



Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Processing PCard Vouchers Overview

PCard processing involves reviewing, verifying, and approving PCard transactions. At the end of each monthly cycle, queries are run to ensure all transactions have been approved. The approved transactions are then loaded to voucher staging tables for processing and payment. The PCard process includes both PCard and ISSP transactions. This Job Aid focuses on the Accounts Payable role in the PCard process as it relates to creating the PCard Voucher. Note that other parts of the process are mentioned to set context and are not covered in detail.

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.

Table of Contents

Revision History	2
Roles and Responsibilities in the PCard Process.....	3
Processing PCard Transactions.....	4
Reviewing PCard Transactions	7
Clearing the Suspense Account.....	23
Processing ISSP Transactions (MANCON).....	24



Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
6/12/2025	Baseline.

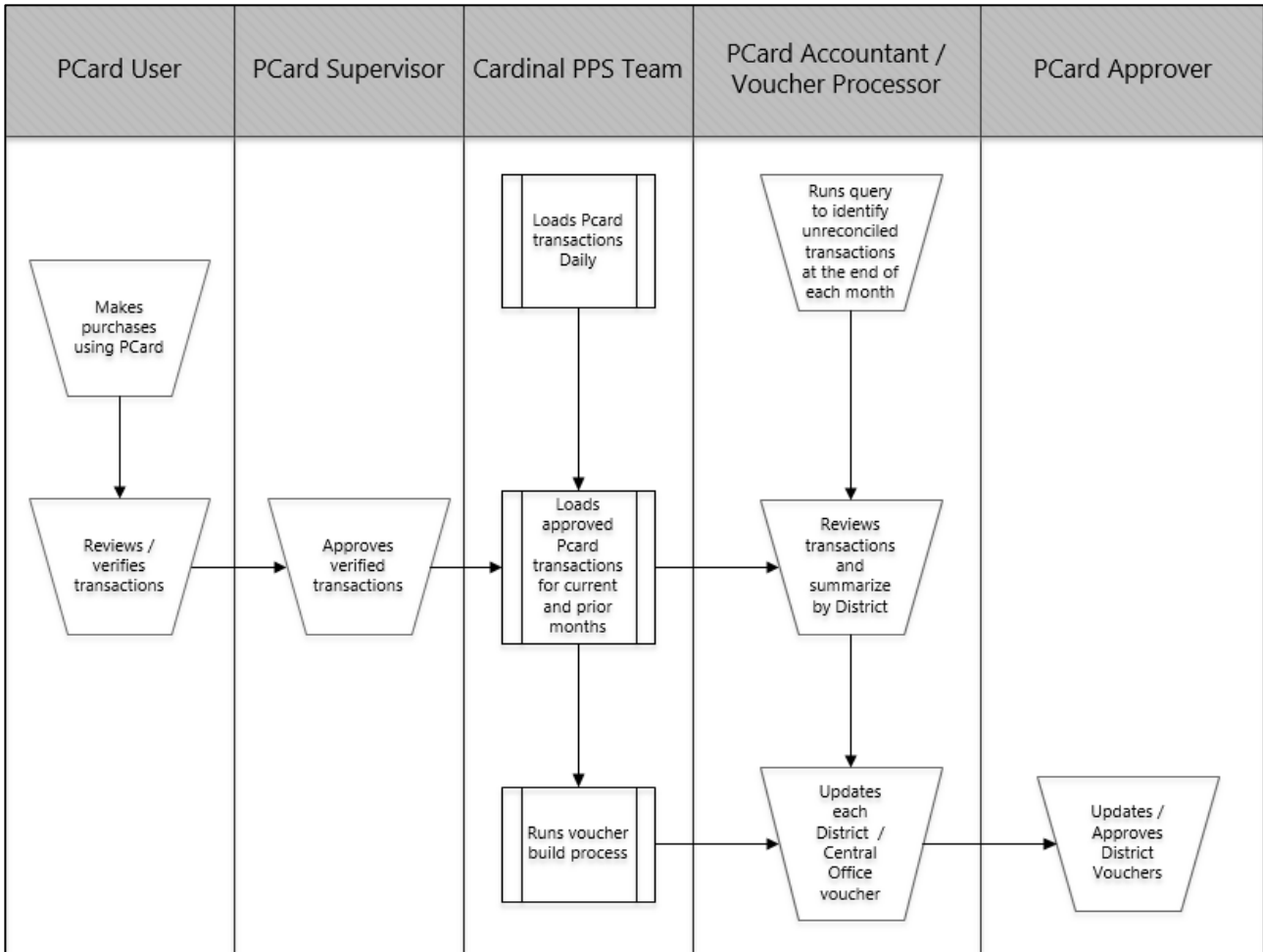


Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Roles and Responsibilities in the PCard Process

The flow chart lists the PCard key roles and high-level responsibilities for PCard Voucher Transactions to provide context for the Job Aid.





