



Approving Vouchers Overview

This Job Aid provides step-by-step instructions for approvers to review and then take action on vouchers in Cardinal Financials. After a voucher has successfully passed edit check and then budget check, it will route for review based on approval routing for the Agency.

Approvers review vouchers on the **Approval Framework – Vouchers** page, which contains all voucher transactions that require review and approval. This page can be accessed in two ways:

- Using the Worklist link (located at the top of the page) **OR**
- Direct navigation to the page

Approvers should always review all three tabs on the **Approval Framework – Vouchers** page before making an approval action on a voucher. After reviewing a voucher, approvers can take one of the following actions:

- Approve
- Deny (use to Deny or send a Voucher back to the processor for updates)
- Pushback (send the Voucher back to the previous approver – only enabled for Agencies with multiple levels of approval)

Vouchers for Capital Outlay and Legal Services will automatically route to the Department of Accounts (DOA) for approval as appropriate once the Voucher has completed required Agency approvals.

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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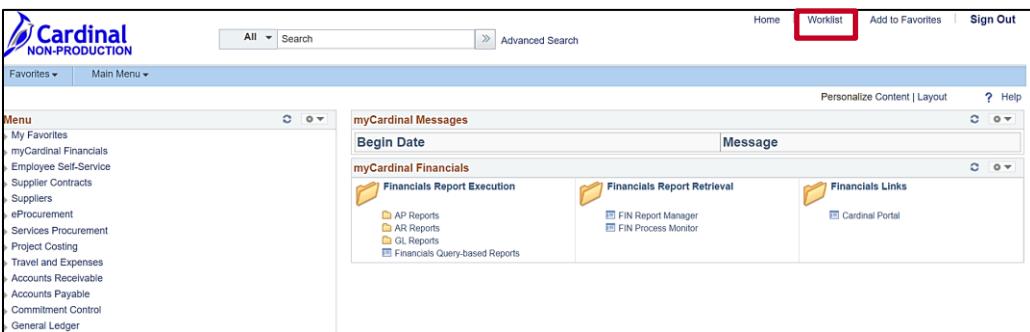
Accounts Payable Job Aid

AP313 Approving Vouchers

Revision History

Revision Date	Summary of Changes
1/9/2026	Baseline.

Approving Vouchers Using the Worklist

Step	Action
1.	<p>Click the Worklist link at the top of the Cardinal Financials Home page.</p> 

The **Worklist** page displays.

Worklist							Personalize Find View All   First  1-3 of 3  Last			
Worklist Items							Worklist Filters   Feed 			
Date From	Work Item	Worked By Activity	Priority	Link						
V_TRN_FINUSER001 05/13/2024	Approval Routing	Approval Workflow	2-Medium	VoucherApproval_13692911_STATE_1915-01-01_N_0 BUSINESS_UNIT:15100 VOUCHER_ID:00005230 RDC:RA.0.A.						
V_TRN_FINUSER001 06/03/2024	Approval Routing	Approval Workflow	3-Low	VoucherApproval_13692912_STATE_1915-01-01_N_0 BUSINESS_UNIT:15100 VOUCHER_ID:00005230 RDC:RA.0.A.						
V_TRN_FINUSER001 06/03/2024	Approval Routing	Approval Workflow	3-Low	VoucherApproval_13692912_STATE_1915-01-01_N_0 BUSINESS_UNIT:15100 VOUCHER_ID:00005231 RDC:RA.0.A.						



Click the **Date From** header to sort transactions by date from oldest to newest or newest to oldest.

Use the **Link** column to select the transaction to be reviewed. Voucher transactions begin with **VoucherApproval** at the beginning of the name of the link.

