



**SW AP110**

# Accounts Payable and Expenses Overview

Web Based Training



# Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



# Course Objectives

After completing this course, you will be able to:

- Identify key Accounts Payable functional concepts and terms
- Understand key concepts and processes for the Accounts Payable and Expenses modules
- Recognize how Accounts Payables integrates with other modules in Cardinal
- Recognize how Accounts Payables interfaces with systems outside Cardinal



# Agenda

1

Introduction to Accounts Payable

2

Accounts Payable and Expenses Processes

3

Integration and Interfaces



# Lesson 1: Introduction

1

## Introduction to Accounts Payable

This lesson covers the following topics:

- Accounts Payable Overview
- Key Concepts



# Accounts Payable Overview

The Accounts Payable functional area of Cardinal is composed of two modules:

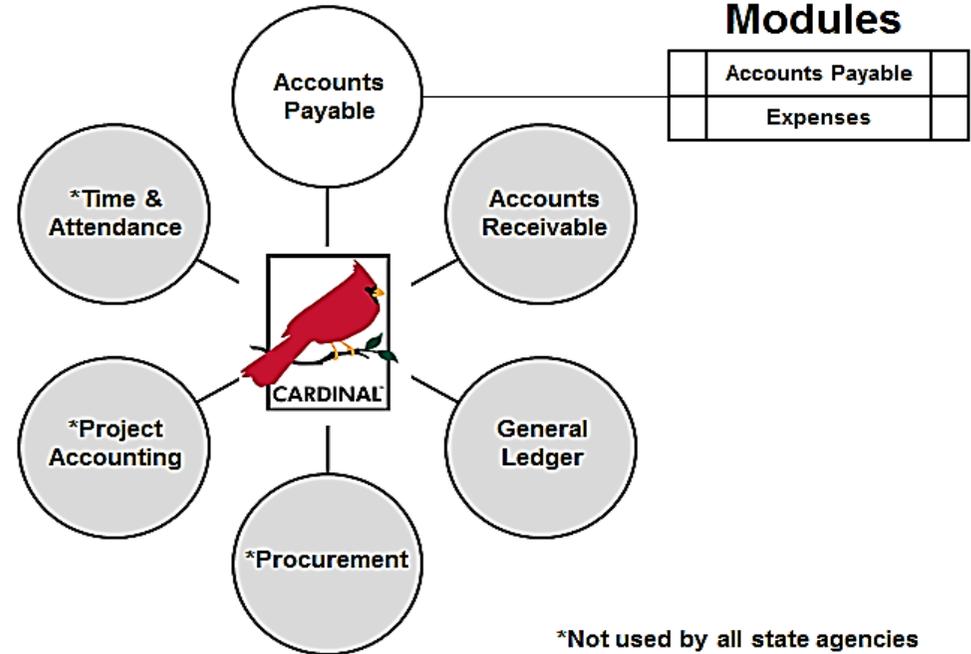
## Accounts Payable

The Accounts Payable (AP) module processes payments to suppliers for goods and/or services received.

## Expenses

The Expenses module processes payments to employees for non-salary related items (i.e., travel and other business expense reimbursements). The Expenses module is often referred to as Travel and Expense.

## Cardinal Functional Areas





# Key Concepts

Some key concepts in Accounts Payable and Expenses include:

- Cardinal operates on a modified accrual basis. Cash balances are not immediately affected when vouchers are entered. Instead, Cardinal generates an offsetting entry to a liability account. Later, when the voucher is paid, the posting process generates accounting entries (debit to liability and credit to cash).
- Cardinal uses one supplier table that is shared across all agencies using Cardinal. The supplier table is maintained centrally by the Commonwealth Vendor Group (CVG).
- Cardinal automatically (based on configuration) identifies 1099-Misc reportable payments, and can generate Federal 1099-Misc Reports at the end of the year.
- Suppliers may be procurement suppliers (selling goods or services) or fiscal suppliers (non-procurement suppliers or payees such as individuals or companies receiving refunds). Procurement supplier additions and updates are interfaced from the Commonwealth's electronic procurement system (eVA). Fiscal supplier additions and updates are entered directly into Cardinal by the CVG from Vendor Maintenance Requests submitted by the agencies.



## Key Concepts (continued)

- Vouchers are entered in the Accounts Payable module to pay suppliers.
- Agencies reimburse their employees in the Expenses module.
- Both vouchers (to pay suppliers) and expense transactions (to reimburse employees) are paid through the Accounts Payable functional area.
- Agencies recording Accounts Payable transactions in an external agency system can send voucher, cash advances and expense report transactions to Cardinal from their agency system through an interface. The vouchers, cash advances, and expense reports are then created, processed for payment, and recorded in Cardinal.
- Pre-travel authorizations can only be entered online.



# Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



The Department of Accounts' Commonwealth Vendor Group is responsible for maintaining a statewide supplier database which is shared by all agencies using Cardinal.

- True
- False

Vouchers are created in Cardinal to record travel and other business expense transactions for employees.

- True
- False



# Lesson 1: Summary

1

## Introduction to Accounts Payable

In this lesson, you learned:

- The Accounts Payable functional area of Cardinal is composed of two modules: Accounts Payable and Expenses.
- There is only one supplier table in Cardinal. It is maintained centrally by the Commonwealth Vendor Group (CVG).
- Vouchers are entered either online or through an interface in the Accounts Payable module to pay suppliers. Agencies do not reimburse their employees through the regular voucher process.
- Reimbursements to employees for travel and other business expenses are entered either online or through an interface in the Expenses module. Pre-Travel authorizations are always entered online.
- Vouchers and expense reimbursements are paid through the Accounts Payable module.



# Lesson 2: Introduction

2

## Accounts Payable and Expenses Processes

This lesson covers the following topics:

- Accounts Payable Functional Area
- Accounts Payable Processes:
  - Overview
  - Supplier Maintenance
  - Voucher Processing
  - Payments
  - 1099-Miscs
  - Expense Processes



