



Creating an Expense Template Overview

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

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Accounts Payable Job Aid

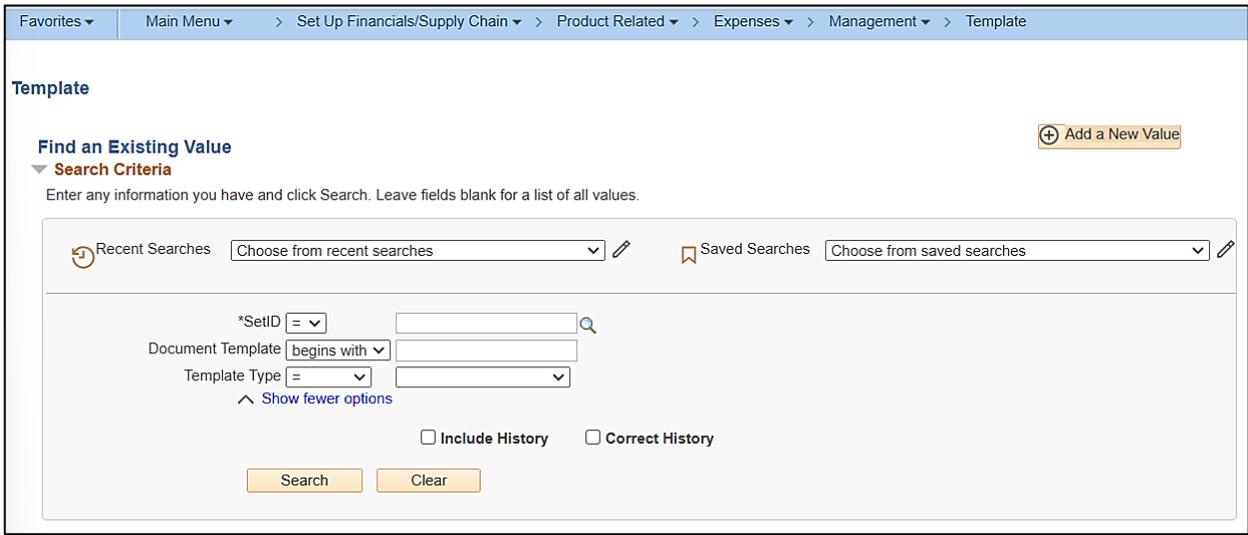
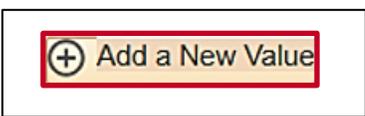
AP315_Creating an Expense Template

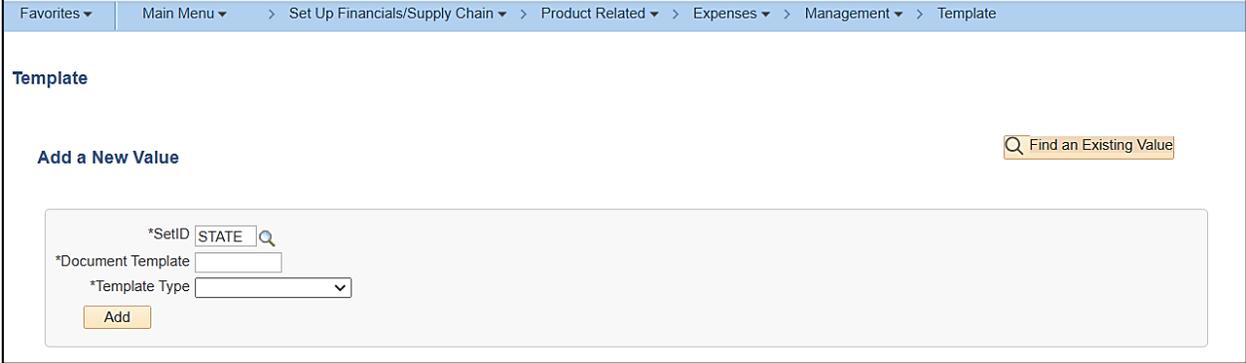
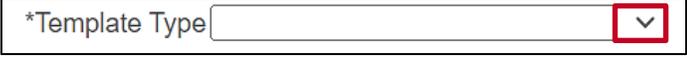
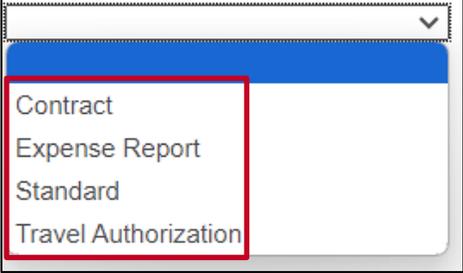
Revision History

| Revision Date | Summary of Changes |
|---------------|--|
| 3/1/2025 | Updated the screenshots of the Search pages (Section 1 , after Step 1; Section 2 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid. |

