Creating and Managing Expense Reports Overview

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

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

If updates are required to the Employee Profile, they can be made by the employee(s) with the Employee Profile Sync Maintenance (V_AP_COVA_EMP_PRFL_SYNC_MAINT) or Travel Expense Sync Processor (V_AP_TE_SYNC_PROCESSOR) roles.

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

For details regarding the changes that can be made on an Employee Profile, see the Job Aid titled **AP316 Updating an Employee Expense Profile**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Expense users must be set up as a Proxy to enter, update, and view expense transactions for themselves or other employees. A Proxy is not a security role and does not require a security form. Work with the Agency employee(s) with the Expenses Processor (V_AP_EXPENSES_PROCESSOR) role or VDOT Proxy (V_AP_EXPENSE_AUTHORIZE_PROXY) role to add and remove a Proxy as applicable. See the Job Aid titled **AP315A Authorizing a Proxy for an Employee** for details on adding a Proxy. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

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

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

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

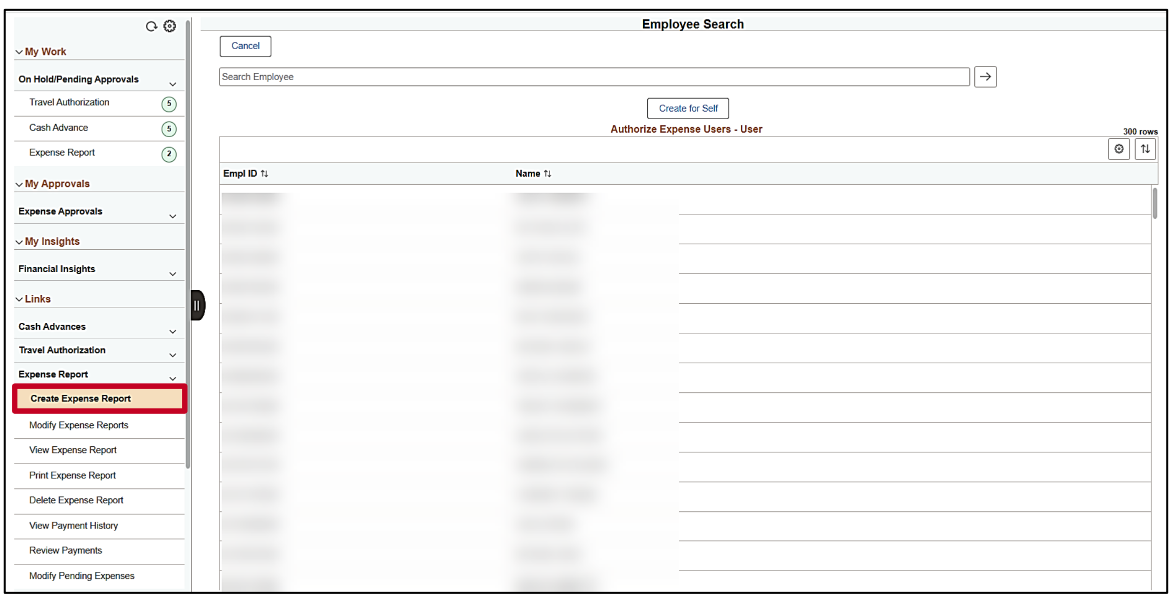
Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History

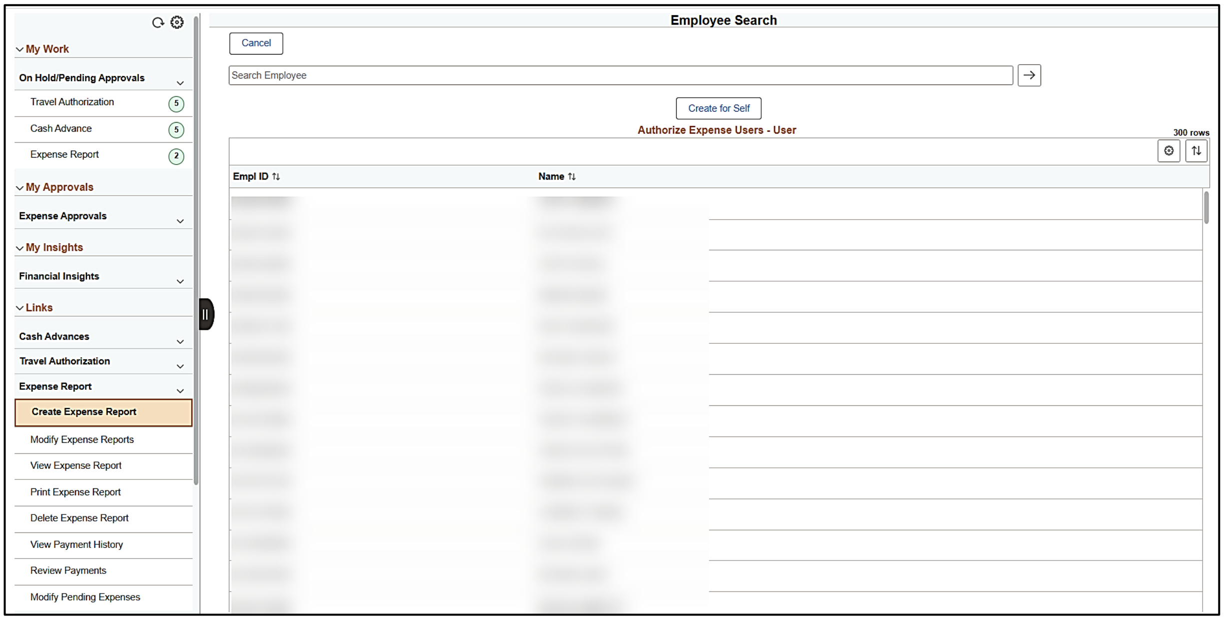
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
1/27/2025	Baseline.

Creating and Submitting an Expense Report

Step	Action
1.	Navigate to the **Create Expense Report** page by clicking the **EX WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Expense Report > Create Expense Report** 
	Users can also access the **Create Expense Report** page using the following navigation path: **Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create Expense Reports**

Step	Action

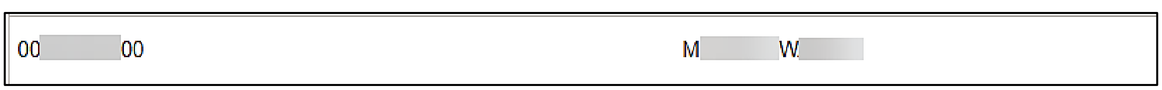
The **Employee Search** page displays.



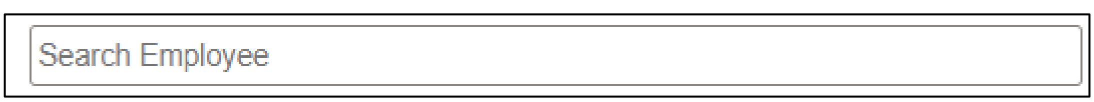
This page only displays if the user is a Proxy for multiple employees. If the user is only a Proxy for themselves, this page will not display and Cardinal will take them directly to the **Expense Report** page.

- If the user is creating their own Expense Report and is also a Proxy for others, click the **Create for Self** button and proceed to **Step 3**.

- If the Expense Report is being created for another employee, click the applicable name from the list on the **Employee Search** page.

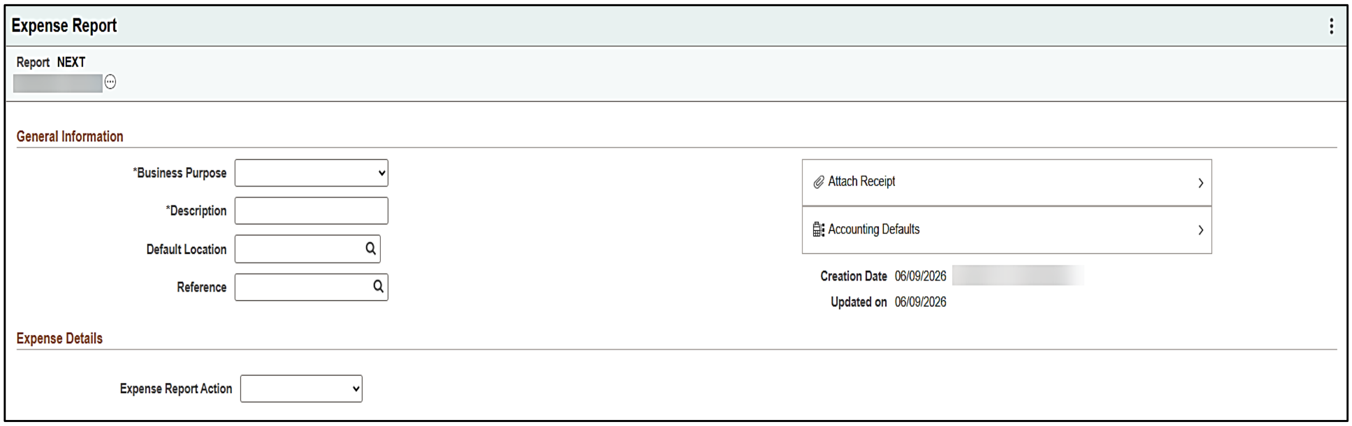
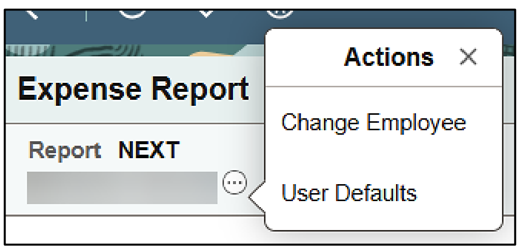


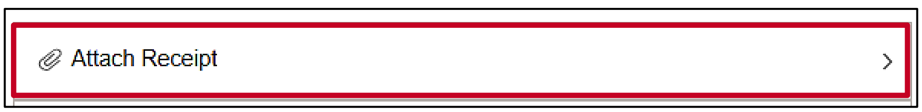
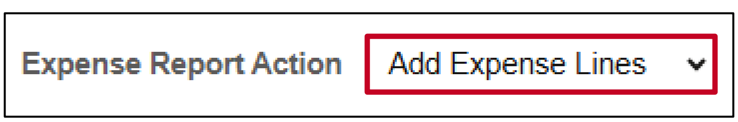
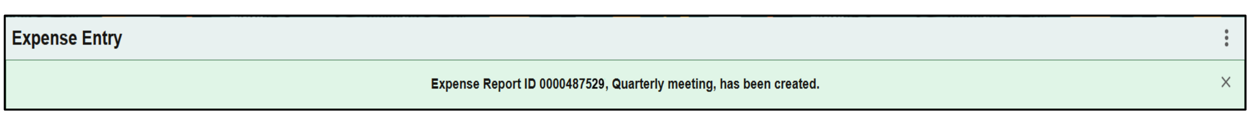
Users can also enter a specific name or employee ID in the **Search Employee** field.



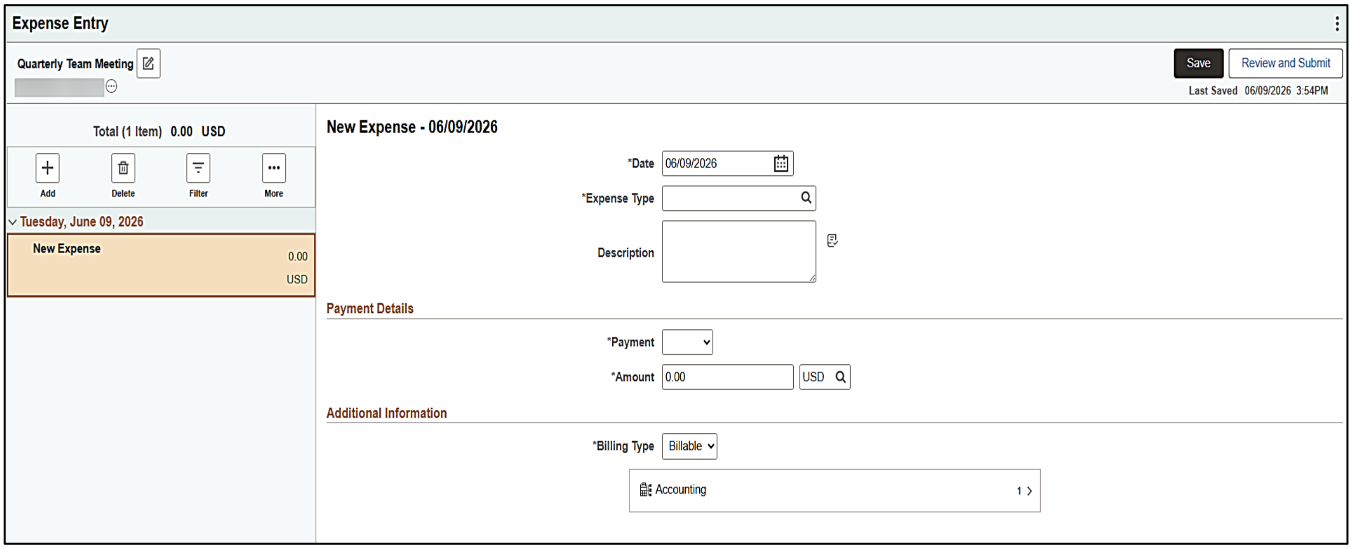
For this scenario, the employee is selected from the list.

3. Click the applicable name on the **Employee Search** page.

Step	Action
	The **Expense Report** page displays for the employee. 
	If the incorrect employee was selected, click the **Related Action** button next to the employee's name and the **Actions** menu displays. Select the **Change Employee** option to select a different employee. 
4.	Click the **Business Purpose** dropdown button and select the applicable option. 
5.	Enter a description in the **Description** field. 
	This field has a limit of 30 characters.
6.	Enter or select the location for the expense in the **Default Location** field. 

Step	Action
	While this is not a required field, it is recommended to complete as it populates on expense lines that require location. If the location is not listed, select the **In State Standard** or **Out of State Standard** option as applicable.
	The **Reference** field is a 10-character optional field where additional information can be entered. Follow Agency guidelines regarding the use of this field. 
7.	Click the **Attach Receipt** button to add documents/receipts as applicable. **Note**: Users can add up to ten (10) attachments at one time. 
	See the **Appendix** section of this Job Aid for a list of allowed extensions that can be used as attachments in Cardinal.
	If the Expense Report needs to be charged to a distribution that differs from what is set up on the **Employee Profile** page, it can only be done on this page (General Information) by clicking the **Accounting Defaults** button to make updates as needed. See the [Updating the Default Accounting ChartFields for an Expense Report] section of this Job Aid for details on this process.
8.	Click the **Expense Report Action** drop-down button and select "Add Expense Lines". 
	The **Expense Report ID** number displays in the Header for several seconds, as the **Expense Entry** page displays. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Expense Entry page displays.


</td></tr>
<tr><td>9.</td><td>Enter or update the Date field.

Note: This fields defaults with the current date.


</td></tr>
<tr><td>10.</td><td>Select the Expense Type using the Expense Type Look up icon.

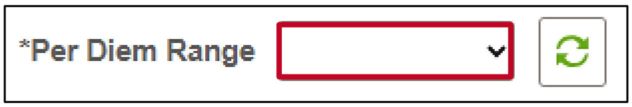

</td></tr>
<tr><td></td><td>For a list of the expense types, see the Job Aid titled AP315A Expense Type Coding – Online Agency. This Job Aid is located on the Cardinal Website in Job Aids under Learning.

It provides the following:

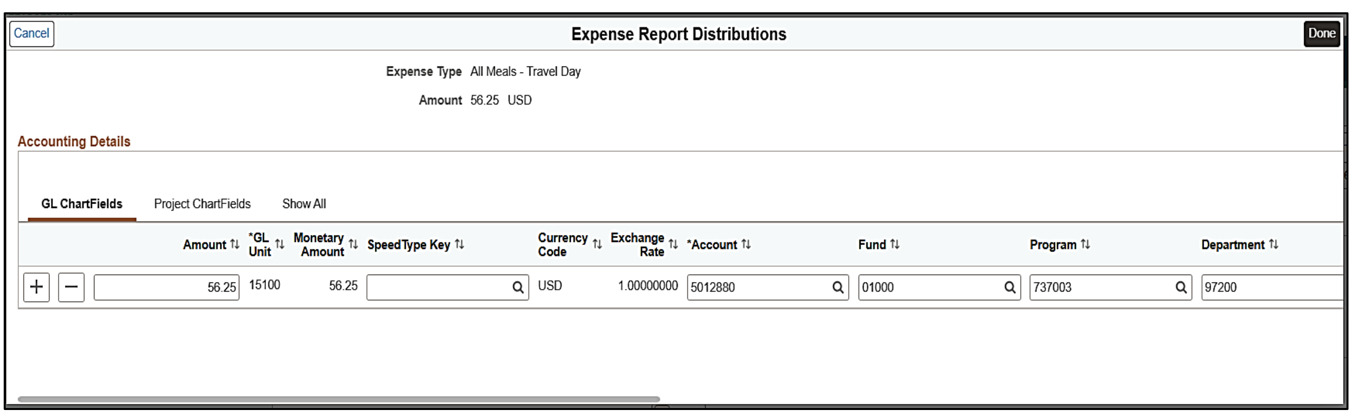
- A listing of the expense types configured in Cardinal
- Description of each expense type
- Additional required fields that display for each expense type
- The Default Account code for the expense type

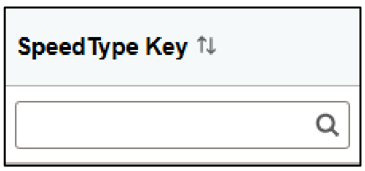
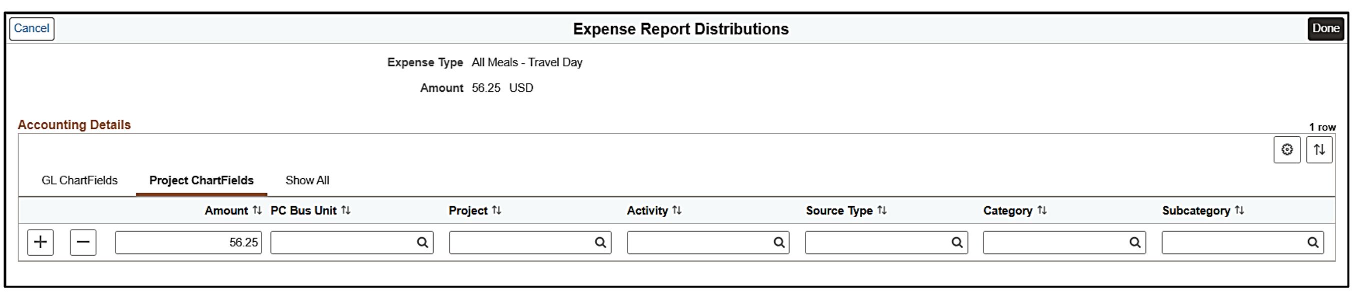
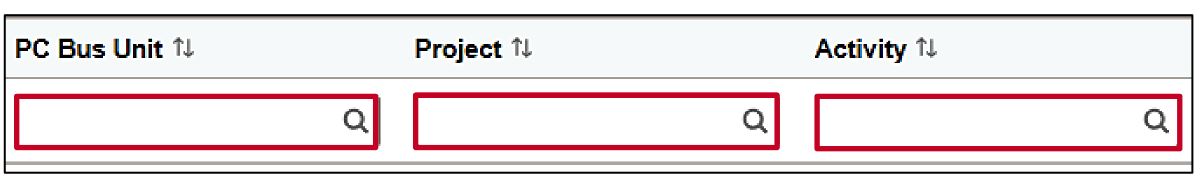
Once the Expense Type is selected, the required fields display on the expense line as applicable.</td></tr>
</table>

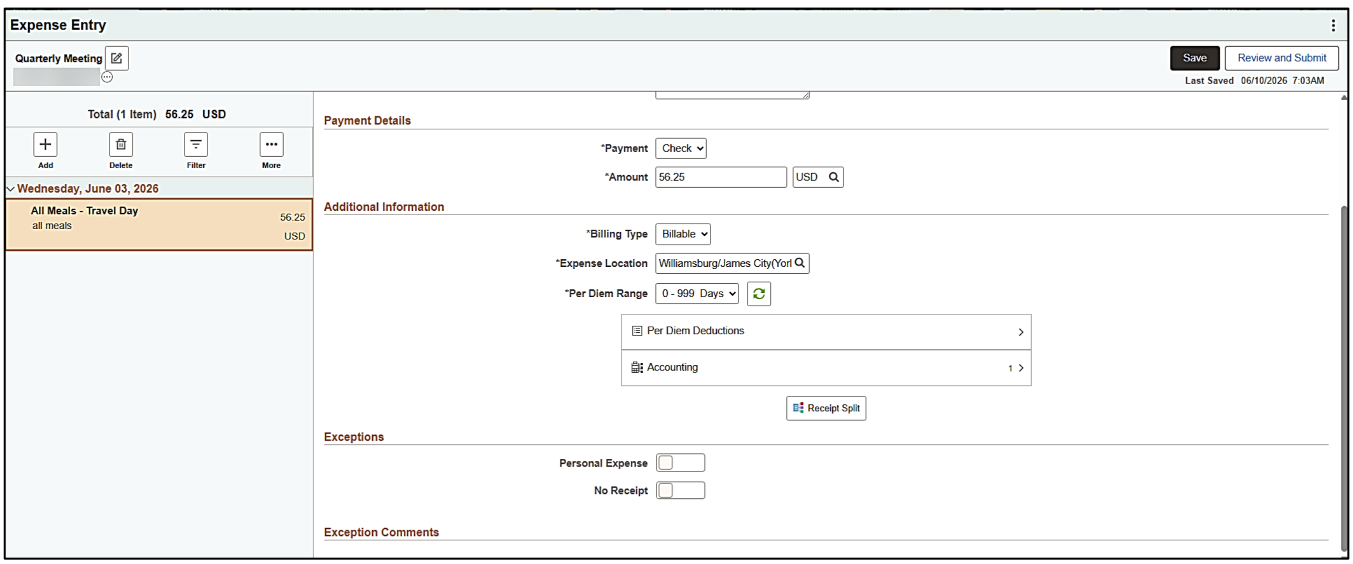
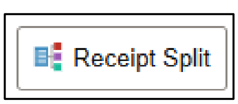
Step	Action
11.	Enter a description for the expense in the **Description** field. Description
	This field holds a maximum of 254 characters including spaces.
12.	Click the **Payment drop-down** button and select "Check". If this field defaults, proceed to the next Step. *Payment
	"Check" is the only option for this field.
13.	Enter the amount for the expense in the **Amount** field if applicable. *Amount 0.00 USD
	Depending on the Expense Type selected, this field may not require entry as a configured value populates automatically. For meals or per diem incidentals, the value in this field auto populates if the **Per Diem Range** field value defaults.
	The **Billing Type** field defaults as "Billable" and cannot be changed. *Billing Type Billable
14.	Enter, select, or update the location for the expense in the **Expense Location** field if it does not default or if the default value needs to be changed. For this scenario "Williamsburg". If the selected Expense Type does not require an Expense Location, proceed to the next step. *Expense Location Williamsburg/James City(Yorl

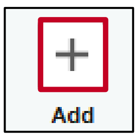
Step	Action
	The **Location** field is required and defaults to the value that was selected in the **Default Location** field in the **General Information** section if it was entered. If a different location is required for the expense, update as applicable. If the location is not listed, select the **In State Standard** or **Out of State Standard** option as applicable.
15.	Click the **Per Diem Range** dropdown button and select "0-999" if this value does not default. **Note**: For this scenario, the **Per Diem Range** fields displays because of the expense type selected. This field does not display for all expense types. 
	By selecting the Per Diem Range, this populates the **Amount** field when entering expense types for meals and per diem incidentals. "0-999" is the only option available to select for this field.
	The **Per Diem Deductions** is not used in Cardinal. 
16.	Click the **Accounting** button to view and make updates to the accounting distribution for the expense if applicable. If there is no need to view and/or update the distribution, proceed to **Step 20**. 