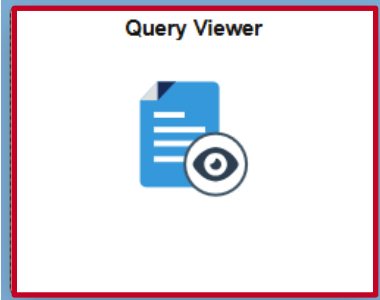
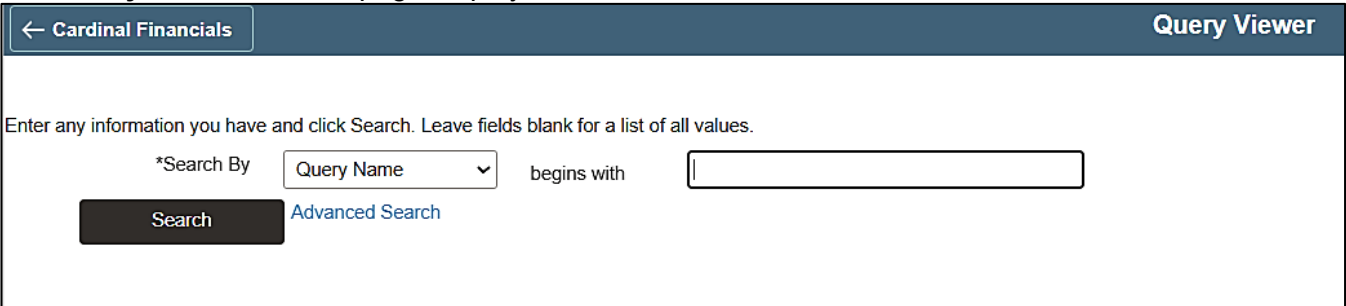
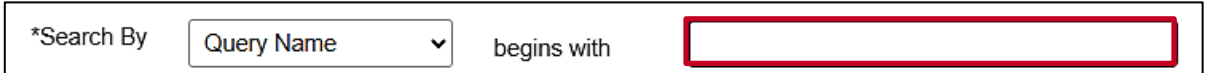
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AP312 Processing PCard Vouchers (VDOT Only)

Processing PCard Transactions

Identifying Unreconciled Transactions

At the end of the Billing Cycle (15th of the month), run the **PCard/ISSP Un Reconciled Trans** query.

Step	Action
1.	Navigate to the Query Viewer page by clicking the Query Viewer tile. 
The Query Viewer Search page displays. 	
2.	Enter "V_PR_UNRECONCILED_TRNSCTNS" in the "Query Name" begins with field. 



Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Step	Action																				
	The PCard/ISSP Un Reconciled Trans query displays in the Search Results section. Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By Query Name begins with V_PR_UNRECONCILED_TRNSCTNS Search Advanced Search Search Results *Folder View -- All Folders -- Query <table border="1"><thead><tr><th>Query Name</th><th>Description</th><th>Owner</th><th>Folder</th><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr></thead><tbody><tr><td>V_PR_UNRECONCILED_TRNSCTNS</td><td>PCARD/ISSP Un Reconciled Trans</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></tbody></table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	V_PR_UNRECONCILED_TRNSCTNS	PCARD/ISSP Un Reconciled Trans	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
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V_PR_UNRECONCILED_TRNSCTNS	PCARD/ISSP Un Reconciled Trans	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite												
	Although the query description specifies ISSP Unreconciled Transactions, the Card Issuer field value determines whether the results will include PCard or ISSP transactions. The Card Issuer value for ISSP transactions is "ISSP0".																				
3.	Select the output format for the query by clicking the applicable link. <table border="1"><thead><tr><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr></thead><tbody><tr><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></tbody></table>	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	HTML	Excel	XML	Schedule	Lookup References	Favorite								
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	The XML format is not used in Cardinal Financials.																				
	The PCard/ISSP Un Reconciled Trans query opens in a new browser tab.																				
4.	Enter or select the applicable Card Issuer in the Card Issuer field. *Card Issuer																				
5.	Enter or select the applicable name in the Name field or enter "%" for all. Name (% For All)																				



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AP312 Processing PCard Vouchers (VDOT Only)

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9.	Review the results and take the appropriate action based on the status of the transaction (e.g., Reviewed, Verified). This may include notifying the appropriate PCard Administrator.																																																																																																																																																																																																																																																												
	The Cardinal PPS Team loads <u>approved</u> PCard transactions with valid ChartField status for the current billing and previous billing cycle(s) to Voucher staging tables (around the 26th of the month). The Voucher Build Processes then creates Vouchers for regular and emergency PCard Transactions.																																																																																																																																																																																																																																																												



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AP312 Processing PCard Vouchers (VDOT Only)

Reviewing PCard Transactions

The PCard Accountant/Voucher Processor runs the **PCARD Transactions by Trans Dt** (**V_PR_PCARD_TRANS_BY_TRAN_DT**) query to review transactions by district, included on the Voucher for the billing date specified.

Step	Action
1.	Navigate to the PCARD Transactions by Trans Dt query by clicking the Query tile on the Cardinal Financials Homepage. 

The **Query Viewer Search** page displays.

← Cardinal Financials

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name ▼

begins with

Search

Advanced Search

2.	Enter "V_PR_PCARD_TRANS_BY_TRANS_DT" in the "Query Name" begins with field. *Search By Query Name ▼ begins with
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HTML	Excel	XML	Schedule	Lookup References	Favorite																																									
	The "XML" format is not used in Cardinal Financials.																																													
	The PCard Transactions by Trans Dt query opens in a new browser tab. V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt *Trans Date From *Trans Date To Card Issuer (% for all) Name Employee ID (% for all) Billing Date (MM/DD/YYYY) Status (% for all) Voucher ID (% for all) Account (% for all) Cost Center (% for all) Department (% for all) View Results <table border="1"><thead><tr><th>Row</th><th>Business Unit</th><th>Card Issuer</th><th>Last Digit of Card Nbr</th><th>Cardholder Name</th><th>Employee ID</th><th>Trans Status</th><th>Budget Checking Status</th><th>Header Chartfield Status</th><th>Transaction Number</th><th>Trans Sequence Nbr</th><th>Entered Date</th><th>Sent to eVA</th><th>eVA Order #</th><th>Trans Date</th><th>Trans Line Nbr</th><th>Trans Distrib Line Nbr</th><th>Posted Date</th><th>Billing Date</th><th>Trans Amt</th><th>Merchant</th><th>Supplier ID</th><th>Last User to Modify</th><th>Last Change Date</th><th>Approved By</th><th>Approval Date</th><th>Supplier Item</th><th>Trans Description</th><th>OCM</th><th>Trans PO City</th><th>Trans Unit Price</th><th>Trans Item ID</th><th>eVA PO Type</th><th>PO ID</th><th>PO Line Nbr</th><th>PO Sched Nbr</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Agency Use 1</th><th>Agency Use 2</th><th>Asset</th><th>Proj</th></tr></thead><tbody></tbody></table>	Row	Business Unit	Card Issuer	Last Digit of Card Nbr	Cardholder Name	Employee ID	Trans Status	Budget Checking Status	Header Chartfield Status	Transaction Number	Trans Sequence Nbr	Entered Date	Sent to eVA	eVA Order #	Trans Date	Trans Line Nbr	Trans Distrib Line Nbr	Posted Date	Billing Date	Trans Amt	Merchant	Supplier ID	Last User to Modify	Last Change Date	Approved By	Approval Date	Supplier Item	Trans Description	OCM	Trans PO City	Trans Unit Price	Trans Item ID	eVA PO Type	PO ID	PO Line Nbr	PO Sched Nbr	Account	Fund	Program	Department	Cost Center	Agency Use 1	Agency Use 2	Asset	Proj
Row	Business Unit	Card Issuer	Last Digit of Card Nbr	Cardholder Name	Employee ID	Trans Status	Budget Checking Status	Header Chartfield Status	Transaction Number	Trans Sequence Nbr	Entered Date	Sent to eVA	eVA Order #	Trans Date	Trans Line Nbr	Trans Distrib Line Nbr	Posted Date	Billing Date	Trans Amt	Merchant	Supplier ID	Last User to Modify	Last Change Date	Approved By	Approval Date	Supplier Item	Trans Description	OCM	Trans PO City	Trans Unit Price	Trans Item ID	eVA PO Type	PO ID	PO Line Nbr	PO Sched Nbr	Account	Fund	Program	Department	Cost Center	Agency Use 1	Agency Use 2	Asset	Proj		



Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Step	Action
4.	Enter the applicable information for all fields with the applicable information. For some fields, a “%” can be entered to search for all values. *Trans Date From *Trans Date To Card Issuer (% for all) Name Employee ID (% for all) Billing Date (MM/DD/YYYY) Status (% for all) Voucher ID (% for all) Account (% for all) Cost Center (% for all) Department (% for all)
5.	Click the View Results button. View Results
The query downloads to Excel.	
6.	Click the File to open it.

Rev 9/1/2026 Page 10 of 24



Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Step

Action

9.

Verify the Voucher **Invoice Total** field matches the total of the Billing Amount.

Voucher

To Be Matched5

Match Exceptions Exist2

Voucher Exceptions

Recycled Vouchers

Budget Check Errors

Payments

Scheduled Payment on Hold

My Approvals

My Insights

Links

Vouchers

Regular Entry

Voucher Search

Accounting Entries

Review Suppliers

Match Workbench

Voucher Build Error Detail

Summary

Related Documents

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit50100

Voucher ID01863955

Voucher StyleRegular

Supplier NameBank of America
1 Commercial Place
VA6-100-03-01
VA10023369
EVAAD44069
Norfolk, VA 23510

Entry StatusPostable

Match StatusNo Match

Approval StatusPending

Post StatusUnposted

Budget StatusNot Chk'd

Budget Misc StatusValid

*View RelatedPayment InquiryGo

Return to Search

Notify

Refresh

Add

Update/Display

Invoice Date01/15/2026

Invoice NoNOV_01/2026_BILL_00000001

Invoice Total421,299.29USD

Pay TermsDue Now

Voucher SourceProcurement Cards

OriginONL

Created On05/19/2026 6:42PM

Created By

Last Update05/19/2026 6:43PM

Modified By

ERS TypeNot Applicable

Close StatusOpen

i

If the total of the Billing Amount and Voucher match, no further action is required.

If the total of the Billing Amount and Voucher do not match, proceed to the next step.

9.

In the downloaded Excel document, sum the **Trans Amount** field.

In this example, this total represents the total billed to District Account BoAVDist8 (Card Issuer: BAVI8) on 01/15/2026. This total will include both reconciled and unreconciled transactions. For this example, the total PCard Transactions is \$317,977.60.

Q	R	S	T	U	V
Posted Da	Billing Da	Trans Am	Merchant	Supplier	Last User to Modify
12/22/2025	1/15/2026	618.680	SUPERIOR PLUS PROPANE	0001463245	
12/22/2025	1/15/2026	556.660	SUPERIOR PLUS PROPANE	0001463245	
12/16/2025	1/15/2026	80.960	LOWES #00646	0000047895	
12/18/2025	1/15/2026	18.980	LOWES #00646	0000047895	
12/18/2025	1/15/2026	19.430	LOWES #00646	0000047895	
1/2/2026	1/15/2026	8.540	LOWES #02555		
1/7/2026	1/15/2026	47.440	LOWES #02637		
12/22/2025	1/15/2026	950.520	SUPERIOR PLUS PROPANE	0001463245	
12/31/2025	1/15/2026	25.500	TOWN OF LURAY	0000052048	
12/31/2025	1/15/2026	1.950	TOWN OF LURAY	0000052048	
12/31/2025	1/15/2026	101.900	TOWN OF LURAY	0000052048	
1/2/2026	1/15/2026	65.470	TOWN OF LURAY	0000052048	
1/2/2026	1/15/2026	12.750	TOWN OF LURAY	0000052048	
1/2/2026	1/15/2026	1.950	TOWN OF LURAY	0000052048	
12/31/2025	1/15/2026	2.750	PAYSTAR	0000050351	
1/2/2026	1/15/2026	66.250	TOWN OF STANLEY	0000050351	
12/16/2025	1/15/2026	2700.000	BLUE RIDGE CC	0000053462	
12/16/2025	1/15/2026	2700.000	BLUE RIDGE CC	0000053462	
12/16/2025	1/15/2026	2700.000	BLUE RIDGE CC	0000053462	
12/16/2025	1/15/2026	2700.000	BLUE RIDGE CC	0000053462	
12/19/2025	1/15/2026	2373.940	22ND CENTURY TECHNOLOGIES	0001439959	
12/19/2025	1/15/2026	3274.400	22ND CENTURY TECHNOLOGIES	0001439959	
12/23/2025	1/15/2026	2194.000	HERC RENTALS	0000004139	
12/23/2025	1/15/2026	442.540	SQ *ONE SOURCE SUPPLY	0001518922	

317977.670

Voucher ID

01863956

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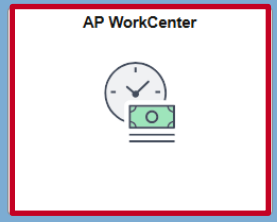
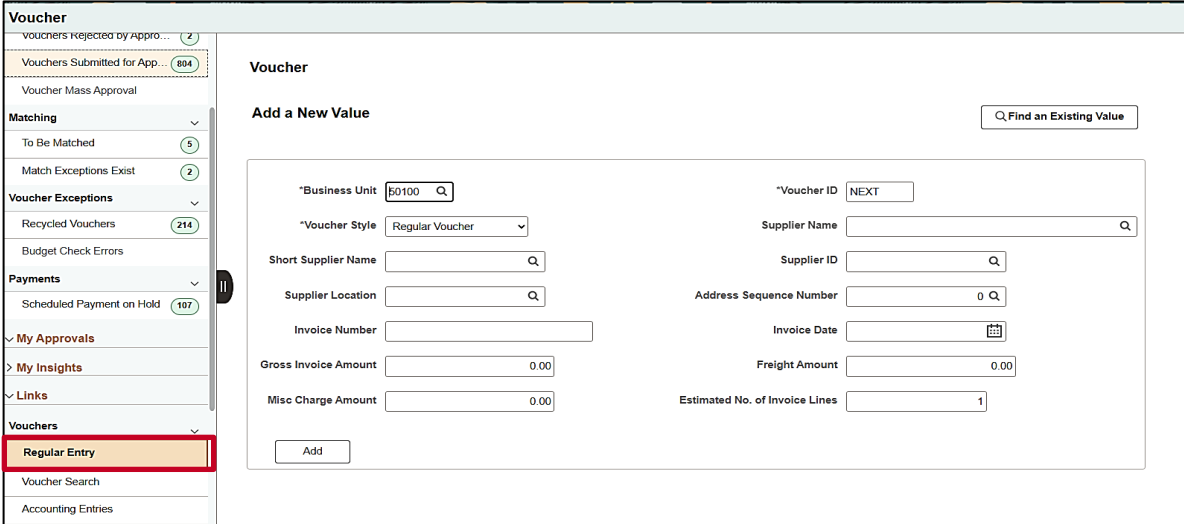
01863956

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Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Step	Action
10.	Sort the results by Voucher to determine the total amount included on the Voucher(s) created for the billing period. In this example, the Voucher Number that was created is 01863956 and the total amount is \$313,895.67. The difference between the Total billed amount (\$317,977.67) and the Voucher amount (\$313,895.67) is \$4082.00. The \$4082.00 represents transactions that have either not been reconciled or have been reconciled but not approved for that billing period.
	The Voucher payment must match the total amount billed. Therefore, the Voucher will need to be adjusted accordingly. These steps are completed by the PCard Accountant/Voucher Processor.
11.	Navigate to the Regular Entry page by clicking the AP WorkCenter tile on the Cardinal 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.
12.	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. 



Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Step	Action
	Users can also access the Regular Entry page using the following navigation path: NavBar > Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
The Voucher Add a New Value page displays. Voucher Add a New Value Find an Existing Value *Business Unit 50100 *Voucher ID NEXT *Voucher Style Regular Voucher Supplier Name Short Supplier Name Supplier ID Supplier Location Address Sequence Number 0 Invoice Number Invoice Date Gross Invoice Amount 0.00 Freight Amount 0.00 Misc Charge Amount 0.00 Estimated No. of Invoice Lines 1 Add	
13.	Click the Find an Existing Value button. Find an Existing Value



Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Step	Action
	The Find an Existing Value Search page displays. Voucher Find an Existing Value ⊕ Add a New 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 Voucher ID begins with ▼ Invoice Number begins with ▼ Invoice Date = ▼ 📅 Short Supplier Name begins with ▼ Supplier ID begins with ▼ Q Supplier Name begins with ▼ Voucher Style = ▼ ▼ Related Voucher begins with ▼ Entry Status = ▼ ▼ Voucher Source = ▼ ▼ Incomplete Voucher = ▼ ▼ ^ Show fewer options ☐ Case Sensitive Search Clear
14.	Enter the applicable Voucher Number in the Voucher ID field. Voucher ID begins with ▼
	This is the Voucher Number from the PCard Transactions by Trans Dt query.
15.	Click the Search button. Search Clear



Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Step	Action
	The Voucher displays with the Voucher Summary tab displayed by default. Voucher Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Business Unit Voucher ID Voucher Style Supplier Name Entry Status Match Status Approval Status Post Status Budget Status Budget Misc Status *View Related 50100 01863956 Regular Bank of America 1 Commercial Place VA6-100-03-01 VA10023369 EVAAD44069 Norfolk, VA 23510 Postable No Match Pending Unposted Not Chk'd Valid Payment Inquiry Invoice Date Invoice No Invoice Total Pay Terms Voucher Source Origin Created On Created By Last Update Modified By ERS Type Close Status 01/15/2026 STN_01/2026_BILL_00000001 313,895.67 USD Due Now Procurement Cards ONL 05/19/2026 6:42PM AA_CARDINAL_BATCH_PR 05/19/2026 6:43PM AA_CARDINAL_BATCH_AP Not Applicable Open Go Return to Search Notify Refresh Add Update/Display Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary



Cardinal Accounts Payable Job Aid

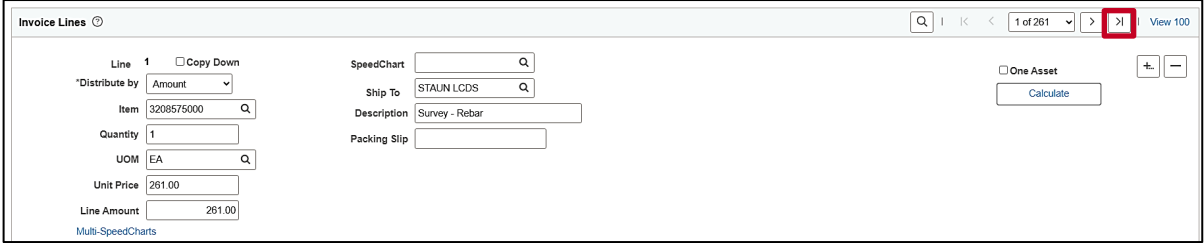
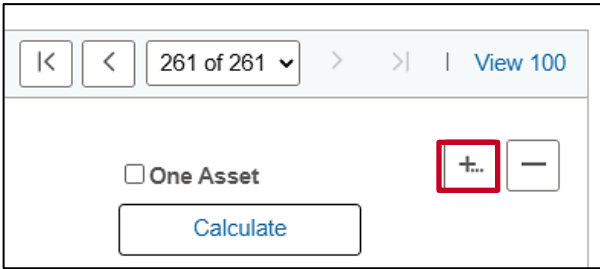
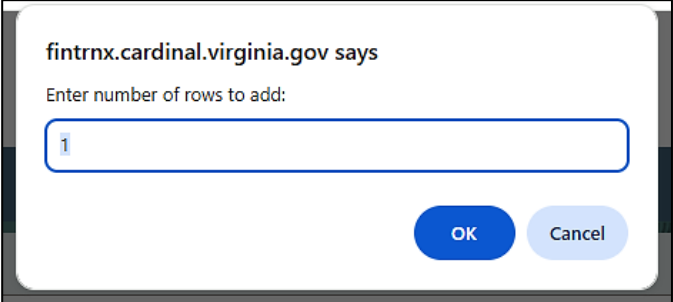
AP312 Processing PCard Vouchers (VDOT Only)

Step	Action
	The Invoice Information page displays. SummaryRelated DocumentsInvoice InformationPaymentsVoucher AttributesError Summary Business Unit50100 Voucher ID01863956 Voucher StyleRegular Voucher Invoice Date01/15/2026 Invoice Receipt Date12242025 Goods & Services Receipt Date01092026 Supplier ID0000042877 ShortNameBANK OF AM-001 LocationMAIN *Address2 Responsible Org19059 Customer Account #47152090007150522 ROW Acquisition ID Invoice NoSTN_01/2026_BILL_00000001 Accounting Date05/19/2026 *Pay Terms00 Basis Date TypeInv Date ☐ Final Voucher Invoice Total Line Total313,895.67 *CurrencyUSD Miscellaneous Freight Total313,895.67 Difference0.00 Non Merchandise Summary Session Defaults Comments(0) Attachments(0) Template List Advanced Supplier Search Supplier Hierarchy Supplier 360 Save Action Run Calculate Print > Copy From Source Document
	The PCard Accountant/Voucher Processor reviews the Customer Account # and Responsible Org fields to verify this information is for their District. This Voucher will need to be updated so that the amount matches the billing.
17.	Update the Responsible Org field as applicable. Responsible Org 19059
	The next step is dependent on the Invoice Number. The naming standard for PCard Voucher Invoice Numbers follows a format as follows: [district] + [bill month/year] + [desc]. BILL – represents the current billing cycle Voucher ADJUST – represents a previous billing cycle Voucher For this example: Invoice No STN_01/2026_BILL_00000001 District: STN = Staunton Bill Date: 01/15/2026 BILL: current billing cycle



Cardinal Accounts Payable Job Aid

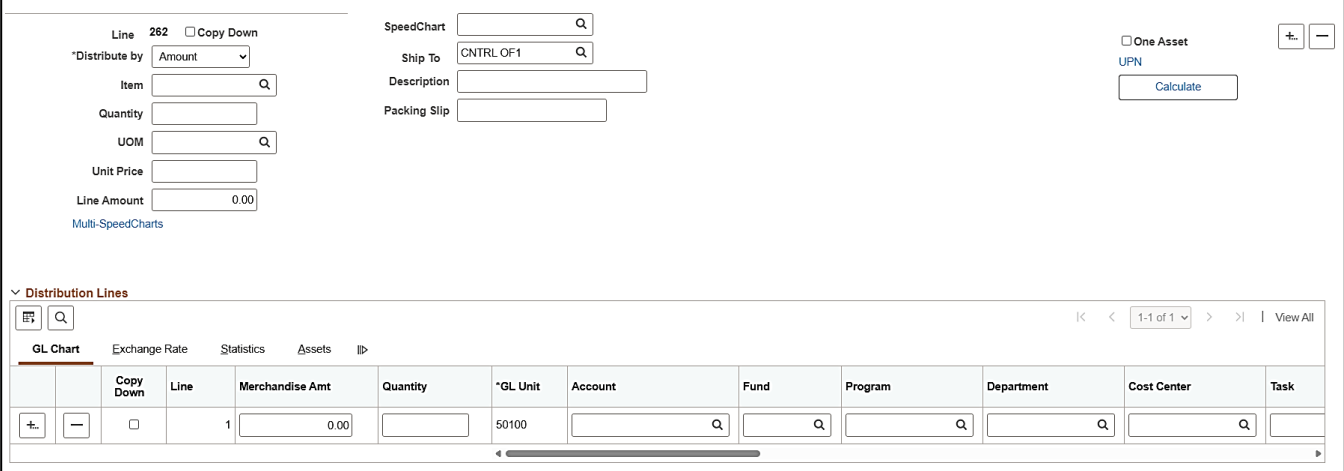
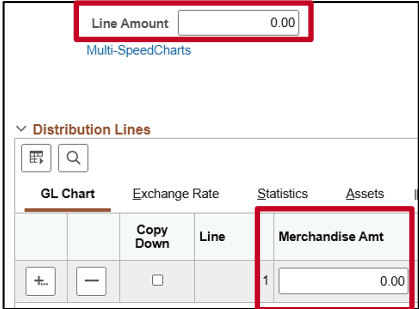
AP312 Processing PCard Vouchers (VDOT Only)

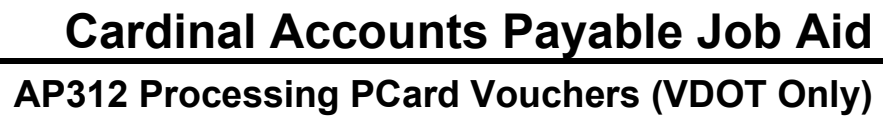
Step	Action
18.	In the Invoice Lines section, click the Last link. 
19.	Click the Add a New Row (+) icon to add a new Invoice line. 
The Enter number of rows to add pop-up box displays and defaults to “1”. 	
20.	Click the OK button. 



Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Step	Action
	A new row is added. 
21.	Enter “Remaining Balance Suspense” in the Description field to indicate this distribution represents the remaining billing statement balance. 
22.	Enter or select the applicable SpeedChart in the SpeedChart field. 
	This populates the Fund, Program, and Cost Center fields.
23.	In the Merchandise Amt and Line Amount fields, enter the remaining balance between the total amount billed and the amount Invoiced. 



Example of a completed Invoice Line:

Rev 9/1/2026



Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Step	Action
26.	Scroll to the top of the page and update the Total field to the amount of the billing statement. For this scenario “317,977.67” SummaryRelated DocumentsInvoice InformationPaymentsVoucher AttributesError Summary Business Unit50100 Voucher ID01863956 Voucher StyleRegular Voucher Invoice Date01/15/2026 Invoice Receipt Date Goods & Services Receipt Date Supplier ID0000042877 ShortNameBANK OF AM-001 LocationMAIN *Address2 Responsible Org19059 Customer Account # ROW Acquisition ID Invoice NoSTN_01/2026_BILL_00000001 Accounting Date05/19/2026 *Pay Terms00 Basis Date TypeInv Date ☐ Final Voucher Invoice Total Line Total313,895.67 *CurrencyUSD Miscellaneous Freight Total317,977.67 Difference0.00 Non Merchandise Summary Session Defaults Comments(0) Attachments (0) Template List Advanced Supplier Search Supplier Hierarchy Supplier 360 Save Action Run Calculate Print > Copy From Source Document
	This should equal the sum of the existing Invoice Lines and the newly added Invoice Line.
27.	Click the Calculate button. Run Calculate Print



Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Step	Action
	The page refreshes and the Line Total field displays the updated Line Total, which should match the Total field. Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Business Unit 50100 Voucher ID 01863956 Voucher Style Regular Voucher Invoice Date 01/15/2026 Invoice Receipt Date Goods & Services Receipt Date Supplier ID 0000042877 ShortName BANK OF AM-001 Location MAIN *Address 2 Responsible Org 19059 Customer Account # ROW Acquisition ID Invoice No STN_01/2026_BILL_00000001 Accounting Date 05/19/2026 *Pay Terms 00 Basis Date Type Inv Date ☐ Final Voucher Invoice Total Line Total 317,977.67 *Currency USD Miscellaneous Freight Total 317,977.67 Difference 0.00 Non Merchandise Summary Session Defaults Comments(0) Attachments (0) Template List Advanced Supplier Search Supplier Hierarchy Supplier 360 Save Action Run Calculate Print > Copy From Source Document
28.	Click the Save button. Save
	A message displays in a pop-up window. Difference between voucher and total payment amounts is 4082.00 -- apply to existing scheduled payment? (7030,379) The sum of all scheduled and/or recorded payments' Gross Payment Amount differs from the voucher's Gross Amount by the indicated amount. Press 'OK' if you wish to apply this difference to the existing scheduled payment (refer to the Payments tab to examine currently scheduled and/or recorded payment amounts). Press 'Cancel' if you wish to make some other manual change to bring the voucher and total payment amounts into balance. OK Cancel
29	Click the OK button. OK Cancel



Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Step	Action
	The Voucher Invoice Information page redispays. SummaryRelated DocumentsInvoice InformationPaymentsVoucher AttributesError Summary Business Unit50100 Voucher ID01863956 Voucher StyleRegular Voucher Invoice Date01/15/2026 Invoice Receipt Date Goods & Services Receipt Date Supplier ID000042877 ShortNameBANK OF AM-001 LocationMAIN *Address2 Responsible Org19059 Customer Account # ROW Acquisition ID Invoice NoSTN_01/2026_BILL_00000001 Accounting Date05/19/2026 *Pay Terms00 Basis Date TypeInv Date ☐ Final Voucher Invoice Total Line Total317,977.67 *CurrencyUSD Miscellaneous Freight Total317,977.67 Difference0.00 Non Merchandise Summary Session Defaults Comments(0) Attachments (0) Template List Advanced Supplier Search Supplier Hierarchy Supplier 360 Save Action Run Calculate Print > Copy From Source Document
30.	The Voucher has successfully saved. From here, the Voucher is re-processed through batch Budget Check. After passing Budget Check, the Voucher is re-routed to the PCard Voucher Approver to review and approve.



Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Clearing the Suspense Account

The Cardinal program will create an adjustment Voucher for the PCard transaction(s) that were missing from the previous period bill that were charged to the suspense account. These actions clear the suspense account and create a "0" dollar Voucher.

See the steps below:

- The Bill description will contain "DISTRICT_MONTH/YEAR_ADJUST" (e.g. SAL_2/25_ADJUST) and the Voucher will need to be updated as follows:
 - Insert an additional Voucher line to clear the amount previously recorded as a Suspense.
 - Enter the SpeedChart/Cost Center: 11120220
 - Account: 5013090
 - Department ID: XXXXX (District or Central Office)
 - Merchandise Amount: - \$XXX.XX (negative total of the Voucher line amounts created from approved transactions to release the suspense account)
 - Voucher Invoice Total amount must be \$0.00

Sample Screenshot of the Voucher and Voucher Line to Clear Suspense Account

The screenshot displays the 'Invoice Information' tab in the Cardinal Accounts Payable system. The 'Business Unit' is 50100, and the 'Invoice No' is SAL_12/2024 ADJUST_000001. The 'Voucher ID' is 01736492, and the 'Accounting Date' is 01/27/2025. The 'Voucher Style' is 'Regular Voucher', and the 'Pay Terms' are '00PP'. The 'Invoice Date' is 12/15/2024, and the 'Basis Date Type' is 'Final Voucher'. The 'Supplier ID' is 0000042877, and the 'Short Name' is 'BANK OF AM-001'. The 'Location' is 'MAIN', and the 'Address' is '2'. The 'Responsible Org' is '19000', and the 'Customer Account #' is '4715290007150522'. The 'ROW Acquisition ID' is blank. The 'Invoice Total' shows 'Line Total' as 0.00, 'Currency' as USD, 'Miscellaneous' as 0.00, 'Freight' as 0.00, and 'Total Difference' as 0.00. The 'Non Merchandise Summary' shows 'Session Defaults', 'Comments(0)', 'Attachments(0)', 'Template List', 'Advanced Supplier Search', 'Approval History', 'Supplier Hierarchy', and 'Supplier 360'. The 'Invoice Lines' section shows a table with columns: Line, Copy Down, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, Agency Use 1, and Age. The table contains one line with Line 1, Merchandise Amt 138.95, Quantity 1.0000, *GL Unit 50100, Account 5013560, Fund 04100, Program 604003, Department 12044, Cost Center 11160000, Task 76101, FIPS 035, and Asset blank. The 'Distribution Lines' section shows a table with columns: GL Chart, Exchange Rate, Statistics, Assets, and ID. The table contains one line with GL Chart 1, Exchange Rate blank, Statistics blank, Assets blank, and ID blank. The 'Save' button is visible at the bottom left, and the 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons are at the bottom right.

Line	Copy Down	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Age
1		138.95	1.0000	50100	5013560	04100	604003	12044	11160000	76101	035			



Cardinal Accounts Payable Job Aid

AP312 Processing PCard Vouchers (VDOT Only)

Processing ISSP Transactions (MANCON)

Purchasing – Review/Verify/Reconcile ISSP Transactions

1. ISSP transactions are loaded daily from the supplier into Cardinal (Batch Processor)
2. Correct Load errors if necessary (Procurement System Administrator)
3. Review, verify and reconcile (or dispute) ISSP transactions, apply distributions (if necessary), and budget check (ISSP Reconciler)
4. Approve verified/reconciled PCard (ISSP) transactions (Supervisor for specific PCard (ISSP) Location)
5. Load approved PCard (ISSP) transactions to Voucher staging tables every day

Accounts Payable - Review/Update/Approve ISSP Vouchers

1. Voucher Build Processes (Batch Processor)
2. Run the **V_PR_PCARD_TRANS_BY_TRANS_DT** query to review transactions, by district, included on the Voucher (PCard Voucher Accountant)
3. Update the Voucher with the Responsible Org (10015: Fiscal Division) and approve Voucher (PCard Voucher Accountant)