AP315A
Online Expense Processing

Instructor Led Training

Rev 11/10/2026

Revision History

Revision Date	Summary of Changes
11/10/2026	Updated to reflect the Cardinal system upgrades.
8/26/2025	Updated the references to the updated AP315A Updating, Deleting, and Withdrawing Expense Transactions. Added a new slide to provide information about processing expense transactions for a terminated employee. Added language on applicable slides regarding the process for updating physical and mailing address. Added language and references for addressing employees with two jobs at different Agencies.
3/1/2025	Updated applicable slides with reference information to the new Job Aids (AP315A Creating a Travel Authorization, AP315A Creating a Cash Advance, and AP315A Creating and Managing an Expense Report).

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**.

- Instructor led and web-based training course materials
- Job aids on topics across all functional areas

Cardinal Reports Catalogs are located on the Cardinal website under **Resources.**

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 travel and expense key concepts
- Create and manage expense transactions
- Understand Cardinal Financials Insights

Agenda

1. Processing Employee Expenses Overview
2. Processing and Managing Travel Authorizations
3. Processing and Managing Cash Advances
4. Processing and Managing Expense Reports
5. Overview of Cardinal Financials Insights

Lesson 1: Introduction

1 Processing Employee Expenses Overview

This lesson covers the following topics:

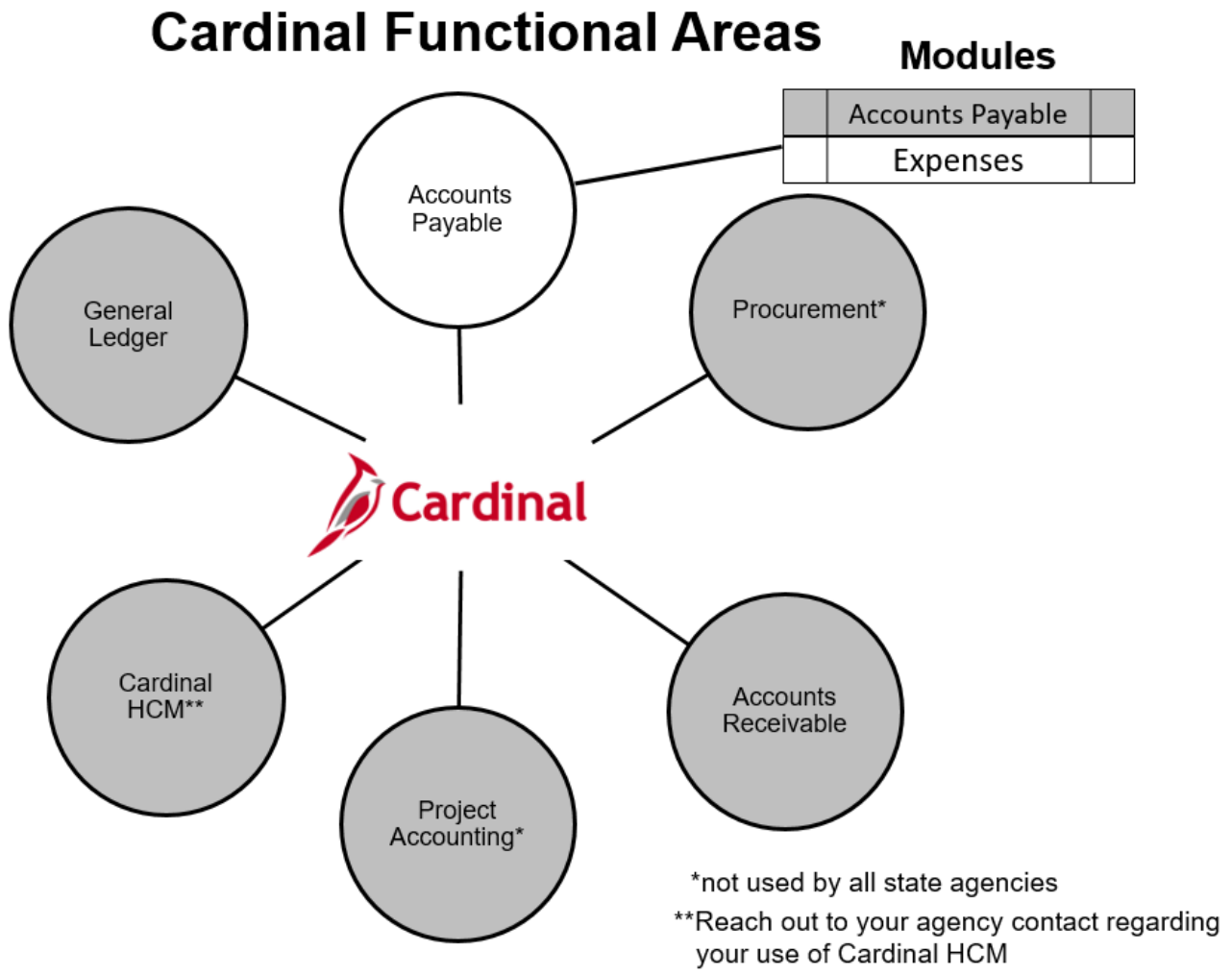
- Overview of the Accounts Payable Module
- Key Expense and Travel Concepts
- Overview of the Employee Profile Tabs
- Overview of the Proxy Role

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.



Employee Profile and Accounting Distribution

Employee Expenses
In Cardinal, all non salaried payments to Agency employees (e.g., Cash Advances and travel expense reimbursements) are made through the Expenses module. Employees are not set up as suppliers.

Employee Profile
A profile must exist for an employee prior to an employee being reimbursed. The Employee Profile contains important organizational data such as Business Unit, Department, and default ChartFields. Employee Profile information is automatically created from the data entered in Cardinal HCM. The Profile also contains Electronic Data Interchange (EDI) banking information if applicable. EDI information is added/updated through a daily interface from Cardinal HCM

Accounting Distribution
The Employee Profile contains the accounting information that will default on expense transactions (i.e., Fund, Program, Department, etc.). It does not include the Account as this is populated based on the Expense Type selected.



Proxy, Expenses Allowances and Attachment Capability

Proxy/Authorized User
In Cardinal, a Proxy (proxies) is assigned to view, enter, or modify employee expense transactions for employees. Most employees will have proxies other than themselves who will enter and process most of their expense related transactions.

Expense Allowances
Cardinal is configured to include State allowable amounts for lodging, meal per diem, and even mileage rates. When a Travel Authorization or Expense Report is entered, Cardinal applies those rates and assists with validations and calculations.

Attachment Capability
In Cardinal, attachments (such as scanned receipts) can be added to Travel Authorizations, Cash Advance requests, or Expense Reports. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the **Appendix** section of this course.

NOTE:
ONLY users set up as a Proxy for an employee will have the ability to enter, view, and update expense transactions.



Applying Cash Advances and Workflow Routing

Applying Cash Advances
Cash Advances paid to an employee are applied against the related Expense Report that is filed after the travel is completed or the expense is incurred. Cardinal then calculates the amount owed back to the employee or the amount owed to the Commonwealth if applicable.

Workflow
Workflow routes items to the designated approver(s) Worklist for required review and approval.



Payment Cash Checking

The Payment Cash Checking application ensures all payments, including Vouchers and expenses, are checked against available cash before being released for payment.



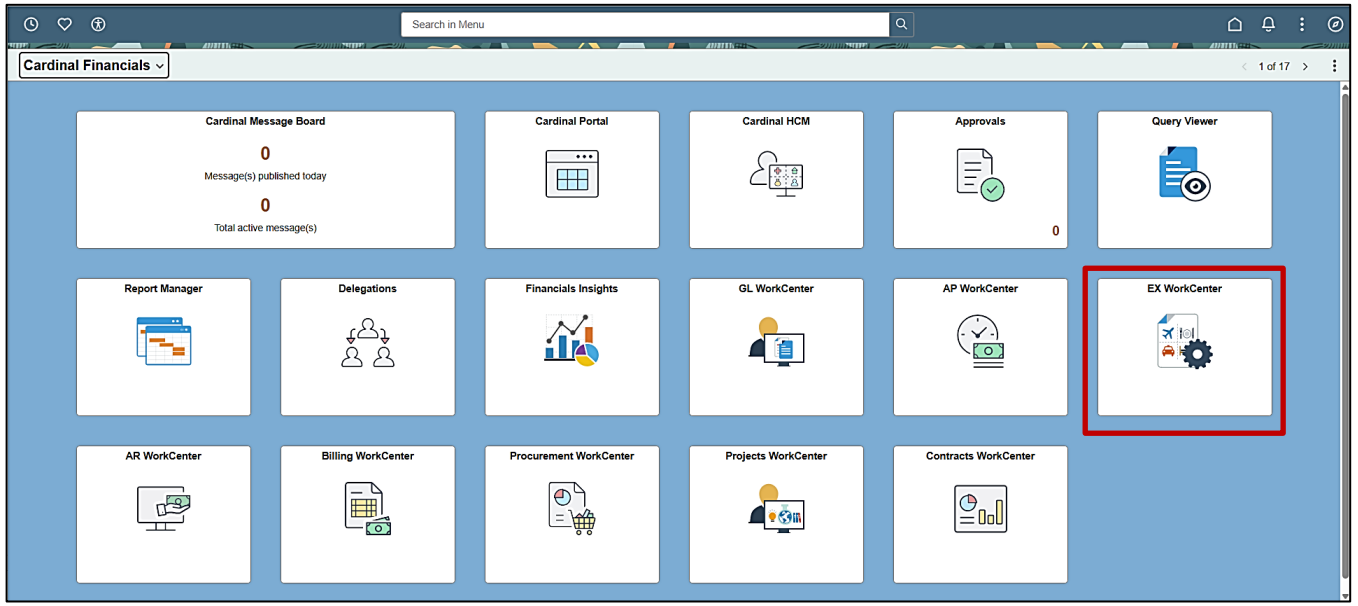
JOB AID REFERENCE

AP312 Payment Cash Checking - Overview

EX WorkCenter

WorkCenters provide a central one-stop location for users to access daily tasks such as entering transactions, reviewing transaction errors, and approving transactions.

WorkCenters also include links to frequently used pages, queries, and reports, which minimize navigation time through menus and increase efficiency. Most Expenses transactions can be entered and managed using the EX WorkCenter.



JOB AID REFERENCE

Overview of the Cardinal Financials WorkCenters

Employee Profile – Employee Data Tab

An Employee Profile must exist in Cardinal for an employee to be reimbursed for travel and business-related expenses. Employees can navigate to the **Update Profile** page using the following path:

EX WorkCenter > Links > Expense Administration > Update Employee Profile

The **Employee Profile** contains three pages:

- Employee Data
- Organizational Data
- User Defaults

The **Employee Data** and **Organizational Data** tabs are populated from data that is synced from Cardinal HCM.

Uses must have one of the following roles to be able to access and make updates to the Employee Profile:

- **Statewide**: Employee Profile Sync Maintenance (**V_AP_COVA_EMP_PRFL_SYNC_ MAINT**)
- **VDOT**: Travel Expenses Sync Processor (**V_AP_TE_SYNC_PROCESSOR**)

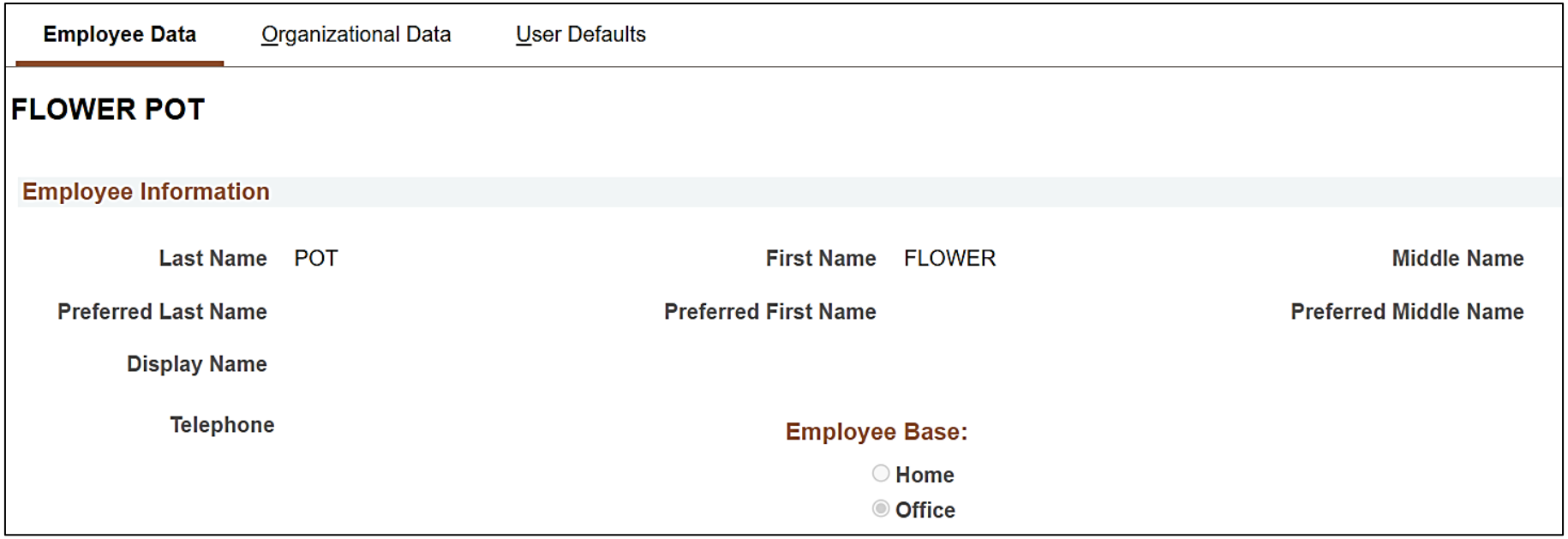
JOB AID REFERENCE

AP316 Updating an Employee Profile

Employee Data Page

The **Employee Data** page contains the employee's name, address and mailing address. This information is populated from the Personal Data information in Cardinal HCM.

If address changes are needed (physical or mailing) they must be made by the HR Administrator in Personal Data in Cardinal HCM and not on the **Employee Data** tab. Changes made to the address in Cardinal HCM will update this page.

