

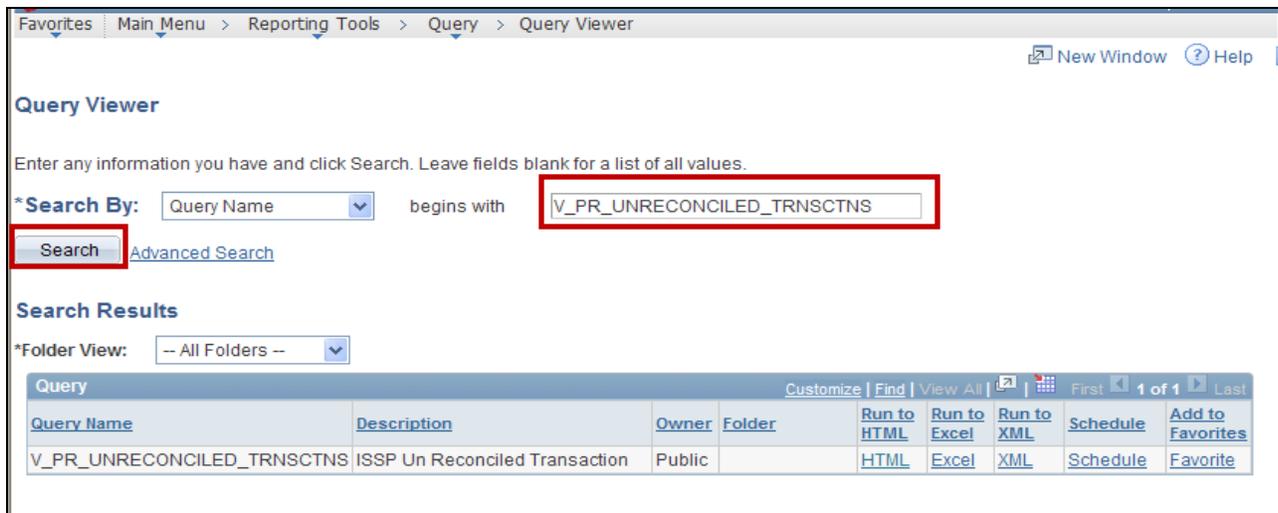
Processing PCard Vouchers

PCard processing involves reviewing, verifying and approving PCard transactions. At the end of each monthly cycle, queries are run to ensure all transactions have been approved. The approved transactions are then loaded to voucher staging tables for processing and payment. The PCard process includes both PCard and ISSP transactions.

To Process P-Card Transactions:

Purchasing – Review/Verify/Reconcile PCard Transactions:

- 1 PCard transactions from PCard Vendor loaded daily (10 files - 1 for each Card Issuer) into Cardinal – **Batch Processor**
- 2 Correct Load errors – **PCard Administrators**
- 3 Review and verify/reconcile (or dispute) PCard transactions, apply distributions and budget check – **PCard User**
- 4 Approve verified/reconciled PCard transactions – **PCard Approver (Supervisor assigned to the PCard)** – refer to training documentation for Performing Approvals, Approving PCard Transactions topic
- 5 At the end of Billing Cycle (15th of the month), run Unreconciled Transactions query to identify transactions that require action – **PCard Voucher Accountant**



The screenshot shows the 'Query Viewer' window in a web application. The breadcrumb path is 'Favorites > Main Menu > Reporting Tools > Query > Query Viewer'. The search criteria are set to 'Query Name' and 'begins with' with the value 'V_PR_UNRECONCILED_TRNSCTNS' entered in the search field. The 'Search' button is highlighted with a red box. Below the search results, a table lists the query details.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
V_PR_UNRECONCILED_TRNSCTNS	ISSP Un Reconciled Transaction	Public		HTML	Excel	XML	Schedule	Favorite

- 6 Navigate using the following path:
Main Menu > Reporting Tools > Query > Query Viewer
- 7 Enter **Query Name V_PR_UNRECONCILED_TRNSCTNS** into the **Search By – begins with** field.
- 8 Click the **Search** button.

V_PR_UNRECONCILED_TRNCTNS - ISSP Un Reconciled Transaction

Card Issuer:

Name (% For All):

District (% For All):

Unit	Short Desc	Name	Issuer	Card Number (Last 4 digits)	Transaction Number	Sequence Number	Transaction Date	Line Number	Merchant	Reference Number	Vendor Item ID	Description	Un Mea
------	------------	------	--------	-----------------------------	--------------------	-----------------	------------------	-------------	----------	------------------	----------------	-------------	--------

9 A new pop-up window displays. Enter the value for **Card Issuer**. In this example, **BAV11** represents the Bristol District corporate account.

10 Enter a % in both the **Name** and **District** fields since the District is specified.

Please note that although the query description specifies **ISSP Un Reconciled Transaction**, the Card Issuer value determines whether the results will include PCard or ISSP transactions. The Card Issuer value for ISSP transactions is **ISSP0**.

11 Click **View Results** to run the query.

12 Click on the **Excel Spreadsheet** hyperlink to download the query results to an Excel document to view the unreconciled transactions and take appropriate action, which may include notifying appropriate PCard Administrators.

