SW AP312: Voucher Processing

Instructor Led Training

Rev 6/12/2017

Welcome

Welcome to Cardinal training!

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

This course provides information on how to process a voucher in Cardinal.

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

Course Objectives

After completing this course, you will be able to:

- Describe key voucher processing concepts
- Describe the overall voucher process
- Create a voucher
- Review the steps in regular voucher processing
- Review the process for interfaced vouchers
- Discuss the process for Agency to Agency Transactions (ATAs)
- Discuss the process for payment offsets
- Describe how payment information can be updated on a voucher
- Review and correct voucher processing errors
- Discuss the process for entering adjustment vouchers
- Describe the purpose of template vouchers
- Review deleting, unposting, and closing vouchers

Course Topics

This course includes the following lessons:

- Lesson 1: Understanding Voucher Processing
- Lesson 2: Creating a Voucher
- Lesson 3: Managing and Processing Vouchers

Lesson 1: Understanding Voucher Processing

This lesson covers the following topics:

- Accounts Payable Overview
- Key Concepts
- Voucher Processing

Accounts Payable Overview

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

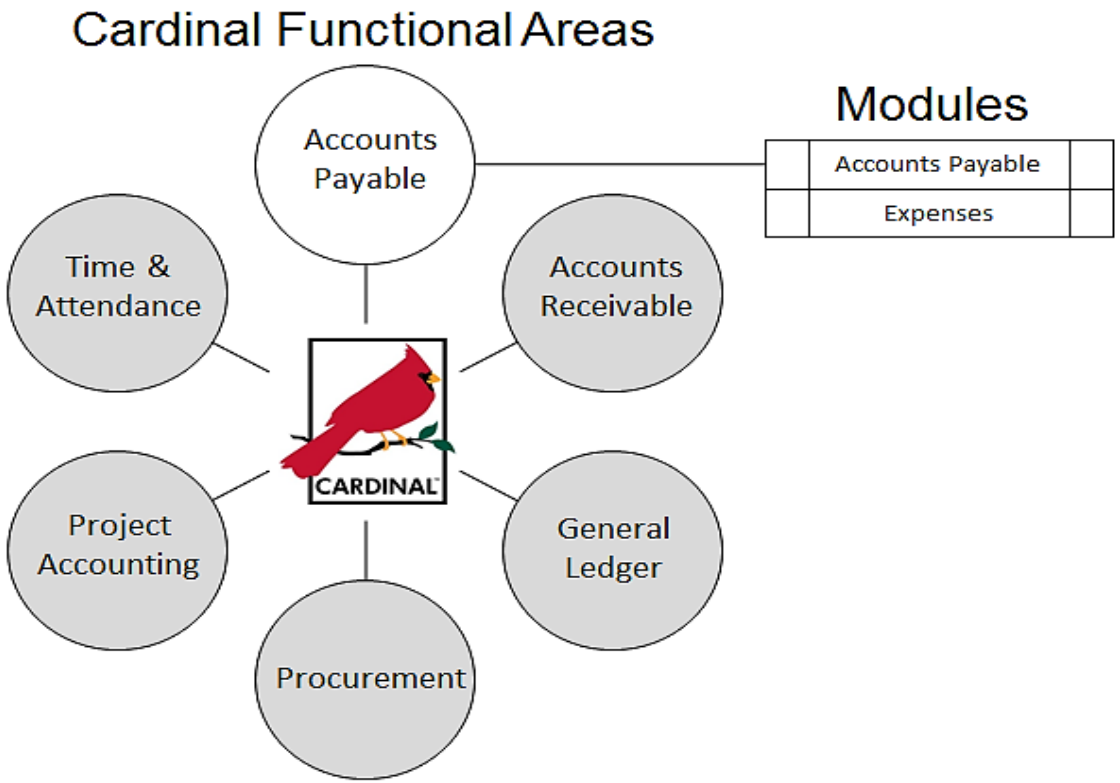
Accounts Payable

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

Expenses

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

This course covers voucher processing in the Accounts Payable module.



Key Concepts

Some key concepts in voucher processing include:

- Cardinal operates on a modified accrual basis. Cash balances are not immediately affected when you enter a voucher. Instead, Cardinal generates an offsetting entry to a liability account (debit to expense and credit to liability). Later, when the voucher is paid and payment post runs, Cardinal reduces the liability and cash accounts for the amount paid (debit to liability and credit to cash).

- Budget check (Commitment Control) impacts the appropriation and allotment balances, not cash.

- **Centralized Supplier Database:** In Cardinal, all users share the same supplier database. Some Cardinal suppliers may have multiple remit to addresses. Therefore it is important to select the appropriate remit to address for your voucher.

- The Centralized Supplier Database is managed by the Commonwealth Vendor Group (CVG). CVG processes all updates to non eVA suppliers (fiscal) records in Cardinal. Agencies cannot add or make changes to the supplier record in Cardinal. Agencies that need to add or make changes to a fiscal supplier must submit a Vendor Maintenance Request Form to the CVG for non eVA suppliers.

- eVA is the source for procurement supplier information and updates to these suppliers must be performed in eVA.

Key Concepts (continued)

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

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

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

Key Concepts (continued)

- Each voucher contains only one invoice. Related documents, such as the supplier's invoice, receipt information, etc., can be scanned and attached to the voucher record for viewing online. Your agency may elect to allow those attachments to be used as substantiation of requests submitted for approval. However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, Yellow Book, etc.), State (Auditor of Public Accounts, Department of Accounts, etc.) or local regulatory requirements that may apply.

Key Concepts (continued)

- Agency to Agency transactions (ATAs), formerly Inter-Agency Transfers (IAT's), include payments by one agency to another for goods or services, pass through federal funds, cash transfers (state grants), transfer of cash collected on behalf of another agency, etc.

  - ATAs used to pay for goods or services and pass through federal funds are entered into Cardinal and processed on regular vouchers. See the job aid entitled **SW Agency to Agency Transactions Information Sheet**, located on the Cardinal website in the Statewide Toolbox, for a listing of all state agencies and their Cardinal **Supplier ID** number.

    - If the voucher is for Federal Pass Through funds, use Account 609660 (Federal Pass Thru Out). If your agency is receiving Federal Pass Through funds, a deposit is entered in Accounts Receivable using Account 609650; enter the Paying Agency Customer ID on the **Payments** tab of the deposit.

  - ATAs that are for cash transfers (state grants), transfer of cash collected on behalf of another agency, etc. are handled through a journal entry.

Key Concepts (continued)

- **Payment Offsets:** The reduction of a supplier payment to satisfy a delinquent debt. In Cardinal there are two types of payment offsets:

  - **LEVY**
    - Payment offsets for items such as liens, levies, garnishments, etc. are processed manually by the agency within Accounts Payable. In Cardinal the term LEVY is used for all types.

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

  - **Comptroller's Debt Setoff (CDS):**
    - Commonwealth debt collect program which intercepts supplier payments to offset debts owed by suppliers to another State agency.

    - CDS is managed by the Department of Taxation. This process is automated. The CDS interface updates Cardinal voucher records, so Voucher Processors can view CDS information and respond to supplier inquiries.

Key Concepts (continued)

- The Payment Cash Checking application ensures all payments, including vouchers and expenses, are checked against available cash before being released for payment. See the job aids noted below, located on the Cardinal website in the Statewide Toolbox, for more information:

  - **SW AP312 Payment Cash Checking - Overview**
  - **SW AP312 Payment Cash Checking - Reports**
  - **SW AP312 Payment Cash Checking - Fund Level Processing Rules Update**
  - **SW AP312 Payment Cash Checking - Updating Transaction Level Overrides**

Key Concepts (continued)

Cardinal Procurement Users Only

Purchase Order Vouchers:

If an agency has implemented Cardinal's Procurement functional area, users have the option of copying Purchase Order (PO) information (which has already been entered in Cardinal) into the voucher. Cardinal can then match the voucher information to the related PO, and to receipt information about the goods and/or services purchased.

In Cardinal, Purchase Order vouchers are associated to contracts through the PO. PO vouchers are created from a receipt or a PO. Vouchers are not created directly from contracts.

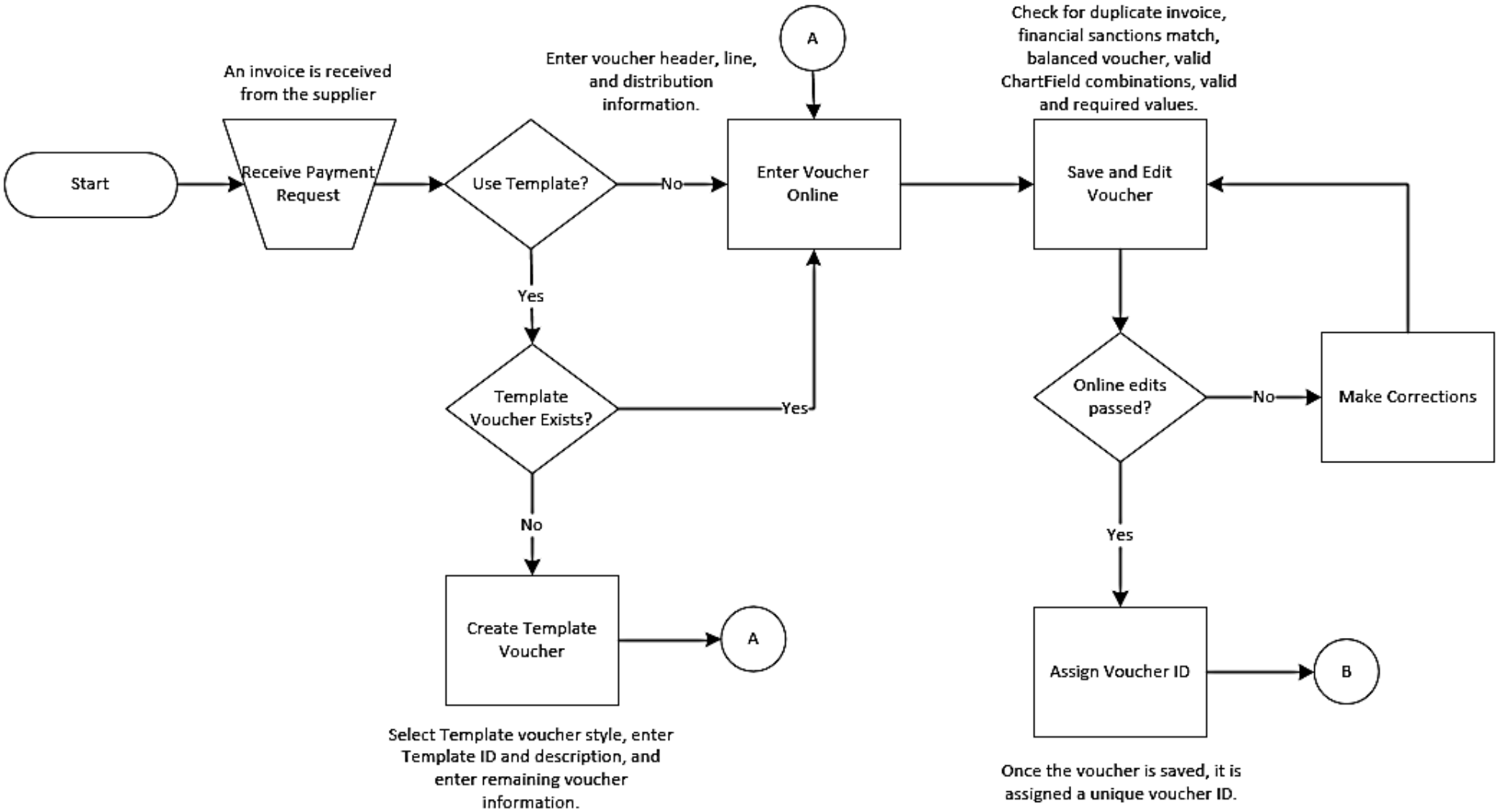
Voucher Processing Overview

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

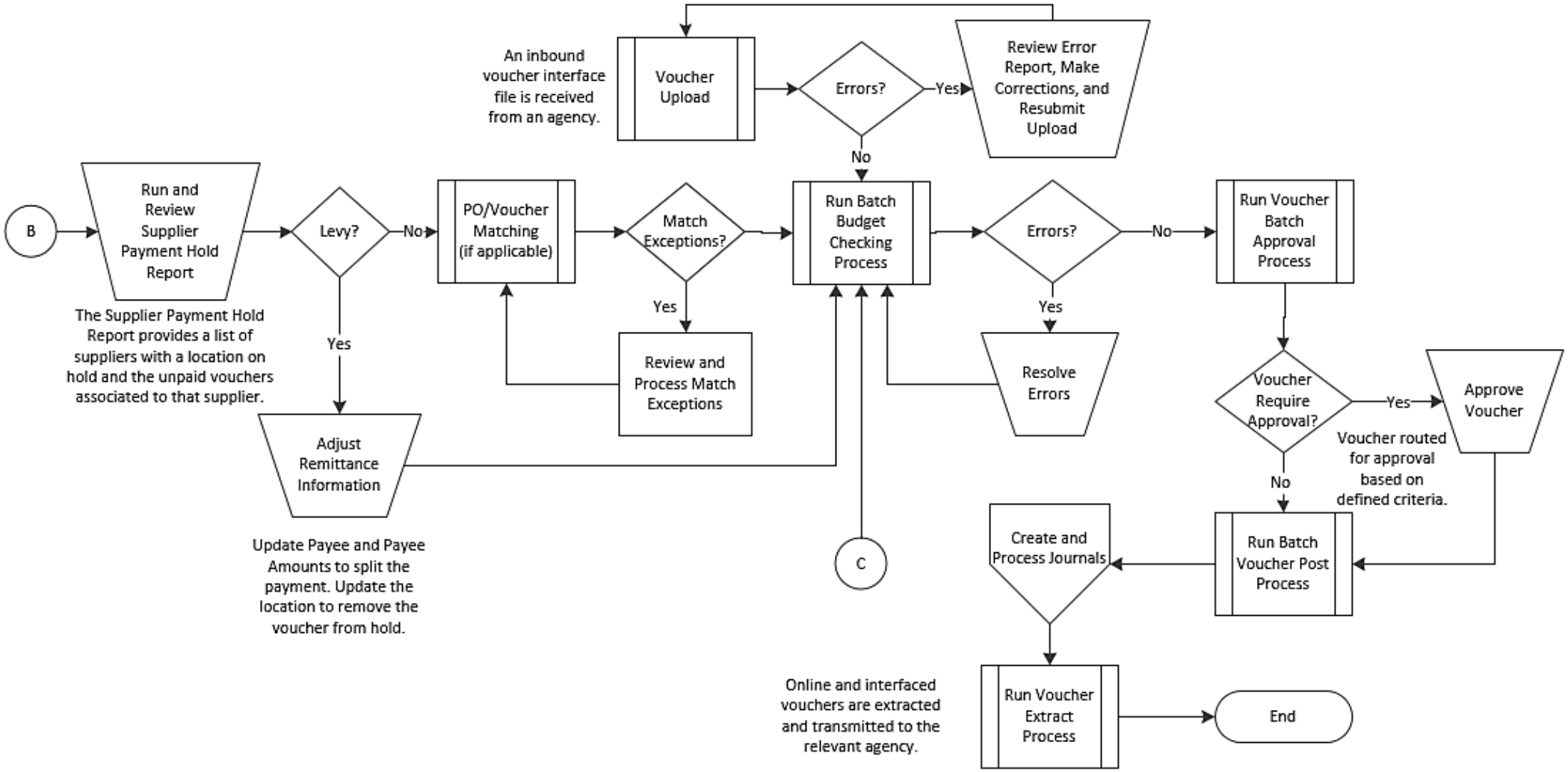
Because Cardinal operates on a modified accrual basis, cash balances are not immediately affected when vouchers are entered. Cardinal generates the accounting entry which credits an Accounts Payable liability account. Once the voucher is paid, Cardinal reduces the liability and cash accounts for the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

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

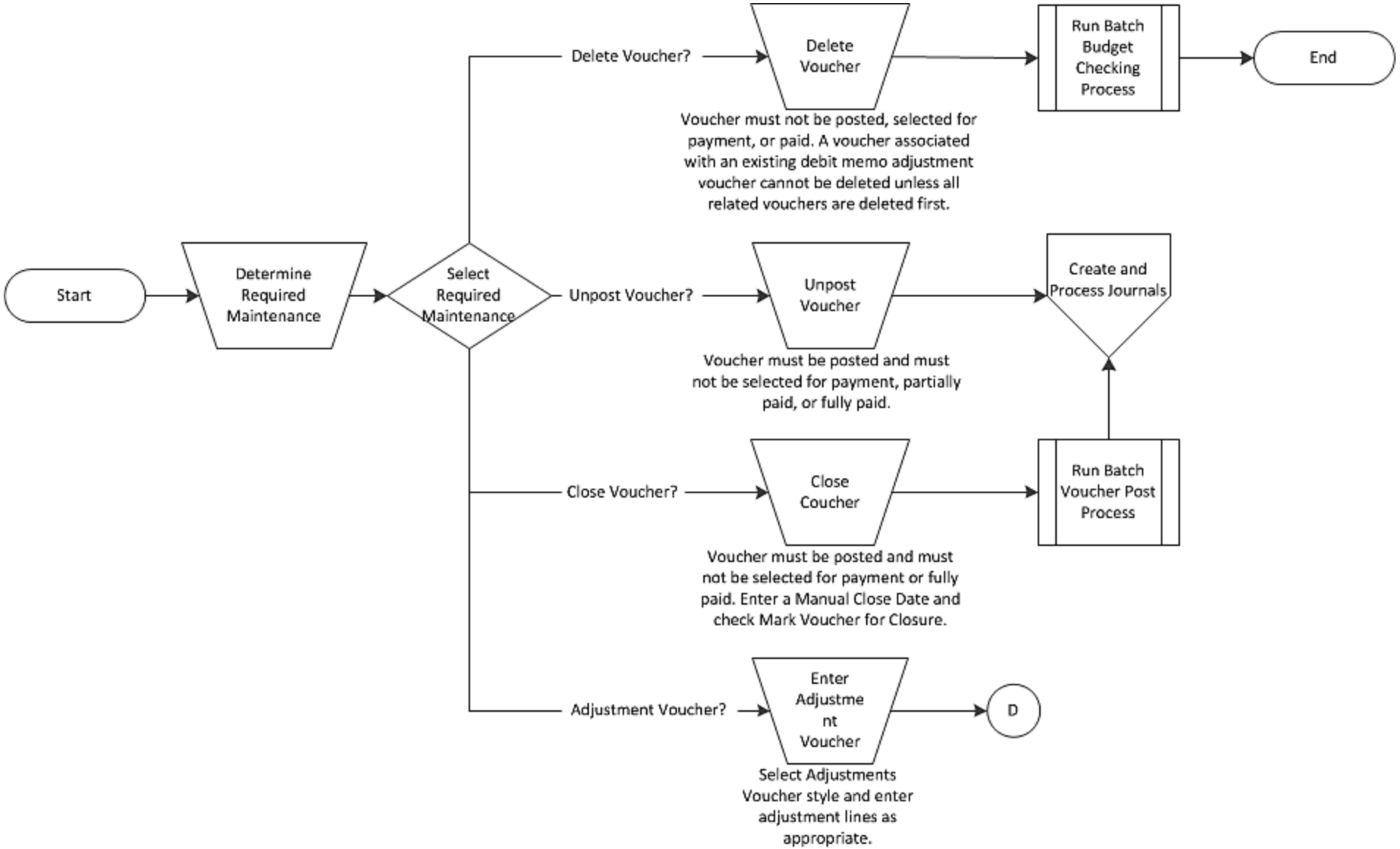
Enter Voucher Process



Enter Voucher Process (continued)



Maintain Voucher Process



Lesson 1: Checkpoint

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

Answer the review questions below:

1) In Cardinal, all users share the same supplier database. (TRUE or FALSE)

2) Once the voucher for a one-time supplier is entered and saved, the supplier becomes inactive. (TRUE or FALSE)

3) Payments for goods / services from other State agencies are entered and processed like regular vouchers. (TRUE or FALSE)

Lesson 1: Summary

In this lesson, you learned how to:

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

Lesson 2: Creating a Voucher

This lesson covers the following topics:

- Verifying the supplier exists in Cardinal
- Entering invoice information
- Uploading Interfacing vouchers
- Entering / Reviewing payment information
- Saving the voucher
- Reviewing other voucher pages
- *Creating a PO Voucher

Only for agencies that use the Cardinal Procurement module

Verify Supplier Exists in Cardinal

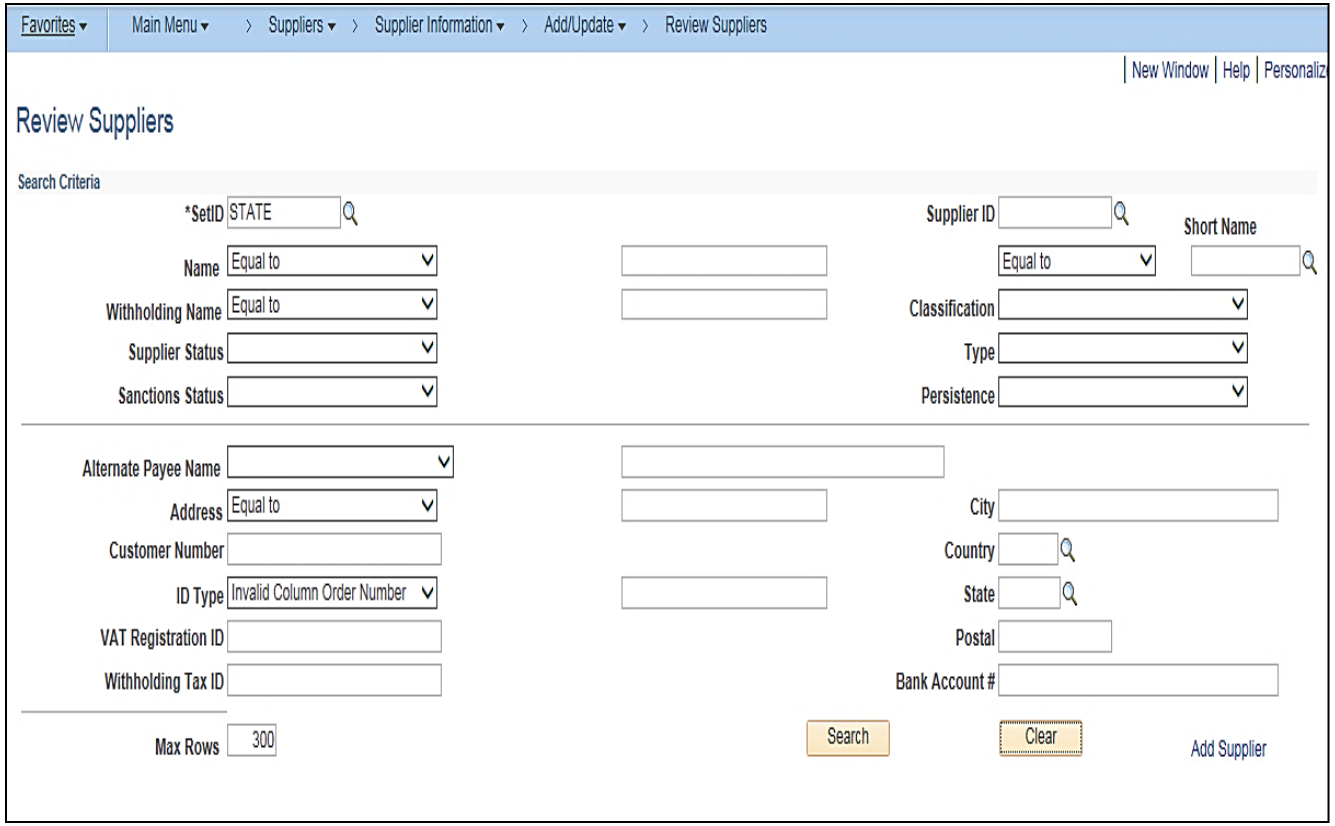
Before entering a voucher in Cardinal, verify that:

- The supplier exists
- The supplier's address you need to use is listed
- The supplier's location information is listed

To search for a supplier, navigate to the **Review Suppliers** page using the following path:

Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers

The **Review Suppliers** page displays.



Verify Supplier Exists in Cardinal (continued)

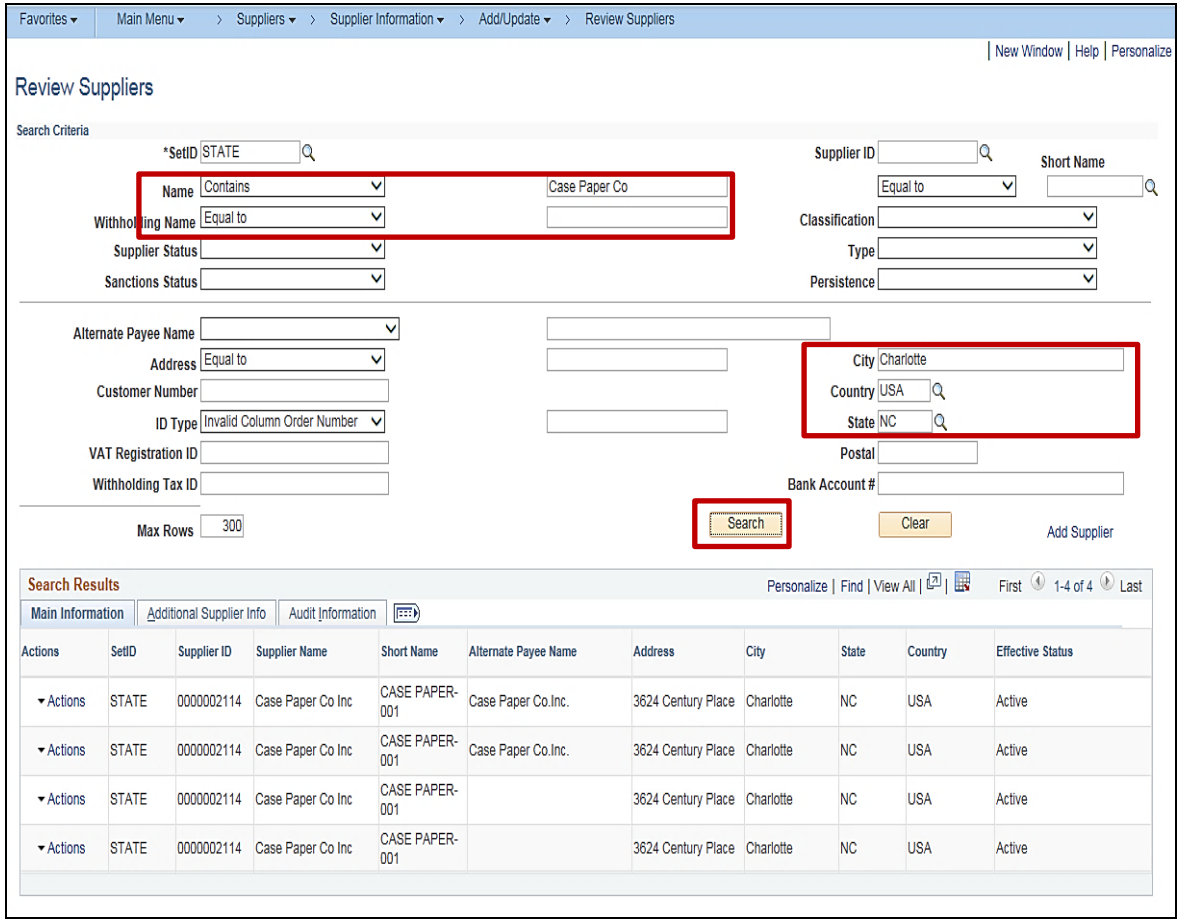
When searching for a supplier, enter as much information as possible in the search fields. The most common way to search is using the supplier's name.

To search for a supplier by name:

- Confirm the **SetID** = **State**
- In the **Name** field, change **Equal To** to **Contains**
- Enter the **Supplier Name**
- Enter the supplier address: **City**, **Country**, **State**, and **Postal** code if known
- Click the **Search** button

Suppliers that match the criteria display in the **Search Results** section of the page.

The number of times a supplier displays is based on the number of addresses that the supplier has in Cardinal. For this example, the supplier displays four times which means Cardinal contains four addresses for this one supplier.



Review Suppliers Page

Favorites | Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers

| New Window | Help | Personalize

Review Suppliers

Search Criteria

*SetID: STATE
Supplier ID:
Short Name: Equal to
Name: Contains — Case Paper Co
Withholding Name: Equal to
Classification:
Supplier Status:
Type:
Sanctions Status:
Persistence:

Alternate Payee Name:
Address: Equal to
City: Charlotte
Country: USA
Customer Number:
ID Type: Invalid Column Order Number
State: NC
VAT Registration ID:
Postal:
Withholding Tax ID:
Bank Account #:

Max Rows: 300

Search | Clear | Add Supplier

Search Results

Personalize | Find | View All | First 1-4 of 4 Last

Main Information | Additional Supplier Info | Audit Information

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

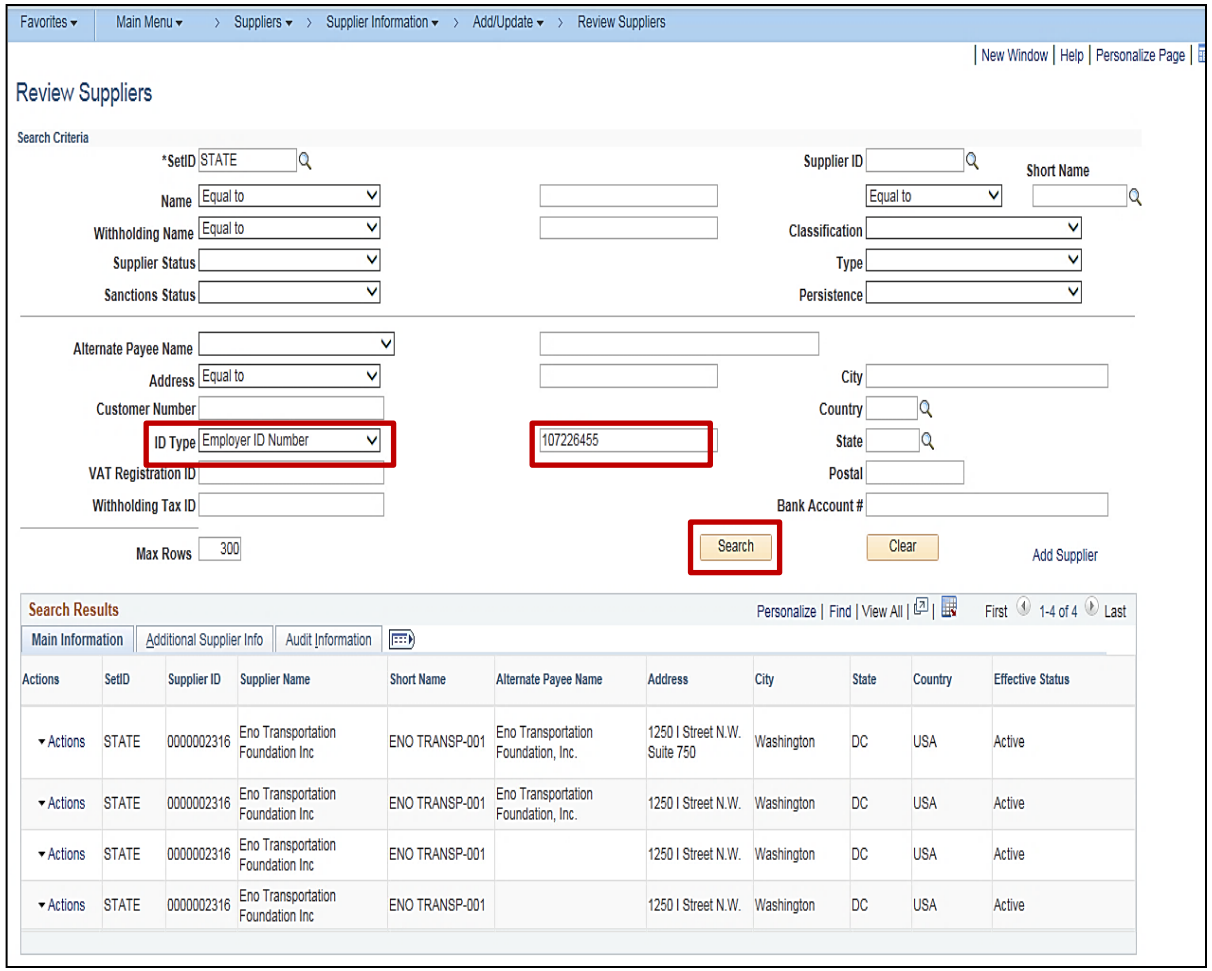
Using Taxpayer Identification Number (TIN) as a Search Supplier Search Option

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

- In the **ID Type** field, select the type of ID you want to use.

  There are three that are used in Cardinal. They are:

  - Employer ID Number
  - Social Security Number
  - **Other**: Special designation used by CVG for suppliers approved to be entered without TIN
- Enter the ID number in the field next to the ID type selected.
- Click the **Search** button.
- Cardinal displays the supplier in the **Search Results** section.



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

Favorites | Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers

| New Window | Help | Personalize Page |

Review Suppliers

Search Criteria

*SetID: STATE
Supplier ID:
Short Name:
Name: Equal to
Equal to
Withholding Name: Equal to
Classification:
Supplier Status:
Type:
Sanctions Status:
Persistence:

Alternate Payee Name:
Address: Equal to
City:
Customer Number:
Country:
ID Type: Employer ID Number
107226455
State:
VAT Registration ID:
Postal:
Withholding Tax ID:
Bank Account #:

Max Rows: 300
Search
Clear
Add Supplier

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

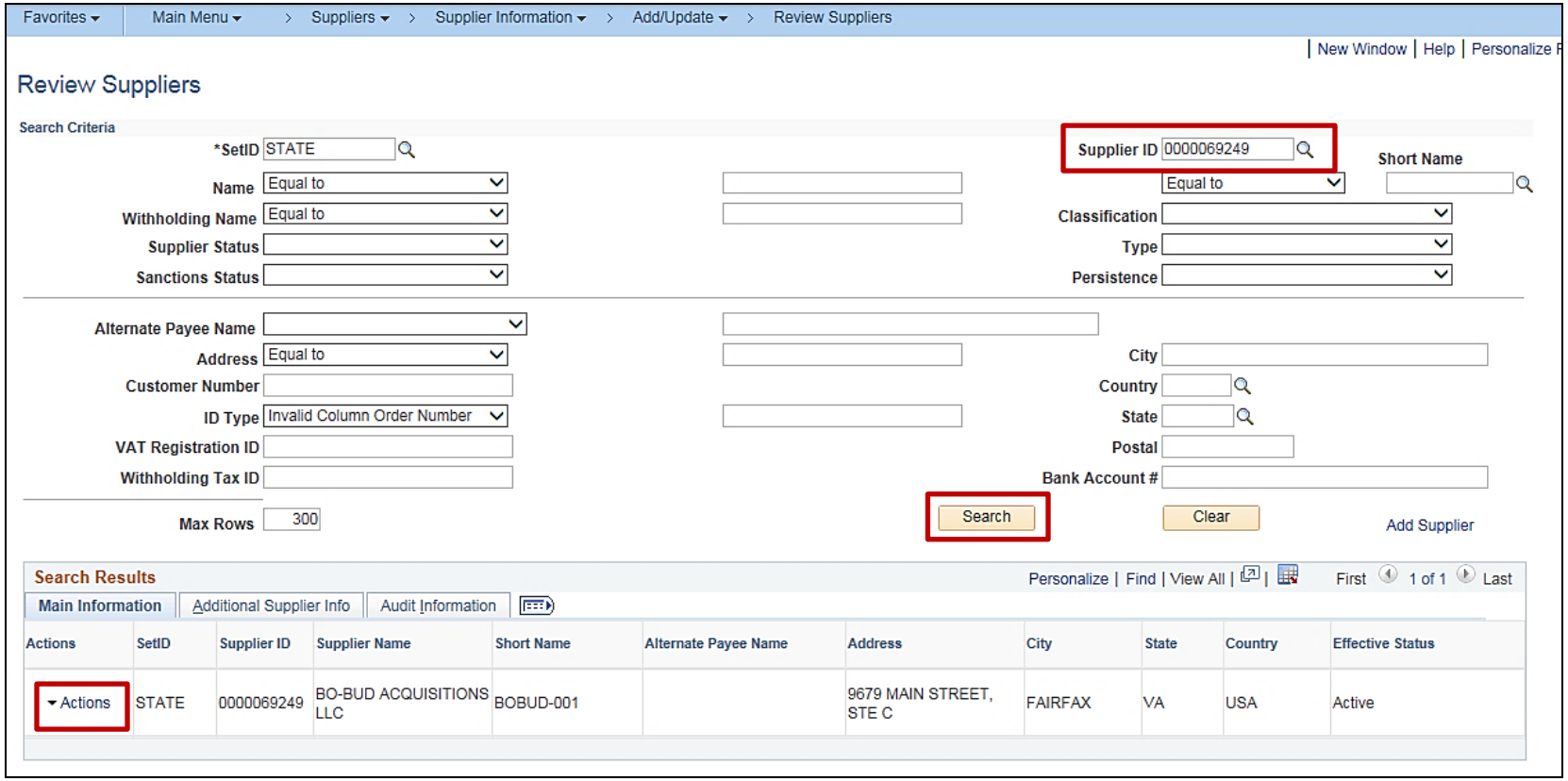
Main Information | Additional Supplier Info | Audit Information

Actions	SetID	Supplier ID	Supplier Name	Short Name	Alternate Payee Name	Address	City	State	Country	Effective Status
Actions	STATE	0000002316	Eno Transportation Foundation Inc	ENO TRANSP-001	Eno Transportation Foundation, Inc.	1250 I Street N.W. Suite 750	Washington	DC	USA	Active
Actions	STATE	0000002316	Eno Transportation Foundation Inc	ENO TRANSP-001	Eno Transportation Foundation, Inc.	1250 I Street N.W.	Washington	DC	USA	Active
Actions	STATE	0000002316	Eno Transportation Foundation Inc	ENO TRANSP-001		1250 I Street N.W.	Washington	DC	USA	Active
Actions	STATE	0000002316	Eno Transportation Foundation Inc	ENO TRANSP-001		1250 I Street N.W.	Washington	DC	USA	Active

Using the Cardinal Supplier ID

If you know the Cardinal Supplier ID, you can access the supplier's record from this page as well.

