

**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

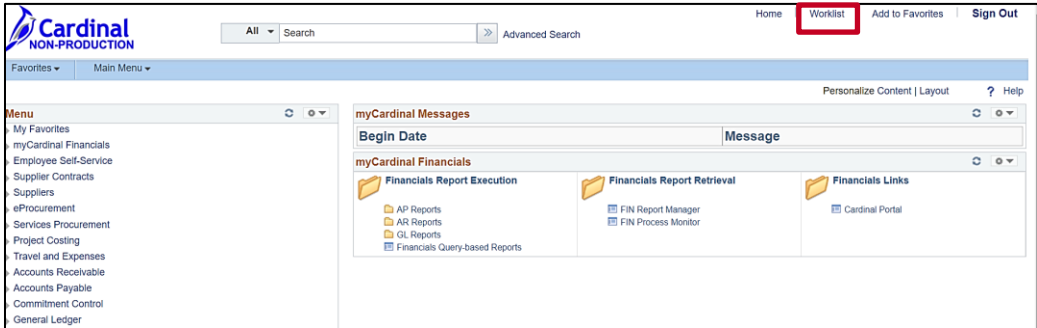
Revision Date	Summary of Changes
1/9/2026	Baseline.



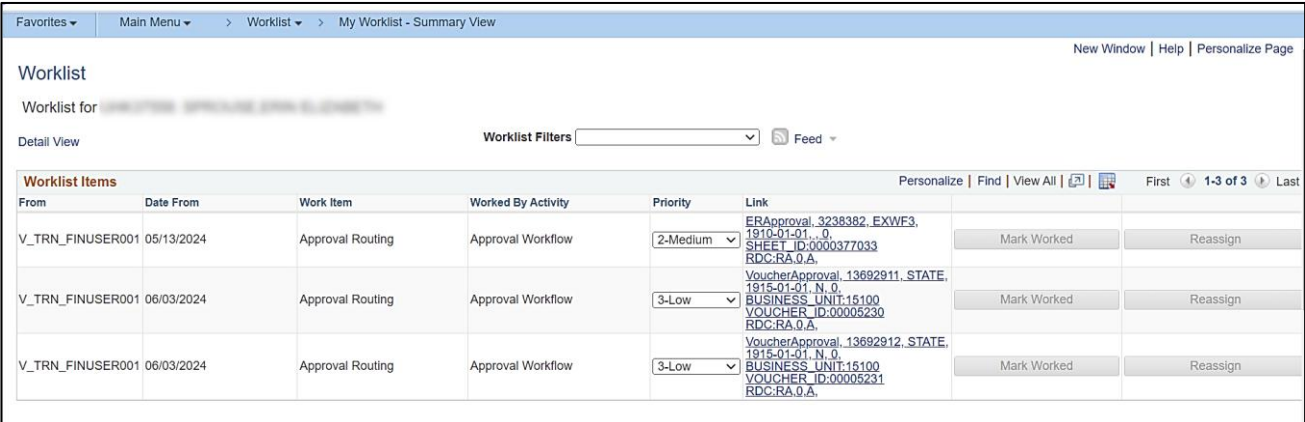
# Accounts Payable Job Aid

## AP313 Approving Vouchers

### Approving Vouchers Using the Worklist

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

The **Worklist** page displays.

