

INTRO110: Accounts Payable and Expenses Overview

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 Accounts Payable and Expenses modules of 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 your Agency Security Handbook for a list of available roles and descriptions.

This course provides a general overview of Accounts Payable and Expenses, and is intended for all Accounts Payable and Expense users. It also serves as a prerequisite for advanced Accounts Payable and Expense courses.





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Course Objectives

After completing this course, you will be able to:

- Define key Accounts Payable and Expenses concepts
- Provide a clear explanation of the benefits of Accounts Payable and Expenses in Cardinal
- Explain how Accounts Payable and Expenses fit into Cardinal
- List the main Accounts Payable module processes and give examples of the security and workflow roles
- List the main Expenses processes and give example of the security and workflow roles
- Describe how Accounts Payable and Expenses integrate with other modules in Cardinal
- Describe how Accounts Payable and Expenses interface with systems outside of Cardinal

Assessment questions will check for your understanding.





Agenda

In this course, will cover the following:

- Lesson 1: Introduction to Accounts Payable
- Lesson 2: Accounts Payable and Expenses Processes
- Lesson 3: Accounts Payable Integration and Interfaces



Lesson 1: Introduction to Accounts Payable

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

- Key Concepts



Accounts Payable and Expenses

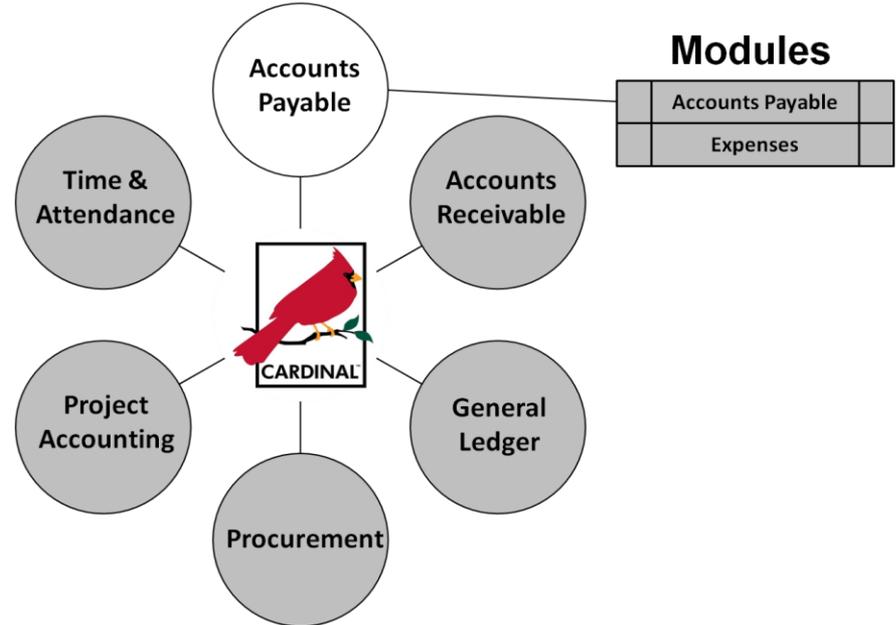
In the Cardinal Overview course, you learned that the Accounts Payable functional area of Cardinal is composed of two modules:

Accounts Payable (AP): The AP module automates invoice and payment processing to deliver timely and accurate payment for goods and services.

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

Note: The Expense module is often referred to as Travel and Expenses.

Cardinal Functional Areas





Key Accounts Payable Concepts

Some key concepts in Accounts Payable and Expenses include:

- Employees submit expense reports, cash advance requests, and travel authorization requests in Cardinal for travel and other business expense reimbursements through the Expenses module.
- Vendors are shared by Accounts Payable and Procurement across all agencies using Cardinal. Procurement vendors are interfaced from eVA, while fiscal vendors are entered directly into Cardinal.
- All Cardinal payment vouchers are either PO vouchers or non-PO vouchers. There are no consultant, construction or interagency transfer vouchers.
- Purchase Orders (POs) are commitments from an organization to vendors to purchase goods or services from that vendor. The purchase information, such as item, quantity, freight terms, shipping terms, payments terms, and shipping instructions is listed on the document and is part of the contractual nature of the PO.



Key Accounts Payable Concepts (continued)

- Vendor offsets other than Comptroller's Debt Setoff (CDS), such as tax liens and garnishments, are manually calculated and tracked outside of Cardinal.
- End users are able to see CDS offset amounts for vendors.
- 1099-S reporting data is handled by the VDOT Right-of-Way Division's Right-of-Way and Utility Management System (RUMS).
- The term Expenses includes both travel and non-travel related employee expenses.
- The term, "voucher styles" refers to vouchers such as regular vouchers, adjustment vouchers, journal vouchers, and template vouchers.
- Travel authorizations are not required by the Cardinal system. They are created based on agency and state policy and procedure.



Lesson 1: Summary

In this lesson, you learned:

- The Accounts Payable functional area of Cardinal is composed of two modules: the Accounts Payable module and the Expenses (Travel and Expenses) module.
- Accounts Payable is the main source of all payment information for any financial entity.
- Reimbursements to employees for travel and other expenses are entered in the Expenses module.
- Vendors may be procurement vendors (selling goods or services) or fiscal vendors (non-procurement vendors or payees such as utilities, individuals or companies receiving refunds for overpayments, etc.).



Lesson 2: Accounts Payable and Expenses Processes

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

- The Accounts Payable Functional Area in Cardinal
- Accounts Payable Process
- Expenses Process

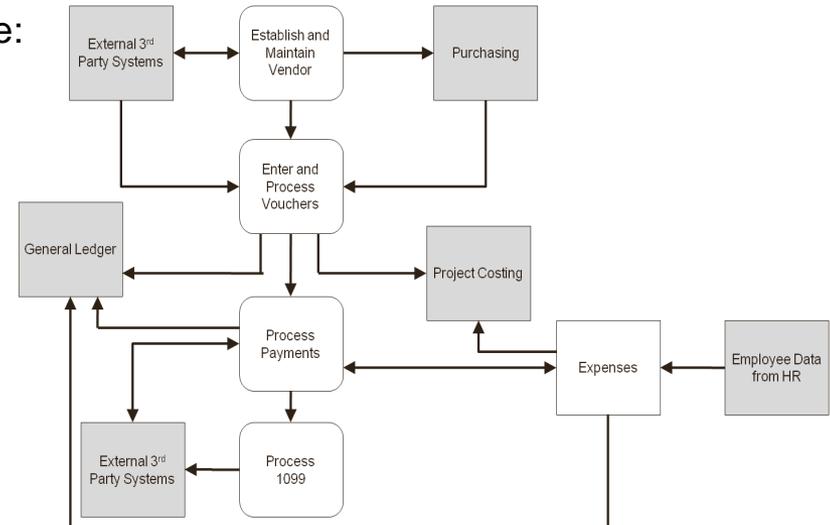


The Accounts Payable Functional Area in Cardinal

Accounts Payable in Cardinal defines how payments to vendors and employees (for non-payroll business expenses) are created and processed.

Key processes in the Accounts Payable functional area are:

- Establish and Maintain Vendors
- Enter and Process Vouchers
- Process Payments
- Process 1099
- Enter and Maintain Travel Authorizations
- Enter and Maintain Cash Advances
- Enter and Maintain Employee Expense Reports

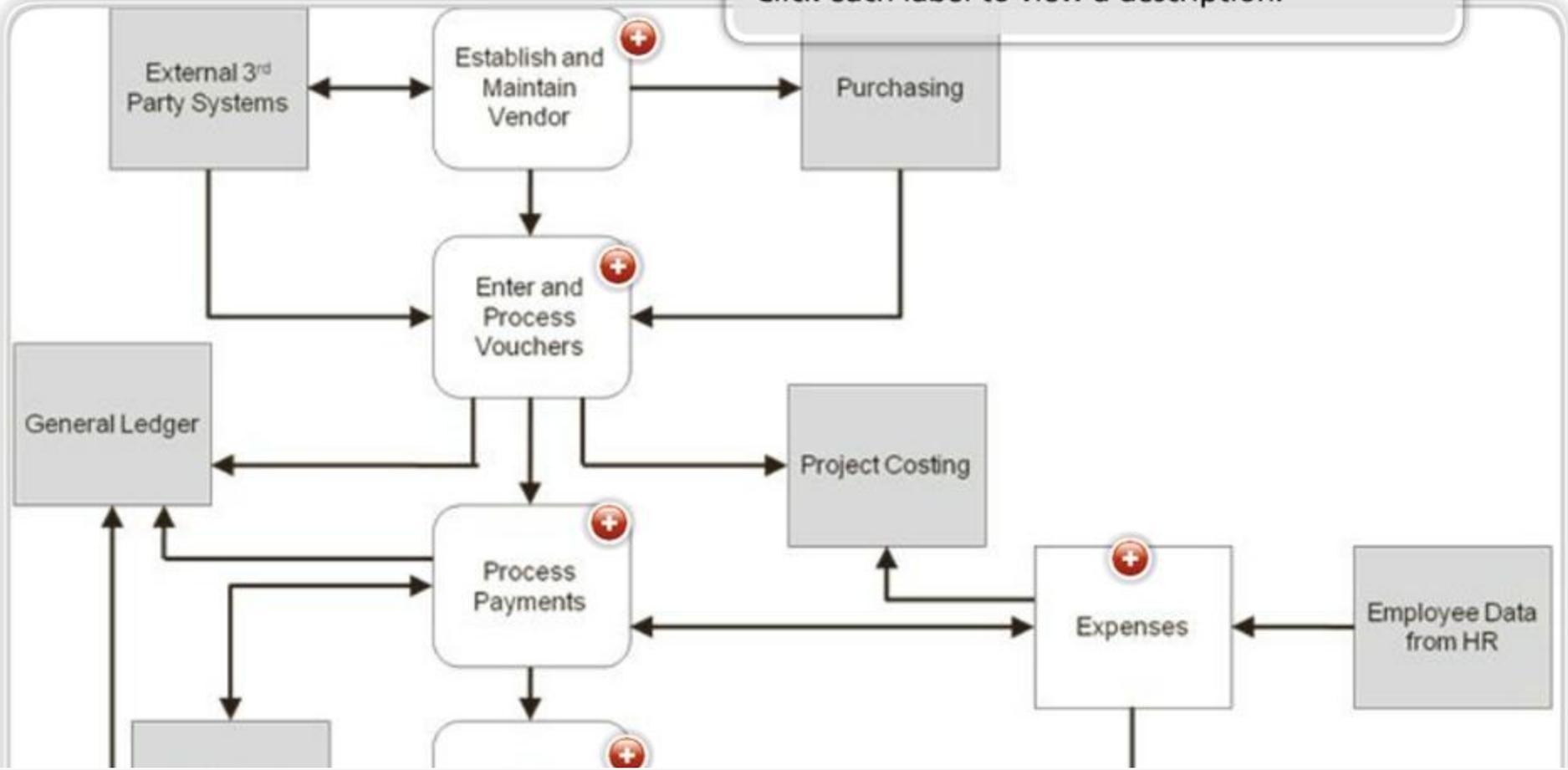


The diagram to the right shows some Cardinal Accounts Payable processes.

Click the image to enlarge

Introduction

Click each label to view a description.



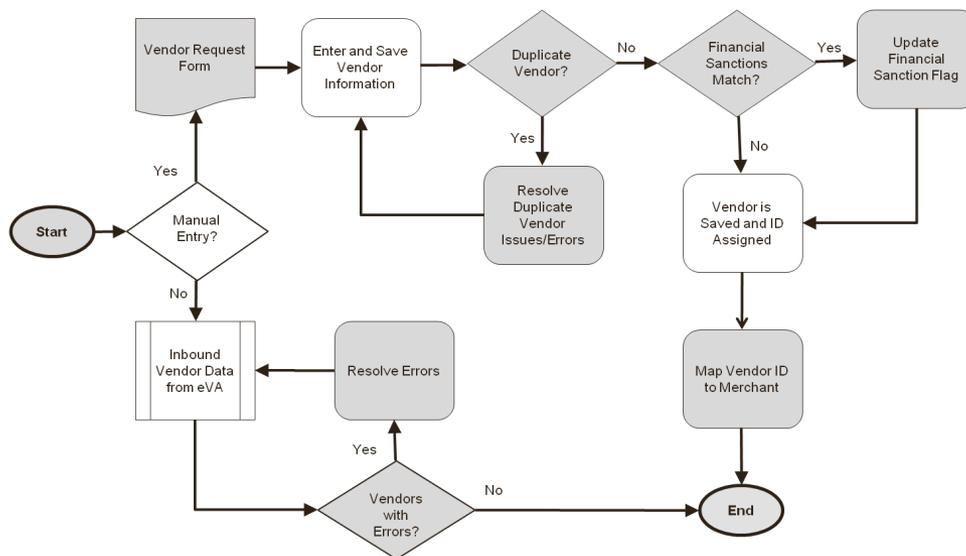


The Establish and Maintain Vendors Process

Before any Accounts Payable processing can occur, vendors must be established in Accounts Payable. A vendor's invoice cannot be paid until the vendor is established in Cardinal.

The diagram here illustrates the business process for establishing and maintaining vendors.

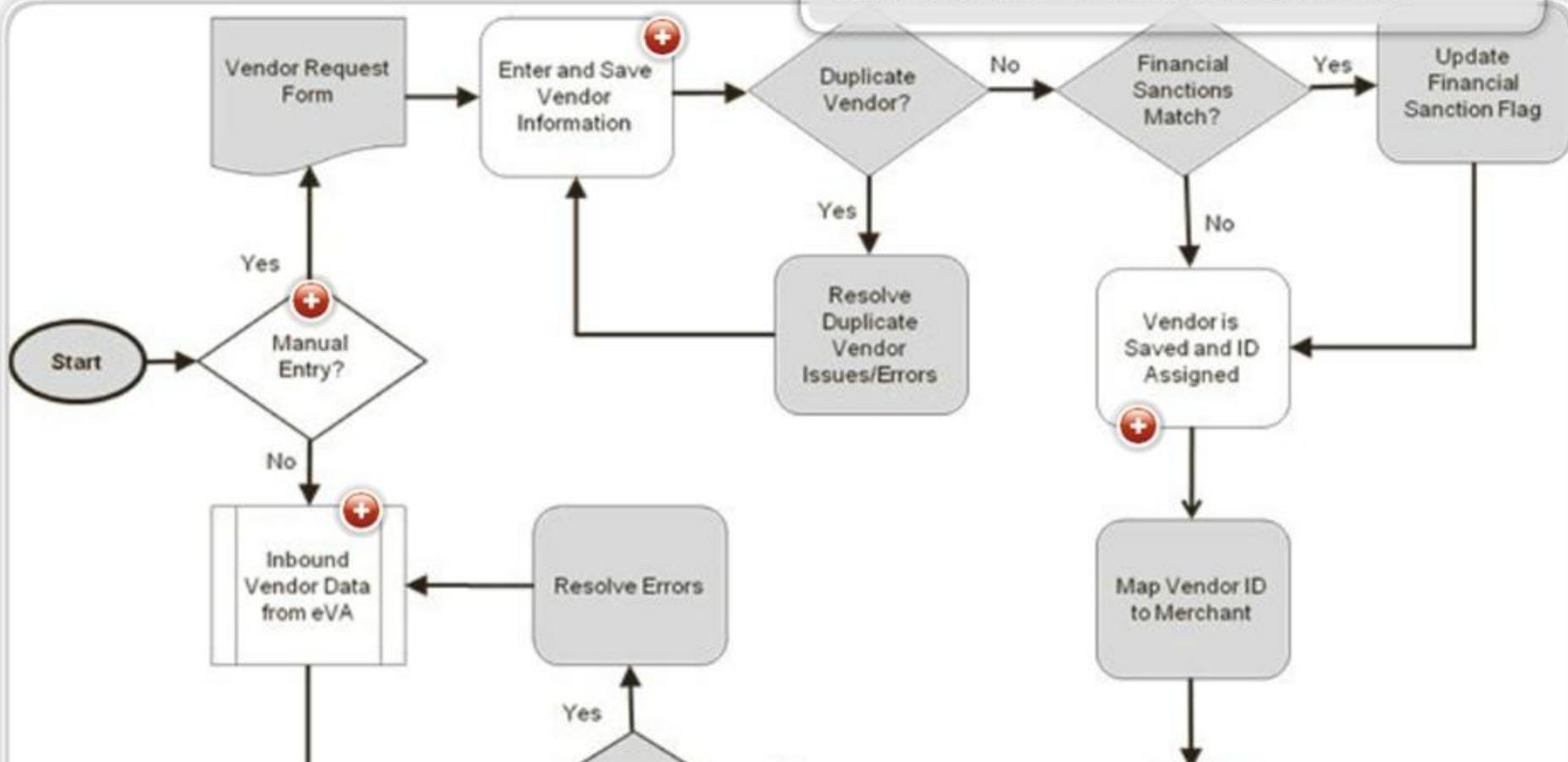
Note: For each unique Tax Identification Number (TIN), only one Cardinal vendor will be created.



Click the image to enlarge

Introduction

Click each label to view the description.





Accounts Payable Processes

The Accounts Payable process includes the functions required to record, process, and issue payments to vendors.

The Accounts Payable process involves several key sub-processes:

- Establish and maintain vendors
- Enter and process vouchers
- Process payments
- Process 1099

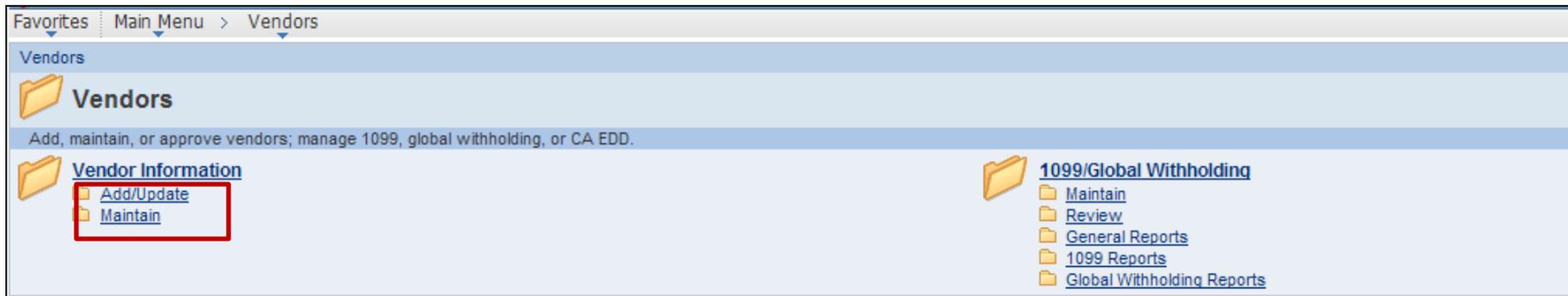


The Vendors Home Page

The **Vendors** Home Page in Cardinal allows access to the vendor maintenance functions in Accounts Payable.

You can access this page using the following path:

Main Menu > Vendors



Add/Update: These selections allow users to add or update vendor records, as well as perform inquiries on vendor data.

Maintain: These selections allow users to perform certain vendor maintenance tasks such as recording conversations with a vendor representative, inactivating a vendor, reporting on possible duplicate vendors, and maintaining vendor financial sanctions records.



Vendor Entry

Most of the functions involved in creating and maintaining vendor records in Cardinal are performed from the **Add/Update Vendors** pages. The screenshot here shows a typical vendor record as it appears on the **Summary** page for **Add/Update Vendors**.

You can access this page by using the following path:

Main Menu > Vendors > Add/Update > Vendors

The **Summary** page shown has only display-only fields. The pages accessed from the other tabs (**Identifying Information**, **Address**, **Contacts**, **Location**, and **Custom**) contain numerous fields where data is added or updated as required.



Click the image to enlarge



Vendor Inquiries

An example of a vendor inquiry page appears here. This page lets you enter search criteria for a vendor and lists vendors matching the search criteria. Basic information about each matching vendor appears in the **Search Results** list.

You can navigate to this page using the following path:

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

There are other vendor-related inquiry pages available from the Enter and Process Vouchers process area that provide displays of vouchers and payments associated with vendors.

