SW AP316

Employee Expenses Administration

Web Based Training

Rev 9/15/2021

Welcome to Cardinal Training

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

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

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

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

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

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

Course Objectives

After completing this course, you will be able to:

- Understand key Expenses maintenance concepts and processes
- Update an employee profile in Expenses
- Describe the overall processing flow for Employee Profiles, Travel Authorizations, Cash Advances, Expense Reports, and Payments
- Review Expenses accounting entries
- Manually reconcile Cash Advances, if applicable
- Navigate to the key reports, queries, and online inquiries

Agenda

1. Understanding Expenses
2. Maintaining Employee Profiles
3. Processing Expenses

Lesson 1: Introduction

1 Understanding Expenses

This lesson covers the following topics:

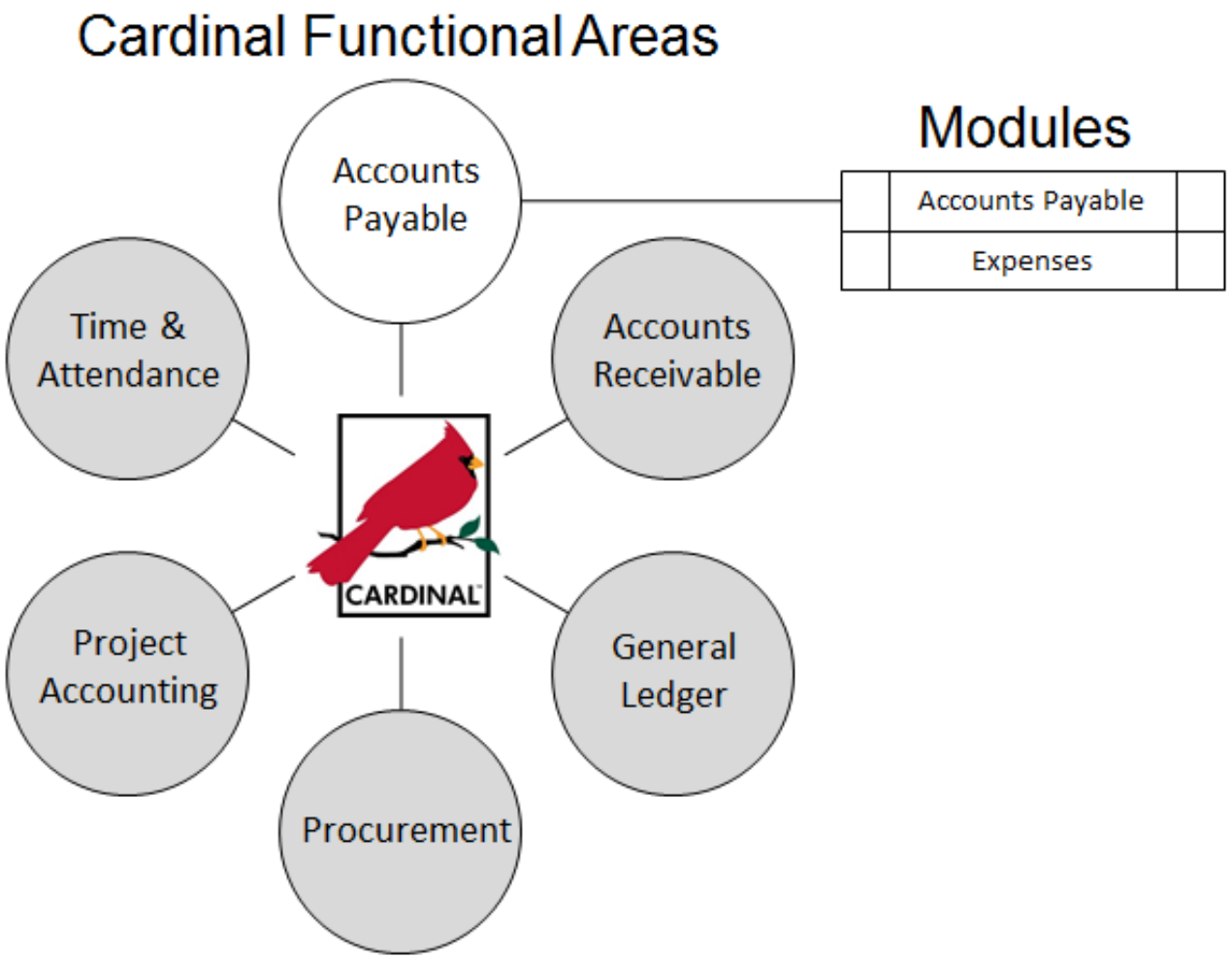
- Accounts Payable Overview
- Key Concepts
- Expenses and Expense Administration Processes

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.



Key Concepts

Some key concepts in expense administration include:

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

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

- Commonwealth employees employed by another agency who require reimbursement from your agency are either:

  - Treated as suppliers and reimbursed using an AP voucher, or
  - Reimbursed as employees by their agency using the Expenses module. You can then pay the other agency (via voucher) for the amount of the expense.

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

Key Concepts (continued)

- Employee Profiles:
  - The employee profile captures personal and organizational information about the employee: name, address, Human Resources Department (HR) employee status, business unit, department, supervisor, and employee banking information for electronic data interchange (EDI) payments.
  - An employee profile must be entered in the Expenses module before an employee can be reimbursed for expenses.
  - Employee banking information is interfaced daily from the Cardinal Human Capital Management (HCM) system.

Key Concepts (continued)

- In Cardinal, employee expenses can only be entered by proxies, who are authorized to enter expense transactions for specific employees. Every employee must have a proxy in order to be reimbursed for travel and other business expenses.

- You must also be set up as a proxy to view an employee's expense transactions.

- A user can be set up as a proxy for multiple employees. Most employees have proxies other than themselves who enter and process their expense related transactions.

- After entering an employee profile, a proxy (proxies) must be entered for that employee in Cardinal for expense transactions to be entered on behalf of that employee.

- In the Cardinal Expenses module, scanned documents can be attached, such as invoices and receipts, to Travel Authorizations, Cash Advances, and Expense Reports. Approvers can then review the attached documents when the transaction routes to them for approval. Per the Auditor of Public Accounts (APA), the electronic attachment documents do not replace the requirement to retain original documents (receipts, etc.) in your records. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

Key Concepts (continued)

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

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

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

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

Expenses and Expense Administration Processes

The Expenses process in Cardinal involves:

- Processing Travel Authorizations
- Processing Cash Advance requests
- Processing Expense Reports
- Processing payments to employees

The Expense Administration process in Cardinal involves:

- Creating and maintaining employee profiles
- Setting up and maintaining Authorized User (proxy) configurations
- Reviewing expense accounting entries
- Reconciling expense payments
- Reassigning expense transactions from one worklist to another

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 set up as suppliers in Cardinal for expense reimbursements from your agency.

- ○ True
- ○ False

An Employee Profile must exist in Cardinal in order for an employee to be reimbursed for expenses.

- ○ True
- ○ False

Board members are set up as employees and reimbursed through the Expenses module.

- True
- False

Lesson 1: Summary

1 Understanding Expenses

In this course, you learned:

- Your agency's employees are not set up as suppliers in Cardinal. They are reimbursed through the Expenses module.
- Employees must have at least one proxy who is authorized to enter expense transactions in Cardinal on their behalf.
- Employee expense transactions include Travel Authorizations (if required by Commonwealth and agency policy), Cash Advances, and Expense Reports.
- Expense Administration functions include maintaining employee profiles in Cardinal, maintaining proxy configuration, reviewing expense accounting entries, and reconciling expenses.

Lesson 2: Introduction

2 Viewing and Maintaining Employee Profiles

This lesson covers the following topics:

- Employee Data Processing Overview
- Viewing an Employee Profile
- Updating an Employee Profile
- Adding Authorized Users/Proxies

Employee Data Processing Overview

Employee data is the foundation of Cardinal Expenses. There are several types of employee data added and maintained by the HR Administrator in Cardinal Human Capital Management (HCM) system*:

- Employee personal data
- Employee organizational data and user defaults

Because this data contains personal information (address, etc.), access is limited.

* Exceptions are Default flag, Default ChartField Values and User Defaults page information

Viewing and Maintaining Employee Profile Process

An employee profile must exist in Cardinal for an employee to:

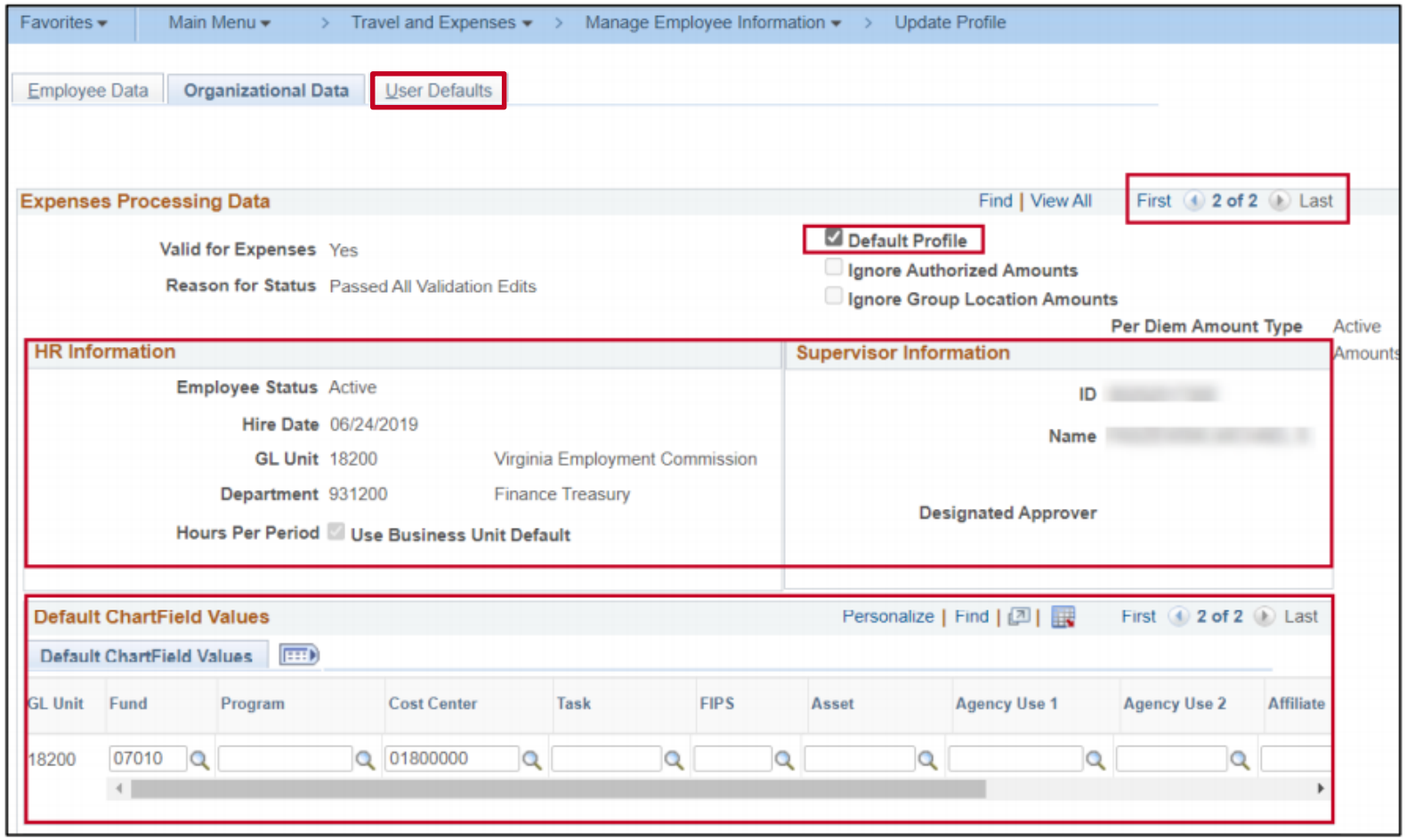
- Gain access to Cardinal
- Be reimbursed for travel or other business expenses

Release 1 (R1) agencies (online and interfacing):

- Cardinal HCM creates and updates employee profile information and syncs from HCM to Cardinal Financials (FIN).
- R1 agencies will not have add/update access to the Employee Profile page in FIN other than:
  - Changing the “Default” flag for employees with multiple records so that the expenses can be submitted by the related agency
  - Continuing to have access to add/update the “Default ChartField Values” section on the Employee Profile Organizational Data page
  - Continuing to have access to add/update information on the “User Defaults” page

Viewing and Maintaining Employee Profile Process (continued)

Examples of Default flag, Default ChartField Values and User Defaults page information



Viewing and Maintaining Employee Profile Process (continued)

The employee ID is the main data key in the employee profile. In Cardinal HCM, each employee will only have one 11 digit number Cardinal Employee ID. Cardinal Employee IDs are established based on PMIS IDs in the format of (00 + 7-digit PMIS ID + 00).

In Cardinal HCM, an employee profile has the employee's banking information so payments can be made electronically rather than through paper check.

Cardinal uses the employee profile to:

- Route entries for approval
- Populate default accounting distributions
- Make payments to the employee by the preferred method
- Send employee ID data to Remittance Electronic Data Interchange (REDI) for validation

Employee profiles only exist for state employees. Contractors who need access to Cardinal do not have an employee profile. They are assigned User IDs.

Employee Profile

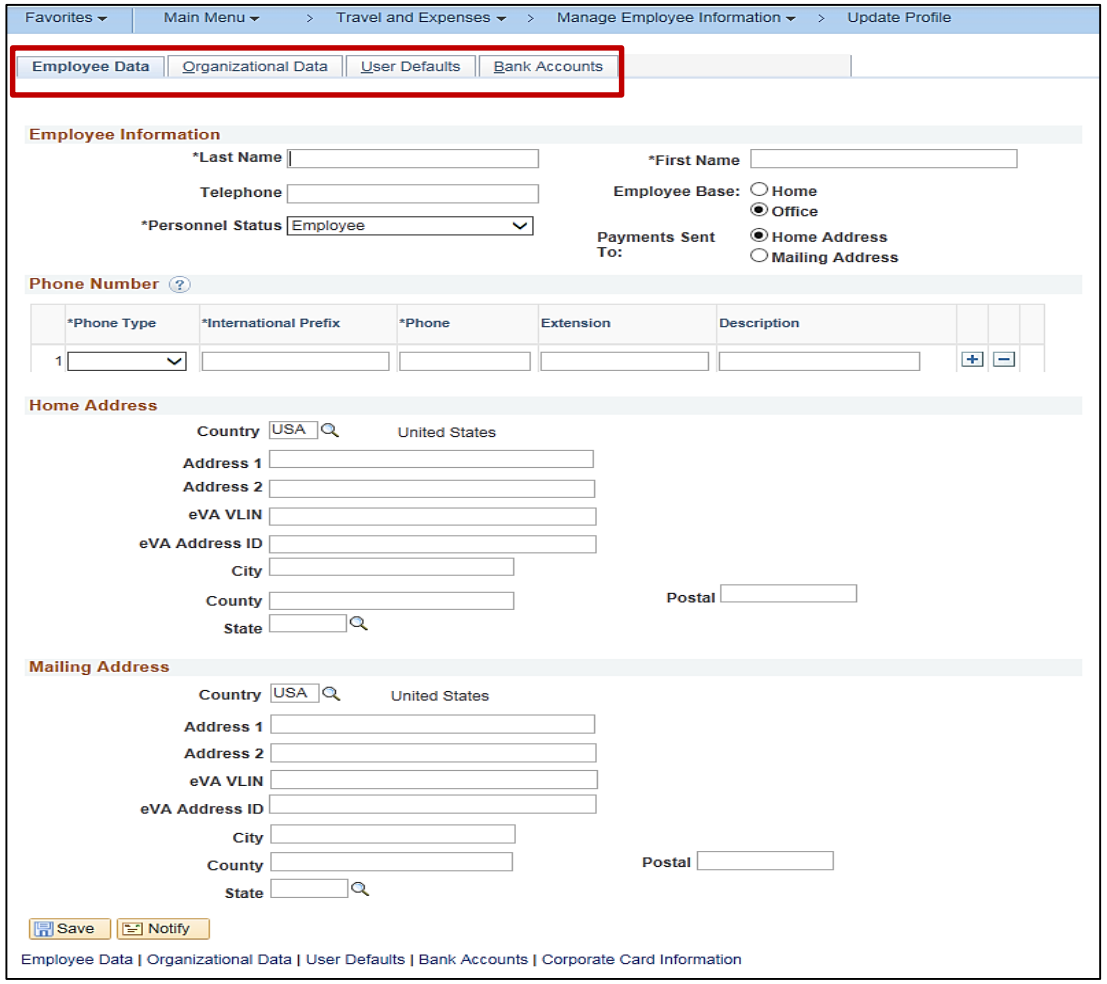
Employees must have an employee profile configured in Cardinal before they can:

- Have a user profile configured
- Have an expense transaction entered and receive reimbursement (note that after the profile is entered, proxy(ies) must be assigned in order for expense transactions to be created)

Employee Data Page

Access to view/edit information on the following tabs is limited (i.e., managed by role access):

- The **Employee Data** tab displays basic employee personal information.
- The **Organizational Data** page displays the employee's position in the organization and related data such as the employee's supervisor. It also displays the employee's Cash Advance limit.
- The **User Defaults** tab displays the defined user defaults to minimize data entry on Travel Authorizations, Cash Advances, and Expense Reports.
- The **Bank Accounts** tab displays banking and payment information used for paying Cash Advances and Expenses Reports. Access to this tab is restricted to the Department of Accounts (DOA).



