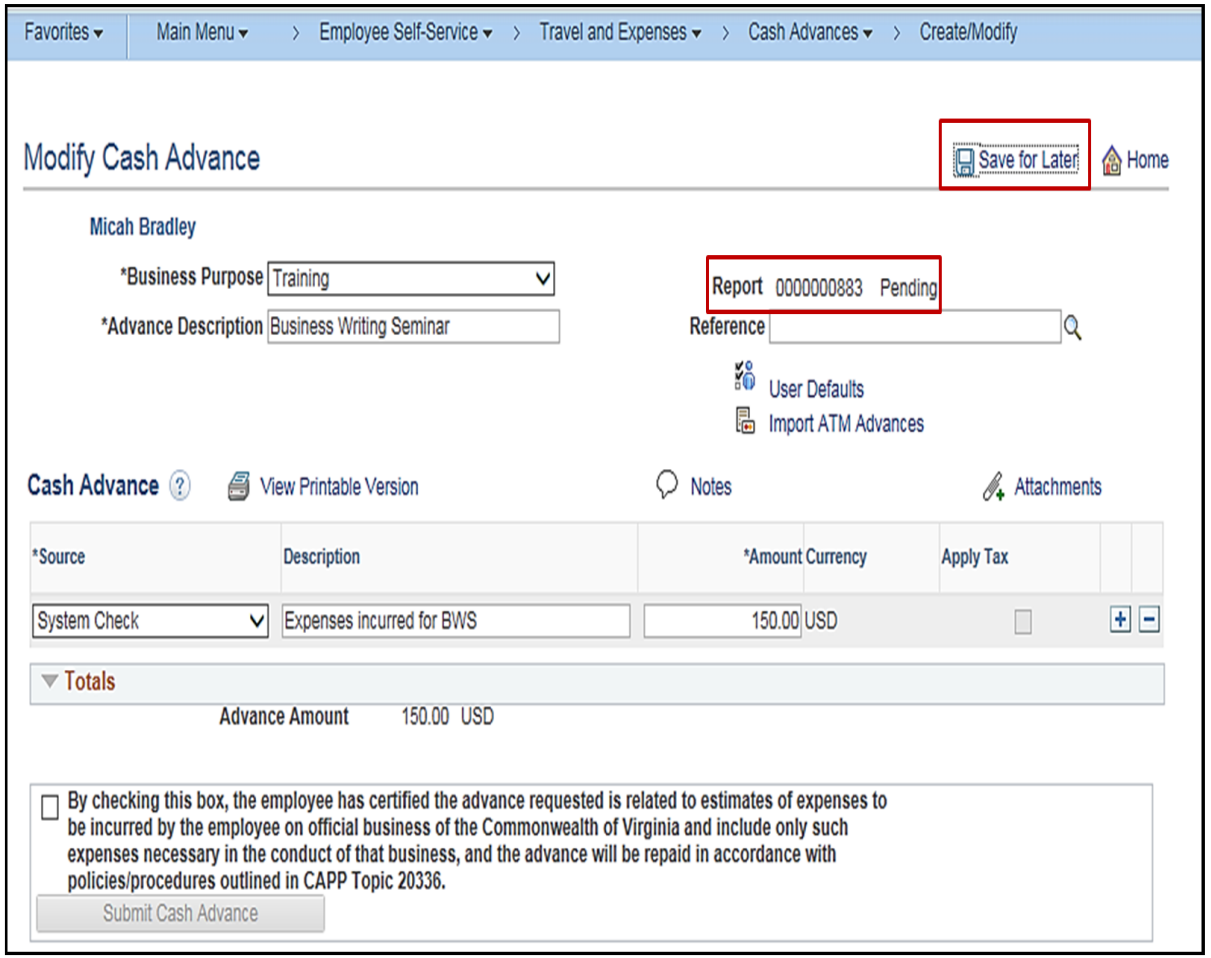
To save the request:

- Click the **Save for Later** button on the **Create Cash Advance Report** page. This saves the request and changes are allowed. The request must be submitted in order to then go through the approval process.

- When the **Save for Later** button is clicked, the **Advance ID** populates and the page changes to **Modify Cash Advance Report**.

- At this point, the request is saved and can be modified, if necessary, by using the following path:

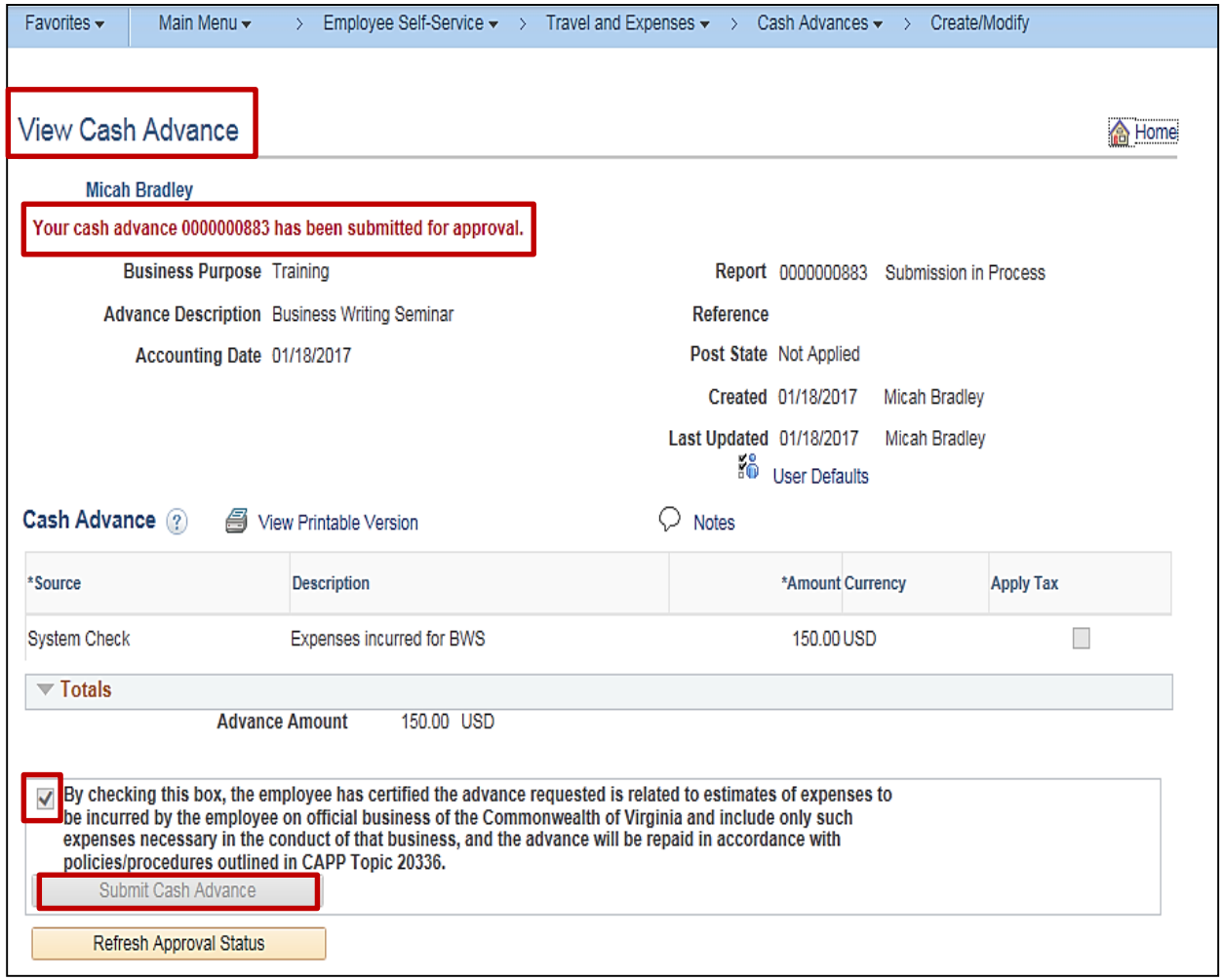
  Main Menu > Employee Self Service > Travel and Expense Center > Cash Advance > Create/Modify



Submitting a Cash Advance Request

To submit the request:

- Click the certification statement checkbox. The **Submit Cash Advance** button becomes active.
- Click the **Submit Cash Advance** button.
- A **Submit Confirmation** page displays.
- Click the **OK** button to confirm the submission.
- A message displays at the top of the page indicating the cash advance has been submitted for approval.
- The page changes to **View Cash Advance**.



Submitting a Cash Advance Request (continued)

- Once clicking the **OK** button on the **Submit Confirmation** page, the Cash Advance is checked to ensure the amount is within the Cash Advance Level for the employee, as well as checked for missing fields. If any updates are made, the Cash Advance will need to be submitted again.

- The report is routed through workflow to the approver's worklist. If more than one approval is required, Cardinal automatically routes the report to the designated approvers.

- The approver(s) may approve, deny, or send back the Cash Advance. If the request is not approved, the approver should indicate the reason(s) in the message comments.

- Once approved, the cash advance will be submitted for payment in the nightly batch.

- The Payment Cash Checking application ensures all payments, including vouchers and expenses, are checked against available cash before being released for payment. For more detailed information about payment cash checking, see the following job aids located on the Cardinal website in **Job Aids** under **Learning**:

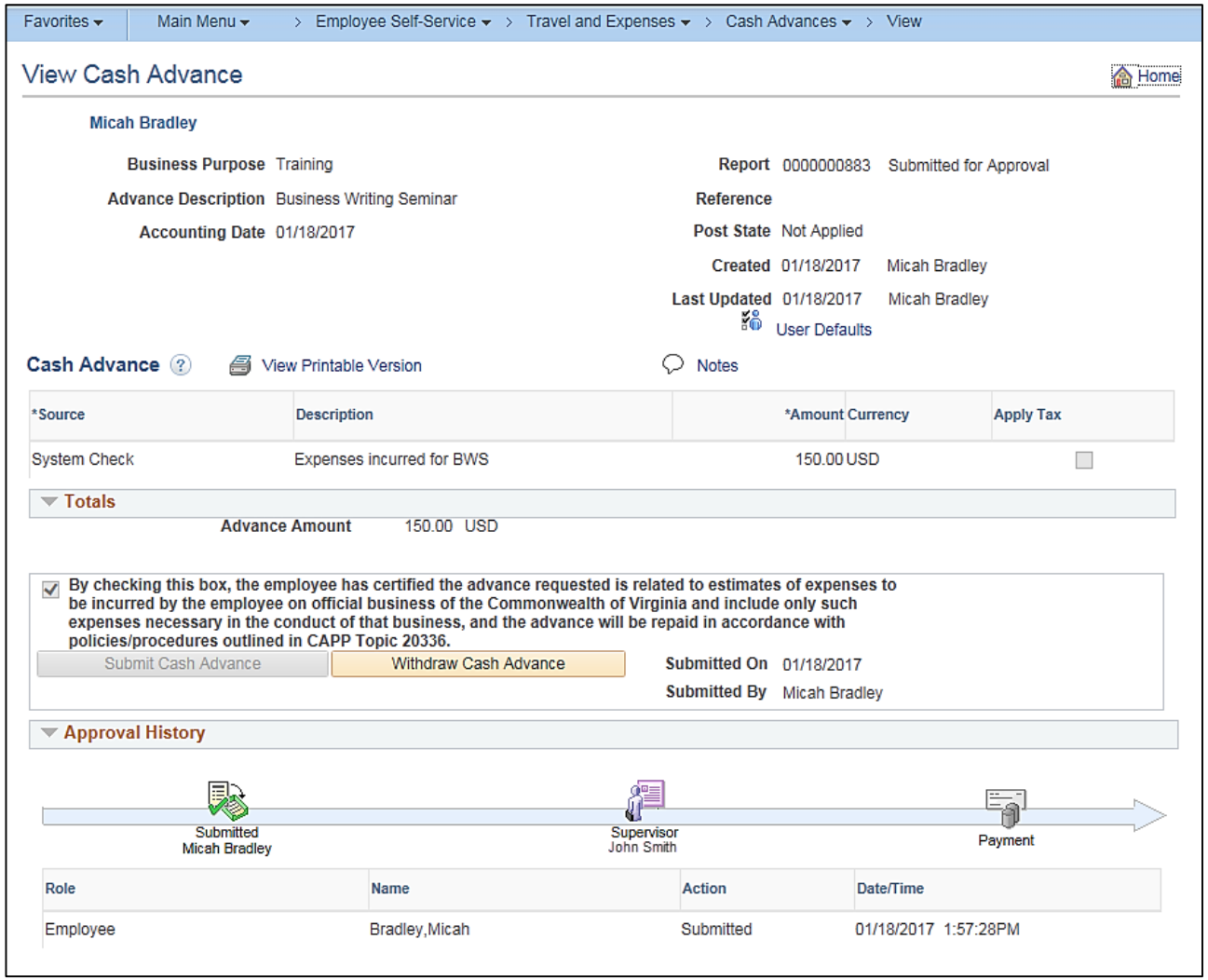
  - **SW AP312: Payment Cash Checking – Overview**
  - **SW AP312: Payment Check Cashing – Reports**
  - **SW AP312: Payment Check Cashing – Fund Level Processing Rules Updates**
  - **SW AP312: Payment Check Cashing – Updating Transaction Level Overrides**

