Creating and Managing Expense Reports Overview

In Cardinal, all non-salaried 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 page 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 and banking information. Employee address changes must be done in Cardinal HCM. The address change will update to the Employee Profile overnight.

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) role.

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 to add and remove a Proxy as applicable. See the Job Aid titled **AP315_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.

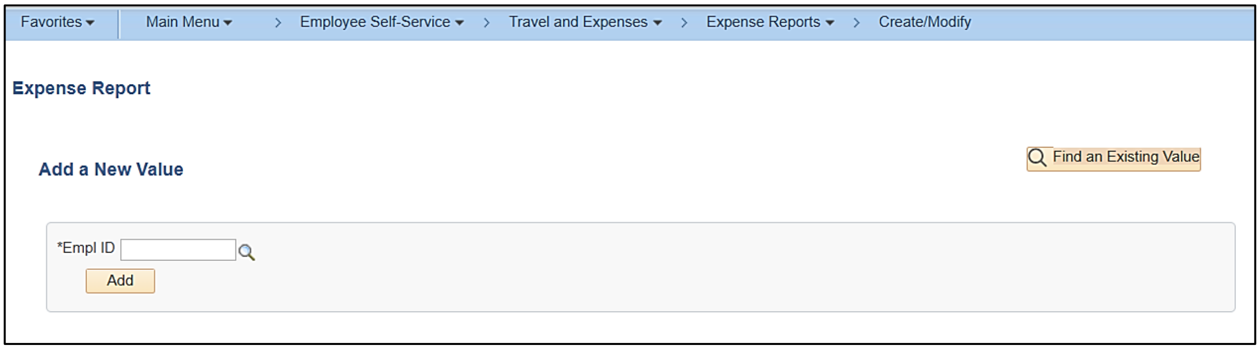
Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

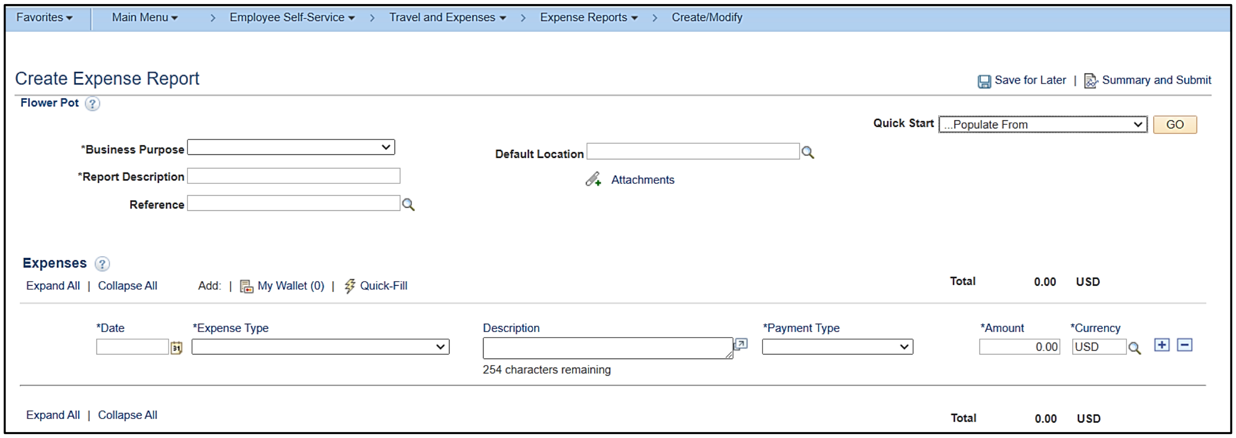
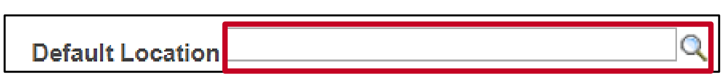
Table of Contents

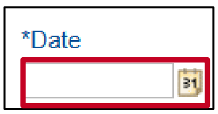
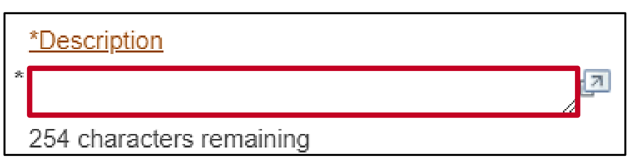
Revision History

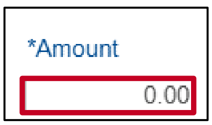
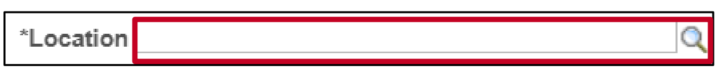
Revision Date	Summary of Changes
1/27/2025	Baseline

Creating an Expense Report

Step	Action
1.	Navigate to the **Expense Report** entry page using the following path: **Main Menu > Employee Self Service > Travel and Expense Expenses > Expense Reports > Create/Modify**
The **Add a New Value** 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**.
2.	Enter or select the employee's Employee ID in the **Empl ID** field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the **Add** button. 

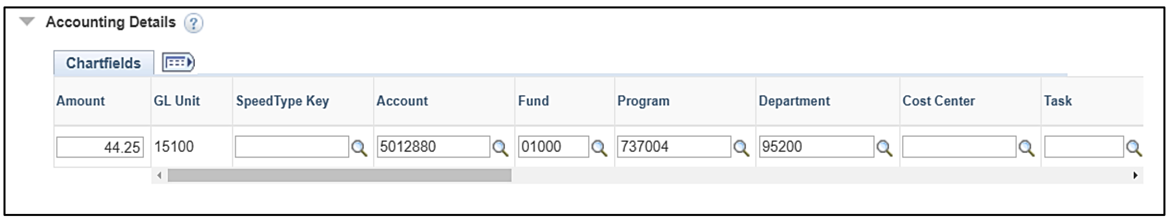
Step	Action
The **Create Expense Report** page displays.  	
	The **Quick Start** menu can be used to create an Expense Report using any one of the following: • **A Template** - See the Job Aid titled **AP315_Creating an Expense Template** located on the Cardinal website in **Job Aids** under **Learning** for details • **A Travel Authorization** - This process is covered in this job aid in the **Creating an Expense Report using an Approved Travel Authorization** section. • **An Existing Report –** This process is covered in this job aid in the **Creating an Expense Report using an Existing Expense Report** section. • **Entries from My Wallet** – not used in Cardinal
4.	Click the **Business Purpose** drop-down button to select the purpose of the Expense Report. 
5.	Enter a description for the Expense Report in the **Description** field. 
	This field allows up to 30 characters (including spaces).
6.	Enter or select the location of the expense in the **Default Location** field. 
	While this field is not required, it is recommended to complete as it populates on lines that require location. If the location is not listed, select the **In State Standard** or **Out of State Standard** option as applicable.

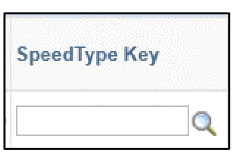
Step	Action
	The **Reference** field is a 10-character optional field where additional information can be entered. Follow agency guidelines regarding the use of this field. 
7.	Click the **Attachments** link to add documents/receipt as applicable. 
	See the **Appendix** section of this job aid for a list of allowed extensions that can be used as attachments in Cardinal.
8.	Enter or select the date associated with the expense in the **Date** field. 
9.	Click the **Expense Type** drop-down button to select the expense type. 
	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: • Expense Types configured in Cardinal • Description of the Expense Type • Additional Required fields that display for the Expense Type • The Default ChartField Account code for the expense Once you select the **Expense Type**, the required fields display on the expense line as applicable.
10.	Enter a description for the expense in the **Description** field. 
	This field holds a maximum of 254 characters including spaces and will count down the remaining characters as an entry is made.

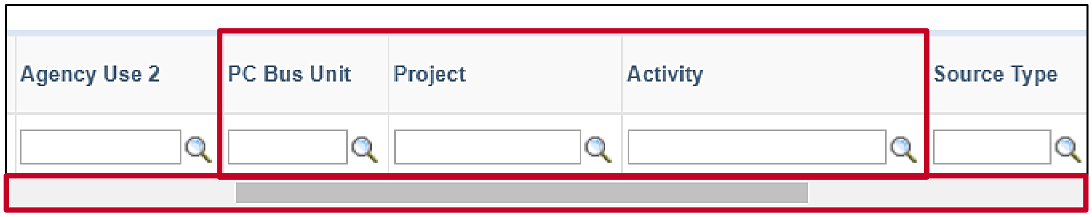
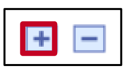
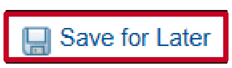
Step	Action
11.	Click the **Payment Type drop-down** button and select “Check”. If this field defaults, go to the next step. 
	Check is the only option for this field.
12.	Enter the anticipated amount for the expense in the **Amount** field. 
	Depending on the **Expense Type** selected, this field may 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. 
13.	Enter, select, or update the location for the expense in the **Location** field if it does not default or if the default value needs to be changed. 
	The **Location** field is required and defaults to the value that was selected in the **Default Location** field in the Header section if it was entered. If a different location is required for expense, update as applicable. If the location is not listed, select the **In State Standard** or **Out of State Standard** option as applicable.
14.	For this scenario, the **Per Diem Range** fields displays. Click the **Per Diem Range** dropdown button and select “0-999” if this value does not default. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>This populates the Amount field when entering expense types for meals and per diem incidentals.

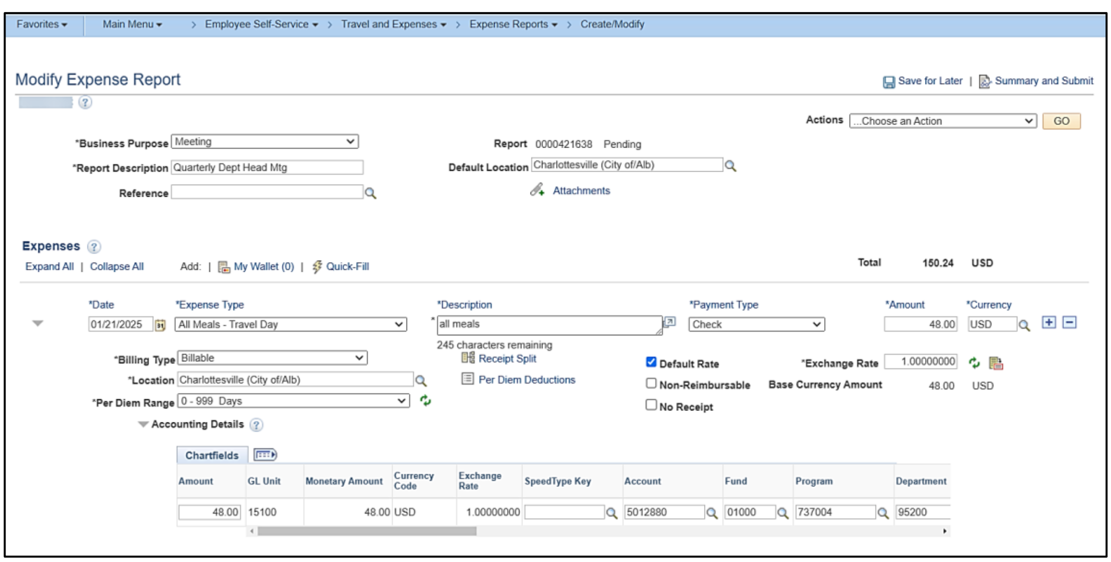
“0-999” is the only option available to select for this field.</td></tr>
<tr><td>15.</td><td>Click the Non-Reimbursable checkbox if the expense was prepaid or direct billed. Otherwise, go to the next Step.

</td></tr>
<tr><td></td><td>For more information about non-reimbursable expenses, see the Job Aid titled AP315_Entering Non-Reimbursable Expenses. This Job Aid is located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>16.</td><td>Next, review and update the Accounting Details section if applicable.

</td></tr>
<tr><td></td><td>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.</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 SpeedType enter or select it from the SpeedType Key field. Once the SpeedType 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 APY0005_SPEEDCHARTS query.

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

Step	Action
17.	Click the scrollbar to complete the **PC Bus Unit**, **Project**, and **Activity** fields when the expense is being charged to a project. If the expense is not being charged to a project, go to the next Step. 
ℹ	The **PC Bus Unit** field must be completed first to be enable projects for the business unit. All three fields (**PC Bus Unit**, **Project**, and **Activity**) must be completed when charging to a project.
18.	If you need to enter additional Expenses, click **Add a New Row (+)** icon. 
19.	Repeat **Steps 8-18** until all anticipated expenses have been entered.
20.	If the Expense Report is ready for submission, go to **Step 27**. If the Expense Report is not ready for submission, proceed to the next step.
21.	Click the **Save for Later** link at the top of the page. 

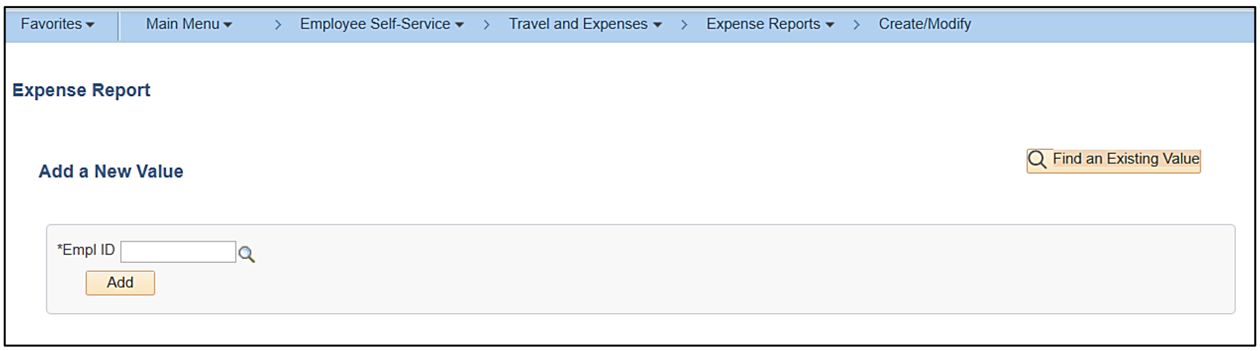
The page name updates to **Modify Expense Report**.



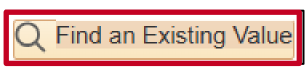
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>i</td><td>A message displays at the top of the page with the Expense Report ID number and the status of “Pending”

</td></tr>
<tr><td>22.</td><td>To access the Expense Report after it has been saved, navigate to the Expense Report page using the following path:

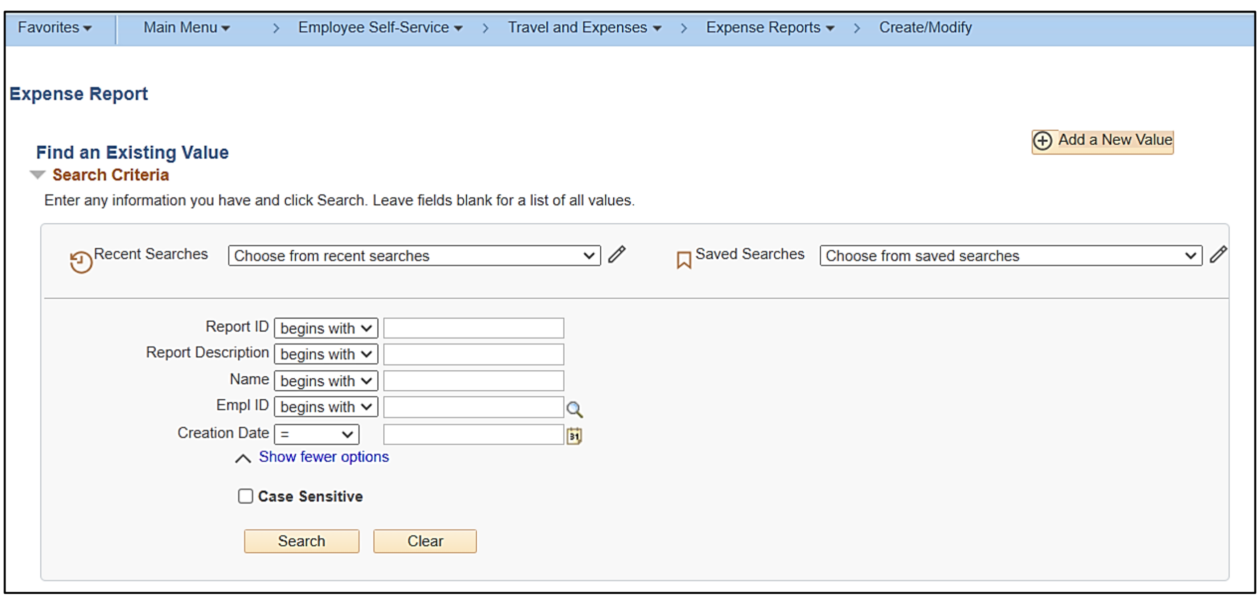
Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify</td></tr>
<tr><td colspan="2">The Add a New Value page displays.



</td></tr>
<tr><td>23.</td><td>Click the Find an Existing Value button.



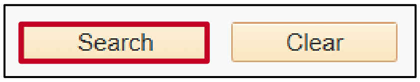
</td></tr>
<tr><td colspan="2">The Find an Existing Value page displays.



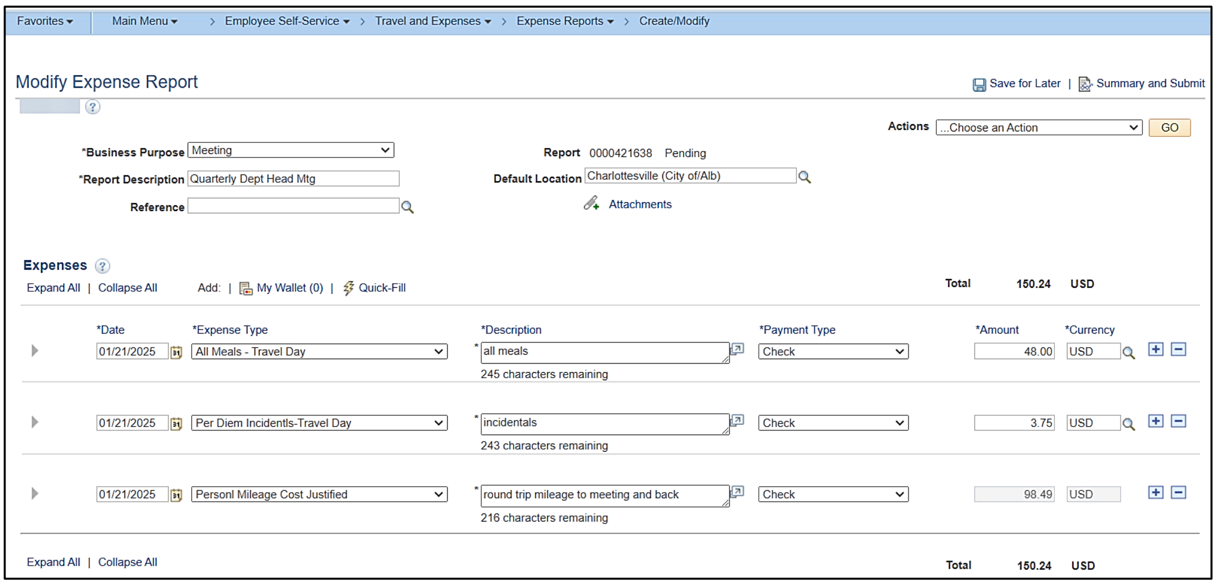
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>24.</td><td>Enter the Expense Report number in the Report ID begins with field.

</td></tr>
<tr><td>25.</td><td>Click the Search button.



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



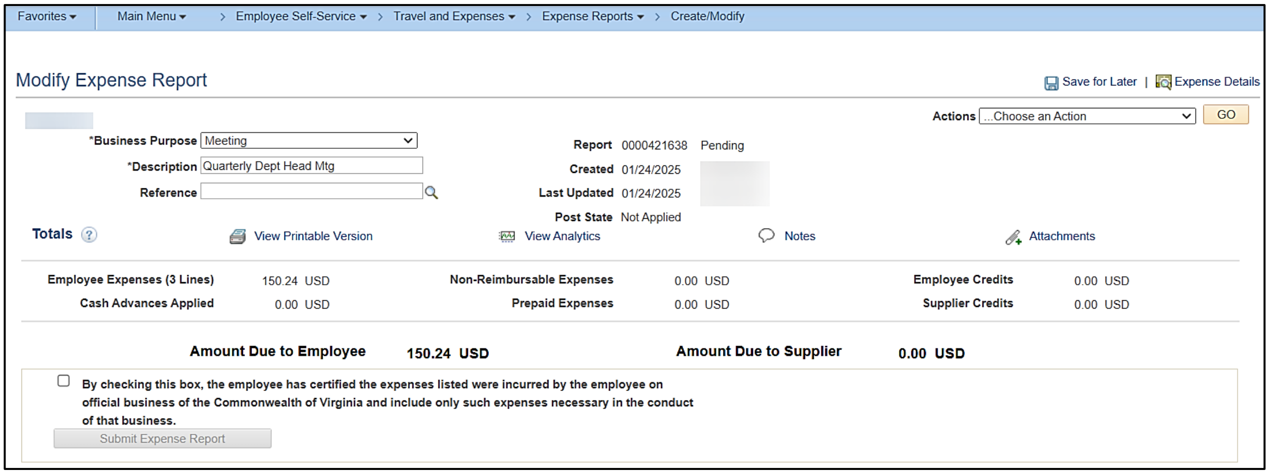
</td></tr>
<tr><td></td><td>Click the Expand All link to view the details for each line.

</td></tr>
<tr><td>26.</td><td>Make any adjustment and/or additions to the Expense Report as applicable.</td></tr>
<tr><td>27.</td><td>Click the Summary and Submit link at the top of the page.

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

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Modify Expense Report** Summary and Submit page displays.



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

If the Expense Report was “Saved for Later” the page name displays as **Modify Expense** Report.

If the Expense Report was not “Saved for Later” the page name displays as **Create Expense Report**.

</td></tr>
<tr><td>28.</td><td>

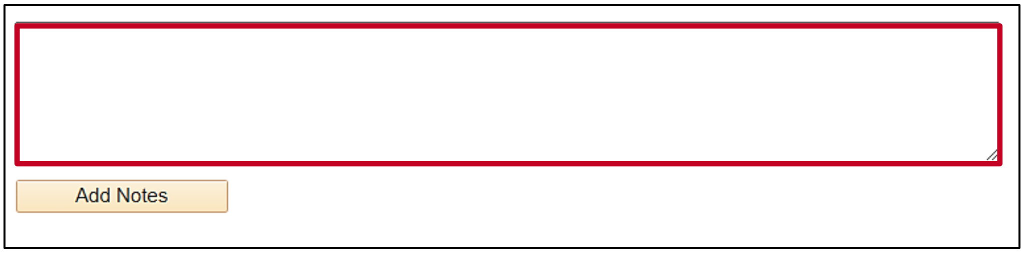
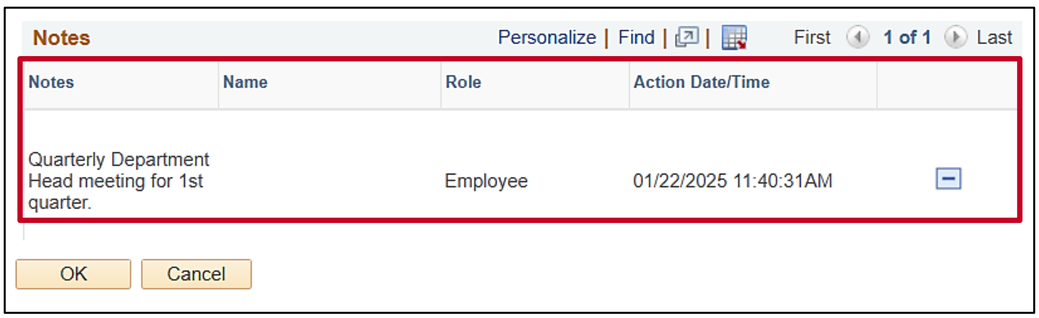
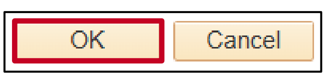
To add an internal note to the Expense Report, click the **Notes** icon.

If a note is not needed, go to **Step 32**.

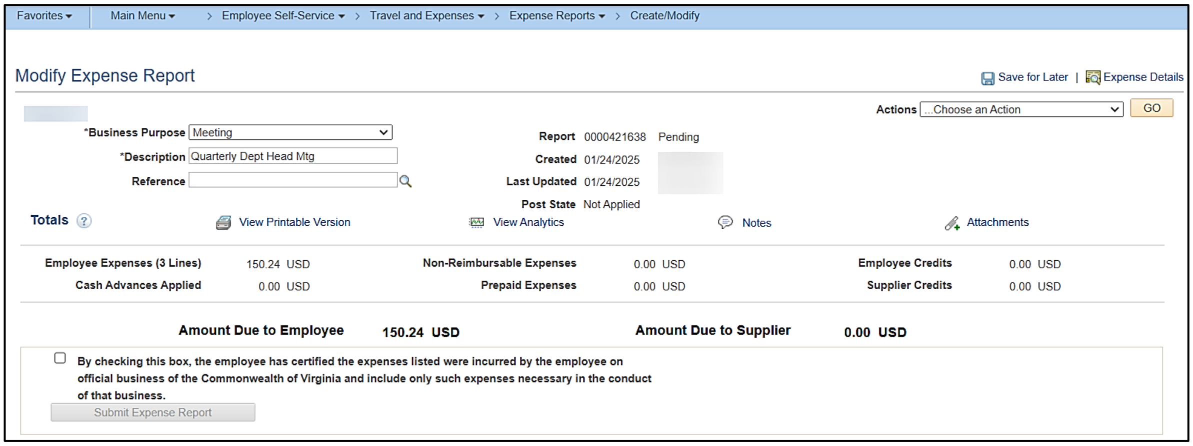
</td></tr>
<tr><td colspan="2">

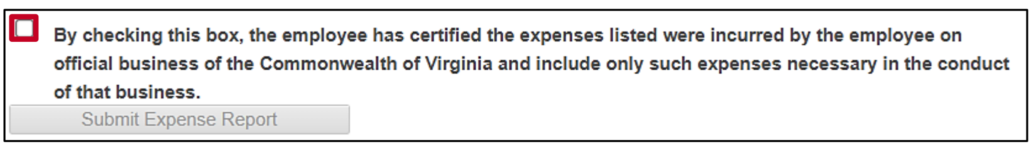
The **Expense Notes** page displays in a pop-up window.

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

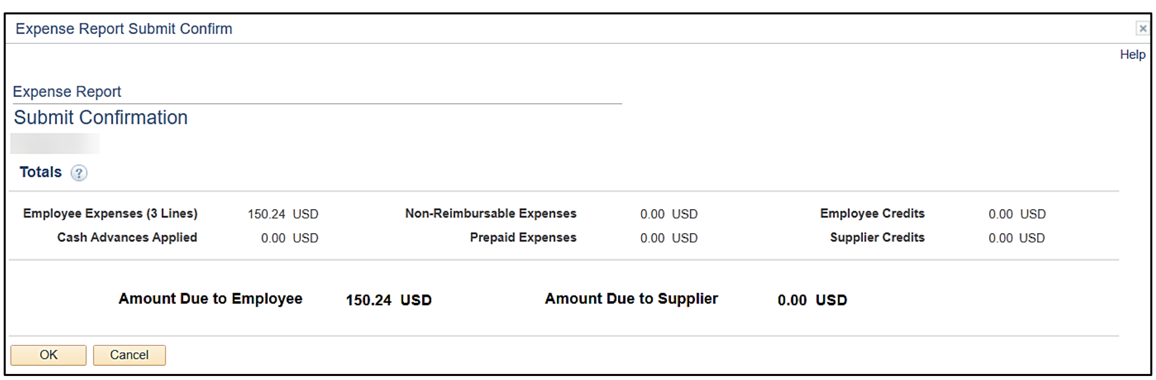
Step	Action
29.	Enter information in the **Notes** field as applicable. 
30.	Click the **Add Notes** button. 
The note displays under the **Notes** section. 	
	Cardinal automatically records the Role of the user and applies a Date/Time stamp on the note.
31.	Click the **OK** button. 

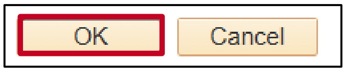
Step	Action
The **Modify Expense Report** Summary and Submit page re-displays with lines filling the **Notes** icon.	



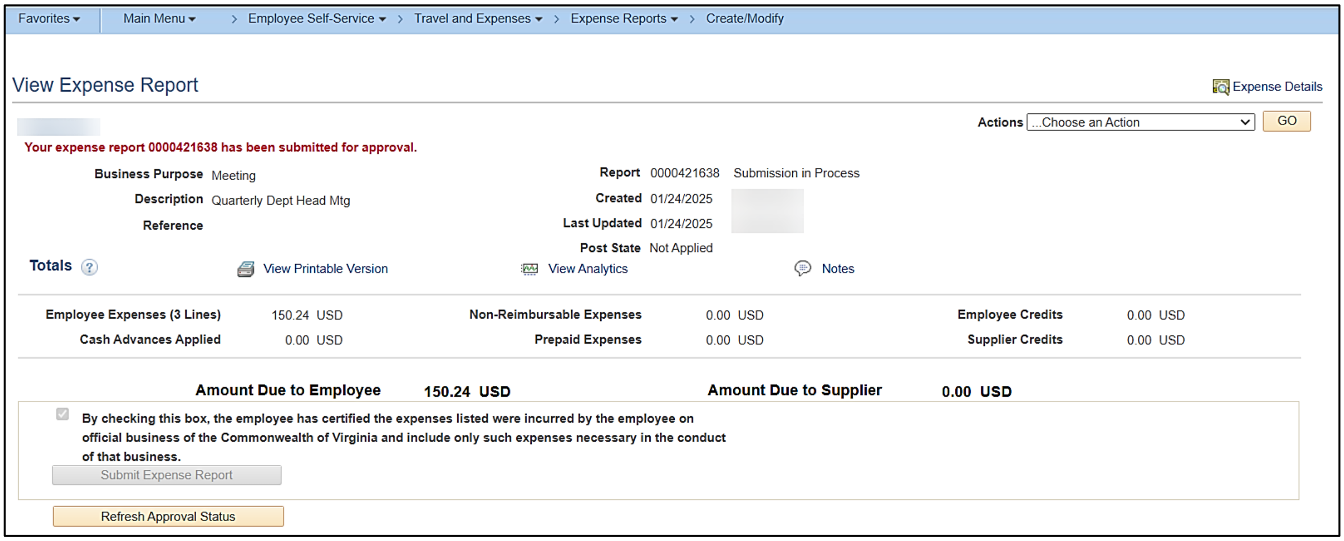
Step	Action
	The lines in **Notes** icon indicate a note was entered.
32.	Click the Certification Statement checkbox. 
	The **Submit Expense Report** button becomes enabled.
33.	Click the **Submit Travel Authorization** button. 

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



Step	Action
34.	Click the **OK** button. 

The **Modify Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**.

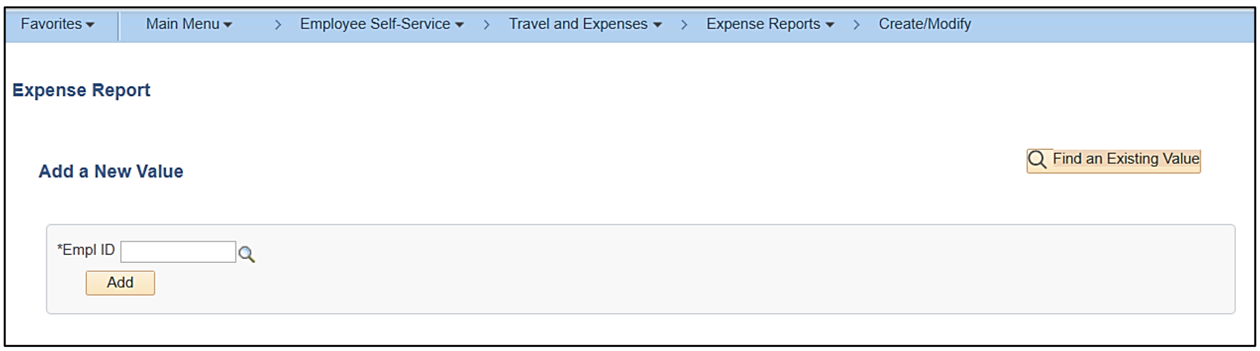
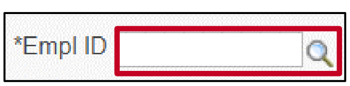


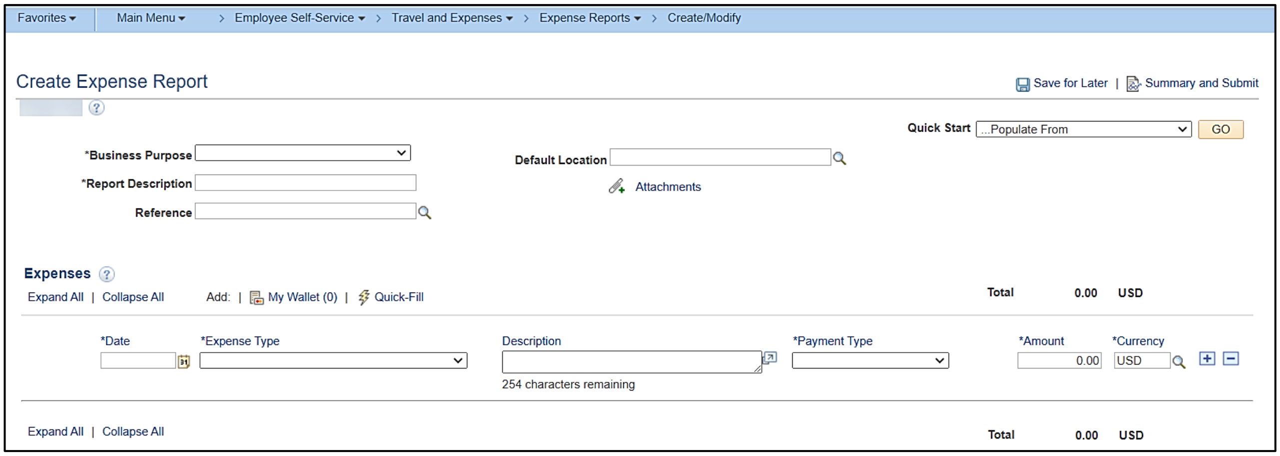
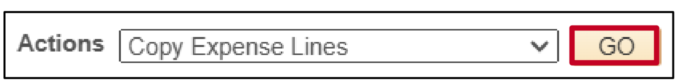
i	A message displays in red at the top of the page with the Expense Report ID number indicating it has been submitted for approval. Your expense report 0000421638 has been submitted for approval.
35.	Make note of the Expense Report number.

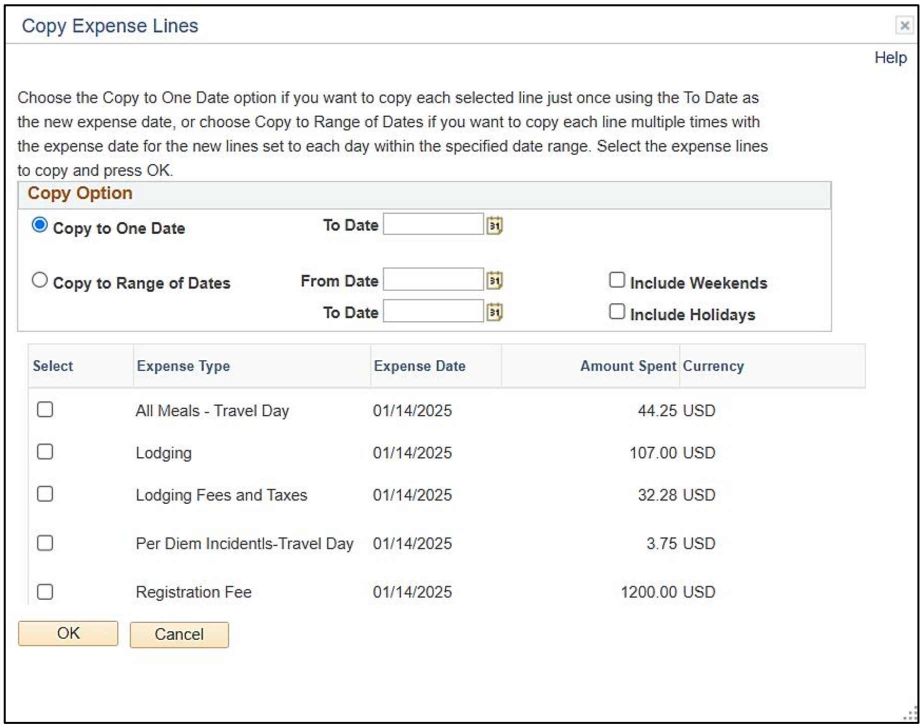
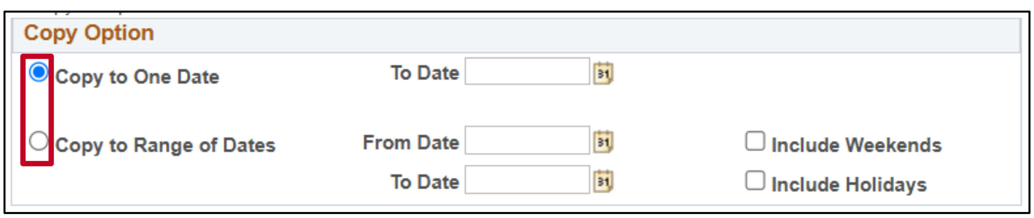
Copying Expense Lines when Creating an Expense Report

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.

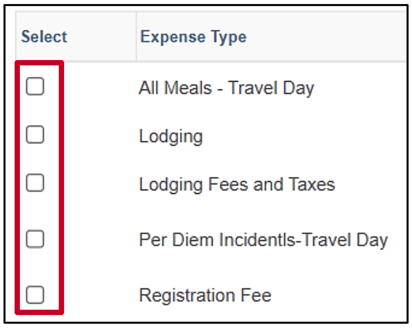
Step	Action
1.	Navigate to the **Expense Report** entry page using the following path: **Main Menu > Employee Self Service > Travel and Expense Expenses > Expense Reports > Create/Modify**
The **Add a New Value** page displays. 	
	For more information pertaining to the Cardinal FIN Search pages, refer 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**.
2.	Enter or select the employee’s Employee ID in the **Empl ID** field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the **Add** button. 

Step	Action
	The **Create Expense Report** page displays. 
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.
5.	Click the **Actions** drop-down menu button and select the “Copy Expense Lines” list item. 
6.	Click the **GO** button. 

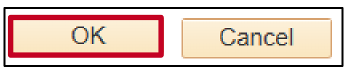
Step	Action
	The **Copy Expense Lines** page displays in a pop-up window with the **Copy to One Date** option selected by default in the **Copy Option** section. 
7.	Select the **radio button** next to the appropriate **Copy Option** and complete the Date field(s) and checkbox options as applicable. 

	Copy Options
	• **Copy to One Date** – use this option to copy selected expenses to one date.
	    ○ **To Date** – enter or select the date the selected expenses need to be copied
	
	• **Copy to Range of Dates** – use this option to copy selected expenses to a date range
	    ○ **From Date** – enter or select the first date in the range
	    ○ **To Date** – enter or select the last date in the range
	    ○ **Include Weekends** check box – click this checkbox to include the weekends that fall in the selected date range
	    ○ **Include Holidays** – click this checkbox to include Holidays that fall in the selected date range

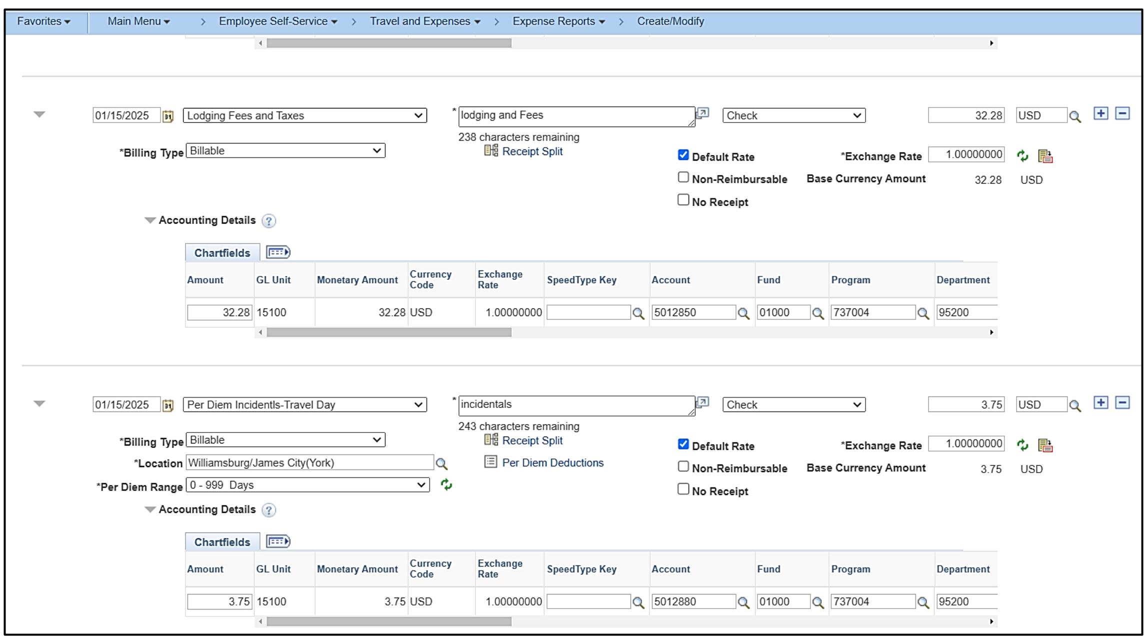
Step	Action
8.	Click the **Select** checkbox next to each **Expense Type** to be copied.



Step	Action
(info)	**Expense Type**(s) that display is based on expenses that have been entered on the Expense Report.
9.	Click the **OK** button.

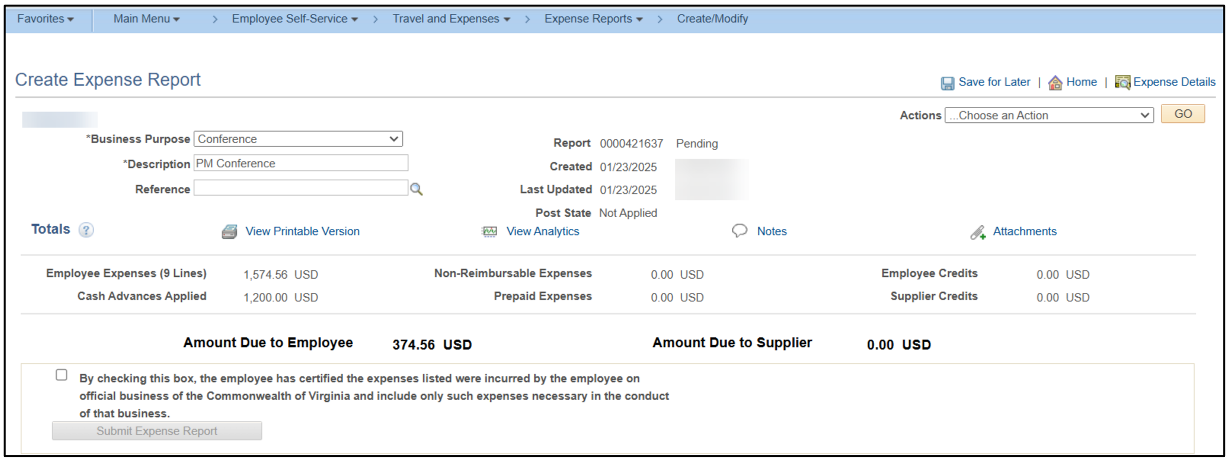
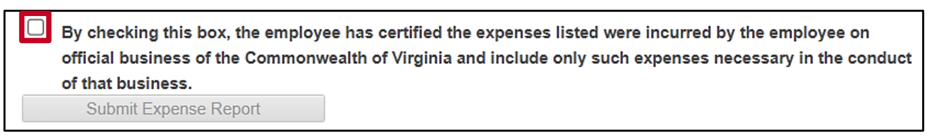


The **Create Expense Report** page re-displays with the copied lines added.

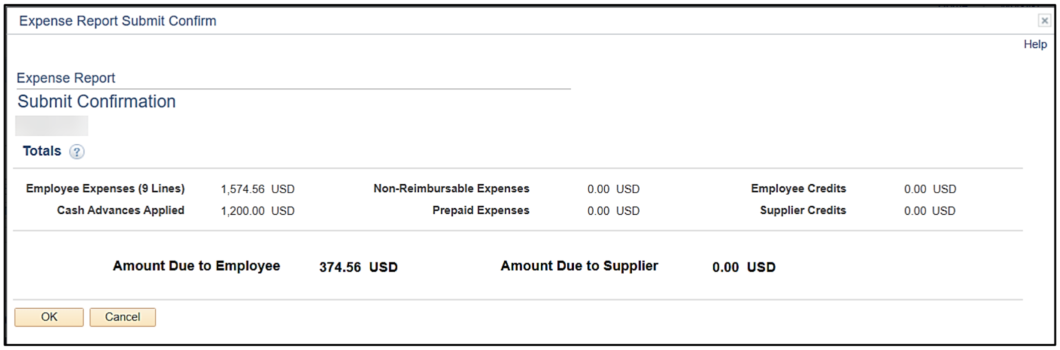
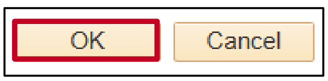
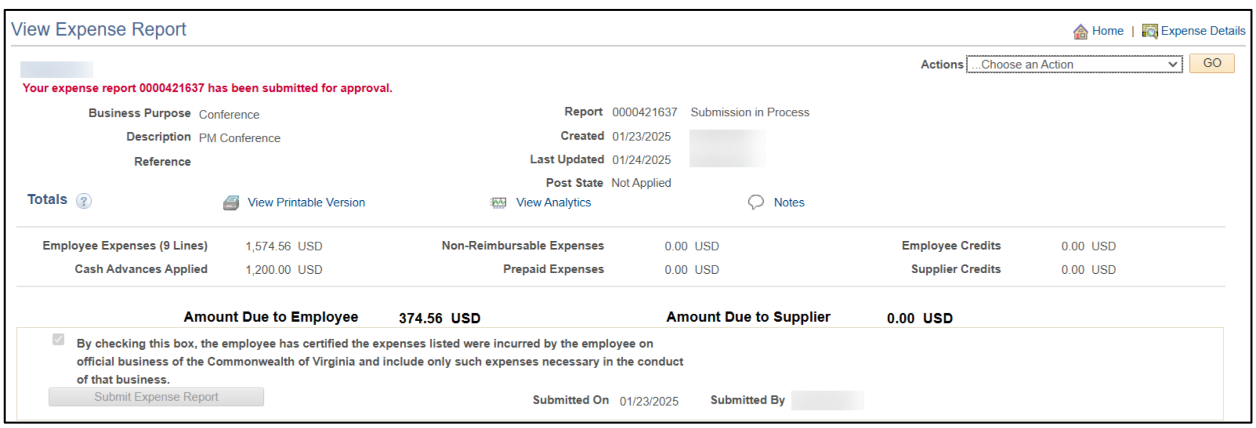


Step	Action
(info)	Copying expense lines copies all fields and ChartField distributions from the selected line. These fields can be updated if applicable.
10.	Review the expense lines to verify all selected lines copied as applicable.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>12.</td><td>Enter any additional expense lines if applicable.</td></tr>
<tr><td>11.</td><td>Click the Summary and Submit link.

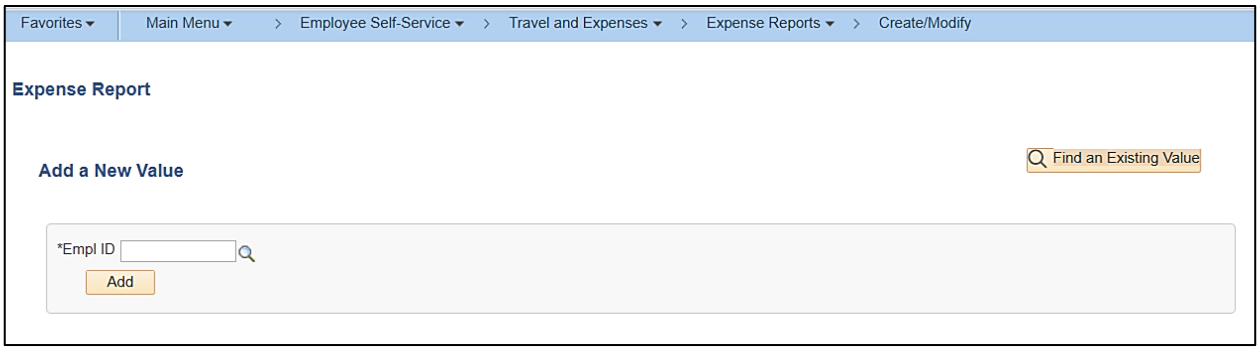
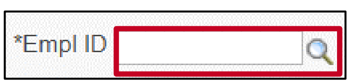
</td></tr>
<tr><td colspan="2">The Create Expense Report Summary and Submit page displays.

</td></tr>
<tr><td>12.</td><td>Click the Certification Statement checkbox.

</td></tr>
<tr><td></td><td>The Submit Expense Report button becomes enabled.</td></tr>
<tr><td>13.</td><td>Click the Submit Expense Report button.

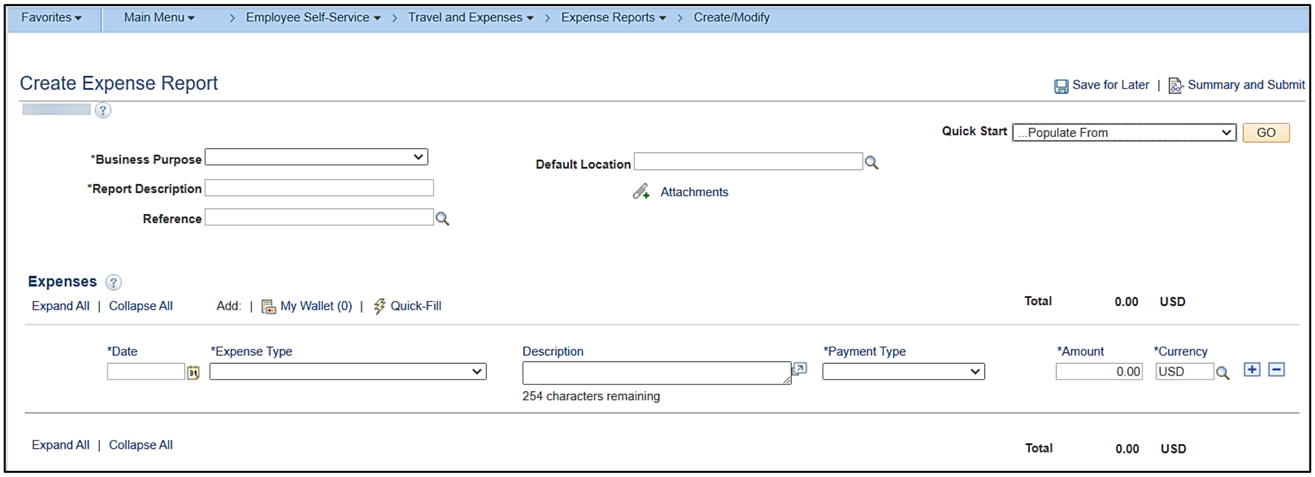
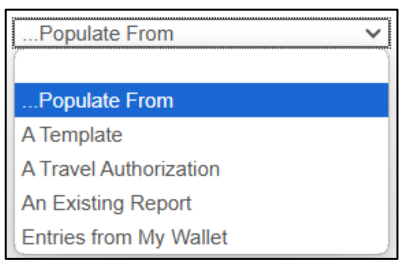
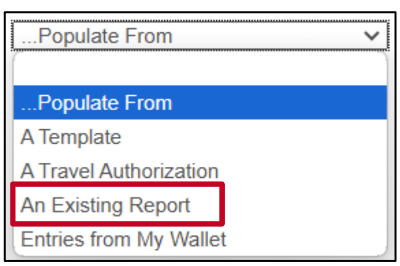
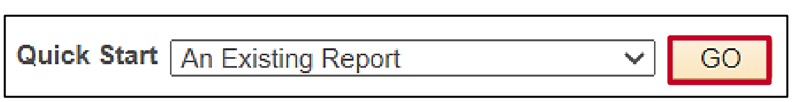
</td></tr>
</table>

Step	Action
	The **Expense Report Submit Confirm** page displays in a pop-up window. 
14.	Click the **OK** button. 
	The **Create Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**. 
	A message displays in red at the top of the page with the Expense Report ID number indicating it has been submitted for approval. 
15.	Make note of the Expense Report number.

Creating an Expense Report from an Existing Expense Report

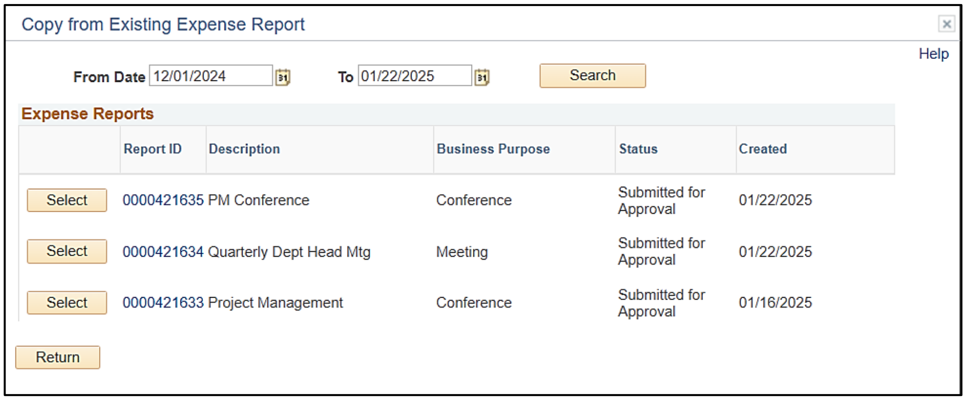
This section of the job aid will walk through the steps for creating an Expense Report by copying from a previously saved or submitted report.

Step	Action
1.	Navigate to the **Expense Report** entry page using the following path: **Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify**
The **Add a New Value** 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**.
2.	Enter or select the employee’s Employee ID in the **Empl ID** field. 
	The user must be set up as a Proxy to enter expense transactions for themselves or other employees.
3.	Click the **Add** button. 

Step	Action
The **Create Expense Report** page displays. 	
4.	Click the **Quick Start Populate From** drop-down button. 
The **Quick Start** options display. 	
5.	Click the "An Existing Report" list item. 
6.	Click the **GO** button. 

Step	Action

The **Copy From an Existing Authorization** page displays in a pop-up window.

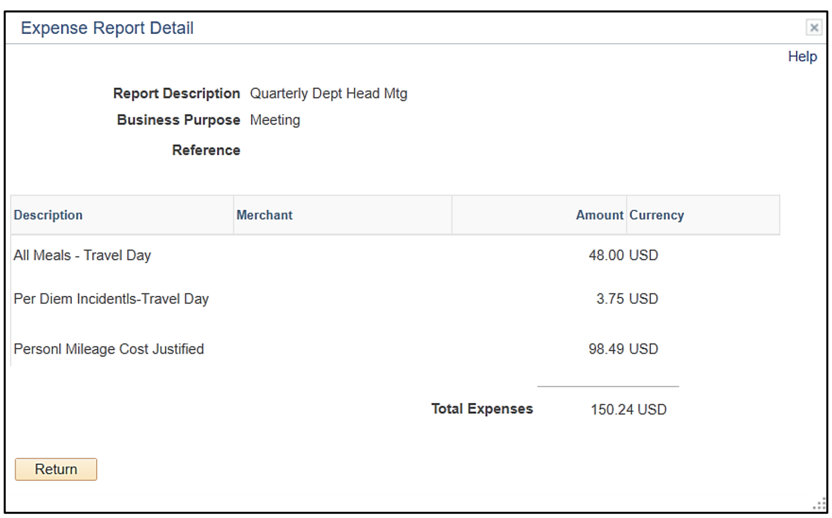


The **Copy from Existing Expense Report** section displays any previous reports based on the **From Date** and **To** field dates that default.

The date range can be adjusted by updating the **From Date** and **To** date fields then clicking the **Search** button.

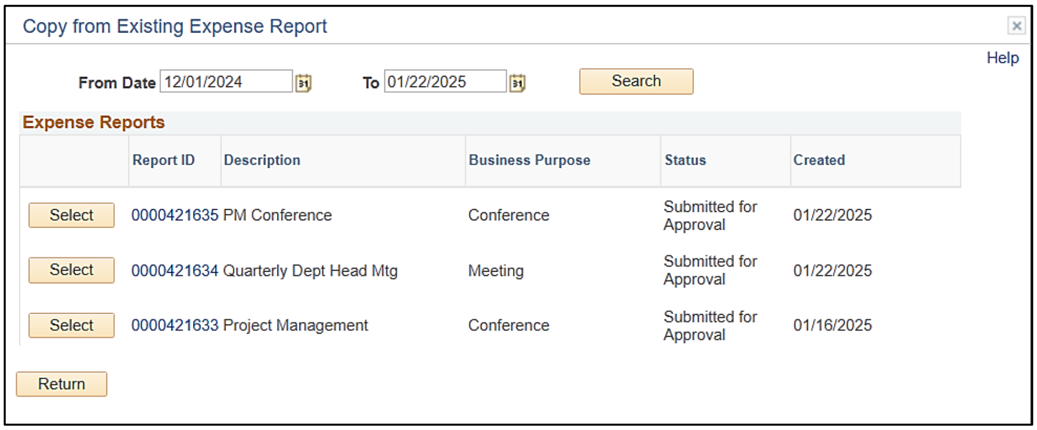
Step	Action
7.	Click the **Report ID** link for any ID that displays to review the Expense Types for that report.

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



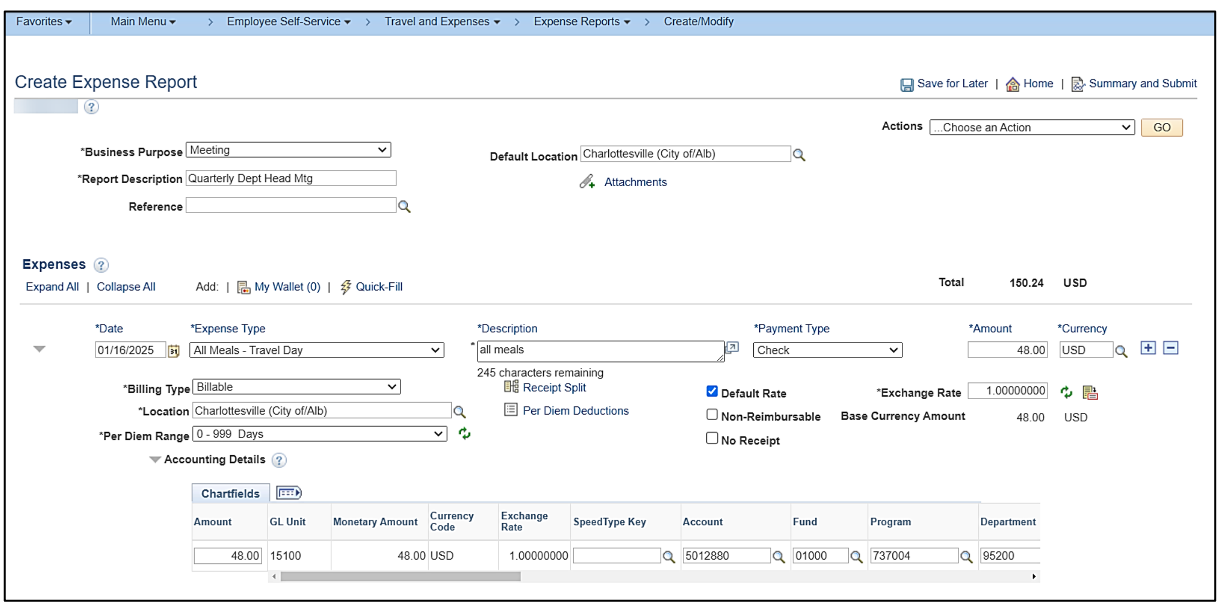
Step	Action
8.	Review the details to determine the expense report that will be used to copy from. After reviewing the information, click the **Return** button. 

The **Copy From Existing Expense Report** page re-displays.

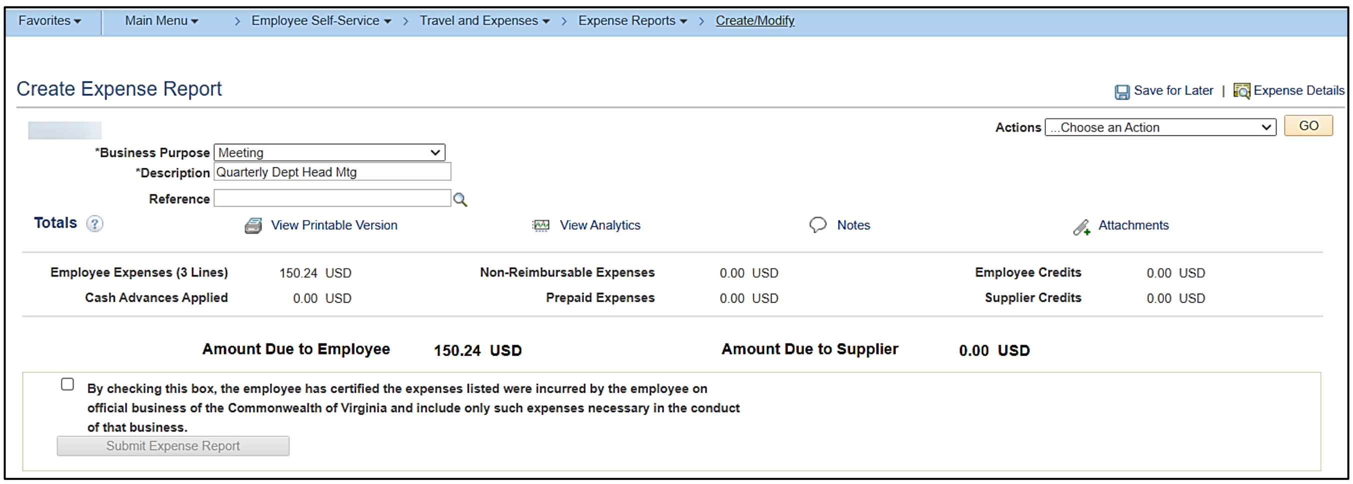
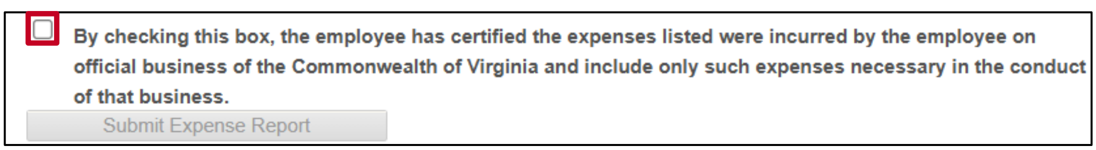


Step	Action
9.	Repeat **Steps 7 - 8** to view additional Expense Reports as applicable.
10.	Click the **Select** button next to the **Report ID** to be copied. 

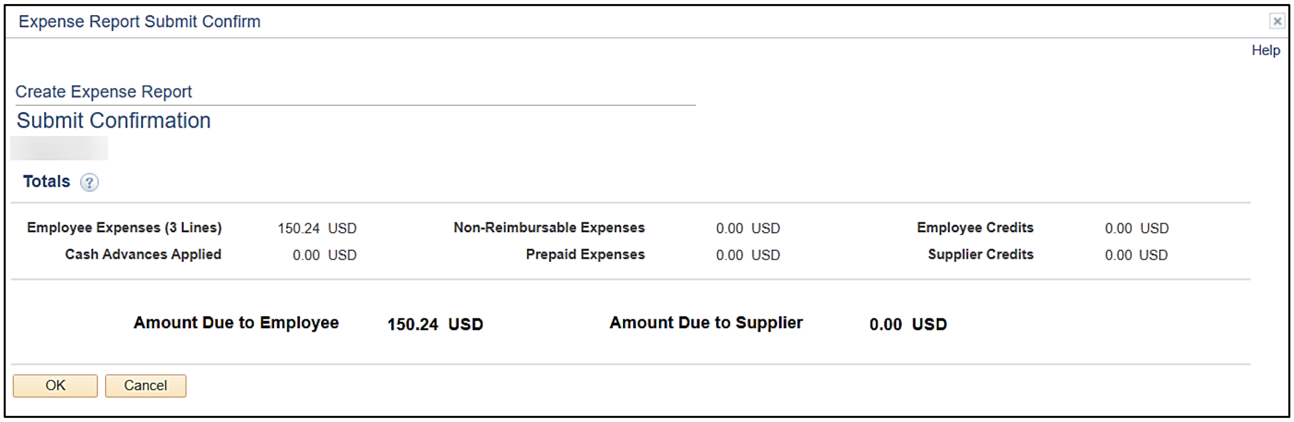
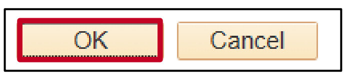
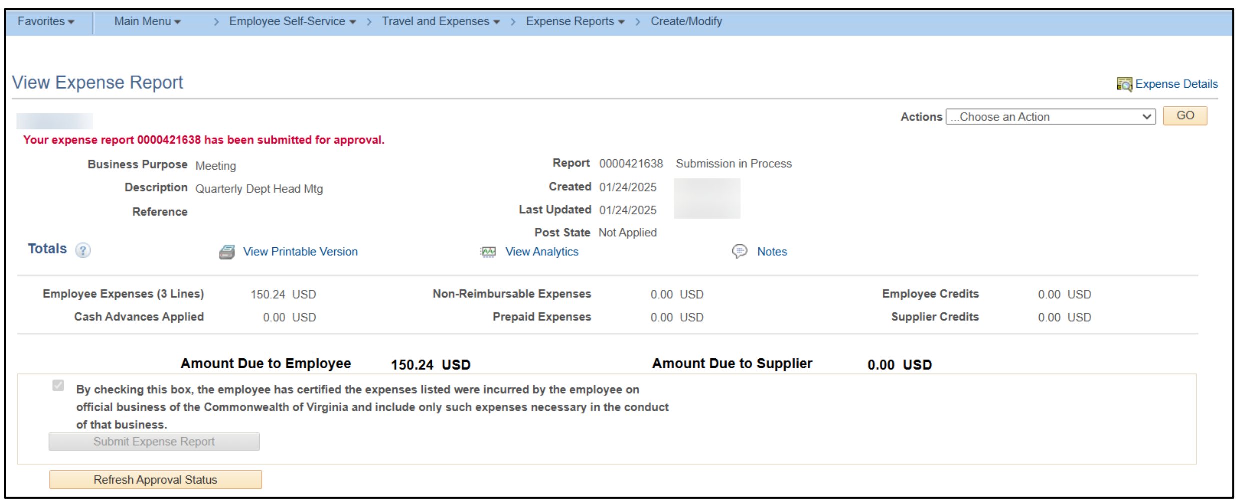
The **Create Expense Report** page re-displays with the selected Expense Report information populated.



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>11.</td><td>Update and/or add expense lines as applicable.</td></tr>
<tr><td></td><td>Changes can be made to any of the fields that copied from the existing Report. Additional expense lines can also be added as applicable.</td></tr>
<tr><td>12.</td><td>Click the Summary and Submit link once all adjustments and/or additional entries have been completed.

</td></tr>
<tr><td colspan="2">The Create Expense Report Summary and Submit page displays.

</td></tr>
<tr><td>14.</td><td>Click the Certification Statement checkbox.

</td></tr>
<tr><td></td><td>The Submit Expense Report button becomes enabled.</td></tr>
<tr><td>15.</td><td>Click the Submit Travel Authorization button.

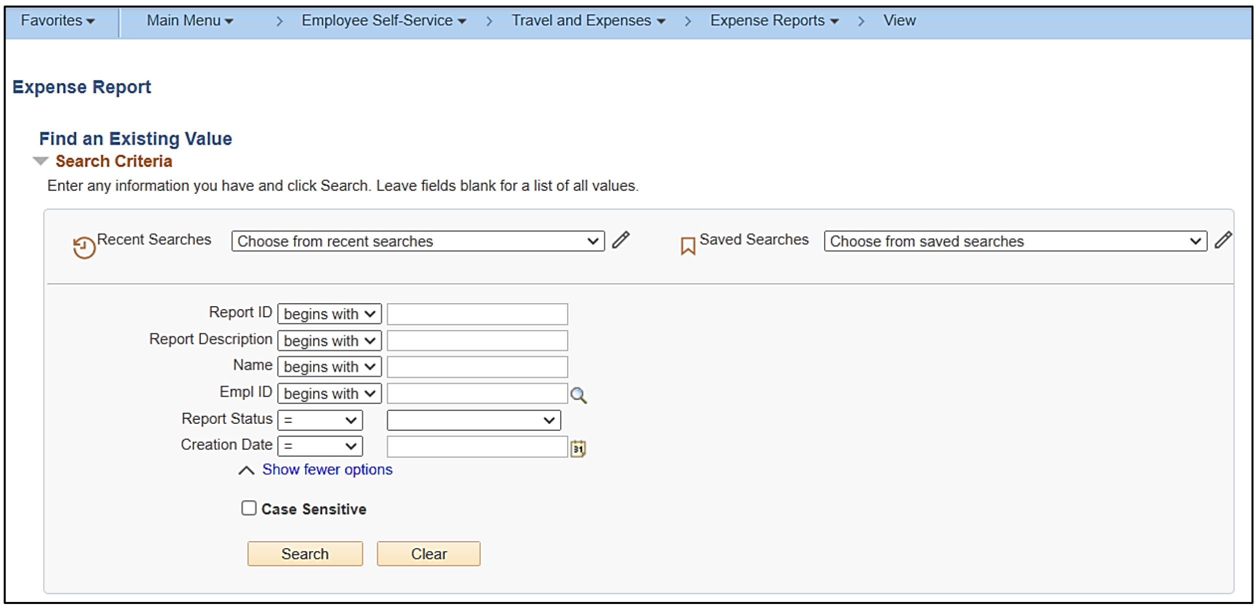
</td></tr>
</table>

Step	Action
	The **Expense Report Submit Confirm** displays in a pop-up window. 
16.	Click the **OK** button. 
	The **Create Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**. 
	A message displays in red at the top of the page with the Expense Report ID number indicating it has been submitted for approval. 
17.	Make note of the Expense Report number.

Withdrawing, Updating, and Resubmitting an Expense Report

If an Expense Report has been submitted and updates need to be made, it can be withdrawn for updates as long as the Expense Approver has not taken action on the Expense Report. This section of the job aid provides the steps for withdrawing and updating an Expense Report.

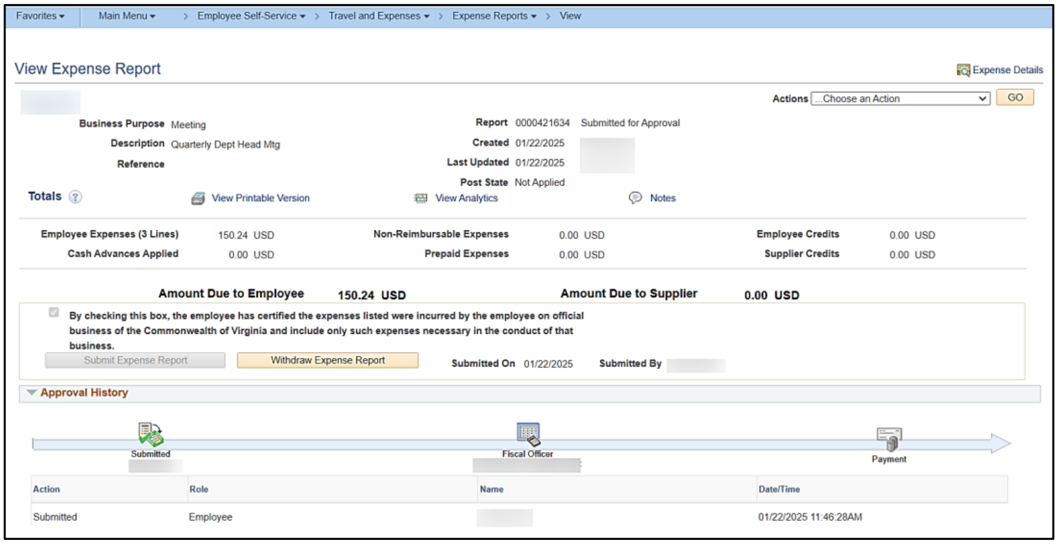
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Expense Report entry page using the following path:
Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > View</td></tr>
<tr><td colspan="2">The Find an Existing Value page displays.



</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>2.</td><td>Enter Expense Report ID number in the Report ID field.

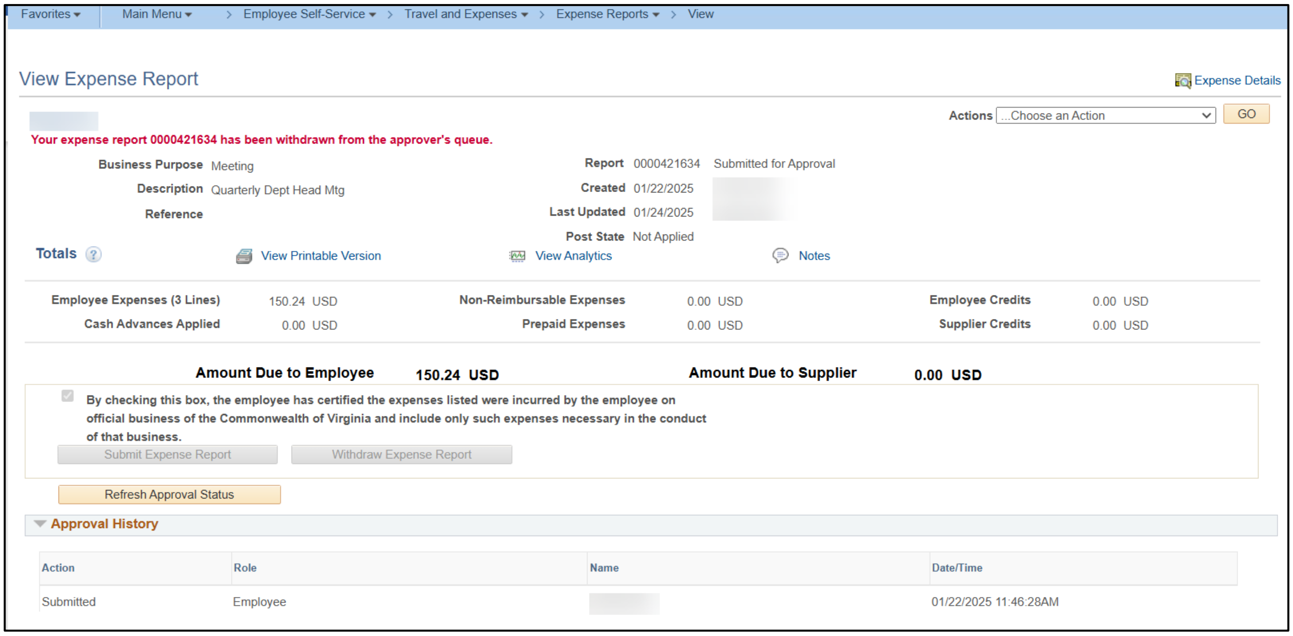
</td></tr>
<tr><td></td><td>The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.</td></tr>
<tr><td>3.</td><td>Click the Search button.

