



# **501 AP318**

## **Accounts Payable Approvals**

Web Based Training



# Welcome to Cardinal Training

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

This course, and the supplemental resources listed below, are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



# Course Objectives

After completing this course, you will be able to:





## Course Objectives (continued)



Hold travel and expense items



# Agenda

1

Approving, Denying, and Pushing Back Vouchers

2

Travel and Employee Expense Approvals



# Lesson 1: Introduction

1

## Approving, Denying, and Pushing Back Vouchers

This lesson covers the following topics:

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



# Accounts Payable Overview

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

## Accounts Payable

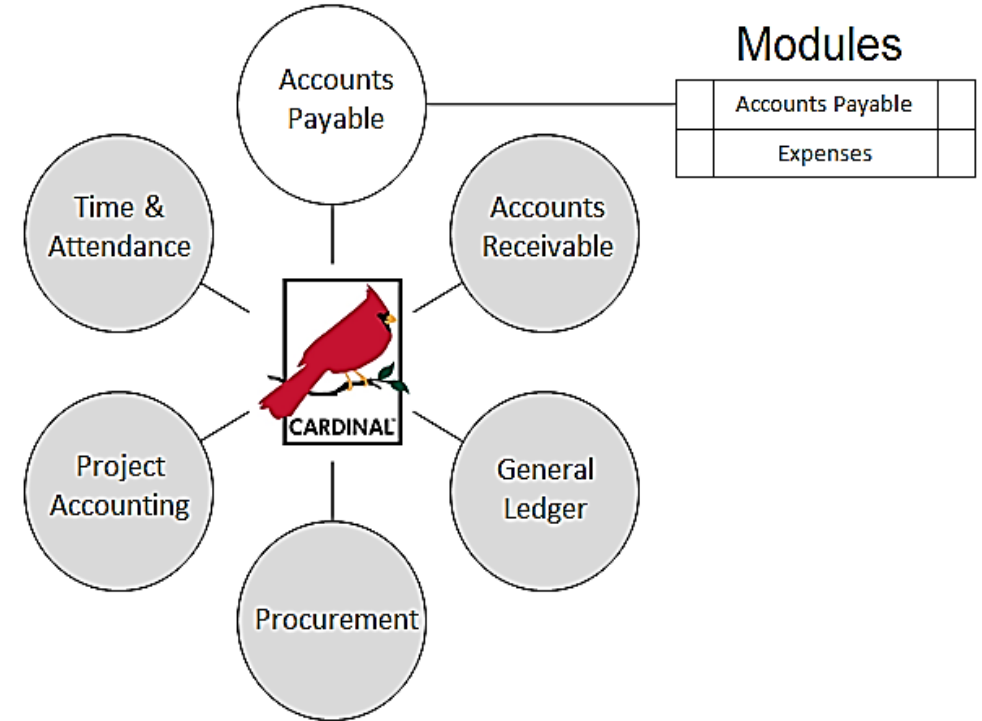
The Accounts Payable (AP) module automates invoice and payment processing to deliver timely and accurate payment for goods and services.

## Expenses

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

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

## Cardinal Functional Areas





# Voucher Approval Overview

A voucher cannot enter the approval process until it has been edit checked, has been matched (if applicable), and has passed budget checking.

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

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

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





# Voucher Sources

Vouchers may be created either online or via interface:

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



# Voucher Approval Levels

Vouchers require several levels of approval:

- **Regular Voucher Approval**
  - **Conditional** - HR Voucher Approval (Employee Recognition)
  - **Conditional** - Payroll Accountant Voucher Approval (Moving & Relocation)
  - **Required** - Voucher Final Approval
  - **Conditional** - Department of Accounts (DOA) Pre-Audit Approval - Capital Outlay
- **Site Manager Voucher Approval**
  - **Required** - District Contract Administrator
  - **Required** - Voucher Final Approval
  - **Conditional** - DOA Pre-Audit Approval - Capital Outlay
- **Site Manager Final Voucher Approval**
  - **Required** - Central Office Contract Administrator
  - **Required** - Voucher Final Approval
  - **Conditional** - DOA Pre-Audit Approval - Capital Outlay