Viewing the Cash Advance Status

Proxies for an employee can view the status on the **View Cash Advance Report** page.

To access this page navigate using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Cash Advances > View



Viewing the Cash Advance Status (continued)

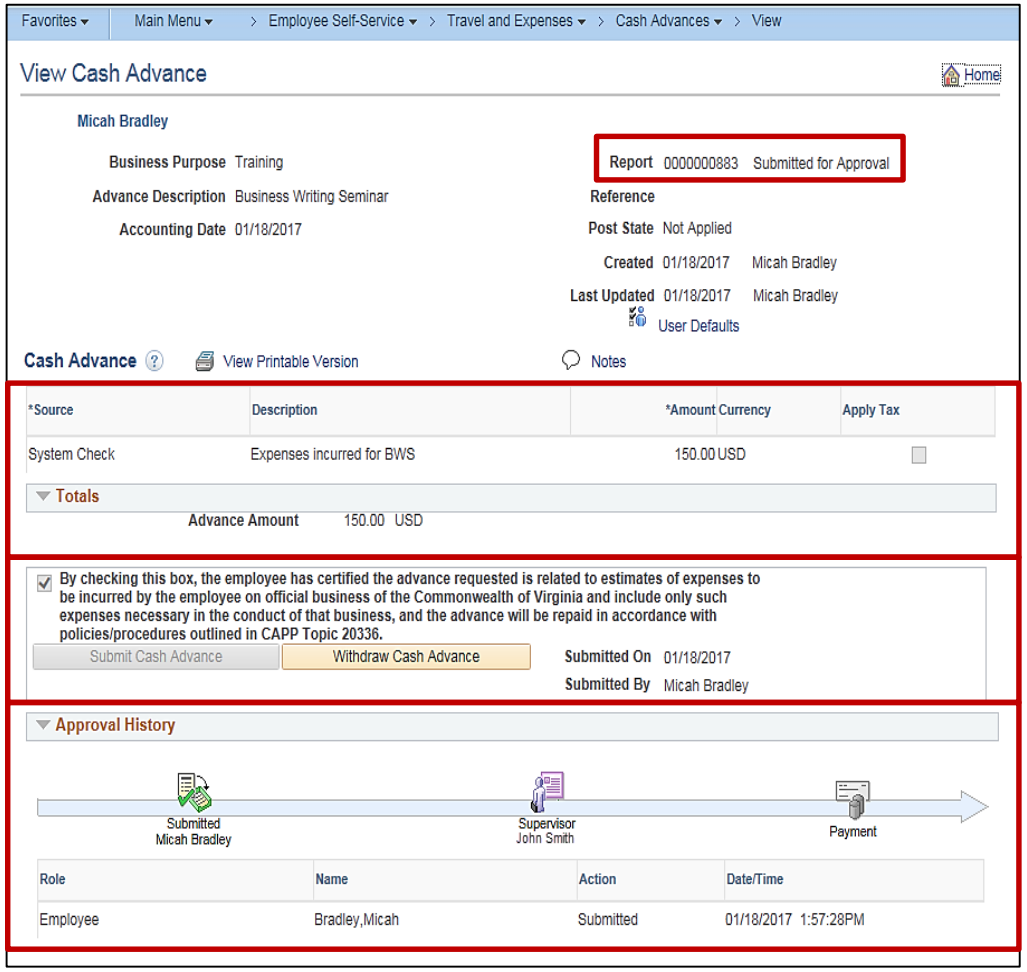
The current status displays in the **Status** field on the **View Cash Advance Report** page shown here.

The Header section contains the Cash Advance **Report** number and the status.

The **Totals** section displays the total of the Cash Advance.

The next section contains the certification statement and the Submit information. Note that there is also a **Withdraw Cash Advance** button. For more detailed information about updating or deleting a Cash Advance, see the job aid entitled **SW AP315A: Updating and Deleting Expense Transactions – Online Agency** located on the Cardinal website in **Job Aids** under **Learning.**

The **Approval History** section, at the bottom of the page, provides a history of the submission, approval, and payment of the request.



Click on image to enlarge

Updating/Canceling and Deleting a Cash Advance

As a proxy, the user can update an existing Cash Advance if it has been:

- Saved, but not submitted for approval
- Withdrawn from approvals after submission (prior to the approver taking action)
- Sent back by an approver

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

- Is no longer needed
- Has been saved but not submitted for approval
- Was sent back by the approver
- Was denied by the approver

A Deleted cash advance cannot be viewed online.

For more detailed information about expense transactions, see the job aid entitled **SW AP315A: Updating and Deleting Expense Transactions – Online Agency** located on the Cardinal website in **Job Aids** under **Learning.**

Lesson 2: Checkpoint

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

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

All interfaced Cash Advances must be approved online in Cardinal.

- True
- False

In Cardinal, petty cash can be used to reimburse your agency's employees for business related travel and expense reimbursements.

- True
- False

Lesson 2: Summary

2 Cash Advance

In this lesson, you learned:

- The process for interfaced Cash Advances
- The steps to create and submit a Cash Advance request online
- How to view the status of a Cash Advance

Lesson 3: Introduction

3 Expense Report

This lesson covers the following topics:

- Interfaced Expense Reports Overview
- Creating and submitting an Expense Report online
- Viewing the status of an Expense Report

Interfaced Expense Reports Overview

The Expense Report data is uploaded into Cardinal via an interface. The interface program checks the Expense Report transaction for completeness and valid values. If there is an error, the Expense Report is rejected and will not be entered into Cardinal. Once the agency makes corrections within their internal system, the corrected Expense Report transaction must be resubmitted.

Interfacing Agencies send their agency approved Expense Report transactions to Cardinal using the **Expense Report Upload** process.

Cardinal validates required ChartFields and ChartField combinations. Transactions that pass these checks are loaded into Cardinal.

Transactions that do not pass these checks are rejected. Cardinal generates an **Expense Upload Error Report** nightly that displays details for all rejected transactions. Rejected transactions are reviewed and corrected by the agency, before being re-sent to Cardinal.

Interfaced Expense Reports do not go through agency level workflow for approval. If they are updated online in Cardinal, the Expense Report will go through one agency level approval.

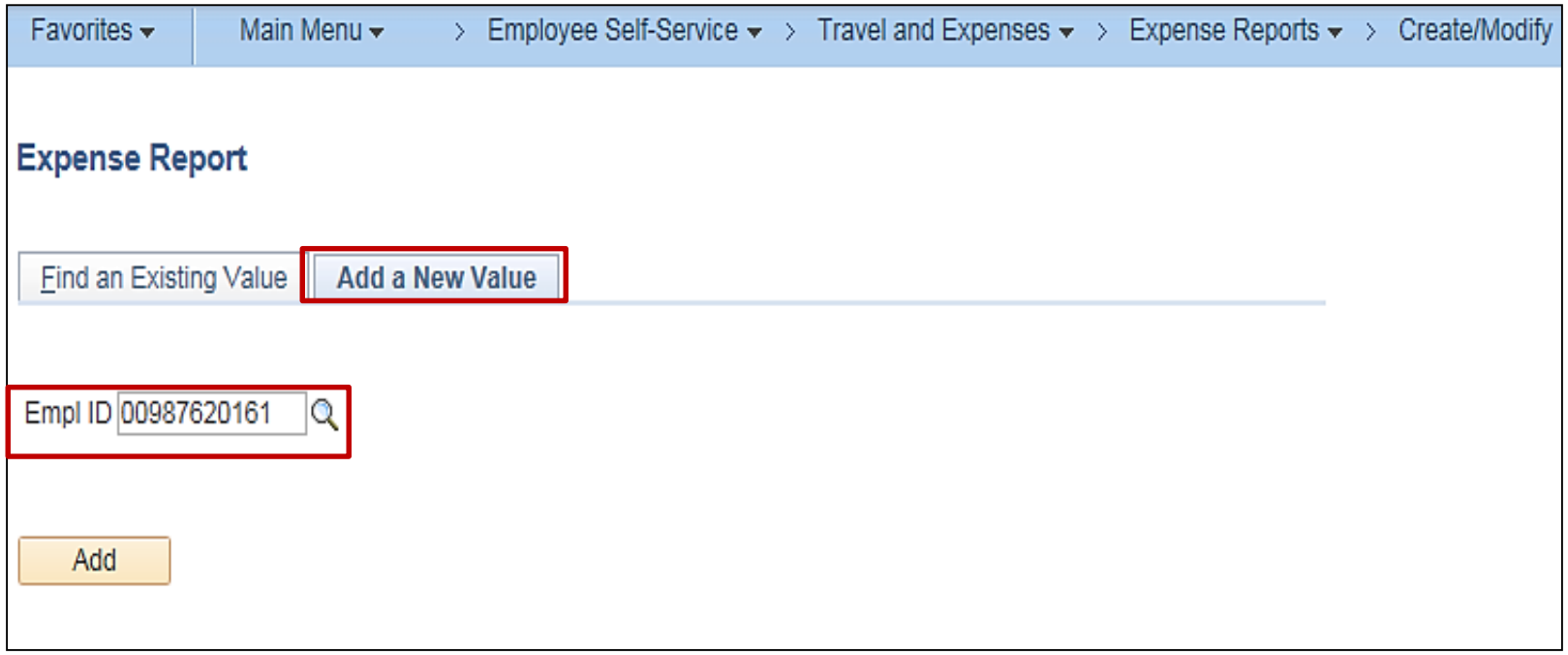
Creating an Expense Report

To enter an expense report online in Cardinal, use the following path:

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

Enter the employee's **Employee ID** in the **Empl ID** field. This is the 11 digit Cardinal HCM ID number.

Click the **Add** button.

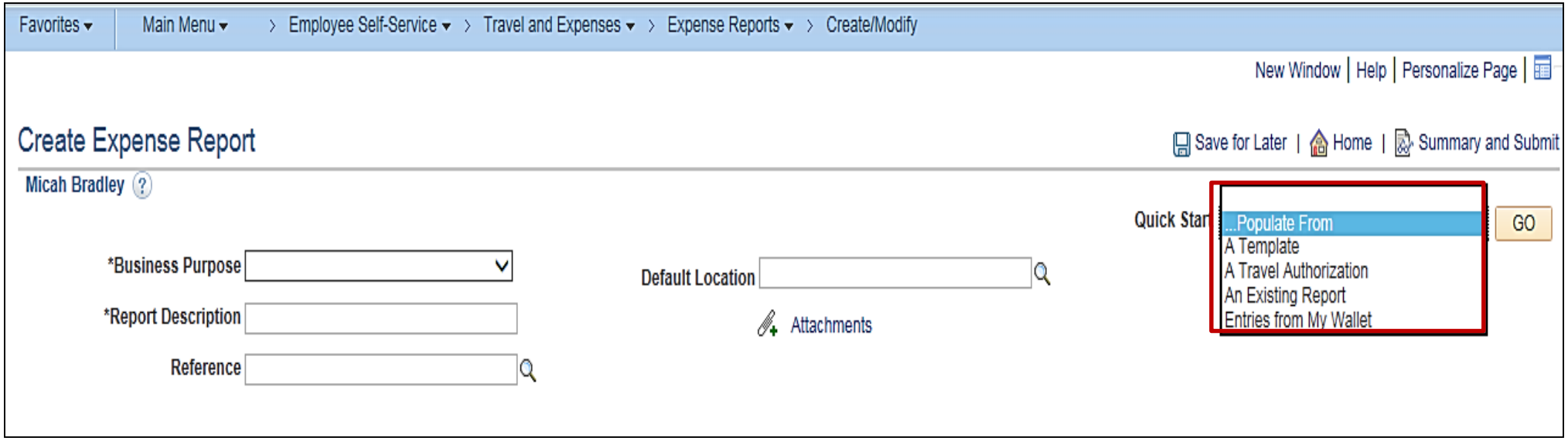


Creating an Expense Report (continued)

When entering an Expense Report, start with a blank report or choose an option from the **Quick Start** drop-down menu:

- **A Template** –This option is not used for Interface agencies.
- **A Travel Authorization** – Agencies have the option to enter Travel Authorizations online to link to Expenses.
- **An Existing Report** – This option displays the **Copy From an Existing Expense Report** page, allowing copy of all data from an **Expense Report**, including accounting distributions.
- **Entries from My Wallet** – This option is not used in Cardinal.

If using the **Quick Start** menu, click the **Go** button to access the option selected.



Header Section

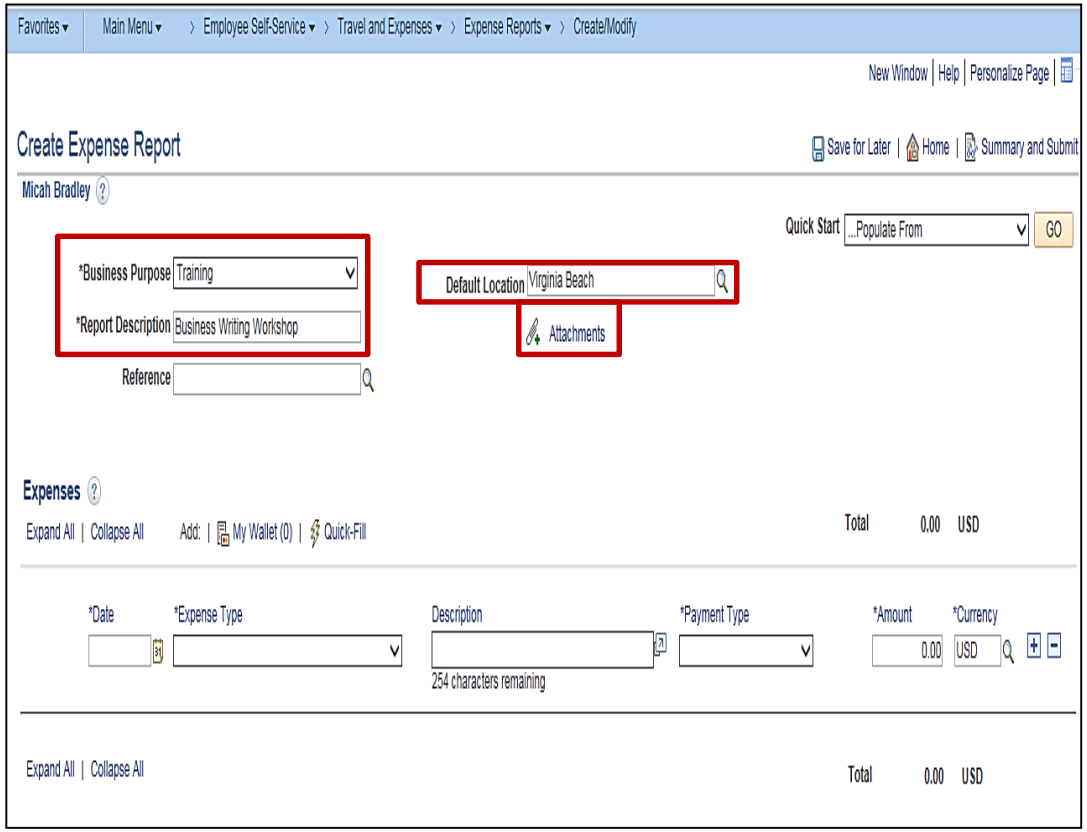
If copying from another Expense Report (or Travel Authorization), the copied data auto-populates this section of the **Create Expense Report** page.

If using a **Blank Report**, enter a **Business Purpose** select a using the drop-down menu and **Description** of the trip.

The **Default Location** field defaults the location on the expense lines where location is required, but can be changed as needed when keying the individual lines.

The **Reference** field is optional and can be used to capture additional information about the expense.

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

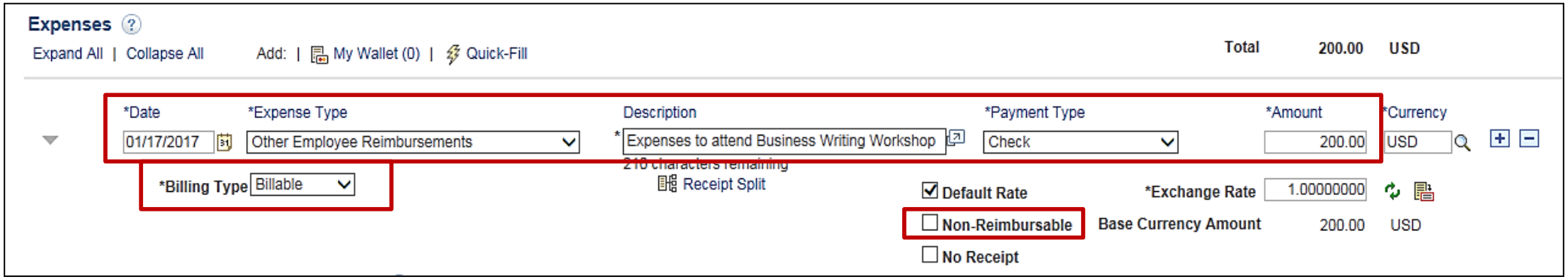


Click on image to enlarge

Expenses Section

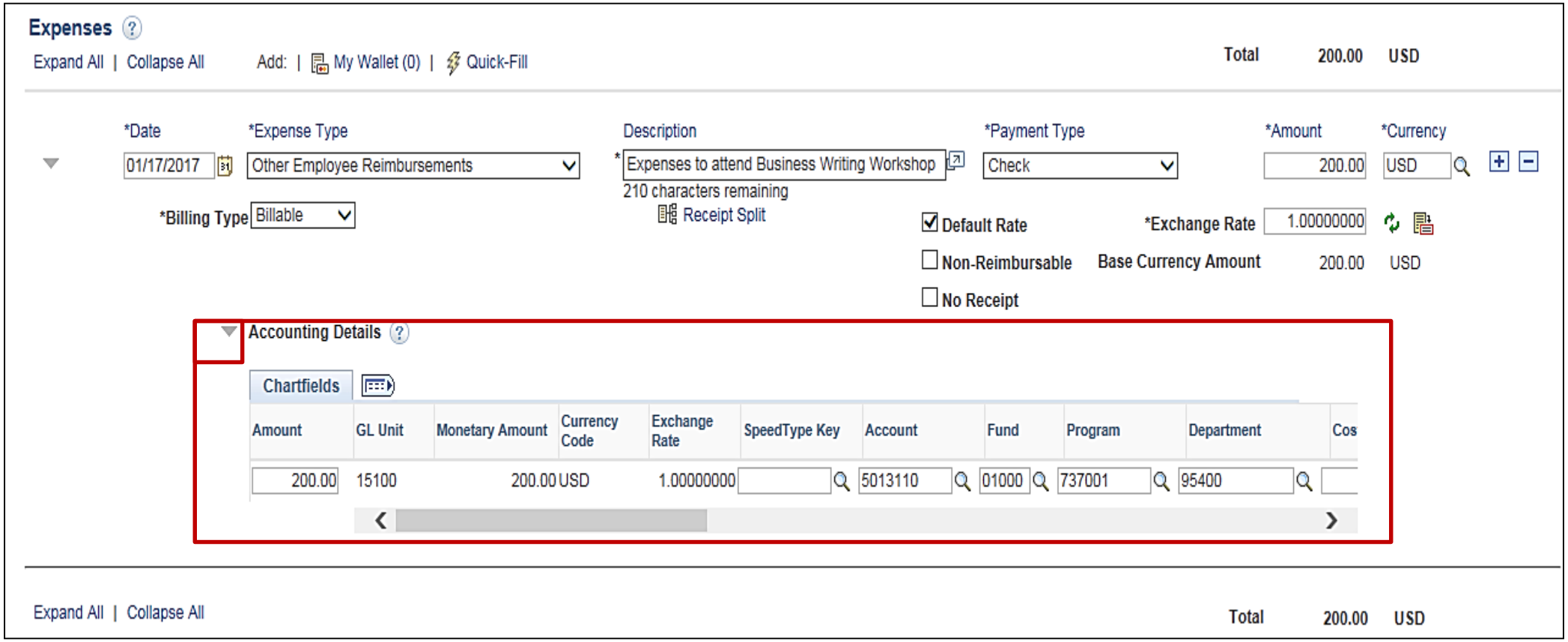
Agencies are responsible for ensuring all expenses meet travel and expense guidelines and follow agency policy. Enter the required information in the **Expenses** section of the **Create Expense Report** page. Enter or select the following fields:

- **Date -** Date expenses incurred.
- **Expense Type -** Select **Other Employee Reimbursements.** Details will be reported in the distribution lines.
- **Description -** A brief description of the expense
- **Payment Type -** Defaults to **Check;** if not select it.
- **Amount -** Enter the total amount for the expenses.
- **Currency -** Defaults to **USD** and should not be changed.
- **Billing Type -** Defaults to **Billable** and should not be changed.
- **Non-Reimb** - This checkbox is only selected if the expense line is **not** to be reimbursed to the employee **and** accounting entries do not need to be created for this expense line.



