SW AP313: Approving Vouchers

Web Based Training

Rev 06/06/2014

Welcome

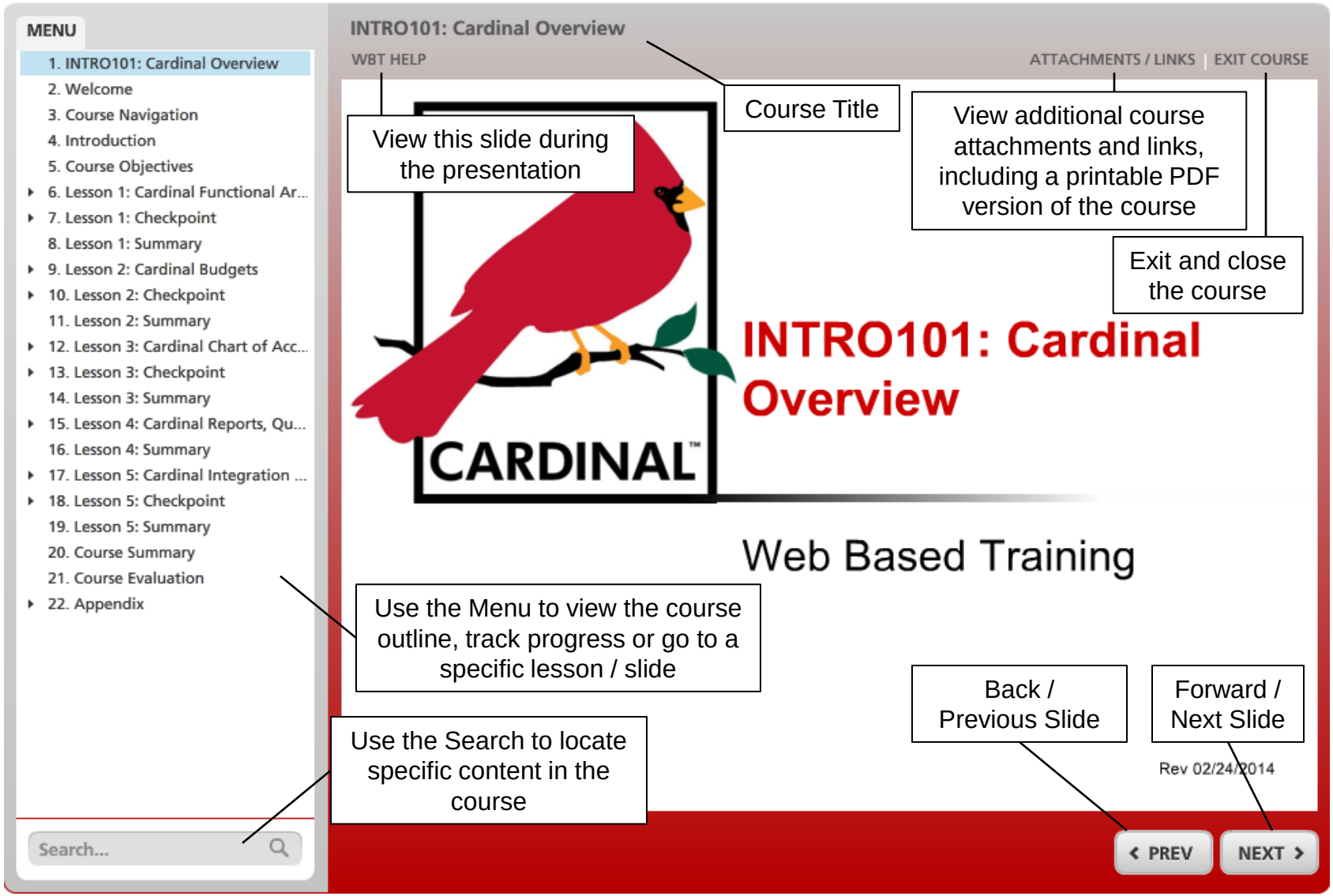
Welcome to Cardinal Training!

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 the approvals process for Vouchers.

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.

