AP315B Entering an Expense Report Online in Cardinal-Interfacing Agencies

Overview of Entering an Expense Report Online in Cardinal – Interfacing Agencies

Interfacing Agencies should interface their expense transactions into Cardinal; however, they can also enter expense transactions directly in Cardinal. When an expense transaction is entered online in Cardinal it must be approved online in Cardinal.

This Job Aid provides the steps that Interfacing Agencies should follow when entering Expense Reports online in Cardinal. Only a designated Proxy/Authorized User can create, edit, or view expense transactions. Proxy/Authorized User is not a security role; instead the Agency's Expenses Processor authorizes employees to be a Proxy/Authorized User. For details on setting up an employee as a Proxy/Authorized User, see the Job Aid titled **AP315A Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Learning**.

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.

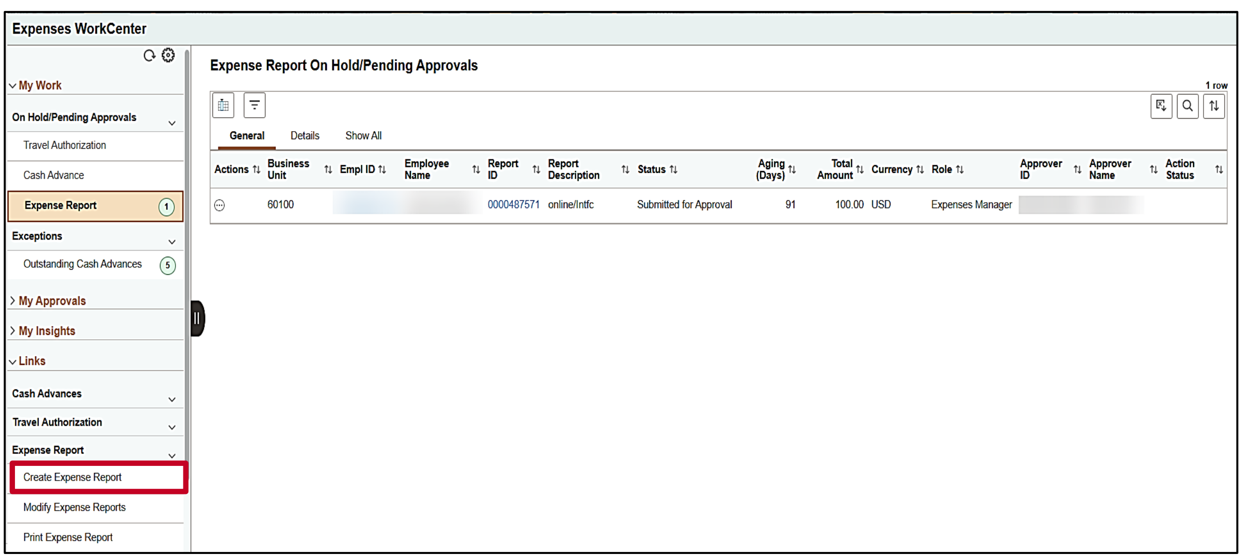
Table of Contents

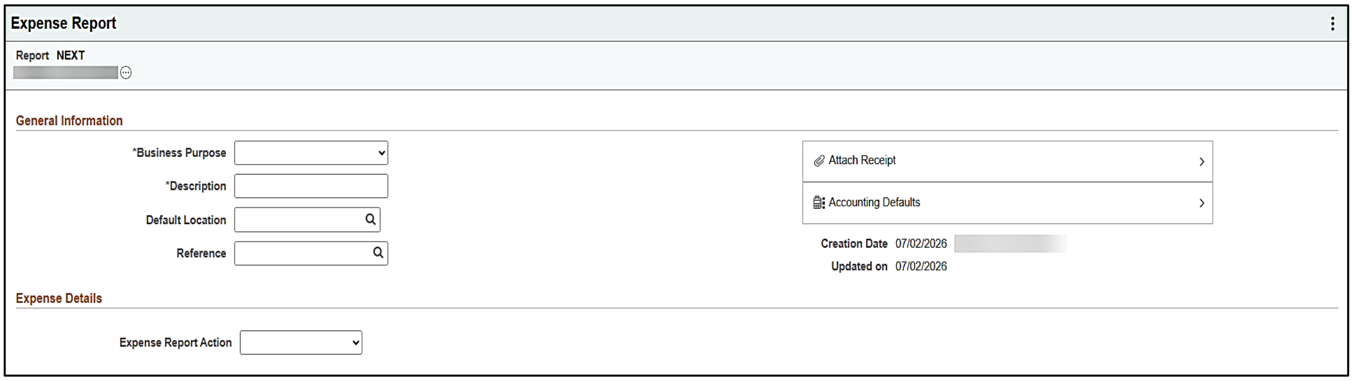
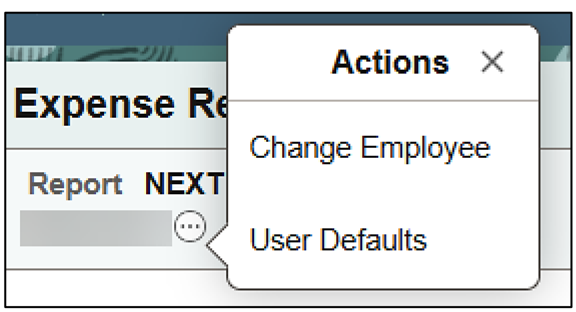
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/26/2026	Baseline.

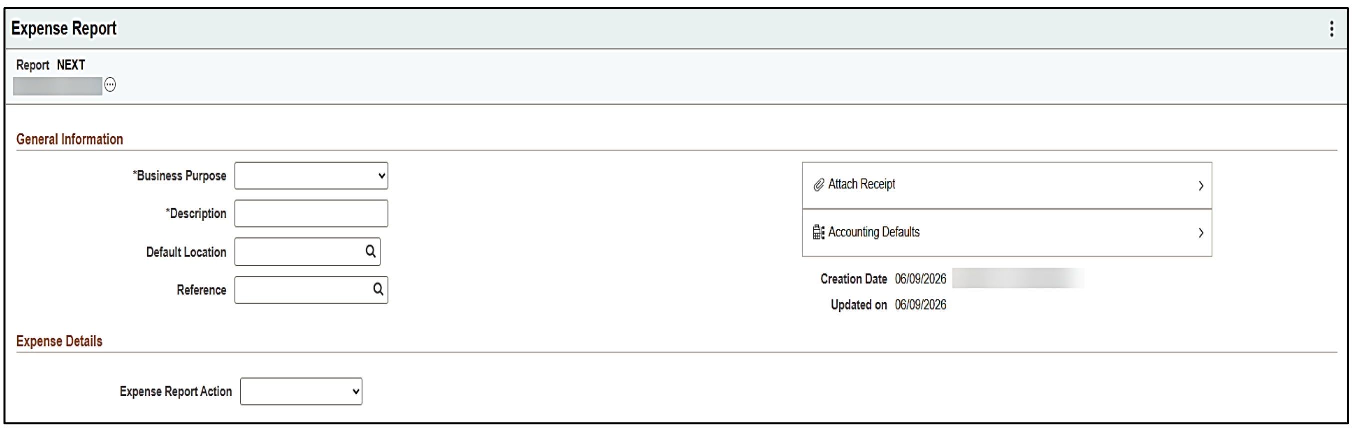
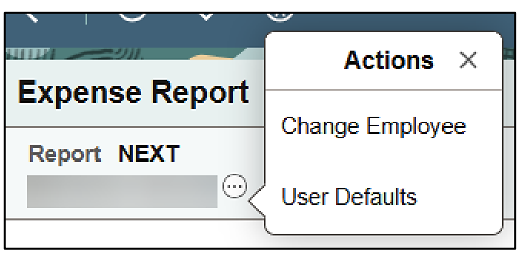
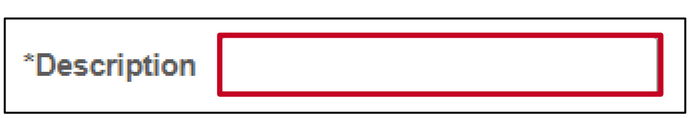
Entering an Expense Report Online in Cardinal

