



# **SW AP313**

## **Approving Vouchers**

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:

- Understand voucher types
- Understand pooled approvals and how they work
- Approve vouchers
- Deny vouchers
- Push Back vouchers



# Agenda

1

Voucher Approval Process



# Lesson 1: Introduction

1

## Voucher Approval Process

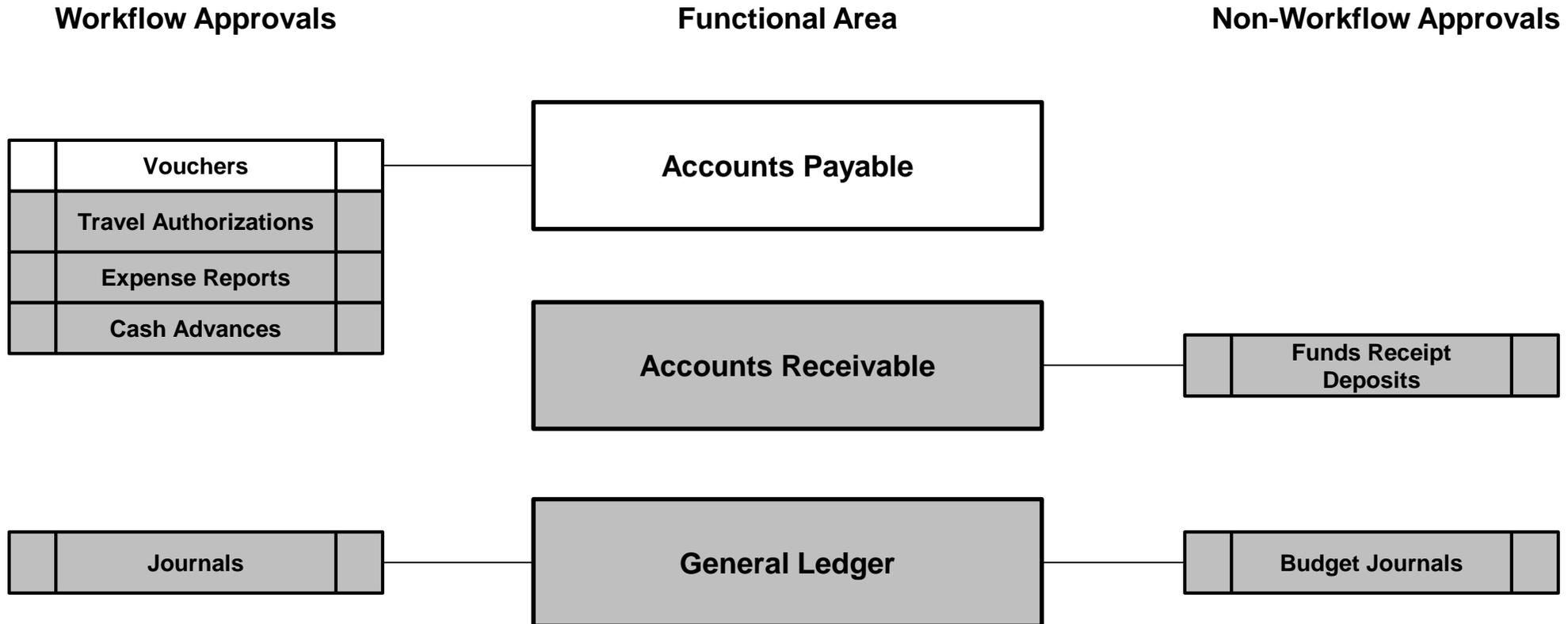
This lesson covers the following topics:

- Voucher Approval Overview
- Voucher Types
- Pooled Approval
- Voucher Approval Workflow Routing
- Voucher Approvals
- Vouchers Denied NOT Deleted



# Voucher Approval Overview

Cardinal uses **Workflow** to route transactions, including vouchers, to the appropriate approvers' **Worklists**.





# Voucher Approval Overview (continued)

Every voucher entered online in Cardinal must have at least one online approval. Additional approvals may be required, if certain conditions are met.

A voucher cannot enter the approval process until it passes error and budget checking.

Workflow routes vouchers requiring your approval to your worklist.

You can approve the voucher on the **Voucher Approval** page by clicking the voucher link on your worklist or by navigating directly to the **Voucher Approval** page.

A voucher may appear on your worklist a second time if it was modified after approval but before voucher post.

