



#### 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 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 users with the Travel Expenses Sync Processor (V\_AP\_TE\_SYNC\_PROCESSOR) 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](mailto: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 an Agency user with the Travel Expenses Sync Processor (V\_AP\_TE\_SYNC\_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 of the 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 .....	3
Creating an Expense Report.....	4
Copying Expense Lines when Creating an Expense Report .....	17
Creating an Expense Report from an Existing Expense Report .....	24
Updating the Default Accounting ChartFields for an Expense Report.....	30
Creating an Expense Report from an Approved Travel Authorization.....	37
Applying an Approved Cash Advance to an Expense Report.....	43
Appendix.....	49
Allowed Extensions on Attachments in Cardinal.....	49



## Accounts Payable Job Aid

### AP315\_Creating and Managing Expense Reports (VDOT Only)

#### Revision History

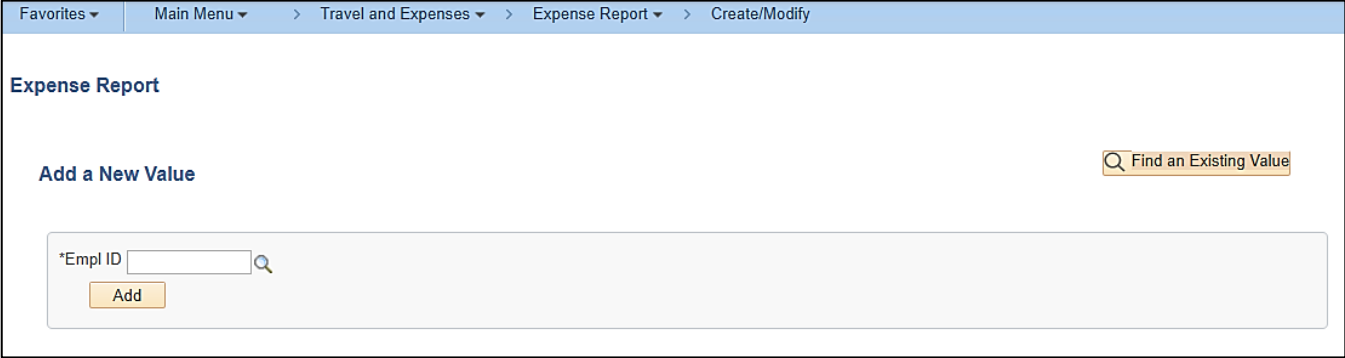




Revision Date	Summary of Changes
9/26/2025	Baseline.



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

### Creating an Expense Report

Step	Action
1.	Navigate to the <b>Expense Report</b> page using the following path: <b>Main Menu &gt; Expense Expenses &gt; Expense Reports &gt; Create/Modify</b>
The <b>Expense Report Add a New Value</b> page displays. 	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled <b>“Overview of the Cardinal FIN Search Pages”</b> . This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.	Enter or select the employee’s Employee ID in the <b>Empl ID</b> field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the <b>Add</b> button. 



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

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 the [Creating an Expense Report from an Approved Travel Authorization](#) section of this Job Aid
- **An Existing Report** – This process is covered in the [Creating an Expense Report from an Existing Expense Report](#) section of this Job Aid
- **Entries from My Wallet** – not used in Cardinal

4.

Click the **Business Purpose** dropdown 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.





Click the **Default Location Look up** icon and select the applicable location.

Step	Action
	<p>While this field is not required, it is recommended to complete as it populates on Lines that require location.</p> <p>If the location is not listed, select the “In State Standard” or “Out of State Standard” option as applicable.</p>
	<p>The <b>Reference</b> field is a 10-character optional field where additional information can be entered. Follow Agency guidelines regarding the use of this field.</p> <div> Reference <input type="text"/>  </div>
7.	<p>Click the <b>Attachments</b> link to add documents/receipts as applicable.</p> <div>  <b>Attachments</b> </div>
	<p>See the <b>Appendix</b> section of this Job Aid for a list of allowed extensions that can be used as attachments in Cardinal.</p>
8.	<p>Click the <b>Date Calendar</b> icon and select the applicable date for the expense.</p> <div> *Date <input type="text"/>  </div>
9.	<p>Click the <b>Expense Type</b> dropdown button and select the applicable Expense Type.</p> <div> *Expense Type <input type="text"/>  </div>
	<p>For a list of the Expense Types, see the Job Aid titled <b>AP315A_Expense Type Coding – Online Agency</b>. This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>. It provides the following:</p> <ul style="list-style-type: none"> <li>List of Expense Types configured in Cardinal</li> <li>Description of each Expense Type</li> <li>Additional required fields that display for each Expense Type</li> <li>The Default ChartField Account code for each Expense Type</li> </ul> <p>Once the Expense Type is selected, the required fields display on the Expense Line as applicable.</p>



## Accounts Payable Job Aid






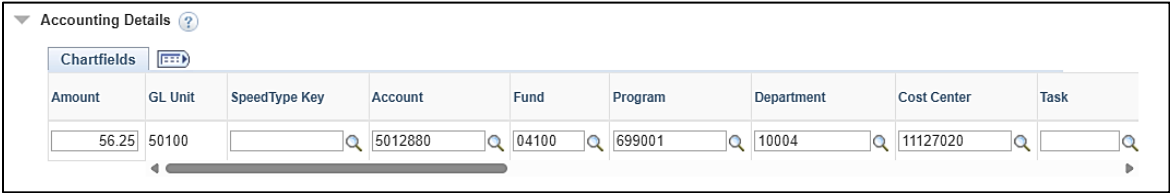

### AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
10.	<p>Enter a description for the expense in the <b>Description</b> field.</p> <div><p><b>*Description</b></p><div><div></div><div>254 characters remaining</div></div></div>
	<p>This field holds a maximum of 254 characters including spaces and will count down the remaining characters as an entry is made.</p>
11.	<p>Click the <b>Payment Type</b> dropdown button and select “Check” if this field does not default to “Check”.</p> <div><p><b>*Payment Type</b></p><div></div></div>
	<p>“Check” is the only option for this field.</p>
12.	<p>Enter the anticipated amount for the expense in the <b>Amount</b> field.</p> <div><p><b>*Amount</b></p><div>0.00</div></div>
	<p>Depending on the <b>Expense Type</b> selected, this field may not require entry as a configured value populates automatically.</p> <p>For meals or per diem incidentals, the value in this field auto populates if the <b>Per Diem Range</b> field value defaults.</p>
	<p>The <b>Billing Type</b> field defaults as “Billable” and cannot be changed.</p> <div><p><b>*Billing Type</b></p><div>Billable</div></div>
13.	<p>Click the <b>Location Look up</b> icon and select the applicable location for the expense if it does not default or if the default value needs to be changed.</p> <div><p><b>*Location</b></p><div></div></div>


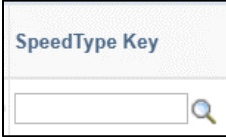
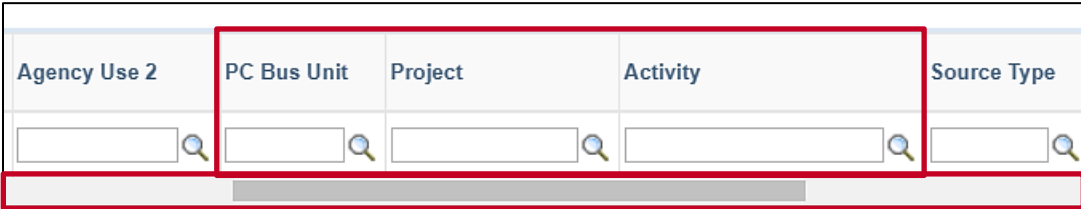


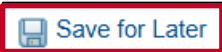


# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
	<p>The <b>Location</b> field is required and defaults to the value that was selected in the <b>Default Location</b> field in the <b>Header</b> section if it was entered.</p> <p>If a different location is required for the expense, update as applicable.</p> <p>If the location is not listed, select the “In State Standard” or “Out of State Standard” option as applicable.</p>
14.	<p>Click the <b>Per Diem Range</b> dropdown button and select “0-999” if this value does not default (not applicable for all Expense Types).</p> 
	<p>This populates the <b>Amount</b> field when entering Expense Types for meals and per diem incidentals.</p> <p>“0-999” is the only option available to select for this field.</p>
15.	<p>Click the <b>Non-Reimbursable</b> checkbox option if the expense was prepaid or direct billed. Otherwise, continue to the next Step.</p> 
	<p>For more information about non-reimbursable expenses, see the Job Aid titled <b>AP315_Entering Non-Reimbursable Expenses</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
16.	<p>Next, review and update the <b>Accounting Details</b> section if applicable.</p> 
	<p>The fields within the <b>Accounting Details</b> section auto-populate as follows:</p> <ul style="list-style-type: none"> <li>The <b>Account</b> field is populated based on the Expense Type</li> <li>The remaining fields are populated based on the values set up on the employee’s <b>Employee Profile</b> page</li> </ul>



Step	Action
	<p>SpeedTypes can be used to auto-populate ChartFields when the default accounting distribution needs to be updated. To use a SpeedType, enter or select it in the <b>SpeedType Key</b> field. Once the SpeedType field is populated, additional ChartFields may need to be entered in order to complete the distribution as applicable.</p> <p>To see SpeedTypes that have been set up at the user's Agency, run the <b>APY0005_SPEEDCHARTS</b> query.</p> 
17.	<p>Scroll over to the right as needed and complete the <b>PC Bus Unit</b>, <b>Project</b>, and <b>Activity</b> fields when the expense is being charged to a Project.</p> <p>If the expense is not being charged to a Project, continue to the next Step.</p> 
	<p>The <b>PC Bus Unit</b> field must be completed first in order to enable Projects for the Business Unit. All three fields (<b>PC Bus Unit</b>, <b>Project</b>, and <b>Activity</b>) must be completed when charging to a Project.</p>
18.	<p>If additional expenses need to be entered, click the <b>Add a New Row</b> icon.</p> 
19.	Repeat Steps 8-18 until all anticipated expenses have been entered.
20.	<p>If the Expense Report is ready for submission, proceed to Step 28.</p> <p>If the Expense Report is not ready for submission, continue to the next Step.</p>
21.	<p>Click the <b>Save for Later</b> link at the top of the page.</p> 



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
------	--------

The **Modify Expense Report** page displays.



A message displays at the top of the page with the Expense Report ID Number and the status of "Pending".

Report 0000449602 Pending

22.

To access the Expense Report after it has been saved, navigate to the **Expense Report** page using the following path:

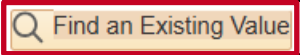
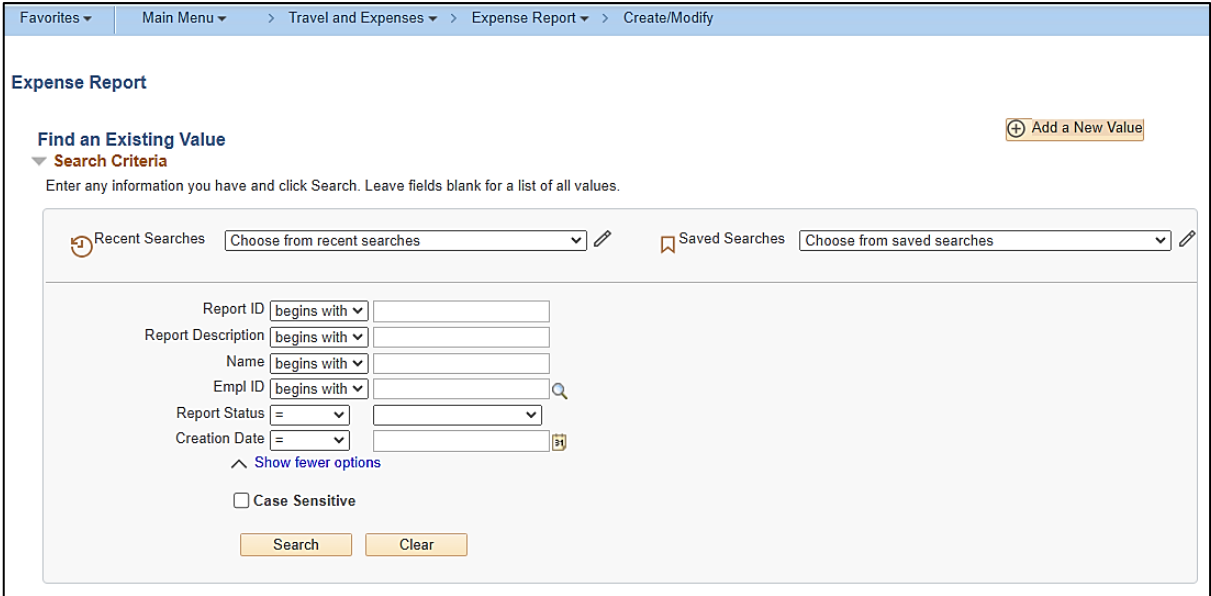


**Main Menu > Travel and Expenses > Expense Reports > Create/Modify**

The **Add a New Value** page displays.