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

Review Vendors

Search Criteria

*SetID: STATE

Name: Equal to

Withholding Name: Equal to

Vendor Status:

Sanctions Status:

Address: Equal to

Customer Number:

ID Type: (Invalid Value)

VAT Registration ID:

Withholding Tax ID:

Vendor ID:

ShortName: Equal to

Classification:

Type:

Persistence:

City:

Country:

State:

Postal:

Bank Account #:

Search Clear Add Vendor

Search Results

Main Information Additional Vendor Info Audit Information

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
STATE	0000000371	Boaz & Ruth Inc	BOAZ & RUT-001	3030 MEADOWBRIDGE RD	RICHMOND	VA	USA	Active
STATE	0000000371	Boaz & Ruth Inc	BOAZ & RUT-001	3030 A Meadowbridge Rd	Richmond	VA	USA	Active
STATE	0000000371	Boaz & Ruth Inc	BOAZ & RUT-001	3030 MEADOWBRIDGE RD	RICHMOND	VA	USA	Active

Customize | Find | View 100 | First 1-10 of 473 Last

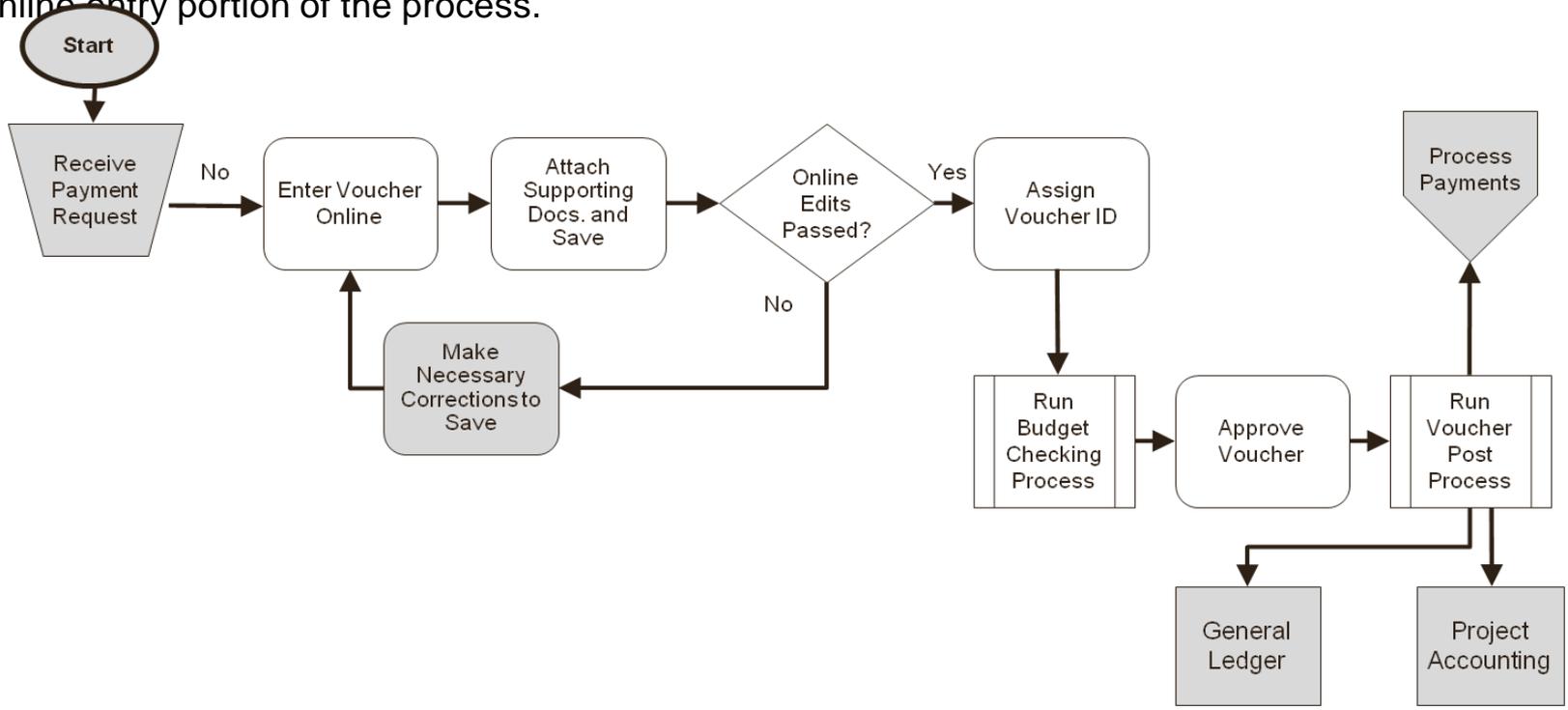
Click the image to enlarge



The Enter and Process Vouchers Process

One of the primary processes in Accounts Payable is the Enter and Process Vouchers business process.

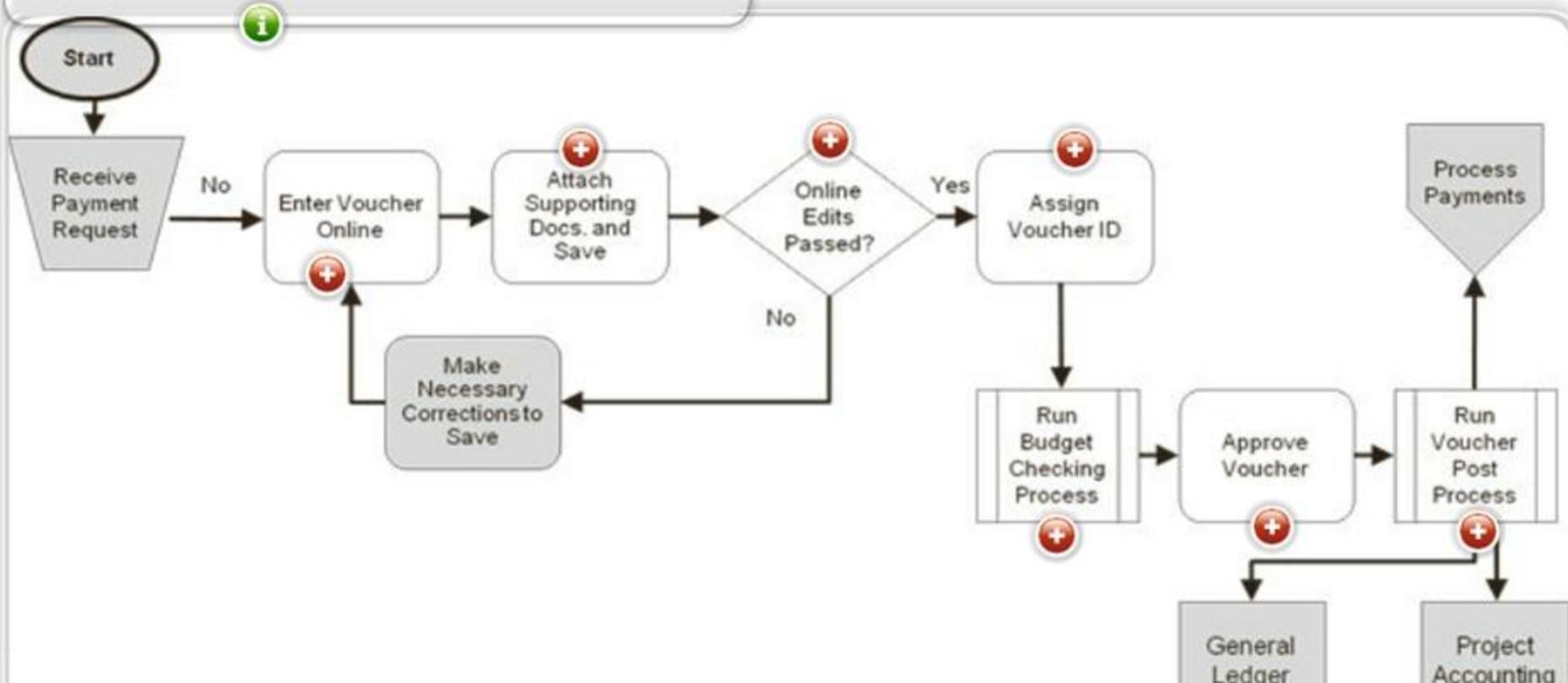
The following diagram below illustrates this process, as it applies to vouchers entered online. The process for vouchers uploaded from external sources is similar, except an automated process replaces the online entry portion of the process.



Enter and Process Voucher Process

Introduction

Type your introduction text here.





Vouchers Home Page

The **Vouchers** Home Page in Cardinal allows access to the major voucher functions in Accounts Payable.

You can navigate to this page using the following path:

Main Menu > Accounts Payable > Vouchers

Favorites | Main Menu > Accounts Payable

Accounts Payable

Vouchers

Add, maintain, and approve vouchers.

Add/Update	Maintain	Approve
<p>Add and update vouchers.</p> <ul style="list-style-type: none">Regular EntryVoucher SearchClose VoucherDelete VoucherUnPost Voucher	<p>Review and correct voucher errors.</p> <ul style="list-style-type: none">Voucher Build Error DetailVoucher Maintenance SearchVoucher MaintenanceVoucher Mass Maintenance	<p>Approve vouchers.</p> <ul style="list-style-type: none">Approval Framework - VouchersMass Voucher Approval



Vouchers Home Page (continued)

Add/Update: These selections provided access to add new vouchers or to update existing voucher records, and perform related tasks such as closing, deleting, or unposting vouchers.

Maintain: These selections provided access to perform additional maintenance tasks on vouchers, usually for correcting errors.

Approve: These selections provide access to approve vouchers, if they are on your worklist. Use **Approve Vouchers** to approve individual vouchers. If you have the Utility Voucher Approver role, use **Mass Voucher Approval** to approve utility vouchers en masse. **Note:** Vouchers can also be approved through Cardinal Workflow as noted earlier.

Favorites | Main Menu > Accounts Payable

Accounts Payable

Vouchers

Add, maintain, and approve vouchers.

Add/Update	Maintain	Approve
<ul style="list-style-type: none">Add and update vouchers.Regular EntryVoucher SearchClose VoucherDelete VoucherUnPost Voucher	<ul style="list-style-type: none">Review and correct voucher errors.Voucher Build Error DetailVoucher Maintenance SearchVoucher MaintenanceVoucher Mass Maintenance	<ul style="list-style-type: none">Approve vouchers.Approval Framework - VouchersMass Voucher Approval



Voucher Entry

An example of the voucher entry pages appears here. These pages are used for both voucher entry and most updates to vouchers.

You can navigate to this page using the following path:

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

There are several pages accessed by different tabs (**Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, Error Summary**). Most entry occurs on the **Invoice Information** page shown here. The **Payments** page includes most payment-related information.

The screenshot displays the 'Regular Entry' page with the following data:

Business Unit:	50100	Invoice No:	063770189	Action:	
Voucher ID:	00106876	Invoice Date:	09/02/2012		
Voucher Style:	Regular Voucher	Accounting Date:	09/18/2012	<input type="checkbox"/> Final Voucher	<input type="button" value="Run"/>
				<input type="checkbox"/> Do Not Send to CARS	
Vendor ID:	000003662	XEROX Corp	Invoice Receipt Date:	09/11/2012	Session Defaults
ShortName:	XEROX CORP	200 Westgate Parkway	Goods & Services Receipt Date:	09/11/2012	Attachments (0)
Location:	MAIN	Ste 104			Comments(0)
*Address:	2	VA10000108			Approval History
		Richmond, VA 23233			
Advanced Vendor Search					
Invoice Lines:	563.75	*Pay Terms:	30	Net 30	Calc Basis Date
*Currency:	USD	Basis Date Type:	Prompt Payment		
Miscellaneous:		Responsible Org:	10043		<input type="button" value="Print Invoice"/>
Freight:		Customer Account #:	713874857	Non Merchandise Summary	
Total:	563.75	ROW Acquisition ID:			
Difference:	0.00				
	<input type="button" value="Calculate"/>				
Copy From Source Document					
PO Unit:					
PO Number:					<input type="button" value="Copy PO"/>
Copy From:	None				<input type="button" value="Go"/>

Click the image to enlarge



Voucher Summary Page

After you complete entering a voucher, the **Summary** page appears as the first page in the voucher entry pages.

This page provides a summary of the essential information about the voucher, as well as a summary of its current status related to entry, matching, approval, posting, and budget checking.

You can review this page after the initial voucher entry as needed.

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry								
Summary			Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	Related Information
Business Unit:	50100	Invoice Date:	09/02/2012					
Voucher ID:	00106876	Invoice No:	063770189					
Voucher Style:	Regular	Invoice Total:	563.75	USD				
Contract ID:								
Vendor Name:	XEROX Corp	Pay Terms:	Net 30					
	200 Westgate Parkway	Voucher Source:	Online					
	Richmond, VA 23233							
Entry Status:	Postable	Origin:	ONL					
Match Status:	Matched	Created:	09/18/2012					
Approval Status:	Pending	Created By:	CHARLENE.BURKS					
		Modified:	09/18/2012					
Post Status:	Unposted	Modified By:	AA_CARDINAL_BATCH_AP					
		ERS Type:	Not Applicable					
Budget Status:	Valid	Close Status:	Open					
Budget Misc Status:	Valid							
*View Related		Payment Inquiry	Go					
Save		Return to Search	Previous in List	Next in List	Notify	Refresh	Add	Update/Display
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary								

Click the image to enlarge



Voucher Inquiries

An example of a voucher inquiry page appears here. These pages are used for initially inquiring on a voucher, but you can easily navigate to review payment and vendor information for a selected voucher as well.

You can navigate to this page using the following path:

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

There are numerous other inquiry pages included in Accounts Payable as well, for vouchers, vendors, payments, etc.

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

*Sort Asc/Desc: ascending

Display Currency Criteria

Voucher Inquiry Results Customize | Find | View 100 | First 1-100 of 300 | Last

Voucher Details | Amounts | More Details | Vendor Details

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
50100	00001621	58393937	11/15/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00001635	058796539	12/02/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00001694	500239707	12/02/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00001715	058561476	12/01/2011	0000003662	Postable		Not Applicable			XEROX CORP-001
50100	00001782	058796536	12/02/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00001892	242278	10/01/2011	0000003662	Postable		Matched			
50100	00002277	058796533	12/02/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00002292	058796534	12/02/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00002378	58563310	12/01/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00002645	58563261	12/01/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00002736	58796537	12/02/2011	0000003662	Postable		Matched			XEROX CORP-001

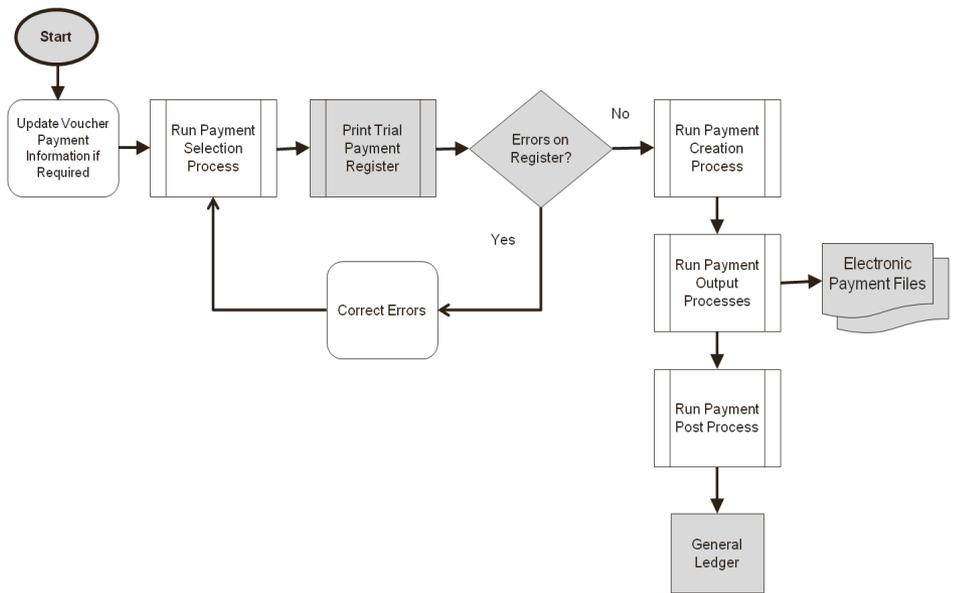
Click the image to enlarge



The Process Payments Process

The Process Payments process occurs in Accounts Payable after Enter and Process Vouchers. Typically, payment processing occurs daily, and processes all vouchers that are eligible for payment that have not already been paid. Most of the payment processes are batch processes.

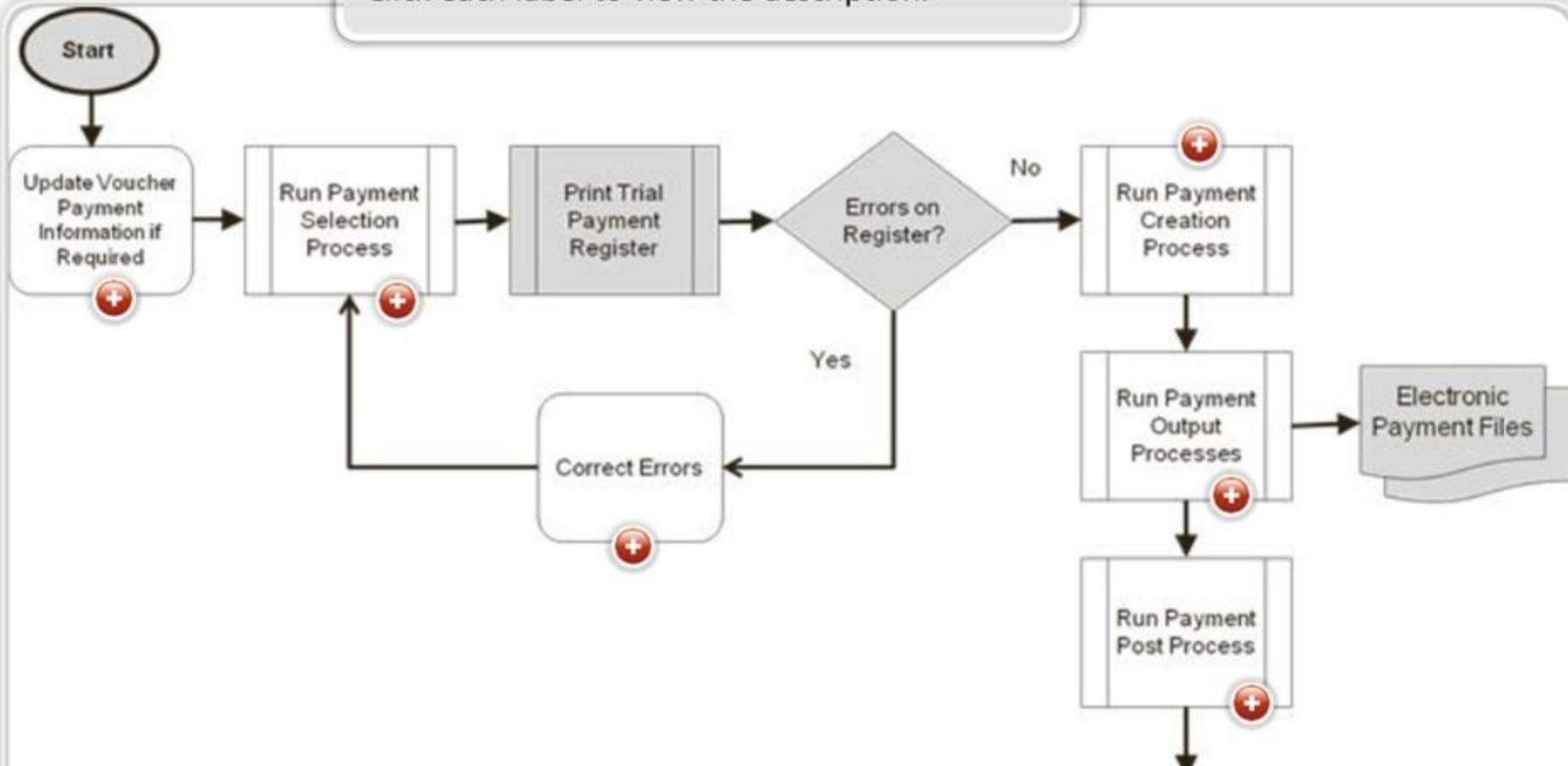
The diagram here illustrates the Process Payments business process.



Click the image to enlarge

Introduction

Click each label to view the description.