- Enter the Cardinal supplier ID in the **Supplier ID** field.
- Click the **Search** button.
- Click the **Actions** option.



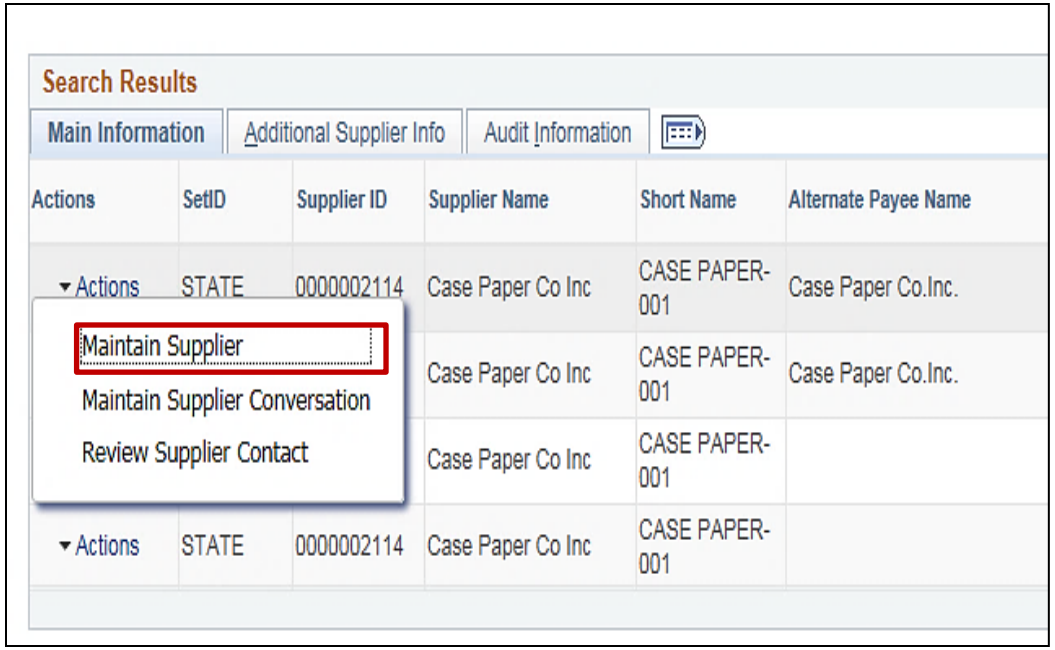
Accessing Supplier Record

Once you have searched for the supplier you can record the **Supplier ID** number as this will be needed to enter the voucher. To access the supplier record click the **Actions** drop-down list. Three links display:

- **Maintain Supplier:** click this link to open the supplier record.

- **Maintain Supplier Conversation:** click this link to open the **Supplier Conversation** page which is used to record notes regarding communications with the supplier. Notes added here can be seen by anyone. See the job aid entitled **SW AP312 Recording Supplier Conversations**, located on the Cardinal website in the Statewide Toolbox, for details.

- **Review Supplier Contact:** click this link to open the **Supplier Contact** page which displays the supplier's contact information.



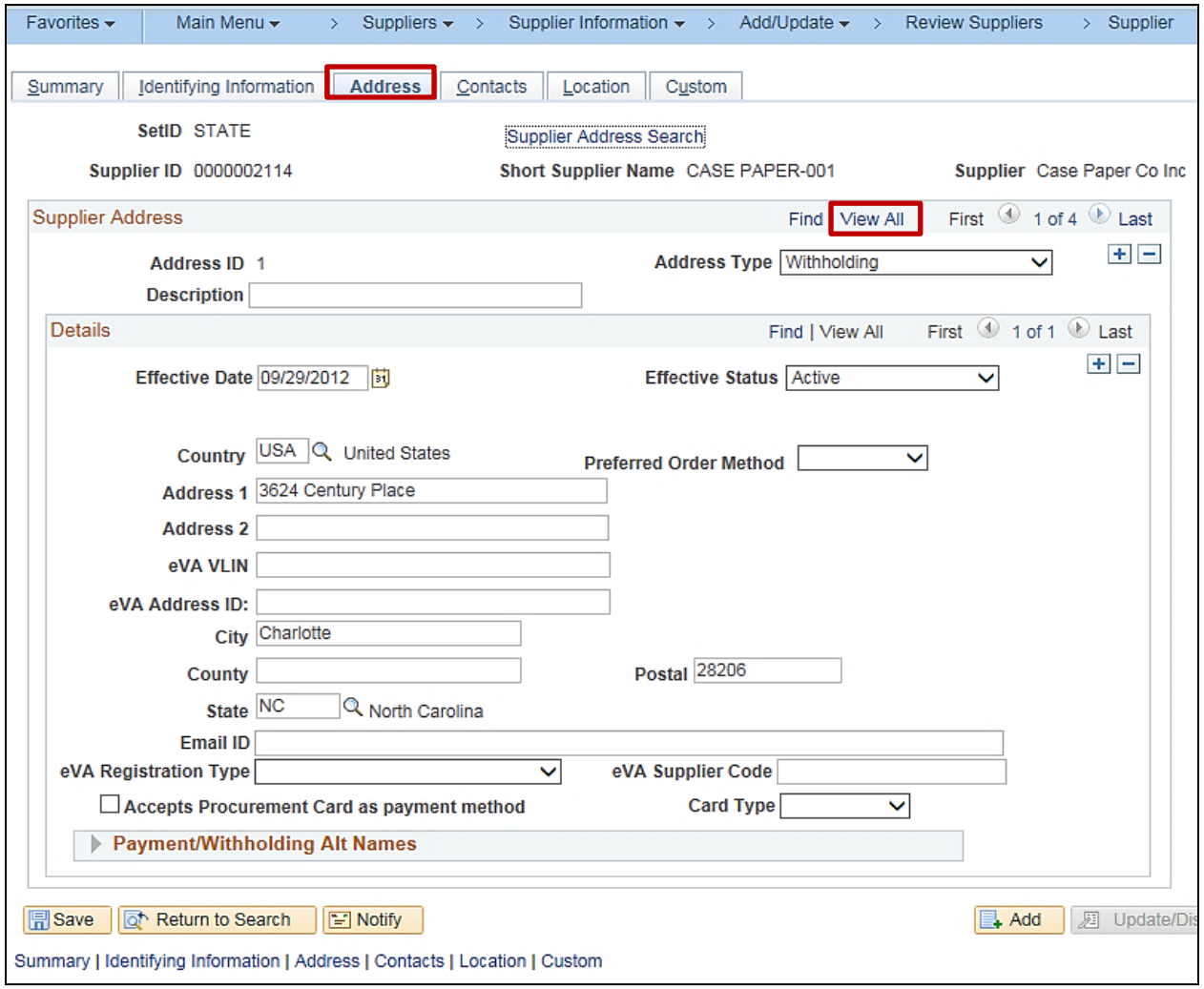
Click the **Maintain Supplier** link to access the supplier record.

Accessing the Supplier Record (continued)

Click the **Address** tab.

Use the **Address** tab to verify that the payment address for the voucher exists on the Supplier record.

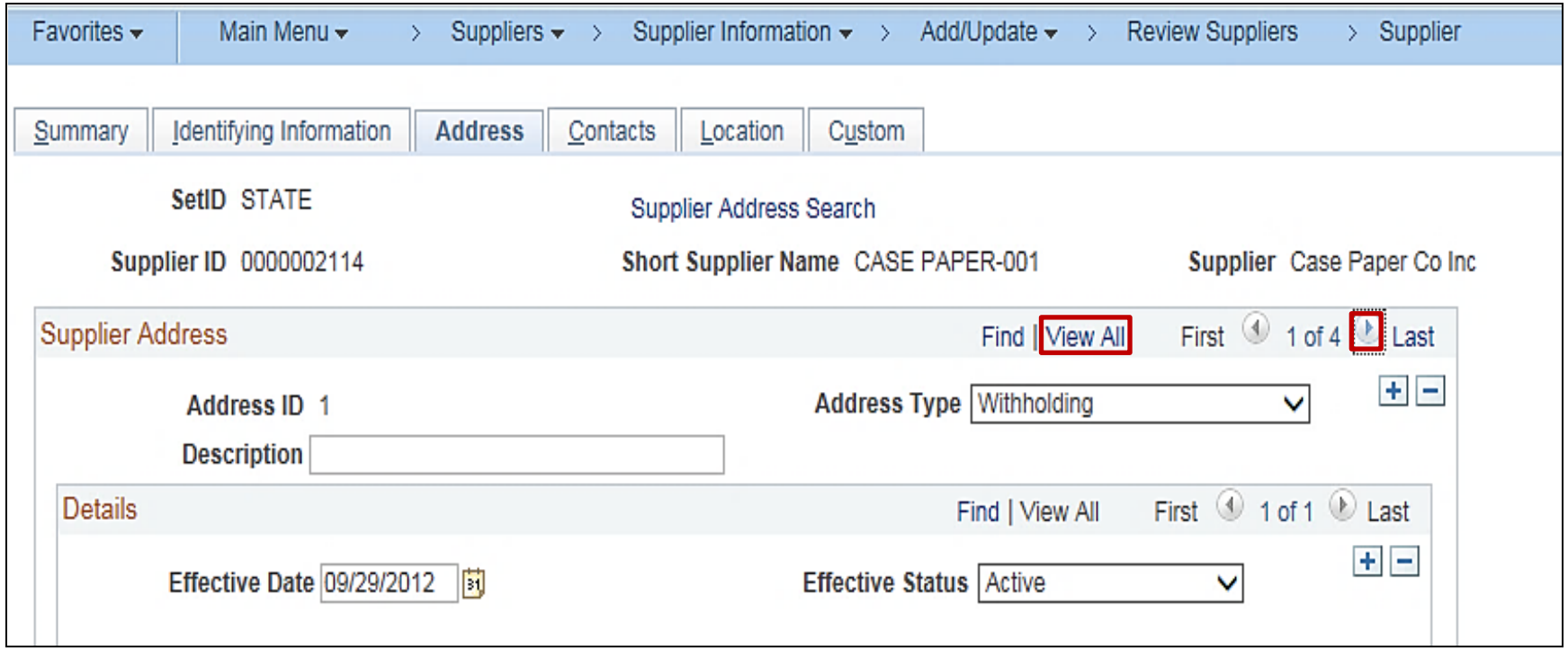
Click the **View All** link to see all addresses if the supplier has more than one.



Verify Address (continued)

In this example, the supplier has four addresses. You can use the **View All** link to scroll down to see each address or click the arrow to view the next address.

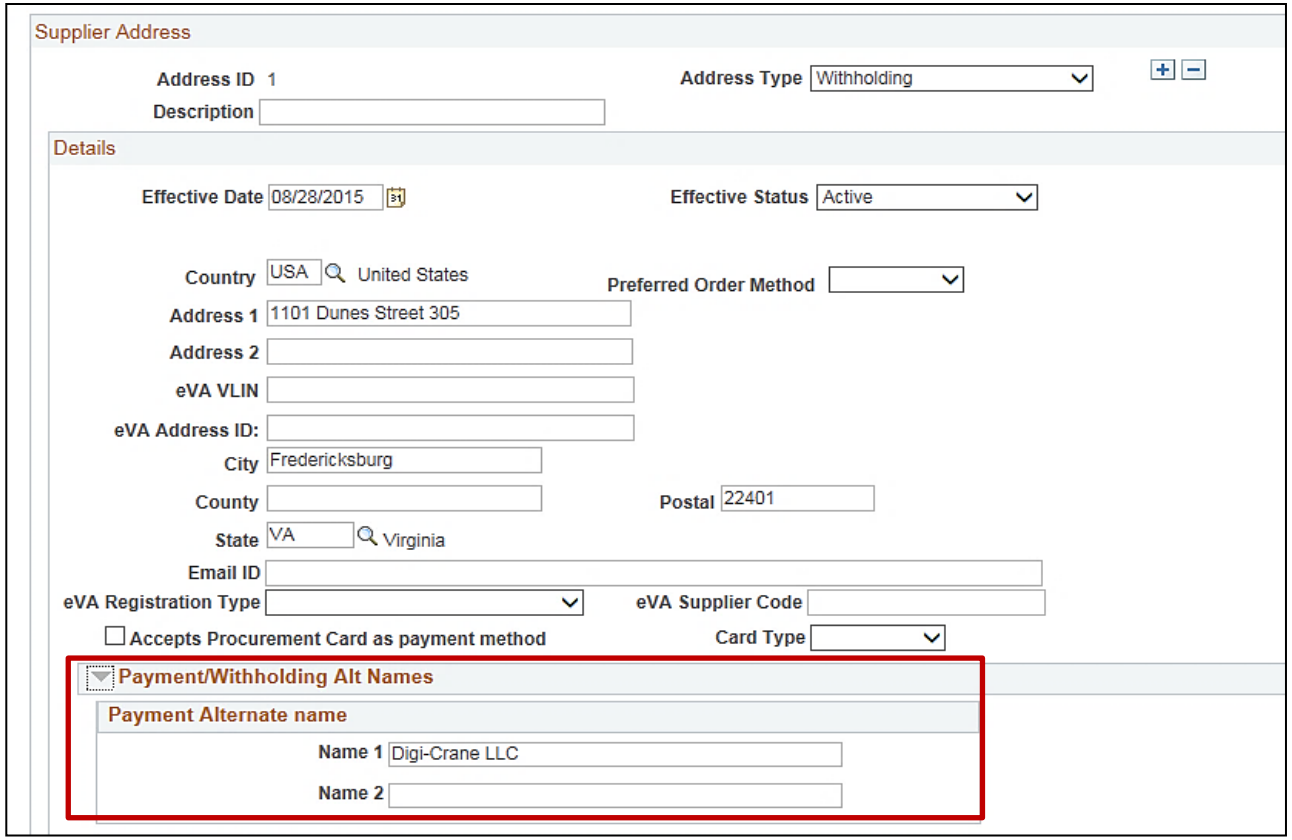
If the remit to address needed is not listed, you will need to either contact the Department of General Services (DGS) (for eVA suppliers) or submit a Vendor Maintenance Request form to the CVG (for fiscal suppliers).



Payment Alternate Name

Cardinal allows an **Alternate Payee** to be set up on an address for a supplier in the **Payment Withholding Alt Names** section. When verifying the address for an alternate payee, be sure to select the correct address with the **Alternate Payee** name.

You can see if the supplier has an **Alternate Payee Name** by opening up the **Payment Withholding Alt Names** section on the page. The Payment Alternate name is printed on the Supplier check as the payee.



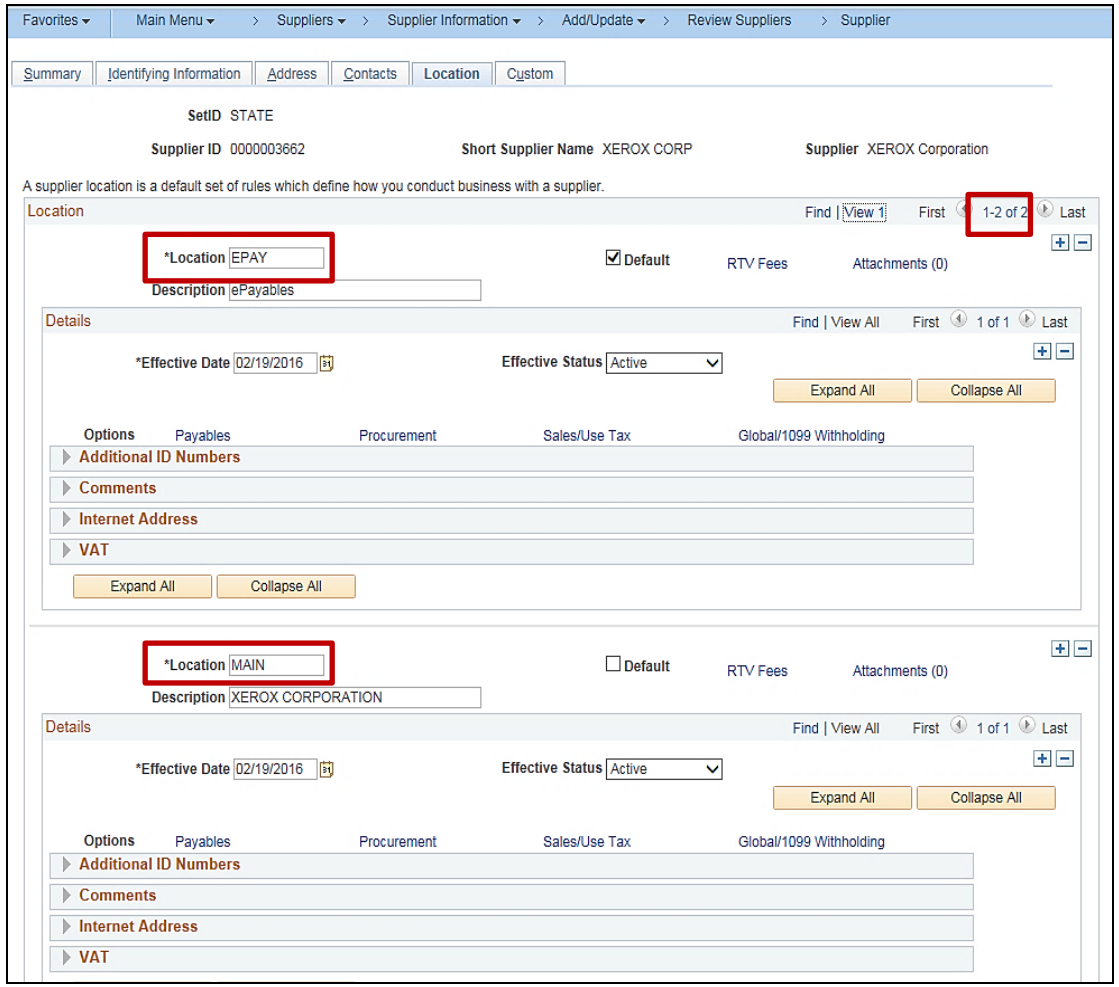
Verify Location

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

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

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

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



Verify Location (continued)

Favorites | Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers > Supplier

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

SetID STATE

Supplier ID 0000003662 **Short Supplier Name** XEROX CORP **Supplier** XEROX Corporation

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

Location — Find | View 1 First 1-2 of 2 Last

*Location EPAY — ☑ Default — RTV Fees — Attachments (0)

Description ePayables

Details — Find | View All First 1 of 1 Last

*Effective Date 02/19/2016 Effective Status Active

Expand All | Collapse All

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

- Additional ID Numbers
- Comments
- Internet Address
- VAT

Expand All | Collapse All

*Location MAIN — ☐ Default — RTV Fees — Attachments (0)

Description XEROX CORPORATION

Details — Find | View All First 1 of 1 Last

*Effective Date 02/19/2016 Effective Status Active

Expand All | Collapse All

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

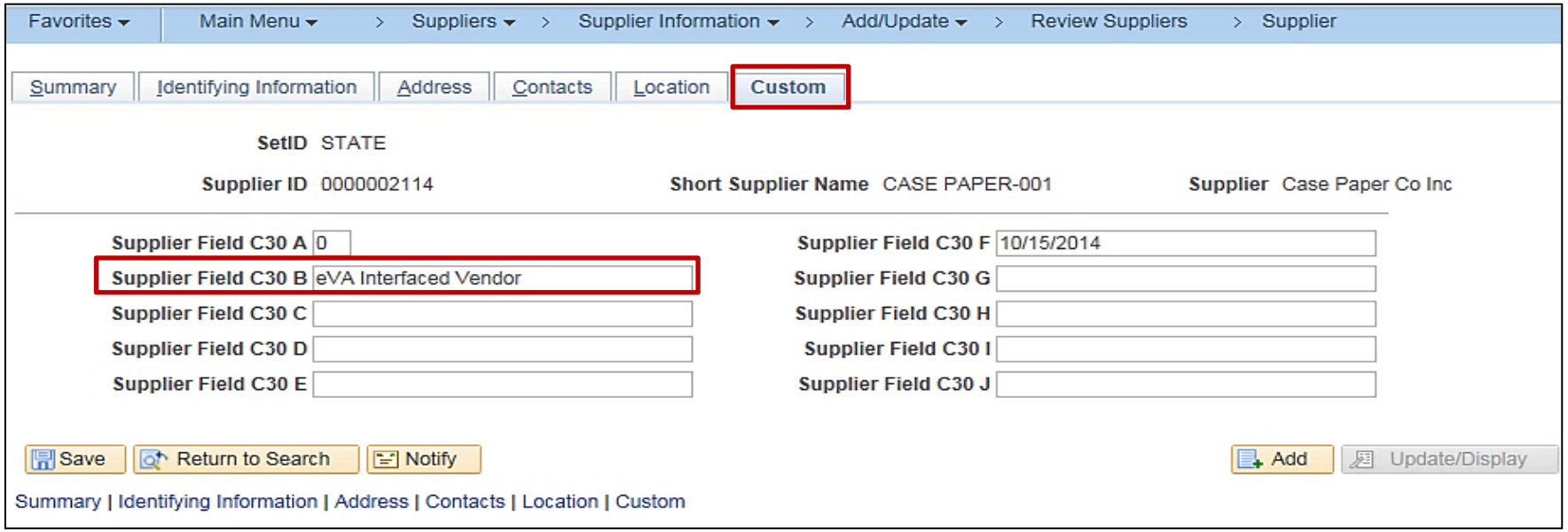
- Additional ID Numbers
- Comments
- Internet Address
- VAT

Identifying eVA vs. non eVA Suppliers

To determine if a supplier is an eVA supplier, click the **Custom** tab. If the supplier is an eVA (procurement) supplier, the **supplier Field C30 B** indicates **eVA Interfaced Suppliers**. If this field is blank or contains the letter **N**, the supplier is a non eVA (fiscal) supplier.

If it is an eVA supplier that requires updates, your agency must contact an eVA Customer Care representative regarding changes by emailing eVACustomerCare@dgs.virginia.gov.

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



Identifying eVA vs. non eVA Suppliers (continued)

Favorites ▾ | Main Menu ▾ > Suppliers ▾ > Supplier Information ▾ > Add/Update ▾ > Review Suppliers > Supplier

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

SetID STATE

Supplier ID 0000002114 **Short Supplier Name** CASE PAPER-001 **Supplier** Case Paper Co Inc

Supplier Field C30 A	0	**Supplier Field C30 F**	10/15/2014
Supplier Field C30 B	eVA Interfaced Vendor	**Supplier Field C30 G**	
Supplier Field C30 C		**Supplier Field C30 H**	
Supplier Field C30 D		**Supplier Field C30 I**	
Supplier Field C30 E		**Supplier Field C30 J**	

Save | Return to Search | Notify | Add | Update/Display

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

Lesson 2: Search for a Supplier Hands-On Practice

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.

Entering a Voucher

To enter a voucher, access the voucher entry page.

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

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

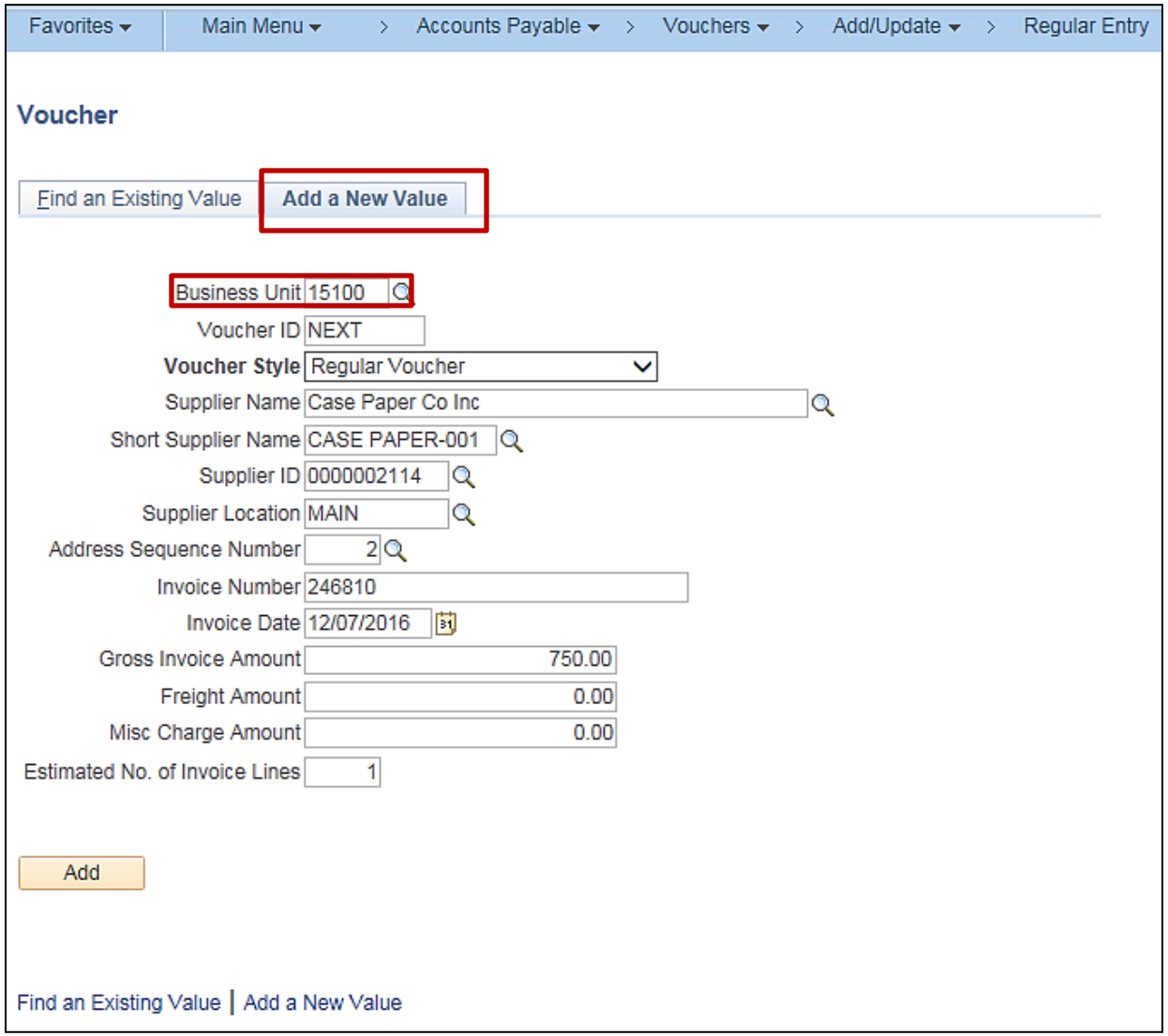
Entering a Voucher (continued)

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

To enter a voucher:

- Click the **Add a New Value** tab. Cardinal does not require that you complete the fields on this page. However, when you do, Cardinal populates some voucher entry information on other pages for you.

- The **Business Unit** field defaults to your agency based on user preferences in Cardinal. This field can be changed for users who enter vouchers for other business units.



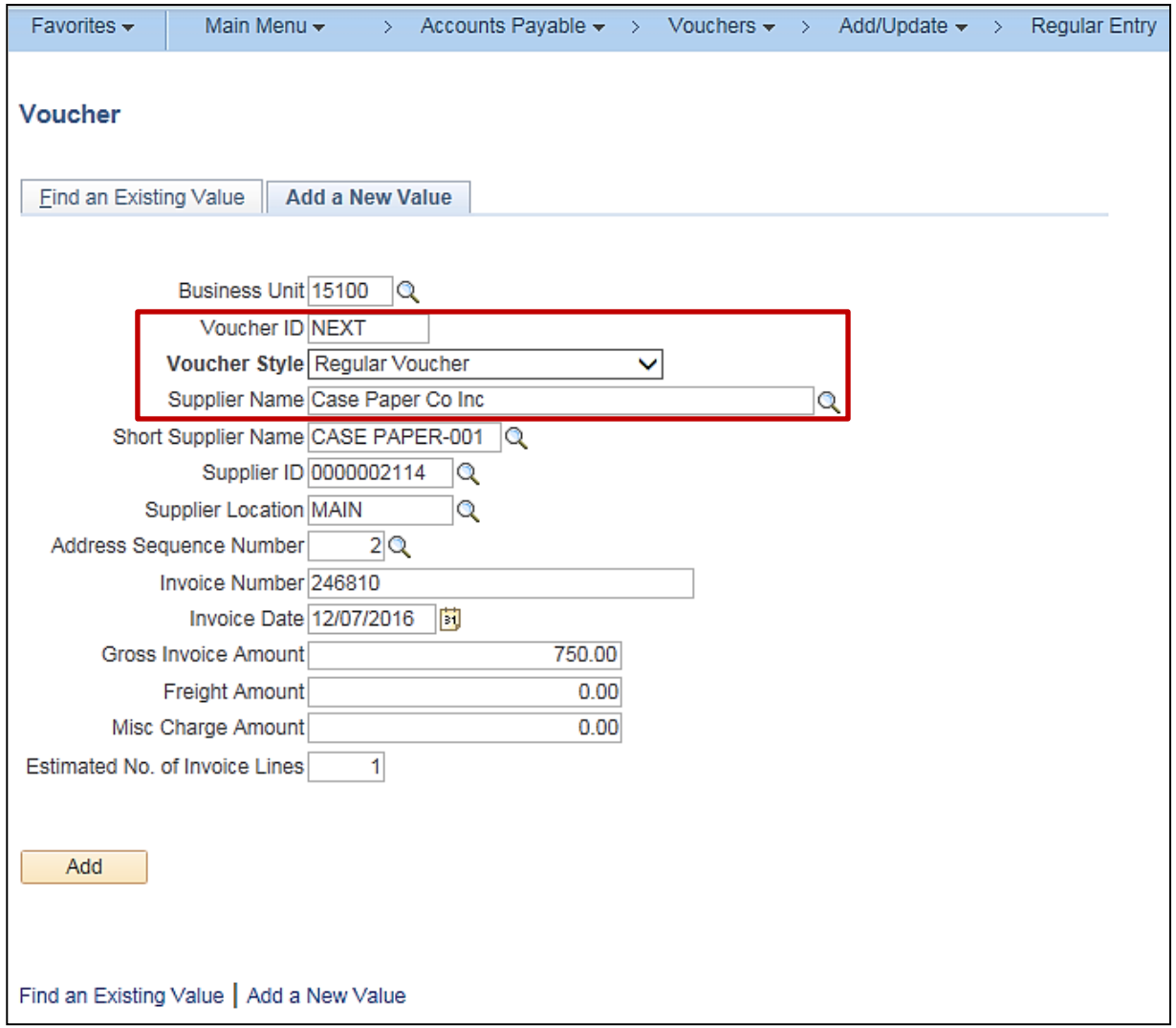
Entering a Voucher (continued)

- The **Voucher ID** field value defaults to **NEXT**. When the voucher is saved, Cardinal automatically generates the Voucher ID number.

  Interfacing agencies can change the value of **NEXT** to the voucher number used in their system.

- The **Voucher Style** fields value defaults to **Regular Voucher**.

- **Short Supplier Name**: This is the supplier's abbreviated name. This populates when the Cardinal **Supplier ID** is entered.



Entering a Voucher (continued)

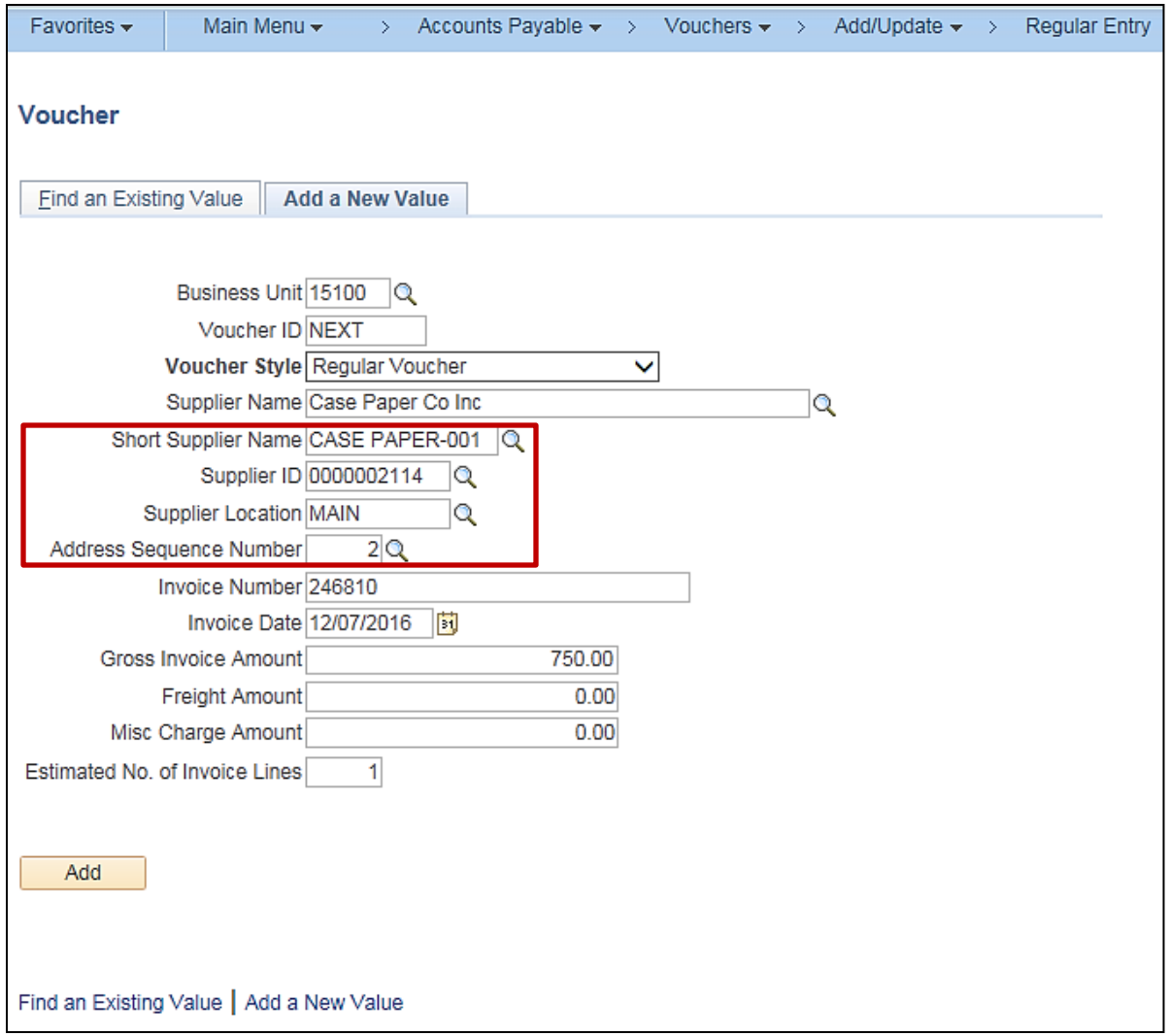
- The **Supplier ID** is the unique identifying number assigned to a supplier when it is created in Cardinal. If you know the supplier ID, enter it here. You can use the lookup feature to search for a supplier if necessary.