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

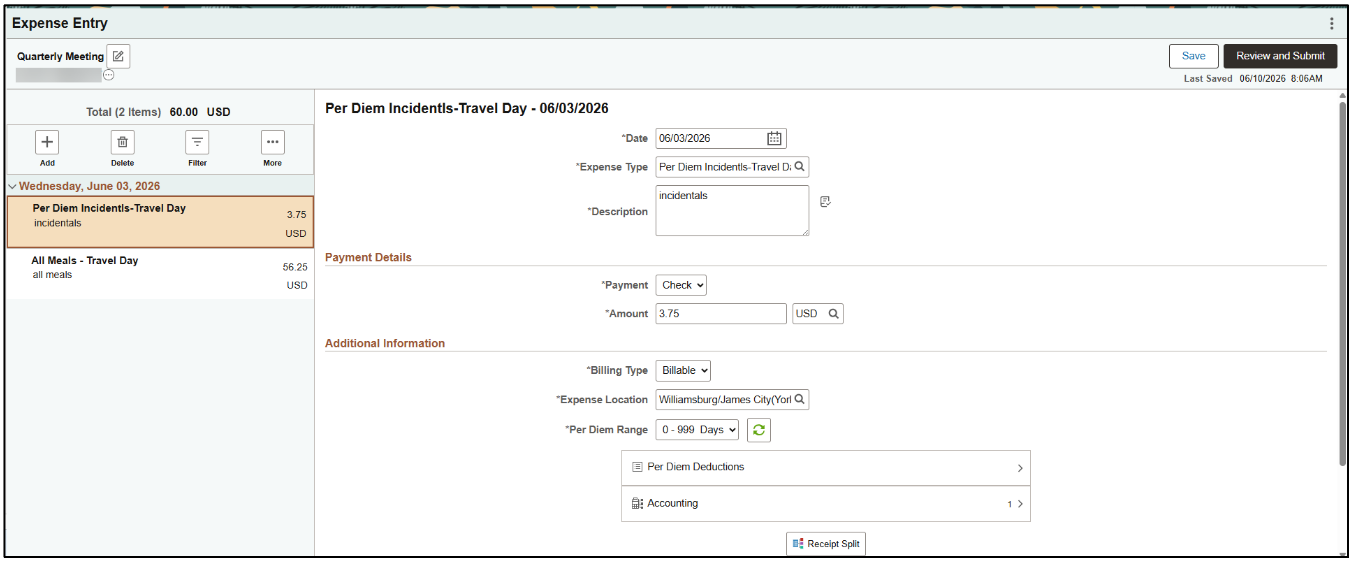


Step	Action
	The **Accounting Details** auto populate: • The **Account** field is populated based on the expense type • The remaining fields are populated based on the values set up on the employee's **Employee Profile** page
	SpeedTypes can be used to auto-populate ChartFields when the default accounting distribution needs to be updated. To use a SpeedType, enter or select it from the **SpeedType Key** field. Once the **SpeedType Key** field is populated, additional ChartFields may be needed to complete the distribution as applicable. To see SpeedTypes that have been set up at the user's Agency, run the **FIN0007_SPEEDTYPES** query. 
17.	Click the **Project ChartFields** tab to enter distribution information if the expense is being charged to a project. If the expense is not being charged to a project, go to **Step 20**. 
	The **Project ChartFields** page displays. 
18.	Complete the **PC Bus Unit**, **Project**, and **Activity** fields. 

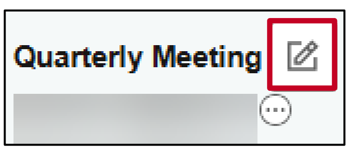
Step	Action
i	The **PC Bus Unit** field must be completed first to enable projects for the Business Unit. All three fields (**PC Bus Unit**, **Project**, and **Activity**) must be completed when charging to a project.
19.	Click the **Done** button. 
i	If the accounting distribution for the entire Expense Report needs to be updated, see the [Updating the Default Accounting ChartFields for an Expense Report]() section of this Job Aid for details.
The **Expense Entry** page redisplays. 	
i	The **Receipt Split** is not used in Cardinal. 
i	If the employee does not have a receipt for an expense, follow Agency guidelines regarding the use of the **No Receipt** toggle. 

Step	Action
20.	Click the **Personal Expense** toggle if the expense was prepaid or direct billed and the employee should not be reimbursed for that specific expense. Otherwise, do not change the toggle. 
	For more information about non-reimbursable expenses, see the Job Aid titled **AP315A Entering Non-Reimbursable Expenses**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
21.	Click the **Add Expense** button on the left side of the **Expense Entry** page to add an additional expense line. 
22.	Repeat **Steps 8-21** until all anticipated expenses have been entered. For this scenario, a line is added for **Per Diem Incidentls-Travel Day**. **Note**: The required fields will vary based on the expense being entered. See the Job Aid titled **AP315A Expense Type Coding – Online Agency** for details on which fields are required for each expense type. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
	If the Expense Report is ready for submission, go to **Step 32**. If the Expense Report is not ready for submission, proceed to the next step.
23.	Click the **Save** button at the top left of the page. 

Step	Action
	The **Expense Entry** page saves.



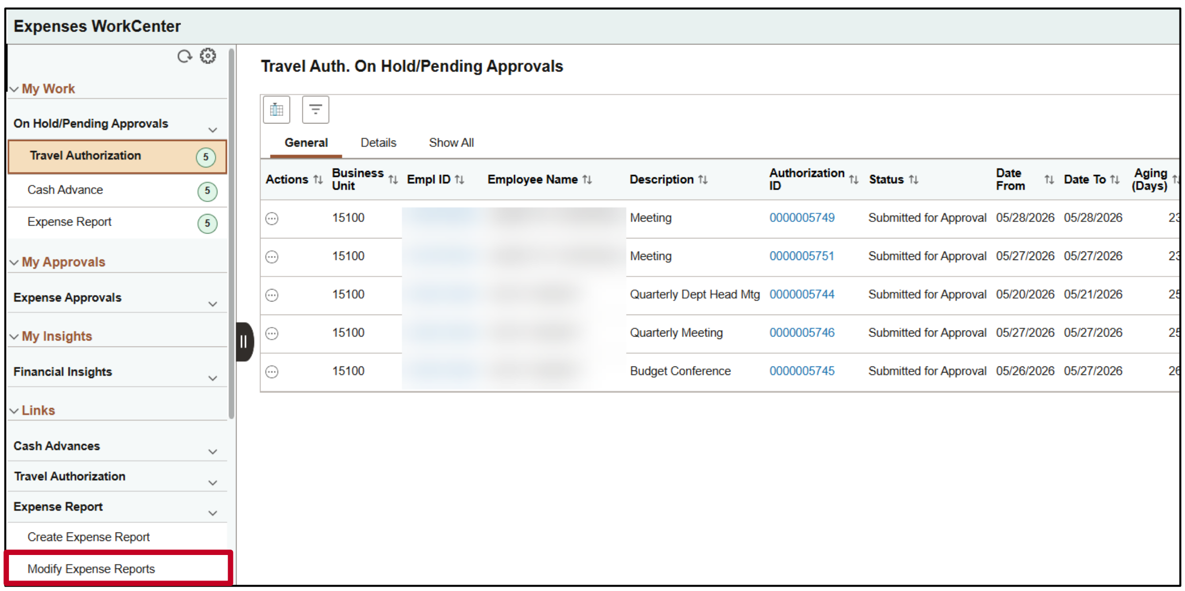
Step	Action
24.	Click the **General Information** icon to view the Expense Report number if it was not recorded upon initial entry.

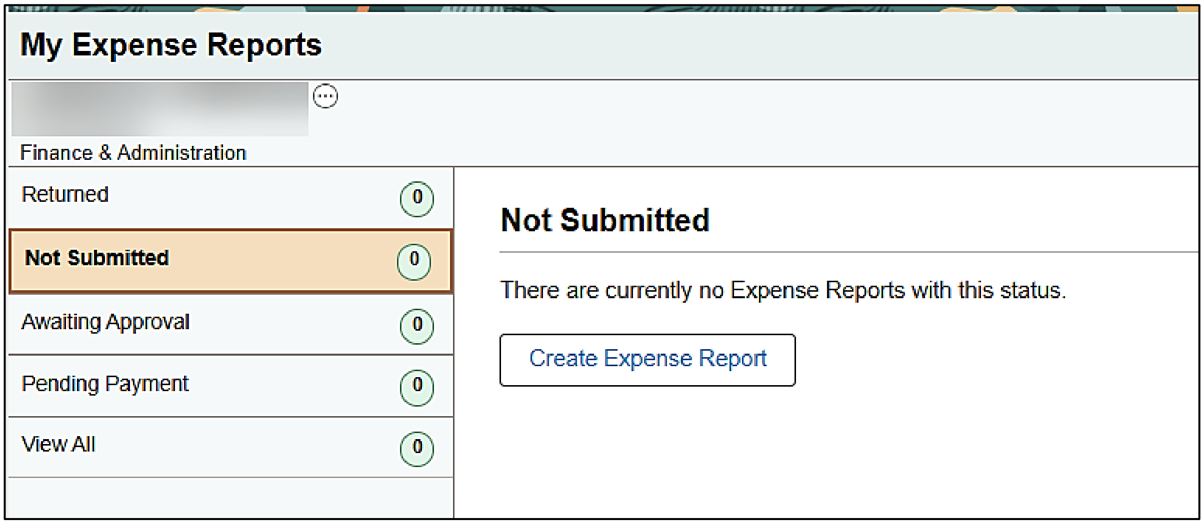
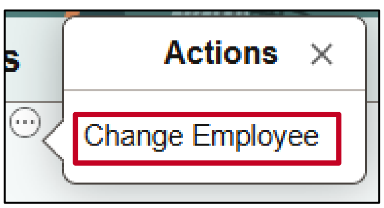
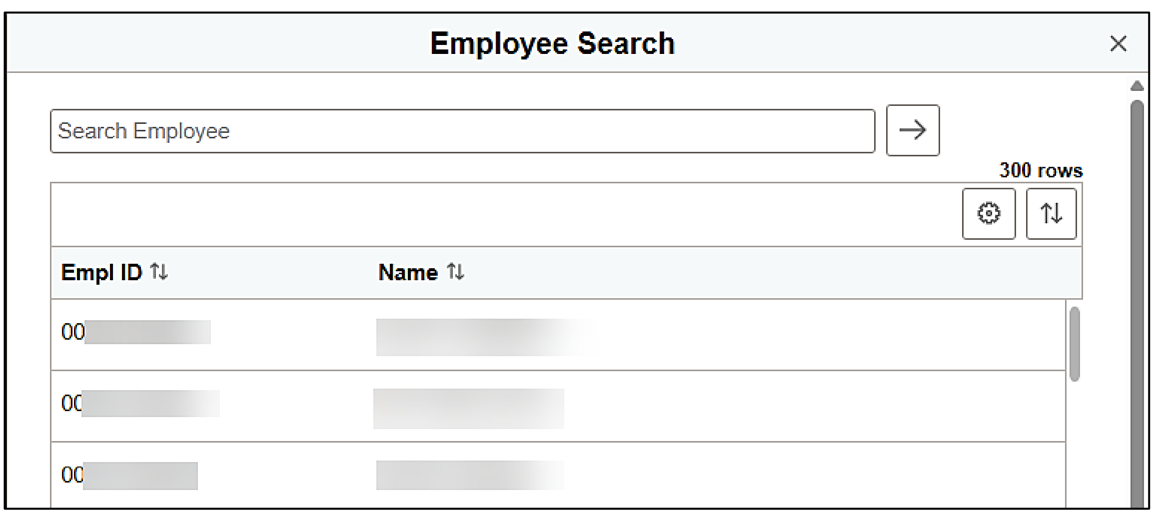


Step	Action
	The **General Information** page displays.

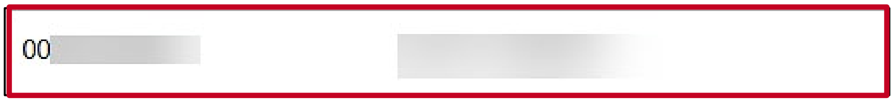
Step	Action
i	The Expense Report number and status display at the top left of the page.

Step	Action
25.	Make note of the Expense Report number as applicable.

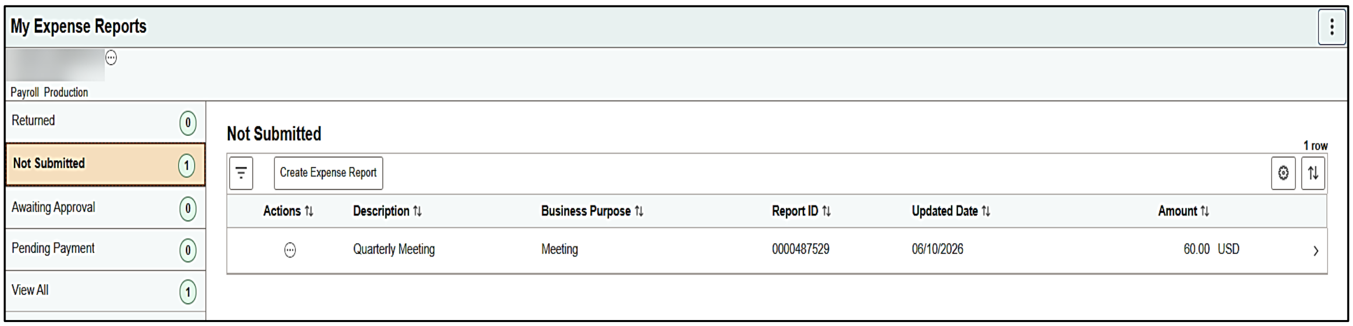
Step	Action
	To update and/or submit the Expense Report after it was saved, navigate to the **Modify Expense Reports** page.
26.	Click the **EX WorkCenter** tile on the Cardinal HCM Homepage. 
27.	Use the following navigation path in the WorkCenter: **Links > Expense Report > Modify Expense Reports** 

Step	Action
	The **My Expense Reports** page displays. 
	This page defaults based on the user’s (Expense Employee) information. For this scenario, the Expense Employee is updating for an employee for whom they are a Proxy.
28.	Click the **Related Actions** icon in the header section of the page and select **Change Employee**. 
	The **Employee Search** page displays in a pop-up window. 

Step	Action
29.	Click the applicable employee's name or use the **Search Employee** field if needed.



The **My Expense Reports** page refreshes and the displays for the applicable employee.

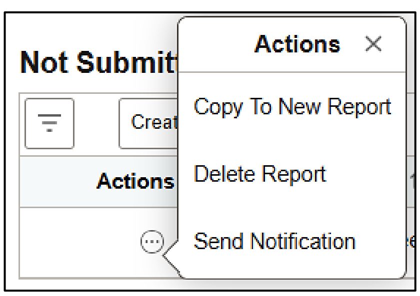


The Navigation panel displays statuses and counts for the Expense Reports for the selected employee:

- **Returned** – displays the total Expense Reports send back by the approver
- **Not Submitted** – displays the total saved Expense Reports
- **Awaiting Approval** – displays the total Expense Reports submitted and pending approval
- **Pending Payment** – displays the total of approved Expense Reports approved but not paid
- **View All** – displays the total from all statuses

Users can take additional actions from this page by clicking the **Related Actions** icon.

For this scenario, the report will be submitted.

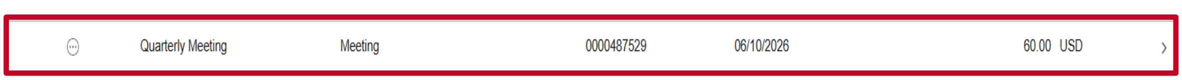


Copy To New Report – Select this option to copy the entire Expense Report into a new Expense Report.

Delete Report – Select this option to Delete the Expense Report. See the Job Aid **AP315A Updating, Deleting, and Withdrawing Expense Transactions** for details.

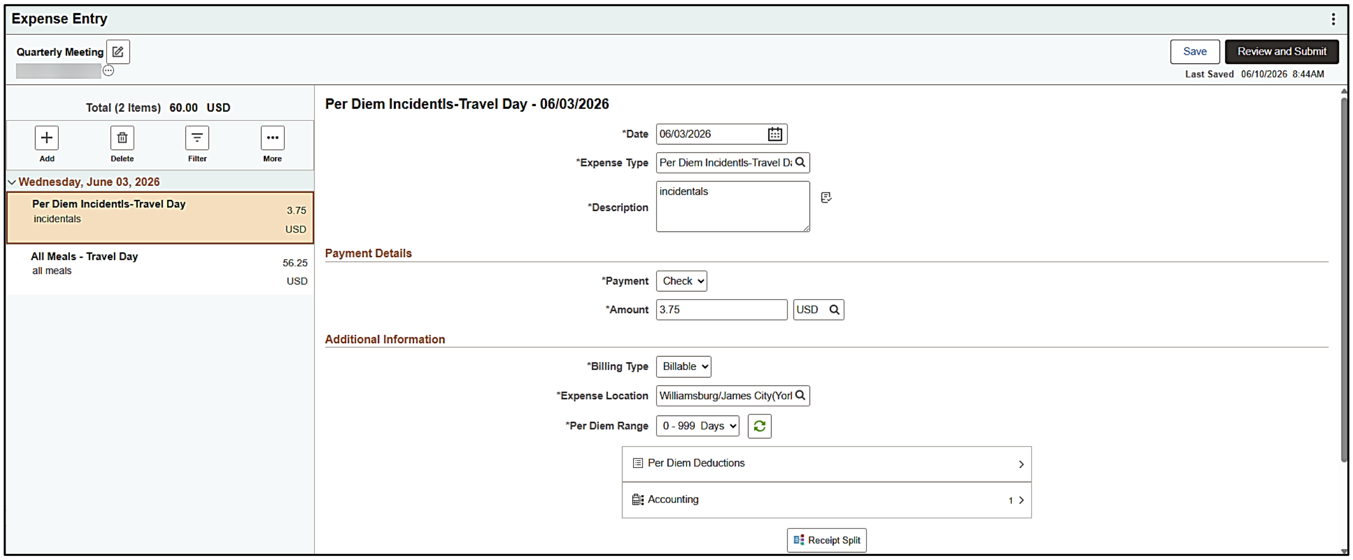
Send Notification – Select this option to send an email notification for the Expense Report.

Step	Action
30.	Click the line for the desired Expense Report in the **Transaction** panel that needs to be updated/modified.

