



AP318: Accounts Payable Approvals

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.

In this course, we will show you the (insert functional area name) functional area and its module (or modules, if there is more than one).

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



Course Navigation

intro_101_cardinal_overview WBT HELP ATTACHMENTS / LINKS EXIT COURSE

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INTRO101: Cardinal Overview

Web Based Training

Rev 3/1/2012

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Course Objectives

After completing this course, you will be able to:

- Approve vouchers
- Deny vouchers
- Push back vouchers
- Approve travel and expense items
- Deny travel and expense items
- Send back travel and expense items
- Hold travel and expense items



Lesson 1: Approving, Denying and Pushing Back Vouchers

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

- Voucher Approval Overview
- Approving a Voucher
- Denying a Voucher
- Pushing Back a Voucher



Voucher Approval Overview

A voucher cannot enter the approval process until it is free of errors, has been matched (if applicable), and has passed budget checking.

Cardinal does not send the approver an email notification when a voucher is ready for approval processing. All vouchers that require approval processing appear on the worklist.

The approver approves the voucher on the **Voucher Approval** page, which can be accessed by clicking on a voucher link from the worklist. For PCard vouchers, approvers may edit the voucher to add lines to match the invoice. PCard and ISSP approvers will enter their responsible organization.

For VDOT Utility Payment System (VUPS) interfaced vouchers, several utility vouchers can be approved at the same time using the **Mass Voucher Approval** page.



Voucher Sources

Vouchers may be created in various ways in Cardinal:

- **Regular Vouchers:** Vouchers entered directly into Cardinal. These can be associated with a purchase order and/or receipt, or can be directly entered from an invoice that was received.
- **Petty Cash Banks:** Regular vouchers paid from Petty Cash bank accounts.
- **SiteManager Vouchers:** Vouchers related to contracts in SiteManager. These are created in Cardinal via a nightly interface with SiteManager.
- **SiteManager Final Vouchers:** The last vouchers for contracts closing or ending in SiteManager. These are created in Cardinal via a nightly interface with SiteManager.
- **PCard Vouchers and ISSP (Integrated Supply Services Program) Vouchers:** Vouchers for PCard and ISSP transactions. These are sent by the Procurement module in Cardinal.
- **Utility Vouchers:** Vouchers for VDOT Utility Payment System (VUPS) utility charges that are sent via the nightly interface with Cardinal.



Voucher Approval Levels

Vouchers require several levels of approval:

- **Regular Voucher Approval**
 - **Required:** Supervisor
 - **Conditional:** Depending on the expense
 - HR Voucher Approval (Employee Recognition)
 - Travel Expense Processor Approval (Meals & Lodging)
 - **Conditional:** Payroll Accountant Voucher Approval (Moving & Relocation)
 - **Required:** Final Agency Approver (only routes to one)
 - Voucher Final Approval – Capital Outlay
 - Voucher Final Approval – Legal Services
 - Voucher Final Approval – All others
 - **Conditional:** Department of Accounts (DOA) Pre-Audit Approval– Capital Outlay



Voucher Approval Levels (continued)

- **Site Manager Voucher Approval**
 - **Required:** District Contract Administrator
 - **Required:** Final Agency Approver (only routes to one)
 - Voucher Final Approval – Capital Outlay
 - Voucher Final Approval – Legal Services
 - Voucher Final Approval – All others
 - **Conditional:** DOA Pre-Audit Approval – Capital Outlay

- **Site Manager Final Voucher Approval**
 - **Required:** Central Office Contract Administrator
 - **Required:** Final Agency Approver (only routes to one)
 - Voucher Final Approval – Capital Outlay
 - Voucher Final Approval – Legal Services
 - Voucher Final Approval – All others
 - **Conditional:** DOA Pre-Audit Approval - Capital Outlay



Voucher Approval Levels (continued)

- **PCard and ISSP Voucher Approval (Approver adds Responsible Org and for PCard may add additional lines to match invoice amount)**
 - **Required:** PCard Accountant
 - **Conditional:** DOA Pre-Audit Approval - Capital Outlay
- **Utility Voucher Approval (Approver runs Batch job for mass approval)**
 - **Required:** Utility Voucher Approver
 - **Conditional:** DOA Pre-Audit Approval – Capital Outlay
- **Regular Vouchers (Petty Cash Banks) Approval**
 - **Required:** Supervisor
 - **Required:** Petty Cash Custodian



Voucher Approval

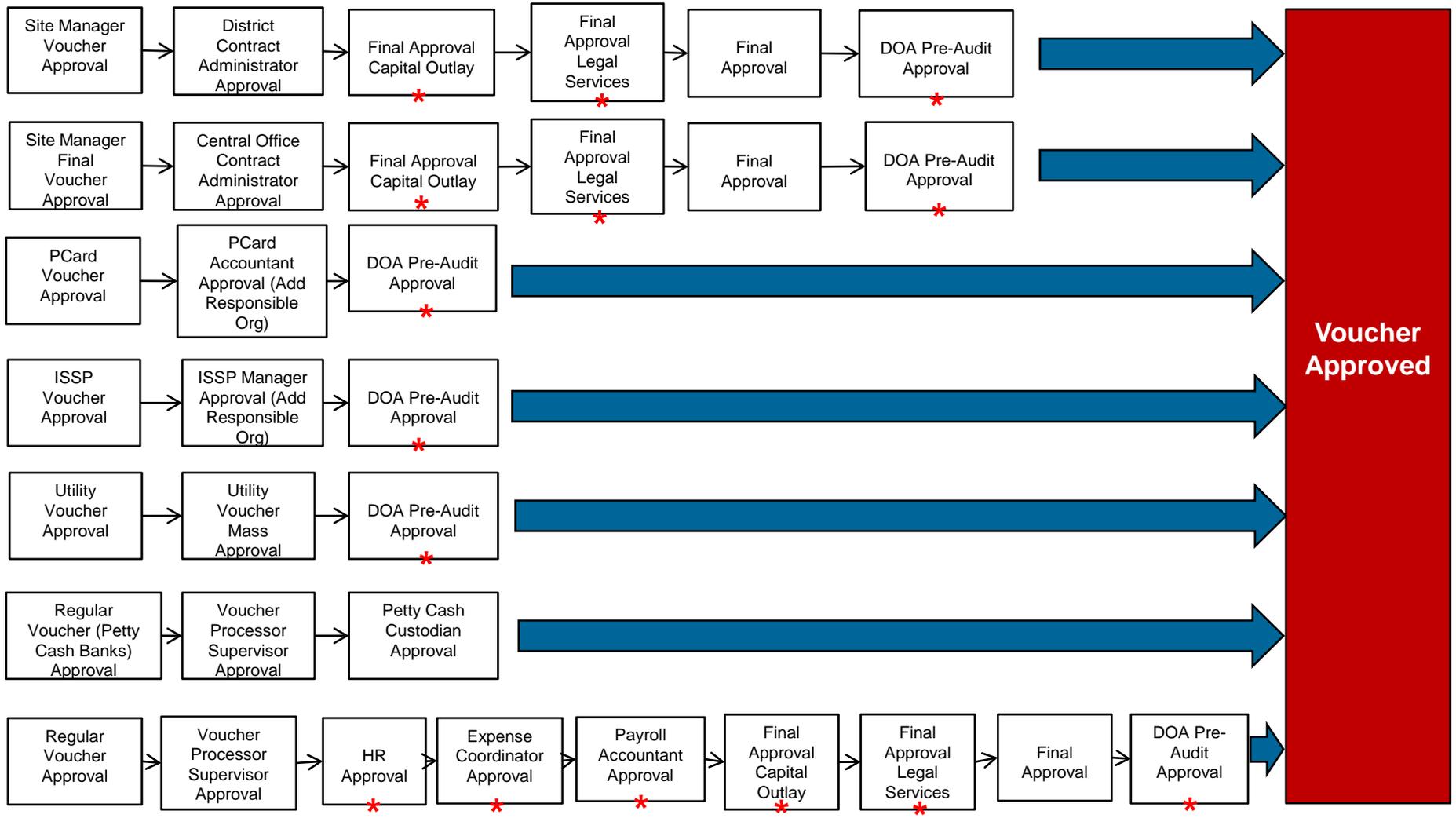
Cardinal does not generate an automatic email to the Voucher Processor when a voucher is approved. The approver may do so manually, if necessary. Users can also search for the voucher in Cardinal and check on its approval status.

Note: With the exception of the Voucher Supervisor Approval (Direct Report Supervisor) level, voucher approvers are part of a pooled approvers list at each level of approval. A voucher that requires approval is directed to all of the approvers in that pool. Any approver in the pool can take action on the voucher; the voucher approval appears on all of their worklists. 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.

Vouchers are resubmitted through all levels of approval if the voucher header or distribution information is changed.



Voucher Approval Matrix



Legend
 * Workflow routing is conditional, based on expenditure distribution



Voucher Approval Steps

Vouchers are approved on the **Voucher Approval** page from the worklist link or by direct navigation.

You can access the worklist by navigating using the following path:

Main Menu > Worklist > Worklist

or directly:

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

To approve a voucher:

- On the worklist, click the link for the voucher transaction that you need to approve.
- For direct navigation, you will need to enter the **Voucher ID** or other appropriate search criteria to access the voucher.



Voucher Approval Steps (continued)

To approve a voucher:

- Review all details based on relevant policies.
 - Click the **Approval** tab to review the voucher header and voucher details.
 - Click the **Line Information** tab to review the voucher line information.
 - Click the **Charge Information** tab to review the Accounting Charge information.
 - Click the **Approval** tab.
- You then have three options:
 - To approve a voucher, click the **Approve** button. Cardinal sends a worklist notification to the next approver on the approval path, if applicable.
 - To deny a voucher, click the **Deny** button. You must add comments explaining why you are denying the voucher. If you deny a voucher, Cardinal sends an email and a worklist notification to the Voucher Processor. A denied voucher can be edited, saved, and resubmitted for approval.
 - To push back a voucher, click the **Pushback** button. If you push back a voucher, Cardinal sends an email and a worklist notification to the previous approver on the approval path. If you push back a voucher you should add comments to explain the reason. You can only push back a voucher once it has reached the second level of approval. This feature requires the previous approver to update the voucher with the appropriate information and re-approve the voucher.



Voucher Approval Page

Favorites | Main Menu > Worklist > Worklist New Window

Approval | Line Information | Charge Information

Business Unit: 50100 Invoice Number: I UPC 94287
Voucher: 00105354 Vendor: FAIRFAX COUNTY
Invoice Date: 08/09/2012 ID: 0000056645

Voucher Details

Transaction Currency:	USD	Terms:	Due Immediately
Total:	1,582.52	Approval Status:	Pending
Misc Amt:	0.00	Added By:	Winter, Fall
Freight:	0.00		Road, Randy (VDOT)
Sales Tax:	0.00		Attachments (0)
Use Tax:	0.00		
Entered VAT:	0.00		

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

Remit SetID	Remit Vendor	Name 1	Name 2
STATE	0000056645	FAIRFAX COUNTY	

Voucher Approval

BUSINESS_UNIT=50100, VOUCHER_ID=00105354: Pending View/Hide Comments Start New Path

Regular Voucher Approval

Approved
✓ [Voucher Supervisor Approver](#)
Voucher Processor Supervisor
09/17/12 - 10:58 AM

→ **Pending**
🕒 [Multiple Approvers](#)
Final Approver

Comments

Submit | **Approve** | **Deny** | **Pushback** | Add Comments

The **Start New Path** link is not used in Cardinal. Do not use this link.



PCard Voucher Approval

For PCard vouchers, approvers need to perform steps to match voucher total amount to the billing statements prior to processing the vouchers for approval. In addition, PCard and ISSP voucher approvers must enter the **Responsible Organization** for the updated vouchers. See the **Processing PCard Voucher** job aid for detailed information about approving PCard and ISSP vouchers.



Mass Voucher Approval

An approver can approve several VUPS utility vouchers at the same time using the **Mass Voucher Approval** page. The approver specifies the Retail Interface Voucher source.

You can navigate to this page using the following path:

Main Menu > Accounts Payable > Vouchers > Approve > Mass Voucher Approval.

The screenshot shows a web browser window with the following elements:

- Breadcrumbs:** Favorites | Main Menu > Accounts Payable > Vouchers > Approve > Mass Voucher Approval
- Page Actions:** New Window, Help, Customize Page
- Section Header:** Voucher Mass Approvals
- Search Criteria Panel:**
 - *Business Unit: 50100
 - Voucher ID: [Empty]
 - Voucher Source: [Blue highlighted dropdown]
 - Voucher Style: [Empty]
 - Invoice Number: [Empty]
 - Vendor SetID: STATE
 - ShortName: [Empty]
 - Vendor ID: [Empty]
 - Name 1: [Empty]
 - Search button
- Comments:** A large text area for entering comments.
- Buttons:** Select All, Deselect All, Approve, Deny



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.





Lesson 1: Summary

In this lesson, you learned:

- Vouchers may have different approval processes depending on their source and the type of expenditure.
- Utility vouchers can be approved in batches (mass approval).
- Approver pools exist at different levels, allowing multiple approvers access to approve an item.



Lesson 2: Travel and Employee Expense Approvals

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

- Travel Authorization, Cash Advance, or Expense Report Approvals Overview
- Employee Expense Approval Reassignment



Travel and Employee Expense Approvals Overview

A request for approval is triggered when an employee, or their proxy submits an expense report, a cash advance, or a travel authorization for approval.

All employee expenses that require approval route to the approver's worklist. Cardinal does not send the approver an email notification when an expense report, a cash advance, or a travel authorization is ready for approval processing.

The approver can approve these items from the worklist link or navigate directly to the **Travel and Expense Approve Transactions** page.

Individual travel and employee expense items can be assigned to another approver for processing. Travel and employee expense items are reassigned on the **Reassign Approval Work** page.

Once the expense transaction is submitted for approval, neither the employee nor their proxy can modify it. If it needs to be modified, an approver must first send the transaction back. Then the employee or their proxy can modify the transaction and resubmit it. It then routes to the first approver on the approval path.



Employee Expenses Approval Levels

Employee expenses require several levels of approval and they vary by type. Some approvals are required. Some approvals are conditional, i.e. required only when specific conditions are met:

- **Travel Authorizations (two or more levels):**
 - **Required:** Supervisor. Provides the first level of approval
 - **Conditional:** Division Administrator. Approves all travel authorizations over \$1,000 or over the allowable amount
 - **Conditional:** Chief. Approves travel authorizations over \$1,000 or over the allowable amount, for employees in his or her Directorate or District
 - **Conditional:** Agency Head. Approves travel authorizations over the allowable amount

- **Cash Advances (two levels):**
 - **Required:** Supervisor. Provides the first level of approval
 - **Required:** Expense Coordinator. Approves all cash advances

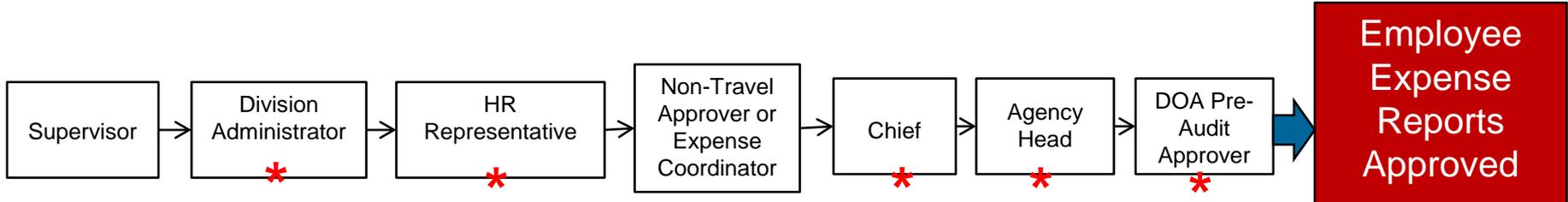
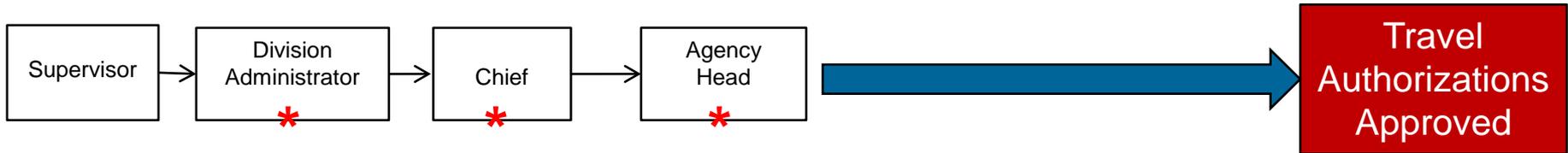


Employee Expenses Approval Levels

- **Employee Expense Reports (two or more levels):**
 - **Required:** Supervisor. Provides the first level of approval
 - **Conditional:** Division Administrator. Approves expense reports over \$1,000 or over the allowable amount
 - **Conditional:** HR Representative. Approves educational reimbursement on expense reports
 - **Required:** Non-Travel Approver/Expense Coordinator. Routes to one approver depending on the expense type:
 - **Non-Travel Approver:** Approves all non-travel related expense reports (i.e. with an expense type of ***Other Employee Reimbursement***)
 - **Expense Coordinator:** Approves all expense reports related to travel, education or meals (i.e. all but those with an expense type of ***Other Employee Reimbursement***)
 - **Conditional:** Chief. Approves all travel related employee expenses over \$1,000 or over the allowable amount
 - **Conditional:** Agency Head. Approves all expense reports over the allowable amount
 - **Conditional:** DOA Pre-Audit Approver. Approves expense reports related to any Capital Outlay project after all agency approvals are complete



Travel Authorizations, Cash Advances and Expense Report Approvals



Legend
* Workflow routing is conditional, based on expenditure distribution and/or amount.



Employee Expense Report Approvals

Cardinal does not send a notification email when the transaction has been approved. Cardinal only sends a notification email if the expense is denied. Cardinal sends an email and worklist notification if the expense transaction is sent back to the originator for revision. Users can search for their own employee expense report in Cardinal and check on its approval status.



Employee Expense Approval Steps

The approver can approve an employee expense report, a cash advance, or a travel authorization either from the worklist link or by directly navigating to the Approve Transactions page.

You can access the worklist by navigating using the following path:

Main Menu > Worklist > Worklist

Or directly:

Main Menu > Travel and Expenses > Approve Transactions

To approve an employee expense:

- On the worklist, click the link for the expense transaction that you need to approve.
- Review all details based on relevant policies.
 - Expense Coordinators verify that the transactions on their worklist route to the appropriate levels of approval. If a transaction does not route for a necessary approval, the Expense Coordinator reassigns the transaction to the Expenses Security Administrator. The Expenses Security Administrator can then determine why the transaction did not route correctly and take corrective action (e.g., update configuration, etc.). See the Expense Coordinator job aid for more details.



Employee Expense Approval Steps (continued)

- You have five options:
 - Click the **Approve** button to approve the expense transaction. This action changes the status to **Approved for Payment** and the employee expense is ready for payment processing. If more than one approver is required, the status changes to **Approval in Process** until the last authorized approver approves the employee expense for payment.
 - Click the **Send Back** button to send the expense transaction back to the employee for correction or revision. This action changes the status to **Pending**. If you send back an approval, you must provide an explanation in the **Comments** field.
 - Click the **Hold** button to place an expense transaction on hold. This changes the status to **Hold by Approver**. Placing a transaction on hold reserves it for later action related to approval. The hold feature also allows you to prevent other approvers from taking action on the item. The transaction is removed from the pooled approver's worklist.



Employee Expense Approval Steps (continued)

- Click the **Deny** button to deny the expense transaction. This changes the status to **Denied**. Cardinal sends an email to the transaction originator (who may be a proxy) to notify him/her that the expense was denied. If you deny an approval, you must provide an explanation in the **Comments** field. Please note that the employee cannot correct and re-submit the expense, if denied.
- Click the **Save Changes** button to save any modifications that were made to the expense transaction, but take no approval action. If the approver does not have privileges to make changes, this button is hidden.

Note: The Expense Coordinator/Non-Travel Approver is responsible for ensuring that an expense transaction has all the necessary attachments.



Employee Expense Approval Steps (continued)

The Central Office Expense Coordinator is responsible for reassigning worklist items that require approval from the Chief. These include worklist items that are:

- Greater than \$1000
- Greater than the allowable amount

Once the Chief approves the transaction, the transaction is approved, unless additional approval is required for DOA Pre-Audit. All other transactions route normally to the Chief or Agency Head for approval greater than the allowable amount.

The steps to reassign an employee expense report, cash advance or a travel authorization are covered in the Expense Coordinator Approval job aid.



Expense Report Summary Page

The top portion of the Expense Report Summary page contains two sections:

- **General Information**
- **Expense Line Items**

Favorites Main Menu **Worklist > Worklist**

[Approve Expense Report](#)
Expense Report Summary

SUMMER SUN [User Defaults](#) Report ID:

General Information

Report Description:	Financial Implementation	Reference:	Employee Base:	Office
Business Purpose:	Meeting	Comment:		
Report Status:	Submitted for Approval			
Default Location:	Richmond (City Limits)			
Accounting Date:	08/20/2012	Created On:	08/20/2012	By: V_EMPLID7
Accounting Template:	STANDARD	Last Updated:	08/20/2012	By: V_EMPLID7

[Risk Details](#)

[Accounting Defaults](#) More Options:

[Apply Cash Advance\(s\)](#)

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items [Customize](#) | [Find](#) |

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Registration Fee	08/06/2012				20.00	USD	<input checked="" type="checkbox"/>



Expense Report Summary Page (continued)

Expense Report Totals

Employee Expenses: 20.00 USD
Non-Reimbursable Expenses: 0.00 USD
Prepaid Expenses: 0.00 USD
Employee Credits: 0.00 USD
Vendor Credits: 0.00 USD
Cash Advances Applied: 0.00 USD

Due Employee: 20.00 USD
Due Vendor: 0.00 USD

[Definition of Totals](#)

On the bottom portion of the **Expense Report Summary page**, you can see **Expense Report Totals, Pending Actions** and **Action History**. You can also provide **Comments** before taking approval action on the Expense Report.

▼ Pending Actions

Profile	Name	Action
HR Supervisor	Sun, Summer	
Expense Coordinator	Supervisor, Susie	

▼ Action History

[Customize](#) | [Find](#) | | [First](#) | 1 of 1 | [Last](#)

Profile	Name	Action	Date/Time
	Sun, Summer	Submitted	08/20/2012 2:39:46PM

▼ Comments

Budget Status: Valid

Budget Checking completed. Report is ready for Approval/Posting.

[Budget Options](#)

Reviewed

Send Back

Hold

Deny

Save Changes



Expense Approval – Direct Navigation

Favorites **Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions**

Approve Expense Report

Expense Report Summary [Expense Report Attachments](#)

SUMMER SUN [User Defaults](#) Report ID: 0000006623

General Information

Report Description:	Personal Vehicle Mileage	Reference:	Employee Base:	Office
Business Purpose:	Meeting	Comment:	To Staunton District	
Report Status:	Approvals in Process			
Default Location:	In State Standard			
Accounting Date:	05/23/2012	Created On:	05/23/2012	By: Fall, Winter
Accounting Template:	STANDARD	Last Updated:	05/25/2012	By: Hill, Spring

[Risk Details](#)

[Accounting Defaults](#) More Options:

[Apply Cash Advance\(s\)](#)

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items [Customize](#) | [Find](#) | |

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Personl Mileage Cost Justified	05/22/2012				44.40	USD	<input checked="" type="checkbox"/>



Expense Approval – Direct Navigation (continued)

Favorites | **Main Menu** > **Travel and Expenses** > **Approve Transactions** > **Approve Transactions**

Expense Report Totals

Employee Expenses:	44.40 USD	Due Employee:	44.40 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

▼ Pending Actions

Customize | Find | [?] | [grid] First 1-2 of 2 Last

Profile	Name	Action	Date/Time
Expense Coordinator	Coordinator, Kay		
DOA Pre Audit	(Pooled)		

▼ Action History

Customize | Find | [?] | [grid] First 1-2 of 2 Last

Profile	Name	Action	Date/Time
	Sun, Summer	Submitted	05/23/2012 3:47:59PM
HR Supervisor	Hire, Hilda	Approved	05/25/2012 1:33:04PM

▼ Comments

Budget Status: Valid **Budget Checking completed. Report is ready for Approval/Posting.**
[Budget Options](#)

Approve Send Back Hold Deny Save Changes



Employee Expense Approval Reassignment

Individual travel and employee expense items can be assigned to another approver for processing by an Expense Coordinator or Expense Administrator.

Travel and employee expense items are reassigned on the Reassign Approval Work page. This topic is covered in the Expense Coordinator Approval job aid.



Employee Expense Approval Reassignment Steps

The Expense Coordinator or Expense Administrator uses the **Reassign Approval Work** page to reassign employee expense approvals. Please note that security might restrict the employees you are able to reassign the employee expense to.

You can navigate to this page using the following path:

Main Menu > Travel and Expenses > Manage Expenses Security > Reassign Approval Work

To reassign employee expense approvals:

- Search by **User ID**. Enter the user ID in the **begins with** field.
- Click the **Search** button to view the list of travel and employee expense items requiring approval.
- Enter or select the approver in the **Reassign Work To** field.
- In the Transaction Information section, click the **Select** checkbox for each item you want to reassign to the approver.
- Click the **Reassign** button.

Note: If you need to reassign approvals to more than one approver, complete the above steps for each approver.



Employee Expense Approval Reassignment

Favorites | Main Menu > Travel and Expenses > Manage Expenses Security > Reassign Approval Work

New Window | Help | Customize Page | http

Define Security

Reassign Work

Approver: Mouse, Mickey

Reassign Work To: V_AP_EXPENSES_APPROVER

[Select All](#) [Deselect All](#)

Transaction Information								
Select	Transaction Type	Total Amount		Name	Empl ID	Report ID	Submission Date	Role
<input type="checkbox"/>	Expense Report	136.58 USD		Turner, Tina	00095415900	0000007005	05/29/2012	HR Supervisor

[Select All](#) [Deselect All](#)



Simulation: Processing Travel and Expense Report Approvals

You are now about to view a simulation on approving , denying or sending back an employee expense in Cardinal. Click the Cardinal logo below to start the simulation.





Lesson 2: Summary

In this lesson, you learned:

- Travel authorizations, expense reports, and cash advances have different levels of approval depending on the associated employee expense transaction types.
- Employee expense approvals can be reassigned to one or multiple other approvers, only by Expense Coordinators or Expense Administrators.



Course Summary

In this course, you learned how to:

- Approve vouchers
- Deny vouchers
- Push back vouchers
- Approve travel and expense items
- Deny travel and expense items
- Send back travel and expense items
- Hold travel and expense items



Course Evaluation

Congratulations! You have completed the **AP318: Accounts Payable Approvals** course. Please use the evaluation link to assess the course.

[Click here to access the survey](#)

Once you have completed and submitted the survey, close the survey window. To close this web based training course, click the Exit Course button.