- Once you enter the **Supplier ID**, the following field values populate:

  - **Short Supplier Name**

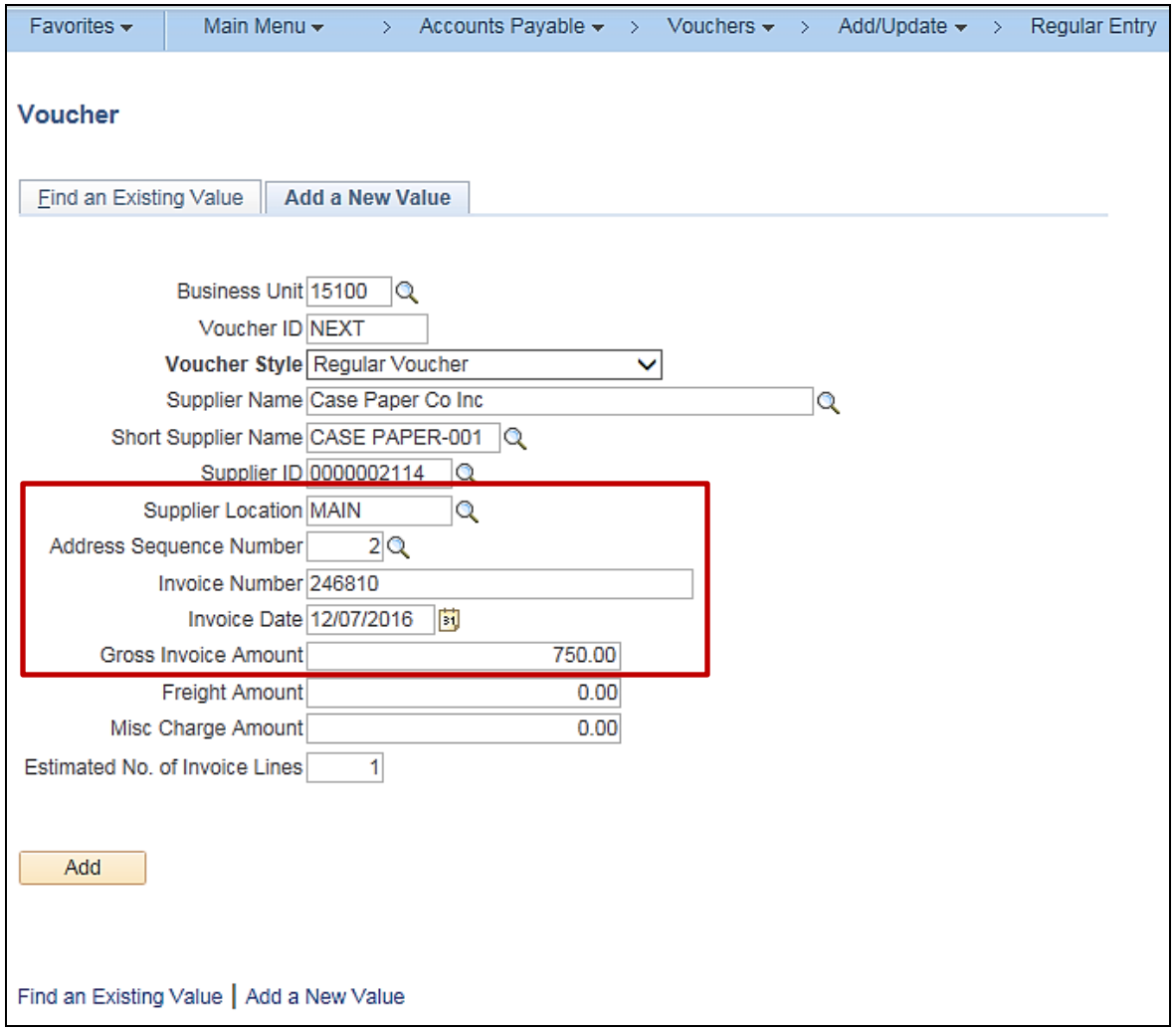
  - **Supplier Location**

  - **Address Sequence Number**



Entering a Voucher (continued)

- The **Supplier Location** refers to a default set of rules in the supplier record for the methods of doing business with the supplier.
- The **Address Sequence Number** is a system generated ID number assigned to a supplier's address.
- In the **Invoice Number** field, enter the number the supplier has included on the invoice. If the invoice does not have an invoice number, one must be added.
- In the **Invoice Date** field enter the date on the invoice from the supplier.
- Use the **Gross Invoice Amount** field to enter the total amount of the invoice.

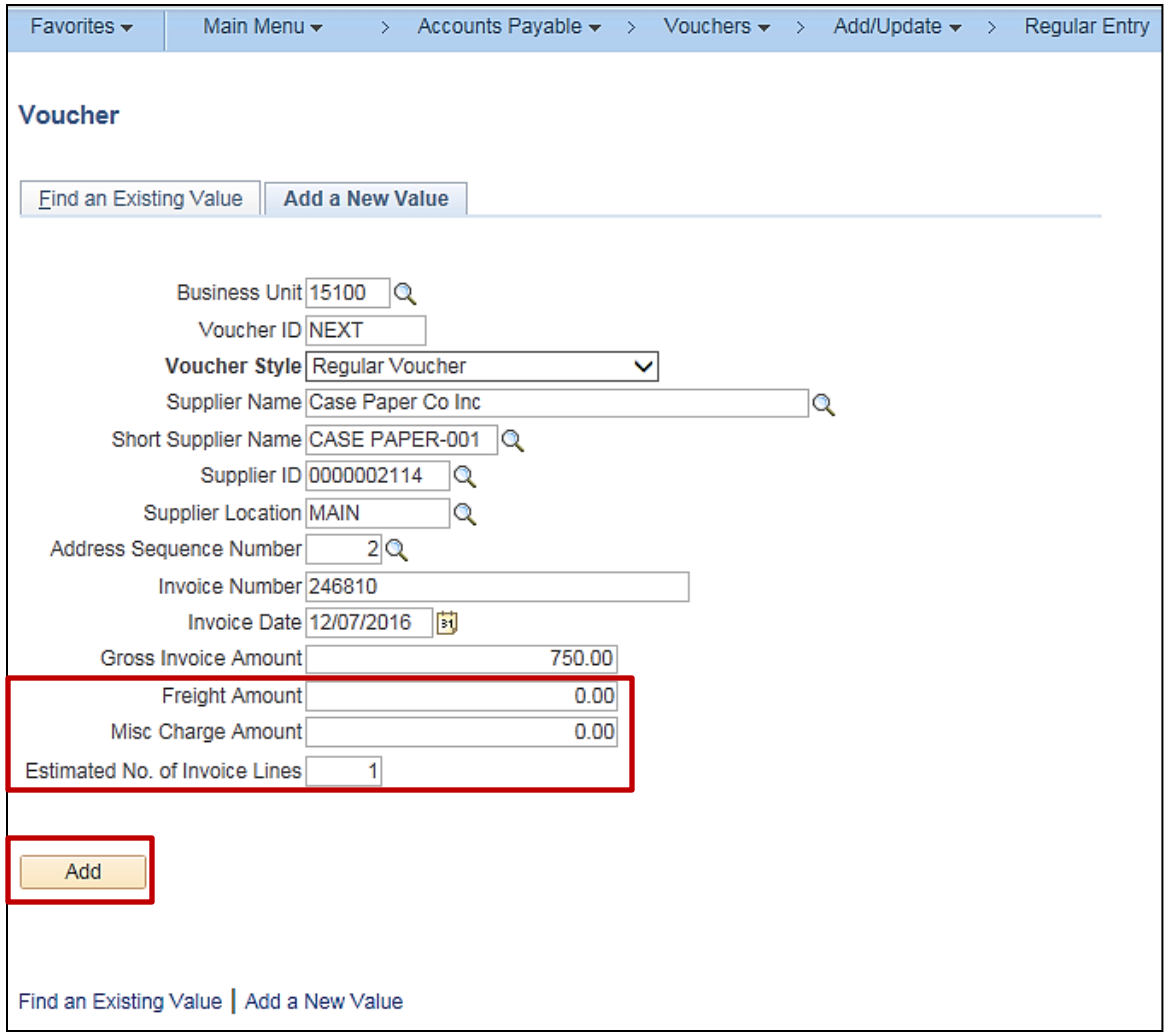


Entering a Voucher (continued)

- The **Freight Amount** and **Misc Charge Amount** fields are not used in Cardinal.

- The **Estimated No. of Invoice Lines** field defaults to **1** and can be changed to anticipated number of lines needed.

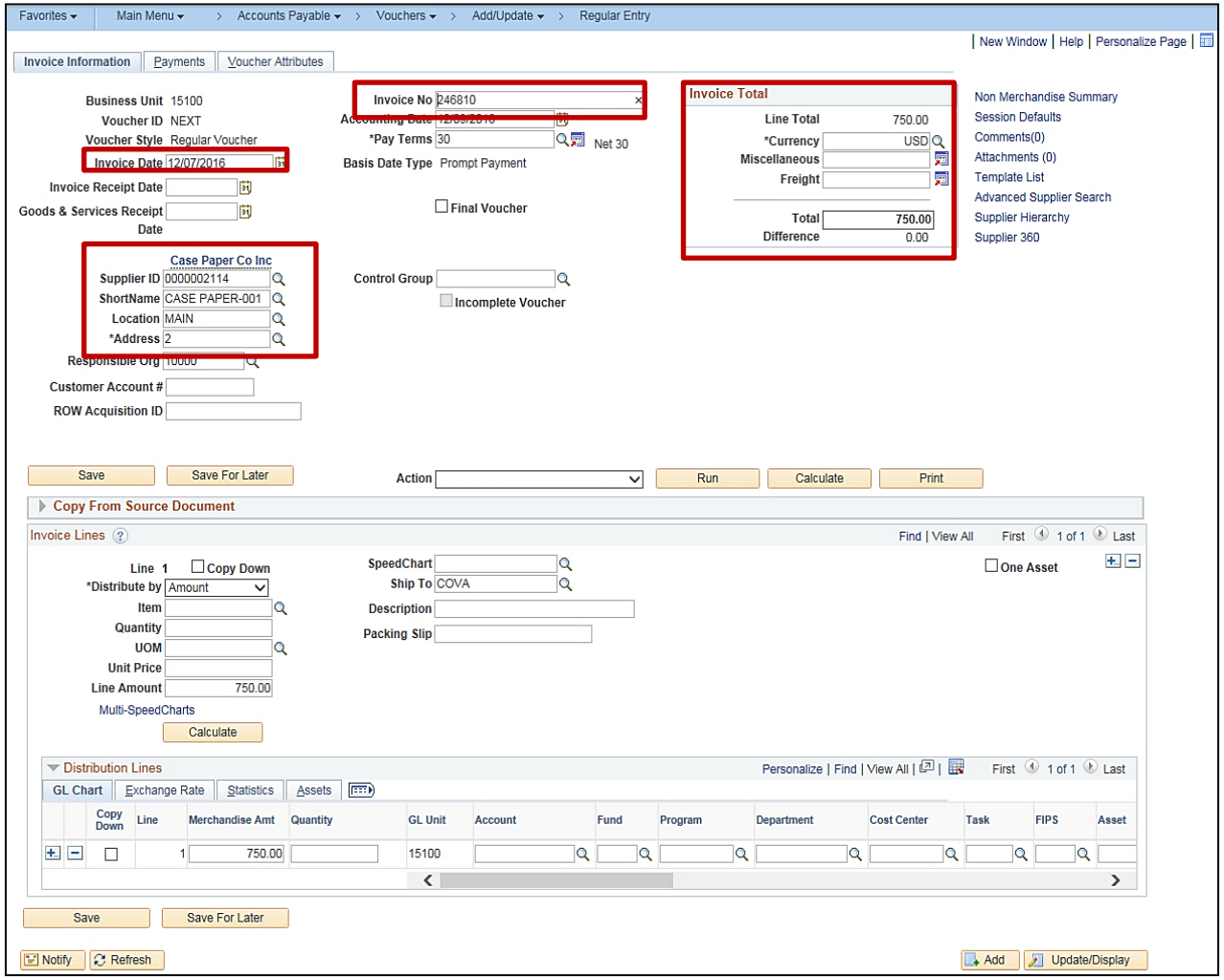
Click the **Add** button.



Invoice Information Page

The **Invoice Information** page displays. The information entered on the **Add a New Value** tab populates some fields in the first section of this page, including:

- **Invoice No**
- **Invoice Date**
- **Supplier ID**
- **Short Name**
- **Location**
- **Address** (invoicing)
- **Total** (Voucher Amount)



Invoice Information Page (continued)

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

| New Window | Help | Personalize Page |

Invoice Information | Payments | Voucher Attributes

Business Unit 15100
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 12/07/2016
Invoice Receipt Date
Goods & Services Receipt Date

Case Paper Co Inc
Supplier ID 0000002114
ShortName CASE PAPER-001
Location MAIN
*Address 2
Responsible Org 10000
Customer Account #
ROW Acquisition ID

Invoice No 246810
Accounting Date 12/09/2016
*Pay Terms 30 Net 30
Basis Date Type Prompt Payment

☐ Final Voucher

Control Group
☐ Incomplete Voucher

Invoice Total
Line Total 750.00
*Currency USD
Miscellaneous
Freight
Total 750.00
Difference 0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Save | Save For Later | Action | Run | Calculate | Print

Copy From Source Document

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

Line 1 ☐ Copy Down
*Distribute by Amount
Item
Quantity
UOM
Unit Price
Line Amount 750.00
Multi-SpeedCharts
Calculate

SpeedChart
Ship To COVA
Description
Packing Slip

☐ One Asset

Distribution Lines — Personalize | Find | View All | First 1 of 1 Last

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
☐	1	750.00		15100								

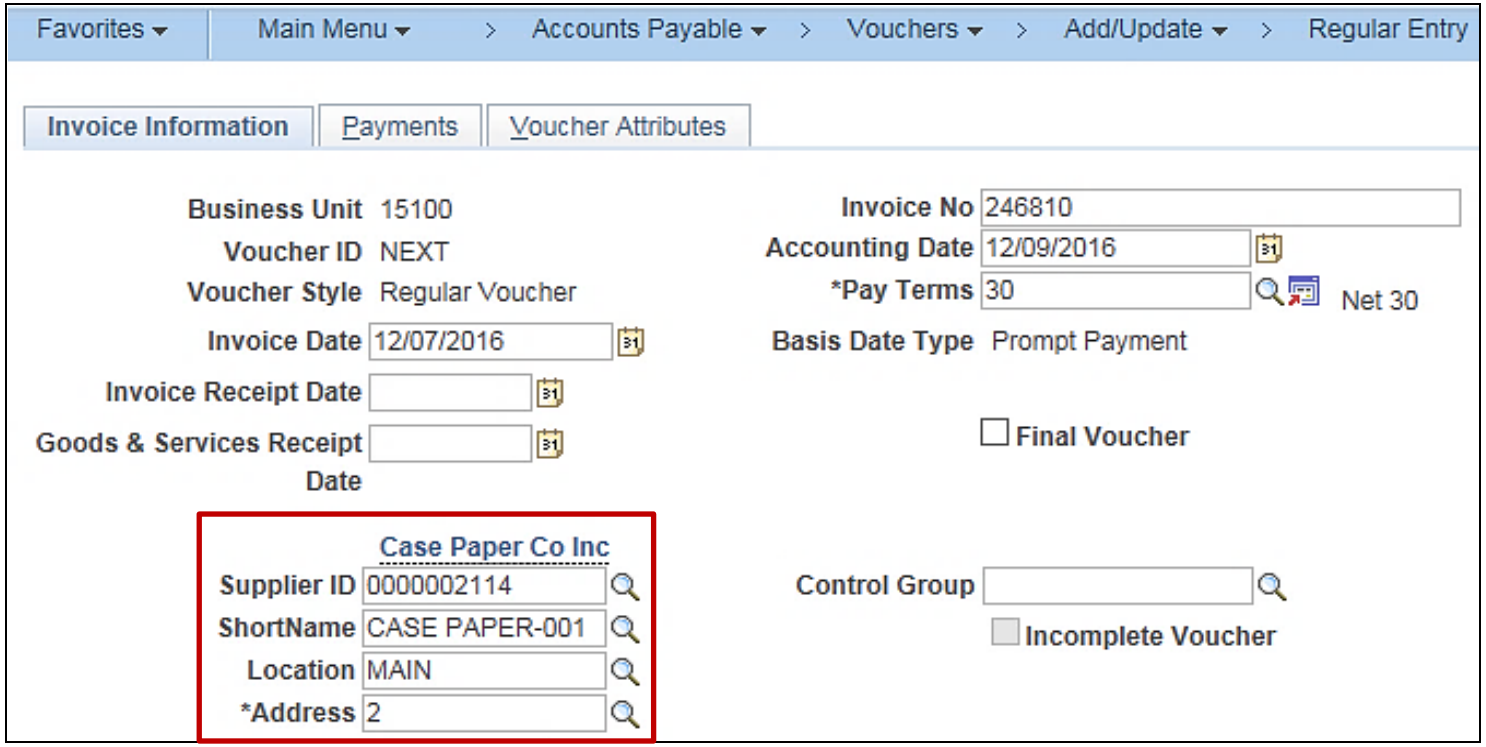
Save | Save For Later

Notify | Refresh | Add | Update/Display

Invoice Information Page (continued)

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

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

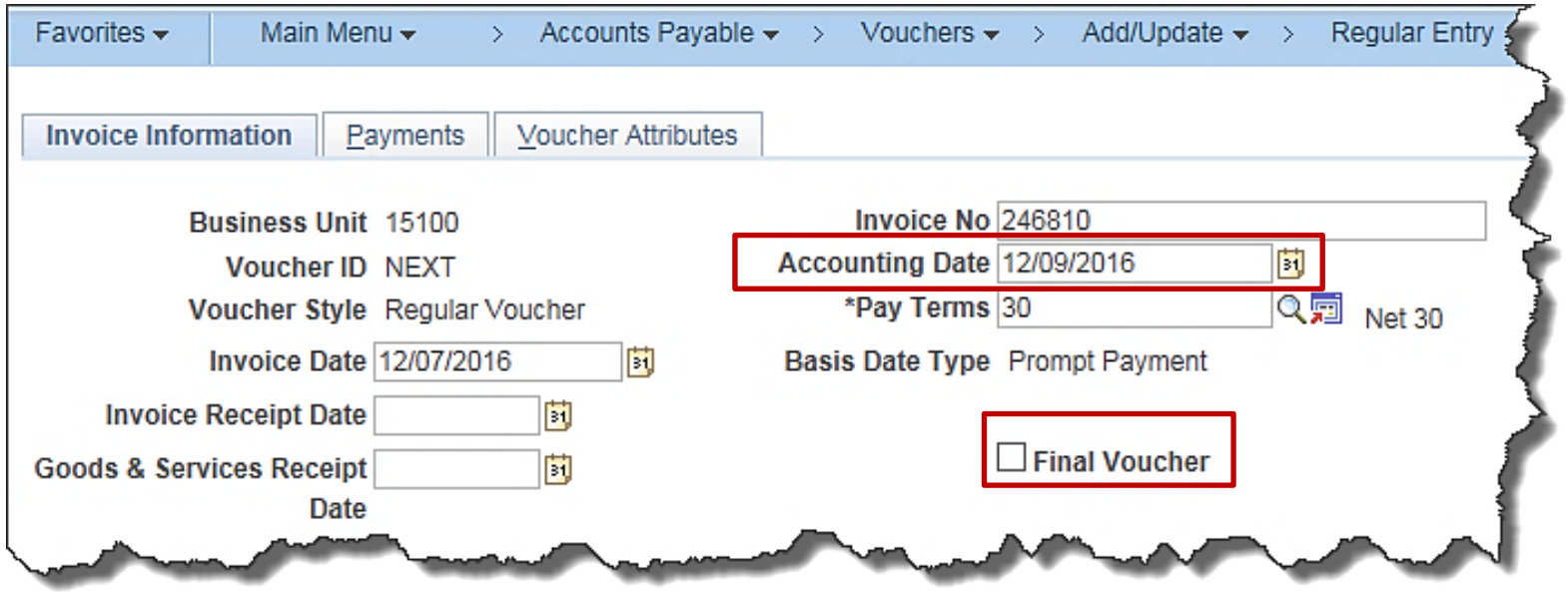


Invoice Information Page (continued)

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

- **Accounting Date:** The accounting date defaults to the current date and should not be changed.

- **Final Voucher:** This field is currently used only by Agency 50100 (VDOT). This checkbox is checked to indicate that the voucher is the final voucher for contracts closing in SiteManager. These are created in Cardinal via a nightly interface with SiteManager.

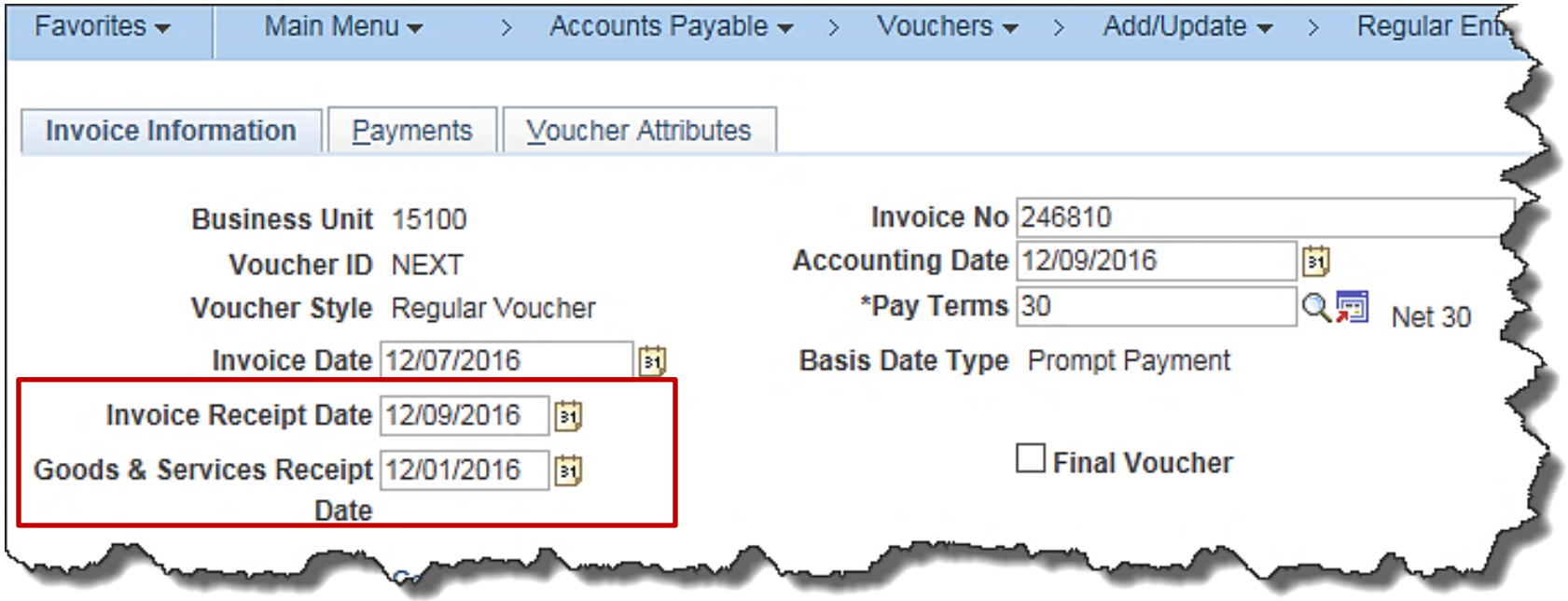


Invoice Information Page (continued)

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

- **Invoice Receipt Date**: The date the invoice was received by your agency.
- **Goods and Services Receipt Date:** The date the item was received or the services rendered. This field is used to calculate Accounts Payable totals for year end accrual reporting.

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



About Pay Terms

Every voucher requires a scheduled payment date which is populated based on the Pay Terms you select. In Cardinal, there are three Pay Terms:

- **30 – Net 30:** This term is used when there is no specified payment date in the contract and payment is due thirty days after the receipt of the invoice or goods or services, whichever is later.

- **00PP – Due Immediately Prompt Payment** (Due now PP): This term is used when there is a specified payment due date in the contract.

- **00 – Due Immediately** (Due Now): This term is used when the voucher does not require a due date and is not subject to Prompt Payment statutes.

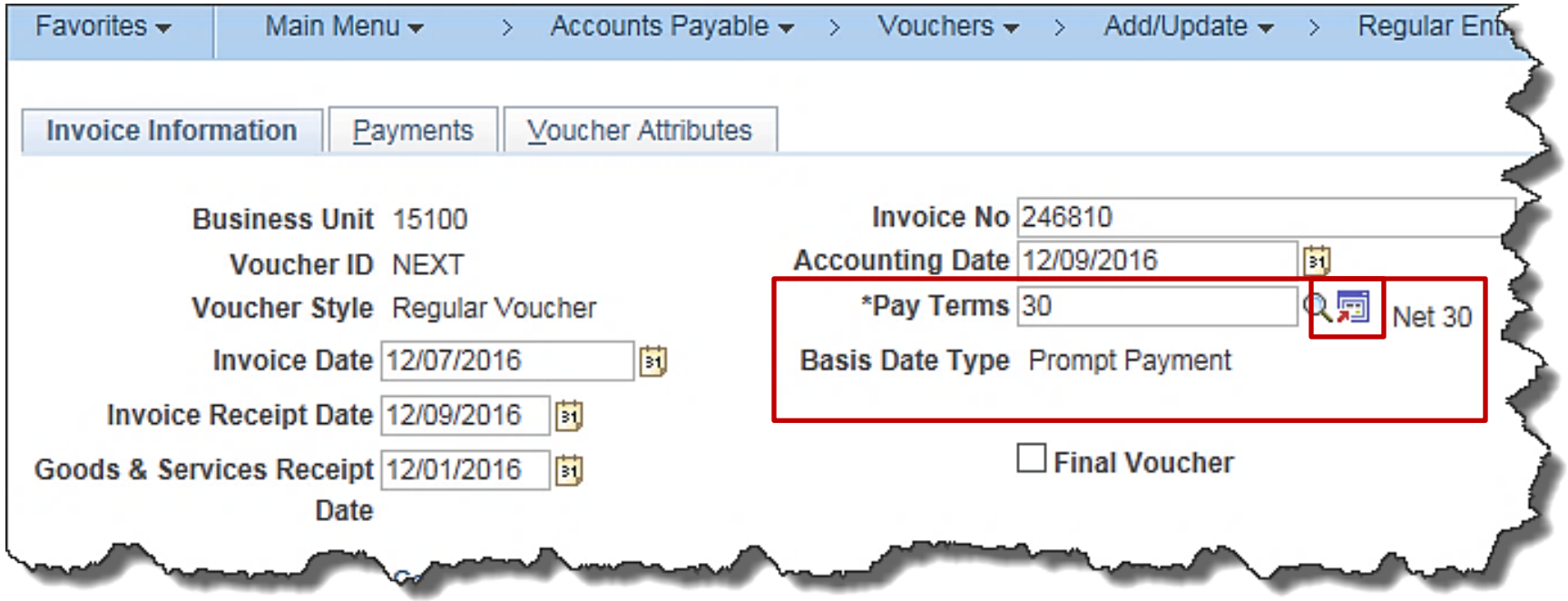
See the job aid entitled **SW AP312 Using Pay Terms**, located on the Cardinal website in the Statewide Toolbox, for more details about pay terms.

Invoice Information Page: Pay Terms

- **Pay Terms:** This field defaults to **30 (Net 30)**. Leave the default if you want Cardinal to calculate a due date in compliance with Prompt Pay.

- **Basis Date Type:** This field specifies the business rule for due date calculation.

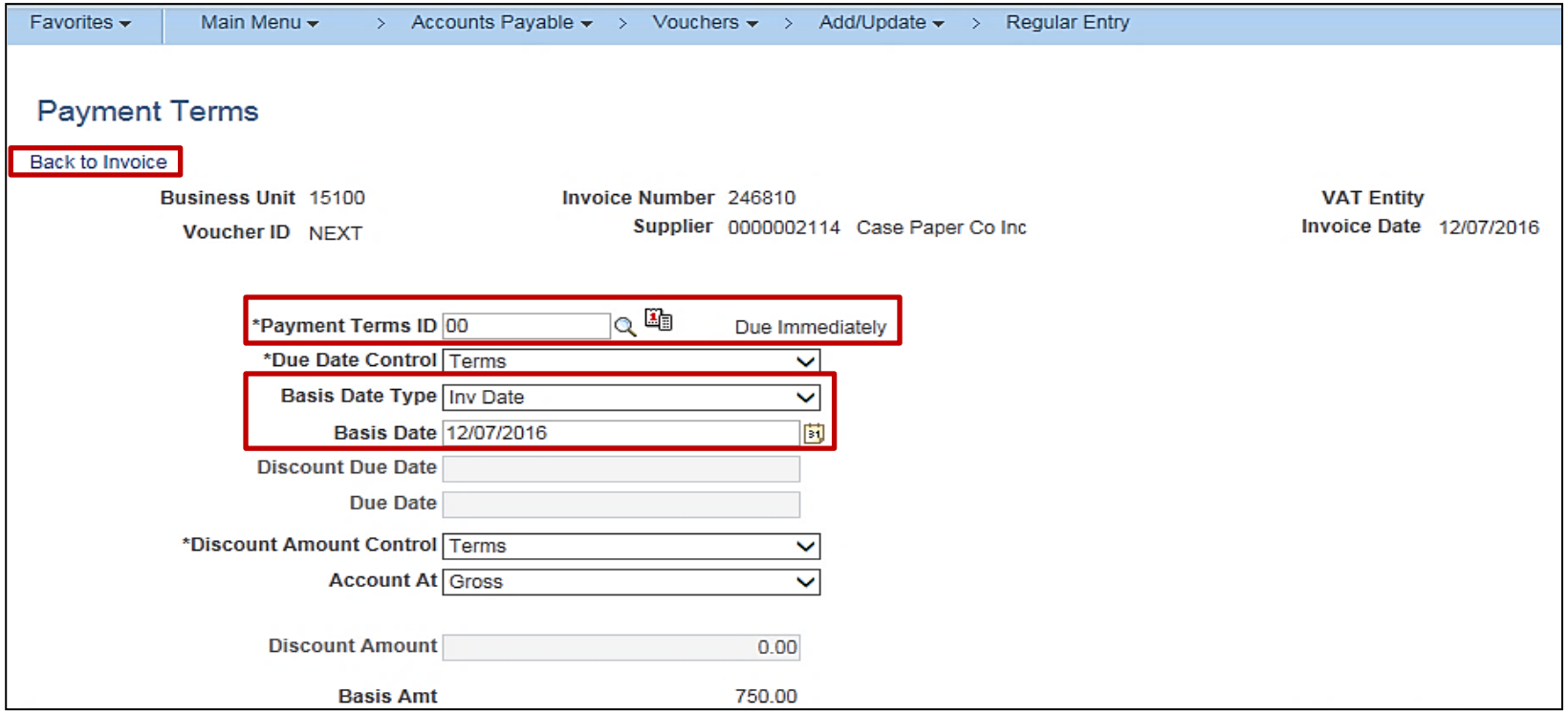
If you need to change the **Pay Terms** to **00 Due Immediately** or **00PP Due Immediately Prompt Pay**, click the **Pay Terms Details** icon.



Invoice Information Page: Basis Date Type

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

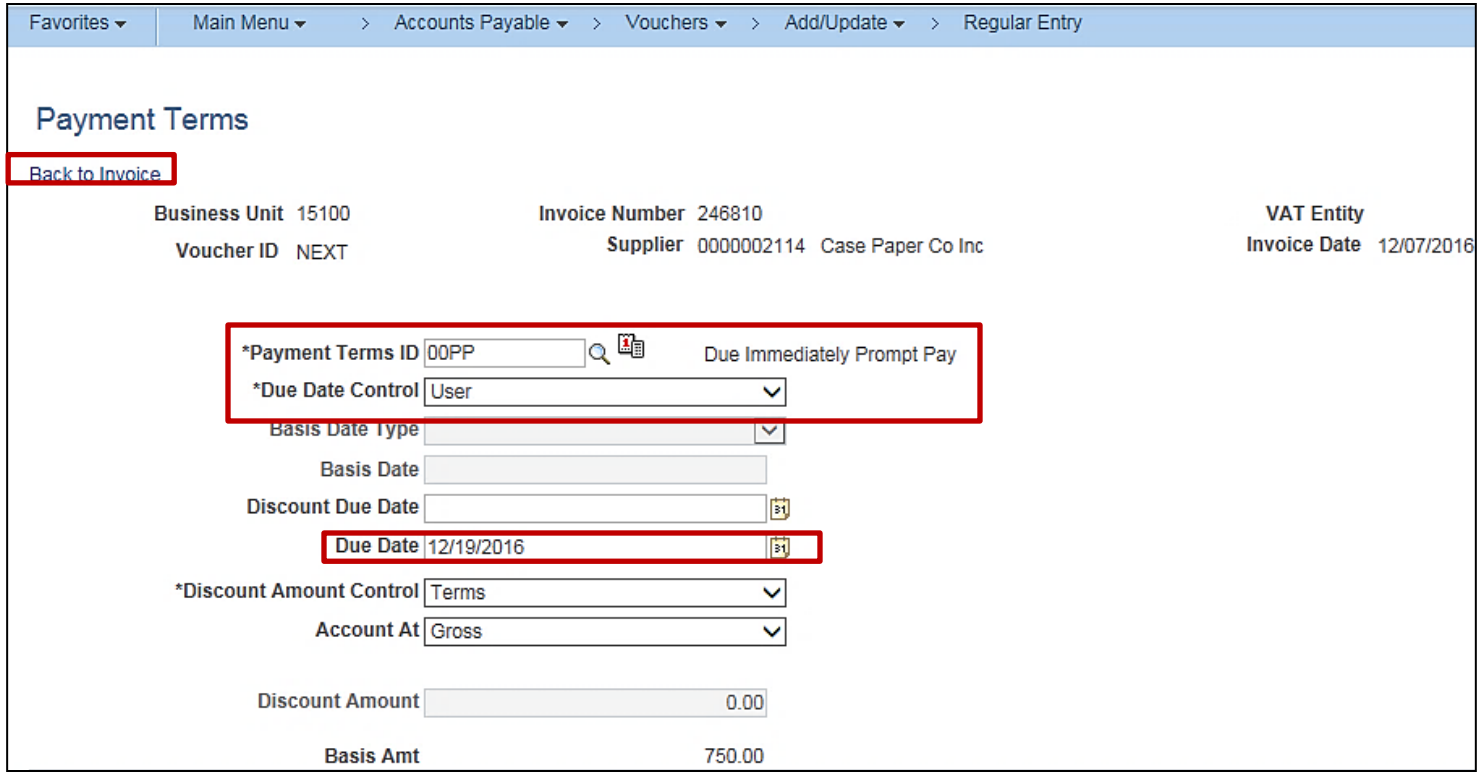
- Select the **Payment Terms ID 00 Due Immediately**.
- From the **Basis Date Type** drop-down menu select **Inv Date**.
- The **Basis Date** field populates (note that even if this date is in the past, this field still populates with that date).
- Click the **Back to Invoice** link.



Invoice Information Page: Basis Date Type (continued)

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

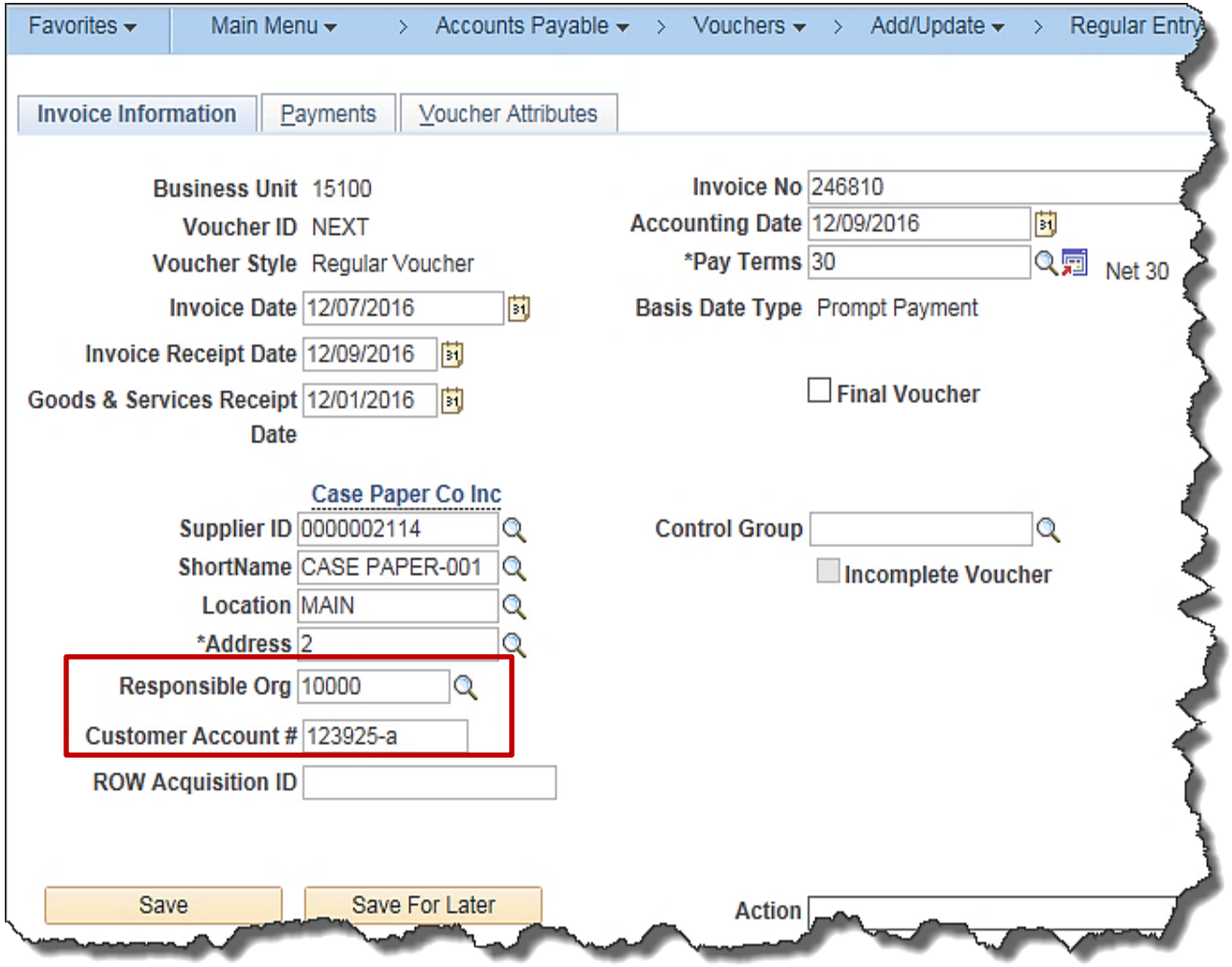
- Select the **Payment Terms ID 00PP Due Immediately Prompt Pay**.
- From the **Due Date Control** field drop-down menu, select **User**.
- Enter the appropriate date in the **Due Date** field.
- Click the **Back to Invoice** link.