Creating an Expense Template

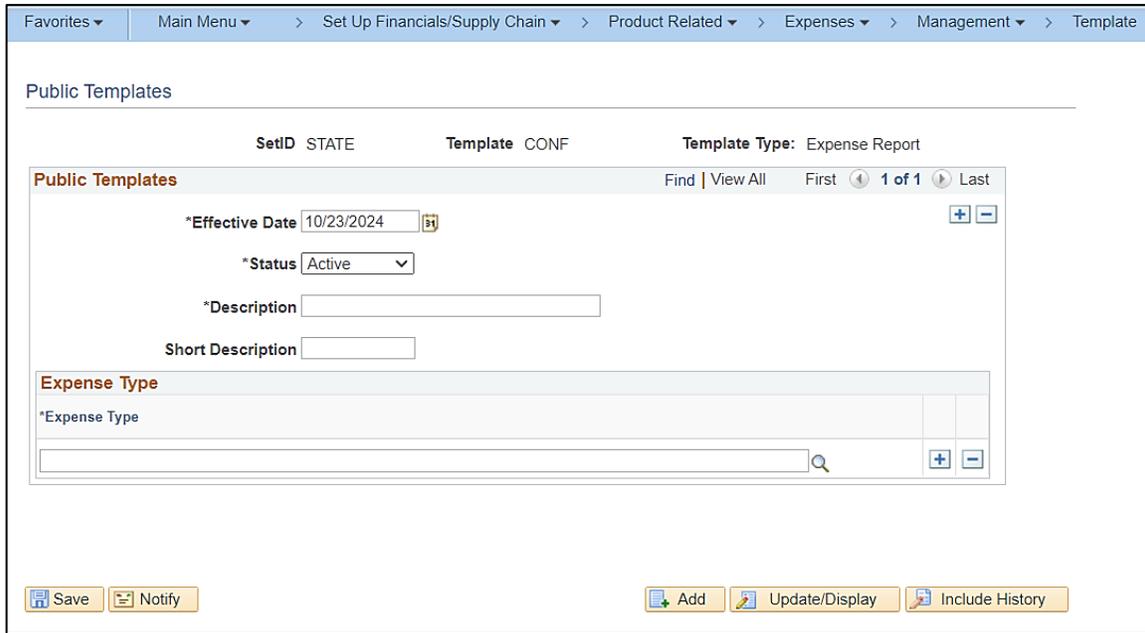
This section of the Job Aid provides the steps for creating an expense template in Cardinal.

| Step | Action |
|---|--|
| 1. | <p>Navigate to the Template page using the following path:</p> <p>Main Menu > Set Up Financials/Supply Chain > Product Related > Expenses > Management > Template</p> <p>The Template Search page displays.</p> <div data-bbox="194 630 1442 1165" style="border: 1px solid #ccc; padding: 5px;">  </div> |
|  | <p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p> |
| 2. | <p>Click the Add a New Value button.</p> <div data-bbox="292 1375 657 1491" style="border: 1px solid #ccc; padding: 5px; text-align: center;">  </div> |

| Step | Action |
|------|---|
| | <p>The Add a New Value page displays.</p>  |
| 3. | <p>Verify the SetID field value is "STATE". If not, change it.</p>  |
| 4. | <p>Enter a name for the Template in the Document Template field (not to exceed eight characters).</p>  |
| 5. | <p>Click the Template Type dropdown menu.</p>  |
| | <p>The Template Type dropdown menu contains 4 options:</p>  <ul style="list-style-type: none"> • Contract: Not used in Cardinal • Expense Report: Used to create a template for Expense Reports • Standard: Not used in Cardinal • Travel Authorization: Used to create a template for Travel Authorizations |
| 6. | <p>Select the applicable Template Type by clicking the corresponding list item.</p>  |

| Step | Action |
|------|--|
| 7. | Click the Add button. <div style="border: 1px solid red; padding: 5px; display: inline-block; margin: 10px 0;">Add</div> |