## Voucher Approval Levels (continued)

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



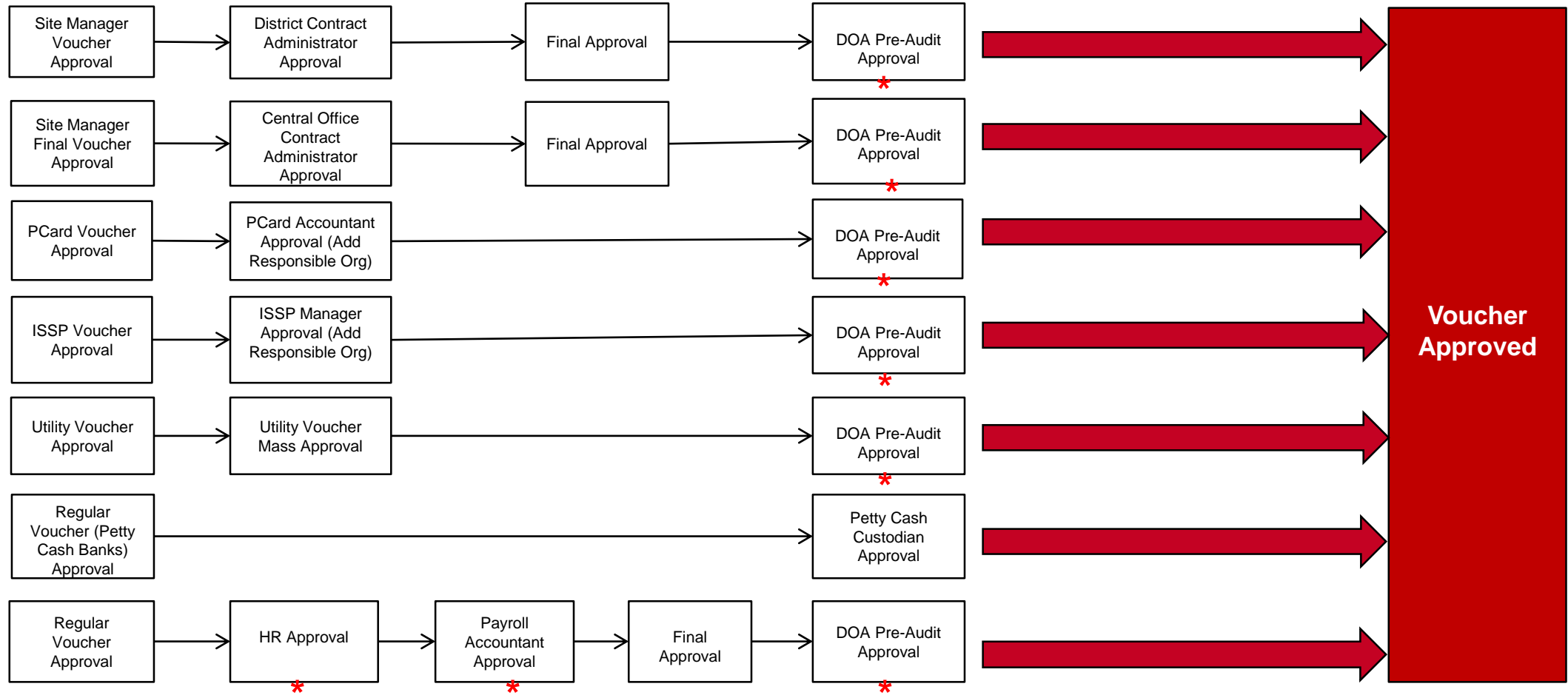
# Voucher Approval

Voucher approvers are part of a pooled approver worklist at each level of approval. A voucher that requires approval is directed to all of the approvers in that pool. Any approver in the pool can take action on the voucher; the voucher approval appears on all of their worklists. When one of the approvers completes an action on the voucher, it is removed from all of the approvers' worklists since it has been worked.