Invoice Information Page

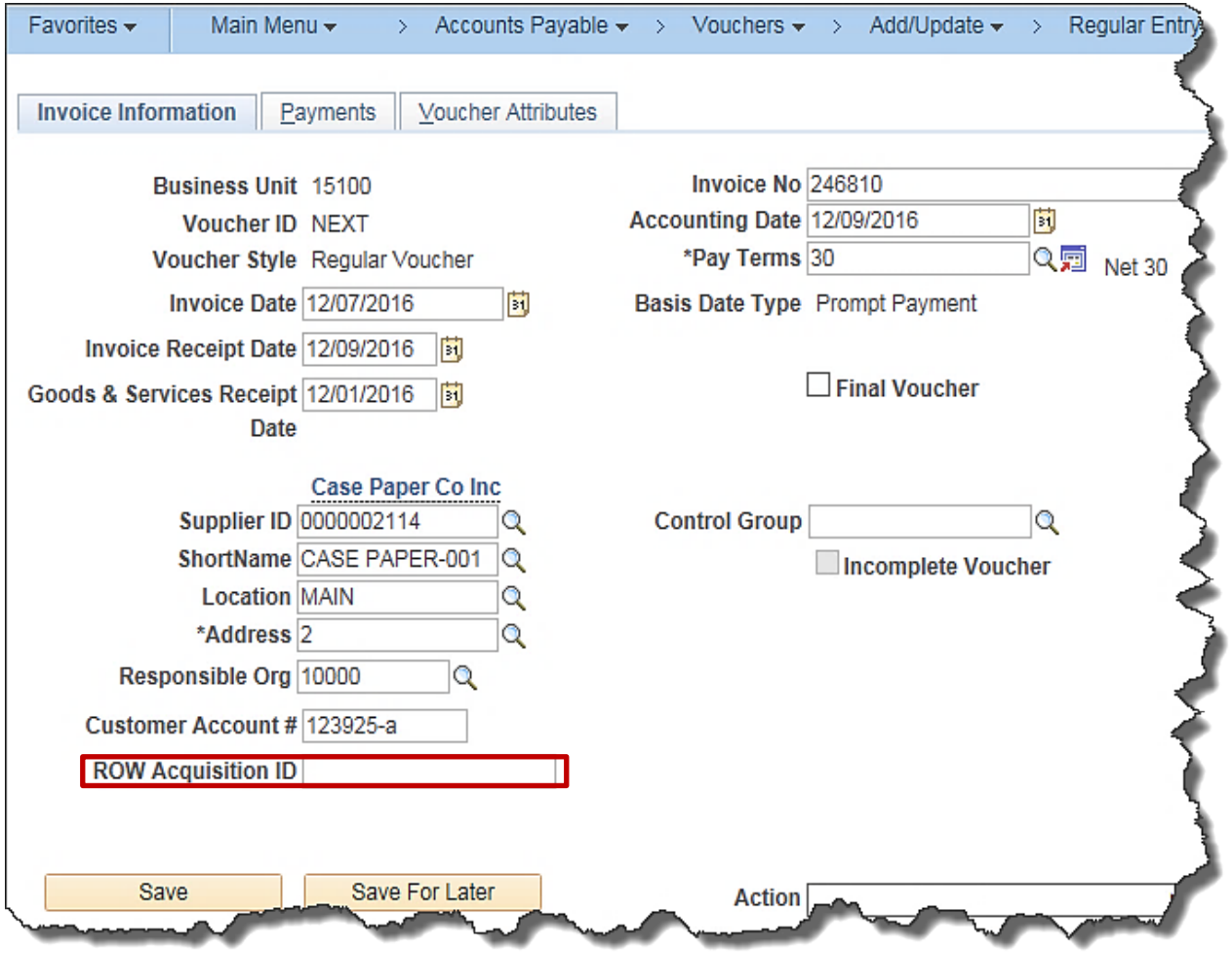
- **Responsible Org:** This field identifies the **Dept ID** (department) of the person entering the voucher and can be updated if the user is entering vouchers for another department. The value in this field is used to determine how the voucher routes for approval and reporting.

- **Customer Account #**: This field is optional. Enter your customer account number from the invoice if one exists. The customer account number displays in the remit section on the payment to assist the supplier with correctly applying the payment.



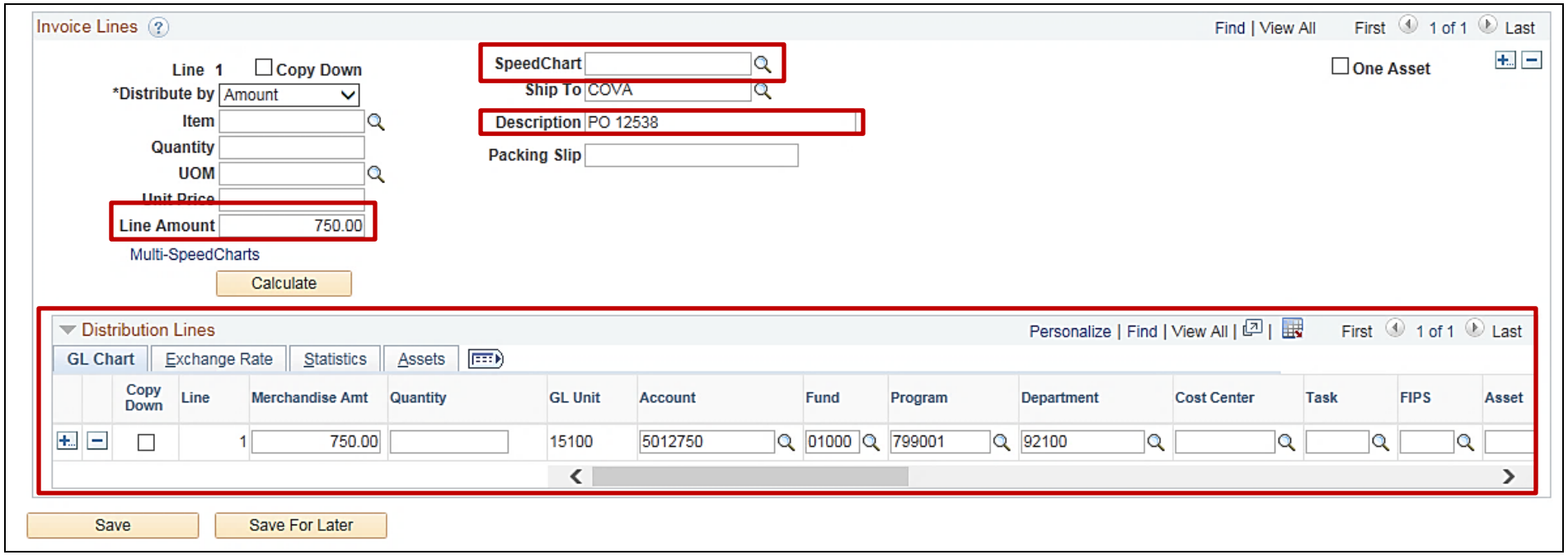
Invoice Information Page: ROW Acquisition Field

- **ROW (Right of Way) Acquisition ID:** This field is used in two ways:
  - Agency 50100 (VDOT) uses this field to capture the ROW Acquisition number for vouchers created to reimburse ROW landowners.
  - All other agencies use this field to store the social security number on vouchers processed for child support payments to the Department of Social Services (DSS). See the job aid entitled **SW AP312 Processing Child Support Payments to DSS**, located on the Cardinal website in the Statewide Toolbox, for details regarding this process.



Invoice Information Page (continued)

- **SpeedChart:** A SpeedChart is a shortcut. It populates a predetermined Chart of Accounts value string (such as fund, program, department), in the distribution line. Click the lookup icon to select a SpeedChart value if your agency elected to use them. Cardinal allows for multiple SpeedCharts to be used on an Invoice line. See the job aid entitled **SW AP312 Multiple SpeedCharts on Invoice Line**, located on the Cardinal website in the Statewide Toolbox, for more details.
- **Line Amount:** The total amount of the invoice line. A voucher can have more than one invoice line.
- **Description:** Use this field for your agency's PO number. Any information entered in the **Description** field carries over to the GL journal line.
- **Distribution Lines** section: This section provides the charge distribution information for the current invoice line. An invoice line can have more than one charge distribution.



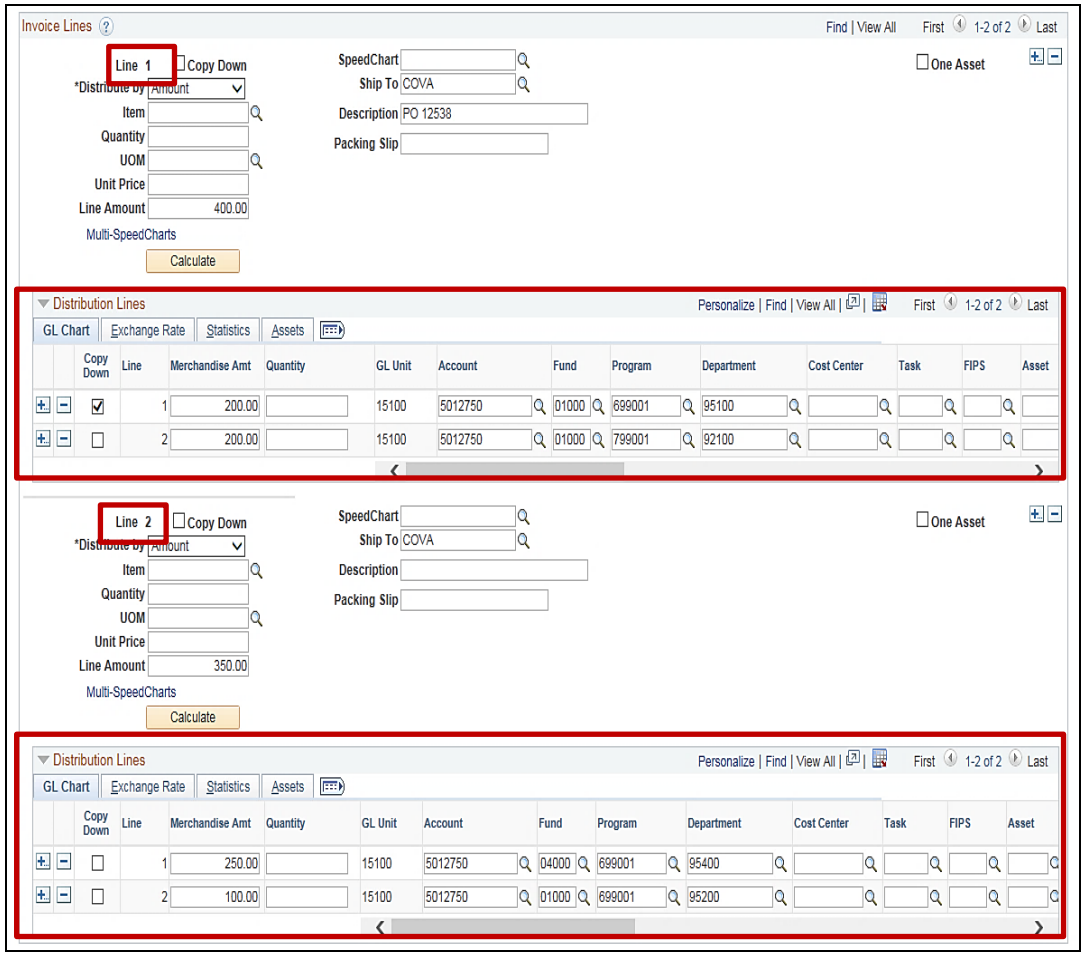
Invoice and Distribution Lines

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

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

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

This **Invoice Information** page shows a voucher with two **Invoice Lines**. In this example, each **Invoice** Line has two **Distribution Lines**.



Invoice and Distribution Lines (continued)

Invoice Lines

Find | View All First 1-2 of 2 Last

Line 1 Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 400.00

Multi-SpeedCharts

Calculate

SpeedChart

Ship To COVA

Description PO 12538

Packing Slip

One Asset

Distribution Lines

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

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
☑	1	200.00		15100	5012750	01000	699001	95100				
☐	2	200.00		15100	5012750	01000	799001	92100				

Line 2 Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 350.00

Multi-SpeedCharts

Calculate

SpeedChart

Ship To COVA

Description

Packing Slip

One Asset

Distribution Lines

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

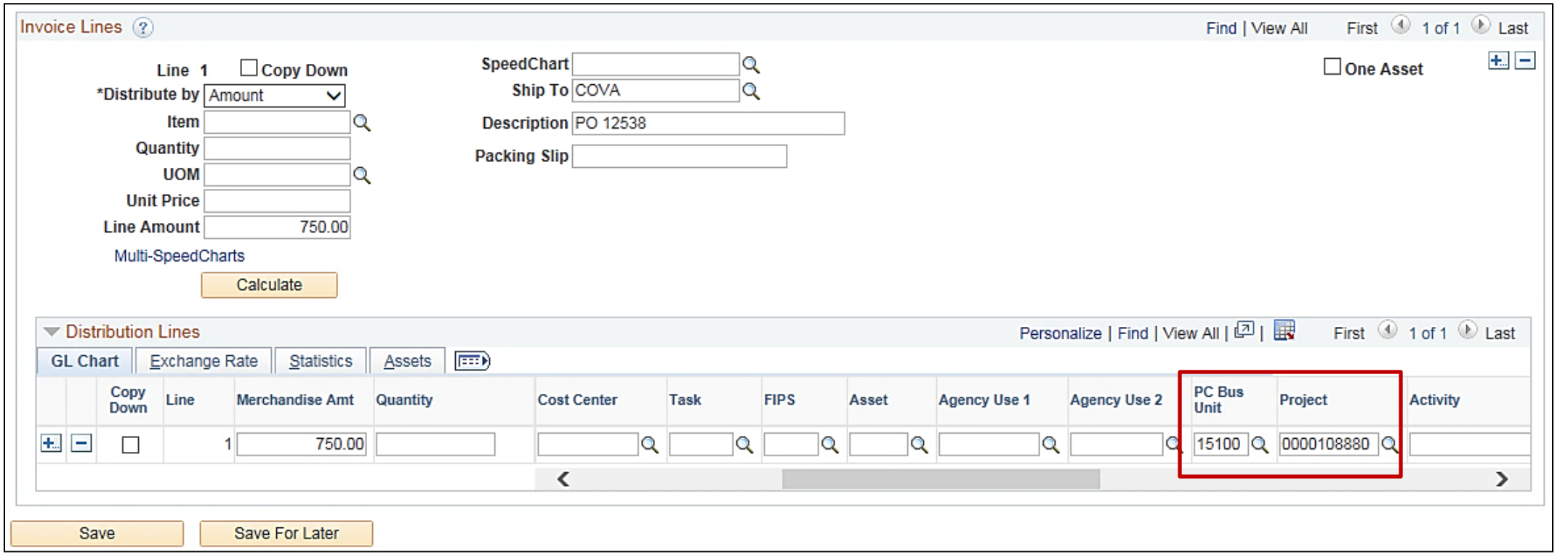
GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
☐	1	250.00		15100	5012750	04000	699001	95400				
☐	2	100.00		15100	5012750	01000	699001	95200				

Entering Projects on the Distribution Line

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

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

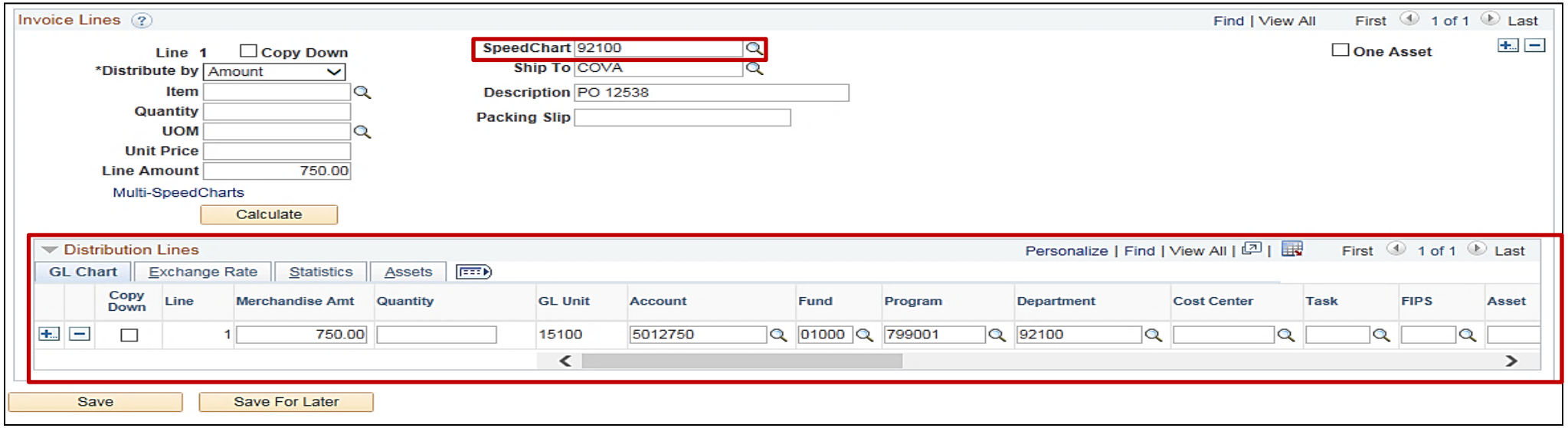


SpeedCharts

SpeedCharts simplify the entry of values on distribution lines. Each agency sets up its own SpeedCharts. Use the **APY0005_SPEEDCHARTS** query to see a list of SpeedCharts set up by your agency**:**

- Entering a **SpeedChart** auto-populates some ChartField values and reduces the number of fields you must enter manually. If you do not specify a SpeedChart, then you must complete all of the required fields manually.
- In Cardinal, the **SpeedCharts** identify either **Cost Centers** or a **Department**. Selecting a SpeedChart for a Cost Center or Department, auto-populates some of the remaining ChartFields (e.g., **Fund, Program**, etc.). You may then need to enter values for other ChartFields (e.g., **Account,** etc**.**).

Cardinal allows the use of multiple SpeedCharts on a single Voucher Invoice Line. See the job aid entitled **SW AP312 Multiple SpeedCharts on Invoice Line**, located on the Cardinal website in the Statewide Toolbox, for more details.



SpeedCharts (continued)

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

Line 1 | Copy Down

*Distribute by: Amount

Item

Quantity

UOM

Unit Price

Line Amount: 750.00

Multi-SpeedCharts

Calculate

SpeedChart: 92100

Ship To: COVA

Description: PO 12538

Packing Slip

One Asset

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

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
☐	1	750.00		15100	5012750	01000	799001	92100				

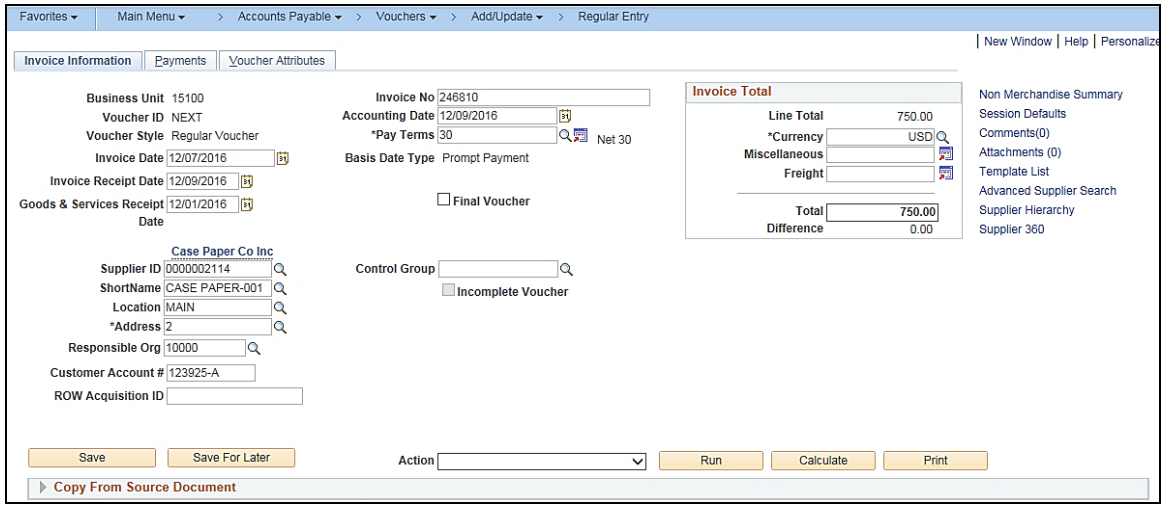
Save | Save For Later

Interfaced Vouchers

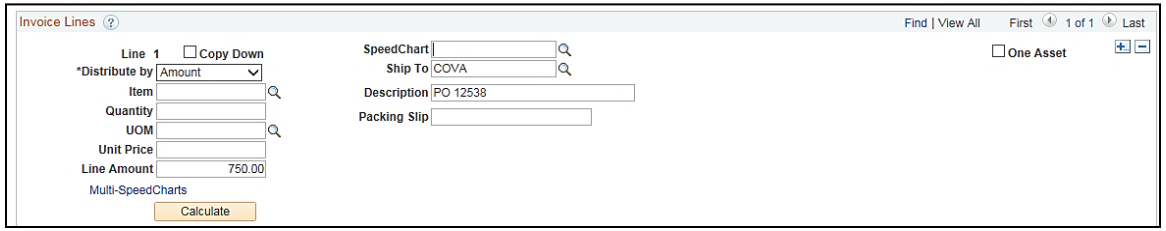
For interfacing agencies, the online voucher entry pages correspond to the following record types in the voucher upload file:

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

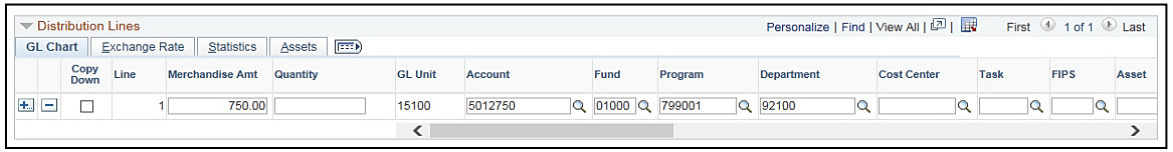
Voucher Header



Voucher Line



Voucher Distribution

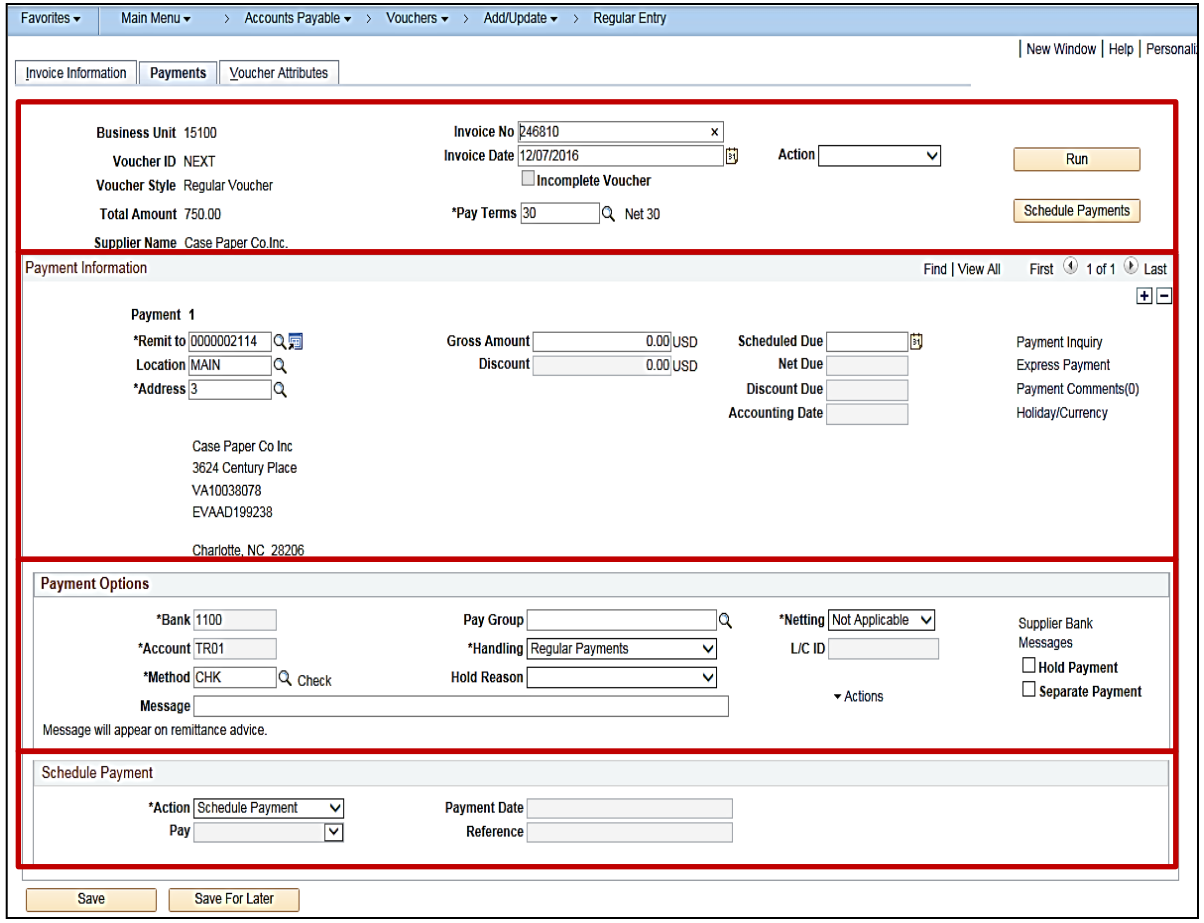


Payments Page

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

The Payments page contains the following sections:

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



Payments Page (continued)

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

| New Window | Help | Personali

Invoice Information | Payments | Voucher Attributes

Business Unit 15100
Voucher ID NEXT
Voucher Style Regular Voucher
Total Amount 750.00
Supplier Name Case Paper Co.Inc.

Invoice No 246810
Invoice Date 12/07/2016
Incomplete Voucher
*Pay Terms 30 Net 30

Action
Run
Schedule Payments

Payment Information

Find | View All First 1 of 1 Last

Payment 1
*Remit to 0000002114
Location MAIN
*Address 3

Case Paper Co Inc
3624 Century Place
VA10038078
EVAAD199238

Charlotte, NC 28206

Gross Amount 0.00 USD
Discount 0.00 USD

Scheduled Due
Net Due
Discount Due
Accounting Date

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

Payment Options

*Bank 1100
*Account TR01
*Method CHK Check
Message
Message will appear on remittance advice.

Pay Group
*Handling Regular Payments
Hold Reason

*Netting Not Applicable
L/C ID
Actions

Supplier Bank
Messages
Hold Payment
Separate Payment

Schedule Payment

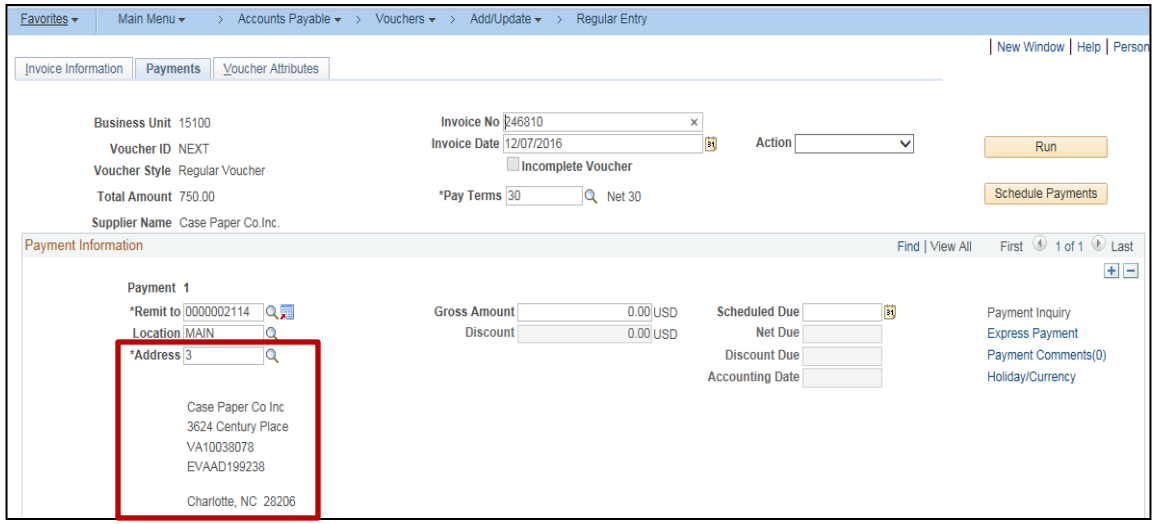
*Action Schedule Payment
Pay

Payment Date
Reference

Save | Save For Later

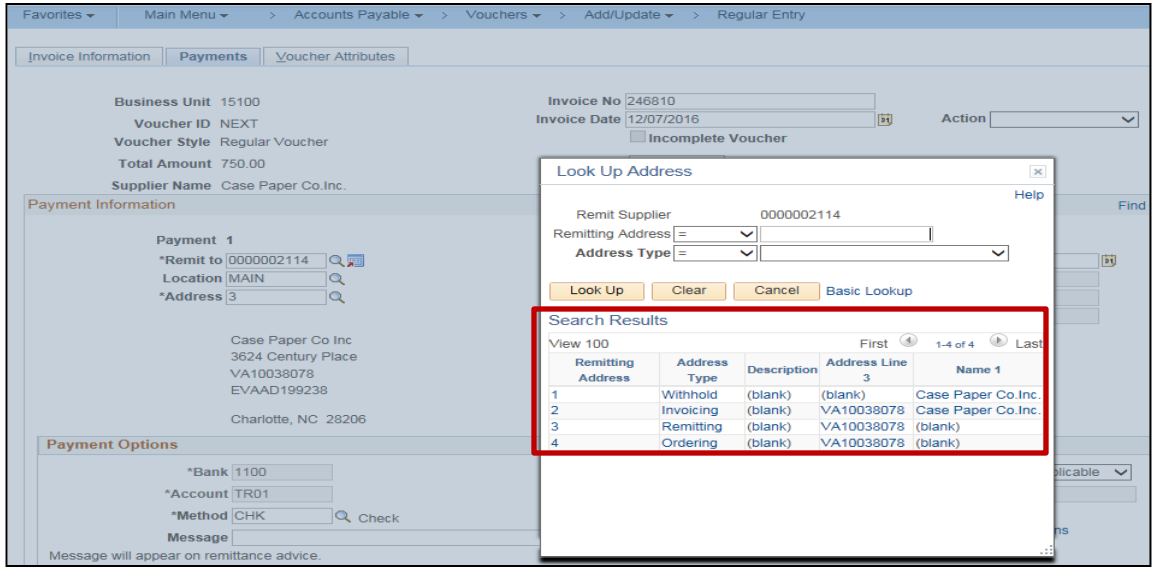
Verifying Supplier Payment Address

When you enter a voucher, check the **Address** and **Location** values on the voucher **Payments** tab. A supplier may have multiple addresses and locations from which to choose. If the address or location you need is not listed, you can request that it be added. For fiscal suppliers, send the Vendor Maintenance Request Form to CVG at the Department of Accounts (DOA). For eVA suppliers, contact the Department of General Services (DGS).



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

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



Verifying Supplier Payment Address (continued)

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

| New Window | Help | Person

Invoice Information | Payments | Voucher Attributes

Business Unit 15100
Voucher ID NEXT
Voucher Style Regular Voucher
Total Amount 750.00
Supplier Name Case Paper Co.Inc.

Invoice No 246810
Invoice Date 12/07/2016
Incomplete Voucher
*Pay Terms 30 Net 30

Action
Run
Schedule Payments

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

Payment 1

*Remit to 0000002114
Location MAIN
*Address 3

Case Paper Co Inc
3624 Century Place
VA10038078
EVAAD199238

Charlotte, NC 28206

Gross Amount 0.00 USD
Discount 0.00 USD

Scheduled Due
Net Due
Discount Due
Accounting Date

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

Verifying Supplier Payment Address (continued)

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

Invoice Information | Payments | Voucher Attributes

Business Unit 15100
Voucher ID NEXT
Voucher Style Regular Voucher
Total Amount 750.00
Supplier Name Case Paper Co.Inc.

Invoice No 246810
Invoice Date 12/07/2016
Action
Incomplete Voucher

Payment Information

Payment 1
*Remit to 0000002114
Location MAIN
*Address 3

Case Paper Co Inc
3624 Century Place
VA10038078
EVAAD199238

Charlotte, NC 28206

Payment Options

*Bank 1100
*Account TR01
*Method CHK Check
Message
Message will appear on remittance advice.

Look Up Address

Help

Remit Supplier 0000002114
Remitting Address =
Address Type =

Look Up | Clear | Cancel | Basic Lookup

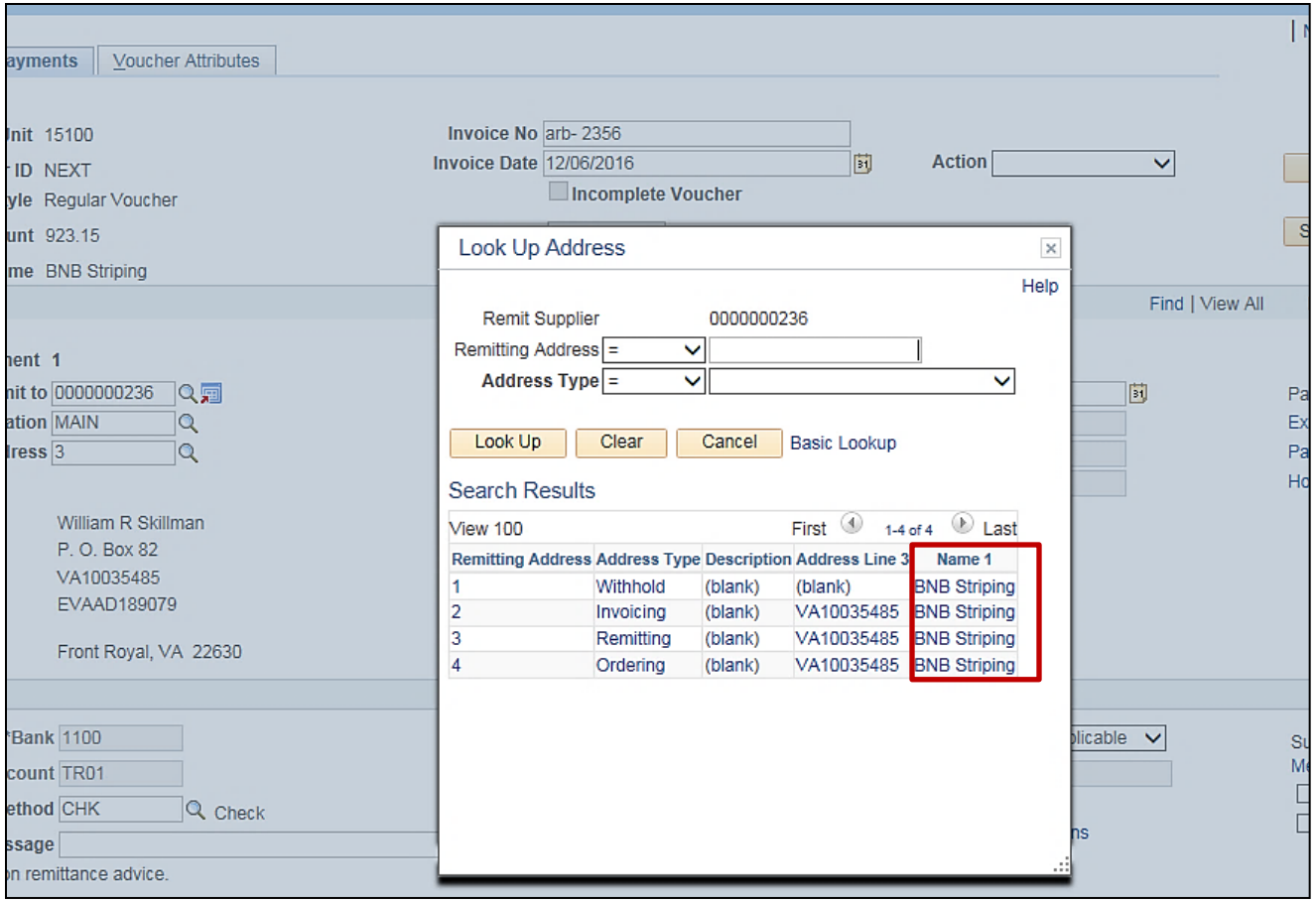
Search Results

View 100 First 1-4 of 4 Last

Remitting Address	Address Type	Description	Address Line 3	Name 1
1	Withhold	(blank)	(blank)	Case Paper Co.Inc.
2	Invoicing	(blank)	VA10038078	Case Paper Co.Inc.
3	Remitting	(blank)	VA10038078	(blank)
4	Ordering	(blank)	VA10038078	(blank)

Verifying Supplier Payment Address: Alternate Payee

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



Verifying Supplier Location: LEVY

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

- Click the **Look Up** button next to the **Location** field.

