



AP312: Voucher Processing

Instructor-Led Training



Welcome

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

In this course, we will show you Voucher Processing in Cardinal.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your Agency Security Handbook for a list of available roles and descriptions.



Introduction

In the Cardinal Overview course, you learned that the Accounts Payable functional area of Cardinal is composed of two modules:

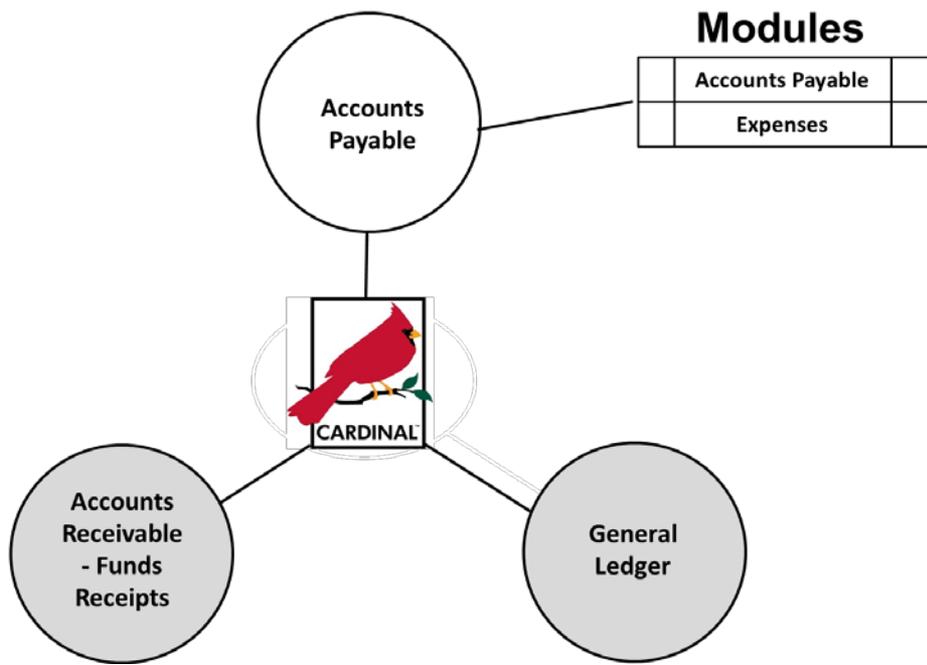
Accounts Payable

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

Expenses

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

Cardinal Functional Areas





Course Objectives

After completing this course, you will be able to:

- Describe key voucher processing concepts
- Describe the overall voucher process
- Create a voucher
- Describe the steps in regular voucher processing
- Create payment offsets for liens or garnishments
- Create and process petty cash reimbursement vouchers
- Describe how payment information can be updated on a voucher
- Review and correct voucher processing errors
- Enter adjustment vouchers
- Describe the purpose of template vouchers
- Delete vouchers
- Unpost vouchers
- Describe the process of voucher mass maintenance
- Describe key reports, queries, and online inquiries



Agenda

Today, we will cover the following topics:

- Lesson 1: Understanding Voucher Processing
- Lesson 2: Creating Vouchers
- Lesson 3: Managing and Processing Vouchers
- Lesson 4: Voucher Reports, Queries, and Online Inquiries
- Lesson 5: Voucher Processing Hands-On Practice



Lesson 1: Understanding Voucher Processing

In this lesson, you will learn about the following topics:

- Key Concepts
- Voucher Process



Key Concepts

Some key concepts in voucher processing include:

- In Cardinal, no vouchers are created for travel and expense transactions. The Cardinal Expenses module manages the processes for employee travel authorizations, cash advances for travel, and expense reporting.
- **Payment Offset Processing – Liens and Garnishments:** Payment offsets for items such as tax liens or garnishments are processed manually by the agency within Accounts Payable.
 - When a vendor is subject to this type of a payment offset, a LIEN location is created in the vendor record that includes a payment hold and the code **RR** to indicate that special review by the Voucher Processor - Maintenance is needed. This causes the vendor to appear on the Vendor with Payment Hold and Related Unpaid Vouchers report. This in turn alerts the Voucher Processor Maintenance to manually update the voucher payment data so that the appropriate tax lien or garnishment amount is deducted from the vendor payment and paid to the appropriate third party. An offline agency-specific system tracks lien and garnishment balances.
 - Once the offset has been applied, the Voucher Processor Maintenance role must change the vendor Location on the voucher to typically to the **Main** location (verify to be sure the **Main Location** is the correct one). This removes the payment from hold.



Key Concepts (continued)

- **Payment Offset Processing – Comptroller’s Debt Setoff (CDS):** A vendor may also be subject to payment offsets due to a Comptroller’s Debt Setoff (CDS) maintained by the Department of Taxation. This process is automated, and follows these steps:
 - When vouchers are selected for payment by the regular batch process, a process is also run that creates a file with voucher information that is sent to the Department of Taxation.
 - The Department of Taxation checks the file for any vendors subject to CDS. When it finds vendors subject to CDS, it populates the CDS offset amount and sends the file back to Cardinal.
 - When Cardinal receives the returned file, it updates each voucher by splitting the payment between the vendor and a dummy CDS vendor, “paying” the dummy CDS vendor the amount of the offset (as indicated in the data sent from Taxation). The payment to the dummy CDS vendor is coded as a MANUAL payment.
 - Cardinal processes the updated voucher as it does other vouchers. The vendor is paid any amount that remains after the offset is deducted. Since the offset payment is MANUAL, no actual payment is created by Cardinal. However, the payment is posted to the Cardinal database. DOA - General Accounting records the fund captured on the Department of Taxations books.
 - The Department of Taxation is responsible for maintaining offsets and paying the appropriate agencies.
 - Some types of payments, such as petty cash payments, are exempt from CDS and are excluded from this process.
 - Since CDS is an automated process, there are no steps Voucher Processors need to take. However, the CDS interface makes offsets visible in Cardinal voucher records, so Voucher Processors can respond to vendor inquiries.



Key Concepts (continued)

- **Centralized Vendor Database:** In Cardinal, all users share the same vendor database. Some Cardinal vendors may have multiple remit to addresses. Therefore it is important to select the appropriate remit to address for your voucher. For procurement vendors, eVA is the source of vendor information. Procurement vendor information must be updated in eVA. Limited non-eVA information, such as vendor banking information, can be updated in Cardinal.
- Documents related to a voucher, such as the vendor's invoice, can be scanned and attached to the voucher record for viewing online. This should be done as a regular part of voucher entry.
- The Petty cash voucher and Treasury (non-petty cash) voucher creation processes are the same in Cardinal; however, payment processing is handled differently.
- Vouchers are entered manually as needed to provide reimbursements to petty cash. Periodically, a report is run to identify the vouchers to reimburse, and a voucher is created to replenish the petty cash account(s) accordingly. The reimbursed petty cash voucher records are then updated to note the replenishment and the voucher ID that was used for the replenishment.



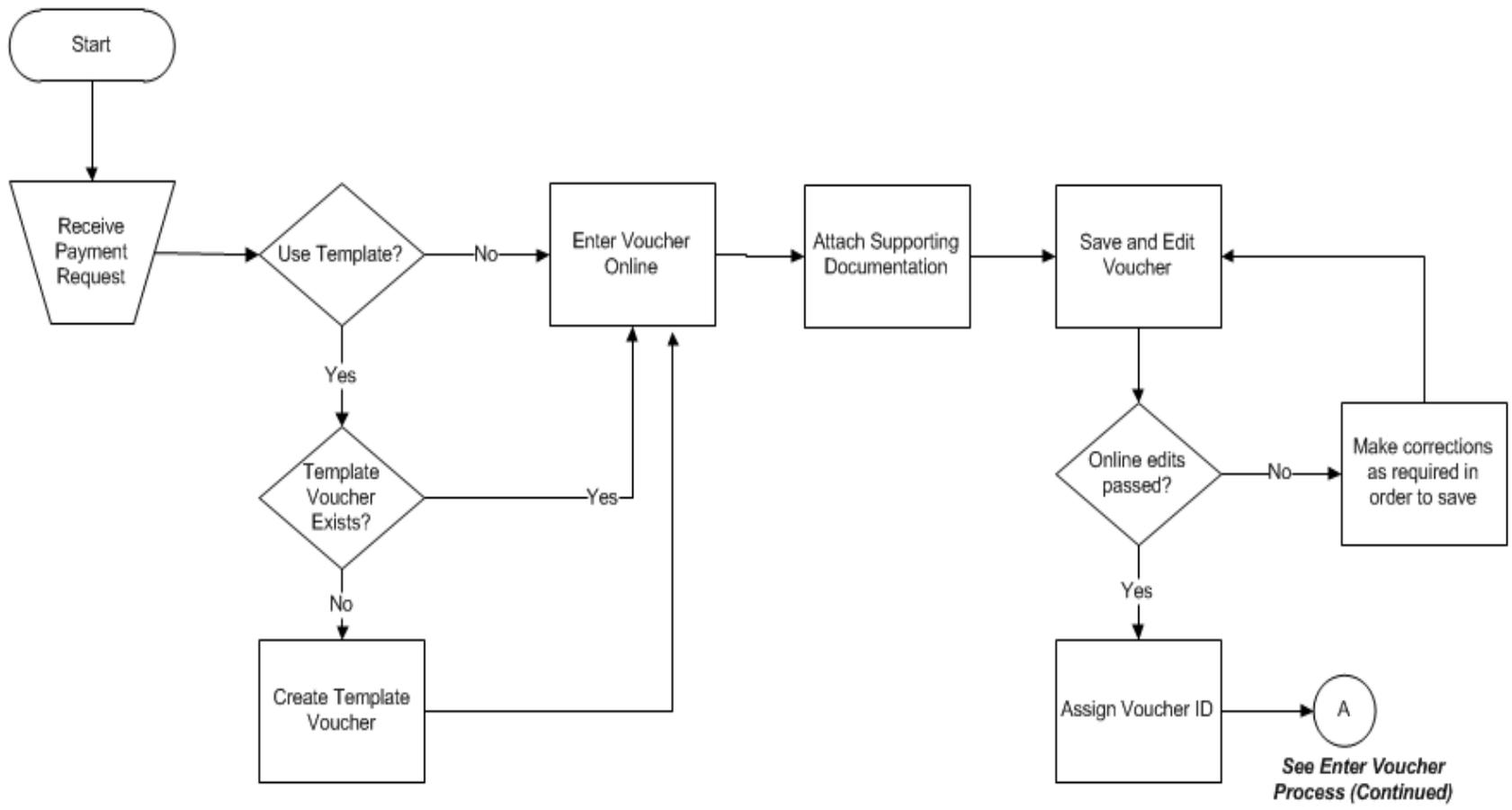
Voucher Processing Overview

Voucher processing involves the creation of vouchers either online in the Accounts Payable module or from imported data, and the subsequent error checking, budget checking, approval, and posting. Successfully processed vouchers are eligible for payment. Payments are generated by the Accounts Payable Payment process.

Voucher processing may also include non-routine processes such as adjustments, payment offsets, petty cash vouchers, petty cash reimbursements, voucher unposting and voucher deletion.

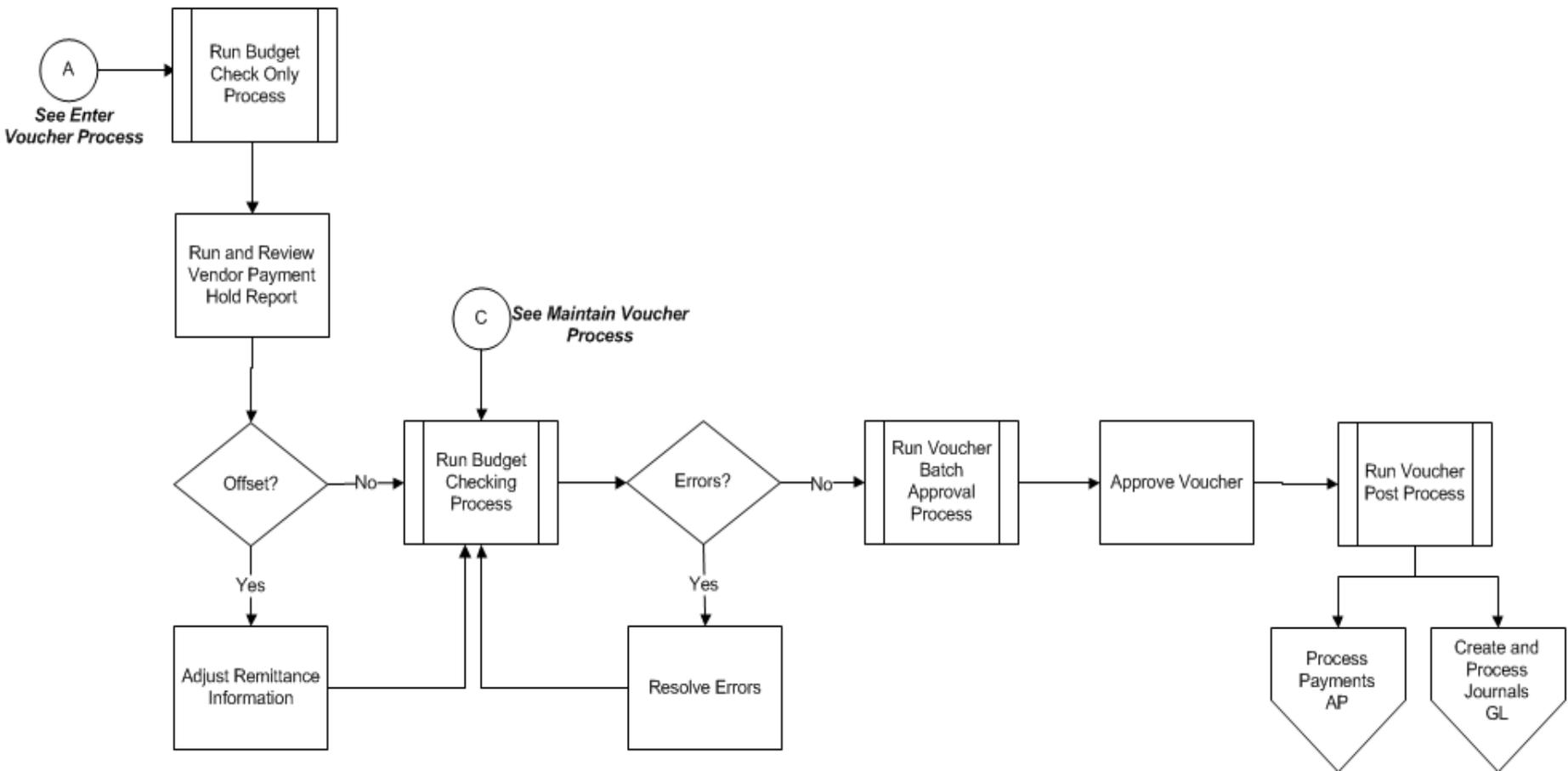


Enter Voucher Process





Enter Voucher Process (continued)





Lesson 1: Checkpoint

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

Answer the review questions below:

- 1) In Cardinal, all users share the same vendor database. (TRUE or FALSE)
- 2) Vouchers are created for travel and expense transactions in Cardinal. (TRUE or FALSE)



Lesson 1: Summary

In this lesson, you learned how to:

- Describe key voucher processing concepts
- Describe the overall voucher process
- Explain how voucher processing integrates with other Cardinal modules and interfaces with external systems



Lesson 2: Creating Vouchers

In this lesson, we will learn about the following topic:

- Creating a voucher



Voucher Add/Update Search Page

You can navigate to this page using the following path:

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

On the **Add a New Value** tab of the page that appears, enter the desired information, and then click the **Add** button. For vouchers, you may enter information about the vendor, the invoice amount, and the estimated number of lines on this page.

- A vendor must exist in the Cardinal vendor database before you can enter a voucher for them.
- Treasury vouchers are created using the agency's Treasury business unit while petty cash vouchers are created using the agency's petty cash business unit.

Voucher

Find an Existing Value | Add a New Value

Business Unit: 15100

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: XEROX CORP

Vendor ID: 0000003662

Vendor Location: MAIN

Address Sequence Number: 2

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

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



Invoice Information Page

The **Invoice Information** page for vouchers requires you to enter information directly into the following fields:

- Vendor information fields i.e., **Vendor ID**, **ShortName**, **Location** and **Address** if you did not enter them on the **Add/Update Search** page.
- **Goods and Services Receipt Date** field.
- **Customer Account Number**, if there is one. This information displays in the remit information on the payment of the voucher.
- **Invoice Lines** fields, including item numbers, quantity, UOM, unit price, etc.
- **Distribution Lines** fields, including Chartfield information.