Course Navigation



Course Objectives

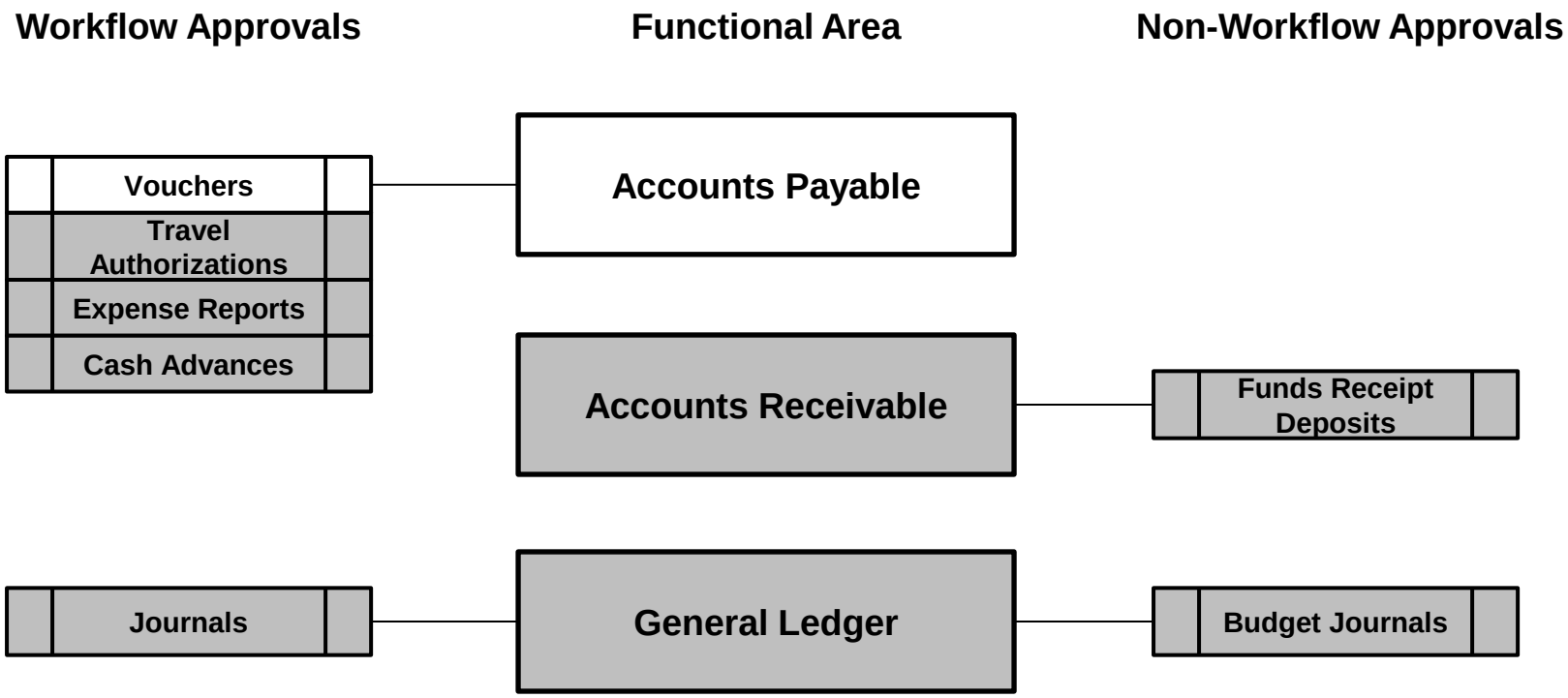
After completing this course, you will be able to:

- Understand voucher types
- Understand pooled approvals and how they work
- Approve vouchers
- Deny vouchers
- Push Back vouchers

Assessment questions will check your understanding.

Introduction

This course will focus on Voucher Approvals. Cardinal uses **Workflow** to route vouchers to the appropriate approvers' **Worklists**.



Voucher Types

Voucher types include:

- **Regular Vouchers**: Vouchers entered directly from an invoice that was received and paid from the Treasury bank account.
- **Regular Petty Cash Vouchers**: Regular vouchers paid from Petty Cash bank accounts.
- **Adjustment Vouchers**: Vouchers that adjust the amount of a previously entered regular voucher (i.e., credit or debit memo).

Voucher Approval Overview

Every voucher entered online in Cardinal must have at least one online approval. Additional approvals may be required, if certain conditions are met.

A voucher cannot enter the approval process until it passes error and budget checking.

Workflow routes vouchers requiring your approval to your worklist.

You can approve the voucher on the **Voucher Approval** page, by clicking the voucher link on your worklist or by navigating directly to the **Voucher Approval** page.

A voucher may appear on your worklist a second time if it was modified after approval, but before voucher post.

Interfaced vouchers receive agency level approval(s) prior to being uploaded into Cardinal. Interfaced vouchers only require online approval(s) in Cardinal if the voucher is modified or corrected online in Cardinal or if the voucher requires DOA approval (e.g., capital outlay projects, legal services, etc.).

Pooled Approval

Pooled worklists are shared by multiple approvers. A voucher that requires approval is directed to all of the approvers in that pool; the voucher approval appears on all of their worklists.

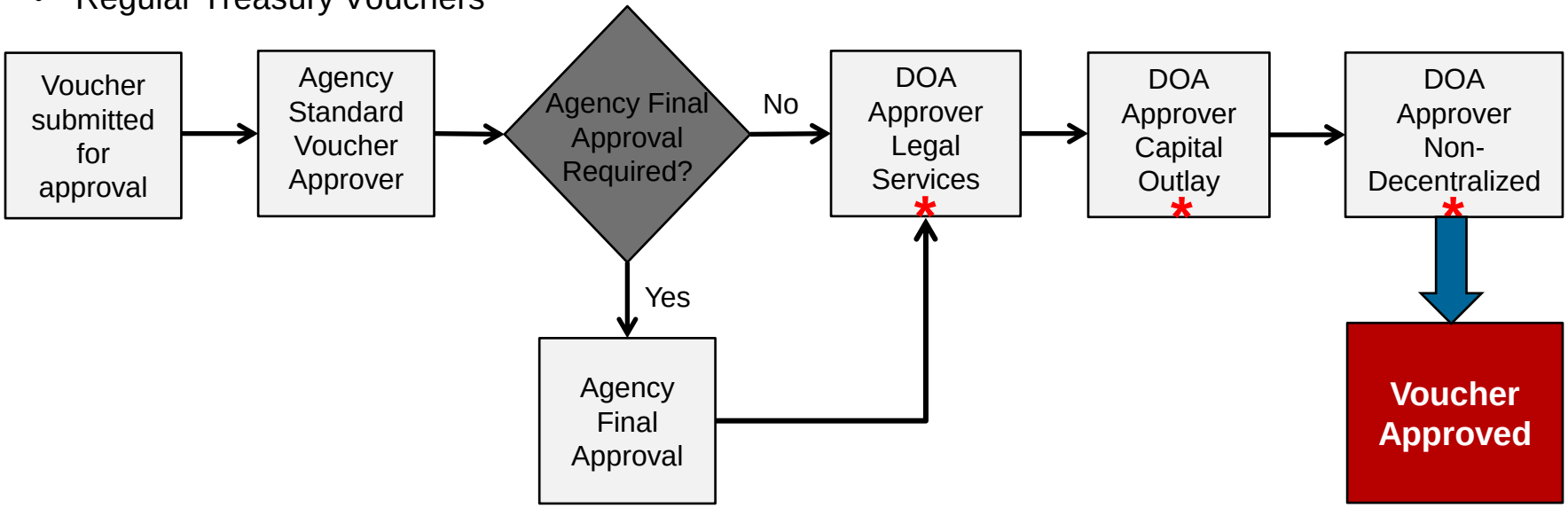
Any approver in the pool can take action on the voucher. When one of the approvers completes an action on the voucher, it is removed from all of the approvers' worklists since it has been worked.

There can only be one pooled worklist for each level of approval.

Voucher Approval Workflow Routing

All vouchers entered or updated online go through the full approval workflow. This diagram shows the approval process workflow routing for:

- Regular Petty Cash Vouchers
- Regular Treasury Vouchers



Legend: * Indicates conditional approval level

Interfaced vouchers that have not been updated online only go through workflow if one or more of the conditional approvals is required.

Voucher Approvals

Required and Optional approvals for vouchers entered or updated online as well as Conditional approvals for all vouchers include:

Required Approval:

- **Agency Standard Voucher Approval:** This approval is required for all vouchers based on the **Business Unit** (in Cardinal, each agency and each agency petty cash account is identified by Business Unit). Only users with access to the Business Unit on the voucher can access and approve that voucher.

Optional Approval:

- **Agency Final Voucher Approval:** This approval is optional for agencies that require two levels of approval. Usage of the COVA Final Approval applies to all vouchers processed within a Business Unit.

Voucher Approvals Routing Order	
Agency Standard Voucher Approval	Required
Agency Final Voucher Approval	Optional
DOA Approval – Capital Outlay (DOA PreAudit)	Conditional
DOA Approval – Legal Services (DOA PreAudit)	Conditional
DOA Approval – Non-Decentralized (DOA PreAudit)	Conditional

Voucher Approvals (continued)

Conditional Approvals:

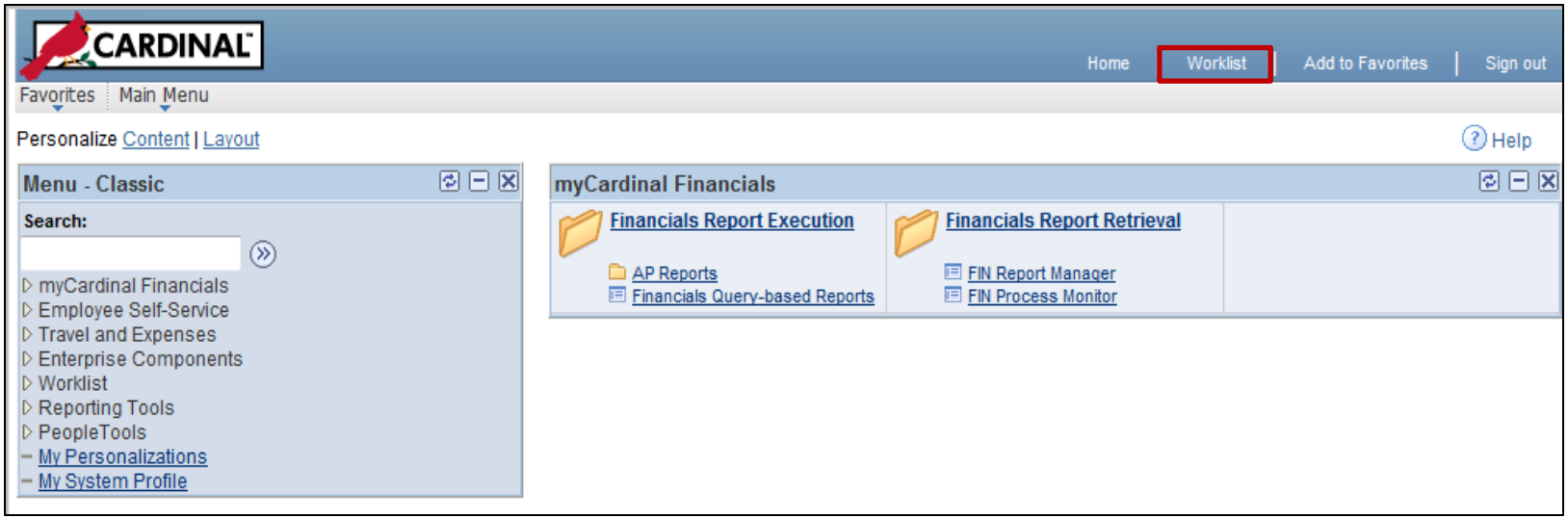
- **DOA Approver – Capital Outlay**: This approval is required if the **Program Code** begins with **998** and the Summary Project is not exempt (Capital Outlay Project has not received their environmental impact study).
- **DOA Approver – Legal Services:** This approval is required if the **Account** on the voucher is **5012430.**
- **DOA Approver – Non-Decentralized:** This approval is required if the Business Unit on the voucher is a Non-Decentralized Business Unit (agency requires DOA approval).

Voucher Approvals Routing Order	
Agency Standard Voucher Approval	Required
Agency Final Voucher Approval	Optional
DOA Approval – Capital Outlay (DOA PreAudit)	Conditional
DOA Approval – Legal Services (DOA PreAudit)	Conditional
DOA Approval – Non-Decentralized (DOA PreAudit)	Conditional

Voucher Approval Steps

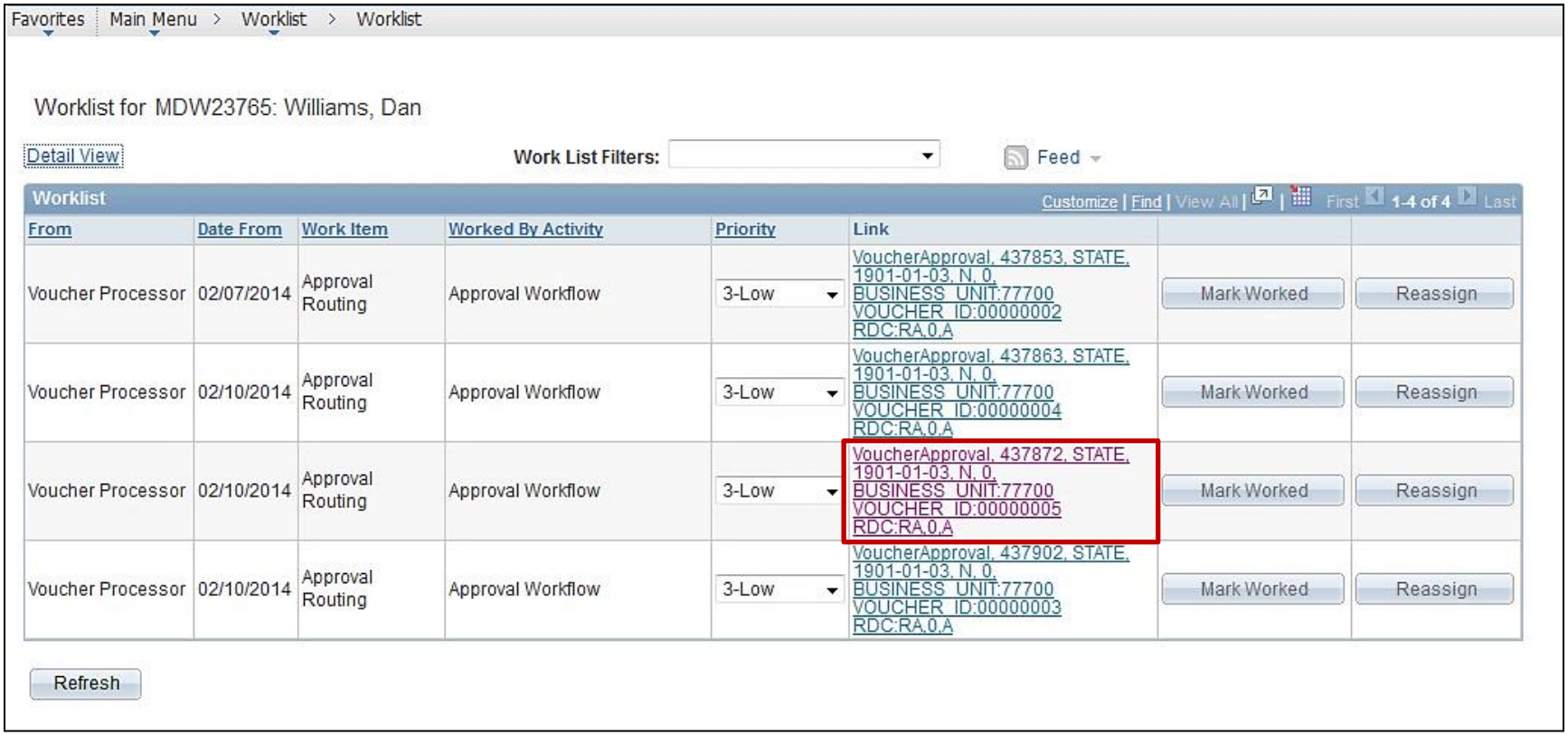
Vouchers are approved on the **Voucher Approval** page. You can access it by clicking the **Worklist** link on the Cardinal **Home** page or by direct navigation.

To access the **Voucher Approval** page via the worklist, click the **Worklist** link located at the top of the **Home** page.



Voucher Approval Steps (continued)

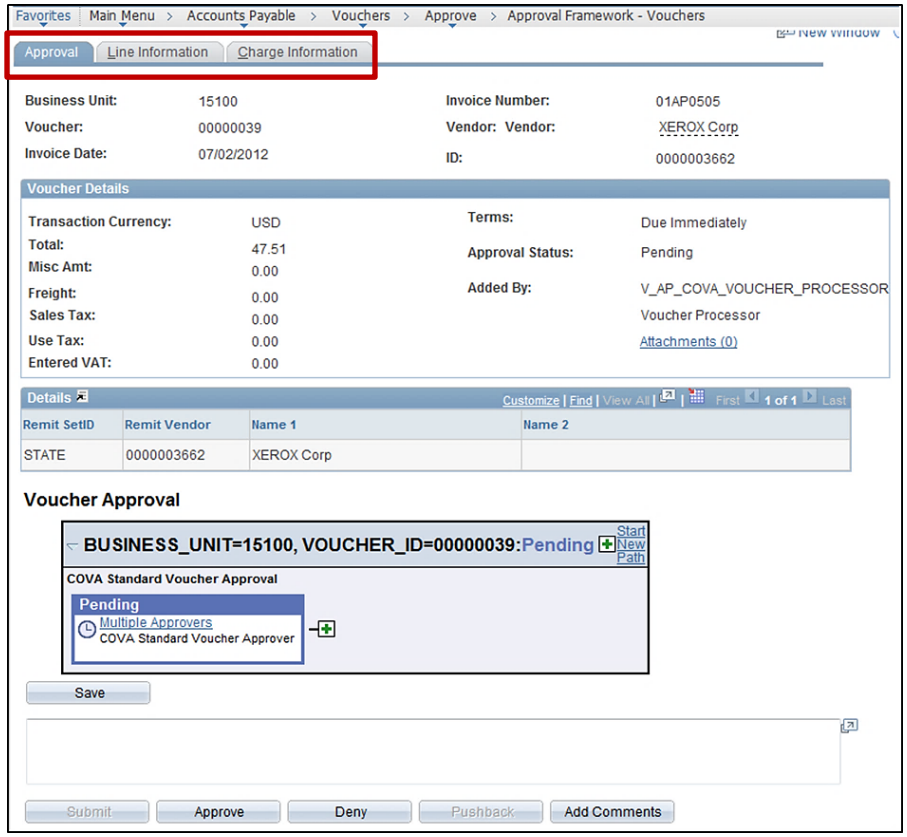
The **Worklist** page displays. Click the link for the voucher that you wish to approve.



Voucher Approval Steps (continued)

This opens the approval page for the voucher you selected. Review the voucher details, based on relevant policies, before approving:

- On the **Approval** tab (default tab when the page opens) review the voucher header and voucher details.
- Click the **Line Information** tab to review the voucher line information.
- Click the **Charge Information** tab to review the charge distribution information.



Click the image to enlarge

Voucher Approval Options

Once you have reviewed the voucher, you have three options:

- To approve a voucher, click the **Approve** button. Cardinal routes the voucher for any conditional approvals that may be needed.
- To push back a voucher, click the **Pushback** button. If you push back a voucher, Cardinal sends an email and a worklist notification to the previous approver on the approval path. If you push back a voucher you should add comments to explain the reason. You can only push back a voucher once it has reached the second level of approval. This feature routes the voucher to the previous approver for updates and re-approval. The option is also only available when there are multiple levels of approval required for the voucher.
- To deny a voucher, click the **Deny** button. You must add comments explaining why you are denying the voucher. If you deny a voucher, Cardinal sends an email and a worklist notification to the Voucher Processor. A denied voucher can be edited, saved, and resubmitted for approval.
- You can identify vouchers that have been denied by accessing the **Voucher Maintenance Search** page. You can also run the **Vouchers Denied NOT Deleted (V_AP_VCHRS_DND_NOT_DLTD)** query.
- If an interfaced voucher is denied, no e-mail is sent to the agency. Interfacing agency approvers should check voucher status on a regular basis.

Voucher Maintenance Search Page

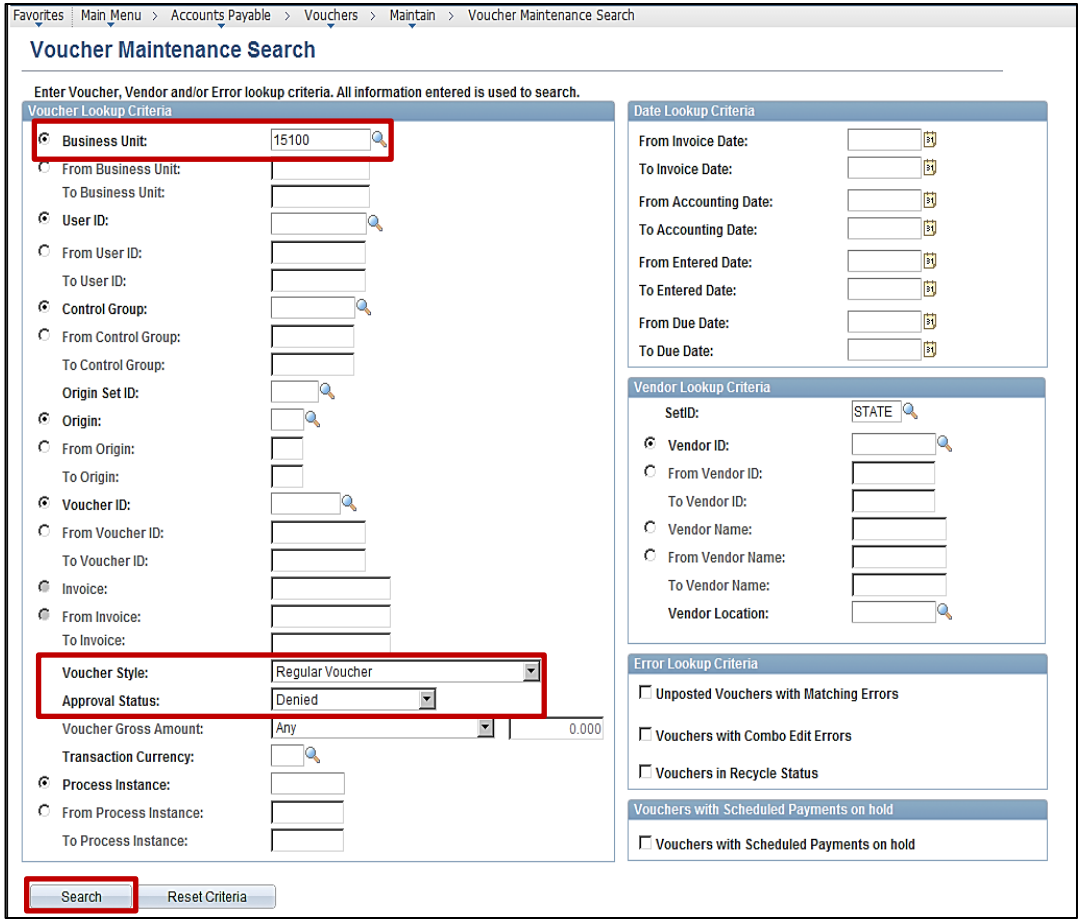
To access the **Voucher Maintenance Search** page use the following path:

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

To view denied vouchers:

- Enter your **Business Unit**.
- Select the **Voucher Style**.
- In the **Approval Status** field, select **Denied**.
- Click the **Search** button.

Denied vouchers display at the bottom of the page.



