



**SW AP316**

# Employee Expenses Administration

Web Based Training



# Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



# Course Objectives

After completing this course, you will be able to:

- 1 Understand key Expenses maintenance concepts and processes
- 2 Add and update an employee profile in Expenses
- 3 Describe the overall processing flow for Employee Profiles, Travel Authorizations, Cash Advances, Expense Reports, and Payments
- 4 Review Expenses accounting entries
- 5 Manually reconcile Cash Advances, if applicable
- 6 Navigate to the key reports, queries, and online inquiries



# Agenda

1

Understanding Expenses

2

Entering and Maintaining Employee Profiles

3

Processing Expenses



# Lesson 1: Introduction

1

## Understanding Expenses

This lesson covers the following topics:

- Accounts Payable Overview
- Key Concepts
- Expenses and Expense Administration Processes



# Accounts Payable Overview

The Accounts Payable functional area of Cardinal is composed of two modules:

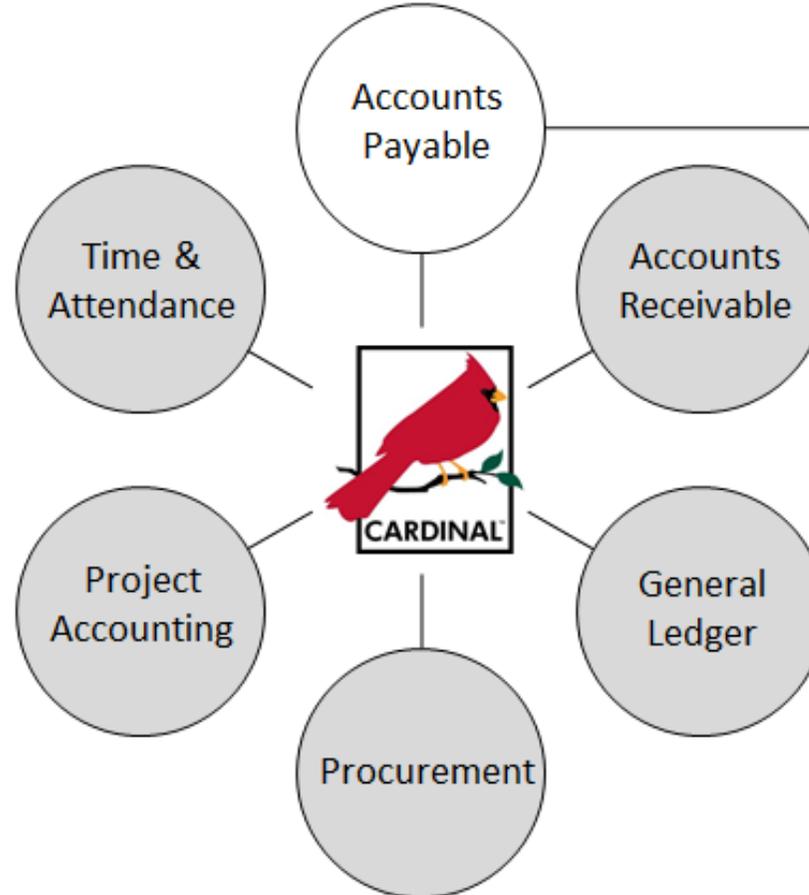
## Accounts Payable

The Accounts Payable (AP) module processes payments to suppliers for goods and/or services received.

## Expenses

Payments to employees for non-salary related items (i.e., travel and other business expense reimbursements) are made through the Expenses module.

## Cardinal Functional Areas



## Modules

	Accounts Payable	
	Expenses	



# Key Concepts

Some key concepts in expense administration include:

- Employee reimbursements for agency employees are processed through the Cardinal Expenses module.
- Agency employees are not set up as suppliers in Cardinal, so cannot be reimbursed for expenses using an Accounts Payable (AP) voucher.
- Commonwealth employees employed by another agency who require reimbursement from your agency are either:
  - Treated as suppliers and reimbursed using an AP voucher, or
  - Reimbursed as employees by their agency using the Expenses module. You can then pay the other agency (via voucher) for the amount of the expense.
- Non-employees, such as Board members or contractors, are set up as suppliers and reimbursed for their expenses through vouchers using the Accounts Payable module.



# Key Concepts (continued)

- Employee Profiles:
  - The employee profile captures personal and organizational information about the employee: name, address, Human Resources Department (HR) employee status, business unit, department, supervisor, and employee banking information for electronic data interchange (EDI) payments.
  - An employee profile must be entered in the Expenses module before an employee can be reimbursed for expenses.
  - Employee banking information is interfaced daily from the Commonwealth Integrated Payroll/Personnel System (CIPPS).



## Key Concepts (continued)

- In Cardinal, employee expenses can only be entered by proxies, who are authorized to enter expense transactions for specific employees. Every employee must have a proxy in order to be reimbursed for travel and other business expenses.
- You must also be set up as a proxy to view an employee's expense transactions.
- A user can be set up as a proxy for multiple employees. Most employees have proxies other than themselves who enter and process their expense related transactions.
- After entering an employee profile, a proxy (proxies) must be entered for that employee in Cardinal for expense transactions to be entered on behalf of that employee.
- In the Cardinal Expenses module, scanned documents can be attached, such as invoices and receipts, to Travel Authorizations, Cash Advances, and Expense Reports. Approvers can then review the attached documents when the transaction routes to them for approval. Per the Auditor of Public Accounts (APA), the electronic attachment documents do not replace the requirement to retain original documents (receipts, etc.) in your records. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.



## Key Concepts (continued)

- Cardinal is configured to include State allowable amounts for lodging, meals, per diem, and mileage rates. When you enter a Travel Authorization or Expense Report online, Cardinal applies those rates and assists with validations and calculations.
- If State policy requires agency head approval, Cardinal will route the transaction to the designated approver.
- If a Cash Advance is issued to an employee, the Cash Advance can be applied to an Expense Report after travel is completed. Cardinal then calculates the amount due for reimbursement.
- If the Cash Advance amount exceeds the Expense Report amount, the excess amount is unreconciled on the employee's Cash Advance. When the employee repays the Commonwealth, the payment offsets the employee's outstanding Cash Advance balance.



# Expenses and Expense Administration Processes

The Expenses process in Cardinal involves:

- Processing Travel Authorizations
- Processing Cash Advance requests
- Processing Expense Reports
- Processing payments to employees

The Expense Administration process in Cardinal involves:

- Creating and maintaining employee profiles
- Setting up and maintaining Authorized User (proxy) configurations
- Reviewing expense accounting entries
- Reconciling expense payments
- Reassigning expense transactions from one worklist to another



# Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



Are your agency's employees set up as suppliers in Cardinal for expense reimbursements from your agency?

- No
- Yes

An Employee Profile must exist in Cardinal in order for an employee to be reimbursed for expenses.

- True
- False

Board members are set up as employees and reimbursed through the Expenses module.

- True
- False



# Lesson 1: Summary

1

## Understanding Expenses

In this course, you learned:

- Your agency's employees are not set up as suppliers in Cardinal. They are reimbursed through the Expenses module.
- Employees must have at least one proxy who is authorized to enter expense transactions in Cardinal on their behalf.
- Employee expense transactions include Travel Authorizations (if required by Commonwealth and agency policy), Cash Advances, and Expense Reports.
- Expense Administration functions include entering and maintaining employee profiles in Cardinal, maintaining proxy configuration, reviewing expense accounting entries, and reconciling expenses.



# Lesson 2: Introduction

2

## Entering and Maintaining Employee Profiles

This lesson covers the following topics:

- Employee Data Processing Overview
- Creating an Employee Profile
- Updating an Employee Profile
- Adding Authorized Users/Proxies



# Employee Data Processing Overview

Employee data is the foundation of Cardinal Expenses. There are several types of employee data added and maintained by the Expense Administrator on the Employee Profile pages in Cardinal Expenses:

- Employee personal data
- Employee organizational data and user defaults

Because this data contains personal information (address, etc.), access is limited.



# Creating and Maintaining Employee Profile Process

An employee profile must exist in Cardinal for an employee to:

- Gain access to Cardinal
- Be reimbursed for travel or other business expenses

Online agencies:

- Must manually add and update employee profiles
- To enter or update an employee profile online:
  - Log into Cardinal
  - Enter or change the employee information
  - Save the page



# Creating and Maintaining Employee Profile Process (continued)

Interfacing agencies:

- Can choose to add or update Employee Profile information online or through an interface
- To enter or update an employee profile via interface:
  - Create an Employee Upload file
    - Contains employee data
    - Sent to Cardinal via upload
  - Data validation occurs when the files are loaded
    - Errors will not be uploaded
    - Added to the Employee Error Report
  - Agencies review report
    - Make corrections in the source system
    - Manually enter employee changes in Cardinal



# Creating and Maintaining Employee Profile Process (continued)

The employee ID is the main data key in the employee profile. This number is derived from the Department of Human Resource Management (DHRM) employee ID and is the 11 digit number contained in the employee's CIPPS file. In Cardinal, a CIPPS employee banking file is uploaded daily to update employees profiles with information about their banking information so payments can be made electronically rather than through paper check.

Cardinal uses the profile to:

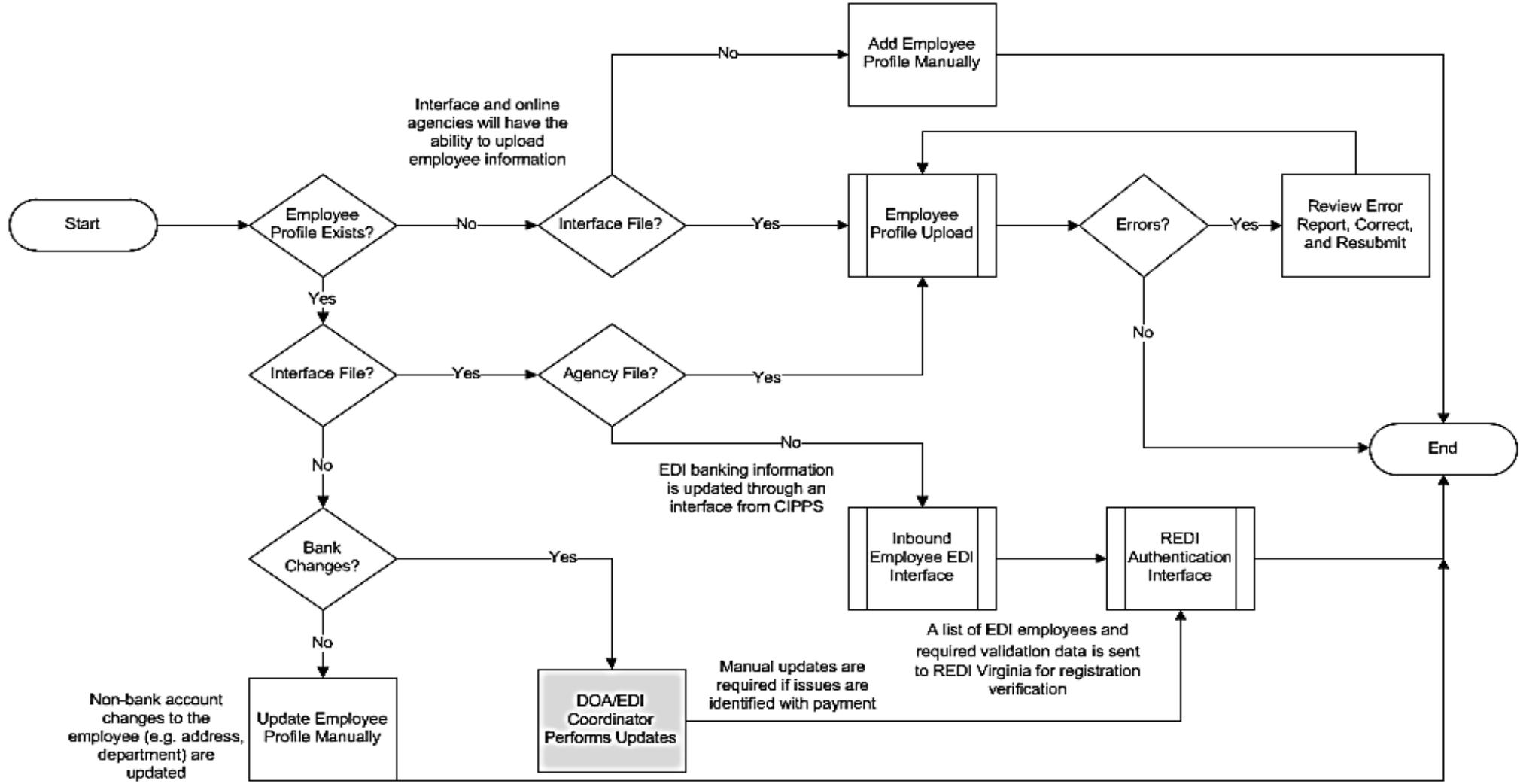
- Route entries for approval
- Populate default accounting distributions
- Make payments to the employee by the preferred method
- Send employee ID data to Remittance Electronic Data Interchange (REDI) for validation

Employee profiles only exist for state employees. Contractors who need access to Cardinal do not have an employee profile. They are assigned User IDs.

The following diagram illustrates the process for creating and maintaining an employee profile.



# Creating and Maintaining Employee Profile Process (continued)





# Employee Profile

Employees must have an employee profile configured in Cardinal before they can:

- Have a user profile configured
- Have an expense transaction entered and receive reimbursement (note that after the profile is entered, proxy(ies) must be assigned in order for expense transactions to be created)



# Entering an Employee Profile

To add or update an employee profile online, go to the **Employee Profile (Edit)** page using the following path:

**Main Menu > Travel and Expenses > Manage Employee Information > Update Profile**

Favorites ▾ | Main Menu ▾ > Travel and Expenses ▾ > Manage Employee Information ▾ > Update Profile

## Employee Profile (Edit)

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

---

▼ **Search Criteria**

Search by:  ▾ begins with

Limit the number of results to (up to 300):

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)



# Employee Profile (Edit) Page

To add a new employee profile, click the **Add a New Value** tab.

Enter the **Employee ID**. The **Employee ID** is the main data key in the employee profile. This number is derived from Cardinal Employee IDs based on PMIS IDs in the format of (00 + 7-digit PMIS ID + 00). Employee Profiles are established in FIN using the Cardinal Employee ID.

NOTE: To add any new employee, use a suffix (i.e., last 2 digits of employee ID) of 60-69, with the first employee record (job) as 60 and any subsequent employee records (jobs) as 61 through 69 (e.g., 00123456760).

Click the **Add** button.

The screenshot shows the 'Employee Profile (Edit)' page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Travel and Expenses', 'Manage Employee Information', and 'Update Profile'. Below this, the page title 'Employee Profile (Edit)' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected and highlighted with a red box. Below the tabs is a text input field for 'Employee ID' containing the value '00987620162', also highlighted with a red box. Below the input field is an 'Add' button, highlighted with a red box. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.



# Employee Profile (Edit) Page (continued)

If an employee ID is entered and the profile already exists in Cardinal, a message indicating that **The value you tried to add already exists** displays. **Select it below if you'd like to update it, or specify a new value in the fields above.**

Verify the entry. If correct and changes to the employee profile are needed, click the **Employee ID** number under the **Search Results** section of the page to access the employee record.

If an employee is transferring from another agency or employed by two state agencies, see the **SW AP316: Creating and Updating an Employee Profile** job aid for more information. Job aids are located on the Cardinal website under **Learning**.

If the entry is not correct, reenter the **Employee ID** number and click the **Add** button.



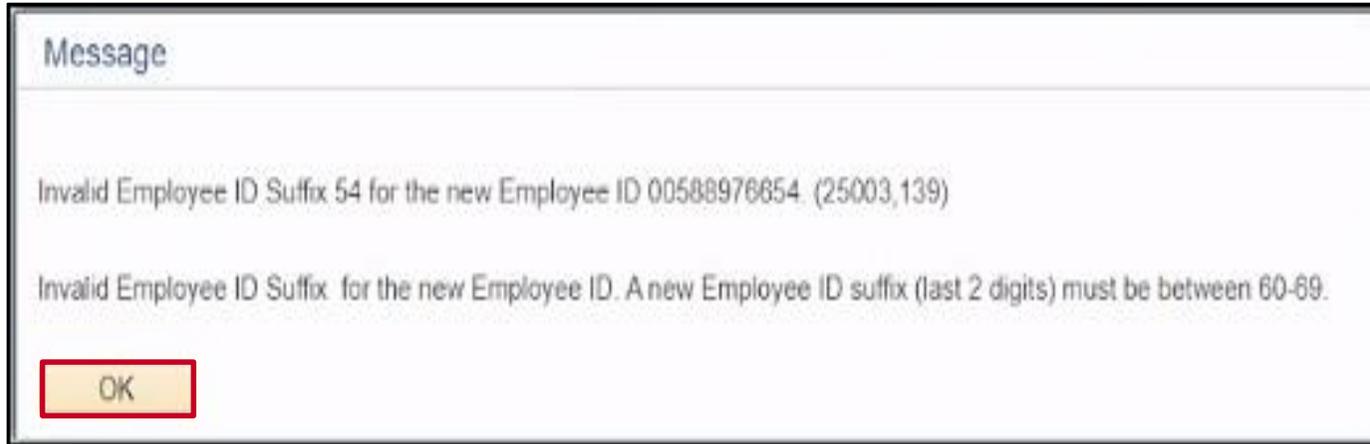
The screenshot shows the 'Employee Profile (Edit)' page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Travel and Expenses', 'Manage Employee Information', and 'Update Profile'. Below the navigation bar, the page title 'Employee Profile (Edit)' is displayed. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A text input field for 'Employee ID' contains '00987620162'. Below this field is an 'Add' button. A message box states: 'The value you tried to add already exists. Select it below if you'd like to update it, or specify a new value in the fields above.' Below the message is a 'Search Results' section. It includes a table with columns 'Employee ID', 'Name', and 'Last Name'. The table contains one row: '00987620162', 'Carroll, Elliott', and 'CARROLL'. Below the table are the buttons 'Find an Existing Value' and 'Add a New Value'.

Employee ID	Name	Last Name
00987620162	Carroll, Elliott	CARROLL



# Employee Profile (Edit) Page (continued)

If an invalid **Employee ID Suffix** is entered, a warning message like the one below displays.



Click the **OK** button to close the message.

Enter an **Employee ID** with a suffix between 60-69.



# Employee Profile (Edit) Page (continued)

If the **Employee ID** entered is not found in the interfaced CIPPS EDI Data, a warning message like the one below displays. The EDI Data from CIPPS is updated daily, but sometimes current information may not be in Cardinal when you add the employee.

Message

Warning -- No match found for Employee ID 00123457800 in Cardinal CIPPS EDI data. (25003,102)

The Employee ID entered does not match the Cardinal CIPPS EDI Data. This could be due to one or more of the following reasons:

- Employee ID is entered incorrectly. Typically, the Cardinal Employee ID is the same as the 11-digit CIPPS Employee ID.
- Employee has not signed up for direct deposit in CIPPS.
- Employee is a new hire and their direct deposit data has not been entered in CIPPS.
- Employee is exempt from using their payroll account for expense reimbursements.



# Employee Data Page

Access to edit information on the following tabs is limited (i.e., managed by role access):

- The **Employee Data** tab displays basic employee personal information.
- The **Organizational Data** page displays the employee's position in the organization and related data such as the employee's supervisor. It also displays the employee's Cash Advance limit.
- The **User Defaults** tab displays the defined user defaults to minimize data entry on Travel Authorizations, Cash Advances, and Expense Reports.
- The **Bank Accounts** tab displays banking and payment information used for paying Cash Advances and Expenses Reports. Access to this tab is restricted to the Department of Accounts (DOA).

The screenshot shows the 'Employee Data' tab selected in a web application. The page is titled 'Update Profile' and contains several sections for editing employee information:

- Employee Information:** Fields for \*Last Name, \*First Name, Telephone, \*Personnel Status (dropdown menu), Employee Base (radio buttons for Home, Office), and Payments Sent To (radio buttons for Home Address, Mailing Address).
- Phone Number:** A table with columns for \*Phone Type, \*International Prefix, \*Phone, Extension, and Description. The first row shows a dropdown for phone type and empty input fields for the other fields.
- Home Address:** Fields for Country (USA), Address 1, Address 2, eVA VLIN, eVA Address ID, City, County, State, and Postal.
- Mailing Address:** Fields for Country (USA), Address 1, Address 2, eVA VLIN, eVA Address ID, City, County, State, and Postal.

At the bottom, there are 'Save' and 'Notify' buttons, and a breadcrumb trail: Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information.

Click on image to enlarge



# Employee Data Page (continued)

On the **Employee Data** tab, complete the information under the **Employee Information**:

- **Last Name** - employee's last name
- **First Name** - employee's first name
- **Telephone** - not a required field
- **Employee Base** indicator: defaults to **Office** and should not be changed.
- The **Payments Sent To** indicator: defaults and can be changed if needed.

The **Phone Number** section of the page is optional. If you select a **Phone Type** from the drop-down menu, the system requires you to enter a telephone number. For this scenario, no **Phone Type** is selected.

The screenshot shows a web application interface for managing employee information. The top navigation bar includes 'Favorites', 'Main Menu', 'Travel and Expenses', 'Manage Employee Information', and 'Update Profile'. Below this is a tabbed interface with 'Employee Data', 'Organizational Data', 'User Defaults', and 'Bank Accounts'. The 'Employee Data' tab is active, and a red box highlights the 'Employee Information' and 'Phone Number' sections.

**Employee Information**

\*Last Name: SMITH      \*First Name: LAMONT

Telephone: [ ]      Employee Base:  Home  
 Office

\*Personnel Status: Employee [v]      Payments Sent To:  Home Address  
 Mailing Address

**Phone Number** (?)

*Phone Type	*International Prefix	*Phone	Extension	Description
1 [v]	[ ]	[ ]	[ ]	[ ]

**Home Address**

Country: USA [Q]      United States



# Employee Data Page (continued)

In the **Home Address** section, complete the following fields:

- Enter the employee's home address  
Either **Address 1** or **Address 2** is required along with **City**, **State** and **Postal**.
- If an employee's home address and mailing address differ, click the button in front of **Mailing Address** and complete the **Mailing Address** section at the bottom of the page.

**Home Address**

Country   United States

Address 1

Address 2

eVA VLIN

eVA Address ID

City

County

Postal

State   Virginia

**Mailing Address**

Country   United States

Address 1

Address 2

eVA VLIN

eVA Address ID

City

County

Postal

State

[Employee Data](#) | [Organizational Data](#) | [User Defaults](#) | [Bank Accounts](#) | [Corporate Card Information](#)



# Employee Data Page (continued)

- If an employee's home address and mailing address differ, click the button in front of **Mailing Address** and complete the **Mailing Address** section at the bottom of the page.

After entering all information, click the **Organization Data** tab.

The screenshot shows the 'Employee Data' page with the 'Organizational Data' tab selected. The page is divided into several sections:

- Employee Information:** Fields for \*Last Name (SMITH), \*First Name (LAMONT), Telephone, \*Personnel Status (Employee), Employee Base (Office selected), and Payments Sent To (Home Address selected).
- Phone Number:** A table with columns for \*Phone Type, \*International Prefix, \*Phone, Extension, and Description. One row is visible with a dropdown menu.
- Home Address:** Fields for Country (USA), Address 1 (123 Main Street), Address 2, eVA VLIN, eVA Address ID, City (Richmond), County, State (VA), and Postal (23223).
- Mailing Address:** Fields for Country (USA), Address 1, Address 2, eVA VLIN, eVA Address ID, City, County, State, and Postal.

At the bottom, there are 'Save' and 'Notify' buttons.



# Organizational Data Page

After the information has been entered, click on the **Organizational Data** tab.

This tab is divided into six different sections:

- **Expense Processing Data**
- **HR Information**
- **Supervisor Information**
- **Default ChartField Values**
- **Cash Advance Level**
- **Expense Role** – not currently used in Cardinal

These sections will be explained in more detail in the following slides.

Employee Data | **Organizational Data** | User Defaults | Bank Accounts

Expenses Processing Data Find | View All First 1 of 1 Last

Valid for Expenses No Reason for Status

Default Profile  
 Ignore Authorized Amounts  
 Ignore Group Location Amounts  
Per Diem Amount Type | Active Amounts

HR Information Employee Status Hire Date \*GL Unit \*Department Hours Per Period  Use Business Unit Default

Supervisor Information \*ID Name Designated Approver

Default ChartField Values Personalize | Find | First 1 of 1 Last

*GL Unit	Fund	Program	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate	Fund

Cash Advance Level  
 Business Unit  
 Specific Amount  
 None

Expense Role  
"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."  
Expense Processing Role

Save Notify Add

Employee Data | Organizational Data | User Defaults | Bank Accounts

Click on image to enlarge



# Organizational Data: HR Information

In the **Expenses Processing Data** section:

- **Default Profile** – check this box
- **Per Diem Amount Type** - select **Active Amounts**.

In the **HR Information** section, complete the following fields

:

- **Employee Status** - select **Active**
- **Hire Date** - enter the employee's hire date for your agency
- **GL Unit** - enter or select your agency's Business Unit
- **Department** - select the appropriate Department for the employee

The **Use Business Unit Default** checkbox defaults as checked. Do not change this. **This defaults to the BU on the employee's profile and it is important this value is not changed.**

Expenses Processing Data

Valid for Expenses No

Reason for Status

Default Profile

Ignore Authorized Amounts

Ignore Group Location Amounts

Per Diem Amount Type Active Amounts

Supervisor Information

\*ID 00446170800

Name Turner, Tina

HR Information

Employee Status Active

Hire Date 01/03/2017

\*GL Unit 15100 Department of Accounts

\*Department 95400 General Accounting

Hours Per Period  Use Business Unit Default

Click on image to enlarge



# Organizational Data: Supervisor Information

In the **Supervisor Information** section, click the **ID** lookup button to select the ID of the Supervisor for the employee whose profile you are creating. The Supervisor may not be the employee's HR Supervisor. The Supervisor is the person designated to approve expense transactions in Cardinal for that employee.