# Voucher Approval Matrix





# Voucher Approval Steps

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

Navigate using the following path:

**Main Menu > Worklist > Worklist**

or by accessing the voucher directly using the following path:

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

To approve a voucher:

- On the worklist, click the link for the voucher transaction that needs to be approved.
- For direct navigation, enter the **Voucher ID** or other appropriate search criteria to access the voucher.





# Voucher Approval Steps (continued)

To approve a voucher:

- Review all details based on relevant policies.
  - Click the **Approval** tab to review the voucher header and voucher details.
  - Click the **Line Information** tab to review the voucher line information.
  - Click the **Charge Information** tab to review the Accounting Charge information.
- Three options are available to choose from on the **Approval** tab:
  - **Approve** - To approve a voucher, click the **Approve** button. Cardinal sends a worklist notification to the next approver on the approval path, if applicable.
  - **Deny** - To deny a voucher, click the **Deny** button. If a voucher is denied enter comments explaining why it is denied. When the action is saved, Cardinal sends an email and a worklist notification to the Voucher Processor. A denied voucher can be edited, saved, and resubmitted for approval.
  - **Pushback** - To push back a voucher, click the **Pushback** button. If a voucher is pushed back enter comments explaining why it is pushed back. When the action is saved, Cardinal sends an email and a worklist notification to the previous approver on the approval path. A voucher can only be pushed back to a prior approver. The prior approver can then review, update, and re-approve the voucher.





# Voucher Approval Page

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

**Approval** | Line Information | Charge Information

Business Unit 50100 Invoice Number AF123-567  
Voucher 00838123 Supplier Norris & St Clair P.C.  
Invoice Date 04/11/2018 ID 0000054952

**Voucher Details**

Transaction Currency USD	Terms Net 30
Total 457.00	Approval Status Pending
Misc Amt 0.00	Added By HECTOR ARANA
Freight 0.00	ARANA, HECTOR (VDOT)
Sales Tax 0.00	Attachments (0)
Use Tax 0.00	
Entered VAT 0.00	

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

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
STATE	0000054952	Remitting Address	05/11/2018	457.00	USD	Norris & St C

**Voucher Approval**

▼ BUSINESS\_UNIT=50100, VOUCHER\_ID=00838123:Pending [Start New Path](#)

Regular Voucher Approval

Pending

Multiple Approvers [+](#)

Final Approver [+](#)

254 characters remaining

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

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





# PCard Voucher Approval

For PCard vouchers, approvers need to perform steps to match the voucher total amount to the billing statements prior to processing the vouchers for approval. In addition, PCard and ISSP voucher approvers must enter the **Responsible Organization** for the updated vouchers.

For more detailed information about approving PCard and ISSP vouchers, see the job aid entitled **501 Processing PCard Vouchers** located on the Cardinal website in **Job Aids** under **Training**.



# Mass Voucher Approval

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

Navigate to this page using the following path:

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

Favorites ▾Main Menu ▾>Accounts Payable ▾>Vouchers ▾>Approve ▾>Mass Voucher Approval

### Voucher Mass Approvals

▼ Search Criteria

Business Unit50100

Voucher ID

Voucher Source

Voucher Style

Invoice Number

\*Approval StatusPending

☒ Include On Hold

Supplier SetIDSTATE

Short Name

Supplier ID

Supplier Name

SearchClear

No matching values were found.



# Simulation: Approving Vouchers

You will now view a simulation that demonstrates how to **Approve Vouchers**.

Click on the icon below to start the simulation.





# Lesson 1: Summary

1

## Approving, Denying, and Pushing Back Vouchers

In this lesson, you learned:

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



## Lesson 2: Introduction

2

### Travel and Employee Expense Approvals

This lesson covers the following topics:

- Expense Approvals
- Employee Expense Approval Reassignment



# Travel and Employee Expense Approvals Overview

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

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

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

Reassign individual travel and employee expense items to another approver on the **Reassign Approval Work** page.

Once the expense transaction is submitted for approval, the employee or their proxy can modify it by withdrawing the expense from the approval process. This is done by clicking the **Withdraw** button on the expense transaction. The **Withdraw** button is only available when the transaction is in a **Submitted for Approval** status. The approver may also send the transaction back to be modified. Then the employee or their proxy can modify the transaction and resubmit it. It then routes to the first approver on the approval path.



# Employee Expenses Approval Levels

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

- **Travel Authorizations (two or more levels):**
  - **Required** - Supervisor - Provides the first level of approval
  - **Conditional** - Division Administrator - Approves all travel authorizations over the allowable amount
  - **Conditional** - Chief - Approves travel authorizations over the allowable amount, for employees in their Directorate or District
  - **Conditional** - Agency Head - Approves travel authorizations over the allowable amount
- **Cash Advances (two levels):**
  - **Required** - Supervisor - Provides the first level of approval
  - **Required** - Expense Coordinator - Approves all cash advances





# Employee Expenses Approval Levels (continued)

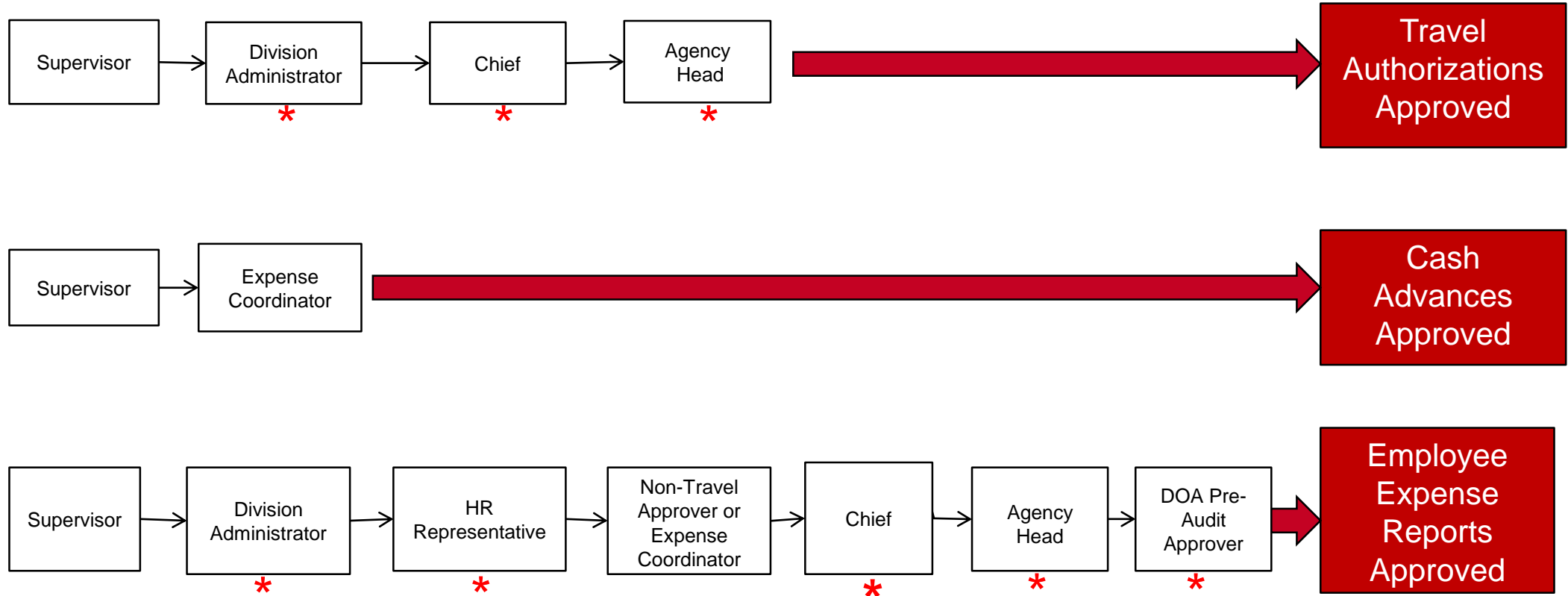
- **Employee Expense Reports (two or more levels):**
  - **Required** - Supervisor - Provides the first level of approval
  - **Conditional** - Division Administrator - Approves expense reports over the allowable amount
  - **Conditional** - HR Representative - Approves educational reimbursement on expense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







# Travel Authorizations, Cash Advances and Expense Report Approvals



\* Workflow routing is conditional based on expenditure distribution and/or amount

# Employee Expense Report Approvals

Cardinal does not send a notification email when the expense report has been approved. Cardinal only sends a notification email if the expense is denied.

Cardinal sends an email and worklist notification if the expense report is sent back to the originator for revision.

Users can search for their own employee expense report in Cardinal and check on its status, e.g., approved, etc.





# Employee Expense Transaction Approval Steps

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

Navigate using the following path:

**Main Menu > Worklist > Worklist**

Or directly:

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

To approve an employee expense item:

- On the worklist, click the link for the expense transaction that need to be approved.
- Review all details based on relevant policies.
  - Expense Coordinators verify that the transactions on their worklist route to the appropriate levels of approval. If a transaction does not route for a necessary approval, the Expense Coordinator reassigns the transaction to the Expenses Security Administrator. The Expenses Security Administrator can then determine why the transaction did not route correctly and take corrective action (e.g., update configuration, etc.). For more detailed information about transaction routing, see the job aid entitled **501 Expense Coordinator Approval** located on the Cardinal website in **Job Aids** under **Training**.



# Employee Expense Transaction Approval Steps (continued)

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





# Employee Expense Transaction Approval Steps (continued)

- Click the **Deny** button to deny the expense transaction. This changes the status to **Denied**. Cardinal sends an email to the transaction originator (who may be a proxy) to notify him/her that the expense was denied. When denying an expense transaction, an explanation must be entered in the **Comments** field. Please note that the employee cannot correct and re-submit the expense if it is denied.
- Click the **Save Changes** button to save any modifications that were made to the expense transaction without taking approval action. If the approver does not have privileges to make changes, this button is hidden.

**Note:** The Expense Coordinator/Non-Travel Approver is responsible for ensuring that an expense transaction has all the necessary attachments. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

Opening Attachments: If an error occurs when trying to open an attachment, try saving the file and opening it locally.



# Expense Report Summary Page

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

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

Favorites ▾

Main Menu ▾ > Worklist ▾ > Worklist

Approve Expense Report

Expense Report Summary

HECTOR ARANA

User Defaults

▼ General Information

Report Description

Business Writing Seminar

Business Purpose

Meeting

Report Status

Submitted for Approval

Accounting Date

12/07/2016

Accounting Template

STANDARD

Report ID

0000106201

Reference

Created On

12/07/2016

Updated on

12/07/2016 9:18:03AM

Attachments

Employee Base

Office

By

FINUSER01

By

FINUSER01

Notes

Accounting Defaults

More Options

GO

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

Expense Line Items

Personalize | Find |

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Dinner - Travel Day	12/06/2016				23.25	USD	<input checked="" type="checkbox"/>
Train Travel	12/06/2016				67.25	USD	<input checked="" type="checkbox"/>



# Expense Report Summary Page (continued)

Expense Report Totals			
Employee Expenses (2 Lines)	90.50 USD	Due Employee	23.25 USD
Non-Reimbursable Expenses	67.25 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

Pending Actions			Personalize   Find
Role	Name	Action	
HR Supervisor	SMITH,JOHN		
Expense Coordinator	JONES,MICHELLE A		

Action History			Personalize   Find
Role	Name	Action	
Employee	Bradley,Micah	Submitted	12/01/2011

Comments

Budget Status

Valid

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

Budget Options

Approve

Send Back

Hold

Deny

Save Changes

On the bottom portion of the **Expense Report Summary** page, the following is displayed:

- **Expense Report Totals**
- **Pending Actions**
- **Action History**
- **Comments** (required if **Send Back** or **Deny** action is selected)
- **Approver** action buttons



# Expense Approval: Direct Navigation

Favorites ▾

Main Menu ▾ > Travel and Expenses ▾ > Approve Transactions ▾ > Approve Transactions

Approve Expense Report

Expense Report Summary

HECTOR ARANA

User Defaults

▼ General Information

Report Description

Business Writing Seminar

Report ID

0000106201

Business Purpose

Meeting

Reference

Report Status

Submitted for Approval

Created On

12/07/2016

Employee Base

Office

Accounting Date

12/07/2016

Updated on

12/07/2016 9:18:03AM

By

FINUSER01

Accounting Template

STANDARD

Attachments

Notes

Accounting Defaults

More Options ▾

GO

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

Expense Line Items

Personalize | Find |

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Dinner - Travel Day	12/06/2016				23.25	USD	<input checked="" type="checkbox"/>
Train Travel	12/06/2016				67.25	USD	<input checked="" type="checkbox"/>





# Expense Approval: Direct Navigation (continued)

Expense Report Totals			
Employee Expenses (2 Lines)	90.50 USD	Due Employee	23.25 USD
Non-Reimbursable Expenses	67.25 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

▼ Pending Actions		Personalize   Find		First	1-2 of 2	Last
Role	Name	Action	Date/Time			
HR Supervisor	SMITH,JOHN					
Expense Coordinator	JONES,MICHELLE A					

▼ Action History		Personalize   Find		First	1 of 1	Last
Role	Name	Action	Date/Time			
Employee	Bradley,Micah	Submitted	12/07/2016 9:18:03AM			

▼ Comments
<div><div></div><div> </div></div>

<b>Budget Status</b> Valid	Budget Checking completed. Report is ready for Approval/Posting.
<a href="#">Budget Options</a>	

Approve

Send Back

Hold

Deny

Save Changes



# Employee Expense Approval Reassignment

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

Travel and employee expense items are reassigned on the **Reassign Approval Work** page. For more detailed information about reassigning approvals, see the job aid entitled **SW AP317: Reassign Employee Expense Approvals** located on the Cardinal website in **Job Aids** under **Training**.





# Employee Expense Approval Reassignment (continued)

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

Navigate to this page using the following path:

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

To reassign employee expense approvals:

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

**Note:** If the user needs to reassign approvals to more than one approver, complete the steps above for each approver.



# Employee Expense Approval Reassignment (continued)

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

New Window | Help | Personalize Page |

Define Security

Reassign Work

Approver JOHN.SMITHSMITH,JOHN

Approver Business Unit 50100

Reassign Work To

☒ Select All☐ Deselect All

Reassign

Transaction Information

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

Select	Transaction Type	Total Amount	Name	Empl ID	Report ID	Business Unit	Submission Date	Role
<input type="checkbox"/>	Expense Report	90.50 USD	ARANA,HECTOR	EMP00000003	0000106201	50100	12/07/2016	HR Supervisor

☒ Select All☐ Deselect All

Reassign

Return to Search

Notify



# Simulation: Processing Travel and Expense Report Approvals

You will now view a simulation that demonstrates how to **Approve Vouchers**.

Click on the icon below to start the simulation.





## Lesson 2: Summary

2

### Travel and Employee Expense Approvals

In this lesson, you learned:

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



# Course Summary

AP318

Accounts Payable Approvals

In this course, you learned:

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



# Course Evaluation

Congratulations! You successfully completed the **501 AP318: Accounts Payable Approvals** course.

[Click here](#) to access the evaluation survey for this course.

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







# Appendix

- Allowed Extensions on Attachments in Cardinal



# Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML



# End Of Appendix

Congratulations! You successfully completed the appendix section of **501 AP318: Cardinal Accounts Payable Approvals** course.

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