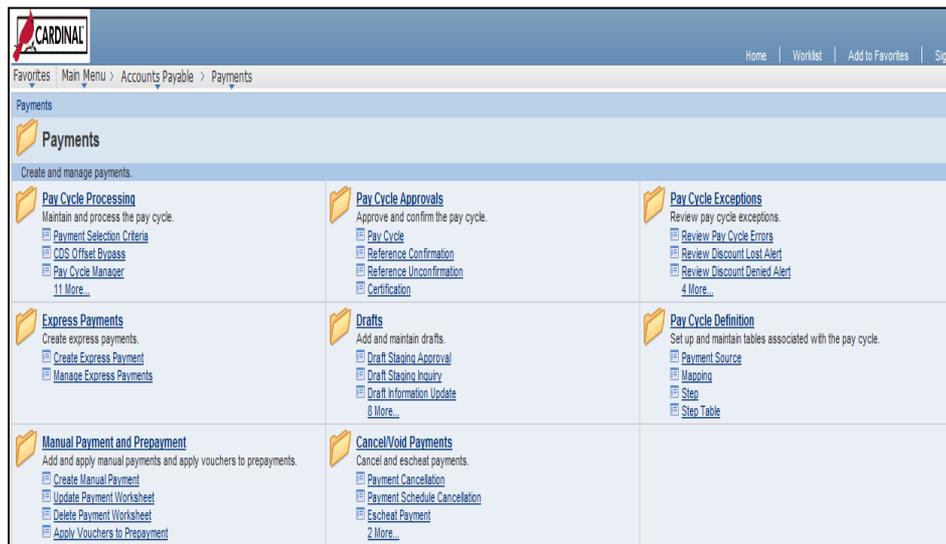


Payments Home Page

The **Payments** Home Page in Cardinal allows access to the major payment functions in Accounts Payable. (The **Payments** page on the voucher, however, is selected from the **Vouchers** menu.)

You can navigate to this page through the following path:

Main Menu > Accounts Payable > Payments



Click the image to enlarge



Payments Home Page (continued)

The screenshot shows the CARDINAL Payments Home Page. The page is titled "Payments" and contains several sections. Three sections are highlighted with red boxes:

- Pay Cycle Processing**: Create and manage payments. Sub-sections include: [Payment Selection Criteria](#), [COS Offset Bypass](#), [Pay Cycle Manager](#), and [11 More...](#)
- Pay Cycle Approvals**: Approve and confirm the pay cycle. Sub-sections include: [Pay Cycle](#), [Reference Confirmation](#), [Reference Unconfirmation](#), and [Certification](#)
- Pay Cycle Exceptions**: Review pay cycle exceptions. Sub-sections include: [Review Pay Cycle Errors](#), [Review Discount Lost Alert](#), [Review Discount Denied Alert](#), and [4 More...](#)
- Express Payments**: Create express payments. Sub-sections include: [Create Express Payment](#) and [Manage Express Payments](#)
- Drafts**: Add and maintain drafts. Sub-sections include: [Draft Status Approval](#), [Draft Status Inquiry](#), [Draft Information Update](#), and [8 More...](#)
- Pay Cycle Definition**: Set up and maintain tables associated with the pay cycle. Sub-sections include: [Payment Source](#), [Mapping](#), [Step](#), and [Step Table](#)
- Manual Payment and Prepayment**: Add and apply manual payments and apply vouchers to prepayments. Sub-sections include: [Create Manual Payment](#), [Update Payment Worksheet](#), [Delete Payment Worksheet](#), and [Apply Vouchers to Prepayment](#)
- Cancel/Void Payments**: Cancel and escheat payments. Sub-sections include: [Payment Cancellation](#), [Payment Schedule Cancellation](#), and [Escheat Payment](#)

Pay Cycle Processing: These selections allow users to manage regular payment processing if required. Except for petty cash processing, pay processing occurs automatically.

Cancel/Void Payments: These selections allow users to cancel (either voice or stop) previously-created payments.

Pay Cycle Exceptions: These selections allow users to review and analyze errors in the payment process.



Payment Pages

Most of the payment process runs automatically in batch, so there are not many online pages accessed for the process. The payment page used most frequently is actually the **Payments** page included in voucher entry, shown here.

You can navigate to this page through the following path:

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

This page provides details of the voucher payment, including remit-to and payment terms, whether the payment is split among different payees, the scheduled payment date, etc. With the appropriate security, you can update this information if required; for example, to set the due date to immediate payment or to hold payment in case of disputes or sanctions.

Business Unit:	50100	Invoice No:	063770189	Action:	Run
Voucher ID:	00106876	Invoice Date:	09/02/2012		Schedule Payments
Voucher Style:	Regular Voucher				
Total Amount:	563.75				
Vendor Name:	XEROX Corp	*Pay Terms:	30 Net 30		

Payment:	1	Gross Amount:	563.75 USD	Payment Inquiry
*Remit to:	0000003662	Discount:	0.00 USD	Express Payment
Location:	MAIN	Scheduled Due:	10/11/2012	Payment Comments(0)
*Address:	3	Net Due:	10/11/2012	Holiday/Currency
XEROX Corp		Discount Due:		
PO BOX 827598		Accounting Date:		
VA10000108				
EVAAD11192				
PHILADELPHIA, PA 19182-7598				

*Bank:	1100	Pay Group:		Vendor Bank
*Account:	TR01	*Handling:	Regular	Messages
*Method:	FET	*Netting:	Not Applicable	Layout

Click the image to enlarge



Payment Inquiries

An example of a payment inquiry page appears here. This page displays details of payments made for a specified pay cycle, bank, etc. Other pages let you inquire on such things as summary data and details of a specific payment.

You can navigate to this page through the following path:

Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Detail Data

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Detail Data

Pay Cycle Details

Pay Cycle Data

Pay Cycle: Pay Cycle Summary Pay Cycle Manager

Business Unit: Advice ID: Invoice:

Vendor SetID: Remit Vendor: Address: Location:

Bank SetID: Bank Code: Bank Account: Method:

Payment Handling: Payment Currency:

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

Scheduled Payments | **Payment Details** | Additional Details |

Action	Hold Reason	Source	Business Unit	Advice ID	Payment Count	Invoice	Remit Vendor	Short Vendor Name	Address	Paid Amount	Currency
None				Advice ID						0.000	

Total Paid Amount: 0.000
 Total Gross Amount: 0.000
 Total Discount Amount: 0.000

Click the image to enlarge

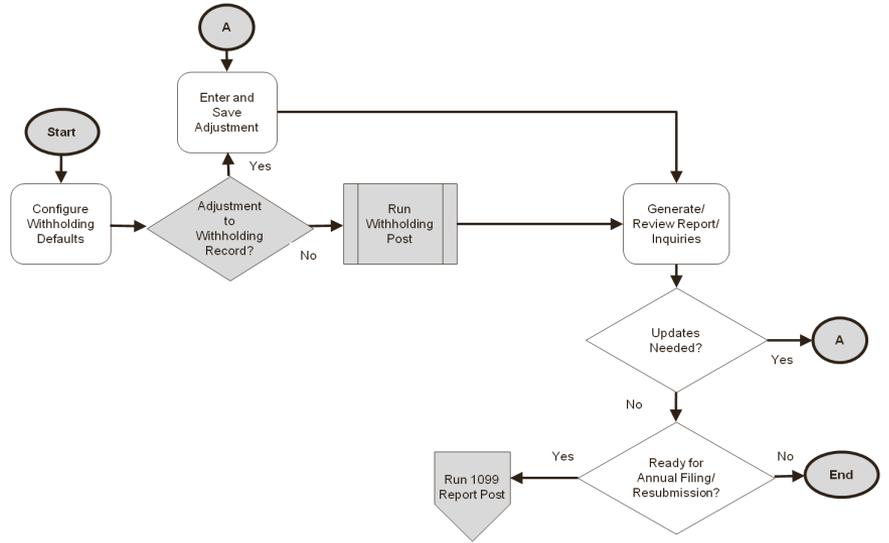


1099 Withholding Process

The 1099 process (also called the withholding process) occurs on an ongoing basis during the year, and at year-end, generates 1099 vendor and IRS reports.

On an ongoing basis, Accounts Payable posts transaction data for 1099 vendors to a withholding table, which is separate from other tables in Accounts Payable. This posting is automatic, based on configuration data established when the vendor is created. In some instances, changes may be required to this data; for example, when an amount is posted as reportable when in fact, it is not.

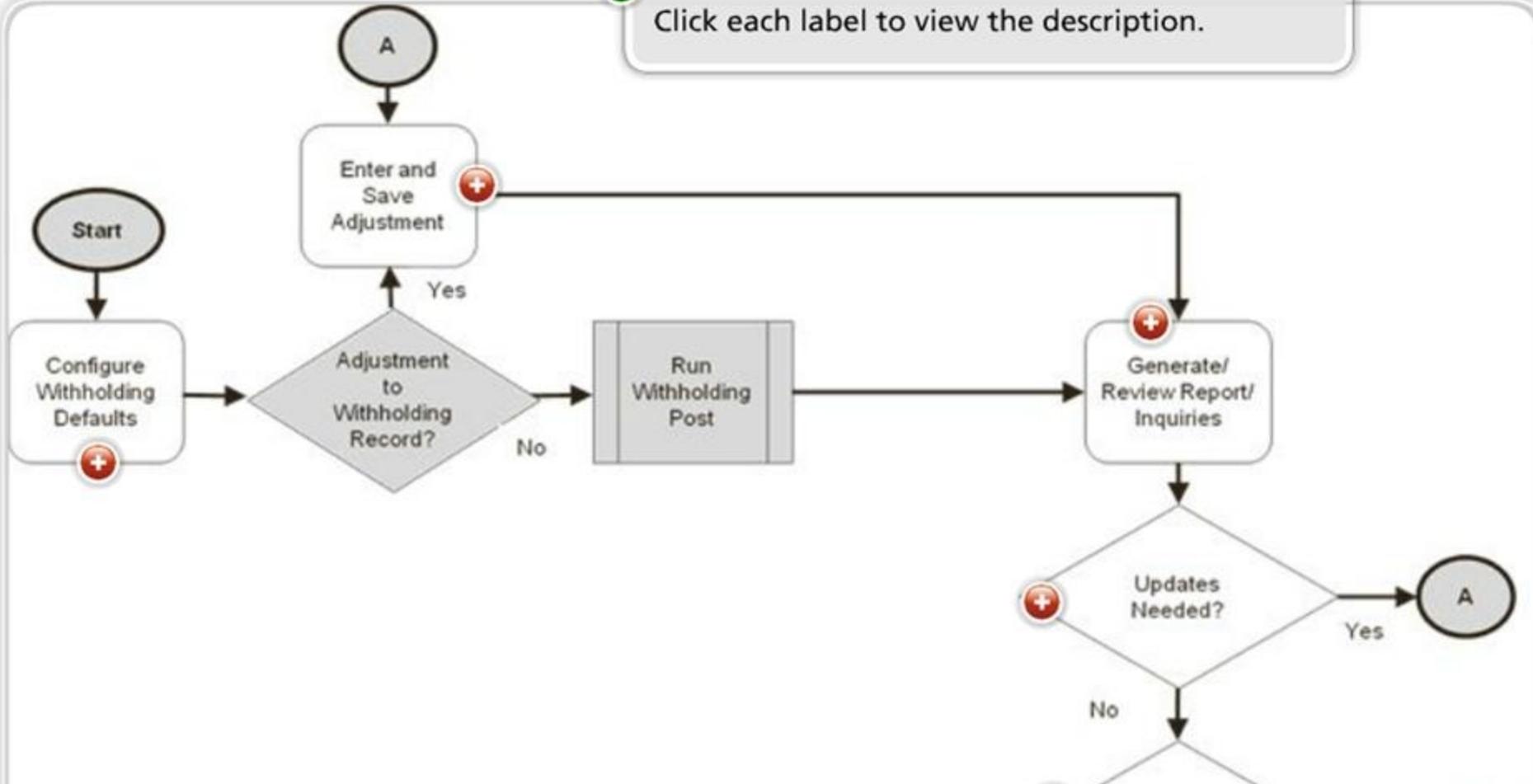
The diagram here illustrates the ongoing steps in Process 1099.



Click the image to enlarge

Introduction

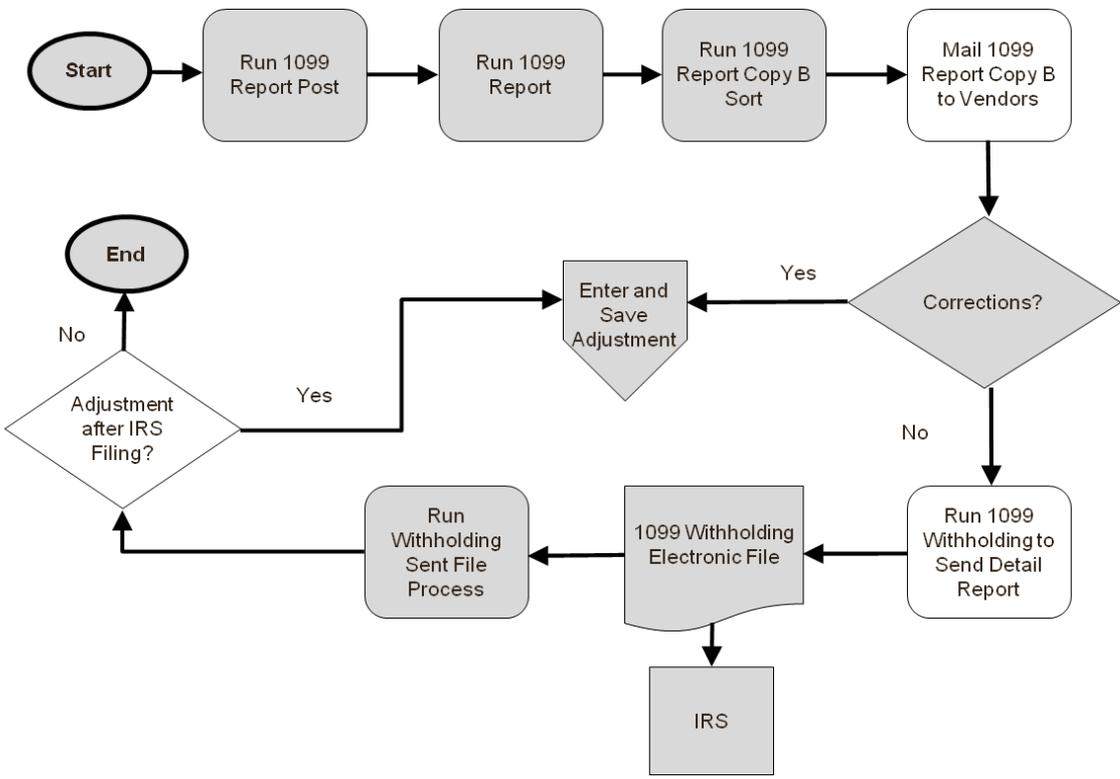
Click each label to view the description.





1099 Year End Process

The previous page illustrated the ongoing 1099 (withholding) process. This page illustrates the processing steps at the end of the calendar year, to finalize all reported transactions and create reports for each 1099 vendor and the IRS.



Click the image to enlarge



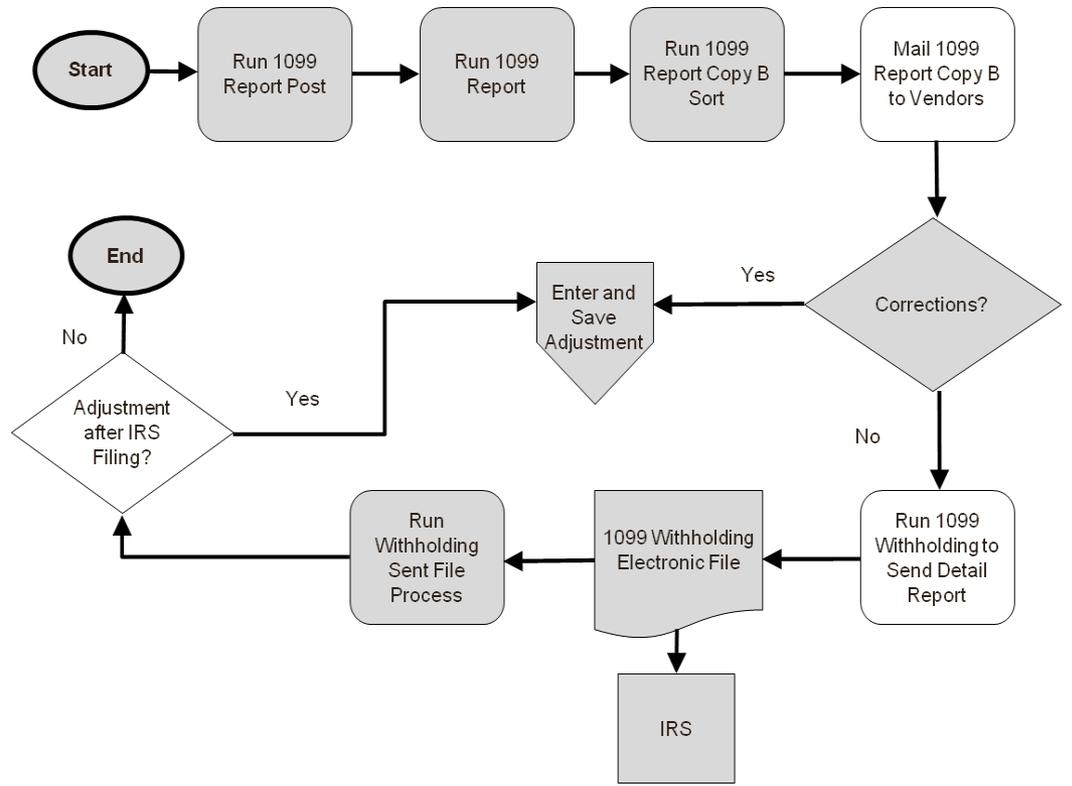
1099 Year End Process (continued)

Mail 1099 Report Copy B to Vendors:

After the previous three processes are complete, the Copy B is printed and sent to each vendor.

Adjustment After IRS Filing?: After 1099 adjustments and corrects are made, the 1099 is transmitted to the IRS.

Send Electronic File to IRS: After adjustments reported by vendors are complete, the 1099 Withholding to Send Detail Report runs, to create an electronic file that is submitted to the IRS.





The 1099/Global Withholding Home Page

The **1099/Global Withholding** Home Page in Cardinal gives end users access to the pages used for ongoing and end of year 1099 processes. (1099 setup for vendors, however, occurs, during vendor setup.)

You can navigate to this page using the following path:

Main Menu > Vendors > 1099/Global Withholding

1099/Global Withholding		
Maintain <ul style="list-style-type: none">Post WithholdingsAdjust Withholding	Review <ul style="list-style-type: none">Vouchers by VendorWithhold PaymentVendor Balance by Class	General Reports <ul style="list-style-type: none">General Withholding Reports<ul style="list-style-type: none">Withd Voucher/Vendor MismatchWithhold Control Report
1099 Reports <ul style="list-style-type: none">1099 Reports<ul style="list-style-type: none">1099 to Send DetailWithholding Sent FileWithhold 1099 Report Job	Global Withholding Reports <ul style="list-style-type: none">Global Withholding Reports<ul style="list-style-type: none">Withholding ReportWithholding Report by Class	



The 1099/Global Withholding Home Page (continued)

Favorites | Main Menu > Vendors > 1099/Global Withholding

1099/Global Withholding

1099/Global Withholding

- Maintain**
 - Post Withholdings
 - Adjust Withholding
- Review**
 - Vouchers by Vendor
 - Withhold Payment
 - Vendor Balance by Class
- General Reports**
 - General Withholding Reports
 - Withd Voucher/Vendor Mismatch
 - Withhold Control Report
- 1099 Reports**
 - 1099 Reports
 - 1099 to Send Detail
 - Withholding Sent File
 - Withhold 1099 Report Job
- Global Withholding Reports**
 - Global Withholding Reports
 - Withholding Report
 - Withholding Report by Class

Maintain: This section lets you make adjustments to and update data in the withholding table when corrections are needed.

Review: This section lets you inquire on 1099 transaction data in the withholding table.

General Reports: This section lets you run reports for general withholding-related data.

1099 Reports: This section lets you run reports for the withholding table data and for general withholding-related data.

Global/Withholding Reports: This section lets you run reports for global withholding-related data.



Withholding Vendor Information Page

The **Withholding Vendor Information** page is illustrated here. This page displays the 1099-related information for a vendor as it appears in the vendor record. This information is set up automatically during vendor setup, depending on the vendor's classification, and represents a set of defaults. However, since the Account value on the transactions determines the withholding class for 1099 reporting, the values on this page will not require update.

You can navigate to this page through the following path:

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

Once you have navigated to the Vendor Page, click the **Location** tab and then the **1099 Global Withholding** link.

Withholding Vendor Information

SetID: STATE Location: MAIN
Vendor ID: 0000003662 Description: Main Location
Short Vendor Name: XEROX CORP XEROX CORP
Name: XEROX Corp

Withholding Options						
Withholding Information						
Man Information Overrides Rent						
Withholding Entity	Withholding Type	Withholding Jurisdiction	Default Jurisdiction	Default Withholding Class	Withhold Status	Description
			<input type="checkbox"/>			

Withholding Reporting Information						
Man Information Additional Info						
Withholding Entity	Address Seq	TIN Type	Taxpayer Identification Number	PAN No.	PAN Ward	Date of Birth

Click the image to enlarge



Withholding Corrections Pages

The **Withhold Adjustments** page is shown here. This is one of the pages that can be used to make corrections to withholding transaction data. In addition to these pages, there are pages that let you correct withholding data on a voucher line, and withholding data in a vendor record. The withholding adjustments do not directly affect the vendor, voucher, or payment records. Rather, they update the withholding information table which is used to generate the 1099 form.