Accounting Details Section

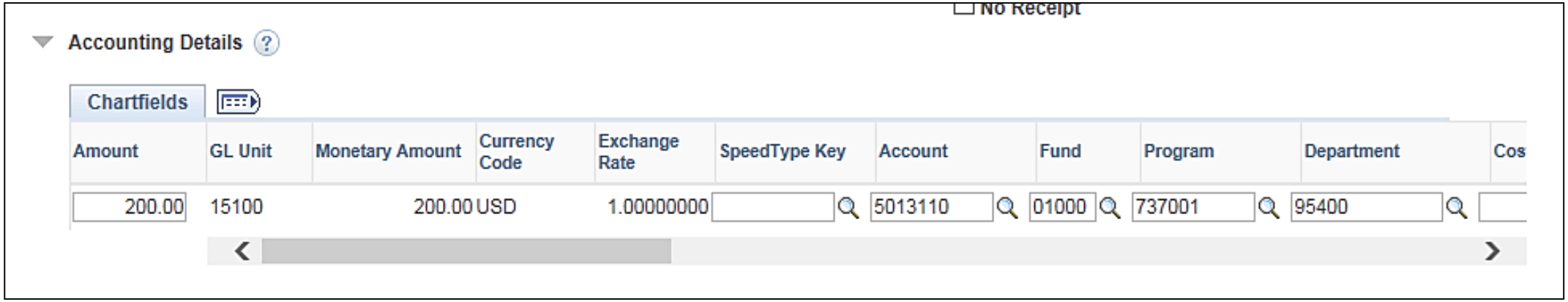
Go the **Accounting Details** section of the Expense line. This section should default as seen in the screenshot below. If not, click the **Expand Lines** icon next to **Accounting Details** to view it.



Accounting Details Section (continued)

The **Accounting Details** section contains the fields entered in the **Expense Distribution Record** of the **Expense Report Upload** file for interfaced transactions.

The **Accounting Details** section is used to itemize expenses by accounting distribution. In this example, the total expense amount is $200.00 with $127.55 for lodging and $74.25 for mileage.

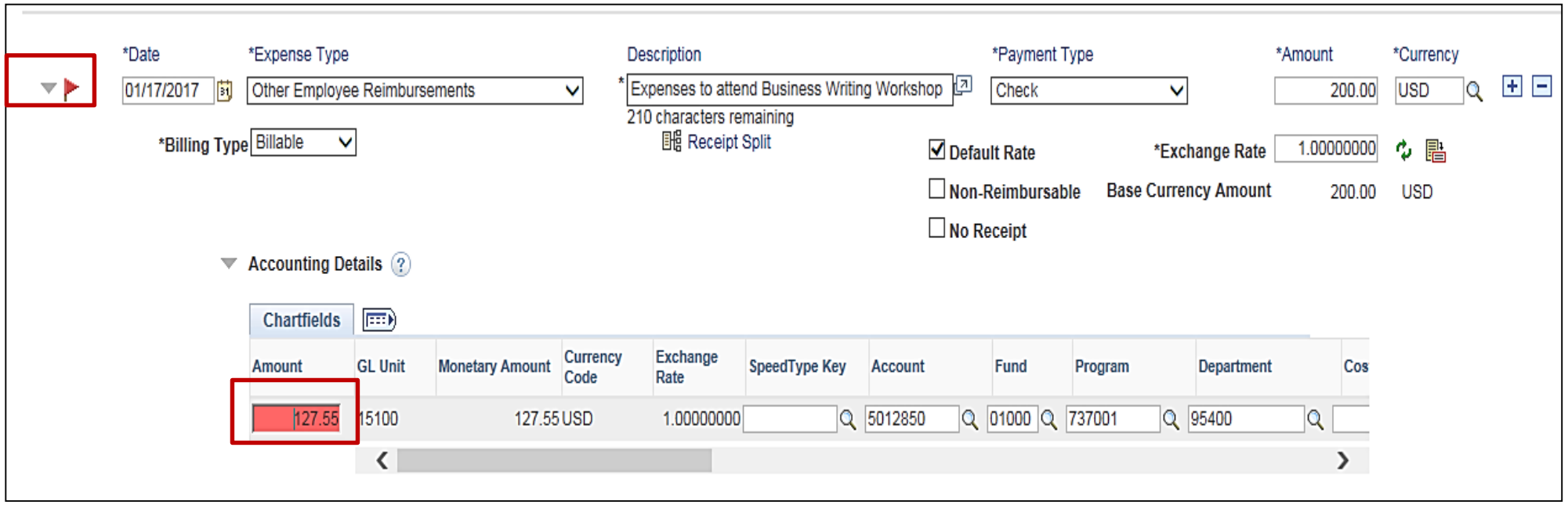


Accounting Details Section (continued)

To update the accounting detail, click in the **Amount** field and change the total to the specific expense amount relating to this line. For this example, lodging and fees of **$127.55** were incurred.

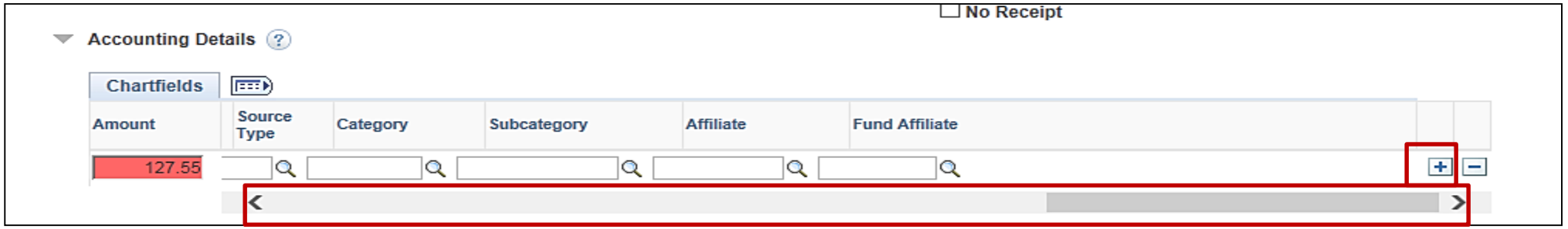
Change the **Account** and any other values to ensure this amount for lodging is charged correctly. For this scenario, the **Account** code is changed to **5012850**.

Note: The **Amoun**t field will indicate an error when the amount is changed since it is less than the total. Disregard until all information is entered.

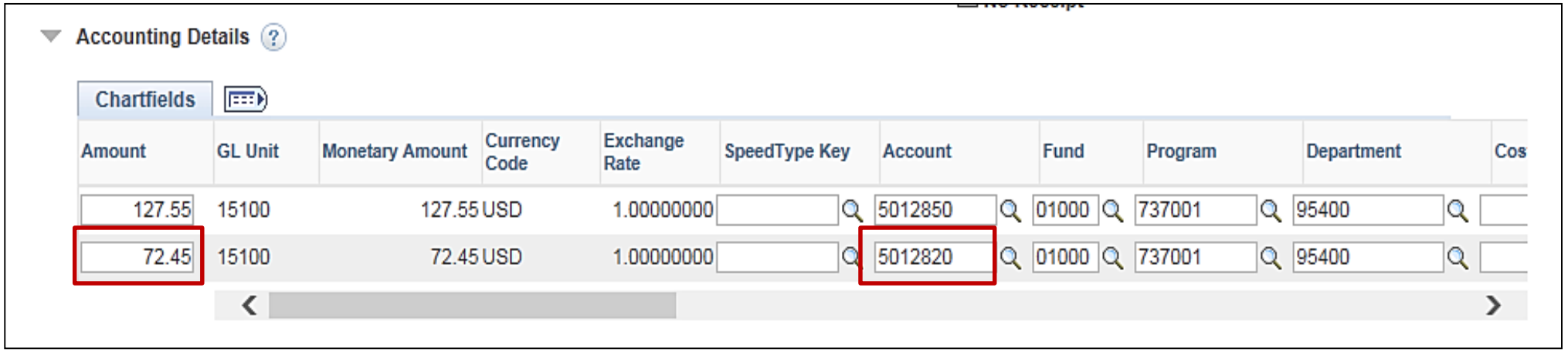


Accounting Details Section (continued)

To add another line, use the scrollbar to move to the right. Click the **+** button to add a line.



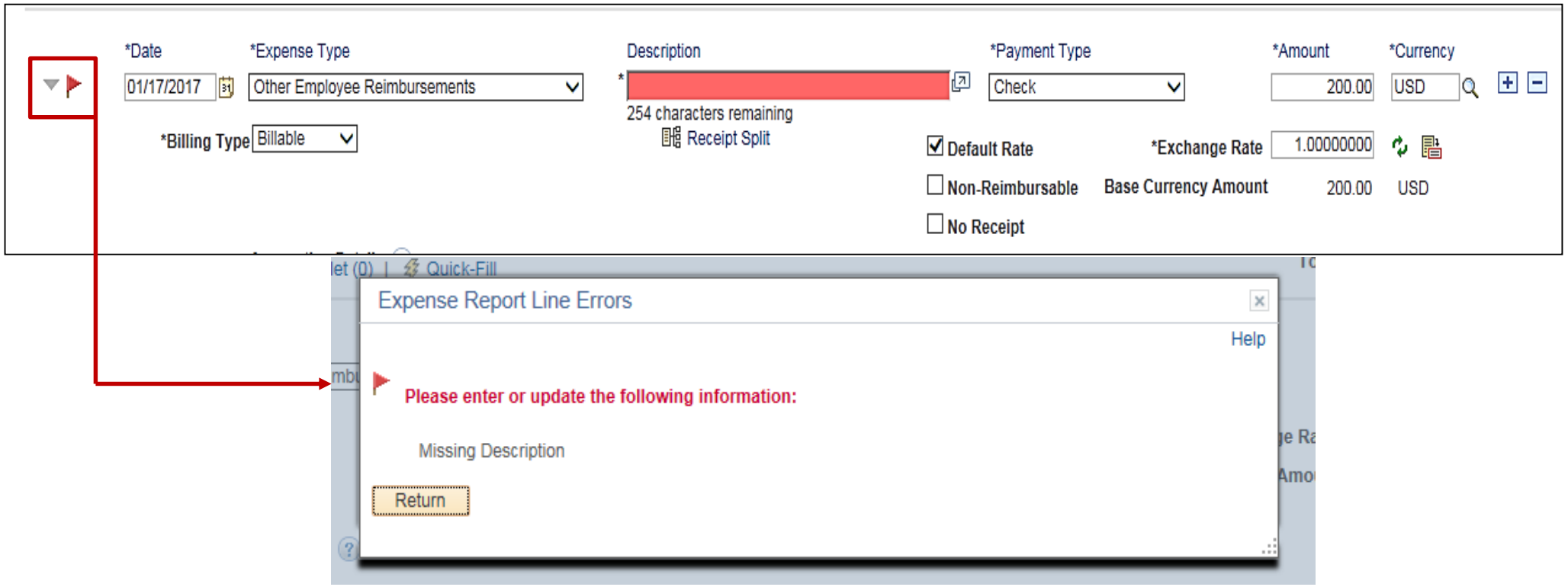
Enter the amount and correct distribution for that line. In this scenario, $72.45 was added for the mileage and the **Account** was changed to **5012820**. Repeat this process until all expenses lines are added.



Checking the Expense Report for Errors

Cardinal automatically checks the expense report for errors when entering and upon save or submit. If errors exist, a red flag displays in the second column of the expense line, and/or the incorrect fields are highlighted in red.

If errors exist, click the red flag and a pop-up window displays with a brief description of the error. Review the reason for the error and correct it.