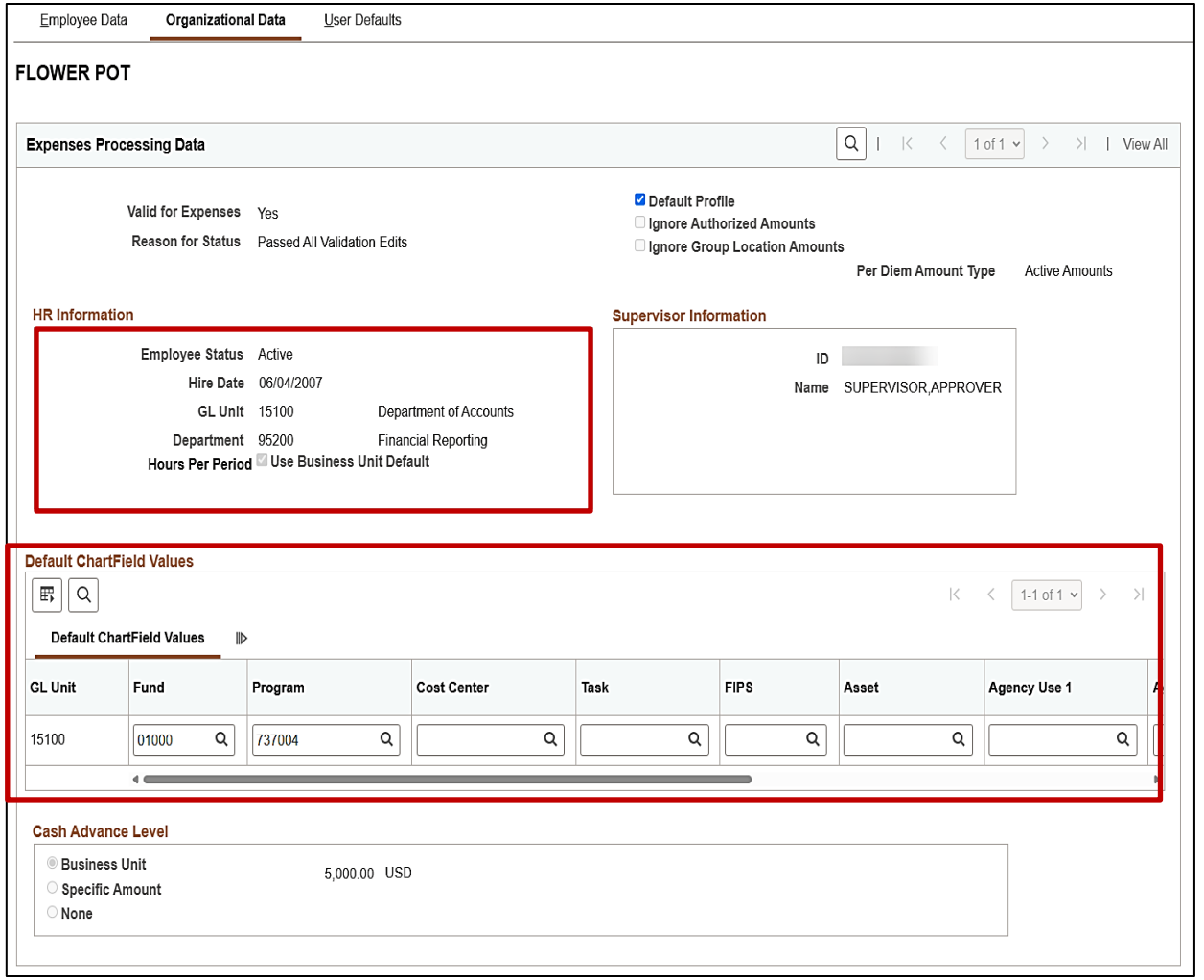


Organizational Data Page

The **Organizational Data** page contains key employee information to include Status, Hire Date, Business Unit, and Department.

It also contains the Default ChartField Values for the employee.

These values default on expense transactions but can be changed as appropriate for Travel Authorizations or Expense Reports.



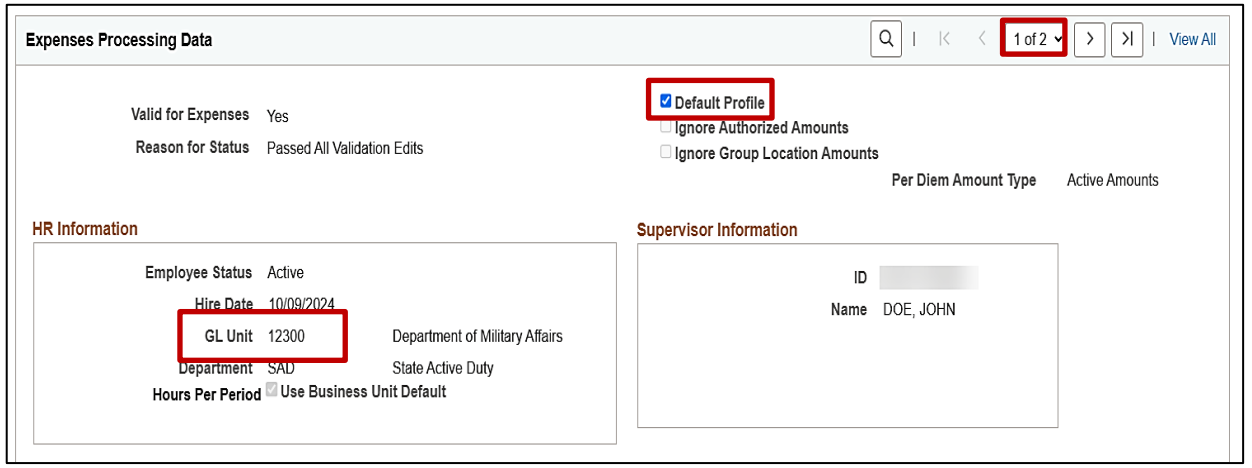
NOTE:
Default ChartField Values cannot be updated on a Cash Advance.

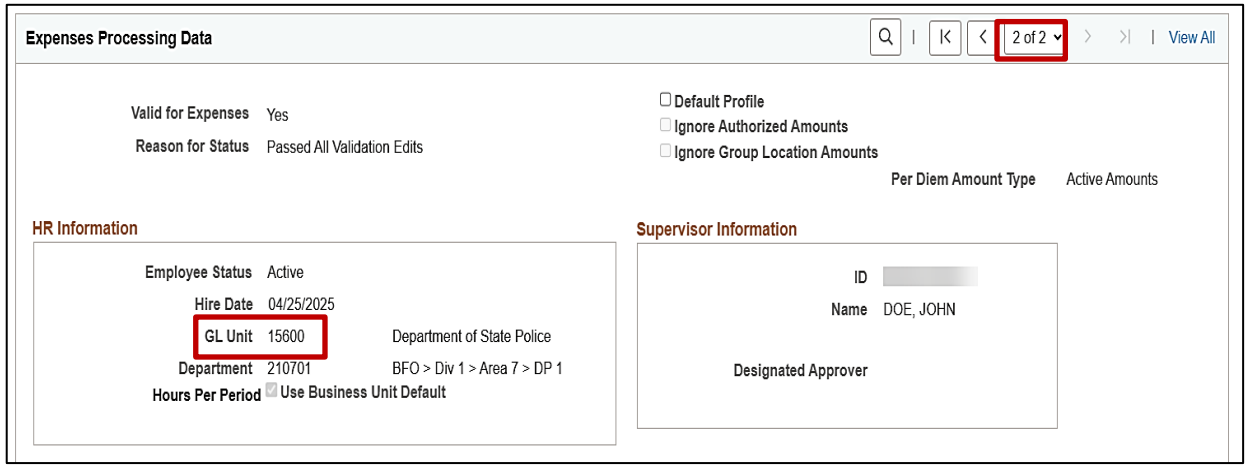
JOB AID REFERENCE

AP316 Updating an Employee Profile

Employee with Multiple Jobs at Different Agencies

When an employee has two jobs at different Agencies, the **Default Profile** checkbox must be checked for that specific Agency to process expense transactions.





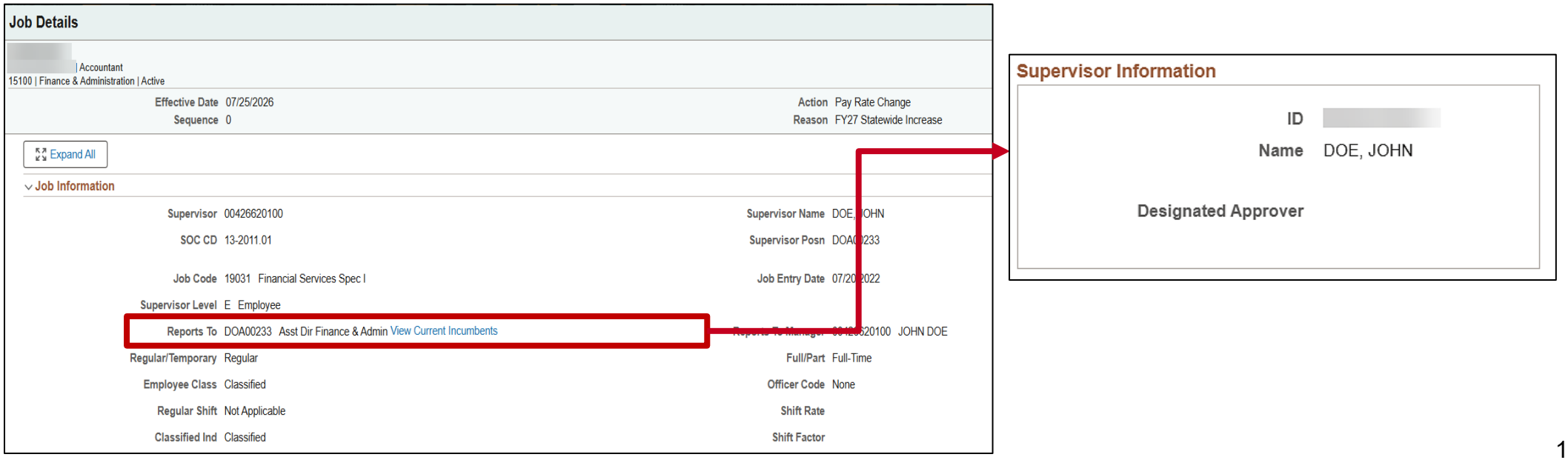
JOB AID REFERENCE

AP316 Updating an Employee Profile

Expense Transactions Approval Routing

The **Supervisor Information** section on the Employee Profile is populated based on the **Reports To** field in Cardinal HCM on the **Job Data** page. This is the person that the expense transactions will route to for approval.

If an Agency does not want the person in the **Reports To** position to serve as the expense Approver, a Help Desk ticket must be submitted to vccc@vita.virginia.gov with “Cardinal AP” in the subject line to request a bypass of the expense routing process. The Cardinal PPS team will work with the Agency to set up an option to bypass the **Reports To** populated from **Job Data** and go to the designated individual for the Agency.

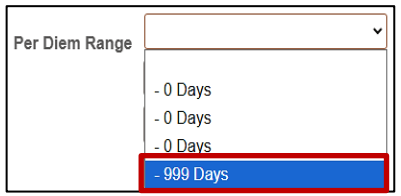


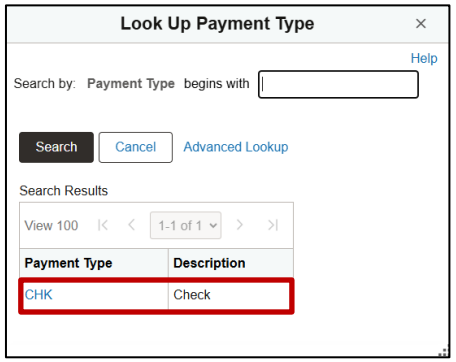
User Defaults Page

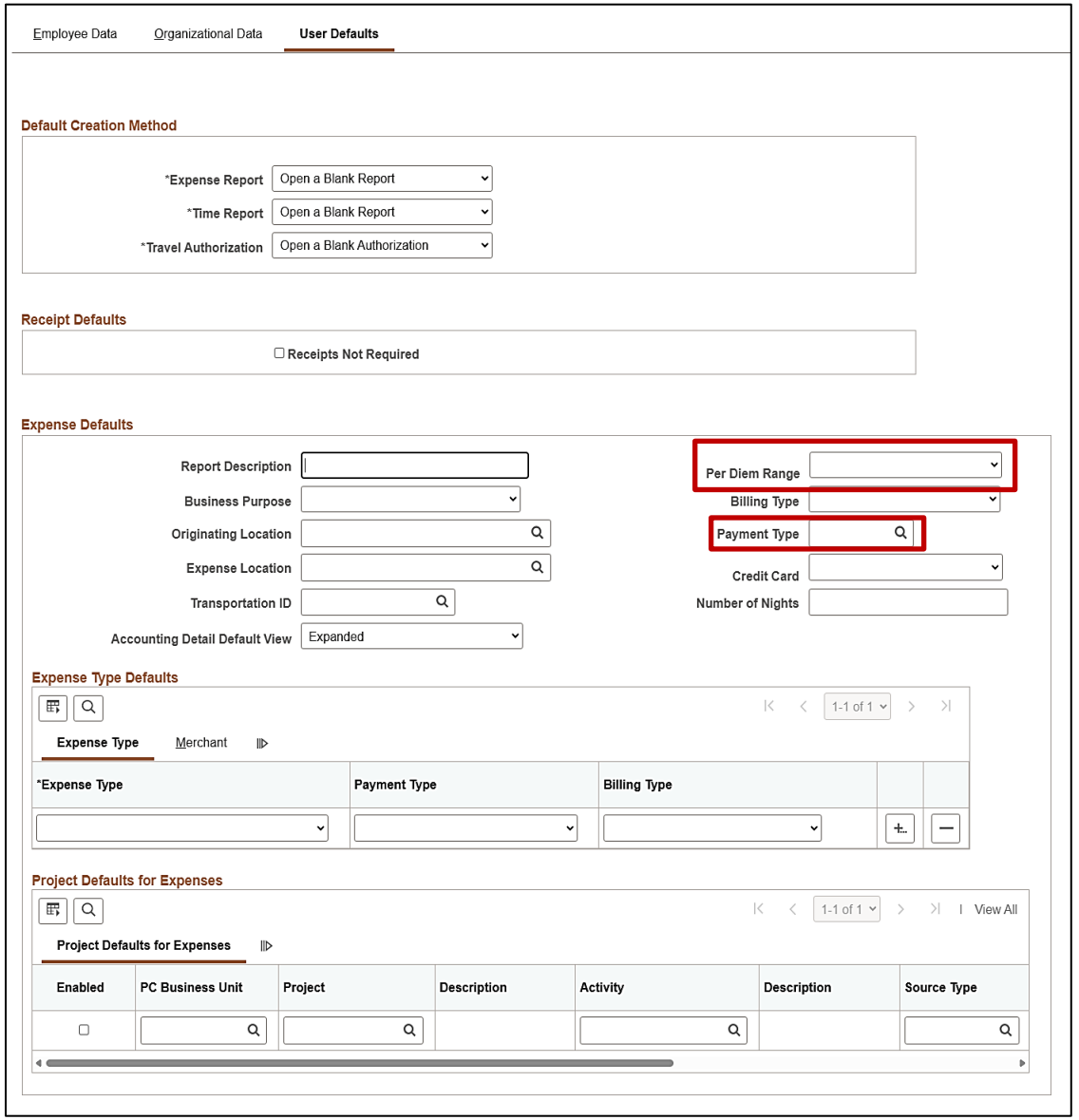
The **User Defaults** page allows entry of fields that default on expense transactions. Two key fields on this page are:

- **Per Diem Range**: 0-999
- **Payment Type**: Check

When these options are set up on an employee's profile, they automatically populate for expense transactions with these as required fields.







JOB AID REFERENCE

AP316 Updating an Employee Profile

Importance of the Proxy Role

Proxies are users who are authorized to enter, view, and update expense transactions on behalf of specified employees (including themselves). In Cardinal, users **must be a Proxy** to create, update, or view expense transactions.

Proxy is **not** a Security role, so it does not require a Cardinal Security form. It is set up by Agency users with the following access:

- **Expenses Processor** role (**V_AP_COVA_EXPENSES_PROCESSOR**) for Statewide Agencies.
- **Expense Authorize Proxy** role (**V_AP_EXPENSE_AUTHORIZE_PROXY**) for VDOT

If an employee is not set up as a Proxy for an employee (including themselves), they will not be able to enter, update, or view expense transactions for those employees or for themselves.

JOB AID REFERENCE

AP315 Authorizing a Proxy for an Employee

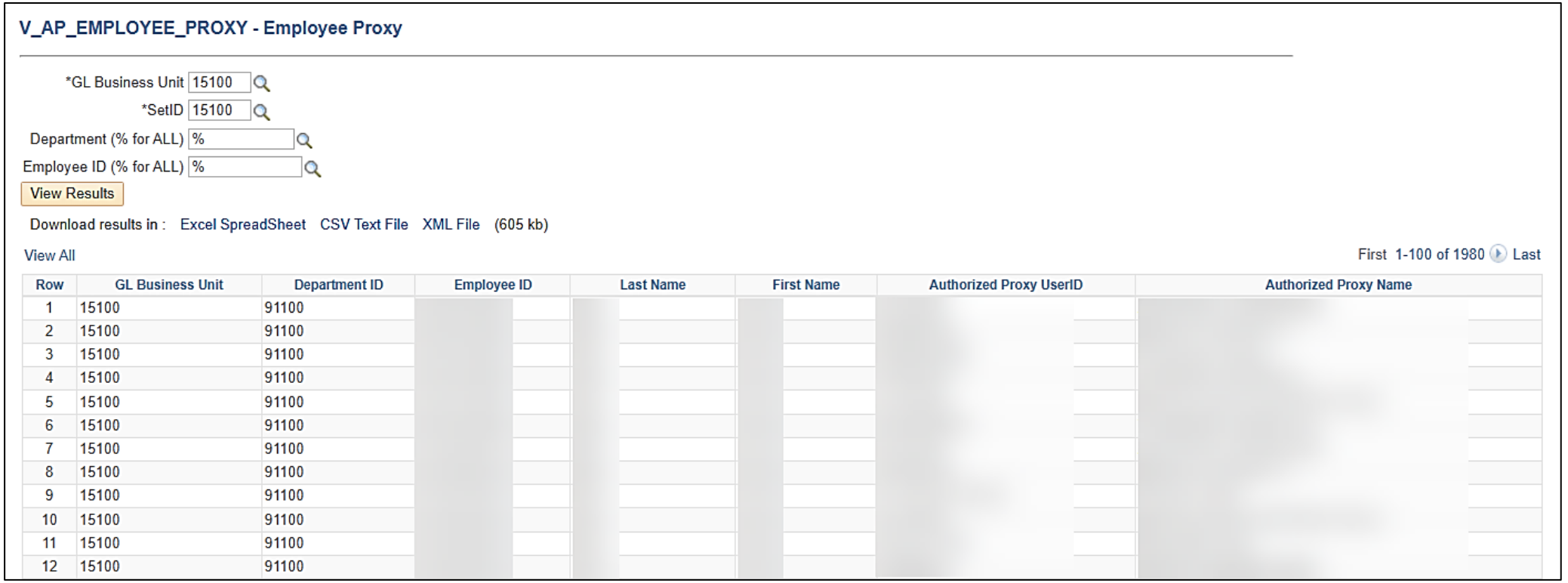
NOTE:

Supervisors must also be set up as Proxy with view access to be able to view expense transactions and would need to have the Expenses Employee Role

Employee Proxy Query

Users can run the **Employee Proxy** query to see a list of Agency employees and the Proxies that exist for each employee. An employee can have multiple Proxies. Users can access this query using the following path:

EX WorkCenter > Queries > Employee > Employee Proxy



V_AP_EMPLOYEE_PROXY - Employee Proxy

*GL Business Unit 15100
*SetID 15100
Department (% for ALL) %
Employee ID (% for ALL) %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (605 kb)

View All First 1-100 of 1980 Last

Row	GL Business Unit	Department ID	Employee ID	Last Name	First Name	Authorized Proxy UserID	Authorized Proxy Name
1	15100	91100					
2	15100	91100					
3	15100	91100					
4	15100	91100					
5	15100	91100					
6	15100	91100					
7	15100	91100					
8	15100	91100					
9	15100	91100					
10	15100	91100					
11	15100	91100					
12	15100	91100					

Key Security Roles in Expenses

Security Roles	Statewide	VDOT	Details
Expenses Employee V_AP_COVA_EXPENSES_EMPLOYEE	X	X	Enters/updates expense transactions and must be set up as a designated Proxy for Agency employees
Expenses Processor V_AP_COVA_EXPENSES_PROCESSOR	X		Authorizes Proxies for Agency employees
Expense Authorize Proxy V_AP_EXPENSE_AUTHORIZE_PROXY		X	
Employee Profile Sync Maintenance V_AP_COVA_EMP_PRFL_SYNC_MAINT	X		Updates Employee Profile information
Travel Expense Sync Processor V_AP_TE_SYNC_PROCESSOR		X	

IMPORTANT NOTE:

Remember that **Proxy** **is not a security role**. Users are set up as a Proxy by the Expense Processor or the Expense Authorize Proxy security roles.

Key Security Role Queries

The table below is a list of queries that help identify security role information as well as Agency users with specific security roles.

Query Description/Name	Details
User FIN/HCM Roles assigned **V_SEC_USER_FIN_HCM_ROLES**	Query used to show an employee's roles in Cardinal FIN and Cardinal HCM
Users assigned to Role **V_PT_SEC_ROLE_USERS**	Query used to determine what users in an Agency has a particular role
User's Roles **PT_SEC_USER_ROLES**	Query used to see security roles assigned to a specific user. Requires entry of the employee' User ID.
SpeedCharts **APY0005_SPEEDCHARTS** *(this query can only be run in Cardinal FIN)*	Query used to view SpeedCharts/SpeedTypes set up for an Agency *The Agency ChartField Administrator (**V_GL_COVA_AGENCY_CF_ADMIN**) role sets up SpeedCharts for the Agency

Lesson 1: Summary

1 Processing Employee Expenses Overview

In this lesson, you learned:

- An Overview of the Accounts Payable Module
- Key Concepts for Expenses
- An Overview of the Employee Profile Tabs
- An Overview of the Proxy Role

Lesson 2: Introduction

2 Processing and Managing Travel Authorizations

This lesson covers the following topics:

- Overview of Travel Authorizations and Key Concepts
- Creating and Submitting a Travel Authorization
- Overview of Travel Authorization Approval
- Viewing and Withdrawing a Travel Authorization

Travel Authorizations Overview and Key Concepts

Travel Authorizations are typically used as a means of approving employees' plans to travel and/or incur other business-related expenses. It does not create a financial transaction (no information is posted to the General Ledger).

Key Concepts:

- Commonwealth and Agency policy determine when and if a Travel Authorization is required
- Agencies are not required to enter Travel Authorizations in Cardinal. Alternative procedures may be used to authorize travel and other business-related expenses
- When a Cardinal Travel Authorization is used, it must be entered and approved in advance of the proposed travel
- Travel Authorizations can only be entered and approved **before** the begin date of the proposed travel
- Travel Authorizations can be used to document approval of non-travel expenses such as education
- Details from a Travel Authorization can be copied into the Expense Report

Travel Authorizations Overview and Key Concepts (continued)

If an employee is eligible and requests a Cash Advance, one can be entered with the Travel Authorization. The Travel Authorization contains a link to create a Cash Advance. When a Cash Advance is created using the link in the Travel Authorization, it is still a separate transaction and follows its own approval path.

Travel documents can be attached (such as reservation or flight confirmations) to the Travel Authorization to assist with online approvals. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the **Appendix** section of this course.

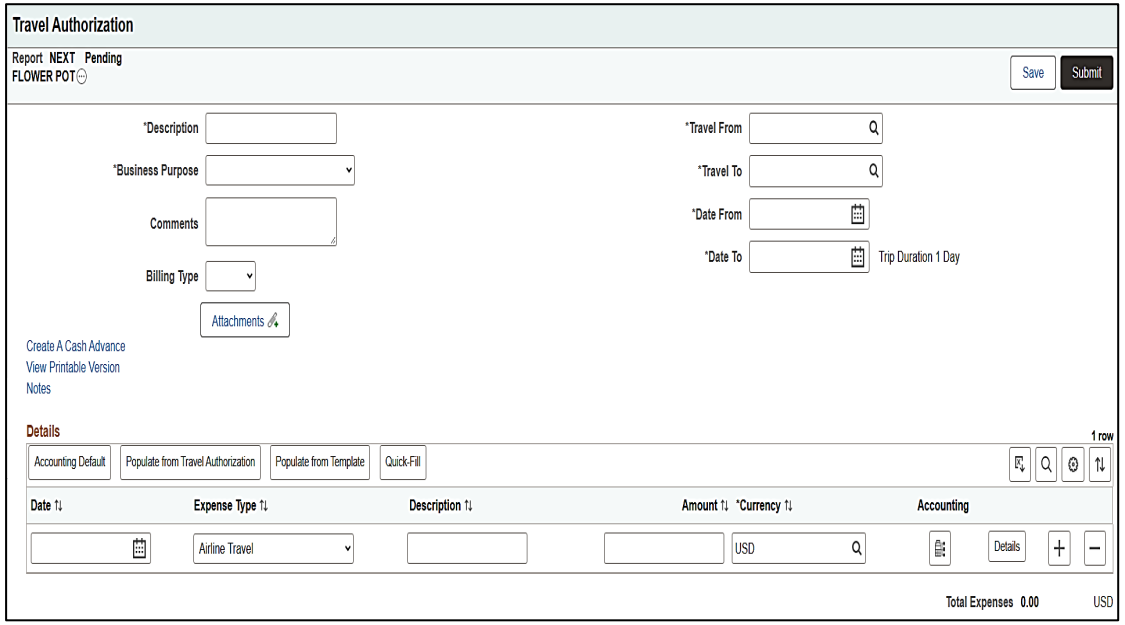
When entering a Travel Authorization, record all expenses related to the trip, including any that are direct billed to the Agency or paid by a 3rd party. They are still part of the total cost of travel and are used for approval routing and tracking purposes, even if they are not reimbursable to the employee.

Creating a Travel Authorization

To create a Travel Authorization, access the **Travel Authorization** page, using the following path:

EX WorkCenter > Links > Travel Authorization > Create Travel Authorization or Modify Travel Authorization

- The **Create Travel Authorization** page allows Proxies to enter a new Travel Authorization
- The **Modify Travel Authorization** page allows Proxies to first verify the Travel Authorization has not been previously created and from this page, access the Create Travel Authorization



JOB AID REFERENCES

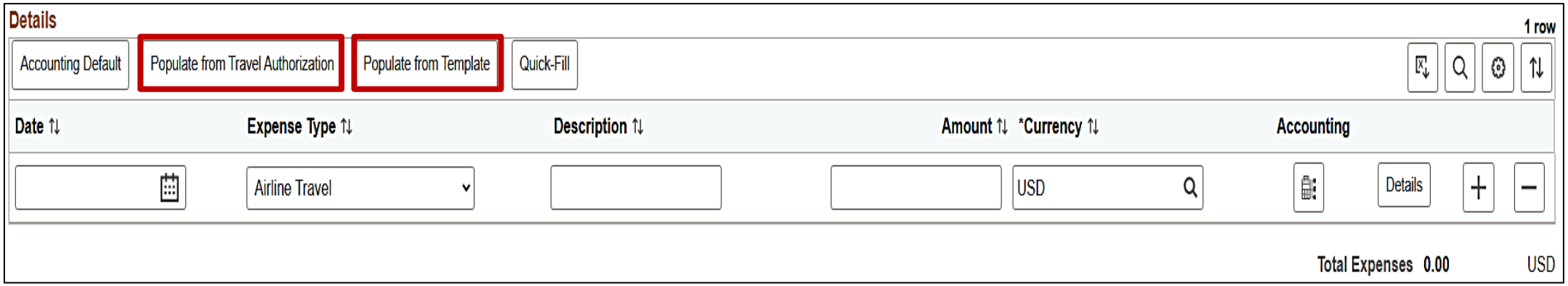
AP315A Creating a Travel Authorization Template

AP315A Creating a Travel Authorization

Creating a Travel Authorization (continued)

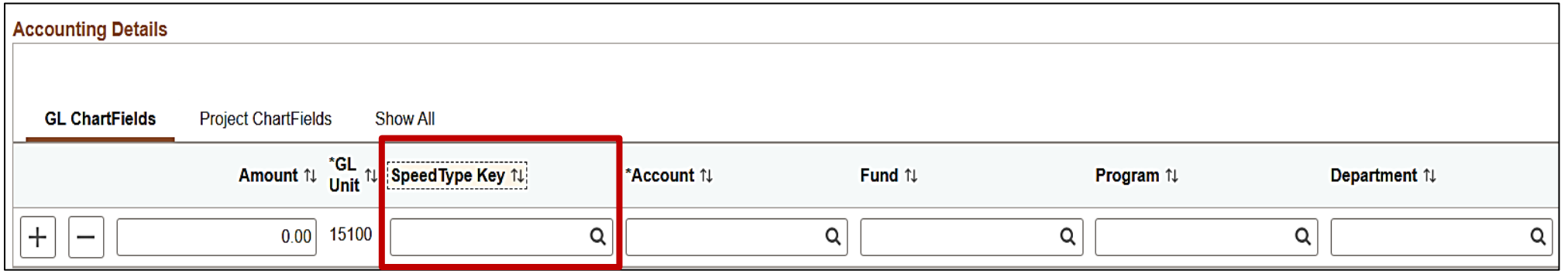
Travel Authorizations can be created:

- Manual entry
- Template
- Copying an existing Travel Authorization

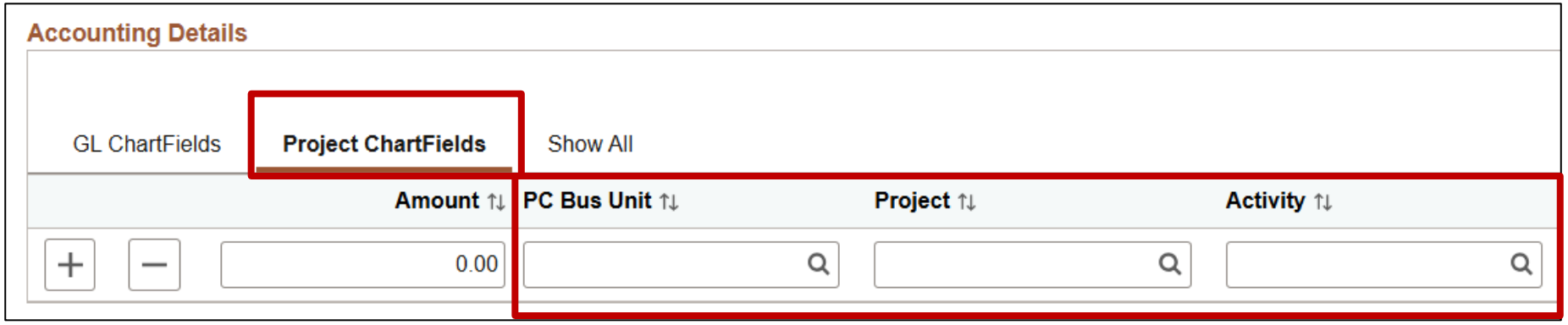


Accounting Details

SpeedTypes may be used to auto-populate ChartFields on each Distribution Line if the default Accounting distribution needs to be updated. SpeedTypes are generally defined for frequently used Accounting distribution combinations to increase data entry efficiency and accuracy.



When charging to a Project, the **PC Bus Unit**, **Project**, and **Activity** fields must all be populated appropriately.



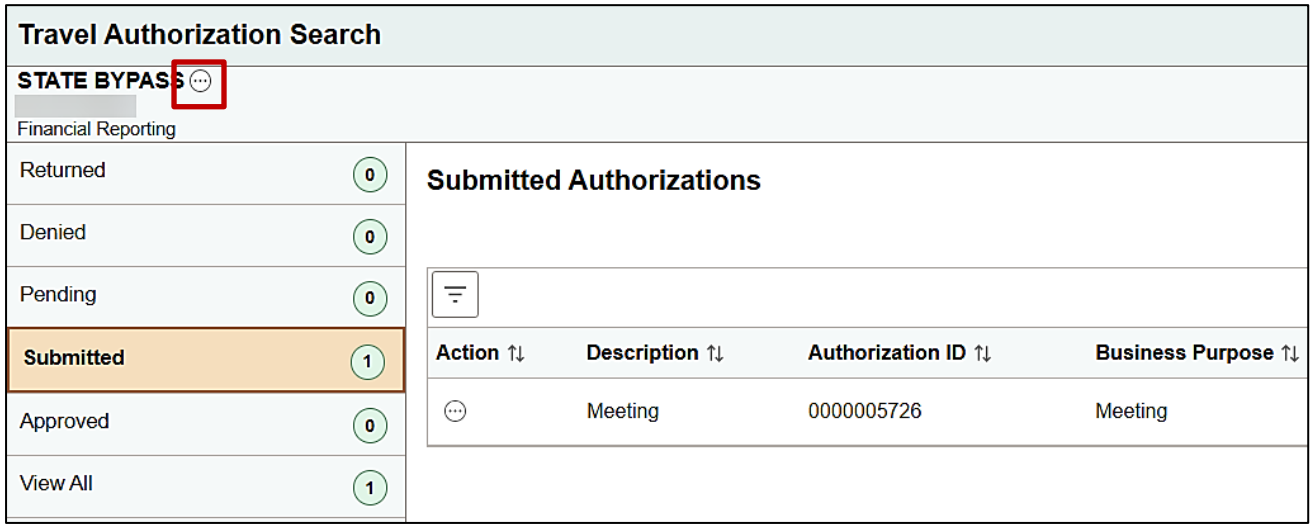
Viewing a Travel Authorization

Proxies with view access can view the status of a Travel Authorization by using the following navigation:

EX WorkCenter > Links > Travel Authorization > Modify Travel Authorizations

Use the **Actions** button to select the employee. Travel Authorizations in one of five statuses display (**Returned**, **Denied**, **Pending**, **Submitted**, and **Approved**).

A **View All** option is available to see all five statuses at one time.



JOB AID REFERENCE

AP315A Updating, Deleting, and Withdrawing Expense Transactions

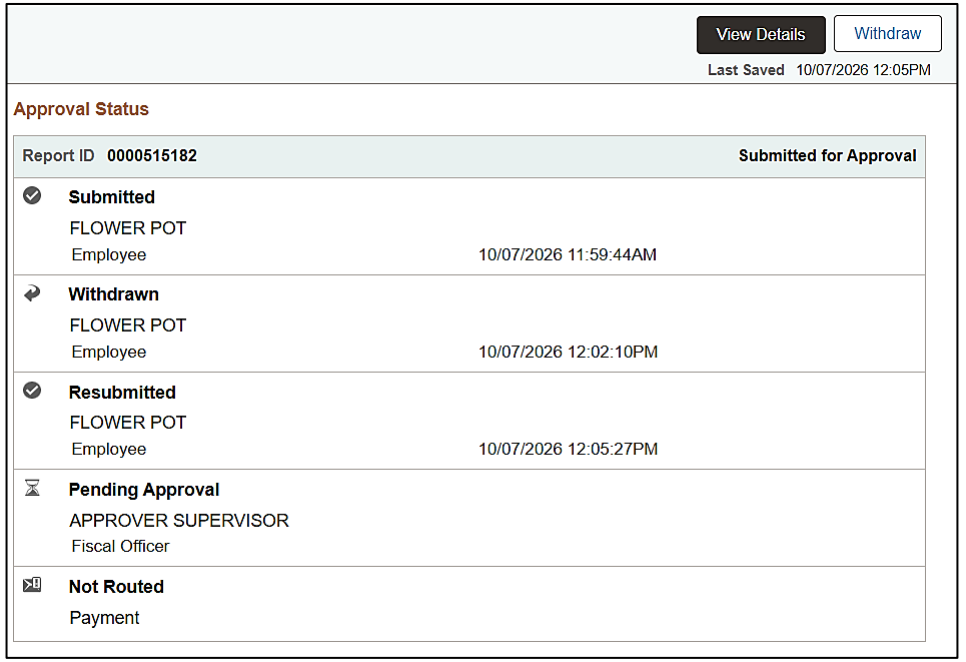
Withdrawing a Travel Authorization

To withdraw a Travel Authorization, access the **Modify Travel Authorizations** page using the following path:

EX WorkCenter > Links > Travel Authorization > Modify Travel Authorizations

Any Proxy assigned to an employee can withdraw a Travel Authorization if updates need to be made after it is submitted and prior to the approver taking action on the transaction.

Withdrawing the Travel Authorization can be done immediately after selecting it on the Travel Authorization Search page then clicking the **Withdraw** button. After withdrawing the transactions, the applicable updates can be made and then resubmitted for approval.



JOB AID REFERENCE

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Overview of Travel Authorization Approval Routing

Cardinal workflow routes the Travel Authorization to the appropriate Approver. The Supervisor information on the Employee's Profile determines who the expense transactions will route to for approval. The Supervisor information is populated based on the **Reports to** field on the **Job Data** page or by the individual determined through the bypass process.

If more than one approval is required, the Travel Authorization automatically routes through the appropriate levels.

The approver may take one of the following actions:

- Approve
- Deny
- Send back (Returned) (sends the transaction back for updates)



If the authorization is "Denied" or "Sent back", Cardinal requires the approver to provide comments explaining why.

NOTE:
If an approver denies a Travel Authorization, it cannot be modified. Follow Agency guidelines on deleting them.

Modifying and Deleting Travel Authorizations

A Travel Authorization can be updated if:

- It was saved
- It was withdrawn after submission, but before the approver has taken action
- It was sent back by the approver and changes are required

A Travel Authorization can be cancelled if:

- It has been approved and is not associated to an Expense Report. The Travel Authorization will show a status of “Closed”.

A Travel Authorization can be deleted if:

- It has been saved (not submitted)
- It has been canceled
- It was sent back or denied by the approver

NOTE:
After a Travel Authorization is deleted, it is removed from Cardinal and can no longer be viewed.

JOB AID REFERENCE

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Hands-On Exercise

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

Exercise #1 Creating a Travel Authorization



Lesson 2: Summary

2 Processing and Managing Travel Authorizations

In this lesson, you learned:

- An Overview of Travel Authorizations and Key Concepts
- How to Create and Submit a Travel Authorization
- How to View Travel Authorizations
- An Overview of Approval Processing
- An Overview of Updating, Canceling, Withdrawing, and Deleting Travel Authorizations

Lesson 3: Introduction

3 Cash Advances

This lesson covers the following topics:

- Overview of Cash Advances
- Creating and Submitting a Cash Advance
- Overview of Viewing, Updating, Withdrawing, and Deleting a Cash Advance

Overview of Cash Advances

An employee can request a Cash Advance for travel and other business expenses in accordance with State and Agency policy. Agency employees are not suppliers and cannot be paid via regular Voucher, including Petty Cash.

While the **Create Travel Authorization** page contains a link to access the **Create Cash Advance** page, the Cash Advance is a separate request from both the Travel Authorization and the Expense Report and has a separate approval process.

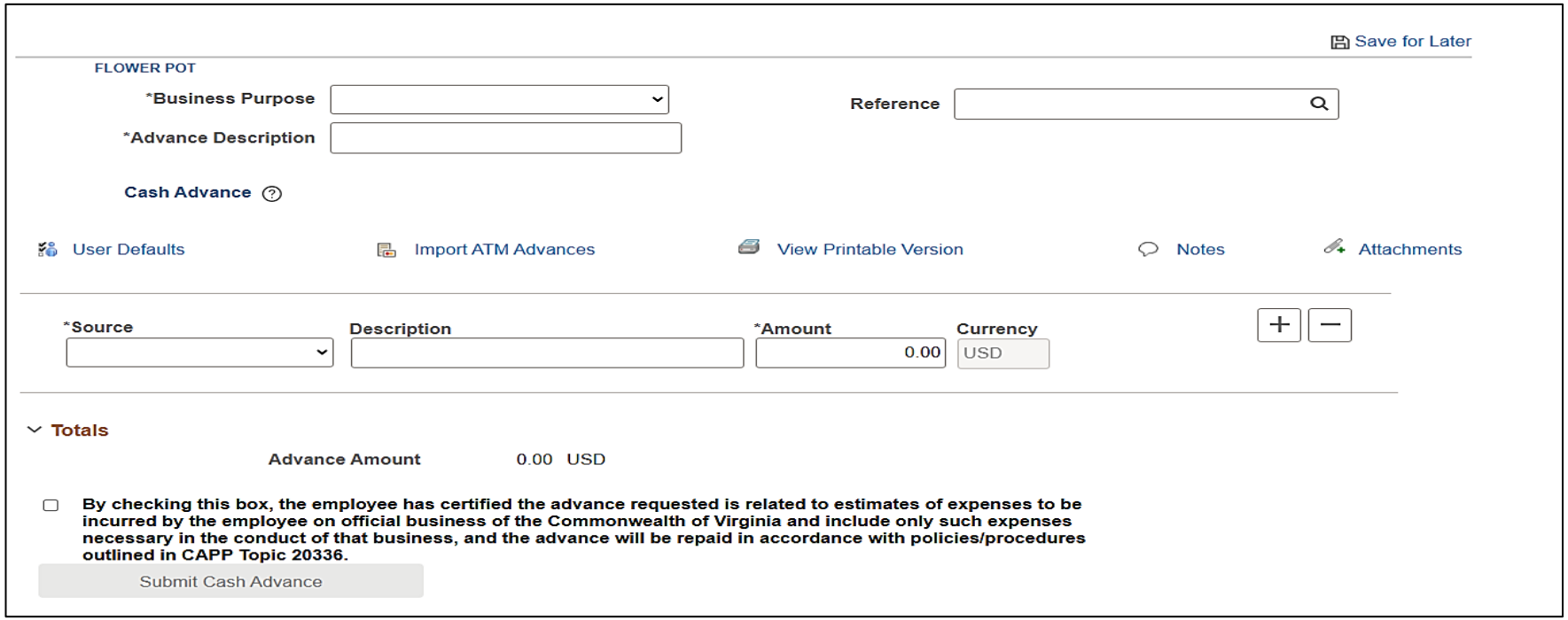
The distribution for Cash Advances comes from the ChartFields set up on the Employee Profile. The distribution is not visible on the **Create Cash Advance** page and therefore cannot be modified. Modifications should be made on the Employee Profile and will require coordination with the individual(s) who have the **Employee Profile Sync Maintenance** or **Travel Expenses Syn Processor** role in Cardinal.

Employees receive approved advances by check or deposit to their bank Accounts. Employee bank Account information is uploaded into Cardinal Financials from Cardinal HCM daily and can only be viewed by the Department of Accounts (DOA) **EDI Coordinator**.

Creating a Cash Advance

To create a Cash Advance not associated with a Travel Authorization, access the **Create Cash Advance** page using the following path:

EX WorkCenter > Links > Cash Advances > Create/Modify



JOB AID REFERENCE

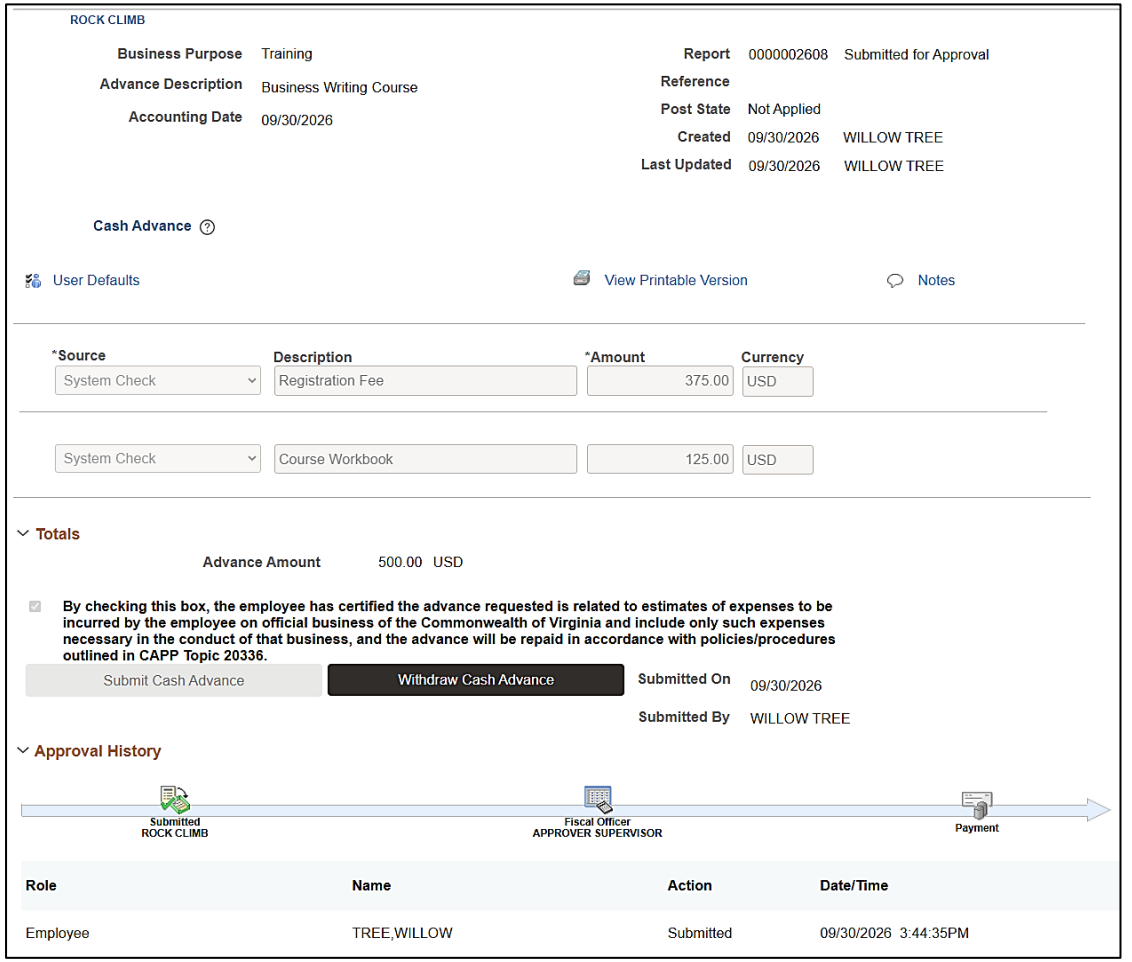
AP315A Creating a Cash Advance

Viewing a Cash Advance

Once a Cash Advance is submitted, proxies for the employee can view the status on the **View Cash Advance Report** page. Access this page using the following path:

EX WorkCenter > Links > Cash Advances > View Cash Advances

The **Approval History** section, at the bottom of the page, provides a history of the submission, approval(s), and payment. Completed actions are marked with a green checkmark.



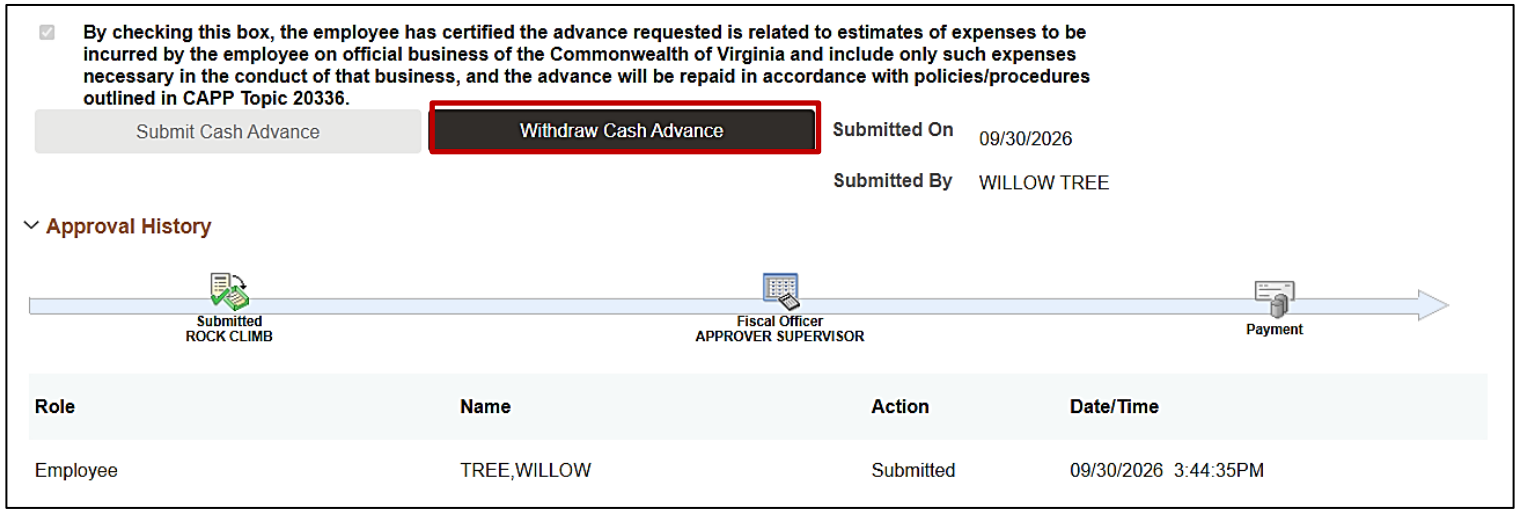
JOB AID REFERENCE

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Withdrawing a Cash Advance

A Proxy can withdraw a Cash Advance if updates need to be made after it is submitted and prior to the approver taking action on the transaction.

Withdrawing a Cash Advance can be done immediately after submitting by clicking **Refresh Approval Status** button and then clicking the **Withdraw Cash Advance** button. If the user is no longer on the page, the Cash Advance can be withdrawn by navigating to the **View** page and clicking the **Withdraw Cash Advance** button.



JOB AID REFERENCE

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Updating and Deleting a Cash Advance

A Cash Advance can be updated if it has been:

- Saved, but not submitted for approval
- Withdrawn from approval after submission, but before the approver has taken action
- Sent back by an approver

A Cash Advance can be deleted if it has been:

- Saved but not submitted for approval
- Sent back by the approver
- Denied by the approver

Note: After a Cash Advance is deleted, it is removed from Cardinal and can no longer be viewed.

JOB AID REFERENCE

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Lesson 3: Summary

3 Cash Advances

In this lesson, you learned:

- An Overview of Cash Advances
- How to Create and Submit a Cash Advance
- An Overview of Viewing, Updating, Withdrawing, and Deleting a Cash Advance

Lesson 4: Introduction

4 Processing and Managing Expense Reports

This lesson covers the following topics:

- Creating and Submitting an Expense Report
- Viewing an Expense Report
- Overview of Expense Report Budget Checking and Approval
- Overview of Updating, Withdrawing, and Deleting an Expense Report
- Running the Expenses in Process Query
- Processing Expense Reports after Employee Termination

Overview of Creating and Submitting an Expense Report

To access the **Expense Report** page, use the following path:

EX WorkCenter > Links > Expense Report > Create Expense Reports or **Modify Expense Reports**

- The **Create Expense Reports** page allows Proxies to enter a new Expense Report

- The **Modify Expense Reports** page allows Proxies to first verify the Expense Report has not been already created and then access the Create Expense Report page

An Expense Report can be created in any of the following ways:

- Manual entry on the Create Expense Report page
- Copying from an approved Travel Authorization
- Copying from a previous Expense Report

JOB AID REFERENCES

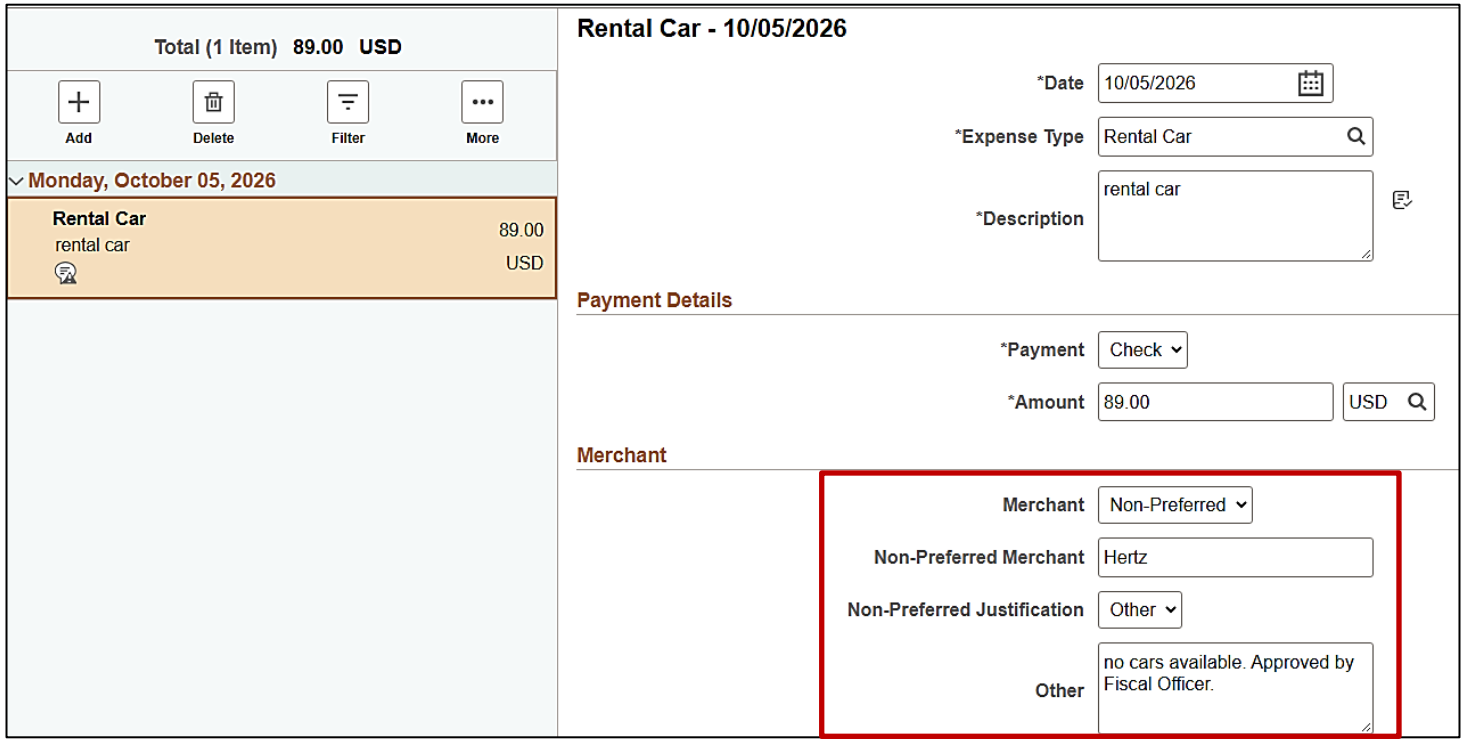
AP315 Creating and Managing Expense Reports

AP315A Tips for Entering Employee Expenses – Online Agencies

Rental Car Expense Type – Non-Preferred

If the preferred rental agency was not used Proxies must do the following:

- Select the **Non-Preferred** in the Merchant field
- Provide the name of the Non-Preferred Merchant
- Select “Other” for the justification
- Provide a brief explanation in the **Other** field which displays.

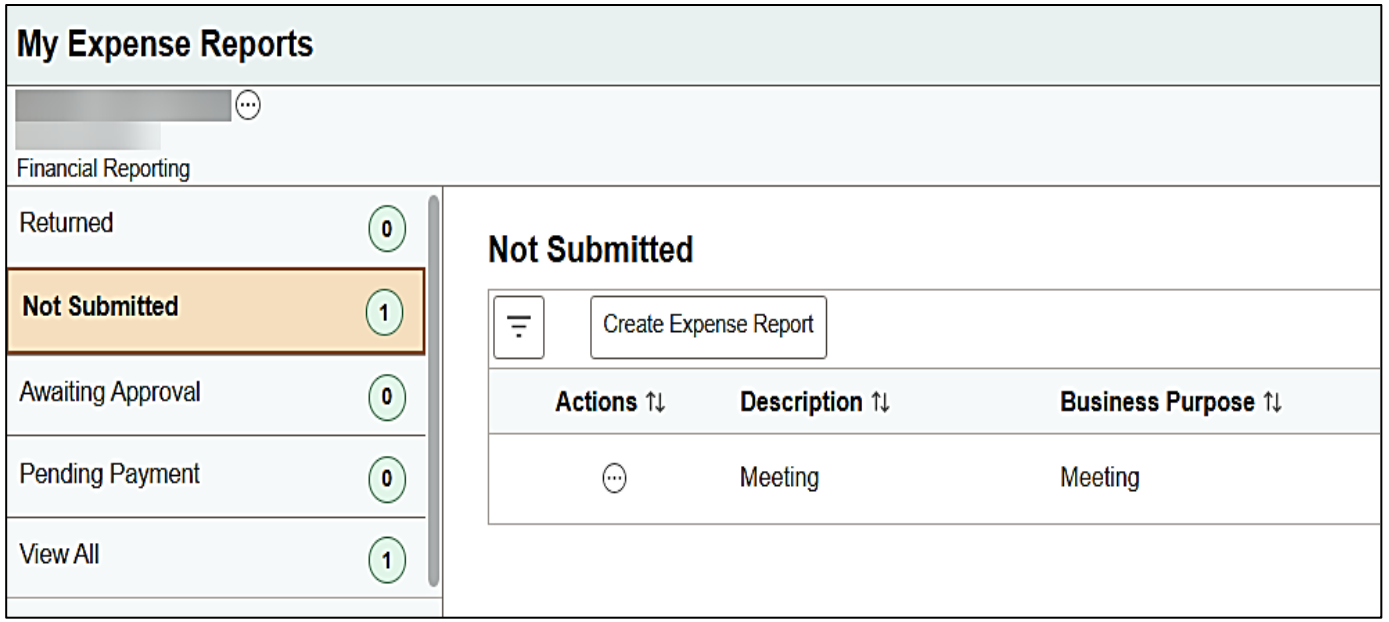


Viewing an Expense Report

Proxies with view access can view the status of an Expense Report any time after it has been saved or submitted using the **My Expense Reports** page for the employee. Proxies can access this page using the following path:

EX WorkCenter > Links > Expense Report > Modify Expense Reports

Use the **Actions** button to update the employee. Expense Reports in one of the following four statuses displays (**Returned**, **Not Submitted**, **Awaiting Approval**, **Pending Payment**) and a **View All** to see all statuses at one time.

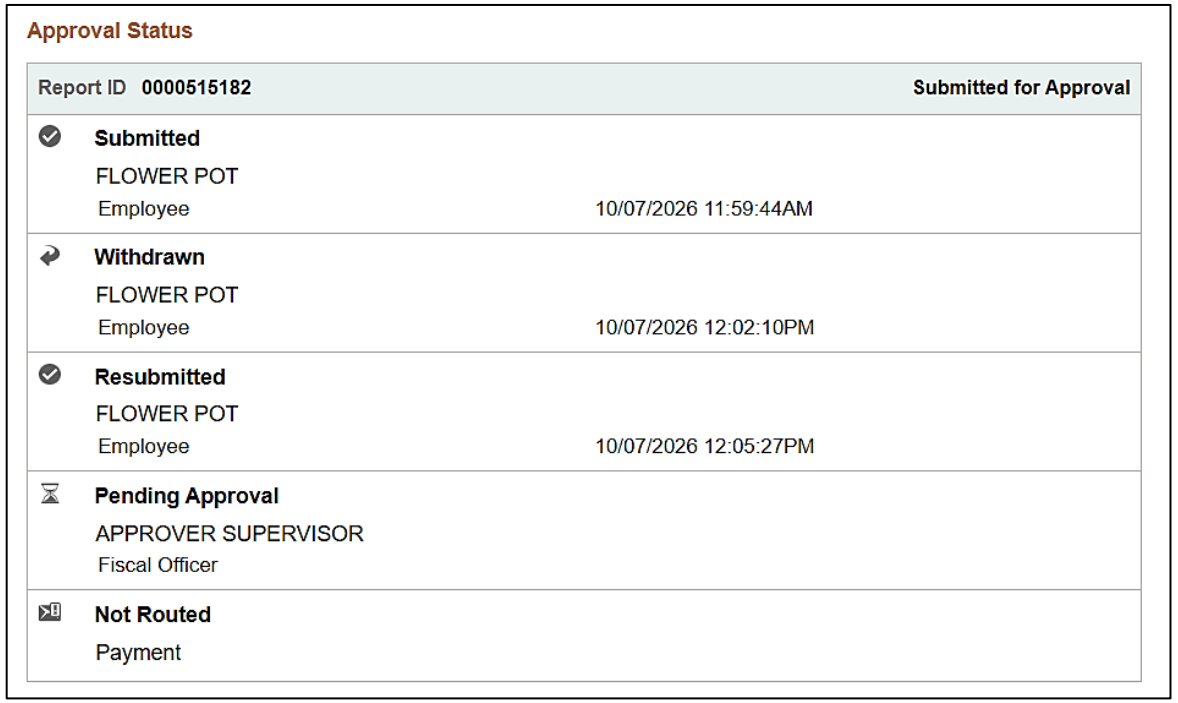


Withdrawing an Expense Report

A Proxy can withdraw an Expense Report if updates need to be made after it is submitted and prior to the approver taking action on the transaction.

EX WorkCenter > Links > Expense Report > Modify Expense Reports

Withdrawing the Expense Report can be done by accessing the Expense Report and clicking the **Withdraw** button. Proxies can access the details, make the applicable updates, and resubmit the report for approval. The **Approval Status** section on the Expense Report keeps the history of the actions.



JOB AID REFERENCE

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Overview of Expense Reports Budget Checking and Approvals

Once an Expense Report has been submitted, it will go through budget checking and approval processing. Expense Reports are checked against the budget(s) established for the related Accounting entries. If an Expense Report exceeds the budget, additional administrative action may be required.

Approvers can manually run budget check and then take action on the Expense Report without waiting for the budget check process to run.

JOB AID REFERENCE

AP317 Approving Employee Expenses

Approval Options

The approver(s) may do any of the following after reviewing the Expense Report:

- Approve
- Deny
- Send Back (Return)

Approved Expense Reports are submitted for payment on a nightly basis in batch. Employees receive payment in the same Account that has been set up in Cardinal HCM on the **Request Direct Deposit** page as the “Balance of Net Pay Account”.

Expense Reports that are Sent Back (Returned), require updating. The approver must enter comments as to the reason why the Expense Report is being Sent Back (Returned). The Proxy should review the comments, make the applicable update(s) and submit the Expense Report for approval.

If the Expense Report is Denied the expense transactions cannot be updated. The approver must provide comments as to the reason for the denial. Denied transactions cannot be updated. While they can be deleted be sure to follow your Agency guidelines.

Updating or Deleting an Expense Report

An Expense Report can be updated if it has been:

- Saved but not submitted for approval
- Withdrawn from approval after submission, but before the approver has taken action
- Sent back by the approver

*An Expense Report can be deleted if it has:

- Been saved, but not submitted for approval
- Been sent back by the approver and will not be updated
- Not had a Cash Advance applied to it
- Been denied by the approver

*Follow Agency guidelines regarding deleting Expense Reports.

NOTE:
After an Expense Report is deleted, it is removed from Cardinal and can no longer be viewed.

JOB AID REFERENCE

AP315A Updating, Deleting, and Withdrawing Expense Transactions

Overview of the Expenses in Process Query

The Expenses in Process query (**V_AP_EXPENSES_IN_PROCESS**) is used to monitor expense transactions in Cardinal.

This query displays all Expense transactions (Cash Advances, Travel Authorizations, and Expense Reports) that are in process (Not Paid, Closed, or Reconciled) for a designated Business Unit. The query allows users to monitor and act on transactions as needed.

- Travel Authorizations will display on this query until they have been Cancelled or Approved
- Cash Advances will display as in process transactions until they have been Closed or Reconciled
- Expense Reports will display until they have been Closed or Paid

NOTE:
A user must be a proxy for the employee to be able to enter, update, close, or delete an Expense transaction for that employee.

JOB AID REFERENCE

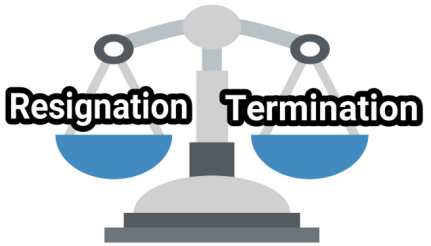
Cardinal Accounts Payable and Expenses Reports Catalog

Entering Transactions after Employee Termination

When an employee is terminated, the HR Administrator enters the termination in Cardinal HCM on the **Job Data** page.

Once the transaction is saved; the termination immediately processes in Cardinal Financials.

After an employee terminates, expense transactions can be entered and processed up to 30 days after termination.



Lesson 4: Summary

4 Processing and Managing Expense Reports

In this lesson, you learned:

- How to Create and Submit an Expense Report
- How to View an Expense Report
- An Overview of Expense Report Budget Checking and Approval
- An Overview of Updating, Withdrawing, and Deleting an Expense Report
- How to Run the Expenses in Process Query
- An Overview of processing expense transactions after an employee Terminates

Lesson 5: Introduction

5 Overview of Cardinal Financials Insights

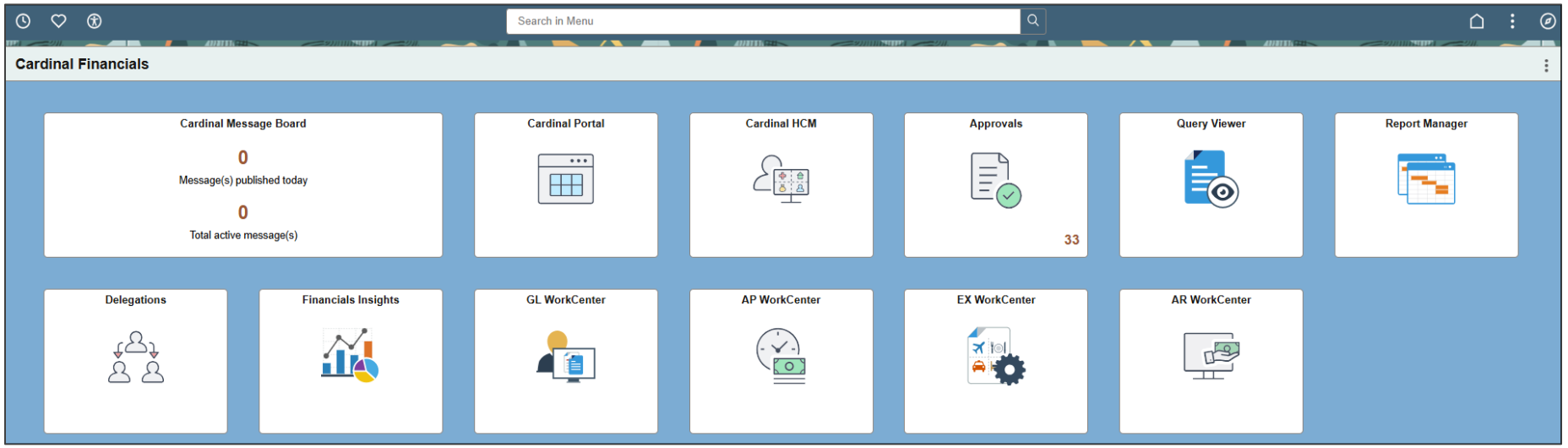
In this lesson, we will cover:

- An Overview of Cardinal Financials Insights
- An Overview of Employee Expenses Tile

Overview of Cardinal Financials Insights

Insights is an analytics engine leveraging OpenSearch Dashboards to provide fast, interactive, and actionable data visualizations (e.g., charts, graphs, tables) directly within PeopleSoft Fluid pages.

It can be accessed by clicking the **Financials Insight** tile on the Cardinal Financials Homepage



JOB AID REFERENCE

Job Aid: Overview of Cardinal Financials Insights

Financial Insights Benefits

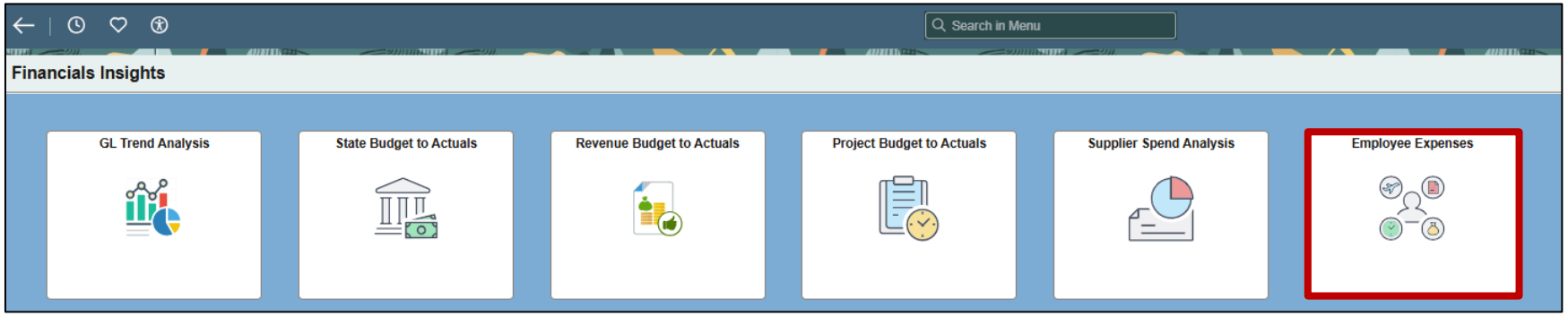
Some benefits of Cardinal Financial Insights include:

- **Improved Decision-Making & Analytics**: Provides rich, visual analytics for better understanding of data trends.
- **No Operational Performance Impact**: Analytics run against search indexes rather than the transactional database, ensuring system performance is not compromised.
- **Intuitive Visualization Tools**: Features include interactive charts and tables, allowing for easy data interpretation and trend identification.
- **Filter Capability**: Users can easily navigate from high-level visualizations to detailed, actionable records. Multiple filters are available to allow users to focus on the data elements of interest (e.g., Agency, Fund, Supplier).

Users must have a Cardinal Reporter role (V_COVA_CARDINAL_REPORTER for Statewide agencies or V_CARDINAL_REPORTER for VDOT Only) to access Insights. Users will have access to all Business Units.

Insights Tiles

Insights contains six tiles.



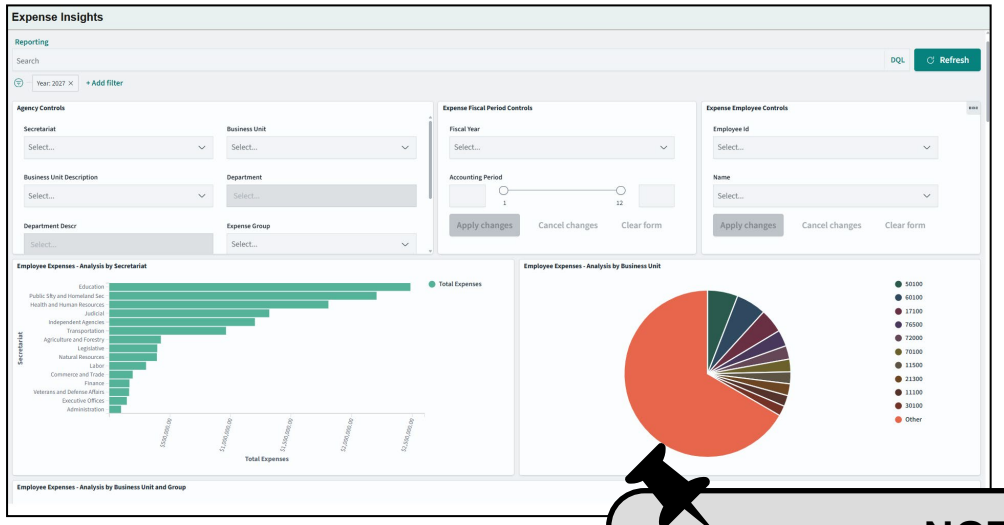
GL Trend Analysis visualizations for FY Expenditures and Revenues to easily compare one fiscal year to another	**State Budget to Actuals** visualizations related to Appropriation Budget to Actuals and Expenditure details, with filters for Business Unit, Account, Program and Fund	**Revenue Budget to Actuals** visualizations related to the Official Revenue Estimate Budget to Actual Revenue collections, with filters for Business Unit, Fund and Account	**Project Budget to Actuals** visualizations for the life-to-date Project Budget to Actual Expenditures, with filters for Business Unit, Project, Effective Status, Project Start and End Date	**Supplier Spend Analysis** visualizations for the life-to-date Project Budget to Actual Expenditures, with filters for Business Unit, Project, Effective Status, Project Start and End Date	**Employee Expenses** visualizations for reimbursements to Employees processed through Expenses for various travel and other miscellaneous items (e.g., tuition, supplies, safety equipment).

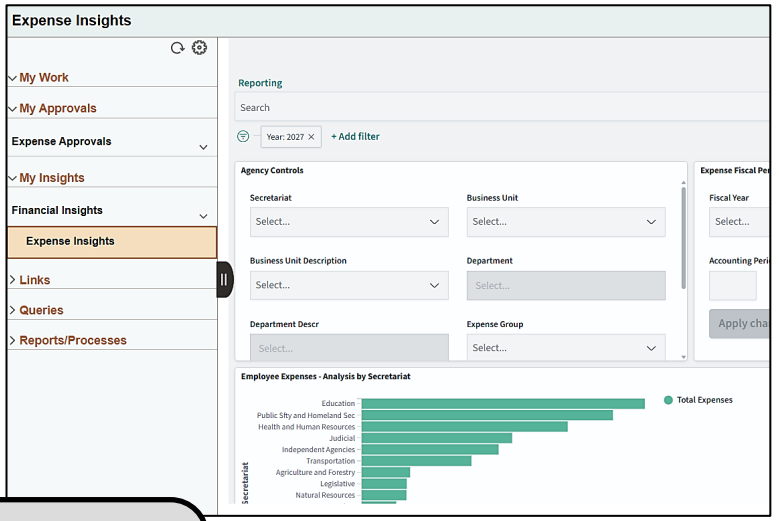
Employee Expenses Overview

Filters are key to accessing detailed information in Insights. For Employee Expenses, some key filters include Business Unit, Department, Expense Group/Type, Employee ID and Employee Name.

Users can access Employee Expense Insights through the Homepage or by accessing the Expense Insights page within the EX WorkCenter using the following path:

EX WorkCenter > My Insights > Financial Insights > Expense Insights





NOTE:
Employee Name when used must be entered in ALL CAPS.

Key Reminders

Use Filters

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

Apply Changes

Always click the “Apply Changes” button after selecting filters to update your view.

Use Dropdowns

Select values from dropdown 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.

Export Data

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

Masked Data

Be aware that sensitive information may appear redacted with asterisks.

Lesson 5: Summary

5 Cardinal Financials Insights

In this lesson you learned:

- An Overview of Cardinal Financials Insights
- An Overview of Employee Expenses Tile

Course Summary

AP315A Online Expense Processing

In this course, you learned:

- Key expense and travel concepts
- How to create and manage expense transactions
- How to run and review the Expenses in Process query
- Processing expense transactions after an employee terminates
- Overview of the Cardinal Financials Insights

Appendix

- Key Terms
- Allowed Extensions on Attachments in Cardinal
- Expenses Process Flows
- 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, Cash Advances, and Expense Reports through workflow for approval. The Employee Profile is also used 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 Travel Authorizations and Expense Reports that identifies the category of expense. For example, some travel related expense types include **Lodging**, **Airline Travel**, **Lunch – Travel Day, Dinner – Travel Day**, etc. There are also expense types for non-travel expenses. For example, the Account used for Lodging is different than the Account used for Airline Travel.

Key Terms (continued)

Non-Reimbursable Expense: Expense paid by the Agency through direct billing or a 3rd party that needs to be identified as part of the total cost of travel. This expense will not be reimbursed to the employee, and this Expense Line will not generate Accounting entry lines to post to Expenses and the General Ledger.

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 one or more proxies.

Travel Authorization: A request made for permission to travel or incur an expense. Travel Authorizations entered online in Cardinal must be entered, submitted, and approved prior to travel or incurring the expense.

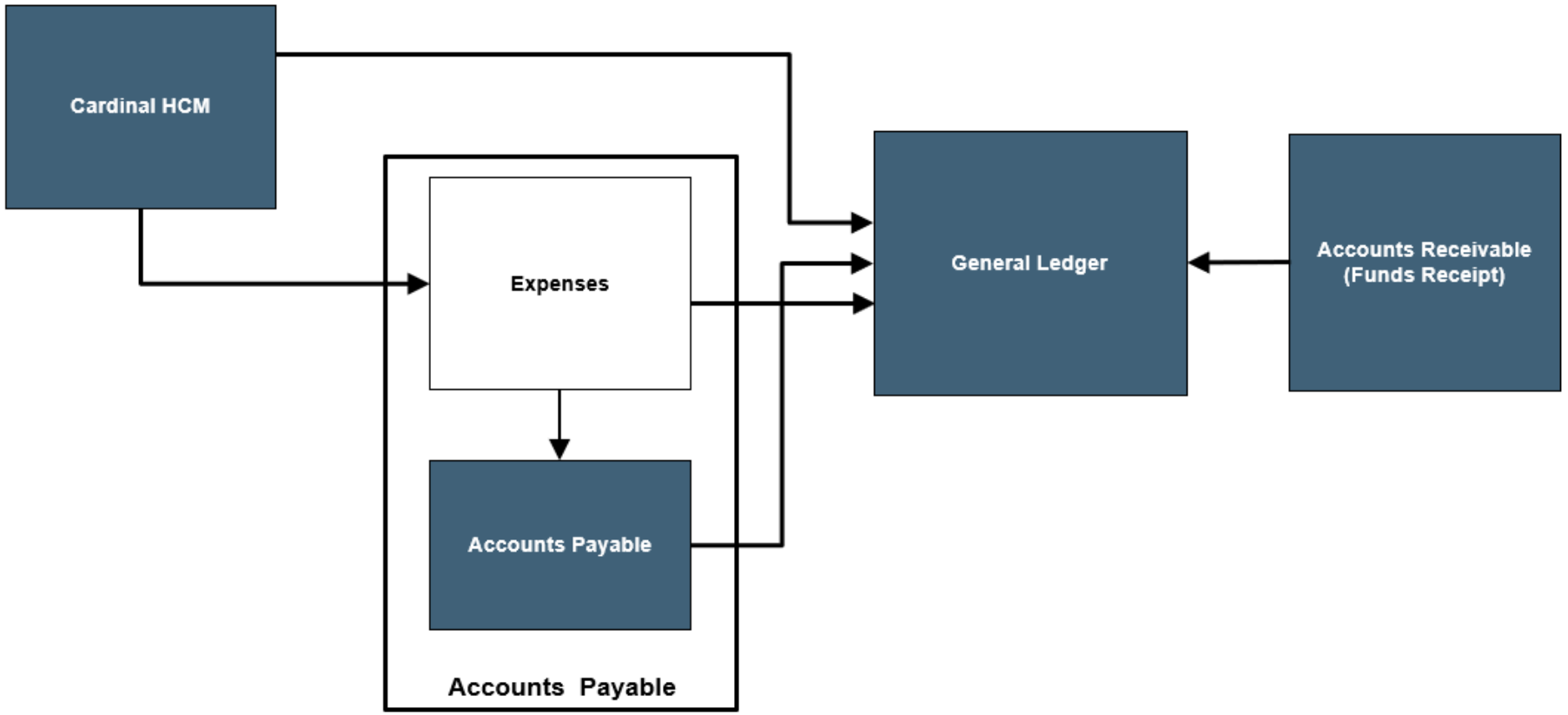
Allowed Extensions on Attachments in Cardinal

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.

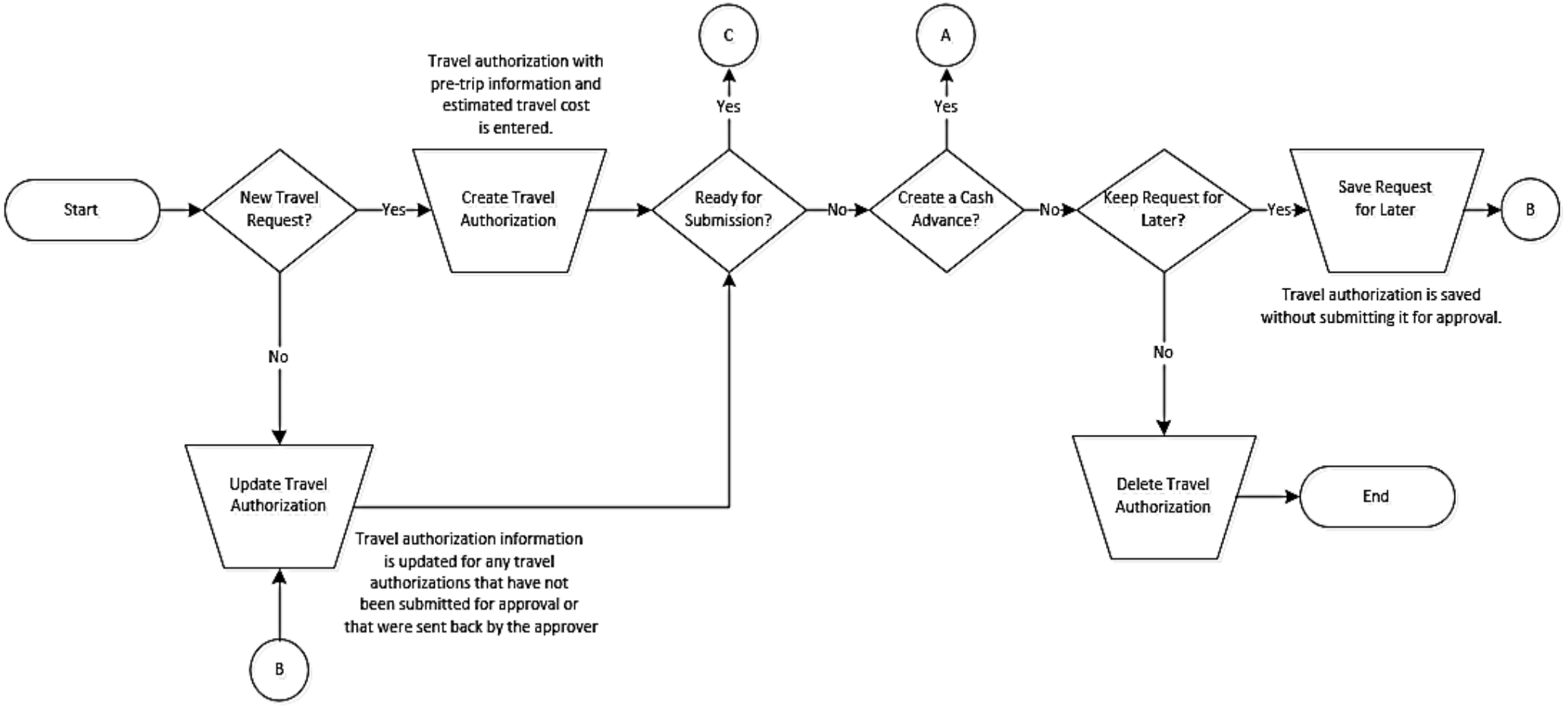
Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML

Integration with Accounts Receivable

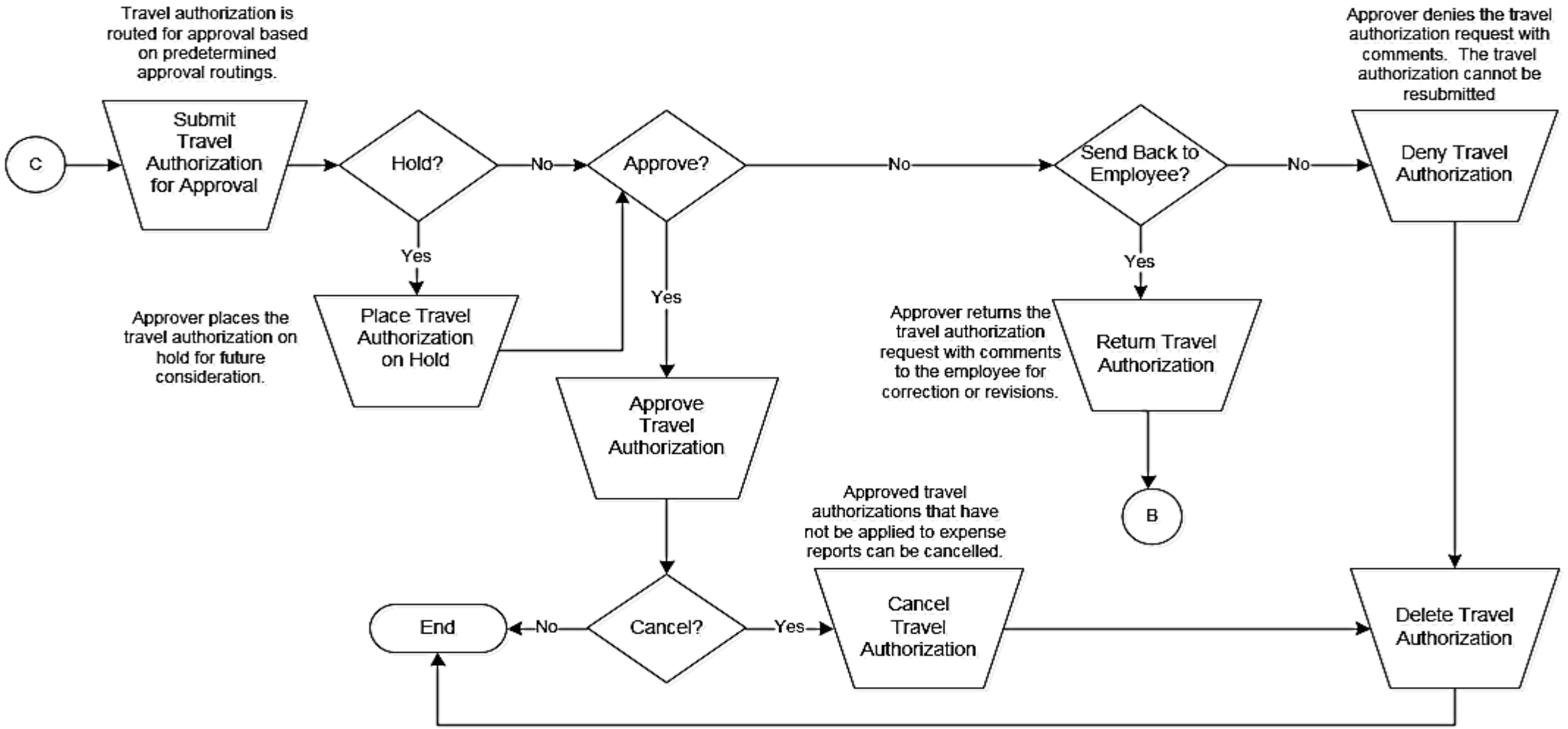
If money is owed for an outstanding Cash Advance after submitting an Expense Report, Accounts Receivable processes repayment once it is received.



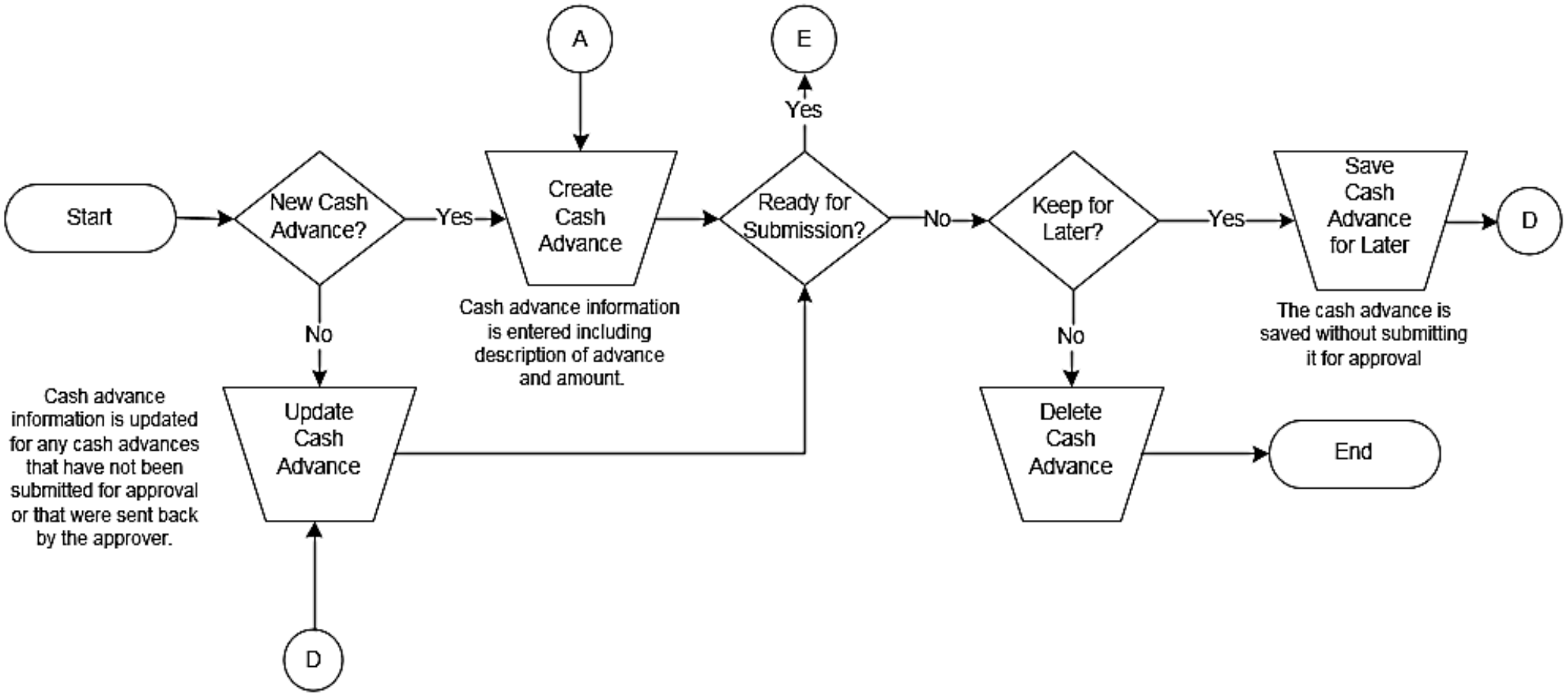
Travel Authorization Process



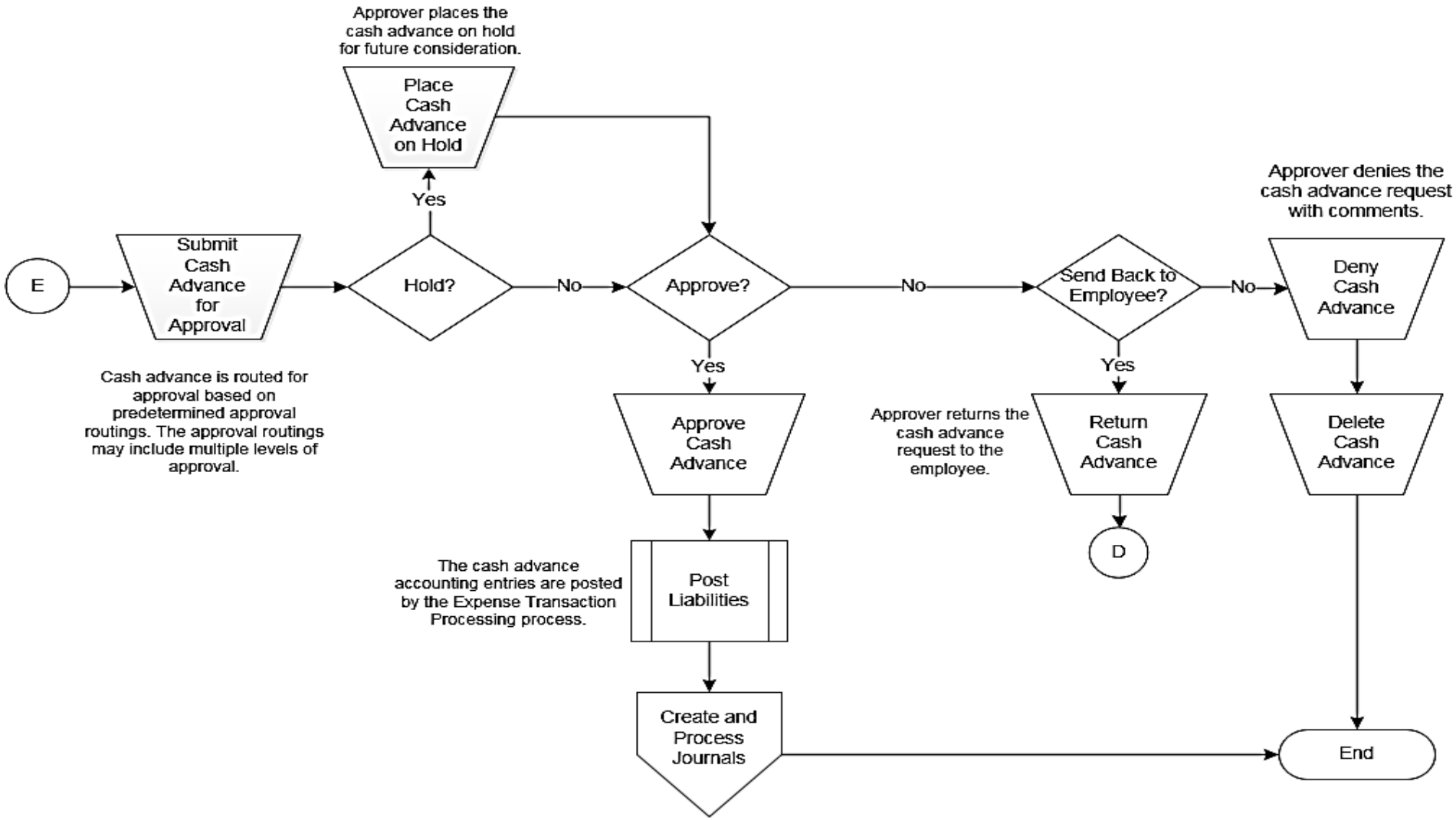
Travel Authorization Process (continued)



