



# AP312: Voucher Processing

*Instructor Led Training*



# Welcome

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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 how to process a voucher 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 the Statewide Cardinal Security Handbook for a list of available roles and descriptions.



# Introduction

The Accounts Payable functional area of Cardinal is composed of two modules:

## Accounts Payable

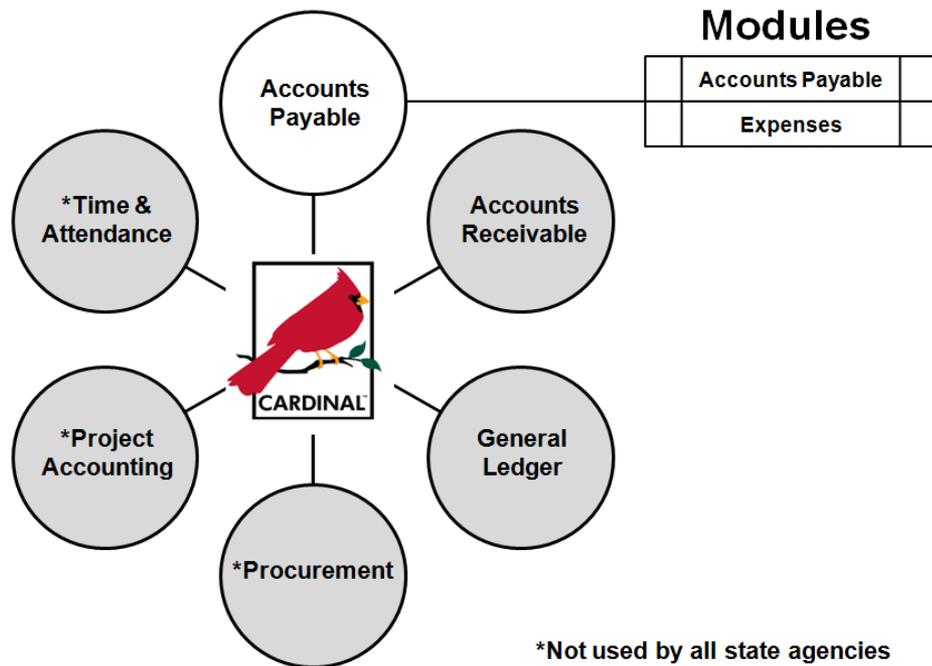
The Accounts Payable (AP) module processes payments to vendors for goods and/or services received.

## Expenses

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

This course covers voucher processing in the Accounts Payable module.

## Cardinal Functional Areas



\*Not used by all state agencies



# Course Objectives

After completing this course, you will be able to:

- Describe key voucher processing concepts
- Describe the overall voucher process
- Create a voucher
- Understand the steps in regular voucher processing
- Understand the process for interfaced vouchers
- Understand the process for Agency to Agency Transactions (ATAs)
- Understand the process for payment offsets
- 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, unpost and close vouchers
- Describe key reports, queries, and online inquiries



# Agenda

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Today, we will cover the following topics:

- Lesson 1: Understanding Voucher Processing
- Lesson 2: Creating a Voucher
- Lesson 3: Managing and Processing Vouchers
- Lesson 4: Voucher Reports, Queries, and Online Inquiries



# Lesson 1: Understanding Voucher Processing

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

- Key Concepts
- Voucher Process



# Key Concepts

Some key concepts in voucher processing include:

- Cardinal operates on a modified accrual basis. Cash balances are not immediately affected when you enter a voucher. Instead, Cardinal generates an offsetting entry to a liability account (debit to expense and credit to liability). Later, when the voucher is paid and payment post runs, Cardinal reduces the liability and cash accounts for the amount paid (debit to liability and credit to cash).
- Budget check (Commitment Control) impacts the appropriation and allotment balances, not cash.
- **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.
- The Centralized Vendor Database is managed by the Commonwealth Vendor Group (CVG). CVG processes all updates to non eVA vendor records in Cardinal. Agencies cannot add or make changes to the vendor record in Cardinal. Agencies that need to add or make changes to a fiscal vendor must submit a form to the CVG for non eVA vendors.
- eVA is the source for procurement vendor information and updates to these vendors must be performed in eVA.



# Key Concepts (continued)

- **One-Time Vendors:** All payment and refund transactions must be made to vendors that exist in Cardinal. There may be occasions when you need to issue a one time payment or refund transaction to a vendor that does not exist in the Cardinal Vendor table. If you need to set up a vendor for a one time transaction, a request form must be submitted to CVG to have the vendor set up in Cardinal as a one time vendor (unless the vendor is a procurement vendor, in which case the vendor record should be established in eVA).

In Cardinal, One Time vendors are identified with a **Persistence of One Time**. When this persistence type is selected, the vendor status will automatically change to **Inactive** after the associated voucher is entered and saved in Cardinal. If a subsequent voucher needs to be created for the same vendor, the vendor status can be updated to **Active** by the CVG and another payment processed. CVG monitors the use of all one time vendors to determine if they need to be setup a regular vendors based on their use.

Interfacing agencies can submit vouchers for refunds only without having CVG set up the vendor as one time (via the Cardinal Voucher Upload interface). These vouchers are identified as one time in the interface and must contain the vendor's IRS Tax ID number. These vendors will not be marked as 1099 Reportable. If the interfacing agency does not have the IRS Tax ID number, they must contact the CVG to have the vendor set up and will be required to submit the voucher as a regular voucher.



# Key Concepts (continued)

- Each voucher contains only one invoice. Related documents, such as the vendor's invoice, receipt information, etc., can be scanned and attached to the voucher record for viewing online. Your agency may elect to allow those attachments to be used as substantiation of requests submitted for approval. However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, Yellow Book, etc.), State (Auditor of Public Accounts, Department of Accounts, etc.) or local regulatory requirements that may apply.
- Agency to Agency transactions (ATA's), formerly Inter-Agency Transfers (IAT's), include payments by one agency to another for goods or services, pass through federal funds, cash transfers (state grants), transfer of cash collected on behalf of another agency, etc.
- ATA's used to pay for goods or services and pass through federal funds are entered into Cardinal and processed on regular vouchers. See the job aid entitled **Agency to Agency Transactions Information Sheet** for a listing of all state agencies and their Cardinal Vendor ID number.
  - If the voucher is for Federal Pass Through, use Account 609660 (Federal Pass Thru Out). If your agency is receiving Federal Pass Through funds, a deposit is entered in Accounts Receivable using Account 609650; enter the Paying Agency Customer ID on the Payments tab of the deposit
- ATA's that are for cash transfers (state grants), transfer of cash collected on behalf of another agency, etc. are handled through a journal entry



# Key Concepts (continued)

- **Payment Offset Processing – Lien, Levy, Garnishment, etc.:** Payment offsets for items such as liens, levies, garnishments, etc. are processed manually by the agency within Accounts Payable.

When a vendor is subject to this type of a payment offset, the **LEVY** location is created in the vendor record by the CVG. The **LEVY** location is set as the default and populates onto any vouchers that are created for the vendor. The voucher payment data can then be manually updated so that the appropriate amount is deducted from the vendor payment and paid to the appropriate third party.

- **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), which is managed by the Department of Taxation. This process is automated. The CDS interface updates Cardinal voucher records, so Voucher Processors can view CDS information and respond to vendor inquiries.
- The Payment Cash Checking application ensures all payments including vouchers and expenses are checked against available cash before being released for payment. See the job aids noted below for more information:
  - **Payment Cash Checking - Overview**
  - **Payment Check Cashing - Reports**
  - **Payment Check Cashing - Fund Level Processing Rules Update**
  - **Payment Check Cashing - Updating Transaction Level Overrides**



# Voucher Processing Overview

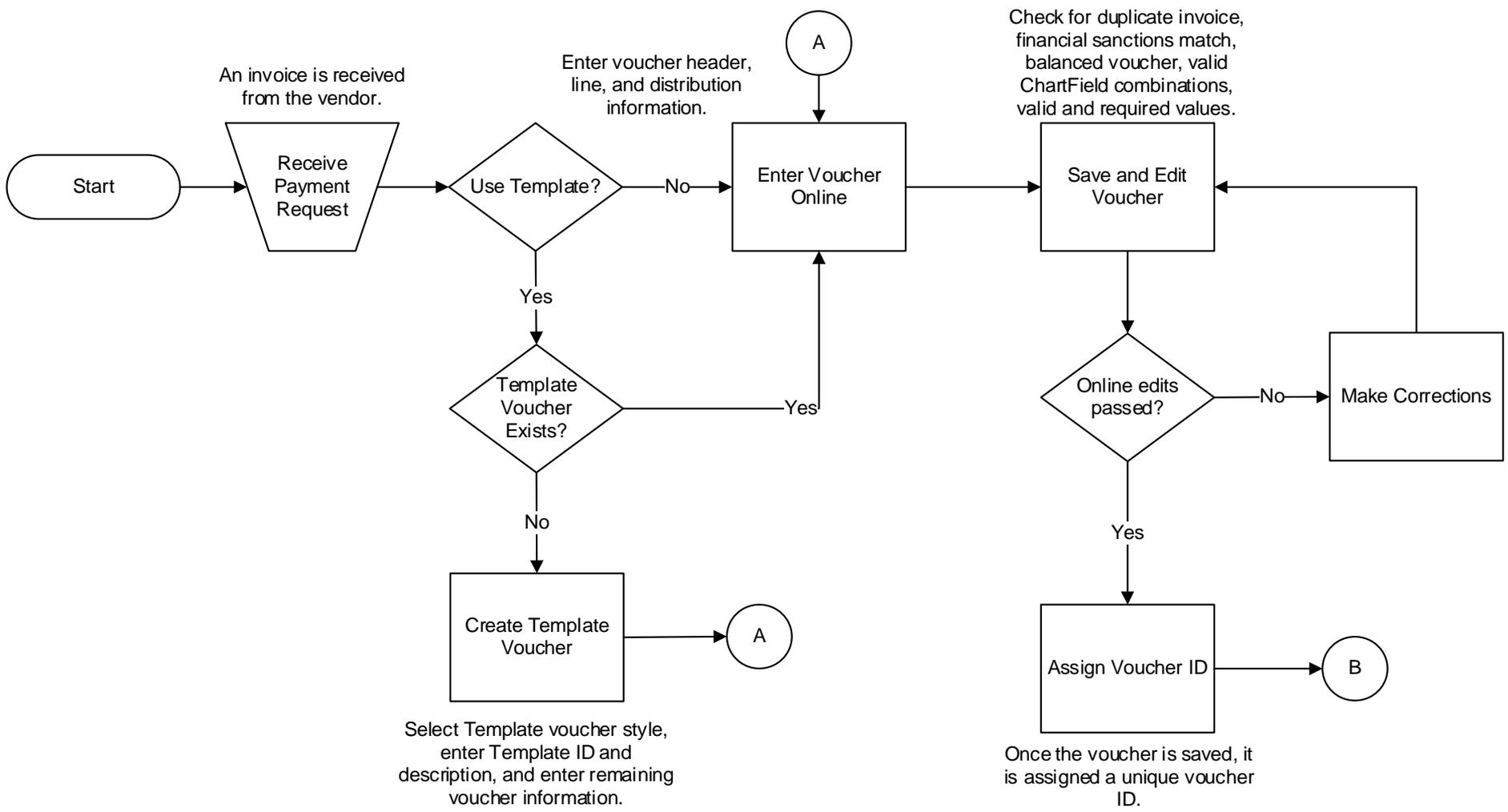
Voucher processing involves the creation of vouchers for vendor payments either entered online in the Accounts Payable module or interfaced from agency systems, and the subsequent error checking, budget checking, approval, and posting.

Because Cardinal operates on a modified accrual basis, cash balances are not immediately affected when vouchers are entered. Cardinal generates the accounting entry which credits an Accounts Payable liability account. Once the voucher is paid, Cardinal reduces the liability and cash accounts for the amount paid (debit to liability and credit to cash). Payments are generated by the Accounts Payable Payment process.

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

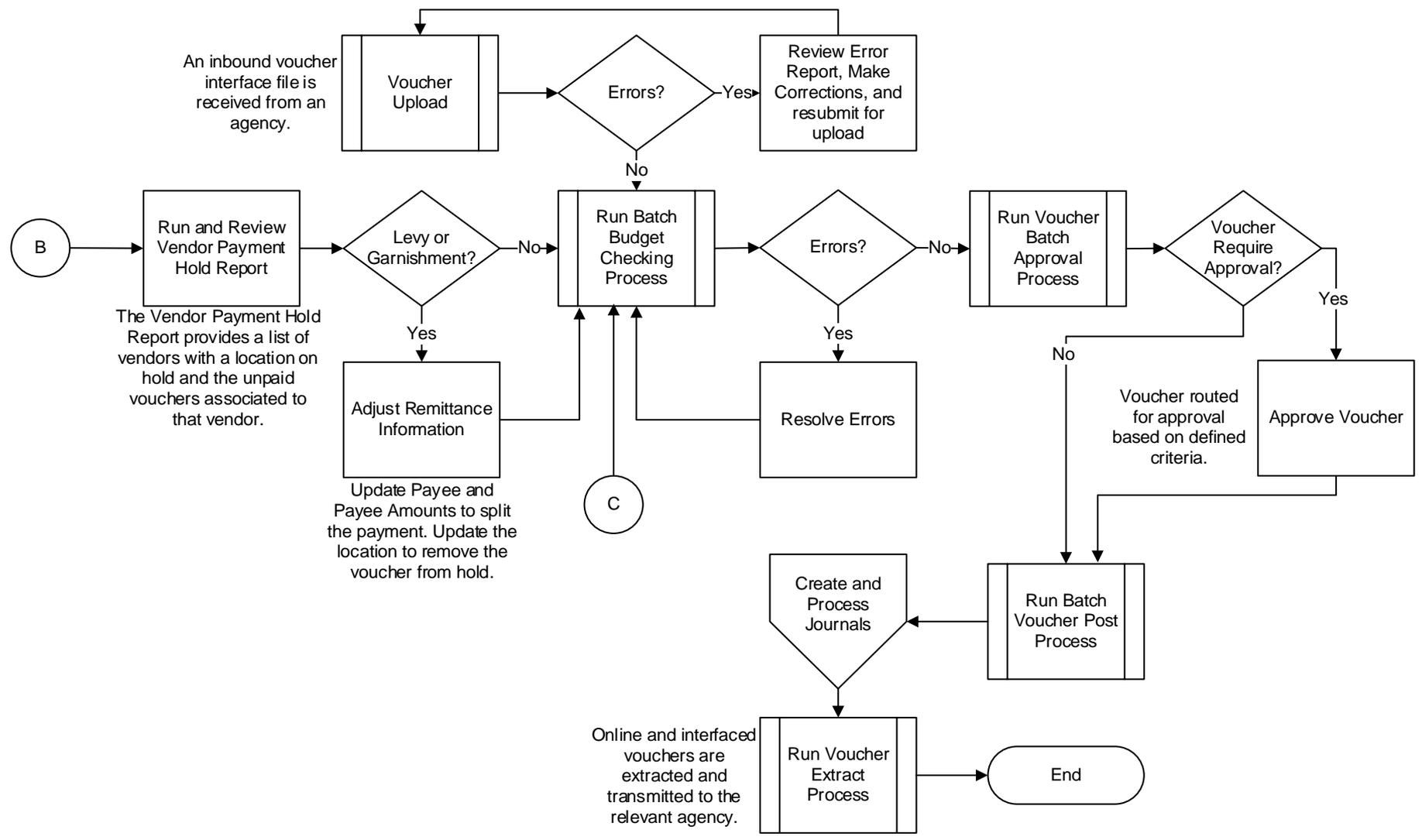


# Enter Voucher Process



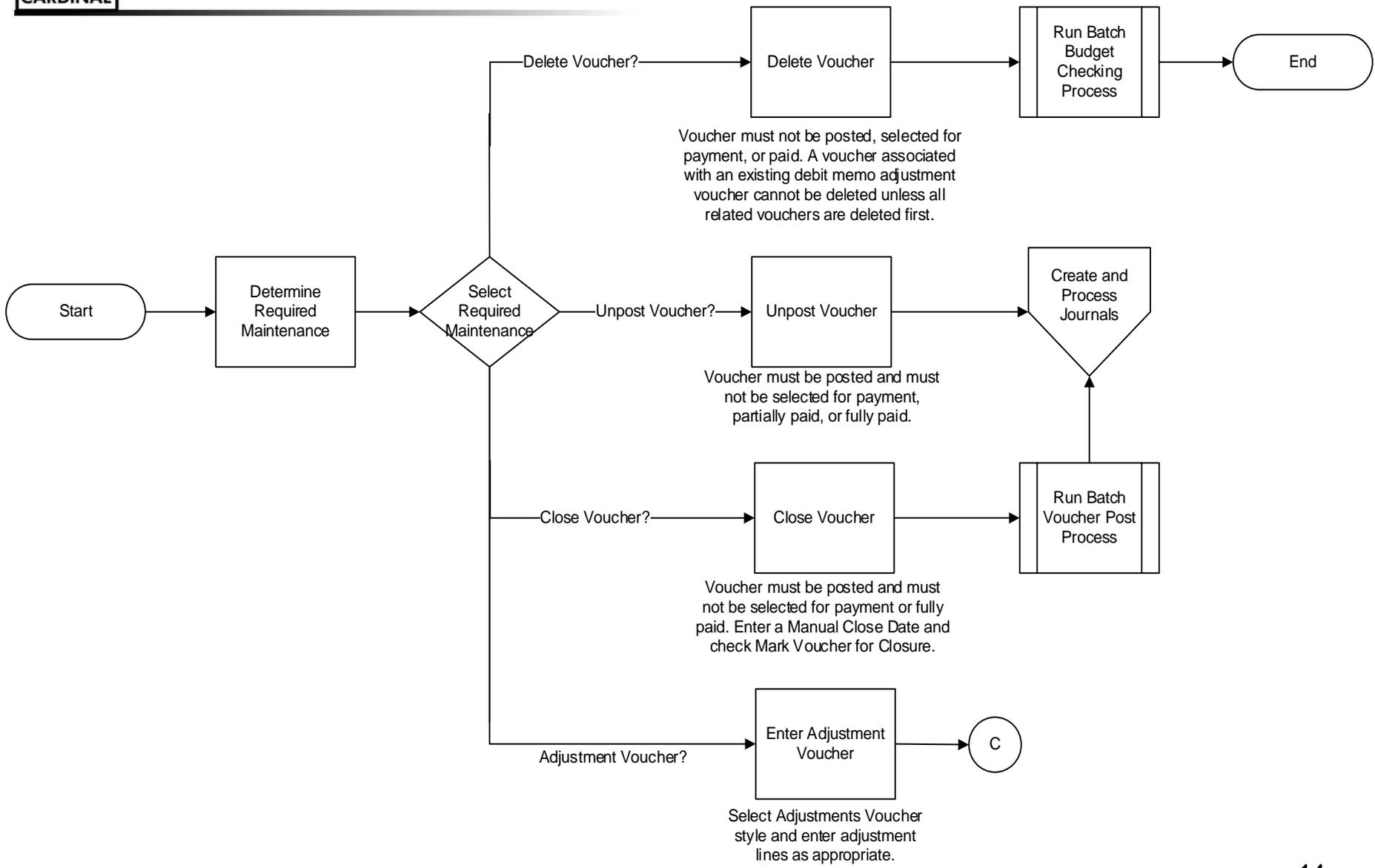


# Enter Voucher Process (continued)





# Maintain Voucher Process





# 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) Once the voucher for a one-time vendor is entered and saved, the vendor becomes inactive. (TRUE or FALSE)
- 3) Payments for goods / services from other State agencies are entered and processed like regular vouchers. (TRUE or FALSE)



# Lesson 1: Summary

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In this lesson, you learned how to:

- Describe key voucher processing concepts
- Describe the overall voucher process



# Lesson 2: Creating a Voucher

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

- Verifying the vendor exists in Cardinal
- Entering invoice information
- Uploading Interfacing vouchers
- Adding multiple invoice and/or distribution lines
- Entering payment information
- Saving the voucher
- Reviewing other voucher pages



# Verify Vendor Exists in Cardinal

Before entering a voucher in Cardinal, verify that:

- The vendor exists
- The address you need to pay is listed
- The location information is listed

To search for a vendor, use the following path:

**Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors**

The **Review Vendors** page displays. Enter your **Search Criteria** and click the **Search** button.

Vendors that match the criteria display at the bottom of the page. Click the **Vendor ID** link to view the Vendor record.