## Accounts Payable Job Aid

### AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
23.	<p>Click the <b>Find an Existing Value</b> button.</p> 
<p>The <b>Expense Report Find an Existing Value Search</b> page displays.</p> 	
24.	<p>Enter the applicable Expense Report ID Number in the <b>Report ID</b> field.</p> 
25.	<p>Click the <b>Search</b> button.</p> 



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
------	--------

The **Modify Expense Report** page displays.

Modify Expense Report

Business Purpose: Meeting  
Report Description: Quarterly Dept Head Meeting  
Reference:   
Default Location: Charlottesville (City of Alb)  
Report: 0000449602 Pending  
Attachments: [Attachments](#)

Expenses

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
06/23/2025	All Meals - Travel Day	all meals travel day	Check	56.25	USD
06/23/2025	Personal Mileage Cost Justified	round trip mileage from Richmond to Charlottesville	Check	106.40	USD

Total: 162.65 USD

26. Click the **Expand All** link to view the details for each Line.
27. Make any adjustment and/or additions to the Expense Report as applicable.
28. Click the **Summary and Submit** link at the top of the page.

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

Modify Expense Report

Business Purpose: Meeting  
Report Description: Quarterly Dept Head Meeting  
Reference:   
Report: 0000449602 Pending  
Created: 06/26/2025  
Last Updated: 06/26/2025  
Post State: Not Applied  
Attachments: [Attachments](#)

Totals

Employee Expenses (2 Lines)	162.65 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 162.65 USD  
Amount Due to Supplier: 0.00 USD


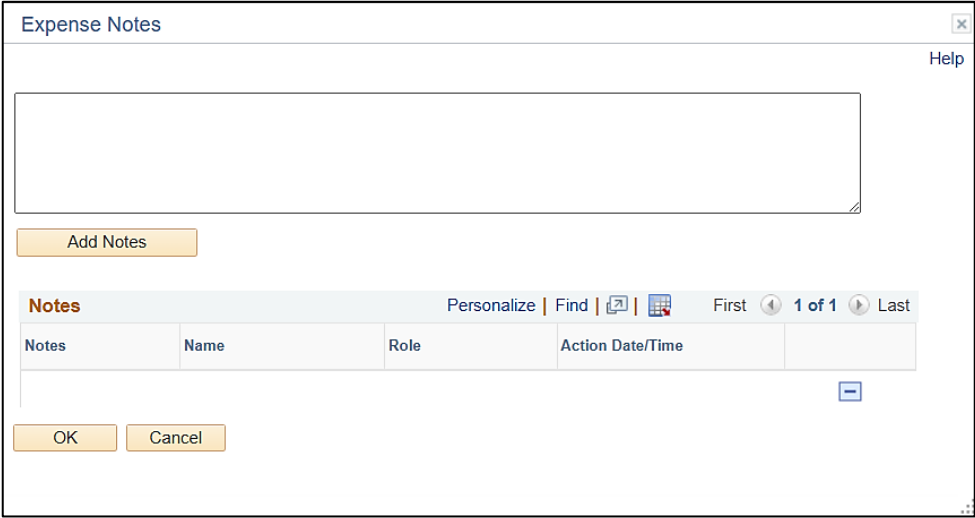
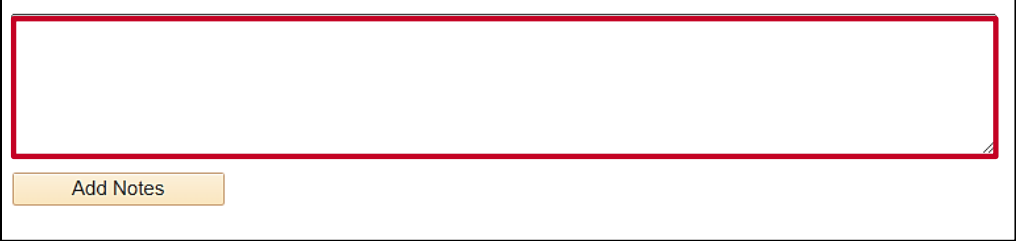
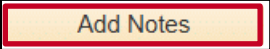
☐ By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

[Submit Expense Report](#)



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
29.	<p>To add an internal note to the Expense Report, click the <b>Notes</b> icon.</p> <p>If a note is not needed, proceed to Step 33.</p> 
<p>The <b>Expense Notes</b> page displays in a pop-up window.</p> 	
30.	<p>Enter the applicable information in the <b>Notes</b> field.</p> 
31.	<p>Click the <b>Add Notes</b> button.</p> 



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
------	--------

The note displays within the **Notes** section.

Notes	Name	Role	Action Date/Time
Quarterly Department Head meeting for 1st quarter.		Employee	01/22/2025 11:40:31AM

OK Cancel

	Cardinal automatically records the Role of the user and applies a Date/Time stamp on the note.
--	--

32.	Click the <b>OK</b> button.
-----	-----------------------------

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

Modify Expense Report

\*Business Purpose: Meeting  
\*Description: Quarterly Dept Head Meeting  
Reference: [Search]  
Report: 0000449602 Pending  
Created: 06/26/2025  
Last Updated: 06/26/2025  
Post State: Not Applied

Totals: View Printable Version View Analytics Notes Attachments

Employee Expenses (2 Lines)	162.65 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 162.65 USD Amount Due to Supplier: 0.00 USD

☐ By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

Submit Expense Report



	The lines filling the <b>Notes</b> icon indicate that a note was entered.
--	---

33.	Click the <b>Certification Statement</b> checkbox option.
-----	---

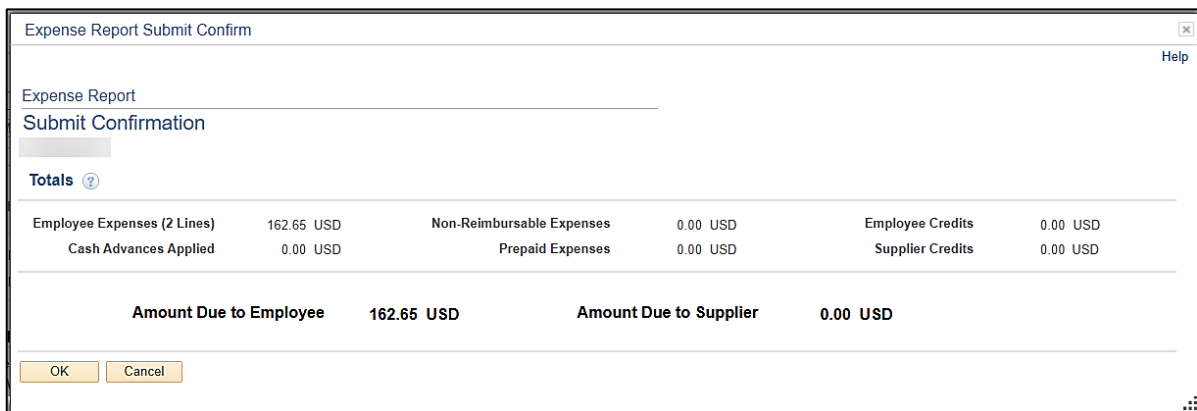


# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
	The <b>Submit Expense Report</b> button is now enabled.
34.	Click the <b>Submit Expense Report</b> button. 

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



Expense Report Submit Confirm

Expense Report  
Submit Confirmation

Totals ?

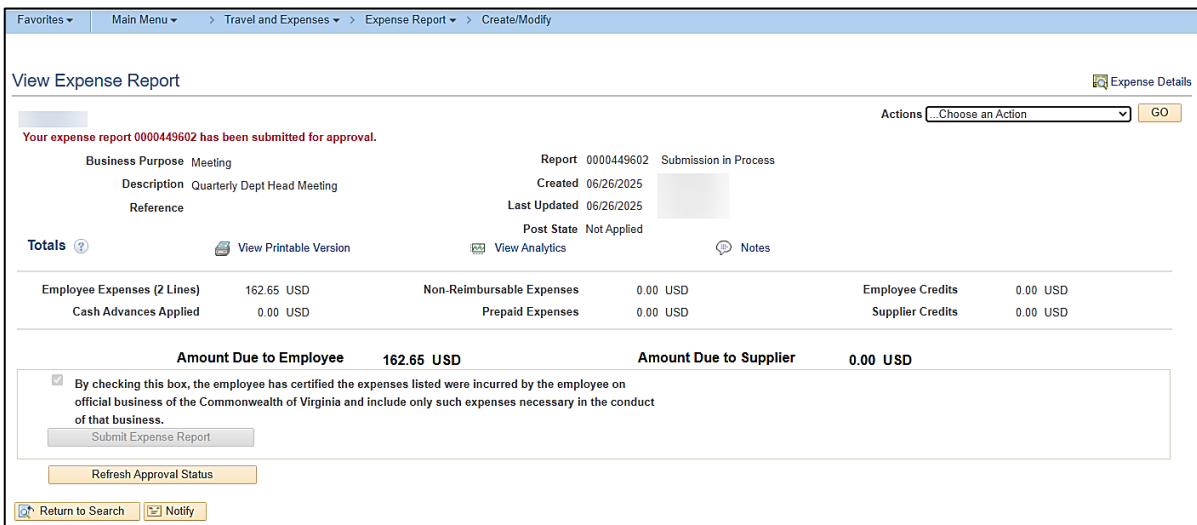
Employee Expenses (2 Lines)	162.65 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 162.65 USD      Amount Due to Supplier 0.00 USD

OK Cancel

35.	Click the <b>OK</b> button. 
-----	--

The **View Expense Report** page displays.



View Expense Report

Your expense report 0000449602 has been submitted for approval.

Business Purpose Meeting      Report 0000449602 Submission in Process  
Description Quarterly Dept Head Meeting      Created 06/26/2025  
Reference      Last Updated 06/26/2025  
Post State Not Applied

Totals ?      View Printable Version      View Analytics      Notes

Employee Expenses (2 Lines)	162.65 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 162.65 USD      Amount Due to Supplier 0.00 USD

☒ By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.  
Submit Expense Report


Refresh Approval Status

Return to Search      Notify



## Accounts Payable Job Aid

### AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
	<p>A message displays in red at the top of the page with the Expense Report ID Number confirming that it has been submitted for approval.</p> <div><p><b>Your expense report 0000449602 has been submitted for approval.</b></p></div>
36.	Make note of the Expense Report ID Number.