Click on image to enlarge

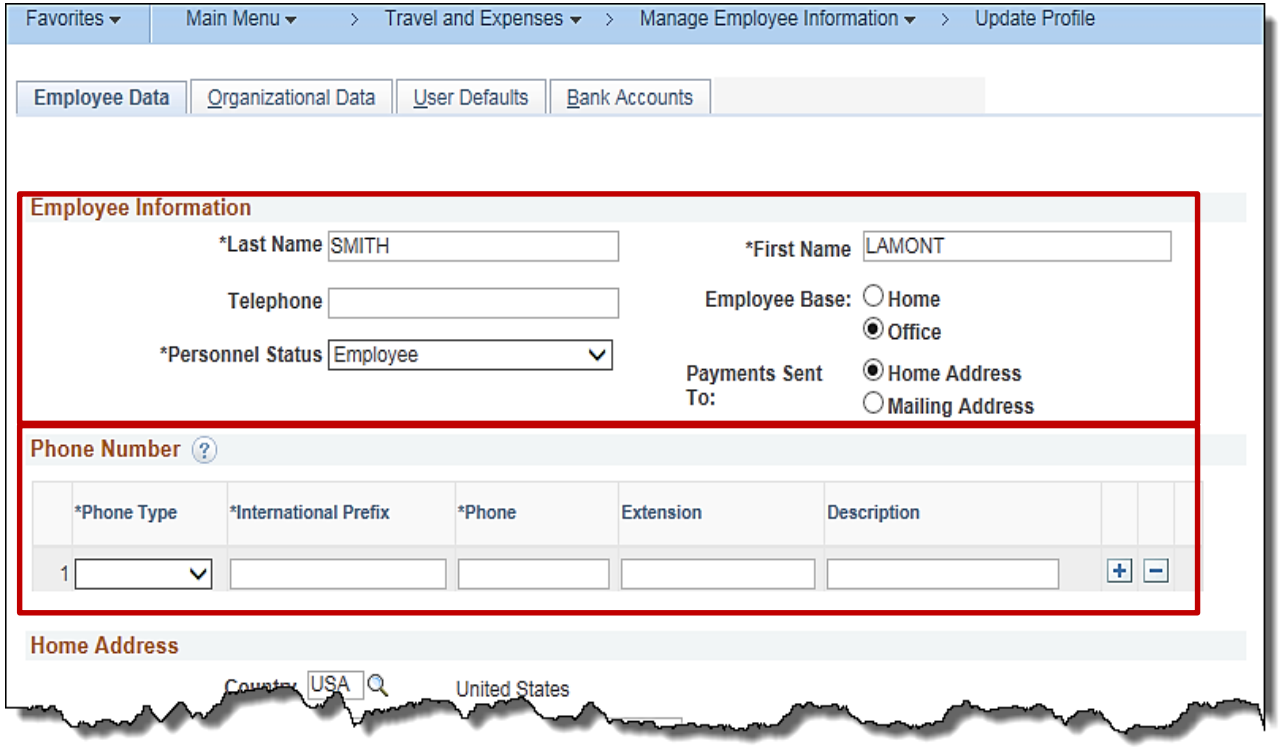
Employee Data Page (continued)

On the **Employee Data** tab:

Updates to **Employee Information** should be entered in Cardinal HCM by the HR Administrator and the updates will sync to Cardinal FIN.

- **Last Name -** employee's last name
- **First Name -** employee's first name
- **Telephone -** not a required field
- **Employee Base** indicator: defaults to **Office**
- The **Payments Sent To** indicator: defaults to applicable address.

The **Phone Number** section of the page is optional. For this scenario, no **Phone Type** is selected.



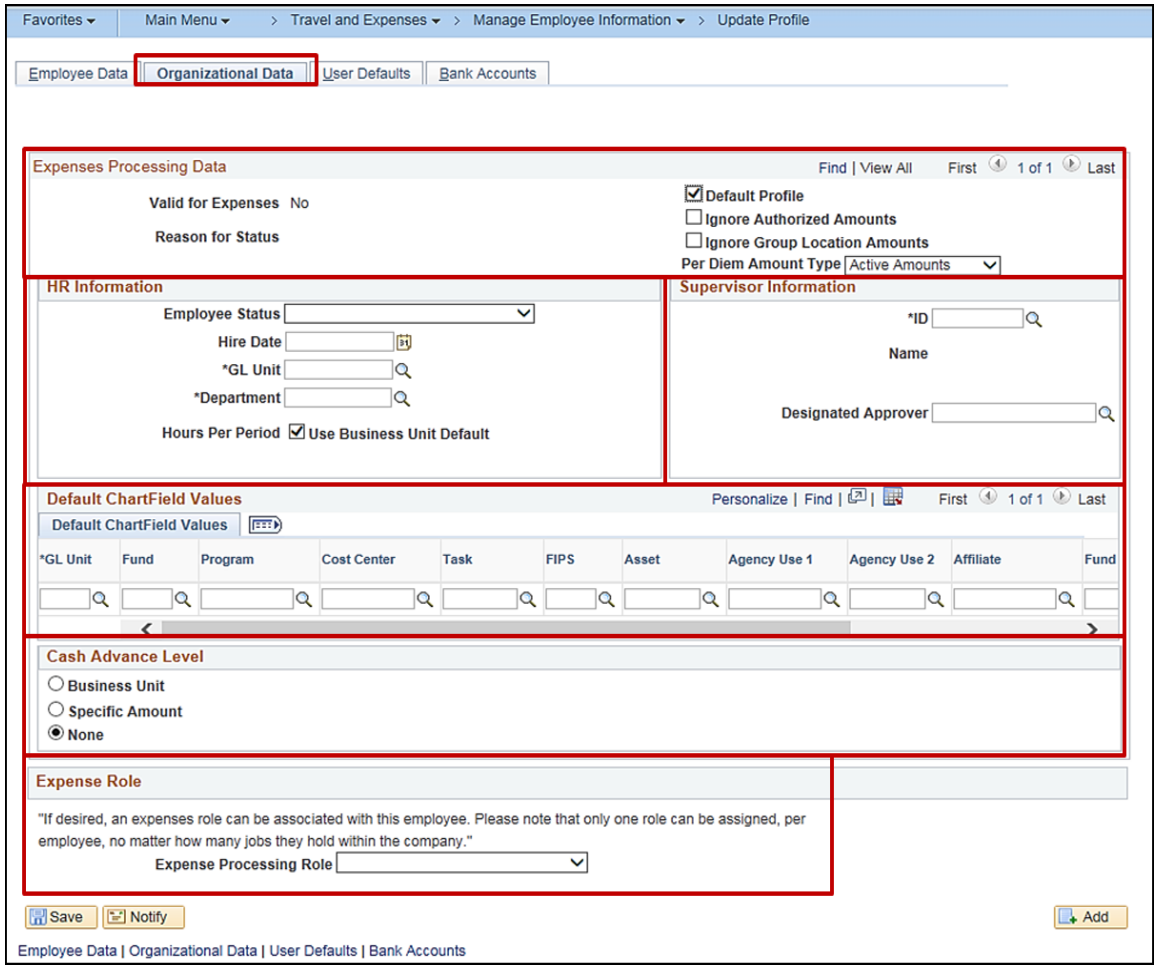
Organizational Data Page

On the **Organizational Data** tab:

This tab is divided into six different sections:

- **Expense Processing Data**
- **HR Information**
- **Supervisor Information**
- **Default ChartField Values**
- **Cash Advance Level**
- **Expense Role** – not currently used in Cardinal

These sections will be explained in more detail in the following slides.



Click on image to enlarge

Organizational Data: HR Information

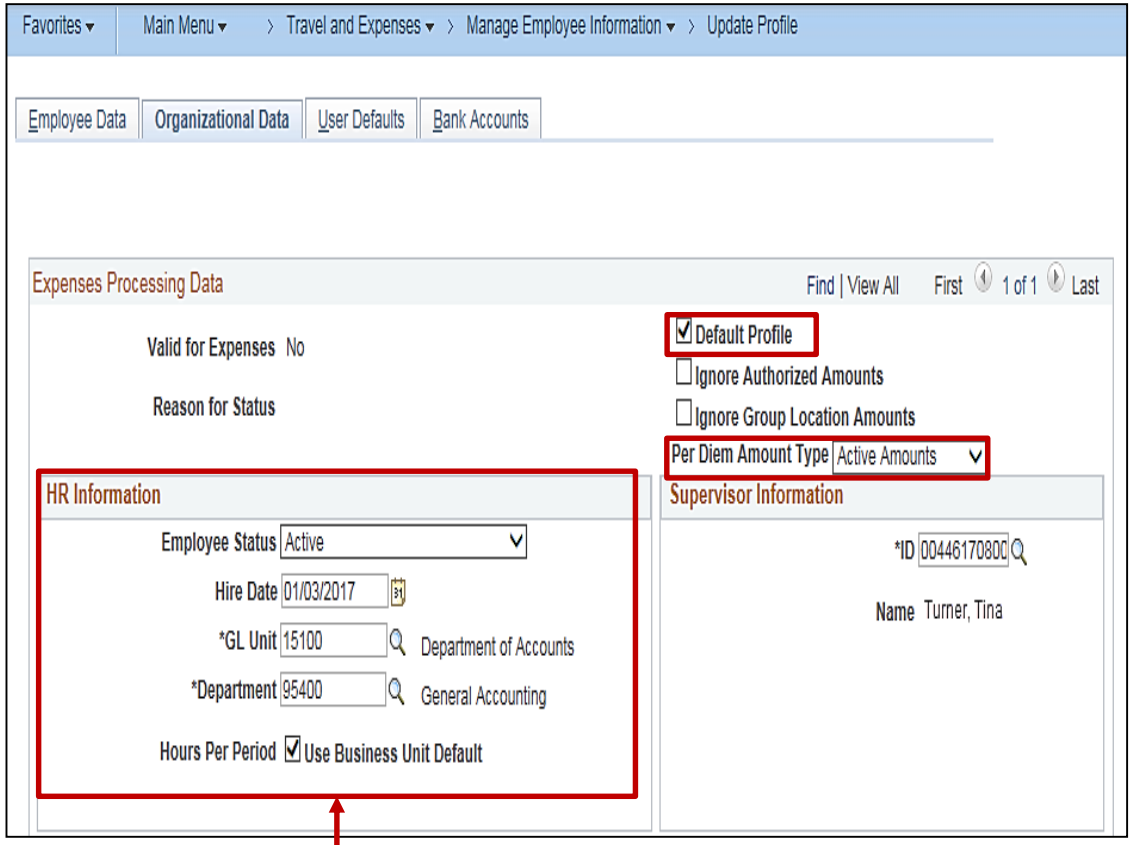
In the **Expenses Processing Data** section:

- **Default Profile** – check this box
- **Per Diem Amount Type –** view only

In the **HR Information** section, the following fields are view only

- **Employee Status**
- **Hire Date -** the employee's hire date for your agency
- **GL Unit -** your agency's Business Unit
- **Department -** department for the employee

The **Use Business Unit Default** checkbox defaults as checked to the BU on the employee's profile.



Click on image to enlarge

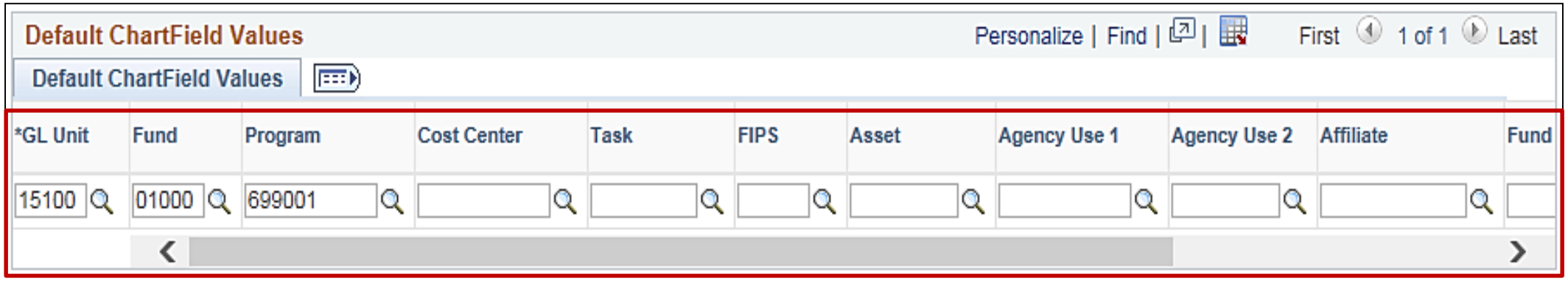
Organizational Data: Default ChartField Values

The **Default ChartField Values** section is used to predefine one or more of the ChartField values for the employee. Cardinal uses these values to populate the accounting information for the employee's travel and expense transactions. Even though these values default on the expense transactions, they can be changed if necessary.

For Cash Advances transactions, Agency/Business Unit, Fund, and Department populate from the defaults for these fields. DO NOT change these values and if the values are not present on the profile, the Cash Advance accounting entries will not be created correctly. Fund is a required ChartField on this page.

Use the **scrollbar** under the ChartField values to move right and view/enter additional values as needed.

The **Department** field populates based on the entry in the **HR Information** section of the page.



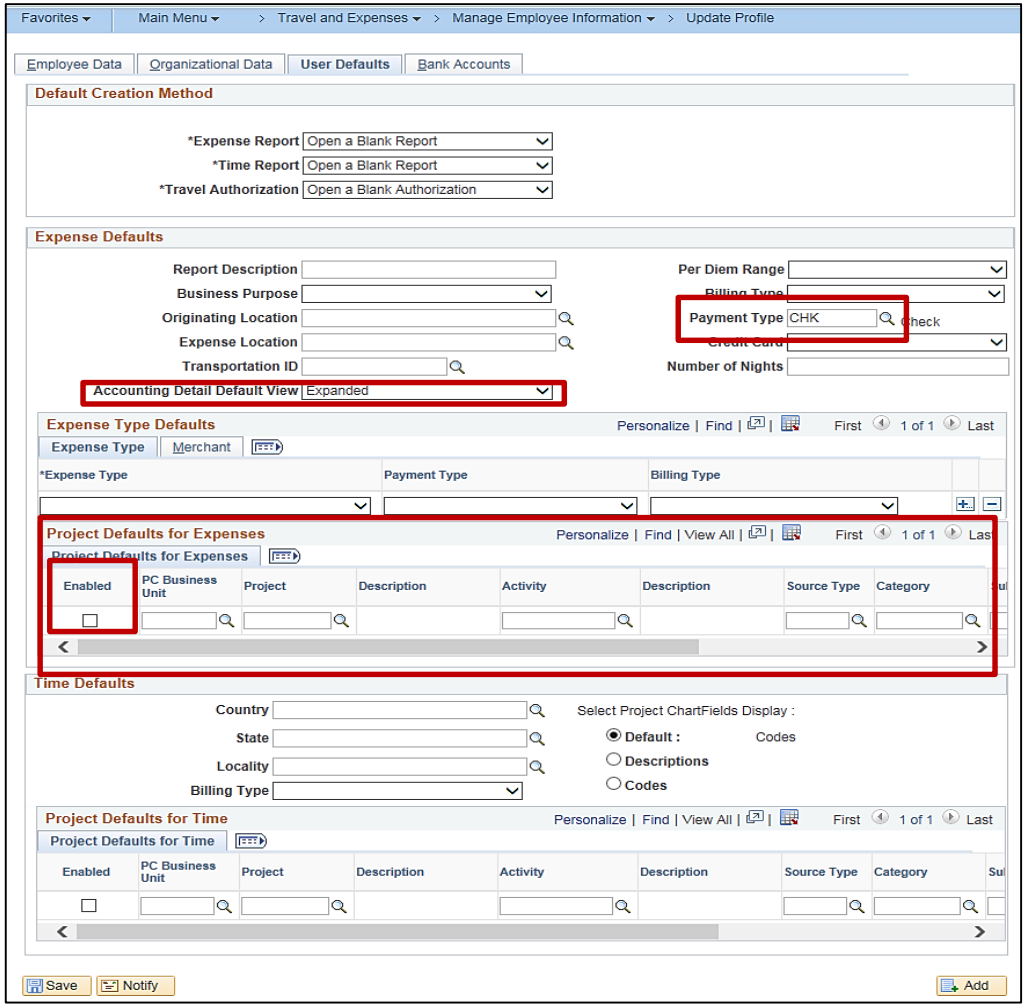
User Defaults Page

Click the **User Defaults** tab to specify defaults that reduce data entry time for Travel Authorizations, Cash Advances, and Expense Reports. The **Time Defaults** fields are not used.

Select **Payment Type** of **Check** in the **Expense Defaults** section to avoid having to key this value on every expense line. In the **Accounting Detail Default View** field, select **Expanded** to display the Accounting Detail section on the Expense Report or Travel Authorization as opened instead of having to click to open. Project ChartFields can be defaulted in the **Project Defaults for Expenses** section.

Click the **Enabled** checkbox so these values default on the Travel Authorization and Expense Report.

These are defaults only and can easily be changed during data entry.



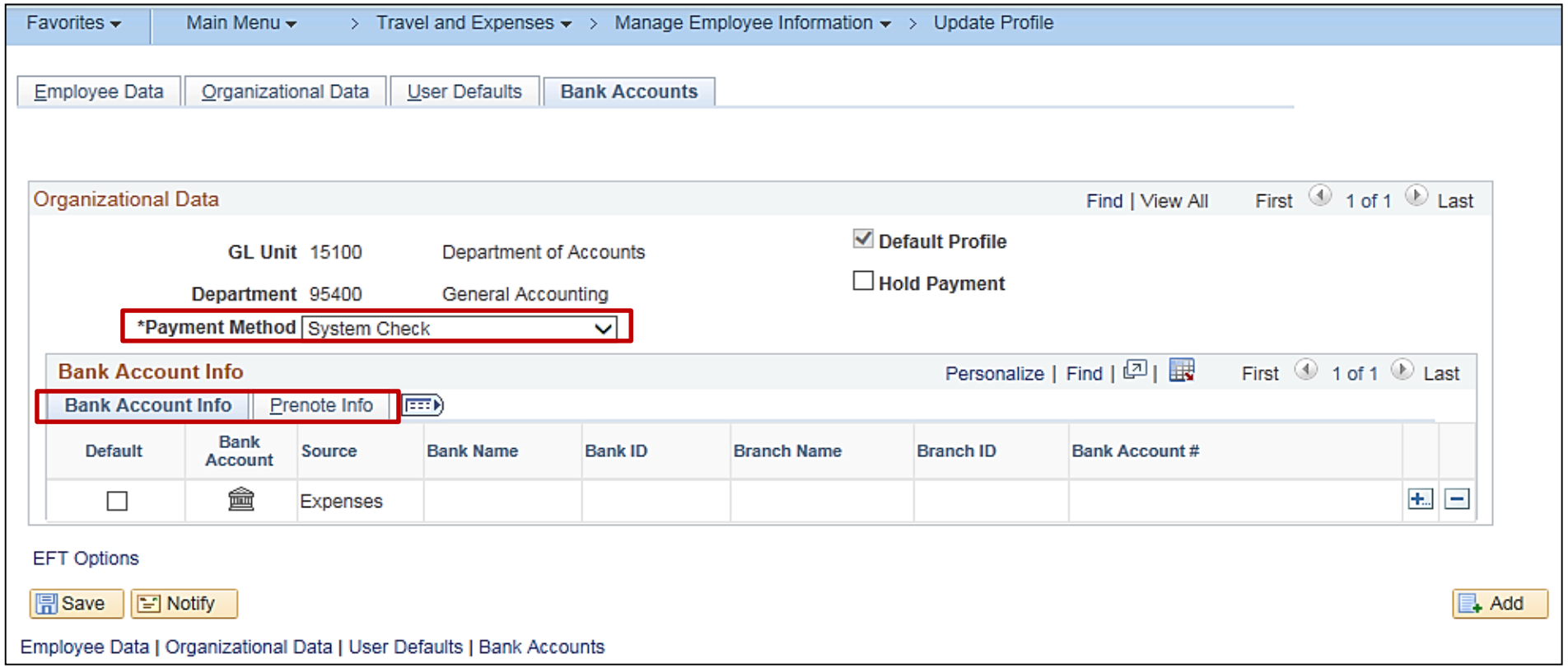
Click on image to enlarge

Bank Accounts Page

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

The daily Cardinal HCM interface populates the **Payment Method**, **Bank Account #,** and **Prenote Info**.

Only the DOA EDI Coordinator has access to this page.



Updating an Employee Profile

To update an employee profile online, access the **Employee Profile Search** page. Access to update and view profiles are based on security role and agency access.

You can navigate to this page using the following path:

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

On the **Find an Existing Value** tab, use the **Search by** drop-down list to choose one or more of the three search criteria (use the **Advanced Search** link to view all search fields):

- **Employee ID:** Cardinal Employee ID number
- **Last Name/Name:** employee's last name

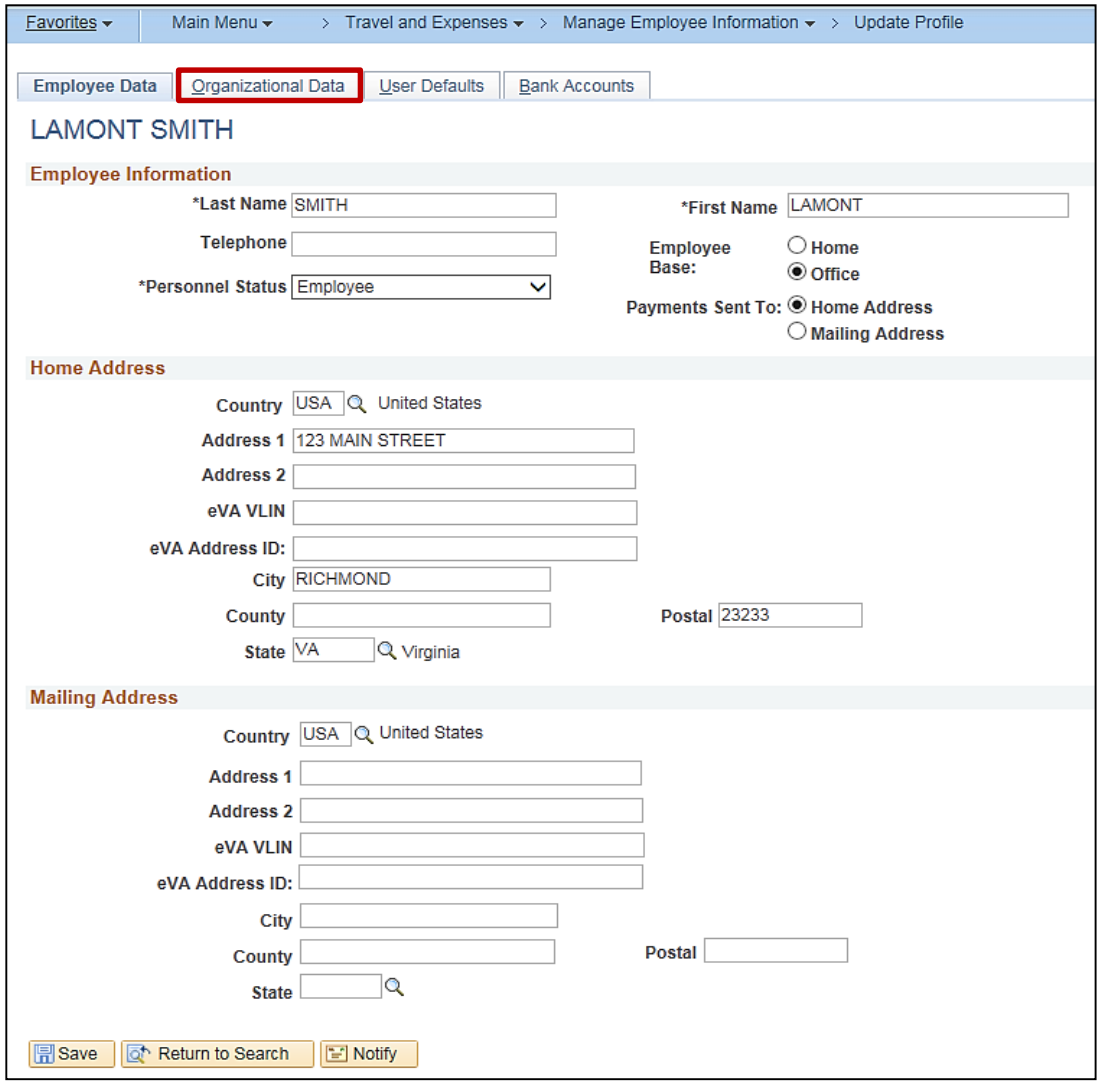
Once you select and enter the search criteria, click the **Search** button.

Click on image to enlarge

Updating an Employee Profile (continued)

Review fields on the **Employee Data** tab as necessary. Any edits would need to be entered by the HR Administrator.

Click the **Organizational Data** tab.



Updating an Employee Profile (continued)

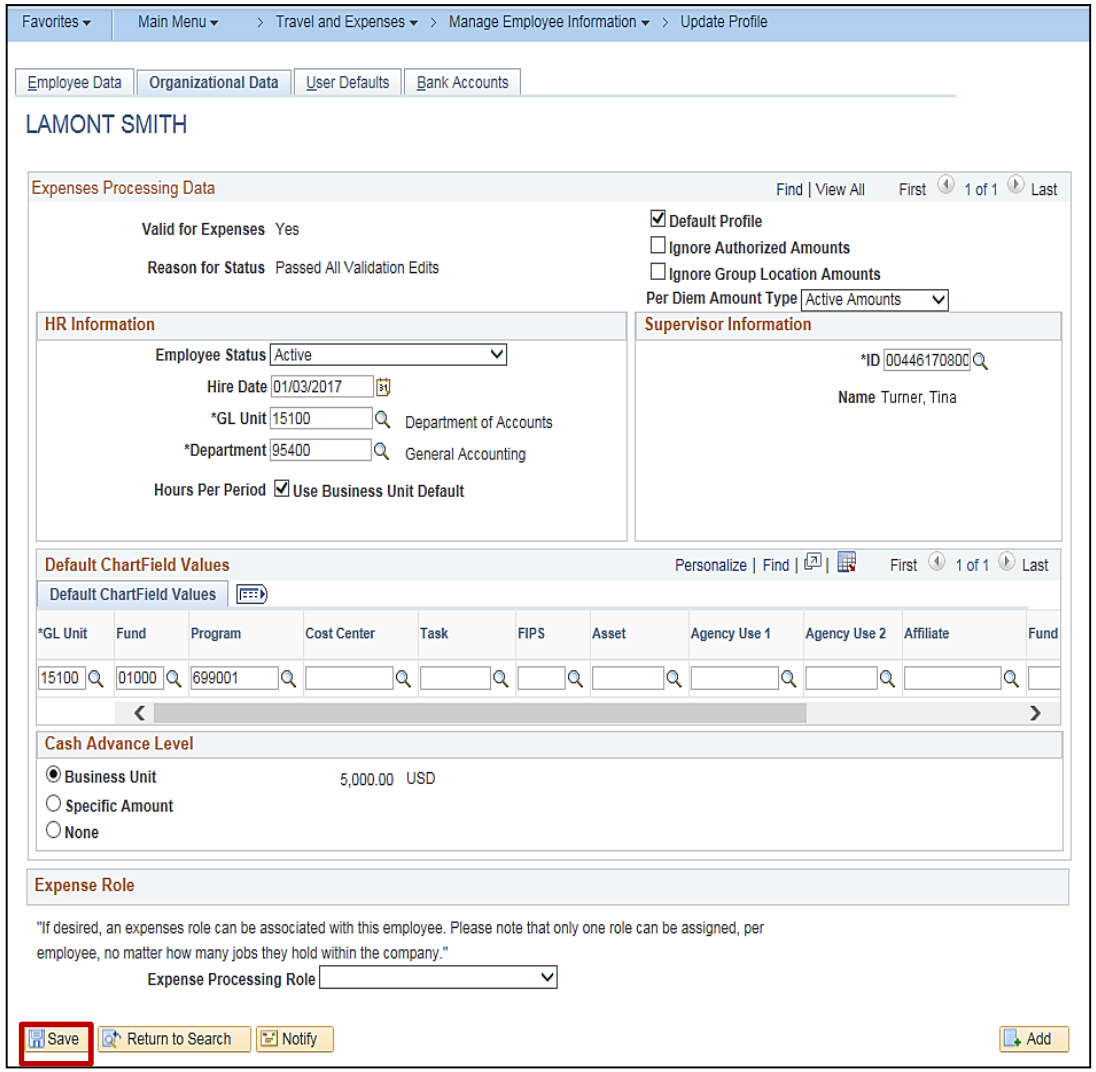
Changes to **Organizational Data** tab information are needed when an employee's organizational data changes, e.g., for a transfer from one department to another.

Click the **Save** button at the bottom of the page.

Modifying the employee profile and saving it replaces the previous values. No record is maintained regarding who made the changes or when (there is no effective dating).

It is advisable to maintain a record of these changes outside of Cardinal as well.

For more detailed information about terminating an employee, see the job aid entitled **SW AP316: Creating and Updating an Employee Profile** located on the Cardinal website in **Job Aids** under **Learning**.



Adding Expense Proxies/Authorized Users

An Authorized User/Proxy must be added for every employee in Cardinal that requires a travel reimbursement. With the proper security roles a proxy can view, create, delete, cancel, edit, and submit all expense related transactions for the employee.

If a proxy is not assigned, no expense transaction can be entered for that employee. Every employee who requires expense reimbursement must have at least one proxy (can have multiple).

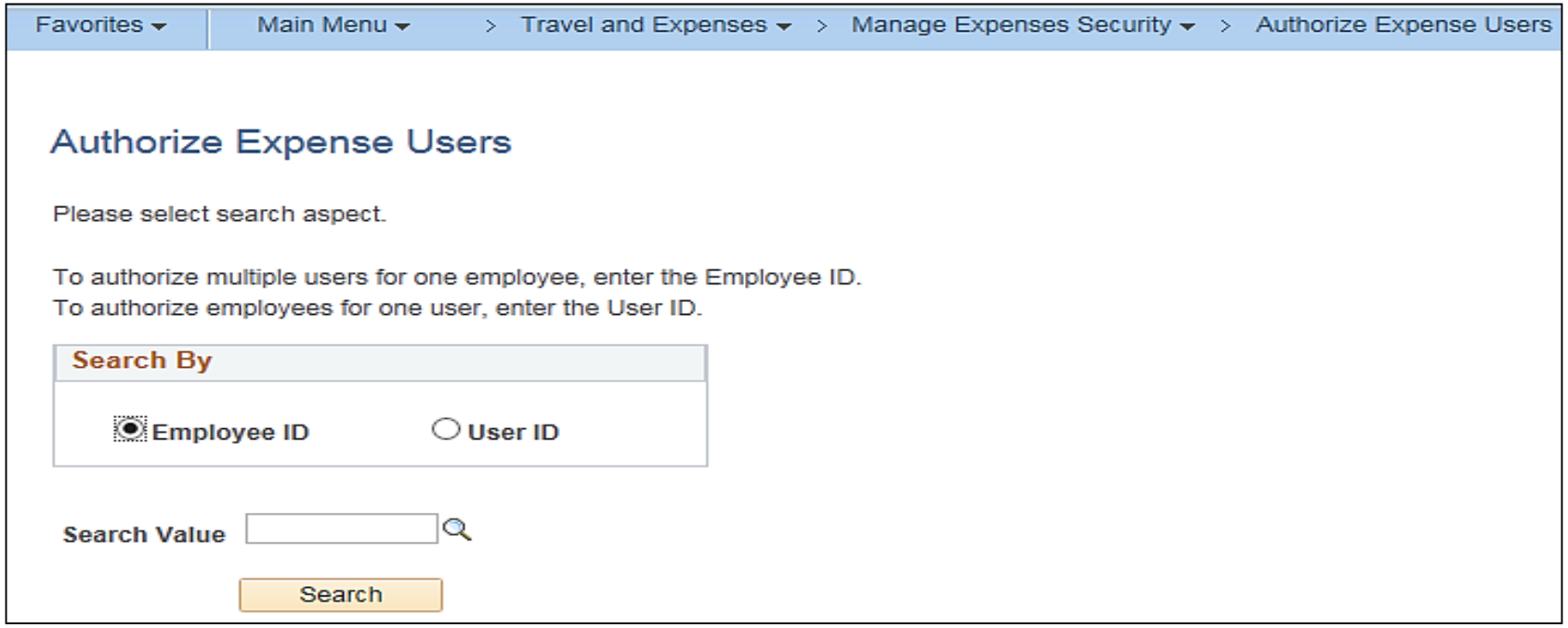
Note that employees must be set up as their own proxy in order to enter transactions for themselves.

Adding Expense Proxies/Authorized Users (continued)

To add a proxy online, access the **Authorize Expense Users** page using the following path:

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

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

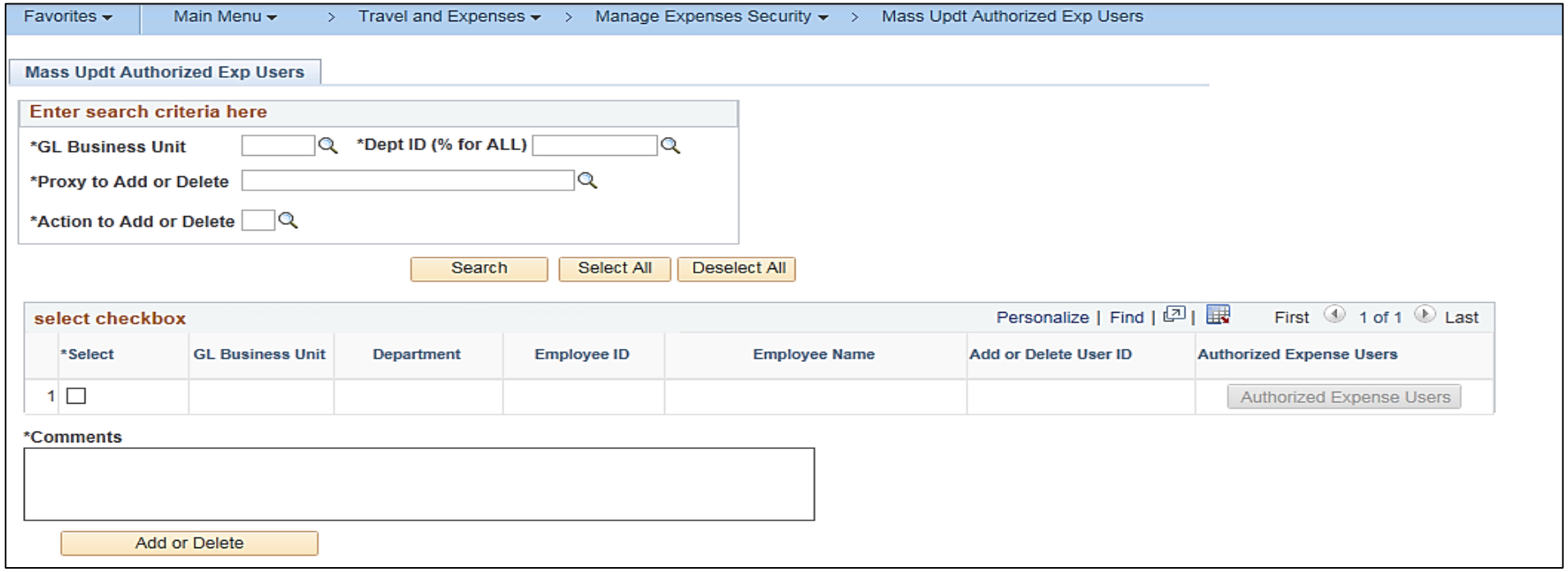


Mass Update of Authorized Expense Users

Add or delete a proxy for a large number or employees using the Mass Update Authorize Users page. Navigate to this page using the following path:

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

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

After an employee profile has been added, you must also add at least one proxy for that employee if the employee will need to be reimbursed for expenses.

- ○ True
- ○ False

Agencies may edit the Employee Profile by:

A. Changing the “Default” flag for employees with multiple records

B. Adding/updating the “Default ChartField Values” section

C. Adding/updating information on the “User Defaults” page

D. All of the Above

E. None of the Above

You must be set up as a _____ to enter your own expense transactions.

A. Supervisor

B. Proxy

C. Administrator

All updates to Employee Information are entered in Cardinal HCM and no updates are needed in Cardinal FIN.

- True
- False

Lesson 2: Summary

2 Reviewing and Maintaining Employee Profiles

In this lesson, you learned:

- Employee profiles can be reviewed or updated in the Expenses module online.
- When a new employee profile is added, at least one proxy must be added for that employee if the employee needs to be reimbursed for business related expenses.
- Access to sensitive and personal employee information, such as address, bank information, etc., is highly restricted.
- Users must be configured as proxies for another employee before they can create expense transactions for that employee.
- In order for employees to enter expense transactions for themselves, they must be set up as a proxy for themselves.

Lesson 3: Introduction

3 Processing Expenses

This lesson covers the following topics:

- Process for Travel Authorizations, Cash Advances, Expense Reports, and Payments
- Expenses and Cash Advance accounting entries
- Manually reconcile Cash Advances, if applicable

Travel Authorization Process Flow

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

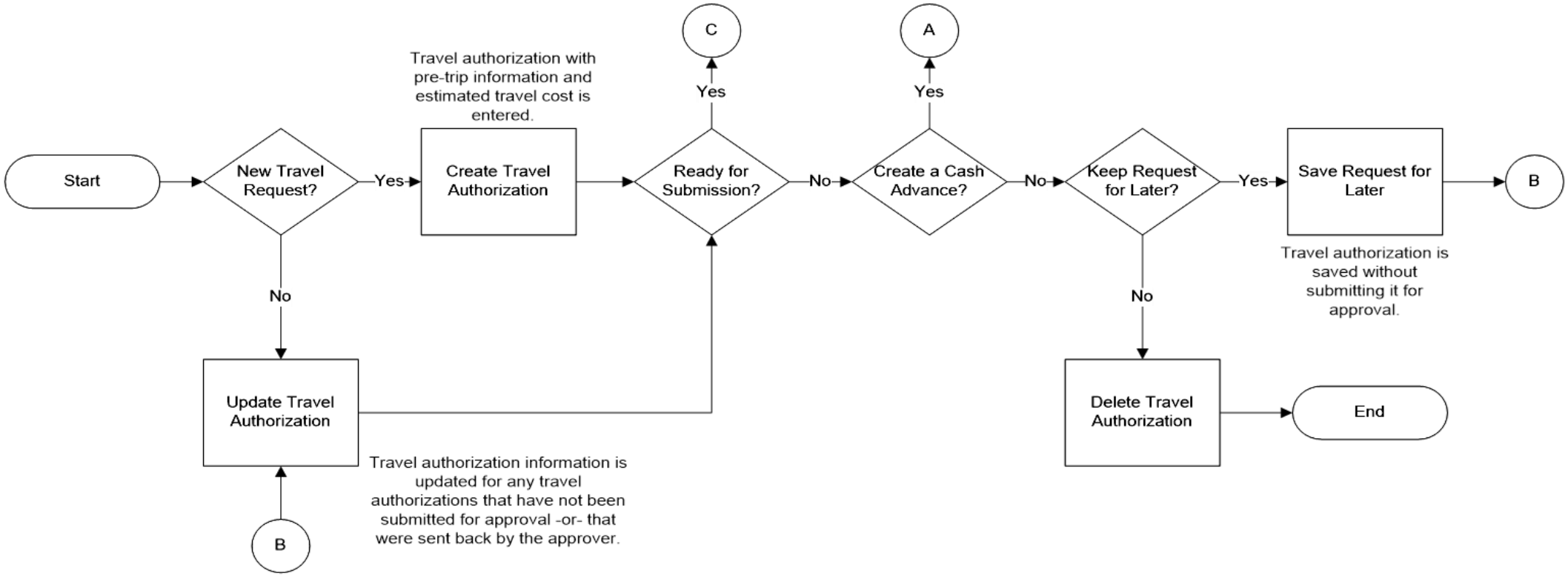
However, if you elect to enter the Travel Authorization in Cardinal, it can only be entered online and must be approved prior to the start date of the trip. Cardinal does not allow saving or approving an authorization after the start date of the trip.

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

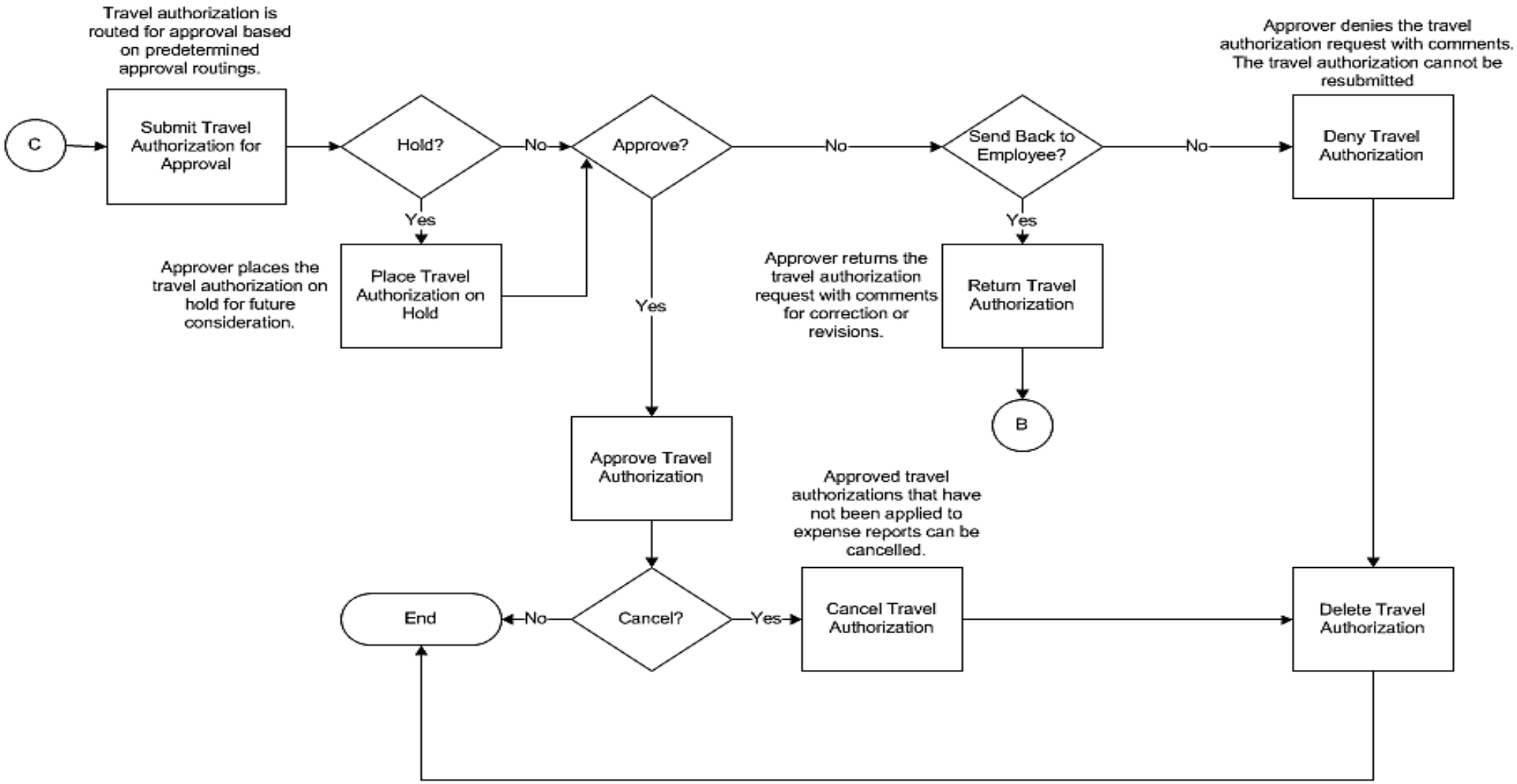
Interfacing agencies will not typically use this functionality in Cardinal.

The next two diagrams illustrate the Travel Authorization process.

Travel Authorization Process Flow (continued)



Travel Authorization Process Flow (continued)



Cash Advance Process Flow

A Cash Advance is a means for the Agency to provide funds to an employee prior to travel in order to minimize the impact of business travel on an employee's personal finances.

A Cash Advance can be created:

- As part of a Travel Authorization: There is a link on the Travel Authorization page to the Cash Advance page.

- Independently: Navigate directly to the Create Cash Advance page to create a request.

Cash Advances are entered directly into Cardinal for online agencies.

Interfacing agencies may upload Cash Advances via an interface into Cardinal or have the ability to enter them online if necessary.

- If an employee has multiple employee profiles and request a Cash Advance, the default must be checked on the employee profile of the submitting agency.

Cash Advance Process Flow (continued)

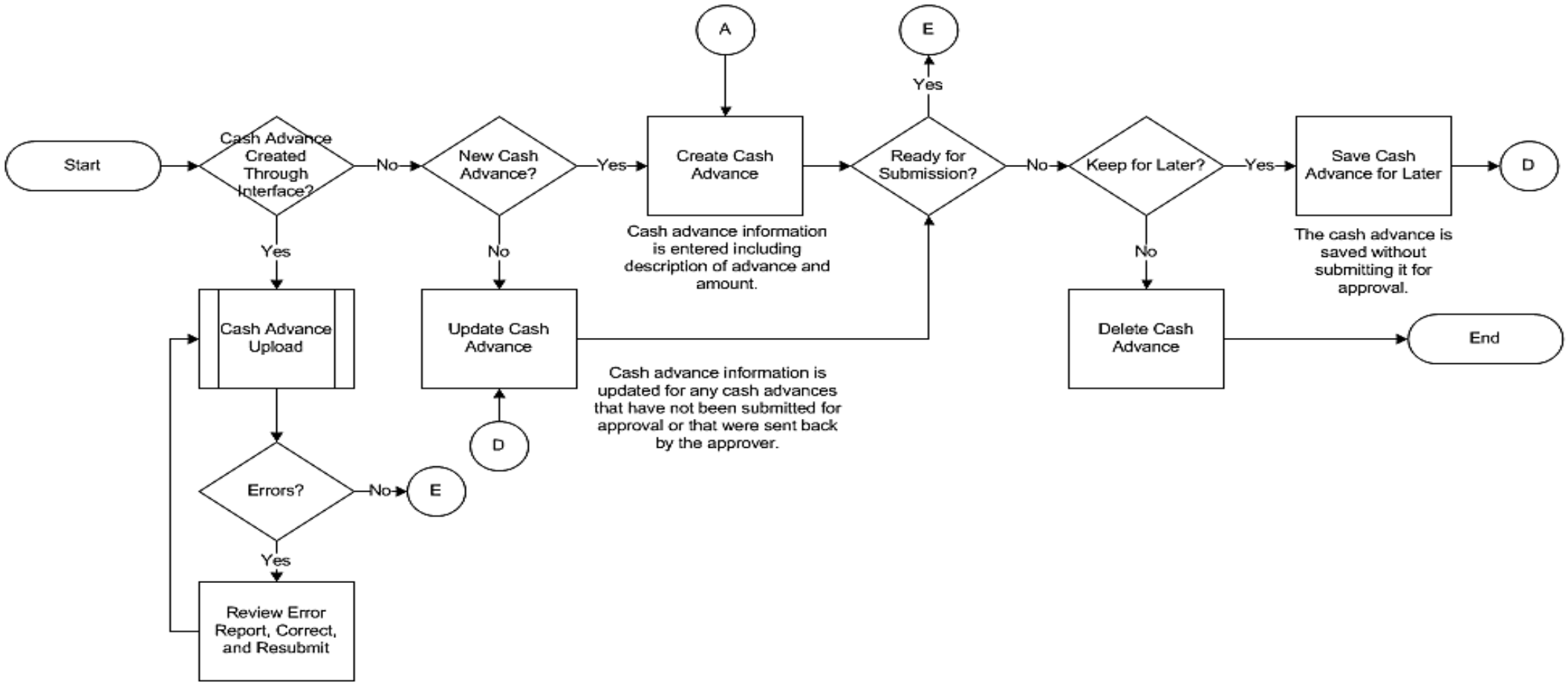
Both online entered and interface created cash advances must be approved before they can be processed for payment. Once Cash Advances are approved, nightly batch processes stage advances for payment and create the necessary accounting entries.

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

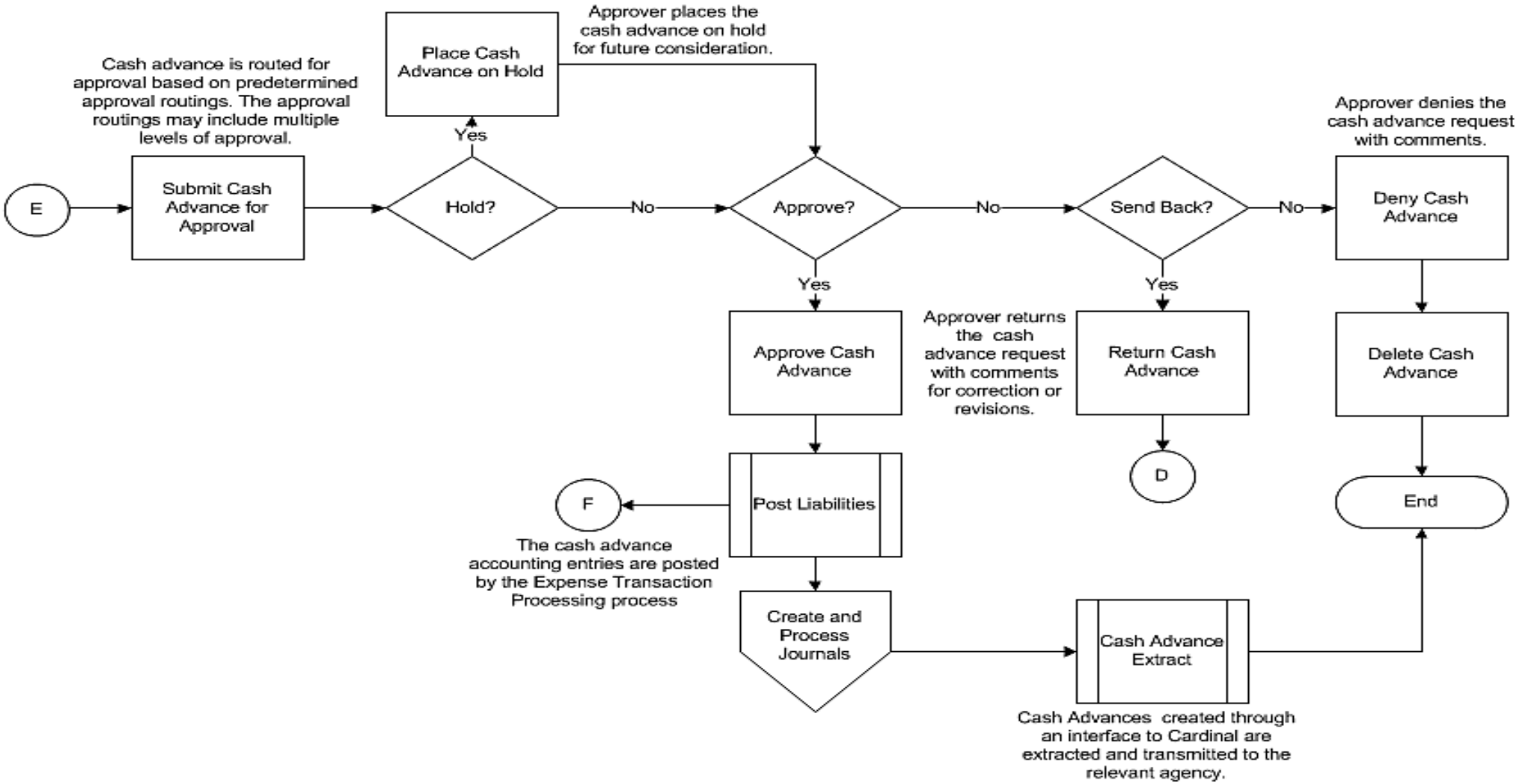
The Cash Advance will be checked against available cash in the nightly batch through a Cardinal process called Payment Cash Checking before payments are created. The agency Expense Administrator can set processing priority on transactions. For more detailed information about payment cash checking transaction priority, see the job aid entitled **SW AP312: Payment Cash Checking – Updating Transaction Level Overrides** located on the Cardinal website in **Job Aids** under **Learning**.

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

Cash Advance Process Flow (continued)



Cash Advance Process Flow (continued)



Expense Report Process Flow

An Expense Report can be copied from the related approved Travel Authorization if the Authorization and the Expense Report are created online. Any Cash Advance paid to the employee can be applied as well.

The Expense Report is entered once the expenditure has occurred and the employee has provided the necessary documentation.

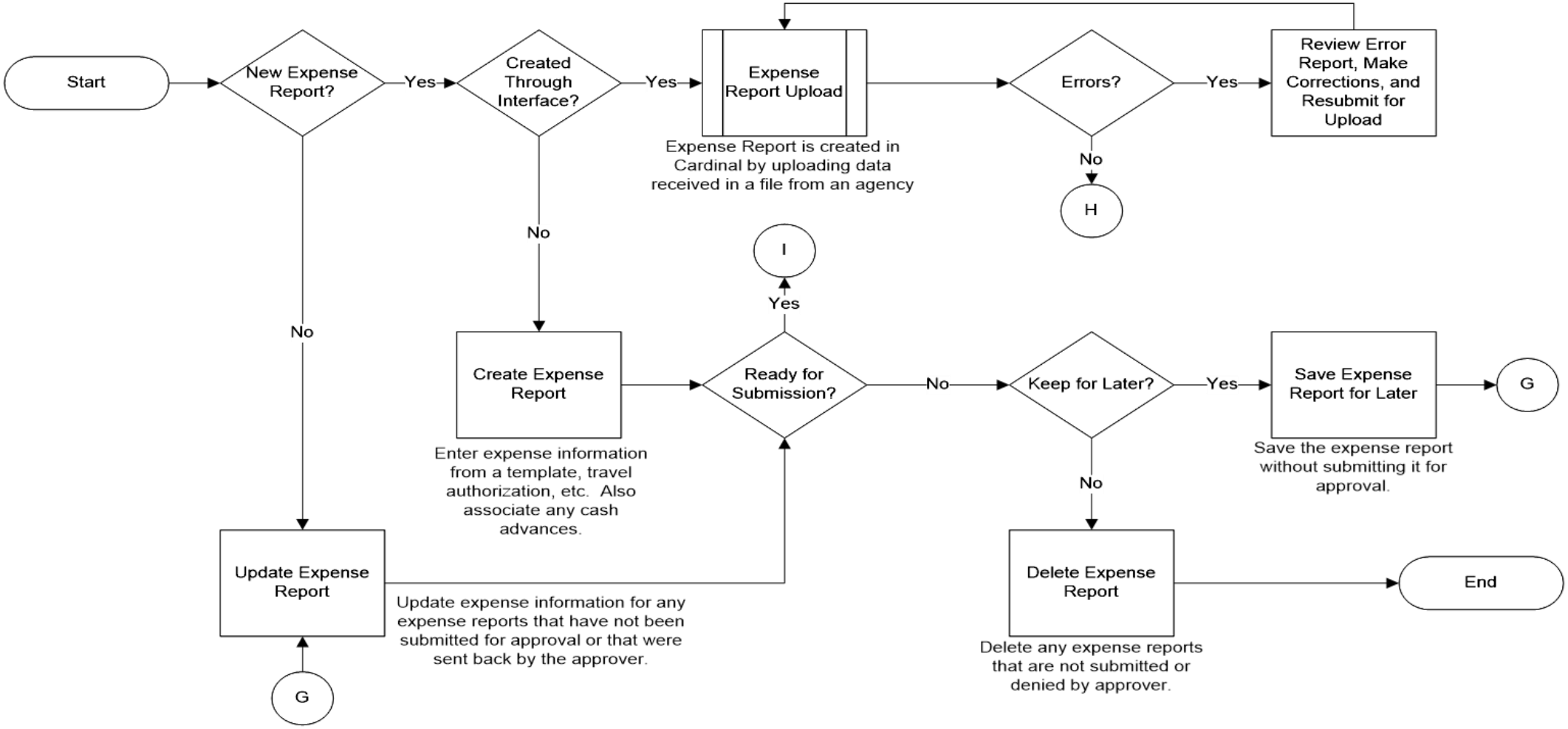
Whether entered for travel or non-travel expenses, Expense Reports require approval in ordered to paid.

The Expense Report is checked against available cash in the nightly batch through a Cardinal process called Payment Cash Checking before payments are created. The agency Expense Administrator can set processing priority on transactions. For more detailed information about payment cash checking transaction priority, see the job aid entitled **SW AP312: Payment Cash Checking – Updating Transaction Level Overrides** located on the Cardinal website in **Job Aids** under **Learning**.

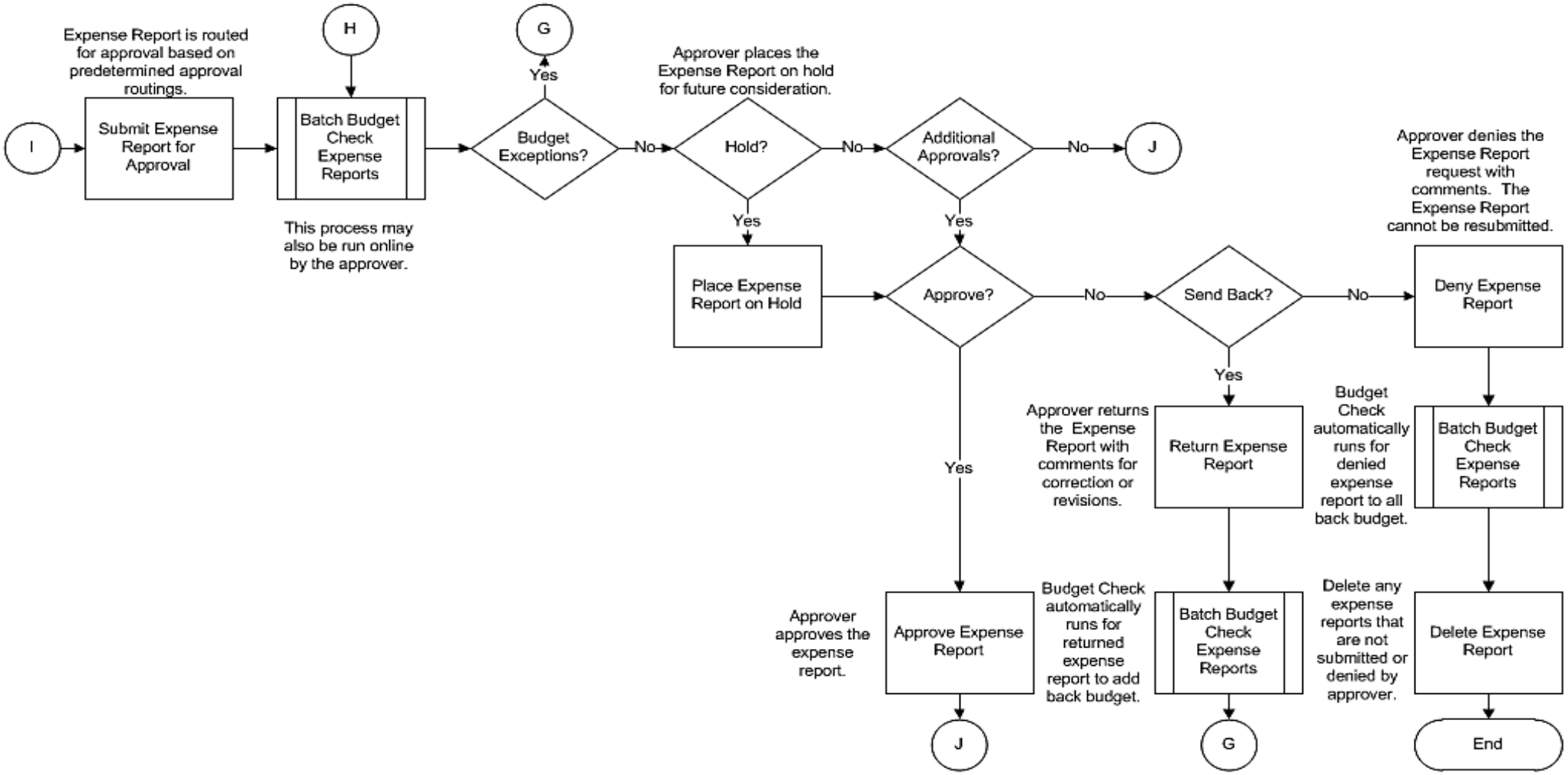
A nightly batch process stages the Expense Reports for payment and creates the necessary accounting entries.

The next three diagrams illustrate the Expense Reporting Process.

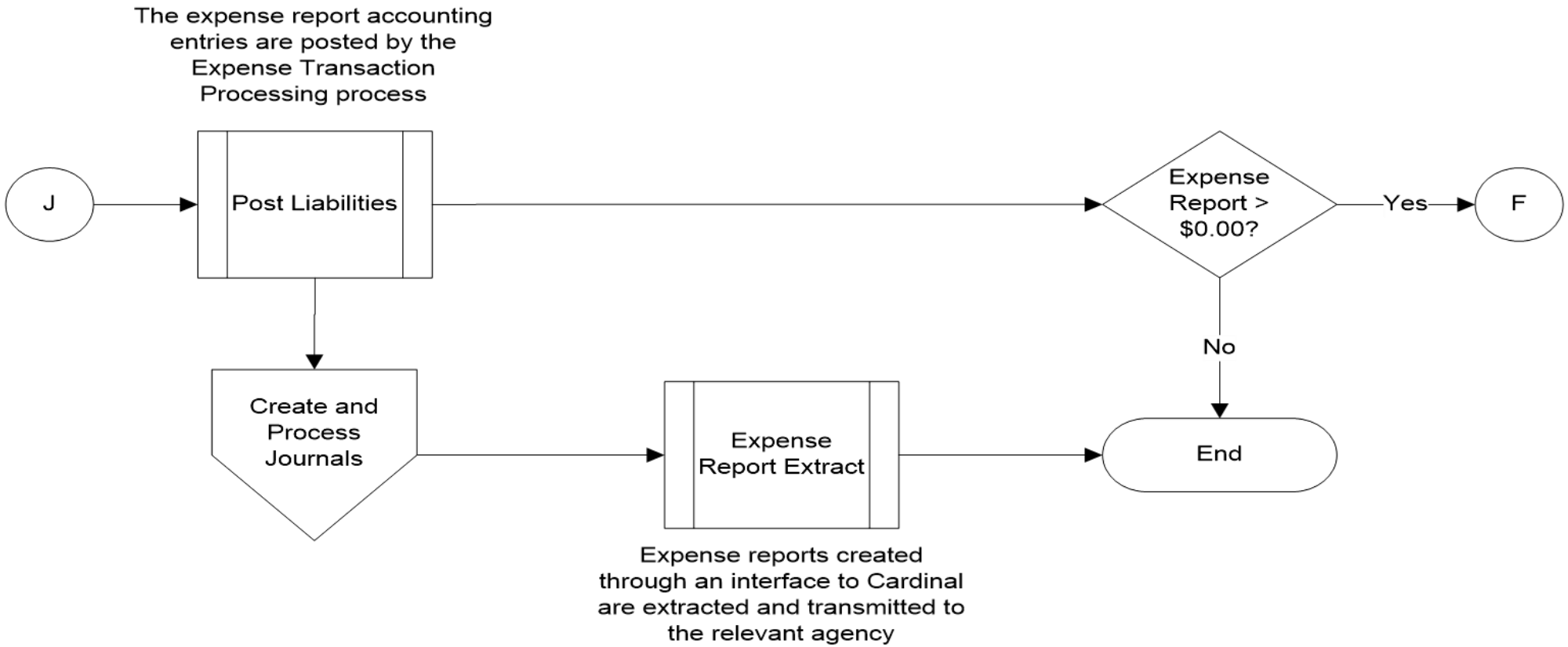
Expense Report Process Flow (continued)



Expense Report Process Flow (continued)



Expense Report Process Flow (continued)



Pay Employee Process Flow

When the Expense Report is approved:

If there is an amount due to the employee:

- The payment is staged in the Expenses module and paid by the AP module.

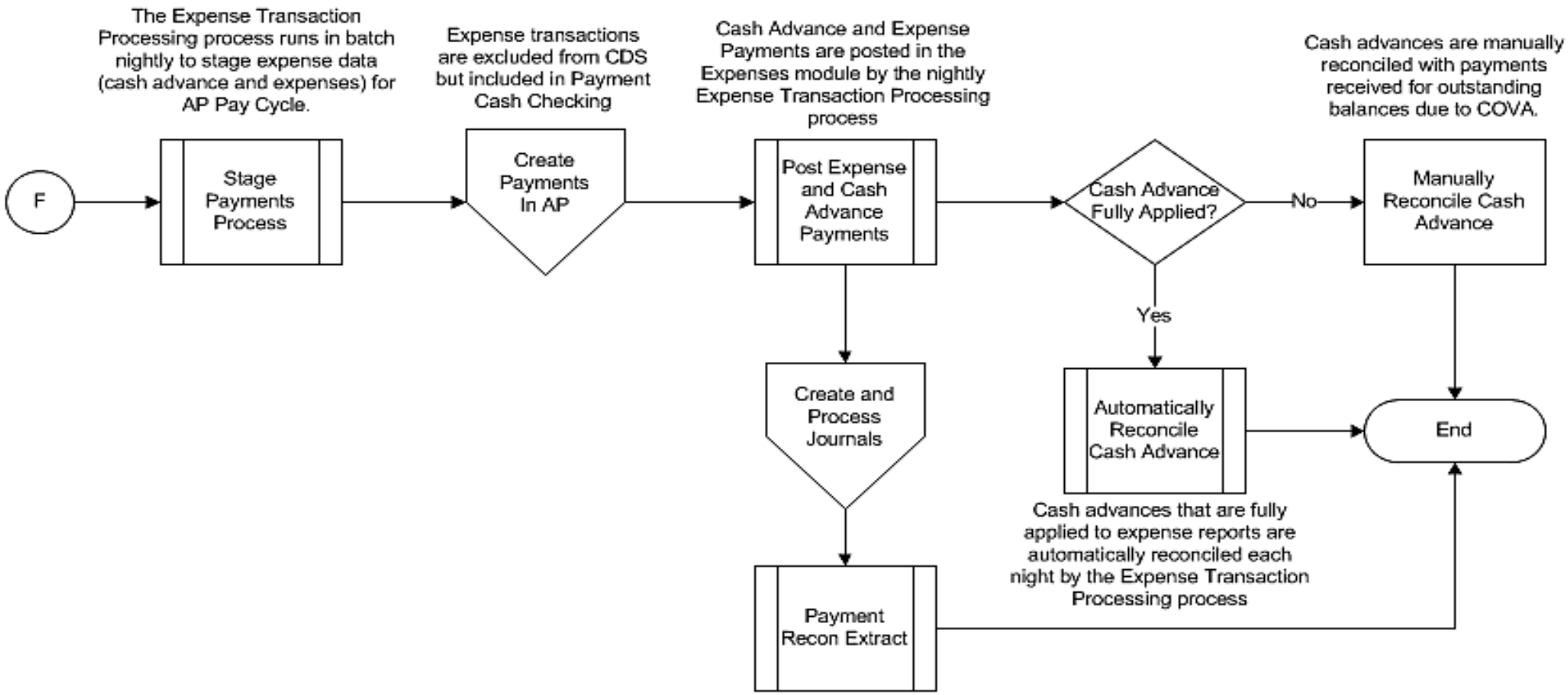
If the Cash Advance equals the travel amount:

- No payment is generated.
- The Cash Advance is fully reconciled automatically in Cardinal.

If the Cash Advance is more than the travel:

- The Cash Advance is applied up to the amount of the travel and the balance is due to the agency.
- The Expense Report balance will be zero.
- The employee pays the balance due to the agency and the Accounts Receivable (AR) amount for the Cash Advance is relieved.
- The Expenses Processor must manually reconcile the Cash Advance by recording the employee check on the **Reconcile Cash Advances** page.

Pay Employee Process Flow (continued)



Expenses Accounting Entries

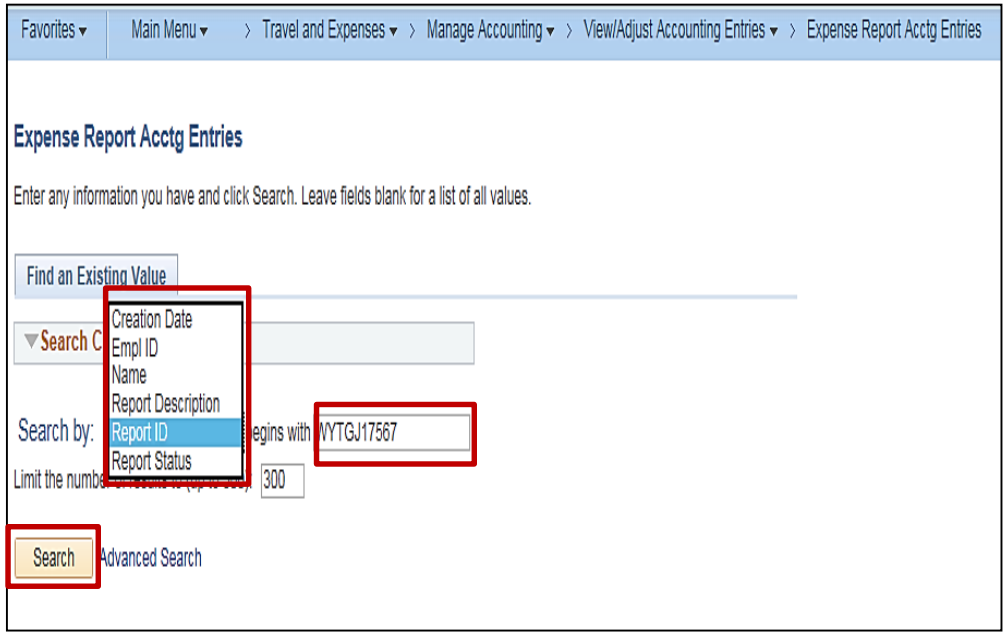
The nightly batch Expense processing creates Expense Report accounting entries and stages approved expense transactions for payment. The accounting entries are sent to General Ledger via the GL Journal Generator process in Cardinal.

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

You can navigate to the **Expenses Accounting Entries** page using the following path:

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

You can search by **Creation Date**, **Empl ID**, **Name**, **Report Description**, **Report ID**, or **Report Status**. Select the option you want to **Search by** and enter it in the field. Click the **Search** button.



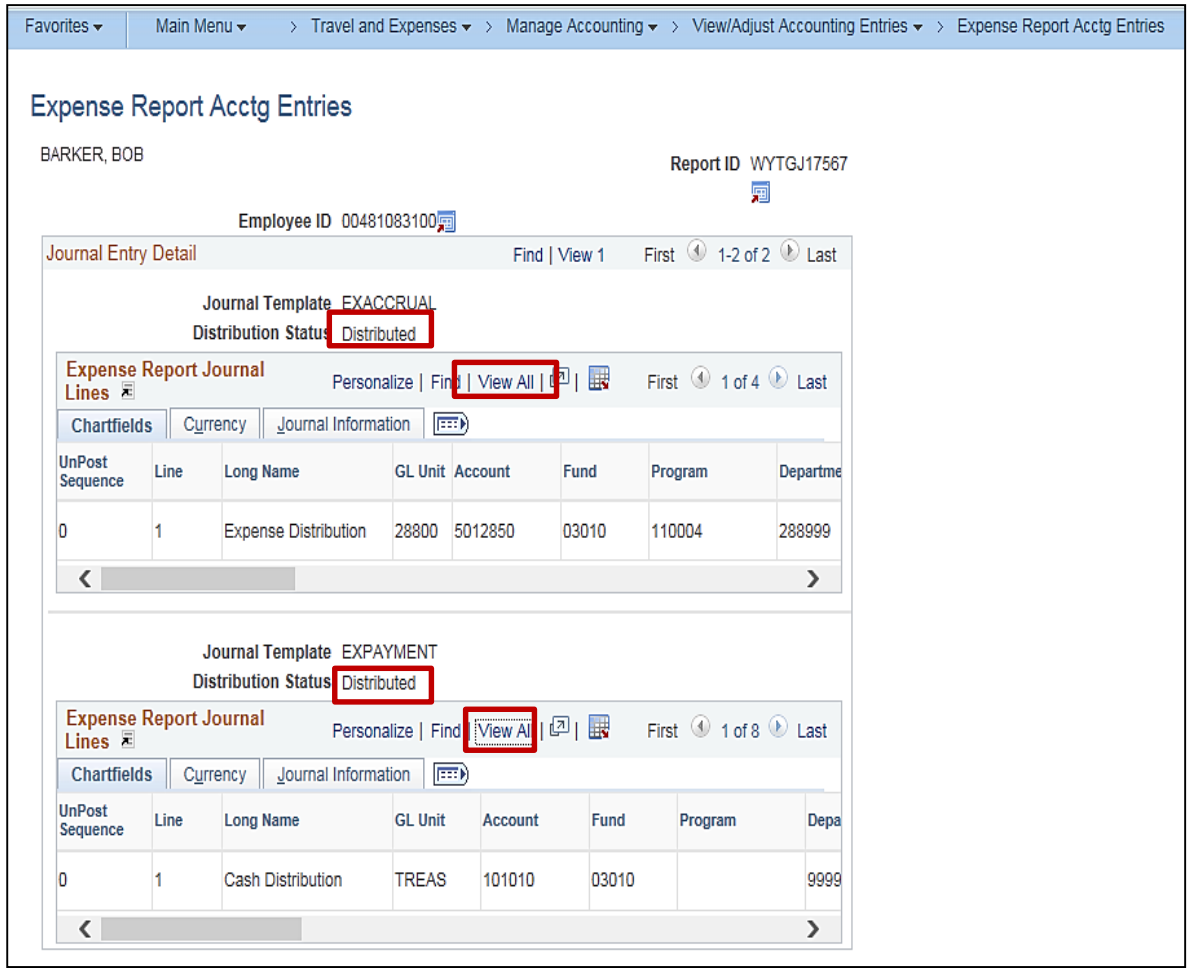
Click on image to enlarge

Expenses Accounting Entries (continued)

Once the page is displayed, click **View All** to see all the entries and all the accounting entry lines.

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

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



Click on image to enlarge

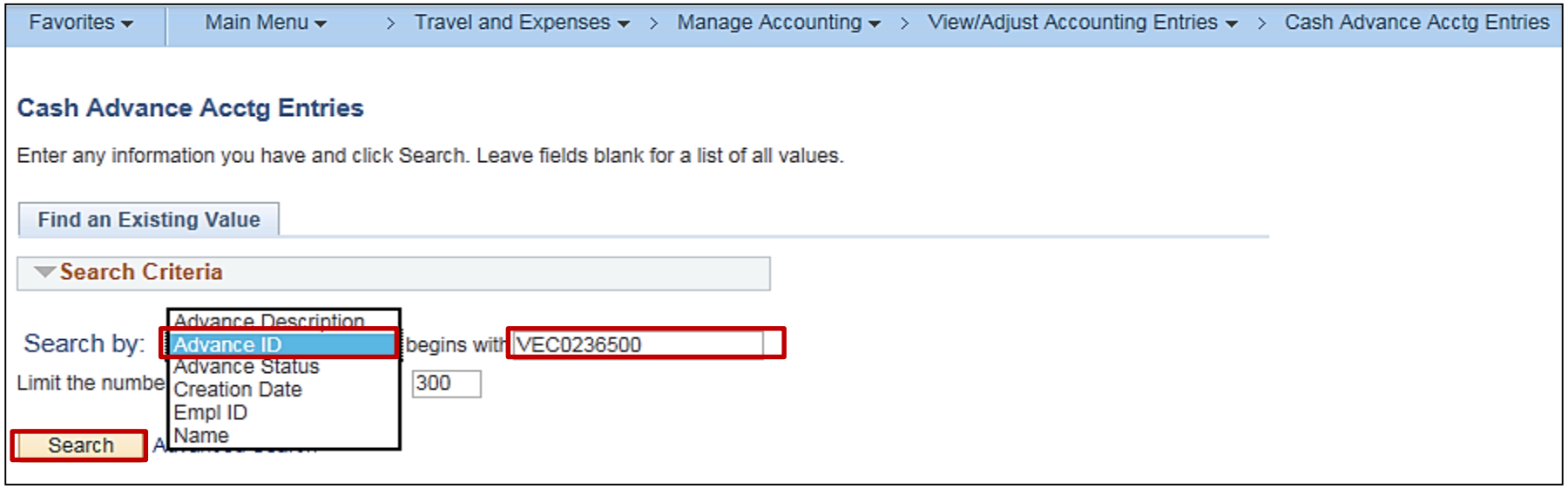
Cash Advance Accounting Entries

View the accounting entries associated with a Cash Advance on the **Cash Advance Acctg Entries** page. This page displays the ChartFields, the amount of the advance, and the GL journals that were created to post the Cash Advance.

You can navigate to this page using the following path:

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

Select the **Search by** criteria, enter it and click the **Search** button.

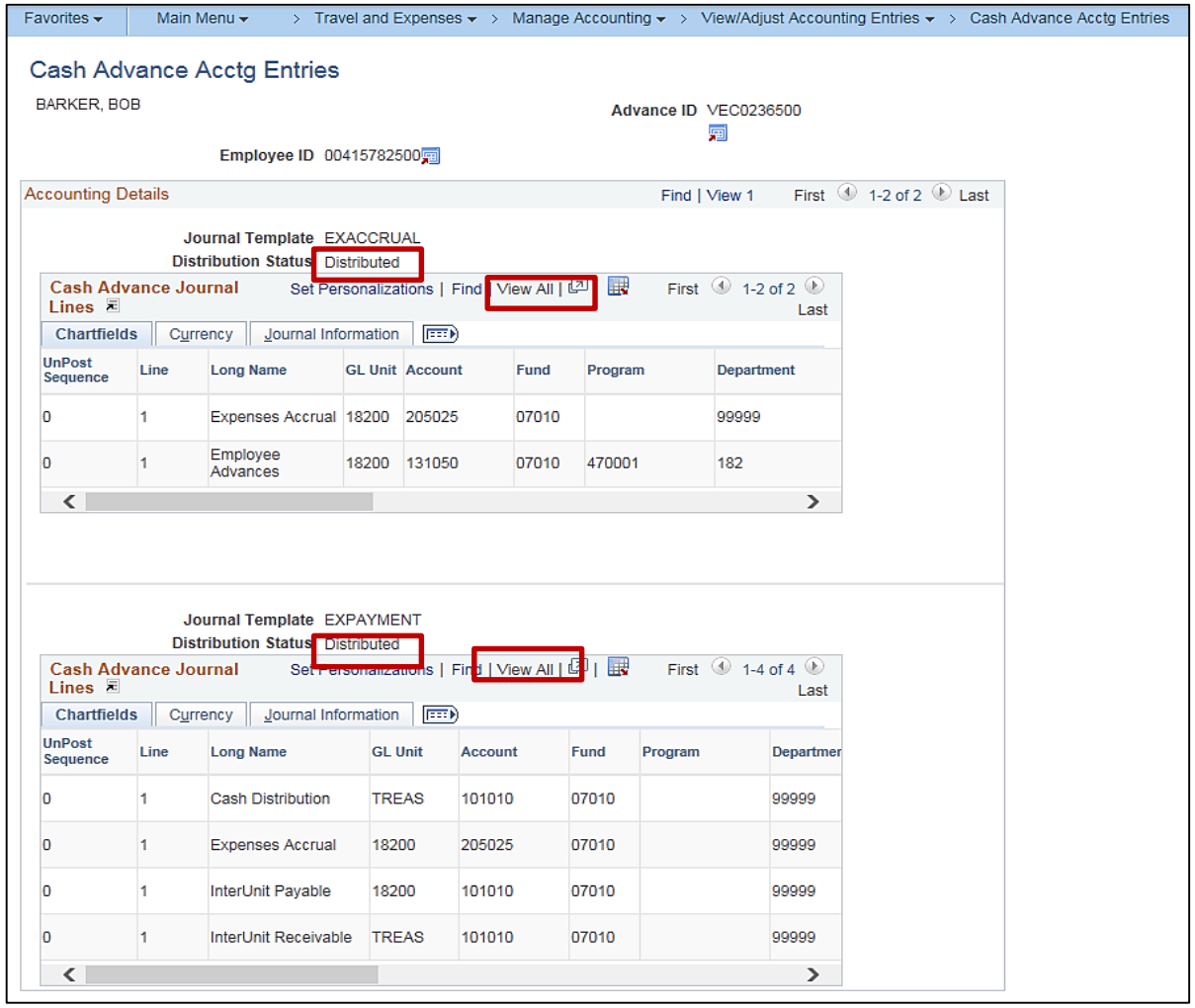


Cash Advance Accounting Entries (continued)

Click **View All** to see all the accounting entries and lines.

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

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



Click on image to enlarge

Expenses Payment Reconciliation

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

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

- If the amount of the Expense Report is greater than the Cash Advance (i.e., if payment is due to the employee), Cardinal applies the outstanding Cash Advance against the employee's expense reimbursement.
- If the amount of the Cash Advance is greater than the Expense Report (i.e., payment is due from the employee), the employee makes a payment to the Commonwealth of Virginia for the amount over the travel. After the payment is received and posted by AR, the Cash Advance must be manually reconciled to the employee's repayment in Cardinal. Reconciliation is not automatic. Reports are available to check if travelers have repaid advances.
- If the amount of the Cash Advance and the Expense Report are equal, the reconciliation is also automatically performed during nightly batch processing.

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

Reconcile Cash Advance Report Page

Use the **Reconcile Cash Advance Report** page to perform a manual reconciliation. This page displays the associated Expense Report to which the Cash Advance has been applied. This section is updated by Cardinal only. The page also displays the current amount due, and allows information to be entered under the Payments section about the check submitted by the employee. This page is only used when the employee owes the Commonwealth and has reimbursed the funds owed to the Commonwealth.

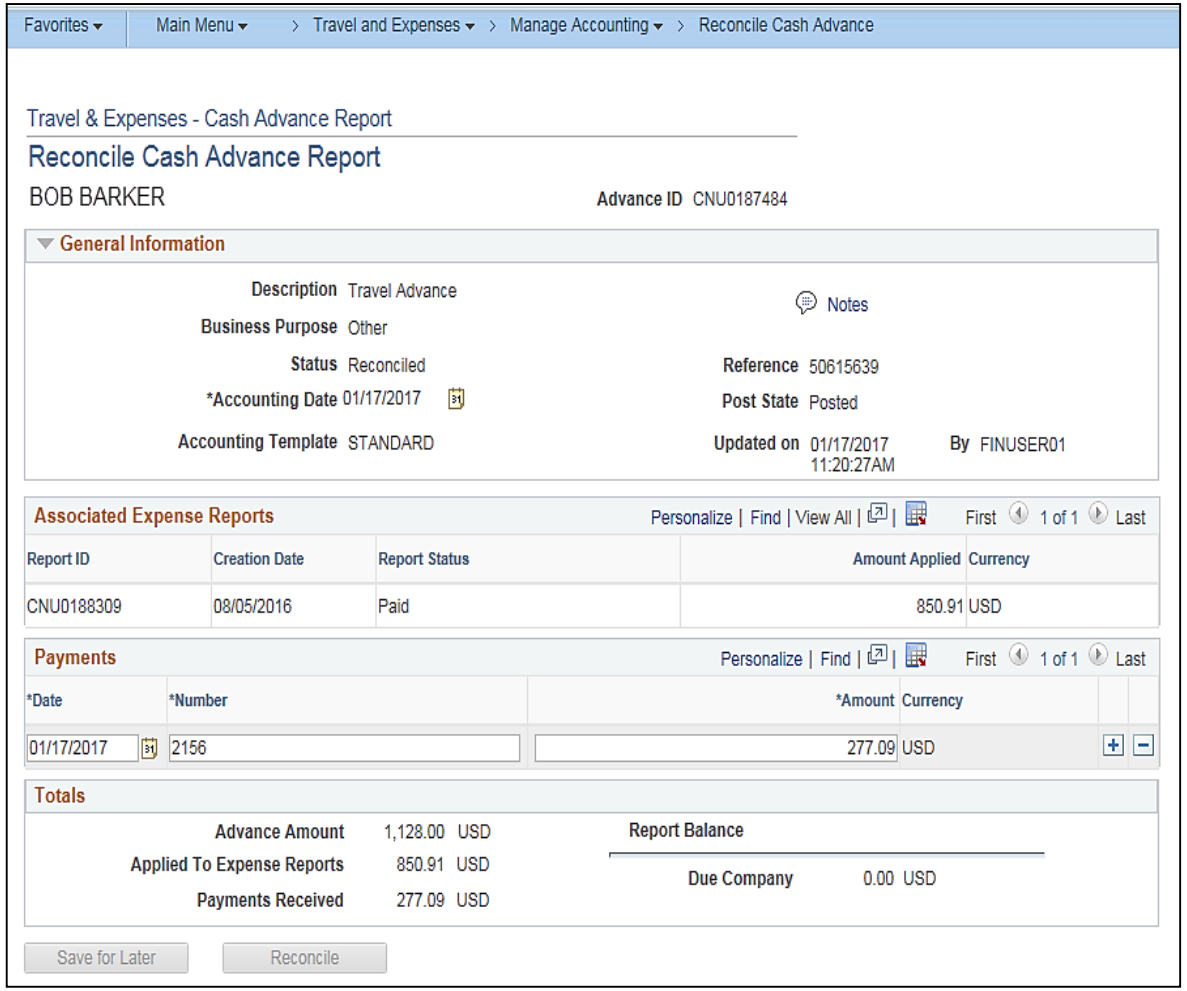
A reconciliation can only be completed if the total of the employee payment(s) equals the amount due (i.e., the Cash Advance amount less the Expense Report amount). If the employee's payment is less than that, save the payment made, and the payment is deducted from the amount due, but the Expense Report status does not update to **Reconciled**. It is possible to enter additional payments later until the amount due is zero, at which time the Expense Report is **Reconciled**.

Reconcile Cash Advance Report Page (continued)

You can navigate to the **Reconcile Cash Advance Report** page using the following path:

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

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

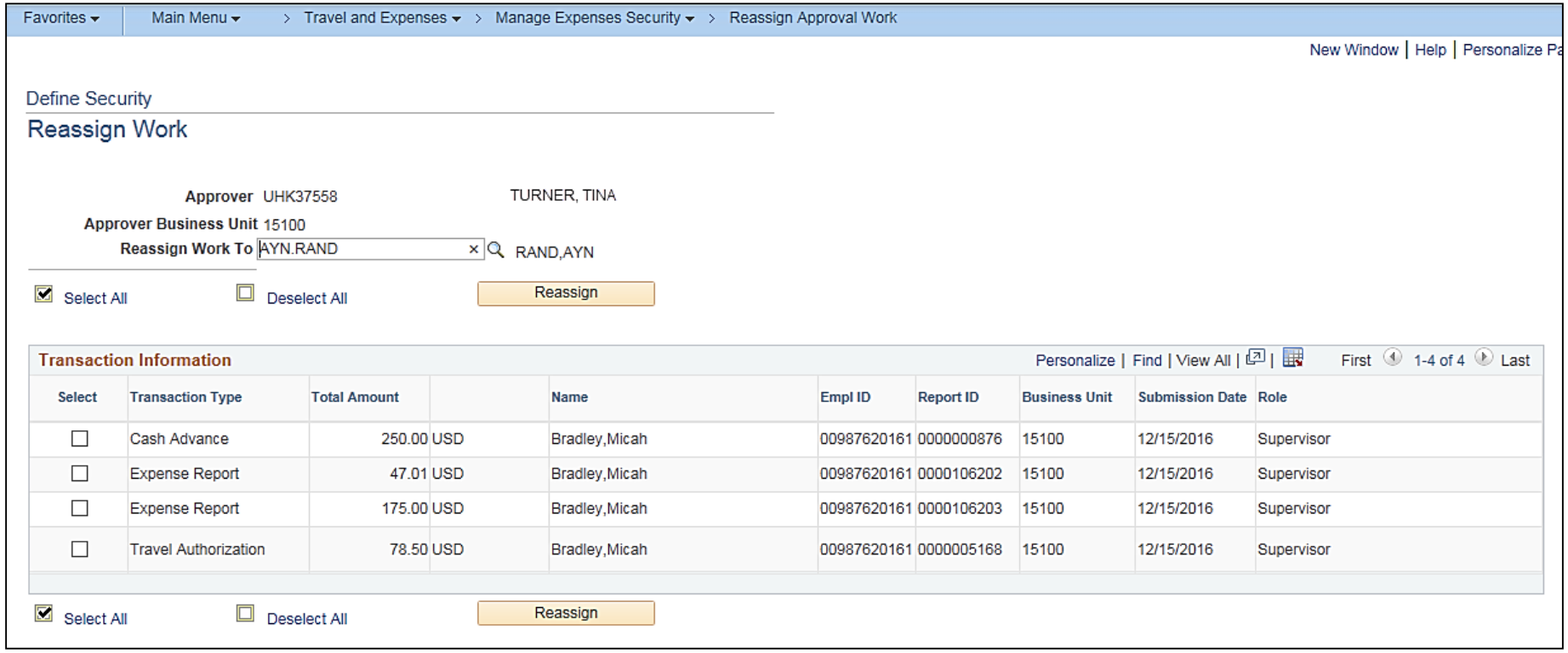


Click on image to enlarge

Reassigning Expense Approvals

Administrators can reassign an Expense Report, Travel Authorization, and Cash Advance Approvals from one approver's worklist to another approver's worklist within their agency.

For more detailed information about reassigning expense approvals, see the job aid entitled **SW AP317: Reassign Employee Expense Approvals** 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.

Employee profile information is synced into FIN from Cardinal HCM.

- ○ True
- ○ False

If a Travel Authorization is entered into Cardinal, it must be approved prior to the start date of the trip.

- ○ True
- ○ False

When the cash advance is more than the expenses report, the cash advance amount must be manually reconciled.

- ○ True
- ○ False

_____ can reassign Expense Reports from one approver's worklist to another approver's worklist within their agency.

A. Proxies

B. Employees

C. Administrators

Lesson 3: Summary

3 Processing Expenses

In this lesson, you learned:

- The overall process flow for Travel Authorizations, Cash Advances, and Expense Reports.
- You can review accounting entries for an Expense Report or Cash Advance.
- Cash Advances must be applied to the associated Expense Report and will be reconciled automatically in Cardinal, or can be manually reconciled when applicable.

Course Summary

AP316 Employee Expenses Administration

In this lesson, you learned:

- Understand key Expenses maintenance concepts and processes
- Review and update an employee profile in Expenses
- Describe the overall processing flow for Employee Profiles, Travel Authorizations, Cash Advances, Expense Reports, and Payments
- Review Expenses accounting entries
- Manually reconcile Cash Advances, if applicable

Course Evaluation

Congratulations! You successfully completed the **SW AP316: Employee Expenses Administration** course.

Click here to access the evaluation survey for this course.

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

Appendix

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

Key Terms

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

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

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).

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

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

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

Key Terms (continued)

Proxy: A user set up to access an employee's Expense Report. Each employee must have at least one proxy and may have more than one proxy.

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

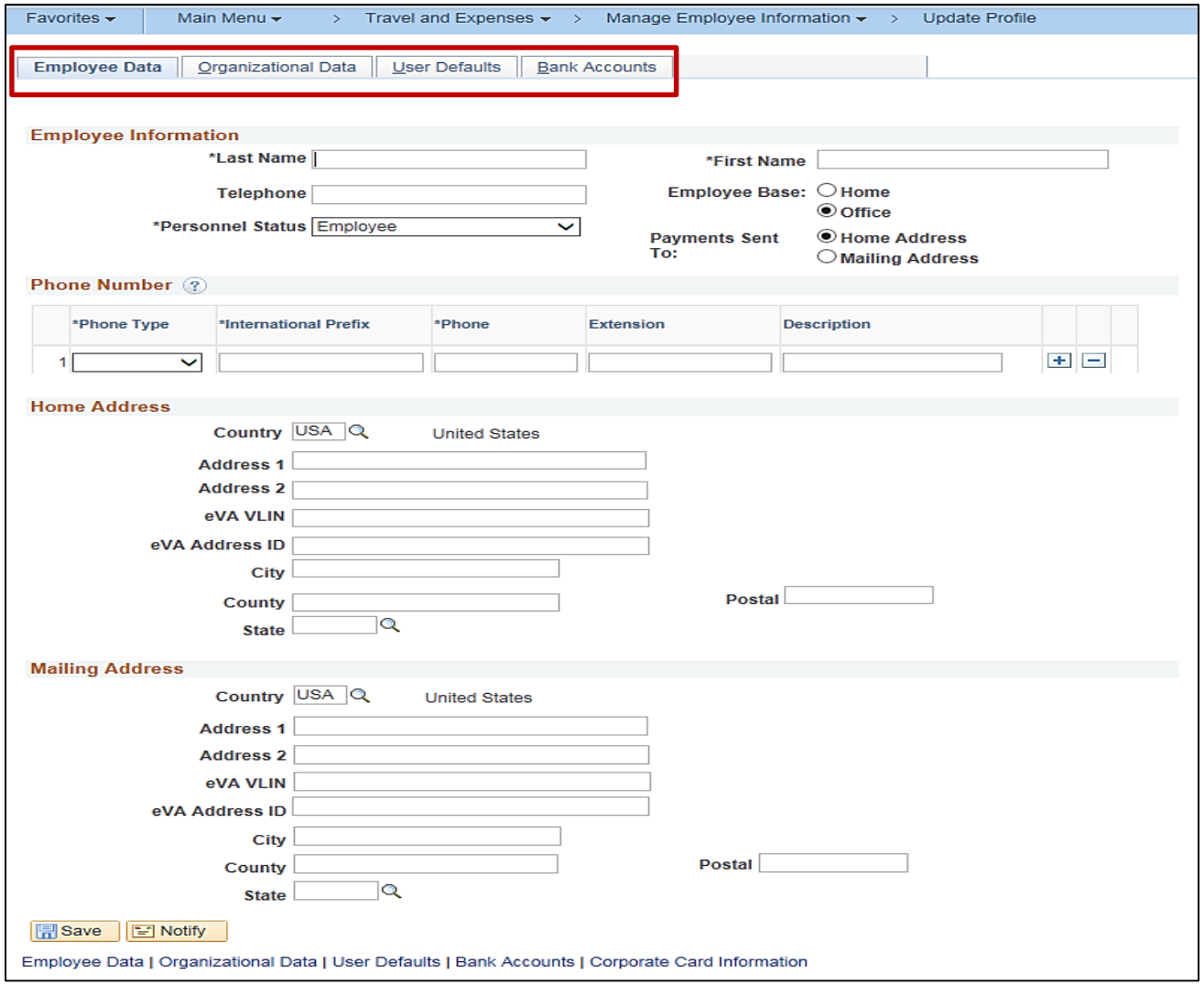
Travel Authorization: A request made through Cardinal for permission to travel. An authorization must be approved prior to travel and can only be done online.

Allowed Extensions on Attachments in Cardinal

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

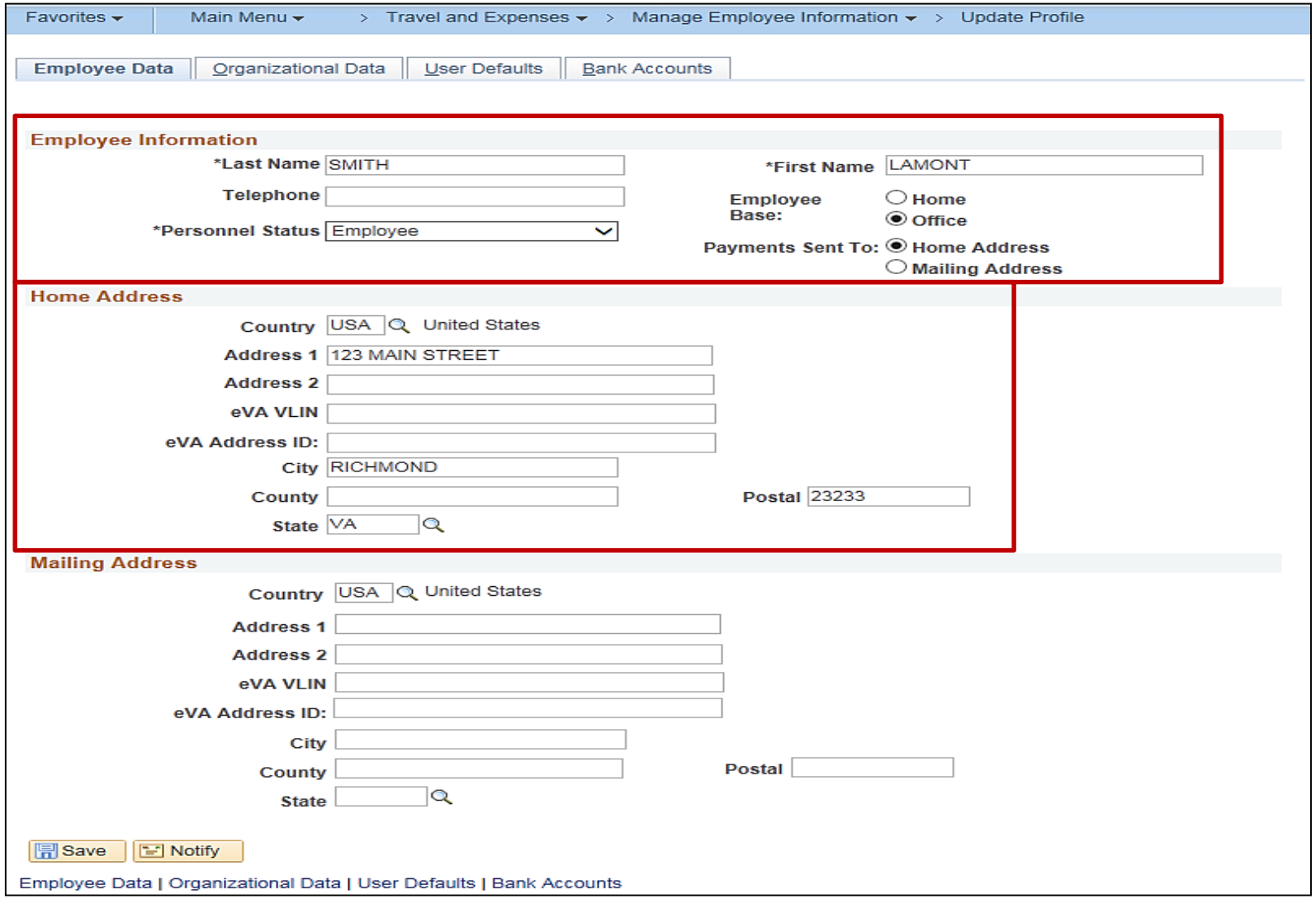
Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML

Employee Data Page



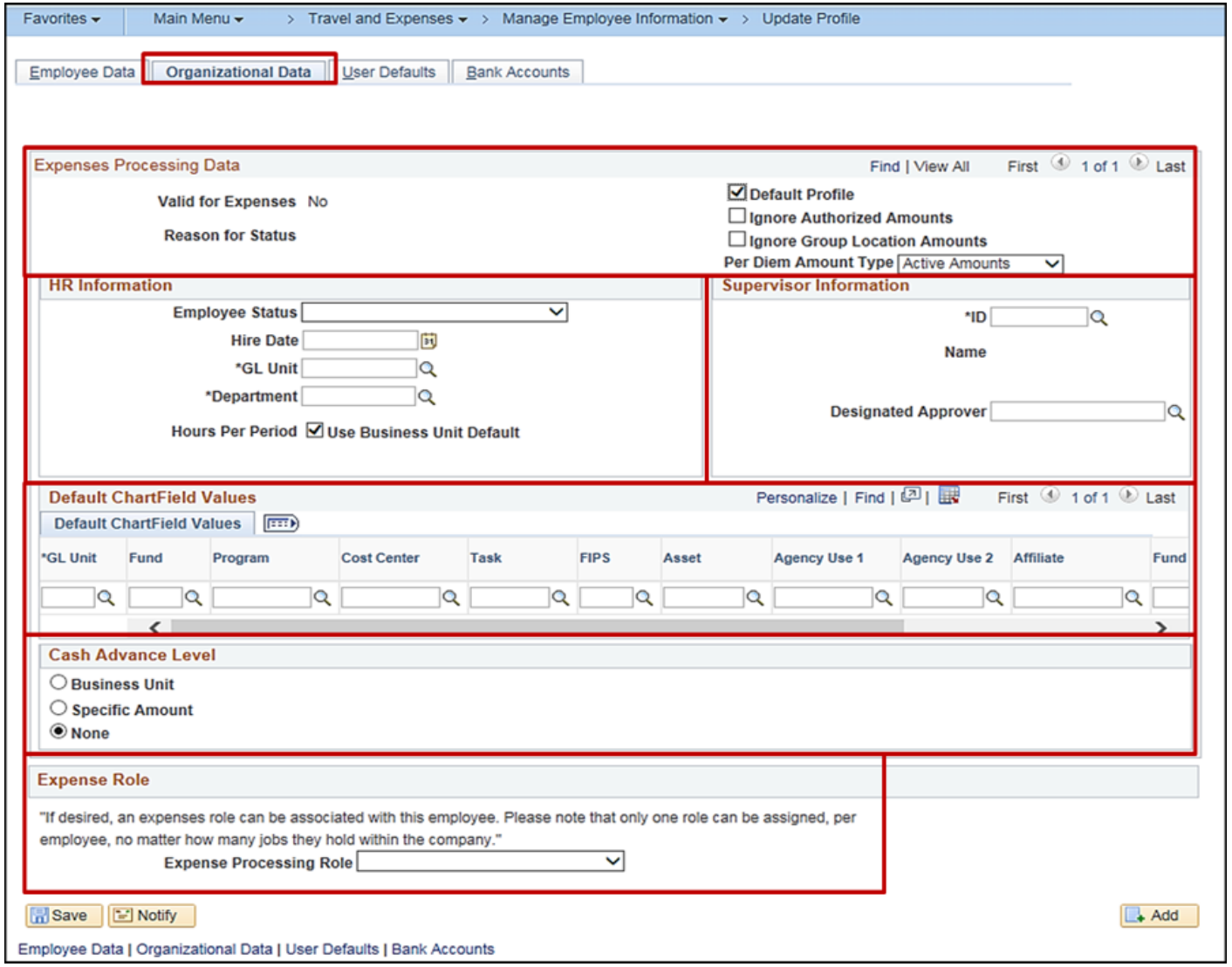
Click on image to return

Employee Data Page (continued)



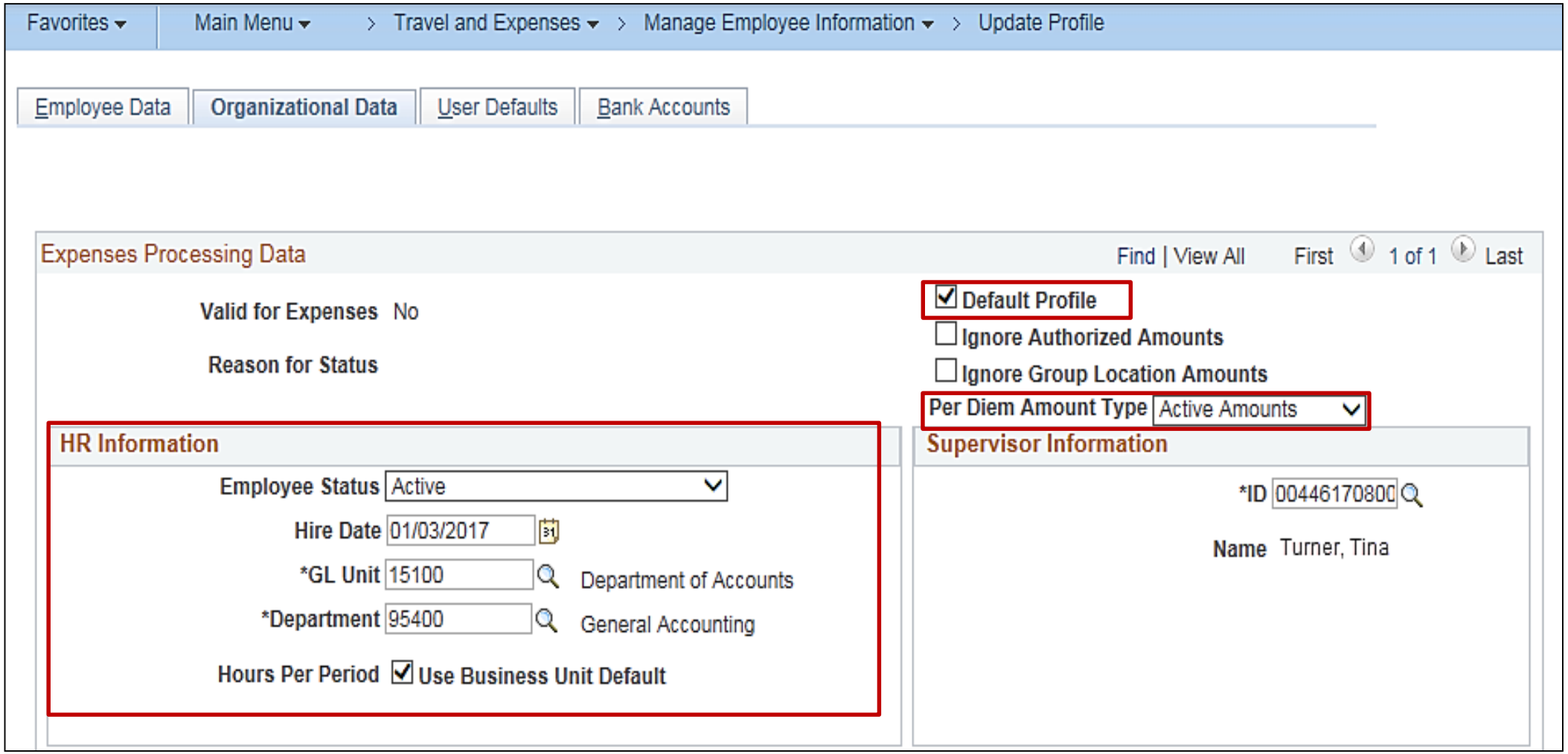
Click on image to return

Organizational Data Page



Click on image to return

Organizational Data – HR Information



Click on image to return

User Defaults Page

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

Employee Data | Organizational Data | User Defaults | Bank Accounts

Default Creation Method

*Expense Report: Open a Blank Report
*Time Report: Open a Blank Report
*Travel Authorization: Open a Blank Authorization

Expense Defaults

Report Description
Business Purpose
Originating Location
Expense Location
Transportation ID
Accounting Detail Default View: Expanded
Per Diem Range
Billing Type
Payment Type: CHK Check
Credit Card
Number of Nights

Expense Type Defaults — Personalize | Find | First 1 of 1 Last

Expense Type | Merchant

*Expense Type	Payment Type	Billing Type

Project Defaults for Expenses — Personalize | Find | View All | First 1 of 1 Last

Project Defaults for Expenses

Enabled	PC Business Unit	Project	Description	Activity	Description	Source Type	Category	Su
☐								

Time Defaults

Country
State
Locality
Billing Type

Select Project ChartFields Display :
- Default : Codes
- Descriptions
- Codes

Project Defaults for Time — Personalize | Find | View All | First 1 of 1 Last

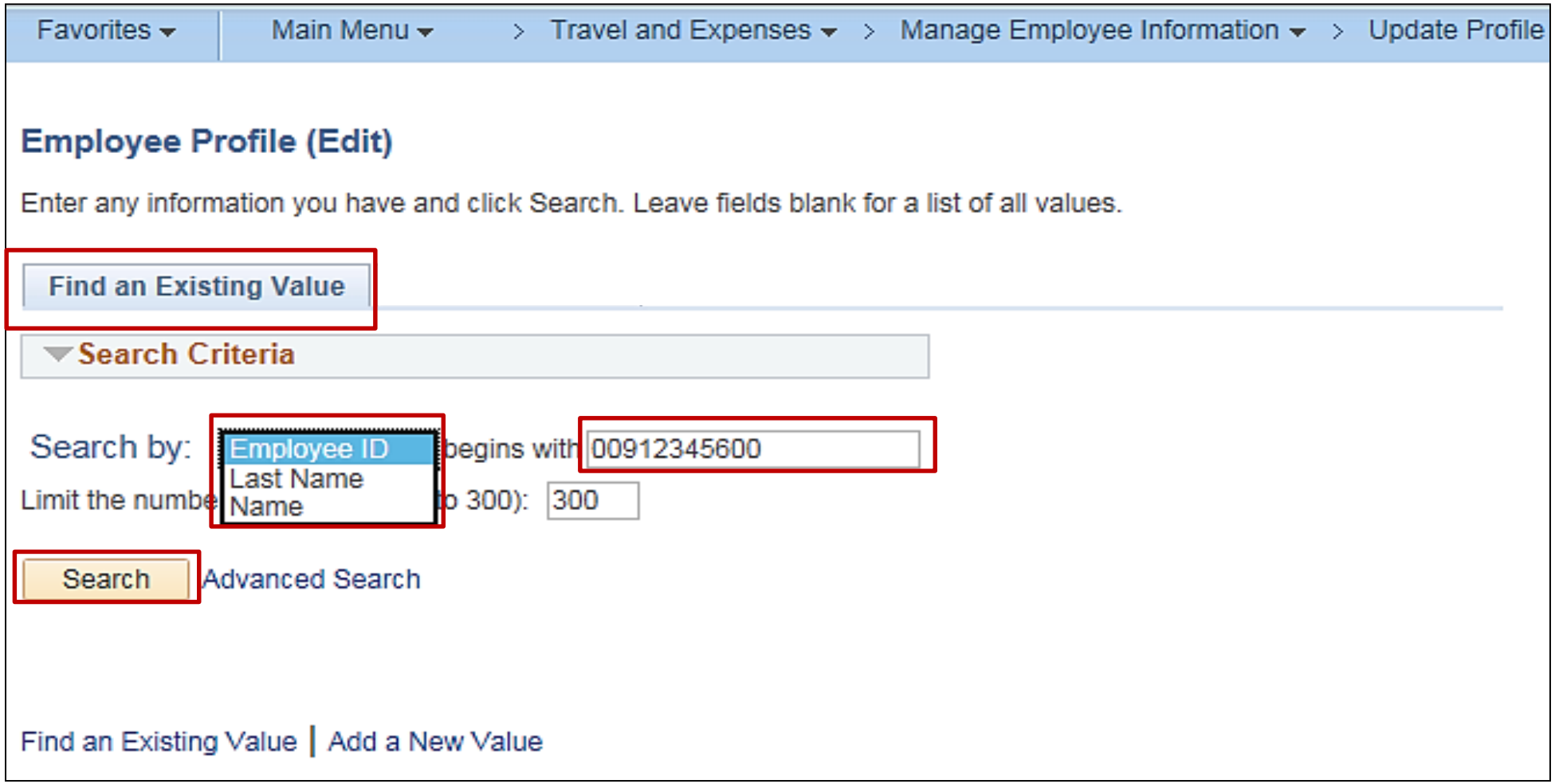
Project Defaults for Time

Enabled	PC Business Unit	Project	Description	Activity	Description	Source Type	Category	Su
☐								

Save | Notify | Add

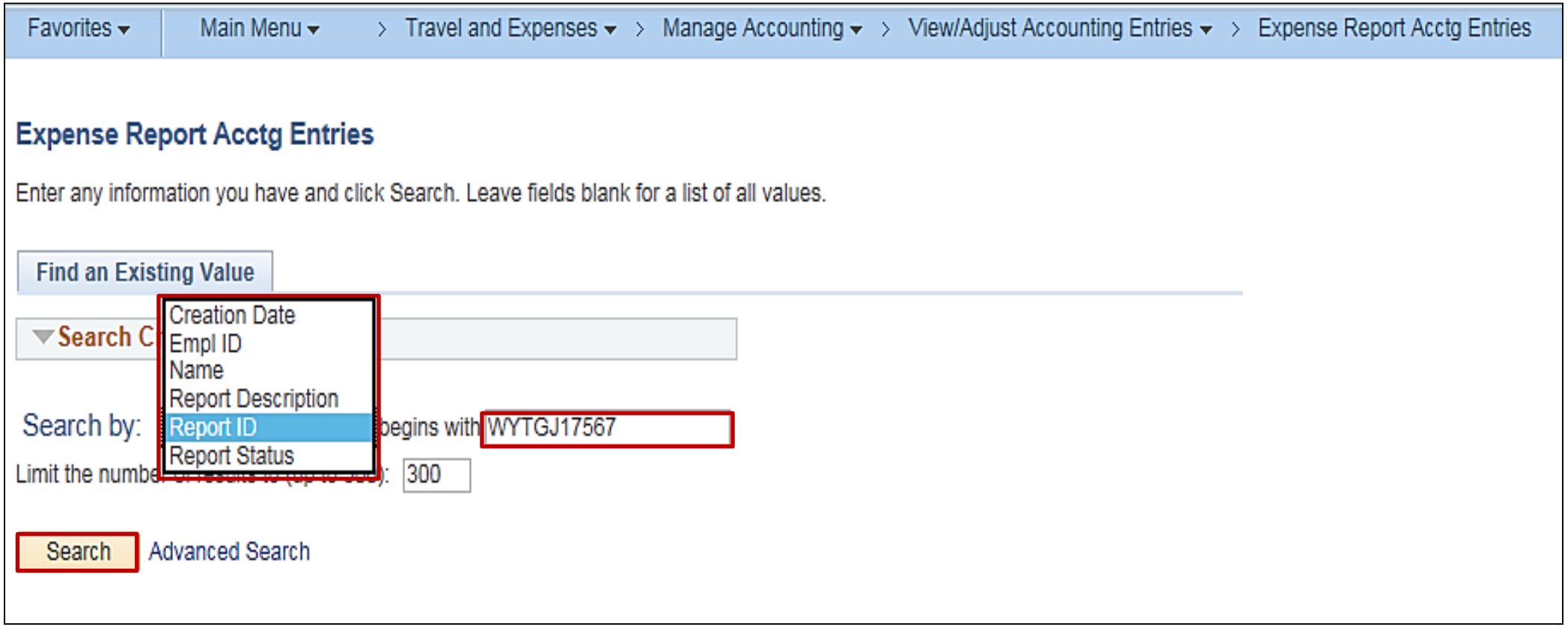
Click on image to return

Updating an Employee Profile



Click on image to return

Expense Report Accounting Entries



Click on image to return

Expense Report Accounting Entries (continued)

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

Expense Report Acctg Entries

BARKER, BOB

Report ID WYTGJ17567

Employee ID 00481083100

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

Journal Template EXACCRUAL
Distribution Status Distributed

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

Chartfields | Currency | Journal Information

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

Journal Template EXPAYMENT
Distribution Status Distributed

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

Chartfields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Depa
0	1	Cash Distribution	TREAS	101010	03010		9999

Click on image to return

Cash Advance Accounting Entries

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

Cash Advance Acctg Entries

BARKER, BOB

Advance ID VEC0236500

Employee ID 00415782500

Accounting Details — Find | View 1 — First 1-2 of 2 Last

Journal Template EXACCRUAL
Distribution Status Distributed

Cash Advance Journal Lines — Set Personalizations | Find | View All | — First 1-2 of 2 Last

Chartfields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department
0	1	Expenses Accrual	18200	205025	07010		99999
0	1	Employee Advances	18200	131050	07010	470001	182

Journal Template EXPAYMENT
Distribution Status Distributed

Cash Advance Journal Lines — Set Personalizations | Find | View All | — First 1-4 of 4 Last

Chartfields | Currency | Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Departmer
0	1	Cash Distribution	TREAS	101010	07010		99999
0	1	Expenses Accrual	18200	205025	07010		99999
0	1	InterUnit Payable	18200	101010	07010		99999
0	1	InterUnit Receivable	TREAS	101010	07010		99999

Click on image to return

Reconcile Cash Advance Report Page

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

Travel & Expenses - Cash Advance Report

Reconcile Cash Advance Report

BOB BARKER

Advance ID CNU0187484

General Information

Description Travel Advance

Business Purpose Other

Status Reconciled

***Accounting Date** 01/17/2017

Accounting Template STANDARD

Notes

Reference 50615639

Post State Posted

Updated on 01/17/2017 11:20:27AM **By** FINUSER01

Associated Expense Reports

Personalize | Find | View All | First 1 of 1 Last

Report ID	Creation Date	Report Status	Amount Applied	Currency
CNU0188309	08/05/2016	Paid	850.91	USD

Payments

Personalize | Find | First 1 of 1 Last

*Date	*Number	*Amount	Currency
01/17/2017	2156	277.09	USD

Totals

Advance Amount	1,128.00	USD
Applied To Expense Reports	850.91	USD
Payments Received	277.09	USD

Report Balance

Due Company	0.00	USD

Save for Later | Reconcile

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 AP316 : Cardinal Employee Expenses Administration** course.

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