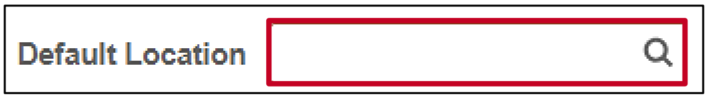
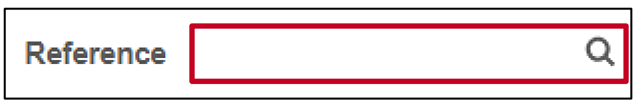
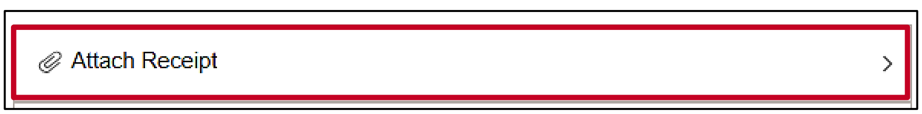
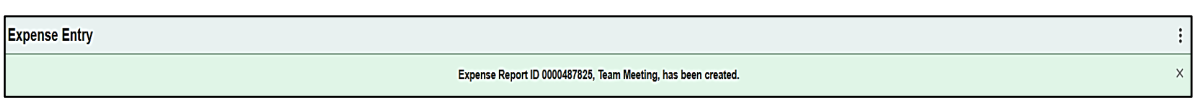
This process varies from the process used by online Agencies when expense transactions are entered directly in Cardinal. Follow your Agency guidelines if they vary from the process outlined in the steps below.

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** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
3.	Users can also access the **Expense Report** page using the following navigation path: **Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify**

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

</td></tr>
<tr><td></td><td>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td></td><td>The Expense Report page displays by default with the information for the Expenses Employee that logged in.
If the Expense Report is being created for a different employee proceed to the next step.
If the Expense Report is being created for the Expenses Employee, proceed to the Step 7.</td></tr>
<tr><td>4.</td><td>Click the Related Action button.
</td></tr>
<tr><td colspan="2">The Actions menu displays.

</td></tr>
<tr><td>5.</td><td>Click the Change Employee option.

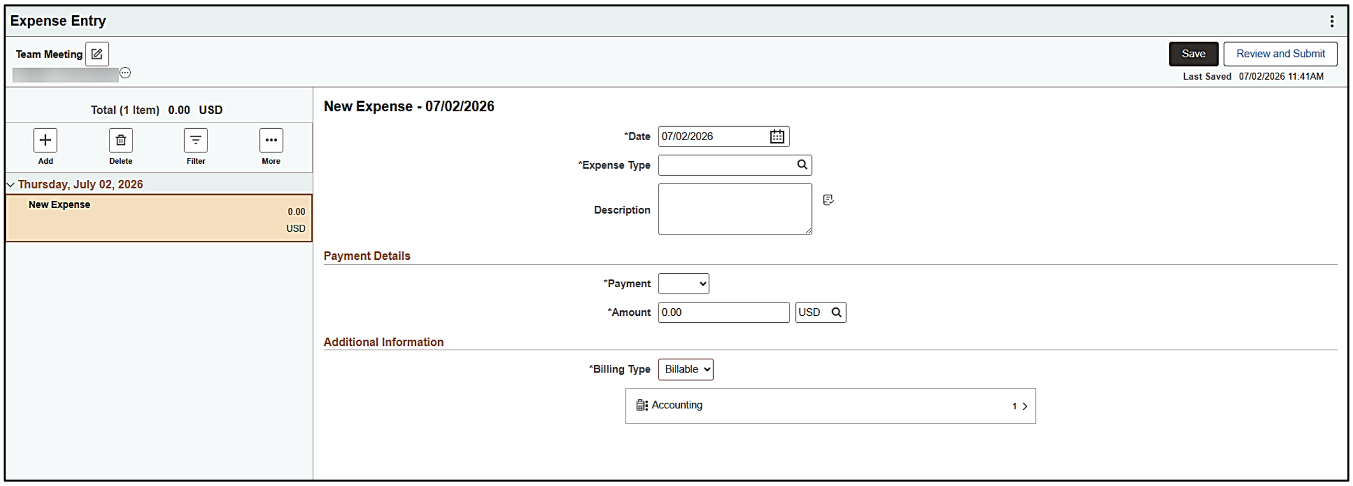
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>The user must be set up as a Proxy to enter expense transactions for themselves or other employees.</td></tr>
<tr><td>6.</td><td>Click the applicable name on the Employee Search page.
</td></tr>
<tr><td colspan="2">The Expense Report page displays for the employee.
</td></tr>
<tr><td></td><td>If the incorrect employee was selected, click the Related Action button next to the employee's name. When the Actions menu displays, select the Change Employee option to select a different employee.
</td></tr>
<tr><td>7.</td><td>Click the Business Purpose dropdown button and select the applicable option.
</td></tr>
<tr><td>8.</td><td>Enter a description in the Description field.
</td></tr>
</table>