Applying a Cash Advance to an Expense Report

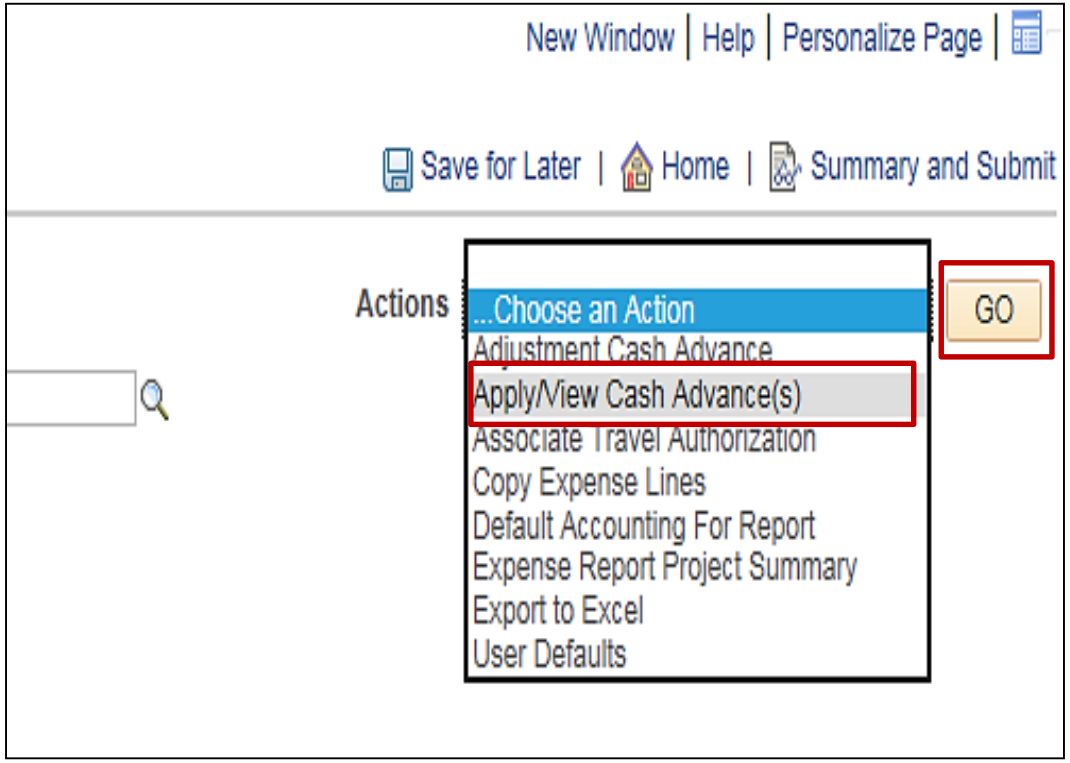
If the employee received a Cash Advance for expense(s), it must be applied to the **Expense Report** before saving the action.

To apply a Cash Advance:

- Click the **Actions** drop-down menu at the top of the page.
  Note: The **Quick Start** menu changes to **Actions** once an **Expense Type** is entered.

- Select the **Apply/View Cash Advances(s)** option.

- Click the **Go** button.



Applying a Cash Advance to an Expense Report (continued)

The **Apply Cash Advance(s)** page displays. The Advance ID can be entered or selected using the Look-up icon. Once the Advance ID is selected the page appears as shown below. The **Advance ID** must be entered and all other values are auto-calculated. Make sure the advance is applied to the correct (e.g., related) Expense Report by reviewing the **Description** field. The **Description** field displays when selecting the Cash Advance.

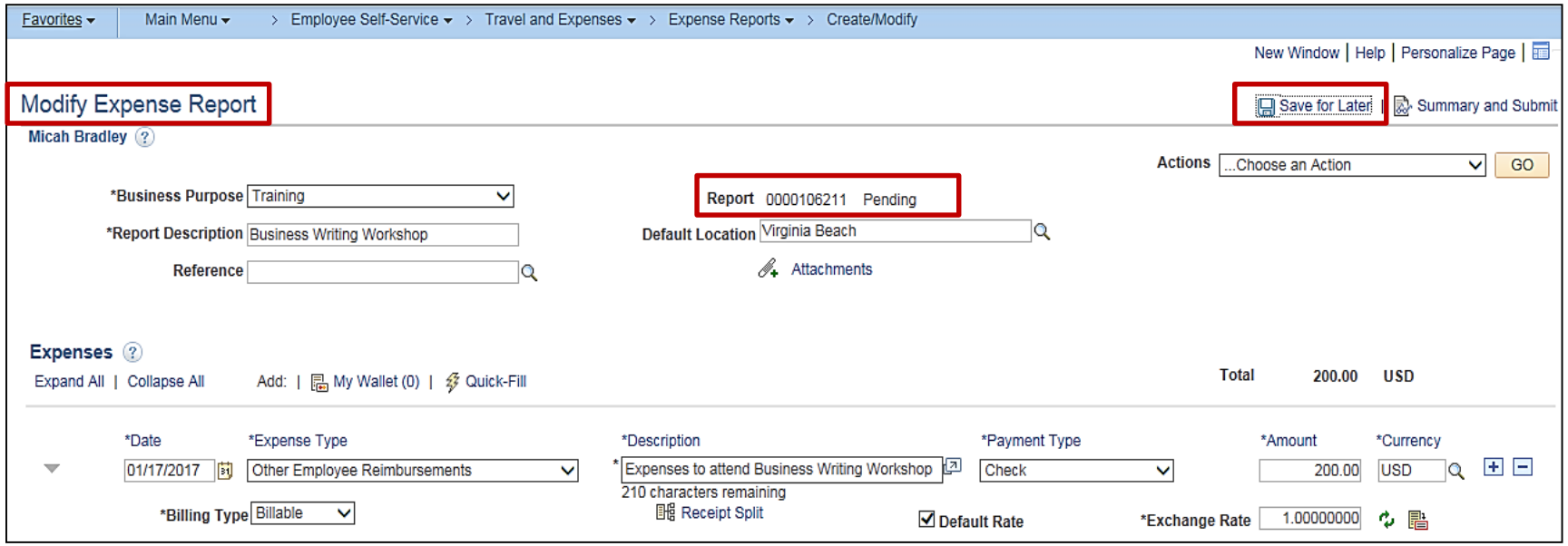
If the Cash Advance amount is more than the total amount of the Expense Report, only apply the amount of the Expense Report. The employee is responsible for paying the balance back to the Commonwealth. For more detailed information about applying a cash advance entered online to an Expense Report entered online, see the job aid entitled **SW AP315: Applying and Reconciling a Cash Advance** located on the Cardinal website in **Job Aids** under **Learning**.

Saving an Expense Report

After completing an Expense Report, applying any Cash Advance(s) if applicable, and correcting any errors, save the Expense Report for later or submit it for approval. To save the report without submitting it:

- Click the **Save for Later** link at the top of the page.
- A **Report** number displays with a status of **Pending**.
- The page changes to **Modify Expense Report**.

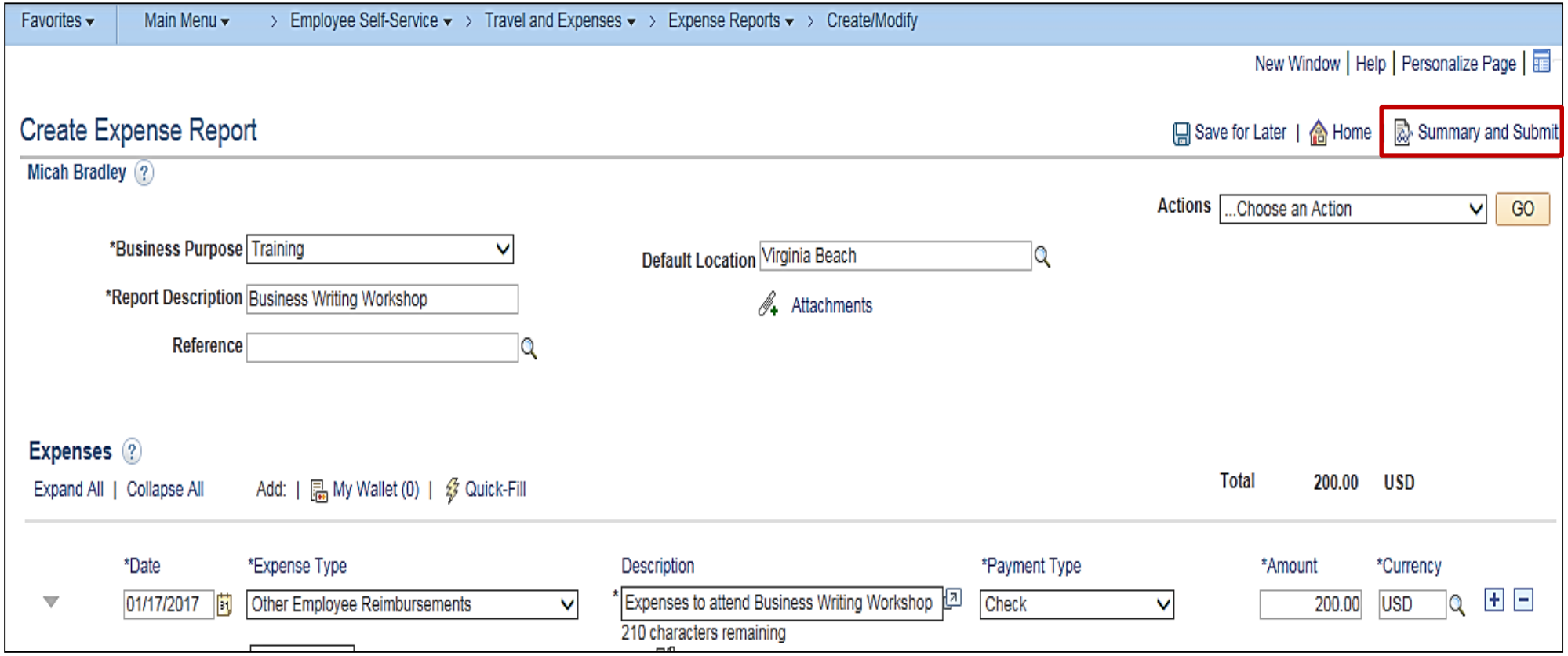
The expense report is saved and the user can go back and make changes. The Expense Report must be submitted in order for it to be processed and paid.