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

Step	Action
	The **View Expense Report** page displays for the selected report. 
4.	Click the **Withdraw Expense Report** button. 
	This button is enabled if the designated approver has not taken any action on the Expense Report. If the button is not enabled, work with the designated approver and request the Expense Report be “Sent Back” for updates to be made.

Step	Action

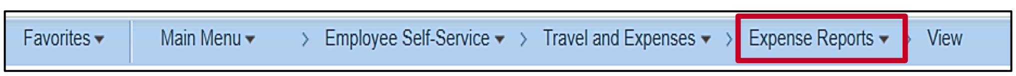
The **View Expense Report** page re-displays.



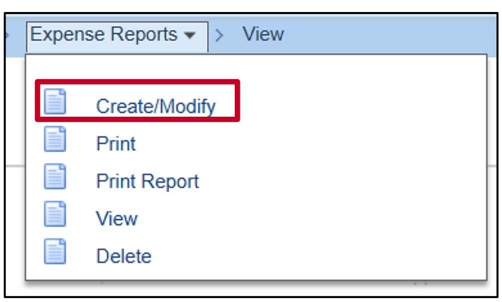
ℹ A message displays in red at the top of the page indicating the Expense Report has been withdrawn from the approver's queue.

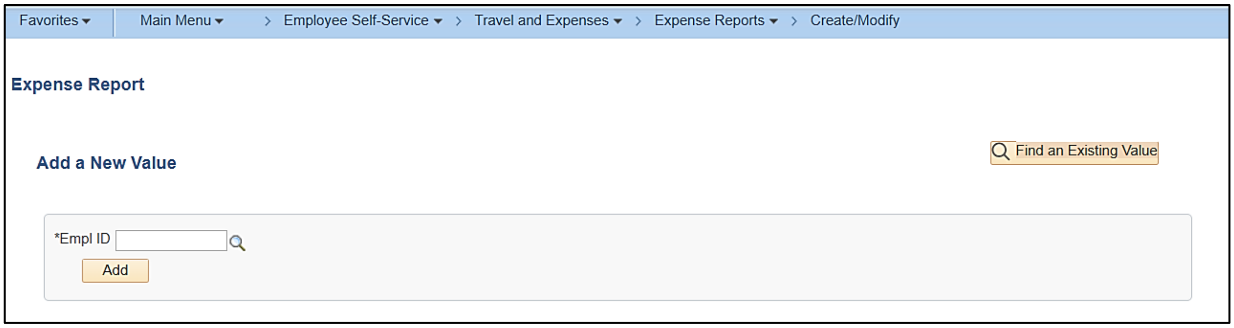
Your expense report 0000421634 has been withdrawn from the approver's queue.

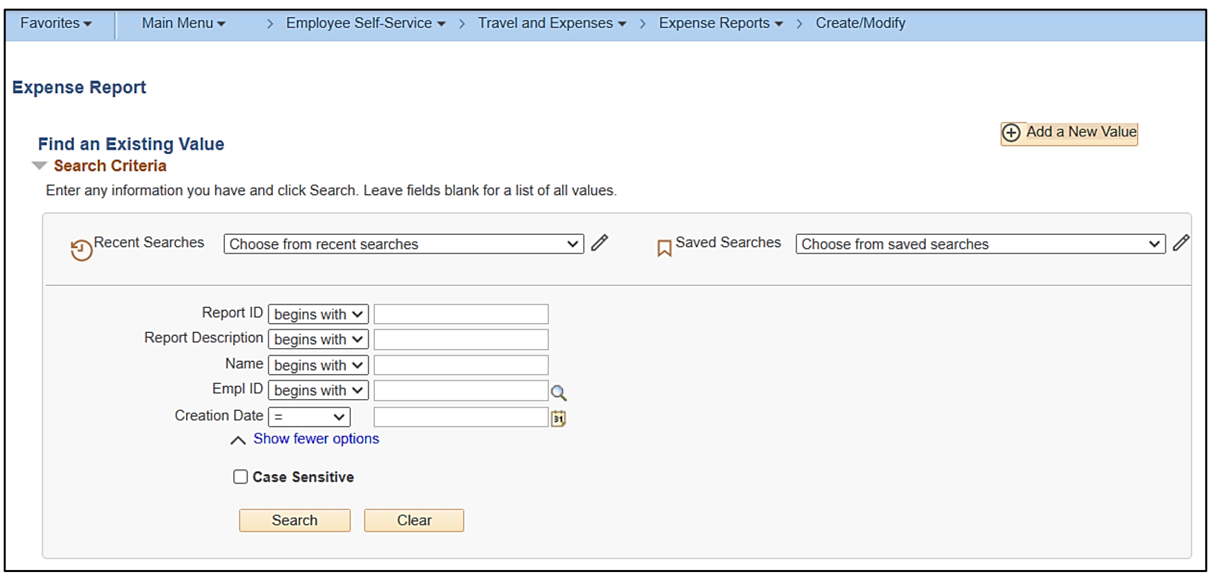
5. Click the **Expense Reports** menu item at the top of the page.



6. Select the **Create/Modify** list item



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Add a New Value page displays.

</td></tr>
<tr><td>7.</td><td>Click the Find an Existing Value button.

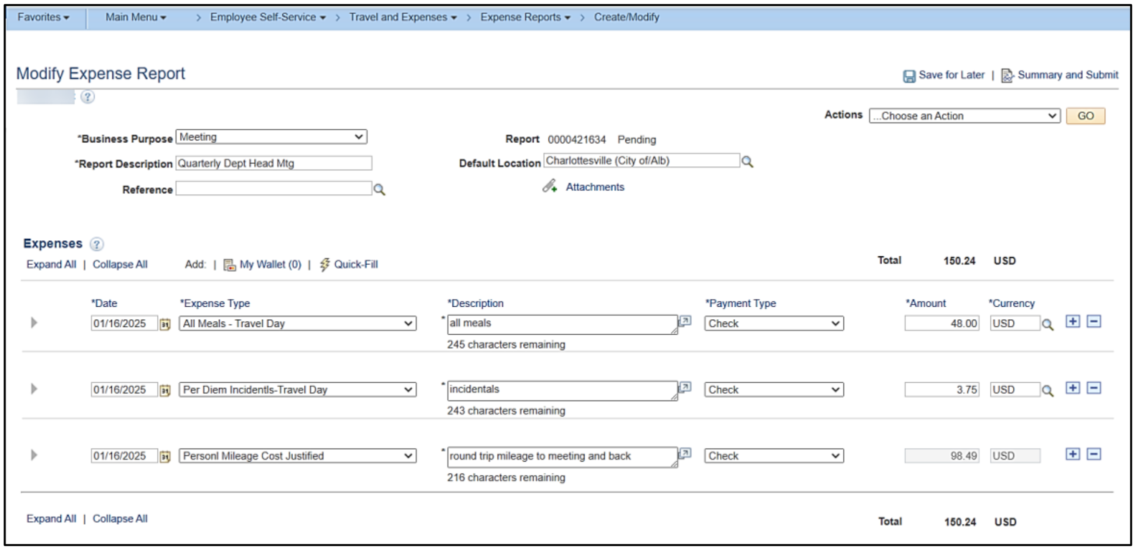
</td></tr>
<tr><td colspan="2">The Find an Existing Value page displays.

</td></tr>
<tr><td>8.</td><td>Enter the Expense Report ID in the Report ID begins with field.

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

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

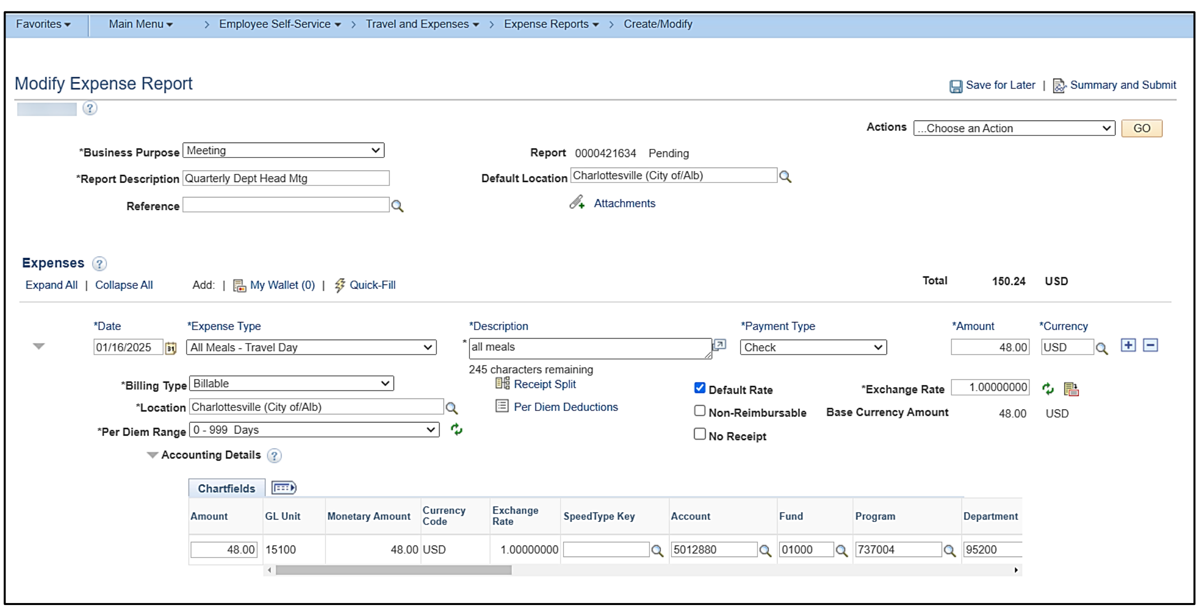
Step	Action

The **Modify Expense Report** page displays.



Step	Action
10.	Click the **Expand All** link to view the details for all expenses.

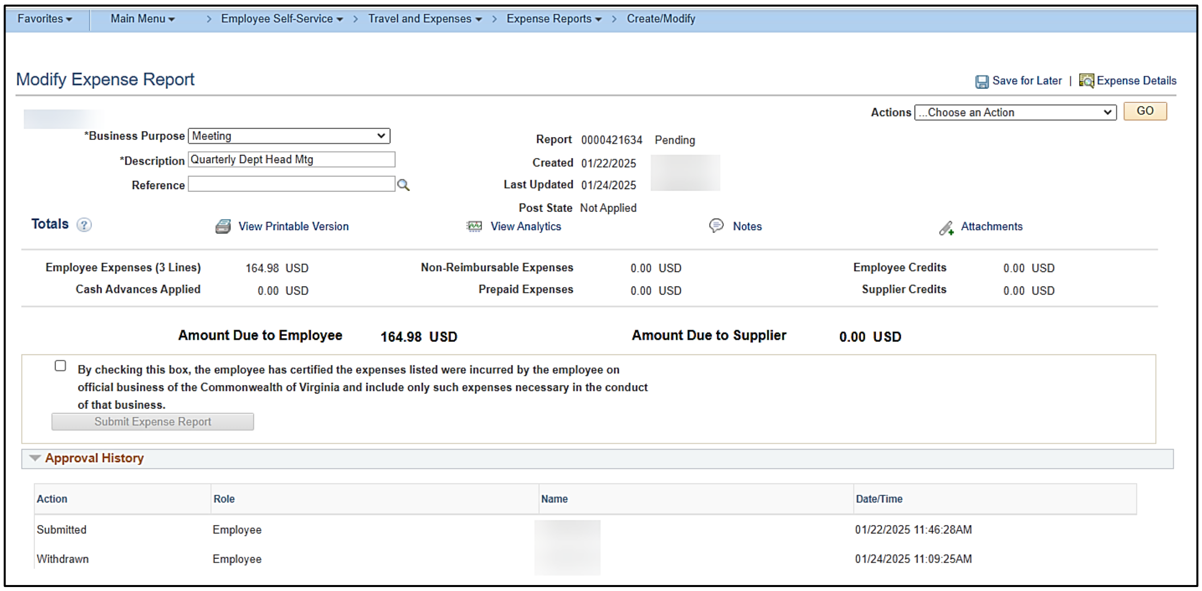
The **Modify Expense Report** page re-displays with all expense lines expanded.

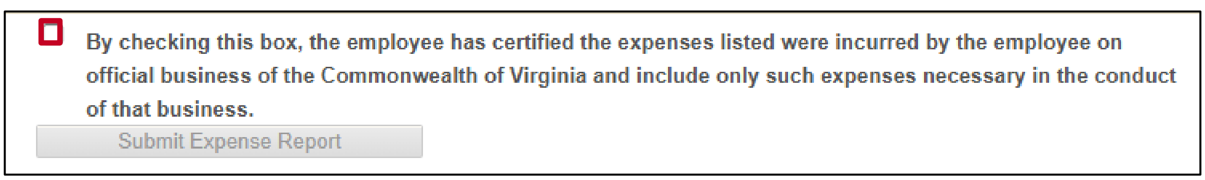


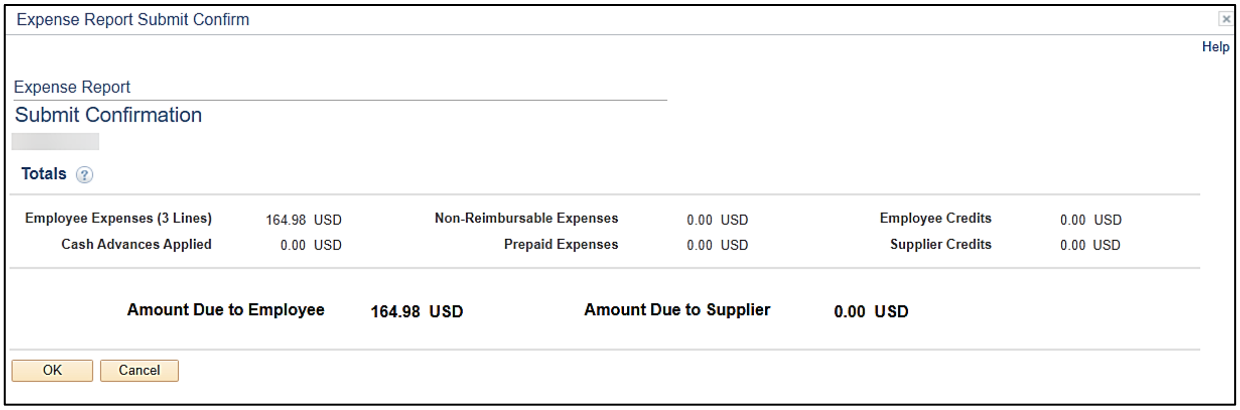
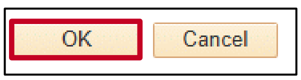
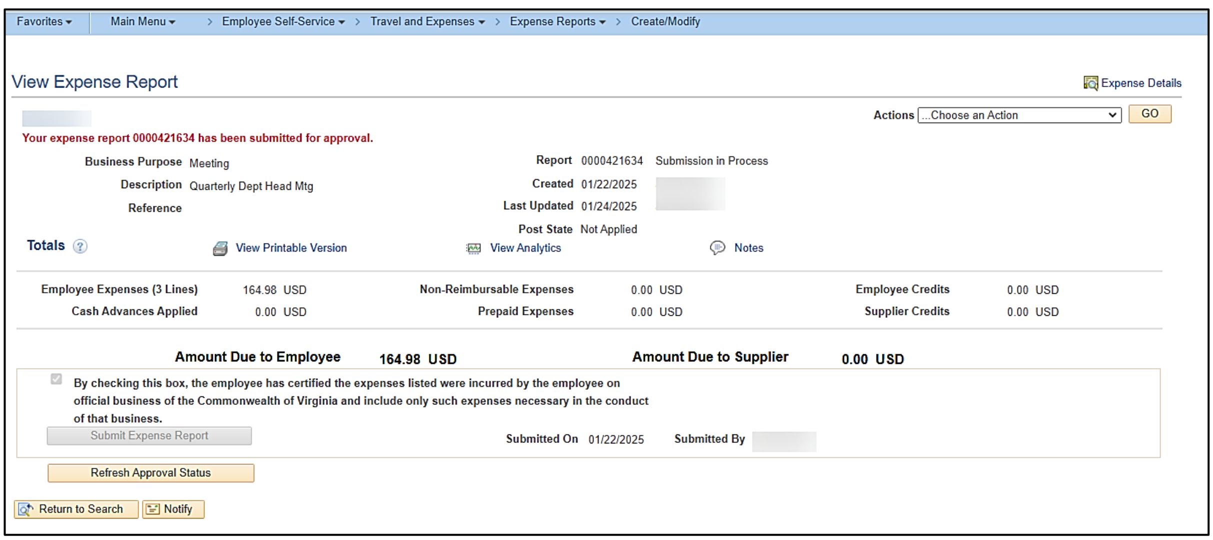
Step	Action
11.	Adjust and/or add the expense lines as applicable.

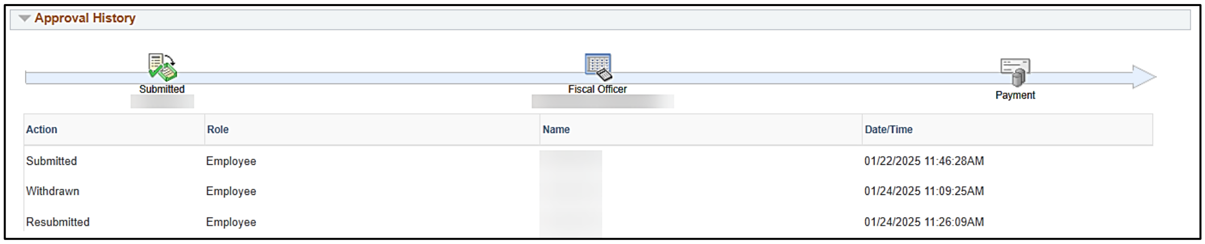
Step	Action
12.	Once all adjustments/additions have been made, click the **Summary and Submit** link. 

The **Modify Expense Report** Summary and Submit page displays.