Step	Action
	This field has a limit of 30 characters.
9.	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.
	The **Reference** field is an optional 10-character field where additional information can be entered. Follow Agency guidelines regarding the use of this field. 
10.	Click the **Attach Receipt** button to add documents/receipts as applicable. **Note**: Users can add up to 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.
11.	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">

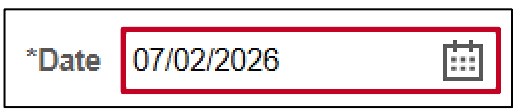
The **Expense Entry** page displays.



</td></tr>
<tr><td>12.</td><td>

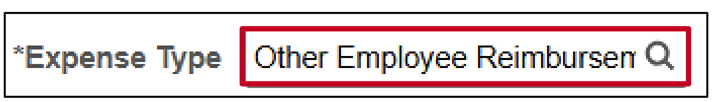
Enter or update the **Date** field.

Note: This fields defaults with the current date.



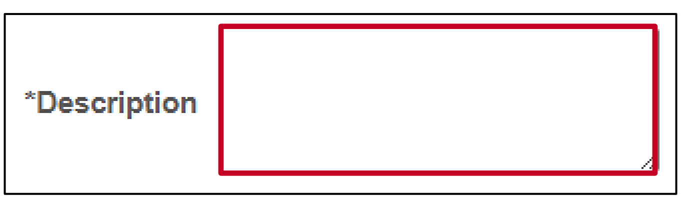
</td></tr>
<tr><td>13.</td><td>

Click the Expense Type using the **Expense Type Look up** icon and select “Other Employee Reimbursements”.



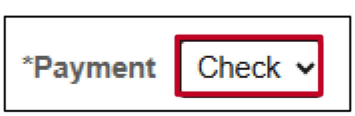
</td></tr>
<tr><td>14.</td><td>

Enter a description for the expense entered in the **Description** field.

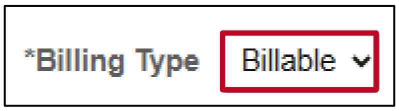
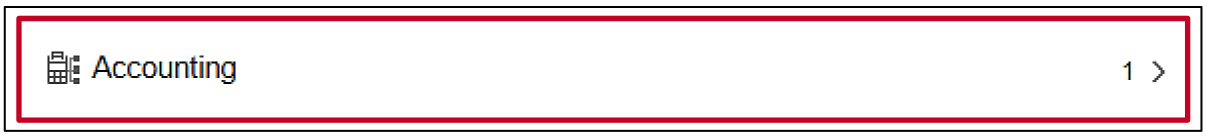