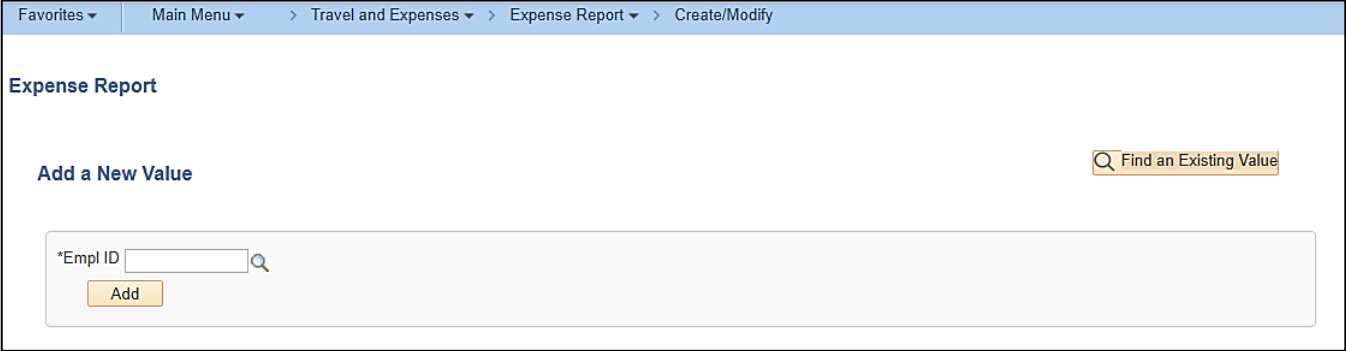




# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

### 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.

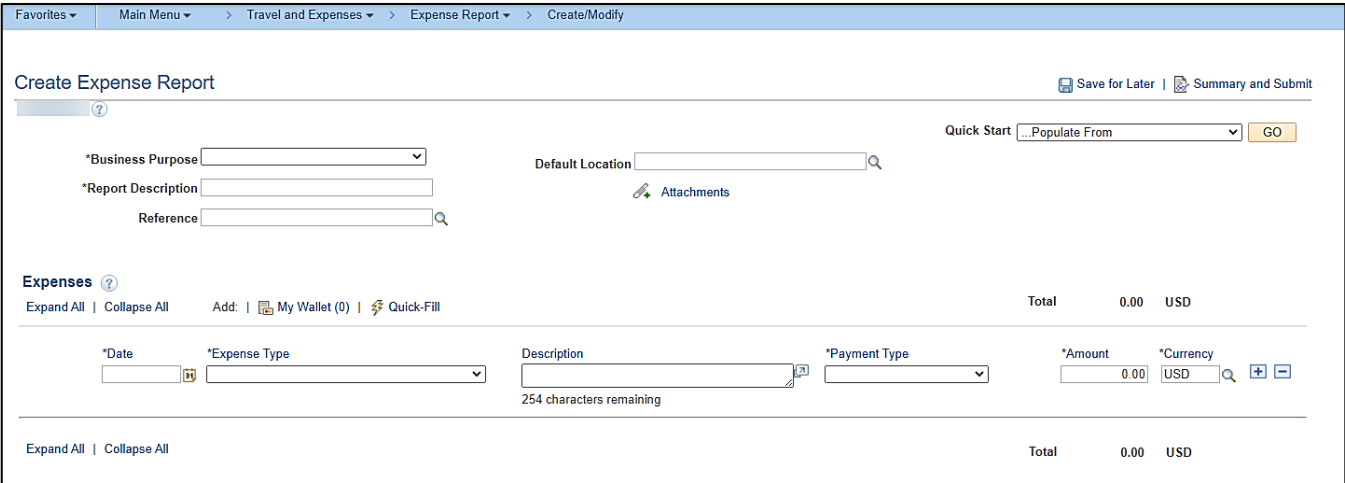


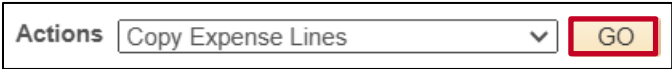
When an Expense Line is copied, it copies all the information from the Expense Line to include the ChartField distribution information. Copied Expense Lines can be updated as needed.

Step	Action
1.	Navigate to the <b>Expense Report</b> page using the following path: <b>Main Menu &gt; Travel and Expense Expenses &gt; Expense Reports &gt; Create/Modify</b>
The <b>Expense Report Add a New Value</b> page displays.	
	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled <b>“Overview of the Cardinal FIN Search Pages”</b> . This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.	Enter or select the employee’s Employee ID in the <b>Empl ID</b> field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the <b>Add</b> button. 



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
	<p>The <b>Create Expense Report</b> page displays.</p> 
4.	<p>Enter expense transactions as applicable.</p> <p>See the section in this Job Aid titled <a href="#">Creating an Expense Report</a> for details on creating an Expense Report.</p>
	<p>Expense Types that will require entry for more than one day should only be entered once.</p>
5.	<p>Click the <b>Actions</b> dropdown button and select the “Copy Expense Lines” list item.</p> 
6.	<p>Click the <b>GO</b> button.</p> 



## Accounts Payable Job Aid

### AP315\_Creating and Managing Expense Reports (VDOT Only)

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.

Copy Expense Lines

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

**Copy Option**

☒ Copy to One Date To Date

☐ Copy to Range of Dates From Date  To Date

☐ Include Weekends  
☐ Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Currency
<input type="checkbox"/>	All Meals - Travel Day	01/14/2025	44.25	USD
<input type="checkbox"/>	Lodging	01/14/2025	107.00	USD
<input type="checkbox"/>	Lodging Fees and Taxes	01/14/2025	32.28	USD
<input type="checkbox"/>	Per Diem Incidentals-Travel Day	01/14/2025	3.75	USD
<input type="checkbox"/>	Registration Fee	01/14/2025	1200.00	USD

OK Cancel

7. Select the radio button option next to the appropriate **Copy Option** and complete the **Date** field(s) and checkbox options as applicable.

**Copy Option**

☒ Copy to One Date To Date


☐ Copy to Range of Dates From Date  To Date

☐ Include Weekends  
☐ Include Holidays



## Accounts Payable Job Aid

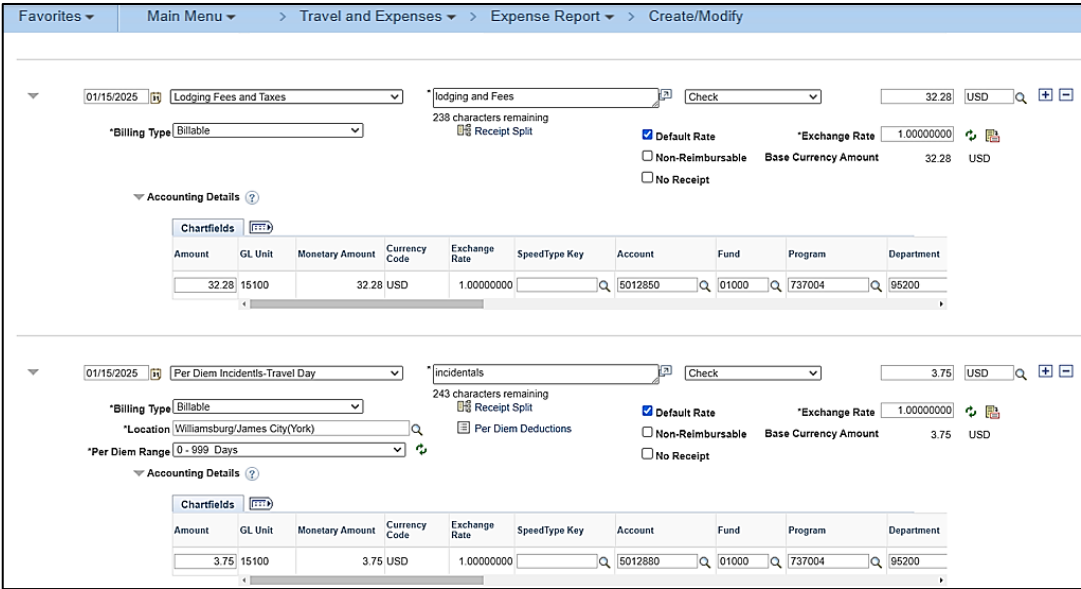

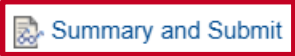
### AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action												
	<p>Copy Options:</p> <ul style="list-style-type: none"><li>• <b>Copy to One Date</b> – use this option to copy selected expenses to one date<ul style="list-style-type: none"><li>○ <b>To Date</b> – enter or select the date the selected expenses need to be copied for</li></ul></li><li>• <b>Copy to Range of Dates</b> – use this option to copy selected expenses to a date range<ul style="list-style-type: none"><li>○ <b>From Date</b> – enter or select the first date in the range</li><li>○ <b>To Date</b> – enter or select the last date in the range</li><li>○ <b>Include Weekends</b> checkbox option – click this checkbox option to include the weekends that fall in the selected date range</li><li>○ <b>Include Holidays</b> – click this checkbox option to include Holidays that fall in the selected date range</li></ul></li></ul>												
8.	<p>Click the <b>Select</b> checkbox option next to each Expense Type to be copied.</p> <table border="1"><thead><tr><th>Select</th><th>Expense Type</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>All Meals - Travel Day</td></tr><tr><td><input type="checkbox"/></td><td>Lodging</td></tr><tr><td><input type="checkbox"/></td><td>Lodging Fees and Taxes</td></tr><tr><td><input type="checkbox"/></td><td>Per Diem Incidentals-Travel Day</td></tr><tr><td><input type="checkbox"/></td><td>Registration Fee</td></tr></tbody></table>	Select	Expense Type	<input type="checkbox"/>	All Meals - Travel Day	<input type="checkbox"/>	Lodging	<input type="checkbox"/>	Lodging Fees and Taxes	<input type="checkbox"/>	Per Diem Incidentals-Travel Day	<input type="checkbox"/>	Registration Fee
Select	Expense Type												
<input type="checkbox"/>	All Meals - Travel Day												
<input type="checkbox"/>	Lodging												
<input type="checkbox"/>	Lodging Fees and Taxes												
<input type="checkbox"/>	Per Diem Incidentals-Travel Day												
<input type="checkbox"/>	Registration Fee												
9.	<p>Click the <b>OK</b> button.</p> <table border="1"><tr><td><input type="button" value="OK"/></td><td><input type="button" value="Cancel"/></td></tr></table>	<input type="button" value="OK"/>	<input type="button" value="Cancel"/>										
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>												



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
	<p>The <b>Create Expense Report</b> page redisplay with the copied Expense Lines added.</p> 
	<p>Copying Expense Lines copies all fields and ChartField distributions from the copied Expense Line(s). These fields can be updated as needed.</p>
10.	<p>Review the Expense Lines to verify that all of the selected Expense Lines copied as applicable.</p>
11.	<p>Update the copied Expense Lines and add any additional Expense Lines as needed.</p>
12.	<p>Click the <b>Summary and Submit</b> link.</p> 



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
------	--------

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

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Expense Report ▾ > Create/Modify

Create Expense Report Save for Later | Home | Expense Details

Business Purpose  Report 0000421637 Pending  
Description  Created 01/23/2025  
Reference  Last Updated 01/23/2025  
Post State Not Applied

Totals ? View Printable Version View Analytics Notes Attachments

Employee Expenses (9 Lines)	1,574.56 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 374.56 USD Amount Due to Supplier 0.00 USD

☐ By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

Submit Expense Report

13. Click the **Certification Statement** checkbox option.

☐ By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

Submit Expense Report



The **Submit Expense Report** button enables.

14. Click the **Submit Expense Report** button.

Submit Expense Report

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

Expense Report Submit Confirm Help

Expense Report  
Submit Confirmation

Totals ?