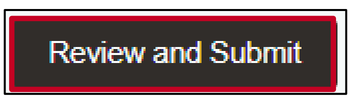


Step	Action

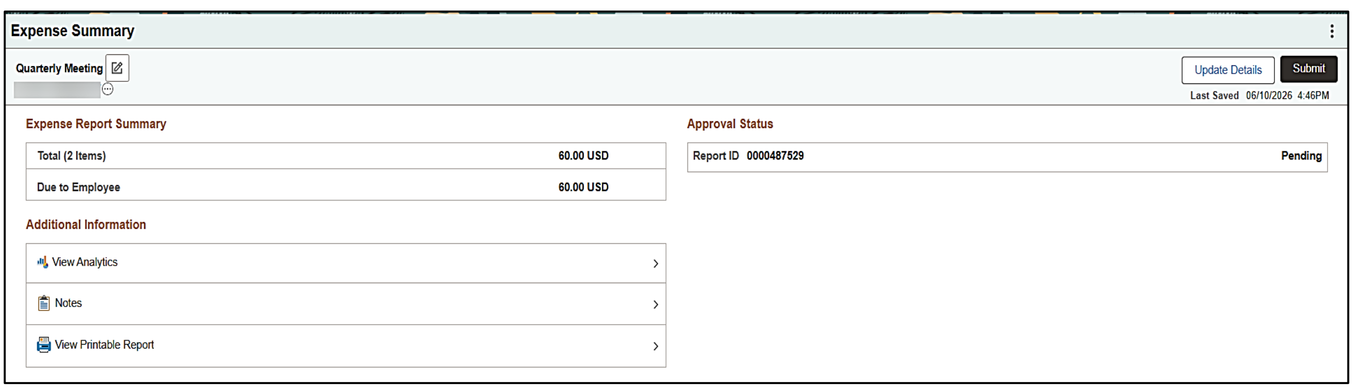
The **Expense Entry** page displays.

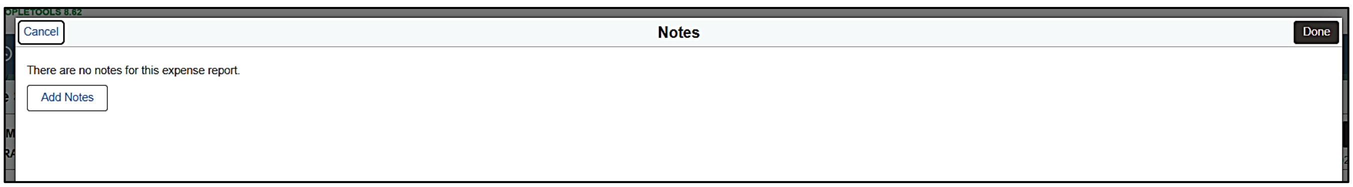
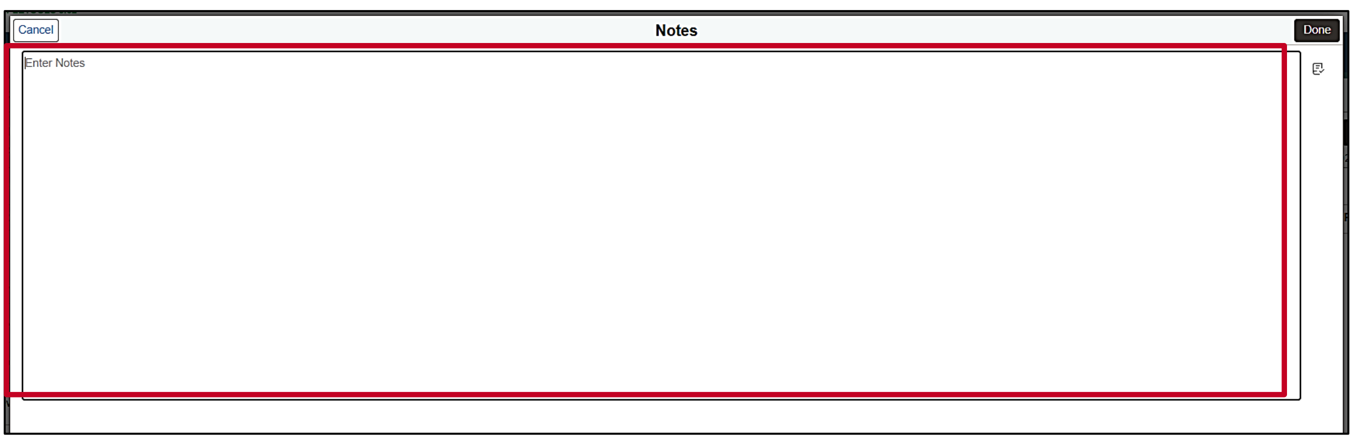


Step	Action
31.	Make any applicable updates or additions to the Expense Report. For this scenario, no additional lines or edits are required.
32.	Click the **Review and Submit** button.



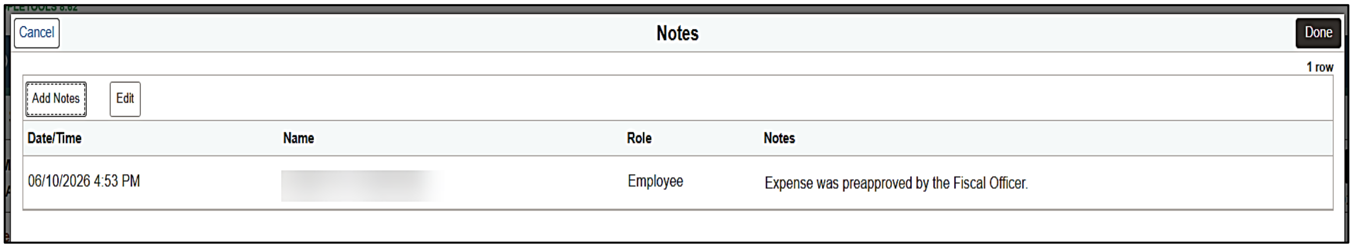
The **Expense Summary** page displays.



Step	Action
33.	Click the **Notes** icon to add an internal note to the Expense Report. If a note is not needed, go to **Step 38**. 
The **Notes** page displays in a pop-up window. 	
34.	Click the **Add Notes** button. 
The **Enter Notes** field displays. 	
35.	Enter applicable notes.
36.	Click the **Done** button. 

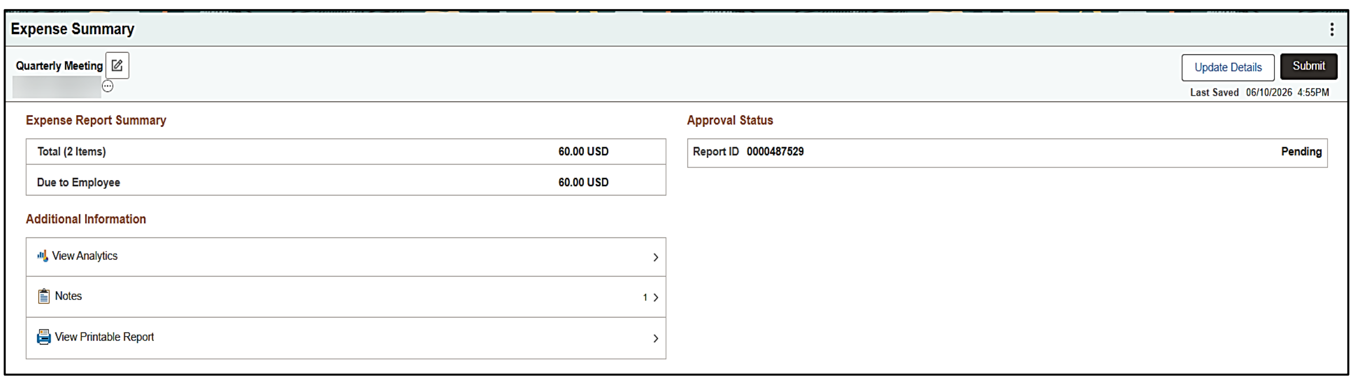
Step	Action

The page refreshes.



ℹ	Cardinal automatically applies a **Date/Time** stamp on the note, adds the name of the user that entered the note and displays the note in **Notes** column.
37.	Click the **Done** button.

The **Expense Summary** page re-displays with the **Notes** field count of “1”.



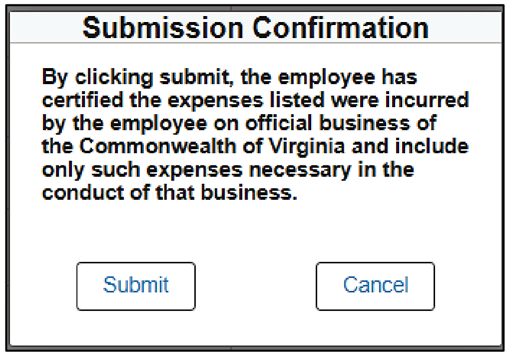
ℹ The **View Analytics** button displays a View Analytics page where the user can view a Summary of the Expense Report in the following ways:

- Date/Type
- Department
- Project/Activity

The **View Printable Report** button opens a new window with a printable version of the Expense Report.

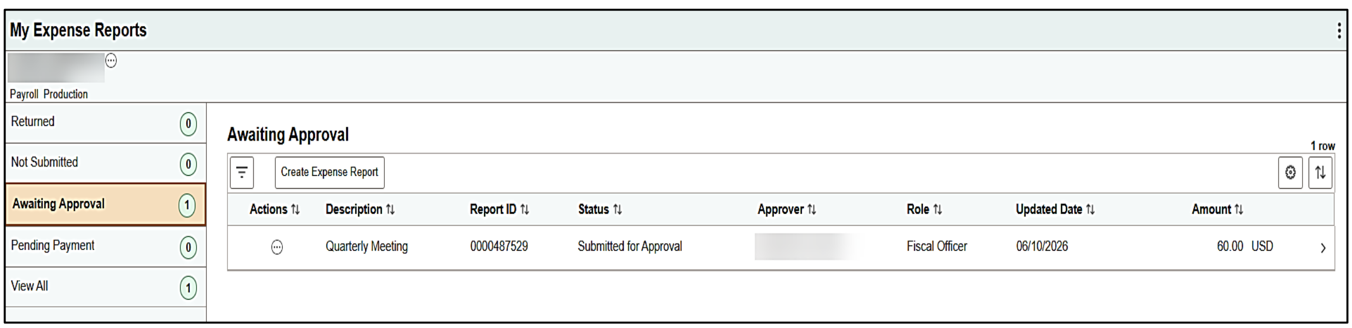
38.	Click the **Submit** button.

Step	Action
	The **Submission Confirmation** message displays in a pop-up window.



Step	Action
39.	Click the **Submit** button.

Step	Action
	The **My Expense Reports Awaiting Approval** page displays.

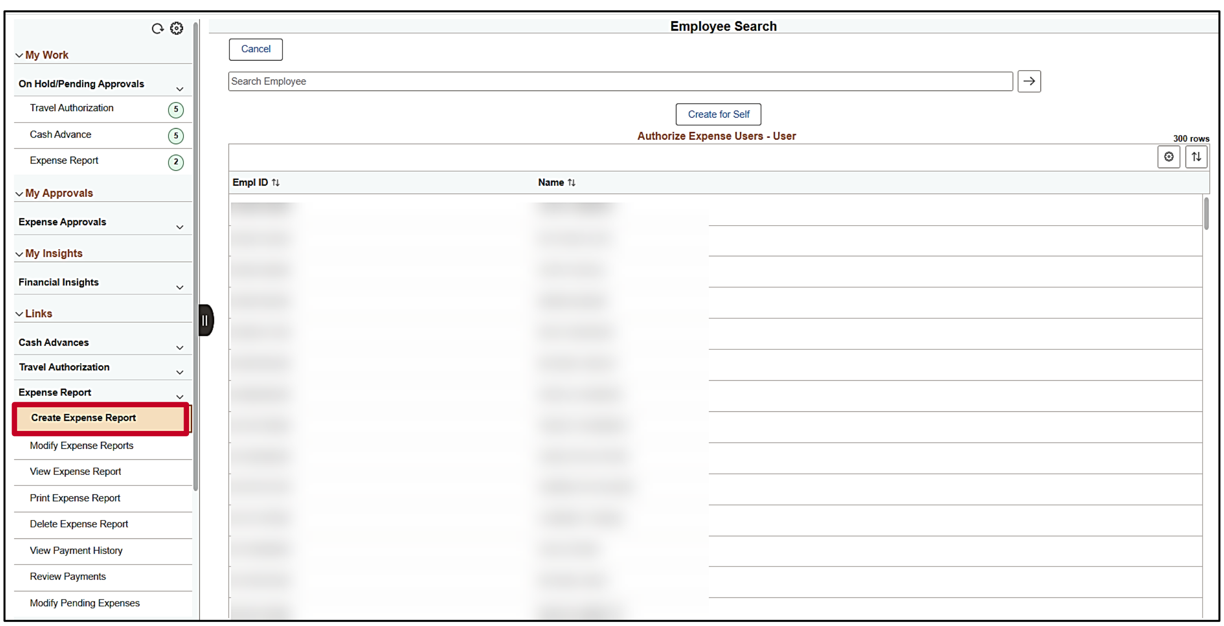


ℹ	The Expense Report status is “Submitted for Approval” and the **Awaiting Approval** field updates as applicable. An Expense Report can also be created from this page by clicking the **Create Expense Report** button.

Copying Expense Lines when Creating an Expense Report

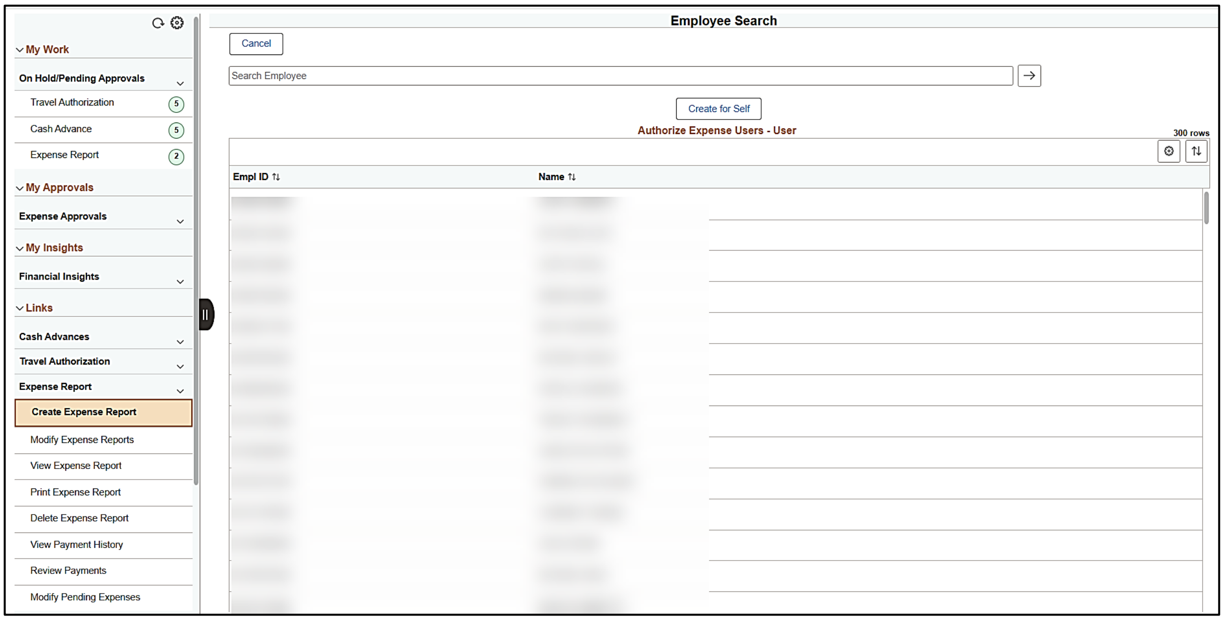
Copying expense lines can help increase both accuracy and efficiency when an expense is incurred for more than one day. This section of the Job Aid focuses on how to use the **Copy Expense Lines** feature.

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

Step	Action
1.	Navigate to the **Create Expense Report** page by clicking the **EX WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Expense Report > Create Expense Report** 

Step	Action
ℹ	Users can also access the **Create Expense Reports** page using the following navigation path: **Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create Expense Reports**

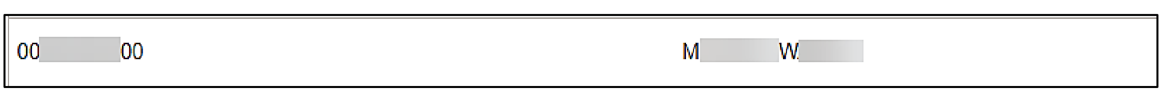
The **Employee Search** page displays.



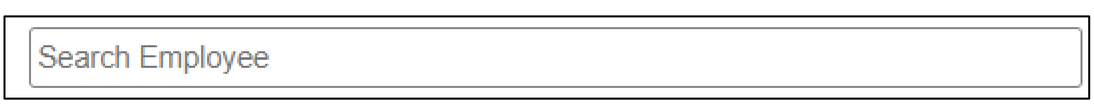
ℹ This page only displays if the user is a Proxy for multiple employees. If the user is only a Proxy for themselves, this page will not display and Cardinal will take them directly to the **Expense Report** page.

- If the user is creating their own Expense Report and is also a Proxy for others, click the **Create for Self** button and proceed to **Step 3**.

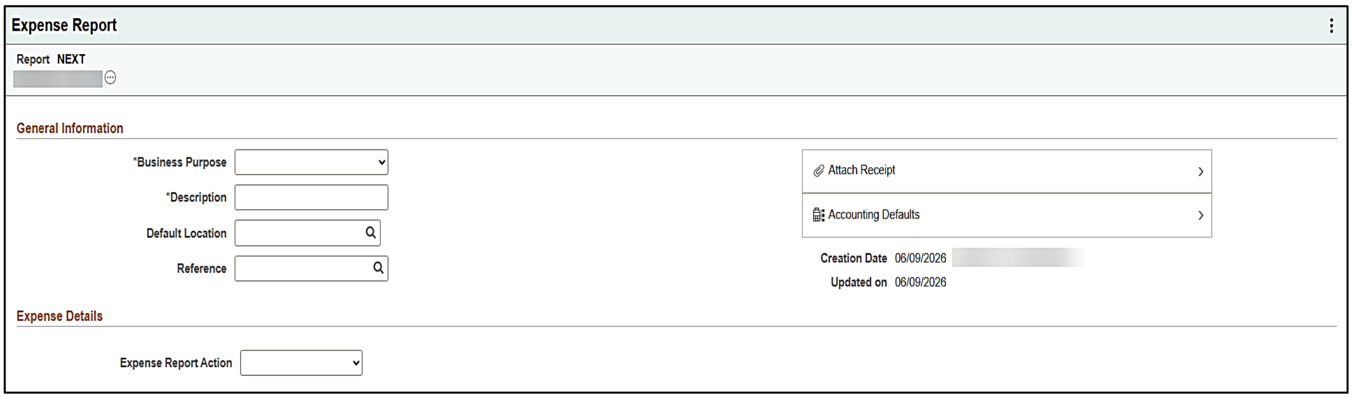
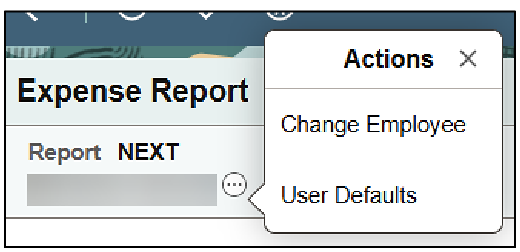
- If the Expense Report is being created for another employee, click the applicable name from the list on the **Employee Search** page.

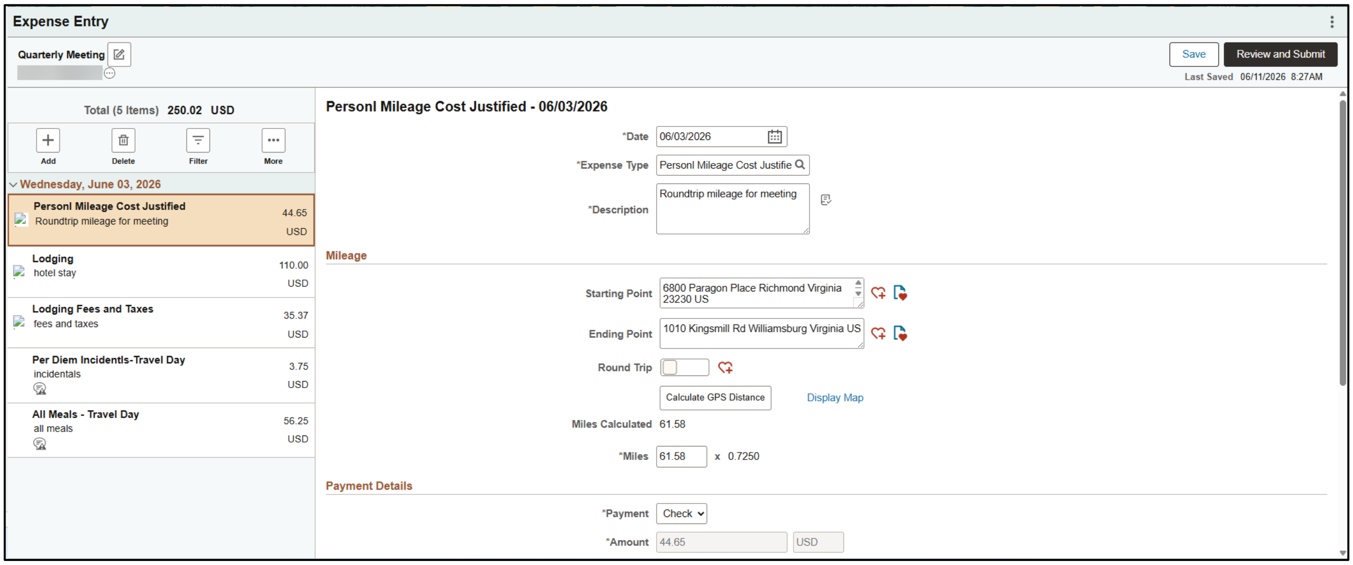
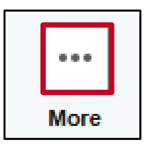


Users can also enter a specific name or employee ID in the **Search Employee** field.