</td></tr>
<tr><td>15.</td><td>

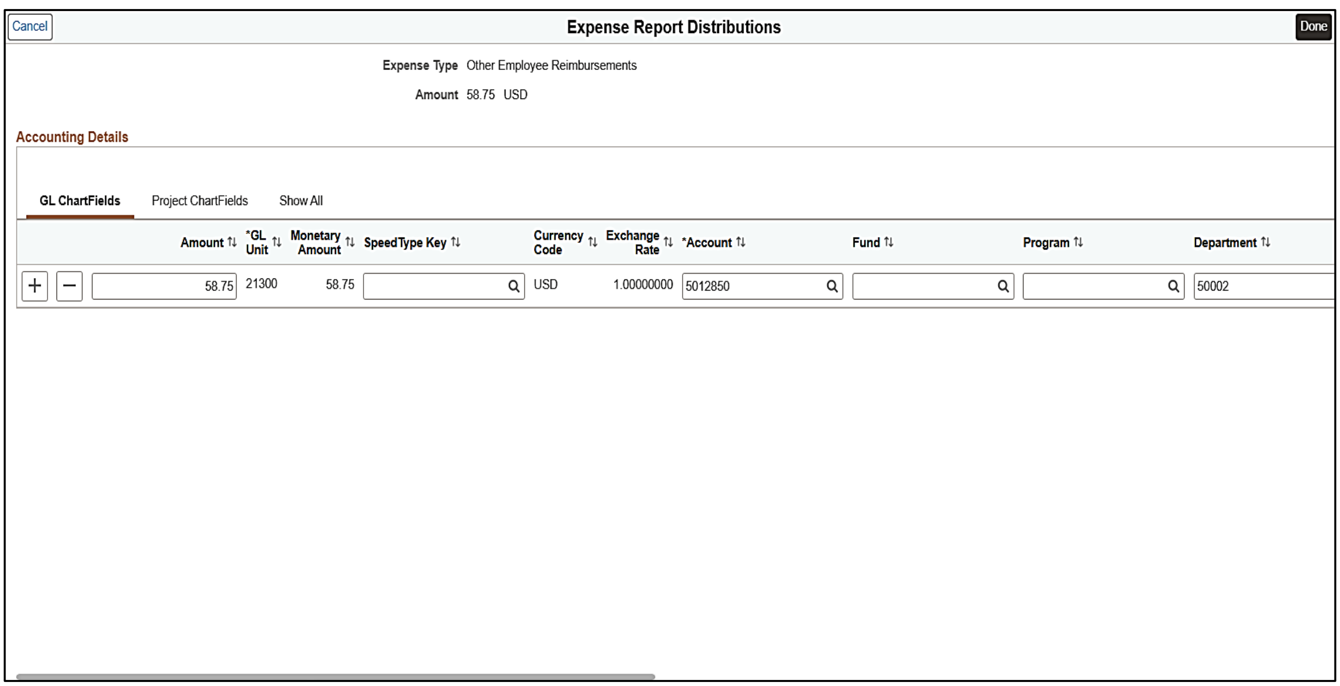
In the **Payment** field, select “Check”.

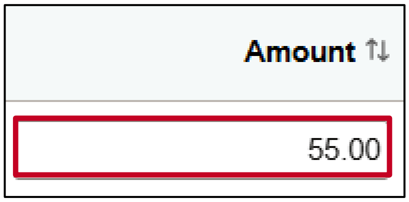
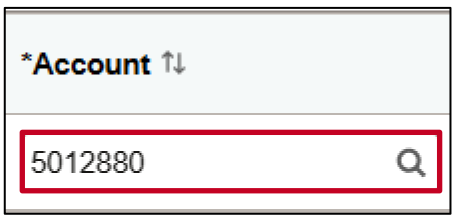
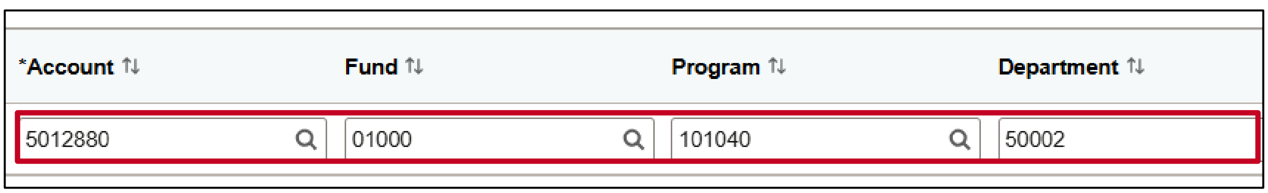
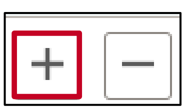


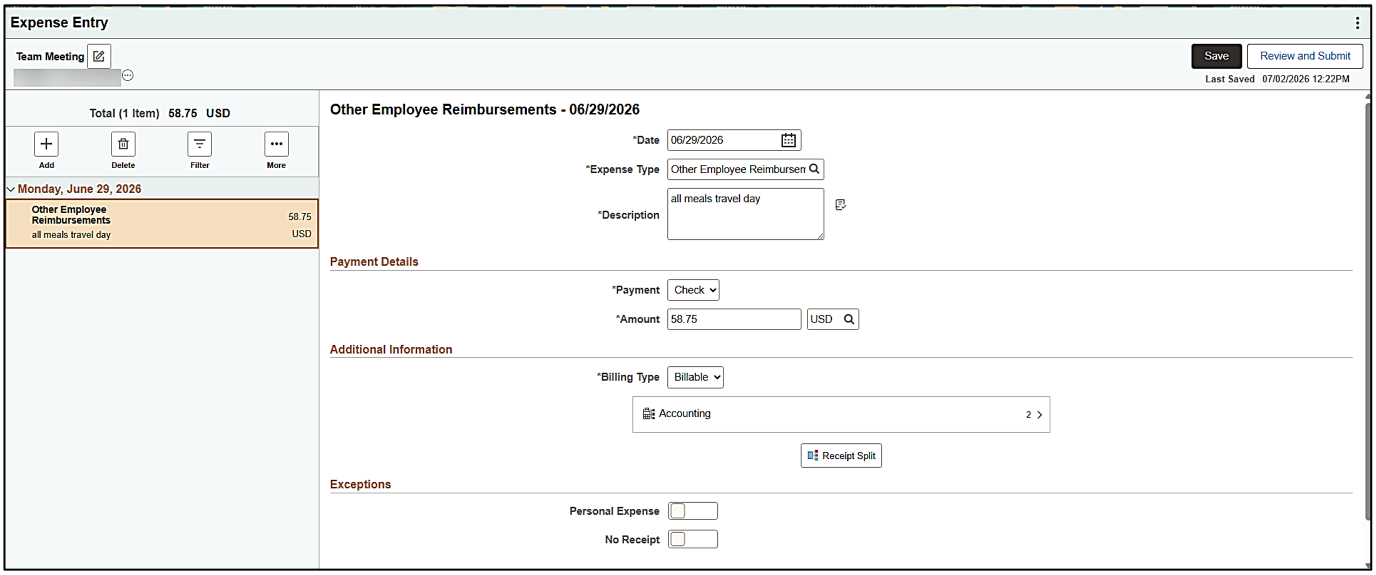
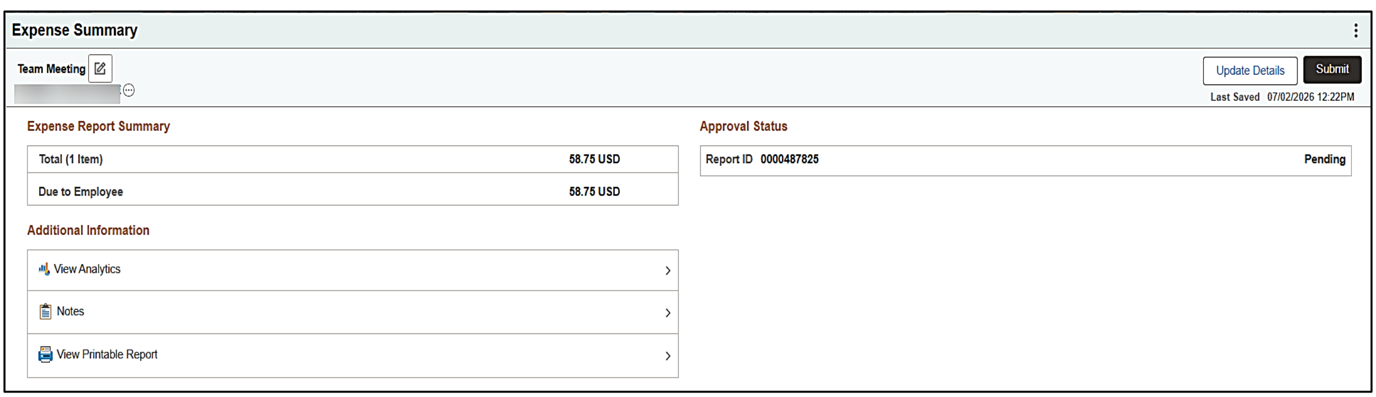
</td></tr>
</table>

Step	Action
16.	Enter the total amount for all expenses in the **Amount** field. 
	The **Billing Type** field defaults to “Billable” and should not be changed. 
17.	Click the **Accounting** option. 