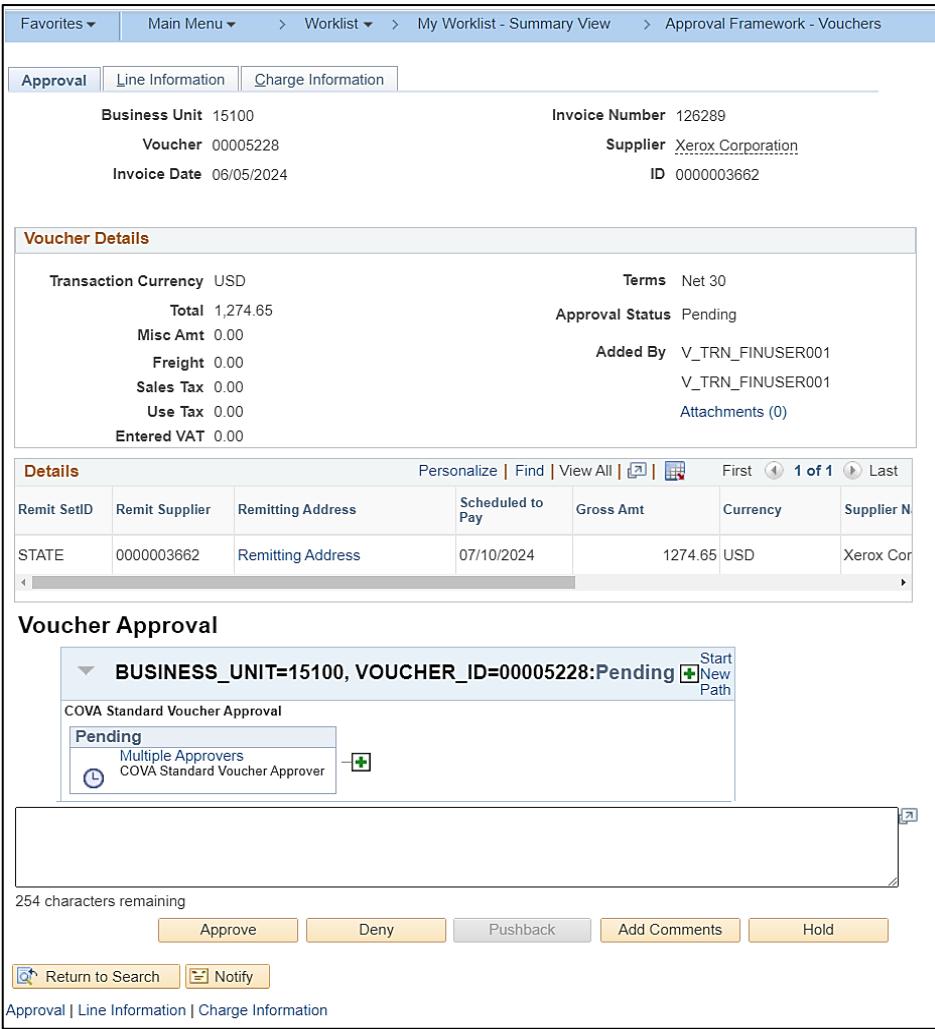
Worklist							Personalize Find View All   First  1-11 of 11  Last			
Date From	Work Item	Worked By Activity	Priority	Link						
06/10/2024	Approval Routing	Approval Workflow	3-Low	VoucherApproval_13692908_STATE_1915-01-01_N_0 BUSINESS_UNIT:15100 VOUCHER_ID:00005228 RDC:RA.0.A.						
06/10/2024	Approval Routing	Approval Workflow	3-Low	VoucherApproval_13692908_STATE_1915-01-01_N_0 BUSINESS_UNIT:15100 VOUCHER_ID:00005228 RDC:RA.0.A.						
02/02/2024	Approval Routing	Approval Workflow	2-Medium	ERApproval_3238381_EXWF3_1910-01-01_0 SHEET_ID:0000377032 RDC:RA.0.A.						

2.

Click the link for the Voucher to be reviewed.

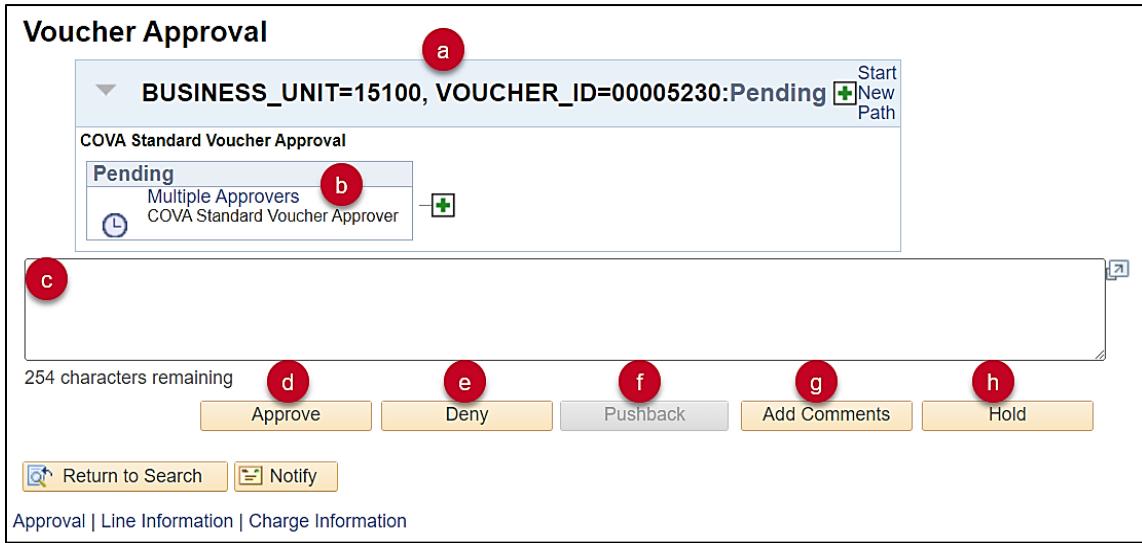
V_TRN_FINUSER001 06/10/2024	Approval Routing	Approval Workflow	VoucherApproval_13692908_STATE_1915-01-01_N_0 BUSINESS_UNIT:15100 VOUCHER_ID:00005228 RDC:RA.0.A.		
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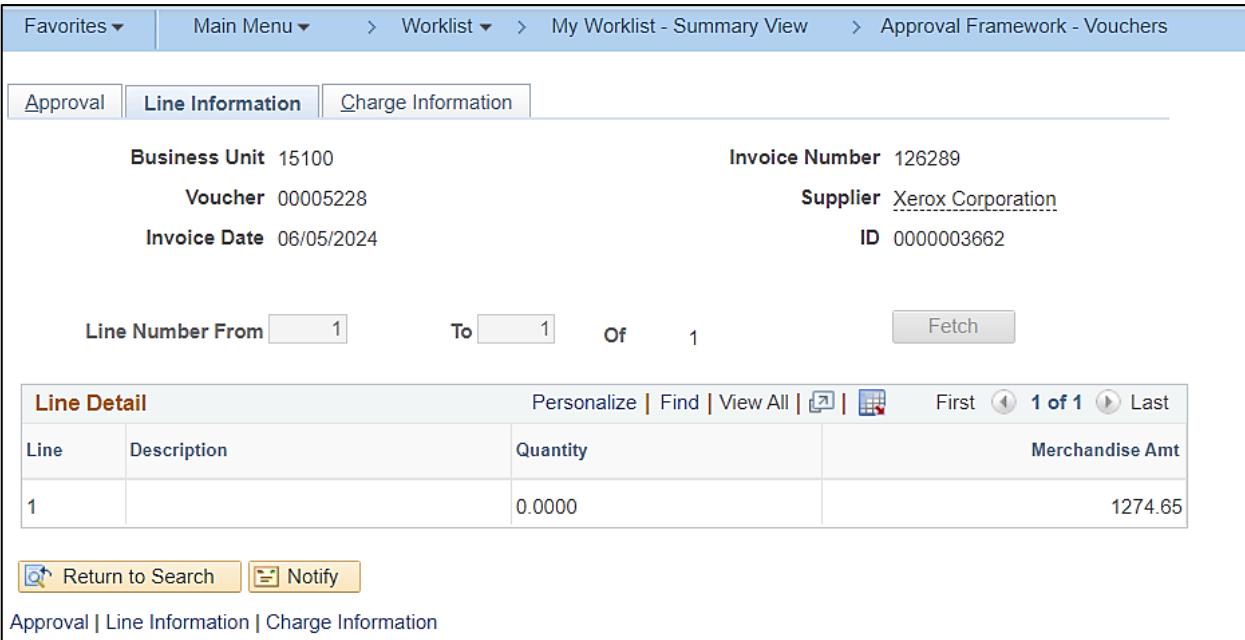
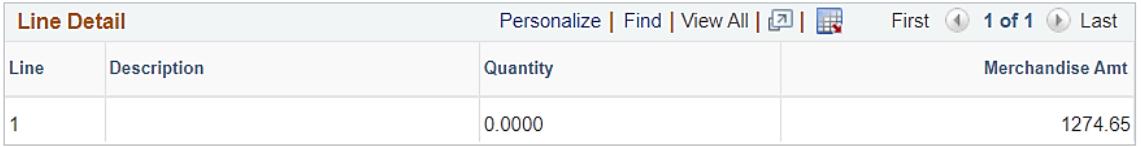
Step	Action
The Approval Framework – Vouchers page displays with the Approval tab displayed by default.	
	

Step	Action														
3.	<p>Review the information in the Header section as needed.</p> <div data-bbox="313 375 1465 532" style="border: 1px solid black; padding: 10px;"> <table> <tr> <td>Business Unit 15100</td> <td>Invoice Number 126289</td> </tr> <tr> <td>Voucher 00005228</td> <td>Supplier Xerox Corporation</td> </tr> <tr> <td>Invoice Date 06/05/2024</td> <td>ID 0000003662</td> </tr> </table> </div> <p>This section displays the following key fields:</p> <ul style="list-style-type: none"> • Business Unit - the business unit for the Voucher • Voucher ID - the Cardinal assigned Voucher ID • Invoice Date - the date from the supplier's invoice • Invoice Number - the number displayed on the supplier's invoice • Supplier - the name of the supplier for the Voucher • ID - the Cardinal Supplier ID number 	Business Unit 15100	Invoice Number 126289	Voucher 00005228	Supplier Xerox Corporation	Invoice Date 06/05/2024	ID 0000003662								
Business Unit 15100	Invoice Number 126289														
Voucher 00005228	Supplier Xerox Corporation														
Invoice Date 06/05/2024	ID 0000003662														
i	<p>The Header section displays on all three tabs.</p>														
4.	<p>Review the information in the Voucher Details section as needed.</p> <div data-bbox="313 1015 1498 1326" style="border: 1px solid black; padding: 10px;"> <p>Voucher Details</p> <table> <tr> <td>Transaction Currency USD</td> <td>Terms Net 30 a</td> </tr> <tr> <td>Total 1,274.65 b</td> <td></td> </tr> <tr> <td>Misc Amt 0.00</td> <td>Approval Status Pending</td> </tr> <tr> <td>Freight 0.00</td> <td>Added By V_TRN_FINUSER001 c</td> </tr> <tr> <td>Sales Tax 0.00</td> <td>V_TRN_FINUSER001</td> </tr> <tr> <td>Use Tax 0.00</td> <td>Attachments (0) d</td> </tr> <tr> <td>Entered VAT 0.00</td> <td></td> </tr> </table> </div> <p>This section contains the following key fields:</p> <ol style="list-style-type: none"> • Terms - displays the selected payment term for the Voucher • Total - displays the total amount of the Voucher • Added By - displays the Cardinal ID number of the processor who entered the Voucher • Attachments link - If the Voucher contains attachments, this field displays a number greater than (0) next to the Attachments field. Click the Attachments link to view attachments when applicable. 	Transaction Currency USD	Terms Net 30 a	Total 1,274.65 b		Misc Amt 0.00	Approval Status Pending	Freight 0.00	Added By V_TRN_FINUSER001 c	Sales Tax 0.00	V_TRN_FINUSER001	Use Tax 0.00	Attachments (0) d	Entered VAT 0.00	
Transaction Currency USD	Terms Net 30 a														
Total 1,274.65 b															
Misc Amt 0.00	Approval Status Pending														
Freight 0.00	Added By V_TRN_FINUSER001 c														
Sales Tax 0.00	V_TRN_FINUSER001														
Use Tax 0.00	Attachments (0) d														
Entered VAT 0.00															

Step	Action																											
5.	<p>Review the information in the Details section as applicable.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="7">Details</th></tr><tr><th colspan="3"></th><th colspan="2">Personalize Find View All   </th><th>First  1 of 1  Last</th></tr><tr><th>Remit SetID</th><th>Remit Supplier</th><th>Remitting Address</th><th>Scheduled to Pay</th><th>Gross Amt</th><th>Currency</th><th>Supplier N</th></tr></thead><tbody><tr><td>STATE</td><td>0000003662</td><td>Remitting Address</td><td>07/10/2024</td><td>1274.65</td><td>USD</td><td>Xerox Cor</td></tr></tbody></table></div> <p>This section contains the following key fields:</p> <ul style="list-style-type: none">• Remit Supplier - the supplier's Cardinal ID number• Remitting Address - contains a link that can be clicked to view the supplier's remit address information• Scheduled to Pay - the date the Voucher is scheduled to be paid• Gross Amt - the total amount of the Voucher• Supplier Name - the name of the Supplier <p>Use the scroll bar, as needed to view all information.</p>	Details										Personalize Find View All   		First  1 of 1  Last	Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier N	STATE	0000003662	Remitting Address	07/10/2024	1274.65	USD	Xerox Cor
Details																												
			Personalize Find View All   		First  1 of 1  Last																							
Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier N																						
STATE	0000003662	Remitting Address	07/10/2024	1274.65	USD	Xerox Cor																						

Step	Action
<p>i</p>	<p>The Voucher Approval section information.</p>  <p>The screenshot shows the Voucher Approval screen. At the top, it displays the Business Unit (15100) and Voucher ID (00005230) with a status of 'Pending'. A 'Start New Path' button is also visible. Below this, the 'COVA Standard Voucher Approval' section shows a 'Pending' status with a 'Multiple Approvers' link and a 'COVA Standard Voucher Approver' field. A large text area for comments (labeled 'c') is below. At the bottom, there are several buttons: 'Approve' (labeled 'd'), 'Deny' (labeled 'e'), 'Pushback' (labeled 'f'), 'Add Comments' (labeled 'g'), and 'Hold' (labeled 'h'). Below these buttons are 'Return to Search' and 'Notify' links, and tabs for 'Approval', 'Line Information' (which is selected and highlighted in red), and 'Charge Information'.</p> <p>This is the section that is used to take action on the Voucher after review. It includes the following:</p> <ol style="list-style-type: none"> Business Unit and Voucher ID Multiple Approvers link when it is a pooled approval. Clicking the Multiple Approvers link, displays a list of all the approvers in the pool Comments field - use this space to enter comments if the Voucher is denied or pushed back Approve button - click this button to approve the Voucher Deny button - click this button to deny the Voucher or to send it back to the processor for updates. Comments must be entered in the Comments box when a Voucher is denied. Pushback button - this button is used when the Agency has more than one level of approval within the Agency. Clicking this button will push a Voucher back to the previous approver. Note - This button is disabled for Agencies with only one level of approval Add Comments button - not used in Cardinal Hold button - not used in Cardinal
6.	Click the Line Information tab.

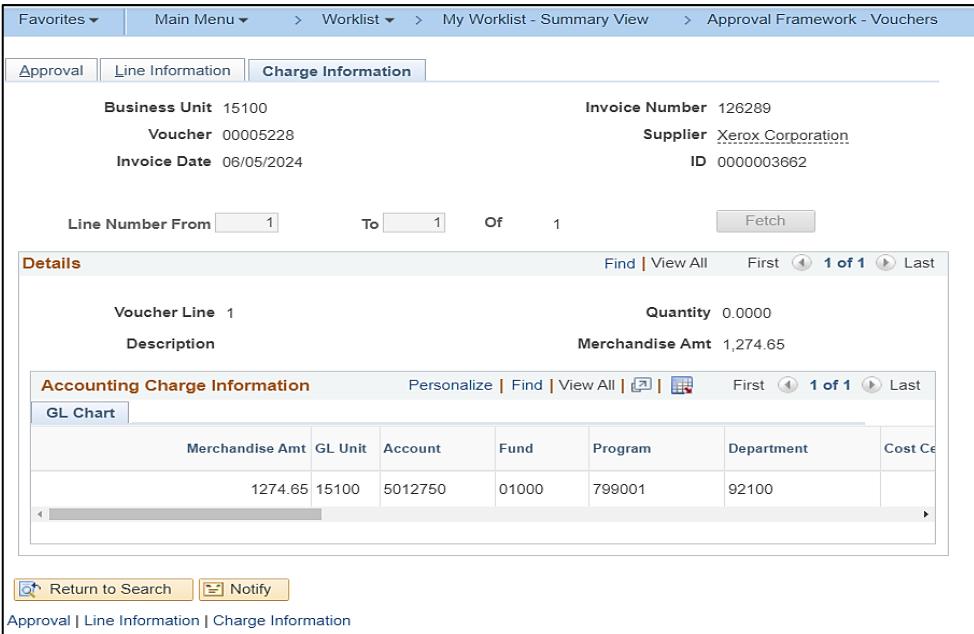
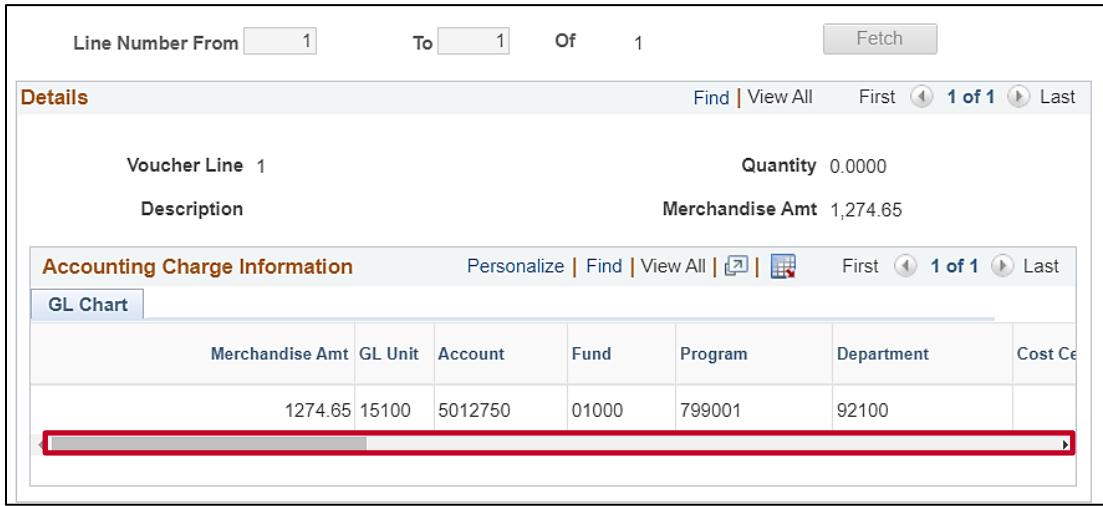


Step	Action
The Line Information tab displays.	
	
7.	Review the Line Information as needed.
	
This section displays the following key information:	
<ul style="list-style-type: none">• Line - line number• Merchandise Amt - total amount for the line	
8.	Click the Charge Information tab.
	



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Step	Action
<p>The Charge Information tab displays.</p> 	
9.	<p>Review the Details section as needed.</p>  <p>This tab displays the charge distribution for each line on the Voucher. Use the scrollbar, as needed, to review the full distribution information for each line.</p>
10.	<p>Click the Approval tab.</p> 

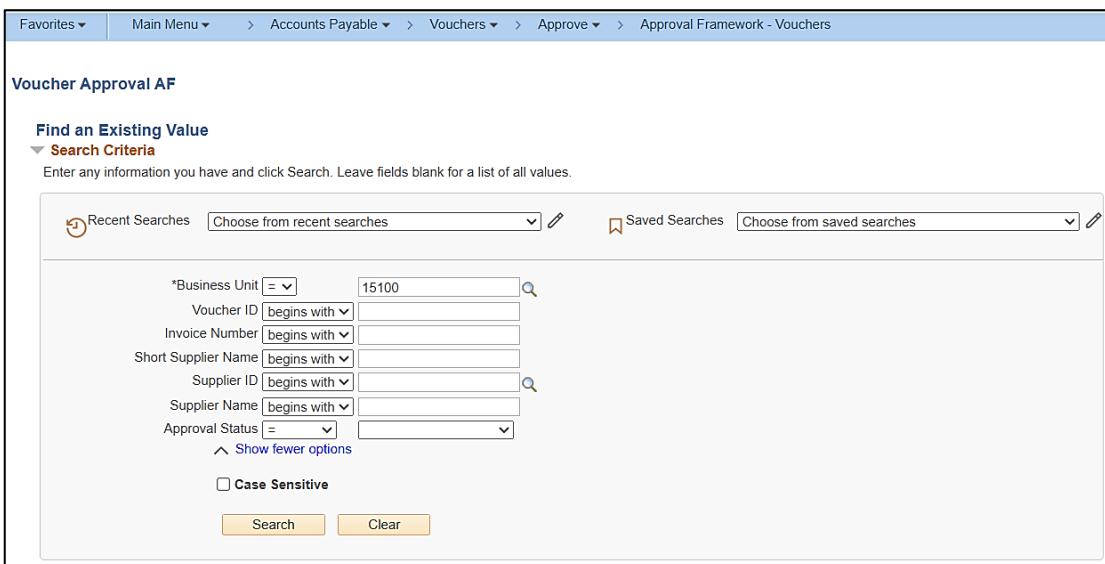
Step	Action
The Approval tab redisplays.	
11.	<p>Take the applicable approval action based on the following guidelines:</p> <ul style="list-style-type: none"> • Approve: Click the Approve button to approve the Voucher. When a Voucher is approved it will be picked up by the nightly post process for posting. • Deny: Click the Deny button to deny or send a Voucher back to the preparer for deletion or updates. If the Deny button is clicked, a comment must be included in the Comment box to indicate if the Voucher is being denied or if it needs to be updated. An email is triggered to the processor who will delete or update and resubmit the Voucher as appropriate. • Pushback: If there are multiple levels of approval and the Pushback button has been clicked, the Voucher is routed back to the previous approver for updates. If a Voucher is push backed, then a comment must be entered so the previous approver can review and make updates as appropriate.

Approving Vouchers Using Direct Navigation to the Approval Page

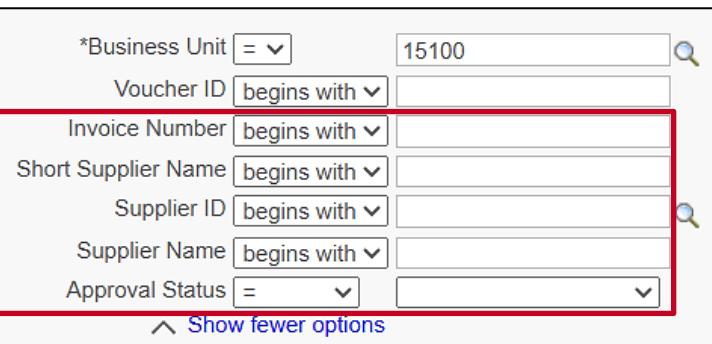
Vouchers can be reviewed by navigating to the **Approval Framework-Vouchers** page directly.

Step	Action
1.	<p>Navigate to the Approval Framework-Vouchers page using the following path:</p> <p>Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework-Vouchers</p>

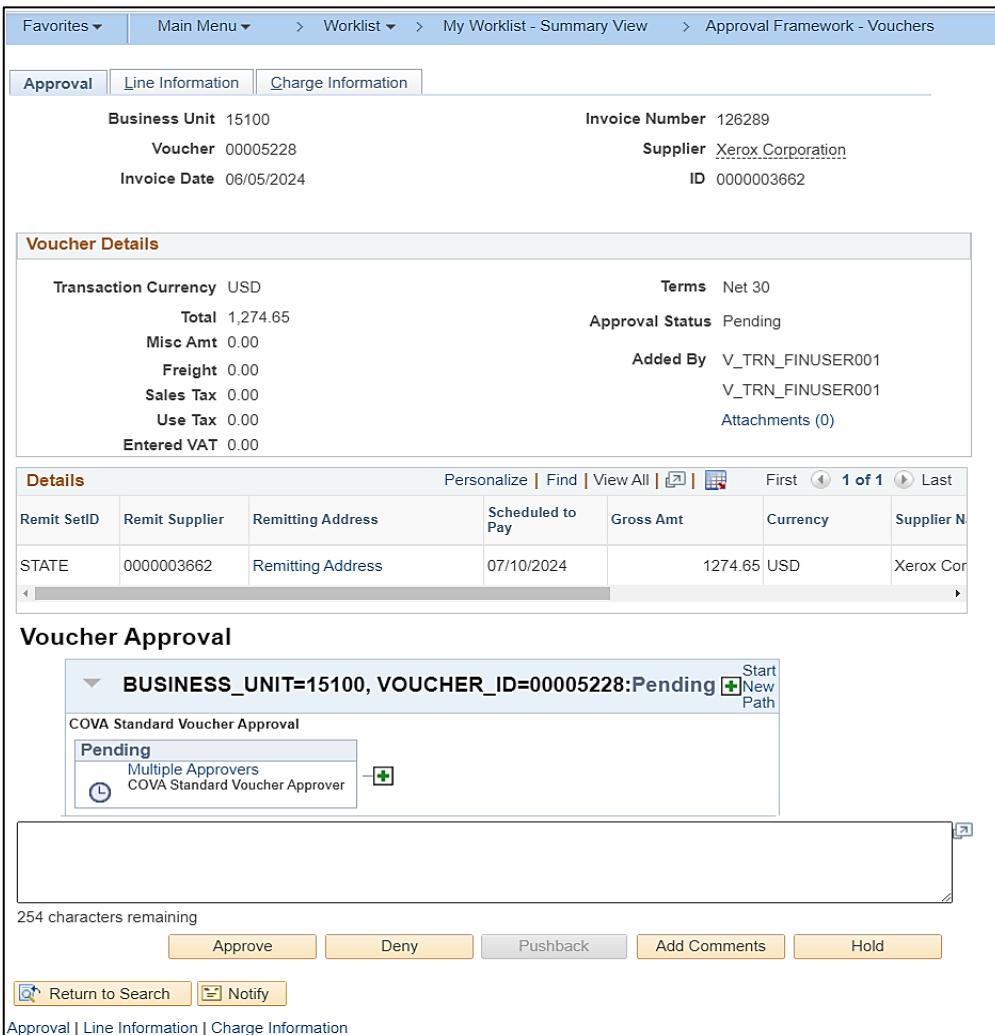
The **Approval Framework – Vouchers Search** page displays.



2. Enter or select the applicable search criteria.



- Voucher ID:** Enter a specific Voucher number
- Invoice Number:** Enter the specific invoice number
- Short Supplier Name:** Enter the Short Supplier Name
- Supplier ID:** Enter the Cardinal Supplier ID number
- Supplier Name:** Enter the specific Supplier Name
- Approval Status:** Choose from two options either “Pending” or “Denied”

Step	Action
3.	<p>Click the Search button.</p> 
	<p>If there is more than one Voucher matches the criteria entered, the search results will display a list. Select the Voucher to be reviewed.</p> <p>If there is only one Voucher, Cardinal opens the Approval Framework – Vouchers page for the Voucher.</p>
<p>The Approval Framework – Voucher page displays.</p> 	
4.	<p>Go to the Approving Vouchers Using the Worklist section of this job aid and follow Steps 3-11 to review and take approval action on the Voucher.</p>