



# AP312: Voucher Processing

*Instructor-Led Training*



# Welcome

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

In this course, we will show you the voucher processes in Cardinal.

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



# Lesson 1: Understanding Voucher Processing

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

## Accounts Payable

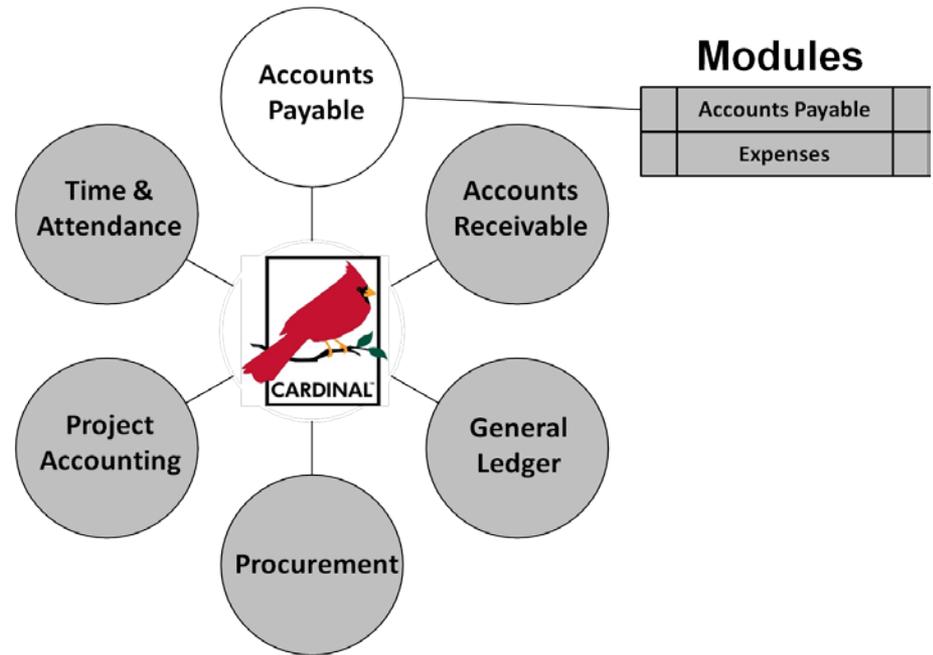
The Accounts Payable (AP) module automates invoice and payment processing to deliver timely and accurate payment for goods and services.

## Expenses

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

**Note:** The Expenses module is often referred to as “Travel and Expenses.”

## Cardinal Functional Areas





# Course Objectives

After completing this course, you will be able to:

- Describe key voucher processing concepts
- Describe the overall voucher process
- Create a purchase order voucher
- Create a non-purchase order voucher
- List the types of vouchers that are loaded using the Voucher Build process
- Describe the Voucher Build process
- Describe the matching process and the match rules used in Cardinal
- Review match exceptions
- Correct match exceptions
- Describe the steps in regular voucher processing
- Create payment offsets for liens or garnishments
- Create and process petty cash reimbursement vouchers



# Course Objectives (continued)

- Describe how payment information can be updated on a voucher
- Review and correct voucher build and voucher processing errors
- Enter adjustment vouchers
- Describe the purpose of template vouchers
- Delete vouchers
- Unpost vouchers
- Describe the process of voucher mass maintenance
- Describe key reports, queries, and online inquiries



# Agenda

Today, we will cover the following topics:

- Lesson 1: Understanding Voucher Processing
- Lesson 2: Creating Vouchers
- Lesson 3: Loading and Building Vouchers
- Lesson 4: Managing Matching
- Lesson 5: Voucher Processing Hands-On Practice (Lessons 2-4)
- Lesson 6: Managing and Processing Vouchers
- Lesson 7: Voucher Reports, Queries, and Online Inquiries
- Lesson 8: Voucher Processing Hands-On Practice (Lessons 6-7)



# Lesson 1: Understanding Voucher Processing

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

- Key Concepts
- Voucher Process



# Key Concepts

Some key concepts in voucher processing include:

- In Cardinal, PO vouchers associate vouchers to a contract through the PO. PO vouchers are created by copying from a receipt or a PO. Vouchers are not created directly from contracts.
- In Cardinal, PO vouchers are entered into Accounts Payable for professional services and consultant contract payments. PO vouchers are created through the SiteManager interface for construction and certain maintenance contract payments. PO vouchers for SiteManager and professional services are linked through POs only. Retainage can be applied following special procedures.
- In Cardinal, no vouchers are created for travel and expense transactions. The Cardinal Expenses module (also called Travel and Expenses) manages the processes for employee travel authorizations, cash advances for travel, and expense reporting.
- Dominion Power utility invoice details such as account numbers and service locations are not stored in Cardinal Accounts Payable. Instead, this detail is captured in the VDOT Utility Payment System (VUPS) outside of Cardinal. Automated vouchers created in VUPS are uploaded into Cardinal Accounts Payable where they are processed and paid to Dominion Power.



# Key Concepts (continued)

- **Payment Offset Processing – Liens and Garnishments:** Payment offsets for items such as tax liens or garnishments are processed manually by the agency within Accounts Payable.
  - When a vendor is subject to this type of a payment offset, a LIEN location is created in the vendor record that includes a payment hold and the code **RR** to indicate that special review by the Voucher Processor - Maintenance is needed. This causes the vendor to appear on the Vendor with Payment Hold and Related Unpaid Vouchers report. This in turn alerts the Voucher Processor Maintenance to manually update the voucher payment data so that the appropriate tax lien or garnishment amount is deducted from the vendor payment and paid to the appropriate third party. An offline agency-specific system tracks lien and garnishment balances.
  - Once the offset has been applied, the Voucher Processor Maintenance must change the vendor Location on the voucher to the **Main** location. This removes the payment from hold.



# Key Concepts (continued)

- **Payment Offset Processing – Comptroller’s Debt Setoff (CDS):** A vendor may also be subject to payment offsets due to a Comptroller’s Debt Setoff (CDS) maintained by the Department of Taxation. This process is automated, and follows these steps:
  - When vouchers are selected for payment by the regular batch process, a process is also run that creates a file with voucher information that is sent to the Department of Taxation.
  - The Department of Taxation checks the file for any vendors subject to CDS. When it finds vendors subject to CDS, it flags their vouchers, and sends the file back to Cardinal.
  - When Cardinal receives the returned file, it updates each voucher by splitting the payment between the vendor and a dummy CDS vendor, “paying” the dummy CDS vendor the amount of the offset (as indicated in the data sent from Taxation). The payment to the dummy CDS vendor is coded as a MANUAL payment.
  - Cardinal processes the updated voucher as other vouchers. The vendor is paid any amount that remains after the offset is deducted. Since the offset payment is MANUAL, no actual payment is created by Cardinal. However, the payment is posted to the Cardinal database.
  - The Department of Taxation is responsible for maintaining offsets and paying the appropriate agencies.
  - Some types of payments, such as petty cash payments, are exempt from CDS and are excluded from this process.
  - Since CDS an automated process, there are no steps Voucher Processors need to take. However, the CDS interface makes offsets visible in Cardinal voucher records, so Voucher Processors can respond to vendor inquiries.



# Key Concepts (continued)

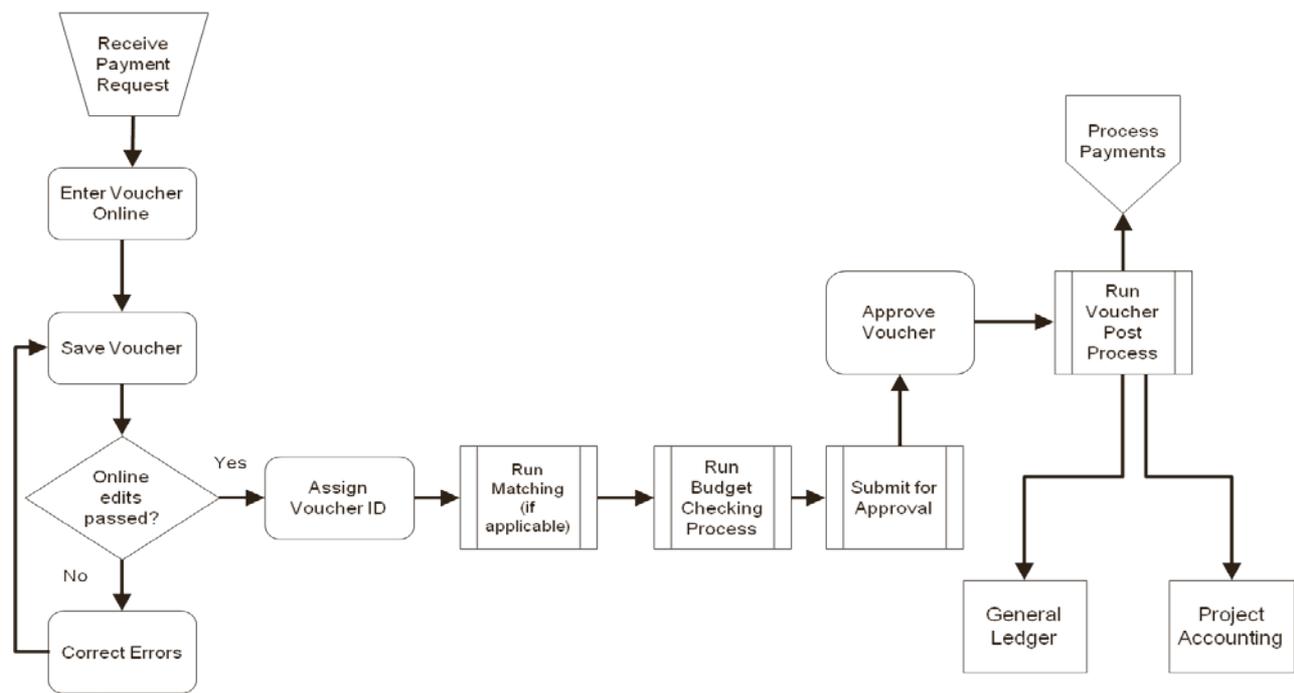
- A voucher is paid monthly to the PCard issuer (one per control account).
- A voucher is paid daily to an ISSP vendor. However, on days when there is a high volume of transactions, multiple vouchers can be created for that day.
- In Cardinal, documents related to a voucher, such as the vendor's invoice, can be scanned and attached to the voucher record for viewing online. This should be done as a regular part of voucher entry.
- In Cardinal, regular vouchers are entered manually as needed to provide reimbursements to petty cash. Periodically, a report is run to identify the vouchers to reimburse, and a non-PO voucher is created to replenish the petty cash account(s) accordingly. The reimbursed petty cash voucher records are then updated to note the replenishment and the voucher ID that was used for the replenishment.
- **Centralized Vendor Database:** In Cardinal, all users share the same vendor database. Some Cardinal vendors may have multiple remit-to addresses. Therefore it is important to select the appropriate remit-to address for your voucher. For procurement vendors, eVA is the source of vendor information. Procurement vendor information must be updated in eVA. Limited non-eVA information, such as vendor banking information, can be updated in Cardinal.



# Voucher Process

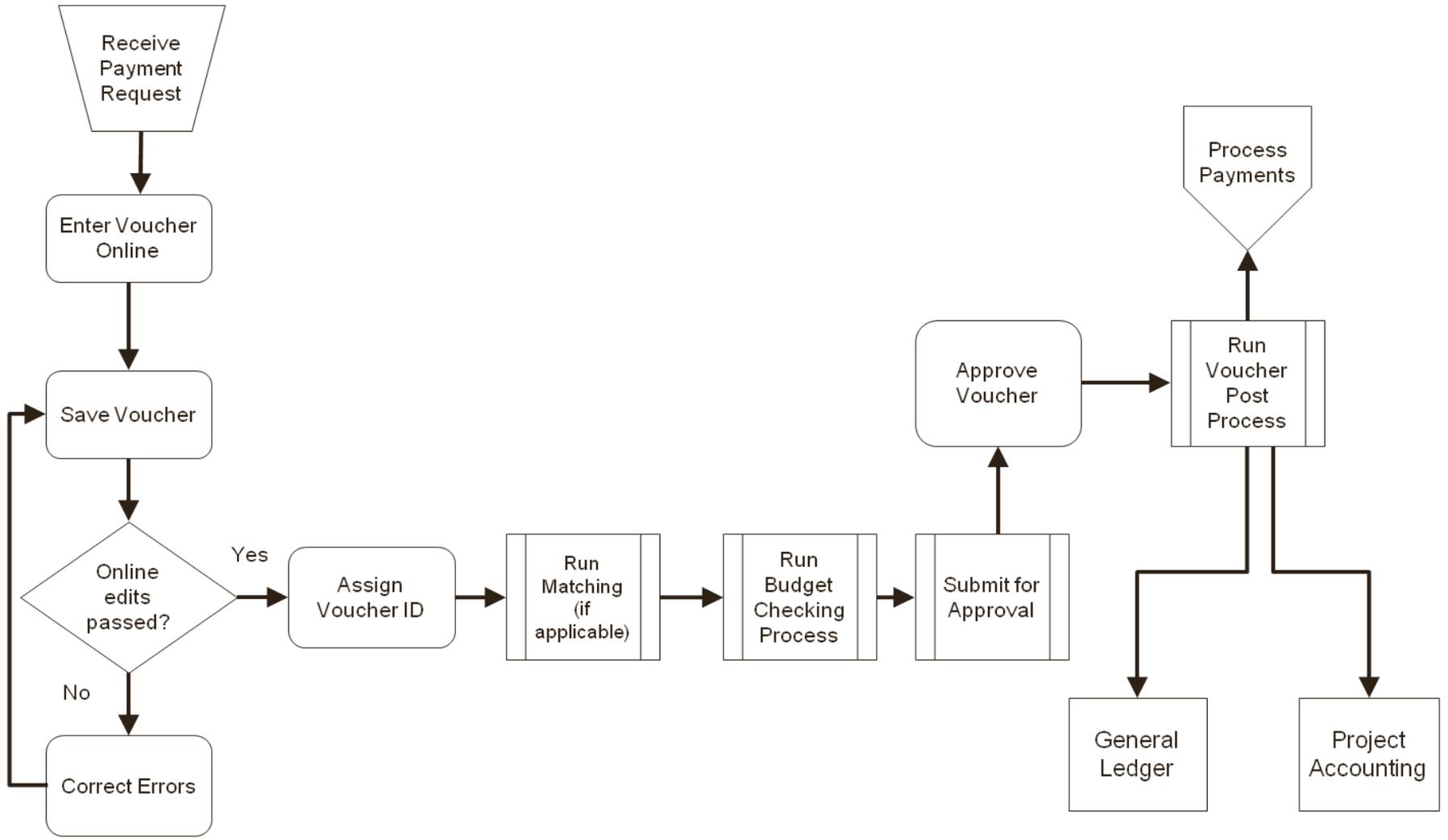
Voucher processing involves the creation of vouchers either online in the Accounts Payable module or from imported data, and the subsequent processes of error checking, matching (when applicable), budget checking, approval, and posting. On completion of processing, successfully processed vouchers are eligible for payment. Payments are generated by the Accounts Payable Payment process.

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





# Voucher Processing





# Lesson 1: Summary

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In this lesson, you learned how to:

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



# Lesson 2: Creating Vouchers

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This lesson covers the following topics:

- Creating a Purchase Order Voucher
- Creating a Non-Purchase Order Voucher



# Creating a Purchase Order Voucher

In Cardinal, you must create a PO voucher any time you need to pay an item that is associated with a PO:

- To begin, copy data from either the receipt or the PO into the voucher. In Cardinal, most online vouchers are copied from the receipt, except for professional services and SiteManager PO vouchers, which are copied from the PO.
- If the PO and/or receipt and invoice do not agree, you will need to research to resolve the discrepancy.
- PO vouchers are subject to match processing and must be matched with the PO (as well as possibly the receipt and inspection records as applicable) before they can be paid.



# Before Beginning PO Voucher Entry

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For PO vouchers, you need the associated Cardinal PO number or receipt ID, or other information about the PO or receipt in order to select the correct record. (This information may appear on the vendor's invoice.)

In general, most goods and services require a receipt, but professional services and SiteManager payments do not.

Please reference the **Entering a Purchase Order Voucher** job aid located on the Cardinal website for a detailed explanation of the process.



# Voucher Add/Update Search Page

When entering a voucher, you access the Voucher entry page. You can navigate to this page using the following path:

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

On the **Add a New Value** tab of the page that appears, enter the desired information, and then click the **Add** button.

**Voucher**

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

Business Unit: 50100

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number: 11-7020

Invoice Date: 06/06/2011

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

**Add**



# Voucher Entry Pages

You make most entries to complete the voucher on the **Invoice Information** page. It is divided into an **Invoice Header** section, an **Invoice Lines** section, and a **Distribution Lines** section.

Begin by completing the remaining information on the **Invoice Header**, including the **Invoice Receipt Date**. Also update the **Responsible Org** if you are entering a voucher for another department.

Next, use the **Copy From Source Document** section to display the **Copy Worksheet** page, where you can identify the receipt. (For professional services or SiteManager vouchers only, you identify the PO.) This causes the information on the receipt to be copied into the fields on the voucher.

After doing this, compare each field on every voucher page to the invoice, and make any needed additions or updates. Remember, if there is a conflict between the receipt and the invoice, you will need to research and resolve the discrepancy.

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

Invoice Information | Payments | Voucher Attributes

Business Unit: 50100 Invoice No: 11-7020 Action: Run  
Voucher ID: NEXT Invoice Date: 06/06/2011  
Voucher Style: Regular Voucher Accounting Date: 06/06/2011  
Final Voucher  
Do Not Send to CARS

Vendor ID: [ ] Invoice Receipt Date: 06/07/2011  
ShortName: [ ]  
Location: [ ]  
\*Address: [ ]  
Advanced Vendor Search

Control Group: [ ] \*Pay Terms: 30 Net 30  
Invoice Lines: 0.00  
\*Currency: USD  
Miscellaneous: [ ] Responsible Org: 10000  
Freight: [ ] Customer Account #: [ ]  
Total: 0.00  
Difference: 0.00

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

Print Invoice Copy PO



# Invoice Information Page

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

Related Information

Invoice Information Payments Voucher Attributes

Business Unit: 50100 Invoice No: 11-7020 Action: Run  
Voucher ID: NEXT Invoice Date: 06/06/2011  
Voucher Style: Regular Voucher Accounting Date: 06/06/2011  
 Final Voucher  
 Do Not Send to CARS

Vendor ID: [ ] Invoice Receipt Date: 06/07/2011  
ShortName: [ ] Goods & Services Receipt Date: [ ]  
Location: [ ]  
\*Address: [ ]

[Advanced Vendor Search](#) [Session Defaults](#)  
[Attachments \(0\)](#)  
[Comments\(0\)](#)

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

Total: 0.00  
Difference: 0.00 Calculate

**Copy From Source Document**  
PO Unit: [ ]  
PO Number: [ ] Copy PO  
Copy From: None Go



# Address and Location Entry

When you enter a voucher, check the **Address** value to make sure it is the one you want to use and change it if it is not.