The screenshot shows the 'Invoice Information' page in a software application. The page is divided into several sections:

- Business Unit:** 15100
- Invoice No.:** [Empty]
- Invoice Date:** 07/03/2012
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher
- Accounting Date:** [Empty]
- Invoice Receipt Date:** [Empty]
- Goods & Services Receipt Date:** [Empty]
- Vendor ID:** 0000003662
- ShortName:** XEROX CORP
- Location:** MAN
- Address:** 2
- XEROX Corp:** 200 Westgate Parkway, Ste 104, VA10000108, Richmond, VA 23233
- Invoice Receipt Date:** [Empty]
- Goods & Services Receipt Date:** [Empty]
- Control Group:** [Empty]
- Invoice Lines:** 0.00
- Currency:** USD
- Miscellaneous:** [Empty]
- Freight:** [Empty]
- Total:** 0.00
- Difference:** 0.00
- *Pay Terms:** 30
- Basis Date Type:** Prompt Payment
- Responsible Org:** 99999
- Customer Account #:** [Empty]
- ROW Acquisition ID:** [Empty]
- *Copy From Source Document:** PO Unit: [Empty], PO Number: [Empty], Copy From: None
- Invoice Lines:** Line: 1, Amount: [Empty], Ship To: COVA, SpeedChart: [Empty], Item: [Empty], Unit Price: [Empty], UOM: [Empty], Quantity: [Empty], Line Amount: 0.00, Description: [Empty]
- Multi-SpeedCharts:** [Empty]
- Distribution Lines:** [Table with columns: Line, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Program, Department, Cost Center]
- Buttons:** Save, Notify, Refresh, Add, Update/Display



Invoice Information Page

[Favorites](#) | [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

Invoice Information | [Payments](#) | [Voucher Attributes](#)

Business Unit: 15100 **Invoice No:** **Action:**
Voucher ID: NEXT **Invoice Date:** [B]
Voucher Style: Regular Voucher **Accounting Date:** 07/03/2012 [B]
 Final Voucher
 Do Not Send to CARS

Vendor ID: 0000003662 XEROX Corp **Invoice Receipt Date:** [B] [Session Defaults](#)
ShortName: XEROX CORP 200 Westgate Parkway **Goods & Services Receipt Date:** [B] [Attachments \(0\)](#)
Location: MAIN Ste 104 [Comments\(0\)](#)
***Address:** 2 VA10000108 [Advanced Vendor Search](#)
 Richmond, VA 23233

Control Group: ***Pay Terms:** 30 Net 30 [Calc Basis Date](#)
Invoice Lines: 0.00 **Basis Date Type:** Prompt Payment
***Currency:** USD **Responsible Org:** 99999 [Non Merchandise Summary](#)
Miscellaneous: **Customer Account #:**
Freight: **ROW Acquisition ID:**

Total: 0.00
Difference: 0.00

Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines Find | View All | First | 1 of 1 | Last

Line: 1 **Item:** **UOM:**
***Distribute by:** Amount **Unit Price:** **Quantity:**
Ship To: COVA **Line Amount:** 0.00
SpeedChart: **Description:** One Asset

[Multi-SpeedCharts](#)

Distribution Lines Customize | Find | View All | 1 of 1 | Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center
				<input type="checkbox"/>	1	0.00		15100					

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#)



Address and Location Entry

When you enter a voucher, check the **Address** value to make sure it is the one you want to use and change it if it is not.

The **Location** defaults and should not be changed. If a LIEN location appears on the voucher, do not change the **Address**. This voucher is automatically put on hold if it has a lien location. The Special Voucher Processor or the Voucher Processor Maintenance role can review the Vouchers on Hold report, and then update Cardinal to process the correct amounts.

The screenshot shows the 'Add/Update' screen for a 'Regular Entry' voucher. The interface includes a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. There are tabs for 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Invoice Information' tab is active, displaying fields for Business Unit (15100), Invoice No (11-1256), Voucher ID (NEXT), Invoice Date (07/02/2012), Voucher Style (Regular Voucher), and Accounting Date (07/02/2012). A 'Run' button is visible. The 'Vendor ID' field (0000003662) is highlighted with a red box, showing details for XEROX Corp: 200 Westgate Parkway, Ste 104, VA10000108, Richmond, VA 23233. Other fields include Invoice Receipt Date (07/03/2012), Goods & Services Receipt Date (06/27/2012), Control Group, Invoice Lines (0.00), *Currency (USD), Miscellaneous, Freight, Total (500.00), Difference (0.00), *Pay Terms (30), Basis Date Type (Prompt Payment), Responsible Org (99999), Customer Account # (1231234), and ROW Acquisition ID. A 'Print Invoice' button is present. At the bottom, there is a 'Copy From Source Document' section with fields for PO Unit, PO Number, and Copy From (None), along with a 'Copy PO' button and a 'Go' link.



Invoice Information Tab

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Information New Window Help Customize Page http

Invoice Information Payments Voucher Attributes

Business Unit: 15100 Invoice No: 11-1256 Action:
 Voucher ID: NEXT Invoice Date: 07/02/2012
 Voucher Style: Regular Voucher Accounting Date: 07/02/2012
 Final Voucher Do Not Send to CARS
 Run

Vendor ID: 0000003662 XEROX Corp
 ShortName: XEROX CORP 200 Westgate Parkway
 Location: MAIN Ste 104
 *Address: 2 VA10000108 Richmond, VA 23233

Invoice Receipt Date: 07/03/2012
 Goods & Services Receipt Date: 06/27/2012
[Session Defaults](#)
[Attachments \(0\)](#)
[Comments\(0\)](#)

[Advanced Vendor Search](#)

Control Group: *Pay Terms: 30 Net 30
 Invoice Lines: 0.00 Basis Date Type: Prompt Payment
 *Currency: USD Responsible Org: 99999
 Miscellaneous: Customer Account #: 1231234
 Freight: ROW Acquisition ID:
 Total: 500.00
 Difference: 0.00
 Calculate

[Calc Basis Date](#)
[Non Merchandise Summary](#)
 Print Invoice

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None
 Go
 Copy PO



SpeedChart Keys

SpeedChart keys are predefined templates that simplify the entry of values on distribution lines.

- Specifying a SpeedChart key in the **SpeedChart** field creates automatic accounting entries in some **Distribution Lines** fields as defined in the SpeedChart key and reduces the number of fields you must enter manually. If you do not specify a SpeedChart, then you must complete all of the required fields manually.
- In Cardinal, the SpeedChart keys identify either Cost Centers or a Department. If you select a SpeedChart key for a Department, for example, then the automatic accounting entries are consistent with that Department.

The screenshot displays the 'Invoice Lines' form in the Cardinal software. The 'SpeedChart' field is highlighted with a red box and contains the value '91100'. Below it, the 'Distribution Lines' table is also highlighted with a red box. The table has the following data:

GL Chart	Exchange Rate	Statistics	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center
				1	500.00	1.0000	15100	5012120	01000	799001	91100	

At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A navigation bar at the very bottom contains links for 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'.



Saving a Voucher

After you complete all entries for the voucher, you can save the voucher. When you save the voucher, Cardinal:

- Performs some edit checking. In some cases, errors may prevent the voucher from saving (such as a missing required field). In other cases, the voucher saves, but the errors are reported; for example, if the amount in the header and the sum of the lines is out of balance.
- Assigns the voucher a **Voucher ID**.

Saved and error-free vouchers then undergo these processes:

- Budget checking by a batch process performed periodically during the business day and at night
- Submission for approval by batch process periodically during the business day and at night
- Approval by the designated approver(s)



Saving a Voucher (continued)

Because batch processes occur periodically during the business day, **you should check for errors throughout the day.**

The vouchers are then eligible for payment processing by their specified due dates.

Note: Users who create vouchers can run Budget Check Only manually from the **Invoice Information** page. The Budget Check Only process validates the current budget against ChartField values entered on the voucher distribution. The process does not affect commitment control, including updating expenditures (the batch budget check process does this).



Payments Page

The **Payments** page displays information about how the voucher will be paid. For most routine vouchers, data defaults into the page from the vendor record and/or the **Invoice Information** page and does not need to be changed.

The **Payment Information** section, which includes the **Payment Options** and **Schedule Payments** sections, includes all information needed to generate one payment against the voucher.

- A payment offset (for a lien or garnishment, for example) can be created on a voucher by clicking the **Add Row** button at the top of the **Payment Information** section to create additional row(s) for the offset payments. See the "Perform Payment Offset" topic in Lesson 3 of this course.
- If a check needs to be returned to the agency for special handling, change the **Handling** field to **AT** (attachment) and verify the **Method** field is **Check**. If not, change it.

The screenshot shows the 'Payments' page in a software application. The page is divided into several sections:

- Summary:** Displays voucher details such as Business Unit (15100), Voucher ID (00000047), Invoice No. (11-1256), Invoice Date (07/02/2012), Voucher Style (Regular Voucher), Total Amount (200.00), and Vendor Name (XEROX Corp).
- Payment Information:** This section is highlighted with a red border. It includes fields for Payment (1), Remit to (0000003662), Location (MAIN), Address (XEROX Corp, PO BOX 827598, VA10000108, EVAAD11192, PHILADELPHIA, PA 19182-7598), Gross Amount (200.00 USD), Discount (0.00 USD), Scheduled Due (10/20/2012), Net Due (10/20/2012), and Accounting Date.
- Payment Options:** This section has the 'EFT' method and 'Regular' handling selected, both highlighted with red boxes. Other fields include Bank (1100), Account (TR01), Pay Group (Vendor Bank), Netting (Not Applicable), and Hold Reason.
- Schedule Payment:** This section has 'Schedule Payment' selected for the Action and a Payment Date field.

At the bottom of the page, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. The page also includes a breadcrumb trail: Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary.



Payments Page (continued)

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit:	15100	Invoice No:	11-1256	Action:	
Voucher ID:	0000047	Invoice Date:	07/02/2012		
Voucher Style:	Regular Voucher				Run
Total Amount:	200.00				Schedule Payments
Vendor Name:	XEROX Corp	*Pay Terms:	30 Net 30		

Payment Information Find | View All | First | 1 of 1 | Last

Payment:	1				
*Remit to:	000003662	Gross Amount:	200.00 USD	Payment Inquiry	
Location:	MAIN	Discount:	0.00 USD	Express Payment	
*Address:	3	Scheduled Due:	10/20/2012	Payment Comments(0)	
XEROX Corp		Net Due:	10/20/2012	Holiday/Currency	
PO BOX 827598		Discount Due:			
VA1000108		Accounting Date:			
EVAAD11192					
PHILADELPHIA, PA 19182-7598					

Payment Options

*Bank:	1100	Pay Group:		Vendor Bank	
*Account:	TR01	*Handling:	Regular	Messages	
*Method:	EFT	*Netting:	Not Applicable	Layout	
L/C ID:		Hold Reason:		<input type="checkbox"/> Hold Payment	
Message:	Remittance			<input type="checkbox"/> Separate Payment	
Message will appear on remittance advice.					

Schedule Payment

*Action:	Schedule Payment	Payment Date:			
Pay:		Reference:			

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary



Payments Page (continued)

- Click the **Payment Comments** hyperlink to enter comments associated with the payment. These comments are for internal use and **do not** appear on the payment advice.
- If the **Hold Payment** checkbox is checked, there is a hold on this payment. This checkbox can be modified by users with corresponding security roles.
- Enter a short and concise payment message in the **Message** text field. This field populates the remittance advice on the payments. Do not leave this field blank. If the Message field is left blank, it populates with **Remittance** when saved and this is not helpful to the vendor.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Payment Information Find | View All | First | 1 of 1 | Last

Payment:	1	Gross Amount:	500.00	USD	Payment Inquiry Express Payment Payment Comments(0) Holiday/Currency
*Remit to:	0000003662	Discount:	0.00	USD	
Location:	MAIN	Scheduled Due:	08/02/2012		
*Address:	3	Net Due:	08/02/2012		
XEROX Corp PO BOX 827598 VA10000108 EVAAD11192 PHILADELPHIA, PA 19182-7598		Discount Due:			
		Accounting Date:			

Payment Options

*Bank:	1100	Pay Group:		Vendor Bank
*Account:	TR01	*Handling:	Regular	Messages
*Method:	EFT EFT	*Netting:	Not Applicable	Layout
L/C ID:		Hold Reason:		<input type="checkbox"/> Hold Payment
Message: Remittance				<input type="checkbox"/> Separate Payment

Message will appear on remittance advice.



Payments Page (continued)

- Cardinal Accounts Payable normally combines all of a vendor's vouchers that are due on the same date for the same business unit into a single payment. There is no limit to the number of vouchers that can be combined into a single payment. Selecting the **Separate Payment** checkbox prevents a voucher from being combined with others. Cardinal generates a separate payment for the single voucher which is then transmitted to Treasury to complete the payment. This checkbox can be modified by users with corresponding security roles.
- The **Scheduled Due** field displays the date that the payment will be processed. When you initially save the voucher, Cardinal calculates this date automatically based on the **Pay Terms, Basis Date Type**, as well as the invoice and receipt dates on the **Invoice Information** page. You can also calculate the date by clicking the **Schedule Payments** button.

Payment Information

Payment: 1

*Remit to: 0000003662 Gross Amount: 500.00 USD

Location: MAIN Discount: 0.00 USD

*Address: 3

XEROX Corp Scheduled Due: 08/02/2012

PO BOX 827598 Net Due: 08/02/2012

VA10000108 Discount Due:

EVAAD11192 Accounting Date:

PHILADELPHIA, PA 19182-7598

Payment Options

*Bank: 1100 Pay Group: Vendor Bank

*Account: TR01 *Handling: Regular

*Method: EFT EFT *Netting: Not Applicable

L/C ID: Hold Reason:

Message: Remittance

Message will appear on remittance advice.

Schedule Payment

*Action: Schedule Payment Payment Date:

Pay: Reference:

Save Notify Refresh Add Update/Display



Payment Information

Payment Information Find | View All First 1 of 1 Last

Payment: 1 + -

*Remit to: 0000003662	Gross Amount: 500.00 USD	Payment Inquiry Express Payment Payment Comments(0) Holiday/Currency
Location: MAIN	Discount: 0.00 USD	
*Address: 3	Scheduled Due: 08/02/2012	
XEROX Corp PO BOX 827598 VA10000108 EVAAD11192 PHILADELPHIA, PA 19182-7598	Net Due: 08/02/2012	
	Discount Due:	
	Accounting Date:	

Payment Options

*Bank: 1100	Pay Group:	Vendor Bank
*Account: TR01	*Handling: Regular	Messages
*Method: EFT EFT	*Netting: Not Applicable	Layout
L/C ID:	Hold Reason:	<input type="checkbox"/> Hold Payment
Message: Remittance		<input type="checkbox"/> Separate Payment

Message will appear on remittance advice.

Schedule Payment

*Action: Schedule Payment	Payment Date:
Pay:	Reference:

Save Notify Refresh Add Update/Display



Payment Date

A payment date can be entered directly in the **Scheduled Due** field by users with the corresponding security roles. You can also update a payment date by changing the value of a field used to calculate it, such as **Pay Terms**. The date is recalculated when you save or when you click the **Schedule Payments** button.

Navigation: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Buttons: Related Information, New Window, Help, Customize Page, http

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit:	15100	Invoice No:	<input type="text" value="11-12364"/>	Action:	<input type="text"/>
Voucher ID:	00000048	Invoice Date:	<input type="text" value="07/02/2012"/>	<input type="button" value="Run"/>	
Voucher Style:	Regular Voucher				
Total Amount:	500.00				
Vendor Name:	XEROX Corp	*Pay Terms:	<input type="text" value="30"/>	<input type="button" value="Schedule Payments"/>	Net 30



Petty Cash Vouchers

Petty cash vouchers are regular vouchers created using the agency's petty cash business unit. Petty cash payments do not follow the same payment creation process as Treasury voucher payments. Instead, a manual payment is recorded in the **Schedule Payment** section. See the Petty Cash Reimbursements job aid.

Payment Options			
*Bank:	<input type="text" value="1100"/>	Pay Group:	<input type="text"/>
*Account:	<input type="text" value="TR01"/>	*Handling:	<input type="text" value="Regular"/>
*Method:	<input type="text" value="EFT"/> EFT	*Netting:	<input type="text" value="Not Applicable"/>
L/C ID:	<input type="text"/>	Hold Reason:	<input type="text"/>
Message:	<input type="text" value="Remittance"/>		
Message will appear on remittance advice.			
Messages			
Layout			
<input type="checkbox"/> Hold Payment			
<input type="checkbox"/> Separate Payment			
Schedule Payment			
*Action:	<input type="text" value="Schedule Payment"/>	Payment Date:	<input type="text"/>
Pay:	<input type="text"/>	Reference:	<input type="text"/>



Other Voucher Pages

After you save the voucher, the following additional tabs appear:

- Summary
- Related Documents
- Error Summary

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Information New Window

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit:	15100	Invoice No:	11-12364
Voucher ID:	00000048	Invoice Date:	07/02/2012
Voucher Style:	Regular Voucher		



Summary Page

This page provides a brief summary of the voucher and its status. It includes basic information about the voucher that you just entered, such as the vendor and the amount.

The Summary page displays several different status fields:

- **Entry Status** provides the current status of entry, either **Postable** or **Recycle**.
- **Match Status** is not used.
- **Approval Status** indicates whether the voucher is approved or not.
- **Post Status** indicates whether the voucher was posted.
- **Budget Status** indicates the budget checking status of the voucher.