Submitting an Expense Report

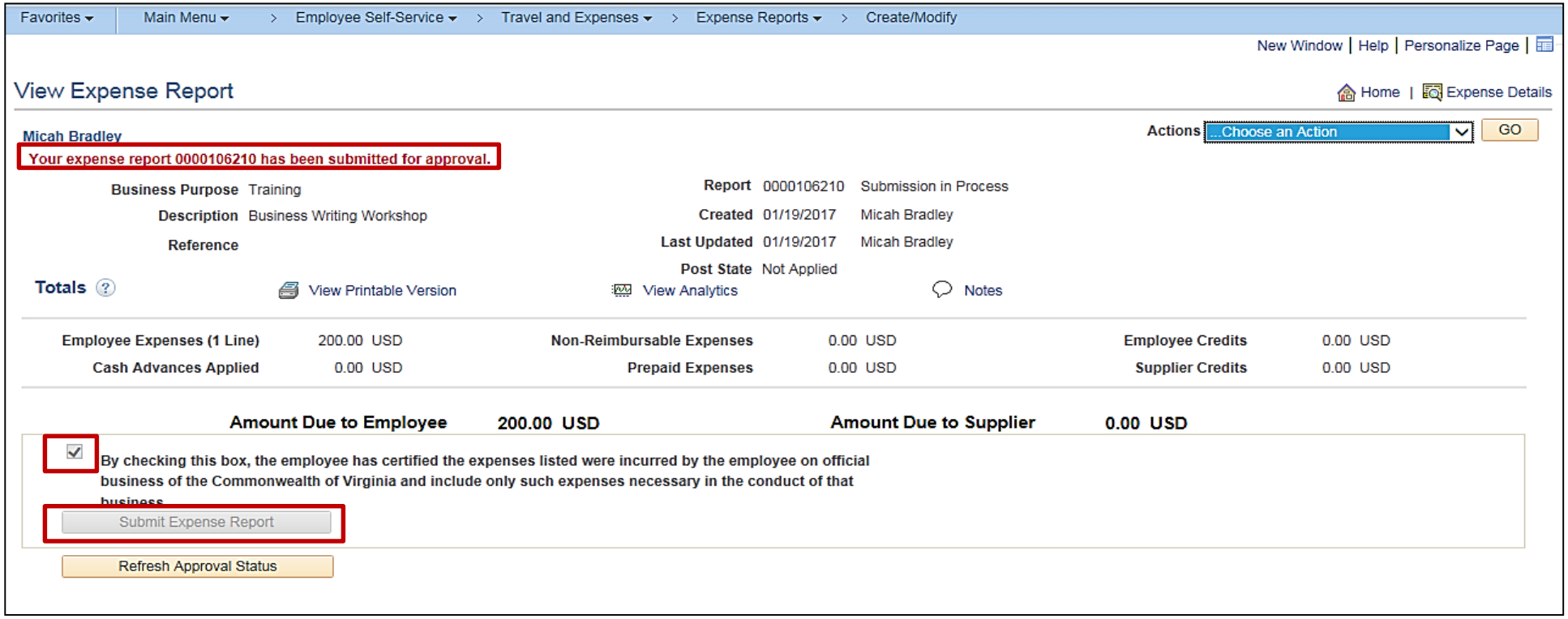
To submit the Expense Report:

- Click the **Summary and Submit** link at the top of the page.



Submitting an Expense Report (continued)

- A new page displays. Click the certification check box to enable the **Submit Expense Report** button.
- Click the **Submit Expense Report** button.
- A confirmation pop-up window displays. Click the **OK** button.
- A message displays in red in the Header section of the page indicating the expense report was submitted for approval.
- The page name changes to **View Expense Report**.



Submitting an Expense Report (continued)

- After the expense report has been submitted, the report is routed through workflow to the approver's worklist. The expense report must be budget checked before it is approved. The approver can budget check the expense report or view the budget check results when reviewing the report for approval. If more than one approval is required, Cardinal automatically routes the report to the designated approvers.

- The approver(s) may Approve, Deny, or Send Back the Expense Report. If the request is not approved, the approver should indicate the reason(s) in the message comments.

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

- The Payment Cash Checking application ensures all payments, including vouchers and expenses, are checked against available cash before being released for payment. For more detailed information about payment cash checking, see the following job aids located on the Cardinal website in **Job Aids** under **Learning:**

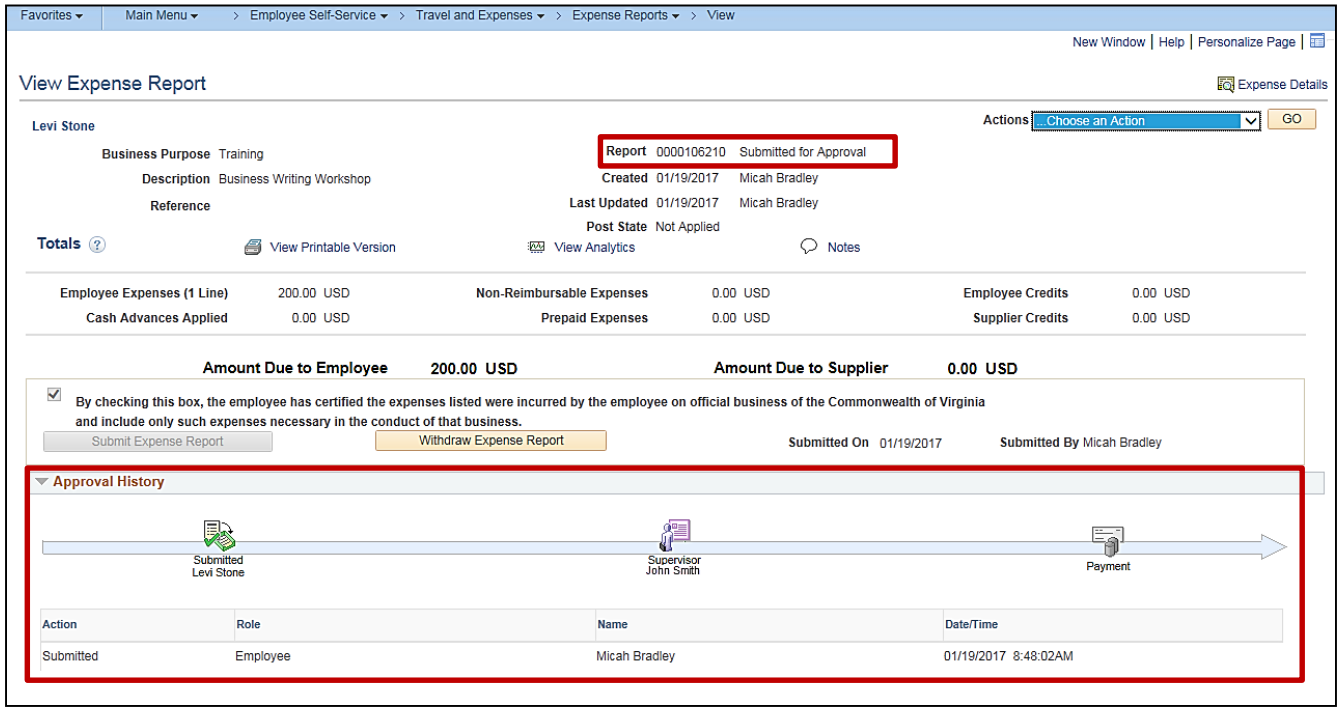
  - **SW AP312: Payment Cash Checking- Overview**
  - **SW AP312: Payment Check Cashing – Reports**
  - **SW AP312: Payment Check Cashing – Fund Level Processing Rules Update**
  - **SW AP312: Payment Check Cashing – Updating Transaction Level Overrides**

Viewing an Expense Report Status

To view the status of the Expense Report any time after saving or submitting, navigate to the **View** menu using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Expense Reports > View

The current status displays in the **Status** field on the **Expense Detail** page shown here next to the **Report** number. The **Approval History** section shows where the report is in the process from submission, to approval and payment.



Click on image to enlarge

Updating/Canceling and Deleting an Expense Report

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

- Saved but not submitted for approval
- Withdrawn from approvals after submission (prior to the approver taking action)
- Sent back by the approver

A Expense Report can be **deleted** if it has:

- Been Saved, but not **submitted** for approval
- Been sent back by the approver
- Not had a cash advance applied to it
- Been denied by the approver

Deleted expense reports cannot be viewed.

For more detailed information about expense reports, see the job aid entitled **SW AP315A: Updating and Deleting Expense Transactions – Online Agency** located on the Cardinal website in **Job Aids** under **Learning.**

Lesson 3: Checkpoint

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

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

When can an Expense Report be modified?

- Before it is submitted
- After it is approved

All Expense Reports that are uploaded into Cardinal must be approved in Cardinal.

- True
- False

Expense Reports that are not uploaded into Cardinal due to missing required fields or other errors can be viewed on the _____.

- Employee Maintenance Profile
- Expense Report Upload Error Report
- Expense Report Entry Page

Interfacing agencies that enter expense reports online must use the **Expense Type** of **Other Employee Reimbursement**.

- True
- False

Lesson 3: Summary

3 Expense Report

In this lesson, you learned:

- The process for interfaced Expense Reports
- Creating and submitting an Expense Report online
- Viewing the status of an Expense Report

Course Summary

AP315B Interface Expense Processing

In this course, you learned:

- Understand key travel and expense concepts
- Understand the business processes in the Expenses module
- Explain the processes for interfaced Cash Advances and Expense Reports
- Create and submit a Cash Advance request online
- View Cash Advance status
- Create and submit an Expense Report online
- View Expense Report status

Course Evaluation

Congratulations! You successfully completed the **SW AP315B: Interface Expense Processing** course.

Click here to access the evaluation survey for this course.

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

Appendix

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

Key Terms

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

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

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

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

Expense Type – A field on an Expense Report that identifies the category of expense. When an Expense Report is uploaded, the **Expense Type** is **Interfaced**. If an interfacing agency creates an Expense Report online, the **Expense Type** is **Other Employee Reimbursements**.

Non-Reimbursable Expense – Expense paid by the agency through direct billing or 3rd party that needs to be identified as part of the total cost of travel.

Key Terms (continued)

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

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

Travel Authorization – A request made through Cardinal for permission to travel. Travel Authorizations cannot be uploaded into Cardinal or used to populate Expense Reports that are uploaded into Cardinal. To get more information about Travel Authorizations, please refer to the **SW AP315A Online Expense Processing** course.

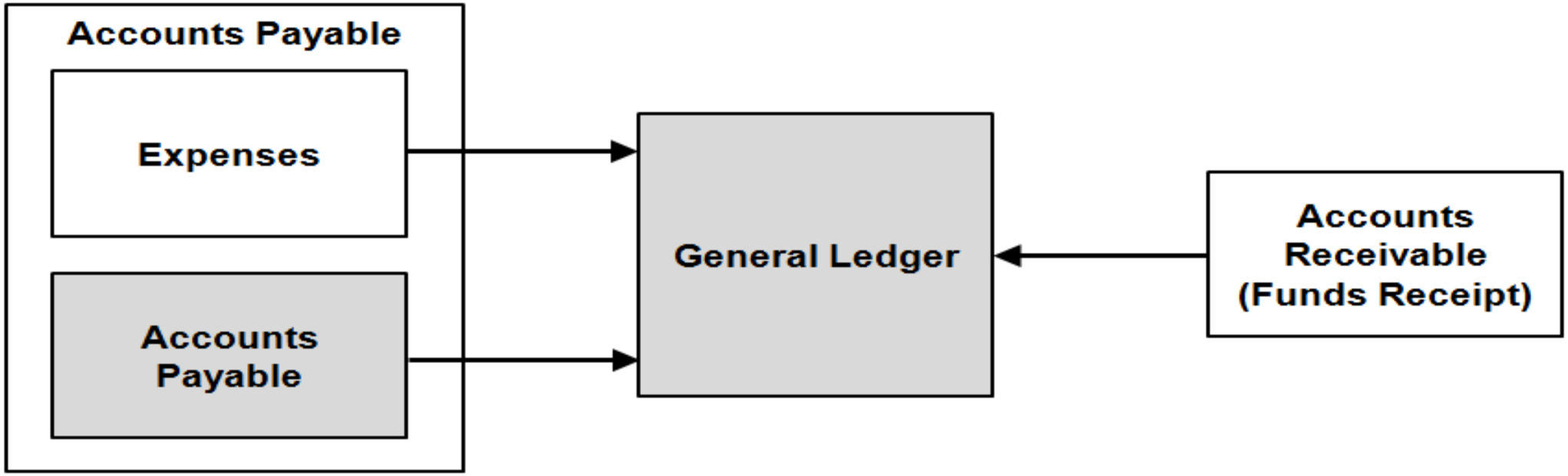
Allowed Extensions on Attachments in Cardinal