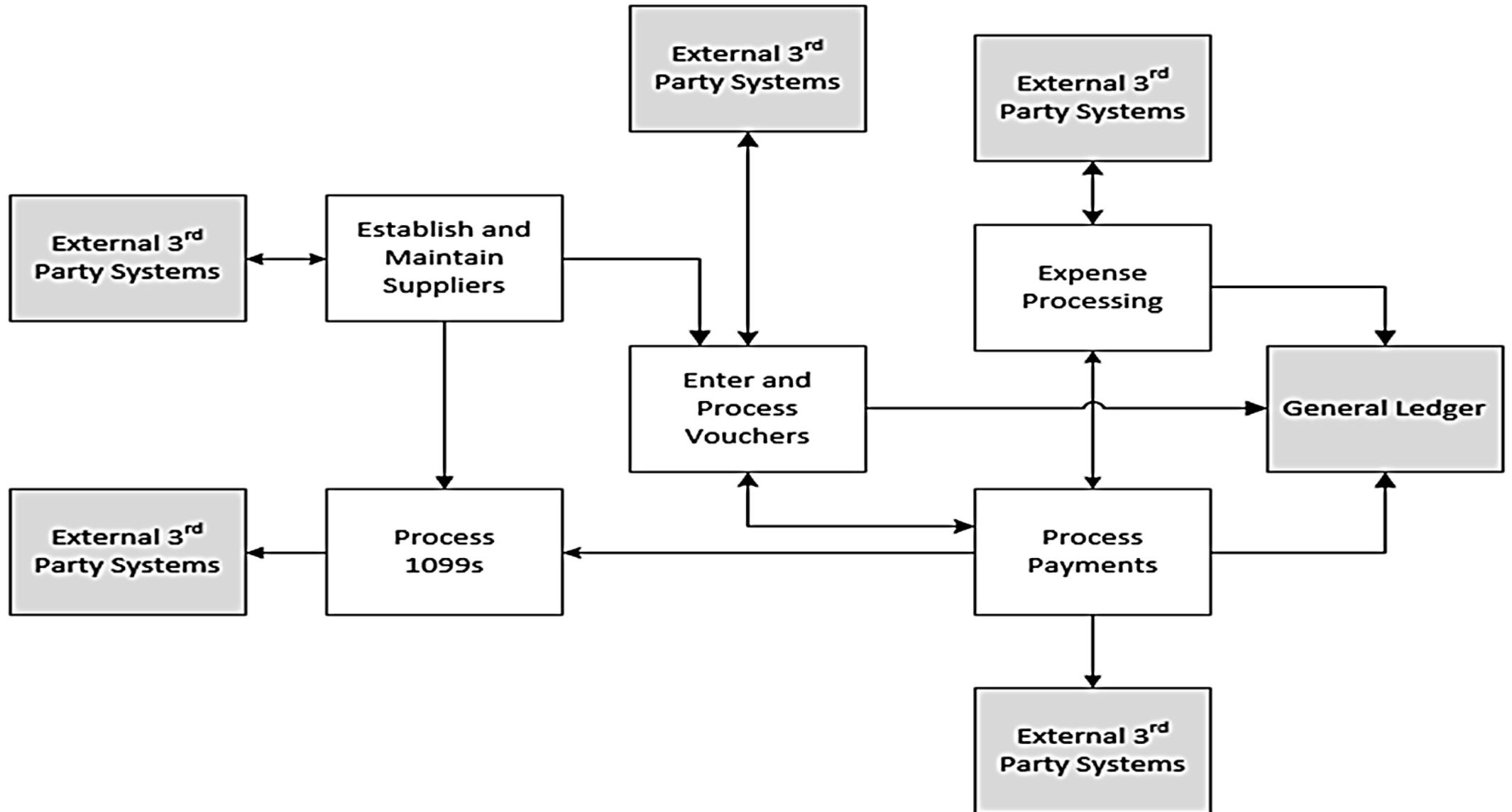


# Accounts Payable Process

The Accounts Payable process includes the following functions required to record, process, and issue payments:

- Establish and maintain suppliers
- Enter and process vouchers
- Process payments
- Process 1099-Misc Reporting

# Accounts Payable Process







# Supplier Processing Overview (continued)

- Agencies can request the addition of fiscal suppliers in Cardinal by submitting a Vendor Maintenance Request Form to the CVG. Prior to submitting the request, the agency should verify that the supplier being requested does not already exist in Cardinal.
- Cardinal uses Supplier ID numbers to uniquely identify vendors. The supplier Taxpayer ID number (TIN) and Supplier Location Identification Number (VLIN) are stored in Cardinal and can also be used to identify a supplier.
- Only one Cardinal supplier can be created for each unique TIN. Suppliers may have multiple **Remit To** addresses for multiple supplier physical locations. It is important to select the appropriate Remit To address when creating a voucher to ensure that the supplier check payment is sent to the correct address.
- Cardinal uses **Location** to store a supplier's payment information and also to identify a supplier subject to tax liens and garnishments. Location is not a physical address, but stores processing rules for payments to be made to suppliers. It is important to select the appropriate supplier **Location** to ensure that the supplier is paid by the correct method (Electronic Data Interchange (EDI), ePayables (ePAY), etc.).



## Supplier Processing Overview (continued)

- You can request one-time supplier setup for one-time refunds to recipients who are not employees of your agency (e.g., student education refund or DMV refund payments). One-time suppliers are always paid via check, are inactivated automatically after one use, and are not 1099-Misc reportable.
- Supplier processing uses outbound and inbound interfaces with the Internal Revenue Service (IRS) to verify Taxpayer Identification Number (TIN) information.
- Cardinal interfaces with the Department of Small Business and Supplier Diversity (SBSD) Certification System. SBSD provides small businesses, women and minority (SWAM) owned, and disadvantaged business enterprise (DBE) business data for suppliers in Cardinal through a weekly interface.
- Suppliers in Cardinal are validated against the Federal Government Financial Sanctions list and marked as such so that vouchers cannot be created for those vendors.
- Online inquiries enable Cardinal users to research suppliers as needed.
- Interfacing agencies receive a supplier extract from Cardinal.





# Voucher Processing Overview

## Voucher Processing overview:

- You can scan documents related to a voucher, such as a supplier's invoice, and attach them to the voucher for viewing online. Per Auditor of Public Accounts (APA), the electronic attachment documents do not replace the requirement to retain original documents in your records. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.
- All Cardinal vouchers must be approved in order to be processed and paid. A voucher cannot begin the approval process until it passes all error and budget checking.
- Once a one-time supplier's voucher is entered and saved, the supplier becomes inactive.
- Payment offsets for items such as tax liens and garnishments are processed manually within Cardinal.
- A supplier payment may also be subject to payment offsets due to a Comptroller's Debt Setoff (CDS). The supplier's voucher and payment are adjusted in Cardinal for the offset.



# Enter Voucher Process

Enter and process vouchers includes:

- Creating a voucher
- Attaching related documents
- Editing a voucher, if necessary
- Performing error and budget checking
- Approving a voucher
- Posting a voucher

Maintain vouchers includes:

- Deleting a voucher
- Closing a voucher
- Unposting a voucher
- Adjusting a voucher

For more detailed information about voucher processing, see the course entitled **SW AP312: Voucher Processing** located on the Cardinal website in **Course Materials** under **Training**.



# Voucher Summary Page

Navigate to the **Voucher** page using the following path:

**Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

This screenshot is an example of what the voucher looks like after it has been entered and saved.

There are a total of six tabs which include information about the voucher.

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

Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

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

Business Unit	15100	Invoice Date	12/07/2016
Voucher ID	00001629	Invoice No	246810
Voucher Style	Regular	Invoice Total	750.00 USD
Supplier Name	Case Paper Co Inc 3624 Century Place VA10038078 EVAAD199237 Charlotte, NC 28206		
Entry Status	Postable	Pay Terms	Net 30
Match Status	No Match	Voucher Source	Online
Approval Status	Pending	Origin	ONL
Post Status	Unposted	Created On	12/09/2016 7:47AM
		Created By	FINUSER01
		Last Update	12/09/2016 9:55AM
Budget Status	Not Chk'd	Modified By	FINUSER01
		ERS Type	Not Applicable
Budget Misc Status	Valid	Close Status	Open