The fields in the lower right of the page display information about who created and last modified the voucher.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit:	15100	Invoice Date:	07/26/2012
Voucher ID:	00000073	Invoice No.:	1568921
Voucher Style:	Regular	Invoice Total:	85.76 USD
Contract ID:		Pay Terms:	Net 30
Vendor Name:	Xerox Corporation 1654 Solutions Center Chicago, IL 60677	Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Created:	07/30/2012
Approval Status:	Pending Preview Approval	Created By:	Creator, Cassie
Post Status:	Unposted	Modified:	07/30/2012
Budget Status:	Not Chk'd	Modified By:	Creator, Cassie
Budget Misc Status:	Valid	ERS Type:	Not Applicable
		Close Status:	Open

*View Related

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



Summary Page (continued)

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit:	15100	Invoice Date:	07/26/2012
Voucher ID:	00000073	Invoice No:	1568921
Voucher Style:	Regular	Invoice Total:	85.76 USD
Contract ID:			
Vendor Name:	Xerox Corporation 1654 Solutions Center Chicago, IL 60677	Pay Terms:	Net 30
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Created:	07/30/2012
Approval Status:	Pending	Created By:	Creator, Cassie
Post Status:	Unposted	Modified:	07/30/2012
		Modified By:	Creator, Cassie
		ERS Type:	Not Applicable
		Close Status:	Open
Budget Status:	Not Chk'd		
Budget Misc Status:	Valid		

*View Related [Go](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



Related Documents Page

The **Related Documents** page summarizes other records related to the voucher, including the payment.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Information | New Window | Help | Customize Page | http

Summary | **Related Documents** | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: 15100 Invoice No: 11-12364 Action:

Voucher ID: 00000048 Invoice Date: 07/02/2012

Voucher Style: Regular Voucher

Vendor ID: 0000003662

Payment Details Customize | Find | View All | First 1 of 1 Last

Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment C
Not Selected for Payment	08/02/2012		STATE	0000003662		3 EFT	500.00		USD

Save | Notify | Refresh Add | Update/Display

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



Voucher Attributes Page

The page displays additional information about the voucher, mostly related to processing, such as approval requirements. This page is available before saving the voucher, and is updated after save and during processing of the voucher.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Information | New Window | Help | Customize Page

Summary | Related Documents | Invoice Information | Payments | **Voucher Attributes** | Error Summary

Business Unit:	15100	Invoice No:	11-12364	Action:	
Voucher ID:	00000048	Invoice Date:	07/02/2012		
Voucher Style:	Regular Voucher				
Total:	500.00				<input type="button" value="Run"/>

Voucher Processing

<input checked="" type="checkbox"/> Post Voucher	Packing Slip:		<input type="checkbox"/> Close Voucher
<input checked="" type="checkbox"/> Revalue Voucher			<input type="checkbox"/> Delete Voucher

Accounting Instructions

Account At:	Gross	*Template:	STANDARD
-------------	-------	------------	----------

Match Action

Match Due Date:		*Status:	Not Applicable	<input type="checkbox"/> Pay UnMatched
-----------------	--	----------	----------------	--

Transaction Currency

*Source:	Tables	Rate Type:	CRRNT
*Currency:	USD	Exchange Rate:	1.00000000

Tax Group	Workflow Approval		
Tax Group:	*Approval:	Approval Framework	<input type="button" value="Submit For Approval"/>
Tax Pymnt Type:			Preview Approval

Letter of Credit

L/C ID:	
---------	--

Self Billing Invoice

*SBI:	Individual Voucher (Auto-Num)
SBI Number:	

Prepayment

Prepaid Ref:		<input type="checkbox"/> Automatically Apply Prepayment	<input type="checkbox"/> Postpone Wthd
--------------	--	---	--

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



Voucher Attributes Page (continued)

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Information | New Window | Help | Customize Page

Summary | Related Documents | Invoice Information | Payments | **Voucher Attributes** | Error Summary

Business Unit:	15100	Invoice No:	11-12364	Action:	
Voucher ID:	00000048	Invoice Date:	07/02/2012		
Voucher Style:	Regular Voucher				
Total:	500.00				

Voucher Processing

<input checked="" type="checkbox"/> Post Voucher	Packing Slip:		<input type="checkbox"/> Close Voucher
<input checked="" type="checkbox"/> Revalue Voucher			<input type="checkbox"/> Delete Voucher

Accounting Instructions

Account At:	Gross	*Template:	STANDARD
-------------	-------	------------	----------

Match Action

Match Due Date:		*Status:	Not Applicable	<input type="checkbox"/> Pay UnMatched
-----------------	--	----------	----------------	--

Transaction Currency

*Source:	Tables	Rate Type:	CRRNT
*Currency:	USD	Exchange Rate:	1.00000000

Tax Group	Workflow Approval			
Tax Group:		*Approval:	Approval Framework	Submit For Approval
Tax Pymnt Type:				Preview Approval

Letter of Credit

L/C ID:	
---------	--

Self Billing Invoice

*SBI:	Individual Voucher (Auto-Num)
SBI Number:	

Prepayment

Prepaid Ref:		<input type="checkbox"/> Automatically Apply Prepayment	<input type="checkbox"/> Postpone Wthd
--------------	--	---	--

Save | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary



Error Summary Page

This page displays any errors that the save process detected, but that did not prevent the voucher from saving, i.e., Combination Edit errors. Corrections cannot be made on this page, but can be made at the source.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Information | New Window

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | **Error Summary**

Business Unit:	15100	Invoice Number:	11-12364
Voucher ID:	00000048	Invoice Date:	07/02/2012
Style:	Regular	Total:	500.00 USD

This Voucher does not have any errors.

Save | Notify | Refresh | Add | Update/Display

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



Lesson 2: Summary

In this lesson, you learned:

- Vouchers are entered directly in Cardinal based on the invoice received.



Lesson 3: Managing and Processing Vouchers

In this lesson, you will learn about the following topics:

- Voucher Management Tasks
- Voucher processing steps
- Creating payment offsets
- Creating and processing petty cash reimbursement vouchers
- Updating voucher payment information
- Reviewing and correcting voucher processing errors
- Entering adjustment vouchers
- Describing the purpose of template vouchers
- Deleting and unposting vouchers
- Mass maintenance processing



Voucher Management Overview

Voucher Management applies to the entire voucher process - from entry to submission for payment. This lesson addresses the additional tasks and processes that occur after the voucher is created.



Voucher Management Tasks

The tasks and processes detailed in this lesson include:

- **Budget Checking:** A batch process to ensure that voucher amounts are within budget for their accounting distributions.
- **Voucher Approval:** A task performed by individual(s) with the appropriate authority to approve the payment of a voucher.
- **Voucher Posting:** The batch processes that post voucher accounting entries.
- **Payment Offsets:** Splitting a voucher to pay a designated portion to a third party.
- **Petty Cash Reimbursement Vouchers:** Vouchers to replenish petty cash accounts for expenditures made from them.
- **Updating Voucher Payment Information:** Changing the payment-related default information on a voucher.



Voucher Management Tasks (continued)

- **Voucher Error Correction:** Reviewing and correcting errors that occur during data entry or other voucher batch processes.
- **Adjustment Vouchers:** Vouchers used to adjust existing posted vouchers.
- **Template Vouchers:** Vouchers used as models for voucher entry.
- **Review Voucher Approval Status:** Checking the approval status of a particular voucher or for a particular approver.
- **Voucher Deletion:** Deleting denied vouchers or other unprocessed vouchers when necessary.
- **Voucher Unposting:** Unposting unpaid vouchers.
- **Voucher Mass Maintenance:** Updating selected fields in multiple selected vouchers in a single process.

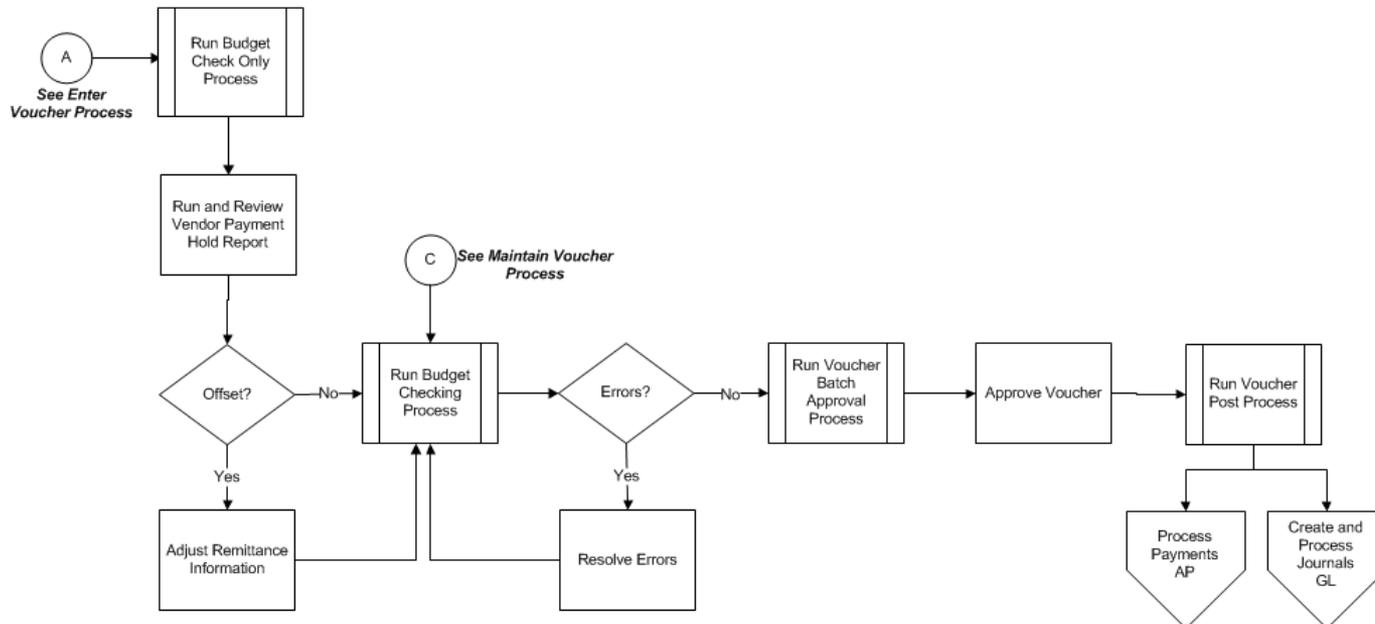


Budget Checking Overview

Budget checking is a batch process that checks each voucher against the budget established for its accounting distribution(s) to ensure that the voucher amount does not exceed the budget.

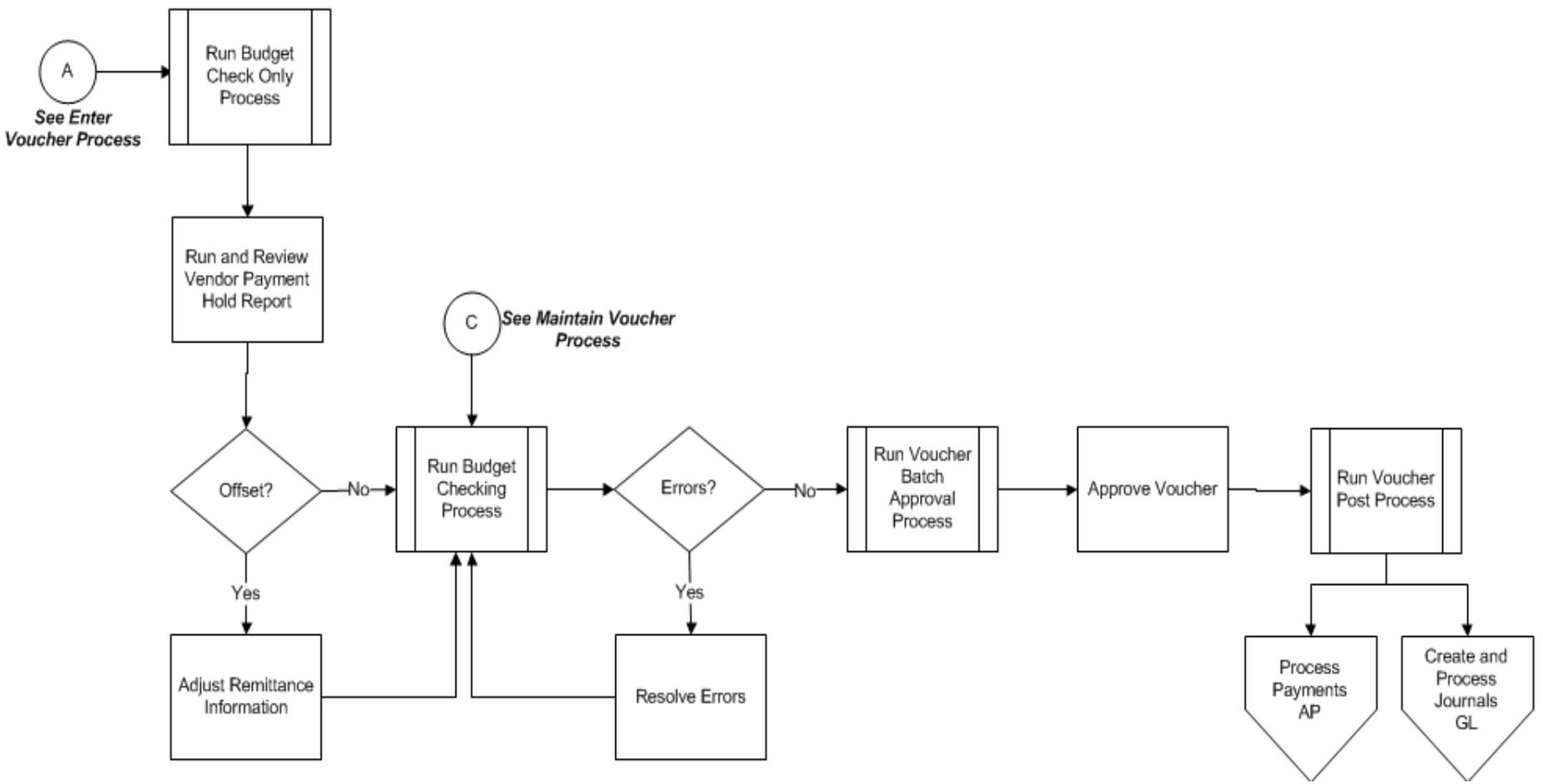
This process uses the Commitment Control module in the General Ledger functional area to access the available amounts in the budget ledger ChartFields.

When a voucher passes budget checking Commitment Control reduces the available budget by the amount of the voucher and there are funds remaining unless the voucher used all remaining funds. The voucher's **Budget Status** is then marked as **Valid**.





Budget Check Process





Budget Check Only Process

You can perform a preliminary budget check on a single voucher using the Budget Check Only process. This is an online process that checks one voucher against the current available budget amounts. You can run this process from the **Action** drop-down list on the **Invoice Information** page.

The preliminary Budget Check Only process provides only a spot check of the budget. It is **not** a substitute for batch budget checking because it does not update the budget ledgers with the voucher amount or update the voucher's budget status.

It is possible for a voucher to pass the preliminary Budget Check Only process and later fail batch budget checking – for example, if another voucher using the same accounting entries is processed first and exhausts the available budget.

The screenshot shows a web application interface for managing vouchers. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The 'Invoice Information' tab is active. The form contains the following fields:

Business Unit:	15100	Invoice No:	11-12364	Action:	Budget Pre-Check	
Voucher ID:	00000048	Invoice Date:	07/02/2012	<input type="checkbox"/> Final Voucher	<input type="checkbox"/> Do Not Send to CARS	
Voucher Style:	Regular Voucher	Accounting Date:	07/02/2012	Invoice Receipt Date:	07/03/2012	
Vendor ID:	0000003662	XEROX Corp	Invoice Receipt Date:	07/03/2012	Goods & Services Receipt Date:	06/25/2012
ShortName:	XEROX CORP	200 Westgate Parkway	Session Defaults	Attachments (0)	Comments(0)	
Location:	MAIN	Ste 104	Preview Approval			
*Address:	2	VA10000108				



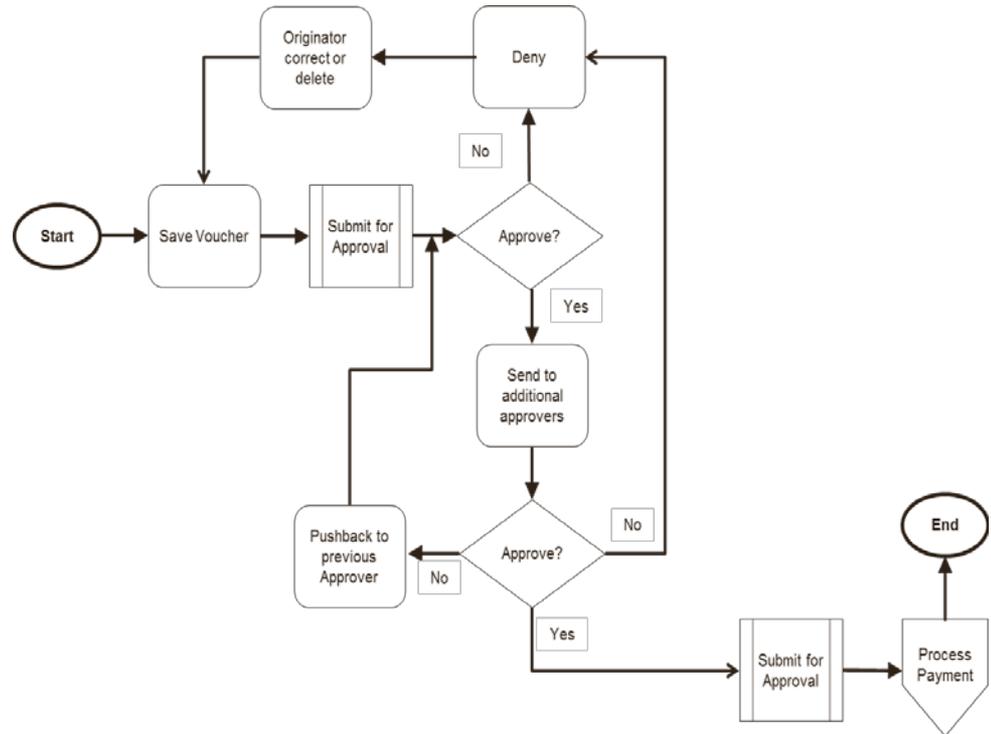
Approval Processes Overview and Workflow

Approval Processes Overview

All Cardinal vouchers must be approved. The Voucher Processor and the approver must be different people. A voucher cannot enter the approval process until it is free of errors and has passed budget checking.