**Review Vendors**

**Search Criteria**

\*SetID: STATE  
Name: Contains Parksley Town Treasurer  
Withholding Name: Equal to  
Vendor Status:  
Sanctions Status:  
Alternate Payee Name: Equal to  
Address: Equal to  
Customer Number:  
ID Type: (Invalid Value)  
VAT Registration ID:  
Withholding Tax ID:  
Vendor ID:  
ShortName: Equal to  
Classification:  
Type:  
Persistence:  
City: Parksley  
Country: USA  
State: VA  
Postal:  
Bank Account #:

**Search** **Clear** [Add Vendor](#)

**Search Results**

SetID	Vendor ID	Name 1	ShortName	Alternate Payee Name	Address	City	State	Country	Effective Status
STATE	<a href="#">0000105728</a>	PARKSLEY TOWN TREASURER	PARKSLEY T-001	PARKSLEY TOWN TREASURER	PO BOX 256	PARKSLEY	VA	USA	Active



# Review Vendors Page

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

New Win

## Review Vendors

### Search Criteria

*SetID:	STATE	Vendor ID:	
Name:	Contains Parksley Town Treasurer	ShortName:	Equal to
Withholding Name:	Equal to	Classification:	
Vendor Status:		Type:	
Sanctions Status:		Persistence:	
Alternate Payee Name:	Equal to	City:	Parksley
Address:	Equal to	Country:	USA
Customer Number:		State:	VA
ID Type:	(Invalid Value)	Postal:	
VAT Registration ID:		Bank Account #:	
Withholding Tax ID:			

Search Clear

[Add Vendor](#)

### Search Results

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

SetID	Vendor ID	Name 1	ShortName	Alternate Payee Name	Address	City	State	Country	Effective Status
STATE	0000105728	PARKSLEY TOWN TREASURER	PARKSLEY T-001	PARKSLEY TOWN TREASURER	PO BOX 256	PARKSLEY	VA	USA	Active



# Using Taxpayer Identification Number (TIN) as a Search Option

If you know a vendor's Taxpayer Identification Number (TIN), you can use it as search option.

- In the **ID Type** field, select the type of ID you want to use.  
There are three that are used in Cardinal. They are:
  - **EIN** – Employer Identification Number
  - **SSN** – Social Security Number
  - **Other**

The screenshot shows the 'Review Vendors' search criteria form. The 'ID Type' dropdown menu is open, displaying the following options: (Invalid Value), Adoption Taxpayer ID, Employer ID Number, Individual Taxpayer ID, Other, Social Security Number, W8 Identification Number, and (Invalid Value). The 'W8 Identification Number' option is highlighted in blue. The form also includes fields for Name, Withholding Name, Vendor Status, Sanctions Status, Vendor ID, ShortName, Classification, Type, Persistence, Alternate Payee Name, Address, Customer Number, VAT Registration ID, Withholding Tax ID, City, Country, State, Postal, and Bank Account #. Search, Clear, and Add Vendor buttons are visible at the bottom right.



# Using Taxpayer Identification Number (TIN) as a Search Option (continued)

- Enter the ID number in the field next to the ID type selected
- Click the **Search** button
- Cardinal displays the vendor in the **Search Results** section.

Click the **Vendor ID** link to view the Vendor record.

The screenshot shows the 'Review Vendors' interface. The search criteria section includes fields for SetID, Name, Withholding Name, Vendor Status, Sanctions Status, Alternate Payee Name, Address, Customer Number, ID Type, VAT Registration ID, and Withholding Tax ID. The ID Type is set to 'Employer ID Number' and the value '108455540' is entered. The Search button is highlighted with a red box. The search results section shows a table with columns: SetID, Vendor ID, Name 1, ShortName, Alternate Payee Name, Address, City, State, Country, and Effective Status. The first row is highlighted with a red box.

SetID	Vendor ID	Name 1	ShortName	Alternate Payee Name	Address	City	State	Country	Effective Status
STATE	0000002114	Case Paper Co Inc	CASE PAPER-001	Case Paper Co.Inc.	3624 Century Place	Charlotte	NC	USA	Active
STATE	0000002114	Case Paper Co Inc	CASE PAPER-001	Case Paper Co.Inc.	3624 Century Place	Charlotte	NC	USA	Active
STATE	0000002114	Case Paper Co Inc	CASE PAPER-001		3624 Century Place	Charlotte	NC	USA	Active
STATE	0000002114	Case Paper Co Inc	CASE PAPER-001		3624 Century Place	Charlotte	NC	USA	Active



# Using TIN as a Search Option (continued)

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors New Window

## Review Vendors

**Search Criteria**

\*SetID:

Vendor ID:

Name: Equal to  ShortName: Equal to

Withholding Name: Equal to  Classification:

Vendor Status:  Type:

Sanctions Status:  Persistence:

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Alternate Payee Name: Equal to  City:

Address: Equal to  Country:

Customer Number:  State:

ID Type: Employer ID Number  Postal:

VAT Registration ID:  Bank Account #:

Withholding Tax ID:

[Add Vendor](#)

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**Search Results** Customize | Find | View All | First 1-4 of 4 Last

Main Information | Additional Vendor Info | Audit Information

SetID	Vendor ID	Name 1	ShortName	Alternate Payee Name	Address	City	State	Country	Effective Status
STATE	0000002114 <input type="button" value="Search"/>	Case Paper Co Inc	CASE PAPER-001	Case Paper Co.Inc.	3624 Century Place	Charlotte	NC	USA	Active
STATE	0000002114 <input type="button" value="Search"/>	Case Paper Co Inc	CASE PAPER-001	Case Paper Co.Inc.	3624 Century Place	Charlotte	NC	USA	Active
STATE	0000002114 <input type="button" value="Search"/>	Case Paper Co Inc	CASE PAPER-001		3624 Century Place	Charlotte	NC	USA	Active
STATE	0000002114 <input type="button" value="Search"/>	Case Paper Co Inc	CASE PAPER-001		3624 Century Place	Charlotte	NC	USA	Active

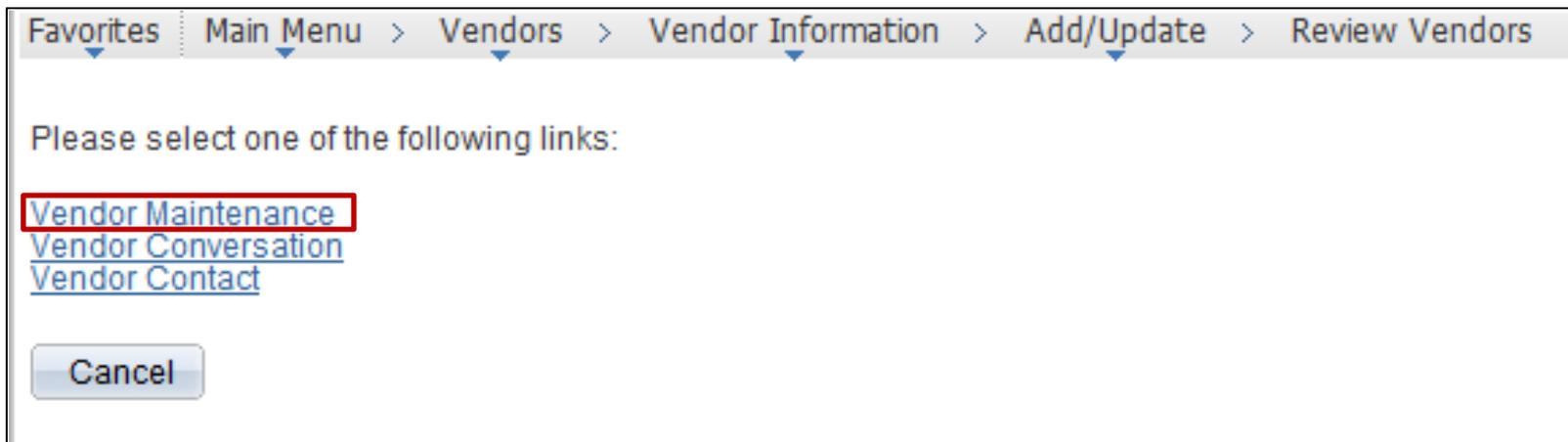


# Accessing Vendor Record

When you click the **Vendor ID** link, a page displays like the one below with three links:

- **Vendor Maintenance** – opens the Vendor record
- **Vendor Conversation** – opens the **Vendor Conversation** page which is used to record notes regarding communications with the vendor
- **Vendor Contact** – opens a page that displays the vendor's contact information

Click the **Vendor Maintenance** link.





# Accessing the Vendor Record (continued)

The **Identifying Information** page displays. Make a note of the Vendor ID as this will be used when you enter a voucher.

Click the **Address** tab.

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

Summary | Identifying Information | **Address** | Contacts | Location | Custom

Related Information

SetID:	STATE	*Vendor Name 1:	PARKSLEY TOWN TREASURER
Vendor ID:	0000111462	Vendor Name 2:	
*Vendor Short Name:	PARKSLEY T	PARKSLEY T-001	<input type="checkbox"/> Withholding
*Classification:	Local Government	<input type="button" value="Check for Duplicate"/>	<input type="checkbox"/> Open For Ordering
HCM Class:			
*Persistence:	Regular		
*Vendor Status:	Approved		

Attachments (0)

**Vendor Relationships**

<input type="checkbox"/> Corporate Vendor	<input type="checkbox"/> InterUnit Vendor
Corporate SetID: STATE	InterUnit Vendor ID: <input type="text"/>
Corporate Vendor ID: 0000111462	PARKSLEY TOWN TREASURER

**Create Bill-To Customer**

Create Bill To Customer

Additional ID Numbers



# Verify Address

The address tab is used to verify that the payment address for the voucher, exists on the Vendor record. Use the **View All** link to see all addresses if the vendor has more than one. If the remit to address needed is not listed, you will need to either contact DGS (for eVA vendors) or submit a Vendor Maintenance Request form to the CVG (for fiscal vendors).

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

Summary | Identifying Information | **Address** | Contacts | Location | Custom

SetID: STATE  
Vendor ID: 0000105728      Short Vendor Name: PARKSLEY T-001      Name: PARKSLEY TOWN TREASURER

**Vendor Address** Find | View All | First 1 of 1 Last

Address ID: 1  
Description:      Address Type: Remitting

**Details** Find | View All | First 1 of 1 Last

Effective Date: 04/15/2014      Effective Status: Active

Country: USA      United States      Preferred Order Method Print

Address 1: PO BOX 256

Address 2:

eVA VLIN:

eVA Address ID:

City: PARKSLEY

County:      Postal: 23421

State: VA      Virginia

Email ID:

▶ Payment/Withholding Alt Names

**Phone Information** Customize | Find | View All | First 1 of 1 Last

Type	Location	Prefix	Telephone	Extension
Business Phone			891/562-5017	

Save | Return to Search | Notify Update/Display

Summary | Identifying Information | Address | Contacts | Location | Custom



# Verify Address (continued)

In this example, the vendor has 4 addresses. You can use the **View All** link to scroll down or use the arrow to view the next address.

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

Summary | Identifying Information | **Address** | Contacts | Location | Custom

SetID: STATE [Vendor Address Search](#)

Vendor ID: 0000004392 Short Vendor Name: PELICAN PA-001 Name: Pelican Paper Co

**Vendor Address** Find | **View All** | First | 1 of 4 | Last

Address ID: 1 + -

Description: Address Type: Withholding

**Details** Find | View All | First | 1 of 1 | Last

Effective Date: 09/29/2012 Effective Status: Active

Country: USA United States Preferred Order Method

Address 1: PO BOX 28253

Address 2:

eVA VLIN:

eVA Address ID:

City: RICHMOND

County: Postal: 23228

State: VA Virginia

Email ID:

eVA Registration Type eVA Vendor Code

Accepts Procurement Card as payment method Card Type

**Payment/Withholding Alt Names**

**Phone Information** Customize | Find | View All | First | 1 of 1 | Last

*Type	Location	Prefix	Telephone	Extension
Business Phone				



# Payment Alternate Name

Cardinal allows an **Alternate Payee** to be set up on an address for a vendor in the **Payment Withholding Alt Names** section. When verifying the address for an alternate payee, be sure to select the correct address with the **Alternate Payee** name. You can see if the vendor has an **Alternate Payee Name** by opening up the **Payment Withholding Alt Names** section on the page.

SetID:	STATE	<a href="#">Vendor Address Search</a>			
Vendor ID:	0000003664	Short Vendor Name:	PETE PAWLU-001	Name:	Pete Pawluk
<b>Vendor Address</b>					
Address ID:	1	Description:		Address Type:	Withholding
<b>Details</b>					
Effective Date:	10/14/2014	Effective Status:	Active		
Country:	USA United States	Preferred Order Method:			
Address 1:	1101 Dunes Street 305				
Address 2:					
eVA VLIN:					
eVA Address ID:					
City:	Fredericksburg				
County:		Postal:	22401		
State:	VA Virginia				
Email ID:					
eVA Registration Type:		eVA Vendor Code:			
<input type="checkbox"/> Accepts Procurement Card as payment method		Card Type:			
<b>Payment/Withholding Alt Names</b>					
<b>Payment Alternate name</b>					
Name 1:	Digi-Crane LLC				
Name 2:					



# Verify Location

**Location** in Cardinal refers to a default set of rules in the vendor record for the methods of doing business with the vendor. Each vendor has at least one default location. The **Location** includes the rules for processing Accounts Payable transactions.

More than one Location may be set up for a vendor if more than one set of rules is needed for different circumstances. For example:

- If a vendor uses more than one bank to receive electronic payments, a separate **Location** is needed for each bank.
- If a vendor is subject to a lien, levy, garnishment, etc. on Accounts Payable payments, a special Location named **LEVY XXX** may need to be set up.

Verify the correct **Location** exists for the vendor. If the **Location** is not correct, complete the Vendor Maintenance Request form and submit it to the CVG for processing.

The screenshot shows the 'Vendor Information' page for 'XEROX Corporation'. The 'Location' tab is active, showing a list of locations. The first location is 'EPAY', which is marked as the 'Default' location. The description for this location is 'ePayables'. Below the location list, there are details for the selected location, including an 'Effective Date' of '07/10/2011' and an 'Effective Status' of 'Active'. There are also buttons for 'Expand All' and 'Collapse All' for the location details. The interface includes a breadcrumb trail at the top: 'Favorites > Main Menu > Vendors > Vendor Information > Add/Update > Vendor'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.



# Verify Location (continued)

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

Summary | Identifying Information | Address | Contacts | **Location** | Custom

SetID: STATE

Vendor ID: 0000003662      Short Vendor Name: XEROX CORP      Name: XEROX Corporation

A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location** Find | View All | First | **1 of 2** | Last

\*Location: EPAY       Default      RTV Fees      Attachments (0)      + -

Description: ePayables

**Details** Find | View All | First | **1 of 1** | Last

\*Effective Date: 07/10/2011      Effective Status: Active      + -

Expand All      Collapse All

Options: Payables      Procurement      Sales/Use Tax      Global/1099 Withholding

▶ Additional ID Numbers

▶ Comments

▶ Internet Address

▶ VAT

Expand All      Collapse All

Save      Return to Search      Notify      Add      Update/Display

Summary | Identifying Information | Address | Contacts | Location | Custom



# Identifying eVA vs. non eVA Vendors

To determine if a vendor is an eVA vendor, click the **Custom** tab. If it is an eVA vendor, the **Vendor Field C30 B** indicates **eVA Interfaced Vendor**. If this field is blank, then it means the vendor is a non eVA (fiscal) vendor.

If it is an eVA vendor that requires updates, your agency must contact eVA Customer Care representative regarding changes by contacting [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov).

If it is a non eVA vendor which requires updates, complete the Vendor Maintenance Request form and submit it to the CVG for processing.

The screenshot shows a web application interface for vendor management. The breadcrumb trail is: Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor. The 'Custom' tab is selected and highlighted with a red box. Below the tabs, the 'User Definable Vendor Fields' section is displayed. The vendor information is as follows:

SetID:	STATE				
Vendor ID:	0000003662	Short Vendor Name:	XEROX CORP	Name:	XEROX Corporation
Vendor Field C30 A:	0	Vendor Field C30 F:	11/19/2013		
<b>Vendor Field C30 B:</b>	<b>eVA Interfaced Vendor</b>	Vendor Field C30 G:			
Vendor Field C30 C:		Vendor Field C30 H:			
Vendor Field C30 D:		Vendor Field C30 I:			
Vendor Field C30 E:		Vendor Field C30 J:			

At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'. The breadcrumb trail at the bottom is: Summary | Identifying Information | Address | Contacts | Location | Custom.



# Identifying eVA vs. non eVA Vendors (continued)

Navigation: Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Related Information:  Related Informa

Summary | Identifying Information | Address | Contacts | Location | **Custom**

### User Definable Vendor Fields

SetID:	STATE				
Vendor ID:	0000003662	Short Vendor Name:	XEROX CORP	Name:	XEROX Corporation
Vendor Field C30 A:	0	Vendor Field C30 F:	11/19/2013		
Vendor Field C30 B:	eVA Interfaced Vendor	Vendor Field C30 G:			
Vendor Field C30 C:		Vendor Field C30 H:			
Vendor Field C30 D:		Vendor Field C30 I:			
Vendor Field C30 E:		Vendor Field C30 J:			

Buttons: Save | Return to Search | Notify | Update/Display | Include History

Summary | Identifying Information | Address | Contacts | Location | Custom



# Hands on Practice – Search for a Vendor

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This practice will reinforce the concepts learned in the lesson. Your instructor will provide direction regarding the activity. Please ask your instructor if you have any questions.



# Entering a Voucher

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To enter a voucher, access the voucher entry page.

You can navigate to the voucher entry page using the following path:

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



# Entering a Voucher (continued)

On the **Voucher** page, there are two tabs. The **Find an Existing Value** is used to access an existing voucher and the **Add a New Value** tab is used to enter a new voucher.

To enter a voucher:

- Click the **Add a New Value** tab. Cardinal does not require that you complete the fields on this page. However, when you do, Cardinal populates some voucher entry information on other pages for you.
- The **Business Unit** field defaults to your agency based on user preferences in Cardinal. This field can be changed for users who enter vouchers for other business units.

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

### Voucher

Find an Existing Value **Add a New Value**

**Business Unit:** 15100

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: TOTAL SEMI-001

Vendor ID: 0000038913

Vendor Location: MAIN

Address Sequence Number: 2

Invoice Number: 123456

Invoice Date: 01/20/2014

Gross Invoice Amount: 600.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

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



# Entering a Voucher (continued)

- The **Voucher ID** field value defaults to **NEXT**. When the voucher is saved, Cardinal automatically generates the Voucher ID number. Interfacing agencies change the value of NEXT to the voucher number used in their system
- The **Voucher Style** fields value defaults to **Regular Voucher**.
- **Short Vendor Name**: This is the vendor's abbreviated name. This populates when the **Vendor ID** is entered or selected.

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

### Voucher

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

Business Unit:	15100
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	TOTAL SEMI-001
Vendor ID:	0000038913
Vendor Location:	MAIN
Address Sequence Number:	2
Invoice Number:	123456
Invoice Date:	01/20/2014
Gross Invoice Amount:	600.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

[Add](#)

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



# Entering a Voucher (continued)

- The **Vendor ID** is the value assigned to a vendor when it is created in Cardinal. If you know the vendor ID, enter it here. You can use the look up feature to search for a vendor if necessary.
- Once you enter the **Vendor ID**, the following field values populate:
  - Short Vendor Name
  - Vendor Location
  - Address Sequence Number

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

### Voucher

Find an Existing Value Add a New Value

Business Unit: 15100

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: TOTAL SEMI-001

Vendor ID: 0000038913

Vendor Location: MAIN

Address Sequence Number: 2

Invoice Number: 123456

Invoice Date: 01/20/2014

Gross Invoice Amount: 600.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

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



# Entering a Voucher (continued)

- The **Vendor Location** refers to a default set of rules in the vendor record for the methods of doing business with the vendor.
- The **Address Sequence Number** is a system generated ID number assigned to a vendor's address.
- In the **Invoice Number** field, enter the number the vendor has included on the invoice. Even if the vendor does not have a vendor invoice number, one must be added.

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

### Voucher

Find an Existing Value | Add a New Value

Business Unit:	<input type="text" value="15100"/>
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Regular Voucher"/>
Short Vendor Name:	<input type="text" value="TOTAL SEMI-001"/>
Vendor ID:	<input type="text" value="0000038913"/>
Vendor Location:	<input type="text" value="MAIN"/>
Address Sequence Number:	<input type="text" value="2"/>
Invoice Number:	<input type="text" value="123456"/>
Invoice Date:	<input type="text" value="01/20/2014"/>
Gross Invoice Amount:	<input type="text" value="600.00"/>
Freight Amount:	<input type="text" value="0.00"/>
Misc Charge Amount:	<input type="text" value="0.00"/>
Estimated No. of Invoice Lines:	<input type="text" value="1"/>

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



# Entering a Voucher (continued)

- In the **Invoice Date** field enter the date on the invoice from the vendor.
- Use the **Gross Invoice Amount** field to enter the total amount of the invoice.
- The **Freight Amount** and **Misc. Charge Amount** fields are not used in Cardinal.
- The **Estimated No. of Invoice Lines** field defaults to **1** and can be changed to anticipated number of lines needed.