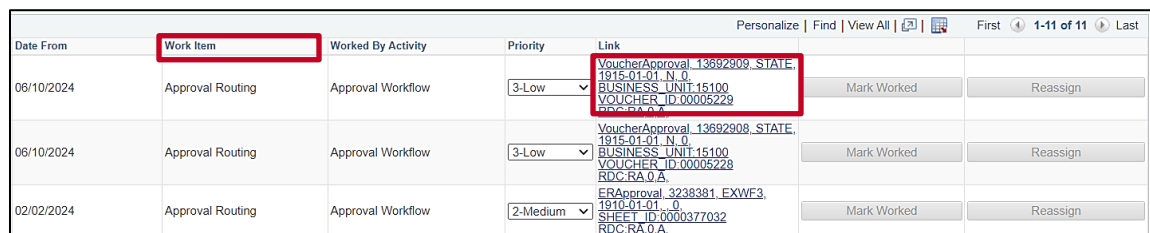


From	Date From	Work Item	Worked By Activity	Priority	Link		
V_TRN_FINUSER001	05/13/2024	Approval Routing	Approval Workflow	2-Medium	ERApproval_3238382_EXWF3_1910-01-01...0 SHEET_ID:0000377033 RDC:RA 0.A.	Mark Worked	Reassign
V_TRN_FINUSER001	06/03/2024	Approval Routing	Approval Workflow	3-Low	VoucherApproval_13692911.STATE.1915-01-01.N.0 BUSINESS_UNIT:15100 VOUCHER_ID:00005230 RDC:RA 0.A.	Mark Worked	Reassign
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.	Mark Worked	Reassign



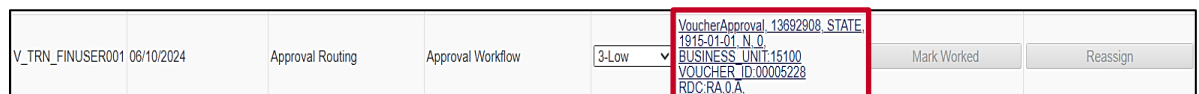
Click the **Date From** header to sort transactions by date from oldest to newest or newest to oldest.

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.



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:00005229 RDC:RA 0.A.	Mark Worked	Reassign
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.	Mark Worked	Reassign
02/02/2024	Approval Routing	Approval Workflow	2-Medium	ERApproval_3238381_EXWF3_1910-01-01...0 SHEET_ID:0000377032 RDC:RA 0.A.	Mark Worked	Reassign

2. Click the link for the Voucher to be reviewed.




V_TRN_FINUSER001	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.	Mark Worked	Reassign
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# Accounts Payable Job Aid

## AP313 Approving Vouchers

Step	Action														
	<p>The <b>Approval Framework – Vouchers</b> page displays with the <b>Approval</b> tab displayed by default.</p> <div><div><div>Favorites ▾Main Menu ▾ &gt; Worklist ▾ &gt; My Worklist - Summary View &gt; Approval Framework - Vouchers</div><div><div>ApprovalLine InformationCharge Information</div><div><div>Business Unit 15100Invoice Number 126289</div><div><div>Voucher 00005228Supplier Xerox Corporation</div><div>Invoice Date 06/05/2024ID 0000003662</div></div></div><div><div>Voucher Details</div><div><div>Transaction Currency USDTerms Net 30</div><div><div>Total 1,274.65Approval Status Pending</div><div><div>Misc Amt 0.00Added By V_TRN_FINUSER001</div><div>Freight 0.00V_TRN_FINUSER001</div><div>Sales Tax 0.00Attachments (0)</div><div>Use Tax 0.00</div><div>Entered VAT 0.00</div></div></div></div><div><div>DetailsPersonalize   Find   View All    First 1 of 1 Last</div><table><thead><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><div><div>Voucher Approval</div><div><div>BUSINESS_UNIT=15100, VOUCHER_ID=00005228:PendingStart New Path</div><div>COVA Standard Voucher Approval</div><div><div>Pending</div><div>Multiple ApproversCOVA Standard Voucher Approver</div></div></div><div><div>254 characters remaining</div><div><div>Approve</div><div>Deny</div><div>Pushback</div><div>Add Comments</div><div>Hold</div></div><div><div>Return to Search</div><div>Notify</div></div><div>Approval   Line Information   Charge Information</div></div></div></div></div></div></div>	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
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STATE	0000003662	Remitting Address	07/10/2024	1274.65	USD	Xerox Cor									