The **Location** will default and should not be changed. If a LIEN location appears on the voucher, do not change the **Address**. This voucher will be automatically on hold if it has a lien location. The AP Manager or the Voucher Processor Maintenance role can review the Vouchers on Hold report, and then update Cardinal to process the correct amounts.

The screenshot displays the 'Regular Entry' window in the Cardinal software. The 'Vendor ID' field is highlighted with a red box. The interface includes the following fields and options:

- Business Unit:** 50100
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher
- Invoice No.:** 11-7020
- Invoice Date:** 06/06/2011
- Accounting Date:** 06/06/2011
- Vendor ID:** 000000001 (highlighted)
- ShortName:** VISION-001
- Location:** MAIN
- Address:** 4
- Vendor Name:** Vision Communication
- Address:** 5587 Waterfront Dr. Bristol, VA 24203
- Invoice Receipt Date:** 06/07/2011
- Goods & Services Receipt Date:** 05/31/2011
- Control Group:** [Empty]
- Invoice Lines:** 0.00
- \*Currency:** USD
- Miscellaneous:** [Empty]
- Freight:** [Empty]
- Total:** 400.00
- Difference:** 0.00
- \*Pay Terms:** 30 Net 30
- Basis Date Type:** Prompt Payment
- Responsible Org:** 10000
- Customer Account #:** [Empty]
- ROW Acquisition ID:** [Empty]
- Advanced Vendor Search** (link)
- Calc Basis Date** (link)
- Withholding** (link)
- Non Merchandise Summary** (link)
- Print Invoice** (button)
- Copy From Source Document** (tab)
  - PO Unit:** [Empty]
  - PO Number:** [Empty]
  - Copy From:** None
  - Copy PO** (button)



# Address and Location Entry (continued)

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

Related Information  New Window

Invoice Information | Payments | Voucher Attributes

Business Unit:	50100	Invoice No:	11-7020	Action:	<input type="text"/>
Voucher ID:	NEXT	Invoice Date:	06/06/2011 <input type="text"/>	<input type="button" value="Run"/>	
Voucher Style:	Regular Voucher	Accounting Date:	06/06/2011 <input type="text"/>	<input type="checkbox"/> Final Voucher	
				<input type="checkbox"/> Do Not Send to CARS	

Vendor ID:	0000000001	Vision Communication
ShortName:	VISION-001	5587 Waterfront Dr.
Location:	MAIN	Bristol, VA 24203
*Address:	4	

Invoice Receipt Date:	06/07/2011 <input type="text"/>	<a href="#">Session Defaults</a>
Goods & Services Receipt Date:	05/31/2011 <input type="text"/>	<a href="#">Attachments (0)</a>
		<a href="#">Comments(0)</a>

[Advanced Vendor Search](#)

Control Group:	<input type="text"/>	*Pay Terms:	30	Net 30	<a href="#">Calc Basis Date</a>
Invoice Lines:	0.00	Basis Date Type:	Prompt Payment		<a href="#">Withholding</a>
*Currency:	USD	Responsible Org:	10000		<input type="button" value="Print Invoice"/>
Miscellaneous:	<input type="text"/>	Customer Account #:	<input type="text"/>	<a href="#">Non Merchandise Summary</a>	
Freight:	<input type="text"/>	ROW Acquisition ID:	<input type="text"/>		
Total:	400.00				
Difference:	0.00				

**Copy From Source Document**

PO Unit:	<input type="text"/>	<input type="button" value="Copy PO"/>
PO Number:	<input type="text"/>	
Copy From:	None	<a href="#">Go</a>



# Saving a Voucher

After you complete all entries for the voucher, you can save the voucher. When you save the voucher, Cardinal:

- Performs some edit checking. In some cases, errors may prevent the voucher from saving (such as a missing required field). In other cases, the voucher will save, but the errors will be reported; for example, if the amount in the header and the sum of the lines is out of balance.
- Assigns the voucher a **Voucher ID**.
- Saved and error-free vouchers then undergo these processes:
  - Matching to their POs and receipts by an overnight batch process
  - Budget checking by an overnight batch process
  - Approval by the designated approver(s)

Some edit checks occur during the overnight batch process. **As a result, you should check for errors the day after a voucher is entered.**

The vouchers are then eligible for payment processing by their specified due dates.

**Note:** Users who create vouchers can run pre-budget checking manually from the **Invoice Information** page. However, information is for viewing only from this page.



# Payments Page

The **Payments** page displays information about how the voucher will be paid. For most routine vouchers, data defaults into the page from the vendor record and/or the **Invoice Information** page and does not need to be changed.

The **Payment Information** section, which includes the **Payment Options** and **Schedule Payments** sections, includes all information needed to generate one payment against the voucher.

- A payment offset (for a lien or garnishment, for example) can be created on a voucher by clicking the **Add Row** button at the top of the **Payment Information** section to create additional row(s) for the offset payments. This procedure is detailed in the "Perform Payment Offset" topic.

The screenshot displays the 'Payments' page in a web application. The page is divided into several sections:

- Summary:** Shows Business Unit (50100), Voucher ID (00000144), Voucher Style (Regular Voucher), Total Amount (622.22), and Vendor Name (Utility Company).
- Invoice Information:** Shows Invoice No (01AP0601-B), Invoice Date (03/14/2011), and \*Pay Terms (00 Due Now).
- Payment Information:** This section is highlighted with a red border and contains:
  - Payment:** 1
  - \*Remit to:** 0000000008
  - Location:** STANDARD
  - \*Address:** 1
  - Utility Company:** 7825 West Broad, Richmond, VA 23228
  - Gross Amount:** 622.22 USD
  - Discount:** 0.00 USD
  - Scheduled Due:** 03/16/2011
  - Net Due:** 03/14/2011
  - Discount Due:**
  - Accounting Date:** 03/16/2011

Additional features include an 'Action:' dropdown menu with a 'Run' button and a 'Schedule Payments' button. The page also has a navigation bar at the top with 'Favorites', 'Main Menu', 'Accounts Payable', 'Vouchers', 'Add/Update', and 'Regular Entry'.



# Payments Page (continued)

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

Related Information  New V

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

Business Unit: 50100 Invoice No: 01AP0601-B  
 Voucher ID: 00000144 Invoice Date: 03/14/2011  
 Voucher Style: Regular Voucher  
 Total Amount: 622.22  
 Vendor Name: Utility Company \*Pay Terms: 00 Due Now

Action:

Payment Information Find | View All First 1 of 1 Last

Payment: 1  
 \*Remit to: 0000000008 Gross Amount: 622.22 USD  
 Location: STANDARD Discount: 0.00 USD  
 \*Address: 1  
 Utility Company  
 7825 West Broad  
 Richmond, VA 23228  
 Scheduled Due: 03/16/2011  
 Net Due: 03/14/2011  
 Discount Due:  
 Accounting Date: 03/16/2011

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



# Payments Page (continued)

- You can click the **Payment Comments** hyperlink to enter comments associated with the payment. These comments are for internal use and do not appear on the payment advice.
- The **Hold Payment** checkbox, if selected, indicates that there is a hold on this payment and that it will not be paid. This checkbox can be modified by users with corresponding security roles.
- The **Message** text field should always be populated with a short and concise payment message.

Payment Information Find | View All First 1 of 1

<b>Payment:</b> 1					
*Remit to:	<input type="text" value="0000000008"/>	Gross Amount:	<input type="text" value="622.22"/>	USD	<a href="#">Payment Inquiry</a>
Location:	<input type="text" value="STANDARD"/>	Discount:	<input type="text" value="0.00"/>	USD	<a href="#">Express Payment</a>
*Address:	<input type="text" value="1"/>				<a href="#">Payment Comments(0)</a>
Utility Company		Scheduled Due:	<input type="text" value="03/16/2011"/>		<a href="#">Holiday/Currency</a>
7825 West Broad		Net Due:	<input type="text" value="03/14/2011"/>		
Richmond, VA 23228		Discount Due:	<input type="text"/>		
		Accounting Date:	<input type="text" value="03/16/2011"/>		

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Payment Options

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

**Message:**

Message will appear on remittance advice.



# Payments Page (continued)

- When Cardinal Accounts Payable processes payments, it normally combines all of a vendor's vouchers that are due on the same date into a single payment. There is no limit to the number of vouchers that can be combined into a single payment. Selecting the **Separate Payment** checkbox, however, prevents this voucher from being combined with others. Cardinal will generate a separate payment for the single voucher which will then be transmitted to Treasury to complete the payment. This checkbox can be modified by users with corresponding security roles.
- The **Scheduled Due** field displays the date that the payment will be processed. When you initially save the voucher, Cardinal calculates this date automatically based on the **Pay Terms, Basis Date Type**, as well as the invoice and receipt dates on the **Invoice Information** page. You can also calculate the date by clicking the **Schedule Payments** button.

The screenshot shows a software interface for managing payments. It is divided into two main sections: "Payment Information" and "Payment Options".

**Payment Information:**

- Payment: 1
- \*Remit to: 000000008
- Location: STANDARD
- \*Address: 1
- Utility Company: 7825 West Broad, Richmond, VA 23228
- Gross Amount: 622.22 USD
- Discount: 0.00 USD
- Scheduled Due: 03/16/2011** (highlighted with a red box)
- Net Due: 03/14/2011
- Discount Due: [empty]
- Accounting Date: 03/16/2011

**Payment Options:**

- \*Bank: 1100
- \*Account: TR01
- \*Method: CHK (Check)
- L/C ID: [empty]
- Message: [empty]
- Pay Group: [empty]
- \*Handling: Regular
- \*Netting: Not Applicable
- Hold Reason: [empty]
- Vendor Bank: [empty]
- Messages: [empty]
- Hold Payment
- Separate Payment** (highlighted with a red box)

Message will appear on remittance advice.



# Payments Page (continued)

Payment Information		Find   View All First 1 of 1	
Payment:	1	Gross Amount:	622.22 USD
*Remit to:	0000000008	Discount:	0.00 USD
Location:	STANDARD	Scheduled Due:	03/16/2011
*Address:	1	Net Due:	03/14/2011
Utility Company		Discount Due:	
7825 West Broad		Accounting Date:	03/16/2011
Richmond, VA 23228			

Payment Options	
*Bank:	1100
*Account:	TR01
*Method:	CHK Check
L/C ID:	
Message:	

Message will appear on remittance advice.

Pay Group:   
 \*Handling: Regular   
 \*Netting: Not Applicable   
 Hold Reason:   
 Vendor Bank   
 [Messages](#)   
  Hold Payment   
  Separate Payment



# Payments Page (continued)

A payment date can be entered directly in the **Scheduled Due** field by users with the corresponding security roles. You can also update a payment date by changing the value of a field used to calculate it, such as **Pay Terms**. The date is recalculated when you save or when you click the **Schedule Payments** button.

<a href="#">Summary</a>   <a href="#">Related Documents</a>   <a href="#">Invoice Information</a>   <b>Payments</b>   <a href="#">Voucher Attributes</a>   <a href="#">Error Summary</a>				<a href="#">Related Information</a>
<b>Business Unit:</b>	50100	<b>Invoice No:</b>	<input type="text" value="01AP0601-B"/>	<b>Action:</b>
<b>Voucher ID:</b>	00000144	<b>Invoice Date:</b>	<input type="text" value="03/14/2011"/>	<input type="text"/>
<b>Voucher Style:</b>	Regular Voucher			<input type="button" value="Run"/>
<b>Total Amount:</b>	622.22			
<b>Vendor Name:</b>	Utility Company	<b>*Pay Terms:</b>	<input type="text" value="00"/>	<input type="button" value="Schedule Payments"/>
			Due Now	



# Other Voucher Pages

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

- Summary
- Related Documents
- Error Summary

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

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit:	50100	Invoice No:	10/12/2010
Voucher ID:	00000331	Invoice Date:	10/12/2010
Voucher Style:	Regular Voucher	Accounting Date:	05/15/2011



# Summary Page

This page provides a brief summary of the voucher and its status. It includes basic information about the voucher that you just entered, such as the vendor and the amount.

The Summary page displays several different status fields:

- **Entry Status** provides the current status of entry, either **Postable** or **Recycle**.
- **Match Status** indicates the current status of match processing of the voucher.
- **Approval Status** indicates whether the voucher is approved or not.
- **Post Status** indicates whether the voucher was posted.
- **Budget Status** indicates the budget checking status of the voucher.

The fields in the lower right of the page display information about who created and last modified the voucher.

Business Unit:	50100	Invoice Date:	06/01/2011
Voucher ID:	00000256	Invoice No.:	12-3456
Voucher Style:	Regular	Invoice Total:	400.00 USD
Contract ID:		Pay Terms:	Net 30
Vendor Name:	Vision Communication 4325 Tank Ln. Alexandria, VA 22304	Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	Ready	Created:	06/08/2011
Approval Status:	Pending	Created By:	V_AP_VOUCHER_PROCESSOR
Post Status:	Unposted	Modified:	06/08/2011
Budget Status:	Not Chk'd	Modified By:	V_AP_VOUCHER_PROCESSOR
Budget Misc Status:	Valid	ERS Type:	Not Applicable
		Close Status:	Open

\*View Related:  [Go](#)

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



# Summary Page (continued)

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

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

<b>Business Unit:</b>	50100	<b>Invoice Date:</b>	06/01/2011
<b>Voucher ID:</b>	00000256	<b>Invoice No:</b>	12-3456
<b>Voucher Style:</b>	Regular	<b>Invoice Total:</b>	400.00 USD
<b>Contract ID:</b>			
<b>Vendor Name:</b>	Vision Communication 4325 Tank Ln. Alexandria, VA 22304	<b>Pay Terms:</b>	Net 30
		<b>Voucher Source:</b>	Online
<b>Entry Status:</b>	Postable	<b>Origin:</b>	ONL
<b>Match Status:</b>	Ready	<b>Created:</b>	06/08/2011
<b>Approval Status:</b>	Pending	<b>Created By:</b>	V_AP_VOUCHER_PROCESSOR
<b>Post Status:</b>	Unposted	<b>Modified:</b>	06/08/2011
		<b>Modified By:</b>	V_AP_VOUCHER_PROCESSOR
<b>Budget Status:</b>	Not Chk'd	<b>ERS Type:</b>	Not Applicable
		<b>Close Status:</b>	Open
<b>Budget Misc Status:</b>	Valid		

\*View Related  [Go](#)

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

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



# Related Documents Page

The **Related Documents** page summarizes other records related to the voucher, including the payment, the PO, and the receipt.

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

Business Unit: 50100      Invoice No: 01AP0601-B      Action:   
 Voucher ID: 00000144      Invoice Date: 03/14/2011        
 Voucher Style: Regular Voucher        
 Vendor ID: 0000000008        
 Run

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

Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment C
Paid	03/16/2011	000022	STATE	0000000008		1 CHK	622.22	622.22	USD

Save    Return to Search    Notify    Refresh    Add    Update/Display



# Voucher Attributes Page

The page displays additional information about the voucher, mostly related to processing, such as matching and approval requirements. This page is available before saving the voucher, and is updated after save and during processing of the voucher.

<b>Summary</b>		<b>Related Documents</b>		<b>Invoice Information</b>		<b>Payments</b>		<b>Voucher Attributes</b>		<b>Error Summary</b>	
<b>Business Unit:</b>	50100	<b>Invoice No:</b>	<input type="text" value="01AP0601-B"/>	<b>Action:</b>							
<b>Voucher ID:</b>	00000144	<b>Invoice Date:</b>	<input type="text" value="03/14/2011"/>								
<b>Voucher Style:</b>	Regular Voucher										
<b>Total:</b>	622.22										
<b>Voucher Processing</b>											
<input checked="" type="checkbox"/> Post Voucher		<b>Packing Slip:</b>		<input type="text"/>		<input type="checkbox"/> Close Voucher					
<input type="checkbox"/> Revalue Voucher						<input type="checkbox"/> Delete Voucher					
<b>Accounting Instructions</b>											
<b>Account At:</b>	<input type="text" value="Gross"/>	<b>*Template:</b>	<input type="text" value="STANDARD"/>								
<b>Match Action</b>											
<b>Match Due Date:</b>	<input type="text"/>	<b>*Status:</b>	<input type="text" value="Not Applicable"/>							<input type="checkbox"/> Pay UnMatched	
<b>Transaction Currency</b>											
<b>*Source:</b>	<input type="text" value="Tables"/>	<b>Rate Type:</b>	<input type="text" value="CRRNT"/>								
<b>*Currency:</b>	<input type="text" value="USD"/>	<b>Exchange Rate:</b>	<input type="text" value="1.00000000"/>								
<b>Tax Group</b>						<b>Workflow Approval</b>					
<b>Tax Group:</b>	<input type="text"/>					<b>*Approval:</b>	<input type="text" value="Approval Framework"/>				
<b>Tax Pymnt Type:</b>	<input type="text"/>					<b>Bus Proc:</b>	<input type="text"/>				
						<b>Appr Rule:</b>	<input type="text"/>				
										<a href="#">Approval History</a>	



# Error Summary Page

This page displays any errors that the save process detected, but that did not prevent the voucher from saving, i.e. Combination Edit errors. Corrections cannot be made on this page, but can be made at the source.

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

<b>Business Unit:</b>	50100	<b>Invoice Number:</b>	01AP0601-B	
<b>Voucher ID:</b>	00000144	<b>Invoice Date:</b>	03/14/2011	
<b>Style:</b>	Regular	<b>Total:</b>	622.22	USD

This Voucher does not have any errors.

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

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



# Simulation: Entering a PO Voucher

You are now about to view a simulation on entering a PO voucher.





# Creating a Non-Purchase Order Voucher

In Cardinal, you create a non-PO voucher only when you need to create a voucher that has no existing associated PO.

**Note:** You should never create a non-PO voucher when a Cardinal PO exists for the related invoice. Associating the voucher to the PO affects the tracking of contract and PO balances, as well as Contractual Commitment reporting.

In this topic, you will see the detailed steps for creating a non PO voucher.



# Voucher Add/Update Search Page

You can navigate to this page using the following path:

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

On the **Add a New Value** tab of the page that appears, enter the desired information, and then click the **Add** button. For non-PO vouchers, you may enter information about the vendor, the invoice amount, and the estimated number of lines on this page.

**Note:** A vendor must exist in the Cardinal vendor database before you can enter a voucher for them.

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

Voucher

Find an Existing Value Add a New Value

Business Unit: 50100  
Voucher ID: NEXT  
Voucher Style: Regular Voucher  
Short Vendor Name: 1099 ALL-001  
Vendor ID: USA1099001  
Vendor Location: 001  
Address Sequence Number: 1  
Invoice Number: 9384834  
Invoice Date: 03/16/2011  
Gross Invoice Amount: 100.00  
Freight Amount: 70.00  
Misc Charge Amount: 30.00  
Estimated No. of Invoice Lines: 1

Add



# Invoice Information Page

The **Invoice Information** page for non-PO vouchers is the same as for PO vouchers. However, you use it somewhat differently: instead of copying information into the fields from receipts or POs, you enter information directly into the following fields:

- Vendor information fields (if you did not enter this information on the **Add/Update Search** page).
- Goods and Services Receipt Date field.
- **Invoice Line** fields, including item numbers, quantity, UOM, unit price, etc.
- **Distribution Line** fields, including accounting entries.