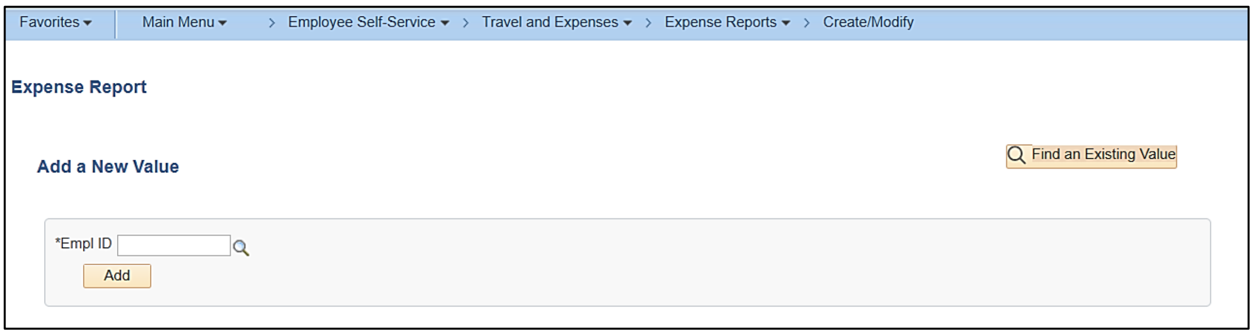
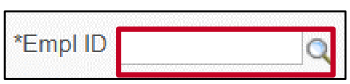
Step	Action
	The **Approval History** section displays the **Action** history for the Expense Report to include when it was originally “Submitted” and “Withdrawn”.
13.	Click the Certification Statement checkbox. 
	The **Submit Expense Report** button becomes enabled.
14.	Click the **Submit Expense Report** button. 

Step	Action
	The **Expense Report Submit Confirm** page displays in a pop-up window. 
15.	Click the **OK** button. 
	The **Modify Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**. 
	A message displays in red at the top of the page with the Expense Report ID number indicating it has been submitted for approval. Your expense report 0000421634 has been submitted for approval.

Step	Action
16.	Click the **Refresh Approval** button to see, the **Approval History** for the Expense Report. 
17.	Make note that the Expense Report was resubmitted.

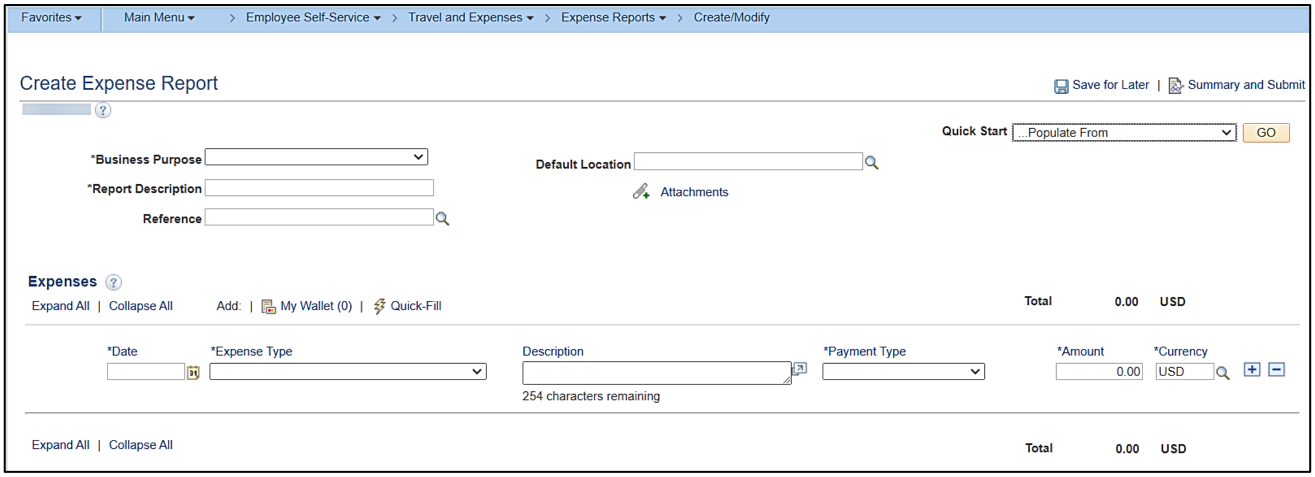
Updating the Default Accounting ChartFields for an Expense Report

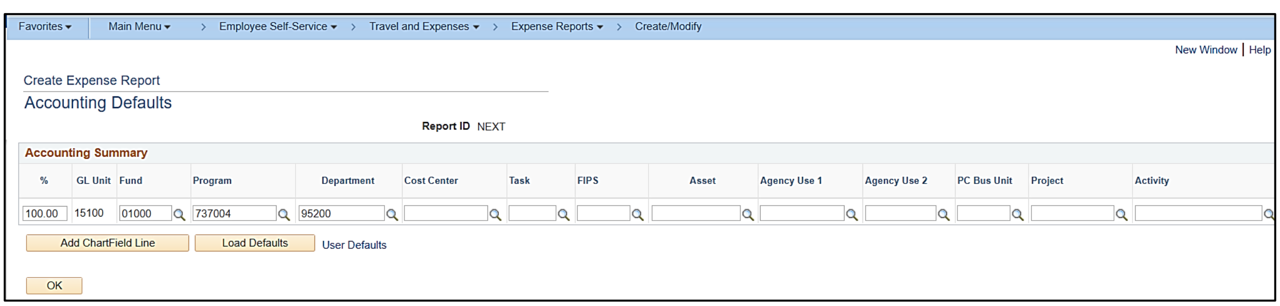
This section of the job aid will walk through the steps to update the default accounting for an Expense Report. This is helpful when you need to change the accounting distribution for the entire expense report or to enter split funding.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Expense Report entry page using the following path:
Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify</td></tr>
<tr><td colspan="2">The Add a New Value 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>2.</td><td>Enter or select the employee’s Employee ID in the Empl ID field.

</td></tr>
<tr><td></td><td>The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.</td></tr>
<tr><td>3.</td><td>Click the Add button.

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

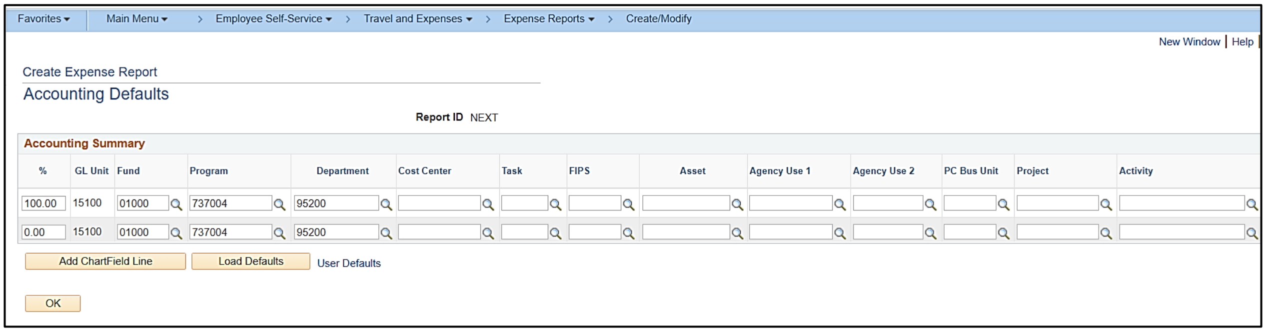
Step	Action
The **Create Expense Report** page displays.	
4.	Enter expense transactions as applicable. See the section in this job aid titled **Creating an Expense Report** for details on creating an Expense Report.
	When entering the expense transactions leave the defaulted ChartField values.
5.	Click the **Actions** drop-down button and select the “Default Accounting for Report” list item.
6.	Click the **GO** button.
The **Default Accounting for Report** page displays.	



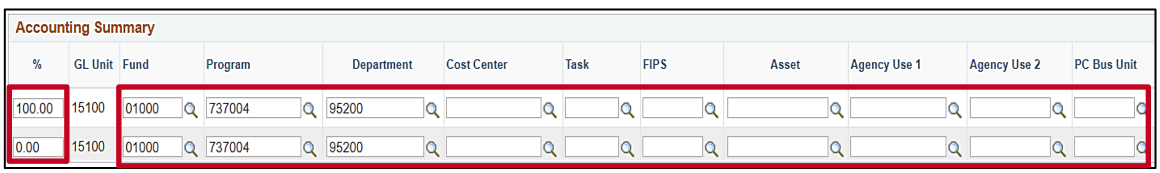


<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>Click the Add ChartField Line button.

</td></tr>
<tr><td colspan="2">A new line displays and copies the ChartField values from the default line.



</td></tr>
<tr><td>8.</td><td>If additional ChartField lines are required, repeat Step 7 until all lines are added as applicable.</td></tr>
<tr><td>9.</td><td>Update the percentage “%” and distribution fields as applicable.

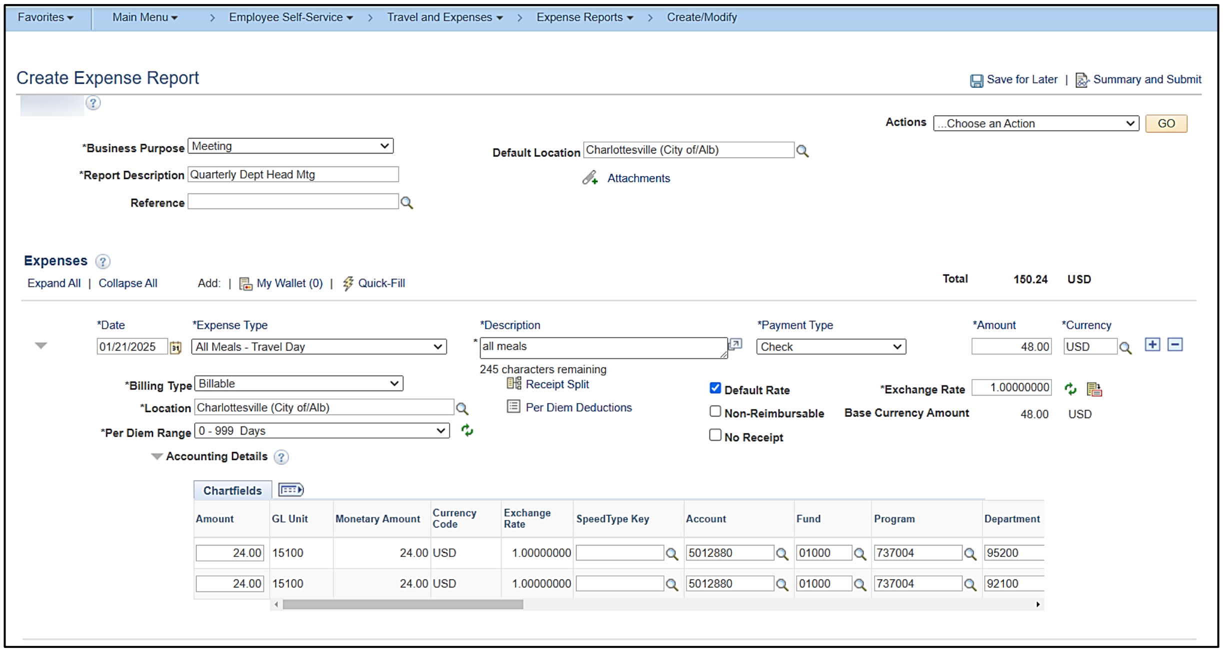


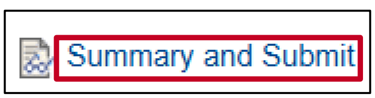
</td></tr>
<tr><td>10.</td><td>Click the OK button.

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

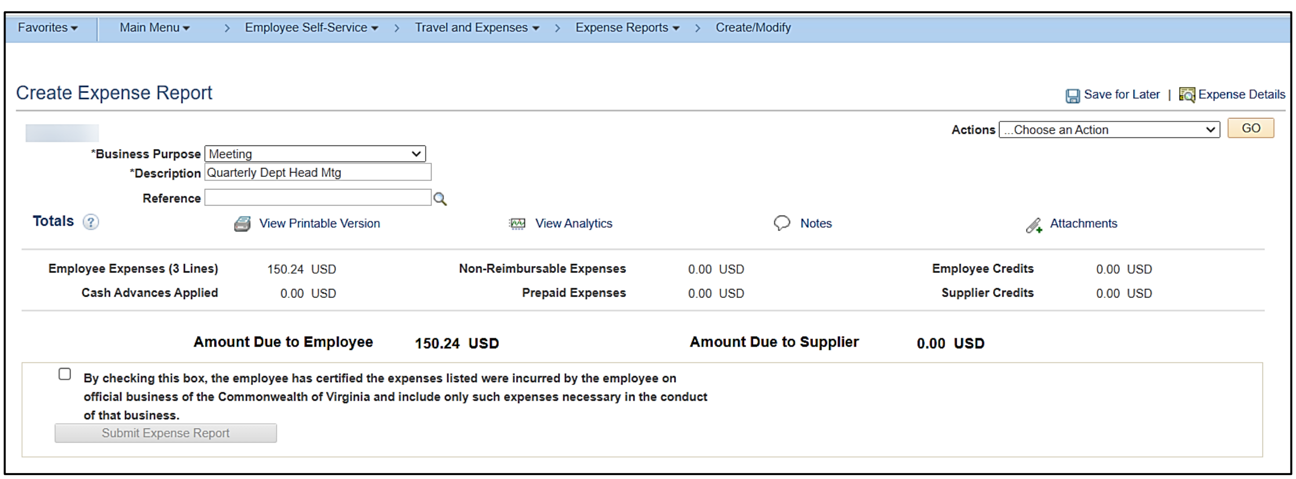
Step	Action

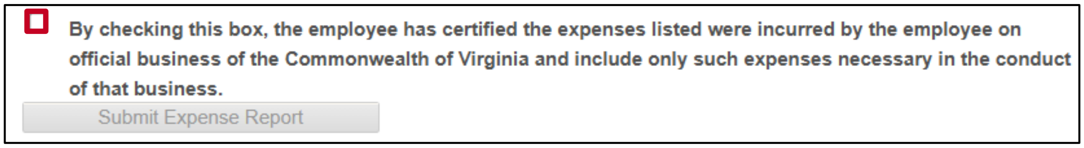
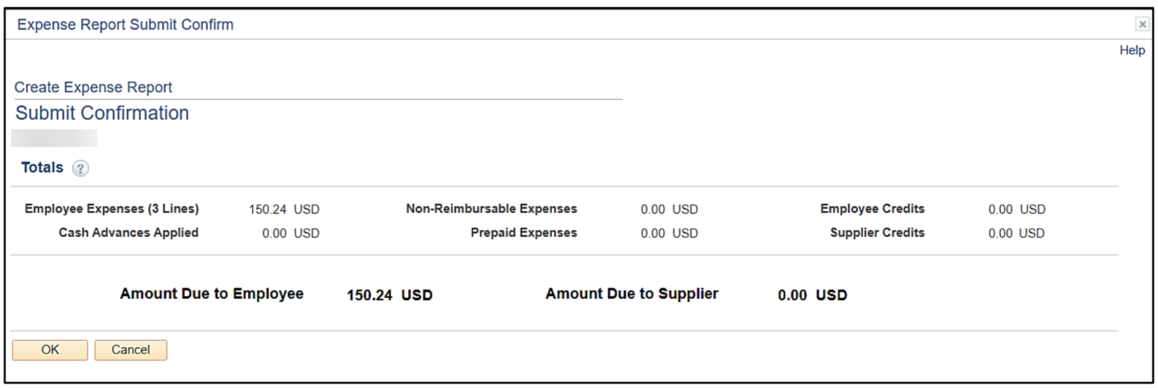
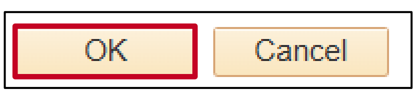
The **Create Expense Report** page re-displays with the distribution lines updated.

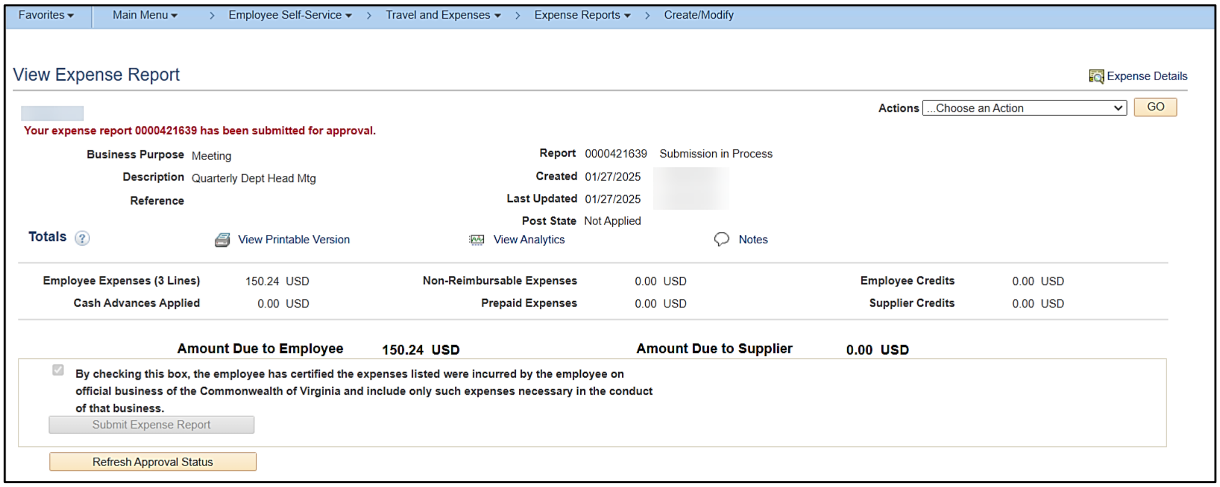


11.	Review all distribution lines to verify they updated as applicable.
12.	Click the **Summary and Submit** link. 

The **Create Expense Report** Summary and Submit page displays.