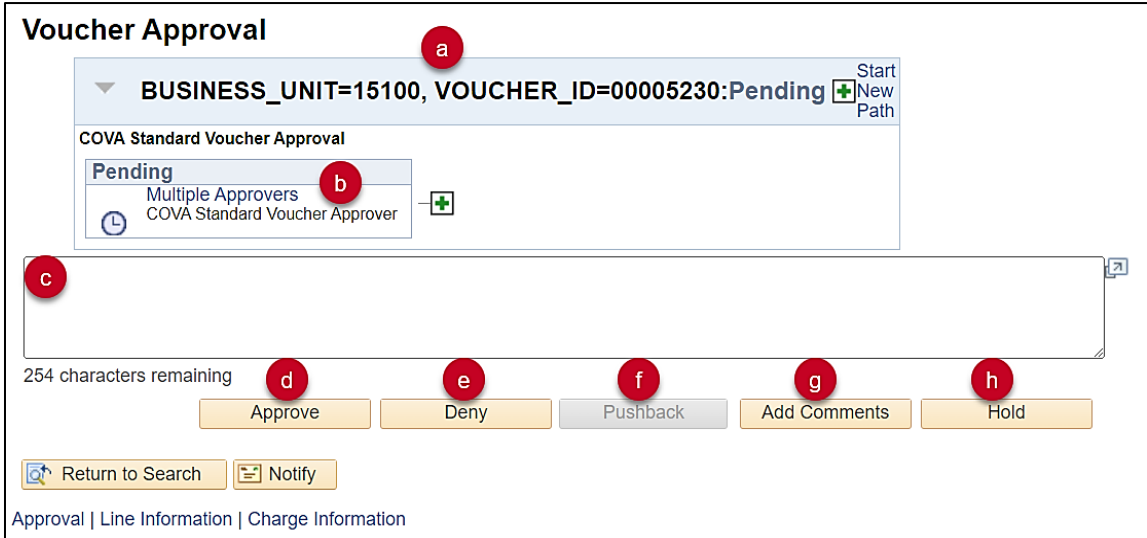
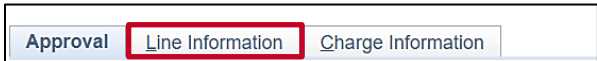
Step	Action														
3.	<p>Review the information in the <b>Header</b> section as needed.</p> <div data-bbox="315 378 1468 533"> <table> <tr> <td><b>Business Unit</b> 15100</td><td><b>Invoice Number</b> 126289</td></tr> <tr> <td><b>Voucher</b> 00005228</td><td><b>Supplier</b> <u>Xerox Corporation</u></td></tr> <tr> <td><b>Invoice Date</b> 06/05/2024</td><td><b>ID</b> 0000003662</td></tr> </table> </div> <p>This section displays the following key fields:</p> <ul style="list-style-type: none"> <li>• <b>Business Unit</b> - the business unit for the Voucher</li> <li>• <b>Voucher ID</b> - the Cardinal assigned Voucher ID</li> <li>• <b>Invoice Date</b> - the date from the supplier's invoice</li> <li>• <b>Invoice Number</b> - the number displayed on the supplier's invoice</li> <li>• <b>Supplier</b> - the name of the supplier for the Voucher</li> <li>• <b>ID</b> - the Cardinal Supplier ID number</li> </ul>	<b>Business Unit</b> 15100	<b>Invoice Number</b> 126289	<b>Voucher</b> 00005228	<b>Supplier</b> <u>Xerox Corporation</u>	<b>Invoice Date</b> 06/05/2024	<b>ID</b> 0000003662								
<b>Business Unit</b> 15100	<b>Invoice Number</b> 126289														
<b>Voucher</b> 00005228	<b>Supplier</b> <u>Xerox Corporation</u>														
<b>Invoice Date</b> 06/05/2024	<b>ID</b> 0000003662														
	The <b>Header</b> section displays on all three tabs.														
4.	<p>Review the information in the <b>Voucher Details</b> section as needed.</p> <div data-bbox="315 1012 1500 1318"> <p><b>Voucher Details</b></p> <table> <tr> <td><b>Transaction Currency</b> USD</td><td><b>Terms</b> Net 30 <b>a</b></td></tr> <tr> <td><b>Total</b> 1,274.65 <b>b</b></td><td><b>Approval Status</b> Pending</td></tr> <tr> <td><b>Misc Amt</b> 0.00</td><td><b>Added By</b> V_TRN_FINUSER001 <b>c</b></td></tr> <tr> <td><b>Freight</b> 0.00</td><td>V_TRN_FINUSER001</td></tr> <tr> <td><b>Sales Tax</b> 0.00</td><td><b>Attachments (0)</b> <b>d</b></td></tr> <tr> <td><b>Use Tax</b> 0.00</td><td></td></tr> <tr> <td><b>Entered VAT</b> 0.00</td><td></td></tr> </table> </div> <p>This section contains the following key fields:</p> <ol style="list-style-type: none"> <li><b>Terms</b> - displays the selected payment term for the Voucher</li> <li><b>Total</b> - displays the total amount of the Voucher</li> <li><b>Added By</b> - displays the Cardinal ID number of the processor who entered the Voucher</li> <li><b>Attachments</b> 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.</li> </ol>	<b>Transaction Currency</b> USD	<b>Terms</b> Net 30 <b>a</b>	<b>Total</b> 1,274.65 <b>b</b>	<b>Approval Status</b> Pending	<b>Misc Amt</b> 0.00	<b>Added By</b> V_TRN_FINUSER001 <b>c</b>	<b>Freight</b> 0.00	V_TRN_FINUSER001	<b>Sales Tax</b> 0.00	<b>Attachments (0)</b> <b>d</b>	<b>Use Tax</b> 0.00		<b>Entered VAT</b> 0.00	
<b>Transaction Currency</b> USD	<b>Terms</b> Net 30 <b>a</b>														
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<b>Freight</b> 0.00	V_TRN_FINUSER001														
<b>Sales Tax</b> 0.00	<b>Attachments (0)</b> <b>d</b>														
<b>Use Tax</b> 0.00															
<b>Entered VAT</b> 0.00															



## Accounts Payable Job Aid

### AP313 Approving Vouchers

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

Step	Action
	<p>The <b>Voucher Approval</b> section information.</p> <div data-bbox="313 375 1453 909">  </div> <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"> <li><b>Business Unit</b> and Voucher ID</li> <li><b>Multiple Approvers</b> link when it is a pooled approval. Clicking the <b>Multiple Approvers</b> link, displays a list of all the approvers in the pool</li> <li><b>Comments</b> field - use this space to enter comments if the Voucher is denied or pushed back</li> <li><b>Approve</b> button - click this button to approve the Voucher</li> <li><b>Deny</b> button - click this button to deny the Voucher or to send it back to the processor for updates. Comments must be entered in the <b>Comments</b> box when a Voucher is denied.</li> <li><b>Pushback</b> 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</li> <li><b>Add Comments</b> button - not used in Cardinal</li> <li><b>Hold</b> button - not used in Cardinal</li> </ol>
6.	<p>Click the <b>Line Information</b> tab.</p> <div data-bbox="313 1600 906 1659">  </div>

Step	Action
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The **Line Information** tab displays.

[Favorites](#) > [Main Menu](#) > [Worklist](#) > [My Worklist - Summary View](#) > [Approval Framework - Vouchers](#)

[Approval](#) | [Line Information](#) | [Charge Information](#)

**Business Unit** 15100      **Invoice Number** 126289  
**Voucher** 00005228      **Supplier** Xerox Corporation  
**Invoice Date** 06/05/2024      **ID** 0000003662

Line Number From  To  Of 1 [Fetch](#)

**Line Detail**      [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#)      First [1 of 1](#) Last

Line	Description	Quantity	Merchandise Amt
1		0.0000	1274.65

[Return to Search](#)   [Notify](#)

[Approval](#) | [Line Information](#) | [Charge Information](#)

7. Review the **Line Information** as needed.

Line Detail				Personalize	Find	View All	Print	Grid	First	1 of 1	Last
Line	Description	Quantity	Merchandise Amt								
1		0.0000	1274.65								

This section displays the following key information:

- Line - line number
- **Merchandise** Amt - total amount for the line

8. Click the **Charge Information** tab.

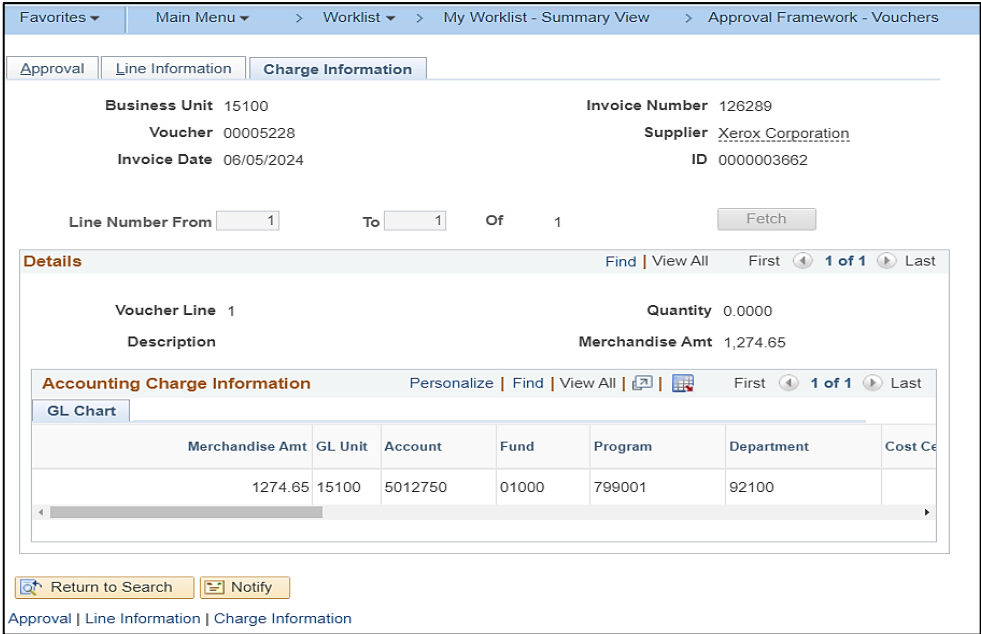
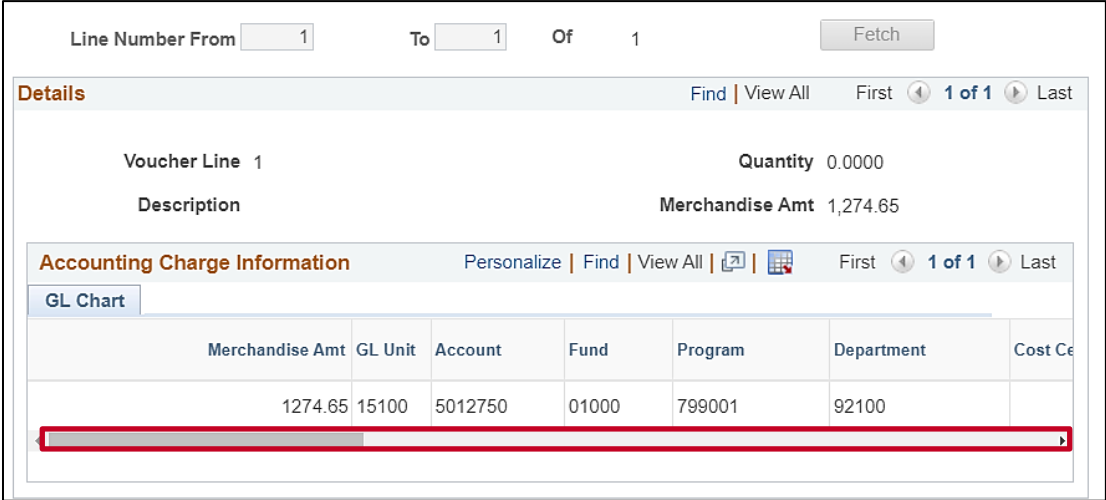

[Approval](#) | [Line Information](#) | [Charge Information](#)





# Accounts Payable Job Aid

## AP313 Approving Vouchers

Step	Action
	<p>The <b>Charge Information</b> tab displays.</p> 
9.	<p>Review the <b>Details</b> 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 <b>Approval</b> tab.</p> 

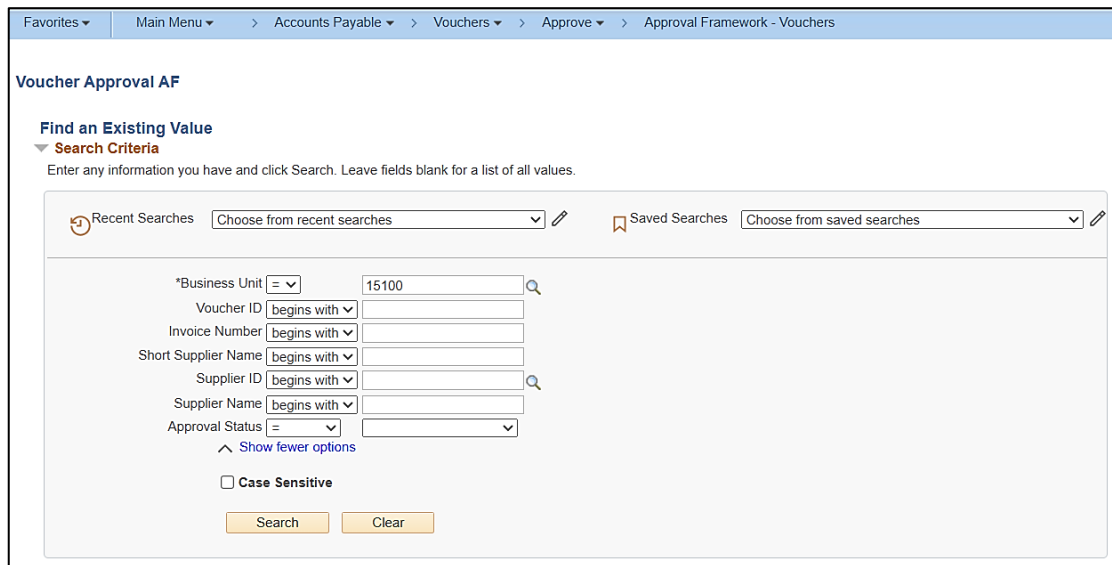
Step	Action
	<p>The <b>Approval</b> tab redisplay.</p> <div data-bbox="324 375 1315 837"> <p><b>Voucher Approval</b></p> <p>▼ BUSINESS_UNIT=15100, VOUCHER_ID=00005228:Pending <span>Start New Path</span></p> <p>COVA Standard Voucher Approval</p> <p>Pending <span>Multiple Approvers</span></p> <p>COVA Standard Voucher Approver <span>+</span></p> <p>254 characters remaining</p> <p>Approve Deny Pushback Add Comments Hold</p> <p>Return to Search Notify</p> <p>Approval   Line Information   Charge Information</p> </div>
11.	<p>Take the applicable approval action based on the following guidelines:</p> <ul style="list-style-type: none"> <li>• <b>Approve:</b> Click the <b>Approve</b> button to approve the Voucher. When a Voucher is approved it will be picked up by the nightly post process for posting.</li> <li>• <b>Deny:</b> Click the <b>Deny</b> button to deny or send a Voucher back to the preparer for deletion or updates. If the <b>Deny</b> button is clicked, a comment must be included in the <b>Comment</b> 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.</li> <li>• <b>Pushback:</b> If there are multiple levels of approval and the <b>Pushback</b> 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.</li> </ul>

### Approving Vouchers Using Direct Navigation to the Approval Page

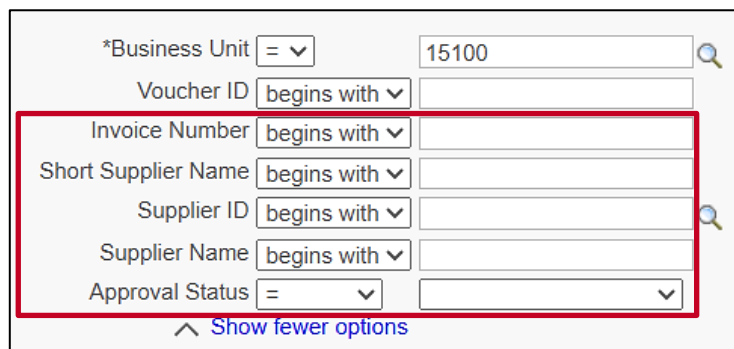
Vouchers can be reviewed by navigating to the **Approval Framework-Vouchers** page directly.

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

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”



## Accounts Payable Job Aid

### AP313 Approving Vouchers

Step	Action														
3.	<div>Click the <b>Search</b> button.</div> <div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div></div><div>Save Search Criteria</div></div></div>														
<div></div>	<div>If there is more than one Voucher matches the criteria entered, the search results will display a list. Select the Voucher to be reviewed.</div> <div>If there is only one Voucher, Cardinal opens the <b>Approval Framework – Vouchers</b> page for the Voucher.</div>														
<div>The <b>Approval Framework – Voucher</b> page displays.</div> <div><div><div><div>Favorites</div><div>Main Menu</div><div>Worklist</div><div>My Worklist - Summary View</div><div>Approval Framework - Vouchers</div></div><div><div>Approval</div><div>Line Information</div><div>Charge Information</div></div><div><div>Business Unit 15100</div><div>Voucher 00005228</div><div>Invoice Date 06/05/2024</div><div>Invoice Number 126289</div><div>Supplier Xerox Corporation</div><div>ID 0000003662</div></div><div><div>Voucher Details</div><div><div>Transaction Currency USD</div><div>Total 1,274.65</div><div>Misc Amt 0.00</div><div>Freight 0.00</div><div>Sales Tax 0.00</div><div>Use Tax 0.00</div><div>Entered VAT 0.00</div><div>Terms Net 30</div><div>Approval Status Pending</div><div>Added By V_TRN_FINUSER001</div><div>V_TRN_FINUSER001</div><div>Attachments (0)</div></div></div><div><div>Details</div><div>Personalize</div><div>Find</div><div>View All</div><div></div><div></div><div>First</div><div>1 of 1</div><div>Last</div><table><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><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></table></div><div><div>Voucher Approval</div><div><div>BUSINESS_UNIT=15100, VOUCHER_ID=00005228:Pending</div><div>COVA Standard Voucher Approval</div><div><div>Pending</div><div>Multiple Approvers</div><div>COVA Standard Voucher Approver</div></div></div><div><div>254 characters remaining</div><div>Approve</div><div>Deny</div><div>Pushback</div><div>Add Comments</div><div>Hold</div><div></div><div>Return to Search</div><div></div><div>Notify</div></div><div><div>Approval</div><div>Line Information</div><div>Charge Information</div></div></div></div></div>		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
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									
4.	<div>Go to the <a href="#">Approving Vouchers Using the Worklist</a> section of this job aid and follow <b>Steps 3-11</b> to review and take approval action on the Voucher.</div>														