

Financials

Expenses WorkCenter, Insights, and Other New Features

August 18, 2026

Agenda

01

Welcome & Cardinal Upgrade Overview

02

Expenses WorkCenter

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New Features

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Wrap-Up

Welcome to Today's Webinar!

Q&A Format

Post your questions in the Chat.
While we may not answer every question during today's session, all inquiries will be captured for follow-up.

Agency-Specific Questions

Will **not** be addressed today – please open a ticket instead.

All attendees have been muted.

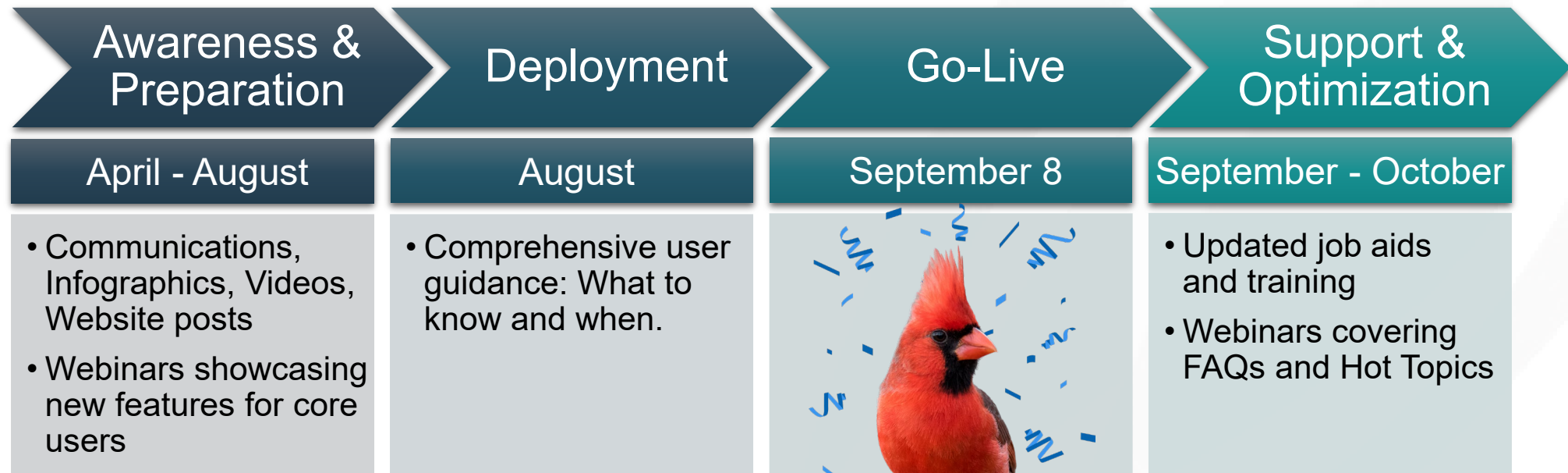
The screenshot shows the Microsoft Teams interface. At the top, the 'Chat' icon is highlighted with a red box. A red callout box points to it with the text: "Post your questions in the Chat." Below this, a red arrow points from a callout box to the 'More' menu (three dots) in the top bar. This menu is open, showing the 'Speaker' and 'Microphone' settings. The 'Speaker' section has three options: "Headphones (HP USB-C Dock Audio Headset)" (selected), "Speakers (Realtek(R) Audio)", and "LU28R55 (HD Audio Driver for Display Audio)". Below these is a volume slider. The 'Microphone' section has two options: "Microphone (HP USB-C Dock Audio Headset)" (selected) and "Microphone Array (Intel® Smart Sound Technology for Digital Microphones)". Below these are toggles for "Spatial audio" (off) and "Noise suppression" (on). A red callout box points to the 'Speaker' settings with the text: "No Sound? Make sure your Speaker is set to the correct device." The background of the screenshot shows a blurred profile picture of a cardinal wearing a blue bow tie.

What to Expect in This Webinar

- ✓ This session highlights new features and changes in the Cardinal Upgrade. It is an informational overview, not a formal training class.
- ✓ If we have not discussed a particular Cardinal function in today's webinar, it is likely unchanged as part of the upgrade.
- ✓ Agency users will not have access to a training environment to preview the upgraded system.
- ✓ All job aids, training, and support materials are being updated and will be made available before the upgrade.
- ✓ Retaking completed Cardinal training is **not required**.
- ✓ **This session is being recorded.** The recording will be made available shortly after the event.

What is the Cardinal Upgrade?

- The Cardinal team is enhancing the Financials (FIN) and Human Capital Management (HCM) applications.
- This upgrade will deliver a range of new features designed to improve system functionality and your overall user experience.
- Scheduled to go live on **September 8, 2026**.