Click the **Add** button.

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

### Voucher

Find an Existing Value | Add a New Value

Business Unit:	15100
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	TOTAL SEMI-001
Vendor ID:	0000038913
Vendor Location:	MAIN
Address Sequence Number:	2
Invoice Number:	123456
Invoice Date:	01/20/2014
Gross Invoice Amount:	600.00
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 displays. The information entered on the **Add a New Value** tab populates some fields in the first section of this page, including:

- **Invoice No.**
- **Invoice Date**
- **Vendor ID**
- **ShortName**
- **Location**
- **Address** (invoicing)
- **Total Voucher Amount**

Do not make changes to the vendor's address on the **Invoice Information** page. Note that the default address that displays on this page is the invoicing address and may not match the payment address. The payment address is entered on the **Payments** tab.

Payments to the vendor are sent to the address located on the **Payments** page. The process for verifying and changing a vendor's address is covered later in this course when the **Payments** page is reviewed.



# Invoice Information Page (continued)

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

[Related Information](#) | [New Win](#)

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

**Business Unit:** 15100      **Invoice No.:** 123456      **Action:** 
  
**Voucher ID:** NEXT      **Invoice Date:** 01/20/2014
   
**Voucher Style:** Regular Voucher      **Accounting Date:** 01/22/2014
   
 **Final Voucher**       **Do Not Send to CARS**

**Vendor ID:** 0000038913      **Total Seminars**
  
**ShortName:** TOTAL SEMI-001      12929 Gulf Freeway #105
   
**Location:** MAIN
   
**\*Address:** 2      VA10057208      Houston, TX 77034
   
**Invoice Receipt Date:**
  
**Goods & Services Receipt Date:**

[Advanced Vendor Search](#)
  
**Control Group:**
  
**Invoice Lines:** 0.00      **\*Pay Terms:** 30      Net 30
   
**\*Currency:** USD      **Basis Date Type:** Prompt Payment
   
**Miscellaneous:**
  
**Freight:**
  
**Total:** 600.00      **Responsible Org:** 10000      **Customer Account #:**
  
**Difference:** 0.00      **ROW Acquisition ID:**
  
      [Non Merchandise Summary](#)     

**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:**
  
**Ship To:** COVA      **Line Amount:** 600.00      **Quantity:**
  
**SpeedChart:**      **Description:**
  
 **One Asset**

[Multi-SpeedCharts](#)

**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	
<input type="checkbox"/>	1	600.00		15100						

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



# Invoice Information Page (continued)

Most of the data entry to create a voucher occurs on this page. Various fields are used depending on the voucher:

- **Accounting Date:** The accounting date defaults to the current date and should not be change.
- **Do Not Send to CARS** checkbox: This box is checked when you do not want the transaction to be sent to CARS. You may need to check this if you already keyed this invoice directly into CARS for payment. See the job aid entitled **Do Not Send to CARS Flag for Vouchers** for more details.
- **Invoice Receipt Date:** The date the invoice was received by your agency.
- **Goods and Services Receipt Date:** The date the item was received or the services rendered. This field is used to calculate Accounts Payable totals for year end accrual reporting.

The **Invoice Receipt Date** and the **Goods and Services Receipt Date** fields are used along with the **30 (Net 30)** payment terms to populate the scheduled due date.

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

Invoice Information | Payments | Voucher Attributes

Business Unit: 15100 Invoice No: 123456 Action: [Dropdown]  
Voucher ID: NEXT Invoice Date: 01/20/2014 [Calendar]  
Voucher Style: Regular Voucher Accounting Date: 01/22/2014 [Calendar] [Final Voucher] [Do Not Send to CARS] [Run]

Vendor ID: 0000038913 [Search] Total Seminars  
ShortName: TOTAL SEMI-001 [Search] 12929 Gulf Freeway #105 Invoice Receipt Date: 01/22/2014 [Calendar]  
Location: MAIN [Search] VA10057208 Goods & Services Receipt Date: 01/08/2014 [Calendar]  
\*Address: 2 [Search] Houston, TX 77034 [Session Defaults] [Attachments (0)] [Comments (0)]

Control Group: [Search] \*Pay Terms: 30 [Search] Net 30 [Calc Basis Date]  
Invoice Lines: 0.00 Basis Date Type: Prompt Payment



# Invoice Information Page (continued)

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

[Related Information](#)

Invoice Information | Payments | Voucher Attributes

Business Unit:	15100	Invoice No:	123456	Action:	
Voucher ID:	NEXT	Invoice Date:	01/20/2014		
Voucher Style:	Regular Voucher	Accounting Date:	01/22/2014	<input type="checkbox"/> Final Voucher	<input type="button" value="Run"/>
				<input type="checkbox"/> Do Not Send to CARS	

---

Vendor ID:	0000038913	Total Seminars	Invoice Receipt Date:	01/22/2014	<a href="#">Session Defaults</a>
ShortName:	TOTAL SEMI-001	12929 Gulf Freeway #105	Goods & Services Receipt Date:	01/08/2014	<a href="#">Attachments (0)</a>
Location:	MAIN	VA10057208			<a href="#">Comments(0)</a>
*Address:	2	Houston, TX 77034			

[Advanced Vendor Search](#)

Control Group:		*Pay Terms:	30	Net 30	<a href="#">Calc Basis Date</a>
Invoice Lines:	0.00	Basis Date Type:	Prompt Payment		



# About Pay Terms

Every voucher requires a scheduled payment date which is populated based on the selected Pay Terms. In Cardinal, there are three Pay Terms configured to facilitate processing vouchers with the correct Payment due date:

- **30 – Net 30** – This term is used when there is no specified payment date in the contract and payment is due thirty days after the receipt of the invoice or goods or services, whichever is later.
- **00PP – Due Immediately Prompt Payment** (Due now PP) – This term is used when there is a specified payment date in the contract.
- **00 – Due Immediately** (Due Now) – This term is used when the voucher does not require a due date and is not subject to Prompt Payment statutes.

See the job aid entitled **AP312 Using Pay Terms** for more details about pay terms.



# Invoice Information Page – Pay Terms

- **Pay Terms:** This field defaults to **30** (Net 30). Leave the default if you want Cardinal to calculate a due date in compliance with Prompt Pay.
- **Basis Date Type:** This field specifies the business rule for due date calculation.

If you need to change the **Pay Terms** to **00 Due Immediately** or **00PP Due Immediately Prompt Pay** click the **Pay Terms Details** icon.

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

Address: HOUSTON, TX 77034

[Advanced Vendor Search](#)

Control Group:	<input type="text"/>	<b>*Pay Terms:</b>  <input type="text" value="30"/> <b>Net 30</b>	<a href="#">Calc Basis Date</a>
Invoice Lines:	600.00	<b>Basis Date Type:</b> Prompt Payment	
*Currency:	USD	Responsible Org: <input type="text" value="10000"/>	<a href="#">Non Merchandise Summary</a>
Miscellaneous:	<input type="text"/>	Customer Account #: <input type="text" value="239425"/>	<input type="button" value="Print Invoice"/>
Freight:	<input type="text"/>	ROW Acquisition ID: <input type="text"/>	
Total:	600.00		

Difference: 0.00

**Copy From Source Document**

PO Unit:

PO Number:

Copy From:



# Invoice Information Page – Basis Date Type

The **Payment Terms** page displays. If a payment does not require a due date and is not subject to Prompt Pay, use **00 Due Immediately**:

- Select the **Payment Terms ID 00 Due Immediately**
- From the **Basis Date Type** drop down menu select **Inv Date**
- The **Basis Date** field populates
- Click the **Back to Invoice** link

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

### Payment Terms

[Back to Invoice](#)

Business Unit: 15100 Invoice Number: 123456 VAT Entity:  
Voucher ID: NEXT Vendor: 0000003662 XEROX Corporation Invoice Date: 09/01/2014

\*Payment Terms ID: 00 Due Immediately

\*Due Date Control: Terms

Basis Date Type: Inv Date

Basis Date: 09/01/2014

Discount Due Date:  
Due Date:

\*Discount Amount Control: Terms

Account At: Gross

Discount Amount: 0.00

Basis Amt: 600.00

Voucher Line Discount Details			
Line	Description	Merchandise Amount	Apply Discount
1		600.00	<input checked="" type="checkbox"/>

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



# Invoice Information Page – Basis Date Type

If the payment requires a due date other than the prompt pay calculated due date (30) use **00PP Due Immediately Prompt Pay**:

- Select the **Payment Terms ID 00PP Due Immediately Prompt Pay**
- From the **Due Date Control** field drop down menu, select **User**
- Enter the appropriate date in the **Due Date** field
- Click the **Back to Invoice** link

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

### Payment Terms

[Back to Invoice](#)

Business Unit: 15100 Invoice Number: 123456 VAT Entity:  
Voucher ID: NEXT Vendor: 0000003662 XEROX Corporation Invoice Date: 09/01/2014

\*Payment Terms ID: 00PP Due Immediately Prompt Pay  
\*Due Date Control: User  
Basis Date type:  
Basis Date:  
Discount Due Date:  
Due Date: 09/23/2014  
\*Discount Amount Control: Terms  
Account At: Gross  
Discount Amount: 0.00  
Basis Amt: 600.00

Voucher Line Discount Details			
Line	Description	Merchandise Amount	Apply Discount
1		600.00	<input checked="" type="checkbox"/>

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



# Invoice Information Page

- **Responsible Org:** This field identifies the **Dept ID** (department) of the person entering the voucher and can be updated if the user is entering vouchers for another department. The value in this field is used to determine which users will receive this voucher for approval and reporting.
- **Customer Account #:** This field is optional. Enter your customer account number from the invoice if one exists. The customer account number displays in the remit section on the payment to assist the vendor with correctly applying the payment.

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

Address: HOUSTON, TX 77034

[Advanced Vendor Search](#)

Control Group:	<input type="text"/>	*Pay Terms:	<input type="text" value="30"/>	Net 30	<a href="#">Calc Basis Date</a>
Invoice Lines:	600.00	Basis Date Type:	Prompt Payment		
*Currency:	<input type="text" value="USD"/>	<b>Responsible Org:</b>	<input type="text" value="10000"/>	<a href="#">Non Merchandise Summary</a>	<input type="button" value="Print Invoice"/>
Miscellaneous:	<input type="text"/>	<b>Customer Account #:</b>	<input type="text" value="239425"/>		
Freight:	<input type="text"/>	ROW Acquisition ID:	<input type="text"/>		
Total:	<input type="text" value="600.00"/>				

Difference: 0.00

Copy From Source Document

PO Unit:

PO Number:

Copy From:



# Invoice Information Page (continued)

- **SpeedChart:** A SpeedChart is a shortcut. It populates a predetermined Chart of Accounts value string (such as fund, program, department), in the distribution line. Click the lookup icon to select a SpeedChart value if your agency elected to use them.
- **Line Amount:** The total amount of the invoice line. A voucher can have more than one invoice line.
- **Description:** Use this field for your agency's Purchase Order (PO) number. Any information entered in the **Description** field carries over to the GL journal line.
- **Distribution Lines** section: This section provides the charge distribution information for the current invoice line. An invoice line can have more than one charge distribution.

The screenshot shows the 'Invoice Lines' interface. At the top, there are fields for 'Line: 1', 'Item:', 'UOM:', 'Unit Price:', and 'Quantity:'. Below these are 'Ship To: COVA', 'Line Amount: 600.00', and 'Description: PO 12546'. A 'SpeedChart' field is also present. Below the main form is a 'Multi-SpeedCharts' section with a 'Calculate' button. The 'Distribution Lines' section is a table with columns: Copy Down, Line, Merchandise Amt, Quantity, \*GL Unit, Account, Fund, Program, Department, and Cost Center. The table contains one row with Line 1, Merchandise Amt 600.00, and \*GL Unit 15100. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The footer shows 'Invoice Information | Payments | Voucher Attributes'.



# Invoice and Distribution Lines

In Cardinal you enter one voucher for each invoice. An invoice may be entered with more than one Invoice Line and more than one Distribution Line.

The **Invoice Lines** section tracks the information about each line on the invoice. For example, if you receive an invoice from an office supply company for office supplies and equipment repairs, you can enter one voucher with two Invoice Lines: one line for office supplies and one line for equipment repairs.

The **Distribution Lines** section tracks where each invoice line is charged. You can enter multiple distribution lines for each invoice line. This allows you to charge the cost of the office supplies to one department and spread the cost of the equipment repairs to the departments who share the use of that equipment.

This **Invoice Information** page shows a voucher with two **Invoice Lines**. Each **Invoice Line** has two **Distribution Lines**.

The screenshot displays the 'Invoice Lines' section of the Cardinal software. It shows two invoice lines, each with its own 'Distribution Lines' table. The first invoice line (Line 1) has a merchandise amount of 200.00 and is distributed to two departments: 92100 and 95200. The second invoice line (Line 2) has a merchandise amount of 50.00 and is distributed to two departments: 92100 and 91100. The interface includes fields for 'Distribute by', 'Ship To', 'SpeedChart', 'Item', 'Unit Price', 'Line Amount', 'UOM', 'Quantity', and 'Description'. A 'Calculate' button is visible below each distribution table.

Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center
1	200.00		15100	5012750	01000	799001	92100	
2	50.00		15100	5012750	01000	799001	95200	

Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center
1	150.00		15100	5012750	01000	799001	92100	
2	100.00		15100	5012750	01000	799001	91100	



# Invoice and Distribution Lines (continued)

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

---

**Invoice Lines** Find | View 1 First 1-2 of 2 Last

Line: **1** Item: [ ] UOM: [ ]  
 \*Distribute by: Amount Unit Price: [ ] Quantity: [ ]  
 Ship To: COVA Line Amount: 250.00  
 SpeedChart: [ ] Description: PO 34582  One Asset

Multi-SpeedCharts  
 Calculate

---

**Distribution Lines** Customize | Find | View 1 | 1-2 of 2 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	200.00		15100	5012750	01000	799001	92100	
<input type="checkbox"/>	2	50.00		15100	5012750	01000	799001	95200	

---

Line: **2** Item: [ ] UOM: [ ]  
 \*Distribute by: Amount Unit Price: [ ] Quantity: [ ]  
 Ship To: COVA Line Amount: 250.00  
 SpeedChart: [ ] Description: PO 29687  One Asset

Multi-SpeedCharts  
 Calculate

---

**Distribution Lines** Customize | Find | View 1 | 1-2 of 2 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	150.00		15100	5012750	01000	799001	92100	
<input type="checkbox"/>	2	100.00		15100	5012750	01000	799001	91100	



# Entering Projects on the Distribution Line

If you need to enter a value in the **Project** field on the distribution line, you must first enter the Project Costing Business Unit (PCBU) in the **PC Bus Unit** field.

The **PC Bus Unit** is the same value as your agency Business Unit.

The screenshot shows the 'Invoice Lines' application window. At the top, there are navigation options: 'Find | View All | First | 1 of 1 | Last'. Below this, the 'Line:' field is set to '1'. The '\*Distribute by:' dropdown is set to 'Amount'. 'Ship To:' is 'COVA'. 'SpeedChart:' is empty. 'Item:' is empty, 'UOM:' is empty, 'Unit Price:' is empty, 'Quantity:' is empty, and 'Line Amount:' is '100,000.00'. 'Description:' is empty. There is a checkbox for 'One Asset' which is unchecked. Below this is a 'Multi-SpeedCharts' section with a 'Calculate' button. The main part of the interface is the 'Distribution Lines' table, which has tabs for 'GL Chart', 'Exchange Rate', 'Statistics', and 'Assets'. The table has columns: 'Copy Down', 'Line', 'Merchandise Amt', 'Quantity', 'PS', 'Asset', 'Agency Use 1', 'Agency Use 2', 'PC Bus Unit', 'Project', and 'Activity'. The first row of data is highlighted, with 'Line' 1, 'Merchandise Amt' 100,000.00, 'PC Bus Unit' 15100, and 'Project' p000103772. A red box is drawn around the 'PC Bus Unit' and 'Project' cells. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The footer shows 'Invoice Information | Payments | Voucher Attributes'.



# SpeedCharts

SpeedCharts simplify the entry of values on distribution lines. Each agency sets up its own SpeedCharts. Use the **APY005\_SPEEDCHARTS** query to see a list of SpeedCharts set up by your agency.

- Entering a **SpeedChart** auto-populates some ChartField values 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 **SpeedCharts** identify either **Cost Centers** or a **Department**. Selecting a SpeedChart for a Cost Center or Department, auto-populates some of the remaining ChartFields (e.g., **Fund**, **Program**, etc.). You may then need to enter values for other ChartFields (e.g., **Account**, etc.).

Cardinal allows the use of multiple SpeedCharts on a single Voucher Invoice Line. See the job aid entitled **Multiple SpeedCharts on an Invoice Line** for more details.

The screenshot displays the 'Invoice Lines' window in Cardinal. The 'Line:' field is set to '1'. The 'Distribute by:' dropdown is set to 'Amount'. The 'SpeedChart:' field is set to '91100' and is highlighted with a red box. The 'Item:' field is empty, 'Unit Price:' is '500.00', and 'Quantity:' is empty. The 'Description:' field is empty. The 'One Asset' checkbox is checked.

Below the 'Invoice Lines' window is the 'Distribution Lines' window, which is also highlighted with a red box. It shows a table with the following data:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	500.00	1.0000	15100	5012120	01000	799001	91100	



# SpeedCharts (continued)

**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: 500.00  
SpeedChart: 91100 Description: [ ]  One Asset

[Multi-SpeedCharts](#)  
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
<input type="checkbox"/>	1	500.00	1.0000	15100	5012120	01000	799001	91100	[ ]

Save Notify Refresh Add Update/Display

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



# Interfaced Vouchers

For interfacing agencies, the online voucher entry pages correspond to the following record types in the voucher upload file:

- **Voucher Header Record** – these fields are entered on the top section of the page.
- **Voucher Line Record** – these fields are entered online in the Voucher Line section.
- **Voucher Distribution Record** – these fields are entered online in the Voucher Distribution section.

## Voucher Header

The screenshot shows the 'Voucher Header' entry page. It includes fields for Business Unit (15100), Invoice No. (2013), Voucher ID (00000350), Invoice Date (09/19/2013), Voucher Style (Regular Voucher), and Accounting Date (09/23/2013). There are also checkboxes for 'Final Voucher' and 'Do Not Send to CARS'. Vendor information includes Vendor ID (0000047409), Short Name (VIRGINIA UTILI), Location (MAIN), and Address (2). Invoice details include Invoice Receipt Date, Goods & Services Receipt Date, Invoice Receipt Date, and Goods & Services Receipt Date. Payment terms are set to '00' (Due Now). The total amount is 1,551.92. A 'Calculate' button is present. The 'Copy From Source Document' section includes fields for PO Unit, PO Number, and Copy From (set to None).

## Voucher Line

The screenshot shows the 'Voucher Line' entry page. It includes fields for Line (1), Item, UOM, \*Distribute by (Amount), Unit Price, Quantity, Ship To (COVA), Line Amount (1,551.92), SpeedChart, and Description. There is a checkbox for 'One Asset'.

## Voucher Distribution

The screenshot shows the 'Voucher Distribution' table. The table has columns for Copy Down, Line, Merchandise Amt, Quantity, \*GL Unit, Account, Fund, Program, Department, Cost Center, Task, and FIPS. The data row shows Line 1 with a Merchandise Amt of 1,551.92, \*GL Unit 15100, Account 4009026, Fund 02111, Program 737001, and Department 95400.

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
	1	1,551.92		15100	4009026	02111	737001	95400			



# Payments Page

The **Payments** page displays information about how the voucher is being paid. Most voucher data defaults on the page from the **Payment Information** section of the vendor record and/or the **Invoice Information** page and does not need to be changed.

The Payments page contains the following sections:

- **Header**
- **Payment Information**
- **Payment Options**
- **Schedule Payment**

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

Invoice Information | **Payments** | Voucher Attributes

Business Unit: 15100 Invoice No: 1258  
Voucher ID: NEXT Invoice Date: 05/13/2014  
Voucher Style: Regular Voucher  
Total Amount: 0.00  
Vendor Name: XEROX Corporation \*Pay Terms: 30 Net 30 [Schedule Payments](#)

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

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

**Payment Options**

\*Bank: 1100 Pay Group: Vendor Bank  
\*Account: TR01 \*Handling: Regular [Messages](#)  
\*Method: EFT EFT [Layout](#)  
L/C ID: \*Netting: Not Applicable  Hold Payment  
Message:  Separate Payment  
Message will appear on remittance advice.