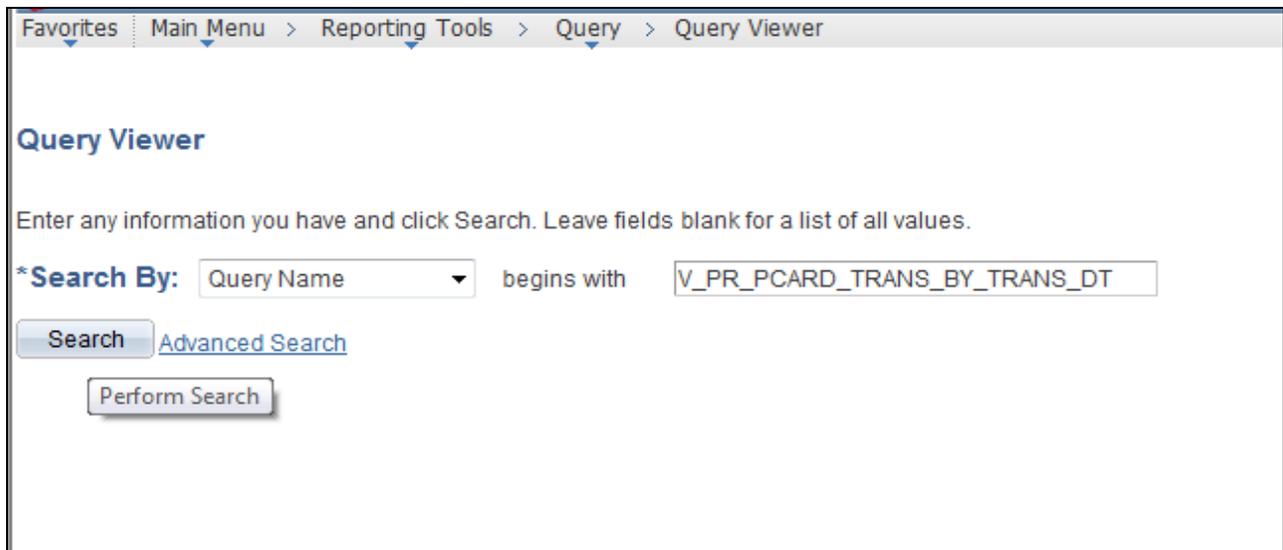
Unit	Short Desc	Name	Issuer	Card Number (Last 4 digits)	Transac
50100	BoAVDist1	BROWN,CLARENCE R	BAV11	y0Lp	24164071
50100	BoAVDist1	BROWN,CLARENCE R	BAV11	y0Lp	24164071
50100	BoAVDist1	BROWN,CLARENCE R	BAV11	y0Lp	74164071
50100	BoAVDist1	CONLEY,GLAVIS E	BAV11	YJ61	24435651
50100	BoAVDist1	EVERSOLE,MELISSA U	BAV11	YpYv	24073141
50100	BoAVDist1	EVERSOLE,MELISSA U	BAV11	YpYv	24073141
50100	BoAVDist1	EVERSOLE,MELISSA U	BAV11	YpYv	24073141
50100	BoAVDist1	FORE,EDGAR V	BAV11	kq63	24707801
50100	BoAVDist1	FORE,EDGAR V	BAV11	kq63	24755421
50100	BoAVDist1	FORE,EDGAR V	BAV11	kq63	24755421
50100	BoAVDist1	FORE,EDGAR V	BAV11	kq63	24755421
50100	BoAVDist1	FORE,EDGAR V	BAV11	kq63	24755421
50100	BoAVDist1	LAMBERT,VANCE L	BAV11	l1ck	24301331
50100	BoAVDist1	LAMBERT,VANCE L	BAV11	l1ck	24755421
50100	BoAVDist1	WHITT,DANNY W	BAV11	RH6Z	74435651
50100	BoAVDist1	WHITT,DANNY W	BAV11	RH6Z	24435651

Processing PCard Vouchers

- 13 Load approved PCard transactions for current billing cycle to voucher staging tables (last business day of the month) – **TBD**
- 14 Voucher Build Processes (10 vouchers created) – **Batch Processor**
- 15 Load approved PCard transactions for previous billing cycle(s) to voucher staging tables (1st day of the month) – **TBD**
- 16 Voucher Build Processes (up to 10 vouchers created) – **Batch Processor**

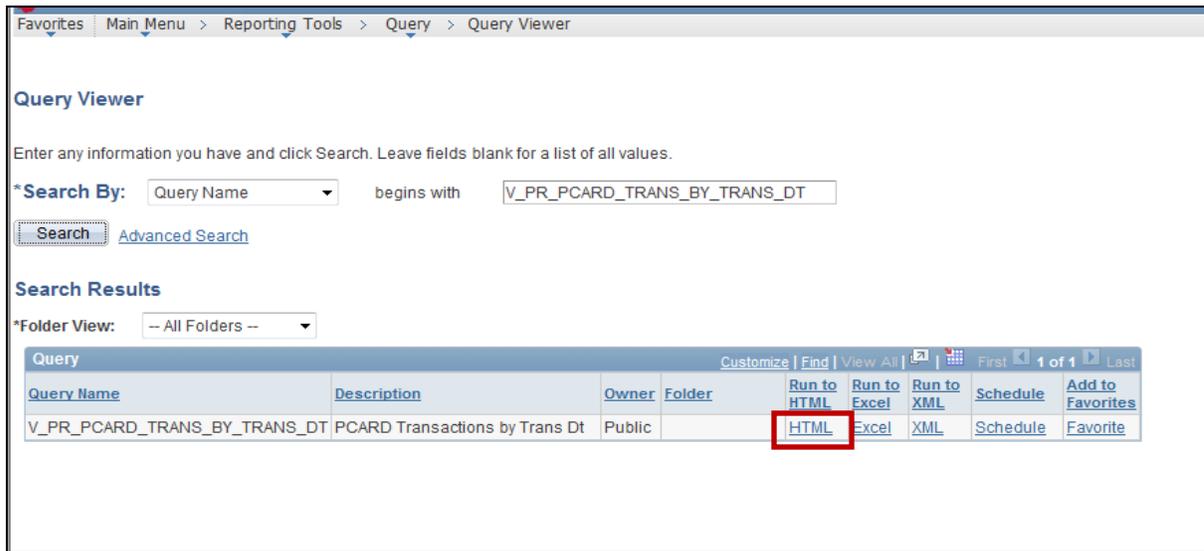
Accounts Payable – Review/Update/Approve PCard Vouchers:

- 1 Run the query **V_PR_PCARD_TRANS_BY_TRANS_DT** to review transactions, by district, included on the voucher for the billing date specified - **PCard Voucher Accountant**