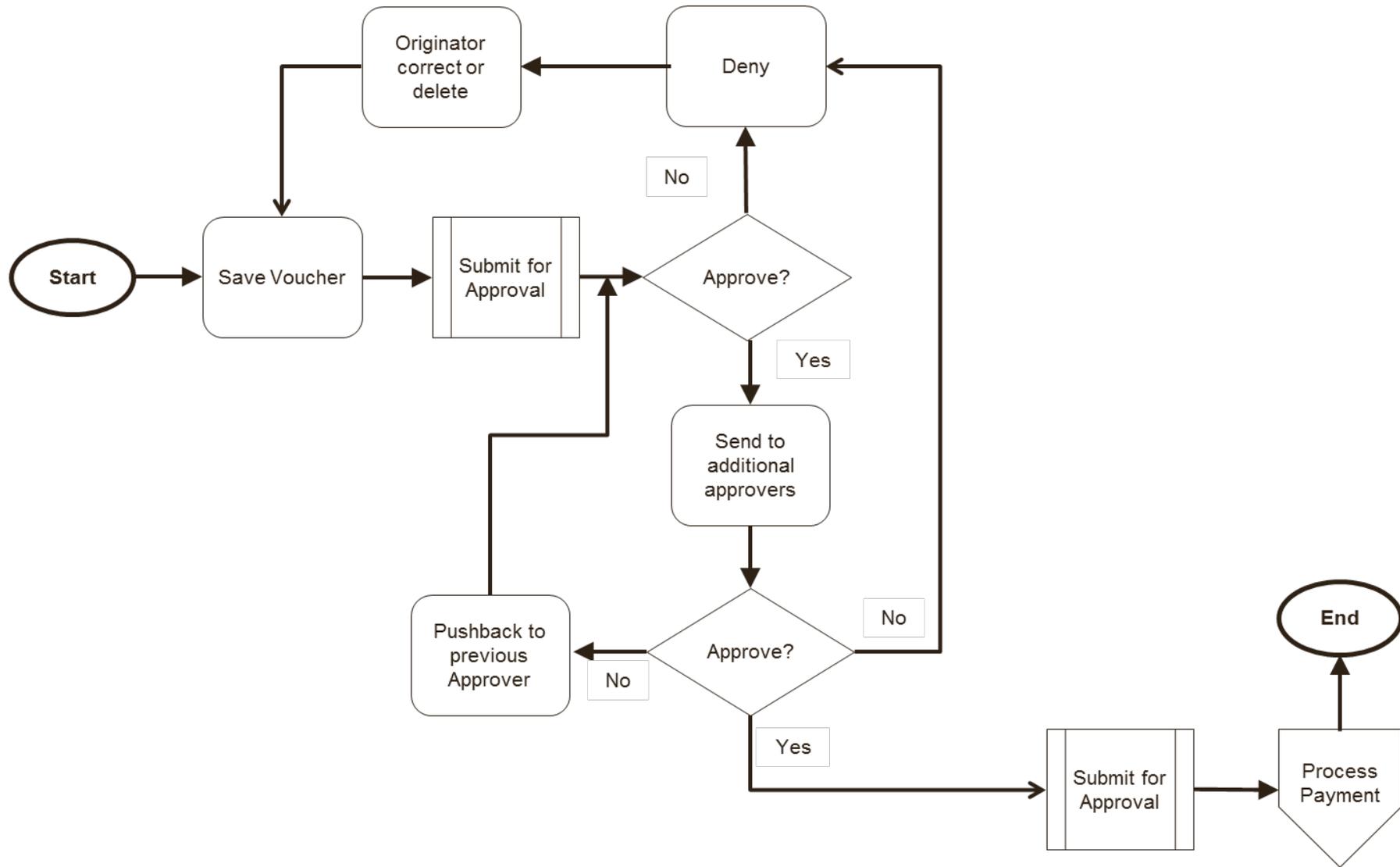
Approval Workflow

Once vouchers pass budget checking, they enter the approval workflow process. This process uses Cardinal Workflow to route vouchers to the designated approvers' worklist(s). Depending on factors such as the voucher ChartFields and business unit, there may be one or more designated approvers.





Voucher Approval Process





Approval Workflow (continued)

Each approver reviews the voucher and has these options after the review:

- **Approve:** Cardinal forwards the voucher to the next approver, if any, or makes it available for processing and payment.
- **Deny:** An approver who denies a voucher must enter comments to explain the denial. When a voucher is denied, it is sent back to the originator to correct or delete. If the originator corrects the voucher, it is re-routed through the workflow. If there are any changes to ChartFields, Cardinal performs budget checking on the voucher again, and if it passes, places it in workflow once again.
- **Push Back:** Cardinal returns the voucher to the previous step in the approval process for re-evaluation.

The number of approvers required for a voucher depends on chartfield values. Cardinal determines the workflow path automatically, and routes each voucher appropriately. Each approver has the options detailed on the previous page, and all designated approvers must approve the voucher before it can be processed and paid.



Voucher Posting Overview

Once a voucher is approved, it is ready for posting - the last step in the voucher process before payment.

Voucher posting is a regularly scheduled batch process. This process creates entries in the Accounts Payable voucher accounting line table that is used by General Ledger to create journals.



Voucher Posting Status

You can review a voucher's posting status on the **Summary** page in the **Post Status** field. A posted voucher has a status of **Posted**.

Note that even when a voucher is posted, its **Entry Status** remains as **Postable**.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update

Summary | Related Documents | Invoice Information | Payments

Business Unit:	15100
Voucher ID:	00000042
Voucher Style:	Regular
Contract ID:	
Vendor Name:	XEROX Corp 200 Westgate Parkway Richmond, VA 23233
Entry Status:	Postable
Match Status:	No Match
Approval Status:	Approved Approval History
Post Status:	Posted



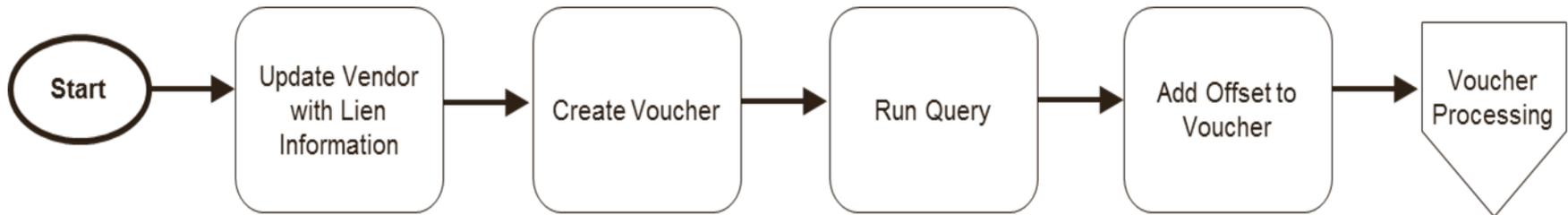
Payment Offset Processing Overview

Payment offset processing refers to situations where a vendor is subject to a lien, garnishment, similar circumstances, or where a Comptroller's Debt Setoff (CDS) exists for the vendor. In both cases, payment to the vendor is split between the vendor and a third party.

Remember that lien/garnishment offsets are processed by Accounts Payable, while CDS offsets are processed by the Department of Taxation. In this course, we will focus on processing payment offsets for liens and garnishments, since they are an Accounts Payable responsibility.

Payment offset processing is done by the Special Voucher Processor or Voucher Processor Maintenance.

The diagram on this page provides an overview of the payment offset process for liens and garnishments.





Performing Payment Offset Processing

Payments to a vendor that require payment offsets are flagged for special processing, because each payment must be split. This requires manual intervention.

To prevent a payment from being processed automatically, the vendor location must be flagged for payment hold. Once this is done, all vouchers created for that location will not pay unless the location is changed or the vendor is taken off hold.

Favorites Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Payables Options

SetID:	STATE	Location:	LIEN
Vendor ID:	0000000023	Description:	Internal Offset
Short Vendor Name:	VXI CORP VXI CORP-001		
Name:	VXI Corp	<input type="button" value="Expand All"/>	<input type="button" value="Collapse All"/>

Invoicing

Vendor:	0000000023	VXI Corp
Address:	<input type="text" value="1"/>	Search
		1 Front Street Rollinsford, NH 03869
Location:	LIEN	Internal Offset

Remitting

*Vendor:	<input type="text" value="0000000023"/>	Search	VXI Corp
*Address:	<input type="text" value="1"/>	Search	1 Front Street Rollinsford, NH 03869
*Location:	<input type="text" value="LIEN"/>	Search	Internal Offset

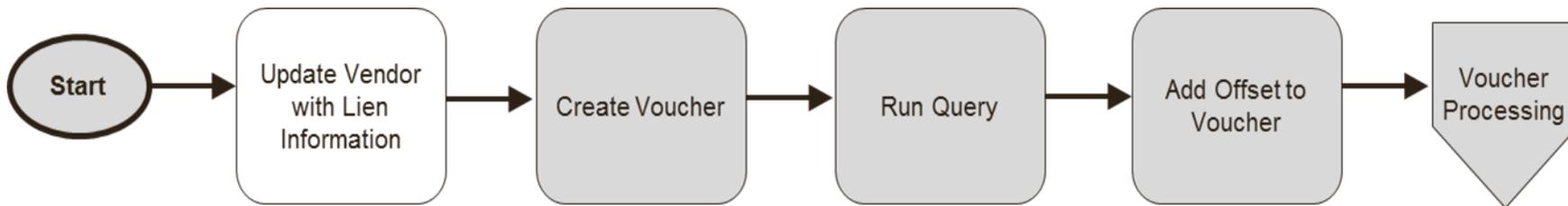
Additional Payables Options

Payment Control	Bank
Pay Group: <input type="text"/>	*Bank Options: Default from Higher Level
*Delay Days: Default from BU	Bank: <input type="text"/>
Discount: <input type="text" value="0"/>	Account: <input type="text"/>
Net: <input type="text" value="0"/>	Currency: <input type="text"/>
<input checked="" type="checkbox"/> Hold Payment	Rate Type:
<input type="checkbox"/> Always take discount	
<input type="checkbox"/> Factoring	
<input type="checkbox"/> Complex Routing	
<input type="checkbox"/> Separate Payment	
<input type="checkbox"/> Apply Netting	



Set Up Payment Hold

To place a payment hold on a vendor requiring an offset, the Vendor Maintenance Specialist creates a special **Location**, called a **Lien**, as the default Location in the vendor record. This Location is associated with a payment hold. This Location is also set up with a **Handling** code of **Review**. These settings prevent payment from being processed, and flag related vouchers for manual intervention.





Run Vendor with Payment Hold and Related Unpaid Vouchers Query

When processing vouchers for payment offsets, the first step is to run the Vendor With Payment Hold and Related Unpaid Vouchers query. This query lists vendors that are set up with payment holds, and all unpaid vouchers for each vendor.

This query provides information about the vouchers that you need to review manually. You may find the lien is agency-specific and does not require your agency to execute a lien. You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VNDR_PYMNT_HOLD

V_AP_VNDR_PYMNT_HOLD - Vendor Payment Hold Report

SetID:

Business Unit:

Vendor ID (% for All):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-5 of 5 Last

	SetID	Business Unit	Vendor ID	Vendor Name	Vendor Location	Description	Payment Handling Code	Voucher ID	Scheduled Due Date	Entered Date	Days on Hold	Comments
1	STATE	15100	0000000023	VXI Corp	LIEN	Internal Offset	RR	00000045	07/02/2012	07/02/2012	8	
2	STATE	15100	0000000023	VXI Corp	LIEN	Internal Offset	RR	00000010	06/22/2012	06/20/2012	20	
3	STATE	15100	0000000023	VXI Corp	LIEN	Internal Offset	RR	00000037	07/01/2012	06/29/2012	11	
4	STATE	15100	0000011125	US Didactic Inc	MAIN	Main Location		00000046	07/02/2012	07/02/2012	8	
5	STATE	15100	0000011125	US Didactic Inc	MAIN	Main Location		00000046	07/02/2012	07/02/2012	8	



Obtain Payment Offset Information for Each Vendor

After you identify the vendors and vouchers on the report, you need to obtain information about the payment offsets required for each – for example, the percentage of the payment to be offset; the third party that the offset should be paid to; the vendor's current balance, etc. This information is not in Cardinal, but is in an offline tracking system. The Vendor Maintenance Group can assist you with determining if the lien applies to your agency.



Update Voucher with Payment Offset

The Voucher Processor Maintenance or the Special Voucher Processor has access to update the voucher(s) requiring payment offsets.

To update voucher(s) requiring payment offsets:

- Display the **Payments** page on the voucher. The default location should be **LIEN** as explained above, and the **Handling Code** should be **Requires Review**.
- In the **Payment Information** section, update the **Remit To** location to **MAIN**. This removes the voucher from payment hold.
- In the **Payment Information** section for the **MAIN** location, enter the amount of the voucher that should be paid to the vendor according to the specifics of the lien or garnishment. Make sure that the **Handling** field displays a payment code for a lien or garnishment.
- Click the **Add a new row** button to create a second **Payment Information** row for the third party.
- On the **Payment Information** row you just created, enter the information for the payment to the third party, including its **Remit To** information, amount, etc. The total amount paid to the vendor and the third party should equal the voucher amount. The third party vendor information should be included in the offline tracking system. In addition, the third party should have been set up in eVA and sent to Cardinal.
- **Save** the voucher. It can now be processed for budget checking, approval, posting, and payment as any other voucher.



Simulation: Processing Payment Offsets

You are now about to view a simulation on processing payment offsets.





Petty Cash Reimbursement Vouchers Overview

Petty Cash Reimbursement Vouchers replenish petty cash accounts for expenditures made from them. Cardinal's processes for petty cash reimbursement ensures the replenishment equals the expenditures and also tracks expenditures.



Petty Cash Processing Steps

The petty cash process follows these steps:

- **Create Petty Cash Vouchers:** Vouchers are created for expenditure payments from a petty cash account.
- **Run the Unreimbursed/Reimbursed Petty Cash Vouchers Report:** Periodically, the Petty Cash Processor, Petty Cash Reconciler, or the Accounts Payable Manager runs this report, which lists all vouchers created in the previous step that have not yet been replenished.
- **Create Replenishment Voucher:** The Special Voucher Processor then manually creates a Treasury voucher for the total amount of unreplenished vouchers on the report. For example, if the report shows that four vouchers for a total of \$54.67 were created for payment from petty cash and have not been reimbursed, the Special Voucher Processor creates a treasury voucher for \$54.67. Once this voucher is approved and paid, \$54.67 is deposited in the petty cash account. See the **Petty Cash Reimbursement** job aid, located on the Cardinal Website under Job Aids the Accounts Payable section.
- **Update Replenished Vouchers:** Once the payment is deposited in the petty cash account, the vouchers that were replenished are updated. These vouchers do not appear in future reports. To update these, the Special Voucher Processor updates the **Payment Comments** field of each voucher replenished using the standard format, **REIMB** followed by the voucher ID.
- **Petty Cash Payments:** Petty cash payments must be reconciled manually against the paper bank statement and should be performed at least monthly, when the bank statement is received. See the **Petty Cash Manual Reconciliation** job aid, located on the Cardinal Website under Job Aids in the Accounts Payable section.



Updating Payment Information on a Voucher

In most instances, the information on a voucher that controls its payment defaults from the vendor record. Generally, vendors are paid according to the Commonwealth's Prompt Payment Statutes.

However, certain circumstances may result in the need to change the default payment information. Here are some examples of these circumstances:

- A payment hold needs to be added to or removed from the voucher.
- A payment needs to be split among more than one payee because a tax lien has been received from the IRS.
- The payment for a voucher needs to be separated from other payments to the vendor because the payment requires an attachment that accompany it.
- The calculated payment date needs to be changed because it does not follow prompt payment requirements.
- A message needs to be added to the remittance or an internal comment about the payment needs to be added.
- On rare occasions, the payment method may need to be changed from **ACH** or **EFT** to **System Check (CHK)**.



Voucher Entry Payments Page

Payment information for a voucher appears on the **Payments** tab of the **Voucher Entry** component. Most of the information on this page defaults from the vendor definition, but changes can be made in some of the fields if required.

Payment information cannot be updated once the voucher is selected for payment or is paid.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit: 15100 Invoice No: 01AP0505A Action:
 Voucher ID: 00000042 Invoice Date: 07/02/2012
 Voucher Style: Regular Voucher
 Total Amount: 47.51
 Vendor Name: XEROX Corp *Pay Terms: 00 Due Now

Run
 Schedule Payments

Payment Information Find | View All First 1 of 1 Last

Payment: 1
 *Remit to: 0000003662 Gross Amount: 47.51 USD
 Location: MAIN Discount: 0.00 USD
 *Address: 3
 XEROX Corp Scheduled Due: 07/02/2012
 PO BOX 827598 Net Due: 07/02/2012
 VA10000108 Discount Due:
 EVAAD11192 Accounting Date: 07/02/2012
 PHILADELPHIA, PA 19182-7598

[Payment Inquiry](#)
 [Express Payment](#)
 [Payment Comments\(0\)](#)
 [Holiday/Currency](#)

Payment Options

*Bank: 1100 Pay Group: Vendor Bank
 *Account: TR01 *Handling: Regular
 *Method: EFT EFT *Netting: Not Applicable
 L/C ID: Hold Reason:
 Message: Remittance
 Message will appear on remittance advice.
 Hold Payment
 Separate Payment

Schedule Payment

*Action: Schedule Payment Payment Date: 07/02/2012
 Pay: Reference: 90003419



Payments Page

[Favorites](#) | [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | **Payments** | [Voucher Attributes](#) | [Error Summary](#)

Business Unit: 15100 **Invoice No:** 01AP0505A **Action:**

Voucher ID: 00000042 **Invoice Date:** 07/02/2012

Voucher Style: Regular Voucher **Run**

Total Amount: 47.51 **Schedule Payments**

Vendor Name: XEROX Corp ***Pay Terms:** 00 Due Now

Payment Information Find | View All | First | 1 of 1 | Last

Payment: 1 + -

***Remit to:** 0000003662 **Gross Amount:** 47.51 USD [Payment Inquiry](#)

Location: MAIN **Discount:** 0.00 USD [Express Payment](#)

***Address:** 3 [Payment Comments\(0\)](#)

XEROX Corp **Scheduled Due:** 07/02/2012 [Holiday/Currency](#)

PO BOX 827598 **Net Due:** 07/02/2012

VA10000108 **Discount Due:**

EVAAD11192 **Accounting Date:** 07/02/2012

PHILADELPHIA, PA 19182-7598

Payment Options

***Bank:** 1100 **Pay Group:** **Vendor Bank**

***Account:** TR01 ***Handling:** Regular [Messages](#)

***Method:** EFT ***Netting:** Not Applicable [Layout](#)

L/C ID: **Hold Reason:** **Hold Payment**

Message: Remittance **Separate Payment**

Message will appear on remittance advice.