**Schedule Payment**

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

Save Notify Refresh Add Update/Display



# Payments Page (continued)

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

Invoice Information | **Payments** | Voucher Attributes

---

**Business Unit:** 15100      **Invoice No.:** 1258  
**Voucher ID:** NEXT      **Invoice Date:** 05/13/2014  
**Voucher Style:** Regular Voucher  
**Total Amount:** 0.00  
**Vendor Name:** XEROX Corporation      **\*Pay Terms:** 30 Net 30

[Schedule Payments](#)

---

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

**Payment:** 1

<b>*Remit to:</b> 0000003662	<b>Gross Amount:</b> 0.00 USD	<a href="#">Payment Inquiry</a> <a href="#">Express Payment</a> <a href="#">Payment Comments(0)</a> <a href="#">Holiday/Currency</a>
<b>Location:</b> MAIN	<b>Discount:</b> 0.00 USD	
<b>*Address:</b> 3	<b>Scheduled Due:</b>	
XEROX Corporation PO BOX 827598 VA10000108 EVAAD11192 PHILADELPHIA, PA 19182-7598	<b>Net Due:</b>	
	<b>Discount Due:</b>	
	<b>Accounting Date:</b>	

---

**Payment Options**

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

Message will appear on remittance advice.

---

**Schedule Payment**

<b>*Action:</b> Schedule Payment	<b>Payment Date:</b>
<b>Pay:</b>	<b>Reference:</b>

---

Buttons: Save | Notify | Refresh | Add | Update/Display



# Verifying Vendor Payment Address

When you enter a voucher, check the **Address** and **Location** values on the voucher **Payments** tab. A vendor may have multiple addresses and locations from which to choose. If the address or location you need is not listed, you can request that it be added. Requests go to CVG for fiscal vendors, and to eVA for procurement vendors.

Clicking the magnifying glass opens the **Look Up Address** and **Look Up Location** windows.

The **Look Up Address** popup box, does not display the actual physical address type. You can see the **Remitting Address** number. When you verified the vendor address that you need to use, this number will be the number of that address. Select the address number and the physical address displays under the **Address** field on the **Payments** page. Verify that this address is the correct one.

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

Invoice Information | Payments | Voucher Attributes

Business Unit: 15100 Invoice No: 12345 Action:   
 Voucher ID: NEXT Invoice Date: 08/31/2015   
 Voucher Style: Regular Voucher   
 Total Amount: 0.00   
 Vendor Name: DOMINION VIRGINIA POWER \*Pay Terms: 30 Net 30

Payment Information

Payment: 1   
 \*Remit to: 0000053579   
 Location: MAIN   
 \*Address: 45

Gross Amount: 0.00 USD   
 Discount: 0.00 USD   
 Scheduled Due:   
 Net Due:   
 Discount Due:   
 Accounting Date:

Payment Inquiry   
 Express Payment   
 Payment Comments(0)   
 Holiday/Currency

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

Invoice Information | Payments | Voucher Attributes

Business Unit: 15100 Invoice No:   
 Voucher ID: NEXT Invoice Date:   
 Voucher Style: Regular Voucher   
 Total Amount: 0.00   
 Vendor Name: DOMINION VIRGINIA POWER \*Pay Terms:

Payment Information

Payment: 1   
 \*Remit to: 0000053579   
 Location: MAIN   
 \*Address: 45

Gross Amount:   
 Discount:   
 Scheduled Due:   
 Net Due:   
 Discount Due:   
 Accounting Date:

Payment Options   
 \*Bank: 1100 Pay Group:   
 \*Account: 1000 Handling: Regular

**Look Up**   
 Remit Vendor: 0000053579   
 Remitting Address:   
 Address Type:   
 Look Up Clear Cancel Basic Lookup

**Search Results**   
 View: Top

Remitting Address	Description	Address Line 2	Name 1
1 Withhold	1099 Address	(blank)	(blank)
2 Main	LANDOWNER	(blank)	(blank)
3 Main	CENTRAL OFFICE	(blank)	(blank)
4 Main	PO ADDRESS	(blank)	(blank)
5 Main	CARY STREET	(blank)	(blank)
6 Main	RICHMOND DISTRICT	(blank)	(blank)
7 Main	Primary Address	(blank)	(blank)
8 Main	REMIT - STAUNTON	(blank)	(blank)
9 Main	REMIT - VA BEACH	(blank)	(blank)
10 Main	GREYLAND AVE	(blank)	(blank)



# Verifying Vendor Payment Address

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

Related Information

Invoice Information | Payments | Voucher Attributes

Business Unit:	15100	Invoice No:	12345	Action:	
Voucher ID:	NEXT	Invoice Date:	08/31/2015		
Voucher Style:	Regular Voucher				Run
Total Amount:	0.00				
Vendor Name:	DOMINION VIRGINIA POWER	*Pay Terms:	30 Net 30		Schedule Payments

Payment Information

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

Payment:	1				
*Remit to:	0000053579	Gross Amount:	0.00	USD	Payment Inquiry
Location:	MAIN	Discount:	0.00	USD	Express Payment
*Address:	45	Scheduled Due:			Payment Comments(0)
	DOMINION VIRGINIA POWER	Net Due:			Holiday/Currency
	P.O. BOX 26019	Discount Due:			
	VA10078826	Accounting Date:			
	EVAAD1066622				
	RICHMOND, VA 23290-0001				



# Verifying Vendor Payment Address

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

Invoice Information Payments Voucher Attributes

Business Unit: 15100 Invoice No: Invoice Date:  
Voucher ID: NEXT Invoice Date:  
Voucher Style: Regular Voucher  
Total Amount: 0.00  
Vendor Name: DOMINION VIRGINIA POWER \*Pay Terms:

Payment Information

Payment: 1  
\*Remit to: 0000053579 Gross Amount  
Location: MAIN Discount:  
\*Address: 45 Scheduled Due  
DOMINION VIRGINIA POWER Net Due:  
P.O. BOX 26019 Discount Due:  
VA10078826 Accounting Da  
EVAAD1066622  
RICHMOND, VA 23290-0001

Payment Options

\*Bank: 1100 Pay Group: Vendor Bank  
\*Account: TR01 \*Handling: Regular Messages

### Look Up

Remit Vendor: 0000053579  
Remitting Address: =  
Address Type: =

Look Up Clear Cancel Basic Lookup

### Search Results

View 100 First

Remitting Address	Address Type	Description	Address Line 3	Name 1
	Withhold	1099 Address	(blank)	(blank)
2	Main	LANDOWNER	(blank)	(blank)
3	Main	CENTRAL OFFICE	(blank)	(blank)
4	Main	PO ADDRESS	(blank)	(blank)
5	Main	CARY STREET	(blank)	(blank)
6	Main	RICHMOND DISTRICT	(blank)	(blank)
7	Main	Primary Address	(blank)	(blank)
8	Main	REMIT - STAUNTON	(blank)	(blank)
9	Main	REMIT - VA BEACH	(blank)	(blank)
10	Main	GREYLAND AVE	(blank)	(blank)



# Verifying Vendor Payment Address – Alternate Payee

Cardinal allows an **Alternate Payee** to be set up on an address for a vendor. When verifying the address for an alternate payee, be sure to select the correct address with the **Alternate Payee** name. If an **Alternate Payee** name exists, it will be listed in the **Name 1** field of the address lookup results.

The screenshot shows the 'Look Up Address' dialog box with the following fields:

- Remit Vendor: 0000000236
- Remitting Address: [=] [ ]
- Address Type: [=] [ ]

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results Table:

Remitting Address	Address Type	Description	Address Line 3	Name 1
1	Withhold	(blank)	(blank)	BNB Striping
2	Invoicing	(blank)	VA10035485	BNB Striping
3	Remitting	(blank)	VA10035485	BNB Striping
4	Ordering	(blank)	VA10035485	BNB Striping



# Verifying Vendor Location - LEVY

If a vendor has a lien, levy, garnishment, etc., CVG updates the vendor (fiscal and eVA) with a new default **Location** called **LEVY XXX**, where XXX is the agency number. Before taking any action, determine whether the vendor has a lien, levy, garnishment, etc. that is applicable to your agency:

- Click the **look up** button next to the **Location** field.
- The **Look Up Location** dialog box displays. Under **Search Results**, view the **Description** for the **LEVY** location to see who filed the lien, levy, garnishment, etc. A vendor may have more than one **LEVY** location, so be sure to review the **Description** field for each.

If a lien, levy, garnishment, etc. is applicable to your agency, see the **Processing Payment Offsets** job aid for details.

If the lien, levy, garnishment, etc. is not applicable to your agency, select the appropriate **Location** for the voucher payment.



# Verifying Vendor Location – LEVY (continued)

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

Invoice Information Payments Voucher Attributes

Business Unit: 15100 Invoice  
Voucher ID: NEXT Invoice  
Voucher Style: Regular Voucher  
Total Amount: 0.00  
Vendor Name: William R Skillman \*Pay Te

Payment Information

Payment: 1  
\*Remit to: 0000000236  
**Location: LEVY 602**  
\*Address: 1  
William R Skillman  
P. O. Box 82  
Front Royal, VA 22630

Payment Options

\*Bank: 1100 Pay G  
\*Account: TR01 \*Handling: Regular Messages

### Look Up

#### Look Up Location

SetID: STATE  
Remit Vendor: 0000000236  
Vendor Location: begins with

Look Up Clear Cancel Basic Lookup

#### Search Results

View 100 First 1-2 of 2 Last

Vendor Location	Description
<b>LEVY 602</b>	<b>Dept of Medical Assistance Se</b>
MAN	Main Location



# Verifying Vendor Location - EPAY

If the **Location** is **EPAY**, do not change it. This vendor has signed up to be paid through ePayables.

EPayables is the **Location** used by the Commonwealth of Virginia to process card payments to vendors. EPayables enables the Department of Accounts (DOA) to direct vendor payments to a virtual charge card.

As an incentive for vendors to sign up to receive payments via ePayables, payments are processed up to 14 days earlier than the set due date.

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

Invoice Information | Payments | Voucher Attributes

Business Unit:	15100	Invoice No:	2626
Voucher ID:	NEXT	Invoice Date:	05/0
Voucher Style:	Regular Voucher		
Total Amount:	2,364.00		
Vendor Name:	HAMPTON ROADS HEATING AND COOLING INC	*Pay Terms:	30

Payment Information

Payment:	1		
*Remit to:	0000055703		Gross Amount:
Location:	EPAY		Discount:
*Address:	1		Scheduled Due:
HAMPTON ROADS HEATING AND COOLING INC			Net Due:
820 GREENBRIER CIRCLE STE 28			Discount Due:
CHESAPEAKE, VA 23320			Accounting Date:



# Scheduled Due Date

The **Scheduled Due** field displays the voucher due date. When you initially save the voucher, Cardinal calculates this date automatically based on the **Pay Terms** and **Basis Date Type**.

The **Scheduled Due** displays a date when the voucher is saved, or you can click the **Schedule Payments** button to view the date prior to save.

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

Invoice Information Payments Voucher Attributes

Business Unit:	15100	Invoice No:	1258
Voucher ID:	NEXT	Invoice Date:	05/13/2014
Voucher Style:	Regular Voucher		
Total Amount:	5,000.00		
Vendor Name:	XEROX Corporation	*Pay Terms:	30 Net 30

**Schedule Payments**

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

Payment:	1	Gross Amount:	5,000.00 USD	Payment Inquiry
*Remit to:	0000003662	Discount:	0.00 USD	<a href="#">Express Payment</a>
Location:	MAIN			<a href="#">Payment Comments(0)</a>
*Address:	3	<b>Scheduled Due:</b>	06/19/2014	<a href="#">Holiday/Currency</a>
XEROX Corporation		Net Due:	06/19/2014	
PO BOX 827598		Discount Due:		
VA10000108		Accounting Date:		
EVAAD11192				
PHILADELPHIA, PA 19182-7598				

Payment Options

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



# Scheduled Due Date (continued)

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

Invoice Information | **Payments** | Voucher Attributes

Business Unit: 15100 Invoice No: 1258  
Voucher ID: NEXT Invoice Date: 05/13/2014  
Voucher Style: Regular Voucher  
Total Amount: 5,000.00  
Vendor Name: XEROX Corporation \*Pay Terms: 30 Net 30

**Schedule Payments**

---

Payment Information Find | View All First 1 of 1 Last

Payment: 1  
\*Remit to: 0000003662 Gross Amount: 5,000.00 USD  
Location: MAIN Discount: 0.00 USD  
\*Address: 3  
XEROX Corporation  
PO BOX 827598  
VA10000108  
EVAAD11192  
PHILADELPHIA, PA 19182-7598

**Scheduled Due: 06/19/2014**  
Net Due: 06/19/2014  
Discount Due:  
Accounting Date:

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

---

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:  Hold Payment  
 Separate Payment



# Scheduled Due Date (continued)

A payment date can be entered directly in the **Scheduled Due** field by users with the corresponding security roles. The **Pay Terms** must be **00** (Due Immediately) or **00PP** (Due Immediately Prompt Pay) and the **Basis Date Type** must be **Inv Date** (Invoice Date) in order to be able to change scheduled due date.

The date is recalculated when you save or when you click the **Schedule Payments** button.

As a reminder, there are three **Pay Terms**:

- **00** – Due Immediately
- **00PP** – Due Immediately Prompt Pay
- **30 – Net 30** – payment processed based on prompt pay guidelines

Invoice Information | Payments | Voucher Attributes

Business Unit: 15100 | Invoice No: 11-12364 | Action: [Dropdown]  
Voucher ID: NEXT | Invoice Date: 02/77/2014 | Run [Button]  
Voucher Style: Regular Voucher  
Total Amount: 500.00 | \*Pay Terms: 30 Net 30 | Schedule Payments [Button]  
Vendor Name: Total Seminars

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

Payment: 1  
\*Remit to: 0000038913 | Gross Amount: 500.00 USD | Payment Inquiry  
Location: MAIN | Discount: 0.00 USD | Express Payment  
\*Address: 3 | Payment Comments(0)  
Total Seminars | Scheduled Due: 03/21/2014 | Holiday/Currency  
12929 Gulf Freeway #105 | Net Due: 03/21/2014  
VA10057208 | Discount Due:  
EVAAD158885 | Accounting Date:  
Houston, TX 77034



# Scheduled Due Date (continued)

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

Invoice Information | Payments | Voucher Attributes

Business Unit:	15100	Invoice No:	11-12364	Action:	<input type="text"/>
Voucher ID:	NEXT	Invoice Date:	02/77/2014		<input type="button" value="Run"/>
Voucher Style:	Regular Voucher				
Total Amount:	500.00				
Vendor Name:	Total Seminars	*Pay Terms:	30 Net 30		<input type="button" value="Schedule Payments"/>

Payment Information Find | View All First 1 of 1 Last

Payment:	1				
*Remit to:	0000038913	Gross Amount:	500.00	USD	Payment Inquiry
Location:	MAIN	Discount:	0.00	USD	<a href="#">Express Payment</a>
*Address:	3				<a href="#">Payment Comments(0)</a>
Total Seminars		Scheduled Due:	03/21/2014		<a href="#">Holiday/Currency</a>
12929 Gulf Freeway #105		Net Due:	03/21/2014		
VA10057208		Discount Due:			
EVAAD158885		Accounting Date:			
Houston, TX 77034					



# Payment Comments

Click the **Payment Comments** hyperlink to enter comments associated with the payment. These comments are for internal use and do not appear on the remittance advice.

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

Payment Information Find | View All First 1 of 1 Last

Payment: 1					
*Remit to: 0000003662	Gross Amount: 500.00	USD	Payment Inquiry		
Location: MAIN	Discount: 0.00	USD	Express Payment		
*Address: 3			<b>Payment Comments(0)</b>		
XEROX Corp	Scheduled Due: 08/02/2012		Holiday/Currency		
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	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.



# Payment Handling

If you need a check returned to you for special handling, change the **Handling** field to **Attachment** and make sure the **Method** field is **CHK** (Check).

Payment Options			
*Bank:	<input type="text" value="1100"/>	Pay Group:	<input type="text"/>
*Account:	<input type="text" value="TR01"/>	<b>Handling:</b>	<input type="text" value="Attachment"/>
<b>*Method:</b>	<input type="text" value="CHK"/> <input type="text" value="Check"/>	*Netting:	<input type="text" value="Not Applicable"/>
L/C ID:	<input type="text"/>	Hold Reason:	<input type="text"/>
Message:	<input type="text"/>		
Message will appear on remittance advice.			
Vendor Bank			
<a href="#">Messages</a>			
<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"/>

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



# Hold Payment and Remittance Message

If the **Hold Payment** checkbox is checked, Cardinal will not issue a payment for the voucher until the hold is removed. However, the voucher still goes through the budget check, approval and posting processes. This checkbox can be modified by users with corresponding security roles.

The **Message** text field populates the remittance advice on the payments. Enter a short and concise payment message that will help the vendor apply the payment correctly. 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. Other fields that appear on the remittance include: **Invoice #**, **Invoice Date**, **Voucher ID** and **Customer Account #** (if populated).

Payment Options				
*Bank:	<input type="text" value="1100"/>	Pay Group:	<input type="text"/>	Vendor Bank
*Account:	<input type="text" value="TR01"/>	*Handling:	<input type="text" value="Regular"/>	<a href="#">Messages</a>
*Method:	<input type="text" value="CHK"/> Check	*Netting:	<input type="text" value="Not Applicable"/>	<input type="checkbox"/> Hold Payment
L/C ID:	<input type="text"/>	Hold Reason:	<input type="text"/>	<input type="checkbox"/> Separate Payment
Message:	<input type="text" value="Business Writing Seminar"/>			
Message will appear on remittance advice.				



# CDS Offset Message

If a payment was impacted by a CDS Offset, it displays in the **Message** field on the **Payments** page. The vendor will also see a message with the amount added to the end of the payment message in the remittance section of the check or EDI payment.

Payment Options				
Bank:	1100	Pay Group:	Vendor Bank	
Account:	TR01	Handling:	Regular	<a href="#">Messages</a>
Method:	EFT      EFT	Netting:	Not Applicable	Layout
L/C ID:		Hold Reason:		<input type="checkbox"/> Hold Payment
Message:	Remittance CDS Offset=239.18			
Message will appear on remittance advice.				



# Separate Payment

- Cardinal normally combines all of a vendor's vouchers that are due on the **same date for the same business unit** into a single payment (for the same payment method e.g.; check, ACH, EFT, Giro EFT).

There is no limit to the number of vouchers that can be combined into a single payment. The exception is for the payment method of check, where up to seven vouchers will be combined into a single check 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.

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="CHK"/> Check	*Netting:	<input type="text" value="Not Applicable"/>
L/C ID:	<input type="text"/>	Hold Reason:	<input type="text"/>
Message:	<input type="text" value="Business Writing Seminar"/>		
Message will appear on remittance advice.			
			<input type="checkbox"/> Hold Payment
			<input checked="" type="checkbox"/> <b>Separate Payment</b>



# EFTPS Information Page

The Internal Revenue Service (IRS) requires that the Commonwealth of Virginia send certain types of tax payments to the IRS using the Electronic Federal Tax Payment System (EFTPS).

If a payment uses EFTPS, a link for **EFTPS Information** is visible on the **Payments** page in the **Payments Options** section. The **EFTPS Information** link on the page indicates that when a voucher is created to the IRS for that vendor, the payment is required to be transmitted in the EFTPS format and populated with additional information. The information is entered using the **EFTPS Information** link.

Only one distribution line is allowed on each EFTPS Voucher created for the IRS.

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

Invoice Information | Payments | Voucher Attributes

Business Unit: 15100 Invoice No: 1235 Action: [Dropdown]  
Voucher ID: NEXT Invoice Date: 03/03/2014 [B] Run  
Voucher Style: Regular Voucher  
Total Amount: 0.00  
Vendor Name: INTERNAL REVENUE SERVICE\*Pay Terms: 30 Net 30 Schedule Payments

Payment Information

Payment: 1  
\*Remit to: 0000050905 Gross Amount: 0.00 USD Payment Inquiry  
Location: MAIN Discount: 0.00 USD Express Payment  
\*Address: 5 INTERNAL REVENUE SERVICE Scheduled Due: Payment Comments(0)  
P O BOX 173788 DENVER, CO 80217 Net Due: Holiday/Currency  
Accounting Date: Discount Due:

Payment Options

\*Bank: 1100 Pay Group: Vendor Bank  
\*Account: TR01 \*Handling: Regular Messages  
\*Method: ACH ACH \*Netting: Not Applicable Layout **EFTPS Information**  
L/C ID: Hold Reason: Hold Payment  
Message: Separate Payment  
Message will appear on remittance advice.

