



Accounts Payable Job Aid

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.

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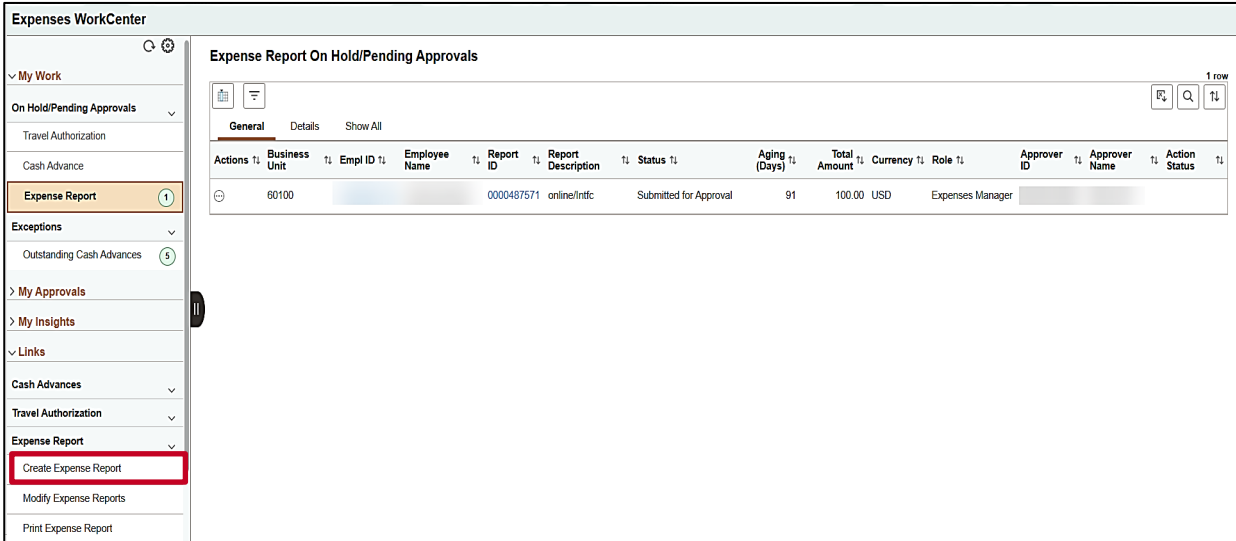
Revision History

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

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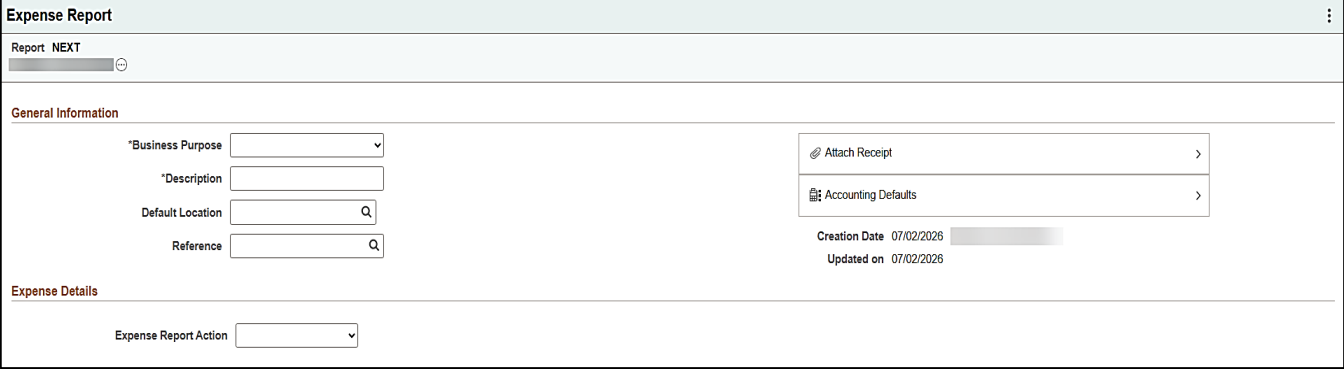
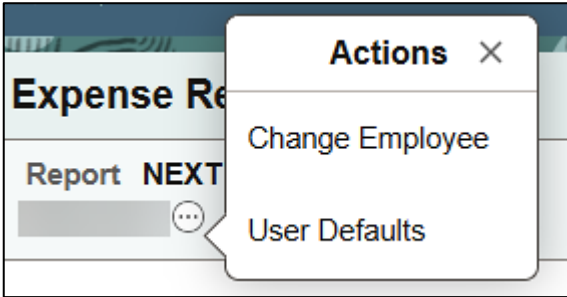
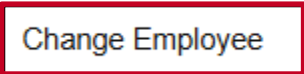
Entering an Expense Report Online in Cardinal

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.

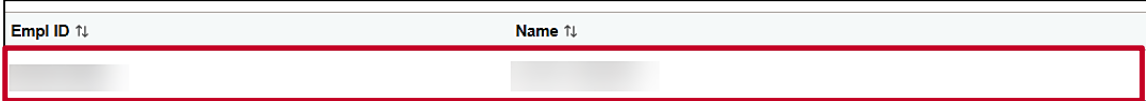
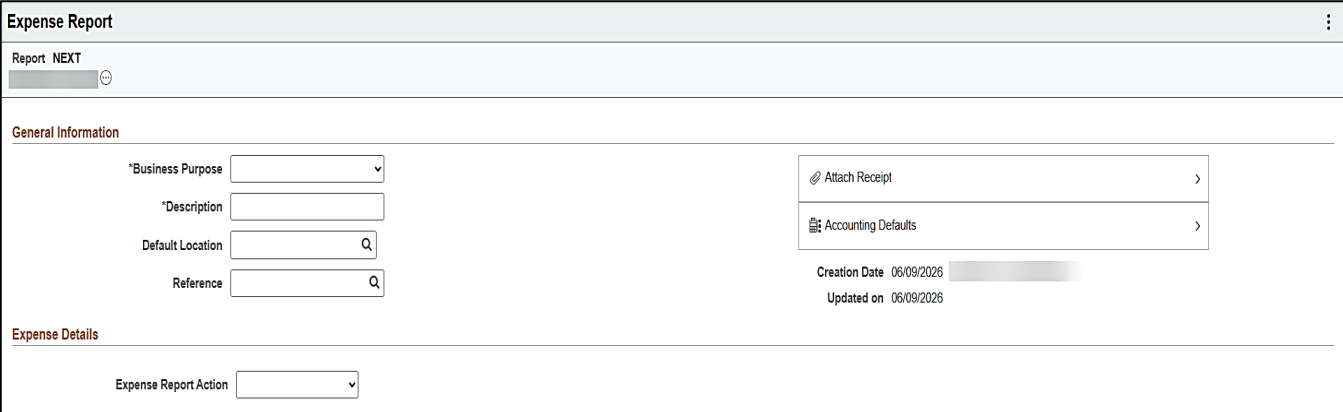
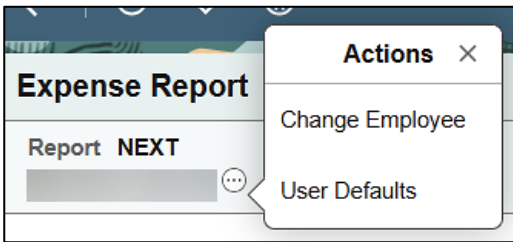
Step	Action
1.	Navigate to the Create Expense Report page by clicking the EX WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in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

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Step	Action
	The Expense Report page displays. 
	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.
	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.
4.	Click the Related Action button. 
	The Actions menu displays. 
5.	Click the Change Employee option. 

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Step	Action
	The user must be set up as a Proxy to enter expense transactions for themselves or other employees.
6.	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 Action button next to the employee's name. When the Actions menu displays, select the Change Employee option to select a different employee. 
7.	Click the Business Purpose dropdown button and select the applicable option. 
8.	Enter a description in the Description field. 

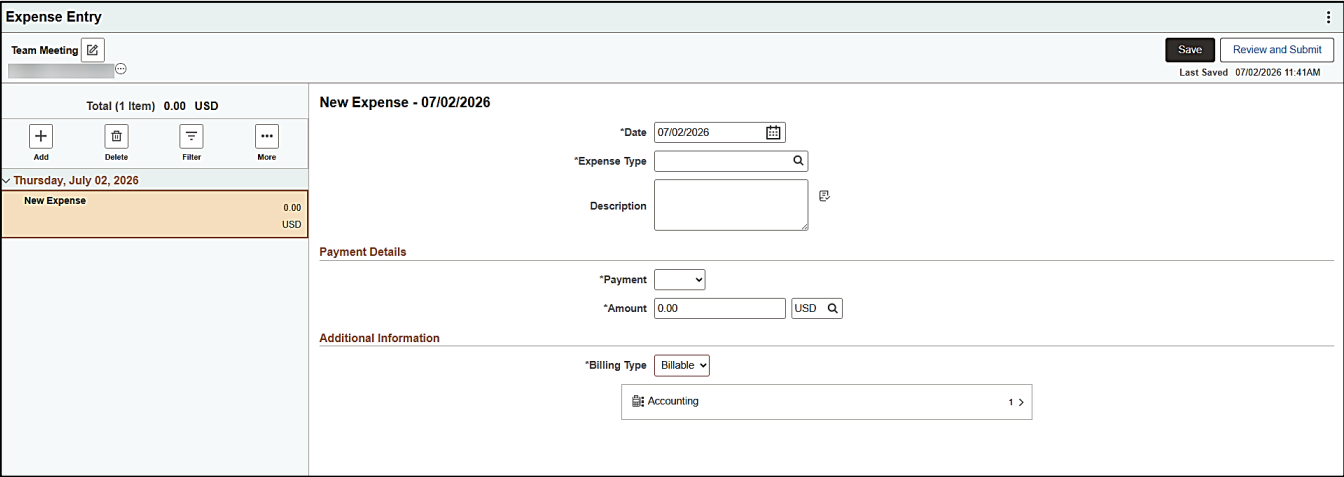
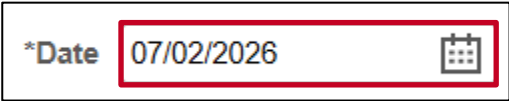
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Step	Action
	This field has a limit of 30 characters.
9.	Enter or select the location for the expense in the Default Location field. Default Location 
	While this is not a required field, it is recommended to complete as it populates on expense lines 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. Reference 
10.	Click the Attach Receipt button to add documents/receipts as applicable. Note: Users can add up to 10 attachments at one time.  Attach Receipt
	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”. Expense Report Action 
	The Expense Report ID number displays in the Header for several seconds, as the Expense Entry page displays. Expense Entry Expense Report ID 0000487826, Team Meeting, has been created.



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Step	Action
	The Expense Entry page displays. 
12.	Enter or update the Date field. Note: This fields defaults with the current date. 
13.	Click the Expense Type using the Expense Type Look up icon and select “Other Employee Reimbursements”. 
14.	Enter a description for the expense entered in the Description field. 
15.	In the Payment field, select “Check”. 



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Step	Action
16.	Enter the total amount for all expenses in the Amount field. *Amount 58.75 USD Q
	The Billing Type field defaults to “Billable” and should not be changed. *Billing Type Billable ▼
17.	Click the Accounting option.  Accounting 1 >

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

Cancel

Expense Report Distributions

Done

Expense Type Other Employee Reimbursements

Amount 58.75 USD

Accounting Details

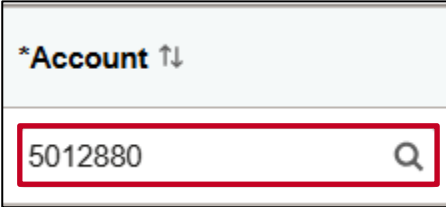
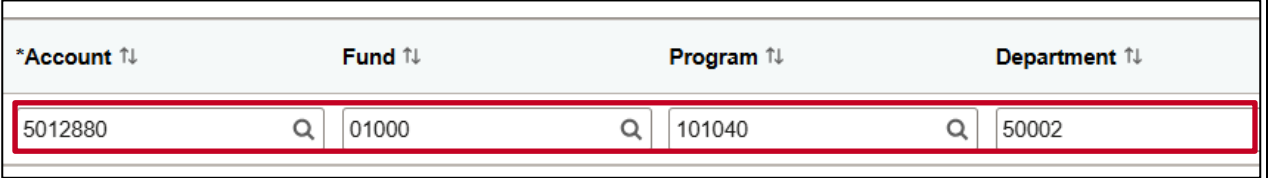
GL ChartFields

Project ChartFields

Show All

Amount ↑↓	*GL Unit ↑↓	Monetary Amount ↑↓	SpeedType Key ↑↓	Currency Code ↑↓	Exchange Rate ↑↓	*Account ↑↓	Fund ↑↓	Program ↑↓	Department ↑↓	
+ -	58.75	21300	58.75	Q	USD	1.00000000	5012850	Q	Q	50002

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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. 



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Step	Action
	The Expense Entry page redisplay. Expense Entry Team Meeting Save Review and Submit Last Saved 07/02/2026 12:22PM Total (1 Item) 58.75 USD Add Delete Filter More Monday, June 29, 2026 Other Employee Reimbursements 58.75 USD all meals travel day Other Employee Reimbursements - 06/29/2026 *Date 06/29/2026 *Expense Type Other Employee Reimburse *Description all meals travel day Payment Details *Payment Check *Amount 58.75 USD Additional Information *Billing Type Billable Accounting 2 > Receipt Split Exceptions Personal Expense No Receipt
24.	Click the Review and Submit button. Save Review and Submit
	The Expense Summary page displays. Expense Summary Team Meeting Update Details Submit Last Saved 07/02/2026 12:22PM Expense Report Summary Total (1 Item) 58.75 USD Due to Employee 58.75 USD Approval Status Report ID 0000487825 Pending Additional Information View Analytics Notes View Printable Report
25.	Click the Submit button. Update Details Submit

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Step	Action																
	The Submission Confirmation message displays in a pop-up window. Submission Confirmation By clicking submit, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business. Submit Cancel																
26.	Click the Submit button. Submit																
The My Expense Reports page displays. My Expense Reports Assistant Controller Returned0 Not Submitted0 Awaiting Approval1 Pending Payment0 View All1 Awaiting Approval Create Expense Report <table><thead><tr><th>Actions</th><th>Description</th><th>Report ID</th><th>Status</th><th>Approver</th><th>Role</th><th>Updated Date</th><th>Amount</th></tr></thead><tbody><tr><td></td><td>Team Meeting</td><td>0000487825</td><td>Submitted for Approval</td><td></td><td>Fiscal Officer</td><td>07/02/2026</td><td>58.75 USD</td></tr></tbody></table>		Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount		Team Meeting	0000487825	Submitted for Approval		Fiscal Officer	07/02/2026	58.75 USD
Actions	Description	Report ID	Status	Approver	Role	Updated Date	Amount										
	Team Meeting	0000487825	Submitted for Approval		Fiscal Officer	07/02/2026	58.75 USD										
27.	Make note of the Expense Report number in the Report ID field as needed. Report ID 0000487825																
	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.																



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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