



Entering a Purchase Order Voucher Overview

In Cardinal, Purchase Order (PO) Vouchers associate Vouchers to a contract through the PO. PO Vouchers are created by copying from a Receipt or a PO. In Cardinal, most online Vouchers are copied from the Receipt, except for professional services, and SiteManager PO Vouchers, which are copied from the PO.

The benefits to creating Vouchers from Receipts and POs include:

- A reduction in both time and effort by not having to re-key data to the Voucher
- Automated tracking of the amount and quantity remaining on the PO
- Automated cross-reference between POs and Vouchers

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes 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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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
7/6/2025	Baseline.

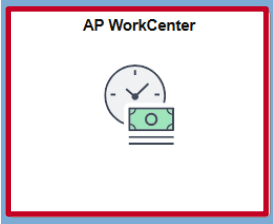
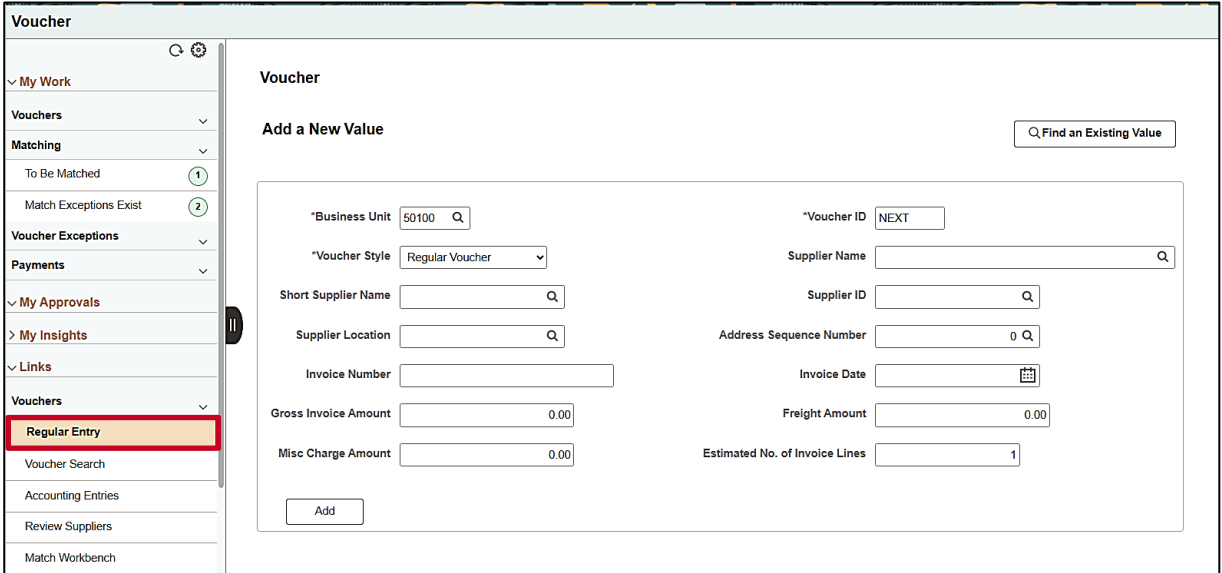


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Creating a PO Voucher

To create a PO Voucher, the associated Cardinal PO number or Receipt ID, or other information about the PO or Receipt, must be known in order to select the correct record. This may appear on the supplier's invoice.

Step	Action
1.	Navigate to the Regular Entry page by clicking the AP WorkCenter tile on the Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Vouchers > Regular Entry Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Regular Entry page using the following navigation path: NavBar > Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry



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Step	Action
	The Voucher Add a New Value page displays. Add a New Value Find an Existing Value *Business Unit50100 *Voucher IDNEXT *Voucher StyleRegular Voucher Supplier Name Short Supplier Name Supplier Location Invoice Number Gross Invoice Amount0.00 Misc Charge Amount0.00 Supplier ID Address Sequence Number0 Invoice Date Freight Amount0.00 Estimated No. of Invoice Lines1 Add
	The Business Unit field defaults for the Agency. The Voucher ID field defaults to “NEXT”. The Voucher Style field defaults to “Regular Voucher”. Do not change these values.
3.	Click the Add button. Add



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Step	Action
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The **Invoice Information** page displays by default.

4. Click the **Expand** icon for the **Copy From Source Document** section.

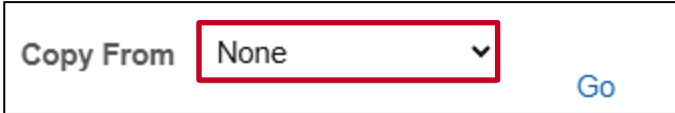
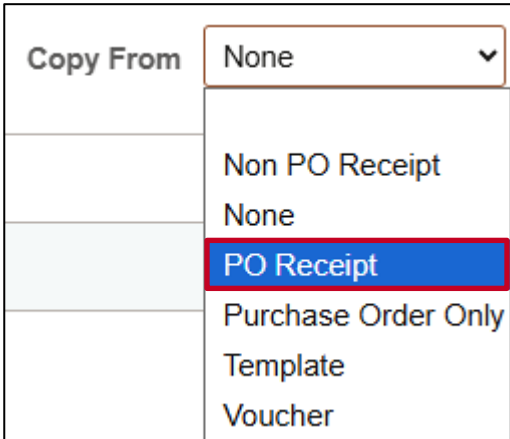
 **Copy From Source Document**

The **Copy From Source Document** section expands.



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Step	Action
5.	Enter or select the Business Unit in the PO Unit field. 
6.	Click the Copy From dropdown button. 
7.	Click the PO Receipt list item. 
	Select Purchase Order Only if the Invoice is for professional services or SiteManager.
8.	Click the Go link. 
	Do not click the Copy PO button.



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Step	Action
	The Copy Worksheet page displays. Business Unit 50100 Voucher ID NEXT Back to Invoice ▼ Receiver Lookup Criteria PO Business Unit *PO Date Option No Date Ship To Receipt Unit Receipt Number From *Recv Dt Opt No Date Receiver Line From Pro Number Carrier ID PO Number PO Date Receipt Number To Receipt Date Receiver Line To Packing Slip Bill of Lading Reset > Additional Search Criteria Max Rows to Return Search Copy Selected Lines
9.	In the Receiver Lookup Criteria section, enter the PO Business Unit number if applicable. PO Business Unit
	If copying from a Purchase Order only, this section displays as PO Lookup Criteria.
10.	Enter the PO Number (related to the Receipt) in the PO Number field. PO Number
	If the user does not know the PO Number, but has the Receipt Number(s): - Enter the Business Unit in the Receipt Unit field - Enter the applicable Receipt Number in the Receipt Number From field (Cardinal allows the entry of a range of Receipt Numbers if needed) Do not click the Copy Entire Document button.
11.	Click the Search button. Max Rows to Return Search



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Step	Action
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The **Select Receiver Lines** (or **Select PO Lines** if copying from Purchase Order only) section displays at the bottom of the page.

Business Unit 50100 Voucher ID NEXT [Back to Invoice](#)

▼ Receiver Lookup Criteria

PO Business Unit	50100	Q	PO Number	0001272844	Q
*PO Date Option	No Date	▼	PO Date		📅
Ship To		Q			
Receipt Unit		Q			
Receipt Number From		Q	Receipt Number To		
*Recv Dt Opt	No Date	▼	Receipt Date		📅
Receiver Line From			Receiver Line To		
Pro Number		Q	Packing Slip		Q
Carrier ID		Q	Bill of Lading		Q

> Additional Search Criteria

Max Rows to Return [Search](#) [Copy Selected Lines](#)

Select Receiver Lines | < < 1 of 9 > > | [View All](#)

PO Business Unit	50100	PO Number	0001272844	PO Date	08/09/2023
Receipt Unit	50100	Receipt Number	0002646837	Receipt Date	12/22/2025
Ship To	CNTRL OF2	Pro Number			
Carrier ID		Packing Slip			
Supplier ID	0000028758	Bill of Lading			

Wetland Studies & Solutions Inc ☒ Select All ☐ Deselect All

Select Receiver Lines | < < 1-1 of 1 > > | [View All](#)

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmatched Qty (VUOM)
☐	1	1		Contract Base Pricing	2758.44	HUR	1.00	2758.44	USD		2758.44

☒ Select All ☐ Deselect All

12. Click the **View All** link and use the scroll bar to see all the Receipts returned. The number of Receipt Lines (or PO Lines) displays ("1 of X").

| < < 1 of 9 > > | [View All](#)

PO Date 08/09/2023

Receipt Date 12/22/2025



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Step	Action
	For Purchase Orders with numerous Receipts, it is quicker to select the Find icon and enter the Receipt Number.    1 of 9   View All



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Step	Action																																																
	For this scenario, there is one Receipt Line for each Receipt. Select Receiver Lines Find View 1 First 1-9 of 9 Last PO Business Unit 50100 PO Number 0001272844 PO Date 08/09/2023 Receipt Unit 50100 Receipt Number 0002576504 Receipt Date 02/18/2025 Ship To CNTRL OF2 Pro Number Carrier ID Packing Slip Supplier ID 0000028758 Bill of Lading Wetland Studies & Solutions Inc Select All Deselect All Select Receiver Lines Personalize Find View All First 1 of 1 Last Main Information Contract Information UPN Information <table><thead><tr><th>Select</th><th>Receipt Line</th><th>Seq</th><th>Item ID</th><th>Description</th><th>Quantity</th><th>UOM</th><th>Unit Price</th><th>Merchandise Amount</th><th>Currency</th><th>Procurement Group ID</th><th>Un Qt</th></tr></thead><tbody><tr><td>☐</td><td>1</td><td>1</td><td></td><td>Contract Base Pricing</td><td>6108.0000</td><td>HUR</td><td>1.00000</td><td>6108.00</td><td>USD</td><td></td><td></td></tr></tbody></table> Select All Deselect All Select Receiver Lines Personalize Find View All First 1 of 1 Last PO Business Unit 50100 PO Number 0001272844 PO Date 08/09/2023 Receipt Unit 50100 Receipt Number 0002576656 Receipt Date 02/18/2025 Ship To CNTRL OF2 Pro Number Carrier ID Packing Slip Supplier ID 0000028758 Bill of Lading Wetland Studies & Solutions Inc Select All Deselect All Select Receiver Lines Personalize Find View All First 1 of 1 Last Main Information Contract Information UPN Information <table><thead><tr><th>Select</th><th>Receipt Line</th><th>Seq</th><th>Item ID</th><th>Description</th><th>Quantity</th><th>UOM</th><th>Unit Price</th><th>Merchandise Amount</th><th>Currency</th><th>Procurement Group ID</th><th>U Q</th></tr></thead><tbody><tr><td>☐</td><td>1</td><td>1</td><td></td><td>Contract Base Pricing</td><td>8090.0300</td><td>HUR</td><td>1.00000</td><td>8090.03</td><td>USD</td><td></td><td></td></tr></tbody></table> Select All Deselect All	Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Un Qt	☐	1	1		Contract Base Pricing	6108.0000	HUR	1.00000	6108.00	USD			Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	U Q	☐	1	1		Contract Base Pricing	8090.0300	HUR	1.00000	8090.03	USD		
Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Un Qt																																						
☐	1	1		Contract Base Pricing	6108.0000	HUR	1.00000	6108.00	USD																																								
Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	U Q																																						
☐	1	1		Contract Base Pricing	8090.0300	HUR	1.00000	8090.03	USD																																								
	If the PO is for Professional Services, the PO will be set to Amount Only and the Merchandise Amount field will be open for update on the Copy Worksheet page. Otherwise, the PO will be set to Quantity and the Quantity field will be open for updates on the Copy Worksheet page as shown. VERY IMPORTANT: If the Invoice received is to pay for a partial PO Quantity or Merchandise Amount, the Quantity or Merchandise Amount field must be adjusted to match the Invoiced amounts on the Copy Worksheet page before copying the Receipt or PO into the Voucher. If the Invoice is charging for an item that does not show up as being received here, contact the Purchasing Staff.																																																



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Step	Action																								
14.	Adjust the Quantity or Merchandise amounts if necessary. Select Receiver Lines < < 1-1 of 1 > > View All Main Information Contract Information UPN Information <table><thead><tr><th>Select</th><th>Receipt Line</th><th>Seq</th><th>Item ID</th><th>Description</th><th>Quantity</th><th>UOM</th><th>Unit Price</th><th>Merchandise Amount</th><th>Currency</th><th>Procurement Group ID</th><th>Unmatched Qty (VUOM)</th></tr></thead><tbody><tr><td>☐</td><td>1</td><td>1</td><td></td><td>Contract Base Pricing</td><td>2758.44</td><td>HUR</td><td>1.00</td><td>2758.44</td><td>USD</td><td></td><td>2758.44</td></tr></tbody></table> ☒ Select All ☐ Deselect All	Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmatched Qty (VUOM)	☐	1	1		Contract Base Pricing	2758.44	HUR	1.00	2758.44	USD		2758.44
Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmatched Qty (VUOM)														
☐	1	1		Contract Base Pricing	2758.44	HUR	1.00	2758.44	USD		2758.44														
15.	Click the Select checkbox to the left of the Receipt Line (or PO Line) to be copied to the Voucher. Select ☐																								
i	Repeat Steps 15-16 for each Receipt or PO to be copied to the Voucher.																								



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Step	Action																																																
16.	Click the Select All link for each Receipt/PO if all Receipt/PO Lines should be copied. Note: To deselect all rows, click the Deselect All link for each Receipt/PO. To deselect a checked row, select the applicable checkbox again. Ship To CNTRL OF2 Pro Number Carrier ID Packing Slip Supplier ID 0000028758 Bill of Lading Wetland Studies & Solutions Inc ☒ Select All ☐ Deselect All Select Receiver Lines 1-1 of 1 View All Main Information Contract Information UPN Information <table><tr><th>Select</th><th>Receipt Line</th><th>Seq</th><th>Item ID</th><th>Description</th><th>Quantity</th><th>UOM</th><th>Unit Price</th><th>Merchandise Amount</th><th>Currency</th><th>Procurement Group ID</th><th>Unmatched Qty (VUOM)</th></tr><tr><td>☒</td><td></td><td>1</td><td>1</td><td>Contract Base Pricing</td><td>2758.44</td><td>HUR</td><td>1.00</td><td>2758.44</td><td>USD</td><td></td><td>2758.44</td></tr></table> ☒ Select All ☐ Deselect All PO Business Unit 50100 PO Number 0001272844 PO Date 08/09/2023 Receipt Unit 50100 Receipt Number 0002646838 Receipt Date 12/22/2025 Ship To CNTRL OF2 Pro Number Carrier ID Packing Slip Supplier ID 0000028758 Bill of Lading Wetland Studies & Solutions Inc Select Receiver Lines 1-1 of 1 View All Main Information Contract Information UPN Information <table><tr><th>Select</th><th>Receipt Line</th><th>Seq</th><th>Item ID</th><th>Description</th><th>Quantity</th><th>UOM</th><th>Unit Price</th><th>Merchandise Amount</th><th>Currency</th><th>Procurement Group ID</th><th>Unmatched Qty (VUOM)</th></tr><tr><td>☒</td><td></td><td>1</td><td>1</td><td>Contract Base Pricing</td><td>3349.58</td><td>HUR</td><td>1.00</td><td>3349.58</td><td>USD</td><td></td><td>3349.58</td></tr></table> ☒ Select All ☐ Deselect All	Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmatched Qty (VUOM)	☒		1	1	Contract Base Pricing	2758.44	HUR	1.00	2758.44	USD		2758.44	Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmatched Qty (VUOM)	☒		1	1	Contract Base Pricing	3349.58	HUR	1.00	3349.58	USD		3349.58
Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmatched Qty (VUOM)																																						
☒		1	1	Contract Base Pricing	2758.44	HUR	1.00	2758.44	USD		2758.44																																						
Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmatched Qty (VUOM)																																						
☒		1	1	Contract Base Pricing	3349.58	HUR	1.00	3349.58	USD		3349.58																																						
17.	Click the Copy Selected Lines button above the Select Receiver Lines (or Select PO Lines) section once all adjustments have been made and the applicable Lines are selected. Max Rows to Return Search Copy Selected Lines Select Receiver Lines 1-9 of 9 View 1																																																



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Step	Action																								
	The Invoice Information page redispays with the selected information copied. Invoice Information Payments Voucher Attributes Business Unit 50100 Invoice No Invoice Total Line Total 6,108.02 *Currency USD Miscellaneous Freight Total 6,108.02 Difference 0.00 Non Merchandise Summary Session Defaults Comments(0) Attachments(0) Template List Advanced Supplier Search Supplier Hierarchy Supplier 380 Voucher ID NEXT Accounting Date 04/19/2026 Voucher Style Regular Voucher *Pay Terms 30 Net 30 Invoice Date Basis Date Type Prompt Payment Invoice Receipt Date Goods & Services Receipt Date 12/22/2025 Final Voucher Supplier ID 0000028758 Control Group ShortName WETLAND ST-001 Location MAIN *Address 2 Responsible Org 11046 Customer Account # ROW Acquisition ID Incomplete Voucher Save Save For Later Action Run Calculate Print Copy From Source Document PO Unit PO Number Copy PO Copy From None Go Invoice Lines Line 1 Copy Down *Distribute by Quantity Item Quantity 2,758.44 UOM HJR Unit Price 1.00 Line Amount 2,758.44 Multi-SpeedCharts SpeedChart Ship To CNTRL OF2 Description Contract Base Pricing Packing Slip Contract Info 000000000000000000005111111101 Purchase Order 501000001272844111 Associate Receiver(s) Force Price Adjust PO Percentage Allocate by Percentage One Asset UPN Calculate Distribution Lines GL Chart Exchange Rate Statistics Assets ID <table><thead><tr><th>Copy Down</th><th>Line</th><th>PO Percent</th><th>Percent</th><th>Merchandise Amt</th><th>Quantity</th><th>*GL Unit</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th></tr></thead><tbody><tr><td>☐</td><td>1</td><td>100.0000</td><td>100.0000</td><td>2,758.44</td><td>2758.4400</td><td>50100</td><td>5012680</td><td>04720</td><td>514008</td><td>10011</td><td>12110004</td></tr></tbody></table> Save Save For Later Notify Refresh Add Update/Display	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	☐	1	100.0000	100.0000	2,758.44	2758.4400	50100	5012680	04720	514008	10011	12110004
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center														
☐	1	100.0000	100.0000	2,758.44	2758.4400	50100	5012680	04720	514008	10011	12110004														

i

Pay Terms are copied over from the PO/Receipt and will be overwritten if entered by the user prior to copying the PO/Receipt. Be sure to check the Pay Terms prior to saving the Voucher.

The **Supplier Information**, **Goods & Services Receipt Date**, and the **Invoice Lines** sections are populated with the Receipt data (or PO data if the PO is copied).

The **Address** field value can be changed, but the **Supplier ID** field should not be changed since it matches the PO or Receipt.

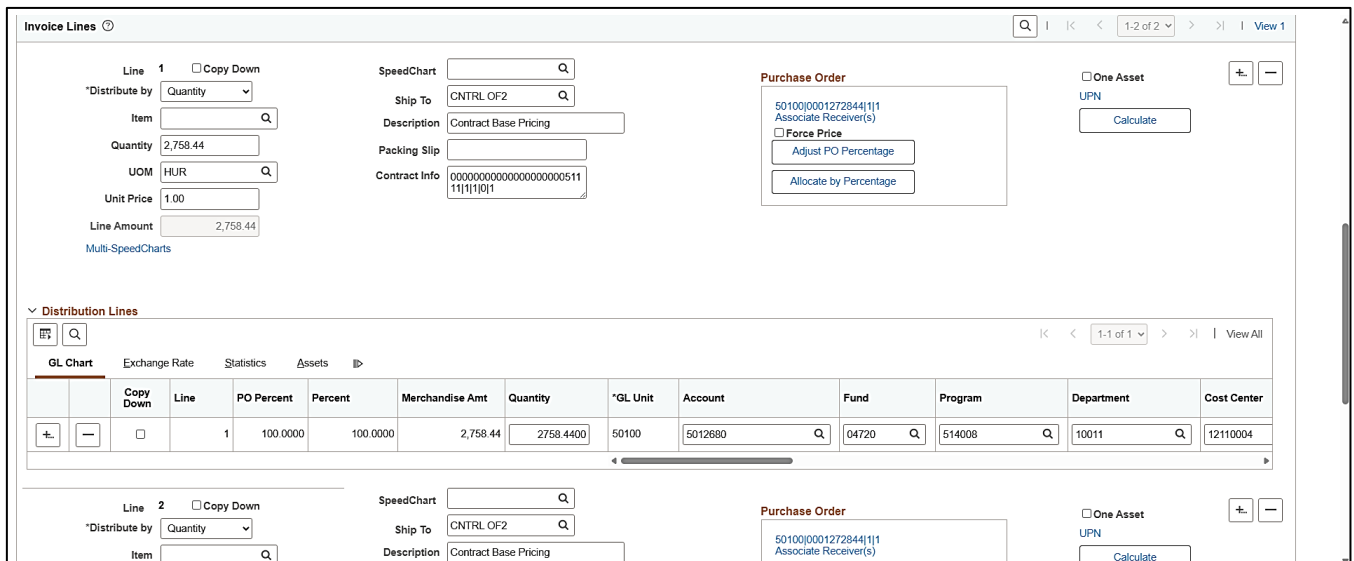


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Step	Action
18.	Enter the applicable Invoice number in the Invoice No field. 
19.	On the right-hand side of the Invoice Lines section, the number of Invoice Lines display as “1 of X” (in this scenario “1 of 2” since two Lines were selected to be copied). Click the View All link. 

The **Invoice Lines** display.



The screenshot shows the 'Invoice Lines' interface. At the top, there's a search bar and navigation controls. Below, 'Line 1' is selected, showing details like 'Distribute by', 'Quantity' (2,758.44), 'UOM' (HUR), and 'Unit Price' (1.00). The 'Line Amount' is 2,758.44. To the right, there's a 'Purchase Order' section with a 'Force Price' checkbox and buttons for 'Adjust PO Percentage' and 'Allocate by Percentage'. Below this is the 'Distribution Lines' section, which contains a table with columns: Copy Down, Line, PO Percent, Percent, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Program, Department, and Cost Center. The table has one row with values: Copy Down (checkbox), Line (1), PO Percent (100.0000), Percent (100.0000), Merchandise Amt (2,758.44), Quantity (2758.4400), *GL Unit (50100), Account (5012680), Fund (04720), Program (514008), Department (10011), and Cost Center (12110004). At the bottom, 'Line 2' is partially visible, showing similar details.



Use the scrollbar to view all Lines as applicable.



If PO/Receipt Lines were copied that should not be included, cancel the Voucher and reenter it making sure to only select the needed PO/Receipt Lines on the **Copy Worksheet** page. Once an Invoice line is copied into the Voucher from the PO/Receipt, it cannot be deleted.



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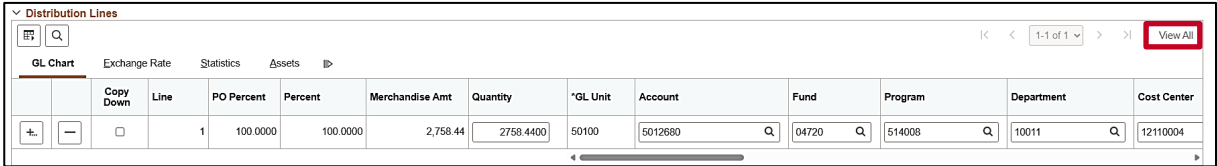
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Step	Action																
20.	Click the PO link in the Purchase Order section to verify the PO and Receipt Numbers for each Invoice Line copied. The PO link will display as the Business Unit, PO Number, xxx, and xxx separated by vertical bars (). Purchase Order 50100 0001272844 1 1 Associate Receiver(s) ☐ Force Price Adjust PO Percentage Allocate by Percentage																
The View Source PO/Receiver Information page displays in a pop-up window. View Source PO/Receiver Information Unit 50100 Voucher NEXT Line 1 *Line Match Option Full Match PO Number Receipt Number <table><tr><th>PO Unit</th><th>PO No.</th><th>PO Line</th><th>PO Schedule</th><th>Receipt Unit</th><th>Receipt Number</th><th>Line</th><th>Schedule</th></tr><tr><td>50100</td><td>0001272844</td><td>1</td><td>1</td><td>50100</td><td>0002646837</td><td>1</td><td>1</td></tr></table> > PO/Receipt Comments OK Cancel Refresh		PO Unit	PO No.	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule	50100	0001272844	1	1	50100	0002646837	1	1
PO Unit	PO No.	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule										
50100	0001272844	1	1	50100	0002646837	1	1										
	It is important to ensure that the PO Number/Receipt Number is attached to the Voucher to ensure the PO Activity Summary is correctly represented.																
21.	Click the OK button to return to the Invoice Information page. OK Cancel Refresh																



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Step	Action
22.	Repeats Steps 21–22 for each line copied into the Voucher.
	One Invoice Line on a Voucher may have one or more Distribution Lines as copied from the PO. On the Distribution Lines section to the right, the number of Lines displays as “1 of X”.
23.	Click the View All link and use the scrollbar to view all Distribution Lines populated. Otherwise, proceed to the next Step. In this example scenario, there is only one Distribution Line for each Invoice Line. 
	The ChartField values on the Distribution Line(s) can be changed as needed. The PO/Receipt will remain attached to the Invoice Line for each Distribution Line.
24.	Make the applicable updates to the Distribution Line(s) as needed.
25.	If changes are needed to the Distribution Lines, see the Updating Distribution Lines section of this Job Aid for instructions.
26.	Enter the Invoice Date in the Invoice Date field.
	
27.	Enter the Invoice Receipt Date in the Invoice Receipt Date field.
	
28.	Review the Responsible Org field and verify and/or update this field as applicable.
	
29.	If the Customer Account number is listed on the Invoice, add it in the Customer Account # field. Otherwise, proceed to the next Step.
	



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Step	Action
30.	Review the Total field at the top right of the Invoice Information page and ensure accuracy. Invoice Total Line Total6,108.02 *CurrencyUSD Miscellaneous Freight Total6,108.02 Difference0.00
i	The Total field only requires an update when the Copy Selected Lines functionality is used multiple times.
i	More than one PO can be paid on a single Voucher if they are all for the same supplier. To copy receipts for additional PO's, go to the Copy From Source Document section as many times as needed. Note: The PO Unit field under the Copy From Source Document field is not open for entry when copying additional Receipts or POs into a Voucher. The Copy From field needs to be populated and then click the Go link to open the Copy Worksheet page. The PO Unit is then entered on the Copy Worksheet page.
31.	Click the Save button. Save Save For Later
32.	Record the Voucher Number assigned by Cardinal in the Voucher ID field. SummaryRelated DocumentsInvoice InformationPaymentsVoucher AttributesError Summary Business Unit50100 Voucher ID01863947 Voucher StyleRegular Voucher Invoice NoTFP125894 Accounting Date04/19/2026 *Pay Terms30 Net 30



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Step	Action																								
	The Voucher should be in balance, and the Difference field should display “0.0” in the Invoice Total section. There are some instances when the Invoice is not balanced. A difference of 1 or 2 cents usually indicates a rounding difference between the Invoice amount and PO/Receipt amount. The difference is displayed on the Invoice Information page. Rounding differences are easily corrected by selecting the Invoice Information tab. On the Invoice Lines section, select the Distribute by dropdown and update the Amount field.																								
33.	Click the Related Documents tab. Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary																								
The Related Documents page displays. Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Business Unit 50100 Invoice No TFP125894 Invoice Date 04/13/2026 Action Run Voucher ID 01863947 Invoice Date 04/13/2026 Action Run Voucher Style Regular Voucher Supplier ID 0000028758 Payment Details 1-1 of 1 View All <table><tr><th>Actions</th><th>Details</th><th>Payment Status</th><th>Scheduled to Pay</th><th>Payment Reference</th><th>Remit SetID</th><th>Remit Supplier</th><th>Remitting Address</th><th>Payment Method</th><th>Gross Payment Amount</th><th>Paid Amount</th><th>Payment Currency</th></tr><tr><td> Actions </td><td> Details </td><td>Not Selected for Payment</td><td>05/17/2026</td><td></td><td>STATE</td><td>0000028758</td><td></td><td>3 ACH</td><td>6,108.02</td><td></td><td>USD</td></tr></table> > Voucher Line - PO Information > Voucher Line - Receiver Information Save Notify Refresh Add Update/Display Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary		Actions	Details	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency	Actions	Details	Not Selected for Payment	05/17/2026		STATE	0000028758		3 ACH	6,108.02		USD
Actions	Details	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency														
Actions	Details	Not Selected for Payment	05/17/2026		STATE	0000028758		3 ACH	6,108.02		USD														
34.	Click the Expand icon for the Voucher Line – PO Information and Voucher Line – Receiver Information sections. > Voucher Line - PO Information > Voucher Line - Receiver Information																								



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Step

Action

The page refreshes and the selected lines display.

▼ Voucher Line - PO Information

<<

<

1-2 of 2

>

>>

View All

	Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	Quantity Vouchered	Unit of Measure	Unit Price
	1	Full Match	50100	0001272844	1	1		2758.4400	HUR	1.00000
	2	Full Match	50100	0001272844	1	1		3349.5800	HUR	1.00000

▼ Voucher Line - Receiver Information

<<

<

1-2 of 2

>

>>

View All

	Invoice line	Receiving Business Unit	Receipt Number	Receipt Line	Receiver Shipping Sequence	Quantity Entered	Unit of Measure	Applied Receiver Merch Amt	Merchandise Amount Received	
	1	50100	0002646837	1		1	2758.4400	HUR	2758.440	2758.440
	2	50100	0002646838	1		1	3349.5800	HUR	3349.580	3349.580

35.

Verify that all POs and Receipts related to the Supplier Invoice are listed.



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Step	Action
	Cardinal batch processes run periodically during the daily batch processing. The Summary page displays the statuses. Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Business Unit 50100 Invoice Date 04/13/2026 Voucher ID 01863947 Invoice No TFP125894 Voucher Style Regular Invoice Total 6,108.02 USD Supplier Name Wetland Studies & Solutions Inc 5300 Wellington Branch Drive Suite 100 VA10047264 EVAAD35495 Gainesville, VA 20155 Entry Status Postable Pay Terms Net 30 Match Status Ready Voucher Source Online Approval Status Pending Origin ONL Post Status Unposted Created On 04/19/2026 3:47PM Budget Status Not Chk'd Created By 00762233800 Budget Misc Status Valid Last Update 04/19/2026 4:06PM *View Related Payment Inquiry Go ERS Type Not Applicable Close Status Open Notify Refresh Add Update/Display Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Updating Distribution Lines

This section of the Job Aid will focus specifically on the **Invoice Lines** and/or **Distribution Lines** section of the **Invoice Information** page and will walk through the steps to make updates in this particular section of the page only.

SpeedCharts vs. Multi-SpeedCharts

Single ChartField:

For a single SpeedChart, use the **SpeedChart** field on the Line to change the Distribution Line for a single Line Voucher.

The screenshot shows the 'Invoice Lines' interface. At the top, there's a search bar and navigation controls. Below, the 'Line 1' section includes fields for 'Distribute by' (Quantity), 'Item', 'Quantity' (2,758.44), 'UOM' (HUR), 'Unit Price' (1.00), and 'Line Amount' (2,758.44). A 'SpeedChart' field is highlighted with a red box, containing the value '0000100000'. To the right, the 'Purchase Order' section shows 'Ship To' (CNTRL OF2), 'Description' (Contract Base Pricing), 'Packing Slip', and 'Contract Info' (0000000000000000000000005111111101). Below this, the 'Distribution Lines' section is expanded, showing a table with columns: GL Chart, Exchange Rate, Statistics, Assets, Copy Down, Line, PO Percent, Percent, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Program, Department, and Cost Cen. The table contains one row with values: 1, 100.0000, 100.0000, 2,758.44, 2758.4400, 50100, 5012680, 04720, 514008, 10011.

Enter the applicable SpeedChart in the **SpeedChart** field and the applicable **Distribution Lines** fields will auto-populate.

Review to ensure all required fields are populated. If any required fields are blank, fill in the applicable information.



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Multi-SpeedCharts:

The screenshot displays the 'Invoice Lines' interface. At the top, there's a search bar and navigation controls. The main section is divided into several panels:

- Line 1**: Includes a 'Copy Down' checkbox, a 'Distribute by' dropdown (set to 'Quantity'), and input fields for 'Item', 'Quantity' (2,758.44), 'UOM' (HUR), 'Unit Price' (1.00), and 'Line Amount' (2,758.44). A 'Multi-SpeedCharts' link is visible below the Line Amount.
- SpeedChart**: A search field.
- Ship To**: A search field with 'CNTRL OF2' entered.
- Description**: A text field with 'Contract Base Pricing' entered.
- Packing Slip**: A search field.
- Contract Info**: A text field with a long alphanumeric string.
- Purchase Order**: A section with a 'Calculate' button and options for 'Force Price', 'Adjust PO Percentage', and 'Allocate by Percentage'.
- One Asset**: A checkbox and a 'UPN' field.

Below these panels is the 'Distribution Lines' section, which includes a table with columns for GL Chart, Exchange Rate, Statistics, Assets, and a table with columns for Copy Down, Line, PO Percent, Percent, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Program, Department, and Cost Center. The table shows one distribution line with values: Line 1, PO Percent 100.0000, Percent 100.0000, Merchandise Amt 2,758.44, Quantity 2,758.4400, *GL Unit 50100, Account 5012680, Fund 04720, Program 514008, Department 10011, and Cost Center 12110004.

Use the **Multi-SpeedCharts** link to append additional Line(s) or overwrite the Distribution Line with multiple Distribution Lines on the Voucher Line.

The Multi-SpeedChart functionality is useful for keying AP Transmittal forms that have multiple accounting lines with different SpeedCharts (**Fund/Program** and **Department/FIPS** (if SpeedChart is a Project)).

ChartFields populate after the SpeedChart is entered, and ChartFields when entering multiple do not have to be rekeyed on the Distribution Lines.

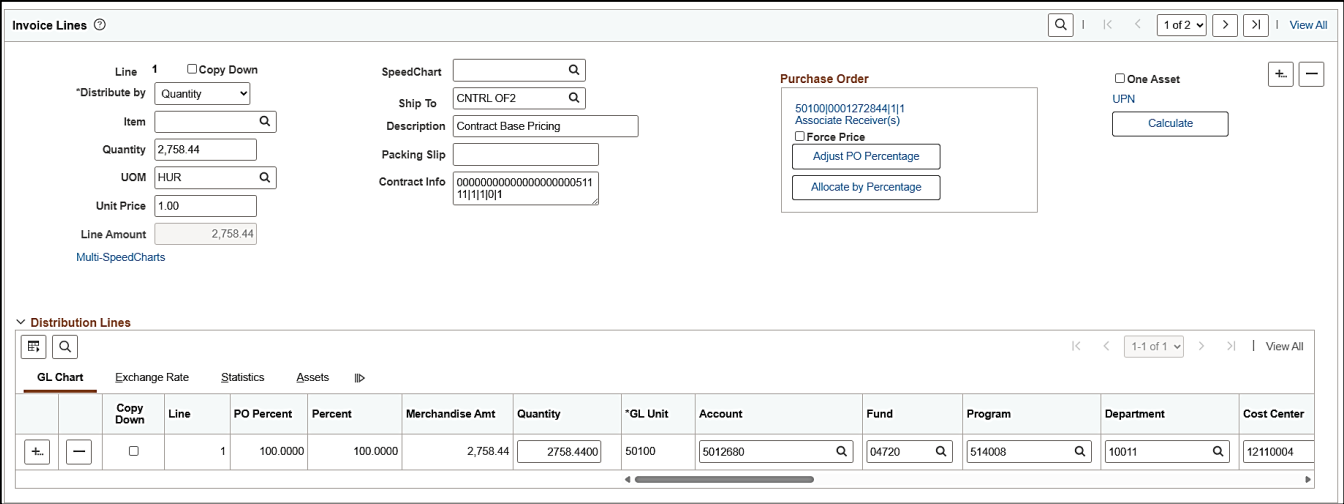
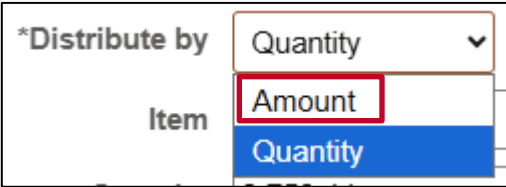
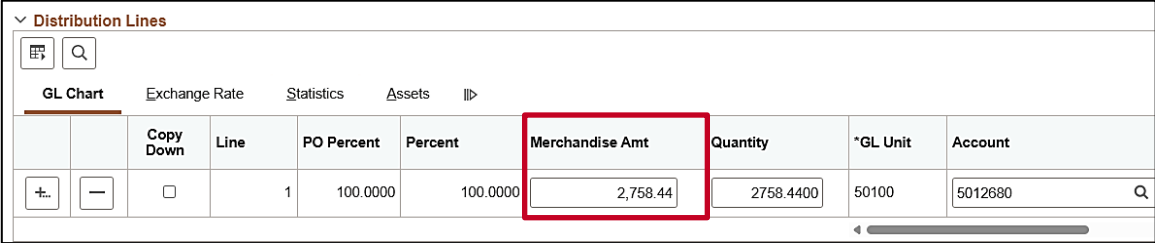
The **Calculate** button on the Invoice Line may need to be clicked to balance the line after making updates to the Distribution Lines.



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

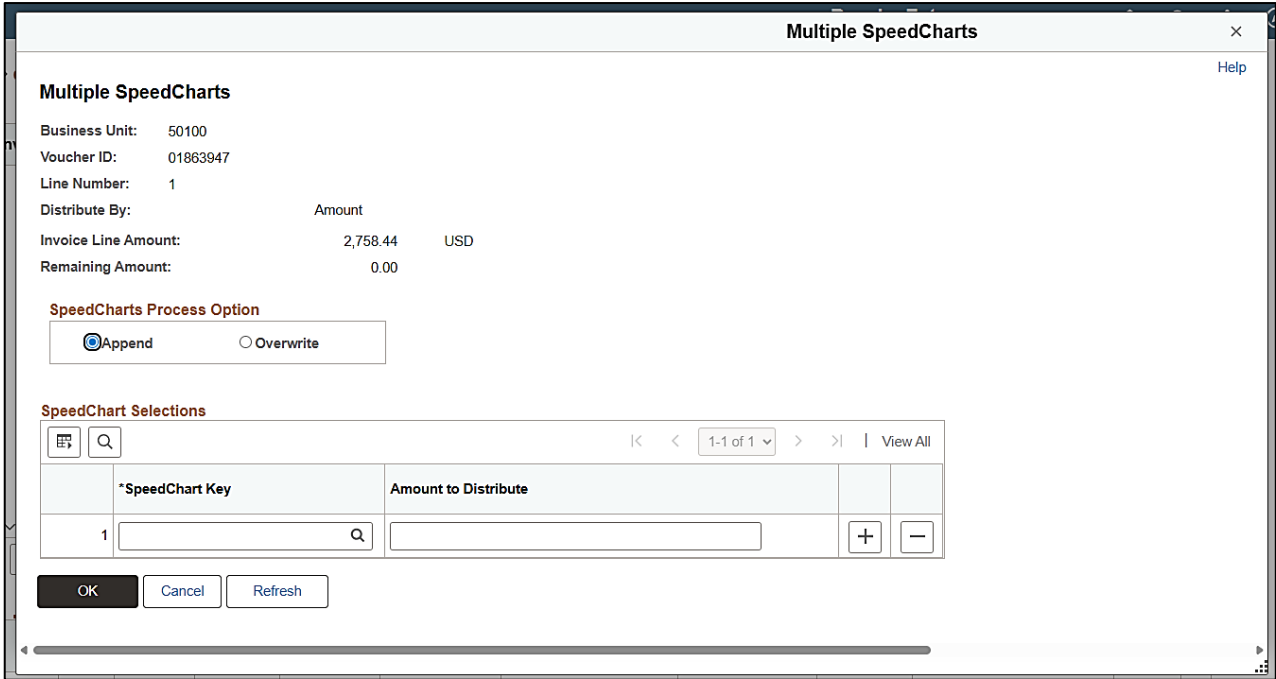
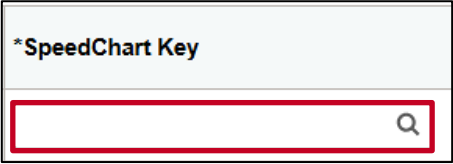
Appending (Adding) Distribution Line(s) using Multi-SpeedCharts Functionality

Step	Action
The Invoice Lines section. 	
1.	Click the Distribute by dropdown button and select “Amount”. 
	This opens the Merchandise Amt field on the Distribution Line for data entry. AP Transmittal forms with multiple accounting lines distribute by Amount rather than Quantity. 
2.	Click the Multi-SpeedCharts link. 



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Step	Action
	The Multiple SpeedCharts page displays in a pop-up window. 
3.	Verify that the Distribute By field displays “Amount”. 
	In the SpeedChart Process Options section, the Append radio button is selected by default. Do not change it.
4.	Enter or select the SpeedChart in the SpeedChart Key field for the additional Distribution Line. 
	The Amount to Distribute field can be left blank and the amounts can be adjusted on the Invoice Information page. 

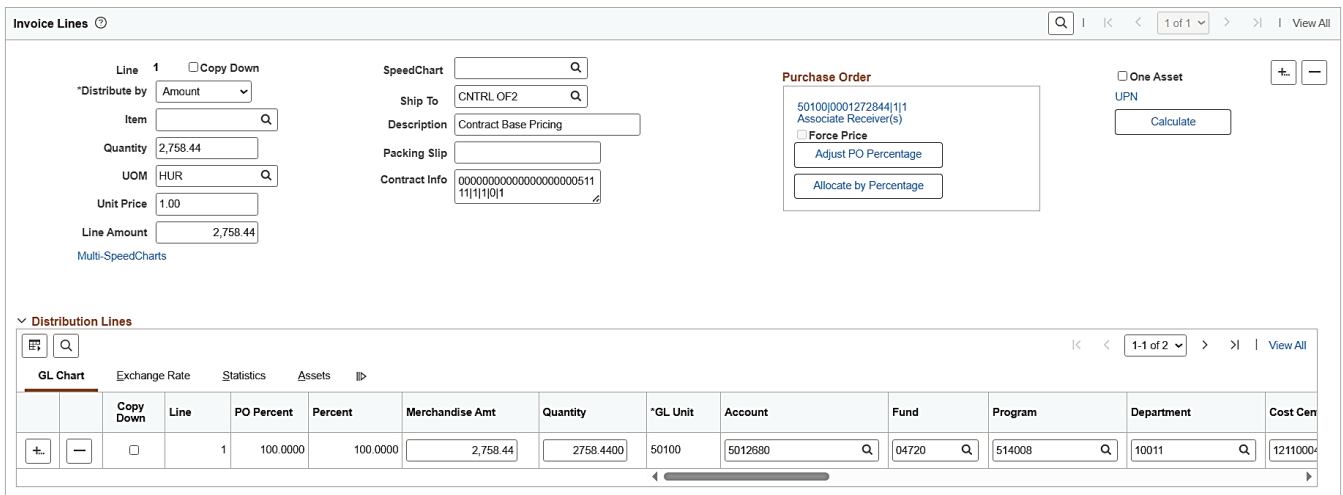


Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Step	Action
5.	If needed, click the Add a New Row (+) icon to add additional SpeedChart Keys and repeat Step 4 . 
6.	Repeat Steps 4-5 until all SpeedChart Keys have been added.
7.	Click the OK button to return to the Invoice Information page. 

The **Invoice Lines** section redisplay.



Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Cent
☐	1	100.0000	100.0000	2,758.44	2758.4400	50100	5012680	04720	514008	10011	1211000

7.	Click the View All link to see all the Distribution Lines that were added. 
----	--



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Step	Action
------	--------

The page refreshes and all Distribution Lines display.

Invoice Lines

Line 1 ☐ Copy Down

*Distribute by: Amount

Item: [Search]

Quantity: 2,758.44

UOM: HUR

Unit Price: 1.00

Line Amount: 2,758.44

Multi-SpeedCharts

SpeedChart: [Search]

Ship To: CNTRL OF2

Description: Contract Base Pricing

Packing Slip: [Search]

Contract Info: 000000000000000000051111|1|1|0|1

Purchase Order

50100|0001272844|1|1
Associate Receiver(s)

☐ Force Price

Adjust PO Percentage

Allocate by Percentage

☐ One Asset

UPN

Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets								
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Cen
☐	1	100.0000	100.0000	2,758.44	2758.4400	50100	5012680	04720	514008	10011	12110000
☐	2	100.0000		0.00		50100		04720	603024	12090	

8. Update the **Merchandise Amt** field (or **Quantity** field, if open) to distribute the amount for the additional Distribution Line(s).

For this scenario, the amount will be split 50/50.

Merchandise Amt	Quantity
2,758.44	2758.4400
0.00	

9. Review the additional distribution and ensure all required fields are filled. If not, make updates as applicable.

10. Click the **Allocate by Percentage** button in the **Purchase Order** section of the **Invoice Lines** section to allow the system to distribute the Quantity to each Distribution Line.

Purchase Order

50100|0001272844|1|1
Associate Receiver(s)

☐ Force Price

Adjust PO Percentage

Allocate by Percentage



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

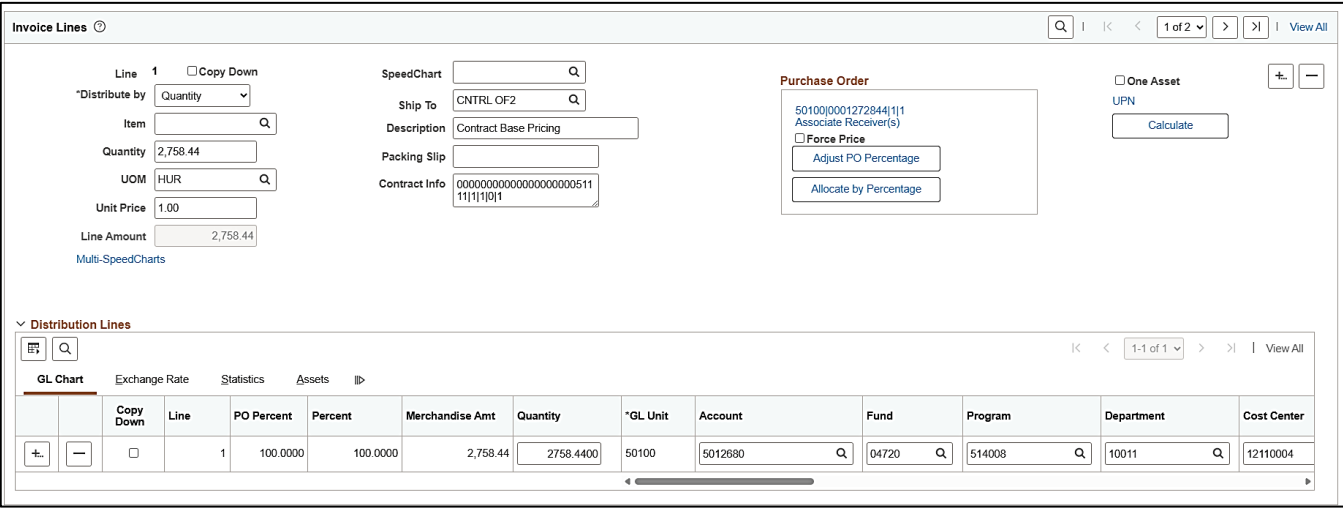
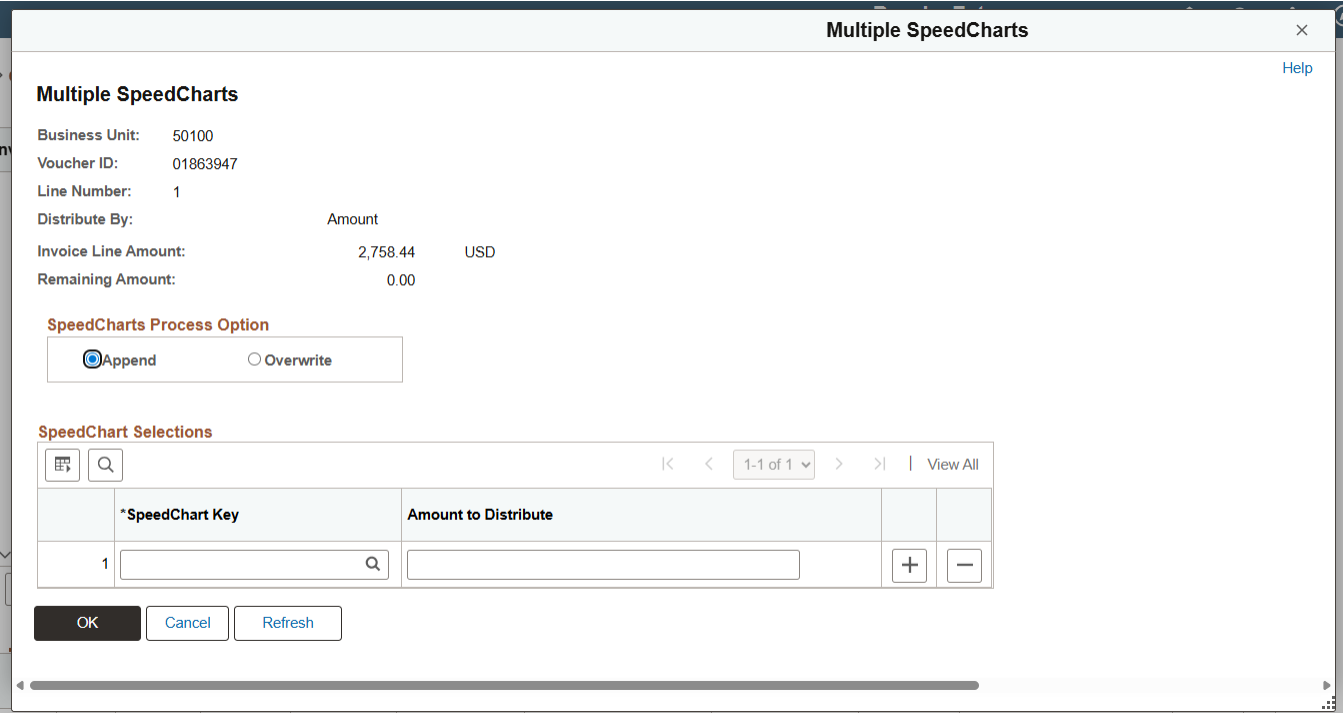
Step	Action																																										
	The page refreshes with the applicable updates. Invoice Lines ⓘ Line 1 ☐ Copy Down *Distribute by Amount Item Quantity 2,758.44 UOM HUR Unit Price 1.00 Line Amount 2,758.44 Multi-SpeedCharts SpeedChart Ship To CNTRL OF2 Description Contract Base Pricing Packing Slip Contract Info 000000000000000000051111111101 Purchase Order 50100 0001272844 1 1 Associate Receiver(s) ☐ Force Price ☐ Adjust PO Percentage ☐ Allocate by Percentage ☐ One Asset UPN Calculate ✓ Distribution Lines GL Chart Exchange Rate Statistics Assets ▶ <table><thead><tr><th></th><th></th><th>Copy Down</th><th>Line</th><th>PO Percent</th><th>Percent</th><th>Merchandise Amt</th><th>Quantity</th><th>*GL Unit</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Cen</th></tr></thead><tbody><tr><td>☐</td><td>☐</td><td>☐</td><td>1</td><td>100.0000</td><td>50.0000</td><td> 1,379.22 </td><td> 1379.2200 </td><td>50100</td><td> 5012680 </td><td> 04720 </td><td> 514008 </td><td> 10011 </td><td> 12110004 </td></tr><tr><td>☐</td><td>☐</td><td>☐</td><td>2</td><td>100.0000</td><td>50.0000</td><td> 1,379.22 </td><td> 1379.2200 </td><td>50100</td><td> 5012680 </td><td> 04720 </td><td> 603024 </td><td> 12090 </td><td> 12110004 </td></tr></tbody></table>			Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Cen	☐	☐	☐	1	100.0000	50.0000	1,379.22	1379.2200	50100	5012680	04720	514008	10011	12110004	☐	☐	☐	2	100.0000	50.0000	1,379.22	1379.2200	50100	5012680	04720	603024	12090	12110004
		Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Cen																														
☐	☐	☐	1	100.0000	50.0000	1,379.22	1379.2200	50100	5012680	04720	514008	10011	12110004																														
☐	☐	☐	2	100.0000	50.0000	1,379.22	1379.2200	50100	5012680	04720	603024	12090	12110004																														



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

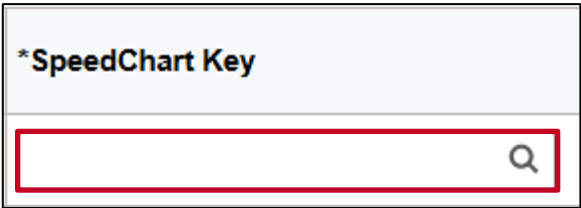
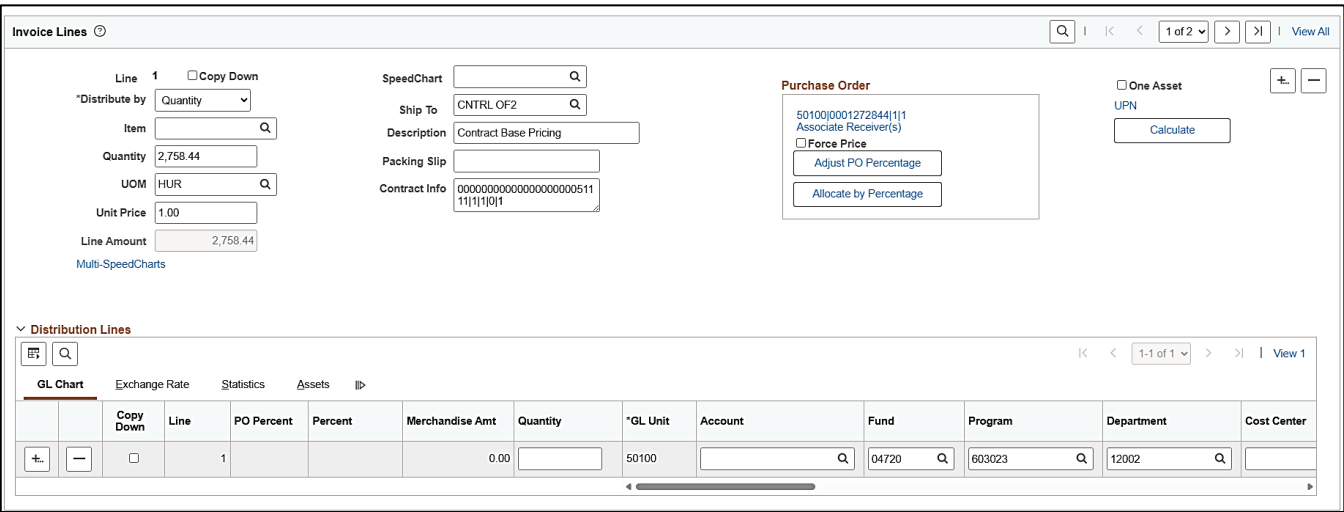
Overwriting Distribution Lines

Step	Action
	Invoice Information page.  1. In the Invoice Lines section, click the Multi-SpeedCharts link. 
	The Multiple SpeedCharts page displays. 

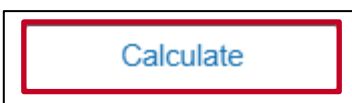


Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Step	Action
2.	Select the Overwrite radio button option. 
3.	Enter or select the SpeedChart Key for the Distribution Line in the SpeedChart Key field. 
4.	Click the Add a New Row (+) icon to add a new Distribution Line if applicable. 
5.	Repeat Steps 3-4 until all SpeedChart Keys have been added.
6.	Click the OK button to return to the Invoice Information page. 
The Invoice Information page displays. 	
7.	Update any other required fields for the Distribution Line(s) as needed.

AP312 Entering a Purchase Order Voucher (VDOT Only)

Step	Action
	The Distribution Lines Quantity (and/or Amount if the Voucher Line is distributed by Amount) is changed here to distribute the Invoice Line account as needed.
8.	Click the Calculate button on the Invoice Line to balance the Line after making updates to the Distribution Lines. 

The page refreshes with the applicable updates.

Invoice Lines															
Line	1	☐ Copy Down		SpeedChart											
*Distribute by	Quantity			Ship To	CNTRL OF2										
Item				Description	Contract Base Pricing										
Quantity	2,758.44			Packing Slip											
UOM	HUR			Contract Info	00000000000000000000000511 11 1 1 0 1										
Unit Price	1.00														
Line Amount	2,758.44														
Multi-SpeedCharts															

Purchase Order

50100|0001272844|1|1
Associate Receiver(s)

☐ Force Price

☐ One Asset

UPN

▼ Distribution Lines

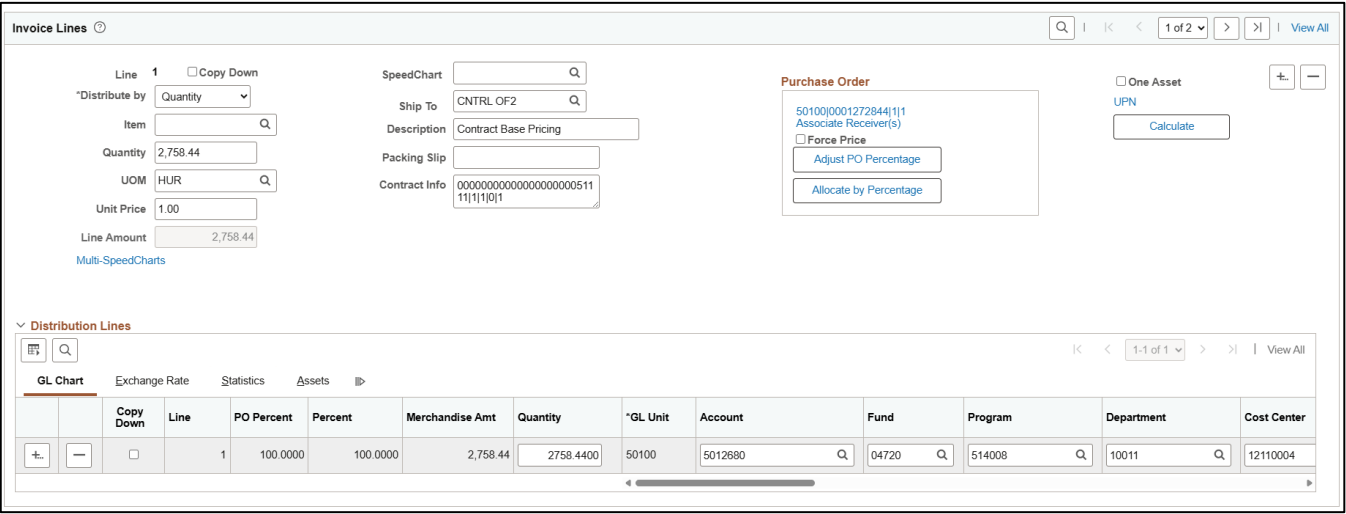
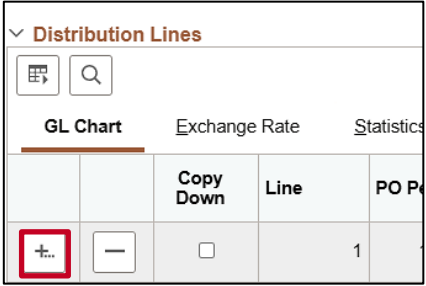
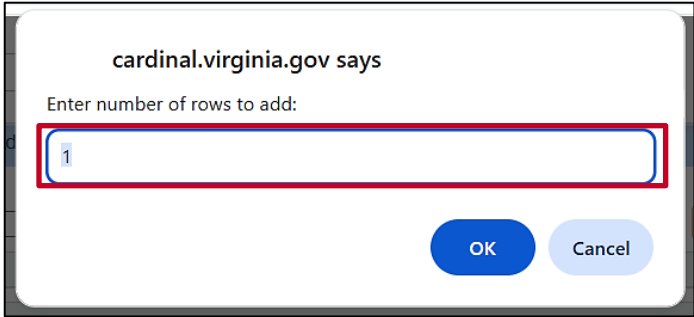
GL Chart		Exchange Rate	Statistics	Assets										
+	-	☐ Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Cen	
+	-	☐	1			2,758.44	2758.4400	50100	5012680	04720	603023	12002		



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Inserting Distribution Lines

Step	Action
	The Invoice Lines section.  1. Click the Add a New Row (+) icon in the Distribution Lines section where the Line needs to be inserted.  A pop-up window displays where the user will identify how many rows to add.   The number of rows defaults to "1".

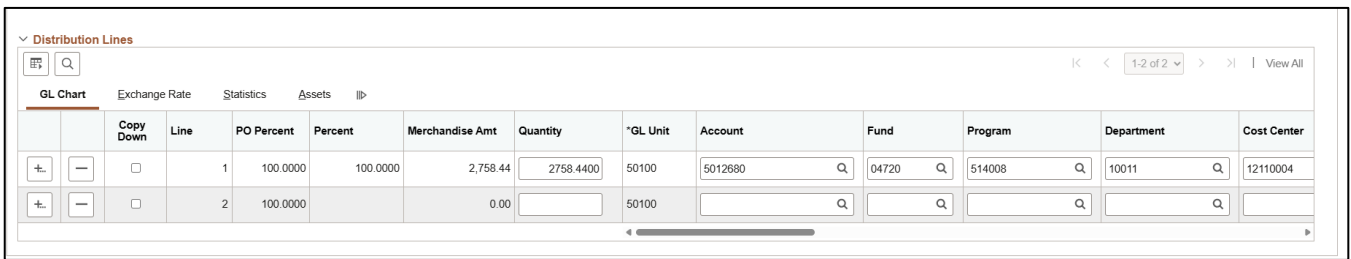


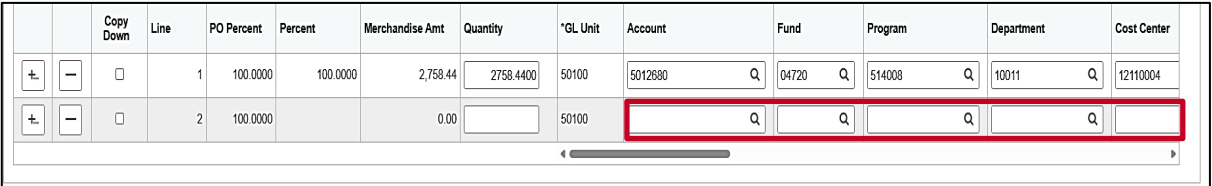
Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Step	Action
2.	Change the number to the applicable number of Lines (rows) that need to be added. For this scenario, only one row needs to be added.
3.	Click the OK button. 

The page refreshes with the added row(s) display in the Distribution Lines section.



	A line can also be added by clicking the Copy Down checkbox to copy that line's ChartField values to a new Distribution Line(s). The Copy Down function is used only if the AP Transmittal has multiple accounting lines with the same SpeedChart, but different secondary charges (Agency Use 1, FIPS, Activity, and Department). All fields from the first Line are copied to the Line added. The Copy Down function should not be used if the SpeedChart, Fund, or Program ChartFields are changing. The Distribution Lines Quantity (or Amount if open) is changed here only if Distribution Lines are added and there is a need to distribute the amount to the additional Distribution Lines.
4.	Complete the required fields for the additional distribution line(s) added. 
5.	Click the Calculate button on the Invoice Line to balance the Line after making updates to the Distribution Lines. 



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

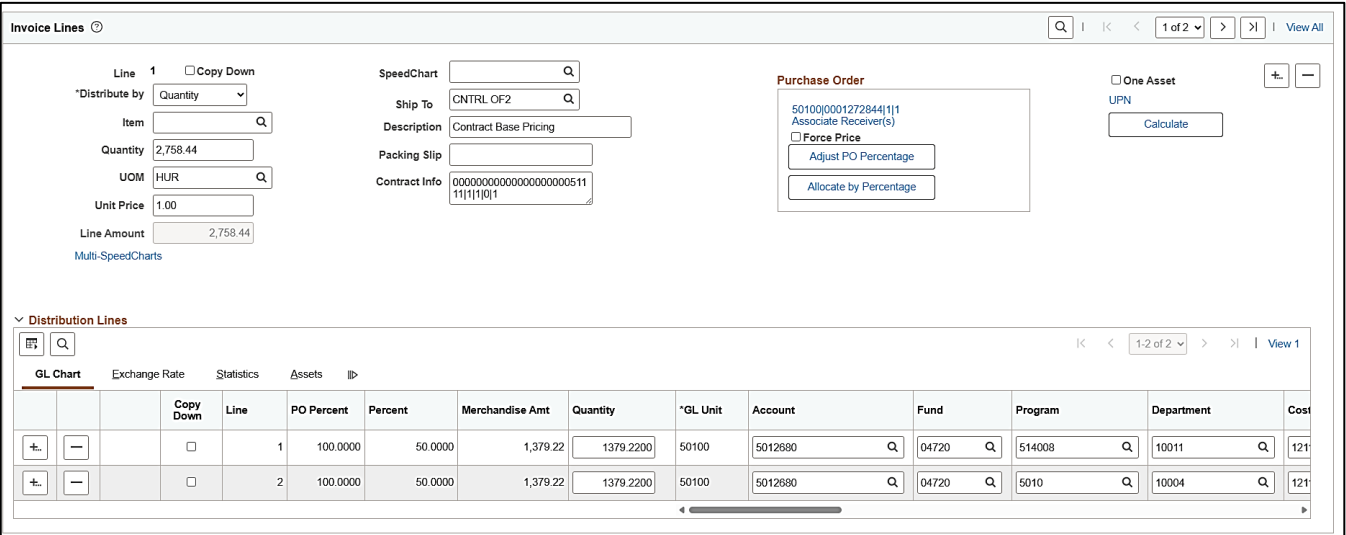
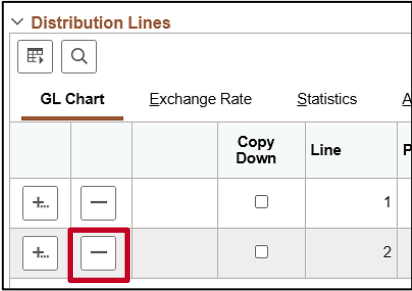
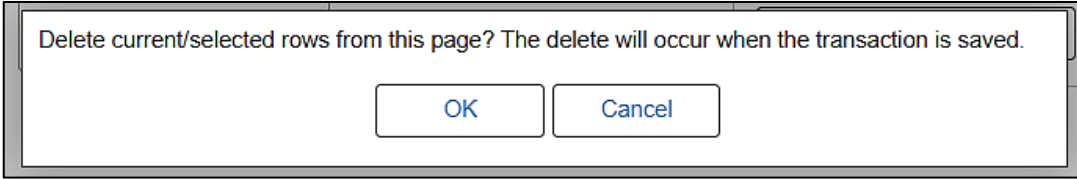
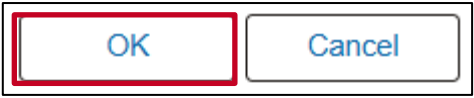
Step	Action																																									
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	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center																														
+	-	☐	1	100.0000	50.0000	1,379.22	1379.2200	50100	5012680	04720	514008	10011	12110004																													
+	-	☐	3	100.0000	50.0000	1,379.22	1379.2200	50100	5012680	04720	5010	10004	12110001																													



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Deleting Distribution Lines

Step	Action
	The Invoice Lines section.  1. Click the Remove a Row (-) icon to the left of the Line that needs to be deleted.  A message displays in a pop-up window to confirm the deletion of the Line.  2. Click the OK button. 



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Step	Action
------	--------

The page refreshes and the deleted Line no longer displays.

Invoice Lines Q | < > 1 of 2 > | > | View All

Line 1 ☐ Copy Down

*Distribute by Quantity Q

Item Q

Quantity 2,758.44

UOM HUR Q

Unit Price 1.00

Line Amount 2,758.44

[Multi-SpeedCharts](#)

SpeedChart Q

Ship To CNTRL OF2 Q

Description Contract Base Pricing

Packing Slip

Contract Info 00000000000000000000000511
11111011

Purchase Order

50100|0001272844|11
Associate Receiver(s)

☐ Force Price

☐ One Asset

UPN

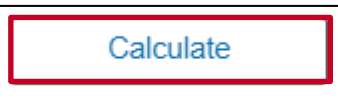
▼ Distribution Lines Q | < > 1-1 of 1 > | View 1

GL Chart **Exchange Rate** **Statistics** **Assets** **ID**

	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center
+ -	☐	1	100.0000	50.0000	1,379.22	1379.2200	50100	5012690 Q	04720 Q	514008 Q	10011 Q	12110004

3. Make any necessary adjustments to the remaining Line(s) as applicable.

4. Click the **Calculate** button on the Invoice Lines to balance the Line after making updates to the Distribution Line.



The page refreshes with the applicable updates.

Invoice Lines Q | < > 1 of 2 > | > | View All

Line 1 ☐ Copy Down

*Distribute by Quantity Q

Item Q

Quantity 2,758.44

UOM HUR Q

Unit Price 1.00

Line Amount 2,758.44

[Multi-SpeedCharts](#)

SpeedChart Q

Ship To CNTRL OF2 Q

Description Contract Base Pricing

Packing Slip

Contract Info 00000000000000000000000511
11111011

Purchase Order

50100|0001272844|11
Associate Receiver(s)

☐ Force Price

☐ One Asset

UPN

▼ Distribution Lines Q | < > 1-1 of 1 > | View 1

GL Chart **Exchange Rate** **Statistics** **Assets** **ID**

	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center
+ -	☐	1	100.0000	100.0000	2,758.44	2758.4400	50100	5012690 Q	04720 Q	514008 Q	10011 Q	12110004



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Changing the Distribution Line

Step	Action																											
	The Invoice Lines section. Invoice Lines Line 1 ☐ Copy Down *Distribute by Quantity Item Quantity 2,758.44 UOM HUR Unit Price 1.00 Line Amount 2,758.44 Multi-SpeedCharts SpeedChart Ship To CNTRL OF2 Description Contract Base Pricing Packing Slip Contract Info 0000000000000000000000511111111011 Purchase Order 50100 0001272844 1 1 Associate Receiver(s) ☐ Force Price Adjust PO Percentage Allocate by Percentage ☐ One Asset UPN Calculate ▼ Distribution Lines GL Chart Exchange Rate Statistics Assets ID <table><thead><tr><th></th><th>Copy Down</th><th>Line</th><th>PO Percent</th><th>Percent</th><th>Merchandise Amt</th><th>Quantity</th><th>*GL Unit</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th></tr></thead><tbody><tr><td> + </td><td> - </td><td>☐</td><td>1</td><td>100.0000</td><td>100.0000</td><td>2,758.44</td><td>2758.4400</td><td>50100</td><td>5012680 </td><td>04720 </td><td>514008 </td><td>10011 </td><td>12110004</td></tr></tbody></table>		Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	+	-	☐	1	100.0000	100.0000	2,758.44	2758.4400	50100	5012680	04720	514008	10011	12110004
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center																
+	-	☐	1	100.0000	100.0000	2,758.44	2758.4400	50100	5012680	04720	514008	10011	12110004															
1.	Identify the applicable field(s) that needs to be updated in the Distribution Lines section. ▼ Distribution Lines GL Chart Exchange Rate Statistics Assets ID <table><thead><tr><th></th><th>Copy Down</th><th>Line</th><th>PO Percent</th><th>Percent</th><th>Merchandise Amt</th><th>Quantity</th><th>*GL Unit</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th></tr></thead><tbody><tr><td> + </td><td> - </td><td>☐</td><td>1</td><td>100.0000</td><td>100.0000</td><td>2,758.44</td><td>2758.4400</td><td>50100</td><td>5012680 </td><td>04720 </td><td>514008 </td><td>10011 </td><td>12110004</td></tr></tbody></table>		Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	+	-	☐	1	100.0000	100.0000	2,758.44	2758.4400	50100	5012680	04720	514008	10011	12110004
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center																
+	-	☐	1	100.0000	100.0000	2,758.44	2758.4400	50100	5012680	04720	514008	10011	12110004															
2.	Make the required updates. For this scenario, the Program field is updated.																											
3.	Click the Calculate button on the Invoice Lines to balance the Line after making updates to the Distribution Line(s). Calculate																											



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Step	Action																											
	The page refreshes with the applicable updates. Invoice Lines ⓘ Line 1 ☐ Copy Down *Distribute by Quantity Item Quantity 2,758.44 UOM HUR Unit Price 1.00 Line Amount 2,758.44 Multi-SpeedCharts SpeedChart Ship To CNTRL OF2 Description Contract Base Pricing Packing Slip Contract Info 0000000000000000000000051111111101 Purchase Order 50100 0001272844 1 1 Associate Receiver(s) ☐ Force Price Adjust PO Percentage Allocate by Percentage ☐ One Asset UPN Calculate ✓ Distribution Lines GL Chart Exchange Rate Statistics Assets ▶ <table><thead><tr><th></th><th>Copy Down</th><th>Line</th><th>PO Percent</th><th>Percent</th><th>Merchandise Amt</th><th>Quantity</th><th>*GL Unit</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th></tr></thead><tbody><tr><td> + </td><td> - </td><td>☐</td><td>1</td><td>100.0000</td><td>100.0000</td><td>2,758.44</td><td>2758.4400</td><td>50100</td><td> 5012690 </td><td> 04720 </td><td> 510001 </td><td> 10011 </td><td> 12110004 </td></tr></tbody></table>		Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	+	-	☐	1	100.0000	100.0000	2,758.44	2758.4400	50100	5012690	04720	510001	10011	12110004
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center																
+	-	☐	1	100.0000	100.0000	2,758.44	2758.4400	50100	5012690	04720	510001	10011	12110004															



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

PO Activity Summary Page

The **PO Activity Summary** page gives a visual representation of activity that has occurred against a Purchase Order. The activities that occur against a Purchase Order include receiving, invoicing (creating the Voucher), and matching (comparing Vouchers with the Purchase Order and Receipts).

Step	Action
1.	Navigate to the PO Activity Summary page using the following path: NavBar > Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary
The PO Activity Summary page displays. Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches ▼ Saved Searches Choose from saved searches ▼ *Business Unit = ▼ 50100 Q PO Number begins with ▼ Purchase Order Date = ▼ Purchase Order Reference begins with ▼ Supplier ID begins with ▼ Q ^ Show fewer options ☐ Case Sensitive Search Clear	
2.	Enter the applicable PO Number in the PO Number field. PO Number begins with ▼
3.	Click the Search button. Search Clear



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Step	Action
5.	Click the Receipt tab to view the Receipt details. 

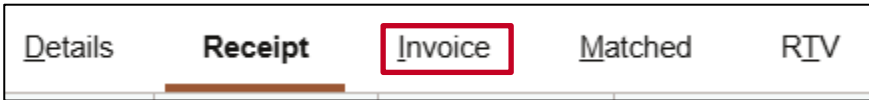
The **Receipt** tab displays.

Lines							
							
Details	Receipt	Invoice	Matched	RTV			
Line↑	Line Details	Item	Item Description↓	UOM	Amount Received	Open Quantity	Open Amount
1			Safety Inspection of Highway S	HUR		0	0.0



This tab displays the “Qty” or “Amount” received and any remaining amount if the Purchase Order is partially received.

In this scenario, the Purchase Order is partially received.

6.	Click the Invoice tab to view Voucher Details 
----	--

The **Invoice** tab displays.

Lines							
							
Details	Receipt	Invoice	Matched	RTV			
Line↑	Line Details	Item	Item Description↓	UOM	Amount Only	Amt Invoiced	Currency
1			Safety Inspection of Highway S	HUR	☒	578,045.210	USD

7.	Use the scrollbar or click the Show All Columns icon to view all of the fields.
----	--



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Step

Action

View of **Lines** section after scrolling right.

Lines

<<

<

1-1 of 1

>

>>

View All

Details

Receipt

Invoice

Matched

RIV

▶▶

Line↑	Line Details	Item	Item Description↓	UOM	Un-invoiced Amount	Currency	Invoice
1			Safety Inspection of Highway S	HUR	7,421,954.790	USD	

8.

Click the **Invoice** icon to view the Voucher ID(s).

Invoice

The **Invoice** page displays.

Unit50100PO No.0001298456Line1Item ID

Invoice

<<

<

1-4 of 4

>

>>

View All

Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced	Status
1	50100	01820984	1	1	31887.380	Open
1	50100	01802692	1	1	53725.470	Open
1	50100	01863303	1	1	338884.260	Open
1	50100	01853168	1	1	153548.100	Open

Activity Summary

Return to Search

Notify

i

This page allows users to review the Voucher Number(s), Lines, Quantity, and Amount invoiced as applicable.

9.

Click the **Activity Summary** link to return to the **Activity Summary** page.

Activity Summary



Accounts Payable Job Aid

AP312 Entering a Purchase Order Voucher (VDOT Only)

Step

Action

The Activity Summary page redisplay.

Business Unit

50100

Purchase Order

0001298456

Merchandise Amount

8,000,000.00

USD

Merchandise Receipt

0.00

USD

Merchandise Returned

0.00

USD

Merchandise Invoice

578,045.21

USD

Merchandise Matched

239,160.95

USD

PO Status

Dispatched

Supplier

TranSystems Corp

Supplier Location

MAIN

Lines

<

>

1-1 of 1

>

>

View All

Details

Receipt

Invoice

Matched

RTV

Line↑

Line Details

Item

Item Description↓

UOM

Manufacturer ID

Mfg Itm ID

1

Safety Inspection of Highway S

HUR

Return to Search

Notify

10.

Click the Matched tab to view the matching details.

Details

Receipt

Invoice

Matched

RTV

The Matched tab displays.

Lines

<

>

1-1 of 1

>

>

View All

Details

Receipt

Invoice

Matched

RTV

Line↑

Line Details

Item

Item Description↓

UOM

Qty Matched

Amt Matched

Currency

1

Safety Inspection of Highway S

HUR

0

239,160.950

USD

11.

For this scenario, the Voucher created has been matched against the Purchase Order.

i

The RTV tab is not used in Cardinal.