Schedule Payment

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

Save Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes



# EFTPS Information Page (continued)

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

---

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

---

**Business Unit:** 15100      **Invoice No:**       **Action:**  
  
**Voucher ID:** NEXT      **Invoice Date:** 
  
**Voucher Style:** Regular Voucher

**Total Amount:** 0.00     

**Vendor Name:** INTERNAL REVENUE SERVICE\***Pay Terms:**  Net 30

---

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

**Payment:** 1

**\*Remit to:**       **Gross Amount:**  USD      [Payment Inquiry](#)
  
**Location:**       **Discount:**  USD      [Express Payment](#)
  
**\*Address:**       [Payment Comments\(0\)](#)
  
 INTERNAL REVENUE SERVICE      **Scheduled Due:** 
  
 P O BOX 173788      **Net Due:** 
  
 DENVER, CO 80217      **Discount Due:** 
  
    **Accounting Date:**

[Holiday/Currency](#)

---

**Payment Options**

**\*Bank:**       **Pay Group:**       **Vendor Bank**
  
**\*Account:**       **\*Handling:**       [Messages](#)
  
**\*Method:**       **\*Netting:**       [Layout](#) **EFTPS Information**
  
**L/C ID:**       **Hold Reason:**        **Hold Payment**
  
**Message:**        **Separate Payment**
  
 Message will appear on remittance advice.

---

**Schedule Payment**

**\*Action:**       **Payment Date:** 
  
**Pay:**       **Reference:**

---

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



# EFTPS Information Page (continued)

When you click the **EFTPS Information** link, a page displays to enter the appropriate information.

When you have completed your entries, click the **OK** button to return to the **Payments** page.

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

Related Information New Window Help Custom

Business Unit: 15100 Voucher ID: NEXT Payment Count: 1

EFTPS Information					
*TIN Type	*Tax Payer Identification Number	Tax Period End Date	*Social Security	Medicare	Withholding
1 Social Security Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh



# Schedule Payment

The **Schedule Payment** section displays the payment information after a payment has been generated in Cardinal or can be used to record a manual payment.

## Cardinal Generated Payment

**Schedule Payment**

*Action:	Schedule Payment	Payment Date:	05/01/2014
Pay:		Reference:	20080140

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

## Manual Payment

**Schedule Payment**

*Action:	Record a Payment	Payment Date:	06/12/2014
Pay:	Full Amount	Reference:	3625

Save Return to Search Notify Refresh Add Update/Display



# Voucher Attributes Page

Clicking the **Voucher Attributes** 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 saving and during processing of the voucher. Do not change any information on this page.

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

Invoice Information | Payments | **Voucher Attributes**

Business Unit:	15100	Invoice No:	<input type="text" value="1258"/>
Voucher ID:	NEXT	Invoice Date:	<input type="text" value="05/13/2014"/> BT
Voucher Style:	Regular Voucher		
Total:	0.00		

**Voucher Processing**

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

**Accounting Instructions**

Account At:	<input type="text" value="Gross"/>	*Template:	<input type="text" value="STANDARD"/>
-------------	------------------------------------	------------	---------------------------------------

**Match Action**

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

**Transaction Currency**

*Source:	<input type="text" value="Tables"/>	Rate Type:	<input type="text" value="CRRNT"/>
*Currency:	<input type="text" value="USD"/>	Exchange Rate:	<input type="text"/>

<b>Tax Group</b>	<b>Workflow Approval</b>		
Tax Group:	<input type="text"/>	*Approval:	<input type="text" value="Approval Framework"/>
Tax Pymnt Type:	<input type="text"/>		

<b>Letter of Credit</b>	<b>Self Billing Invoice</b>		
L/C ID:	<input type="text"/>	*SBI:	<input type="text" value="Individual Voucher (Auto-Num)"/>
		SBI Number:	<input type="text"/>

**Prepayment**

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

Save | Notify | Refresh | Add | Update/Display

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



# Saving a Voucher

After you complete your entries, save the voucher. Cardinal then:

- 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, you can save the voucher but it will not go any further until you correct it.
- Assigns a **Voucher ID**.

Interfaced vouchers must meet the same criteria as online vouchers in order to be saved. Vouchers that do not pass the initial edit check are rejected by the voucher upload process and appear on the **Voucher Upload Error** report. Those vouchers must be corrected and resubmitted via interface for processing.



# Budget Pre-Check Process

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

The preliminary Budget Pre-Check 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 Pre-Check** 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. Budget checking occurs throughout the day at two hour intervals as well as once in the evening batch.

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 page has several tabs: Summary, Related Documents, Invoice Information (selected), Payments, Voucher Attributes, and Error Summary. The 'Invoice Information' section 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	
Voucher Style:	Regular Voucher	Accounting Date:	07/02/2012	<input type="checkbox"/> Do Not Send to CARS	

Below this section, there is a vendor information section for XEROX Corp, with fields for Vendor ID (0000003662), ShortName (XEROX CORP), Location (MAIN), and \*Address (2). Other fields include Invoice Receipt Date (07/03/2012) and Goods & Services Receipt Date (06/25/2012). There are also links for Session Defaults, Attachments (0), and Comments (0).



# Budget Check, Approval and Post

Once the voucher is saved and has an **Entry Status** of **Postable**, Cardinal then:

- Budget checks the voucher. Budget Check is a batch process performed periodically during the business day (every 2 hours) and once overnight
- If the voucher passes Budget Check, Cardinal submits the voucher for approval. This is also a batch process performed periodically during the business day (same times as above) and overnight

After the voucher has been reviewed and approved, Cardinal then:

- Posts the voucher to the AP module
- Posts the AP Accounting Entries to General Ledger

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

Approved vouchers will post in AP and then the General Ledger. Cardinal creates accounting entries that debit the distribution line on the voucher and credit an Accounts Payable liability account. Later, when payments are processed and posted to GL, Cardinal eliminates the liability account (debit) and reduces cash (credit).



# Other Voucher Pages

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

- **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

The **Summary** 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 Name**, **Invoice Total** and **Voucher Style (Regular or Adjustment)**.

The **Summary** page displays several different status fields:

- **Entry Status** - provides the current status of the voucher, either **Postable** or **Recycle**. **Postable** indicates the voucher contains no errors. **Recycle** indicates the saved voucher contains errors.
- **Match Status** - not used. Defaults to **No Match**.
- **Approval Status** - indicates whether the voucher is approved or not. Statuses for this field include **Pending**, **Denied** and **Approved**.
- **Post Status** indicates whether the voucher was posted. Statuses for this field include **Unposted** and **Posted**.

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 <a href="#">Preview Approval</a>	Created By:	Creator, Cassie
Post Status:	Unposted	Modified:	07/30/2012
		Modified By:	Creator, Cassie
		ERS Type:	Not Applicable
Budget Status:	Not Chk'd	Close Status:	Open
Budget Misc Status:	Valid		
*View Related	Payment Inquiry	Go	
<a href="#">Save</a>	<a href="#">Notify</a>	<a href="#">Refresh</a>	<a href="#">Add</a> <a href="#">Update/Display</a>
Summary   <a href="#">Related Documents</a>   <a href="#">Invoice Information</a>   <a href="#">Payments</a>   <a href="#">Voucher Attributes</a>   <a href="#">Error Summary</a>			



# Summary Page

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

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

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

**Budget Status:** Not Chk'd  
**Budget Misc Status:** Valid

\*View Related            [Go](#)

[Save](#)   [Notify](#)   [Refresh](#)                      [Add](#)   [Update/Display](#)

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



# Summary Page (continued)

- **Budget Status** indicates the budget checking status of the voucher. Statuses for this field are **Not Chk'd**, **Exceptions** and **Valid**.
- **Voucher Source** indicates whether the voucher was created online or uploaded through interface. Values for this field are **Online** or **Retail Interface Vouchers**.
- The **Created** and **Modified By** fields identify the user who created and last modified the voucher.

The screenshot shows a web-based interface for viewing voucher details. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The 'Summary' tab is active. The interface is divided into two columns of information. The left column contains: Business Unit: 15100; Voucher ID: 0000073; Voucher Style: Regular; Contract ID: ; Vendor Name: Xerox Corporation, 1654 Solutions Center, Chicago, IL 60677; Entry Status: Postable; Match Status: No Match; Approval Status: Pending (with a 'Preview Approval' link); Post Status: Unposted; Budget Status: Not Chk'd (highlighted with a red box); Budget Misc Status: Valid. The right column contains: Invoice Date: 07/26/2012; Invoice No: 1568921; Invoice Total: 85.76 USD; Pay Terms: Net 30; Voucher Source: Online (highlighted with a red box); Origin: ONL; Created: 07/30/2012; Created By: Creator, Cassie (highlighted with a red box); Modified: 07/30/2012; Modified By: Creator, Cassie (highlighted with a red box); ERS Type: Not Applicable; Close Status: Open. At the bottom, there is a '\*View Related' section with a dropdown menu set to 'Payment Inquiry' and a 'Go' button. Below this are buttons for 'Save', 'Notify', and 'Refresh'. On the far right, there are buttons for 'Add' and 'Update/Display'. A footer bar contains links: 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

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

\*View Related  [Go](#)

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



# Related Documents Page

The **Related Documents** page displays a summary of other records related to the voucher, such as adjustment voucher and 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

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



# Related Documents Page – CDS Offset

If a payment is impacted by a CDS Offset, a line with the CDS Offset information displays on this page.

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

Related Information

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit: 12345 Invoice No: ABC245  
Voucher ID: 00000038 Invoice Date: 11/30/2014  
Voucher Style: Regular Voucher  
Vendor ID: 0000002001

Payment Details Customize Find View All First 1-2 of 2 Last

Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Pay
Paid	01/07/2015	00000985	STATE	CDS00000000		1 MAN	239.18	239.18	US
Paid	01/07/2015	90024073	STATE	0000002001		3 EFT			US

Save Return to Search Notify Refresh

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



# Error Summary Page

The **Error Summary** page displays any errors that the save process detected, but that did not prevent the voucher from saving, i.e., Out of Balance errors. Corrections cannot be made on this page, but can be made on the page where the error is located, generally the **Invoice Information** or **Payments** pages. In the example below, the voucher does not have any errors.

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

Summary Related Documents Invoice Information Payments Voucher Attributes **Error Summary** Related Information New Window

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 Checkpoint

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

Answer the review questions below:

- 1) Before entering a voucher, what are three key things you should verify on the vendor?
- 2) If Cardinal is missing any of the three key things in Question #1, what should you do to update the vendor?
- 3) Each voucher contains \_\_\_\_\_ invoice(s).
- 4) Which two fields determine the due date for a Net 30 voucher?
- 5) A single voucher can have multiple invoice lines and / or multiple distribution lines. (TRUE or FALSE)
- 6) Name three fields that display in the remittance advice on a payment?
- 7) The Error Summary page displays errors that were detected when the voucher was saved. (TRUE or FALSE)



# Hands on Practice – Enter a Voucher

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This practice will reinforce the concepts learned in the lesson. Your instructor will provide direction regarding the activity. Please ask your instructor if you have any questions.



## Lesson 2: Summary

In this lesson, you learned:

- Before entering a voucher, make sure the vendor, address and location exist in Cardinal. If any of these are missing, complete a Vendor Maintenance Request form and send to the CVG to add/update the vendor.
- **Location** refers to rules related to vendor setup, which includes whether the vendor has a lien, levy, garnishment, etc. or for banking locations for electronic payments.
- If the **Location** that defaults on the voucher is **ePayables**, do not change it.
- Each invoice is paid on a separate voucher.
- A voucher can contain multiple **Invoice Lines** and / or **Distribution Lines**.
- Vouchers entered directly into CARS must be entered in Cardinal as well.
- Cardinal uses the **Invoice Receipt Date** and **Good and Services Receipt Date** fields to calculate the prompt pay due date for vouchers entered online.
- Interfaced vouchers are approved at the agency level prior to being uploaded to Cardinal.
- If an interfacing agency voucher is updated online, the updated voucher must go through agency level approvals online.
- Interfaced vouchers that contain errors are not loaded into Cardinal and are reviewed on the **Voucher Upload Error Report**. They must be corrected and resubmitted through the voucher upload process.



# 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
- Updating voucher payment information
- Reviewing and correcting voucher processing errors
- Entering adjustment vouchers
- Describing the purpose of template vouchers
- Deleting and unposting vouchers



# Voucher Management Tasks

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. The tasks and processes detailed in this lesson include:

- **Budget Checking:** A batch process that ensures voucher amounts are within budget for their accounting distributions.
- **Voucher Approval:** A task performed by individual(s) with the appropriate authority to approve or deny the payment of a voucher.
- **Voucher Posting:** The batch processes that post voucher accounting entries in the Accounts Payable module.
- **Payment Offsets:** The reduction of a vendor payment to satisfy a delinquent debt:
  - Comptroller's Debt Setoff (CDS) – Commonwealth debt collect program which intercepts vendor payments to offset debts owed by vendors to another State agency.
  - Lien, levy, garnishment, etc. - a legally enforceable obligation to another third party (e.g., lien, levy, garnishment, etc.).
- **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.
- **Delete Voucher:** Deleting denied vouchers or other unposted vouchers when necessary.
- **Unpost Voucher:** Reversing the accounting entries of unpaid vouchers.
- **Close Voucher:** Closing vouchers after posting but prior to payment.
- **Cancelling a Payment:** Voucher payment needs to be stopped and reissued or cancelled.



# 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. Note that commitment control does not include checking cash balances.

When a voucher passes budget checking, Commitment Control reduces the available budget by the amount of the voucher. The voucher's **Budget Status** is then marked as **Valid**.



# Approval Processes Overview and Workflow

## Approval Processes Overview

Vouchers entered or updated online in Cardinal must be approved online. A voucher cannot enter the approval process until it passes error and budget checking.

Segregation of duties requires that the Voucher Processor and the Approver be different people.

Interfaced vouchers receive approval in the agency system prior to upload and only route in Cardinal for additional approval(s) (e.g. DOA Pre-Audit approvals like Capital Outlay or Legal Services). Interfaced vouchers only require online agency approval in Cardinal if they are updated online in Cardinal.

## Approval Workflow

Once vouchers pass budget checking, Cardinal uses **Workflow** to route them to the designated approvers' **worklist(s)**. Some vouchers may require Pre Audit approval as well as agency approvals.



# 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 posting 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. This option is only available if there is more than one level of approval for the voucher.

The number of approvals required for a voucher depends on ChartField values and agency workflow design. Cardinal determines the workflow path automatically, and routes each voucher appropriately. Each approver has the options listed above, and all designated approvers must approve the voucher before it can proceed to downstream processes.



# Voucher Posting Overview

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Once a voucher is approved, it is ready for posting and payment.

Voucher posting is a nightly batch process. This process creates accounting entries that debit the accounting distribution from the voucher and credit the offsetting liability account in the Accounts Payable module.

The journal generation process copies the accounting entries in the AP module and creates a journal that is then posted to the General Ledger.



# Voucher Posting Status

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

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

The **Entry Status** field has two statuses:

- **Postable** – voucher contains no errors
- **Recycle** – voucher contains error(s)

Once a voucher is successfully saved with no errors, the status in this field remains **Postable** and does not change from that point forward.

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 <a href="#">Approval History</a>
Post Status:	Posted



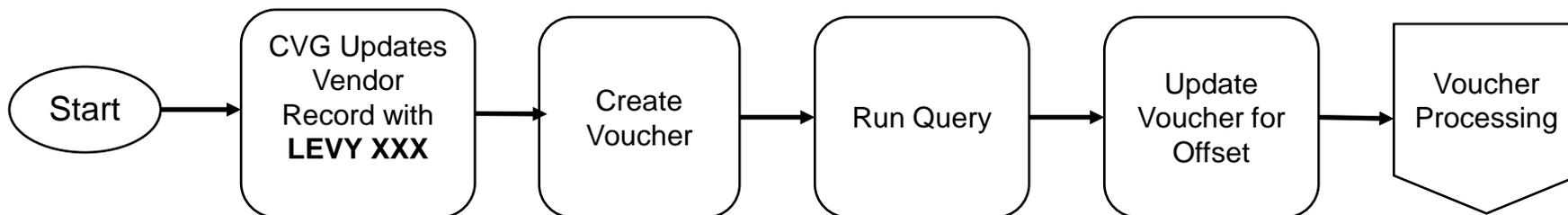
# Payment Offset Processing Overview

Each agency must have an internal process that identifies lien, levy, garnishment, etc. and tracks to ensure they are satisfied. The payment offset process reduces a vendor's payment when it is subject to a lien, levy, garnishment, etc. The payment to the vendor is split between the vendor and a third party.

The CVG creates the **LEVY XXX** location(s) in Cardinal. Your agency's Accounts Payable department is responsible for processing payment offsets for lien, levy, garnishment, etc.

The adjustments are handled on the Payments tab of the voucher and access to adjust payments for offsets is limited to certain key roles in Cardinal. Contact your Agency Security Officer for details.

The diagram below provides an overview of the payment offset process for lien, levy, garnishment, etc.





# Updating Payment Information on a Voucher

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

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, levy, garnishment, etc. 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 to accompany it.
- The **Scheduled Due** date (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, ePayables** 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	Run	
Voucher Style:	Regular Voucher			Schedule Payments	
Total Amount:	47.51				
Vendor Name:	XEROX Corp	*Pay Terms:	00 Due Now		

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

Payment:	1	Gross Amount:	47.51 USD	<a href="#">Payment Inquiry</a>
*Remit to:	0000003662	Discount:	0.00 USD	<a href="#">Express Payment</a>
Location:	MAIN	Scheduled Due:	07/02/2012	<a href="#">Payment Comments(0)</a>
*Address:	3	Net Due:		<a href="#">Holiday/Currency</a>
XEROX Corp		Discount Due:		
PO BOX 827598		Accounting Date:	07/02/2012	
VA10000108				
EVAAD11192				
PHILADELPHIA, PA 19182-7598				

Payment Options

*Bank:	1100	Pay Group:		Vendor Bank
*Account:	TR01	*Handling:	Regular	<a href="#">Messages</a>
*Method:	EFT EFT	*Netting:	Not Applicable	<a href="#">Layout</a>
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:	07/02/2012
Pay:		Reference:	90003419



# Voucher Entry 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:** 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

---

**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      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. Your agency's Accounts Payable staff are responsible for correcting these errors. Some common errors include:

- **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 Report Query:** This query lists 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 vouchers with errors.
- **Voucher Add/Update** search page: Use this page to search for saved vouchers with common entry errors.
- **Review Budget Check Exceptions** page: Use this page, in the **Commitment Control** menu, to search for vouchers that failed budget checking.



# Voucher Error Report Query

You can navigate to the **Voucher Error 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.

**Entry Status:** R= Recycle or P = Postable

**Budget Status:** N= Not Checked or E = Exception (Error)

**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 Add / Update Search Page

You can navigate to the **Voucher Add/Update Search** page, using the following path:

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

Click the **Find an Existing** tab.

Enter your **Business Unit** and select **Recycle** from the **Entry Status** drop-down menu.

Click the **Search** button.

Vouchers with a status of **Recycle** will display in the **Search Results**. Click the link to open the Voucher. The error(s) will be displayed on the Voucher Invoice Information tab.

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

### Voucher

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

**Find an Existing Value** | Add a New Value

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

Business Unit:	=	15100	
Voucher ID:	begins with		
Invoice Number:	begins with		
Invoice Date:	=		
Short Vendor Name:	begins with		
Vendor ID:	begins with		
Name 1:	begins with		
Voucher Style:	=		
Related Voucher:	begins with		
Entry Status:	=	Recycle	
Voucher Source:	=		

Case Sensitive

**Search** | Clear | [Basic Search](#) | [Save Search Criteria](#)

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



# 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 > Voucher**

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 for Budget Check Exceptions

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

- Enter criteria to search for budget errors:
  - **Business Unit** - enter your agency
  - **Process Status** - select **Errors Exist**
- 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: begins with

Commitment Control Tran Date: =

**Business Unit:** =

Voucher ID: begins with

Process Instance: =

**Process Status:** =

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



# Voucher Exceptions Page

When you select from the list, you can view the error and use the additional links and tabs 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

Voucher Exceptions | Line Exceptions

Business Unit: 15100      Voucher ID: 00000452

---

Exception Type: Error       Override Transaction     

Maximum Rows: 100       More Budgets Exist

     [Advanced Budget Criteria](#)

**Budgets with Exceptions**      [Customize](#) | [Find](#) | [View All](#) | | First 1-2 of 2 Last

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		15100	CC_ALLOT	No Budget Exists	<a href="#">More Detail</a>	<input type="checkbox"/>	<a href="#">Go To ...</a>
2		15100	CC_APPROP	No Budget Exists	<a href="#">More Detail</a>	<input type="checkbox"/>	<a href="#">Go To ...</a>

[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.