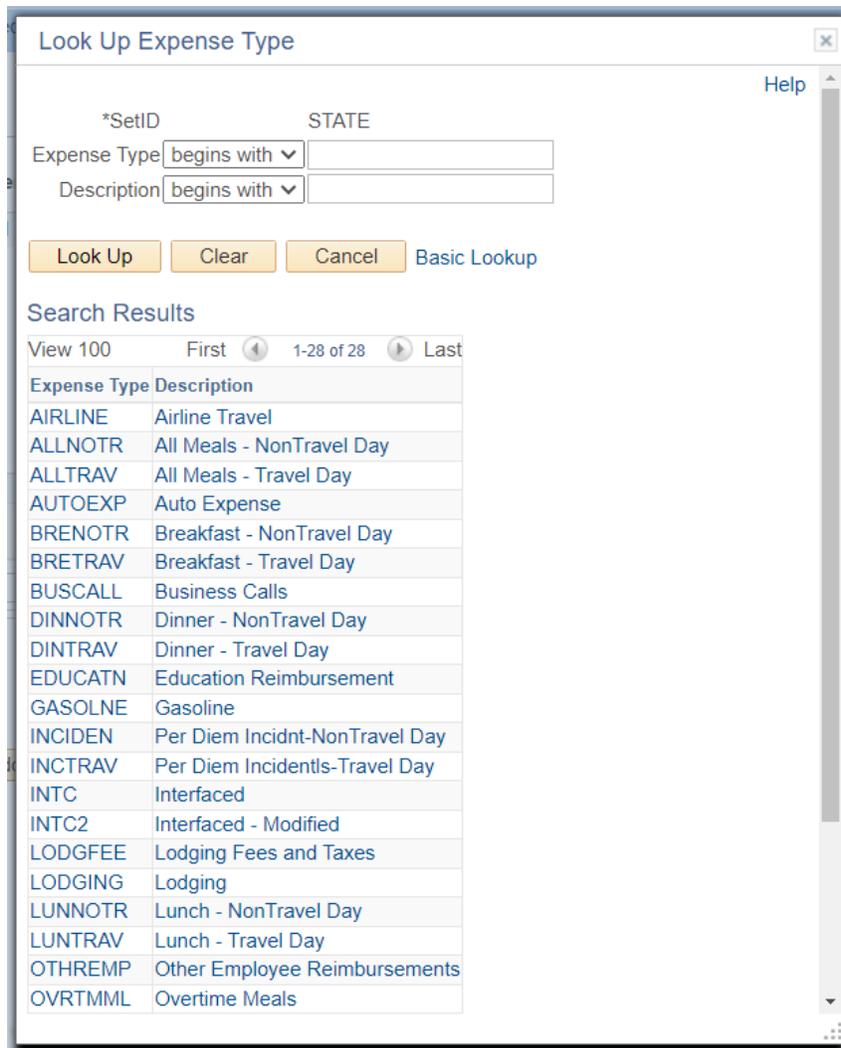
The **Public Templates** page displays.



| | |
|---|--|
|  | <p>The Effective Date field defaults to the current date. This can be updated if necessary.</p> <p>The Status defaults to “Active”. Do not change this field.</p> |
| 8. | Enter a description for the template in the Description field. <div style="border: 1px solid red; padding: 5px; display: inline-block; margin: 10px 0;">*Description</div> |
| 9. | Enter a shortened version of the description (10 characters max) in the Short Description field. This is not a required field. <div style="border: 1px solid red; padding: 5px; display: inline-block; margin: 10px 0;">Short Description</div> |

| Step | Action |
|------|--|
| 10. | <p>Click the Expense Type Look Up icon to select the expense type(s) that should be included for the template.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*Expense Type</p> <div style="border: 2px solid red; padding: 2px; display: flex; align-items: center;"> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px; margin-left: 5px;" type="button" value="🔍"/> </div> </div> |

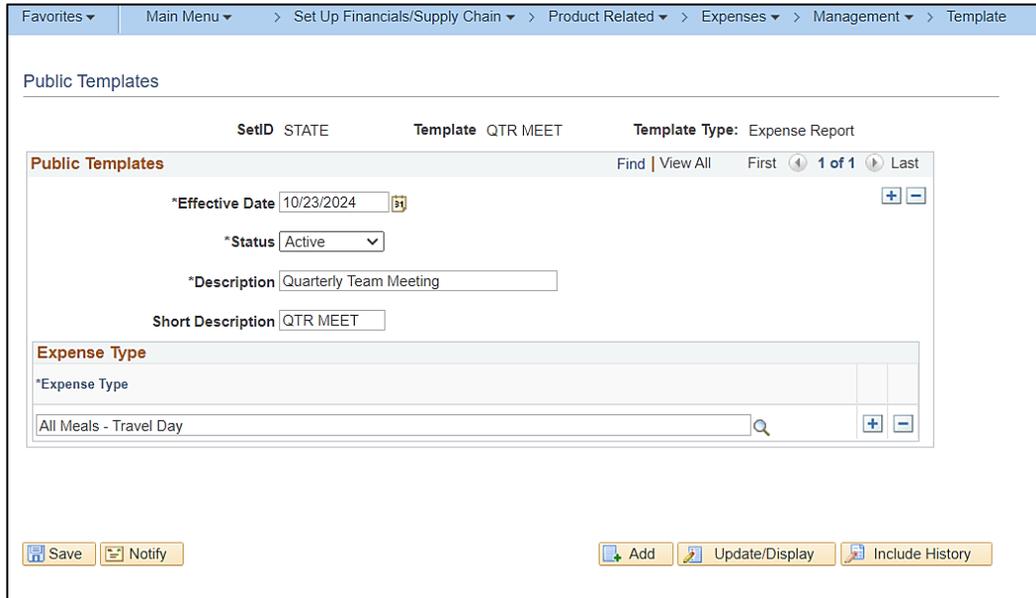
The **Look Up Expense Type** page displays in a pop-up window.



| | |
|-----|--|
| 11. | <p>Select the expense type to include in the template by clicking the corresponding list item (link).</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="border: 2px solid red; padding: 2px; display: flex; align-items: center;"> ALLTRAV All Meals - Travel Day </div> </div> |
|-----|--|

| Step | Action |
|------|--------|
|------|--------|

The **Public Templates** page returns with the selected Expense Type displayed in the **Expense Type** section.



| | |
|---|---|
| 12. | <p>Click the Add a New Row (+) button to add an additional row.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;">  </div> |
|  | <p>Users can click the (-) button to remove an expense type if needed.</p> |
| 13. | <p>Repeat steps 10-12 until all desired expense types have been selected.</p> |

| Step | Action | | | | | | | | | | | | | | | | | | | | | | |
|---|---|----------|----------|-------------------------------|---------------|-------------------------------|---|---|---|-----|--|---------------|-----|---|---|-----|-----|--|---|-----|---|---|-----|
| 14. | <p>Click the Save button to save the template.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small; margin: 0;"> Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Expenses > Management > Template </p> <p style="margin: 0;">Public Templates</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 15%;">SetID</th> <th style="width: 15%;">STATE</th> <th style="width: 30%;">Template</th> <th style="width: 15%;">QTR MEET</th> <th style="width: 25%;">Template Type: Expense Report</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="padding: 5px;"> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Public Templates Find View All First 1 of 1 Last</p> <p style="margin: 0;">*Effective Date: <input type="text" value="10/23/2024"/> + -</p> <p style="margin: 0;">*Status: <input type="text" value="Active"/></p> <p style="margin: 0;">*Description: <input type="text" value="Quarterly Team Meeting"/></p> <p style="margin: 0;">Short Description: <input type="text" value="QTR MEET"/></p> <p style="margin: 0;">Expense Type</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">*Expense Type</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">All Meals - Travel Day <input style="width: 90%;" type="text"/></td> <td style="text-align: center;">Q</td> <td style="text-align: center;">+ -</td> </tr> <tr> <td style="padding: 2px;">Per Diem Incidentals-Travel Day <input style="width: 90%;" type="text"/></td> <td style="text-align: center;">Q</td> <td style="text-align: center;">+ -</td> </tr> <tr> <td style="padding: 2px;">Personl Mileage Cost Justified <input style="width: 90%;" type="text"/></td> <td style="text-align: center;">Q</td> <td style="text-align: center;">+ -</td> </tr> </tbody> </table> </div> </td> </tr> </tbody> </table> <p style="margin: 0; font-size: x-small;"> Save Notify Add Update/Display Include History </p> </div> | SetID | STATE | Template | QTR MEET | Template Type: Expense Report | <div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Public Templates Find View All First 1 of 1 Last</p> <p style="margin: 0;">*Effective Date: <input type="text" value="10/23/2024"/> + -</p> <p style="margin: 0;">*Status: <input type="text" value="Active"/></p> <p style="margin: 0;">*Description: <input type="text" value="Quarterly Team Meeting"/></p> <p style="margin: 0;">Short Description: <input type="text" value="QTR MEET"/></p> <p style="margin: 0;">Expense Type</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">*Expense Type</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">All Meals - Travel Day <input style="width: 90%;" type="text"/></td> <td style="text-align: center;">Q</td> <td style="text-align: center;">+ -</td> </tr> <tr> <td style="padding: 2px;">Per Diem Incidentals-Travel Day <input style="width: 90%;" type="text"/></td> <td style="text-align: center;">Q</td> <td style="text-align: center;">+ -</td> </tr> <tr> <td style="padding: 2px;">Personl Mileage Cost Justified <input style="width: 90%;" type="text"/></td> <td style="text-align: center;">Q</td> <td style="text-align: center;">+ -</td> </tr> </tbody> </table> </div> | | | | | *Expense Type | | | All Meals - Travel Day <input style="width: 90%;" type="text"/> | Q | + - | Per Diem Incidentals-Travel Day <input style="width: 90%;" type="text"/> | Q | + - | Personl Mileage Cost Justified <input style="width: 90%;" type="text"/> | Q | + - |
| SetID | STATE | Template | QTR MEET | Template Type: Expense Report | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Public Templates Find View All First 1 of 1 Last</p> <p style="margin: 0;">*Effective Date: <input type="text" value="10/23/2024"/> + -</p> <p style="margin: 0;">*Status: <input type="text" value="Active"/></p> <p style="margin: 0;">*Description: <input type="text" value="Quarterly Team Meeting"/></p> <p style="margin: 0;">Short Description: <input type="text" value="QTR MEET"/></p> <p style="margin: 0;">Expense Type</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">*Expense Type</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">All Meals - Travel Day <input style="width: 90%;" type="text"/></td> <td style="text-align: center;">Q</td> <td style="text-align: center;">+ -</td> </tr> <tr> <td style="padding: 2px;">Per Diem Incidentals-Travel Day <input style="width: 90%;" type="text"/></td> <td style="text-align: center;">Q</td> <td style="text-align: center;">+ -</td> </tr> <tr> <td style="padding: 2px;">Personl Mileage Cost Justified <input style="width: 90%;" type="text"/></td> <td style="text-align: center;">Q</td> <td style="text-align: center;">+ -</td> </tr> </tbody> </table> </div> | | | | | *Expense Type | | | All Meals - Travel Day <input style="width: 90%;" type="text"/> | Q | + - | Per Diem Incidentals-Travel Day <input style="width: 90%;" type="text"/> | Q | + - | Personl Mileage Cost Justified <input style="width: 90%;" type="text"/> | Q | + - | | | | | | | |
| *Expense Type | | | | | | | | | | | | | | | | | | | | | | | |
| All Meals - Travel Day <input style="width: 90%;" type="text"/> | Q | + - | | | | | | | | | | | | | | | | | | | | | |
| Per Diem Incidentals-Travel Day <input style="width: 90%;" type="text"/> | Q | + - | | | | | | | | | | | | | | | | | | | | | |
| Personl Mileage Cost Justified <input style="width: 90%;" type="text"/> | Q | + - | | | | | | | | | | | | | | | | | | | | | |
|  | <p>The template can now be accessed by all expense processors.</p> | | | | | | | | | | | | | | | | | | | | | | |

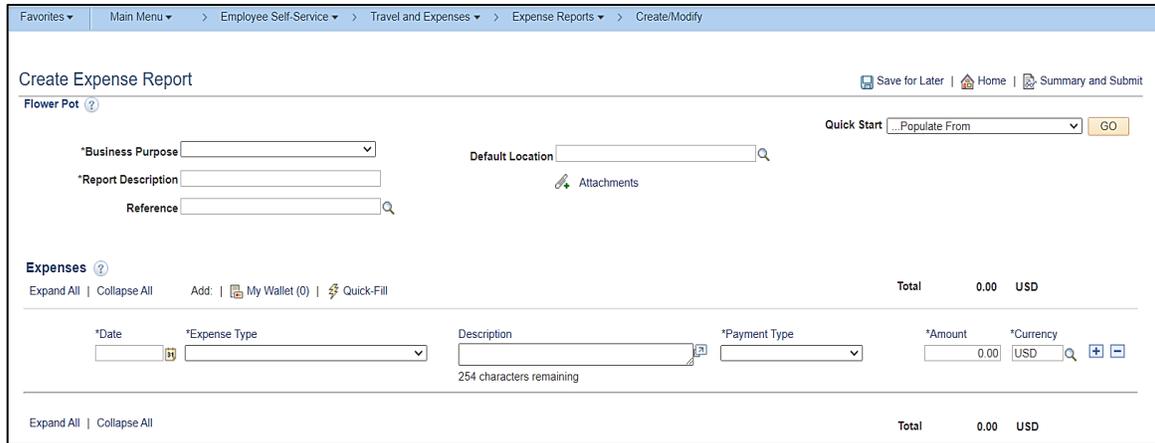
Accessing the Expense Template

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

| Step | Action |
|--|--|
| 1. | <p>Navigate to the Expense Report page using the following path:</p> <p>Main Menu > Employee Self Service > Travel and Expense Center > Expense Report > Create/Modify</p> <p><u>Navigation for VDOT only</u></p> <p>Main Menu > Travel and Expenses > Travel and Expense Center > Expense Report > Create/Modify</p> |
| <p>The Expense Report Search page displays with the Add a New Value page displayed by default.</p> <div data-bbox="194 852 1442 1165" data-label="Image"> </div> | |
|  | <p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p> |
| 2. | <p>Enter or select the employee's Employee ID in the Empl ID field.</p> <div data-bbox="292 1388 727 1476" data-label="Image"> </div> |
| 3. | <p>Click the Add button.</p> <div data-bbox="292 1562 490 1633" data-label="Image"> </div> |

| Step | Action |
|------|--------|
|------|--------|

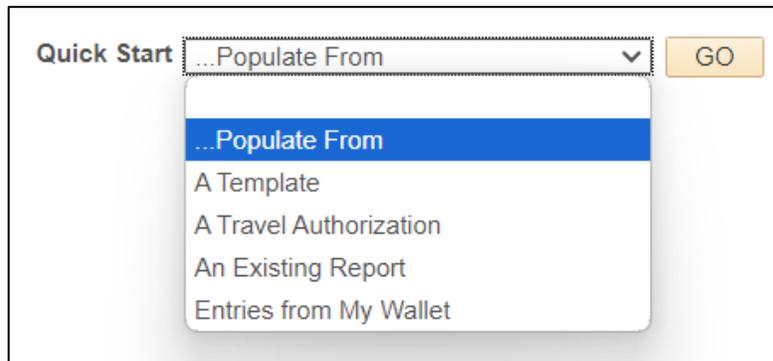
The **Create Expense Report** page displays.



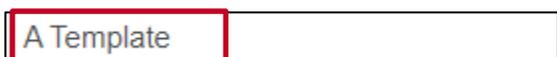
4. Click the **Quick Start** dropdown button.



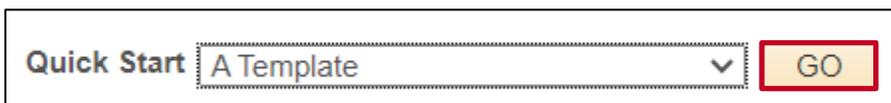
The dropdown options display.



5. Click the "A Template" list item.



6. Click the **GO** button.



| Step | Action |
|------|--------|
|------|--------|

The **Select a Template** page displays.

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

Create Expense Report

Select a Template

Report ID NEXT

| | Template | Description | Template Type |
|--------|----------|------------------------------|-----------------|
| Select | VSOTA | 2024apr16apr18 VSOTA Train | Public Template |
| Select | A TRAVEL | 6/3-6/20 PHASE II TRNG @ ACC | Public Template |
| Select | 702UPS | 702UPS | Public Template |
| Select | OUTREACH | ALL TRAVEL EXP | Public Template |

Return to Expense Report Entry

7. Use the **Scrollbar** (if necessary) to locate the desired template.

| | Template | Description | Template Type |
|--------|----------|------------------------------|-----------------|
| Select | VSOTA | 2024apr16apr18 VSOTA Train | Public Template |
| Select | A TRAVEL | 6/3-6/20 PHASE II TRNG @ ACC | Public Template |
| Select | 702UPS | 702UPS | Public Template |
| Select | OUTREACH | ALL TRAVEL EXP | Public Template |

Return to Expense Report Entry

8. Click the **Select** button next to the desired template.

Create Expense Report

Select a Template

Report ID NEXT

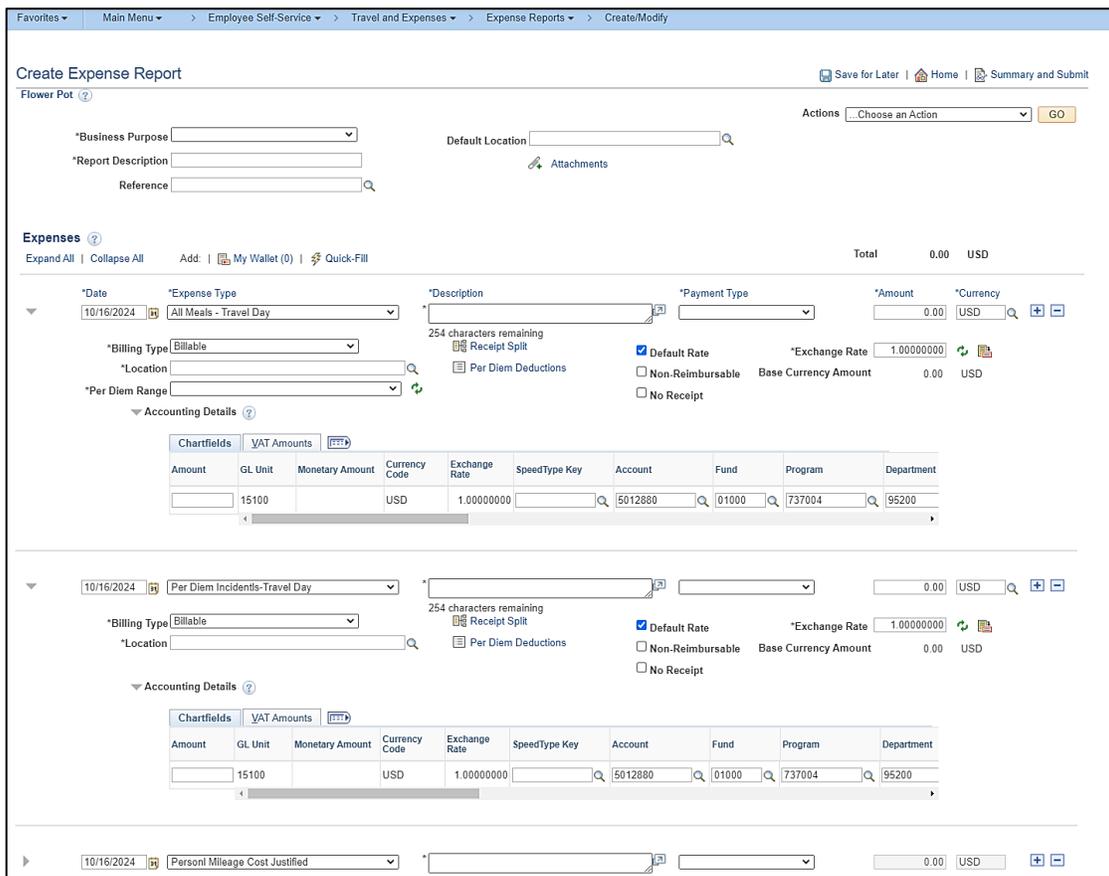
| | Template | Description | Template Type |
|--------|----------|-------------------------------|-----------------|
| Select | SPRTRN17 | Plan Review Training-Insp.Trn | Public Template |
| Select | QTR MEET | Quarterly Team Meeting | Public Template |
| Select | COE | ROANOKE | Public Template |
| Select | SWTRANS | SW TRANSPORT | Public Template |

Return to Expense Report Entry

| Step | Action | | | | | | | | | | | | |
|--------------------------|---|--------------------------------|----------|--------------|--------------------------|--------------------------|------------------------|--------------------------|--------------------------|--------------------------------|--------------------------|--------------------------|--------------------------------|
| | <p>The page refreshes and the Expense Type(s) for the selected template display.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="font-size: small; margin: 0;"> Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify </p> <p style="margin: 5px 0;"> Template QTR MEET Description Quarterly Team Meeting </p> <hr/> <p style="margin: 5px 0;">Date Range</p> <p style="margin: 5px 0;"> From 10/23/2024 <input type="text"/> To 10/23/2024 <input type="text"/> </p> <p style="margin: 5px 0;">Add Expense Types:</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 15%;">One Day</th> <th style="width: 15%;">All Days</th> <th style="width: 70%;">Expense Type</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>All Meals - Travel Day</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Per Diem Incidentls-Travel Day</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Personl Mileage Cost Justified</td> </tr> </tbody> </table> <p style="margin: 5px 0;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> | One Day | All Days | Expense Type | <input type="checkbox"/> | <input type="checkbox"/> | All Meals - Travel Day | <input type="checkbox"/> | <input type="checkbox"/> | Per Diem Incidentls-Travel Day | <input type="checkbox"/> | <input type="checkbox"/> | Personl Mileage Cost Justified |
| One Day | All Days | Expense Type | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | All Meals - Travel Day | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Per Diem Incidentls-Travel Day | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Personl Mileage Cost Justified | | | | | | | | | | | |
| 9. | <p>The date range in the From and To fields default to the current date.</p> <p>Enter or select the Date range associated with the expense in the From and To fields.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="margin: 0;"> From 10/23/2024 <input type="text"/> To 10/23/2024 <input type="text"/> </p> </div> | | | | | | | | | | | | |
| 10. | <p>Click the appropriate indicator (checkbox options) next to the Expense Type(s) to denote if it should be applied to for One Day or All Days depending on the date range and type of expense.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="margin: 0;">Add Expense Types:</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 15%;">One Day</th> <th style="width: 15%;">All Days</th> <th style="width: 70%;">Expense Type</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>All Meals - Travel Day</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Per Diem Incidentls-Travel Day</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Personl Mileage Cost Justified</td> </tr> </tbody> </table> <p style="margin: 5px 0;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> | One Day | All Days | Expense Type | <input type="checkbox"/> | <input type="checkbox"/> | All Meals - Travel Day | <input type="checkbox"/> | <input type="checkbox"/> | Per Diem Incidentls-Travel Day | <input type="checkbox"/> | <input type="checkbox"/> | Personl Mileage Cost Justified |
| One Day | All Days | Expense Type | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | All Meals - Travel Day | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Per Diem Incidentls-Travel Day | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Personl Mileage Cost Justified | | | | | | | | | | | |

| Step | Action | | | | | | | | | | | | |
|--------------------------|---|---------------------------------|----------|--------------|--------------------------|-------------------------------------|------------------------|--------------------------|-------------------------------------|---------------------------------|--------------------------|-------------------------------------|--------------------------------|
| 11. | <p>Click the OK button.</p> <div data-bbox="292 378 1234 682" style="border: 1px solid black; padding: 5px;"> <p>Add Expense Types:</p> <table border="1"> <thead> <tr> <th>One Day</th> <th>All Days</th> <th>Expense Type</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>All Meals - Travel Day</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Per Diem Incidentals-Travel Day</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Personl Mileage Cost Justified</td> </tr> </tbody> </table> <p> <input checked="" type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> | One Day | All Days | Expense Type | <input type="checkbox"/> | <input checked="" type="checkbox"/> | All Meals - Travel Day | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Per Diem Incidentals-Travel Day | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Personl Mileage Cost Justified |
| One Day | All Days | Expense Type | | | | | | | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | All Meals - Travel Day | | | | | | | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Per Diem Incidentals-Travel Day | | | | | | | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Personl Mileage Cost Justified | | | | | | | | | | | |

The **Create Expense Report** page redispays.



The screenshot shows the 'Create Expense Report' page with the following details:

- Business Purpose:** Flower Pot
- Default Location:** Attachments
- Expenses Table:**

| Date | Expense Type | Description | Payment Type | Amount | Currency |
|------------|---------------------------------|--------------------------|--------------|--------|----------|
| 10/16/2024 | All Meals - Travel Day | 254 characters remaining | | 0.00 | USD |
| 10/16/2024 | Per Diem Incidentals-Travel Day | 254 characters remaining | | 0.00 | USD |
| 10/16/2024 | Personl Mileage Cost Justified | | | 0.00 | USD |



The selected Expense Types populate on the page.
 The other expense related details will need to be entered to complete the Expense Report or Travel Authorization.