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

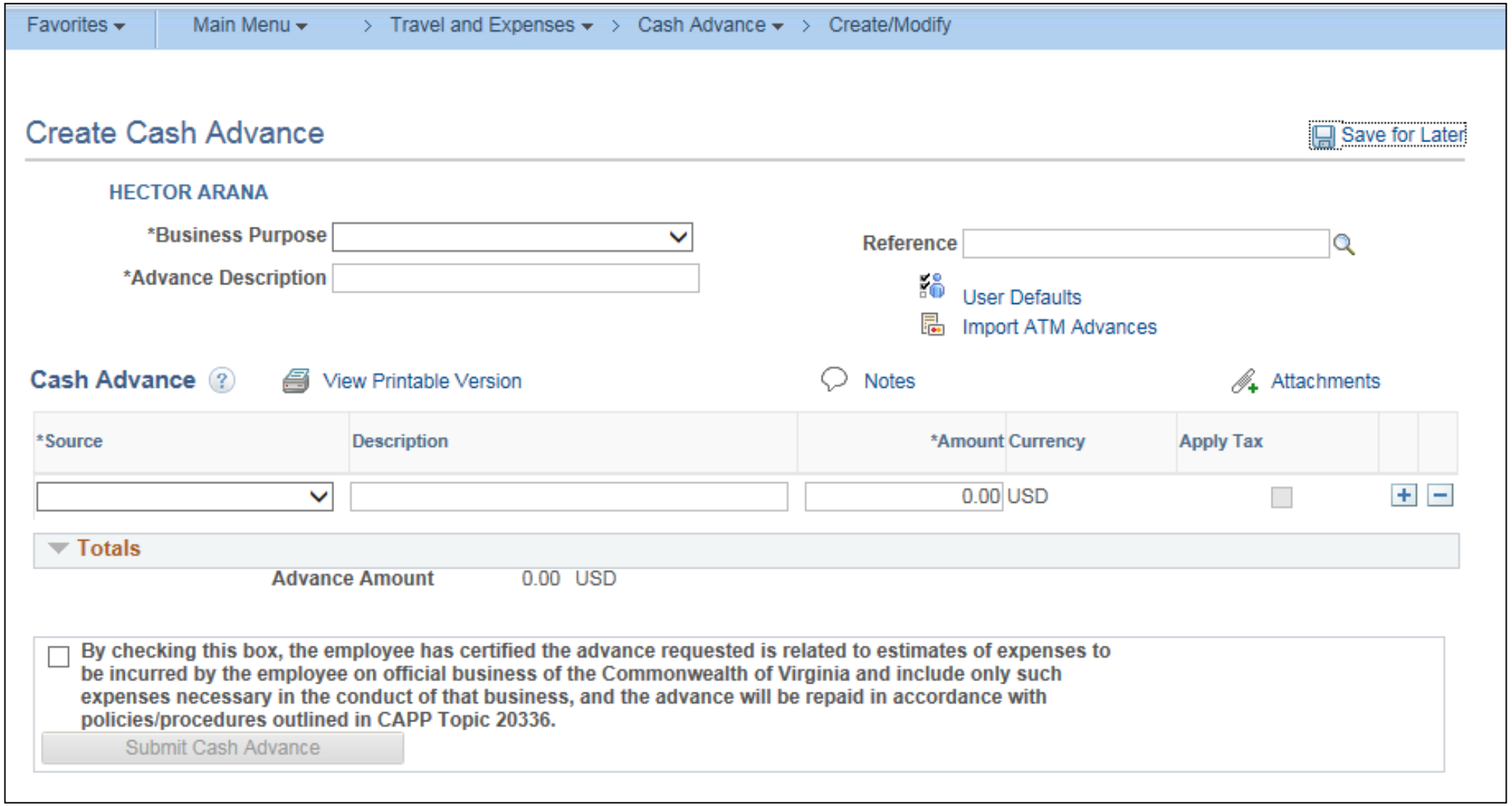
Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML

Integration with Accounts Receivable – Funds Receipt

If money is owed for an outstanding Cash Advance after submitting an Expense Report, Accounts Receivable processes repayment once it is received.



Create Cash Advance Page



Click on image to return

Create Cash Advance Page Descriptions

Business Purpose: Enter a description for the advance and select the appropriate Business Purpose. If you link to this page from a travel authorization, this field defaults from your travel authorization entries.

Advance Description: Enter a description for the advance. This is a freeform field. If you link to this page from a travel authorization, this field defaults from your travel authorization entries.

Reference: Enter any additional information about the advance, or specific reference numbers that might be required. For example, you might want to enter the Authorization ID of the associated travel authorization, so you can make sure to apply the advance correctly on the subsequent expense report.

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

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

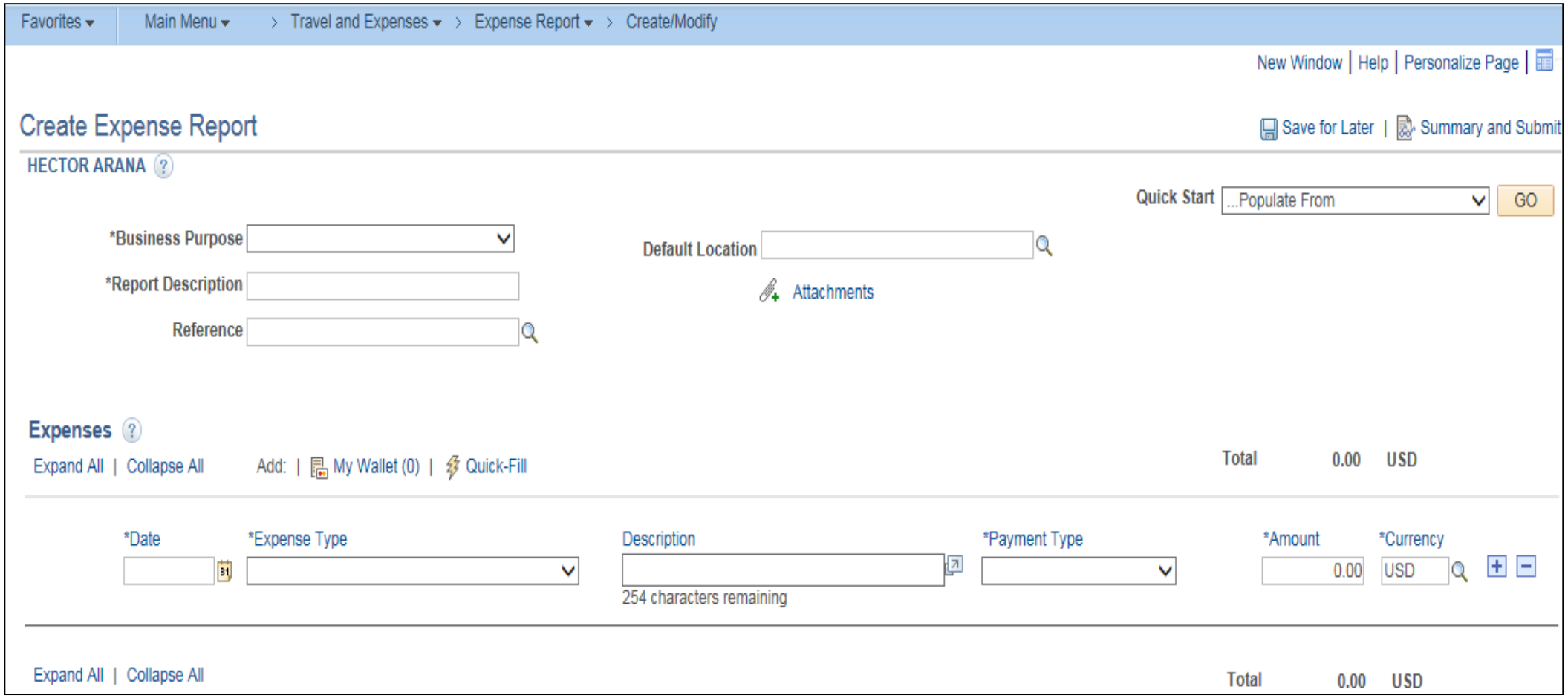
Amount: Enter the requested **Amount**.

Save for Later: Click **Save for Later** if you do not want to submit the request at this time.

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

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

Create Expense Report Page



Expense Report Entry Screen Descriptions

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

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

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

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

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

Apply Cash Advance(s)

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

Create Expense Report

Apply Cash Advance(s)

Report ID NEXT

Cash Advance Information

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

Add Cash Advance | Update Totals

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

OK

Apply Cash Advance(s) Screen Descriptions

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

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

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

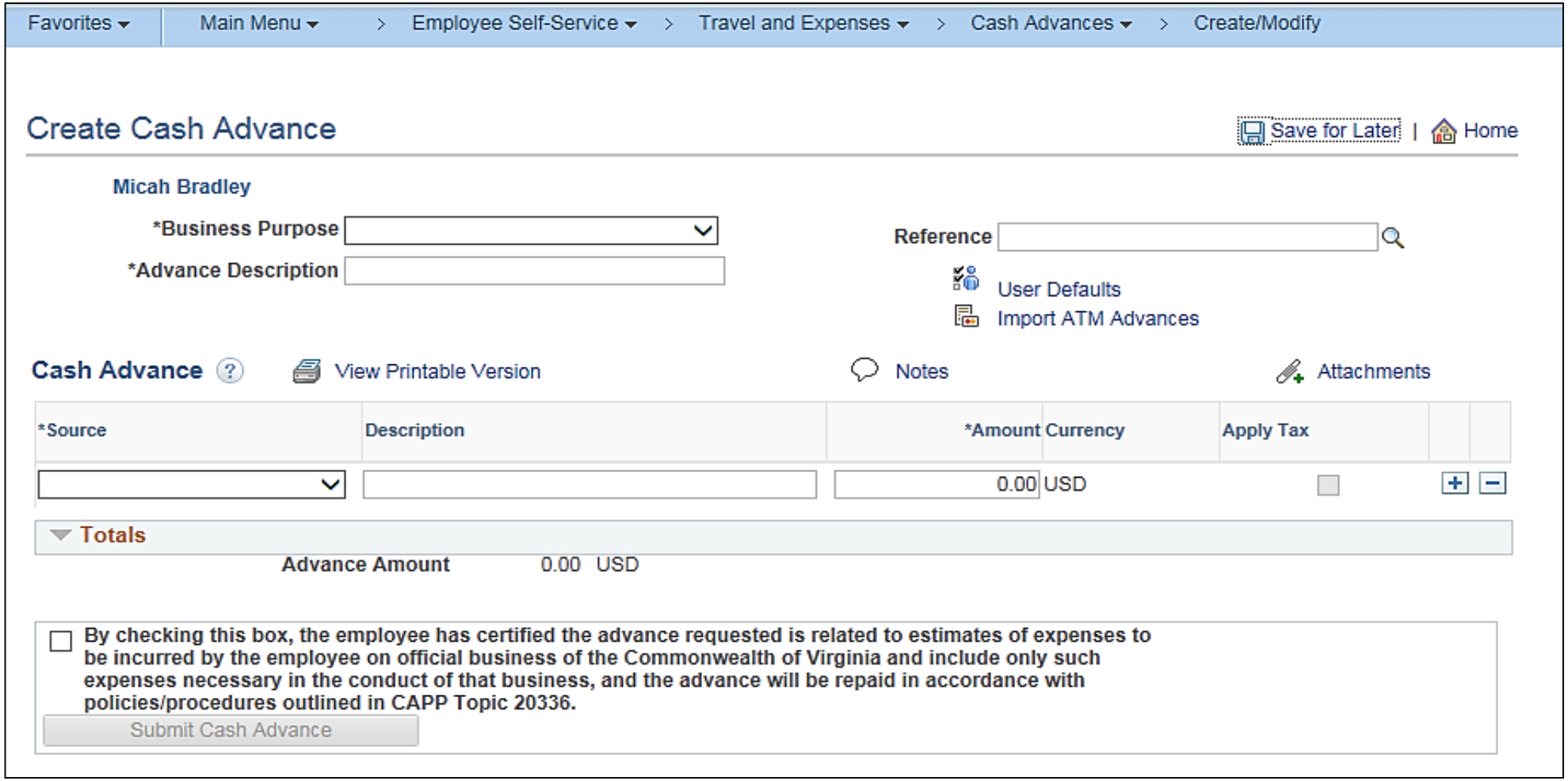
Total Applied: This field defaults to the amount of the cash advance. If you need to apply a portion of the total advance amount to the expense report, enter the appropriate amount in this field. For example, if the total expenses on the expense report are less than the cash advance amount, you need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

Delete row icon (-): If you need to remove the advance from the expense report, click the **Delete row** icon.

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

Update Totals: Click this button to update the totals below. This indicates of how the amount owed to you, if any. Note that if you return to the expense report and make any changes to the items, this value is no longer correct, and you may need to update the **Apply Cash Advance(s)** page.

Create Cash Advance Report Page



Click on image to return

Submitting a Cash Advance

Favorites ▾ | Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Cash Advances ▾ > Create/Modify

View Cash Advance

Home

Micah Bradley

Your cash advance 0000000883 has been submitted for approval.

Business Purpose	Training	**Report**	0000000883 Submission in Process
Advance Description	Business Writing Seminar	**Reference**	
Accounting Date	01/18/2017	**Post State**	Not Applied
		Created	01/18/2017 Micah Bradley
		Last Updated	01/18/2017 Micah Bradley

User Defaults

Cash Advance | View Printable Version | Notes

*Source	Description	*Amount	Currency	Apply Tax
System Check	Expenses incurred for BWS	150.00	USD	☐

Totals

Advance Amount 150.00 USD

☑ **By checking this box, the employee has certified the advance requested is related to estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business, and the advance will be repaid in accordance with policies/procedures outlined in CAPP Topic 20336.**

Submit Cash Advance

Refresh Approval Status

Click on image to return

Viewing Cash Advance Status

Favorites ▾ | Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Cash Advances ▾ > View

View Cash Advance

Home

Micah Bradley

Business Purpose Training
Advance Description Business Writing Seminar
Accounting Date 01/18/2017

Report 0000000883 Submitted for Approval
Reference
Post State Not Applied
Created 01/18/2017 Micah Bradley
Last Updated 01/18/2017 Micah Bradley
User Defaults

Cash Advance | View Printable Version | Notes

*Source	Description	*Amount	Currency	Apply Tax
System Check	Expenses incurred for BWS	150.00	USD	☐

Totals

Advance Amount 150.00 USD

☑ **By checking this box, the employee has certified the advance requested is related to estimates of expenses to be incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business, and the advance will be repaid in accordance with policies/procedures outlined in CAPP Topic 20336.**

Submit Cash Advance | Withdraw Cash Advance

Submitted On 01/18/2017
Submitted By Micah Bradley

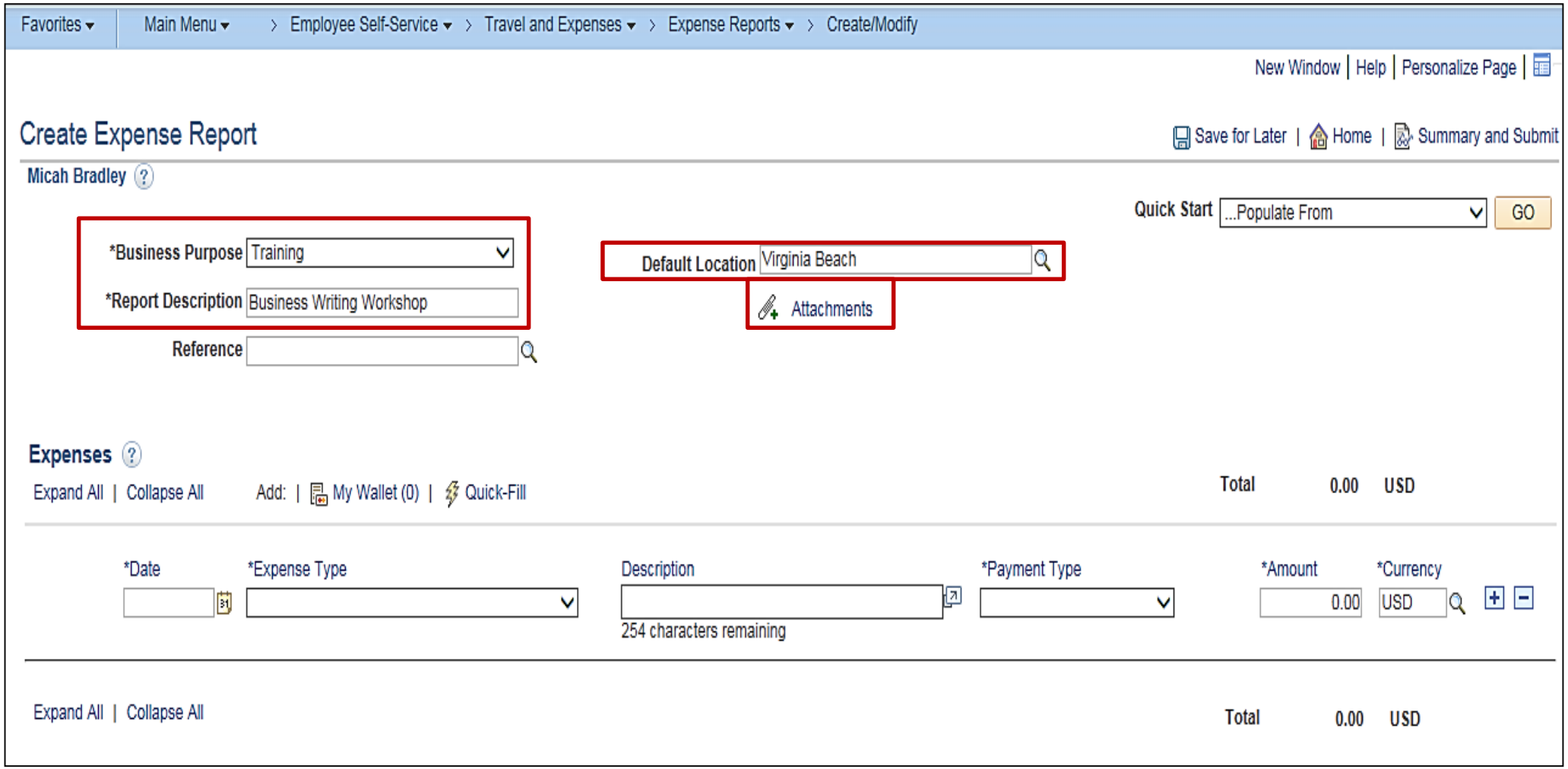
Approval History

Submitted Micah Bradley → Supervisor John Smith → Payment

Role	Name	Action	Date/Time
Employee	Bradley,Micah	Submitted	01/18/2017 1:57:28PM

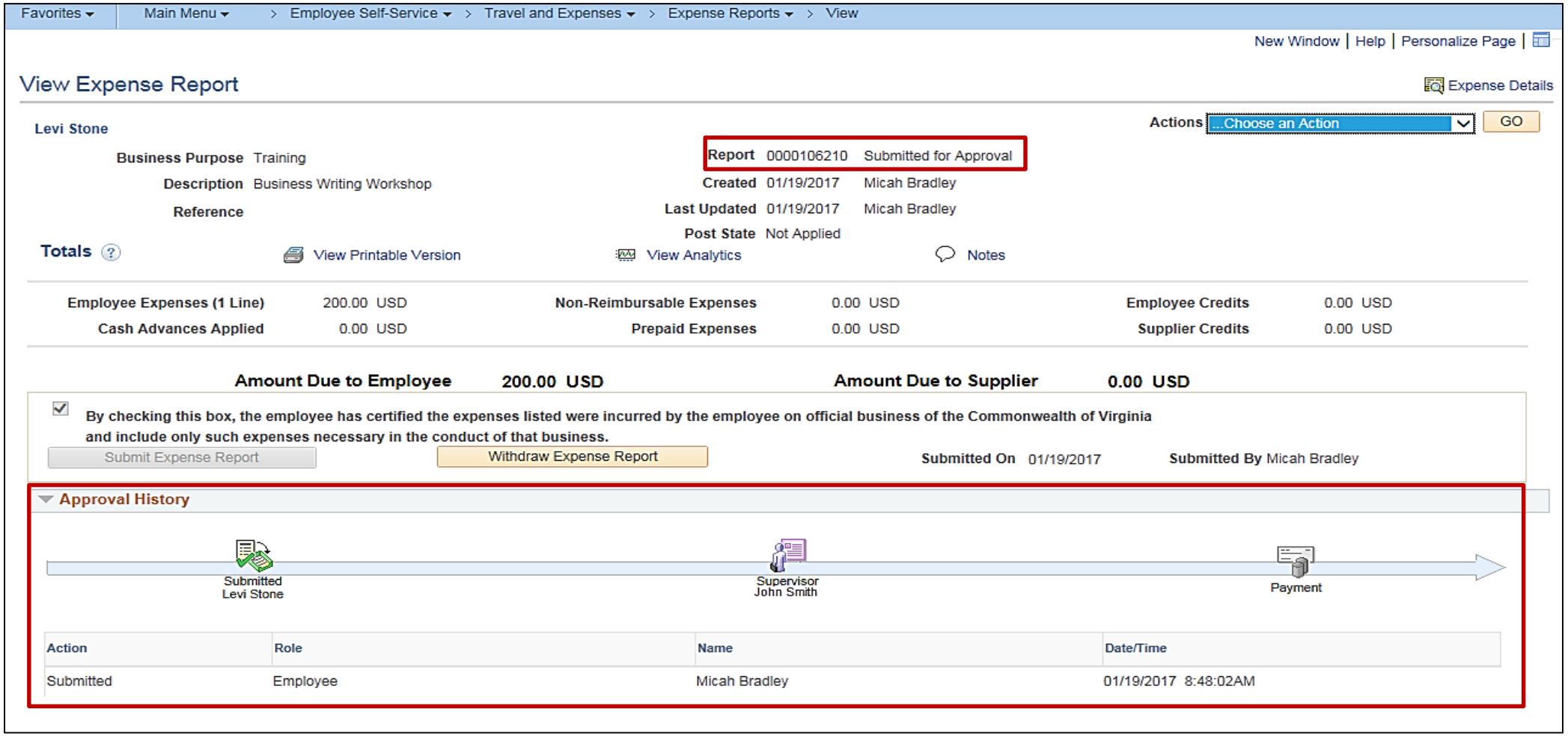
Click on image to return

Header Section



Click on image to return

Viewing an Expense Report Status



Click on image to return

Flowchart Key

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

End Of Appendix

Congratulations! You successfully completed the appendix section of **SW AP315B: Cardinal Interface Expense Processing** course.

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