View Related Payment Inquiry Go

Return to Search | Notify | Refresh | Add | Update/Display

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

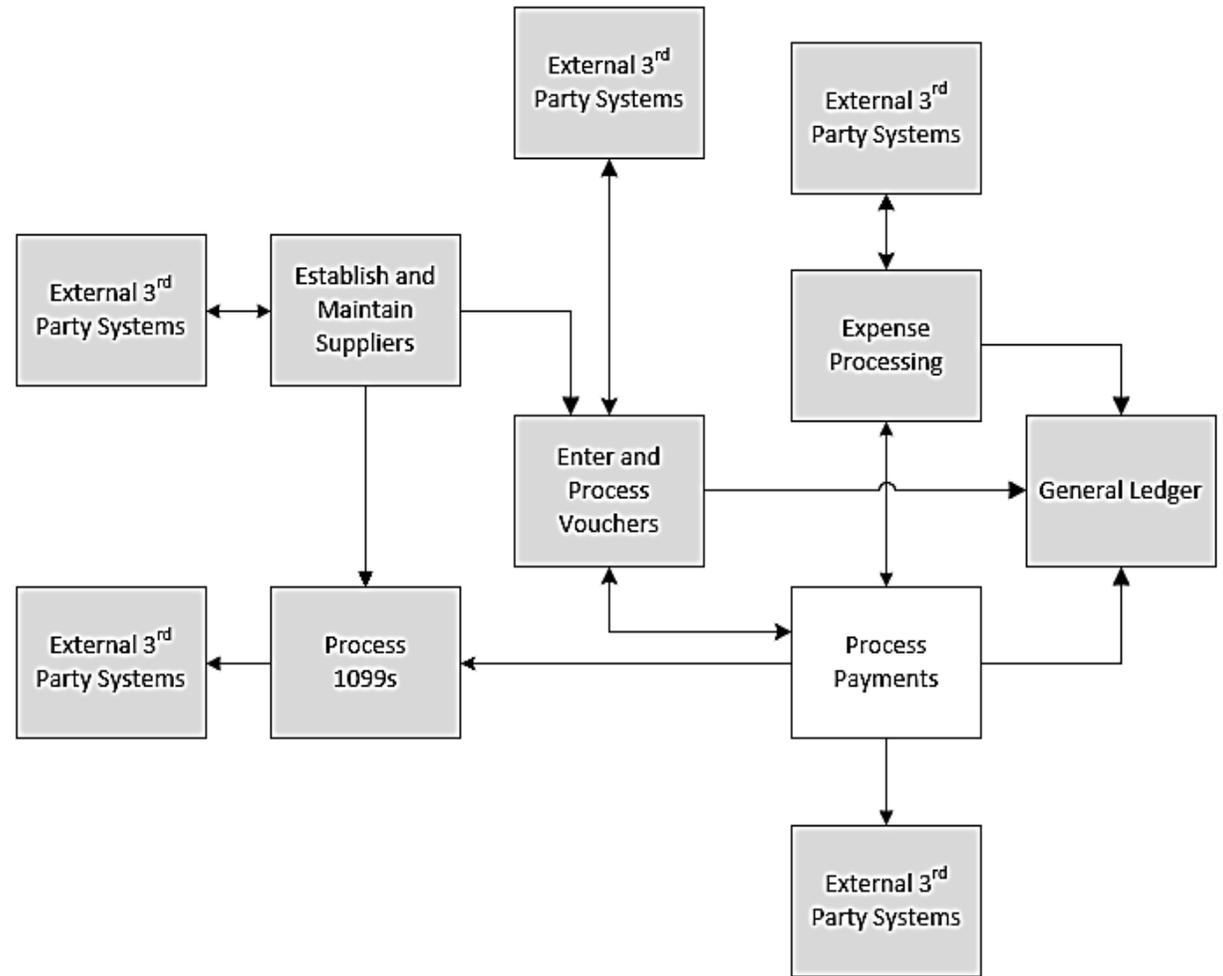
**Click on image to enlarge**



# Process Payments

In Accounts Payable, payment processing begins when voucher processing ends. Payment processing occurs during nightly batch processes.

Once payments are posted, accounting entries are created and are used by the General Ledger module to create journal entries.





# Process Payments Overview

Process Payments overview:

- In Cardinal, pay cycles are used to select and create payments for scheduled vouchers and expense transactions. Payment files are created and transmitted to the Treasury and banks for payment creation. Cardinal uses different pay cycles for the different payment methods: Check, EDI and ePayables.
- A supplier's payment may also be subject to Comptroller's Debt Setoff (CDS) maintained by the Department of Taxation. This process is automated in Cardinal and is part of the nightly batch processing.
- Regular vouchers are created as needed to provide reimbursement for petty cash.
- Once a petty cash voucher is approved in Cardinal, a payment is generated or a manual payment is recorded to create the necessary accounting entries.
- Approved expense reports and travel advances generate payments to employees for travel or other business expenses.
- Cardinal ensures all payments (both vouchers and expenses) are checked against available cash before being released for payment.



# Process Payments Overview (continued)

- In Cardinal you can process special /emergency payments outside the regular pay cycle process.
- Cardinal's ePayables process enables the processing of supplier's payments using a virtual charge card. The Cardinal ePayables pay cycle sends a payment file to Bank of America for ePayable payment processing.
- Cardinal combines payments within the agency by supplier, supplier location, due date, and address sequence number for each method of payment (i.e., checks, EDI and ePayables).
- You can view payment information (**Reference number**, **Payment Date**, etc.) on the **Payments** tab of the voucher itself or on the **Payment Inquiry** page in Cardinal.
- For interfacing agencies, there is a **Payment Recon Extract** that provides payment information.



# Pay Cycle Processes

Pay Cycle includes two major processes: Payment Selection and Payment Creation.

Payment Selection selects the vouchers or expense transactions that are eligible for payment, according to the selection criteria input into Cardinal for each pay cycle.

Payment Creation creates files that are transmitted to Treasury and to the bank which are used to generate supplier and employee payments.

Payment Selection and Payment Creation are run nightly as part of the Cardinal pay cycles. If errors occur in these processes, Cardinal generates exceptions. Any payment with an error must be reviewed and the exception must be resolved before it can be processed.



# Payments Page

Payment processes run in batch each night.

The **Payments** page of the voucher provides details of the payment, including:

- **Remit To**
- **Pay Terms**
- If payment is split among different payees
- Scheduled payment date
- Message on remittance
- Payment method

Navigate to the **Payments** page using the following path:

**Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

The screenshot displays the 'Payments' page in a software application. The top navigation bar includes 'Favorites', 'Main Menu', 'Accounts Payable', 'Vouchers', 'Add/Update', and 'Regular Entry'. The page is divided into several sections:

- Business Unit:** 15100
- Invoice No:** 246810
- Invoice Date:** 12/07/2016
- Voucher ID:** 00001629
- Voucher Style:** Regular Voucher
- Total Amount:** 750.00
- Supplier Name:** Case Paper Co Inc.
- \*Pay Terms:** 30 Net 30

**Payment Information:**

- Payment 1:**
- \*Remit to:** 000002114
- Location:** MAIN
- \*Address:** 3
- Gross Amount:** 750.00 USD
- Discount:** 0.00 USD
- Scheduled Due:** 01/08/2017
- Net Due:** 01/08/2017
- Accounting Date:**

**Supplier Address:** Case Paper Co Inc, 3624 Century Place, VA10038078, EVAAD199238, Charlotte, NC 28206

**Payment Options:**

- \*Bank:** 1100
- Account:** TR01
- Method:** CHK (Check)
- Pay Group:**
- \*Handling:** Regular Payments
- Hold Reason:**
- \*Netting:** Not Applicable
- L/C ID:**
- Supplier Bank Messages:** Hold Payment, Separate Payment

**Schedule Payment:**

- \*Action:** Schedule Payment
- Payment Date:**
- Pay:**
- Reference:**

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display.

Click on image to enlarge





# 1099-Misc Overview

## 1099-Misc Overview:

- Cardinal uses the term withholding to refer to 1099-Misc reportable suppliers.
- In Cardinal, a Withholding (1099-Misc) Supplier is a supplier for which certain payments must be reported to the IRS on a 1099-Misc form. Cardinal may also identify a supplier as withholding if they are subject to backup withholding. The withholding status of the supplier is displayed on the Supplier **Summary** page.
- The Cardinal withholding tables are only populated if the supplier is set up as withholding and the type of payment requires reporting.
- Cardinal can generate the 1099-Misc forms that are sent to suppliers and the electronic 1099-Misc file that is sent to the IRS.
- Agencies may choose to generate an extract file out of Cardinal that contains all 1099-Misc reportable data to assist agencies with their review and preparation of the 1099-Misc forms and file.
- Few users have access to adjust the withholding amounts and process the forms and file in Cardinal.
- Agencies have the ability to run a query in Cardinal to provide details.

