

Reviewing Supplier Information and Creating a Voucher Overview

The Voucher entry process starts with searching for the supplier from which an Invoice has been received. The supplier must exist and be approved in the Cardinal Supplier Database for a Voucher to be processed. In addition, the supplier's remit to address, as listed on the Invoice, must be on the supplier record and Active for it to be used to enter a Voucher. This Job Aid walks through the steps for reviewing the supplier and creating the Voucher.

There are two types of suppliers in Cardinal, which are Fiscal and Procurement (eVA). If there are updates or missing information for a supplier, contact the appropriate Agency for assistance as noted below, based on the type of supplier:

- Fiscal suppliers: Commonwealth Vendor Group cvg@doa.virginia.gov
- Procurement (eVA) suppliers: Department of General Services
eVACustomerCare@dgs.virginia.gov

Once the supplier record has been verified, the Voucher can be created. Each Voucher contains only one Invoice. The following is a list of key information that is needed to be able to create and then submit a Voucher for processing:

- Cardinal Supplier ID
- Remit to Address sequence number
- Supplier Location information
- Payment Terms
- Charge Distribution Information
- Addressing payment offsets if applicable

Once a Voucher is created and submitted (saved), Edit Check runs. Once the Voucher passes Edit Checking, it will go through Budget Checking. If the Voucher has Edit Check or Budget Check errors, they must be corrected for the Voucher to continue processing. See the Job Aid titled **AP312 Reviewing and Correcting Voucher Errors**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

After the Voucher has successfully passed Budget Check, it will route for approval based on the Agency approval routing. Vouchers that require approval for Capital Outlay or Legal Services will automatically route to DOA after agency approval. Once all approvals are completed, the Voucher post process runs and creates the journal entries. Finally, the Voucher will be selected for payment and paid based on the due date.

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.
1/14/2025	Baseline.

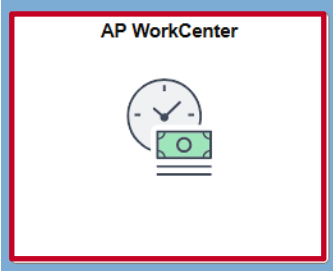


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AP312 Reviewing Supplier Information and Creating a Voucher

Reviewing the Supplier Information

This section will walk through the process for reviewing a supplier from which an Invoice has been received and gathering the necessary information to create the Voucher.

Step	Action
1.	Navigate to the Review Suppliers page using the following path: NavBar > Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers
	Users can also access the Review Suppliers page through the AP WorkCenter on the Cardinal Homepage. Note: Users must have the applicable Security roles to access WorkCenters. Navigation path: Payables WorkCenter > Links > Vouchers > Review Suppliers 

The **Review Suppliers Search** page displays.

← Cardinal Financials

Review Suppliers

Search Criteria

*SetID

Q

Name

Equal to

Withholding Name

Equal to

Supplier Status

Sanctions Status

Supplier ID

Q

Short Name

Equal to

Q

Classification

Type

Persistence

Alternate Payee Name

Address

Equal to

Customer Number

ID Type

(Invalid Value)

VAT Registration ID

Withholding Tax ID

City

Country

Q

State

Q

Postal

Bank Account #

Max Rows

300

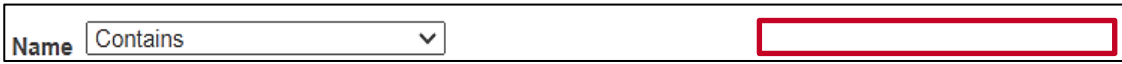
Search

Clear



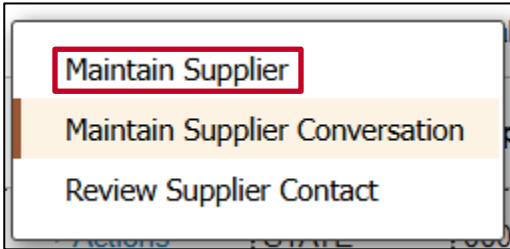
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Step	Action
	Users can search for suppliers using any of the criteria on this page. Whenever searching for a supplier, enter as much information as available to narrow the search. When using an address, users must select the Country.
2.	To search by name, click the Name field dropdown button and select "Contains". 
3.	Enter the supplier's name in the Name field. 
4.	Enter the supplier remit to address city in the City field. 
5.	Enter or select USA in the Country field. 
6.	Enter or select the 2-character alpha State abbreviation in the State field. 
7.	Click the Search button. 

The search results display in the **Search Results** section of the page.

Search Results										
 										
< < 1-4 of 4 > > View All										
Main Information Additional Supplier Info Audit Information ⌵										
Actions	SetID	Supplier ID	Supplier Name	Short Name	Alternate Payee Name	Address	City	State	Country	Effective Status
▼ Actions	STATE	0000043987	Pyramid Paper Company	PYRAMID PA-001	PYRAMID SCHOOL PRODUCTS	6510 N 54TH ST	TAMPA	FL	USA	Active
▼ Actions	STATE	0000043987	Pyramid Paper Company	PYRAMID PA-001		6510 N 54TH ST	TAMPA	FL	USA	Active
▼ Actions	STATE	0000043987	Pyramid Paper Company	PYRAMID PA-001	PYRAMID SCHOOL PRODUCTS	6510 N 54TH ST	TAMPA	FL	USA	Active
▼ Actions	STATE	0000043987	Pyramid Paper Company	PYRAMID PA-001	PYRAMID SCHOOL PRODUCTS	6510 N 54TH ST	TAMPA	FL	USA	Active

Step	Action
	If multiple suppliers display, locate the applicable one based on the Invoice that was received.
8.	Click the Actions dropdown button next to the applicable supplier. Note: If the supplier displays more than once, it does not matter which one is selected. 
	The number of times a supplier displays is based on the number of addresses that the supplier has in Cardinal.
9.	Click the Maintain Supplier link. 
	The Maintain Supplier Conversation link opens the Supplier Conversation page which is used to record notes regarding communications with the supplier. Notes added here can be seen by anyone. For more detailed information about recording notes regarding communications with the supplier, see the Job Aid titled AP312 Recording Supplier Conversations located on the Cardinal website in Job Aids under Learning. The Review Supplier Contact link opens the Supplier Contact page which can be used to review the supplier's contact information.



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Step	Action
	Cardinal opens a new internet browser tab, and the Summary page for the selected supplier displays. Add/Update Supplier Summary Identifying Information Address Contacts Location Custom SetID STATE Supplier ID 0000043987 Supplier Short Name PYRAMID PA PYRAMID PA-001 Supplier Name Pyramid Paper Company Order PYRAMID PA-001 6510 N 54TH ST TAMPA, FL 33610-1908 Remit To PYRAMID PA-001 6510 N 54TH ST TAMPA, FL 33610 Status Approved Persistence Regular Classification Supplier HCM Class Open for Ordering Yes Withholding No Last Modified By AA_CARDINAL_BATCH_AP Last modified date 04/30/2025 2:13AM Created By V_CONV_LOAD Created Datetime 11/10/2011 7:33PM Last Activity Date 01/05/2026 Save Return to Search Notify Add Update/Display Include History Summary Identifying Information Address Contacts Location Custom



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Step	Action
	The Address page displays.
13.	Review and verify the remit to address on the Invoice displays using the View All link or by clicking the Show next row arrow button to view the next address for the supplier.
	The Effective Status field of the address must be “Active” for it to be used on a Voucher.
14.	If the supplier has multiple addresses, click the Supplier Address Search link to search for the specific supplier address. If not, skip to Step 26.



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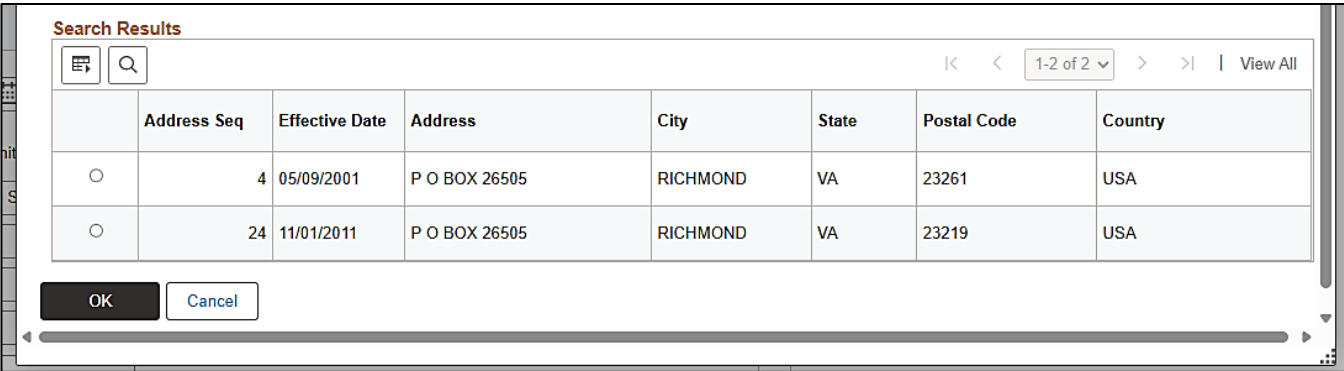
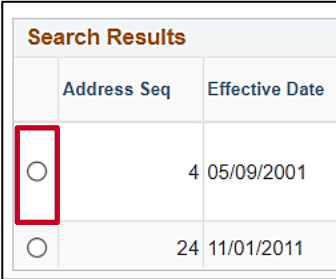
AP312 Reviewing Supplier Information and Creating a Voucher

Step	Action																																
	The Supplier Address Search page displays in a pop-up window. Supplier Address Search Search Criteria SetID STATE Supplier ID 0000058592 CITY OF RI-003 Address Equal to City Equal to Country State Postal Equal to Search Clear Search Results 1-10 of 74 View All <table><thead><tr><th></th><th>Address Seq</th><th>Effective Date</th><th>Address</th><th>City</th><th>State</th><th>Postal Code</th><th>Country</th></tr></thead><tbody><tr><td>☐</td><td>1</td><td>11/03/2025</td><td>900 E. BROAD STREET</td><td>RICHMOND</td><td>VA</td><td>23219</td><td>USA</td></tr><tr><td>☐</td><td>2</td><td>10/14/2009</td><td>C/O VDOT RW DIVISION</td><td>COLONIAL HEIGHTS</td><td>VA</td><td>23834</td><td>USA</td></tr><tr><td>☐</td><td>3</td><td>01/16/2003</td><td>900 E BROAD STREET</td><td>RICHMOND</td><td>VA</td><td>23219</td><td>USA</td></tr></tbody></table>		Address Seq	Effective Date	Address	City	State	Postal Code	Country	☐	1	11/03/2025	900 E. BROAD STREET	RICHMOND	VA	23219	USA	☐	2	10/14/2009	C/O VDOT RW DIVISION	COLONIAL HEIGHTS	VA	23834	USA	☐	3	01/16/2003	900 E BROAD STREET	RICHMOND	VA	23219	USA
	Address Seq	Effective Date	Address	City	State	Postal Code	Country																										
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☐	3	01/16/2003	900 E BROAD STREET	RICHMOND	VA	23219	USA																										
15.	Click the Address dropdown button and select "Contains". Address Equal to																																
16.	Enter the supplier's remit to address listed on the Invoice in the Address field. Address Contains																																
17.	Click the Search button. Search Clear																																



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Step	Action
	The address(es) that match the search criteria entered display in the Search Results section. 
18.	If the search returns more than one address, select radio button in front of the first address and make note of the Address Seq number(s) for any additional matching addresses. 
19.	Click the OK button. 



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Step	Action
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The **Address** page redisplay with the selected address displayed.

SummaryIdentifying Information**Address**ContactsLocationCustom

SetIDSTATESupplier ID0000058592

Supplier Address SearchShort Supplier NameCITY OF RI-003SupplierCITY OF RICHMOND

Supplier Address

Address ID4Address TypeMainDescription

Details

Effective Date05/09/2001Effective StatusActive

CountryUSAUnited StatesPreferred Order Method

Address 1P O BOX 26505Address 2900 E BROAD ST RM#701eVA VLINeVA Address IDCITYRICHMONDCOUNTYPostal23261StateVAVirginiaEmail IDEVA Registration TypeeVA Supplier CodeAccepts Procurement Card as payment methodCard Type

SaveReturn to SearchNotifyAddUpdate/Display

20. Review the address information to include the **Address Type** and **Effective Status** fields.

Supplier Address

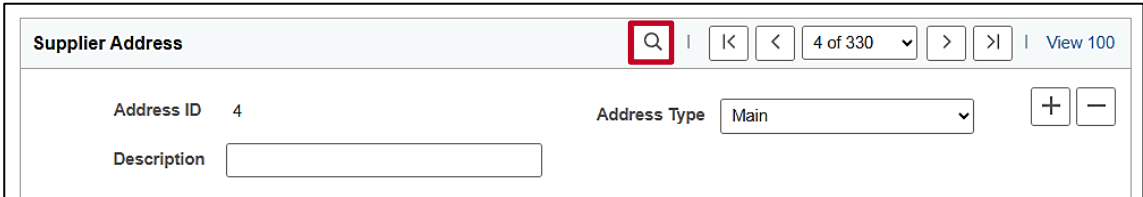
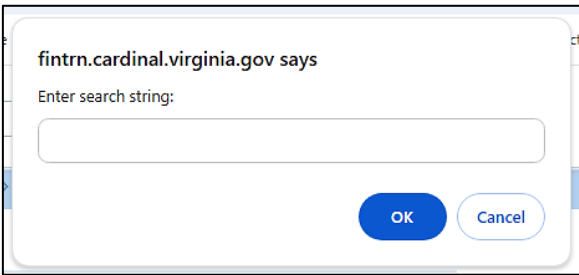
Address ID4Address TypeMainDescription

Details

Effective Date05/09/2001Effective StatusActive

Rev 9/1/2026

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Step	Action
21.	If there is more than one address displayed in the Search Results section, click the Find icon in the Supplier Address section to view the additional address(es). 
A Search String page displays in a pop-up window. 	
22.	Enter the Address Seq number for the additional address in the Enter search string field. 
23.	Click the OK button. 



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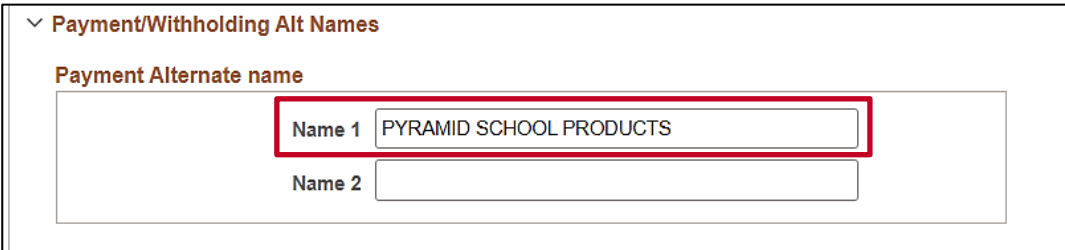
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Step	Action
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The **Address** page redisplay with the **Address ID** that was entered.

24.	Review the Address Type and Effective Status fields.
	When a supplier has the same address listed more than once and both have an Effective Status of “Active”, select the address with an Address Type of “Remitting”.
25.	If additional addresses displayed in the Search Results repeat Steps 21 – 24 . Review the additional addresses to determine the correct remit to address for the Invoice.

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Step	Action
26.	Once the remit to address has been located, make note of the Address ID number listed in the Address ID field. 
	If the remit to address on the Invoice is not listed on the supplier record or if the address has an Effective Status of "Inactive", work with CVG or DGS to have the address added or updated.
27.	Click the Payment/Withholding Alt Names Expand section icon to see if the supplier has a Doing Business As (DBA) name associated with the selected address. 
	If the supplier has a DBA name associated with the selected remit to address, it will be listed in the Name 1 field.  If an Alternate Payee Name exists for the address selected on a voucher, then the payment is made to this name. Otherwise, the payment will be sent to Name1 (supplier name).
28.	Click the Location tab. 



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Step	Action
	The Location page displays. Summary Identifying Information Address Contacts Location Custom SetID STATE Supplier ID 0000043987 Short Supplier Name PYRAMID PA-001 Supplier Pyramid Paper Company A supplier location is a default set of rules which define how you conduct business with a supplier. Location *Location MAIN ☒ Default RTV Fees Attachments (0) + - Description Main Location Details *Effective Date 09/29/2012 Calendar Effective Status Active + - Expand All Collapse All Options Payables Procurement Sales/Use Tax Global/1099 Withholding > Additional ID Numbers > Comments > Internet Address > VAT Expand All Collapse All Save Return to Search Notify Add Update/Display Include H Summary Identifying Information Address Contacts Location Custom
	The term “Location” in Cardinal refers to the way the transaction is processed. It includes the rules for processing Accounts Payable transactions. More than one transaction can be set up for suppliers if more than one set of rules is needed for different circumstances. Every supplier will have a “MAIN” Location set up. Some reasons why a supplier may have additional Locations include: • A supplier uses more than one bank to receive electronic payments (a separate Location is needed for each bank) • A supplier is subject to a lien, levy, garnishment, etc. (a special Location named “LEVY” may be set up) • A supplier is paid through the ePayables process (an “EPAY” Location may be set up) The Description field for the Location provides additional details about the purpose and use of the Location. Be sure to check the Effective Status field of the Location. If the status is “Inactive”, it is no longer a valid option to be used on a Voucher.



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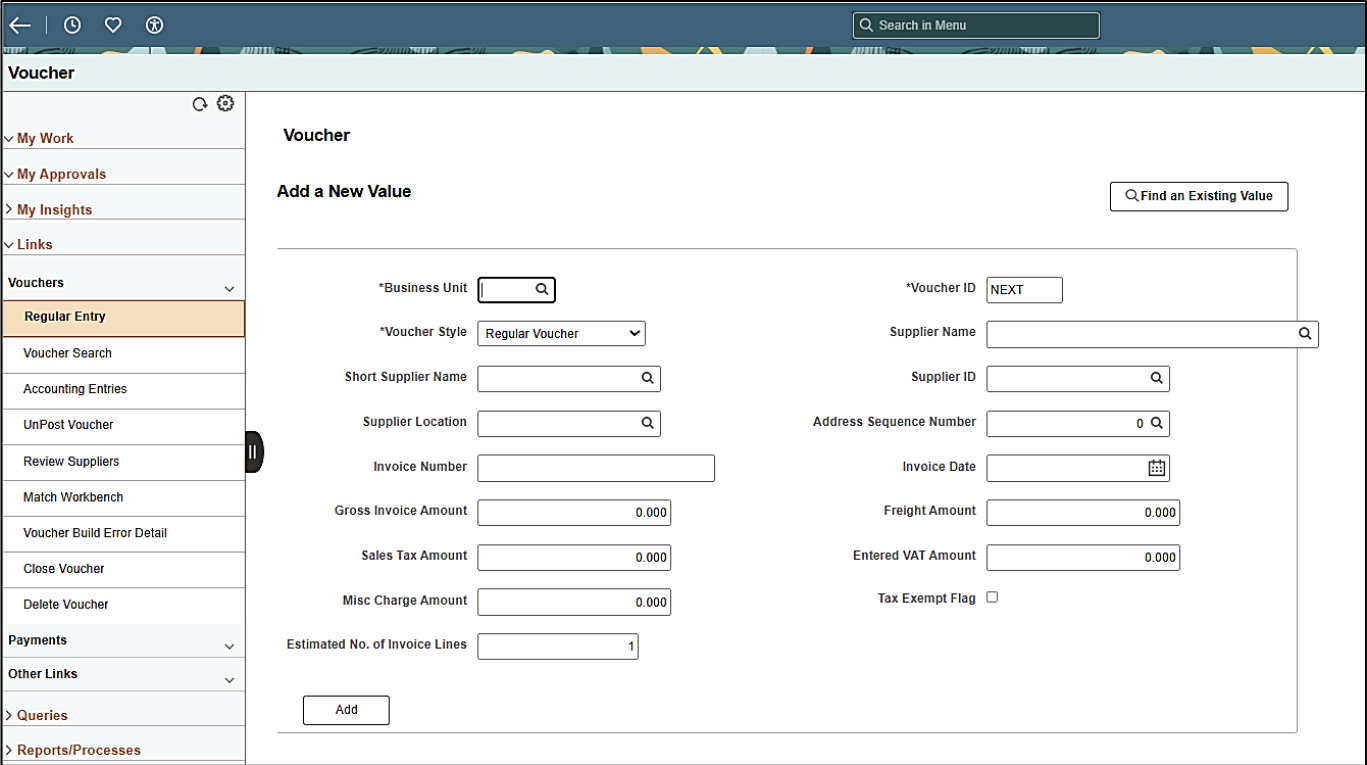
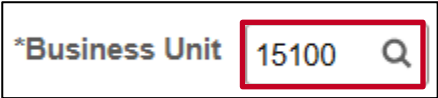
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Step	Action
29.	Review the supplier Location(s) and make note of the applicable Location based on the type of payment that is being made. MAIN
	The Effective Status of the Location must be “Active” for it to be used on a Voucher.
	Review the Custom page as a quick way to determine if the supplier is Fiscal or Procurement. Summary Identifying Information Address Contacts Location Custom SetID STATE Supplier ID 0000043987 Short Supplier Name PYRAMID PA-001 Supplier Pyramid Paper Company TIN Match Code (C30 A) 0 TIN Match Date (C30 F) 04/24/2019 eVA Interfaced Supplier (C30 B) eVA Interfaced Vendor Agency Number (C30 G) W-9 Received (C30 C) COVA W-9 RECEIVED Date W-9 Received (C30 H) 04/08/19 SWAM Exempt (C30 D) W-9 Exempt (C30 I) Future Use (C30 E) 1099 Cleanup (C30 J) Save Return to Search Notify Add Update/Display Summary Identifying Information Address Contacts Location Custom Review the value in the eVA Interfaced Supplier (C30B) field to determine the type of supplier. - For Procurement (eVA) suppliers, this field displays “eVA Interfaced Vendor” - For Fiscal suppliers, this field will be blank or contain the letter “N”
30.	Once the supplier information has been confirmed, proceed to the Creating a Voucher section of this Job Aid.

Creating a Voucher

After reviewing the supplier information and making note of the Supplier ID, Address ID, and Location information, follow the steps in this section to create the Voucher.

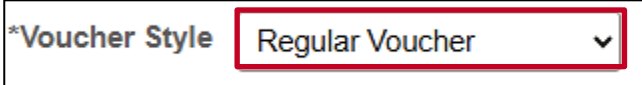
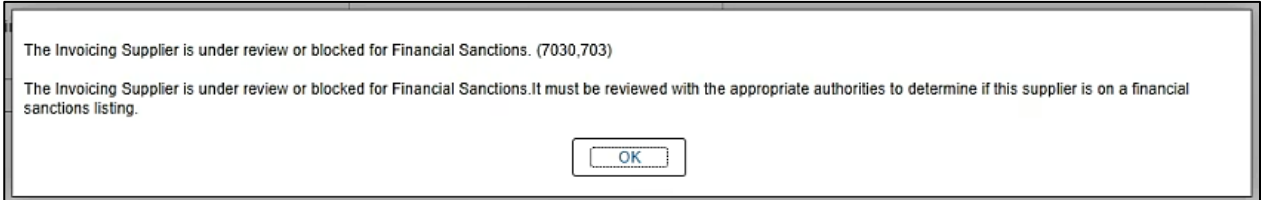
Step	Action
1.	Navigate to the Voucher entry page using the following path: NavBar > Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
	Users can also access the Regular Entry page through the AP WorkCenter on the Cardinal Homepage. Note: Users must have the applicable Security roles to access WorkCenters. Navigation path: Payables WorkCenter > Links > Vouchers > Regular Entry AP WorkCenter 

Step	Action
	The Voucher Add a New Value page displays. 
2.	The Business Unit field value defaults based on the user's Agency. 
	If the user has access to create Vouchers for more than one Business Unit, enter or select the applicable value.
3.	The Voucher ID field defaults to "NEXT" and should not be changed. 



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Step	Action
	For interfacing Agencies that have chosen to create a Voucher online directly in Cardinal, this value should be updated to the applicable value for that Agency.
4.	The Voucher Style field defaults to “Regular Voucher” and should not be changed. 
5.	Enter the supplier Cardinal ID in the Supplier ID field. 
	When this value is entered, Cardinal populates the Supplier Name , Short Supplier Name , Supplier Location , and Address Sequence Number fields. The Supplier Location and Address Sequence Number fields that default on the Voucher Entry page may not be the values for the Voucher based on the information gathered during the supplier review. These defaulted values do not impact the payment of the Voucher, and should not be changed.
	If a Financial Sanctions error message displays, the Voucher will not pay until the Financial Sanctions match has been resolved.  Take the following steps if this error: • Enter the Voucher • Send an email to CVG (cvg@doa.virginia.gov) • Put “Financial Sanctions Error” in the Subject line • List the supplier’s name and Cardinal Supplier ID number • Indicate that a Financial Sanctions error displayed when entering a Voucher CVG will take the necessary steps to validate the supplier and respond to the email once the issue has been resolved. The Voucher will not be paid until the Financial Sanctions have been cleared by CVG. Note: This error may display when the Voucher is saved if the user does not enter the Supplier ID on the Voucher entry page.



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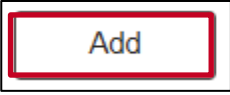
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Step	Action
6.	Enter the Invoice number in the Invoice Number field. Invoice Number
	If the Invoice does not contain an Invoice number, follow Agency guidelines regarding what value to enter into this field. In addition, Invoice numbers cannot be duplicated within the same Business Unit for the same supplier. If the supplier has reused a previously used Invoice number, follow Agency guidelines regarding the value to enter in this field.
7.	Enter or select the date on the Invoice in the Invoice Date field. Invoice Date
8.	Enter the total amount of the Invoice in the Gross Invoice Amount field. Gross Invoice Amount 0.00
	If discounts will be applied due to early payment, calculate the amount after the discount and enter the reduced amount in the Gross Invoice Amount field. It is recommended to add a note in the Comments field or the Payment Note field on the Voucher.
	The Freight Amount and Misc Charge Amount fields are not used in Cardinal. Do not enter values in either of these fields as it will prevent the Voucher from saving. Freight Amount 0.00 Misc Charge Amount 0.00
9.	The Estimated No. of Invoice Lines field defaults to "1". This value can be updated as needed. Estimated No. of Invoice Lines 1

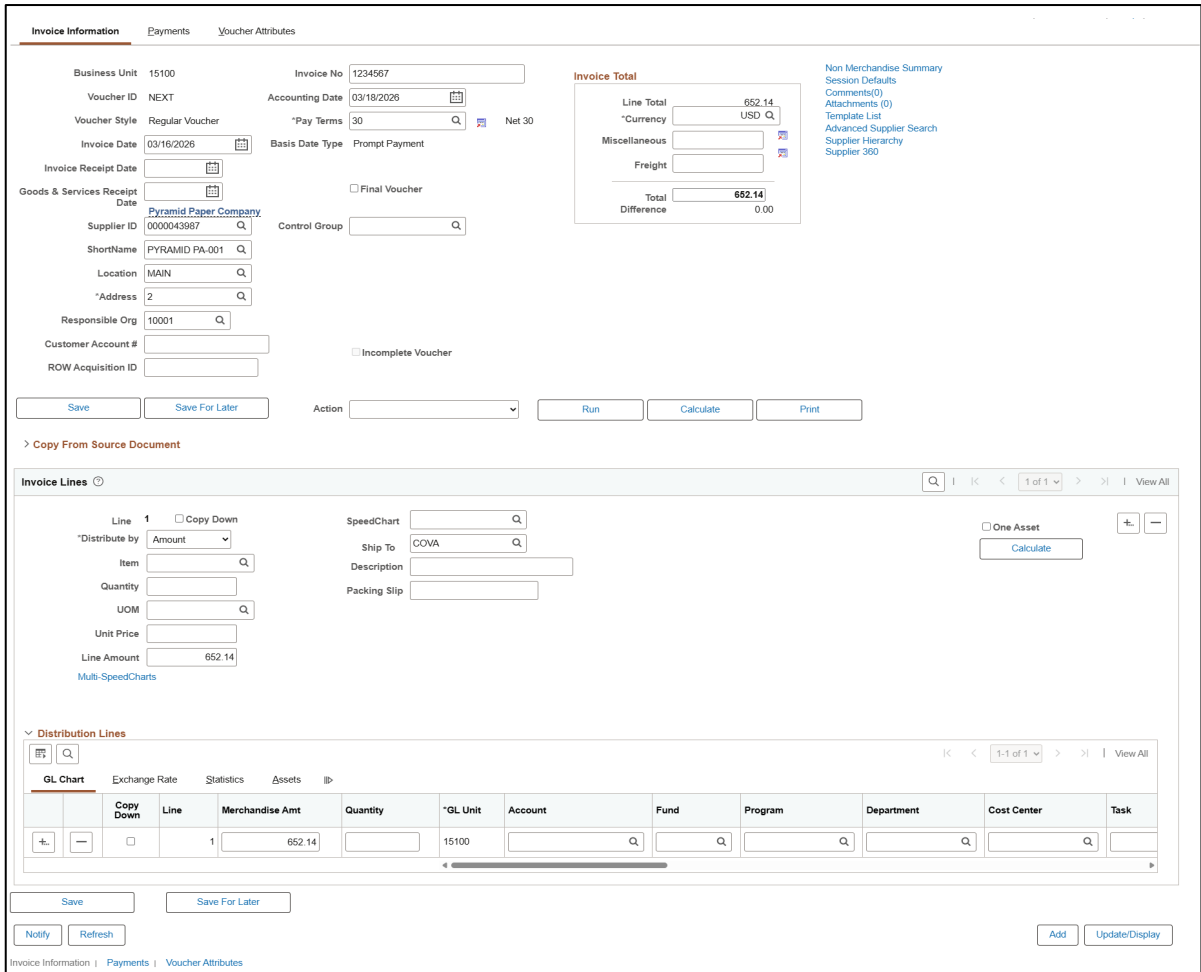


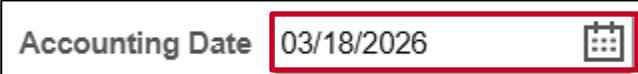
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Step	Action
10.	Click the Add button. 

The **Invoice Information** page displays.



	The values entered on the Voucher Add a New Value page populate the applicable fields on this page.
11.	The Accounting Date field defaults to the current date and should not be changed. 

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Step	Action
12.	Enter or select the date the Invoice was received at the Agency in the Invoice Receipt Date field. Invoice Receipt Date 
13.	Enter or select the Goods and/or Services receipt date in the Goods & Services Receipt Date field. Goods & Services Receipt Date 
	The Invoice Receipt Date and Goods & Services Receipt Date fields are used along with the “30 (Net30)” payment terms to populate the scheduled due date for the Voucher. These fields are required for a Voucher to be “Saved for Later” and should always be completed for accurate year end accrual reporting.
14.	The Pay Terms field defaults to “30” (“Net 30”) and the Basis Date Type field defaults to “Prompt Payment”. Review the applicable terms for the Voucher and either leave the defaulted values or update as applicable. *Pay Terms 30   Net 30 Basis Date Type Prompt Payment
	There are three pay terms configured in Cardinal: • 30 Net 30 - Prompt Payment • 00 - Due Immediately • 00PP - Due immediately Prompt Pay For more details about payment terms, see the Job Aid titled AP312 Using Pay Terms. This Job Aid is located on the Cardinal website in Job Aids under Learning.
15.	The Responsible Org field defaults and is the equivalent to the Department. If creating a Voucher on behalf of another Department, update as applicable. Responsible Org 10001 
16.	The Customer Account # field is not a required field. If there is an account number on the Invoice, enter it in this field. Customer Account #



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Step	Action
	When the Customer Account # field is populated, the number displays in the remittance portion of the check or EDI transaction.
17.	The ROW Acquisition ID field is used to store the Social Security Number (SSN) on Vouchers processed for child support payments to the Department of Social Services (DSS). Complete if applicable. ROW Acquisition ID
	For more detailed information about this Right of Way (ROW) Acquisition field, see the Job aid titled AP312 Processing Child Support Payments located on the Cardinal website in Job Aids under Learning .
	The Final Voucher checkbox is currently only used by the Virginia Department of Transportation (VDOT). All other Agencies do not use this field. ☐ Final Voucher
	The Comments link can be used to add any internal comments for the Voucher. These are not visible to the supplier. The Attachments link is used to attach documents to the Voucher. See the Appendix section of this Job Aid for a list of allowed extensions that can be attached in Cardinal. Comments(0) Attachments (0)



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Step	Action
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Next, complete the **Invoice Lines** section of the page.

18. The **Description** field is an optional free form field that can be used to enter information, such as a PO number, for the Invoice.

Description

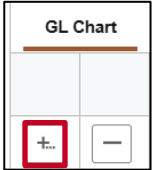


Information entered in this field populates on the GL Journal that is generated from the Voucher transaction.
This field allows up to a maximum of 30 characters.

19. Enter the charge distribution information for the Voucher in the **Distribution Lines** section.



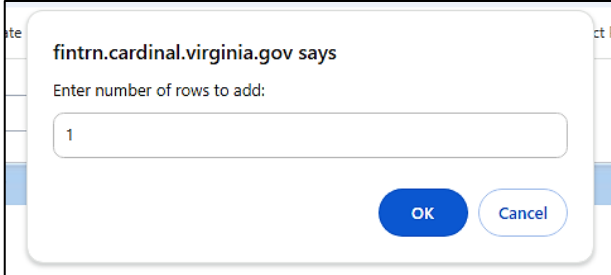
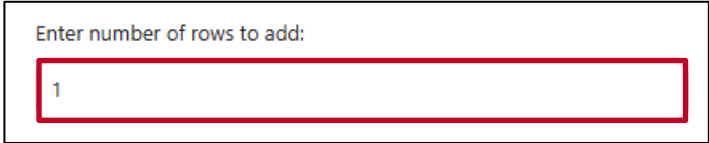
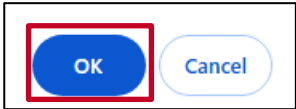
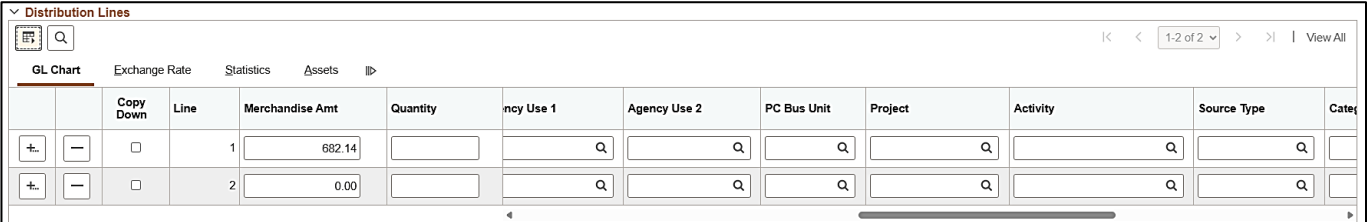
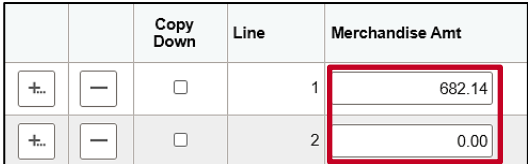
The **GL Unit** field defaults based on the value entered on the **Add a New Value** page.

Step	Action
20.	The charge distribution information can also be entered using the SpeedChart field. Enter or select the SpeedChart in the SpeedChart field. 
	A SpeedChart is a predetermined Chart of Accounts value string (such as fund, program, department) in the Distribution Lines. Depending on how the SpeedChart is set up, it auto-populates some or all the distribution values. The APY0005_SPEEDCHARTS query can be run to view any SpeedCharts that are set up for the Agency. Cardinal allows for multiple SpeedCharts to be used on an Invoice line. For more details, see the Job Aid titled AP312 Multiple SpeedCharts on Invoice Line located on the Cardinal website in Job Aids under Learning.
21.	If the Voucher is being charged to a Project, use the scrollbar to complete the PC Bus Unit, Project, and Activity fields. 
	All three fields must be completed for the Voucher to charge to a Project. The PC Bus Unit field must be completed first to be able to select/enter the Project and Activity field values.
	The Distribution Lines fields can be set up in a specific order based on the user's preferences. See the Job Aid titled AP312 Personalizing the Distribution Line – Invoice Information Page. This Job Aid is located on the Cardinal website in Job Aids under Learning.
22.	Click the Add a New Row (+) icon to add additional distribution rows. 



Accounts Payable Job Aid

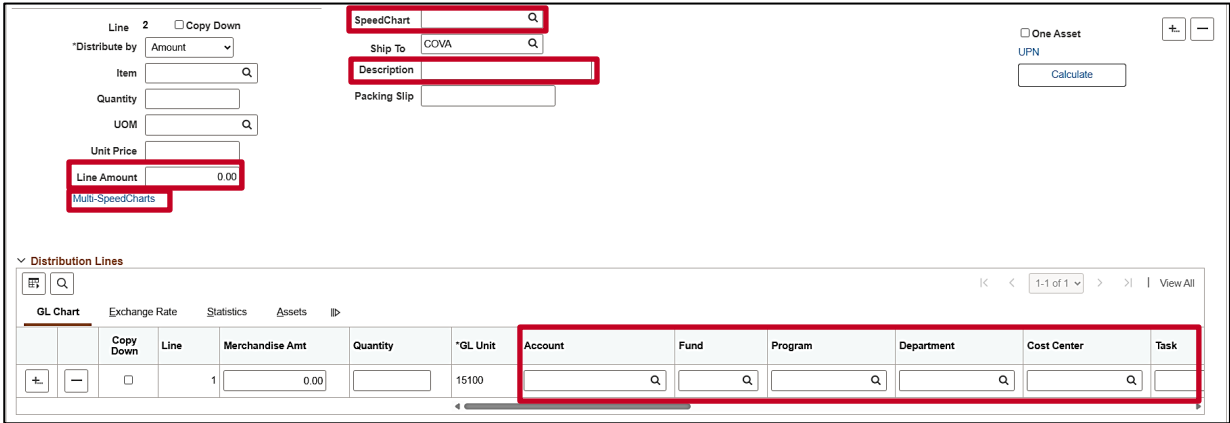
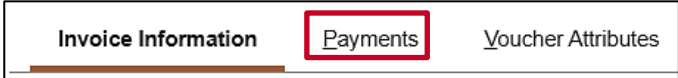
AP312 Reviewing Supplier Information and Creating a Voucher

Step	Action
	A Number of Rows to add page displays in a pop-up window. 
23.	Enter the number of distribution rows needed for the Voucher in the Enter number of rows to add field. 
	The field defaults to "1" and can be updated as applicable.
24.	Click the OK button. 
	The Invoice Information page refreshes and the row(s) are added in the Distribution Lines section. 
25.	Update the total in the Merchandise Amt fields as applicable and complete the distribution information as applicable for each line. 



Accounts Payable Job Aid

AP312 Reviewing Supplier Information and Creating a Voucher

Step	Action
	The Copy Down checkbox option can be used when the user wants to copy down information from a selected line. To use the Copy Down checkbox option: • Check the Copy Down checkbox option beside the row to be copied • Click the Add a New Row (+) icon • Enter the number of rows to be added in the Enter number of rows to add pop-up window • Click the OK button Cardinal adds the applicable rows and information entered from the selected row.
	For Agencies not using the Procurement module, it is recommended to add an Invoice Line if the Invoice contains more than one Purchase Order (PO). Follow Agency policies regarding adding additional Invoice Lines on the Voucher. To add a new Invoice Line: • Click the Add a New Row (+) icon • Enter the line amount in the Line Amount field • Enter a description in the Description field • Manually enter the charge distribution in the Distribution Lines section, use the SpeedChart field, or use the Multi-SpeedCharts link to define the charge distribution information 
26.	Once all information has been completed on the Invoice Information page, click the Payments tab. 



Accounts Payable Job Aid

AP312 Reviewing Supplier Information and Creating a Voucher

Step	Action
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The **Payments** page displays.



This page displays information about how the Voucher is being paid. Most data defaults on this page from the **Invoice Information** page and does not need to be changed.

27.

Review the **Payment Information** section of the page for the supplier and update the **Location** and **Address** fields if needed.

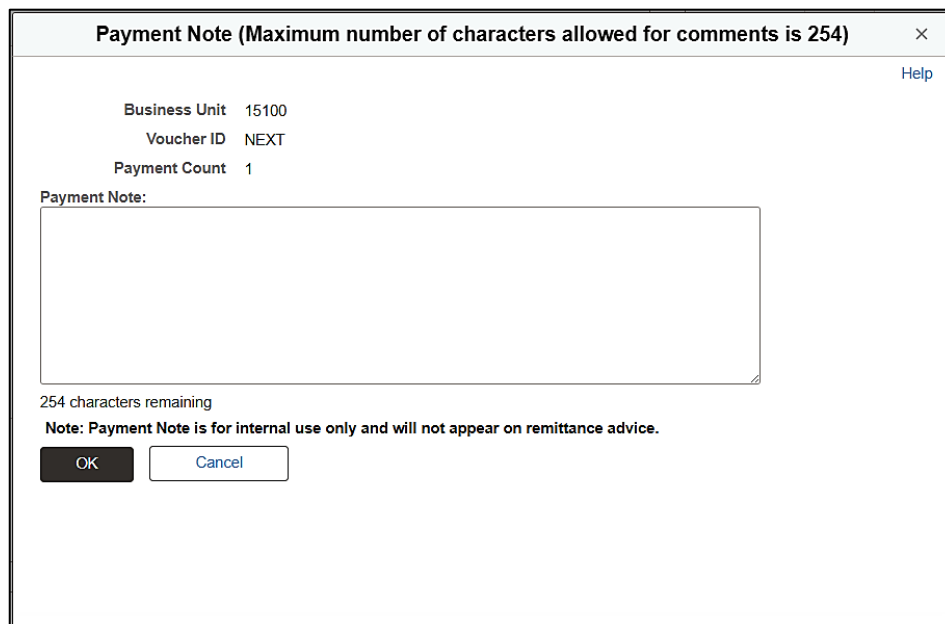


Accounts Payable Job Aid

AP312 Reviewing Supplier Information and Creating a Voucher

Step	Action
	It is important to update the Location and Address fields based on the information gathered during the supplier review to ensure that the payment is sent to the applicable account and address. If the supplier Location defaults as "LEVY-XXX", where XXX=Agency 3-digit number, the Voucher payment may need to be split. See the Job Aid titled AP312 Processing Internal Payment Offsets, to process the payment. This Job Aid is located on the Cardinal website in Job Aids under Learning. If the LEVY is not applicable to the user's Agency, select the applicable location based on the review of the supplier.
28.	Click the Payment Note(0) link to enter comments about the payment for internal Agency reference. Payment Inquiry Express Payment Payment Note(0) Holiday/Currency

The **Payment Note** page displays in a pop-up window.



The screenshot shows a pop-up window titled "Payment Note (Maximum number of characters allowed for comments is 254)". The window contains the following information:

- Business Unit: 15100
- Voucher ID: NEXT
- Payment Count: 1
- A large text area labeled "Payment Note:" for entering comments.
- A status bar at the bottom indicating "254 characters remaining".
- A note: "Note: Payment Note is for internal use only and will not appear on remittance advice."
- Buttons for "OK" and "Cancel".
- A "Help" link in the top right corner.

Step	Action
29.	Enter comments in the Payment Note field. Payment Note:
	These comments are for internal use and do not appear on the remittance invoice for the supplier.
30.	Click the OK button. OK Cancel
	When a payment note is entered, the link name updates to Payment Note(1). Payment Note(1)
31.	Scroll down to the Payment Options section. Payment Options *Bank 1100 *Account TR01 *Method CHK  Check Message Message will appear on remittance advice. Pay Group *Handling Regular Payments Hold Reason *Netting Not Applicable L/C ID Actions Supplier Bank Messages ☐ Hold Payment ☐ Separate Payment
32.	If the payment needs to be returned to the Agency for handling, update the Method field to “CHK” and select “Attachments” in the Handling field. If not, proceed to the next step. *Method CHK  Check *Handling Attachments
33.	Use the Message field to enter a concise message to help the supplier apply the payment. Message

AP312 Reviewing Supplier Information and Creating a Voucher

Step	Action
	The Message field is not required and will default with the value of "Remittance" if left blank. Information entered in the Message field appears in the Remittance section of the payment to the supplier. The remittance advice automatically includes the Invoice ID, Invoice Date, Voucher ID number, and Customer Account number if entered. If the supplier has a debt setoff, the amount will display in this section after the Voucher has been processed for payment. This field transmits a total of 40 characters which includes the values that automatically populate on the remittance.
34.	If the payment needs to be placed on hold, click the Hold Reason dropdown button and select the applicable reason. Then, select the Hold Payment checkbox option. Note: Users must have the COVA Special Voucher Processor or Special Voucher Processor role to complete this action. If the payment does not need to be placed on hold, proceed to the next step. 
	When the Hold Payment checkbox option is selected, it prevents Cardinal from issuing a payment until the Hold Payment checkbox option has been deselected. The Voucher will go through all other Voucher processes; however, no payment will be issued until the Hold Payment checkbox option has been deselected. Run the Voucher on Payment Hold Query (V_AP_VCHR_ON_PYMNT_HOLD) to see Voucher payments that are on hold so that the proper action can be done to avoid issues with Prompt Payment. For more information about this query, see the Cardinal Accounts Payable and Expenses Reports Catalog, located on the Cardinal website under Resources.
35.	Check the Separate Payment checkbox option to prevent the Voucher payment from being combined with other payments if applicable. If not, proceed to the next step. 



Accounts Payable Job Aid

AP312 Reviewing Supplier Information and Creating a Voucher

Step	Action
	Cardinal combines all supplier Vouchers that have the same payment date for the same Agency into a single payment for all payment methods except Check. When the payment method is Check, Cardinal combines up to 7 payments into a single payment.
	If a payment uses Electronic Federal Tax Payment System (EFTPS), the Voucher displays an EFTPS Information link in the Payment Options section. See the CAPP Manual Topic 20319 for more information about EFTPS Payments and follow Agency guidelines. Payment Options *Bank1100 *AccountTR01 *MethodACHACH Message Pay Group *HandlingRegular Payments Hold Reason *NettingNot Applicable L/C ID ▼ Actions Supplier Bank Messages LayoutEFTPS Information ☐ Hold Payment ☐ Separate Payment Message will appear on remittance advice.
	The Schedule Payments section populates after a payment has been generated by Cardinal or manually recorded. Schedule Payment *ActionSchedule Payment Pay Payment Date Reference



Accounts Payable Job Aid

AP312 Reviewing Supplier Information and Creating a Voucher

Step	Action
	The Voucher Attributes page is not used when entering a Voucher even though the page is visible. It displays additional information about the Voucher related to processing and approval requirements. No updates should be made on this page. Invoice Information Payments Voucher Attributes Business Unit15100 Invoice No123456 Voucher IDNEXT Invoice Date03/16/2026 Voucher StyleRegular Voucher Total682.14 Incomplete Voucher Action Run Voucher Processing ☐ Post Voucher ☒ Revalue Voucher ☐ Close Voucher ☐ Delete Voucher Tax Group Tax Group Tax Pymnt Type Accounting Instructions Account AtGross *TemplateSTANDARD Transaction Currency *SourceTables *CurrencyUSD Rate TypeCRPNT Exchange Rate Match Action Match Due Date *StatusNot Applicable Match Action Comments Match Action History Pay UnMatched Letter of Credit L/C ID Actions Workflow Approval *Approval RulesApproval Framework *Voucher PriorityMedium Self Billing Invoice *SBIIndividual Voucher (Auto-Num) SBI Number Prepayment Prepaid Ref ☐ Automatically Apply Prepayment ☐ Postpone Withholding Save Save For Later Notify Refresh Add Update/Display Invoice Information Payments Voucher Attributes

AP312 Reviewing Supplier Information and Creating a Voucher

Step	Action
	The Voucher does not go through downstream processes (budget check, approval, posting, or payment). The Invoice Receipt Date and Good & Services Receipt Date fields must be populated, at a minimum, for the Voucher to be saved for later. Cardinal assigns a Voucher ID number and automatically checks the Incomplete Voucher checkbox. ☒ Incomplete Voucher It is important to check for incomplete Vouchers to ensure suppliers are paid promptly.
37.	Once the Voucher is ready for submission, click the Save button. Save Save For Later
	If there are any missing required fields, the Voucher will not save. Cardinal displays a message indicating which field needs to be addressed for the Voucher to save. See the sample message below as an example. Invoice Receipt Date and Goods and Services Receipt Date are required (25003,15) Both the Invoice Receipt Date and Goods and Services Receipt Date are required when the Prompt Pay Basis Date is selected OK
	If the Voucher contains edit check errors, they must be corrected for the Voucher to process. Review and make corrections to any errors that display and then click the Save button. Upon clicking Save, the Voucher will go through Edit check to verify: • ChartField combinations entered are valid • The Voucher is balanced (total amount and the line amount are equal) See the Job Aid titled AP312 Viewing and Correcting Voucher Errors for additional information. This Job Aid is located on the Cardinal website in Job Aids under Learning.
	Once the Voucher is saved or saved for later, three additional tabs display: • Summary • Related Documents • Error Summary See an overview of each of these sections by clicking the links above.
38.	Make note of the Voucher ID and follow Agency guidelines regarding next steps.



Accounts Payable Job Aid

AP312 Reviewing Supplier Information and Creating a Voucher

Overview of the Summary Page

The **Summary** page provides a brief overview of the Voucher and its statuses. It includes basic information about the Voucher. See the table below for the key fields and descriptions on this page.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	15100	Invoice Date	03/16/2026		
Voucher ID	00006572	Invoice No	123456		
Voucher Style	Regular	Invoice Total	682.14	USD	
Supplier Name	Pyramid Paper Company 6510 N 54TH ST VA10054801 EVAAD11033 TAMPA, FL 33610-1908				
Entry Status	Postable	Pay Terms	Net 30		
Match Status	No Match	Voucher Source	Online		
Approval Status	Pending	Origin	ONL		
Post Status	Unposted	Created On	03/18/2026 3:29PM		
		Created By	00865051000		
		Last Update	03/18/2026 4:30PM		
		Modified By	00865051000		
Budget Status	Not Chk'd	ERS Type	Not Applicable		
Budget Misc Status	Valid	Close Status	Open		
*View Related	Payment Inquiry Go				
Notify Refresh AddUpdate/Display					

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Key Fields and Descriptions

Field	Description and Values
Entry Status	Provides the status of the Voucher: • Postable – indicates the Voucher contains no edit check errors • Recycle – indicates the Voucher contains edit check errors or was saved for later
Match Status	Refers to the matching of the Voucher to its related PO and/or receiving report and is only used by Agencies using the Cardinal Procurement module. • No Match – Non-PO Vouchers display this status • Ready, Match and Exception – These statuses are only for Agencies using the Procurement module



Accounts Payable Job Aid

AP312 Reviewing Supplier Information and Creating a Voucher

Field	Description and Values
Approval Status	Indicates the status of Voucher approval process. • Pending • Approved • Denied
Post Status	Indicates whether the Voucher has posted. • Unposted • Posted
Budget Status	Indicates the budget checking status of the Voucher. • Not Chk'd • Exceptions • Valid
Voucher Source	Indicates whether the Voucher was created online or interfaced into Cardinal. • Online • Retail Interfaced Vouchers
Created by	Displays the Cardinal ID of the user who created the Voucher.
Modified by	Displays the Cardinal ID of the user who last modified the Voucher.

Note: The values in these fields update, as applicable, as the Voucher moves through the Voucher process.



Accounts Payable Job Aid

AP312 Reviewing Supplier Information and Creating a Voucher

Overview of the Related Documents Page

The **Related Documents** page displays a summary of record related to the Voucher payment.

Key Fields and Descriptions

Field	Description and Values
Payment Status	Indicates the payment status of the Voucher. • Not selected for payment • Selected for payment • Paid
Details link	Displays the Payments tab for the Voucher.
Scheduled to Pay	Displays the date the Voucher is scheduled to be paid.
Payment Reference	Displays the payment reference number once the payment has been made.
Remit SetID	Displays as "STATE".
Remit to Supplier	Displays the Cardinal ID of the supplier
Remitting Address	Displays the Remitting address number for the supplier.
Payment Method	Displays the method that the payment is paid to the supplier (check, ACH, EFT, etc.).
Gross Payment Amount	Displays the total amount to be paid to the remit to supplier.
Paid Amount	Displays the total amount paid to the supplier once the payment has been made.

Note: See the [Payment Offset for Comptroller's Debt Setoff \(CDS\) and Treasury Offset \(TOP\)](#) section of this Job Aid for how CDS and TOP display on this page when applicable.



Accounts Payable Job Aid

AP312 Reviewing Supplier Information and Creating a Voucher

Payment Offset for Comptroller's Debt Setoff (CDS) and Treasury Offset (TOP)

When payments are offset by CDS and/or TOP, this information will display on the **Related Documents** page as well as in the **Message** field on the **Payments** page as shown below:

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
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Business Unit	16100	Invoice No	26729063-38454516096F001-BR
Voucher ID	26729063	Invoice Date	09/30/2025
Voucher Style	Regular Voucher		
Supplier ID	0001944369		

Payment Details

Actions	Details	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount
Actions	Details	Paid	10/02/2025	Z0010675691	STATE	0001944369		1 CHK		
Actions	Details	Paid	10/02/2025	C1270459	STATE	CDS0000000		1 MAN	1,728.99	1,728.99
Actions	Details	Paid	10/02/2025	90631054	STATE	0000904246		3 EFT	2,274.94	2,274.94

Payments page – Message field

Bank	1100	Pay Group	Netting	Not Applicable	Supplier Bank Messages
Account	TR01	Handling	L/C ID		☐ Hold Payment
Method	CHK	Check	Hold Reason		☐ Separate Payment
Message	Pass Through Entity	CDS Offset=1728.99 TOP Offset=2274.94		Actions	

Message will appear on remittance advice.

Run the **V_AP_PYMNT_VCHR_CDS_TOP** query to see a list of payments impacted by CDS and/or TOP.

CDS Offsets

See **CAPP Manual Topic 20325** to provide the supplier with the Debt Unit Setoff contact number. Cardinal does not display who the setoff is for and only lists the amount of the setoff.

TOP Offsets

Run the **V_AP_PYMNT_VCHR_TOP_AGENCY_DET** query to provide suppliers with the specific Federal Agency Contact number.

Note: Suppliers impacted by TOP are mailed a letter on the next business day (Tuesday – Thursday). Friday and Monday offset letters are mailed on Tuesday.



Accounts Payable Job Aid

AP312 Reviewing Supplier Information and Creating a Voucher

Overview of the Error Summary Page

The **Error Summary** page displays edit check errors that were detected when the Voucher was saved.

Sample Screenshot of a Voucher with no errors

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
---------	-------------------	---------------------	----------	--------------------	----------------------

Business Unit	15100	Invoice Number	123456
Voucher ID	00006572	Invoice Date	03/16/2026
Style	Regular Voucher	Total	682.14 USD

This Voucher does not have any errors.

Notify

Refresh

Add

Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Sample Screenshot of a Voucher with an error

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
---------	-------------------	---------------------	----------	--------------------	----------------------

Business Unit	15100	Invoice Number	123456
Voucher ID	00006572	Invoice Date	03/16/2026
Style	Regular Voucher	Total	682.14 USD

Header Errors

1-1 of 1

View All

Field Name	Message
Gross Invoice Amount	Voucher is out of Balance

Notify

Refresh

Add

Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

If the Voucher contains an edit check error, it must be corrected for the Voucher to continue processing. See the Job Aid titled **AP312 Reviewing and Correcting Voucher Errors** for more details. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.



Accounts Payable Job Aid

AP312 Reviewing Supplier Information and Creating a Voucher

Overview of EFTPS Vouchers

For details about entering EFTPS Vouchers, see **CAPP Manual Topic 20319**.

Below are some key points as it relates to EFTPS Vouchers:

- Process the Voucher in Cardinal payable to the Internal Revenue Service (Vendor ID 0000050905) for the taxes due
- Refer to **CAPP Topic No. 20310**, Expenditures, for more information on Voucher processing steps
- Account code 220558 should be used only when making additional payments owed at the end of the Calendar Year resulting from adjustments made to W2s and not processed through Payroll

Additional information is required to be submitted with EFTPS Vouchers. Click the **EFTPS Information** link on the **Payments** page for the Voucher.

The screenshot displays the 'Voucher Attributes' and 'Payment Information' sections of the Cardinal Accounts Payable system. The 'Voucher Attributes' tab is active, showing fields for Business Unit (15100), Invoice No (36), Invoice Date (03/18/2026), Voucher ID (NEXT), Voucher Style (Regular Voucher), Total Amount (2,489.30), *Pay Terms (30), Net 30, and Supplier Name (INTERNAL REVENUE SERVICE). The 'Payment Information' tab is also visible, showing fields for Payment (1), *Remit to (0000050905), Location (MAIN), *Address (5), Gross Amount (2,489.30 USD), Discount (0.00 USD), Scheduled Due (04/17/2026), Net Due (04/17/2026), and Accounting Date. The 'Payment Options' section includes fields for *Bank (1100), *Account (TR01), *Method (ACH), Pay Group, *Handling (Regular Payments), *Netting (Not Applicable), L/C ID, and a 'Supplier Bank Message' section with a red box highlighting the 'EFTPS Information' link. A message at the bottom states: 'Message will appear on remittance advice.'

When the **EFTPS Information** link is clicked, a pop-up window displays which allows the user to enter the applicable information. Only one SSN or EIN can be entered per Voucher.

The screenshot shows the 'EFTPS Information' pop-up window. The title bar reads 'Business Unit: 15100 Voucher ID: NEXT Payment Count: 1'. The window contains a table with the following columns: *TIN Type, *Tax Payer Identification Number, *Tax Period End Date (QQ/01/YYYY), Social Security Amt, Medicare Amt, and Withholding Amt. The first row is labeled '1 Employer ID Number'. At the bottom, there are buttons for OK, Cancel, and Refresh.



Appendix

Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. Users should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain Agency documentation and should not be considered the official retention source of the Agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the Agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML