Creating an Expense Template Overview

Public Expense Report or Travel Authorization templates can be created in Cardinal which reflect typical combinations of expense items. These templates can be accessed by all users statewide and are not limited to a specific Agency. Users can then create new Expense Reports or Travel Authorizations by starting from a template, which can help reduce time and keying errors.

Table of Contents

Creating an Expense Template
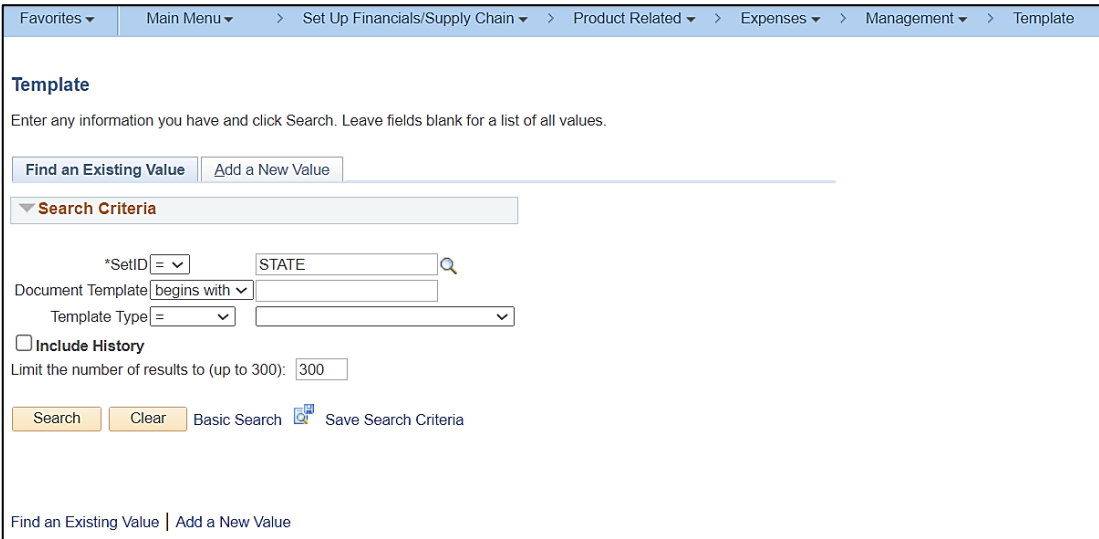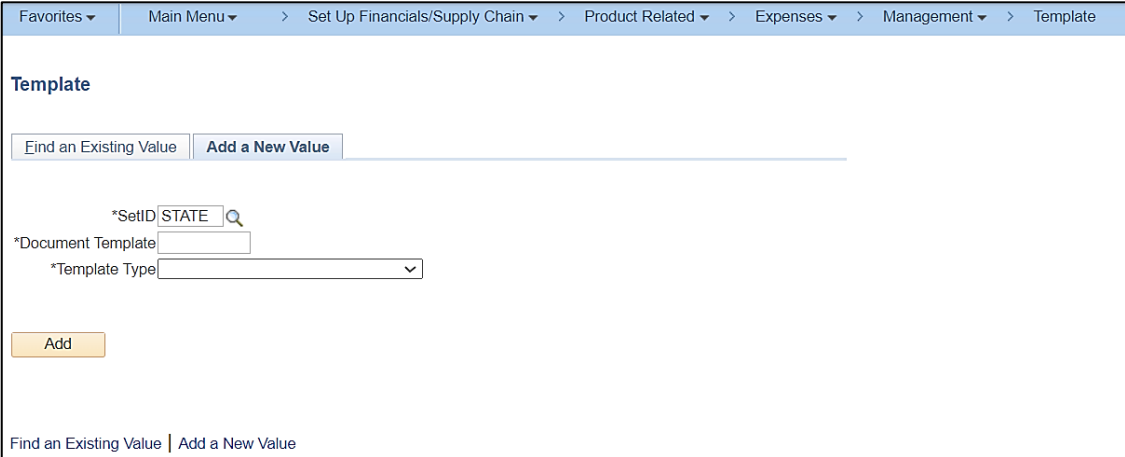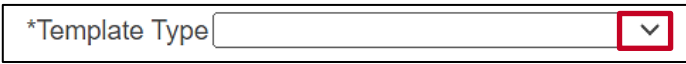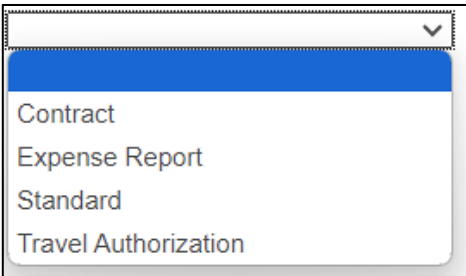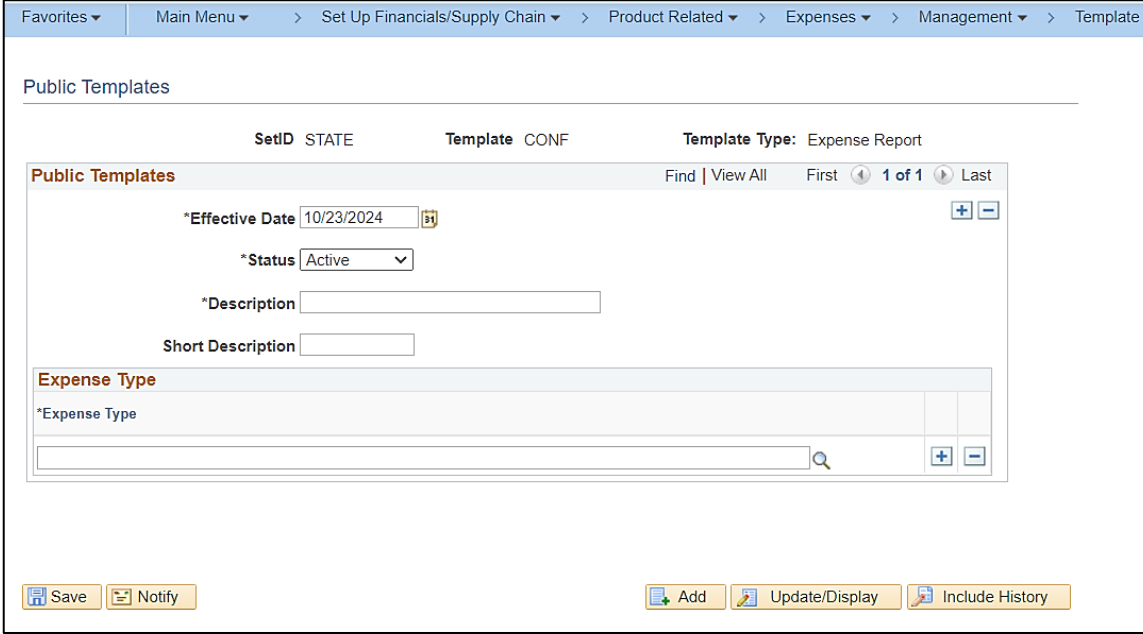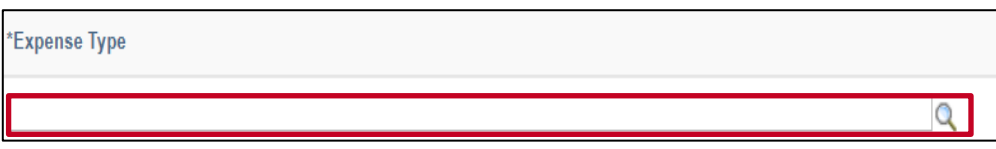
This section of the Job Aid provides the steps for creating an expense template in Cardinal.
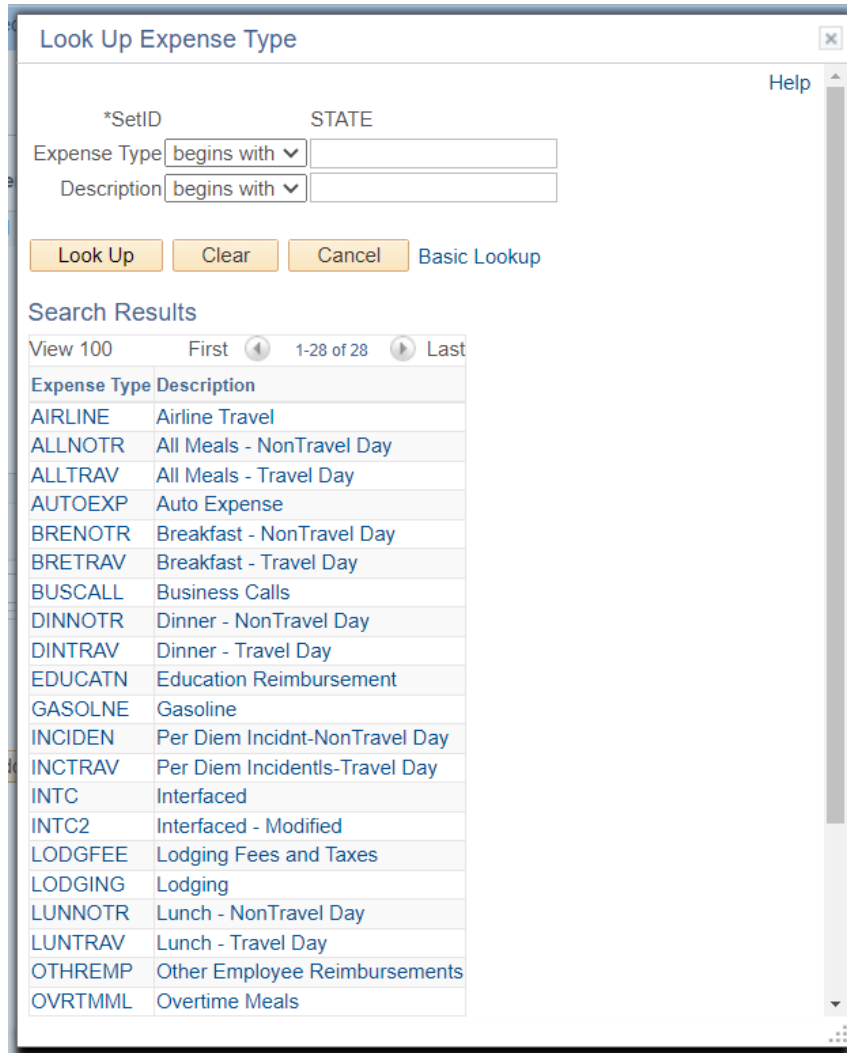
Step	Action
1.	Navigate to the **Template** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Product Related > Expenses > Management > Template**
	The **Template Search** page displays with the **Find an Existing Value** tab displayed by default. ![Template search page screenshot showing Find an Existing Value tab with SetID STATE, Document Template, Template Type fields and Search/Clear buttons]
2.	Click the **Add a New Value** tab. ![Screenshot showing Find an Existing Value tab highlighted next to Add a New Value tab]
	The **Add a New Value** tab displays. ![Template Add a New Value tab screenshot with SetID STATE, Document Template, Template Type fields and Add button]