Schedule Payment

***Action:** Schedule Payment **Payment Date:** 07/02/2012

Pay: **Reference:** 90003419



Voucher Errors Overview

The voucher process may identify errors in vouchers that were not detected during voucher entry. Accounts Payable is responsible for correcting these errors. Some common errors include:

- **Voucher Build Errors:** These errors occur during the Voucher Build process. The Voucher Build Process runs in batch each night to re-build vouchers updated using the Voucher Maintenance pages.
- **Combination Edit Errors:** These errors occur when a voucher's accounting entries include a combination of values that is not valid from an accounting perspective – for example, a **Cost Center** and a **Department** combination that is not permitted in the Chart of Accounts.
- **Out of Balance Errors:** These errors occur when the amount in the voucher header does not match the total of the invoice line amounts, or the total of the distribution amounts on an invoice line does not match the amount on the invoice line.
- **Budget Check Errors:** These errors occur during budget checking when there are not sufficient funds in the budget for the specified accounting entries.



Reviewing and Correcting Voucher Errors

You can use several methods to identify voucher errors, depending on the type of error:

- **Voucher Error Query:** This query reports voucher errors related to Voucher Builds, Combination Edits, Out of Balance errors and Budget Checks. You can run it as needed to list any current errors.
- **Voucher Maintenance Search:** Use this page to search for common entry errors.
- **Vouchers:** Use this page, in the **Commitment Control** menu, to search for vouchers that failed budget checking.



Voucher Error Query

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer> V_AP_VCHR_ERROR

This query displays vouchers with errors for the specified **Business Unit** and **Responsible Organization**. You can display the query on the screen, export it to Excel, or print it.

V_AP_VCHR_ERROR - Voucher Error Report

Business Unit:

Responsible Org (% for All):

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First [1-2 of 2](#) Last

	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status
1	15100	99999	07/10/2012	00000047	R	N
2	15100	99999	07/10/2012	00000039	P	E



Voucher Maintenance Search

You can navigate to this page using the following path:

Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Maintenance Search

This search page lets you select vouchers meeting your search criteria. You can search by values such as **Business Unit** and dates. Select the error types to display by selecting the checkboxes in the **Error Lookup Criteria** section.

Vouchers updated through the Voucher Maintenance page must be re-built by the nightly Voucher Build process. This means you will not see errors with your updated voucher until the next day.

The screenshot shows the 'Voucher Maintenance Search' web application interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Maintenance Search'. The main title is 'Voucher Maintenance Search'. Below the title, a message states: 'Enter Voucher, Vendor and/or Error lookup criteria. All information entered is used to search.' The interface is divided into several sections:

- Voucher Lookup Criteria:** This section contains a list of search criteria, each with a radio button and a search icon. The criteria include: Business Unit (From/To Business Unit), User ID (From/To User ID), Control Group (From/To Control Group), Origin (From Origin, To Origin), Voucher ID (From/To Voucher ID), Invoice (From Invoice, To Invoice), Voucher Style (a dropdown menu), Approval Status (a dropdown menu), Voucher Gross Amount (a dropdown menu with 'Any' selected and a text input field with '0.000'), and Transaction Currency (a search icon).
- Date Lookup Criteria:** This section contains date ranges for: From Invoice Date, To Invoice Date, From Accounting Date, To Accounting Date, From Entered Date, To Entered Date, From Due Date, and To Due Date. Each date range has a calendar icon.
- Vendor Lookup Criteria:** This section contains: SetID (a dropdown menu with 'STATE' selected and a search icon), Vendor ID (From Vendor ID, To Vendor ID), Vendor Name (From Vendor Name, To Vendor Name), and Vendor Location (a search icon).
- Error Lookup Criteria:** This section contains checkboxes for: Unposted Vouchers with Matching Errors, Vouchers with Combo Edit Errors, Vouchers in Recycle Status, Vouchers with Scheduled Payments on hold, and Vouchers with Scheduled Payments on hold.

At the bottom of the form, there are 'Search' and 'Reset Criteria' buttons, and a 'Refresh' button with a circular arrow icon.



Voucher Maintenance Search Page

Favorites | Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Maintenance Search

Voucher Maintenance Search

Enter Voucher, Vendor and/or Error lookup criteria. All information entered is used to search.

Voucher Lookup Criteria

- Business Unit:
- From Business Unit:
To Business Unit:
- User ID:
- From User ID:
To User ID:
- Control Group:
- From Control Group:
To Control Group:
- Origin Set ID:
- Origin:
- From Origin:
To Origin:
- Voucher ID:
- From Voucher ID:
To Voucher ID:
- Invoice:
From Invoice:
To Invoice:
- Voucher Style:
- Approval Status:
- Voucher Gross Amount: Any 0.000
- Transaction Currency:
- Process Instance:
- From Process Instance:
To Process Instance:

Date Lookup Criteria

- From Invoice Date:
- To Invoice Date:
- From Accounting Date:
- To Accounting Date:
- From Entered Date:
- To Entered Date:
- From Due Date:
- To Due Date:

Vendor Lookup Criteria

- SetID: STATE
- Vendor ID:
- From Vendor ID:
To Vendor ID:
- Vendor Name:
From Vendor Name:
To Vendor Name:
- Vendor Location:

Error Lookup Criteria

- Unposted Vouchers with Matching Errors
- Vouchers with Combo Edit Errors
- Vouchers in Recycle Status

Vouchers with Scheduled Payments on hold

- Vouchers with Scheduled Payments on hold

Search Reset Criteria

Refresh



Budget Checking Errors

Budget checking errors are reported through Commitment Control, rather than through Accounts Payable.

You can navigate to this page using the following path:

Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Vouchers



Search for Budget Check Exceptions

This path opens the **Voucher Search** page.

- Enter the criteria.
- Click the **Search** button.
- The voucher(s) that match the selected criteria display at the bottom of the page.

Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher

Voucher

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Commitment Control Tran ID:

Commitment Control Tran Date:

Business Unit:

Voucher ID:

Process Instance:

Process Status:

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-3 of 3 Last

Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Voucher ID	Process Instance	Process Status
0000263291	06/20/2012	15100	00000013	543025	Warning
0000263292	06/20/2012	15100	00000014	543025	Warning
0000263404	07/02/2012	15100	00000039	549142	Error



Voucher Exceptions Page

When you select from the list, you can view the error and use the additional links on the page to access more details about the specific error or warning.

Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher

New Window | Help | Custom

Voucher Exceptions | Line Exceptions

Business Unit: 15100 Voucher ID: 00000039

*Exception Type: **Error** Override Transaction More Budgets Exist

Maximum Rows: 100

Search [Advanced Budget Criteria](#)

Budgets with Exceptions Customize | Find | View All | First 1 of 1 Last

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		15100	CC_APPROP	Translation Tree error	More Detail	<input type="checkbox"/>	Go To ...

Save | Return to Search | Previous in List | Next in List | Notify

[Voucher Exceptions](#) | [Line Exceptions](#)



Correcting Voucher Errors

Once you identify the error, you can usually update the voucher with correct data and save it. In some instances, you may need to research the error to determine the correct values, e.g., contact the voucher processor, the vendor, etc.

Once you update the voucher, any processes that identified error(s) are repeated to confirm that the voucher is error-free. For example, if the voucher failed budget checking, this process must be repeated. You may have to wait until after the next batch processing cycle before taking any further steps.



Simulation: Reviewing and Correcting Voucher Errors

You are now about to view a simulation on reviewing and correcting voucher errors.





Entering Adjustment Vouchers

Adjustment vouchers are used to adjust existing posted vouchers. For example, a credit memo is received from a vendor to adjust a previously issued invoice, and the voucher for the original invoice has already been processed and posted.

Adjustment Vouchers

An adjustment voucher is associated with the original voucher, and is created for the amount of the adjustment. Adjustment vouchers go through the same processes as regular vouchers (budget check, approve, post). Adjustment vouchers for credit memos should be entered only when there is an existing unpaid voucher in Cardinal for that vendor; the vouchers are combined during the pay cycle process.

Adjustment vouchers must be budget checked and approved, since the changes may have budgetary or financial impact.



Adjustment Voucher Entry

This page displays the **Invoice Information** page for an adjustment voucher. It is similar to a regular voucher, but uses the **Copy From Source Document** section to enter the Voucher ID of the voucher being adjusted. This copies the information from the original voucher to act as a base for the adjustment.

Once the needed adjustments are made, the adjustment voucher can be processed as any other voucher.

The screenshot shows the 'Invoice Information' page with the following fields and values:

- Business Unit:** 15100
- Invoice No.:** 11-12364
- Voucher ID:** NEXT
- Invoice Date:** [Empty]
- Voucher Style:** Template Voucher
- Accounting Date:** 07/05/2012
- Vendor ID:** 000003662 (XEROX Corp)
- ShortName:** XEROX CORP (200 Westgate Parkway)
- Location:** MAIN (Site 104)
- *Address:** 2 (VA10000108, Richmond, VA 23233)
- *Pay Terms:** 30 (Net 30)
- Basis Date Type:** Prompt Payment
- Responsible Org:** 99999
- Customer Account #:** [Empty]
- ROW Acquisition ID:** [Empty]
- Total:** 0.00
- Difference:** 0.00
- Copy From Source Document:** PO Unit: [Empty], PO Number: [Empty], Copy From: None
- Template:** Template ID: XEROX1, Description: Copy Charges, Save as a Template Voucher



Voucher Style

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Information New Window Help Customize Page

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit: 15100 Invoice No: 11-12364 Action:
 Voucher ID: 00000049 Invoice Date: 07/02/2012
 Voucher Style: Adjustments Accounting Date: 07/05/2012
 Final Voucher Do Not Send to CARS

Vendor ID: 0000003662 XEROX Corp Invoice Receipt Date: 07/03/2012
 ShortName: XEROX CORP 200 Westgate Parkway Goods & Services Receipt Date: 06/27/2012
 Location: MAIN Ste 104 Attachments (0)
 *Address: 2 VA10000108 Comments(0)
 Richmond, VA 23233 Preview Approval

[Advanced Vendor Search](#)
 Control Group: *Pay Terms: 30 Net 30 [Calc Basis Date](#)

Invoice Lines: -100.00 Basis Date Type: Prompt Payment
 *Currency: USD Responsible Org: 99999 [Non Merchandise Summary](#)
 Miscellaneous: Customer Account #:
 Freight: ROW Acquisition ID:
 Total: -100.00

Difference: 0.00

Copy From Source Document
 Voucher ID:
[Copy From Worksheet](#)



Template Voucher Overview

You can create a template voucher to use as a model for other vouchers. The template voucher itself cannot be processed as an actual voucher. Instead, it is used as the basis for actual vouchers.

Template vouchers can be useful when you often enter vouchers with similar data. The data that you define depends on your needs. For example, if you use similar vouchers to pay a vendor for a repeatedly purchased product where only the quantity and amount differ, you can define a template voucher with repeated field values saved.



Template Voucher Process

The template voucher process is a three-step process:

- Create the template voucher. This is a one-time process.
- Copy the template voucher into a regular voucher. You do this any time you need to use the template.
- Update the fields in the voucher so the voucher is complete and save.

This page illustrates the **Invoice Information** page of a template voucher. Note it is almost identical to a regular voucher. The main difference is that you select the **Template** voucher style when you create the voucher.

The screenshot displays the 'Invoice Information' page of a software application. The page is divided into several sections:

- Invoice Information:** Includes fields for Business Unit (15100), Voucher ID (NEXT), Voucher Style (Template Voucher), Invoice No. (11-12364), Invoice Date, Accounting Date (07/05/2012), and Action (Run). There are checkboxes for 'Final Voucher' and 'Do Not Send to CARS'.
- Vendor Information:** Includes Vendor ID (000003662), ShortName (XEROX CORP), Location (MAIN), and Address (2). The vendor details are XEROX Corp, 200 Westgate Parkway, Ste 104, VA10000108, Richmond, VA 23233.
- Invoice Details:** Includes Invoice Receipt Date, Goods & Services Receipt Date, Invoice Receipt Date, and Goods & Services Receipt Date.
- Control Group:** Includes Control Group, Invoice Lines (0.00), *Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (0.00). There is a 'Calculate' button.
- *Pay Terms:** Includes *Pay Terms (30), Basis Date Type (Prompt Payment), Responsible Org (99999), Customer Account #, and ROW Acquisition ID.
- Copy From Source Document:** Includes PO Unit, PO Number, Copy From (None), and a 'Copy PO' button.
- Template:** Includes Template ID (XEROX1), Description (Copy Charges), and a checked checkbox for 'Save as a Template Voucher'.



Template Voucher Page

Navigation: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit: 15100 Invoice No: 11-12364 Action: [Dropdown]
Voucher ID: NEXT Invoice Date: [Calendar] [31]
Voucher Style: **Template Voucher** Accounting Date: 07/05/2012 [Calendar] [31]
 Final Voucher [Run]
 Do Not Send to CARS

Vendor ID: 0000003662 XEROX Corp Invoice Receipt Date: [Calendar] [31] [Session Defaults](#)
ShortName: XEROX CORP 200 Westgate Parkway Goods & Services Receipt Date: [Calendar] [31] [Attachments \(0\)](#)
Location: MAIN Ste 104 [Comments\(0\)](#)
*Address: 2 VA10000108 Richmond, VA 23233

[Advanced Vendor Search](#)

Control Group: [Field] *Pay Terms: 30 Net 30 [Calc Basis Date](#)
Invoice Lines: 0.00 Basis Date Type: Prompt Payment
*Currency: USD Responsible Org: 99999 [Non Merchandise Summary](#) [Print Invoice](#)
Miscellaneous: [Field]
Freight: [Field]
Customer Account #: [Field]
ROW Acquisition ID: [Field]

Total: 0.00
Difference: 0.00 [Calculate](#)

Copy From Source Document

PO Unit: [Field]
PO Number: [Field] [Copy PO](#)
Copy From: None

Template

Template ID: XEROX1
Description: Copy Charges
 Save as a Template Voucher



Voucher Deletion and Denied Vouchers

A voucher approver can deny a voucher submitted for approval. When a voucher is denied, the approver must enter comments to explain the denial. The voucher is then sent back to the originator to correct or delete. If the originator corrects the voucher, it is re-routed through the workflow. If there are any changes to ChartFields, Cardinal performs budget checking on the voucher again, and if it passes, places it in workflow once again.

Budget checking occurs before approval.

Successful budget checking reserves the amount of the voucher in the budget(s) for the voucher's accounting entry or entries.

When a voucher is denied, the Voucher Processor who entered the voucher receives e-mail notification of the denial. The processor should access the voucher indicated to review it and take the appropriate action.

If the denied voucher will not be updated and resubmitted for approval, it should be deleted promptly to restore the budget amounts without delay.



Deleting Vouchers

In addition to deleting denied vouchers, there may be other reasons to delete vouchers as well – for example, if you entered a voucher in error or if you made entry errors that are easier to correct by starting over.

Deleting a voucher marks it as deleted in the database. In addition to denied vouchers, only vouchers that have **not** been posted, selected for payment, or paid can be deleted.



Delete Voucher Search Page

To delete a voucher, use the following path to access the Voucher Delete page:

Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher

Use the search criteria to enter information about the voucher you want to delete.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher

Voucher Delete

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit: =

Voucher ID: begins with

Entry Status: =

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)



Voucher Deletion Steps

When searching for vouchers, only vouchers that are eligible for deletion display. Use the **Delete Voucher** page to delete a voucher after you have selected it.

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher

New Window Help Customize Page

Delete Voucher Voucher Details

Business Unit: 15100 Voucher: 00000048

Vendor

Vendor: 0000003662 XEROX Corp
ShortName: XEROX CORP

Voucher Information

Invoice:	11-12364	Origin:	ONL	Header Budget Status:	Not Chk'd
Date:	07/02/2012	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	500.00 USD	Entry Status:			Postable

Related Voucher

Delete



Voucher Unposting

Vouchers that were posted by the Voucher Posting process to the Accounts Payable voucher accounting line table may be unposted in some circumstances. (Vouchers that have been paid cannot be unposted.)

You may want to unpost a posted voucher if you need to make a correction in it. Unposted vouchers cannot be deleted.

You can unpost a posted voucher when:

- It has not been selected for payment (by the payment processes).
- It has not been paid or partially paid.

The unposting process creates reversal entries in the accounting line table where the voucher was originally posted.



Voucher Unpost Page

To unpost a voucher, use the following path to access the Voucher Unpost page:

Main Menu > Accounts Payable > Vouchers > Add/Update > Unpost Voucher

Use the search criteria to enter information about the voucher you want to unpost.

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > UnPost Voucher

Voucher UnPost

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit: =

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)



Voucher Unposting Steps

You can use the **UnPost Voucher** page to unpost a voucher. The only data to enter on this page is the accounting date for the unposting step.

This page includes a **Voucher Details** tab that displays more information about the voucher if you need the information before unposting.

After the voucher is unposted, you can update it if required, and allow it to be reposted.

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > UnPost Voucher

UnPost Voucher Voucher Details

Business Unit: 15100 Voucher: 0000027

Vendor

Vendor ID: 0000017055 Best Buy GOV LLC
ShortName: BEST BUY GOV L

Voucher Information

Invoice: 258955A Origin: ONL
Date: 06/26/2012 Group:
Gross Amount: 400.00 USD

Update Voucher

*Accounting Date: 06/26/2012

Reversal Accounting Date

Business Unit Default
 Use Current Date
 Use Specific Date
Accounting Date:

Unpost



Mass Maintenance Overview

The Voucher Mass Maintenance is a feature allows you to select a group of vouchers and change the values of fields in the vouchers in a single process. For example, if you just entered 5 vouchers for copying services and now realize that you entered the Department incorrectly, you can use Mass Maintenance to correct all 5 vouchers. You can also use this process to unpost or delete a group of vouchers.

Voucher Mass Maintenance can only be used to change vouchers that have not yet been posted or paid. The accounting distributions of vouchers that have been posted or paid cannot be modified because the associated accounting entries would have been completed during voucher posting or payment processing.



Mass Maintenance Steps

To perform mass maintenance on a group of vouchers, you follow these general steps:

- Search for vouchers to be changed using voucher field values or ranges of field values as search criteria.
- In the search results, select the specific vouchers to be updated.
- Select the action to be taken with the vouchers (field replace, unpost, or delete).
- Request the action. When replacing field value(s), this step includes specifying the replacement value(s).

After you complete these steps, the actual changes are made during the next Voucher UnPost, Voucher Build, and/or Voucher Delete processes.



Voucher Mass Maintenance

To access the **Voucher Mass Maintenance Search** page, use the following path:

Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Mass Maintenance

This page allows you to select criteria so you can search for the vouchers, select the vouchers to be updated, and specify the action to be taken.

Search Criteria

1 *Field Name: [dropdown] Equal To: [text input]

Single Value Range of Values

Search [Reset Criteria](#)

Refresh



Search, Select Vouchers and Select Action

In this example:

- Two fields (**Vendor ID** and **Invoice Date**) were used as search criteria, as shown in the top part of the page.
- The vouchers matching the criteria appear in the middle of the page. Both are selected for maintenance since the checkboxes in the **Sel** columns are selected.
- Buttons for the actions appear at the bottom of the page. Though all buttons are active, this does not necessarily mean that all actions are available for all vouchers displayed. To display only the vouchers that are available for a particular action, select the appropriate value in the **Filter Criteria** drop-down list. For example, to display only vouchers that can be deleted, select the **Vouchers that can be Deleted** list item in this list.

Voucher Mass Maintenance

Step 1: Search for the vouchers on which you want to perform a maintenance operation by entering one or more voucher field values. Click the Search button to view the vouchers that meet your search criteria.

Search Criteria

1 *Field Name: Vendor ID From Value: 000000000001 To Value: 000000003662
 Single Value Range of Values

2 *Field Name: Invoice Date From Date: 06/15/2012 To Date: 07/05/2012
 Single Value Range of Values

Search Reset Criteria

1 voucher(s) found. 1 voucher(s) selected.

Step 2: Unselect any vouchers you do not want to include in the maintenance operation. You may also refine your search by filtering out listed vouchers using the optional Filter Criteria. When you have finished your selections, click the pushbutton for the maintenance operation you want to perform.

*Filter Criteria: All Vouchers

Select All Clear All

Sel	Bus. Unit	Voucher ID	Style	Short Vndr Name	Invoice No	Invoice Dt	Gross Amt	Currency
<input checked="" type="checkbox"/>	15100	00000045	Regular Voucher	VXI CORP-001	01AP0501E	07/02/2012	246.00	USD

Select All Clear All

Field Replace Close UnPost Delete

Refresh



Voucher Mass Maintenance Page

Favorites | Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Mass Maintenance

Voucher Mass Maintenance

Step 1: Search for the vouchers on which you want to perform a maintenance operation by entering one or more voucher field values. Click the Search button to view the vouchers that meet your search criteria.

Search Criteria Find First 1-2 of 2 Last

1 *Field Name:	Vendor ID	From Value:	000000000001
<input type="radio"/> Single Value	<input checked="" type="radio"/> Range of Values	To Value:	000000003662
2 *Field Name:	Invoice Date	From Date:	06/15/2012
<input type="radio"/> Single Value	<input checked="" type="radio"/> Range of Values	To Date:	07/05/2012

[Reset Criteria](#)

1 voucher(s) found. 1 voucher(s) selected.

Step 2: Unselect any vouchers you do not want to include in the maintenance operation. You may also refine your search by filtering out listed vouchers using the optional Filter Criteria. When you have finished your selections, click the pushbutton for the maintenance operation you want to perform.

*Filter Criteria: All Vouchers

Select All Clear All

Search Results Customize Find View All First 1 of 1 Last									
	Sel	Bus. Unit	Voucher ID	Style	Short Vndr Name	Invoice No	Invoice Dt	Gross Amt	Currency
1	<input checked="" type="checkbox"/>	15100	00000045	Regular Voucher	VXI CORP-001	01AP0501E	07/02/2012	246.00	USD

Select All Clear All



Request Action

After you click the button for the appropriate action, another page appears that allows you to complete the information for the request. This includes entering a **Request ID** and **Request Description** for the batch process. For field replacements, it also includes your specification for which field(s) are to be replaced and with what value(s). You can replace multiple fields as desired by using the add button (plus sign) at the end of the row in the Replace Criteria section.

After you complete this request, the related updates occur during the next Voucher Build batch process.

Favorites Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Mass Maintenance

Field Replace

Voucher Mass Maintenance

5 voucher(s) selected for this action. 5 voucher(s) eligible for processing.

Step 3: Specify a new value for each voucher field you want to update. For future reference, identify and describe this voucher maintenance request. Select Action and Click the Run button to initiate the update

Request ID: Request Description:

Replace Criteria

Field Name	Replace With
1 *Field Name: Department	91100

Cancel Action: Run



Lesson 3: Checkpoint

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

Answer the review questions below:

- 1) Why is the preliminary Budget Check Only process not a substitute for the batch budget checking process?
- 2) Commitment Control is located in which functional area?
- 3) Does budget checking occur before or after approval? Why?
- 4) What is the difference between Deny and Push Back?
- 5) Does voucher posting post the voucher amounts to the GL?



Lesson 3: Checkpoint (continued)

Answer the review questions below:

- 6) What type of payment offsets is Accounts Payable responsible for?
- 7) In payment offset processing, what must you do with the vendor location and why?
- 8) Where do you get the information for the offset amount and third-party payee?
- 9) When processing petty cash reimbursements, how do you indicate that a particular petty cash voucher has been replenished?
- 10) On what page and in which field need to be updated if the due date on a voucher needs to be changed?



Lesson 3: Checkpoint (continued)

Answer the review questions below:

- 11) List some different types of errors that can occur in a voucher and how to find and correct them.
- 12) Why is it necessary to delete denied vouchers?
- 13) How do you learn that a voucher is denied?
- 14) Does unposting a voucher affect the General Ledger?
- 15) Can unposted vouchers be changed or deleted?
- 16) What types of voucher maintenance processes can mass maintenance be used for?



Lesson 3: Summary

In this lesson, you learned how to:

- Describe the steps in voucher processing.
- Create payment offsets for liens or garnishments.
- Create and process petty cash reimbursement vouchers.
- Describe how payment information can be updated on a voucher.
- Review and correct voucher processing errors.
- Enter adjustment vouchers.
- Describe the purpose of template vouchers.
- Delete vouchers.
- Unpost vouchers.
- Describe the process of voucher mass maintenance.



Lesson 4: Voucher Reports, Queries and Online Inquiries

In this lesson, you will learn about the following topics:

- Reports
- Queries
- Online Inquiries



Voucher Reports

Voucher reports can be run at various intervals. There are numerous voucher reports available. Some of the key voucher reports include:

- Budget Check Exceptions
- Posted Voucher Listing
- Voucher Listing by ChartField
- Voucher Register



Budget Check Exceptions Report

This report lists all budget check exceptions on vouchers.

You can navigate to this report using the following path:

Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher

Voucher Exceptions | Line Exceptions

Business Unit: 50100 Voucher ID: 00000005

*Exception Type: **Error** Override Transaction More Budgets Exist

Maximum Rows: 100

[Advanced Budget Criteria](#)

[Search](#)

Budgets with Exceptions Customize | Find | View All | First 1-6 of 6 Last

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Override User ID	Override Date	Tran
1		50100	CC_ALLOT	Translation Tree error	More Detail	<input checked="" type="checkbox"/>	CHARLOTTE.HANEY	02/15/2011 3:40:39PM	Go T
2		50100	CC_APPROP	Translation Tree error	More Detail	<input type="checkbox"/>			Go T
3		50100	CC_CASH	Required key CF is blank	More Detail	<input type="checkbox"/>			Go T
4		50100	CC_LOWLVL	Translation Tree error	More Detail	<input type="checkbox"/>			Go T



Posted Voucher Listing Report

This report lists posted vouchers for a specific date range, and all or specific vendor(s).

You can navigate to this report using the following path:

Main Menu > Accounts Payable > Reports > Vouchers > Posted Voucher

ORACLE Report ID: APY1808															PeopleSoft Accounts Payable POSTED VOUCHER LISTING			Page No. 1	
															Run Date 7/29/2012		Run Time 10:07:13 AM		
Business Unit: 15100															For the period: 7/2/2012 through 7/20/2012				
Vendor ID: 000000001 Micro Audiometrics Corp																			
Voucher ID: 00000054 Invoice Date: 10-Jul-2012 Document Type: Document Data: Document Sequence:																			
Accounting	Application	Journal	Journal ID	Dist	Vchr	Dist	OL	Account	Alt Account	Debit Amount	Credit Amount	Currency	Unpost	Seq. #					
Date	Journal	Journal ID	Type	Line	Line	Line	Unit	Program	Product	Project	Affiliate	Affiliate Intra 1							
Operating Unit	Fund Code	Dept	Class	Budget Ref	Program	Product	Project												
ACTUALS	10-Jul-2012	ACCRUAL	AP00000614	APA	1	1	15100	205025			133.99	USD	0						
	01000	99999																	
ACTUALS			AP00000614	DGT		1	15100	5011110		133.99		USD	0						
	01000	91100																	
Voucher 00000054 total : USD											133.99	133.99							
Voucher ID: 00000062 Invoice Date: 17-Jul-2012 Document Type: Document Data: Document Sequence:																			
Accounting	Application	Journal	Journal ID	Dist	Vchr	Dist	OL	Account	Alt Account	Debit Amount	Credit Amount	Currency	Unpost	Seq. #					
Date	Journal	Journal ID	Type	Line	Line	Line	Unit	Program	Product	Project	Affiliate	Affiliate Intra 1							
Operating Unit	Fund Code	Dept	Class	Budget Ref	Program	Product	Project												
ACTUALS	17-Jul-2012	ACCRUAL	AP000006100	APA	1	1	15100	205025			920.00	USD	0						
	01000	99999																	
ACTUALS			AP000006100	DGT		1	15100	5012120		920.00		USD	0						
	01000	91100																	
Voucher 00000062 total : USD											920.00	920.00							
Vendor ID: 000000003 Aspect Software																			
Voucher ID: 00000055 Invoice Date: 12-Jul-2012 Document Type: Document Data: Document Sequence:																			
Accounting	Application	Journal	Journal ID	Dist	Vchr	Dist	OL	Account	Alt Account	Debit Amount	Credit Amount	Currency	Unpost	Seq. #					
Date	Journal	Journal ID	Type	Line	Line	Line	Unit	Program	Product	Project	Affiliate	Affiliate Intra 1							
Operating Unit	Fund Code	Dept	Class	Budget Ref	Program	Product	Project												
ACTUALS	12-Jul-2012	ACCRUAL	AP000006057	APA	1	1	15100	205025			246.00	USD	0						



Posted Voucher Listing Report (continued)

ORACLE Report ID: APY1829 PeopleSoft Accounts Payable
POSTED VOUCHER LISTING Page No. 1
Run Date 7/20/2012
Run Time 10:07:13 AM

Business Unit: 15100

For the period: 7/2/2012 through 7/20/2012

Vendor ID: 000000001 Micro Acoustics Corp

Voucher ID: 00000054 Invoice Date: 10-Jul-2012 Document Type: Document Data: Document Sequence:

Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	All Account	Product	Project	Debit Amount	Credit Amount	Currency Code	Unpost Seq. #
Operating Unit	Fund Code	Dist	Class	Budget Ref	Program	Product	Project	Affiliate	Affiliate Intra 1						
ACTUALS	10 Jul 2012	ACCRUAL	AP00000014	APA	1	1	15100	205025					133.99	USD	0
		01000	99999												
ACTUALS			AP00000014	DGT		1	15100	5011110				133.99		USD	0
		01000	91100												
Voucher 00000054 total: USD												133.99	133.99		

Voucher ID: 00000062 Invoice Date: 17-Jul-2012 Document Type: Document Data: Document Sequence:

Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	All Account	Product	Project	Debit Amount	Credit Amount	Currency Code	Unpost Seq. #
Operating Unit	Fund Code	Dist	Class	Budget Ref	Program	Product	Project	Affiliate	Affiliate Intra 1						
ACTUALS	17 Jul 2012	ACCRUAL	AP00000100	APA	1	1	15100	205025					920.00	USD	0
		01000	99999												
ACTUALS			AP00000100	DGT		1	15100	5012120				920.00		USD	0
		01000	91100												
Voucher 00000062 total: USD												920.00	920.00		

Vendor ID: 000000003 Aspect Software

Voucher ID: 00000055 Invoice Date: 12-Jul-2012 Document Type: Document Data: Document Sequence:

Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	All Account	Product	Project	Debit Amount	Credit Amount	Currency Code	Unpost Seq. #
Operating Unit	Fund Code	Dist	Class	Budget Ref	Program	Product	Project	Affiliate	Affiliate Intra 1						
ACTUALS	12 Jul 2012	ACCRUAL	AP00000057	APA	1	1	15100	205025					246.00	USD	0



Voucher Listing by ChartField Report

This report lists vouchers that include specific ChartField(s) that are specified in the report request parameters. For this example, this report can be run for all vouchers posted to a specific account.

You can navigate to this report using the following path:

Main Menu > Accounts Payable > Reports > Vouchers > Voucher Listing by Chartfield

ORACLE		Report ID:	PeopleSoft Accounts Payable VOUCHER LISTING BY CHARTFIELD				Page No.	1	
		AP28005					Run Date	7/29/2012	
							Run Time	10:15:56AM	
Business Unit:	15100	Account:	5031110	Department:	91100	Project:	ALL	GL Business Unit:	15100
Fund Code:	ALL	Class:	ALL	Budget Ref:	ALL	Operating Unit:	ALL	Program:	ALL
Product:	ALL	Affiliate:	ALL	Fund Affiliate:	ALL	Agency Location:	ALL		
						Accounting Date:	07/02/2012 through 07/20/2012		
Business Unit	Voucher	PO Business Unit	Purchase Order	Currency	Voucher Amount				
15100	00000040			USD	246.00				
15100	00000041			USD	236.00				
15100	00000043			USD	246.00				
15100	00000044			USD	246.00				
15100	00000045			USD	246.00				
15100	00000046			USD	333.00				
15100	00000058			USD	246.00				
15100	00000064			USD	246.00				
15100	00000065			USD	236.00				
15100	00000066			USD	246.00				
15100	00000067			USD	246.00				
15100	00000068			USD	246.00				
15100	00000069			USD	246.00				
15100	00000070			USD	333.00				
Totals for Business Unit 15100 Currency USD					3,598.00				
End of Report									



Voucher Listing by ChartField Report

ORACLE Report ID: APS8003 Page No. 1
 PeopleSoft Accounts Payable Run Date 7/20/2012
VOUCHER LISTING BY CHARTFIELD Run Time 10:15:58AM

Business Unit:	15100	Account:	5031110	Department:	91100	Project:	ALL	GL Business Unit:	15100
Fund Code:	ALL	Class:	ALL	Budget Ref:	ALL	Operating Unit:	ALL	Program:	ALL
Product:	ALL	Affiliate:	ALL	Fund Affiliate:	ALL	Agency Location:	ALL		
						Accounting Date:	07/02/2012 through 07/20/2012		

<u>Business Unit</u>	<u>Voucher</u>	<u>PO Business Unit</u>	<u>Purchase Order</u>	<u>Currency</u>	<u>Voucher Amount</u>
15100	00000040			USD	246.00
15100	00000041			USD	236.00
15100	00000043			USD	246.00
15100	00000044			USD	246.00
15100	00000045			USD	246.00
15100	00000046			USD	333.00
15100	00000058			USD	246.00
15100	00000064			USD	246.00
15100	00000065			USD	236.00
15100	00000066			USD	246.00
15100	00000067			USD	246.00
15100	00000068			USD	246.00
15100	00000069			USD	246.00
15100	00000070			USD	333.00
Totals for Business Unit 15100 Currency USD					3,598.00

End of Report



Voucher Register Report

This report lists vouchers for a selected data range with or without invoice line and distribution information.

You can navigate to this report using the following path:

Main Menu > Accounts Payable > Reports > Vouchers > Voucher Register

ORACLE		Report ID: APY1010	PeopleSoft Accounts Payable VOUCHER REGISTER				Page No. 1
						Run Date 7/29/2012	
						Run Time 10:08:04 AM	
Business Unit: 15100							
For the period: 02.Jul.2012 through 20.Jul.2012							
Voucher Header Information							
Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Dist Cntr ID	
02.Jul.2012	00000039	D1AP0505	02.Jul.2012	000003662	XEROX Corp	STANDARD	
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	
Pending	USD	CRRNT	1.000000000	47.51	0.00	0.00	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	
				0.00			
Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Sales Tax		
ONL	V_AP_COVA	Postable	02.Jul.2012	Unposted	0.00		
				Freight Amt	Misc Amt	Net Due Dt	
				0.00	0.00	02.Jul.2012	
				Play Terms	Due Now		
				N	N	N	
Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Dist Cntr ID	
02.Jul.2012	00000040	D1AP0501A	02.Jul.2012	000003528	TRANSCORE INC	STANDARD	
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	
Approved	USD	CRRNT	1.000000000	248.00	0.00	0.00	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	
				0.00			
Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Sales Tax		
ONL	V_AP_COVA	Postable	02.Jul.2012	Posted	0.00		
				Freight Amt	Misc Amt	Net Due Dt	
				0.00	0.00	02.Jul.2012	
				Play Terms	Due Now		
				N	N	N	
Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Dist Cntr ID	
02.Jul.2012	00000041	D1AP0501B	02.Jul.2012	000003528	TRANSCORE INC	STANDARD	
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	
Approved	USD	CRRNT	1.000000000	236.00	0.00	0.00	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	
				0.00			
Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Sales Tax		
ONL	V_AP_COVA	Postable	02.Jul.2012	Posted	0.00		
				Freight Amt	Misc Amt	Net Due Dt	
				0.00	0.00	02.Jul.2012	
				Play Terms	Due Now		
				N	N	N	
Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Dist Cntr ID	
02.Jul.2012	00000042	D1AP0505A	02.Jul.2012	000003662	XEROX Corp	STANDARD	
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	
Approved	USD	CRRNT	1.000000000	47.51	0.00	0.00	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	
				0.00			
Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Sales Tax		
ONL	V_AP_COVA	Postable	02.Jul.2012	Posted	0.00		
				Freight Amt	Misc Amt	Net Due Dt	
				0.00	0.00	02.Jul.2012	
				Play Terms	Due Now		
				N	N	N	



Voucher Register Report (continued)

Business Unit: 15100
For the period: 02-Jul.2012 through 20-Jul.2012

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntri ID
02-Jul.2012	00000039	01APO505	02-Jul.2012	000003662	XEROX Corp	ONL	V_AP_COVA	Postable	02-Jul.2012	Unposted	STANDARD
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Discnt Due Dt
Pending	USD	CRRNT	1.000000000	47.51	0.00	0.00	0.00	0.00	0.00	02-Jul.2012	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	Prorate	S U F M	Pay Terms		
				0.00				N N N N	Due Now		

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntri ID
02-Jul.2012	00000040	01APO501A	02-Jul.2012	0000053528	TRANSCORE INC	ONL	V_AP_COVA	Postable	02-Jul.2012	Posted	STANDARD
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Discnt Due Dt
Approved	USD	CRRNT	1.000000000	246.00	0.00	0.00	0.00	0.00	0.00	02-Jul.2012	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	Prorate	S U F M	Pay Terms		
				0.00				N N N N	Due Now		

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntri ID
02-Jul.2012	00000041	01APO501B	02-Jul.2012	0000053528	TRANSCORE INC	ONL	V_AP_COVA	Postable	02-Jul.2012	Posted	STANDARD
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Discnt Due Dt
Approved	USD	CRRNT	1.000000000	236.00	0.00	0.00	0.00	0.00	0.00	02-Jul.2012	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	Prorate	S U F M	Pay Terms		
				0.00				N N N N	Due Now		

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntri ID
02-Jul.2012	00000042	01APO505A	02-Jul.2012	000003662	XEROX Corp	ONL	V_AP_COVA	Postable	02-Jul.2012	Posted	STANDARD
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Discnt Due Dt
Approved	USD	CRRNT	1.000000000	47.51	0.00	0.00	0.00	0.00	0.00	02-Jul.2012	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	Prorate	S U F M	Pay Terms		
				0.00				N N N N	Due Now		



Voucher Queries

Voucher queries can be run at various intervals. There are numerous voucher queries available. Some of the key voucher queries include:

- Vendor Payment Hold Query
- Voucher Worklist
- Voucher Error Query



Vendor Payment Hold Query

This query identifies vendors with a location on hold, and unpaid vouchers associated to that vendor.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VNDRS_ON_PYMNT_HOLD

V_AP_VNDRS_ON_PYMNT_HOLD - Vendors on Payment Hold

SetID:

Payment Handling:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All First 1-16 of 16

	SetID	Vendor ID	Vendor Name	Location	Description	Payment Method	Payment Handling
1	STATE	0000000023	VXI Corp	LIEN	Internal Offset		RR
2	STATE	0000002751	GroundDown ConstructorsLLC	LIEN			RR
3	STATE	0000002751	GroundDown ConstructorsLLC	MAIN	Main Location	ACH	RR
4	STATE	0000012226	P & P Construction	LEVY			RR
5	STATE	0000015222	Billy Excavation & Equipment Corp	LEVY			RR
6	STATE	0000024608	Dannon C Rutherford	LIEN			RR
7	STATE	0000038237	Double T Contracting LLC	LEVY			RR
8	STATE	0000039456	four seasons excavating Co incorpor	LEVY			RR
9	STATE	0000050540	HAROLD LEE	LEVY			RR
10	STATE	0000050762	EDWARD DALE MARTIN	LIEN			RR
11	STATE	0000054193	E-Z CRUZ MARINA LLC	LEVY			RR
12	STATE	0000055351	JAMES A HARRUP	LIEN			RR
13	STATE	0000056538	QUINCY G ROBINSON	LIEN			RR
14	STATE	0000056947	JONES & JONES OF VA	LIEN			RR
15	STATE	0000060036	MARK E MARCHWICKI	LEVY			RR
16	STATE	0000063029	GARY R FITZGERALD	LEVY			RR



Vendor Payment Hold Query (continued)

V_AP_VNDRS_ON_PYMNT_HOLD - Vendors on Payment Hold

SetID:

Payment Handling:

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (3 kb)

[View All](#)

First [1-16 of 16](#) Last

	SetID	Vendor ID	Vendor Name	Location	Description	Payment Method	Payment Handling
1	STATE	0000000023	VXI Corp	LIEN	Internal Offset		RR
2	STATE	0000002751	GroundDown ConstructorsLLC	LIEN			RR
3	STATE	0000002751	GroundDown ConstructorsLLC	MAIN	Main Location	ACH	RR
4	STATE	0000012226	P & P Construction	LEVY			RR
5	STATE	0000015222	Billy Excavation & Equipment Corp	LEVY			RR
6	STATE	0000024608	Dannon C Rutherford	LIEN			RR
7	STATE	0000038237	Double T Contracting LLC	LEVY			RR
8	STATE	0000039456	four seasons excavating Co incorpor	LEVY			RR
9	STATE	0000050540	HAROLD LEE	LEVY			RR
10	STATE	0000050762	EDWARD DALE MARTIN	LIEN			RR
11	STATE	0000054193	E-Z CRUZ MARINA LLC	LEVY			RR
12	STATE	0000055351	JAMES A HARRUP	LIEN			RR
13	STATE	0000056538	QUINCY G ROBINSON	LIEN			RR
14	STATE	0000056947	JONES & JONES OF VA	LIEN			RR
15	STATE	0000060036	MARK E MARCHWICKI	LEVY			RR
16	STATE	0000063029	GARY R FITZGERALD	LEVY			RR



Voucher Worklist Query

This query is used to report on vouchers pending approval. The query can be run by a Business Unit, Voucher ID and/or Approver ID.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_WF_VOUCHER

V_AP_WF_VOUCHER - Voucher related worklist entry

Business Unit (% for all):

Voucher ID (% for all):

Approver ID (% for all):

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

	Approver	Business Unit	Voucher ID	Voucher Entered Date	Accounting Date	Voucher Created By	Approval Type	Voucher Approval Status	Worklist Status	Worklist Instance	SYSD
1	V_AP_COVA_VOUCHER_APPROVER	15100	00000006	06/18/2012	06/18/2012	V_AP_COVA_VOUCHER_PROCESSOR_PC	Approval Routing	P	1	0	07/23/12
2	V_DOA_SUPER	15100	00000006	06/18/2012	06/18/2012	V_AP_COVA_VOUCHER_PROCESSOR_PC	Approval Routing	P	0	0	07/23/12



Voucher Error Query

This query provides the ability to track vouchers containing errors and includes the type of error (i.e. budget errors and vendor edit errors). Use the Business Unit and Responsible Org parameters to run this query.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VCHR_ERROR

V_AP_VCHR_ERROR - Voucher Error Report

Business Unit:

Responsible Org (% for All):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First Last

	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status
1	15100	99999	07/23/2012	00000071	R	N
2	15100	99999	07/23/2012	00000039	P	E
3	15100	99999	07/23/2012	00000059	P	E
4	15100	99999	07/23/2012	00000060	P	E
5	15100	99999	07/23/2012	00000047	R	N
6	15100	99999	07/23/2012	00000019	P	E
7	15100	99999	07/23/2012	00000056	R	N



Online Inquiries

Voucher inquiries can be run at various intervals. There are numerous voucher inquiries available. Voucher inquiries include:

- Voucher Inquiry
- Voucher Accounting Entries
- Voucher Build Error Detail



Voucher Inquiry

This inquiry is used to search for and list vouchers meeting your search criteria and display basic information about them, as well as to navigate to pages with more detail.

You can navigate to this inquiry using the following path:

Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Sanctions Status

Max Rows

Sort Criteria

*Sort By:

*Sort Asc/Desc:

Display Currency Criteria

Voucher Inquiry Results Customize | Find | View All | First

Voucher Details | Amounts | More Details | Vendor Details

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Payment Information	Scheduled Payments	Short Vendor M
15100	00000005	123321	06/18/2012	000001955	Postable		Not Applicable			STAPLES BU-
15100	00000006	PC1234	06/18/2012	0000050211	Postable		Not Applicable			DOA-001
15100	00000007	01AP0204Z	06/19/2012	000001955	Postable		Not Applicable			STAPLES BU-
15100	00000008	01AP0204Y	06/19/2012	000001955	Postable		Not Applicable			STAPLES BU-
15100	00000009	01AP020	06/19/2012	000001955	Postable		Not Applicable			STAPLES BU-
15100	00000010	01AP02051	05/23/2012	0000000023	Postable		Not Applicable			VXI CORP-001



Voucher Accounting Entries Inquiry

This inquiry is used to review the accounting entries on the distribution lines for a selected voucher, or for voucher(s) associated with a selected vendor invoice.

You can navigate to this inquiry using the following path:

Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries

Voucher Accounting Entries

*Business Unit: 15100 Voucher ID: 00000008 Invoice Number: 01AP0204Y

*Accounting Line View Option: Standard Show Foreign Currency

Invoice Date: 06/19/2012 Vendor ID: 000001955 Vendor Name: STAPLES BUSINESS ADVANTAGE

Accounting Information Find | View All | First | 1 of 1 | Last

Posting Process: AP Accrual GL Dist Status: None

Customize | Find | View All | First | 1-2 of 2 | Last

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-533.00	USD	ACTUALS	15100
Expense Distribution	533.00	USD	ACTUALS	15100



Voucher Build Error Detail Inquiry

This inquiry is used to locate errors identified during the voucher build process. This inquiry provides a link to pages where the error(s) can be corrected.

You can navigate to this inquiry using the following path:

Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

Favorites Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

New Window Help Customize P

Voucher Build Error Detail

Business Unit: 15100 Voucher ID: 00000071 [Correct Errors](#)

Header Errors		Customize Find View All
Field Name	Message	
Merchandise Amount	Voucher Merchandise Amount 30 <=> sum of invoice line amounts 20.	
Payment Amount	Voucher Pay Amount 30 <=> sum of Scheduled Payment amounts 20.	

Invoice Line Errors			Customize Find View All	First	1 of 1	Last
Line	Field Name	Message				

[Return to Search](#) [Notify](#)



Lesson 4: Summary

In this lesson, you learned about:

- Reports
- Queries
- Online inquiries



Lesson 5: Voucher Processing Hands-On Practice

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.



Course Summary

In this course, you learned how to:

- Describe key voucher processing concepts
- Describe the overall voucher process
- Create a voucher
- Describe the steps in voucher processing
- Create payment offsets for liens or garnishments
- Create and process petty cash reimbursement vouchers
- Describe how payment information can be updated on a voucher
- Review and correct voucher processing errors
- Enter adjustment vouchers
- Describe the purpose of template vouchers
- Delete vouchers
- Unpost vouchers
- Describe the process of voucher mass maintenance
- Describe key reports, queries, and online inquiries



Course Evaluation

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Appendix

- Key Terms
- Integration and Interfaces
- Flow Chart Key



Key Terms

Voucher: A record in Cardinal that represents an invoice from a vendor submitted for payment. Vouchers may be created online using the vendor's invoice as a resource. Once approved, vouchers are processed by Cardinal to generate payments to the vendors and accounting entries that are used by Cardinal General Ledger (GL).

Voucher Header: The part of the voucher that includes information common to all items on the voucher, such as vendor information and total amounts. There is one voucher header per voucher.

Invoice Lines: Additional information about items included in the voucher. Payment vouchers generally contain item, description, quantity, unit of measure, unit price, and total price information on each line.

Distribution Line: Each invoice line includes at least one distribution line. Distribution lines include the ChartField and accounting values for the line. If the line's cost is split among different ChartField and accounting value combinations, there are multiple distribution lines.

Voucher Style: The general purpose of a voucher, such as regular voucher, template or adjustment voucher.

Adjustment Vouchers: Vouchers used to adjust a previously-created voucher. For example, a credit memo received from a vendor would be entered as an adjustment voucher.



Key Terms (continued)

Template Vouchers: Commonly used voucher formats that are created and saved for use as templates. A template voucher is created similarly to an ordinary voucher, but after it is saved, it becomes a template rather than an actual voucher, and it can be retrieved for use as a starting point for an actual voucher.

Scheduled Due Date: The date that a voucher is due for payment. This date is usually calculated automatically by Cardinal to conform to the Commonwealth's Prompt Payment Statutes unless different terms are specified on the PO. Payment terms can be manually changed if required.

Payment Offset: A situation in which the agency is responsible for sending part of the vendor payment to a third party (i.e., "offsetting" the payment). Examples of payment offsets include tax liens, garnishments, or similar circumstances where the agency is responsible for paying a third party the offset amount. In these cases, the offset must be manually created in Accounts Payable and tracked in an offline system.

Comptroller's Debt Setoff (CDS): A situation in which the Department of Taxation is responsible for offsetting part of the vendor payment for amounts owed to a state agency. Taxation maintains CDS offsets and sends Cardinal updates with the adjusted payment amounts.



Key Terms (continued)

Pre-Budget Checking: An available action you can use to verify whether funds are available for a voucher. However, this action is not an actual budget check and does not deduct the voucher amount from the budget. Once the voucher is saved and passes online edits, it is available for budget checking.

Budget Checking: A process that runs nightly as part of batch processing that verifies that funds are available for a voucher, deducts the voucher amount from the budget, and updates the voucher's Budget Check status.

Voucher Approval: The process of approving a voucher for payment through Cardinal Workflow. Multiple approvals may be required in some cases. Voucher processors should not approve the vouchers they entered. No payments may be made for a voucher unless it is approved.

Voucher Posting: The process that creates accounting entries in an Accounts Payable table. Voucher posting occurs as a batch process after a voucher is approved and budget-checked, but before it is paid. Vouchers may be unposted for correction if they have not been paid yet.

Voucher Delete: A process that marks a voucher as deleted, so it can no longer be accessed or processed. Vouchers may only be deleted if they are un-posted and are not associated with existing adjustment vouchers.



Key Terms (continued)

Withholding: Cardinal's term for 1099 processing. This term is used because the 1099 processes may involve withholding amounts from vendor payments. Vendors subject to this are called either "withholding vendors" or "1099 vendors."

Voucher Approval: The process of approving a voucher for payment through Cardinal Workflow. Multiple approvals may be required in some cases. Voucher processors should not approve the vouchers they entered. No payments may be made for a voucher unless it is approved.

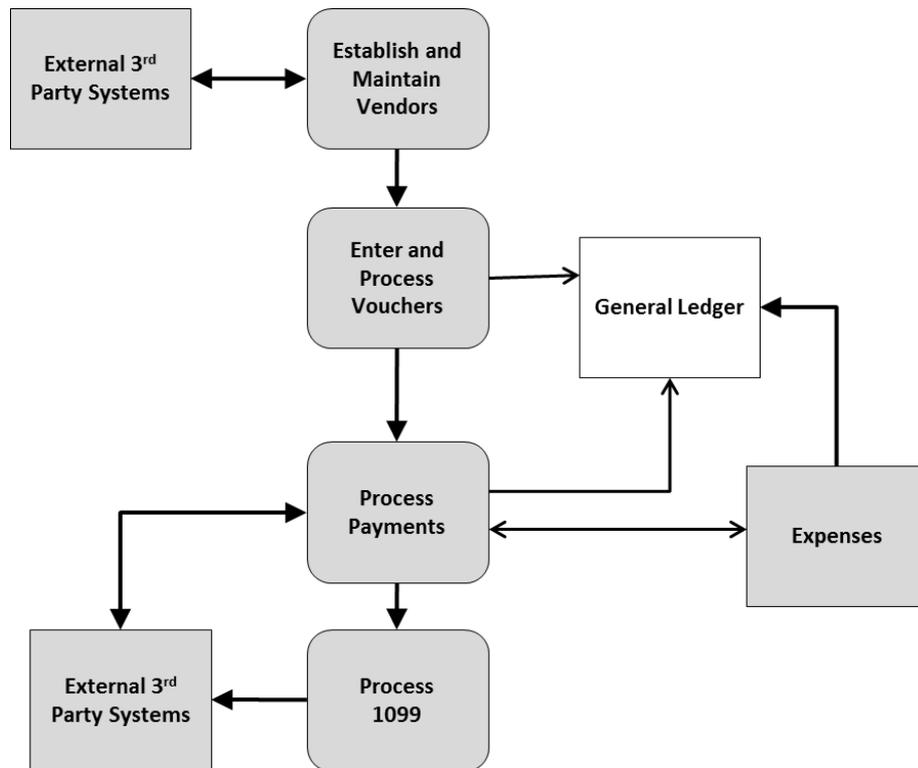
Voucher Posting: The process that creates accounting entries in an Accounts Payable table. Voucher posting occurs as a batch process after a voucher is approved and budget-checked, but before it is paid. Vouchers may be unposted for correction if they have not been paid yet.



Integration with General Ledger

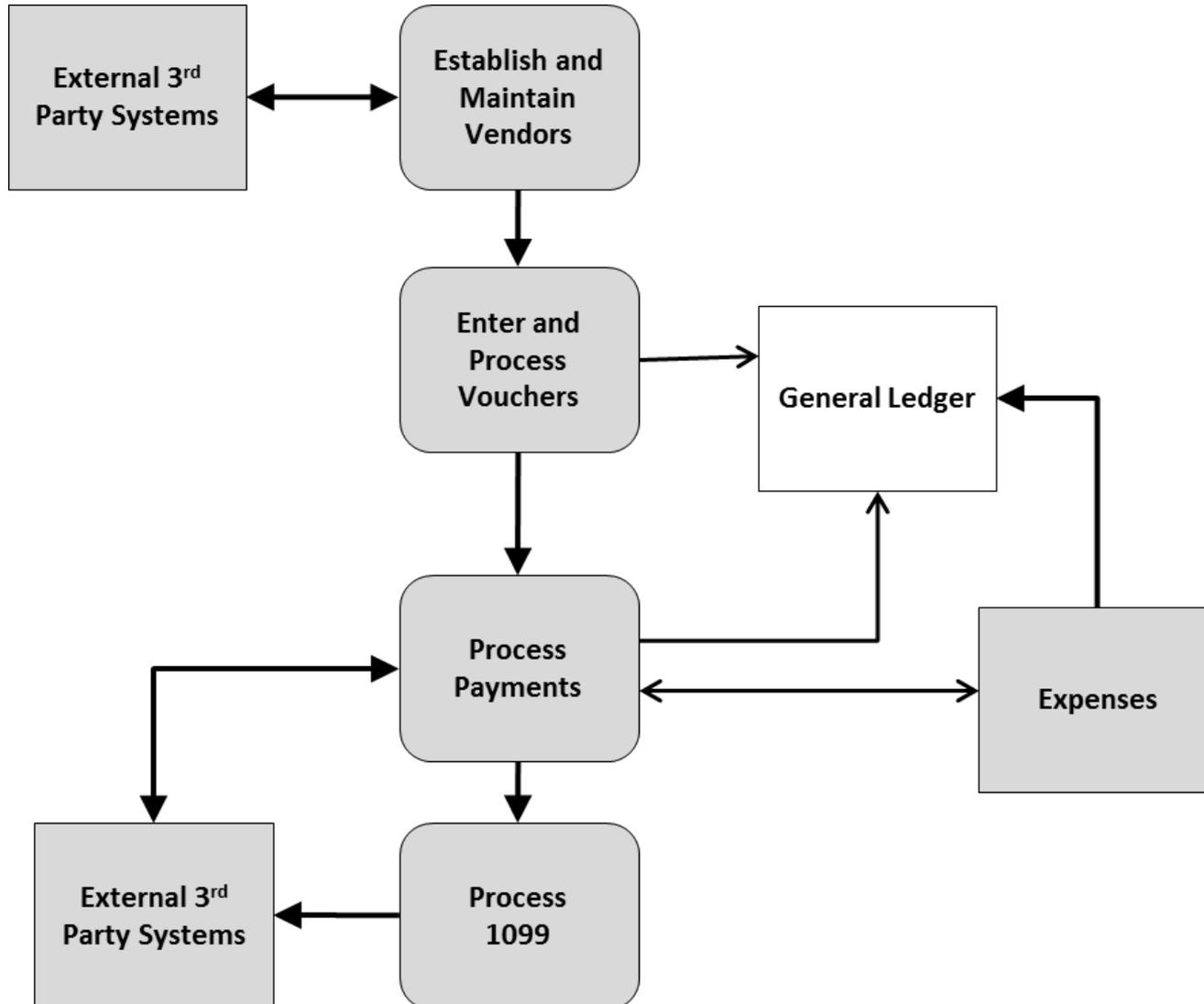
Voucher processing creates accounting entries in an Accounts Payable table that the Journal Generator uses to create journals in GL.

Accounts Payable uses the budget checking feature of Commitment Control in General Ledger to ensure that vouchers conform to budget constraints.



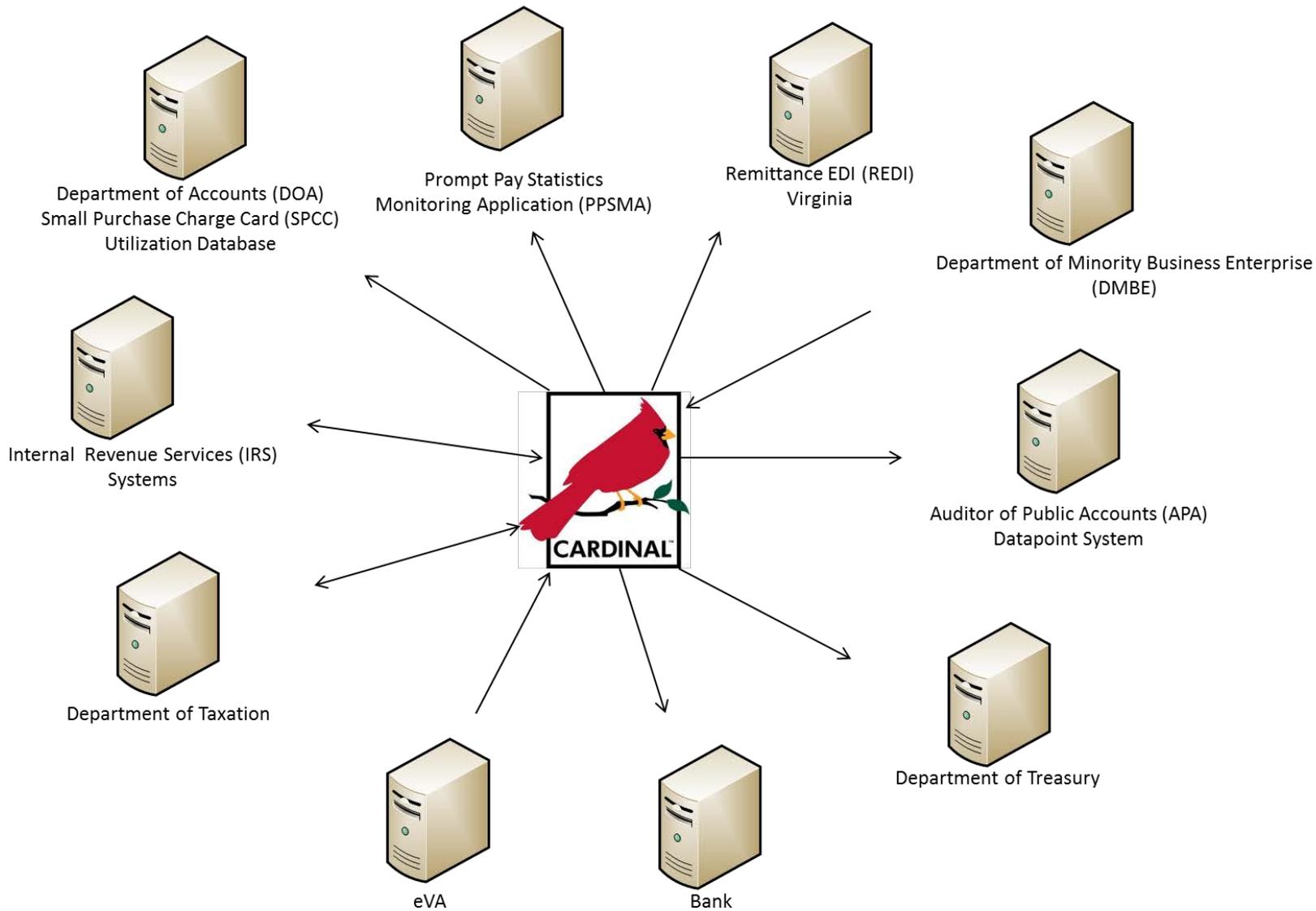


Integration with General Ledger (continued)





Voucher Interfaces





Interfaces with External Systems

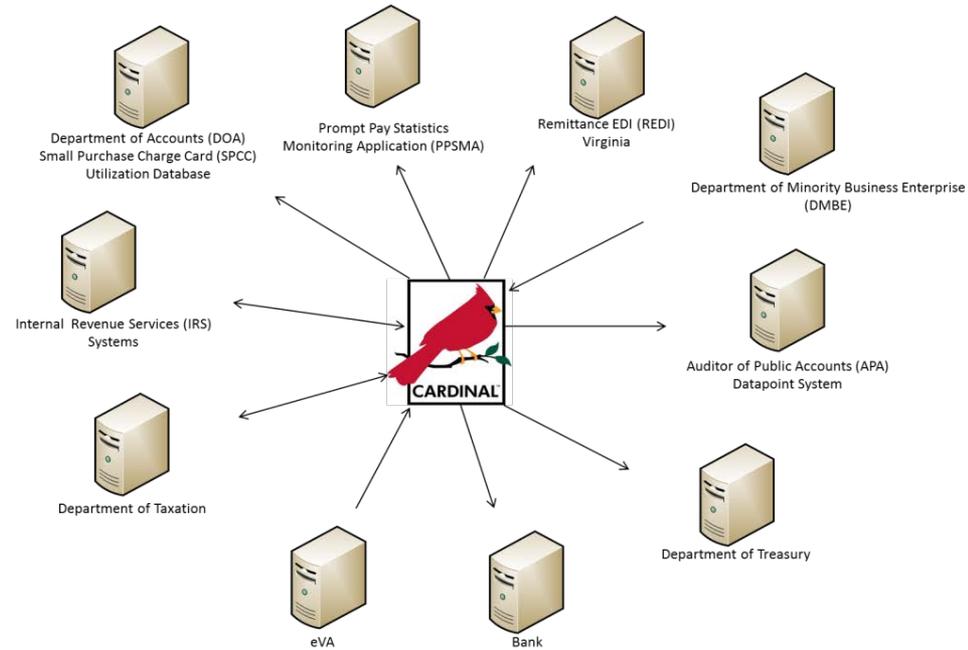
Accounts Payable voucher processing also interfaces daily with several systems that are external to Cardinal:

Department of Accounts (DOA) Small Purchase Charge Card (SPCC) Utilization Database: Payment data

Bank: Positive pay files and Electronic Data Interchange (EDI) information

Auditor of Public Accounts (APA) Datapoint System: Payment Information

Department of Treasury: Information on checks that require printing, disbursement files for reconciliation and due diligence.





Interfaces with External Systems (continued)

Remittance EDI (REDI) Virginia: Remittance Information

Prompt Pay Statistics Monitoring Application (PPSMA): Prompt pay files

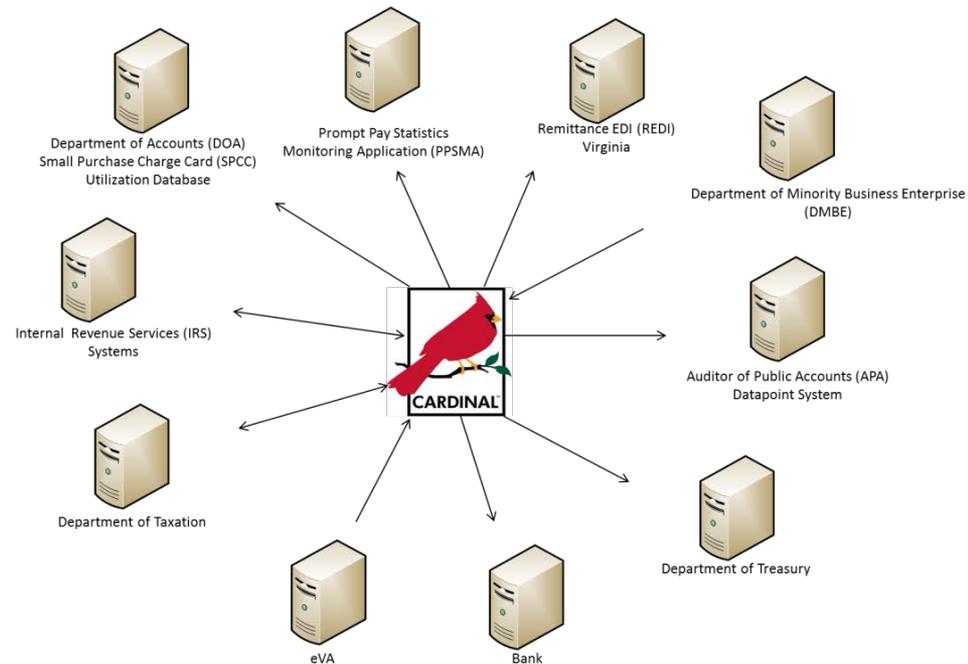
eVA: Procurement vendor information

Department of Taxation – The Agency:

- Sends payment information for CDS Processing
- Receives information about CDS Offset

Department of Minority Business Enterprise (DBME) – The Agency:

- Sends Small, Women, And Minority (SWAM) payment data extract
- Receives vendor certification data

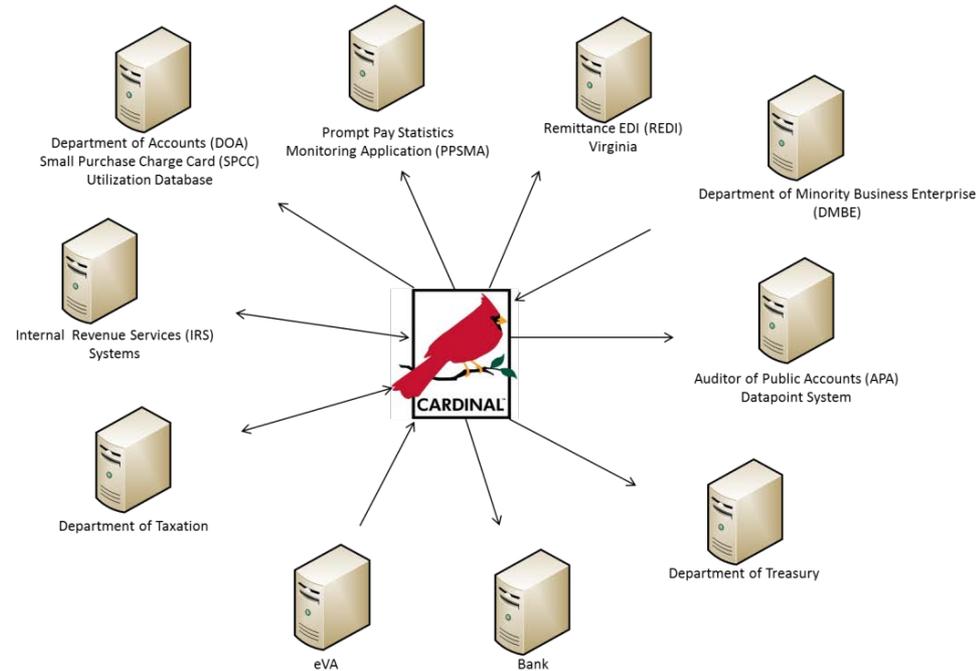




Interfaces with External Systems (continued)

Internal Revenue Service (IRS) Systems – The Agency:

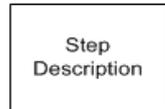
- Sends TIN comparison requests to validate vendor information
- Sends 1099 reporting data
- Receives TIN comparison results
- Sends Electronic Federal Tax Payment System (EFTPS) extract



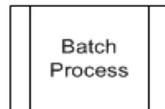


Flow Chart Key

FLOW CHART KEY



Depicts a process step or interface.



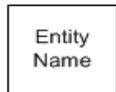
Specifies a batch process.



Depicts a process or step that is performed manually.



Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.



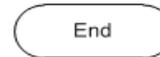
Specifies an entity (person, organization, etc.).



Depicts a process.



Indicates point at which the process begins. Does not represent any activity.



Indicates point at which the process ends. Does not represent any activity.



Depicts a document of any kind, either electronic or hard copy



Indicates an On-Page or Intra Process Connector which is used to avoid complex overlapping connector lines or to continue a process on another page.



Connects steps between business processes.