After you select the **ID**, the **Name** field populates based on your selection. Verify the name for accuracy.

Workflow uses the Supervisor's **ID** to route transactions for Supervisor level approval.

The screenshot shows a web application interface for managing employee information. The breadcrumb trail is: Favorites > Main Menu > Travel and Expenses > Manage Employee Information > Update Profile. The 'Organizational Data' tab is selected. The 'Expenses Processing Data' section includes 'Valid for Expenses' (No) and 'Reason for Status'. The 'HR Information' section includes 'Employee Status' (Active), 'Hire Date' (01/03/2017), '\*GL Unit' (15100 - Department of Accounts), '\*Department' (95400 - General Accounting), and 'Hours Per Period' (checked 'Use Business Unit Default'). The 'Supervisor Information' section is highlighted with a red box and contains the '\*ID' field (00446170800) and the 'Name' field (Turner, Tina). The 'Expenses Processing Data' section also includes checkboxes for 'Default Profile' (checked), 'Ignore Authorized Amounts', and 'Ignore Group Location Amounts', and a 'Per Diem Amount Type' dropdown set to 'Active Amounts'.



# Organizational Data: Default ChartField Values

The **Default ChartField Values** section is used to predefine one or more of the ChartField values for the employee. Cardinal uses these values to populate the accounting information for the employee's travel and expense transactions. Even though these values default on the expense transactions, they can be changed if necessary.

For Cash Advances transactions, Agency/Business Unit, Fund, and Department populate from the defaults for these fields. DO NOT change these values and if the values are not present on the profile, the Cash Advance accounting entries will not be created correctly. Fund is a required ChartField on this page.

Use the **scrollbar** under the ChartField values to move right and view/enter additional values as needed.

The **Department** field populates based on the entry in the **HR Information** section of the page.

Default ChartField Values											Personalize	Find	Print	Calendar	First	1 of 1	Last
*GL Unit	Fund	Program	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate	Fund							
15100	01000	699001															



# Cash Advance Level Options

The **Cash Advance Level** section is used to determine the employee's eligibility and maximum amount for a Cash Advance.

Select the appropriate option based on your agency's policy:

- **Business Unit:** Allows the maximum amount of \$5,000. In Cardinal, all business units are set up with this maximum value as the default.
- **Specific Amount:** Allows you to enter a specific amount as the maximum for the employee.
- **None:** Means the employee cannot receive a Cash Advance.

Cash Advance Level	
<input checked="" type="radio"/> Business Unit	5,000.00 USD
<input type="radio"/> Specific Amount	
<input type="radio"/> None	



# User Defaults Page

Click the **User Defaults** tab to specify defaults that reduce data entry time for Travel Authorizations, Cash Advances, and Expense Reports. The **Time Defaults** fields are not used.

Select **Payment Type** of **Check** in the **Expense Defaults** section to avoid having to key this value on every expense line. In the **Accounting Detail Default View** field, select **Expanded** to display the Accounting Detail section on the Expense Report or Travel Authorization as opened instead of having to click to open. Project ChartFields can be defaulted in the **Project Defaults for Expenses** section.

Click the **Enabled** checkbox so these values default on the Travel Authorization and Expense Report.

These are defaults only and can easily be changed during data entry.

Note that when using the **Employee Profile Upload**, these values are not populated.

Click on image to enlarge



# Bank Accounts Page

The **Bank Accounts** tab specifies how the employee is reimbursed for Expenses transactions.

The daily CIPPS interface populates the **Payment Method**, **Bank Account #**, and **Prenote Info**.

Only the DOA EDI Coordinator has access to this page.

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Employee Information ▾ > Update Profile

Employee Data | Organizational Data | User Defaults | **Bank Accounts**

---

**Organizational Data** Find | View All First 1 of 1 Last

GL Unit 15100 Department of Accounts  Default Profile  
Department 95400 General Accounting  Hold Payment

\*Payment Method System Check ▾

**Bank Account Info** Personalize | Find | [?] [📅] First 1 of 1 Last

**Bank Account Info** | Prenote Info [⋮]

Default	Bank Account	Source	Bank Name	Bank ID	Branch Name	Branch ID	Bank Account #		
<input type="checkbox"/>		Expenses							

EFT Options

Save Notify Add

Employee Data | Organizational Data | User Defaults | Bank Accounts



# Validating an Employee Profile

After entering all employee information, click the **Save** button to save the entries.

After saving the employee profile, it needs to be validated prior to use on an expense transaction. The Validation process runs every hour in batch between 8am to 5pm daily.

Click the **Validate** button and it will validate the profile immediately.

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Employee Information ▾ > Update Profile

Employee Data | Organizational Data | User Defaults | Bank Accounts

Expenses Processing Data Find | View All First 1 of 1 Last

Valid for Expenses No **Validate**

Reason for Status

Default Profile  
 Ignore Authorized Amounts  
 Ignore Group Location Amounts  
Per Diem Amount Type [Active Amounts ▾]

**HR Information**

Employee Status [Active ▾]  
Hire Date [01/03/2017] [B]  
\*GL Unit [15100] [Q] Department of Accounts  
\*Department [95400] [Q] General Accounting  
Hours Per Period  Use Business Unit Default

**Supervisor Information**

\*ID [00446170800] [Q]  
Name Turner, Tina

**Default ChartField Values** Personalize | Find | [A] [B] First 1 of 1 Last

Default ChartField Values [B] [A]

*GL Unit	Fund	Program	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate	Fund
[15100] [Q]	[01000] [Q]	[699001] [Q]	[ ] [Q]	[ ] [Q]	[ ] [Q]	[ ] [Q]	[ ] [Q]	[ ] [Q]	[ ] [Q]	[ ] [Q]

**Cash Advance Level**

Business Unit 5,000.00 USD  
 Specific Amount  
 None

**Expense Role**

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."  
Expense Processing Role [ ] ▾

**Save** [ ] Notify [ ] Add



# Updating an Employee Profile

To update an employee profile online, access the **Employee Profile Search** page. This is the same page that is used to add an employee online. Access to update and view profiles are based on security role and agency access.

You can navigate to this page using the following path:

**Main Menu > Travel and Expenses > Manage Employee Information > Update Profile**

On the **Find an Existing Value** tab, use the **Search by** drop-down list to choose one or more of the three search criteria (use the **Advanced Search** link to view all search fields):

- **Employee ID:** the employee's CIPPS number or PMIS ID
- **Last Name/Name:** employee's last name

Once you select and enter the search criteria, click the **Search** button.

The screenshot shows a web application interface for updating an employee profile. At the top, there is a breadcrumb trail: Favorites > Main Menu > Travel and Expenses > Manage Employee Information > Update Profile. Below this is the title 'Employee Profile (Edit)' and a sub-header 'Employee Profile (Edit)'. A message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Below the tabs is a 'Search Criteria' dropdown menu. The 'Search by:' dropdown is set to 'Employee ID' (highlighted with a red box). The 'begins with' field contains '00912345600' (highlighted with a red box). The 'Limit the number of results to (300):' field is set to '300'. There is a 'Search' button (highlighted with a red box) and a link for 'Advanced Search'. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

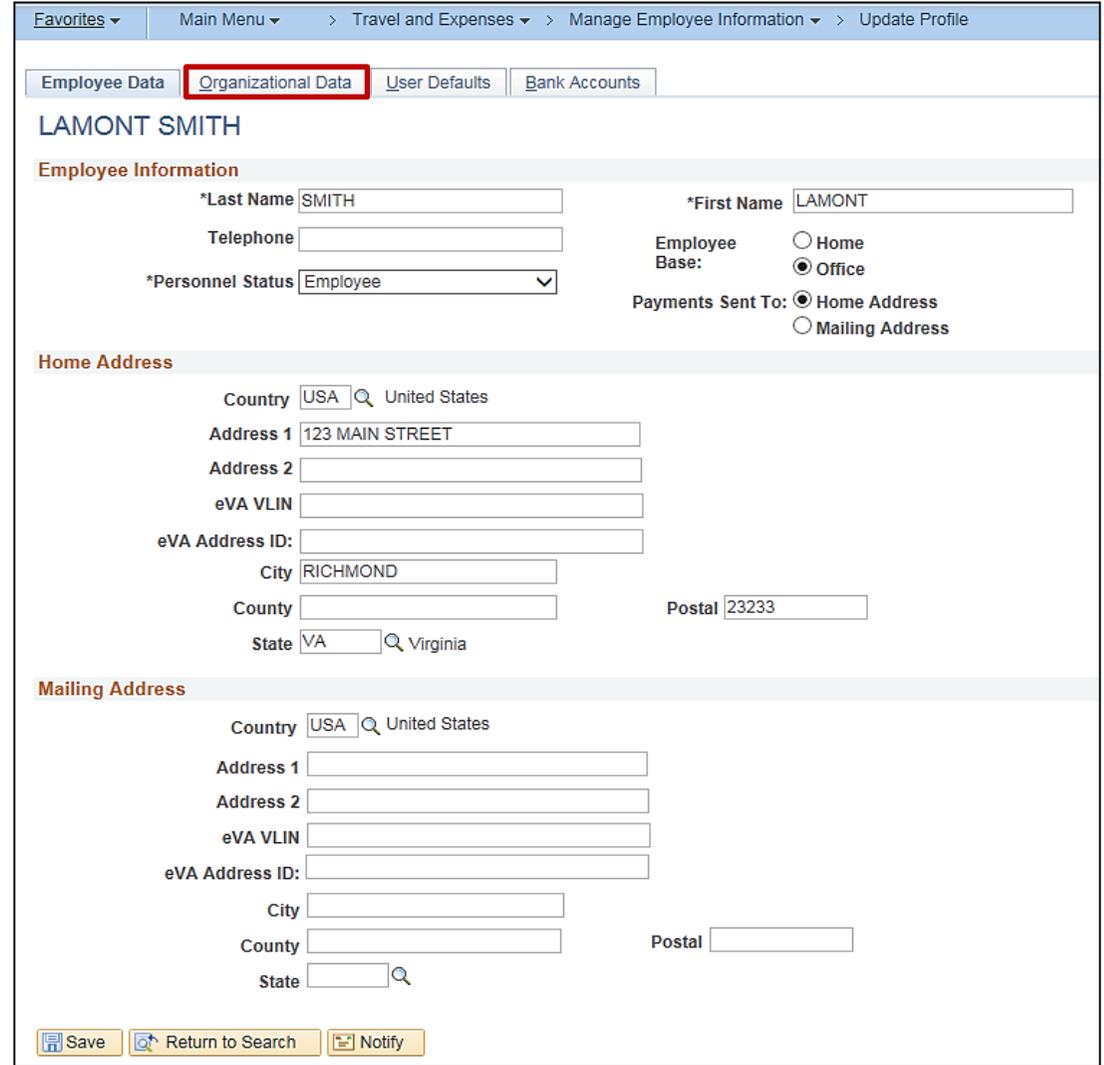
**Click on image to enlarge**



# Updating an Employee Profile (continued)

Update fields on the **Employee Data** tab as necessary.

Click the **Organizational Data** tab.