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

If a lien, levy, garnishment, etc. is applicable to your agency, see the job aid entitled **SW AP312 Processing Internal Payment Offsets**, located on the Cardinal website in the Statewide Toolbox, for details.

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

Verifying Supplier Location: LEVY (continued)

Invoice Information | Payments | Voucher Attributes

Business Unit 50100
Voucher ID NEXT
Voucher Style Regular Voucher
Total Amount 623.95
Supplier Name Diama-Shield, LLC

Invoice No 120258
Invoice Date 12/07/2016
Action
Incomplete Voucher
*Pay Terms 30 Net 30

Payment Information

Payment 1
*Remit to 0000002236
Location LEVY- 223
*Address 1

Diama-Shield LLC
32401 Industrial Dr
Madison Heights, MI 48071

Payment Options

*Bank 1100
*Account TR01
*Method CHK Check
Message
Message will appear on remittance advice.

Look Up Location

Help

SetID STATE
Remit Supplier 0000002236
Supplier Location begins with

Look Up | Clear | Cancel | Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

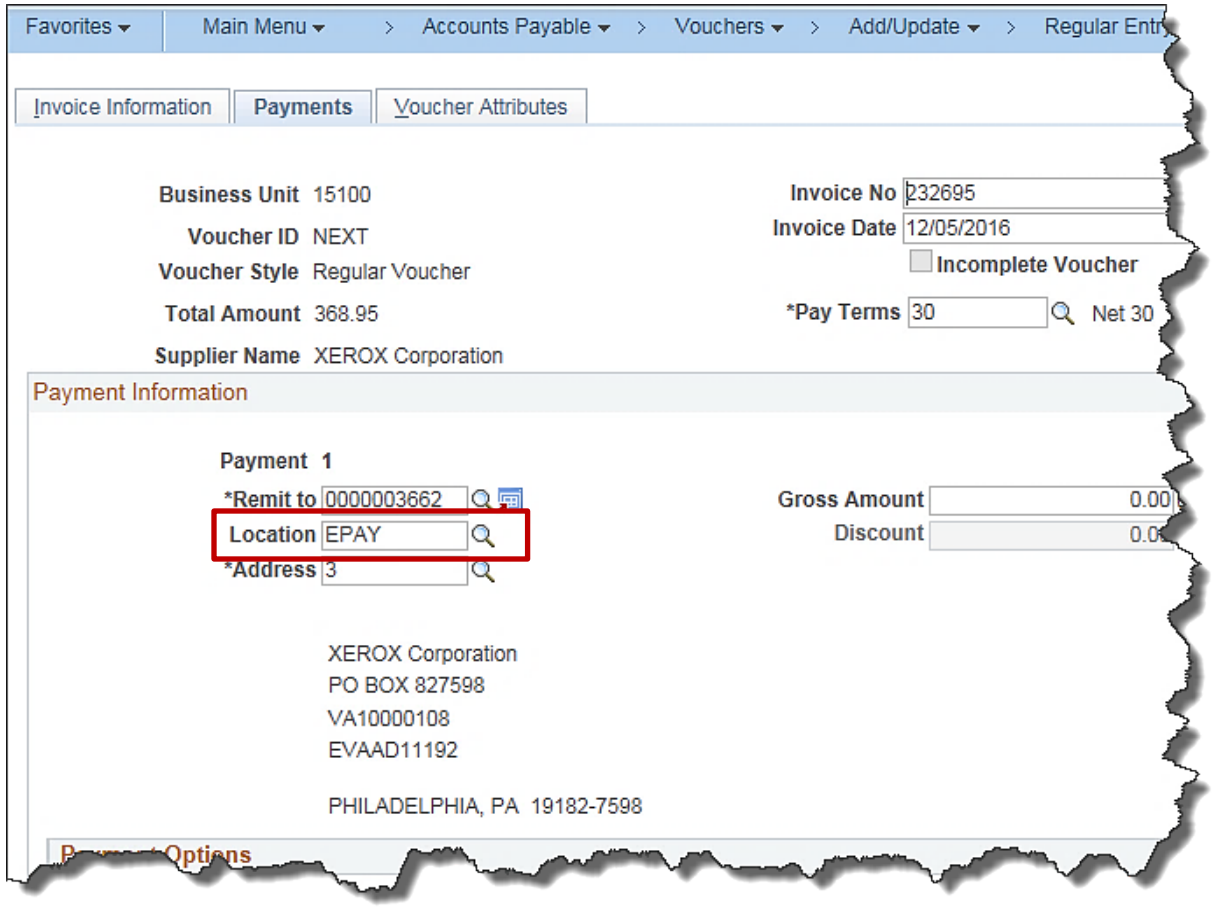
Supplier Location	Description
LEVY- 223	DEPT OF HEALTH PROFESSIONS
MAIN	Main Location

Verifying Supplier Location: EPAY

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

EPayables is the **Location** used by the Commonwealth of Virginia to process card payments to suppliers. ePayables enables DOA to direct supplier payments to a virtual charge card.

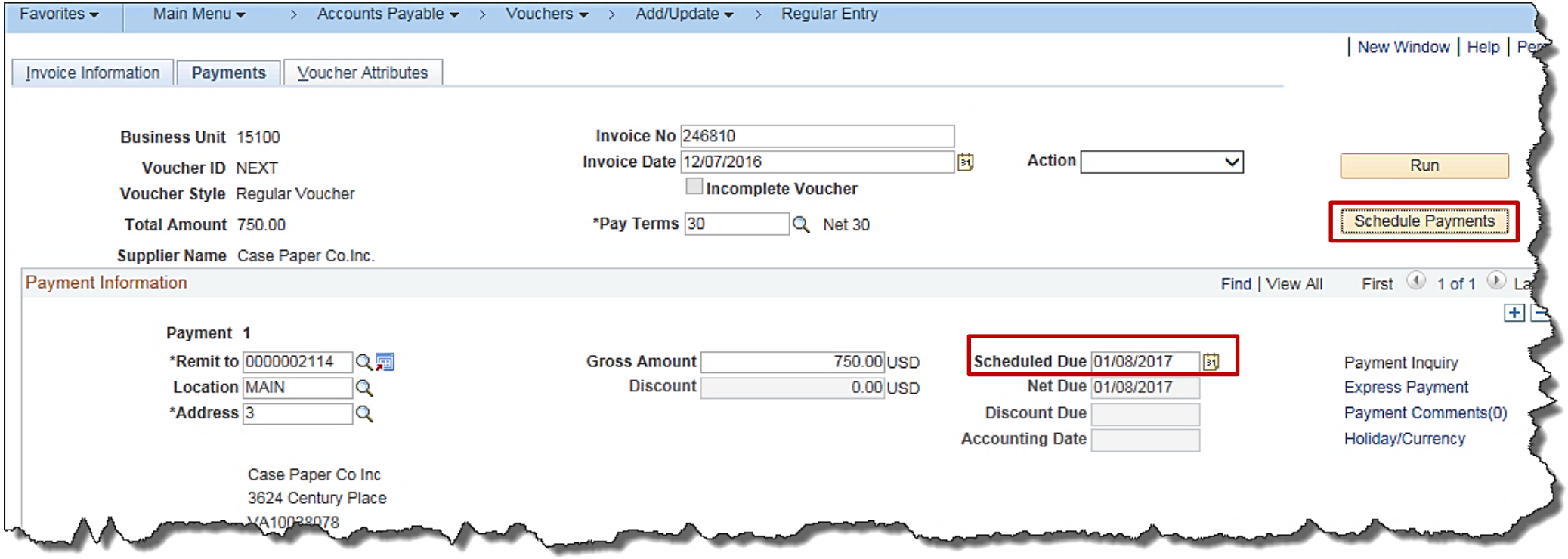
As an incentive for suppliers to sign up to receive payments via ePayables, payments are processed up to 14 days earlier than the set due date.



Scheduled Due Date

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

The **Scheduled Due** displays a date when the voucher is saved, or you can click the **Schedule Payments** button to view the date prior to save. This date reflects the actual calculated due date even if the date is in the past. If the **Scheduled Due** date is in the past, it will be selected for payment the day it is approved.



Scheduled Due Date (continued)

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

| New Window | Help | Per

Invoice Information | Payments | Voucher Attributes

Business Unit 15100
Voucher ID NEXT
Voucher Style Regular Voucher
Total Amount 750.00
Supplier Name Case Paper Co.Inc.

Invoice No 246810
Invoice Date 12/07/2016
Incomplete Voucher
*Pay Terms 30 Net 30

Action
Run
Schedule Payments

Payment Information — Find | View All — First 1 of 1 La

Payment 1
*Remit to 0000002114
Location MAIN
*Address 3

Case Paper Co Inc
3624 Century Place
VA10038078

Gross Amount 750.00 USD
Discount 0.00 USD

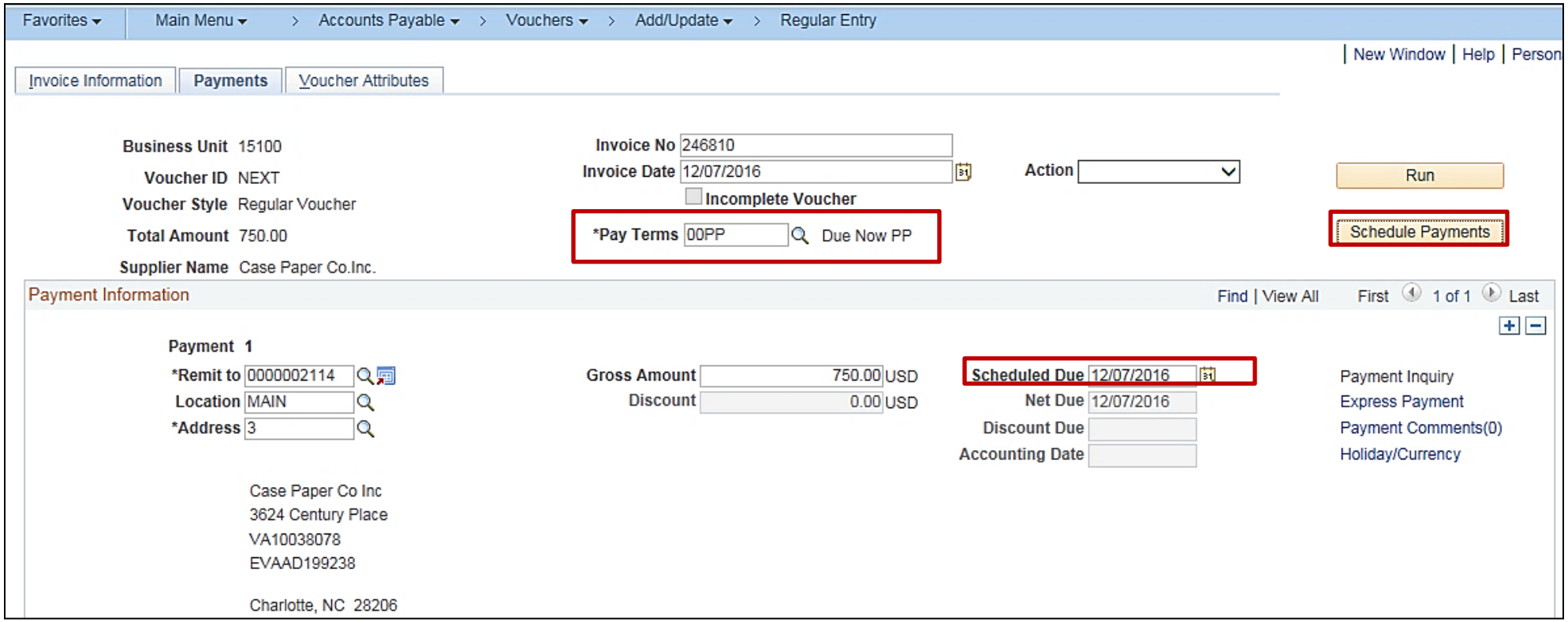
Scheduled Due 01/08/2017
Net Due 01/08/2017
Discount Due
Accounting Date

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

Scheduled Due Date (continued)

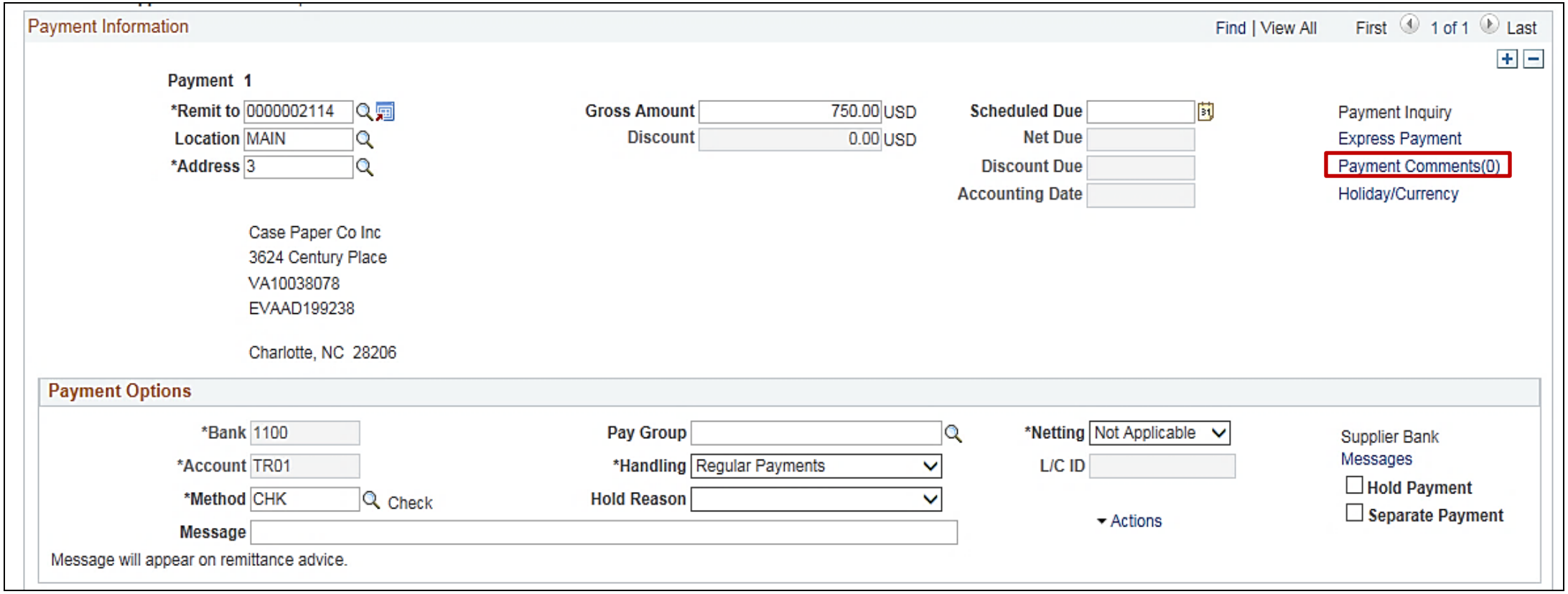
A payment date can be entered directly in the **Scheduled Due** field by users with the corresponding security roles. The **Pay Terms** must be **00PP** (Due Immediately Prompt Pay) in order to be able to change the scheduled due date.

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



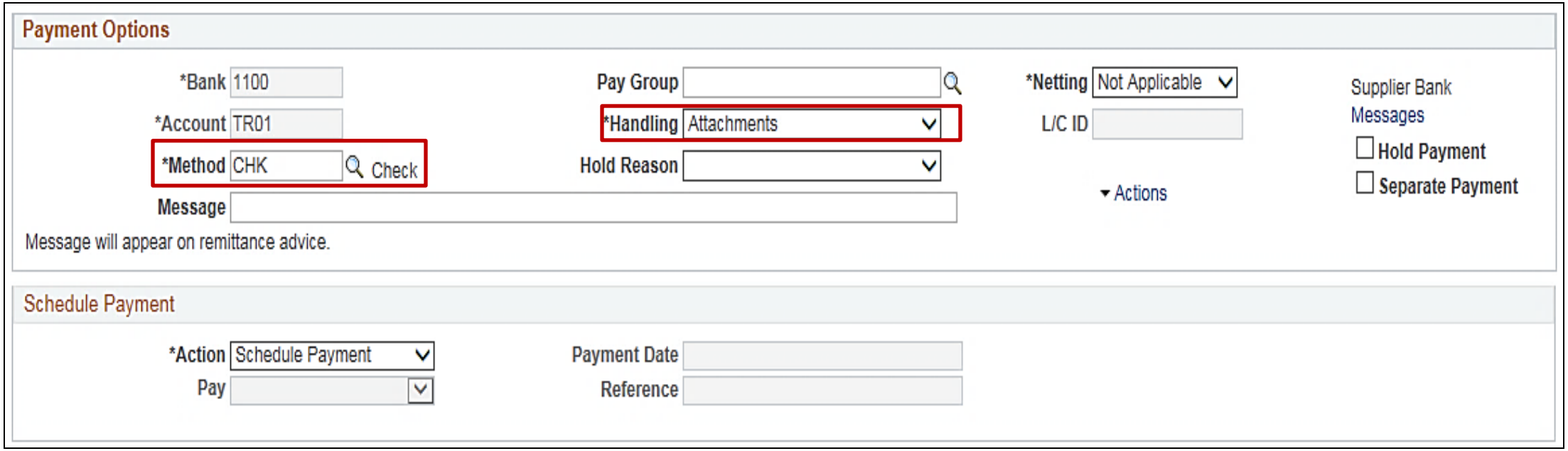
Payment Comments

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



Payment Handling

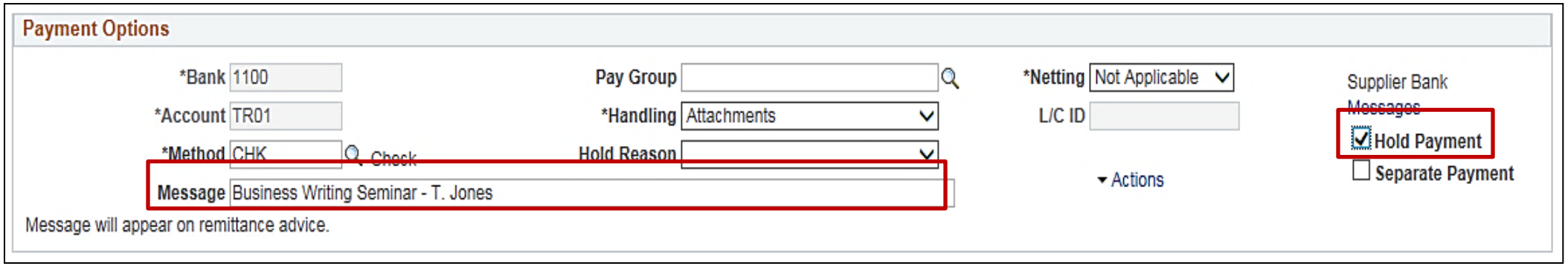
If you need a check returned to you for special handling, change the **Handling** field to **Attachments** and make sure the **Method** field is **CHK** (Check).



Hold Payment and Remittance Message

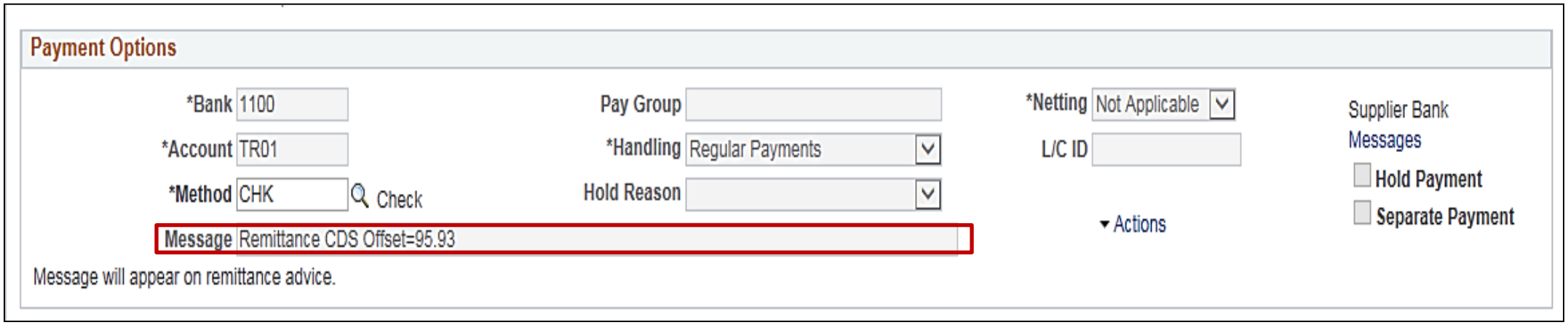
If the **Hold Payment** checkbox is checked, Cardinal will not issue a payment for the voucher until the hold is removed. However, the voucher still goes through the budget check, approval, and posting processes. This checkbox can be modified by users with corresponding security roles.

The **Message** text field populates the remittance advice on the payments. Enter a short and concise payment message that will help the supplier apply the payment correctly. Do not leave this field blank. If the **Message** field is left blank, it populates with **Remittance**. Other fields that appear on the remittance include: **Invoice #**, **Invoice Date**, **Voucher ID**, and **Customer Account #** (if populated).



CDS Offset Message

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

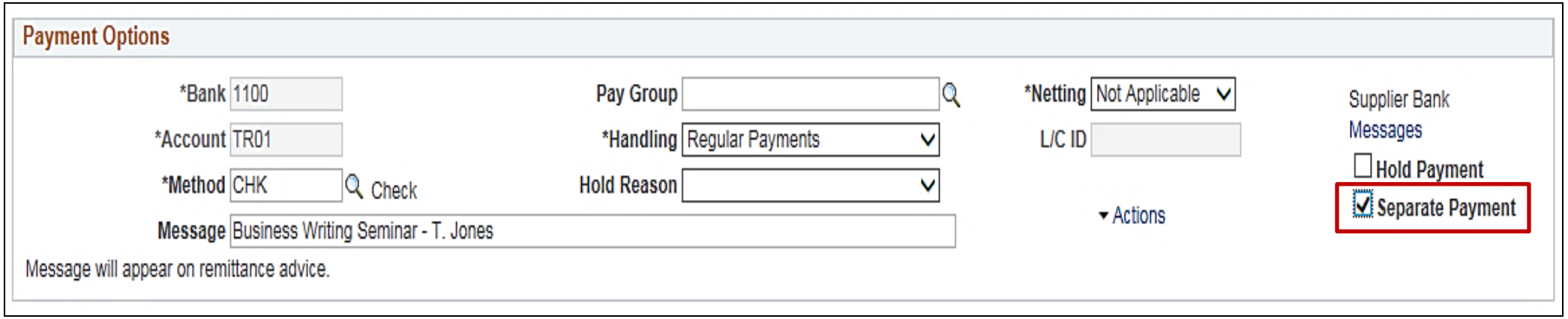


Separate Payment

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

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

- Selecting the **Separate Payment** checkbox prevents a voucher from being combined with others. Cardinal generates a separate payment for the single voucher which is then transmitted to Treasury to complete the payment.

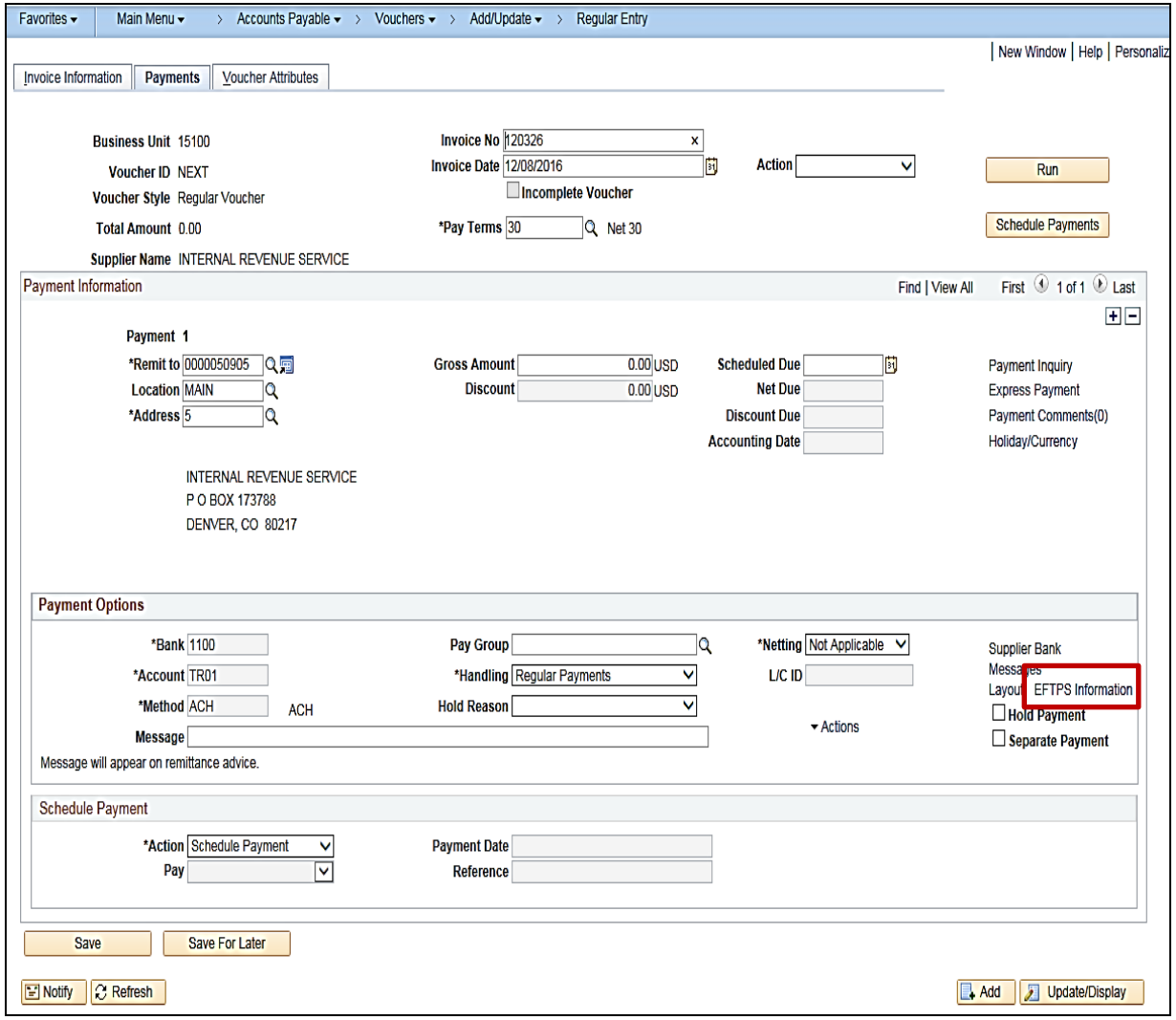


EFTPS Information Page

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

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

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



EFTPS Information Page (continued)

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

| New Window | Help | Personaliz

Invoice Information | Payments | Voucher Attributes

Business Unit 15100
Voucher ID NEXT
Voucher Style Regular Voucher
Total Amount 0.00
Supplier Name INTERNAL REVENUE SERVICE

Invoice No 120326
Invoice Date 12/08/2016
Incomplete Voucher
*Pay Terms 30 Net 30

Action
Run
Schedule Payments

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

Payment 1
*Remit to 0000050905
Location MAIN
*Address 5

INTERNAL REVENUE SERVICE
P O BOX 173788
DENVER, CO 80217

Gross Amount 0.00 USD
Discount 0.00 USD

Scheduled Due
Net Due
Discount Due
Accounting Date

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

Payment Options

*Bank 1100
*Account TR01
*Method ACH ACH
Message
Message will appear on remittance advice.

Pay Group
*Handling Regular Payments
Hold Reason

*Netting Not Applicable
L/C ID
Actions

Supplier Bank
Messages
Layout
EFTPS Information
Hold Payment
Separate Payment

Schedule Payment

*Action Schedule Payment
Pay

Payment Date
Reference

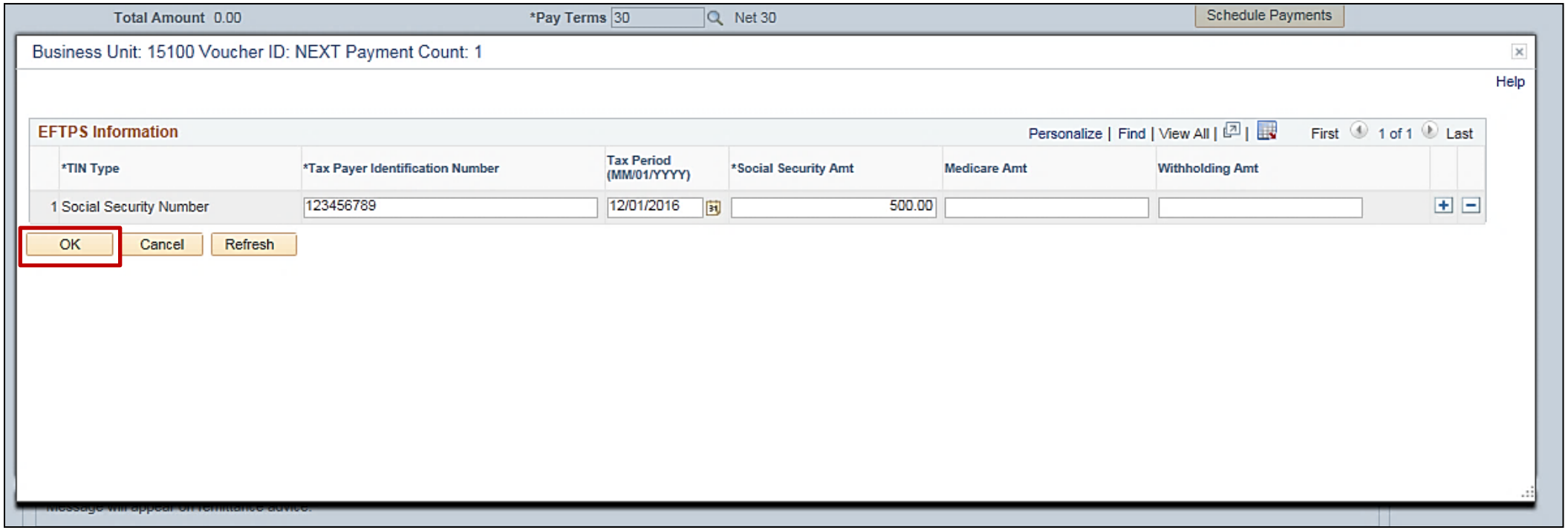
Save | Save For Later

Notify | Refresh | Add | Update/Display

EFTPS Information Page (continued)

When you click the **EFTPS Information** link, a pop-up window displays which allows you to enter the appropriate information. Only one SSN or EIN can be entered per voucher.

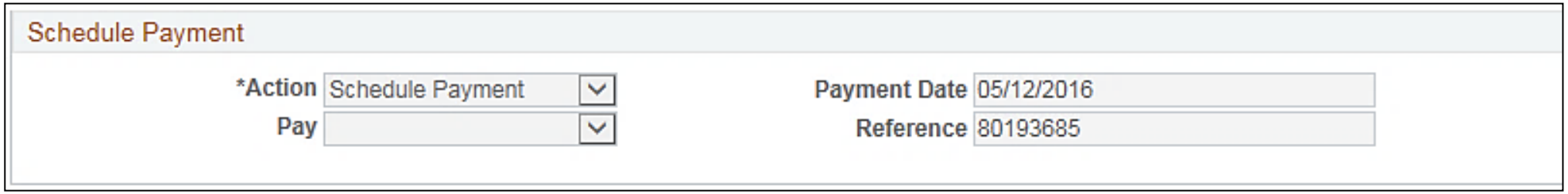
When you have completed your entries, click the **OK** button to return to the **Payments** page.



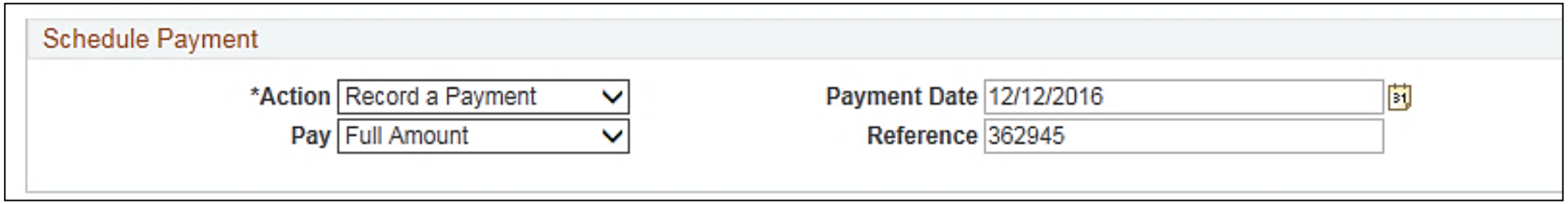
Schedule Payment

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

Cardinal Generated Payment

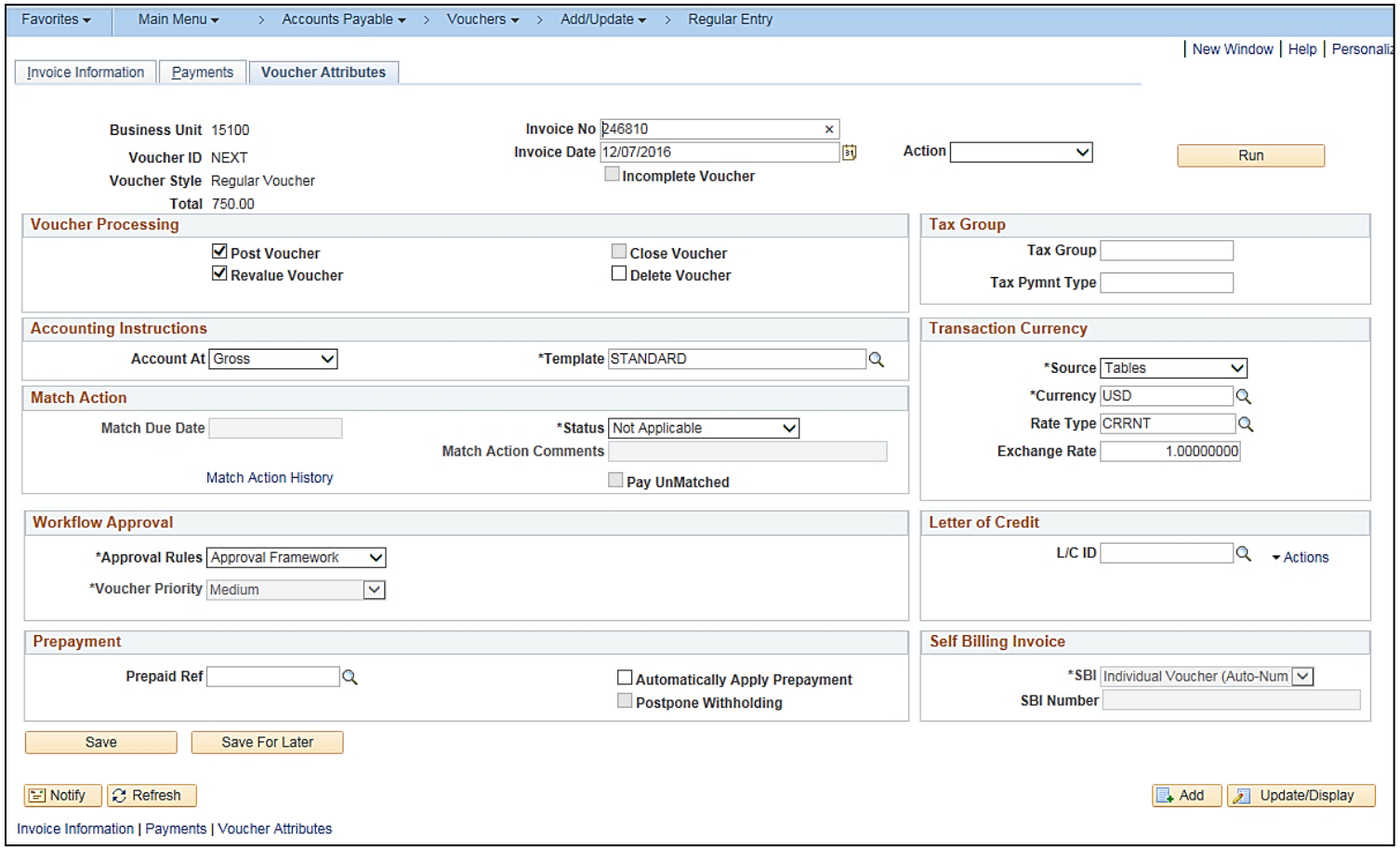


Manual Payment



Voucher Attributes Page

Clicking the **Voucher Attributes** page displays additional information about the voucher, mostly related to processing, such as approval requirements. This page is available before saving the voucher, and is updated after saving and during processing of the voucher. Do not change any information on this page.



Voucher Save Options: Save for Later

There are two save options:

- **Save For Later**
- **Save**

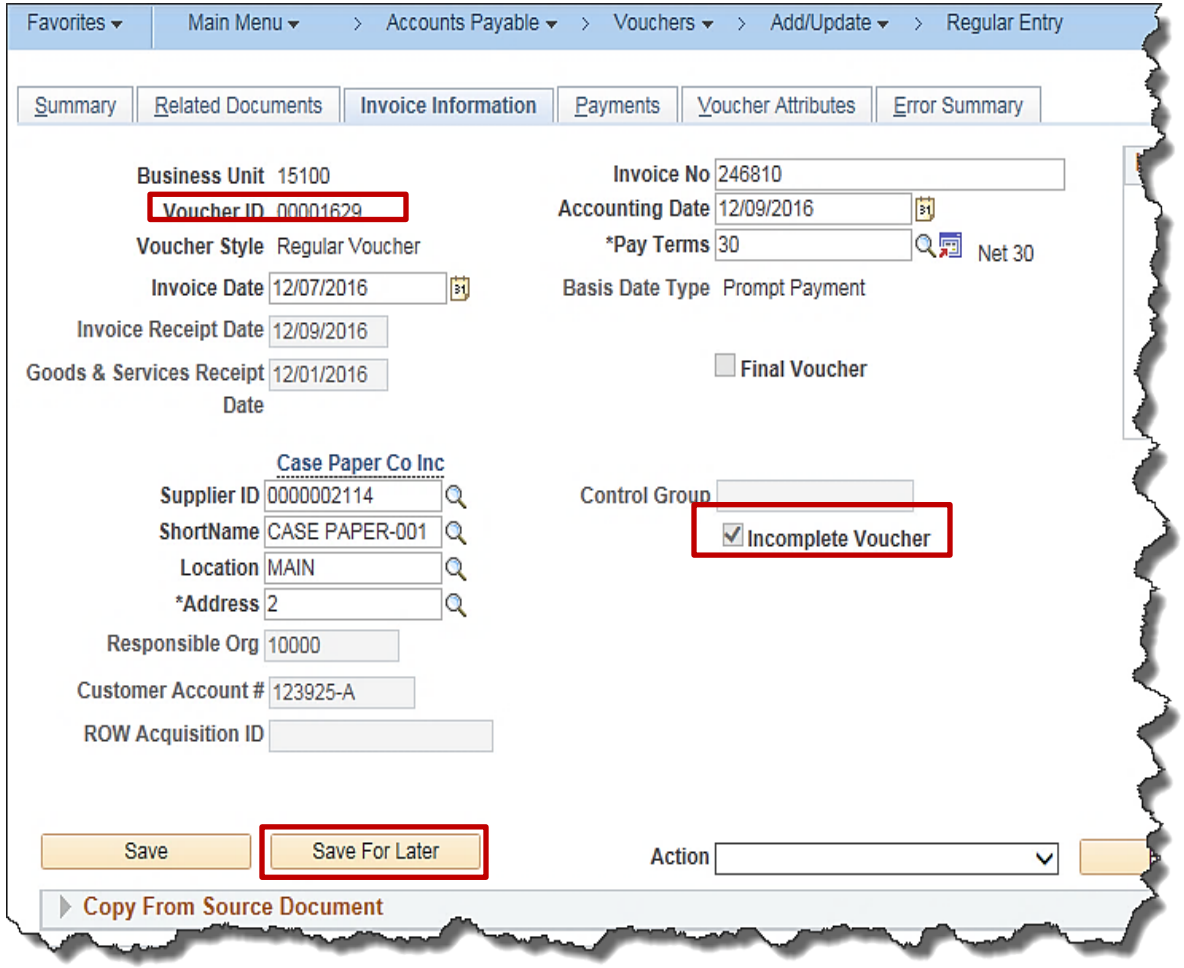
Save For Later

If you are not ready to submit the voucher (missing required information, confirming a distribution, etc.) you can save the voucher to be able to come back and enter / edit values.

In order for a voucher to Save for later, the **Invoice Receipt Date** and the **Goods & Services Receipt Date** must be populated. To save the voucher:

- Click the **Save For Later** button.
- A **Voucher ID** is assigned.
- The **Incomplete Voucher** checkbox is checked
- The voucher does not go through downstream processes (budget check, approving, posting, or payment).

It is important to check for incomplete vouchers to ensure suppliers are paid promptly.



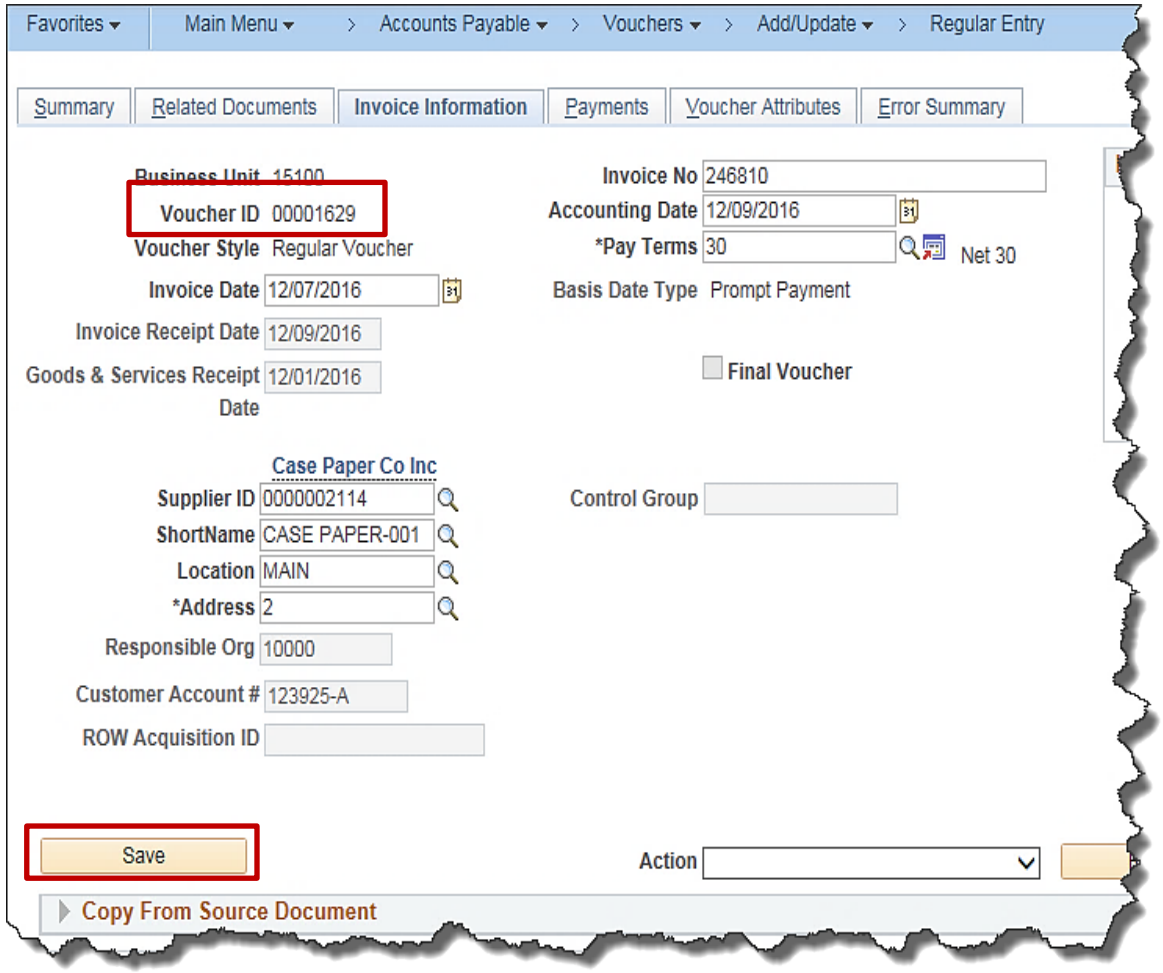
Voucher Save Options: Save

Save

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

- Performs some edit checking.
  - In some cases, errors may prevent the voucher from saving (such as a missing required field).
  - In other cases, the voucher saves, but the errors are reported. For example, if the amount in the header and the sum of the lines is out of balance, you can save the voucher but it will not go any further until you correct it.
- Assigns a **Voucher ID**.
- The **Save for Later** button and **Incomplete Voucher** checkbox no longer display.

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

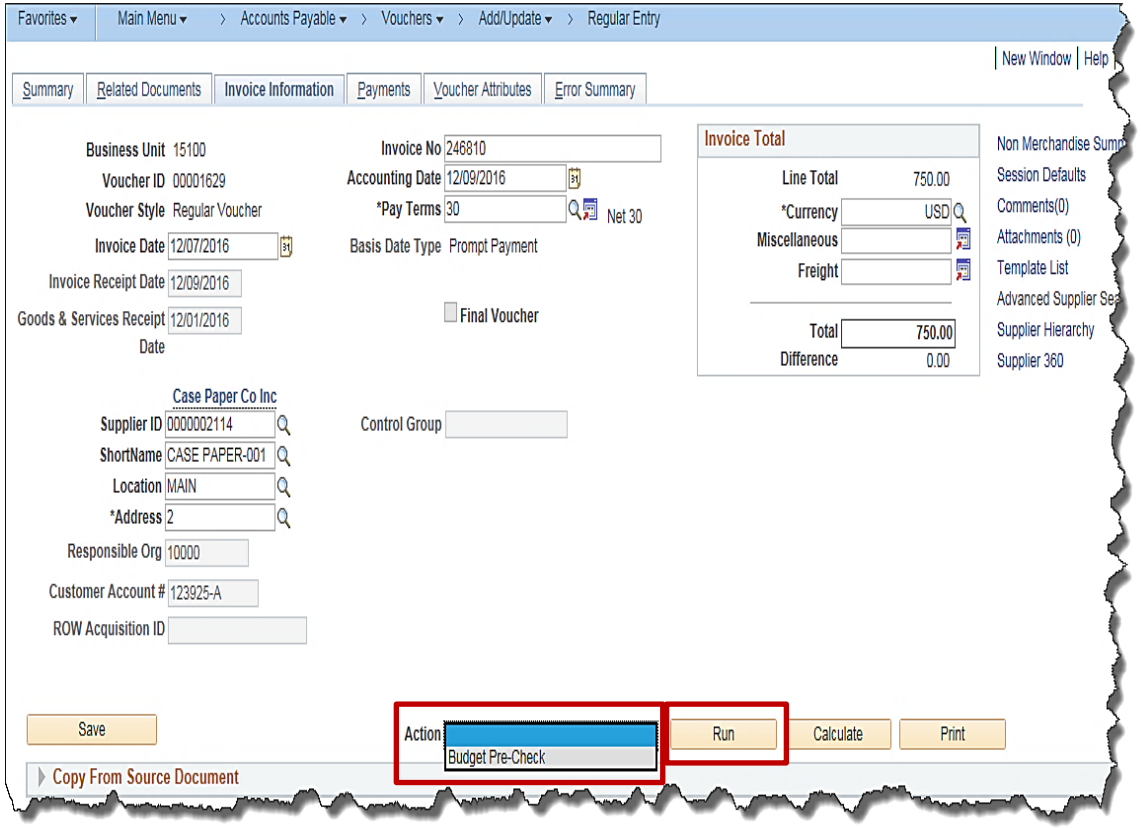


Budget Pre-Check Process

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

The preliminary Budget Pre-Check process provides 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. To run a budget pre-check, click the **Action** drop-down menu, select **Budget Pre-Check**, and click the **Run** button.

It is possible for a voucher to pass the preliminary **Budget Pre-Check** process and later fail batch budget checking, for example if another voucher charged to the same budget is processed first and exhausts the available budget. Budget checking occurs throughout the day at two hour intervals as well as once in the evening batch.



Budget Pre-Check Process (continued)

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

| New Window | Help |

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

Business Unit 15100
Voucher ID 00001629
Voucher Style Regular Voucher
Invoice Date 12/07/2016
Invoice Receipt Date 12/09/2016
Goods & Services Receipt Date 12/01/2016

Invoice No 246810
Accounting Date 12/09/2016
***Pay Terms** 30 Net 30
Basis Date Type Prompt Payment

☐ **Final Voucher**

Invoice Total

Line Total	750.00
***Currency**	USD
Miscellaneous	
Freight	
Total	750.00
Difference	0.00

Non Merchandise Sump
Session Defaults
Comments(0)
Attachments (0)
Template List
Advanced Supplier Se
Supplier Hierarchy
Supplier 360

Case Paper Co Inc
Supplier ID 0000002114
ShortName CASE PAPER-001
Location MAIN
***Address** 2
Responsible Org 10000
Customer Account # 123925-A
ROW Acquisition ID

Control Group

Save | **Action** Budget Pre-Check | Run | Calculate | Print

Copy From Source Document

Creating a Purchase Order Voucher

Cardinal Procurement Users Only

In Cardinal, PO Vouchers are entered in Accounts Payable for professional services and consultant payments. PO vouchers are created through the VDOT SiteManager interface for construction and certain maintenance contract payments. PO vouchers for SiteManager and professional services are linked through POs only.

VDOT 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.

If your agency has implemented the Procurement functional area of Cardinal, you can enter Purchase Order (PO) voucher in Accounts payable, either online or via upload from other systems.

Creating a Purchase Order Voucher

Cardinal Procurement Users Only

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

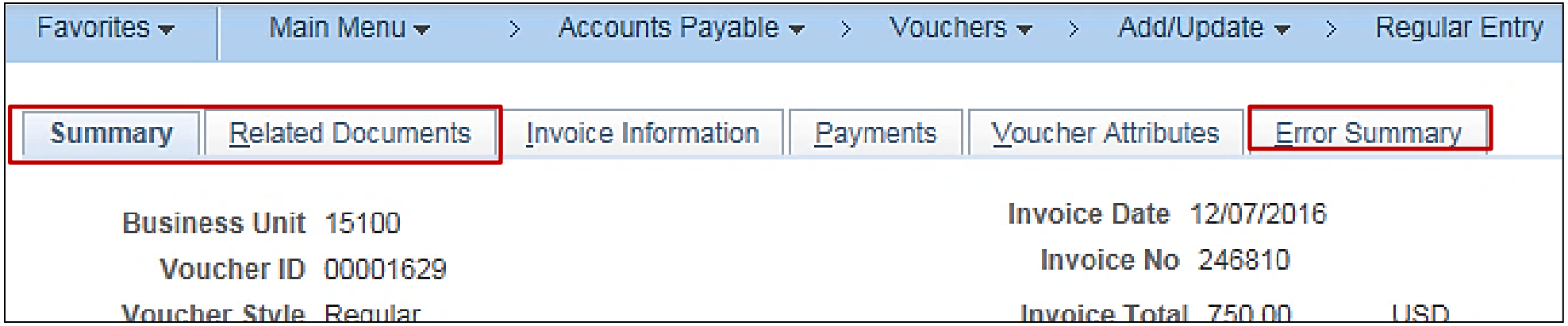
- To begin, copy data from either the receipt or the PO into the voucher. Most PO vouchers are copied from a receipt for the goods and/or services purchased, except for professional services and VDOT SiteManager PO Vouchers, which are copied from the PO.
- If the PO and/or receipt and invoice do not 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.
- To enter a PO voucher, you will need the associated Cardinal PO number, receipt ID or other information about the PO or receipt in order to select the correct record. (this information may appear on the supplier's invoice)
- In general, most goods and services require a receipt, but professional services and SiteManager payments do not.

See the job aid entitled **501 Entering a Purchase Order Voucher**, located on the Cardinal website in the VDOT Toolbox, for instructions regarding how to enter a purchase order voucher.

Other Voucher Pages

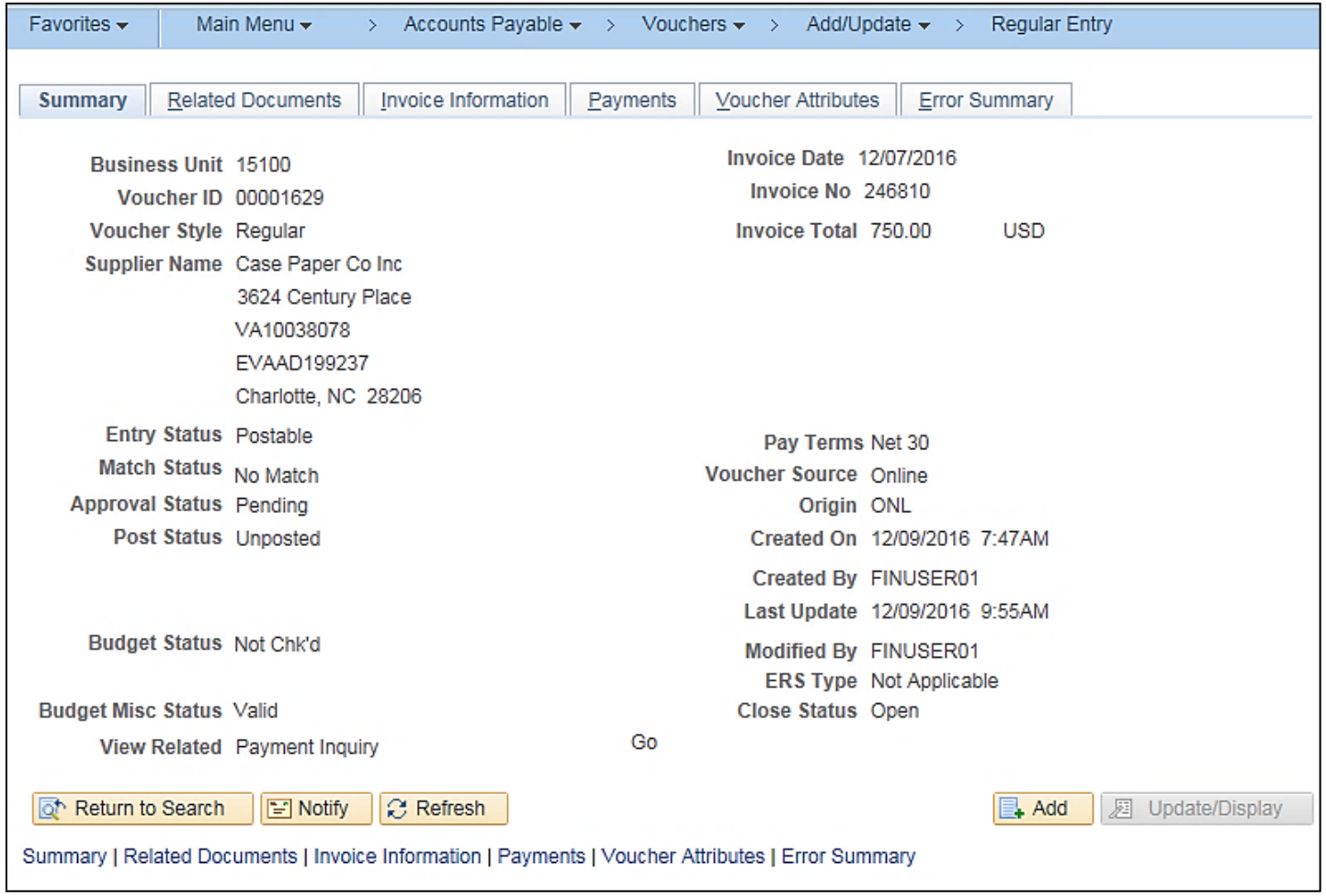
After you save the voucher, the following additional tabs display:

- **Summary**
- **Related Documents**
- **Error Summary**



Summary Page

The **Summary** page provides a brief summary of the voucher and its status. It includes basic information about the voucher that you just entered, such as the **Supplier Name**, **Invoice Total** and **Voucher Style** (**Regular** or **Adjustment**).



Summary Page (continued)

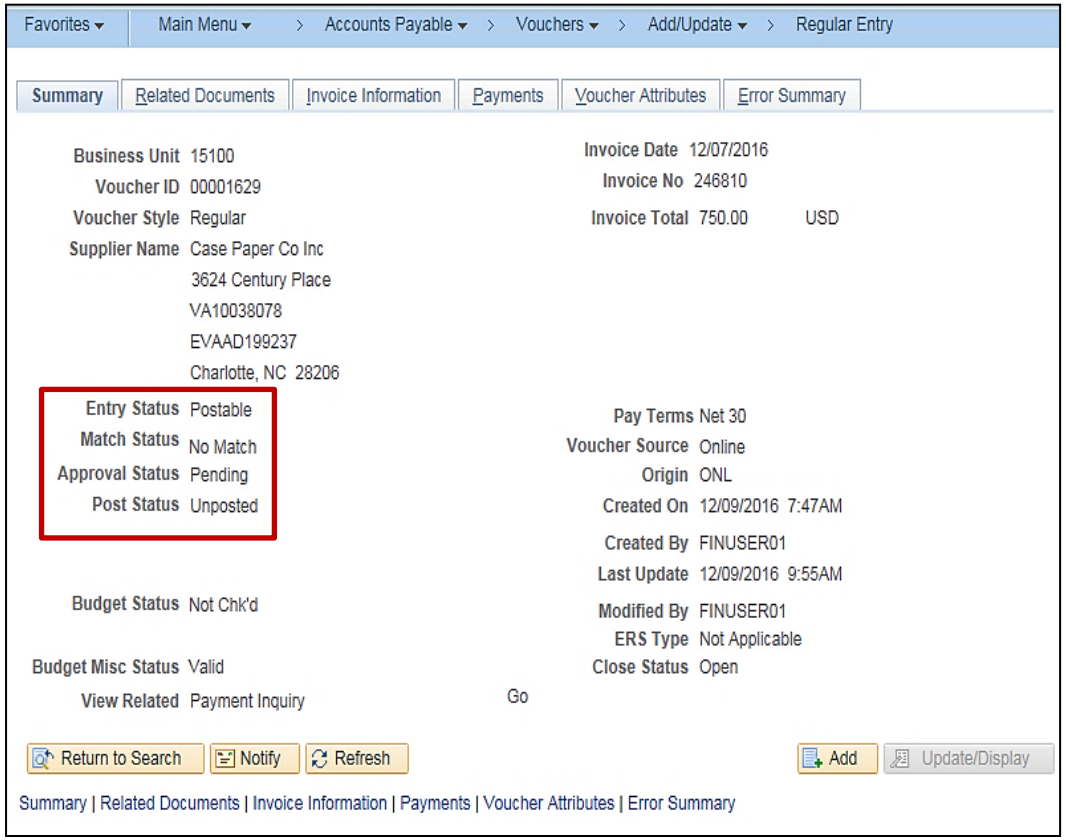
The **Summary** page displays several different status fields:

- **Entry Status:** provides the current status of the voucher, either **Postable** or **Recycle**. **Postable** indicates the voucher contains no errors. **Recycle** indicates the saved voucher contains errors.

- **Match Status:**
  - Non-PO vouchers: this status is not used and defaults to **No Match**.
  - PO vouchers (currently used only by VDOT): indicates the current status of the match process for the voucher. Statuses include **Ready**, **Matched** and **Exception**.

- **Approval Status:** indicates whether the voucher is approved or not. Statuses for this field include **Pending**, **Denied**, and **Approved**.

- **Post Status** indicates whether the voucher was posted. Statuses for this field include **Unposted** and **Posted**.



Summary Page (continued)

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

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

Business Unit	15100	Invoice Date	12/07/2016
Voucher ID	00001629	Invoice No	246810
Voucher Style	Regular	Invoice Total	750.00 USD
Supplier Name	Case Paper Co Inc 3624 Century Place VA10038078 EVAAD199237 Charlotte, NC 28206		
Entry Status	Postable	Pay Terms	Net 30
Match Status	No Match	Voucher Source	Online
Approval Status	Pending	Origin	ONL
Post Status	Unposted	Created On	12/09/2016 7:47AM
		Created By	FINUSER01
		Last Update	12/09/2016 9:55AM
Budget Status	Not Chk'd	Modified By	FINUSER01
		ERS Type	Not Applicable
Budget Misc Status	Valid	Close Status	Open
View Related	Payment Inquiry Go		

Return to Search | Notify | Refresh | Add | Update/Display

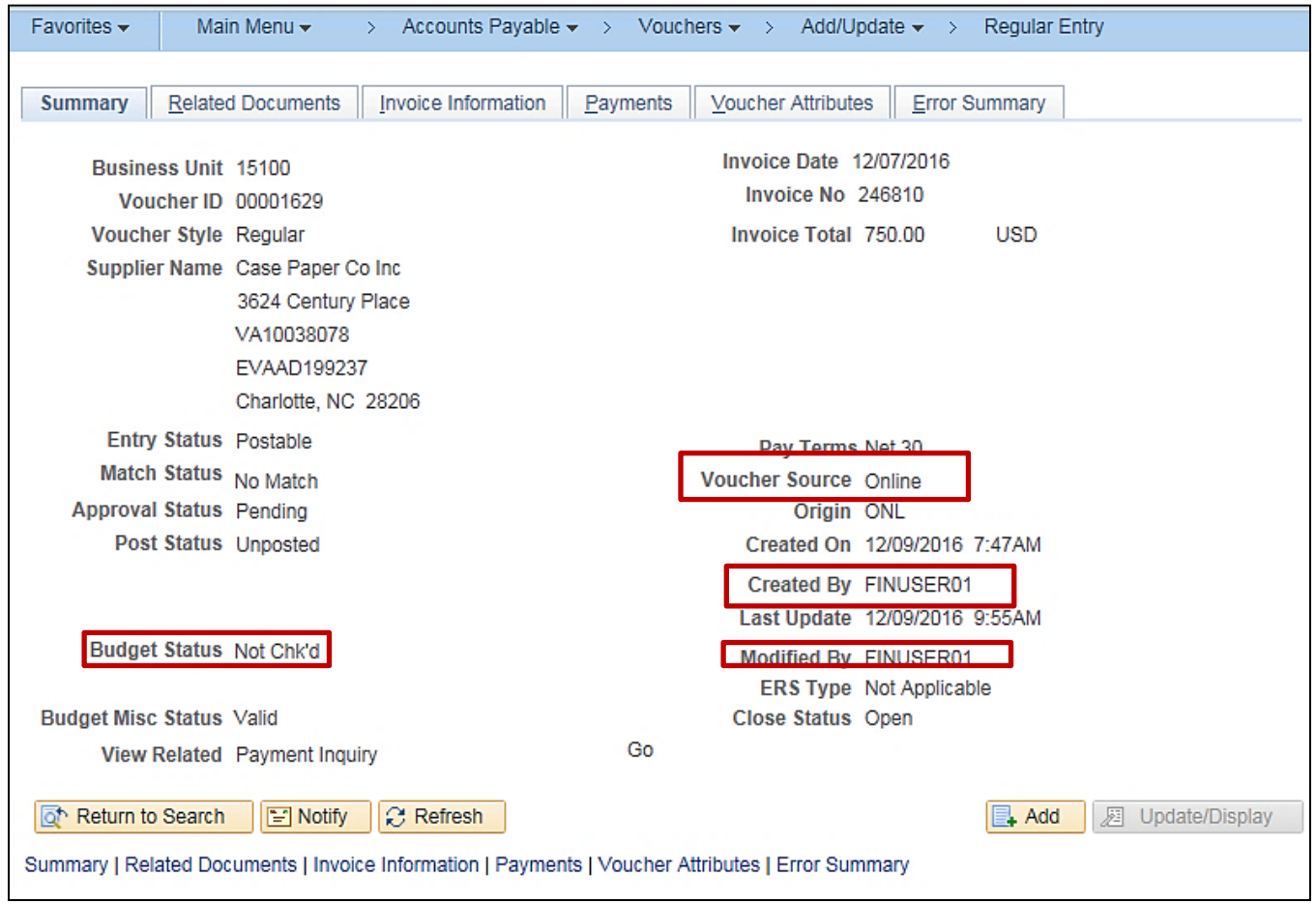
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Summary Page (continued)

- **Budget Status** indicates the budget checking status of the voucher. Statuses for this field are **Not Chk'd**, **Exceptions**, and **Valid**.

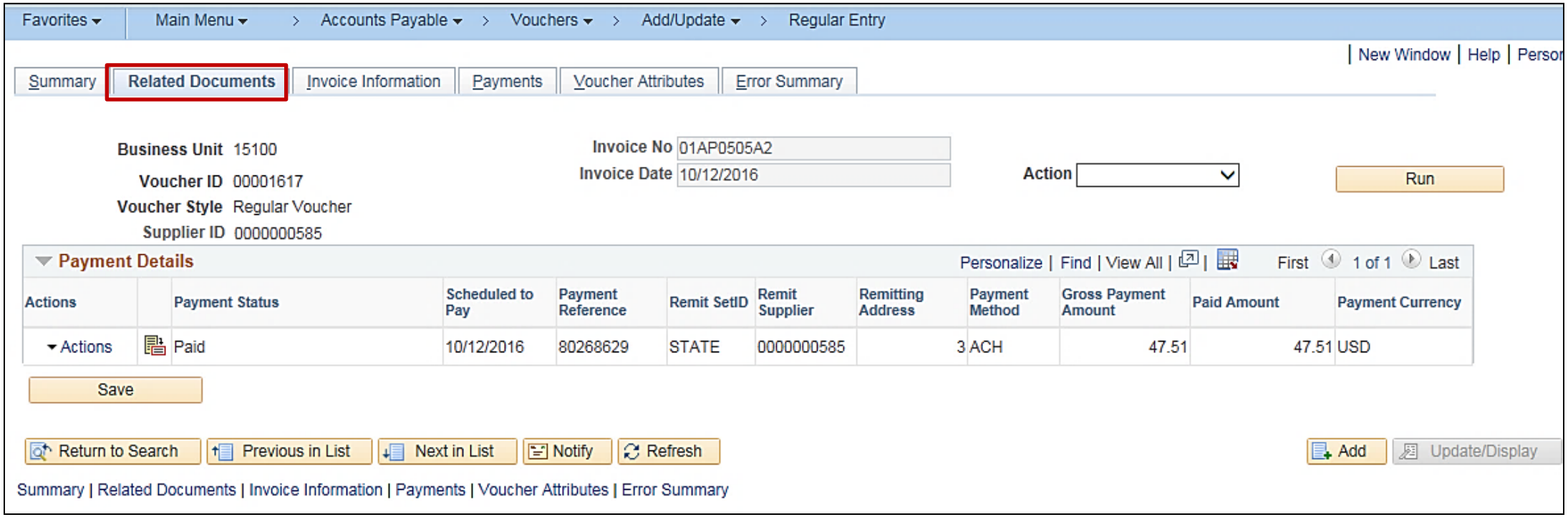
- **Voucher Source** indicates whether the voucher was created online or uploaded through interface. Values for this field are **Online** or **Retail Interface Vouchers**.

- The **Created** and **Modified By** fields identify the user who created and last modified the voucher.



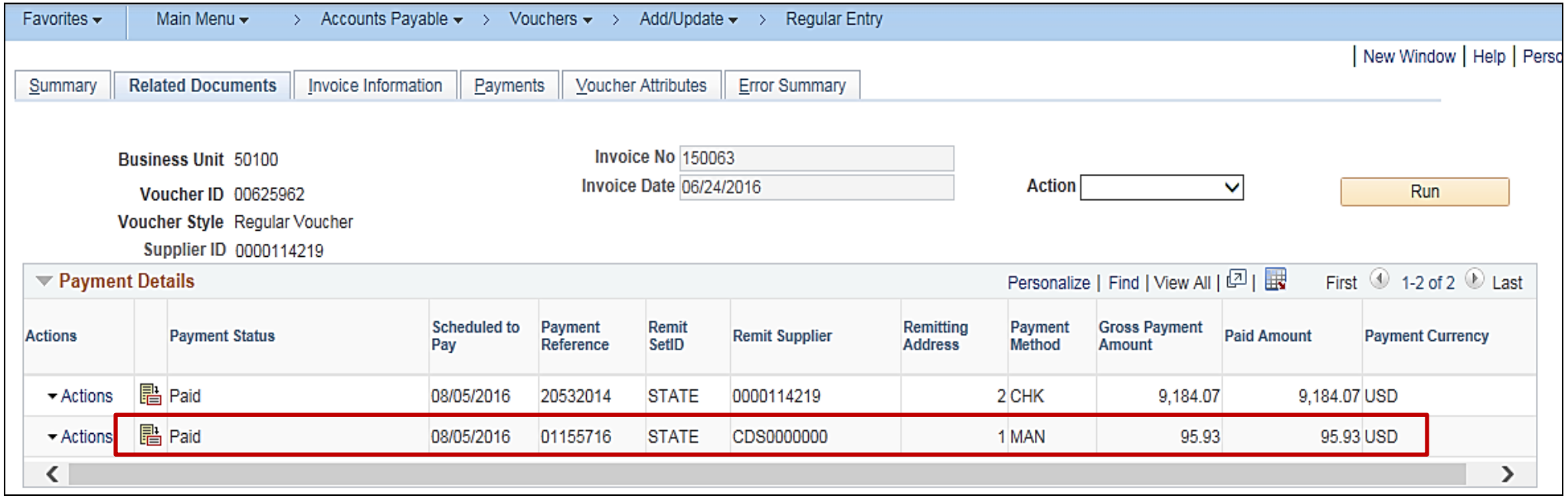
Related Documents Page

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



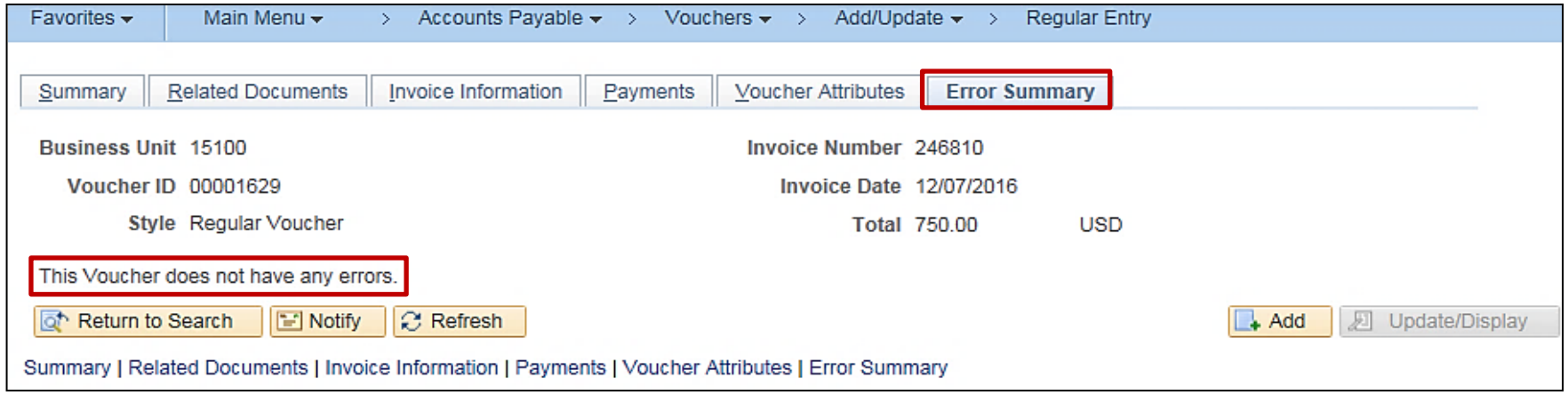
Related Documents Page: CDS Offset

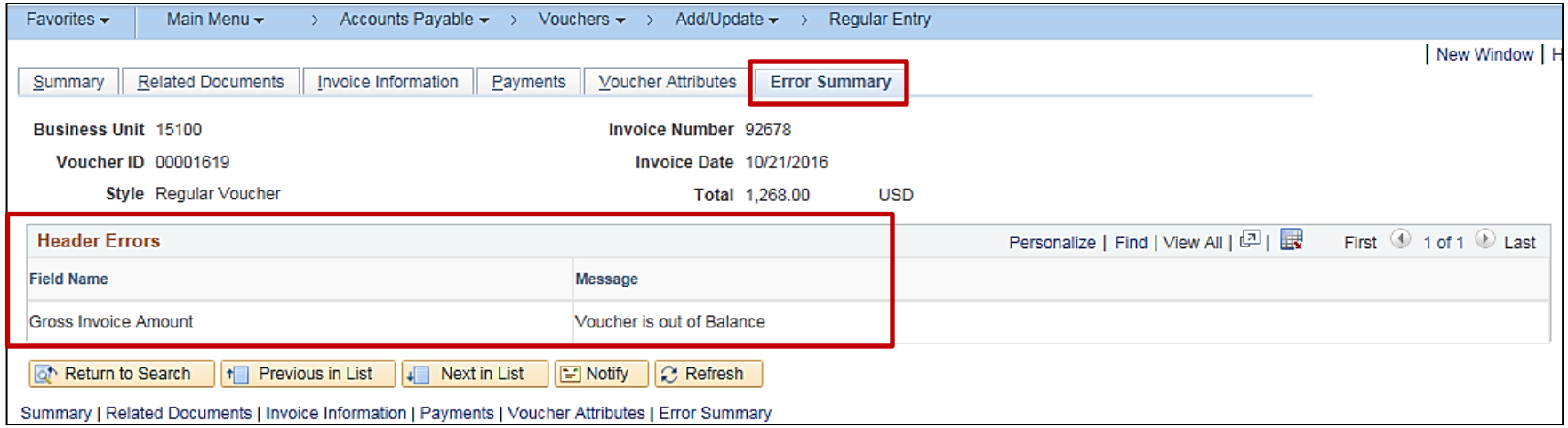
If a payment is reduced by a CDS Offset, a line with the CDS Offset information displays on this page.



Error Summary Page

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





Budget Check, Approval, and Post

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

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

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

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

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

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

Lesson 2 Checkpoint

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

Answer the review questions below:

1) Before entering a voucher, what are three key things you should verify on the supplier?

2) If Cardinal is missing any of the three key things in Question #1, what should you do to update the supplier?

3) Each voucher contains ____ invoice(s).

4) Which two fields determine the due date for a Net 30 voucher?

5) A single voucher can have multiple invoice lines and/or multiple distribution lines. (TRUE or FALSE)

6) Name three fields that display in the remittance advice on a payment?

7) The Error Summary page displays errors that were detected when the voucher was saved. (TRUE or FALSE)

Lesson 2: Enter a Voucher Hands-On Practice

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 2: Summary

In this lesson, you learned:

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

Lesson 3: Managing and Processing Vouchers

This lesson covers the following topics:

- Voucher Management Tasks
- Voucher processing steps
- Creating payment offsets
- Updating voucher payment information
- Reviewing and correcting voucher processing errors
- Entering adjustment vouchers
- Describing the purpose of template vouchers
- Deleting and unposting vouchers
- Cancelling a payment

Voucher Management Tasks

Voucher Management applies to the entire voucher process, from entry or upload, to submission for payment. This lesson addresses the additional tasks and processes that occur after the voucher is created. The tasks and processes detailed in this lesson include:

- **Budget Checking:** A batch process that ensures voucher amounts do not exceed their budgets.
- **Voucher Approval:** A task performed by individual(s) with the appropriate authority to approve or deny the payment of a voucher.
- **Voucher Posting:** The batch process that posts voucher accounting entries in the Accounts Payable module.
- **Payment Offsets:** The reduction of a supplier payment to satisfy a delinquent debt:
  - Comptroller's Debt Setoff (CDS): Commonwealth debt collect program which intercepts supplier payments, to offset debts owed by suppliers to another State agency.
  - Lien, levy, garnishment**,** etc.: a legally enforceable obligation to another third party (e.g., lien, levy, garnishment, etc.).
- **Updating Voucher Payment Information:** Changing the payment-related default information on a voucher.

Voucher Management Tasks (continued)

- **Voucher Error Correction:** Reviewing and correcting errors that occur during data entry or other voucher batch processes, i.e., Edit Check, Budget Check, and Purchase Order Match Exceptions.
- **Adjustment Vouchers:** Vouchers used to adjust existing posted vouchers
- **Template Vouchers:** Vouchers used as models for voucher entry
- **Review Voucher Approval Status:** Checking the approval status of a particular voucher or for a particular approver
- **Delete Voucher:** Deleting denied vouchers or other unposted vouchers when necessary
- **Unpost Voucher:** Reversing the accounting entries of unpaid vouchers
- **Close Voucher**: Closing vouchers after posting but prior to payment
- **Cancelling a Payment**: Voucher payment needs to be stopped and reissued or cancelled

Budget Checking Overview

Budget Checking is the process of comparing transactions to budget ledgers to ensure that amounts do not exceed the controlling budget. Transactions may pass, fail, or pass with a warning. The budget check process is a batch process that checks each voucher against the budget established for its accounting distribution(s) to ensure that the voucher amount does not exceed the budget. Once a valid budget check status is achieved, the budget balances are updated.

This process uses the Commitment Control module in the General Ledger functional area to access the available amounts in the budget ledger. Note that commitment control does not include checking cash balances. Cash balances are not affected until the related payment is made.

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

Approval Processes Overview and Workflow

Approval Processes Overview:

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

Segregation of duties requires that the voucher processor and the approver be different people.

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

Approval Workflow:

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

Approval Workflow (continued)

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

- **Approve:** Cardinal forwards the voucher to the next approver, if any, or makes it available for posting and payment.

- **Deny:** An approver who denies a voucher must enter comments to explain the denial. When a voucher is denied, it is sent back to the originator to correct or delete. If the originator corrects the voucher, it is re-routed through the workflow. If there are any changes to ChartFields, Cardinal performs budget checking on the voucher again and, if it passes, places it in workflow once again.

- **Push Back:** Cardinal returns the voucher to the previous step in the approval process for re-evaluation. <u>This option is only available if there is more than one level of approval for the voucher</u>.

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

Voucher Posting Overview

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

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

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

Voucher Entry and Posting Status

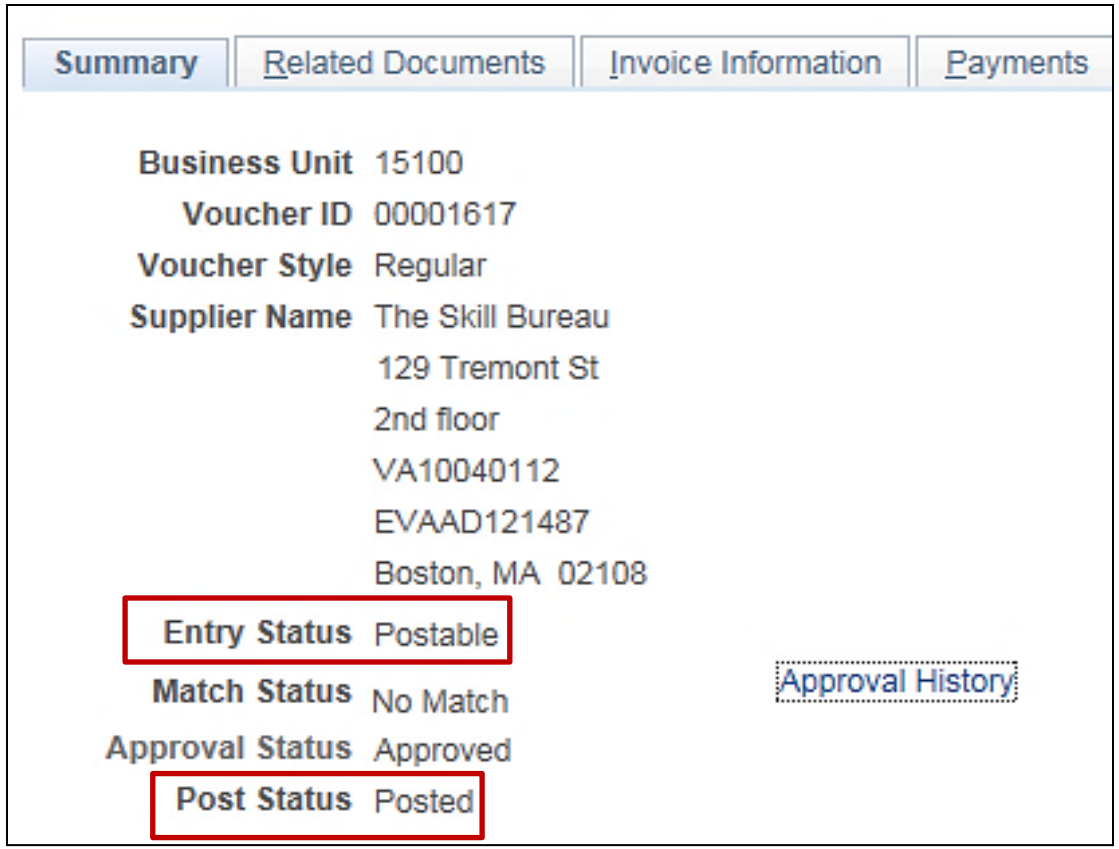
You can review a voucher's posting status on the **Summary** page in the **Post Status** field. The **Post Status** can be either **Unposted** or **Posted**.

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

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

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

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



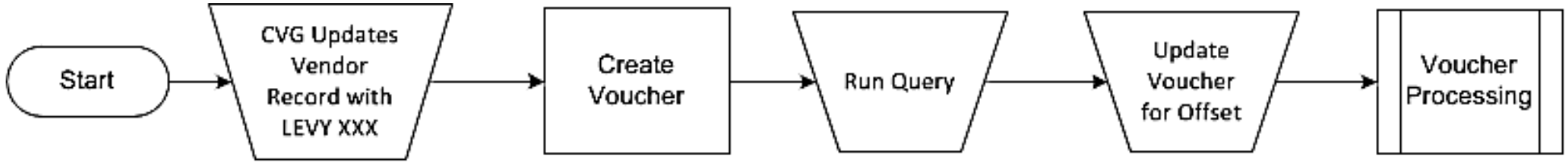
Payment Offset Processing Overview

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

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

The adjustments are handled on the Payments tab of the voucher and access to adjust payments for offsets is limited to certain roles in Cardinal.

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



Updating Payment Information on a Voucher

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

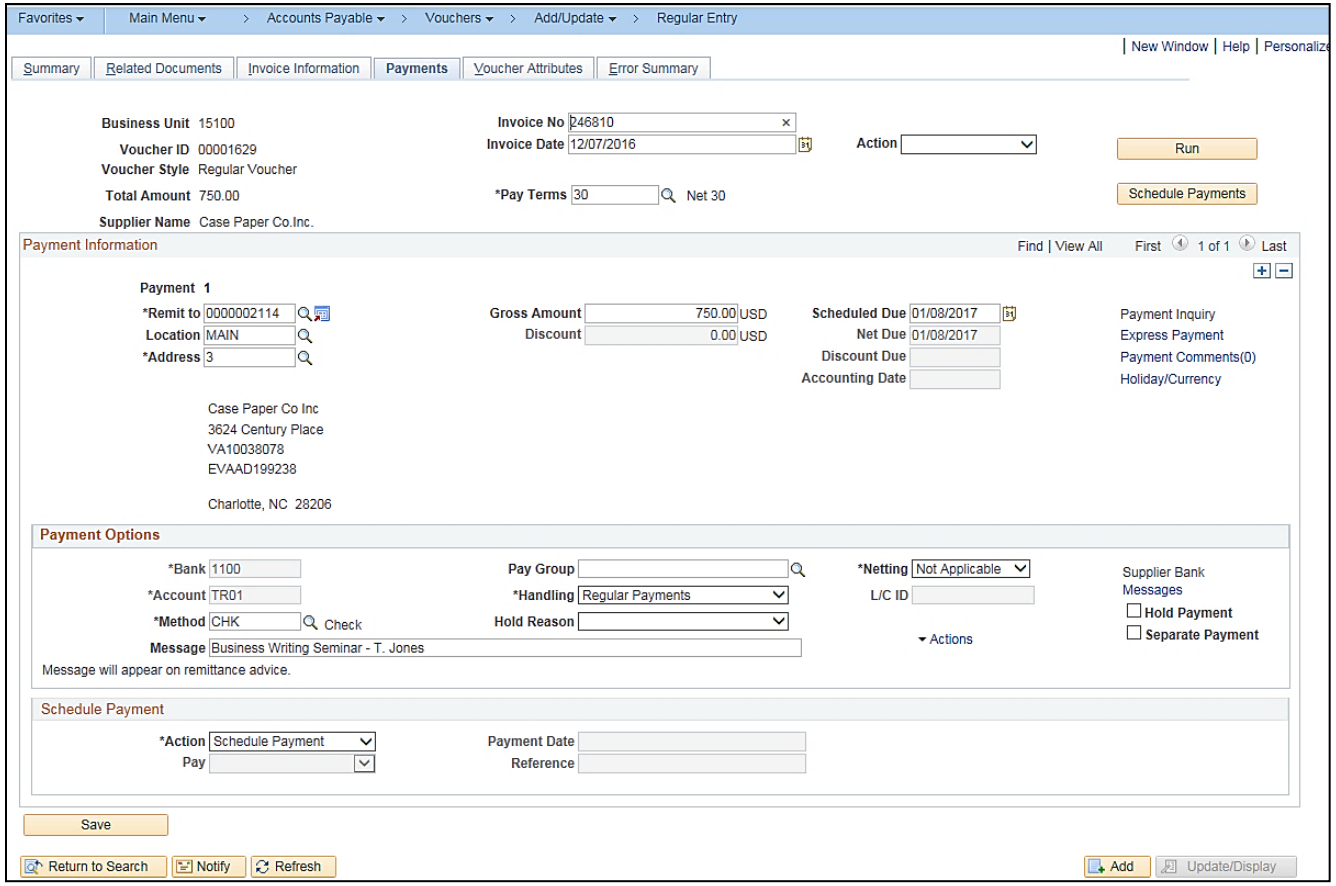
However, certain circumstances may result in the need to change the default payment information. Here are some examples of these circumstances:

- A payment hold needs to be added or removed from the voucher.
- A payment needs to be split among more than one payee because a tax lien, levy, garnishment, etc. has been received from the IRS.
- The payment for a voucher needs to be separated from other payments to the supplier because the payment requires an attachment to accompany it.
- The **Scheduled Due** date (calculated payment date) needs to be changed because it does not follow prompt payment requirements.
- A message needs to be added to the remittance or an internal comment about the payment needs to be added.
- On rare occasions, the payment method may need to be changed from **ACH**, **ePayables**, or **EFT** to **System Check** (**CHK**).

Voucher Entry Payments Page

Payment information for a voucher appears on the **Payments** tab of the **Voucher Entry** component. Most of the information on this page defaults from the supplier 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.



Voucher Entry Payments Page (continued)

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

| New Window | Help | Personalize

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

Business Unit 15100
Voucher ID 00001629
Voucher Style Regular Voucher
Total Amount 750.00
Supplier Name Case Paper Co.Inc.

Invoice No 246810
Invoice Date 12/07/2016
***Pay Terms** 30 Net 30

Action

Run
Schedule Payments

Payment Information

Find | View All First 1 of 1 Last

Payment 1
***Remit to** 0000002114
Location MAIN
***Address** 3

Case Paper Co Inc
3624 Century Place
VA10038078
EVAAD199238

Charlotte, NC 28206

Gross Amount 750.00 USD
Discount 0.00 USD

Scheduled Due 01/08/2017
Net Due 01/08/2017
Discount Due
Accounting Date

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

Payment Options

***Bank** 1100
***Account** TR01
***Method** CHK Check
Message Business Writing Seminar - T. Jones
Message will appear on remittance advice.

Pay Group
***Handling** Regular Payments
Hold Reason

***Netting** Not Applicable
L/C ID

Actions

Supplier Bank
Messages
☐ **Hold Payment**
☐ **Separate Payment**

Schedule Payment

***Action** Schedule Payment
Pay

Payment Date
Reference

Save

Return to Search | Notify | Refresh | Add | Update/Display

Voucher Errors Overview

The voucher process may identify errors in vouchers that were not detected during voucher entry. Your agency's Accounts Payable staff are responsible for correcting these errors. Some common errors include:

- **Combination Edit Errors:** These errors occur when a voucher's accounting entries include a combination of values that is not valid from an accounting perspective – for example, a **Cost Center** and a **Department** combination that is not permitted in the Chart of Accounts.

- **Out of Balance Errors:** These errors occur when the amount in the voucher header does not match the total of the invoice line amounts, or the total of the distribution amounts on an invoice line does not match the amount on the invoice line.

- **Budget Check Errors:** These errors occur during budget checking when there are not sufficient funds in the budget for the specified accounting entries.

Reviewing and Correcting Voucher Errors

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

- **Voucher Error Report Query:** This query lists voucher errors related to Voucher Builds, Combination Edits, Out of Balance errors and Budget Checks. You can run it as needed to list any current vouchers with errors.

- **Voucher Add/Update** search page: Use this page to search for saved vouchers with common entry errors.

- **Review Budget Check Exceptions** page**:** Use this page, in the **Commitment Control** menu, to search for vouchers that failed budget checking.

Voucher Error Report Query

You can navigate to the **Voucher Error Query** using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VCHR_ERROR

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

Entry Status: **R** = Recycle or **P** = Postable
Budget Status: **N** = Not Checked or **E** = Exception (Error)

V_AP_VCHR_ERROR - Voucher Error Report

Business Unit 15100
Responsible Org (% for All) %
View Results

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

View All First 1-5 of 5 Last

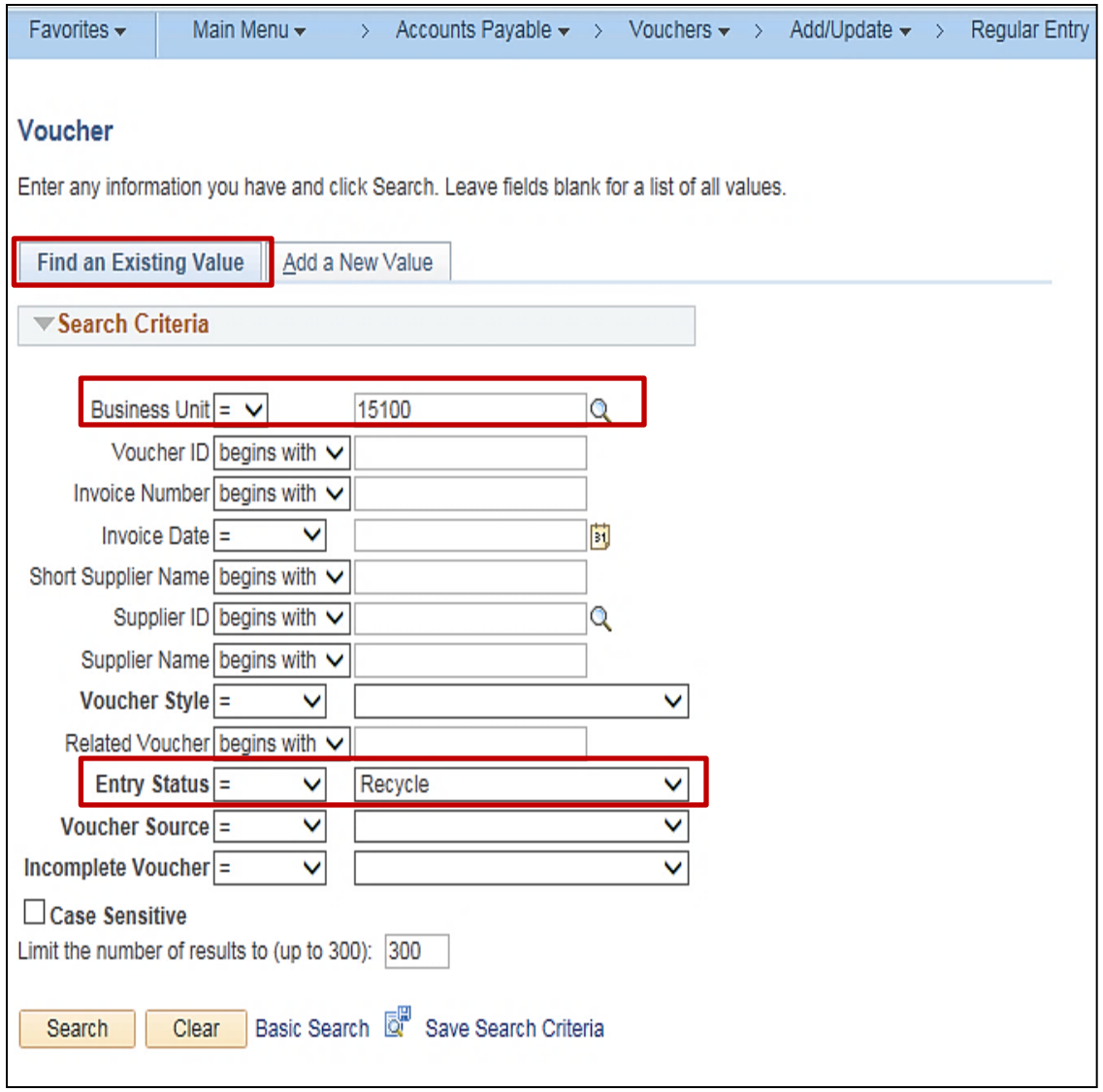
	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status
1	15100	10000	12/12/2016	00001624	P	E
2	15100	10000	12/12/2016	00001618	R	N
3	15100	10000	12/12/2016	00001625	R	N
4	15100	10000	12/12/2016	00001621	P	E
5	15100	10000	12/12/2016	00001619	R	N

Vouchers Search Page

You can navigate to the **Voucher Find an Existing Value** tab, using the following path:

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

- Click the **Find an Existing** tab.
- Confirm / enter your **Business Unit**.
- Select **Recycle** from the **Entry Status** drop-down menu.
- Click the **Search** button.



Vouchers in Recycle Status

Vouchers with a status of **Recycle** display in the **Search Results**. This includes vouchers that:

- Contain combination edit errors
- Are out of balance
- Incomplete vouchers (Save for Later)

To make corrections:

- Click the link to open the voucher.
- Identify the error.
- Make the necessary corrections.
- Click the **Save** button.
- The voucher will be available for budget check and approvals.

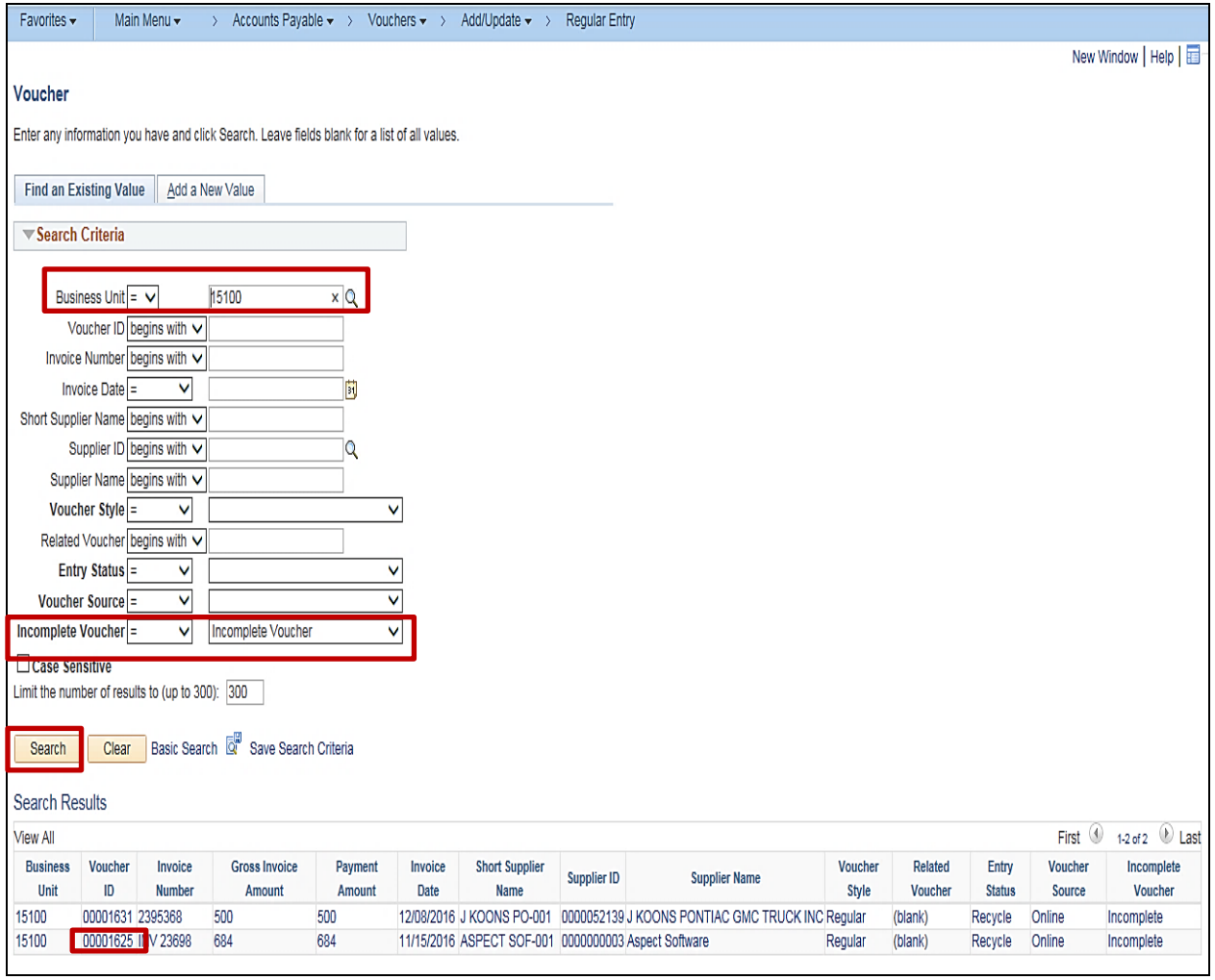
Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
15100	00001630	23912	479.25	479.25	12/07/2016	XEROX CORP	0000003662	XEROX Corporation	Regular	(blank)	Recycle	Online	Complete
15100	00001625	INV 23698	684	684	11/15/2016	ASPECT SOF-001	0000000003	Aspect Software	Regular	(blank)	Recycle	Online	Incomplete
15100	00001619	92678	1268	1268	10/21/2016	THE FOUNTA-001	0000052305	THE FOUNTAIN BOOKSTORE INC	Regular	(blank)	Recycle	Online	Complete
15100	00001618	23258	2395.68	2395.68	10/24/2016	COMPUTER S-001	0000000039	Computer Security Products	Regular	(blank)	Recycle	Online	Complete

Searching for Incomplete Vouchers

If you want to search for **Incomplete** vouchers, you can use the **Find an Existing Value** tab.

To search:

- Confirm / enter your **Business Unit**.
- Click the **Incomplete Voucher** drop-down box.
- Select **Incomplete Voucher**.
- Click the **Search** button.
- Click the line for the voucher you want to access.
- Complete your edits / updates.
- Click the **Save** button to submit the voucher for approval.



Incomplete Vouchers (continued)

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

New Window | Help |

Voucher

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

Find an Existing Value | Add a New Value

Search Criteria

Business Unit	=	15100
Voucher ID	begins with	
Invoice Number	begins with	
Invoice Date	=	
Short Supplier Name	begins with	
Supplier ID	begins with	
Supplier Name	begins with	
Voucher Style	=	
Related Voucher	begins with	
Entry Status	=	
Voucher Source	=	
Incomplete Voucher	=	Incomplete Voucher

☐ **Case Sensitive**

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

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All — First 1-2 of 2 Last

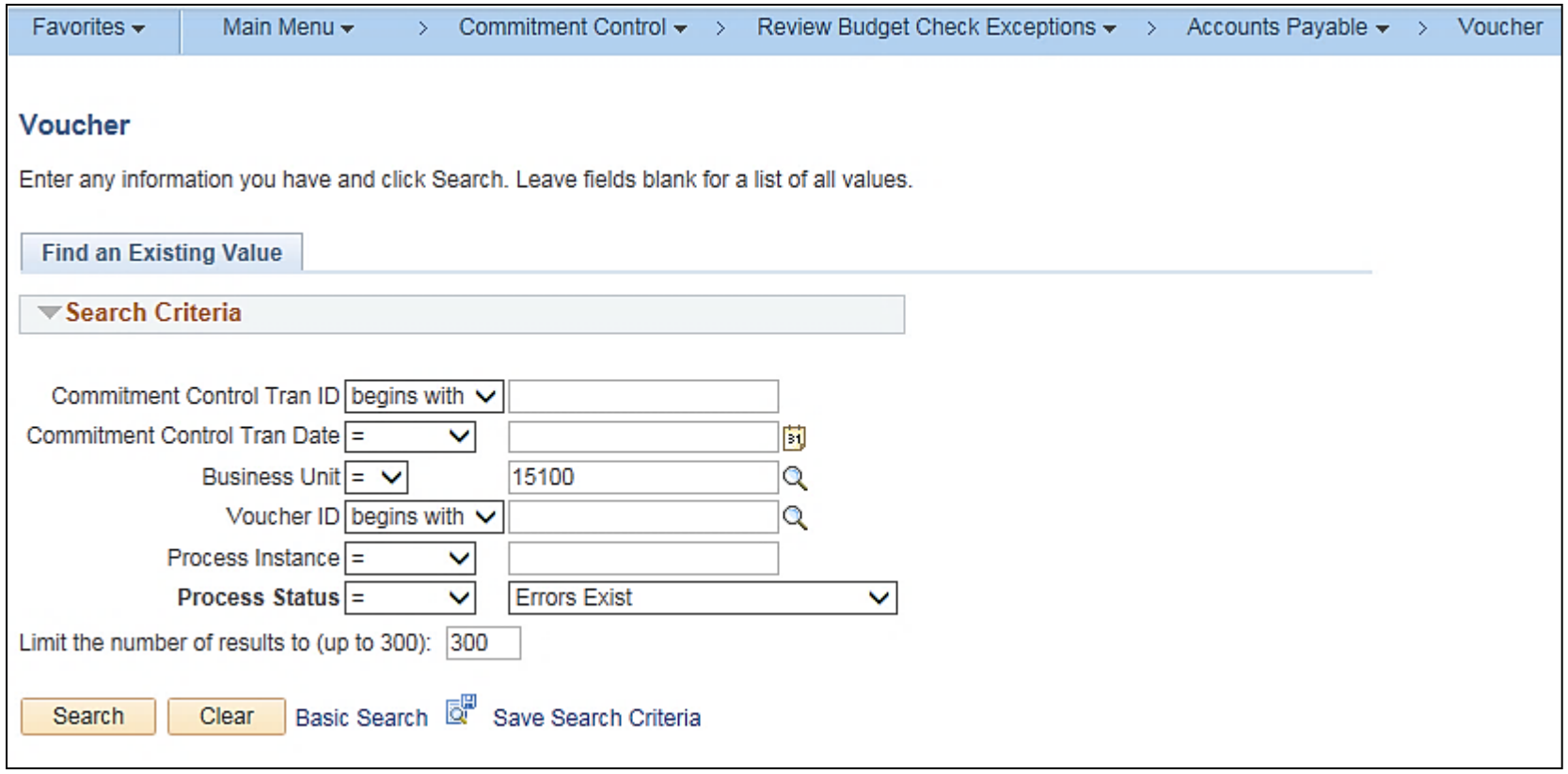
Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
15100	00001631	2395368	500	500	12/08/2016	J KOONS PO-001	0000052139	J KOONS PONTIAC GMC TRUCK INC	Regular	(blank)	Recycle	Online	Incomplete
15100	00001625	INV 23698	684	684	11/15/2016	ASPECT SOF-001	0000000003	Aspect Software	Regular	(blank)	Recycle	Online	Incomplete

Budget Checking Errors

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

You can navigate to this page using the following path:

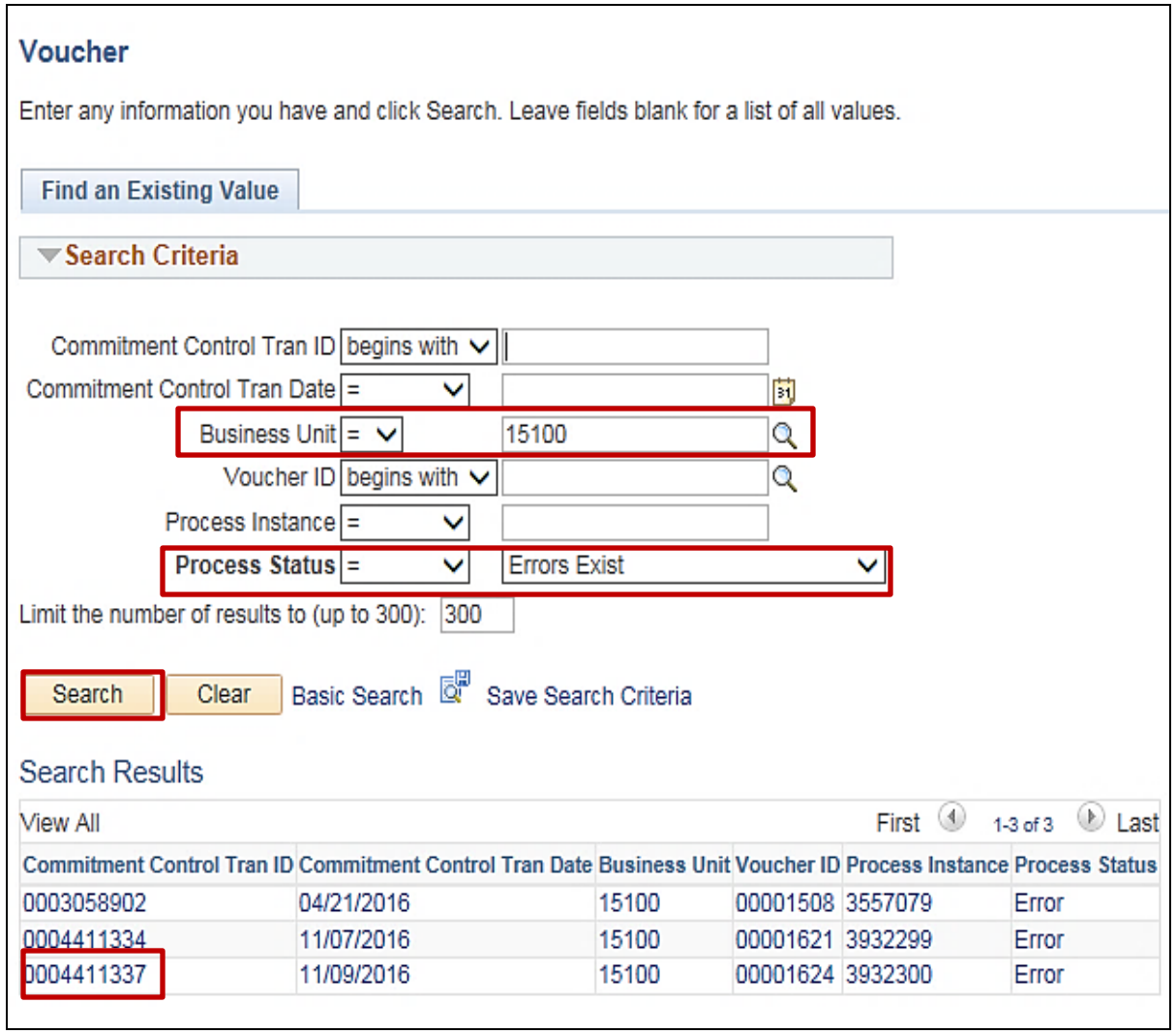
Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher



Search for Budget Check Exceptions

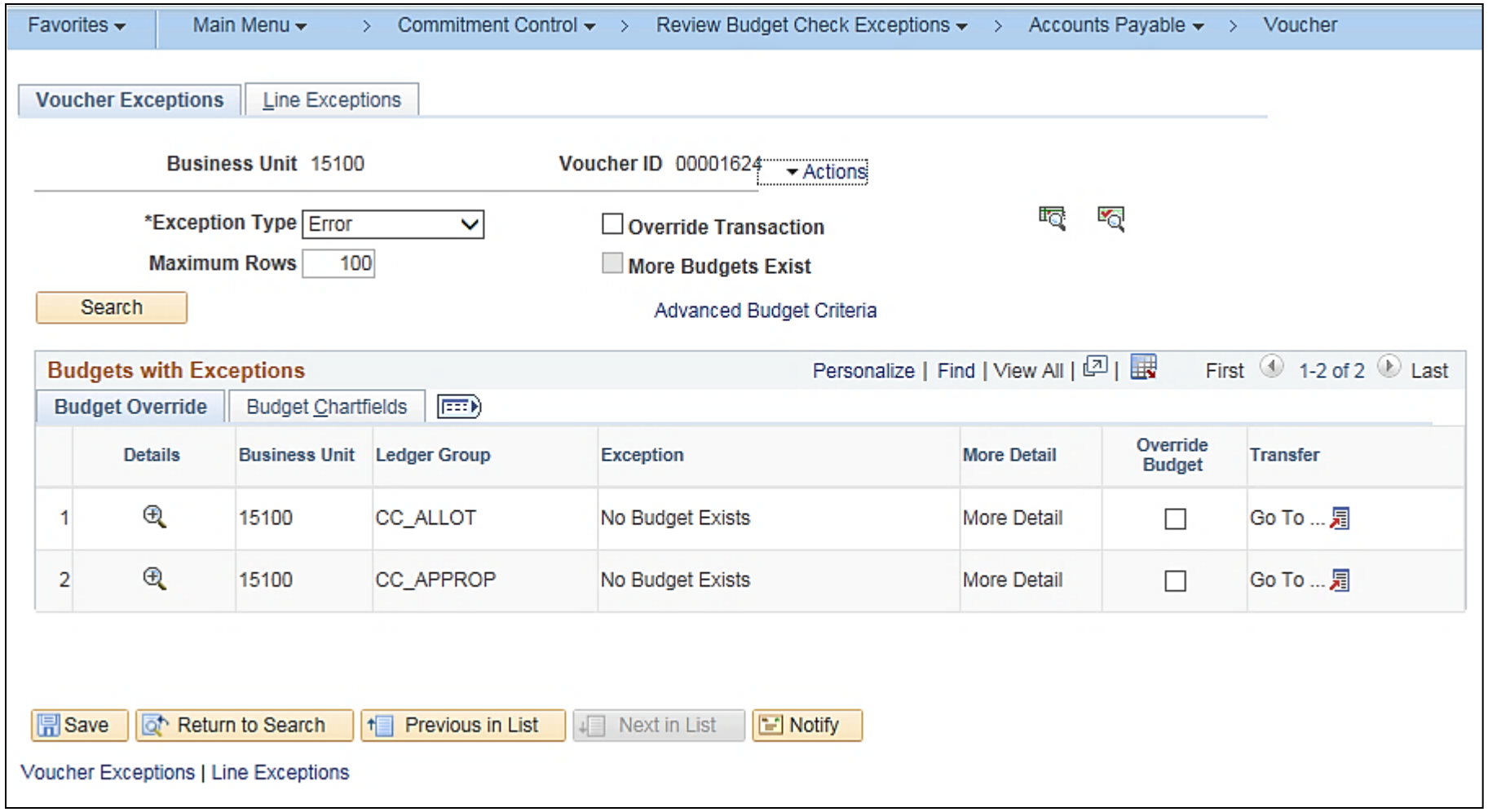
This path opens the **Voucher Search** page:

- Enter criteria to search for budget errors:
  - **Business Unit:** enter your agency.
  - **Process Status:** select **Errors Exist**.
- Click the **Search** button.
- The voucher(s) that match the selected criteria display at the bottom of the page.



Voucher Exceptions Page

When you select from the list, you can view the error and use the additional links and tabs on the page to access more details about the specific error or warning.



Correcting Voucher Errors

Once you identify the error, you can usually update the voucher with correct data and save it. In some instances, you may need to research the error to determine the correct values, e.g., contact the voucher processor, the supplier, etc.

Once you update the voucher, any processes that identified error(s) are repeated to confirm that the voucher is error-free. For example, if the voucher failed budget checking, this process must be repeated.

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

Lesson 3: Reviewing Edit Check and Budget Check Errors Hands-On Practice

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.

Matching Exceptions: Overview

Cardinal Procurement Users Only

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 supplier match the corresponding POs and if applicable, the corresponding receipts for the goods and/or services received. This helps to ensure that the Commonwealth pays the appropriate price for goods and services actually received.

Two-Way and Three-Way Matching

Cardinal Procurement Users Only

Cardinal uses two-way or three-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.

PO + Voucher

- **Three-way matching** compares the PO, the receipt, and the voucher. This can detect issues, such as incomplete shipments.

PO + Receipt + Voucher

Two-way matching is always used for professional services and SiteManager vouchers; three-way matching for all other PO vouchers.

Matching Rules

Cardinal Procurement Users Only

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 of items on the receipt must match the quantity of items on the voucher.
- In three-way matching, the receipt for goods and/or services 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.

See the job aid entitled **501 PO/Voucher Match Exceptions and Resolutions**, located on the Cardinal website in the VDOT Toolbox, for more information.

Match Processing and Match Exceptions

Cardinal Procurement Users Only

Match processing is a batch process that runs every two hours and overnight. 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. These will be covered later in this lesson.

Correcting Match Exceptions

Cardinal Procurement Users Only

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.

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 processing despite the match exception.

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

Reviewing Match Exceptions

Cardinal Procurement Users Only

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

Cardinal Procurement Users Only

This page illustrates a sample of the **Match Exception Report**. This report is run by the Match Exceptions Manager. You can navigate to this report using the following path:

Main Menu > Accounts Payable > Reports > Vouchers > Match Exceptions

ORACLE Report ID: APY1090

PeopleSoft Accounts Payable
MATCH EXCEPTION REPORT

Page No. 1
Run Date 6/7/2016
Run Time 3:15:03 PM

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 Rule
50100	00569676	1	28.13	70.00	1,968.75	50100	0001124390	1	1	3,000.00	70.00000	210,000.00000	50100	0001843304	1	1	56.25	E	STANDARD	RULE_R950
Vouchers with Match Exceptions for Buyer PAGE.DODSON												1								
50100	00567217	1	1.00	25,255.00	25,255.00	50100	0001130695	1	1	1.00	25,255.0000	25,255.00000	50100	0001839163	1	1	1.00	E	STANDARD	RULE_H100
Vouchers with Match Exceptions for Buyer PAIGE.RUSH												1								
50100	00569135	2	1.00	1,126.08	1,126.08	50100	0001104288	1	1	1.00	3,000,000.8	000,000.00000					0.00	E	STANDARD	RULE_H100
50100	00569144	2	1.00	914.73	914.73	50100	0001104288	1	1	1.00	3,000,000.8	000,000.00000					0.00	E	STANDARD	RULE_H100
50100	00569152	2	1.00	14,174.36	14,174.36	50100	0001104288	1	1	1.00	3,000,000.8	000,000.00000					0.00	E	STANDARD	RULE_H100
Vouchers with Match Exceptions for Buyer WILLIAM.HUDSON												3								
Total Vouchers with Match Exceptions												5								

Match Workbench

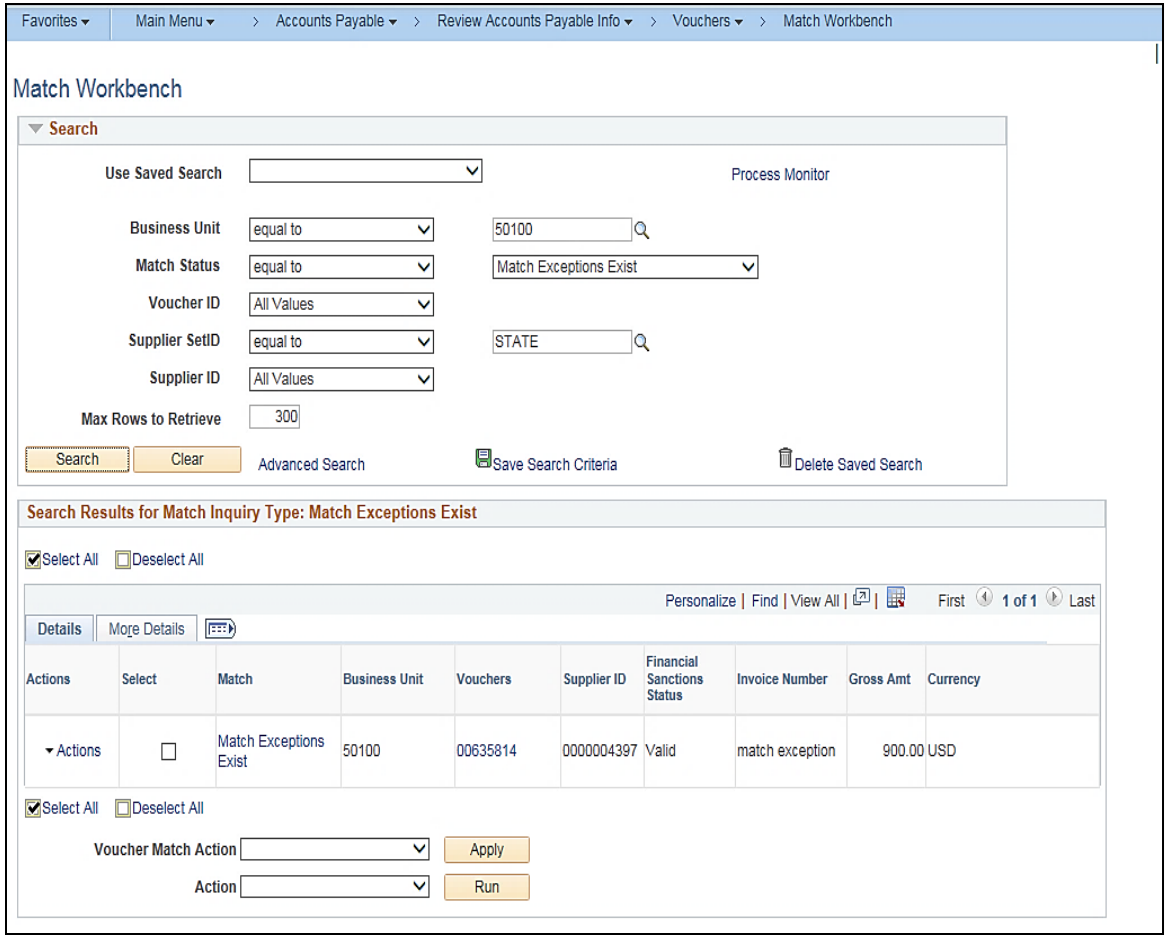
Cardinal Procurement Users Only

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.

The Match Exceptions Manager can override match exceptions on the **Match Workbench** page.

You can navigate to this page using the following path:

Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench



Match Workbench (continued)

Cardinal Procurement Users Only

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

Match Workbench

Search

Use Saved Search: [ ] Process Monitor

Business Unit: equal to 50100

Match Status: equal to Match Exceptions Exist

Voucher ID: All Values

Supplier SetID: equal to STATE

Supplier ID: All Values

Max Rows to Retrieve: 300

Search | Clear | Advanced Search | Save Search Criteria | Delete Saved Search

Search Results for Match Inquiry Type: Match Exceptions Exist

Select All | Deselect All

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

Details | More Details

Actions	Select	Match	Business Unit	Vouchers	Supplier ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
Actions	☐	Match Exceptions Exist	50100	00635814	0000004397	Valid	match exception	900.00	USD

Select All | Deselect All

Voucher Match Action: [ ] Apply

Action: [ ] Run

Correcting Match Exceptions

Cardinal Procurement Users Only

All match exceptions must be corrected in order for the voucher to be paid.

See the job aid entitled **501 PO/Voucher Match Exceptions and Resolutions**, located on the Cardinal website in the VDOT Toolbox, for a list of match exceptions and the steps need to correct them.

See sample below:

MATCH_RULE_ID	Short Description	Long Description	Solution
710	Vendor's Financial Sanctions Status	Check w hether Vendor is on a Financial Sanctions Listing.	This ex ception is triggered if the vendor has a financial sanctions status of Blocked or Review . Contact the Vendor Maintenance Specialist group to have the ex ception addressed.
RULE_E100	Extended Price Tolerance	The voucher ex tended price ex ceeds the purchase order ex tended price plus or minus (+/-) the extended price tolerance, and the tolerance is not equal to (<>) 0.	If unit price or quantity discrepancy, contact Buyer to determine resolution of discrepancy. If PO or receiver is incorrect, Buyer needs to have correction made. If PO and receiver are correct, adjust voucher to match PO and receipt, and contact vendor for corrected invoice.

Entering Adjustment 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 (edit and budget checking, approval, posting).

Adjustment vouchers are used to adjust existing posted vouchers. For example, a credit memo is received from a supplier to adjust a previously issued invoice and the voucher for the original invoice has already been processed and posted but not paid.

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

See the job aid entitled **SW AP312 Entering Adjustment Vouchers**, located on the Cardinal website in the Statewide Toolbox, for details about adjustment vouchers.

Template Voucher Overview

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

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

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.

See the job aid entitled **SW AP312 Creating Template Voucher**, located on the Cardinal website in the Statewide Toolbox, for details.

Voucher Deletion and Denied Vouchers

Vouchers are edit and budget checked before routing for approval.

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

A voucher approver can deny a voucher submitted for approval. When a voucher is denied, the approver must enter comments to explain the denial. The voucher is then sent back to the originator to correct or delete. If the originator corrects the voucher, it is re-routed through edit check, budget check, and approval again.

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

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

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

Deleting Vouchers

There may be other reasons to delete vouchers – for example, if you enter a voucher in error or if you make entry errors that are easier to correct by starting over.

Deleting a voucher marks it as deleted in the database. In addition to denied vouchers, only vouchers that have **never** been posted, selected for payment, or paid can be deleted.

Deleting a voucher restores the budget.

See the job aid entitled **SW AP312 Unposting, Deleting and Closing a Voucher**, located on the Cardinal website in the Statewide Toolbox, for details.

Voucher Unposting

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

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

You can unpost a posted voucher when:

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

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

See the job aid entitled **SW AP312 Unposting, Deleting, and Closing a Voucher**, located on the Cardinal Website in the Statewide Toolbox, for details.

Closing Voucher

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

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

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

See the job aid entitled **SW AP312 Unposting, Deleting, and Closing a Voucher**, located on the Cardinal Website in the Statewide Toolbox, for details.

Cancelling a Payment

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

If you need to cancel a payment, see the job aid entitled **SW AP312 Cancelling a Payment – Disbursing Agency,** located on the Cardinal Website in the Statewide Toolbox, for information regarding the steps and necessary forms to complete this process.

Lesson 3: Checkpoint

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

Answer the review questions below:

1) Why is the Budget Pre-Check process not a substitute for the batch budget checking process?

2) Commitment Control is located in which functional area?

3) Does budget checking occur before or after approval? Why?

4) What happens during the voucher posting process?

Lesson 3: Checkpoint (continued)

Answer the review questions below:

5) For what type of payment offsets is Accounts Payable responsible? What type does the Department of Taxation handle?

6) What page and which field is updated if the due date on a voucher needs to be changed?

7) List some different types of errors that can occur in a voucher and how to find and correct them.

8) Why is it necessary to delete denied vouchers?

Lesson 3: Checkpoint (continued)

Answer the review questions below:

9) How do you learn that a voucher is denied?

10) Denying a voucher restores the budget? TRUE or FALSE

11) Can unposted vouchers be changed or deleted?

Lesson 3: Summary

In this lesson, you learned how to:

- Describe the steps in voucher processing
- Create payment offsets for lien, levy, garnishment, etc.
- Describe how payment information can be updated on a voucher
- Review and correct voucher processing errors
- Enter adjustment vouchers
- Describe the purpose of template vouchers
- Delete vouchers
- Unpost vouchers
- Close vouchers

Course Summary

In this course, you learned how to:

- Describe key voucher processing concepts
- Describe the overall voucher process
- Create a voucher
- Review the steps in regular voucher processing
- Review the process for interfaced vouchers
- Discuss the process for Agency to Agency Transactions (ATAs)
- Discuss the process for payment offsets
- Describe how payment information can be updated on a voucher
- Review and correct voucher processing errors
- Discuss the process for entering adjustment vouchers
- Describe the purpose of template vouchers
- Review deleting, unposting, and closing vouchers

Course Evaluation

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

Appendix

- Key Terms
- Diagrams and Screenshots
- Flowchart Key

Key Terms

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

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

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

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

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

Key Terms (continued)

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

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

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

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

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

Fiscal Suppliers: Non-procurement suppliers are suppliers who are not in eVA and are entered directly in Cardinal.

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.

Key Terms (continued)

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.

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

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

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

PO (Purchase Order) Vouchers: Vouchers associated with other documents including a receipt and/or purchase order (PO), 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.

Key Terms (continued)

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.

Procurement Supplier: All procurement suppliers are interfaced from eVA to Cardinal.

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

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

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

Voucher: A record in Cardinal that represents an invoice from a supplier submitted for payment. Vouchers may be created online using the supplier's invoice as a resource or created electronically (by uploading external files, for example).

Key Terms (continued)

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

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

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

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

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

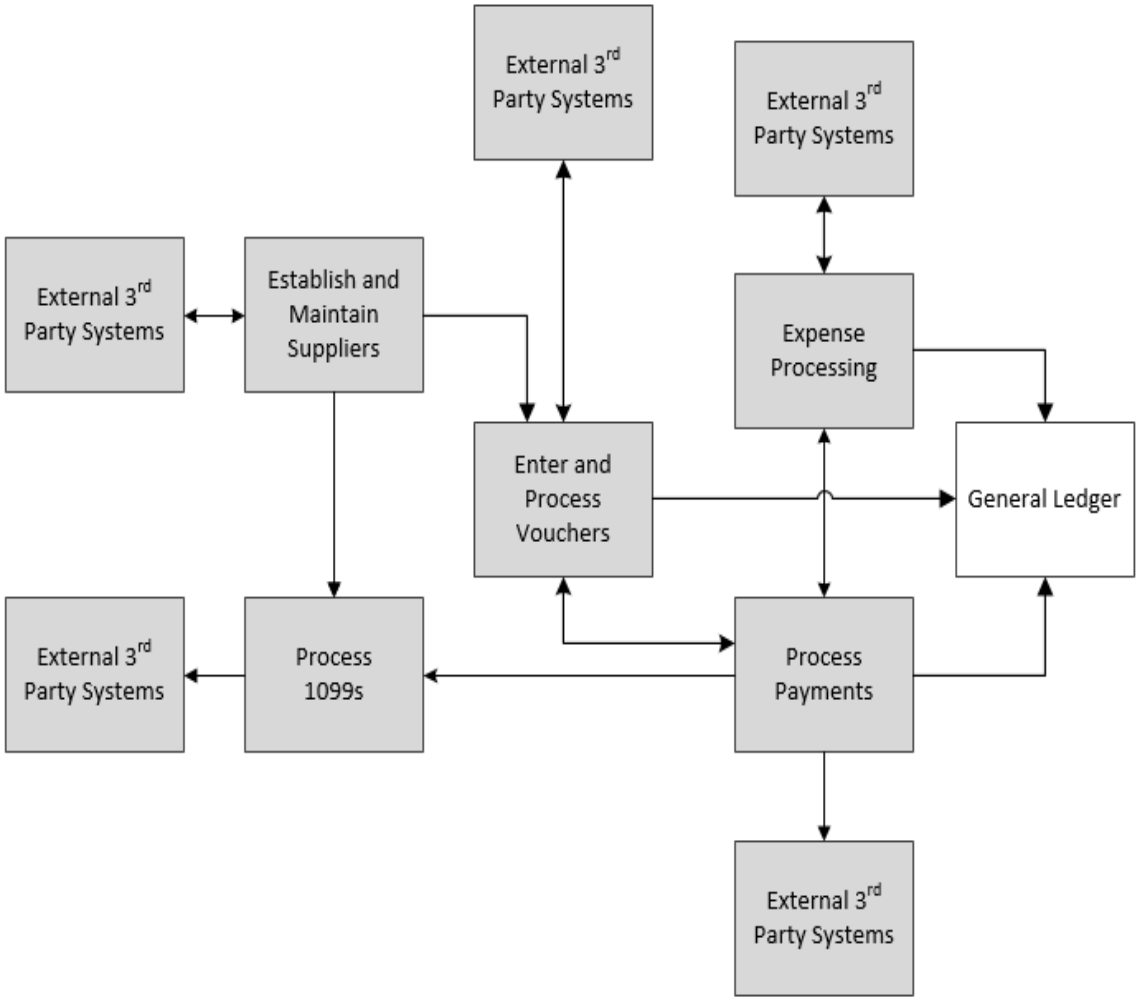
Withholding: Cardinal's term for 1099 processing. This term is used because the 1099 processes may involve withholding amounts from supplier payments. Suppliers subject to this are called either withholding suppliers or 1099 suppliers.

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

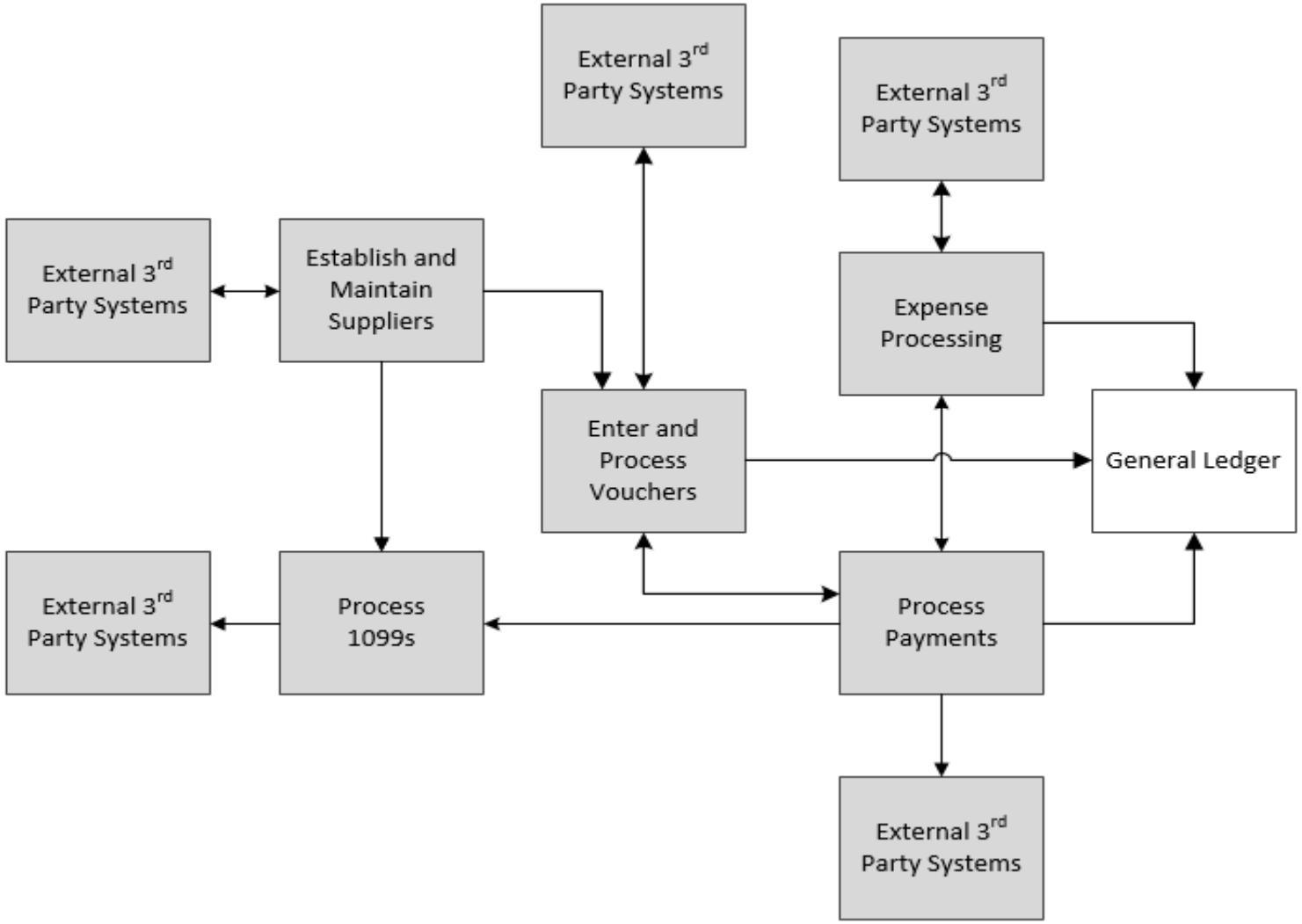
Integration with General Ledger

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

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



Integration with General Ledger (continued)



Interfaces with External Systems

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

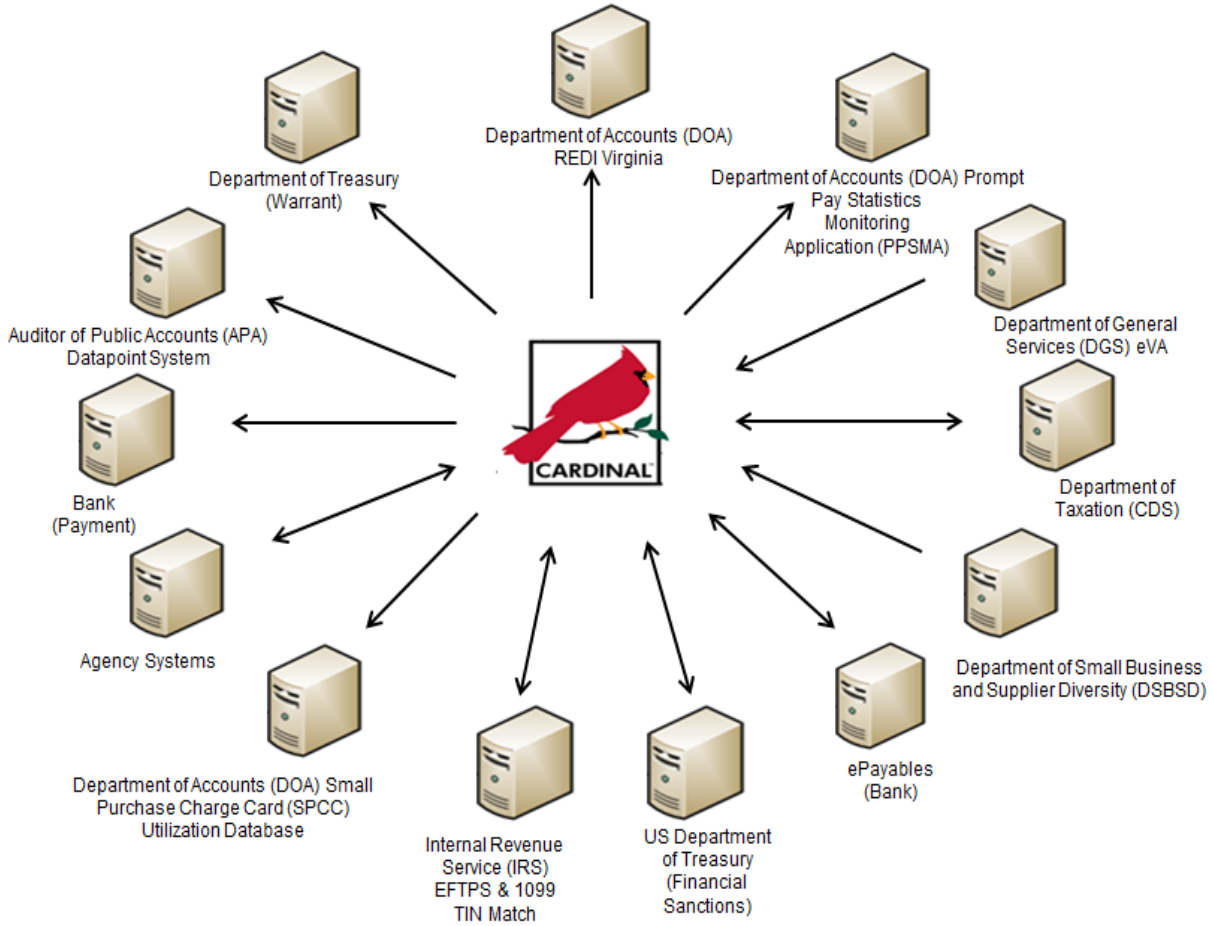
Department of Accounts (DOA) Small Purchase Charge Card (SPCC) Utilization Database: Payment data

Agency Systems: Voucher data

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

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

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



Interfaces with External Systems (continued)

Remittance EDI (REDI) Virginia: Remittance Information

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

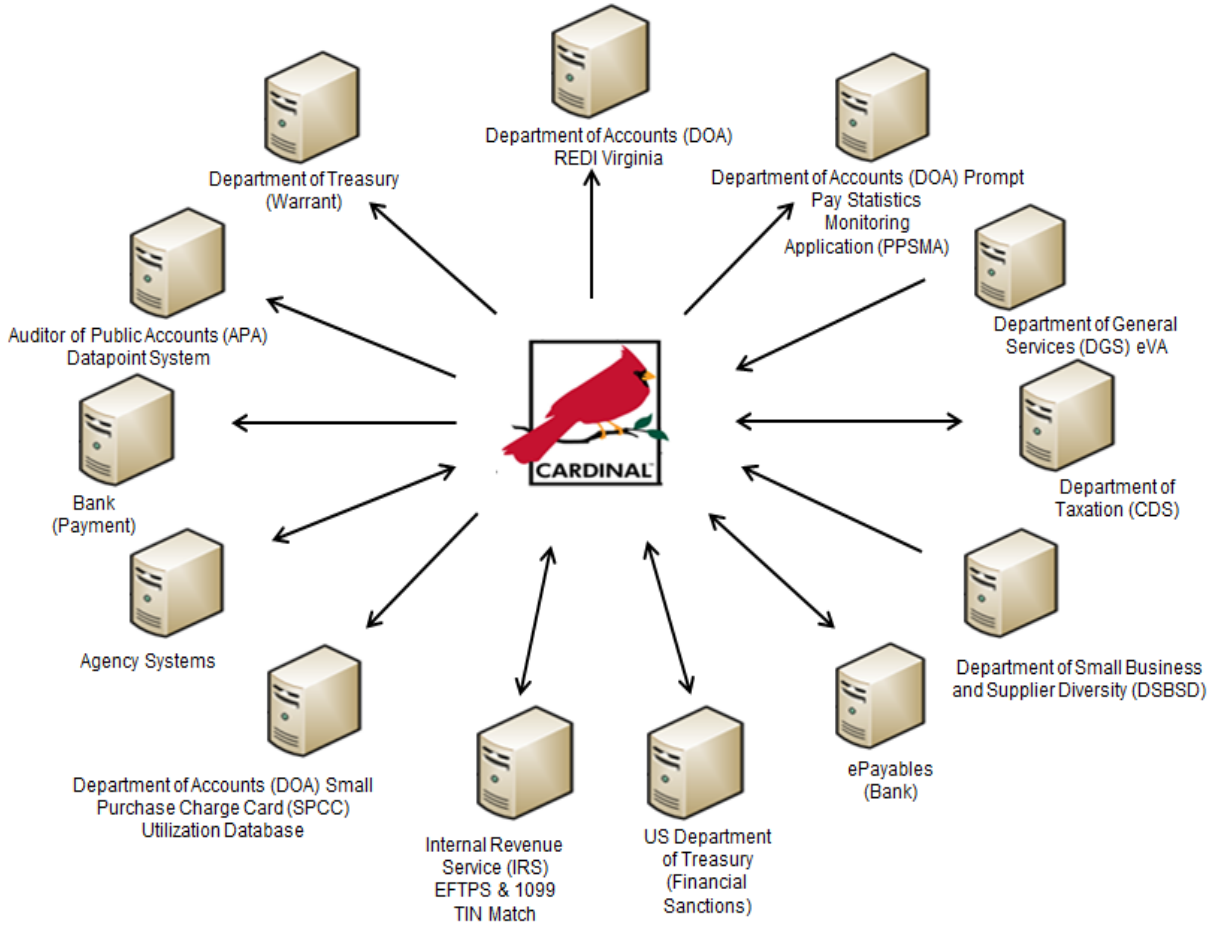
Department of General Services eVA: Procurement supplier information

Department of Taxation :

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

Department of Small Business and Supplier Diversity (DSBSD) :

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



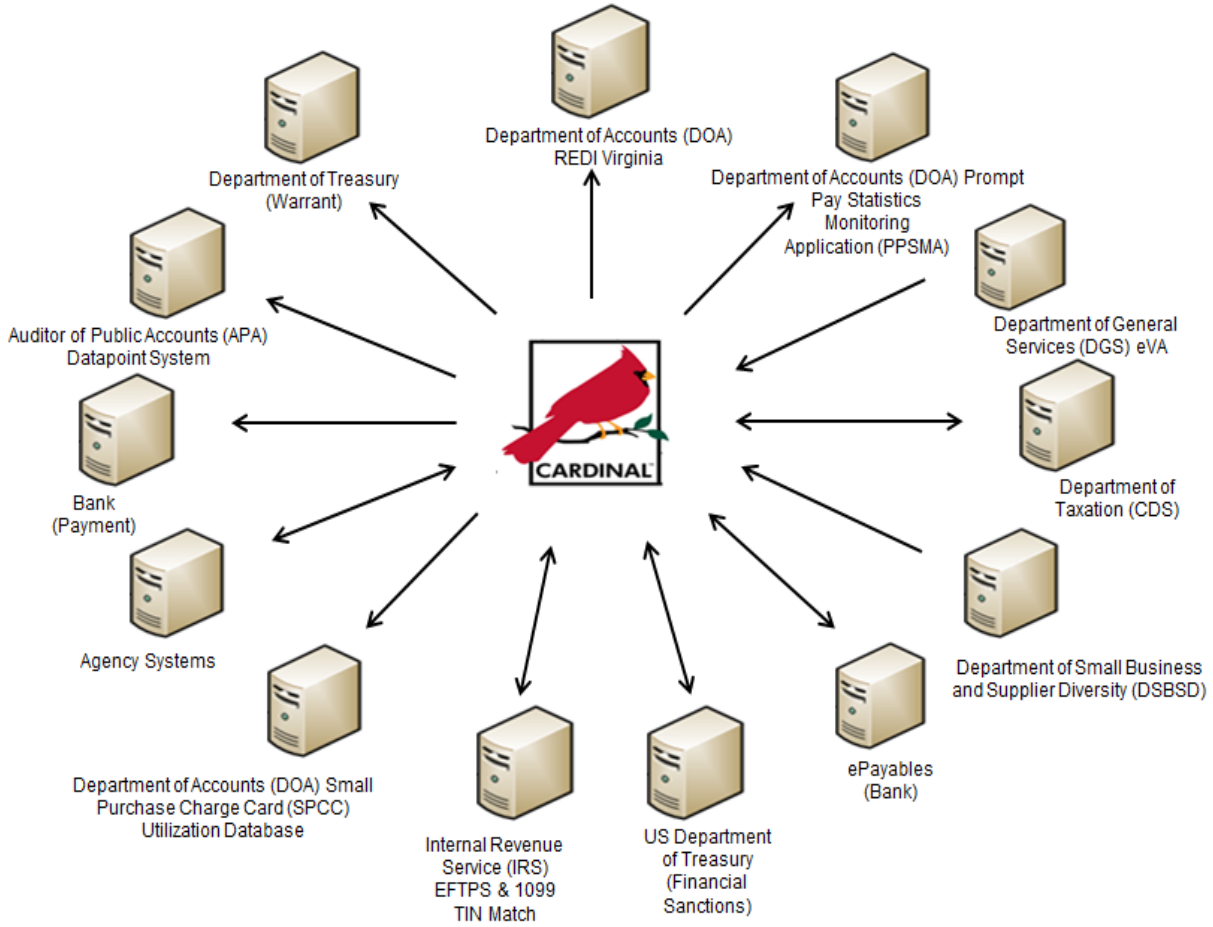
Interfaces with External Systems (continued)

ePayables:

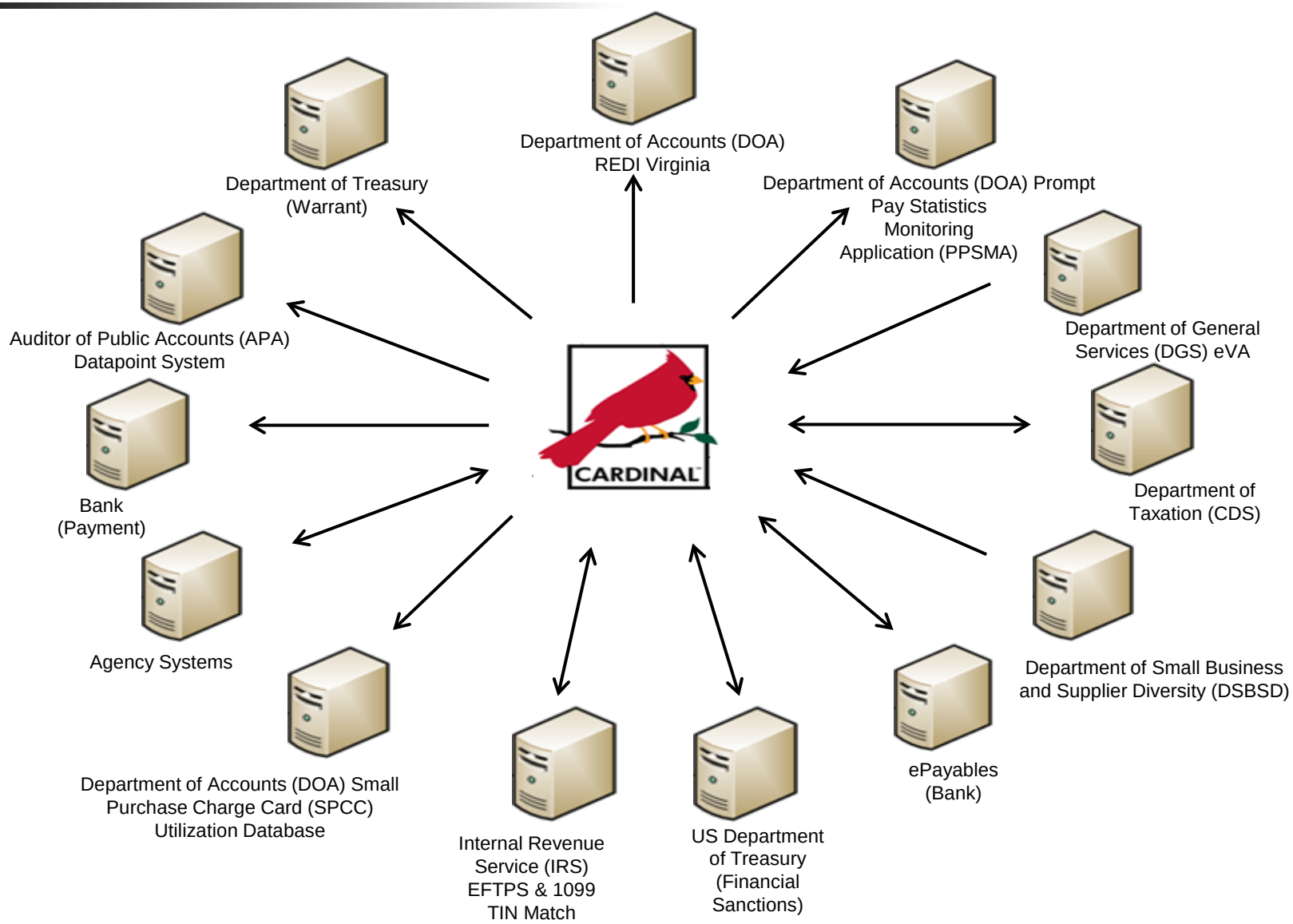
- Supplier payments made to a virtual charge card.
- Bank of America (BOA) manages all ePayables payments to virtual charge card

Internal Revenue Service (IRS):

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



Interfaces with External Systems (continued)



Flowchart Key

Flowchart Key			
Step Description	Depicts a process, step, or interface.	Start	Indicates point at which the process begins. Does not represent any activity.
Batch Process	Specifies a batch process.	End	Indicates point at which the process ends. Does not represent any activity.
Manual Operation	Depicts a process or step that is performed manually.	Document	Depicts a document of any kind, either electronic or hard copy.
Decision Outcome	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.	X	Indicates an On-Page or Intra Process Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
Entity Name	Represents an entity (person, organization, etc.).	Step / Process	Connects steps between business processes.