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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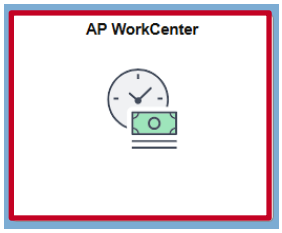
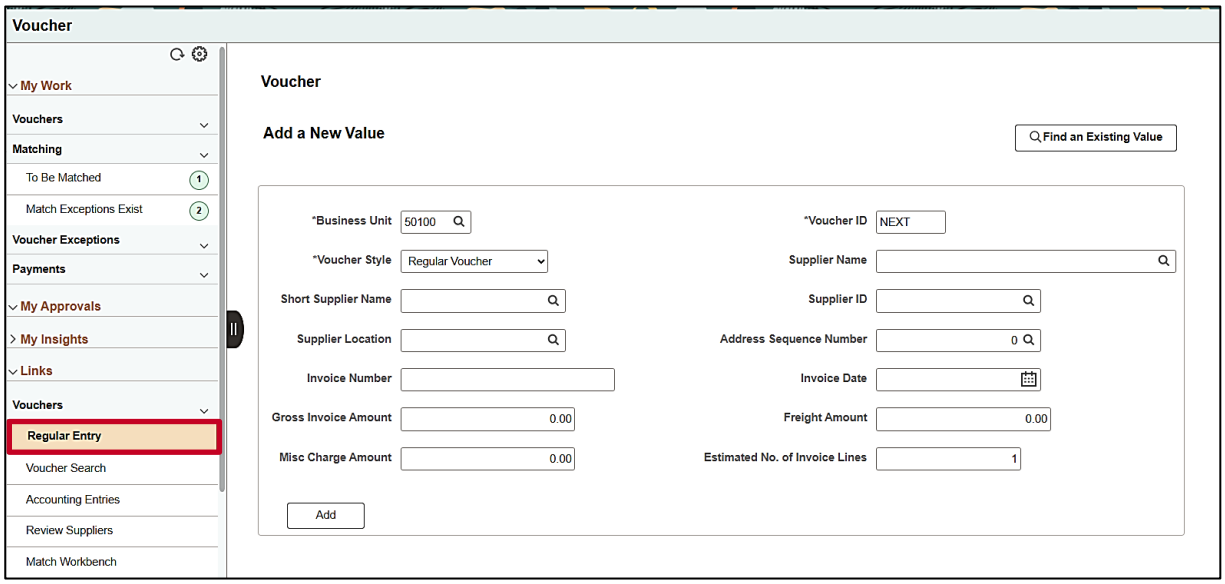
Revision History

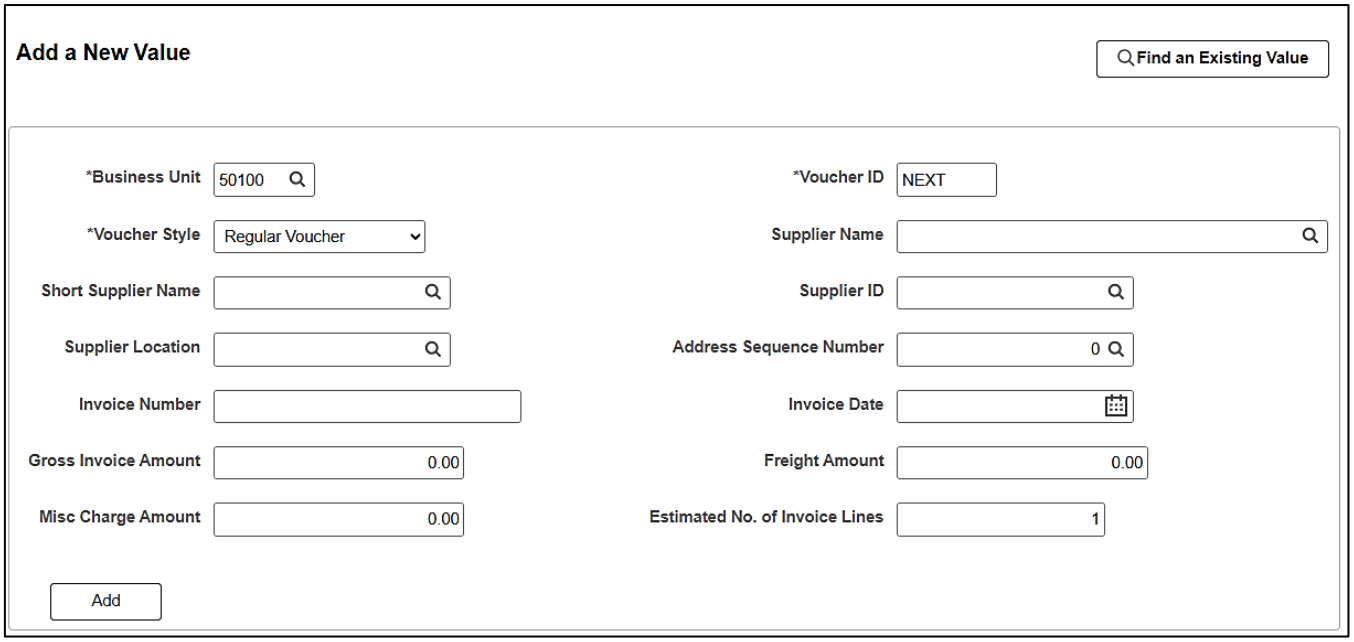
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
7/6/2025	Baseline.

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**

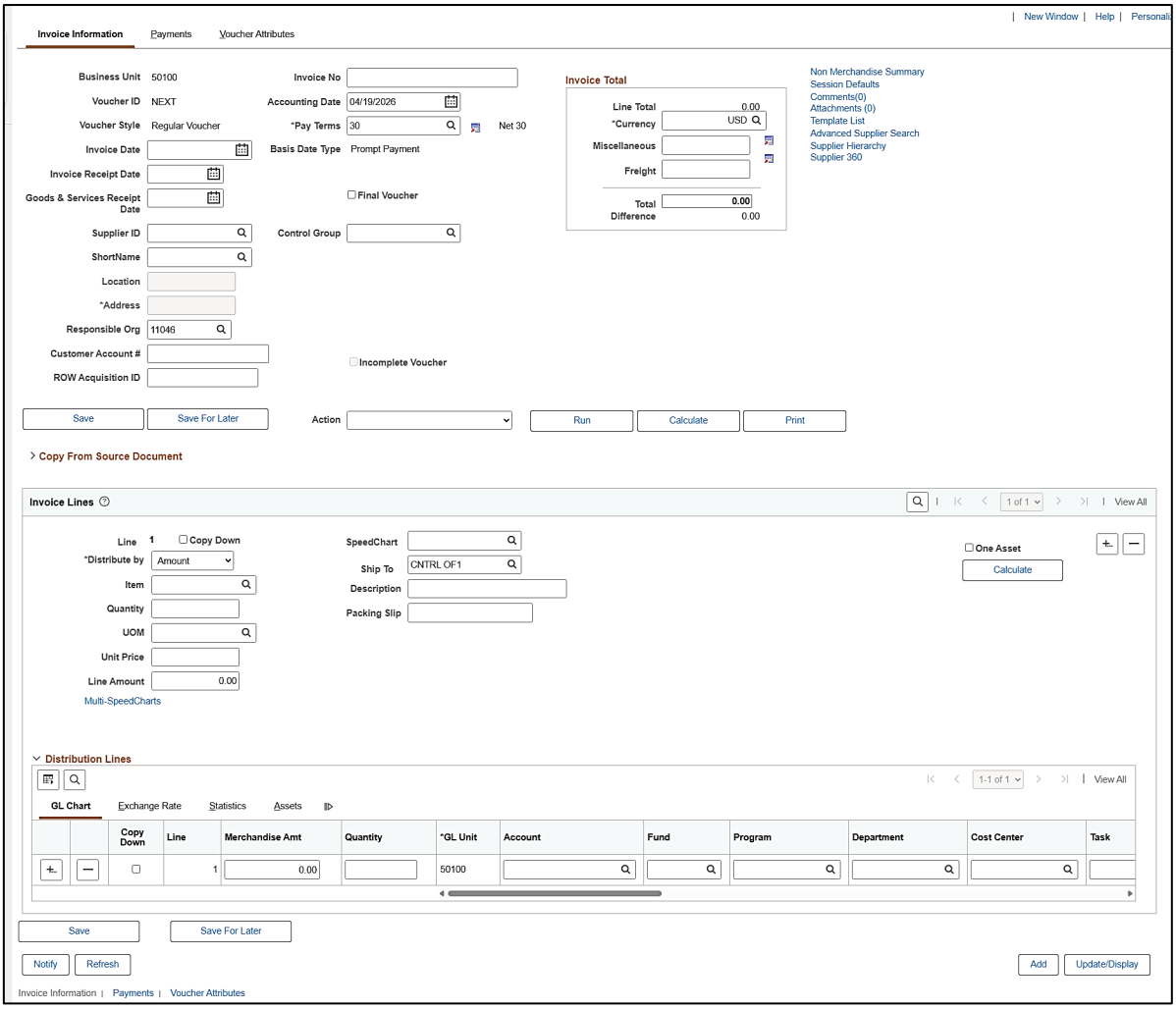
Step	Action
	The **Voucher Add a New Value** page displays.



	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.

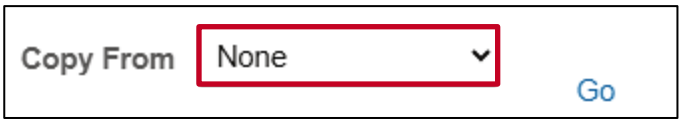
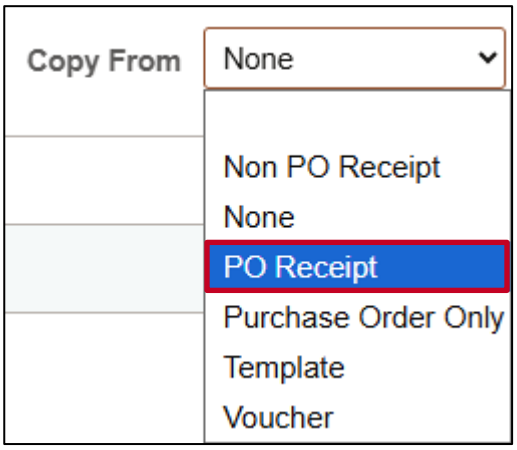
Step	Action

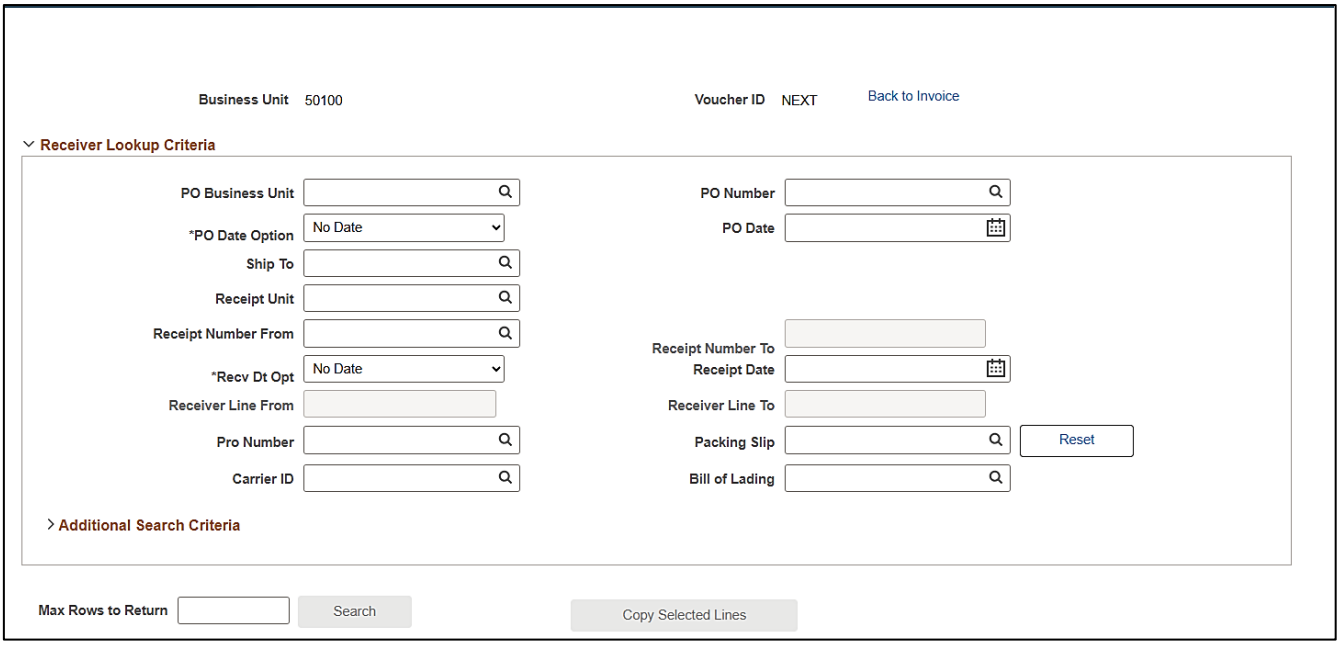
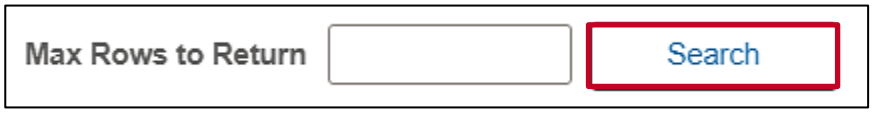
The **Invoice Information** page displays by default.



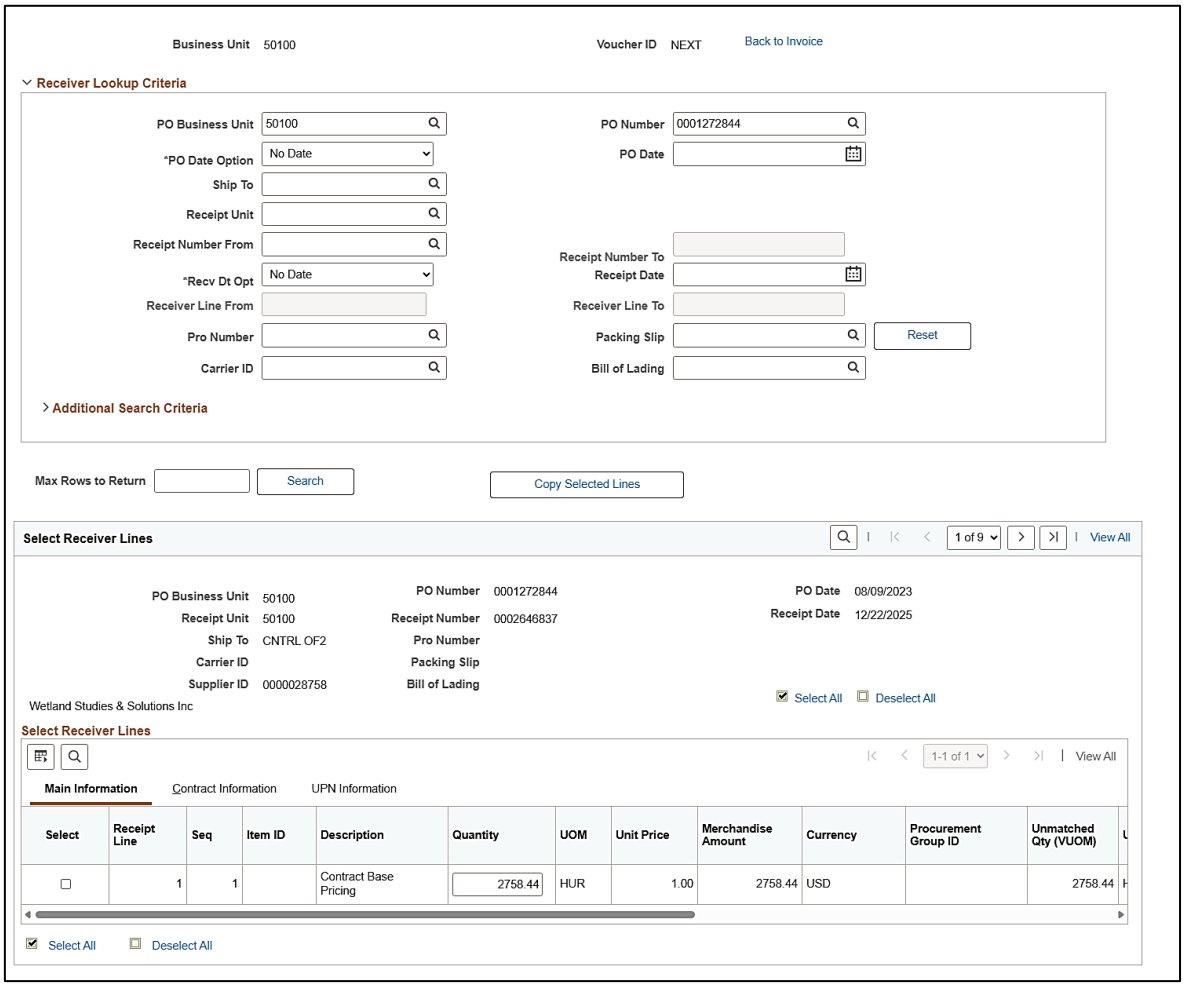
4.	Click the **Expand** icon for the **Copy From Source Document** section.

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

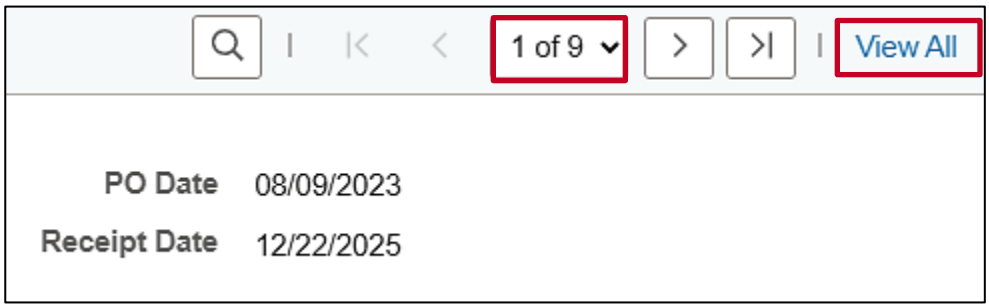
Step	Action
5.	Enter or select the Business Unit in the **PO Unit** field.
6.	Click the **Copy From** dropdown button. 
7.	Click the **PO Receipt** list item. 
	Select **Purchase Order Only** if the Invoice is for professional services or SiteManager.
8.	Click the **Go** link.
	Do not click the **Copy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

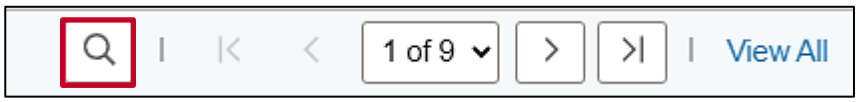
Step	Action
The **Copy Worksheet** page displays. 	
9.	In the **Receiver Lookup Criteria** section, enter the PO Business Unit number if applicable.
ℹ	If copying from a Purchase Order only, this section displays as **PO Lookup Criteria**.
10.	Enter the PO Number (related to the Receipt) in the **PO Number** field.
ℹ	If the user does not know the PO Number, but has the Receipt Number(s): a. Enter the Business Unit in the **Receipt Unit** field b. 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. 

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



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”).



Step	Action
	For Purchase Orders with numerous Receipts, it is quicker to select the **Find** icon and enter the Receipt Number. 

Step	Action
All rows display.	

Select Receiver Lines 1-9 of 9 View 1

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

Main Information Contract Information UPN Information

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

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

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 All Deselect All

PO Business Unit 50100 | PO Number 0001272844 | PO Date 08/09/2023
Receipt Unit 50100 | Receipt Number 0002646841 | 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

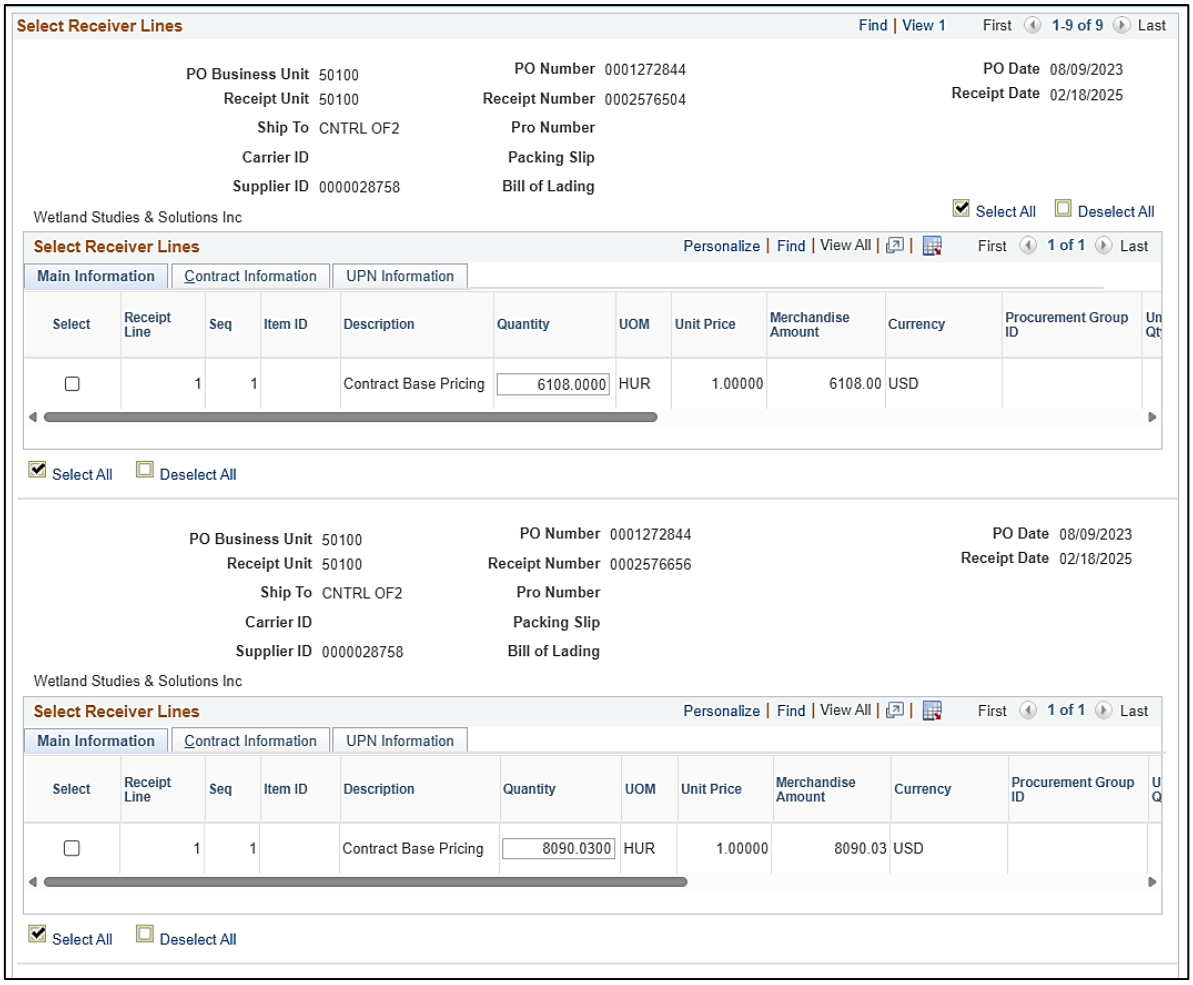
Main Information Contract Information UPN Information

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	2964.69	HUR	1.00	2964.69	USD		2964.69

ℹ	The page now shows all Receipts (scroll down to see additional Receipts) in this example. In the upper right corner of each Receipt, the number of Receipt Lines (or PO Lines) displays (“1 of 9”).
13.	Use the scrollbar to view all the Receipts returned.

Step	Action

For this scenario, there is one Receipt Line for each Receipt.

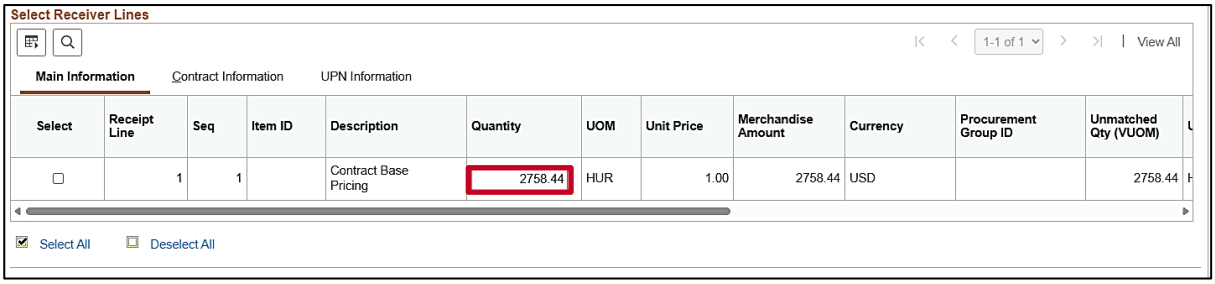
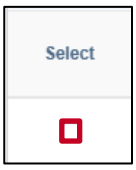


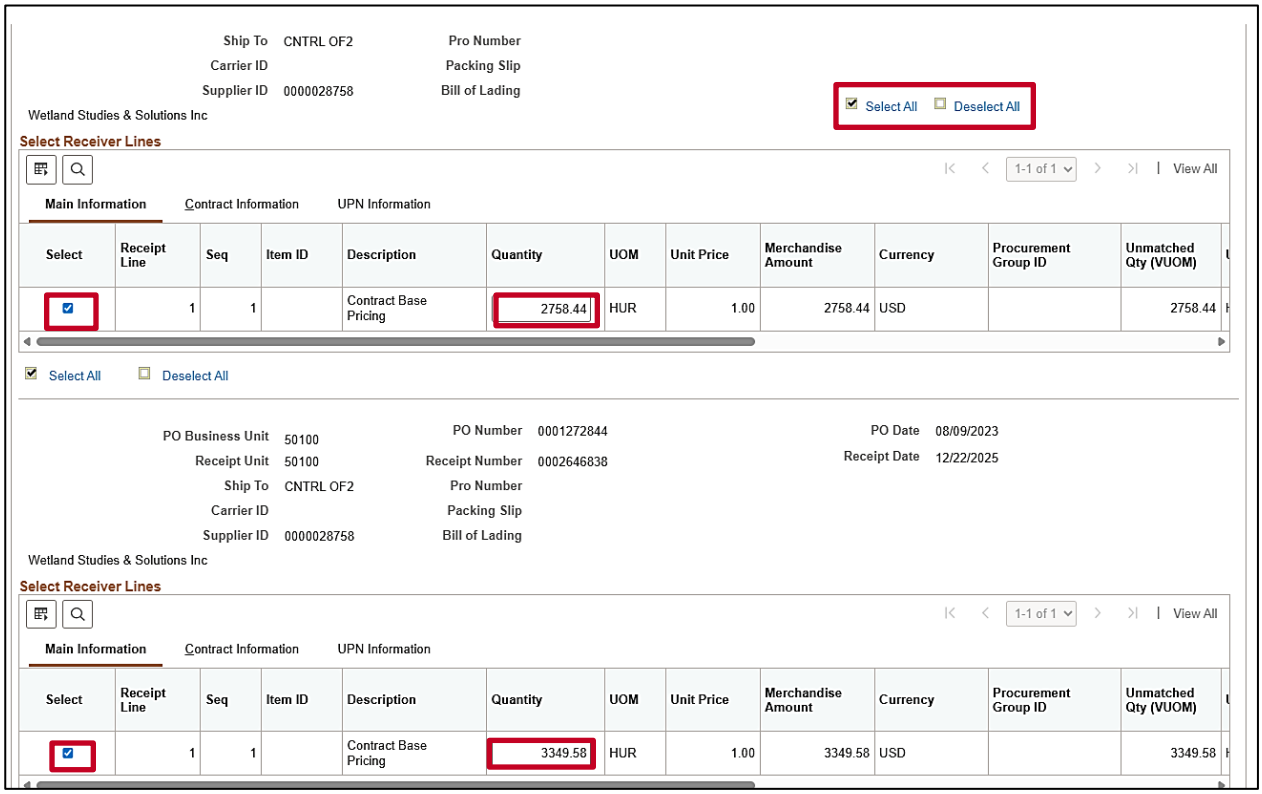
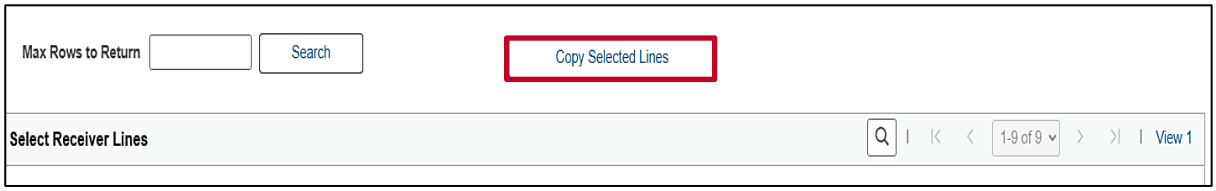
If the PO is for Professional Services, the PO will be set to Amount Only and the **Merchandise Amount** field will be open for update on the **Copy Worksheet** page.

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.

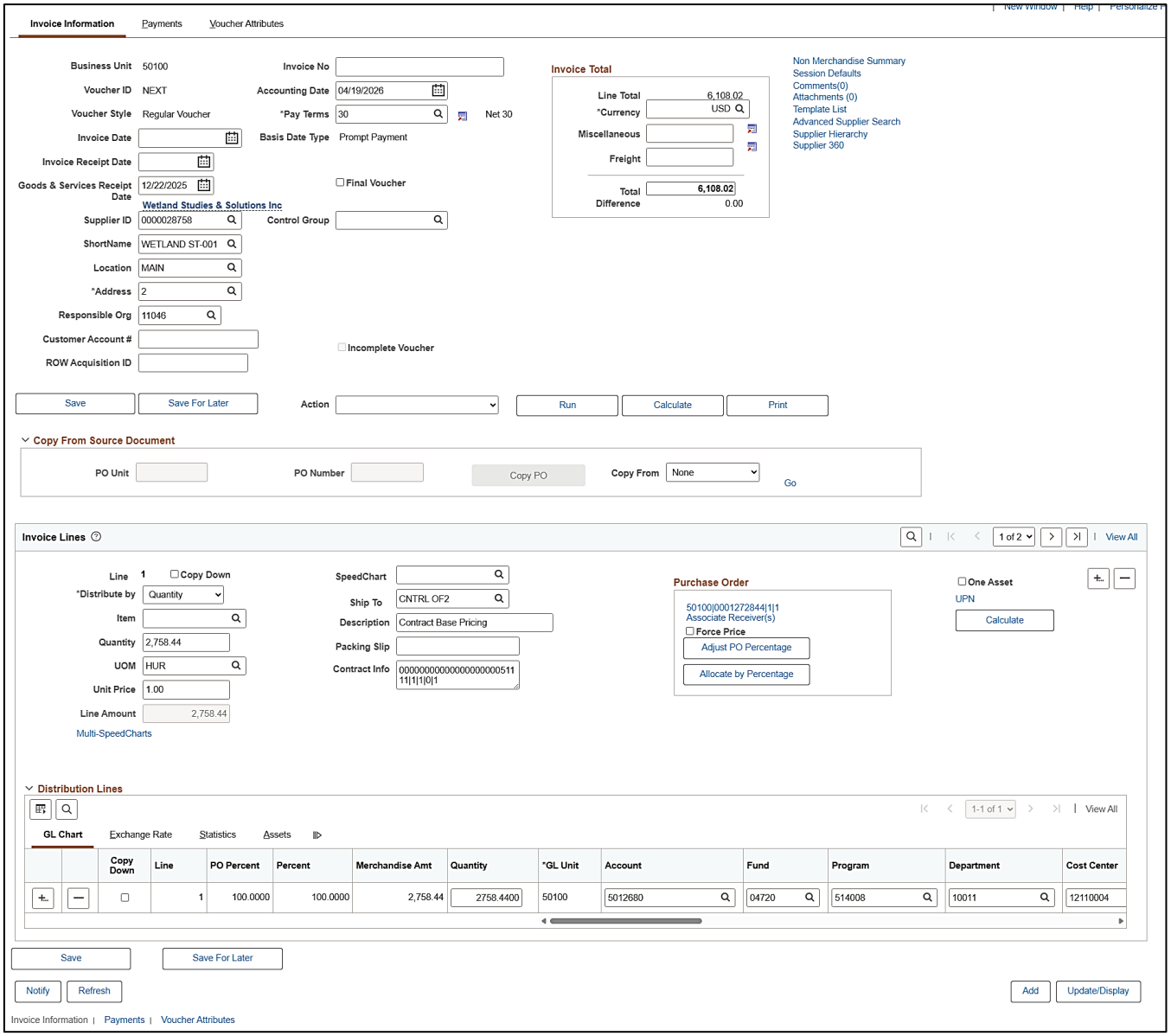
If the Invoice is charging for an item that does not show up as being received here, contact the Purchasing Staff.

Step	Action
14.	Adjust the **Quantity** or **Merchandise** amounts if necessary. 
15.	Click the **Select** checkbox to the left of the **Receipt Line** (or **PO Line**) to be copied to the Voucher. 
	Repeat **Steps 15-16** for each Receipt or PO to be copied to the Voucher.

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. 
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. 

Step	Action

The **Invoice Information** page redisplays with the selected information copied.



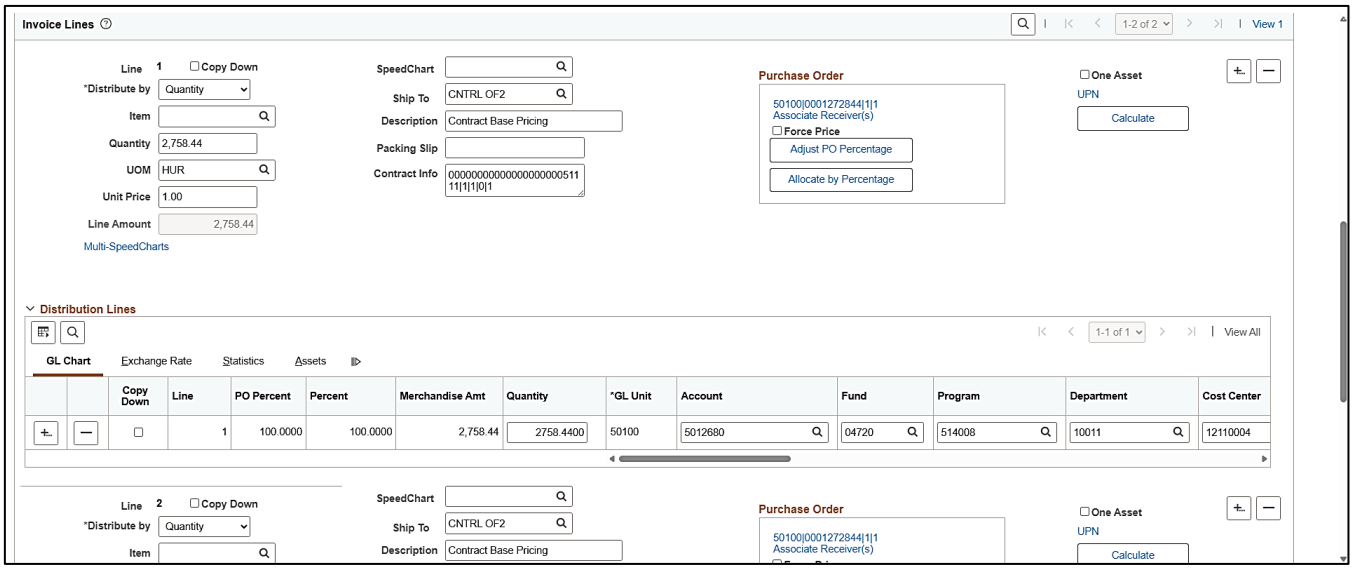
Pay Terms are copied over from the PO/Receipt and will be overwritten if entered by the user prior to copying the PO/Receipt. Be sure to check the Pay Terms prior to saving the Voucher.

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).

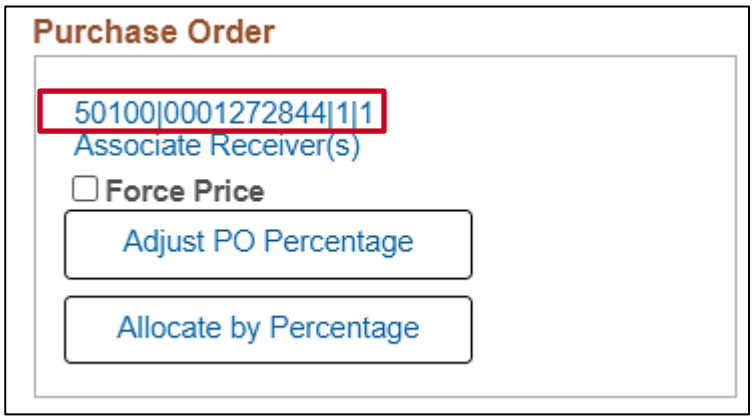
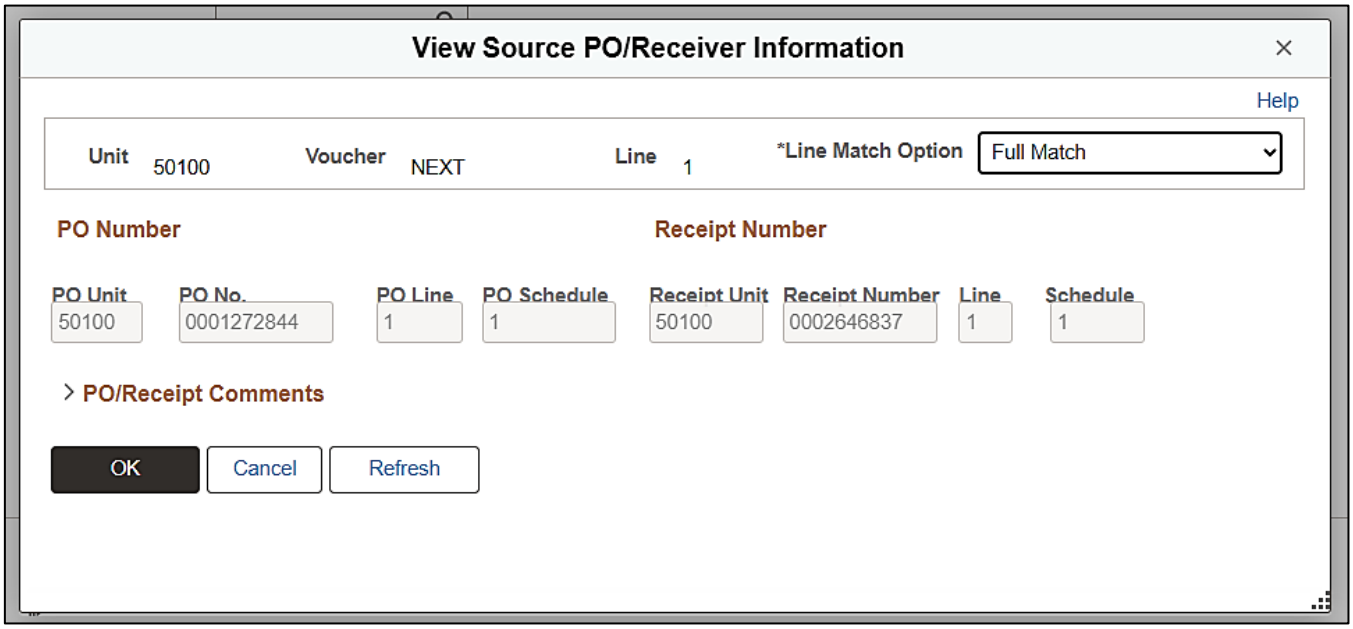
The **Address** field value can be changed, but the **Supplier ID** field should not be changed since it matches the PO or Receipt.

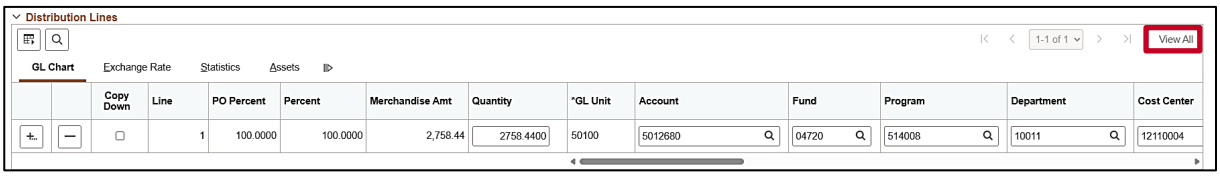
Step	Action
18.	Enter the applicable Invoice number in the **Invoice No** field.
19.	On the right-hand side of the **Invoice Lines** section, the number of Invoice Lines display as “1 of X” (in this scenario “1 of 2” since two Lines were selected to be copied). Click the **View All** link.

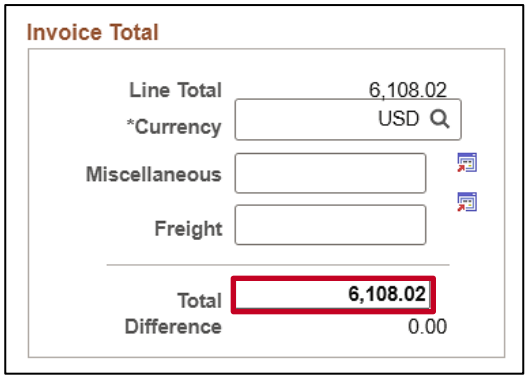
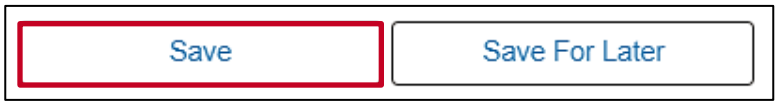
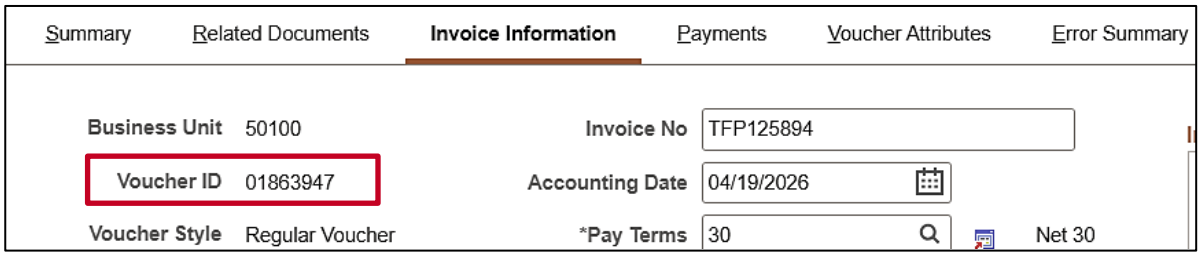
The **Invoice Lines** display.



	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.

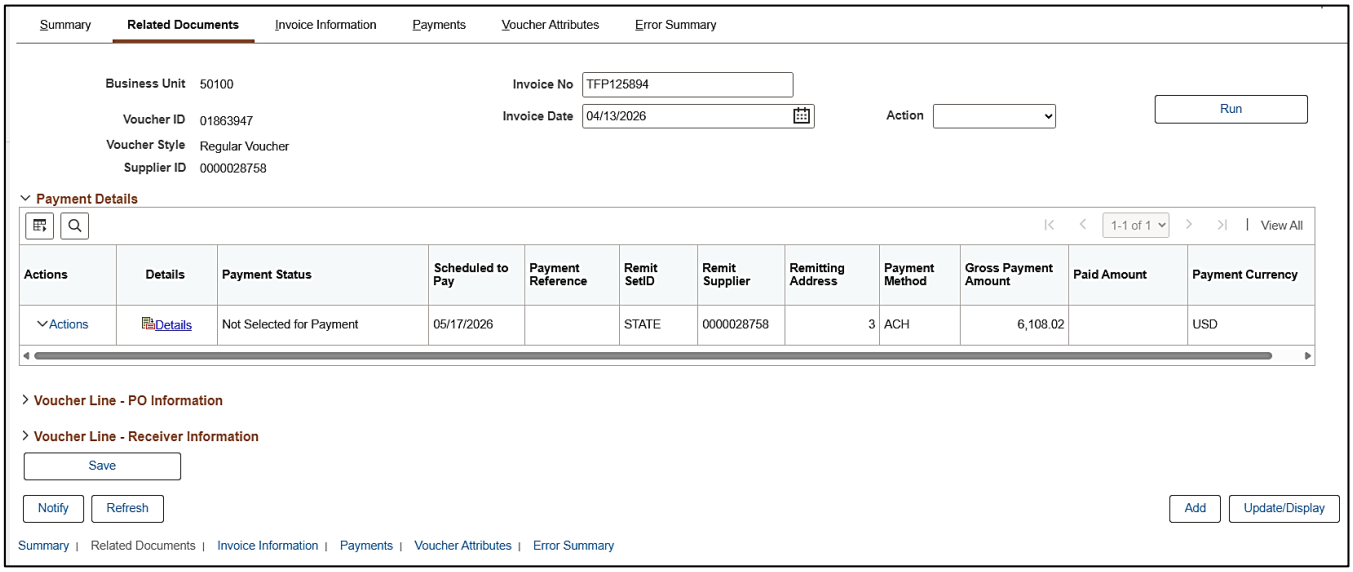
Step	Action
20.	Click the **PO** link in the **Purchase Order** section to verify the PO and Receipt Numbers for each Invoice Line copied. The PO link will display as the Business Unit, PO Number, xxx, and xxx separated by vertical bars (|). 
The **View Source PO/Receiver Information** page displays in a pop-up window. 	
	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.

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.  Distribution Lines 1-1 of 1 View All GL Chart Exchange Rate Statistics Assets 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
	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. Invoice Date
27.	Enter the Invoice Receipt Date in the **Invoice Receipt Date** field. Invoice Receipt Date
28.	Review the **Responsible Org** field and verify and/or update this field as applicable. Responsible Org 11046
29.	If the Customer Account number is listed on the Invoice, add it in the **Customer Account #** field. Otherwise, proceed to the next Step. Customer Account #

Step	Action
30.	Review the **Total** field at the top right of the **Invoice Information** page and ensure accuracy. 
	The **Total** field only requires an update when the **Copy Selected Lines** functionality is used multiple times.
	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. 
32.	Record the Voucher Number assigned by Cardinal in the **Voucher ID** field. 

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.

The **Related Documents** page displays.



34.	Click the **Expand** icon for the **Voucher Line – PO Information** and **Voucher Line – Receiver Information** sections.

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

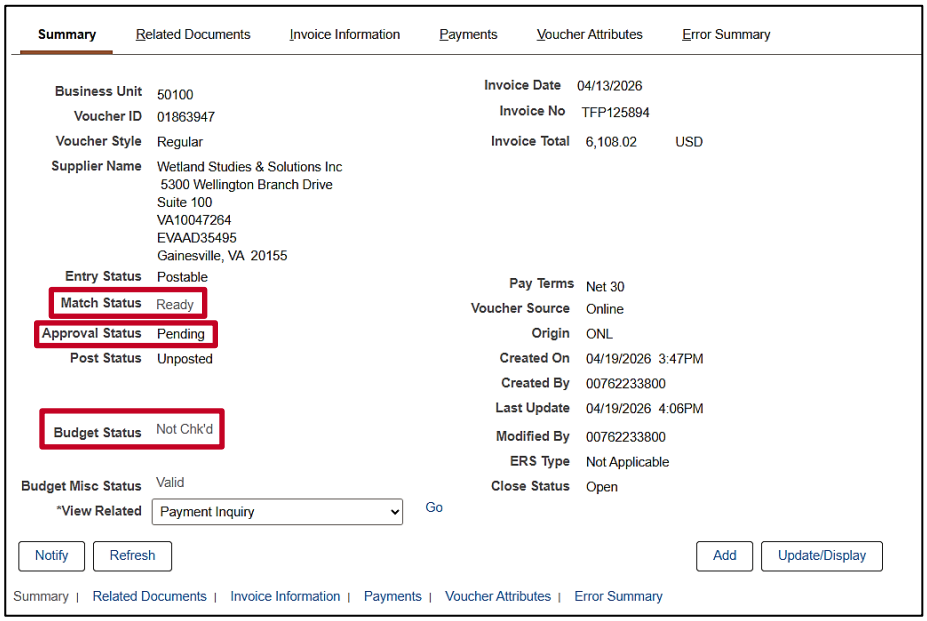
Voucher Line - Receiver Information

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.

Step	Action
	Cardinal batch processes run periodically during the daily batch processing. The **Summary** page displays the statuses.



Below are some key fields on this tab:

- **Match Status**: compares the Voucher/Invoice to the Purchase Order and Receipt (Ready, Matched, or Not Matched)
- **Budget Status**: verifies that funds are available for the Voucher and deducts the Voucher amount from the budget (Not Chk'd, Valid, or Error)
- **Approval Status**: tracks the Voucher's approval status (Pending, Approved, or Denied)

These statuses update on the Voucher as it goes through processing.

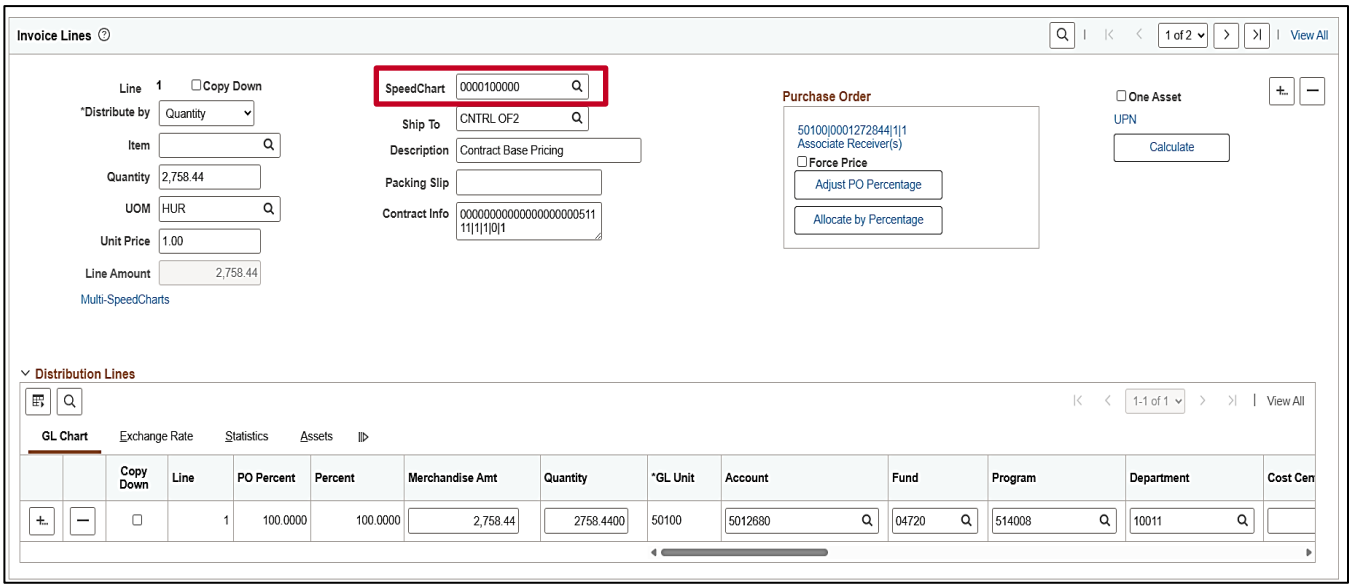
Updating Distribution Lines

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:

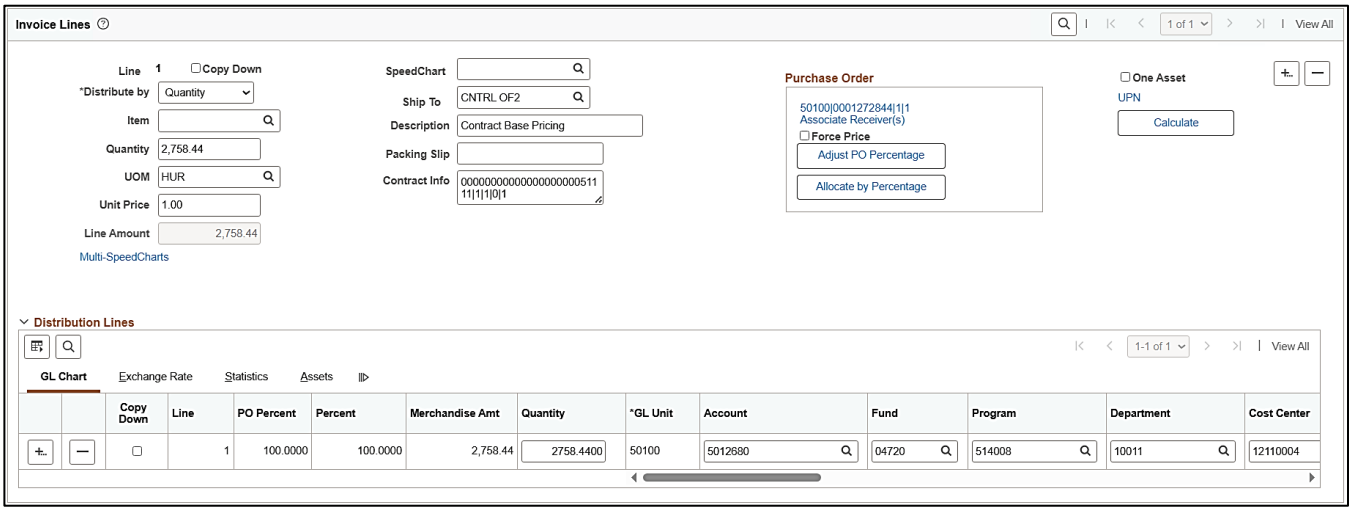
For a single SpeedChart, use the **SpeedChart** field on the Line to change the Distribution Line for a single Line Voucher.



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.

Multi-SpeedCharts:



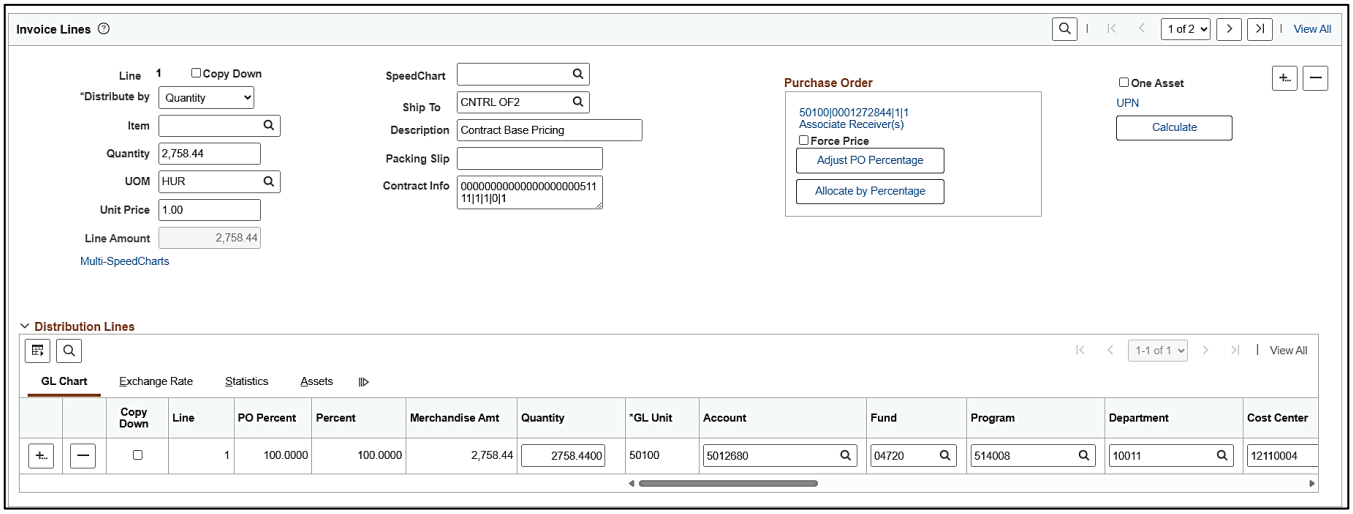
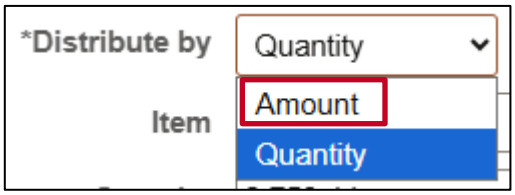
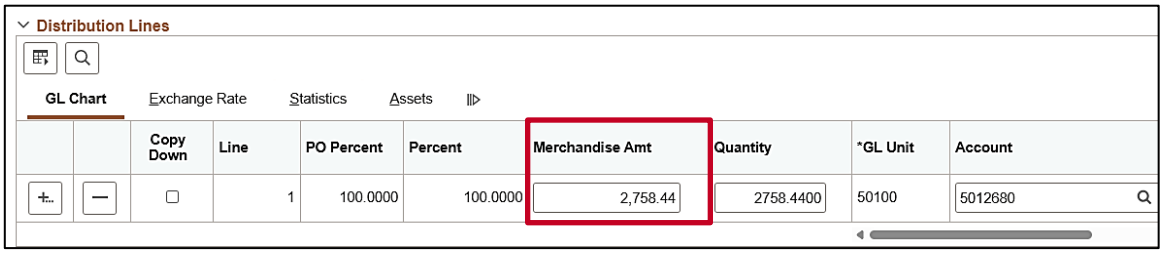
Use the **Multi-SpeedCharts** link to append additional Line(s) or overwrite the Distribution Line with multiple Distribution Lines on the Voucher Line.

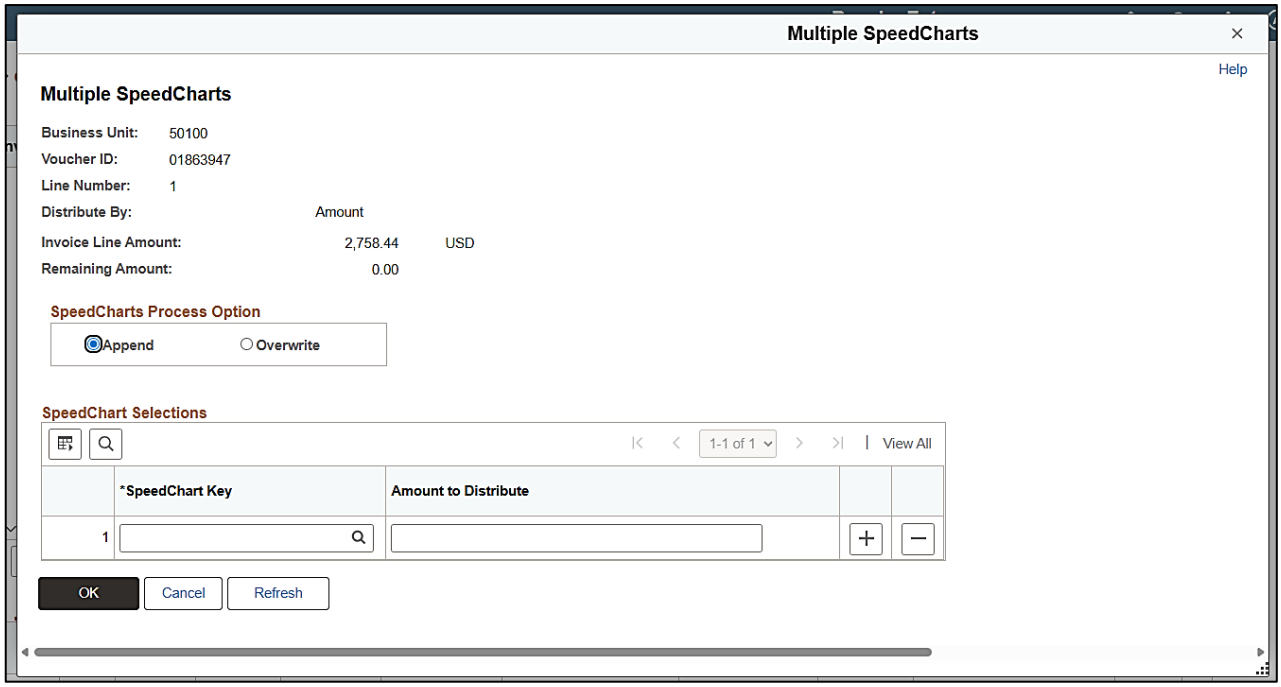
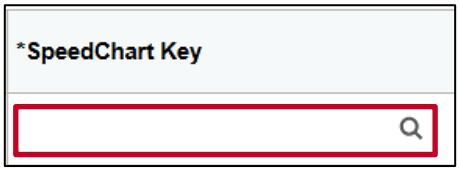
The Multi-SpeedChart functionality is useful for keying AP Transmittal forms that have multiple accounting lines with different SpeedCharts (**Fund**/**Program** and **Department**/**FIPS** (if SpeedChart is a Project)).

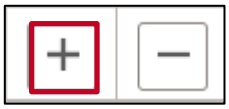
ChartFields populate after the SpeedChart is entered, and ChartFields when entering multiple do not have to be rekeyed on the Distribution Lines.

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

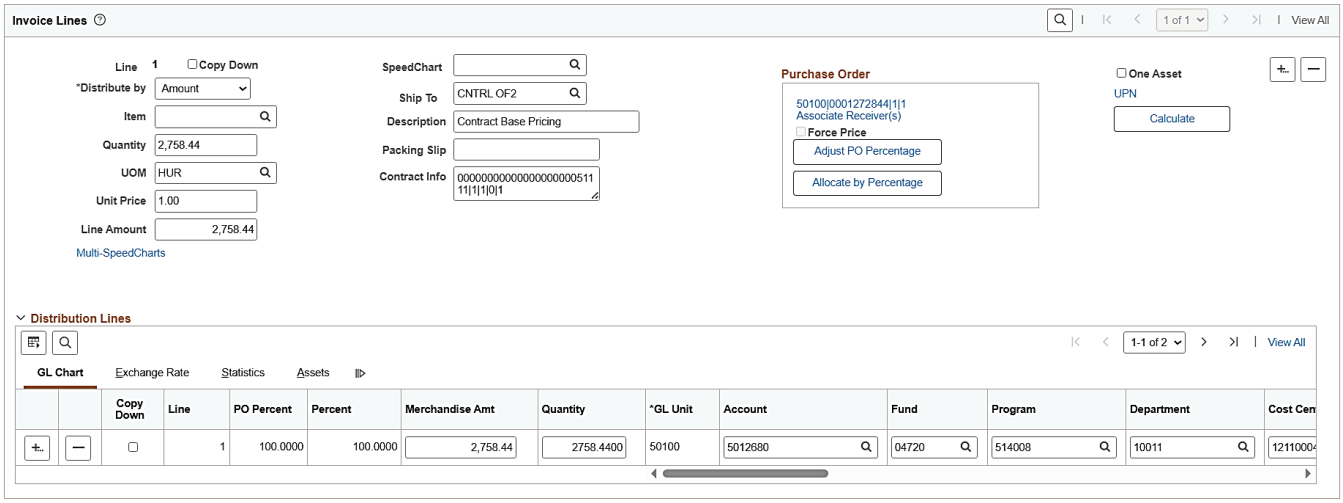
Appending (Adding) Distribution Line(s) using Multi-SpeedCharts Functionality

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.

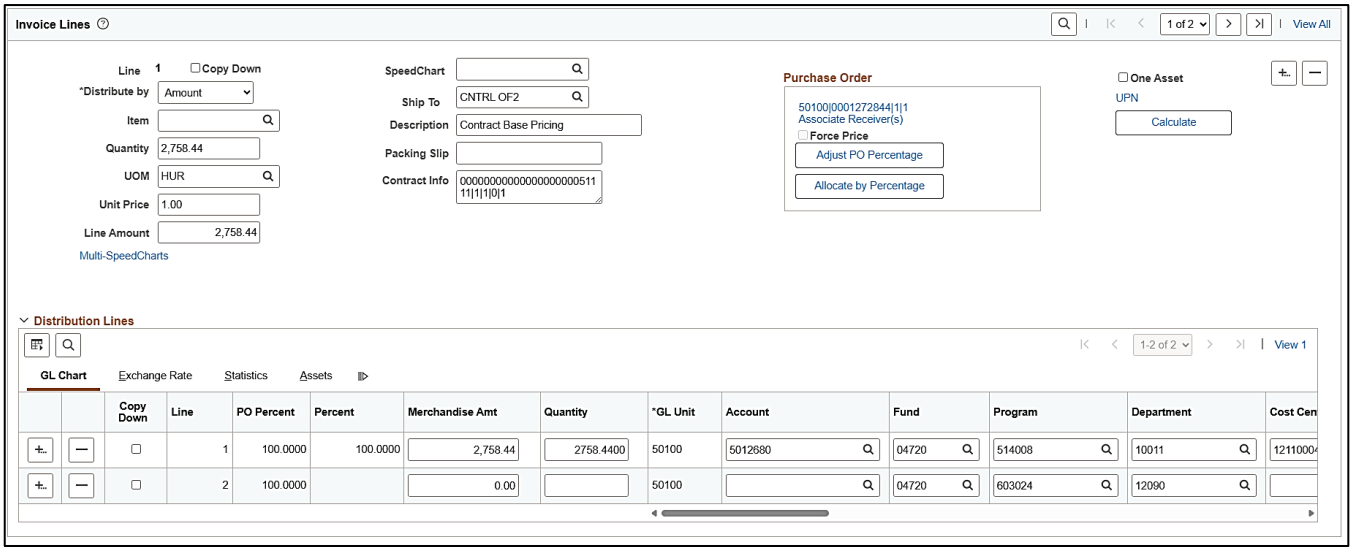
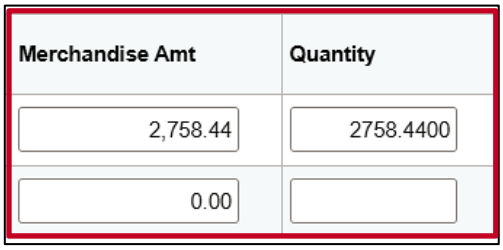
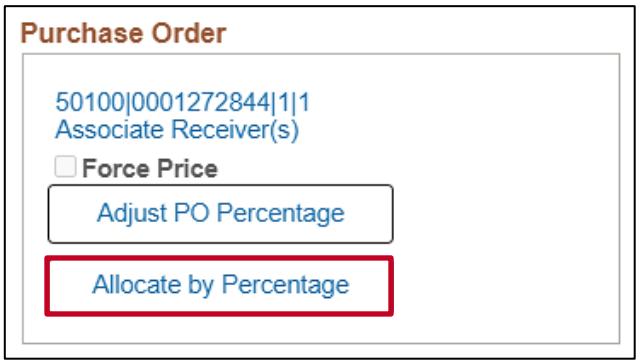
Step	Action
The **Multiple SpeedCharts** page displays in a pop-up window. 	
3.	Verify that the **Distribute By** field displays “Amount”.
	In the **SpeedChart Process Options** section, the **Append** radio button is selected by default. Do not change it.
4.	Enter or select the SpeedChart in the **SpeedChart 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.

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.

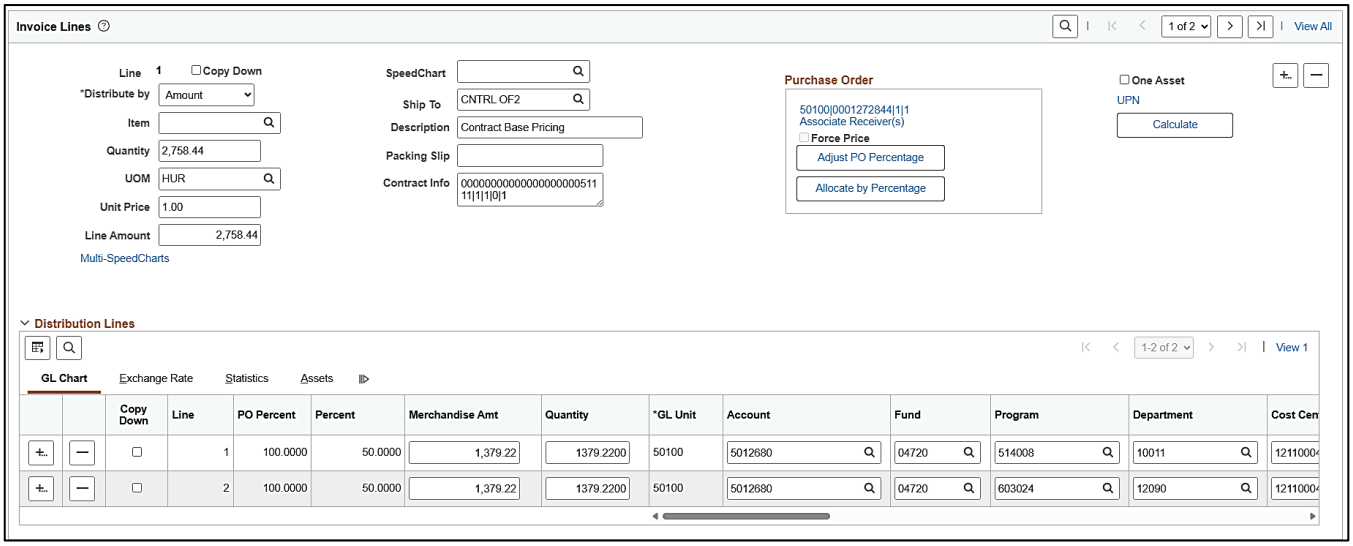
The **Invoice Lines** section redisplays.



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

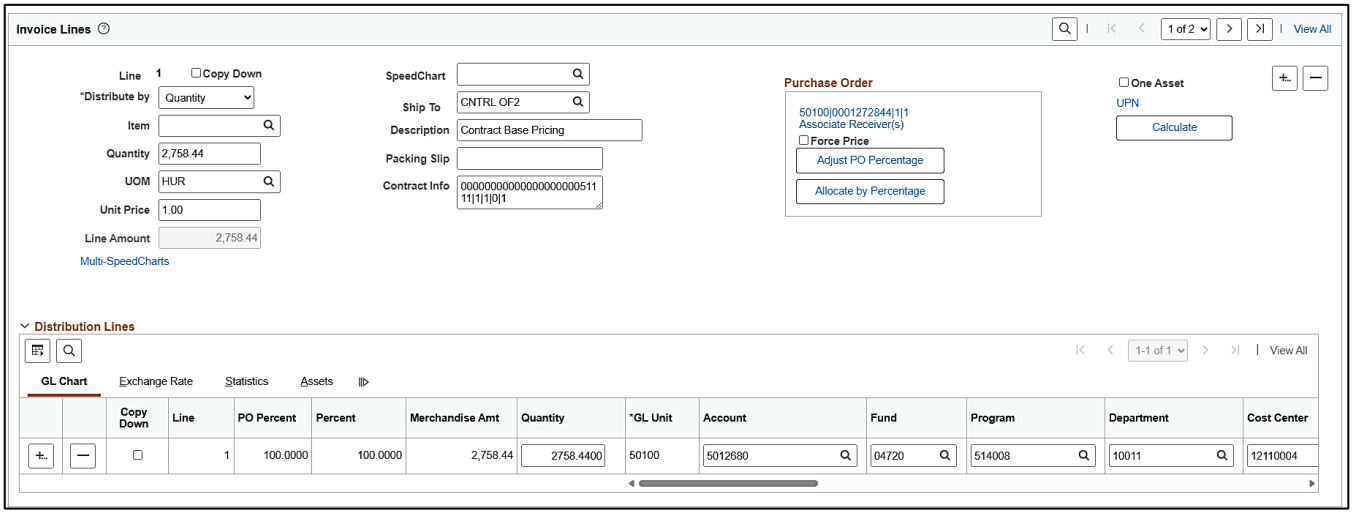
Step	Action
The page refreshes and all Distribution Lines display. 	
8.	Update the **Merchandise Amt** field (or **Quantity** field, if open) to distribute the amount for the additional Distribution Line(s). For this scenario, the amount will be split 50/50. 
9.	Review the additional distribution and 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. 

Step	Action
The page refreshes with the applicable updates.	



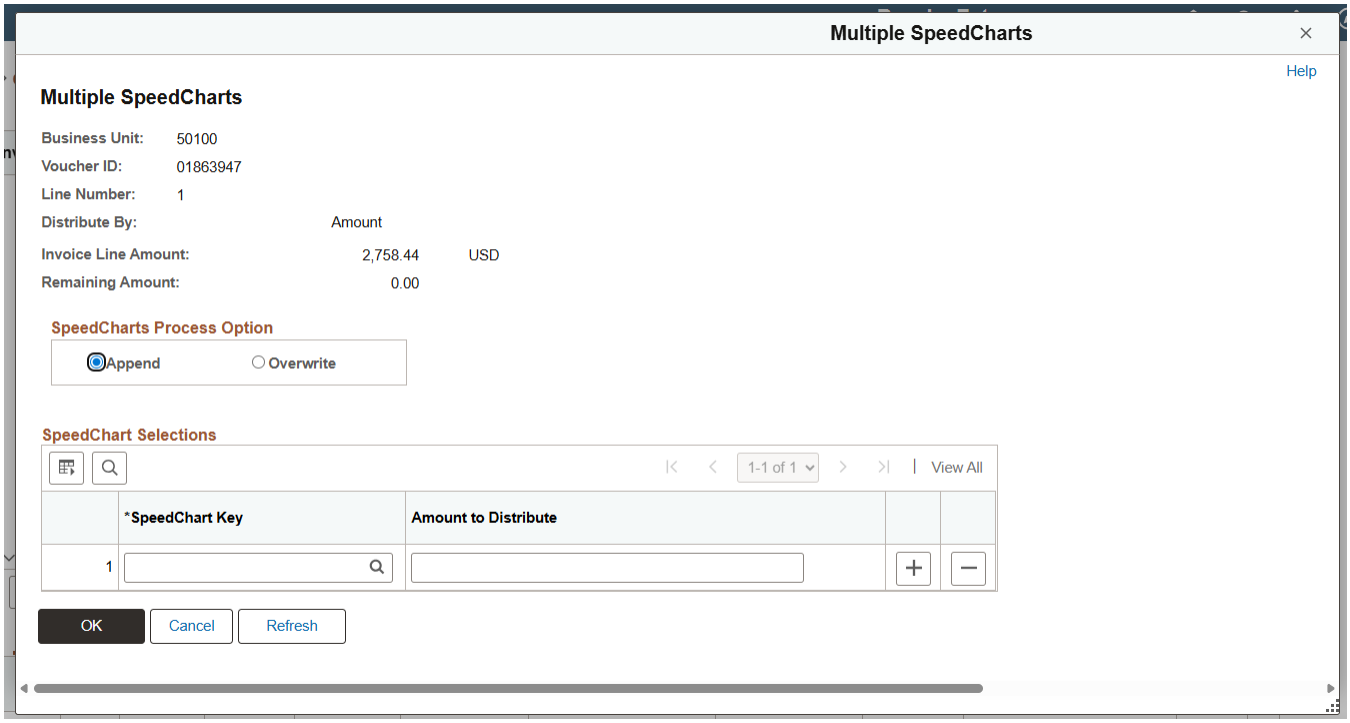
Overwriting Distribution Lines

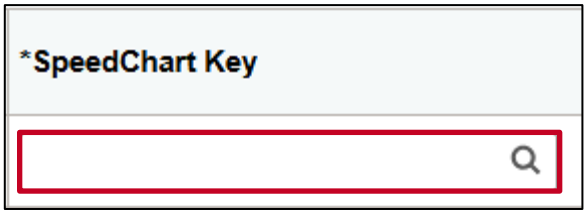
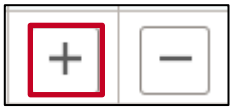
Step	Action
	Invoice Information page.



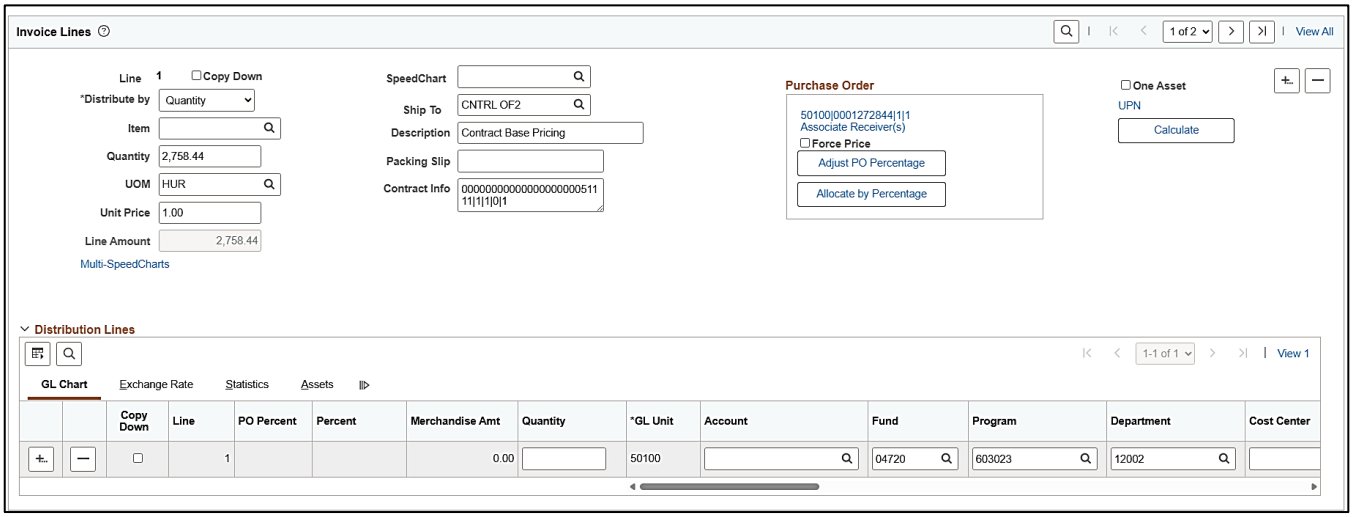
1.	In the **Invoice Lines** section, click the **Multi-SpeedCharts** link.

The **Multiple SpeedCharts** page displays.

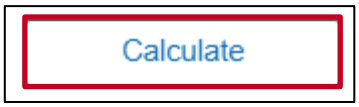


Step	Action
2.	Select the **Overwrite** radio button option.
3.	Enter or select the SpeedChart Key for the Distribution Line in the **SpeedChart Key** field. 
4.	Click the **Add a New Row** (**+**) icon to add a new Distribution Line if applicable. 
5.	Repeat **Steps 3-4** until all SpeedChart Keys have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

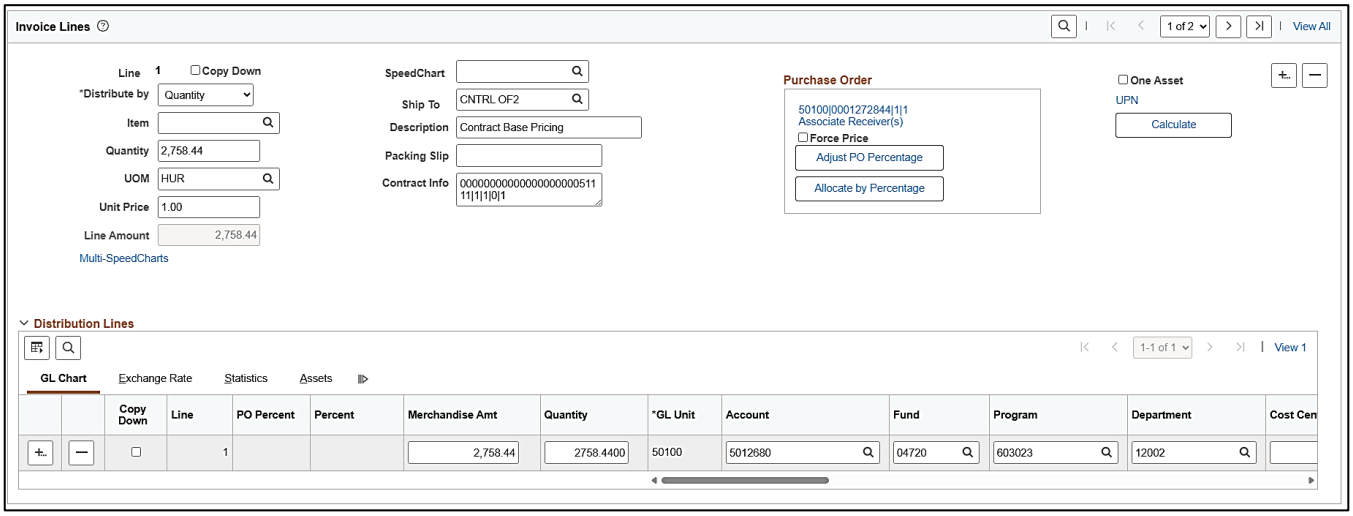
The **Invoice Information** page displays.



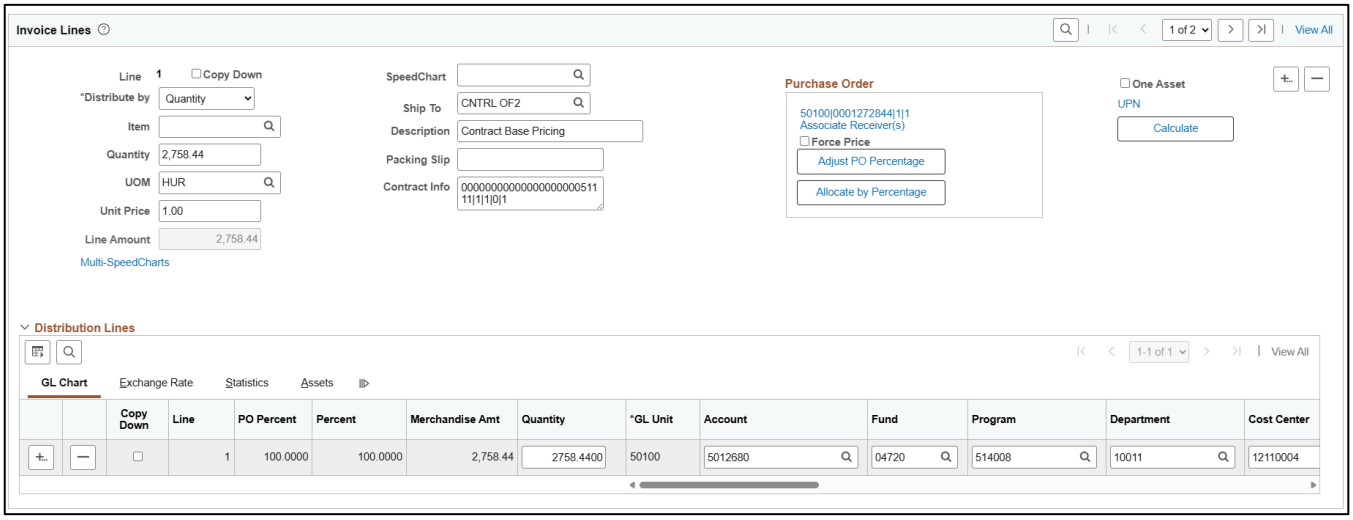
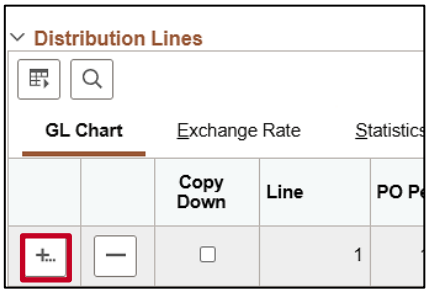
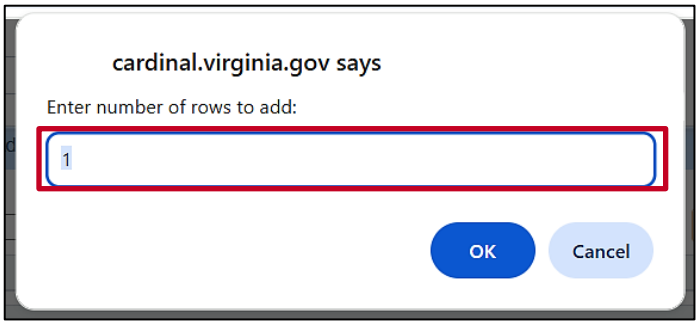
7.	Update any other required fields for the Distribution Line(s) as needed.

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.

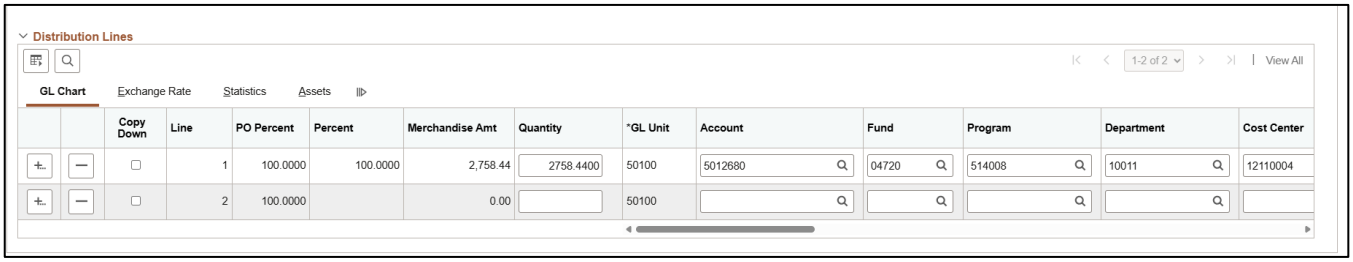


Inserting Distribution Lines

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”.

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 refresheshes with the added row(s) display in the Distribution Lines section.

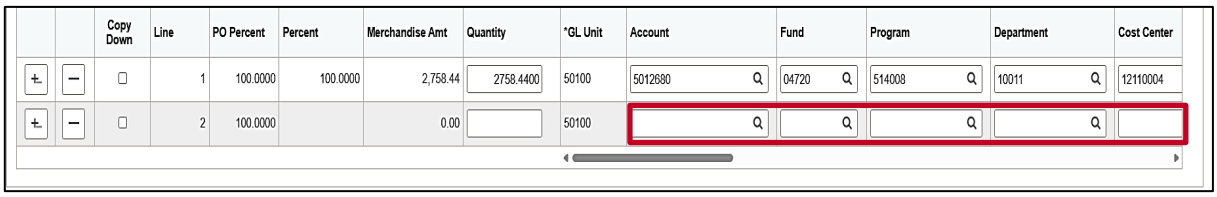
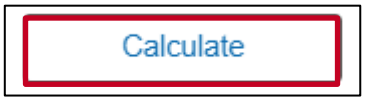


A line can also be added by clicking the **Copy Down** checkbox to copy that line's ChartField values to a new Distribution Line(s).

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.

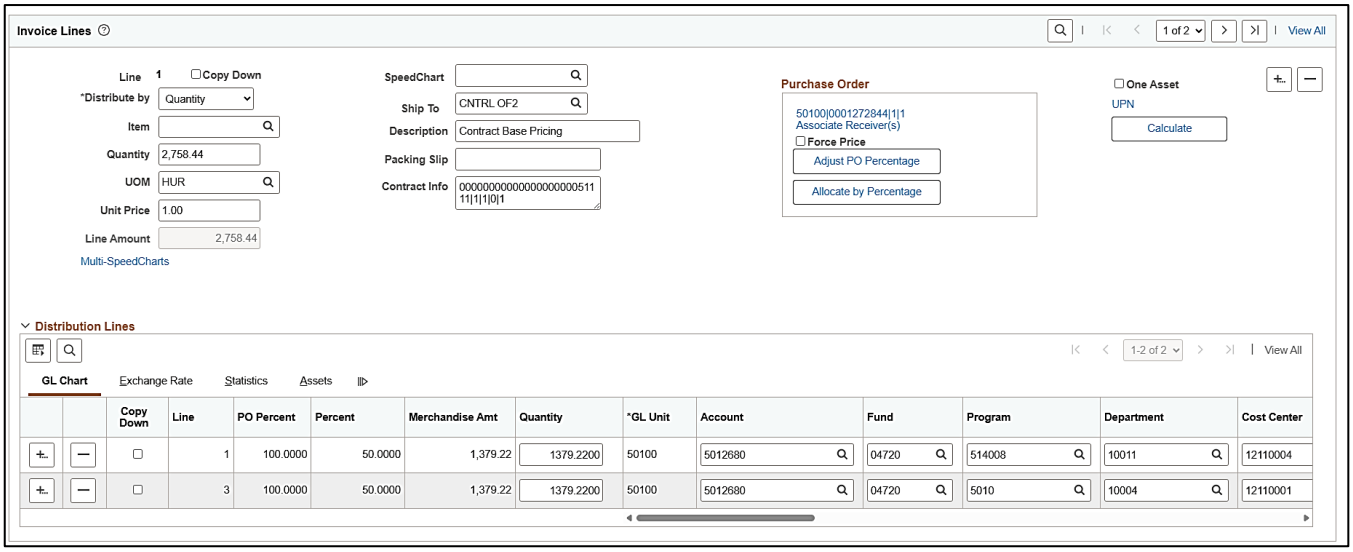
The **Copy Down** function should not be used if the **SpeedChart**, **Fund**, or **Program** ChartFields are changing.

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. 

Step	Action

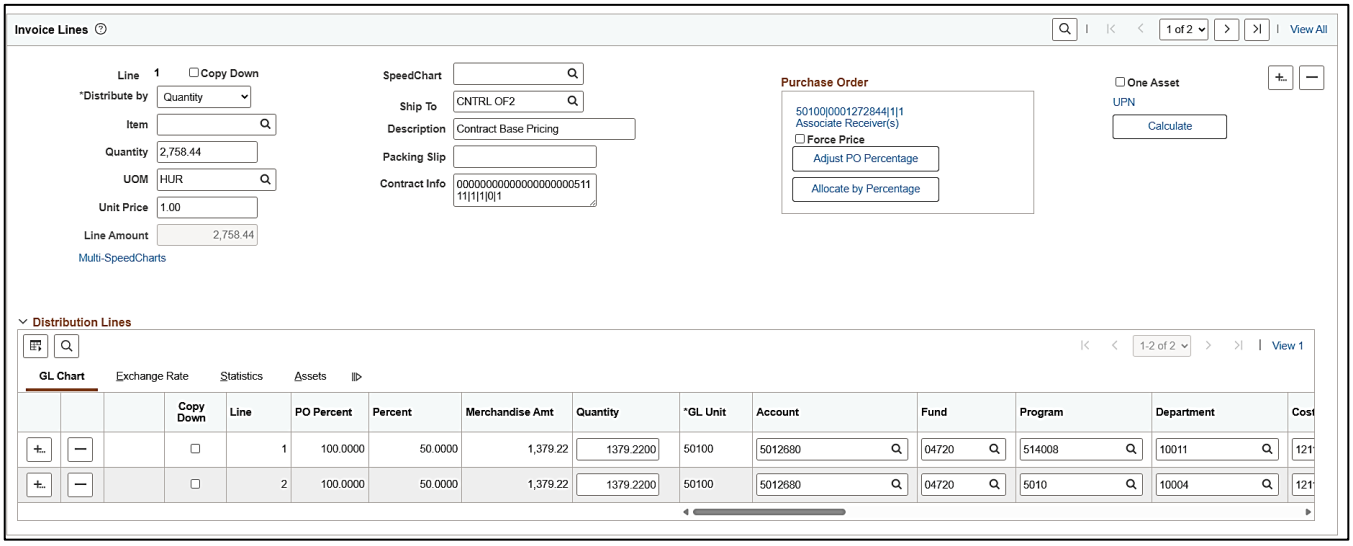
The page refreshes with the applicable updates.



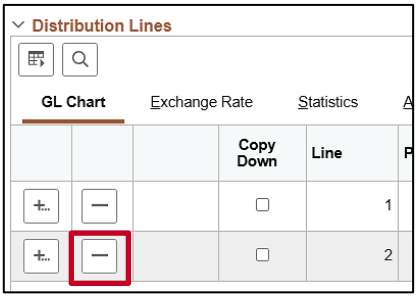
Deleting Distribution Lines

Step	Action

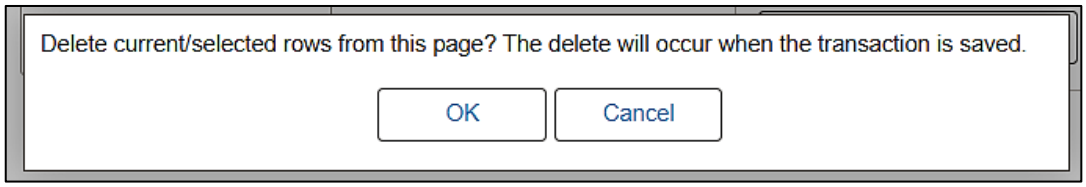
The **Invoice Lines** section.



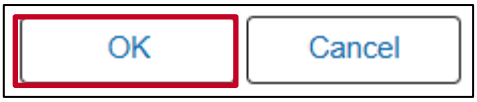
1. Click the **Remove a Row** (**-**) icon to the left of the Line that needs to be deleted.



A message displays in a pop-up window to confirm the deletion of the Line.

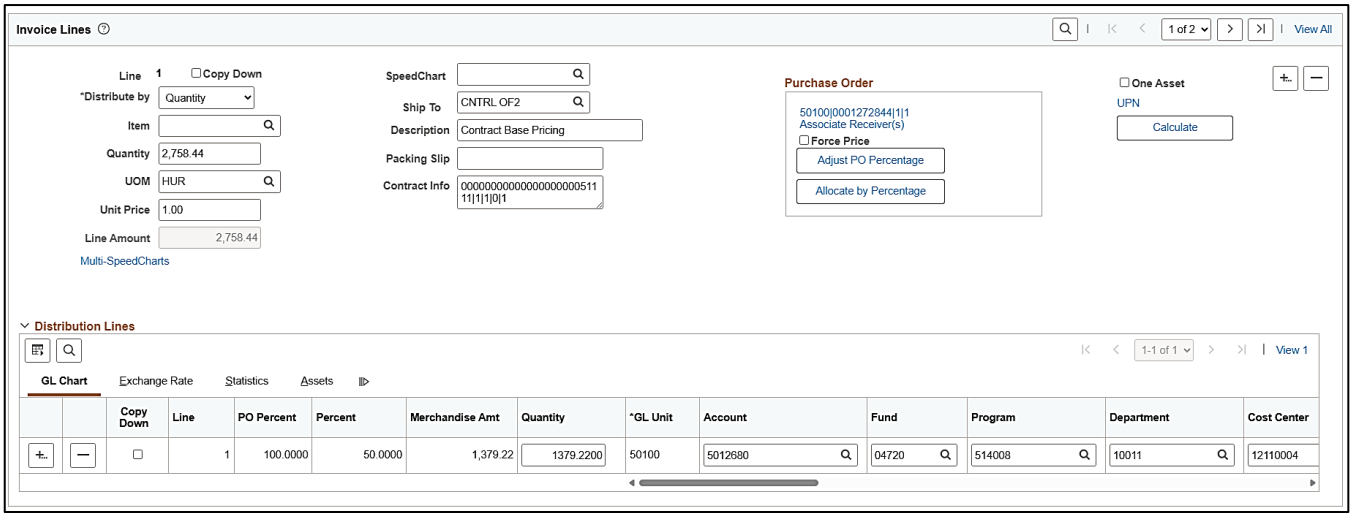


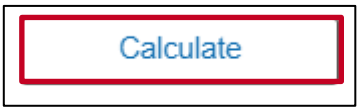
2. Click the **OK** button.



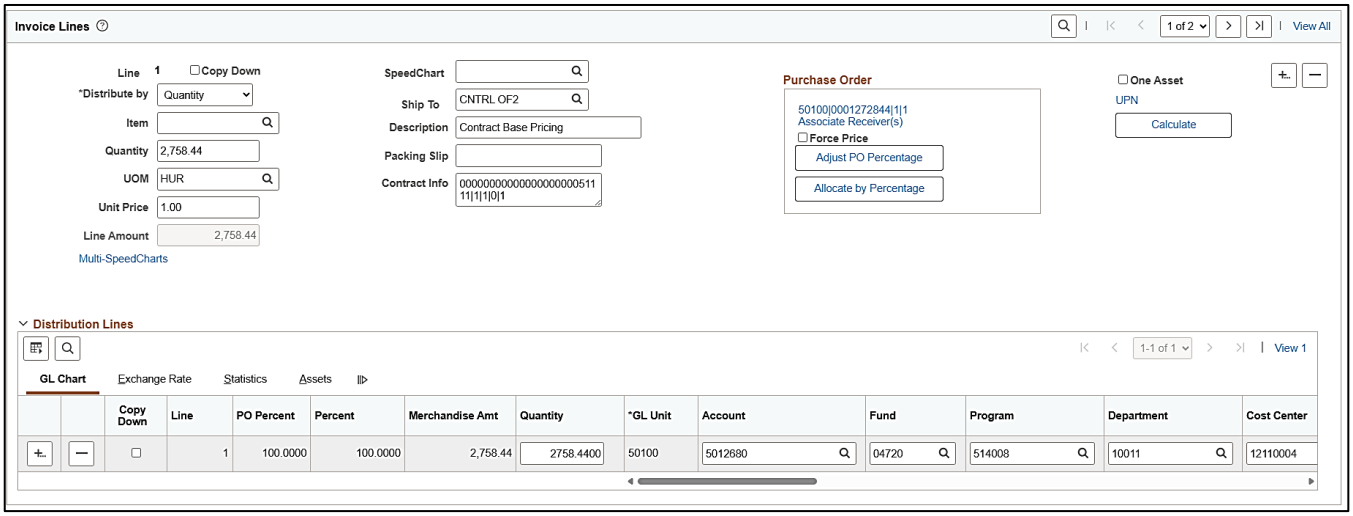
Step	Action

The page refreshes and the deleted Line no longer displays.

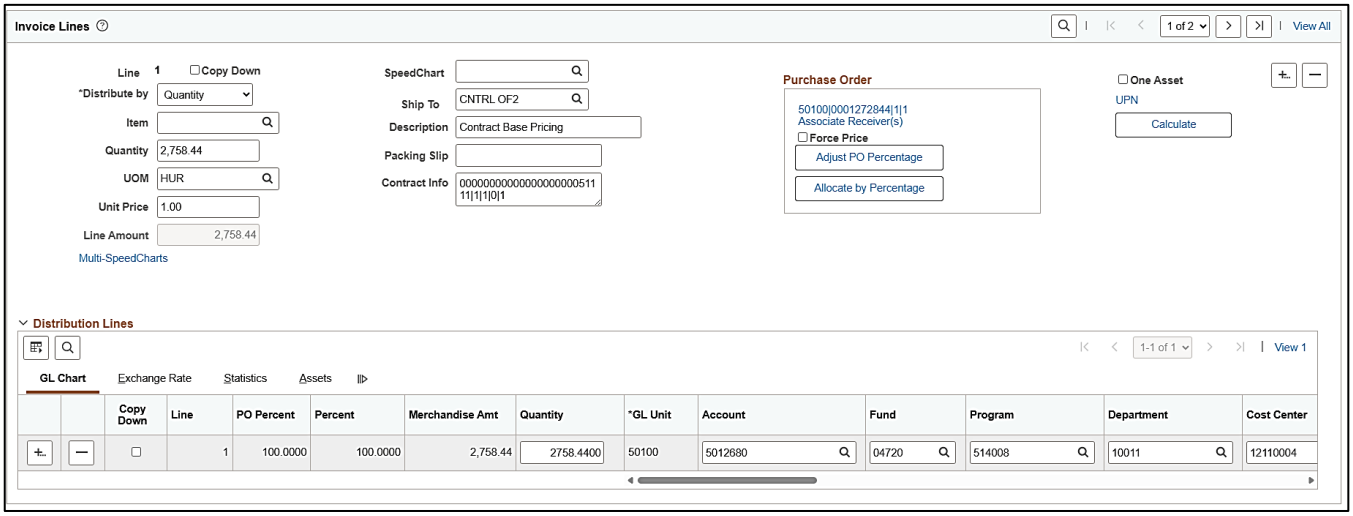
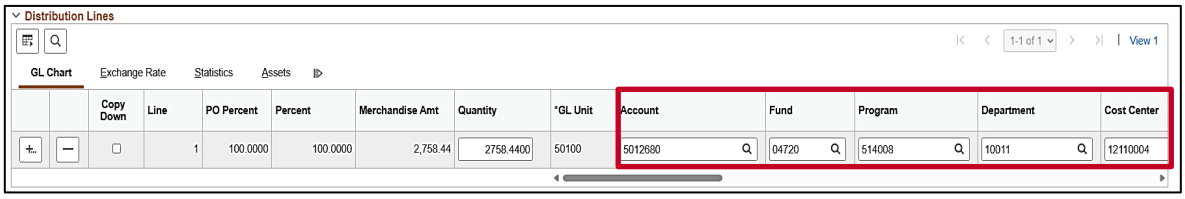
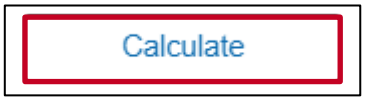


3.	Make any necessary adjustments to the remaining Line(s) as applicable.
4.	Click the **Calculate** button on the Invoice Lines to balance the Line after making updates to the Distribution Line. 

The page refreshes with the applicable updates.

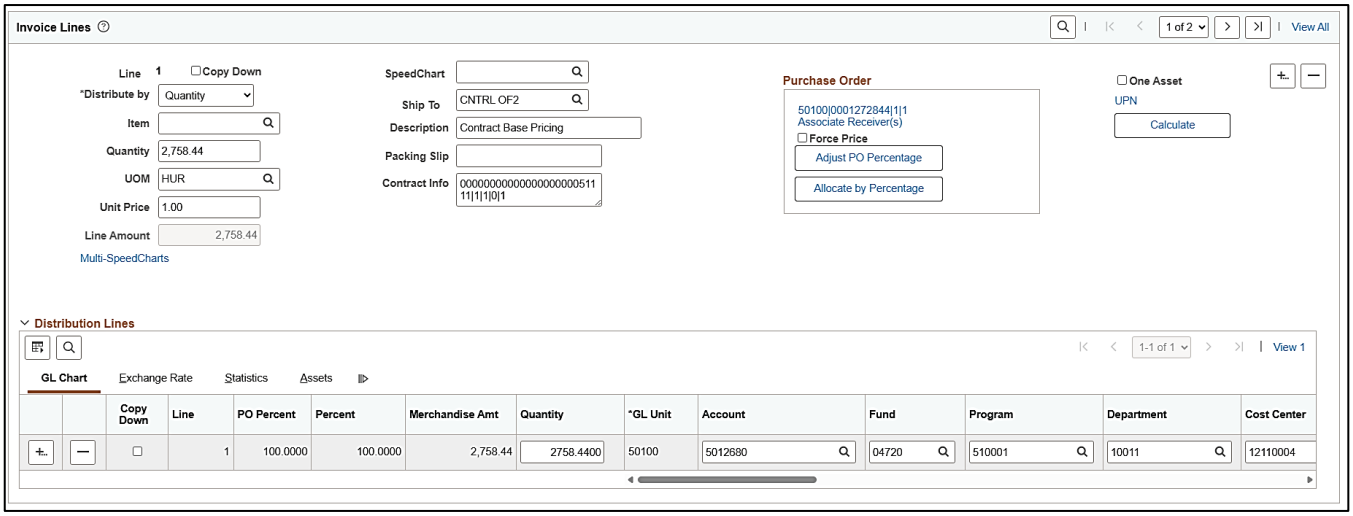


Changing the Distribution Line

Step	Action
The **Invoice Lines** section. 	
1.	Identify the applicable field(s) that needs to be updated in the Distribution Lines section. 
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). 

Step	Action

The page refreshes with the applicable updates.

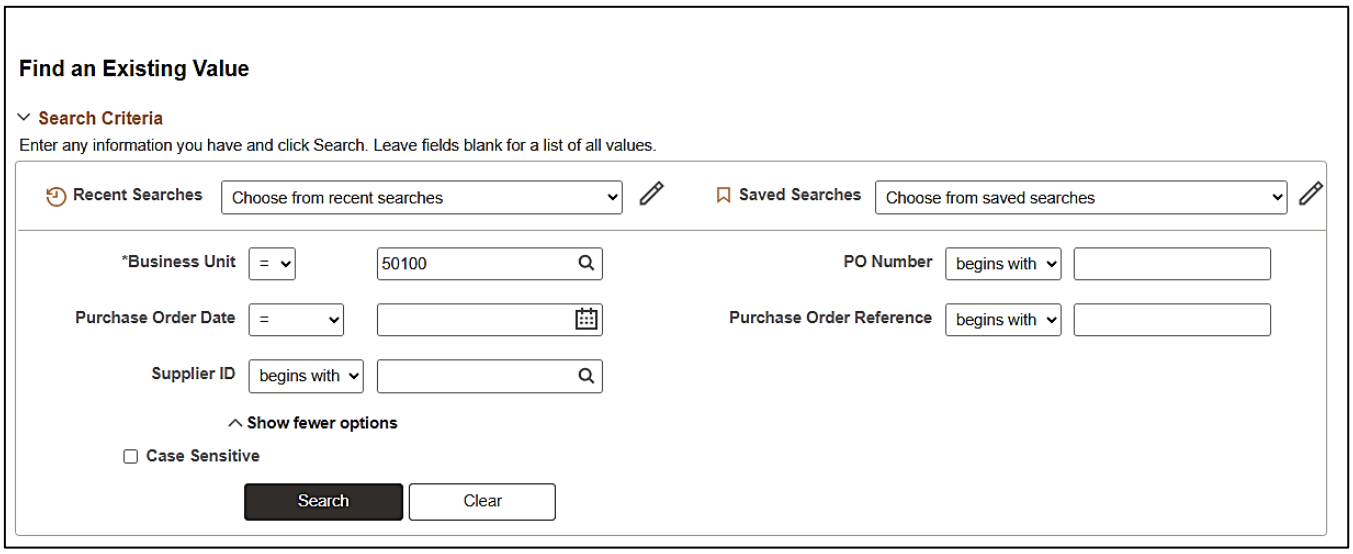


PO Activity Summary Page

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**

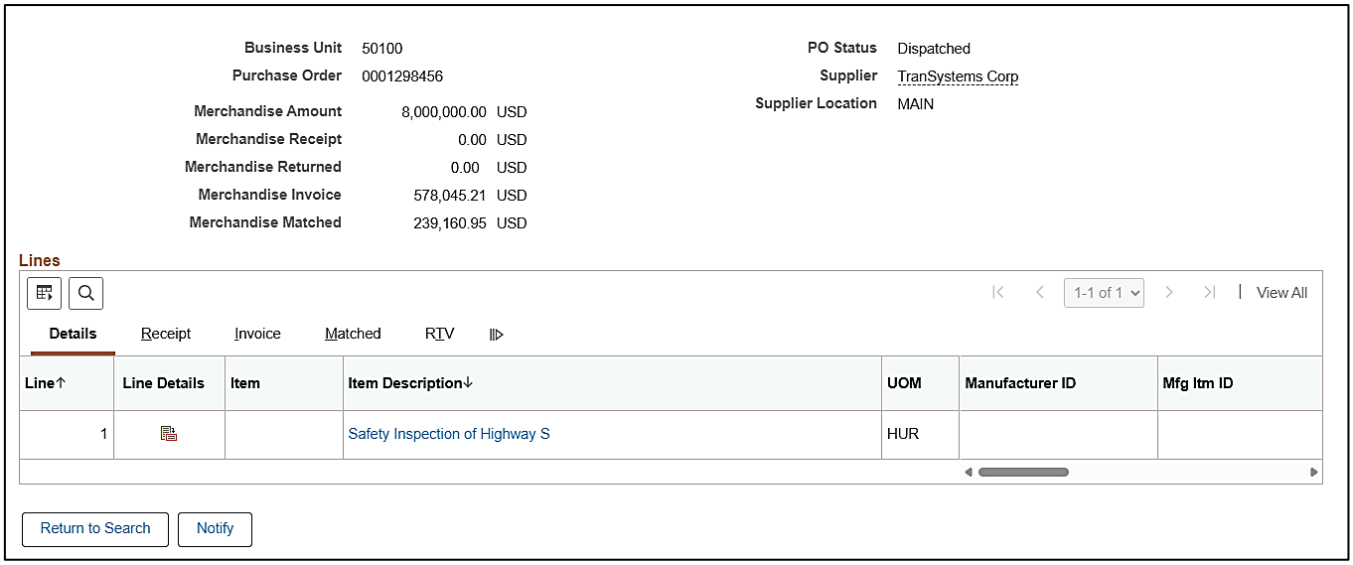
The **PO Activity Summary** page displays.



2.	Enter the applicable PO Number in the **PO Number** field.
3.	Click the **Search** button.

Step	Action

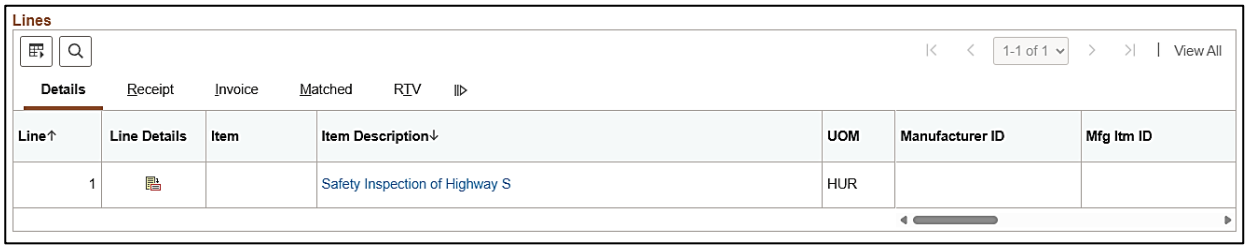
The **Activity Summary** page displays for the applicable Purchase Order.



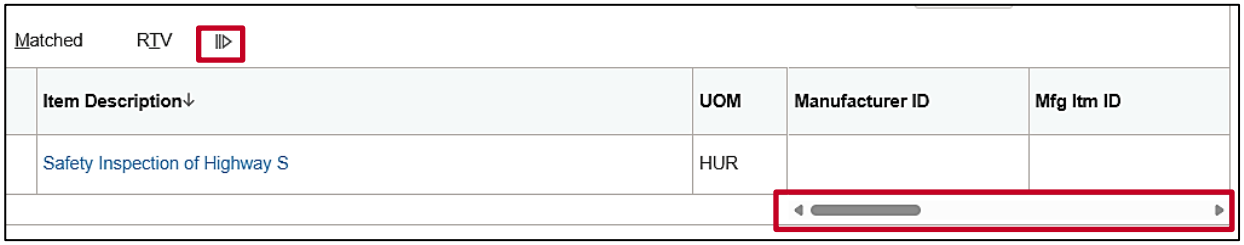
The following are the key summary items that show at the top of the page:

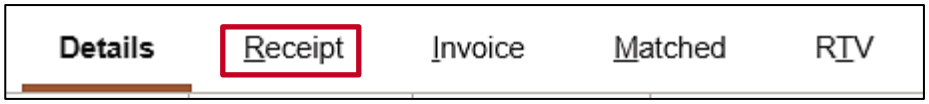
- **Merchandise Amount**: the amount of the Purchase Order
- **Merchandise Receipt**: the amount of the Purchase Order that has been received
- **Merchandise Invoice**: the amount of the Purchase Order that has been vouchered
- **Merchandise Matched**: the amount of the Purchase Order that has been matched against the Voucher

The **Details Tab** under the **Lines** section displays the Purchase Order details.

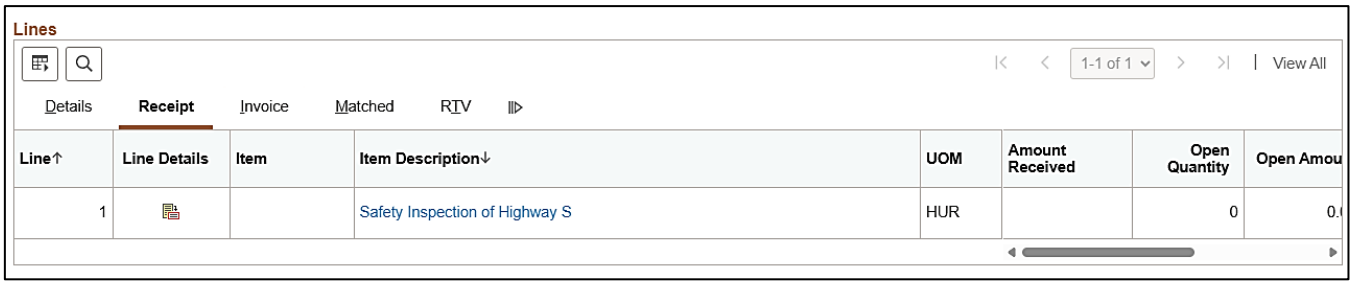


4. Use the scrollbar or click the **Show All Columns** icon to view all of the fields.



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

The **Receipt** tab displays.



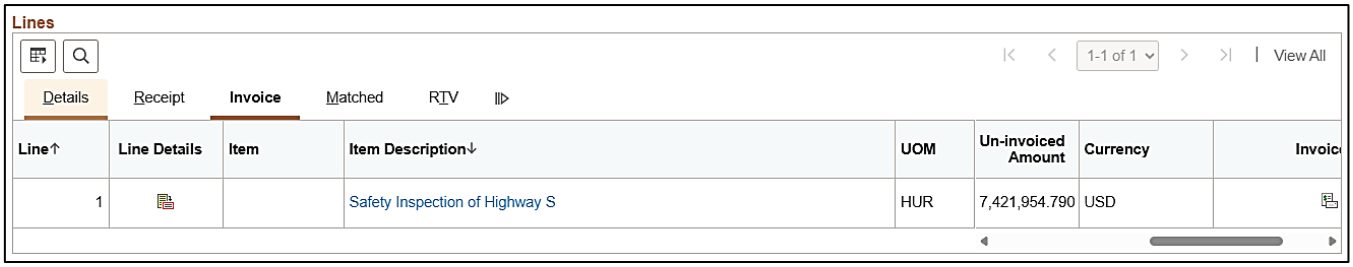
	This tab displays the “Qty” or “Amount” received and any remaining amount if the Purchase Order is partially received. In this scenario, the Purchase Order is partially received.
6.	Click the **Invoice** tab to view Voucher Details

The **Invoice** tab displays.

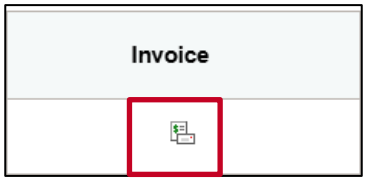
7.	Use the scrollbar or click the **Show All Columns** icon to view all of the fields.

Step	Action

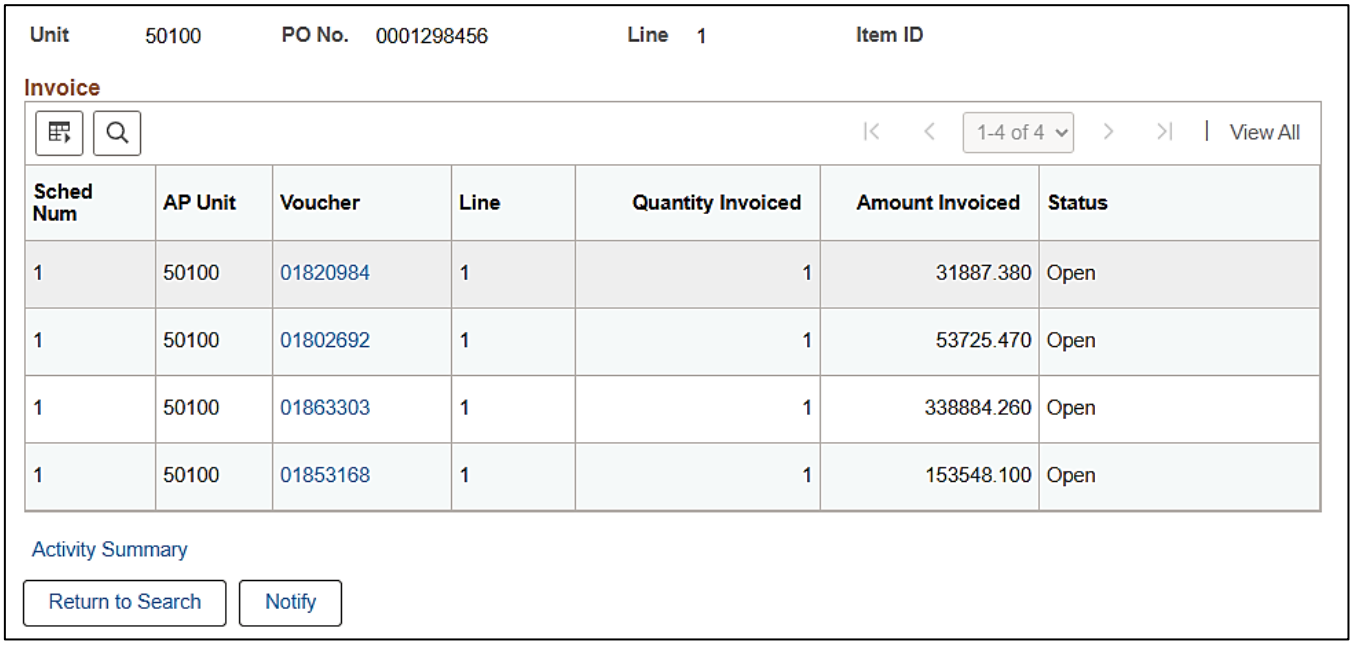
View of **Lines** section after scrolling right.



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



The **Invoice** page displays.



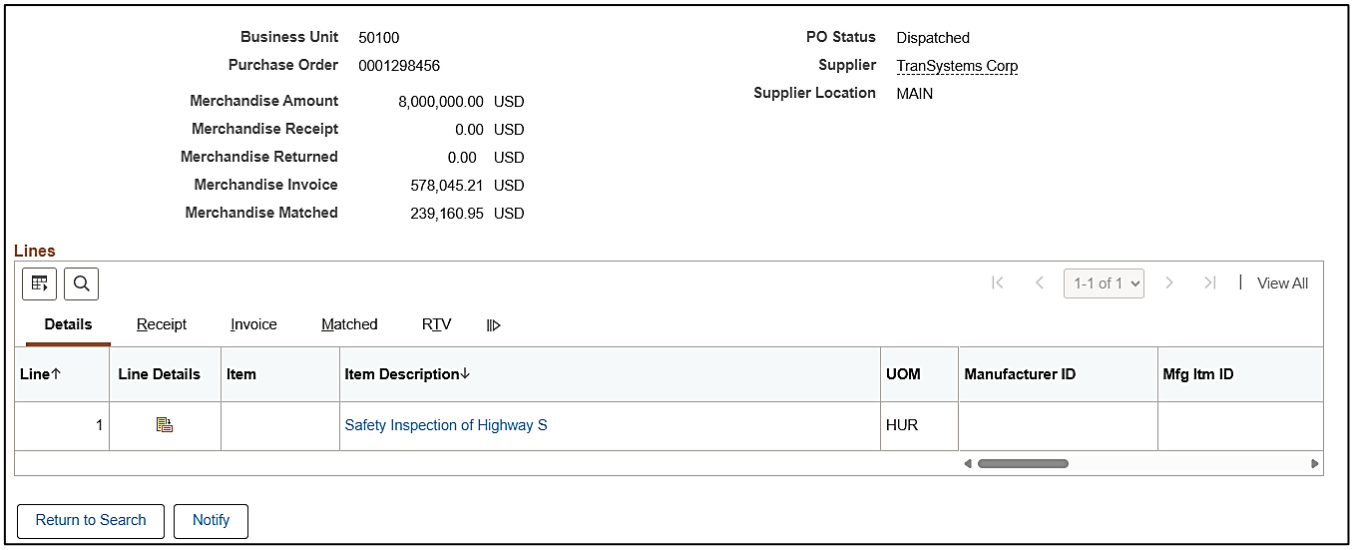
Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced	Status
1	50100	01820984	1	1	31887.380	Open
1	50100	01802692	1	1	53725.470	Open
1	50100	01863303	1	1	338884.260	Open
1	50100	01853168	1	1	153548.100	Open

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

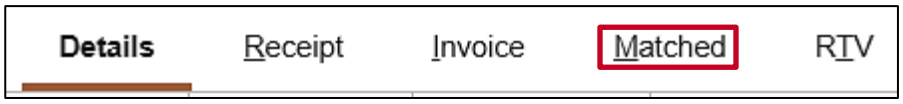
9. Click the **Activity Summary** link to return to the **Activity Summary** page.

Step	Action

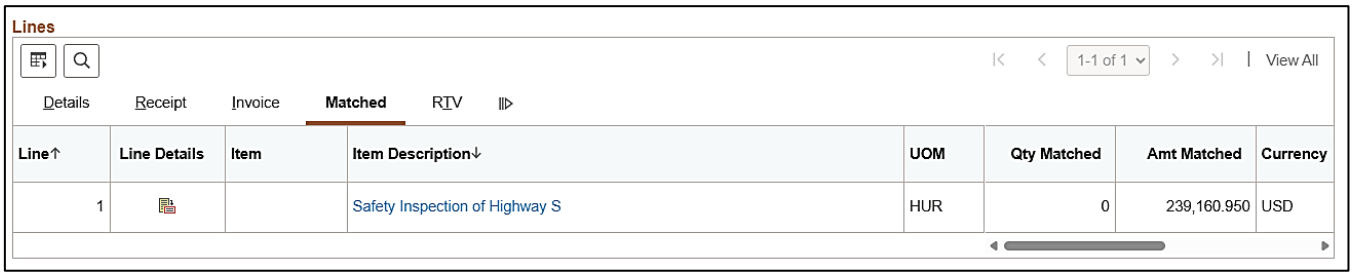
The **Activity Summary** page redisplays.



10. Click the **Matched** tab to view the matching details.



The **Matched** tab displays.



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

The **RTV** tab is not used in Cardinal.