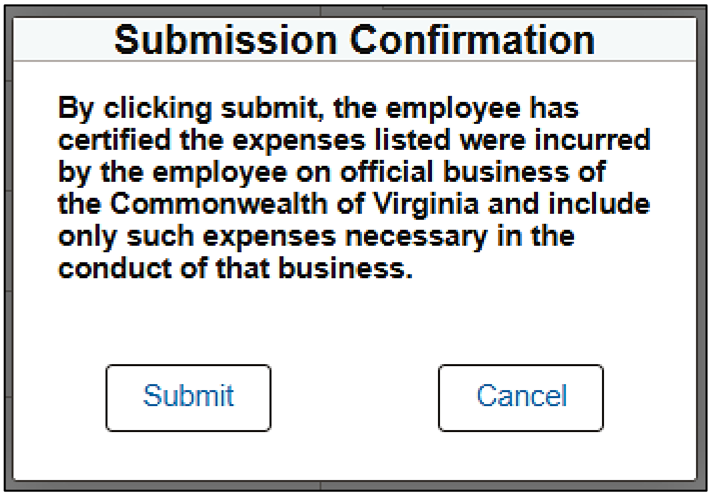
The **Expense Report Distributions** page displays in a pop-up window.



Step	Action
18.	Click in the **Amount** field and update the value to the total for the specific expense that is being entered on the line. 
19.	Update the **Account** field based on the accounting code for the expense type entered for the line. 
20.	Update any additional fields on the accounting line as applicable. 
21.	Click the **Add a New Row** (**+**) icon. 
22.	Repeat **Steps 18 – 21** until all lines are entered.
23.	Click the **Done** button. 

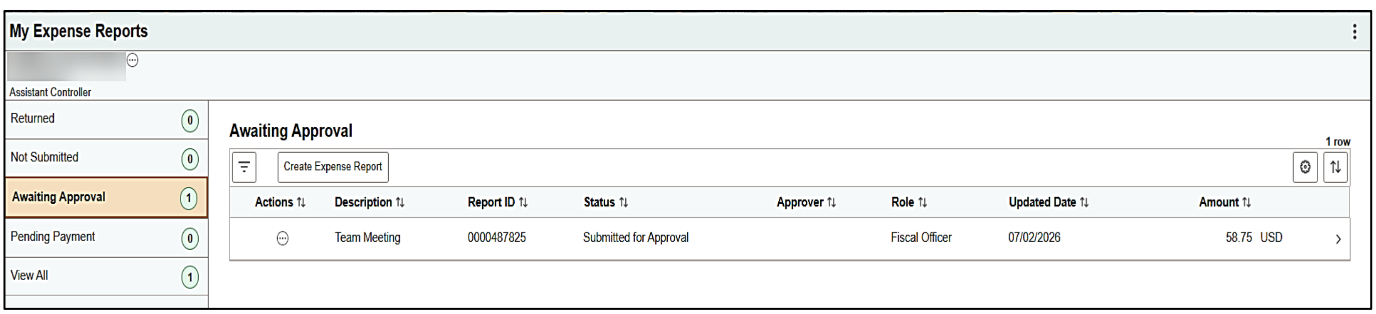
Step	Action
	The **Expense Entry** page redisplays. 
24.	Click the **Review and Submit** button. 
	The **Expense Summary** page displays. 
25.	Click the **Submit** button. 

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

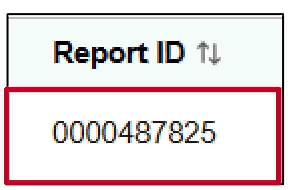


</td></tr>
<tr><td>26.</td><td>Click the Submit button.

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



</td></tr>
<tr><td>27.</td><td>Make note of the Expense Report number in the Report ID field as needed.



</td></tr>
<tr><td></td><td>Follow Agency guidelines for notifying the approver of the transaction that was directly keyed into Cardinal. The Expense Report must be manually approved in Cardinal.</td></tr>
</table>

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