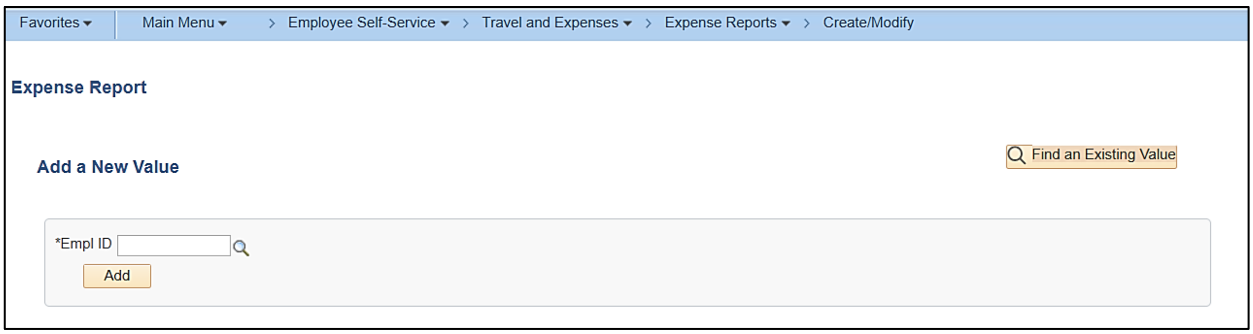
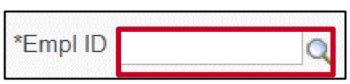


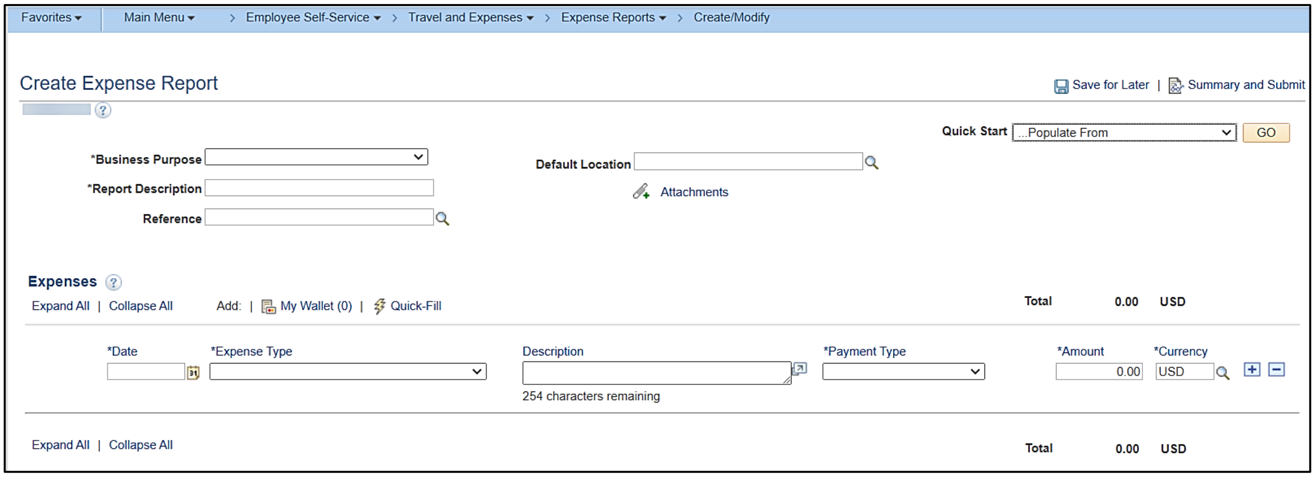
Step	Action
13.	Click the Certification Statement checkbox. 
	The **Submit Expense Report** button becomes enabled.
14.	Click the **Submit Expense Report** button. 
The **Expense Report Submit Confirm** page displays in a pop-up window. 	
15.	Click the **OK** button. 

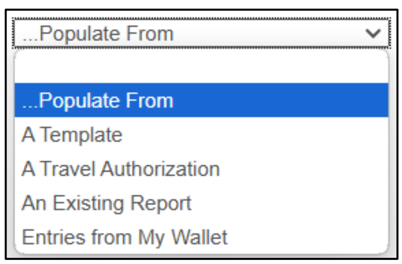
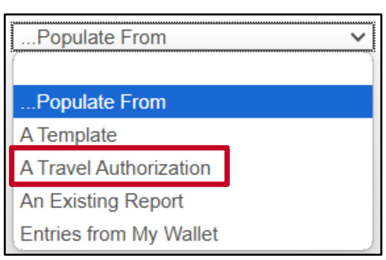
Step	Action
	The **Create Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**. 
	A message displays in red at the top of the page with the Expense Report ID number indicating it has been submitted for approval. Your expense report 0000421639 has been submitted for approval.
16.	Make note of the Expense Report number.

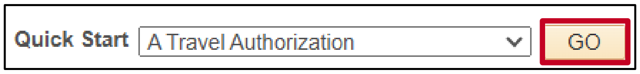
Creating an Expense Report from an Approved Travel Authorization

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 **Expense Report** entry page using the following path: **Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify**
	The **Add a New Value** 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**.
2.	Enter or select the employee’s Employee ID in the **Empl ID** field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the **Add** button. 

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

</td></tr>
<tr><td>4.</td><td>Click the Quick Start Populate From drop-down button.

</td></tr>
<tr><td colspan="2">The Quick Start options display.

</td></tr>
<tr><td></td><td>
To use the “A Template” option, see the Job Aid titled AP315_Creating an Expense Template. The Job Aid is located on the Cardinal website in Job Aids under Learning for details.
See the Creating an Expense Report using an Existing Expense Report section for details on using that option.
Entries from My Wallet is not used in Cardinal.
</td></tr>
<tr><td>5.</td><td>Click the “A Travel Authorization” item.

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

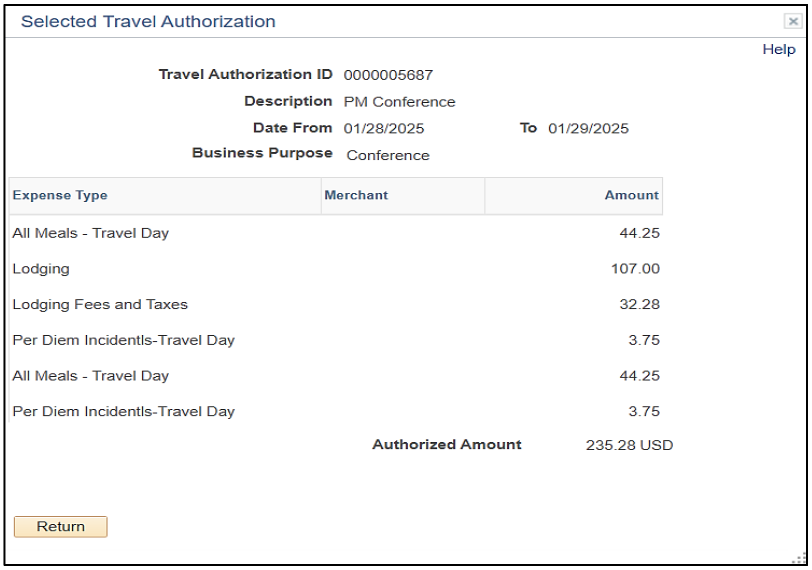
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>Click the GO button.

</td></tr>
<tr><td colspan="2">The Copy from Approved Travel Authorization page displays in a pop-up window.

</td></tr>
<tr><td></td><td>The approved Travel Authorizations display based on the From Date and To field dates that default.
The date range can be adjusted by updating the From Date and To date fields then clicking the Search button.</td></tr>
<tr><td>7.</td><td>Click the Travel Auth Description link for any authorizations that displays to review the details.

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

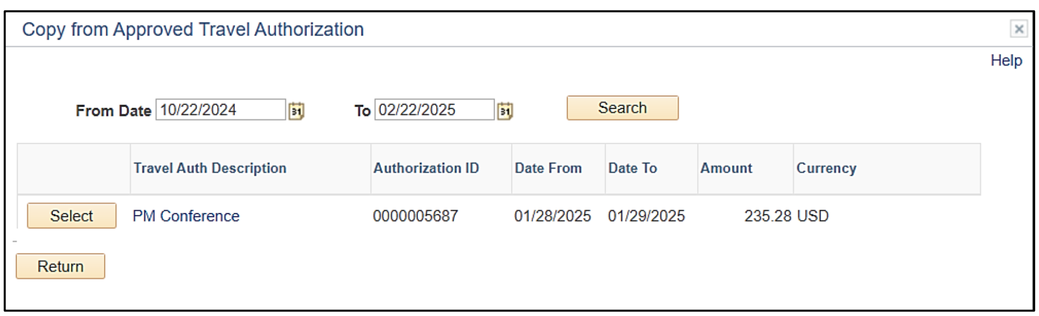
Step	Action

The **Selected Travel Authorization** details page displays in a pop-up window.

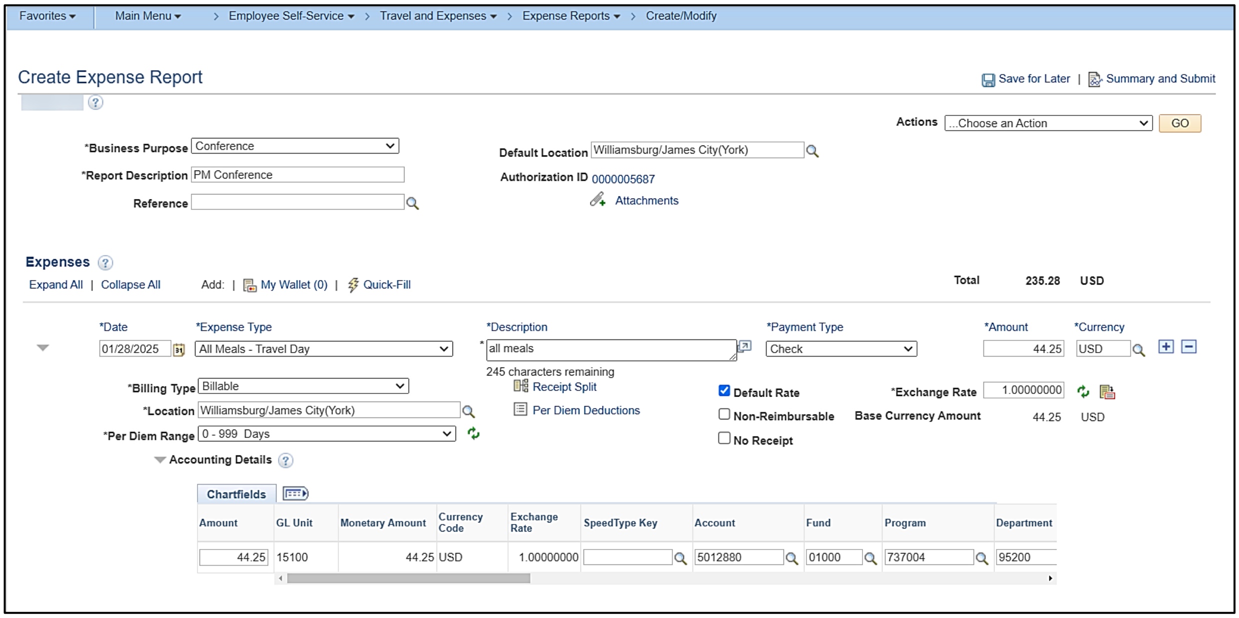


Step	Action
8.	Review the details to determine the authorization the user wants to copy from.
9.	Click the **Return** button. 

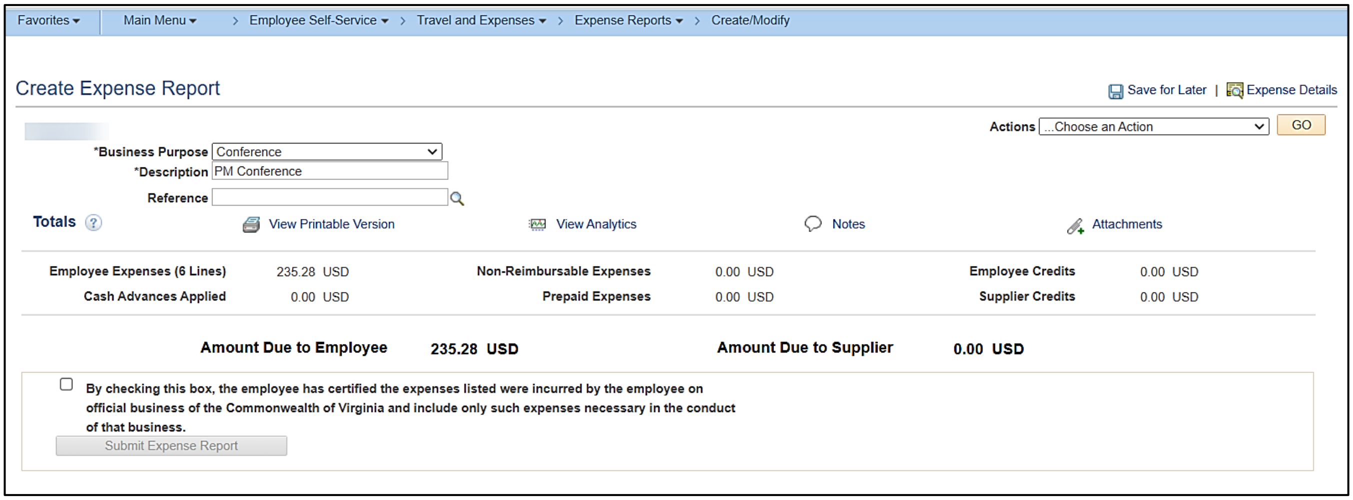
The **Copy from Approved Travel Authorization** page re-displays.



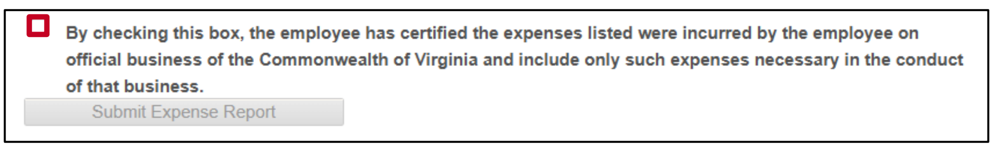
Step	Action
10.	Repeat **Steps 7- 9** to view additional approved Travel Authorizations if applicable.
11.	Click the **Select** button next to the **Travel Auth Description** field to copy into the Expense Report. 

Step	Action
The **Create Expense Report** page re-displays with the selected Travel Authorization information populated. 
12.	Update the fields as applicable.
(i)	Changes can be made to any of the fields that copied from the Travel Authorization. Additional fields can also be added, and expense lines can be removed as applicable.
13.	Click the **Summary and Submit** link once all adjustments have been completed. 

Step	Action
	The **Create Expense Report** Summary and Submit page displays.

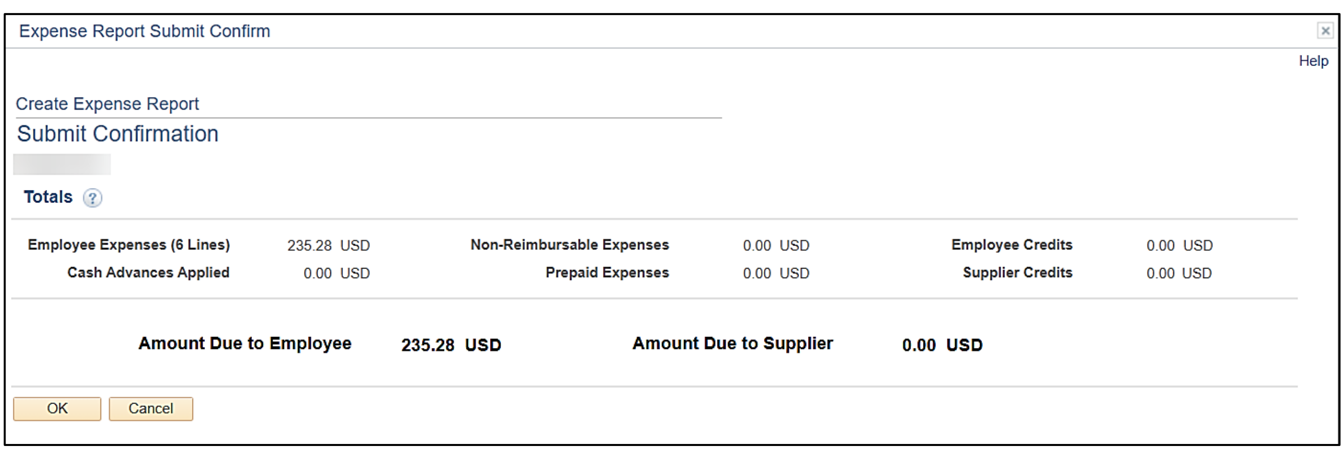


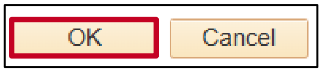
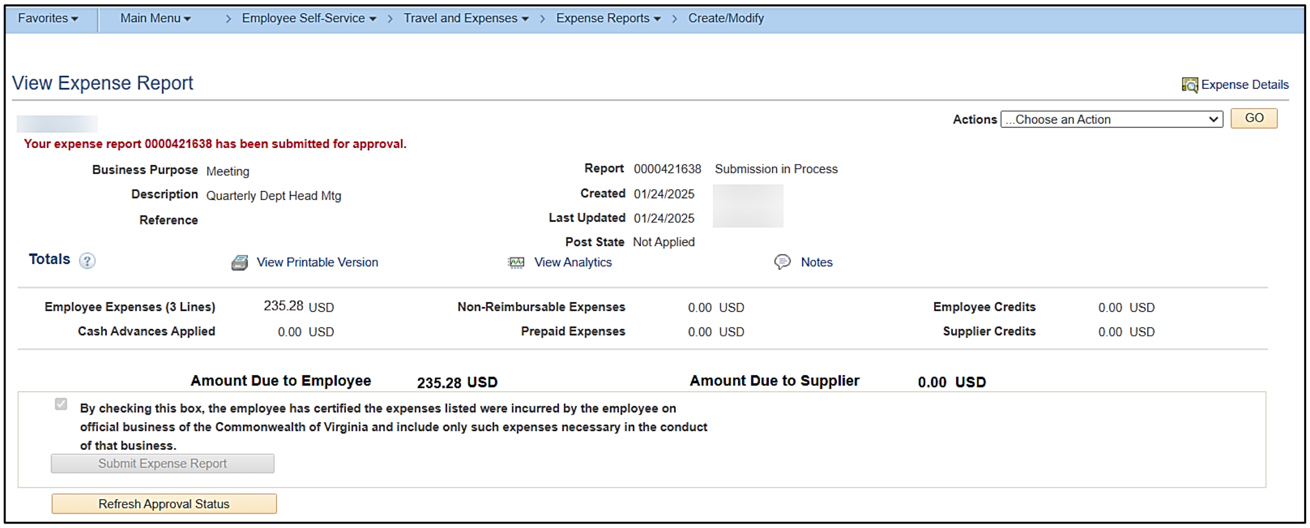
Step	Action
14.	Click the Certification Statement checkbox.



Step	Action
i	The **Submit Expense Report** button becomes enabled.
15.	Click the **Submit Expense Report** button.

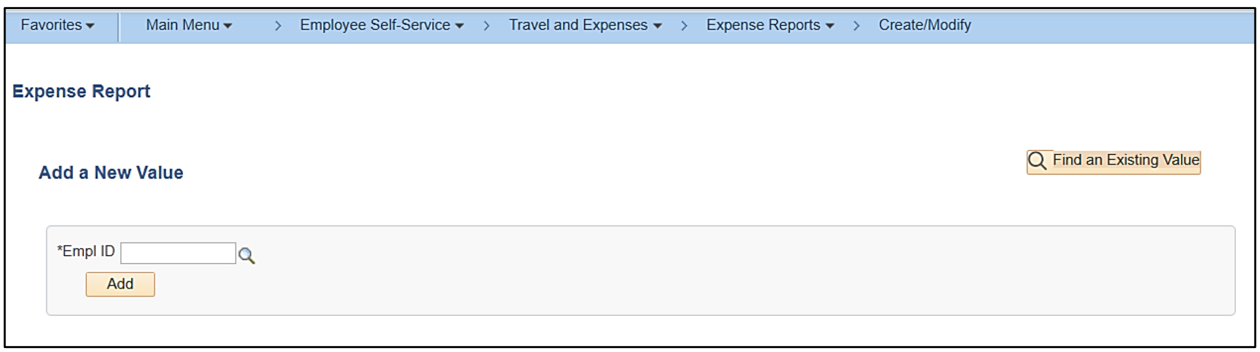
The **Expense Report Submit Confirm** page displays in a pop-up window.

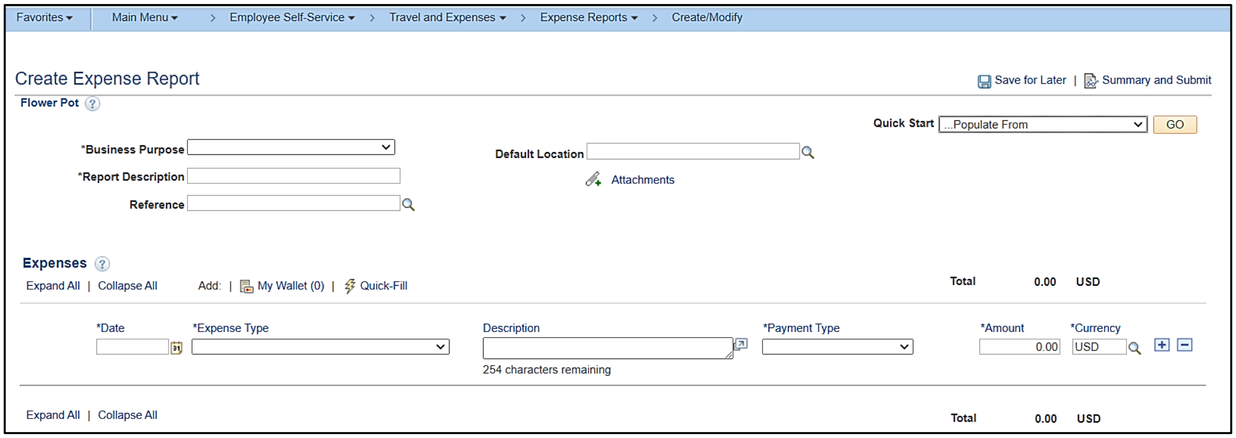
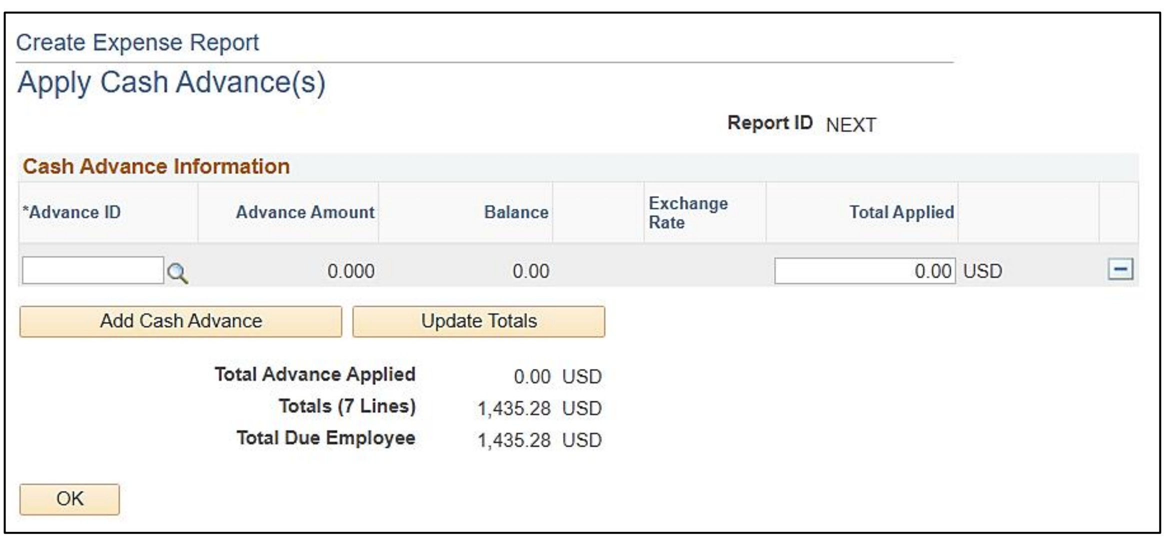


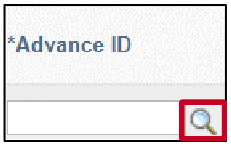
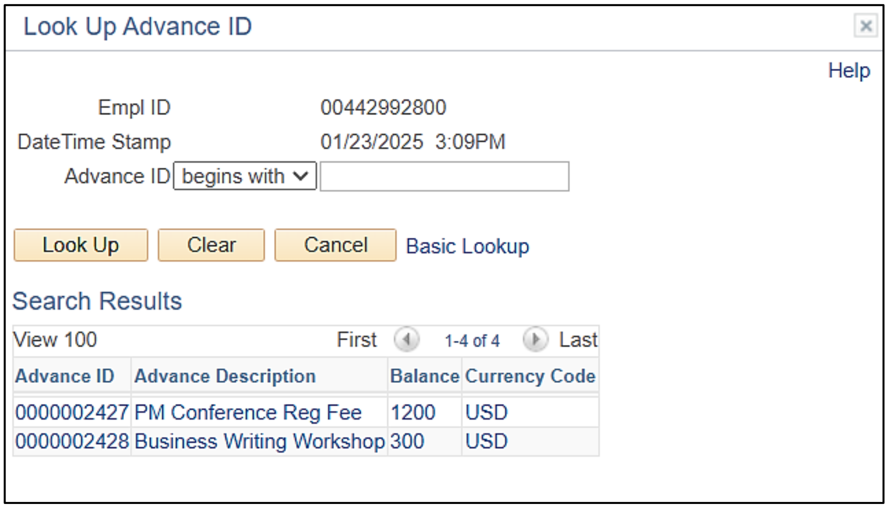
Step	Action
16.	Click the **OK** button. 
The **Create Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**. 	
	A message displays in red with the Expense Report number ID indicating it has been submitted for approval. Your expense report 0000421638 has been submitted for approval.
17.	Make note of the Expense Report number.

Applying an Approved Cash Advance to an Expense Report

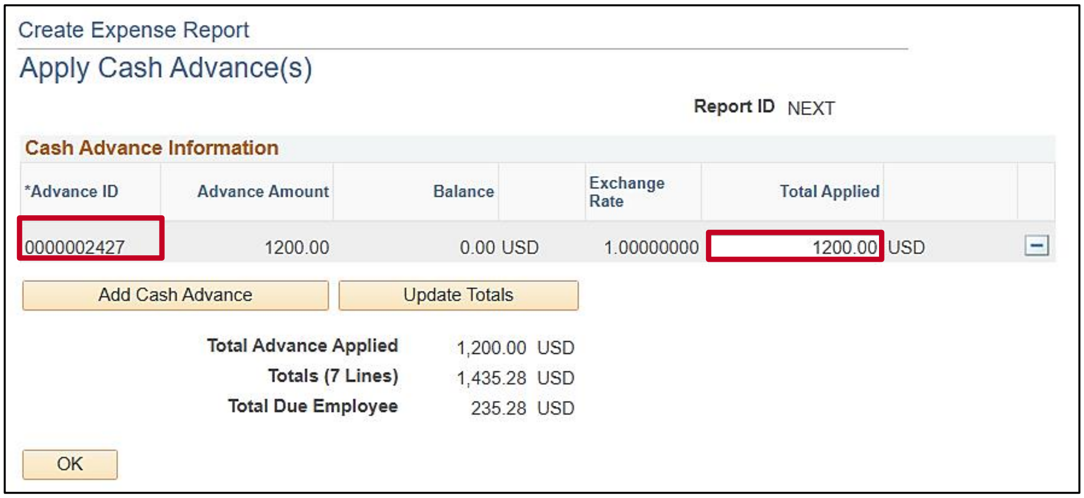
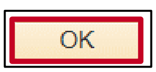
This section walks through the steps for creating an Expense Report and apply an Approved Cash Advance. Cash advances can be applied to one report or multiple Expense Reports. In addition, multiple Cash Advances can be applied to one Expense Report. Follow agency guidelines regarding this process.

Step	Action
1.	Navigate to the **Expense Report** entry page using the following path: **Main Menu > Employee Self Service > Travel and Expense Expenses > Expense Reports > Create/Modify**
The **Add a New Value** 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**.
2.	Enter or select the employee’s Employee ID in the **Empl ID** field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the **Add** button. 

Step	Action
	The **Create Expense Report** page displays. 
4.	Enter the details of the Expense Report. See the section in this job aid titled **Creating an Expense Report** for details on that process.
5.	Once all expense lines have been entered, proceed to the next **Step**.
6.	Click the **Actions** drop-down button and select “Apply/View Cash Advance(s)” list item. 
7.	Click the **GO** button. 
	The **Apply Cash Advance(s)** page displays. 

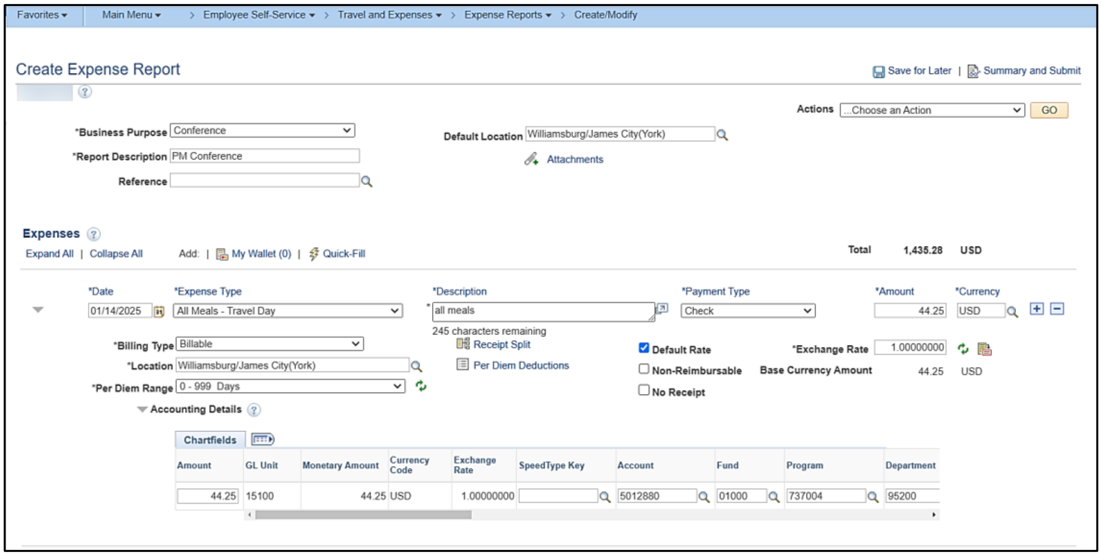
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8.</td><td>Click the Advance ID look up icon.

</td></tr>
<tr><td colspan="2">The Look Up Advance ID page displays in a pop-up window.

</td></tr>
<tr><td></td><td>Cash advances display in the Search Results section of the page.</td></tr>
<tr><td>9.</td><td>Click the Advance ID link that will be used for the Expense Report.

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

Step	Action
	The **Apply Cash Advance(s)** page returns with the selected cash advance number in the **Advance ID** field and the amount displayed in the **Total Applied** field. 
10.	To apply more than one Cash Advance to the Expense Report, click the **Add Cash Advance** button and repeat **Step 9**. If not, proceed to the next Step. 
11.	Click the **OK** button. 

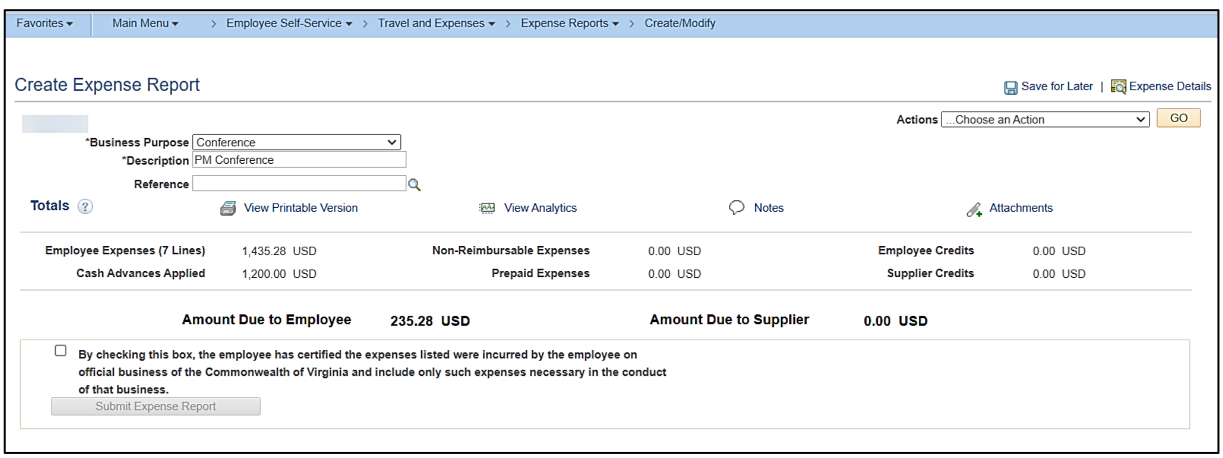
Step	Action

The **Create Expense Report** page re-displays.

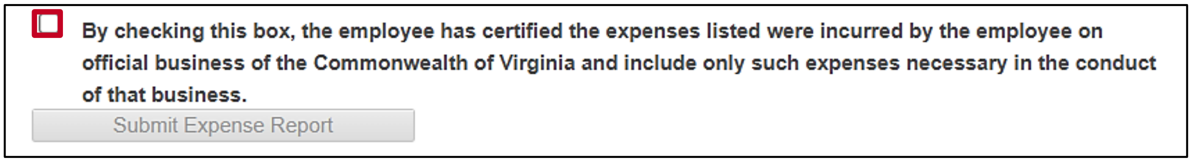
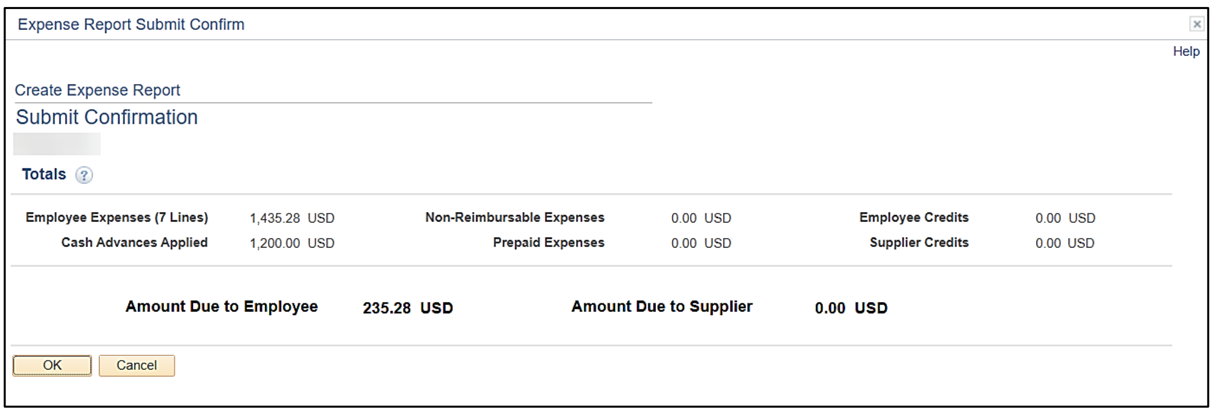
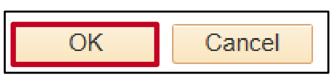


12. Click the **Summary and Submit** link.

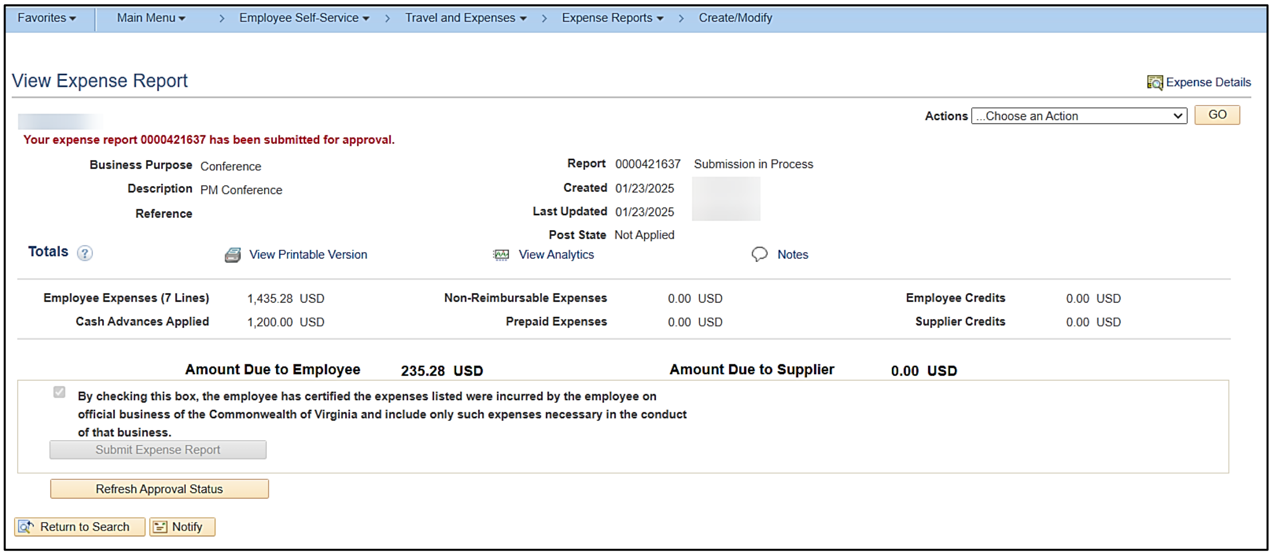
The **Create Expense Report** Summary and Submit page displays.



13. The **Cash Advances Applied** field displays the amount of the cash advance that was applied.

Step	Action
14.	Click the Certification Statement checkbox. 
	The **Submit Expense Report** button becomes enabled.
15.	Click the **Submit Expense Report** button. 
The **Expense Report Submit Confirm** page displays in a pop-up window.  	
16.	Click the **OK** button. 

Step	Action
The **Create Expense Report** Summary and Submit page re-displays and the name of the page updates to **View Expense Report**.	



	A message displays in red at the top of the page with the Expense Report ID number indicating it has been submitted for approval.

17.	Make note of the Expense Report number.

Appendix

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