**Update Profile**

Employee Data **Organizational Data** User Defaults Bank Accounts

**LAMONT SMITH**

**Employee Information**

\*Last Name: SMITH \*First Name: LAMONT

Telephone: \_\_\_\_\_

Employee Base:  Home  Office

\*Personnel Status: Employee (dropdown) Payments Sent To:  Home Address  Mailing Address

**Home Address**

Country: USA United States

Address 1: 123 MAIN STREET

Address 2: \_\_\_\_\_

eVA VLIN: \_\_\_\_\_

eVA Address ID: \_\_\_\_\_

City: RICHMOND

County: \_\_\_\_\_ Postal: 23233

State: VA Virginia

**Mailing Address**

Country: USA United States

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

eVA VLIN: \_\_\_\_\_

eVA Address ID: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_ Postal: \_\_\_\_\_

State: \_\_\_\_\_

Save Return to Search Notify

# Updating an Employee Profile (continued)

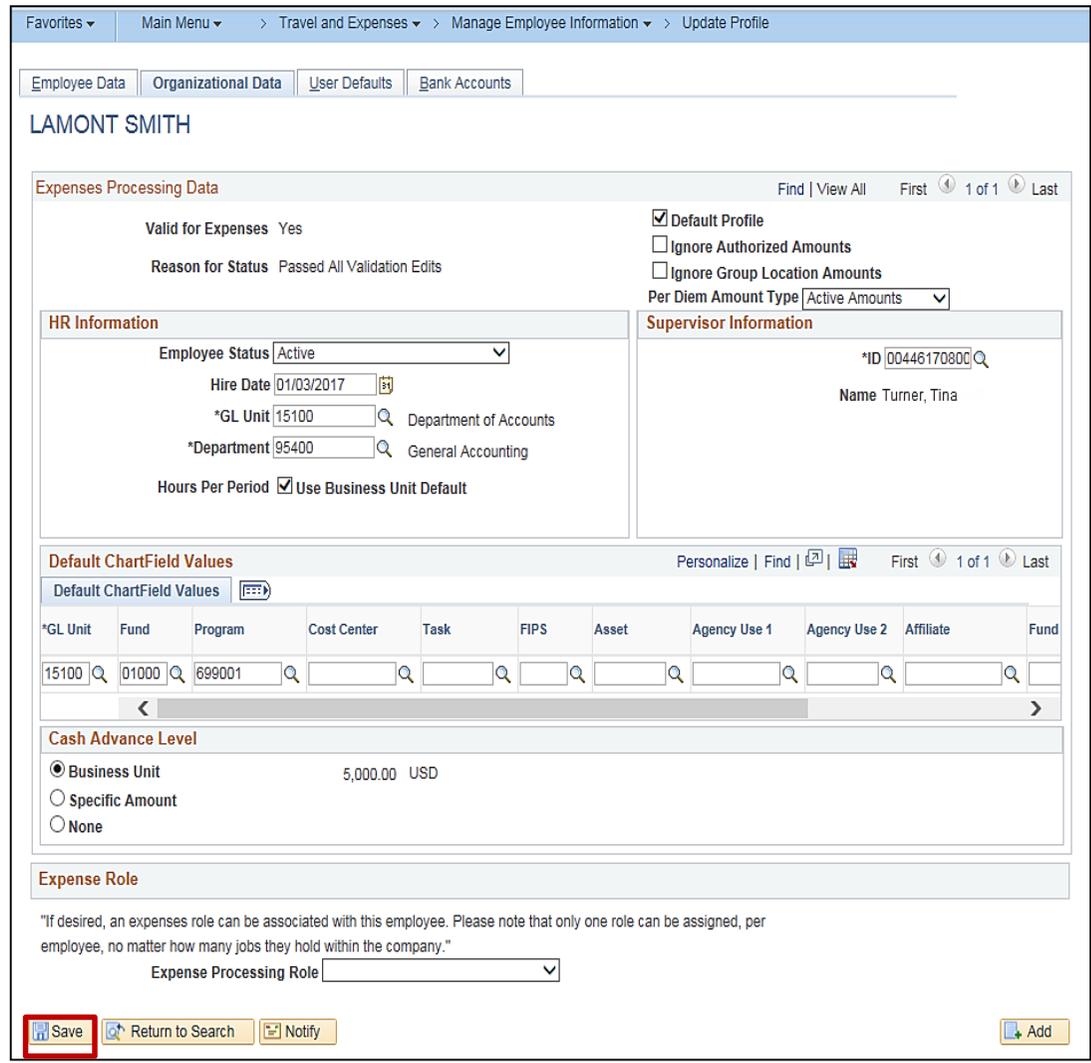
Changes to **Organizational Data** tab information are needed when an employee's organizational data changes, e.g., for a transfer from one department to another.

Click the **Save** button at the bottom of the page.

Modifying the employee profile and saving it replaces the previous values. No record is maintained regarding who made the changes or when (there is no effective dating).

It is advisable to maintain a record of these changes outside of Cardinal as well.

For more detailed information about terminating an employee, see the job aid entitled **SW AP316: Creating and Updating an Employee Profile** located on the Cardinal website in **Job Aids** under **Learning**.



**Expenses Processing Data**

Valid for Expenses Yes  
Reason for Status Passed All Validation Edits

Default Profile  
 Ignore Authorized Amounts  
 Ignore Group Location Amounts  
Per Diem Amount Type Active Amounts

**HR Information**

Employee Status Active  
Hire Date 01/03/2017  
\*GL Unit 15100 Department of Accounts  
\*Department 95400 General Accounting  
Hours Per Period  Use Business Unit Default

**Supervisor Information**

\*ID 00446170800  
Name Turner, Tina

**Default ChartField Values**

*GL Unit	Fund	Program	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate	Fund
15100	01000	699001								

**Cash Advance Level**

Business Unit 5,000.00 USD  
 Specific Amount  
 None

**Expense Role**

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."  
Expense Processing Role

**Save** Return to Search Notify Add



# Adding Expense Proxies/Authorized Users

An Authorized User/Proxy must be added for every employee in Cardinal that requires a travel reimbursement. With the proper security roles a proxy can view, create, delete, cancel, edit, and submit all expense related transactions for the employee.

If a proxy is not assigned, no expense transaction can be entered for that employee. Every employee who requires expense reimbursement must have at least one proxy (can have multiple).

Note that employees must be set up as their own proxy in order to enter transactions for themselves.

## **Interfacing Agencies**

Interfacing agencies which selected to use the Employee Profile Upload have the ability to populate the proxy or Authorized User information in the upload file.



# Adding Expense Proxies/Authorized Users (continued)

To add a proxy online, access the **Authorize Expense Users** page using the following path:

**Main Menu > Travel and Expenses > Manage Expenses Security > Authorize Expense Users**

For more detailed information about adding expense proxies/authorized users, see the job aid entitled **SW AP315: Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Learning**.

The screenshot shows a web browser window with a breadcrumb trail: Favorites > Main Menu > Travel and Expenses > Manage Expenses Security > Authorize Expense Users. The page title is "Authorize Expense Users". Below the title, there is a message: "Please select search aspect." followed by instructions: "To authorize multiple users for one employee, enter the Employee ID. To authorize employees for one user, enter the User ID." There is a "Search By" section with two radio buttons: "Employee ID" (which is selected) and "User ID". Below this is a "Search Value" input field with a search icon and a "Search" button.



# Mass Update of Authorized Expense Users

Add or delete a proxy for a large number of employees using the Mass Update Authorize Users page. Navigate to this page using the following path:

**Main Menu > Travel and Expenses > Manage Expenses Security > Mass Updt Authorized Users**

For more detailed information about adding/deleting expense proxies/authorized users for multiple employees, see the job aid entitled **SW AP315: Authorizing a Proxy for an Employee** located on the Cardinal website in **Job Aids** under **Learning**.

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Expenses Security ▾ > Mass Updt Authorized Exp Users

Mass Updt Authorized Exp Users

Enter search criteria here

\*GL Business Unit   \*Dept ID (% for ALL)

\*Proxy to Add or Delete

\*Action to Add or Delete

**select checkbox** Personalize | Find |   First  1 of 1  Last

*Select	GL Business Unit	Department	Employee ID	Employee Name	Add or Delete User ID	Authorized Expense Users
1 <input type="checkbox"/>						<input type="button" value="Authorized Expense Users"/>

\*Comments



## Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



After adding an employee profile in Cardinal, you must also add at least one proxy for that employee if the employee will need to be reimbursed for expenses.

- True
- False

Employee banking information is populated nightly through an interface with \_\_\_\_\_.

- CIPPS
- PMIS
- DOA

You must be set up as a \_\_\_\_\_ to enter your own expenses transactions.

- Supervisor
- Proxy
- Administrator

Cardinal keeps a record of when updates are made on an employee profile.

- True
- False



## Lesson 2: Summary

2

### Entering and Maintaining Employee Profiles

In this lesson, you learned:

- Employee profiles can be added or updated in the Expenses module both online and through an interface.
- When adding a new employee profile, at least one proxy must be added for that employee if the employee needs to be reimbursed for business related expenses.
- Access to sensitive and personal employee information, such as address, bank information, etc., is highly restricted.
- Users must be configured as proxies for another employee before they can create expense transactions for that employee.
- In order for employees to enter expense transactions for themselves, they must be set up as a proxy for themselves.



# Lesson 3: Introduction

3

Processing Expenses

This lesson covers the following topics:

- Process for Travel Authorizations, Cash Advances, Expense Reports, and Payments
- Expenses and Cash Advance accounting entries
- Manually reconcile Cash Advances, if applicable



# Travel Authorization Process Flow

A Travel Authorization is a request for permission to travel. Commonwealth and/or agency policy have specific policies regarding authorization prior to travel (or the incurrence of other expense). Cardinal, however, does not require that the Travel Authorization be entered in Cardinal in order to be reimbursed.

However, if you elect to enter the Travel Authorization in Cardinal, it can only be entered online and must be approved prior to the start date of the trip. Cardinal does not allow saving or approving an authorization after the start date of the trip.

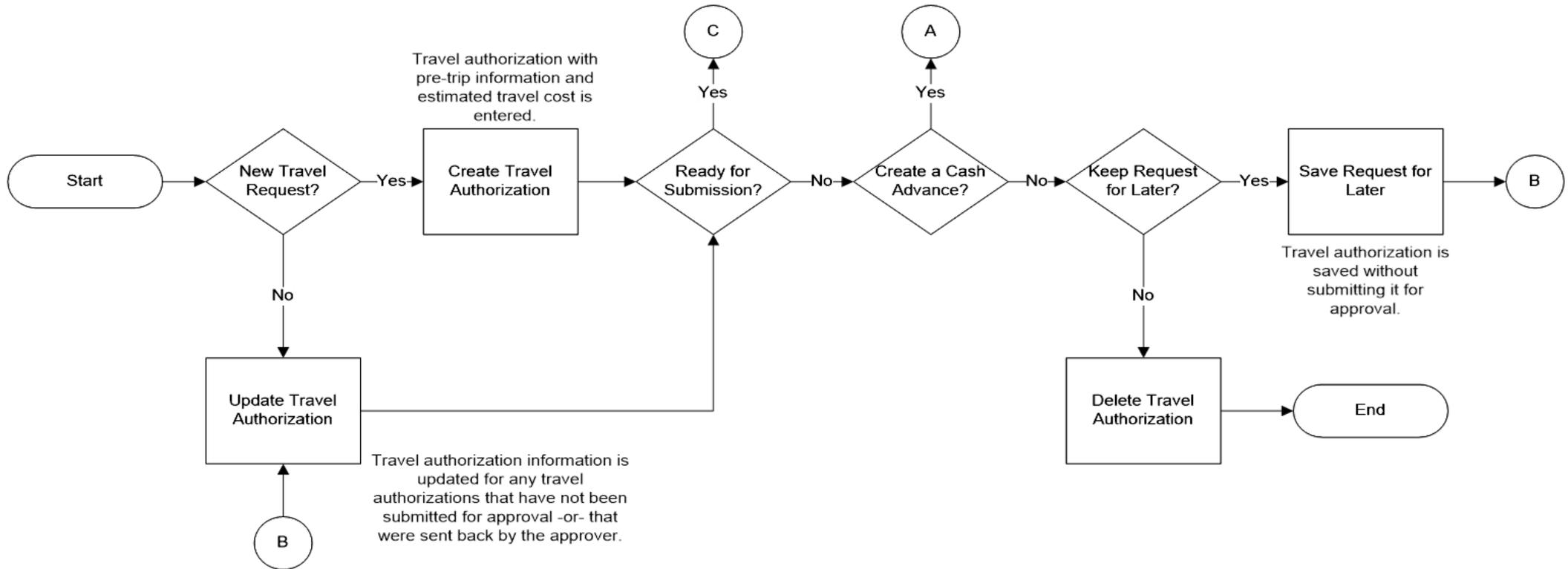
The proxy enters pre-trip information, detail expense lines, and estimated travel costs on the Travel Authorization. Travel authorizations must then be approved by the employee's designated approver(s) **before** the start date of travel. Once the employee's trip is complete an Expense Report is completed. The approved Travel Authorization can be copied into the online Expense Report, which can be updated as appropriate.

Interfacing agencies will not typically use this functionality in Cardinal.

The next two diagrams illustrate the Travel Authorization process.

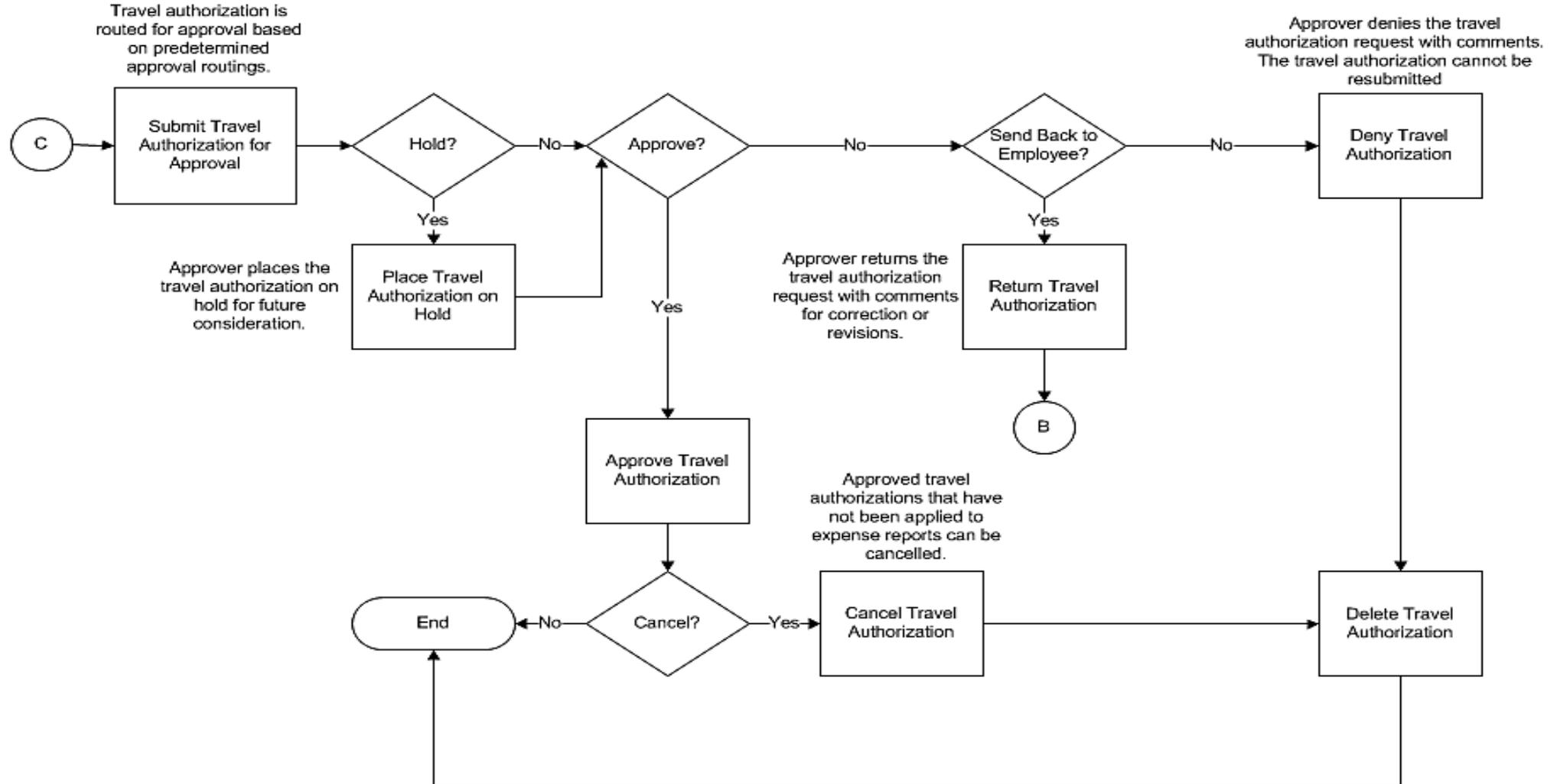


# Travel Authorization Process Flow (continued)





# Travel Authorization Process Flow (continued)





# Cash Advance Process Flow

A Cash Advance is a means for the Agency to provide funds to an employee prior to travel in order to minimize the impact of business travel on an employee's personal finances.

A Cash Advance can be created:

- As part of a Travel Authorization: There is a link on the Travel Authorization page to the Cash Advance page.
- Independently: Navigate directly to the Create Cash Advance page to create a request.

Cash Advances are entered directly into Cardinal for online agencies.

Interfacing agencies may upload Cash Advances via an interface into Cardinal or have the ability to enter them online if necessary.



## Cash Advance Process Flow (continued)

Both online entered and interface created cash advances must be approved before they can be processed for payment. Once Cash Advances are approved, nightly batch processes stage advances for payment and create the necessary accounting entries.

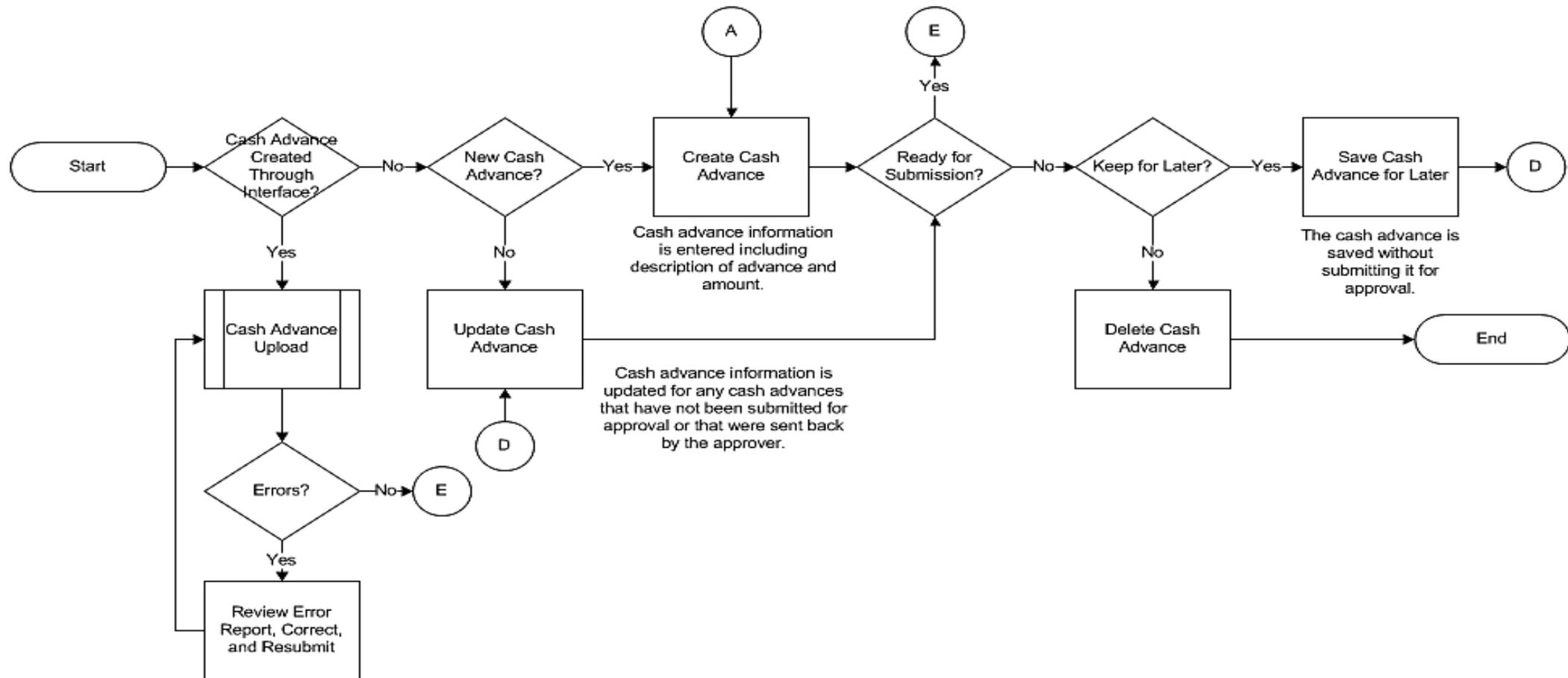
Once travel (or other business) expense is concluded, the Cash Advance is applied to the employee Expense Report. If the Cash Advance exceeds the expenses, the employee must return the difference. If the expenses exceeded the Cash Advance, the difference is reimbursed to the employee.

The Cash Advance will be checked against available cash in the nightly batch through a Cardinal process called Payment Cash Checking before payments are created. The agency Expense Administrator can set processing priority on transactions. For more detailed information about payment cash checking transaction priority, see the job aid entitled **SW AP312: Payment Cash Checking – Updating Transaction Level Overrides** located on the Cardinal website in **Job Aids** under **Learning**.

The diagrams on the next two pages show how a Cash Advance is processed.

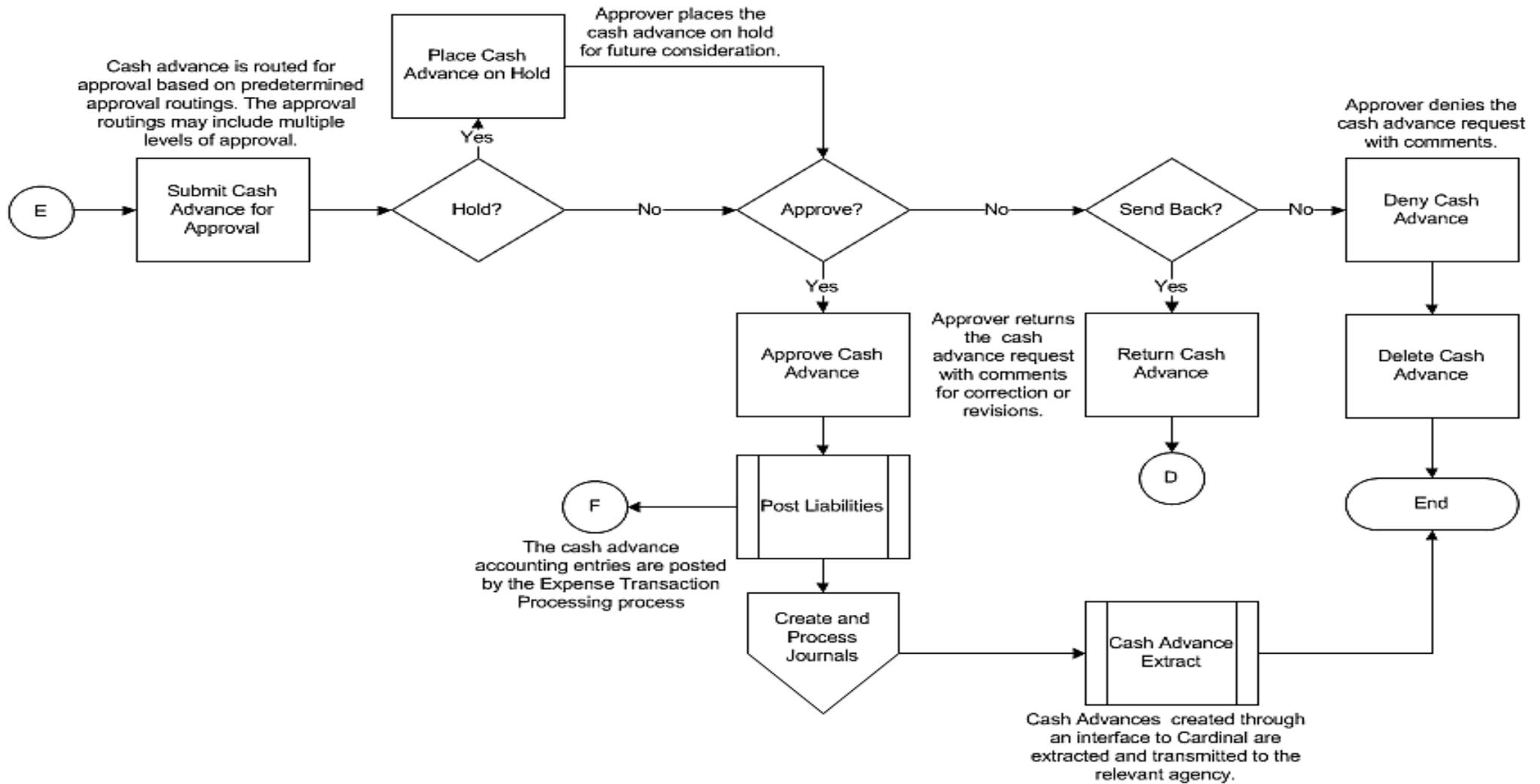


# Cash Advance Process Flow (continued)





# Cash Advance Process Flow (continued)





# Expense Report Process Flow

An Expense Report can be copied from the related approved Travel Authorization if the Authorization and the Expense Report are created online. Any Cash Advance paid to the employee can be applied as well.

The Expense Report is entered once the expenditure has occurred and the employee has provided the necessary documentation.

Whether entered for travel or non-travel expenses, Expense Reports require approval in order to be paid.

