SW AP313: Approving Vouchers

Web Based Training

Welcome

Welcome to Cardinal Training!

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

This course provides information on the approvals process for Vouchers.

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

Course Objectives

After completing this course, you will be able to:

- Understand voucher types

- Understand pooled approvals and how they work

- Approve vouchers

- Deny vouchers

- Push Back vouchers

Assessment questions at the end of each topic and/or lesson will check your understanding.

Course Topics

This course includes the following lesson:

- Lesson 1: Voucher Approval Process

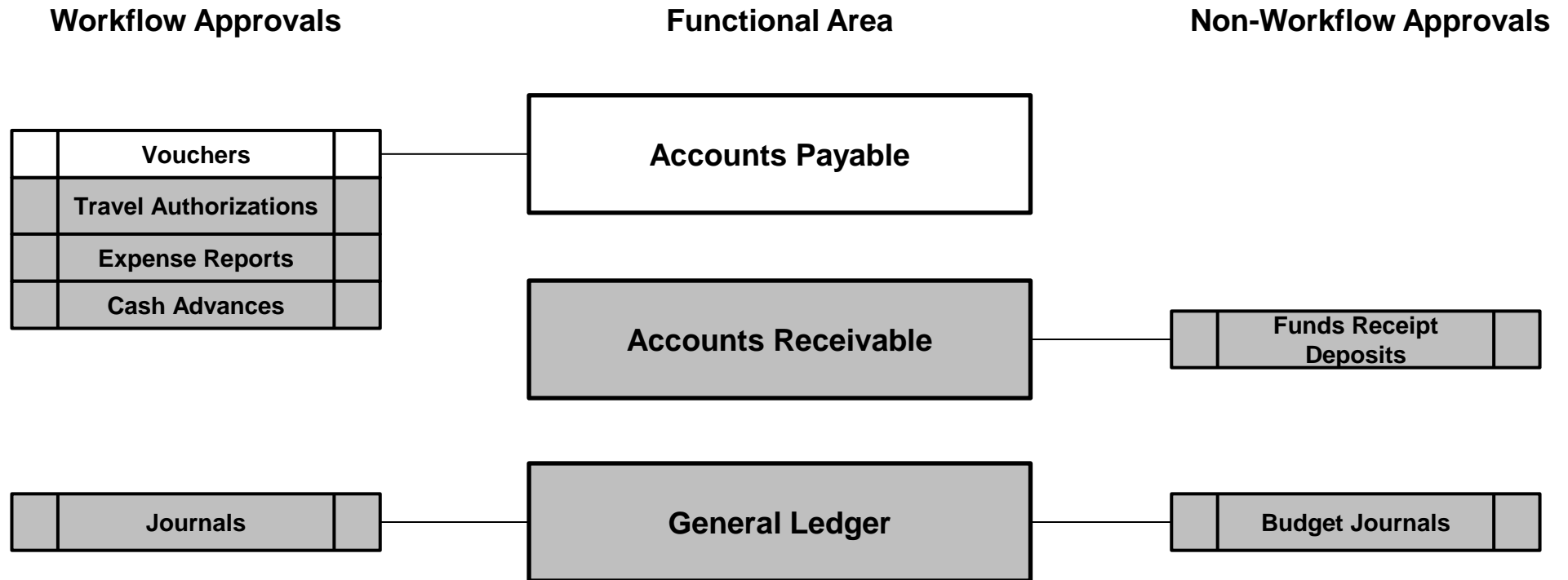# Lesson 1: Voucher Approval Process

This lesson covers the following topics:

- Voucher Approval Overview

- Voucher Types

- Pooled Approval

- Voucher Approval Workflow Routing

- Voucher Approvals

- Vouchers Denied NOT Deleted

Voucher Approval Overview

Cardinal uses **Workflow** to route transactions, including vouchers, to the appropriate approvers' **Worklists**.

Workflow Approvals	Functional Area	Non-Workflow Approvals
Vouchers / Travel Authorizations / Expense Reports / Cash Advances	Accounts Payable	
	Accounts Receivable	Funds Receipt Deposits
Journals	General Ledger	Budget Journals

Voucher Approval Overview (continued)

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

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

Workflow routes vouchers requiring your approval to your worklist.

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

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

Interfacing Agencies:

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

Voucher Types

Voucher types include:

- **Regular Vouchers**: Vouchers that are entered directly from an invoice and paid from the Treasury bank account.

- **Regular Petty Cash Vouchers**: Regular vouchers that are paid from the Petty Cash bank account(s).

- **Adjustment Vouchers**: Vouchers that adjust the amount of a previously entered regular voucher (i.e., credit or debit memo).

Pooled Approval

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

Any approver in the pool can take action on the voucher. When one of the approvers completes an action on the voucher, it is removed from all of the approvers' worklists since it has been worked.
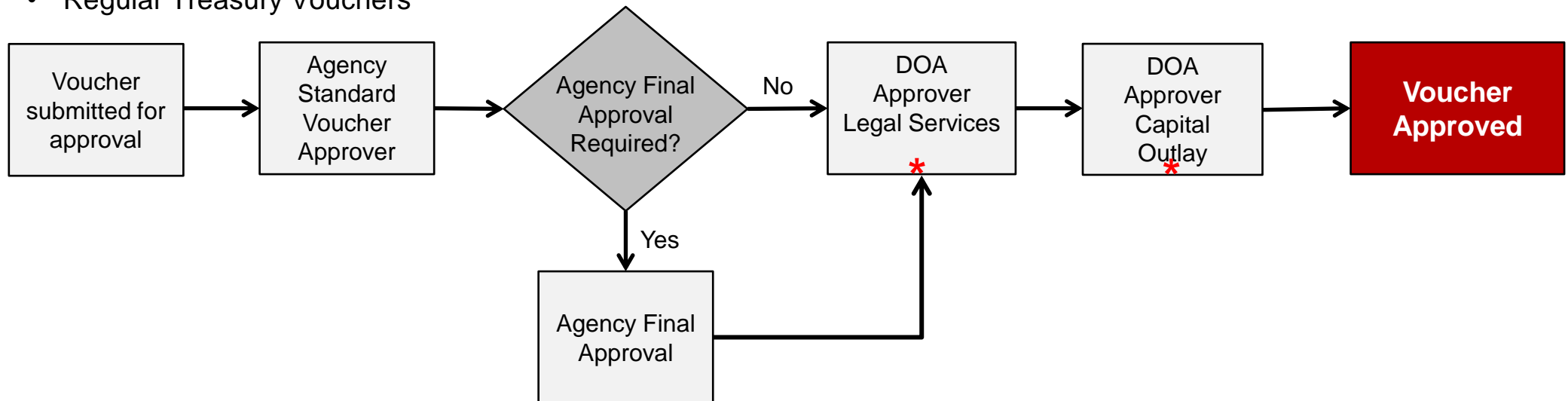
There can only be one pooled worklist for each level of approval.

Voucher Approval Workflow Routing

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

- Regular Petty Cash Vouchers

- Regular Treasury Vouchers

```
┌──────────────┐   ┌──────────────┐        ╱╲              No   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐
│   Voucher    │   │   Agency     │      ╱     ╲                │     DOA      │   │     DOA      │   │              │
│ submitted for│──▶│  Standard    │──▶ ╱  Agency  ╲ ──────────▶ │   Approver   │──▶│   Approver   │──▶│   Voucher    │
│   approval   │   │   Voucher    │    ╲ Final App ╱            │ Legal Services│   │   Capital    │   │   Approved   │
│              │   │   Approver   │      ╲ Req'd? ╱             │      *       │   │   Outlay  *  │   │              │
└──────────────┘   └──────────────┘        ╲  ╱                └──────────────┘   └──────────────┘   └──────────────┘
                                            ╲╱
                                            │ Yes
                                            ▼
                                      ┌──────────────┐
                                      │ Agency Final │
                                      │   Approval   │
                                      └──────────────┘
```

Legend: * Indicates conditional approval level

Interfacing Agencies:

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

Voucher Approvals

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

Required Approval:

- **Agency Standard Voucher Approval:** This approval is required for all vouchers based on the **Business Unit** (which identifies each agency and each agency petty cash account). Only users with Approver roles can access and approve that voucher.

Optional Approval:

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

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

Voucher Approvals (continued)

Conditional Approvals:

- **DOA Approval – Capital Outlay**: This approval is required if the **Program Code** begins with **9980** and the Summary Project is not exempt (e.g., **Capital Outlay Project** has not received their environmental impact study).

- **DOA Approval – Legal Services:** This approval is required if the **Account** on the voucher is **5012430.**

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

Voucher Approvals: Steps

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

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

Voucher Approvals: Steps (continued)

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

Voucher Approvals: Steps (continued)

The approval page opens. Review the voucher details based on relevant policies before approving:

- On the **Approval** tab (default tab when the page opens), review the voucher header and voucher details.
- **Attachments** – if the voucher has attachments, the **Attachments** link will have the number in parenthesis, e.g., **(1)**. In this example, the voucher does not have an attachment.
- Click the **Line Information** tab to review the voucher line information.
- Click the **Charge Information** tab to review the charge distribution information.

| Favorites ▾ | Main Menu ▾ | > | Worklist ▾ | > | Worklist | > | Approval Framework - Vouchers |

Approval | Line Information | Charge Information

Business Unit	15100		Invoice Number	36989
Voucher	00001632		Supplier	XEROX Corporation
Invoice Date	12/09/2016		ID	0000003662

Voucher Details

Transaction Currency	USD		Terms	Net 30
Total	789.24		Approval Status	Pending
Misc Amt	0.00		Added By	FINUSER01
Freight	0.00			Bradley, Micah
Sales Tax	0.00			Attachments (0)
Use Tax	0.00			
Entered VAT	0.00			

Details   Personalize | Find | View All | 🗗 | 🔢   First ◀ 1 of 1 ▶ Last

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Nam
STATE	0000003662	Remitting Address	01/12/2017	789.24	USD	XEROX Cor

Voucher Approval

▽ BUSINESS_UNIT=15100, VOUCHER_ID=00001632:Pending ⊞ Start New Path

COVA Standard Voucher Approval

Pending
🕐 Multiple Approvers
COVA Standard Voucher Approver   –⊞

254 characters remaining

| Approve | Deny | Pushback | Add Comments | Hold |

🔍 Return to Search | 📧 Notify

Approval | Line Information | Charge Information

Click the image to enlarge

Voucher Approvals: Options

If the voucher is entered online or interfaced and updates are made online, you have three options:

- Approve:

    To approve a voucher, click the **Approve** button. Cardinal routes the voucher for any conditional approvals that may be needed.

- Pushback:

    To push back a voucher, click the **Pushback** button. This feature routes the voucher to the previous approver for updates and re-approval. It is only available when there are multiple levels of approval required and the voucher has reached the second level of approval. If you push back a voucher, Cardinal sends an email and a worklist notification to the previous approver on the approval path. If you push back a voucher, you should add comments to explain the reason.

- Deny:

    To deny a voucher, click the **Deny** button. You must add comments explaining why you are denying the voucher. Cardinal sends an email and a worklist notification to the Voucher Processor. A denied voucher can be edited, saved, and resubmitted for approval.

    If an interfaced voucher is denied, no e-mail is sent to the agency. Interfacing agency approvers should check voucher status on a regular basis.

    You can identify vouchers that have been denied by running the **Vouchers Denied NOT Deleted (V_AP_VCHRS_DND_NOT_DLTD)** query.

Voucher Approvals: Direct Navigation

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

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

The **Voucher Approval** search page displays.

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

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

| Favorites ▾ | Main Menu ▾ | > Accounts Payable ▾ > Vouchers ▾ > Approve ▾ > Approval Framework - Vouchers |

Voucher Approval AF

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

Find an Existing Value

▼ Search Criteria

Business Unit = [15100]
Voucher ID begins with [00001633]
Invoice Number begins with [ ]
Short Supplier Name begins with [ ]
Supplier ID begins with [ ]
Supplier Name begins with [ ]
Approval Status = [ ]

☐ Case Sensitive
Limit the number of results to (up to 300): 300

[Search] [Clear] Basic Search Save Search Criteria

Click on image to enlarge

Vouchers Denied NOT Deleted

To access this query, use the following path:

Main Menu > Reporting Tools > Query > Query Viewer

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

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

V_AP_VCHRS_DND_NOT_DLTD - Vouchers Denied NOT Deleted

Business Unit (% for all) 15100

View Results

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

View All   First 1-1 of 1 Last

	Business Unit	Voucher	Responsible Org	Approval Status	Match Status	Entered By Userid	Entered Date	Last Updated Date	Last Updated Userid	Voucher Gross Amount
1	15100	00001633	10000	Denied	No Match	FINUSER01	12/13/2016	12/13/2016	UHK37558	642.36

Simulation: Approving Vouchers

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

Checkpoint

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

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

○ True

○ False

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

○ True

○ False

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

○ True

○ False

Course Summary

In this course, you learned how to:

- Understand voucher types

- Understand pooled approvals and how they work

- Approve vouchers

- Deny vouchers

- Push Back vouchers

Course Evaluation

Congratulations! You have completed the **SW AP313: Approving Vouchers** course. Please use the evaluation link to assess this course.

Click here to access the survey

Once you have completed and submitted the survey, close the window. To close the web based training course, click the **'X'** button in the upper right corner.

Appendix

- Screenshots

Voucher Approval Page

Click the image to return

Voucher Approval – Direct Navigation

Voucher Approval AF

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

Find an Existing Value

▼ **Search Criteria**

Business Unit	= ▾	15100 🔍
Voucher ID	begins with ▾	00001633
Invoice Number	begins with ▾	
Short Supplier Name	begins with ▾	
Supplier ID	begins with ▾	🔍
Supplier Name	begins with ▾	
Approval Status	= ▾	▾

☐ Case Sensitive

Limit the number of results to (up to 300): 300

[Search]   [Clear]   Basic Search 🔖 Save Search Criteria

Click on image to return

End of Appendix

Congratulations! You successfully completed the appendix section of **SW AP313: Approving Vouchers** course.

To close the web based training course, click the '**X'** button in the upper right corner.