For this scenario, the employee is selected from the list.

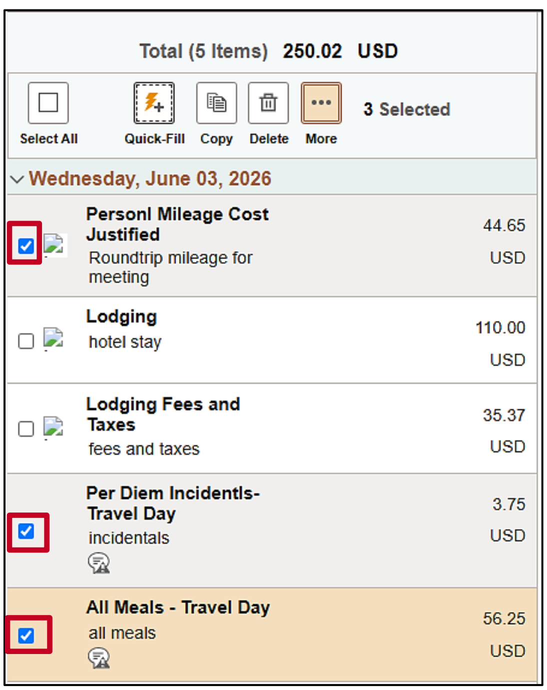
Step	Action
3.	Click the applicable name on the **Employee Search** page. 
	The **Expense Report** page displays for the employee. 
	If the incorrect employee was selected, click the **Related Actions** button next to the employee's name and the **Actions** menu displays. Select the **Change Employee** option to select a different employee. 
4.	Enter expense transactions as applicable. See the section in this Job Aid titled **Creating an Expense Report** for details on creating an Expense Report.
	Expense types that will require entry for more than one day should only be entered once.

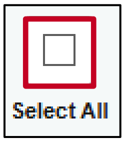
Step	Action
The **Expense Entry** page displays all entered transactions. 	
	For this scenario, the mileage, meals, and per diem incidentals expense lines will be copied.
5.	Click the **More** button in the left hand menu. 

Step	Action

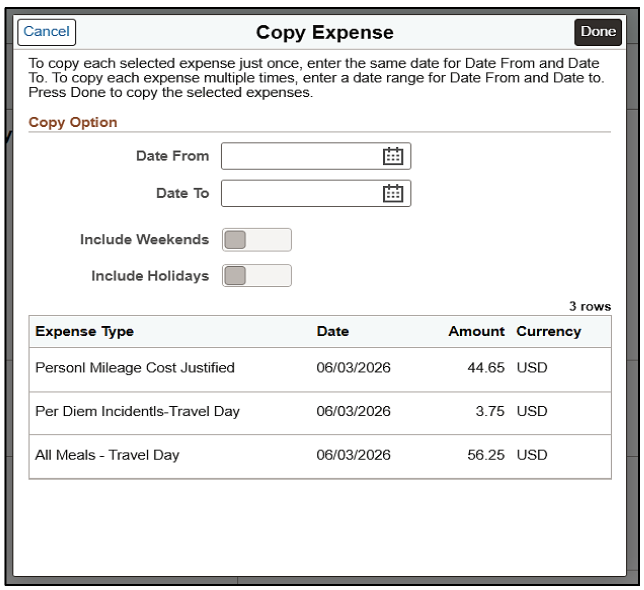
The page refreshes and additional options display.

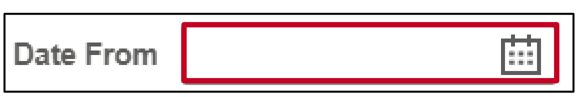
6. Select the checkbox next to the expense lines to be copied.



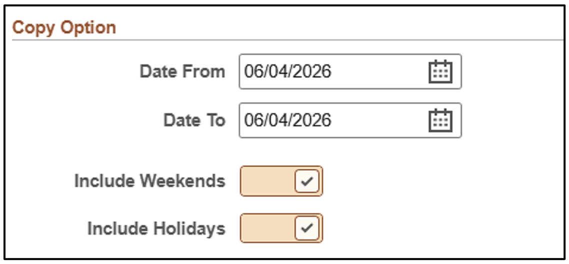
Step	Action
ℹ	The **Select All** checkbox can be clicked on when all expense lines are being copied. 
7.	Click the **Copy** button. 

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



Step	Action
8.	Enter or select the first date to copy the select expenses to in the **Date From** field. 
9.	Enter or select the last date in the range in the **Date To** field. 

Step	Action
	The **Include Weekends** and **Include Holidays** field toggles are automatically selected when the **Date From** and **Date To** fields are entered.

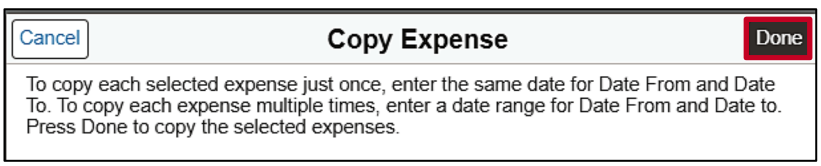


- **Include Weekends** should be selected if the weekend falls within the approved date range
- **Include Holidays** should be selected to include Holidays that fall within the selected date range

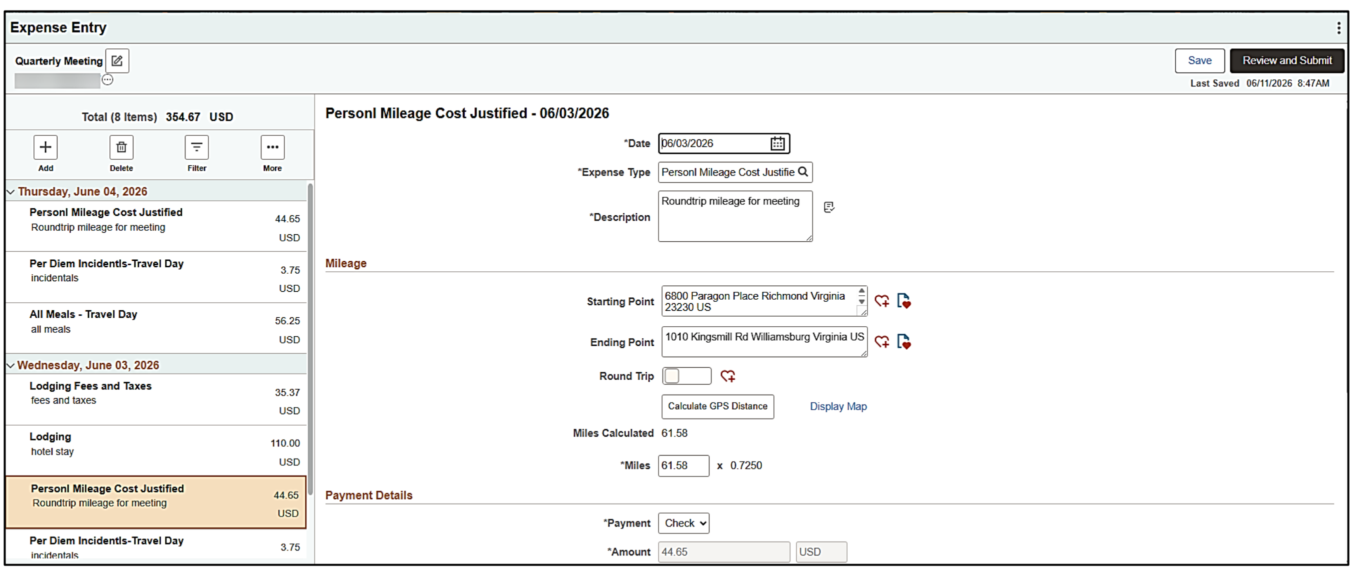
If these should not be selected, click the toggle to deselect the applicable option(s).

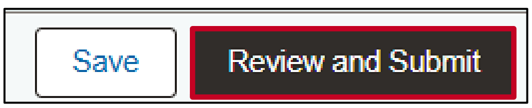
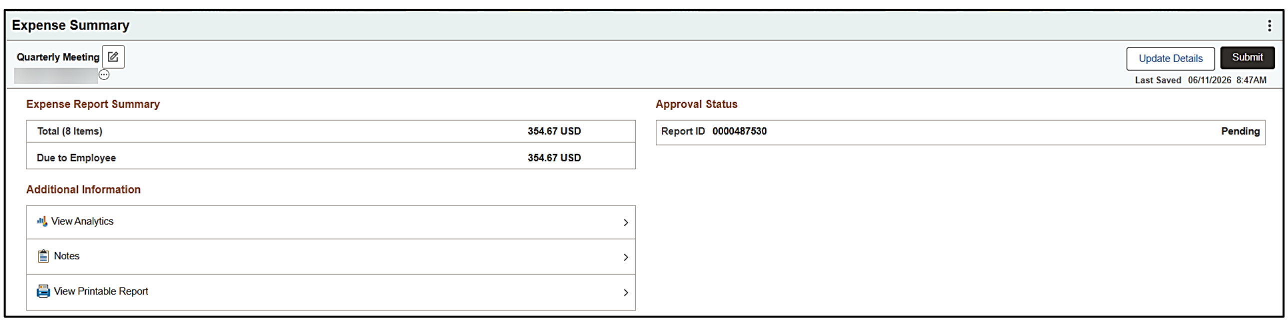
If there are no weekends or Holidays within the selected date range, leaving the toggles selected will not have an impact to the Expense Report.

Step	Action
10.	Click the **Done** button.

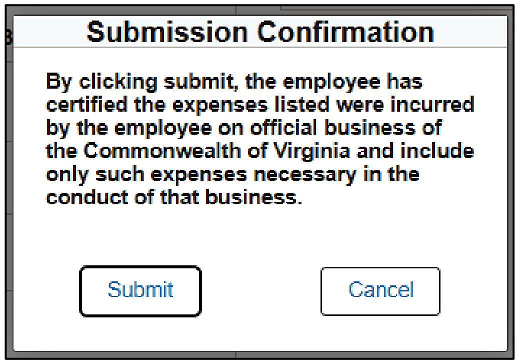


The **Expense Entry** page redisplays with the copied lines added.



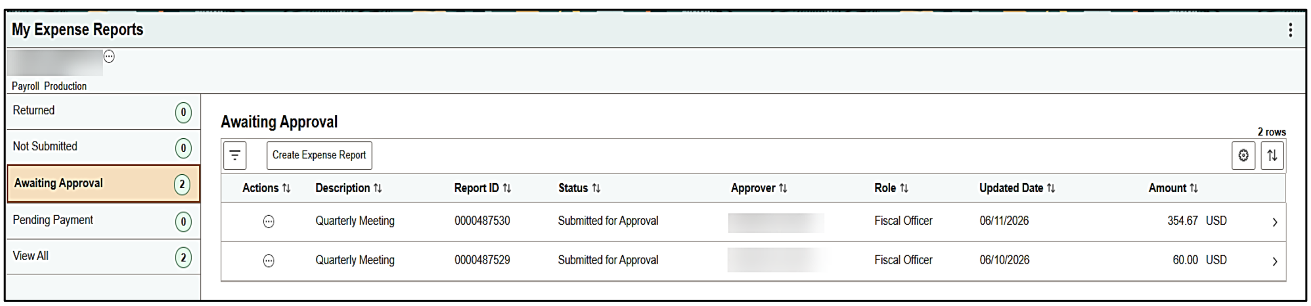
Step	Action
	When expenses include multiple days, the most recent date displays at the top (reverse chronological order). Copying expense lines copies all fields and ChartField distributions from the selected line(s). These fields can be updated, if applicable.
11.	Review the expense lines to verify all selected lines copied and make any necessary updates.
	It is very important to review the expenses lines to verify all copied lines were added.
12.	Enter any additional expense lines if applicable.
13.	Click the **Review and Submit** button. 
The **Expense Summary** page displays.  	
14.	Click the **Submit b**utton. 

Step	Action
	The **Submission Confirmation** message displays in a pop-up window.

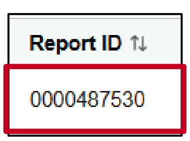


Step	Action
15.	Click the **Submit** button.

Step	Action
	The **My Expense Reports Awaiting Approval** page displays with the submitted Expense Report.



Step	Action
16.	Make note of the Expense Report number which displays in the **Report ID** field in the **Awaiting Approval** section.

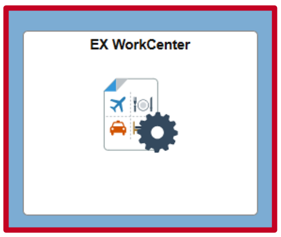
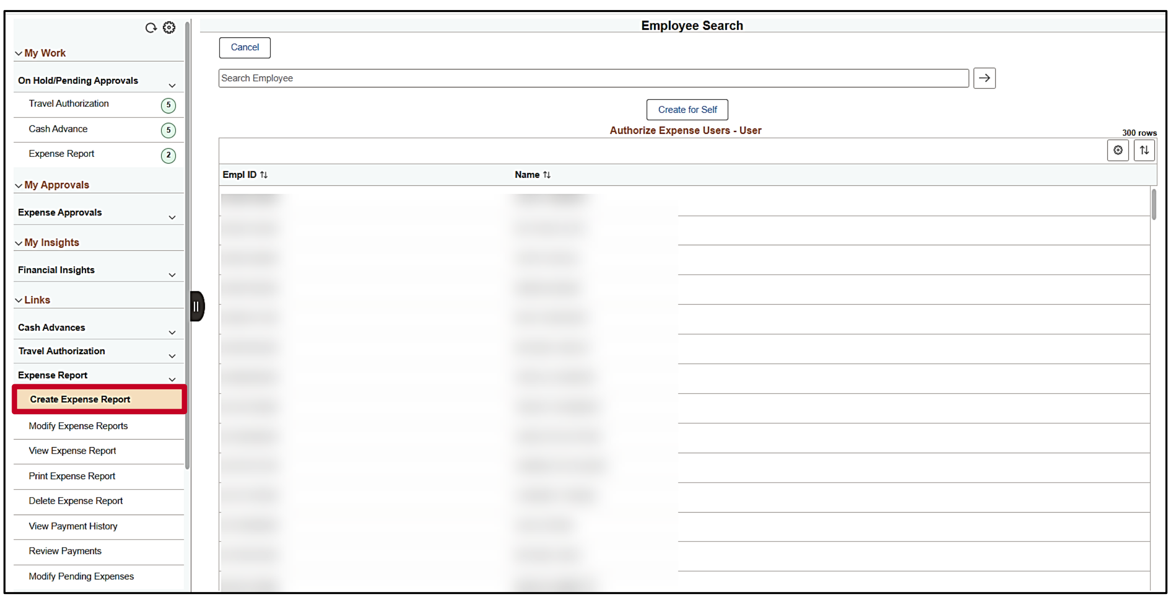


Updating the Default Accounting ChartFields for an Expense Report

This section of the Job Aid will walk through the steps to update the default accounting for an Expense Report. This is helpful when it is necessary to change the accounting distribution for the entire Expense Report (e.g., charging to a different Department, Fund, etc.) or to enter split distribution funding.

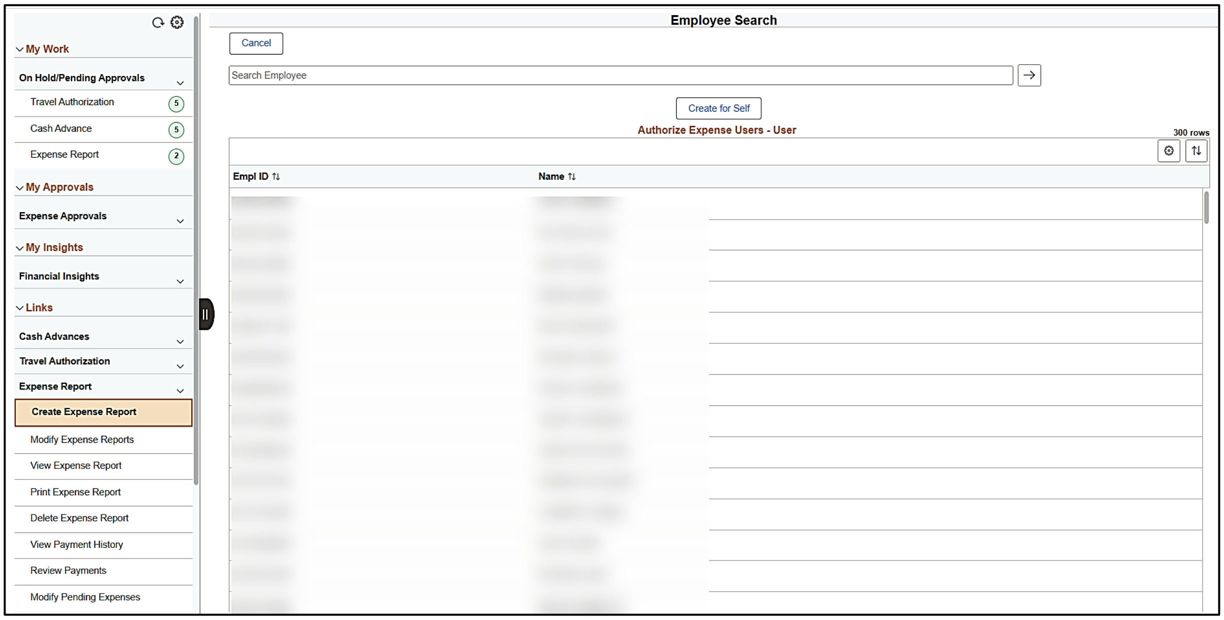
Note: This does not update the Employee Profile defaults. It only updates the distribution for the specific Expense Report.

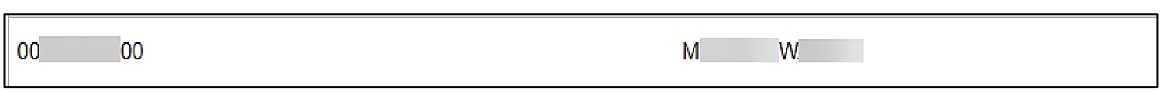
This process can be done upon initial entry of the Expense Report or done after entry of the expense lines by clicking the **General Information** icon.

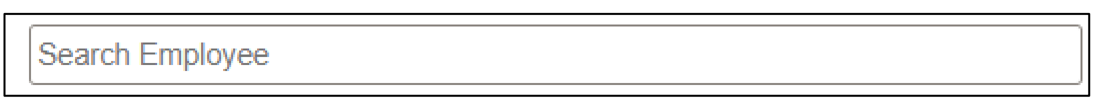
Step	Action
1.	Navigate to the **Create Expense Report** page by clicking the **EX WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Expense Report > Create Expense Report** 

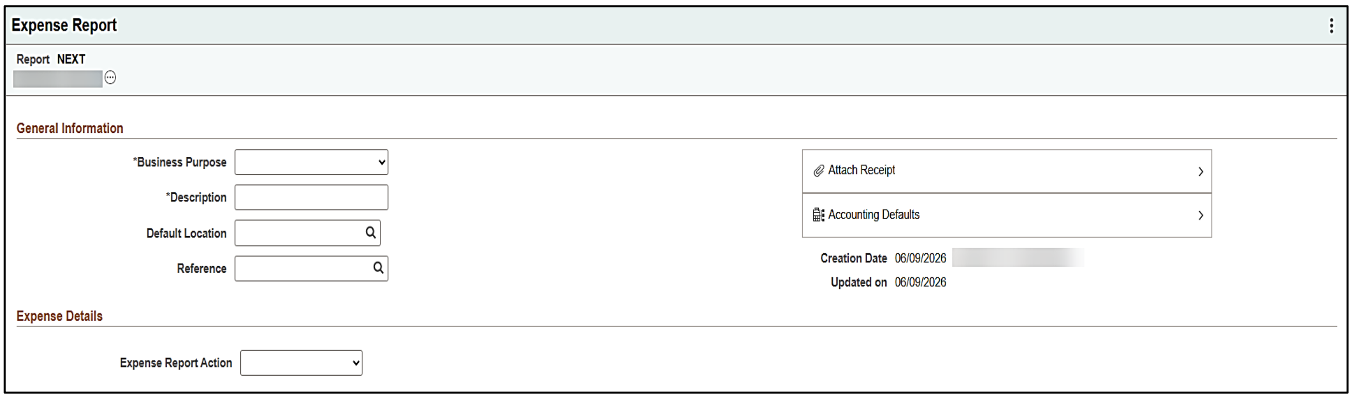
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>Users can also access the Create Expense Report page using the following navigation path:

Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create Expense Reports</td></tr>
<tr><td colspan="2">The Employee Search page displays.


</td></tr>
<tr><td></td><td>This page only displays if the user is a Proxy for multiple employees. If the user is only a Proxy for themselves, this page will not display and Cardinal will take them directly to the Expense Report page.
If the user is creating their own Expense Report and is also a Proxy for others, click the Create for Self button and proceed to Step 3.

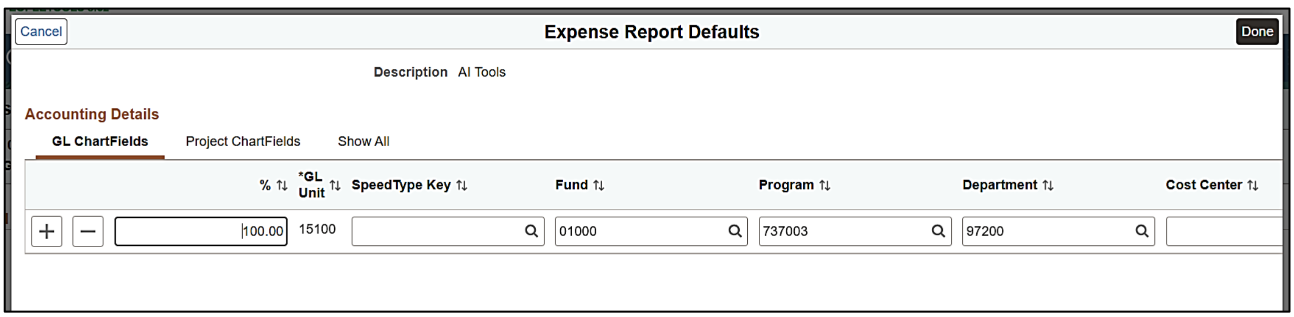
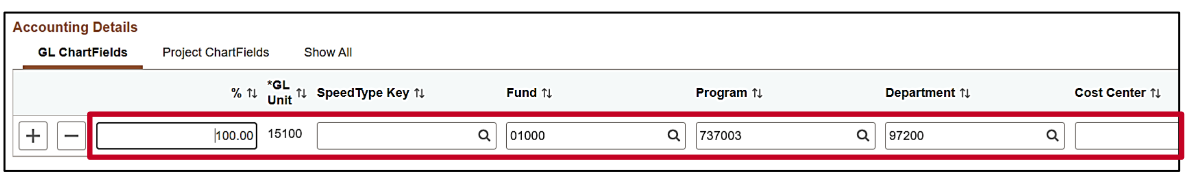

If the Expense Report is being created for another employee, click the applicable name from the list on the Employee Search page.


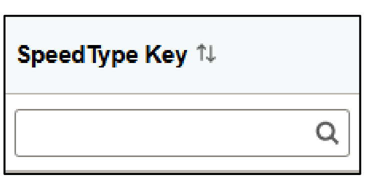
Users can also enter a specific name or employee ID in the Search Employee field.

For this scenario, the employee is selected from the list.</td></tr>
</table>

Step	Action
3.	Click the applicable name on the **Employee Search** page. 
	The **Expense Report** page displays for the employee. 
4.	Click the **Business Purpose** dropdown button and select the applicable option. 
5.	Enter a description in the **Description** field. 
	This field has a limit of 30 characters.
6.	Enter or select the location for the expense in the **Default Location** field. 
	While this is not a required field, it is recommended to complete as it populates on expense lines that require location. If the location is not listed, select the **In State Standard** or **Out of State Standard** option as applicable.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>The Reference field is a 10-character optional field where additional information can be entered. Follow Agency guidelines regarding the use of this field.

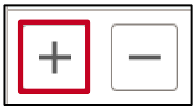
</td></tr>
<tr><td>7.</td><td>Click the Accounting Defaults button.

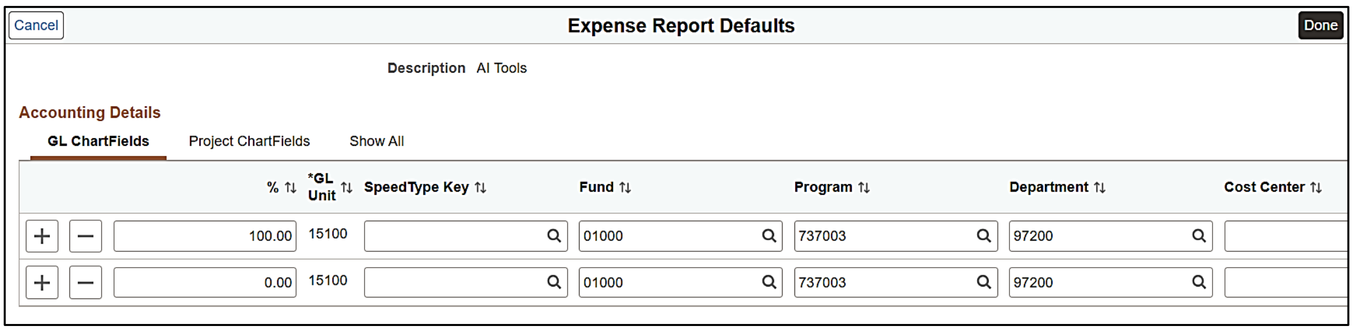
</td></tr>
<tr><td></td><td>Updating the Distribution for the entire Expense Report can only be done on this page (General Information) and not on the Details page where the expense lines are entered.</td></tr>
<tr><td colspan="2">The Expense Report Defaults page displays in a pop-up window with the GL ChartFields page displayed by default.

</td></tr>
<tr><td>8.</td><td>Enter the applicable ChartField distribution in the Accounting Details section.

</td></tr>
<tr><td></td><td>SpeedTypes can be used to auto-populate ChartFields when the default accounting distribution needs to be updated. To use a SpeedType, enter or select it from the SpeedType Key field. Once the SpeedType Key field is populated, additional ChartFields may be needed to complete the distribution as applicable.

To see SpeedTypes that have been set up at the user’s Agency, run the FIN0007_SPEEDTYPES query.

</td></tr>
</table>

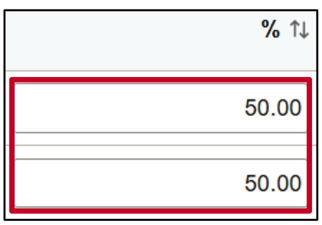
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>Click the Add a New Row (+) button if the cost is being split.

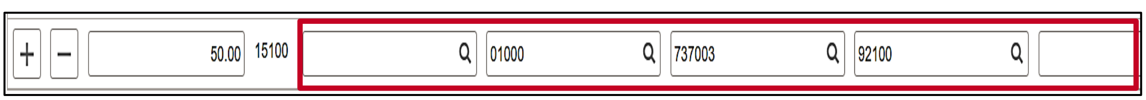
If the cost is not being split, proceed to Step 12.

</td></tr>
<tr><td colspan="2">A new row is added.

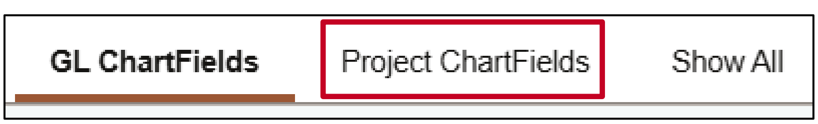

</td></tr>
<tr><td>10.</td><td>Update the percentage being paid by each distribution in the Percent (%) column.

For this scenario 50/50 split.


</td></tr>
<tr><td>11.</td><td>Enter the applicable distribution information on the added row.

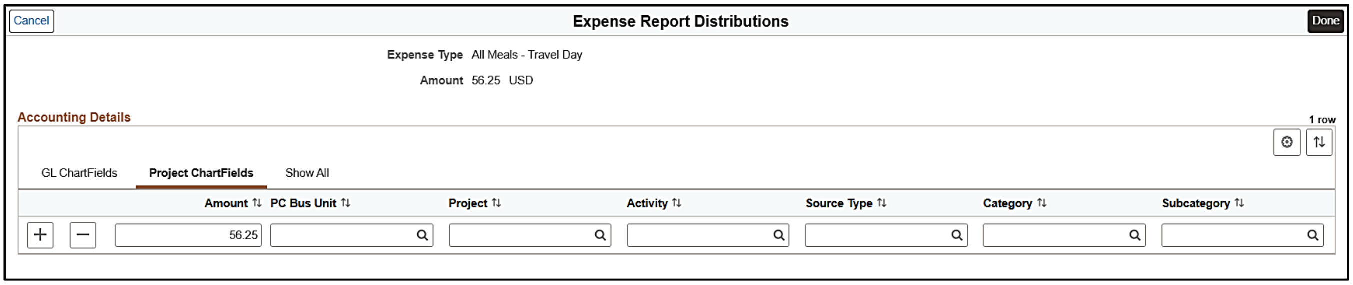

</td></tr>
<tr><td>12.</td><td>Click the Project ChartFields tab to enter distribution information if the Expense Report is being charged to a project.

If the expense is not being charged to a project, go to Step 14.


</td></tr>
<tr><td></td><td>Users can also click the Show All tab to see all distribution fields from both the GL ChartFields and Project ChartFields tab.</td></tr>
</table>

Step	Action

The **Project ChartFields** tab of the **Expense Report Distributions** page displays.



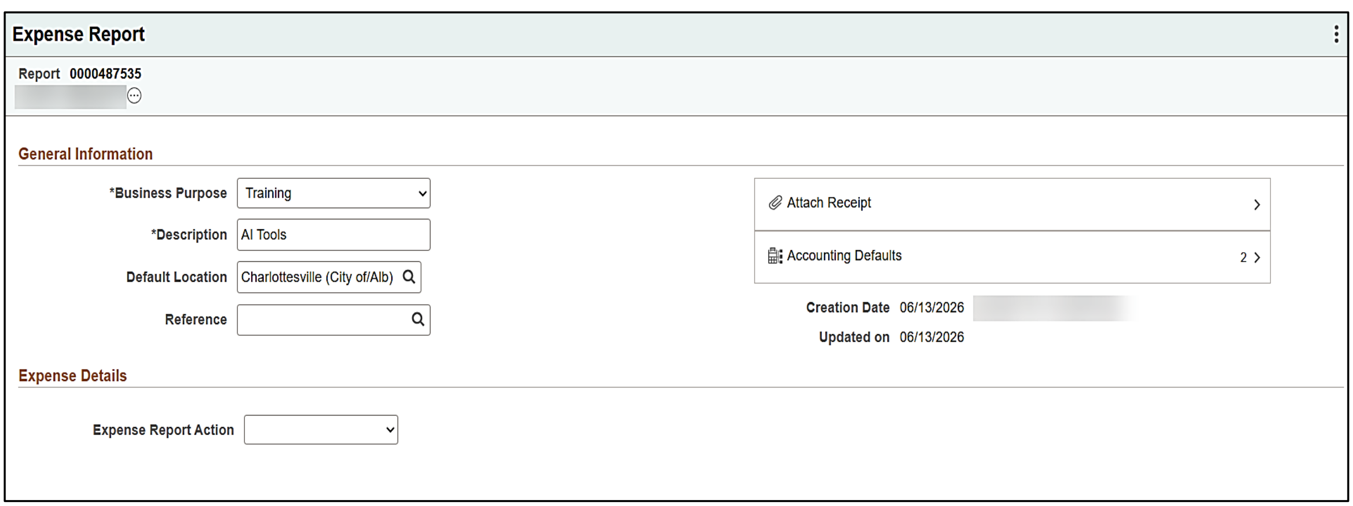
13. Complete the **PC Bus Unit**, **Project**, and **Activity** fields.

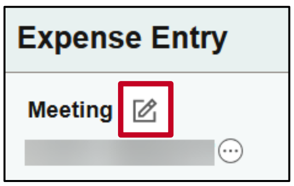
Note: The **PC Bus Unit** field must be completed first to enable projects for the Business Unit.

All three fields (**PC Bus Unit**, **Project**, and **Activity**) must be completed when charging to a project.

14. Click the **Done** button at the top of the page after all entries are complete.

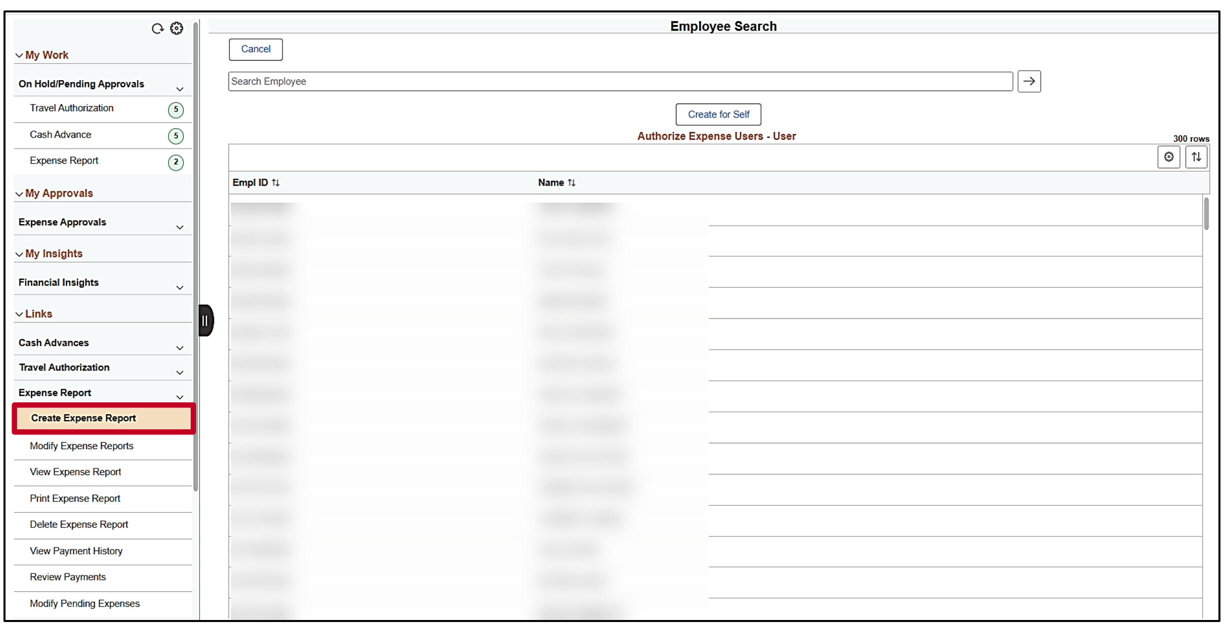
The **Expense Report** page redisplays.



Step	Action
15.	Enter expense transactions as applicable. All expense lines will be charged to the charge distribution(s) information entered in the **Accounting Defaults** section. See the section in this Job Aid titled **Creating an Expense Report** for details.
	Updates can be made to the default accounting for an Expense Report after expense lines have been entered. Click the **General Information** icon at the top right of the page to access the General Information page and make the applicable updates in **Accounting Defaults** section. 

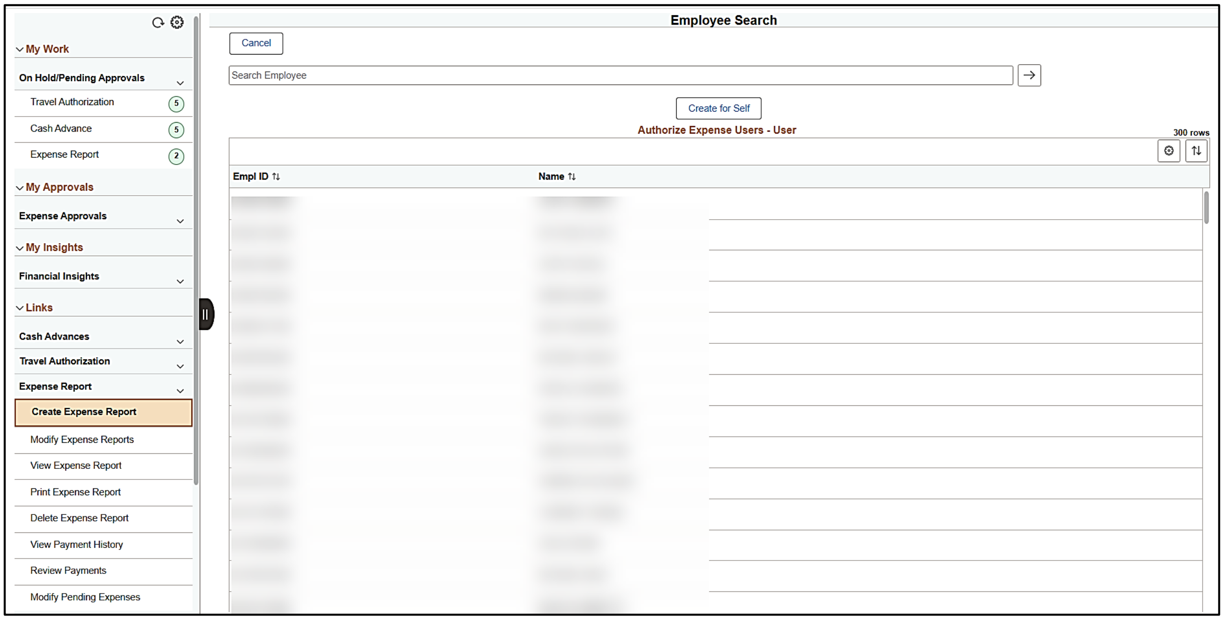
Creating an Expense Report by Copying an Existing Expense Report

This section of the Job Aid will walk through the steps for creating an Expense Report by copying from another Expense Report.

Step	Action
1.	Navigate to the **Create Expense Report** page by clicking the **EX WorkCenter** tile. 
(i)	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Expense Report > Create Expense Report** 
(i)	Users can also access the **Create Expense Report** page using the following navigation path: **Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create Expense Reports**

Step	Action

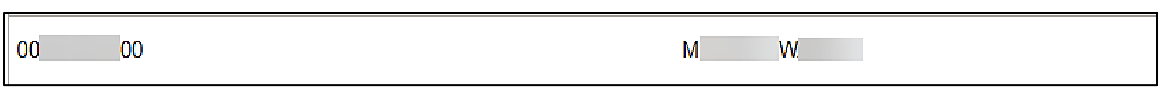
The **Employee Search** page displays.



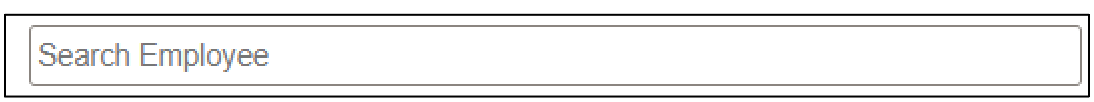
This page only displays if the user is a Proxy for multiple employees. If the user is only a Proxy for themselves, this page will not display and Cardinal will take them directly to the **Expense Report** page.

- If the user is creating their own Expense Report and is also a Proxy for others, click the **Create for Self** button and proceed to **Step 3**.

- If the Expense Report is being created for another employee, click the applicable name from the list on the **Employee Search** page.

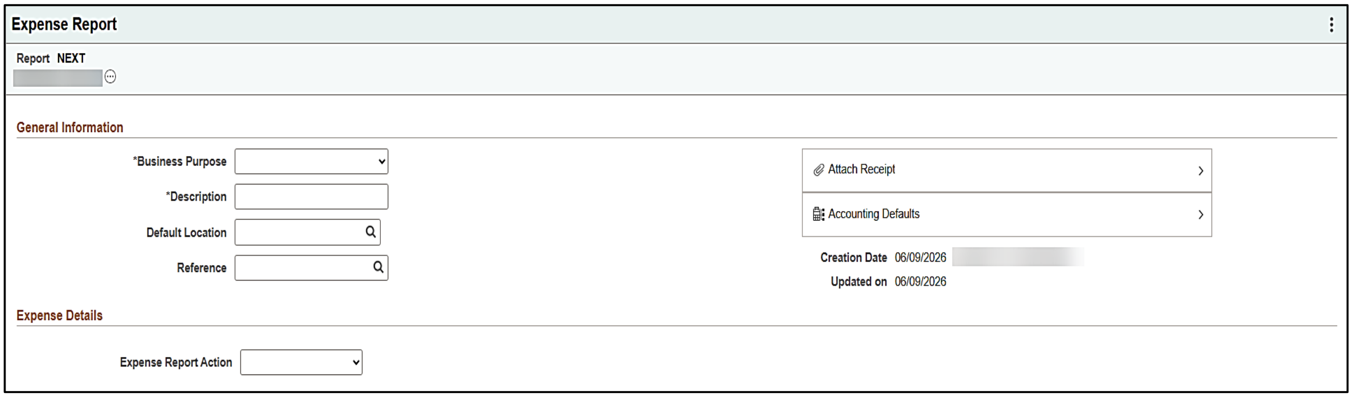
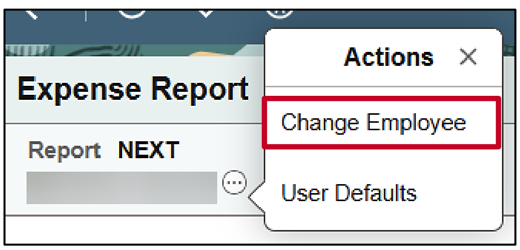
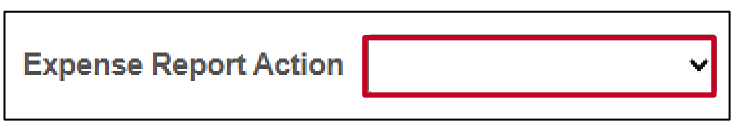
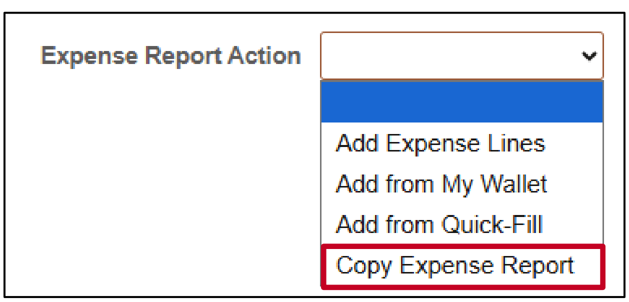


Users can also enter a specific name or employee ID in the **Search Employee** field.



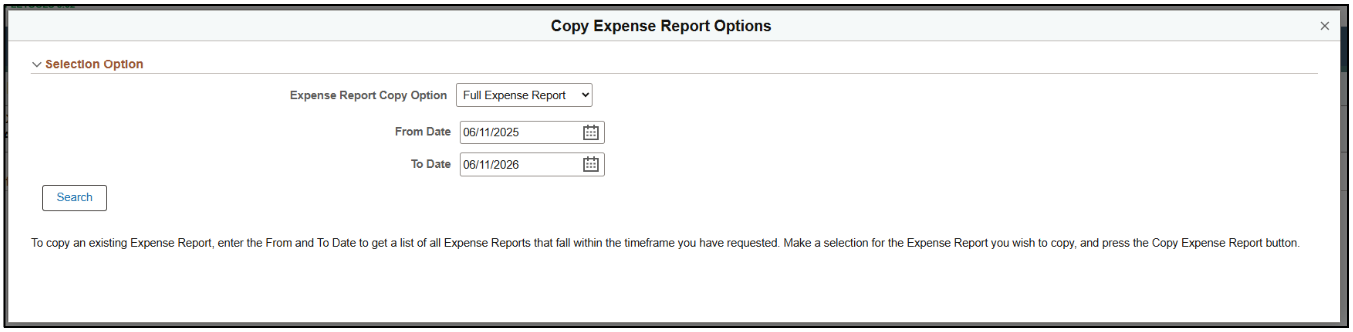
For this scenario, the employee is selected from the list.

3. Click the applicable name on the **Employee Search** page.

Step	Action
	The **Expense Report** page displays for the employee. 
	If the incorrect employee was selected, click the **Action** button next to the employee's name and the **Actions** menu displays, and select the **Change Employee** option to select a different employee. 
4.	Click the **Expense Report Action** drop-down button. 
5.	Select the **Copy Expense Report** list item. 

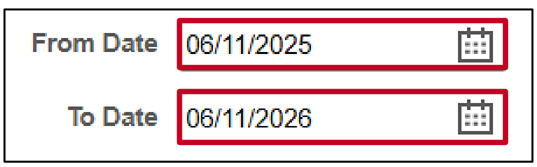
Step	Action

The **Copy Expense Report Options** page displays.



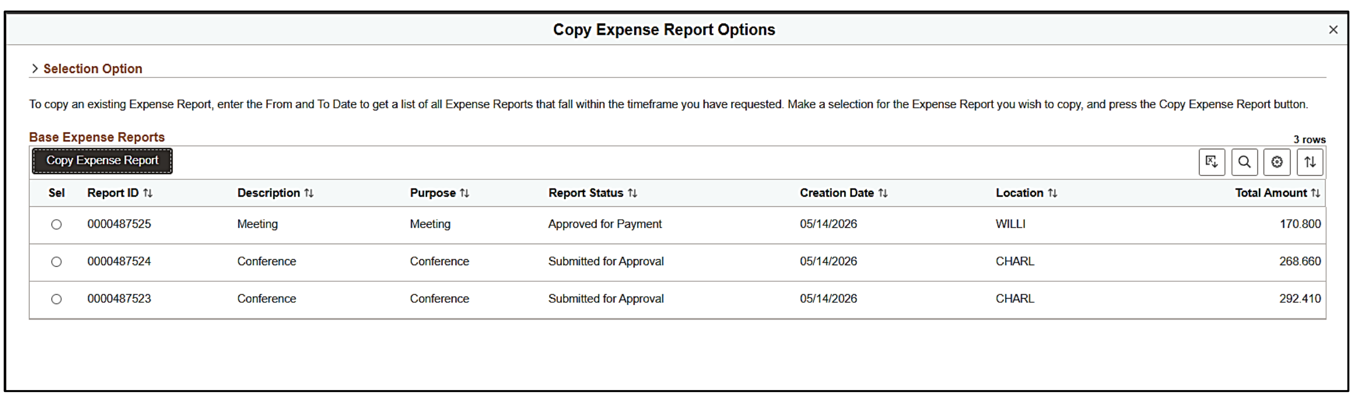
6. Update the **From Date** and **To Date** fields as applicable.

Note: These default to the current date.

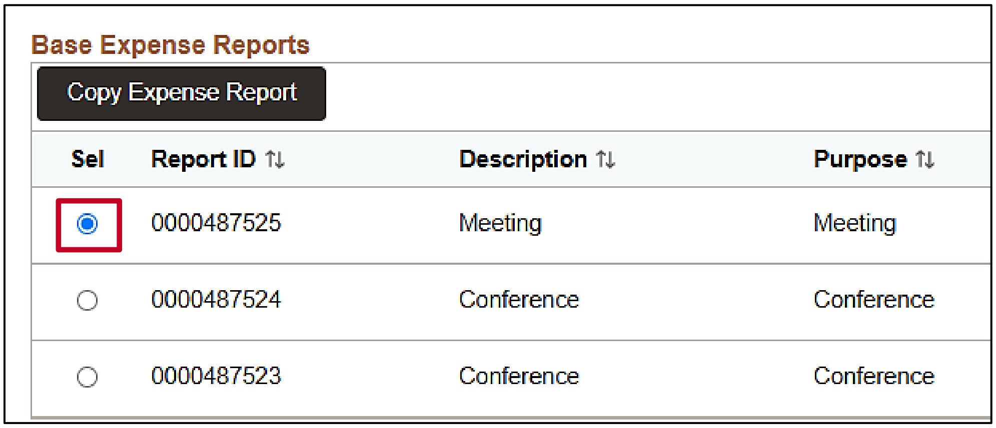


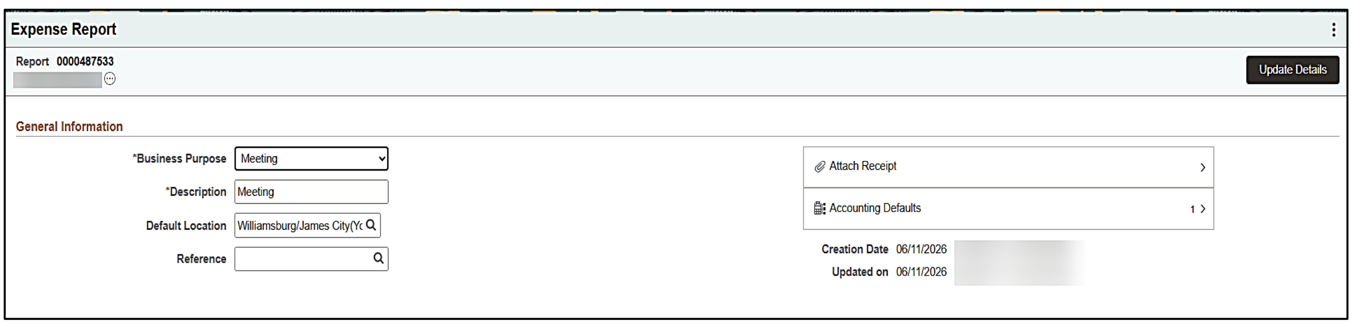
7. Click the **Search** button.

The **Copy Expense Report Options** page displays.

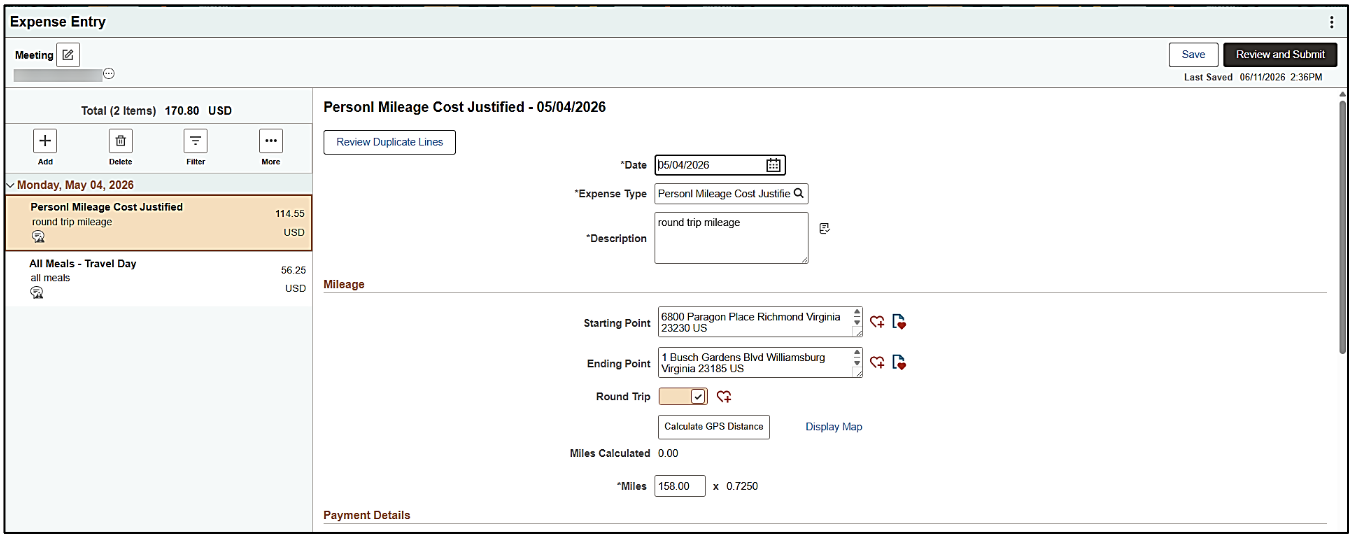
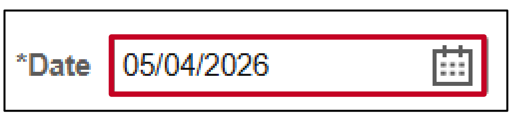


A listing of Expense Reports that have been “Saved” or “Submitted” for the employee during the Date Range entered displays.

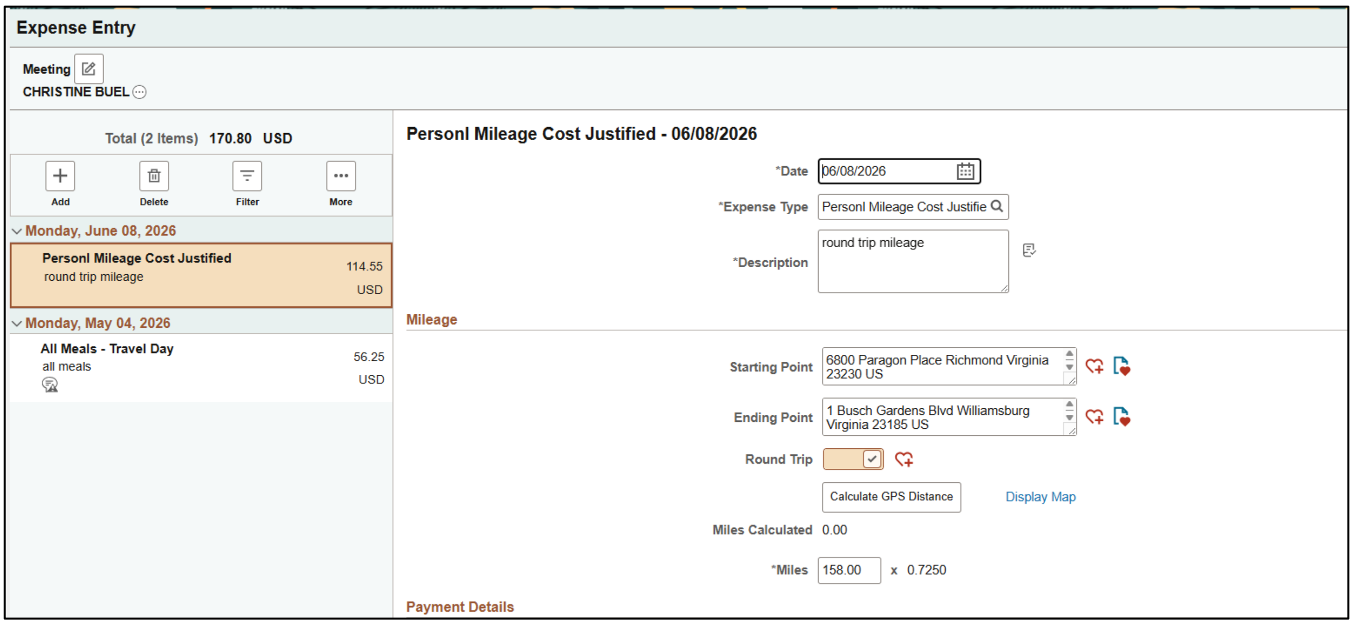
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8.</td><td>Click the radio button next to the report to be copied.

</td></tr>
<tr><td>9.</td><td>Click the Copy Expense Report button.

</td></tr>
<tr><td colspan="2">The Expense Report page displays with the selected Expense Report copied.

</td></tr>
<tr><td>10.</td><td>Click the Update Details button to view and/update the information that was copied.

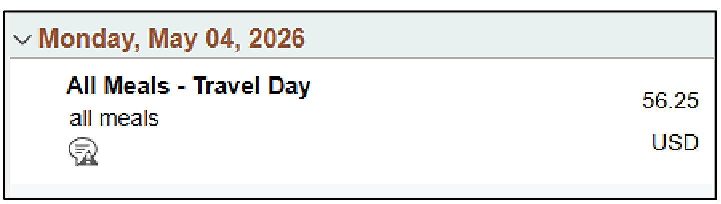
</td></tr>
</table>

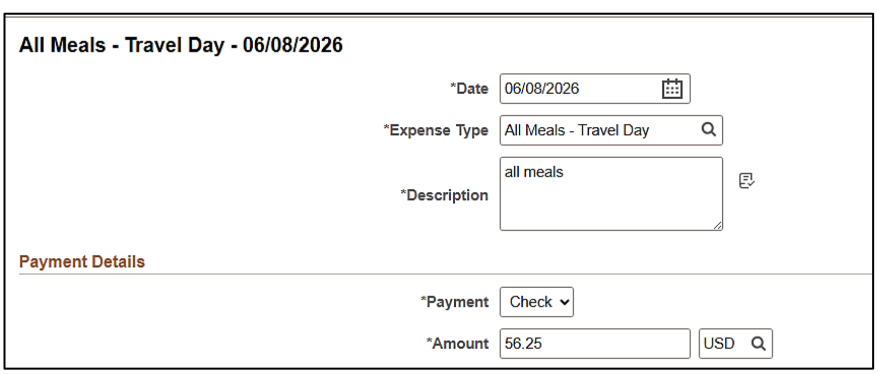
Step	Action
The **Expense Report Detail** page displays in a pop-up window. 	
	For this scenario, the dates for the transactions need to be updated and nothing additional added. The **Review Duplicate Lines** button is not used. Users can access the page to see duplicate lines within and across Expense Reports; however, no action is required.
11.	Update the date for each line by entering or selecting the applicable date. 

Step	Action
	The **Expense Entry** page re-displays.



Step	Action
12.	Click the next expense item for the report and update the date as applicable.

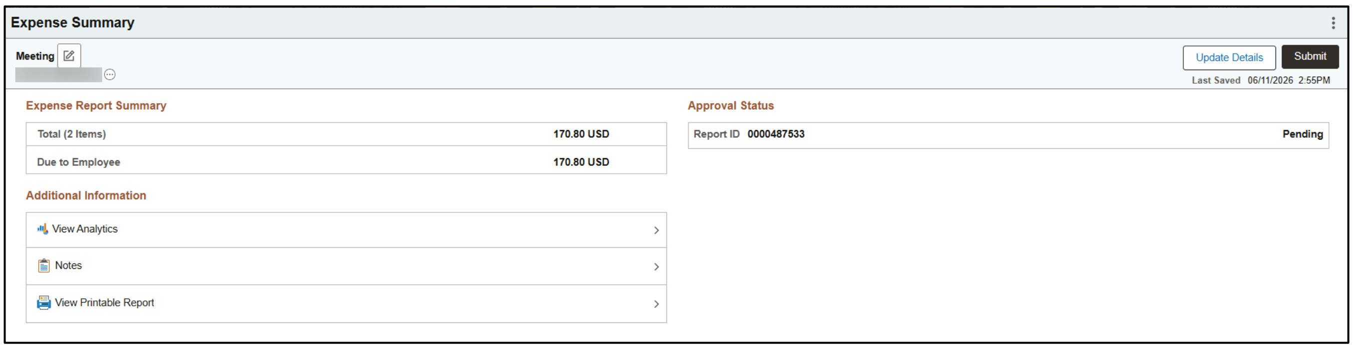


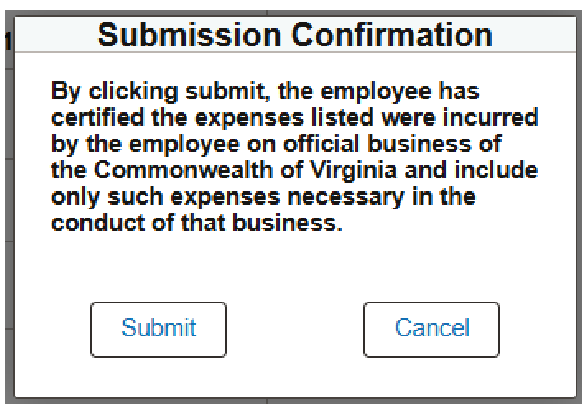


Changes can be made to any of the fields copied from the existing Expense Report. Additional expense lines can also be added or deleted as applicable.

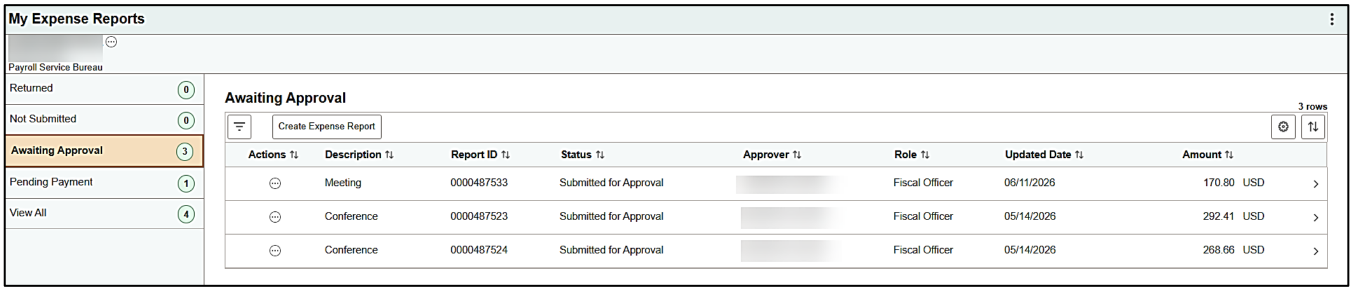
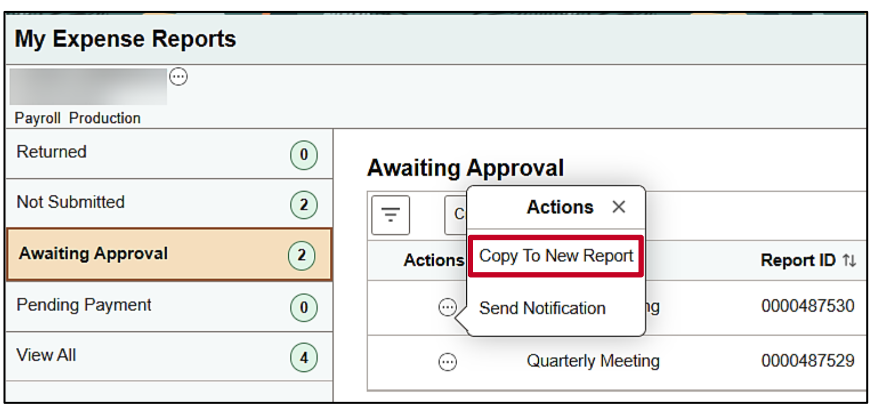
For this scenario, no additional expense lines are added.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>13.</td><td>Click the Review and Submit button once all adjustments and/or additional entries have been completed.

</td></tr>
<tr><td colspan="2">The Expense Summary page displays.

</td></tr>
<tr><td>14.</td><td>Click the Submit button.

</td></tr>
<tr><td colspan="2">The Submission Confirmation message displays in a pop-up window.

</td></tr>
<tr><td>15.</td><td>Click the Submit button.

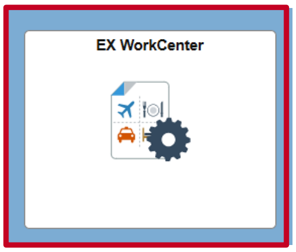
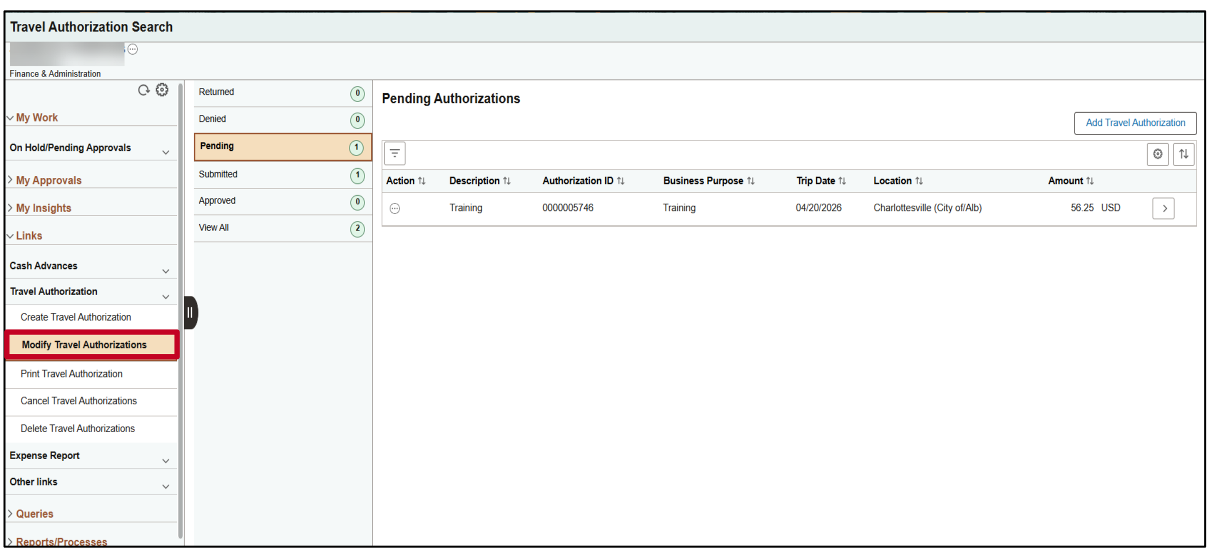
</td></tr>
</table>

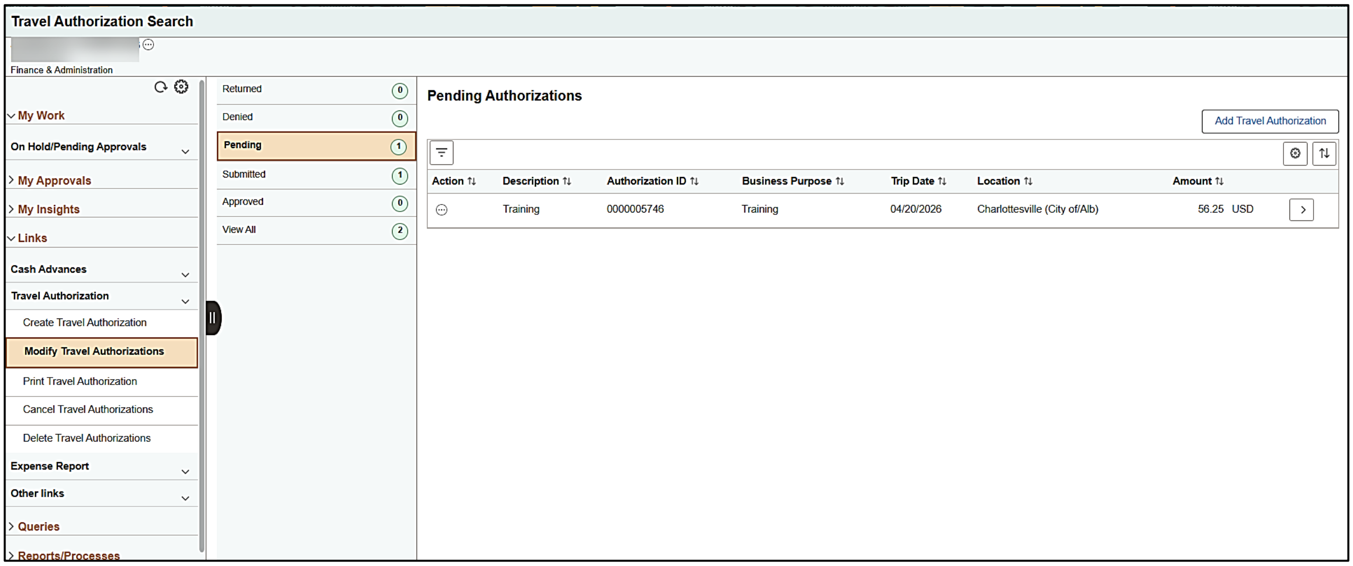
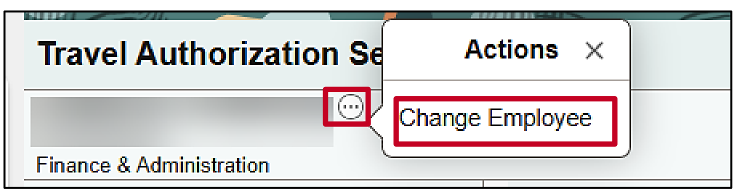
Step	Action
	The **My Expense Reports** page displays. 
16.	Make note of the Expense Report number in the **Report ID** field. 
	Users can also copy an Expense Report using the **Related Actions** button on the **My Expense Reports** page. 1. Any Expense Report can be copied into a new report. 2. Click the **Related Actions** button next to the Expense Report to be copied. 3. Click **Copy To New Report** option. 4. Repeat **Steps 10 – 16** in this section. 

Creating an Expense Report from an Approved Travel Authorization

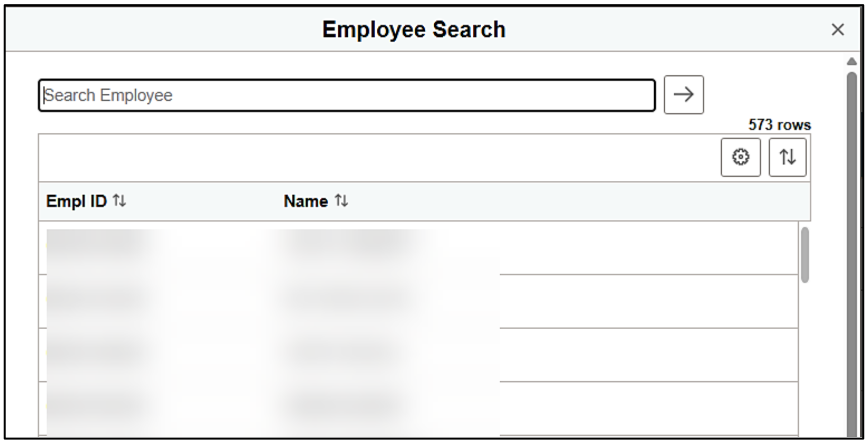
A Travel Authorization must be approved in order for it to be copied into an Expense Report. All lines entered in the Travel Authorization are copied, and changes can be made to those lines, additional lines can be added, and lines can be removed as applicable.

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

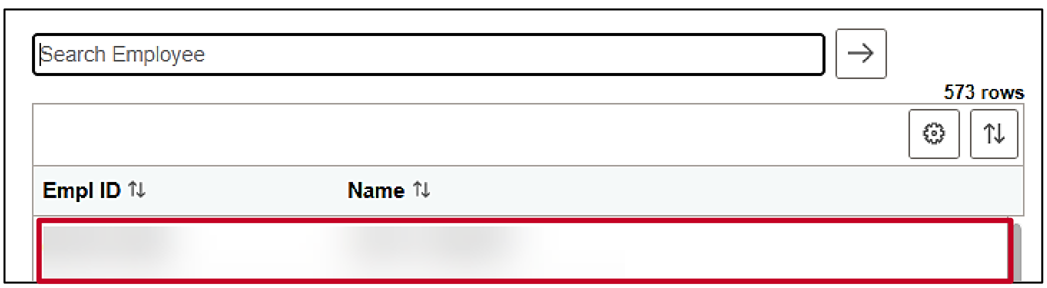
Step	Action
1.	Navigate to the **Modify Travel Authorizations** page by clicking the **EX WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Travel Authorizations > Modify Travel Authorizations** 
	Users can also access the **Modify Travel Authorizations** page using the following navigation path: **Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Modify Travel Authorizations**

Step	Action
	The **Travel Authorization Search** page displays. 
	The page defaults with the Expenses Employee information. For this scenario, the Expense Report is being created for another employee for whom the Expenses Employee is a Proxy.
3.	Click the **Related Actions** icon next to name in the Header section and select **Change Employee**. 

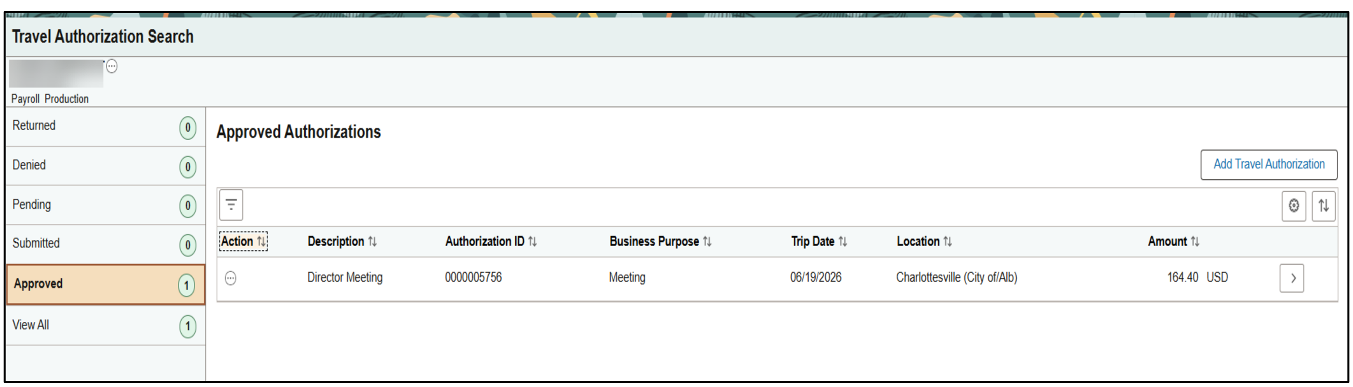
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Employee Search page displays in a pop-up window.



</td></tr>
<tr><td>4.</td><td>Search for or select the applicable employee by clicking on the name.
For this scenario, the name is clicked from the list.

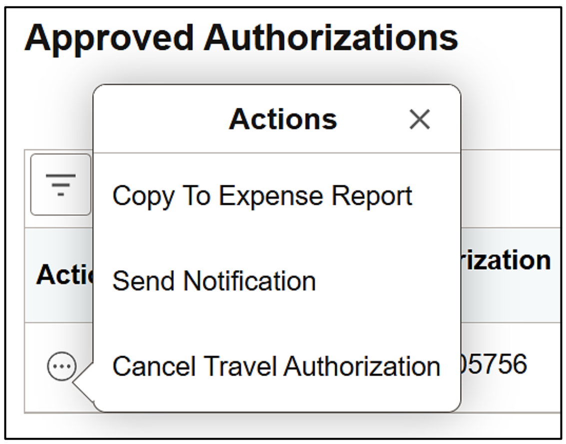


</td></tr>
<tr><td colspan="2">The Travel Authorization Search displays for the selected employee.



</td></tr>
<tr><td></td><td>Travel Authorizations must be approved in order for them to be copied into an Expense Report.
For this scenario, the employee has one approved Travel Authorization.</td></tr>
</table>

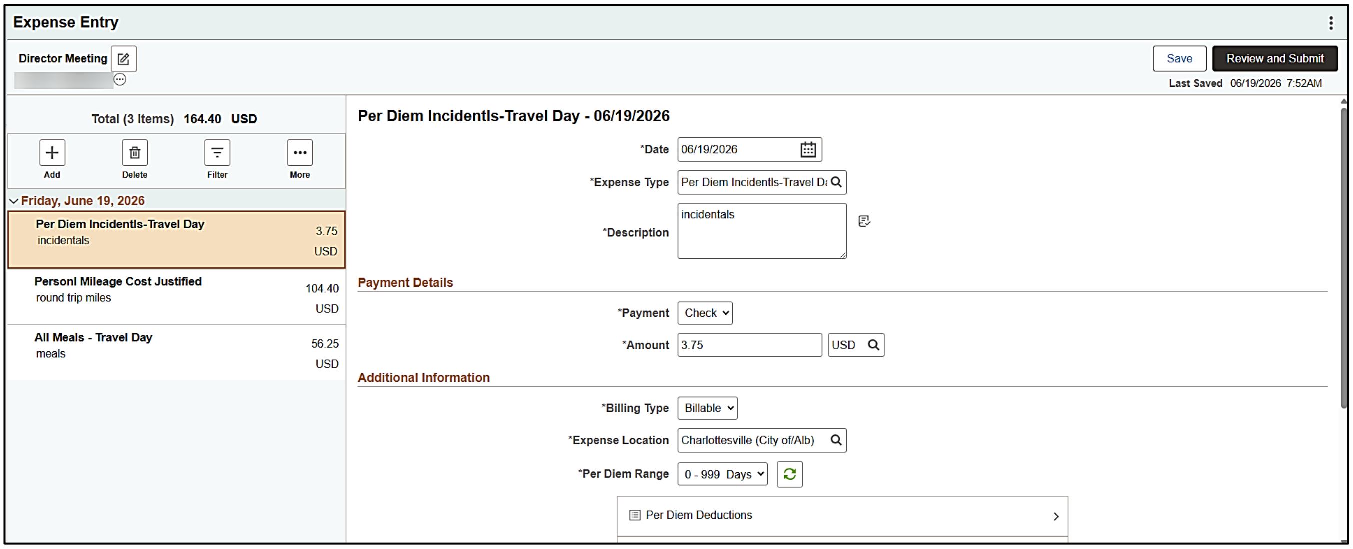
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Click the Action icon on the row for the Travel Authorization to be copied.

</td></tr>
<tr><td colspan="2">The Actions options display in a pop-up window.

</td></tr>
<tr><td>6.</td><td>Click the Copy to Expense Report option.

</td></tr>
</table>

Step	Action

The **Expense Entry** page displays with the Travel Authorization information populated.

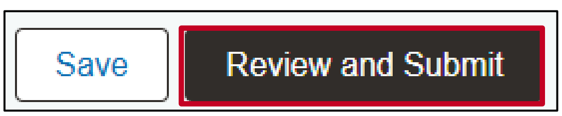


Changes can be made to any of the fields that copied from the Travel Authorization.

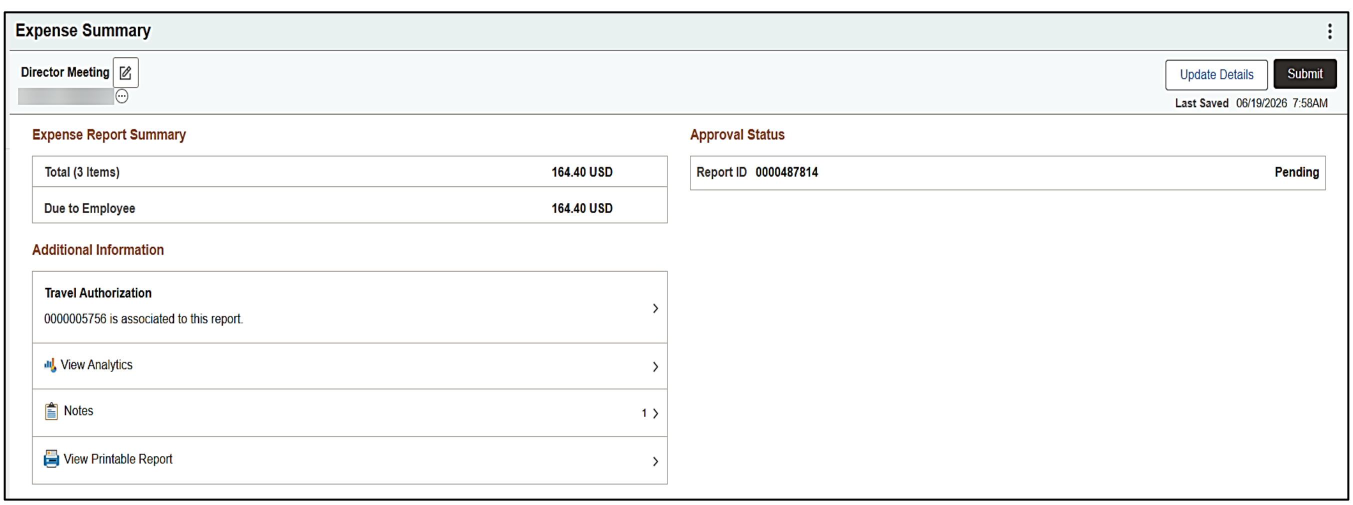
Additional expense lines can be added or removed as applicable.

For this scenario, no additional lines or changes are needed.

7. Click the **Review and Submit** button at top right of the page.



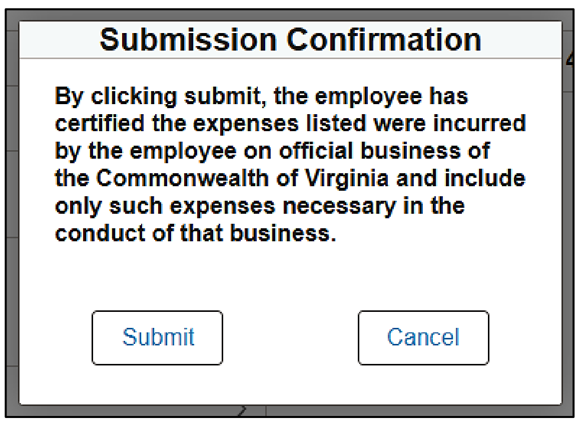
The **Expense Summary** page displays.



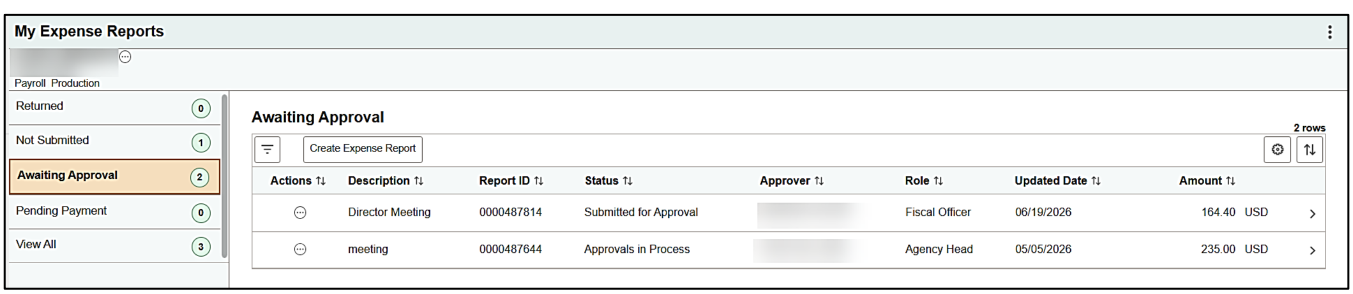
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>In the Additional Information section, the Travel Authorization number which the Expense Report was copied from displays.

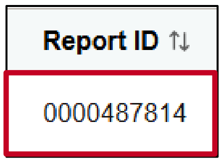
The user can click this option and get additional information related to the Travel Authorization.</td></tr>
<tr><td>8.</td><td>Click the Submit button.


</td></tr>
<tr><td colspan="2">The Submission Confirmation message displays in a pop-up window.


</td></tr>
<tr><td>9.</td><td>Click the Submit button.


</td></tr>
<tr><td colspan="2">The My Expense Reports Awaiting Approval page displays.