Click the image to enlarge

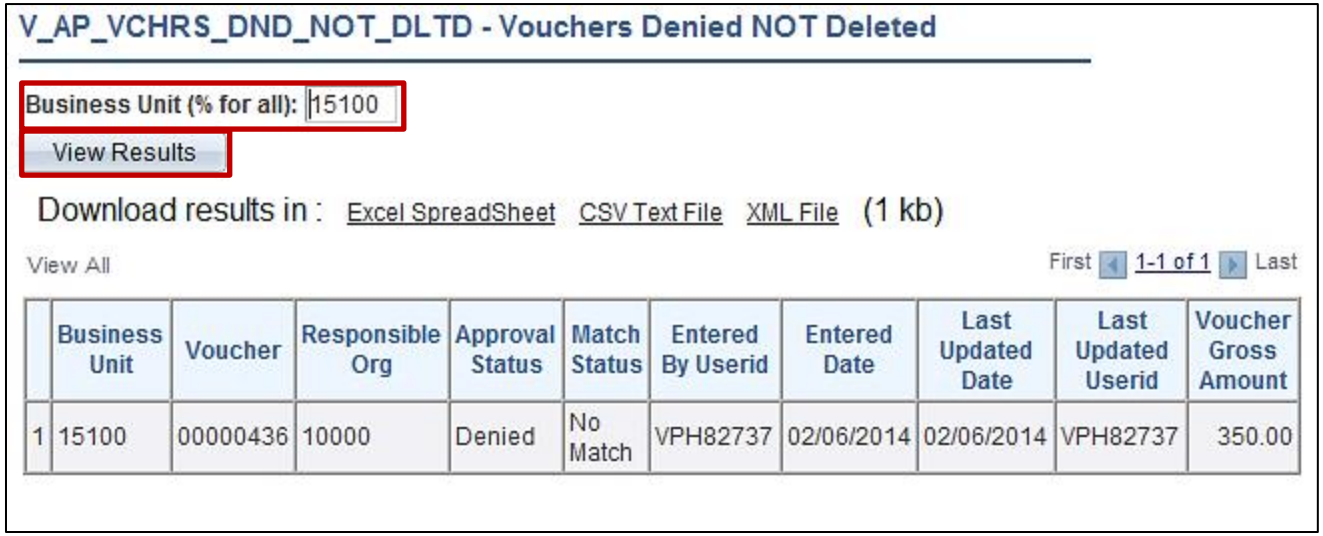
Vouchers Denied NOT Deleted

To access this query, use the following path:

Main Menu > Reporting Tools > Query > Query Viewer

In the Query Name field, enter **V_AP_VCHRS_DND_DLTD** then select how you want the results to display. In the example below, HTML was selected.

Enter your **Business Unit** and click the **View Results** button to view denied vouchers.



V_AP_VCHRS_DND_NOT_DLTD - Vouchers Denied NOT Deleted

Business Unit (% for all): 15100

View Results

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

View All

First 1-1 of 1 Last

	Business Unit	Voucher	Responsible Org	Approval Status	Match Status	Entered By Userid	Entered Date	Last Updated Date	Last Updated Userid	Voucher Gross Amount
1	15100	00000436	10000	Denied	No Match	VPH82737	02/06/2014	02/06/2014	VPH82737	350.00

Voucher Approval – Direct Navigation

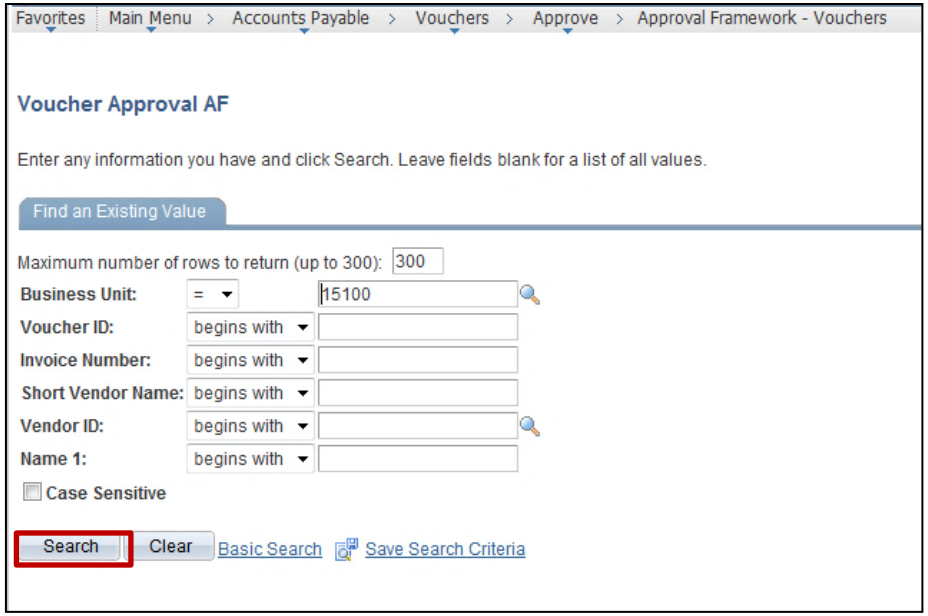
You can also approve a voucher by directly navigating to the **Voucher Approval** page using the following path:

Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers

The **Voucher Approval** search page displays.

Enter the search criteria for the voucher you want to approve and then click the **Search** button.

Once the voucher displays, the steps to approve are the same as selecting from the worklist.



Simulation: Approving Vouchers

You are now about to view a simulation on approving, denying, or pushing back a voucher in Cardinal. Click the Cardinal logo below to start the simulation.

Checkpoint

Now is your opportunity to check your understanding of the material. Read the question, select your answer and click **Submit** to see if you chose the correct answer.

The Agency Standard Voucher Approval is required for all vouchers entered or updated online.

- ○ True
- ○ False

Interfaced vouchers only require online approval(s) at the agency level in Cardinal if the voucher is modified or corrected online in Cardinal.

- ○ True
- ○ False

A voucher may appear on your worklist a second time if it is modified before voucher post.

- ○ True
- ○ False

You can only push back a voucher once it has reached the second level of approval. This feature routes the voucher to the previous approver for update and resubmission.

- ○ True
- ○ False

Course Summary

In this course, you learned:

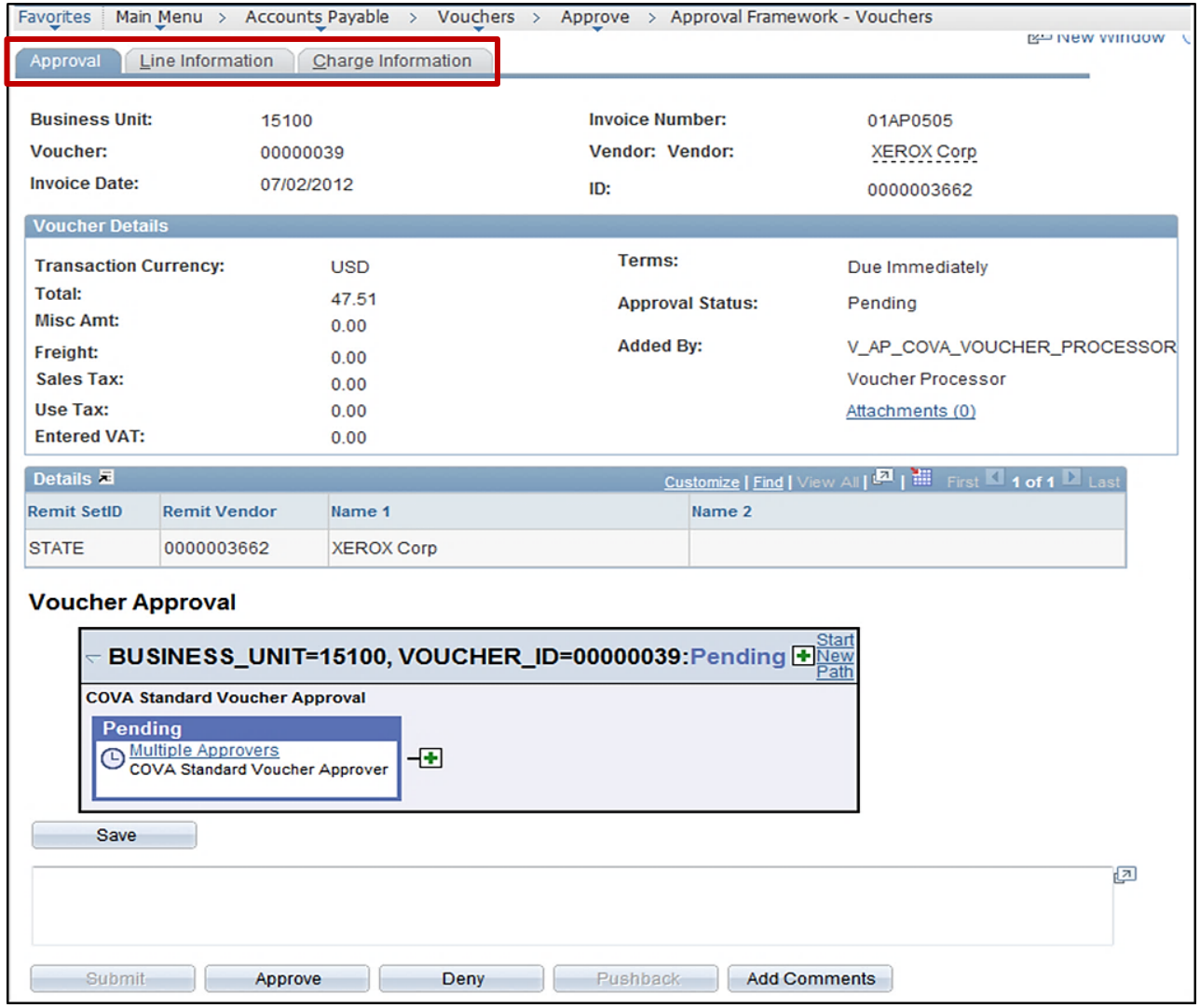
- Vouchers may require multiple approvals depending on the type of expenditure and the agency specific workflow.
- Approvers can **Approve**, **Deny** or **Pushback** vouchers.
- Transactions routed to a pooled worklist can be worked by any approver with that transaction on their worklist. When an approver approves the transaction, it is removed from the other approvers' worklists.
- Interfaced vouchers only require online approval in Cardinal if the voucher is modified or corrected online, or when they require DOA approval (e.g., Capital Outlay, legal expenses, etc.).

Congratulations! You have completed the **AP313: Approving Vouchers** course.

Appendix

- Diagrams and Screenshots

Voucher Approval Page



Click the image to return

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: 15100
- 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: Regular Voucher
- Approval Status: Denied
- 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

Click the image to return