Step	Action
3.	Verify the **SetID** field value is "STATE". If not, change it. *SetID STATE 🔍
4.	Enter a name for the Template in the **Document Template** field (not to exceed eight characters). *Document Template [ ]
5.	Click the **Template Type** dropdown menu. *Template Type [∨]
	The Template Type dropdown menu contains 4 options: [∨] Contract Expense Report Standard Travel Authorization • **Contract**: Not used in Cardinal • **Expense Report**: Used to create a template for Expense Reports • **Standard**: Not used in Cardinal • **Travel Authorization**: Used to create a template for Travel Authorizations
6.	Select the applicable Template Type by clicking the corresponding list item. *Template Type [Expense Report ∨]
7.	Click the **Add** button. [Add]

Step	Action
	The **Public Templates** page displays.
ℹ	The **Effective Date** field defaults to the current date. This can be updated if necessary. The **Status** defaults to "Active". Do not change this field.
8.	Enter a description for the template in the **Description** field.
9.	Enter a shortened version of the description (10 characters max) in the **Short Description** field. This is not a required field.
10.	Click the **Expense Type Look Up** icon to select the expense type(s) that should be included for the template.

Step	Action
	The **Look Up Expense Type** page displays in a pop-up window.

Look Up Expense Type   Help
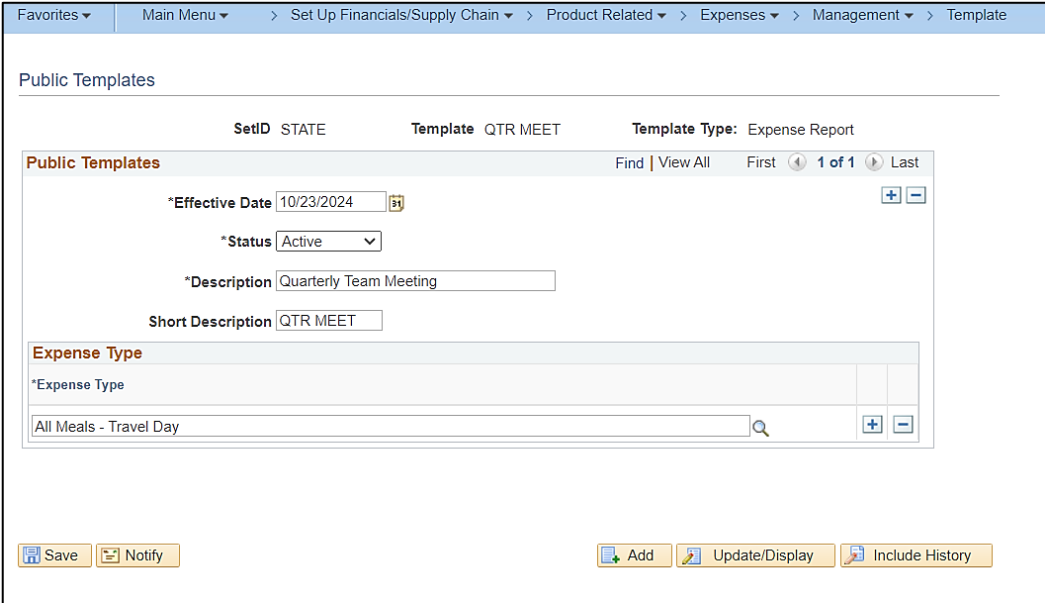
*SetID   STATE
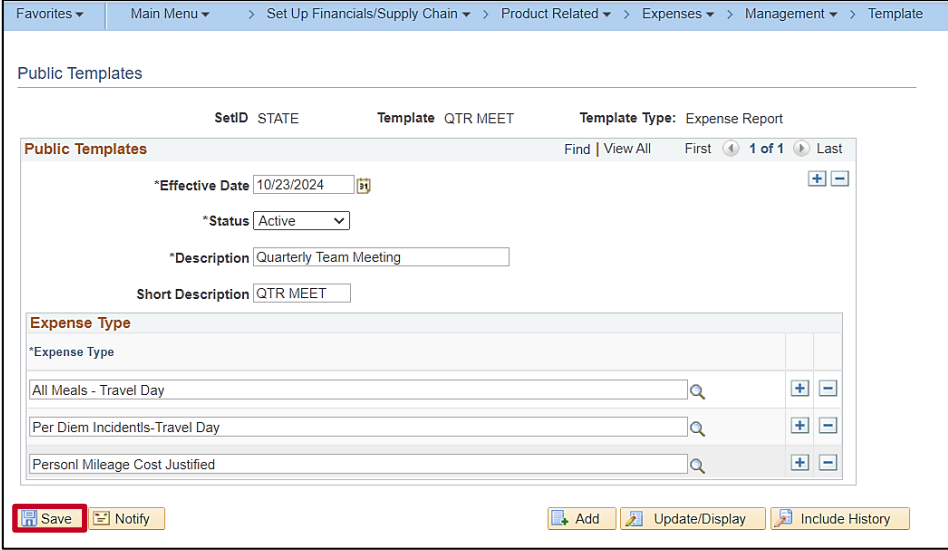Expense Type [begins with ▾] [   ]
Description [begins with ▾] [   ]

[Look Up] [Clear] [Cancel]   Basic Lookup

Search Results

View 100   First ◀ 1-28 of 28 ▶ Last

Expense Type	Description
AIRLINE	Airline Travel
ALLNOTR	All Meals - NonTravel Day
ALLTRAV	All Meals - Travel Day
AUTOEXP	Auto Expense
BRENOTR	Breakfast - NonTravel Day
BRETRAV	Breakfast - Travel Day
BUSCALL	Business Calls
DINNOTR	Dinner - NonTravel Day
DINTRAV	Dinner - Travel Day
EDUCATN	Education Reimbursement
GASOLNE	Gasoline
INCIDEN	Per Diem Incidnt-NonTravel Day
INCTRAV	Per Diem Incidentls-Travel Day
INTC	Interfaced
INTC2	Interfaced - Modified
LODGFEE	Lodging Fees and Taxes
LODGING	Lodging
LUNNOTR	Lunch - NonTravel Day
LUNTRAV	Lunch - Travel Day
OTHREMP	Other Employee Reimbursements
OVRTMML	Overtime Meals

Step	Action
11.	Select the expense type to include in the template by clicking the corresponding list item (link).

ALLTRAV   All Meals - Travel Day |

Step	Action
	The **Public Templates** page returns with the selected Expense Type displayed in the **Expense Type** section.
12.	Click the **(+)** button to add an additional row.
ⓘ	You can click the **(-)** button to remove an expense type if needed.
13.	Repeat steps 10-12 until all desired expense types have been selected.

Step	Action
14.	Click the **Save** button to save the template. Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Expenses ▾ > Management ▾ > Template **Public Templates** SetID STATE Template QTR MEET Template Type: Expense Report **Public Templates** Find	View All First ◀ 1 of 1 ▶ Last *Effective Date 10/23/2024 *Status Active *Description Quarterly Team Meeting Short Description QTR MEET **Expense Type** *Expense Type All Meals - Travel Day Per Diem Incidentls-Travel Day Personl Mileage Cost Justified 🖫 Save 📧 Notify 📝 Add 🔍 Update/Display 📝 Include History
ℹ️	The template can now be accessed by all expense processors.
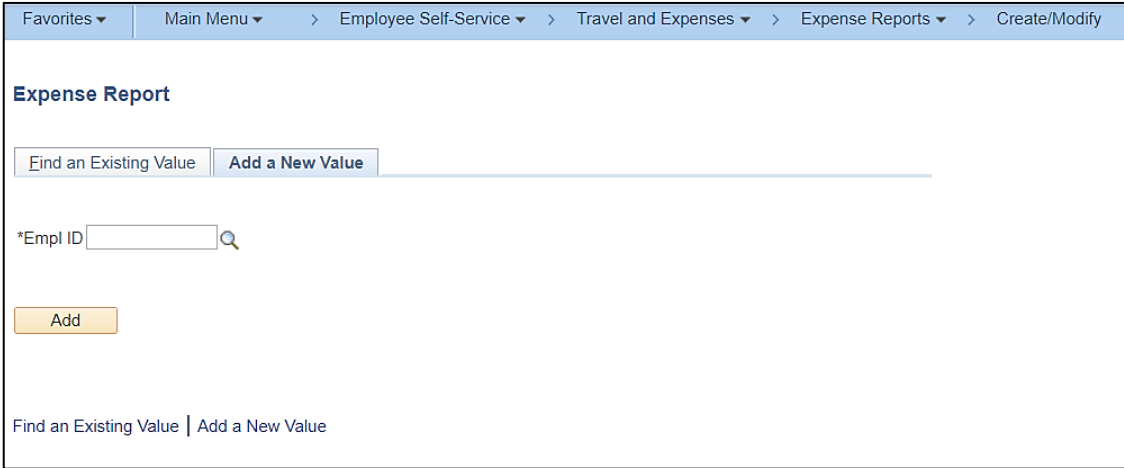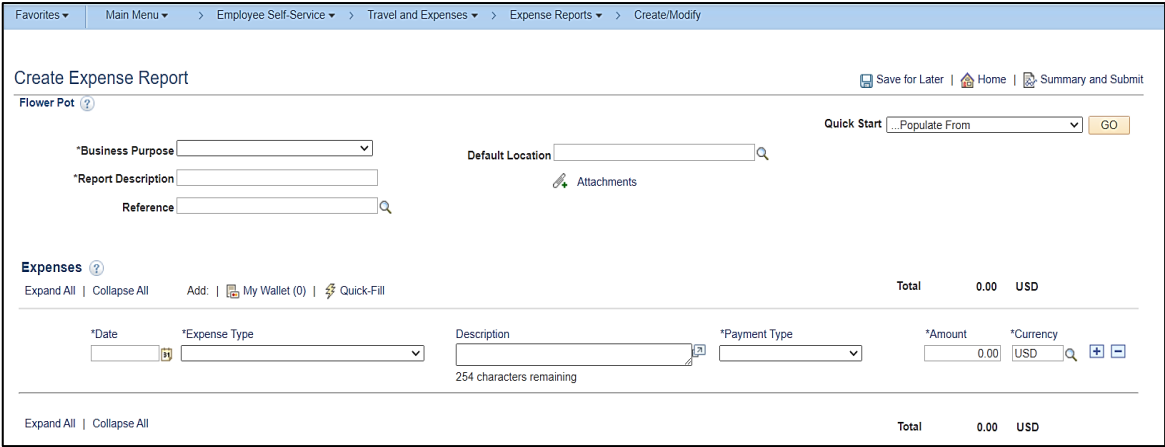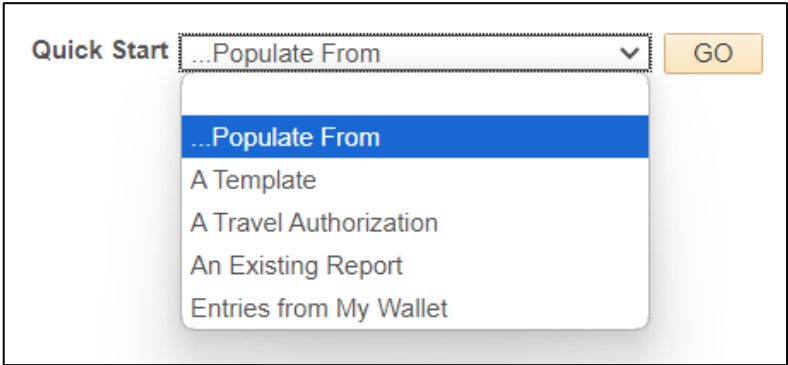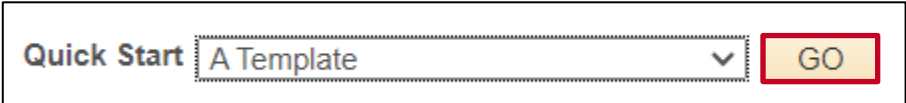
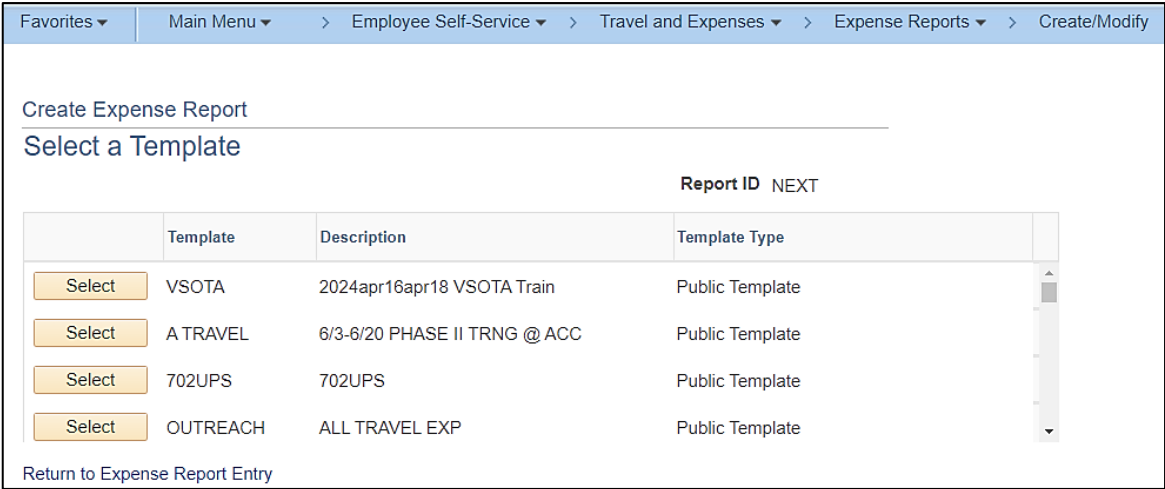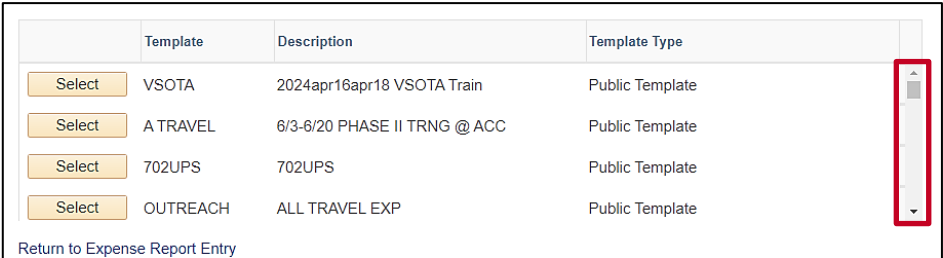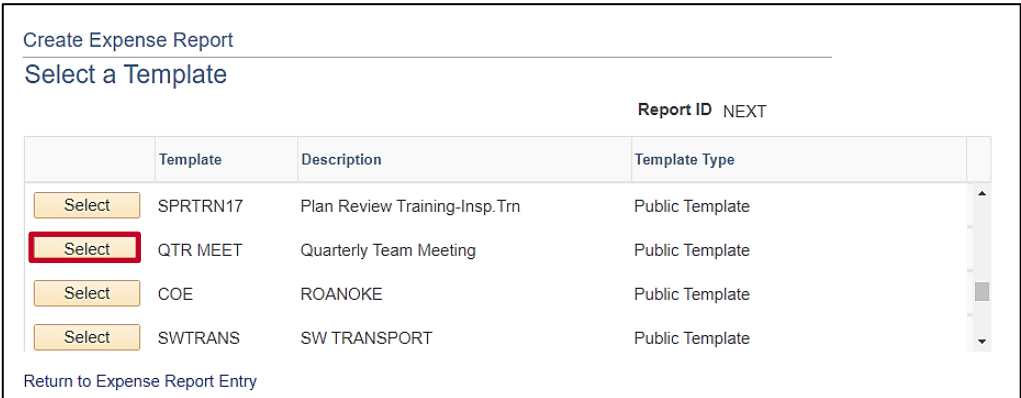## Accessing the Expense Template

This section of the Job Aid demonstrates how to access a template that has been created for Travel Authorizations or Expense Reports.

Step	Action
1.	Navigate to the **Expense Report** page using the following path: **Main Menu > Employee Self Service > Travel and Expense Center > Expense Report > Create/Modify** Navigation for VDOT only **Main Menu > Travel and Expenses >Travel and Expense Center > Expense Report > Create/Modify**
	The **Expense Report Search** page displays with the **Add a New Value** tab displayed by default. Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > Create/Modify **Expense Report** Find an Existing Value **Add a New Value** *Empl ID [ ] 🔍 [Add] Find an Existing Value | Add a New Value
2.	Enter or select the employee's Employee ID in the **Empl ID** field. *Empl ID [ ] 🔍
3.	Click the **Add** button. [Add]

Step	Action
	The **Create Expense Report** page displays.
4.	Click the **Quick Start** dropdown button.
	The dropdown options display.
5.	Click the "A Template" list item.
6.	Click the **GO** button.

Step	Action
	The **Select a Template** page displays. Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > Create/Modify Create Expense Report Select a Template **Report ID** NEXT **Template** **Description** **Template Type** Select VSOTA 2024apr16apr18 VSOTA Train Public Template Select A TRAVEL 6/3-6/20 PHASE II TRNG @ ACC Public Template Select 702UPS 702UPS Public Template Select OUTREACH ALL TRAVEL EXP Public Template Return to Expense Report Entry
7.	Use the **Scrollbar** (if necessary) to locate the desired template. **Template** **Description** **Template Type** Select VSOTA 2024apr16apr18 VSOTA Train Public Template Select A TRAVEL 6/3-6/20 PHASE II TRNG @ ACC Public Template Select 702UPS 702UPS Public Template Select OUTREACH ALL TRAVEL EXP Public Template Return to Expense Report Entry
8.	Click the **Select** button next to the desired template. Create Expense Report Select a Template **Report ID** NEXT **Template** **Description** **Template Type** Select SPRTRN17 Plan Review Training-Insp.Trn Public Template Select QTR MEET Quarterly Team Meeting Public Template Select COE ROANOKE Public Template Select SWTRANS SW TRANSPORT Public Template Return to Expense Report Entry

Step	Action
	The page refreshes and the Expense Type(s) for the selected template display.

| Favorites ▾ | Main Menu ▾ | > | Employee Self-Service ▾ | > | Travel and Expenses ▾ | > | Expense Reports ▾ | > | Create/Modify |

Template QTR MEET   **Description** Quarterly Team Meeting

Date Range

From 10/23/2024 📅   **To** 10/23/2024 📅

Add Expense Types:

One Day	All Days	Expense Type
☐	☐	All Meals - Travel Day
☐	☐	Per Diem Incidentls-Travel Day
☐	☐	Personl Mileage Cost Justified

| OK | Cancel |

Step	Action
9.	The date range in the **From** and **To** fields default to the current date. Enter or select the Date range associated with the expense in the **From** and **To** fields. **From** 10/23/2024 📅 **To** 10/23/2024 📅
10.	Click the appropriate indicator (checkbox options) next to the Expense Type(s) to denote if it should be applied to for **One Day** or **All Days** depending on the date range and type of expense. **Add Expense Types:** One Day / All Days / Expense Type ☐ ☐ All Meals - Travel Day ☐ ☐ Per Diem Incidentls-Travel Day ☐ ☐ Personl Mileage Cost Justified OK Cancel

Step	Action
11.	Click the **OK** button.
	The **Create Expense Report** page redisplays.
ℹ	The selected Expense Types populate on the page. The other expense related details will need to be entered to complete the Expense Report or Travel Authorization.