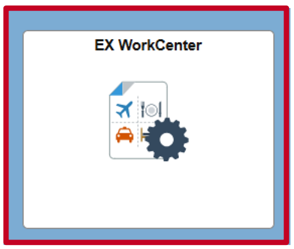
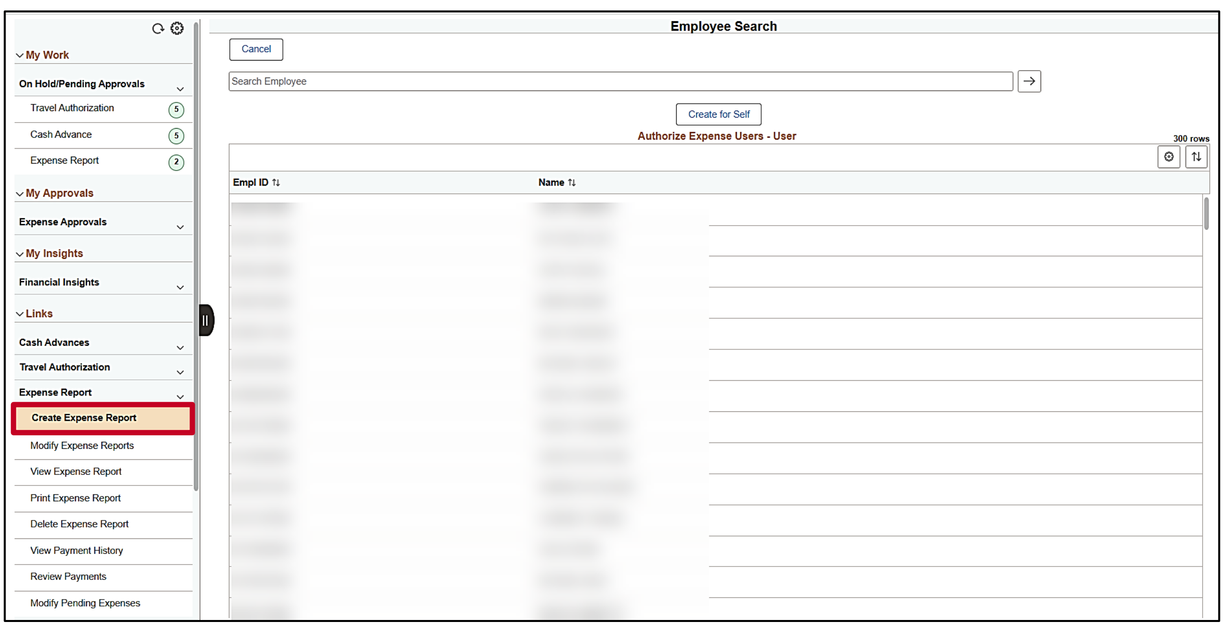

</td></tr>
</table>

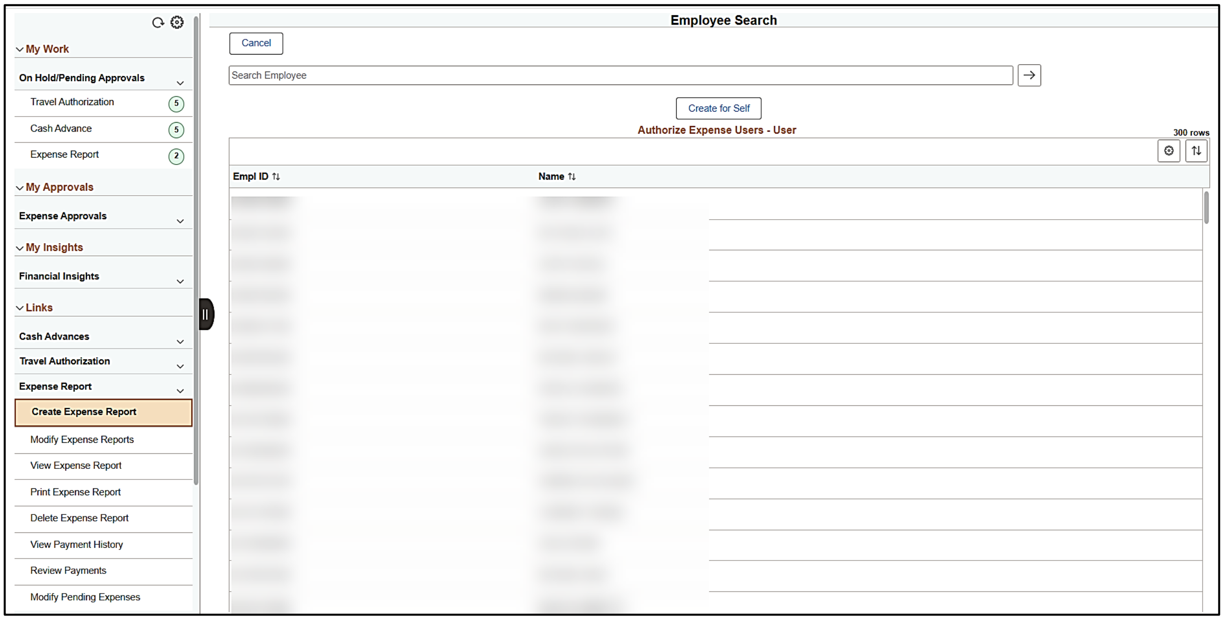
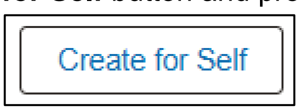
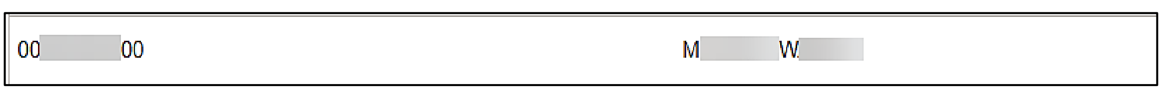
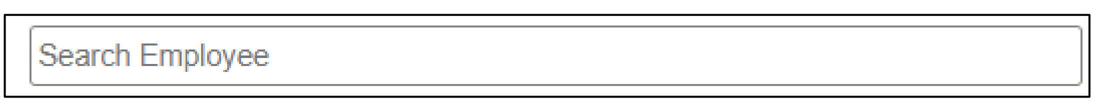
Step	Action
	The submitted Expense Report displays in the **Awaiting Approval** section.
10.	Make note of the Expense Report number in the **Report ID** field as applicable. 

Applying an Approved Cash Advance to an Expense Report

Cash Advances can be applied to one or multiple Expense Reports. In addition, multiple Cash Advances can be applied to one Expense Report. Follow Agency guidelines regarding this process.

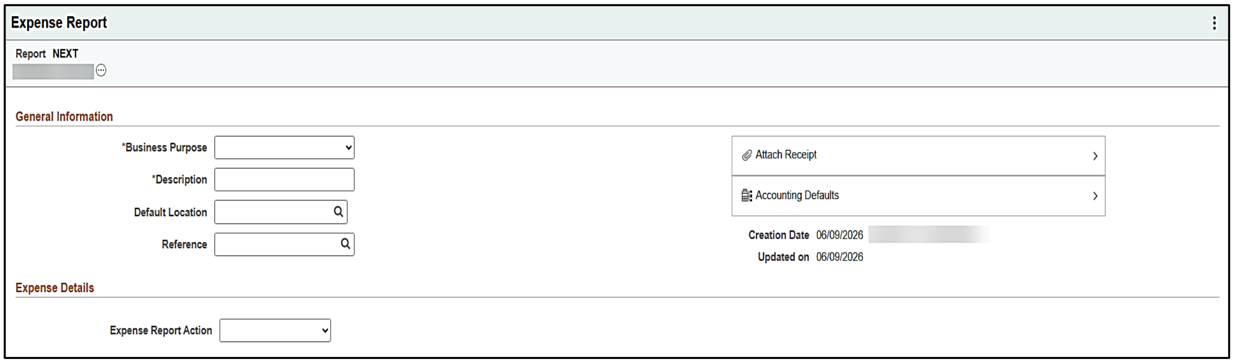
This section walks through the steps for creating an Expense Report and applying an approved Cash Advance.

Step	Action
1.	Navigate to the **Create Expense Report** page by clicking the **EX WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Links > Expense Report > Create Expense Report** 
	Users can also access the **Create Expense Report** page using the following navigation path: **Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create Expense Reports**

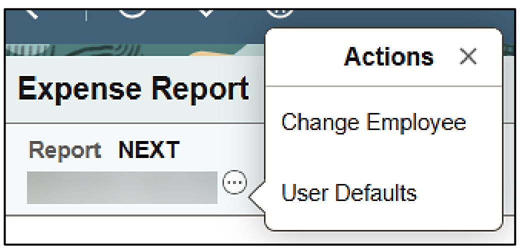
Step	Action
	The **Employee Search** page displays. 
i	This page only displays if the user is a Proxy for multiple employees. If the user is only a Proxy for themselves, this page will not display and Cardinal will take them directly to the **Expense Report** page. • If the user is creating their own Expense Report and is also a Proxy for others, click the **Create for Self** button and proceed to **Step 3**.  • If the Expense Report is being created for another employee, click the applicable name from the list on the **Employee Search** page.  Users can also enter a specific name or employee ID in the **Search Employee** field.  For this scenario, the employee is selected from the list.
3.	Click the applicable name on the **Employee Search** page. 

Step	Action

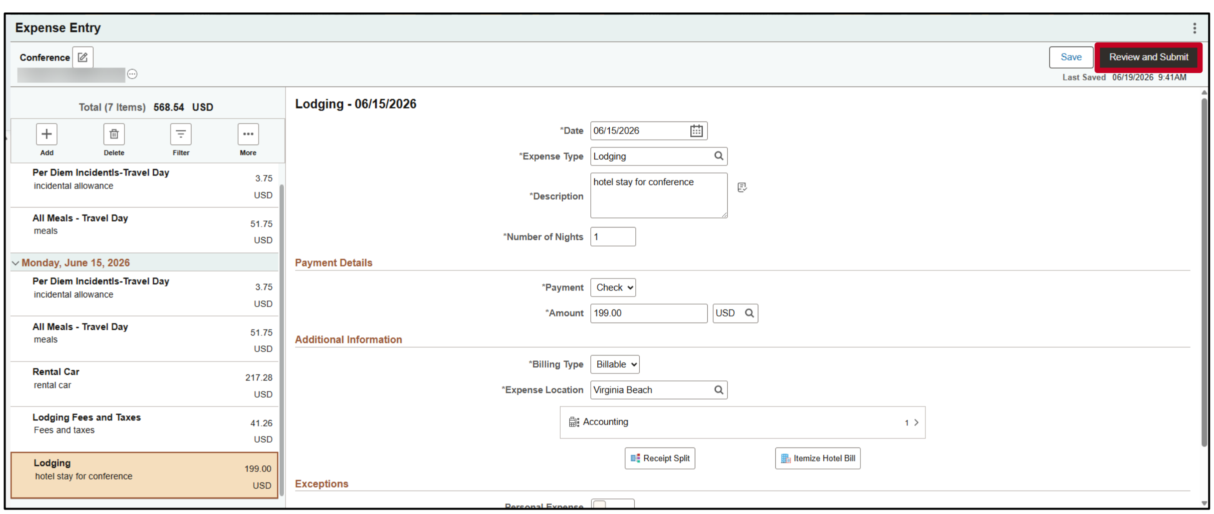
The **Expense Report** page displays for the selected employee.

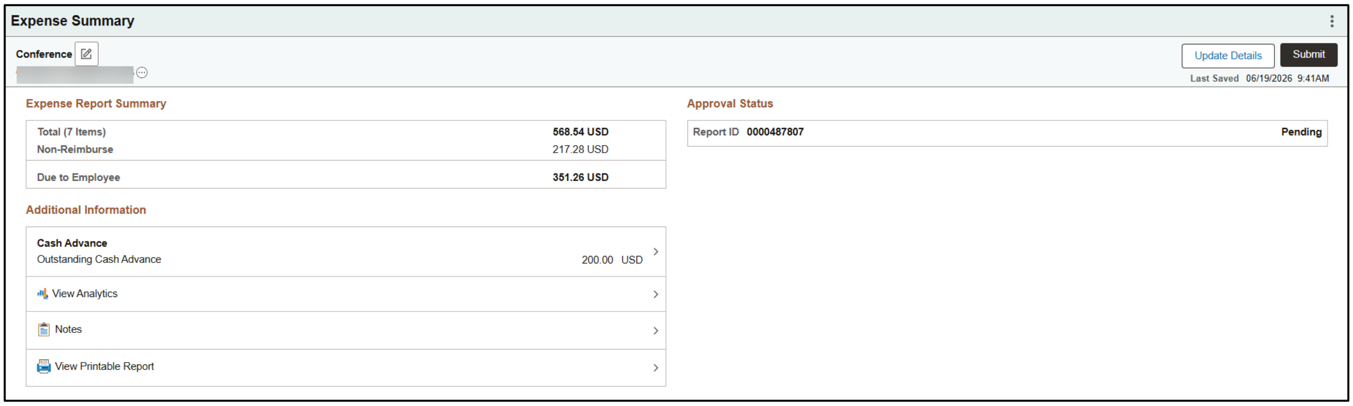
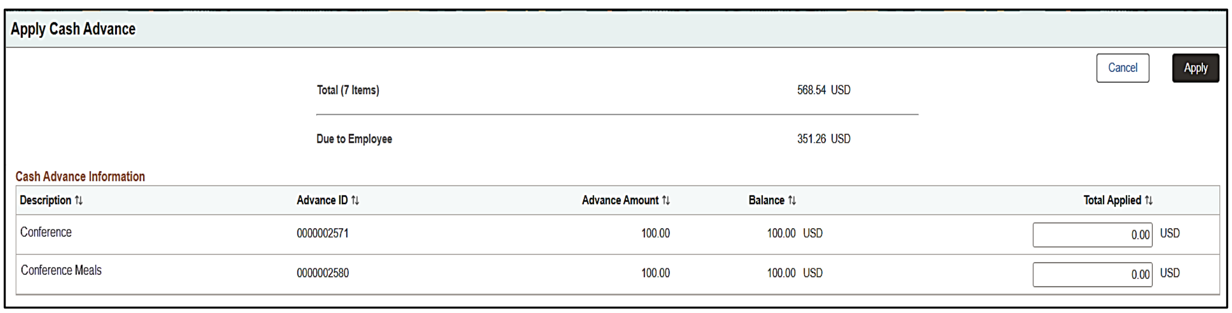
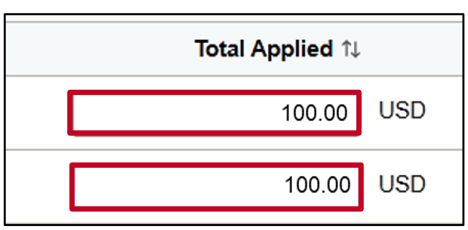


Step	Action
(i)	If the incorrect employee was selected, click the **Action** button next to the employee's name and the **Actions** menu displays, and select the **Change Employee** option to select a different employee.

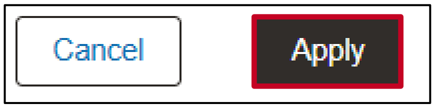


Step	Action
4.	Enter expense transactions as applicable. See the section in this Job Aid titled **Creating an Expense Report** for details on creating an Expense Report.
5.	Click the **Review and Submit** link at the top right of the page once all expense lines have been added, updated, or removed as applicable.

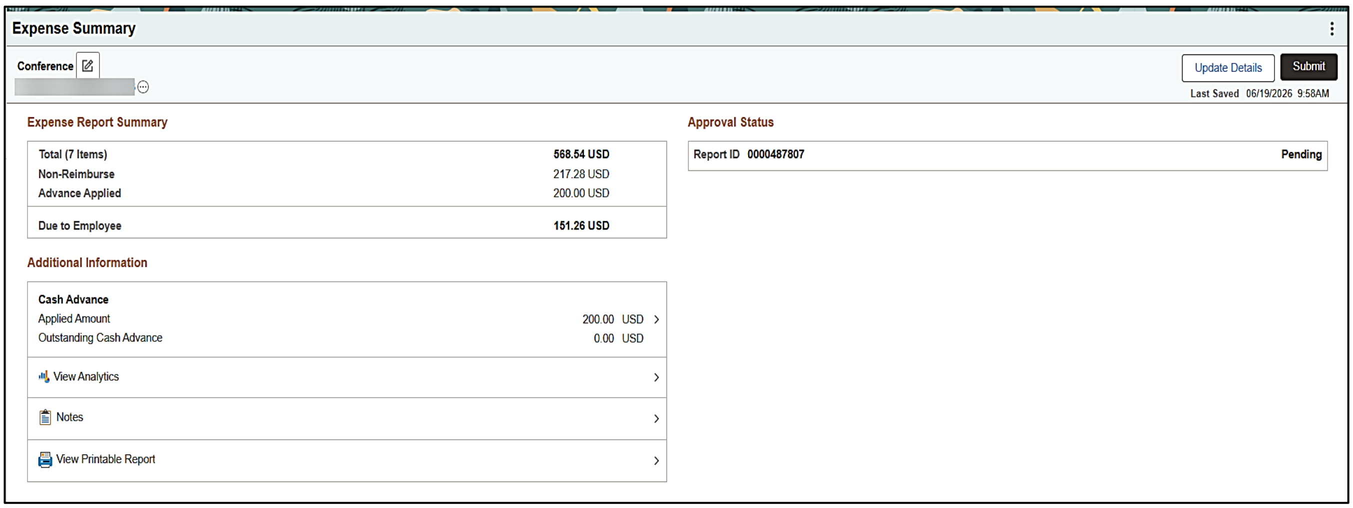


Step	Action
The **Expense Summary** page displays. 	
ℹ	A total of outstanding Cash Advances that have been paid to the employee displays under **Additional Information** in the **Cash Advance** section.
6.	Click the **Cash Advance Outstanding Cash Advance** option. 
The **Apply Cash Advance** page displays in a pop-up window. 	
7.	Enter the amount of the Cash Advance(s) being applied to the Expense Report in the **Total Applied** field(s). For this scenario, the total amount of both Cash Advances is entered. 

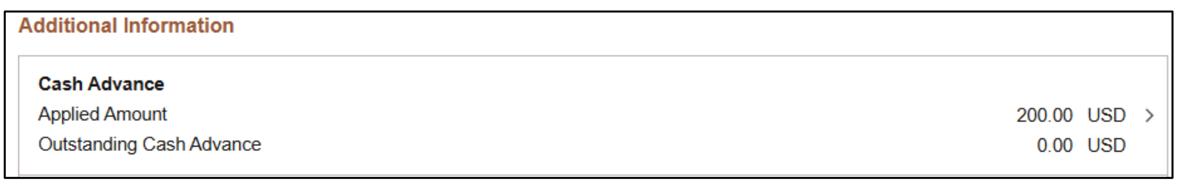
Step	Action
8.	Click the **Apply** button.



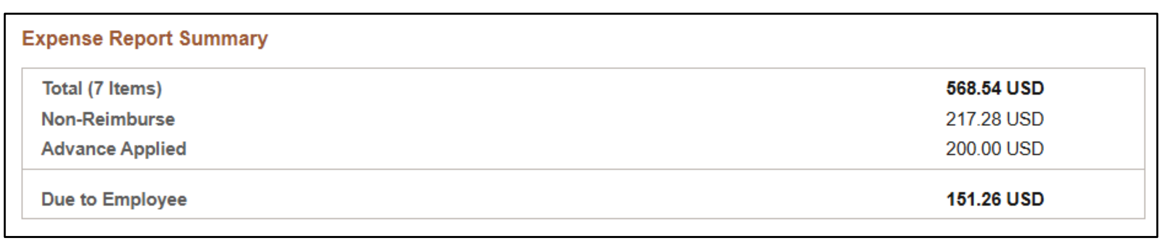
The **Expense Summary** page redisplays with the Cash Advance(s) applied to the Expense Report.



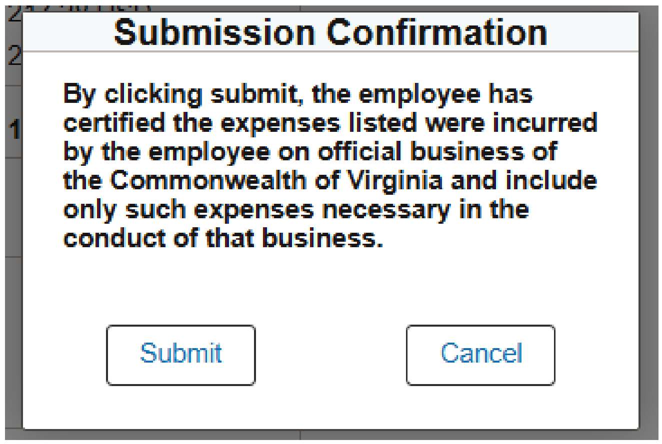
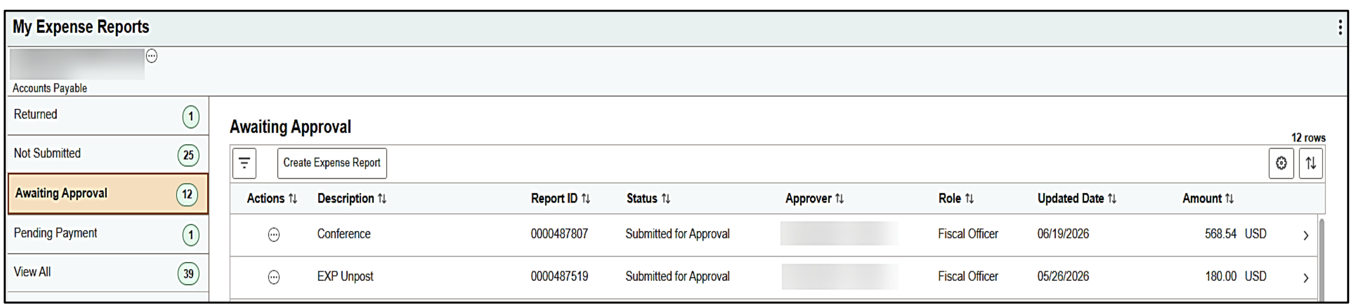
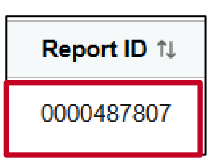
The **Additional Information** section displays the total of the Cash Advances applied in the **Advance Applied** field.



The **Expense Report Summary** section displays an overall summary of the information to include **Total** lines, **Non-Reimburse** amount if applicable, **Advance Applied** and the **Due to Employee** amount.



Step	Action
9.	Click the **Submit** button at the top right of the page.

Step	Action
	The **Submission Confirmation** message displays in a pop-up window. 
10.	Click the **Submit** button. 
	The **My Expense Reports** page displays. 
	The submitted Expense Report displays in the **Awaiting Approval** section.
11.	Make note of the Expense Report number in the **Report ID** field as applicable. 

Appendix

Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. Users 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