The screenshot displays the 'Invoice Information' page in a software application. The page is organized into several sections:

- Invoice Information:** Fields include Business Unit (50100), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice No. (6676543), Invoice Date (03/17/2011), and Accounting Date (05/15/2011). There are also checkboxes for 'Final Voucher' and 'Do Not Send to CARS', and a 'Run' button.
- Vendor Information:** Fields include Vendor ID (0000019155), ShortName (1 AUTO GLA-001), Location (MAP1), and Address (2). The address is partially filled: '1 auto glass inc', '2800 Juniper St', 'Fairfax, VA 22031'.
- Advanced Vendor Search:** Fields include Control Group, Invoice Lines, Currency (USD), and Freight (100.00). There are also fields for \*Pay Terms (Net 30), Basis Date Type (Prompt Payment), Responsible Org (10000), Customer Account #, and ROW Acquisition ID.
- Invoice Lines:** A table with columns for Line, Merchandise Amt, Quantity, \*GL Unit, Account, Fund, Program, Department, and Cost Center. The table has one row with Line 1, Merchandise Amt 0.00, and \*GL Unit 50100.
- Distribution Lines:** A section at the bottom with a table for distribution lines, including columns for Line, Merchandise Amt, Quantity, \*GL Unit, Account, Fund, Program, Department, and Cost Center.



# Invoice Information Page (continued)

Invoice Information
Payments
Voucher Attributes

[Related Information](#)

---

**Business Unit:** 50100

**Voucher ID:** NEXT

**Voucher Style:** Regular Voucher

**Invoice No:** 9876543

**Invoice Date:** 03/17/2011

**Accounting Date:** 05/15/2011

**Action:**

Run

**Vendor ID:** 0000019155

**ShortName:** 1 AUTO GLA-001

**Location:** MAIN

**\*Address:** 2

**1 auto glass inc**  
2800 Juniper St.  
VA10057392  
Fairfax, VA 22031

[Advanced Vendor Search](#)

**Invoice Receipt Date:**

**Goods & Services Receipt Date:**

[Session Defaults](#)

[Attachments \(0\)](#)

[Comments\(0\)](#)

**Control Group:**

**Invoice Lines:** 0.00

**\*Currency:** USD

**Miscellaneous:**

**Freight:**

**Total:** 100.00

**\*Pay Terms:** 30 Net 30

**Basis Date Type:** Prompt Payment

**Responsible Org:** 10000

**Customer Account #:**

**ROW Acquisition ID:**

[Calc Basis Date](#)

[Non Merchandise Summary](#)

Print Invoice

---

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

**Line:** 1

**\*Distribute by:** Amount

**Ship To:** CNTRL OF1

**SpeedChart:**

**Item:**

**Unit Price:**

**Line Amount:** 0.00

**Description:**

**UOM:**

**Quantity:**

One Asset

Calculate

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

GL Chart

Exchange Rate

Statistics

Assets

[Filter]

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center
+	1	0.00		50100					

Save

Notify

Refresh

Add

Update/Display



# SpeedChart Keys

When entering non-PO vouchers, you can often save time and improve accuracy by using SpeedChart keys. SpeedChart keys are predefined templates for accounting entries that you can use to simplify the entry of values on distribution lines.

- Specifying a SpeedChart key in the **SpeedChart** field creates automatic accounting entries in some **Distribution Lines** fields as defined in the SpeedChart key and reduces the number of fields you must enter manually. If you do not specify a SpeedChart, then you must complete all of the required fields manually.
- In Cardinal, the SpeedChart keys identify either Cost Centers or Projects. If you select a SpeedChart key for a project, for example, then the automatic accounting entries will be consistent with that project.

The **SpeedChart** field is located on the invoice line, though the entries it creates are on the distribution line. You can use only one SpeedChart key on a single invoice line. If you want to split the accounting distribution between two or more SpeedChart keys, you must insert additional invoice lines, and apply a SpeedChart to each invoice line. **Note:** SpeedCharts are discussed in the Cardinal Overview which is a prerequisite for this course.

Copy From:	None	Go			
Invoice Lines					
Find   View All   First   1 of 1   Last					
Line:	1	Item:	<input type="text"/>	UOM:	<input type="text"/>
*Distribute by:	Amount	Unit Price:	<input type="text"/>	Quantity:	<input type="text"/>
Ship To:	CNTRL OF1	Line Amount:	0.00		
SpeedChart:	000000062	Description:	<input type="text"/>		
<input type="checkbox"/> One Asset					



# Saving a Voucher

---

Saving a non-PO voucher is the same as saving a PO voucher. Remember that when you save the voucher, it may include errors that prevent the voucher from saving (such as missing required fields) or it may save with errors (such as out-of-balance header and lines).

The budget checking and approval processes for saved and error-free vouchers are the same. However, non-PO vouchers do not undergo match processing.



# Other Voucher Pages

---

You can use the other voucher pages (**Summary**, **Related Documents**, **Payment**, **Voucher Attributes**, **Error Summary**) the same way with non-PO vouchers as with PO vouchers. However, note that any fields related to matching (such as the **Match Status** field on the **Summary** page) are not relevant to non-PO vouchers.



## Lesson 2: Summary

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In this lesson, you learned:

- Purchase order vouchers are created based on an existing receipt.
- Non-purchase orders vouchers are entered directly in Cardinal based on the invoice received.



# Lesson 3: Loading and Building Vouchers

---

This lesson covers the following topic:

- Loading and Building Vouchers



# Loading and Building Vouchers

In the last lesson, you learned about entering non-PO and PO vouchers, using the vendor's invoice as your basic source document.

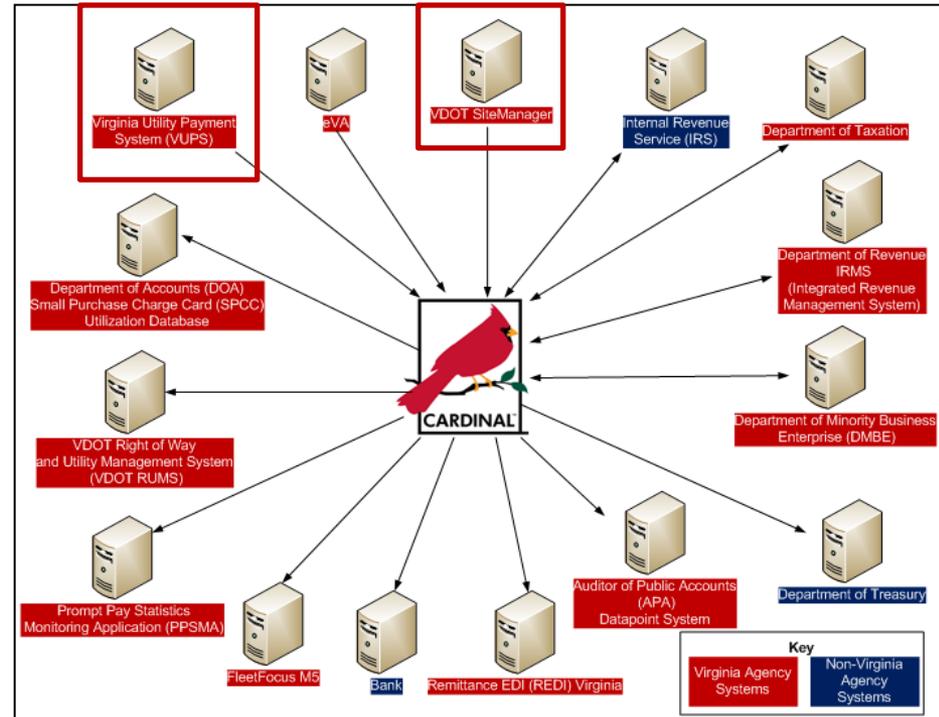
Accounts Payable receives many vouchers electronically from various sources, and in this lesson you will learn about uploading and processing these vouchers in Cardinal.



# Inbound Voucher Data Sources

The sources of electronic voucher information include:

- **VUPS:** This is a system outside of Cardinal. VUPS provides and sends summary Dominion Power utility charges to the Cardinal Accounts Payable module.
- **SiteManager:** This is also a system outside of Cardinal. This system sends construction and maintenance information to Cardinal Accounts Payable.
- **PCard and ISSP transactions:** These transactions are processed through Cardinal Procurement and the reconciled transactions are sent to Accounts Payable through the Voucher Build process.



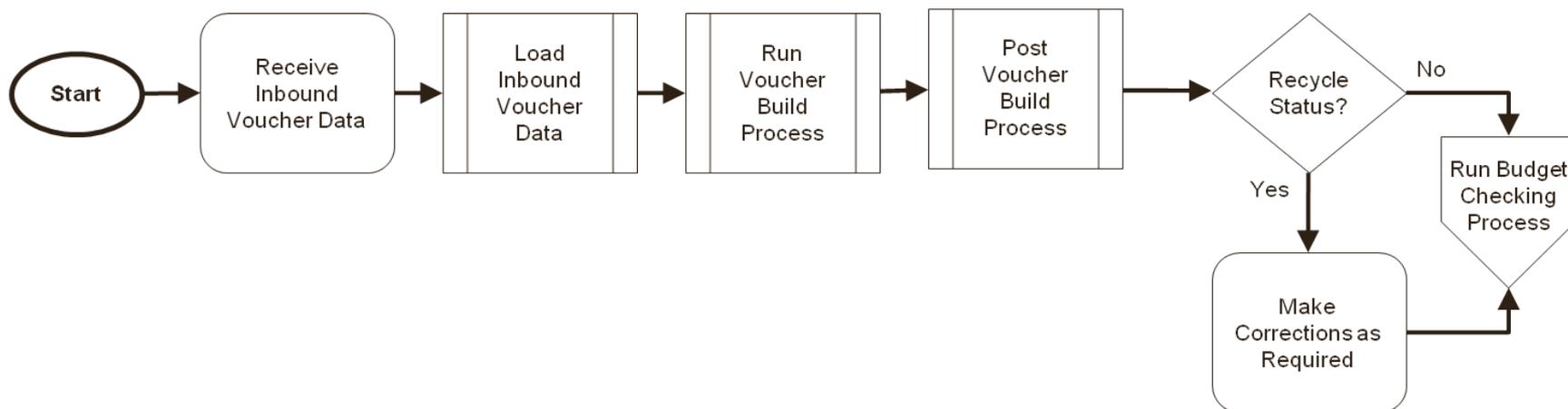


# Voucher Build Process

The Voucher Build process includes the following steps:

- Load data files into Cardinal Accounts Payable
- Process data, build and edit vouchers
- Review and correct errors
- Process corrected vouchers

The first two steps in this process occur during batch processes each night.





# Voucher Build Process

- The Voucher Build process applies the same edits used for online entry.
- If a voucher fails the edit process, the Voucher Build Process sets the voucher's **Entry Status** to **Recycle**. The voucher must be corrected manually before it can be processed further. (You will learn about this in Lesson 6).
- Uploaded vouchers are also subject to approval.



# Post Voucher Build Process

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The Post Voucher Build process updates created vouchers. It is a batch process that runs nightly in conjunction with the Voucher Build process and updates custom fields on the voucher, e.g., Customer Account Number, Responsible Org, etc.



# Lesson 3: Summary

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In this lesson, you learned:

- Different types of vouchers are built by the Voucher Build process
- The steps involved in the Voucher Build process



# Lesson 4: Managing Matching

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This lesson covers the following topics:

- Matching Overview
- Reviewing Match Exceptions
- Correcting Match Exceptions



# Matching Overview

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All PO vouchers in Cardinal are subject to the matching process. The purpose of the matching process is to ensure that invoices received from the vendor match the corresponding POs and if applicable, the corresponding receipts and inspection records. This helps to ensure that the Commonwealth pays the appropriate price for goods and services actually received and if appropriate, inspected.



# Two-Way, Three-Way, and Four-Way Matching

Cardinal uses two-way, three-way, or four-way matching, depending on the specific type of purchase and the source of the purchase and voucher information.

- **Two-way matching** compares the PO and the voucher; for example, comparing the price and item quantity on the PO and the voucher.
- **Three-way matching** compares the PO, the receipts, and the voucher. This can detect issues such as incomplete shipments.
- **Four-way matching** compares the PO, the receipt, the voucher, and the inspection record. This helps identify damaged shipments.

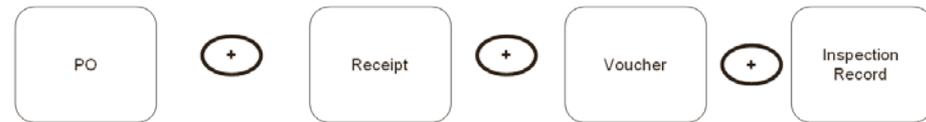
Two-way matching



Three-way matching



Four-way matching

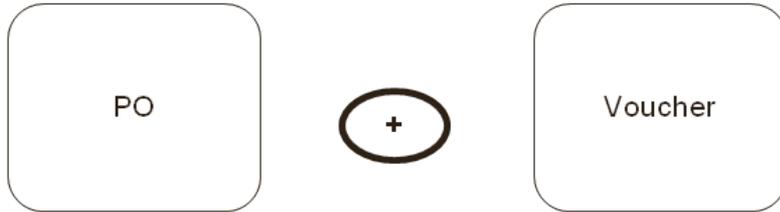


Note that two-way matching is always used for professional services and SiteManager vouchers; three- and four-way matching for all other PO vouchers.

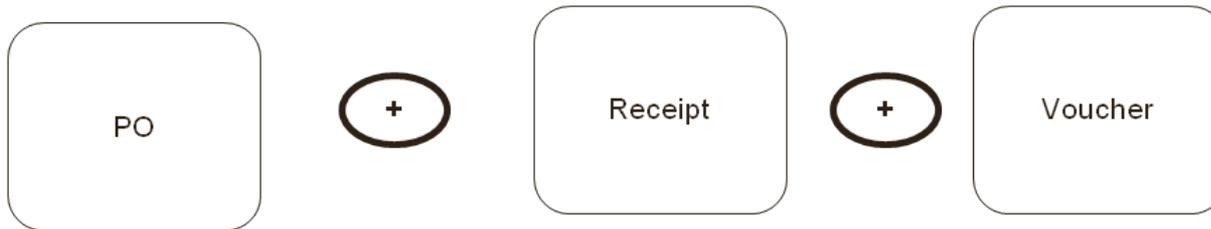


# Two-Way, Three-Way, and Four-Way Matching (continued)

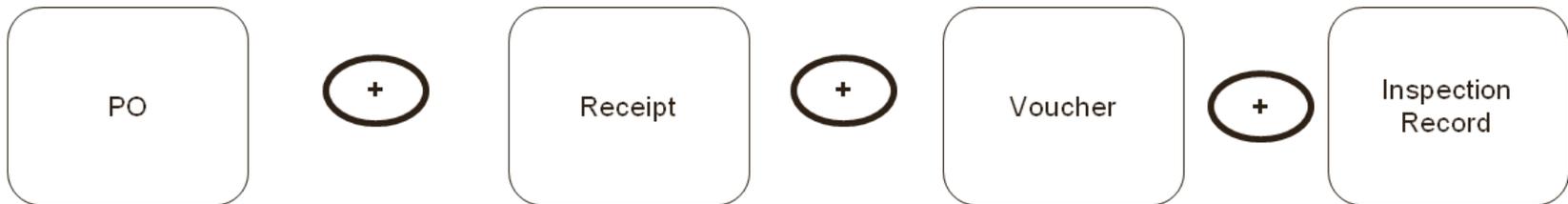
## Two-way matching



## Three-way matching



## Four-way matching





# Matching Rules

Match processing is based on a set of matching rules. To pass matching, each voucher must meet all matching rules that apply to its items. Cardinal includes many matching rule definitions. Some examples include:

- The unit price on the PO must match the unit price on the voucher.
- The quantity on the receipt must match the quantity on the voucher.
- In three-way matching, the receipt must exist.

Not all matching rules are applicable for all types of matches. For example, if the quantity on the voucher matches the quantity on the receipt, but is less than the quantity on the PO, the invoice may represent a partial shipment. Also, some items may contain tolerances, to allow for minor differences in amounts and/or quantities.



# Matching Rules (continued)

This page illustrates some Cardinal matching rules. This is not a complete list, only a sample.

Rule ID	Long Descr
RULE_E100	The voucher extended price exceeds the purchase order extended price plus or minus (+/-) the extended price tolerance, and the tolerance is not equal to (<>) 0.
RULE_E200	The voucher extended price exceeds the purchase order extended price plus or minus the extended price percentage tolerance, and the tolerance does not equal 0.
RULE_E250	The voucher extended price does not equal the purchase order extended price when the extended percentage and price tolerances are 0.
RULE_H100	The payment terms code on the purchase order does not equal the payment terms code on the voucher.
RULE_H200	The vendor on the purchase order does not equal the vendor on the voucher.
RULE_I100	The item ordered requires inspection but inspection has not been completed.
RULE_P100	The voucher price does not equal the purchase order price when the unit price percentage and price amount tolerances are 0.
RULE_R500	The Matching process could not find any receipts for the purchase order specified on the voucher line that were available for matching (for example not matched, not on hold, and not canceled).



# Match Processing and Match Exceptions

Match processing is a batch process that runs nightly. Reviewing the process results and making the appropriate corrections is the responsibility of the Match Exceptions Manager role.

When the matching process runs, Cardinal compares the voucher, PO, and/or receipt and inspection record using the applicable matching rules. If any of the items fail the comparison, Cardinal creates a **match exception**. When the process completes, the Match Exceptions Report can be run, listing all match exceptions. Match exceptions can also be reviewed online.



# Correcting Match Exceptions

---

All match exceptions on a voucher must be corrected before the voucher can be paid. The steps for correcting a match exception vary greatly depending on the type of exception.

After a match exception is corrected, the voucher will go through match processing again until all match exceptions on the voucher are corrected and it passes matching.



# Match Overrides

---

When a match exception is acceptable and the voucher should be paid anyway, a **match override** can be entered. This allows the voucher to continue in the processing flow despite the match exception.

Match overrides can only be performed by the Match Exceptions Manager.



# Reviewing Match Exceptions

After the matching process completes, you can review match exceptions generated by the process. There are two options for reviewing match exceptions:

- The Match Exceptions Report
- The Match Workbench page

Both of these options list all match exceptions for the selected search parameters.



# Match Exception Report

This page illustrates a sample Match Exceptions Report. This report will be run by the Match Exceptions Manager.

VOUCHER DATA						PURCHASE ORDER DATA						RECEIVER DATA				MATCH ERROR INFORMATION				
Unit	Voucher	Line	Vchr Qty	Vchr Price	Vchr Amt	Unit	PO ID	Line	Sched	PO Qty	PO Price	PO Amt	Unit	Recv ID	Seq	Line	RcptQty	Status	Match Control Id	Match
50100	00000061	1	10.00	25.00	250.00	50100	0001000024	1	1	10.00	25.00000	250.00000					0.00	O	STANDARD	RULE_
50100	00000061	1	10.00	25.00	250.00	50100	0001000024	1	1	10.00	25.00000	250.00000					0.00	O	STANDARD	RULE_
50100	00000170	1	3.00	130.00	390.00	50100	02PR0501B	1	1	10.00	130.00000	1,300.00000					0.00	E	STANDARD	RULE_
50100	00000170	1	3.00	130.00	390.00	50100	02PR0501B	1	1	10.00	130.00000	1,300.00000					0.00	E	STANDARD	RULE_
50100	00000175	1	7.00	130.00	910.00	50100	02PR0501B	1	1	10.00	130.00000	1,300.00000					0.00	E	STANDARD	RULE_
50100	00000175	1	7.00	130.00	910.00	50100	02PR0501B	1	1	10.00	130.00000	1,300.00000					0.00	E	STANDARD	RULE_
50100	00000176	1	500.00	2.00	1,000.00	50100	PR05.01A	1	1	500.00	2.00000	1,000.00000					0.00	E	STANDARD	RULE_
50100	00000176	1	500.00	2.00	1,000.00	50100	PR05.01A	1	1	500.00	2.00000	1,000.00000					0.00	E	STANDARD	RULE_
50100	00000177	1	200.00	17.46	3,491.34	50100	P0501C	1	1	200.00	17.46000	3,491.34000					0.00	E	STANDARD	RULE_
50100	00000177	1	200.00	17.46	3,491.34	50100	P0501C	1	1	200.00	17.46000	3,491.34000					0.00	E	STANDARD	RULE_
50100	00000179	1	1.00	1,000.00	1,000.00	50100	02PR0501E2	1	1	1.00	1,000.00000	1,000.00000					0.00	E	STANDARD	RULE_
50100	00000179	1	1.00	1,000.00	1,000.00	50100	02PR0501E2	1	1	1.00	1,000.00000	1,000.00000					0.00	E	STANDARD	RULE_
50100	00000179	2	1.00	-100.00	-100.00	50100	02PR0501E2	3	1	1.00	-100.00000	-100.00000					0.00	E	STANDARD	RULE_
50100	00000179	2	1.00	-100.00	-100.00	50100	02PR0501E2	3	1	1.00	-100.00000	-100.00000					0.00	E	STANDARD	RULE_
50100	00000182	1	10.00	190.00	1,900.00	50100	02PR0501D	1	1	10.00	190.00000	1,900.00000					0.00	E	STANDARD	RULE_
50100	00000182	1	10.00	190.00	1,900.00	50100	02PR0501D	1	1	10.00	190.00000	1,900.00000					0.00	E	STANDARD	RULE_
50100	00000199	1	1.00	22.00	22.00	50100	0001000161	1	1	1.00	22.00000	22.00000					0.00	E	STANDARD	RULE_



# Match Workbench

This page illustrates the **Match Workbench**. The **Match Workbench** is an online page that lists match exceptions, and provides a wider range of search options than the Match Exceptions Report. From this page, you can also link to more specific details about the match exception(s) for a voucher, as well as to the voucher, PO, and/or receipt.

**Match Workbench**

Use Saved Search:  [Process Monitor](#)

Business Unit: equal to

Match Status: equal to

Voucher ID: All Values

Vendor SetID: equal to

Vendor ID: All Values

Max Rows to Retrieve:

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

**Search Results for Match Inquiry Type: Match Exceptions Exist**

Select to perform an Action on a row.  [Select All](#)  [Clear All](#)

[Details](#) [More Details](#)

[Customize](#) | [Find](#) | [View All](#) | | [First](#)  [Last](#)

Select	Match	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross A
<input type="checkbox"/>	<a href="#">Match Exceptions Exist</a>	50100	<a href="#">00000142</a>	0000000011	Valid	123456789	45071.00 USD



# Correcting Match Exceptions

To correct a match exception, you can update the voucher, receipt, or the PO.

The correction for a match exception depends on the particular circumstances. For example:

- If the exception is due to a quantity/unit of measure (UOM) conflict, it may be necessary to change the quantity and UOM on the receipt or voucher so they are consistent.
- If the amounts differ between the PO and the voucher, it may be necessary to work with Procurement and the Voucher Processor to resolve the exception.



# Simulation: Reviewing Match Exceptions

You are now about to view a simulation for reviewing match exceptions.





# Lesson 4: Checkpoint

---

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

Answer the review questions below:

1. All PO vouchers in Cardinal are subject to the matching process. TRUE or FALSE
2. Match exceptions can NOT be reviewed online. TRUE or FALSE
3. All match exceptions on a voucher must be corrected before the voucher can be paid. TRUE or FALSE



# Lesson 4: Summary

---

In this lesson, you learned:

- Cardinal includes two, three, and four way matching which involve the PO, receipt, voucher and inspection record.
- The Match Workbench is used to review match exceptions.



# Lesson 5: Voucher Processing Hands-On Practice

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This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.



# Lesson 6: Managing and Processing Vouchers

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

- Voucher Management Overview
- Performing Payment Offset Processing
- Processing Petty Cash Reimbursement Vouchers
- Updating Payment Information on a Voucher
- Reviewing and Correcting Voucher Errors
- Entering Adjustment Vouchers
- Entering Template Vouchers
- Locating Denied Vouchers and Deleting Vouchers
- Unposting Vouchers
- Performing Voucher Mass Maintenance



# Voucher Management Overview

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Voucher Management applies to the entire voucher process - from entry or upload to submission for payment.

In this course, you have already learned about voucher entry and the voucher load/build process.

Voucher processing also includes other voucher management processes and tasks. You need to know about these processes and tasks as well to perform your own job effectively.

This lesson addresses these additional tasks and processes.



# Voucher Management Tasks

The tasks and processes detailed in this lesson include:

- **Budget Checking:** A batch process to ensure that voucher amounts are within budget for their accounting distributions.
- **Voucher Approval:** A task performed by individual(s) with the appropriate authority to approve the payment of a voucher.
- **Voucher Posting:** The batch processes that post voucher accounting entries.
- **Payment Offsets:** Splitting a voucher to pay a designated portion to a third party.
- **Petty Cash Reimbursement Vouchers:** Vouchers to replenish petty cash accounts for expenditures made from them.
- **Updating Voucher Payment Information:** Changing the payment-related default information on a voucher.



# Voucher Management Tasks (continued)

- **Voucher Error Correction:** Reviewing and correcting errors that occur during data entry and/or are detected during voucher load/build or other voucher batch processes
- **Adjustment Vouchers:** Vouchers used to adjust existing posted vouchers. For example, a credit memo is received from a vendor to adjust a previously issued invoice, and the voucher for the original invoice has already been processed and posted. An adjustment voucher is associated with the original voucher, and is created for the amount of the adjustment. Adjustment vouchers go through the same processes as regular vouchers (budget check, approve, post). Adjustment vouchers for credit memos should be entered only when there is an existing unpaid voucher in Cardinal for that vendor; the vouchers will be combined during the pay cycle process.
- **Template Vouchers:** Vouchers used as models for voucher entry
- **Review Voucher Approval Status:** Checking the approval status of a particular voucher or for a particular approver
- **Voucher Deletion:** Deleting denied vouchers or other unprocessed vouchers when necessary
- **Voucher Unposting:** Unposting unpaid vouchers
- **Voucher Mass Maintenance:** Updating selected fields in multiple selected vouchers in a single process

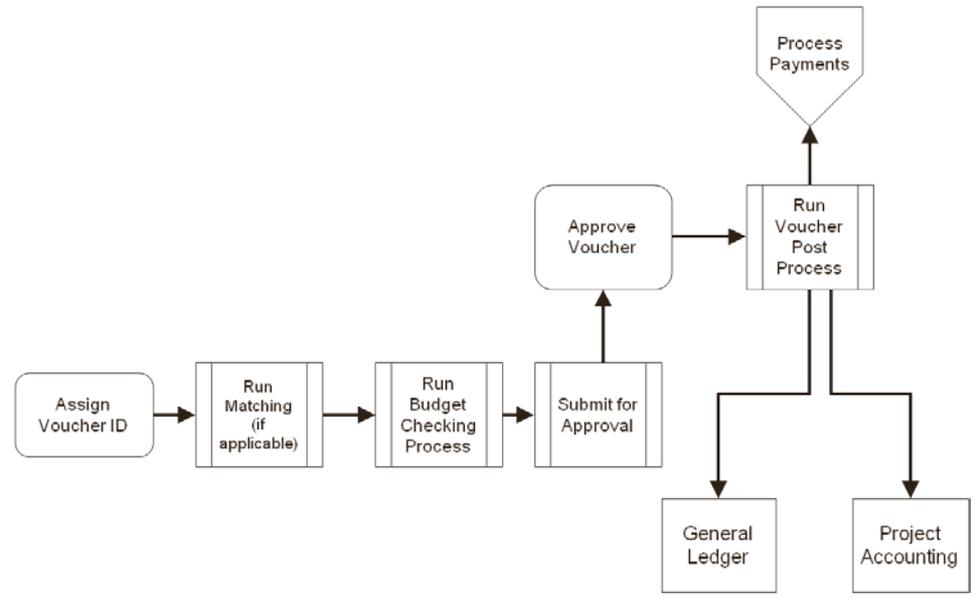


# Budget Checking Overview

The budget checking process is a daily batch process where each voucher is checked against the budget established for its accounting distributions to ensure that the voucher amount does not exceed the budget.

This process uses the Commitment Control module in the General Ledger functional area to access the available amounts in the budget ledger ChartFields.

When a voucher passes the budget checking process, Commitment Control updates the budget ledger for the voucher amount and those funds are no longer available. The voucher's **Budget Status** is then marked as **Valid**.





# Budget Check Only Process

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

The preliminary Budget Check Only process provides only a spot-check of the budget. It is **not** a substitute for batch budget checking because it does not update the budget ledgers with the voucher amount or update the voucher's budget status.

It is possible for a voucher to pass the preliminary Budget Check Only process and later fail batch budget checking – for example, if another voucher using the same accounting entries is processed first and exhausts the available budget.

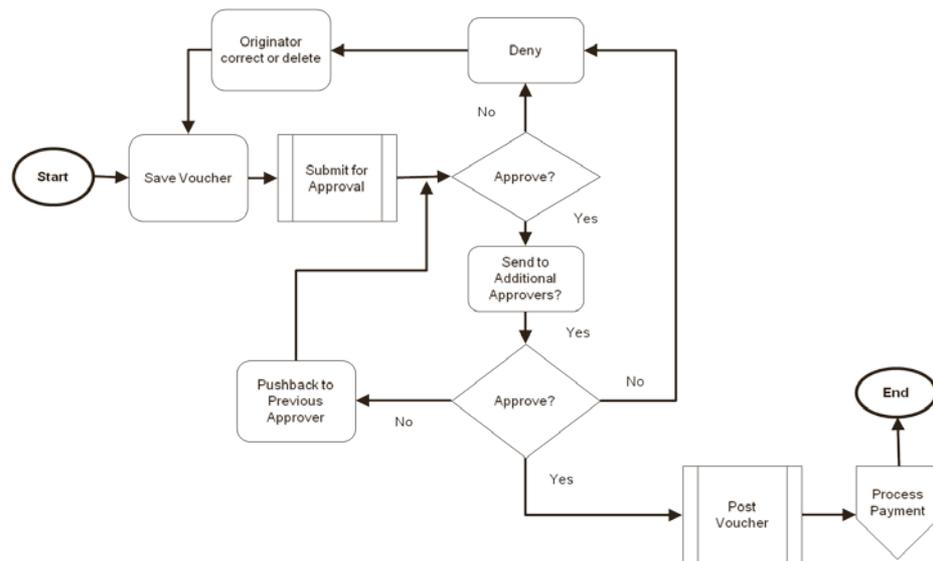
The screenshot shows the 'Invoice Information' tab selected. The 'Action' dropdown menu is open, and 'Budget Pre-Check' is highlighted with a red box. Other fields include Invoice No: PVCH678, Invoice Date: 03/24/2011, Accounting Date: 03/24/2011, Invoice Receipt Date: 03/24/2011, and Goods & Services Receipt Date: 03/24/2011. There are also checkboxes for 'Final Voucher' and 'Do Not Send to CARS'. The address 'Vision Communication, 4325 Tank Ln., Alexandria, VA 22304' is visible at the bottom left.



# Approval Processes and Workflow

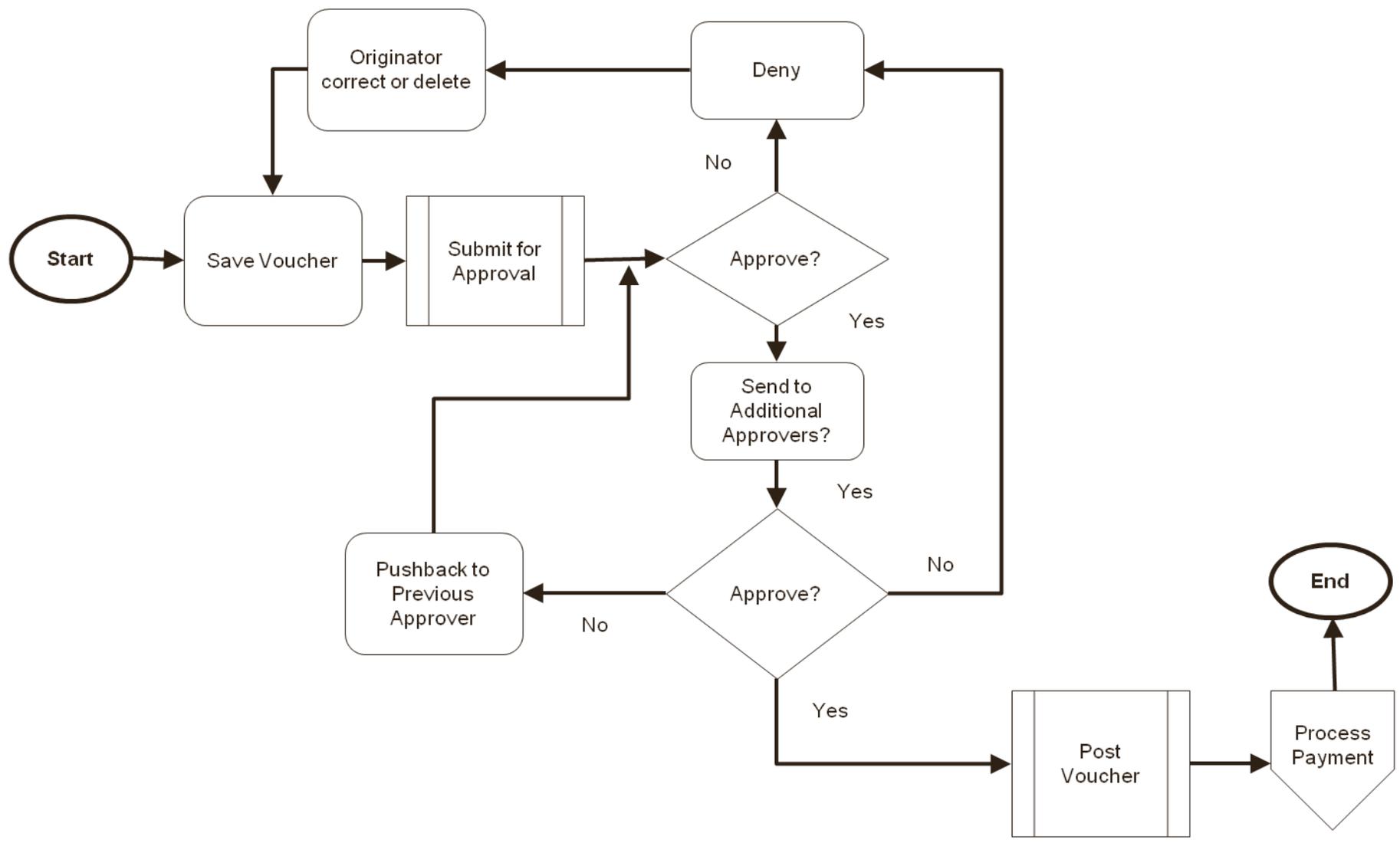
All Cardinal vouchers must be approved. The voucher processor and the approver must be different people. A voucher cannot enter the approval process until it is free of errors, has been matched (if applicable), and has passed budget checking.

Once vouchers pass budget checking, they enter the approval workflow process. This process uses Cardinal Workflow to route vouchers to the appropriate worklist(s) for designated approvers. Depending on factors such as the voucher ChartFields and origin, there may be one or more than one designated approver.





# Approval Processes and Workflow (continued)





# Approval Workflow

Each approver reviews the voucher and has these options after the review:

- **Approve:** Cardinal forwards the voucher to the next approver, if any, or makes it available for processing and payment.
- **Deny:** An approver who denies a voucher must enter comments to explain the denial. When a voucher is denied, it is sent back to the originator to correct or delete. If the originator corrects the voucher, it will be re-routed through the workflow. If there are any changes to ChartFields, Cardinal performs budget checking on the voucher again, and if it passes, places it in workflow once again.
- **Push Back:** Cardinal returns the voucher to the previous step in the approval process for re-evaluation.

The number of approvers required for a voucher depends on the type or source of voucher, the type or expenditure, the dollar value, etc. Cardinal determines the workflow path automatically, and routes each voucher appropriately. Each approver has the options detailed on the previous page, and all designated approvers must approve the voucher before it can be processed and paid.



# PCard Approval Workflow

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If you are a Voucher Processor and also a PCard approver, there are additional steps that you will need to perform.

Please refer to the **PCard Voucher Approval Job Aid** for details about this process.



# Voucher Posting Overview

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Once a voucher is approved, it is ready for posting - the last step in the voucher process before payment.

Voucher posting is a regularly scheduled batch process. This process creates entries in the Accounts Payable voucher accounting line table that will be used by project accounting and by General Ledger to create journals.



# Voucher Posting Status

You can review a voucher's posting status on the **Invoice Information** page in the **Post Status** field. A posted voucher will have a status of **Posted**.

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

Summary	Related Documents	Invoice Information	Payments
<b>Business Unit:</b>	50100		
<b>Voucher ID:</b>	00000144		
<b>Voucher Style:</b>	Regular		
<b>Contract ID:</b>			
<b>Vendor Name:</b>	Utility Company		
	7825 West Broad		
	Richmond, VA 23228		
<b>Entry Status:</b>	Postable		
<b>Match Status:</b>	No Match		
<b>Approval Status:</b>	Approved		<a href="#">Approval History</a>
<b>Post Status:</b>	Posted		



# Lesson 6: Checkpoint

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

Answer the review questions below:

- 1) Why is the preliminary Budget Check Only process no substitute for the batch budget checking process?
- 2) Where is Commitment Control located?
- 3) Does budget checking occur before or after approval? Why?
- 4) What else may need to occur before approval?
- 5) What is the difference between Deny and Push Back?
- 6) How many people must approve a voucher?
- 7) Does voucher posting post the voucher amounts to the GL?



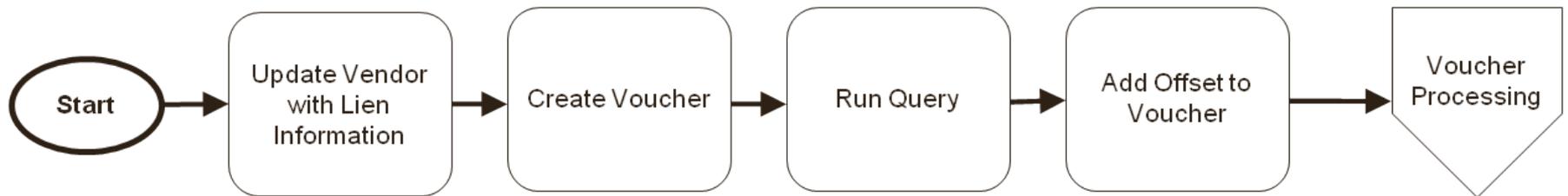
# Performing Payment Offset Processing

Payment offset processing refers to situations where a vendor is subject to a lien or garnishment or similar circumstances, or where a Comptroller's Debt Setoff (CDS) exists for the vendor. In both cases, payment to the vendor is split between the vendor and a third party.

Remember that lien/garnishment offsets are processed by Accounts Payable, while CDS offsets are processed by the Department of Taxation. In this course, we will focus on processing payment offsets for liens and garnishments, since they are an Accounts Payable responsibility.

Payment offset processing is done by the AP Manager or Voucher Processor Maintenance.

The diagram on this page illustrates the payment offset process for liens and garnishments. In the next few pages, you will learn more details about each step.





# Payment Hold

Payments to a vendor that require payment offsets should be flagged for special processing, because each payment must be split. This requires manual intervention.

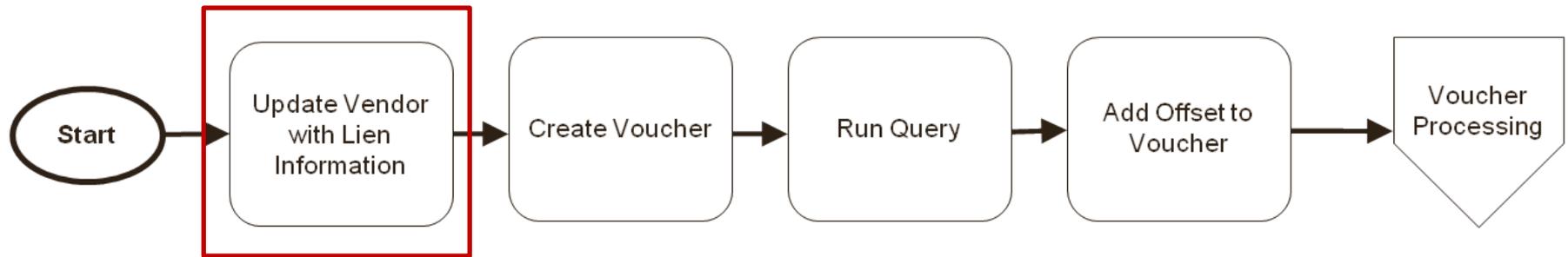
To prevent these payments from being processed automatically, the voucher must be flagged for payment hold.

<b>Name:</b>	Vision Communication	
<b>Invoicing</b>		
<b>Vendor:</b>	0000000001	Vision Communication
<b>Address:</b>	<input type="text" value="3"/>	Invoicing
	<a href="#">Search</a>	4325 Tank Ln.
		Alexandria, VA 22304
<b>Location:</b>	MAIN	Main
<b>Remitting</b>		
<b>*Vendor:</b>	<input type="text" value="0000000001"/>	Vision Communication
<b>*Address:</b>	<input type="text" value="2"/>	Payment
	<a href="#">Search</a>	PO Box 5541
		Richmond, VA 23227
<b>*Location:</b>	<input type="text" value="MAIN"/>	Main
<b>Additional Payables Options</b>		
<b>Payment Control</b>		
<b>Pay Group:</b>	<input type="text"/>	
<b>*Delay Days:</b>	Default from BU	
<b>Discount:</b>	<input type="text" value="0"/>	
<b>Net:</b>	<input type="text" value="0"/>	
<input type="checkbox"/> <b>Hold Payment</b>	<input type="checkbox"/> <b>Complex Routing</b>	
<input type="checkbox"/> <b>Always take discount</b>	<input type="checkbox"/> <b>Separate Payment</b>	
<input type="checkbox"/> <b>Factoring</b>	<input type="checkbox"/> <b>Apply Netting</b>	



# Set Up Payment Hold

To place a payment hold on a vendor requiring an offset, the Vendor Maintenance Specialist will create a special **Location**, called a **Lien**, as the default Location in the vendor record. This Location is associated with a payment hold. This Location is also set up with a **Handling** code of **Review**. These settings prevent payment from being processed, and flag related vouchers for manual intervention.





# Run Vendor with Payment Hold and Related Unpaid Vouchers Query

When processing vouchers for payment offsets, the first step is to run the Vendor With Payment Hold and Related Unpaid Vouchers query. This query lists vendors that are set up with payment holds, and all unpaid vouchers for each vendor. You can review the query results to get information about the vouchers that you need to review manually.

You can navigate to this query using the following path:

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

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

SetID:

Payment Handling:

[View Results](#)

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

View All First [1-3 of 3](#) Last

	SetID	Vendor ID	Vendor Name	Location	Description	Payment Method	Payment Handling
1	STATE	0000000020	Testing Inc.	OFFSET	Vendor Offset Location		RR
2	STATE	0000000028	Jaun Que	STANDARD	Standard		
3	STATE	0000000028	Jaun Que	VDOT	600 Broad Street		LI



# Obtain Payment Offset Information for Each Vendor

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After you identify the vendors and vouchers on the report, you need to obtain information about the payment offsets required for each – for example, the percentage of the payment to be offset; the third party that the offset should be paid to; the vendor's current balance, etc. This information is not in Cardinal, but is in an offline tracking system.



# Update Voucher with Payment Offset

The Voucher Processor Maintenance or the AP Manager is able to update the voucher(s) requiring payment offsets.

You can update voucher(s) requiring payment offsets by following these steps:

- Display the **Payments** page on the voucher. The default location should be **LIEN** as explained above, and the **Handling Code** should be **Requires Review**.
- In the **Payment Information** section, update the **Remit To** location to **MAIN**. This removes the voucher from payment hold.
- In the **Payment Information** section for the **MAIN** location, enter the amount of the voucher that should be paid to the vendor according to the specifics of the lien or garnishment. Make sure that the **Handling** field displays a payment code for a lien or garnishment.
- Click the **Add a new row** button to create a second **Payment Information** row for the third party.
- On the **Payment Information** row you just created, enter the information for the payment to the third party, including its **Remit To** information, amount, etc. The total amount paid to the vendor and the third party should equal the voucher amount. The third party vendor information should be included in the offline tracking system. In addition, the third party should have been set up in eVA and sent to Cardinal.
- **Save** the voucher. It can now be processed for budget checking, approval, posting, and payment as any other voucher.



# Simulation: Processing Payment Offsets

You are now about to view a simulation on processing payment offsets.





# Processing Petty Cash Reimbursement Vouchers

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Petty Cash Reimbursement Vouchers replenish petty cash accounts for expenditures made from them. As you learned earlier, there is a special process for petty cash reimbursement that ensures the replenishment equals the expenditures and also tracks expenditures properly.



# Petty Cash Processing Steps

The petty cash process follows these steps:

- **Create Petty Cash Vouchers:** Vouchers are created for expenditure payments from a petty cash account.
- **Run the Unreimbursed/Reimbursed Petty Cash Vouchers report:** Periodically, the Petty Cash Processor, Petty Cash Reconciler, or the Accounts Payable Manager runs this report, to list all vouchers created in the previous step that have not yet been replenished.
- **Create Replenishment Voucher:** The AP Manager then manually creates a Treasury voucher for the total amount of unreplenished vouchers on the report. For example, if the report shows that four vouchers for a total of \$54.67 were created for payment from petty cash and have not been reimbursed, the AP Manager creates a treasury voucher for \$54.67. Once this voucher is approved and paid, \$54.67 is deposited in the petty cash account.
- **Update Replenished Vouchers:** Once the payment is deposited in the petty cash account, the vouchers that were replenished are updated. These vouchers will not appear in future reports. To update these, the AP Manager updates the **Payment Comments** field of each voucher replenished using the standard format, **REIMB** followed by the voucher ID.



# Updating Payment Information on a Voucher

In most instances, the information on a voucher that controls its payment is generated by default from the vendor record, and will cause the voucher to be paid according to the regular cycle established for the vendor in Cardinal. Generally, vendors are paid according to the Commonwealth's Prompt Payment Statutes.

However, certain circumstances may result in the need to change the default payment information. Here are some examples of these circumstances:

- A payment hold needs to be added to or removed from the voucher.
- A payment needs to be split among more than one payee because a tax lien has been received from the IRS.
- The payment for a voucher needs to be separated from other payments to the vendor because the payment requires an attachment that will accompany it.
- The calculated payment date needs to be changed because it does not follow prompt payment requirements.
- A message needs to be added to the remittance or an internal comment about the payment needs to be added.



# Voucher Entry Payments Page

Payment information for a voucher appears on the **Payments** page of the **Voucher Entry** pages. As noted above, most of the information on this page defaults from the vendor definition, but changes can be made in some of the fields if required.

Payment information cannot be updated once the voucher is selected for payment or is paid.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	50100	Invoice No:	01AP0601-B		
Voucher ID:	00000144	Invoice Date:	03/14/2011		
Voucher Style:	Regular Voucher				
Total Amount:	622.22				
Vendor Name:	Utility Company	*Pay Terms:	00	Due Now	<a href="#">Schedule Payments</a>

Payment Information		Find   View All   First   1 of 1   Last	
Payment:	1	Gross Amount:	622.22 USD
*Remit to:	0000000008	Discount:	0.00 USD
Location:	STANDARD	Scheduled Due:	03/16/2011
*Address:	1	Net Due:	03/14/2011
Utility Company		Discount Due:	
7825 West Broad		Accounting Date:	03/16/2011
Richmond, VA 23228			
			<a href="#">Payment Inquiry</a>
			<a href="#">Express Payment</a>
			<a href="#">Payment Comments(0)</a>
			<a href="#">Holiday/Currency</a>

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

Schedule Payment	
*Action:	Schedule Payment
Payment Date:	03/16/2011
Pay:	
Reference:	000022



# Voucher Entry Payments Page (continued)

<b>Summary</b>		<b>Related Documents</b>		<b>Invoice Information</b>		<b>Payments</b>		<b>Voucher Attributes</b>		<b>Error Summary</b>	
<b>Business Unit:</b>	50100	<b>Invoice No:</b>	01AP0601-B								
<b>Voucher ID:</b>	00000144	<b>Invoice Date:</b>	03/14/2011								
<b>Voucher Style:</b>	Regular Voucher										
<b>Total Amount:</b>	622.22										
<b>Vendor Name:</b>	Utility Company	<b>*Pay Terms:</b>	00	Due Now	<a href="#">Schedule Payments</a>						

<b>Payment Information</b>										Find   View All   First   1 of 1   Last	
+ -											
<b>Payment:</b>	<b>1</b>										
<b>*Remit to:</b>	0000000008		<b>Gross Amount:</b>	622.22		USD		<a href="#">Payment Inquiry</a>			
<b>Location:</b>	STANDARD		<b>Discount:</b>	0.00		USD		<a href="#">Express Payment</a>			
<b>*Address:</b>	1										
Utility Company			<b>Scheduled Due:</b>	03/16/2011				<a href="#">Payment Comments(0)</a>			
7825 West Broad			<b>Net Due:</b>	03/14/2011				<a href="#">Holiday/Currency</a>			
Richmond, VA 23228			<b>Discount Due:</b>								
			<b>Accounting Date:</b>	03/16/2011							

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

<b>Schedule Payment</b>											
<b>*Action:</b>	Schedule Payment		<b>Payment Date:</b>	03/16/2011							
<b>Pay:</b>			<b>Reference:</b>	000022							



# Reviewing and Correcting Voucher Errors

The voucher processing steps may detect errors in vouchers that were not detected during voucher entry. Accounts Payable is responsible for identifying and correcting these errors. The most common of these errors include:

- **Voucher Build Errors:** These errors occur during the Build Vouchers process. The most common of these errors are duplicate voucher errors or duplicate invoice errors. i.e., the process created a voucher that appears to be a duplicate of another existing voucher, or it created two different vouchers for a single vendor invoice.
- **Combination Edit Errors:** These errors occur when a voucher's accounting entries include a combination of values that is not valid from an accounting perspective – for example, a **Cost Center** and a **Department** combination that is not permitted in the Chart of Accounts.
- **Out of Balance Errors:** These errors occur when the amount in the voucher header does not match the total of the invoice line amounts, or the total of the distribution amounts on an invoice line does not match the amount on the invoice line.
- **Matching Errors (Match Exceptions):** These errors occur during match processing when a voucher and its related items (PO, receiver, and/or inspection record) do not match.
- **Budget Check Errors:** These errors occur during budget checking when there are not sufficient funds in the budget for the specified accounting entries.

Note that this topic does not address errors in vouchers that are posted or paid. Posted vouchers can be corrected if it is possible to unpost the voucher.



# Identifying Voucher Errors

You can use several methods to identify voucher errors, depending on the type of error:

- **Voucher Error Query:** This query reports voucher errors related to Voucher Builds, Combination Edits, Out of Balance errors, Match Exceptions and Budget Checks. You can run it as needed to list any current errors.
- **Voucher Build Error Detail:** Use this page to search for, identify, and correct errors in the Voucher Build Process.
- **Voucher Maintenance Search:** Use this page to search for common entry errors.
- **Vouchers:** Use this page to search for vouchers that failed budget checking. (Note that this page is found in Commitment Control, not Accounts Payable.)



# Voucher Error Query

You can navigate to this query using the following path:

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

This query displays vouchers with errors for the specified Business Unit and Responsible Organization. You can display the query on the screen, export it to Excel, or print it.

**V\_AP\_VCHR\_ERROR - Voucher Error Report**

Business Unit:

Responsible Org (% for All):

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

View All First 1-57 of 57 Last

	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status
1	50100		05/18/2011	00000108	R	N
2	50100	10000	05/18/2011	00004273	R	N
3	50100	10000	05/18/2011	00000042	P	E
4	50100	10000	05/18/2011	00000043	P	E
5	50100	10000	05/18/2011	00000062	R	N
6	50100	10000	05/18/2011	00000067	P	E
7	50100	10000	05/18/2011	00000021	P	E
8	50100	10000	05/18/2011	00000044	P	E
9	50100	10000	05/18/2011	00000048	P	E



# Voucher Maintenance Search

You can navigate to this page using the following path:

**Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Maintenance Search**

The page shown here is a search page that selects vouchers meeting your search criteria. Note that you can search by values such as **Business Unit** and dates. Select the error types to display by selecting the checkboxes in the **Error Lookup Criteria** section.

The screenshot displays the 'Voucher Maintenance Search' web application interface. At the top, it says 'Enter Voucher, Vendor and/or Error lookup criteria. All information entered is used to search.' The interface is divided into several sections:

- Voucher Lookup Criteria:** Contains radio buttons for 'Business Unit', 'User ID', 'Control Group', 'Origin Set ID', 'Origin', 'Voucher ID', 'Invoice', and 'Process Instance'. Each has associated 'From' and 'To' input fields. The 'Business Unit' field is populated with '50100'. There are also dropdowns for 'Voucher Style' and 'Approval Status', and a 'Voucher Gross Amount' field with a value of '0.000'.
- Date Lookup Criteria:** Contains date range fields for 'From Invoice Date', 'To Invoice Date', 'From Accounting Date', 'To Accounting Date', 'From Entered Date', 'To Entered Date', 'From Due Date', and 'To Due Date'.
- Vendor Lookup Criteria:** Contains a 'SetID' field with '50100' and radio buttons for 'Vendor ID', 'From Vendor ID', 'Vendor Name', and 'From Vendor Name', each with associated input fields.
- Error Lookup Criteria:** A section highlighted with a red box, containing three checkboxes: 'Unposted Vouchers with Matching Errors', 'Vouchers with Combo Edit Errors', and 'Vouchers in Recycle Status'.
- Vouchers with Scheduled Payments on hold:** A section at the bottom with a checkbox for 'Vouchers with Scheduled Payments on hold'.



# Voucher Maintenance Search (continued)

## Voucher Maintenance Search

Enter Voucher, Vendor and/or Error lookup criteria. All information entered is used to search.

### Voucher Lookup Criteria

Business Unit:

From Business Unit:  
To Business Unit:

User ID:

From User ID:  
To User ID:

Control Group:

From Control Group:  
To Control Group:

Origin Set ID:

Origin:

From Origin:  
To Origin:

Voucher ID:

From Voucher ID:  
To Voucher ID:

Invoice:  
From Invoice:   
To Invoice:

Voucher Style:

Approval Status:

Voucher Gross Amount:

Transaction Currency:

Process Instance:

From Process Instance:

To Process Instance:

### Date Lookup Criteria

From Invoice Date:

To Invoice Date:

From Accounting Date:

To Accounting Date:

From Entered Date:

To Entered Date:

From Due Date:

To Due Date:

### Vendor Lookup Criteria

SetID:

Vendor ID:

From Vendor ID:  
To Vendor ID:

Vendor Name:  
From Vendor Name:   
To Vendor Name:

Vendor Location:

### Error Lookup Criteria

- Unposted Vouchers with Matching Errors
- Vouchers with Combo Edit Errors
- Vouchers in Recycle Status

### Vouchers with Scheduled Payments on hold

- Vouchers with Scheduled Payments on hold



# Budget Checking Errors

Budget checking errors are reported through Commitment Control, rather than through Accounts Payable.

You can navigate to this page using the following path:

**Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Vouchers**

This page lists both errors and warnings for a voucher, and includes links for additional information.

Voucher Exceptions | Line Exceptions

Business Unit: 50100      Voucher ID: 00000228

---

Exception Type: Error       Override Transaction     

Maximum Rows: 100       More Budgets Exist

     [Advanced Budget Criteria](#)

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

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		50100	CC_LOWLVL	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...



# Correcting Voucher Errors

Once you identify the error, you can usually update the voucher with correct data and save it. It will be reprocessed for payment.

There are some factors that may make the process more complicated, however. For example:

- You may need to research to determine the correct values, e.g. contact the vendor or Procurement.
- When a voucher fails budget checking, there are multiple possible causes. The budget amounts for the ChartField combination(s) may need to be increased. The ChartFields may need to be corrected. Remember, a voucher cannot be routed for approval until it passes budget checking, and therefore cannot be paid.
- Once you update the voucher, any processes that identified error(s) are repeated to confirm that the voucher is error-free. For example, if the voucher failed budget checking, this process must be repeated. You may have to wait until after the next batch processing cycle before taking any further steps.



# Simulation: Reviewing and Correcting Voucher Errors

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





# Entering Adjustment Vouchers

Adjustment vouchers are used to adjust existing posted vouchers.

An adjustment voucher is associated with the original voucher, and is created for the amount of the adjustment. Adjustment vouchers go through the same processes as regular vouchers (budget check, approve, post). Adjustment vouchers for credit memos should be entered only when there is an existing unpaid voucher in Cardinal for that vendor; the vouchers will be combined during the pay cycle process.

Adjustment vouchers must be budget checked and approved, since the changes may have budgetary or financial impact.



# Adjustment Voucher Entry

This page displays the **Invoice Information** page for an adjustment voucher. It is similar to a regular voucher, but uses the **Copy From Source Document** section to enter the Voucher ID of the voucher being adjusted. This copies the information from the original voucher to act as a base for the adjustment.

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

Business Unit: 50100 Invoice No: FM101CM Action: [Dropdown]  
Voucher ID: 00000086 Invoice Date: 01/26/2011 [Calendar]  
**Voucher Style: Adjustments** Accounting Date: 01/26/2011 [Calendar]  
 Final Voucher  
 Do Not Send to CARS [Run]

Vendor ID: 000000007 Notification Inc. Invoice Receipt Date: [Calendar]  
ShortName: NOTE-001 2564 York Lane Goods & Services Receipt Date: [Calendar] [Attachments \(1\)](#)  
Location: STANDARD [Search] Richmond, VA 22238 [Comments \(0\)](#)  
\*Address: 1 [Search] [Preview Approval](#)  
[Calc Basis Date](#)

Invoice Lines: -100.00 \*Pay Terms: 00 Due Now  
\*Currency: USD Basis Date Type: Inv Date  
Miscellaneous: [Field] Responsible Org: 10000 [Non Merchandise Summary](#) [Print Invoice]  
Freight: [Field] Customer Account #: [Field] [Submit For Approval]  
Total: -100.00 ROW Acquisition ID: [Field]

Difference: 0.00 [Calculate]

**Copy From Source Document**  
Voucher ID: [Field] [Copy to Voucher]  
[Copy From Worksheet](#)

Invoice Lines Find | View All First 1 of 1 Last



# Adjustment Voucher Entry (continued)

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 No: FM101CM Action:   
 Voucher ID: 00000086 Invoice Date: 01/26/2011   
 Voucher Style: Adjustments Accounting Date: 01/26/2011   
 Final Voucher  Do Not Send to CARS   
 Run

Vendor ID: 000000007 Notification Inc. Invoice Receipt Date:   
 ShortName: NOTE-001 2564 York Lane Goods & Services Receipt Date:   
 Location: STANDARD Richmond, VA 22238   
 \*Address: 1   
 Attachments (1)   
 Comments(0)   
 Preview Approval   
 Calc Basis Date

Invoice Lines: -100.00 \*Pay Terms: 00 Due Now   
 \*Currency: USD Basis Date Type: Inv Date   
 Miscellaneous: Responsible Org: 10000   
 Freight: Customer Account #:   
 Total: -100.00 ROW Acquisition ID:   
 Difference: 0.00   
 Calculate   
 Non Merchandise Summary   
 Print Invoice   
 Submit For Approval

**Copy From Source Document**   
 Voucher ID:   
 Copy to Voucher   
 Copy From Worksheet

Invoice Lines Find | View All First 1 of 1 Last



# Entering Template Vouchers

You can create a template voucher to use as a model for other vouchers. The template voucher itself cannot be processed as an actual voucher. Instead, it is used as the basis for actual vouchers, much like a word processing template can be used as a basis for actual documents.

Template vouchers can be useful when you often enter non-PO vouchers with similar data. The data that you define depends on your needs. For example, if you use similar vouchers to pay a vendor for a repeatedly purchased product where only the quantity and amount differ, you can define a template voucher with repeated field values saved.



# Template Voucher Process

The template voucher process is a three-step process:

- Create the template voucher. This is a one-time process.
- Copy the template voucher into a regular voucher. You do this any time you need to use the template.
- Update the fields in the voucher so the voucher is complete and save.

The screenshot displays the 'Invoice Information' tab of a software interface. Key fields include:

- Business Unit:** 50100
- Voucher ID:** 00000015 (highlighted with a red box)
- Voucher Style:** Template Voucher (highlighted with a red box)
- Invoice No.:** Train101
- Invoice Date:** 01/04/2011
- Accounting Date:** 01/04/2011
- Vendor ID:** 000000018
- ShortName:** DOA-001
- Location:** STANDARD
- \*Address:** 1
- Department of Accounts:** P. O. Box 1971
- Richmond, VA 23218-1971**
- Invoice Lines:** 200.00
- \*Currency:** USD
- Total:** 200.00
- Difference:** 0.00
- \*Pay Terms:** 00
- Basis Date Type:** Inv Date
- Responsible Org:** 10000
- Customer Account #:**
- ROW Acquisition ID:**
- Copy From Source Document:** PO Unit, PO Number, Copy From (None)
- Template:** Template ID: DOA101, Description: Registration Fees,  Save as a Template Voucher (highlighted with a red box)

This page illustrates the **Invoice Information** page of a template voucher. Note it is almost identical to a regular voucher. The main difference is that you select the **Template** voucher style when you create the voucher.



# Template Voucher Process (continued)

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

Business Unit: 50100 Invoice No: Train101 Action:   
 Voucher ID: 00000015 Invoice Date: 01/04/2011   
 **Voucher Style: Template Voucher** Accounting Date: 01/04/2011   
  Final Voucher  Do Not Send to CARS

Vendor ID: 0000000018 Department of Accounts Invoice Receipt Date:   
 ShortName: DOA-001 P. O. Box 1971 Goods & Services Receipt Date:   
 Location: STANDARD Richmond, VA 23218-1971   
 \*Address: 1   
 [Advanced Vendor Search](#) [Session Defaults](#) [Attachments \(0\)](#) [Comments\(0\)](#)

Invoice Lines: 200.00 \*Pay Terms: 00 Due Now [Calc Basis Date](#)   
 \*Currency: USD Basis Date Type: Inv Date   
 Miscellaneous: Responsible Org: 10000 [Non Merchandise Summary](#)    
 Freight:   
 Total: 200.00 Customer Account #:   
 ROW Acquisition ID:   
 Difference: 0.00

**Copy From Source Document**   
 PO Unit:   
 PO Number:    
 Copy From: None [Go](#)

**Template**   
 Template ID: DOA101   
 Description: Registration Fees   
  Save as a Template Voucher



# Locating Denied Vouchers and Deleting Vouchers

Remember:

- A voucher approver can deny a voucher submitted for approval. When a voucher is denied, the approver must enter comments to explain the denial. The voucher is then sent back to the originator to correct or delete. If the originator corrects the voucher, it will be re-routed through the workflow. If there are any changes to ChartFields, Cardinal performs budget checking on the voucher again, and if it passes, places it in workflow once again.
- Budget checking occurs before approval
- Successful budget checking reserves the amount of the voucher in the budget(s) for the voucher's accounting entrie(s)

When a voucher is denied, the Voucher Processor who entered the voucher receives notification of the denial through Cardinal Workflow.

Denied vouchers should be deleted promptly to restore the budget amounts without delay.



# Deleting Vouchers

---

In addition to deleting denied vouchers, there may be other reasons to delete vouchers as well – for example, if you entered a voucher in error or if you made entry errors that are easier to correct by starting over.

Deleting a voucher marks it as deleted in the database. In addition to denied vouchers, only vouchers that have **not** been matched, posted, selected for payment, or paid can be deleted.



# Voucher Deletion Steps

Use the **Delete Voucher** page to delete a voucher after you have selected it. When searching for vouchers, only vouchers that are eligible for deletion will appear.

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher

**Delete Voucher** | Voucher Details

Business Unit: 50100    Voucher: 9AP0504

**Vendor**

Vendor: 0000000030 Mr Coffee Distribution  
ShortName: MR COFFEE-001

**Voucher Information**

Invoice:	9AP0504	Origin:	ONL	Header Budget Status:	Valid
Date:	04/27/2011	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	450.00 USD	Entry Status:			Postable

Related Voucher



# Unposting Vouchers

As noted earlier, vouchers that were posted by the Voucher Posting process to the Accounts Payable voucher accounting line table may be unposted in some circumstances. (Vouchers that have been paid cannot be unposted.)

You may want to unpost a posted voucher if you need to make a correction in it. Unposted vouchers cannot be deleted.

You can unpost a posted voucher when:

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

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



# Unposting Vouchers Steps

You can use the **UnPost Voucher** page to unpost a voucher. The only data to enter on this page is the accounting date for the unposting step.

This page includes a **Voucher Details** tab that displays more information about the voucher if you need the information before unposting.

After the voucher is unposted, you can update it if required, and allow it to be reposted.

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > UnPost Voucher

**UnPost Voucher** Voucher Details

Business Unit: 50100 Voucher: 00000167

**Vendor**

Vendor ID: 0000000001 Vision Communication  
ShortName: VISION-001

**Voucher Information**

Invoice: POVCH234 Origin: ONL  
Date: 03/19/2011 Group:  
Gross Amount: 30,000.00 USD

**Update Voucher**

\*Accounting Date: 03/21/2011

**Reversal Accounting Date**

Business Unit Default  
 Use Current Date  
 Use Specific Date  
Accounting Date:

Unpost



# Performing Voucher Mass Maintenance

Voucher Mass Maintenance is a feature of Cardinal Accounts Payable that lets you select a group of vouchers and change the values of fields in the vouchers in a single process. For example, if you just entered 5 vouchers for inspection services and now realize that you entered the wrong account, you can use Mass Maintenance to correct all 5 vouchers. You can also use this process to unpost or delete a group of vouchers.

Voucher Mass Maintenance can only be used to change vouchers that have not yet been posted or paid. The accounting distributions of vouchers that have been posted or paid cannot be modified because the associated accounting entries would have been completed during voucher posting or payment processing.

Voucher Mass Maintenance is done by the AP Manager.



# Mass Maintenance Steps

To perform mass maintenance on a group of vouchers, you follow these general steps:

- Search for vouchers to be changed using voucher field values or ranges of field values as search criteria.
- In the search results, select the specific vouchers to be updated.
- Select the action to be taken with the vouchers (field replace, unpost, or delete).
- Request the action. When replacing field value(s), this step includes specifying the replacement value(s).

After you complete these steps, the actual changes are made during the next Voucher UnPost, Voucher Build, and/or Voucher Delete processes.



# Search, Select Vouchers, and Select Action

This displays the **Voucher Mass Maintenance** page, where you can search for the vouchers, select the vouchers to be updated, and specify the action to be taken. In this example:

- Two fields (**Vendor ID** and **Invoice Date**) were used as search criteria, as shown in the top part of the page.
- The vouchers meeting the criteria appear in the middle of the page. Both are selected for maintenance since the checkboxes in the **Sel** columns are selected.
- Buttons for the actions appear at the bottom of the page. Though all buttons are active, this does not necessarily mean that all actions are available for all vouchers displayed. To display only the vouchers that are available for a particular action, select the appropriate value in the **Filter Criteria** drop-down list. For example, to display only vouchers that can be deleted, select the **Vouchers that can be Deleted** list item in this list.

**Voucher Mass Maintenance**

Step 1: Search for the vouchers on which you want to perform a maintenance operation by entering one or more voucher field values. Click the Search button to view the vouchers that meet your search criteria.

Search Criteria

1 \*Field Name: Vendor ID From Value: 0000000011 To Value: 0000000044  
 Single Value  Range of Values

2 \*Field Name: Invoice Date From Date: 11/01/2010 To Date: 12/01/2010  
 Single Value  Range of Values

Search Reset Criteria

1 voucher(s) found. 1 voucher(s) selected.

Step 2: Unselect any vouchers you do not want to include in the maintenance operation. You may also refine your search by filtering out listed vouchers using the optional Filter Criteria. When you have finished your selections, click the pushbutton for the maintenance operation you want to perform.

\*Filter Criteria: All Vouchers

Select All Clear All

Sel	Bus. Unit	Voucher ID	Style	Short Vndr Name	Invoice No	Invoice Dt	Gross Amt	Currency
<input checked="" type="checkbox"/>	50100	00000004	Regular Voucher	M & M-001	INV_ZYTUS_001	12/01/2010	21,000.00	USD

Select All Clear All

Field Replace Close UnPost Delete



# Search, Select Vouchers, and Select Action (continued)

## Voucher Mass Maintenance

Step 1: Search for the vouchers on which you want to perform a maintenance operation by entering one or more voucher field values. Click the Search button to view the vouchers that meet your search criteria.

Search Criteria Find First 1-2 of 2 Last

1 *Field Name:	Vendor ID	From Value:	0000000011	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> Single Value	<input checked="" type="radio"/> Range of Values	To Value:	0000000044		
2 *Field Name:	Invoice Date	From Date:	11/01/2010	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> Single Value	<input checked="" type="radio"/> Range of Values	To Date:	12/01/2010		

[Reset Criteria](#)

1 voucher(s) found. 1 voucher(s) selected.

Step 2: Unselect any vouchers you do not want to include in the maintenance operation. You may also refine your search by filtering out listed vouchers using the optional Filter Criteria. When you have finished your selections, click the pushbutton for the maintenance operation you want to perform.

\*Filter Criteria: All Vouchers

[Select All](#)  [Clear All](#)

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

	Sel	Bus. Unit	Voucher ID	Style	Short Vndr Name	Invoice No	Invoice Dt	Gross Amt	Currency
1	<input checked="" type="checkbox"/>	50100	00000004	Regular Voucher	M & M-001	INV_ZYTUS_001	12/01/2010	21,000.00	USD

[Select All](#)  [Clear All](#)



# Request Action

After you click the button for the appropriate action, another page appears that lets you complete the information for the request. This includes entering a **Request ID** and **Request Description** for the batch process. For field replacements, it also includes your specification for which field(s) are to be replaced and with what value(s). You can replace multiple fields as desired by using the add button (plus sign) at the end of the row in the Replace Criteria section.

After you complete this request, the related updates will occur during the next Voucher Build batch process.

**Field Replace**

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**Voucher Mass Maintenance**

1 voucher(s) selected for this action. 1 voucher(s) eligible for processing.

Step 3: Specify a new value for each voucher field you want to update. For future reference, identify and describe this voucher maintenance request. Select Action and Click the Run button to initiate the update.

Request ID:  Request Description:

---

**Replace Criteria** Find First 1 of 1 Last

1\*Field Name:  Replace With:

[Cancel](#) Action:



# Lesson 6: Checkpoint

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

Answer the review questions below:

- 1) What type of payment offsets is Accounts Payable responsible for?
- 2) In payment offset processing, what must you do with the vendor location and why?
- 3) Where do you get the information for the offset amount and third-party payee?
- 4) When processing petty cash reimbursements, how do you indicate that a particular petty cash voucher has been replenished?
- 5) How can you change the date when a voucher is paid?
- 6) List some different types of errors that can occur in a voucher and how to find and correct them.
- 7) Why is it necessary to delete denied vouchers?
- 8) How do you learn that a voucher is denied?
- 9) Does unposting a voucher affect the General Ledger?
- 10) Can unposted vouchers be changed or deleted?
- 11) What types of voucher maintenance processes can mass maintenance be used for?



# Lesson 6: Summary

In this lesson, you learned how to:

- Describe the steps in regular voucher processing
- Create payment offsets for liens or garnishments
- Create and process petty cash reimbursement vouchers
- Describe how payment information can be updated on a voucher
- Review and correct voucher build and voucher processing errors
- Enter adjustment vouchers
- Describe the purpose of template vouchers
- Delete vouchers
- Unpost vouchers
- Describe the process of voucher mass maintenance



# Lesson 7: Voucher Reports, Queries, and Online Inquiries

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This lesson covers the following topics:

- Reports
- Queries
- Online Inquiries



# Reports

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Voucher reports can be run at various intervals. There are numerous voucher reports available. Some of the key voucher reports include:

- Budget Check Exceptions
- Posted Voucher Listing
- Voucher Listing by ChartField
- Voucher Register



# Budget Check Exceptions

This report lists all budget check exceptions on vouchers.

You can navigate to this report using the following path:

**Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher**

Voucher Exceptions | Line Exceptions

Business Unit: 50100      Voucher ID: 00000005

\*Exception Type: **Error**       Override Transaction       More Budgets Exist

Maximum Rows: 100

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

---

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

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Override User ID	Override Date	Trans
1		50100	CC_ALLOT	Translation Tree error	<a href="#">More Detail</a>	<input checked="" type="checkbox"/>	CHARLOTTE.HANEY	02/15/2011 3:40:39PM	Go T
2		50100	CC_APPROP	Translation Tree error	<a href="#">More Detail</a>	<input type="checkbox"/>			Go T
3		50100	CC_CASH	Required key CF is blank	<a href="#">More Detail</a>	<input type="checkbox"/>			Go T
4		50100	CC_LOWLVL	Translation Tree error	<a href="#">More Detail</a>	<input type="checkbox"/>			Go T



# Posted Voucher Listing

This report lists posted vouchers for a specific date range, and all or specific vendor(s).

You can navigate to this report using the following path:

**Main Menu > Accounts Payable > Reports > Vouchers > Posted Voucher**

ORACLE										Report ID:	APY1020		PeopleSoft Accounts Payable POSTED VOUCHER LISTING			Page No.	1	
													Run Date	8/2/2011				
													Run Time	10:48:38 AM				
Business Unit:		50100																
For the period:		5/2/2011 through 6/2/2011																
Vendor ID:		000000088 Joe's Paper & Supplies																
Voucher ID:		00000212		Invoice Date:			01.Jun.2011			Document Type:			Document Date:			Document Sequence:		
Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	All Account	Debit Amount	Credit Amount	Currency Code	Unpost Seq. #					
Operating Unit	Fund Code	Dept	Class	Budget Ref	Program	Product	Project	Affiliate	Affiliate Intra 1									
ACTUALS	01.Jun.2011	ACCRUAL		APA	1	1	50100	205025			45.00	USD	0					
		02700	99999															
ACTUALS				DST		1	50100	5013120		45.00		USD	0					
		02700	10043															
										Voucher 00000212 total : USD			45.00	45.00				



# Voucher Listing by ChartField

This report lists vouchers that include specific ChartField(s) that are specified in the report request parameters. For this example, this report can be run for all vouchers posted to a specific account.

You can navigate to this report using the following path:

**Main Menu > Accounts Payable > Reports > Vouchers > Voucher Listing by Chartfield**

ORACLE		Report ID: AP88008	PeopleSoft Accounts Payable VOUCHER LISTING BY CHARTFIELD				Page No. 1		
						Run Date 6/22/2011			
						Run Time 1:03:06PM			
Business Unit:	50100	Account:	5012850	Department:	ALL	Project:	ALL	GL Business Unit:	50100
Fund Code:	ALL	Class:	ALL	Budget Ref:	ALL	Operating Unit:	ALL	Program:	ALL
Product:	ALL	Affiliate:	ALL	Fund Affiliate:	ALL	Agency Location:	ALL	Accounting Date:	
<u>Business Unit</u>	<u>Voucher</u>	<u>PO Business Unit</u>	<u>Purchase Order</u>	<u>Currency</u>	<u>Voucher Amount</u>				
50100	00000026			USD	57.00				
50100	00000150			USD	83.00				
50100	00000152			USD	24.00				
50100	00000163			USD	10.00				
50100	00000164			USD	10.00				
50100	00000169			USD	275.80				
50100	00000348			USD	10.00				
50100	00000349			USD	300.00				
50100	00000351			USD	-300.00				
Totals for Business Unit 50100 Currency USD					469.80				



# Voucher Listing by ChartField (continued)

**ORACLE** Report ID: AP88003 PeopleSoft Accounts Payable  
VOUCHER LISTING BY CHARTFIELD Page No. 1  
Run Date 6/22/2011  
Run Time 1:03:06PM

Business Unit: 50100      Account: 5012850      Department: ALL      Project: ALL      GL Business Unit: 50100  
 Fund Code: ALL      Class: ALL      Budget Ref: ALL      Operating Unit: ALL      Program: ALL  
 Product: ALL      Affiliate: ALL      Fund Affiliate: ALL      Agency Location: ALL  
 Accounting Date:

Business Unit	Voucher	PO Business Unit	Purchase Order	Currency	Voucher Amount
50100	00000026			USD	57.00
50100	00000150			USD	83.00
50100	00000152			USD	24.00
50100	00000163			USD	10.00
50100	00000164			USD	10.00
50100	00000169			USD	275.80
50100	00000348			USD	10.00
50100	00000349			USD	300.00
50100	00000351			USD	-300.00
<b>Totals for Business Unit 50100 Currency USD</b>					<b>469.80</b>



# Voucher Register

This report lists vouchers for a selected data range with or without invoice line and distribution information.

You can navigate to this report using the following path:

**Main Menu > Accounts Payable > Reports > Vouchers > Voucher Register**

ORACLE		Report ID: APY1010	PeopleSoft Accounts Payable VOUCHER REGISTER				Page No. 1
						Run Date 5/18/2011	
						Run Time 10:58:37 AM	
<b>Business Unit: 50100</b>							
For the period: 18.May.2010 through 18.May.2011							
Voucher Header Information							
Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	
23.Nov.2010	00000001	Smoke Test	23.Oct.2010	PRSMOKE	PRSMOKE	ONL	
Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID			
MARGARET	Postable	23.Oct.2010	Posted	STANDARD			
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	
Approved	USD	CRRNT	1.000000000	10.00	0.00	0.00	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	
				0.00			
Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Disct Due Dt			
0.00	0.00	0.00	23.Oct.2010				
Prorate	S	U	F	M	Play Terms		
	N	N	N	N	Due Now		
Voucher Line Information							
Line #	Description	Merch Amt	Inv Item ID	Unit Price	WTHD	Disc A	
1		10.00		0.00	N	Y	
Sales/Use Tax	Sales/Use Tax Exception Type	Exception Certificate	Intrastat Nature of Transaction	VAT Code	VAT Amount		
	None				0.00		
Distribution Line Information							
Line #	Suz Ref #	Account	Alt Account	Operating Unit	Fund Code	Dept ID	
1	0	101001					
Open Item ID	Status	Merch Amt					
		10.00					
Affiliate	Affiliate Intra 1	Stat Cd	Statistic Amt				
			0.00				
Voucher Header Information							
Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	
23.Nov.2010	00000002	SmokeTest2	19.Oct.2010	PRSMOKE	PRSMOKE	ONL	
Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID			
MARGARET	Postable	23.Oct.2010	Posted	STANDARD			
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	
Approved	USD	CRRNT	1.000000000	10.00	0.00	0.00	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	
				0.00			
Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Disct Due Dt			
0.00	0.00	0.00	19.Oct.2010				
Prorate	S	U	F	M	Play Terms		
	N	N	N	N	Due Now		



# Voucher Register (continued)

Business Unit: 50100  
 For the period: 18.May.2010 through 18.May.2011

### Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
23.Nov.2010	00000001	Smoke Test	23.Oct.2010	PRSMOKE	PRSMOKE	ONL	MARGARET.	Postable	23.Oct.2010	Posted	STANDARD
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Discnt Due Dt
Approved	USD	CRRNT	1.000000000	10.00	0.00	0.00	0.00	0.00	0.00	23.Oct.2010	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	Prorate	S U F M	Pay Terms		
				0.00				N N N N	Due Now		

### Voucher Line Information

Line #	Description	Merch Amt	Inv Item ID	Unit Price	WTHD	Disc A
1		10.00		0.00	N	Y
	Sales/Use Tax	Sales/Use Tax Exception Type	Exception Certificate	Intrastat Nature of Transaction	VAT Code	VAT Amount
		None				0.00

### Distribution Line Information

Line #	Sus Ref #	Account	Alt Account	Operating Unit	Fund Code	Dept ID	Open Item ID	Status	Merch Amt
	Program	Class	Budget Ref	Product	Project ID	Affiliate	Affiliate Intra1	Stat Cd	Statistic Amt
1	0	101001							10.00
									0.00

### Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
23.Nov.2010	00000002	SmokeTest2	19.Oct.2010	PRSMOKE	PRSMOKE	ONL	MARGARET.	Postable	23.Oct.2010	Posted	STANDARD
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Discnt Due Dt
Approved	USD	CRRNT	1.000000000	10.00	0.00	0.00	0.00	0.00	0.00	19.Oct.2010	
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	Prorate	S U F M	Pay Terms		
				0.00				N N N N	Due Now		



# Queries

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Voucher queries can be run at various intervals. There are numerous voucher queries available. Some of the key voucher queries include:

- Vendor Payment Hold Report
- Voucher Worklist
- Voucher Error Report



# RAP 447 Vendor Payment Hold Report Query

This query identifies vendors with a location on hold, and unpaid vouchers associated to that vendor.

You can navigate to this query using the following path:

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

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

SetID:

Payment Handling:

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

View All First  Last

	SetID	Vendor ID	Vendor Name	Location	Description	Payment Method	Payment Handling
1	STATE	0000002751	GroundDown ConstructorsLLC	LIEN			RR
2	STATE	0000015222	Billy Excavation & Equipment Corp	LEVY			RR
3	STATE	0000024608	Dannon C Rutherford	LIEN			RR
4	STATE	0000038237	Double T Contracting LLC	LEVY			RR
5	STATE	0000039456	four seasons excavating Co incorpor	LEVY			RR
6	STATE	0000050762	EDWARD DALE MARTIN	LIEN			RR
7	STATE	0000055351	JAMES A HARRUP	LIEN			RR
8	STATE	0000056947	JONES & JONES OF VA	LIEN			RR
9	STATE	0000063029	GARY R FITZGERALD	LEVY			RR



# Queries

This query is used to report on vouchers pending approval. The query can be run by a Business Unit, Voucher ID and/or Approver ID.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_AP\_WF\_VOUCHER**

**V\_AP\_WF\_VOUCHER - Voucher related worklist entry**

Business Unit (% for all):

Voucher ID (% for all):

Approver ID (% for all):

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1663 kb)

[View All](#)

	Approver	Business Unit	Voucher ID	Voucher Entered Date	Accounting Date	Voucher Created By	Approval Type	Voucher Approval Status	Worklist Status	Worklist Instance	SYSDATE	Approval Submitter
1	VP2	50100	00000001	11/23/2010	10/23/2010	V_SUPER_AP	Approval Routing	A	2	0	05/18/2011	MARGARET.HUNTER
2	V_SUPER_AP	50100	00000003	12/13/2010	12/13/2010	V_SUPER_AP	Transaction Approved	A	2	0	05/18/2011	V_AP_PRE_AUDIT_APPROVER
3	V_AP_PRE_AUDIT_APPROVER	50100	00000003	12/13/2010	12/13/2010	V_SUPER_AP	Approval Routing	A	2	0	05/18/2011	V_AP_HR_VOUCH_APPROVER
4	V_AP_HR_VOUCH_APPROVER	50100	00000003	12/13/2010	12/13/2010	V_SUPER_AP	Approval Routing	A	2	0	05/18/2011	V_SUPER_AP
5	V_AP_VOUCH_FINAL_APPROVER	50100	00000004	12/13/2010	12/13/2010	V_SUPER_AP	Approval Routing	A	2	0	05/18/2011	V_AP_HR_VOUCH_APPROVER
6	V_SUPER_AP	50100	00000004	12/13/2010	12/13/2010	V_SUPER_AP	Transaction Approved	A	0	0	05/18/2011	V_AP_VOUCH_FINAL_APPROVER
7	V_AP_HR_VOUCH_APPROVER	50100	00000004	12/13/2010	12/13/2010	V_SUPER_AP	Approval Routing	A	2	0	05/18/2011	V_SUPER_AP



# RAP 508 Voucher Error Report

This query will provide the ability to track vouchers containing errors and includes the type of error (i.e. budget errors and vendor edit errors). Use the Business Unit and Responsible Org parameters to run this query.

You can navigate to this query using the following path:

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

**V\_AP\_VCHR\_ERROR - Voucher Error Report**

Business Unit:

Responsible Org (% for All):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

View All First 1-57 of 57 Last

	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status
1	50100		05/18/2011	00000108	R	N
2	50100	10000	05/18/2011	00004273	R	N
3	50100	10000	05/18/2011	00000042	P	E
4	50100	10000	05/18/2011	00000043	P	E
5	50100	10000	05/18/2011	00000062	R	N
6	50100	10000	05/18/2011	00000067	P	E
7	50100	10000	05/18/2011	00000021	P	E
8	50100	10000	05/18/2011	00000044	P	E



# Online Inquiries

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Voucher inquiries can be run at various intervals. There are numerous voucher inquiries available. Voucher inquiries include:

- Voucher Inquiry
- Voucher Accounting Entries
- Voucher Build Error Detail



# Voucher Inquiry

This inquiry is used to search for and list vouchers meeting your search criteria and display basic information about them, as well as to navigate to pages with more detail.

You can navigate to this inquiry using the following path:

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

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

Sanctions Status:

Max Rows:

**Sort Criteria**

\*Sort By:

\*Sort Asc/Desc:

**Display Currency Criteria**

**Voucher Inquiry Results** Customize | Find | View All | First 1-12 of 12 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Payment Information	Scheduled Payments	Short Vendor Name
50100	00000004	1	10/04/2010	0000000068	Postable		Not Applicable			B&N, INC-001
50100	00000005	1	10/04/2010	0000000067	Postable		Not Applicable			RETAINAGE-001
50100	00000006	11	10/05/2010	0000000068	Postable		Not Applicable			B&N, INC-001
50100	00000007	1	10/05/2010	0000000071	Postable		Not Applicable			CONFORT IN-001
50100	00000008	1	10/05/2010	0000000046	Postable		Not Applicable			ONSIGHT-001



# Voucher Accounting Entries

This inquiry is used to review the accounting entries on the distribution lines for a selected voucher, or for voucher(s) associated with a selected vendor invoice.

You can navigate to this inquiry using the following path:

**Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries**

### Voucher Accounting Entries

\*Business Unit:  Voucher ID:  Invoice Number:   
\*Accounting Line View Option:   Show Foreign Currency    
Invoice Date: 04/21/2011 Vendor ID: 0000000001 Vendor Name: Vision Communication

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

Posting Process: AP Accrual GL Dist Status: None

Customize | Find | View All | First 1-2 of 2 Last

Main Information | Chartfields | Journal |

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-500.00	USD	ACTUALS	50100
ConsultingLong 254 character	500.00	USD	ACTUALS	50100



# Voucher Build Error Detail

This inquiry is used to locate errors identified during the voucher build process. This inquiry provides a link to pages where the error(s) can be corrected.

You can navigate to this inquiry using the following path:

**Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail**

**Voucher Build Error Detail**

Business Unit: 50100      Voucher ID: 00000019      [Correct Errors](#)

**Header Errors**

Field Name	Message
Merchandise Amount	Voucher Merchandise Amount 200 <-> sum of invoice line amounts 250.

**Invoice Line Errors**      Customize | Find | View All | First 1 of 1 Last

Line	Field Name	Message
1	Merchandise Amount	Invoice line Merchandise Amount 250 <-> sum of Distrib Line amounts 50.

[Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)



# Lesson 7: Summary

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In this lesson, you learned about:

- Reports
- Queries
- Online inquiries



# Lesson 8: Voucher Processing Hands-On Practice

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This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.



# Course Summary

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In this course, you learned how to:

- Describe key voucher processing concepts
- Describe the overall voucher process
- Create a non-purchase order voucher
- List the types of vouchers that are loaded using the Voucher Build process
- Describe the Voucher Build process
- Describe the matching process and the match rules used in Cardinal
- Review match exceptions
- Correct match exceptions
- Describe the steps in regular voucher processing
- Create payment offsets for liens or garnishments
- Create and process petty cash reimbursement vouchers



# Course Summary (continued)

- Describe how payment information can be updated on a voucher
- Review and correct voucher build and voucher processing errors
- Enter adjustment vouchers
- Describe the purpose of template vouchers
- Delete vouchers
- Unpost vouchers
- Describe the process of voucher mass maintenance
- Describe key reports, queries, and online inquiries



# Course Evaluation

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



# Appendix

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- Key Terms
- Integration and Interfaces
- Flow Chart Key



# Key Terms

**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 voucher interface files). Once approved, vouchers are processed by Cardinal to generate payments to the vendors and accounting entries that are used by Cardinal General Ledger (GL) and Project Accounting (PA).

**Voucher Header:** The part of the voucher that includes information common to all items on the voucher, such as vendor information and total amounts. There is one voucher header per voucher.

**Invoice Lines:** Additional information about items included in the voucher. Payment vouchers generally contain item, description, quantity, unit of measure, unit price, and total price information on each line.

**Distribution Line:** Each invoice line includes at least one distribution line. Distribution lines include the ChartField and accounting values for the line. If the line's cost is split among different ChartField and accounting value combinations, there are multiple distribution lines.



# Key Terms (continued)

**Receipt:** A term used for the receipt of an item. The receipt includes the quantity of items received, their condition, and related information. Receipts are created for all POs except professional services and construction POs.

**Voucher Style:** The general purpose of a voucher, such as regular voucher or adjustment voucher. All payment vouchers (contract-related, agency payments, etc.) are either PO or non-PO vouchers.

## Regular Voucher

**PO (Purchase Order) Vouchers:** Vouchers associated with other documents including a receipt, purchase order (PO), and/or inspection record, and must be matched with the associated document(s) as required.

**Note:** All PO vouchers require online receiving, except for SiteManager and professional services vouchers which do not.

**Non-PO Vouchers:** Vouchers that are not associated with a purchasing document and are not subject to matching.



## Key Terms (continued)

**Adjustment Vouchers:** Vouchers used to adjust a previously-created voucher. For example, a credit memo received from a vendor would be entered as an adjustment voucher.

**Template Vouchers:** Commonly used voucher formats that are created and saved for use as templates. A template voucher is created similarly to an ordinary voucher, but after it is saved, it becomes a template rather than an actual voucher, and it can be retrieved for use as a starting point for an actual voucher.

**Scheduled Due Date:** The date that a voucher is due for payment. This date is usually calculated automatically by Cardinal to conform to the Commonwealth's Prompt Payment Statutes unless different terms are specified on the PO. Payment terms can be manually changed if required.

**Payment Offset:** A situation in which the agency is responsible for sending part of the vendor payment to a third party (i.e., "offsetting" the payment). Examples of payment offsets include tax liens, garnishments, or similar circumstances where the agency is responsible for paying a third party the offset amount. In these cases, the offset must be manually created in Accounts Payable and tracked in an offline system.



## Key Terms (continued)

**Comptroller's Debt Setoff (CDS):** A situation in which the Department of Taxation is responsible for offsetting part of the vendor payment for amounts owed to a state agency. Taxation maintains CDS offsets and sends Cardinal updates with the adjusted payment amounts.

**Pre-Budget Checking:** An available action you can use to verify whether funds are available for a voucher. However, this action is not an actual budget check and does not deduct the voucher amount from the budget. Once the voucher is saved and passes online edits, it is available for budget checking.

**Matching:** The process where a voucher is compared to its corresponding PO, receipt, and/or inspection record to ensure that the quantities and unit prices 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 to allow minor inconsistencies. Matching includes Two-Way Matching, where the voucher and PO are compared; Three-Way Matching, where the voucher, PO, and receipt are compared; and Four-Way Matching, where the above records plus an inspection record are compared.

**Budget Checking:** A process that runs nightly as part of batch processing that verifies that funds are available for a voucher, deducts the voucher amount from the budget, and updates the voucher's Budget Check status.



## Key Terms (continued)

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**Voucher Approval:** The process of approving a voucher for payment through Cardinal Workflow. Multiple approvals may be required in some cases. Voucher processors should not approve the vouchers they entered. No payments may be made for a voucher unless it is approved.

**Voucher Posting:** The process that creates accounting entries in an Accounts Payable table. Voucher posting occurs as a batch process after a voucher is approved and budget-checked, but before it is paid. Vouchers may be unposted for correction if they have not been paid yet.

**Voucher Delete:** A process that marks a voucher as deleted, so it can no longer be accessed or processed. Vouchers may only be deleted if they are un-posted and are not associated with existing adjustment vouchers.

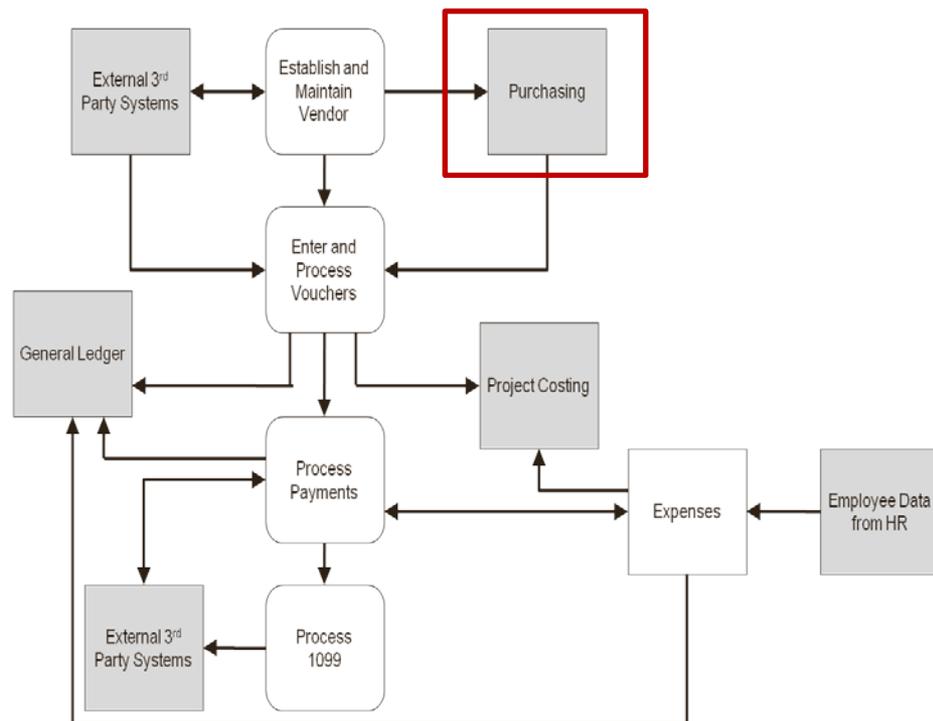
**Withholding:** Cardinal's term for 1099 processing. This term is used because the 1099 processes may involve withholding amounts from vendor payments. Vendors subject to this are called either "withholding vendors" or "1099 vendors."



# Integration with Procurement

Accounts Payable integrates with Procurement in the following ways:

- **Vendor Records:** Both Accounts Payable and Procurement use the same vendor table. For example, the same vendor can be used to enter a requisition in Procurement and pay a voucher in Accounts Payable.
- **Purchase Orders, Receipts and Vouchers:** Accounts Payable references purchase orders and/or receipts when PO vouchers are created. Using the **Copy from a Source Document** functionality enables you to directly copy purchase order or receipt information onto the voucher.
- **Contracts:** Procurement is responsible for managing contracts. Accounts Payable uses the PO to link the voucher to the contract. Retainage can be applied following special procedures.





# Integration with Procurement (continued)

- **PCard Transactions:** In Cardinal, PCard transactions are first loaded into Procurement for processing and reconciliation. Once reconciliation is complete, vouchers are created and sent to Accounts Payable through the voucher build process. Vouchers are then updated, processed and paid through Accounts Payable.
- **ISSP Transactions:** In Cardinal, transactions are first loaded into Procurement for processing and reconciliation. Once reconciliation is complete, vouchers are sent to Accounts Payable through the voucher build process. Vouchers are then processed and paid through 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.

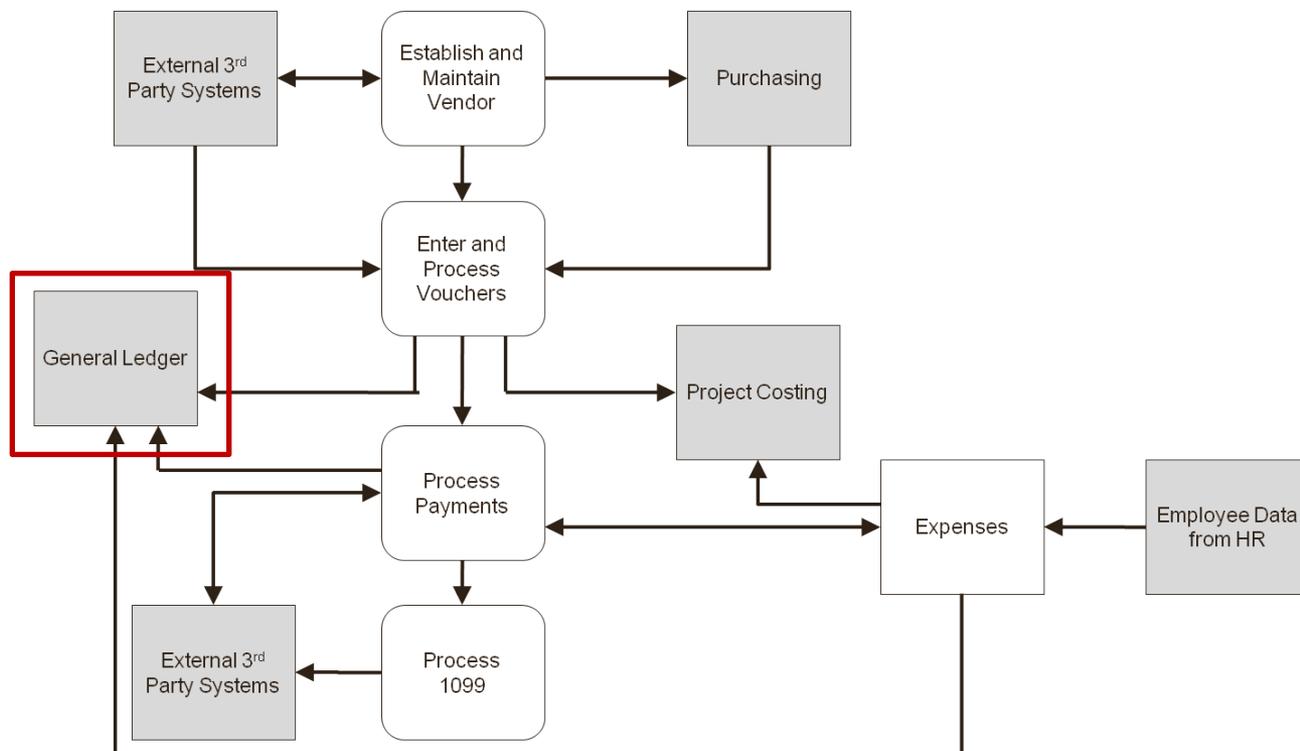
**Note:** Contractual commitment reporting for the CAFR report is driven from payments processed via the PO voucher process for SiteManager and professional services contracts. It is imperative the PO voucher process is consistently utilized for these types of payments.



# Integration with General Ledger

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

Accounts Payable uses the budget checking feature of Commitment Control in General Ledger to ensure that vouchers conform to budget constraints.



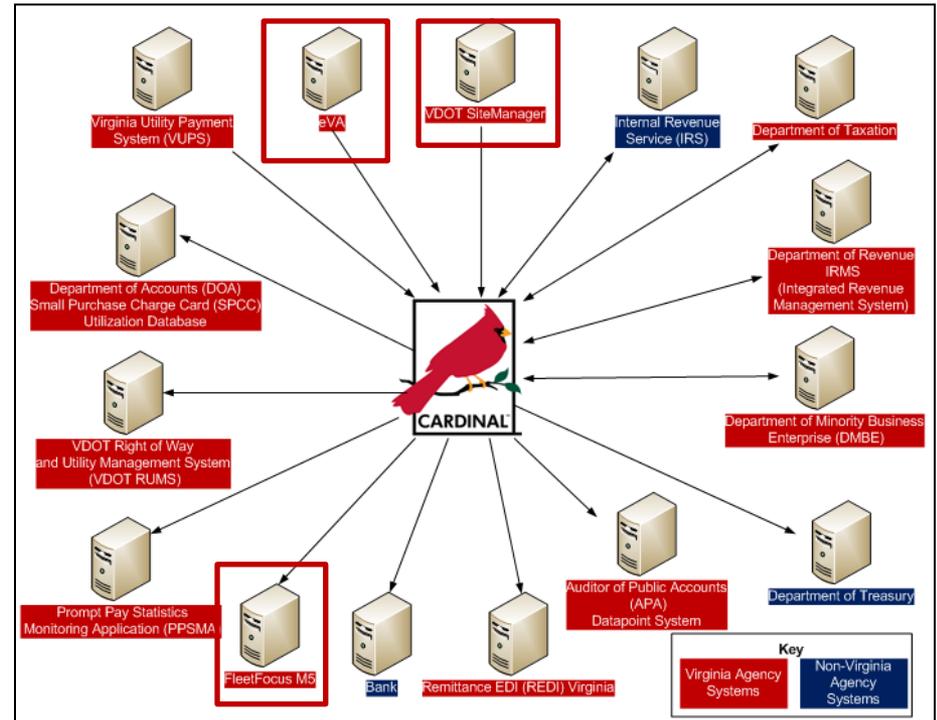




# Interfaces with FleetFocus M5, eVA and SiteManager

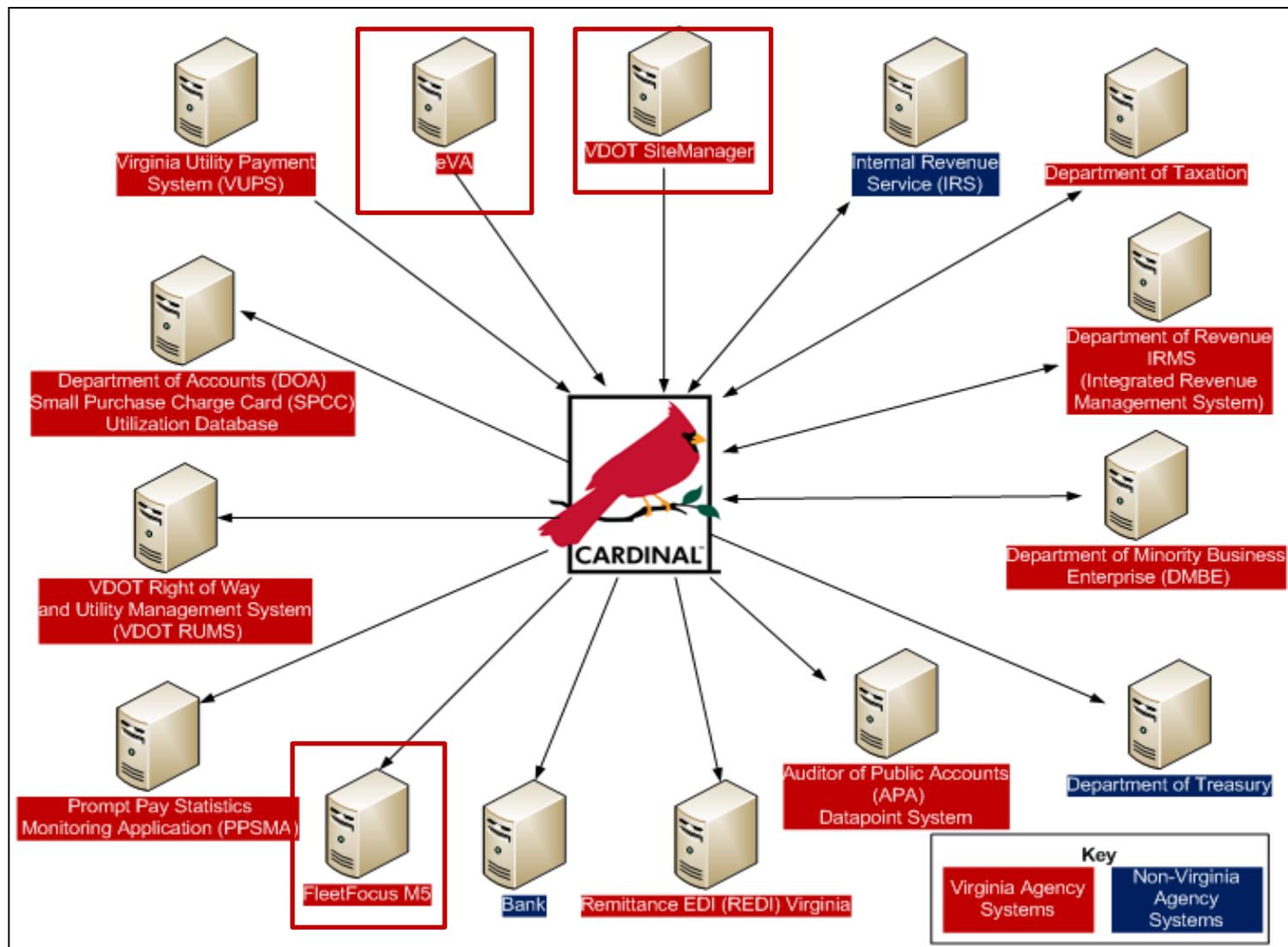
Accounts Payable voucher processing also interfaces daily with several external systems:

- **FleetFocus M5:** Cardinal sends voucher and purchasing data to this system.
- **eVA:** Accounts Payable receives vendor data from this system.
- **SiteManager:** Accounts Payable receives information for construction and maintenance contracts from this system that is used to create PO vouchers.





# Interfaces with FleetFocus M5, eVA and SiteManager (continued)

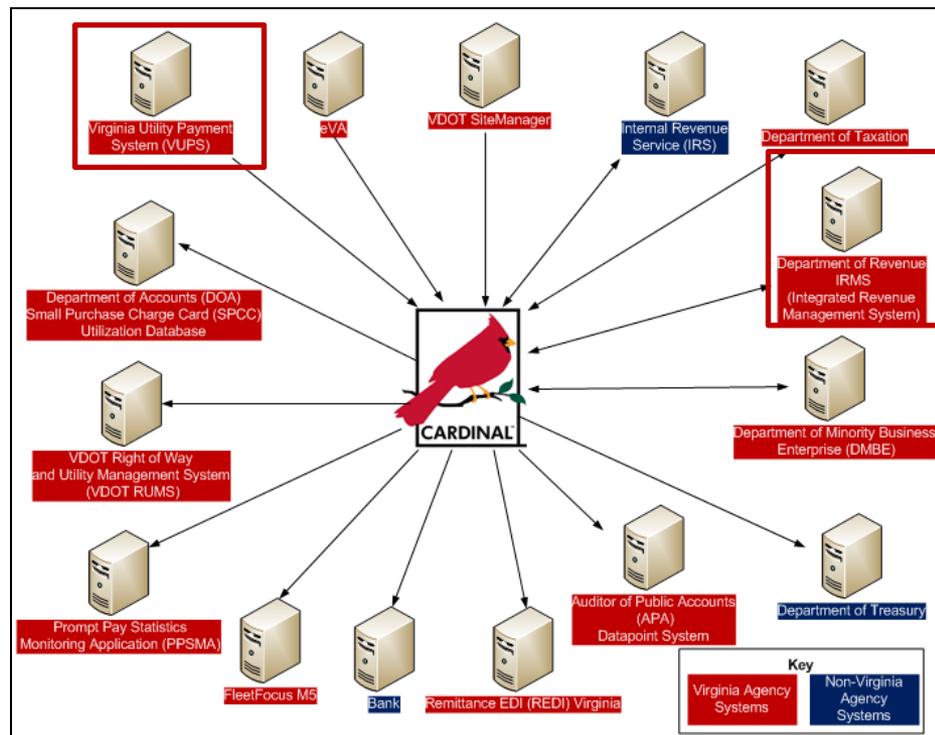




# Interfaces VUPS and IRMS

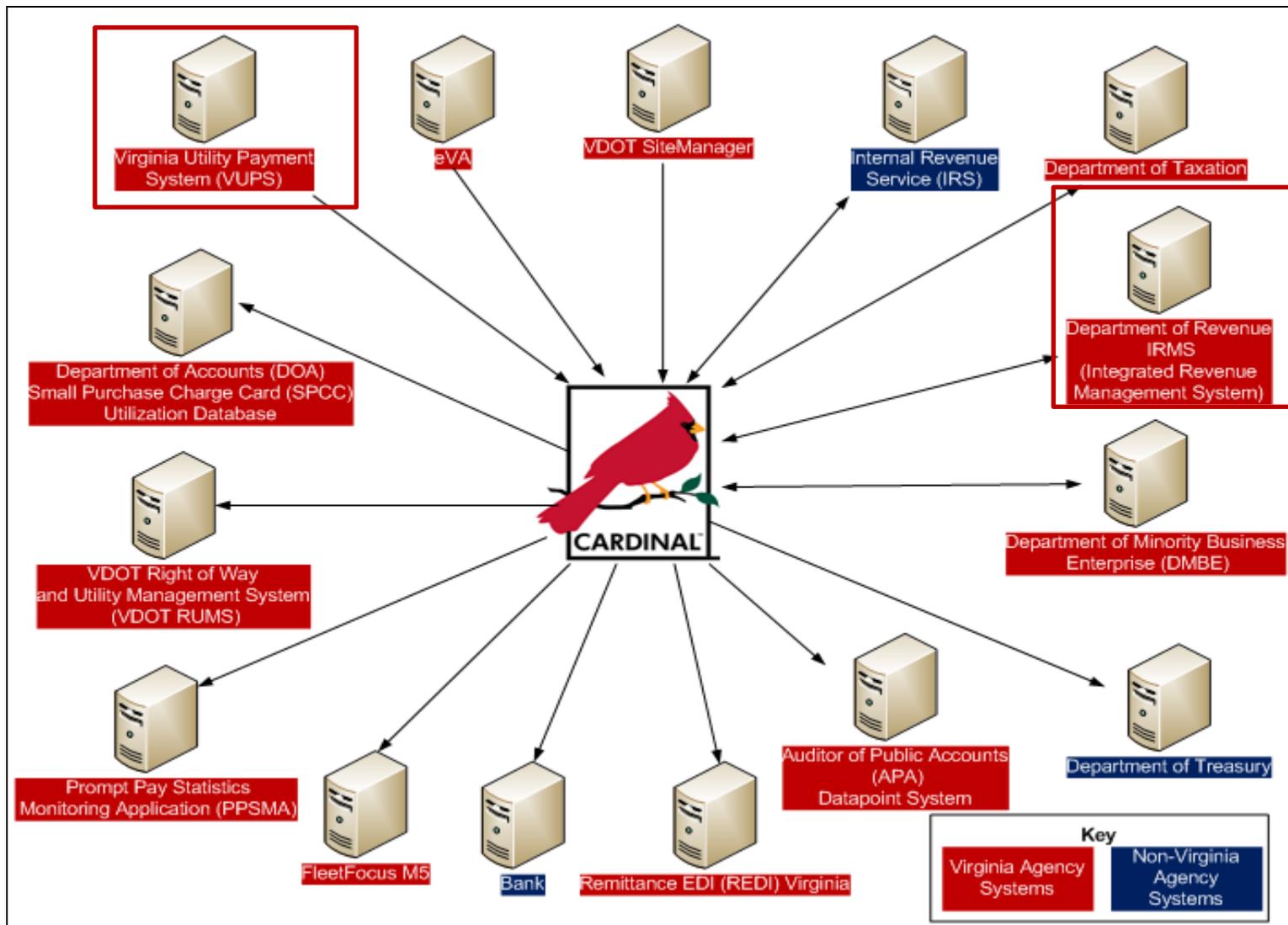
- **Virginia Utility Payment System (VUPS):**  
Accounts Payable receives automated utility vouchers created in VUPS.
- **Department of Taxation Integrated Revenue Management System (IRMS):**  
Accounts Payable sends voucher information and receives back information about any applicable CDS offsets.

In addition to the above systems, Accounts Payable interfaces with several other external systems to perform functions related to payment processing.



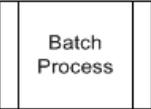
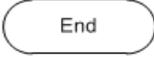
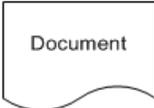
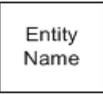
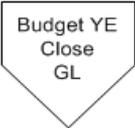


# Interfaces VUPS and IRMS (continued)





# Flow Chart Key

FLOW CHART KEY			
	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process or step that is performed manually.		Depicts a document of any kind, either electronic or hard copy
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an On-Page or Intra Process Connector which is used to avoid complex overlapping connector lines or to continue a process on another page.
	Specifies an entity (person, organization, etc.).		Connects steps between business processes.
	Depicts a process.		