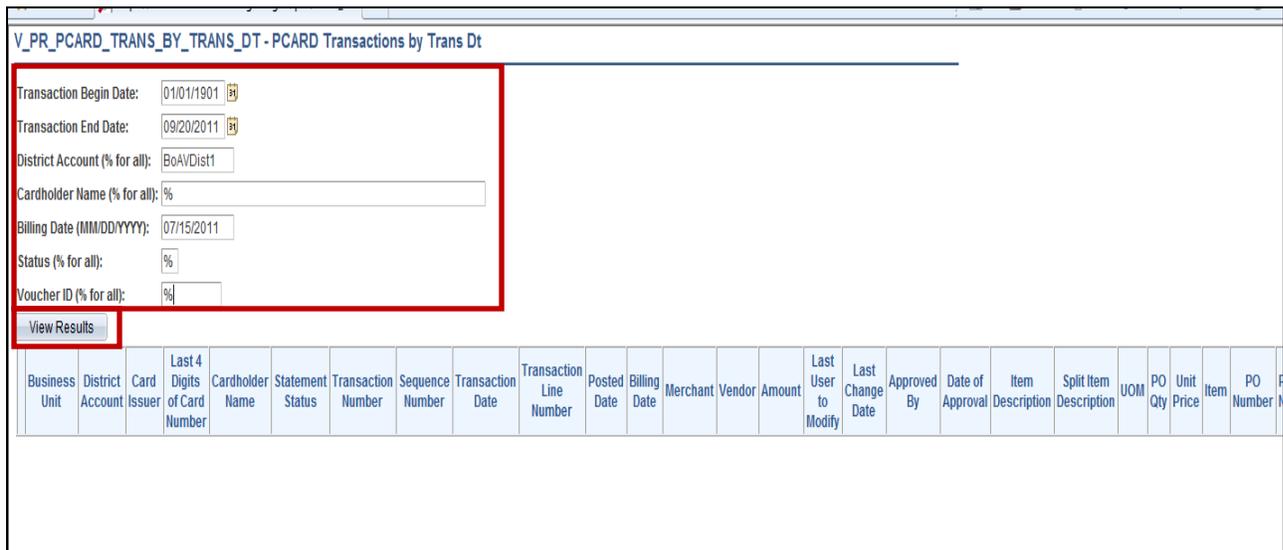


The screenshot shows the 'Query Viewer' interface. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Reporting Tools > Query > Query Viewer'. Below this, the title 'Query Viewer' is displayed. A instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are defined as follows: '*Search By:' followed by a dropdown menu set to 'Query Name', the text 'begins with', and a text input field containing 'V_PR_PCARD_TRANS_BY_TRANS_DT'. Below the search criteria, there are three buttons: 'Search', 'Advanced Search', and 'Perform Search'.

- 2 Navigate using the following path:
Main Menu > Reporting Tools > Query > Query Viewer
- 3 Enter **V_PR_PCARD_TRANS_BY_TRANS_DT** into the **Search By – begins with** field.
- 4 Click the **Search** button.



- In the **Search Results** section, click on the **HTML** hyperlink under **Run to HTML**.
A new pop-up window displays.



- Enter in appropriate information for all fields, including **District Account** and **Billing Date**. For some fields, a % sign can search for all values.
- In this instance, the query is being run for the **BoAVDist1** district account, billing date **7/15/2011**. This will extract transactions for the **BAV11** card issuer.
- Click **View Results** to run the query.



Accounts Payable Job Aid

Processing PCard Vouchers

V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt

Transaction Begin Date:

Transaction End Date:

District Account (% for all):

Cardholder Name (% for all):

Billing Date (MMDD/YYYY):

Status (% for all):

Voucher ID (% for all):

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (60 kb)

[View All](#)

	Business Unit	District Account	Card Issuer	Last 4 Digits of Card Number	Cardholder Name	Statement Status	Transaction Number	Sequence Number	Transaction Date	Transaction Line Number	Posted Date	Billing Date	Merchant	Vendor	Amount	Last User to Modify
1	50100	BoAVDist1	BAV1	*****5170	AKENS,HAROLD	Approved	24692161189000511940849	30	07/07/2011	0	07/08/2011	07/15/2011	CARTER WELDING, LLC		900.000	V_PR_PCARD_SPVR
2	50100	BoAVDist1	BAV1	*****5170	AKENS,HAROLD	Staged	24692161189000511940823	28	07/07/2011	0	07/08/2011	07/15/2011	CARTER WELDING, LLC		3974.230	V_PR_PCARD_SPVR
3	50100	BoAVDist1	BAV1	*****5170	AKENS,HAROLD	Staged	24692161189000511940831	29	07/07/2011	0	07/08/2011	07/15/2011	CARTER WELDING, LLC		1201.730	V_PR_PCARD_SPVR
4	50100	BoAVDist1	BAV1	*****5170	AKENS,HAROLD	Closed	24692161189000511940815	27	07/07/2011	0	07/08/2011	07/15/2011	CARTER WELDING, LLC		67.110	V_PR_PCARD_SPVR
5	50100	BoAVDist1	BAV1	*****5170	AKENS,HAROLD	Verified	24692161189000511940856	31	07/07/2011	0	07/08/2011	07/15/2011	CARTER WELDING, LLC		1799.750	V_PR_PCARD_SPVR
6	50100	BoAVDist1	BAV1	*****5170	AKENS,HAROLD	Staged	24692161189000511940872	33	07/07/2011	0	07/08/2011	07/15/2011	CARTER WELDING, LLC		3571.850	V_PR_PCARD_SPVR
7	50100	BoAVDist1	BAV1	*****5170	AKENS,HAROLD	Verified	24692161189000511940864	32	07/07/2011	0	07/08/2011	07/15/2011	CARTER WELDING, LLC		3530.620	V_PR_PCARD_SPVR
8	50100	BoAVDist1	BAV1	*****2588	BARBER,JERRY W	Closed	24013391188014122359253	17	07/06/2011	0	07/08/2011	07/15/2011	LEE FARMERS COOPERATIVE I		377.000	V_PR_PROCUREMENT_SYST

9 Click on the **Excel Spreadsheet** hyperlink to download the query results to an Excel document.



Accounts Payable Job Aid

Processing PCard Vouchers

Sequence Number	Transaction Date	Transaction Line Number	Posted Date	Billing Date	Merchant	Vendor	Amount	Lab
30	7/7/2011		0	7/8/2011	7/15/2011 CARTER WELDING, LLC		900.000	V_F
28	7/7/2011		0	7/8/2011	7/15/2011 CARTER WELDING, LLC		3974.230	V_F
29	7/7/2011		0	7/8/2011	7/15/2011 CARTER WELDING, LLC		1201.730	V_F
27	7/7/2011		0	7/8/2011	7/15/2011 CARTER WELDING, LLC		67.110	V_F
31	7/7/2011		0	7/8/2011	7/15/2011 CARTER WELDING, LLC		1799.750	V_F
33	7/7/2011		0	7/8/2011	7/15/2011 CARTER WELDING, LLC		3571.850	V_F
32	7/7/2011		0	7/8/2011	7/15/2011 CARTER WELDING, LLC		3530.620	V_F
17	7/6/2011		0	7/8/2011	7/15/2011 LEE FARMERS COOPERATIVE I		377.000	V_F
10	7/6/2011		0	7/8/2011	7/15/2011 KIDD TIRE & MU00025122		-318.230	
9	7/6/2011		0	7/8/2011	7/15/2011 KIDD TIRE & MU00025122		132.990	
8	7/6/2011		0	7/8/2011	7/15/2011 KIDD TIRE & MU00025122		185.240	
7	7/6/2011		0	7/8/2011	7/15/2011 KIDD TIRE & MU00025122		318.220	V_F
4	7/6/2011		0	7/8/2011	7/15/2011 BERRY HOME CENTERS INC		11.430	
14	7/7/2011		0	7/8/2011	7/15/2011 XEROX CORP. XCS/RBO		419.190	V_F
3	7/6/2011		0	7/8/2011	7/15/2011 WASTE INDUSTRIES		158.120	
2	7/6/2011		0	7/8/2011	7/15/2011 WASTE INDUSTRIES		158.120	
1	7/6/2011		0	7/8/2011	7/15/2011 WASTE INDUSTRIES		158.120	
22	7/6/2011		0	7/8/2011	7/15/2011 Whicker Glass Company		220.000	
23	7/7/2011		0	7/8/2011	7/15/2011 SURE DRAIN LLC		195.000	
24	7/7/2011		0	7/8/2011	7/15/2011 SURE DRAIN LLC		195.000	
25	7/7/2011		0	7/8/2011	7/15/2011 SURE DRAIN LLC		195.000	
26	7/7/2011		0	7/8/2011	7/15/2011 SURE DRAIN LLC		692.000	
6	7/7/2011		0	7/8/2011	7/15/2011 AFTON COMMUNICATIONS		83.500	
5	7/7/2011		0	7/8/2011	7/15/2011 AFTON COMMUNICATIONS		30.500	
21	7/7/2011		0	7/8/2011	7/15/2011 THE OFFICE PLACE INC		142.710	V_F
13	7/7/2011		0	7/8/2011	7/15/2011 TRI COUNTY GLASS INC		150.900	
12	7/7/2011		0	7/8/2011	7/15/2011 WESTERN BRANCH DIESEL INC		540.170	
11	7/7/2011		0	7/8/2011	7/15/2011 XEROX CORP. XCS/RBO		391.950	V_F
18	7/6/2011		0	7/8/2011	7/15/2011 TRI CITY BLUE PRINT & SUP		276.680	V_F
16	7/7/2011		0	7/8/2011	7/15/2011 AFTON COMMUNICATIONS		324.000	V_F

- 10 In the downloaded Excel document, sum the **Amount** field. This total represents the total billed to District Account **BoAVDist1** (card issue **BAVI1**) on 07/15/2011 and will be needed for voucher reconciliation. The total is **\$20,480.66**. This total will include both reconciled and unreconciled transactions. Sort the results by Voucher to determine the total amount included on the voucher(s) created for billing period. In this example, the total amount for voucher **00004411** is **\$343.79**.



Accounts Payable Job Aid

Processing PCard Vouchers

Favorites Main Menu > Worklist > Worklist

Worklist for V_AP_PCARD_VOUCH_APPROVER: PCard Accountant Vou

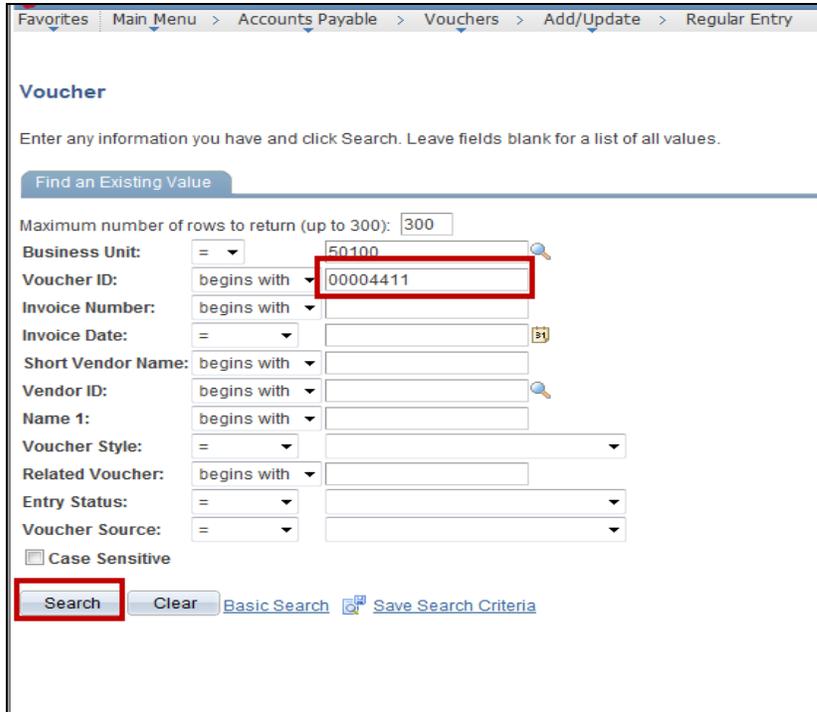
Detail View Work List Filters: [dropdown] Feed [dropdown]

From	Date From	Work Item	Worked By Activity	Priority	Link		
Voucher Processor	03/30/2011	Approval Routing	Approval Workflow	3-Low	VoucherApproval_1172_50100_2010-10-05_N_0_BUSINESS_UNIT-50100_VOUCHER_ID:00000186_RDC-RA.0.A	Mark Worked	Reassign
Accounts Payable Batch Process	03/30/2011	Approval Routing	Approval Workflow	3-Low	VoucherApproval_1176_50100_2010-10-05_N_0_BUSINESS_UNIT-50100_VOUCHER_ID:00000206_RDC-RA.0.A	Mark Worked	Reassign
Voucher Processor	04/06/2011	Approval Routing	Approval Workflow	3-Low	VoucherApproval_1322_50100_2010-10-05_N_0_BUSINESS_UNIT-50100_VOUCHER_ID:00000209_RDC-RA.0.A	Mark Worked	Reassign
Accounts Payable Batch Process	04/28/2011	Approval Routing	Approval Workflow	3-Low	VoucherApproval_1694_50100_2010-10-07_N_0_BUSINESS_UNIT-50100_VOUCHER_ID:00000277_RDC-RA.0.A	Mark Worked	Reassign
Accounts Payable Batch Process	04/28/2011	Approval Routing	Approval Workflow	3-Low	VoucherApproval_1703_50100_2010-10-07_N_0_BUSINESS_UNIT-50100_VOUCHER_ID:00000280_RDC-RA.0.A	Mark Worked	Reassign
Accounts Payable Batch Process	08/22/2011	Approval Routing	Approval Workflow	3-Low	VoucherApproval_4647_50100_2010-10-07_N_0_BUSINESS_UNIT-50100_VOUCHER_ID:00004365_RDC-RA.0.A	Mark Worked	Reassign
Accounts Payable Batch Process	09/20/2011	Approval Routing	Approval Workflow	3-Low	VoucherApproval_4762_50100_2010-10-07_N_0_BUSINESS_UNIT-50100_VOUCHER_ID:00004410_RDC-RA.0.A	Mark Worked	Reassign
Accounts Payable Batch Process	09/20/2011	Approval Routing	Approval Workflow	3-Low	VoucherApproval_4763_50100_2010-10-07_N_0_BUSINESS_UNIT-50100_VOUCHER_ID:00004411_RDC-RA.0.A	Mark Worked	Reassign

- 11 Navigate to the Worklist. Click on the **Worklist** to view Cardinal items pending action.
- 12 The PCard Approver would need to be aware of his or her District and Customer Account Number. The Approver would not likely know what Voucher IDs apply to their District, and would need to review each of the Vouchers on the Worklist to determine which vouchers are applicable to their District. At this point, the Approver would need to make note of each Voucher ID on the Worklist for future reference.

13 Navigate using the following path:

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



14 Enter a valid **Voucher ID** from the list of vouchers included on the Worklist. In this example, the PCard Approver knows that Voucher **00004411** applies to their District.

15 Click the **Search** button.

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

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

Business Unit:	50100	Invoice Date:	07/15/2011
Voucher ID:	00004411	Invoice No:	1_071511_BILL_0000000001
Voucher Style:	Regular	Invoice Total:	343.79 USD
Contract ID:		Pay Terms:	Due Now
Vendor Name:	Bank of America 1 Commercial Place Norfolk, VA 23510	Voucher Source:	Procurement Cards
Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Created:	09/20/2011
Approval Status:	Pending Approval History	Created By:	V_PR_PROCUREMENT_SYSTEM_ADMIN
Post Status:	Unposted	Modified:	09/20/2011
		Modified By:	V_AP_BATCH_PROCESSOR
Budget Status:	Valid	ERS Type:	Not Applicable
Budget Misc Status:	Valid	Close Status:	Open
View Related	Payment Inquiry	Go	

Buttons: Save | Return to Search | Notify | Refresh

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

- 16 The **Voucher Summary** page displays for voucher 00004411. Note the **Voucher Source** and **Invoice No.**



Accounts Payable Job Aid

Processing PCard Vouchers

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

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

Business Unit: 50100 Invoice No: 1_071511_BILL_0000000001
Voucher ID: 00004411 Invoice Date: 07/15/2011
Voucher Style: Regular Voucher Accounting Date: 09/20/2011

Final Voucher
 Do Not Send to CARS

Vendor ID: 000007474 Bank of America Invoice Receipt Date:
ShortName: BANK OF AM-001 1 Commercial Place Goods & Services Receipt Date:
Location: MAIN VA6-100-03-01
*Address: 2 VA10023369 Norfolk, VA 23510

Advanced Vendor Search

Invoice Lines: 343.79 *Pay Terms: 00 Due Now
*Currency: USD Basis Date Type: Prompt Payment
Miscellaneous: Responsible Org:
Freight: Customer Account #: 000047152900
Total: 343.79 ROW Acquisition ID:

Difference: 0.00

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

Invoice Lines Find | View All First 1 of 2 Last

Line: 1 Item: UOM: EA
*Distribute by: Amount Unit Price: 276.68000 Quantity: 1.0000
Ship To: CNTRL OF1 Line Amount: 276.68
SpeedChart: Description: TRI CITY BLUE PRINT & SUP One Asset

17 Click on the **Invoice Information** tab to display the invoice information for voucher 00004411. Note the **Customer Account #**. For this voucher, the **Customer Account #** is **00004715290007150450**. The PCard Approver notes that this is his or her District's Customer Account # and is responsible for updating this voucher to properly reflect the recent billing statement.

18 To update the PCard vouchers, the PCard Approver will need to complete two actions for each applicable voucher:

1. Update the **Responsible Org** field on the Invoice Information tab.
2. Update the **Distribution Line** information.
 - a. This step is dependent on the Invoice Number. The naming standard for PCard Voucher Invoice Numbers follows this format: [district] + [bill date] + [desc].
 - b. The [desc] field will be one of either two values – **BILL** or **ADJUST**.
 - i. **BILL** – represents a current billing cycle voucher.
 1. The voucher must be updated by inserting an additional Distribution Line for unreconciled transactions included on the Billing Statement.
 - a. Speedtype / Cost Center 1112022
 - b. Account 5013090
 - c. Department ID XXXXX (District or Central Office)
 - d. Merchandise Amount \$\$\$\$
 2. **Voucher Invoice Total amount must agree with BOA Billing Statement total.**



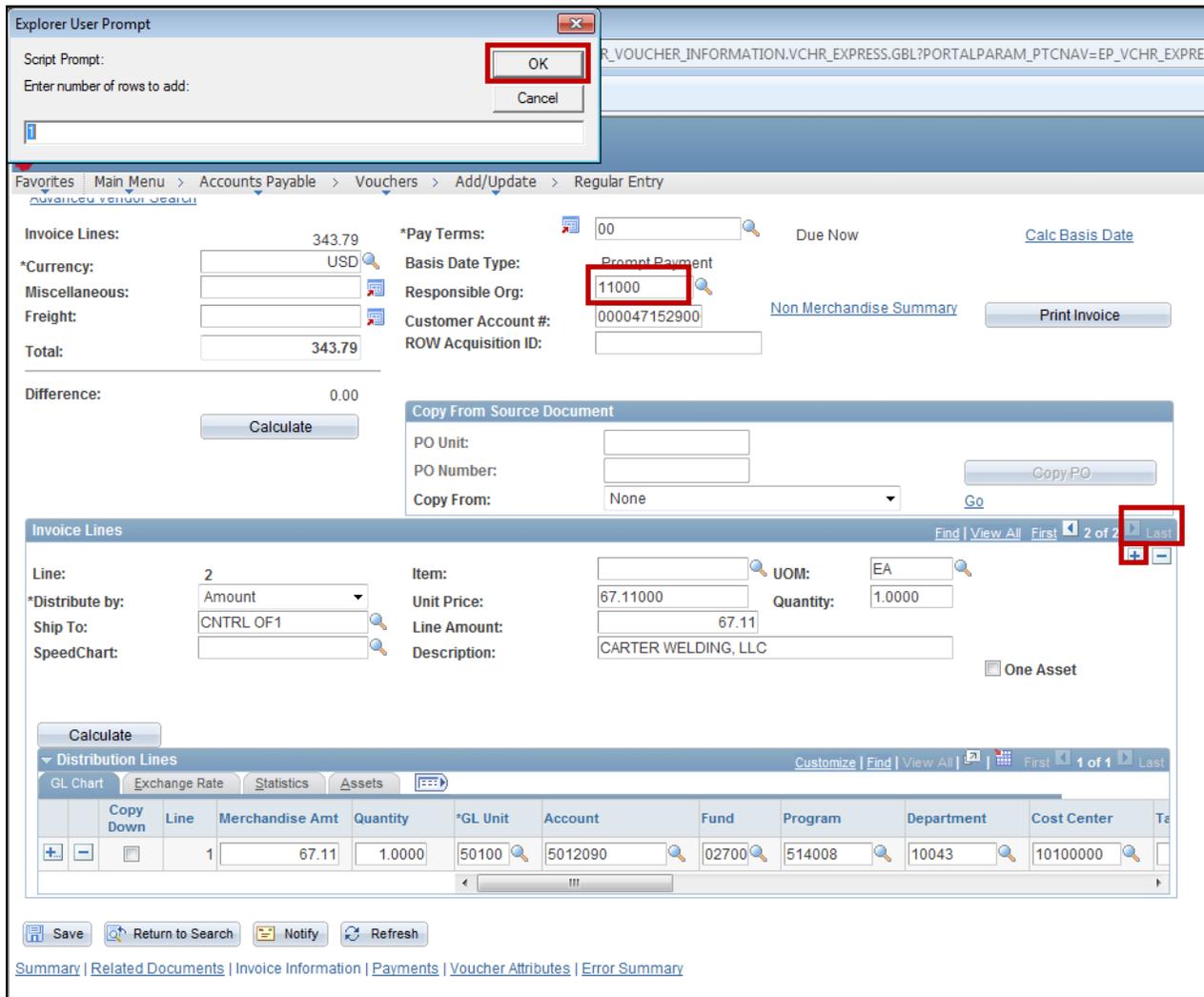
Accounts Payable Job Aid

Processing PCard Vouchers

- ii. **ADJUST** – represents a previous billing cycle voucher.
 - 1. The voucher must be updated by inserting an additional Distribution Line to clear amount previously recorded to “Suspense”.
 - a. Speedtype / Cost Center 1112022
 - b. Account 5013090
 - c. Department ID XXXXX (District or Central Office)
 - d. Merchandise Amount -\$\$\$.\$\$ (total of voucher line amounts created from approved transactions).
 - 2. **Voucher Invoice Total** amount must be **\$0.00**.

19 In this example, the Invoice No. 1_071511_BILL_0000000001 reveals the District as District 1, the billing date as 07/15/2011, and the description BILL indicates that this is the first voucher in the billing statement.

Updates 1 and 2.b.i from above will need to be made.



Explorer User Prompt

Script Prompt: **OK**

Enter number of rows to add:

Invoice Information

Invoice Lines: 343.79 *Pay Terms: 00 Due Now [Calc Basis Date](#)

*Currency: USD Basis Date Type: Prompt Payment

Miscellaneous: Responsible Org: **11000** [Non Merchandise Summary](#)

Freight: Customer Account #: 000047152900

Total: 343.79 ROW Acquisition ID:

Difference: 0.00

Copy From Source Document

PO Unit:

PO Number:

Copy From: None

Invoice Lines Find | View All | First 2 of 2 Last

Line: 2 Item: UOM: EA

*Distribute by: Amount Unit Price: 67.11000 Quantity: 1.0000

Ship To: CNTRL OF1 Line Amount: 67.11

SpeedChart: Description: CARTER WELDING, LLC One Asset

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

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Ta
<input type="button" value="+"/>	1	67.11	1.0000	50100	5012090	02700	514008	10043	10100000	

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

- 20** In the **Responsible Org** field on the **Invoice Information** tab, enter **11000** for the Bristol District Office.
- 21** Scroll to the bottom of the page.
- 22** Click the **Last** hyperlink in the upper-right of the **Invoice Lines** section to show the last invoice line.
- 23** In the right-hand corner of the **Invoice Lines** Section, click the **+** icon to add a new invoice line.
- 24** A pop-up window will open requesting the number of rows to add. Click **OK** to add 1 new invoice line.



Accounts Payable Job Aid

Processing PCard Vouchers

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

*Distribute by: Amount Unit Price: 67.11000 Quantity: 1.0000
Ship To: CNTRL OF1 Line Amount: 67.11
SpeedChart: Description: CARTER WELDING, LLC One Asset

Calculate

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

GL Chart	Exchange Rate	Statistics	Assets													
				+	-	<input type="checkbox"/>	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task
							1	67.11	1.0000	50100	5012090	02700	514008	10043	10100000	

Line: 3 Item: UOM: Quantity: Line Amount: 0.00
*Distribute by: Amount Unit Price: Quantity: Line Amount: 0.00
Ship To: CNTRL OF1 Line Amount: 0.00
SpeedChart: 11120220 Description: Remaining Balance Suspense One Asset

SpeedChart Key Description
11120220 Amr Express Card Expense

Calculate

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

GL Chart	Exchange Rate	Statistics	Assets													
				+	-	<input type="checkbox"/>	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task
							1	20136.87		50100						

Save Return to Search Notify Refresh

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

- 25 A new Invoice Line **Line: 3** is added.
- 26 Enter a value into the **Description** field to indicate this distribution represents the remaining billing statement balance.
- 27 In the **SpeedChart** field, enter **1112022**.

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

*Distribute by: Amount Unit Price: 67.11000 Quantity: 1.0000
 Ship To: CNTRL OF1 Line Amount: 67.11
 SpeedChart: Description: CARTER WELDING, LLC One Asset

Calculate

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

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task
					1	67.11	1.0000	50100	5012090	02700	514008	10043	10100000	

Line: 3 Item: UOM: Quantity:
 *Distribute by: Amount Unit Price: Line Amount: 20,136.87
 Ship To: CNTRL OF1 Description: Remaining Balance Suspense One Asset
 SpeedChart: 11120220

Calculate

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

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task
					1	20,136.87		50100	5013090	04100	699001	10043	11120220	

Save Return to Search Notify Refresh

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

- 28 This **SpeedChart** populates the **Fund**, **Program** and **Cost Center** fields.
- 29 The total billing statement was \$20,480.66 – the existing invoice amount on this voucher was \$343.79. Thus, a total of **\$20,136.87** (\$20,480.66 - \$343.79) needs to be added via invoice line 3 to make the total voucher amount equal to the billing statement. In this example, the remaining balance for the Bristol District (**BAVIO**) from the 7/15/11 billing statement is **\$20,136.87**. Add this to the **Merchandise Amt** field in the distribution for Invoice Line 3 as well as the **Line Amount** field.
- 30 In the **Account** field, enter **5013090**.
- 31 Enter a [valid value] in the **Department** field.

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

Voucher ID: 00004411 Invoice Date: 07/15/2011
 Voucher Style: Regular Voucher Accounting Date: 09/20/2011

Vendor ID: 000007474 Bank of America
 ShortName: BANK OF AM-001 1 Commercial Place
 Location: MAIN VA6-100-03-01
 *Address: 2 VA10023369 Norfolk, VA 23510

Invoice Lines: 20480.66 *Pay Terms: 00 Due Now
 *Currency: USD Basis Date Type: Inv Date
 Miscellaneous: Responsible Org: 11000
 Freight: Customer Account #: 000047152900
 Total: 20,480.66 ROW Acquisition ID: Difference: 0.00

Calculate

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

Invoice Lines
 Line: 2 Item: UOM: EA
 *Distribute by: Amount Unit Price: 67.11000 Quantity: 1.0000
 Ship To: CNTRL OF1 Line Amount: 67.11
 SpeedChart: Description: CARTER WELDING, LLC

Calculate

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

- 32 Scroll to the top of the page. In the Invoice Lines **Total** field, enter the total amount of the billing statement. This should equal the sum of the existing invoice lines and the newly added line.
- 33 Click the **Calculate** button.
- 34 The **Difference** field should show **0.00**.
- 35 Scroll to the bottom of the page and click the **Save** button.

The screenshot shows the 'Accounts Payable' software interface. A 'Message' dialog box is open, displaying the following text:

Difference between voucher and total payment amounts is 20138.87 -- apply to existing scheduled payment? (7030,379)

The sum of all scheduled and/or recorded payments' Gross Payment Amount differs from the voucher's Gross Amount by the indicated amount. Press 'OK' if you wish to apply this difference to the existing scheduled payment (refer to the Payments tab to examine currently scheduled and/or recorded payment amounts). Press 'Cancel' if you wish to make some other manual change to bring the voucher and total payment amounts into balance.

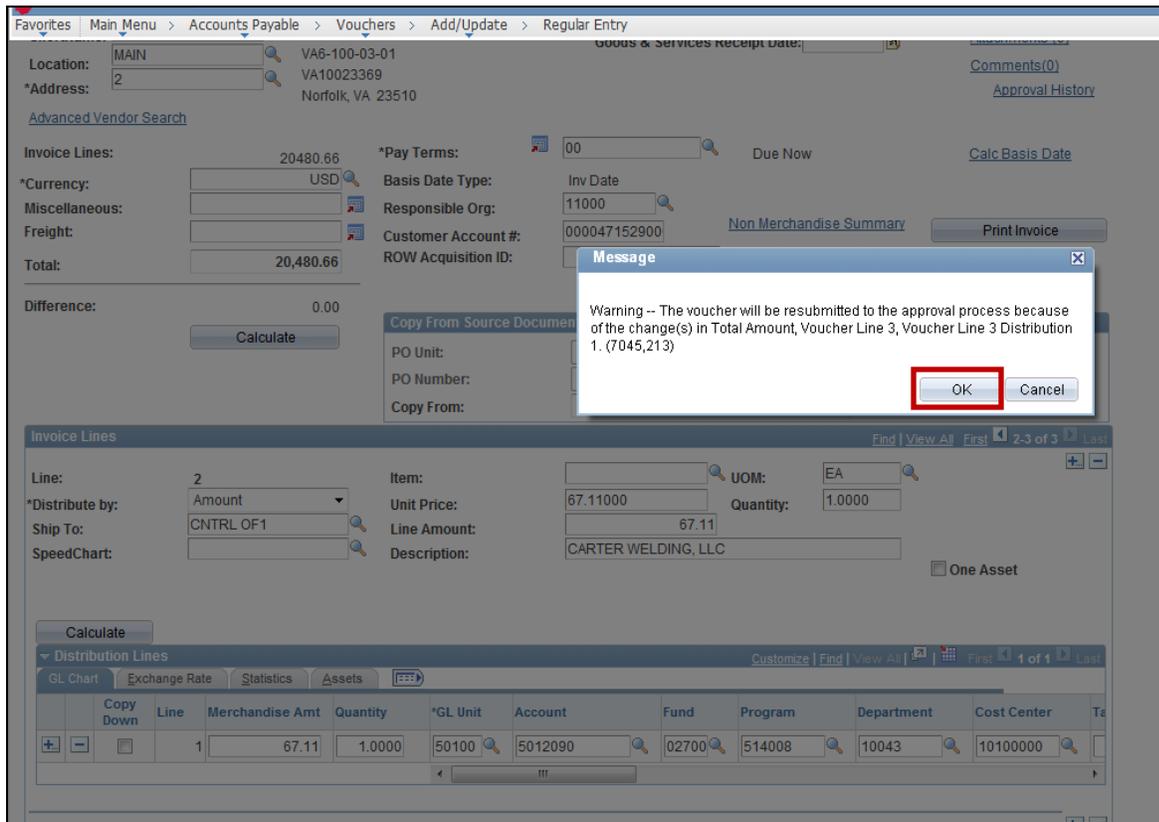
The 'OK' button is highlighted with a red box.

The background interface shows the following details:

- Location: MAIN, VA6-100-03-01
- *Address: 2, VA10023369, Norfolk, VA 23510
- Invoice Lines: 20480.66
- *Pay Terms: 00, Due Now
- *Currency: USD
- Basis Date Type: Inv Date
- Responsible Org: 11000
- Customer Account #: 000047152900
- ROW Acquisition ID: [blank]
- Total: 20,480.66
- Difference: 0.00
- Calculate button
- Copy From Source Document button
- PO Unit: [blank]
- PO Number: [blank]
- Copy From: [blank]
- Invoice Lines section: Line 2, Distribute by: Amount, Ship To: CNTRL OF1, SpeedChart: [blank], Item: [blank], Unit Price: [blank], Line Amount: 67.11, Description: CARTER WELDING, LLC
- Calculate button
- Distribution Lines table:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Ta
+	1	67.11	1.0000	50100	5012090	02700	514008	10043	10100000	

36 Click **OK** on the resulting pop-up.



Location: MAIN VA6-100-03-01
 *Address: 2 VA10023369
 Norfolk, VA 23510

Invoice Lines: 20480.66 *Pay Terms: 00 Due Now
 *Currency: USD Basis Date Type: Inv Date
 Miscellaneous: Responsible Org: 11000
 Freight: Customer Account #: 000047152900
 Total: 20,480.66 ROW Acquisition ID: Non Merchandise Summary Print Invoice

Difference: 0.00 Calculate

Message: Warning -- The voucher will be resubmitted to the approval process because of the change(s) in Total Amount, Voucher Line 3, Voucher Line 3 Distribution 1. (7045,213) OK Cancel

Invoice Lines: Line: 2 Item: UOM: EA
 *Distribute by: Amount Unit Price: 67.11000 Quantity: 1.0000
 Ship To: CNTRL OF1 Line Amount: 67.11
 SpeedChart: Description: CARTER WELDING, LLC One Asset

Calculate

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Te
					1	67.11	1.0000	50100	5012090	02700	514008	10043	10100000	

- 37 Click **OK** on the resulting pop-up. The voucher is resubmitted to the Approvals process since the distribution amounts were updated.



Accounts Payable Job Aid

Processing PCard Vouchers

The screenshot displays the 'Regular Entry' window for processing a PCard voucher. The interface includes several sections:

- Business Unit:** 50100
- Voucher ID:** 00004411
- Voucher Style:** Regular Voucher
- Invoice No.:** 1_071511_BILL_00000000001
- Invoice Date:** 07/15/2011
- Accounting Date:** 09/20/2011
- Vendor ID:** 000007474 (Bank of America)
- ShortName:** BANK OF AM-001
- Location:** MAIN
- *Address:** 2
- Invoice Lines:** 20480.66
- *Currency:** USD
- Miscellaneous:** (empty)
- Freight:** (empty)
- Total:** 20,480.66
- Difference:** 0.00
- *Pay Terms:** 00 (Due Now)
- Basis Date Type:** Inv Date
- Responsible Org:** 11000
- Customer Account #:** 000047152900
- ROW Acquisition ID:** (empty)
- Copy From Source Document:** PO Unit, PO Number, Copy From (None)
- Invoice Lines:** Line 3, Amount, Ship To: CNTRL_OF1, SpeedChart: 11120220, Item: Remaining Balance Suspense, Line Amount: 20,136.87

A red box highlights the 'Saved' button in the top right corner of the window.

38 The voucher is now **Saved**.

39 From here, the voucher is re-processed through batch Budget Check. After passing Budget Check, the voucher is re-routed to the PCard Voucher Approver, who can then review and approve. The voucher is now ready for payment.



Accounts Payable Job Aid

Processing PCard Vouchers

To Process ISSP Transactions:

Purchasing – Review/Verify/Reconcile ISSP Transactions:

- 1 ISSP transactions from vendor loaded daily (1 file) into Cardinal – **Batch Processor**
- 2 Correct Load errors – **Procurement System Administrator**
- 3 Review and verify/reconcile (or dispute) ISSP transactions, apply distributions (if necessary), and budget check – **ISSP Reconciler**
- 4 Approve verified/reconciled PCard (ISSP) transactions – **Supervisor assigned to the PCard (ISSP) (Location)** – refer to training documentation for Performing Approvals, ISSP Approval topic
- 5 Load approved PCard (ISSP) transactions to voucher staging tables (daily) – **TBD**

Accounts Payable - Review/Update/Approve ISSP Vouchers:

- 1 Voucher Build Processes – **Batch Processor**
- 2 Run the query **V_PR_PCARD_TRANS_BY_TRANS_DT** to review transactions, by district, included on the voucher - **PCard Voucher Accountant**
- 3 Update voucher with **Responsible Org (10015 – Fiscal Division)** and approve voucher – **PCard Voucher Accountant**