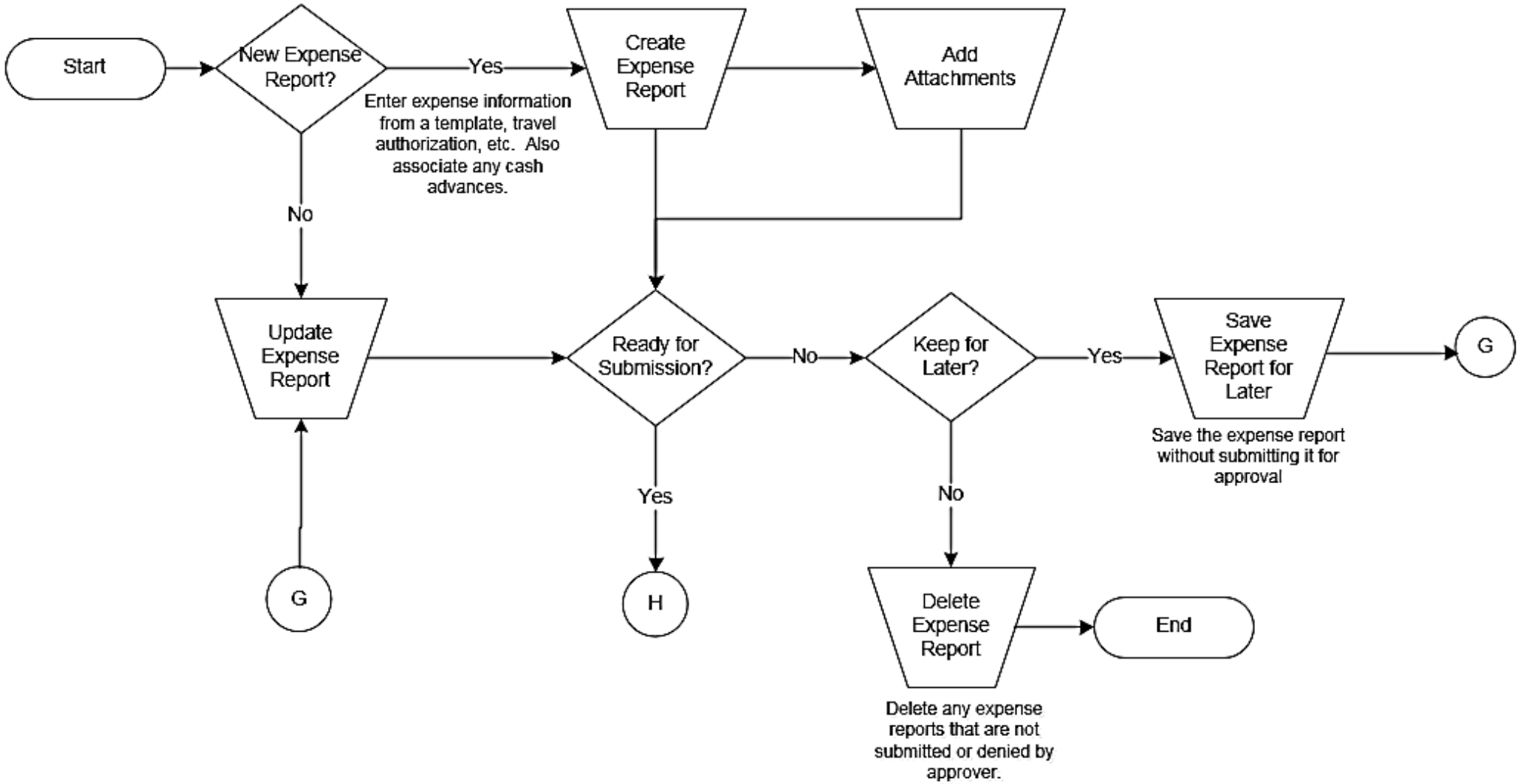
Cash Advance Process



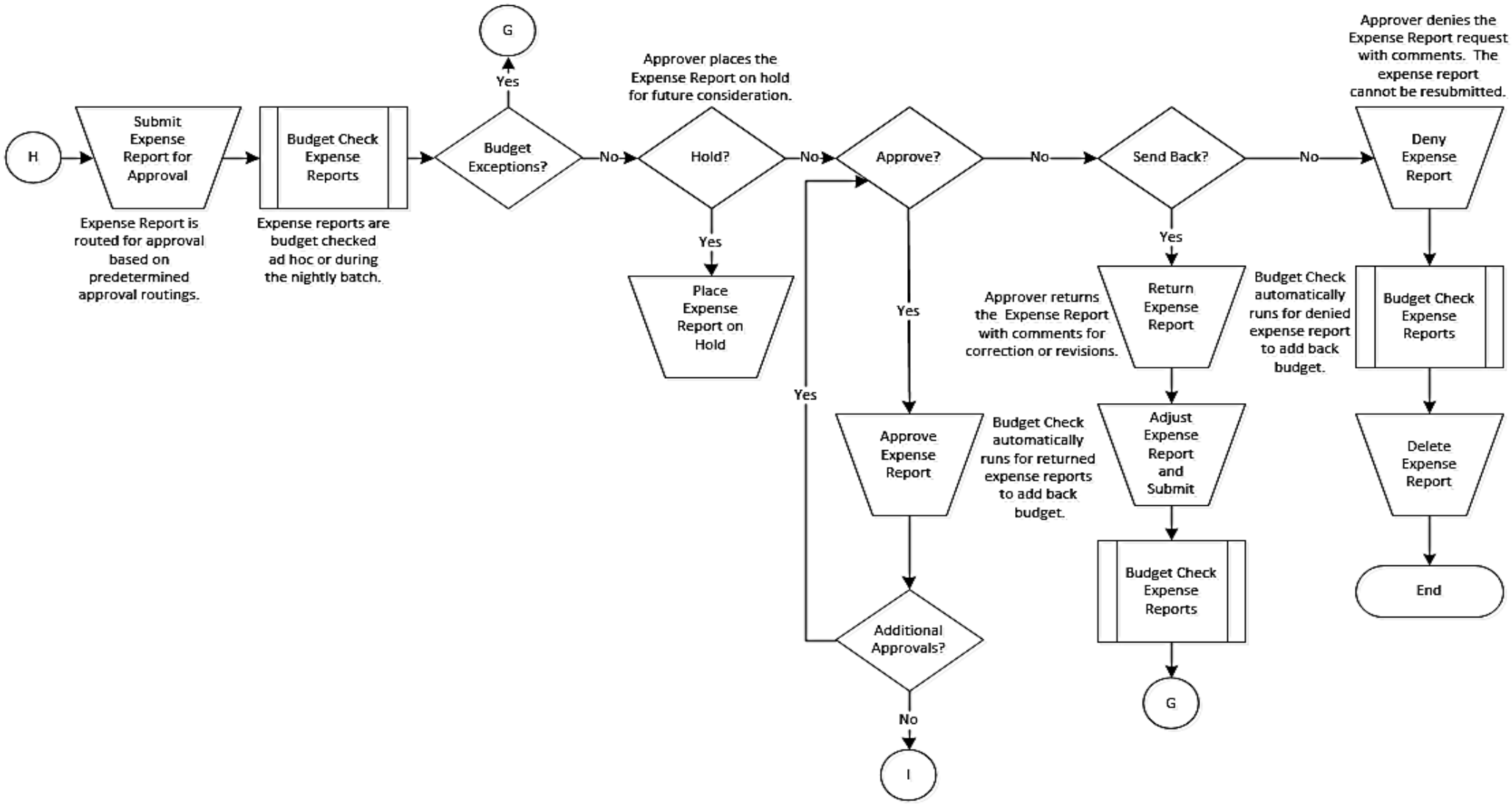
Cash Advance Process (continued)



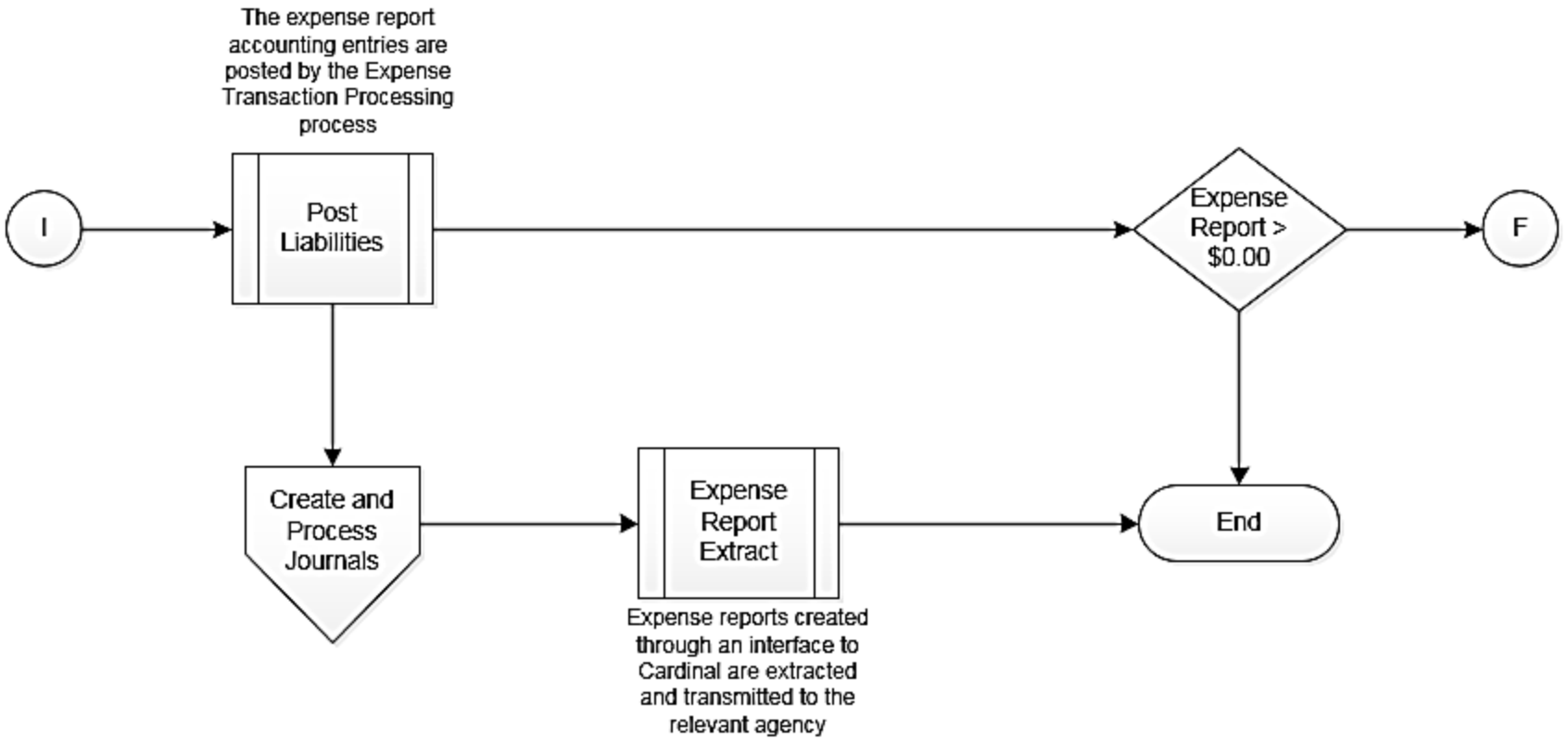
Expense Report Process



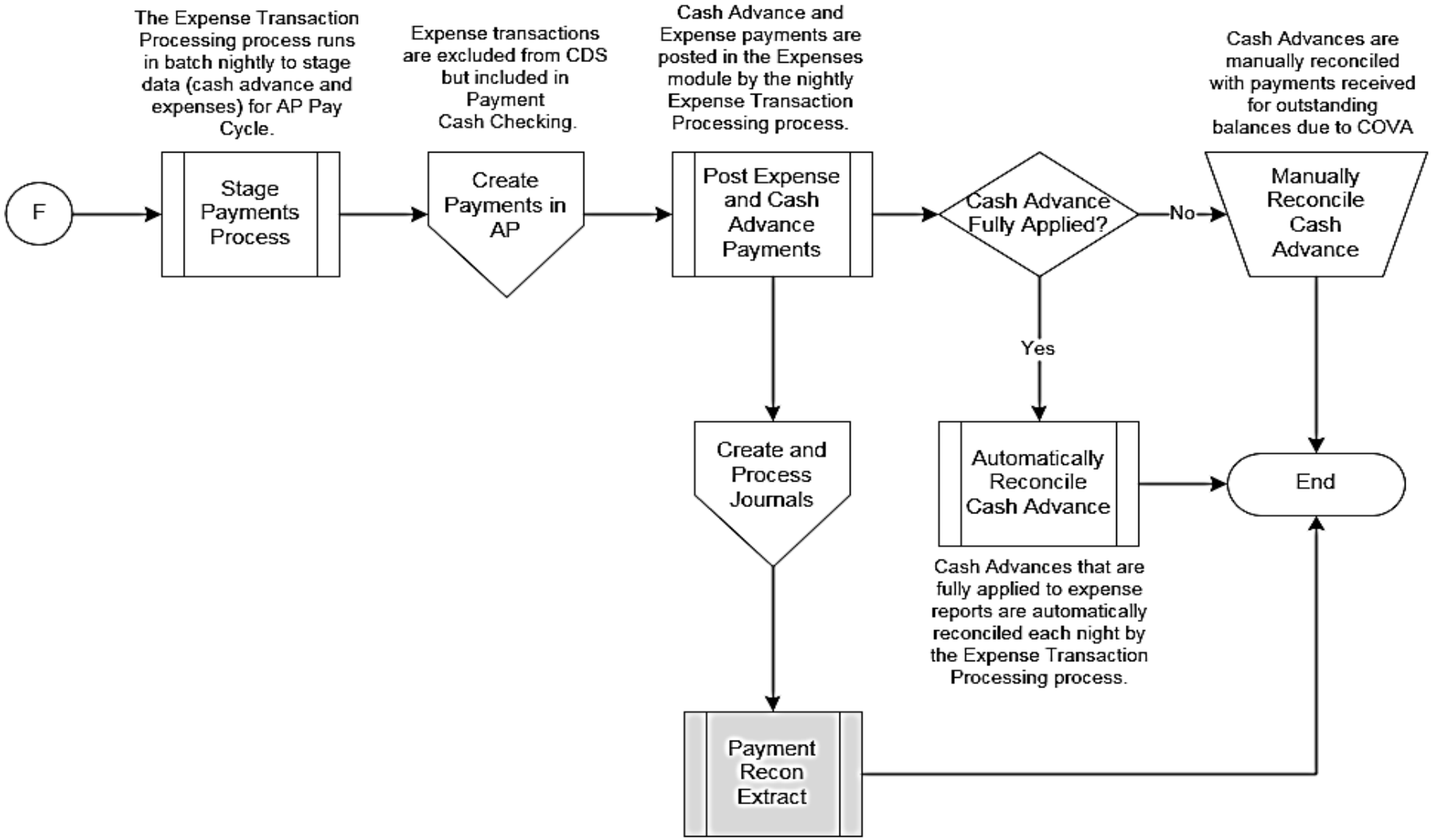
Expense Report Process (continued)



Expense Report Process (continued.)



Payment Process



Flowchart Key