After the next batch processes run, you can review the voucher to make sure all errors have been cleared.



# Simulation: Reviewing Voucher Errors

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





# Hands on Practice – Reviewing Voucher Errors

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This practice will reinforce the concepts learned in the lesson. Your instructor will provide direction regarding the activity. Please ask your instructor if you have any questions.



# 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 but not paid.

If the voucher has been paid, wait until another invoice is received from the same vendor before you process the credit memo.

Access the **Adjustment Voucher Entry** page using the following path:

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

Select **Adjustments** from the **Voucher Style** drop-down menu.



# Entering Adjustment Vouchers (continued)

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

## Voucher

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

Business Unit:

Voucher ID:

Voucher Style:

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

- Adjustments
- Journal Voucher
- Prepaid Voucher
- Register Voucher
- Regular Voucher
- Reversal Voucher
- Single Payment Voucher
- Template Voucher
- Third Party Voucher

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



# Adjustment Voucher Entry

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 (edit and budget checking, approval, posting).

Adjustment vouchers for credit memos should be entered only when there is an existing unpaid voucher in Cardinal for that vendor.

When you create an adjustment voucher, you copy the original voucher, which populates the voucher for you. Then you can enter the amount of the adjustment. The adjustment should be a negative number.

When pay cycle runs, it will combine the original voucher and adjustment voucher amounts, and pay the net amount.

The screenshot shows the 'Regular Entry' screen in the Cardinal software. The breadcrumb trail is 'Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry'. The 'Invoice Information' tab is active. Key fields include: Business Unit: 15100; Invoice No: 11-12364; Voucher ID: 00000049; Invoice Date: 07/02/2012; Accounting Date: 07/05/2012; Voucher Style: Adjustments (highlighted in red). Vendor information for XEROX CORP is displayed. The 'Copy From Source Document' section at the bottom is highlighted in red, showing a 'Voucher ID' field and a 'Copy to Voucher' button. Other buttons like 'Run', 'Print Invoice', and 'Submit For Approval' are also visible.



# Adjustment Voucher Entry (continued)

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 the adjustment voucher.

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

See the **Entering an Adjustment Voucher** job aid for more details.

The screenshot shows the 'Invoice Information' page for an adjustment voucher. The page is divided into several sections:

- Summary:** Business Unit: 15100, Invoice No: 11-12364, Invoice Date: 07/02/2012, Accounting Date: 07/05/2012, Voucher ID: 00000049, Voucher Style: Adjustments.
- Vendor Information:** Vendor ID: 000003662, Short Name: XEROX CORP, Location: MAIN, \*Address: 2. Vendor details include XEROX Corp, 200 Westgate Parkway, Ste 104, VA10000108, Richmond, VA 23233.
- Payment Terms:** \*Pay Terms: 30 Net 30, Basis Date Type: Prompt Payment, Responsible Org: 99999.
- Invoice Lines:** Invoice Lines: -100.00, \*Currency: USD, Miscellaneous: , Freight: , Total: -100.00.
- Copy From Source Document:** Voucher ID: , Copy From Worksheet, Copy to Voucher.



# Adjustment Voucher Entry (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: 00000049 Invoice Date: 07/02/2012   
 Voucher Style: Adjustments Accounting Date: 07/05/2012   
 Final Voucher   
 Do Not Send to CARS   
 Run

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   
 Miscellaneous: Customer Account #: Non Merchandise Summary   
 Freight: ROW Acquisition ID:   
 Total: -100.00   
 Print Invoice   
 Submit For Approval

Difference: 0.00   
 Calculate   
 Copy From Source Document   
 Voucher ID:   
 Copy From Worksheet   
 Copy to Voucher



# Template Voucher Overview

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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 create 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 that it is almost identical to a regular voucher. However, since it is a template, it cannot be processed. It can only be used as a source for data that is copied into a regular voucher.

See the job aid entitled **Creating a Template Voucher** for more details.

The screenshot shows the 'Invoice Information' page in a software application. The 'Voucher Style' field is highlighted in red and set to 'Template Voucher'. The 'Copy From Source Document' section is also highlighted in red, showing 'Template ID: XEROX1' and 'Description: Copy Charges'. Other fields include Business Unit (15100), Invoice No. (11-12364), Invoice Date (07/05/2012), Accounting Date (07/05/2012), Vendor ID (000003662), ShortName (XEROX CORP), Location (MAIN), \*Address (2), \*Pay Terms (30), Basis Date Type (Prompt Payment), Responsible Org (99999), Customer Account #, and ROW Acquisition ID. There are buttons for 'Run', 'Print Invoice', and 'Copy PO'.



# Template Voucher Page

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  Do Not Send to CARS  
Run

Vendor ID: 0000003662 XEROX Corp Invoice Receipt Date: [Calendar] [31] [Session Defaults](#)  
ShortName: XEROX CORP 200 Westgate Parkway Invoice Receipt Date: [Calendar] [31] [Attachments \(0\)](#)  
Location: MAIN Ste 104 Goods & Services Receipt Date: [Calendar] [31] [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] Customer Account #: [Field]  
Freight: [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

Vouchers are edit and budget checked before routing for approval.

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

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 edit check, budget check and approval again.

When a voucher is denied, the Voucher Processor who entered the voucher receives e-mail notification of the denial.

If the denied voucher will not be updated and resubmitted for approval, it should be deleted promptly to restore the budget amounts.

When an interfaced voucher is denied, there is no e-mail notification sent to the agency. Voucher status displays on the **Summary** page in the **Approval Status** field. Interfacing agencies should check voucher status on a regular basis. The interfacing agency can update the voucher online as requested by the approver, or delete the voucher if not needed.



# Deleting Vouchers

There may be other reasons to delete vouchers – for example, if you enter a voucher in error or if you make 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.

Deleting a voucher restores the budget.

See the **Unposting, Deleting and Closing a Voucher** job aid for more details.



# 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 to it. Unposted vouchers cannot be deleted. When you unpost a voucher, it must be updated that same day. The post process runs at night and if no changes are made, it will repost the voucher with the original ChartField distribution.

You can unpost a posted voucher when:

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

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

See the **Unposting, Deleting and Closing a Voucher** job aid for more details.



# Close Voucher

Closing a voucher is used when you want the remaining liability to be written off the vendor balance and the voucher to be considered complete. Closing a voucher prevents it from being processed.

To close a voucher it must be posted, but not paid or selected for payment. Cardinal automatically removes the associated liability and restores the associated budget amount at voucher closure.

Saving a voucher marked for closure is irreversible (it can not be undone). The voucher is closed once the Post Voucher process runs in batch overnight. Cardinal automatically removes the associated liability and restores the associated budget amount.

See the **Unposting, Deleting and Closing a Voucher** job aid for more details.



# Cancelling a Payment

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As an agency, there are times you may need to stop a payment for various reasons. To correctly cancel a payment, efforts must be coordinated with Treasury and Department of Accounts.

If you need to cancel a payment, see the job aid entitled **Canceling a Payment – Disbursing Agency** for information regarding the steps and necessary forms to complete this process.



# Lesson 3: Checkpoint

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

Answer the review questions below:

- 1) Why is the Budget Pre-Check 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 happens during the voucher posting process?



## Lesson 3: Checkpoint (continued)

Answer the review questions below:

- 5) For what type of payment offsets is Accounts Payable responsible? What type does the Department of Taxation handle?
- 6) What page and which field is updated if the due date on a voucher needs to be changed?
- 7) List some different types of errors that can occur in a voucher and how to find and correct them.
- 8) Why is it necessary to delete denied vouchers?



## Lesson 3: Checkpoint (continued)

Answer the review questions below:

- 9) How do you learn that a voucher is denied?
- 10) Denying a voucher restores the budget? TRUE or FALSE
- 11) Can unposted vouchers be changed or deleted?



# Lesson 3: Summary

In this lesson, you learned how to:

- Describe the steps in voucher processing
- Create payment offsets for lien, levy, garnishment, etc.
- 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
- Close vouchers



# Lesson 4: Voucher Reports, Queries and Online Inquiries

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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
- Voucher Upload Error Report
- Agency to Agency Vouchers Report



# 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

[Search](#)      [Advanced Budget Criteria](#)

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

Budget Override      Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Override User ID	Override Date	Trans
1		50100	CC_ALLOT	Translation Tree error	<a href="#">More Detail</a>	<input checked="" type="checkbox"/>	CHARLOTTE.HANEY	02/15/2011 3:40:39PM	Go T
2		50100	CC_APPROP	Translation Tree error	<a href="#">More Detail</a>	<input type="checkbox"/>			Go T
3		50100	CC_CASH	Required key CF is blank	<a href="#">More Detail</a>	<input type="checkbox"/>			Go T
4		50100	CC_LOWLVL	Translation Tree error	<a href="#">More Detail</a>	<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: APY1020												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:	
Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost		
Operating Unit	Fund Code	Dest	Class	Budget Ref	Program	Product	Project	Affiliate	Affiliate Intra 1						
ACTUALS	10-Jul-2012	ACCRUAL	AP00006014	APA	1	1	15100	205025			133.99	USD	0		
	01000	99999													
ACTUALS			AP00006014	DST		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	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost		
Operating Unit	Fund Code	Dest	Class	Budget Ref	Program	Product	Project	Affiliate	Affiliate Intra 1						
ACTUALS	17-Jul-2012	ACCRUAL	AP00006100	APA	1	1	15100	205025			920.00	USD	0		
	01000	99999													
ACTUALS			AP00006100	DST		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	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost		
Operating Unit	Fund Code	Dest	Class	Budget Ref	Program	Product	Project	Affiliate	Affiliate Intra 1						
ACTUALS	12-Jul-2012	ACCRUAL	AP00006057	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	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	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	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				Page No.	1	
		AP28003	VOUCHER LISTING BY CHARTFIELD				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	PeopleSoft Accounts Payable VOUCHER LISTING BY CHARTFIELD				Page No. 1		
						Run Date 7/20/2012			
						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		
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 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 10:06:04 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	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntr ID	
02-Jul-2012	00000039	01AP0505	02-Jul-2012	0000003662	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	Discrt 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	Pronate	S	U	F	M	Play 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 Cntr ID	
02-Jul-2012	00000040	01AP0501A	02-Jul-2012	0000053528	TRANSOORE 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	Discrt 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	Pronate	S	U	F	M	Play 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 Cntr ID	
02-Jul-2012	00000041	01AP0501B	02-Jul-2012	0000053528	TRANSOORE 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	Discrt 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	Pronate	S	U	F	M	Play 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 Cntr ID	
02-Jul-2012	00000042	01AP0505A	02-Jul-2012	0000003662	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	Discrt 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	Pronate	S	U	F	M	Play Terms
				0.00			N	N	N	N		Due Now



# 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 Upload Error Report

This report provides details on all errors, including missing and invalid data, encountered when loading voucher and one-time vendor data from agency systems into Cardinal. This report is generated nightly in batch and can be viewed from the Report Manager.

You can run this report ad hoc using the following path:

**Main Menu > Accounts Payable > Reports > Vouchers > Voucher Upload Error Report**

 Report ID: AP966	Commonwealth of Virginia VOUCHER UPLOAD ERROR REPORT	Run Date: 05/20/2014 Run Time: 09:43 00
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Page No. 1 of 3

Submitting AP BU: 13600  
Upload Date Range: 09-MAY-2014 to 09-MAY-2014

File Name: 13600\_AP964\_IN\_05072014\_1100\_001.dat  
Upload Date: 09-MAY-2014

No Vendor Errors Found.

Total Vendors Submitted: 1  
Total Vendors with Errors: 0  
Total Vendors loaded Successfully: 1

Voucher BU: 13600

Agency Voucher ID	Voucher Line Num	Distrib Line Num	Error Field Name	Field Value	Error Description
4444441	1	1	DEPTID	710	ChartField error for: 710, Field Name: Department, Prompt Table: DEPT_TBL
4444442	1	1	DEPTID	722	ChartField error for: 722, Field Name: Department, Prompt Table: DEPT_TBL

Total Vouchers Submitted: 3  
Total Vouchers with Errors (Vendor Related): 0  
Total Vouchers with Errors: 2  
Total Vouchers loaded Successfully: 1



# Voucher Upload Error Report (continued)



Commonwealth of Virginia  
VOUCHER UPLOAD ERROR REPORT

Run Date: 05/20/2014  
Run Time: 09:43 00

Report ID: AP966

Page No. 1 of 3

Submitting AP BU: 13600  
Upload Date Range: 09-MAY-2014 to 09-MAY-2014

File Name: 13600\_AP964\_IN\_05072014\_1100\_001.dat  
Upload Date: 09-MAY-2014

No Vendor Errors Found.

Total Vendors Submitted: 1  
Total Vendors with Errors: 0  
Total Vendors loaded Successfully: 1

Voucher BU: 13600

Agency Voucher ID	Voucher Line Num	Distrib Line Num	Error Field Name	Field Value	Error Description
4444441	1	1	DEPTID	710	ChartField error for: 710, Field Name: Department, Prompt Table: DEPT_TBL
4444442	1	1	DEPTID	722	ChartField error for: 722, Field Name: Department, Prompt Table: DEPT_TBL

Total Vouchers Submitted: 3  
Total Vouchers with Errors (Vendor Related): 0  
Total Vouchers with Errors: 2  
Total Vouchers loaded Successfully: 1



# Agency to Agency Vouchers Report

This report provides details on agency to agency vouchers created during a specified time period with associated payments if the voucher has been paid.

You can run this report ad hoc using the following path:

**Main Menu > Accounts Payable > Reports > Vouchers > Agency to Agency Vouchers**

CARDINAL		Commonwealth of Virginia AGENCY TO AGENCY VOUCHERS		Run Date: 02/02/2015 Run Time: 12:27 00								
Report ID: VAPR0994				Page No. 1 of 121								
AP Business Unit	: ALL											
From Journal Date (AP Accrual)	: 01/01/2015											
To Journal Date (AP Accrual)	: 01/30/2015											
BU	Vendor ID	Vendor Name	Account Fund Program	Voucher	Acctg Dt	Invoice ID	Invoice Dt	Journal ID	Journal Dt	Paymt Ref	Paymt Dt	Amount
10000	Senate											
	0000052106	DIVISION OF LEGISLATIVE AUTOMATED S	5012150 01000 782004	00000073	01/06/2015	5194	12/23/2014	AP00067422	01/06/2015	80059323	01/22/2015	47.00
	0000052106	DIVISION OF LEGISLATIVE AUTOMATED S	5012150 01000 782004	00000086	01/16/2015	5205	01/14/2015	AP00070939	01/20/2015			62.50
	0000052106	DIVISION OF LEGISLATIVE AUTOMATED S	5012150 01000 782004	00000097	01/26/2015	5210	01/14/2015	AP00072553	01/26/2015	80059380	01/28/2015	75.00
	<b>Total for Agency:</b>	104	DIVISION OF LEGISLATIVE AUTOMATED SYSTEM									<b>\$194.50</b>
	0000031508	VIRGINIA INFORMATION TECHNOLOGIES A	5012160 01000 782003	00000072	01/06/2015	T280033	12/28/2014	AP00067422	01/06/2015	80059699	01/27/2015	26.65
	0000031508	VIRGINIA INFORMATION TECHNOLOGIES A	5012160 01000 782004	00000072	01/06/2015	T280033	12/28/2014	AP00067422	01/06/2015	80059699	01/27/2015	1,687.55
	<b>Total for Agency:</b>	136	VIRGINIA INFORMATION TECHNOLOGIES AGENCY									<b>\$ 1,714.20</b>
	0000052006	VIRGINIA EMPLOYMENT COMMISSION	5014150 01000 782004	00000084	01/16/2015	VECO1/07/2015	01/07/2015	AP00070939	01/20/2015	90024682	01/22/2015	5,298.76
	<b>Total for Agency:</b>	182	VIRGINIA EMPLOYMENT COMMISSION									<b>\$ 5,298.76</b>
	0000031103	Commonwealth of Virginia	5012840 01000 782004	00000071	01/05/2015	PLT152683	11/30/2014	AP00066818	01/05/2015	80057257	01/07/2015	409.27
	0000031103	Commonwealth of Virginia	5012830 01000 782004	00000078	01/12/2015	PRK08170	12/31/2014	AP00069386	01/13/2015	80058461	01/15/2015	200.00
	0000031103	Commonwealth of Virginia	5012840 01000 782003	00000081	01/13/2015	PLT152861	12/31/2014	AP00069386	01/13/2015	80058461	01/15/2015	30.28
	0000031103	Commonwealth of Virginia	5012840 01000 782004	00000081	01/13/2015	PLT152861	12/31/2014	AP00069386	01/13/2015	80058461	01/15/2015	424.04
	0000031103	Commonwealth of Virginia	5015410 01000 782004	00000095	01/23/2015	3 A	01/21/2015	AP00072553	01/26/2015	80059877	01/28/2015	136,955.00
	0000031103	Commonwealth of Virginia	5015410 01000 782004	00000096	01/23/2015	1 A	01/21/2015	AP00072553	01/26/2015	80059877	01/28/2015	187,155.00
	<b>Total for Agency:</b>	194	Commonwealth of Virginia									<b>\$325,173.59</b>
	<b>Total for BU:</b>	10000	Senate									<b>\$332,371.05</b>
10100	House of Delegates											



# Agency to Agency Vouchers Report (continued)



Report ID: VAPR0994

Commonwealth of Virginia  
AGENCY TO AGENCY VOUCHERS

Run Date: 02/02/2015  
Run Time: 12:27 00

Page No. 1 of 121

AP Business Unit : ALL  
From Journal Date (AP Accrual) : 01/01/2015  
To Journal Date (AP Accrual) : 01/30/2015

BU	Vendor ID	Vendor Name	Account	Fund	Program	Voucher	Acctg Dt	Invoice ID	Invoice Dt	Journal ID	Journal Dt	Pymnt Ref	Pymnt Dt	Amount
10000	Senate													
	0000052106	DIVISION OF LEGISLATIVE AUTOMATED S	5012150	01000	782004	00000073	01/06/2015	5194	12/23/2014	AP00067422	01/06/2015	80059223	01/22/2015	47.00
	0000052106	DIVISION OF LEGISLATIVE AUTOMATED S	5012150	01000	782004	00000086	01/16/2015	5205	01/14/2015	AP00070939	01/20/2015			62.50
	0000052106	DIVISION OF LEGISLATIVE AUTOMATED S	5012150	01000	782004	00000097	01/26/2015	5210	01/14/2015	AP00072553	01/26/2015	80059980	01/28/2015	75.00
	<b>Total for Agency:</b>	104	DIVISION OF LEGISLATIVE AUTOMATED SYSTEM										<b>\$194.50</b>	
	0000031508	VIRGINIA INFORMATION TECHNOLOGIES A	5012160	01000	782003	00000072	01/06/2015	T280033	12/28/2014	AP00067422	01/06/2015	80059699	01/27/2015	26.65
	0000031508	VIRGINIA INFORMATION TECHNOLOGIES A	5012160	01000	782004	00000072	01/06/2015	T280033	12/28/2014	AP00067422	01/06/2015	80059699	01/27/2015	1,687.55
	<b>Total for Agency:</b>	136	VIRGINIA INFORMATION TECHNOLOGIES AGENCY										<b>\$ 1,714.20</b>	
	0000052006	VIRGINIA EMPLOYMENT COMMISSION	5014150	01000	782004	00000084	01/16/2015	VBC01/07/2015	01/07/2015	AP00070939	01/20/2015	90024682	01/22/2015	5,298.76
	<b>Total for Agency:</b>	182	VIRGINIA EMPLOYMENT COMMISSION										<b>\$ 5,298.76</b>	
	0000031103	Commonwealth Of Virginia	5012840	01000	782004	00000071	01/05/2015	FLT152683	11/30/2014	AP00066818	01/05/2015	80057257	01/07/2015	409.27
	0000031103	Commonwealth Of Virginia	5012830	01000	782004	00000078	01/12/2015	PRK08170	12/31/2014	AP00069386	01/13/2015	80058461	01/15/2015	200.00
	0000031103	Commonwealth Of Virginia	5012840	01000	782003	00000081	01/13/2015	FLT152861	12/31/2014	AP00069386	01/13/2015	80058461	01/15/2015	30.28
	0000031103	Commonwealth Of Virginia	5012840	01000	782004	00000081	01/13/2015	FLT152861	12/31/2014	AP00069386	01/13/2015	80058461	01/15/2015	424.04
	0000031103	Commonwealth Of Virginia	5015410	01000	782004	00000095	01/23/2015	3 A	01/21/2015	AP00072553	01/26/2015	80059877	01/28/2015	136,955.00
	0000031103	Commonwealth Of Virginia	5015410	01000	782004	00000096	01/23/2015	1 A	01/21/2015	AP00072553	01/26/2015	80059877	01/28/2015	187,155.00
	<b>Total for Agency:</b>	194	Commonwealth Of Virginia										<b>\$325,173.59</b>	
	<b>Total for BU:</b>	10000	Senate										<b>\$332,371.05</b>	
10100	House of Delegates													



# 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
- Vendor Payment Hold with Unpaid Vouchers
- Voucher Worklist
- Voucher Error Query
- Vouchers Not Paid – Vendor Location Address
- Posted Vouchers
- Voucher Payments Awaiting Due Dates
- Vouchers Denied not Deleted
- Vouchers Not Posted to AP
- Vouchers Posted to AP Not JGEN (GL)
- Vouchers on Payment Hold



# Vendor Payment Hold Query

This query identifies vendors with a location on hold. This query is run by CVG to determine if a vendor's payment hold status requires update due to an internal payment offset request. See the job aid entitled **Processing Internal Payment Offsets** for more information.

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

Vendor SetID:

Pymnt Handling Cd (% for ALL):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First  Last

	SetID	Vendor ID	Vendor Name	Location	Description	Payment Method	Payment Handling
1	STATE	0000002751	GroundDown ConstructorsLLC	LIEN			RR
2	STATE	0000002751	GroundDown ConstructorsLLC	MAIN	GROUNDDOWN CONSTRUCTORS	ACH	RR
3	STATE	0000024439	Infrastructure Rehabilitation Service	LEVY			RR
4	STATE	0000028353	Mark A Keesee	LEVY	TAX LIEN		RR
5	STATE	0000029201	Cephas Industries Inc	IRS LEVY	IRS TAX LEVY		RR
6	STATE	0000050762	EDWARD DALE MARTIN	LIEN			RR
7	STATE	0000054193	E-Z CRUZ MARINA LLC	LEVY			RR
8	STATE	0000056786	Bruce Hewitt	LEVY	TAX LEVY		RR
9	STATE	0000056947	JONES & JONES OF VA	LIEN			RR
10	STATE	0000058744	ANTHONY'S CONCRETE & MASONRY LLC	LEVY	IRS LEVY		RR
11	STATE	0000072037	REED CONSTRUCTION INC	LEVY			RR



# Vendor Payment Hold Query (continued)

## V\_AP\_VNDRS\_ON\_PYMNT\_HOLD - Vendors on Payment Hold

Vendor SetID:

Pymnt Handling Cd (% for ALL):

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

First [1-11 of 11](#) Last

	SetID	Vendor ID	Vendor Name	Location	Description	Payment Method	Payment Handling
1	STATE	0000002751	GroundDown ConstructorsLLC	LIEN			RR
2	STATE	0000002751	GroundDown ConstructorsLLC	MAIN	GROUNDDOWN CONSTRUCTORS	ACH	RR
3	STATE	0000024439	Infrastructure Rehabilitation Service	LEVY			RR
4	STATE	0000028353	Mark A Keesee	LEVY	TAX LIEN		RR
5	STATE	0000029201	Cephas Industries Inc	IRS LEVY	IRS TAX LEVY		RR
6	STATE	0000050762	EDWARD DALE MARTIN	LIEN			RR
7	STATE	0000054193	E-Z CRUZ MARINA LLC	LEVY			RR
8	STATE	0000056786	Bruce Hewitt	LEVY	TAX LEVY		RR
9	STATE	0000056947	JONES & JONES OF VA	LIEN			RR
10	STATE	0000058744	ANTHONY'S CONCRETE & MASONRY LLC	LEVY	IRS LEVY		RR
11	STATE	0000072037	REED CONSTRUCTION INC	LEVY			RR



# Vendor on Payment Hold with Unpaid Voucher(s)

This query identifies vendors with a location on hold with unpaid vouchers. The agency Fiscal Officer should run this query daily to determine if unpaid internal offsets-related vouchers exist for their agency. See the job aid entitled **Processing Internal Payment Offsets** for more details.

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 - Vndrs on Pymnt Hld w Unpd Vchr

Vendor SetID:

AP Business Unit:

Vendor ID (% for All):

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

View All First **1-1 of 1** Last

	Vendor SetID	AP 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	0000072037	REED CONSTRUCTION INC	LEVY		RR	00417550	02/07/2015	01/14/2015	19	



# 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):

[View Results](#)

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 Report Query

This query provides the ability to track vouchers containing errors and includes the type of error (i.e. budget errors and 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):

[View Results](#)

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

View All First **1-7 of 7** 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



# Vouchers Not Paid – Vendor Location Address

This query is used to help agencies monitor vouchers pending payment and includes vendor information for the vouchers. Query selection criteria includes **Business Unit**, **Vendor** and **Scheduled Due Date From** and **To**.

For the vouchers to be picked up by pay cycle, regular vendors must have **Vendor Status** of **Approved** and one-time vendors must have a vendor status of **Inactive**. The Vendor Address and Location statuses must also be **Active** for both regular and one-time vendors.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_VCHR\_NOTPAID\_VEN\_LOC**



# Vouchers Not Paid – Vendor Location Address (continued)

## V\_AP\_VCHR\_NOTPAID\_VEND\_LOC - Vchrs Not Paid - Vndr Loc/Addr

Business Unit (% for ALL):

Vendor SetID:

Vendor ID (% for ALL):

Scheduled Due Date From:

Scheduled Due Date To:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (13 kb)

[View All](#)

	Business Unit	Voucher	Invoice Number	Invoice Date	Accounting Date	Voucher Origin	Entry Status	Budget Status	AP Post Status	Approval Status	Scheduled Due Date	Voucher Amount	Pay Terms	Payment Method	Payment On Hold
1	15100	00001518	v017263A	12/16/2015	05/03/2016	ONL	Postable	Valid	Unposted	Pending	05/03/2016	12782.20	00	ACH	N
2	15100	00001519	V017173A	11/17/2015	05/03/2016	ONL	Postable	Not Chk'd	Unposted	Pending	05/03/2016	12782.20	00	ACH	N

Hold Reason	Responsible Org	Vendor ID	Vendor Name	Vendor Persistence	Vendor Status	Vendor Address Seq Nbr	Vendor Address Status	Vendor Remit Location	Vendor Location Status
	10000	0000031508	VIRGINIA INFORMATION TECHNOLOGIES AGENCY	Regular	Approved	5	Active	MAIN	Active
	10000	0000031508	VIRGINIA INFORMATION TECHNOLOGIES AGENCY	Regular	Approved	5	Active	MAIN	Active



# Posted Voucher Extract Query

This query will provide users with posted voucher data for a specific journal date range.

You can access this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_POSTED\_VCHR**

**V\_AP\_POSTED\_VCHR - Posted Voucher Extract Query**

Business Unit:

Journal Date From:

Journal Date To:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(20 kb\)](#)

[View All](#)

	AP Business Unit	Voucher ID	Invoice ID	Invoice Date	Vendor ID	Vendor Name	Vendor Address Sequence Number	Vendor Location	VLIN	Accounting Date	Voucher Origin	Invoice Receipt Date	Goods & Services Receipt Date	Responsible Organization	Customer Account Number	Do Not Send to CARS Flag	Gross Amt	Voucher Line Number	Unit Price
1	15100	00001027	15100010715	07/01/2015	0000031103	Department of General Services		1 EDI-IA		07/15/2015	ONL			10000		Y	39208.01	1	0.00
2	15100	00001027	15100010715	07/01/2015	0000031103	Department of General Services		1 EDI-IA		07/15/2015	ONL			10000		Y	39208.01	2	0.00

Quantity	Voucher Line Description	Description 254 Mixed - Item	Merchandise Amount	Distribution Line Number	GL Business Unit	Account	Fund Code	Program	Department ID	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Accounting Date	PC Business Unit	Project ID	Activity ID
0.0000	JULY LEASE		21956.49	1	15100	5015390	06090	711008	95700							07/15/2015	15100	0000103772	
0.0000	JULY LEASE		17251.52	1	15100	5015390	06090	711008	95700							07/15/2015			

First  Last

Analysis Type	Source Type	Category	Subcategory	Affiliate	Future Use Field	Future Use Field	Dstb Merchandise Amount	Journal ID	Journal Date	Date Posted	Journal Line Number	Unpost Sequence
ACT						0.00	21956.49	AP00124448	07/16/2015	07/16/2015	4	0
						0.00	17251.52	AP00124448	07/16/2015	07/16/2015	3	0



# Posted Voucher Extract Query (continued)

## V\_AP\_POSTED\_VCHR - Posted Voucher Extract Query

Business Unit:    
 Journal Date From:    
 Journal Date To:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (20 kb)

[View All](#)

	AP Business Unit	Voucher ID	Invoice ID	Invoice Date	Vendor ID	Vendor Name	Vendor Address Sequence Number	Vendor Location	VLIN	Accounting Date	Voucher Origin	Invoice Receipt Date	Goods & Services Receipt Date	Responsible Organization	Customer Account Number	Do Not Send to CARS Flag	Gross Amt	Voucher Line Number	Unit Price
1	15100	00001027	15100010715	07/01/2015	0000031103	Department of General Services	1	EDI-HA		07/15/2015	ONL			10000		Y	39208.01	1	0.00
2	15100	00001027	15100010715	07/01/2015	0000031103	Department of General Services	1	EDI-HA		07/15/2015	ONL			10000		Y	39208.01	2	0.00

Quantity	Voucher Line Description	Description 254 Mixed - Item	Merchandise Amount	Distribution Line Number	GL Business Unit	Account	Fund Code	Program	Department ID	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Accounting Date	PC Business Unit	Project ID	Activity ID
0.0000	JULY LEASE		21956.49	1	15100	5015390	06090	711008	95700							07/15/2015	15100	0000103772	
0.0000	JULY LEASE		17251.52	1	15100	5015390	06090	711008	95700							07/15/2015			

First  Last

Analysis Type	Source Type	Category	Subcategory	Affiliate	Future Use Field	Future Use Field	Dstb Merchandise Amount	Journal ID	Journal Date	Date Posted	Journal Line Number	Unpost Sequence
ACT						0.00	21956.49	AP00124448	07/16/2015	07/16/2015	4	0
						0.00	17251.52	AP00124448	07/16/2015	07/16/2015	3	0



# Voucher Payments Awaiting Due Dates

This query displays voucher data for a selected scheduled pay date range by a specified AP Business Unit, for a specified period to include Account, Fund, Program, Cost Center, Task and Project. It also includes voucher detail, vendor ID, vendor name, Scheduled Pay Date, and voucher amount.

You can access this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_PYMNT\_DUE\_DATE**

V\_AP\_PYMNT\_DUE\_DATE - Voucher Pymnts Awaiting Due Dt

AP Business Unit:

Scheduled Due Date From:

Scheduled Due Date To:

Account (% for ALL):

Fund (% for ALL):

Program (% for ALL):

Cost Center (% for ALL):

Task (% for ALL):

Project (% for ALL):

AP Business Unit	Voucher ID	Scheduled Pay Date	GL Business Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Agency Use 1	Agency Use 2	Project	Vendor ID	Vendor Name	Voucher Distrib Amt	Approval Status
------------------	------------	--------------------	------------------	---------	------	---------	------------	-------------	------	------	--------------	--------------	---------	-----------	-------------	---------------------	-----------------



# Vouchers Denied not Deleted

This query displays vouchers that have been denied but have not been deleted.

You can access this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_VCHRS\_DND\_NOT\_DLTD**

**V\_AP\_VCHRS\_DND\_NOT\_DLTD - Vouchers Denied NOT Deleted**

Business Unit (% 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	Voucher	Responsible Org	Approval Status	Match Status	Entered By Userid	Entered Date	Last Updated Date	Last Updated Userid	Voucher Gross Amount
1	11100	00000854	22000	Denied	No Match	XUK99375	07/24/2015	08/03/2015	XUK99375	106.25
2	11100	00004362	50513	Denied	No Match	HCR98592	07/20/2015	07/20/2015	NDX29748	532.00



# Vouchers Not Posted to AP

This query provides vouchers, by Business Unit, that have not posted to AP.

You can access this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_VCHRS\_NOT\_POSTED\_TO\_AP**

**V\_AP\_VCHRS\_NOT\_POSTED\_TO\_AP - Vouchers Not Posted To AP**

---

Business Unit (% for all):

Accounting Date From:

Accounting Date To:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1709 kb)

[View All](#) First  [1-100 of 2714](#)  Last

	Business Unit	Voucher ID	Acctg Date	Account	Fund	Cost Center	Program	Responsible Org	Approval Status	Entry Status	Budget Status	Match Status	Distribution Amount	Entered By Userid	Entered Date	Last Updated Date	Last Updated By Userid
1	10000	00000248	08/07/2015	5012430	01000		782004	1100	Pending	Postable	Provisionally Valid	No Match	88163.50	OFT54983	08/07/2015	08/07/2015	OFT54983
2	12100	00000265	08/07/2015	5012730	01000		799001	10100	Pending	Postable	Valid	No Match	450.00	AHT27897	08/07/2015	08/07/2015	AA_CARDINAL_BATCH_AP
3	13200	00000556	08/07/2015	5012440	01000	901	723012	132	Pending	Postable	Valid	No Match	6140.19	HFO47530	08/07/2015	08/07/2015	AA_CARDINAL_BATCH_AP



# Voucher Posted to AP Not JGEN (GL)

This query displays vouchers that posted to Accounts Payable but did not go to GL to generate a journal entry.

You can view this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_VCHRS\_PSTD\_AP\_NOT\_JGEN**

**V\_AP\_VCHRS\_PSTD\_AP\_NOT\_JGEN - Vchrs Psted to AP but Not JGEN**

AP Business Unit (% for All):

Accounting Date From:  

Accounting Date To:  

No matching values were found.

Business Unit	Voucher	Acctg Date	Payment Ref	Payment Date	Payment Select Status	Account	Fund	Program	Responsible Org	Appr Status	Distribution Line Amount	Entered By Userid	Entered Date	Last Updated Date	Last Updated By Userid
---------------	---------	------------	-------------	--------------	-----------------------	---------	------	---------	-----------------	-------------	--------------------------	-------------------	--------------	-------------------	------------------------



# Vouchers on Payment Hold

This query displays vouchers that have a hold on the payment. The reports includes Business Unit, Voucher ID number, Vendor Name, Vendor ID, Scheduled Due Date, Date Entered, Hold Reason and the number of days it has been on hold.

You can access this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_VCHR\_ON\_PYMNT\_HOLD**

**V\_AP\_VCHR\_ON\_PYMNT\_HOLD - Voucher on Payment Hold**

---

AP Business Unit (% for All):

Payment Handling (% for All):

Number of Days Payment on Hold:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (6 kb)

View All First 1-29 of 29 Last

	AP Business Unit	Voucher ID	Vendor Name	Vendor ID	Scheduled Due Date	Accounting Date	Entered Date	Payment Handling	Hold Reason	Days on Hold
1	22200	00001039	CARRINGTON REAL ESTATE SERVICES (US) LLC	0000121024	01/14/2015	01/14/2015	01/14/2015	RE	OTH	210
2	24500	00000208	NEWPORT NEWS PUBLIC SCHOOLS	0000124489	03/23/2015	03/23/2015	03/23/2015	RE	OTH	142



# 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 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**



# Voucher Inquiry – Search Options

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

## Voucher Inquiry

**Search Criteria**

Search Name	<input type="text" value="ALL"/>	
Business Unit	<input type="text" value="15100"/>	<b>To</b> <input type="text" value="15100"/>
Voucher ID	<input type="text"/>	<input type="text"/>
Invoice Id	<input type="text"/>	<input type="text"/>
Vendor SetID	<input type="text" value="STATE"/>	<input type="text"/>
Short Name	<input type="text"/>	<input type="text"/>
Vendor Name 1	<input type="text"/>	<input type="text"/>
Vendor Name 2	<input type="text"/>	<input type="text"/>
Vendor ID	<input type="text"/>	<input type="text"/>
Vendor Location	<input type="text"/>	<input type="text"/>
Entry Status	<input type="text"/>	<input type="text"/>
Accounting Dt	<input type="text"/>	<input type="text" value="11/20/2013"/>
Invoice Date	<input type="text" value="08/01/2013"/>	<input type="text" value="11/20/2013"/>
Due Date	<input type="text"/>	<input type="text"/>
Entered Date	<input type="text"/>	<input type="text"/>
Origin Set ID	<input type="text"/>	<input type="text"/>
Origin	<input type="text"/>	<input type="text"/>
Control Group ID	<input type="text"/>	<input type="text"/>
Contract ID	<input type="text"/>	<input type="text"/>
Lease Number	<input type="text"/>	<input type="text"/>
PO Business Unit	<input type="text"/>	<input type="text"/>
Purchase Order	<input type="text"/>	<input type="text"/>
Item ID	<input type="text"/>	<input type="text"/>
*Amount Rule	<input type="text" value="Any"/>	
Amount	<input type="text"/>	
Currency	<input type="text"/>	
*Voucher Style	<input type="text" value="Regular Voucher"/>	
Post Status	<input type="text"/>	
Approval Status	<input type="text"/>	
Voucher Balance	<input type="text"/>	
Voucher Source	<input type="text"/>	
User ID	<input type="text"/>	
GL Business Unit	<input type="text"/>	
Account	<input type="text"/>	
Department	<input type="text"/>	
VAT No	<input type="text"/>	
Process Instance	<input type="text"/>	
Match Status	<input type="text"/>	
Sanctions Status	<input type="text"/>	

Max Rows:  Search Clear

**Sort Criteria**

\*Sort By:  Sort Display

\*Sort Asc/Desc:

Display Currency Criteria



# Voucher Inquiry - Display

## Sort Criteria

\* Sort By:

\* Sort Asc/Desc:

## Display Currency Criteria

## Voucher Inquiry Results Customize | Find | View All | First 1-7 of 7 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Payment Information	Scheduled Payments	Short Vendor Name
15100	00000260	SMS2514	08/15/2013	0000031103	Postable		Not Applicable			COMMONWEALTH O
15100	00000261	AR056372	08/16/2013	0000022627	Postable		Not Applicable			COMPUTER AID I
15100	00000262	3398-000-71	08/21/2013	0000027555	Postable		Not Applicable			PROJECT PERFOR
15100	00000263	P001479	08/07/2013	0000031508	Postable		Not Applicable			VIRGINIA I-008
15100	00000264	CARSTest_15100_vchr	09/04/2013	0000025988	Postable		Not Applicable			J&J TELEPH-001
15100	00000266	PC234	09/23/2013	0000050211	Postable		Not Applicable			COMMONWEAL-128
15100	00000267	CDS_Test_4	11/04/2013	0000039987	Postable		Not Applicable			ACCENTURE -002



# 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      Search      Reset

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



# Lesson 4: Summary

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In this lesson, you learned about:

- Reports
- Queries
- Online inquiries



# Course Summary

In this course, you learned how to:

- Describe key voucher processing concepts
- Describe the overall voucher process
- Create a voucher
- Understand the steps in regular voucher processing
- Understand the process for interfaced vouchers
- Understand the process for Agency to Agency Transactions (ATAs)
- Understand the process for payment offsets
- 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, unpost and close vouchers
- Describe key reports, queries, and online inquiries



# Course Evaluation

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Congratulations! You successfully completed the **AP312: Voucher Processing** course. Please use the evaluation link to assess this course.



# Appendix

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- Key Terms
- Integration and Interfaces
- Flow Chart Key



# Key Terms

**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.

**Agency to Agency Transaction (ATA):** In Cardinal ATAs are handled with three separate processes depending on the type. Transfer of funds will be handled in the General Ledger. Inter-agency payments will be handled in Accounts Payable. Inter-agency deposits will be handled in Accounts Receivable.

**Budget Checking:** The process of comparing transactions to budget ledgers to ensure that amounts do not exceed the controlling budget. Transactions may pass, fail or pass with a warning. The budget check process is run via a batch process. Once a valid budget check status is achieved, the budget balances are updated.

**Commonwealth Vendor Group (CVG):** The central group that enters and maintains vendors in Cardinal. Agencies will fill out the Vendor Maintenance Request form to request additions or updates to vendors.

**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)

**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.

**Electronic Data Interchange (EDI):** The electronic exchange of invoicing and payment data between Cardinal and the vendor.

**Electronic Funds Transfer (EFT):** A system of transferring money from one bank account directly to another without any paper money changing hands.

**Electronic Federal Tax Payment System (EFTPS):** A payment process used to make certain types of payments to the IRS.

**ePayables:** Vendor payments made via a virtual charge card. Bank of America processes the payments and the Commonwealth receives a rebate for using the card system.

**Fiscal Vendors:** Non-procurement vendors are vendors who are not in eVA and are entered directly in Cardinal.



## Key Terms (continued)

**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.

**One Time Vendor:** A payee that requires a single refund payment. One Time vendors must be established in the Cardinal Vendor table but are inactivated after the voucher is processed.

**Pay Terms:** Used to calculate the payment due date. In Cardinal, there are three pay terms: **00** – Due Now, **00PP** – Due Now Prompt Pay Eligible and **30 (Net 30)** – Prompt Pay – payment must be processed based on prompt pay guidelines.

**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 lien, levy, garnishment, etc. 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.

**Procurement Vendor:** All procurement vendors are interfaced from eVA to Cardinal.

**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.



## Key Terms (continued)

**Remittance Advice:** In PeopleSoft Payables, the remittance advice is attached to the check and provides details of the check payment. The remittance advice includes voucher ids, invoice ids, payment messages and amounts.

**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.

**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.

**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 or created electronically (by uploading external files for example).

**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.



## Key Terms (continued)

**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.

**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.

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

**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.

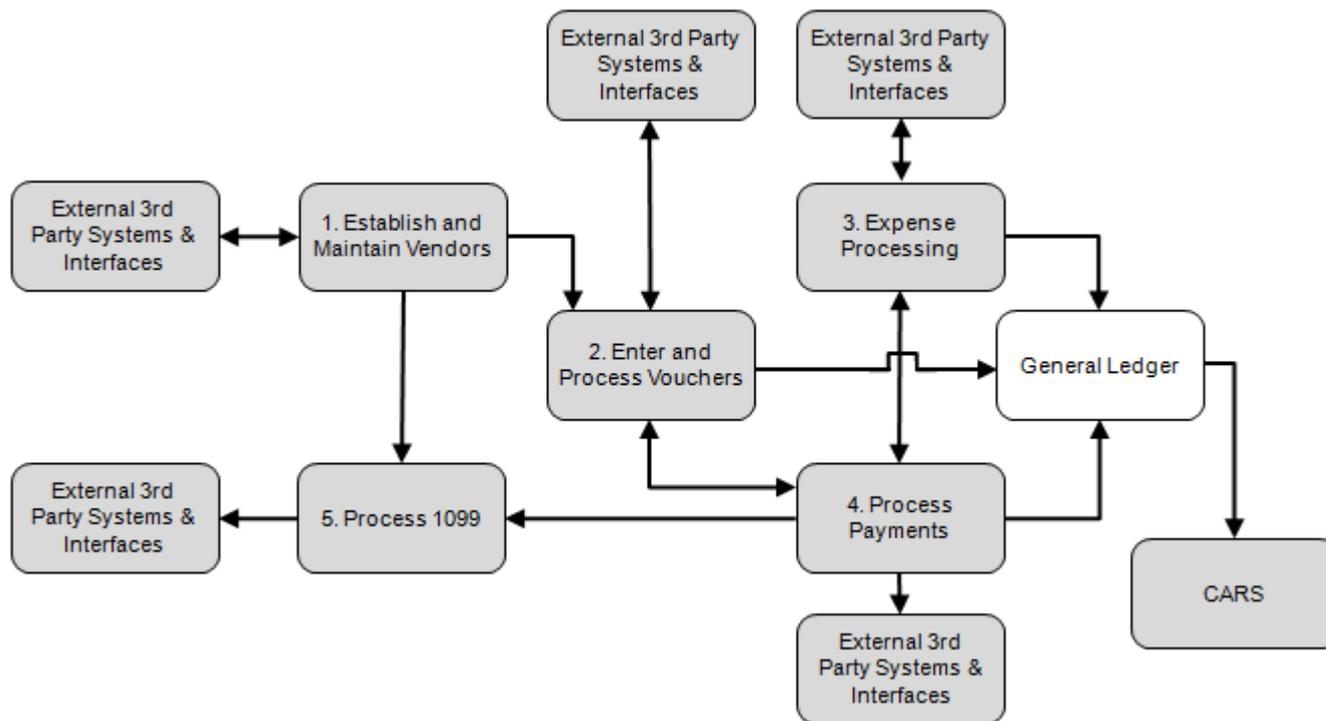
**Workflow:** A tool in Cardinal that routes a transaction electronically for approval via a worklist.



# Integration with General Ledger

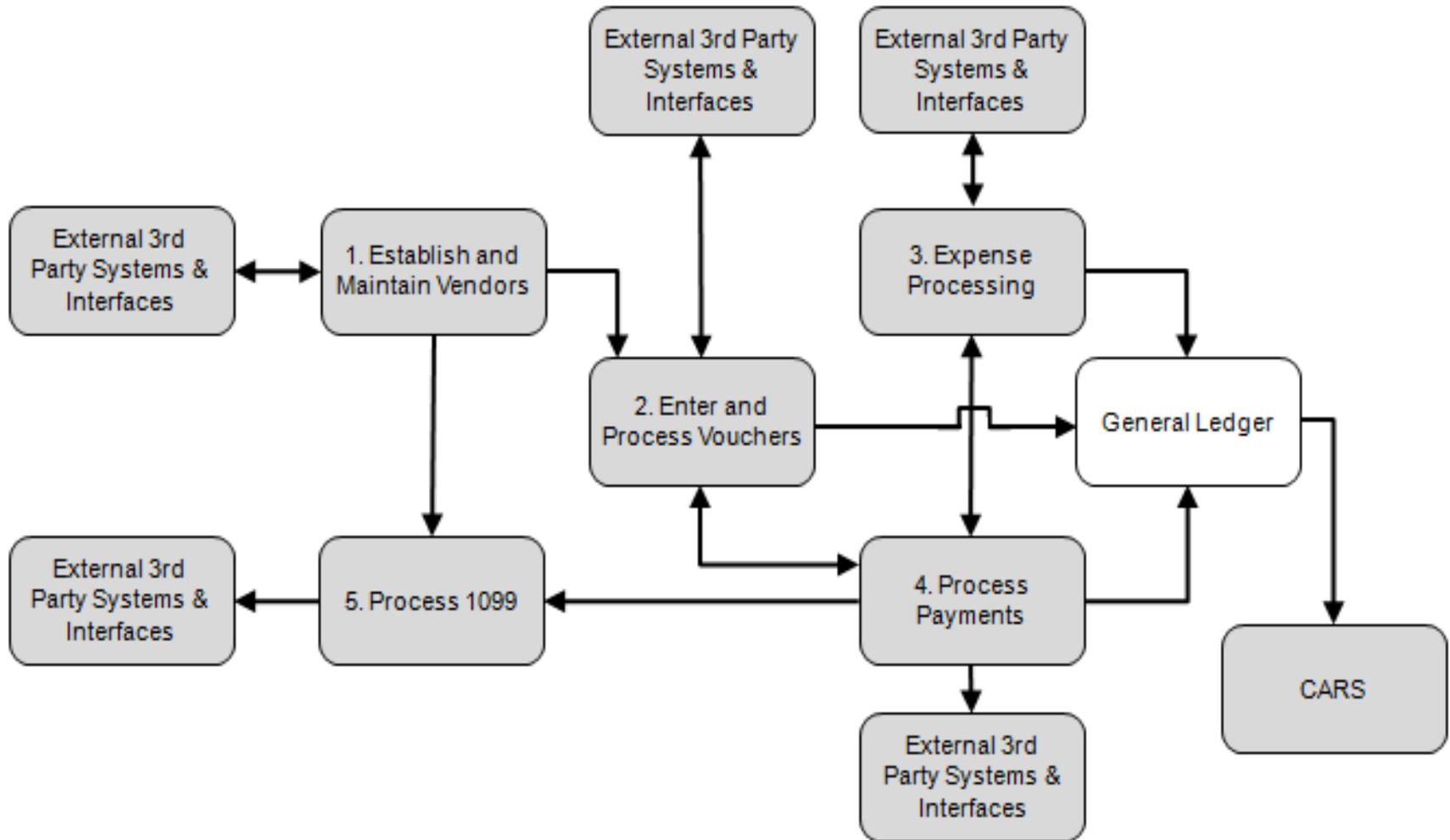
Voucher processing creates accounting entries in an Accounts Payable table that the Journal Generator uses to create journals in GL.

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)





# Interfaces with External Systems

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

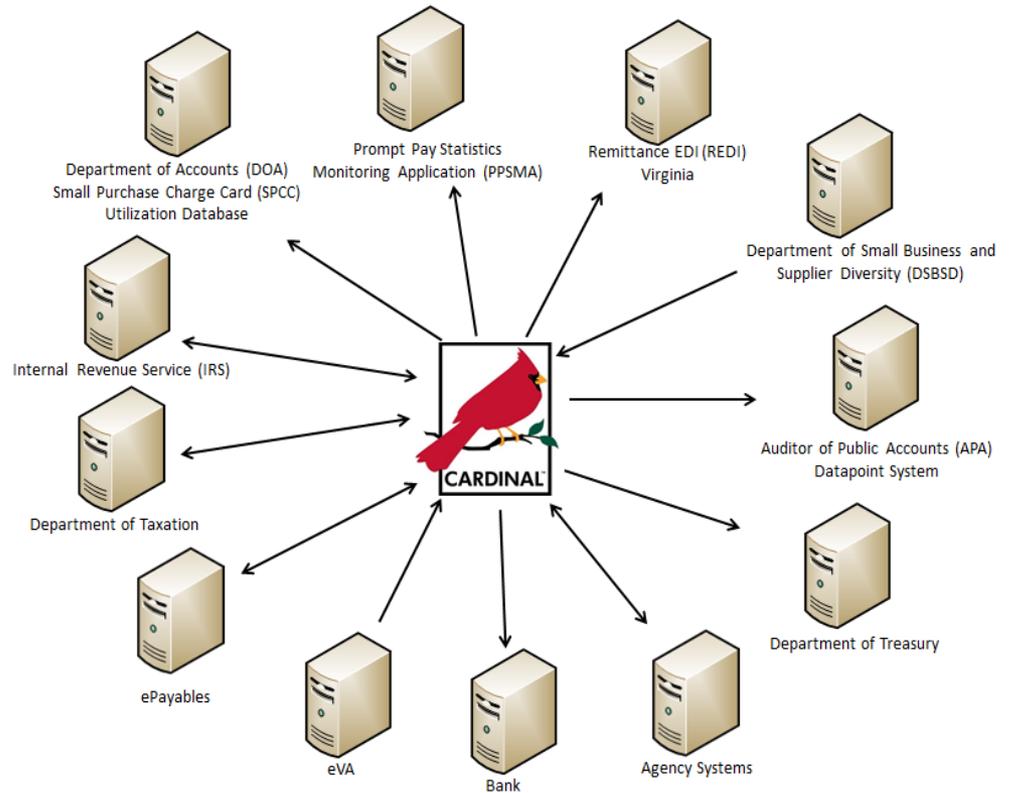
**Department of Accounts (DOA) Small Purchase Charge Card (SPCC) Utilization Database:** Payment data

**Agency Systems:** Voucher 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

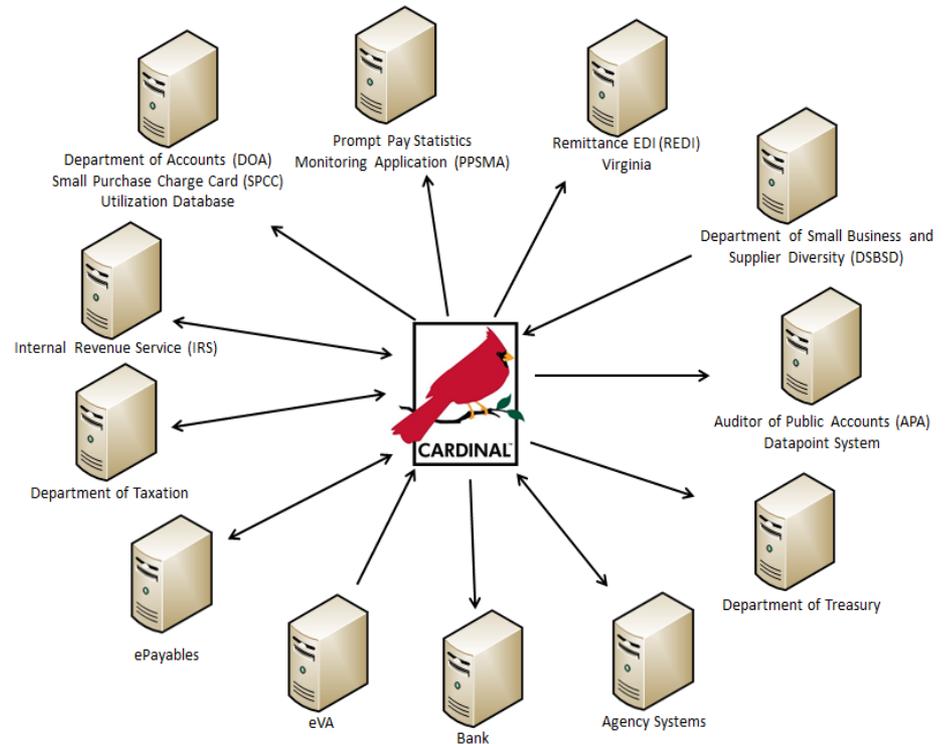
**eVA:** Procurement vendor information

**Department of Taxation – The Agency:**

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

**Department of Small Business and Supplier Diversity (DSBSD) – The Agency:**

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





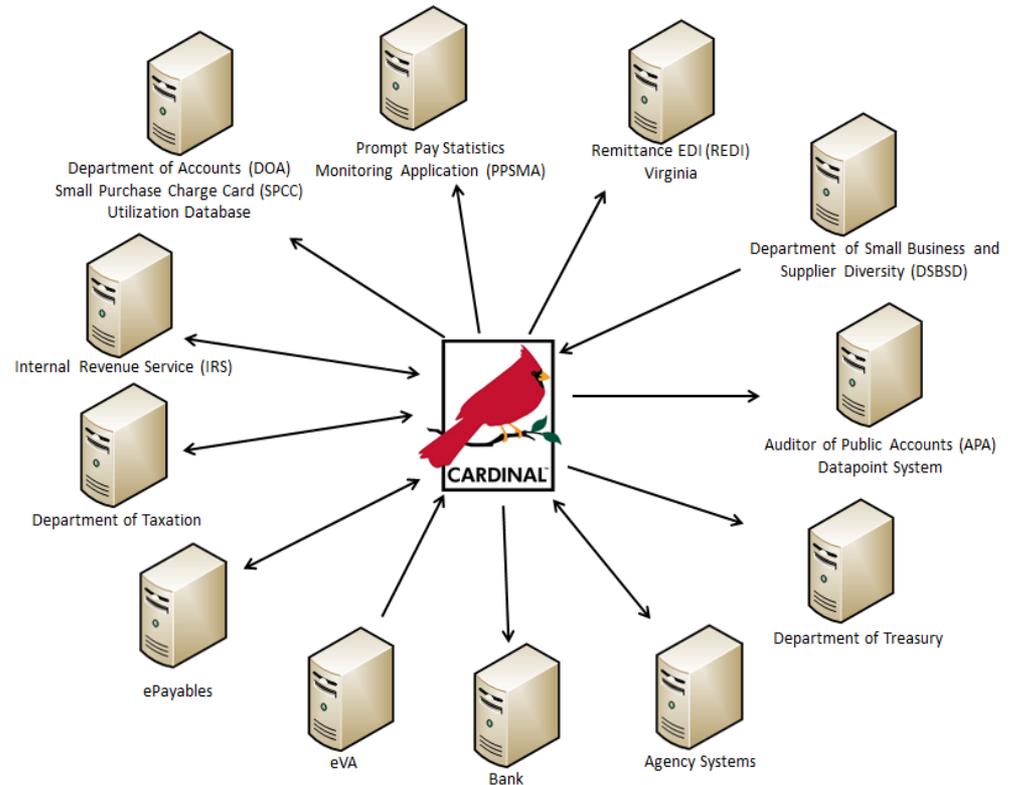
# Interfaces with External Systems (continued)

## ePayables:

- Vendor payments made to a virtual charge card.
- Bank of America (BOA) manages all ePayables payments to virtual charge card

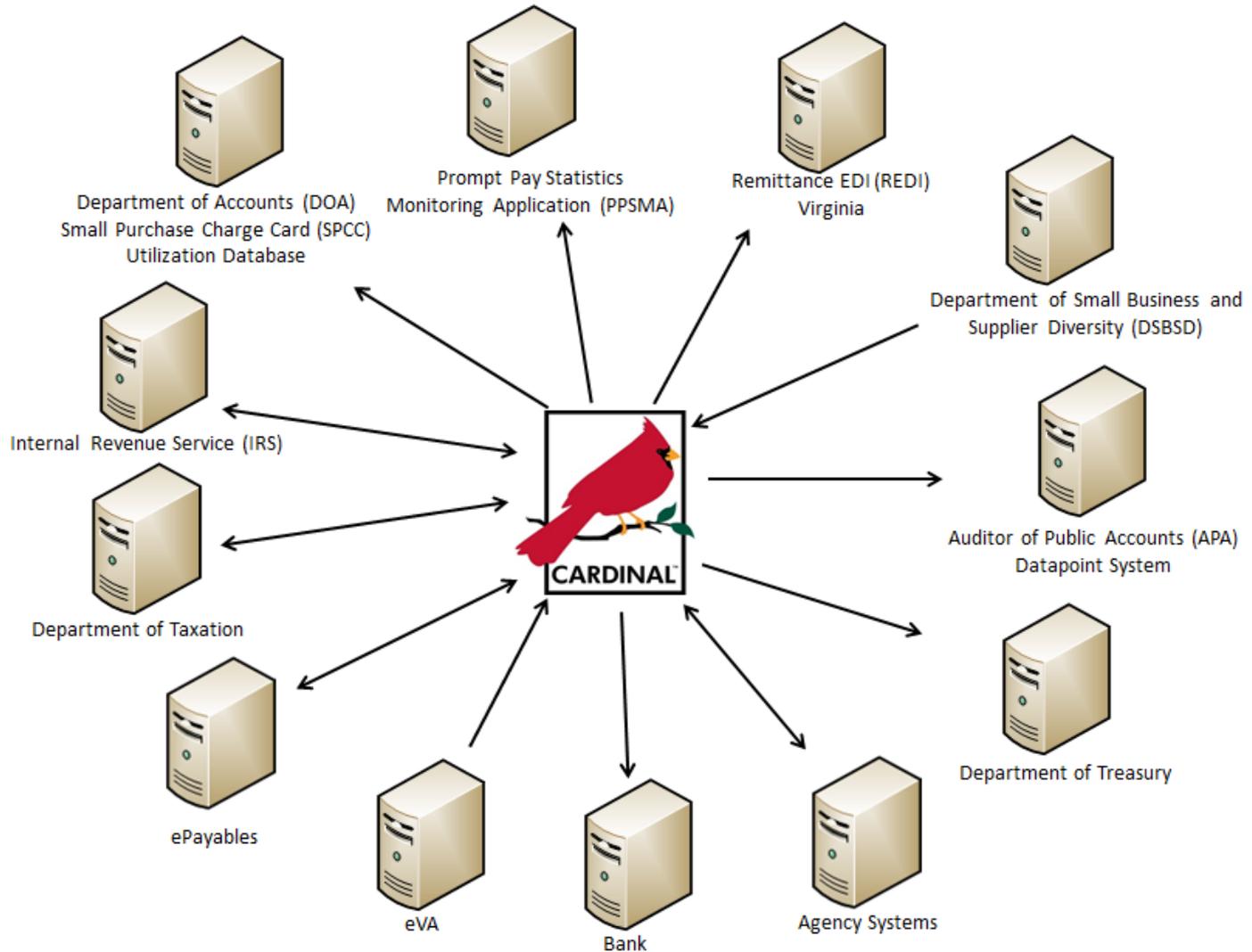
## Internal Revenue Service (IRS) Systems – The Agency:

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



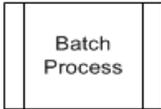
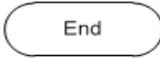
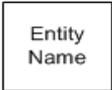


# Interfaces with External Systems (continued)





# Flow Chart Key

FLOW CHART KEY			
	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process or step that is performed manually.		Depicts a document of any kind, either electronic or hard copy
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		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.
	Specifies an entity (person, organization, etc.).		Connects steps between business processes.
	Depicts a process.		