Employee Expenses (9 Lines)	1,574.56 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 374.56 USD Amount Due to Supplier 0.00 USD

OK Cancel



## Accounts Payable Job Aid

### AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action												
15.	<div>Click the <b>OK</b> button.</div> <div><div>OK</div><div>Cancel</div></div>												
<div>The <b>View Expense Report</b> page displays.</div> <div><div><div><div><div>View Expense Report</div><div><div>Home</div><div>Expense Details</div></div><div>Actions <div>Choose an Action</div> <div>GO</div></div><div><div>Your expense report 0000421637 has been submitted for approval.</div><div><div>Business Purpose</div><div>Conference</div><div>Report</div><div>0000421637</div><div>Submission in Process</div><div>Description</div><div>PM Conference</div><div>Created</div><div>01/23/2025</div><div>Last Updated</div><div>01/24/2025</div><div>Reference</div><div></div><div>Post State</div><div>Not Applied</div><div>Notes</div></div><div><div>Totals</div><div>View Printable Version</div><div>View Analytics</div></div><table><tr><td>Employee Expenses (9 Lines)</td><td>1,574.56 USD</td><td>Non-Reimbursable Expenses</td><td>0.00 USD</td><td>Employee Credits</td><td>0.00 USD</td></tr><tr><td>Cash Advances Applied</td><td>1,200.00 USD</td><td>Prepaid Expenses</td><td>0.00 USD</td><td>Supplier Credits</td><td>0.00 USD</td></tr></table><div><div>Amount Due to Employee</div><div>374.56 USD</div><div>Amount Due to Supplier</div><div>0.00 USD</div></div><div><div><input checked="" type="checkbox"/> By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.</div><div><div>Submit Expense Report</div><div>Submitted On</div><div>01/23/2025</div><div>Submitted By</div><div></div></div></div></div></div></div></div></div>		Employee Expenses (9 Lines)	1,574.56 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Employee Expenses (9 Lines)	1,574.56 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD								
Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD								
<div><div>i</div></div>	<div>A message displays in red at the top of the page with the Expense Report ID Number confirming that it has been submitted for approval.</div> <div><div>Your expense report 0000421637 has been submitted for approval.</div></div>												
16.	<div>Make note of the Expense Report ID Number.</div>												

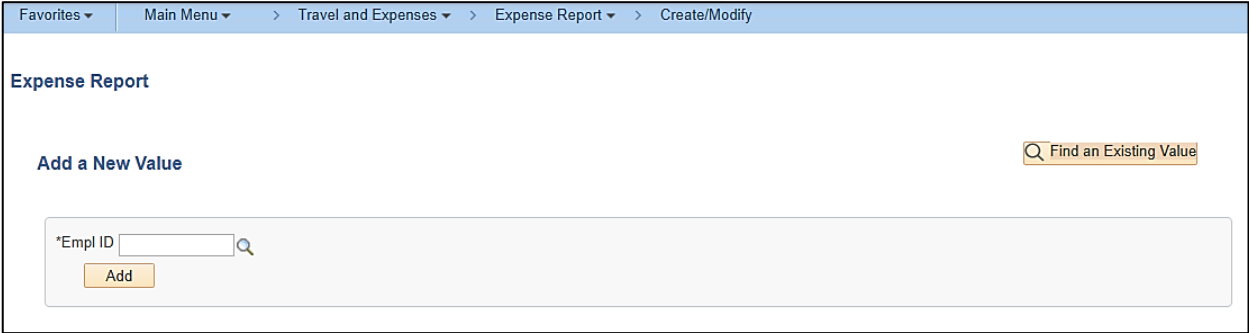






## Accounts Payable Job Aid

### AP315\_Creating and Managing Expense Reports (VDOT Only)

#### 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 <b>Expense Report</b> page using the following path: <b>Main Menu &gt; Travel and Expenses &gt; Expense Reports &gt; Create/Modify</b>
The <b>Expense Report Add a New Value</b> page displays. 	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled <b>“Overview of the Cardinal FIN Search Pages”</b> . This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.	Enter or select the employee’s Employee ID in the <b>Empl ID</b> field. 
	The user must be set up as a Proxy to enter expense transactions for themselves or other employees.
3.	Click the <b>Add</b> button. 





# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
------	--------

The **Create Expense Report** page displays.

4. Click the **Quick Start** dropdown button and select the “An Existing Report” list item.

5. Click the **GO** button.

The **Copy from Existing Expense Report** page displays in a pop-up window.



The **Copy from Existing Expense Report** section displays any previous Expense 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 as applicable and then clicking the **Search** button.



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
6.	<p>Click the <b>Report ID</b> link for any Expense Report that displays to review the Expense Types for that Expense Report.</p> <div><div>Report ID</div><div>0000421635</div><div>0000421634</div></div>

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

Expense Report Detail

Help

Report Description

Quarterly Dept Head Mtg

Business Purpose

Meeting

Reference

Description	Merchant	Amount	Currency
All Meals - Travel Day		48.00	USD
Per Diem Incidentals-Travel Day		3.75	USD
Personl Mileage Cost Justified		98.49	USD
Total Expenses		150.24	USD

Return

7.	<p>Review the details as needed to identify the Expense Report that will be used to copy from. After reviewing the information, click the <b>Return</b> button.</p> <div>Return</div>
----	---

The **Copy from Existing Expense Report** page redispays.

Copy from Existing Expense Report

Help

From Date

12/01/2024

ST

To

01/22/2025

ST

Search

Expense Reports


	Report ID	Description	Business Purpose	Status	Created
Select	0000421635	PM Conference	Conference	Submitted for Approval	01/22/2025
Select	0000421634	Quarterly Dept Head Mtg	Meeting	Submitted for Approval	01/22/2025
Select	0000421633	Project Management	Conference	Submitted for Approval	01/16/2025

Return

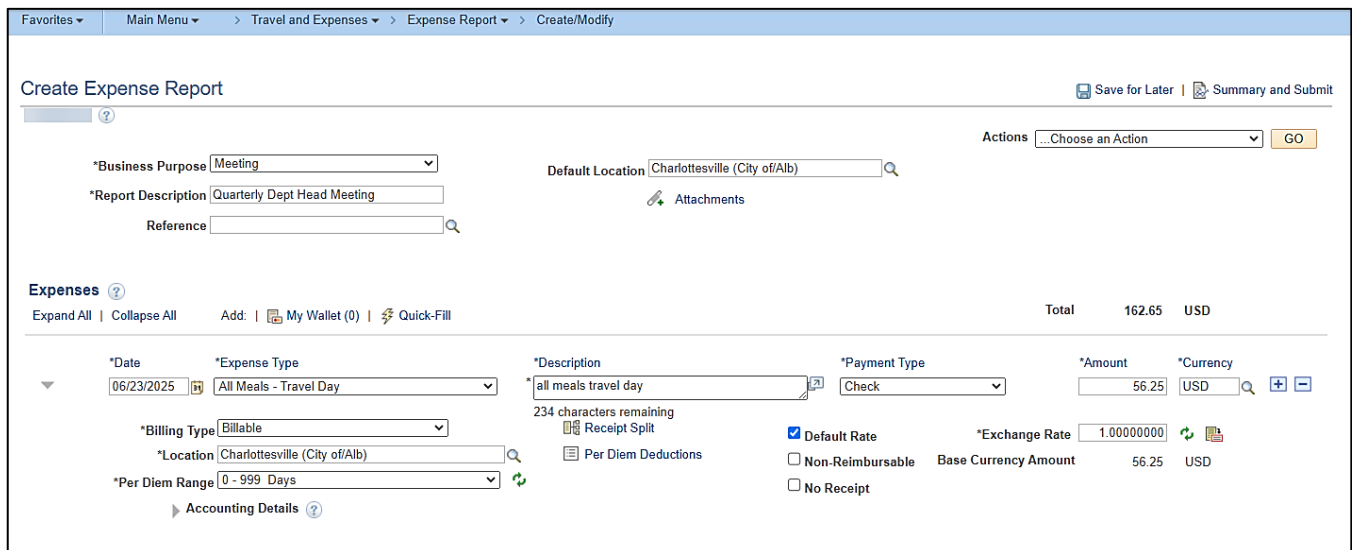


## Accounts Payable Job Aid

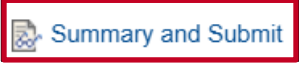
### AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
8.	Repeat Steps 6 - 7 to view additional Expense Reports as applicable.
9.	Click the <b>Select</b> button next to the Report ID to be copied. 

The **Create Expense Report** page redisplay with the information from the Expense Report copied populated.



The screenshot shows the 'Create Expense Report' page in a web application. The breadcrumb trail at the top reads: Favorites > Main Menu > Travel and Expenses > Expense Report > Create/Modify. The page title is 'Create Expense Report' with a help icon. On the right, there are links for 'Save for Later' and 'Summary and Submit', and an 'Actions' dropdown menu set to 'Choose an Action' with a 'GO' button. The form fields are populated with data from a previously copied report: '\*Business Purpose' is 'Meeting', '\*Report Description' is 'Quarterly Dept Head Meeting', 'Reference' is empty, 'Default Location' is 'Charlottesville (City of Alb)', and 'Attachments' is empty. Below the form, the 'Expenses' section is expanded, showing a table with one entry. The table has columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The entry shows a date of 06/23/2025, expense type of 'All Meals - Travel Day', description of 'all meals travel day', payment type of 'Check', amount of 56.25, and currency of USD. Below the table, there are additional fields for '\*Billing Type' (Billable), '\*Location' (Charlottesville (City of Alb)), '\*Per Diem Range' (0 - 999 Days), and '\*Exchange Rate' (1.00000000). There are also checkboxes for 'Default Rate', 'Non-Reimbursable', and 'No Receipt', and a 'Receipt Split' button. A 'Per Diem Deductions' button is also visible. The total amount is 162.65 USD.

10.	Update the copied Expense Lines and/or add Expense Lines as needed.
11.	Click the <b>Summary and Submit</b> link once all adjustments and/or additional entries have been completed. 



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
------	--------

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

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Expense Report ▾ > Create/Modify

Create Expense Report Save for Later Expense Details

Actions ...Choose an Action GO

\*Business Purpose Meeting ▾  
\*Description Quarterly Dept Head Meeting  
Reference  🔍

Totals ? View Printable Version View Analytics Notes Attachments

Employee Expenses (2 Lines)	162.65 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 162.65 USD Amount Due to Supplier 0.00 USD

☐ By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

Submit Expense Report

12.

Click the **Certification Statement** checkbox option.

☒ By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

Submit Expense Report



The **Submit Expense Report** button enables.

13.

Click the **Submit Expense Report** button.

Submit Expense Report

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

Expense Report Submit Confirm Help

Create Expense Report  
Submit Confirmation

Totals ?

Employee Expenses (2 Lines)	162.65 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD


Amount Due to Employee 162.65 USD Amount Due to Supplier 0.00 USD

OK Cancel

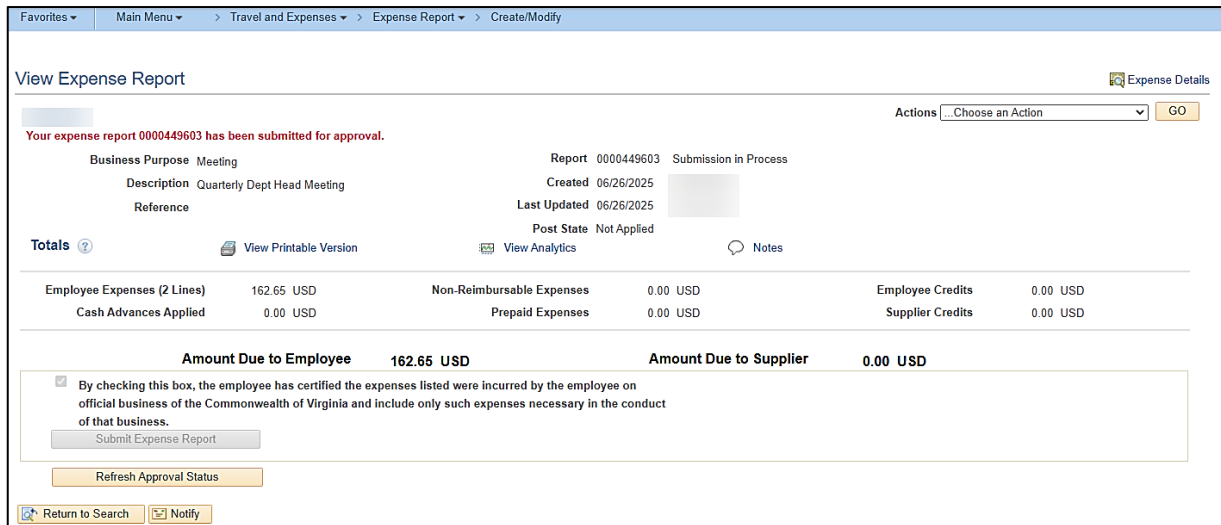


## Accounts Payable Job Aid



### AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
14.	Click the <b>OK</b> button. 

The **View Expense Report** page displays.