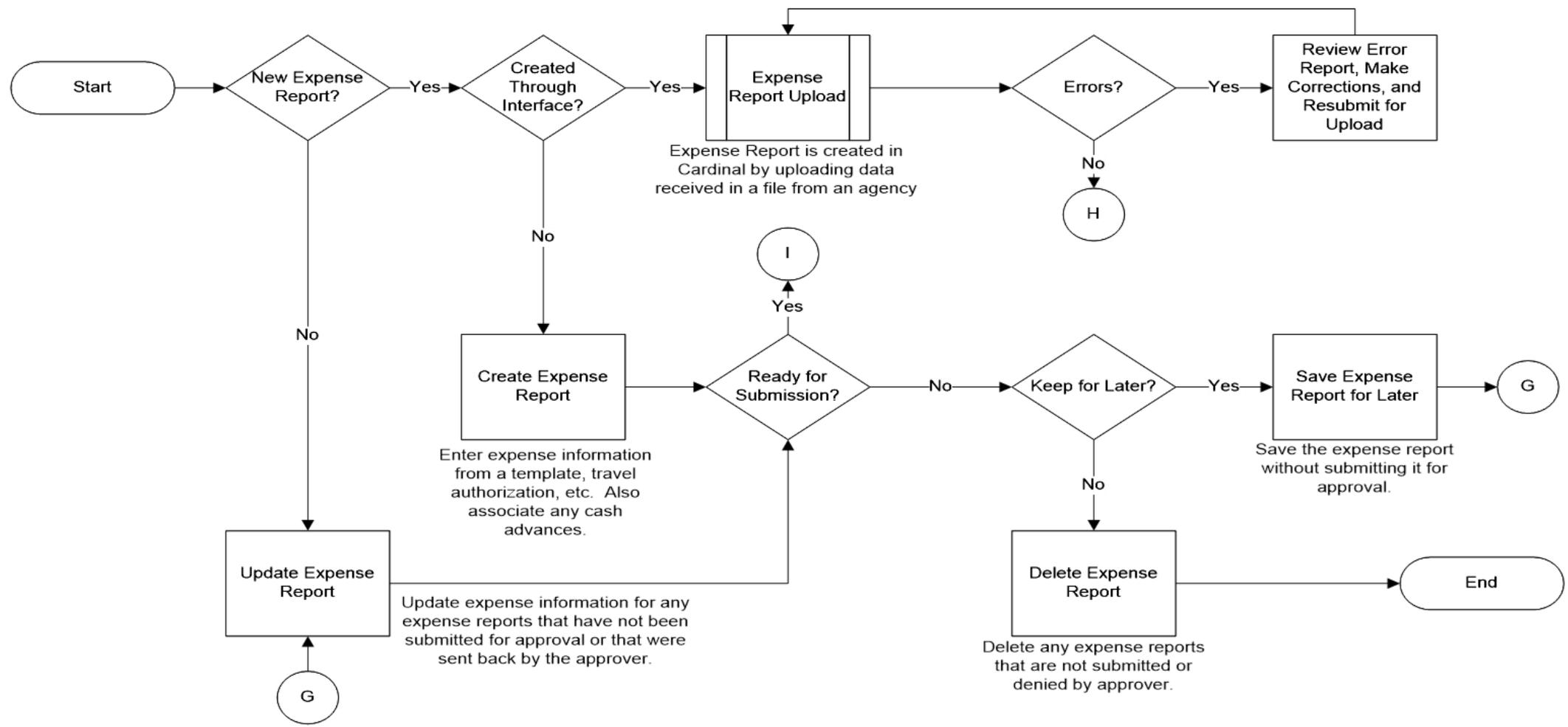
The Expense Report is checked against available cash in the nightly batch through a Cardinal process called Payment Cash Checking before payments are created. The agency Expense Administrator can set processing priority on transactions. For more detailed information about payment cash checking transaction priority, see the job aid entitled **SW AP312: Payment Cash Checking – Updating Transaction Level Overrides** located on the Cardinal website in **Job Aids** under **Learning**.

A nightly batch process stages the Expense Reports for payment and creates the necessary accounting entries.

The next three diagrams illustrate the Expense Reporting Process.

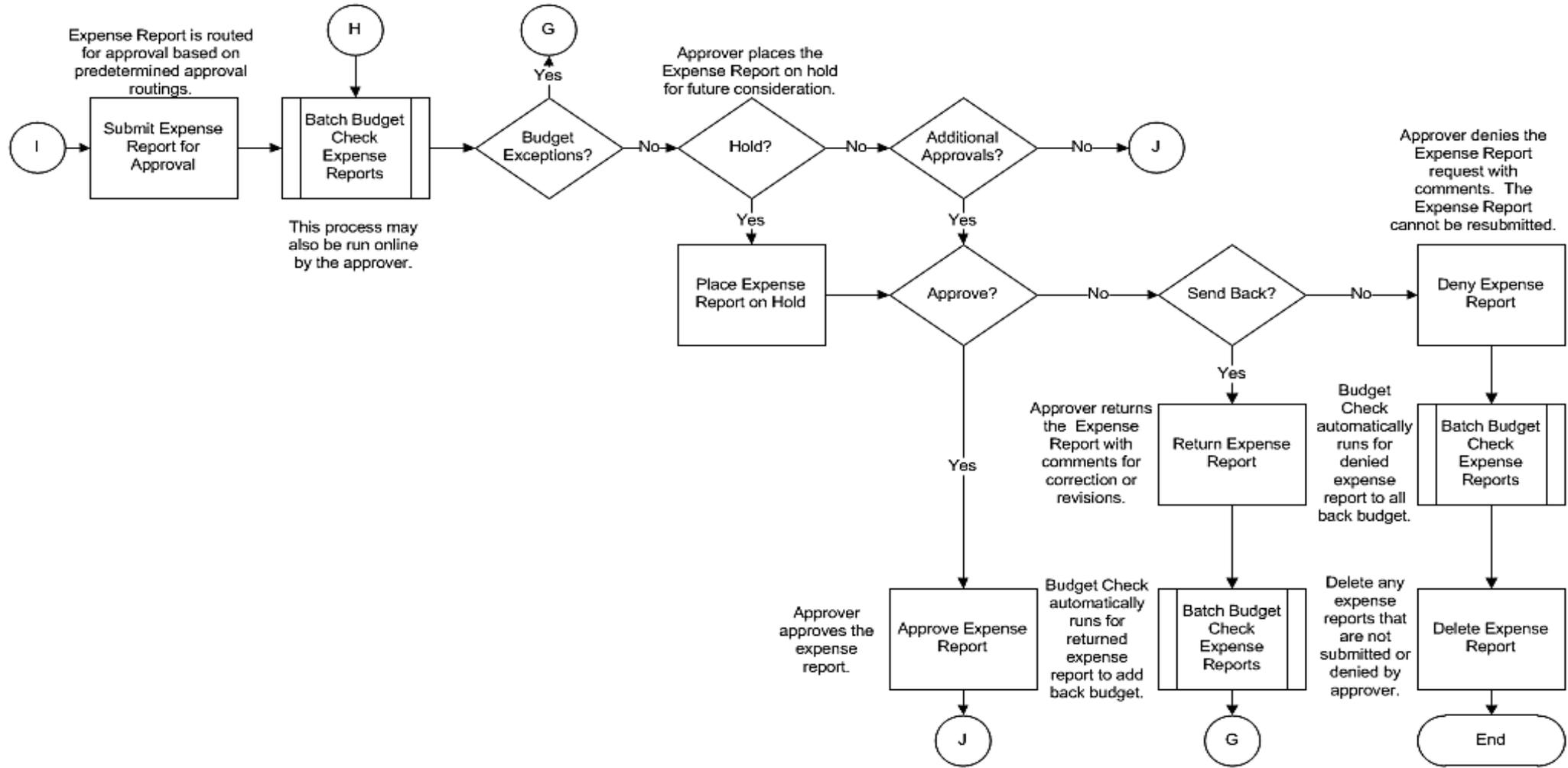


# Expense Report Process Flow (continued)





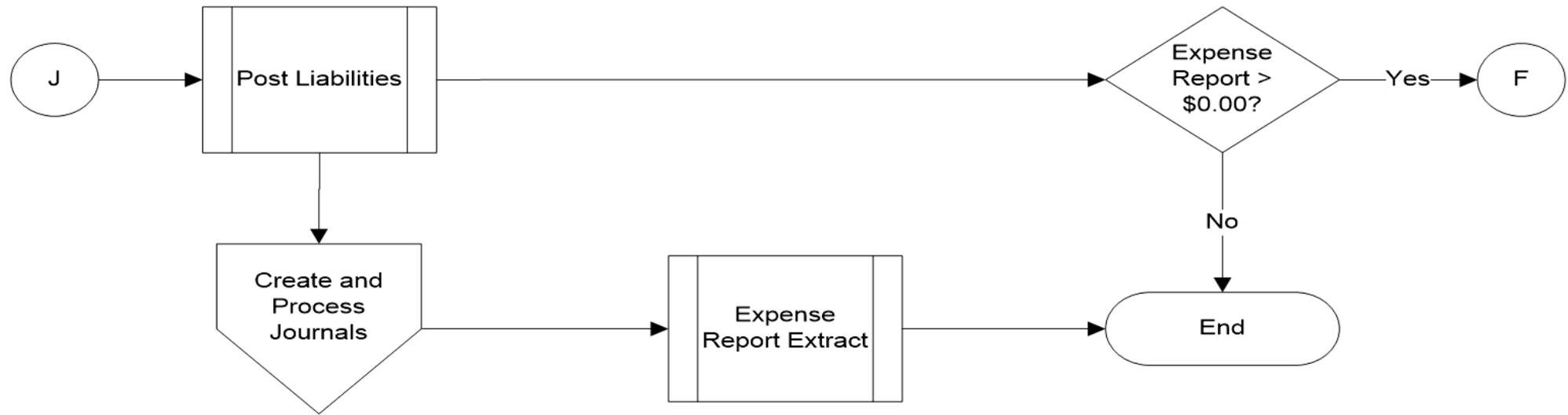
# Expense Report Process Flow (continued)





# Expense Report Process Flow (continued)

The expense report accounting entries are posted by the Expense Transaction Processing process



Expense reports created through an interface to Cardinal are extracted and transmitted to the relevant agency



# Pay Employee Process Flow

When the Expense Report is approved:

If there is an amount due to the employee:

- The payment is staged in the Expenses module and paid by the AP module.

If the Cash Advance equals the travel amount:

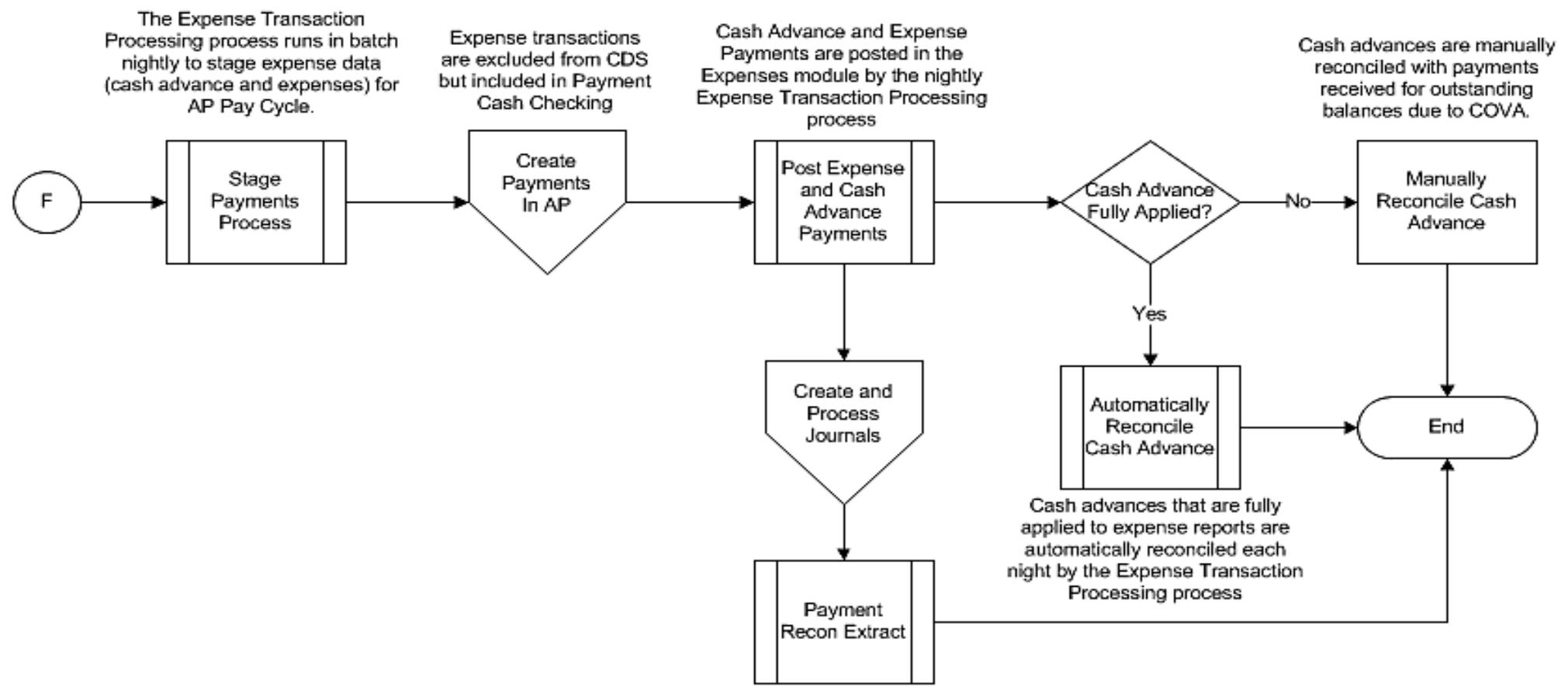
- No payment is generated.
- The Cash Advance is fully reconciled automatically in Cardinal.

If the Cash Advance is more than the travel:

- The Cash Advance is applied up to the amount of the travel and the balance is due to the agency.
- The Expense Report balance will be zero.
- The employee pays the balance due to the agency and the Accounts Receivable (AR) amount for the Cash Advance is relieved.
- The Expenses Processor must manually reconcile the Cash Advance by recording the employee check on the **Reconcile Cash Advances** page.



# Pay Employee Process Flow (continued)





# Expenses Accounting Entries

The nightly batch Expense processing creates Expense Report accounting entries and stages approved expense transactions for payment. The accounting entries are sent to General Ledger via the GL Journal Generator process in Cardinal.

Posted accounting entries for a selected Expense Report can be reviewed using the **Expense Report Acctg Entries** page. This page displays the ChartFields, the amount, and the GL journal information (if the **Distribution Status** is **Distributed**).

You can navigate to the **Expenses Accounting Entries** page using the following path:

**Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Expense Report Acctg Entries**

You can search by **Creation Date**, **Empl ID**, **Name**, **Report Description**, **Report ID**, or **Report Status**. Select the option you want to **Search by** and enter it in the field. Click the **Search** button.

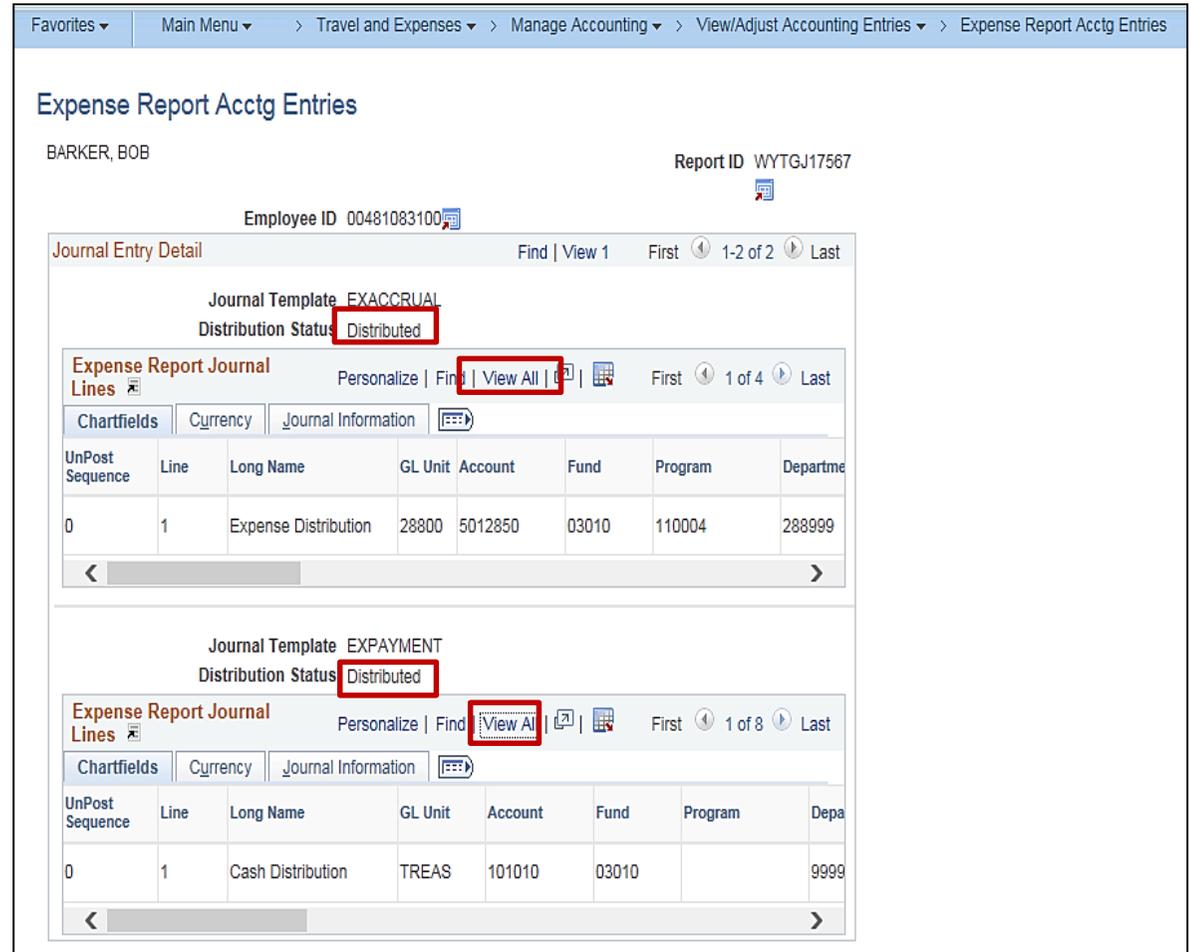
Click on image to enlarge

# Expenses Accounting Entries (continued)

Once the page is displayed, click **View All** to see all the entries and all the accounting entry lines.

The types of accounting entries that can be created are **ACCRUAL**, **PAYMENT**, **CANCEL**, and **CLOSE**.

The **Distribution** status of **Distributed** indicates the accounting entries have been sent to General Ledger.



The screenshot displays the 'Expense Report Acctg Entries' page for user BARKER, BOB, with Report ID WYTGJ17567 and Employee ID 00481083100. It shows two journal entry details, both with a 'Distribution Status' of 'Distributed'.

**Journal Entry Detail 1:**  
Journal Template: EXACCRUAL  
Distribution Status: Distributed  
Expense Report Journal Lines: Personalize | **View All** | [Print] | [Refresh]  
First 1-2 of 2 Last

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department
0	1	Expense Distribution	28800	5012850	03010	110004	288999

**Journal Entry Detail 2:**  
Journal Template: EXPAYMENT  
Distribution Status: Distributed  
Expense Report Journal Lines: Personalize | Find | **View All** | [Print] | [Refresh]  
First 1 of 8 Last

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department
0	1	Cash Distribution	TREAS	101010	03010		9999

Click on image to enlarge



# Cash Advance Accounting Entries

View the accounting entries associated with a Cash Advance on the **Cash Advance Acctg Entries** page. This page displays the ChartFields, the amount of the advance, and the GL journals that were created to post the Cash Advance.

You can navigate to this page using the following path:

**Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Cash Advance Acctg Entries**

Select the **Search by** criteria, enter it and click the **Search** button.

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Accounting ▾ > View/Adjust Accounting Entries ▾ > Cash Advance Acctg Entries

### Cash Advance Acctg Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: Advance ID begins with VEC0236500

Limit the number: 300

Search



# Cash Advance Accounting Entries (continued)

Click **View All** to see all the accounting entries and lines.

The types of expense transaction entries that can be created are **ACCRUAL**, **PAYMENT**, **CANCEL**, and **CLOSE**.

The **Distribution** status of **Distributed** indicates the accounting entries have been sent to General Ledger.

The screenshot displays the 'Cash Advance Acctg Entries' interface for user BARKER, BOB, with Advance ID VEC0236500 and Employee ID 00415782500. It shows two journal entries, both with a 'Distributed' status. The first entry is for 'EXACCRUAL' and the second is for 'EXPAYMENT'. Both entries have a 'View All' button highlighted with a red box.

**Journal Entry 1: EXACCRUAL**

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department
0	1	Expenses Accrual	18200	205025	07010		99999
0	1	Employee Advances	18200	131050	07010	470001	182

**Journal Entry 2: EXPAYMENT**

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department
0	1	Cash Distribution	TREAS	101010	07010		99999
0	1	Expenses Accrual	18200	205025	07010		99999
0	1	InterUnit Payable	18200	101010	07010		99999
0	1	InterUnit Receivable	TREAS	101010	07010		99999

Click on image to enlarge



# Expenses Payment Reconciliation

When a Cash Advance is applied to an Expense Report, Cardinal automatically reconciles the applied amount for the Cash Advance. If the Cash Advance was more than the travel, the employee pays the amount in excess of the travel back to the agency. The Cash Advance must be manually reconciled for the amount not already applied on the Expense Report.

When an employee receives a Cash Advance there are three possible scenarios:

- If the amount of the Expense Report is greater than the Cash Advance (i.e., if payment is due to the employee), Cardinal applies the outstanding Cash Advance against the employee's expense reimbursement.
- If the amount of the Cash Advance is greater than the Expense Report (i.e., payment is due from the employee), the employee makes a payment to the Commonwealth of Virginia for the amount over the travel. After the payment is received and posted by AR, the Cash Advance must be manually reconciled to the employee's repayment in Cardinal. Reconciliation is not automatic. Reports are available to check if travelers have repaid advances.
- If the amount of the Cash Advance and the Expense Report are equal, the reconciliation is also automatically performed during nightly batch processing.

For more detailed information about cash advance reconciliation, see the job aid entitled **SW AP315: Applying and Reconciling a Cash Advance** located on the Cardinal website in **Job Aids** under **Learning**.



# Reconcile Cash Advance Report Page

Use the **Reconcile Cash Advance Report** page to perform a manual reconciliation. This page displays the associated Expense Report to which the Cash Advance has been applied. This section is updated by Cardinal only. The page also displays the current amount due, and allows information to be entered under the Payments section about the check submitted by the employee. This page is only used when the employee owes the Commonwealth and has reimbursed the funds owed to the Commonwealth.

A reconciliation can only be completed if the total of the employee payment(s) equals the amount due (i.e., the Cash Advance amount less the Expense Report amount). If the employee's payment is less than that, save the payment made, and the payment is deducted from the amount due, but the Expense Report status does not update to **Reconciled**. It is possible to enter additional payments later until the amount due is zero, at which time the Expense Report is **Reconciled**.



# Reconcile Cash Advance Report Page (continued)

You can navigate to the **Reconcile Cash Advance Report** page using the following path:

**Main Menu > Travel and Expenses > Manage Accounting > Reconcile Cash Advance**

For more detailed information about reconciling the cash advance, see the job aid entitled **SW AP315: Applying and Reconciling a Cash Advance** located on the Cardinal website in **Job Aids** under **Learning**.

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Accounting ▾ > Reconcile Cash Advance

Travel & Expenses - Cash Advance Report  
**Reconcile Cash Advance Report**  
 BOB BARKER Advance ID CNU0187484

▼ **General Information**

Description	Travel Advance	Notes
Business Purpose	Other	
Status	Reconciled	Reference 50615639
*Accounting Date	01/17/2017	Post State Posted
Accounting Template	STANDARD	Updated on 01/17/2017 11:20:27AM By FINUSER01

**Associated Expense Reports** Personalize | Find | View All | First 1 of 1 Last

Report ID	Creation Date	Report Status	Amount Applied	Currency
CNU0188309	08/05/2016	Paid	850.91	USD

**Payments** Personalize | Find | First 1 of 1 Last

*Date	*Number	*Amount	Currency
01/17/2017	2156	277.09	USD

**Totals**

Advance Amount	1,128.00 USD	<b>Report Balance</b>
Applied To Expense Reports	850.91 USD	Due Company 0.00 USD
Payments Received	277.09 USD	

Save for Later Reconcile

Click on image to enlarge



# Reassigning Expense Approvals

Administrators can reassign an Expense Report, Travel Authorization, and Cash Advance Approvals from one approver’s worklist to another approver’s worklist within their agency.

For more detailed information about reassigning expense approvals, see the job aid entitled **SW AP317: Reassign Employee Expense Approvals** located on the Cardinal website in **Job Aids** under **Learning**.

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Expenses Security ▾ > Reassign Approval Work New Window | Help | Personalize Pa

Define Security

### Reassign Work

Approver UHK37558      TURNER, TINA  
 Approver Business Unit 15100  
 Reassign Work To  × 🔍 RAND,AYN

Select All     Deselect All   

Transaction Information									
Select	Transaction Type	Total Amount	Name	Empl ID	Report ID	Business Unit	Submission Date	Role	
<input type="checkbox"/>	Cash Advance	250.00 USD	Bradley, Micah	00987620161	0000000876	15100	12/15/2016	Supervisor	
<input type="checkbox"/>	Expense Report	47.01 USD	Bradley, Micah	00987620161	0000106202	15100	12/15/2016	Supervisor	
<input type="checkbox"/>	Expense Report	175.00 USD	Bradley, Micah	00987620161	0000106203	15100	12/15/2016	Supervisor	
<input type="checkbox"/>	Travel Authorization	78.50 USD	Bradley, Micah	00987620161	0000005168	15100	12/15/2016	Supervisor	

Select All     Deselect All



## Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



Employee profiles are automatically uploaded into Cardinal through CIPPS.

- True
- False

If a Travel Authorization is entered into Cardinal, it must be approved prior to the start date of the trip.

- True
- False

When the cash advance is more than the expenses report, the cash advance amount must be manually reconciled.

- True
- False

\_\_\_\_\_ can reassign Expense Reports from one approver's worklist to another approver's worklist within their agency.

- Proxies
- Employees
- Administrators



# Lesson 3: Summary

3

## Processing Expenses

In this lesson, you learned:

- The overall process flow for Travel Authorizations, Cash Advances, and Expense Reports.
- You can review accounting entries for an Expense Report or Cash Advance.
- Cash Advances must be applied to the associated Expense Report and will be reconciled automatically in Cardinal, or can be manually reconciled when applicable.



# Course Summary

AP316

Employee Expenses Administration

In this lesson, you learned:

- Understand key Expenses maintenance concepts and processes
- Add and update an employee profile in Expenses
- Describe the overall processing flow for Employee Profiles, Travel Authorizations, Cash Advances, Expense Reports, and Payments
- Review Expenses accounting entries
- Manually reconcile Cash Advances, if applicable



# Course Evaluation

Congratulations! You successfully completed the **SW AP316: Employee Expenses Administration** course.

Click [here](#) to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the **[X]** button in the upper right corner.





# Appendix

- Key Terms
- Allowed Extensions on Attachments in Cardinal
- Diagrams and Screenshots
- Flowchart Key



# Key Terms

**Cash Advance:** A request made by an employee for a Cash Advance on an anticipated expense.

**Distributed:** Status on the **Accounting Entries** page which indicates that the accounting entries have been sent to the General Ledger.

**Employee Profile:** Employee data that is set up and used to correctly route employee Travel Authorizations and Expense Reports through workflow for approval, and also to send related payments to the correct mailing address or bank (if employee is set up for electronic payments).

**Expense Report:** A report of expenses incurred by an employee. The report must include details of each expense. The details from the Travel Authorization (if applicable) can be copied into the Expense Report if they are both entered online. If a Cash Advance was provided, the employee applies the amount of the Cash Advance to the Expense Report.

**Expenses:** Any costs incurred by employees related to business and reimbursed to employees. These reimbursements can be for travel or non-travel related expenses.

**Payments:** In Accounts Payable, this term refers to a payment to a supplier. Payments are created by Accounts Payable vouchers that represent invoices submitted by suppliers. Payments are also generated for employee Travel and Expense reimbursements or for revenue refunds. Payments may be generated in different forms, like checks or EDI.



## Key Terms (continued)

**Proxy:** A user set up to access an employee's Expense Report. Each employee must have at least one proxy and may have more than one proxy.

**Stage Payments:** Batch processes in Expenses populate staging tables that contain records of expense transactions to be paid. This process occurs after the approved transactions are posted. The staged records are used by the Accounts Payable Pay Cycle process to generate payments.

**Travel Authorization:** A request made through Cardinal for permission to travel. An authorization must be approved prior to travel and can only be done online.



# 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



# Employee Data Page

Favorites > Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

**Employee Data** | Organizational Data | User Defaults | Bank Accounts

---

**Employee Information**

\*Last Name  \*First Name

Telephone  Employee Base:  Home  
 Office

\*Personnel Status  Payments Sent To:  Home Address  
 Mailing Address

---

**Phone Number** ?

	*Phone Type	*International Prefix	*Phone	Extension	Description		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

---

**Home Address**

Country   United States

Address 1

Address 2

eVA VLIN

eVA Address ID

City

County  Postal

State

---

**Mailing Address**

Country   United States

Address 1

Address 2

eVA VLIN

eVA Address ID

City

County  Postal

State

Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information

Click on image to return



# Employee Data Page (continued)

Favorites ▾ | Main Menu ▾ > Travel and Expenses ▾ > Manage Employee Information ▾ > Update Profile

Employee Data | Organizational Data | User Defaults | Bank Accounts

---

**Employee Information**

*Last Name	<input type="text" value="SMITH"/>	*First Name	<input type="text" value="LAMONT"/>
Telephone	<input type="text"/>	Employee Base:	<input type="radio"/> Home <input checked="" type="radio"/> Office
*Personnel Status	<input type="text" value="Employee"/> ▾	Payments Sent To:	<input checked="" type="radio"/> Home Address <input type="radio"/> Mailing Address

---

**Home Address**

Country	<input type="text" value="USA"/> 🔍 United States	
Address 1	<input type="text" value="123 MAIN STREET"/>	
Address 2	<input type="text"/>	
eVA VLIN	<input type="text"/>	
eVA Address ID:	<input type="text"/>	
City	<input type="text" value="RICHMOND"/>	
County	<input type="text"/>	Postal <input type="text" value="23233"/>
State	<input type="text" value="VA"/> 🔍	

---

**Mailing Address**

Country	<input type="text" value="USA"/> 🔍 United States	
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
eVA VLIN	<input type="text"/>	
eVA Address ID:	<input type="text"/>	
City	<input type="text"/>	
County	<input type="text"/>	Postal <input type="text"/>
State	<input type="text"/> 🔍	

Employee Data | Organizational Data | User Defaults | Bank Accounts

Click on image to return



# Organizational Data Page

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Employee Information ▾ > Update Profile

Employee Data **Organizational Data** User Defaults Bank Accounts

---

**Expenses Processing Data** Find | View All First 1 of 1 Last

Valid for Expenses No  
Reason for Status

Default Profile  
 Ignore Authorized Amounts  
 Ignore Group Location Amounts  
Per Diem Amount Type Active Amounts ▾

**HR Information** **Supervisor Information**

Employee Status ▾  
Hire Date    
\*GL Unit    
\*Department    
Hours Per Period  Use Business Unit Default

\*ID    
Name  
Designated Approver

**Default ChartField Values** Personalize | Find |  |  First 1 of 1 Last

Default ChartField Values

*GL Unit	Fund	Program	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate	Fund
<input type="text"/> <input type="button" value="Q"/>										

**Cash Advance Level**

Business Unit  
 Specific Amount  
 None

**Expense Role**

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."  
Expense Processing Role ▾

Employee Data | Organizational Data | User Defaults | Bank Accounts

Click on image to return



# Organizational Data – HR Information

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Employee Information ▾ > Update Profile

Employee Data Organizational Data User Defaults Bank Accounts

Expenses Processing Data Find | View All First 1 of 1 Last

Valid for Expenses No

Reason for Status

Default Profile

Ignore Authorized Amounts

Ignore Group Location Amounts

Per Diem Amount Type Active Amounts ▾

**HR Information**

Employee Status Active ▾

Hire Date 01/03/2017 📅

\*GL Unit 15100 🔍 Department of Accounts

\*Department 95400 🔍 General Accounting

Hours Per Period  Use Business Unit Default

**Supervisor Information**

\*ID 00446170800 🔍

Name Turner, Tina

Click on image to return



# User Defaults Page

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Employee Information ▾ > Update Profile

Employee Data | Organizational Data | **User Defaults** | Bank Accounts

**Default Creation Method**

\*Expense Report  ▾  
\*Time Report  ▾  
\*Travel Authorization  ▾

**Expense Defaults**

Report Description   
Business Purpose  ▾  
Originating Location  🔍  
Expense Location  🔍  
Transportation ID  🔍  
Per Diem Range  ▾  
Billing Type  ▾  
**Payment Type**  🔍 Check  
Credit Card  ▾  
Number of Nights   
**Accounting Detail Default View**  ▾

**Expense Type Defaults** Personalize | Find |  |  | First 1 of 1 Last

Expense Type

\*Expense Type  ▾ Payment Type  ▾ Billing Type  ▾

**Project Defaults for Expenses** Personalize | Find | View All |  |  | First 1 of 1 Last

Project Defaults for Expenses

Enabled	PC Business Unit	Project	Description	Activity	Description	Source Type	Category
<input type="checkbox"/>	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/>	<input type="text"/> 🔍	<input type="text"/>	<input type="text"/> 🔍	<input type="text"/> 🔍

**Time Defaults**

Country  🔍 State  🔍 Locality  🔍 Billing Type  ▾

Select Project ChartFields Display :  
 Default : Codes  
 Descriptions  
 Codes

**Project Defaults for Time** Personalize | Find | View All |  |  | First 1 of 1 Last

Project Defaults for Time

Enabled	PC Business Unit	Project	Description	Activity	Description	Source Type	Category
<input type="checkbox"/>	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/>	<input type="text"/> 🔍	<input type="text"/>	<input type="text"/> 🔍	<input type="text"/> 🔍

Click on image to return



# Updating an Employee Profile

Favorites ▾ | Main Menu ▾ > Travel and Expenses ▾ > Manage Employee Information ▾ > Update Profile

## Employee Profile (Edit)

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | Add a New Value

▼ Search Criteria

Search by: **Employee ID** begins with   
Last Name  
Name

Limit the number of results (to 300):

**Search** | Advanced Search

Find an Existing Value | Add a New Value

Click on image to return



# Expense Report Accounting Entries

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Accounting ▾ > View/Adjust Accounting Entries ▾ > Expense Report Acctg Entries

## Expense Report Acctg Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: **Report ID** begins with

Limit the number of records to (up to 1000):

[Advanced Search](#)

Click on image to return



# Expense Report Accounting Entries (continued)

Navigation: Favorites > Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Expense Report Acctg Entries

## Expense Report Acctg Entries

BARKER, BOB Report ID WYTGJ17567

Employee ID 00481083100

---

**Journal Entry Detail** Find | View 1 First 1-2 of 2 Last

Journal Template EXACCRUAL  
Distribution Status **Distributed**

**Expense Report Journal Lines** Personalize | Find **View All** First 1 of 4 Last

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department
0	1	Expense Distribution	28800	5012850	03010	110004	288999

---

Journal Template EXPAYMENT  
Distribution Status **Distributed**

**Expense Report Journal Lines** Personalize | Find **View All** First 1 of 8 Last

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department
0	1	Cash Distribution	TREAS	101010	03010		9999

Click on image to return



# Cash Advance Accounting Entries

Favorites > Main Menu > Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Cash Advance Acctg Entries

## Cash Advance Acctg Entries

BARKER, BOB Advance ID VEC0236500

Employee ID 00415782500

Accounting Details Find | View 1 First 1-2 of 2 Last

Journal Template EXACCRUAL  
Distribution Status **Distributed**

**Cash Advance Journal** Set Personalizations | Find View All | [?] [ ] First 1-2 of 2 Last

Chartfields | Currency | Journal Information [ ]

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department
0	1	Expenses Accrual	18200	205025	07010		99999
0	1	Employee Advances	18200	131050	07010	470001	182

Journal Template EXPAYMENT  
Distribution Status **Distributed**

**Cash Advance Journal** Set Personalizations | Find View All | [?] [ ] First 1-4 of 4 Last

Chartfields | Currency | Journal Information [ ]

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Program	Department
0	1	Cash Distribution	TREAS	101010	07010		99999
0	1	Expenses Accrual	18200	205025	07010		99999
0	1	InterUnit Payable	18200	101010	07010		99999
0	1	InterUnit Receivable	TREAS	101010	07010		99999

Click on image to return



# Reconcile Cash Advance Report Page

[Favorites](#) > [Main Menu](#) > [Travel and Expenses](#) > [Manage Accounting](#) > [Reconcile Cash Advance](#)

---

Travel & Expenses - Cash Advance Report  
**Reconcile Cash Advance Report**  
 BOB BARKER Advance ID CNU0187484

**General Information**

Description	Travel Advance		
Business Purpose	Other	Notes	
Status	Reconciled	Reference	50615639
*Accounting Date	01/17/2017	Post State	Posted
Accounting Template	STANDARD	Updated on	01/17/2017 11:20:27AM
		By	FINUSER01

**Associated Expense Reports** Personalize | Find | View All | First 1 of 1 Last

Report ID	Creation Date	Report Status	Amount Applied	Currency
CNU0188309	08/05/2016	Paid	850.91	USD

**Payments** Personalize | Find | First 1 of 1 Last

*Date	*Number	*Amount	Currency
01/17/2017	2156	277.09	USD

**Totals**

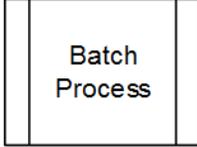
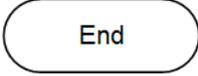
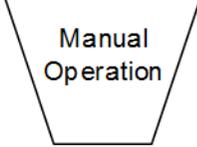
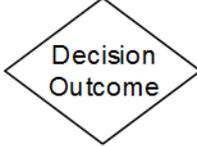
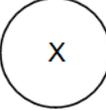
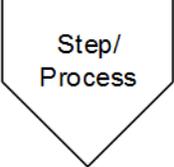
Advance Amount	1,128.00	USD		
Applied To Expense Reports	850.91	USD	Report Balance	
Payments Received	277.09	USD	Due Company	0.00 USD

Save for Later
Reconcile

Click on image to return



# Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.



# End Of Appendix

Congratulations! You successfully completed the appendix section of **SW AP316 : Cardinal Employee Expenses Administration** course.

To close the web based training course, click the '**X**' button in the upper right corner.