You can navigate to this page through the following path:

Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding

As noted earlier, corrections and adjustments may be performed either during the year or at end of year processing.

Withhold Adjustments

Vendor: STATE 000003765 MAIN Deluxe Delivery Systems Inc

Search Criteria

Business Unit:

Entity: Jurisdiction: Start Date:

Type: Class: End Date: Search

Adjustments

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Legacy	<input type="text"/>					

Save Return to Search Previous in List Next in List Notify Refresh

Click the image to enlarge



Withholding Inquiries

An example of a withholding inquiry page appears here. This page displays withholding transactions (that is, vouchers that are subject to withholding reporting) for a specified vendor. Other pages let you inquire on such things as payments and balances for withholding vendors.

You can navigate to this page using the following path:

Main Menu > Vendors > 1099/Global Withholding > Review > Vouchers by Vendor

The screenshot shows a web application interface for 'Vouchers by Vendor'. The breadcrumb trail at the top reads: Favorites | Main Menu > Vendors > 1099/Global Withholding > Review > Vouchers by Vendor. The page title is 'Vouchers By Vendor'. Below the title, there are three main sections: 'Vendor', 'Payment', and 'Withholding Transactions'. The 'Vendor' section shows 'SetID: STATE', 'Vendor ID: 0000003765', 'Deluxe Delivery Systems Inc', and 'Location: MAIN'. The 'Payment' section has 'Start Date: 12/03/2012' and 'End Date: 12/03/2012' with a 'Search' button. The 'Withholding Transactions' section has tabs for 'Basic Information' and 'More Information', and a table with columns: Business Unit, Voucher ID, Invoice Number, Invoice Date, Entity, Type, and Jurisdiction. The table is currently empty. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

Click the image to enlarge



The Expenses Process

Remember that the Accounts Payable functional area includes two modules: the Accounts Payable module and the Expenses module. The Expenses module (also called Travel and Expenses) processes non-payroll employee business expenses, including travel authorizations, cash advances, expense reports, for reimbursement payments to employees. When required, employee end users enter travel authorizations, cash advance requests, and expense reports in Cardinal. Batch processes generate payments to employees, with several specialized roles responsible for maintaining the processes as needed.

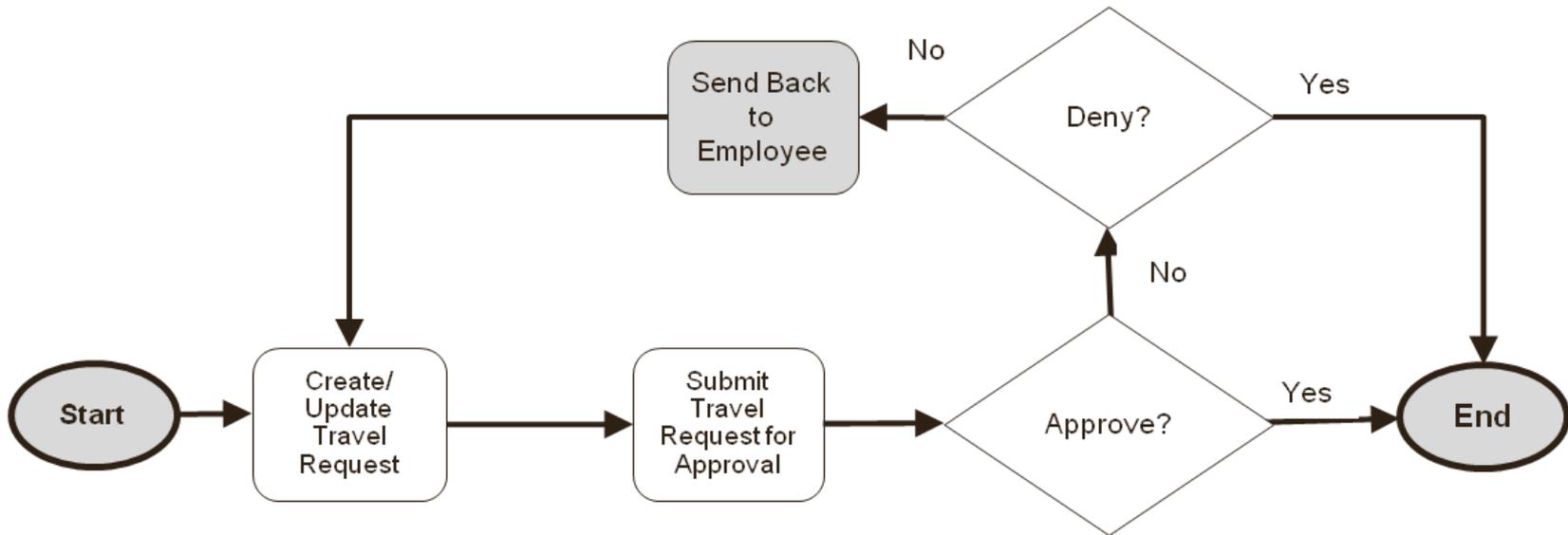
The Expenses process involves several key steps:

- Process travel authorizations
- Process cash advances and expense reports



The Travel Authorization Process

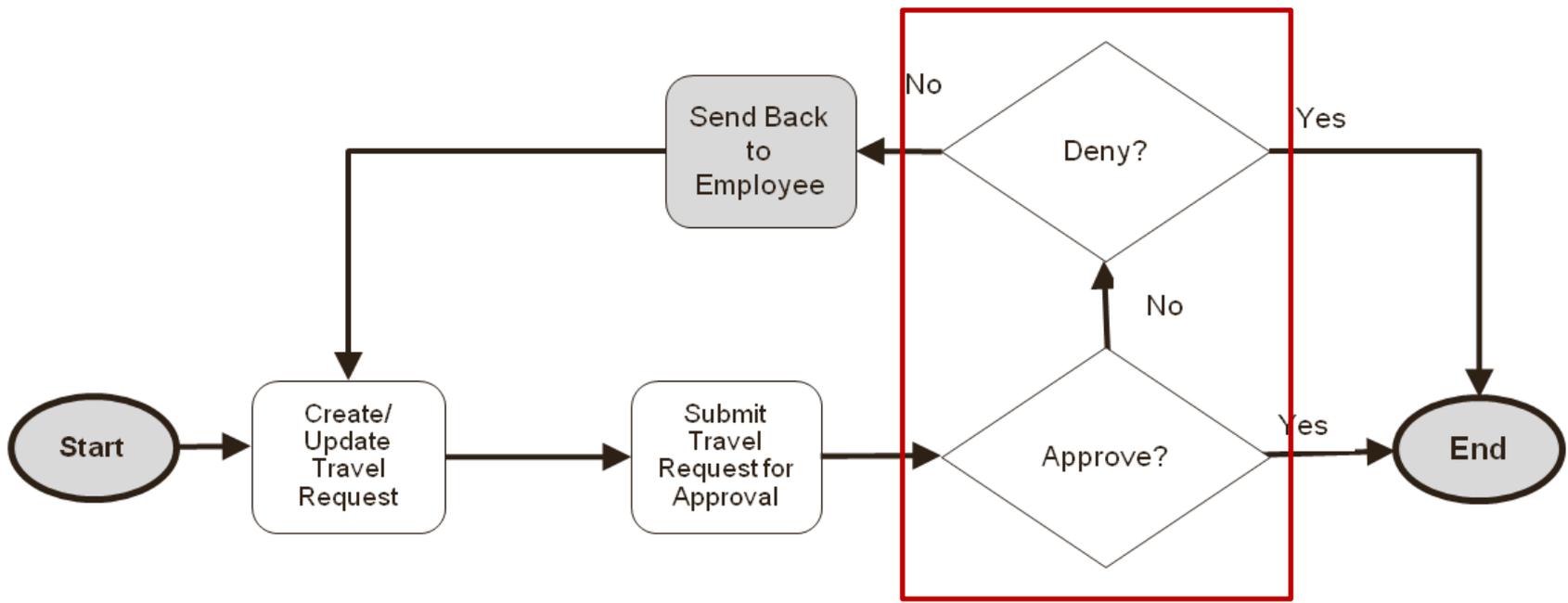
The diagram on this page illustrates the business process for completing travel authorizations in the Expenses module.





The Travel Authorization Process (continued)

Approve/Deny: The designated approver(s) review the authorization request and approve it, send it back to the employee for updates, or deny it. If the authorization is denied, the process ends with no action taken and the travel authorization must be deleted. If it is approved, the process ends, but no accounting entries are created at this point.

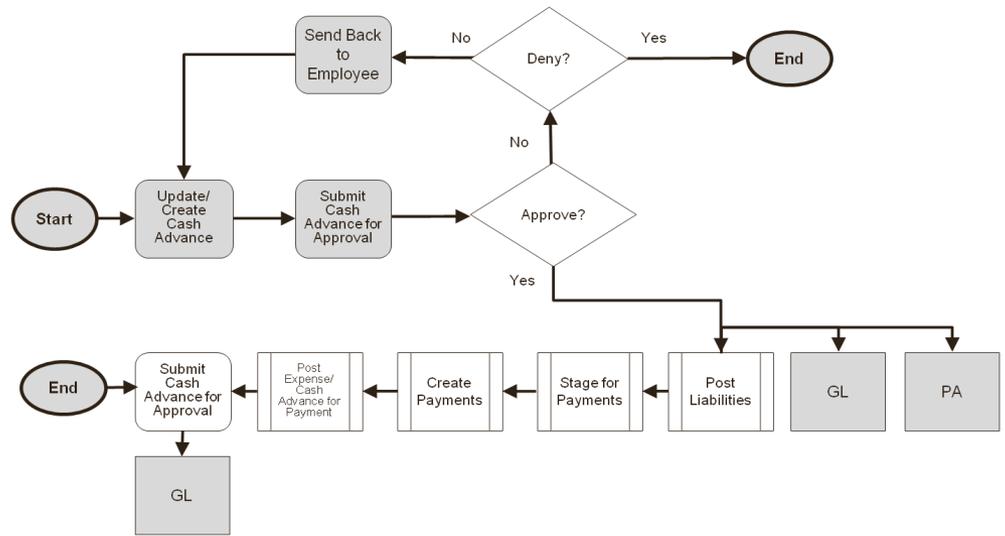




Cash Advance and Expense Report Process

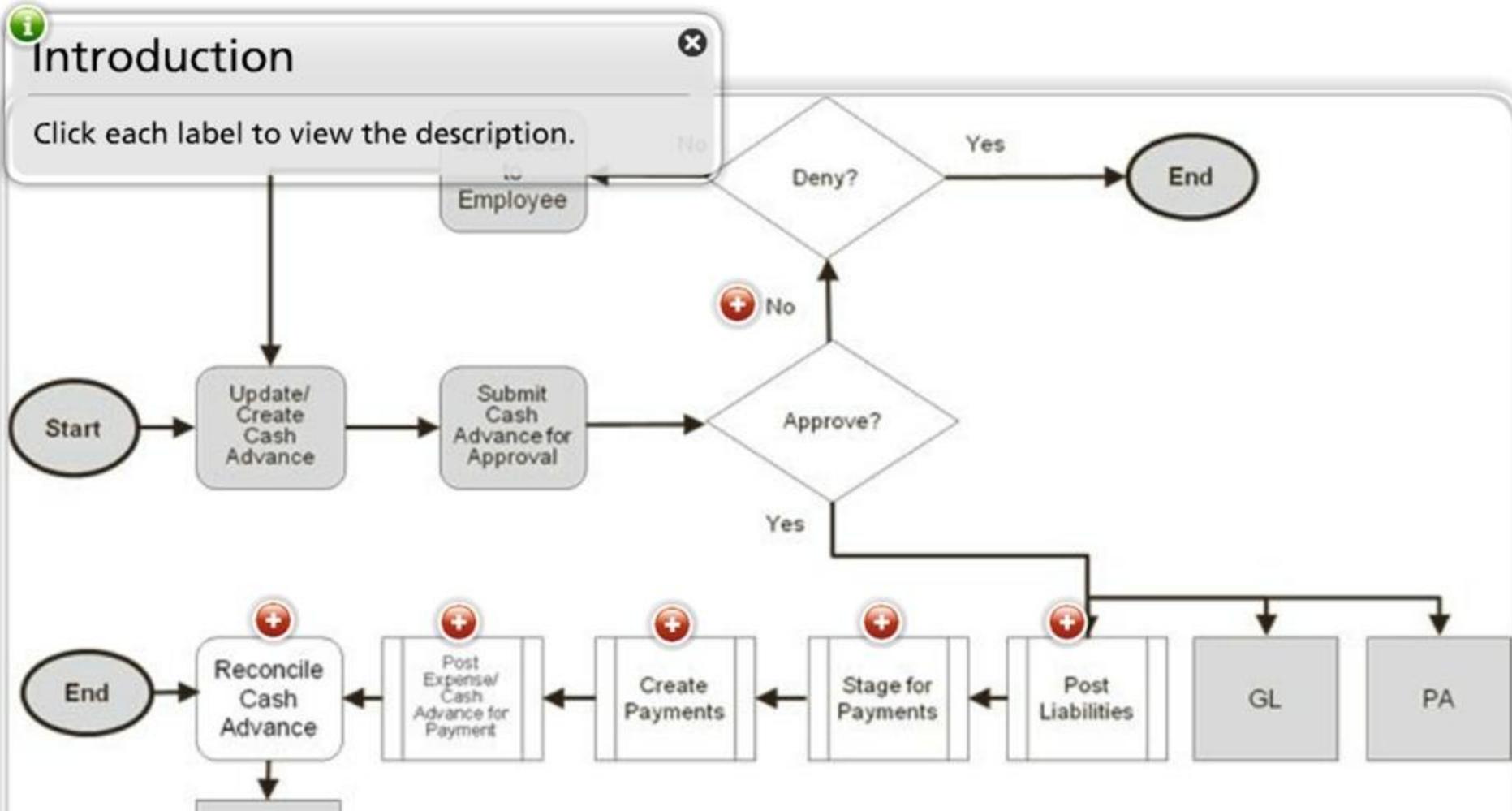
The diagram on this page illustrates the business process for making cash advance requests and filing expense reports in the Expenses module.

These two processes are similar, so they are combined in the same diagram here. However, they occur at different times. Cash advance requests occur before an expenditure is made. Expense reports occur after the expenditure is made. (**Note:** Cash advances are made only in certain situations.)



Click the image to enlarge

Cash Advance and Expense Report Process





Travel and Expense Center Home Page

The **Travel and Expense Center** in Cardinal (selected from the **Travel and Expenses** menu) allows access to travel authorization, cash advance, and expense report functions.

You can navigate to this page using the following path:

Main Menu > Travel and Expenses > Travel and Expense Center

Favorites | Main Menu > Travel and Expenses > Travel and Expense Center

Travel and Expense Center

Centralized Travel and Expense Center

<p>Expense Report Create, modify, print, view and delete an Expense Report</p> <ul style="list-style-type: none">CreateModifyPrint2 More...	<p>Travel Authorization Create, modify, print, view, cancel or delete a Travel Authorization</p> <ul style="list-style-type: none">CreateModifyPrint3 More...	<p>Cash Advance Create, modify, print, view or delete a Cash Advance</p> <ul style="list-style-type: none">CreateModifyPrint2 More...
<p>Print Reports Print any one of your expense transactions.</p> <ul style="list-style-type: none">Expense ReportTravel AuthorizationCash Advance	<p>Review Payments Review history of expense payments</p> <ul style="list-style-type: none">Review Expense History	



Travel and Expense Center Home Page (continued)

Favorites | Main Menu > Travel and Expenses > Travel and Expense Center

Travel and Expense Center

Centralized Travel and Expense Center

<p>Expense Report Create, modify, print, view and delete an Expense Report</p> <ul style="list-style-type: none">CreateModifyPrint2 More	<p>Travel Authorization Create, modify, print, view, cancel or delete a Travel Authorization</p> <ul style="list-style-type: none">CreateModifyPrint3 More	<p>Cash Advance Create, modify, print, view or delete a Cash Advance</p> <ul style="list-style-type: none">CreateModifyPrint2 More
<p>Print Reports Print any one of your expense transactions.</p> <ul style="list-style-type: none">Expense ReportTravel AuthorizationCash Advance	<p>Review Payments Review history of expense payments</p> <ul style="list-style-type: none">Review Expense History	

Expense Report: These selections let you create, update, view, or print an expense report.

Cash Advance: These selections let you create, modify, view and print, or delete a cash advance request.

Travel Authorization: These selections let you create, modify, view, print, cancel, or delete a travel authorization.



Expenses Pages

Different pages are used for entering travel authorizations, cash advance requests, and expense reports.

Employees can complete the **Expense Report Entry** page from scratch, or copy in data from existing travel authorizations or other expense reports. Additional information is required based on expense type selected.

You can navigate to this page through the following path:

Main Menu > Travel and Expenses > Travel and Expense Center > Expense Report > Create

Once information is entered, the expense report can be submitted or saved for later.

Expenses Report

Expense Report Entry

DAVID HARRIS User Defaults Report ID: NEXT

Quick Start: A Blank Report GO

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location: Search

Accounting Defaults Apply Cash Advance(s) More Options: GO

Details

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type				

Copy Selected Delete Selected Check For Errors New Expense Add

Totals

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

Definition of Totals Update Totals

Save For Later Submit Expense Report Project Summary

Return to Travel and Expense Center

Click the image to enlarge



Expenses Inquiries

An example of an Expenses inquiry page appears here. This page displays a travel authorization in view-only mode. Other pages let you display view-only expense reports and cash advance requests. There are also inquiries for the Travel Expense Processor role that show an employee's expense history.

The navigation to these pages varies.

Favorites | Main Menu > Travel and Expenses

View Travel Authorization

[Attachment](#)

Travel Authorization Details

PETER PARKER [User Defaults](#) Authorization ID: 0000001047

General Information

Description: Attend Nat.Conf.-Intern.Transp Comment: To Hampton University for National Conference on Intermodal Transportation, Problems, Practices & Politics. Employee will be presenting a paper.

Business Purpose: Meeting

Status: Approved Last Updated: 09/07/2012 By: AMY.OLEARY

Default Location: In State Standard

Date From: 10/11/2012 Date To: 10/12/2012

[Accounting Defaults](#) More Options:

Details Customize | Find | First 1-6 of 6 Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	*Detail
All Meals - Travel Day	10/11/2012	27.00	USD	Check	Billable	*Detail
Per Diem Incidentals	10/11/2012	5.00	USD	Check	Billable	*Detail
All Meals - Travel Day	10/12/2012	27.00	USD	Check	Billable	*Detail
Per Diem Incidentals	10/12/2012	5.00	USD	Check	Billable	*Detail
Lodging	10/11/2012	77.00	USD	Check	Billable	*Detail
Lodging Fees and Taxes	10/11/2012	9.50	USD	Check	Billable	*Detail

Totals

Authorized Amount: 150.50 USD

Click the image to enlarge



Lesson 2: Checkpoint

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

Read the question, select your answer and click **Submit** to see if you chose the correct response.



Which process below is NOT part of the Accounts Payable module?

- Establish and Maintain Vendor
- Enter and Process Vouchers
- Process Payments
- Process 1099
- Process Expenses

Procurement vendors in Cardinal are interfaced from eVA.

- True
- False

Both PO and Non-PO vouchers require budget checking in Cardinal

- True
- False



Lesson 2: Summary

In this lesson, you learned:

- Establish and Maintain Vendors
- Enter and Process Vouchers
- Process Payments
- Process 1099
- Enter and Maintain Travel Authorizations
- Enter and Maintain Cash Advances
- Enter and Maintain Expense Reports



Lesson 3: Accounts Payable Integration and Interfaces

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

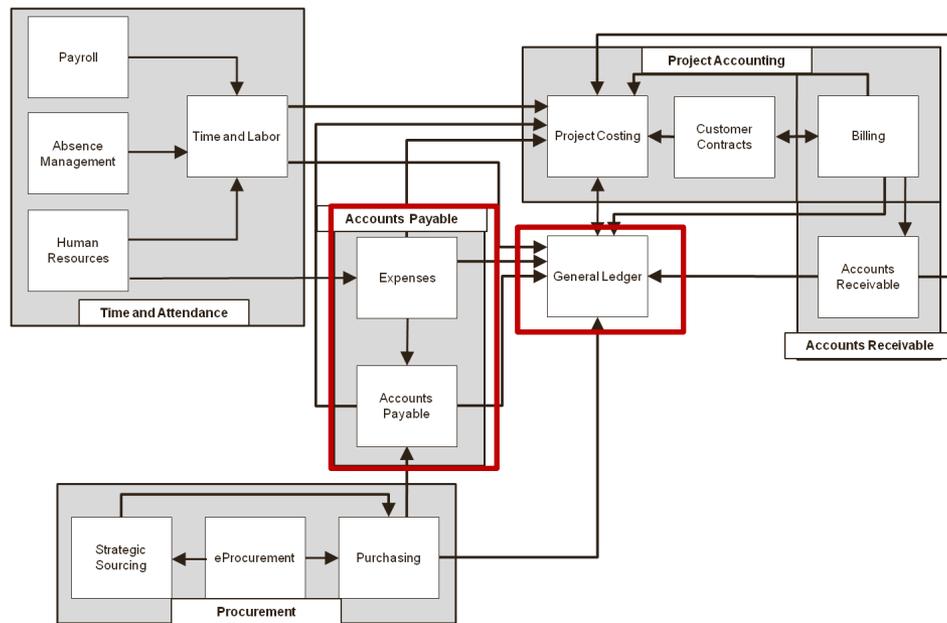
- General Ledger Integration
- Procurement Integration
- Project Accounting Integration
- Time and Attendance (HCM) Integration
- Interfaces



Accounts Payable Integration with General Ledger

Accounts Payable integrates with General Ledger by creating the accounting entries that General Ledger uses to create journal lines.

When you enter vouchers and expenses, you also enter information about how the voucher and expense is charged from an accounting perspective. Accounts Payable and Expenses use combination edits which check for valid combinations of ChartField values on vouchers and expenses. These edits are defined and maintained in the General Ledger. The posting of vouchers, payments, and cash advance and expense report liabilities creates balanced accounting entries that are immediately available to the Journal Generator in the Accounts Payable Accounting Entry table. You then run the Journal Generator process to create the journal lines in Cardinal General Ledger.



Click the image to enlarge

Budget checking against Commitment Control is also done in General Ledger.



Procurement Integration (continued)

Vendor Records: Both Accounts Payable and Procurement share the same vendor table; for example, for use in Accounts Payable vouchers and in Procurement for purchase orders.

Purchase Orders and Receipts in Vouchers: Accounts Payable references Procurement purchase orders and/or receipt records when PO vouchers are created. Using the **Copy from a Source Document** functionality enables you to directly copy purchase order or receiver information onto the voucher used in Accounts Payable.

Matching: Accounts Payable also references purchase orders and/or receipts when performing the matching process, to ensure that these documents and the related vouchers are consistent.

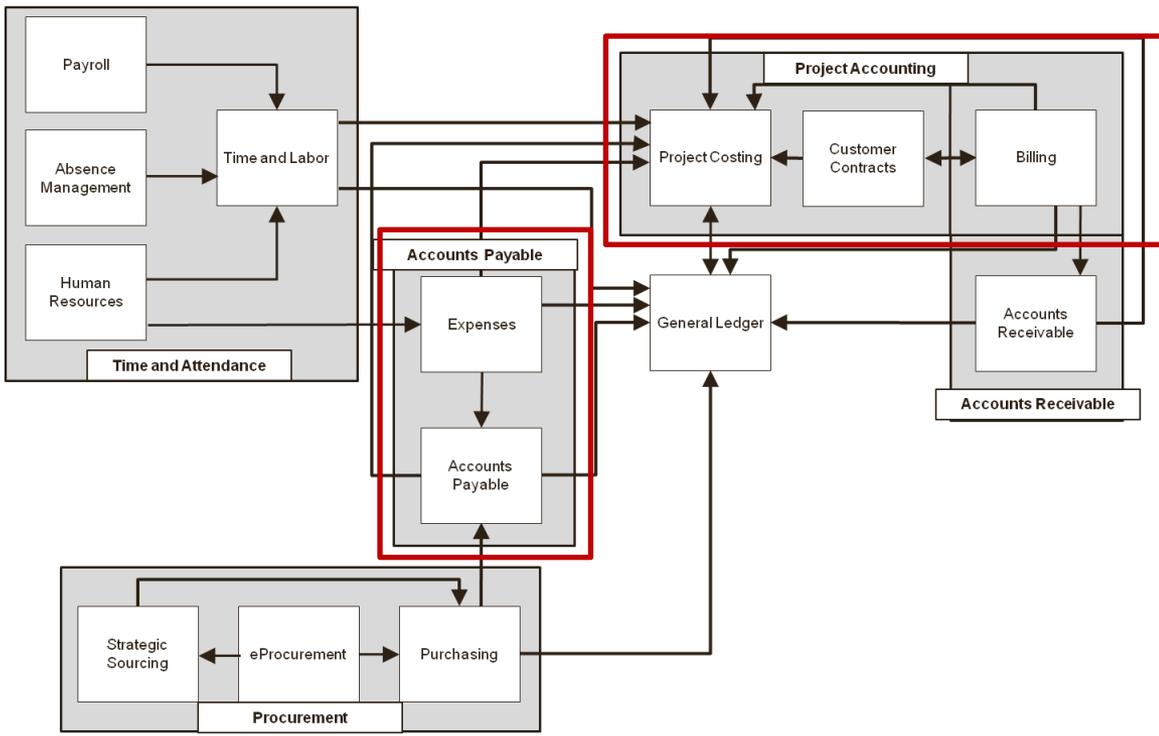
Contracts: Procurement is responsible for managing all contracts. Accounts Payable creates PO vouchers that relate to these contracts through POs.



Project Accounting Integration

Accounts Payable integrates with the Project Accounting functional area.

The Project Costing module in Project Accounting collects costs from Accounts Payable (voucher information) and Expenses when charges occur to a project.



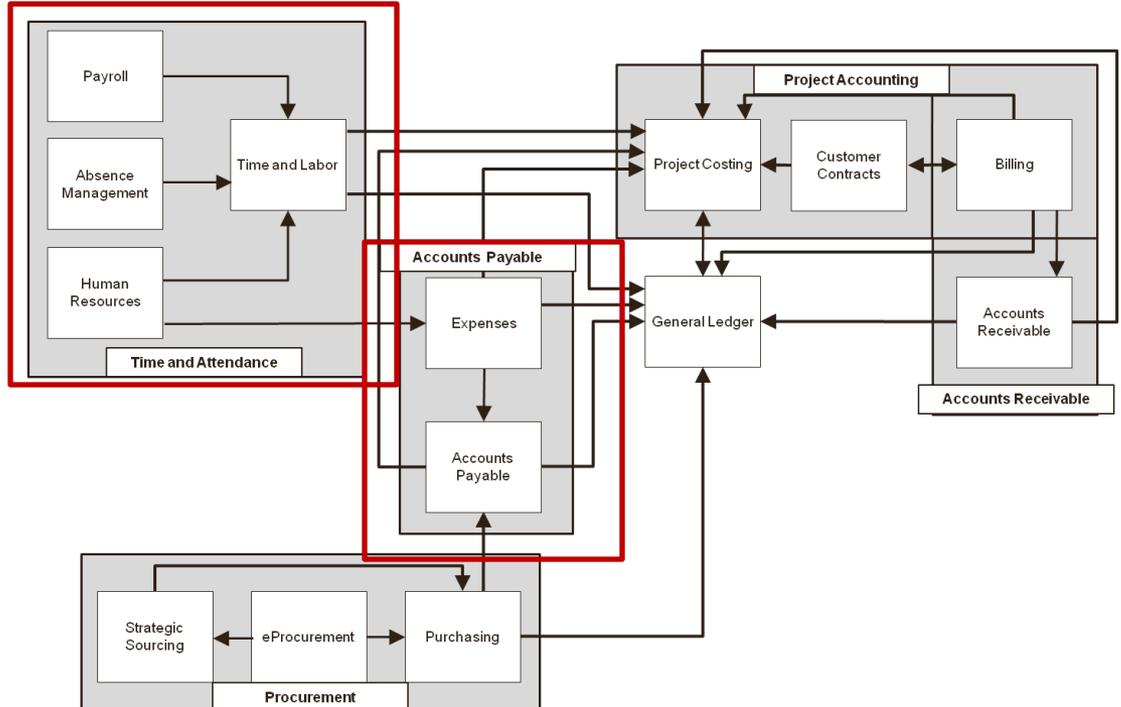
Click the image to enlarge



Accounts Payable Integration with Time and Attendance

Accounts Payable integrates with the Human Capital Management (HCM) module in the Time and Attendance functional area.

The HCM module sends employee information to the Expenses module. This information includes personal data in the employee profile that is used to complete travel authorizations, cash advances, and expense reports.



Click the image to enlarge

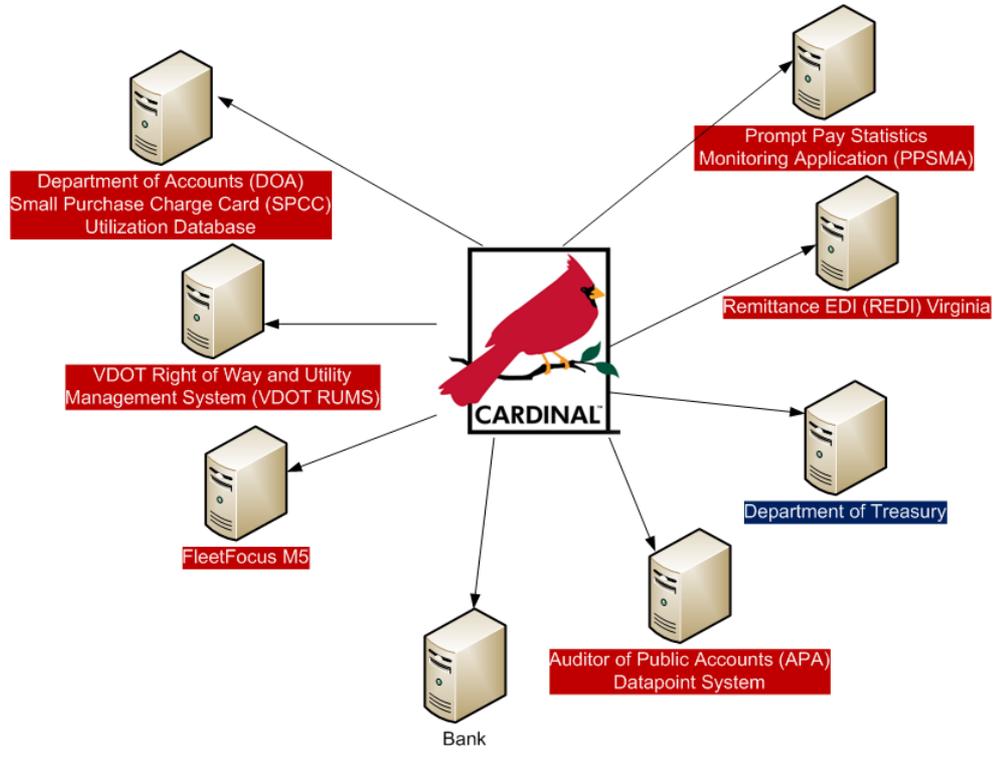


Interfaces

Accounts Payable also interfaces with other systems outside of Cardinal. This diagram shows the systems that Accounts Payable sends information to and receives information from. Mouse over the diagram below to discover how.

Please refer to the **Cardinal Interfaces Job Aid** to find a comprehensive list of all systems interfacing with Cardinal.

Note: The red boxes indicate systems within Virginia.gov while the blue boxes represent the systems outside.





Interfaces (continued)

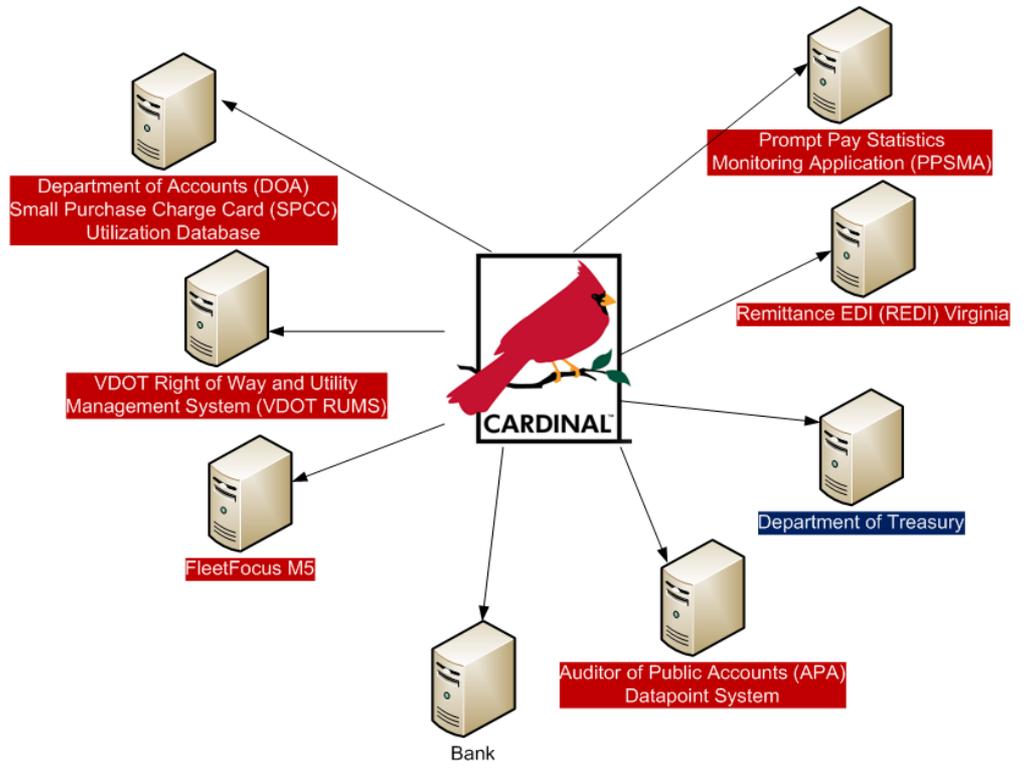
Department of Accounts (DOA) Small Purchase Charge Card (SPCC) Utilization Database: Payment data

VDOT Right of Way and Utility Management System (VDOT RUMS): Payment information

Fleet Focus MS: Voucher and Purchasing data

Bank: Positive pay files and Electronic Data Interchange (EDI) Information

Auditor of Public Accounts (APA) Datapoint System: Payment information



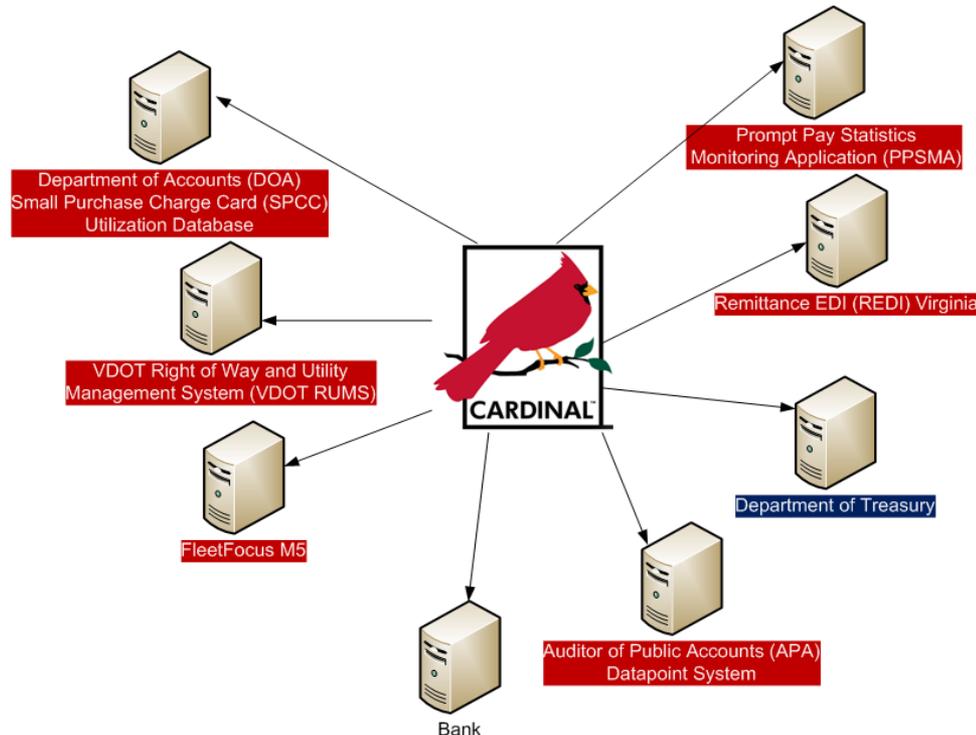


Interfaces (continued)

Department of Treasury: Information on checks that require printing, disbursement files for reconciliation and due diligence

Remittance EDI (REDI) Virginia: Remittance Information

Prompt Pay Statistics Monitoring Application (PPSMA): Prompt pay files





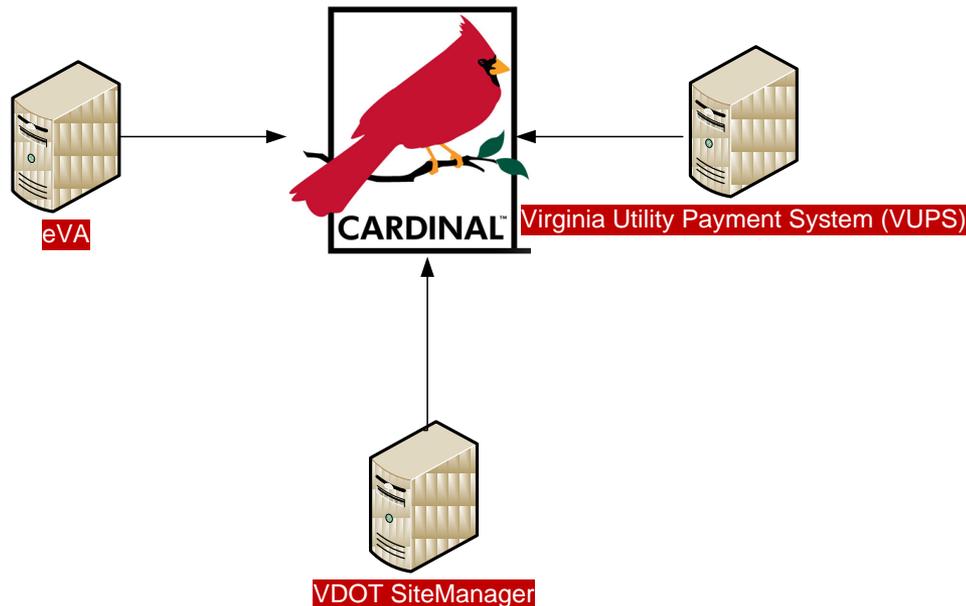
Interfaces (continued)

This diagram shows the systems that Accounts Payable receives information from.

eVA: Procurement vendor information

VDOT SiteManager: Construction and maintenance vouchers

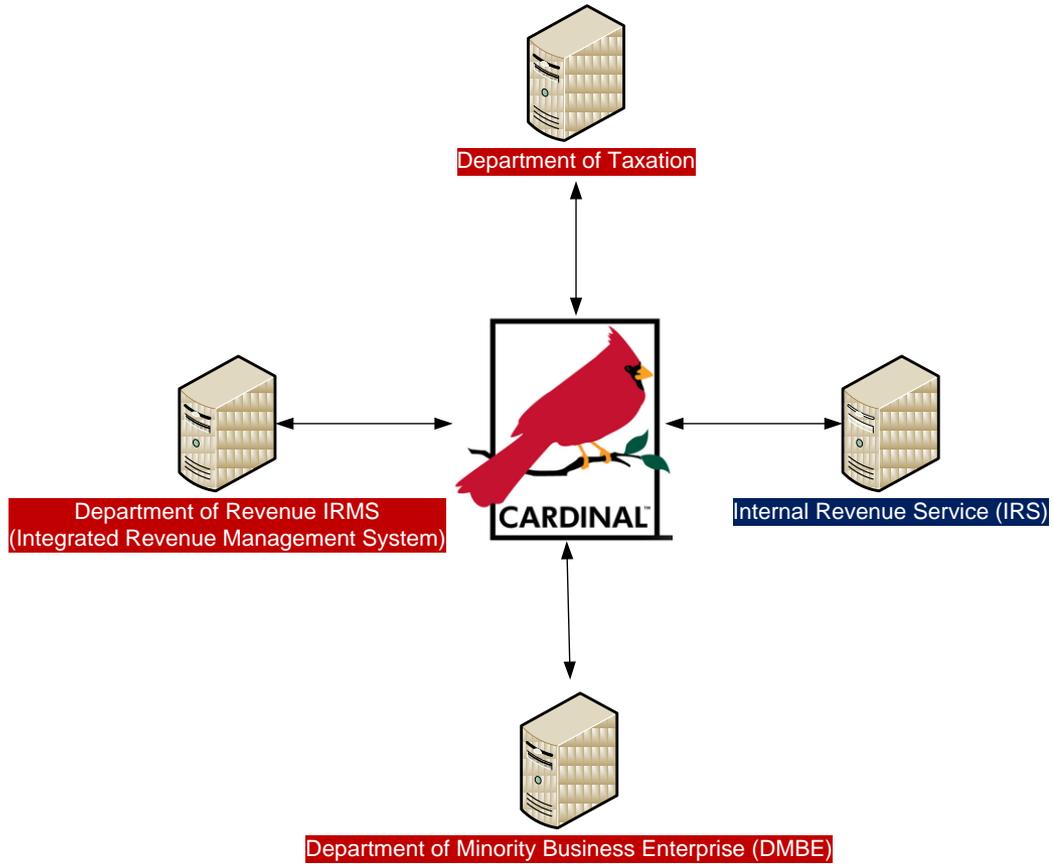
Utility Account Vendor System: Utility billing file containing billed amounts by customer account





System Interfaces that Send To and Receive Data From Accounts Payable

This diagram shows the systems that Accounts Payable both sends information to and receives information from.





System Interfaces that Send To and Receive Data From Accounts Payable (continued)

Department of Revenue IRMS (Integrated Revenue Management System):

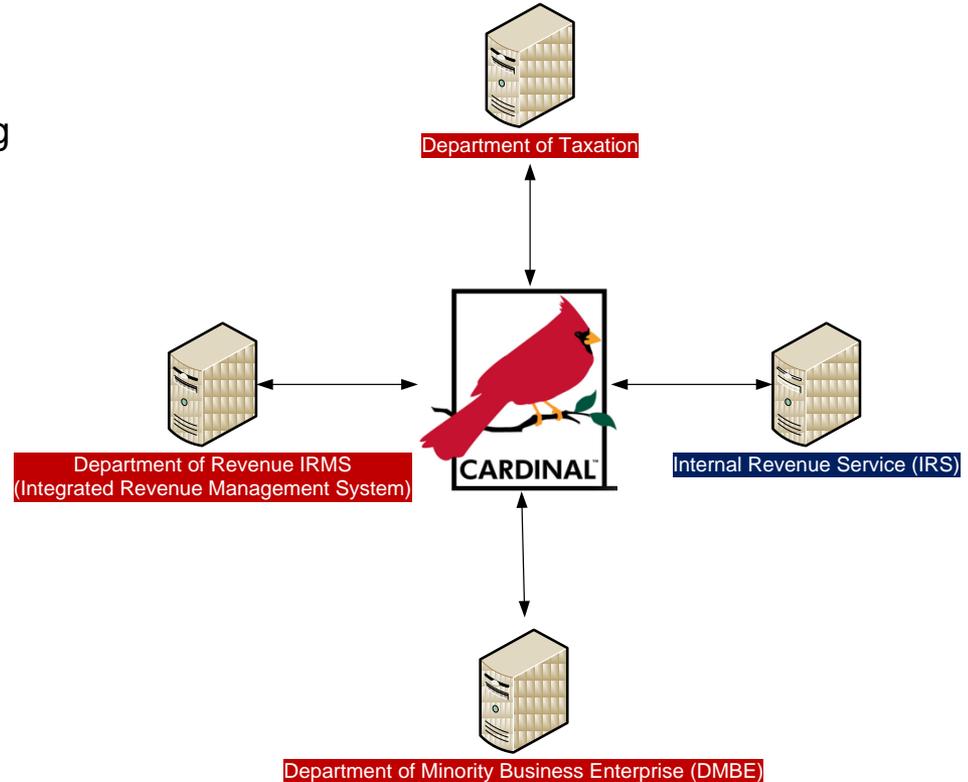
- Send payment information for CDS Processing
- Receive information about CDS Offset

Department of Minority Business Enterprise (DBME):

- Send Small, Women, And Minority (SWAM) payment data extract
- Receive vendor certification data

IRS Systems:

- Send TIN comparison requests and 1099 reporting data
- Receive TIN comparison results
- Electronic Federal Tax Payment System (EFTPS) extract





Lesson 3: Checkpoint

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

Read the question, select your answer and click **Submit** to see if you chose the correct response



Accounts Payable interfaces with General Ledger by creating the accounting entries that General Ledger uses to create journal lines.

- True
- False

Accounts Payable interfaces with the Project Accounting functional area. In this interaction, the Project Costing module collects costs from the Accounts Payable module (voucher information) and the Expenses modules.

- True
- False

Accounts Payable interfaces with banks to send positive pay files and EDI information.

- True
- False



Lesson 3: Summary

In this lesson, you learned:

- The Accounts Payable functional area integrates with four other functional areas in Cardinal: General Ledger, Procurement Integration, Project Accounting, and Time and Attendance (HCM).
- The Accounts Payable functional area interfaces with numerous other major systems, including eVA, VDOT RUMS, Treasury, and VDOT Site Manager.



Course Summary

In this course, you learned:

- Define key Accounts Payable and Expenses concepts
- Provide a clear explanation of the benefits of Accounts Payable and Expenses in Cardinal
- Explain how Accounts Payable and Expenses fit into Cardinal
- List the main Accounts Payable module processes and give examples of the security and workflow roles
- List the main Expenses processes and give example of the security and workflow roles
- Describe how Accounts Payable and Expenses integrate with other modules in Cardinal
- Describe how Accounts Payable and Expenses interface with systems outside of Cardinal



Course Evaluation

Congratulations! You successfully completed the **INTRO110: Accounts Payable and Expenses Overview** course. Please use the evaluation link to assess this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the exit button located in the bottom right hand corner.

[Click here to access the survey](#)





Appendix

- Key Terms
- Process Flows
- Flow Chart Key
- Screenshots



Key Terms

Accounts Payable – The main source of all payment information for any financial entry.

Vendor – Any person or other entity that provides goods or services or receives refunds, including suppliers, federal, state or local government entities, and other fiscal payees. All procurement vendors are interfaced from eVA to Cardinal. Non-procurement vendors (also called Fiscal Payees) will be created directly in Cardinal.

Withholding(1099) Vendor – A vendor for which amounts paid must be reported to the IRS on a 1099 form and/or amounts withheld for taxes.

Purchase Order (PO) – A commitment from an organization to a vendor to purchase goods or services from that vendor. It lists purchase information such as item, quantity, freight terms, shipping terms, payment terms and shipping instructions, and is part of the contractual nature of the purchase order.

Contract – A document created and managed in the Procurement functional area that represents an agreement by COVA to purchase specified goods or services from a vendor under specified conditions.

PCard (Procurement Card) – A card similar to a credit card used for purchases from certain vendors without the need for PO. PCards are managed by the Procurement functional area.



Key Terms (continued)

Matching – An automated process that compares a voucher to its corresponding PO, receiving record, and/or inspection record to ensure that the quantities and dollar amounts are consistent. If the comparison fails, the system creates a Match Exception, which must be corrected before the voucher can be paid. Matching is controlled by a series of Match Rules, which may include Tolerances, that allow minor inconsistencies. Matching includes Two-Way Matching, where the voucher and PO are compared; Three-Way Matching, where the voucher, PO, and receiving record are compared; Four-Way Matching, where the above records plus an inspection record are compared.

Commitment Control – Enables the tracking or controlling of expenses against budgets and revenues against estimates.

Payments – A record created in Cardinal Accounts Payable (AP) that generates a payment to a vendor or other payee. Payments are generally created by Accounts Payable vouchers that represent invoices submitted by vendors. Payments may also be generated for employee Travel and Expense reimbursements or for revenue refunds. Payments may be generated in different forms, like checks or electronic debits. During the payment process, accounting entries to the General Ledger (GL) are also generated to record payment posting.

Posting – Posting is a final step in the accounting entry process. When an entry is free of errors, it can be posted.



Key Terms (continued)

Expense Report – A report of expenses incurred by an employee. The report must include details of each expense. Receipts or other documentation can be scanned and attached to the report. The details from the travel authorization (if applicable) can be copied into the expense report. Expense reports must be approved, and the approver may request changes in the expense report before approval. If a cash advance was provided, the employee applies the amount of the cash advance to the expense report.

Workflow – A tool in Cardinal that routes a transaction electronically for approvals via worklist.

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). Vouchers may be created independently of a purchase order (a "non-PO voucher"). They may be copied from a purchase order and/or receiver record (a "PO voucher"). Once approved, vouchers are processed by Cardinal to generate payments to the vendors and create accounting entries that are then sent to Cardinal's General Ledger (GL) and Project Accounting (PA).

Cash Advance – A request made by an employee for an advance on an anticipated expense.



Key Terms (continued)

Expenses – Any costs incurred by employees related to business and reimbursed to employees. These reimbursements can be for travel or non-travel related expenses.

Travel Authorization – A request made through Cardinal for authorization should include details of the proposed travel and expenses. An authorization must be approved, and the approver may request changes in the authorization request.



Accounts Payable Process Description

Establish and Maintain Vendor – Accounts Payable maintains vendor records in Cardinal. These vendors are also used by Procurement. All procurement vendors in Cardinal are interfaced from eVA.

Enter and Process Vouchers – Vouchers are created in Accounts Payable to represent vendor invoices and related obligations. Vouchers can be created online in Accounts Payable or uploaded from other systems.

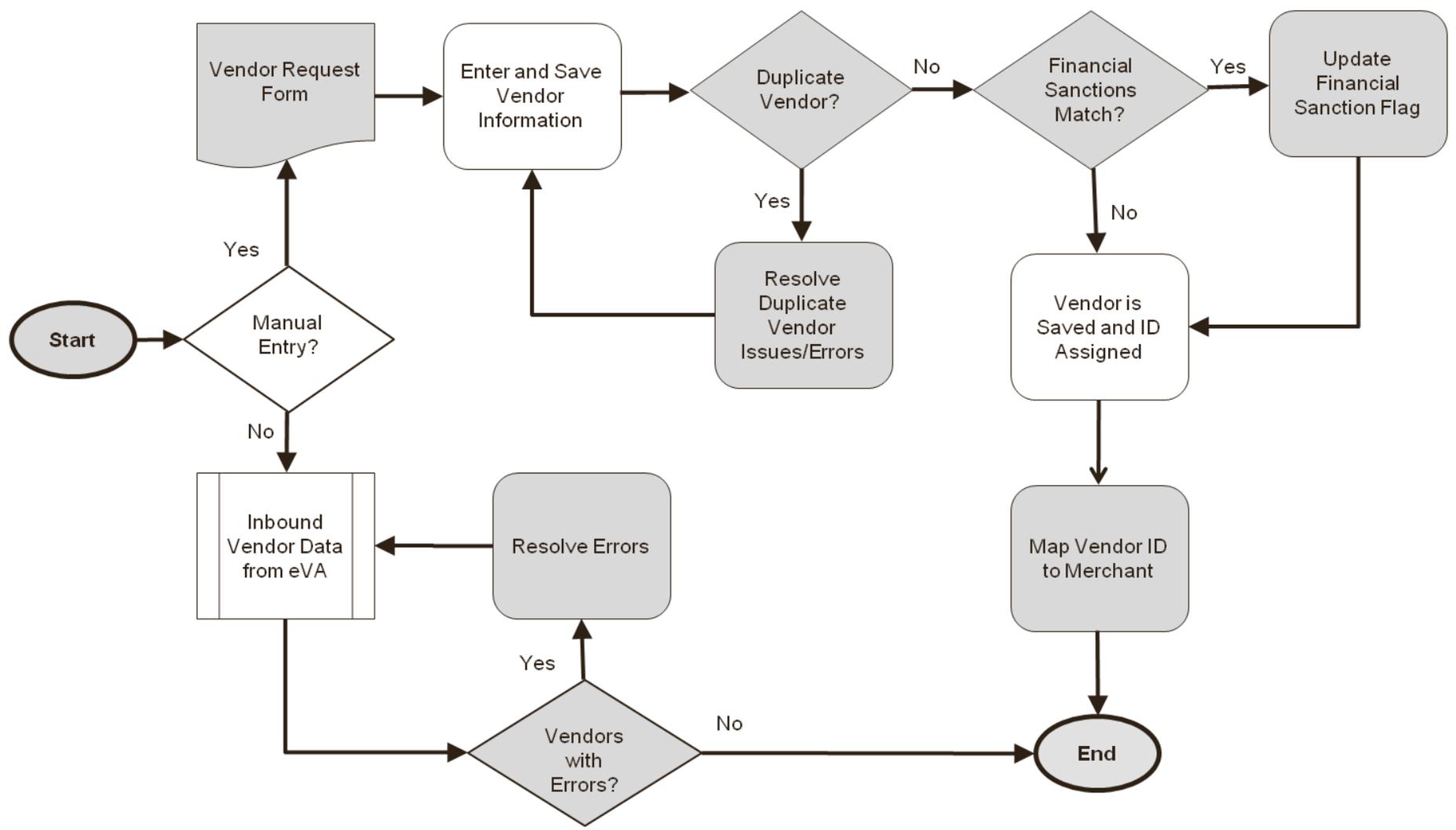
Process Payments – After vouchers are created and approved, they are processed into payments to be sent to vendors either electronically or by check. The Accounts Payable module also processes payments to employees for the Expense module.

Process 1099 - Accounts Payable maintains records for 1099 and withholding reporting for subject vendors, and processes reports for vendors and the IRS at the end of the year.

Expenses - The Expenses module enables employees to create travel authorizations, cash advance requests, and employee expense reports, which are approved and processed into payments to employees when required.



The Establish and Maintain Vendors Process



Click the image to return



Establish and Maintain Vendors Description

Manual Entry: Cardinal vendors can be entered manually or through an automated interface. Non-procurement vendors (fiscal vendors) are entered manually; procurement vendors are interfaced from eVA.

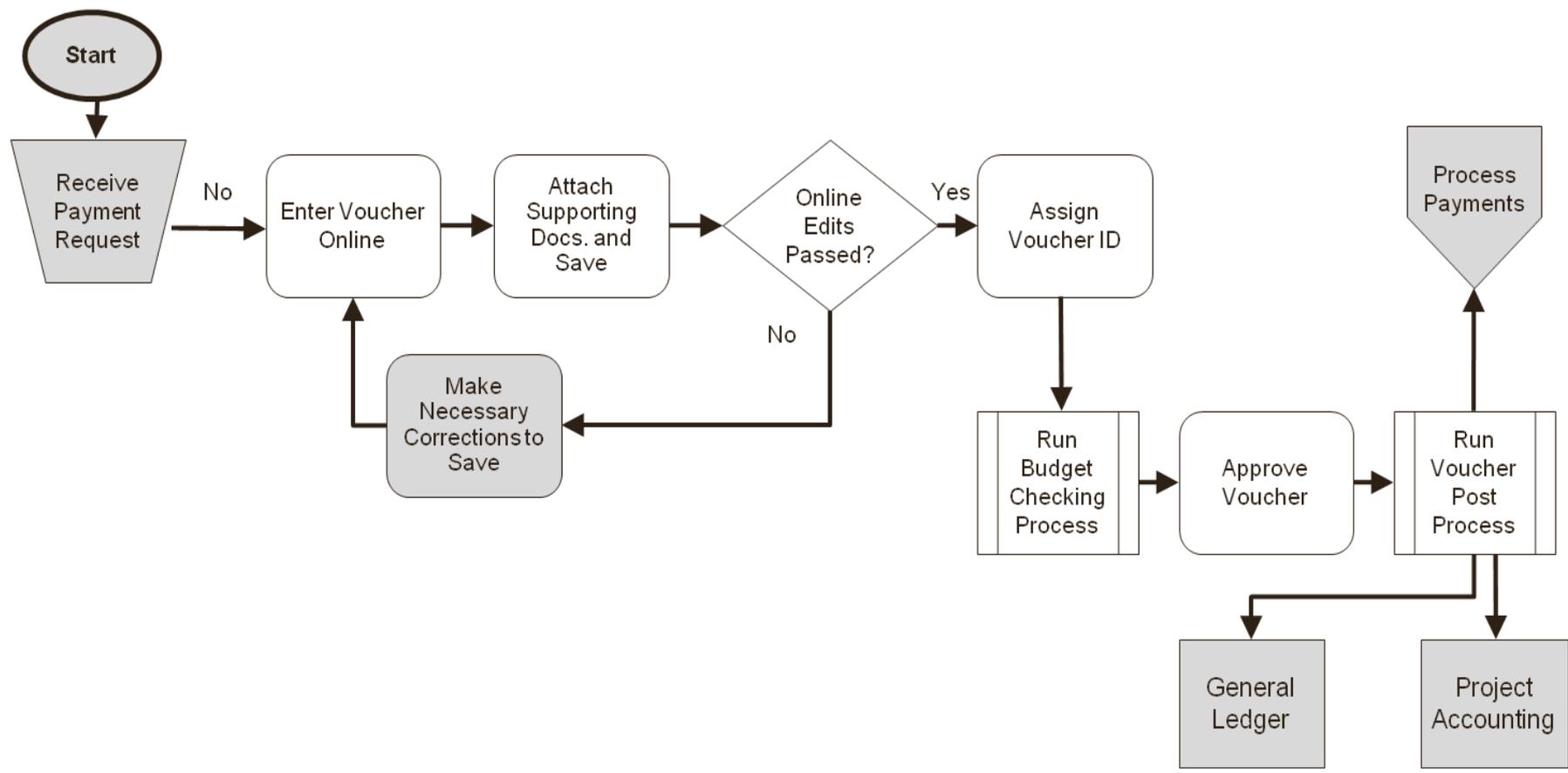
Inbound Vendor Data from eVA: Procurement vendors in Cardinal are interfaced from eVA nightly. These vendors are checked for errors such as missing data or duplicates before being added to the Cardinal database.

Enter and Save: Fiscal vendors are entered into Cardinal manually. Vendors entered into Cardinal are checked for duplicates and for any financial sanctions against the vendor.

Vendor is Saved and ID Assigned: If the online vendor passes edits, then a Cardinal Vendor ID is assigned when the vendor record is saved.



Enter and Process Voucher Process



Click the image to return



Enter and Process Voucher Description

Enter Voucher Online: The voucher processor creates a new voucher record, using the information on the invoice. If the invoice is associated with a purchase order (PO) and receipt record, the voucher processor copies information from the receipt into the voucher. If the PO does not have a receipt (for example, a professional service PO), then the voucher processor copies the PO information only into the voucher.

Attach Supporting Docs and Save: Documentation such as scans of the invoice or related documents should be attached to the voucher record. The voucher processor then saves the new voucher.

Online Edits Passed?: Some errors (such as missing required fields) prevent the voucher from saving. Other errors (such as combination edit errors) allow the voucher to save but must be corrected before further processing.

Assign Voucher ID: After the voucher is saved and all online errors are corrected, Cardinal assigns a Voucher ID to the voucher.

Run Matching Process: If the voucher is a PO voucher, the matching batch process runs on the voucher to determine if the items invoiced match the PO and receiving record (if any). If they do not (i.e., a “match exception” occurs), and the mismatch must be resolved before processing continues.



Enter and Process Voucher Description (continued)

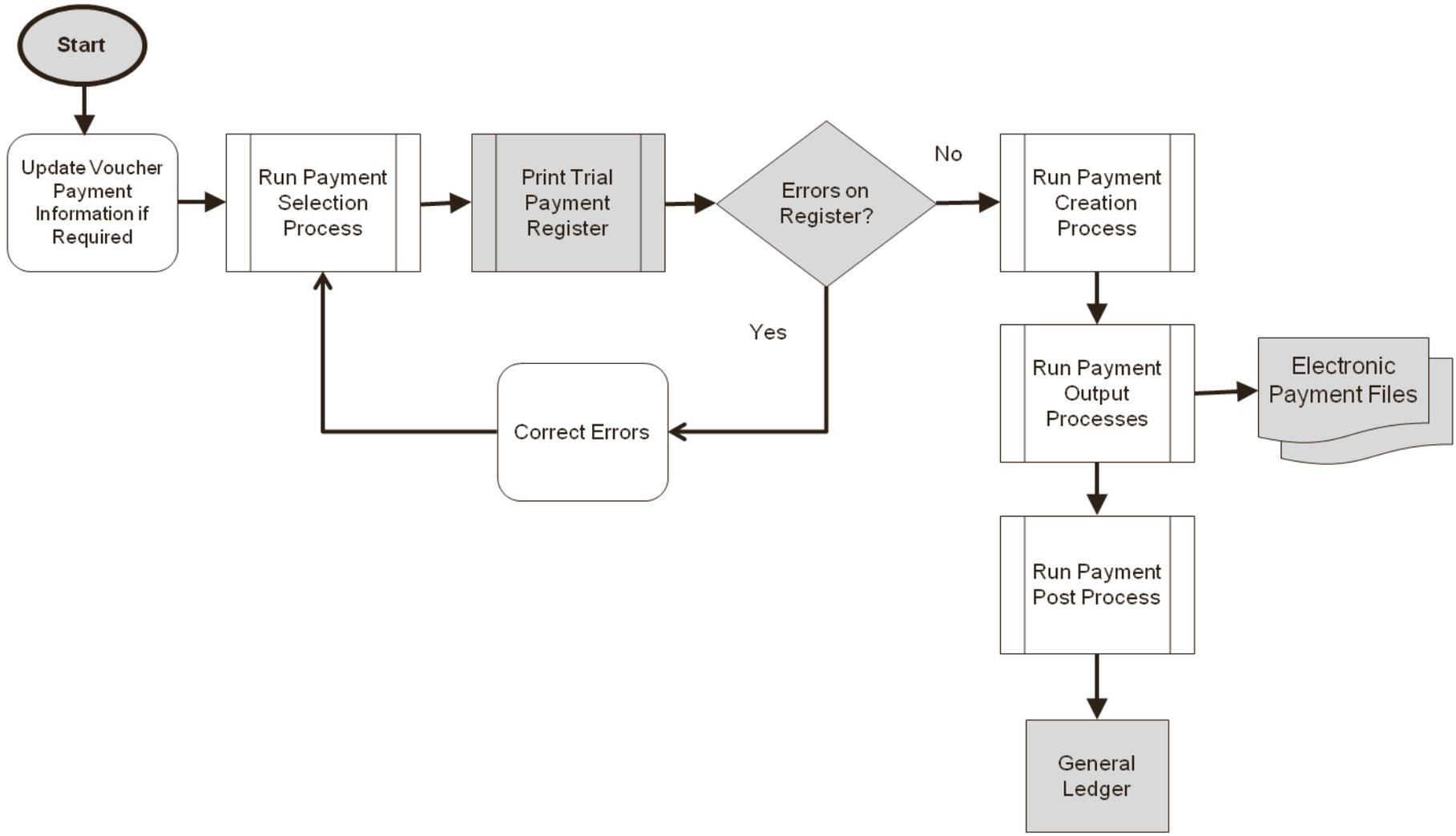
Run Budget Checking Process: This process checks the amounts in the voucher against the remaining budget amounts for the accounting entries the voucher was charged to. This ensures that a budget record exists for the charge distribution. If the voucher fails budget checking, the issue must be resolved before further processing.

Approve Voucher: After the voucher passes matching (if applicable) and budget checking, it is placed in Cardinal Workflow for approval by the designated approver(s). After it is approved, the remaining processes can occur.

Run Voucher Post Process: After approval, the Voucher Post process runs to post the voucher accounting data to accounting tables in the Accounts Payable module which are used by General Ledger. If the voucher was charged to a project, Project Accounting will also use the data for posting to its tables. After posting completes, the Process Payments steps can begin.



The Process Payments Process



Click the image to return



Process Payments Description

Update Voucher Payment Information is Required: Information for processing a payment defaults into the voucher automatically based on payment terms and vendor options. However, some information (e.g., payment due date, offset, etc.) can be updated in the voucher manually if special circumstances require.

Run Payment Selection Process: This process selects vouchers for payment based on the payment due date and related factors.

Correct Errors: On the day after the preceding processes run overnight, the Trial Payment Register can be reviewed for any process errors. These errors can be corrected and reprocessed the next night.

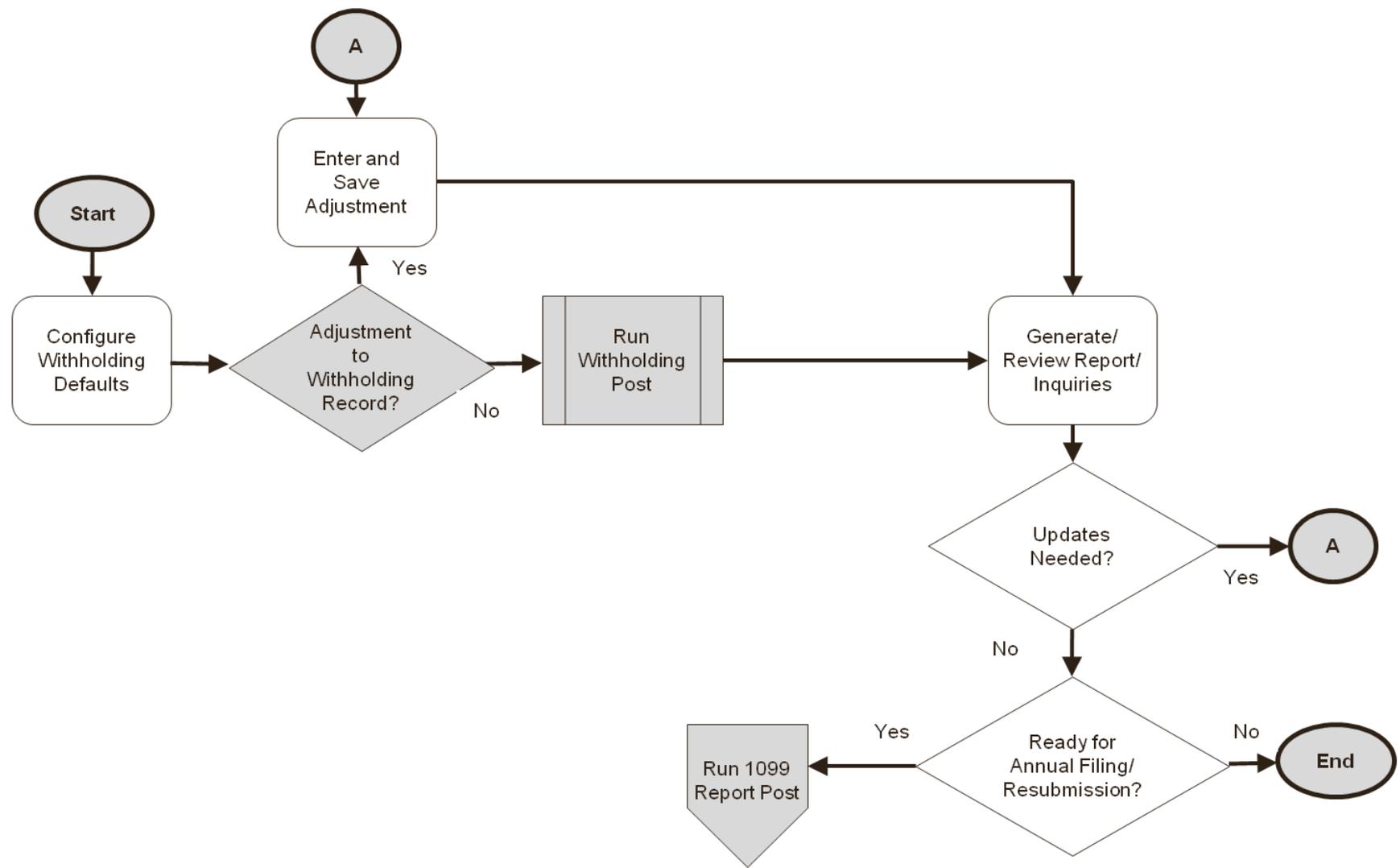
Run Payment Create Process: This process creates records to generate payments from the vouchers selected for payment. In most cases, this process combines multiple vouchers from the same vendor into one payment.

Run Payment Output Processes: These processes create payment output files from the records created by the Payment Create process. The file formats may vary depending on the target recipient – for example, ACH lines for banks, warrant check files for check printing, etc.

Run Payment Post Process: This process creates accounting entries for the General Ledger to reflect the payments created by the Payment output processes.



1099 Process



Click the image to return



1099 Process Description

Confirm Withholding Defaults: During the configuration process, Cardinal establishes system defaults for withholding (1099) vendors, and identifies vendors as withholding vendors when appropriate.

Enter and Save Adjustment: An incorrect transaction in the withholding table; can be adjusted manually.

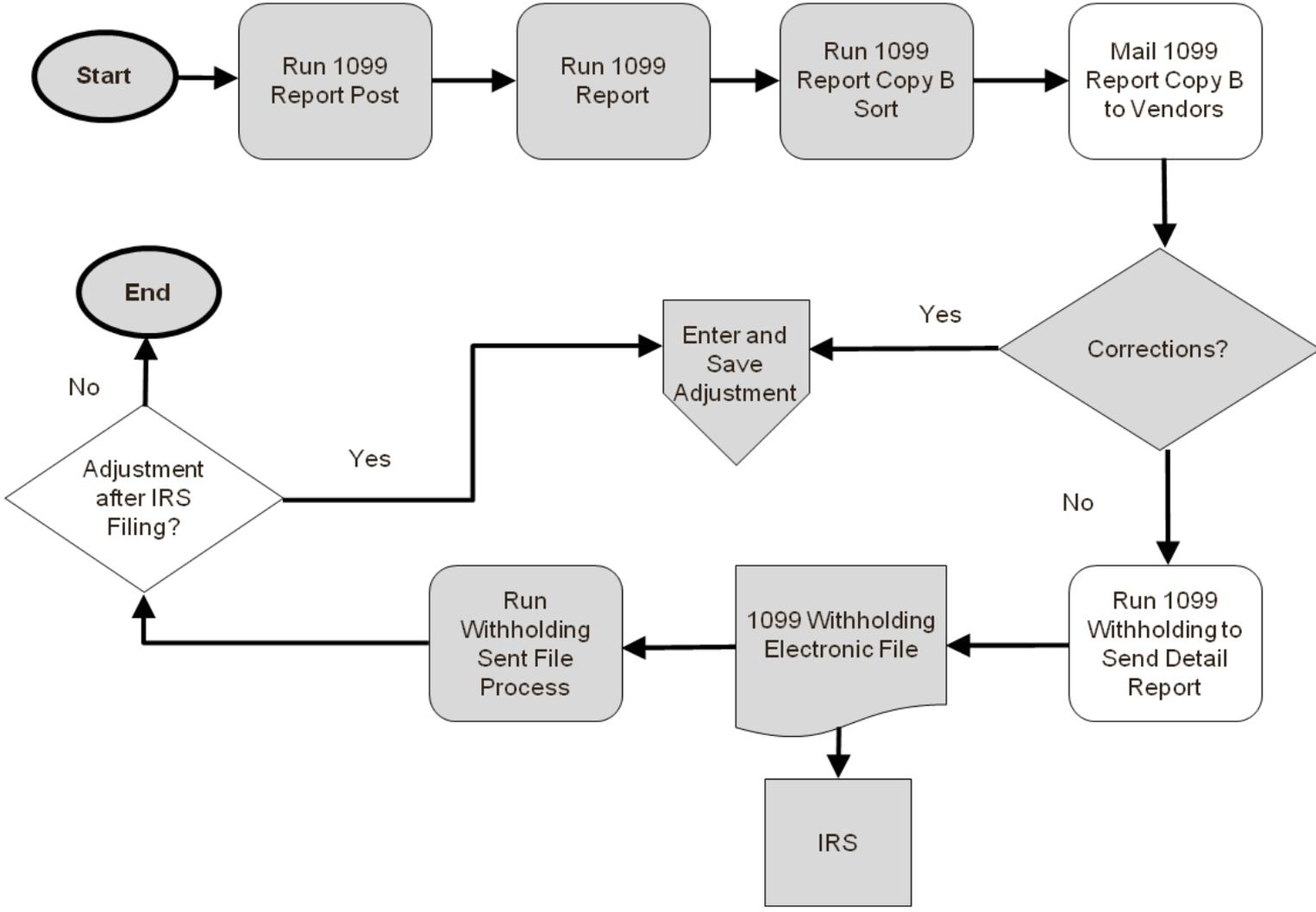
Generate/Review Report/Inquiries: Users can generate reports and inquiries that list transactions posted to the withholding table and any adjustments created for these entries.

Updates Needed?: If the report or inquiry indicates updates are needed to the withholding transactions, additional adjustments can be entered.

Ready for Annual Filing/Resubmission?: Calendar year end processing can begin once all adjustments have been made. This is shown on the next page.



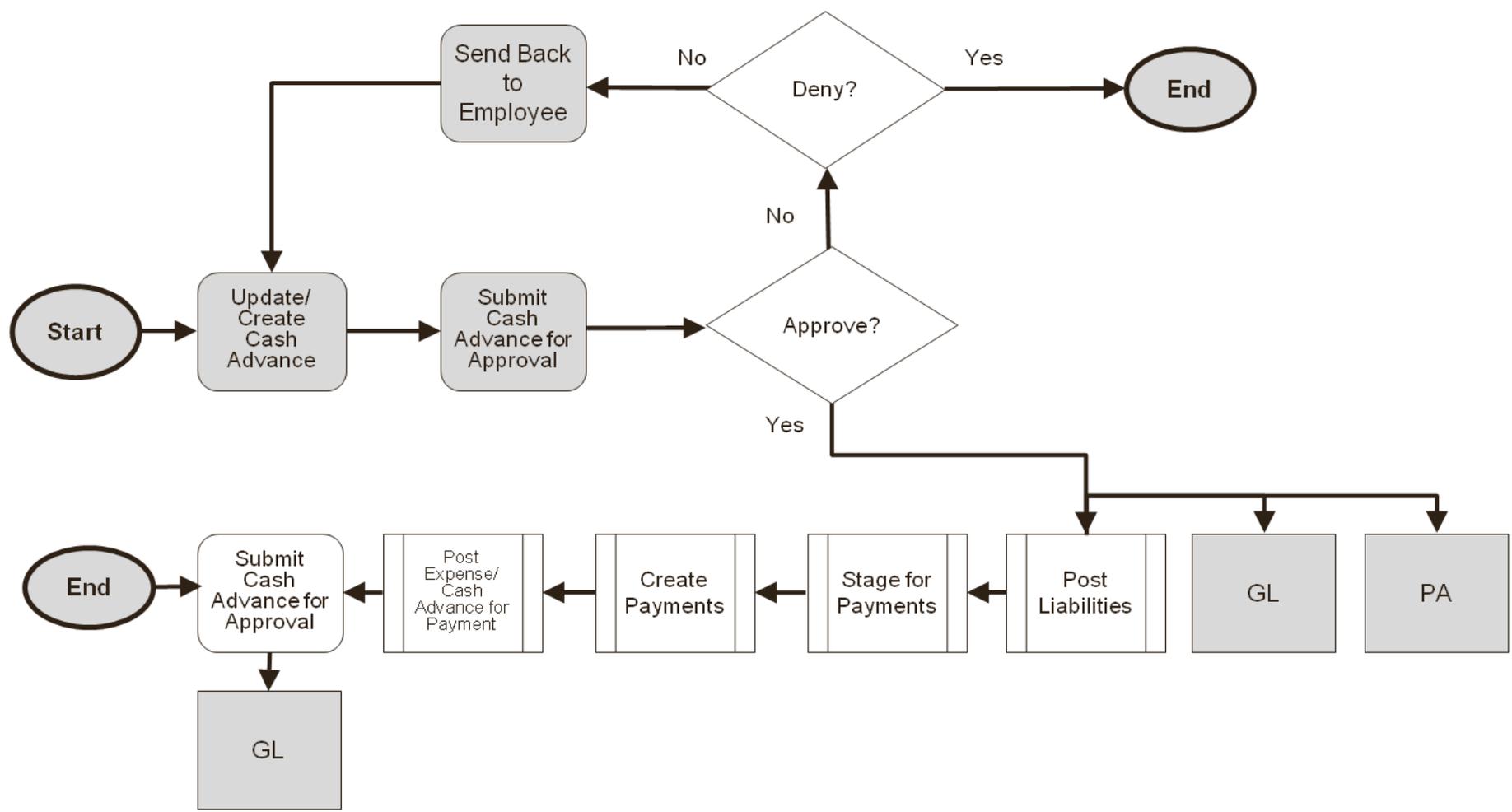
1099 Year End Process



Click the image to return



Cash Advance and Expense Report Process



Click the image to return



Cash Advance and Expense Report Process Description

Approve/Deny: The designated approver(s) review the cash advance request or expense report and either approve it, send it back to the employee for updates, or deny it. If the approver(s) approve the item, the process continues.

Reconcile Cash Advance: If an employee owes a payment (for example, was given a cash advance greater than the expense report amount), *agency policies should be followed for obtaining repayment of the balance from the employee.* Once the cash receipt is processed by Accounts Receivable, notification must be done manually to AT. These payments are reconciled manually in the Expense module.

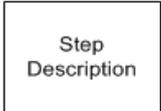
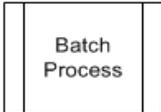
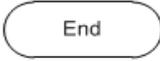
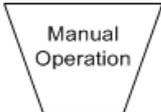
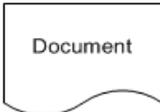
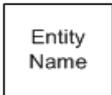
Stage for Payment, Create Payment, and Post Expenses/Cash Advance Payments: These batch processes stage, create, and post items for payment to the employee, including cash advance payments and expense reimbursements to the employee.

Post Liabilities: A batch process runs after the approval to post liability accounting entries representing the amount of the cash advance or the amount of the expense report to the General Ledger (GL), and to Project Accounting (PA) if the expenses are charged to a project.



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.		



Vendor Summary Page

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

[Related Information](#)

Summary Identifying Information Address Contacts Location Custom

SetID: STATE
 Vendor ID: 0000042877
 Vendor Short Name: BANK OF AM BANK OF AM-001
 Vendor Name: Bank of America

Order:	BANK OF AM-001 1 Commercial Place Norfolk, VA 23510	Remit To:	BANK OF AM-001 PO BOX 660742 DALLAS, TX 75266
--------	---	-----------	---

Status:	Approved	Last Modified By:	AA_CARDINAL_BATCH_AP
Persistence:	Regular	Last modified date:	07/24/2012 1:03AM
Classification:	Supplier	Created By:	V_CONV_LOAD
HCM Class:		Created Date/time:	11/10/2011 7:33PM
Open for Ordering:	Yes	Last Activity Date:	11/29/2012
Withholding:	No		

Save Return to Search Notify

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

Click the image to return



Review Vendors Page

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

Review Vendors

Search Criteria

*SetID:	<input type="text" value="STATE"/>	Vendor ID:	<input type="text"/>
Name:	Equal to <input type="text"/>	ShortName:	Equal to <input type="text"/>
Withholding Name:	Equal to <input type="text"/>	Classification:	<input type="text"/>
Vendor Status:	<input type="text"/>	Type:	<input type="text"/>
Sanctions Status:	<input type="text"/>	Persistence:	<input type="text"/>
Address:	Equal to <input type="text"/>	City:	<input type="text"/>
Customer Number:	<input type="text"/>	Country:	<input type="text"/>
ID Type:	(Invalid Value) <input type="text"/>	State:	<input type="text"/>
VAT Registration ID:	<input type="text"/>	Postal:	<input type="text"/>
Withholding Tax ID:	<input type="text"/>	Bank Account #:	<input type="text"/>

[Add Vendor](#)

Search Results

Customize | Find | View 100 | First 1-10 of 173 Last

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
STATE	0000000371	Boaz & Ruth Inc	BOAZ & RUT-001	3030 MEADOWBRIDGE RD	RICHMOND	VA	USA	Active
STATE	0000000371	Boaz & Ruth Inc	BOAZ & RUT-001	3030 A Meadowbridge Rd	Richmond	VA	USA	Active
STATE	0000000371	Boaz & Ruth Inc	BOAZ & RUT-001	3030 MEADOWBRIDGE RD	RICHMOND	VA	USA	Active

Click the image to return



Voucher Entry Page

[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: 50100 **Invoice No:** **Action:**

Voucher ID: 00106876 **Invoice Date:**

Voucher Style: Regular Voucher **Accounting Date:**

Final Voucher Do Not Send to CARS

Vendor ID: XEROX Corp **Invoice Receipt Date:** [Session Defaults](#)

ShortName: 200 Westgate Parkway **Goods & Services Receipt Date:** [Attachments \(0\)](#)

Location: Ste 104 [Comments\(0\)](#)

***Address:** VA10000108 [Approval History](#)

Richmond, VA 23233

[Advanced Vendor Search](#)

Invoice Lines: ***Pay Terms:** Net 30 [Calc Basis Date](#)

***Currency:** **Basis Date Type:** Prompt Payment

Miscellaneous: **Responsible Org:**

Freight: **Customer Account #:** [Non Merchandise Summary](#)

Total: **ROW Acquisition ID:**

Difference:

Copy From Source Document

PO Unit:

PO Number:

Copy From:

Click the image to return



Voucher Summary 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:	50100	Invoice Date:	09/02/2012
Voucher ID:	00106876	Invoice No:	063770189
Voucher Style:	Regular	Invoice Total:	563.75 USD
Contract ID:			
Vendor Name:	XEROX Corp 200 Westgate Parkway Richmond, VA 23233	Pay Terms:	Net 30
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	Matched	Created:	09/18/2012
Approval Status:	Pending Approval History	Created By:	CHARLENE.BURKS
Post Status:	Unposted	Modified:	09/18/2012
		Modified By:	AA_CARDINAL_BATCH_AP
		ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

*View Related

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

Click the image to return



Voucher Inquiries Page

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

* Sort Asc/Desc: Ascending

Display Currency Criteria

Voucher Inquiry Results Customize | Find | View 100 | First 1-100 of 300 Last

Voucher Details | Amounts | More Details | Vendor Details

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
50100	00001621	58393937	11/15/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00001635	058796539	12/02/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00001694	500239707	12/02/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00001715	058561476	12/01/2011	0000003662	Postable		Not Applicable			XEROX CORP-001
50100	00001782	058796536	12/02/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00001892	242278	10/01/2011	0000003662	Postable		Matched			
50100	00002277	058796533	12/02/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00002292	058796534	12/02/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00002378	58563310	12/01/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00002645	58563261	12/01/2011	0000003662	Postable		Matched			XEROX CORP-001
50100	00002736	58796537	12/02/2011	0000003662	Postable		Matched			XEROX CORP-001

Click the image to return



Payments Home Page

The screenshot shows a web application interface for 'Payments'. At the top left is the 'CARDINAL' logo. The top right navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign Out'. Below the navigation bar is a breadcrumb trail: 'Favorites | Main Menu > Accounts Payable > Payments'. The main content area is titled 'Payments' and contains a sub-section 'Create and manage payments.' This section is organized into a grid of folders, each with a description and a list of sub-items:

- Pay Cycle Processing**: Maintain and process the pay cycle.
 - Payment Selection Criteria
 - CDS Offset Bypass
 - Pay Cycle Manager
 - 11 More...
- Pay Cycle Approvals**: Approve and confirm the pay cycle.
 - Pay Cycle
 - Reference Confirmation
 - Reference Unconfirmation
 - Certification
- Pay Cycle Exceptions**: Review pay cycle exceptions.
 - Review Pay Cycle Errors
 - Review Discount Lost Alert
 - Review Discount Denied Alert
 - 4 More...
- Express Payments**: Create express payments.
 - Create Express Payment
 - Manage Express Payments
- Drafts**: Add and maintain drafts.
 - Draft Staging Approval
 - Draft Staging Inquiry
 - Draft Information Update
 - 8 More...
- Pay Cycle Definition**: Set up and maintain tables associated with the pay cycle.
 - Payment Source
 - Mapping
 - Step
 - Step Table
- Manual Payment and Prepayment**: Add and apply manual payments and apply vouchers to prepayments.
 - Create Manual Payment
 - Update Payment Worksheet
 - Delete Payment Worksheet
 - Apply Vouchers to Prepayment
- Cancel/Void Payments**: Cancel and escheat payments.
 - Payment Cancellation
 - Payment Schedule Cancellation
 - Escheat Payment
 - 2 More...

Click the image to return



Payment Page

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:	50100	Invoice No:	<input type="text" value="063770189"/>
Voucher ID:	00106876	Invoice Date:	<input type="text" value="09/02/2012"/>
Voucher Style:	Regular Voucher		
Total Amount:	563.75		
Vendor Name:	XEROX Corp	*Pay Terms:	<input type="text" value="30"/> Net 30

Action:

Payment Information Find | View All First 1 of 1 Last

Payment:	1		
*Remit to:	<input type="text" value="0000003662"/>	Gross Amount:	<input type="text" value="563.75"/> USD
Location:	<input type="text" value="MAIN"/>	Discount:	<input type="text" value="0.00"/> USD
*Address:	<input type="text" value="3"/>	Scheduled Due:	<input type="text" value="10/11/2012"/>
XEROX Corp		Net Due:	<input type="text" value="10/11/2012"/>
PO BOX 827598		Discount Due:	<input type="text"/>
VA10000108		Accounting Date:	<input type="text"/>
EVAAD11192			
PHILADELPHIA, PA 19182-7598			

[Payment Inquiry](#)

[Express Payment](#)

[Payment Comments\(0\)](#)

[Holiday/Currency](#)

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"/>	Messages
*Method:	<input type="text" value="EET"/> EET	*Netting:	<input type="text" value="Not Applicable"/>	Layout

Click the image to return



Payment Cycle Details Page

[Favorites](#) | [Main Menu](#) > [Accounts Payable](#) > [Review Accounts Payable Info](#) > [Payments](#) > [Detail Data](#)

Pay Cycle Details

Pay Cycle Data

Pay Cycle: Pay Cycle Summary Pay Cycle Manager
 Business Unit: Advice ID: Invoice:
 Vendor SetID: Remit Vendor: Address: Location:
 Bank SetID: Bank Code: Bank Account: Method:
 Payment Handling: Payment Currency:

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

[Scheduled Payments](#) | [Payment Details](#) | [Additional Details](#) |

Action	Hold Reason	Source	Business Unit	Advice ID	Payment Count	Invoice	Remit Vendor	Short Vendor Name	Address	Paid Amount	Currency
None				Advice ID						0.000	

Total Paid Amount: 0.000
 Total Gross Amount: 0.000
 Total Discount Amount: 0.000

Click the image to return



Withholding Vendor Information Page

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

[Related Information](#) [New Window](#) [Help](#) [Customize Page](#)

Withholding Vendor Information

SetID: STATE Location: MAIN
Vendor ID: 0000003662 Description: Main Location
Short Vendor Name: XEROX CORP XEROX CORP
Name: XEROX Corp

Withholding Options

Withholding Information [Customize](#) | [Find](#) | [View All](#) | [First](#) | **1 of 1** | [Last](#)

Main Information | Overrides | Remit

Withholding Entity	Withholding Type	Withholding Jurisdiction	Default Jurisdiction	Default Withholding Class	Withhold Status	Description
			<input type="checkbox"/>			

Withholding Reporting Information [Customize](#) | [Find](#) | [View All](#) | [First](#) | **1 of 1** | [Last](#)

Main Information | **Additional Info**

Withholding Entity	Address Seq	TIN Type	Taxpayer Identification Number	PAN No.	PAN Ward	Date of Birth

Click the image to return



Withholding Corrections Pages

Favorites Main Menu > Vendors > 1099/Global Withholding > Maintain > Adjust Withholding

Withhold Adjustments

Vendor: STATE 0000003765 MAIN Deluxe Delivery Systems Inc

Search Criteria

Business Unit:

Entity: Jurisdiction: Start Date:

Type: Class: End Date:

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

Main Information Transaction Info Payment Information Adjustment Reason

Short Name	*Business Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule		
Legacy	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>					

Click the image to return



Withholding Inquiries

Favorites Main Menu > Vendors > 1099/Global Withholding > Review > Vouchers by Vendor

Vouchers By Vendor

Vendor

SetID: STATE Vendor ID: 0000003765 Deluxe Delivery Systems Inc Location: MAIN

Payment

Start Date: 12/03/2012 End Date: 12/03/2012

Withholding Transactions [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | First 1 of 1 Last

[Basic Information](#) [More Information](#)

Business Unit	Voucher ID	Invoice Number	Invoice Date	Entity	Type	Jurisdiction

Click the image to return



Create Expense Report Page

Favorites | Main Menu > Travel and Expenses

Create Expense Report

Expense Report Entry

[Attachment](#)

DAVID HARRIS [User Defaults](#) Report ID: NEXT

Quick Start: A Blank Report GO

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location: 🔍

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: GO

Details [Customize](#) | [Find](#) | [View All](#) | [📄](#) | [📅](#) | First 1-4 of 4 Last

*Overview	Detail	Location	Merchant	Air/Hotel	Mileage	Per Diem	*Currency
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
	<input type="text"/>						+
	<input type="text"/>						+
	<input type="text"/>						+
	<input type="text"/>						+

Copy Selected
Delete Selected
Check For Errors
New Expense
Add

Totals

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

[Definition of Totals](#)
Update Totals

Save For Later
Submit
[Expense Report Project Summary](#)

[Return to Travel and Expense Center](#)

Click the image to return



Expenses Inquiries

Favorites Main Menu > Travel and Expenses

View Travel Authorization

Travel Authorization Details

[Attachment](#)

PETER PARKER

[User Defaults](#)

Authorization ID:

0000001047

General Information

Description:	Attend Nat.Conf.-Interm.Transp	Comment:	To Hampton University for National Conference on Intermodal Transportation, Problems, Practices & Politics. Employee will be presenting a paper.
Business Purpose:	Meeting	Last Updated:	09/07/2012 By: AMY.OLEARY
Status:	Approved		
Default Location:	In State Standard		
Date From:	10/11/2012	Date To:	10/12/2012

[Accounting Defaults](#)

More Options:

Details

Customize | Find | First 1-6 of 6 Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
All Meals - Travel Day	10/11/2012	27.00	USD	Check	Billable	*Detail
Per Diem Incidentals	10/11/2012	5.00	USD	Check	Billable	*Detail
All Meals - Travel Day	10/12/2012	27.00	USD	Check	Billable	*Detail
Per Diem Incidentals	10/12/2012	5.00	USD	Check	Billable	*Detail
Lodging	10/11/2012	77.00	USD	Check	Billable	*Detail
Lodging Fees and Taxes	10/11/2012	9.50	USD	Check	Billable	*Detail

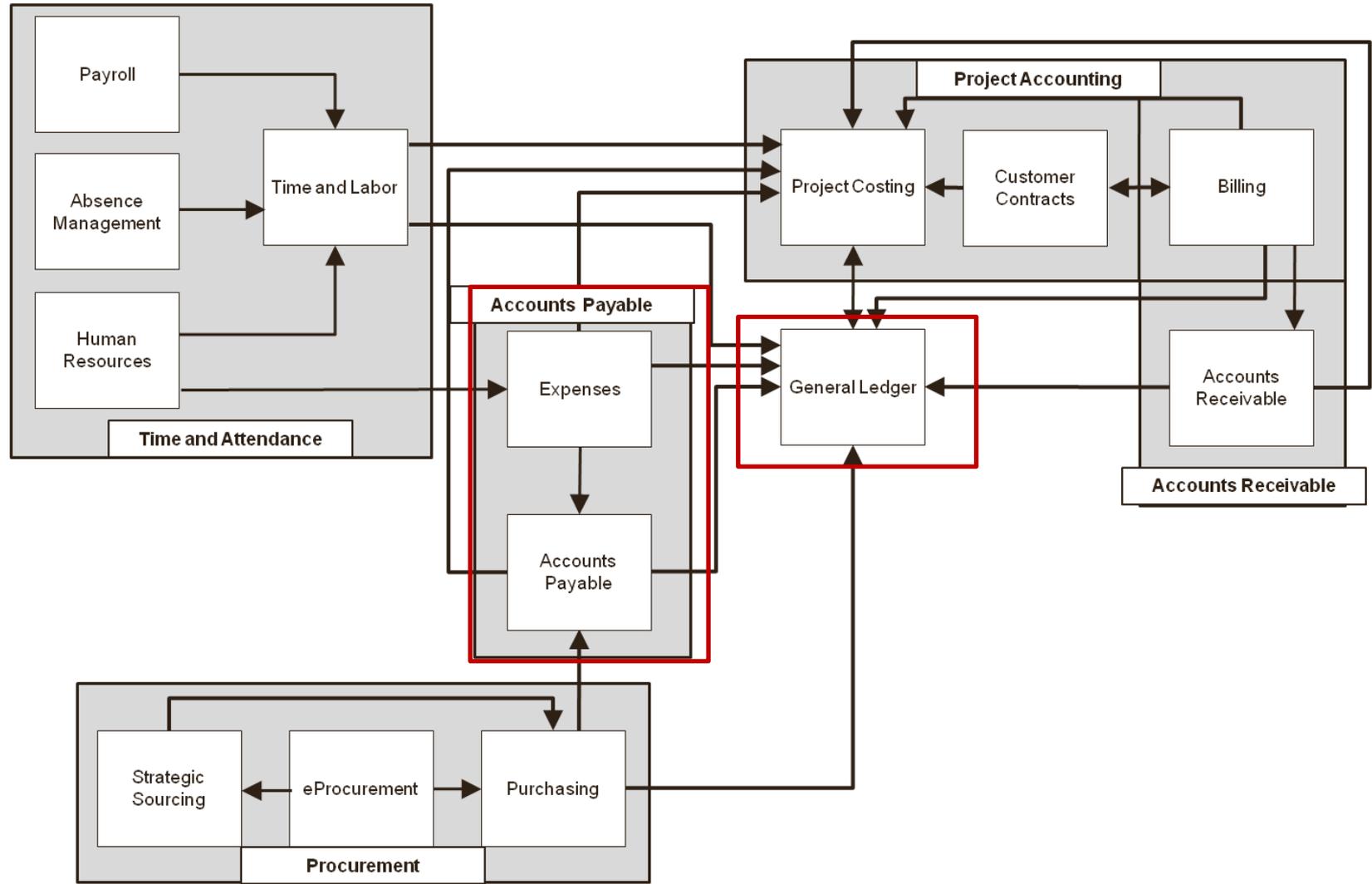
Totals

Authorized Amount: 150.50 USD

Click the image to return

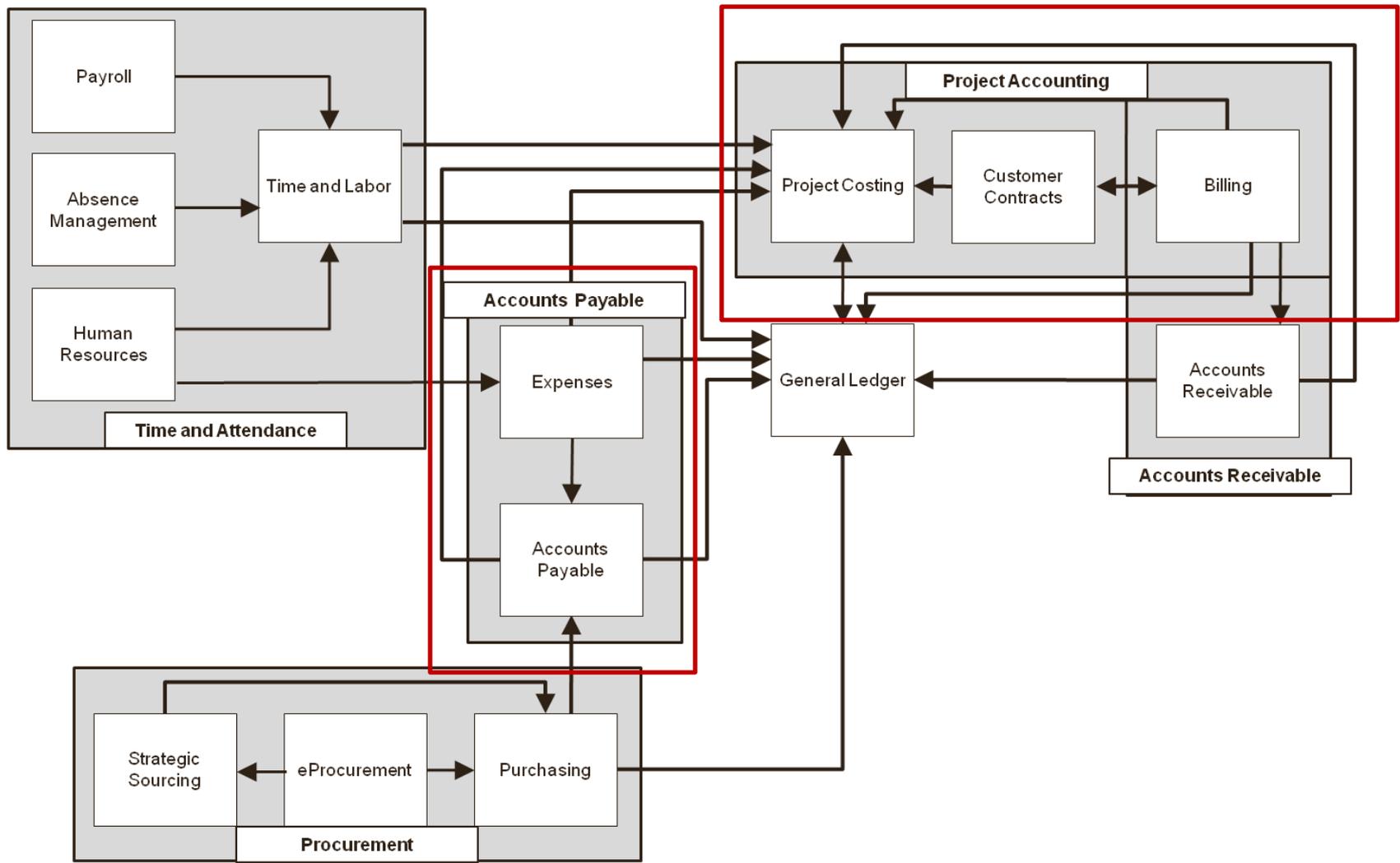


Accounts Payable Integration with General Ledger (continued)





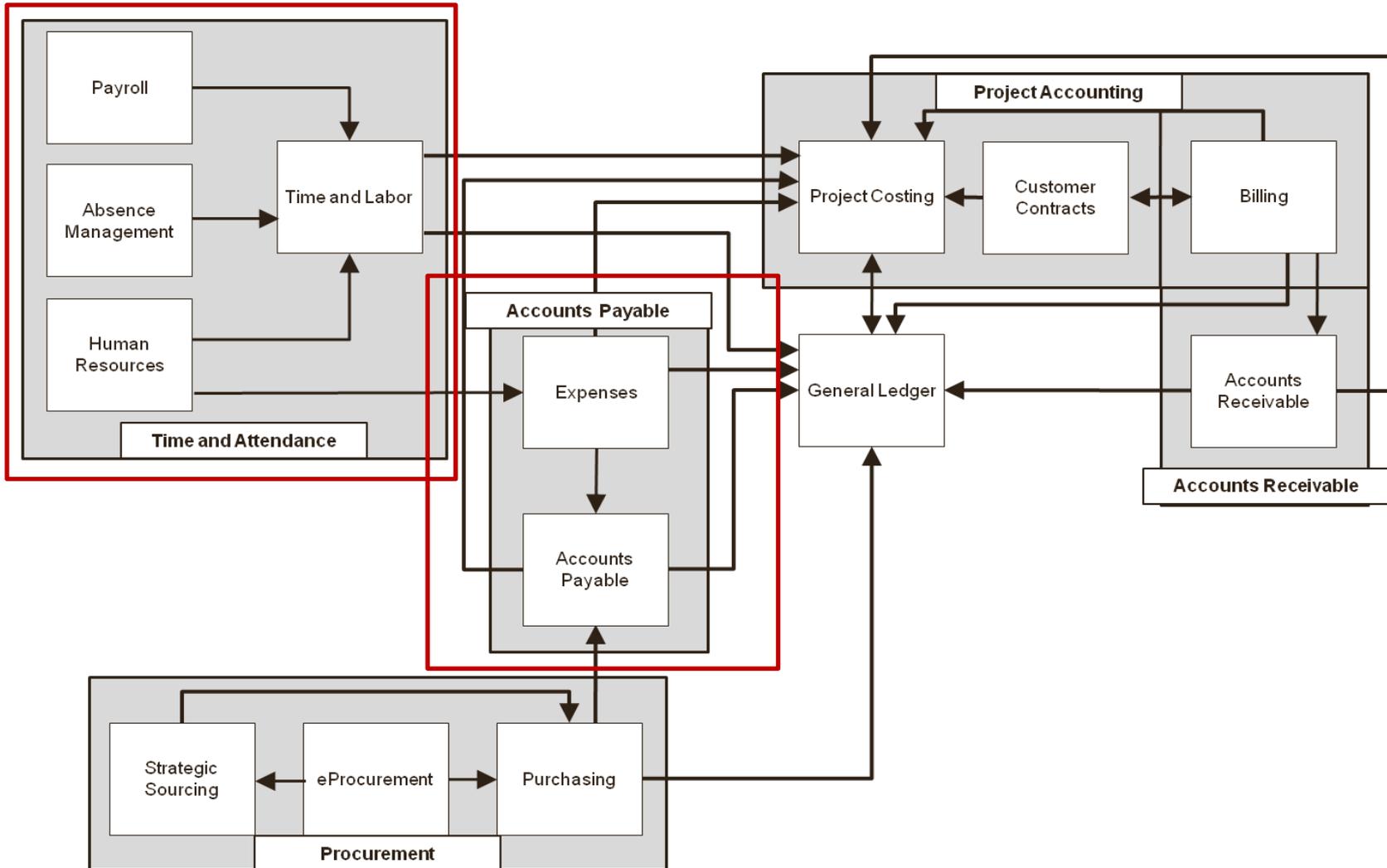
Accounts Payable Integration with Project Accounting



Click the image to return



Integration with Time and Attendance



Click the image to return



Interfaces