## **Interfacing Agencies:**

Interfaced vouchers receive agency level approval(s) prior to being uploaded into Cardinal. An interfaced voucher only requires online approval(s) in Cardinal if the voucher is modified or corrected online in Cardinal or if the voucher requires DOA approval (e.g., capital outlay projects, legal services, etc.).



# Voucher Types

## Voucher types include:

- **Regular Vouchers:** Vouchers that are entered directly from an invoice and paid from the Treasury bank account.
- **Regular Petty Cash Vouchers:** Regular vouchers that are paid from the Petty Cash bank account(s).
- **Adjustment Vouchers:** Vouchers that adjust the amount of a previously entered regular voucher (i.e., credit or debit memo).



# Pooled Approval

Pooled worklists are shared by multiple approvers. A voucher that requires approval is directed to all of the approvers in that pool; the voucher requiring approval appears on all of their worklists.

Any approver in the pool can take action on the voucher. When one of the approvers completes an action on the voucher, it is removed from all of the approvers' worklists since it has been worked.

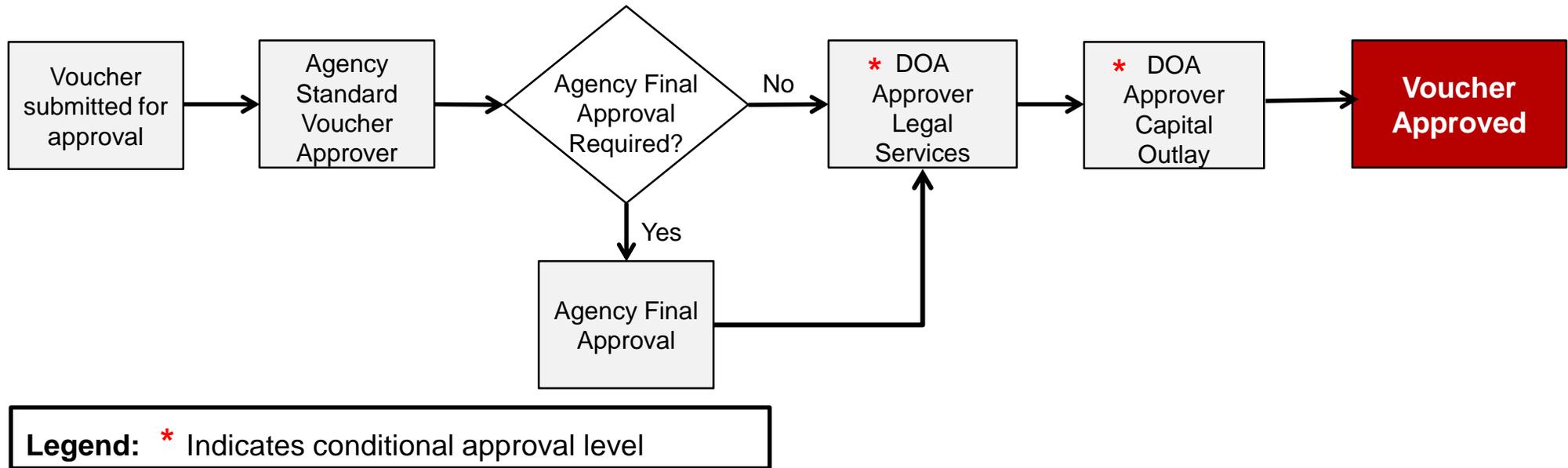
There can only be one pooled worklist for each level of approval.



# Voucher Approval Workflow Routing

All vouchers entered or updated online go through the full approval workflow. This diagram shows the approval process workflow routing for:

- Regular Petty Cash Vouchers
- Regular Treasury Vouchers



## Interfacing Agencies:

Interfaced vouchers that have not been updated online only go through workflow if one or more of the conditional approvals is required.



# Voucher Approvals

Required and Optional approvals for vouchers entered or updated online as well as Conditional approvals for all vouchers include:

## Required Approval:

- **Agency Standard Voucher Approval:** This approval is required for all vouchers based on the **Business Unit** (which identifies each agency and each agency petty cash account). Only users with Approver roles can access and approve that voucher.

## Optional Approval:

- **Agency Final Voucher Approval:** This approval is optional for agencies that require two levels of approval. Usage of the COVA Final Voucher Approval applies to all vouchers processed within a **Business Unit**.

Voucher Approvals Routing Order	
Agency Standard Voucher Approval	Required
Agency Final Voucher Approval	Optional
DOA Approval – Capital Outlay (DOA PreAudit)	Conditional
DOA Approval – Legal Services (DOA PreAudit)	Conditional



# Voucher Approvals (continued)

## Conditional Approvals:

- **DOA Approval – Capital Outlay:** This approval is required if the **Program Code** begins with **9980** and the Summary Project is not exempt (e.g., **Capital Outlay Project** has not received their environmental impact study).
- **DOA Approval – Legal Services:** This approval is required if the **Account** on the voucher is **5012430**.

Voucher Approvals Routing Order	
Agency Standard Voucher Approval	Required
Agency Final Voucher Approval	Optional
DOA Approval – Capital Outlay (DOA PreAudit)	Conditional
DOA Approval – Legal Services (DOA PreAudit)	Conditional



# Voucher Approvals: Steps

Vouchers are approved on the **Voucher Approval** page. You can access it by clicking the **Worklist** link on the Cardinal **Home** page or by direct navigation.

To access the **Voucher Approval** page via the worklist, click the **Worklist** link located at the top right of the **Home** page.

The screenshot shows the Cardinal Home page interface. At the top left is the Cardinal logo. The top navigation bar includes links for Home, Worklist (highlighted with a red box), Add to Favorites, and Sign out. Below the navigation bar is a search bar with a dropdown menu set to 'All' and a search input field. The main content area is divided into several sections: a 'Menu' sidebar on the left, a 'myCardinal Messages' section with a table for messages, and a 'myCardinal Financials' section with folders for 'Financials Report Execution' and 'Financials Report Retrieval'. The 'Financials Report Execution' folder contains sub-items: AP Reports, AR Reports, GL Reports, and Financials Query-based Reports. The 'Financials Report Retrieval' folder contains sub-items: FIN Report Manager and FIN Process Monitor.

# Voucher Approvals: Steps (continued)

The **Worklist** page displays. Click the link for the voucher that you wish to approve.

Favorites ▾ Main Menu ▾ > Worklist ▾ > Worklist

New Window | Help | Personalize Page | 

## Worklist

Worklist for UHK37558: Sprouse, Erin (DOA)

Detail View Worklist Filters   Feed ▾

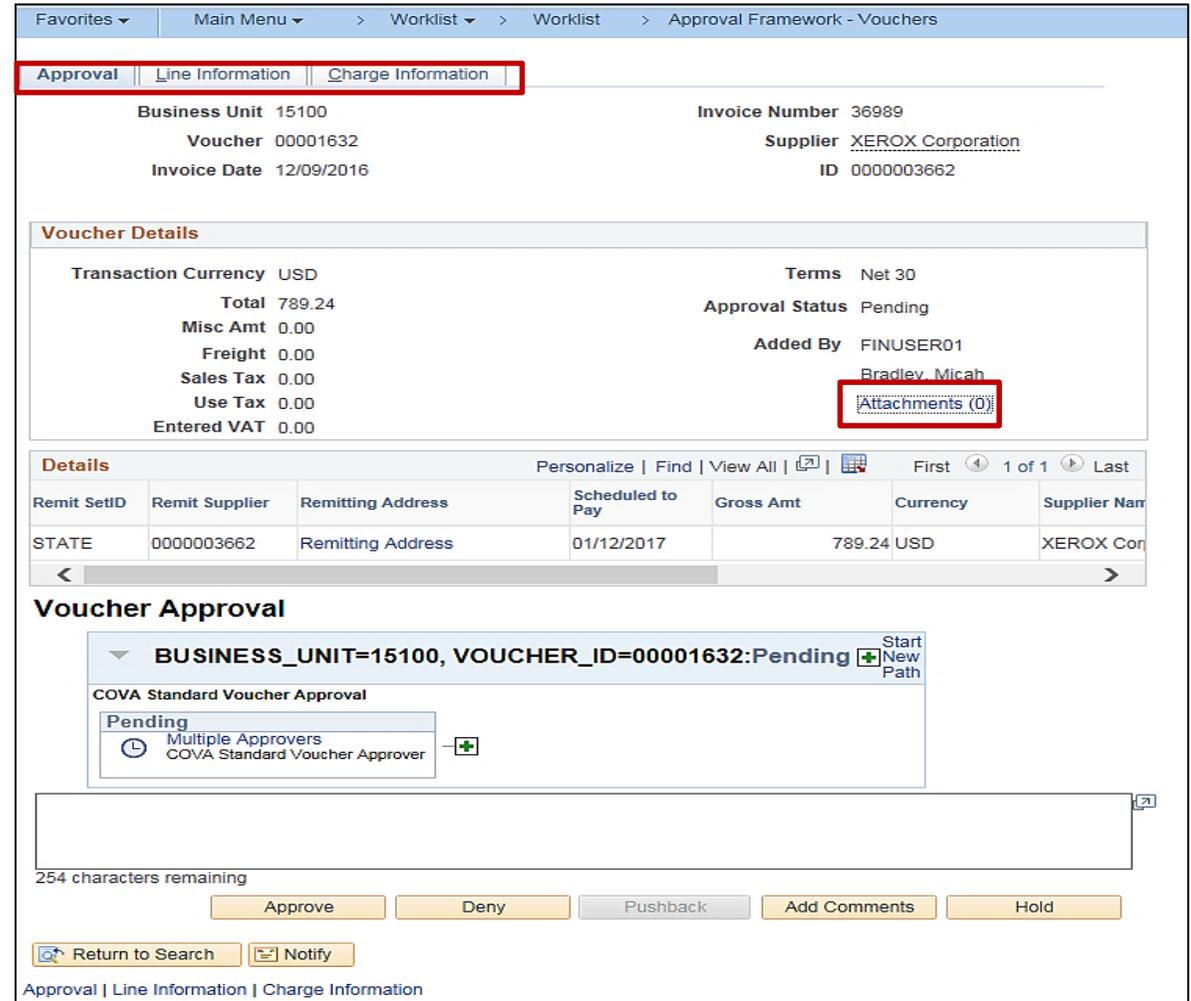
**Worklist Items** Personalize | Find | View All |  |  First  1-2 of 2  La

From	Date From	Work Item	Worked By Activity	Priority	Link		
Bradley, Micah	12/13/2016	Approval Routing	Approval Workflow	3-Low ▾	<a href="#">VoucherApproval. 2234699. STATE, 1910-01-01. N. O. BUSINESS UNIT:15100 VOUCHER ID:00001632 RDC:RA.0.A.</a>	Mark Worked	Reassign
Bradley, Micah	12/13/2016	Approval Routing	Approval Workflow	3-Low ▾	<a href="#">VoucherApproval. 2234700. STATE, 1910-01-01. N. O. BUSINESS UNIT:15100 VOUCHER ID:00001633 RDC:RA.0.A.</a>	Mark Worked	Reassign

# Voucher Approvals: Steps (continued)

The approval page opens. Review the voucher details based on relevant policies before approving:

- On the **Approval** tab (default tab when the page opens), review the voucher header and voucher details.
- **Attachments** – if the voucher has attachments, the **Attachments** link will have the number in parenthesis, e.g., **(1)**. In this example, the voucher does not have an attachment. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.
- Click the **Line Information** tab to review the voucher line information.
- Click the **Charge Information** tab to review the charge distribution information



The screenshot displays the 'Approval Framework - Vouchers' interface. At the top, the 'Approval' tab is highlighted with a red box. Below the navigation tabs, the voucher header information is shown, including Business Unit (15100), Invoice Number (36989), and Supplier (XEROX Corporation). The 'Attachments (0)' link is also highlighted with a red box. The 'Voucher Details' section provides a summary of the transaction, including the total amount (789.24) and the approval status (Pending). The 'Details' table below shows the voucher line information, including the Remit SetID (STATE), Remit Supplier (000003662), and Scheduled to Pay date (01/12/2017). The 'Voucher Approval' section shows the current status (Pending) and the role of the approver (COVA Standard Voucher Approver). At the bottom, there are buttons for 'Approve', 'Deny', 'Pushback', 'Add Comments', and 'Hold', along with a 'Return to Search' button and a 'Notify' button.

Click on image to enlarge



# Voucher Approvals: Options

If the voucher is entered online or interfaced and updates are made online, you have three options:

- Approve:
  - To approve a voucher, click the **Approve** button. Cardinal routes the voucher for any conditional approvals that may be needed.
- Pushback:
  - To push back a voucher, click the **Pushback** button. This feature routes the voucher to the previous approver for updates and re-approval. It is only available when there are multiple levels of approval required and the voucher has reached the second level of approval. If you push back a voucher, Cardinal sends an email and a worklist notification to the previous approver on the approval path. If you push back a voucher, you should add comments to explain the reason.
- Deny:
  - To deny a voucher, click the **Deny** button. You must add comments explaining why you are denying the voucher. Cardinal sends an email and a worklist notification to the Voucher Processor. A denied voucher can be edited, saved, and resubmitted for approval.
  - If an interfaced voucher is denied, no e-mail is sent to the agency. Interfacing agency approvers should check voucher status on a regular basis.
  - You can identify vouchers that have been denied by running the **Vouchers Denied NOT Deleted (V\_AP\_VCHRS\_DND\_NOT\_DLTD)** query.



# Voucher Approvals: Direct Navigation

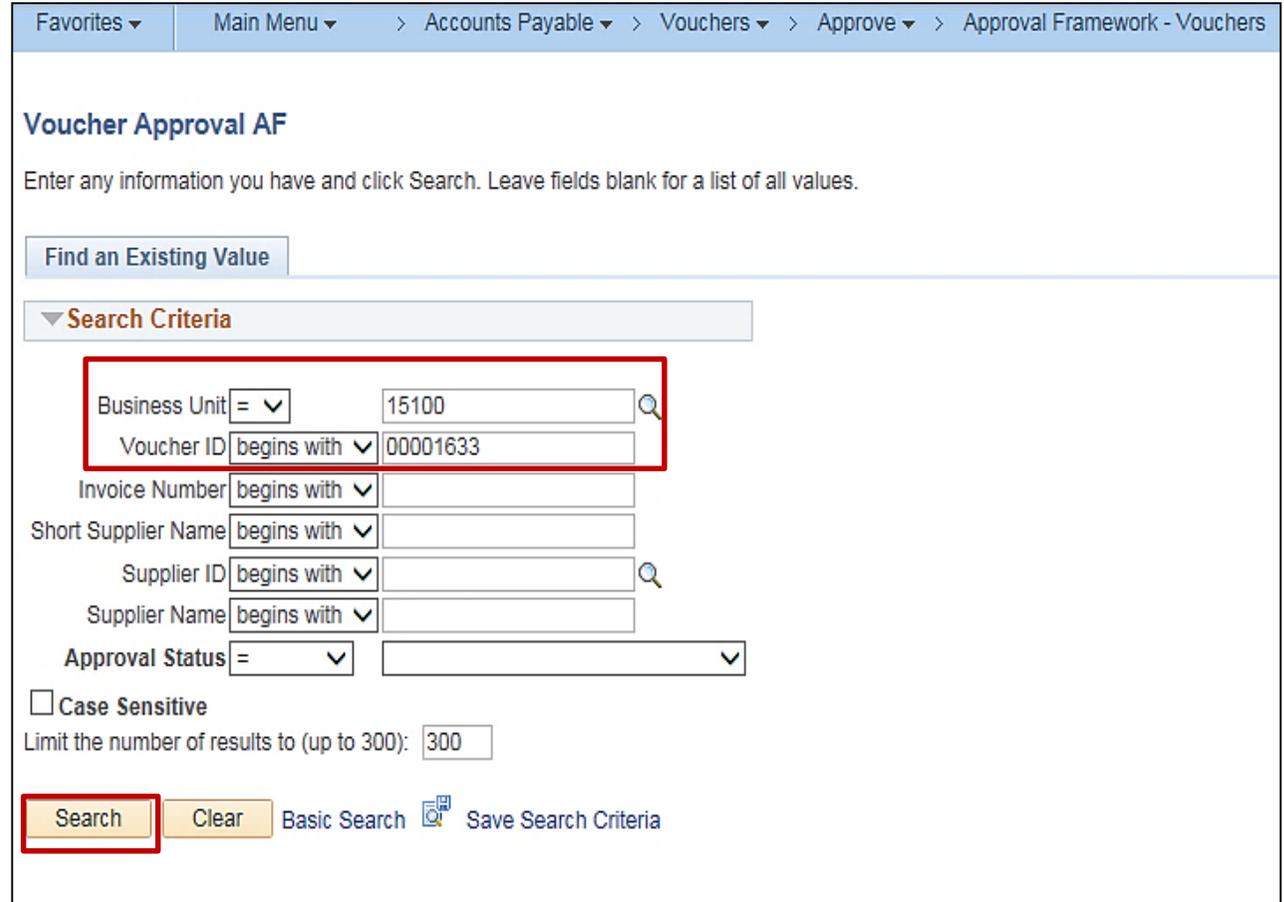
You can also approve a voucher by directly navigating to the **Voucher Approval** page using the following path:

**Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers**

The **Voucher Approval** search page displays.

Enter the search criteria for the voucher you want to approve and then click the **Search** button.

Once the voucher displays, the steps to approve are the same as selecting from the worklist.



The screenshot shows the 'Voucher Approval AF' search page. The breadcrumb trail at the top is: Favorites > Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers. Below the breadcrumb is the page title 'Voucher Approval AF' and a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The 'Search Criteria' section includes several fields: 'Business Unit' (dropdown set to '=') and a text box containing '15100'; 'Voucher ID' (dropdown set to 'begins with') and a text box containing '00001633'; 'Invoice Number' (dropdown set to 'begins with') and an empty text box; 'Short Supplier Name' (dropdown set to 'begins with') and an empty text box; 'Supplier ID' (dropdown set to 'begins with') and an empty text box; 'Supplier Name' (dropdown set to 'begins with') and an empty text box; and 'Approval Status' (dropdown set to '=') and an empty dropdown menu. There is a 'Case Sensitive' checkbox which is unchecked. Below the search criteria is a text box for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box.

**Click on image to enlarge**



# Vouchers Denied NOT Deleted

To access this query, use the following path:

**Main Menu > Reporting Tools > Query > Query Viewer**

In the **Query Name** field, enter **V\_AP\_VCHRS\_DND\_DLTD**, then select how you want the results to display. In the example below, **HTML** was selected.

Enter your **Business Unit** and click the **View Results** button to view denied vouchers.

**V\_AP\_VCHRS\_DND\_NOT\_DLTD - Vouchers Denied NOT Deleted**

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Business Unit (% for all)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-1 of 1 Last

	Business Unit	Voucher	Responsible Org	Approval Status	Match Status	Entered By Userid	Entered Date	Last Updated Date	Last Updated Userid	Voucher Gross Amount
1	15100	00001633	10000	Denied	No Match	FINUSER01	12/13/2016	12/13/2016	UHK37558	642.36



## Simulation: Approve Time

You will now view a simulation that demonstrates approving, denying, or pushing back a voucher in Cardinal.

Click on the icon below to start the simulation.





# 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.



Interfaced vouchers only require online approval(s) at the agency level in Cardinal if the voucher is modified or corrected online in Cardinal.

- True
- False

A voucher may appear on your worklist a second time if it is modified before voucher post.

- True
- False

You can only push back a voucher once it has reached the second level of approval. This feature routes the voucher to the previous approver for update and resubmission.

- True
- False



# Course Summary

AP313

Approving Vouchers

In this course, you learned:

- Understanding voucher types
- Understand pooled approvals and how they work
- Approve vouchers
- Deny vouchers
- Push Back vouchers



# Course Evaluation

Congratulations! You successfully completed the **SW AP313: Approving Vouchers** 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

- Allowed Extensions on Attachments in Cardinal
- Diagrams and Screenshots



# 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



# Voucher Approval Page

Favorites > Main Menu > Worklist > Worklist > Approval Framework - Vouchers

**Approval** | Line Information | Charge Information

Business Unit 15100 Invoice Number 36989  
Voucher 00001632 Supplier XEROX Corporation  
Invoice Date 12/09/2016 ID 0000003662

**Voucher Details**

Transaction Currency USD Terms Net 30  
Total 789.24 Approval Status Pending  
Misc Amt 0.00 Added By FINUSER01  
Freight 0.00 Bradley, Micah  
Sales Tax 0.00 Attachments (0)  
Use Tax 0.00  
Entered VAT 0.00

**Details** Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
STATE	0000003662	Remitting Address	01/12/2017	789.24	USD	XEROX Cor

**Voucher Approval**

BUSINESS\_UNIT=15100, VOUCHER\_ID=00001632:Pending Start New Path

COVA Standard Voucher Approval

Pending  
Multiple Approvers  
COVA Standard Voucher Approver

254 characters remaining

Approve Deny Pushback Add Comments Hold

Return to Search Notify

Approval | Line Information | Charge Information

Click on image to return



# Voucher Approval – Direct Navigation

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Approve ▾ > Approval Framework - Vouchers

## Voucher Approval AF

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

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit = ▾ 15100 🔍

Voucher ID begins with ▾ 00001633

Invoice Number begins with ▾

Short Supplier Name begins with ▾

Supplier ID begins with ▾ 🔍

Supplier Name begins with ▾

Approval Status = ▾ ▾

Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Click on image to return



# End Of Appendix

Congratulations! You successfully completed the appendix section of **SW AP313: Cardinal Approving Vouchers** course.

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