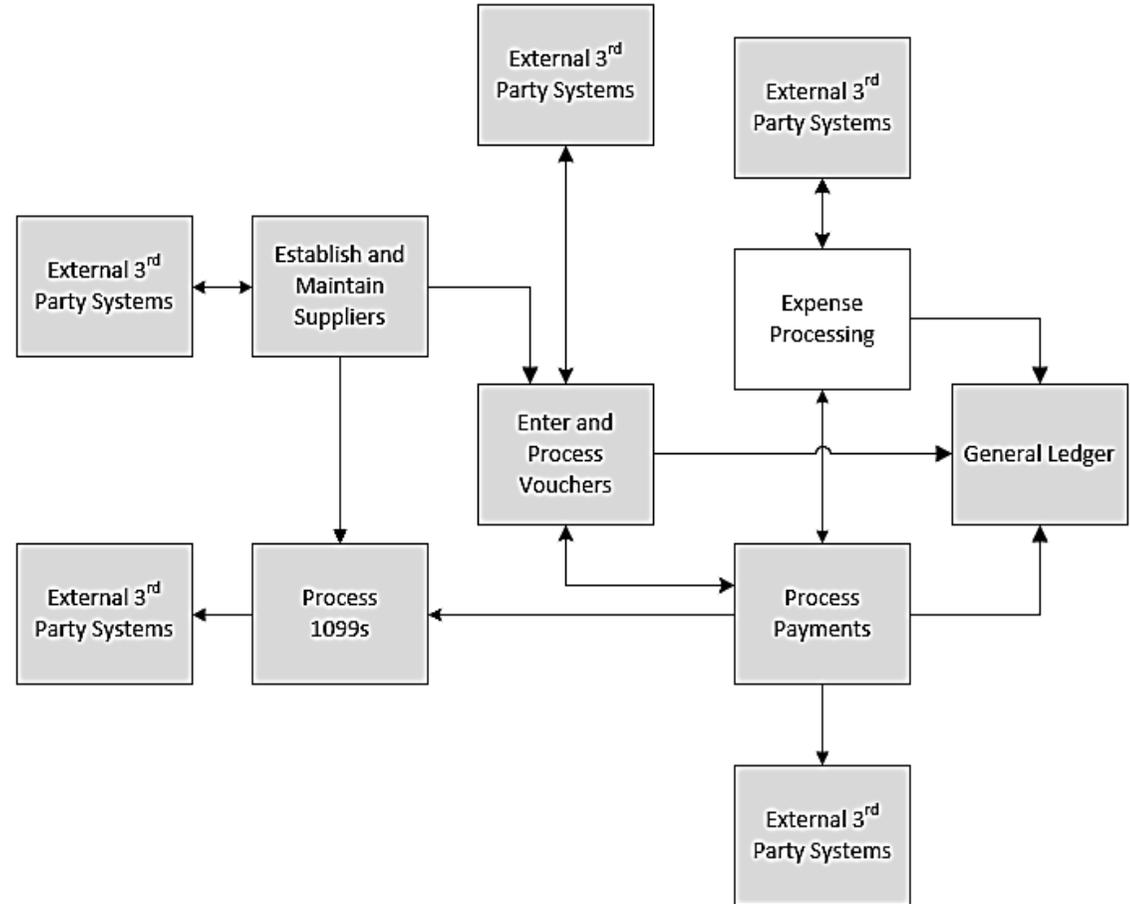


# Expense Processing

The Expenses module processes non-payroll employee business expenses, including pre-travel authorizations, cash advances, and expense reports for reimbursement to employees.

The Expenses process involves several key steps:

- Pre-travel authorizations, if appropriate
- Cash advances, when appropriate
- Expense reports





# Expenses Overview

Expenses overview:

- All payments to your agency's employees, except Payroll, are processed in the Expenses module.
- Petty cash should not be used for any payments to your agency's employees.
- Proxies are established for every employee who needs to be reimbursed for travel and other business related expenses. The proxy is needed for access to create expense transactions for an employee.
- Agency employees have expense profiles in Cardinal with important organizational data such as Business Unit, Department, and default accounting distributions. Profiles also contain EDI banking information, if applicable. Employee EDI Information interfaces daily from the Commonwealth Integrated Payroll Personnel System (CIPPS).
- You can add attachments, such as scanned receipts and emails, to cash advance requests and expense report pages. Per APA, the electronic attachment documents do not replace the requirement to retain original employee receipts in your records. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.
- You can apply any cash advances received when completing the expense report. Cardinal automatically calculates the amount owed by or due to the employee.
- Agency policy determines whether an approved Cardinal pre-travel authorization is required prior to travel. Cardinal allows a user to copy data from an approved pre-travel authorization into a newly created expense report which can then be updated as needed.
- Expense reports and cash advances can be uploaded into Cardinal from external agency systems through an interface but travel authorizations can only be entered online.



# Travel Authorization Process

In Cardinal, pre-travel authorization requests must be submitted and approved before the start date of the employee's travel. Pre-Travel Authorizations cannot be updated via interface to Cardinal; they can only be entered online in Cardinal. Pre-Travel Authorization steps include:

- Creating a travel authorization request
- Adding attachments, if required (For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.)
- Making updates, if necessary
- Certifying and submitting the request for required approvals
- Deleting the request, if necessary

The designated approver(s) review the authorization request and can then approve it, send it back to the employee for updates, or deny it.

If the authorization is denied, the process ends with no action taken and the travel authorization must be deleted. If it is sent back, the proxy may update and resubmit. If it is approved, the process ends. No accounting entries are created.



# Cash Advance – Online Process

State and Agency policy determine eligibility for a cash advance. Cash advances can be entered online or uploaded into Cardinal through the cash advance upload interface process.

Cash advances entered online can be requested as part of a travel authorization or as a separate request.

The cash advance process includes:

- Creating a request
- Adding attachments, if applicable (For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.)
- Updating the request
- Certifying and submitting the request for approval
- Deleting the request, if appropriate
- Staging the advances for payment
- Posting the cash advance accounting entries

Like a travel authorization, the designated approver(s) review the cash advance request and can then approve it, send it back to the employee for updates, or deny it.

If the cash advance is denied, the process ends with no action taken and the cash advance must be deleted. If it is sent back, the proxy may update and resubmit. If it is approved, the cash advance is submitted for payment and appropriate accounting entries are created to record the payment to the employee and the resulting employee receivable.



# Cash Advance – Interface Process

The process for a cash advance created through the interface includes:

- Uploading the cash advance data file from the agency system into Cardinal
- Uploading cash advances for approval in Cardinal
- Approving cash advances online in Cardinal
- Staging the advances for payment
- Posting the cash advance accounting entries
- Extracting and transmitting transaction data from Cardinal back to the agency
- Reviewing rejected transactions report records daily

Interfaced cash advances must be approved in Cardinal after they have been uploaded.



# Expense Report – Online Process

Expense reports can be entered online or uploaded into Cardinal through the expense report interface process.

The process for expense reports created online includes:

- Creating the report
- Adding attachments, if applicable (For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.)
- Updating the report
- Certifying and submitting the report for approval
- Budget Checking the report
- Approving the report
- Staging the report for payment
- Posting the report to create accounting entries

Like the travel authorization and cash advance, the designated approver(s) review the expense report and can then approve it, send it back to the employee for updates, or deny it.

If the expense report is denied, the employee cannot resubmit it and it must be deleted.



# Expense Report – Interface Process

The process for expense reports created through the interface includes:

- Uploading the expense report data file from the agency system into Cardinal
- Budget checking the report
- Reviewing expense reports budget status throughout the day
- Making any necessary corrective actions needed on the report
- Submitting expense reports for approval
- Approving expense reports, online if applicable
- Staging the report for payment
- Posting the expense report accounting entries
- Extracting and transmitting transaction data from Cardinal back to the agency
- Reviewing rejected transactions report records daily

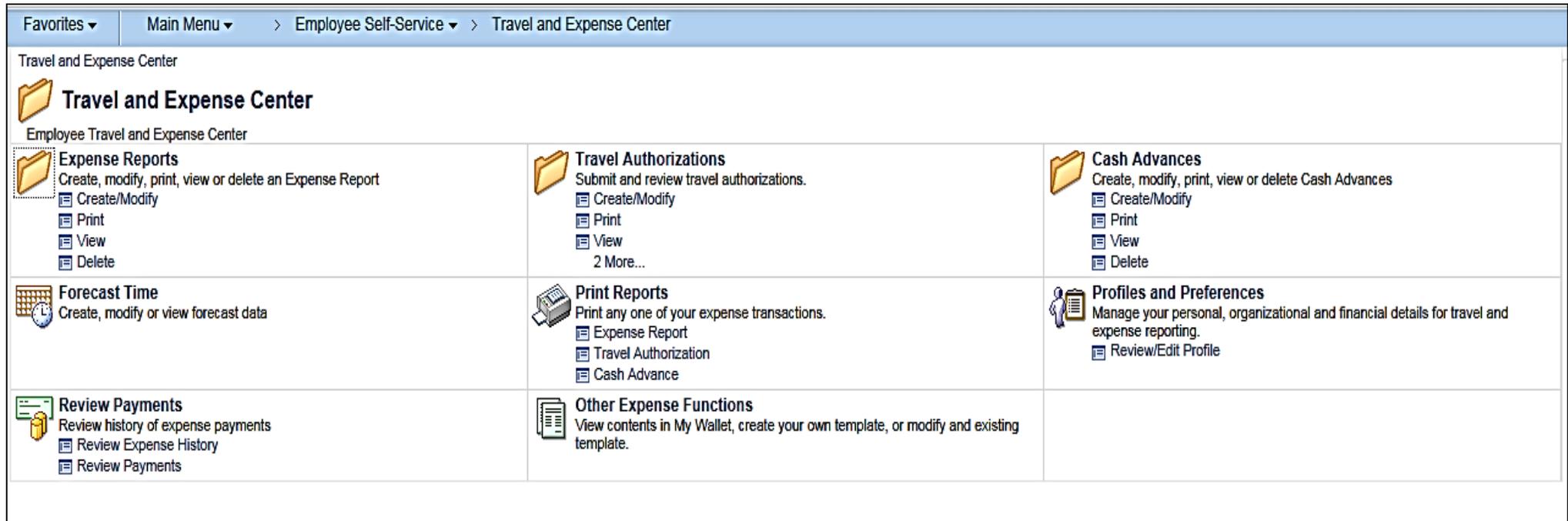
Interfaced expense reports are approved within the interfacing agency prior to being uploaded into Cardinal. If adjustments are made online to uploaded expense reports, the updated expense report must then be approved online in Cardinal by the agency.

# Travel and Expense Center Home Page

The **Travel and Expense Center** page in Cardinal (selected from the **Employee Self Service** menu) provides access to travel authorization, cash advance, and expense report functions.

You can navigate to this page using the following path:

**Main Menu > Employee Self Service > Travel and Expense Center**



The screenshot shows a web application interface for the Travel and Expense Center. At the top, there is a breadcrumb navigation path: **Favorites** > **Main Menu** > **Employee Self-Service** > **Travel and Expense Center**. Below this, the page title is **Travel and Expense Center**. The main content area is organized into a grid of functional modules, each with an icon, a title, a brief description, and a list of actions.

Employee Travel and Expense Center		
 <b>Expense Reports</b> Create, modify, print, view or delete an Expense Report <ul style="list-style-type: none"><li>Create/Modify</li><li>Print</li><li>View</li><li>Delete</li></ul>	 <b>Travel Authorizations</b> Submit and review travel authorizations. <ul style="list-style-type: none"><li>Create/Modify</li><li>Print</li><li>View</li><li>2 More...</li></ul>	 <b>Cash Advances</b> Create, modify, print, view or delete Cash Advances <ul style="list-style-type: none"><li>Create/Modify</li><li>Print</li><li>View</li><li>Delete</li></ul>
 <b>Forecast Time</b> Create, modify or view forecast data	 <b>Print Reports</b> Print any one of your expense transactions. <ul style="list-style-type: none"><li>Expense Report</li><li>Travel Authorization</li><li>Cash Advance</li></ul>	 <b>Profiles and Preferences</b> Manage your personal, organizational and financial details for travel and expense reporting. <ul style="list-style-type: none"><li>Review/Edit Profile</li></ul>
 <b>Review Payments</b> Review history of expense payments <ul style="list-style-type: none"><li>Review Expense History</li><li>Review Payments</li></ul>	 <b>Other Expense Functions</b> View contents in My Wallet, create your own template, or modify and existing template.	



## Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



An extract file can be generated in Cardinal that provides all 1099 reportable data that has been recorded in Cardinal for an agency's vendor payments.

- True
- False

Expense reports, travel authorizations and cash advances can all be uploaded into Cardinal from agency systems through an interface.

- True
- False

Interfaced Expense Reports that are modified online in Cardinal do not need agency approval.

- True
- False



# Lesson 2: Summary

2

## Accounts Payable and Expenses Processes

In this lesson, you learned:

- Establish and Maintain Suppliers
  - Cardinal uses one supplier table that is shared across all agencies.
  - Suppliers are either procurement suppliers or fiscal suppliers.
  - Fiscal suppliers are maintained in Cardinal centrally by the CVG.
- Enter and Process Vouchers
  - Vouchers can be entered online or through an interface.



## Lesson 2: Summary (continued)

2

### Accounts Payable and Expenses Processes

- Process Payments
  - Accounts Payable processes payments, both to vendors (via vouchers) and agency employees (via cash advances and expense reports).
- Process 1099-Misc
  - Cardinal identifies 1099-Misc reportable payments based on the withholding status and the types of supplier payments.
- Enter and Maintain Expense Transactions
  - All expense reimbursements to agency employees are processed in the Expenses module.
  - Expense reports and cash advances can be entered online or through an interface.



# Lesson 3: Introduction

3

Integration and Interfaces

This lesson covers the following topics:

- Accounts Payable Integration with General Ledger
- Interfaces

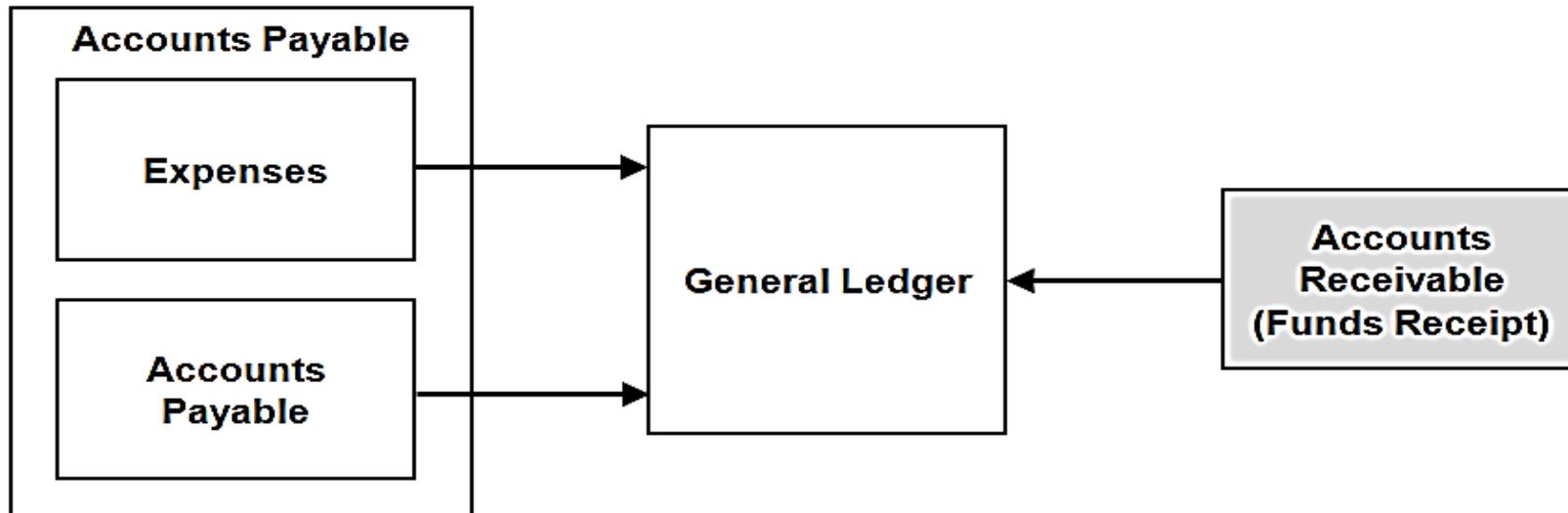


# Accounts Payable Integration with General Ledger

Accounts Payable integrates with the General Ledger by creating the accounting entries that General Ledger uses to create journal lines.

When you enter vouchers and expenses, combination edits ensure that the combinations of ChartField values (e.g., values entered for Fund, Program Account Code, etc.) are valid.

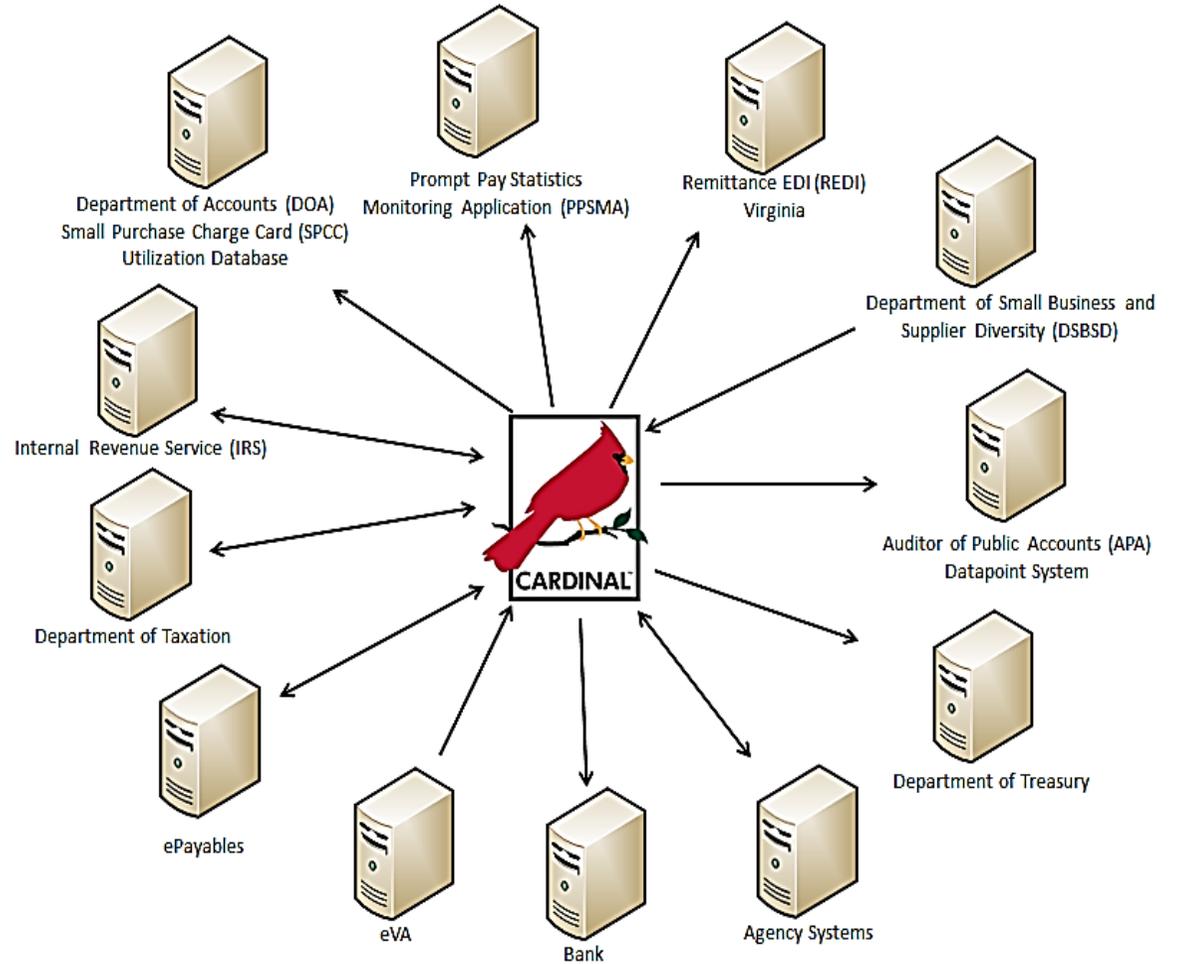
Once error check, budget check, and approvals are complete, Cardinal posts voucher, cash advance, and expense report entries to both Accounts Payable and General Ledger.



# Interfaces

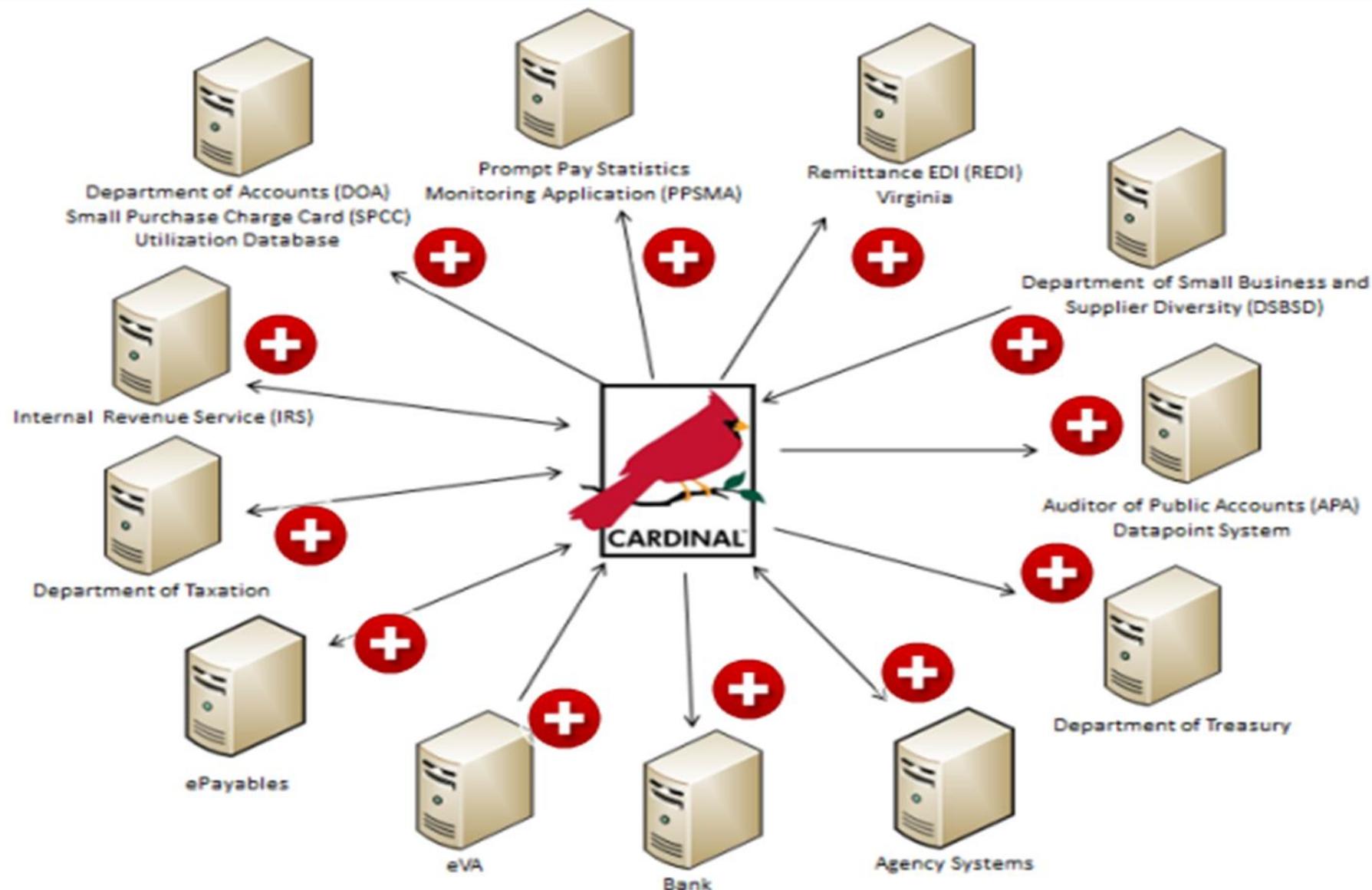
Accounts Payable also interfaces with other systems outside of Cardinal.

This diagram shows systems that Accounts Payable sends information to and receives information from.



Click on image to enlarge

# Cardinal System Interfaces





## Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



Accounts Payable creates accounting entries that General Ledger uses to create journal lines.

- True
- False



# Lesson 3: Summary

3

## Integration and Interfaces

In this lesson, you learned:

- The Accounts Payable functional area integrates with Cardinal General Ledger.
- The Accounts Payable functional area interfaces with numerous other major systems, including agency systems, eVA and Treasury.



# Course Summary

AP110

Accounts Payable and Expenses

In this course, you learned:

- Identify key Accounts Payable functional area concepts and terms
- Understand key concepts and processes for the Accounts Payable and Expenses modules
- Recognize how Accounts Payables integrates with other modules in Cardinal
- Recognize how Accounts Payables interfaces with systems outside of Cardinal



# Course Evaluation

Congratulations! You successfully completed the **SW AP110: Accounts Payable and Expenses** course.

Click [here](#) to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the **[X]** button in the upper right corner.





# Appendix

- Key Terms
- Allowed Extensions on Attachments in Cardinal
- Diagrams and Screenshots
- Flowchart Key



# Key Terms

**Accounts Payable** – The functional area that handles all Commonwealth of Virginia (COVA) payments and consists of two modules, the Accounts Payable module and the Expenses module.

**Cash Advance** – A request made by an employee for an advance on an anticipated expense.

**Commitment Control** – Enables the tracking or controlling of expenses against budgets and revenues against estimates.

**Commonwealth Vendor Group (CVG)** – The central group that enters and maintains suppliers in Cardinal. Agencies will need to fill out the Vendor Maintenance Request form to request additions or updates to suppliers.

**Electronic Payment** – Payments from EDI transmissions and Electronic Funds Transfer (EFT) payment files.

**ePayables** – Process used to make supplier payments via a virtual charge card. Bank of America processes the payments.



## Key Terms (continued)

**Expense Report** – A report of expenses incurred by an employee. The report must include details of each expense. The details from the travel authorization (if applicable) can be copied into the expense report that was entered online. If a cash advance was provided, the employee applies the amount of the cash advance to the expense report.

**Expenses** – Any costs incurred by employees related to business and reimbursed to employees. These reimbursements can be for travel or non-travel related expenses.

**Payments** – In Accounts Payable, this term refers to a payment to a supplier. Payments are created by Accounts Payable vouchers that represent invoices submitted by suppliers. Payments are also generated for employee travel and expense reimbursements or for revenue refunds. Payments may be generated in different forms.

**Posting** – Posting creates the accounting entries for vouchers, cash advances, expense reports, and payments. When an entry is free of errors, it can be posted.

**Proxy** – A user set up to access an employee's expense transaction. Each employee must have one or more proxies.



## Key Terms (continued)

**Tax Identification Number (TIN)** – A number issued by the Internal Revenue Service that identifies entities (both individuals and companies). Cardinal requires a TIN type (e.g., social security number, employer identification number, etc.) and number for every supplier entered.

**Travel Authorization** – A request made through Cardinal for permission to travel. In Cardinal, an authorization cannot be uploaded via interface. It can only be entered online and must be approved prior to travel.

**Supplier** – Any person or other entity that provides goods or services or receives refunds, including suppliers, federal, state, or local government entities, and other fiscal payees. All procurement suppliers are interfaced from eVA to Cardinal. Non-procurement suppliers (also called Fiscal Payees) will be created directly in Cardinal. Employees are not suppliers for their own agencies.

**Voucher** – A record in Cardinal that represents an invoice from a supplier submitted for payment. Vouchers may be created online using the supplier's invoice as a resource, or created electronically (by uploading external files, for example).

**Withholding (1099-Misc) Vendor** – A supplier for which amounts paid must be reported to the IRS on a 1099-Misc form and/or amounts withheld for taxes.

**Workflow** – A tool in Cardinal that routes a transaction electronically for approval via a worklist.



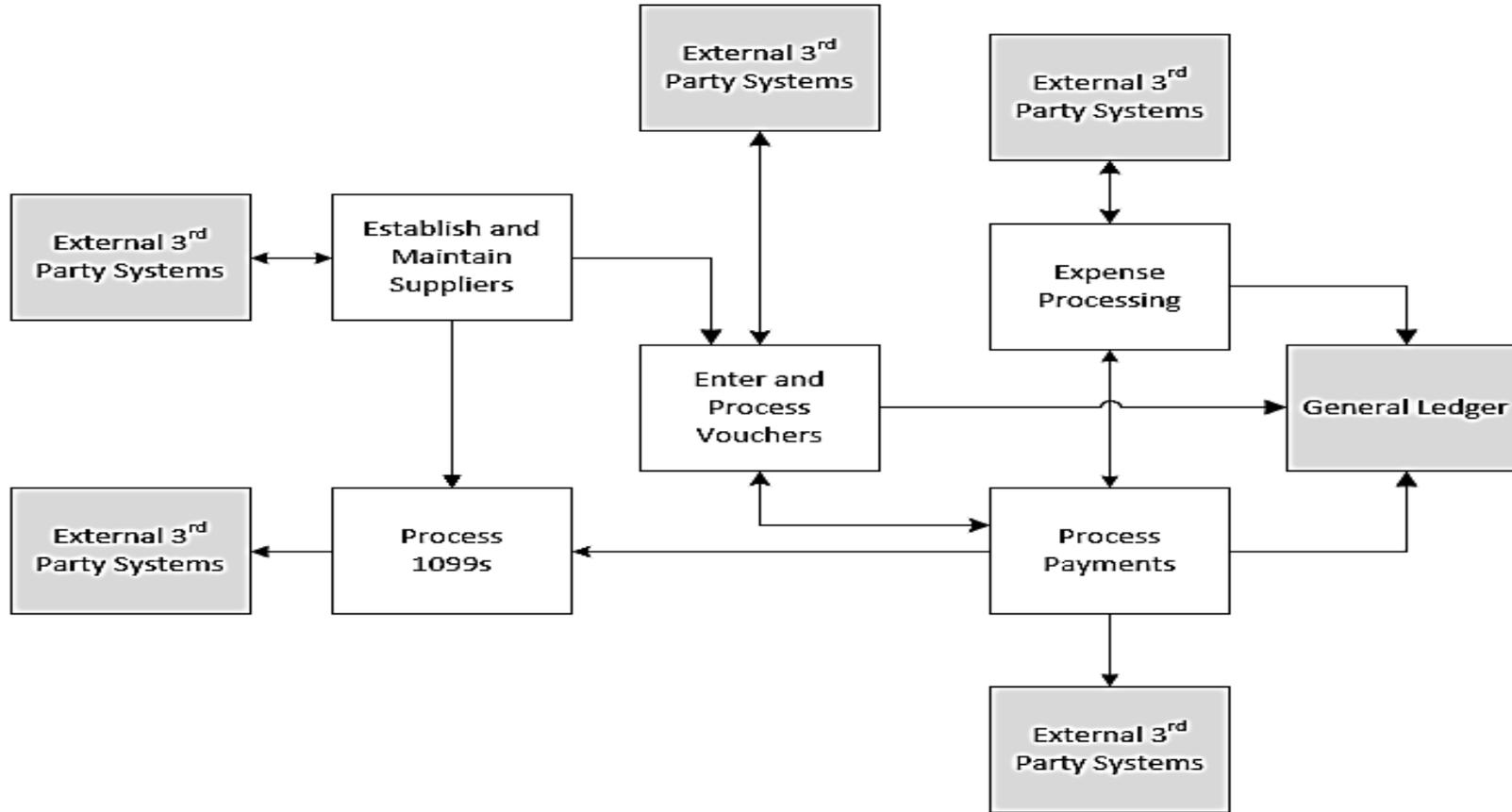
# Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You 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



# Accounts Payable and Expenses Process



Click on image to return



# Accounts Payable and Expenses Process Descriptions

**Establish and Maintain Suppliers:** Accounts Payable maintains supplier records in Cardinal. All procurement suppliers in Cardinal are interfaced from eVA. Non procurement suppliers are entered directly in Cardinal.

**Enter and Process Vouchers:** Vouchers are created in Accounts Payable for supplier invoices and related obligations. Vouchers can be created online in Accounts Payable or uploaded from other systems.

**Expense Processing:** The Expenses module enables employees to create travel authorizations, cash advance requests, and employee expense reports, which are approved and processed into payments to employees when required.

**Process Payments:** After vouchers are created and approved, they are processed into payments to be sent to suppliers either electronically or by check. The Accounts Payable module also processes payments to employees for the Expenses module.

**Process 1099-Misc:** Accounts Payable maintains records for 1099-Misc and withholding reporting and processes reports for suppliers and the IRS at the end of the year.

**Process Payments:** After vouchers are created and approved, they are processed into payments to be sent to suppliers either electronically or by check. The Accounts Payable module also processes payments to employees for the Expenses module.

**Process 1099-Misc:** Accounts Payable maintains records for 1099-Misc and withholding reporting and processes reports for suppliers and the IRS at the end of the year.



# Voucher Summary Page

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

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

<b>Business Unit</b> 15100	<b>Invoice Date</b> 12/07/2016
<b>Voucher ID</b> 00001629	<b>Invoice No</b> 246810
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 750.00 USD
<b>Supplier Name</b> Case Paper Co Inc 3624 Century Place VA10038078 EVAAD199237 Charlotte, NC 28206	
<b>Entry Status</b> Postable	<b>Pay Terms</b> Net 30
<b>Match Status</b> No Match	<b>Voucher Source</b> Online
<b>Approval Status</b> Pending	<b>Origin</b> ONL
<b>Post Status</b> Unposted	<b>Created On</b> 12/09/2016 7:47AM
	<b>Created By</b> FINUSER01
	<b>Last Update</b> 12/09/2016 9:55AM
<b>Budget Status</b> Not Chk'd	<b>Modified By</b> FINUSER01
	<b>ERS Type</b> Not Applicable
<b>Budget Misc Status</b> Valid	<b>Close Status</b> Open

**View Related** Payment Inquiry [Go](#)

[Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

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

Click on image to return



# Payments Page

Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

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

Business Unit 15100 Invoice No 246810  
Voucher ID 00001629 Invoice Date 12/07/2016 Action [v]  
Voucher Style Regular Voucher  
Total Amount 750.00 \*Pay Terms 30 Net 30  
Supplier Name Case Paper Co. Inc.

Run Schedule Payments

**Payment Information** Find | View All First 1 of 1 Last

Payment 1  
\*Remit to 0000002114  
Location MAIN  
\*Address 3  
Gross Amount 750.00 USD  
Discount 0.00 USD  
Scheduled Due 01/08/2017  
Net Due 01/08/2017  
Accounting Date  
Payment Inquiry  
Express Payment  
Payment Comments(0)  
Holiday/Currency

Case Paper Co Inc  
3624 Century Place  
VA10038078  
EVAAD199238  
Charlotte, NC 28206

**Payment Options**

\*Bank 1100 Pay Group  
\*Account TR01 \*Handling Regular Payments  
\*Method CHK Check Hold Reason  
Message Business Writing Seminar - T. Jones  
Message will appear on remittance advice.

\*Netting Not Applicable  
L/C ID  
Supplier Bank Messages  
 Hold Payment  
 Separate Payment

▼ Actions

**Schedule Payment**

\*Action Schedule Payment  
Pay  
Payment Date  
Reference

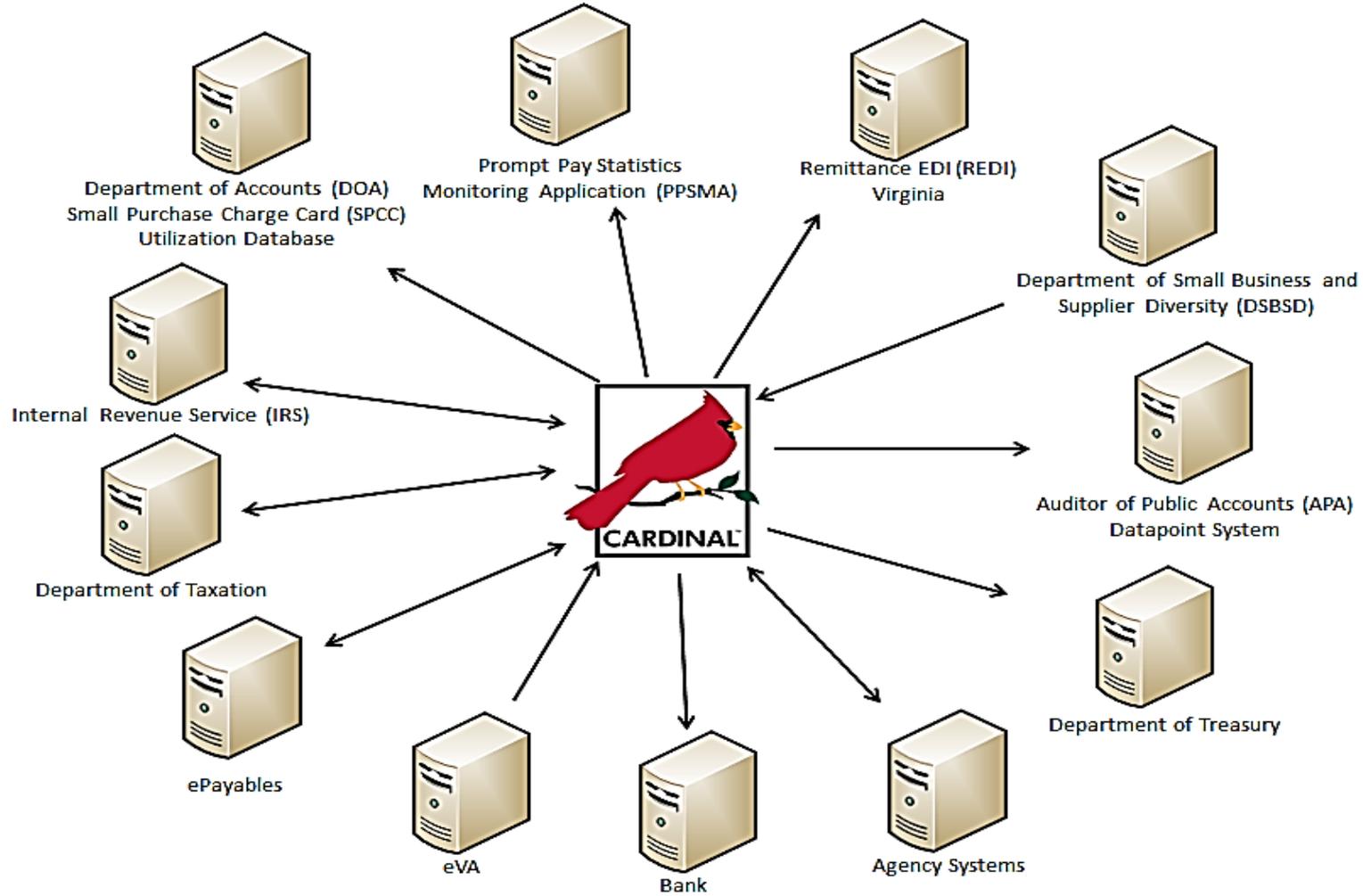
Save

Return to Search | Notify | Refresh | Add | Update/Display

Click on image to return



# Interfaces



Click on image to return



# Interface Descriptions

**Department of Accounts (DOA) Small Purchase Charge Card (SPCC) Utilization Database:** Payment data

**Prompt Pay Statistics Monitoring Application (PPSMA):** Prompt pay files

**Remittance EDI (REDI) Virginia:** Remittance Information

**Department of Small Business and Supplier Diversity (SBSD)– The Agency:**

- Sends Small, Women, And Minority (SWAM) payment data extract
- Receives supplier certification data

**Auditor of Public Accounts (APA) Datapoint System:** Payment information

**Department of Treasury:** Information on checks that require printing, disbursement files for reconciliation, and due diligence

**Agency Systems:** Vouchers, cash advances, and expense reports

**Bank:** Positive pay files and Electronic Data Interchange (EDI) Information



# Interface Descriptions (continued)

**eVA:** Procurement supplier information

**ePayables:** Process enables the processing of supplier payments using a virtual charge card. The Cardinal ePayables pay cycle sends a payment file to Bank of America, for ePayable payment processing.

**Department of Taxation – The Agency:**

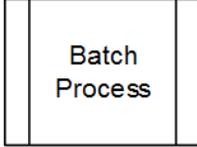
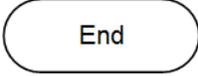
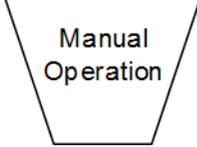
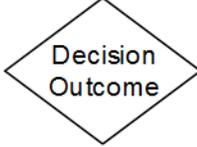
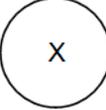
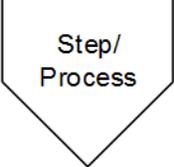
- Sends payment information for CDS Processing
- Receives information about CDS Offset

**IRS Systems – The Agency:**

- Sends TIN comparison requests to validate supplier information
- Sends 1099-Misc reporting data
- Receives TIN comparison results
- Sends Electronic Federal Tax Payment System (EFTPS) extract



# Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.



# End Of Appendix

Congratulations! You successfully completed the appendix section of **SW AP110: Cardinal Accounts Payable and Expenses** course.

To close the web based training course, click the '**X**' button in the upper right corner.