The screenshot shows the 'View Expense Report' page in a web application. At the top, a red message states: 'Your expense report 0000449603 has been submitted for approval.' Below this, the report details are displayed: Business Purpose (Meeting), Description (Quarterly Dept Head Meeting), Reference, Report ID (0000449603), Submission Status (Submission in Process), Created date (06/26/2025), Last Updated date (06/26/2025), and Post State (Not Applied). A 'Totals' section shows: Employee Expenses (2 Lines) for 162.65 USD, Cash Advances Applied for 0.00 USD, Non-Reimbursable Expenses for 0.00 USD, Prepaid Expenses for 0.00 USD, Employee Credits for 0.00 USD, and Supplier Credits for 0.00 USD. The summary shows 'Amount Due to Employee' as 162.65 USD and 'Amount Due to Supplier' as 0.00 USD. At the bottom, there is a checkbox for certifying the expenses, a 'Submit Expense Report' button, a 'Refresh Approval Status' button, and links for 'Return to Search' and 'Notify'.

	A message displays in red at the top of the page with the Expense Report ID Number confirming that it has been submitted for approval. 
15.	Make note of the Expense Report ID Number.

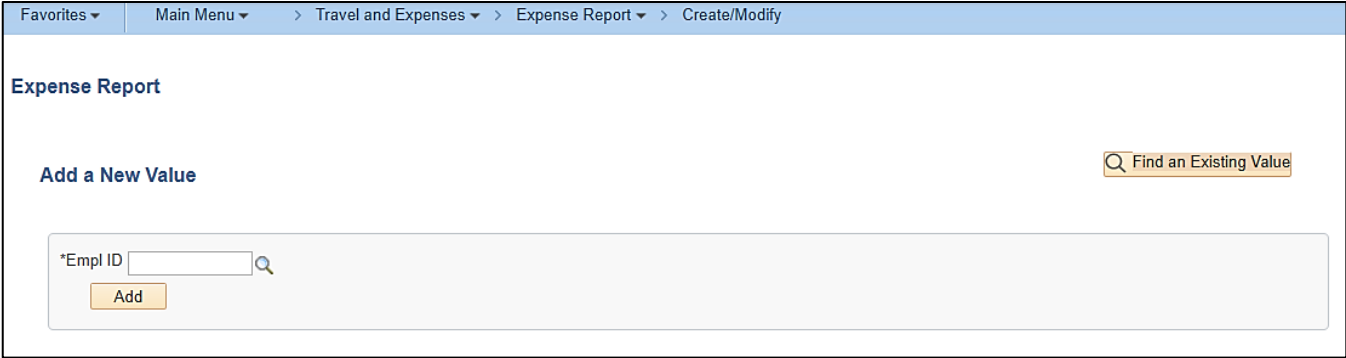






## Accounts Payable Job Aid

### AP315\_Creating and Managing Expense Reports (VDOT Only)

#### 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 the accounting distribution for the entire Expense Report need to be updated or to enter split funding.

Step	Action
1.	Navigate to the <b>Expense Report</b> entry page using the following path: <b>Main Menu &gt; Travel and Expenses &gt; Expense Reports &gt; Create/Modify</b>
The <b>Expense Report Add a New Value</b> page displays.	
	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled <b>"Overview of the Cardinal FIN Search Pages"</b> . This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.	Enter or select the employee's Employee ID in the <b>Empl ID</b> field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the <b>Add</b> button. 



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
------	--------

The **Create Expense Report** page displays.

4. Create the Expense Report and enter the Expense Lines 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 Lines, leave the defaulted ChartField values.

5. Click the **Actions** dropdown button and select the “Default Accounting for Report” list item.


6. Click the **GO** button.

The **Default Accounting for Report** page displays.

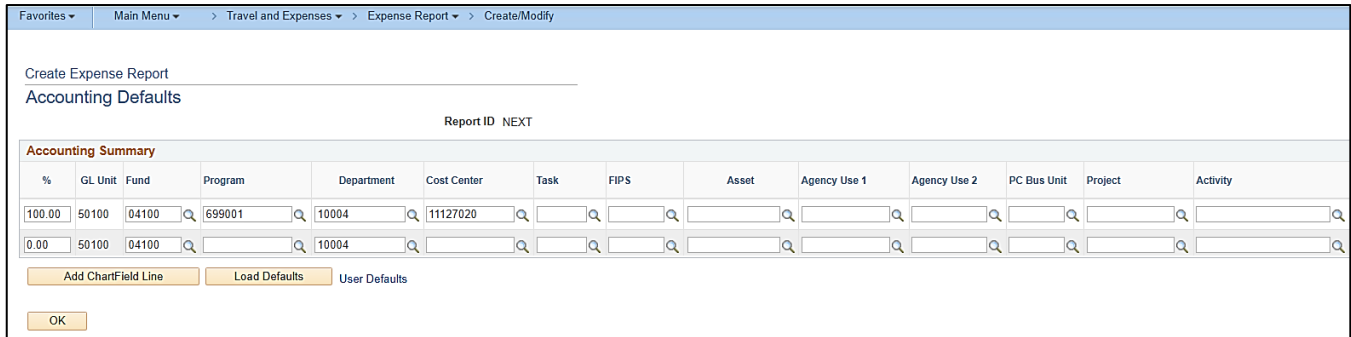


# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
7.	Click the <b>Add ChartField Line</b> button. 

The page refreshes and a new Line displays and copies the ChartField values from the default Line.

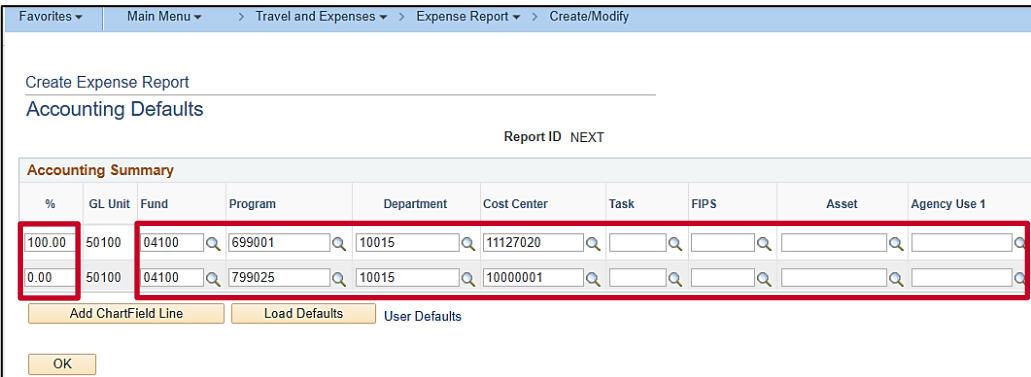


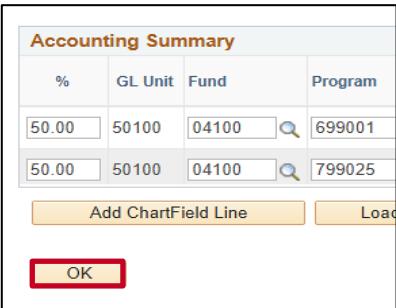
Accounting Summary

%	GL Unit	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity
100.00	50100	04100	699001	10004	11127020								
0.00	50100	04100		10004									

**Add ChartField Line** Load Defaults User Defaults

OK

8.	Update the <b>Percentage (%)</b> and remaining ChartFields value fields as applicable. 
----	---

9.	Click the <b>OK</b> button. 
----	--





# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
	<p>The <b>Create Expense Report</b> page redispays.</p> <div></div>
	If additional ChartField Lines are required, repeat Steps 7 – 9 until all Lines are added as needed.
10.	<p>Click the <b>Expand All</b> link to view the accounting details information for the Expense Lines.</p> <div></div>



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
------	--------

The page refreshes and expands all sections for the Expense Lines entered.

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Expense Report ▾ > Create/Modify

### Create Expense Report

Save for Later | Summary and Submit

Actions ▾ Choose an Action ▾ GO

\*Business Purpose  Default Location  Attachments

\*Report Description  Reference

#### Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 479.25 USD

\*Date  \*Expense Type  \*Description  \*Payment Type  \*Amount  \*Currency

\*Billing Type  \*Location  \*Per Diem Range

232 characters remaining

☐ Receipt Split ☒ Default Rate ☐ Non-Reimbursable ☐ No Receipt

\*Exchange Rate  Base Currency Amount  USD

#### Accounting Details

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department
1.88	50100	1.88 USD	1.00000000			5012880	04100	699001	10015
1.87	50100	1.87 USD	1.00000000			5012880	04100	799025	10015

07/09/2025 Lodging hotel stay for PM Conference 120.00 USD

\*Billing Type  226 characters remaining

☒ Default Rate \*Exchange Rate

The Accounting Lines display the accounting details based on the accounting details information that were entered.



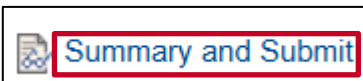
Accounting Details

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department
1.88	50100	1.88 USD	1.00000000			5012880	04100	699001	10015
1.87	50100	1.87 USD	1.00000000			5012880	04100	799025	10015

11. Review all of the Distribution Lines to verify accuracy.

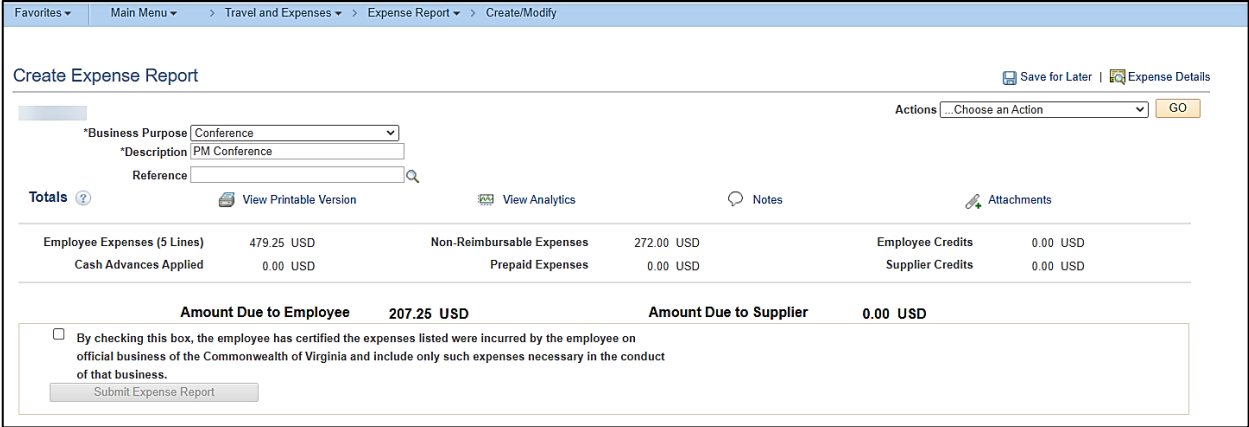
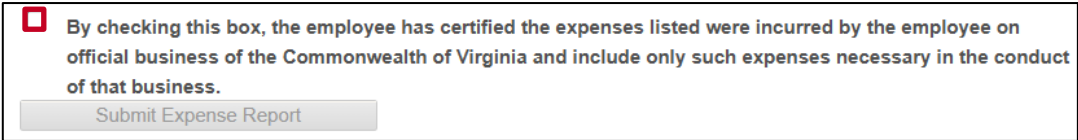


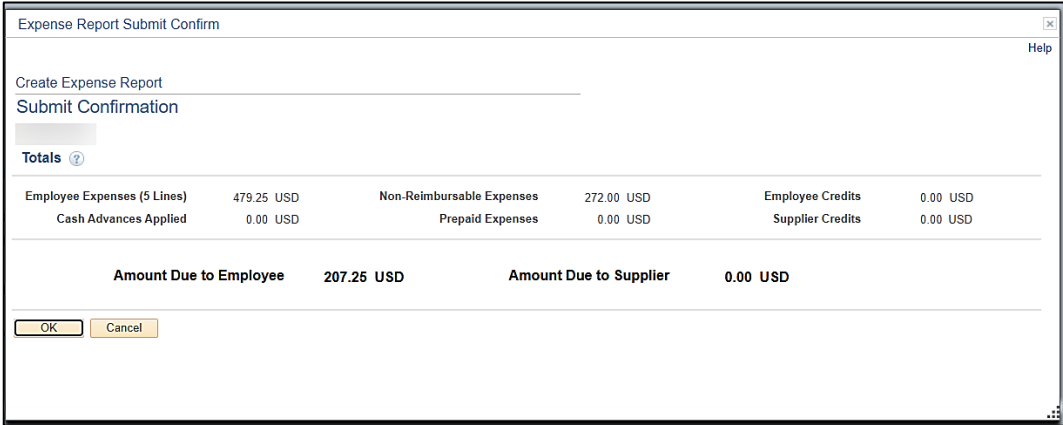
12. Click the **Summary and Submit** link.





# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
	<p>The <b>Create Expense Report Summary and Submit</b> page displays.</p> 
13.	<p>Click the <b>Certification Statement</b> checkbox option.</p> 
	<p>The <b>Submit Expense Report</b> button enables.</p>
14.	<p>Click the <b>Submit Expense Report</b> button.</p> 
	<p>The <b>Create Expense Report Submit Confirmation</b> page displays in a pop-up window.</p> 



## Accounts Payable Job Aid

### AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action												
15.	<div>Click the <b>OK</b> button.</div> <div><div>OK</div><div>Cancel</div></div>												
<div>The <b>View Expense Report</b> page displays.</div> <div><div><div><div><div>Favorites ▾</div><div>Main Menu ▾</div><div>&gt; Travel and Expenses ▾</div><div>&gt; Expense Report ▾</div><div>&gt; Create/Modify</div></div><div><div>View Expense Report</div><div>Expense Details</div></div><div><div>Your expense report 0000465385 has been submitted for approval.</div><div><div>Business PurposeConference</div><div>DescriptionPM Conference</div><div>Reference</div></div><div><div>Report0000465385Submission in Process</div><div>Created07/23/2025</div><div>Last Updated07/23/2025</div><div>Post StateNot Applied</div></div><div><div>Totals ⓘ</div><div>View Printable Version</div><div>View Analytics</div><div>Notes</div></div><table><tr><td>Employee Expenses (5 Lines)</td><td>479.25 USD</td><td>Non-Reimbursable Expenses</td><td>272.00 USD</td><td>Employee Credits</td><td>0.00 USD</td></tr><tr><td>Cash Advances Applied</td><td>0.00 USD</td><td>Prepaid Expenses</td><td>0.00 USD</td><td>Supplier Credits</td><td>0.00 USD</td></tr></table><div><div>Amount Due to Employee207.25 USD</div><div>Amount Due to Supplier0.00 USD</div></div><div><div><input checked="" type="checkbox"/> By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.</div><div>Submit Expense Report</div></div><div>Refresh Approval Status</div></div></div></div></div>		Employee Expenses (5 Lines)	479.25 USD	Non-Reimbursable Expenses	272.00 USD	Employee Credits	0.00 USD	Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Employee Expenses (5 Lines)	479.25 USD	Non-Reimbursable Expenses	272.00 USD	Employee Credits	0.00 USD								
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD								
<div><div>i</div></div>	<div>A message displays in red at the top of the page with the Expense Report ID Number confirming that it has been submitted for approval.</div> <div><div>Your expense report 0000465385 has been submitted for approval.</div></div>												
16.	<div>Make note of the Expense Report ID Number.</div>												

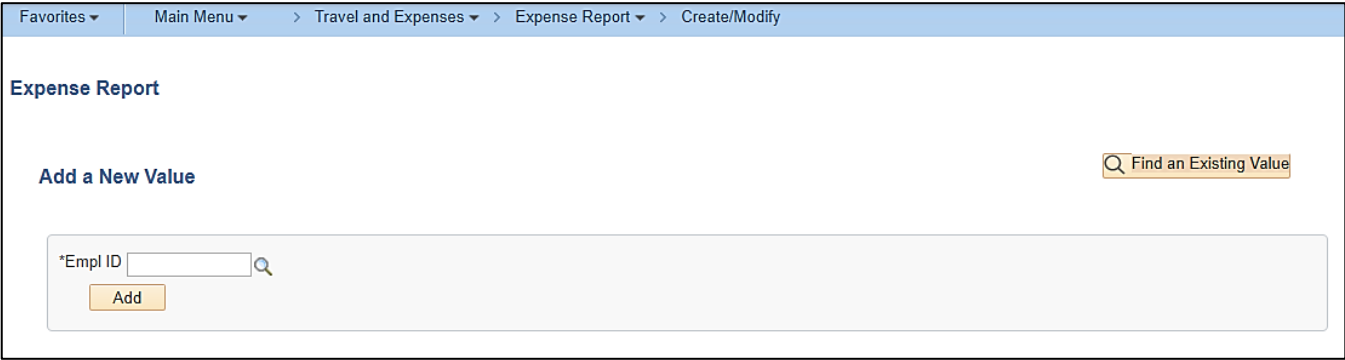






## Accounts Payable Job Aid

### AP315\_Creating and Managing Expense Reports (VDOT Only)

#### Creating an Expense Report from an Approved Travel Authorization

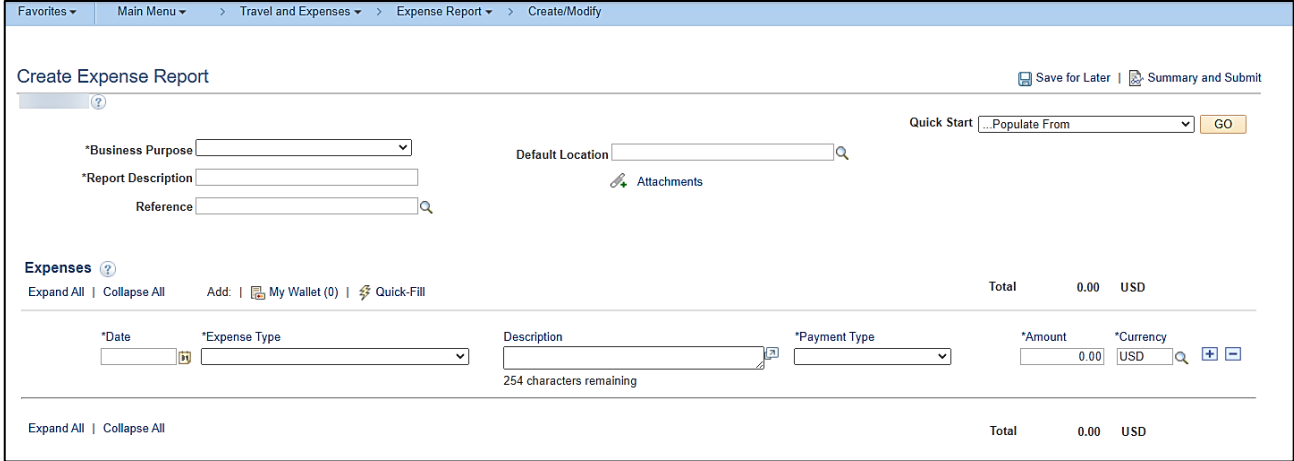
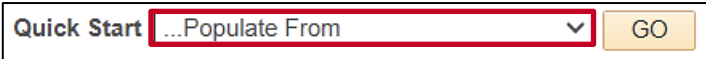
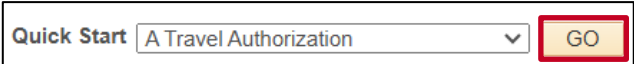
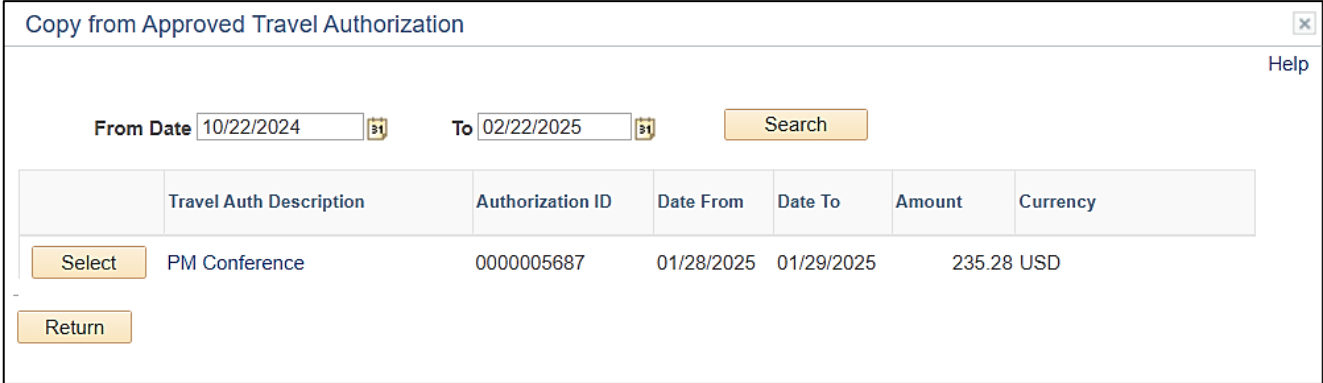

This section of the Job Aid will walk through the steps for creating an Expense Report by copying from an approved Travel Authorization.

Step	Action
1.	Navigate to the <b>Expense Report</b> entry page using the following path: <b>Main Menu &gt; Travel and Expenses &gt; Expense Report &gt; Create/Modify</b>
The <b>Expense Report Add a New Value</b> page displays.	
	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled <b>“Overview of the Cardinal FIN Search Pages”</b> . This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.	Enter or select the employee’s Employee ID in the <b>Empl ID</b> field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the <b>Add</b> button. 



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
	<p>The <b>Create Expense Report</b> page displays.</p> 
4.	<p>Click the <b>Quick Start</b> dropdown button and select the “A Travel Authorization” list item.</p> 
5.	<p>Click the <b>GO</b> button.</p> 
	<p>The <b>Copy from Approved Travel Authorization</b> page displays in a pop-up window.</p> 
	<p>The approved Travel Authorizations display based on the <b>From Date</b> and <b>To</b> field dates that default.</p> <p>The date range can be adjusted by updating the <b>From Date</b> and <b>To</b> date fields and then clicking the <b>Search</b> button.</p>



## Accounts Payable Job Aid

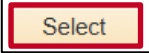
### AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action																								
6.	<div>Click the <b>Travel Auth Description</b> link for any Travel Authorizations that display to review the details.</div> <div><div>PM Conference</div></div>																								
<div>The <b>Selected Travel Authorization</b> page displays in a pop-up window.</div> <div><div><div>Selected Travel Authorization</div><div><div>Travel Authorization ID 0000005687</div><div>Description PM Conference</div><div>Date From 01/28/2025To 01/29/2025</div><div>Business Purpose Conference</div><table><thead><tr><th>Expense Type</th><th>Merchant</th><th>Amount</th></tr></thead><tbody><tr><td>All Meals - Travel Day</td><td></td><td>44.25</td></tr><tr><td>Lodging</td><td></td><td>107.00</td></tr><tr><td>Lodging Fees and Taxes</td><td></td><td>32.28</td></tr><tr><td>Per Diem Incidentls-Travel Day</td><td></td><td>3.75</td></tr><tr><td>All Meals - Travel Day</td><td></td><td>44.25</td></tr><tr><td>Per Diem Incidentls-Travel Day</td><td></td><td>3.75</td></tr><tr><td colspan="2">Authorized Amount</td><td>235.28 USD</td></tr></tbody></table><div>Return</div></div></div></div>		Expense Type	Merchant	Amount	All Meals - Travel Day		44.25	Lodging		107.00	Lodging Fees and Taxes		32.28	Per Diem Incidentls-Travel Day		3.75	All Meals - Travel Day		44.25	Per Diem Incidentls-Travel Day		3.75	Authorized Amount		235.28 USD
Expense Type	Merchant	Amount																							
All Meals - Travel Day		44.25																							
Lodging		107.00																							
Lodging Fees and Taxes		32.28																							
Per Diem Incidentls-Travel Day		3.75																							
All Meals - Travel Day		44.25																							
Per Diem Incidentls-Travel Day		3.75																							
Authorized Amount		235.28 USD																							
7.	<div>Review the details to identify the Travel Authorization that will be copied from.</div>																								
8.	<div>Click the <b>Return</b> button.</div> <div><div>Return</div></div>																								
<div>The <b>Copy from Approved Travel Authorization</b> page redispays.</div> <div><div><div>Copy from Approved Travel Authorization</div><div><div>From Date 10/22/2024To 02/22/2025</div><div>Search</div><table><thead><tr><th></th><th>Travel Auth Description</th><th>Authorization ID</th><th>Date From</th><th>Date To</th><th>Amount</th><th>Currency</th></tr></thead><tbody><tr><td>Select</td><td>PM Conference</td><td>0000005687</td><td>01/28/2025</td><td>01/29/2025</td><td>235.28 USD</td><td></td></tr></tbody></table><div>Return</div></div></div></div>			Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency	Select	PM Conference	0000005687	01/28/2025	01/29/2025	235.28 USD											
	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency																			
Select	PM Conference	0000005687	01/28/2025	01/29/2025	235.28 USD																				
9.	<div>Repeat Steps 6 - 8 to view additional approved Travel Authorizations as needed.</div>																								

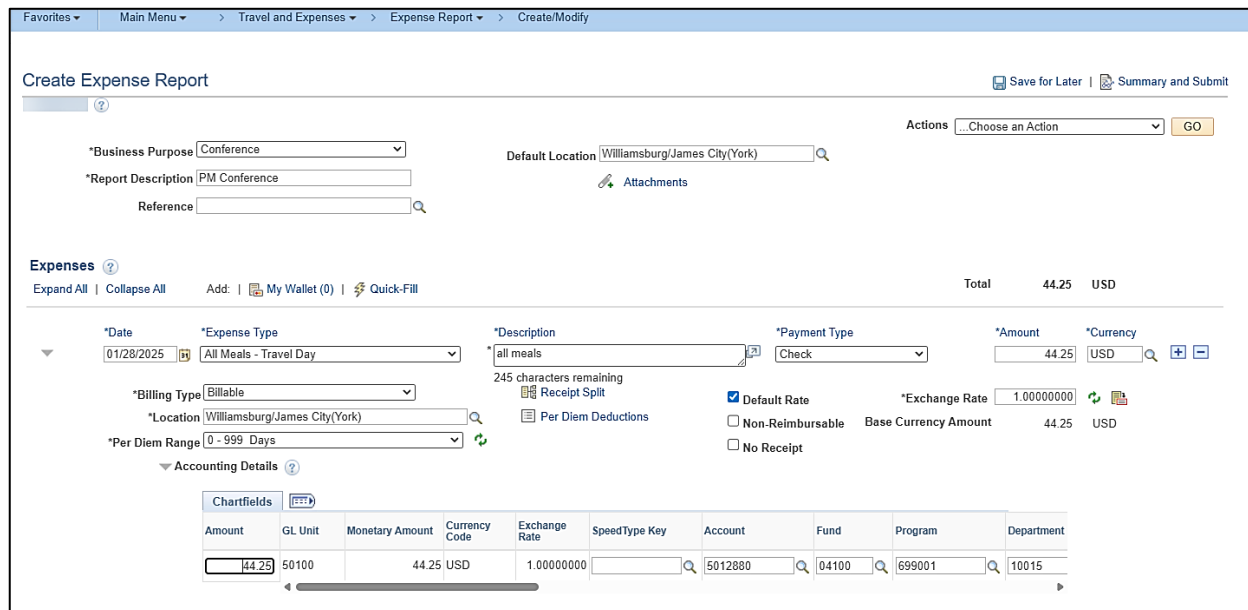


## Accounts Payable Job Aid


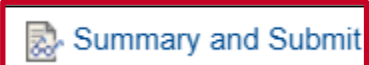
### AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
10.	Click the <b>Select</b> button next to the Travel Authorization to copy into the Expense Report. 

The **Create Expense Report** page redisplay with the information from the selected Travel Authorization populated.



The screenshot shows the 'Create Expense Report' page in a web application. The page has a navigation bar at the top with 'Favorites', 'Main Menu', 'Travel and Expenses', 'Expense Report', and 'Create/Modify'. Below the navigation bar, there are several input fields and buttons. The 'Business Purpose' is set to 'Conference', 'Report Description' is 'PM Conference', and 'Default Location' is 'Williamsburg/James City(York)'. There is a 'Reference' field and an 'Attachments' link. The 'Expenses' section shows a table with columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The first row shows a date of 01/28/2025, Expense Type of All Meals - Travel Day, Description of all meals, Payment Type of Check, Amount of 44.25, and Currency of USD. Below the table, there are checkboxes for 'Default Rate', 'Non-Reimbursable', and 'No Receipt'. The 'Exchange Rate' is set to 1.00000000. At the bottom, there is a 'Chartfields' section with a table showing columns for Amount, GL Unit, Monetary Amount, Currency Code, Exchange Rate, SpeedType Key, Account, Fund, Program, and Department. The first row shows Amount of 44.25, GL Unit of 50100, Monetary Amount of 44.25 USD, Exchange Rate of 1.00000000, SpeedType Key, Account of 5012880, Fund of 04100, Program of 699001, and Department of 10015.

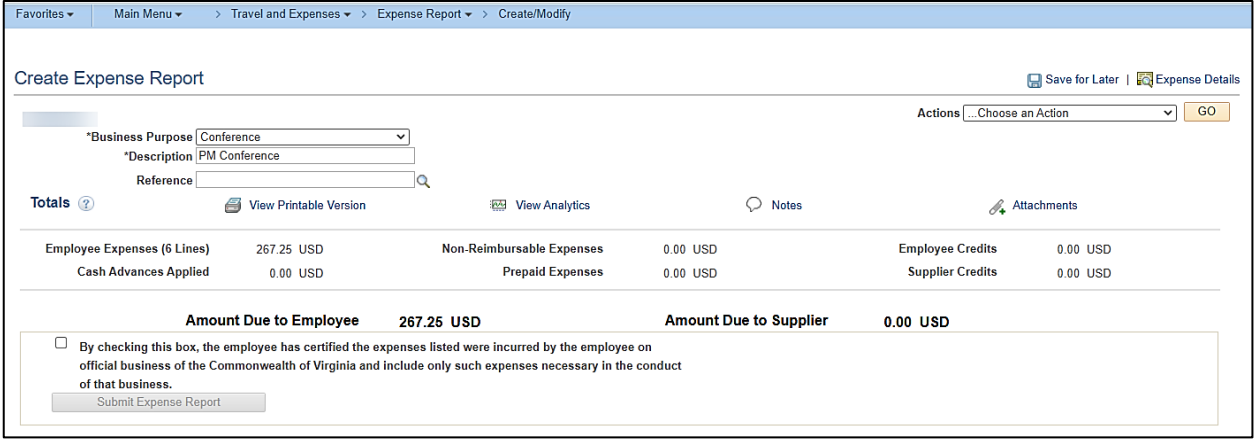
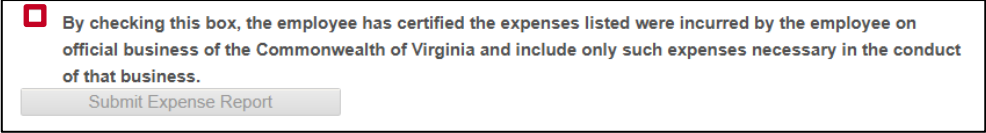


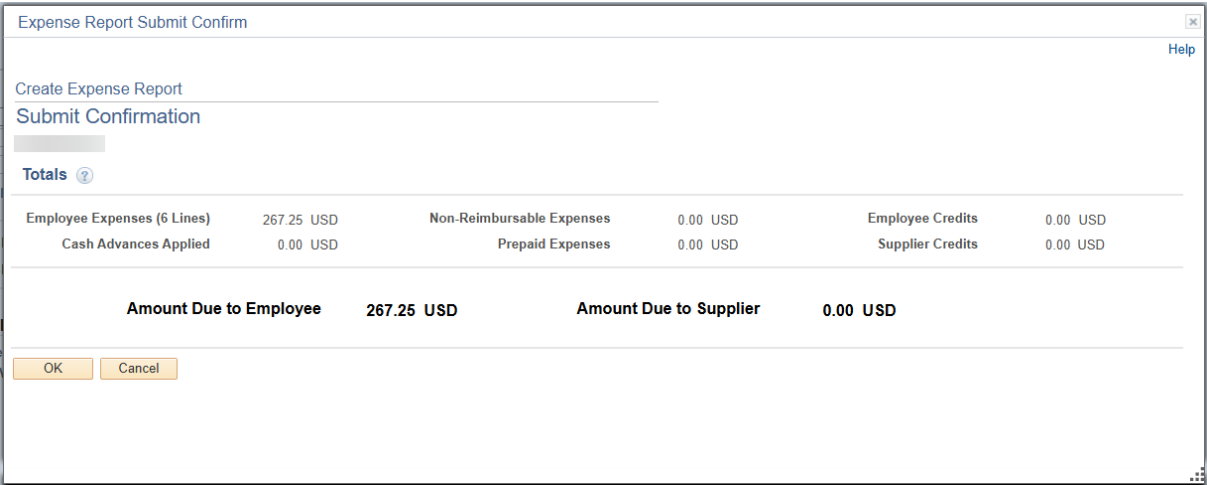
11.	Update the copied Expense Lines and/or add additional Expense Lines as needed.
	Changes can be made to any of the fields that copied from the Travel Authorization. Lines can also be deleted if applicable.
12.	Click the <b>Summary and Submit</b> link once all adjustments have been completed. 





# Accounts Payable Job Aid


## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
	<p>The <b>Create Expense Report Summary and Submit</b> page displays.</p> 
13.	<p>Click the <b>Certification Statement</b> checkbox option.</p> 
	<p>The <b>Submit Expense Report</b> button enables.</p>
14.	<p>Click the <b>Submit Expense Report</b> button.</p> 
	<p>The <b>Create Expense Report Submit Confirmation</b> page displays in a pop-up window.</p> 



## Accounts Payable Job Aid



### AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
15.	Click the <b>OK</b> button. 

The **View Expense Report** page displays.



The screenshot shows the 'View Expense Report' page in a web application. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Travel and Expenses > Expense Report > Create/Modify'. The page title is 'View Expense Report'. A red message at the top left states: 'Your expense report 0000465386 has been submitted for approval.' To the right of this message is an 'Actions' dropdown menu with 'Choose an Action' selected and a 'GO' button. Below the message, the report details are displayed: 'Business Purpose: Conference', 'Report: 0000465386 Submission in Process', 'Description: PM Conference', 'Created: 07/23/2025', 'Reference', 'Last Updated: 07/23/2025', and 'Post State: Not Applied'. There are links for 'View Printable Version', 'View Analytics', and 'Notes'. A table shows the following totals: 'Employee Expenses (6 Lines): 267.25 USD', 'Cash Advances Applied: 0.00 USD', 'Non-Reimbursable Expenses: 0.00 USD', 'Prepaid Expenses: 0.00 USD', 'Employee Credits: 0.00 USD', and 'Supplier Credits: 0.00 USD'. Below the table, it shows 'Amount Due to Employee: 267.25 USD' and 'Amount Due to Supplier: 0.00 USD'. At the bottom, there is a checkbox with the text: 'By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.' Below this is a 'Submit Expense Report' button and a 'Refresh Approval Status' button.

	A message displays in red with the Expense Report ID Number confirming that it has been submitted for approval. 
16.	Make note of the Expense Report ID Number.

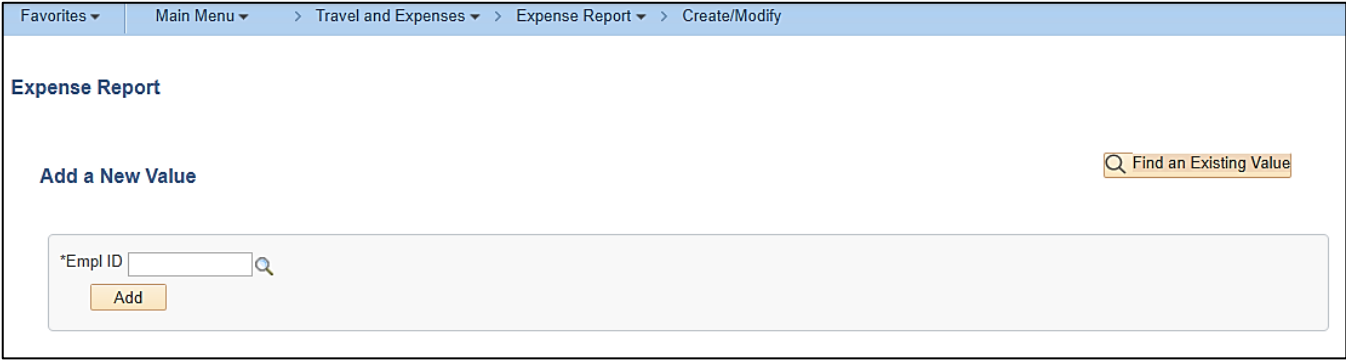






# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

### Applying an Approved Cash Advance to an Expense Report

This section of the Job Aid walks through the steps for creating an Expense Report and applying an approved Cash Advance. Cash Advances can be applied to one Expense 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 <b>Expense Report</b> entry page using the following path: <b>Main Menu &gt; Travel and Expense Expenses &gt; Expense Reports &gt; Create/Modify</b>
The <b>Expense Report Add a New Value</b> page displays.	
	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled <b>“Overview of the Cardinal FIN Search Pages”</b> . This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.	Enter or select the employee’s Employee ID in the <b>Empl ID</b> field. 
	The user must be set up as a Proxy to enter/update expense transactions for themselves or other employees.
3.	Click the <b>Add</b> button. 



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
------	--------

The **Create Expense Report** page displays.

Favorites Main Menu Travel and Expenses Expense Report Create/Modify

Create Expense Report [Save for Later](#) [Summary and Submit](#)

Quick Start [Populate From](#) [GO](#)

\*Business Purpose  Default Location  [Attachments](#)

\*Report Description  Reference

Expenses [Expand All](#) [Collapse All](#) Add: [My Wallet \(0\)](#) [Quick-Fill](#) Total 0.00 USD

\*Date  \*Expense Type  Description  \*Payment Type  \*Amount  \*Currency  [+](#) [-](#)

254 characters remaining

[Expand All](#) [Collapse All](#) Total 0.00 USD

4. Create the Expense Report and complete the Expense Lines as applicable.  
Refer to the section in this Job Aid titled [Creating an Expense Report](#) for detailed instructions.

5. Click the **Actions** dropdown button and select the “Apply/View Cash Advance(s)” list item.

Actions [...Choose an Action](#) [GO](#)

6. Click the **GO** button.

Actions [Apply/View Cash Advance\(s\)](#) [GO](#)

The **Create Expense Report Apply Cash Advance(s)** page displays.

Create Expense Report

Apply Cash Advance(s)

Report ID NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
<input type="text"/>	0.000	0.00		0.00 USD

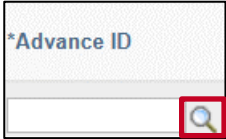
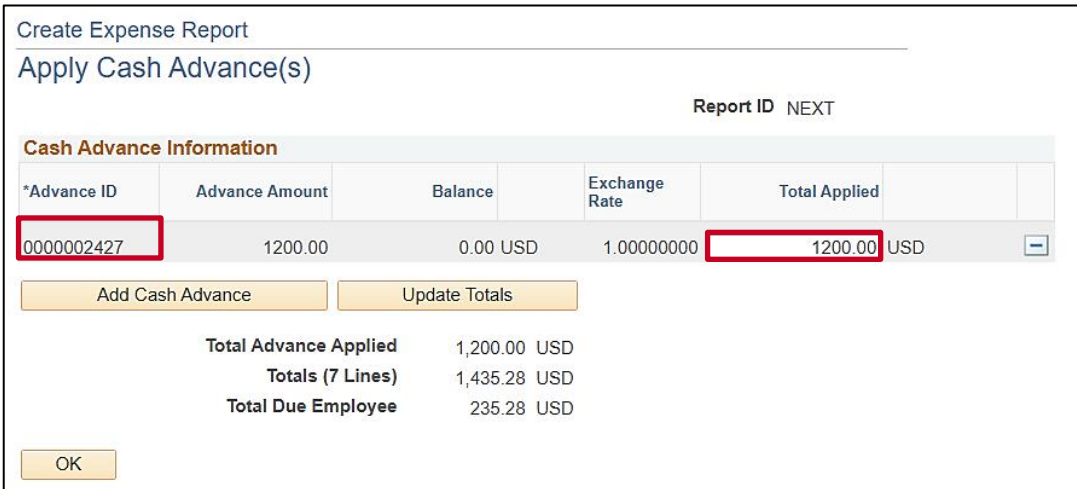



[Add Cash Advance](#) [Update Totals](#)

Total Advance Applied 0.00 USD

Totals (7 Lines) 1,435.28 USD

Total Due Employee 1,435.28 USD

[OK](#)

Step	Action
7.	<p>Click the <b>Advance ID Look up</b> icon and select the Cash Advance to be applied to the Expense Report.</p>  <p>The page redisplay with the selected Cash Advance ID Number in the <b>Advance ID</b> field and the amount displayed in the <b>Total Applied</b> field.</p> 
	<p>To apply more than one Cash Advance to the Expense Report, click the <b>Add Cash Advance</b> button and repeat Step 7.</p> 
8.	<p>Click the <b>OK</b> button.</p> 



# Accounts Payable Job Aid

## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
------	--------

The **Create Expense Report** page redispays.

Save for Later | Summary and Submit

Actions: Choose an Action GO

\*Business Purpose: Conference  
\*Report Description: PM Conference  
Reference: [Search]  
Default Location: Williamsburg/James City(York) [Search]  
Attachments

Expenses [?] Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
01/14/2025	All Meals - Travel Day	all meals	Check	44.25	USD
245 characters remaining					
Receipt Split					
Per Diem Deductions					
Default Rate					
Non-Reimbursable					
No Receipt					
*Exchange Rate: 1.00000000					
Base Currency Amount: 56.25 USD					

Accounting Details [?]

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



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

Save for Later | Expense Details

Actions: Choose an Action GO

Totals [?] View Printable Version View Analytics Notes Attachments

Employee Expenses (7 Lines)	1,435.28 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		235.28 USD	Amount Due to Supplier		0.00 USD

☐ By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

Submit Expense Report




The **Cash Advances Applied** field displays the amount of the Cash Advance(s) that was applied. Verify for accuracy.

Cash Advances Applied 1,200.00 USD



# Accounts Payable Job Aid

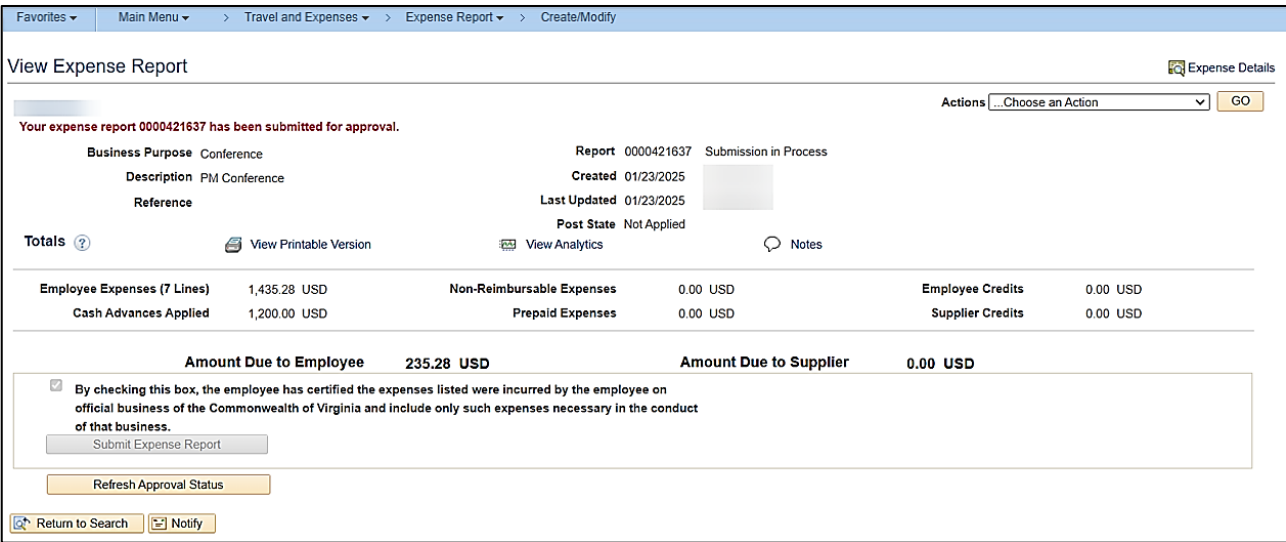


## AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action																		
10.	<div>Click the <b>Certification Statement</b> checkbox option.</div> <div><div><input type="checkbox"/> By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.</div><div>Submit Expense Report</div></div>																		
	The <b>Submit Expense Report</b> button enables.																		
11.	<div>Click the <b>Submit Expense Report</b> button.</div> <div><div>Submit Expense Report</div></div>																		
<div>The <b>Create Expense Report Submit Confirmation</b> page displays in a pop-up window.</div> <div><div><div>Expense Report Submit Confirm</div><div>Help</div><div>Create Expense Report</div><div>Submit Confirmation</div><div>Totals ?</div><table><tr><td>Employee Expenses (7 Lines)</td><td>1,435.28 USD</td><td>Non-Reimbursable Expenses</td><td>0.00 USD</td><td>Employee Credits</td><td>0.00 USD</td></tr><tr><td>Cash Advances Applied</td><td>1,200.00 USD</td><td>Prepaid Expenses</td><td>0.00 USD</td><td>Supplier Credits</td><td>0.00 USD</td></tr><tr><td colspan="2">Amount Due to Employee</td><td>235.28 USD</td><td colspan="2">Amount Due to Supplier</td><td>0.00 USD</td></tr></table><div><div>OK</div><div>Cancel</div></div></div></div>		Employee Expenses (7 Lines)	1,435.28 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	Amount Due to Employee		235.28 USD	Amount Due to Supplier		0.00 USD
Employee Expenses (7 Lines)	1,435.28 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD														
Cash Advances Applied	1,200.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD														
Amount Due to Employee		235.28 USD	Amount Due to Supplier		0.00 USD														
12.	<div>Click the <b>OK</b> button.</div> <div><div><div>OK</div><div>Cancel</div></div></div>																		



## Accounts Payable Job Aid

### AP315\_Creating and Managing Expense Reports (VDOT Only)

Step	Action
	<p>The <b>View Expense Report</b> page displays.</p> <div></div>
	<p>A message displays in red at the top of the page with the Expense Report ID Number confirming that it has been submitted for approval.</p> <div></div>
13.	Make note of the Expense Report ID Number.





#### Appendix

##### Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. Users should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain Agency documentation and should not be considered the official retention source of the Agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the Agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML