

Reviewing and Correcting Voucher Errors Overview

This Job Aid will walk through the processes for identifying, reviewing, and resolving Voucher Edit Check and Budget Check errors.

When a Voucher is created, it must go through the following processes in the order listed below:

- Saved (Submitted)
- Edit Check
- Budget Check
- Approval(s) as applicable
- Post
- Payment

Each process must complete successfully for the Voucher to move to the next process. When a Voucher has an error, it must be corrected, or it will not move to the next process.

Edit checking occurs immediately after the Voucher has been Saved (Submitted). Errors will display through pop-up messages and Cardinal will highlight the applicable fields in red. Errors also display on the **Error Summary** tab.

After a Voucher has successfully passed Edit Checking, it will go through Budget Checking. Budget Checking cannot be done manually and the process runs approximately every 2 hours during the day and once overnight.

Agencies should have processes in place to run queries or complete online inquiries to identify and correct Edit Check and Budget Check errors throughout the day to avoid issues with Prompt Pay regulations.

There may be a rare occasion when a Voucher that was “Denied” by the approver is corrected, and the denied status does not clear. The steps to address this error is included in this job aid.

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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Accounts Payable Job Aid

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
1/13/2025	Baseline.



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Running the Voucher Error Report Query

The **Voucher Error Report Query** displays Vouchers with Edit Check and Budget Check errors by the specified Business Unit and Department. For details about this query, see the **Cardinal Accounts Payable and Expenses Reports Catalog** located on the Cardinal website under **Resources**.

This query can be accessed using the following navigation path:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_AP_VCHR_ERROR

V_AP_VCHR_ERROR - Voucher Error Report							
*Business Unit 15100							
Responsible Org (% for All) %							
View Results							
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)							
View All							
First 1-3 of 3 Last							
Row	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status	
1	15100	10001	04/09/2026	00006583	R	N	
2	15100	10001	04/09/2026	00006580	R	N	
3	15100	10001	04/09/2026	00006584	P	E	

There are two key statuses on this report that identify the type of error on a Voucher.

Entry Status

- **P** = Postable: the Voucher successfully passed Edit check
- **R** = Recycle: the Voucher contains an Edit check error or was Saved for Later

Budget Status

- **N** = Not checked: the Voucher has not gone through the Budget Check process
- **E** = Exception: the Voucher contains a Budget Check error

When a Voucher displays on this query, it will not go through any Voucher downstream processes until the error is corrected.

Navigate to the appropriate **Search** page to access the Voucher and make the necessary corrections.

The next two sections of this Job Aid will walk through the steps to access the appropriate **Search** page and then review and correct Edit Check and/or Budget Check errors.

- [Reviewing and Correcting Edit Check Errors](#)
- [Reviewing and Correcting Budget Check Errors](#)

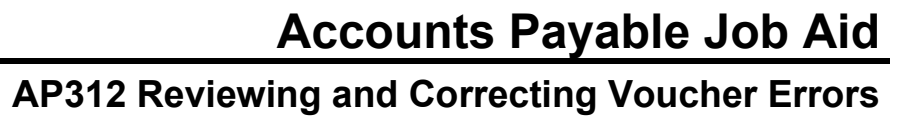


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Reviewing and Correcting Edit Check Errors

Step	Action
1.	Navigate to the Voucher Search page using the following path: NavBar > Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry The Voucher Add a New Value page displays. ← Vendor Lookup Voucher Add a New Value Find an Existing Value *Business Unit15100 *Voucher IDNEXT *Voucher StyleRegular Voucher Supplier Name Short Supplier Name Supplier ID Supplier Location Address Sequence Number0 Invoice Number Invoice Date Gross Invoice Amount0.00 Freight Amount0.00 Misc Charge Amount0.00 Estimated No. of Invoice Lines1 Add
2.	Click the Find an Existing Value button. Find an Existing Value

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Step

Action

5.

Click the **Search** button.

Search

Clear

The page refreshes and the **Search Results** section displays all Vouchers with Edit Check errors.

Search Results

2 results - Business Unit "15100" Entry Status "Recycle" +1 more

1-2 of 2

>

>|

View All

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher	
15100	00006583	1258	2765.28	2765.28	04/01/2026	COPPER REEF EN	0000005211	Copper Reef Enterprises	Regular	(blank)	Recycle	Online	Complete	>
15100	00006580	1234	2560.3	2560.3	04/01/2026	ASPECT SOF-001	0000000003	Aspect Software	Regular	(blank)	Recycle	Online	Complete	>

i

If the search does not return any results, there are currently no Vouchers with Edit Check errors.

If there is only one error, Cardinal automatically displays the **Summary** tab for the specific Voucher with an Edit Check error.

6.

If more than one error displays in the results, click the of the **Drill in** icon (>) on the line to open a specific Voucher.

15100	00006583	1258	2765.28	2765.28	04/01/2026	COPPER REEF EN	0000005211	Copper Reef Enterprises	Regular	(blank)	Recycle	Online	Complete	>
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Step	Action
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The **Summary** page displays for the selected Voucher.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	15100	Invoice Date	04/01/2026		
Voucher ID	00006583	Invoice No	1258		
Voucher Style	Regular	Invoice Total	2,765.28	USD	
Supplier Name	Copper Reef Enterprises 6965 El Camino Real Suite 105-488 VA00004846 EVAAD286990 Carlsbad, CA 92009				
Entry Status	Recycle	Pay Terms	Net 30		
Match Status	No Match	Voucher Source	Online		
Approval Status	Pending	Origin	ONL		
Post Status	Unposted	Created On	04/09/2026 10:15AM		
		Created By			
		Last Update	04/09/2026 10:15AM		
		Modified By			
Budget Status	Not Chk'd	ERS Type	Not Applicable		
Budget Misc Status	Valid	Close Status	Open		
*View Related	Payment Inquiry	Go			
Return to Search	Previous in List	Next in List	Notify	Refresh	Add Update/Display
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary					

7. Click the **Error Summary** tab to review the error.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
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The **Error Summary** page displays.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	15100	Invoice Number	1258		
Voucher ID	00006583	Invoice Date	04/01/2026		
Style	Regular Voucher	Total	2,765.28	USD	
Header Errors					
< < 1-1 of 1 > > View All					
Field Name		Message			
Gross Invoice Amount		Voucher is out of Balance			
Return to Search	Previous in List	Next in List	Notify	Refresh	
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary					

Step	Action									
	The error(s) display on this tab for the selected Voucher.									
8.	Review the error and make the correction as appropriate. See the table below for the Edit Check error messages, descriptions, and the steps to correct them. <table><tr><th>Message</th><th>Error Description</th><th>Steps to Correct</th></tr><tr><td>Voucher is out of Balance</td><td>Occurs when the amount in the Voucher header does not match the total of the Invoice line amounts or the total of the distribution amounts on an Invoice line does not match the amount on the Invoice line.</td><td> - Click the Invoice Information tab - Review the Total field and the Distribution Line(s) amount(s) - Make the adjustment as applicable so that the amounts are equivalent </td></tr><tr><td>Invoice line 1 has an invalid ChartField combination Account/Fund in group ACCTFNDREQ on Distribution Line</td><td>Occurs when a Voucher's accounting entries include a combination of values that is not valid from an accounting perspective – for example, a Cost Center and a Department combination that is not permitted in the Chart of Accounts.</td><td> - Click the Invoice Information tab - Review the Distribution Lines section to enter/update the distribution as appropriate </td></tr></table>	Message	Error Description	Steps to Correct	Voucher is out of Balance	Occurs when the amount in the Voucher header does not match the total of the Invoice line amounts or the total of the distribution amounts on an Invoice line does not match the amount on the Invoice line.	- Click the Invoice Information tab - Review the Total field and the Distribution Line(s) amount(s) - Make the adjustment as applicable so that the amounts are equivalent	Invoice line 1 has an invalid ChartField combination Account/Fund in group ACCTFNDREQ on Distribution Line	Occurs when a Voucher's accounting entries include a combination of values that is not valid from an accounting perspective – for example, a Cost Center and a Department combination that is not permitted in the Chart of Accounts.	- Click the Invoice Information tab - Review the Distribution Lines section to enter/update the distribution as appropriate
Message	Error Description	Steps to Correct								
Voucher is out of Balance	Occurs when the amount in the Voucher header does not match the total of the Invoice line amounts or the total of the distribution amounts on an Invoice line does not match the amount on the Invoice line.	- Click the Invoice Information tab - Review the Total field and the Distribution Line(s) amount(s) - Make the adjustment as applicable so that the amounts are equivalent								
Invoice line 1 has an invalid ChartField combination Account/Fund in group ACCTFNDREQ on Distribution Line	Occurs when a Voucher's accounting entries include a combination of values that is not valid from an accounting perspective – for example, a Cost Center and a Department combination that is not permitted in the Chart of Accounts.	- Click the Invoice Information tab - Review the Distribution Lines section to enter/update the distribution as appropriate								
9.	Once the correction(s) have been made, click the Save button to submit it for processing. Save									
	If there is more than one Voucher that requires review and correction, use the Next in List or Previous in List buttons to access it and repeat Steps 8 – 9. Return to Search Previous in List Next in List									

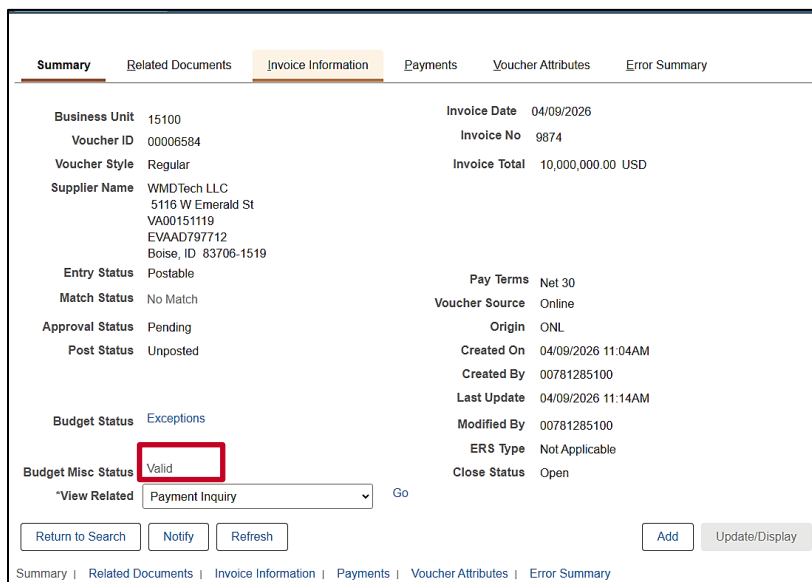
Reviewing and Correcting Budget Check Errors

Step	Action
1.	Navigate to the Voucher Accounting Line page using the following path: Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Review KK Voucher



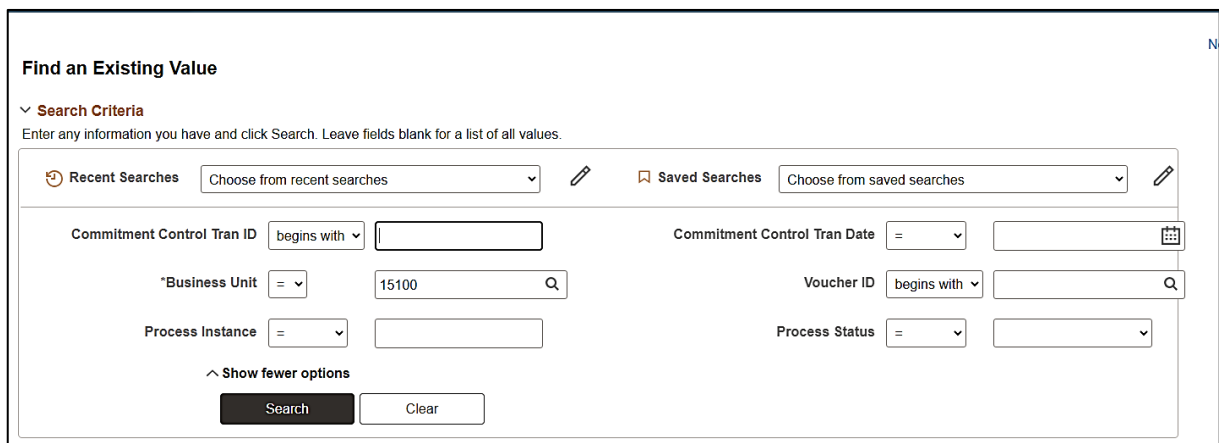
This page can also be accessed by clicking the **Exceptions** link, in the Budget Status field on the **Voucher Summary** page.

If this link is used, proceed to **Step 6** in this section of the Job Aid.



The screenshot shows the 'Voucher Summary' page with the 'Invoice Information' tab selected. The 'Budget Status' is 'Exceptions' and the 'Budget Misc Status' is 'Valid' (highlighted with a red box). The 'View Related' dropdown is set to 'Payment Inquiry'. The page includes fields for Business Unit, Voucher ID, Voucher Style, Supplier Name, Entry Status, Match Status, Approval Status, Post Status, Invoice Date, Invoice No, Invoice Total, Pay Terms, Voucher Source, Origin, Created On, Created By, Last Update, Modified By, ERS Type, and Close Status. Navigation buttons like 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' are at the bottom.

The **Voucher Find an Existing Value Search** page displays.



The screenshot shows the 'Find an Existing Value' search page. It includes a 'Search Criteria' section with instructions to enter information and click Search. There are sections for 'Recent Searches' and 'Saved Searches'. The search criteria include fields for Commitment Control Tran ID (begins with), Commitment Control Tran Date, Business Unit (dropdown), Voucher ID (begins with), Process Instance, and Process Status. A 'Show fewer options' link is present. At the bottom are 'Search' and 'Clear' buttons.



For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.



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Step	Action
2.	If the Voucher Error Report query was run to identify errors, follow the steps below: • Enter the Voucher Number in the Voucher ID field • Click the Search button to access that specific Voucher • Proceed to Step 7 in this section of the Job Aid If the Voucher Error Report query was not run, proceed to the next step.
3.	If the Business Unit field does not default, enter it in the Business Unit field. *Business Unit = 15100 Q
4.	Click the Process Status dropdown button and select "Errors Exist". Process Status = Errors Exist ▼
5.	Click the Search button. Search Clear
	If the search does not return any results, there are currently no Vouchers with Budget Check errors. If there is only one error, Cardinal automatically displays the Summary tab for the Voucher with a Budget Check error.

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

▼ Search Results						
2 results - Business Unit "15100" Process Status "Errors Exist"						
<< < 1-2 of 2 > >> View All						
Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Voucher ID	Process Instance	Process Status	
0003058902	04/09/2026	15100	00001508	3557079	Error	>
0036876296	04/09/2026	15100	00006584	25534730	Error	>



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Step	Action							
6.	If more than one error displays in the results, click the Drill in icon (>) on the line to open a specific Voucher. <table><tr><td>0036876296</td><td>04/09/2026</td><td>15100</td><td>00006584</td><td>25534730</td><td>Error</td><td>></td></tr></table>	0036876296	04/09/2026	15100	00006584	25534730	Error	>
0036876296	04/09/2026	15100	00006584	25534730	Error	>		

The **Voucher Exceptions** page displays.

← Query Viewer

Review KK Voucher

Voucher Exceptions

Line Exceptions

Business Unit15100

Voucher ID00006584

Actions

Exception TypeError

☐ Override Transaction

Maximum Rows100

☐ More Budgets Exist

Search

Advanced Budget Criteria

Budgets with Exceptions

1-2 of 2

>

>|

View All

Budget Override

Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		15100	CC_ALLOT	Exceeds Budget Tolerance	More Detail	☐	Go To ...
2		15100	CC_APPROP	Exceeds Budget Tolerance	More Detail	☐	Go To ...

Save

Return to Search

Previous in List

Next in List

Notify

Voucher Exceptions | Line Exceptions

7. Review the Exception message in the **Exception** field.

Ledger Group	Exception
CC_ALLOT	Exceeds Budget Tolerance
CC_APPROP	Exceeds Budget Tolerance

8. Click the **Line Exceptions** tab to view line information for the Voucher.

Voucher Exceptions

Line Exceptions



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Step	Action
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The **Line Exceptions** page displays.

Voucher Exceptions

Line Exceptions

Business Unit15100

Voucher ID00006584

Actions

Line StatusError

☐ Override Transaction

Maximum Rows100

☐ More Lines Exist

Line From

Line Thru

Search

Transaction Lines with Budget Exceptions

1-1 of 1

>

>|

View All

Line Values

Line Chartfields

Line Amount

||>

Details	Line	Distribution Line	Budget Date	GL Business Unit
	1 1		04/09/2026	15100

Save

Return to Search

Previous in List

Next in List

Notify

Voucher Exceptions | Line Exceptions



This tab contains the Distribution Line information for the Voucher.

9.

Review the line information for the Voucher on the three tabs under the **Transactions Lines with Budget Exceptions** section which are **Line Values**, **Lines Chartfields**, and **Line Amount**.

Line Values					Line Chartfields	Line Amount	>
Details		Line	Distribution Line	Budget Date	GL Business Unit		
		1	1	04/09/2026	15100		

Line Values		Line Chartfields		Line Amount		▶					
Details	Line	Distribution Line	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1
	1	1	5012750	06080	826001	97500					

Line Values	Line Chartfields	Line Amount				
Details	Line	Distribution Line	Monetary Amount	Currency	Foreign Amount	Foreign Currency
	1	1	10,000,000.00	USD	10,000,000.00	USD

Step	Action
	Correcting Budget Check errors is not always a straight-forward process as actions will vary depending on the error. Below are some examples of basic steps that can be taken after reviewing the line information: • Ensure the ChartFields and amounts are accurate as in some cases it may be a keying error • If the error is from an account where funds are drawn down on a specific date, it may be permissible (follow Agency guidelines) to leave the Voucher and check that the Budget Check error clears once the funds are drawn down Work with the Agency Accounting Supervisor if the cause of the error is not known after researching the options listed above. Budget Check errors must be addressed and corrected for the Voucher to continue through downstream processing (approval, posting and payment).
	If there is more than one Voucher that requires review and correction, use the Next in List or Previous in List buttons to access it and repeat Steps 6 – 8. Save Return to Search Previous in List Next in List
10.	After correcting a Budget Check error, run the Voucher Error Query Report or navigate back to this page to verify that the Budget Check error has cleared.
	Budget Checking runs approximately every 2 hours throughout the day so it may take a couple of hours before a corrected error clears.