Cardinal Upgrade: Impact on Your Favorites

As Cardinal transitions to a modern navigation experience, existing Homepage personalizations and My Favorites will no longer exist. Please note the following impacts on your saved items:

- **Homepage Personalizations:** Automatically removed at go-live due to the new navigation structure.
- **My Favorites:** Existing favorites will be removed at go-live as the links will no longer work due to the new navigation structure.
 - **Note:** A communication will go out to all users with instructions about re-creating favorites in the upgraded system.
- **Queries & Run Controls:** Existing favorite queries and saved run control IDs will remain intact—no action required.

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New Features

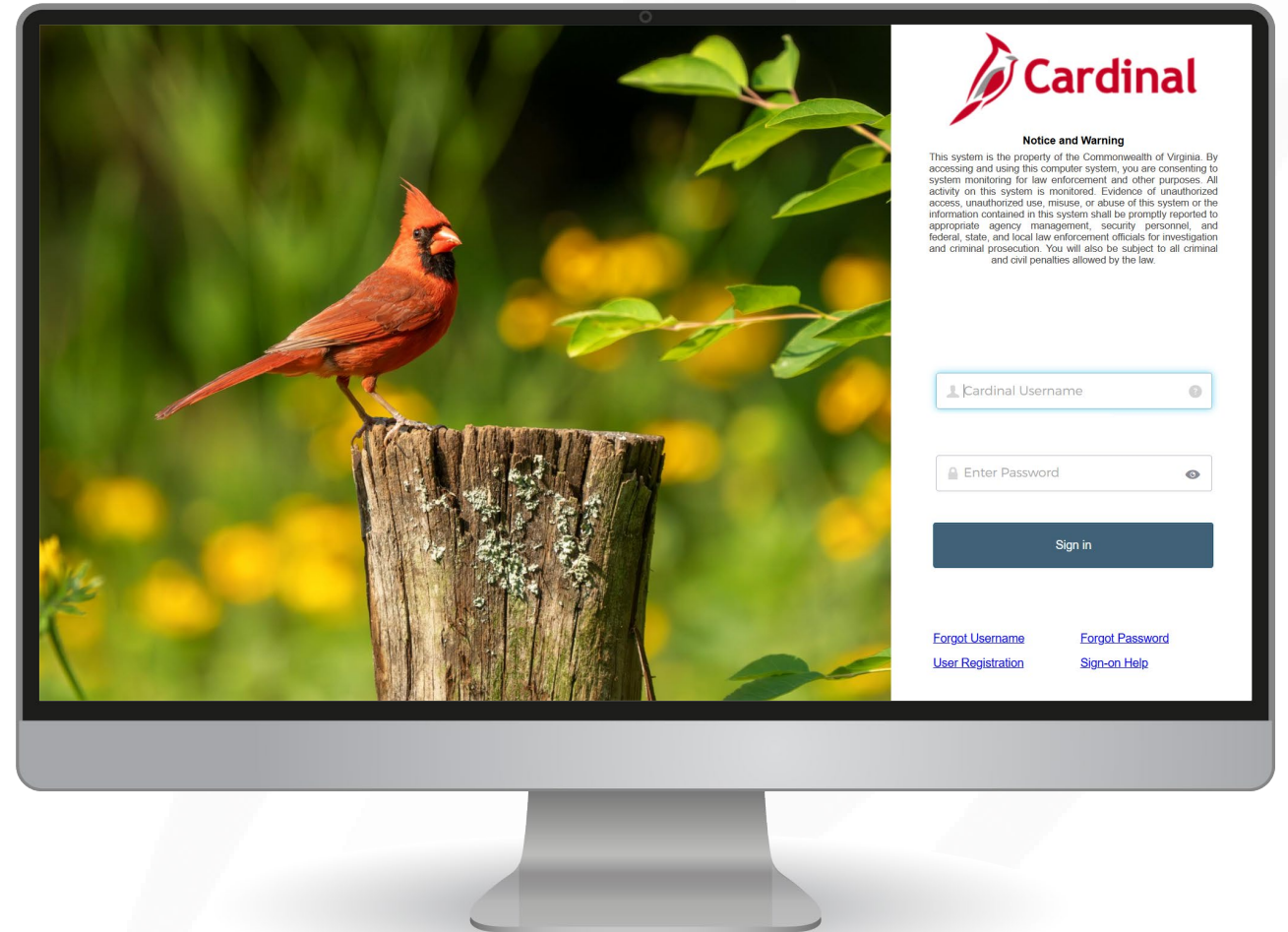
04

Financials Insights

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Wrap-Up

A Fresh New Look



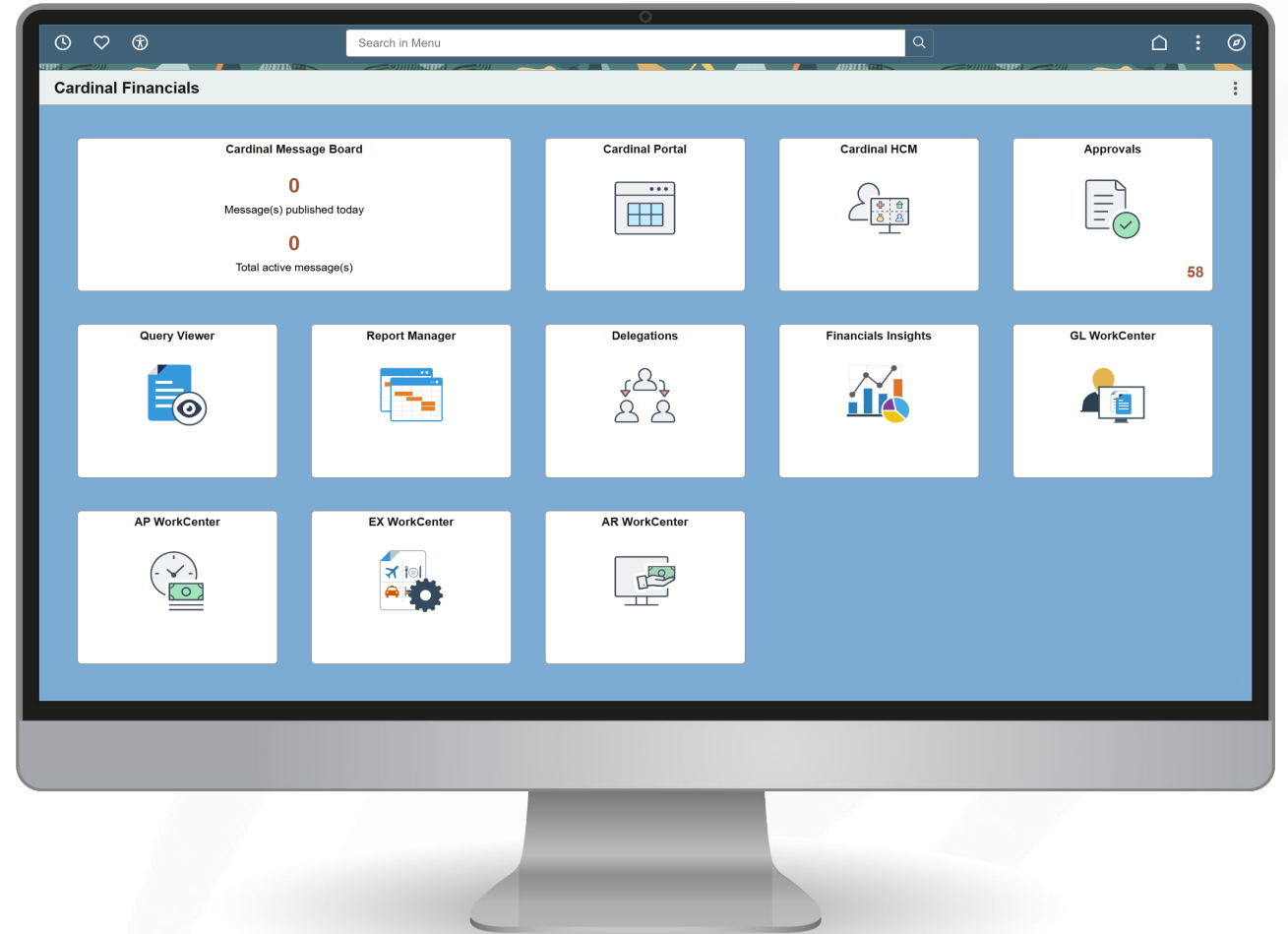
Current State

- **Text heavy layout**
- **Lengthy menu lists**
- **Nested folders**
- **Excessive scrolls, hovers, and clicks**



Future State

- **Clean Modern Layout**
- **Simplified tile-based navigation**
- **One click away from key tasks**



Expenses WorkCenter

Expenses WorkCenter

My Work

On Hold/Pending Approvals

Travel Authorization14

Cash Advance2

Expense Report9

Exceptions

Outstanding Cash Advances

My Approvals

Expense Approvals

Travel Authorization

Cash Advance

Expense Report

Delegation of Authority

My Insights

Links

Queries

Reports/Processes

Travel Auth. On Hold/Pending Approvals

GeneralDetailsShow

ActionsBusiness UnitEmpl

11000

11000

11000

11000

15100

15100

15100

28000

28000

28000

50100

50100

TST

TST

TST

TST

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0000005723

0000005724

0000005728

0000005726

Submitted for Approval

Submitted for Approval

Submitted for Approval

Submitted for Approval

03/12/2026

03/12/2026

03/17/2026

03/13/2026

03/12/2026

03/12/2026

03/17/2026

03/13/2026

130

130

125

129

100.00

10.00

20.00

30.00

USD

USD

USD

USD

Supervi

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Expens

Expens

Expens

Expens

The WorkCenter is a central hub for users with the Expenses Employee and Expenses Approver roles. It brings together items requiring attention and provides easy access to pages, queries, reports, and processes needed to perform EX related job functions.

Expenses WorkCenter

The screenshot shows the Expenses WorkCenter interface. The left sidebar contains a navigation menu with the following sections:

- My Work**
 - On Hold/Pending Approvals
 - Travel Authorization** (14)
 - Cash Advance (2)
 - Expense Report (9)
 - Exceptions
 - Outstanding Cash Advances
- My Approvals**
 - Expense Approvals
 - Travel Authorization
 - Cash Advance
 - Expense Report
 - Delegation of Authority
- My Insights**
- Links**
- Queries**
- Reports/Processes**

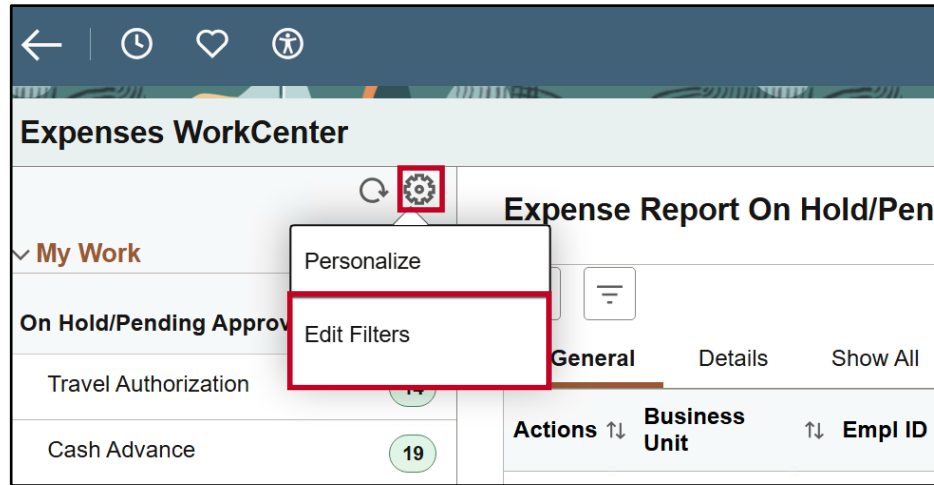
The main content area is titled "Travel Auth. On Hold/Pending Approvals" and displays a table of transactions. The table has columns for ID, Description, Status, Dates, Amount, Currency, and Role. The data rows are as follows:

ID	Description	Status	Start Date	End Date	Amount	Currency	Role
11000	test	Submitted for Approval	02/17/2026	02/17/2026	160	200.00 USD	Supervi
15100	test auth	Submitted for Approval	02/16/2026	02/16/2026	165	50.00 USD	Expens
28000	TST	Submitted for Approval	03/12/2026	03/12/2026	130	100.00 USD	Expens

Four callout boxes provide additional information:

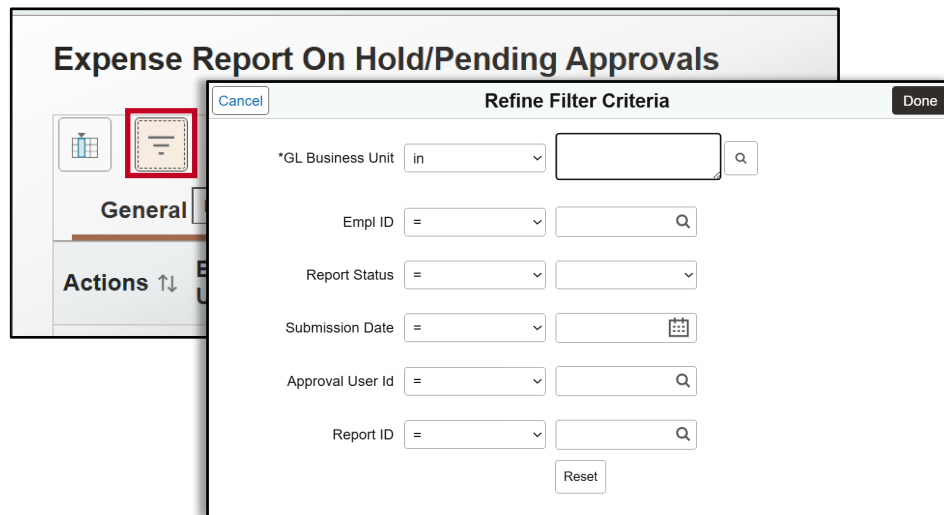
- My Work:** This section displays the total number of Expense (EX) Transactions On Hold/Pending Approvals and Outstanding Cash Advances that have been paid but not applied to an Expense Report.
- My Approvals:** This section displays expense transactions that require approval (role based).
- My Insights:** Provides a quick link to the Expenses Insights Dashboard.
- Links, Queries, Reports/Processes:** Direct navigation to the most common Expense pages, queries, reports, and processes.

WorkCenter Filters



Set Default Filters

Users may update the pre-set filters using the **Edit Filters** available in the Navigation panel. This is saved and will be applied every time the user accesses the WorkCenter.



Set Temporary Filters

While working with a category, a user may refine the filter in the Transaction panel to temporarily focus on a particular Business Unit(s) or other criteria by using the **Refine Filter** option.

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Wrap-Up

What's Changing?

Additional enhancements coming with the Cardinal Upgrade.



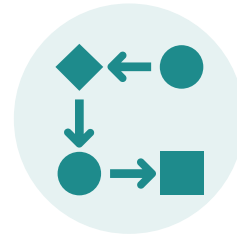
Travel Authorization

Improved page and
functionality



Expense Report

Improved page and
functionality



Approvals & Delegation

New Approvals and
Delegation Tiles



Proxies

Proxies for Entering
Expenses

Travel Authorization



The Travel Authorization page has been updated with a more intuitive structure, new fields and buttons, and integrated Related Actions.

New! Added Travel From and Travel To fields, and Trip Duration.

Travel Authorization

Report NEXT Pending
JOHN DOE

Save Submit

*Description

*Business Purpose

Comments

Billing Type

Attachments

Create A Cash Advance
View Printable Version
Notes

*Travel From

*Travel To

*Date From

*Date To

Trip Duration 1 Day

Quick Start actions are now available as buttons within the Details section.

Details

Accounting Default Populate from Travel Authorization Populate from Template Quick-Fill

Date	Expense Type	Description	Amount	*Currency	Accounting
	Airline Travel			USD	

Total Expenses 0.00 USD

Expense Report



The Expense Report page has been updated with Header information now displaying on a separate page.

The screenshot displays the Expense Report interface. At the top left, the 'Expense Report' header includes a 'Report NEXT' button and a dropdown menu for 'COFFEE CUP'. An 'Actions' menu is open, showing 'Change Employee' and 'User Defaults'. A callout box explains these are 'Related Actions Available' for changing the employee or viewing user defaults. On the right, a 'More Actions Menu' is open, showing 'My Expense Reports' and 'Travel Authorization', with a callout explaining how to access these. The main form is divided into 'General Information' and 'Expense Details' sections. The 'General Information' section contains fields for 'Business Purpose', 'Description', 'Default Location', and 'Reference'. The 'Expense Details' section features an 'Expense Report Action' dropdown menu with options: 'Add Expense Lines', 'Add from My Wallet', 'Add from Quick-Fill', and 'Copy Expense Report'. A callout box explains this is the 'Expense Report Action' for quickly adding lines or copying reports. At the bottom right, the 'Creation Date' (08/16/2026) and 'Updated on' (08/16/2026) are shown, along with the text 'CELL PHONE'.

Expense Report

Report NEXT
COFFEE CUP

Actions X

- Change Employee
- User Defaults

Related Actions Available: Easily change the employee or view User Defaults (security access required)

General Information

*Business Purpose

*Description

Default Location

Reference

Expense Details

Expense Report Action

- Add Expense Lines
- Add from My Wallet
- Add from Quick-Fill
- Copy Expense Report

Expense Report Action: Quickly add expense lines, utilize Quick Fill, or copy an entire expense report.

More Actions Menu: Click the three-dot icon to open the My Expense Report page or to copy from a Travel Authorization

My Expense Reports

Travel Authorization

Attach Receipt

Accounting Defaults

Creation Date 08/16/2026 CELL PHONE

Updated on 08/16/2026

Expense Entry Page



The Expense Entry page displays a green banner after clicking the **Add Expense Lines** button with the Expense Report number.

Expense Entry

Expense Report ID 0000487831, Conference, has been created.

Conference JOHN DOE

Save Review and Submit

Last Saved 07/16/2026 8:28AM

Total (1 Item) 0.00 USD

New Expense - 07/16/2026

*Date 07/16/2026

*Expense Type

Description

*Payment

*Amount 0.00 USD

*Billing Type Billable

Accounting 1 >

Click the **More** button to access Copy and Quick-Fill options

Thursday, July 16, 2026

New Expense

Payment Details

Information

Total (1 Item) 0.00 USD

Select All Quick-Fill Copy Delete More 0 Selected

Approvals

Approvals can be accessed via the **Approvals tile** from the Financials Homepage.

Expense transactions requiring approval will be listed in the **EX WorkCenter** under the **My Approvals** section.

Cardinal Financials

Cardinal Message Board

0
Message(s) published today

0
Total active message(s)

Cardinal Portal

Approvals

2

Query Viewer

Report Manager

Expenses WorkCenter

My Work

On Hold/Pending Approvals

Exceptions

My Approvals

Expense Approvals

Travel Authorization

Cash Advance

Expense Report

Delegation of Authority

My Insights

Pending Approvals

View By

Type

All

13

Expense Report

5

Journal Entry

5

Travel Authorization

2

Voucher

1

All

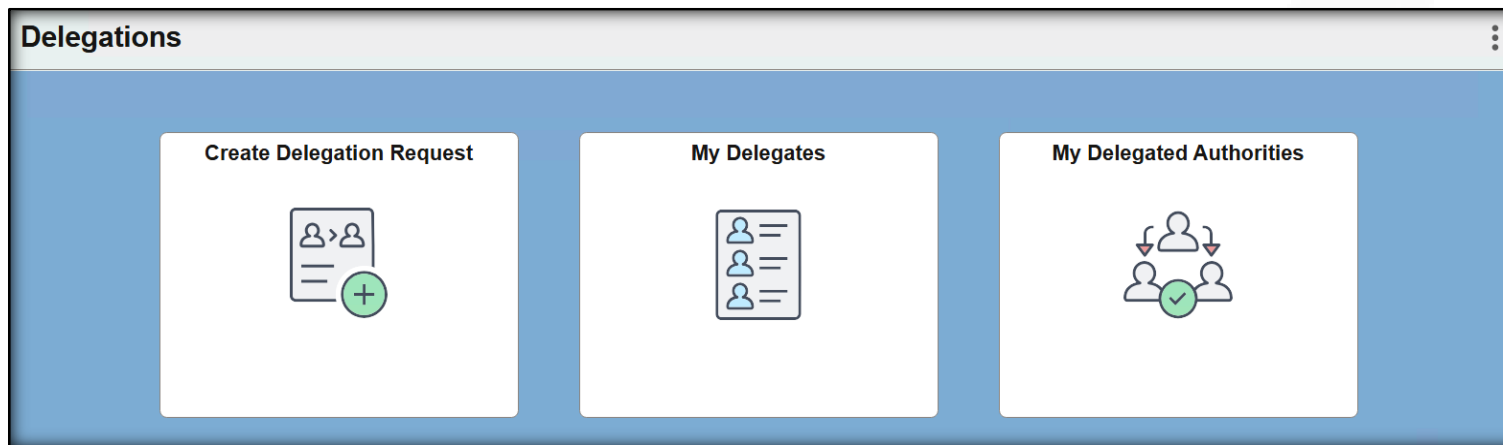
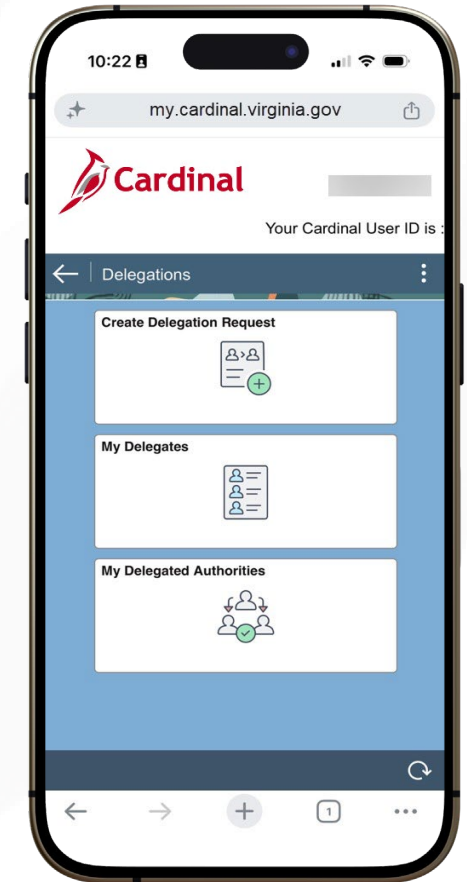
13 rows

Journal Entry	143.67	USD	vPay Return 50245261 Zimride - 99700 / 0003222390 / 2026-01-02	Routed	01/02/2026	
Journal Entry	4,583.00	USD	vPay Return 50244539 ASCEND LE - 99700 / 0003224873 / 2026-01-06	Routed	01/06/2026	
Journal Entry	77.33	USD	vPay Return 50244083 Renaissance - 99700 / 0003224875 / 2026-01-06	Routed	01/06/2026	
Journal Entry	63.67	USD	vPay Return 50245096 SUPPLY RO - 99700 / 0003224916 / 2026-01-06	Routed	01/06/2026	
Journal Entry	4,800.00	USD	vPay Return 50244146 Municipal - 99700 / 0003227978 / 2026-01-08	Routed	01/08/2026	
Expense Report	15100	275.66	USD	JOHN DOE - 0000487835 / PM Conference	Routed	07/18/2026
Expense Report	15100	268.16	USD	JOHN DOE - 0000487837 / PM Conference	Routed	07/20/2026
Expense Report	15100	268.16	USD	JOHN DOE - 0000487839 / Conference	Routed	07/21/2026
Travel Authorization	15100	643.25	USD	PLASTIC SPOON - 0000005765 / Conference	Routed	07/27/2026

Delegation

Manage **Delegation** using the Delegation tile to handle tasks and permissions on your computer or your mobile device.

- **Create Delegation Request:** Delegate your approval authority to another approver.
- **My Delegates:** Track and review the requests you have assigned to others.
- **My Delegated Authorities:** View Transactions delegated to you by another approver.



VDOT Expense Users - Proxies



VDOT is moving to the statewide standard for processing expense transactions.

- **Current:** VDOT users do not need a proxy setup; anyone with the V_AP_EXPENSES_EMPLOYEE role can submit an expense report for any employee.
- **After the Upgrade:** Employees may continue to enter and submit their own expense transactions using employee self-service navigation. A Proxy must be assigned to the employee to submit transactions on behalf of that employee. Multiple Proxies can be assigned to a single employee.

LIVE DEMONSTRATION

Expenses WorkCenter





Q & A

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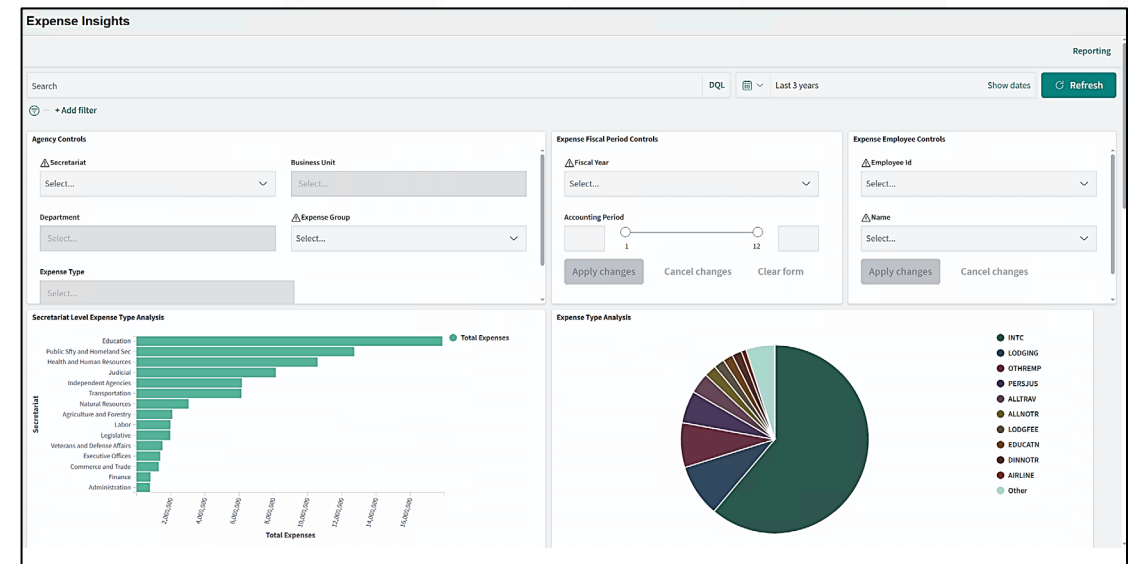
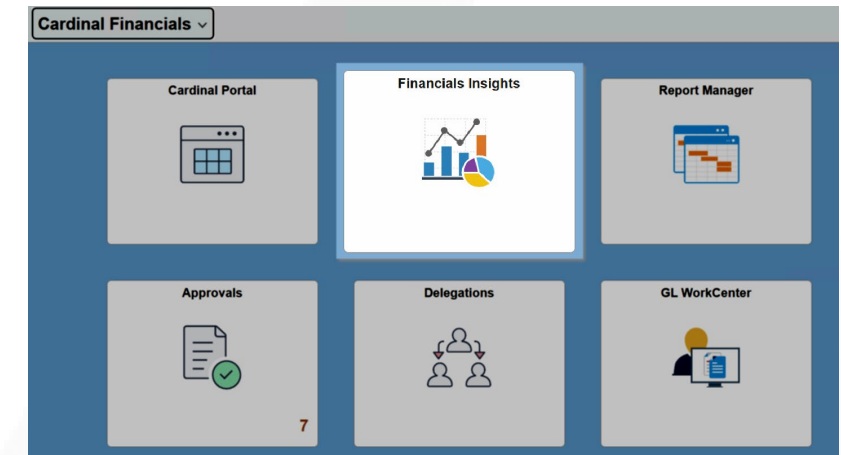
Financials Insights

Available via the **Financials Insights** tile or direct link in the related **WorkCenter**.

Visual Dashboards: Features multiple visualizations of employee expenses data.

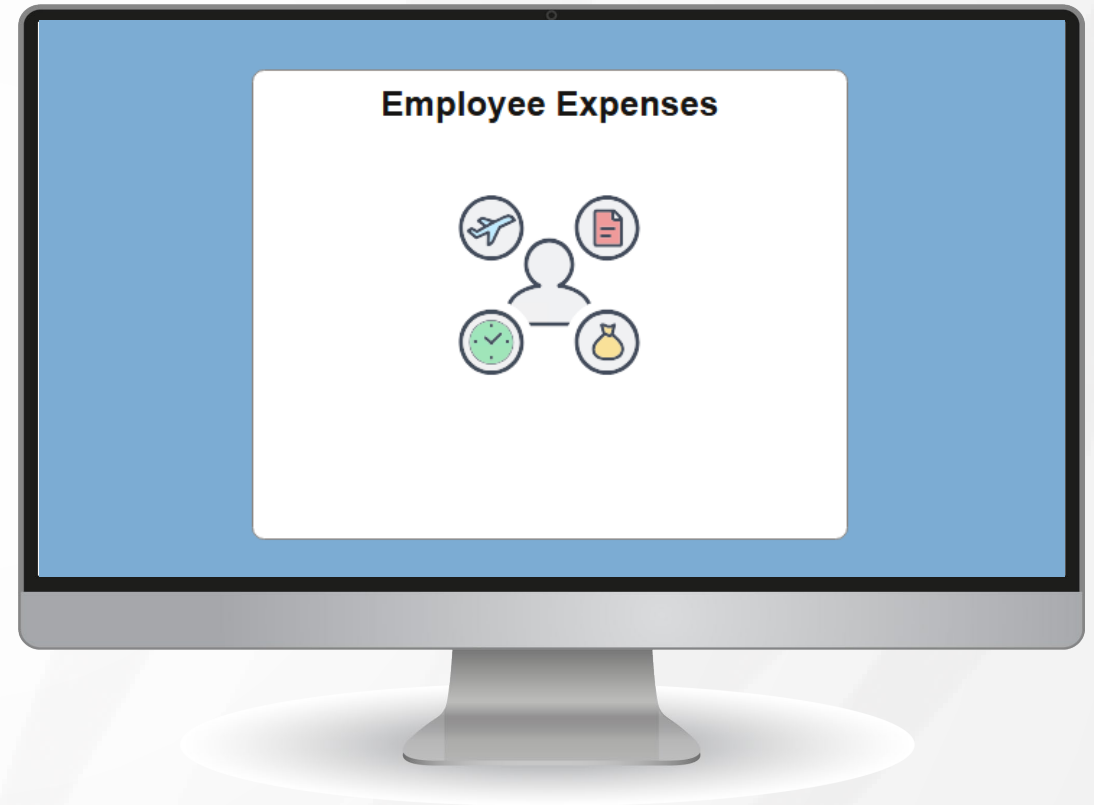
Scope: Provides access across all Business Units and Departments.

Flexible Filtering: Easily filter by agency, expense type, or specific employees to drill into detailed information.



LIVE DEMONSTRATION

Expenses Insights



Tips for Financials Insights

Use Filters

- Focus on relevant data by selecting only the filters you need.

Apply Changes

- Always click Apply Changes after selecting filters to update your view.

Use Dropdowns

- Select values from drop-down menus whenever possible to prevent case-sensitive errors.

Search Values

- If an expected value is not listed, start typing the exact name (case-sensitive) or the correct number.

Export Data

- Export raw data to Excel if you need additional custom calculations or deep-dive analysis.

Masked Data

- Be aware that sensitive information may appear redacted with asterisks.



Q & A

Next Steps

EXPLORE THE CARDINAL UPGRADE WEBPAGE

 cardinalproject.virginia.gov/upgrade



Communications & Infographics



Videos



Webinar Recordings & Presentations



Go-Live Resources

Share Your Feedback!

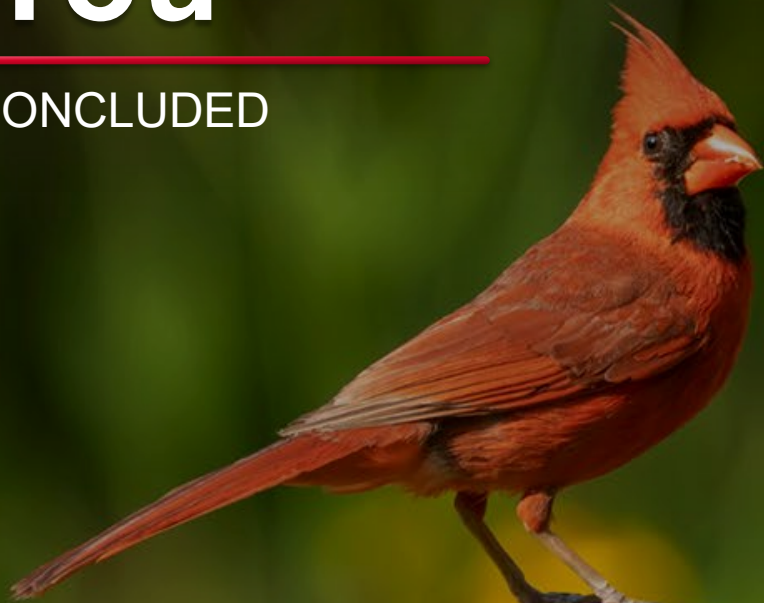
Scan the QR code or click the link below to take a brief survey.



<https://forms.office.com/g/Q3UGqZePEr>

Thank You

PRESENTATION CONCLUDED



We Value Your Feedback!

Scan the QR code or click the link below to take a brief survey.



<https://forms.office.com/g/Q3UGqZePEr>

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